



**Shire of Brookton**

# **ORDINARY COUNCIL MEETING**

## **MINUTES**

**Thursday 19 June 2014**

These minutes were confirmed by Council as a true and correct record of the Ordinary Council meeting held on 19 June 2014.

**Presiding Member:**.....**Date:**.....

### **Disclaimer**

The purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

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**Shire of Brookton**  
**Ordinary Meeting of Council held 19 June 2014**  
**Commencing at 12.30 pm.**

**TABLE OF CONTENTS**

<b>1.06.14</b>	<b>DECLARATION OF OPENING / ATTENDANCE / APOLOGIES .....</b>	<b>4</b>
<b>2.06.14</b>	<b>ANNOUNCEMENT OF VISITORS.....</b>	<b>4</b>
<b>3.06.14</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>	<b>4</b>
<b>4.06.14</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>4</b>
<b>5.06.14</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>4</b>
<b>6.06.14</b>	<b>PETITIONS/ DEPUTATIONS / PRESENTATION .....</b>	<b>5</b>
<b>7.06.14</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>5</b>
<b>8.06.14</b>	<b>ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION .....</b>	<b>5</b>
<b>9.06.14</b>	<b>DECLARATIONS BY MEMBERS &amp; OFFICERS .....</b>	<b>5</b>
<b>10.06.14.0</b>	<b>TECHNICAL &amp; DEVELOPMENT SERVICES REPORT .....</b>	<b>6</b>
<i>10.06.14.01</i>	<i>PLANT AND WORKS COMMITTEE MINUTES - 15<sup>th</sup> May 2014.....</i>	<i>6</i>
<i>10.06.14.02</i>	<i>DEVELOPMENT APPLICATION – MEN’S SHED SHADE SHELTER - LOT 456 - RESERVE 43158</i>	<i>8</i>
<i>ATTACHMENT 10.06.14.02A</i> .....		<i>10</i>
<i>ATTACHMENT 10.06.14.02A</i> .....		<i>11</i>
<i>10.06.14.03</i>	<i>INITIATION OF ALTERATION TO OUTBUILDING POLICY</i>	<i>13</i>
<i>ATTACHMENT 10.06.14.03A</i> .....		<i>16</i>
<i>10.06.14.04</i>	<i>DEVELOPMENT APPLICATION – JUNIOR CROSS COUNTRY RACE – VARIOUS LOTS, DAVIS ROAD, BROOKTON</i>	<i>22</i>
<i>ATTACHMENT 10.06.14.04A</i> .....		<i>26</i>
<b>11.06.14.0</b>	<b>COMMUNITY SERVICES REPORT .....</b>	<b>31</b>
<i>11.06.14.01</i>	<i>APPOINTMENT OF DUAL FIRE CONTROL OFFICERS</i>	<i>31</i>
<i>11.06.14.02</i>	<i>BUSH FIRE ADVISORY COMMITTEE – APPOINTMENT OF BRIGADE OFFICE BEARERS / TENDER DRIVERS.....</i>	<i>33</i>
<i>ATTACHMENT 11.06.14.02A</i> .....		<i>39</i>

11.06.14.03	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES) CONCEPT PAPER – REVIEW OF THE EMERGENCY SERVICES ACTS	43
<b>12.06.14.0</b>	<b>FINANCE &amp; ADMINISTRATION REPORT</b>	<b>49</b>
12.06.14.01	LIST OF ACCOUNTS FOR PAYMENT	49
	ATTACHMENT 12.06.14.01A	51
12.06.14.02	FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2014	56
	ATTACHMENT 12.06.14.02A	58
12.06.14.03	SCHEDULE OF FEES AND CHARGES 2014/15	71
12.06.14.04	ASSET WRITE-OFFS – FAIR VALUE IMPLEMENTATION	73
	ATTACHMENT 12.06.14.04A	77
12.06.14.05	SUNDRY DEBTOR WRITE-OFFS	79
13.06.14.01	REVIEW OF POLICY MANUAL AND DELEGATIONS REGISTER	82
TABLE A	84	
<b>14.06.14.0</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	<b>93</b>
<b>15.06.14.0</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING – ELECTED MEMBERS, OFFICERS</b>	<b>93</b>
15.06.14.01	ASSISTANCE TO BROOKTON MULTIFUNCTIONAL FAMILY CENTRE INC.	94
15.06.14.02	CENTRAL COUNTRY ZONE AGENDA ITEM - FREE GAP PAYMENT TO CHILDCARE CENTRES FOR INDIGENOUS CHILDREN	100
	ATTACHMENT 15.06.14.02A	102
<b>16.06.14.0</b>	<b>CONFIDENTIAL REPORT</b>	<b>105</b>
<b>17.06.14.0</b>	<b>NEXT MEETING</b>	<b>105</b>
<b>18.06.14.0</b>	<b>CLOSURE</b>	<b>105</b>

#### **1.06.14      DECLARATION OF OPENING / ATTENDANCE / APOLOGIES**

The Presiding Member opened the meeting at 12:33pm and welcomed Councillors, staff and members of the public.

##### **Attendance**

###### Elected Members

Cr KT Wilkinson – Shire President (Presiding Member)

Cr KL Crute - Deputy Shire President

Cr N Walker

Cr TM Eva

Cr R T Fancote

Cr K H Mills

Cr L Allington

###### Staff

Kevin O'Connor

Chief Executive Officer

Evelyn Arnold

Deputy Chief Executive Officer

Stefan de Beer

Shire Planner

Courtney McCallum

Governance Officer

Carina Whittington

Community Services Manager

###### Members of the Public

Mr George Linton

###### Apologies

#### **2.06.14      ANNOUNCEMENT OF VISITORS**

Shire President welcomed visitors.

#### **3.06.14      RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

#### **4.06.14      PUBLIC QUESTION TIME**

George Linton asked the following question:

Has the Council ever considered a dump point at the Caravan Park?

Shire President advised that it is in the plans for the new Caravan Park.

#### **5.06.14      APPLICATIONS FOR LEAVE OF ABSENCE**

##### **Council Resolution**

##### **5.06.14.01**

**Moved Cr Walker Seconded Cr Fancote**

**That Councillor Crute be approved leave of absence for the August Council Meeting.**

**CARRIED 7-0**

**6.06.14 PETITIONS/ DEPUTATIONS / PRESENTATION**

Nil

**7.06.14 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Council Resolution**

**7.06.14.01**

**Moved Cr Mills Seconded Cr Allington**

**That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers on Thursday 15 May 2014 be confirmed as a true and correct record of proceedings.**

**CARRIED 7-0**

**8.06.14 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

**Condolences**

Marjorie Watts

Gene Garlett

**9.06.14 DECLARATIONS BY MEMBERS & OFFICERS**

***Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer prior to the item.***

**Financial, Proximity and Impartiality Interests**

<b>Item no.</b>	<b>Staff</b>	<b>Type of Interest</b>	<b>Nature of Interest</b>
15.06.14.01	Wilkinson	Impartiality	Author is his wife

## **10.06.14.0 TECHNICAL & DEVELOPMENT SERVICES REPORT**

### **10.06.14.01 PLANT AND WORKS COMMITTEE MINUTES - 15<sup>th</sup> May 2014**

**FILE REFERENCE:** ADM 0545

**AUTHORS NAME AND POSITION:** Courtney McCallum  
Governance Officer

**NAME OF APPLICANT/RESPONDENT:** N/A

**DATE REPORT WRITTEN:** 11 June 2014

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** Nil

#### **SUMMARY:**

Council is requested to adopt the recommendations from the Plant and Works Committee Meeting held on 15 May 2014.

#### **Background:**

A Plant and Works Committee Meeting was held on 15 May 2014.

#### **Detail:**

The Committee considered the Five (5) Year Works Budget and Ten (10) Year Plant Replacement Program.

#### **Statutory and Legal Considerations:**

There are no Statutory or Legal Considerations relevant to this report.

#### **Policy Considerations:**

There are no Policy Considerations relevant to this report.

#### **Consultation:**

No consultation was deemed necessary.

#### **Financial Implications:**

An increase in contract Ranger Services hours.

#### **Strategic Community Plan (2013 – 2023):**

Strategy No: 1.5.2 *Support the community in emergency and fire management planning and preparedness.*

**Corporate Business Plan (2013 – 2017):**

Activity & Services: *Support the Shires Bush Fire Brigades to develop and implement fire preparedness and firebreak programs.*

Responsibility: *Admin* Year: (2014-2018)

**Officer's Comment:**

The following recommendations were carried by the Committee:

**11.05.14.01 5 Year Works Budget****Recommendation:**

1. That McCabe Road receives a few loads of gravel to fix the problem with the rocks and this project is removed out of the 5 Year Works Budget 2014/15.
2. That the installation of the Buckingham Road Crossings takes the place of McCabe Road in the 5 Year Works Budget 2014/15.
3. That the 5 Year Works Budget as amended be submitted to Council for consideration in the 2014/14 Budget Review process.

**11.05.14.02 10 Year Plant Replacement Program****Recommendation:**

That the 10 Year Plant Replacement Program is accepted.

**Voting Requirements:**

Simple Majority

**Officer's Recommendation:**

That Committee Recommendations 11.05.14.01 and 11.05.14.02 contained in the Plant and Works Committee Minutes of 15 May 2014 be adopted by Council.

**Council Resolution****10.06.14.01****Moved Cr Crute Seconded Cr Walker**

**That Committee Recommendations 11.05.14.01 and 11.05.14.02 contained in the Plant and Works Committee Minutes of 15 May 2014 be adopted by Council.**

**CARRIED 7-0**

**10.06.14.02 DEVELOPMENT APPLICATION – MEN’S SHED SHADE SHELTER -  
LOT 456 - RESERVE 43158**

**FILE REFERENCE:** P2685

**AUTHORS NAME  
AND POSITION:** Stefan de Beer  
Shire Planner

**NAME OF APPLICANT/  
RESPONDENT:** Graham Wearne - Brookton Men’s  
Shed

**DATE REPORT WRITTEN:** 5 June 2014

**DISCLOSURE OF INTEREST:** The author has no financial interest in  
this matter.

**PREVIOUS MEETING REFERENCE:** No previous meeting reference.

**SUMMARY:**

Council is requested to consider an application for planning approval for the construction of a Shade Shelter at the Brookton Men’s Shed. It will be recommended the application be approved.

**Background:**

The Brookton Men’s Shed requests permission to construct a Shade Shelter behind the Men’s Shed building located on Whittington Street as depicted in the accompanying plans.

**Details:**

The Shire of Brookton Town Planning Scheme No 3 (TPS 3), in Clause 2.3 states:

*‘Where an application for planning approval is made with respect to land within a local reserve, the Council shall have regard to the ultimate purpose intended for the reserve and the Council shall in the case of land reserved for the purposes of a public authority confer with that authority before granting its approval.’*

Under Certificate of Crown Land Title, Reserve 43158 may be used for the purposes of *Recreation, Tourism, Health, Civic and Community Purposes*.

**Statutory and Legal Considerations:**

The application may be approved at Council’s discretion under the Shire of Brookton Town Planning Scheme No. 3.

**Policy Considerations:**

There are no Policy implications relative to this application.

**Consultation:**

No consultation was considered required.



**Financial Implications:**

There are no financial implications relative to this application.

**Strategic Plan Considerations:****Strategic Community Plan (2013 – 2023):**

- No specific implication relative to this application.

**Corporate Business Plan (2013 – 2017):**

- No specific implication relative to this application.

**Local Planning Strategy:**

- No specific implication relative to this application.

**Officers Comment:**

It is understood that the proposed Shade Shelter will be utilized by the Men's Shed as part of their usual activities.

It is submitted that the Brookton Men's Shed, and any associated ancillary use (i.e. the proposed Shade Shelter) fits the description of '*Community Purpose*' as reflected in the *Certificate of Crown Land Title* for the Reserve, as quoted above, and will be recommended for approval.

**Voting Requirements:**

Simple Majority Required

**Officer's recommendation:**

That Council resolve to approve the construction of a Shade Shelter on Lot 456 (Reserve 43158), subject to the following conditions and advice notes:

**Conditions:**

1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.
2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.
3. Cladding of the Shade Shelter shall be with a type of material and in a colour which is to the satisfaction of the Shire.

**Advice Notes:**

1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
2. The applicant is advised a building Permit is required prior to commencement of any building works.

3. The applicant is advised that the proposed development is required to meet the requirements for disabled persons in accordance with the Building Code of Australia, Premises Standard and Australian Standards AS1428.1.

*Note - This item was withdrawn in writing prior to the meeting*

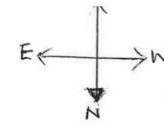
**ATTACHMENT 10.06.14.02A**

ATTACHMENT 10.06.14.02A



1 OF 2

TEMPORARY SHADE FRAME  
 DIMENSIONS: 3,650mm WIDE  
 10,400mm LONG



SCALE: 1:50

# CALCULATION SHEET

MTL LIST: POSTS(4) = 70mm x 70mm x 2m  
 SHS

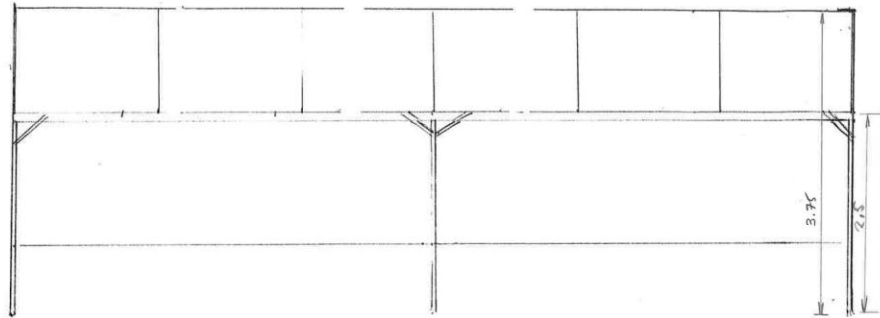
FAB. TRUSSES(7) = 75mm x 38mm x 2m  
 RHS

HAND RAIL BRACE(2) = 50mm GAL HD PIPE  
 (1/DOWNING FITTINGS)

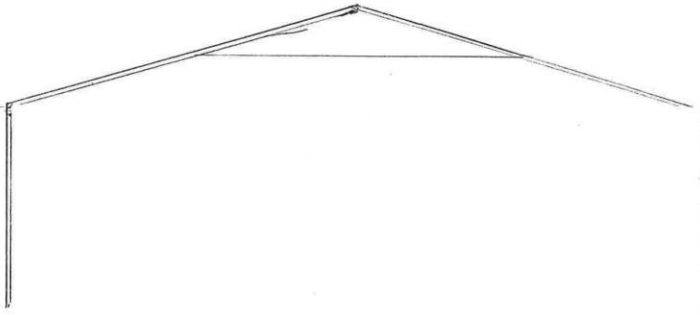
SHADE CLOTH = AS REQUIRED

BEAMS(2) = 150mm x 50mm x 2m

ELEVATION



END ELEVATION



### 10.06.14.03 INITIATION OF ALTERATION TO OUTBUILDING POLICY

**FILE REFERENCE:** ADM 0224

**AUTHORS NAME AND POSITION:** Stefan de Beer  
Shire Planner

**NAME OF APPLICANT/RESPONDENT:** Shire of Brookton

**DATE REPORT WRITTEN:** 5 June 2014

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**PREVIOUS MEETING REFERENCE:** There is no previous meeting reference

#### **SUMMARY:**

It is proposed Council initiate an alteration to Policy 8.11 – ‘Outbuildings’.

#### **Background:**

Shire Planner is proposing to alter the Outbuilding Policy of Council to permit the construction of a shed on Farming zoned land above 10 ha, without the requirement of the applicant to own a dwelling within the Shire, or having commenced construction of a dwelling in the Shire. Other minor text alterations are also proposed, as detailed in the Attachment.

#### **Details:**

In the present Outbuildings Policy, clause 7.9 states as follows:

*‘Within the farming zone the construction of an outbuilding will only be approved on vacant land where the landowner owns, or has substantially commenced construction of a dwelling within the Shire of Brookton.’*

#### **Statutory and Legal Considerations:**

Council has the power to create or alter Town Planning Scheme policies under Clause 8.7 of the Shire of Brookton’s Town Planning Scheme No. 3.

#### **Policy Considerations:**

Initiation of the process is anticipated to result in an altered Outbuilding Policy.

#### **Consultation:**

No consultation was considered required.

#### **Financial Implications:**

Council will be required to pay the required advertising costs.

## **Strategic Plan Considerations:**

### **Strategic Community Plan (2013 – 2023):**

- No specific implication relative to this application.

### **Corporate Business Plan (2013 – 2017):**

- No specific implication relative to this application.

### **Local Planning Strategy:**

- No specific implication relative to this application.

### **Comment:**

The following conventions are used in the Attachment to this Report (Outbuilding Policy):

- Text highlighted in green: represents new text;
- Text with ~~double-strikethrough~~: represents text to be deleted.

Anecdotal evidence would suggest that the specific requirement in the Outbuilding Policy pertaining to the requirement to own a dwelling within the Shire of Brookton before permission can be given to erect a shed on vacant farming zoned land, or commencement of construction of a dwelling, places an unnecessary encumbrance on investment within the Shire, and the enjoyment of land holders of their properties. It also creates land management issues.

It is acknowledged that the intention of the clause is to discourage the use of outbuildings on farming zoned properties as *de facto* dwellings. It is submitted though that this is addressed at the issuance of planning approval for an outbuilding where the following standard condition is imposed:

*'The outbuilding shall not be used for human habitation...'*

The above intent is further strengthened by Clauses 6.5, 7.3 & 7.6 in the Outbuilding Policy which reads as follows, and which Clauses are proposed to be retained in the altered policy, to enable continued land use control over other Zoned properties:

*'Clause 6.5: To ensure outbuildings are not used as de facto dwellings...*

*'Clause 7.3: Ablution facilities within outbuildings shall not be approved unless the outbuilding is associated with an existing or substantially commenced dwelling to reduce any occurrence of the outbuilding becoming a de facto house.*

*'Clause 7.6: The construction of an outbuilding on vacant land within the Residential, Rural Residential and Rural Townsite Zones will not be permitted without an application for the construction of a residence having been approved and construction having commenced.'*

Further to the above, the enforcement of the policy can become challenging when a Farming zoned property with only an Outbuilding on it is sold to a buyer whom doesn't own a house in the Shire of Brookton.

Shire planner has had a number of enquiries from prospective buyers of Farming zoned land within the Shire whom wants to purchase the land with the intention to eventually build a house thereon. For purposes of land management (secure storage of equipment for the management of the land, i.e. creation and maintenance of fire breaks), and personal enjoyment of the land, they more than often require a shed for the above purposes, which the present policy wouldn't permit.

Shire planner is of the opinion that the present policy should be altered to permit this, and by doing so ideally become more investor friendly. Any other planning concerns can still be dealt with at the submission stage for planning approval.

**Strategic Plan Implications:**

There are no Strategic Plan Implications relative to this issue.

**Voting Requirements:**

Simple Majority Required

**Recommendation:**

That Council resolve to initiate the alteration of the Outbuilding Policy and proceed to advertising pursuant to Clause 8.7.1 of the Shire of Brookton Town Planning Scheme No 3.

**Council Resolution**

**10.06.14.02**

**Moved Cr Walker Seconded Cr Crute**

**That Council resolve to initiate the alteration of the Outbuilding Policy and proceed to advertising pursuant to Clause 8.7.1 of the Shire of Brookton Town Planning Scheme No 3.**

**CARRIED 5-2**

**ATTACHMENT 10.06.14.03A**

## POLICY MANUAL – Planning

<b>Title:</b>	<b>Outbuildings</b>
<b>Previous No:</b>	
<b>File No:</b>	<b>ADM 0224</b>
<b>Statutory Environment:</b>	<b>Clause 8.7 - Shire of Brookton Town Planning Scheme No. 3</b>
<b>Minute No:</b>	<b>10.05.11.03, 10.06.13.04 &amp; 10.06.14.03</b>
<b>Date:</b>	<b>June 2014</b>
<b>Review Date:</b>	<b>June 2014</b>

### Objective:

To provide a guide for the assessment and determination of applications for planning approval for outbuildings (sheds/garages) in all zones.

### 1. AUTHORITY TO PREPARE AND ADOPT A PLANNING POLICY

The Shire of Brookton, pursuant to Clause 8.7 of the Shire of Brookton Town Planning Scheme No.3, hereby makes this Town Planning Scheme Policy regarding Outbuildings throughout the Shire of Brookton. ~~This policy will be incorporated into future schemes when Town Planning Scheme No.3, or greater, is revoked.~~  
This policy supersedes Council's previous Outbuildings Policy, which is hereby rescinded.

### 2. BACKGROUND

Under the Shire of Brookton's Town Planning Scheme No. 3 except where specifically exempt, Planning Approval is required for a shed (outbuilding) in all zones.

The Shire's Town Planning Scheme has no criteria under which an application for an outbuilding is to be determined. As such, this policy is required to give certainty as to what the Council shall approve.



### **3. REQUIREMENT FOR PLANNING APPROVAL**

#### **3.1 Determination**

Council's Town Planning Scheme No.3 requires Council to give its discretionary consent to sheds on all zoned land within the Shire. All applications for the construction of sheds and other outbuildings will be assessed against this policy prior to a decision being made under the provisions of the Scheme.

In determining the application Council may:

- Approve the application; or
- Approve the application with conditions; or
- Refuse the application, giving reasons for the refusal.

Planning approval is valid for a period of two (2) years from the date of approval, during which time a Building ~~License~~ Permit must be issued or the approval is extinguished.

#### **3.2 Need for a Building Permit**

Notwithstanding that Council may grant Planning Approval, a Building Permit is required to be sought and issued prior to construction commencing.

#### **3.3 Advertising**

Council may require any application for an outbuilding to be advertised in accordance with Clause 7.2 of its Town Planning Scheme if deemed necessary.

### **4. INFORMATION TO BE SUPPLIED WITH APPLICATION**

Application for the construction of an outbuilding under this policy is to be made by completion of an Application for Planning Approval form, signed by the owner(s) of the land. To enable timely determination of the application, the following information shall be provided:

- Purpose of the outbuilding, such as private workshop, storage shed, etc.
- Area of outbuilding in square metres;
- Height of outbuilding from natural ground level to the top of the wall, or bottom of eave, as appropriate;
- Height of roof ridge (or highest point of the roof) from natural ground level;
- Details on the cladding material to be used for roof and walls, including colour;
- A scaled site plan of the property showing distance of the proposed outbuilding from property boundaries, existing structures and effluent disposal systems;
- A sketch elevation of the front and sides of the outbuilding, showing height of the wall and roof ridge from natural ground level;

- Details of any trees to be removed to allow construction of the outbuilding; and
- Any other information Council may reasonably require to enable the application to be determined.

## **5. APPLICATION OF THE POLICY**

This policy applies to all zoned land situated within the Shire of Brookton.

## **6. OBJECTIVES OF THE POLICY**

The primary objectives are to:

- 6.1 Provide certainty for landowners of the building requirements within the Shire by ensuring that all development issues are considered when applying for Planning Approval, including that the Rural Nature of the Shire is maintained;
- 6.2 To limit the impact of outbuildings by specifying such things as maximum areas and height, location, material colour, landscaping and the like;
- 6.3 To adequately screen large buildings so as to not destroy the rural ambience and setting, to achieve and maintain a high level of rural amenity;
- 6.4 To allow sufficient scope for the siting of buildings sympathetic with landscape features, distant from neighbouring properties and important roads;
- 6.5 To ensure outbuildings are not used as de-facto dwellings; and
- 6.6 To ensure aesthetic and amenity impacts on neighbouring properties are considered when determining outbuilding proposals.

## **7. POLICY**

- 7.1 Outbuildings that comply with all of the criteria corresponding to the relevant zone in Table 1 of this Policy may be approved subject to compliance with other relevant clauses of this Policy, as set out below.
- 7.2 Outbuildings that do not comply with all of the criteria corresponding to the relevant zone in Table 1 of this Policy will be referred to Council.
- 7.3 Ablution facilities within outbuildings shall not be approved unless the outbuilding is associated with an existing or substantially commenced dwelling to reduce any occurrence of the outbuilding becoming a de-facto house. If the outbuilding is used in association with a commercial business, ablution facilities maybe permitted at Council's discretion.

- 7.4 Setbacks to lot boundaries shall be in accordance with the Shire of Brookton Town Planning Scheme No.3 and the *Residential Design Codes*, where applicable.
- 7.5 Under this policy “Sheds” are defined as outbuildings with a floor area greater than 10m<sup>2</sup>. Outbuildings with a floor area of 10m<sup>2</sup> or less do not require Planning Approval.
- 7.6 The construction of an outbuilding on vacant land within the Residential, Rural Townsite, Rural Residential **and Rural Smallholdings** will not be permitted without an application for the construction of a residence having been approved and construction having commenced.
- 7.7 Sea containers shall generally only be approved as outbuildings in the Farming and Industrial zones. Where a sea container is proposed to be used as an outbuilding the onus is on the applicant to demonstrate the exterior finish will not have a detrimental impact on the amenity of the property or surrounding area.
- 7.8 Within the Residential, Rural Townsite, Rural Residential **and Rural Smallholding Zones**, as well as on lots of less than 2ha in the Farming Zone, outbuildings other than a carport or garage will not be permitted in the area between the house and the front boundary of the property. Front setbacks for carports and garages will be subject to the *Residential Design Codes 2008*.
- ~~7.9 Within the Farming zone the construction of an outbuilding will only be approved on vacant land where the landowner owns, or has substantially commenced construction of, a dwelling within the Shire of Brookton.~~

CRITERIA					
Zone	Maximum Total area of all outbuildings on the lot (m <sup>2</sup> )	Maximum individual area of proposed outbuilding (m <sup>2</sup> )	Maximum Wall height (m)	Maximum Roof height (m)	Design / Location
Residential R10 and above	75	75	3.0	4.0	Where the outbuilding: (a) Is not a sea container; (b) Is not closer to the primary street alignment than 50% of the required setback for the relevant density coding specified in Table 1 of the R-Codes; (c) Walls and roofs are constructed of Colorbond, masonry or the like (excludes zincalume); and (d) Is not constructed prior to the commencement of construction of a residence.
Residential below R10	100	75	3.0	4.0	
Rural Residential, Rural Townsite & Rural Smallholding	200	150	3.0	4.0	Where the outbuilding: (a) Is not a sea container; (b) Walls and roofs are constructed of Colorbond, masonry or the like (excludes zincalume); and (c) Is not constructed prior to the commencement of construction of a residence
Farming below 1 hectare	100	75	3.0	4.0	Where the outbuilding: (a) Is not a sea container; (b) Walls and roofs are constructed of Colorbond, masonry or the like (excludes zincalume); and (c) Is not constructed prior to the commencement of construction of a residence
Farming between 1 – 10 hectares	200	150	3.0	4.0	Where the outbuilding: (a) Is not a sea container; (b) Walls and roofs are constructed of Colorbond, masonry or the like (excludes zincalume); and
Farming above 10 hectares	NA	1,000	8	9	Outbuildings within 75 metres of a road boundary are to be constructed of Colorbond, masonry or similar approved material (excludes zincalume)
Commercial	400	200	5.0	7.0	a) Outbuildings to be constructed of Colorbond, masonry or similar approved material (excludes zincalume);

					<ul style="list-style-type: none"> <li>b) Outbuildings shall be sympathetic to the streetscape; and</li> <li>c) Outbuildings shall reflect the heritage values of any associated building or adjacent properties.</li> </ul>
Industrial	400	200	5.0	7.0	<ul style="list-style-type: none"> <li>a) Outbuildings visible from a street to be generally constructed of Colorbond, masonry or similar approved material. Zinalume may be approved at Council's discretion;</li> <li>b) No outbuildings shall be constructed in the front setback area;</li> <li>c) Outbuildings shall only be approved if they are a component of an approved Industrial land use.</li> </ul>

#### 10.06.14.04 DEVELOPMENT APPLICATION – JUNIOR CROSS COUNTRY RACE – VARIOUS LOTS, DAVIS ROAD, BROOKTON

**FILE REFERENCE:** P580

**AUTHORS NAME AND POSITION:** Stefan de Beer  
Shire Planner

**NAME OF APPLICANT/RESPONDENT:** Winton Lawton – Off-road Riding Club of WA

**DATE REPORT WRITTEN:** 6 June 2014

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**PREVIOUS MEETING REFERENCE:** No previous meeting reference

##### **SUMMARY:**

An application has been received to conduct a junior cross country motorcycle race event at Lots 12572, 10230, and others, Davis Road, Brookton. It will be recommended the application is approved.

##### **Background:**

It is proposed to hold a junior cross country motorcycle race event at Lots 12572, 10230, and others, Davis Road, Brookton. The event is proposed to occur on 21 June 2014, and would be similar to events that were held elsewhere in the Shire by the same proponent.

The subject site is zoned Farming, partly cleared and vacant. Access is via Davis Road.

A copy of the application letter from the applicant is enclosed for ease of reference.

##### **Details:**

The proposed land use is a *use not listed* under the Shire of Brookton's Town Planning Scheme No. 3 (TPS 3) Table 1 – Zoning Table and cannot be reasonably determined as falling within the interpretation of one of the existing uses. Therefore the provisions contained in Clause 3.6.5 of TPS 3 must be followed.

##### **Statutory and Legal Considerations:**

Provided Council determines the land use is consistent with the objectives and purposes of the zone as discussed above, the application complies with the Shire of Brookton's Town Planning Scheme No. 3.

##### **Policy Considerations:**

There is no council policy relative to this issue.

##### **Consultation:**

Surrounding neighbours likely to be affected by the event were invited to comment. At the time of compilation of this report, no comments had been received.

**Financial Implications:**

There are no financial implications relative to this issue.

**Strategic Plan Considerations:****Strategic Community Plan (2013 – 2023):**

- No specific implication relative to this application.

**Corporate Business Plan (2013 – 2017):**

- No specific implication relative to this application.

**Local Planning Strategy:**

- No specific implication relative to this application.

**Officer's Comment:****Clause 3.6.5 of TPS 3**

As a land use not listed under TPS 3, prior to determining the application, Council must determine that the proposed use may be consistent with the objectives and purposes of the zone. Should Council consider the proposal is consistent with the objectives and purposes of the zone Council may, at its discretion, permit the land use. At Council's discretion advertising may be required prior to determining the application.

**Planning intent for the zone**

It is the opinion of staff that the land use is consistent with the objectives and purposes of the zone. The proposal is located in a Farming zone and is remote from any sensitive land uses. Given the temporary nature of the proposal it is unlikely there will be any substantial negative impact on rural character, amenity or agricultural production in the surrounding area. Therefore it will be recommended the proposal be determined to be consistent with the objectives and purposes of the zone.

**Character and Amenity**

Given the temporary nature of the proposed activity and remote location it is unlikely there will be any substantial disturbance to the character or amenity of the area.

The main potential disturbance to amenity would be from noise and traffic. To ensure such amenity disturbance is minimised, should Council approve the application, hours of operation could be restricted as a condition of approval.

**First Aid**

The applicant has stated local St John Ambulance personnel will be in attendance. Should Council approve the application, to ensure the provision of first aid is adequate, it will be recommended a person qualified in first aid is in attendance at all times during the activity, as a condition of approval.

**Fire Management**

Applicant submits that Fire Extinguishers will be located throughout the parking & pit area.

**Conclusion**

The application to conduct a junior cross country motorcycle race event, is supported because:

- Any negative external impact will be limited;

- Previous events similar in nature has been conducted without incident; and
- Recommended conditions of approval are anticipated to address matters of concern.

Therefore it will be recommended the application be approved.

**Voting Requirements:**

Simple Majority Required.

**Officer's Recommendation:**

That Council approve a junior cross country motorcycle race event at Lots 12572, 10230, and others, Davis Road, Brookton, subject to the following conditions and advice notes:

Conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.
2. This approval is for activities occurring between and including 20<sup>th</sup> and 22<sup>nd</sup> June 2014.
3. Ablution facilities that comply with the Shire of Brookton's Environmental Health requirements shall be available on site at all times during the event.
4. Motorcycle activity shall only occur between the hours of 9.00am and 4.00pm on the 21<sup>st</sup> of June 2014.
5. The Fire Management and First Aid proposals as contained in the planning application documentation shall be complied with at all times during the event.
6. A person appropriately qualified in first aid shall be on site at all times during the event.
7. With the exception of persons involved in the setting up and dismantling of the event, no camping is to occur on site.

Advice Notes:

1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
2. The applicant is advised to, in future, submit similar applications to the Shire at least 3 months before the scheduled event, in order for the Shire to adhere to the relevant Statutory requirements of the Shire of Brookton Town Planning Scheme.



**Council Resolution**

**10.06.14.03**

**Moved Cr Eva Seconded Cr Crute**

**That Council approve a junior cross country motorcycle race event at Lots 12572, 10230, and others, Davis Road, Brookton, subject to the following conditions and advice notes:**

**Conditions:**

- 1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.**
- 2. This approval is for activities occurring between and including 20<sup>th</sup> and 22<sup>nd</sup> June 2014.**
- 3. Ablution facilities that comply with the Shire of Brookton's Environmental Health requirements shall be available on site at all times during the event.**
- 4. Motorcycle activity shall only occur between the hours of 9.00am and 4.00pm on the 21<sup>st</sup> of June 2014.**
- 5. The Fire Management and First Aid proposals as contained in the planning application documentation shall be complied with at all times during the event.**
- 6. A person appropriately qualified in first aid shall be on site at all times during the event.**
- 7. With the exception of persons involved in the setting up and dismantling of the event, no camping is to occur on site.**

**Advice Notes:**

- 1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**
- 2. The applicant is advised to, in future, submit similar applications to the Shire at least 3 months before the scheduled event, in order for the Shire to adhere to the relevant Statutory requirements of the Shire of Brookton Town Planning Scheme.**

**CARRIED 7-0**

**ATTACHMENT 10.06.14.04A**



PO Box 313 Bullcreek WA 6149

Shire of Brookton  
14 White st  
Brookton WA 6306

Att: Mr Stefan de Beer  
Shire Planner

Re: **Non Commercial Motorcycle Activity**  
**21<sup>st</sup> June 2014**

**Overington Farm**  
**Davis Rd, Brookton**  
**Encompassing Lots 12572, 10230, 7605, 4302, 4008 & 3815**

**Property Owned by Jeff Overington**

SHIRE OF BROOKTON		RECEIVED
6 MAY 2014		
FILE REF:	AS80	RESP
OFFICER:	SP	
DOC ID:		
DATE:	6/5/14	
INIT:		

Dear Stefan

Once again I apologize for the late application. Between the landowner not being available to sign the application and myself being involved with other events, the weeks have slipped by.

Please find attached the application for planning approval, including a map of the parking & start/finish areas.

This is called a Cross Country Race which is slightly different from the Enduro at West Dale. The track will be approx. 14km long, winding its way through bush and across paddocks.

The track is inspected by a Motorcycling Australia official, to make sure it meets the Motorcycling Rules of Competition. Once approved, a permit to activate the insurance cover is issued.

If you require any further information, please do not hesitate to give me a call.

Thank you for all your assistance.

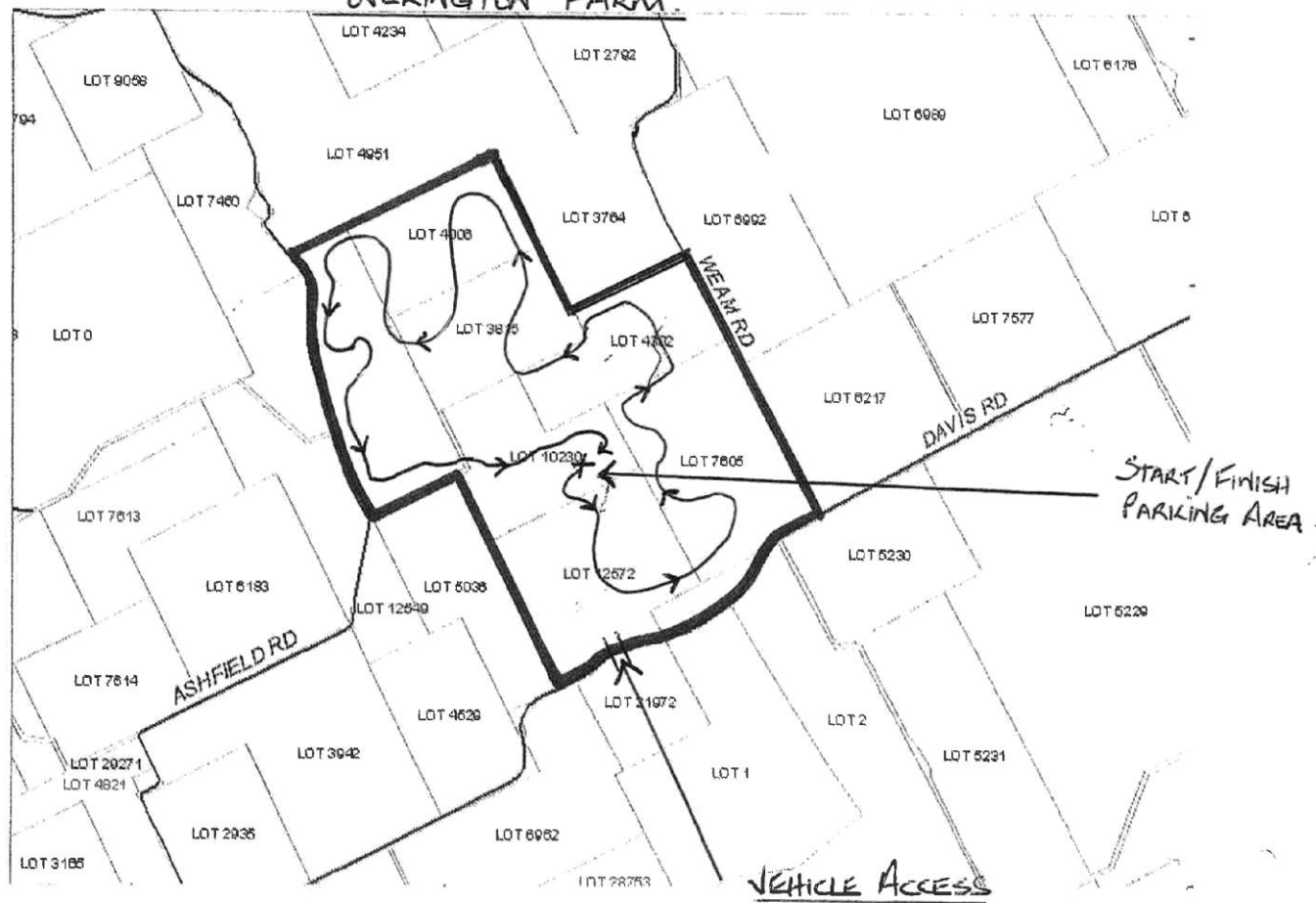
A handwritten signature in blue ink, appearing to read "Winton Lawton".

**Winton Lawton**  
**Event Co-Ordinator**  
**0418 313 553**

## **General Event Details**

Type of event:	Junior Cross Country Race
Date of event:	21 <sup>st</sup> June 2014 9am - 4pm
Access Required:	Friday 20 <sup>th</sup> –Sunday 22 <sup>nd</sup> June, to set up & clean up the track. (10-20 people)
Eligibility:	Open to all members of the Offroad Riding Club of WA Aged 4-23 years
Expected Numbers:	We would expect Approx' 100 riders plus parents and family.
Parking:	Parking will be in designated areas, and controlled by voluntary marshalls.
Camping:	Camping will be restricted to persons involved in the set up & clean up of the event.
Toilets:	A minimum of 6 portable toilets will be provided. (As per Health dept guidelines)
Rubbish:	Rubbish bags will be provided & removed from site after event.
Animals:	No dogs or pets will be allowed.
Alcohol:	Prohibited on site.
Food Catering:	A mobile Coffee Van will be invited to attend. (he must provide a current Health Certificate)
First Aid:	Brookton St Johns first aid will be in attendance. Nearest Hospital will be advised.
Fire Services:	Fire Extinguishers will be located throughout the parking/pit area.
Event Guidelines:	The event will be run under permit from Motorcycling Australia and run in accordance with the Australian Rules of Competition by qualified Officials.
Public Liability Cover:	\$50,000,000 AON Insurance & Motorcycling Australia

JUNIOR OFFROAD RIDING EVENT.  
21ST JUNE 2014.  
OVERINGTON FARM.





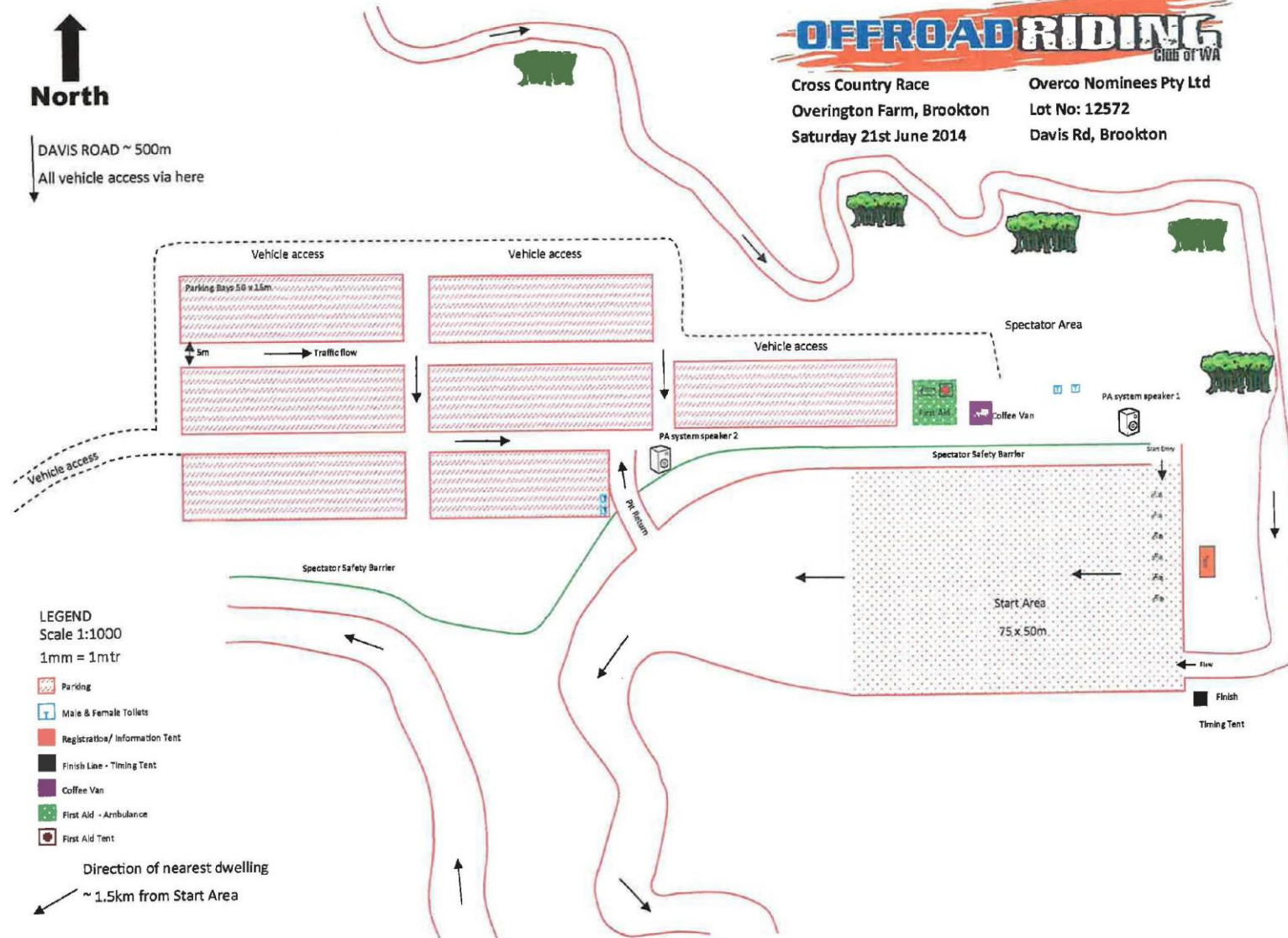
DAVIS ROAD ~ 500m  
All vehicle access via here

# OFFROAD RIDING

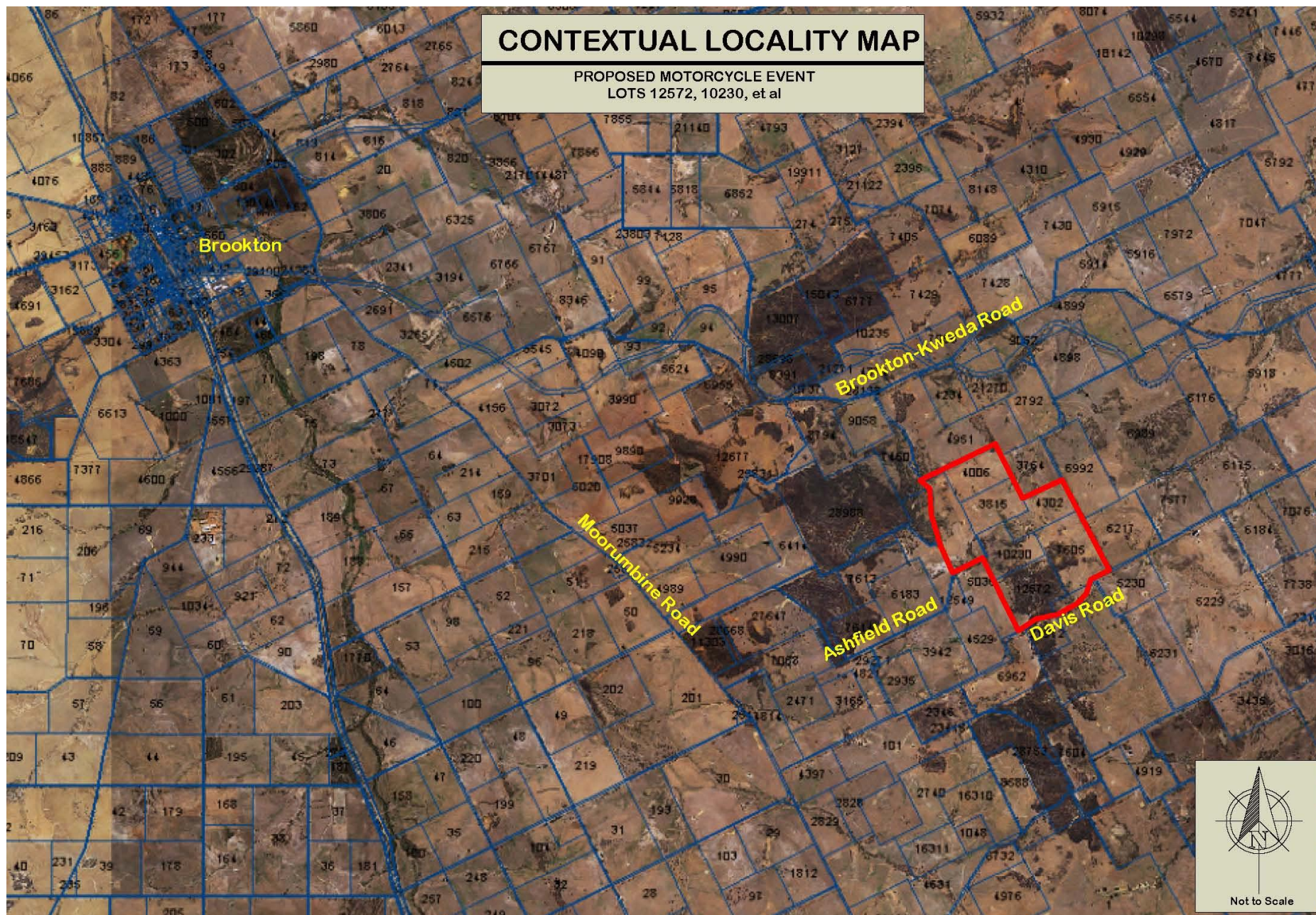
CLUB OF WA

Cross Country Race  
Overington Farm, Brookton  
Saturday 21st June 2014

Overco Nominees Pty Ltd  
Lot No: 12572  
Davis Rd, Brookton







**11.06.14.01 APPOINTMENT OF DUAL FIRE CONTROL OFFICERS**

**FILE REFERENCE:** ADM 0191

**AUTHORS NAME  
AND POSITION:** Courtney McCallum  
Governance Officer

**NAME OF APPLICANT/  
RESPONDENT:** Shire of Pingelly

**DATE REPORT WRITTEN:** 9 June 2014

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** Ordinary Meeting Minutes May 2013  
– item 11.05.13.02.

**SUMMARY:**

The Shire of Pingelly has requested that Rodney Shaddick, Neville Giles, Jeffrey Edwards, Victor Lee and Malcolm Cunningham be appointed as Dual Fire Control Officers with the Shire of Brookton.

**Background:**

Council accepted the same nominations from the Shire of Pingelly for the 2013/2014 Fire Season.

**Details:**

Fire Control Officers who adjoin neighbouring Shires require approval from that Shire to act as Dual Fire Control Officers.

**Statutory and Legal Considerations:**

Bushfires Act 1954

**Policy Considerations:**

There is no council policy relative to this issue.

**Consultation:**

Not relevant to this report.

**Financial Implications:**

There are no financial implications relevant to this report.

**Strategic Community Plan (2013 – 2023):**

There are no specific implications relevant to this report.

**Corporate Business Plan (2013 – 2017):**

There are no specific implications relevant to this report.



**Officer's Comment:**

It is recommendation that Council endorse Rodney Shaddick, Neville Giles, Jeffrey Edwards, Victor Lee and Malcolm Cunningham as Dual Fire Control Officers from the Shire of Pingelly.

**Voting Requirements:**

Simple majority required

**Recommendation**

That Council accept the nominations of Rodney Shaddick, Neville Giles, Jeffrey Edwards, Victor Lee, Malcolm Cunningham as Dual Fire Control Officers for the 2014/2015 Fire Season and advise the Shires of Pingelly accordingly.

**Council Resolution**

**11.06.14.01**

**Moved Cr Mills Seconded Cr Eva**

**That Council accept the nominations of Rodney Shaddick, Neville Giles, Jeffrey Edwards, Victor Lee, Malcolm Cunningham as Dual Fire Control Officers for the 2014/2015 Fire Season and advise the Shires of Pingelly accordingly.**

**CARRIED 7-0**



## **11.06.14.02 BUSH FIRE ADVISORY COMMITTEE – APPOINTMENT OF BRIGADE OFFICE BEARERS / TENDER DRIVERS**

**FILE REFERENCE:** ADM 0360

**AUTHORS NAME AND POSITION:** Melissa Pollock  
Technical Administration Officer

**NAME OF APPLICANT/RESPONDENT:** Bushfire Advisory Committee

**DATE REPORT WRITTEN:** 3 June 2014

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**PREVIOUS MEETING REFERENCE:** No previous meeting reference

### **SUMMARY:**

The Bushfire Advisory Committee (BFAC) held its Annual General Meeting (AGM) on 23 April 2014. Council is requested to receive the Minutes of the meeting and endorse the appointments.

### **Background:**

The Bushfires Advisory Committee was formed to oversee the three (3) brigades in the Brookton District – being Central, East and West. Each brigade appoints Fire Control Officers (FCO's), Captain, Vice Captain and Lieutenants. Fire Tender Drivers are also nominated during the course of the AGM.

### **Details:**

Nominations and election of Office Bearers, Brigade Members and Fire Tender Drivers were made at the BFAC AGM held on the 23<sup>rd</sup> April 2014. Council is requested to receive the Minutes of the meeting and endorse the appointments.

### **Statutory and Legal Considerations:**

Bushfires Act 1954 as amended.

### **Policy Considerations:**

There is no Council Policy relative to this issue.

### **Financial Implications:**

There are no Financial Implications relative to this issue.

### **Strategic Community Plan (2013 – 2023):**

There are no specific implications relevant to this report.

### **Corporate Business Plan (2013 – 2017):**

There are no specific implications relevant to this report.

**Officer's Comment:**

It is recommended that Council endorse the appointments made at the BFAC AGM and receive the attached minutes.

**Voting Requirements:**

Simple Majority Required.

**Recommendation:**

1. That Council receive the Minutes of the BFAC AGM Meeting held 23 April 2014
2. That Council endorse the following Volunteer Bushfire Brigade positions, members and fire tender drivers as nominated at the AGM held on 23 April 2014:

Chief Bushfire Control Officer (CBFCO)	Murray Hall
Deputy Chief Bushfire Control Officer (DCBFCO)	Darrell Turner
East Brookton Brigade Captain	Bevan Walters
East Brookton Brigade Vice-Captain	Dennis Wilkinson
East Brookton Brigade FCO's	Bevan Walters Dennis Wilkinson Darrell Turner Travis Eva
East Brookton Brigade Lieutenants	Rodney Bowering Brad Mills Ben Sudholz Gavin Whittington Michael Eva Geoff MacInnes
BFAC Members	Bevan Walters Dennis Wilkinson
BFAC Proxy	Geoff MacInnes
Central Brookton Brigade Captain	Troy Bassett
Central Brookton Brigade Vice-Captain	Andrew Pike
Central Brookton Brigade FCO's	Les Eyre Murray Hall William Wilkinson Neville messenger
Central Brookton Brigade Liaison Officers	Kevin O'Connor
Central Brookton Brigade Lieutenants	Noel Tyrer Graeme Bassett Barry Coote Steve Whittington Brett Whittington Richie Bassett Brad Bassett Lance Marchesi Andrew Pike Ashley Hobbs Blair Montague
BFAC Brigade Members	Troy Bassett Ashley Hobbs
BFAC Brigade Proxy	Andrew Pike

BFAC VFRS Members		Williams Wilkinson Neville Messenger
BFAC VFRS Proxy		Lance Marchesi
West Brookton Brigade Captain		Tim Evans
West Brookton Brigade Vice-Captain		Jamie Blight
West Brookton Brigade FCO's		Ross Evans Fred Gillham Mark Whittington Len Simmons Tim Evans
West Brookton Brigade Lieutenants		Peter Brechin Warren Craig Colin Butcher Norm Beecroft Rob Blight Peter Roberts Wayne Thompson Mark Blechynden Rick Meecham Eric Pech Gavin Craig
BFAC Members		Tim Evans Jamie Blight
BFAC Proxy		Ross Evans Fred Gilham Mark Whittington Len Simmons
Junior Deputy Chief Fire Control Officers		William Wilkinson Brad Bassett
Harvest Ban and Fire Weather Officer		CBFCO
Deputy Harvest Ban and Fire Weather Officer		DCBFCO
Officers authorised to issue Burning Permits		All FCO's
Officer authorised to issue Clover Burning Permits		CBFCO
Dual Fire Control Officers	Beverley	Mark Whittington Bevan Walters Fred Gillham
	Corrigin	Travis Eva Darrell Turner Bevan Walters
	Pingelly	Bevan Walters Murray Hall Ross Evans Dennis Wilkinson
	Quairading	Darrell Turner Travis Eva
	Wandering	Len Simmons Ross Evans
West Brookton Brigade Tender Drivers: Warren Craig, Mark Whittington, Steve Rayner, Frank Nazar, Mark Blechynden, Jamie Blight, Peter Brechin, Chris Rayner, Rick Meecham, Eric Pech, Fred Gillham, Fred Whittington, Tim Evans, Rex Smith, Callum Pech, Ross Evans, Damian Morrison, Noel Ferguson, Len Simmons, Norm Beecroft, Wayne		

Thompson, Brian Schilling, Keith Simmons, Ed Kendle, Noelene Schilling, Brett Hutchison, Garry Kenny, Christine Schilling, Ross Evans
Central Brookton Brigade Tender Drivers: Michael Eva, Rodney Bowring, John Bowring, Wayne Bowron, Murray Hall, Mark Whittington, Rodney White, Noel Tyrer, Mark Gill, George Nelson, Damian Rushton, William Wilkinson, Simon Hutson, Neville Messenger, Rob Smith, Lance Marchesi, Rick Freebody, Ashley Hobbs, Brad Bassett, Troy Bassett, Andrew Pike, Michael Sweeney, Des Pike, Blair Montague, Jason Bassett, Daniel Bassett
East Brookton Brigade Tender Drivers: Noel Powell, Kim Mills, Rodney Bowring, Shane Bowron, Travis Eva, Brad Mills, Kym Wilkinson, Darrell Turner, Dennis Wilkinson, Bevan Walters, Gavin Whittington, Paul Wilkinson, Wayne Bowron, John Bowring, Geoff MacInnes, Richard Putter
All designated Fire Tender Drivers are authorised to alternate between West Tenders 1 and 2, Town Tender and East Tender.

## **Council Resolution**

**11.06.14.02**

**Moved Cr Mills Seconded Cr Allington**

1. That Council receive the Minutes of the BFAC AGM Meeting held 23 April 2014
2. That Council endorse the following Volunteer Bushfire Brigade positions, members and fire tender drivers as nominated at the AGM held on 23 April 2014:

<b>Chief Bushfire Control Officer (CBFCO)</b>	<b>Murray Hall</b>
<b>Deputy Chief Bushfire Control Officer (DCBFCO)</b>	<b>Darrell Turner</b>
<b>East Brookton Brigade Captain</b>	<b>Bevan Walters</b>
<b>East Brookton Brigade Vice-Captain</b>	<b>Dennis Wilkinson</b>
<b>East Brookton Brigade FCO's</b>	<b>Bevan Walters Dennis Wilkinson Darrell Turner Travis Eva</b>
<b>East Brookton Brigade Lieutenants</b>	<b>Rodney Bowring Brad Mills Ben Sudholz Gavin Whittington Michael Eva Geoff MacInnes</b>
<b>BFAC Members</b>	<b>Bevan Walters Dennis Wilkinson</b>
<b>BFAC Proxy</b>	<b>Geoff MacInnes</b>
<b>Central Brookton Brigade Captain</b>	<b>Troy Bassett</b>
<b>Central Brookton Brigade Vice-Captain</b>	<b>Andrew Pike</b>
<b>Central Brookton Brigade FCO's</b>	<b>Les Eyre Murray Hall William Wilkinson Neville messenger</b>
<b>Central Brookton Brigade Liaison Officers</b>	<b>Kevin O'Connor</b>

<b>Central Brookton Brigade Lieutenants</b>		Noel Tyrer Graeme Bassett Barry Coote Steve Whittington Brett Whittington Richie Bassett Brad Bassett Lance Marchesi Andrew Pike Ashley Hobbs Blair Montague
<b>BFAC Brigade Members</b>		Troy Bassett Ashley Hobbs
<b>BFAC Brigade Proxy</b>		Andrew Pike
<b>BFAC VFRS Members</b>		Williams Wilkinson Neville Messenger
<b>BFAC VFRS Proxy</b>		Lance Marchesi
<b>West Brookton Brigade Captain</b>		Tim Evans
<b>West Brookton Brigade Vice-Captain</b>		Jamie Blight
<b>West Brookton Brigade FCO's</b>		Ross Evans Fred Gillham Mark Whittington Len Simmons Tim Evans
<b>West Brookton Brigade Lieutenants</b>		Peter Brechin Warren Craig Colin Butcher Norm Beecroft Rob Blight Peter Roberts Wayne Thompson Mark Blechynden Rick Meecham Eric Pech Gavin Craig
<b>BFAC Members</b>		Tim Evans Jamie Blight
<b>BFAC Proxy</b>		Ross Evans Fred Gilham Mark Whittington Len Simmons
<b>Junior Deputy Chief Fire Control Officers</b>		William Wilkinson Brad Bassett
<b>Harvest Ban and Fire Weather Officer</b>		CBFCO
<b>Deputy Harvest Ban and Fire Weather Officer</b>		DCBFCO
<b>Officers authorised to issue Burning Permits</b>		All FCO's
<b>Officer authorised to issue Clover Burning Permits</b>		CBFCO
<b>Dual Fire Control Officers</b>	<b>Beverley</b>	Mark Whittington Bevan Walters Fred Gillham
	<b>Corrigin</b>	Travis Eva Darrell Turner

		<b>Bevan Walters</b>
	<b>Pingelly</b>	<b>Bevan Walters Murray Hall Ross Evans Dennis Wilkinson</b>
	<b>Quairading</b>	<b>Darrell Turner Travis Eva</b>
	<b>Wandering</b>	<b>Len Simmons Ross Evans</b>
<b>West Brookton Brigade Tender Drivers:</b> Warren Craig, Mark Whittington, Steve Rayner, Frank Nazar, Mark Blechynden, Jamie Blight, Peter Brechin, Chris Rayner, Rick Meecham, Eric Pech, Fred Gillham, Fred Whittington, Tim Evans, Rex Smith, Callum Pech, Ross Evans, Damian Morrison, Noel Ferguson, Len Simmons, Norm Beecroft, Wayne Thompson, Brian Schilling, Keith Simmons, Ed Kendle, Noelene Schilling, Brett Hutchison, Garry Kenny, Christine Schilling, Ross Evans		
<b>Central Brookton Brigade Tender Drivers:</b> Michael Eva, Rodney Bowring, John Bowring, Wayne Bowron, Murray Hall, Mark Whittington, Rodney White, Noel Tyrer, Mark Gill, George Nelson, Damian Rushton, William Wilkinson, Simon Hutson, Neville Messenger, Rob Smith, Lance Marchesi, Rick Freebody, Ashley Hobbs, Brad Bassett, Troy Bassett, Andrew Pike, Michael Sweeney, Des Pike, Blair Montague, Jason Bassett, Daniel Bassett		
<b>East Brookton Brigade Tender Drivers:</b> Noel Powell, Kim Mills, Rodney Bowring, Shane Bowron, Travis Eva, Brad Mills, Kym Wilkinson, Darrell Turner, Dennis Wilkinson, Bevan Walters, Gavin Whittington, Paul Wilkinson, Wayne Bowron, John Bowring, Geoff MacInnes, Richard Putter		
<b>All designated Fire Tender Drivers are authorised to alternate between West Tenders 1 and 2, Town Tender and East Tender.</b>		

**CARRIED 7-0**

**ATTACHMENT 11.06.14.02A**



SHIRE OF BROOKTON

**BUSH FIRE ADVISORY COMMITTEE (BFAC)  
ANNUAL GENERAL MEETING MINUTES**

**Wednesday 23 April 2014**

These minutes were confirmed as a true and correct record of the Bush Fire Advisory Committee AGM meeting held on 23 April 2014

**Presiding Member:** ..... **Date:** .....

*Minutes of the Brookton Bush Fire Advisory Committee Meeting – 23 April 2014*

G:\Law, Order & Public Safety\Fire\2013-14\Minutes of Meetings\23 - April - 2014 Minutes inc attachments\Unconfirmed Meeting Minutes BFAC AGM 23.04.14.docx

## **Table of Contents**

- 1. Welcome from Chairman Murray Hall**
- 2. Attendance and apologies**
- 3. Confirmation of Minutes of AGM 17 April 2013**
- 4. Business arising from AGM 17 April 2013**
- 5. Election of Office Bearers:**
  - A. Chief Bushfire Control Officer**
  - B. Deputy Chief Bushfire Control Officer**
  - C. Central Brookton Brigade**
  - D. East Brookton Brigade**
  - E. West Brookton Brigade**
  - F. Junior Deputy Chief Fire Control Officers**
  - G. Dual Fire Control Officers**
- 6. General Business, including debriefing of past season**
- 7. DFES Representative**
- 8. Closure**

*Minutes of the Brookton Bush Fire Advisory Committee Meeting – 23 April 2014*



## 1. Welcome from Chairman Murray Hall

Murray Hall opened the meeting at 9:00 pm and thanked everyone for their attendance.

## 2. Attendance and apologies

### Chair

Murray Hall

Chief Bush Fire Control Officer

Darrell Turner

Deputy Chief Bush Fire Control Officer

Andrew Pike

Central Brigade

Ashley Hobbs

BFAC Central Proxy

Bevan Walters

Captain East Brigade

Blair Montague

Central Brigade

Dennis Wilkinson

Vice-Captain East Brigade

Fred Gillham

BFAC West Proxy

Georgina Beecroft

Secretary West Brigade

Grant Hansen

DFES Area Officer

Jamie Blight

Vice-Captain West Ward

Len Simmons

West Brigade (proxy)

Mark Whittington

BFAC West Proxy

Neville Messenger

VFRS Central Brigade (proxy)

Richard Putter

East Brigade

Rick Freebody

VFRS Central Brigade

Travis Eva

East Brigade, Shire Councillor

Troy Bassett

Central Brigade

William Wilkinson

VFRS Central Brigade

### Shire Representatives

Kym Wilkinson

Shire President

Kevin O'Connor

Chief Executive Officer

Melissa Pollock

Works Admin Tech Officer / Minutes Taker

### DFES Representatives

Grant Hansen

Operations Manager Narrogin

### **Apologies:**

Brad Bassett

Mark Blechynden

Tim Evans

## 3. Confirmation of Minutes of AGM 17 April 2013

**Moved: Blair Montague**

**Second: Travis Eva**

That the minutes of the Annual General Meeting held on Wednesday, 17 April 2013, be confirmed as a true and accurate record.

**Carried**

## 4. Business arising from AGM 17 April 2013

- Slashing ban was considered at the previous held BFAC meeting.

*Minutes of the Brookton Bush Fire Advisory Committee Meeting – 23 April 2014*

**5. Election of Office Bearers:**

Chief Executive Officer Kevin O'Connor called for nominations of Office Bearers.

**H. Chief Bushfire Control Officer**

**Murray Hall** was nominated by **Len Simmons** seconded by **Rick Freebody**

**Murray Hall** was declared elected as Chief Bushfire Control Officer.

**CARRIED**

**I. Deputy Chief Bushfire Control Officer**

**Darrell Turner** was nominated by **Travis Eva** seconded by **Dennis Wilkinson**

**Darrell Turner** was elected as Deputy Chief Bushfire Control Officer.

**CARRIED**

**J. East Brookton Brigade**

**Moved: Darrell Turner  
Eva**

**Seconded: Travis**

That the East Brookton Brigade be nominated as follows:

Captain	Bevan Walters
Vice-Captain	Dennis Wilkinson
Fire Control Officers	Bevan Walters, Dennis Wilkinson, Darrell Turner, Travis Eva
Lieutenants	Rodney Bowring, Brad Mills, Ben Sudholz, Gavin Whittington, Michael Eva, Geoff McGuiness
BFAC members:	Bevan Walters, Dennis Wilkinson
BFAC Proxy:	Geoff McGuiness

**CARRIED**

**K. Central Brookton Brigade**

**Moved: Murray Hall  
Wilkinson**

**Seconded: William**

That the Central Brookton Brigade be nominated as follows:

Captain:	Troy Bassett
Vice - Captain:	Andrew Pike
Fire Control Officers	Les Eyre, Murray Hall, William Wilkinson, Neville Messenger

*Minutes of the Brookton Bush Fire Advisory Committee Meeting – 23 April 2014*

Liaison Officers	Kevin O'Connor
Lieutenants	Noel Tyrer, Graeme Bassett, Barry Coote, Steve Whittington, Brett Whittington, Richie Bassett, Brad Bassett, Lance Marchesi, Andrew Pike, Ashley Hobbs, Blair Montague
BFAC Brigade members	Troy Bassett, Ashley Hobbs
BFAC Brigade proxy	Andrew Pike
BFAC VFRS members	William Wilkinson, Neville Messenger
BFAC VFRS proxy	Lance Marchesi

**CARRIED**

#### **L. West Brookton Brigade**

**Moved: Rick Freebody**

**Seconded: Georgina Beecroft**

That the West Brookton Brigade be nominated as follows:

Captain	Tim Evans
Vice-Captain	Jamie Blight
Fire Control Officer	Ross Evans, Fred Gillham, Mark Whittington and Len Simmons, Tim Evans (subject to training)
Junior FCO	Jamie Blight
Lieutenant	Peter Brechin, Warren Craig, Colin Butcher, Norm Beecroft, Rob Blight, Peter Roberts, Wayne Thompson, Mark Blechynden, Rick Meecham, , Eric Pech, Gavin Craig.
BFAC members	Tim Evans, Jamie Blight
BFAC Proxy	Ross Evans, Fred Gillham, Mark Whittington and Len Simmons,

**CARRIED**

#### **M. Junior Deputy Chief Fire Control Officers**

**Moved: Fred Gillham**

**Seconded: Ashley Hobbs**

That **William Wilkinson and Brad Bassett** be nominated as Junior Deputy Chief Fire Control Officers.

**CARRIED**

#### **N. Harvest Ban and Fire Weather Officer**

**Moved: Travis Eva  
Wilkinson**

**Seconded: Dennis**

That the **Chief Bush Fire Control Officer** be appointed ex officio as the Harvest Ban and Fire Weather Officer.

*Minutes of the Brookton Bush Fire Advisory Committee Meeting – 23 April 2014*

### O. Deputy Harvest Ban and Fire Weather Officer

**Seconded:** Fred

**CARRIED**

**Seconded:** Blair

**CARRIED**

**Seconded:**      **Travis**

**CARRIED**

**Seconded:** Blair

Bevan Walters	Shires of Corrigin, Pingelly and Beverley
Darrell Turner	Shires of Quairading and Corrigin
Travis Eva	Shires of Quairading and Corrigin
Mark Whittington	Shire of Beverley
Fred Gillham	Shire of Beverley
Murray Hall	Shire of Pingelly
Len Simmons	Shires of Beverley and Wandering
Ross Evans	Shires of Pingelly and Wandering
Denise Wilkinson	Shire of Pingelly

**CARRIED**

**Seconded:** Travis

**West**

*Minutes of the Brookton Bush Fire Advisory Committee Meeting – 23 April 2014*



West Tender No. 1 (actually no. 5) – housed at Warren Craig's Property

Warren Craig, Mark Whittington, Steve Rayner, Frank Nazar, Mark Blechynden, Jamie Blight, Peter Brechin, Chris Rayner, Rick Meecham, Eric Pech, Fred Gillham, Fred Whittington, Tim Evans, Rex Smith, Callum Pech, Ross Evans, Damian Morrison, Noel Ferguson.

West Tender No. 2 (actually no. 7) – housed at Peter Roberts' Property

Len Simmons, Norm Beecroft, Fred Gillham, Wayne Thompson, Brian Schilling, Keith Simmons, Ed Kendle, Noelene Schilling, Brett Hutchison, Garry Kenny, Damian Morrison, Noel Ferguson, Christine Schilling, Ross Evans.

**Central**

That tender drivers be nominated as follows:

Town Tender - housed at the Fire Brigade building

Michael Eva, Rodney Bowring, John Bowring, Wayne Bowron, Murray Hall, Mark Whittington, Rodney White, Noel Tyrer, Mark Gill, George Nelson, Damian Rushton, William Wilkinson, Simon Hutson, Neville Messenger, Rob Smith, Lance Marchesi, Rick Freebody, Ashley Hobbs, Brad Bassett, Troy Bassett, Andrew Pike, Michael Sweeney, Des Pike, Blair Montague, Jason Bassett, Daniel Bassett.

**East**

That tender drivers be nominated as follows:

East Tender - housed at Darrell Turner's Property

Noel Powell, Kim Mills, Rodney Bowring, Shane Bowron, Travis Eva, Brad Mills, Kym Wilkinson, Darrell Turner, Dennis Wilkinson, Bevan Walters, Gavin Whittington, Paul Wilkinson, Wayne Bowron, John Bowring, Geoff Maciness, Richard Putter (subject to registration)

**ALL DESIGNATED FIRE TENDER DRIVERS are authorised to alternate between West Tender No. 1, West Tender No. 2, Town Tender and East Tender.**

**CARRIED**

**6. General Business, including debriefing of past season**

- A. **Murray Hall** asked the Captains if he can call upon them to provide him with the current weather conditions in their area.
- B. **Rick Freebody** announced that he was retiring from being a FCO & Murray Hall thanked him on behalf of all the brigades.
- C. Central Brigade requires more clothing & Will Wilkinson will send through a list of what is needed.

**7. Closure**

There being no further business the Presiding Member closed the meeting at 9:25 pm and thanked all for their attendance.

*Minutes of the Brookton Bush Fire Advisory Committee Meeting – 23 April 2014*

**11.06.14.03 DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)  
CONCEPT PAPER – REVIEW OF THE EMERGENCY SERVICES ACTS**

**FILE REFERENCE:** ADM 0127

**AUTHORS NAME  
AND POSITION:** Kevin O'Connor  
Chief Executive Officer

**NAME OF APPLICANT/  
RESPONDENT:** Department of Fire and Emergency  
Services (DFES)

**DATE REPORT WRITTEN:** 11 June 2014

**DISCLOSURE OF INTEREST:** The author has no financial interest in  
this matter.

**PREVIOUS MEETING REFERENCE:** There is no previous meeting  
reference.

**SUMMARY**

Council is requested to consider the submission prepared by the Central Country Zone Working Group on the key issues outlined in the DFES Concept Paper: Review of Emergency Services Acts.

**Background:**

The Department of Fire and Emergency Services (DFES) has undertaken a review of the *Fire Brigades Act 1942*, the *Bush Fires Act 1954*, and the *Fire and Emergency Services Act 1998*, with the intention to repeal the current legislation and develop a new emergency services Act.

The Central Country Zone (CCZ) of WALGA at a meeting on Friday 2 May 2014 agreed to form a small committee to examine the DFES Concept Paper and to prepare a response to the proposals.

**Details:**

WALGA prepared a Local Government Summary of the DFES preferred options to assist Member Councils in understanding the proposals and to inform the development of a sector position.

The CCZ Working Group has used the WALGA summary document for the purposes of developing its position and responses in regard to each of the DFES preferred options.

**Statutory and Legal Considerations:**

*Fire Brigades Act 1942*, the *Bush Fires Act 1954*, and the *Fire and Emergency Services Act 1998*.

**Policy Considerations:**

There are no policy considerations relevant to this report.

**Consultation:**

Both DFES and WALGA have commenced consultation processes. The DFES online submissions close on the 31<sup>st</sup> July 2014.

A workshop conducted by WALGA was held in Brookton on the 26<sup>th</sup> May 2014. The results of these workshops and the WALGA electronic surveys will be presented to WALGA State Council on 2<sup>nd</sup> July 2014. The CCZ Working Group response will be considered by the CCZ meeting on the 27<sup>th</sup> June 2014.

**Financial Implications:**

There is potential for significant financial costs and additional resource requirements for Local Governments, should a number of the DFES preferred options become legislation.

**Strategic Community Plan (2013 – 2023)**

Strategy No: 1.5.2 *Support the community in emergency and fire management planning and preparedness.*

**Corporate Business Plan (2013-2017)**

Activity & Services: *Support the Shires Bush Fire Brigades to develop and implement fire preparedness and firebreak programs.*

Responsibility: *Admin* Year: (2014-2018)

**Officer's Comment:**

The primary objectives of the Review are to:

- Increase community resilience through promoting a focus on shared responsibility for prevention, while also coordinating emergency preparedness and response delivery across government agencies, local government, volunteers and private landowners;
- Promote highly motivated, resourced and well trained emergency responders, both volunteer and career, that strive to keep themselves and others safe;
- Provide the framework, powers and protections necessary to allow all emergency services personnel and agencies to carry out their functions in the best interests of the community;
- Clearly identify the roles, functions, responsibilities and control mechanisms required to enable government agencies, local government and emergency services personnel to achieve effective interoperability; and
- Simplifying the current emergency services legislation and the provision of emergency services by eliminating duplication and overlap of effort.

As a Local Government we are a key stakeholder in undertaking prevention and preparedness activities in our communities. We are also heavily involved in Bush Fire Brigade administration tasks and other functions under the Bush Fires Act involving risk mitigation and enforcement

There is strong support within local government for the amalgamation of the Acts, as the current legislation overlaps, is often confusing and does not reflect how emergency services organisations operate in today's world. However, there are a number of areas in the DFES Concept Paper where the DFES preferred option is not supported by WALGA.

There are also preferred options where the CCZ Working Group disagrees with the WALGA position. These are highlighted in bold in the CCZ comments column of the **attachment**. I have also included my additional comments highlighted in yellow in the same column.

**Voting Requirements:**

Simple majority

**Officer's Recommendation:**

That Council endorse the Central Country Zone Working Groups response to the DFES Concept paper; Review of the Emergency Services Acts.

**Council Resolution**

**11.06.14.03**

**Moved Cr Crute Seconded Cr Eva**

**That Council endorse the Central Country Zone Working Groups response to the DFES Concept paper; Review of the Emergency Services Acts.**

**CARRIED 7-0**

**ATTACHMENT 11.06.14.03A (as separate attachment)**



## 12.06.14.0 FINANCE & ADMINISTRATION REPORT

### 12.06.14.01 LIST OF ACCOUNTS FOR PAYMENT

**FILE REFERENCE:** ADM 0323

**AUTHORS NAME AND POSITION:** Corinne Kemp  
Finance Officer

**NAME OF APPLICANT/RESPONDENT:** Shire of Brookton

**DATE REPORT WRITTEN:** 5<sup>th</sup> June 2014

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** There is no previous meeting reference.

#### **SUMMARY:**

The List of Accounts for payment to 31st May 2014 is presented to Council for inspection

#### **Background:**

In accordance with *Local Government (Financial Management) Regulations 1996 Clause 13 (1)* schedules of all payments made through Council's bank accounts are presented to the Committee and to Council for inspection. Please refer to separate attachment.

#### **Detail:**

Totals of all payments from each of Council's bank accounts are listed below and detailed within Attachment 12.06.14.01A

To 31<sup>st</sup> May 2014

#### ***Municipal Account***

Direct Debits	\$	79,618.10
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EFT	\$	596,620.89
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Cheques	\$	304,220.77
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<b><i>Trust Account</i></b>	\$	660.00
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#### **Statutory and Legal Considerations:**

*Local Government (Financial Management) Regulations 1996; Clause 13 – List of Accounts.*

#### **Policy Considerations:**

Policy No. 4.4 of the Council Policy Manual states that the Chief Executive Officer is authorised to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved budget.

#### **Financial Implications:**

There are no financial implications relevant to this report.

**Strategic Community Plan (2013 – 2023):**

There are no specific implications relevant to this report.

**Corporate Business Plan (2013 – 2017):**

There are no specific implications relevant to this report.

**Voting Requirements:**

Simple majority

**Officer's Recommendation:**

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31<sup>st</sup> May 2014, per the summaries included in Attachment 12.06.14.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 31<sup>st</sup> May 2014:

*Municipal Account*

Direct Debits	\$	79,618.10
EFT	\$	596,620.89
Cheques	\$	304,220.77
<i>Trust Account</i>	\$	660.00

**Council Resolution**

**12.06.14.01**

**Moved Cr Walker Seconded Cr Crute**

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31<sup>st</sup> May 2014, per the summaries included in Attachment 12.06.14.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 31<sup>st</sup> May 2014:

*Municipal Account*

Direct Debits	\$	79,618.10
EFT	\$	596,620.89
Cheques	\$	304,220.77
<i>Trust Account</i>	\$	660.00

**CARRIED 7-0**

**ATTACHMENT 12.06.14.01A**

**ATTACHMENT 12.06.14.01A**

MAY 2014 LIST OF ACCOUNTS DUE &amp; SUBMITTED TO COUNCIL 19th June 2014

**ATTACHMENT 12.06.14.01A**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT5684	08/05/2014	AJ & SA RAMSAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 55.50
EFT5685	08/05/2014	ATO	GST PAYABLE APRIL 2014 BAS	\$ 3,577.00
EFT5686	08/05/2014	AUSTRALASIAN PERFORMING RIGHTS	LICENSING FEES 01/06/14 TO 31/05/15 MEMORIAL HALL	\$ 242.35
EFT5687	08/05/2014	BAREND STEPHANUS DE BEER	REIMBURSEMENT OF PETROL PURCHASES APRIL 2014	\$ 283.65
EFT5688	08/05/2014	BROOKTON DELI	CATERING COUNCIL MEETING 17/04/14	\$ 660.00
EFT5689	08/05/2014	BROOKTON MEDICAL PRACTICE	8 X FLU VACCINES FOR STAFF	\$ 160.00
EFT5690	08/05/2014	BROOKTON PLUMBING	REPAIR TOILET AT CARAVAN PARK	\$ 225.50
EFT5691	08/05/2014	COLAS	BITUMEN SEALING	\$ 80,351.54
EFT5692	08/05/2014	COUNTRY COPIERS	COPIER READING APRIL 2014	\$ 294.86
EFT5693	08/05/2014	FRANK ELECTRICAL SERVICES	CHECK & TEST STOVE, GPO & TELEVISION - 5 MADISON SQUARE	\$ 88.00
EFT5694	08/05/2014	JACKSON PAVING	ASHPHALT WORKS SEWELL ST & YEO RD	\$ 18,302.90
EFT5695	08/05/2014	JIMS TREE & STUMP REMOVAL	TREE REMOVAL BROOKTON CEMETERY & KALKARNI	\$ 7,550.00
EFT5696	08/05/2014	LANDGATE	RURAL UV GENERAL VALUATION 2013/14	\$ 6,123.75
EFT5697	08/05/2014	NATIONAL FOOD SERVICE EQUIPMENT	STAINLESS STEEL BENCHES FOR PAVILION	\$ 2,530.00
EFT5698	08/05/2014	NORTHAM FURNITURE & BEDDING	FURNITURE FOR KALKARNI UNIT, WHITTINGTON COTTAGE & UNIT 5 28 WILLIAMS ST	\$ 4,522.00
EFT5699	08/05/2014	OFFICEWORKS BUSINESS DIRECT	STATIONERY	\$ 89.74
EFT5700	08/05/2014	OIL TECH FUEL	DIESEL	\$ 5,084.86
EFT5701	08/05/2014	PERFECT COMPUTER SOLUTIONS PTY LTD	IT SUPPORT APRIL 2014	\$ 807.50
EFT5702	08/05/2014	WA CONTRACT RANGER SERVICES	RANGER SERVICES 30/04/14 TO 05/05/14	\$ 607.75
EFT5703	08/05/2014	WA LOCAL GOVERNMENT ASSN	ADVERTISING - 77 WHITE ST FORM 5 NOTICE OF AUCTION	\$ 793.38
EFT5704	08/05/2014	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 15,305.40
EFT5705	08/05/2014	WA TREASURY CORPORATION	LOAN REPAYMENTS - RECREATION PLAN & COUNTRY CLUB	\$ 65,657.63
EFT5706	08/05/2014	WINDSOR D & J	FOOTPATH CUMMING STREET	\$ 17,138.00
EFT5707	22/05/2014	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 587.66
EFT5708	22/05/2014	AUSTRALIA POST	POSTAGE APRIL 2014	\$ 166.80
EFT5709	22/05/2014	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGMENT MAY 2014	\$ 246,705.87
EFT5710	22/05/2014	BROOKTON MEDICAL PRACTICE	PRE EMPLOYMENT MEDICAL	\$ 120.00

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT5711	22/05/2014	BROOKTON PLUMBING	REPAIRS TO FIRE HYDRANT & BATHROOM AT CARAVAN PARK & HOT WATER SYSTEM UNIT 5 /28 WILLIAMS ST	\$ 1,845.80
EFT5712	22/05/2014	BURGESS RAWSON (WA) PTY LTD	WATER RAILWAY STATION & WATER FOUNTAIN 10/03/14 TO 07/05/14	\$ 778.14
EFT5713	22/05/2014	CLAW ENVIRONMENTAL	DRUM MUSTER COLLECTION OF DRUMS 12/05/14	\$ 2,112.88
EFT5714	22/05/2014	COLAS	BITUMEN SEALING CUMMINGS ST 17/04/14	\$ 11,047.85
EFT5715	22/05/2014	FL COSTELLO & CO PTY LTD	REPAIRS TO WASHING MACHINE AT CARAVAN PARK	\$ 139.76
EFT5716	22/05/2014	FLEET COMMERCIAL GYMNASIUMS	MULTI-GYM WEIGHT PIN	\$ 45.10
EFT5717	22/05/2014	GREAT SOUTHERN WASTE DISPOSAL	BROOKTON TIP SITE, REFUSE & RECYCLING BIN COLLECTION & BULK RECYCLE 25/03/14 TO 29/04/14	\$ 13,813.33
EFT5718	22/05/2014	H RUSHTON & CO	VEHICLE REPAIR & MAINTENANCE G5 & R8	\$ 2,169.25
EFT5719	22/05/2014	MCLEODS BARRISTERS & SOLICITORS	ADVICE ON DISPOSAL OF 77 WHITE ST 07/04/14 TO 10/04/14	\$ 1,184.83
EFT5720	22/05/2014	ORICA AUSTRALIA P/L	SERVICE FEE CHLORINE CYLINDER 01/04/14 TO 30/04/14	\$ 81.84
EFT5721	22/05/2014	PAN PACIFIC	ACCOMODATION REVALUATION MASTERCLASS - DCEO 07/03/14	\$ 707.00
EFT5722	22/05/2014	PERFECT COMPUTER SOLUTIONS PTY LTD	EXTERNAL HARD DISK DRIVES & IT SUPPORT ARPIL/MAY 2014	\$ 2,662.50
EFT5723	22/05/2014	SMALL BUSINESS CENTRE	2013/2014 SHIRE FUNDING CONTRIBUTIONS	\$ 2,750.00
EFT5724	22/05/2014	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL	\$ 45.07
EFT5725	22/05/2014	TOTALLY CONFIDENTIAL RECORDS	STORAGE OF ARCHIVE BOXES	\$ 84.93
EFT5726	22/05/2014	WA LOCAL GOVERNMENT ASSN	MEETING PROCEDURES & DEBATING SHORT COURSE	\$ 467.50
EFT5727	22/05/2014	WBS MODULAR	ACCOMODATION UNIT AT KALKARNI FINAL PAYMENT	\$ 8,777.34
EFT5728	22/05/2014	WHEATBELT ELECTRICS	INSTALL POWER LINE AT SEWER POND	\$ 1,985.00
EFT5729	22/05/2014	WINDSOR D & J	RENOVATIONS TO WHITTINGTON COTTAGE	\$ 12,174.00
EFT5730	22/05/2014	WORLEY PARSONS	AVON RIVER FLOOD STUDY	\$ 35,545.13
EFT5731	22/05/2014	WRIGHT BALING & CONTRACTING SERVICE	REPAIRS TO BRIGE TIMBERS & RAILINGS	\$ 19,877.00
EFT5732	27/05/2014	AURELIA'S CATERING SERVICE	CATERING COUNCIL MEETING 15/05/14	\$ 295.00
			<b>EFT TOTAL</b>	<b>\$ 596,620.89</b>

Chq/EFT	Date	Name	Description	Amount
17220	08/05/2014	AG ATKINS CARPENTER	CONCRETE PATH CUMMINGS ST	\$ 26,527.00
17221	08/05/2014	ATO - FBT	FBT FINAL CONTRIBUTION 2013/14	\$ 6,730.74
17222	08/05/2014	AUSTRAL MERCANTILE COLLECTIONS	BALIFF FEES A435	\$ 52.40
17223	08/05/2014	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 488.31
17224	08/05/2014	BENDIGO SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 809.64
17225	08/05/2014	BROOKTON NEWSAGENCY	NEWSPAPERS 31/03/14 TO 27/04/14	\$ 49.90
17226	08/05/2014	BROOKTON SUPERMARKET	TEA , COFFEE, MILK, BISCUITS, KEY CUTTING & BATTERIES	\$ 215.51
17227	08/05/2014	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 713.97
17228	08/05/2014	BUILDING COMMISSION	BUILDING SERVICE LEVY PAYMENT APRIL 2014	\$ 71.00
17229	08/05/2014	JASON SIGNMAKERS	ROAD SIGNS	\$ 2,226.40
17230	08/05/2014	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 1,310.09
17231	08/05/2014	PETER HUNT ARCHITECT	PROFESSIONAL FEES WB EVA PAVILION	\$ 216,667.00
17232	08/05/2014	RYLAN PTY LTD	KERBING CUMMING STREET	\$ 15,930.86
17233	08/05/2014	SHIRE OF BROOKTON	MASTERCARD ACCOUNT 01/04/14 TO 30/04/14	\$ 501.66
17234	08/05/2014	SHIRE OF KALAMUNDA	BUILDING & HEALTH SERVICES MARCH 2014	\$ 4,622.13
17235	08/05/2014	SIGNS PLUS	NAME BADGE - DCEO	\$ 31.00
17236	08/05/2014	SUMMIT	SUPERANNUATION CONTRIBUTIONS	\$ 1,108.51
17237	08/05/2014	TALIS	ASSET MANAGEMENT SERVICES 28/12/13 TO 31/01/14	\$ 2,112.00
17238	08/05/2014	UNISUPER	SUPERANNUATION CONTRIBUTIONS	\$ 579.47
17239	08/05/2014	WATER CORPORATION OF WA	WATER USAGES CARAVAN PARK & WB EVA PAVILION 19/03/14 TO 22/04/14	\$ 158.38
17240	08/05/2014	WESTPAC PERSONAL SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 179.49
17241	12/05/2014	DEPARTMENT OF TRANSPORT	RETAIN BO1 FOR 1EGM918 ON 2013 MISTUBISHI TRITON U1	\$ 24.00
17242	22/05/2014	GREAT SOUTHERN FUEL SUPPLIES	UNLEADED PETROL APRIL 2014	\$ 1,324.59
17243	22/05/2014	NARROGIN FLORAL STUDIO	ANZAC DAY WREATH 24/04/14	\$ 95.00
17244	22/05/2014	SYNERGY	ELECTRICITY - STREETLIGHTS, SALINITY PUMP, OVAL, POOL, DEPOT, MEMORIAL PARK, MEMORIAL HALL, RAILWAY STATION, MADISON SQUARE, SEWERAGE PUMP, ADMINISTRATION , MENSshed, MATTHEWS ST UNITS WATER HARVESTING DAM, U5 28 WILLIAMS ST & 10 MARSH AVE	\$ 10,773.80

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
17245	22/05/2014	TELSTRA CORPORATION	MOBILE TELEPHONE & IPAD. DEPOT, ADMINISTRATION BUILDING, SWIMMING POOL, CEO RESIDENCE & DCEO RESIDENCE ACCOUNTS 02/04/14 TO 01/05/14	\$ 1,782.05
17246	22/05/2014	WATER CORPORATION OF WA	WATER KALKARNI, ADMINISTRATION BUILDING, 7 MONTGOMERY ST, MEMORIAL PARK, 8 MARSH AVE, DEPOT, STANDPIPE, SEWERAGE TREATMENT PLANT, HWY GARDENS, MADISON SQUARE UNITS, MENSSHED, MATTHEWS ST UNITS, 10 MARSH AVE, OVAL & MEMORIAL HALL 07/03/14 TO 06/05/14	\$ 9,111.87
17247	22/05/2014	DEPARTMENT OF TRANSPORT	REPLACE NUMBER PLATES ON COMMUNITY BUS	\$ 24.00
<b>CHEQUE TOTAL</b>				<b>\$ 304,220.77</b>
<b>MUNICIPAL TOTAL</b>				<b>900,841.66</b>

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
901	05/05/2014	BROOKTON PINGELLY FOOTBALL CLUB	REFUND BOND FOR HIRE OF WB EVA PAVILION & MEMORIAL HALL 12/04/14 TO 13/04/14	\$ 660.00
<b>TRUST TOTAL</b>				<b>\$ 660.00</b>

<b>DIRECT DEBITS FOR MAY 2014</b>	
SALARIES & WAGES	\$ 79,370.33
MERCHANT FEES	\$ 247.77
<b>TOTAL</b>	<b>\$ 79,618.10</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
2/04/2014	DEPARTMENT OF TRANSPORT - LICENSING	\$ 85.25
2/04/2014	DEPARTMENT OF TRANSPORT - LICENSING	\$ 80.10
2/04/2014	DEPARTMENT OF TRANSPORT - LICENSING	\$ 85.25
06/04/2014	WESTNET - 8 MARSH AVE	\$ 59.95
	WESTNET - DEPOT	\$ 49.95
	WESTNET - ADMIN OFFICE	\$ 109.95
24/04/2014	SURVEY MONKEY	\$ 24.00
	CARD FEE	\$ 7.21
	<b>TOTAL</b>	<b>\$ 501.66</b>

**12.06.14.02 FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2014**

**FILE REFERENCE:** ADM 0323

**AUTHORS NAME  
AND POSITION:** Evelyn Arnold  
Deputy Chief Executive Officer

**NAME OF APPLICANT/  
RESPONDENT:** Shire of Brookton

**DATE REPORT WRITTEN:** 10 June 2014

**DISCLOSURE OF INTEREST:** The author has no financial interest in  
this matter.

**PREVIOUS MEETING REFERENCE:** There is no previous meeting  
reference.

**SUMMARY:**

The Statement of Financial Activity for the periods ended 31 May 2014 is presented to council.

**Background:**

In accordance with regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council.

**Detail:**

Councillors have been provided with completed Statement of Financial Activity for the period ended 31 May 2014.

The comments on any significant budget variances are provided within Note 9 of the financial statements.

**Statutory and Legal Considerations:**

Section 6.4 of the *Local Government Act 1995*.

Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

**Policy Considerations:**

There is no Council Policy relative to this issue.

**Consultation:**

There has been no consultation in this matter.

**Financial Implications:**

There are no financial implications relevant to this report.

**Strategic Community Plan (2013 – 2023)**

No reference



**Corporate Business Plan (2013-2017)**

No reference

**Voting Requirements:**

Simple majority

**Officer's Recommendation:**

That Council receive the Statement of Financial Activity for the period ended 31 May 2014.

**Council Resolution****12.06.14.02****Moved Cr Allington Seconded Cr Mills**

**That Council receive the Statement of Financial Activity for the period ended 31 May 2014.**

**CARRIED 7-0**

**ATTACHMENT 12.06.14.02A**

<b>Shire of Brookton</b>									
<b>MONTHLY FINANCIAL REPORT</b>									
<b>For the Period Ended 31 May 2014</b>									
<b><u>TABLE OF CONTENTS</u></b>									
Statement of Financial Activity by Function & Activity									
Note 1 - Graphical Representation of Statement of Financial Activity									
Note 2 - Net Current Funding Position									
Note 3 - Budget Amendments									
Note 4 - Receivables									
Note 5 - Cash Backed Reserves									
Note 6 - Capital Disposals and Acquisitions									
Note 7 - Information on Borrowings									
Note 8 - Cash and Investments									
Note 9 - Major Variances									
Note 10 - Trust Fund									

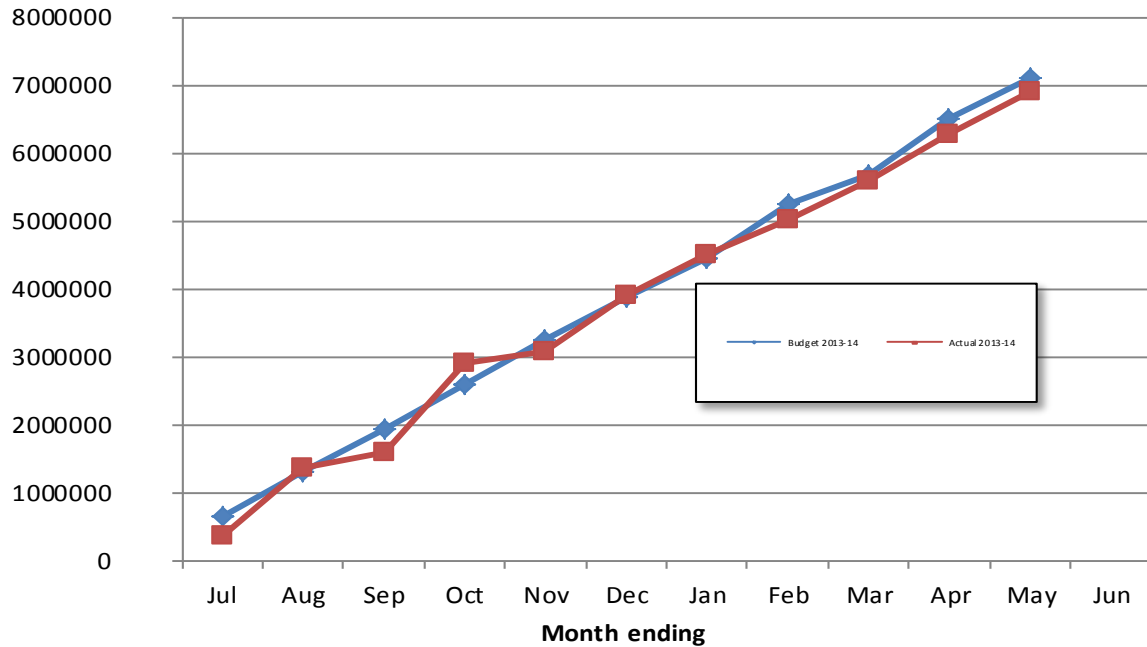
**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 May 2014**

		Current Annual Budget 3	Projected Year End Actual	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
	Note							
<b>Operating Revenues</b>		\$	\$	\$	\$	\$	%	
Governance		29,044	30,861	25,773	46,893	21,120	81.94%	▲
General Purpose Funding		1,525,027	1,529,079	1,379,333	910,097	(469,236)	(34.02%)	▼
Law, Order and Public Safety		42,160	326,836	38,632	322,836	284,204	735.67%	▲
Health		26,785	26,529	24,541	24,791	250	1.02%	
Education and Welfare		3,875,600	3,875,600	3,552,604	3,488,918	(63,686)	(1.79%)	▼
Housing		100,141	95,604	91,784	79,560	(12,224)	(13.32%)	▼
Community Amenities		412,043	413,009	382,357	360,440	(21,917)	(5.73%)	▼
Recreation and Culture		482,452	491,643	442,189	477,895	35,706	8.07%	
Transport		1,097,392	1,169,193	1,010,927	1,182,205	171,278	16.94%	▲
Economic Services		120,689	121,059	117,739	73,672	(44,067)	(37.43%)	▼
Other Property and Services		107,101	109,046	99,181	84,566	(14,615)	(14.74%)	▼
<b>Total (Excluding Rates)</b>		<b>7,818,434</b>	<b>8,188,459</b>	<b>7,165,060</b>	<b>7,051,873</b>	<b>(113,187)</b>	<b>(1.58%)</b>	
<b>Operating Expense</b>								
Governance		(591,737)	(586,570)	(540,449)	(484,943)	55,506	(10.27%)	▲
General Purpose Funding		(215,335)	(188,240)	(192,478)	(202,718)	(10,240)	5.32%	
Law, Order and Public Safety		(213,792)	(232,579)	(197,147)	(225,315)	(28,168)	14.29%	▲
Health		(84,603)	(85,130)	(77,484)	(63,390)	14,094	(18.19%)	▲
Education and Welfare		(3,982,193)	(3,984,990)	(3,650,581)	(3,627,522)	23,059	(0.63%)	
Housing		(128,624)	(125,545)	(118,044)	(99,353)	18,691	(15.83%)	▲
Community Amenities		(538,191)	(545,627)	(491,537)	(441,633)	49,904	(10.15%)	▲
Recreation and Culture		(673,714)	(681,747)	(612,132)	(643,277)	(31,145)	5.09%	▼
Transport		(1,107,112)	(1,118,755)	(1,014,783)	(928,992)	85,791	(8.45%)	▲
Economic Services		(100,931)	(100,699)	(92,909)	(91,589)	1,320	(1.42%)	
Other Property and Services		(120,380)	(136,497)	(117,606)	(90,961)	26,645	(22.66%)	▲
<b>Total</b>		<b>(7,756,612)</b>	<b>(7,786,379)</b>	<b>(7,105,150)</b>	<b>(6,899,692)</b>	<b>205,458</b>	<b>2.89%</b>	
<b>Funding Balance Adjustment</b>								
Add back Depreciation		1,267,163	1,277,211	1,161,424	1,078,063	(83,361)	(7.18%)	
Adjust (Profit)/Loss on Asset Disposal	6	(88,138)	(60,076)	(5,238)	40,048	45,286	(864.56%)	▲
<b>Net Operating (Ex. Rates)</b>		<b>1,240,848</b>	<b>1,619,215</b>	<b>1,216,096</b>	<b>1,270,292</b>	<b>54,196</b>	<b>4.46%</b>	
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	6	338,000	239,946	309,815	198,060	(111,755)	(36.07%)	▼
Self-Supporting Loan Principal		31,267	37,372	23,445	24,859	1,414	6.03%	
Transfer from Reserves	5	1,635,653	1,575,054	1,499,300	702,842	(796,458)	(53.12%)	▼
<b>Total</b>		<b>2,004,920</b>	<b>1,852,372</b>	<b>1,832,560</b>	<b>925,760</b>	<b>(906,800)</b>	<b>(49.48%)</b>	
<b>Capital Expenses</b>								
Land and Buildings	6	(2,614,123)	(2,536,399)	(1,431,859)	(1,366,408)	65,451	(4.57%)	
Plant and Equipment	6	(227,000)	(509,485)	(208,076)	(462,575)	(254,499)	122.31%	▼
Furniture and Equipment	6	(117,978)	(96,040)	(108,119)	(59,311)	48,808	(45.14%)	▼
Infrastructure Assets - Roads & Bridges	6	(1,069,822)	(1,175,368)	(980,650)	(867,072)	113,578	(11.58%)	▼
Infrastructure Assets - Sewerage	6	(94,400)	(39,552)	(86,526)	(7,121)	79,406	(91.77%)	▼
Repayment of Debentures	7	(101,003)	(101,003)	(95,677)	(95,677)	0	0.00%	
Transfer to Reserves	5	(635,967)	(626,040)	(582,780)	(125,086)	457,694	(78.54%)	▼
<b>Total</b>		<b>(4,860,293)</b>	<b>(5,083,887)</b>	<b>(3,493,687)</b>	<b>(2,983,250)</b>	<b>510,437</b>	<b>(14.61%)</b>	
<b>Net Capital</b>		<b>(2,855,373)</b>	<b>(3,231,515)</b>	<b>(1,661,127)</b>	<b>(2,057,491)</b>	<b>(396,364)</b>	<b>23.86%</b>	
<b>Total Net Operating + Capital</b>		<b>(1,614,525)</b>	<b>(1,612,300)</b>	<b>(445,031)</b>	<b>(787,198)</b>	<b>(342,167)</b>	<b>76.89%</b>	
Rate Revenue		1,564,658	1,563,799	1,564,658	1,563,672	(986)	(0.06%)	
Opening Funding Surplus(Deficit)		(21,462)	(21,462)	(21,462)	(21,462)	(0)	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(71,329)</b>	<b>(69,964)</b>	<b>1,098,165</b>	<b>755,011</b>	<b>(343,154)</b>	<b>(31.25%)</b>	

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2014**

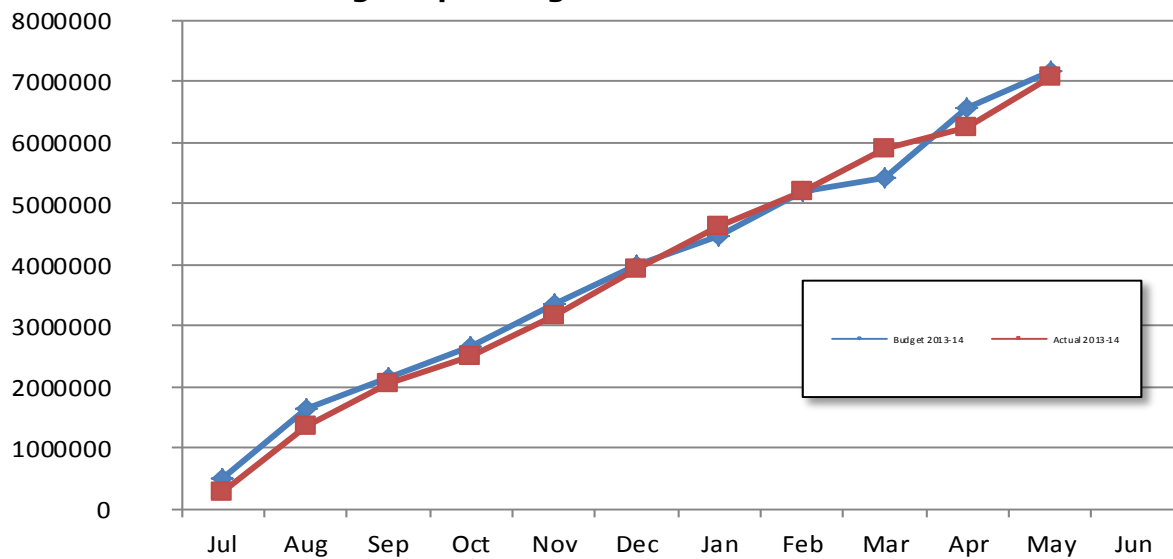
**Note 1 - Graphical Representation - Source Statement of Financial Activity**

**Budget Operating Expenses -v- YTD Actual**



**Comments/Notes - Operating Expenses**

**Budget Operating Revenues -v- Actual**

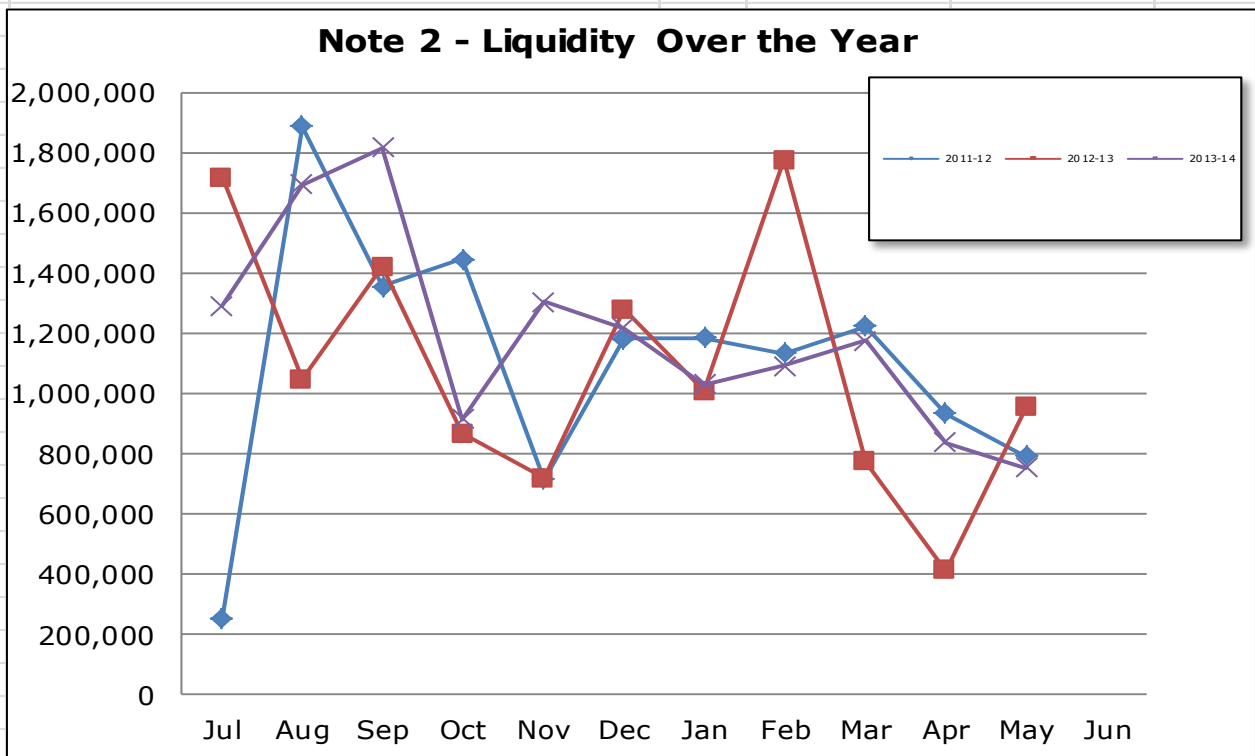


**Comments/Notes - Operating Revenues**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2014**

**Note 2: NET CURRENT FUNDING POSITION**

Positive=Surplus (Negative=Deficit)			
2013-14			
Note	This Period	Same Period 2012/13	Same Period 2011/12
	\$	\$	\$
<b>Current Assets</b>			
Cash Unrestricted	744,111	1,339,231	623,120
Cash Restricted	2,236,318	1,833,415	3,237,422
Receivables	854,659	1,088,595	1,156,053
Prepayments & Accruals	0	0	0
Inventories	22,306	28,607	29,397
	3,857,394	4,289,847	5,045,990
<b>Less: Current Liabilities</b>			
Payables and Provisions	(866,065)	(1,502,797)	(1,017,019)
	(866,065)	(1,502,797)	(1,017,019)
Less: Cash Restricted	(2,236,318)	(1,833,415)	(3,237,422)
<b>Net Current Funding Position</b>	<b>755,011</b>	<b>953,635</b>	<b>791,550</b>



**Comments - Net Current Funding Position**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2014**

**Note 3: BUDGET AMENDMENTS**

**Amendments to original budget since budget adoption. Surplus/(Deficit)**

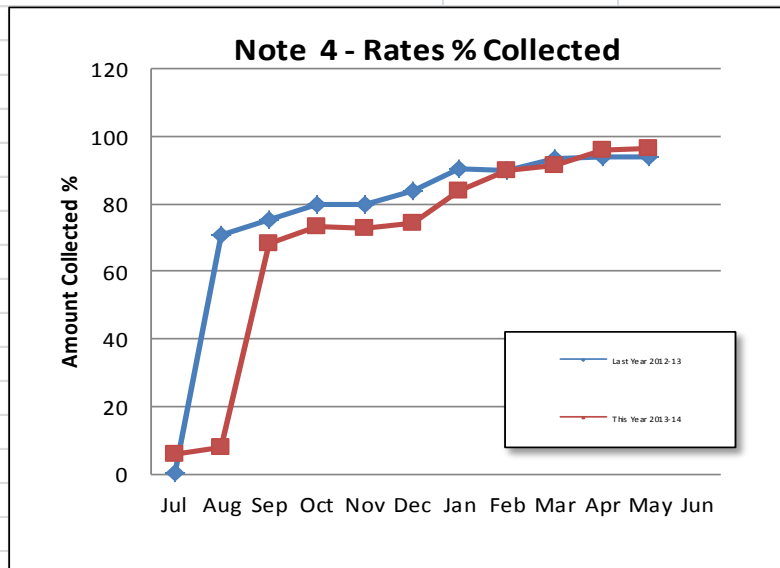
GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption - Closing Surplus</b>	<b>15/08/2013</b>		\$	\$	\$	\$
E113512	WB Eva Pavilion - Power Upgrade	11.09.13.03	Capital Expenses			(150,000)	(153,845)
OL01711	Transfer from Health & Aged Care Reserve	11.09.13.03	Capital Revenue		150,000		(303,845)
E041040	Central Agcare Donation	13.10.13.04	Operating Expenses		2,000		(153,845)
E107020	Water Harvesting - Consultant	13.10.13.04	Operating Expenses		2,000		(151,845)
E122020	Road Maintenance - Seedlings	13.10.13.04	Operating Expenses		3,854		(149,845)
E136090	Small Business Centre Eastern Wheatbelt Contribution	13.10.13.04	Operating Expenses		5,000		(145,991)
E041020	Members General Operating-Banners in the Terrace	13.10.13.04	Operating Expenses		1,000		(140,991)
E106020	Environment-NRM Officer Contribution	13.10.13.04	Operating Expenses			(11,544)	(139,991)
E122020	Road Maintenance	13.10.13.04	Operating Expenses			(2,310)	(151,535)
Various	Annual Budget Review	12.02.14.07	Budget Review		82,516		(153,845)
OL01681	Transfer from Land Development Reserve	12.04.14.05	Capital Revenue		150,000		(71,329)
	Koorrmong and Old Nursing Home Development	12.04.14.05	Capital Expenses			(150,000)	78,671
E041020	Councillor Training	15.05.14.02	Operating Expenses		2,825		(71,329)
E116020	Triathlon Operating Expenses	15.05.14.02	Operating Expenses			(2,825)	(68,504)
							(71,329)
							(71,329)
	<b>Closing Funding Surplus (Deficit)</b>			<b>0</b>	<b>399,195</b>	<b>(316,679)</b>	<b>(71,329)</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2014**

**Note 4: RECEIVABLES**

**Receivables - Rates, Sewerage and Rubbish**

	Current 2013-14	Previous 2012-13
	\$	\$
Opening Arrears Previous Years	66,021	50,882
Rates, Sewerage & Rubbish Levied this year	1,813,968	1,698,603
Less Collections to date	(1,817,279)	(1,644,892)
<b>Equals Current Outstanding</b>	<b>62,710</b>	<b>104,593</b>
<b>Net Rates Collectable</b>	62,710	104,593
% Collected	96.66%	94.02%

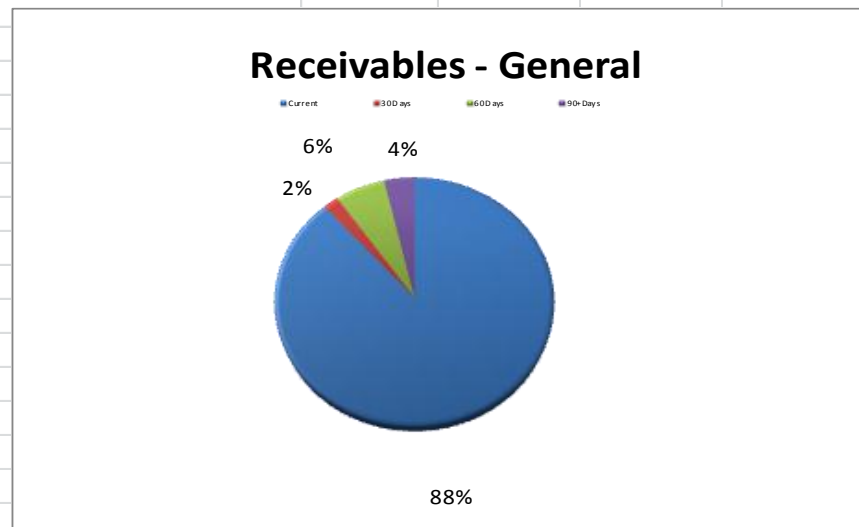


Comments/Notes - Receivables Rates, Sewerage and Rubbish

**Receivables - General**

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	167,417	3,475	11,425	6,844
<b>Total Outstanding</b>				<b>189,162</b>

**Amounts shown above include GST (where applicable)**



Comments/Notes - Receivables General

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2014**

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant Reserve	15,942	558	691	215,350	45,000	(45,000)	(30,831)	186,850	30,802
Housing Reserve	288,849	10,110	10,150	0	0	(183,500)	0	115,459	298,999
Office Equipment Reserve	38,785	1,357	1,363	0	0	(4,665)	0	35,477	40,148
Drainage Reserve	48,549	1,699	1,706	0	0	0	0	50,248	50,255
Municipal Buildings & Facilities Reserve	32,574	1,140	1,032	30,000	0	(30,260)	(12,278)	33,454	21,328
Townscape Reserve	229,553	8,034	8,067	0	0	0	0	237,587	237,620
Land Development Reserve	197,706	6,920	5,566	171,000	0	0	(150,000)	375,626	53,272
Sewerage Scheme Reserve	157,642	5,517	5,474	50,000	0	(94,400)	(7,120)	118,759	155,996
Road Infrastructure Reserve	28,270	989	993	10,000	0	0	0	39,259	29,263
Health & Aged Care Reserve	719,322	25,176	25,278	45,100	0	(465,190)	0	324,408	744,600
Community Bus Reserve	37,779	1,322	1,328	5,000	0	0	0	44,101	39,107
Bridge Construction Reserve	63,292	2,215	2,224	0	0	0	0	65,507	65,516
Staff Vehicle Reserve	19,673	689	662	9,000	0	(9,000)	(3,182)	20,362	17,153
Sport & Recreation Reserve	0	0	0	9,500	0	0	0	9,500	0
Rehabilitation & Refuse Reserve	27,376	958	962	0	0	0	0	28,334	28,338
Unspent Grants & Contributions	568,109	2,409	2,619	16,600	0	(544,044)	(499,431)	43,074	71,297
Saddleback Building Reserve	64,027	2,241	2,250	0	0	(25,900)	0	40,368	66,277
Saddleback Vehicle & Equipment Reserve	4,398	154	155	0	0	0	0	4,552	4,553
Caravan Park Reserve	52,676	1,844	1,851	0	0	0	0	54,520	54,527
Old Police Station Reserve	32,053	1,122	1,126	2,500	0	0	0	35,675	33,179
Kweda Hall Reserve	13,422	470	472	2,500	0	(600)	0	15,792	13,894
Aldersyde Hall Reserve	13,422	470	472	2,500	0	0	0	16,392	13,894
Railway Station Reserve	13,422	470	472	2,500	0	0	0	16,392	13,894
Madison Square Units Reserve	15,623	547	549	0	0	(5,715)	0	10,455	16,172
Cemetery Reserve	85,684	2,999	3,011	0	0	(60,000)	0	28,683	88,695
Water Harvesting Reserve	45,925	1,607	1,614	0	0	0	0	47,532	47,539
	<b>2,814,073</b>	<b>81,016</b>	<b>80,086</b>	<b>571,551</b>	<b>45,000</b>	<b>(1,468,274)</b>	<b>(702,842)</b>	<b>1,998,366</b>	<b>2,236,318</b>



**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2014**

**Note 6: CAPITAL DISPOSALS AND ACQUISITIONS**

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal		
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)
\$	\$	\$		\$	\$	\$
42,500	49,000	6,500	CEO Vehicle	51,537	47,727	(3,810)
32,000	34,000	2,000	DCEO Vehicle	0	0	0
0	0	0	Fire Tender West Brigade	23,465	5,969	(17,496)
0	0	0	Kalkarni Lights & Signs	2,688	0	(2,688)
28,000	29,000	1,000	Shire Planner Vehicle	28,520	25,000	(3,520)
0	0	0	Sewerage Station Pump	5,878	0	(5,878)
45,450	72,000	26,550	Lot 101 Avonbank Cl,Koornong	30,075	65,455	35,380
45,450	99,000	53,550	Lot 102 Avonbank Cl,Koornong	0	0	0
0	0	0	Small Equipment (Verti Mower)	63	0	(63)
28,500	25,000	(3,500)	PWS Vehicle	23,560	20,909	(2,651)
20,000	30,000	10,000	New Holland Tractor	23,952	33,000	9,048
0	0	0	Disposal of Assets as per Res 12.09.1304	0	0	(48,370)
<b>241,900</b>	<b>338,000</b>	<b>96,100</b>	<b>Totals</b>	<b>189,738</b>	<b>198,060</b>	<b>(40,048)</b>

**Comments - Capital Disposal**

			Summary Acquisitions	Current Budget		
				Budget	Actual	Variance
				\$	\$	\$
			<b>Property, Plant &amp; Equipment</b>			
			Land and Buildings	2,614,123	1,366,408	1,247,715
			Plant & Equipment	227,000	462,575	(235,575)
			Furniture & Equipment	117,978	59,311	58,667
			<b>Infrastructure</b>			0
			Roadworks & Bridge Works	1,069,822	867,072	202,750
			Sewerage	94,400	7,121	87,280
			<b>Totals</b>	<b>4,123,323</b>	<b>2,762,487</b>	<b>1,360,836</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2014**

**Note 7: INFORMATION ON BORROWINGS**

Particulars	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-12 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
						Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Self Supporting Loans</b>											
*Loan 78 Senior Citizen's Homes	17/06/2024	15	6.74	164,089	-	5,152	10,478	158,937	153,611	5,588	11,675
*Loan 79 Multifunctional Family Centre	1/08/2020	15	5.82	60,594	-	6,654	6,654	53,940	53,940	3,490	3,861
*Loan 82 Country Club	15/11/2027	20	6.95	338,409	-	14,134	14,133	324,275	324,276	23,529	24,033
<b>Governance</b>											
Loan 75 Office Office Renovations	3/08/2026	25	6.46	71,490	-	3,453	3,453	68,037	68,037	2,720	4,831
<b>Education &amp; Welfare</b>											
Loan 80 Kalkarni Residency	1/02/2026	25	5.63	115,411	-	6,227	6,228	109,184	109,183	3,850	6,838
<b>Housing</b>											
Loan 80 Staff Housing	1/02/2026	25	5.63	190,428	-	10,275	10,274	180,153	180,154	6,309	11,283
<b>Community Amenities</b>											
Loan 80 Sewerage	1/02/2026	25	5.63	80,788	-	4,359	4,360	76,429	76,428	2,783	4,787
<b>Transport</b>											
Loan 80 Grader	1/02/2026	25	5.63	190,428	-	10,275	10,275	180,153	180,153	6,309	11,283
<b>Recreation and Culture</b>											
Loan 81 Sport & Recreation	1/11/2027	20	6.95	841,531	-	35,147	35,148	806,384	806,383	50,938	60,827
				2,053,168	0	95,677	101,003	1,957,491	1,952,165	105,516	139,418

(\*) Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2014**

**Note 8: CASH AND INVESTMENTS**

		Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a)	<b>Cash Deposits</b>								
	Municipal Cash at Bank - Operating Account	1.50%	285,344				285,344	Bendigo	
	Municipal Cash at Bank - Cash Management Account	0.50-4.0%	541,168				541,168	Bendigo	
	Trust Cash at Bank	1.50%			36,768		36,768	Bendigo	
(b)	<b>Term Deposits</b>								
	Reserves	3.80%		2,320,914			2,320,914	Bendigo	07/05/2014
	Les McMullen Trust	4.00%			9,082		9,082	Bendigo	26/06/2014
(c)	<b>Investments</b>								
	Bendigo Bank Shares					5,000	5,000		
	<b>Total</b>		826,512	2,320,914	45,850	5,000	3,198,276		

Comments/Notes - Investments

<b>Shire of Brookton</b>	
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>	
<b>For the Period Ended 31 May 2014</b>	
<b>Note 9: MAJOR VARIANCES</b>	
<b>Comments/Reason for Variance</b>	
<b>OPERATING REVENUE (EXCLUDING RATES)</b>	
<b>Governance</b>	
Other revenue is higher than budgeted due to some unbudgeted reimbursements and an allocation of staff time spent on the NAPS reconciliation.	
<b>General Purpose Funding</b>	
The royalties for regions regional funding for 2012/13 was budgeted to be received in April. This will be budgeted for in 2014/15 financial year.	
<b>Law, Order and Public Safety</b>	
Over budget due to unbudgeted replacement of Fire Tender funded by Capital Grant from Department of Fire & Emergency Services.	
<b>Health</b>	
Within variance threshold of \$10,000 or 10%	
<b>Education and Welfare</b>	
Budget variance due to lower than expected subsidies received from Kalkarni.	
<b>Housing</b>	
Staff housing rental subsidies budgeted at a gross rental amount not the subsidised income level. This has resulted in an unfavourable variance.	
<b>Community Amenities</b>	
Project grant not received - flood plan mapping expected to be completed by end of June.	
<b>Recreation and Culture</b>	
Within variance threshold of \$10,000 or 10%	
<b>Transport</b>	
The includes the 4th Quarter payment for the grant for bridge construction and additional contributions to haulage route roads.	
<b>Economic Services</b>	
Lower than budgeted sales of the Koornong subdivision.	
<b>Other Property and Services</b>	
Under budget due to reduced private works revenue.	
<b>OPERATING EXPENSES</b>	
<b>Governance</b>	
Under budget due to delayed maintenance on admin building and deferred staff training. Budgeted Councillor Allowances have not yet been finalised, this will occur before 30 June.	
<b>General Purpose Funding</b>	
Within variance threshold of \$10,000 or 10%	
<b>Law, Order and Public Safety</b>	
Over budget due to unexpected change of Fire Tender and associated loss on changeover.	
<b>Health</b>	
The Non Admitted Patients Fund after allocation of staff time is still under the budgeted amount.	
<b>Education and Welfare</b>	
Within variance threshold of \$10,000 or 10%	
<b>Housing</b>	
Budget savings currently reflect lower than expected costs for Shire houses. These funds are still forecasted to be spent by the end of the year.	
<b>Community Amenities</b>	
Budget savings currently reflect lower than expected costs for town planning operations. These funds are still expected to be spent by the end of the year.	
<b>Recreation and Culture</b>	
This unfavourable variance is caused by a greater than budgeted allocation for depreciation.	
<b>Transport</b>	
Road crew resources have been focused on grain freight road projects. This has resulted in less road maintenance work than was budgeted.	
<b>Economic Services</b>	
Within variance threshold of \$10,000 or 10%	
<b>Other Property and Services</b>	
Under budget due to reduced private works-corresponding decrease in revenue.	

<b>CAPITAL REVENUE</b>
<b>Proceeds from Disposal of Assets</b>
Lower than budgeted sales of the Koornong subdivision.
<b>Self-Supporting Loan Principal</b>
Within variance threshold of \$10,000 or 10%
<b>Transfer from Reserves</b>
Transfers generally will occur at 30/06/14 . However, additional Council resolutions regarding transfer of reserves have been actioned.
<b>CAPITAL EXPENSES</b>
<b>Land and Buildings</b>
Under budget due to delayed construction of Regional Housing and Saddleback renovations.
<b>Plant and Equipment</b>
Unbudgeted replacement of a Fire Tender by Department of Fire and Emergency.
<b>Furniture and Equipment</b>
Furniture and Equipment not yet made for the WB Eva Pavillion and Kalkarni.
<b>Infrastructure Assets - Roads &amp; Bridges</b>
Road construction program progressing.
<b>Infrastructure Assets - Sewerage</b>
Under due to delayed commencement of pipe replacement.
<b>Repayment of Debentures</b>
Within variance threshold of \$10,000 or 10%
<b>Transfer to Reserves</b>
Transfers generally will occur at 30/06/14 . However, additional Council resolutions regarding transfer of reserves have been actioned.
<b>OTHER ITEMS</b>
<b>Rate Revenue</b>
Within variance threshold of \$10,000 or 10%
<b>Opening Funding Surplus(Deficit)</b>
Within variance threshold of \$10,000 or 10%

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2014**

**Note 10: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance For the Period Ended 31 May 2014	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 May 2014
	\$	\$	\$	\$
Housing Bonds	3,000	1,000	(3,000)	1,000
Other Bonds	4,380	11,250	(9,190)	6,440
Election Nomination Bonds	0	0	0	0
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	9,082	0	0	9,082
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	5,411	0	0	5,411
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	4,915	0	0	4,915
Unclaimed Money	430	0	0	430
Development Bonds	0	0	0	0
	<b>45,550</b>	<b>12,250</b>	<b>(12,390)</b>	<b>45,410</b>

## 12.06.14.03 SCHEDULE OF FEES AND CHARGES 2014/15

### FILE REFERENCE:

**AUTHORS NAME  
AND POSITION:** Evelyn Arnold  
Deputy Chief Executive Officer

**NAME OF APPLICANT/  
RESPONDENT:** Not Applicable

**DATE REPORT WRITTEN:** 3 June 2014

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** None

### **SUMMARY:**

This report recommends that council adopt the proposed schedule of fees and charges for the 2014/15 year.

### **Background:**

In accordance with Section 6.16 of the *Local Government Act 1995*, a Local Government may impose and recover a fee or charge for any goods or service it provides or proposes to provide. Fees and charges are to be imposed (generally) when adopting the budget and must be resolved by an absolute majority.

In determining the amount of a fee or charge for a service or goods a local government is required to take into account the following factors (s 6.17) –

- (a) The cost to the local government of providing the service or goods;
- (b) The importance of the service or goods to the community; and
- (c) The price at which the service or goods could be provided by an alternative provider.

Fees and charges can be imposed or amended during the year but only by an absolute majority decision of council.

### **Detail:**

A schedule of the proposed fees and charges for 2014/15 is provided as a separate attachment to this report.

Some points to note are:

- The facility hire charges for both the hall and the WB Eva Pavilion have been split. Allowing for sections of the facility to be used independently.
- The hall hire fee for community groups has been increased to better reflect the running costs and long term asset management;

- The annual charges for the sporting and community groups have been increased by 6%;
- The Bond charges related to an event where alcohol is consumed has been increased from \$330 to \$400, but the additional surcharge for alcohol consumption has been removed;
- The Gym membership has been increased by 3% and a monthly charge has been introduced.

#### **Statutory and Legal Considerations:**

Section 6.16 of the *Local Government Act 1995* enables a local government to impose and recover a fee or charge for any goods or service it provides or proposes to provide.

Section 6.19 of the *Local Government Act 1995* requires public notice if fees and charges are amended or adopted after the budget has been adopted.

#### **Policy Considerations:**

There are no Policy Implications relative to this issue.

#### **Consultation:**

The schedule of fees and charges has been reviewed by all staff with a view to ensuring that the structure and make-up of the fees and charges was reasonable and practical.

#### **Financial Implications:**

In reviewing these fees and charges consideration was given to the Long Term Financial Plan which assumes a 6% increase.

#### **Strategic Community Plan (2013 – 2023)**

There are no references that relate to this report.

#### **Corporate Business Plan (2013-2017)**

There are no references that relate to this report.

#### **Officer's Comment:**

In reviewing these fees and charges the intention is to maintain a balance between cost recovery and provision of services and facilities at an affordable rate to the community. This process is part of an ongoing review to ensure the future sustainability of shire assets.

#### **Voting Requirements:**

Absolute majority.

#### **Officer's Recommendation:**

That Council:

1. That Council adopt and incorporate the proposed schedule of fees and charges as presented into the 2014/15 Budget document.



2. That the proposed fees and charges take effect on 1 July 2014.
3. That the availability of the 2014/15 schedule of fees and charges is advertised in the Brookton Telegraph.

**Council Resolution**

**12.06.14.03**

**Moved Cr Crute Seconded Cr Eva**

**That Council suspend Standing Orders to facilitate discussion.**

**CARRIED 7-0**

**Council Resolution**

**12.06.14.04**

**Moved Cr Crute Seconded Cr Eva**

**That Council resume Standing Orders.**

**CARRIED 7-0**

**Council Resolution**

**12.06.14.05**

**Moved Cr Walker Seconded Cr Fancote**

**That Council:**

1. That Council adopt and incorporate the proposed schedule of fees and charges, as amended, into the 2014/15 Budget document.
2. That the proposed fees and charges take effect on 1 July 2014.
3. That the availability of the 2014/15 schedule of fees and charges is advertised in the Shire Notes in the Brookton Telegraph.

**CARRIED BY ABSOLUTE MAJORITY 7-0**

**ATTACHMENT 12.06.14.03A (as separate attachment)**

## 12.06.14.04 ASSET WRITE-OFFS – FAIR VALUE IMPLEMENTATION

**FILE REFERENCE:** ADM 0323

**AUTHORS NAME AND POSITION:** Deanne Sweeney  
Senior Finance Officer

**NAME OF APPLICANT/RESPONDENT:** Not Applicable

**DATE REPORT WRITTEN:** 30 May 2014

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** There is no previous meeting reference.

### **SUMMARY:**

Due to the implementation of fair value of assets in accordance with Local Government (Financial Management 17A) Regulations 1996, twenty four assets with a total written down value of \$96,544.74 are to be written out of Council's Asset Register with twenty one items being recorded on Council's Asset Inventory Listing.

### **Background:**

Effective 1 July 2012 the Local Government (Financial Management) Regulations 1996 were amended and the measurement of non-current assets at fair value became mandatory. These amendments allow for phasing in of fair value in relation to fixed assets over a three year period with the financial year ending 30 June 2014, to include Furniture and Fittings and Land and Buildings at fair value. This means that furniture and fitting items with an original purchase value under \$2,000 will be recorded on Council's Inventory Asset Listing rather than being continued to be depreciated in Council's financial statements. And with the three Land and Building items being removed from the asset register due to being obsolete.

### **Detail:**

Due to fair value accounting being adopted by the Shire of Brookton, twenty one assets with a written down value of \$84,923.94 are required to be written out of Council's Asset Register and placed onto an Asset Inventory Listing and the remaining three assets with a written down value of \$11,620.80 to be written out of the asset register due to being obsolete. The details of these assets are supplied in the attached spread sheet titled 12.06.14.04A – Implementation of Fair Value of Assets.

### **Statutory and Legal Considerations:**

Regulation 17A of the *Local Government (Financial Management) Regulations 1996*.

### **Policy Considerations:**

Policy 4.18 Asset Management Policy .

**Consultation:**

Due to adoption of fair value accounting in accordance with Regulation 17A of the Local Government (Financial Management) Regulations 1996, consultation has commenced between the Shire and relevant parties to implement fair value accounting of assets within the Shire.

**Financial Implications:**

As a result of adopting fair value accounting for furniture and fittings and land and buildings, there will be a \$96,544.74 write off incurred in the financial statements due to the transfer of assets from the Asset Register to the Asset Inventory Listing.

This will not impact on the cash position of the Shire in any way as any profit(loss) on the sale/write off of assets are added back in the cash flow and rate setting statement. However, there will be a budget variation of \$96,544.74 required as a result of the write off of these assets in the financial statements.

**Strategic Community Plan (2013 – 2023)**

Not applicable

**Corporate Business Plan (2013-2017)**

No reference

**Officer's Comment:**

Not applicable.

**Voting Requirements:**

Absolute majority

**Officer's Recommendation:**

That Council approves:

1. the write off of twenty four assets with a total written down value of \$96,544.74 as detailed in attachment 12.06.14.04A – Implementation of Fair Value of Assets, due to the implementation of fair value of assets in accordance with Local Government (Financial Management 17A) Regulations 1996 and.
2. that these assets are removed from Council's Asset Register and twenty one assets recorded onto Council's Asset Inventory Listing.

**Council Resolution**

**12.06.14.06**

**Moved Cr Crute Seconded Cr Allington**

**That Council approves:**

- 1. the write off of twenty four assets with a total written down value of \$96,544.74 as detailed in attachment 12.06.14.04A – Implementation of Fair Value of Assets, due to the implementation of fair value of assets in accordance with Local Government (Financial Management 17A) Regulations 1996 and.**
- 2. that these assets are removed from Council's Asset Register and twenty one assets recorded onto Council's Asset Inventory Listing.**

**CARRIED BY ABSOLUTE MAJORITY 7-0**

**ATTACHMENT 12.06.14.04A**

**ATTACHMENT 12.06.14.04A**
**IMPLEMENTATION OF THE FAIR VALUE OF ASSETS - ASSETS TO BE WRITTEN OUT OF ASSET REGISTER**

<b>Asset #</b>	<b>Asset Details</b>	<b>Date Aquired</b>	<b>Current Value</b>	<b>Depreciation</b>	<b>WDV</b>
6213	15 X COUNCIL CHAMBERS CHAIR	30.06.96	\$ 9,816.00	\$ 9,816.00	\$ -
6582	SHELVING	17.09.02	\$ 2,083.00	\$ 2,083.00	\$ -
6696	2 ELECTRIC BEDS AND 2 MATTRESSES	01.12.03	\$ 4,075.00	\$ 4,075.00	\$ -
6741	PORTABLE PA MIPRO	01.06.05	\$ 2,062.49	\$ 1,811.05	\$ 251.44
6754	7 X 1 DRAWER CUPBOARDS STAGES 3 & 4	31.03.05	\$ 2,657.20	\$ 2,392.93	\$ 264.27
6797	LIBRARY COMPUTER UPGRADE	31.08.06	\$ 4,147.78	\$ 3,802.59	\$ 345.19
6798	SYNERGYSOFT COMPUTER UPGRADE	31.01.07	\$ 81,436.86	\$ 81,436.86	\$ -
6799	COMPUTER UPGRADE - KALKARNI	31.01.07	\$ 20,000.00	\$ 1,665.72	\$ 18,334.28
6807	DIGITAL CHAIR SCALE	01.02.07	\$ 2,520.00	\$ 1,825.25	\$ 694.75
6809FK	ULTRA LOW BED, MATTRESS & RAIL	01.03.07	\$ 3,364.00	\$ 280.14	\$ 3,083.86
6810	10 X DELL VOSTRO 200 SLIM TOWER	03.06.08	\$ 10,900.00	\$ 907.77	\$ 9,992.23
6810FK	4 x UTAH TUB CHAIR - 1 SEATER	16.02.07	\$ 2,002.00	\$ 1,417.55	\$ 584.45

<b>Asset #</b>	<b>Asset Details</b>	<b>Date Aquired</b>	<b>Current Value</b>	<b>Depreciation</b>	<b>WDV</b>
6811FK	3 X UTAH TUB CHAIR - 2 SEATER	16.02.07	\$ 2,334.00	\$ 1,652.73	\$ 681.27
6870	4 X AIR CONDITIONERS - MADISON SQUARE UNITS	31.01.11	\$ 6,180.00	\$ 128.64	\$ 6,051.36
6900	U6 28 WILLIAMS ST - HOUSEHOLD AND ELECTRICAL GOODS (26 ITEMS)	14.06.13	\$ 6,287.03	\$ 1,438.23	\$ 4,848.80
6901	10 X DESKTOP COMPUTERS	21.06.13	\$ 19,502.27	\$ 4,461.41	\$ 15,040.86
BC0807	5 x ELECTRIC BEDS AND MATTRESS	30.06.09	\$ 10,859.00	\$ 904.37	\$ 9,954.63
BC0811	3 X REGENT ELECTRIC BEDS	30.06.10	\$ 5,451.00	\$ 453.95	\$ 4,997.05
BC0824	ROBAND TCR10 CONVEYOR TOASTER	01.03.11	\$ 1,245.00	\$ 383.61	\$ 861.39
BC0835	5 X VIENNA C/L 5" ANTIQUE WHITE BEDS	29.02.12	\$ 6,750.00	\$ 562.11	\$ 6,187.89
BC0846	20 X OVER BED/CHAIR NON TILT TABLES	29.02.12	\$ 3,000.00	\$ 249.78	\$ 2,750.22
6254	RECREATION GROUND - COURTS	01.07.94	\$ 8,251.20	\$ -	\$ 8,251.20
6287	RECREATION GROUND CONVENIENCE	01.07.94	\$ 2,900.00	\$ 1,377.51	\$ 1,522.49
6264	OVAL WATERING BORE	30.04.97	\$ 3,500.90	\$ 1,653.79	\$ 1,847.11
			\$221,324.73	\$ 124,779.99	\$ 96,544.74

#### 12.06.14.05 SUNDRY DEBTOR WRITE-OFFS

**FILE REFERENCE:** ADM 0115

**AUTHORS NAME AND POSITION:** Deanne Sweeney  
Senior Finance Officer

**NAME OF APPLICANT/RESPONDENT:** Not Applicable

**DATE REPORT WRITTEN:** 13 May 2014

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** There is no previous meeting reference.

**SUMMARY:**

This report recommends a sundry debt totaling \$421.60 be written off in accordance with section 6.12 (1) (c) of the *Local Government Act 1995*.

**Background:**

Under section 6.12 (1) (c) of the *Local Government Act 1995*, Council is able to write off any monies owing by debtors.

**Comment:**

A schedule of arrears to be written off is presented for Council's approval:

Debtor Number	Date	Reason	Amount	Unrecoverable
157	19/01/2011	Fire Infringement #10707	\$250.00	Mortgagee in Possession - Keystart
80653	22/08/2012	Annual Food Inspection 2012/13	\$171.60	Mortgagee in Possession – Ascend Corporate Pty Ltd

The above debts are overdue by more than 3 years and are considered to be unrecoverable.

**Statutory Environment:**

Section 6.12 (1) (c) of the *Local Government Act 1995* applies to sundry debtor write-offs.

Section 6.8 of the *Local Government Act 1995* applies to Budget Variations.

**Policy Implications:**

There are no policy implications.

**Financial Implications:**

Account E148010 is for prior year write-offs. This account has a budget of \$990. Should council approve the schedule for write-off, an additional budget variation of \$421.60 will be required, reducing the net current asset position (closing surplus).

**Strategic Plan Implications:**

There are no strategic plan implications.

**Voting Requirements:**

Absolute Majority Required

**Recommendation:**

That Council:

1. Approves the schedule of arrears totalling \$421.60 to be written off as follows:

Debtor Number	Date	Reason	Amount	Unrecoverable
157	19/01/2011	Fire Infringement #10707	\$250.00	Mortgagee in Possession - Keystart
80653	22/08/2012	Annual Food Inspection 2012/13	\$171.60	Mortgagee in Possession – Ascend Corporate Pty Ltd

2. Approve a budget variation of \$421.60, increasing budgeted expenditure on account number E148010 Prior Year Write-Offs from \$990.00 to \$1411.60.



**Council Resolution**  
**12.06.14.07**  
**Moved Cr Mills Seconded Cr Eva**

**That Council:**

- 1. Approves the schedule of arrears totalling \$421.60 to be written off as follows:**

<b>Debtor Number</b>	<b>Date</b>	<b>Reason</b>	<b>Amount</b>	<b>Unrecoverable</b>
157	19/01/2011	Fire Infringement #10707	\$250.00	Mortgagee in Possession - Keystart
80653	22/08/2012	Annual Food Inspection 2012/13	\$171.60	Mortgagee in Possession – Ascend Corporate Pty Ltd

- 2. Approve a budget variation of \$421.60, increasing budgeted expenditure on account number E148010 Prior Year Write-Offs from \$990.00 to \$1411.60.**

**CARRIED BY ABSOLUTE MAJORITY 7-0**

## **13.06.14.0 GOVERNANCE REPORT**

### **13.06.14.01 REVIEW OF POLICY MANUAL AND DELEGATIONS REGISTER**

<b>FILE REFERENCE:</b>	Policy Manual
<b>AUTHORS NAME AND POSITION:</b>	Courtney McCallum Governance Officer
<b>NAME OF APPLICANT/ RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	11 June 2014
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter
<b>PREVIOUS MEETING REFERENCE:</b>	Ordinary Meeting

#### **SUMMARY:**

The annual review of the Council Policy Manual and Delegations Register has been completed and the manual and register are presented to Council for adoption.

#### **Background:**

The purpose of maintaining a Policy Manual is to enable the Council to provide staff and Shire residents with clear intentions and direction in relation to important local issues that are not of a management or operational nature. Certain Policies are also required to comply with legislation and provide direction to staff and the community on how Council wishes to deal with certain statutory powers and functions under various Acts and Regulations.

The aim of Delegations is to assist the Council in carrying out its powers and functions by enabling it to delegate to the CEO, and under some Acts other staff, certain powers and functions that provide for the smooth running of the organisation.

The *Local Government Act 1995* (s 5.46.) states that the delegations are to be reviewed at least once every financial year. Council last reviewed its Policy Manual, Delegated Authorities and other associated information in June 2013.

#### **Details:**

Staff have reviewed the policies in the current Policy Manual and included policies that have been developed or amended since the last review in June 2013. The review has revealed that some policies either required minor updates, could be deleted or would be more suited to a Management Procedure, as they are mainly guidelines, standards/conditions or procedures that are implemented by staff.

A change to the structure or format of the policy manual is also proposed to be implemented in 2014/15. The policies that are considered to provide a clear direction

or commitment through a statement of principle or intent by the Council have been categorized as Governance Policies. Those policies that are as a result of our need to comply with legislation e.g. the Records Act, Local Government Act, Town Planning Scheme or the Occupational Safety and Health Act, have been categorised as Statutory Policies.

### **Statutory and Legal Considerations:**

*Local Government Act 1995. Sect. 5.42. - Delegation of some powers and duties to CEO*

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.*

*Local Government Act 1995. Sect. 5.44 - CEO may delegate powers and duties to other employees*

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.*

*Local Government Act 1995. Sect 5.45 - Other matters relevant to delegations under this Division*

- (2) Nothing in this Division is to be read as preventing —*
  - (a) a local government from performing any of its functions by acting through a person other than the CEO; or*
  - (b) a CEO from performing any of his or her functions by acting through another person.*

*Local Government Act 1995. Sect 5.46 - Register of, and records relevant to, delegations to CEO and employees*

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*

### **Policy Considerations:**

There is no Council Policy relative to this issue.

### **Consultation:**

Not relevant to this report.

### **Financial Implications:**

There are no Financial Implications relative to this issue.

**Strategic Community Plan (2013 – 2023):**

There are no specific implications relevant to this report.

**Corporate Business Plan (2013 – 2017):**

There are no specific implications relevant to this report.

**Officer's Comment:**

The proposed changes to the policies and the format of the Policy Manual have been colour coded to assist with identifying changes. All policies that are highlighted green will become Governance Policies, all policies that are highlighted yellow will become Statutory Policies, all policies highlighted blue will become Statutory Planning Policies, and all highlighted red will become Management Procedures.

The table below identifies the policies that are recommended for deletion, amendment or a Management Procedure and any new policies added to the Policy Manual.

Staff have reviewed the delegations in the current Delegations Register and made minor amendments and included any "on-delegations" from the CEO to other Staff.

The Local Government Departments Best Practice Guidelines for Delegations states that "*duties and powers that are operational in nature, but exercise discretion should be delegated to the CEO*". It also states that "*powers and duties can be delegated to the CEO with comprehensive conditions attached*"

The conditions limit the exercise of power or discharge of duties to those prescribed by the Council.

**TABLE A**

<b>1. MEETINGS OF COUNCIL</b>			
1.1	Meetings – Scheduled Dates	Reviewed – Placed Governance Section. under Policy	Governance Policy
1.2	Standing Committees – Terms of Reference	Reviewed – Placed Governance Section. under Policy	Amended Governance Policy
1.3	Council Briefing Forum	Reviewed – Placed Governance Section. under Policy	Governance Policy
<b>2. MEMBERS OF COUNCIL</b>			
2.1	Gift for Retiring Councillors	Reviewed – Placed Governance Section. under Policy	Governance Policy
2.2	Media	Reviewed –	Governance

		Placed under Governance Policy Section.	Policy
2.3	Conferences Meetings Seminars	Reviewed – Placed under Governance Policy Section.	Governance Policy
2.4	Australia Day Awards	Reviewed – Placed under Governance Policy Section.	Governance Policy
2.5	Councillor Training	Reviewed – Placed under Governance Policy Section.	Governance Policy
<b>3. HUMAN RESOURCES</b>			
3.1	Staff Selection – Senior Employees	Reviewed – Placed under Governance Policy Section.	Governance Policy
3.2	Performance and Salary Reviews – CEO	Reviewed – Placed under Governance Policy Section. Also Provides direction to CEO at an Operational level.	Amended Governance Policy Management Procedure
3.3	Study Leave	Reviewed – Placed under Governance Policy Section.	Governance Policy
3.4	Staff Conferences - CEO	Reviewed – Placed under Governance Policy Section.	Amended Governance Policy
3.5	Annual Leave - CEO	Reviewed – Placed under Governance Policy Section. Also Provides direction to Staff at an Operational level.	Amended Governance Policy Management Procedure
3.6	Temporary Staff – Appointment Of	Delete –  Covered by normal budget process or budget amendment if needed.	Delete
3.7	Staff Housing and Housing Subsidy	Reviewed – Placed under	Governance Policy

		Governance Policy Section. Also Provides direction to CEO at an Operational level.	Management Procedure
3.8	Sale of Surplus Shire Houses to Staff	Delete –  Do not foresee a need for this policy in the future.	Delete
3.9	OSH Bullying in the Workplace	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
3.10	OSH Contractor Management	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
3.11	OSH Equal Opportunity Employment	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
3.12	OSH Injury Management and Rehabilitation	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
3.13	OSH Noise	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
3.14	OSH Occupational Health & Safety	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
3.15	OSH Risk Management	Reviewed – Placed under Statutory Policy Section.	Amended Statutory Policy
3.16	OSH Visitor Management	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
3.17	OSH Volunteer Management	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
3.18	OSH Fitness for Work	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
3.19	Staff Training and Development	Delete –  Provides direction to Staff at an operational level.	Amended Management Procedure
3.20	Legal Representation for Council Members and Employees	Reviewed – Placed under Governance Policy Section.	Governance Policy

3.21	Use of Council Vehicles	Delete –  Provides direction to Staff at an operational level.	Management Procedure
<b>4. ADMINISTRATION</b>			
4.1	Investment of Surplus Funds	Delete –  Provides direction to Staff at an operational level.	Management Procedure
4.2	Telephone Charges – Residences	Delete –  Provides direction to Staff at an operational level.	Management Procedure
4.3	Legal Proceedings and Prosecutions	Reviewed – Placed under Governance Policy Section.	Governance Policy
4.4	Council Purchase Orders	Delete –  Provides direction to Staff at an operational level.	Management Procedure
4.5	Habitual or Vexatious Complainants Policy	Reviewed – Placed under Governance Policy Section.	Governance Policy
4.6	New Business Incentives	Reviewed – Placed under Governance Policy Section.	Governance Policy
4.7	Contiguous Rating – Shire Boundary Properties	Delete –  Provides direction to Staff at an operational level.	Management Procedure
4.8	Bank Signatories	Delete –  Provides direction to Staff at an operational level.	Management Procedure
4.9	Purchasing Policy	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
4.10	Debt Recovery Procedures	Delete –  Provides direction to Staff at an operational level.	Amended Management Procedure

4.11	Corporate Credit Card	Reviewed – Placed under Governance Policy Section.	Governance Policy
4.12	Rates Exemption	Delete –  Provides direction to Staff at an operational level	Amended Management Procedure
4.13	Buy Local Policy	Reviewed – Placed under Governance Policy Section.	Governance Policy
4.14	Common Seal	Delete –  Provides direction to Staff at an operational level.	Management Procedure
4.15	Fees & Charges for Community Facilities & Active Reserves	Reviewed – Placed under Governance Policy Section.	Amended Governance Policy
4.16	Concessions on Commercial and Farming Properties occupied by Pensioners	Delete –  Provides direction to Staff at an Administrative level.	Management Procedure
4.17	Hall Hire Policy	Reviewed– Placed under Governance Policy Section. Also Provides direction to Staff at an Operational level.	Amended Governance Policy  Management Procedure
4.18	Asset Management Policy	Delete –  Provides direction to Staff at an operational level.	Management Procedure
4.19	Caravan Park Permanent Residents	Delete –  Provides direction to Staff at an operational level.	Management Procedure
4.20	Brookton District High School and P & C	Reviewed – Placed under Governance Policy Section.	Amended Governance Policy
<b>5. COUNCIL VEHICLES, PLANT AND EQUIPMENT</b>			
5.1	Hiring of Equipment	Delete –  Provides direction to	Management Procedure



		Staff at an operational level.	
<b>6. WORKS</b>			
6.1	Multiple Intersections Access	Delete –  Council supports the gradual removal of wide junctions.	Delete
6.2	Private Works – Crossovers	Delete –  Provides direction to Staff at an operational level.	Management Procedure
6.3	Road Reserve Weed Control	Delete –  Provides direction to Staff at an operational level.	Amended Management Procedure
6.4	Road Standards	Delete –  All standards should be as per Austroad Standards – not just sight distances.	Delete
6.5	Undeveloped Road Reserves	Reviewed – Placed under Governance Policy Section.	Governance Policy
6.6	Weather Related Road Closures	Reviewed – Placed under Governance Policy Section.	Governance Policy
6.7	Restricted Access Vehicles	Reviewed – Placed under Governance Policy Section.	Governance Policy
<b>7. Bushfire Control</b>			
7.1	Use of Council Machinery and Equipment	Delete –  Provides direction to Staff at an operational level.	Management Procedure
7.2	Expenditure Limit	Delete –  Provides direction to Staff at an operational level.	Management Procedure
<b>8. Building and Town Planning</b>			
8.1	Relocated Second-hand	Reviewed –	Statutory

	Buildings	Placed under Statutory Planning Policy Section.	Planning Policy
8.2	Development Requirements for Rural Subdivision	Reviewed – Placed under Statutory Planning Policy Section.	Statutory Planning Policy
8.3	Garden Sheds – Planning Approval and Building Permit	Reviewed – Placed under Statutory Planning Policy Section.	Statutory Planning Policy
8.4	Residential Development in Low Lying Lands	Reviewed – Placed under Statutory Planning Policy Section.	Statutory Planning Policy
8.5	Temporary Dwellings on Land during Construction of a Building	Reviewed – Placed under Statutory Planning Policy Section.	Statutory Planning Policy
8.6	Sewerage Connection Policy	Reviewed – Placed under Statutory Planning Policy Section.	Statutory Planning Policy
8.7	Temporary Transportable Offices and Associated Buildings	Reviewed – Placed under Statutory Planning Policy Section.	Statutory Planning Policy
8.8	Town Planning Fees Refund Policy	Reviewed – Placed under Statutory Planning Policy Section.	Statutory Planning Policy
8.9	Fencing Design and Construction for Brookton Townsite	Reviewed – Placed under Statutory Planning Policy Section.	Statutory Planning Policy
8.10	Residential Development on Farming Zoned Lots/Locations without Frontage to Dedicated and Constructed Public Roads	Reviewed – Placed under Statutory Planning Policy Section.	Statutory Planning Policy
8.11	Outbuildings	Reviewed – Placed under Statutory Planning Policy Section.	Statutory Planning Policy
8.12	Tree Cropping Policy	Reviewed – Placed under Statutory Planning Policy Section.	Statutory Planning Policy
8.13	Patios, Verandas and Carports Policy	Reviewed – Placed under Statutory Planning Policy Section.	Statutory Planning Policy
8.14	Signage within Zoned and/or Reserved Land	Reviewed – Placed under Statutory Planning Policy Section.	Statutory Planning Policy
8.15	Developer Contributions for Road and Footpath Upgrading	Reviewed – Placed under Statutory Planning Policy Section.	Statutory Planning Policy
<b>10. Recordkeeping Policies and Procedures</b>			
10.1	Access to Records	Reviewed – Placed under Statutory Policy Section.	Statutory Policy

10.2	Business Ephemeral Records Guidelines	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
10.3	Metadata Policy	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
10.4	Email Procedures	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
10.5	Electronic Records Policy	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
10.6	Archiving Policy	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
10.7	Vital and Vital/Legal Documents Procedures	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
10.8	Correspondence Procedures	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
10.9	Elected Members Records Policy	Reviewed – Placed under Statutory Policy Section.	Statutory Policy
10.10	Financial Hardship	New Policy – Placed under Statutory Policy Section.	Statutory Policy
<b>DELEGATIONS REGISTER</b>			
	Waiving Fees and Charges or Writing off Sundry Debtors	Reviewed to clarify intent.	Amended

The remaining policies and delegations will be further reviewed on an ongoing basis during the year to make any required amendments or be replaced with more up-to-date policies and/or management procedures.

The Policy Manual and Delegations Register have been updated with the above changes and are **attached** for Council's information.

#### **Voting Requirements:**

Absolute Majority Required.

#### **Officer's Recommendation:**

That Council:

1. Amend or delete as required the Policies that are identified in *Table A* of this report;
2. Adopt the remaining Policies contained within the Policy Manual;

3. Amend or delete as required the Delegations that are identified in *Table A* of this report;
4. Adopt the delegations contained in the Delegations Register attached to this report.

**Council Resolution**

**13.06.14.01**

**Moved Cr Crute Seconded Cr Allington**

**That Council:**

1. **Amend or delete as required the Policies that are identified in *Table A* of this report;**
2. **Adopt the remaining Policies contained within the Policy Manual;**
3. **Amend or delete as required the Delegations that are identified in *Table A* of this report;**
4. **Adopt the delegations contained in the Delegations Register attached to this report.**

**CARRIED BY ABSOLUTE MAJORITY 7-0**

**ATTACHMENT 13.06.14.01A – Policy Manual and Delegations Register  
(as separate attachment)**

**14.06.14.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**15.06.14.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING – ELECTED MEMBERS, OFFICERS**

*Note – Project Officer arrived at the meeting at 1:36pm.*

**Council Resolution**

**15.06.14.01**

**Moved Cr Fancote Seconded Cr Allington**

**That Council consider late items 15.06.14.01 and 15.06.14.02.**

**CARRIED 7-0**

*Note – Cr Wilkinson declared an Impartiality Interest in this item.*

#### **15.06.14.01 ASSISTANCE TO BROOKTON MULTIFUNCTIONAL FAMILY CENTRE INC.**

**FILE REFERENCE:** ADM 0311

**AUTHORS NAME AND POSITION:** Fleur Wilkinson  
Project Officer

**NAME OF APPLICANT/RESPONDENT:** Brookton Multifunctional Family Centre Inc.

**DATE REPORT WRITTEN:** 12 June 2014

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** 12.10.11.03, 15.09.12.01, 12.02.14.03

#### **SUMMARY:**

To assist with the long term financial stability of Milly Molly Mandy's Child Care Centre it is recommended that Council make a financial assistance contribution.

#### **Background:**

Since March 2012, when Miss Bobbi Wheeler was employed as the Director of the Milly Molly Mandy's Child Care Centre, the main aim has been to address some of the long term issues which affect the sustainability of rural, long day care centres'.

The primary factor across the Wheatbelt in sustainable centres' implementing quality practice across the board is retaining qualified staff.

Brookton has identified and implemented a strategy to address this by recognising the quality and competency within our own community. Through sourcing skilled and experienced workers from outside of the area they have implemented intensive training strategies, through mentoring, supervised work based training, external training and a stimulating and supportive work environment resulting in a multi skilled local workforce. There are now five new educators local to Brookton who emit the core passion and dedication that form the roots of great Early Childhood Educators. To maintain this model they work over the ratios set by the National Quality Standards, providing an exceptionally high level of care. They regularly have qualified staff working alongside trainees and have seen a rapid increase in skills and competency developed in all staff. All educators are also working towards a recognised Early Years Qualification supported by a Registered Training Organisation.

The development of a new 'Team Directorship' model involves staff sharing some of the administrative burdens. Individual members of staff are focusing on individual areas of service development and working with the team to educate and implement necessary changes to address regulation, law and best practice. Hence there is not a reliance on one member of staff for all administrative requirements.

Implementing this business model has not been easy; some of the issues they have faced are;

- Attracting staff to the field
- Educating the community as to the advantages and quality outcomes of Early Education
- Financially supporting a system that involves a high level of training and development
- Legislative and administrative burdens as a result of the National Quality Framework and keeping up with the ongoing changes.

This business model is just the foundation of a successful model. Quality, motivated educators most definitely form the roots of a successful, sustainable service but it is important to recognise the value of additional factors such as;

- Environment, location and equipment
- Access to ongoing training and development
- Continued community education and marketing strategies

The successful implementation of some new programs for the children has seen a rapid increase in the bookings at the centre. The Centre is often fully booked two or more days per week. There are currently 76 permanent places booked at the centre throughout a week, which is made up of before and after school care places, and half and full day care places. Of these places 25 are made up of children from towns other than Brookton.

Shire staff recently conducted a survey of other Wheatbelt Child Care Centres and the results are following:

There are 27 childcare services in the Wheatbelt area which are comprised of the following:

- 5 Occasional Care Centres (includes mobile services)
- 7 Part-time Long Day Care Services (open full days, but less than 5 days per week)
- 13 Long Day Care Services
- 2 Outside School Hours Care & Vacation Care only services

Of these:

- 6 are run solely by Shires as the approved provider
- 4 are privately run
- 17 are run by volunteer management committees

Twenty one out of twenty seven centres (77%) responded to the survey which queried the level of support offered to the child care service by their Shire. The results were as follows:

- 71% of centres have a building provided either free of charge or at a low cost by the Shire. Included in this is almost always also the free provision of building insurance, rates, building maintenance and sometimes gardening.
- 14% of centres are privately run and therefore do not receive Council support.
- 47% of services receive support from their Shire in the form of financial and administrative services

The support that Brookton Multifunctional Family Centre Inc. (BMFC) currently from the Shire of Brookton is:

- Donation of shire rates and sewerage charges (2013-14 was \$1328).
- Provision of support from Shire staff for mentoring, preparation of Strategic Plan
- Provision of low interest self supporting loan. There are 13 repayments remaining on the Self Supporting Loan, plus the two repayments that have already been deferred until the end of the loan. This totals to \$65,555.75 in principal and interest. The loan repayments per year are \$10,144.24.

The Committee purchased the property at 58 Williams Street for \$100,000 in 2006, but has since made many improvements, including a new roof, new fence and new kitchen, as well as other specific changes to comply with Child care legislation that would need to be reversed if the property was sold as a residential property.

### **Details:**

Early childhood education and care is important for the economic development of communities because:

- it enhances learning and development outcomes for children which contributes to healthy child development (which builds human capital),
- it allows for better transitioning of children into the formal education system; reducing the risk of harm to certain children in the community, and overcoming disadvantage and its longer term social consequences.
- It facilitates greater participation in the workforce by parents and can boost economic output and reduce long-term unemployment and reliance on welfare support; and promote social engagement and self-esteem.
- 

In the past two years, the new management staff of BMFC have worked hard to successfully improve:

- The administrative and financial processes
- The ability to staff the centre from locally trained people



- The level of educational programs provided to children
- Compliance with constantly changing and rigorous legislative requirements.
- Ongoing financial sustainability of the centre.

Centre Management have developed a draft budget for 2014-15 which shows a financial improvement from 2013/14 of over \$23,000 resulting from projected increased utilisation of the centre and increases in fees charged. A cash surplus of \$3717 is estimated.

Fees have increased by \$16 to \$80 per full day since 1 July 2013 and are planned to increase to \$90 per day with the introduction of the service of food and provision of consumables.

The “Team Directorship” model for 2014-15 has been costed excluding the current Director. This has been with the hope that a grant for \$15,000 from the Regional Community Childcare Development fund for Professional Development will be successful in securing the services of the current Director on a contract basis to undertake this training role for a three month period. A funding application has also been put forward to the Federal Government for professional development which would also be used partially to secure these services for another 3 month period.

In the upcoming year, a consultative group which includes a Shire staff and Councillor representative as well as the Centre Director and the Committee Chairperson, have committed to meeting once a month to discuss and develop a strategic plan. Ideas that the group wish to further investigate are:

- New, purpose built centre on the school grounds which:
  - Has a regional focus
  - Provides regional training opportunities and parent forums
  - Caters for the specific requirements for before and after school care and vacation care.
  - Provides better integration into early learning at the School
  - Provides improved opportunities and educational outcomes for local aboriginal children and children at risk.
- Opportunities of expanding the service to Beverley (possibly as a mobile service) as Beverley no longer has any child care services available.
- Starting a regional planning group (similar to the regional aged care planning group) to plan for the future of child care services in this region.

This group will also be seeking funding from Lotterywest to undertake a feasibility study on the idea of building a new regional centre.

**Statutory and Legal Considerations:**

There are no legal or statutory considerations

**Policy Considerations:**

There are no policy implications.

**Financial Implications:**

Any contribution provided will have to be funded through rates in the 2014/15 budget.

**Strategic Community Plan (2013 – 2023)**

Strategy 1.3.1 – *Provide ongoing support for child care facilities and services*

**Corporate Business Plan (2013-2017)**

Activity & Services: *Assist local Child Care Services, meet current and future requirements.*

Responsibility: *Community Services & Projects* Year: *Every year*

**Officer's Comment:**

There is no doubt that Child Care services are a vital component of economic development in an area both from a short term and long term perspective. The majority of Shires in the Wheatbelt with Childcare services, show they value these services by providing a high level of financial and physical support. Brookton is very lucky to have had such inspirational staff and dedicated volunteers who have developed an innovative and hopefully sustainable, business model. It is hoped that with some assistance, this organisation could provide a service in the future that is a regionally focused, integrates with other children's educational and health organisations and provides a diverse range of services, that offers an outstanding level of care and makes measurable progress in addressing the discrepancies in educational outcomes for disadvantaged children and those children at educational risk.

Other local community groups are provided with cash assistance from the Shire to contribute towards asset management. Admittedly these community groups are on reserves vested with the Shire, however in both cases essentially the property is owned by the Community and is used for Community purposes.

Financial support from the Shire will provide benefit to the Centre in 2 major ways:

1. Assisting the Team Directorship' model to continue successfully & ensure the sustainability of our child care centre
2. Assist in the long term plans of centre relocation and new purpose built centre.

**Voting Requirements:**

Simple Majority Required

**Officer's Recommendation:**

That Council:

1. Put into budget estimates for 2014/15 a cash contribution of \$10,000 to Brookton Multifunctional Family Centre Inc.

2. Request that if an operating profit is made by the centre in 2014/15 that up to \$10,000 of this profit be put aside into a reserve fund for the purpose of building replacement or upgrade.

**Council Resolution**

**15.06.14.02**

**Moved Cr Fancote Seconded Cr Crute**

**That Council:**

1. Put into budget estimates for 2014/15 a cash contribution of \$10,000 to Brookton Multifunctional Family Centre Inc.
2. Request that if an operating profit is made by the centre in 2014/15 that up to \$10,000 of this profit be put aside into a reserve fund for the purpose of building replacement or upgrade.

**CARRIED 7-0**

## 15.06.14.02 CENTRAL COUNTRY ZONE AGENDA ITEM - FREE GAP PAYMENT TO CHILDCARE CENTRES FOR INDIGENOUS CHILDREN

**FILE REFERENCE:** ADM: 0294

**AUTHORS NAME AND POSITION:** Courtney McCallum  
Governance Officer

**NAME OF APPLICANT/RESPONDENT:** Cr Fancote

**DATE REPORT WRITTEN:** 18 June 2014

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** There is no previous meeting reference.

### **SUMMARY**

The purpose of this report is to seek free gap payments to Childcare Centres for Indigenous children. In order to facilitate this, an agenda item for the next Central Country Zone Meeting has been prepared for Council's consideration.

### **Background:**

Attendance at high-quality early childhood education and care services is known to provide significant long-term benefits for disadvantaged children, including better school performance, staying longer at school and improved social skills at school and later in life.

Indigenous children are the most vulnerable group of children in Australia and disparities with non-indigenous children in some outcomes have widened in recent years. To reduce the gap in developmental outcomes between indigenous and non-indigenous children, COAG has set targets to ensure all indigenous children in remote communities have access to early childhood education within five years.

### **Details:**

Strong evidence confirms investing in quality early learning provides exponential economic and social return for the child, their family and for the community. One study has found that every dollar invested in quality early childcare and education saves taxpayers up to \$13 in future costs.

Early childhood education is particularly beneficial for children in low socio economic areas. Without it, these children can arrive at school behind and fall further behind. By age 15 they can be up to three years behind their more affluent peers. The inevitable consequence is an increased likelihood of unemployment.

Australian and international studies have shown that children's literacy and numeracy skills at age four to five years are a good predictor of academic achievement in primary school. Therefore, investment in early years care and

education is critical to ensuring that children have developed sufficiently to engage and thrive when they arrive at school.

**Statutory and Legal Considerations:**

There are no Statutory and Legal Considerations relevant to this report.

**Policy Considerations:**

There are no Policy Considerations relevant to this report.

**Consultation:**

Councillor Fancote has consulted with a number of Early Learning Practitioners and relevant stakeholders.

**Financial Implications:**

There are no Financial Implications relevant to this report.

**Strategic Community Plan (2013 – 2023)**

- Strategy 1.2.1: *Lobby State Government and other agencies for retention of educational facilities and programs.*
- Strategy 1.3.1 – *Assist local child care facilities and services to meet current and future requirements.*

**Corporate Business Plan (2013-2017)**

- Activities and Services: *Lobby State Government and other agencies for retention of educational facilities and programs.*

**Officer's Comment:**

The proposed agenda item for the next Central Country Zone Meeting is **attached** for Council's consideration and endorsement.

**Voting Requirements:**

Simple Majority Required

**Officer's Recommendation:**

That Council endorse the attached WALGA Motion to be submitted to the next Central Country Zone Meeting.

**Council Resolution**

**15.06.14.03**

**Moved Cr Fancote Seconded Cr Allington**

**That Council endorse the attached WALGA Motion to be submitted to the next Central Country Zone Meeting.**

**CARRIED 7-0**

**ATTACHMENT 15.06.14.02A**

**AGENDA ITEM - WALGA ZONE MEETING (22 June 2014)**

**SUBJECT HEADING**

Gap Payment to Childcare Centres for Indigenous and at Risk Children

**IN BRIEF**

- Many disadvantaged children miss out on access to early learning and start school behind their peers as a result.
- Experience shows that children who start school behind tend to stay behind.
- Increased public investment in early learning for disadvantaged children will deliver economic and social benefits for the community.

**BACKGROUND**

Attendance at high-quality Early Childhood Education and Care (ECEC) services is known to provide significant long-term benefits for disadvantaged children, including better school performance, staying longer at school and improved social skills at school and later in life.

Indigenous children are the most vulnerable group of children in Australia and disparities with non-indigenous children in some outcomes have widened in recent years. To reduce the gap in developmental outcomes between indigenous and non-indigenous children, COAG has set targets to ensure all indigenous children in remote communities have access to early childhood education within five years.

**COMMENT**

Strong evidence confirms investing in quality early learning provides exponential economic and social return for the child, their family and for the community. One study has found that every dollar invested in quality early childcare and education saves taxpayers up to \$13 in future costs.

Early childhood education is particularly beneficial for children in low socio economic areas. Without it, these children can arrive at school behind and fall further behind. By age 15 they can be up to three years behind their peers. The inevitable consequence is an increased likelihood of unemployment.

Australian and international studies have shown that children's literacy and numeracy skills at age four to five years are a good predictor of academic achievement in primary school. Therefore, investment in early years care and education is critical to ensuring that children have developed sufficiently to engage and thrive when they arrive at school.

Targeted interventions from local Childcare and Early Learning services will address:

- Closing the Gap policy
- Child protection.
- Better health.
- Less police intervention

Better educational outcomes will be achieved and the following issues addressed:

- Will start school on an even “playing field” not behind
- Children used to going to school from early on, set up relationships within the school system
- Reduced absenteeism
- Will create better communities by reducing barriers through familiarity at an early age.
- Added cultural awareness.
- Child health improved.

Opportunity to improve Indigenous Parenting Skills can be achieved through:

- Parenting classes at childcare.
- Providing job skills (e.g.: computer classes)
- Entry to workplaces

The benefits of attendance at Early Education and Care Facilities:

- Adhere to Early Years Learning Framework, and this will set up children for the move into school.
- Parents will have access to the means tested childcare benefit this means the Childcare Centre gets the Childcare Benefit whilst the GAP payment could be funded.
- The benefits of attending daycare early are going to set the children on a path to a better quality of life.
- Daycare will allow access to parents as they love to be involved in their children’s life.

The Local Community will benefit as a result of more government investments in early childhood education and care, benefits will include:

- Daycares will expand and grow.
- Spend more money locally - community benefits indirectly through this.
- Employ more local people also indigenous people.
- Cert 3 courses in Day Care are very flexible with conditions.
- To enable workers to start traineeships Government funded.

## **RECOMMENDATION**

That WALGA write to the relevant State and Federal Minister requesting them to:

1. Increase the overall investment in Early Childhood Education and Care (ECEC) because it delivers social and economic returns and creates a strong foundation for a child’s future schooling and employment prospects.

2. Reform the payments system to ensure all children can access ECEC but provide additional assistance to Childcare Centres serving low income and indigenous families and vulnerable children.



**16.06.14.0 CONFIDENTIAL REPORT**

Nil

**17.06.14.0 NEXT MEETING**

The next Ordinary meeting of Council will be on Thursday 24 July 2014 at 12.30 pm.

**18.06.14.0 CLOSURE**

There being no further business the Presiding Member closed the meeting at 2:10pm.