



SPECIAL MEETING OF COUNCIL

MINUTES

6 JUNE 2024

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 20/6/24

Presiding Member: [Signature] Date: 20 June 2024

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.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25(e)) establish procedures for revocation or revision of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Brookton expressly disclaims liability for any loss or damage suffered by any person as a result or relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council Meeting.

Living Values

Collaborate

We will be supportive, applaud courage, celebrate success for us and the community. We will adapt to new circumstances, apply curiosity and share new things.

I will

- listen hard, speak less, and ask questions for understanding and clarity.
- share ideas, remind my colleagues of our work goals and demonstrate my leadership behaviours. acknowledge when things are going well and when we are facing difficulties.
- seek ways of working together and recognise when we succeed in our work.
- Compliment others when they are courageous and speak up.

We will grow our knowledge and experience and have pride in ourselves, our efforts and community.

I will

- seek and accept new ways of doing things.
- research and share newfound skills and knowledge.
- ask for assistance and input when I'm not sure.

Learn

Integrity

We will demonstrate honest and open behaviour at all times. Our communications will be respectful, with empathy and be fully accountable for our own actions.

I will

- communicate honestly with colleagues and respect their views.
- actively contribute to a culture of trust and openness in the Shire.
- be brave and speak up when things are not right.
- offer my colleagues support regardless of their background, role or experience.

We will meet the many challenges, identify and apply solutions and lean on our colleagues.

I will

- be sure to include and engage with my workmates in a positive and constructive manner.
- look after myself, be mindful of my self-esteem and that of others.
- maintain a 'can-do' approach and seek support from others. be aware that my behaviour may impact on others and reduce their confidence.
- know my strengths and aware of my weaknesses.

Resilient

TABLE OF CONTENTS

1.06.24 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS 4

2.06.24 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE..... 4

3.06.24 USE OF COMMON SEAL..... 4

4.06.24 DELEGATED AUTHORITY – ACTIONS PERFORMED 4

5.06.24 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE..... 4

6.06.24 PUBLIC QUESTION TIME 4

7.06.24 APPLICATIONS FOR LEAVE OF ABSENCE..... 4

8.06.24 PETITIONS/DEPUTATIONS/PRESENTATIONS..... 5

9.06.24 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS..... 5

10.06.24 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION 5

11.06.24 DISCLOSURE OF INTERESTS 5

12.06.24 TECHNICAL & DEVELOPMENT SERVICES REPORTS..... 5

13.06.24 COMMUNITY SERVICES REPORTS 5

14.06.24 CORPORATE SERVICES REPORTS 5

14.06.24.01 DRAFT 2024/25 BUDGET 6

15.06.24 GOVERNANCE REPORTS..... 13

16.06.24 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 13

**17.06.24 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
..... 13**

18.06.24 CONFIDENTIAL REPORTS..... 13

19.06.24 NEXT MEETING & CLOSURE..... 13

1.06.24 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President, Cr Crute, declared the Meeting open at 5:00pm.

On behalf of Council, I would like to acknowledge that this meeting is being held on the traditional lands of the Nyoongar People and pay respect to all Elders, past, present, and emerging. I wish to acknowledge and respect local people's continuing culture and the contribution they make to Country and its life.

2.06.24 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCEElected Members (Voting)

Cr KL Crute	President
Cr T D de Lange	Deputy President
Cr HA Bell	
Cr B Copping	
Cr L McCabe	
Cr R Wallis	

Staff (Non-Voting)

Gary Sherry	Chief Executive Officer
Deanne Sweeney	Manager Corporate and Community
Kevin D'Alton	Manager Projects
Charlotte Cooke	Senior Finance Officer
Sandie Spencer	Executive Governance Officer

ApologiesLeave of Absence

Cr C Hayden

Members of the Public

Nil.

3.06.24 USE OF COMMON SEAL

Nil.

4.06.24 DELEGATED AUTHORITY – ACTIONS PERFORMED

Nil.

5.06.24 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.06.24 PUBLIC QUESTION TIME

Nil.

7.06.24 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

8.06.24 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

9.06.24 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Nil.

10.06.24 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

11.06.24 DISCLOSURE OF INTERESTS

Nil.

12.06.24 TECHNICAL & DEVELOPMENT SERVICES REPORTS

Nil.

13.06.24 COMMUNITY SERVICES REPORTS

Nil.

14.06.24 CORPORATE SERVICES REPORTS

SCM 06.24-01

COUNCIL RESOLUTION

MOVED Cr de Lange SECONDED Cr Bell

That Council suspend standing orders.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis

Against: Nil

14.06.24.01 DRAFT 2024/25 BUDGET

File No:	FIN006
Date of Meeting:	6 June 2024
Location/Address:	Shire of Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Deanne Sweeney – Manager Corporate & Community
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to review a Draft 2024/25 Budget and the priority of discretionary items to be included in the 2024/25 Budget.

Description of Proposal:

In reviewing the Draft 2024/25 Budget, Council should note that while staff have attempted to finalise the calculations used in the draft Budget, there is a likelihood that some amounts and comments will change prior to the presentation of a finalised draft statutory budget at the July 2024 Ordinary Council Meeting.

The Draft 2024/25 Budget, as presented in the Attachment 14.06.24.01A Draft 2024/25 Budget, included separately in Councillors Agenda package, includes:

1. A 6% rate increase has been included in calculations;
2. A 3% increase to fees and charges has been included in calculations;
3. Changes to staffing and wages of:
 - Wage increases for the majority of staff of 4.00% slightly above the National Wage Case increase of 3.75%;
 - Decrease in fulltime Manager position in the Draft 2024/25 Budget, a wage saving of \$115,752 per annum;
 - additional administration hours from part time to full time at a wage cost of \$27,830 per annum;
4. Some grant funding – including the MRWA Roads Direct Grant amount and Grants Commission Financial Assistance Grant (FAG) – have yet to be confirmed. The Draft 2024/25 Budget includes indicative figures and estimates for this grant income.
5. Council has previously received advanced payments in June for FAG's. Any payments received, reduces the anticipated receipt of FAG's income in 2024/25, and is included in any carried forward surplus;
6. Insurance cost increases are expected to be a 10% increase in the 2024/25 draft budget.

7. Completion of the effluent scheme upgrade \$600,000. This project will be fully funded by a loan of \$600,000, with \$57,593 expended 23/24 and carried forward \$542,407.
8. Road construction projects totalling \$3,208,002 including:
 - stage 1 of the Wheatbelt Secondary Freight Network project completing works on the Dangin Meares Road. This project includes funding income of \$193,697 with expenses of \$193,697 & stage 2 funding income of \$1,022,543 and Council contribution (Infrastructure Reserve) \$80,396 with expenses of \$1,102,939;
 - a Regional Road Group project of full construction of 3,000m on York Williams Road. This project includes funding of \$395,108 and Municipal funds of \$197,554 with expenses of \$592,662.
 - Roads to Recovery fully funded projects including:
 - Davis Road \$109,563,
 - Mattingly Road \$109,563,
 - Mattingly Road culvert \$60,024 and
 - South Kweda Road \$105,635
 totalling \$348,785;
 - Local Roads and Community Infrastructure (LRCI) Phase 4 Part B fully funded projects including:
 - Woods Loop Road \$110,349 and
 - Mattingly Road \$37,000
 totalling \$147,349;
 - Municipal funded works including:
 - Bodey Street \$5,520,
 - Tiller Street \$45,000,
 - Bridge 3146A Boyagarra Road \$77,500,
 - Bridge 3163A Jaensch Road \$49,200,
 - Bridge 3158A Matthews Road \$24,970,
 - Bridge 4863 York – William Road \$23,380
 totalling \$225,570; and
 - major bridge works at Yeo Road Bridge 3143 - funded \$374,000 FAGS WALGFC - Special Project Funding and Main Roads WA \$187,000. Total expenditure \$561,000;
9. The Draft 2024/25 Budget includes purchases of new plant and equipment including;
 - Bomag - \$200,000 (\$50,000 trade in & \$150,000 Plant & Vehicle Reserve);
 - Backhoe - \$190,000 (\$35,000 trade in & \$155,000 Plant & Vehicle Reserve);
 - Community Emergency Services Manager Vehicle - \$93,487 (\$25,000 trade in, \$25,000 Plant & Vehicle Reserve & \$43,487 Municipal funds);
 - Manager Corporate & Community Vehicle - \$50,000 (\$25,000 trade in & \$25,000 Plant & Vehicle Reserve); and

- Works Light Vehicle replacements including:
 - 2020 Mr Mitsubishi Triton GLX-R 4X4 Dual Cab - PU36 \$50,000 (\$25,000 trade in & \$25,000 Plant & Vehicle Reserve);
 - 2014 Foton Tunland Ute - PU37 \$30,000 (\$5,000 trade in & \$25,000 Plant & Vehicle Reserve);
 - 2020 Mitsubishi Mr4T40 Triton Dual Cab Ute - PU34 \$45,000 (\$25,000 trade in & \$20,000 Plant & Vehicle Reserve); and
 - 2020 Mr4W47 Mitsubishi Triton 4X4 GLX - PU118 \$45,000 (\$25,000 trade in & \$20,000 Plant & Vehicle Reserve).
10. The Draft 2024/25 Budget includes purchases of new furniture and equipment including;
- a portable toilet and trailer - \$7,000 (Municipal funds),
 - 2 x 33 metre Pool Blankets & Buddy \$28,000 (Furniture & Equipment Reserve),
 - tables & chairs Memorial Hall \$39,800 (Furniture & Equipment Reserve); and
 - Council Chambers recording system \$13,056 (Furniture & Equipment Reserve).
11. The Draft 2024/25 Budget includes building construction projects including;
- stage 2 painting project administration office \$25,000 (Municipal funds),
 - carried forward West Brookton Fire Shed \$323,932 (\$250,183 DFES & \$73,749 Building & Facility Reserve),
 - carried forward East Brookton Fire Shed \$748,896 (\$648,896 DFES & \$100,000 Building & Facility Reserve),
 - purchase of additional residential land stock \$45,000 (Building & Facility Reserve),
 - stage 2 Memorial Hall refurbishment \$719,661 (Building & Facility Reserve),
 - stage 2 Internal Painting WB Eva Pavilion - Change rooms x 2 and Tennis room \$25,000 (Municipal funds),
 - Railway Station refurbishment \$1,827,000 (\$255,450 LRCI Phase 4 Funding Part A, \$40,000 WBDC & \$1,531,550 Innovations & Development Reserve),
 - commercial/industrial land \$500,000 (Innovations & Development Reserve),
 - Brookton CRC reflooring \$10,000(Brookton CRC Reserve);
12. The Draft 2024/25 Budget includes sewerage construction projects including;
- carried forward sewerage system upgrade \$542,407 (new borrowing);
 - Brookton Wastewater (effluent) oxidation pond fence \$17,445 (sewerage Reserve) and

- Brookton Wastewater (effluent) oxidation pond desludging \$140,200 (Sewerage Reserve)

The Draft 2024/25 Budget, currently has no budgeted surplus available for application to discretionary items. Staff have prioritised the discretionary expenditure in the Officer's Recommendation, with the first activities listed being those activities assessed as a higher priority. These discretionary activities are listed in priority order in the Officer's Recommendation.

For alternative items to be included in the Draft 2024/25 Budget, the value of these alternative discretionary items will need to be cut from expenditure programs and/or increase revenue collections to balance the Draft Budget.

Background:

Council is to discuss Council's 2024/25 Draft Budget with a view to finalising the priority of those discretionary matters to be included in the document. The finalised Council's 2024/25 Budget is expected to be considered at the Ordinary Council Meeting to be held on Thursday 18 July 2024.

Consultation:

Internal consultation has occurred between all Divisions and through briefings and workshops with elected members.

Statutory Environment: Nil

Relevant Plans and Policy: Nil

Financial Implications:

The budget will set Council's approved expenditure for the 2024/25 financial year.

Risk Assessment:

There is an unlikely likelihood of insignificant consequences in Council considering potential expenditure and income of a draft 2024/25 Budget.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

Many projects contained within the 2024/25 Annual Draft Budget are focused on improving facilities within the general community.

Comment: Nil

OFFICER'S RECOMMENDATION

That Council adopt the priority ranking, from highest to lowest priority, of discretionary activities for possible inclusion of these discretionary activities in Council's 2024/25 Budget as follows:

	Details	Cost
1.	Integrity Attain Software - Compliance Records Management	12,500
2.	Project Draft Plans and Grants Assistance -CRC Relocation	20,000
3.	Air conditioners -2 Bedroom Chalets	6,000
4.	Shire of Brookton Pull out Banners	1,000
5.	Brookton Caravan Park - Planning.....	20,000
6.	Admin - Step & Railing.....	5,000
7.	Update Cadastral Mapping	2,000
8.	Smith Machine - Gymnasium	3,000
9.	New shed and concrete - Brookton Swimming Pool (lane ropes and blankets) and additional storage.....	27,400
10.	Personalised Programs - Brookton Gym	2,000
11.	Fitness initiatives (\$5000 funding & \$5000 Council).....	10,000
12.	Basketball court (half size)	20,000
13.	Electronic Signage Board.....	40,000
14.	Reserve Transfer Furniture & Equipment Reserve Smith Machine	(\$3,000)

SCM 06.24-02

COUNCIL RESOLUTION

MOVED Cr Bell

SECONDED Cr McCabe

That Council resume standing orders.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis

Against: Nil

COUNCIL RESOLUTION**MOVED Cr McCabe SECONDED Cr de Lange**

That Council adopt the priority ranking, from highest to lowest priority, of discretionary activities for possible inclusion of these discretionary activities in Council's 2024/25 Budget as follows:

	Details	Cost
1.	Integrity Attain Software - Compliance Records Management.....	12,500
2.	Project Draft Plans and Grants Assistance -CRC Relocation	20,000
3.	Air conditioners -2 Bedroom Chalets	6,000
4.	Shire of Brookton Pull out Banners.....	1,000
5.	Brookton Caravan Park - Planning	20,000
6.	Admin - Step & Railing.....	5,000
	Additional CCTV – Robinson Road	9,000
7.	Update Cadastral Mapping.....	2,000
12.	Basketball court (half size).....	20,000
11.	Fitness initiatives (\$5000 funding & \$5000 Council)	10,000
13.	Electronic Signage Board	40,000
10.	Personalised Programs - Brookton Gym	2,000

CARRIED BY SIMPLE MAJORITY VOTE 6/0

**For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis
Against: Nil**

Attachments

Attachment Under Separate Cover 14.06.24.01A – Draft 2024/25 Budget

Attachment 14.06.24.01B - 24-25 Project Sheet

2024/25 Budget Projects

ID #	Project Name	Project Tasks/Description	Submitting Officer	Funding Source	Funding \$	Muni Cost \$	Total Cost \$	Priority	Cumulative
1	Integrity Attain Software - Compliance Records Management	Cr Compliance (startup) \$4500 & Compliance Calendar/related Party (\$8000)	CEO	Muni		12,500	12,500	High	12,500
2	Project Draft Plans and Grants Assistance	Brookton CRC relocation to Agriculture Hall	MCC	Muni		20,000	20,000	High	32,500
3	Air conditioners -2 Bedroom Chalets	Bedrooms	MCC	Muni		6,000	6,000	High	38,500
4	Shire of Brookton Pull out Banners	Events use	MCC			1,000	1,000	High	39,500
5	Brookton Caravan Park - Planning	Park Upgrade - Resurfacing sites, upgrade electrical - powerheads including water tap access, bay extension and drainage	MCC	Grant		20,000	20,000	High	59,500
6	Admin - Step & Railing	Remove bull nose Brickwork - doesn't comply add railings to step	CEO	Muni		5,000	5,000	Medium	64,500
7	Update Cadastral Mapping		CEO/ FO - Rates	Muni		2,000	2,000	Medium	66,500
8	Smith Machine	New machine - Brookton Gym	MCC	Furniture & Equipment Reserve	3,000		3,000	Medium	66,500
9	New shed and concrete - Brookton Swimming Pool (lane ropes and blankets) and additional storage		ACS	Muni		27,400	27,400	Medium	93,900
10	Personalised Programs - Brookton Gym		MCC	Muni		2,000	2,000	Low	95,900
11	Fitness initiatives	Community project	BCRCC	Grant/Council	5,000	5,000	10,000	Low	100,900
12	Basketball court (half size)	Community project	BCRCC	Council		20,000	20,000	Low	120,900
13	Electronic Signage Board	Memorial Park	BCRCC	Muni		40,000	40,000	Low	160,900
14							0		160,900
					8,000	160,900	168,900		

15.06.24 GOVERNANCE REPORTS

Nil.

16.06.24 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

17.06.24 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil.

18.06.24 CONFIDENTIAL REPORTS

Nil.

19.06.24 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on Thursday 20th June 2024 commencing at 6.00 pm.

There being no further business, President Cr Crute, declared the meeting closed at 7:15pm.