

CONFIRMED



Shire of Brookton

## ORDINARY COUNCIL MEETING

### MINUTES

Thursday 19 September 2013

These minutes were confirmed by Council as a true and correct record of the Ordinary Council meeting held on 19 September 2013.

**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.

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.

CONFIRMED

**Shire of Brookton  
Ordinary Meeting of Council held 19 September 2013  
Commencing at 12.30 pm.**

**TABLE OF CONTENTS**

1.09.13	DECLARATION OF OPENING / ATTENDANCE / APOLOGIES .....	4	
2.09.13	ANNOUNCEMENT OF VISITORS.....	4	
3.09.13	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE....	4	
4.09.13	PUBLIC QUESTION TIME.....	4	
5.09.13	APPLICATIONS FOR LEAVE OF ABSENCE.....	5	
6.09.13	PETITIONS/ DEPUTATIONS / PRESENTATION.....	5	
7.09.13	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	6	
8.09.13	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION .....	6	
9.09.13	DECLARATIONS BY MEMBERS & OFFICERS .....	6	
10.09.13.0	TECHNICAL AND DEVELOPMENT SERVICES REPORTS .....		6
	10.09.13.01 MAIN ROADS WA LAND ACQUISITIONS - REALIGNMENT OF EAST BROOKTON UPGRADE PROJECT .....	7	
	10.09.13.02 WHITE STREET PRECINCT PLAN – LOT 456 - RESERVE 43158 .....	9	
11.09.13.0	COMMUNITY SERVICES REPORTS.....	13	
	11.09.13.01 WB EVA PAVILION POWER UPGRADE – FUNDING PROPOSAL .....	13	
12.09.13.0	FINANCE & ADMINISTRATION REPORTS.....	16	
	12.09.13.01 LIST OF ACCOUNTS FOR PAYMENT .....	16	
	12.09.13.02 ..... FINANCIAL STATEMENTS – STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2013 .....	24	
	12.09.13.03 ..... FINANCIAL STATEMENTS – STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 AUGUST 2013 .....	29	
	12.09.13.04 ASSET WRITE-OFFS – FAIR VALUE IMPLEMENTATION .....	43	

**CONFIRMED**

<b>13.09.13.0</b>	<b>GOVERNANCE REPORTS .....</b>	<b>51</b>
	<b>13.09.13.01 SEAVROC NRM OFFICER SERVICE – FUTURE PARTICIPATION</b>	<b>51</b>
<b>14.09.13.0</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>63</b>
<b>15.09.13.0</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING – ELECTED MEMBERS, OFFICERS .....</b>	<b>63</b>
<b>16.09.13.0</b>	<b>CONFIDENTIAL REPORT .....</b>	<b>63</b>
<b>17.09.13.0</b>	<b>NEXT MEETING .....</b>	<b>63</b>
<b>18.09.13.0</b>	<b>CLOSURE .....</b>	<b>63</b>

## CONFIRMED

### 1.09.13 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES

The Presiding Member opened the meeting at 12:31pm and welcomed Councillors, staff and members of the public.

#### **Attendance**

##### Elected Members

Cr BJ Coote – Shire President (Presiding Member)  
Cr KT Wilkinson – Deputy Shire President  
Cr KH Mills  
Cr TM Eva  
Cr N Walker  
Cr KL Crute

##### Staff

Kevin O'Connor	Chief Executive Officer
Courtney McCallum	Governance Officer
Stefan de Beer	Shire Planner

##### Members of the Public

Lyn Pech  
Karen Mills  
Faye Allington  
2 other ladies  
Jen Vincent – NRM Officer Shire of Quairading  
Graeme Fardon – CEO Shire of Quairading  
Theresa Fancote  
Louise Allington

##### Apologies

Julie Oliver	Deputy Chief Executive Officer
Carina Whittington	Community Services Manager

##### Leave of Absence

### 2.09.13 ANNOUNCEMENT OF VISITORS

The Shire President welcomed Graeme and Jen and members of the public to the meeting.

### 3.09.13 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

### 4.09.13 PUBLIC QUESTION TIME

Karen Mills asked the following question:

Q: Why was there a decision made against the line dancers without any consultation?

A: The CEO advised that there was some attempt made by the Arts Group to discuss this with the line dancers as had happened in

## CONFIRMED

previous years. When it came to the Shire's knowledge that there was no compromise reached for both bookings to take place, the only way for the community event to occur was for the Shire to cancel the line dancer's booking. The Shire sent out a letter to the line dancers in September to advise them of the cancelled bookings, and to assist them in finding an alternative venue. The CEO advised that the line dancers came in the following Monday and cancelled all of their bookings.

*Note - Karen Mills provided Councillors with a letter.*

Lyn Pech asked the following questions:

Q: Did Council encourage the Art & Photographic group to consult members of the line dancing group prior to overturning the booking?

A: The CEO advised that he was not aware of this happening, or Councillors encouraging the group to speak to them.

Q: Why would the Arts & Photographic group not book the hall 12 months prior to the event when planning has been underway for 2 years?

A: The CEO advised that he was unsure as to why it was not booked 12 months prior to this date. However if they did book in advance the Line Dancers would have had to find an alternative venue anyway.

The Shire President advised that he was unaware that there was a conflict between the two groups. He further advised that missing out on one or two bookings a year would seem reasonable and the decision to cancel permanently seemed a drastic step to take. All Council's encounter conflicts with groups, but the Council does need to make a decision. He advised that he is happy to discuss this matter further on a private basis.

*Note – the ladies from the line dancers left the meeting at 12:44pm.*

### **5.09.13 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

### **6.09.13 PETITIONS/ DEPUTATIONS / PRESENTATION**

Jen Vincent and Graeme Fardon, Shire of Quairading, gave a presentation to Council regarding the background on the SEAVROC NRM Service. During the presentation they advised Council of what the service offers and what Brookton has been involved with in the last couple of years.

After the presentation, Council asked Jen Vincent and Graeme Fardon a variety of questions on the subject and thanked them for the presentation.

*Note – the Shire President and the CEO thanked Jen and Graeme for attending the meeting.*

**CONFIRMED**

**7.09.13 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Council Resolution**

**7.09.13.01**

**Moved Cr Walker Seconded Cr Crute**

**That the minutes of the Ordinary meeting held in the Shire of Brookton Council Chambers on Thursday 15 August 2013 be confirmed as a true and correct record of proceedings.**

**CARRIED 6-0**

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

Nil

**Condolences**

Nil

**9.09.13 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>Councillor / Staff</b>	<b>Type of Interest</b>	<b>Nature of Interest</b>
10.09.13.01	Wilkinson	Financial & Proximity	Involves his property.

*Note – Cr Wilkinson left the meeting at 1:23pm due to an interest in item 10.09.13.01.*

## CONFIRMED

### 10.09.13.0 TECHNICAL AND DEVELOPMENT SERVICES

#### 10.09.13.01 MAIN ROADS WA LAND ACQUISITIONS - REALIGNMENT OF EAST BROOKTON UPGRADE PROJECT

**FILE REFERENCE:** ADM 0239

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

**NAME OF APPLICANT/ RESPONDENT:** Main Roads WA

**DATE REPORT WRITTEN:** 23 August 2013

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

**PREVIOUS MEETING REFERENCE:** 20 September 2012:  
Council Resolution 10.09.12.02

#### **SUMMARY:**

Council is requested to amend a previous resolution (dated 20 September 2012) to correctly reflect the wording as requested by Main Roads WA. It will be recommended the application be approved.

#### **Background**

Council was requested to endorse land acquisitions by Main Roads Western Australia (MRWA). It involves improvement works to be carried out on the Brookton Highway (H05) between '146.700 straight line kilometre and 148.300 straight line kilometre' in the Shire of Brookton.

#### **Detail**

A resolution was taken in this regard by Council during its meeting of the 20 September 2012, but according to Main Roads WA, the resolution was incorrectly worded. This report then will seek to correct this error and recommend a revised resolution.

For ease of reference the original resolution and the proposed new amended resolution are quoted herewith:

#### **Original Resolution:**

*That Council:*

- 1. Endorse the taking of the land the subject of Main Roads' drawing numbers 201209 - 0479;*

#### **Proposed new Resolution (as per Main Roads WA request):**

*That Council concur to the dedication of the land, the subject of Main Roads drawings 201209-0476 to 201209-0479, 1360-001 to 1360-004-1, 1360-005 to 1360-008 as road under Section 56 of the Land Administration Act*

#### **Statutory Environment**

Land Administration Act 1997 – Section 56.

#### **Policy Implications**

There are no Policy implications relative to this application.

## CONFIRMED

### Financial Implications

There are no financial implications relative to this application.

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

Strategy 3.4.2: *Actively work with other government bodies on state and regional planning and development issues.*

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

- There are no implications relative to this application.

### Local Planning Strategy:

- The application complies with the Shire of Brookton's Local Planning Strategy.

### Officers Comment

Other than the specific wording of the resolution, nothing has materially changed from the proposal originally considered by Council when they made the original resolution, i.e. there is no new or additional information in relation to the matter that requires Council's consideration.

The request from Main Roads WA to reword the resolution is supported.

### OFFICER'S RECOMMENDATION

That Council concur to the dedication of the land, the subject of Main Roads drawings 201209-0476 to 201209-0479, 1360-001 to 1360-004-1, 1360-005 to 1360-008 as road under Section 56 of the Land Administration Act 1997.

### Voting Requirements

Simple Majority Required

### Council Resolution

10.09.13.01

#### Moved Cr Crute Seconded Cr Mills

**That Council concur to the dedication of the land, the subject of Main Roads drawings 201209-0476 to 201209-0479, 1360-001 to 1360-004-1, 1360-005 to 1360-008 as road under Section 56 of the Land Administration Act 1997.**

**CARRIED 5-0**

*Note – Cr Wilkinson returned to the meeting at 1:24pm.*



## CONFIRMED

### 10.09.13.02 WHITE STREET PRECINCT PLAN – LOT 456 - RESERVE 43158

<b>FILE REFERENCE:</b>	P2685
<b>AUTHORS NAME AND POSITION:</b>	Stefan de Beer Shire Planner
<b>NAME OF APPLICANT/ RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	6 September 2013
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	No previous meeting reference.

#### **SUMMARY:**

Council is requested to consider the initial adoption of the White Street Precinct Plan and to release it for final public comment. It will be recommended the request be approved.

#### **Background**

The first draft White Street Precinct Plan, compiled by David Wheeler of Landscape Planners Pty Ltd was presented to the Brookton Community at the Shire's Stall during the 2012 Old Time Motor Show where comments were invited.

No comments were received. Subsequent to this first draft a number of changes had been made following consultation with Council during May 2013, and which is now presented to Council for consideration and a request to release the plan for a final round of public input.

#### **Detail**

Please consider this section by referring to the attached plans.

In summary, the White Street Precinct Plan reflects **one** possible spatial development proposal and configuration for the subject area as depicted on the maps, being a section of lot 456 (Reserve 43158).

Components of the plan include, amongst others, the following:

- caravan park with chalets;
- different size camping sites;
- pull-in bays/sites;
- White Street & Brookton Highway streetscape improvement zones;
- A future development site adjacent to Whittington Street;
- Etc.

#### **Statutory Environment**

The White Street Precinct Plan was not compiled in terms of any specific legislative instrument. Certain sections of the Shire of Brookton Town Planning Scheme No. 3 and other legislation might become applicable when implementation of the proposals commences.

## CONFIRMED

### Policy Implications

There are no Policy implications relative to this report.

### Financial Implications

There are no financial implications relative to this report.

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

Strategy 4.1.2: *support the development of a regional economic development plan.*

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

Activities & Services: *investigate the design and costing feasibility for stage 1 of the White Street Precinct*

Responsibility; CEO & Community Services 2013-2016

Local Planning Strategy:

- The application complies with the Shire of Brookton's Local Planning Strategy.

### Officers Comment

Releasing the White Street Precinct Plan for a final round of community consultation will afford the Brookton community another opportunity to accept ownership of the future development proposals for this most important and prominent precinct in the Town site.

It is further submitted that cognisance should be taken that the present proposal is a 'planning framework' which actual implementation over time might deviate somewhat from the one presented here.

### OFFICER'S RECOMMENDATION

That Council resolve to accept the White Street Precinct Concept Plan as presented for the purpose of advertising the plan for public comment.

### Voting Requirements

Simple Majority Required

### Council Resolution

10.09.13.02

Moved Cr Wilkinson Seconded Cr Eva

That Council resolve to accept the White Street Precinct Concept Plan as presented for the purpose of advertising the plan for public comment.

**CARRIED 6-0**

**ATTACHMENT 10.09.13.01A**

CONFIRMED

ATTACHMENT 10.09.13.02



PROJECT <b>WHITE STREET PRECINCT</b>	PRECINCT PLAN	DATE Nov 2013	SCALE 1:500 @ A1	NO. 11001	SK202	H
---	---------------	------------------	---------------------	--------------	-------	---

## KEY

- ① SHIRE OFFICES
- ② FUTURE SHIRE OFFICE EXTENSIONS
- ③ FUTURE BUILDING ENVELOPE
- ④ POOL ENTRANCE BUILDING
- ⑤ UPGRADED TENNIS COURT BUILDING TO FUTURE CAMP KITCHEN
- ⑥ FUTURE CARAVAN PARK ABLUTIONS
- ⑦ POOL EQUIPMENT WITH 25V CHLORINE EXCLUSION ZONE TO AS2927
- ⑧ CARAVAN PARK CHALETSS  
-3 OFF 2 BEDROOM 1 BATHROOM
- ⑨ CARAVAN PARK CHALETSS  
-4 OFF 1 BEDROOM 1 BATHROOM
- ⑩ FUTURE DEVELOPMENT SITE
- ⑪ OVERFLOW PARKING
- ⑫ POOL CAR PARKING
- ⑬ CAR PARKING FOR FUTURE BUILDINGS AND EXTENSIONS
- ⑭ CARAVAN PARK DEVELOPMENT  
-5 OFF LARGE SITES 100SQM  
-22 OFF SMALL SITES 64SQM  
-4 OFF PULL IN SITES  
INFORMAL CAMPING AREA UNDER EXISTING TREES
- ⑮ FUTURE PLAY AREA
- ⑯ EXISTING SAND VOLLEYBALL COURTS
- ⑰ CARAVAN PARK AND POOL ENTRY ONE WAY
- ⑱ CARAVAN PARK AND POOL EXIT ONE WAY
- ⑲ RV DUMP POINT
- ⑳ WHITTINGTON STREET IMPROVEMENT ZONE  
- STREET TREE PLANTING
- ㉑ RETAIN EXISTING GRASS AND PLANT STREET TREES
- ㉒ BROOKTON HAY AND WHITE STREET IMPROVEMENT ZONE  
- FORMALISE STREET TREES  
- IRRIGATED LANDSCAPE PLANTING
- ㉓ BROOKTON HAY STREETSCAPE IMPROVEMENT  
- STREET TREE PLANTING  
- IRRIGATED LANDSCAPE PLANTING
- ㉔ WHITE STREET IMPROVEMENT ZONE  
- SMALL STREET TREE PLANTING  
OVERHEAD WIRES
- ㉕ PARKLAND AREA  
- TREE PLANTING  
- NON IRRIGATED GRASS
- ㉖ RECREATION GROUND ACCESS
- ㉗ SCREEN PLANTING TO POOL AND CARAVAN PARK
- ㉘ IRRIGATED GARDEN BEDS TO POOL ENTRANCE AND CARAVAN PARK

## CONFIRMED

### 11.09.13.0 COMMUNITY SERVICES REPORT

#### 11.09.13.01 WB EVA PAVILION POWER UPGRADE – FUNDING PROPOSAL

**FILE REFERENCE:** ADM 0149

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

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

**DATE REPORT WRITTEN:** 10 September 2013

**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 that Council approve of a budget amendment to use funds from the Health and Aged Care Reserve for the purpose of funding the additional costs associated with upgrading the power supply to the WB Eva Pavilion.

#### **Background:**

The WB Eva Pavilion building contract has allowed for a provisional sum of \$60,000 to cover the preliminary estimate for the power upgrade to cater for the addition draw down. Shire staff has been trying for several months now to obtain a more accurate figure for the actual power requirements, as these unknown amounts can have a significant impact on the budget and the timing of the upgrade works

#### **Detail:**

Following the submission of a “request for quote” to Western Power in April 2012 for the indicative cost of the upgrade, we were provided with an estimate of \$110,000 exclusive of the headworks charge. This estimate is not confirmed until Western Power carry out the actual design of the upgrade and send a final cost to the electrical engineers, who for this project are Best Consultants. An amount of \$5,000 from the provisional sum was paid to Western Power in order to have the design carried out.

Best Consultants informed Western Power that their design should allow for a supply of 250amps, which is more than double the current 100amp supply for the pavilion, oval lights, caravan park and tennis courts. Following discussions between Shire staff and Western Power on when the design was likely to be available and what the final cost might be, we have now been given an estimate of \$199,000 excluding the headworks charge.

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

Apart from the building contractual obligation the only other statutory consideration is the requirement to advertise Councils intention (*section 6.11 (2) Local Government Act 1995*) to use the money in the Health and Aged Care Reserve for another purpose.

This advertising was carried out last year following the acceptance of the building tender, to cover the budget funding shortfall in case we did not receive the 2012/13 CLGF grant to cover the majority of this shortfall.

## CONFIRMED

Fortunately we did receive the CLGF grant and therefore have not needed to use any of the Reserve funds to date.

### **Policy Considerations:**

There are no policy considerations relevant to this report

### **Consultation:**

Discussions between the Project Group, the Architect and Best Consulting. Staff discussions direct with Western Power.

### **Financial Implications:**

The power upgrade estimate of \$199,000 can be partly funded as follows:

- Power upgrade provisional sum \$ 55,000
- Professional fees under budget \$ 30,655
- Balance of building contingency \$ 12,922
- Balance outstanding \$100,423

It is proposed to fund the balance, plus a buffer for any other unforeseen expenses up to an amount of \$150,000 from the Health and Aged Care Reserve.

Opening balance of Reserve as at 1/7/2013	\$719,322
Transfers to Reserve 2013/14 budget	\$ 70,276
Transfers from Reserve 2013/14 budget	- \$465,190
Budget amendment WB Eva Pavilion	- <u>\$150,000</u>
Closing balance of Reserve as at 30/6/2014	\$174,408

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

Strategy 1.1.1 *Update and implement the Sports and Recreation Plan*

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

Activity & Services: *Complete WB Eva redevelopment project.*

Responsibility: Community Services: 2013-2014

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

It is disappointing that it has taken this long to receive a final cost for the power upgrade and then for it to be so far in excess of the previous estimates. When the final design is submitted to Best Consultants they will review and sign off on the works. There may be some variations requested such as overhead cables instead of underground which may reduce the cost and there will be some conditions imposed by Western Power so that the power distribution on the recreation reserve is properly documented for future reference.

There will be ongoing discussions with Best Consultants and Western Power to ensure that we are receiving the best value for money outcome associated with the power upgrade. The estimated timeline for the power upgrading works to be completed is eighty days from the payment being received by Western Power.

This will mean the builders will have to commission the building using the existing 100 amps supply which will be reconnected to the building as part of the contract. The new building and other facilities will then have to operate using this supply until the upgrade to 250amps is completed.

## CONFIRMED

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

That council approve of a budget amendment to transfer up to an amount \$150,000 from the Health and Aged Care Reserve to Municipal Fund for the purpose of funding the power upgrade to the WB Eva Pavilion.

### **Voting Requirements:**

Absolute majority

#### **Council Resolution**

**11.09.13.01**

**Moved Cr Walker Seconded Cr Wilkinson**

**That Council suspend Standing Orders 9.1, 9.5 and 9.6 to facilitate discussion.**

**CARRIED 6-0**

#### **Council Resolution**

**11.09.13.02**

**Moved Cr Crute Seconded Cr Wilkinson**

**That Standing Orders 9.1, 9.5 and 9.6 be resumed.**

**CARRIED 6-0**

#### **Council Resolution**

**11.09.13.03**

**Moved Cr Wilkinson Seconded Cr Crute**

**That Council approve of a budget amendment to transfer up to an amount \$150,000 from the Reserve Funds that were previously advertised to the Municipal Fund, for the purpose of funding the power upgrade to the WB Eva Pavilion.**

**CARRIED BY ABSOLUTE MAJORITY 6-0**

**Reason for Change – it is in line with the previous decision by Council.**

## CONFIRMED

### 12.09.13.0 FINANCE & ADMINISTRATION REPORT

#### 12.09.13.01 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:** 10 September 2013

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

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

#### **SUMMARY:**

The Lists of Accounts for payment 31 August 2013 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 12.09.13.01A

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

Direct Debits	\$ 75,273.82
EFT	\$ 1,042,247.76
Cheques	\$ 108,813.73
<b><i>Trust Account</i></b>	<b>\$ 770.00</b>

#### **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 Plan Implications:**

There are no Strategic Plan implications relevant to this report.



**CONFIRMED**

**Officer's Recommendation:**

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 30 June 2013, per the summaries included in Attachment 12.08.13.01A in accordance with the Local Government (Financial Management) Regulations 1996:

*Municipal Account*

Direct Debits	\$ 75,273.82
EFT	\$1,042,247.76
Cheques	\$ 108,813.73
<i>Trust Account</i>	\$ 770.00

**Voting Requirements:**

Simple majority required.

**Council Resolution**

**12.09.13.01**

**Moved Cr Crute Seconded Cr Mills**

**That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 30 June 2013, per the summaries included in Attachment 12.08.13.01A in accordance with the Local Government (Financial Management) Regulations 1996:**

*Municipal Account*

Direct Debits	\$ 75,273.82
EFT	\$1,042,247.76
Cheques	\$ 108,813.73
<i>Trust Account</i>	\$ 770.00

**CARRIED 6-0**

**ATTACHMENT 12.09.13.01A**

**CONFIRMED**

**ATTACHMENT 12.09.13.01A**

**AUGUST 2013 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 19TH SEPTEMBER 2013**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
16882	05/08/2013	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 325.54
16883	05/08/2013	BENDIGO SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 537.29
16884	05/08/2013	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 438.48
16885	05/08/2013	CASH - SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 48.00
16886	05/08/2013	COLONIAL SUPER RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	\$ 332.69
16887	05/08/2013	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 798.69
16888	05/08/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 103.50
16889	05/08/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 220.00
16890	05/08/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 103.50
16891	05/08/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 220.00
16892	05/08/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 103.50
16893	05/08/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 220.00
16894	05/08/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 103.50
16895	05/08/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 220.00
16896	05/08/2013	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS - SOCIAL CLUB	\$ 130.00
16897	05/08/2013	SUMMIT	SUPERANNUATION CONTRIBUTIONS	\$ 671.62
16898	05/08/2013	SYNERGY	SYNERGY CHARGES FORM 07/05/13 - 05/07/13	\$ 10,711.69
16899	05/08/2013	UNISUPER	SUPERANNUATION CONTRIBUTIONS	\$ 355.48
16900	21/08/2013	ATI-MIRAGE	ADMINISTRATION STAFF TRAINING WORD INTERMEDIATE	\$ 597.98
16902	21/08/2013	GREAT SOUTHERN FUEL SUPPLIES	UNLEADED PETROL JULY 2013	\$ 768.05
16903	21/08/2013	INTERFLOW PTY LTD	PROGRESS CLAIM FOR WORK COMPLETED UP TO 28/06/2013 EXCAVATE & CONNECT 17JNS & DN150	\$ 74,193.16
16904	21/08/2013	MERCURIO CICCHINI	COUNCILING CONSULTATION & BRIEF REPORT	\$ 200.00
16905	21/08/2013	OCLC	AMLIB ANNUAL DATABASE SUPPORT 24/08/13 TO 23/08/14	\$ 1,349.34

**CONFIRMED**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
16906	21/08/2013	RYDGES PERTH	ACCOMMODATION, PARKING & BREAKFAST LOCAL GOVERNMENT WEEK	\$ 8,419.50
16907	21/08/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 103.50
16908	21/08/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 220.00
16909	21/08/2013	SHIRE OF BROOKTON	CREDIT CARD PURCHASES FOR JULY 2013	\$ 229.88
16910	21/08/2013	STATE LAW PUBLISHER	PROPERTY AMENDMENT LOCAL LAW - GOVERNMENT GAZETTE ADVERTISING 09/07/13	\$ 95.40
16911	21/08/2013	SYNERGY	ELECTRICITY USAGE STREET LIGHTS 25/06/13 TO 24/07/13	\$ 2,618.72
16912	21/08/2013	TELSTRA CORPORATION	MOBILE PHONE, IPAD, ADMINISTRATION, SWIMMING POOL & 10 MARSH AVE ACCOUNT JULY 2013	\$ 1,289.71
16913	29/08/2013	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	LEVY PAYMENT RECONCILIATION JULY 2013 - A83	\$ 122.00
16914	29/08/2013	BUILDING COMMISSION	BUILDING SERVICES LEVY PAYMENT RECONCILIATION FOR JULY 2013 - A274, A374 & A83	\$ 120.90
16915	29/08/2013	GREENLINE AG PTY LTD	SERVICE & REPAIR M8	\$ 1,819.13
16916	29/08/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 103.50
16917	29/08/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 809.44
16918	29/08/2013	WATER CORPORATION OF WA	WATER USAGE 27/06/13 TO 30/07/13 CARAVAN PARK	\$ 110.04
			<b>CHEQUE TOTAL</b>	<b>\$108,813.73</b>

**CONFIRMED**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT5152	05/08/2013	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 142.74
EFT5153	05/08/2013	LGIS INSURANCE BROKING	INSURANCE POLICIES 30/06/2013 TO 30/06/2014 - MOTOR VEHICLE, LIABILITY, SALARY CONTINUANCE, MARINE CARGO, BUILDING & WORKERS COMPENSATION	\$ 138,359.26
EFT5154	05/08/2013	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 10,197.16
EFT5155	08/08/2013	BADGE CONSTRUCTION	WB EVA PAVILION CONSTRUCTION PROGRESS CLAIM 6	\$ 237,567.54
EFT5156	08/08/2013	DAVID WILLS AND ASSOCIATES	PROVISION OF CONSULTING ENGINEERING SERVICES 17/10/11 TO 25/06/13 - WASTE WATER TREATMENT PLANT	\$ 27,419.27
EFT5157	21/08/2013	ADVANTAGE SETTLEMENTS	LOTS 100-105 KOORRNONG - ISSUING OF TITLES	\$ 481.40
EFT5158	21/08/2013	APOLLO FABRICATIONS	FRONTLIFT WASTE BINS - WASTE TRANSFER STATION	\$ 41,140.00
EFT5159	21/08/2013	AQUASOL	AQUASOL MULTIFLOC M2600, AQUASOL 3000 LIQUID CHLORINE	\$ 1,694.00
EFT5160	21/08/2013	AURELIA'S CATERING SERVICE	BUDGET WORKSHOP DINNER 1/08/13	\$ 240.00
EFT5161	21/08/2013	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY & NEWSPAPERS 07/07/13 TO 28/07/13	\$ 176.35
EFT5162	21/08/2013	BOC GASES	CONTAINER SERVICE CHARGE 01/08/13 TO 31/07/14	\$ 165.66
EFT5163	21/08/2013	BURGESS RAWSON (WA) PTY LTD	WATER USAGE AT RAILWAY STATION 13/03/13 - 08/07/13	\$ 758.45
EFT5164	21/08/2013	CIVIC LEGAL PTY LTD	PROFESSIONAL FEES - AUDIT LETTER & DISBURSEMENTS	\$ 395.01
EFT5165	21/08/2013	COATES HIRE OPERATIONS PTY LIMITED	30 DAYS HIRE OF LUNCH ROOM & TOILET BLOCK 25/06/13 - 25/07/13 AT WB EVA PAVILION	\$ 1,038.04
EFT5166	21/08/2013	COOTE MOTORS	SERVICE & REPAIRS TO VEHICLES AUGUST 2013 - F7 FIRE TRUCK, F4 FIRE TRUCK, R6 ROLLER & LOADER	\$ 8,991.00
EFT5167	21/08/2013	COUNTRY COPIERS	MONTHLY COPIER FEES FOR JULY	\$ 460.86
EFT5168	21/08/2013	COURIER AUSTRALIA	FREIGHT - NATIONAL FOOD SERVICES, ABCO, METROCOUNT & ROAD SIGNS	\$ 928.77
EFT5169	21/08/2013	E & MJ ROSHER PTY LTD	RB1 - SET OF BROOMS FOR B200 SEWELL	\$ 1,176.00
EFT5170	21/08/2013	FLICK WASHROOM SERVICES	SANITARY DISPOSAL UNITS AUGUST 2013 TO JANUARY 2014	\$ 1,976.70

**CONFIRMED**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT5171	21/08/2013	FRANK ELECTRICAL SERVICES	REPLACE ELEMENT & THERMOSTAT IN SOLAR HOT WATER SYSTEM - 8 MARSH AVE	\$ 264.00
EFT5172	21/08/2013	GILL RURAL TRADERS	HARDWARE PURCHASES JUNE 2013 INCLUDING CHEMICAL & CEMENT	\$ 7,245.03
EFT5173	21/08/2013	GREAT SOUTHERN WASTE DISPOSAL	TIP SITE MAINTENANCE & RUBBISH REMOVAL 28/05/13 TO 30/07/13	\$ 15,969.94
EFT5174	21/08/2013	IT VISION	SYNERGSOFT & UNIVERSE ANNUAL LICENSE FEES TO 30/06/2014	\$ 18,049.90
EFT5175	21/08/2013	LANDGATE	REGISTER SILVER CHAIN LEASE OF SADDLEBACK, MINING TENEMENTS 14/06/13 TO 15/07/13 M2013/6	\$ 207.65
EFT5176	21/08/2013	LG PEOPLE	PROGRESS PAYMENT FOR WORKFORCE PLANNING SERVICES	\$ 11,000.00
EFT5177	21/08/2013	LOCAL GOVERNMENT MANAGERS AUST.	LGMA 2013-2014 MEMBERSHIP - CEO, DCEO & CSM	\$ 1,326.00
EFT5178	21/08/2013	LOCAL HEALTH AUTHORITY	LOCAL GOVERNMENT ANALYTICAL SERVICES 2013/14	\$ 467.88
EFT5179	21/08/2013	NATIONAL FOOD SERVICE EQUIPMENT	GLASS WASHER & PASS THROUGH DISHWASHER FOR WB EVA PAVILION	\$ 8,041.00
EFT5180	21/08/2013	OFFICEWORKS BUSINESS DIRECT	ASSORTED STATIONERY FOR ADMINISTRATION OFFICE	\$ 223.52
EFT5181	21/08/2013	OPUS	PROFESSIONAL SERVICES 25/08/12 - 21/09/12 FINAL PAYMENT	\$ 5,999.99
EFT5182	21/08/2013	ORICA AUSTRALIA P/L	SERVICE FEE - CHLORINE CYLINDER AT SWIMMING POOL 01/07/2013 TO 31/07/2013	\$ 42.28
EFT5183	21/08/2013	PERFECT COMPUTER SOLUTIONS PTY LTD	RESOLVE ADMINISTRATION IT ISSUES JULY 2013	\$ 293.75
EFT5185	21/08/2013	ROAD SIGNS AUSTRALIA	PLEASE CLEAN UP AFTER DOG SIGNS	\$ 92.40
EFT5186	21/08/2013	WA LOCAL GOVERNMENT ASSN	SUBSCRIPTIONS TO WALGA MEMBERSHIP, ROMAN II, EMPLOYEE RELATIONS, PROCUREMENT CONSULTANCY, COUNCIL CONNECT, LG ACT, TAX SERVICE 2013/2014. ADVERTISING KOORRNONG	\$ 23,607.72
EFT5187	21/08/2013	WHEATBELT ELECTRICS	ELECTRICAL REPAIRS RAILWAY STATION, CARAVAN PARK & UNIT 5 28 WILLIAMS ST	\$ 531.07
EFT5188	29/08/2013	ABCO PRODUCTS	CLEANING PRODUCTS FOR CARAVAN PARK, ADMINISTRATION BUILDING & MEMORIAL HALL	\$ 360.39
EFT5189	29/08/2013	APOLLO FABRICATIONS	DELIVERY FEE - FRONTLIFT BULK BIN	\$ 165.00
EFT5190	29/08/2013	AQUASOL	CARRY OUT EMERGENCY REPAIRS AT WWTP. TRAVEL TO & FROM SITE	\$ 1,254.00

**CONFIRMED**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT5191	29/08/2013	ASSOCIATION FOR SUSTAINABILITY IN BUSINESS INC	6TH INTERNATIONAL URBAN DESIGN CONFERENCE - SP	\$ 1,710.00
EFT5192	29/08/2013	AURELIA'S CATERING SERVICE	COUNCIL DINNER & LUNCH 10 15/08/13	\$ 470.00
EFT5193	29/08/2013	AUSTRALIA POST	POSTAGE FOR JULY 2013	\$ 144.84
EFT5194	29/08/2013	BADGE CONSTRUCTION	WB EVA PAVILION CONSTRUCTION PROGRESS CLAIM NUMBER 7	\$ 213,832.26
EFT5195	29/08/2013	BAPTISTCARE	KALKARNI RESIDENCY - OPERATING COSTS & MANAGEMENT FEES JULY 2013	\$ 246,705.46
EFT5196	29/08/2013	BROOKTON DELI	COUNCIL MEETING 18/07/13 AFTERNOON TEA	\$ 84.00
EFT5197	29/08/2013	CDM AUSTRALIA	PROGRAM ADMINISTRATION TELEPHONE SYSTEM	\$ 726.00
EFT5198	29/08/2013	COURIER AUSTRALIA	FREIGHT ABCO, DAVID GRAY & CUTTING EDGES	\$ 138.44
EFT5199	29/08/2013	GEORGE LINTON	REIMBURSEMENT FOR PURCHASE OF BATHROOM MATS FOR CARAVAN PARK	\$ 74.55
EFT5200	29/08/2013	GILL RURAL TRADERS	HARDWARE PURCHASES INCLUDING BENCH GRINDER, CHEMICAL & EXTENSION LADDER	\$ 2,088.73
EFT5201	29/08/2013	H RUSHTON & CO	SERVICE & REPAIR -R8 ROLLER,G5 GRADER, L6 LOADER, C2 CHERRYPICKER, T9 TRAILER	\$ 5,526.40
EFT5202	29/08/2013	RNR CONTRACTING	SUPPLY CRS EMULSION 1800 LITRES	\$ 2,128.50
EFT5203	29/08/2013	WHEATBELT ELECTRICS	EMERGENCY CALLOUT TO SEWERAGE TRANSFER STATION AT BENDIGO BANK SITE	\$ 168.85
<b>EFT TOTAL</b>				<b>\$1,042,247.76</b>
<b>MUNICIPAL ACCOUNT TOTAL</b>				<b>\$1,151,061.49</b>

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
858	20/08/2013	BROOKTON MENSshed	BOND REFUND FOR HIRE OF COMMUNITY BUS	\$ 330.00
859	20/08/2013	CBH MERREDIN	REFUND OF BOND FOR HIRE OF MEMORIAL HALL 08/08/2013	\$ 110.00
860	20/08/2013	GUIDE DOGS WA	REFUND FOR HIRE OF MEMORIAL HALL AND SOUND EQUIPMENT 05/07/2013	\$ 330.00
<b>TRUST ACCOUNT TOTAL</b>				<b>\$ 770.00</b>

**CONFIRMED**

<b>DIRECT DEBITS FOR AUGUST 2013</b>	
SALARIES & WAGES	\$ 75,148.83
MERCHANT FEES	\$ 124.99
<b>TOTAL</b>	<b>\$ 75,273.82</b>

<b>SHIRE OF BROOKTON CREDIT CARD PURCHASES</b> Creditor Number: 96286		
DATE	PARTICULARS	AMOUNT
5/07/2013	WESTNET 05/07/13 to 05/08/13 - 10 MARSH AVE	\$ 59.95
	WESTNET 05/07/13 to 05/08/13 - DEPOT	\$ 49.95
	WESTNET 05/07/13 to 05/08/13 - ADMINISTRATION OFFICE	\$ 109.95
30/07/2013	CARD FEES	\$ 10.03
		<b>\$ 229.88</b>

## CONFIRMED

### 12.09.13.02 FINANCIAL STATEMENTS – STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2013

**FILE REFERENCE:** ADM 0323

**AUTHORS NAME AND POSITION:** Julie Oliver  
Deputy Chief Executive Officer

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

**DATE REPORT WRITTEN:** 4 September 2013

**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 period ended 31 July 2013 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 a completed Statement of Financial Activity for the period ended 31 July 2013.

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

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

The presentation of this report to Council has been delayed until the adoption of the 2013/14 Budget.



**CONFIRMED**

**Officer's Recommendation:**

That Council receive the Statement of Financial Activity for the period ended 31 July 2013.

**Voting Requirements:**

Simple majority Required

**Council Resolution**

**12.09.13.02**

**Moved Cr Eva Seconded Cr Crute**

**That Council receive the Statement of Financial Activity for the period ended 31 July 2013.**

**CARRIED 6-0**

**ATTACHMENT 12.09.13.02A**

**CONFIRMED**

ATTACHMENT 12.09.13.02A

<b>Shire of Brookton</b>								
<b>STATEMENT OF FINANCIAL ACTIVITY</b>								
<b>(Statutory Reporting Program)</b>								
<b>For the Period Ended 31 July 2013</b>								
		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		\$ 16,261	\$ 16,279	\$ 1,353	\$ 18	(1,335)	(98.66%)	▼
General Purpose Funding		1,558,791	1,552,656	13,454	(6,135)	(19,589)	(145.60%)	▲
Law, Order and Public Safety		41,810	42,133	3,483	323	(3,161)	(90.74%)	▼
Health		22,860	41,996	20,238	19,136	(1,102)	(5.45%)	
Education and Welfare		3,875,600	4,124,184	322,964	248,584	(74,380)	(23.03%)	▼
Housing		100,141	105,761	8,344	5,620	(2,724)	(32.65%)	▼
Community Amenities		405,516	414,612	13,037	9,097	(3,940)	(30.22%)	▼
Recreation and Culture		539,538	540,433	8,666	895	(7,771)	(89.67%)	▼
Transport		964,753	964,753	80,393	0	(80,393)	(100.00%)	▼
Economic Services		146,480	149,035	12,204	2,555	(9,649)	(79.06%)	▼
Other Property and Services		164,276	165,420	13,688	1,144	(12,544)	(91.64%)	▼
<b>Total (Excluding Rates)</b>		<b>7,836,026</b>	<b>8,117,261</b>	<b>497,824</b>	<b>281,236</b>	<b>(216,588)</b>	<b>(43.51%)</b>	
<b>Operating Expense</b>								
Governance		(583,587)	(638,378)	(48,606)	(54,791)	(6,185)	12.73%	▲
General Purpose Funding		(206,691)	(195,120)	(17,219)	11,571	28,790	(167.20%)	▼
Law, Order and Public Safety		(213,656)	(238,914)	(17,792)	(25,258)	(7,466)	41.96%	▲
Health		(84,151)	(85,503)	(7,007)	(1,352)	5,655	(80.70%)	▼
Education and Welfare		(3,976,444)	(4,017,561)	(331,366)	(41,117)	290,249	(87.59%)	▼
Housing		(147,203)	(162,997)	(12,241)	(15,794)	(3,553)	29.02%	▲
Community Amenities		(501,076)	(542,329)	(41,728)	(41,253)	475	(1.14%)	
Recreation and Culture		(753,801)	(799,011)	(62,767)	(45,210)	17,557	(27.97%)	▼
Transport		(1,117,060)	(1,190,732)	(93,079)	(73,672)	19,407	(20.85%)	▼
Economic Services		(112,208)	(118,534)	(9,341)	(6,325)	3,016	(32.28%)	▼
Other Property and Services		(59,579)	(117,373)	(4,941)	(57,794)	(52,853)	1069.68%	▲
<b>Total</b>		<b>(7,755,457)</b>	<b>(8,106,451)</b>	<b>(646,087)</b>	<b>(350,995)</b>	<b>295,092</b>	<b>45.67%</b>	
<b>Funding Balance Adjustment</b>								
Add back Depreciation		1,269,885	1,269,885	105,810	0	(105,810)	(100.00%)	
Adjust (Profit)/Loss on Asset Disposal	6	(96,100)	0	(8,008)	0	8,008	(100.00%)	
<b>Net Operating (Ex. Rates)</b>		<b>1,254,354</b>	<b>1,280,695</b>	<b>(50,461)</b>	<b>(69,759)</b>	<b>(19,298)</b>	<b>38.24%</b>	
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	6	338,000	338,000	0	0	(0)	(100.00%)	▼
Self-Supporting Loan Principal		36,611	31,267	2,604	0	(2,604)	(100.00%)	▼
Transfer from Reserves	5	1,468,274	1,468,274	122,351	466,500	344,149	281.28%	▲
<b>Total</b>		<b>1,842,885</b>	<b>1,837,541</b>	<b>124,955</b>	<b>466,500</b>	<b>341,545</b>	<b>273.33%</b>	
<b>Capital Expenses</b>								
Land and Buildings	6	(2,471,023)	(2,471,415)	(312,933)	(19,974)	292,959	(93.62%)	▼
Plant and Equipment	6	(227,000)	(227,000)	(18,916)	0	18,916	(100.00%)	▼
Furniture and Equipment	6	(117,978)	(117,978)	(9,829)	(12,645)	(2,816)	28.65%	▲
Infrastructure Assets - Roads & Bridges	6	(1,118,300)	(1,126,281)	(93,189)	(12,453)	80,736	(86.64%)	▼
Infrastructure Assets - Sewerage	6	(94,400)	(94,400)	(7,866)	0	7,866	(100.00%)	▼
Repayment of Debentures	7	(101,003)	(101,003)	(8,414)	(20,330)	(11,916)	141.63%	▲
Transfer to Reserves	5	(652,567)	(652,567)	(54,364)	0	54,364	(100.00%)	▼
<b>Total</b>		<b>(4,782,271)</b>	<b>(4,790,644)</b>	<b>(505,511)</b>	<b>(65,402)</b>	<b>440,109</b>	<b>(87.06%)</b>	
<b>Net Capital</b>		<b>(2,939,386)</b>	<b>(2,953,103)</b>	<b>(380,556)</b>	<b>401,098</b>	<b>781,654</b>	<b>(205.40%)</b>	
<b>Total Net Operating + Capital</b>		<b>(1,685,033)</b>	<b>(1,672,408)</b>	<b>(431,017)</b>	<b>331,339</b>	<b>762,356</b>	<b>(176.87%)</b>	
Rate Revenue		1,564,658	1,564,658	(133)	0	133	(100.00%)	
Opening Funding Surplus(Deficit)		(33,470)	(35,289)	(33,470)	(35,289)	(1,819)	5.44%	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(153,845)</b>	<b>(143,040)</b>	<b>(464,620)</b>	<b>296,049</b>	<b>760,669</b>	<b>(163.72%)</b>	
<b>Check Sum</b>		<b>0</b>			<b>0</b>			

**CONFIRMED**

<b>Shire of Brookton</b>	
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>	
<b>For the Period Ended 31 July 2013</b>	
<b>Note 9: MAJOR VARIANCES</b>	
<b>Comments/Reason for Variance</b>	
<b>OPERATING REVENUE (EXCLUDING RATES)</b>	
<b>Governance</b>	
Quarterly instalment of ESL commission not yet received.	
<b>General Purpose Funding</b>	
Rates yet to be raised and accrued interest raised at 30/06/13 yet to be reversed.	
<b>Law, Order and Public Safety</b>	
ESL operating grant - 1st quarter not yet received.	
<b>Health</b>	
Within variance threshold of \$10,000 or 10%	
<b>Education and Welfare</b>	
Kalkarni income for July not yet received - corresponding decrease in expenditure.	
<b>Housing</b>	
Staff housing rental subsidies brought to account half yearly, showing reduced revenue.	
<b>Community Amenities</b>	
Project grant not received - flood plain mapping not yet commenced.	
<b>Recreation and Culture</b>	
Hall hires and other fees and charges less than expected activity.	
<b>Transport</b>	
Grants commission funding not yet received.	
<b>Economic Services</b>	
Expected sale of Koornong block has not been effected.	
<b>Other Property and Services</b>	
No private works activity to date.	
<b>OPERATING EXPENSES</b>	
<b>Governance</b>	
Timing of Insurance premiums and subscriptions earlier than expected. Budget profile to be adjusted.	
<b>General Purpose Funding</b>	
Accrued interest on loans brought to account 30/06/13 will self correct.	
<b>Law, Order and Public Safety</b>	
Insurance expense spread over 12 months - budget profile to be adjusted.	
<b>Health</b>	
Surplus funding for BCS to be returned to Department of Health - timing changed.	
<b>Education and Welfare</b>	
Baptistcare invoice for July expenditure not yet to hand.	
<b>Housing</b>	
Budget profiling error for loan interest - to be adjusted.	
<b>Community Amenities</b>	
Within variance threshold of \$10,000 or 10%	
<b>Recreation and Culture</b>	
Budget profiling adjustment required for loan interest.	
<b>Transport</b>	
Depreciation adjustment for end of July	
<b>Economic Services</b>	
Caravan park maintenance expenditure under budget year to date.	
<b>Other Property and Services</b>	
Budget profiling for insurance peremiums to be adjusted.	

## CONFIRMED

<b>CAPITAL REVENUE</b>
<b>Proceeds from Disposal of Assets</b>
No disposals to date.
<b>Self-Supporting Loan Principal</b>
Budget profile to be adjusted for loan repayments
<b>Transfer from Reserves</b>
Transfers generally will occur at 30/06/14 other than unspent grants utilised during the year.
<b>CAPITAL EXPENSES</b>
<b>Land and Buildings</b>
Timing of WB Eva progress payments.
<b>Plant and Equipment</b>
No purchases to date.
<b>Furniture and Equipment</b>
Kalkarni purchases for 2012/13 received in 2013/14 year. Budget amendment required.
<b>Infrastructure Assets - Roads &amp; Bridges</b>
Road construction program not yet commenced.
<b>Infrastructure Assets - Sewerage</b>
No purchases to date.
<b>Repayment of Debentures</b>
Budget profiling to be adjusted for loan repayments
<b>Transfer to Reserves</b>
Transfers generally will occur at 30/06/14
<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%

## CONFIRMED

### 12.09.13.03 FINANCIAL STATEMENTS – STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 AUGUST 2013

**FILE REFERENCE:** ADM 0323

**AUTHORS NAME AND POSITION:** Julie Oliver  
Deputy Chief Executive Officer

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

**DATE REPORT WRITTEN:** 4 September 2013

**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 period ended 31 August 2013 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 a completed Statement of Financial Activity for the period ended 31 August 2013.

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)**

Not applicable

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

No reference

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

Not applicable.

**CONFIRMED**

**Officer's Recommendation:**

That Council receive the Statement of Financial Activity for the period ended 31 August 2013.

**Voting Requirements:**

Simple majority Required

**Council Resolution**

**12.09.13.03**

**Moved Cr Wilkinson Seconded Cr Crute**

**That Council receive the Statement of Financial Activity for the period ended 31 August 2013.**

**CARRIED 6-0**

**ATTACHMENT 12.09.13.03A**

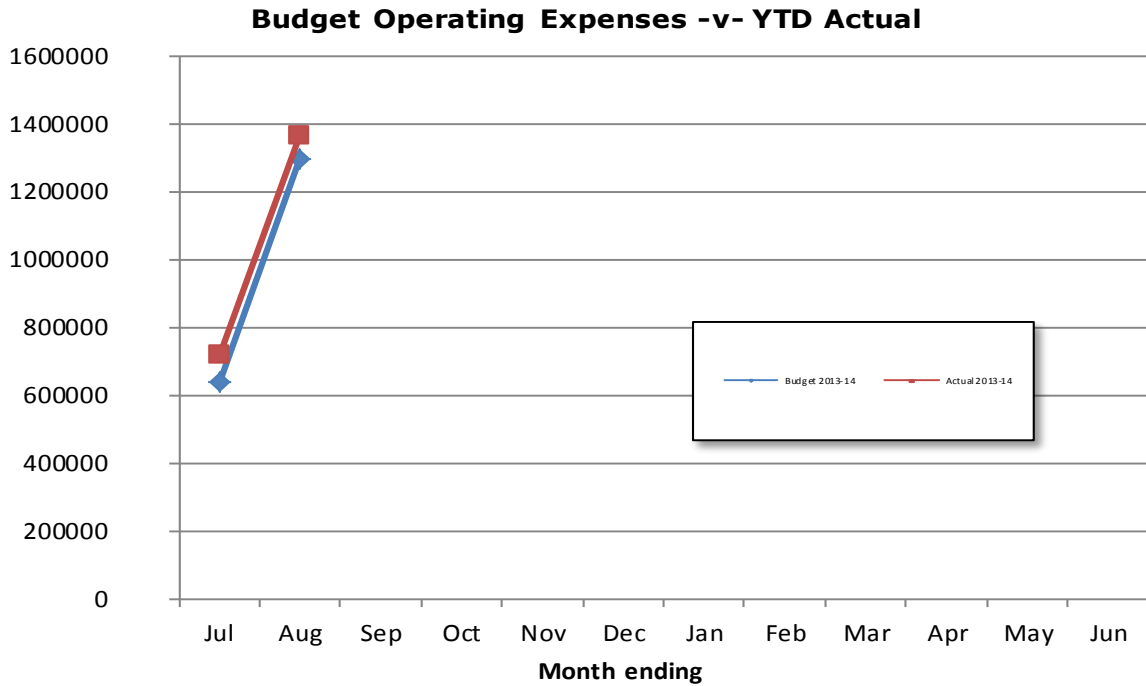
**CONFIRMED**

**ATTACHMENT 12.09.13.03A**

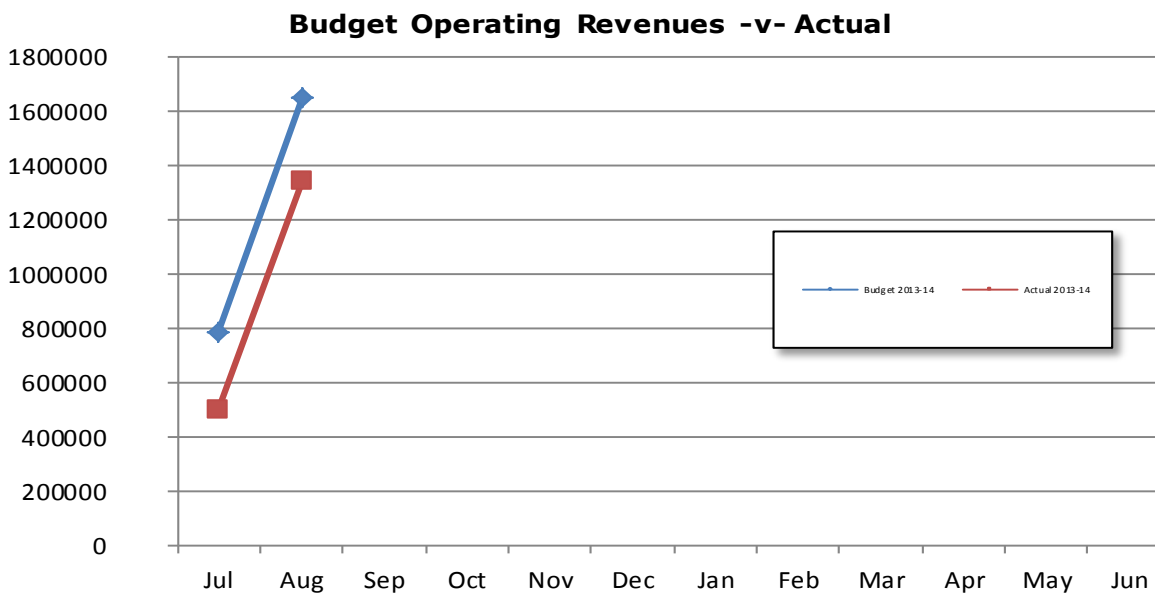
<b>Shire of Brookton</b>								
<b>STATEMENT OF FINANCIAL ACTIVITY</b>								
<b>(Statutory Reporting Program)</b>								
<b>For the Period Ended 31 August 2013</b>								
	Note	Current Annual Budget 3	Projected Year End Actual	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	\$	%	
Governance		16,261	22,424	2,706	9,724	7,018	259.33%	▲
General Purpose Funding		1,558,791	1,558,791	449,490	315,483	(134,007)	(29.81%)	▼
Law, Order and Public Safety		41,810	41,810	6,966	9,325	2,359	33.86%	▲
Health		22,860	21,516	20,476	19,606	(870)	(4.25%)	▼
Education and Welfare		3,875,600	3,875,350	645,928	659,402	13,474	2.09%	▲
Housing		100,141	84,842	16,688	11,133	(5,555)	(33.29%)	▼
Community Amenities		405,516	405,848	275,108	268,918	(6,190)	(2.25%)	▼
Recreation and Culture		539,538	534,821	17,332	1,930	(15,402)	(88.87%)	▼
Transport		964,753	964,753	160,786	34,220	(126,566)	(78.72%)	▼
Economic Services		146,480	146,350	24,408	4,763	(19,645)	(80.49%)	▼
Other Property and Services		164,276	164,276	27,376	3,049	(24,327)	(88.86%)	▼
<b>Total (Excluding Rates)</b>		<b>7,836,026</b>	<b>7,820,780</b>	<b>1,647,264</b>	<b>1,337,551</b>	<b>(309,713)</b>	<b>(18.80%)</b>	
<b>Operating Expense</b>								
Governance		(583,587)	(564,111)	(97,212)	(126,673)	(29,461)	30.31%	▲
General Purpose Funding		(206,691)	(207,759)	(34,438)	338	34,776	(100.98%)	▲
Law, Order and Public Safety		(213,656)	(236,688)	(35,584)	(51,830)	(16,246)	45.66%	▲
Health		(84,151)	(85,098)	(14,014)	(4,598)	9,416	(67.19%)	▼
Education and Welfare		(3,976,444)	(3,976,444)	(662,732)	(654,698)	8,034	(1.21%)	▼
Housing		(147,203)	(148,431)	(24,482)	(26,724)	(2,242)	9.16%	▼
Community Amenities		(501,076)	(514,207)	(83,456)	(77,116)	6,340	(7.60%)	▼
Recreation and Culture		(753,801)	(742,834)	(125,534)	(99,064)	26,470	(21.09%)	▼
Transport		(1,117,060)	(1,188,758)	(186,158)	(220,996)	(34,838)	18.71%	▲
Economic Services		(112,208)	(105,793)	(18,682)	(14,613)	4,069	(21.78%)	▼
Other Property and Services		(59,579)	(58,205)	(9,882)	(84,868)	(74,986)	758.81%	▲
<b>Total</b>		<b>(7,755,457)</b>	<b>(7,828,328)</b>	<b>(1,292,174)</b>	<b>(1,360,842)</b>	<b>(68,668)</b>	<b>(5.31%)</b>	▲
<b>Funding Balance Adjustment</b>								
Add back Depreciation		1,269,885	1,466,213	211,620	196,328	(15,292)	(7.23%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(96,100)	(99,600)	(16,016)	0	16,016	(100.00%)	▼
<b>Net Operating (Ex. Rates)</b>		<b>1,254,354</b>	<b>1,359,065</b>	<b>550,694</b>	<b>173,037</b>	<b>(377,657)</b>	<b>(68.58%)</b>	
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	6	338,000	338,000	0	0	(0)	(100.00%)	▼
Proceeds from New Debentures		0	0	0	0	0		
Self-Supporting Loan Principal		36,611	31,267	5,208	0	(5,208)	(100.00%)	▼
Transfer from Reserves	5	1,468,274	1,468,274	244,702	491,500	246,798	100.86%	▲
<b>Total</b>		<b>1,842,885</b>	<b>1,837,541</b>	<b>249,910</b>	<b>491,500</b>	<b>241,590</b>	<b>96.67%</b>	
<b>Capital Expenses</b>								
Land and Buildings	6	(2,471,023)	(2,471,023)	(625,866)	(438,508)	187,358	(29.94%)	▼
Plant and Equipment	6	(227,000)	(227,000)	(37,832)	0	37,832	(100.00%)	▼
Furniture and Equipment	6	(117,978)	(117,978)	(19,658)	(12,645)	7,013	(35.68%)	▼
Infrastructure Assets - Roads & Bridges	6	(1,118,300)	(1,118,300)	(186,378)	(12,816)	173,562	(93.12%)	▼
Infrastructure Assets - Sewerage	6	(94,400)	(94,400)	(15,732)	0	15,732	(100.00%)	▼
Self Supporting Loan Advances		0	0	0	0	(0)	(100.00%)	
Repayment of Debentures	7	(101,003)	(101,003)	(16,828)	(20,330)	(3,502)	20.81%	
Transfer to Reserves	5	(652,567)	(652,567)	(108,728)	(16,447)	92,281	(84.87%)	▼
<b>Total</b>		<b>(4,782,271)</b>	<b>(4,782,271)</b>	<b>(1,011,022)</b>	<b>(500,747)</b>	<b>510,275</b>	<b>(50.47%)</b>	
<b>Net Capital</b>		<b>(2,939,386)</b>	<b>(2,944,730)</b>	<b>(761,112)</b>	<b>(9,247)</b>	<b>751,865</b>	<b>(98.79%)</b>	
<b>Total Net Operating + Capital</b>		<b>(1,685,033)</b>	<b>(1,585,665)</b>	<b>(210,418)</b>	<b>163,790</b>	<b>374,208</b>	<b>(177.84%)</b>	
Rate Revenue		1,564,658	1,564,635	1,565,992	1,566,235	243	0.02%	
Opening Funding Surplus(Deficit)		(33,470)	(35,289)	(33,470)	(35,289)	(1,819)	5.44%	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(153,845)</b>	<b>(56,320)</b>	<b>1,322,104</b>	<b>1,694,735</b>	<b>372,632</b>	<b>28.18%</b>	
<b>Check Sum</b>		<b>0</b>			<b>0</b>			<b>31</b>

**Shire of Brookton  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2013**

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



**Comments/Notes - Operating Expenses**



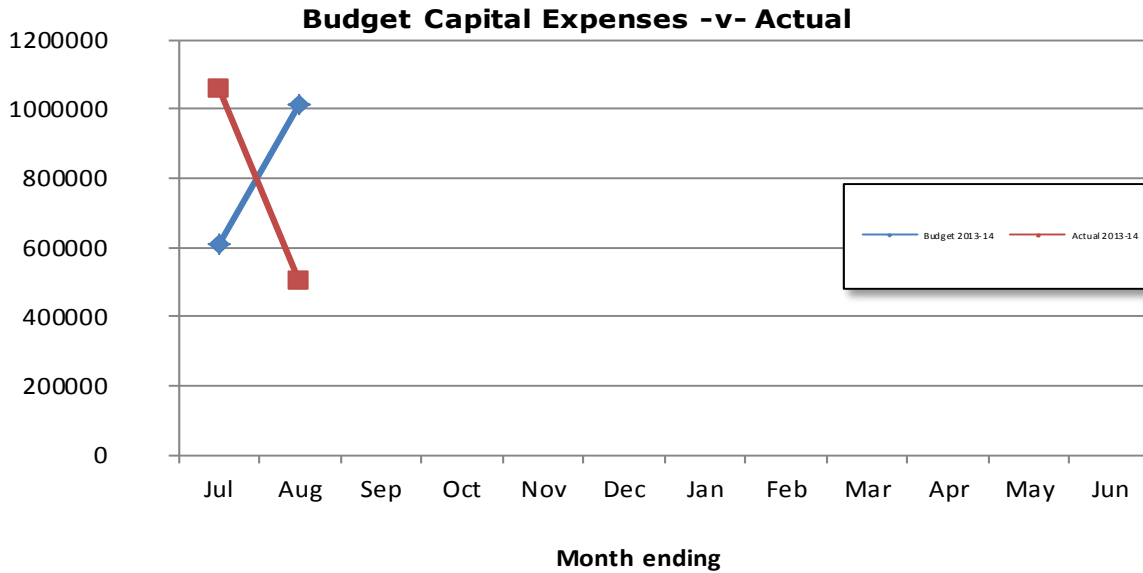
**Comments/Notes - Operating Revenues**



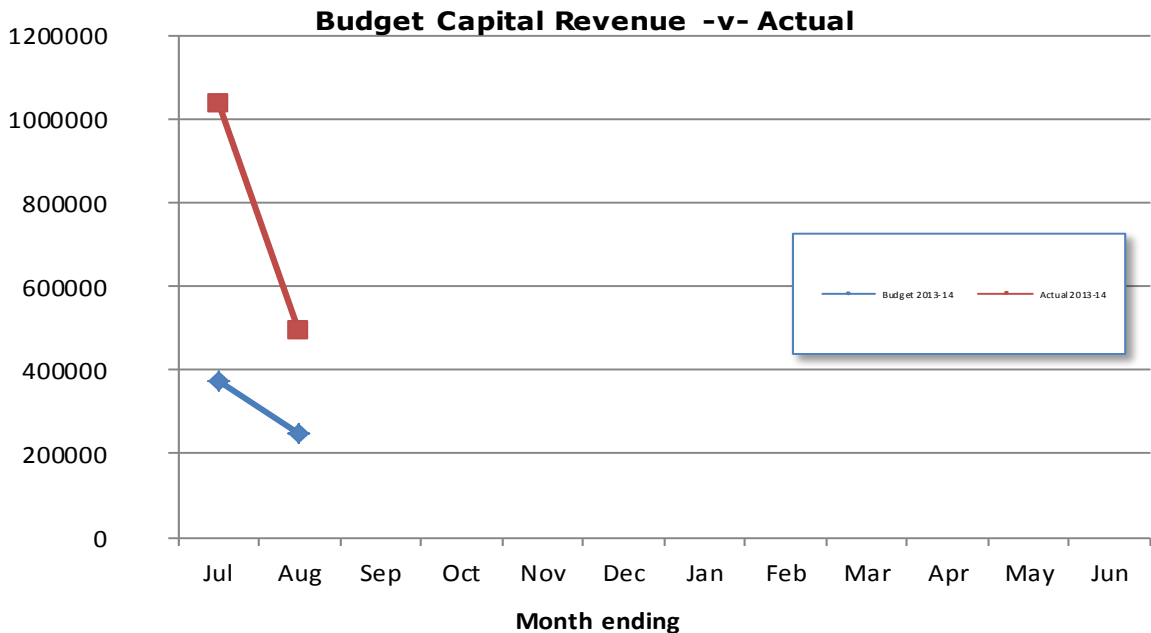
**CONFIRMED**

**Shire of Brookton  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2013**

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



**Comments/Notes - Capital Expenses**



**Comments/Notes - Capital Revenues**

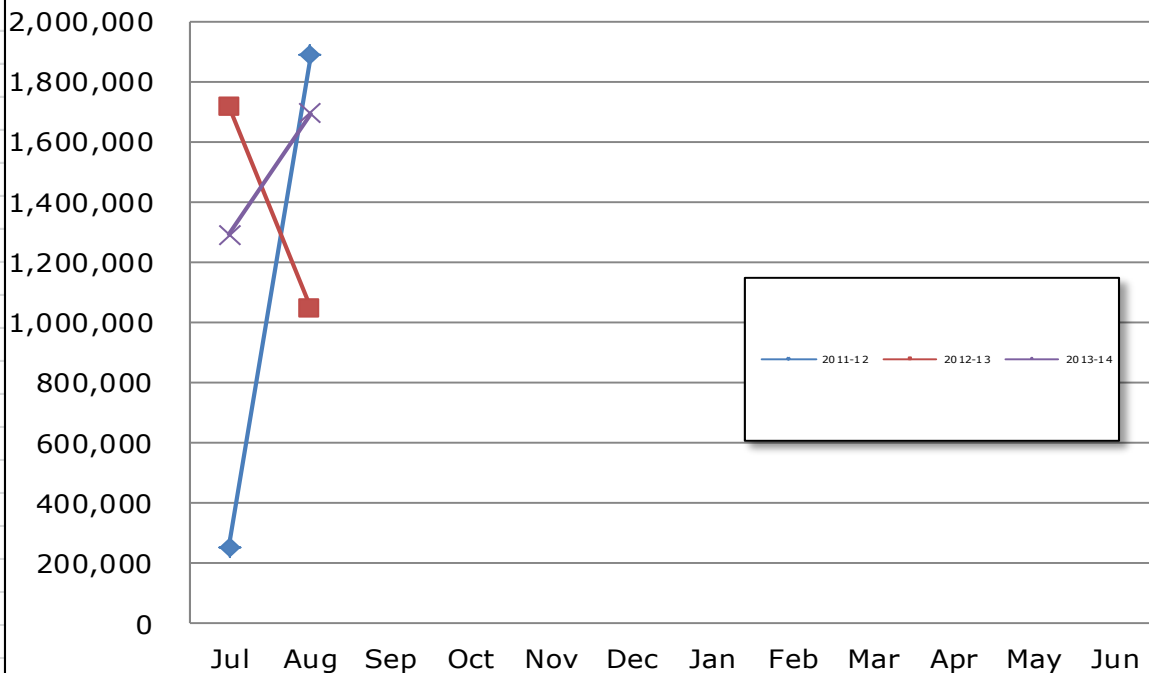
**CONFIRMED**

**Shire of Brookton  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2013**

**Note 2: NET CURRENT FUNDING POSITION**

	Note	Positive=Surplus (Negative=Deficit)		
		2013-14		
		This Period	Same Period 2012/13	Same Period 2011/12
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		<b>191,432</b>	1,507,966	951,650
Cash Restricted		<b>2,339,020</b>	4,111,038	3,368,639
Receivables		<b>3,129,552</b>	1,296,105	2,020,967
Prepayments & Accruals		<b>0</b>	0	0
Inventories		<b>19,486</b>	32,544	36,368
		<b>5,679,490</b>	6,947,652	6,377,624
<b>Less: Current Liabilities</b>				
Payables and Provisions		<b>(1,645,735)</b>	(1,789,884)	(1,545,898)
		<b>(1,645,735)</b>	(1,789,884)	(1,545,898)
Less: Cash Restricted		<b>(2,339,020)</b>	(4,111,038)	(3,368,639)
<b>Net Current Funding Position</b>		<b>1,694,735</b>	<b>1,046,731</b>	<b>1,463,087</b>

**Note 2 - Liquidity Over the Year**



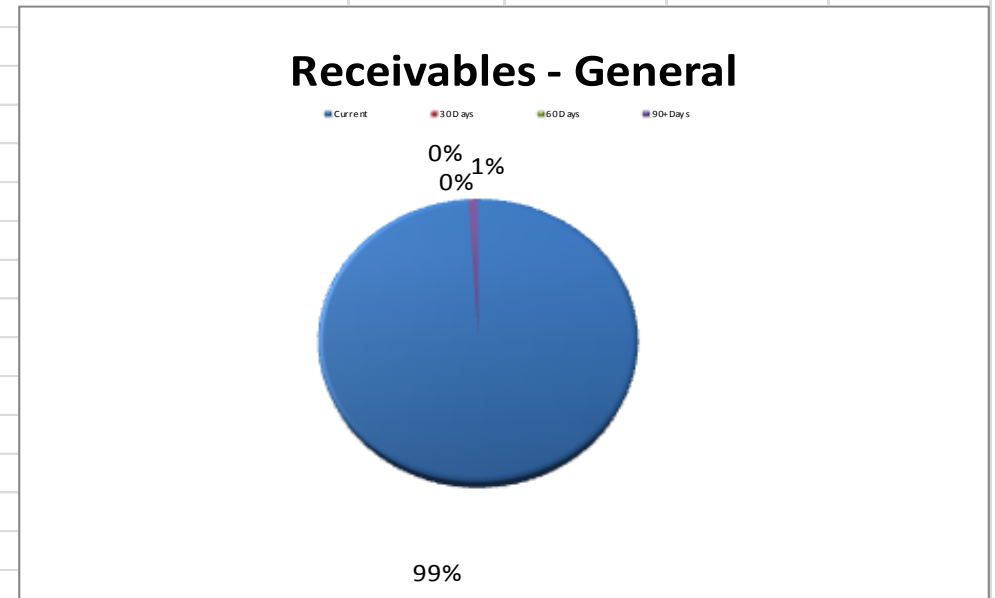
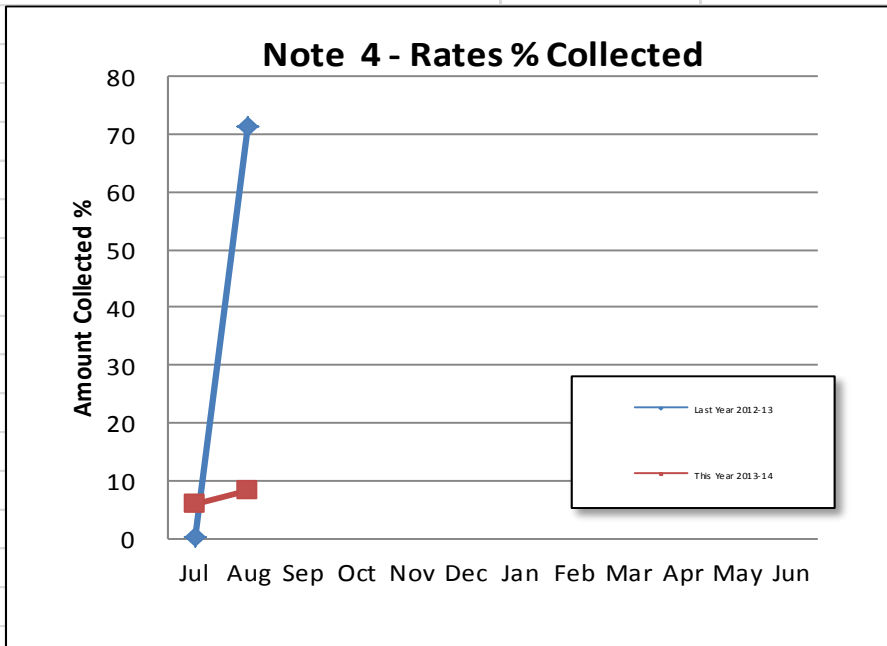
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2013**

**Note 4: RECEIVABLES**

<b>Receivables - Rates, Sewerage and Rubbish</b>	<b>Current 2013-14</b>	<b>Previous 2012-13</b>
	\$	\$
Opening Arrears Previous Years Rates, Sewerage & Rubbish Levied this year	66,021	50,882
Less Collections to date	(157,550)	(1,238,113)
<b>Equals Current Outstanding</b>	<b>1,724,071</b>	<b>494,303</b>
<b>Net Rates Collectable</b>	1,724,071	494,303
% Collected	8.37%	71.47%

<b>Receivables - General</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+Days</b>
	\$	\$	\$	\$
	414,268	230	0	3,841
<b>Total Outstanding</b>				<b>418,339</b>

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



**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**CONFIRMED**  
**For the Period Ended 31 August 2013**

**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	113	215,350	0	(45,000)	0	186,850	16,055
Housing Reserve	288,849	10,110	2,045	0	0	(183,500)	0	115,459	290,894
Office Equipment Reserve	38,785	1,357	275	0	0	(4,665)	0	35,477	39,060
Drainage Reserve	48,549	1,699	344	0	0	0	0	50,248	48,893
Municipal Buildings & Facilities Reserve	32,574	1,140	231	30,000	0	(30,260)	0	33,454	32,805
Townscape Reserve	229,553	8,034	1,626	0	0	0	0	237,587	231,179
Land Development Reserve	197,706	6,920	1,400	171,000	0	0	0	375,626	199,106
Sewerage Scheme Reserve	157,642	5,517	1,116	50,000	0	(94,400)	0	118,759	158,758
Road Infrastructure Reserve	28,270	989	200	10,000	0	0	0	39,259	28,470
Health & Aged Care Reserve	719,322	25,176	5,094	45,100	0	(465,190)	0	324,408	724,416
Community Bus Reserve	37,779	1,322	268	5,000	0	0	0	44,101	38,047
Bridge Construction Reserve	63,292	2,215	448	0	0	0	0	65,507	63,740
Staff Vehicle Reserve	19,673	689	139	9,000	0	(9,000)	0	20,362	19,812
Sport & Recreation Reserve	0	0	0	9,500	0	0	0	9,500	0
Rehabilitation & Refuse Reserve	27,376	958	194	0	0	0	0	28,334	27,570
Unspent Grants & Contributions	568,109	19,009	543	0	0	(544,044)	(491,500)	43,074	77,152
Saddleback Building Reserve	64,027	2,241	453	0	0	(25,900)	0	40,368	64,480
Saddleback Vehicle & Equipment Reserve	4,398	154	31	0	0	0	0	4,552	4,429
Caravan Park Reserve	52,676	1,844	373	2,500	0	0	0	57,020	53,049
Old Police Station Reserve	32,053	1,122	227	2,500	0	0	0	35,675	32,280
Kweda Hall Reserve	13,422	470	95	2,500	0	(600)	0	15,792	13,517
Aldersyde Hall Reserve	13,422	470	95	2,500	0	0	0	16,392	13,517
Railway Station Reserve	13,422	470	95	0	0	0	0	13,892	13,517
Madison Square Units Reserve	15,623	547	111	0	0	(5,715)	0	10,455	15,734
Cemetery Reserve	85,684	2,999	607	0	0	(60,000)	0	28,683	86,291
Water Harvesting Reserve	45,925	1,607	325	0	0	0	0	47,532	46,250
	<b>2,814,073</b>	<b>97,616</b>	<b>16,447</b>	<b>554,951</b>	<b>0</b>	<b>(1,468,274)</b>	<b>(491,500)</b>	<b>1,998,366</b>	<b>2,339,020</b>

**CONFIRMED**

**Shire of Brookton  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2013**

**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			0
32,000	34,000	2,000	DCEO Vehicle			0
28,000	29,000	1,000	SP Vehicle			0
45,450	72,000	26,550	Lot 101 Avonbank Cl,Koornong			0
45,450	99,000	53,550	Lot 102 Avonbank Cl,Koornong			0
28,500	25,000	(3,500)	PWS Vehicle			0
20,000	30,000	10,000	New Holland Tractor			0
<b>241,900</b>	<b>338,000</b>	<b>96,100</b>	<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Comments - Capital Disposal**

Summary Acquisitions	Current Budget		
	Budget	Actual	Variance
	\$	\$	\$
<b>Property, Plant &amp; Equipment</b>			
Land and Buildings	2,471,023	625,866	1,845,157
Plant & Equipment	227,000	37,832	189,168
Furniture & Equipment	117,978	19,658	98,320
			0
<b>Infrastructure</b>			
Roadworks & Bridge Works	1,118,300	186,378	931,922
Sewerage	94,400	15,732	78,668
<b>Totals</b>	<b>4,028,701</b>	<b>885,466</b>	<b>3,143,235</b>

**CONFIRMED**

**Shire of Brookton  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2013**

**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	-	-	10,478	164,089	153,611	-	11,675
*Loan 79 Multifunctional Family Centre	1/08/2020	15	5.82	60,594	-	3,279	6,654	57,315	53,940	1,793	3,861
*Loan 82 Country Club	15/11/2027	20	6.95	338,409	-	-	14,133	338,409	324,276	-	24,033
<b>Governance</b>											
Loan 75 Office Office Renovations	3/08/2026	25	6.46	71,490	-	1,699	3,453	69,791	68,037	2,337	4,831
<b>Education &amp; Welfare</b>											
Loan 80 Kalkarni Residency	1/02/2026	25	5.63	115,411	-	3,070	6,228	112,341	109,183	3,294	6,838
<b>Housing</b>											
Loan 80 Staff Housing	1/02/2026	25	5.63	190,428	-	5,066	10,274	185,362	180,154	5,435	11,283
<b>Community Amenities</b>											
Loan 80 Sewerage	1/02/2026	25	5.63	80,788	-	2,149	4,360	78,639	76,428	2,306	4,787
<b>Transport</b>											
Loan 80 Grader	1/02/2026	25	5.63	190,428	-	5,066	10,275	185,362	180,153	5,435	11,283
<b>Recreation and Culture</b>											
Loan 81 Sport & Recreation	1/11/2027	20	6.95	841,531	-	-	35,148	841,531	806,383	-	60,827
				2,053,168	0	20,330	101,003	2,032,838	1,952,165	20,601	139,418

(\*) Self supporting loan financed by payments from third parties.  
All other loan repayments were financed by general purpose revenue.

**CONFIRMED**

**Shire of Brookton  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2013**

**Note 8: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>								
Municipal Cash at Bank - Operating Account	1.50%	135,570				135,570	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	55,362				55,362	Bendigo	
Trust Cash at Bank	1.50%			34,948		34,948	Bendigo	
<b>(b) Term Deposits</b>								
Reserves	3.80%		2,339,020			2,339,020	Bendigo	2/11/2013
Les McMullen Trust	4.00%			9,082		9,082	Bendigo	26/06/2014
<b>(c) Investments</b>								
Nil								
Nil								
<b>Total</b>		190,932	2,339,020	44,030	0	2,573,982		

**CONFIRMED**

**Shire of Brookton  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2013**

**Note 9: MAJOR VARIANCES**

**Comments/Reason for Variance**

**OPERATING REVENUE (EXCLUDING RATES)**

**Governance**

Road contribution posted to Governance - should be Transport. Corrected.

**General Purpose Funding**

Rate receipts slower than expected. Grants Commission funding not yet received.

**Law, Order and Public Safety**

Operating grants received quarterly not monthly. Budget profile to be adjusted.

**Health**

Within variance threshold of \$10,000 or 10%

**Education and Welfare**

Kalkarni income up on budget.

**Housing**

Staff housing rental subsidies brought to account half yearly, showing reduced revenue.

**Community Amenities**

Within variance threshold of \$10,000 or 10%

**Recreation and Culture**

Hall hires and other fees and charges less than expected activity.

**Transport**

Grants commission funding not yet received.

**Economic Services**

Expected sale of Koormong block has not been effected.

**Other Property and Services**

No private works activity to date.

**OPERATING EXPENSES**

**Governance**

Budget profile for members expenses is to be adjusted to accommodate Local Government Convention expenses.

**General Purpose Funding**

Accrued interest on loans brought to account 30/06/13 will self correct.

**Law, Order and Public Safety**

Insurance expense spread over 12 months - budget profile to be adjusted.

**Health**

Surplus funding for BCS to be returned to Department of Health - timing altered.

**Education and Welfare**

Within variance threshold of \$10,000 or 10%

**Housing**

Within variance threshold of \$10,000 or 10%

**Community Amenities**

Within variance threshold of \$10,000 or 10%

**Recreation and Culture**

Budget profiling adjustment required for loan interest and pool expenses.

**Transport**

Road maintenance program is taking priority - budget profile to be adjusted.

**Economic Services**

Caravan Park and Economic Development expenditure lower than expected.

**Other Property and Services**

Budget profiling for insurance premiums to be adjusted.



## CONFIRMED

<b>CAPITAL REVENUE</b>
<b>Proceeds from Disposal of Assets</b>
No disposals to date.
<b>Self-Supporting Loan Principal</b>
Budget profile to be adjusted for loan repayments
<b>Transfer from Reserves</b>
Transfers generally will occur at 30/06/14 other than unspent grants utilised during the year.
<b>CAPITAL EXPENSES</b>
<b>Land and Buildings</b>
Timing of WB Eva progress payments.
<b>Plant and Equipment</b>
No purchases to date.
<b>Furniture and Equipment</b>
Kalkarni purchases for 2012/13 received in 2013/14 year. Budget amendment required.
<b>Infrastructure Assets - Roads &amp; Bridges</b>
Road construction program not yet commenced.
<b>Infrastructure Assets - Sewerage</b>
No purchases to date.
<b>Repayment of Debentures</b>
Budget profiling to be adjusted for loan repayments
<b>Transfer to Reserves</b>
Transfers generally will occur at 30/06/14
<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%
<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%

**CONFIRMED**

<b>Shire of Brookton</b>				
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>				
<b>For the Period Ended 31 August 2013</b>				
<b>Note 10: TRUST FUND</b>				
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 August 2013	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 August 2013
	\$	\$	\$	\$
Housing Bonds	3,000	600	(3,000)	600
Other Bonds	4,380	1,650	(770)	5,260
Election Nomination Bonds	0	0	0	0
Rates Incentive Prize	200	0	0	200
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>2,250</b>	<b>(3,770)</b>	<b>44,030</b>

## CONFIRMED

### 12.09.13.04 ASSET WRITE-OFFS – FAIR VALUE IMPLEMENTATION

<b>FILE REFERENCE:</b>	ADM 0323
<b>AUTHORS NAME AND POSITION:</b>	Deanne Sweeney Senior Finance Officer
<b>NAME OF APPLICANT/ RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	9 September 2013
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	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, one hundred and sixty five assets with a total value of \$55,352.45 are to be written out of Council's Asset Register and 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 2013, to include plant and equipment at fair value. This means that plant and equipment items with a written down 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.

#### **Detail:**

Due to fair value accounting being adopted by the Shire of Brookton, one hundred and sixty five assets with a value of \$55,352.45 are required to be written out of Council's Asset Register and placed onto an Asset Inventory Listing. The details of these assets are supplied in the attached spread sheet titled 12.09.13.04A – 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.

## CONFIRMED

### **Financial Implications:**

As a result of adopting fair value accounting for plant and equipment, there will be a \$55,532.45 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 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 \$55,532.45 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.

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

That Council approves:

- the write off of one hundred and sixty five assets with a total value of \$55,352.45 as detailed in attachment 12.09.13.04A – 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.
- that these assets are removed from Council's Asset Register and recorded onto Council's Asset Inventory Listing.

### **Voting Requirements:**

Absolute majority Required

### **Council Resolution**

**12.09.13.04**

**Moved Cr Eva Seconded Cr Crute**

**That Council approves:**

- **the write off of one hundred and sixty five assets with a total value of \$55,352.45 as detailed in attachment 12.09.13.04A – 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.**
- **that these assets are removed from Council's Asset Register and recorded onto Council's Asset Inventory Listing.**

**CARRIED BY ABSOLUT E MAJORITY 6-0**

**ATTACHMENT 12.09.13.04A**

**CONFIRMED**

**ATTACHMENT 12.09.13.04A**

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

<b>ASSET #</b>	<b>ASSET NAME</b>	<b>DATE ACQUIRED</b>	<b>WRITTEN DOWN VALUE</b>
6105	ASPIRATOR/HANDPIECE	01.07.1994	\$ -
6115	CHAIRS - SEBEL PLASTIC	18.04.1996	\$ -
6123	LIGHTING - STAGE	01.07.1994	\$ -
6125	POLISHER	01.07.1994	\$ -
6129	TOWN HALL STOVES	31.10.1998	\$ -
6130	TRESTLES FOLD UP X 10	01.07.1994	\$ -
6131	CUTLERY TROLLEY - STAINLESS STEEL	01.07.1994	\$ -
6132	CUTLERY TROLLEY - STAINLESS STEEL	01.07.1994	\$ -
6134	YAMAHA UPRIGHT PIANO WX5PE	01.07.1994	\$ -
6136	FLAT FOLD TABLES X 5	30.09.1998	\$ -
6137	HEATING - MAIN HALL	30.06.1995	\$ -
6153	PLAYGROUND EQUIPMENT	01.07.1994	\$ -
6161	COURT LIGHTING	01.07.1994	\$ -
6170	COUNTER	29.02.1996	\$ -
6171	CHAIRS - 5 CLERICAL	01.07.1994	\$ -
6174	COUNCIL CHAMBERS TABLE	01.07.1994	\$ -
6184	OFFICE COUNTER	01.07.1994	\$ -
6196	COLLINGWOOD DESK AND CHAIR	01.07.1994	\$ -
6203	OFFICE MAP CABINET	31.03.1996	\$ -
6212	COUNCIL CHAMBERS TABLE	30.06.1996	\$ -
6213	COUNCIL CHAMBERS CHAIR	30.06.1996	\$ -
6216	STRONGROOM SHELVING	01.07.1994	\$ -
6217	COMMITTEE TABLE	01.07.1994	\$ -
6218	6 VISITORS CHAIRS	03.04.1995	\$ -
6219	6 VISITORS CHAIRS	30.09.1996	\$ -
6220	6 VISITORS CHAIRS	30.11.1996	\$ -
6221	CEO'S OFFICE CHAIR	29.11.1996	\$ -
6222	DEPUTY CEO'S OFFICE DESK	30.09.1996	\$ -
6261	SWIMMING POOL INFLATABLE EQUIPMENT	30.11.2007	\$ -
6401	CHAIR- SENIOR ADMIN	31.08.1997	\$ -
6406	SMALL JARRAH TABLE	28.10.1997	\$ -
6410	CORNER WORKSTATION - ADMIN OFFICER	30.06.1998	\$ -
6412	CORNER WORKSTATION AND VERTICAL SLOT CUPBOARD	30.06.1998	\$ -
6467	STEREO	28.02.1999	\$ -
6468	BAR FRIDGE	28.02.1999	\$ -
6469	DOCTORS CHAIR	28.02.1999	\$ -
6473	OFFICE CHAIRS X 3 (PLANNER EHO CO)	23.02.1999	\$ -
6476	DCEO WALL UNIT	30.05.1999	\$ -
6477	TOWN PLANNERS WALL UNIT	30.05.1999	\$ -

## CONFIRMED

ASSET #	ASSET NAME	DATE ACQUIRED	WRITTEN DOWN VALUE
6501	4 VISITORS CHAIRS	28.06.1999	\$ -
6507	CEO VISITORS TABLE	28.10.1997	\$ -
6510	EHO STATIONERY CUPBOARD	31.10.1997	\$ -
6511	CORNER WORKSTATION (FINANCE)	31.10.1997	\$ -
6515	VISITORS CHAIRS IN CHAMBERS	19.11.1997	\$ -
6516	CEO WALL UNIT	19.11.1997	\$ -
6526	CHAIR ARTEIL FINANCE OFFICER	10.11.1999	\$ -
6535	TABLES x 4 SEBEL FLATFOLD	01.11.1999	\$ -
6549	WALL UNIT WITH SLIDING 1800X1200 (EHO)	30.04.2003	\$ 5.79
6566	33 BEDS FOR KALKARNI	28.11.2002	\$ -
6568	2 EXAMINATION COUCHES	26.09.2002	\$ -
6569	33 OVER BED TABLES	08.10.2002	\$ -
6571	27 BEDSIDE TABLES	12.09.2002	\$ -
6574	5 TYPISTS CHAIRS	24.09.2002	\$ -
6578	4 OUTDOOR TABLES 16 OUTDOOR CHAIRS	18.01.2003	\$ -
6579	36 HIGH BACK CHAIRS	16.09.2002	\$ -
6582	SHELVING	17.09.2002	\$ -
6583	9 DINING ROOM TABLES & 36 CHAIRS	24.09.2002	\$ -
6608	CORNER WORKSTATION 2000x800RHS	24.08.2000	\$ -
6619	FILING CABINET AND SYSTEM (COMPACTUS)	16.01.2001	\$ -
6621	STAGE DRAPES	25.06.2001	\$ -
6628	OFFICE CHAIR (DCEO)	01.08.2001	\$ -
6640	DESK/MOBILE PEDESTAL	19.12.2001	\$ -
6641	DESK/MOBILE PEDESTAL	19.12.2001	\$ -
6642	WALL UNIT WITH 4 DRAWERS	30.06.2002	\$ -
6651	ISEKI RIDE ON MOWER	26.11.2001	\$ -
6669	TOSHIBA LAPTOP	18.11.2003	\$ -
6673	POWDER COATING STEEL ST PLAYGROUD EQUIPMENT	08.08.2003	\$ 169.14
6674	POWDER COATED STEEL ST TODDLER SEATSTRAP BACKHOE KWEDA HALL	08.08.2003	\$ 185.12
6676	5TRESTLE TABLES	24.05.2004	\$ 103.58
6678	4 SQUARE TABLES AND 8 CHAIRS	23.06.2004	\$ 293.86
6689	OVAL MOWER	31.08.2003	\$ -
6693	COMMODE	01.07.2003	\$ 49.72
6695	SCALE HOIST YOKE	01.10.2003	\$ 74.92
6696	2 ELECTRIC BEDS & 2 MATTRESSES	01.12.2003	\$ 224.89
6707	4 SQUARE TABLES	31.07.2004	\$ 35.94
6713	4 TABLES	31.10.2004	\$ 152.30
6715	DISHWASHER	31.08.2004	\$ 592.85

## CONFIRMED

ASSET #	ASSET NAME	DATE AQUIRED	WRITTEN DOWN VALUE
6716	COMPUTER	31.01.2005	\$ -
6719	PHOTOCOPIER - KALKARNI	23.02.2005	\$ -
6741	PORTABLE PA MIPRO	01.06.2005	\$ 388.15
6743	ADMIN CORNER OFFICE DESK	20.05.2005	\$ 108.75
6747	TREATMENT COUCH FOR NURSING POST	30.08.2004	\$ 400.73
6748	7x ALICE CHAIRS STAGE 3 & 4	30.11.2004	\$ 537.57
6749	4x CHELSEA CHARIS STAGES 3 & 4	30.11.2004	\$ 254.52
6750	4 x MANUELA CHAIRS STAGES 3 & 4	30.11.2004	\$ 156.06
6751	2 x ROUND TABLES STAGES 3 & 4	30.11.2004	\$ 77.19
6754	7 x 1 DRAWER CUPBOARDS STAGES 3 & 4	31.03.2005	\$ 440.41
6755	7 x OVERHEAD TABLES STAGES 3 & 4	31.03.2005	\$ 274.62
6757	BABLY CHANGE TABLE	25.08.2005	\$ 106.80
6764	DOCTORS SURGERY COMPUTER FRONT DESK	28.11.2005	\$ -
6765	DOCTOR'S LAPTOP	28.11.2005	\$ -
6767	KLEENMAID DRYER KALKARNI	01.11.2005	\$ 368.23
6769	BOILING WATER UNIT ADMIN CENTRE KITCHEN	01.11.2005	\$ 216.12
6770	KALKARNI FRIDGE 2 DOOR VERTICAL CHILLER	01.12.2005	\$ 544.34
6771	KALKARNI FREEZER VERTICAL	01.12.2005	\$ 632.74
6773	LG TELEPHONE SYSTEM	01.12.2005	\$ -
6775	2 x BEDS WITH SIDE RAILS ELETRIC KNEE BREAK	03.02.2006	\$ 697.81
6785	KALKARNI 1 x BED ELECTRIC WITH SIDE RAILS AND MATTRESS	15.05.2006	\$ 767.90
6795	HITACHI PROJECTOR & SCREEN	30.09.2006	\$ -
6796	DELL INSPIRON 9400 NOTEBOOK	31.08.2006	\$ -
6797	LIBRARY COMPUTER UPGRADE	31.08.2006	\$ 620.15
6798	SYNERGYSOFT COMPUTER UPGRADE	31.01.2007	\$ -
6806	ULTRA BED	01.02.2007	\$ 930.25
6807	DIGITAL CHAIR SCALE	01.02.2007	\$ 861.81
6811	DELL VOSTRO 400 MINI TOWER DESKTOPS X 2	03.06.2008	\$ 1,964.08
6816	NINTENDO WII CONSOLE GAMES SYSTEM	07.08.2008	\$ 360.35
6817	UNIBIND XU138 BINDING MACHINE	31.08.2009	\$ 213.65

## CONFIRMED

ASSET #	ASSET NAME	DATE ACQUIRED	WRITTEN DOWN VALUE
6818	DEXION 4 DRAW LATERAL FILING CABINET	18.11.2009	\$ 295.82
6819	FLAGS	11.12.2009	\$ -
6820	APPLE IPHONE-CEO	02.12.2009	\$ -
6821	ADMIN HOT WATER SYSTEM	13.10.2009	\$ 233.85
6822	RUBBERMAID HORIZONTAL BABY CHANGE STATION	17.03.2010	\$ 177.07
6863	COMPUTER PIV13 (SFO)	01.10.2010	\$ 449.34
6864	COMPUTER PIV13 (EHO)	01.02.2011	\$ 449.34
6866	KELVINATOR SPLIT SYSTEM AIR CONDITIONER	01.12.2010	\$ 1,518.76
6868	CURTAINS SHEER - 28 GAYNOR ST	22.11.2010	\$ 557.79
6876	HP COLOUR LASERJET CP1525NW PRINTER (FRONT COUNTER)	08.06.2011	\$ 149.17
6877	HP LASERJET 2055DN PRINTER (FINANCE OFFICE)	08.06.2011	\$ 347.81
6879	MSI LAPTOP AND PRINTER - HSM	30.06.2011	\$ -
6880	HSM OFFICE FURNITURE (DESK)	30.06.2011	\$ 905.50
6881	NURSING POST DRUG SAFE	30.06.2011	\$ 794.80
6882	FULL COLOUR RETRACTABLE BANNERS 2000MM X 850MM-ROYAL SHOW	21.11.2011	\$ 682.70
6883	TOSHIBA C660 NOTEBOOK COMPUTER	21.11.2011	\$ 729.09
6887	KELVINATOR INVERTER SPLIT SYSTEM AIR CONDITIONER	31.12.2011	\$ 1,492.52
6894	SPEED QUEEN ELECTRONIC DRYER SDEX07 - CARAVAN PARK	30.06.2012	\$ 1,932.06
6810FK	UTAH TUB CHAIR - 1 SEATER	16.02.2007	\$ 717.15
6811FK	UTAH TUB CHAIR - 2 SEATER	16.02.2007	\$ 835.99
6812FH	ASENA GP VOLUMETRIC PUMP	08.01.2007	\$ 822.14
6813FK	HARVEST SUPREME MATTRESS OVERLAY	01.03.2007	\$ 806.10
BC0801	2 DOOR FRIDGE	05.05.2008	\$ 1,071.50
BC0804	SHOWER COMMODOE/MOBILE SEAT	26.11.2008	\$ 671.51
BC0805	ROBOT COUPE BLIXER 3 FOOD PROCESSOR	26.11.2008	\$ 1,964.08
BC0806	BERJAYA SINGLE DOOR FEEZER	26.11.2008	\$ 1,639.68
BC0810	HACC WHEELCHAIR & CRUTCHES	01.02.2010	\$ 595.11
BC0812	REGENT ELECTRIC BED	30.06.2010	\$ 1,786.14



## CONFIRMED

ASSET #	ASSET NAME	DATE ACQUIRED	WRITTEN DOWN VALUE
BC0816	NURSING BED	30.06.2010	\$ 1,786.14
BC0817	RHEEM STORAGE HOT WATER SYSTEM	01.03.2011	\$ 1,807.78
BC0818	LAZER 10L CLASSIC 710 SRS BOILING WATER UNIT	01.03.2011	\$ 847.36
BC0821	BEDSIDE COMMODOE DELUXE	01.03.2011	\$ 583.99
BC0822	REGENT ELECTRIC NURSING BED	01.03.2011	\$ 1,786.14
BC0823	DURAFLEX MATTRESS SINGLE	01.03.2011	\$ 466.94
BC0824	ROBAND TCR10 CONVEYOR TOASTER	01.03.2011	\$ 943.91
BC0833	AUSSIESOLAR RENEWABLE ENERGY SYSTEM - KALKARNI	31.12.2011	\$ 1,203.84
BC0836	MATTRESSES-CONCAVE	29.02.2012	\$ 269.51
BC0837	MATTRESSES-MC PRESS CARE 2030MMX860MMX150MM	29.02.2012	\$ 892.48
BC0840	LAUNDRY VALET TROLLEY - LIGHT WEIGHT SINGLE BAY	29.02.2012	\$ 835.58
BC0841	LAUNDRY VALET TROLLEY-BASKETS (WHITE)	29.02.2012	\$ 568.39
BC0842	ZIP UNDERBENCH HOT WATER SUPPLY UNIT	29.02.2012	\$ 968.28
BC0845	RHEEM HEATMATE UNITS	29.02.2012	\$ 1,688.74
BC0847	NURSECALL PENDANTS WITH LIGHT SWITCHES (6X4M)	29.02.2012	\$ 548.54
BC0850	DAIKIN SUMP PUMP - FXYAP20KV1	03.05.2012	\$ 857.76
BC0852	D26P ECT TELEPHONE HANDSETS - KALKARNI	30.06.2012	\$ 1,568.90
PM2	INGESOL RIDE-ON MOWER-BO4199	30.06.1995	\$ -
PM6	TORO SIDEWINDER-BO122	01.12.2006	\$ -
PM7	ALROH HONDA REEL MOWER	10.08.2007	\$ 120.65
PPT3	2011 CMADE BOXTOP TRAILER WITH DOG CAGE - 1TBH117	19.12.2011	\$ 1,932.06
PR2	PACIFIC TOWED ROLLER - SECONDHAND-BO4033	25.09.2003	\$ -
PSP1	2 TRAFFIC COUNTERS	31.08.2004	\$ -
PSP2	2 X METROCOUNT MC5600 TRAFFIC COUNTERS	31.10.1997	\$ -
PSP3	UTILITY BACK EASE HOIST	23.06.2004	\$ -
PSP4	POST HOLE DIGGER UTE MOUNTED LITTLE DIGGER	01.09.2005	\$ -
PSP5	GENERATOR 7KVA	01.02.2006	\$ -

## CONFIRMED

<b>ASSET #</b>	<b>ASSET NAME</b>	<b>DATE AQUIRED</b>	<b>WRITTEN DOWN VALUE</b>
PSP6	2 X METROCOUNT 5600 TRAFFIC COUNTERS	02.12.2008	\$ 810.67
PSP7	VERTI MOWER	04.11.2008	\$ 197.78
PSP8	ATV 250L SWIFT HARDI SPRAYER	15.09.2008	\$ 231.65
		<b>TOTAL</b>	<b>\$ 55,352.45</b>

## CONFIRMED

### 13.09.13.0 GOVERNANCE REPORT

#### 13.09.13.01 SEAVROC NRM OFFICER SERVICE – FUTURE PARTICIPATION

<b>FILE REFERENCE:</b>	ADM 0439
<b>AUTHORS NAME AND POSITION:</b>	Kevin O'Connor Chief Executive Officer
<b>NAME OF APPLICANT/ RESPONDENT:</b>	Shire of Quairading
<b>DATE REPORT WRITTEN:</b>	10 September 2013
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	There is no previous meeting reference.

**SUMMARY:** The purpose of this report is for Council to consider a request from the Shire of Quairading for a budget provision to be made for continuation of the SEAVROC NRM Service to the Shire of Brookton.

#### **Background:**

The SEAVROC Regional NRM Officer service commenced in January 2012. The service position objectives are listed as follows:

- To assist groups and individuals within allocated SEAVROC Shires to prepare, initiate and progress NRM projects and initiatives.
- Assist groups, individuals and Council with preparation of applications / submissions and acquittals for relevant external funding.
- Undertake Contract works including provision of technical advice for NRM Projects. Contract works subject to the consent of the SEAVROC Shire Councils.
- Preparation of applications / submissions for relevant external funding.
- Provide technical advice / reports to allocated SEAVROC Councils on sustainability and environment issues.

The service is hosted by the Shire of Quairading and the two NRM Officers are located at the Quairading CRC building. Jen Vincent is the NRM Officer that services our Shire, Beverley and York. A copy of the initial service specifications is attached (**attachment 13.09.13.01A**).

#### **Detail:**

The financial details and budget arrangements for this service are not available in any documentation that clearly set out what the Council has agreed to with the Shire of Quairading.

## CONFIRMED

There seems to be a lack of transparency when it comes to any formal agreement that sets out each of the parties' responsibilities for budget approvals and invoicing arrangement for the service.

This is not to say that some type of formal agreements weren't entered into in good faith, it might be just a case of a lack of documentation being prepared prior to the service commencing.

The series of communications with the Shire of Quairading that have led us to where we are today is detailed below.

- 5<sup>th</sup> July 2013 – I requested what amount we should be allocating in our 2013/14 budget for this service.
- 15<sup>th</sup> July 2013 – received advice that funding contracts had concluded and Quairading received no funds in 2012/13 for assistance with 0.5 salary of the NRM Officer. Also advised that the 2013/14 budget for member Councils would be \$34,920 and that the final invoice for 30/6/2013 will be sent shortly and will be \$19,000 per Council.
- 19<sup>th</sup> July 2013 – On discussing the above with Council I informed Quairading Shire that we would no longer be participating in the NRM Officer regional service. I also asked for a copy of the formal agreement regarding this service and passed on the Councils concerns about the method of invoicing and budgeting for this service.

I also requested any documentation they may have on the service agreement, in particular how the invoicing and annual budget is supposed to work.

- 19<sup>th</sup> July 2013 – Quairading acknowledged Councils decision to no longer participate in the SEAVROC NRM Officer service and the fact that the end of the funding has placed further burden on all participating Councils. Also said they would find the original proposal for the service as put to a SEAVROC meeting.
- 14<sup>th</sup> August 2013 – Received letter (**attached 13.09.13.01B**) from Shire of Quairading advising that the joint NRM service for Brookton, Beverley and York commenced in January 2012 following consensus by the then SEAVROC CEO's. Attached to the letter was an email from our Deputy CEO dated 23<sup>rd</sup> May 2012 saying that he was happy with what was detailed in the SEAVROC Environmental Services specifications, with one amendment.

The letter also:

- confirmed that the part funding of the NRM Officer salary was concluded at the end of the CFoC project funding in 2011/12.
- Provided details in regard to Brookton services and projects
- Advised that full member council contributions for 2013/14 would be \$35,320
- provide the Brookton service hours detail for July 2013
- provided an alternative service delivery model whereby the Shire of Brookton could utilize the NRM Officer service on an hourly fee basis of \$77.00/hr

## CONFIRMED

- 30<sup>th</sup> August 2013 – I acknowledged their letter however, advised that I still had not received details of how the annual budget is approved and how the invoicing and payments are to be dealt with by each Council. Also reiterated our concern that the 2012/13 service was not supported by any grant funding however, we were not made aware of this which has led to us receiving an invoice for \$19,000 which is not budgeted for and we are unable to pay. Requested a presentation to Council on the SEAVROVC NRM Officer service

30<sup>th</sup> August 2013 – Quairading acknowledged my request for further information and also advised as follows;

- that they don't believe the CEO's of the day formulated or signed off a "Budget timetable / Format Process" but accepted the principle of Quairading as the Host Employer and the Invoicing of Member Councils at least twice per Year.
- I accept and acknowledge Brookton Council's position at this time and recognise that there has been a flaw in the understanding of the numerous NRM projects (both Regional and Local Projects) in this Office and acknowledge that an error occurred in not advising of the cessation of the external Grant Program earlier to Member Councils. Quairading Council also made a Budget assumption and budgeted for the 0.5 FTE Grant to continue in 12/13, this was proven to be an error.
- Previous Invoicing has been in 2 Instalments of the Published Budget which in 12/13 was 2 Payments of \$11543.80 (exc GST) each with the first Instalment raised in December (should have been in October) and paid by Brookton in January 2013. Second Instalments (or Fee for Service) were to be raised in April / May.
- A Total Declared Budgeted Contribution of \$23087.60 (exc GST) per Member Council incorrectly provided for the "Caring for Country Project Funding" towards the EPO's salary. As Host Council ,I believe the original Invoicing of 2 x \$11543.80 (exc GST) should stand and the error of the balance borne by the Host Council, unless the other individual Councils agree to paying a Higher Contribution to assist with the Shortfall.
- As the Service's Manager, I recognise that further improvements can made to the Budgeting, Reporting and Accountability to the Member (and Client) Councils and look forward to discussing this further with you to achieve the improvements.
- Some of the main issues that need addressing is future level of (if any) commitment to the Regional NRM Service by Brookton Shire (Hourly Fee for Service is an Option as previously stated) including what level of service (Hours) is Council and the Community seeking and willing to contribute to. Secondly, how are the Biodiversity Fund Projects benefits delivered and distributed to the rural landholders within the SEAVROC Region. Thirdly, if Brookton Shire do not contribute financially, whether Brookton landholders

## CONFIRMED

are withdrawn from the Biodiversity Project for the remainder of the project as all Management of the project by the various NRM's employed by various Councils was the "in Kind" Contribution to the project across WEROC, NEWROC and SEAVROC. Jen Vincent plays a pivotal role in the Project Management and Delivery of the Project.

As you can see from the above, there will be some impacts for landowners if the NRM Officer service is no longer continued in the Shire of Brookton. This needs to be balanced against the Councils capacity to pay approximately \$35,000 per annum, or a fee for service at \$77.00/hr, for a level of service yet to be determined.

In order to give a further indication of the types of services that Brookton has been receiving, the following information was included in the NRM Officers reports for December 2012, January 2013 and June 2013.

- Advertising for Red Card foxes/rabbits community shoot
- Liaising with DEC on status of Shires clearing permits
- Send out E-news letter
- General advice to landowners
- Submit annual clearing report to DEC
- Application for invasive species control grant project
- Meet with staff, Councillors about River Trail Project and rabbit control in townsite
- Native vegetation clearing permit

At the Shire staff level, we only have contact with the NRM Officer on a regular basis when clearing permit and native tree planting off-sets are needed. Or on a specific needs basis such as in the case of rabbit control or grant funding opportunities.

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

There are no implications in regards to this report

### **Policy Considerations:**

There are no implications in regards to this report

### **Consultation:**

Apart from the Shire of Quairading, there has been no consultation or communications with any other stakeholders

### **Financial Implications:**

Payment details for the 2010/11 financial year (even though the joint service did not commence until January 2012) were;

1/5/2011 \$ 9,090.91- *NRM services SEAVROC contribution as per budget.*

30/6/2011 \$ 10,909.09 – *remainder SEAVROC contribution as per budget.*  
\$20,000.00

2011/12 financial year;

31/12/2011 \$6,759.55- *correction of allocation of NRM expenses*  
02/12/11

28/6/2012 \$6,759.55 – *NRM expenses transferred*  
\$13,519.10

## CONFIRMED

2012/13 financial year;  
1/8/2012 \$8,816.09 – final adjustment of SEAVROC contribution  
2011/12

1/1/2013 \$11,543.80 – SEAVROC & NRM contribution 2012/13  
\$20,359.89 1<sup>st</sup> payment

2013/14 financial year;  
16/7/2013 \$19000.00 – final payment SEAVROC NRM services (unpaid to date).

It could be argued that we should have expected to make two equal payments of \$11543.80 for 2012/13 even though this was not budgeted for; in fact the 12/13 budget only allocated \$13519.00 to this expense. So I don't think anyone had a good understanding of how the invoicing and payment process was to work.

Quairading are requesting that we now pay the remaining second payment of \$11543.80 instead of the \$19,000 that has been invoiced.

At present there are no funds allocated in the 2013/14 budget for these services. If Council wishes to participate in some capacity, it would require a budget amendment to be made following investigation of where these funds would be re allocated from within the existing budget.

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

Outcome 2.1 Preservation of the Natural Environment,  
*Measure- dollars spent on local environmental projects*

Strategy 2.1.1 *Promote and support natural resource management and community based initiatives within the Shire*

Strategy 2.1.3 *Collaborate with the Department of Environment and Conservation and other agencies on natural reserve management.*

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

Strategy 2.1.3

*Activity & Services: Initiate a community awareness program utilizing the NRM Officer to effectively manage nature reserves including preservation of native plants and animals and control of introduced species.*

Responsibility: CEO 2015-16

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

From my understanding of the NRM service, apart from Shire native vegetation clearing approvals and reporting to the DEC, it is mainly for the benefit of private rural properties involving advice to landholders/farmers and participation in grant funded projects.

The grant funded projects are mainly part of a regional SEAVROC or Wheatbelt NRM collaboration that attracts greater funding because of the larger areas involved.

I am unable to comment on the value and importance of the advice and project work carried out on private rural property within the Shire of Brookton. However, I am able to advise that

## CONFIRMED

the NRM service provided for native vegetation clearing and associated permits and offsets are of value to the organisation and should be retained.

From an operational point of view, my concerns are as have been raised and listed in the above correspondence with the Shire of Quairading, because they have a direct impact on the financial management of the organisation.

My recommendations will be for the Council as representatives of the various landowners/farmers to make an informed decision on whether to continue to participate in the SEAVROC NRM service for landowners and farmers.

It will also be recommended that we continue to receive SEAVROC NRM services associated with native vegetation clearing and associated permits and offsets, but based on a fee for service arrangement.

If it is decided to continue in some capacity with the landowner and farmer SEAVROC NRM service, then staff will recommend a budget amendment to clear the outstanding 2012/13 invoice and any future cost of the service and put in place an appropriate service agreement in line with Council approved budget allocations.

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

That Council:

1. Based on the information received on the SEAVROC NRM service makes a decision whether to participate in the landowner/farmer service,
2. Continue to receive the SEAVROC NRM services associated with native vegetation clearing and associated permits and offsets, but based on a fee for service arrangement,
3. Request staff to prepare a budget amendment to clear the outstanding 2012/13 SEAVROC NRM service invoice and allocate sufficient funds to continue with the services associated with native vegetation clearing and associated permits and offsets, but based on a fee for service arrangement.

### **Voting Requirements:**

Simple majority

#### **Council Resolution**

**13.09.13.01**

**Moved Cr Wilkinson Seconded Cr Walker**

**That Council suspend Standing Orders 9.1, 9.5 and 9.6 to facilitate discussion.**

**CARRIED 6-0**

#### **Council Resolution**

**13.09.13.02**

**Moved Cr Wilkinson Seconded Cr Mills**

**That Standing Orders 9.1, 9.5 and 9.6 be resumed.**

**CARRIED 6-0**



## CONFIRMED

### Council Resolution

**13.09.13.03**

**Moved Cr Eva Seconded Cr Walker**

**That Council lay this item on the table until the October 2013 Council Meeting, pending receiving further information on:**

- **Budget savings;**
- **Land holder's participation; and**
- **Alternative service provision for native vegetation clearing permits.**

**CARRIED 6-0**

Reason for change – to gather further information, and un-budgeted expense.

**13.09.13.01A – Initial Service Specifications**

**13.09.13.01B – Letter from Shire of Quairading**

**13.09.13.01C – SEAVROC Environment Service Record - July 2013**

## SEAVROC Environmental Services

Commencement date: 1 January 2012.

2 x Environment Officers: SEAVROC Environment Officer (Shires of Quairading, Cunderdin & Tammin)  
SEAVROC Environment Officer (Shires of Beverley, Brookton & York)

Located at the Shire of Quairading (CRC Building – 1 Parker St, Quairading)

### Position Objectives

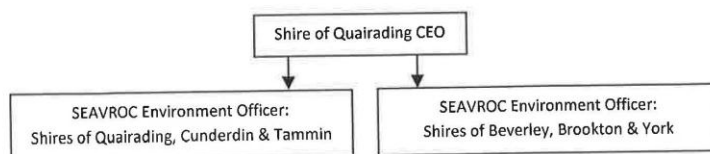
- To assist groups and individuals within allocated SEAVROC Shires to prepare, initiate and progress NRM projects and initiatives.
- Assist groups, individuals and Councils with preparation of applications / submissions and acquittals for relevant external funding.
- Undertake Contract works including provision of technical advice for NRM projects. Contract works subject to the consent of the SEAVROC Shire Councils.
- Preparation of applications / submissions for relevant external funding.
- Provide technical advice / reports to allocated SEAVROC Councils on sustainability and environment issues.

### Key Duties and Responsibilities

- Contract work with Wheatbelt Natural Resource Management on the Soil Conservation Incentives program.
- Undertake work in allocated SEAVROC Shires for the Caring for our Country Project 'Perennial farming systems targeting wind erosion within the North Eastern and southern Wheatbelt regions of WA' for up to (Project end June 2013).
- Undertake work in allocated SEAVROC Shires for the Biodiversity Fund "Connecting Biodiversity across the Wheatbelt of Western Australia" (Project end 2017).
- To assist groups and individuals within allocated SEAVROC Shires to prepare, initiate and progress environmental initiatives.
- Assist individuals, catchment groups, LCDCs, Councils and community groups with preparation of applications / submissions and acquittals for relevant external funding and the implementation of these projects.
- Provide advice where possible on Biosecurity issues relating to declared plants and animals. Direct landholders to the local Department of Agriculture and Food Biosecurity Officer.
- Assist Councils with their legal requirements under the Environmental Protection Act in regard to clearing native vegetation for implementation of works programs and complying with offset conditions.
- Provide technical advice to landholders in regard to native vegetation clearing legislation.
- Source relevant technical advice and provide extension to land holders through regular email newsletters and advertising in local newspapers to encourage sustainable land use.
- To provide a link between landholders to relevant government and natural resource management agencies.
- Support and provide information on Natural Resource Management education as required to the local school.
- Make recommendations to Chief Executive Officer and Council on environmental issues and policy.
- Attend Shire Council offices for direct contact with landholders, Shire staff and other parties as required.
- Prepare a regular report of activities to allocated SEAVROC Shire Councils.

### Organisational relationships

Responsible to: Chief Executive Officer – Shire of Quairading (Day to Day Supervision)



## 13.09.13.01A – Initial Service Specifications

CONFIRMED

13.09.13.01B – Letter from Shire of Quairading



## Shire of Quairading

10 Jennaberring Road, Quairading WA 6383 ~ P.O. Box 38, Quairading WA 6383  
Telephone (08) 9645 1001 ~ Fax (08) 9645 1126

All correspondence to be addressed to Chief Executive Officer

Your Ref:  
Our Ref: **BROOKTON SEAVROC NRM**  
LGA 13

GAF: JLC

14<sup>th</sup> August 2013

Mr Kevin O'Connor  
Chief Executive Officer  
Shire of Brookton  
P O Box 42  
**BROOKTON WA 6306**

Dear Kevin

### *SEAVROC NRM Regional Service*

I acknowledge your recent email advice and conversations in which you expressed concern at the increasing cost of the SEAVROC NRM Services to the Member Councils.

I advise that the Joint Service with the Environment Project Officer Ms Jen Vincent servicing the Shires of Brookton, Beverley and York was commenced in January 2012 following consensus by the then SEAVROC Chief Executive Officers.

A similar Officer and Arrangement was established to service the Shires of Cunderdin, Tammin and Quairading.

The Shire of Tammin are not a Member Council Subscriber and pay on an Hourly Basis on an "as and when needed basis".

A copy of the Concept Paper and the Consent of the then Deputy Chief Executive Officer Mr Stan Kocian who was attending the Chief Executive Officers' Meeting as Acting Chief Executive Officer is attached for your Council's reference.

I confirm that the original part funding of the Salary of the Environment Project Officer was concluded with the end of the "Caring for Our Country" Project in 2011 / 2012 and that further Contracts and Contributions to the Salary and Operating Costs will be sought in future projects to minimise Contributions from Member Councils and Client Councils. Historically, this has occurred but are always subject to the short timeframe / tenure of such NRM Funding / Contracts.

The Environment Project Officer Ms Vincent has provided the following information in regard to Brookton Services and Projects: -

- The Environment Service has reached approximately 20 landholders/farmers within the Shire, either by way of advice on NRM issues over the phone/email or in person, or the assistance in preparing grant applications for individual projects or their involvement in the Regional Caring for Our Country and Biodiversity Fund Programs.
- "Caring for Our Country Project" – 6 Brookton farmers received over 35,000 seedlings and perennial pasture seed from 2010-2012 including having access to Field Days and up to date trial information and publications.
- The Biodiversity Fund Project will allow at least 9 farmers in Brookton to have access to on-ground works worth at least \$123,750 over the next 3 years plus access to workshops and new publications.
- Wheatbelt NRM "Caring for Country" SCIP Project – 2 Brookton farmers secured over \$45,000 to implement sustainable agriculture projects from 2011-2013.
- 2 Brookton young farmers receiving over \$5000 worth of travel and conference expenses to attend the World Congress of Conservation Agriculture in 2011.
- Funding has been secured regularly for continued Across Landscape Fox Control across private property (Red Card for the Red Fox Program).
- The Service also is there to provide advice to landholders, local groups and Council in grant writing and planning of local NRM projects as required.
- The Service is also utilised by the Shire of Brookton Works Manager and staff in providing advice on the legislative requirements, associated Permits and offset requirements under the Environmental Protection Act in regard to clearing native vegetation for implementation of the Council's Works programs.
- The Service provides (when requested) regular attendance at the Shire of Brookton Administration Centre, Council Meetings, Works Depot or within the Community.
- The Service can arrange Free Training on the Environmental Protection Act and in particular landholders' Compliance responsibilities especially in regard to refencing or new fencing projects adjoin Roads and Council Reserves.
- Brookton will benefit through the continued collaboration of NRM services across SEAVROC, NEWROC and WEROC, sourcing funding for large scale NRM and Sustainable Agriculture projects across 17 Wheatbelt Shires. This collaboration was recognised at the 2012 WA Environment Awards, winning the 'Government Leading by Example' award.

As detailed above, the benefits and strengths of the Regional Service to each of the Communities have brought significant gains to the Councils and their Communities.

A full Member Council Contribution will be \$35,320 (per Council) (nett of GST) in the 2013 / 2014 Year.

---

It is noted that Ms Vincent has undertaken 36 Hours of SEAVROC NRM Services to the Shire of Brookton for the month of July 2013. A Schedule of the Works undertaken are attached for Council's information.

As the Host Provider, the Shire of Quairading respectfully requests that a Budget Provision be made for continuation of all or part of the NRM Services delivered by the SEAVROC Team.

Council provides an alternative that the Shire may elect to utilise the Client Council Hourly Fee Basis which will be \$77.00 (inc of GST) per Hour in 2013/2014 including Travelling Time to / from Brookton and including all other Expenses such as Motor Vehicle / IT Expenses.

I invite you to make contact with me should you require any further information.

Yours faithfully



**GRAEME A FARDON**  
Chief Executive Officer

## CONFIRMED

### 13.09.13.01C – SEAVROC Environment Service Record

#### SEAVROC Environment Service Record Shire of Brookton

1/7/13 – 31/7/13

Date	Project	Task	Time (Hrs)
1/7/13	General	Monthly report May	1
2/7/13	Biodiversity Fund	Monthly meeting	2
3/7/13	State NRM Grants	Grant application for providing subsidised baits for farmers	5
3/7/13	General	Organise rabbit control brochures for Shire	1
4/7/13	Clearing Permits	Annual Native Vegetation Clearing report for the SEAVROC Shires submitted to DEC	2
4/7/13	Wheatbelt NRM Soil Conservation Incentives Program	<ul style="list-style-type: none"><li>- Contract completion report</li><li>- Immediate outcomes report</li><li>- Progress report</li></ul>	2
12/7/13	Biodiversity Fund	Site Visit – Nigel Morrison	5
23/7/13	Professional NRM Network Steering Committee	Quarterly Meeting	2
26/7/13	Email Newsletter	SEAVROC E-News	1
1/7/13	Biodiversity Fund	Project Management	15
–			
31/7/13			
<b>TOTAL</b>			<b>36</b>

**CONFIRMED**

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

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

**16.09.13.0 CONFIDENTIAL REPORT**

Nil

**17.09.13.0 NEXT MEETING**

The next Ordinary meeting of Council will be on Thursday 17 October 2013 at 12.30 pm.

**18.09.13.0 CLOSURE**

There being no further business the Presiding Member closed the meeting at 2:16pm.