



Shire of Brookton

ORDINARY COUNCIL MEETING

MINUTES

Thursday 17 October 2013

These minutes were confirmed by Council as a true and correct record of the Ordinary Council meeting held on 17 October 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.

Shire of Brookton
Ordinary Meeting of Council held 17 October 2013
Commencing at 12.30 pm.

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1.10.13 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES

The Presiding Member opened the meeting at 12.34pm 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

Carina Whittington

Community Services Manager

Courtney Fulwood

Administration Officer

Members of the Public

Theresa Fancote

Louise Allington

John Penn

Frans & Anna Postma

Apologies

Julie Oliver

Deputy Chief Executive Officer

Leave of Absence

Nil

2.10.13 ANNOUNCEMENT OF VISITORS

The Shire President welcomed members of the public.

3.10.13 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.10.13 PUBLIC QUESTION TIME

Nil

5.10.13 APPLICATIONS FOR LEAVE OF ABSENCE

Council Resolution

5.10.13.01

Moved Cr Walker Seconded Cr Crute

That Cr Mills be approved Leave of Absence for the November 2013 Council Meeting.

CARRIED 6-0

6.10.13 PETITIONS/ DEPUTATIONS / PRESENTATION
Nil

7.10.13 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Council Resolution

7.10.13.01

Moved Cr Crute Seconded Cr Walker

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers on Thursday 17 September 2013 be confirmed as a true and correct record of proceedings.

CARRIED 6-0

8.10.13 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

Condolences

Nil

9.10.13 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

Item no.	Councillor / Staff	Nature of Interest	Extent of Interest
16.10.13.01	K O'Connor	Author of the Report to Council	

10.10.13.0 TECHNICAL & DEVELOPMENT SERVICES REPORT

10.10.13.01 DEVELOPMENT APPLICATION – OUTBUILDING (STORAGE SHED) – 63 (LOT 305) TILLER STREET, BROOKTON

FILE REFERENCE: P419

AUTHORS NAME AND POSITION: Stefan de Beer
Shire Planner

NAME OF APPLICANT/ RESPONDENT: Frans & Anna Postma

DATE REPORT WRITTEN: 7 October 2013

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

It is proposed to construct an Outbuilding at 63 (Lot 305) Tiller Street, Brookton that will require a variation of the Council Policy on Outbuildings. It will be recommended the application be approved.

Background:

The subject site is 1.53 ha in extent, zoned *Rural Townsite* and contains a single dwelling and outbuildings. The proposal is to construct an additional outbuilding of a wall & roof height in excess of the maximum wall & roof height permitted in Council's Outbuilding Policy. The maximum permissible wall & roof height for an outbuilding in abovementioned policy are respectively 3m & 4m. The barn-style outbuilding is to have a maximum wall height of 3.6m and roof height at the apex of approximately 4.22 m.

The aggregate footprint of the all the outbuildings on the subject site (existing and proposed) will also bring the total footprint area of the outbuildings to approximately 202m² which is 2m² more than the total aggregate permitted in the Outbuilding Policy (the extent of the footprints of the existing outbuildings measure approximately 107.5m² and the extent of the footprint of the proposed outbuilding will measure approximately 94.5m²).

Details:

The application is being referred to Council as certain elements of the design, as described above, are beyond the maximum allowed under Council's Outbuilding Policy in the *Rural Townsite* Zone. The proposed outbuilding is to be used for storage.

Statutory and Legal Considerations:

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

Policy Considerations:

A variation to Council's Outbuilding Policy is required.

Consultation:

No consultation was deemed required.

Financial Implications:

There are no financial implications relative to this issue.

Strategic Community Plan (2013 – 2023):

- No specific implication relative to this application.

Corporate Business Plan (2013 – 2017):

- No specific implication relative to this application.

Local Planning Strategy:

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

Officer's Comment:

The proposed location of the new outbuilding towards the rear of the lot will minimise any disturbance to amenity. To further minimise disturbance to amenity it will be recommended, should Council approve the application, the outbuilding be clad in Colorbond or similar as a condition of approval.

It is submitted that the limited visibility of the proposed structure from both Tiller Street and Jose Street, as a result of the location of existing buildings and vegetation, will not negatively influence the amenity of the area.

In the opinion of staff the combined bulk of the outbuildings will have marginal impact, and as a result of its location in relation to other existing buildings on the site, as well as its site specific location, will not be a contender to create an unwanted precedent. It is considered to be in pace with the character and planning intent for the area and will therefore be recommended for approval.

Officer's Recommendation:

That Council grant Planning Approval for an Outbuilding at 63 (Lot 305) Tiller Street, Brookton, subject to the following conditions and advice notes:

Conditions:

1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.
2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.
3. The outbuilding shall not be used for commercial or industrial activity or human habitation.
4. External walls and roof are to be clad with a non reflective finish, such as Colorbond or similar approved material, in a colour which is in harmony with the existing built form in the area, to the satisfaction of the Shire Planner.

Advice Notes:

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

Voting Requirements:

Simple Majority

Council Resolution

10.10.13.01

Moved Cr Eva Seconded Cr Mills

That Council grant Planning Approval for an Outbuilding at 63 (Lot 305) Tiller Street, Brookton, subject to the following conditions and advice notes:

Conditions:

- 1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.**
- 2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.**
- 3. The outbuilding shall not be used for commercial or industrial activity or human habitation.**
- 4. External walls and roof are to be clad with a non reflective finish, such as Colorbond or similar approved material, in a colour which is in harmony with the existing built form in the area, to the satisfaction of the Shire Planner.**

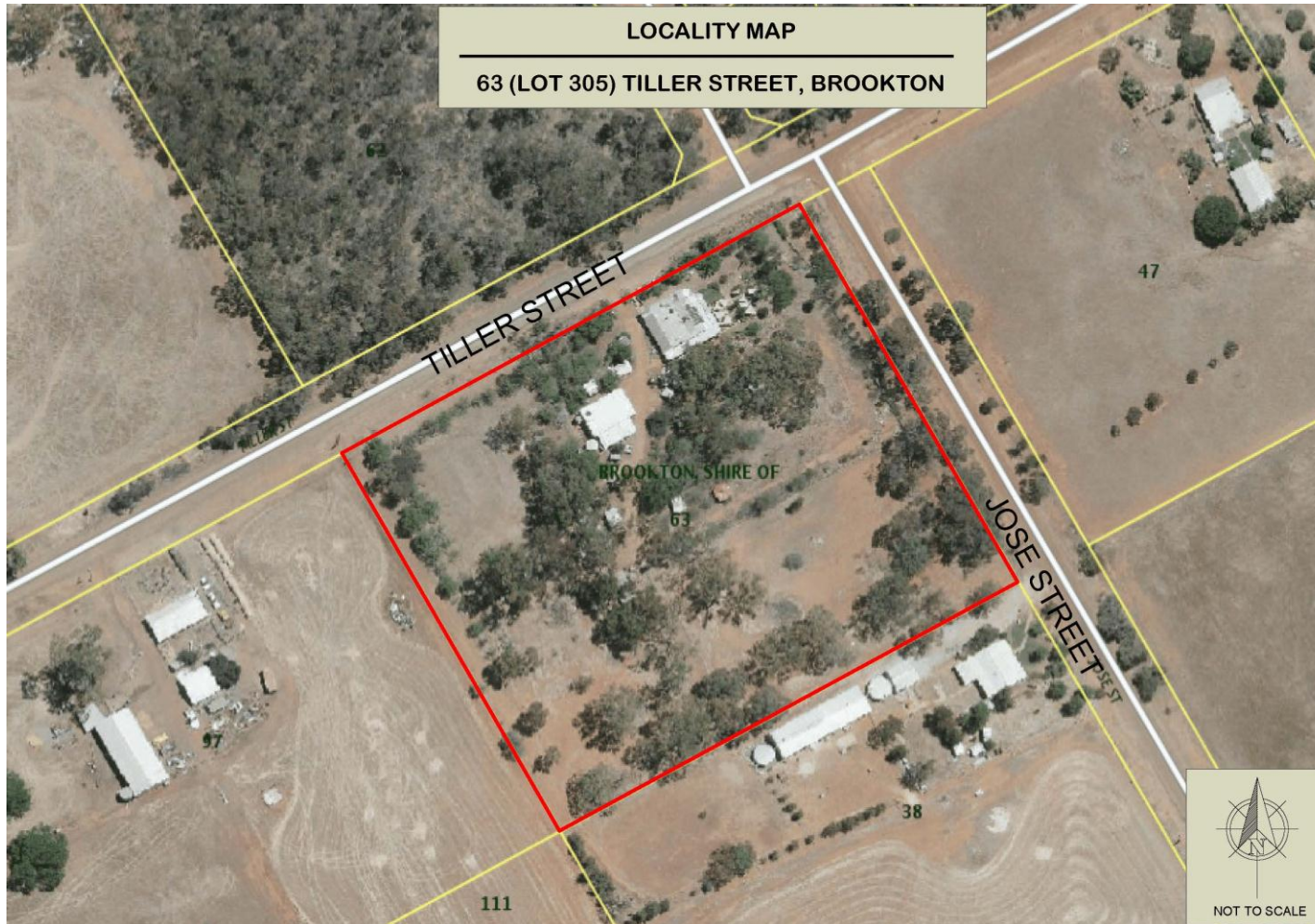
Advice Notes:

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

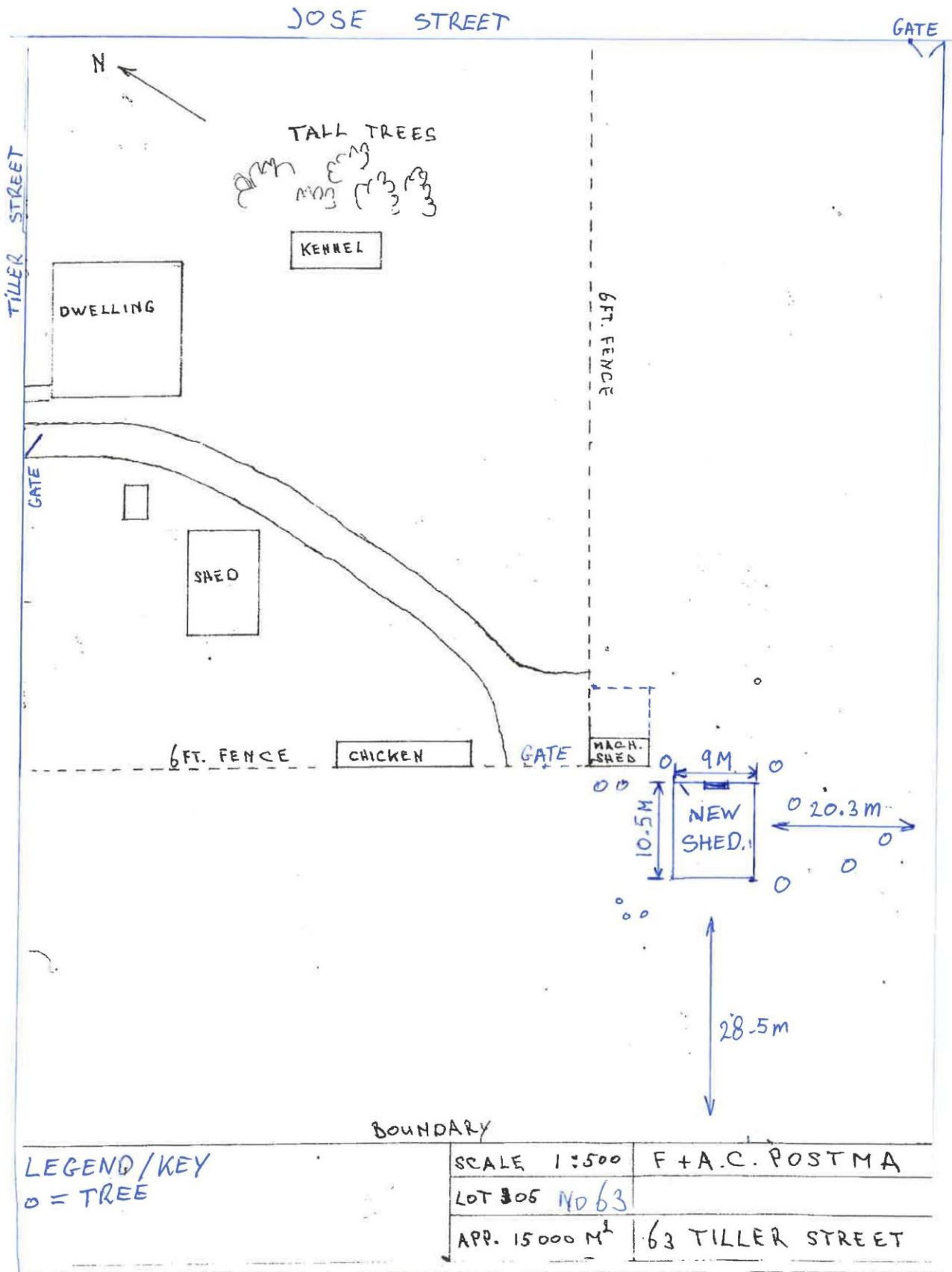
CARRIED 6-0

ATTACHMENT 10.10.13.01A

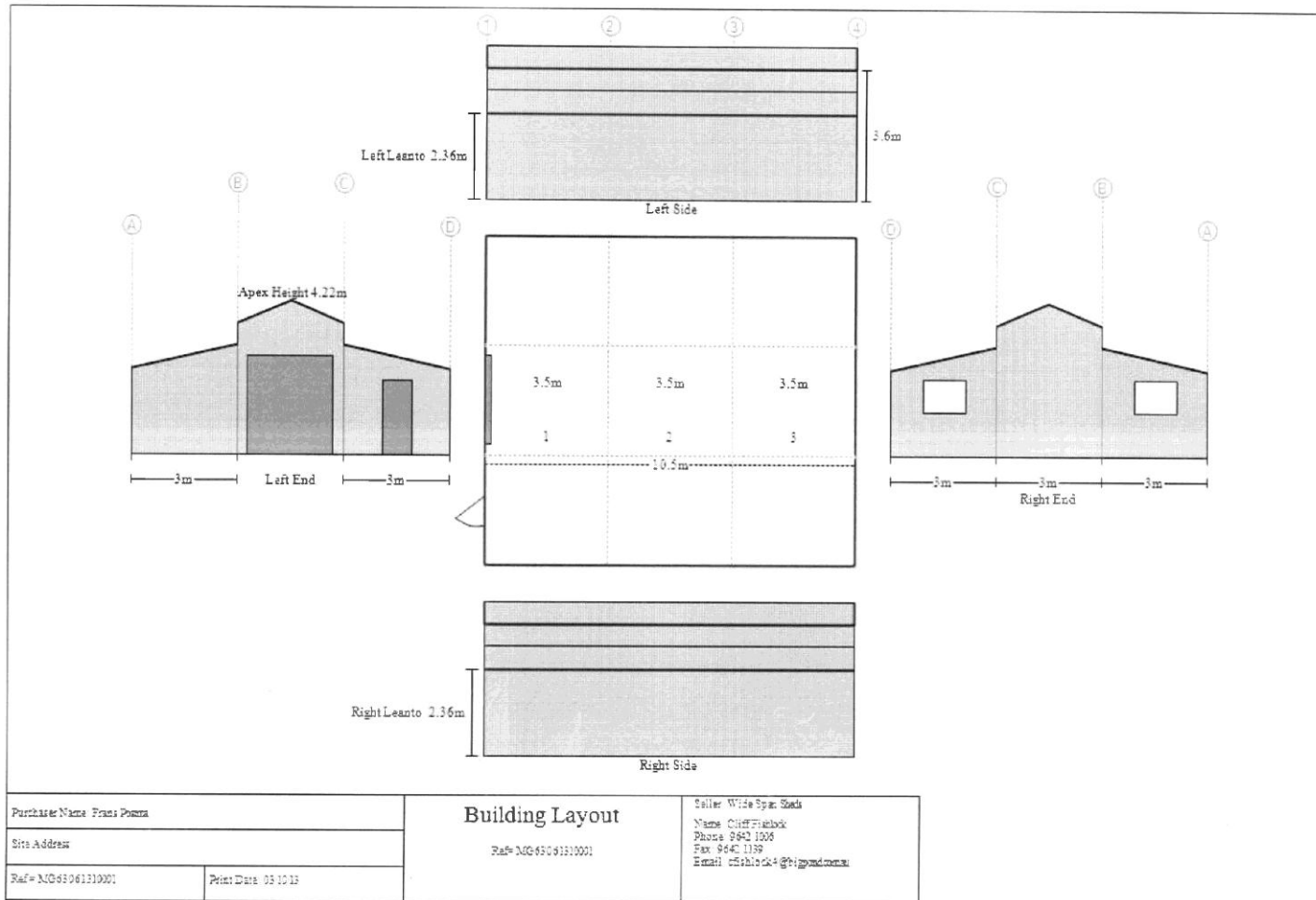
ATTACHMENT 10.10.13.01A
Locality Map



Site Plan



Supplying premium quality 100% Australian steel buildings locally and throughout the world.



10.10.13.02 ROAD CLOSURE – RESERVE STREET, BROOKTON

FILE REFERENCE: ADM0530

AUTHORS NAME AND POSITION: Stefan de Beer
Shire Planner

NAME OF APPLICANT/ RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 7 October 2013

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

The proposed closure of Reserve Street, Brookton was advertised as per Section 58 of the Land Administration Act, 1997. It will be recommended that Council resolve to formally request the Minister to close the road.

Background:

At its 15 July 2010 meeting Council resolved:

“That Council initiate the closure of Reserve Street”

Details:

The proposed road closure has been advertised for 35 days in compliance with section 58 of the Land Administration Act 1997 and is being presented to Council for final consideration.

Statutory and Legal Considerations:

Roads are closed under Section 58 of the Land Administration Act 1997 in compliance with Land Administrative Regulations 1998.

Policy Considerations:

There is no council policy relative to this issue.

Consultation:

A summary of the responses received during advertising and staff comment are detailed below. Copies of the responses can be made available should Councillors so wish.

Respondent	Property	Comments	Planner's Response
Water Corporation	-	The proposal will require the 50 meter section of water mains in Reserve Street to be isolated (cut and capped).	Noted.
Telstra	-	No Objections to the proposed discontinuance. Telstra Assets in near vicinity.	Noted.

Financial Implications:

The Shire might be financially liable for the works associated with the isolation of the water main and possible relocation of Telstra plant, if applicable.

Strategic Community Plan (2013 – 2023):

- No specific implication relative to this application.

Corporate Business Plan (2013 – 2017):

- No specific implication relative to this application.

Local Planning Strategy:

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

Officer's Comment:

Since there were no objections to the proposal it will be recommended the road closure be proceeded with.

Officer's Recommendation:

That Council resolve to accept the officer's comment on the advertising and request the Minister close Reserve Street, Brookton as detailed in the attached plan.

Voting Requirements:

Simple Majority

Council Resolution

10.10.13.02

Moved Cr Mills Seconded Cr Crute

That Council resolve to accept the officer's comment on the advertising and request the Minister close Reserve Street, Brookton as detailed in the attached plan.

CARRIED 6-0

ATTACHMENT 10.10.13.02A

ATTACHMENT 10.10.13.02A



FILE REFERENCE: ADM 0047

AUTHORS NAME AND POSITION: Stefan de Beer
Shire Planner

NAME OF APPLICANT/ RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 7 October 2013

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

PREVIOUS MEETING REFERENCE: 18 April 2013.

SUMMARY:

Amendment 14 to Shire of Brookton Town Planning Scheme No. 3 is presented to Council for final adoption. It will be recommended the request be approved.

Background:

At its 18 April 2013 meeting Council resolved to initiate Amendment 14 to Town Planning Scheme No. 3 for the purpose of prohibiting the use of Relocated Second Hand Buildings at the Koornong Subdivision (Lots 100 – 106 Brookton Highway).

Details:

The Shire Planner was further instructed to forward the documentation (Scheme Report) to the Environmental Protection Authority (EPA) for assessment and the Western Australian Planning Commission (WAPC) for information.

Following a determination from the EPA under section 48A(1)(a) of the *Environmental Protection Act 1986* that the Scheme Amendment should not be assessed under Part IV Division 3 of the Act, Shire Planner proceeded to advertise the Scheme Amendment, as prescribed by and in compliance with the *Town Planning Regulations 1967*.

Statutory and Legal Considerations:

Town Planning Schemes are amended under Section 75 of the *Planning and Development Act 2005*.

Policy Considerations:

The relevant Council Policy had already been modified to align it with the Scheme Amendment 14 proposal.

Consultation:

In compliance with the *Town Planning Regulations 1967* the proposal was advertised for a period of 42 days. A site notice was displayed and a copy of the relevant Scheme Amendment documentation was available on the Shire's website, as well as the front counter of the Shire Administration Office. A copy was also displayed on the Official Shire Notice Board. A total of two submissions were received comprising of no objections. The submissions and Shire Planner's response are presented in the table below for Council's consideration. Should Councillors so wish, copies of the submissions can be made available on request.

The following conventions, as per WAPC guidelines are used in the table:

All submissions are 'noted' however the terminology of 'Dismiss', 'Upheld' or 'Partially Upheld' is standardized for recommendations to the WAPC. If a submission is only 'noted' it does not make it clear to the WAPC whether Council agrees or does not agree with the submission. If a submission is 'upheld' it means that Council agrees that the amendment should be modified as a result of the submission. If a submission is 'dismissed' it means that no modifications are recommended.

No.	Name	Summary of Submission	Council's Comment	Council's Recommendation
1	Water Corporation	Water Corp advises that they do not have any comment on the scheme amendment other than to confirm that lots 100 to 106 have adequate provision for connection to reticulated town water supply.	The submission is noted.	That the submission be dismissed.
2	Western Power	Western Power does not have any specific comments at this time to the proposal, however they would appreciate being kept informed of developments. As there are overhead powerlines and/or underground cables adjacent to or traversing the property the following should be considered: prior to any works commencing if any alignments, easements or clearances are encroached or breached.	The submission is noted.	That the submission be dismissed.

Financial Implications:

There are no financial implications relative to this issue.

Strategic Community Plan (2013 – 2023):

- No specific implication relative to this application.

Corporate Business Plan (2013 – 2017):

- No specific implication relative to this application.

Local Planning Strategy:

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

Officer's Comment:

The Koornong Subdivision is located adjacent to an important transport route, and a prominent entrance to the Brookton Townsite. Development of an aesthetically acceptable standard should therefore be encouraged at this location.

Irrespective of the ability of Council to lay down Conditions of Planning Approval to ensure aesthetically acceptable development, Relocated Second-Hand Buildings are considered to present specific challenges in this regard. For this reason Relocated Second-Hand Buildings are not considered to be appropriate for this location.

Through statutory mechanisms such as the Town Planning Scheme No 3, the aim of an aesthetically acceptable entrance into the townsite, should be strengthened, and this planning intent can be achieved through the proposed Scheme Amendment.

Final adoption for Scheme Amendment 14 is supported due to:

- There were no objections raised during the advertising period;
- The amendment will strengthen the Shire's ability to control development at this precinct.

Officer's Recommendation:

That Council resolve to: -

1. Approve the final adoption of Scheme Amendment 14 to Shire of Brookton Town Planning Scheme No. 3, without modification, for the purpose of prohibiting the use of Relocated Second Hand Buildings at the Koornong Subdivision (Lots 100 -106) Brookton Highway;
2. Forward the Scheme Documents, pursuant to s87 of the Planning and Development Act 2005, to the Western Australian Planning Commission for assessment, and approval by the Minister for Planning.

Voting Requirements:

Simple Majority

Council Resolution

10.10.13.03

Moved Cr Wilkinson Seconded Cr Crute

That Council resolve to: -

- 1. Approve the final adoption of Scheme Amendment 14 to Shire of Brookton Town Planning Scheme No. 3, without modification, for the purpose of prohibiting the use of Relocated Second Hand Buildings at the Koornong Subdivision (Lots 100 -106) Brookton Highway;**
- 2. Forward the Scheme Documents, pursuant to s87 of the Planning and Development Act 2005, to the Western Australian Planning Commission for assessment, and approval by the Minister for Planning.**

CARRIED 6-0

12.10.13.0 FINANCE & ADMINISTRATION REPORT

12.10.13.01 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 th October 2013
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	There is no previous meeting reference.

SUMMARY:

The List of Accounts for payment 30 September 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 12.10.13.01A

Municipal Account

Direct Debits	\$ 75,687.48
EFT	\$ 805,949.18
Cheques	\$ 49,037.11
<i>Trust Account</i>	\$ 3,780.00

Statutory and Legal Considerations:

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

Policy Considerations:

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

Financial Implications:

There are no financial implications relevant to this report.

Strategic Community Plan (2013 – 2023)

No reference

Corporate Business Plan (2013-2017)

No reference

Officer's Recommendation:

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 30 September 2013, per the summaries included in Attachment 12.10.13.01A in accordance with the Local Government (Financial Management) Regulations 1996:

Municipal Account

Direct Debits	\$ 75,687.48
EFT	\$ 805,949.18
Cheques	\$ 49,037.11
<i>Trust Account</i>	\$ 3,780.00

Voting Requirements:

Simple Majority

Council Resolution

12.10.13.01

Moved Cr Crute Seconded Cr Walker

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 30 September 2013, per the summaries included in Attachment 12.10.13.01A in accordance with the Local Government (Financial Management) Regulations 1996:

Municipal Account

Direct Debits	\$ 75,687.48
EFT	\$ 805,949.18
Cheques	\$ 49,037.11
<i>Trust Account</i>	\$ 3,780.00

CARRIED 6-0

ATTACHMENT 12.10.13.01A

ATTACHMENT 12.10.13.01A

SEPTEMBER 2013 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 17th OCTOBER 2013

12.10.13.01A

Chq/EFT	Date	Name	Description	Amount
16919	09/09/2013	LANDGATE	REGISTRATION OF SILVER CHAIN LEASE OF SADDLEBACK	\$ 172.00
16920	17/09/2013	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 325.54
16921	17/09/2013	BENDIGO SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 539.76
16922	17/09/2013	BROOKTON SUPERMARKET	SUPPLIES FOR COUNCIL MEETING, CLEANING PRODUCTS, MILK	\$ 321.75
16923	17/09/2013	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 438.48
16924	17/09/2013	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	LEVY PAYMENT RECONCILIATION AUGUST 2013 A311	\$ 61.20
16925	17/09/2013	BUILDING COMMISSION	LEVY PAYMENT RECONCILIATION AUGUST 2013	\$ 35.50
16926	17/09/2013	CASH - SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 24.00
16927	17/09/2013	COLIN YOUNG	RATES REFUND FOR ASESMENT A122 YOUNG ROAD BROOKTON	\$ 624.29
16928	17/09/2013	COLONIAL SUPER RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	\$ 337.12
16929	17/09/2013	GREAT SOUTHERN FUEL SUPPLIES	PETROL AUGUST 2013	\$ 603.57
16930	17/09/2013	HARVEY NORMAN	2 X DISHLEX DISHWASHER DX203 - UNIT 1 & 2 MADISION SQUARE	\$ 1,078.00
16931	17/09/2013	JOSEPH ALAN WORTHINGTON	EMPLOYEE POLICE CLEARANCE REIMBURSEMENT	\$ 63.50
16932	17/09/2013	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 848.82
16933	17/09/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 103.50
16934	17/09/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 669.43
16935	17/09/2013	SHIRE OF BROOKTON	MASTERCARD PURCHASES FOR AUGUST 2013	\$ 3,701.64
16936	17/09/2013	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 130.00
16937	17/09/2013	SHIRE OF KALAMUNDA	RANGER SERVICES 01/07/13 TO 30/07/13	\$ 1,720.81
16938	17/09/2013	SHIRE OF PINGELLY	DOG POUND FEES - 26/07/13 TO 29/07/13 X 1 DOG	\$ 124.00
16939	17/09/2013	SUMMIT	SUPERANNUATION CONTRIBUTIONS	\$ 671.62
16940	17/09/2013	UNISUPER	SUPERANNUATION CONTRIBUTIONS	\$ 355.48
16941	24/09/2013	BROOKTON HISTORICAL SOCIETY	ANNUAL CONTRIBUTION 2013/2014	\$ 1,545.00

Chq/EFT	Date	Name	Description	Amount
16942	24/09/2013	WHITTINGTON HOLDINGS (1981) PTY LTD	RATES REFUND FOR ASSESSMENT A803 BOWRING ROAD BROOKTON 6306	\$ 440.02
16943	24/09/2013	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 325.54
16944	24/09/2013	BENDIGO SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 543.04
16945	24/09/2013	BROOKTON SUPERMARKET	MILK & COUNCIL SUPPLIES	\$ 329.78
16946	24/09/2013	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 438.48
16947	24/09/2013	CASH - SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 12.00
16948	24/09/2013	CASH - SHIRE OF BROOKTON	PETTY CASH REIMBURSEMENT AUGUST - SEPTEMBER 2013	\$ 184.30
16949	24/09/2013	CASH - SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 12.00
16950	24/09/2013	COLONIAL SUPER RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	\$ 338.79
16951	24/09/2013	LANDGATE	CONSOLIDATED MINING TENEMENT ROLL	\$ 142.00
16952	24/09/2013	MINDAX ENERGY PTY LTD	RATES REFUND FOR ASSESSMENT A2669 SOUTHERN BRANCH ROAD BROOKTON 6306	\$ 60.00
16953	24/09/2013	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 867.32
16954	24/09/2013	SHIRE OF BROOKTON	RUBBISH RATES - CARAVAN PARK, LOT 447 WHITTINGTON ST, 28 WILLIAMS ST, UNIT1, 2 & 3 28 WILLIAMS ST, 14 WHITE ST, SWIMMING POOL, 25 WHITE ST, 10 MARSH AVE, RECREATION GROUND, 7 MONTGOMERY ST, 6 MATTHEWS ST, 4 MATTHEWS ST & 8 MARSH AVE	\$ 8,460.00
16955	24/09/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 103.50
16956	24/09/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 478.38
16957	24/09/2013	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 125.00
16958	24/09/2013	SUMMIT	SUPERANNUATION CONTRIBUTIONS	\$ 656.14
16959	24/09/2013	SYNERGY	ELECTRICITY USAGE - CARAVAN PARK, OVAL, WB EVA PAVILION, SALINITY PUMP, RAILWAY STATION, ADMINISTRATION OFFICE, STREETLIGHTS, COMMUNITY HOUSING COMMON AREA, MEMORIAL PARK, MENS SHED, 4 MATTHEWS ST, 10 MARSH AVE, OVAL, 28 WILLIAMS ST, MADISON SQUARE, DEPOT, SWIMMING POOL, SEWERAGE PUMP, WATER HARVESTING DAM, SEWERAGE STATION 06/07/13 TO 04/09/13	\$ 15,099.75

Chq/EFT	Date	Name	Description	Amount
16960	24/09/2013	TELSTRA CORPORATION	TELEPHONE ACCOUNT INCLUDING MOBILE TELEPHONES, IPADS, ADMINISTRATION BUILDING, DEPOT & SWIMMING POOL	\$ 1,329.51
16961	24/09/2013	UNISUPER	SUPERANNUATION CONTRIBUTIONS	\$ 355.48
16962	24/09/2013	WATER CORPORATION OF WA	WATER USAGE - 05/07/13 TO 06/09/13	\$ 4,241.07
			CHEQUE TOTAL	\$ 49,037.11

Chq/EFT	Date	Name	Description	Amount
EFT5204	17/09/2013	AJ & SA RAMSAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 64.75
EFT5205	17/09/2013	ALLINGTON AGRI	ROADSIDE WINTER WEED SPRAYING 2013	\$ 22,300.00
EFT5206	17/09/2013	AVON PAPER SHRED	SHREDDING OF CONFIDENTIAL ADMINISTRATION PAPERS	\$ 165.00
EFT5207	17/09/2013	B & N EYRE BROOKTON NEWSAGENCY	WEEKLY PAPERS & STATIONARY PURCHASES AUGUST 2013	\$ 497.90
EFT5208	17/09/2013	BAPTISTCARE	KALKARNI RESIDENCY - OPERATING COST & MANAGEMENT FEE AUGUST 2013	\$246,705.46
EFT5209	17/09/2013	BAREND STEPHANUS DE BEER	REIMBURSEMENT OF PARKING FOR WALGA COURSE IN PERTH	\$ 15.00
EFT5210	17/09/2013	BROOKTON ROADHOUSE	UNLEADED PETROL	\$ 80.00
EFT5211	17/09/2013	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTINS	\$ 142.74
EFT5212	17/09/2013	COURIER AUSTRALIA	FREIGHT - PATHWEST & AUSTRALIAN SAFETY	\$ 29.29
EFT5213	17/09/2013	CUTTING EDGES PTY LTD	GRADER BLADES & TOOTH SCARIFIERS	\$ 1,632.95
EFT5214	17/09/2013	GORDON SMYTH	REIMBURSEMENT OF BREAKFAST - WATER IRRIGATION EXPO	\$ 30.00
EFT5215	17/09/2013	JULIE OLIVER	REIMBURSEMENT OF EXPENSES ASSOCIATED WITH RELOCATION FROM PINGELLY TO BROOKTON & MINOR MAINTENANCE/REPAIRS TO U2/4 MATTHEWS ST	\$ 696.20
EFT5216	17/09/2013	NISBETS AUSTRALIA PTY LTD	3 X CHALKBOARDS 600X800MM	\$ 133.85
EFT5217	17/09/2013	OIL TECH FUEL	6742 LITRES OF DIESEL	\$ 10,267.73
EFT5218	17/09/2013	OPUS	UPDATE ASSET MANAGEMENT PLAN - PROFESSIONAL SERVICES 22/06/13 TO 19/07/13	\$ 968.00
EFT5219	17/09/2013	PERFECT COMPUTER SOLUTIONS PTY LTD	IT SUPPORT - UPDATE TEST ACCOUNT, RESTORE DELETED FILE FOR PLANNER, DEACTIVATE ACROBAT CSM, SYNERGY BACKUP	\$ 212.50
EFT5220	17/09/2013	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL	\$ 46.48

Chq/EFT	Date	Name	Description	Amount
EFT5221	17/09/2013	TOTALLY CONFIDENTIAL RECORDS	STORAGE OF 163 ARCHIVE BOXES JULY 2013	\$ 69.92
EFT5222	17/09/2013	WA LOCAL GOVERNMENT ASSN	TENDER ADVERTISING KOORNONG	\$ 354.29
EFT5223	17/09/2013	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 9,808.03
EFT5224	24/09/2013	ABCO PRODUCTS	CLEANING PRODUCTS FOR CARAVAN PARK	\$ 193.42
EFT5225	24/09/2013	ADVANTAGE SETTLEMENTS	PURCHASE OF LOT 50-53 BROOKTON KWEDA ROAD BROOKTON SETTLEMENT FEES	\$ 638.52
EFT5226	24/09/2013	AJ & SA RAMSAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 64.75
EFT5227	24/09/2013	AQUASOL	MULTIFLOC M2600, AUASOL 3000 LIQUID CHLORINE	\$ 1,765.50
EFT5228	24/09/2013	AURELIA'S CATERING SERVICE	CATERING COUNCIL MEETING 19TH SEPTEMBER 2013	\$ 540.00
EFT5229	24/09/2013	AUSTRALIA POST	POSTAGE CHARGES AUGUST 2013	\$ 528.99
EFT5230	24/09/2013	BAPTISTCARE	KALKARNI RESIDENCY - ATLAS FENCING,PRESSURE CARE KING SINGLE, REPAIR & REPLACE EMERGENCY LIGHTING & AIR CONDITIONER	\$ 34,166.20
EFT5231	24/09/2013	BAREND STEPHANUS DE BEER	REIMBURSEMENTS FOR CONFERENCE EXPENSES	\$ 180.30
EFT5232	24/09/2013	BROOKTON DELI	MORNING TEA 15/08/13, MORNING TEA FOR COUNCIL MEETING 19/09/13	\$ 220.00
EFT5233	24/09/2013	BROOKTON MEDICAL PRACTICE	PRE EMPLOYMENT MEDICAL EXAMINATION	\$ 120.00
EFT5234	24/09/2013	BROOKTON TELEGRAPH	ADVERTISING - ELECTION CLOSE OF ENROLMENTS, CALL FOR NOMINATIONS, RECYCLING, DRUM MUSTER, STAND FOR COUNCIL, COUNTRY ARTS WA & KOORRNONG	\$ 330.00
EFT5235	24/09/2013	BURGESS RAWSON (WA) PTY LTD	RAILWAY STATION WATER USE AND SERVICE CHARGES INCLUDING RATES	\$ 163.42
EFT5236	24/09/2013	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 144.32
EFT5237	24/09/2013	COATES HIRE OPERATIONS PTY LIMITED	HIRE OF LUNCH ROOM & TOILET BLOCK AT WB EVA PAVILION 25/07/2013 TO 25/08/2013	\$ 1,072.64
EFT5238	24/09/2013	COUNTRY COPIERS	MONTHLY COPIER READING	\$ 790.67
EFT5239	24/09/2013	DAVID GRAY & CO PTY LTD	MGB 120 LTR SULO BINS & MGS SECURITY LOCKS FOR OVAL & MEMORIAL PARK	\$ 762.08
EFT5240	24/09/2013	FESA	EMERGENCY SERVICES LEVY 2013/14 ESL QUARTER 1 CONTRIBUTION	\$ 13,449.00
EFT5241	24/09/2013	GREAT SOUTHERN WASTE DISPOSAL	BROOKTON TIP SITE & BIN PICKUP 30/07/13 TO 27/08/13	\$ 9,710.98

Chq/EFT	Date	Name	Description	Amount
EFT5242	24/09/2013	H RUSHTON & CO	SERVICE GRADER, MOWER & ISUZU TIPPER	\$ 1,977.65
EFT5243	24/09/2013	LOCAL GOVERNMENT MANAGERS AUST.	2013-2014 LGMA COUNCIL CORPORATE MEMBERSHIP SUBSCRIPTION	\$ 840.00
EFT5244	24/09/2013	OFFICEWORKS BUSINESS DIRECT	STATIONARY PURCHASES AUGUST 2013	\$ 122.78
EFT5245	24/09/2013	ORICA AUSTRALIA P/L	SERVICE FEE - CHLORINE CYLINDER 01/08/13 TO 31/08/13	\$ 42.28
EFT5246	24/09/2013	TAFE CY O'CONNOR	COURSE FEES - CERTIFICATE III LOCAL GOVERNMENT	\$ 138.85
EFT5247	24/09/2013	TOTALLY CONFIDENTIAL RECORDS	ARCHIVE BOX STORAGE AUGUST 2013 X 163	\$ 69.92
EFT5248	24/09/2013	WA LOCAL GOVERNMENT ASSN	2013 WA LOCAL GOVERNMENT CONVENTION X 7, ADVERTISING COMMUNITY PLAN & CORPORATE BUSINESS PLAN	\$ 10,638.56
EFT5249	24/09/2013	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 9,739.76
EFT5250	24/09/2013	WBS MODULAR	PAYMENT 1 FOR CONSTRUCTION DELIVERY & SETUP CHALET AT KALKARNI	\$ 4,051.08
EFT5251	27/09/2013	BADGE CONSTRUCTION	PROGRESS CLAIM 8 FOR WB EVA PAVILION CONSTRUCTION	\$419,267.42
EFT TOTAL				\$805,949.18
MUNICIPAL ACCOUNT TOTAL				\$854,986.29

Chq/EFT	Date	Name	Description	Amount
861	09/09/2013	BROOKTON MENSshed	REFUND OF BOND ON HIRE OF COMMUNITY BUS 28/08/2013	\$ 330.00
862	09/09/2013	KWEDA GOLF CLUB	REFUND OF BOND ON HIRE OF SOUND EQUIPMENT 24/08/2013	\$ 220.00
863	09/09/2013	MELISSA BENNELL	REFUND OF BOND ON HIRE OF BROOKTON MEMORIAL HALL 24/08/2013	\$ 330.00
864	12/09/2013	COURTNEY MCCALLUM	BOND REFUND FOR U2 4 MATTHEWS ST BROOKTON	\$ 800.00
865	10/09/2013	DEPARTMENT OF COMMERCE	HOUSING BONDS - 10 MARSH AVE BROOKTON, U5 28 WILLIAM ST BROOKTON, U6 28 WILLIAMS ST BROOKTON, PET BOND 7 MONTGOMERY ST BROOKTON	\$ 2,100.00
TRUST ACCOUNT TOTAL				\$ 3,780.00

DIRECT DEBITS FOR SEPTEMBER 2013	
SALARIES & WAGES	\$ 75,499.67
MERCHANT FEES	\$ 187.81
TOTAL	\$ 75,687.48

SHIRE OF BROOKTON		
CREDIT CARD PURCHASES		
Creditor Number: 96286		
DATE	PARTICULARS	AMOUNT
1/08/2013	PROSSER TOYOTA - SERVICE 1BO	\$ 562.25
3/08/2013	ITUNES - GOODREADER FOR IPAD	\$ 5.49
5/08/2013	WESTNET 05/08/13 to 05/09/13 - 10 MARSH AVE	\$124.95
	WESTNET 05/08/13 to 05/09/13 - DEPOT	\$79.95
	WESTNET 05/08/13 to 05/09/13 - ADMINISTRATION OFFICE	\$228.95
6/08/2013	RYDGES - FOOD & BEVERAGE LG WEEK	\$103.02
7/08/2013	TRUSTEE BAR - FOOD & BEVERAGE LG WEEK	\$1,485.00
8/08/2013	CABFARE - TAXI	\$26.64
14/08/2013	OAKRIDGE WINES - WINE FOR COUNCIL	\$247.60
15/08/2013	FLIGHT CENTRE - CONFERENCE AIR FARES	\$682.94
21/08/2013	JOONDALUP RESORT - CONFERENCE ACCOMODATION	\$149.00
31/08/2013	CARD FEES	\$5.85
		\$ 3,701.64

12.10.13.02 FINANCIAL STATEMENTS – STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 SEPTEMBER 2013

FILE REFERENCE: ADM 0323

AUTHORS NAME AND POSITION: Clare Thomson
Acting Deputy Chief Executive Officer

NAME OF APPLICANT/ RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 8 October 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 30 September 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 30 September 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:

Not applicable.

Officer's Recommendation:

That Council receive the Statement of Financial Activity for the period ended 30 September 2013.

Voting Requirements:

Simple Majority

Council Resolution

12.10.13.02

Moved Cr Crute Seconded Cr Eva

That Council receive the Statement of Financial Activity for the period ended 30 September 2013, with clarification required regarding the closing balance figure for Projected Year End Actual deficit.

CARRIED6-0

Reason for change – to seek clarification from the D/CEO

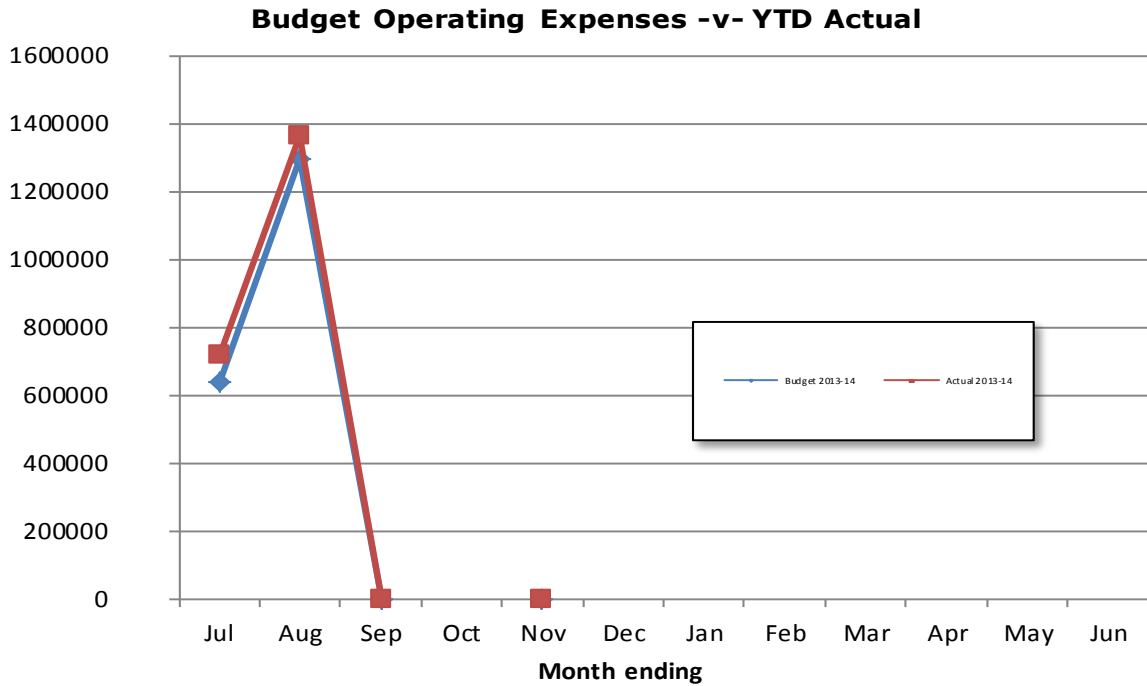
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ATTACHMENT 12.10.13.02A

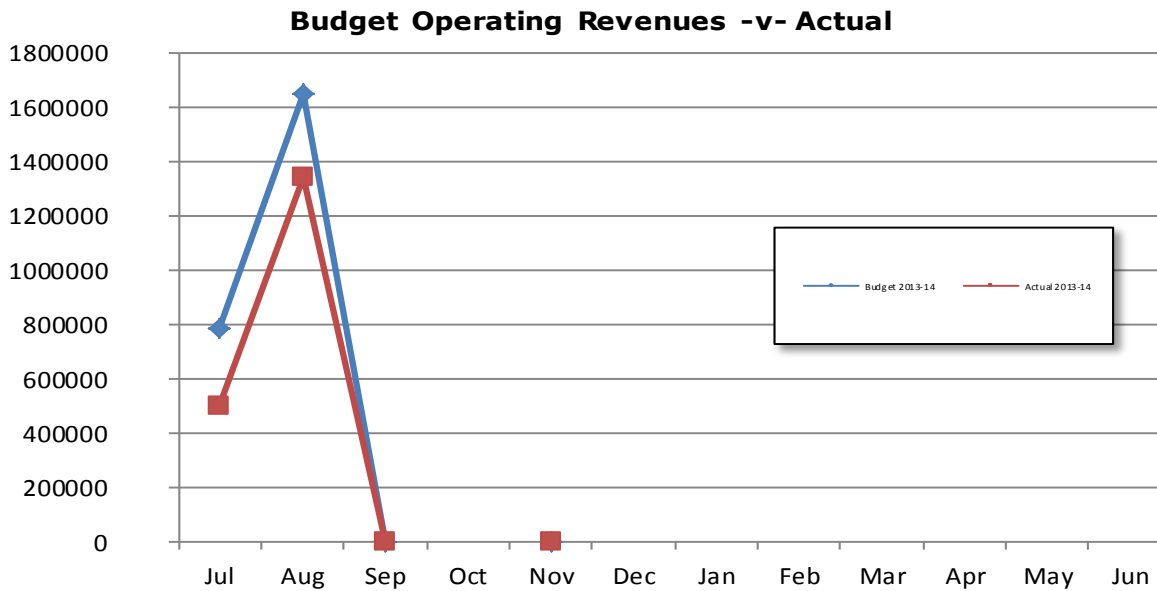
Shire of Brookton								
STATEMENT OF FINANCIAL ACTIVITY								
(Statutory Reporting Program)								
For the Period Ended 30 Sep 2013								
	Note	Current Annual Budget 3	Projected Year End Actual	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
Operating Revenues		\$	\$	\$	\$	\$	%	
Governance		16,261	26,114	4,059	13,414	9,355	230.48%	
General Purpose Funding		1,558,791	1,058,335	467,679	439,094	(28,585)	(6.11%)	
Law, Order and Public Safety		41,810	41,810	10,449	9,325	(1,124)	(10.76%)	▼
Health		22,860	26,305	20,714	24,395	3,681	17.77%	▼
Education and Welfare		3,875,600	4,116,731	968,892	900,783	(68,109)	(7.03%)	▼
Housing		100,141	90,809	25,032	17,100	(7,932)	(31.69%)	
Community Amenities		405,516	405,945	288,145	269,015	(19,130)	(6.64%)	
Recreation and Culture		539,538	786,438	25,998	253,547	227,549	875.25%	
Transport		964,753	532,898	241,179	111,020	(130,159)	(53.97%)	▼
Economic Services		146,480	149,337	36,612	7,750	(28,862)	(78.83%)	▼
Other Property and Services		164,276	177,423	41,064	16,195	(24,869)	(60.56%)	▼
Total (Excluding Rates)		7,836,026	7,412,146	2,129,823	2,061,639	(68,184)	(3.20%)	▼
Operating Expense								
Governance		(583,587)	(590,156)	(145,818)	(152,718)	(6,900)	4.73%	
General Purpose Funding		(206,691)	(192,541)	(51,657)	(8,479)	43,178	(83.59%)	▼
Law, Order and Public Safety		(213,656)	(242,862)	(53,376)	(58,005)	(4,629)	8.67%	
Health		(84,151)	(108,827)	(21,021)	(28,327)	(7,306)	34.75%	▼
Education and Welfare		(3,976,444)	(4,040,688)	(994,098)	(660,899)	333,199	(33.52%)	▲
Housing		(147,203)	(154,689)	(36,723)	(32,983)	3,740	(10.18%)	▼
Community Amenities		(501,076)	(542,385)	(125,184)	(105,294)	19,890	(15.89%)	
Recreation and Culture		(753,801)	(774,757)	(188,301)	(130,987)	57,314	(30.44%)	▲
Transport		(1,117,060)	(1,276,414)	(279,237)	(308,653)	(29,416)	10.53%	▲
Economic Services		(112,208)	(111,638)	(28,023)	(20,459)	7,564	(26.99%)	
Other Property and Services		(59,579)	(305,843)	(14,823)	(70,738)	(55,915)	377.22%	▲
Total		(7,755,457)	(8,340,802)	(1,938,261)	(1,577,541)	360,720	18.61%	
Funding Balance Adjustment								
Add back Depreciation		1,269,885	1,072,613	317,430	196,328	(121,102)	(38.15%)	
Adjust (Profit)/Loss on Asset Disposal	6	(96,100)	(99,600)	(24,024)	0	24,024	(100.00%)	▼
Net Operating (Ex. Rates)		1,254,354	44,356	484,968	680,426	195,458	40.30%	
Capital Revenues								
Proceeds from Disposal of Assets	6	338,000	0	49,000	0	(49,000)	(100.00%)	▼
Self-Supporting Loan Principal		36,611	31,267	7,812	0	(7,812)	(100.00%)	▼
Transfer from Reserves	5	1,468,274	1,407,674	367,053	491,500	124,447	33.90%	▲
Total		1,842,885	1,438,941	423,865	491,500	67,635	15.96%	
Capital Expenses								
Land and Buildings	6	(2,471,023)	(2,670,778)	(938,798)	(823,776)	115,022	(12.25%)	▼
Plant and Equipment	6	(227,000)	(221,000)	(56,748)	0	56,748	(100.00%)	▼
Furniture and Equipment	6	(117,978)	(121,780)	(29,487)	(42,260)	(12,773)	43.32%	▼
Infrastructure Assets - Roads & Bridges	6	(1,118,300)	(1,107,557)	(279,567)	(14,092)	265,475	(94.96%)	▼
Infrastructure Assets - Sewerage	6	(94,400)	(188,520)	(23,598)	0	23,598	(100.00%)	▼
Repayment of Debentures	7	(101,003)	(95,794)	(25,242)	(20,330)	4,912	(19.46%)	▼
Transfer to Reserves	5	(652,567)	(623,319)	(163,092)	(16,447)	146,645	(89.92%)	▼
Total		(4,782,271)	(5,028,748)	(1,516,532)	(916,906)	599,626	(39.54%)	
Net Capital		(2,939,386)	(3,589,807)	(1,092,667)	(425,406)	667,261	(61.07%)	
Total Net Operating + Capital		(1,685,033)	(3,545,451)	(607,699)	255,020	862,719	(141.96%)	
Rate Revenue		1,564,658	1,560,420	1,565,859	1,562,020	(3,839)	(0.25%)	
Opening Funding Surplus(Deficit)		(33,470)	(35,289)	(33,470)	(35,289)	(1,819)	5.44%	
Closing Funding Surplus(Deficit)	2	(153,845)	(2,020,320)	924,690	1,781,751	857,061	92.69%	

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 Sep 2013

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Operating Expenses



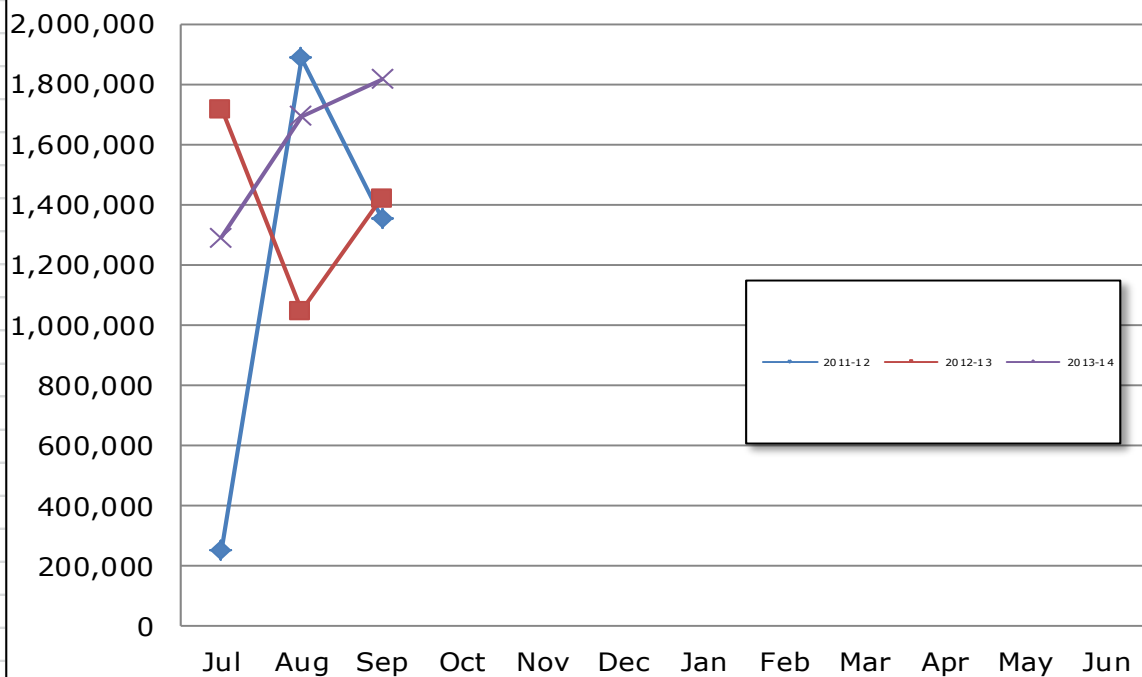
Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 Sep 2013

Note 2: NET CURRENT FUNDING POSITION

	Note	Positive=Surplus (Negative=Deficit)		
		2013-14		
		This Period	Same Period 2012/13	Same Period 2011/12
		\$	\$	\$
Current Assets				
Cash Unrestricted		1,279,688	1,180,678	1,513,731
Cash Restricted		2,339,020	3,921,376	3,368,639
Receivables		1,858,294	1,206,017	1,437,031
Prepayments & Accruals		0	0	0
Inventories		23,260	32,357	28,977
		5,500,262	6,340,428	6,348,378
Less: Current Liabilities				
Payables and Provisions		(1,379,491)	(1,062,187)	(1,559,816)
		(1,379,491)	(1,062,187)	(1,559,816)
Less: Cash Restricted		(2,339,020)	(3,921,376)	(3,368,639)
Net Current Funding Position		1,781,751	1,356,865	1,419,923

Note 2 - Liquidity Over the Year



Comments - Net Current Funding Position

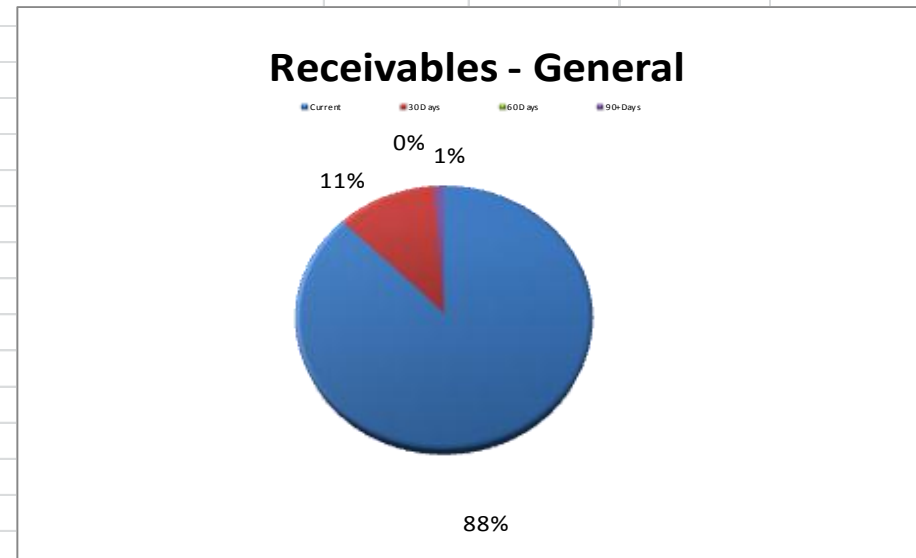
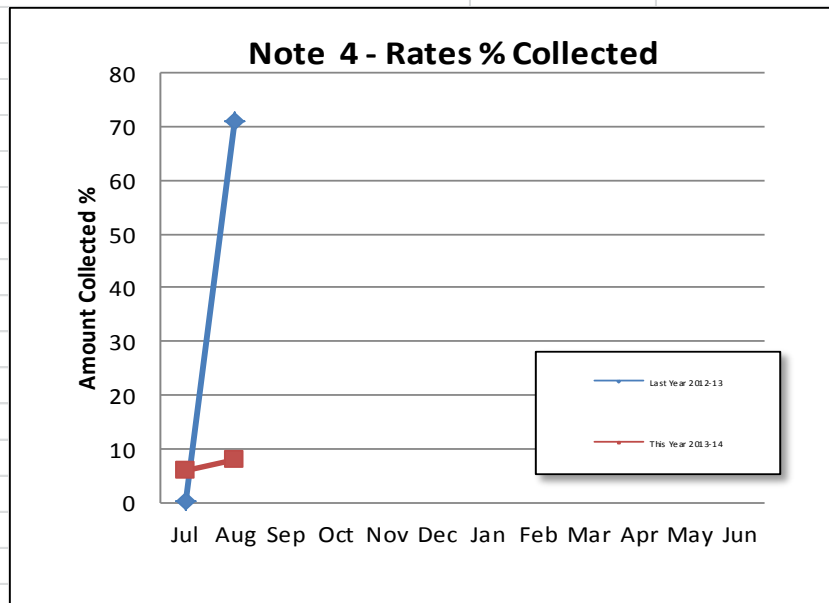
Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 Sep 2013

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish	Current 2013-14	Previous 2012-13
	\$	\$
Opening Arrears Previous Years	66,021	50,882
Rates, Sewerage & Rubbish Levied this year	1,811,257	1,681,534
Less Collections to date	(1,285,381)	(1,307,743)
Equals Current Outstanding	591,897	424,673
Net Rates Collectable	591,897	424,673
% Collected	68.47%	75.49%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	301,109	38,551	0	3,841
Total Outstanding				343,501

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 Sep 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
	2,814,073	97,616	16,447	554,951	0	(1,468,274)	(491,500)	1,998,366	2,339,020

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 Sep 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, Koormong			0
45,450	99,000	53,550	Lot 102 Avonbank Cl, Koormong			0
28,500	25,000	(3,500)	PWS Vehicle			0
20,000	30,000	10,000	New Holland Tractor			0
241,900	338,000	96,100	Totals	0	0	0

Comments - Capital Disposal

	Summary Acquisitions	Current Budget		
		Budget	Actual	Variance
		\$	\$	\$
	Property, Plant & Equipment			
	Land and Buildings	938,798	823,776	115,022
	Plant & Equipment	56,748	0	56,748
	Furniture & Equipment	29,487	42,260	(12,773)
	Infrastructure			0
	Roadworks & Bridge Works	279,567	14,092	265,475
	Sewerage	23,598	0	23,598
	Totals	1,328,198	880,128	448,070

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 Sep 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 \$
Self Supporting Loans											
*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
Governance											
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
Education & Welfare											
Loan 80 Kalkarni Residency	1/02/2026	25	5.63	115,411	-	3,070	6,228	112,341	109,183	3,294	6,838
Housing											
Loan 80 Staff Housing	1/02/2026	25	5.63	190,428	-	5,066	10,274	185,362	180,154	5,435	11,283
Community Amenities											
Loan 80 Sewerage	1/02/2026	25	5.63	80,788	-	2,149	4,360	78,639	76,428	2,306	4,787
Transport											
Loan 80 Grader	1/02/2026	25	5.63	190,428	-	5,066	10,275	185,362	180,153	5,435	11,283
Recreation and Culture											
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.

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 Sep 2013

Note 8: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Cash at Bank - Operating Account	1.50%	498,059				498,059	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	796,275				796,275	Bendigo	
Trust Cash at Bank	1.50%			44,650		44,650	Bendigo	
(b) Term Deposits								
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
(c) Investments								
Nil								
Nil								
Total		1,294,334	2,339,020	53,732	0	3,687,086		

Comments/Notes - Investments

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 Sep 2013

Note 9: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE

Governance

Quarterly instalment of ESL commission not yet received.

General Purpose Funding

Rates of \$1,562,020 have now been raised.

Law, Order and Public Safety

ESL operating grant - 1st quarter not yet received.

Health

Over variance threshold due to reimburse of HACC for archiving and storage of records.

Education and Welfare

Kalkami income for September not yet received - corresponding decrease in expenditure.

Housing

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

Community Amenities

Project grant not received - flood plain mapping not yet commenced.

Recreation and Culture

This is now over budget projection as a result of receiving Lottery West funding of \$250,000, however, income from hall hire etc is still lower than anticipated.

Transport

Grants commission funding not yet received.

Economic Services

Expected sale of Koornong block has not been effected.

Other Property and Services

Only minor private works activity to date.

OPERATING EXPENSES

Governance

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 changed.

Education and Welfare

Baptistcare invoice for September expenditure not yet to hand.

Housing

Budget profiling error for loan interest - to be adjusted.

Community Amenities

Some items are under budget for September. This is mainly a timing issue.

Recreation and Culture

Budget profiling adjustment required for loan interest.

Transport

Depreciation adjustment for end of July

Economic Services

Caravan park maintenance expenditure under budget year to date.

Other Property and Services

Budget profiling for insurance premiums to be adjusted.

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CAPITAL REVENUE
Proceeds from Disposal of Assets
No disposals to date.
Self-Supporting Loan Principal
Budget profile to be adjusted for loan repayments
Transfer from Reserves
Transfers generally will occur at 30/06/14 other than unspent grants utilised during the year.
CAPITAL EXPENSES
Land and Buildings
Timing of WB Eva progress payments.
Plant and Equipment
No purchases to date.
Furniture and Equipment
Kalkarni purchases for 2012/13 received in 2013/14 year. Budget amendment required.
Infrastructure Assets - Roads & Bridges
The month of September has seen the commencement of Council's road construction program.
Infrastructure Assets - Sewerage
No purchases to date.
Repayment of Debentures
Budget profiling to be adjusted for loan repayments
Transfer to Reserves
Transfers generally will occur at 30/06/14
OTHER ITEMS
Opening Funding Surplus(Deficit)
Within variance threshold of \$10,000 or 10%

UNCONFIRMED

Shire of Brookton				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 Sep 2013				
Note 10: TRUST FUND				
Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:				
Description	Opening Balance For the Period Ended 30 Sep 2013	Amount Received	Amount Paid	Closing Balance For the Period Ended 30 Sep 2013
	\$	\$	\$	\$
Housing Bonds	3,000	600	(3,000)	600
Other Bonds	4,380	3,150	(1,650)	5,880
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
	45,550	3,750	(4,650)	44,650

UNCONFIRMED

12.10.13.03 COMMUNITY DONATION – BROOKTON MEN’S SHED

FILE REFERENCE: ADM 0059

AUTHORS NAME AND POSITION: Deanne Sweeney
Senior Finance Officer

NAME OF APPLICANT/ RESPONDENT: Brookton Men’s Shed

DATE REPORT WRITTEN: 09 October 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 a financial donation to the Brookton Men’s Shed (Assessment 757) equivalent to the amount of the annual Rubbish Charge raised on A757 for 2013/14.

Background:

Delegation 55 states that “Council delegates its authority and power to the Chief Executive Officer to determine requests for financial assistance from community organisations and events by way of cash donations.

Donations up to the value of \$200 can be made available where a not-for-profit group or individual can demonstrate significant direct benefit to the community. The total of any cash donations made under this delegated authority in any one year shall not exceed the amount provided for that purpose in Council’s Budget without formal Council approval.”

Comment:

Three previous donations have been made, on written requests. Two donations have been made under Delegation 55 as they have both been under the \$200 limit and the amount has been provided for in the relevant budget, and the third was donated under Council Resolution 12.09.12.07. The annual rubbish charge for 2013/14 is \$235.00. This exceeds the delegation limit and therefore requires council formal approval.

Statutory Environment:

There are no statutory implications.

Policy Implications:

There are no policy implications.

Financial Implications:

There are no financial implications.

Strategic Community Plan (2013 – 2023)

No reference

Corporate Business Plan (2013-2017)

No reference

UNCONFIRMED

Officer's Recommendation:

That Council approve a donation of \$235.00, in lieu of their annual rubbish charge, to the Brookton Men's Shed for the 2013/14 financial year.

Voting Requirements:

Simple Majority

Council Resolution

12.10.13.03

Moved Cr Walker Seconded Cr Mills

That Council approve a donation of \$235.00, in lieu of their annual rubbish charge, to the Brookton Men's Shed for the 2013/14 financial year.

CARRIED 6-0

UNCONFIRMED

13.10.13.0 GOVERNANCE REPORT

13.10.13.01 OFFICE CLOSURE OVER THE CHRISTMAS PERIOD

FILE REFERENCE:	ADM 0320
AUTHORS NAME AND POSITION:	Courtney McCallum Governance Officer
NAME OF APPLICANT/ RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	7 October 2013
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
PREVIOUS MEETING REFERENCE:	13.09.12.01 – 20 September 2013

SUMMARY:

Council is asked to consider the closure of the administration office from 4:30pm Friday 20 December 2013 to 8:00am Thursday 2 January 2014 including 5 working days in addition to the public holidays.

An early decision will inform the community well in advance of the office closure and allow residents to make arrangements to meet their commitments.

Background:

For the past eight years, the Administration Office has been closed over the Christmas / New Year period, and there is no record of this closure causing any inconvenience to the community.

The 2012/13 Christmas and New Year Closure period was as follows:

Monday 24 December 2012 to Wednesday 2 January 2013.

Comment:

The closure of the office will allow staff to have an extended period of leave with the inclusion of the public holidays. Traditionally, the number of enquiries and transactions during this period has been low.

Works Staff generally take leave during this period. However, staff are rostered on to ensure that gardens are watered, bins are emptied and any minor maintenance can be attended to. Senior Staff will be on standby for emergencies.

The office closure dates are detailed below:

Office Closure

Monday 23 & Tuesday 24 December 2013 (staff to take annual leave)

Christmas

Wednesday 25 and Thursday 26 December 2013 (Public Holidays)

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Office Closure

Friday 27 December 2013 (staff to take annual leave)
Monday 30 December 2013 (staff to take annual leave)
Tuesday 31 December 2013 (staff to take annual leave)

New Year

Wednesday 1 January 2014 (Public Holiday)

Office Re-Open

Thursday 2 January 2014

Statutory Environment:

There is no Statutory Environment relative to this issue.

Policy Implications:

There is no Council Policy relative to this issue.

Financial Implications:

There are no Financial Implications relative to this issue.

Strategic Community Plan (2013 – 2023):

- No specific implication relative to this.

Corporate Business Plan (2013 – 2017):

- No specific implication relative to this.

Officer's Recommendation:

That Council:

1. Approve the closure of the Administration Office from 4:30pm Friday 20 December 2013 to reopen for business at 8:00am Thursday 2 January 2014; and
2. Advertise the closure in the local paper and notice boards in the months leading up to Christmas.

Voting Requirements:

Simple Majority

Council Resolution

13.10.13.01

Moved Cr Crute Seconded Cr Wilkinson

That Council:

- 1. Approve the closure of the Administration Office from 4:30pm Friday 20 December 2013 to reopen for business at 8:00am Thursday 2 January 2014; and**
- 2. Advertise the closure in the local paper and notice boards in the months leading up to Christmas.**

CARRIED 6-0

UNCONFIRMED

13.09.13.02 NRM OFFICER SERVICES – LEVELS OF SERVICE

FILE REFERENCE: ADM 0439

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

NAME OF APPLICANT/ RESPONDENT: Shire of Quairading

DATE REPORT WRITTEN: 9 October 2013

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

PREVIOUS MEETING REFERENCE: 19 September 2013 – Item No. 13.09.13.01

SUMMARY:

The purpose of this report is for Council to consider the additional information provided to enable a decision to be made on the future levels of service required from the SEAVROC NRM Officer.

Background:

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.

The SEAVROC Regional NRM Officer services have come under scrutiny as a result of the financial details and budget arrangements for this service not being available in any documentation that clearly set out what the Council has agreed to with the Shire of Quairading.

Following investigation of the service arrangement and financial implications of the current service, the following recommendation was presented to the September 2013 meeting:

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.*

The Shire of Quairading CEO and the NRM Officer provided a presentation to the Council at the September meeting and following discussion on this item the following Resolution was carried:

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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.

Detail:

The financial details and budget arrangements for this service have not been documented in a format to enable the current Shire staff to fully understand what previous arrangements had been entered into at an Officer level.

There is 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.

Following the presentation from the Shire of Quairading CEO, it appears that some type of formal agreements were entered into in good faith at the SEAVROC meetings that our Shire staff attended. It seems that the current lack of information is a result of no formal documentation being prepared prior to the service commencing.

The following details provided by the Shire of Quairading as part of our 2013/14 Budget preparation, raised the concern of both staff and Council and prompted the request for more information from Quairading Shire and the NRM Officer:

- Confirmation that the part funding of the NRM Officer salary was concluded at the end of the CFoC project funding in 2011/12.
- Advice that full member Council contributions for 2013/14 would be \$35,320
- Brookton could utilize the NRM Officer service on an hourly fee basis of \$77.00/hr

As part of the discussion with the Shire of Quairading, we advised the CEO that as we were not made aware that the 2012/13 service was not supported by any grant funding, the invoice for \$19,000 is not budgeted for and we are unable to pay.

Quairading then provided 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

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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.
- 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.
- 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. If Brookton Shire do not contribute financially, whether Brookton landholders are withdrawn from the Biodiversity Project for the remainder of the project.

With regards to the question of landowner/farmer participation in the Biodiversity project, information about the current number and names of the Brookton Shire participants, was requested from the NRM Officer, with the following response:

The Biodiversity Fund Project farmers are selected on a yearly basis via an application process. We don't know which farmers will be receiving the funding until they submit an application in the timeframe specified and undertake a site visit with a Project Officer to determine if the site is suitable. I can confirm that Nigel Morrison will be receiving \$10,000 towards fencing remnant vegetation this year and roughly \$700 towards 1080 baits to control foxes and rabbits on his property.

Through the Caring for our Country Project, Wheatbelt NRM and Red Card for Red Fox program, the following Brookton landholders received seedlings/perennial pasture seed and/or grant money for purchasing 1080 baits: Andrew Pike, Troy Bassett, Geoff Cluett, Colin Butcher, Mark Whittington, Lindsay Eva, Nigel Morrison

This latest information seems to conflict with the earlier advice that there are existing farmers currently participating in Biodiversity projects and that 9 farmers in Brookton have access to \$123,750 of Biodiversity funds over the next three years. It would seem that they would have to apply and may be successful, which would require the NRM Officer to conduct an assessment and then provide project management of the grant process.

The other issue that Council requested further information on was the possibility of the native vegetation clearing and offset process being conducted by and alternative service provider.

The Shire of Pingelly has conducted this task in-house, dealing directly with the DER for the application process and permit requirements. Unfortunately the staff member carrying out

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this process is no longer employed, therefore they are unable to offer this service to the Shire of Brookton.

Taking into consideration that Beverley Shire also currently use the NRM Officer to undertake this service and the relatively small impact on the current budget, it is considered more cost effective to remain with the current service provision, but on a fee for service basis only.

Statutory and Legal Considerations:

Under the EPA Act 1986, clearing of native vegetation requires a permit from the DER unless the clearing is for an exempt purpose. The DER may grant a permit which may or may not have conditions attached. More often than not, an Offset condition will be placed on the clearing permit.

Policy Considerations:

There are no implications in regards to this report

Consultation:

Shire of Quairading and Shire of Pingelly, there has been no consultation or communications with any other stakeholders

Financial Implications:

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 1st payment

2013/14 financial year;

16/7/2013 \$19000.00 – final payment SEAVROC NRM services (unpaid to date) and there is no budget allocation for these services.

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

A letter has been sent the Quairading CEO seeking a reduction to the 2012/13 contribution and if possible a deferral of the payment to the 2014/15 financial year. If a reduction or deferral is not agreed with then Council would be liable for minimum payment of \$11,543.80 and if it wished to participate in the NRM Biodiversity project, a further \$14,128.00.

Based on the information provided by the NRM officer and our P W S, I have estimated that we would be required to budget an amount of 30 hours at \$77.00/hr (\$2,310) in 2013/14 to fund the proposed native vegetation clearing approval process on a fee for service basis.

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. Investigation of where these funds could be re allocated from within the existing budget has revealed that the following expenditure accounts have not been utilised to date and could be made available to fund the 12/13 outstanding balance and the native vegetation clearing service:

GL Description	IE Code	Detail	Amount
MEMB General	420	Banners in the Terrace	\$1,000.00

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Operating Expenses			
MEMB Community Donations	391	Central Agcare Donation	\$2,000.00
WATER General Operating Expenses	327	David Wills & Assoc. (Water Harvesting)	\$2,000.00
Recreation – Funded Programs	379	Various Programs	\$5,000.00
INFRA Road Maintenance	379	Seedlings	\$5,130.00
TOUR Avon Tourism	379	Marketing / Promotional Material	\$1,000.00
Economic Development		Small Business Centre Eastern Wheatbelt – Annual Contribution?	\$5,000.00
		TOTAL	\$21,130.00

The total fund required to pay the outstanding 2012/13 balance and for the 2013/14 native vegetation clearing services is \$13,853.80 and could be allocated by a budget amendment.

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.*

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Corporate Business Plan

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:

Without the details of current and future Brookton participants in the Biodiversity Fund projects, I am unable to comment on the value and importance of the project work carried out on private rural property within the Shire of Brookton. However, I am able to advise that the NRM Officer service provided for native vegetation clearing and associated permits and offsets are of value to the organisation and should be retained.

My recommendations will be for the Council not to provide funds to allow landowners/farmers to participate in the SEAVROC NRM Biodiversity fund projects, as we have not been provided with sufficient detailed information to enable the Council to commit funds to a service that will only be of benefit to selected 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 and make a budget amendment to cover these costs and to clear the 2012/13 final payment for SREAVROV NRM services.

Officer's Recommendation:

That Council:

1. Based on the information received on the SEAVROC NRM Officer service, choose not to provide funds to allow landowners/farmers to participate in the SEAVROC NRM Biodiversity fund projects.
2. Continue to receive the SEAVROC NRM Officer services associated with native vegetation clearing and associated permits and offsets, but based on a fee for service arrangement.
3. Make the following budget amendments to fund the outstanding 2012/13 SEAVROC NRM Officer service and the costs associated with native vegetation clearing and associated permits and offsets:

Transfer the following amounts from:

GL Account	IE Code	Detail	Amount
E 041040	391	Central Agcare Donation	\$2,000.00
E 107020	327	David Wills & Assoc. (Water Harvesting)	\$2,000.00
E 122020	379	Seedlings	\$5,130.00
E 136090		Small Business Centre Eastern Wheatbelt – Annual Contribution?	\$5,000.00
TOTAL			\$14,130

To the General Ledger Accounts:

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- E 106020.327 Shire of Quairading NRM Officer \$11,543.80
- E 122020.379 Road Maintenance \$ 2,586.20

Voting Requirements:

Absolute majority

Council Resolution

13.10.13.02

Moved Cr Wilkinson Seconded Cr Eva

That Council suspend Standing Orders No. 9.1, 9.5 and 9.6 to facilitate discussion.

CARRIED 6-0

Note – Discussion was had regarding item 13.10.13.02

Council Resolution

13.10.13.03

Moved Cr Crute Seconded Cr Wilkinson

That Standing Orders 9.1, 9.5 and 9.6 be resumed.

CARRIED 6-0

UNCONFIRMED

Council Resolution

13.10.13.04

Moved Cr Walker Seconded Cr Mills

That Council:

1. Based on the information received on the SEAVROC NRM Officer service, choose not to provide funds to allow landowners/farmers to participate in the SEAVROC NRM Biodiversity fund projects.
2. Continue to receive the SEAVROC NRM Officer services associated with native vegetation clearing and associated permits and offsets, but based on a fee for service arrangement.
3. Make the following budget amendments to fund the outstanding 2012/13 SEAVROC NRM Officer service and the costs associated with native vegetation clearing and associated permits and offsets:

Transfer the following amounts from:

GL Account	IE Code	Detail	Amount
E 041040	391	Central Agcare Donation	\$2,000.00
E 107020	327	David Wills & Assoc. (Water Harvesting)	\$2,000.00
E 122020	379	Seedlings	\$3,583.80
E 136090		Small Business Centre Eastern Wheatbelt - Annual Contribution?	\$5,000.00
E 041020	420	Banners in the Terrace	\$1,000.00
		TOTAL	\$13,853.80

To the General Ledger Accounts:

• E 106020.327	Shire of Quairading NRM Officer	\$11,543.80
• E 122020.379	Road Maintenance	<u>\$ 2,310.00</u>
	TOTAL	\$13,853.80

CARRIED6-0

Reason for change - More effective prioritisation for expenditure.

UNCONFIRMED

13.10.13.03 APPOINTMENT OF ACTING CEO – ANNUAL LEAVE PERIOD

FILE REFERENCE:	Employee No. 281
AUTHORS NAME AND POSITION:	Kevin O'Connor Chief Executive Officer
NAME OF APPLICANT/ RESPONDENT:	Shire of Brookton
DATE REPORT WRITTEN:	9 October
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	There is no previous meeting reference.

SUMMARY:

The Council are requested to appoint Julie Oliver (Deputy CEO) as Acting CEO during the CEO's period of Annual Leave

Background:

It is usual practice to appoint an acting CEO during the CEO's periods of leave so that the roles and responsibilities of the position can be carried out in his absence.

Details:

The CEO will be taking Annual Leave for two weeks commencing on Monday 28 October until Friday 8th November 2013.

Statutory and Legal Considerations:

Local Government Act 1995, sections: 5.36, 5.41, 5.42

Policy Considerations:

Council Policy 3.5: Staff Annual Leave.

The Deputy CEO is appointed as Acting CEO when the CEO is on leave for periods of up to 20 working days.

Consultation:

Shire President

Financial Implications:

The additional salaries during this period have been included in the 2013/14 Budget

Strategic Community Plan (2013 – 2023)

There are no Strategic Community Plan implications relating to this report

Corporate Business Plan (2013-2017)

Activity & Services:

Responsibility:

There are no Corporate Business Plan implications relating to this report

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Officer's Comment:

This acting CEO appointment will be the first time that the Deputy CEO has acted in this position and will provide a good opportunity for career development. Depending on the work load during this time, there may be a requirement to have some relief staff as a back-up for the Deputy CEOs position.

Officer's Recommendation:

That the Deputy CEO, Julie Oliver, be appointed as Acting CEO for the period commencing on Monday 28 October until Friday 8th November 2013.

Voting Requirements:

Simple Majority

Council Resolution

13.10.13.05

Moved Cr Eva Seconded Cr Wilkinson

That the Deputy CEO, Julie Oliver, be appointed as Acting CEO for the period commencing on Monday 28 October until Friday 8th November 2013.

CARRIED6-0

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14.10.13.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

16.10.13.0 CONFIDENTIAL REPORT

Council Resolution

16.10.13.01

Moved Cr Wilkinson Seconded Cr Mills

That the meeting is closed to staff and members of the public, to consider confidential item 16.10.13.01.

CARRIED 6-0

The Chief Executive Officer, Shire Planner, Community Services Manager, Governance Officer and Administration Officer left the meeting at 1:00pm

UNCONFIRMED

16.10.13.01 CHIEF EXECUTIVE OFFICER - ANNUAL PERFORMANCE REVIEW

Council Resolution

16.10.13.01

Moved Cr Mills Seconded Cr Eva

That Council adopt the recommendations contained in the minutes of the Employment Committee Meeting held on 25 September 2013 as shown in Attachment 16.10.13.01A.

CARRIED 6=0

Council Resolution

16.10.13.02

Moved Cr Mills Seconded Cr Eva

That the meeting be re-opened to staff and members of the public.

CARRIED 6=0

Note – staff returned to the meeting at 1:09pm.

The Shire President read aloud the Council Resolution that was moved and carried whilst the meeting was closed to staff and members of the public.

17.10.13.0 NEXT MEETING

The next Ordinary meeting of Council will be on Thursday 21 November 2013 at 12.30 pm.

18.10.13.0 CLOSURE

There being no further business the Presiding Member closed the meeting at 1.10pm.