



Shire of Brookton

# ORDINARY COUNCIL MEETING

## MINUTES

Thursday 18 September 2014

These minutes were confirmed by Council as a true and correct record of the Ordinary Council meeting held on 18 September 2014.

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

### Disclaimer

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

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

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 18 September 2014**  
**Commencing at 12.30 pm.**

**TABLE OF CONTENTS**

1.09.14	DECLARATION OF OPENING / ATTENDANCE / APOLOGIES.....	3
2.09.14	ANNOUNCEMENT OF VISITORS.....	3
3.09.14	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
4.09.14	PUBLIC QUESTION TIME.....	3
5.09.14	APPLICATIONS FOR LEAVE OF ABSENCE.....	3
6.09.14	PETITIONS/ DEPUTATIONS / PRESENTATION.....	3
7.09.14	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	4
8.09.14	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION.....	4
9.09.14	DECLARATIONS BY MEMBERS & OFFICERS.....	4
10.09.14.0	TECHNICAL & DEVELOPMENT SERVICES REPORT.....	5
<b>10.09.14.01</b>	<b>HEAVY VEHICLE BYPASS BROOKTON</b>	<b>5</b>
	<b>ATTACHMENT 10.09.14.01A.....</b>	<b>7</b>
12.09.14.0	FINANCE & ADMINISTRATION REPORT.....	10
<b>12.09.14.01</b>	<b>LIST OF ACCOUNTS FOR PAYMENT</b>	<b>10</b>
	<b>ATTACHMENT 12.09.14.02A</b>	<b>16</b>
<b>12.09.14.04</b>	<b>SCHEDULE OF FEES AND CHARGES 2014/15.....</b>	<b>34</b>
14.09.14.0	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	37
15.09.14.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING – ELECTED MEMBERS, OFFICERS.....	37
16.09.14.0	CONFIDENTIAL REPORT.....	37
<b>16.09.14.01</b>	<b>TENDER 01_ 1415 – CONTRACT MANAGEMENT BROOKTON AQUATIC CENTRE</b>	<b>38</b>
17.09.14.0	NEXT MEETING.....	39
18.09.14.0	CLOSURE.....	39

**1.09.14 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES**

The Presiding Member opened the meeting at 12:36pm and welcomed Councillors, staff and members of the public.

**Attendance**

Elected Members

Cr KT Wilkinson – Shire President (Presiding Member)  
Cr KL Crute - Deputy Shire President  
Cr N Walker  
Cr TM Eva  
Cr K H Mills  
Cr L Allington

Staff

Evelyn Arnold	Acting Chief Executive Officer
Carina Whittington	Community Services Manager
Stefan de Beer	Shire Planner
Courtney Fulwood	Administration Officer

Members of the Public

Apologies

Cr R T Fancote – Approved Leave of Absence

**2.09.14 ANNOUNCEMENT OF VISITORS**

Nil

**3.09.14 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**4.09.14 PUBLIC QUESTION TIME**

Nil

**5.09.14 APPLICATIONS FOR LEAVE OF ABSENCE**

**Council Resolution**

**5.09.14.01**

**Moved Cr Crute Seconded Cr Eva**

**That Councillor Allington be granted Leave of Absence for the October 2014 Council Meeting.**

**CARRIED6-0**

**6.09.14 PETITIONS/ DEPUTATIONS / PRESENTATION**

Nil

**7.09.14 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**Council Resolution**

**7.09.14.01**

**Moved Cr Walker Seconded Cr Allington**

**That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers on Thursday 21 August 2014 be confirmed as a true and correct records of proceedings.**

**CARRIED6-0**

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

**Condolences**

R – Sweeney

A - Hollingworth

**9.09.14 DECLARATIONS BY MEMBERS & OFFICERS**

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

**Financial, Proximity and Impartiality Interests**

<b>Item no.</b>	<b>Staff</b>	<b>Type of Interest</b>	<b>Nature of Interest</b>
Nil			

## 10.09.14.0 TECHNICAL & DEVELOPMENT SERVICES REPORT

### 10.09.14.01 HEAVY VEHICLE BYPASS BROOKTON

<b>FILE REFERENCE:</b>	ADM 0227
<b>AUTHORS NAME AND POSITION:</b>	Evelyn Arnold Acting Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Mainroads Western Australia
<b>DATE REPORT WRITTEN:</b>	8 September 2014
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	None

#### **SUMMARY:**

The Shire of Brookton responds to the letter from Main Roads Western Australia and affirms that the proposal submitted is not in the best interests of the Shire of Brookton.

#### **Background:**

Main Roads Western Australia (MRWA) has contacted the Shire of Brookton with a proposal for a potential heavy vehicle bypass at Brookton (The letter is included as **attachment 10.09.14.01a**). They are requesting a response to three questions.

#### **Details:**

The further information required by MRWA is as follows;

1. Whether Shire of Brookton supports allowing vehicles up to RAV Network 7 access to Taylor Street?
2. If so, whether Shire of Brookton also supports signing the Taylor Street/Brookton-Kweda Road/Yeo Road route as a Heavy Vehicle Bypass?
3. If the Shire supports 1. and 2. Above, does the Shire also wish to have turns by RAV Network 2 and above vehicles prohibited at the T Junction as Stumpy's Roadhouse in Brookton?

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

There are no statutory implications.

#### **Policy Considerations:**

There is no council policy relative to this issue.

#### **Consultation:**

Consultation has been undertaken with staff.

**Financial Implications:**

There are no financial implications relevant to this report.

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

There are no specific implications relevant to this report.

**Corporate Business Plan (2014 – 2018):**

There are no specific implications relevant to this report.

**Officer's Comment:**

It is recommended that the Council respond to this letter as outlined below;

1. Whether Shire of Brookton supports allowing vehicles up to RAV Network 7 access to Taylor Street? *A letter (our reference ADM0167) has already been sent in August 2014 requesting this road be rated as RAV 6. The Shire of Brookton does not support the recommendation to rate this road as RAV 7.*
2. If so, whether Shire of Brookton also supports signing the Taylor Street/Brookton-Kweda Road/Yeo Road route as a Heavy Vehicle Bypass? *The Shire of Brookton does not support a heavy vehicle bypass. It is felt that this would have unwelcome economic impact on local businesses and increase the amount of traffic on local shire road network.*
3. If the Shire supports 1. and 2. Above, does the Shire also wish to have turns by RAV Network 2 and above vehicles prohibited at the T Junction as Stumpy's Roadhouse in Brookton? *It would be Council's preference to have the T Junction at Stumpy's Roadhouse upgraded to better accommodate RAV 4 category traffic. Therefore, the Shire of Brookton would not support this recommendation of a reduction in the rating to RAV 2.*

**Voting Requirements:**

Simple majority required

**Recommendation**

That Council advises Main Roads Western Australia as detailed below;

1. *A letter (our reference ADM0167) has already been sent in August 2014 requesting Taylor Street be rated as RAV 6. The Shire of Brookton does not support the recommendation to rate this street as RAV 7.*
2. *The Shire of Brookton does not support a heavy vehicle bypass. It is felt that this would have unwelcome economic impact on local businesses and increase the amount of traffic on local shire road network.*
3. *It would be Council's preference to have the T Junction at Stumpy's Roadhouse upgraded to better accommodate RAV 4 category traffic. Therefore, the Shire of*

*Brookton would not support this recommendation of a reduction in the rating to RAV 2.*

**Council Resolution**

**10.09.14.01**

**Moved Cr Crute Seconded Cr Eva**

**That Council advises Main Roads Western Australia as detailed below;**

- 1. *A letter (our reference ADM0167) has already been sent in August 2014 requesting Taylor Street be rated as RAV 6. The Shire of Brookton does not support the recommendation to rate this Street as RAV 7.***
- 2. *The Shire of Brookton does not support a heavy vehicle bypass. It is felt that this would have unwelcome economic impact on local businesses and increase the amount of traffic on local shire road network.***
- 3. *It would be Council's preference to have the T Junction at Stumpy's Roadhouse upgraded to better accommodate RAV 4 category traffic. Therefore, the Shire of Brookton would not support this recommendation of a reduction in the rating to RAV 2.***

**CARRIED6-0**

**ATTACHMENT 10.09.14.01A**



ABN: 50 860 676 021

Enquiries: Bernie Van Niekerk on 08 98 810566  
Our Ref: 04/9266-02  
Your Ref: NA

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

SHIRE OF BROOKTON	
20 AUG 2014	
FILE REF: ADM0221	RECEIVED
OFFICER: CEO	
DOC ID:	
DATE: 22/8/14	RESP
UNIT:	

14 August 2014

Dear Kevin

**POTENTIAL HEAVY VEHICLE BYPASS AT BROOKTON.**

Following completion of Grain Freight Improvement Works on Taylor St, Brookton - Kweda Rd and Yeo Rd in the Shire of Brookton, Main Roads WA has carried out an assessment of this route; providing a connection between Brookton Hwy and the Northam - Cranbrook Rd (Great Southern Hwy) on the south side of Brookton Townsite.

The newly constructed section of Brookton Hwy, between Yeo Rd and the turnoff to Beverley with Northam - Cranbrook Rd, has also been assessed and recommended for access by RAV vehicles up to Network 7.

Yeo Rd and the section of Brookton - Kweda Rd, between Yeo Rd and Taylor St, already allow access by RAV vehicles up to Network 7. Taylor St currently only allows access by RAV vehicles up to Network 4.

It is possible that 36.5m length RAV vehicles could now have a viable connection between Northam - Cranbrook Rd south of Brookton and the northern leg of Northam - Cranbrook Rd towards Beverley, as well as to Brookton Hwy further to the east. This could also enable action to address the problem of RAV vehicles using the fairly tight T Junction at Stumpy's Roadhouse in Brookton; this intersection is currently allowed to be used by RAV 2-4 vehicles but not RAV 5-7 vehicles and has been the subject of complaints.

Subject to agreement from the Shire of Brookton, Taylor St could be recommended for addition to RAV Network 7. The final decision, as to whether the road is suitable, would then rest with MRWA Heavy Vehicle Services. If found suitable, the route could be signed as a Heavy Vehicle Bypass and consideration given to prohibiting RAV 2 and above vehicles from using the intersection at Stumpy's roadhouse.

It is also understood that the Shire is keen to have Flashing Light Control installed at the rail crossing on Taylor St. If Taylor St were to be used by vehicles up to RAV Network 7, it is possible that increased traffic volumes would in turn increase the possibility of the roughly \$500,000 light installation cost being funded in the future. MRWA would have to fund the cost of installation, and ongoing maintenance costs would be split between MRWA and Brookfield Rail.

Wheatbelt Region, Narrogin Office, Mokine Road, Narrogin or PO Box 194, Narrogin Western Australia 6312  
Telephone: (08) 9881 0566 Facsimile: (08) 9881 0503  
Email: wheatbelt@mainroads.wa.gov.au Website: www.mainroads.wa.gov.au



Could you please advise:

1. Whether Shire of Brookton supports allowing vehicles up to RAV Network 7 access to Taylor St?
2. If so, whether Shire of Brookton also supports signing the Taylor St/Brookton - Kweda Rd/Yeo Rd route as a Heavy Vehicle Bypass?
3. If the Shire supports 1. and 2. above, does the Shire also wish to have turns by RAV Network 2 and above vehicles prohibited at the T Junction at Stumpy's Roadhouse in Brookton?

If you require any further information please contact Bernie Van Niekerk at this office on 08 98 810566.

Yours sincerely



Craig Manton  
REGIONAL MANAGER  
WHEATBELT REGION

## 12.09.14.0 FINANCE & ADMINISTRATION REPORT

### 12.09.14.01 LIST OF ACCOUNTS FOR PAYMENT

**FILE REFERENCE:** ADM 0323

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

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

**DATE REPORT WRITTEN:** 8<sup>th</sup> September 2014

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

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

#### **SUMMARY:**

The List of Accounts for payment to 31<sup>st</sup> August 2014 is presented to Council for inspection.

#### **Background:**

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

#### **Detail:**

Totals of all payments from each of Council's bank accounts are listed below and detailed within Attachment 12.09.14.01A

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

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

Direct Debits	\$	67,725.46
EFT	\$	409,035.67
Cheques	\$	341,061.26
<b><i>Trust Account</i></b>	\$	220.00

#### **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 Plan Implications:**

There are no Strategic Plan implications relevant to this report.

**Voting Requirements:**

Simple majority required.

**Officer's Recommendation:**

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31<sup>st</sup> August 2014, per the summaries included in Attachment 12.09.14.01A in accordance with the Local Government (Financial Management) Regulations 1996:

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

*Municipal Account*

Direct Debits	\$	67,725.46
EFT	\$	409,035.67
Cheques	\$	341,061.26
<i>Trust Account</i>	\$	220.00

**Council Resolution**

12.09.14.01

Moved Cr Crute Seconded Cr Allington

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31<sup>st</sup> August 2014, per the summaries included in Attachment 12.09.14.01A in accordance with the Local Government (Financial Management) Regulations 1996:

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

*Municipal Account*

Direct Debits	\$	67,725.46
EFT	\$	409,035.67
Cheques	\$	341,061.26
<i>Trust Account</i>	\$	220.00

**CARRIED6-0**

**ATTACHMENT 12.09.14.01A**

## AUGUST 2014 LIST OF ACCOUNTS DUE &amp; SUBMITTED TO COUNCIL 18TH SEPTEMBER 2014

## ATTACHMENT 12.09.14.01A

Chq/EFT	Date	Name	Description	Amount
EFT5881	14/08/2014	AUSTRAL MERCANTILE COLLECTIONS	DEBT COLLECTION A811	\$ 93.30
EFT5882	14/08/2014	B & N EYRE BROOKTON NEWSAGENCY	PAPERS & STATIONERY 30/06/14 TO 27/07/14	\$ 163.35
EFT5883	14/08/2014	BOC GASES	ARGOSHIELD UNIVERSAL E2 SIZE	\$ 60.47
EFT5884	14/08/2014	BROOKTON PLUMBING	REPAIR TOILET AT RAILWAY STATION TOILETS	\$ 137.50
EFT5885	14/08/2014	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	LEVY PAYMENT JULY 2014	\$ 675.06
EFT5886	14/08/2014	CARINA WHITTINGTON	DIGITAL MARKETING WORKSHOP INCLUDING TRAVEL	\$ 525.80
EFT5887	14/08/2014	COUNTRY COPIERS	COPIER MONTHLY METER READING	\$ 644.47
EFT5888	14/08/2014	EL CABALLO MOTEL	ACCOMODATION PWS 13/08/14 FOR WORKS CONFERENCE	\$ 75.00
EFT5889	14/08/2014	GREAT SOUTHERN FUEL SUPPLIES	UNLEADED PETROL PURCHASES JULY 2014	\$ 429.26
EFT5890	14/08/2014	GRIFFIN VALUATION ADVISORY	VALUATIONS OF LAND, BUILDINGS, IMPROVEMENTS & PLAYGROUND EQUIPMENT ASSETS	\$ 11,880.00
EFT5891	14/08/2014	LOCAL GOVERNMENT MANAGERS AUSTRALIA	2014-15 MEMBERSHIP CEO & CSM	\$ 912.00
EFT5892	14/08/2014	LOCAL GOVERNMENT SUPERVISORS ASSN	WA WORKS & PARKS CONFERENCE 2014 - PWS	\$ 505.00
EFT5893	14/08/2014	WA CONTRACT RANGER SERVICES	RANGER SERVICES 24/07/14 & 29/07/14	\$ 654.50
EFT5894	14/08/2014	WA LOCAL GOVERNMENT ASSN	ADVERTISING - ALTERATION TO BROOKTON OUTBUILDING POLICY 26/06/14	\$ 152.06
EFT5895	14/08/2014	WINDSOR D & J	REPLACE ROLLERS ON SECURITY SCREEN 7 MONTGOMERY ST	\$ 137.78
EFT5896	15/08/2014	MELVILLE MAZDA	2014 MAZDA CX5 MAXX SPORT 2.5L AWD - DCEO	\$ 9,941.65
EFT5897	28/08/2014	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 452.23
EFT5898	28/08/2014	ALLINGTON AGRI	ROADSIDE SPRAYING ALL SHIRE ROADS WINTER 2014	\$ 22,000.00
EFT5899	28/08/2014	AUSTRALIA POST	POSTAGE JULY 2014	\$ 195.30
EFT5900	28/08/2014	BAPTISTCARE	KALAKARNI RESIDENCY OPERATING & MANAGEMENT FEES AUGUST 2014	\$ 255,686.85
EFT5901	28/08/2014	BOC GASES	ANNUAL CONTAINER SERVICE CHARGE FOR 01/08/14 TO 31/07/15	\$ 170.02
EFT5902	28/08/2014	BROOKTON COMMUNITY RESOURCE CENTRE	QUARTERLY LIBRARY CONTRIBUTIONS JULY 2014 TO SEPTEMBER 2014	\$ 6,875.00
EFT5903	28/08/2014	BROOKTON DELI	CATERING FOR COUNCIL MEETING 24/07/14 & BUDGET MEETING 31/07/14	\$ 757.00
EFT5904	28/08/2014	BROOKTON PLUMBING	REPAIR TOILET AT RAILWAY STATION & GAS BURNER UNIT 2 / 4 MATTHEWS ST	\$ 227.70
EFT5905	28/08/2014	BROOKTON ROADHOUSE	UNLEADED PETROL	\$ 16.65
EFT5906	28/08/2014	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 252.28
EFT5907	28/08/2014	CONTRACT AQUATIC SERVICES	POOL START UP CHEMICALS & OFF SEASON MAINTENANCE	\$ 3,454.00
EFT5908	28/08/2014	COOTE MOTORS	SERVICE & REPAIR FIRETENDERS F9 & F4	\$ 2,966.00
EFT5909	28/08/2014	COURIER AUSTRALIA	FREIGHT	\$ 60.95
EFT5910	28/08/2014	DAVID WILLS AND ASSOCIATES	SEWER ASSET MANAGEMENT PLAN UPDATE	\$ 6,374.50
EFT5911	28/08/2014	FLICK WASHROOM SERVICES	SANITARY BIN SERVICE AUGUST 2014 TO JANUARY 2015	\$ 2,169.20
EFT5912	28/08/2014	GILL RURAL TRADERS	HARDWARE	\$ 4,377.64
EFT5913	28/08/2014	GO GO ON-HOLD	ON HOLD MESSAGE SERVICE 01/07/14 TO 30/06/15	\$ 828.00
EFT5914	28/08/2014	GREAT SOUTHERN WASTE DISPOSAL	BROOKTON TIP SITE, RUBBISH BIN COLLECTION & BULK RECYLCE PICK UP 24/06/14 TO 29/07/14	\$ 13,074.20
EFT5915	28/08/2014	H RUSHTON & CO	SERVICE & REPAIR PG5, M8, PPV1, G6 & R8	\$ 3,870.95
EFT5916	28/08/2014	HITACHI CONSTRUCTION MACHINERY	STRAP FOR G5	\$ 256.43
EFT5917	28/08/2014	JOEL PAIN	REIMBURSEMENT LEARNERS PERMIT	\$ 162.50
EFT5918	28/08/2014	LANDGATE (DOLA)	RURAL UV INTERIM VALUATION R2014/7, GRV G2014/7 & G2014/4	\$ 139.35
EFT5919	28/08/2014	LGIS INSURANCE	REIMBURSEMENT FOR BROOKTON BUSHFIRE CLAIM	\$ 2,887.08
EFT5920	28/08/2014	LHAAC	ANALYTICAL SERVICES 2013/2014	\$ 495.95
EFT5921	28/08/2014	MICHAEL JOHN SWEENEY	REIMBURSEMENT OF PRE EMPLOYMENT POLICE CLEARANCE	\$ 62.40
EFT5922	28/08/2014	MINUTEMAN PRESS	ECONOMIC PROFILE COPYING	\$ 97.90
EFT5923	28/08/2014	OFFICEWORKS BUSINESS DIRECT	STATIONERY	\$ 37.94
EFT5924	28/08/2014	OIL TECH FUEL	9880 LITRES OF DIESEL	\$ 14,308.81
EFT5925	28/08/2014	ORICA AUSTRALIA P/L	SERVICE FEE CHLORINE CYLINDER - SWIMMING POOL 01/07/14 TO 31/07/14	\$ 84.57
EFT5926	28/08/2014	QUALITY TRANSPORT	FRIEGHT	\$ 22.00
EFT5927	28/08/2014	RADIOWEST BROADCASTERS	CEO INTERVIEW 31/07/14	\$ 55.00
EFT5928	28/08/2014	STUMPY'S GATEWAY ROADHOUSE	DIESEL & UNLEADED PETROL	\$ 695.89
EFT5929	28/08/2014	TASSIE'S PLUMBING	REPAIR TOILETS AT CARAVAN PARK, PUBLIC TOILETS & TOWN HALL	\$ 611.16
EFT5930	28/08/2014	TIANCO TRANSPORT	SUPPLY SAND 64 CUBIC METRES	\$ 140.80
EFT5931	28/08/2014	TIMBERDEN PLANT HIRE	CULVERT CLEANING 29/07/14	\$ 2,750.00
EFT5932	28/08/2014	TOTALLY CONFIDENTIAL RECORDS	ARCHIVE BOX STORAGE 01/07/14 TO 31/07/14	\$ 84.93
EFT5933	28/08/2014	WA CONTRACT RANGER SERVICES	RANGER SERVICES 07/08/14 & 13/08/14	\$ 584.65
EFT5934	28/08/2014	WA LOCAL GOVERNMENT ASSN	ANNUAL SUBSCRIPTIONS FOR THE PERIOD 1/07/14 TO 30/06/15	\$ 25,161.91
EFT5935	28/08/2014	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 9,600.73
			<b>TOTAL EFT</b>	<b>\$ 409,035.67</b>

Chq/EFT	Date	Name	Description	Amount
17056	27/08/2014	GEOFFREY CHARLES MATTHEWS	REFUND - OVERPAYMENT OF DOG REGISTRATION FEE	\$ 90.00
17334	14/08/2014	BROOKTON SUPERMARKET	GAS BOTTLE, TEA COFFEE, BATTERIES & REFRESHMENTS	\$ 335.88
17335	14/08/2014	BUILDING COMMISSION	BUILDING SERVICES LEVY PAYMENT JULY 2014	\$ 373.49
17336	14/08/2014	JASON SIGNMAKERS	SIGNS FOR CARAVAN PARK	\$ 88.00
17337	14/08/2014	MAIN ROADS WESTERN AUSTRALIA	BRIDGE WORK - BRIDGE 4878A AVON RIVER BROOKTON KWEDA ROAD	\$ 315,921.46
17338	14/08/2014	PICTURES FOR PLEASURE	FRAMING OF COUNCILOR PHOTO	\$ 75.00
17339	14/08/2014	SHIRE OF BROOKTON	CREDIT CARD PURCHASES JULY 2014	\$ 814.90
17341	21/08/2014	DEPARTMENT OF TRANSPORT	CHANGE OF PLATES ON 2014 MAZDA & 2014 HYUNDAI SANTA FE	\$ 33.20
17342	28/08/2014	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 342.74
17343	28/08/2014	BENDIGO SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 585.82
17344	28/08/2014	BROOKTON DISTRICT HIGH SCHOOL	2014/15 ANNUAL BUDGETED DONATION	\$ 2,500.00
17345	28/08/2014	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 459.96
17346	28/08/2014	CASH - SHIRE OF BROOKTON	REBURSEMENT OF PETTY CASH AUGUST 2014	\$ 170.20
17347	28/08/2014	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 912.15
17348	28/08/2014	PACIFIC BRANDS WORKWEAR	UNIFORM C MCCALLUM	\$ 44.00
17349	28/08/2014	RYDGES PERTH	ACCOMODATION & PARKING LOCAL GOVERNMENT WEEK 2014	\$ 10,321.50
17350	28/08/2014	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 854.77
17351	28/08/2014	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 64.78
17352	28/08/2014	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 705.19
17353	28/08/2014	SHIRE OF BROOKTON - TRUST ACCOUNT	PAYROLL DEDUCTIONS	\$ 400.00
17354	28/08/2014	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 135.00
17355	28/08/2014	SHIRE OF WILLIAMS	2014 CENTRAL COUNTRY ZONE GOLF DAY	\$ 120.00
17356	28/08/2014	STAR TRACK EXPRESS	FREIGHT	\$ 68.23
17357	28/08/2014	SYNERGY	STREETLIGHT ELECTRICITY 25/06/14 TO 24/07/14	\$ 3,434.15
17358	28/08/2014	TELSTRA CORPORATION	MOBILE PHONE, IPAD, SWIMMING POOL, DEPOT, ADMINISTRATION, DCEO RESIDENCE ACCOUNTS 04/07/14 TO 01/08/14	\$ 1,673.97
17359	28/08/2014	TRELOAR ROSES	GALLIPOLLI CENTENARY ROSES	\$ 54.60
17360	28/08/2014	UNISUPER	SUPERANNUATION CONTRIBUTIONS	\$ 376.04
17361	28/08/2014	WATER CORPORATION OF WA	WATER USAGE CHARGES PAVILION & CARAVAN PARK 18/06/14 TO 23/07/14	\$ 106.23
<b>TOTAL CHEQUES</b>				<b>\$ 341,061.26</b>
<b>TOTAL MUNICIPAL</b>				<b>\$ 750,096.93</b>

Chq/EFT	Date	Name	Description	Amount
914	20/08/2014	BI-TONE WESTCOAST CARAVAN CLUB INC	BOND REFUND FOR HIRE OF WB EVA PAVILION 04-06/07/14	\$ 110.00
915	20/08/2014	MARJORIE BENNELL BROMFIELD	BOND REFUND FOR HIRE OF MEMORIAL HALL 15/08/14	\$ 110.00
			<b>TOTAL TRUST</b>	<b>\$ 220.00</b>

DIRECT DEBITS FOR JULY 2014	
SALARIES & WAGES	\$ 67,572.68
MERCHANT FEES	\$ 152.78
<b>TOTAL</b>	<b>\$ 67,725.46</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
6/07/14	WESTNET - 8 MARSH AVE	\$ 59.95
	WESTNET - DEPOT	\$ 49.95
	WESTNET - ADMIN OFFICE	\$ 109.95
15/07/14	KALAMUNDA TOYOTA	\$ 480.20
26/07/14	RURAL HEALTH WEST	\$ 100.00
29/07/14	APPLE ITUNES STORE	\$ 6.49
29/06/14	CARD FEE & CHARGES	\$ 8.36
<b>TOTAL</b>		<b>\$ 814.90</b>

## 12.09.14.02 FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 AUGUST 2014

**FILE REFERENCE:** ADM 0323

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

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

**DATE REPORT WRITTEN:** 9 September 2014

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

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

### **SUMMARY:**

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

### **Background:**

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

### **Detail:**

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

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

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

Section 6.4 of the *Local Government Act 1995*.

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

### **Policy Considerations:**

There is no Council Policy relative to this issue.

### **Consultation:**

There has been no consultation in this matter.

### **Financial Implications:**

There are no financial implications relevant to this report.

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

No reference

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

No reference

**Voting Requirements:**

Simple majority Required

**Officer's Recommendation:**

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

**Council Resolution**

**12.09.14.02**

**Moved Cr Mills Seconded Cr Allington**

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

**CARRIED6-0**

**ATTACHMENT 12.09.14.02A**



**Shire of Brookton**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 August 2014**

**TABLE OF CONTENTS**

Statement of Financial Activity by Function & Activity

Statement of Financial Activity by Nature & Type

Note 1 - Graphical Representation of Statement of Financial Activity

Note 2 - Net Current Funding Position

Note 3 - Budget Amendments

Note 4 - Receivables

Note 5 - Cash Backed Reserves

Note 6 - Capital Disposals and Acquisitions

Note 7 - Information on Borrowings

Note 8 - Cash and Investments

Note 9 - Major Variances

Note 10 - Trust Fund

Note 11 - Kalkarni Financial Report

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

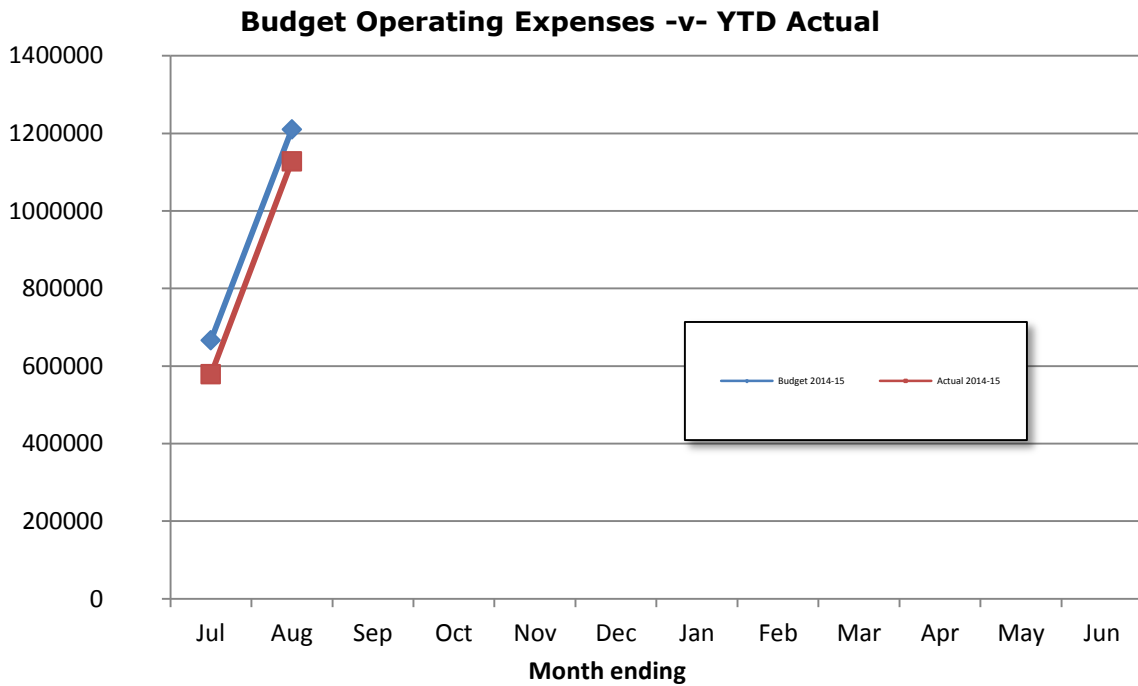
Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
<b>Operating Revenues</b>	\$	\$	\$	\$	%	
Governance	31,298	4,544	10,592	6,048	133.10%	
General Purpose Funding	1,085,676	22,457	234,538	212,081	944.39%	▲
Law, Order and Public Safety	31,863	1,314	1,135	(179)	(13.62%)	
Health	2,807	466	751	285	61.05%	
Education and Welfare	4,120,375	686,720	651,264	(35,456)	(5.16%)	▼
Housing	707,875	638,029	638,347	318	0.05%	
Community Amenities	364,020	293,297	297,092	3,795	1.29%	
Recreation and Culture	161,994	6,450	4,414	(2,036)	(31.56%)	
Transport	501,221	67,242	65,587	(1,655)	(2.46%)	
Economic Services	56,604	9,428	10,000	572	6.07%	
Other Property and Services	137,917	22,982	6,183	(16,799)	(73.10%)	▼
<b>Total (Excluding Rates)</b>	<b>7,201,650</b>	<b>1,752,929</b>	<b>1,919,903</b>	<b>166,974</b>	<b>9.53%</b>	
<b>Operating Expense</b>						
Governance	(608,649)	(108,217)	(110,456)	(2,239)	2.07%	
General Purpose Funding	(205,086)	(23,186)	(21,650)	1,536	(6.62%)	
Law, Order and Public Safety	(251,337)	(41,864)	(27,544)	14,320	(34.21%)	▲
Health	(54,746)	(2,616)	(3,111)	(495)	18.94%	
Education and Welfare	(4,058,549)	(679,392)	(616,658)	62,734	(9.23%)	▲
Housing	(153,732)	(27,185)	(14,986)	12,199	(44.87%)	▲
Community Amenities	(487,107)	(54,680)	(58,382)	(3,702)	6.77%	
Recreation and Culture	(729,367)	(57,171)	(77,878)	(20,707)	36.22%	
Transport	(1,205,679)	(199,070)	(152,991)	46,079	(23.15%)	▲
Economic Services	(143,936)	(10,853)	(14,783)	(3,930)	36.21%	
Other Property and Services	(66,775)	(6,267)	(29,360)	(23,093)	368.48%	▼
<b>Total</b>	<b>(7,964,964)</b>	<b>(1,210,501)</b>	<b>(1,127,797)</b>	<b>82,704</b>	<b>6.83%</b>	
<b>Funding Balance Adjustment</b>						
Add back Depreciation	1,226,781	204,424	0	(204,424)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	(21,628)	0	0	0		
<b>Net Operating (Ex. Rates)</b>	<b>441,839</b>	<b>746,852</b>	<b>792,105</b>	<b>45,253</b>	<b>6.06%</b>	
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	209,800	71,000	68,181	(2,819)	(3.97%)	
Self-Supporting Loan Principal	33,377	5,072	5,072	0	0.00%	
Transfer from Reserves	548,349	0	0	0	0.00%	
<b>Total</b>	<b>791,526</b>	<b>76,072</b>	<b>73,253</b>	<b>(2,819)</b>	<b>(3.71%)</b>	
<b>Capital Expenses</b>						
Land and Buildings	(1,152,484)	(2,500)	(2,341)	159	(6.37%)	
Plant and Equipment	(441,000)	(84,500)	(73,171)	11,329	(13.41%)	▲
Furniture and Equipment	(126,895)	0	0	0	0.00%	
Infrastructure Assets - Roads & Bridges	(854,986)	(10,000)	(8,186)	1,814	(18.14%)	
Infrastructure Assets - Sewerage	(24,500)	0	0	0	0.00%	
Infrastructure Assets - Parks	(9,000)	0	0	0	0.00%	
Repayment of Debentures	(107,603)	(21,512)	(21,512)	(0)	0.00%	
Transfer to Reserves	(438,324)	0	0	0	0.00%	
<b>Total</b>	<b>(3,154,791)</b>	<b>(118,512)</b>	<b>(105,210)</b>	<b>13,302</b>	<b>(11.22%)</b>	
<b>Net Capital</b>	<b>(2,363,265)</b>	<b>(42,440)</b>	<b>(31,957)</b>	<b>10,483</b>	<b>(24.70%)</b>	
<b>Total Net Operating + Capital</b>	<b>(1,921,427)</b>	<b>704,412</b>	<b>760,148</b>	<b>55,736</b>	<b>7.91%</b>	
Rate Revenue	1,674,514	1,674,514	1,674,347	(167)	(0.01%)	
Opening Funding Surplus(Deficit)	246,913	220,213	<b>220,213</b>	0	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>2,599,139</b>	<b>2,654,708</b>	<b>55,569</b>	<b>2.14%</b>	

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Program by Nature and Type**  
**For the Period Ended 31 August 2014**

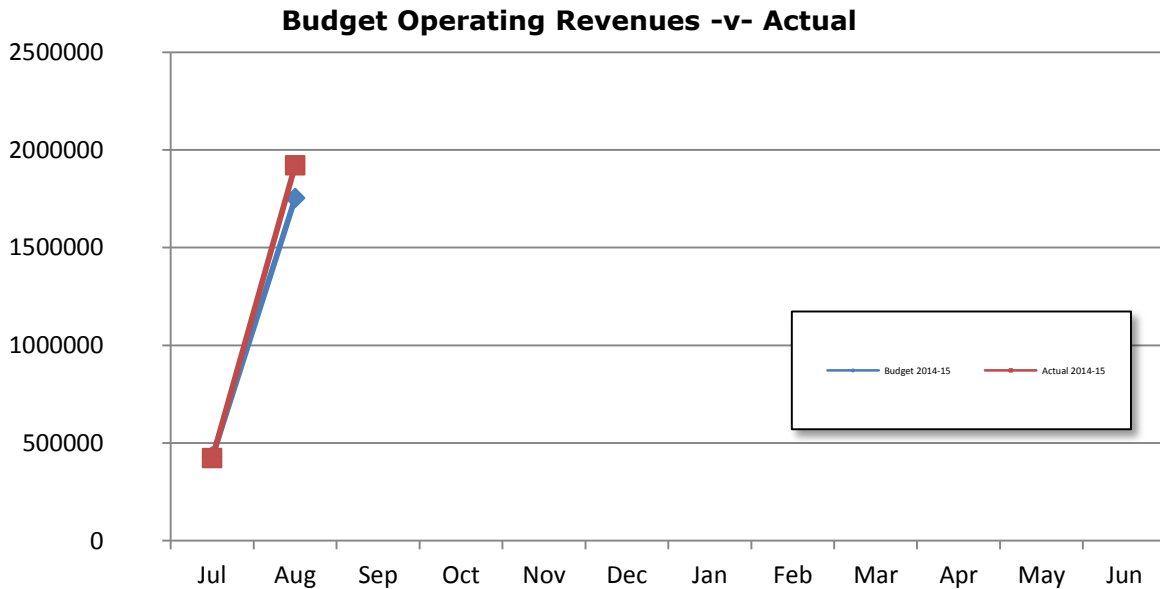
	NOTE	2014/15 Adopted Budget \$	2014/15 YTD Actual \$	Variance Adopted vs Actual
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Rates		1,674,514	1,674,347	166
Operating Grants, Subsidies and Contributions		4,259,571	801,246	3,458,324
Fees and Charges		1,384,102	447,977	936,125
Interest Earnings		178,400	6,115	172,285
Other Revenue		200,984	38,474	162,510
		<u>7,697,570</u>	<u>2,968,159</u>	<u>4,729,411</u>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs		(1,269,906)	(228,347)	(1,041,559)
Materials and Contracts		(5,006,236)	(786,336)	(4,219,899)
Utilities		(150,007)	(19,725)	(130,282)
Depreciation		(1,226,781)	-	(1,226,781)
Interest Expenses	7	(127,055)	6,463	(133,518)
Insurance		(162,738)	(97,749)	(64,988)
Other Expenditure		(13,600)	(75)	(13,525)
		<u>(7,956,322)</u>	<u>(1,125,769)</u>	<u>(6,830,552)</u>
		(258,752)	1,842,390	(2,101,142)
Non-Operating Grants, Subsidies & Contributions		1,148,324	624,063	524,261
Profit on Asset Disposals	6	30,270	-	30,270
Loss on Asset Disposals	6	(8,642)	-	(8,642)
<b>NET RESULT</b>		<u>911,200</u>	<u>2,466,453</u>	<u>(1,555,253)</u>

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

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



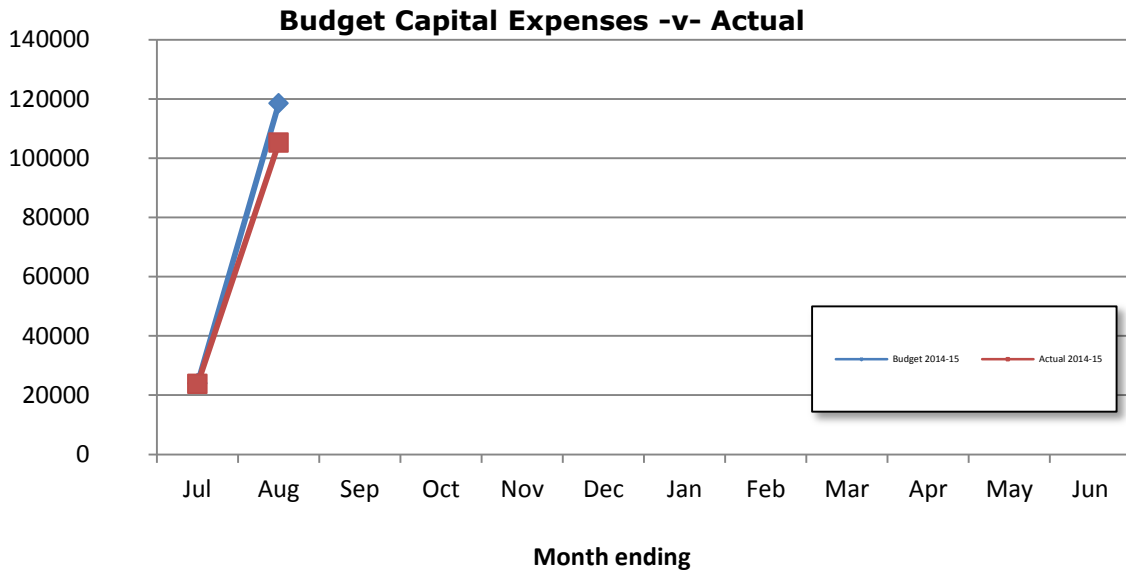
**Comments/Notes - Operating Expenses**



**Comments/Notes - Operating Revenues**

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

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

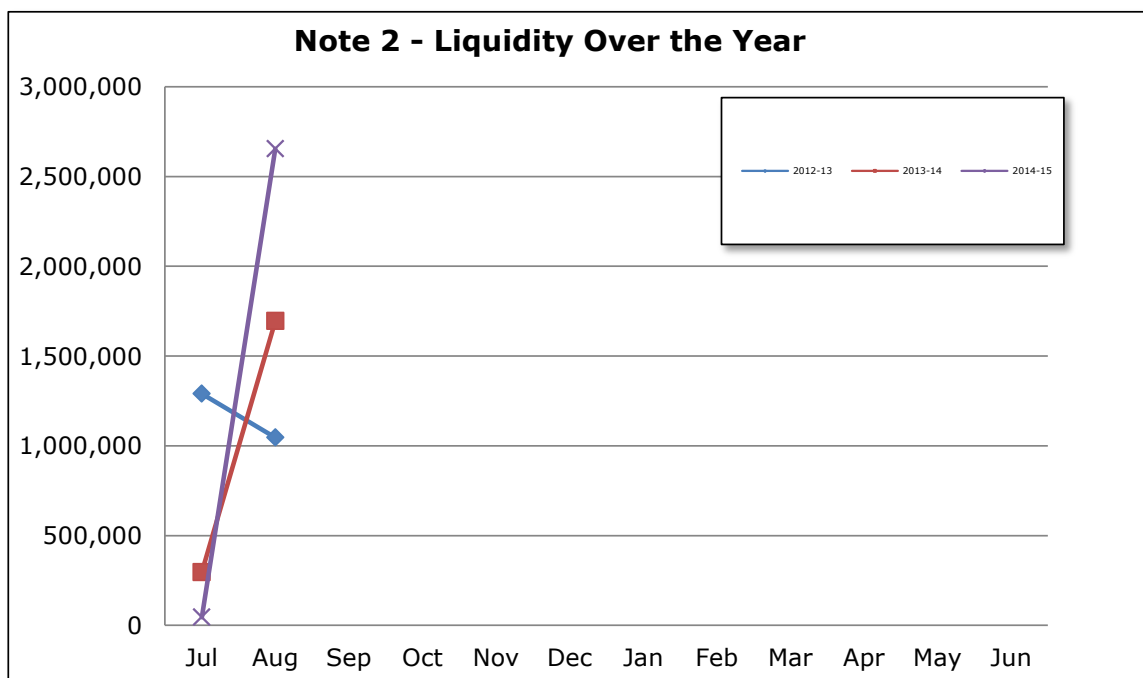


**Comments/Notes - Capital Expenses**

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

**Note 2: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		2014-15		
Note	This Period	Same Period 2013/14	Same Period 2012/13	
	\$	\$	\$	
<b>Current Assets</b>				
Cash Unrestricted	<b>974,301</b>	191,432	1,507,966	
Cash Restricted	<b>2,441,892</b>	2,339,020	4,111,038	
Receivables	<b>2,538,705</b>	3,129,552	1,296,105	
Prepayments & Accruals	<b>0</b>	0	0	
Inventories	<b>20,360</b>	19,486	32,544	
	<b>5,975,258</b>	5,679,490	6,947,653	
<b>Less: Current Liabilities</b>				
Payables and Provisions	<b>(878,658)</b>	(1,645,735)	(1,789,884)	
	<b>(878,658)</b>	(1,645,735)	(1,789,884)	
Less: Cash Restricted	<b>(2,441,892)</b>	(2,339,020)	(4,111,038)	
<b>Net Current Funding Position</b>	<b>2,654,709</b>	<b>1,694,735</b>	<b>1,046,731</b>	



**Comments - Net Current Funding Position**



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

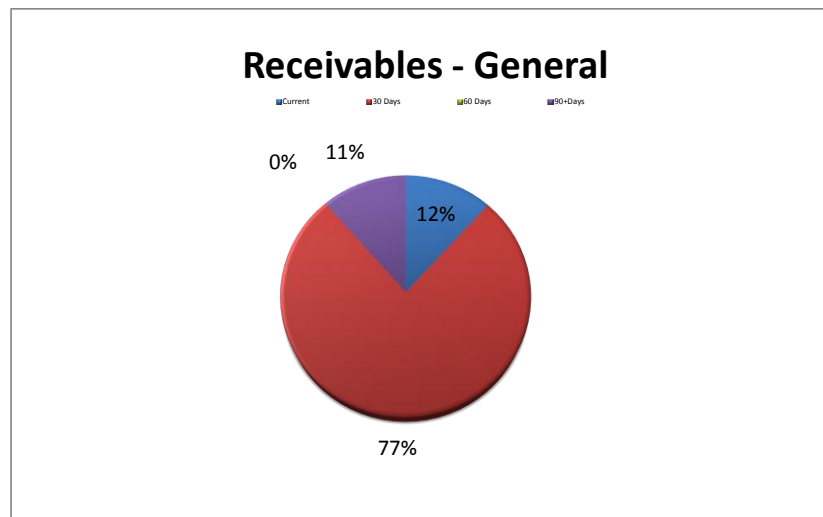
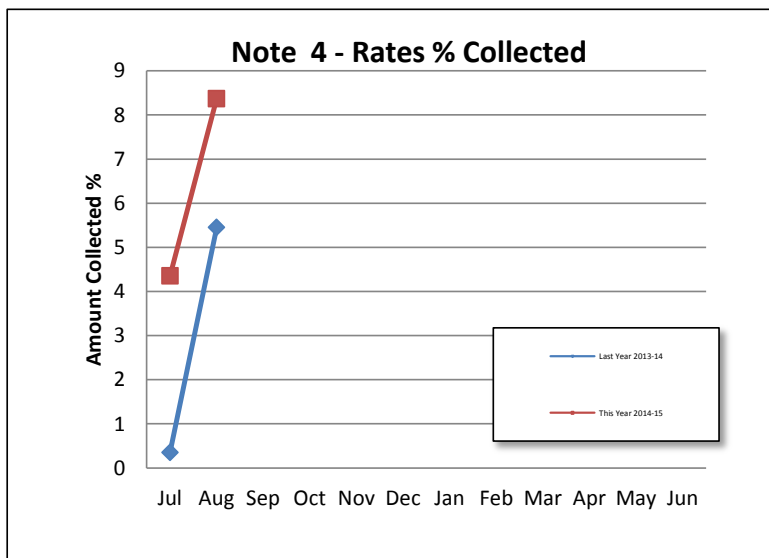
**Note 4: RECEIVABLES**

**Receivables - Rates, Sewerage and Rubbish**

	Current 2014-15	Previous 2013-14
	\$	\$
Opening Arrears Previous Years	41,705	66,021
Rates, Sewerage & Rubbish Levied this year	1,925,127	1,815,601
Less Collections to date	(107,108)	(157,550)
<b>Equals Current Outstanding</b>	<b>1,859,725</b>	<b>1,724,071</b>
<b>Net Rates Collectable</b>	1,859,725	1,724,071
% Collected	5.45%	8.37%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	11,293	73,765	0	11,004
<b>Total Outstanding</b>				<b>96,061</b>

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

Of the amount owing in 30 days \$65,500 has since been received in September.



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

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Vehicle Reserve	131,468	4,996	0	110,000	0	0	0	246,464	131,468
Housing Reserve	300,522	11,420	0	0	0	(63,431)	0	248,511	300,522
Furniture and Equipment Reserve	40,352	1,533	0	0	0	(35,000)	0	6,886	40,352
Drainage Reserve	50,511	1,919	0	0	0	(52,430)	0	0	50,511
Municipal Buildings & Facilities Reserve	51,589	1,960	0	30,000	0	0	0	83,550	51,589
Townscape and Footpath Reserve	238,830	9,076	0	0	0	0	0	247,905	238,830
Land Development Reserve	118,875	4,517	0	0	0	0	0	123,392	118,875
Sewerage and Drainage Scheme Reserve	156,791	5,958	0	52,430	0	(14,500)	0	200,679	156,791
Road and Bridge Infrastructure Reserve	34,438	1,309	0	10,000	0	(5,000)	0	40,747	34,438
Health & Aged Care Reserve	788,595	29,967	0	50,000	0	(196,340)	0	672,222	788,595
Community Bus Reserve	44,331	1,685	0	5,000	0	0	0	51,016	44,331
Bridge Construction Reserve	65,850	2,502	0	0	0	(68,352)	0	0	65,850
Staff Vehicle Reserve	17,241	655	0	0	0	(17,896)	0	(0)	17,241
Sport & Recreation Reserve	9,548	363	0	0	0	0	0	9,911	9,548
Rehabilitation & Refuse Reserve	28,482	1,082	0	5,000	0	0	0	34,565	28,482
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0
Saddleback Building Reserve	66,614	2,531	0	4,750	0	(25,900)	0	47,996	66,614
Saddleback Vehicle & Equipment Reserve	4,576	174	0	0	0	(4,750)	0	(0)	4,576
Caravan Park Reserve	54,805	2,083	0	68,352	0	0	0	125,239	54,805
Brookton Heritage/Museum Reserve	35,861	1,363	0	2,500	0	0	0	39,724	35,861
Kweda Hall Reserve	16,477	626	0	2,500	0	0	0	19,603	16,477
Aldersyde Hall Reserve	16,477	626	0	2,500	0	0	0	19,603	16,477
Railway Station Reserve	16,477	626	0	2,500	0	(12,000)	0	7,603	16,477
Madison Square Units Reserve	16,254	618	0	0	0	0	0	16,872	16,254
Cemetery Reserve	89,147	3,388	0	0	0	(42,750)	0	49,784	89,147
Water Harvesting Reserve	47,781	1,816	0	0	0	(10,000)	0	39,597	47,781
	<b>2,441,892</b>	<b>92,792</b>	<b>0</b>	<b>345,532</b>	<b>0</b>	<b>(548,349)</b>	<b>0</b>	<b>2,331,867</b>	<b>2,441,892</b>

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

**Note 6: CAPITAL DISPOSALS AND ACQUISITIONS**

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal		
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)
\$	\$	\$		\$	\$	\$
40,771	47,000	6,229	CEO Vehicle			0
30,231	24,000	(6,231)	DCEO Vehicle			0
24,411	22,000	(2,411)	Shire Planner Vehicle			0
34,403	40,000	5,597	Tandem Truck			0
22,618	25,000	2,382	Works Supervisors Ute			0
4,292	10,000	5,708	Single Cab Utility			0
4,292	10,000	5,708	Single Cab Utility			0
19,154	23,000	3,846	Dual Cab Utility			0
8,000	8,800	800	Cherry Picker			0
<b>188,172</b>	<b>209,800</b>	<b>21,628</b>	<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>

Comments - Capital Disposal

Summary Acquisitions	Adopted Budget		
	Budget	Actual	Variance
	\$	\$	\$
<b>Property, Plant &amp; Equipment</b>			
Land and Buildings	1,152,484	2,341	1,150,143
Plant & Equipment	441,000	73,171	367,829
Furniture & Equipment	126,895	0	126,895
<b>Infrastructure</b>			
Roadworks & Bridge Works	854,986	8,186	846,799
Parks & Gardens	9,000	0	9,000
Sewerage & Drainage	24,500	0	24,500
<b>Totals</b>	<b>2,608,865</b>	<b>83,698</b>	<b>2,525,167</b>

Comments - Capital Acquisitions

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

**Note 7: INFORMATION ON BORROWINGS**

Particulars	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-14 \$	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	153,611	-	0	11,196	153,611	142,415	-	398	10,285
*Loan 79 Multifunctional Family Centre	1/08/2020	15	5.82	53,939	-	3,473	7,047	50,466	46,892	-	1,599	3,097
*Loan 82 Country Club	15/11/2027	20	6.95	324,275	-	0	15,133	324,275	309,142	-	4,091	22,529
<b>Governance</b>												
Loan 75 Office Office Renovations	3/08/2026	25	6.46	68,037	-	1,810	3,679	66,226	64,357	-	420	4,392
<b>Education &amp; Welfare</b>												
Loan 80 Kalkarni Residency	1/02/2026	25	5.63	109,184	-	3,246	6,583	105,938	102,601	-	595	6,146
<b>Housing</b>												
Loan 80 Staff Housing	1/02/2026	25	5.63	180,154	-	5,355	10,862	174,798	169,292	-	981	10,142
<b>Community Amenities</b>												
Loan 80 Sewerage	1/02/2026	25	5.63	76,429	-	2,272	4,608	74,157	71,821	-	416	4,303
<b>Transport</b>												
Loan 80 Grader	1/02/2026	25	5.63	180,154	-	5,355	10,862	174,798	169,292	-	981	10,142
<b>Recreation and Culture</b>												
Loan 81 Sport & Recreation	1/11/2027	20	6.95	806,383	-	0	37,633	806,383	768,751	-	6,968	56,020
				1,952,165	0	21,512	107,602	1,930,653	1,844,563	-	-6,463	127,055

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

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

**Note 8: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
Municipal Cash at Bank - Operating Account	1.50%	257,855				257,855	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	716,776				716,776	Bendigo	
Trust Cash at Bank	1.50%			37,029		37,029	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	3.80%		2,441,892			2,441,892	Bendigo	02/10/2014
Les McMullen Trust	4.00%			7,745		7,745	Bendigo	26/06/2015
(c) <b>Investments</b>								
Bendigo Bank Shares					5,000	5,000		
<b>Total</b>		974,631	2,441,892	44,773	5,000	3,466,296		

**Comments/Notes - Investments**

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

**Note 9: MAJOR VARIANCES**

**Comments/Reason for Variance**

**OPERATING REVENUE (EXCLUDING RATES)**

**Governance**

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

**General Purpose Funding**

Grants Commission (FAGS) allocation received earlier than expected.

**Law, Order and Public Safety**

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

**Health**

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

**Education and Welfare**

The variance here reflects a reduction in subsidies received at this early stage in the year.

**Housing**

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

**Community Amenities**

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

**Recreation and Culture**

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

**Transport**

Within variance threshold of \$10,000 or 10%  
contributions to haulage route roads.

**Economic Services**

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

**Other Property and Services**

The variance here reflects a reduction in estimated private works income received at this early stage in the year.

**OPERATING EXPENSES**

**Governance**

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

**General Purpose Funding**

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

**Law, Order and Public Safety**

Due to year end adjustments some monthly allocations are still to be completed.  
This is resulting in provisional variance.

**Health**

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

**Education and Welfare**

Due to year end adjustments some monthly allocations are still to be completed.  
This is resulting in provisional variance.

**Housing**

Due to year end adjustments some monthly allocations are still to be completed.  
This is resulting in provisional variance.

**Community Amenities**

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

**Recreation and Culture**

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

**Transport**

Due to year end adjustments some monthly allocations are still to be completed.  
This is resulting in provisional variance.

**Economic Services**

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

**Other Property and Services**

Due to year end adjustments some monthly allocations are still to be completed.  
This is resulting in provisional variance.

**CAPITAL REVENUE**

**Proceeds from Disposal of Assets**

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

**Self-Supporting Loan Principal**

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

**Transfer from Reserves**

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

**CAPITAL EXPENSES**

**Land and Buildings**

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

**Plant and Equipment**

The acquisition of new vehicles for the executive staff has been achieved for less than the adopted budget

**Furniture and Equipment**

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

**Infrastructure Assets - Roads & Bridges**

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

**Infrastructure Assets - Sewerage**

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

**Repayment of Debentures**

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

**Transfer to Reserves**

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

**OTHER ITEMS**

**Rate Revenue**

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

**Opening Funding Surplus (Deficit)**

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

**Closing Funding Surplus (Deficit)**

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

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

**Note 10: TRUST FUND**

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

Description	Opening Balance For the Period 1 July 2014	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 August 2014
	\$	\$	\$	\$
Housing Bonds	1,200	1,100	0	2,300
Other Bonds	4,790	1,070	(220)	5,640
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	7,745	0	0	7,745
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	310	120	0	430
Development Bonds	0	0	0	0
	<b>42,703</b>	<b>2,290</b>	<b>(220)</b>	<b>44,773</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Kalkarni Aged Care Facility**  
**For the Period Ended 31 August 2014**

**Note 11: Kalkarni Aged Care Facility**

	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Note				9	9	
<b>Operating Revenue</b>	\$	\$	\$	\$	%	
Fees & Charges	717,349	119,558	119,558	(0)	(0.00%)	▼
Grants & Subsidies	3,238,112	539,685	504,261	(35,424)	(6.56%)	
Reimbursements & Donations	250	42	0	(42)	(100.00%)	
Other Income	3,333	556	0	(556)	(100.00%)	
<b>Total Revenue</b>	<b>3,959,044</b>	<b>659,841</b>	<b>623,820</b>	<b>(36,021)</b>	<b>(5.46%)</b>	
<b>Operating Expenses</b>						
Building Maintenance	0	0	(262)	(262)	0.00%	
Interest Expenses	(6,146)	(1,024)	(595)	430	(41.93%)	
Insurance Expenses	(17,000)	(2,833)	(8,176)	(5,342)	188.56%	
Building Maintenance	(34,836)	(5,806)	(409)	5,397	(92.95%)	
Loss on Sale of Asset	0	0	0	0	0.00%	
Depreciation	(174,073)	(29,012)	0	29,012	(100.00%)	▲
ABC Administration Expenses	(19,589)	(3,265)	(3,139)	126	(3.86%)	▲
Contract Expenses	(3,775,218)	(629,203)	(598,524)	30,679	(4.88%)	▲
<b>Total</b>	<b>(4,026,862)</b>	<b>(671,144)</b>	<b>(611,104)</b>	<b>60,040</b>	<b>8.95%</b>	
<b>Operating Surplus (Deficit)</b>	<b>(67,818)</b>	<b>(11,303)</b>	<b>12,716</b>	<b>24,019</b>	<b>213%</b>	
<b>Excluding Non Cash Adjustments</b>						
Add back Depreciation	174,073	29,012	0	(29,012)	(100.00%)	
Adjust (Profit)/Loss on Asset Disposal	0	0	0	0	0.00%	
<b>Net Operating Surplus (Deficit)</b>	<b>106,255</b>	<b>17,709</b>	<b>12,716</b>	<b>(4,993)</b>	<b>(28.19%)</b>	
<b>Capital Revenues</b>						
KBC Capital Income	161,331	26,889	27,444	556	2.07%	
Transfer from Reserves	196,340	0	0	0	0.00%	
<b>Total</b>	<b>357,671</b>	<b>26,889</b>	<b>27,444</b>	<b>556</b>	<b>0</b>	
<b>Capital Expenses</b>						
Land and Buildings	(41,150)	0	(284)	(284)	0.00%	
Plant and Equipment	0	0	0	0	0.00%	
Furniture and Equipment	(86,695)	0	0	0	0.00%	
Repayment of Debentures	(6,583)	(3,246)	(3,246)	0	0.00%	
Transfer to Reserves	(79,967)	0	0	0	0.00%	
<b>Total</b>	<b>(214,394)</b>	<b>(3,246)</b>	<b>(3,530)</b>	<b>(284)</b>	<b>8.75%</b>	
<b>Net Capital</b>	<b>143,277</b>	<b>23,643</b>	<b>23,914</b>	<b>272</b>	<b>1.15%</b>	
<b>Closing Funding Surplus(Deficit)</b>	<b>249,532</b>	<b>41,352</b>	<b>36,630</b>	<b>(4,721)</b>	<b>(0)</b>	

## 12.09.14.03 COMMUNITY DONATION – BROOKTON MENS 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:** 26 August 2014

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

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

### **SUMMARY:**

This report recommends 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 2014/15.

### **Background:**

Delegation 55 states;

"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."

### **Details:**

The conditions supporting this type of donation are:

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.

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

There are no statutory implications.

### **Policy Considerations:**

The only policy considerations are those listed above.

### **Consultation:**

There was no requirement for consultation.

### **Financial Implications:**

A budget provision has been made for donations of this nature.



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

There are no specific implications relevant to this report.

**Corporate Business Plan (2014 – 2018):**

There are no specific implications relevant to this report.

**Officer's Comment:**

Four 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. The third & fourth was donated under Council Resolution 12.09.12.07 & 12.10.13.02. The annual rubbish charge for 2014/15 is \$252.00. This exceeds the delegation limit and therefore requires council formal approval.

**Voting Requirements:**

Simple Majority Required.

**Recommendation:**

That Council approve a donation of \$252.00, in lieu of their annual rubbish charge, to the Brookton Men's Shed for the 2014/15 financial year.

**Council Resolution**

**12.09.14.03**

**Moved Cr Eva Seconded Cr Allington**

**That Council approve a donation of \$252.00, in lieu of their annual rubbish charge, to the Brookton Men's Shed for the 2014/15 financial year.**

**CARRIED6-0**

## 12.09.14.04 SCHEDULE OF FEES AND CHARGES 2014/15

<b>FILE REFERENCE:</b>	ADM 0149
<b>AUTHORS NAME AND POSITION:</b>	Deanne Sweeney Senior Finance Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	5 September 2014
<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:**

This report recommends that council adopt the proposed amendment to include a flat hourly rate for the entire WB Eva Pavilion for Community Groups in the schedule of fees and charges for the 2014/15 year.

### **Background:**

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

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

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

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

### **Detail:**

An amended schedule of proposed fees and charges for 2014/15 has been provided to include a flat hourly rate for the WB Eva Pavilion for the entire facility for community groups only.

- It has been recognised that a flat hourly rate for the entire WB Eva Pavilion is required for community groups, such as the Brookton Family Playgroup. This will allow community groups to continue their hire of the facility.

**Statutory and Legal Considerations:**

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

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

**Policy Considerations:**

There are no Policy Implications relative to this issue.

**Consultation:**

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

**Financial Implications:**

There is no significant financial impact.

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

There are no references that relate to this report.

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

There are no references that relate to this report.

**Officer's Comment:**

The current fees and charges for community groups for the use of the WB Eva Pavilion are;

<b>Description</b>	<b>Current Fees and Charges</b>	<b>Proposed Fees and Charges</b>
Entire Facility – Flat Daily Rate	\$55	\$55
Entire Facility – Flat hourly rate	Not Included	\$10

There is no change purposed for any of the other fees.

**Voting Requirements:**

Absolute majority.

**Officer's Recommendation:**

That Council:

1. adopt and incorporate the proposed amended schedule of fees and charges as presented to include a flat hourly rate of \$10 per hour for the hire of the Entire Facility of the WB Eva Pavilion for community groups only.

**Council Resolution**

**12.09.14.04**

**Moved Cr Walker Seconded Cr Mills**

**That Council:**

- 1. adopt and incorporate the proposed amended schedule of fees and charges as presented to include a flat hourly rate of \$10 per hour for the hire of the Entire Facility of the WB Eva Pavilion for community groups only.**

**CARRIED BY ABSOLUTE MAJORITY 6-0**

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

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

**16.09.14.0 CONFIDENTIAL REPORT**

**Council Resolution**

**16.09.14.01**

**Moved Cr Crute Seconded Cr Mills**

**That the meeting be closed to the public to consider Confidential Item**

**16.09.14.01.**

**CARRIED 6-0**

**16.09.14.01 TENDER 01\_ 1415 – CONTRACT MANAGEMENT BROOKTON  
AQUATIC CENTRE**

**Council Resolution**

**16.09.14.02**

**Moved Cr Crute Seconded Cr Allington**

**That Council:**

- 1. Accept Tender 01\_ 1415 from Contract Aquatic Services for the contract management of the Brookton Aquatic Centre for a three year period.**
- 2. Delegate authority to the Chief Executive Officer to make the appropriate contractual arrangements.**

**CARRIED6-0**

**Council Resolution**

**16.09.14.03**

**Moved Cr Walker Seconded Cr Eva**

**That the meeting be re-opened to the public.**

**CARRIED6-0**

**17.09.14.0 NEXT MEETING**

The next Ordinary meeting of Council will be on Thursday 16 October 2014 at 12.30 pm.

**18.09.14.0 CLOSURE**

There being no further business the Presiding Member closed the meeting at 12.45pm.