



Shire of Brookton

# ORDINARY COUNCIL MEETING

## MINUTES

Thursday 20 March 2014

These minutes were confirmed by Council as a true and correct record of the Ordinary Council meeting held on 20 March 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.

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**Shire of Brookton**  
**Ordinary Meeting of Council held 20 March 2014**  
**Commencing at 12.30 pm.**

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

The Presiding Member opened the meeting at 12:32pm 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 R T Fancote

Cr L Allington

Cr KH Mills

##### Staff

Kevin O'Connor

Chief Executive Officer

Julie Oliver

Deputy Chief Executive Officer

Stefan de Beer

Shire Planner

Courtney McCallum

Governance Officer

##### Members of the Public

Rebekah Burges

##### Apologies

Cr TM Eva

### **2.03.14 ANNOUNCEMENT OF VISITORS**

The Shire President welcomes Rebekah Burges from RDA Wheatbelt.

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

Nil

### **4.03.14 PUBLIC QUESTION TIME**

Nil

### **5.03.14 APPLICATIONS FOR LEAVE OF ABSENCE**

*Note – Cr Crute advised that she will be at the April Council Meeting.*

### **6.03.14 PETITIONS/ DEPUTATIONS / PRESENTATION**

Rebekah Burges from Regional Development Australia Wheatbelt gave a brief overview of the company that she represents. RDA structure is currently under review – in limbo at the moment about what is going to happen.

The RDA have been awarded a contract to deliver the Wheatbelt Region Children's Services Plan, to develop children's services in the Wheatbelt (0-8 age range). RDA are interested in engaging with Milly Molly Mandy's in town. The proposal is to prepare the plan by October for it to be implemented next year to deliver what communities need in the Wheatbelt.

Youth Connections (13-18) stay in education, and if they cannot, find them a job. Have staff members who work one on one with these people.

There is a Youth Summit in a couple of months' time to engage young leaders in the community to find out what they want the region to look like in 20 years' time. Please nominate people you may know of in the community between the ages of 15 and 18.

Nominations close 31/03/2014. Is only a one day event in the July school holidays. RDA will prepare a report from the Summit and pass it on to the State Government. RDA are heavily involved in the Aged Care Planning – have contributed \$50,000 towards the Wheatbelt Integrated Aged Care Strategy. RDA is coordinating Community lead workshops to help get businesses on to the Digital Network. RDA would be happy to work with the CRC to organise workshops. RDA is very flexible and works with the Community to make things happen. Digital Ready – Digital Broadband Network – people are encouraged to connect to it straight away, otherwise it does cost you down the track. Spreading the message of working online now. RDA did request all Councils to submit their top priority infrastructure projects last year, not sure if Brookton responded. The CEO advised he would check this and if not, he would send through a new priority list.

Councillors had the opportunity to ask Rebekah questions regarding her RDA update.

*Note – Rebekah Burges left the meeting at 1:06pm.*

### **7.03.14 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

#### **Council Resolution**

##### **7.03.14.01**

#### **Moved Cr Walker Seconded Cr Mills**

**That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers on Thursday 20 February 2014 be confirmed as a true and correct record of proceedings.**

**CARRIED 6-0**

### **8.03.14 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Council met with the Auditor by phone conference call this morning prior to the Council meeting. The purpose of the meeting was to discuss the 2012/13 Annual Audit Report and Management Report. There were no matters raised by the Auditor or in the reports that required and further action to be taken.

#### **Condolences**

Helen Simmons  
Pam Doust

### **9.03.14 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>Councillor / Staff</b>	<b>Type of Interest</b>	<b>Nature of Interest</b>
Nil			

## 10.03.14.0 TECHNICAL & DEVELOPMENT SERVICES REPORT

### 10.03.14.01 LANDCORP REGIONAL DEVELOPMENT ASSISTANCE PROGRAM – PROPOSED INDUSTRIAL DEVELOPMENT ON LOTS 437 - 442 RICHARDSON STREET, BROOKTON

**FILE REFERENCE:** ADM 0300

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

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

**DATE REPORT WRITTEN:** 28 February 2014

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

**PREVIOUS MEETING REFERENCE:** 15 July 2010 – Resolution 13.07.10.01  
20 June 2013 – Resolution 10.06.13.05

#### **SUMMARY:**

It is proposed to apply to LandCorp in terms of the Regional Development Assistance Program for assistance to develop lots 437 to 442 Richardson Street as Industrial Lots. It will be recommended the application be approved.

#### **Background:**

The subject lots are located on Richardson Street, zoned *Industrial*, are vacant and in Crown tenure. The individual sizes of the lots are indicated on the attached locality map.

Council during its meeting of 15 July 2010 resolved as follows (a copy of the relevant Council Report is available on request):

*“That Council:*

- 1. Adopt the strategies outlined in this report to acquire unallocated Crown land and other vacant land in order to be ready for development as demand arises;*
- 2. Delegate to the Chief Executive Officer its power and authority to negotiate Native Title processes as required;*
- 3. Initiate the closure of Reserve Street; and*
- 4. Determine revised boundaries for the current shire depot and provide updated drawings to the Department of Regional Development and Lands.”*

Further to the above, Council at its briefing forum on 16 May 2013 discussed the possibility to develop certain other land within the Shire of Brookton for Industrial Land Uses, and focus fell on Reserve 47072 on Taylor Street. Shire planner presented a draft subdivision layout for an industrial land use to Council at its 20 June 2013 meeting, and they resolved as follows:

*“That Council:*

- 1. Request the Department of Regional Development and Lands to initiate and facilitate the due processes in terms of the Native Title Act 1993 and the Land Administration Act 1997, as well as any other processes required, to enable the Shire of Brookton to develop Reserve 47072 on Taylor Street as an Industrial Estate.*
- 2. Delegate to the Chief Executive Officer its power and authority to negotiate Native Title processes as required.”*

As per the above Council Resolution of 20 June 2013, the Department of Lands were requested to initiate the processes as described above. They have acknowledged the request. A copy of the response letter is attached to this report.

Landcorp was also approached in order to discuss their possible involvement in the project. During January 2014 Robert Fenn from the corporation visited Brookton and did site visits with the CEO at various identified possible development sites, including Reserve 47072 on Taylor Street and the lots on Richardson Street. Advice obtained during this visit suggested that it would be more beneficial for the Shire in the short to medium term to rather focus on the development of industrial lots on Richardson street (lots 437 to 442), for various reasons, amongst others, present market conditions, limited demand for Industrial Lots generally, and various anticipated encumbrances in relation to the site on Taylor street i.e. possible contamination, environmental issues, etc.

**Details:**

During above discussions with Landcorp it was suggested that the Shire apply to Landcorp through the Regional Development Assistance Program (RDAP), to assist with the development of the lots on Richardson Street.

Part of the RDAP protocol for applying to Landcorp is to have an appropriate Council Resolution for the purpose, and this is the principle reason for this report.

Although not anticipated to be final in any way, or to have any bearing on the outcome of the RDAP application, Shire Planner prepared two indicative subdivisional layout options for the subject lots, to accompany the RDAP for discussion purposes, attached hereto.

**Statutory and Legal Considerations:**

Various statutory mechanisms will come into play during the course of the implementation of the project, amongst others the Shire of Brookton's Town Planning Scheme No. 3, Native Title Act 1993 & Land Administration Act, 1997.

**Policy Considerations:**

There is no Policy consideration relative to this matter at this stage.

**Consultation:**

Consultation was had with the Department of Lands and LandCorp.

**Financial Implications:**

The Shire will possibly be required to partake as a party to the Native Title process, which would require Staff time and resources.

With the successful conclusion of the above processes, the Shire will proceed to the next stage of the development which would entail, amongst others, the following, some of which will have cost implications:

- Possibly the compilation of a Structure Plan for the Subject Land;
- Re-subdivision of the subject land;
- Appointing sub-consultants to perform specialist studies in relation the subdivision application;
- The actual physical development of the subject land, possibly in stages, and the installation of appropriate services.
- Marketing of developed lots.

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

- Strategy 3.4.2: Actively work with other government bodies on state and regional planning and development issues.
- Strategy 4.4.1: Promote and facilitate the release of land for industrial purposes.

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

Activity & Services: *Liaise with Department of Planning and neighbouring Shires to ensure all local and regional planning issues are considered.*

Responsibility: Planning (2013 – 2017)

Activity & Services: *Partner with Landcorp for the development of Industrial land.*

Responsibility: Planning (2013 – 2014)

**Local Planning Strategy:**

- The development proposal is in pace with the Shire of Brookton's Local Planning Strategy.

**Officer's Comment:**

Given a number of factors including present market conditions and the limited demand for industrial lots in Brookton, it is advisable to heed the advice from LandCorp and focus on the smaller development for Industrial lots in Richardson Street as discussed above. The outcome of a successful RDAP application could pave the way for the Shire to initiate this project in the short to medium term.

**Voting Requirements:**

Simple majority

**Officer's Recommendation:**

That Council:-

- 1) Apply to LandCorp through the Regional Development Assistance Programme for assistance to develop lots 437 to 442 Richardson Street, Brookton, as Industrial Lots, and invite Landcorp to progress the project;
- 2) Request the Department of Lands to initiate and facilitate the due processes in terms of the Native Title Act 1993 and the Land Administration Act 1997, as well as any other processes required, to enable the Shire of Brookton to develop Reserve 47072 on Taylor Street as an Industrial Estate;
- 3) Delegate to the Chief Executive Officer its power and authority to negotiate Native Title processes as required.

**Council Resolution**

**10.03.14.01**

**Moved Cr Crute Seconded Cr Allington**

- 1) Apply to LandCorp through the Regional Development Assistance Programme for assistance to develop lots 437 to 442 Richardson Street, Brookton, as Industrial Lots, and invite Landcorp to progress the project;**
- 2) Request the Department of Lands to initiate and facilitate the due processes in terms of the Native Title Act 1993 and the Land Administration Act 1997, as well as any other processes required, to enable the Shire of Brookton to develop Reserve 47072 on Taylor Street as an Industrial Estate;**
- 3) Delegate to the Chief Executive Officer its power and authority to negotiate Native Title processes as required.**

**CARRIED 6-0**



**ATTACHMENT 10.03.14.01A – Contextual Locality Map**

**ATTACHMENT 10.03.14.01B – Layout Option 1**

**ATTACHMENT 10.03.14.01C – Layout Option 2**

**ATTACHMENT 10.03.14.01D – Department of Lands Letter**

**ATTACHMENT 10.03.14.01E – Locality Map**

ATTACHMENT 10.03.14.01A – Contextual Locality Map





ATTACHMENT 10.03.14.01B – Layout Option 1





ATTACHMENT 10.03.14.01C – Layout Option 2



ATTACHMENT 10.03.14.01D – Department of Lands Letter



Government of **Western Australia**  
Department of **Lands**

Your ref: A2526  
Our ref: File Number 00829-2003 Job No. 132023  
Enquiries: Greg Martiensen  
Email: greg.martiensen@lands.wa.gov.au

8 OCT 2013	RECEIVED
A2526	
CEO	
DOC ID:	
DATE: 8/10/13	
INIT: Stefan	

Chief Executive Officer  
Shire of Brookton  
14 White Street  
BROOKTON WA 6306

Dear Sir,

**Reserve 47072 - Lot 464 Taylor St – Proposed Industrial Estate.**

I refer to your letter of 05 July, 2013. I apologise for the delay in replying.

Your request is being investigated, and referrals have been made to various government agencies. Upon receipt of replies, your request will be further considered. Transfer of the land to the Shire in freehold is an option being considered. A Development Lease is another option.

Native title over a significant portion of the reserve has not been extinguished. The future act processes of the *Native Title Act* will need to be applied before a change of land tenure.

A portion of the reserve at the north-west corner is a constructed road. The situation commends excision of this portion of the reserve for dedication as road. Can you affirm that the Shire accepts responsibility for management of the road, and that it agrees to amendment of the reserve to dedicate the road?

Yours sincerely

**Greg Martiensen**  
**Assistant State Land Officer**  
**Goldfields-Wheatbelt Region**  
**Department of Lands**

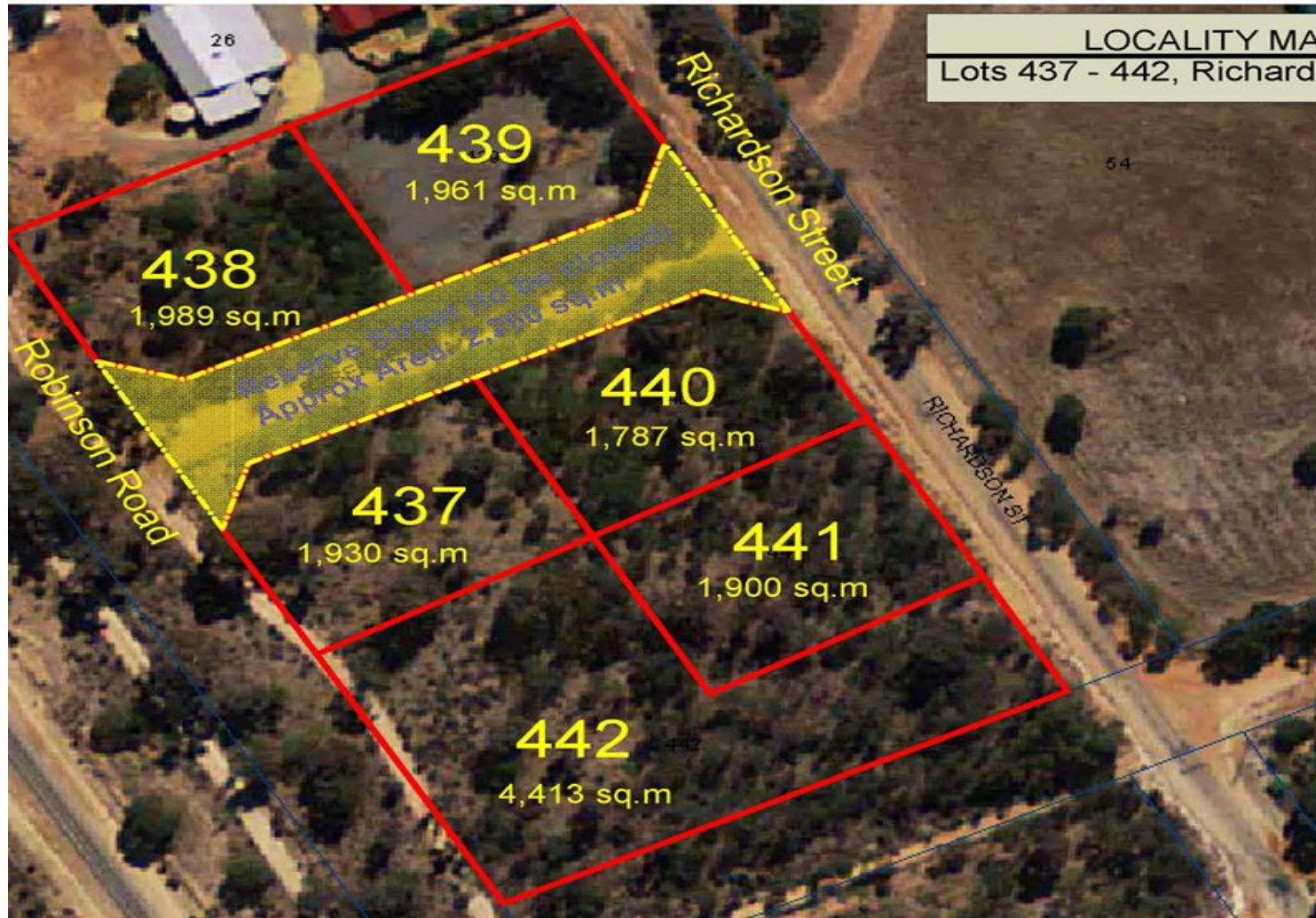
01 October, 2013

2023gm09

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ATTACHMENT 10.03.14.01E – Locality Map



**10.03.14.02 DEVELOPMENT APPLICATION – OUTBUILDING (SHED) – 57 (LOT 1) GAYNOR STREET, BROOKTON**

**FILE REFERENCE:** P2661

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

**NAME OF APPLICANT/ RESPONDENT:** Paul Ian Webb

**DATE REPORT WRITTEN:** 6 March 2014

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

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

**SUMMARY:**

It is proposed to construct an Outbuilding at 57 (Lot 1) Gaynor 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 7,456 m<sup>2</sup> in extent, zoned *Residential R10/R25* and contains a single dwelling and outbuildings. The proposal is to construct an additional outbuilding of a wall & roof height and footprint area in excess of the maximum wall, roof height and footprint area permitted in Council's Outbuilding Policy. The maximum permissible wall & roof height and footprint area for an outbuilding in abovementioned policy are respectively 3 m & 4 m, with a maximum footprint area of 75 m<sup>2</sup>. The proposed outbuilding is to have a maximum wall height of 3.6m, roof height at the apex of approximately 4.45 m, and a footprint area of 192 m<sup>2</sup>.

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 274 m<sup>2</sup> which is 199 m<sup>2</sup> more than the total aggregate permitted in the Outbuilding Policy (the extent of the footprint of the existing outbuilding measures approximately 82 m<sup>2</sup> and the extent of the footprint of the proposed outbuilding will measure approximately 192 m<sup>2</sup>).

**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 *Residential R10* Zone. The proposed outbuilding is to be used for storage of a motorhome, vehicle trailer, boat, utility trailer and equipment and machinery used to maintain the property, i.e. tractor/slasher, ride-on-mower, etc.

**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 Plan Implications:****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. As the existing outbuilding and the roof of the house are clad in zincalume, it is preferred that the new outbuilding's roof be clad in a similar fashion, as is proposed.

It is submitted that the limited visibility of the proposed structure from Gaynor Street and the location of existing buildings and vegetation will limit any negative impact on 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, and the size of the subject lot, 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.

**Voting Requirements:**

Simple majority required.

**Officer's Recommendation:**

That Council grant Planning Approval for an Outbuilding at 57 (Lot 1) Gaynor 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 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.

**Council Resolution**

**10.03.14.02**

**Moved Cr Mills Seconded Cr Fancote**

**That Council grant Planning Approval for an Outbuilding at 57 (Lot 1) Gaynor 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 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 10.03.14.02A – Locality Map**

**ATTACHMENT 10.03.14.02B – Application Letter & Plans**

**ATTACHMENT 10.03.14.02A – Locality Map**



## ATTACHMENT 10.03.14.02B – Application Letter & Plans

Paul Webb  
55 Gaynor Street  
Brookton WA 6306  
M: 0433 488 851  
E: paul@cleanfixgreen.com.au

Shire of Brookton  
14 White Street  
BROOKTON WA 6306

6 March 2014

**RE: Application to construct Wide Span shed at 55 Gaynor Street, Brookton.**

I wish to apply to construct a Wide Span shed on the north-western edge of my Brookton property – Lot 55 Gaynor Street Brookton (see attached site and building plans).

My property is on the northern edge of Brookton's residential area and is bordered to the north by farmland, to the east by a 2-acre property that I also own and to the west by three half-acre blocks, which I also own. To the south of the property is a 4-acre property.

Given the size of my property (about 2-acres) and the fact that the properties bordering mine are either owned by me, farmland, or about 100-metres from the proposed shed site, the shed will have no immediate impact on any neighbours.

The shed will be used for storing a motorhome (8-metres), vehicle trailer, boat, utility trailer and equipment and machinery to maintain my property – tractor/slasher, ride-on-mower, grader blade, stick rake, fire-fighting unit on trailer, concrete mixer and other general workshop equipment.

The remainder of the shed will be used as a workshop and storage space.

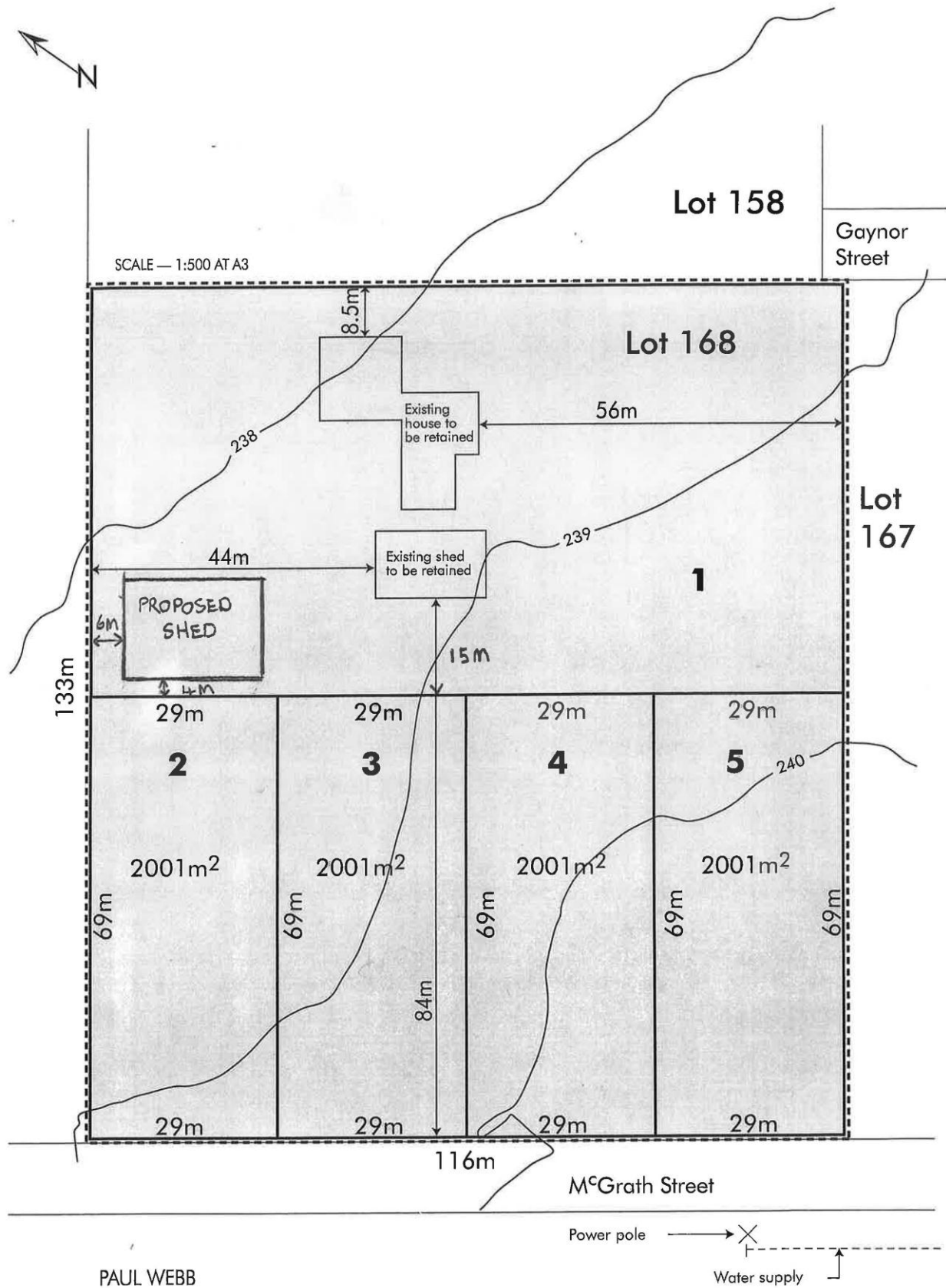
The shed itself is 12x8 metres (96m<sup>2</sup>) with lean-to verandahs on the eastern and southern sides of the building. We will use colourbond walls and install a zincalume roof in keeping with the other buildings on the property.

The shed has been quoted as costing \$14,400 and will be completed as soon as possible after Shire consideration of my application.

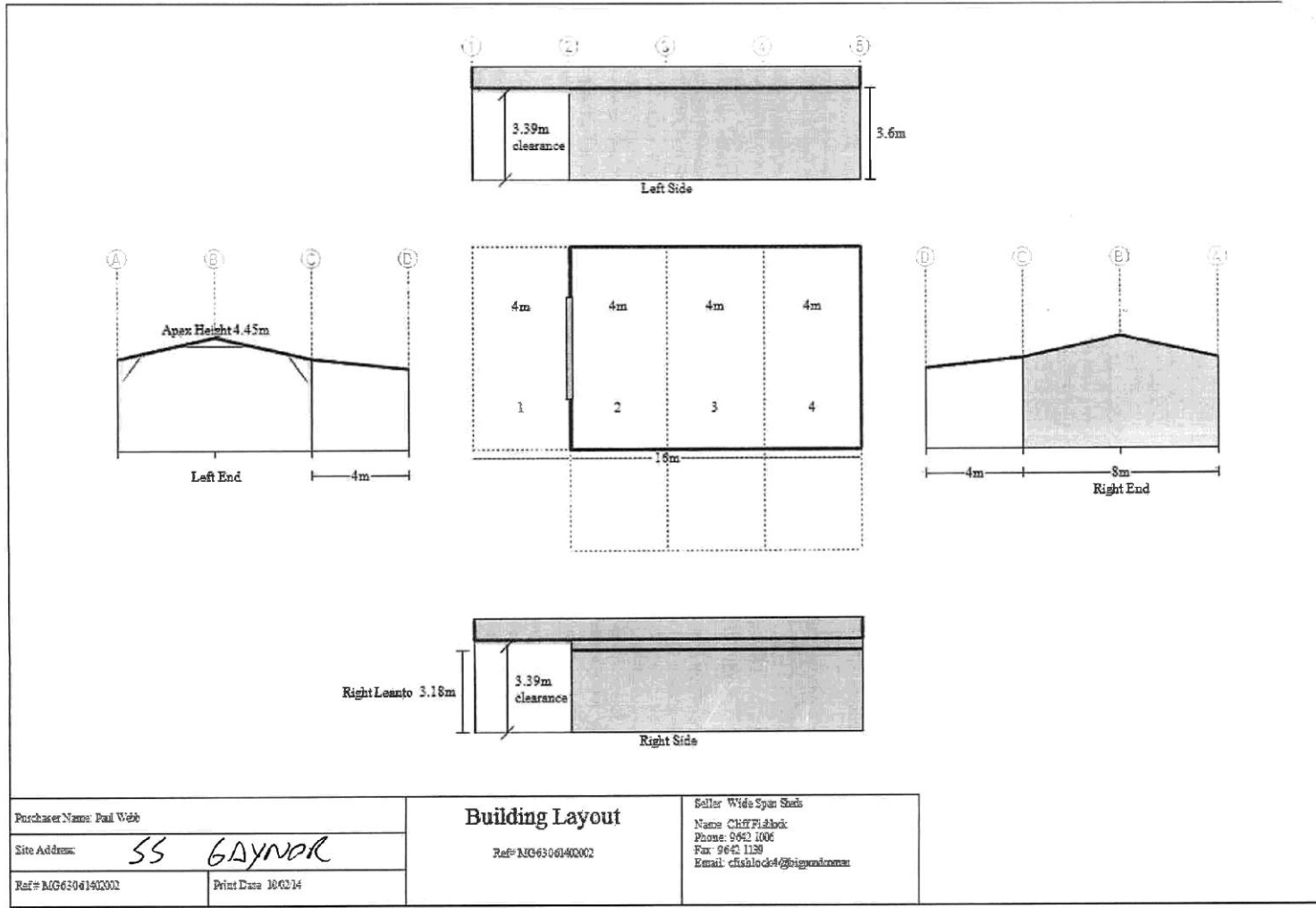
I look forward to hearing from you.

Regards

Paul Webb



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



Purchaser Name: Paul Webb		<b>Building Layout</b>	Seller: Wide Span Steel	
Site Address: <i>SS GAYNOR</i>			Name: CHIFFINBOK	
Ref#: MG63061402002	Print Date: 10/02/14		Phone: 9642 1006 Fax: 9642 1139 Email: <a href="mailto:chifinbok@widespan.com.au">chifinbok@widespan.com.au</a>	

**10.03.14.03 DEVELOPMENT APPLICATION – RIGID ANNEXE, CARPORT, DECK & BATHROOM AT CARAVAN PARK – LOT 456 (RESERVE 43158) BROOKTON HIGHWAY, BROOKTON**

**FILE REFERENCE:** P2731

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

**NAME OF APPLICANT/ RESPONDENT:** Stewart George Geary

**DATE REPORT WRITTEN:** 10 March 2014

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

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

**SUMMARY:**

It is proposed to construct a rigid annexe, carport, deck and ablution facilities at lot 456 Brookton Highway adjacent to a long term tenant's caravan at the Brookton caravan park. It will be recommended the application be approved, only in part.

**Background:**

The subject site is 25.445 ha in extent, zoned *Reserve* for *recreational* purposes and contains the Shire's Sports Oval, Caravan Park & WB Eva Pavilion.

The proposal is to construct a rigid steel frame Colorbond clad annexe, treated timber deck, bathroom & carport. As per the attached plan, the intention is to have a roof structure over the entire caravan, annexe and deck. As part of the bathroom proposal, a septic tank and leach drain are proposed.

**Details:**

The application is being referred to Council as the Shire of Brookton Town Planning Scheme No. 3 determines in section 2.2 & 2.3 that:

*'Except as otherwise provided in this part an owner shall not carry out any development of land reserved under this Scheme, other than the erection of a boundary fence, of a specification approved by Council, without first applying and obtaining the planning approval of Council.'*

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

**Statutory and Legal Considerations:**

The application may be approved at Council's discretion under the Shire of Brookton's Town Planning Scheme No. 3. Consideration is also given to the prescripts of the *Caravan Parks and Camping Grounds Act, 1995 & Regulations, 1997*.

**Policy Considerations:**

There are no policy implications relative to this issue.

**Consultation:**

No consultation was deemed required.

**Financial Implications:**

There are no financial implications relative to this issue.

### **Strategic Plan Implications:**

#### **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 existing use of the property (Lot 456 Brookton Highway – Reserve 43158) is amongst others, the Shire's caravan park which use is regarded to be in harmony with the intent of the *Reserve* zoning, being that of *recreation*.

Likewise, the proposed use in this application is deemed to be ancillary to the main existing use, being camping, and by its very definition, despite being a long stay site, temporary in nature.

As a result of the above it is not deemed appropriate to have the range of facilities present at a caravan, i.e. permanent roof structure over the whole development, as well as bathroom ablution facilities (inclusive of the associated infrastructure, i.e. septic tank and leach drain). It is submitted that if Council resolve to approve the application in its present form, an unnecessary precedent will be created. Ablution facilities are already provided at the caravan park and these are deemed to be sufficient.

In keeping in pace with Schedule 6 of the *Caravan and Camping Grounds Regulations, 1997* relating to 'Standards for annexes', should Council resolve to partially approve the application, it will be recommended that the application be modified to comply with the above regulations:

*'An annexe –*

*(a) Is not to be longer than the caravan to which it is attached;*

*(b) May be higher than the caravan to which it is attached by not more than 300mm; and*

*(c) Is not to be wider than 3.6 metres.'*

The proposal for a carport is deemed to be appropriate under the circumstances and may be approved.

#### **Voting Requirements:**

Simple majority required.

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

That Council grant Planning Approval for a rigid annexe, deck and carport only at Lot 456 Brookton Highway (Brookton Caravan Park), 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 is restricted to a rigid annexe, in extent 3.6 m X 5.5 m, timber deck and carport.
3. Prior to commencement of development revised plans to reflect the development approved in point 2 shall be submitted to the satisfaction of the shire planner.
4. The external walls of the annexe and the roof of the carport 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.

**Council Resolution**

**10.03.14.03**

**Moved Cr Crute Seconded Cr Mills**

**That Council grant Planning Approval for a rigid annexe, deck and carport only at Lot 456 Brookton Highway (Brookton Caravan Park), 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 is restricted to a rigid annexe, in extent 3.6 m X 5.5 m, timber deck and carport.**
3. **Prior to commencement of development revised plans to reflect the development approved in point 2 shall be submitted to the satisfaction of the shire planner.**
4. **The external walls of the annexe and the roof of the carport 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**

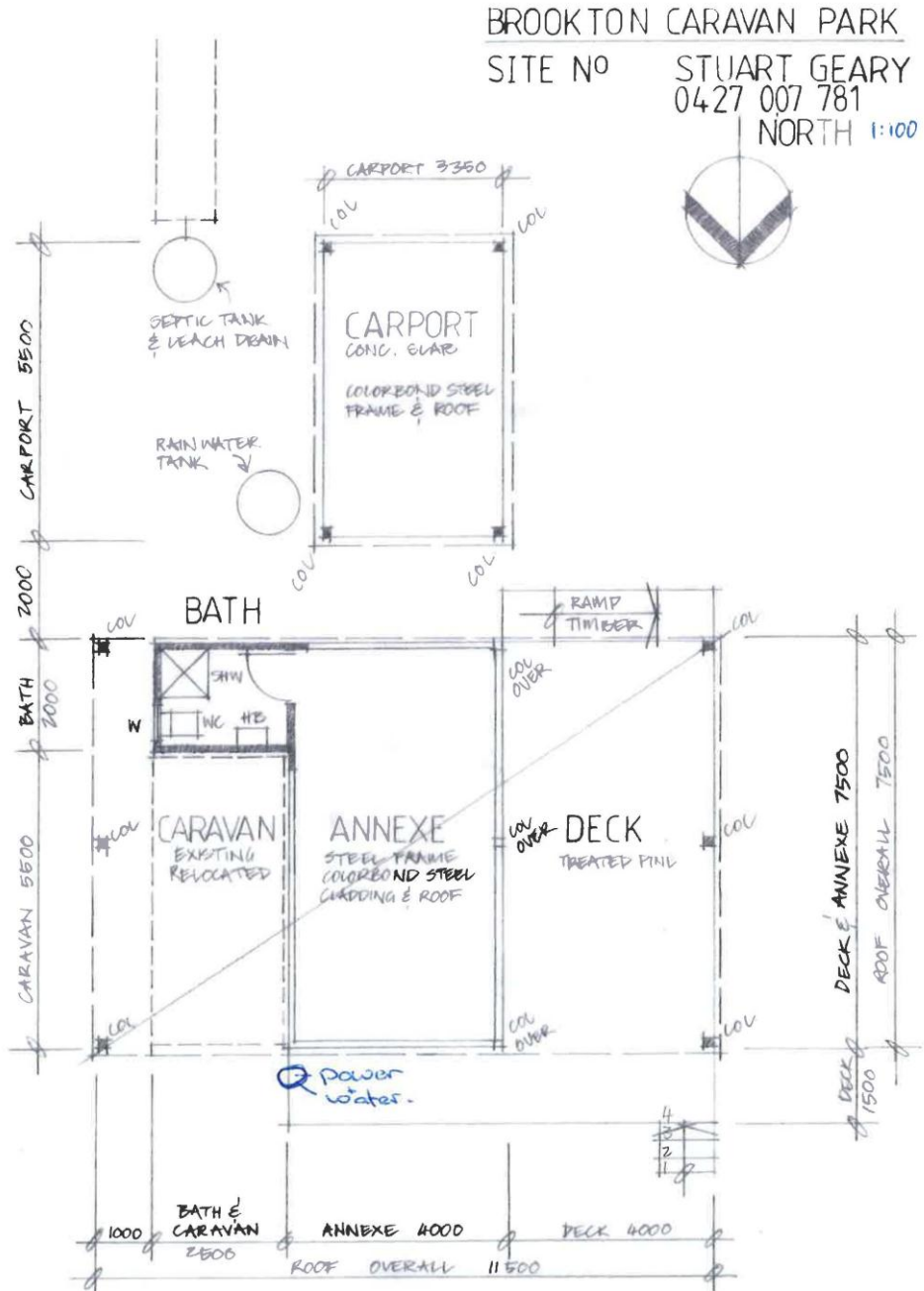


**ATTACHMENT 10.03.14.03A – Plan**

**ATTACHMENT 10.03.14.03B**

**ATTACHMENT 10.03.14.03C – Carport Design**

**ATTACHMENT 10.03.14.03D – Contextual Locality Map**



DRAWN BY ROSALIE PECH EVA  
 ARCHITECT 0429 421 287

**ATTACHMENT 10.03.14.03B**









**DIY READY**

**FREESTANDING**

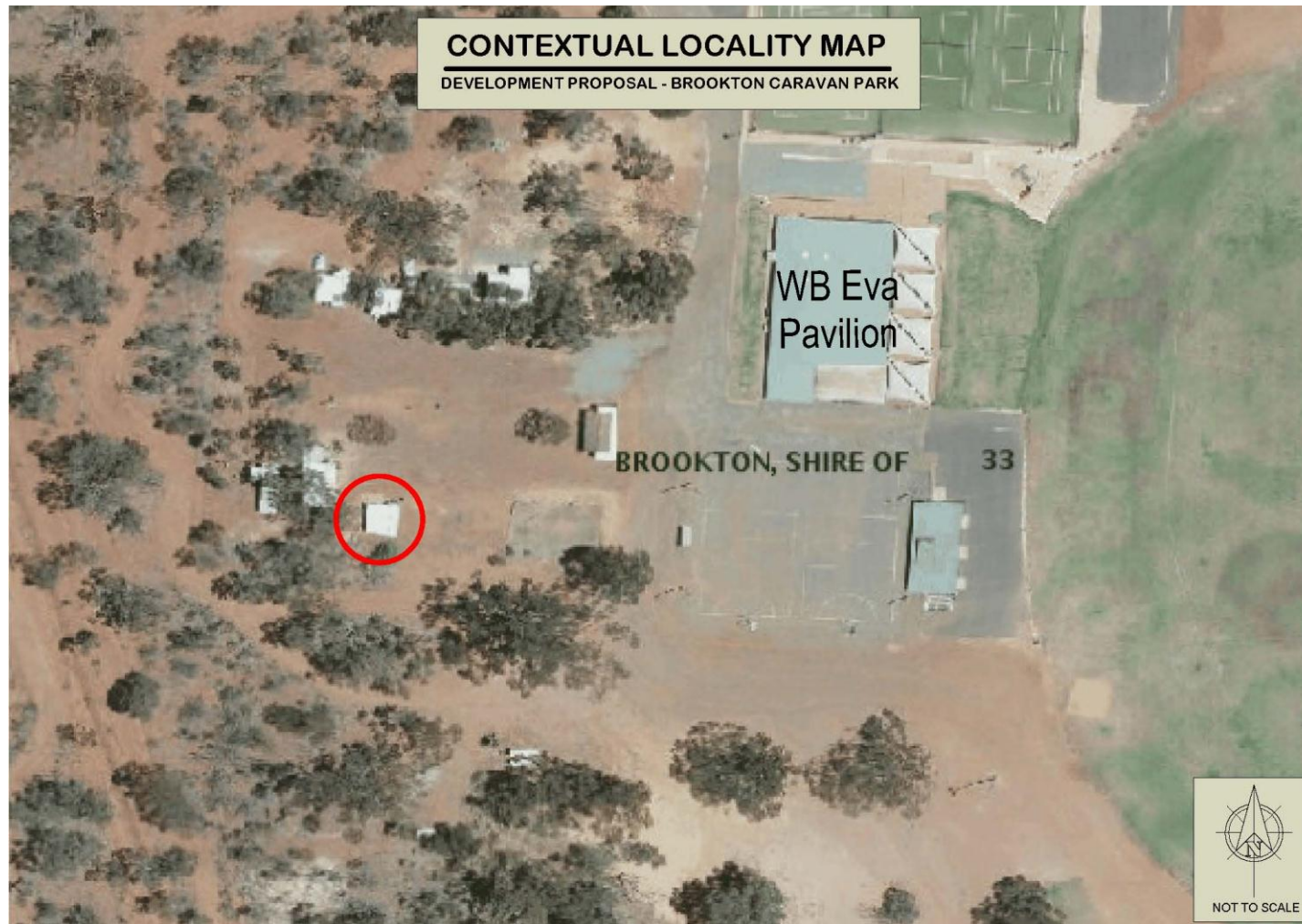
SINGLE  
3.35m x 3.5m W33  
**\$999** ea

DOUBLE  
5.3m x 5.5m W33  
**\$1349** ea

**FRONTIER CARPORT KITS**  
Strong, durable freestanding steel frame. Fully engineered for strength. High quality fit and finish. Single or double sizes available. Ideal do-it-yourself project. Galvanised frame with Zinc/al roofing. Price is for W33, in ground column kits. #FRONTIERAZ2 / #FRONTIERAZ2



**ATTACHMENT 10.03.14.03D – Contextual Locality Map**



## 12.02.14.0 FINANCE & ADMINISTRATION REPORT

### 12.03.14.01 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:** 13<sup>th</sup> March 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 28<sup>th</sup> February 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 12.03.14.01A

To 28<sup>th</sup> February 2014

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

Direct Debits	\$	76629.64
EFT	\$	291439.67
Cheques	\$	12653.29
<b><i>Trust Account</i></b>	\$	3090.00

#### **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.

#### **Consultation:**

No consultation was deemed required.

#### **Financial Implications:**

There are no financial implications relevant to this report.

**Strategic Plan Implications:**

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

There are no Strategic Plan implications relevant to this report.

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

There are no 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 28<sup>th</sup> February 2014, per the summaries included in Attachment 12.03.14.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 28<sup>th</sup> February 2014:

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*Municipal Account*

Direct Debits	\$	76,629.64
EFT	\$	291,439.67
Cheques	\$	12,653.29
<i>Trust Account</i>	\$	3,030.00

**Council Resolution**

**12.03.14.01**

**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 28<sup>th</sup> February 2014, per the summaries included in Attachment 12.03.14.01A in accordance with the Local Government (Financial Management) Regulations 1996:**

**To 28<sup>th</sup> February 2014:**

***Municipal Account***

<b>Direct Debits</b>	<b>\$</b>	<b>76,629.64</b>
<b>EFT</b>	<b>\$</b>	<b>291,439.67</b>
<b>Cheques</b>	<b>\$</b>	<b>12,653.29</b>
<b><i>Trust Account</i></b>	<b>\$</b>	<b>3,030.00</b>

**CARRIED 6-0**

**ATTACHMENT 12.03.14.01A**



**ATTACHMENT 12.03.14.01A**

**FEBRUARY 2014 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 20TH MARCH 2014**

**12.03.14.01A**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT5490	10/02/2014	BROOKTON COMMUNITY RESOURCE CENTRE	FOLDING MACHINE HIRE	\$ 78.51
EFT5491	10/02/2014	CARINA WHITTINGTON	REIMBURSEMENT SWIMMING POOL ACCESSORIES	\$ 446.85
EFT5492	10/02/2014	COOTE MOTORS	SERVICE & REPAIRS TO BACKHOE	\$ 1,080.95
EFT5493	10/02/2014	DAVID WILLS AND ASSOCIATES	SEWER ASSET MANAGEMENT PLAN UPDATE	\$ 4,400.00
EFT5494	10/02/2014	HOLLY BASSETT	SHIRE COUNCIL PHOTO'S	\$ 100.00
EFT5495	10/02/2014	LGIS INSURANCE BROKING	INSURANCE REIMBURSEMENT FOR BROOKTON BUSHFIRE CLAIM - HIH INSURANCE LTD	\$ 2,542.08
EFT5496	10/02/2014	LOCAL GOVERNMENT MANAGERS AUST.	REGISTRATION LGMA FINANCE PROFESSIONALS CONFERENCE - DCEO	\$ 1,100.00
EFT5497	11/02/2014	BARRY ROBBINS - ENGINEERING & PROJECT MANAGEMENT	BROOKTON SEWERAGE & NON-POTABLE WATER SERVICES ASSET MANAGEMENT REVIEW	\$ 5,898.26
EFT5498	13/02/2014	ABCO PRODUCTS	CLEANING PRODUCTS FOR WB EVA PAVILION	\$ 520.43
EFT5499	13/02/2014	ATO	GST PAYABLE JANUARY 2014 BAS	\$ 4,262.00
EFT5500	13/02/2014	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY & PAPERS 03/12/13 TO 26/01/14	\$ 349.25
EFT5501	13/02/2014	BROOKTON ROADHOUSE	UNLEADED PETROL	\$ 84.05
EFT5502	13/02/2014	BROOKTON TELEGRAPH	ADVERTISEMENT - PLANNING PROCESS	\$ 60.00
EFT5503	13/02/2014	CARROLL & RICHARDSON FLAGS	FLAGS FOR AUSTRALIA DAY CELEBRATIONS	\$ 140.00
EFT5504	13/02/2014	CONNELLY IMAGES	SADDLEBACK & KALKARNI SIGNS	\$ 1,171.50
EFT5505	13/02/2014	COURIER AUSTRALIA	FREIGHT - SIGMA	\$ 167.18
EFT5506	13/02/2014	FLINN HEALTH & FITNESS	GYM INDUCTIONS	\$ 150.00
EFT5507	13/02/2014	HITACHI CONSTRUCTION MACHINERY	FILTERS & GROMMETS FOR GRADERS	\$ 79.82
EFT5508	13/02/2014	JIM'S PEST CONTROL PTY LTD	UNIT 2/4 MATTHEWS RD - TREATMENT FOR ANTS, SPIDERS & INSECTS	\$ 165.00
EFT5509	13/02/2014	JR & A HERSEY PTY LTD	SAFETY EQUIPMENT	\$ 351.01
EFT5510	13/02/2014	OFFICEWORKS BUSINESS DIRECT	STATIONERY PURCHASES	\$ 205.81

**FEBRUARY 2014 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 20TH MARCH 2014**

**12.03.14.01A**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT5511	13/02/2014	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL	\$ 144.41
EFT5512	13/02/2014	WA CONTRACT RANGER SERVICES	RANGER SERVICES 20/01/14 & 28/01/14	\$ 607.75
EFT5513	13/02/2014	WBS MODULAR	CONSTRUCTION & DELIVERY OF BANKSIA ACCOMODATION CHALET AT KALKARNI PAYMENT 1	\$ 18,229.86
EFT5514	13/02/2014	WHEATBELT ELECTRICS	INSTALL & WIRE RETICULATION	\$ 200.08
EFT5516	24/02/2014	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES FEBRUARY 2014	\$246,705.87
EFT5517	24/02/2014	PORTACOM	TOSHIBA PORTEGE Z30 LAPTOP	\$ 2,199.00
			<b>EFT TOTAL</b>	<b>\$291,439.67</b>

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
17109	10/02/2014	AUSTRAL MERCANTILE COLLECTIONS	RATE DEBT COLLECTION FEES JANUARY 2014	\$ 1,034.63
17110	10/02/2014	BROOKTON DISTRICT HIGH SCHOOL	ANNUAL DONATION 2013/14	\$ 2,500.00
17111	10/02/2014	BUILDING COMMISSION	BUILDING SERVICES LEVY FOR DECEMBER 2013	\$ 780.28
17112	10/02/2014	TELSTRA CORPORATION	TELEPHONE ACCOUNT 16/12/13 TO 15/01/14	\$ 66.29
17113	13/02/2014	GREAT SOUTHERN FUEL SUPPLIES	PETROL PURCHASES 01/01/14 TO 31/01/14	\$ 479.60
17114	13/02/2014	JASON SIGNMAKERS	RURAL ADDRESS PLATE # 309	\$ 49.50
17115	13/02/2014	MELISSA POLLOCK	REIMBURSEMENT PRE EMPLOYMENT MEDICAL	\$ 120.00
17116	13/02/2014	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 450.29
17117	13/02/2014	SHIRE OF BROOKTON	MASTERCARD PURCHASES JANUARY 2014	\$ 454.00
17118	13/02/2014	SHIRE OF KALAMUNDA	BUILDING SERVICES JUNE TO DECEMBER 2013. HEALTH SERVICES DECEMBER 2013	\$ 6,207.20
17119	13/02/2014	WILSONS SIGN SOLUTIONS	SIGNS FOR WB EVA PAVILION	\$ 511.50
			<b>CHEQUE TOTAL</b>	<b>\$ 12,653.29</b>
			<b>MUNICIPAL ACCOUNT TOTAL</b>	<b>\$304,092.96</b>

**FEBRUARY 2014 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 20TH MARCH 2014**  
**12.03.14.01A**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
884	12/02/2014	BAPTISTCARE	REFUND OF BOND FOR U5/28 WILLIAMS ST	\$ 600.00
885	12/02/2014	DEPARTMENT OF COMMERCE	HOUSING BONDS REMITTED	\$ 1,500.00
886	19/02/2014	COLIN & KAREN MILLS	REFUND OF BOND FOR HIRE OF COMMUNITY BUS	\$ 330.00
887	19/02/2014	DEPARTMENT OF REGIONAL DEVELOPMENT	REFUND OF BOND FOR HIRE OF COMMUNITY BUS	\$ 330.00
888	19/02/2014	LEONIE TAYLOR	REFUND OF BOND FOR HIRE OF PAVILION	\$ 110.00
889	19/02/2014	SILVER CHAIN	REFUND OF BOND FOR HIRE OF MEMORIAL HALL 20/12/13	\$ 110.00
890	19/02/2014	WHEATBELT REGIONAL FOOTBALL COMMITTEE	REFUND OF BOND FOR HIRE OF PAVILION 06/02/14	\$ 110.00
<b>TOTAL TRUST</b>				<b>\$ 3,090.00</b>

<b>DIRECT DEBITS FOR FEBRUARY 2014</b>	
SALARIES & WAGES	\$ 76,485.35
MERCHANT FEES	\$ 144.29
<b>TOTAL</b>	<b>\$ 76,629.64</b>

<b>SHIRE OF BROOKTON CREDIT CARD PURCHASES Creditor Number: 96286</b>		
<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
08/01/2014	WESTNET 01/11/12 - 01/12/12 - 8 MARSH AVE	\$ 59.95
	WESTNET 01/11/12 - 01/12/12 - DEPOT	\$ 49.95
	WESTNET 01/11/12 - 01/12/12 - ADMIN OFFICE	\$ 109.95
16/01/2014	TATOO OADS - AUSTRALIA DAY	\$ 132.00
30/01/2014	JB HI FI - IPHONE COVERS	\$ 94.70
	CARD & FEES	\$ 7.45
<b>TOTAL</b>		<b>\$ 454.00</b>

## 12.03.14.02 FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 2014

<b>FILE REFERENCE:</b>	ADM 0323
<b>AUTHORS NAME AND POSITION:</b>	Julie Oliver Deputy Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	12 March 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:**

The Statement of Financial Activity for the periods ended 28 February 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 28 February 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 28 February 2014.

**Council Resolution**

**12.03.14.02**

**Moved Cr Walker Seconded Cr Mills**

**That Council receive the Statement of Financial Activity for the period ended 28 February 2014.**

**CARRIED 6-0**

**ATTACHMENT 12.03.14.02A**

<b>Shire of Brookton</b>							
<b>MONTHLY FINANCIAL REPORT</b>							
<b>For the Period Ended 28 February 2014</b>							
<b><u>TABLE OF CONTENTS</u></b>							
Statement of Financial Activity by Function & Activity							
Note 1 - Graphical Representation of Statement of Financial Activity							
Note 2 - Net Current Funding Position							
Note 3 - Budget Amendments							
Note 4 - Receivables							
Note 5 - Cash Backed Reserves							
Note 6 - Capital Disposals and Acquisitions							
Note 7 - Information on Borrowings							
Note 8 - Cash and Investments							
Note 9 - Major Variances							
Note 10 - Trust Fund							

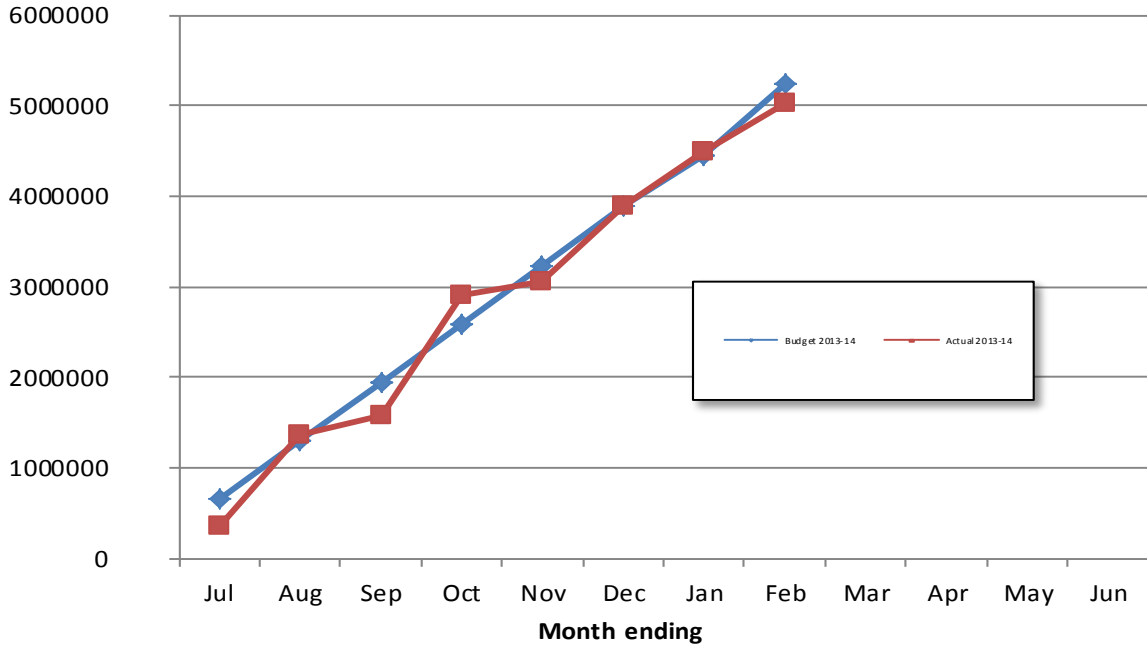
**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 28 February 2014**

	Note	Current Annual Budget 3	Projected Year End Actual	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	\$	%	
Governance		29,044	29,635	19,020	24,328	5,308	27.91%	▲
General Purpose Funding		1,525,027	1,528,495	755,536	760,455	4,919	0.65%	
Law, Order and Public Safety		42,160	332,705	28,096	320,032	291,936	1039.07%	▲
Health		26,785	26,529	24,557	24,619	63	0.26%	
Education and Welfare		3,875,600	3,875,600	2,583,712	2,523,732	(59,980)	(2.32%)	▼
Housing		100,141	94,004	66,752	61,088	(5,664)	(8.49%)	
Community Amenities		412,043	413,037	296,462	304,238	7,776	2.62%	
Recreation and Culture		482,452	486,998	458,764	467,997	9,233	2.01%	
Transport		1,097,392	1,153,643	751,646	599,643	(152,003)	(20.22%)	▼
Economic Services		120,689	120,699	23,272	25,077	1,805	7.75%	
Other Property and Services		107,101	103,801	70,202	64,394	(5,808)	(8.27%)	
<b>Total (Excluding Rates)</b>		<b>7,818,434</b>	<b>8,165,146</b>	<b>5,078,018</b>	<b>5,175,603</b>	<b>97,585</b>	<b>1.92%</b>	<b>▲</b>
<b>Operating Expense</b>								
Governance		(588,912)	(570,459)	(359,811)	(353,688)	6,123	(1.70%)	
General Purpose Funding		(215,335)	(183,530)	(143,056)	(104,276)	38,780	(27.11%)	▼
Law, Order and Public Safety		(213,792)	(212,999)	(147,746)	(146,421)	1,325	(0.90%)	
Health		(84,603)	(84,160)	(36,452)	(39,135)	(2,683)	7.36%	
Education and Welfare		(3,982,193)	(3,982,302)	(2,662,356)	(2,672,351)	(9,995)	0.38%	
Housing		(128,624)	(124,967)	(87,264)	(78,971)	8,293	(9.50%)	
Community Amenities		(538,191)	(536,084)	(357,854)	(292,876)	64,978	(18.16%)	▼
Recreation and Culture		(676,539)	(653,673)	(438,914)	(430,656)	8,258	(1.88%)	
Transport		(1,107,112)	(1,115,141)	(738,024)	(705,446)	32,578	(4.41%)	▼
Economic Services		(100,931)	(100,049)	(67,179)	(60,850)	6,329	(9.42%)	
Other Property and Services		(120,380)	(135,763)	(140,638)	(132,946)	7,692	(5.47%)	
<b>Total</b>		<b>(7,756,612)</b>	<b>(7,699,126)</b>	<b>(5,179,294)</b>	<b>(5,017,617)</b>	<b>161,677</b>	<b>3.12%</b>	<b>▼</b>
<b>Funding Balance Adjustment</b>								
Add back Depreciation		1,267,163	1,270,161	844,672	777,671	(67,001)	(7.93%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(88,138)	(84,838)	(5,238)	(5,238)	0	(0.01%)	▼
<b>Net Operating (Ex. Rates)</b>		<b>1,240,848</b>	<b>1,651,343</b>	<b>738,158</b>	<b>930,419</b>	<b>192,261</b>	<b>26.05%</b>	
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	6	338,000	80,727	88,328	80,727	(7,601)	(8.61%)	
Self-Supporting Loan Principal		31,267	37,372	25,064	24,859	(205)	(0.82%)	
Transfer from Reserves	5	1,635,654	1,575,054	553,168	552,842	(326)	(0.06%)	
<b>Total</b>		<b>2,004,921</b>	<b>1,693,153</b>	<b>666,560</b>	<b>658,427</b>	<b>(8,133)</b>	<b>(1.22%)</b>	
<b>Capital Expenses</b>								
Land and Buildings	6	(2,614,123)	(2,532,217)	(1,041,352)	(1,114,376)	(73,024)	7.01%	
Plant and Equipment	6	(227,000)	(507,894)	(151,328)	(403,225)	(251,897)	166.46%	▲
Furniture and Equipment	6	(117,978)	(96,040)	(63,372)	(47,711)	15,661	(24.71%)	▼
Infrastructure Assets - Roads & Bridges	6	(1,069,822)	(1,118,495)	(345,000)	(335,249)	9,751	(2.83%)	
Infrastructure Assets - Sewerage	6	(94,400)	(39,552)	(13,328)	(7,121)	6,208	(46.57%)	
Repayment of Debentures	7	(101,003)	(101,002)	(71,122)	(70,615)	507	(0.71%)	
Transfer to Reserves	5	(635,967)	(626,040)	(54,312)	(59,683)	(5,371)	9.89%	
<b>Total</b>		<b>(4,860,293)</b>	<b>(5,021,241)</b>	<b>(1,739,814)</b>	<b>(2,037,980)</b>	<b>(298,166)</b>	<b>17.14%</b>	
<b>Net Capital</b>		<b>(2,855,372)</b>	<b>(3,328,088)</b>	<b>(1,073,254)</b>	<b>(1,379,553)</b>	<b>(306,299)</b>	<b>28.54%</b>	
<b>Total Net Operating + Capital</b>		<b>(1,614,525)</b>	<b>(1,676,745)</b>	<b>(335,096)</b>	<b>(449,134)</b>	<b>(114,038)</b>	<b>34.03%</b>	
Rate Revenue		1,564,658	1,563,672	1,558,674	1,564,208	5,534	0.36%	
Opening Funding Surplus(Deficit)		(21,462)	(21,462)	(21,462)	(21,462)	(0)	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(71,329)</b>	<b>(134,535)</b>	<b>1,202,116</b>	<b>1,093,612</b>	<b>(108,504)</b>	<b>(9.03%)</b>	

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2014**

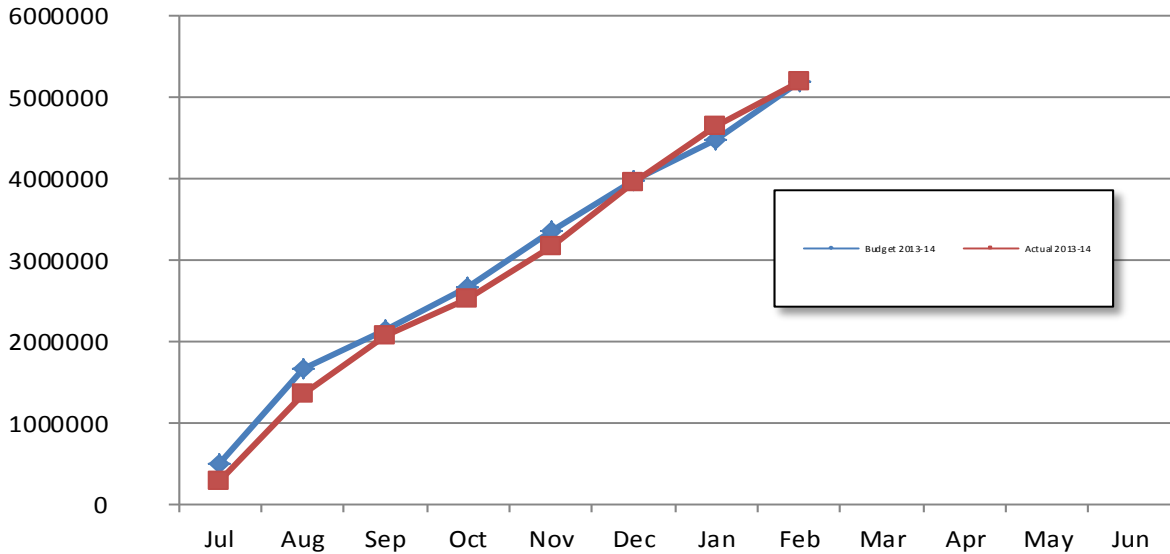
**Note 1 - Graphical Representation - Source Statement of Financial Activity**

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



**Comments/Notes - Operating Expenses**

**Budget Operating Revenues -v- Actual**



**Comments/Notes - Operating Revenues**

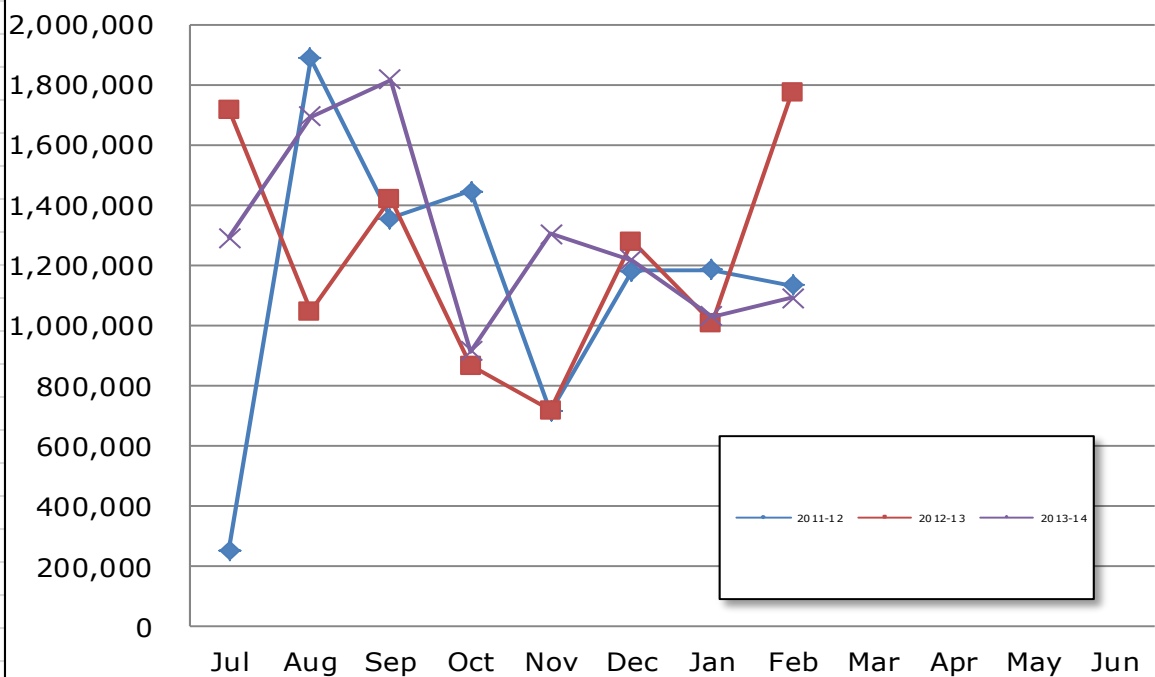


**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2014**

**Note 2: NET CURRENT FUNDING POSITION**

	Positive=Surplus (Negative=Deficit)			
	2013-14			
	Note	This Period	Same Period 2012/13	Same Period 2011/12
	\$	\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		<b>1,099,112</b>	1,726,219	722,441
Cash Restricted		<b>2,320,914</b>	2,789,265	3,027,850
Receivables		<b>985,134</b>	600,158	1,357,587
Prepayments & Accruals		<b>0</b>	0	0
Inventories		<b>29,868</b>	29,049	26,174
		<b>4,435,029</b>	5,144,692	5,134,053
<b>Less: Current Liabilities</b>				
Payables and Provisions		<b>(1,020,502)</b>	(581,071)	(973,068)
		<b>(1,020,502)</b>	(581,071)	(973,068)
Less: Cash Restricted		<b>(2,320,914)</b>	(2,789,265)	(3,027,850)
<b>Net Current Funding Position</b>		<b>1,093,612</b>	<b>1,774,355</b>	<b>1,133,135</b>

**Note 2 - Liquidity Over the Year**





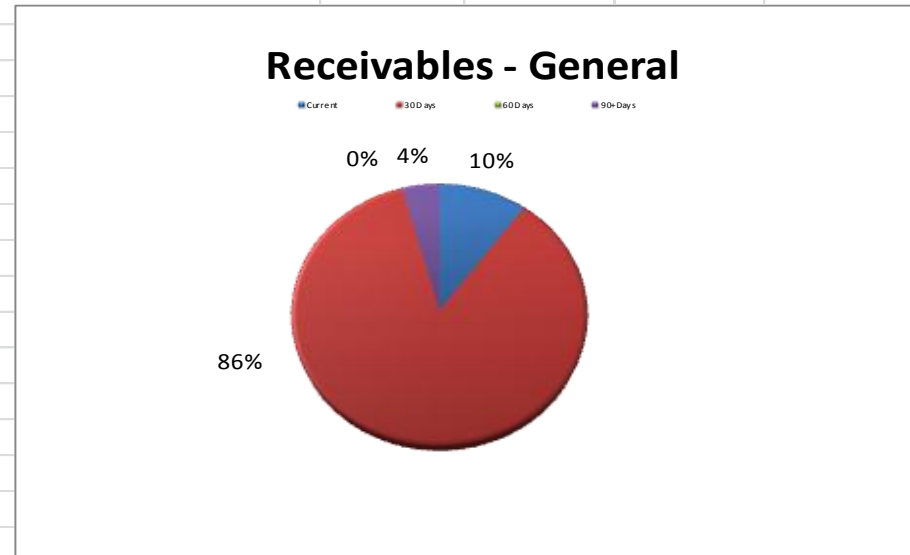
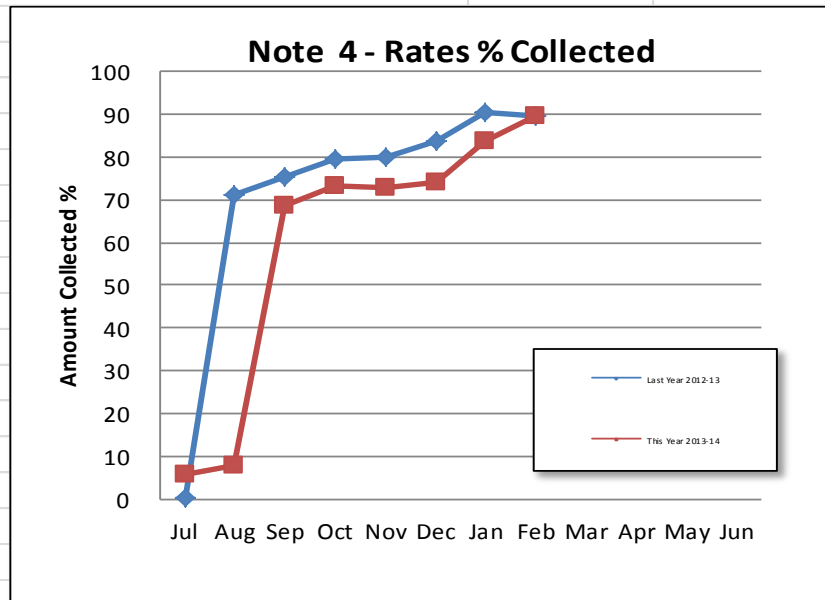
**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2014**

**Note 4: RECEIVABLES**

Receivables - Rates, Sewerage and Rubbish	Current 2013-14	Previous 2012-13
	\$	\$
Opening Arrears Previous Years	66,021	50,882
Rates, Sewerage & Rubbish Levied this year	1,814,556	1,681,067
Less Collections to date	(1,689,922)	(1,555,937)
Equals Current Outstanding	<b>190,656</b>	<b>176,012</b>
<b>Net Rates Collectable</b>	190,656	176,012
% Collected	89.86%	89.84%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	20,919	178,426	0	8,826
<b>Total Outstanding</b>				<b>208,170</b>

**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 28 February 2014**

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant Reserve	15,942	558	410	215,350	0	(45,000)	(30,831)	186,850	(14,479)
Housing Reserve	288,849	10,110	7,423	0	0	(183,500)	0	115,459	296,272
Office Equipment Reserve	38,785	1,357	997	0	0	(4,665)	0	35,477	39,782
Drainage Reserve	48,549	1,699	1,248	0	0	0	0	50,248	49,797
Municipal Buildings & Facilities Reserve	32,574	1,140	837	30,000	0	(30,260)	(12,278)	33,454	21,133
Townscape Reserve	229,553	8,034	5,899	0	0	0	0	237,587	235,452
Land Development Reserve	197,706	6,920	5,080	171,000	0	0	0	375,626	202,786
Sewerage Scheme Reserve	157,642	5,517	4,051	50,000	0	(111,780)	(7,120)	101,379	154,573
Road Infrastructure Reserve	28,270	989	726	10,000	0	0	0	39,259	28,996
Health & Aged Care Reserve	719,322	25,176	18,484	45,100	0	(615,190)	0	174,408	737,806
Community Bus Reserve	37,779	1,322	971	5,000	0	0	0	44,101	38,750
Bridge Construction Reserve	63,292	2,215	1,626	0	0	0	0	65,507	64,918
Staff Vehicle Reserve	19,673	689	506	9,000	0	(9,000)	(3,182)	20,362	16,997
Sport & Recreation Reserve	0	0	0	9,500	0	0	0	9,500	0
Rehabilitation & Refuse Reserve	27,376	958	703	0	0	0	0	28,334	28,079
Unspent Grants & Contributions	568,109	2,409	1,969	0	0	(544,044)	(499,431)	26,474	70,647
Saddleback Building Reserve	64,027	2,241	1,645	0	0	(25,900)	0	40,368	65,672
Saddleback Vehicle & Equipment Reserve	4,398	154	113	0	0	0	0	4,552	4,511
Caravan Park Reserve	52,676	1,844	1,354	2,500	0	0	0	57,020	54,030
Old Police Station Reserve	32,053	1,122	824	2,500	0	0	0	35,675	32,877
Kweda Hall Reserve	13,422	470	345	2,500	0	(600)	0	15,792	13,767
Aldersyde Hall Reserve	13,422	470	345	2,500	0	0	0	16,392	13,767
Railway Station Reserve	13,422	470	345	0	0	0	0	13,892	13,767
Madison Square Units Reserve	15,623	547	401	0	0	(5,715)	0	10,455	16,024
Cemetery Reserve	85,684	2,999	2,202	0	0	(60,000)	0	28,683	87,886
Water Harvesting Reserve	45,925	1,607	1,180	0	0	0	0	47,532	47,105
	<b>2,814,073</b>	<b>81,016</b>	<b>59,683</b>	<b>554,951</b>	<b>0</b>	<b>(1,635,654)</b>	<b>(552,842)</b>	<b>1,814,386</b>	<b>2,320,914</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2014**

**Note 6: CAPITAL DISPOSALS AND ACQUISITIONS**

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal		
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)
\$	\$	\$		\$	\$	\$
42,500	49,000	6,500	CEO Vehicle	51,537	47,727	(3,810)
32,000	34,000	2,000	DCEO Vehicle			0
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	23,952	33,000	9,048
<b>241,900</b>	<b>338,000</b>	<b>96,100</b>	<b>Totals</b>	<b>75,489</b>	<b>80,727</b>	<b>5,238</b>

**Comments - Capital Disposal**

Summary Acquisitions	Current Budget		
	Budget	Actual	Variance
	\$	\$	\$
<b>Property, Plant &amp; Equipment</b>			
Land and Buildings	2,614,123	1,114,376	1,499,747
Plant & Equipment	227,000	403,225	(176,225)
Furniture & Equipment	117,978	47,711	70,267
			0
<b>Infrastructure</b>			
Roadworks & Bridge Works	1,069,822	335,249	734,573
Sewerage	94,400	7,121	87,280
<b>Totals</b>	<b>4,123,323</b>	<b>1,907,682</b>	<b>2,215,641</b>

**Comments - Capital Acquisitions**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2014**

**Note 7: INFORMATION ON BORROWINGS**

Particulars	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-12 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
						Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Self Supporting Loans</b>											
*Loan 78 Senior Citizen's Homes	17/06/2024	15	6.74	164,089	-	5,152	10,478	158,937	153,611	5,588	11,675
*Loan 79 Multifunctional Family Centre	1/08/2020	15	5.82	60,594	-	6,654	6,654	53,940	53,940	3,490	3,861
*Loan 82 Country Club	15/11/2027	20	6.95	338,409	-	6,946	14,133	331,463	324,276	11,885	24,033
<b>Governance</b>											
Loan 75 Office Office Renovations	3/08/2026	25	6.46	71,490	-	3,453	3,453	68,037	68,037	4,618	4,831
<b>Education &amp; Welfare</b>											
Loan 80 Kalkarni Residency	1/02/2026	25	5.63	115,411	-	6,227	6,228	109,184	109,183	6,502	6,838
<b>Housing</b>											
Loan 80 Staff Housing	1/02/2026	25	5.63	190,428	-	10,275	10,274	180,153	180,154	10,728	11,283
<b>Community Amenities</b>											
Loan 80 Sewerage	1/02/2026	25	5.63	80,788	-	4,359	4,360	76,429	76,428	4,551	4,787
<b>Transport</b>											
Loan 80 Grader	1/02/2026	25	5.63	190,428	-	10,275	10,275	180,153	180,153	10,728	11,283
<b>Recreation and Culture</b>											
Loan 81 Sport & Recreation	1/11/2027	20	6.95	841,531	-	17,274	35,148	824,257	806,383	29,553	60,827
				<b>2,053,168</b>	<b>0</b>	<b>70,615</b>	<b>101,003</b>	<b>1,982,553</b>	<b>1,952,165</b>	<b>87,644</b>	<b>139,418</b>

(\*) 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 28 February 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%	295,099				295,099	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	803,513				803,513	Bendigo	
Trust Cash at Bank	1.50%			34,788		34,788	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	3.60%		2,320,914			2,320,914	Bendigo	07/05/2014
Les McMullen Trust	4.00%			9,082		9,082	Bendigo	26/06/2014
(c) <b>Investments</b>								
Nil								
Nil								
<b>Total</b>		1,098,612	2,320,914	43,870	0	3,463,396		

Comments/Notes - Investments



**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2014**

**Note 9: MAJOR VARIANCES**

**Comments/Reason for Variance**

**OPERATING REVENUE (EXCLUDING RATES)**

**Governance**

Reimbursements over budget due to unexpected dividend from LGISWA and reimbursement of members training expenses by other councils.

**General Purpose Funding**

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

**Law, Order and Public Safety**

ESL operating grant received for replacement of West Brigade Fire Tender West Brigade. Capital expenditure is over budget by corresponding amount.

**Health**

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

**Education and Welfare**

Reduced revenue from Grants and subsidies for Kalkarni - related to bed occupancy and timing of invoices from Baptistcare.

**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**

Under budget due to Roads to Recovery works not yet commenced or claimed reduced by Grants Commission Bridge funding received but not budgeted.

**Economic Services**

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

**Other Property and Services**

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

**OPERATING EXPENSES**

**Governance**

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

**General Purpose Funding**

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

**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**

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

**Housing**

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

**Community Amenities**

Under budget due to timing of consultants expenditure on flood plain mapping project.

**Recreation and Culture**

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

**Transport**

Under budget due to delayed road maintenance program - due to Pavilion construction.

**Economic Services**

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

**Other Property and Services**

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

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<b>CAPITAL REVENUE</b>
<b>Proceeds from Disposal of Assets</b>
Within variance threshold of \$10,000 or 10%
<b>Self-Supporting Loan Principal</b>
Within variance threshold of \$10,000 or 10%
<b>Transfer from Reserves</b>
Within variance threshold of \$10,000 or 10%
<b>CAPITAL EXPENSES</b>
<b>Land and Buildings</b>
Within variance threshold of \$10,000 or 10%
<b>Plant and Equipment</b>
Over budget due to replacement of West brigade Fire Tender - matching increase in Law, Order and Public Safety operating grants.
<b>Furniture and Equipment</b>
Under budget due to delays in fitout of Pavilion
<b>Infrastructure Assets - Roads &amp; Bridges</b>
Within variance threshold of \$10,000 or 10%
<b>Infrastructure Assets - Sewerage</b>
Within variance threshold of \$10,000 or 10%
<b>Repayment of Debentures</b>
Within variance threshold of \$10,000 or 10%
<b>Transfer to Reserves</b>
Transfers generally will occur at 30/06/14
<b>OTHER ITEMS</b>
<b>Rate Revenue</b>
Within variance threshold of \$10,000 or 10%
<b>Opening Funding Surplus(Deficit)</b>
Within variance threshold of \$10,000 or 10%

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<b>Shire of Brookton</b>				
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>				
<b>For the Period Ended 28 February 2014</b>				
<b>Note 10: TRUST FUND</b>				
Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:				
Description	Opening Balance For the Period Ended 28 February 2014	Amount Received	Amount Paid	Closing Balance For the Period Ended 28 February 2014
	\$	\$	\$	\$
Housing Bonds	3,000	1,000	(3,000)	1,000
Other Bonds	4,380	6,630	(6,110)	4,900
Election Nomination Bonds	0	0	0	0
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	9,082	0	0	9,082
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	5,411	0	0	5,411
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	4,915	0	0	4,915
Unclaimed Money	430	0	0	430
Development Bonds	0	0	0	0
	<b>45,550</b>	<b>7,630</b>	<b>(9,310)</b>	<b>43,870</b>

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### 13.03.14.0 GOVERNANCE REPORT

#### 13.03.14.01 FINANCIAL HARDSHIP AND COMPLAINTS POLICY

<b>FILE REF</b>	ADM 0564
<b>AUTHORS NAME AND POSITION</b>	Kevin O'Connor Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT</b>	Not Applicable
<b>DATE REPORT WRITTEN</b>	5 March 2014
<b>DISCLOSURE OF INTEREST</b>	The author has no financial interest in the matter
<b>PREVIOUS MEETING REFERENCE</b>	There is no previous meeting reference

#### **SUMMARY**

The Shire is required under its water services licence to adopt a Financial Hardship Policy applicable to outstanding debts. This policy and a complimentary Complaint Handling Policy is presented to Council for consideration.

#### **Background**

The Shire has a Water Services Operating Licence, issued by the Economic Regulation Authority (ERA) under the Water Act 2012 (WA), for the provision of sewerage and non-potable water supplies in an operating area centred on the township of Brookton

The Brookton sewerage system was originally constructed in 1976 and a new extension of the areas services and a water treatment plant were installed in 2004.

The scheme consists of 3.4 km of sewerage reticulation, a pumping station, oxidation pond and storage dam serving over 180 properties. The volume of wastewater treated is approximately 40,000 kl per annum. The system has a limited effluent disposal system which uses septic tanks on each property with effluent flowing into the oxidation pond for treatment.

The ERA has provided guidelines for the development of a Financial Hardship Policy now required under the Act. The Hardship Policy has to be submitted to the Authority by the 18 February 2014, for approval by 18 May 2014. This timeline has proven to be unworkable, and the ERA now requires the policy to be forwarded once adopted by Council.

There is also a requirement that the Shire calls for public submissions, this will be done once the policy is considered by Council.

#### **Detail**

Currently the Shire deals with financial hardship on a case by case basis and negotiates payment arrangements with the customer. It does not have a written policy. Similarly, with complaints, it does not have a written policy.

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The ERA have advised that for it to approve a hardship policy the policy must include the following

- the range of alternative payment arrangements
- a statement that usage needs and capacity to pay are considered
- the customer or a representative is involved in setting a payment arrangement
- that any payment arrangement will be reviewed and revised as appropriate
- the landowner, if not the occupier, is advised of any arrangement
- any amount owing may be reduced if considered appropriate
- a debt will not be recovered whilst payment arrangements are being negotiated and the arrangements are being met.
- that debt collection may be outsourced to a third party
- advice about the Shires fees and charges
- where customers can find the Water Services Code
- contact details for the Shire, Water Ombudsman, and financial counselling services
- information about the Shire's complaints handling process

The above is quite descriptive and in some cases only relates to water services. It would be preferable that if the Shire is required to develop a financial hardship policy it should encompass all of the Shire's operations. However with the specific statutory requirements relating to the Water Act some aspects of the policy will apply to water services only.

The only stipulation the ERA has in relation to a complaints procedure is that complaints have to be resolved in 15 working days. This policy can relate to the Shire as a whole

The **attached** policies have been written to meet the requirements of the Act. They have yet to be approved by the ERA.

The Shire currently has a Debt Recovery Procedures Policy which details the process for recovering an overdue debt. The Financial Policy needs to be cross referenced in this policy, it is suggested that the following wording be inserted into that policy

### *"FINANCIAL HARDSHIP POLICY*

*The Shire has a Financial Hardship Policy which aims to assist customers experiencing difficulty paying a debt. Hardship is defined in the Policy and can be applied in exceptional circumstances.*

*The Policy can be found in the policy and procedure section of the Shire's website <http://www.brookton.wa.gov.au>"*

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The policies can easily be incorporated into Shire operations and current practices will not change significantly. Staff will have a training session to make them aware of the policies and their implementation.

The ERA needs to approve any hardship policy and it will be provided with a copy of the proposed policy for consideration. If the Authority requires changes to the policy will be subject to a further report to Council.

For the Authority to approve the policy the Shire has to demonstrate that it has consulted with relevant parties regarding the contents of the policy. It is recommended that an advertisement be placed in the local press and relevant shire publications calling for comments on the policies.

Due to the restricted timelines for ERA approval, the draft policy will be submitted to the ERA pending community consultation.

### **Consultation:**

The Shire is required to undertake a public consultation process on the Policy. It is suggested that an advertisement is placed in the local paper calling for submissions.

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

The creation of these policies is a requirement of the Water Services Code of Conduct (Customer Service Standards) 2013.

The Code is established under the Water Services Act 2012

### **Policy Implications;**

The following policies will be incorporated into the Shire's policy manual

- Policy - Financial Hardship
- Policy and Procedure – Service Complaints

The Debt Recovery Procedures Policy will be amended in line with the recommendations of the report.

### **Financial Implications:**

There are no financial implications relevant to this report.

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

Strategy 5.3.1: Provide and promote responsive customer services.

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

No specific implication relative to this report

### **Officers Comment**

The compliance with ERA requirements is becoming increasingly complex and onerous, however the adoption of these policies will increase the level of service provided to our customers.



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### Voting Requirements

Simple Majority

### Recommendation

That the Council

1. Approve the draft policies subject to community consultation and approval by the Economic Regulation Authority,
2. Amend the Debt Recovery Procedures Policy (4.10) by inserting the following clause,

**“FINANCIAL HARDSHIP POLICY**

The Shire has a Financial Hardship Policy which aims to assist customers experiencing difficulty paying a debt. Hardship is defined in the Policy and can be applied in exceptional circumstances.

3. Advertise in the local press calling for comment on the policies.

### **Council Resolution**

**13.03.14.01**

**Moved Cr Allington Seconded Cr Crute**

**That the Council**

- 1. Approve the draft policies subject to community consultation and approval by the Economic Regulation Authority,**
- 2. Amend the Debt Recovery Procedures Policy (4.10) by inserting the following clause,**

**“FINANCIAL HARDSHIP POLICY**

**The Shire has a Financial Hardship Policy which aims to assist customers experiencing difficulty paying a debt. Hardship is defined in the Policy and can be applied in exceptional circumstances.**

- 3. Advertise in the local press calling for comment on the policies.**

**CARRIED 6-0**

**ATTACHMENT 13.03.14.01A - Draft Financial Hardship Policy**  
**ATTACHMENT 13.03.14.01B - Draft Complaints Policy**

**ATTACHMENT 13.03.14.01A**

## **Financial Hardship Policy**

### **1. Objectives**

This Financial Hardship Policy outlines how the Shire will assist a customer who cannot pay a debt because of financial hardship.

The policy applies to charges levied against you or your property including water charges (see clause 5) if applicable. Tenants who have agreed with the land owner to receive a rate notice are also covered by this policy.

We are committed to working with you to find an appropriate payment solution that works for both you and us. We understand that it can be difficult to ask for support, and will treat you sensitively and respectfully.

### **2. What is Financial Hardship?**

You will be considered to be in financial hardship if paying an amount to the Shire will affect your ability to meet your basic living needs – in short, if you have the intention but, due to exceptional circumstances, are not able to pay.

Financial Hardship may, for example, be caused by

- spousal separation or divorce
- loss of a spouse or loved one
- physical or mental health issues
- a chronically ill family member

### **3. Identifying customers in financial hardship**

If you think you may be in financial hardship we encourage you to contact us as soon as possible. You may ask a financial counsellor to contact us on your behalf.

We will assess within three business days whether we consider you to be in financial hardship. If we cannot make our assessment within three business days, we may refer you to a financial counsellor for assessment.

As part of our assessment we will consider any information provided by you and, if applicable, your financial counsellor. We will also take into account any information we may have on your payment history.

As soon as we have made our assessment we will advise you of the outcome.

### **4. Payment plans**

If we determine that you are in financial hardship, we will offer you more time to pay the amount in question or a payment plan. We will involve you and, if applicable, your financial counsellor in

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setting a payment plan. When setting conditions of the plan, we will consider your capacity to pay and any other relevant issues.

If appropriate, we will review and revise your extension of payment plan.

We do not have to, but may, offer a payment plan to a customer who has had 2 payment plans cancelled because of non-payment.

If you are a tenant, we must make sure that the land owner is aware of us giving you an extension or entering into a payment plan with you before we do so. We can agree that you notify the land owner of the proposed extension of payment plan (and provide us with evidence that you have done so), or you can give us permission to notify the landowner.

### 5. Waste Water Service Charges

This section only applies to charges levied against you for water services (sewerage). The content of this section is governed by the Water Act 2012 and associated Water Services Code of Conduct.

- We will not charge you any fees or interest as part of your arrangement. However, if the arrangement is not honoured fees and interest will be charged and backdated if applicable.
- If you are in financial hardship, we may consider reducing the amount you owe us.

### 6. Debt reduction and collection

We will also not commence or continue proceedings to recover your debt;

- while we are assessing whether or not you are in financial hardship, or
- if you are complying with your payment plan or another payment arrangement you have made with us.

If you do not comply with your payment plan or other payment arrangement we may commence debt recovery proceedings. When collecting your debt, we will comply with part 2 of the ACCC and ASIC's Debt Recovery Guidelines for Collectors and Creditors.

The Shires has a Debt Recovery Procedures policy which can be found on the Councils website (Policy 4.10 of the policy manual)

We may outsource the debt to a debt collection agency; additional fees may apply in this instance.

### 7. Useful information

- We will advise you of your right to have your rate notice redirected to another person free of charge if you are absent or ill,
- You may pay your rate notice by direct debit, internet, telephone or post.
- If you feel you may need financial counselling services we suggest you contact the Financial Counsellors Association of WA. It provides a free confidential service. Its contact details are  
Financial Counsellors' Association of WA  
Phone (08) 9325 1617  
Financial Counselling Helpline 1800 007 007  
Email [afm@financialcounsellors.org](mailto:afm@financialcounsellors.org)  
Website [www.financialcounsellors.org](http://www.financialcounsellors.org)

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A list of the Shires Fees and Charges can be found on its website [www.brookton.wa.gov.au](http://www.brookton.wa.gov.au)

### 8. Complaints handling

The Shire has adopted a complaints handling policy which can be found at its website [www.brookton.wa.gov.au](http://www.brookton.wa.gov.au). This policy outlines how complaints are handled by the Shire and the actions you may take if you feel your complaint has not been handled correctly.

An unresolved complaint may be arbitrated by an independent third party such as the Government Ombudsman or the Energy and Water Ombudsman.

The Government Ombudsman contact details are

Phone 1800117000  
Email [mail@ombudsman.wa.gov.au](mailto:mail@ombudsman.wa.gov.au)  
Postal Ombudsman Western Australia  
PO Box Z5386  
St Georges Terrace Perth WA 6831

The Energy and Water Ombudsman contact details are

Phone 1800 754 004  
Email [energyandwater@ombudsman.wa.gov.au](mailto:energyandwater@ombudsman.wa.gov.au)  
Postal Energy and Water Ombudsman Western Australia  
PO Box Z5386  
St Georges Terrace Perth WA 6831

### 9. Approval and review

This policy was adopted by the Council on XXXXXXXXX, it has been approved by Economic Regulation Authority.

We will review the policy every five years to ensure it remains up to date and relevant

### 10. Our Contact Details

Address 14 White Street, Brookton  
Postal PO Box 42 - Brookton WA 6306  
Phone 9642 1106  
Fax 9642 1173  
Email [mail@brookton.wa.gov.au](mailto:mail@brookton.wa.gov.au)  
Website [www.brookton.wa.gov.au](http://www.brookton.wa.gov.au)

## UNCONFIRMED

### ATTACHMENT 13.03.14.01AB

## Policy - Complaint Handling

### Objective

The Shire is committed to resolving complaints in a timely, fair and equitable manner.

It is important that customers are able to easily lodge a complaint and have the complaint considered by the relevant officer of department.

It is also important that if the customer is not satisfied with the outcome of the complaint that the matter is able to be referred to a higher level for consideration. The customer should be informed of their rights in this regard.

Complaints will be used to review and make positive changes to the Councils policies and procedures.

### Policy

This policy covers all aspects of the Shire's services including water services.

It does not relate to complaints that must be legally addressed in another manner such as the State Administrative Tribunal or under the Whistleblowers Protection legislation. Anonymous complaints are not considered under this policy.

A complaint is defined as a grievance a customer may have against the quality of a service, program or process of the Shire.

It is intended that complaints are resolved within 15 business days from the date the complaint is received.

### Procedure

The complaints process is outlined in the following steps

1. Customers are encouraged to discuss their complaint with the officer of the department which is the subject of the complaint and to attempt to resolve the issue at this level.
2. If the complaint cannot be resolved at the first point of contact the matter will be reviewed by the Chief Executive Officer and the complainant will be advised of the outcome in writing.
3. The advice to the customer in step 2 will include the details of an independent party the matter can be referred to if the matter is still unresolved or the complainant is still not satisfied.
4. Once the matter has been completed the CEO will review the circumstances of the complaint and make any relevant changes to the Shire's operations to lessen the probability of further complaints.

### Independent Parties

If the matter cannot be resolved to the customer's satisfaction they have the right to refer the matter to one of the following independent parties.

## UNCONFIRMED

For general complaints

The Ombudsman Western Australia <http://www.ombudsman.wa.gov.au/>

For water services complaints

The Energy and Water Ombudsman <http://www.ombudsman.wa.gov.au/energyandwater/>



## UNCONFIRMED

### 13.03.14.02 WHEATBELT AGED SUPPORT AND CARE SOLUTION/S REPORT

<b>FILE REFERENCE:</b>	ADM 0098
<b>AUTHORS NAME AND POSITION:</b>	Kevin O'Connor Chief Executive Officer
<b>NAME OF APPLICANT/ RESPONDENT:</b>	Wheatbelt Development Commission
<b>DATE REPORT WRITTEN:</b>	11 March 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:**

The Wheatbelt Development Commission has coordinated a major project to identify the formal outcomes required to develop a tailored solution and action plan to assist with improved future delivery of aged support and care. It is recommended that Council formally adopt the final report to enable the relevant stakeholders to commence implementation of the various actions.

#### **Background:**

The initial project commenced in April 2012 covering 11 Local Governments in the Central Eastern Wheatbelt and then with a second stage, covered the remaining 32 Local Governments in the Wheatbelt. The report is built upon forty four individual shire Needs Studies and seven sub-regional Needs Studies, as well as the CEACA Solution/s Report. These collectively provide many of the documented outcomes of this project that is evidence based.

#### **Details:**

The solutions were developed for each identified sub-region of the Wheatbelt in a way which reflects a consistent regional approach. Further details of each sub-regions solutions are available from the main body of the report. The following extracts from the report are also relevant to the final outcomes and solutions:

#### Whole of Wheatbelt Solutions

##### *Specialised Dementia Care:*

WACHS and private providers to liaise and develop a region wide Dementia Care Plan including an investment case.

##### *Transport*

Coordinate stakeholders and develop sub-regional integrated transport strategies.

##### *Older Persons' Housing*

Review stock, assess demand, develop ownership and management options, explore capital sources and plan growth.

#### Aged Care Policy

There are significant changes taking place in policy and programs for health and aged care. These changes will impact on proposals developed through this project in the immediate, mid and long term.

## UNCONFIRMED

### The Broad Picture

- Maintenance of Independence.
- Illness Prevention.
- Hospital Avoidance.
- Support and Care at Home.
- Residential Care for Complex Care Needs (most likely involving Dementia).

### Aged Care in WACHS Health Service Plans

It was noted by the service plans that in the Wheatbelt:

- More resources are needed to enable more timely aged care assessments in the hospitals and the community.
- There is little choice of alternative care and respite services for the community and carers.
- More local community supported accommodation and respite services are needed for aged care and disability services.
- Greater flexibility in HACC services is needed.
- Community packages are available but not fully funded and not a flexible service.

### Southern East Avon Voluntary Organisation of Councils – SEAVROC

The SEAVROC sub-region appears to have a small shortage in the number of Home Care packages delivered to older residents but, unusually for the Wheatbelt, has a significant current excess of available Residential Care beds. Some of this extra capacity is no doubt utilised by residents from surrounding shires/regions due to shortages nearer their homes.

The main residential facilities are Kalkarni at Brookton, Belladong Lodge at York and the York MPS. There are also MPS residential beds at Beverley, Cunderdin and Quairading. Cunderdin is in transition towards a Primary Health Care model and is examining innovative models of aged care for the future.

It is estimated that around 35 to 40 additional Home Care places will be needed within 10 years in the sub-region and, despite the current excess capacity, some 25 or so additional aged care beds within 15 years. Non-government agencies are the main current providers of aged care in the sub-region and therefore the main task in planning for growth, particularly in Home Care, would logically lie with them. Even so WACHS will need to consider its role and the suitability of facilities and programs it has in the context of plans by the other providers.

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

There are no considerations relevant to this report.

### **Policy Considerations:**

There is no Council Policy relative to this report.

### **Consultation:**

Wheatbelt Development Commission, Sub- regional communities

### **Financial Implications:**

There are no financial implications relevant to this report.

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

Strategy 1.61; *Provide ongoing support for aged care planning, facilities and services to meet the needs of the aged and disabled.*

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

Activity & Services: *Participate in Regional Integrated Aged Care Plan*

Responsibility: Projects (2013-14)

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

The outcomes and solutions identifies in the report are closely aligned with our Strategic Community plan and Corporate Business plan activities. The **attached** overview document sets out the pathway to implement the identified solutions and the key stakeholders involved.

Our recent partnership with both Beverley and Pingelly Shires will also assist in setting a clear direction for the three communities and the local level.

### **Voting Requirements:**

Simple majority required.

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

That Council adopt the Wheatbelt Aged Support and Care Solution/s Report and Needs Studies relating to the SEAVROC sub-region covering the Brookton Shire.

### **Council Resolution**

**13.03.14.02**

**Moved Cr Crute Seconded Cr Walker**

**That Council adopt the Wheatbelt Aged Support and Care Solution/s Report and Needs Studies relating to the SEAVROC sub-region covering the Brookton Shire.**

**CARRIED 6-0**

**ATTACHMENT 13.03.14.02A**

**ATTACHMENT 13.03.14.02B (as separate attachment)**

# WHEATBELT AGED SUPPORT AND CARE PROJECT DRAFT REPORT OVERVIEW FOR LGA'S

*living longer, healthier lives in our communities*

## WHAT IS THE REPORT ABOUT?

The Wheatbelt Aged Support and Care Solution/s (WASCS) Project Report summarises the outcomes of two major projects which aimed to develop and implement a holistic regional solution to allow ageing residents to remain in their communities for as long as possible.

Through the delivery of the Royalties for Regions (RfR) Country Local Government Fund Regional process, Wheatbelt Local Government's identified aged care as a key priority for the region. In 2012 the North East Wheatbelt Regional Organisation of Councils and Wheatbelt East Regional Organisation of Councils formed the Central East Aged Care Alliance (CEACA) to undertake a study through Verso Consulting to determine aged care needs in the Central East Wheatbelt and a process of implementation.

The initial project, beginning in April 2012, covered the 11 local government areas in the Central Eastern Wheatbelt and the second project covered the remaining 32 Wheatbelt Local Government Area's (LGAs).

The WASCS Project was instigated to widen the scope of the CEACA process with additional support from WA Country Health Service (WACHS), RfR funded Southern Inland Health Initiative (SIHI) and Regional Development Australia Wheatbelt (RDAW).

The primary aim was the development of tailored-solutions and action plans that deliver improved future delivery of aged support and care. These solutions were required to be developed for each identified sub-region of the Wheatbelt in a way which reflected a consistent region-wide approach.

## WHO WAS INVOLVED IN THE PROJECT?

The WASCS Project involved a partnership between 32 LGAs, the Wheatbelt Development Commission (WDC), RDAW, WACHS (Southern Inland Health Initiative) and South West Medicare Local.

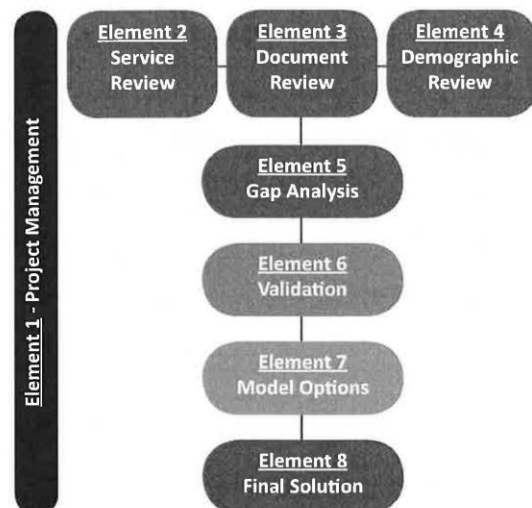
## HOW WAS THE PROJECT IMPLEMENTED?

The WASCS Project aimed to develop and implement a holistic regional solution to allow ageing residents to remain in their communities for as long as possible.

The Project adopted eight guiding principles;

- Principal 1 - The Importance of Place
- Principal 2 - Community Life
- Principal 3 - Community sense of ownership
- Principal 4 - Focus on the Person
- Principal 5 - Choice
- Principal 6 - Equitable access
- Principal 7 - Practicality
- Principal 8 - Viability

These principals were a key focus while developing the WASCS and undertaking the following elements of the project:



The planning process has heavily involved the community with sharing of existing local publications and documentation as well as clarification of desktop analysis compared to actual service delivery. A total of 31 community consultations were conducted across the LGA's involved, involving over 550 participants.

Forming part of the gap analysis and validation elements of the project, the community consultations provided the opportunity to validate Verso's statistical findings at a ground level. Members of the community, health and aged care providers as well as shire representatives were invited to attend the sessions.

With the completion of elements 2-6, each LGA was provided with a Needs Study report specific to their individual Shire as well as a Needs Study for their sub-region. The Needs Studies include demographic characteristics, the emerging policy context, the findings from community forums and consultations, aged care services levels, planning & analysis of aged care levels and aged care solutions from literature collected.

The final element, element 8 saw the development of the Wheatbelt Aged Support and Care Solution/s Report which outlines the context of the project, the findings and implications, the recommendations and action plan.

## RECOMMENDATIONS

The Wheatbelt Aged Support and Care Solution/s Report provides a clear direction to develop and implement infrastructure and service level solutions to address the urgent need for aged care accommodation, services and facilities in the Wheatbelt.

The Model below consists of the following elements required to deliver an integrated solution:

Continued development of age friendly communities

Further development of older persons housing

Extending community aged support and care — mainly Home and Community Care (HACC) support and Home Care packages

Reshaping residential aged care.

**Aged Friendly Community** is the main responsibility of LGAs in auditing and ensuring their community has addressed all the elements required to achieve an Aged Friendly Community.

This includes making sure structures and services are accessible to and inclusive of older people with varying needs and capabilities such as;

- Walking and Cycling Routes
- Streets
- Local Destinations
- Open Space
- Public and other transport
- Supporting infrastructure
- Fostering community spirit
- Strategy

**Aged Persons' Housing** is seen as a coordinated responsibility of the LGA sub-regions and potential housing providers to see how current stock meets requirements, the development of a coordinated approach to common development, ownership, design and integration. However land and capital needs are seen as a primary concern for LGAs, with the possible assistance of funding from peak bodies.

**Community Aged Care including Respite and Palliative Care** has been identified as the responsibility of health care funders and providers such as Department of Social Services, WA Country Health Service (WACHS), HACC and other Aged Care providers.

Community Aged Care is a relatively new concept to communities in the Wheatbelt but is one that will become more prominent in the future with policy changes around the sector.

This element is seen as a longer term project and not something that will be addressed in the short term; however it will require a strong advocacy role from WDC and RDAW with support from LGA sub-regional groups and local service providers.

**Residential Aged Care including Respite and Palliative Care** has also been considered as a longer term strategy, with the main responsibility residing with the Department of Social Services, WACHS and other Aged Care providers.

Again, this element will require a strong advocacy role from WDC and RDAW with support from LGA sub-regional groups and local service providers.

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### WHERE TO FROM HERE?

#### STEP 1:

It has been recommended that LGA's continue to work in sub-regional groups to ensure the successful implementation of the Wheatbelt Aged Support and Care Solution/s Report.

#### STEP 2:

All Shire Councils formally adopt the Wheatbelt Aged Support and Care Solution/s Report and Needs Studies relating to the sub region and their individual Shires.

#### STEP 3:

The boards of WDC and RDAW formally accept the reports.

#### STEP 4:

WDC and RDAW coordinate responses from the below key stakeholders on behalf of LGAs;

- Department of Social Services
- WACHS
- HACC
- Department of Housing
- Department of Transport

#### STEP 5:

The Wheatbelt Aged Support and Care Solution/s Report is publicly released with a launch.

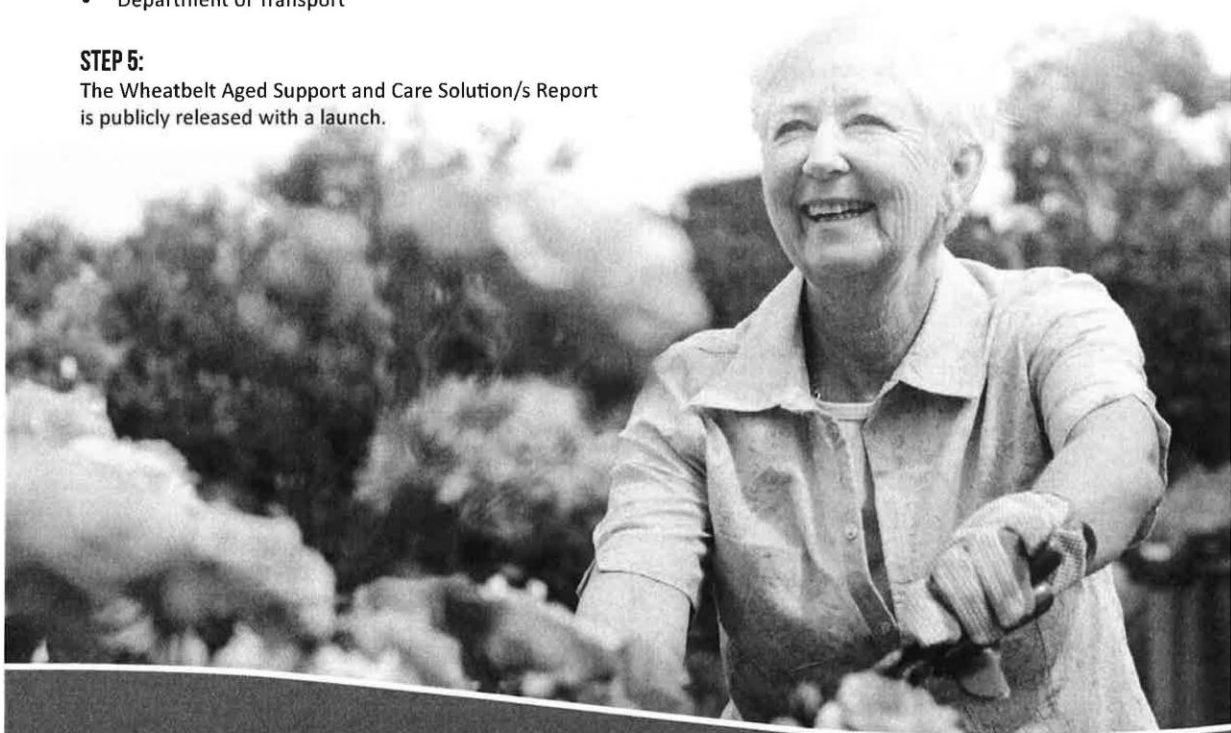
### RECOMMENDATIONS FOR LOCAL GOVERNMENTS

1. That the five steps for adoption and implementation of the Wheatbelt Aged Support and Care Solution/s Report be endorsed;
2. That Council adopt the Wheatbelt Aged Support and Care Solution/s Report

### FOR MORE INFORMATION

Contact your local government or

**Lauren Clarke**  
Wheatbelt Development Commission  
lauren.clarke@wheatbelt.wa.gov.au  
(08) 9881 5888



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

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

**Council Resolution**

**15.03.14.01**

**Moved Cr Crute Seconded Cr Mills**

**That Council consider late items 15.03.14.01 and 15.03.14.02.**

**CARRIED 6-0**

Note – Project Officer arrived at the meeting at 1:24pm.

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### 15.03.14.01 KOORRNONG BLOCKS

<b>FILE REFERENCE:</b>	ADM 0492
<b>AUTHORS NAME AND POSITION:</b>	Fleur Wilkinson Project Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	17 <sup>th</sup> March 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:**

Approval is sought to offer all five of the unsold lots at Koornong for sale by tender rather than just lot 103 which is the only remaining lot approved for sale in the 2013/14 Annual Budget.

#### **Background:**

Council is required to approve the disposal of assets. Approval is normally given through the acceptance of the Annual Budget which includes the specification of assets to be disposed of throughout the financial year.

There are 6 lots in the Koornong subdivision as follows:

- Lot 100, 1 Koornong Drive
- Lot 101, 3 Koornong Drive
- Lot 102, 4 Avonbank Close
- Lot 103, 6 Avonbank Close
- Lot 104, 8 Avonbank Close
- Lot 105, 10 Avonbank Close

Approval was given in the 2013/14 Annual Budget to sell (dispose of) Lot 101 and Lot 103. Lot 101 has been sold with the settlement date set for the 14th April 2014.

#### **Detail:**

Section 3.58 of the Local Government Act provides for a Local Government to dispose of property either by public auction or by public tender. Local Government (Functions and General) Regulations allow for property to be sold privately if the property has been offered for sale by tender in the past 6 months.

A Local Government can dispose of property without these requirements if before agreeing to dispose of the property it gives local public notice of the proposed disposition including details such as names, consideration to be received, market valuation no more than 6 months old.

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The lots at Koornong have been offered for sale by tender on 5 separate occasions in the past 4 years with no tenders ever received. The advertisement required to be published in the Local Government Tenders section of the Weekend West cost \$470 ex GST the last time tenders were called. There are also additional administrative requirements involved in appropriately recording a tender process.

It is proposed to not offer the properties for sale by tender, rather for sale privately on the condition of local public notice of the proposed sale being given once an acceptable offer is received. It is therefore suggested that a sworn valuation be obtained on the lots to assist with determining an appropriate sale price and if they are sold within the next 6 months, this valuation will meet the requirements of the legislation.

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

*Local Government Act s3.58*

*Local Government (Functions and General) Regulations 1996; Clause 30.*

### **Policy Considerations:**

There are no policy considerations relevant to this item.

### **Financial Implications:**

All proceeds from the sale of these lots will be transferred to the Land Development Reserve, hence there will be no net effect on the end of year surplus/deficit.

The cost of the valuations will be funded within the remaining advertising budget for these properties. To date \$850 has been spent out of the \$5,000 budget for the year.

### **Strategic Plan Implications:**

There are no Strategic Plan implications relevant to this report.

### **Voting Requirements:**

Simple majority required.

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

That Council:

1. Offer for sale by private treaty the following property:
  - Lot 100, 1 Koornong Drive
  - Lot 101, 3 Koornong Drive
  - Lot 102, 4 Avonbank Close
  - Lot 103, 6 Avonbank Close
  - Lot 104, 8 Avonbank Close
  - Lot 105, 10 Avonbank Close
2. Advertise by local public notice any acceptable offers that are made, prior to agreeing to the disposal of the property.
3. Proceeds from a sale of any of the above properties to be transferred to the Land Development Reserve.
4. Arrange for a sworn valuation of the properties to be funded from the advertising budget for 2013/14.

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**Council Resolution**

**15.03.14.02**

**Moved Cr Crute Seconded Cr Walker**

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

**CARRIED 6-0**

**Council Resolution**

**15.03.14.03**

**Moved Cr Crute Seconded Cr Mills**

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

**CARRIED 6-0**

**Council Resolution**

**15.03.14.04**

**Moved Cr Crute Seconded Cr Allington**

**That Council:**

**1. Offer for sale by private treaty the following property:**

**Lot 100, 1 Koornong Drive      \$67,500**

**Lot 102, 4 Avonbank Close      \$ 99,000**

**Lot 103, 6 Avonbank Close      \$99,000**

**Lot 104, 8 Avonbank Close      \$108,000**

**Lot 105, 10 Avonbank Close      \$85,000**

**2. Advertise by local public notice any acceptable offers that are made, prior to agreeing to the disposal of the property.**

**3. Proceeds from a sale of any of the above properties to be transferred to the Land Development Reserve.**

**4. Arrange for a sworn valuation of the properties to be funded from the advertising budget for 2013/14.**

**CARRIED 6-0**

**Reason for Change – to reflect a recent sale and current sale values.**

*Note – Project Officer left the meeting at 1:56pm*

## UNCONFIRMED

### 15.03.14.02 PROPOSED BUDGET FUNDING – AGED SUPPORT AND CARE SOLUTIONS WORKING GROUP

<b>FILE REFERENCE:</b>	ADM 0098
<b>AUTHORS NAME AND POSITION:</b>	Kevin O'Connor Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Shire of Beverley, Brookton & Pingelly
<b>DATE REPORT WRITTEN:</b>	17 February 2014
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	February 2014 Item No 13.02.14.06

#### **SUMMARY**

Council is requested to consider a funding allocation in the 2014-15 Budget for progressing the initiatives of the Beverley, Brookton, Pingelly Aged Support and Care Solutions Working Group initiatives. It is recommended that Council include this funding in the 2014-15 draft Budget for consideration.

#### **Background:**

The three Shires have had several joint discussions as part of the development of the Wheatbelt Aged Support and Care Solutions project. This project was conducted by the Wheatbelt Development Commission on a sub-regional basis, with Beverley and Brookton in the SEAVROC sub-region of Councils and Pingelly in the Dryandra sub-region.

The three Shires have recently formalised their commitment to collaborating on this issue, through a Letter of Agreement, that recognises the alliance formed between the three Local Governments to progress sustainable Aged Care Planning, Services and Support within and between our communities.

#### **Details:**

It is believed that by working together better economies of scale will be achieved and opportunities for new or enhanced services will be easier to attract, if there are three Shires lobbying for funding to improve services and infrastructure.

Following discussions at our last two joint meetings, it was agreed that funds will be needed to complete an Aged Care Infrastructure audit, which would include an aged friendly communities assessment tools. We will also need an Aged Care Services audit of the three communities to determine actual on the ground levels of service delivery.

To further assist the working group to understand what contemporary, well managed aged support and care services looks like and learn from their experience, it is

## UNCONFIRMED

proposed that representatives from each Shire attend a study tour of what is considered "Best Practice" in the delivery of aged support and care in Tasmania.

The tour would be coordinated by the consultant who prepared the Wheatbelt report and cover four sites including a session with Aged and Community Services Tasmania, who are responsible for coordinating a number aged care service provider of a similar size to our three Shires.

The approx. cost of the two audits plus two representatives attending the study tour is \$10,000 per Shire. The working group would like each council to give in principle support to this funding commitment in the 2014-15 budget.

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

There are no considerations relevant to this report.

### **Policy Considerations:**

There is no Policy relevant to this issue.

### **Consultation:**

There has been consultation with the Wheatbelt Development Commission, the consultants who prepared the Wheatbelt report and between the three Shires.

### **Financial Implications:**

This would be a consideration for the 2014-15 budget expenditure.

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

Strategy 1.6.1; *Provide ongoing support for aged care planning, facilities and services to meet the needs of the aged and disabled.*

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

Activity & Services: *Participate in Regional Integrated Aged Care Plan*

Responsibility: Projects (2013-14)

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

The Infrastructure and services audits will provide the group with a point of reference and benchmark statistics to start considering its own local solutions. The audits are considered an essential component to any business plan and subsequent funding applications to address the gaps in current and future infrastructure and/or service requirements.

The study tour would provide the group with differing and useful perspectives that will help connect the findings of the Wheatbelt report and our local audits with practical on the ground service delivery in a best practice environment.

### **Voting Requirements:**

Simple majority



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

That Council provide in principle support for the inclusion of \$10,000 in the 2014-15 budget to progress initiatives identified by the Beverley, Brookton and Pingelly Aged Support and Care Solutions Working Group.

*Note – Cr Fancote left the meeting at 1:59pm*

### **Council Resolution**

**15.03.14.05**

**Moved Cr Crute Seconded Cr Allington**

**That Council provide in principle support for the inclusion of \$10,000 in the 2014-15 budget to progress initiatives identified by the Beverley, Brookton and Pingelly Aged Support and Care Solutions Working Group.**

**CARRIED 5-0**

## UNCONFIRMED

### 16.03.14.0 CONFIDENTIAL REPORT

#### Council Resolution

16.03.14.01

Moved Cr Mills Seconded Cr Allington

That the meeting is closed to staff and members of the public, to consider confidential item 16.03.14.01.

**CARRIED 5-0**

### 16.03.14.01 APPOINTMENT OF DEPUTY CHIEF EXECUTIVE OFFICER

#### Council Resolution

16.03.14.02

Moved Cr Walker Seconded Cr Fancote

That Council:

1. approve the appointment of Evelyn Arnold to the position of Deputy Chief Executive Officer at the Shire of Brookton; and
2. authorise the CEO to sign the Contract of Employment.

**CARRIED 6-0**

*Note - Cr Fancote returned to the meeting at 2.06pm*

#### Council Resolution

16.03.14.03

Moved Cr Walker Seconded Cr Mills

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

**CARRIED 6-0**

### 17.03.14.0 NEXT MEETING

The next Ordinary meeting of Council will be on Thursday 17 April 2014 at 12.30 pm.

### 18.03.14.0 CLOSURE

There being no further business the Presiding Member closed the meeting at 2.14pm.