



Shire of Brookton

ORDINARY COUNCIL MEETING

MINUTES

Thursday 20 February 2014

These minutes were confirmed by Council as a true and correct record of the Ordinary Council meeting held on 20 February 2014.

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

Disclaimer

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

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

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

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

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

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1.02.14 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES

The Presiding Member opened the meeting at 12:33pm 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 TM Eva
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
Carina Whittington	Community Services Manager
Courtney McCallum	Governance Officer
Fleur Wilkinson	Project Officer

Members of the Public

Graeme Wearne
Laurie Lupton
John Penn

Apologies

Nil

2.02.14 ANNOUNCEMENT OF VISITORS

The Shire President welcomed members of the public.

3.02.14 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.02.14 PUBLIC QUESTION TIME

Nil

5.02.14 APPLICATIONS FOR LEAVE OF ABSENCE

Council Resolution

5.02.14.01

Moved Cr Walker Seconded Cr Eva

That Councillor Crute be approved Leave of Absence for the Council Meeting on 17 April 2014.

CARRIED 7-0

6.02.14 PETITIONS/ DEPUTATIONS / PRESENTATION

Graeme Wearne, Brookton Men’s Shed, gave a deputation about an agreement with Advantage Feeders. Taken over from Doug Windsor in assembling of the feeders. Asked Council if they could relocate the Tennis shade to the Old Bowling Club as a work area. It would be a temporary structure with a shade cloth roof for the assembly of the feeders. Shire Planner has advised the Men’s Shed to submit a Planning Application for this request, for Council to consider.

Would there be any objection to the Men’s shed assembling these feeders? It is a reserve and TPS says we need to heed the purpose of the reserve.

Shire Planner suggested that the Men’s Shed provide him with some plans, to assess whether there needs to be a formal application.

Shire President advised that Council cannot give approval on a verbal request, but to provide plans to Shire Planner and will look into it.

John Penn gave a deputation with regards to the power outage at Kalkarni – 13 hours without power and no back up. Believes that the Shire is responsible for that premises, is that correct? CEO advised that the Shire owns that building, but Baptistcare manage operations. Advised that something needs to be done about it before something bad happens. CEO has been speaking to Nina, and if things get serious, people can be evacuated. Was discussed at LEMC meeting and is being investigated.

Shire President advised that it is being investigated and alternative sources of backup power are being looked into.

7.02.14 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Council Resolution

7.02.14.01

Moved Cr Walker Seconded Cr Allington

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers on Thursday 19 December 2013 be confirmed as a true and correct record of proceedings.

CARRIED 7-0

8.02.14 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Condolences

Cathy Ulasewych

9.02.14 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

Item no.	Councillor / Staff	Type of Interest	Nature of Interest
Nil			

10.02.14.0 TECHNICAL & DEVELOPMENT SERVICES REPORT

10.02.14.01 PLANT AND WORKS COMMITTEE - MEETING 20 FEBRUARY 2014

FILE REFERENCE: ADM 0545

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

NAME OF APPLICANT/RESPONDENT: N/A

DATE REPORT WRITTEN: 13 February 2014

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

PREVIOUS MEETING REFERENCE: Nil

SUMMARY:

Council is requested to adopt the recommendations from the Plant and Works Committee Meeting held on 20 February 2014.

Background:

A Plant and Works Committee Meeting was held on 20 February 2014.

Detail:

The Committee considered the Water Harvesting and Supply Options, as well as the draft Cemetery Development Plan.

Statutory and Legal Considerations:

There are no Statutory or Legal Considerations relevant to this report.

Policy Considerations:

There are no Policy Considerations relevant to this report.

Consultation:

No consultation was deemed necessary.

Financial Implications:

There are no financial implications relevant to this report.

Strategic Community Plan (2013 – 2023):

Strategy 2.2.1; *Manage and maintain the Councils parks, cemetery, gardens and open space at appropriate standards*

Corporate Business Plan (2013 – 2017):

Activity & Services: *Develop and implement a Cemetery Management Plan.*

Responsibility: Works Admin 2013-17

Officer's Comment:

The following recommendations were carried by the Committee:

09.02.14.2 Cemetery Development Plan Priorities

1. Roads and Drainage;
2. Enter and Shelter incorporating Niche Wall and seating;
3. Fencing;
4. Parking Area.

09.02.14.3 Damage to Cemetery Entrance Gates

- a. That the current damage be cleaned up;
- b. That Insurance Claim funds be used for minor refurbishment of the entrance; and
- c. That the balance of the Insurance funds be transferred to the Cemetery Reserve Fund.

11.02.14.2 RAV Permit Network

1. That Main Roads be asked for nighttime use of the RAV 4 Road Network with appropriate conditions;
2. That we invite Main Roads WA (Heavy Vehicle Assessment Department) to a Council Meeting to discuss the RAV Network.

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Committee Recommendations 09.02.14.2, 09.02.14.3 and 11.02.14.2 contained in the Plant and Works Committee Minutes of 20 February 2014 be adopted by Council.

Council Resolution

10.02.14.01

Moved Cr Crute Seconded Cr Allington

That Committee Recommendations 09.02.14.2, 09.02.14.3 and 11.02.14.2 contained in the Plant and Works Committee Minutes of 20 February 2014 be adopted by Council.

CARRIED 7-0

12.02.14.0 FINANCE & ADMINISTRATION REPORT

12.02.14.01 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: 12th February 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 31st December 2013 and 31st January 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 12.02.14.01A

To 31st December 2013

Municipal Account

Direct Debits	\$	74,756.58
EFT	\$	678,320.28
Cheques	\$	84,771.60
Trust Account	\$	880.00

To 31st January 2013

Municipal Account

Direct Debits	\$	79,873.75
EFT	\$	445,335.30
Cheques	\$	56,133.27
Trust Account	\$	440.00

Statutory and Legal Considerations:

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

Policy Considerations:

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

Financial Implications:

There are no financial implications relevant to this report.

Strategic Plan Implications:

There are no Strategic Plan implications relevant to this report.

Voting Requirements:

Simple majority required.

Officer's Recommendation:

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31 January 2014, per the summaries included in Attachment 12.02.14.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 31 December 2013:

Municipal Account

Direct Debits	\$	74,756.58
EFT	\$	678,320.28
Cheques	\$	4,771.60
<i>Trust Account</i>	\$	880.00

To 31 January 2014:

Municipal Account

Direct Debits	\$	79,873.75
EFT	\$	445,335.30
Cheques	\$	56,133.27
<i>Trust Account</i>	\$	440.00

Council Resolution

12.02.14.01

Moved Cr Walker Seconded Cr Mills

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31 January 2014, per the summaries included in Attachment 12.02.14.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 31 December 2013:

Municipal Account

Direct Debits	\$	74,756.58
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To 31 January 2014:

Municipal Account

Direct Debits	\$	79,873.75
EFT	\$	445,335.30
Cheques	\$	56,133.27
<i>Trust Account</i>	\$	440.00

CARRIED 7-0

ATTACHMENT 12.02.14.01A

ATTACHMENT 12.02.14.01A**DECEMBER 2013 AND JANUARY 2014 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 20TH
FEBRUARY 2014
12.02.14.02A**

Chq/EFT	Date	Name	Description	Amount
17020	05/12/2013	AUSTRAL MERCANTILE COLLECTIONS	RATE DEBT COLLECTION CHARGES	\$ 5,784.62
17021	05/12/2013	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 325.54
17022	05/12/2013	BENDIGO SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 539.76
17023	05/12/2013	BROOKTON GIRL GUIDES	ANNUAL CONTRIBUTION FOR AUSTRALIA DAY BREAKFAST	\$ 400.00
17024	05/12/2013	BROOKTON MENSSED	RATES REFUND A757	\$ 33.47
17025	05/12/2013	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 438.48
17026	05/12/2013	CASH - SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 24.00
17027	05/12/2013	COLONIAL SUPER RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	\$ 356.53
17028	05/12/2013	GREAT SOUTHERN FUEL SUPPLIES	UNLEADED PETROL OCTOBER 2013	\$ 468.03
17029	05/12/2013	JASON SIGNMAKERS	SIGNS BUCKINGHAM ROAD	\$ 174.90
17030	05/12/2013	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 867.32
17031	05/12/2013	NARROGIN MAGISTRATES COURT	APPLICATION FEE FOR LODGEMENT OF FORM 9 UNDER DISPOSAL OF GOODS ACT FOR 77 WHITE ST BROOKTON	\$ 91.50
17032	05/12/2013	RURAL PRESS REGIONAL MEDIA	ADVERTISEMENT FOR GENERAL HAND 31/10/13	\$ 116.75
17033	05/12/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 103.50
17034	05/12/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 391.93
17035	05/12/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 103.50
17036	05/12/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 498.33
17037	05/12/2013	SHIRE OF BROOKTON	BUILDING FEES LOT 456 WHITTINGTON ST BROOKTON	\$ 411.86
17038	05/12/2013	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 130.00
17039	05/12/2013	SHIRE OF QUAIRADING	SEAVROC NRM SERVICES - FINAL PAYMENT	\$ 12,698.18
17040	05/12/2013	SUMMIT	SUPERANNUATION CONTRIBUTIONS	\$ 671.62

Chq/EFT	Date	Name	Description	Amount
17041	05/12/2013	THE WEST AUSTRALIAN	ADVERTISING - BUSHFIRE 2013 DIRECTORY	\$ 100.00
17042	05/12/2013	UNISUPER	SUPERANNUATION CONTRIBUTIONS	\$ 355.48
17043	05/12/2013	WATER CORPORATION OF WA	WATER USAGE CHARGES 06/09/13 TO 08/11/13 KALKARNI RESIDENCY, MADISON SQUARE, MEMORIAL HALL, ADMINISTRATION BUILDING, SWIMMING POOL, 7 MONTGOMERY ST, MEMORIAL PARK, DEPOT, STANDPIPE, SEWERAGE TREATMENT PLANT & MENS SHED	\$ 4,915.31
17044	12/12/2013	BROOKTON SUPERMARKET	GAS BOTTLES, KEY CUTTING, FOOD & BEVERAGE FOR COUNCIL & SWIM NAPPIES FOR POOL	\$ 835.96
17045	12/12/2013	KALAMUNDA GLASS	SILVERED MIRRORS AT GYM	\$ 3,291.96
17046	12/12/2013	SHIRE OF BROOKTON	MASTERCARD PURCHASES NOVEMBER 2013	\$ 1,199.59
17047	12/12/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 532.31
17048	12/12/2013	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 65.00
17049	12/12/2013	SHIRE OF KALAMUNDA	RANGER SERVICES SEPTEMBER 2013	\$ 1,484.31
17050	12/12/2013	SIGNS PLUS	NAME BADGES FOR COUNCIL	\$ 168.00
17051	18/12/2013	AD ENGINEERING	REPAIRS TO AD300 SAM TRAILER	\$ 1,331.00
17052	18/12/2013	BELLA PITSA PTY LTD	HIRE OF WOODFIRE PIZZA CATERING - COMMUNITY CHRISTMAS PARTY	\$ 150.00
17053	18/12/2013	BROOKTON NEWSAGENCY	NEWSPAPERS & STATIONERY 30/10/13 TO 01/12/13	\$ 152.30
17054	18/12/2013	BROOKTON SUPERMARKET	TEA, COFFEE, MILK & REFRESHMENTS	\$ 221.38
17055	18/12/2013	CASH - SHIRE OF BROOKTON	PETTY CASH REIMBURSEMENT 05/12/13 TO 12/12/13	\$ 165.50
17056	18/12/2013	GEOFFREY CHARLES MATTHEWS	REFUND - OVERPAYMENT OF DOG REGISTRATION FEE	\$ 90.00
17057	18/12/2013	GREAT SOUTHERN FUEL SUPPLIES	UNLEADED PETROL PURCHASES NOVEMBER 2013	\$ 560.43
17058	18/12/2013	LOVEGROVE TURF SERVICES PTY LTD	ROLL ON LAWN - WB EVA PAVILION	\$ 3,610.00
17059	18/12/2013	PARKER BLACK & FORREST PTY LTD	KALKARNI ADMINISTRATION KEY	\$ 53.90
17060	18/12/2013	PARKLAND MAZDA	10,000KM SERVICE ON 7BO MAZDA 6	\$ 310.00
17061	18/12/2013	RYLAN PTY LTD	KERBING AT OVAL	\$ 3,324.75

Chq/EFT	Date	Name	Description	Amount
17062	18/12/2013	SHIRE OF KALAMUNDA	HEALTH & RANGER SERVICES FOR OCTOBER 2013 & NOVEMBER 2013	\$ 3,070.26
17063	18/12/2013	SYNERGY	STREETLIGHT ELECTRICITY 25/10/13 TO 24/11/13	\$ 2,703.95
17064	18/12/2013	TELSTRA CORPORATION	TELEPHONE ACCOUNTS NOVEMBER 2013 - MOBILE, IPAD, ADMINISTRATION, DEPOT, SWIMMING POOL & CEO RESIDENCE	\$ 2,025.59
17065	18/12/2013	WA ELECTORAL COMMISSION	2013 COUNCIL ELECTION - RETURNING OFFICER COSTS, STATUTORY ADVERTISING, CORPORATE COSTS & OVERHEADS	\$ 5,147.15
17066	18/12/2013	WATER CORPORATION OF WA	WATER USAGE - CARAVAN PARK	\$ 19.65
17067	19/12/2013	MAD COW ENTERTAINMENT COMPANY OF WA	SHAWN THE SHEEP & GENERATOR FOR THE COMMUNITY CHRISTMAS PARTY	\$ 500.00
17068	20/12/2013	ATO	GST PAYABLE NOVEMBER 2013 BAS	\$ 23,758.00
CHQ TOTAL				\$ 84,771.60

Chq/EFT	Date	Name	Description	Amount
EFT5354	05/12/2013	ABCO PRODUCTS	CLEANING SUPPLIES FOR ADMINISTRATION BUILDING, CARAVAN PARK & SWIMMING POOL	\$ 338.55
EFT5355	05/12/2013	ADRIAN ROBERT WILLIAMS	REPLACE DOWNPIPE AT ADMINISTRATION BUILDING	\$ 145.00
EFT5356	05/12/2013	AJ & SA RAMSAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 124.88
EFT5357	05/12/2013	AQUASOL	MULTIFLOC M2600 & LIQUID CHLORINE	\$ 2,002.00
EFT5358	05/12/2013	AURELIA'S CATERING SERVICE	CATERING FOR COUNCIL MEETING 21/11/13	\$ 215.00
EFT5359	05/12/2013	AUSTRAL BRICKS	LUDLOW PAVING FOR PAVILION	\$ 6,268.42
EFT5360	05/12/2013	AUSTRALIA POST	POSTAGE 02/10/13 TO 31/10/13	\$ 435.37
EFT5361	05/12/2013	BELL FIRE EQUIPMENT CO P/L	SERVICE FIRE EXTINGUISHERS & FIRE BLANKETS AT ADMINISTRATION, MEMORIAL HALL, POOL, DEPOT & VEHICLES	\$ 327.91
EFT5362	05/12/2013	BOC GASES	OXYGEN MEDICAL C SIZE	\$ 27.99
EFT5363	05/12/2013	BROOKTON CLUB HOTEL	REFRESHMENTS FOR COUNCIL	\$ 41.99

Chq/EFT	Date	Name	Description	Amount
EFT5364	05/12/2013	BROOKTON DELI	MORNING & AFTERNOON TEA FOR COUNCIL MEETING 17/10/13	\$ 220.00
EFT5365	05/12/2013	BROOKTON PLUMBING	REPLACE HOT WATER UNIT AT SADDLEBACK MEDICAL CENTRE, REPAIR TOILET & WATER LEAK AT ADMINISTRATION BUILDING	\$ 2,088.50
EFT5366	05/12/2013	BROOKTON ROADHOUSE	UNLEADED PETROL PURCHASES OCTOBER 2013	\$ 116.08
EFT5367	05/12/2013	BROOKTON TELEGRAPH	ADVERTISING	\$ 120.00
EFT5368	05/12/2013	CATERLINK	TURBOFAN E28M4 CONVECTION, STAND TRAY SLIDES, GLASS DOOR FRIDGE FOR WB EVA PAVILION & MEMORIAL HALL	\$ 10,923.00
EFT5369	05/12/2013	CHEMCENTRE	WATER SAMPLES	\$ 220.00
EFT5370	05/12/2013	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 182.03
EFT5371	05/12/2013	CONTRACT AQUATIC SERVICES	POOL MANAGEMENT FEE NOVEMBER 2013	\$ 12,363.58
EFT5372	05/12/2013	COUNTRY COPIERS	COPIER READING FOR OCTOBER 2013 & FAX BOARD FOR COPIER	\$ 1,199.65
EFT5373	05/12/2013	COURIER AUSTRALIA	FREIGHT	\$ 251.23
EFT5374	05/12/2013	FRANK ELECTRICAL SERVICES	INSTALL STOVE & TURBO OVEN AT WB EVA PAVILION & MEMORIAL HALL	\$ 352.00
EFT5375	05/12/2013	GIDANGA HOUSE	BED AND BREAKFAST X 2 ROOMS 8 NOVEMBER 2013	\$ 160.00
EFT5376	05/12/2013	H RUSHTON & CO	SERVICE ROLLER BO756, PT3 1TBH117, PG6 GRADER & U23 BO623	\$ 4,009.20
EFT5377	05/12/2013	HITACHI CONSTRUCTION MACHINERY	SERVICE ON 670D GRADER PG6	\$ 2,171.01
EFT5378	05/12/2013	IT VISION	PROGRAM FOR ATO REPORTING	\$ 550.00
EFT5379	05/12/2013	LANDGATE	LAND ENQUIRIES OCTOBER 2013	\$ 96.00
EFT5380	05/12/2013	MAD COW ENTERTAINMENT COMPANY OF WA	HIRE OF DUNK TANK FOR CHRISTMAS STREET PARTY	\$ 700.00
EFT5381	05/12/2013	MCINTOSH & SON	2013 CASE SKID STEER BOBCAT SERIEL NO: NCM443922	\$ 33,914.10
EFT5382	05/12/2013	OFFICEWORKS BUSINESS DIRECT	ASSORTED STATIONERY FOR ADMINISTRATION	\$ 162.94
EFT5383	05/12/2013	OIL TECH FUEL	6550 LITRES OF DIESEL	\$ 9,668.40

Chq/EFT	Date	Name	Description	Amount
EFT5384	05/12/2013	PERFECT COMPUTER SOLUTIONS PTY LTD	IT SUPPORT NOVEMBER 2013	\$ 255.00
EFT5385	05/12/2013	PLASTICS PLUS	BAG OF RAGS, BUCKET, PVC TAPE, CHEMICAL GLOVE & MEASURE JUGS	\$ 161.98
EFT5386	05/12/2013	SHIRE OF BEVERLEY	LANDGATE TITLE SEARCH 3113 YORK-WILLIAMS RD JELCOBINE	\$ 26.40
EFT5387	05/12/2013	TOTALLY CONFIDENTIAL RECORDS	STORAGE 163 X ARCHIVE BOXES 01/11/13 TO 30/11/13	\$ 69.92
EFT5388	05/12/2013	UHY HAINES NORTON	ROADS TO RECOVERY ANNUAL RETURN AUDIT CERTIFICATION FOR YEAR ENDED 30 JUNE 2013	\$ 2,310.00
EFT5389	05/12/2013	WA LOCAL GOVERNMENT ASSN	ADVERTISING - PLANT OPERATOR/GENERAL HAND 31/10/13 & ELECTION RESULTS 03/10/13	\$ 345.43
EFT5390	05/12/2013	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 9,786.29
EFT5391	12/12/2013	BAPTISTCARE	KALKARNI OPERATING COSTS NOVEMBER 2013	\$246,705.87
EFT5392	12/12/2013	FESA	FIRE AND EMERGENCY SERVICES LEVY QUARTER 2	\$ 12,906.60
EFT5393	12/12/2013	GEOFF HAND & ASSOCIATES	LEADERSHIP TEAM EXECUTIVE MENTORING PROGRAM	\$ 800.00
EFT5394	12/12/2013	GILL RURAL TRADERS	HARDWARE PURCHASES NOVEMBER 2013, TEAC TV FOR KALKARNI & CHEF UNDER BENCH OVEN	\$ 6,526.64
EFT5395	12/12/2013	JOSEPH ALAN WORTHINGTON	EMPLOYEE POLICE CLEARANCE REIMBURSEMENT	\$ 63.50
EFT5396	12/12/2013	JR & A HERSEY PTY LTD	GUIDE POSTS, DELINEATORS RED & DELINEATORS WHITE	\$ 1,155.00
EFT5397	12/12/2013	PAPER PLUS OFFICE NATIONAL	HP CE505A NO 05A TONER CARTRIDGE BLACK	\$ 199.92
EFT5398	12/12/2013	QUALITY TRANSPORT	FREIGHT - SIGNS FOR BUCKINGHAM ROAD	\$ 25.03
EFT5399	12/12/2013	WA TREASURY CORPORATION	LOAN REPAYMENT FOR SENIOR CITIZEN HOUSING	\$ 10,740.35
EFT5400	18/12/2013	ABCO PRODUCTS	CLEANING PRODUCTS FOR CARAVAN PARK & PUBLIC TOILETS	\$ 1,012.62
EFT5401	18/12/2013	AUSTRALIA POST	POSTAGE NOVEMBER 2013	\$ 260.80
EFT5402	18/12/2013	BAPTISTCARE	KALKARNI RESIDENCY OPERATING COSTS DECEMBER 2013	\$246,705.87
EFT5403	18/12/2013	BROOKTON DELI	CATERING - ROLES & RESPONSIBILITIES TRAINING & COUNCIL MEETING 21/11/13	\$ 764.00
EFT5404	18/12/2013	COATES HIRE OPERATIONS PTY LTD	HIRE OF LUNCH ROOM & TOILET BLOCK - WB EVA PAVILION	\$ 1,072.64

Chq/EFT	Date	Name	Description	Amount
EFT5405	18/12/2013	CONTRACT AQUATIC SERVICES	SWIMMING POOL MANAGEMENT FEE DECEMBER 2013	\$ 11,219.58
EFT5406	18/12/2013	GILL RURAL TRADERS	HARDWARE PURCHASES	\$ 412.16
EFT5407	18/12/2013	GOLDYS ELECTRICS	TV ANTENNAE U1/4 MATTHEWS & U2/4 MATTHEWS ST	\$ 474.94
EFT5408	18/12/2013	GREAT SOUTHERN WASTE DISPOSAL	BROOKTON TIP SITE & RUBBISH BIN COLLECTION 29/10/13 TO 26/11/13	\$ 9,930.98
EFT5409	18/12/2013	IRRIGATION AUSTRALIA LTD	WATER IRRIGATION EXPO 2013	\$ 165.00
EFT5410	18/12/2013	IW PROJECTS PTY LTD	LANDFILL FACILITY MANAGEMENT PLAN	\$ 11,000.00
EFT5411	18/12/2013	JEANETTE SUSAN COUPER	SUPPLY & FIT ALUMINIUM FRAME TO LOTTERY WEST CERTIFICATE	\$ 99.00
EFT5412	18/12/2013	LG PEOPLE	FINAL PAYMENT FOR WORKFORCE PLANNING SERVICES - MARGARET HEMSLEY	\$ 5,500.00
EFT5413	18/12/2013	MAD COW ENTERTAINMENT COMPANY OF WA	HIRE OF SHREK CASTLE FOR TOWN CHRISTMAS PARTY	\$ 355.00
EFT5414	18/12/2013	OFFICEWORKS BUSINESS DIRECT	STATIONERY PURCHASES FOR ADMINISTRATION	\$ 20.50
EFT5415	18/12/2013	ORICA AUSTRALIA P/L	SERVICE FEE - CHLORINE CYLINDER AT SWIMMING POOL 01/11/13 TO 30/11/13	\$ 40.92
EFT5416	18/12/2013	PAPER PLUS OFFICE NATIONAL	TONER CARTRIDGE	\$ 110.61
EFT5417	18/12/2013	PERTH FACE PAINTING COMPANY	FACE PAINTING AND BALLOON TWISTING FOR TOWN CHRISTMAS PARTY	\$ 451.00
EFT5418	18/12/2013	QUALITY TRANSPORT	FREIGHT - JASON SIGNMAKERS	\$ 22.00
EFT5419	18/12/2013	STREAMLINE BRICK PAVING	PREPARE & LAY BRICK PAVING AT WB EVA PAVILION	\$ 4,840.00
EFT5420	18/12/2013	SWIMPLEX AQUATICS	SBC - NO DIVE CAPS	\$ 388.30
EFT5421	18/12/2013	TAFE CY O'CONNOR	ENROLEMENT CERTIFICATE III IN HORTICULTURE	\$ 131.55
EFT5422	18/12/2013	UHY HAINES NORTON	AUDIT CERTIFICATION - CLGF BROOKTON PINGELLY REGIONAL GROUPS ANNUAL REPORT YEAR ENDED 30 JUNE 2013	\$ 1,430.00
EFT5423	18/12/2013	ZACKS COMMERCIAL ARTS	BUSINESS CARDS	\$ 440.05
EFT TOTAL				\$678,320.28
MUNICIPAL ACCOUNT TOTAL				\$763,091.88

Chq/EFT	Date	Name	Description	Amount
880	02/12/2013	BROOKTON PHOTO & ART GROUP	BOND FOR HIRE OF MEMORIAL HALL & SOUND EQUIPMENT 03/10/13 TO 14/10/13	\$550.00
881	02/12/2013	COLIN & KAREN MILLS	REFUND OF BOND ON COMMUNITY BUS 12/11/13	\$330.00
			TRUST TOTAL	\$ 880.00

DIRECT DEBITS FOR DECEMBER 2013	
SALARIES & WAGES	\$74,469.79
MERCHANT FEE	\$286.79
	\$74,756.58

SHIRE OF BROOKTON CREDIT CARD PURCHASES Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
6/11/2013	WESTNET 01/11/12 - 01/12/12 - 8 MARSH AVE - ACCT No 691063630	\$ 59.95
6/11/2013	WESTNET 01/11/12 - 01/12/12 - DEPOT	\$ 49.95
6/11/2013	WESTNET 01/11/12 - 01/12/12 - ADMIN OFFICE	\$ 109.95
22/11/2013	POPPY FLORIST	\$ 100.00
26/11/2013	APPLE ITUNES STORE	\$ 5.49
26/11/2013	A1 FLAGS - AUSTRALIAN FLAGS	\$ 81.40
27/11/2013	ST JOHN AMBULANCE - FIRST AID COURSE	\$ 199.00
27/11/2013	AWARDS AND TROPHIES	\$ 589.85
29/11/2013	CARD FEE	\$ 4.00
TOTAL		\$ 1,199.59

Chq/EFT	Date	Name	Description	Amount
17069	15/01/2014	AUSTRAL MERCANTILE COLLECTIONS	RATE COLLECTIONS DECEMBER 2013	\$ 2,406.52
17070	15/01/2014	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 327.68
17071	15/01/2014	BENDIGO SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 539.76
17072	15/01/2014	BROOKTON MEATS	SAUSAGES FOR COMMUNITY CHRISTMAS PARTY	\$ 100.00
17073	15/01/2014	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 438.48
17074	15/01/2014	CASH - SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 24.00
17075	15/01/2014	COLONIAL SUPER RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	\$ 337.12
17076	15/01/2014	GREAT SOUTHERN FUEL SUPPLIES	UNLEADED PETROL PURCHASES DECEMBER 2013	\$ 872.06
17077	15/01/2014	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 868.07
17078	15/01/2014	RA-AN ENTERPRISES	HIRE OF DOZER TO STOCKPILE GRAVEL FOR PINGELLY/ALDERSYDE & YEO RD	\$ 5,874.00
17079	15/01/2014	SEABROOK CRICKET CLUB	DONATION FOR HELPING AT THE COMMUNITY CHRISTMAS PARTY	\$ 300.00
17080	15/01/2014	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 404.50
17081	15/01/2014	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 65.00
17082	15/01/2014	SHIRE OF PINGELLY	TRAFFIC MANAGEMENT COURSE	\$ 420.00
17083	15/01/2014	SUMMIT	SUPERANNUATION CONTRIBUTIONS	\$ 671.62
17084	15/01/2014	TELSTRA CORPORATION	MOBILE ACCOUNT DECEMBER 2013	\$ 112.94
17085	15/01/2014	UNISUPER	SUPERANNUATION CONTRIBUTIONS	\$ 355.48
17086	15/01/2014	WATER CORPORATION OF WA	WATER USAGE 21/11/13 TO 18/12/13 - CARAVAN PARK	\$ 188.64
17087	15/01/2014	SHIRE OF BROOKTON	MATERCARD ACCOUNT 01/12/13 TO 31/12/13	\$ 584.71
17088	23/01/2014	ATC	FBT 2014 CRITICAL DEVELOPMENTS COURSE - SFO	\$ 445.50
17089	23/01/2014	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 325.54
17090	23/01/2014	BENDIGO SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 539.76

Chq/EFT	Date	Name	Description	Amount
17091	23/01/2014	BROOKTON OLD TIME MOTOR SHOW	2 X COMMERCIAL SITES WITH POWER	\$ 200.00
17092	23/01/2014	BROOKTON SUPERMARKET	TEA, COFFEE, MILK, REFRESHMENTS & ROLLS FOR STREET PARTY	\$ 411.45
17093	23/01/2014	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 494.73
17094	23/01/2014	CASH - SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 24.00
17095	23/01/2014	COLONIAL SUPER RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	\$ 337.12
17096	23/01/2014	JAYDEN BENNELL	REIMBURSEMENT OF CHEMICAL PURCHASE FOR SWIMMING POOL	\$ 39.95
17097	23/01/2014	LOVEGROVE TURF SERVICES PTY LTD	ROLL ON LAWN FOR PAVILION	\$ 318.50
17098	23/01/2014	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 913.57
17099	23/01/2014	RA-AN ENTERPRISES	HIRE OF DOZER TO CLEAR TREES & STOCKPILE GRAVEL AT ALDERSYDE SITE	\$ 9,339.00
17100	23/01/2014	RADIOLOGICAL COUNCIL	IRRADIATING APPARATUS OR ELECTRONIC PRODUCTS REGISTRATION FEES	\$ 277.00
17101	23/01/2014	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 901.50
17102	23/01/2014	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 130.00
17103	23/01/2014	SUMMIT	SUPERANNUATION CONTRIBUTIONS	\$ 747.87
17104	23/01/2014	SYNERGY	25/11/13 TO 24/12/13 STREETLIGHTS. 02/11/13 TO 03/01/14 RAILWAY STATION, MEMORIAL PARK, SEWERAGE POND, 10 MARSH AVE, MENSSED, DEPOT, WATER HARVESTING DAM, SEWERAGE PUMP, OVAL, ADMINISTRATION BUILDING, MADISON SQUARE RETICULATION, U5/28 WILLIAMS ST, SALINITY PUMP, MEMORIAL HALL, U2/4 MATTHEWS ST, U1/4 MATTHEWS ST & CARVAN PARK	\$ 10,967.70
17105	23/01/2014	TELSTRA CORPORATION	TELEPHONE ACCOUNTS 01/01/14 TO 01/02/14 - MOBILE, IPAD, ADMINISTRATION BUILDING, DCEO RESIDENCE, DEPOT, SWIMMING POOL & CEO RESIDENCE	\$ 2,560.78
17106	23/01/2014	UNISUPER	SUPERANNUATION CONTRIBUTIONS	\$ 401.73

Chq/EFT	Date	Name	Description	Amount
17107	23/01/2014	WATER CORPORATION OF WA	WATER USAGE 08/11/13 TO 08/01/14 - OVAL, 10 MARSH AVE, 7 MONTGOMERY ST, MENSSED, ADMINISTRATION BUILDING, MEMORIAL HALL, U5/28 WILLIAM ST, U6/28 WILLIAM ST, U1 MADISON SQUARE, U2 MADISON SQUARE, U3 MADISON SQUARE, STANDPIPE, DEPOT, SEWER TREATMENT PLANT, OVAL, MADISON PARK, MEMORIAL PARK, U1/28 WILLIAMS ST, U2/28 WILLIAMS ST, SWIMMING POOL , U1/4 MATTHEWS ST, KALKARNI RESIDENCY, 8 MARSH AVE & HIGHWAY GARDENS	\$ 11,660.64
17108	23/01/2014	WESTPAC PERSONAL SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 206.35
			CHQ TOTAL	\$ 56,133.27

Chq/EFT	Date	Name	Description	Amount
EFT5424	15/01/2014	AJ & SA RAMSAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 55.50
EFT5425	15/01/2014	ARM SECURITY	ALARM MONITORING CHARGES 01/01/14 TO 31/03/14	\$ 114.40
EFT5426	15/01/2014	AURELIA'S CATERING SERVICE	CATERING STAFF CHRISTMAS PARTY & DECEMBER COUNCIL MEETING	\$ 1,335.00
EFT5427	15/01/2014	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES JANUARY 2014	\$246,705.87
EFT5428	15/01/2014	BENARA NURSERIES	PLANTS FOR WB EVA PAVILION	\$ 2,070.15
EFT5429	15/01/2014	BOC GASES	ANNUAL CONTAINER SERVICE FEES 01/01/14 TO 31/12/14	\$ 253.28
EFT5430	15/01/2014	BROOKTON CLUB HOTEL	REFRESHMENTS FOR STAFF CHRISTMAS PARTY	\$ 737.00
EFT5431	15/01/2014	BROOKTON DELI	AFTERNOON TEA COUNCIL MEETING DECEMBER 2013	\$ 140.00
EFT5432	15/01/2014	BROOKTON PLUMBING	REPAIR TOILET & SHOWER AT SWIMMING POOL & INSTALL WATER FOUNTAIN AT WB EVA PAVILION	\$ 2,665.30
EFT5433	15/01/2014	BROOKTON TELEGRAPH	ADVERTISING	\$ 69.00
EFT5434	15/01/2014	CENTRAL GARAGE	20,000 KM SERVICE ON U28 MITSUBISHI TRITON & 10,000 KM SERVICE U1 MISTUBISHI TRITON	\$ 783.44
EFT5435	15/01/2014	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 186.44

Chq/EFT	Date	Name	Description	Amount
EFT5436	15/01/2014	CHRISTIE PARKSAFE	ELECTRIC BBQ FOR WB EVA PAVILION	\$ 4,576.00
EFT5437	15/01/2014	COATES HIRE OPERATIONS PTY LIMITED	HIRE OF TOILET BLOCK & LUNCH ROOM AT PAVILION	\$ 2,509.55
EFT5438	15/01/2014	CONTRACT AQUATIC SERVICES	SWIMMING POOL MANAGEMENT FEES JANUARY 2014	\$ 11,219.58
EFT5439	15/01/2014	COOTE MOTORS	SERVICE PT7 MITSUBISHI TRUCK	\$ 3,054.90
EFT5440	15/01/2014	COUNTRY COPIERS	COPIER READING DECEMBER 2013	\$ 680.44
EFT5441	15/01/2014	COURIER AUSTRALIA	FREIGHT	\$ 101.56
EFT5442	15/01/2014	COURTNEY FULWOOD	REIMBURSEMENT OF EXPENSES FOR STAFF CHRISTMAS PARTY & TOWN STREET PARTY	\$ 96.45
EFT5443	15/01/2014	DEPARTMENT OF ENVIRONMENT & CONSERVATION	LICENSE RENEWAL WASTEWATER TREATMENT PLANT	\$ 1,840.97
EFT5444	15/01/2014	ELEESHA COOTE	REIMBURSEMENT OF COMMUNITY CHRISTMAS PARTY EXPENSES	\$ 128.00
EFT5445	15/01/2014	FRANK ELECTRICAL SERVICES	REPLACE BROKEN LIGHT FITTING AT RAILWAY STATION & DISCONNECT POWER FROM TRANSPORTABLES AT PAVILION	\$ 307.00
EFT5446	15/01/2014	FULA FUN KARAOKE	STAFF CHRISTMAS PARTY & TOWN STREET PARTY ENTERTAINMENT	\$ 540.00
EFT5447	15/01/2014	GEOFF FORWARD	REIMBURSEMENT OF EXPENSES FOR LOCAL GOVERNMENT CONFERENCE	\$ 335.20
EFT5448	15/01/2014	GILL RURAL TRADERS	HARDWARE PURCHASES, ELECTRIC OVEN & CEMENT	\$ 13,507.51
EFT5449	15/01/2014	H RUSHTON & CO	REPAIRS & MAINTENANCE - UTE 26, FIRE TRUCK, G6 GRADER, BACKHOE BH4 & ROLLER R8	\$ 2,663.45
EFT5450	15/01/2014	ISWEEP TOWN & COUNTRY	SWEEPING TOWN STREETS	\$ 1,716.00
EFT5451	15/01/2014	JACKSON PAVING	SUPPLY AND LAY GRANITE ASPHALT WB EVA PAVILION	\$ 20,751.50
EFT5452	15/01/2014	JIMS TREE & STUMP REMOVAL	STUMP GRINDING PINE TREES AT CEMETERY	\$ 1,223.20
EFT5453	15/01/2014	JULIE OLIVER	REIMBURSEMENT FOR STATIONERY PURCHASES	\$ 91.46
EFT5454	15/01/2014	MCLEODS BARRISTERS & SOLICITORS	ADVICE ON DISPOSAL OF 77 WHITE ST	\$ 878.56
EFT5455	15/01/2014	OFFICEWORKS BUSINESS DIRECT	STATIONERY PURCHASES DECEMBER 2013	\$ 567.08
EFT5456	15/01/2014	OIL TECH FUEL	6630 LITRES OF DIESEL	\$ 10,266.00
EFT5457	15/01/2014	SETON AUSTRALIA PTY LTD	EMERGENCY SIGNS & EXAMINATION COUCH FOR WB EVA PAVILION	\$ 1,447.05

Chq/EFT	Date	Name	Description	Amount
EFT5458	15/01/2014	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL	\$ 152.31
EFT5459	15/01/2014	TOTAL EDEN	SUPPLY & FIT PUMP	\$ 7,832.55
EFT5460	15/01/2014	UHY HAINES NORTON	AUDIT CERTIFICATION - PENSIONER DEFERRED RATES OUSTANDING AS AT 30 JUNE 2013	\$ 385.00
EFT5461	15/01/2014	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 9,415.95
EFT5462	15/01/2014	WESTRAC EQUIPMENT PTY LTD	REPLACE DIFFERENTIAL ON LOADER 6	\$ 2,108.62
EFT5463	15/01/2014	ZEE TAGS	DOG REGISTRATION TAGS	\$ 102.03
EFT5464	23/01/2014	ABCO PRODUCTS	CLEANING PRODUCTS FOR CARAVAN PARK, ADMINISTRATION BUILDING & WB EVA PAVILION	\$ 139.73
EFT5465	23/01/2014	AJ & SA RAMSAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 124.88
EFT5466	23/01/2014	AQUASOL	MULTIFLOC M2600 & LIQUID CHLORINE	\$ 1,812.25
EFT5467	23/01/2014	AUSTRALIA POST	POSTAGE 01/12/13 TO 31/12/13	\$ 202.86
EFT5468	23/01/2014	B & N EYRE BROOKTON NEWSAGENCY	WEEKLY NEWSPAPERS 01/12/13 TO 29/12/13 & COPYING PAPER	\$ 104.59
EFT5469	23/01/2014	BROOKTON MEDICAL PRACTICE	PRE EMPLOYMENT MEDICAL	\$ 120.00
EFT5470	23/01/2014	BROOKTON ROADHOUSE	UNLEADED PETROL	\$ 32.41
EFT5471	23/01/2014	BURGESS RAWSON (WA) PTY LTD	WATER USAGE 8/11/13 TO 09/01/14 - RAILWAY STATION	\$ 827.86
EFT5472	23/01/2014	BW JAMES TRANSPORT	FREIGHT 70KG CHLORINE CYLINDER	\$ 110.00
EFT5473	23/01/2014	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 186.44
EFT5474	23/01/2014	COOTE MOTORS	PTO & YOKE FOR SMALL PLANT	\$ 588.79
EFT5475	23/01/2014	GREAT SOUTHERN WASTE DISPOSAL	BROOKTON TIP SITE & RUBBISH BIN COLLECTION 26/11/13 TO 31/12/13	\$ 11,909.20
EFT5476	23/01/2014	HITACHI CONSTRUCTION MACHINERY	STOP LAMP FOR GRADER 5	\$ 62.46
EFT5477	23/01/2014	JESSICA SWEENEY	SET UP KITCHEN EQUIPMENT AT WB EVA PAVILION	\$ 25.65
EFT5478	23/01/2014	LANDGATE	SMARTPLAN CUSTOMISED MAPPING	\$ 336.95
EFT5479	23/01/2014	ORICA AUSTRALIA P/L	CHLORINE GAS 70KG CYLINDER & SERVICE FEE DECEMBER 2013 - SWIMMING POOL	\$ 430.50

Chq/EFT	Date	Name	Description	Amount
EFT5480	23/01/2014	PERFECT COMPUTER SOLUTIONS PTY LTD	IT SUPPORT	\$ 297.50
EFT5481	23/01/2014	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL	\$ 97.14
EFT5482	23/01/2014	TOTALLY CONFIDENTIAL RECORDS	STORAGE OF 163 ARCHIVE BOXES	\$ 69.92
EFT5483	23/01/2014	UHY HAINES NORTON	AUDIT SERVICES PROVIDED YEAR ENDED 30TH JUNE 2013	\$ 20,751.50
EFT5484	23/01/2014	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 9,417.59
EFT5485	23/01/2014	WESFARMERS KLEENHEAT GAS PTY LTD	GAS BOTTLE RENTAL U5/28 WILLIAMS ST, U6/28 WILLIAMS ST & 10 MARSH AVE	\$ 198.00
EFT5486	23/01/2014	WESFARMERS KLEENHEAT GAS PTY LTD	GAS BOTTLE RENTAL U1/4 MATTHEWS ST & UNIT 2/4 MATTHEWS ST	\$ 99.00
EFT5487	23/01/2014	WESTRAC EQUIPMENT PTY LTD	SERVICE & REPAIR LOADER 6	\$ 2,296.02
EFT5488	23/01/2014	WINDSOR D & J	CONCRETE DELIVERED TO SWIMMING POOL	\$ 550.00
EFT5489	30/01/2014	WA TREASURY CORPORATION	LOAN REPAYMENTS ADMINISTRATION CENTRE EXTENSIONS, BMFC, KALKARNI RESIDENCY, STAFF HOUSING, SEWERAGE EXTENSION & GRADER	\$ 40,930.76
EFT TOTAL				\$445,335.30
MUNICIPAL ACCOUNT TOTAL				\$501,468.57

Chq/EFT	Date	Name	Description	Amount
882	08/01/2014	BARBIE LILLY	BOND REFUND FOR HIRE OF MEMORIAL HALL	330.00
883	20/01/2014	SCRIPTURE UNION - YANCHEP FAMILY FESTIVAL	BOND REFUND FOR HIRE OF WB EVA PAVILION	110.00
TRUST TOTAL				\$ 440.00

DIRECT DEBITS FOR JANUARY 2014

SALARIES & WAGES	\$79,789.37
MERCHANT FEE	\$84.38
	\$79,873.75

SHIRE OF BROOKTON
CREDIT CARD PURCHASES

Creditor Number: 96286

DATE	DESCRIPTION	AMOUNT
4/12/2013	PAYPAL - CHRISTMAS PARTY BALLOONS	\$ 5.99
4/12/2013	BEARSNBALLOONS - CHRISTMAS PARTY BALLOONS	\$ 7.20
4/12/2013	DISC PARTY - CHRISTMAS PARTY BALLOONS	\$ 5.99
4/12/2013	YELLOW OCTOPUS - CHRISTMAS PARTY HELIUM	\$ 76.90
4/12/2013	WEDDING & EVENT SUPPLIES - TABLE RUNNERS CHRISTMAS PARTY	\$ 20.90
5/12/2013	LMCCARTHY - DUCKS TOWN STREET PARTY	\$ 34.50
5/12/2013	DIGITELAUST - HAIRSPRAY TOWN STREET PARTY	\$ 110.19
5/12/2013	WESTNET 01/11/12 - 01/12/12 - 8 MARSH AVE - ACCT No 691063630	\$ 59.95
5/12/2013	WESTNET 01/11/12 - 01/12/12 - DEPOT	\$ 49.95
5/12/2013	WESTNET 01/11/12 - 01/12/12 - ADMIN OFFICE	\$ 109.95
6/12/2013	CLEVERPATCH - TATTOOS STREET CHRISTMAS PARTY	\$ 22.00
5/12/2013	BLOOMS BY CINDY - FLOWERS	\$ 70.00
29/11/2013	CARD & FEES	\$ 11.19
	TOTAL	\$ 584.71

**12.02.14.02 FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY
FOR THE PERIODS ENDED 31 DECEMBER 2013 AND 31 JANUARY
2014**

FILE REFERENCE: ADM 0323

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

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

DATE REPORT WRITTEN: 10 January 2014

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

PREVIOUS MEETING REFERENCE: There is no previous meeting
reference.

SUMMARY:

The Statements of Financial Activity for the periods ended 31 December 2013 and 31 January 2014 are 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 Statements of Financial Activity for the periods ended 31 December 2013 and 31 January 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 Statements of Financial Activity for the periods ended 31 December 2013 and 31 January 2014.

Council Resolution

12.02.13.02

Moved Cr Crute Seconded Cr Allington

That Council receive the Statements of Financial Activity for the periods ended 31 December 2013 and 31 January 2014.

CARRIED 7-0

ATTACHMENT 12.12.13.02A

ATTACHMENT 12.12.13.02B

Shire of Brookton									
MONTHLY FINANCIAL REPORT									
For the Period Ended 31 December 2013									
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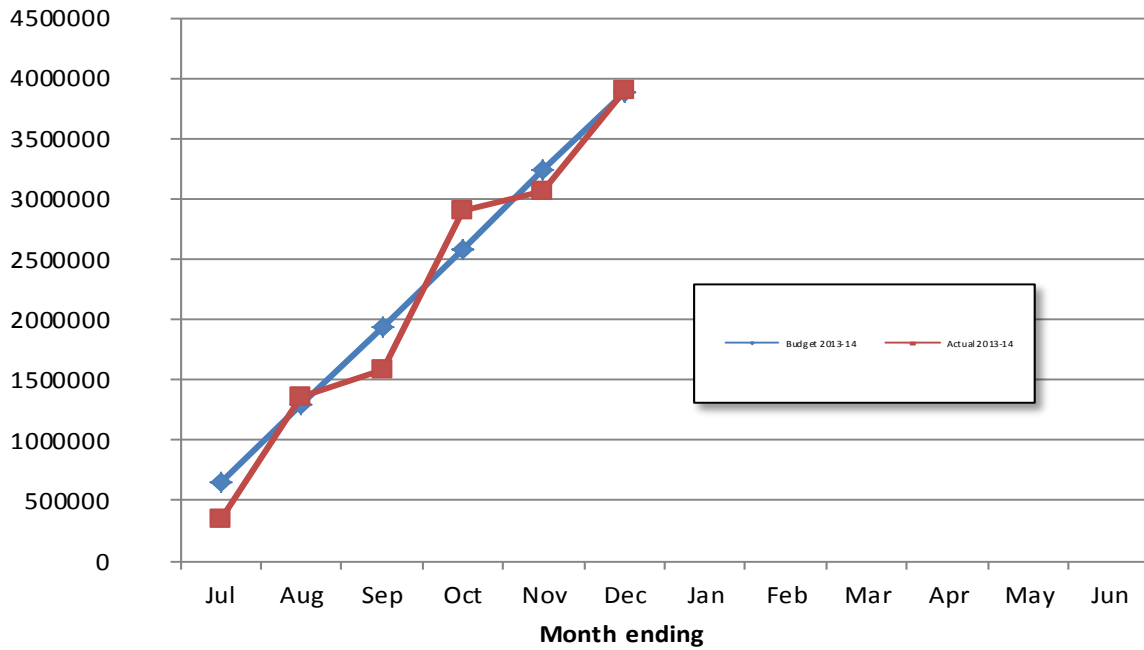
Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 December 2013

	Note	Current Annual Budget 3	Projected Year End Actual	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var. 9
Operating Revenues								
Governance		\$ 16,261	\$ 25,345	\$ 12,009	\$ 16,825	\$ 4,816	40.10%	▲
General Purpose Funding		1,558,791	1,527,336	623,354	607,325	(16,030)	(2.57%)	▼
Law, Order and Public Safety		41,810	42,160	20,898	20,875	(23)	(0.11%)	
Health		22,860	26,305	23,428	24,395	967	4.13%	
Education and Welfare		3,875,600	3,875,350	1,937,784	2,139,352	201,568	10.40%	▲
Housing		100,141	91,456	50,064	36,773	(13,291)	(26.55%)	▼
Community Amenities		405,516	406,093	327,256	289,670	(37,586)	(11.49%)	▼
Recreation and Culture		539,538	540,306	280,996	270,727	(10,269)	(3.65%)	
Transport		964,753	1,097,392	448,350	453,721	5,371	1.20%	
Economic Services		146,480	146,583	30,354	19,004	(11,350)	(37.39%)	▼
Other Property and Services		164,276	177,649	82,128	52,570	(29,558)	(35.99%)	▼
Total (Excluding Rates)		7,836,026	7,955,975	3,836,621	3,931,236	94,615	2.47%	▲
Operating Expense								
Governance		(580,587)	(617,477)	(292,640)	(283,438)	9,202	(3.14%)	
General Purpose Funding		(206,691)	(194,645)	(103,314)	(75,610)	27,704	(26.82%)	▼
Law, Order and Public Safety		(213,656)	(212,399)	(106,752)	(109,955)	(3,203)	3.00%	
Health		(84,151)	(84,106)	(42,042)	(34,393)	7,649	(18.19%)	▼
Education and Welfare		(3,976,444)	(3,975,793)	(1,988,196)	(2,052,284)	(64,088)	3.22%	▲
Housing		(147,203)	(147,354)	(65,996)	(59,694)	6,302	(9.55%)	
Community Amenities		(510,620)	(520,078)	(220,144)	(216,870)	3,274	(1.49%)	
Recreation and Culture		(753,801)	(740,357)	(331,341)	(321,645)	9,696	(2.93%)	
Transport		(1,115,516)	(1,115,495)	(577,706)	(577,532)	174	(0.03%)	
Economic Services		(107,208)	(106,645)	(48,456)	(43,843)	4,613	(9.52%)	
Other Property and Services		(59,579)	(74,431)	(29,646)	(119,423)	(89,777)	302.83%	▲
Total		(7,755,457)	(7,788,779)	(3,806,233)	(3,894,688)	(88,455)	(2.32%)	▲
Funding Balance Adjustment								
Add back Depreciation		1,269,885	1,368,120	634,860	580,775	(54,085)	(8.52%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(96,100)	(92,290)	(48,048)	3,810	51,858	(107.93%)	▼
Net Operating (Ex. Rates)		1,254,354	1,443,026	617,200	621,133	3,934	0.64%	
Capital Revenues								
Proceeds from Disposal of Assets	6	338,000	80,727	151,000	80,727	(70,273)	(46.54%)	▼
Self-Supporting Loan Principal		36,611	31,267	15,624	15,378	(246)	(1.57%)	
Transfer from Reserves	5	1,618,274	1,557,674	1,116,706	491,500	(625,206)	(55.99%)	▼
Total		1,992,885	1,669,668	1,283,330	587,605	(695,725)	(54.21%)	
Capital Expenses								
Land and Buildings	6	(2,621,023)	(2,497,093)	(1,310,504)	(1,035,571)	274,933	(20.98%)	▼
Plant and Equipment	6	(227,000)	(219,409)	(113,496)	(114,740)	(1,244)	1.10%	
Furniture and Equipment	6	(117,978)	(102,155)	(58,974)	(56,322)	2,652	(4.50%)	
Infrastructure Assets - Roads & Bridges	6	(1,118,300)	(1,127,773)	(389,554)	(146,554)	243,000	(62.38%)	▼
Infrastructure Assets - Sewerage	6	(94,400)	(101,521)	(47,196)	(7,121)	40,076	(84.91%)	▼
Repayment of Debentures	7	(101,003)	(101,003)	(50,484)	(49,703)	781	(1.55%)	
Transfer to Reserves	5	(652,567)	(624,501)	(326,184)	(38,851)	287,333	(88.09%)	▼
Total		(4,932,271)	(4,773,454)	(2,296,392)	(1,448,861)	847,531	(36.91%)	
Net Capital		(2,939,386)	(3,103,787)	(1,013,062)	(861,256)	151,806	(14.98%)	
Total Net Operating + Capital		(1,685,033)	(1,660,760)	(395,862)	(240,123)	155,740	(39.34%)	
Rate Revenue		1,564,658	1,562,892	1,565,460	1,562,892	(2,568)	(0.16%)	
Opening Funding Surplus(Deficit)		(33,470)	(70,435)	(33,470)	(70,435)	(36,965)	110.44%	
Closing Funding Surplus(Deficit)	2	(153,845)	(168,303)	1,136,128	1,252,335	116,207	10.23%	
Check Sum		0			0			

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

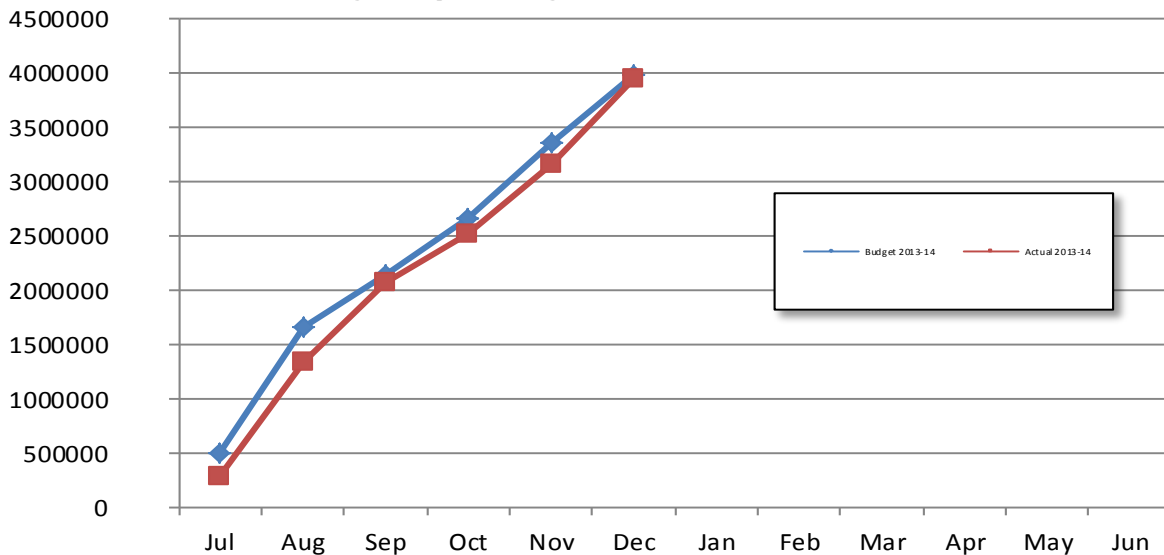
Note 1 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



Comments/Notes - Operating Expenses

Budget Operating Revenues -v- Actual



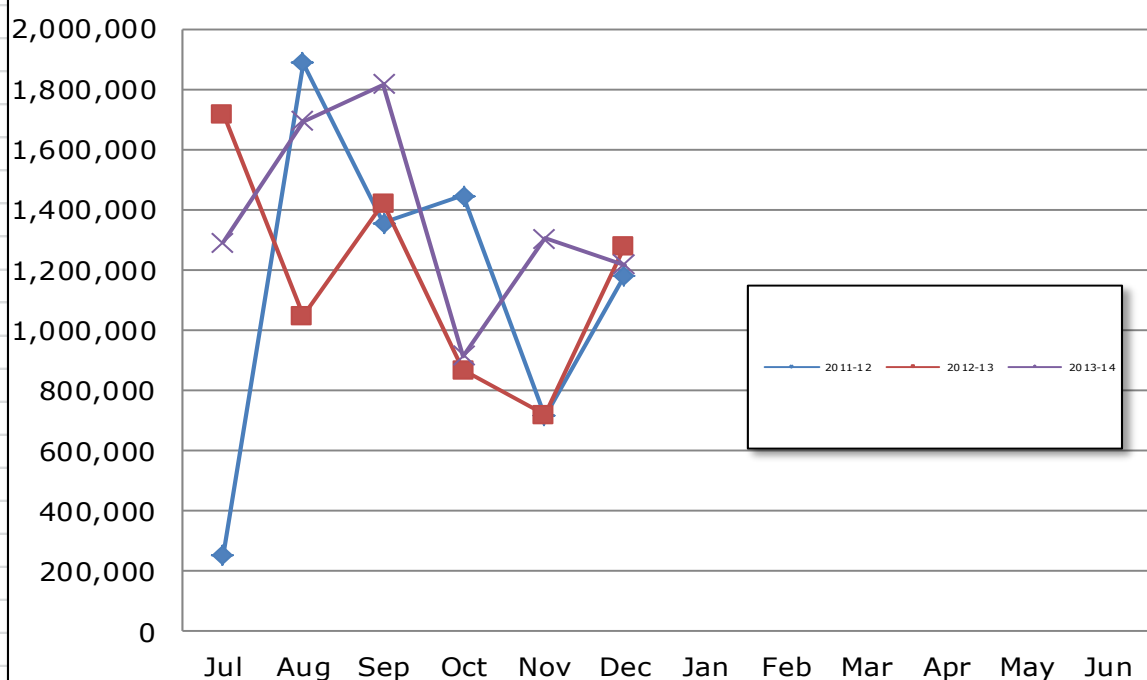
Comments/Notes - Operating Revenues

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

Note 2: NET CURRENT FUNDING POSITION

	Note	Positive=Surplus (Negative=Deficit)		
		2013-14		
		This Period	Same Period 2012/13	Same Period 2011/12
		\$	\$	\$
Current Assets				
Cash Unrestricted		884,289	1,174,069	1,153,061
Cash Restricted		2,361,424	3,299,926	2,979,297
Receivables		1,903,312	1,057,495	1,376,832
Prepayments & Accruals		0	0	0
Inventories		19,563	31,722	30,312
		5,168,588	5,563,212	5,539,501
Less: Current Liabilities				
Payables and Provisions		(1,554,830)	(1,044,555)	(1,281,148)
		(1,554,830)	(1,044,555)	(1,281,148)
Less: Cash Restricted		(2,361,424)	(3,299,926)	(2,979,297)
Net Current Funding Position		1,252,335	1,218,732	1,279,057

Note 2 - Liquidity Over the Year



Comments - Net Current Funding Position

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

Note 3: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption - Closing Surplus	15/08/2013		\$	\$	\$	\$ (153,845)
E113512	WB Eva Pavilion - Power Upgrade	11.09.13.03	Capital Expenses			(150,000)	(303,845)
OL01711	Transfer from Health & Aged Care Reserve	11.09.13.03	Capital Revenue		150,000		(153,845)
E041040	Central Agcare Donation	13.10.13.04	Operating Expenses		2,000		(151,845)
E107020	Water Harvsting - Consultant	13.10.13.04	Operating Expenses		2,000		(149,845)
E122020	Road Maintenance - Seedlings	13.10.13.04	Operating Expenses		3,854		(145,991)
E136090	Small Business Centre Eastern Wheatbelt Contribution	13.10.13.04	Operating Expenses		5,000		(140,991)
E041020	Members General Operating-Banners in the Terrace	13.10.13.04	Operating Expenses		1,000		(139,991)
E106020	Environment-NRM Officer Contribution	13.10.13.04	Operating Expenses			(11,544)	(151,535)
E122020	Road Maintenance	13.10.13.04	Operating Expenses			(2,310)	(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
Closing Funding Surplus (Deficit)				0	163,854	(163,854)	(153,845)

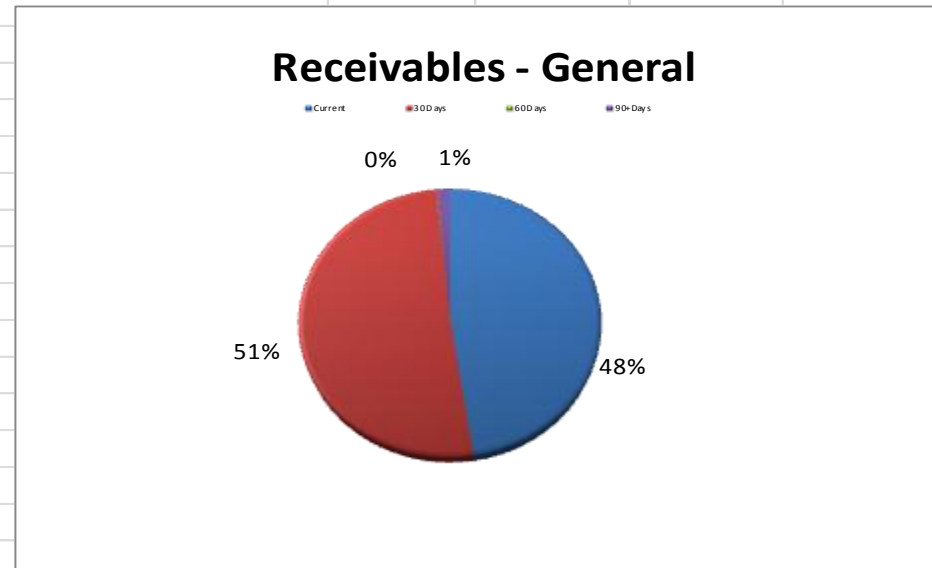
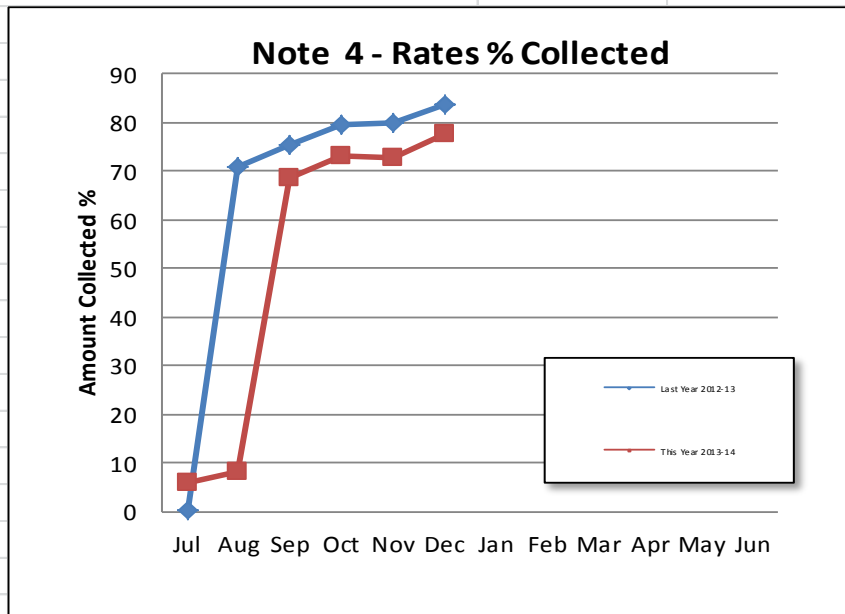
Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2013

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish	Current 2013-14	Previous 2012-13
	\$	\$
Opening Arrears Previous Years	(70,435)	50,882
Rates, Sewerage & Rubbish Levied this year	1,812,453	1,681,534
Less Collections to date	(1,355,741)	(1,450,160)
Equals Current Outstanding	386,277	282,256
Net Rates Collectable	386,277	282,256
% Collected	77.83%	83.71%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	142,922	152,962	100	4,324
Total Outstanding				300,308

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

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	267	215,350	0	(45,000)	0	186,850	16,209
Housing Reserve	288,849	10,110	4,832	0	0	(183,500)	0	115,459	293,681
Office Equipment Reserve	38,785	1,357	649	0	0	(4,665)	0	35,477	39,434
Drainage Reserve	48,549	1,699	812	0	0	0	0	50,248	49,361
Municipal Buildings & Facilities Reserve	32,574	1,140	545	30,000	0	(30,260)	0	33,454	33,119
Townscape Reserve	229,553	8,034	3,840	0	0	0	0	237,587	233,393
Land Development Reserve	197,706	6,920	3,307	171,000	0	0	0	375,626	201,013
Sewerage Scheme Reserve	157,642	5,517	2,637	50,000	0	(94,400)	0	118,759	160,279
Road Infrastructure Reserve	28,270	989	473	10,000	0	0	0	39,259	28,743
Health & Aged Care Reserve	719,322	25,176	12,032	45,100	0	(615,190)	0	174,408	731,354
Community Bus Reserve	37,779	1,322	632	5,000	0	0	0	44,101	38,411
Bridge Construction Reserve	63,292	2,215	1,059	0	0	0	0	65,507	64,351
Staff Vehicle Reserve	19,673	689	329	9,000	0	(9,000)	0	20,362	20,002
Sport & Recreation Reserve	0	0	0	9,500	0	0	0	9,500	0
Rehabilitation & Refuse Reserve	27,376	958	458	0	0	0	0	28,334	27,834
Unspent Grants & Contributions	568,109	19,009	1,281	0	0	(544,044)	(491,500)	43,074	77,890
Saddleback Building Reserve	64,027	2,241	1,071	0	0	(25,900)	0	40,368	65,098
Saddleback Vehicle & Equipment Reserve	4,398	154	74	0	0	0	0	4,552	4,472
Caravan Park Reserve	52,676	1,844	881	2,500	0	0	0	57,020	53,557
Old Police Station Reserve	32,053	1,122	536	2,500	0	0	0	35,675	32,589
Kweda Hall Reserve	13,422	470	225	2,500	0	(600)	0	15,792	13,647
Aldersyde Hall Reserve	13,422	470	225	2,500	0	0	0	16,392	13,647
Railway Station Reserve	13,422	470	225	0	0	0	0	13,892	13,647
Madison Square Units Reserve	15,623	547	261	0	0	(5,715)	0	10,455	15,884
Cemetery Reserve	85,684	2,999	1,433	0	0	(60,000)	0	28,683	87,117
Water Harvesting Reserve	45,925	1,607	768	0	0	0	0	47,532	46,693
	2,814,073	97,616	38,851	554,951	0	(1,618,274)	(491,500)	1,848,366	2,361,424

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

Note 6: CAPITAL DISPOSALS AND ACQUISITIONS

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal		
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)
\$	\$	\$		\$	\$	\$
42,500	49,000	6,500	CEO Vehicle	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
241,900	338,000	96,100	Totals	75,489	80,727	5,238

Comments - Capital Disposal

Summary Acquisitions	Current Budget		
	Budget	Actual	Variance
	\$	\$	\$
Property, Plant & Equipment			
Land and Buildings	2,621,023	1,035,571	1,585,452
Plant & Equipment	227,000	114,740	112,260
Furniture & Equipment	117,978	56,322	61,656
			0
Infrastructure			
Roadworks & Bridge Works	1,118,300	146,554	971,746
Sewerage	94,400	7,121	87,280
Totals	4,178,701	1,360,308	2,818,393

Comments - Capital Acquisitions

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

Note 7: INFORMATION ON BORROWINGS

Particulars	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-12	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
				\$	\$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans											
*Loan 78 Senior Citizen's Homes	17/06/2024	15	6.74	164,089	-	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	-	3,279	6,654	57,315	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
Governance											
Loan 75 Office Office Renovations	3/08/2026	25	6.46	71,490	-	1,699	3,453	69,791	68,037	4,618	4,831
Education & Welfare											
Loan 80 Kalkarni Residency	1/02/2026	25	5.63	115,411	-	3,070	6,228	112,341	109,183	6,502	6,838
Housing											
Loan 80 Staff Housing	1/02/2026	25	5.63	190,428	-	5,066	10,274	185,362	180,154	10,728	11,283
Community Amenities											
Loan 80 Sewerage	1/02/2026	25	5.63	80,788	-	2,149	4,360	78,639	76,428	4,551	4,787
Transport											
Loan 80 Grader	1/02/2026	25	5.63	190,428	-	5,066	10,275	185,362	180,153	10,728	11,283
Recreation and Culture											
Loan 81 Sport & Recreation	1/11/2027	20	6.95	841,531	-	17,274	35,148	824,257	806,383	29,553	60,827
				2,053,168	0	49,703	101,003	2,003,465	1,952,165	87,643	139,418

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

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

Note 8: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Cash at Bank - Operating Account	1.50%	293,511				293,511	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	590,278				590,278	Bendigo	
Trust Cash at Bank	1.50%			34,788		34,788	Bendigo	
(b) Term Deposits								
Reserves	3.80%		2,361,424			2,361,424	Bendigo	02/02/2014
Les McMullen Trust	4.00%			9,082		9,082	Bendigo	26/06/2014
(c) Investments								
Nil								
Nil								
Total		883,789	2,361,424	43,870	0	3,289,083		

Comments/Notes - Investments

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 December 2013

Note 9: MAJOR VARIANCES**Comments/Reason for Variance****OPERATING REVENUE (EXCLUDING RATES)****Governance**

Reimbursements for members training no tin budget - corresponding expenditure.

General Purpose Funding

Under budget, interest on investments lower than expected.

Timing issue for utilisation of reserve funds for Pavilion (before grants).

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

Kalkarni grants, subsidies and fees higher than expected for YTD.

Housing

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

Community Amenities

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

Recreation and Culture

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

Transport

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

Economic Services

Expected sale of Koormong block has not been effected and caravan park occupancy is lower than expected.

Other Property and Services

Private works lower than expected activity. Corresponding decrease in expenditure.

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

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

Education and Welfare

Increased Baptistcare expenditure - including adjustments for 2011/12 & 2012/13.

Housing

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

Community Amenities

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

Recreation and Culture

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

Transport

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

Economic Services

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

Other Property and Services

Employee costs associated with workers compensation, sick & parental leave yet to be reimbursed. Plant operating costs under allocated - under review.

CAPITAL REVENUE
Proceeds from Disposal of Assets
No disposals to date.
Self-Supporting Loan Principal
Budget profile to be adjusted for loan repayments
Transfer from Reserves
Transfers generally will occur at 30/06/14 other than unspent grants utilised during the year.
CAPITAL EXPENSES
Land and Buildings
Timing of WB Eva progress payments.
Plant and Equipment
No purchases to date.
Furniture and Equipment
Kalkarni purchases for 2012/13 received in 2013/14 year. Budget amendment required.
Infrastructure Assets - Roads & Bridges
Road construction program not yet commenced.
Infrastructure Assets - Sewerage
No purchases to date.
Repayment of Debentures
Budget profiling to be adjusted for loan repayments
Transfer to Reserves
Transfers generally will occur at 30/06/14
OTHER ITEMS
Rate Revenue
Within variance threshold of \$10,000 or 10%
Opening Funding Surplus(Deficit)
Within variance threshold of \$10,000 or 10%
OTHER ITEMS
Rate Revenue
Within variance threshold of \$10,000 or 10%
Opening Funding Surplus(Deficit)
Within variance threshold of \$10,000 or 10%

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

Note 10: TRUST FUND

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

Description	Opening Balance For the Period Ended 31 December 2013	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 December 2013
	\$	\$	\$	\$
Housing Bonds	3,000	1,000	(3,000)	1,000
Other Bonds	4,380	5,200	(4,680)	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
	45,550	6,200	(7,880)	43,870

Shire of Brookton									
MONTHLY FINANCIAL REPORT									
For the Period Ended 31 January 2014									
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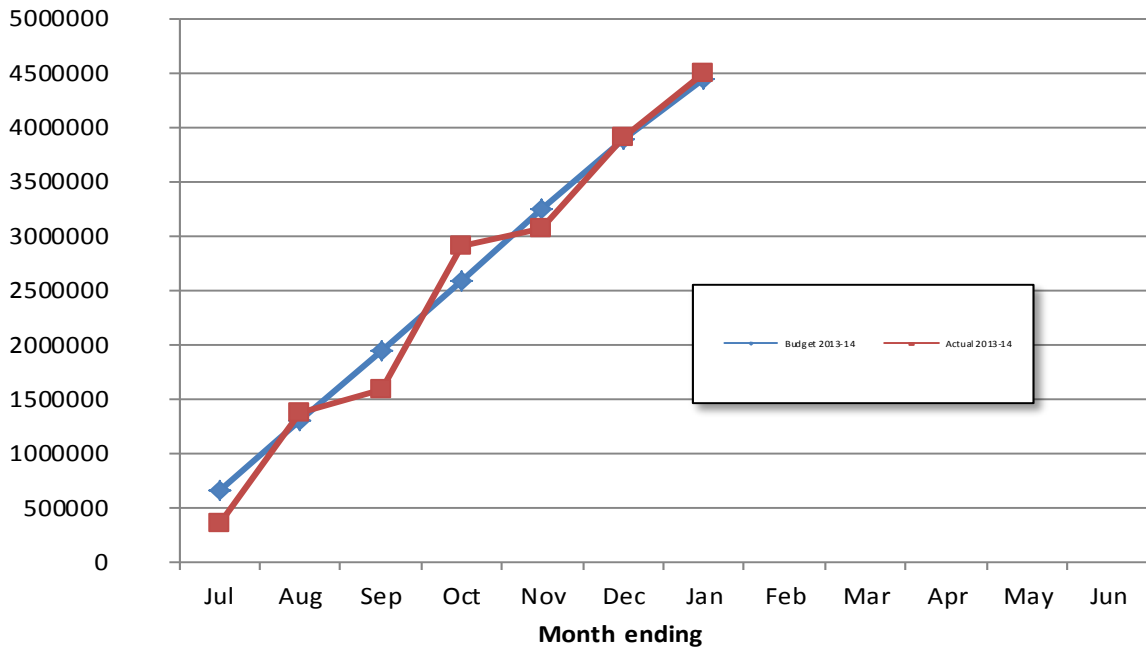
Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 January 2014

	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.
Operating Revenues		\$	\$	\$	\$	\$	%	
Governance		16,261	31,830	16,160	25,110	8,950	55.38%	▲
General Purpose Funding		1,558,791	1,536,392	630,808	620,997	(9,811)	(1.56%)	
Law, Order and Public Safety		41,810	330,445	24,381	318,762	294,381	1207.42%	▲
Health		22,860	26,529	21,666	24,619	2,953	13.63%	
Education and Welfare		3,875,600	3,875,600	2,260,748	2,215,611	(45,137)	(2.00%)	▼
Housing		100,141	93,004	58,408	55,617	(2,791)	(4.78%)	
Community Amenities		405,516	404,402	300,967	296,046	(4,921)	(1.63%)	
Recreation and Culture		539,538	481,936	458,662	461,710	3,048	0.66%	
Transport		964,753	1,097,392	562,751	527,843	(34,908)	(6.20%)	▼
Economic Services		146,480	121,930	35,413	23,061	(12,352)	(34.88%)	▼
Other Property and Services		164,276	93,592	95,816	61,405	(34,411)	(35.91%)	▼
Total (Excluding Rates)		7,836,026	8,093,053	4,465,780	4,630,783	165,003	3.69%	▲
Operating Expense								
Governance		(580,587)	(573,315)	(330,580)	(322,352)	8,228	(2.49%)	
General Purpose Funding		(206,691)	(181,597)	(116,533)	(93,021)	23,512	(20.18%)	▼
Law, Order and Public Safety		(213,656)	(212,145)	(124,544)	(128,243)	(3,699)	2.97%	
Health		(84,151)	(83,863)	(43,512)	(35,879)	7,633	(17.54%)	▼
Education and Welfare		(3,976,444)	(3,975,362)	(2,358,669)	(2,361,353)	(2,685)	0.11%	
Housing		(147,203)	(124,867)	(76,562)	(73,355)	3,207	(4.19%)	
Community Amenities		(510,620)	(534,577)	(267,668)	(258,900)	8,768	(3.28%)	
Recreation and Culture		(753,801)	(653,602)	(405,574)	(382,469)	23,105	(5.70%)	▼
Transport		(1,115,516)	(1,115,908)	(650,657)	(645,278)	5,379	(0.83%)	
Economic Services		(107,208)	(105,864)	(60,475)	(55,439)	5,036	(8.33%)	
Other Property and Services		(59,579)	(79,718)	(34,587)	(142,974)	(108,387)	313.37%	▲
Total		(7,755,457)	(7,640,819)	(4,469,361)	(4,499,263)	(29,903)	(0.67%)	▲
Funding Balance Adjustment								
Add back Depreciation		1,269,885	1,271,600	740,670	684,235	(56,435)	(7.62%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(96,100)	(89,638)	(8,750)	(8,538)	212	(2.43%)	▼
Net Operating (Ex. Rates)		1,254,354	1,634,196	728,339	807,217	78,877	10.83%	
Capital Revenues								
Proceeds from Disposal of Assets	6	338,000	280,727	79,000	80,727	1,727	2.19%	
Self-Supporting Loan Principal		36,611	31,267	18,228	18,753	525	2.88%	
Transfer from Reserves	5	1,618,274	1,700,674	500,000	491,500	(8,500)	(1.70%)	
Total		1,992,885	2,012,668	597,228	590,980	(6,248)	(1.05%)	
Capital Expenses								
Land and Buildings	6	(2,621,023)	(2,603,125)	(1,082,110)	(1,078,633)	3,477	(0.32%)	
Plant and Equipment	6	(227,000)	(501,725)	(115,000)	(403,225)	(288,225)	250.63%	▲
Furniture and Equipment	6	(117,978)	(98,789)	(57,537)	(52,956)	4,581	(7.96%)	
Infrastructure Assets - Roads & Bridges	6	(1,118,300)	(1,083,708)	(218,435)	(208,953)	9,482	(4.34%)	
Infrastructure Assets - Sewerage	6	(94,400)	(94,400)	(55,062)	(7,121)	47,942	(87.07%)	▼
Repayment of Debentures	7	(101,003)	(101,002)	(76,097)	(70,615)	5,482	(7.20%)	
Transfer to Reserves	5	(652,567)	(766,219)	(47,773)	(38,851)	8,922	(18.68%)	
Total		(4,932,271)	(5,248,969)	(1,652,014)	(1,860,353)	(208,340)	12.61%	
Net Capital		(2,939,386)	(3,236,301)	(1,054,786)	(1,269,373)	(214,588)	20.34%	
Total Net Operating + Capital		(1,685,033)	(1,602,105)	(326,446)	(462,157)	(135,710)	41.57%	
Rate Revenue		1,564,658	1,562,072	1,565,327	1,562,608	(2,719)	(0.17%)	
Opening Funding Surplus(Deficit)		(33,470)	(70,435)	(33,470)	(70,435)	(36,965)	110.44%	
Closing Funding Surplus(Deficit)	2	(153,845)	(110,467)	1,205,411	1,030,017	(175,394)	(14.55%)	
Check Sum		0			0			

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

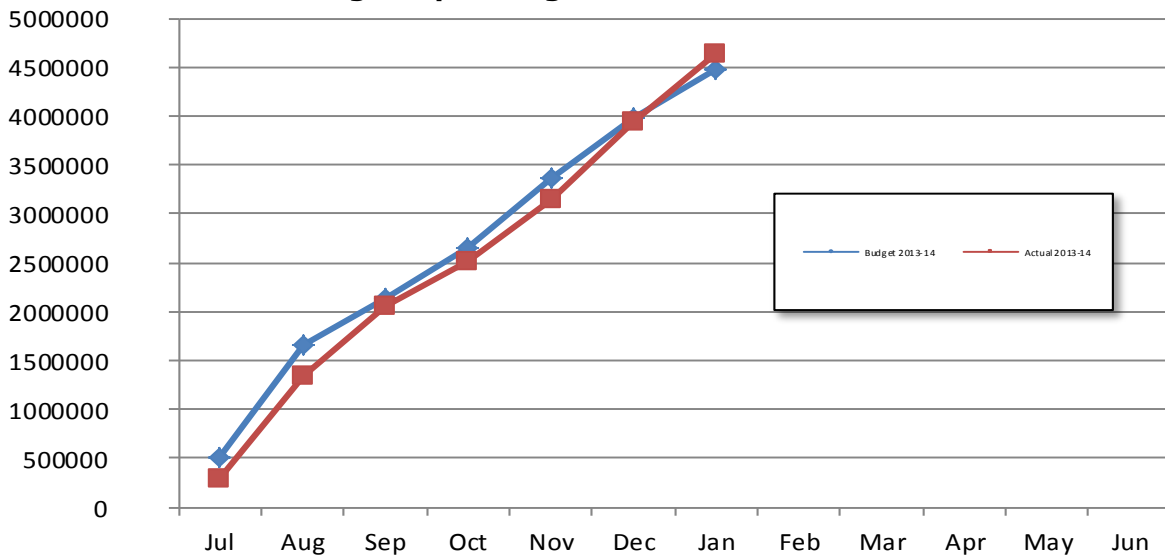
Note 1 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



Comments/Notes - Operating Expenses

Budget Operating Revenues -v- Actual

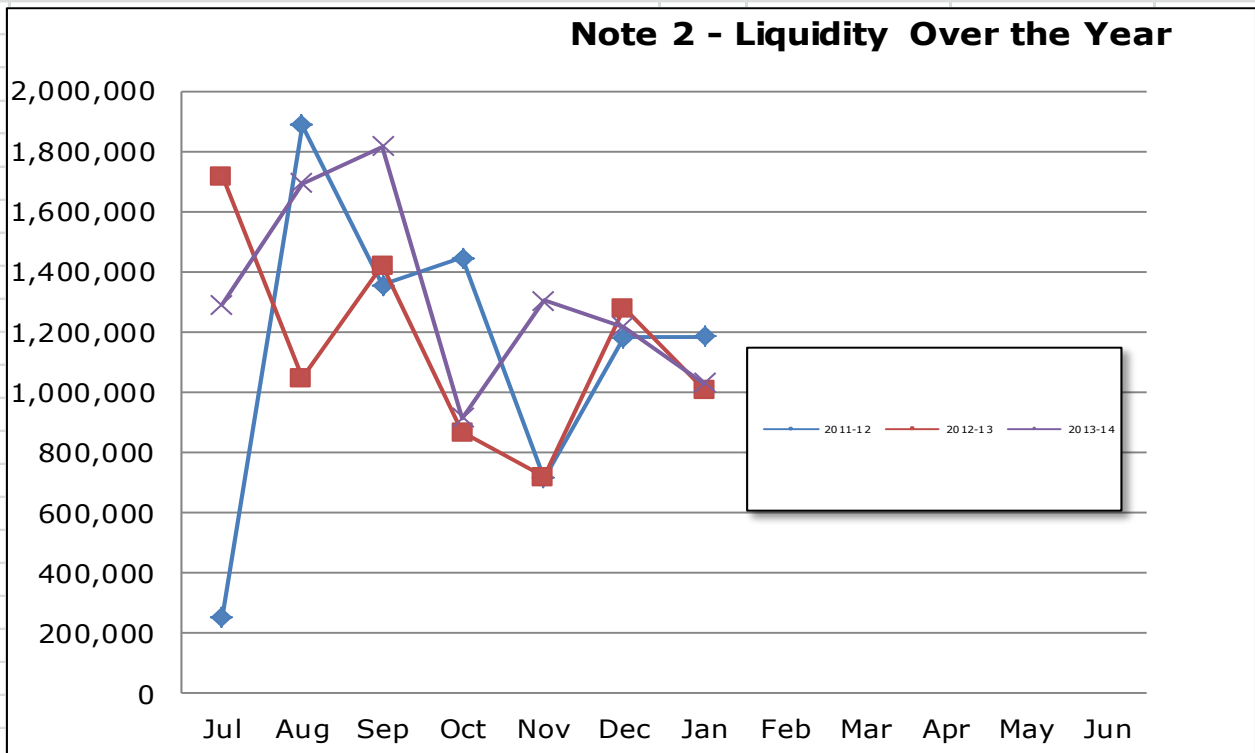


Comments/Notes - Operating Revenues

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

Note 2: NET CURRENT FUNDING POSITION

	Note	Positive=Surplus (Negative=Deficit)		
		2013-14		
		This Period	Same Period 2012/13	Same Period 2011/12
		\$	\$	\$
Current Assets				
Cash Unrestricted		739,159	1,086,955	992,978
Cash Restricted		2,361,424	3,299,926	3,027,850
Receivables		1,846,094	483,746	1,414,487
Prepayments & Accruals		0	0	0
Inventories		23,761	25,220	29,281
		4,970,437	4,895,847	5,464,596
Less: Current Liabilities				
Payables and Provisions		(1,578,997)	(586,980)	(1,249,831)
		(1,578,997)	(586,980)	(1,249,831)
Less: Cash Restricted		(2,361,424)	(3,299,926)	(3,027,850)
Net Current Funding Position		1,030,017	1,008,941	1,186,914



Comments - Net Current Funding Position

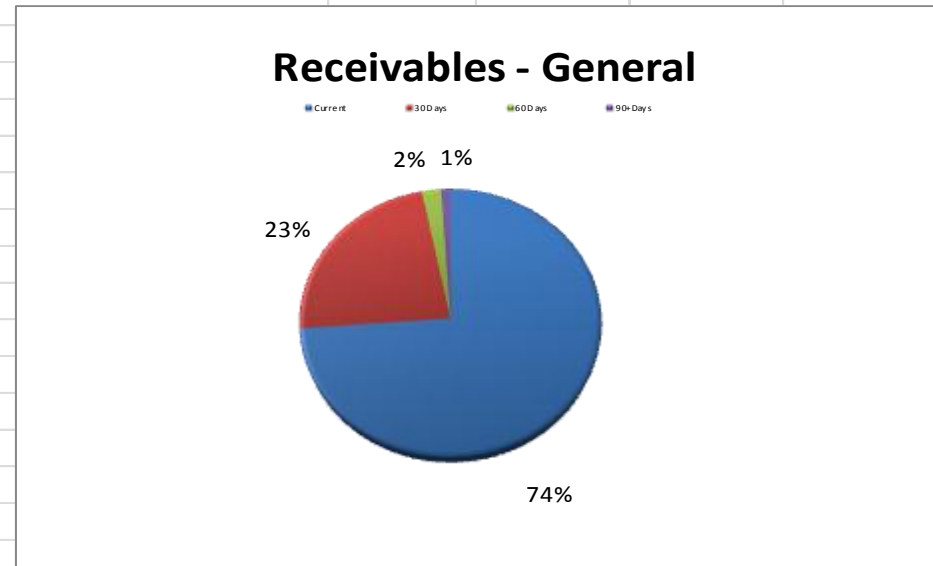
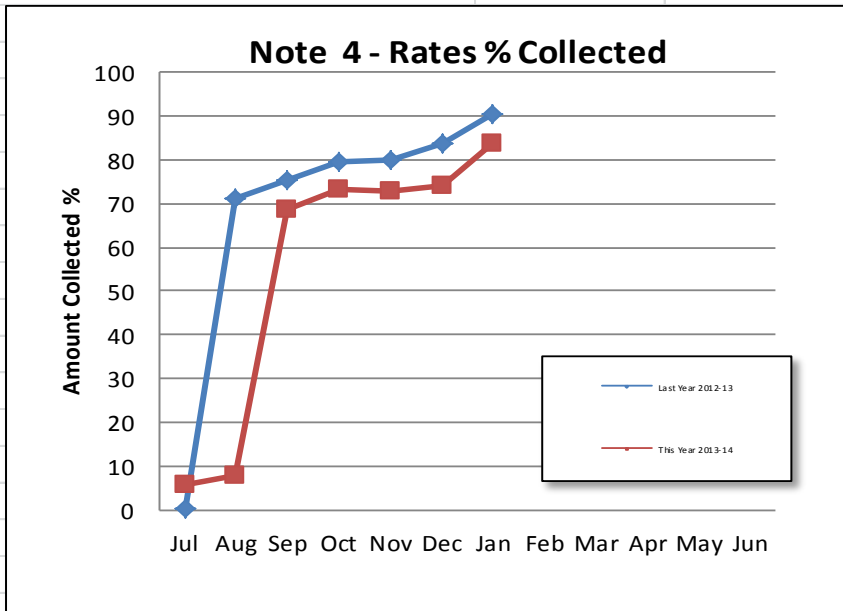
Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2014

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish	Current 2013-14	Previous 2012-13
	\$	\$
Opening Arrears Previous Years	(70,435)	50,882
Rates, Sewerage & Rubbish Levied this year	1,812,169	1,681,534
Less Collections to date	(1,464,639)	(1,565,997)
Equals Current Outstanding	277,095	166,419
Net Rates Collectable	277,095	166,419
% Collected	84.09%	90.39%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	262,198	81,919	7,540	3,727
Total Outstanding				355,385

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 31 January 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	267	215,350	0	(45,000)	0	186,850	16,209
Housing Reserve	288,849	10,110	4,832	0	0	(183,500)	0	115,459	293,681
Office Equipment Reserve	38,785	1,357	649	0	0	(4,665)	0	35,477	39,434
Drainage Reserve	48,549	1,699	812	0	0	0	0	50,248	49,361
Municipal Buildings & Facilities Reserve	32,574	1,140	545	30,000	0	(30,260)	0	33,454	33,119
Townscape Reserve	229,553	8,034	3,840	0	0	0	0	237,587	233,393
Land Development Reserve	197,706	6,920	3,307	171,000	0	0	0	375,626	201,013
Sewerage Scheme Reserve	157,642	5,517	2,637	50,000	0	(94,400)	0	118,759	160,279
Road Infrastructure Reserve	28,270	989	473	10,000	0	0	0	39,259	28,743
Health & Aged Care Reserve	719,322	25,176	12,032	45,100	0	(615,190)	0	174,408	731,354
Community Bus Reserve	37,779	1,322	632	5,000	0	0	0	44,101	38,411
Bridge Construction Reserve	63,292	2,215	1,059	0	0	0	0	65,507	64,351
Staff Vehicle Reserve	19,673	689	329	9,000	0	(9,000)	0	20,362	20,002
Sport & Recreation Reserve	0	0	0	9,500	0	0	0	9,500	0
Rehabilitation & Refuse Reserve	27,376	958	458	0	0	0	0	28,334	27,834
Unspent Grants & Contributions	568,109	19,009	1,281	0	0	(544,044)	(491,500)	43,074	77,890
Saddleback Building Reserve	64,027	2,241	1,071	0	0	(25,900)	0	40,368	65,098
Saddleback Vehicle & Equipment Reserve	4,398	154	74	0	0	0	0	4,552	4,472
Caravan Park Reserve	52,676	1,844	881	2,500	0	0	0	57,020	53,557
Old Police Station Reserve	32,053	1,122	536	2,500	0	0	0	35,675	32,589
Kweda Hall Reserve	13,422	470	225	2,500	0	(600)	0	15,792	13,647
Aldersyde Hall Reserve	13,422	470	225	2,500	0	0	0	16,392	13,647
Railway Station Reserve	13,422	470	225	0	0	0	0	13,892	13,647
Madison Square Units Reserve	15,623	547	261	0	0	(5,715)	0	10,455	15,884
Cemetery Reserve	85,684	2,999	1,433	0	0	(60,000)	0	28,683	87,117
Water Harvesting Reserve	45,925	1,607	768	0	0	0	0	47,532	46,693
	2,814,073	97,616	38,851	554,951	0	(1,618,274)	(491,500)	1,848,366	2,361,424

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 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
241,900	338,000	96,100	Totals	75,489	80,727	5,238

Comments - Capital Disposal

	Summary Acquisitions	Current Budget		
		Budget	Actual	Variance
		\$	\$	\$
	Property, Plant & Equipment			
	Land and Buildings	2,621,023	1,078,633	1,542,390
	Plant & Equipment	227,000	403,225	(176,225)
	Furniture & Equipment	117,978	52,956	65,022
	Infrastructure			0
	Roadworks & Bridge Works	1,118,300	208,953	909,347
	Sewerage	94,400	7,121	87,280
	Totals	4,178,701	1,750,887	2,427,814

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 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 \$
Self Supporting Loans											
*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
Governance											
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
Education & Welfare											
Loan 80 Kalkarni Residency	1/02/2026	25	5.63	115,411	-	6,227	6,228	109,184	109,183	-	6,838
Housing											
Loan 80 Staff Housing	1/02/2026	25	5.63	190,428	-	10,275	10,274	180,153	180,154	3,764	11,283
Community Amenities											
Loan 80 Sewerage	1/02/2026	25	5.63	80,788	-	4,359	4,360	76,429	76,428	36,527	4,787
Transport											
Loan 80 Grader	1/02/2026	25	5.63	190,428	-	10,275	10,275	180,153	180,153	10,728	11,283
Recreation and Culture											
Loan 81 Sport & Recreation	1/11/2027	20	6.95	841,531	-	17,274	35,148	824,257	806,383	3,200	60,827
				2,053,168	0	70,615	101,003	1,982,553	1,952,165	79,801	139,418

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

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

Note 8: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Cash at Bank - Operating Account	1.50%	177,144				177,144	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	561,516				561,516	Bendigo	
Trust Cash at Bank	1.50%			34,568		34,568	Bendigo	
(b) Term Deposits								
Reserves	3.50%		2,361,424			2,361,424	Bendigo	02/02/2014
Les McMullen Trust	4.00%			9,082		9,082	Bendigo	26/06/2014
(c) Investments								
Nil								
Nil								
Total		738,660	2,361,424	43,650	0	3,143,733		

Comments/Notes - Investments

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 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

Under budget due to lower than expected activity in Caravan Park occupancy.

Other Property and Services

Under budget due to low private works activity to date.

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

Under budget due to timing of finalisation of Brookton Community Health arrangements.

Education and Welfare

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

Housing

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

Community Amenities

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

Recreation and Culture

Under budget due to timing of pool maintenance and to reallocation of employee costs to Sewerage and Water Harvesting program.

Transport

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

Economic Services

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

Other Property and Services

Under budget due to plant operating costs being underallocated - under review.

UNCONFIRMED

CAPITAL REVENUE
Proceeds from Disposal of Assets
Within variance threshold of \$10,000 or 10%
Self-Supporting Loan Principal
Within variance threshold of \$10,000 or 10%
Transfer from Reserves
Transfers generally will occur at 30/06/14 other than unspent grants utilised during the year.
CAPITAL EXPENSES
Land and Buildings
Within variance threshold of \$10,000 or 10%
Plant and Equipment
Over budget due to replacement of West brigade Fire Tender - matching increase in Law, Order and Public Safety operating grants.
Furniture and Equipment
Within variance threshold of \$10,000 or 10%
Infrastructure Assets - Roads & Bridges
Road construction program not commenced.
Infrastructure Assets - Sewerage
Under budget due to delayed pipe replacement program.
Repayment of Debentures
Within variance threshold of \$10,000 or 10%
Transfer to Reserves
Transfers generally will occur at 30/06/14
OTHER ITEMS
Rate Revenue
Within variance threshold of \$10,000 or 10%
Opening Funding Surplus(Deficit)
Within variance threshold of \$10,000 or 10%
OTHER ITEMS
Rate Revenue
Within variance threshold of \$10,000 or 10%
Opening Funding Surplus(Deficit)
Within variance threshold of \$10,000 or 10%

UNCONFIRMED

Shire of Brookton				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 January 2014				
Note 10: TRUST FUND				
Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:				
Description	Opening Balance For the Period Ended 31 January 2014	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 January 2014
	\$	\$	\$	\$
Housing Bonds	3,000	1,000	(3,000)	1,000
Other Bonds	4,380	5,420	(5,120)	4,680
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
	45,550	6,420	(8,320)	43,650

UNCONFIRMED

12.02.14.03 BUDGET VARIATION – DELAY IN SELF SUPPORTING LOAN REPAYMENTS FOR BROOKTON MULTIFUNCTIONAL FAMILY CENTRE INC.

FILE REFERENCE: ADM 0311

AUTHORS NAME AND POSITION: Fleur Wilkinson
Project Officer

NAME OF APPLICANT/RESPONDENT: Brookton Multifunctional Family Centre Inc.

DATE REPORT WRITTEN: 10th February 2014

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

PREVIOUS MEETING REFERENCE: 12.10.11.03 and 15.09.12.01 – Previous approvals for a moratorium on loan repayments

SUMMARY:

This report recommends that Council authorise a moratorium on one of the semi-annual, self-supporting loan repayments due from Brookton Multifunctional Family Centre Inc. (BMFC) in 2013/14. Loan repayments will recommence in the first half of 2014/15 and accordingly repayments from BMFC will be extended by 6 months.

Background:

The Shire of Brookton has a self-supporting loan agreement with BMFC with the Shire's outstanding principal liability at 1 July 2013 being \$60,593 and BMFC's principal liability to the Shire being \$66,698.

Annual repayments are made in August and February which, including interest total \$10,144 p.a. until 2020.

In October 2011, Council approved a moratorium on loan repayments for two semi-annual repayments to allow BMFC to free up some cashflow to pay for a proposed newly created position of a Business Manager. Hence BMFC currently owe \$10,144 in delayed loan repayments (including principal, interest and loan fees).

Detail:

The Director of the Centre has written to Council advising that recent changes in the child care regulations has resulted in a requirement for increased staffing, upgrades to the centre and administration time. This has placed a financial burden on the centre in the short term and hence the Committee has asked if the Shire would consider a moratorium on another loan repayment to improve their cashflow for the rest of the 2013/14 financial year.

If approved this would bring the total number of loan repayments deferred via a moratorium to three, which totals \$15,216.

UNCONFIRMED

The Shire's Project Officer is working closely with the Director to assist with the financial management of the business. Should the business be in a position in the next financial year to make up any of the deferred payments, they will be encouraged to do so.

Policy Considerations:

There are no policy implications

Financial Implications:

The Shire will continue to make repayments to the WA Treasury for Self Supporting loan 79 for \$10,144 for the 2013/14 financial year. Whilst the intention of BMFC is to make the deferred repayments as soon as they are financially able, if they do not, there will be 18 months added to the life of the loan with BMFC. Therefore BMFC's commitment will end on 1 February 2022.

Strategic Plan Implications:

There are no Strategic Plan implications relevant to this report.

Voting Requirements:

Absolute majority required.

Officer's Recommendation:

That Council:

1. Authorise a moratorium on loan repayments from the Brookton Multifunctional Family Centre for the self-supporting loan 79 for second loan repayment due in 2013/14.

Council Resolution

12.02.14.03

Moved Cr Crute Seconded Cr Allington

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

CARRIED 7-0

Note – Project Officer entered the meeting at 12:55pm.

Council Resolution

12.02.14.04

Moved Cr Crute Seconded Cr Walker

That Standing Orders 9.1, 9.5 and 9.6 be resumed.

CARRIED 7-0

UNCONFIRMED

Council Resolution

12.02.14.05

Moved Cr Eva Seconded Cr Fancote

That Council:

- 1. Authorise a three month moratorium on loan repayments from the Brookton Multifunctional Family Centre for the self-supporting loan 79 for second loan repayment due in 2013/14.**

CARRIED BY ABSOLUTE MAJORITY 6-1

Reason for Change – Puts fiscal responsibility back on the Committee.

Note – Project Officer left the meeting at 1:17pm.

UNCONFIRMED

12.02.14.04 ANNUAL BUDGET REVIEW

FILE REFERENCE:	ADM 0175 & ADM0503
AUTHORS NAME AND POSITION:	Julie Oliver Deputy Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Shire of Brookton
DATE REPORT WRITTEN:	10 January 2014
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	There is no previous meeting reference.

SUMMARY:

This report recommends that council adopt the budget review as presented. The budget review has been conducted in accordance with regulation 33A of *The Local Government (Financial Management) Regulations 1996*.

Background:

Local Governments are required to conduct a budget review between 1 January and 31 March each financial year. This is a requirement covered by Regulation 33A of the *Local Government (Financial Management) Regulations 1996* (FM Regulations). The intention of the legislation is to ensure local governments conduct at least one budget review between the sixth and ninth month of the financial year.

A budget review is a detailed comparison of the year to date actual results with the adopted or amended budget. It establishes whether a local government is meeting its budget commitments and is receiving income and incurring expenditure in accordance with the adopted or amended budget.

Regulations 33A(2) and (3) of the FM Regulations require the results of the budget review to be submitted to council within 30 days of the review. Council is then to consider the review and determine whether or not to adopt the review, any part of the review or any recommendations made in the review.

Regulation 33A(4) states that within 30 days after council has made a determination, a copy of the review and the determination is to be provided to the Department of Local Government.

Detail:

The projected actual figures presented to council in the Statement of Financial Activity for the period ended 31 January 2014, reflect the anticipated expenditure and income for the period ending 30 June 2014. These projected figures will represent the new amended budget if they are accepted by council.

UNCONFIRMED

The attached budget review includes the following adjustments to the adopted budget:

- Budgeted General Purpose Funding has been reduced by \$42,407 from \$2,916,758 to \$2,874,350 due principally to reduced interest on investments. Own funds were utilised prior to receipt of CLGF and Lotterywest funding.
- Budgeted Health Expenditure has been reduced by \$28,472 from \$61,291 to \$32,818 due to windup of Brookton Community Services support.
- Budgeted Housing expenditure has been reduced by \$18,579 from \$47,062 to \$28,482 due to a reallocation of labour and overheads to the Community Amenities – Sewerage and Water Harvesting program.
- Budgeted Community Amenities Expenditure has increased by \$21,043 from \$105,104 to \$126,147 due to increased compliance in Sewerage/Water Harvesting sub-program.
- Budgeted Recreation and Culture expenditure has been reduced by \$20,175 from \$214,262 to \$194,086 due to loss of Regional Development Australia Funding and reallocation of labour and overheads to other programs.
- Budgeted Public Halls & Pavilions expenditure and revenue have been reduced by \$60,000 due to loss of Regional Development Australia Funding.
- Budgeted Transport Revenue has been increased by \$130,267 from \$894,059 to \$1,024,326 due to receipt of Bridge Infrastructure Operating Grant. Transfer to Unspent Grants Reserve has also been increased by \$143,000.
- Budgeted Economic Services Revenue has been reduced by \$19,514 from \$39,271 to \$19,757 due to reduced Caravan Park occupancy.
- Budgeted Other Property and Services Revenue has been reduced by \$114,464 from \$104,697 to (\$9,767) due to reduced Private Works Activity.
- Budgeted Capital expenditure has been reduced by \$55,378 from \$3,840,701 to \$3,785,323 due to loss of Black Spot Funding and changes to Regional Road Group Submissions.

If the projected actual amounts are adopted as in the amended budget it is expected that the shire will be left with a closing deficit of (\$110,447).

Statutory and Legal Considerations:

Regulation 33A of the *Local Government (Financial Management) Regulations 1996*.

UNCONFIRMED

Policy Considerations:

There is no Council Policy relative to this issue.

Consultation:

There has been no consultation in this matter.

Financial Implications:

The proposed changes will decrease the shire's closing budget deficit from (\$153,845) to (\$110,447).

Strategic Community Plan (2013 – 2023)

No reference

Corporate Business Plan (2013-2017)

No reference

Voting Requirements:

Absolute majority Required

Officer's Recommendation:

That Council:

1. Accept the budget review as presented; and
2. Adopt the projected actual amounts as per the attached schedule as the revised budget amounts for the year ended 30 June 2014.

Council Resolution

12.02.14.06

Moved Cr Crute Seconded Cr Eva

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

CARRIED 7-0

Note – CSM left the meeting at 1:23pm.

Council Resolution

12.02.14.07

Moved Cr Walker Seconded Cr Crute

That Standing Orders 9.1, 9.5 and 9.6 be resumed.

CARRIED 7-0

UNCONFIRMED

Council Resolution

12.02.14.08

Moved Cr Crute Seconded Cr Allington

That Council:

- 1. Accept the budget review as presented; and**
- 2. Adopt the projected actual amounts as per the attached schedule as the revised budget amounts for the year ended 30 June 2014.**

CARRIED BY ABSOLUTE MAJORITY 7-0

ATTACHMENT 12.02.14.04A (as separate attachment)

UNCONFIRMED

12.02.14.05 SUNDRY DEBTOR WRITE-OFFS

FILE REFERENCE: ADM 0115

AUTHORS NAME AND POSITION: Deanne Sweeney
Senior Finance Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 14 January 2014

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

This report recommends a number of sundry debts totaling \$990.00 be written off in accordance with section 6.12 (1) (c) of the *Local Government Act 1995*.

Background:

Under section 6.12 (1) (c) of the *Local Government Act 1995*, Council is able to write off any monies owing by debtors.

Comment:

A schedule of arrears to be written off is presented for Council's approval:

Debtor Number	Name	Date	Reason	Amount
21709	JA Thorne	24/05/2013	Dog Seizure and Destruction	\$990.00

The above debt is overdue by 9 months and is considered to be unrecoverable.

As it is for an Animal Infringement it should not have been raised as a Sundry Debt.

Statutory Environment:

Section 6.12 (1) (c) of the *Local Government Act 1995* applies to sundry debtor write-offs.

Section 6.8 of the *Local Government Act 1995* applies to Budget Variations.

Policy Implications:

There are no policy implications.

UNCONFIRMED

Financial Implications:

Account E148010 is for prior year write-offs. This account has a budget of \$500.00. Should council approve the schedule for write-off, a budget variation of \$490.00 will be required, reducing the net current asset position (closing surplus).

Strategic Plan Implications:

There are no strategic plan implications.

Voting Requirements:

Absolute Majority Required

Recommendation:

That Council:

1. Approves the schedule of arrears totalling \$990.00 to be written off as follows:

Debtor Number	Name	Date	Reason	Amount
21709	JA Thorne	24/05/2013	Dog Seizure and Destruction	\$990.00

2. Approve a budget variation of \$490.00, increasing budgeted expenditure on account number E148010 Prior Year Write-Offs from \$500.00 to \$990.00.

Council Resolution

12.02.14.09

Moved Cr Crute Seconded Cr Fancote

That Council:

1. Approves the schedule of arrears totalling \$990.00 to be written off as follows:

Debtor Number	Name	Date	Reason	Amount
21709	JA Thorne	24/05/2013	Dog Seizure and Destruction	\$990.00

2. Approve a budget variation of \$490.00, increasing budgeted expenditure on account number E148010 Prior Year Write-Offs from \$500.00 to \$990.00.

CARRIED BY ABSOLUTE MAJORITY 7-0

UNCONFIRMED

13.02.14.0 GOVERNANCE REPORT

13.02.14.01 ANNUAL REPORT AND ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2013

FILE REFERENCE:	ADM 0324 & ADM 0117
AUTHORS NAME AND POSITION:	Kevin O'Connor Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	12 February 2014
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	There is no previous meeting reference.

SUMMARY:

The Annual Report for the year ended 30 June 2013, which includes the audited Annual Financial Statements and the Auditor's Report, is presented to Council for acceptance.

Background:

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare an Annual Financial Report for the preceding financial year.

Section 5.53 of the *Local Government Act 1995* requires a local government to prepare an Annual Report for each financial year. A major component of the Annual Report is the Audited Annual Financial Report,

Section 5.54 (1) of the *Local Government Act 1995* requires a local government to accept its Annual Report, by an absolute majority of Council, no later than 31 December after that financial year. Unfortunately we did not receive the Audited Annual Financial Report until the 7th January 2014. Therefore we were unable to comply with Section 5.54 (1). However under Section 5.54 (2) if the Auditors Report is not available in time for the Annual Report to be accepted by the 31st December, the Annual Report is to be accepted no later than 2 months after the Auditors Report becomes available.

Section 5.55 of the *Local Government Act 1995* requires the Chief Executive Officer to give local public notice of the availability of the Annual Report as soon as practicable after it has been accepted by Council.

Detail:

The Shire's Auditors, UHY Haines Norton, have audited the Shire's Annual Financial Statements for 2012 – 13. In the Auditors opinion the Financial Report is in accordance with the Local Government Act 1995 and the Local Government

UNCONFIRMED

(Financial Management) Regulations 1996. There were no matters of non-compliance or significant adverse trends noted in the Auditors Report.

Consultation

Not applicable to this matter.

Statutory and Legal Considerations:

Sections 5.53, 5.54, 5.55 and 6.4 of the *Local Government Act 1995*.
Regulation 10 of the *Local Government (Audit Regulations) 1996*.

Policy considerations:

There are no policy implications relevant to this report.

Financial Implications:

There are no financial implications relevant to this report.

Strategic Community Plan (2013 – 2023):

There are no strategic plan implications relevant to this report.

Corporate Business Plan (2013 – 2017):

The Performance Measures included in the draft Annual Report are from the 2009-15 Strategic Plan. The new Integrated Strategic Plans commenced on the 1 July 2013 and will be reported on in next year's Annual Report.

Officers Comment

The draft 2012/13 Annual Report inclusive of the Financial Report and the Auditor's Report (**attached**) is now presented to Council for acceptance.

Voting Requirements:

Absolute Majority

Recommendation:

That Council:

1. Accept the Shire of Brookton's audited Annual Financial Statements for 2012-13;
2. Accept the Audit Report for 2012-13 from the Shire's Auditors, UHY Haines Norton;
3. Accept the Shire of Brookton's Annual Report for 2012-13; and
4. Give local public notice of the availability of the 2012-13 Annual Report.

Note – CSM returned at 1:50pm.

UNCONFIRMED

Council Resolution

13.02.14.01

Moved Cr Walker Seconded Cr Allington

That Council:

- 1. Accept the Shire of Brookton's audited Annual Financial Statements for 2012-13;**
- 2. Accept the Audit Report for 2012-13 from the Shire's Auditors, UHY Haines Norton;**
- 3. Accept the Shire of Brookton's Annual Report for 2012-13; and**
- 4. Give local public notice of the availability of the 2012-13 Annual Report.**

CARRIED BY ABSOLUTE MAJORITY 7-0

ATTACHMENT 13.02.14.01A (as separate attachment)

UNCONFIRMED

13.02.14.02 ANNUAL ELECTORS MEETING – 2012/2013

FILE REFERENCE:	ADM 0324
AUTHORS NAME AND POSITION:	Kevin O'Connor Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	12 February 2014
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	Ordinary Council Meeting – 20 December 2012 - 13.12.12.04

SUMMARY:

This report recommends a date and time for the 2012-13 Annual Electors Meeting.

Background:

Section 5.27 of the *Local Government Act 1995* requires that an Electors Meeting is held once every financial year not more than 56 days after the Annual Report has been accepted by Council.

Section 5.29 of the *Local Government Act 1995* requires the Chief Executive Officer to give at least 14 days public notice of the date, time and place of the Annual Electors Meeting.

Details:

To comply with the 56 day limit, the meeting will have to be held prior to the 17th April 2014.

The Annual Electors Meeting is proposed to be held Thursday 13 March 2014, commencing at 7:00pm in the Council Chambers.

Statutory Environment:

Sections 5.27 and 5.29 of the *Local Government Act 1995*.

Policy Implications:

There are no policy implications relevant to this report.

Financial Implications:

Cost of local advertising.

Strategic Community Plan Implications:

There are no strategic implications relevant to this report.

UNCONFIRMED

Corporate Business Plan (2013 – 2017):

There are no implications relevant to this report

Officers Comment

To allow for the advertising of the 14 days public notice period, the meeting could not be held any sooner than Thursday 13 March 2014.

Voting Requirements:

Simple Majority

Recommendation:

That Council resolve to hold the Annual Electors Meeting in the Council Chambers at 7:00pm on Thursday 13 March 2014.

Council Resolution

13.02.14.02

Moved Cr Walker Seconded Cr Crute

That Council resolve to hold the Annual Electors Meeting in the Council Chambers at 7:00pm on Thursday 13 March 2014.

CARRIED 7-0

UNCONFIRMED

13.02.14.03 AUDIT COMMITTEE MEETING - MEETING 20 FEBRUARY 2014

FILE REFERENCE:	ADM 0333
AUTHORS NAME AND POSITION:	Kevin O'Connor Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	N/A
DATE REPORT WRITTEN:	13 February 2014
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	Nil

SUMMARY:

The Council is requested to adopt the recommendations from the Audit Committee Meeting held on 20 February 2014.

Background:

An Audit Committee Meeting was held on 20 February 2014.

Detail:

The Committee is required to review the Compliance Audit Return 2013 and report the results of the review to Council.

Statutory and Legal Considerations:

Regulation 14 – Compliance audit return to be prepared – *Local Government (Audit) Regulations 1996*.

Regulation 15 – Completion of compliance audit return – *Local Government (Audit) Regulations 1996*.

Policy Considerations:

There are no Policy Considerations relevant to this report.

Consultation:

No consultation was deemed necessary.

Financial Implications:

There are no Financial Implications relative to this issue.

Strategic Community Plan (2013 – 2023):

There are no Strategic Plan implications relevant to this report.

Corporate Business Plan (2013 – 2017):

There are no Corporate Business Plan implications relevant to this report

UNCONFIRMED

Officer's Comment:

The following recommendation/s was carried by the Committee:

08.02.14.01 COMPLIANCE AUDIT RETURN (CAR) 2013

That the Audit Committee notes the satisfactory results of the Compliance Audit Return 2013 and reports this to the Council.

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Committee Recommendation/s contained in the Audit Committee Minutes of 20 February 2014 be adopted by Council.

Council Resolution

13.02.14.03

Moved Cr Fancote Seconded Cr Mills

That Committee Recommendation 08.02.14.01 contained in the Audit Committee Minutes of 20 February 2014 be adopted by Council.

CARRIED 7-0

UNCONFIRMED

13.02.14.04 LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN

FILE REFERENCE:	ADM 0333
AUTHORS NAME : AND POSITION:	Kevin O'Connor CEO
NAME OF APPLICANT/ RESPONDENT:	Shire of Brookton
DATE REPORT WRITTEN:	12 February 2014
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
PREVIOUS MEETING REFERENCE:	Ordinary Council Meeting 21 February 2013 – Item 13.02.13.01

SUMMARY:

The Compliance Audit Return for the period 1 January 2013 to 31 December 2013 is due on 31 March 2014. The return has been reviewed by the Audit Committee and is now presented for adoption by Council.

Background:

The Compliance Audit Return (CAR) for the period 1 January to 31 December 2013 is required to be submitted to the Department of Local Government and Communities by 31 March 2014, following a review by the Councils Audit Committee.

Details:

The 2013 CAR (attached) is to be adopted by Council and the adoption recorded in the minutes of the meeting at which it is adopted.

After the CAR has been presented to Council a certified copy (i.e. signed by the Shire President and Chief Executive Officer) of the return along with the relevant sections of the minutes and any additional information explaining or qualifying the Compliance Audit Return is to be submitted to the Director General of the Department of Local Government and Communities.

Statutory and Legal Considerations Environment:

Section 7.13 (1) (i) of the *Local Government Act 1995*.

Regulation 14 – Compliance audit return to be prepared – *Local Government (Audit) Regulations 1996*.

Regulation 15 – Completion of compliance audit return – *Local Government (Audit) Regulations 1996*.

UNCONFIRMED

Policy Considerations:

There is no Council Policy relative to this issue.

Consultation:

There has been no consultation on this matter.

Financial Implications:

There are no Financial Implications relative to this issue.

Strategic Community Plan (2013 – 2023)

There are no Strategic Plan implications relevant to this report.

Corporate Business Plan (2013-2017)

There are no Corporate Business Plan implications relevant to this report

Officers Comment:

The proposed changes to the *Local Government (Audit) Regulations 1996* to expand the current role of local government Audit Committees have now been enacted. The Audit Committees role will additionally encompass the annual review of areas such as risk management, internal control and legislative compliance. Information related to these changes and the role and functions of the Audit Committee are attached (attachment 13.02.14.03A).

The Audit Committee report on the review of the 2013 CAR is included in the minutes

Voting Requirements:

Absolute Majority Required

Recommendation:

That Council adopt the Local Government Compliance Audit Return for the period 1 January 2013 to 31 December 2013 as completed and return it to the Department of Local Government and Communities as a true and correct record of the information contained therein.

Council Resolution

13.02.14.03

Moved Cr Crute Seconded Cr Walker

That Council adopt the Local Government Compliance Audit Return for the period 1 January 2013 to 31 December 2013 as completed and return it to the Department of Local Government and Communities as a true and correct record of the information contained therein.

CARRIED BY ABSOLUTE MAJORITY 7-0

ATTACHMENT 13.02.14.03A (as separate attachment)

ATTACHMENT 13.02.14.03B (will be provided after Audit Committee Meeting)

ATTACHMENT 13.02.14.03C (as separate attachment)

UNCONFIRMED

13.02.14.05 WATC-EXECUTION OF THE LOCAL GOVERNMENT MASTER LENDING AGREEMENT

FILE REFERENCE:	ADM 0231
AUTHORS NAME AND POSITION:	Julie Oliver Deputy Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Shire of Brookton
DATE REPORT WRITTEN:	12 January 2014
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	There is no previous meeting reference.

SUMMARY

This report recommends that council authorise the implementation of a Master Lending Agreement for Local Governments (LGMLA) with Western Australian Treasury Corporation (WATC).

Background:

WATC has implemented a Master Lending Agreement for Local Governments. The LGMLA has been developed to incorporate the recently introduced Commonwealth Government's Personal Property Security Act 2009 (PPSA) and to improve the efficiency of the lending processes to local governments. The LGMLA has been reviewed by the State Solicitor's Office and the Department of Local Government and Communities.

Details:

The LGMLA sweeps all existing loans under the LGMLA and facilitates future borrowings under the one agreement thereby removing the need for individual loan agreements to be executed under the seal each time the Shire of Brookton borrows from WATC. Any borrowing under the LGMLA will be still subject to WATC's credit approval policy at the time of the application, and the release of funds is subject to the issuance of a firm rate quote by WATC and its acceptance by an authorised signatory of the Shire of Brookton.

Statutory and Legal Considerations:

Sections 6.20 and 6.21 of the *Local Government Act 1995*.

Policy Implications:

There are no policy implications relevant to this report.

UNCONFIRMED

Consultation:

Department of Local Government and Communities.

Financial Implications:

There are no financial implications relevant to this report.

Strategic Community Plan (2013 – 2023)

There are no strategic implications relevant to this report.

Corporate Business Plan (2013 – 2017):

There are no implications relevant to this report

Officers Comment:

This agreement will simplify future borrowing processes by requiring only an addendum to the existing agreement. The Master Lending Agreement between Western Australian Treasury Corporation and the Shire of Brookton has been tabled.

Voting Requirements:

Simple Majority required.

Officer's Recommendation:

That Council resolves:

- i) That the Shire of Brookton enters into a Master Lending Agreement with Western Australian Treasury Corporation as per the document tabled at this meeting.
- ii) To approve the affixation of the Common Seal of the Shire of Brookton to the said Master Lending Agreement in the presence of the President and the Chief Executive Officer or an Agent or a Senior Employee of the Shire of Brookton authorised by the Chief Executive Officer each of whom shall sign the document to attest the affixation of the Common Seal thereto; and
- iii) That the Chief Executive Officer, Agent or any one of the Senior Employees of the Shire of Brookton authorised by the Chief Executive Officer from time to time is authorised to sign schedule documents under the Master Lending Agreement and or to give instructions thereunder on behalf of the Shire of Brookton.

UNCONFIRMED

Council Resolution

13.02.14.04

Moved Cr Walker Seconded Cr Allington

That Council resolves:

- i) That the Shire of Brookton enters into a Master Lending Agreement with Western Australian Treasury Corporation as per the document tabled at this meeting.**
- ii) To approve the affixation of the Common Seal of the Shire of Brookton to the said Master Lending Agreement in the presence of the President and the Chief Executive Officer or an Agent or a Senior Employee of the Shire of Brookton authorised by the Chief Executive Officer each of whom shall sign the document to attest the affixation of the Common Seal thereto; and**
- iii) That the Chief Executive Officer, Agent or any one of the Senior Employees of the Shire of Brookton authorised by the Chief Executive Officer from time to time is authorised to sign schedule documents under the Master Lending Agreement and or to give instructions thereunder on behalf of the Shire of Brookton.**

CARRIED 7-0

UNCONFIRMED

13.02.14.06 LETTER OF AGREEMENT – AGED SUPPORT AND CARE SOLUTIONS

FILE REFERENCE:	ADM 0098
AUTHORS NAME AND POSITION:	Kevin O'Connor Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Shire of Beverley
DATE REPORT WRITTEN:	13 February 2014
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	There is no previous meeting reference.

SUMMARY

For Council to consider entering into a collaboration agreement with the Shires of Beverley and Pingelly to progress Aged Support and Care Solutions in line with the Wheatbelt Integrated Aged Care Plan.

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 project has produced individual Council needs and gap analysis as well as by sub-region and culminated in the preparation of a whole of Wheatbelt Integrated Aged Care Plan with recommended actions.

Details:

The purpose of the three Shires collaborating on this issue, through a Letter of Agreement (**attached**), is to recognise an alliance formed between the Local Governments to progress sustainable Aged Care Planning, Services and Support within and between our communities.

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.

Statutory and Legal Considerations:

The letter of agreement is not a legal document and does not relate to any legislation.

UNCONFIRMED

Policy Considerations:

There is no Policy relevant to this issue.

Consultation:

There has been no public consultation on this issue, only discussions with the other Shires and the Wheatbelt Development Commission

Financial Implications:

The only financial implications are in relation to hosting meetings

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 letter of agreement is a means of formalising the current working groups activities, last meeting notes **Attached**, so that when lobbying opportunities arise we can present a collaborative approach on behalf of our three communities.

Voting Requirements:

Simple majority

Officer's Recommendation:

That Council agree to enter into a Letter of Agreement with the Shires of Beverley and Pingelly to progress Aged Support and Care Solutions on behalf of the three communities.

Council Resolution

13.02.14.05

Moved Cr Allington Seconded Cr Mills

That Council agree to enter into a Letter of Agreement with the Shires of Beverley and Pingelly to progress Aged Support and Care Solutions on behalf of the three communities.

CARRIED 7-0

ATTACHMENT 13.02.14.05A

ATTACHMENT 13.02.14.05B

UNCONFIRMED

ATTACHMENT 13.02.14.05A

Shires of Beverley, Brookton and Pingelly

Letter of Agreement

To progress Aged Support and Care Solutions

UNCONFIRMED

Index

1. Letter of Agreement
2. General Principles
3. Roles and Responsibilities
4. Term of Agreement
5. Winding up of Agreement

UNCONFIRMED

1. **Letter of Agreement**

This Letter of Agreement is to recognise an alliance formed between the Local Governments of Beverley, Brookton and Pingelly to progress sustainable Aged Care Planning, Services and Support within and between our communities.

We believe that by working together:

- Better economies of scale will be achieved.
- As a subregional group, provide an integrated, consistent approach to the services and infrastructure needed for Aged Friendly Communities, Aged in Placing Housing, Home and Community Care Services, Provider Packages, Respite Care and Residential Services.
- Recognise both Federal and State government current trends.

2. **General Principles**

The Local Governments of Beverley, Brookton and Pingelly agree to:

- Recognise that collaboration can achieve better aged care planning and development outcomes.
- Share opportunities, resources and intellectual property to reduce duplication.
- Be flexible and open to new approaches to delivery and funding.
- Acknowledge the needs and constraints of all spheres of government, community and stakeholders.
- Adopt a realistic approach to funding and resource issues.
- Undertake appropriate consultation to facilitate understanding and consensus.
- Until otherwise established communication to the community on issues of relevance is undertaken by consensus.

3. **Roles and Responsibilities**

Committee

- Each Local Government is to have a CEO and two councillors as their representatives.

UNCONFIRMED

- All committee members may participate in meetings in a non-voting capacity.
- In all strategic and planning issues, consensus will be reached to make recommendations back to individual Councils for ratification.
- Each Local Government will have one (1) vote.

Chairperson

- Until otherwise agreed there will be a rotational Chairperson who will be an elected member of the host Local Government.

Minutes & Agenda

- Meetings to be rotational and held bi-monthly.
- The host Council will minute the meeting.
- Minutes to be distributed within two weeks of that meeting.
- Agenda to be set by the host Local Government in conjunction with the most recent host Council.
- Briefing notes of deputations and non-committee meetings to be provided by the organising/lead Council for specific projects/tasks.

4. Term of Agreement

Unless wound up this agreement will remain in place in perpetuity.

5. Winding up of Agreement

Either the Shire of Beverley, Brookton or Pingelly may, at any time, terminate this agreement by giving three (3) months notice in writing to the other parties.

UNCONFIRMED

The undersigned agree to abide by underlying principles and commitments (outlined) on which the arrangements are based.

Signed by.....on behalf of the Council of Beverley

Before.....

Date.....

Signed by.....on behalf of the Council of Brookton

Before.....

Date.....

Signed by.....on behalf of the Council of Pingelly

Before.....

Date.....

UNCONFIRMED

ATTACHMENT 13.02.14.05B

BBP AGED SUPPORT and CARE SOLUTIONS

MINUTES AND ACTION STATEMENT

Venue:	Shire of Brookton	Date of Meeting:	Tuesday 28 January 2014
Chair:		Start Time:	4:00pm
Recorder:	Stephen Gollan	Finish Time:	5:29pm
MEMBERS PRESENT:	<u>Shire of Beverley</u> Dee Ridgway, Stephen Gollan <u>Shire of Brookton</u> Katrina Crute, Neil Walker Kevin O'Connor, <u>Shire of Pingelly</u> Shirley Lange, Lee Steel Gavin Pollock		
OTHER ATTENDEES:			
APOLOGIES:			
OTHER:			

ITEM	Topic – ACTION TO BE TAKEN	NAME	DUE DATE	STATUS
1	<i>Memorandum of Understanding(MOU)</i> Establish MOU / Letter of Agreement	Stephen Gollan		Completed and forwarded to CEO's
2	<i>MOU to be Agreed Upon</i> MOU to be received by Councils			
3	<i>Aged – Friendly Communities Study</i> Forward a copy of the report prepared by 4WD group to member Councils.	Stephen Gollan		Completed January 2014
4	<i>Wheatbelt Regional Plan 2013 – 2018</i> Contact to be made with Regional Development Australia Wheatbelt (RDA) to obtain report.	Kevin O'Connor		Report circulated 31 January 14

UNCONFIRMED

5	<p><i>Doug Faircloth – Verso Consulting</i></p> <p>Contact to be made with Verso Consulting regarding the group conducting an Infrastructure / Service Audit of our communities and a Study Tour on Aged – Friendly Communities. Arrange a meeting date.</p>	Dee Ridgway		Contact made and meeting scheduled for Wednesday 26 th Feb 14 at 10:00am.
6	<p><i>Funding of Study Tour</i></p> <p>Contact be made with Lee Grymas at Lotterywest regarding funding to undertake a Study Tour</p>	Lee Steel		

NEXT MEETING	
DATE:	
TIME:	
VENUE:	Shire of Beverley

UNCONFIRMED

14.02.14.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

16.02.14.0 CONFIDENTIAL REPORT

Nil

17.02.14.0 NEXT MEETING

The next Ordinary meeting of Council will be on Thursday 20 March 2014 at 12.30 pm.

18.02.14.0 CLOSURE

There being no further business the Presiding Member closed the meeting at 1:57pm.