



Shire of Brookton

ORDINARY COUNCIL MEETING

MINUTES

Thursday 21 May 2015

These minutes were confirmed by Council as a true and correct record of the Ordinary Council meeting held on 21 May 2015.

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 21 May 2015.
Commencing at 12.30 pm.

TABLE OF CONTENTS

Contents

1.05.15	DECLARATION OF OPENING / ATTENDANCE / APOLOGIES	4
2.05.15	ANNOUNCEMENT OF VISITORS	4
3.05.15	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	4
4.05.15	PUBLIC QUESTION TIME	4
5.05.15	APPLICATIONS FOR LEAVE OF ABSENCE	4
6.05.15	PETITIONS/ DEPUTATIONS / PRESENTATION	4
7.05.15	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	5
8.05.15	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	5
9.05.15	DECLARATIONS BY MEMBERS & OFFICERS	5
10.05.15.0	TECHNICAL & DEVELOPMENT SERVICES REPORT	6
<i>10.05.15.01</i>	<i>SUBDIVISION APPLICATION – LOTS 5822, 5823 LUPTONS ROAD, JELCOBINE.....</i>	<i>6</i>
<i>10.05.15.02</i>	<i>DEVELOPMENT APPLICATION – OUTBUILDING (SHED) – 3 (LOT 1) RODGERS COURT, BROOKTON</i>	<i>10</i>
<i>10.05.15.03</i>	<i>PLANT AND WORKS COMMITTEE MINUTES – 7 MAY 2015</i>	<i>17</i>
11.05 15.0	COMMUNITY SERVICE REPORT	22
12.05.15.0	FINANCE & ADMINISTRATION REPORT	22
<i>12.05.15.01</i>	<i>LIST OF ACCOUNTS FOR PAYMENT</i>	<i>22</i>
<i>12.05.15.02</i>	<i>FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIOD 30 APRIL 2015</i>	

12.05.15.03	<i>KALKARNI RESIDENTIAL AGED CARE FACILITY BUDGET AMENDMENTS</i>	46
12.05.15.04	<i>CORPORATE BUSINESS PLAN 2015-1019 – ADOPTION</i>	
13.05.15.0	GOVERNANCE REPORT	50
13.05.15.01	<i>PROPOSED EXTRACTIVE INDUSTRIES AMENDMENT LOCAL LAW 2015</i>	
13.05.02	<i>STRATEGIC COMMUNITY PLAN 2013-23 - INTRIM REVIEW</i>	
13.05.15.03	<i>WORKFORCE PLAN - REVIEW</i>	56
13.05.15.04	<i>BROOKTON HIGHWAY LAND ACQUISITION – TRUCK BAY</i>	
13.05.15.05	<i>ROAD WISE ROAD CRASH TRAILERS – SHIRE SUPPORT</i>	60
14.05.15.0	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	62
14.05.15.01	FINAL ADOPTION – REVIEWED SHIRE OF BROOKTON HERITAGE INVENTORY	62
15.05.15.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING – ELECTED MEMBERS, OFFICERS	64
15.05.15.01	<i>BBP INFRASTRUCTURE AND SERVICES AUDIT REPORT</i>	
16.05.15.0	CONFIDENTIAL REPORT	68
17.05.15.0	NEXT MEETING	68
18.05.15.0	CLOSURE	68

1.05.15 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES

The Presiding Member opened the meeting at 12.35 pm and welcomed Councillors and staff.

Attendance

Elected Members

Cr KT Wilkinson – Shire President (Presiding Member)
Cr KL Crute - Deputy Shire President
Cr R T Fancote
Cr N Walker
Cr L Allington
Cr T Eva

Staff

Kevin O'Connor	Chief Executive Officer
Evelyn Arnold	Deputy Chief Executive Officer
Stefan De Beer	Shire Planner
Gail Lilly	Executive Support and Administration Officer
Carina Whittington	Community Services Manager

Members of the Public

NIL

Leave of Absence

Cr K H Mills

Apologies

Nil

2.05.15 ANNOUNCEMENT OF VISITORS

NIL

3.05.15 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.05.15 PUBLIC QUESTION TIME

Nil

5.05.15 APPLICATIONS FOR LEAVE OF ABSENCE

Council Resolution

5.05.15.01

Moved Cr Crute Seconded Cr Allington

That Cr Walker be granted Leave of Absence for the July 2015 Council Meeting

CARRIED 6-0

6.05.15 PETITIONS/ DEPUTATIONS / PRESENTATION

Nil

7.05.15 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Council Resolution

7.05.15.02

Moved Cr Allington

Seconded Cr Walker

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers on Thursday 16 April 2015 be confirmed as a true and correct records of proceedings.

CARRIED 6-0

8.05.15 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

Condolences

Mary Lee (Card to go to Rosemary Bowring)

Judy Yeo

9.05.15 DECLARATIONS BY MEMBERS & OFFICERS

Nil

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.	Members	Type of Interest	Nature of Interest

10.05.15.0 TECHNICAL & DEVELOPMENT SERVICES REPORT

10.05.15.01 SUBDIVISION APPLICATION – LOTS 5822, 5823 LUPTONS ROAD, JELCOBINE

FILE REFERENCE: S151752

AUTHORS NAME AND POSITION: Stefan de Beer
Shire Planner

NAME OF APPLICANT/RESPONDENT: Peter Gow

DATE REPORT WRITTEN: 8 May 2015

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

PREVIOUS MEETING REFERENCE: No previous meeting reference.

SUMMARY:

An application has been received to subdivide Lots 5822 & 5823 Luptons Road, Jelcobine. It will be recommended the application be approved.

Background:

An application to rearrange the boundaries of lot 5822 & 5823 through a subdivision and amalgamation exercise has been received.

Details:

The proposed subdivision will rearrange the boundaries of lots 5822 and 5823 as depicted in the accompanying subdivision sketch plan (Attachment 10.05.15.01A). The properties are zoned '*Farming*' and contains agricultural related infrastructure.

Statutory and Legal Considerations:

Subdivision is determined by the Western Australian Planning Commission in compliance with state policies and the Shire of Brookton's planning framework. Council's recommendation is considered when determining the application.

Policy Considerations:

There are no policy implications in relation to this submission.

Consultation:

No consultation was done for this application.

Financial Implications:

There are no financial implications relative to this application.

Strategic Plan Implications:

Strategic Community Plan (2013 – 2023):

- No specific implication relative to this submission.

Corporate Business Plan (2013 – 2017):

- No specific implication relative to this submission.

Local Planning Strategy:

- The proposal complies with the Local Planning Strategy directives for subdivision.

Officer's Comment:

The proposal is in pace with the Shire's Local Planning Strategy and relevant State Policies governing subdivisions.

Voting Requirements:

Simple majority required.

Officer's Recommendation:

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 151752 for the subdivision of Lot 5822 & Lot 5823 Luptons Road, Jelcobine be approved, subject to the following advice note:

The Commission's approval should not be construed as an approval for development on any of the lots proposed.

Council Resolution

10.05.15.01

Moved Cr Eva

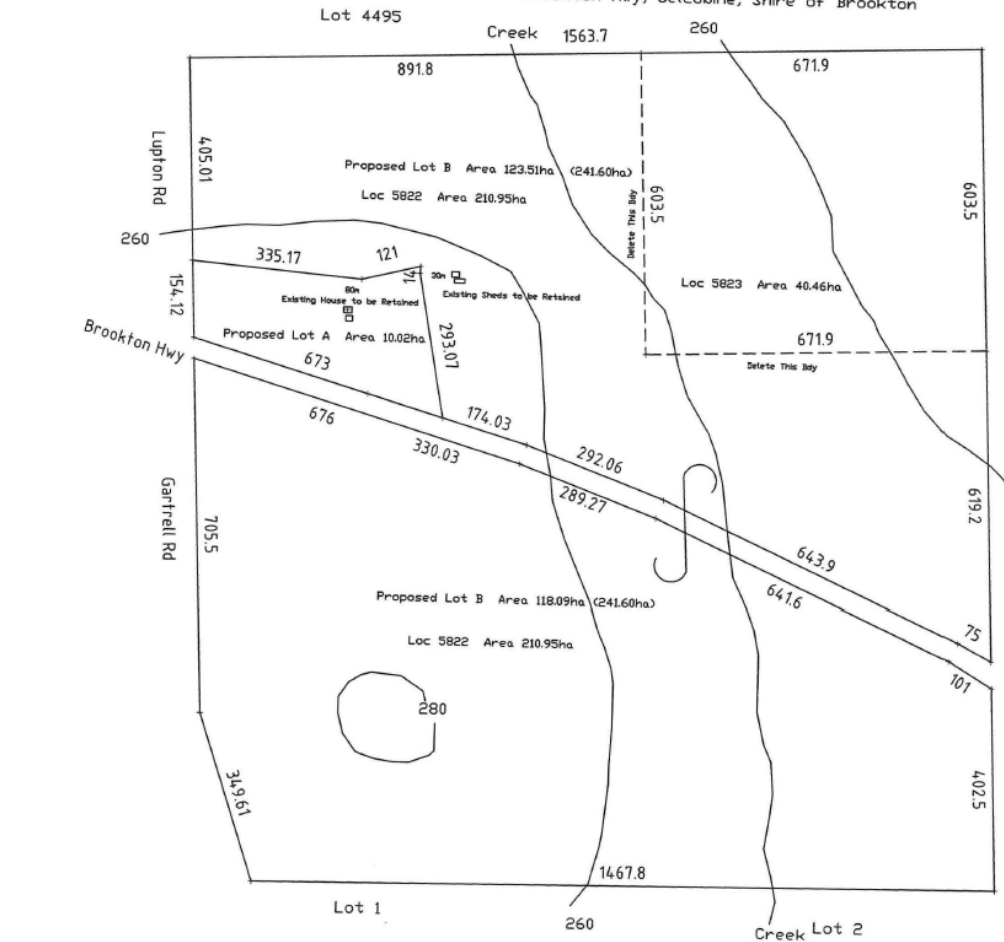
Seconded Cr Allington

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 151752 for the subdivision of Lot 5822 & Lot 5823 Luptons Road, Jelcobine be approved, subject to the following advice note:

The Commission's approval should not be construed as an approval for development on any of the lots proposed.

CARRIED 6-0

Proposed Subdivision Lots 5822 and 5823
Brookton Hwy, Jelcobbine, Shire of Brookton

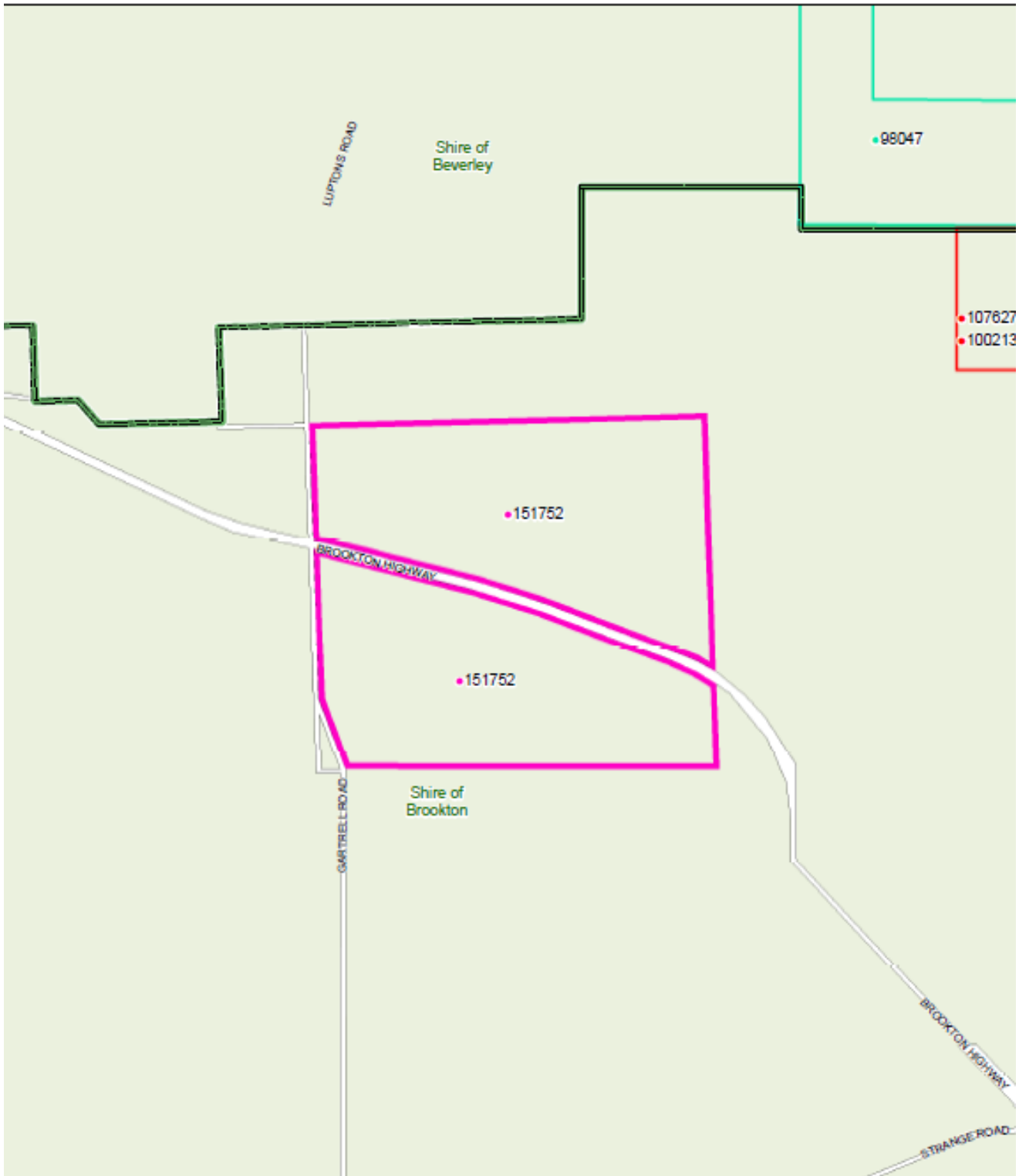


North
Scale 1: 10000 @ A4 plot
18/03/15
Subject to Survey
Contour Int 20m
Plan produced from aerial photography

DEPARTMENT OF PLANNING	
DATE	FILE
09/04/2015	151752

Lot 19028
Existing Lots 2
Loc 5822 Area 210.95ha
Loc 5823 Area 40.46ha
Proposed Lots 2
Proposed Lot A Area 10.02ha
Proposed Lot B Area 241.60ha

Lot 9190
PH and KE Gow (Licensed Surveyors) 98815140

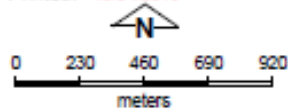


LOCATION PLAN

Subdivision Application 151752

Decision: **Outstanding**

Printed: 13/04/2015



This data is to be used only for the processing of Subdivision Application

Legend

Subdivision Applications

- Conditional Approval
- Outstanding
- Refused

Local government boundary

Existing Zones and Reserves

Farming



Department of Planning



Referrals and Easements

Produced by GeoSpatial Planning Support, Department of Planning, Perth WA
 Base information supplied by Western Australian Land Information Authority LI 646-2014-3

**10.05.15.02 DEVELOPMENT APPLICATION – OUTBUILDING (SHED) – 3 (LOT 1)
RODGERS COURT, BROOKTON**

FILE REFERENCE: P298

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

**NAME OF APPLICANT/
RESPONDENT:** BJ Coote

DATE REPORT WRITTEN: 9 May 2015

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

It is proposed to construct an Outbuilding at 3 (Lot 1) Rogers Court, Brookton that will require a variation of the Council Policy on Outbuildings. It will be recommended the application be approved.

Background:

The subject site is 6,366 m² in extent, zoned *Residential R10/R25* and contains a single dwelling and outbuildings. The proposal is to construct an additional outbuilding of a wall & roof height and footprint area in excess of the maximum wall, roof height and footprint area permitted in Council's Outbuilding Policy. The maximum permissible wall & roof height and footprint area for an outbuilding in abovementioned policy are respectively 3 m & 4 m, with a maximum footprint area of 75 m². The proposed outbuilding is to have a maximum wall height of 4.2m, roof height at the apex of approximately 5.48 m, and a footprint area of 180 m².

The aggregate footprint of the all the outbuildings on the subject site (existing and proposed) will also bring the total footprint area of the outbuildings to approximately 222 m² which is 147 m² more than the total aggregate permitted in the Outbuilding Policy (the extent of the footprint of the existing outbuilding measures approximately 42 m² and the extent of the footprint of the proposed outbuilding will measure approximately 180 m²).

A reduced front setback is also being applied for. The proposal is to have a front setback of 3 meters from the primary street, whereas the Residential Design Codes requires a minimum setback of 7.5 meters from the primary street.

Details:

The application is being referred to Council as certain elements of the design, as described above, are beyond the maximum allowed under Council's Outbuilding Policy in the *Residential R10* Zone as well as the setback requirements of the Residential Design Codes. The proposed outbuilding is to be used for storage of a boat, caravan and utility. (Attachment 10.05.15.02A)

Statutory and Legal Considerations:

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

Policy Considerations:

A variation to Council's Outbuilding Policy is required.

Consultation:

The application was referred to the immediate surrounding neighbours and no objections were recorded.

Financial Implications:

There are no financial implications relative to this issue.

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

- No specific implication relative to this application.

Corporate Business Plan (2013 – 2017):

- No specific implication relative to this application.

Local Planning Strategy:

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

Officer's Comment:

It is not considered that the proposed location of the new outbuilding on the lot and the reduced setback will have a negative impact on amenity or streetscape. To further minimise disturbance to amenity it will be recommended, should Council approve the application, the outbuilding be clad in Colorbond or similar as a condition of approval.

It is submitted that the limited visibility of the proposed structure from Brookton Highway and the location of existing buildings and vegetation will further limit any negative impact on the amenity of the area.

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

Voting Requirements:

Simple majority required.

Officer's Recommendation:

That Council grant Planning Approval for an Outbuilding at 3 (Lot 1) Rodgers Court, Brookton, subject to the following conditions and advice notes:

Conditions:

- 1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.**
- 2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.**

3. The outbuilding shall not be used for commercial or industrial activity or human habitation.
4. External walls are to be clad with a non reflective finish, such as Colorbond or similar approved material, in a colour which is in harmony with the existing built form in the area, to the satisfaction of the Shire Planner.

Advice Notes:

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

Council Resolution

10.05.15.02

Moved Cr Walker

Second Cr Allington

That Council grant Planning Approval for an Outbuilding at 3 (Lot 1) Rodgers Court, Brookton, subject to the following conditions and advice notes:

Conditions:

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

Advice Notes:

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

CARRIED 6-0

Stefan de Beer

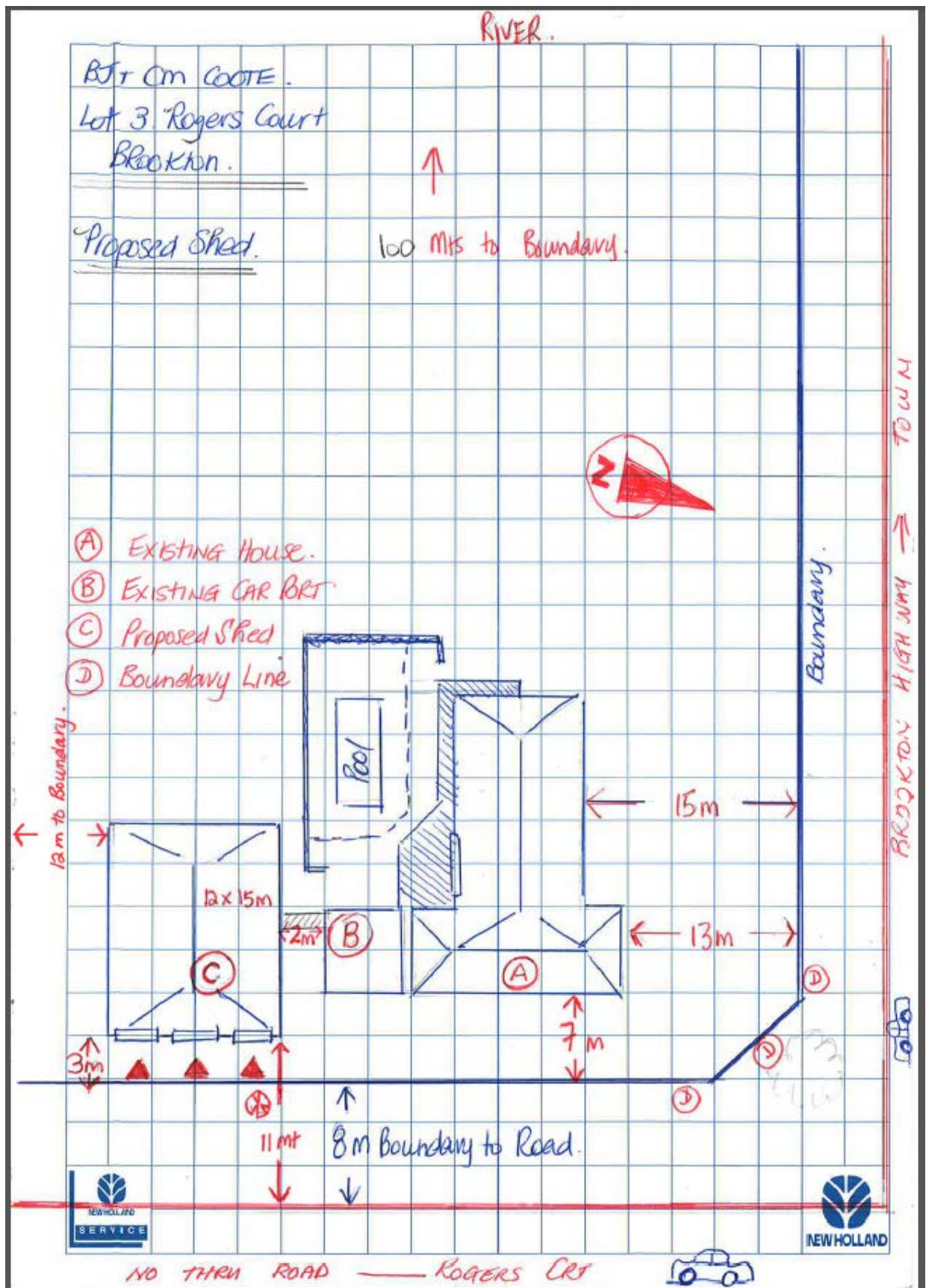
From: Barry Coote <cootemts@bigpond.net.au>
Sent: Monday, 20 April 2015 3:02 PM
To: Stefan de Beer
Subject: Shed planning approval

Dear Stefan,

We are applying to have a shed built on our block at lot 3 Rogers Crt . Brookton. The shed that we would like to build is larger than the R10 policy recommends for the following reasons

1. The shed is two store our Boat , Caravan and utility. The shed needs to be 5.48 m at it's apex in order to fit the boat through a roller door.
2. The length is needed to be able to drive a utility and boat on trailer into the shed.
3. We have planted tree's and shrubs to make the proposed shed less visible from the Brookton highway and to add to the amenity of the neighbourhood .
4. Setback from the sealed road surface is 11 metres and 3 metres from property boundary. This is to allow us to keep our views of the river,bush and saddleback hill from our summer patio area that overlooks our swimming pool.
5. Our block is aprox. 6,000 square mts.
6. There are other sheds in this area that are also bigger than the policy allows.
7. The materials used to build the shed will be steel colour bond to blend in with the surrounds.

Barry & Chris Coote
cootemts@bigpond.net.au



Peace of mind
Guaranteed

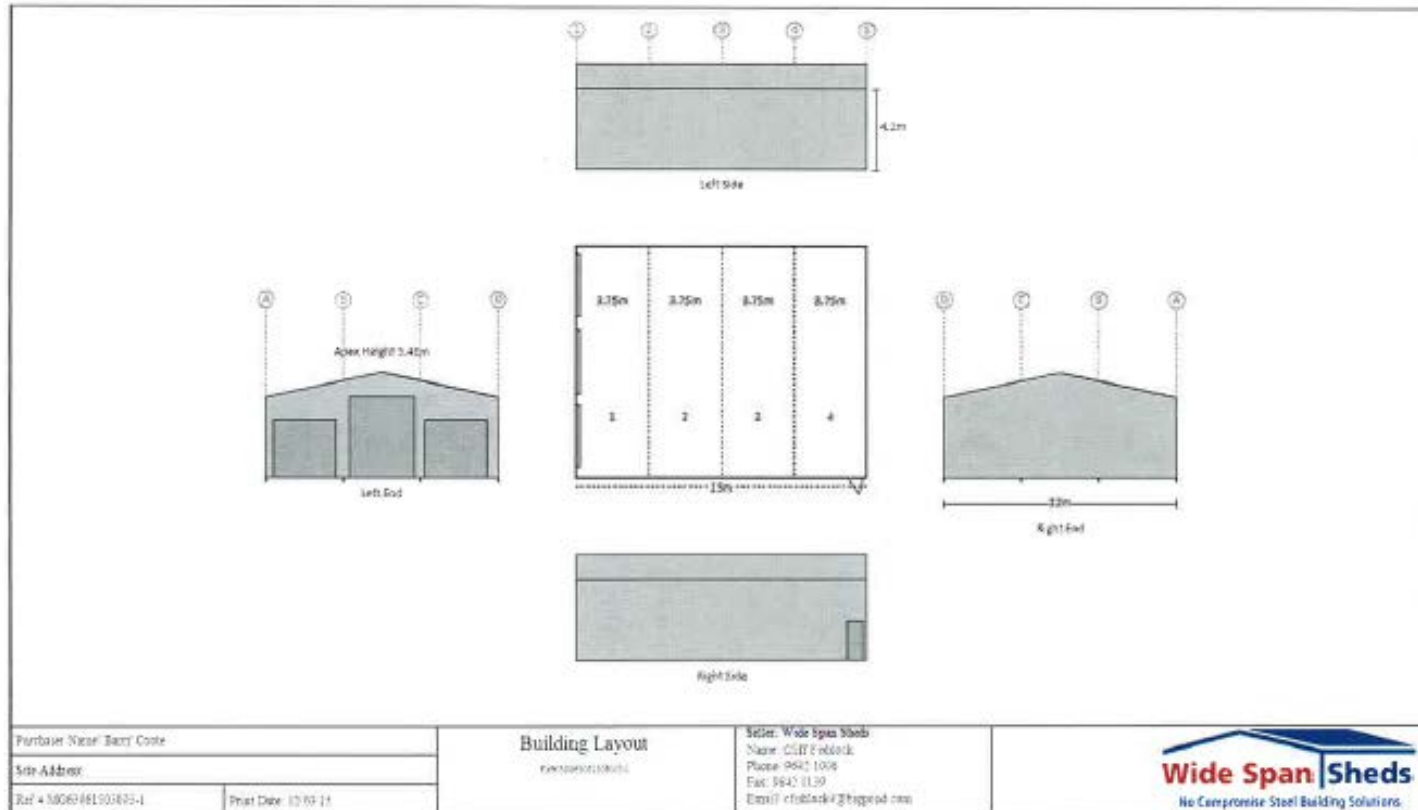
**SHED
SAFE**



...we've got you covered!

www.sheds.com.au

Building Layout



10.05.15.03 PLANT AND WORKS COMMITTEE MINUTES – 7 MAY 2015

FILE REFERENCE: ADM 0545

AUTHORS NAME AND POSITION: Courtney Fulwood
WATO

NAME OF APPLICANT/RESPONDENT: N/A

DATE REPORT WRITTEN: 12th May 2015

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 7th May 2015

Background:

A Plant and Works Committee Meeting was held on 7th May 2015.

Detail:

The committee considered various items including the road inspection, road program and plant replacement program.

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:

The recommendations will be considered as part of the 2015/16 budget adoption process.

Strategic Community Plan (2013 – 2023):

Strategy 3.1.1 - *Develop and implement long-term Asset Management Plans for all Council assets*

Strategy 3.1.2 - *Implement the townscape improvement plan.*

Corporate Business Plan (2015 – 2019):

Activities and Services - *Develop plans and seek funding to implement prioritized objectives.*

Officer's Comment:

The following recommendations were carried by the Committee:

8.05.15.1 Updated 10 Year Plant Replacement Program

RECOMMENDATION:

8.05.15.1

That the Ten (10) Year Plant Replacement Program as presented be adopted.

9.05.15.1 Buckingham Rd – New Road Alignment

RECOMMENDATION:

9.05.15.1

That Council dedicate road reserves and close sections of unconstructed road reserves on Buckingham Rd and Beecroft Rd as depicted on the attached sketch plan (Attachment 9.05.15.01 A), in order to formalise the existing as-constructed alignment of Buckingham Road and Beecroft Road. Instruct the Shire Planner to initiate the appropriate road closure and road dedication actions to achieve the desired outcome.

9.05.15.2 Corberding Rd – Hillcroft Rd – Dale Kokeby Rd Intersection

RECOMMENDATION:

9.05.15.2

That before responding to Mr Hobbs, Council clarify with the Shire of Beverley that Corberding Rd terminates at the York Williams Rd.

9.05.15.3 Railway Station Parenting Room

RECOMMENDATION:

9.05.15.3

That Council allocate budget funds for new floor coverings, internal painting, replacement of sink and new signage. The parenting room to be opened and closed in conjunction with the public toilets.

9.05.15.4 Removal of Old Goods Shed

RECOMMENDATION:

9.05.15.4

That Council request staff to investigate the safety aspects and associated costs of working adjacent to the railway line and call for tenders to remove the building.

10.05.15.1 Road Works and Capital Projects 2015/16.

RECOMMENDATION:

10.05.15.1

That Council adopts the 2015/16 Road Works Programme as attached.

10.05.15.2 Robinson Road Upgrade and Main Street Enhancement

RECOMMENDATION:

10.05.15.2

That Council agrees to proceed with the Robinson Road and Main Street Enhancement project while acknowledging that the grant funding has not yet been confirmed.

10.05.15.3 Black Spot Funding – Brookton-Kweda Rd

RECOMMENDATION:

10.05.15.3

That Council request staff to apply for Black Spot funding for Brookton-Kweda Rd preliminary works.

11.05.15.1 Endorse Ten Year Road Programme

RECOMMENDATION:

11.05.15.1

That Council endorses the Ten Year Road Programme.

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Committee Recommendations 8.05.15.1, 9.02.15.1, 9.05.15.2, 9.05.15.3, 9.05.15.04, 10.05.15.1, 10.05.15.2, 10.15.15.3 and 11.05.15.1 contained in the Plant and Works Committee Minutes of 7th May 2015 be adopted by Council.

Council Resolution

10.05.15.03

Moved Cr Crute

Seconded Cr Fancote

That Committee Recommendations 8.05.15.1, 9.02.15.1, 9.05.15.2, 9.05.15.3, 9.05.15.04, 10.05.15.1, 10.05.15.2, 10.15.15.3 and 11.05.15.1 contained in the Plant and Works Committee Minutes of 7th May 2015 be adopted by Council.

CARRIED 6-0



11.05 15.0 COMMUNITY SERVICE REPORT

Nil

12.05.15.0 FINANCE & ADMINISTRATION REPORT

12.05.15.01 LIST OF ACCOUNTS FOR PAYMENT

FILE REFERENCE:

AUTHORS NAME AND POSITION: Corinne Kemp
Finance Officer

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 12th May 2015

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 30th April 2015 are 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 12.05.15.01A.

To 30th April 2015

Municipal Account

Direct Debits	\$	90,124.72
EFT	\$	468,655.01
Cheques	\$	32,054.38
Trust Account	\$	730.00

Statutory and Legal Considerations:

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

Policy Considerations:

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

Financial Implications:

There are no financial implications relevant to this report.

Strategic Community Plan (2013 – 2023)

No reference

Corporate Business Plan (2014-2018)

No reference

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 30th April 2015, per the summaries included in Attachment 12.05.15.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 30th April 2015:***Municipal Account***

Direct Debits	\$	90,124.72
EFT	\$	468,655.01
Cheques	\$	32,054.38
<i>Trust Account</i>	\$	730.00

Council Resolution

12.05.15.01

Moved Cr Crute

Seconded Cr Fancote

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 30th April 2015, per the summaries included in Attachment 12.05.15.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 30th April 2015:***Municipal Account***

Direct Debits	\$	90,124.72
EFT	\$	468,655.01
Cheques	\$	32,054.38
<i>Trust Account</i>	\$	730.00

CARRIED 6-0

APRIL 2015 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 21 MAY 2015

ATTACHMENT 12.05.15.01A

Chq/EFT	Date	Name	Description	Amount
941	01/04/2015	BROOKTON OLD TIME MOTOR SHOW	BOND REFUND FOR HIRE OF WB EVA PAVILION 24/02/15	\$ 110.00
942	01/04/2015	CBH MERREDIN	BOND REFUND FOR HIRE OF MEMORIAL HALL 12/03/15	\$ 110.00
943	01/04/2015	COLIN & KAREN MILLS	BOND REFUND FOR HIRE OF WB EVA PAVILION	\$ 400.00
944	01/04/2015	THE SHEEP'S BACK	BOND REFUND FOR HIRE OF WB EVA PAVILION	\$ 110.00
			TOTAL TRUST	\$ 730.00

Chq/EFT	Date	Name	Description	Amount
EFT6364	01/04/2015	1 STOP RECORDS CONSULTING	RECORD MANAGMENT CONSULTING 23/03/15 TO 31/03/15	\$ 1,209.00
EFT6365	01/04/2015	ARM SECURITY	ALARM MONITORING CHARGES 01/04/15 TO 30/06/15	\$ 118.40
EFT6366	01/04/2015	AURELIA'S CATERING SERVICE	COUNCIL DINNERS	\$ 640.00
EFT6367	01/04/2015	BAPTISTCARE	PURCHASE OF BED & MATTRESS FOR KALKARNI RESIDENCY	\$ 1,591.50
EFT6368	01/04/2015	BROOKTON PLUMBING	SUPPLY & INSTALL HOT WATER SYSTEMS AT UNIT 1 & 3 MADISON SQUARE, URINAL & SHOWERS AT SWIMMING POOL, INSTALL OVENS IN UNITY 1,2 & 4 MADISON SQUARE, SUPPLY & INSTALL HOT WATER SYSTEM UNIT 1 MADISON SQUARE	\$ 7,908.50
EFT6369	01/04/2015	CHILD SUPPORT AGENCY EMPLOYER	PAYROLL DEDUCTIONS	\$ 264.94
EFT6370	01/04/2015	COUNTRY COPIERS	COPIER MONTHLY READING FEBRUARY 2015	\$ 525.94
EFT6371	01/04/2015	COURIER AUSTRALIA	FREIGHT	\$ 101.71
EFT6372	01/04/2015	DEANNE SWEENEY	REIMBURSEMENT OF TRAVEL FOR TRAINING 30/03/15	\$ 244.10
EFT6373	01/04/2015	MISS BOBBI JANE WHEELER	MARKETING & DEVELOPMENT - MILLY MOLLY MANDY'S	\$ 770.00
EFT6374	01/04/2015	NICHOLLS BUS & COACH SERVICE	ANNUAL INSPECTION FEE FOR COMMUNITY BUS	\$ 144.30
EFT6375	01/04/2015	OFFICEWORKS BUSINESS DIRECT	STATIONERY PURCHASES	\$ 182.57
EFT6376	01/04/2015	PINDAN	PROGRESS PAYMENT - BUILDING TO LOCK UP STAGE - MONTGOMERY ST	\$ 95,263.14
EFT6377	01/04/2015	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 160.00
EFT6378	01/04/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES 03/03/15 TO 11/03/15	\$ 1,168.74
EFT6379	01/04/2015	WANNEROO TROPHY SHOP	MEDALLIONS FOR 2015 TRIATHLON	\$ 449.58
EFT6380	01/04/2015	ZACKS COMMERCIAL ARTS	BUSINESS CARDS	\$ 127.50
EFT6381	13/04/2015	1 STOP RECORDS CONSULTING	RECORD MANAGEMENT CONSULTING 13/04/15 - 14/04/15	\$ 604.50
EFT6382	13/04/2015	SHIRE OF BROOKTON	MASTERCARD PURCHASES MARCH 2015	\$ 1,698.05
EFT6383	22/04/2015	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 665.57
EFT6384	22/04/2015	AURELIA'S CATERING SERVICE	CATERING FOR COUNCIL MEETING APRIL 2015	\$ 330.00
EFT6385	22/04/2015	AUSTRAL MERCANTILE COLLECTIONS	RATES DEBT COLLECTION	\$ 161.33
EFT6386	22/04/2015	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY, TRIATHLON PRIZES & PAPERS MARCH 2015	\$ 646.48
EFT6387	22/04/2015	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES APRIL 2015	\$261,454.25
EFT6388	22/04/2015	BRIAN WILLIAMS	WATER TRUCK HIRE CORBERDING ROAD	\$ 6,690.75
EFT6389	22/04/2015	BROOKTON PLUMBING	REPAIR LEAKING TOILET UNIT 3 MADISON SQUARE	\$ 110.00
EFT6390	22/04/2015	BROOKTON TELEGRAPH	ADVERTISING - TRIATHLON 2015	\$ 175.00
EFT6391	22/04/2015	CENTRAL GARAGE	40,000 KM SERVICE U1	\$ 445.28
EFT6392	22/04/2015	COLAS	BITUMEN SEALING WORK	\$ 30,371.90
EFT6393	22/04/2015	COURIER AUSTRALIA	FREIGHT	\$ 92.48
EFT6394	22/04/2015	CUTTING EDGES PTY LTD	CUTTING EDGES FOR GRADERS	\$ 772.02
EFT6395	22/04/2015	GATEWAY CABINETMAKERS	REPAIR HINGED ACCESS DOOR AT ADMINISTRATION BUILDING	\$ 440.00
EFT6396	22/04/2015	GIDANGA HOUSE	ACCOMMODATION FOR MAX TRENORDEN - PRESIDENT'S DINNER	\$ 80.00
EFT6397	22/04/2015	GREAT SOUTHERN FUEL SUPPLIES	8000 LITRES OF DIESEL & UNLEADED PETROL MARCH 2015	\$ 12,638.74
EFT6398	22/04/2015	GREAT SOUTHERN WASTE DISPOSAL	TIP SITE & RUBBISH BIN COLLECTION	\$ 15,391.72
EFT6399	22/04/2015	H RUSHTON & CO	TYRES, SERVICE & REPAIRS	\$ 4,884.95
EFT6400	22/04/2015	LANDGATE (DOLA)	CERTIFICATES OF TITLE	\$ 240.00
EFT6401	22/04/2015	PINGELLY TIMES	ADVERTISING	\$ 60.00
EFT6402	22/04/2015	SERVICEWEST	INSTALL SECURITY CERTIFICATE & TEST	\$ 451.00
EFT6403	22/04/2015	SGS	WATER SAMPLES	\$ 176.00
EFT6404	22/04/2015	SOUTH WEST FIRE	1 PALLET OF FOREX FOAM	\$ 5,627.42
EFT6405	22/04/2015	TAFE CY O'CONNOR	CERTIFICATE II IN HORTICULTURE	\$ 191.52
EFT6406	22/04/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES 01/04/15 & 10/04/15	\$ 654.50
EFT6407	22/04/2015	WA LOCAL GOVERNMENT ASSN	ADVERTISING & TRAINING	\$ 5,641.03

EFT6408	22/04/2015	WHEATBELT ELECTRICS	REMOVE CIRCUITS FOR EXTERIOR LIGHTING AT PAVILION & DICONNECT DENTIST CHAIR AT SADDLEBACK	\$ 220.00
EFT6409	22/04/2015	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	TIGER CORSO SOLAR LED LIGHT & WALSH CUSTOM LIGHTING SYSTEM	\$ 6,870.60
			TOTAL EFT	\$468,655.01

Chq/EFT	Date	Name	Description	Amount
17546	01/04/2015	BROOKTON MENSSHED	DONATION FOR ASSISTANCE AT THE BROOKTON	\$ 250.00
17547	01/04/2015	BROOKTON SUPERMARKET	TEA, COFFEE, COOLDRINK & KEY CUTTING	\$ 210.33
17548	01/04/2015	JASON SIGNMAKERS	RUBBISH DISPOSAL SIGN - RUBBISH TIP	\$ 365.20
17549	01/04/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 365.00
17550	01/04/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 33.64
17551	01/04/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 663.90
17552	01/04/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 365.00
17553	01/04/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 663.89
17554	01/04/2015	SYNERGY	STREET LIGHT ELECTRICITY 25/01/15 TO 24/02/15	\$ 3,248.45
17555	01/04/2015	TELSTRA CORPORATION	TELEPHONE ACCOUNT - ADMINISTRATION & DCEO RESIDENCE	\$ 673.29
17556	01/04/2015	WATER CORPORATION OF WA	WATER USAGE AT OVAL & MEMORIAL HALL & 26/02/15 TO 25/03/15	\$ 982.60
17557	22/04/2015	AUSTRALIAN COMMUNICATIONS AUTHORITY	AMBULATORY SYSTEM LICENSE RENEWAL	\$ 994.00
17558	22/04/2015	JASON SIGNMAKERS	SIGNS	\$ 4,468.42
17559	22/04/2015	KWEDA GOLF CLUB	KWEDA HALL REPAIRS	\$ 679.00
17560	22/04/2015	LESLIE ROBERT EYRE	OVAL CONTRACT MARCH 2014 TO MARCH 2015	\$ 4,857.09
17561	22/04/2015	MONTAGUE BROTHERS PTY LTD	SUPPLY WATER FOR CORBERDING ROAD WORKS	\$ 4,650.00
17562	22/04/2015	RYLAN PTY LTD	KIRBING AT WB EVA PAVILION CAR PARK	\$ 2,838.00
17563	22/04/2015	SYNERGY	ELECTRICITY - STREETLIGHTS, CARAVAN PARK, OVAL & PAVILION 25/02/15 TO 24/03/15	\$ 4,612.60
17564	22/04/2015	TELSTRA CORPORATION	TELEPHONES - MOBILE, IPAD, ADMINISTRATION, SWIMMING POOL, DEPOT, CEO RESIDENCE & DCEO RESIDENT 01/03/15 TO 01/04/15	\$ 1,133.97
			TOTAL CHEQUES	\$ 32,054.38
			TOTAL MUNICIPAL	\$500,709.39

DIRECT DEBITS FOR APRIL 2015

SALARIES & WAGES	\$	76,038.40
MERCHANT FEES	\$	92.84
SUPERANNUATION	\$	13,993.48
TOTAL	\$	90,124.72

**SHIRE OF BROOKTON
CREDIT CARD PURCHASES
Creditor Number: 96286**

DATE	DESCRIPTION	AMOUNT
5/03/15	WESTNET - 8 MARSH AVE	\$ 59.95
	WESTNET - DEPOT	\$ 49.95
	WESTNET - ADMIN OFFICE	\$ 109.95
5/03/15	RDA ECONOMIC DEVELOPMENT REGISTRATION	\$ 198.00
5/03/15	RDA ECONOMIC DEVELOPMENT REGISTRATION	\$ 198.00
26/03/15	SAFFRON	\$ 34.50
27/03/15	WONGAN HILLS BAKERY	\$ 137.20
26/03/15	WONGAN HILLS HOTEL	\$ 770.00
27/03/15	DALWALLINU MOTORS	\$ 136.50
	CARD FEE	\$ 4.00
	TOTAL	\$ 1,698.05

**12.05.15.02 FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY
FOR THE PERIOD 30 APRIL 2015**

FILE REFERENCE:

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

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

DATE REPORT WRITTEN: 11th May 2015

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

PREVIOUS MEETING REFERENCE: There is no previous meeting
reference.

SUMMARY:

The Statement of Financial Activity for the periods ended 30 April 2015 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 Statement of Financial Activity for the period ended 30 April 2015 (Attachment 12.05.15.02A).

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 (2014-2018)

No reference

Voting Requirements:
Simple majority Required

Officer's Recommendation:
That Council receive the Statement of Financial Activity for the period ended 30 April 2015, attachment 12.05.15.02A.

Council Resolution
12.05.15.02

Moved Cr Allington **Seconded Cr Crute**

That Council receive the Statement of Financial Activity for the period ended 30 April 2015, attachment 12.05.15.02A.

CARRIED 6-0

Shire of Brookton

MONTHLY FINANCIAL REPORT

For the Period Ended 30 April 2015

TABLE OF CONTENTS

Statement of Financial Activity by Function & Activity

Statement of Financial Activity by Nature & Type

Note 1 - Graphical Representation of Statement of Financial Activity

Note 2 - Net Current Funding Position

Note 3 - Budget Amendments

Note 4 - Receivables

Note 5 - Cash Backed Reserves

Note 6 - Capital Disposals and Acquisitions

Note 7 - Information on Borrowings

Note 8 - Cash and Investments

Note 9 - Major Variances

Note 10 - Trust Fund

Note 11 - Kalkarni Financial Report

Note 12 - WB Eva Pavilion and Gymnasium Operating Statement

Note 13 - Sewerage Operating Statement

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 April 2015

	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		35,972	35,972	26,720	34,351	7,631	28.56%	
General Purpose Funding		1,085,676	1,085,676	825,214	817,246	(7,968)	(0.97%)	
Law, Order and Public Safety		33,463	33,463	24,540	30,993	6,453	26.29%	
Health		2,807	2,807	2,330	1,052	(1,278)	(54.83%)	
Education and Welfare		3,945,177	3,945,177	3,258,600	3,018,943	(239,657)	(7.35%)	▼
Housing		706,003	706,003	693,893	694,265	372	0.05%	
Community Amenities		364,020	364,020	348,568	353,509	4,941	1.42%	
Recreation and Culture		188,743	188,743	155,490	84,630	(70,860)	(45.57%)	▼
Transport		550,175	550,175	499,471	469,564	(29,907)	(5.99%)	▼
Economic Services		56,604	56,604	47,140	45,939	(1,201)	(2.55%)	
Other Property and Services		120,904	120,904	114,910	82,576	(32,334)	(28.14%)	▼
Total (Excluding Rates)		7,089,544	7,089,544	5,996,876	5,633,067	(363,809)	(6.07%)	
Operating Expense								
Governance		(614,320)	(614,320)	(488,076)	(484,036)	4,040	(0.83%)	
General Purpose Funding		(205,086)	(205,086)	(151,861)	(158,314)	(6,453)	4.25%	
Law, Order and Public Safety		(256,537)	(256,537)	(214,520)	(221,906)	(7,386)	3.44%	
Health		(54,746)	(54,746)	(45,580)	(46,223)	(643)	1.41%	
Education and Welfare		(3,927,154)	(3,927,154)	(3,272,618)	(3,268,686)	3,932	(0.12%)	
Housing		(157,737)	(157,737)	(103,572)	(100,485)	3,087	(2.98%)	
Community Amenities		(501,607)	(501,607)	(342,349)	(337,048)	5,301	(1.55%)	
Recreation and Culture		(718,267)	(718,267)	(626,886)	(695,606)	(68,720)	10.96%	▲
Transport		(1,205,679)	(1,205,679)	(855,924)	(852,738)	3,186	(0.37%)	
Economic Services		(144,936)	(144,936)	(119,483)	(85,648)	33,835	(28.32%)	▼
Other Property and Services		(66,775)	(66,775)	(57,498)	(63,423)	(5,925)	10.31%	
Total		(7,852,845)	(7,852,845)	(6,278,367)	(6,314,114)	(35,747)	(0.57%)	
Funding Balance Adjustment								
Add back Depreciation		1,226,781	1,226,781	1,022,120	1,089,871	67,751	6.63%	
Adjust (Profit)/Loss on Asset Disposal	6	(610)	(610)	(21,657)	33,901	55,558	(256.54%)	▼
Net Operating (Ex. Rates)		462,870	462,870	718,972	442,726	(276,246)	(38.42%)	
Capital Revenues								
Proceeds from Disposal of Assets	6	149,800	149,800	94,000	101,182	7,182	7.64%	
Self-Supporting Loan Principal		33,377	33,377	10,911	21,488	10,577	96.94%	
Transfer from Reserves	5	633,849	633,849	140,000	138,177	(1,823)	(1.30%)	
Total		817,026	817,026	244,911	260,847	15,936	6.51%	
Capital Expenses								
Land and Buildings	6	(1,207,984)	(1,207,984)	(445,000)	(442,378)	2,622	(0.59%)	
Plant and Equipment	6	(219,171)	(219,171)	(149,171)	(148,674)	497	(0.33%)	
Furniture and Equipment	6	(126,895)	(126,895)	(50,000)	(50,422)	(422)	0.84%	
Infrastructure Assets - Roads & Bridges	6	(840,786)	(840,786)	(635,000)	(638,506)	(3,506)	0.55%	
Infrastructure Assets - Sewerage	6	(124,500)	(124,500)	(14,500)	(14,460)	40	(0.27%)	
Infrastructure Assets - Parks	6	(9,000)	(9,000)	(9,000)	(6,376)	2,624	(29.16%)	
Repayment of Debentures	7	(107,603)	(107,603)	(101,912)	(101,912)	0	(0.00%)	
Transfer to Reserves	5	(538,324)	(538,324)	(290,000)	(292,990)	(2,990)	1.03%	
Total		(3,174,262)	(3,174,262)	(1,694,583)	(1,695,717)	(1,134)	0.07%	
Net Capital		(2,357,236)	(2,357,236)	(1,449,672)	(1,434,870)	14,802	(1.02%)	
Total Net Operating + Capital		(1,894,367)	(1,894,367)	(730,700)	(992,144)	(261,444)	35.78%	
Rate Revenue		1,674,514	1,674,514	1,674,514	1,672,383	(2,131)	(0.13%)	
Opening Funding Surplus(Deficit)		220,213	220,213	220,213	220,213	0	0.00%	
Closing Funding Surplus(Deficit)	2	360	360	1,164,027	900,453	(263,574)	(22.64%)	

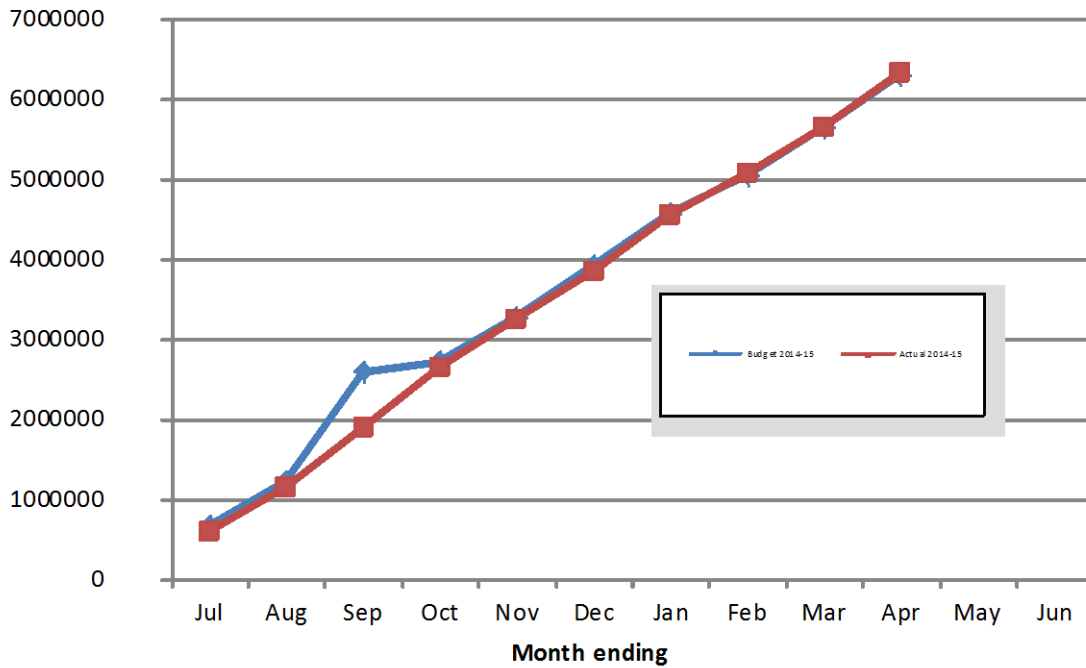
Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 30 April 2015

	NOTE	2014/15	2014/15	2014/15	2014/15	Variance
		Current Budget	Projected Year End Actual	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
		\$	\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES						
Rates		1,674,514	1,674,514	1,674,514	1,672,383	(2,130)
Operating Grants, Subsidies and Contributions		4,084,373	4,084,373	3,403,644	3,078,048	(325,596)
Fees and Charges		1,384,102	1,384,102	1,153,418	1,172,013	18,595
Interest Earnings		178,400	178,400	148,666	122,840	(25,827)
Other Revenue		191,135	191,135	159,280	195,097	35,818
		<u>7,512,523</u>	<u>7,512,523</u>	<u>6,539,521</u>	<u>6,240,381</u>	<u>(299,141)</u>
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs		(1,257,057)	(1,257,057)	(1,047,548)	(844,521)	203,027
Materials and Contracts		(4,901,615)	(4,901,615)	(4,084,679)	(3,969,818)	114,861
Utilities		(150,007)	(150,007)	(125,006)	(122,443)	2,562
Depreciation		(1,226,781)	(1,226,781)	(1,022,317)	(1,089,871)	(67,554)
Interest Expenses	7	(127,055)	(127,055)	(105,879)	(96,124)	9,756
Insurance		(162,738)	(162,738)	(135,615)	(148,361)	(12,746)
Other Expenditure		(13,600)	(13,600)	(11,333)	(1,958)	9,376
		<u>(7,838,852)</u>	<u>(7,838,852)</u>	<u>(6,532,377)</u>	<u>(6,273,095)</u>	<u>259,281</u>
		<u>(326,329)</u>	<u>(326,329)</u>	<u>7,145</u>	<u>(32,714)</u>	<u>(39,859)</u>
Non-Operating Grants, Subsidies & Contributions		1,227,278	1,227,278	1,022,732	1,057,953	35,221
Profit on Asset Disposals	6	13,257	13,257	2,651	2,651	(0)
Loss on Asset Disposals	6	(12,647)	(12,647)	(12,647)	(36,552)	(23,905)
NET RESULT		<u>901,559</u>	<u>901,559</u>	<u>1,019,881</u>	<u>991,337</u>	<u>(28,544)</u>

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2015

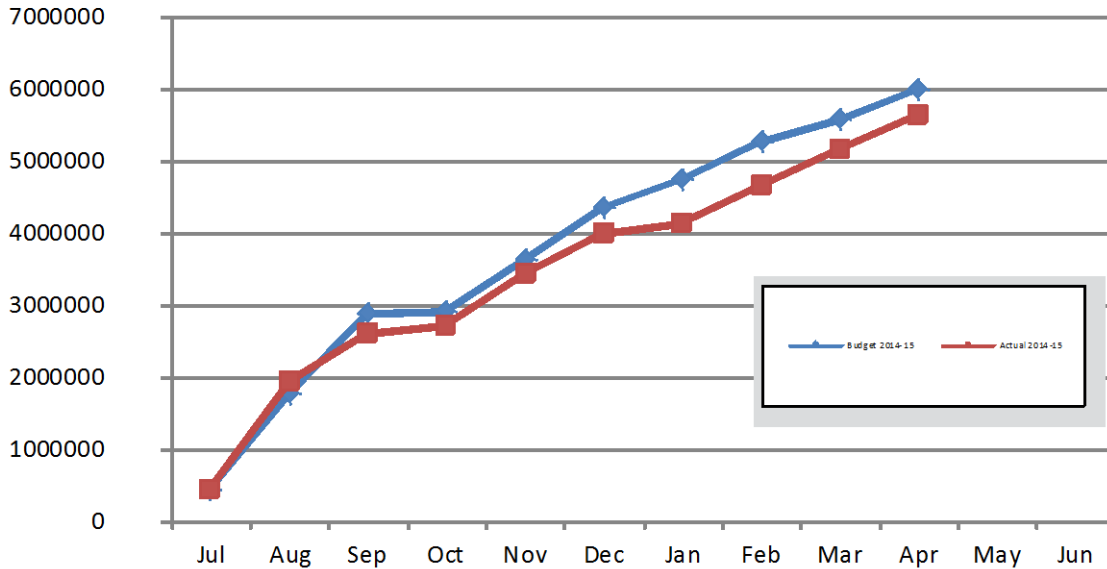
Note 1 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



Comments/Notes - Operating Expenses

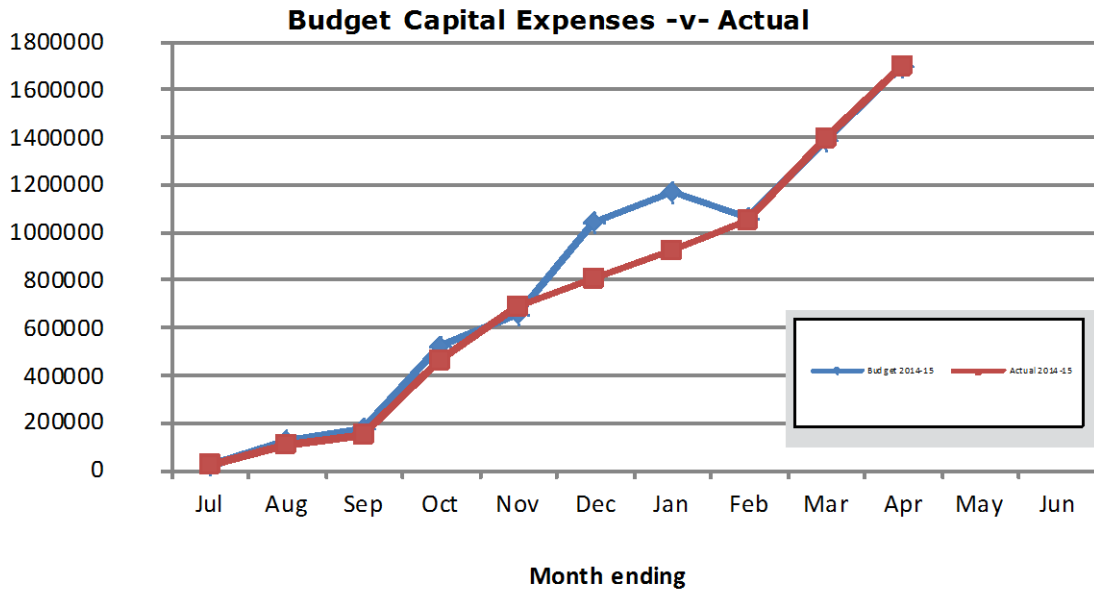
Budget Operating Revenues -v- Actual



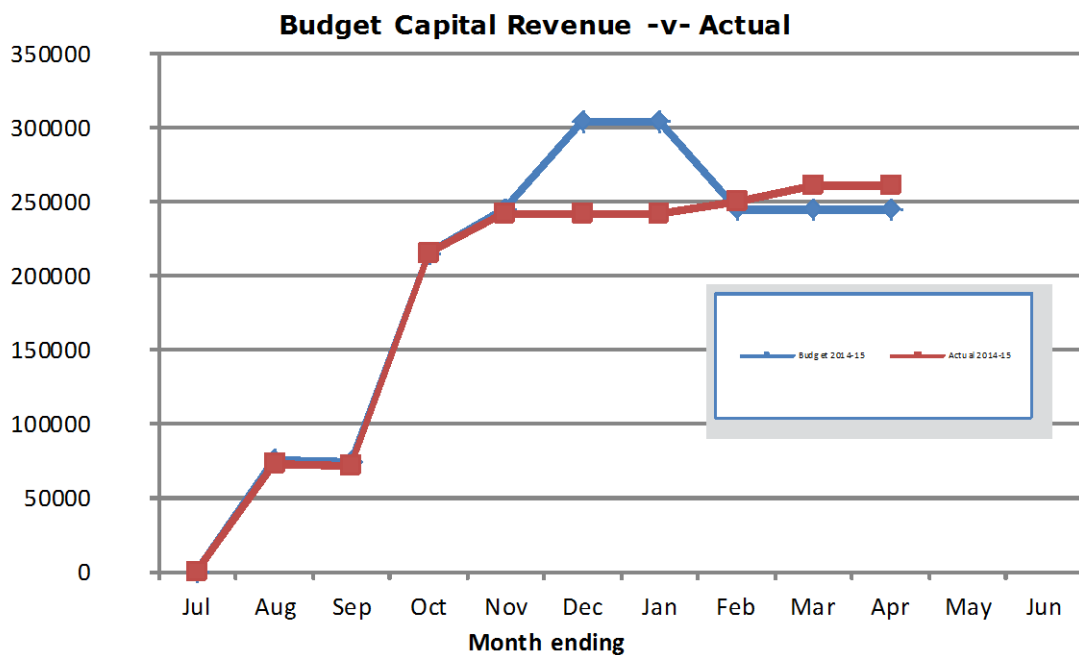
Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2015

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

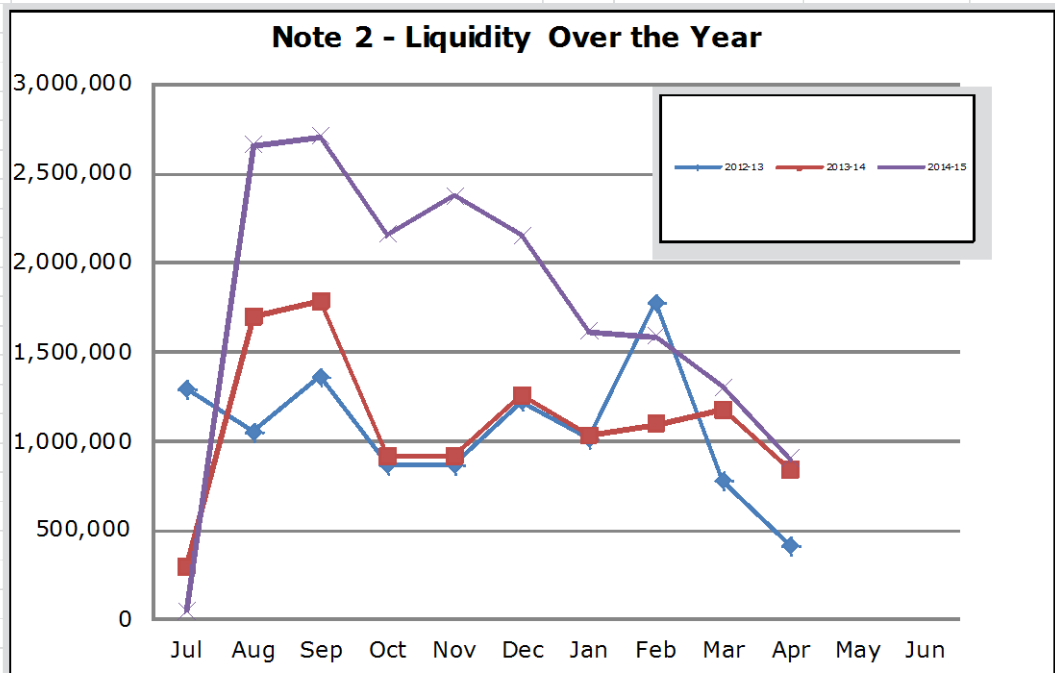


Comments/Notes - Capital Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2015

Note 2: NET CURRENT FUNDING POSITION

	Note	Positive=Surplus (Negative=Deficit)		
		2014-15		
		This Period	Same Period 2013/14	Same Period 2012/13
		\$	\$	\$
Current Assets				
Cash Unrestricted		1,121,947	928,676	1,530,742
Cash Restricted		2,596,705	2,215,914	2,680,216
Receivables		1,044,832	859,649	727,162
Prepayments & Accruals		0	0	0
Inventories		13,326	25,953	21,314
		4,776,811	4,030,192	4,959,434
Less: Current Liabilities				
Payables and Provisions		(1,279,654)	(976,247)	(1,867,510)
		(1,279,654)	(976,247)	(1,867,510)
Less: Cash Restricted		(2,596,705)	(2,215,914)	(2,680,216)
Net Current Funding Position		900,452	838,031	411,708



Comments - Net Current Funding Position

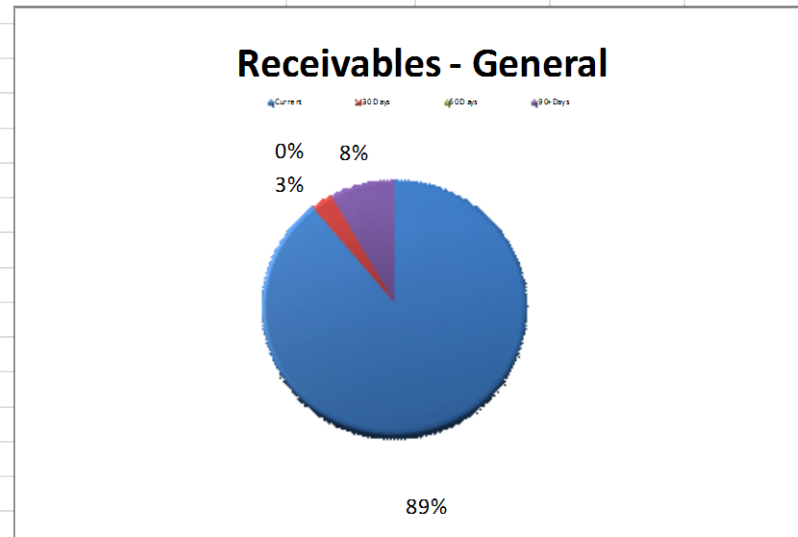
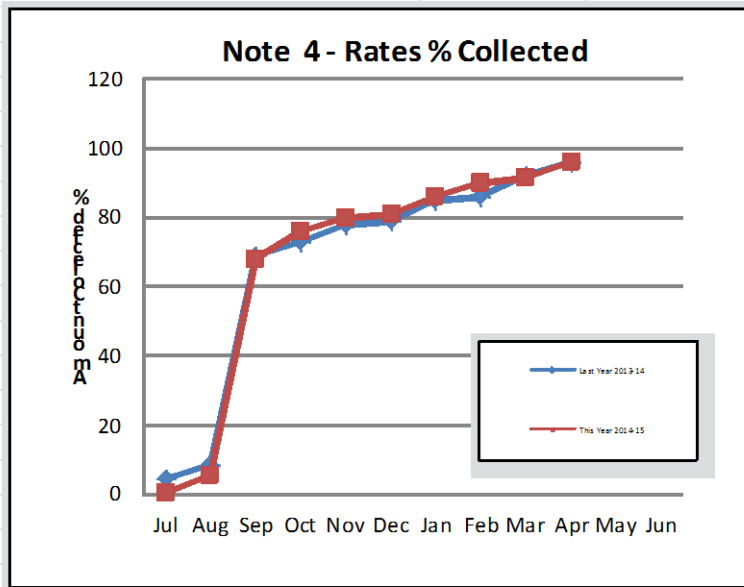
Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2015

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish	Current 2014-15	Previous 2013-14
	\$	\$
Opening Arrears Previous Years Rates, Sewerage & Rubbish Levied this year	41,705	66,021
Less Collections to date	1,925,127	1,813,968
Equals Current Outstanding	69,188	72,949
Net Rates Collectable	69,188	72,949
% Collected	96.48%	96.12%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	174,681	5,408	0	16,067
Total Outstanding				196,155

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2015

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Current Budget Closing Balance
	\$	\$	\$	\$		\$	\$		\$	\$	
Plant and Vehicle Reserve	131,468	4,996	3,338	110,000	210,000	117,241	0	0	0	246,464	346,464
Housing Reserve	300,522	11,420	6,746	0	0	0	(63,431)	(63,431)	0	248,511	248,511
Furniture and Equipment Reserve	40,352	1,533	906	0	0	0	(35,000)	(35,000)	0	6,886	6,886
Drainage Reserve	50,511	1,919	0	0	0	0	(52,430)	(52,430)	(50,511)	0	0
Municipal Buildings & Facilities Reserve	51,589	1,960	1,158	30,000	30,000	0	0	0	0	83,550	83,550
Townscape and Footpath Reserve	238,830	9,076	5,361	0	0	0	0	(10,700)	0	247,905	237,205
Land Development Reserve	118,875	4,517	2,668	0	0	0	0	0	0	123,392	123,392
Sewerage and Drainage Scheme Reserve	156,791	5,958	4,653	52,430	52,430	50,511	(14,500)	(74,500)	0	200,679	140,679
Road and Bridge Infrastructure Reserve	34,438	1,309	773	10,000	10,000	0	(5,000)	(5,000)	0	40,747	40,747
Health & Aged Care Reserve	788,595	29,967	17,701	50,000	50,000	0	(196,340)	(196,340)	0	672,222	672,222
Community Bus Reserve	44,331	1,685	995	5,000	5,000	0	0	0	0	51,016	51,016
Bridge Construction Reserve	65,850	2,502	0	0	0	0	(68,352)	(68,352)	(65,850)	0	0
Staff Vehicle Reserve	17,241	655	0	0	0	0	(17,896)	(17,896)	(17,241)	(0)	(0)
Sport & Recreation Reserve	9,548	363	214	0	0	0	0	0	0	9,911	9,911
Rehabilitation & Refuse Reserve	28,482	1,082	639	5,000	5,000	0	0	0	0	34,565	34,565
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0	0	0
Saddleback Building Reserve	66,614	2,531	1,598	4,750	4,750	4,575	(25,900)	(25,900)	0	47,996	47,996
Saddleback Vehicle & Equipment Reserve	4,576	174	0	0	0	0	(4,750)	(4,750)	(4,575)	(0)	(0)
Caravan Park Reserve	54,805	2,083	2,708	68,352	68,352	65,850	0	0	0	125,239	125,239
Brookton Heritage/Museum Reserve	35,861	1,363	805	2,500	2,500	0	0	(8,500)	0	39,724	31,224
Kweda Hall Reserve	16,477	626	370	2,500	2,500	0	0	0	0	19,603	19,603
Aldersyde Hall Reserve	16,477	626	370	2,500	2,500	0	0	0	0	19,603	19,603
Railway Station Reserve	16,477	626	370	2,500	2,500	0	(12,000)	(12,000)	0	7,603	7,603
Madison Square Units Reserve	16,254	618	365	0	0	0	0	0	0	16,872	16,872
Cemetery Reserve	89,147	3,388	2,001	0	0	0	(42,750)	(42,750)	0	49,784	49,784
Water Harvesting Reserve	47,781	1,816	1,073	0	0	0	(10,000)	(16,300)	0	39,597	33,297
	2,441,892	92,792	54,813	345,532	445,532	238,177	(548,349)	(633,849)	(138,177)	2,331,867	2,346,367

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2015

Note 6: CAPITAL DISPOSALS AND ACQUISITIONS

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal		
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)
\$	\$	\$		\$	\$	\$
40,771	47,000	6,229	CEO Vehicle	41,564	43,636	2,072
30,231	24,000	(6,231)	DCEO Vehicle	28,943	24,546	(4,397)
24,411	22,000	(2,411)	Shire Planner Vehicle			0
34,403	40,000	5,597	Tandem Truck			0
22,618	25,000	2,382	Works Supervisors Ute			0
4,292	10,000	5,708	Single Cab Utility			0
4,292	10,000	5,708	Single Cab Utility			0
19,154	23,000	3,846	Dual Cab Utility	22,852	19,091	(3,761)
8,000	8,800	800	Cherry Picker	8,411	8,000	(411)
0	0	0	Shade Sail Brookton Oval	15,832	0	(15,832)
0	0	0	Roller Blind	4,005	0	(4,005)
0	0	0	Xeon 2.4 Dual Server	1,581	0	(1,581)
0	0	0	Dishwasher H65	2,743	0	(2,743)
0	0	0	Dental Equipment	2,534	0	(2,534)
0	0	0	Santizer	1,287	0	(1,287)
0	0	0	Water Tanks	5,331	5,909	578
188,172	209,800	21,628	Totals	135,083	101,182	(33,901)

Comments - Capital Disposal

Summary Acquisitions	Adopted Budget		
	Budget	Actual	Variance
	\$	\$	\$
Property, Plant & Equipment			
Land and Buildings	1,152,484	442,378	710,106
Plant & Equipment	441,000	148,674	292,326
Furniture & Equipment	126,895	50,422	76,474
Infrastructure			
Roadworks & Bridge Works	854,986	638,506	216,480
Parks & Gardens	9,000	6,376	2,624
Sewerage & Drainage	24,500	14,460	10,040
Totals	2,608,865	1,300,815	1,308,049

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2015

Note 7: INFORMATION ON BORROWINGS

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-14 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
							Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	153,611	-	5,505	11,196	148,106	142,415	4,837	10,285
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	53,939	-	7,047	7,047	46,892	46,892	3,098	3,097
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	324,275	-	15,133	15,133	309,142	309,142	18,438	22,529
Governance												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	68,037	-	3,679	3,679	64,357	64,357	2,587	4,392
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	109,184	-	6,583	6,583	102,601	102,601	3,622	6,146
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	180,154	-	10,862	10,862	169,292	169,292	5,977	10,142
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	76,429	-	4,608	4,608	71,821	71,821	2,536	4,303
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	180,154	-	10,862	10,862	169,292	169,292	5,977	10,142
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	806,383	-	37,633	37,633	768,751	768,751	49,053	56,020
					1,952,165	0	101,912	107,602	1,850,254	1,844,563	96,124	127,055
(*) Self supporting loan financed by payments from third parties. All other loan repayments were financed by general purpose revenue.												

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2015

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%	107,596				107,596	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	1,014,351				1,014,351	Bendigo	
Trust Cash at Bank	1.50%			41,263		41,263	Bendigo	
(b) Term Deposits								
Reserves	3.00%		2,596,705			2,596,705	Bendigo	02/06/2015
Les McMullen Trust	4.00%			7,814		7,814	Bendigo	26/06/2015
(c) Investments								
Bendigo Bank Shares					5,000	5,000		
Total		1,121,947	2,596,705	49,077	5,000	3,772,729		

Comments/Notes - Investments

Shire of Brookton		
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY		
For the Period Ended 30 April 2015		
Note 9: MAJOR VARIANCES		
Comments/Reason for Variance		
OPERATING REVENUE (EXCLUDING RATES)		
Governance		
Within variance threshold of \$10,000 or 10%		
General Purpose Funding		
Within variance threshold of \$10,000 or 10%		
Law, Order and Public Safety		
Within variance threshold of \$10,000 or 10%		
Health		
Within variance threshold of \$10,000 or 10%		
Education and Welfare		
The subsidy income for Kalkarni Aged Care Facility is less than budgeted expectation. There are a number of factors contributing to this but the main driver is the occupancy rate which is currently at 88% compared to a budgeted 97%.		
Housing		
Within variance threshold of \$10,000 or 10%		
Community Amenities		
Within variance threshold of \$10,000 or 10%		
Recreation and Culture		
The difference between the budgeted and actuals reflects the expectation of grants to complete projects at the WB Eva Pavillion, \$100k unfavourable and the receipt of \$30k Pool Grant which was not budgeted for.		
Transport		
This variance represents a timing difference. Regional Road Group the second 40% installment to be claimed. This will be finalised by the end of the financial year.		
Economic Services		
Within variance threshold of \$10,000 or 10%		
Other Property and Services		
This variance represents a lower than forecasted income for Private Works.		
OPERATING EXPENSES		
Governance		
Within variance threshold of \$10,000 or 10%		
General Purpose Funding		
Within variance threshold of \$10,000 or 10%		
Law, Order and Public Safety		
Within variance threshold of \$10,000 or 10%		
Health		
Within variance threshold of \$10,000 or 10%		
Education and Welfare		
Within variance threshold of \$10,000 or 10%		
Housing		
Within variance threshold of \$10,000 or 10%		
Community Amenities		
Within variance threshold of \$10,000 or 10%		
Recreation and Culture		
The increase in costs against budget is being driven by depreciation. This reflects the impact of the fair valuation of buildings which was not known when the budget was adopted. In addition the disposal of the shade sail was not in the adopted budget (\$15k Unfavourable).		
Transport		
Within variance threshold of \$10,000 or 10%		
Economic Services		
The variance here reflects the expectation that the \$25,000 allocation for the development of an economic strategy would have been spent. This will now be carried forward to the 2015/16 budget.		
Other Property and Services		
Within variance threshold of \$10,000 or 10%		

CAPITAL REVENUE		
Proceeds from Disposal of Assets		
Within variance threshold of \$10,000 or 10%		
Self-Supporting Loan Principal		
Within variance threshold of \$10,000 or 10%		
Transfer from Reserves		
Within variance threshold of \$10,000 or 10%		
CAPITAL EXPENSES		
Land and Buildings		
Within variance threshold of \$10,000 or 10%		
Plant and Equipment		
Within variance threshold of \$10,000 or 10%		
Furniture and Equipment		
Within variance threshold of \$10,000 or 10%		
Infrastructure Assets - Roads & Bridges		
Within variance threshold of \$10,000 or 10%		
Infrastructure Assets - Sewerage		
Within variance threshold of \$10,000 or 10%		
Repayment of Debentures		
Within variance threshold of \$10,000 or 10%		
Transfer to Reserves		
Within variance threshold of \$10,000 or 10%		
OTHER ITEMS		
Rate Revenue		
Within variance threshold of \$10,000 or 10%		
Opening Funding Surplus (Deficit)		
Within variance threshold of \$10,000 or 10%		
Closing Funding Surplus (Deficit)		
Within variance threshold of \$10,000 or 10%		

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2015

Note 10: TRUST FUND

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

Description	Opening Balance For the Period 1 July 2014	Amount Received	Amount Paid	Closing Balance For the Period Ended 30 April 2015
	\$	\$	\$	\$
Housing Bonds	1,200	2,914	(2,500)	1,614
Other Bonds	4,790	12,360	(6,590)	10,560
Election Nomination Bonds	0	0	0	0
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	200	0	200
Les McMullen Sporting Grants	7,745	70	0	7,814
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	5,411	0	0	5,411
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	4,915	0	0	4,915
Unclaimed Money	310	120	0	430
Development Bonds	0	0	0	0
	42,703	15,664	(9,290)	49,077

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Kalkarni Aged Care Facility
For the Period Ended 30 April 2015

Note 11: Kalkarni Aged Care Facility							
		Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a)	Var. % (b) - (a) / (b)	Var.
	Note				9	9	
Operating Revenue							
Fees & Charges		\$ 717,349	\$ 597,791	\$ 597,791	\$ 0	0.00%	
Grants & Subsidies		3,238,112	2,698,427	2,283,931	(414,496)	(15.36%)	▼
Reimbursements & Donations		250	208	0	(208)	(100.00%)	
Other Income		3,333	2,778	0	(2,778)	(100.00%)	
Total Revenue		3,959,044	3,299,203	2,881,722	(417,481)	(12.65%)	
Operating Expenses							
Building Maintenance		0	0	0	0	0.00%	
Interest Expenses		(6,146)	(5,122)	(3,622)	1,500	(29.28%)	
Insurance Expenses		(17,000)	(17,000)	(16,352)	648	(3.81%)	
Building Maintenance		(34,836)	(19,030)	(8,754)	10,276	(54.00%)	
Loss on Sale of Asset		0	0	(4,030)	(4,030)	0.00%	
Depreciation		(174,073)	(145,061)	(162,100)	(17,039)	11.75%	▲
ABC Administration Expenses		(19,589)	(16,324)	(15,159)	1,165	(7.14%)	
Contract Expenses		(3,775,218)	(3,146,015)	(3,034,563)	111,452	(3.54%)	▲
Total Expenses		(4,026,862)	(3,348,552)	(3,244,580)	103,972	3.10%	
Operating Surplus (Deficit)		(67,818)	(49,348)	(362,858)	(313,509)	-635%	
Excluding Non Cash Adjustments							
Add back Depreciation		174,073	145,061	162,100	17,039	11.75%	
Adjust (Profit)/Loss on Asset Disposal		0	0	(4,030)	(4,030)	0.00%	
Net Operating Surplus (Deficit)		106,255	95,713	(204,788)	(300,500)	(313.96%)	
Capital Revenues							
KBC Capital Income		161,331	134,443	137,221	2,778	2.07%	
Transfer from Reserves	5	196,340	0	0	0	0.00%	
Total		357,671	134,443	137,221	2,778	0	
Capital Expenses							
Land and Buildings	6	(41,150)	0	0	0	0.00%	
Plant and Equipment	6	0	0	0	0	0.00%	
Furniture and Equipment	6	(86,695)	(20,000)	(20,001)	(1)	0.00%	
Repayment of Debentures	7	(6,583)	(6,583)	(6,583)	0	0.00%	
Transfer to Reserves	5	(79,967)	(17,500)	(17,701)	(201)	1.15%	
Total		(214,394)	(44,083)	(44,285)	(202)	0.46%	
Net Capital		143,277	90,360	92,936	2,577	2.85%	
Closing Funding Surplus(Deficit)		249,532	186,072	(111,852)	(297,924)		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 30 April 2015

Note 12 WB Eva Pavilion Operating Statement

	NOTE	2014/15 Adopted Budget \$	2014/15 YTD Budget \$	2014/15 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES					
Hire Fees - WB Eva Pavilion		2,000	2,000	2,842	842
Sporting Club Fees		4,650	3,870	4,470	600
Gymnasium Income		4,000	3,330	12,011	8,681
		<u>10,650</u>	<u>9,200</u>	<u>19,323</u>	<u>10,123</u>
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(4,892)	(4,077)	(8,650)	(4,573)
Materials and Contracts		(11,820)	(9,850)	(13,786)	(3,936)
Utilities		(4,450)	(3,708)	(4,392)	(684)
Interest Expenses		(56,020)	(46,683)	(49,053)	(2,369)
Insurance		(6,293)	(6,293)	(6,288)	5
General Operating Expenses		(5,539)	(4,616)	(10,663)	(6,048)
Gymnasium Operating		(8,615)	(7,149)	(5,143)	2,006
		<u>(89,014)</u>	<u>(75,227)</u>	<u>(92,832)</u>	<u>(17,605)</u>
		<u>(78,364)</u>	<u>(66,027)</u>	<u>(73,509)</u>	<u>(7,482)</u>
NET RESULT					
		<u>(78,364)</u>	<u>(66,027)</u>	<u>(73,509)</u>	<u>(7,482)</u>

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 30 April 2015

Note 13 Sewerage Operating Statement

	NOTE	2014/15 Adopted Budget \$	2014/15 YTD Budget \$	2014/15 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES					
SEW Fees & Charges		1,356	1,356	452	904
SEWERAGE RATES CHARGES		129,589	129,589	129,274	316
		130,945	130,945	129,726	1,220
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(21,041)	(17,534)	(5,024)	(12,510)
Materials and Contracts		(18,096)	(15,080)	(10,129)	(4,951)
Utilities		(5,950)	(4,958)	(4,406)	(553)
Depreciation		(16,361)	(13,634)	(13,844)	209
Interest Expenses		(4,303)	(3,585)	(2,536)	(1,050)
Insurance		(228)	(228)	(219)	(9)
General Operating Expenses		(24,084)	(20,070)	(3,661)	(16,409)
Allocation of Administration Expense		(4,423)	(4,423)	(4,000)	(423)
		(94,486)	(79,513)	(43,818)	(35,696)
		36,460	51,432	85,908	(34,476)
Non-Operating Grants, Subsidies & Contributions					
		-	-	-	-
Profit on Asset Disposals					
		-	-	-	-
Loss on Asset Disposals					
		-	-	-	-
NET RESULT		36,460	51,432	85,908	(34,476)

12.05.15.03 KALKARNI RESIDENTIAL AGED CARE FACILITY BUDGET AMENDMENTS

FILE REFERENCE:

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Baptist Care

DATE REPORT WRITTEN: 4th May 2015

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

PREVIOUS MEETING REFERENCE: No previous meeting reference

SUMMARY:

This report recommends that the expenditure of \$12,500 for the replacement of 12 Computers located at the Kalkarni Residential Aged Care Facility.

Background:

A request has been received from the Manager IT&C at Baptist Care to replace 12 computers at the Kalkarni Residential Aged Care Facility.

Details:

The computers identified for replacement are all 4 to 7 years old. They are running Windows XP which is no longer supported by Microsoft and they are no longer reliable for staff to use.

The amount requested would also cover an upgrade of monitors to HP 23".

Statutory and Legal Considerations:

There are no statutory or legal considerations relevant to this item.

Policy Consideration:

There is no council policy relative to this issue.

Consultation:

No consultation was considered necessary.

Financial Implications:

In the 2014/15 adopted budget a provision was made for capital expenditure. This was a general provision of \$86,695 of which \$20,000 has been spent leaving a balance of \$66,695.

Strategic Community Plan (2013 – 2023):

No specific implication relative to this application.

Corporate Business Plan (2013 – 2017):

No specific implication relative to this application.

Local Planning Strategy:

No specific implication relative to this application.

Officer's Comment:

Kalkarni Aged Care Residential Facility represents a substantial asset and major component in the economic and social future of the Shire of Brookton. To ensure the attraction and retention of staff it is important the technology is kept up to date.

Voting Requirements:

Absolute Majority

Officer's Recommendation:

That Council approve the expenditure of \$12,500 on replacement computers and monitors at the Kalkarni Aged Care Residential Facility.

Council Resolution

12.05.15.03

Moved Cr Crute

Seconded Cr Allington

That Council approve the expenditure of \$12,500 on replacement computers and monitors at the Kalkarni Aged Care Residential Facility.

CARRIED BY ABSOLUTE MAJORITY 6-0

12.05.15.04 CORPORATE BUSINESS PLAN 2015-2019 – ADOPTION

FILE REFERENCE:	ADM 0561
AUTHORS NAME AND POSITION:	Evelyn Arnold Deputy Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Shire of Brookton
DATE REPORT WRITTEN:	11 May 2015
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
PREVIOUS MEETING REFERENCE:	There is no previous meeting reference

SUMMARY:

Council is requested to consider the adoption of the Shire of Brookton Corporate Business Plan 2015-2019 as part of the review of the Integrated Strategic Planning Framework Reports.

Background:

The first Strategic Community Plan and Corporate Business Plan were prepared and adopted by Council in April and June 2013.

As part of the current desktop review of the Strategic Community Plan, the Corporate Business Plan has also been reviewed.

Details:

The Corporate Business Plan (CBP) (attachment 12.05.15.04A) details the activities and services Council will undertake over a four year period to achieve the objectives of the Strategic Community Plan. The Corporate Business Plan is a fixed term document providing direction and road map for the council to achieve strategies identified in the Strategic Community Plan. It is an internal business planning document identifying key priorities for four years.

The main section of the CPB, "*Strategic Focus and Outcomes*", have previously been reviewed by Council to ensure that the Strategy, Activities, Services and Timeframes are achievable. The inclusion of service area responsibilities and operating and capital financial forecasts provides the linkages with the other informing strategies such as Asset Management Plans, Workforce Plans and the Long Term Financial Plan.

Statutory and Legal Considerations:

Local Government Act (1995) sect. 5.56

Local Government (Administration) Regulations (1996) Reg. 19D (a)

Policy Considerations:

There are no policy implications relevant to this recommendation.

Consultation:

Council and Staff

Financial Implications:

The associated costs to deliver the activities and services, are shown in the CBP along with the Operating and Capital revenues.

Strategic Community Plan (2015 – 2025):

No specific implication relative to this application.

Corporate Business Plan (2015 – 2018):

The CBP identifies and prioritises the principal strategies and activities the Council will undertake in response to the goals and outcomes stated in the Strategic Community Plan.

Local Planning Strategy:

No specific implication relative to this application.

Officer's Comment:

The format of this report has been changed to following the same numeric order of strategic outcomes as the Strategic Community Plan. This change is intended to make this report easier to follow and ensure that all strategic goals have been included. It is also important to note that this plan represents a draft projected position. Whilst the 2015/16 budget numbers are expected to be close to the final adopted budget position, Council still has to complete the annual budget process.

Voting Requirements:

Absolute Majority

Officer's Recommendation:

That Council adopts the attached Shire of Brookton Corporate Business Plan 2015-2019.

Council Resolution**12.05.15.04****Moved Cr Crute****Seconded Cr Allington**

That Council adopts the attached Shire of Brookton Corporate Business Plan 2015-2019.

CARRIED 6-0

ATTACHMENT 12.05.15.04A (as separate attachment)

13.05.15.0 GOVERNANCE REPORT

13.05.15.01 PROPOSED EXTRACTIVE INDUSTRIES AMENDMENT LOCAL LAW 2015

AUTHORS NAME: AND POSITION:	K O'Connor Chief Executive Officer
NAME OF APPLICATION/ RESPONDENT:	Shire of Brookton
DATE REPORT WRITTEN:	12 May 2015
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	13.02.11.04 February 2011

SUMMARY

To allow the Presiding Person to:

- (1) give notice to the meeting of the intent to make a new Extractive Industries Amendment local law 2015;
- (2) give notice of the purpose and effect of the proposed Extractive Industries Amendment local law 2015;
- (3) for the Council to adopt the proposed Extractive Industries Amendment local law 2015 for advertising purposes; and
- (4) to allow for advertising of the proposed Extractive Industries Amendment local law 2015 for public comment.

Background:

The Shire of Brookton Extractive Industries Local Law 2011 was published in the *Government Gazette* on 28 March 2011. There have been two staff and Council reviews of the Shire of Brookton Extractive Industries Local Law 2011, which highlighted the need for a series of amendments to a variety of clauses to simplify the application of the local law and reduce red-tape.

To give effect to the proposed amendments, an Amendment local law needs to be prepared and made in accordance with section 3.12 of the Local Government Act.

Detail:

A copy of the proposed alterations to the 2011 Extractive Industries Local Law and the amended Gazette ready copy of the local law are both attached (attachment 13.05.15.01A&B). The main reasons for the review and subsequent major amendments to the local law were due to the over prescription and unnecessary detail involved in the initial and ongoing compliance conditions for persons seeking an Extractive Industry licence.

Statutory and Legal Considerations:

Local Government Act 1995

Section 3.12(2) of the Local Government Act 1995 and the Local Government (Functions and General) Regulations (Regulation 3) which states that for the purpose of Section 3.12(2) of the Local Government Act the person presiding at a council meeting is to give notice of the purpose of the local law by ensuring that the purpose and effect of the proposed local law is included in the agenda for that purpose and the minutes of the meeting of the council include the purpose and effect of the proposed local law.

Policy Implications:

There are no policy implications for this item.

Consultation:

As required by section 3.12 the Local Government Act 1995, an advertisement is to be placed, in a state-wide newspaper, inviting the public to comment on the proposed local law, with submissions being open for a period of not less than 6 weeks (42 days).

The advertisement will be placed once Council has resolved its intent to make the local law.

In addition, copies of the proposed Extractive Industries Amendment local law 2015, (gazettal copy), must be sent to the relevant Minister for comment.

Financial Implications:

Advertising costs associated with state-wide advertising.

Strategic Community Plan (2013 – 2023)

There are no strategic plan implications relative to this report.

Corporate Business Plan (2015-2019)

There are no corporate business plan implications relative to this report.

Officers Comment:

In making a new local law, the Shire must comply with the provisions of section 3.12 of the Act.

The *Local Government (Functions and General) Regulations* (Regulation 3) states that for the purpose of Section 3.12(2) of the Act, the person presiding at a council meeting is to give notice of the purpose of the local law by ensuring that the purpose and effect of the proposed local law is included in the agenda for that purpose and the minutes of the meeting of the council include the purpose and effect of the proposed local law.

The purpose of the proposed Extractive Industries Amendment local law 2015 is to establish requirements and conditions with which extractive industry proposals, within the district, must comply with.

The effect of the proposed Extractive Industries Amendment local law 2015 is to provide for the regulation, control and management of extractive industry proposals.

The proposed amended local law will significantly reduce the time and cost of preparing an application for a licence by simplifying the process and removing clauses that cannot be enforced by the Shire as they are the responsibility of other agencies such as the Department of Mines and Petroleum, DER, DPAW or the EPA.

Another intended benefit of the proposed amended local law is to encourage all land owners with extractive industry site that currently do not have a licence, to now apply under a much less onerous application process.

Voting Requirements:

Simple Majority Required.

Recommendation:

That Council

- 1. adopt the proposed Shire of Brookton Extractive Industries Amendment Local Law 2015, as contained in the Attachment for advertising purposes;**
- 2. pursuant to section 3.12 of the Local Government Act 1995, give Statewide public notice that it intends to make the Shire of Brookton Extractive Industries Amendment Local Law 2015, as contained in the Attachment;**
 - (a) the purpose of which is to establish requirements and conditions which extractive industry proposals, within the district, must comply with ; and**
 - (b) the effect is to provide for the regulation, control and management of extractive industry proposals.**
- 3. Send a copy of the proposed local law to the Minister for Local Government and Communities for comment.**

Council Resolution

13.05.15.01

Moved Cr Crute

Seconded Cr Allington

That Council

- 1. adopt the proposed Shire of Brookton Extractive Industries Amendment Local Law 2015, as contained in the Attachment for advertising purposes;**
- 2. pursuant to section 3.12 of the Local Government Act 1995, give Statewide public notice that it intends to make the Shire of Brookton Extractive Industries Amendment Local Law 2015, as contained in the Attachment;**
 - (a) the purpose of which is to establish requirements and conditions which extractive industry proposals, within the district, must comply with ; and**
 - (b) the effect is to provide for the regulation, control and management of extractive industry proposals.**
- 3. Send a copy of the proposed local law to the Minister for Local Government and Communities for comment.**

CARRIED 6-0

SEPARATE ATTACHMENT - 13.05.15.01A & B

13.05.15.02 STRATEGIC COMMUNITY PLAN 2013-23 – INTERIM REVIEW

FILE REFERENCE:	ADM 0551
AUTHORS NAME AND POSITION:	Kevin O'Connor Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Shire of Brookton
DATE REPORT WRITTEN:	12 May 2015
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
PREVIOUS MEETING REFERENCE:	13.04.13.02 April 2013

SUMMARY:

Council is requested to consider adopting the Interim Review of the Strategic Community Plan 2013-23 in accordance with the Integrated Planning and Reporting Framework.

Background:

The Strategic Community Plan (SCP) is the overarching document that sets out the vision, aspirations and objectives of the community. It covers a period of at least 10 financial years and is subject an interim review every two years and a full review at least once every 4 years.

Detail:

The SCP was reviewed and amended (attachment 13.05.15.02A) at the April 2015 strategic planning workshop and then put out for public comments closing on the 15 May 2015. There were no comments received at the close of the submission period.

Statutory and Legal Considerations:

Local Government Act 1995, Section 5.56

Local Government (Administration) Regulation 19 (C) (D)

A full review of the SCP will be carried out every four years and a minor review every two years.

Policy Implications:

The SCP should influence and assist in setting the future policy direction of the Shire.

Consultation:

The current draft document was advertised for public comment for a period of three weeks, expiring on the 15th May 2015.

Financial Implications:

There are no financial implications relevant to this recommendation. The financial implications will be consolidated in the Corporate Business Plan which links to the Long Term Financial Plan which will then flow through to the Annual Budgets.

Strategic Community Plan (2013 – 2023)

Strategy 5.1.3 - *Implement and review the Strategic Community Plan.*

Corporate Business Plan (2015-2019)

Activities and Services: *Conduct interim and full reviews on the Strategic Community Plan.*

Staff Comments:

At our Strategic Planning workshop session there was discussion and comments about the relevance and priority of some of the strategies in the plan. The Performance Measures and Targets were also reviewed and have now also been amended and the new draft is **attached** for consideration and adoption.

Once the revised SCP is adopted by Council a local public notice must be published advising that the plan has been modified.

Voting Requirements:

Absolute Majority

Officers Recommendation:

That Council adopts the review of the Shire of Brookton 2013 – 2023 Strategic Community Plan.

Council Resolution

13.05.15.02

Moved Cr Walker

Seconded Cr Fancote

That Council adopts the review of the Shire of Brookton 2013 – 2023 Strategic Community Plan.

CARRIED BY ABSOLUTE MAJORITY 6-0

SEPARATE ATTACHMENT - 13.05.15.02A

13.05.15.03 WORKFORCE PLAN - REVIEW

FILE REFERENCE: ADM 0551

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

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 12 May 2015

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

PREVIOUS MEETING REFERENCE: 13.08.13.01 August 2013

SUMMARY:

Council is requested to receive the review of the Workforce Plan (2015-2019) as part of the Integrated Strategic Planning Framework.

Background:

Council is not required to adopt the Workforce Plan, the basic planning framework standard is met when all the listed requirements of the plan are completed. Council received the 2013-2017 Workforce Plan at the August 2013 meeting.

Detail:

Although Council is not required to formally adopt the plan, it is vital part of the Integrated Planning Framework and details the human resources necessary to implement the other key corporate plans.

The attached Workforce Plan (WP) (13.05.15.03A) identifies and reports on the internal capacity to meet current and future needs of the goals and objectives of the Shire and the Community, both in capacity and capability. It identifies the gaps or surplus in human or financial resources and identifies strategies to ensure there we have the right people in the right place and at the right time to deliver on strategies.

Statutory and Legal Considerations :

Local Government Act (1995) sect. 5.56

Local Government (Administration) Regulations (1996) Reg. 19D (a)

Policy Implications:

There are no policy implications relevant to this recommendation.

Consultation:

Nil

Financial Implications:

The plan contains a Strategy Summary table on pages 19 and 20 and a Funding Implementation Summary on page 20. Some of this detail may be change as a result of the 2015/16 Budget deliberations.

Strategic Community Plan (2013 – 2023)

Strategy 5.2.1 – *Review, implements and maintain a Workforce Plan for current and future workforce needs.*

Strategy 5.3.1 – *Provide and promote responsive customer service.*

Corporate Business Plan (2015-2019)

Activity & Services: - *Review human resources policies and procedures.*

- *Manage customer service through use and maintenance of appropriate systems and processed.*

Officers Comment:

This workforce plan aims to address the workforce needs of the Shire that arise from core operations, projects, strategic initiatives and priorities. It also aims to build capacity and resilience to allow the Shire to respond to the changing environment and issues arising from external pressures and legislative compliance issues.

Voting Requirements:

Simple Majority

Officers Recommendation:

That Council received the Shire of Brookton Workforce Plan (2015-2019).

Council Resolution

13.05.15.04

Moved Cr Eva

Seconded Cr Crute

That Council received the Shire of Brookton Workforce Plan (2015-2019).

CARRIED 6 -0

SEPARATE ATTACHMENT - 13.05.15.03A

13.05.15.04 BROOKTON HIGHWAY LAND ACQUISITION – TRUCK BAY

FILE REFERENCE: ADM: 0227

AUTHORS NAME AND POSITION: Kevin O'Connor
CEO

NAME OF APPLICANT/RESPONDENT: Main Roads WA

DATE REPORT WRITTEN: 13th May 2015

DISCLOSURE OF INTEREST:

PREVIOUS MEETING REFERENCE: Nil

SUMMARY

Council are requested to consider supporting road reserve dedication action to allow a section of land to be acquired for the purposes of a truck parking bay on Brookton Highway.

Background:

The section of land that Main Road WA (MRWA) are requesting to be dedicated as a road reserve is part of Whittington's property that MRWA has selected as the only alternative location for a truck bay.

Details:

Councils preferred option for the truck bay was deemed unsuitable due to the land being used as an environmental off-set location for other MRWA projects that required clearing.

Statutory and Legal Considerations:

Land Administration Act 1997.

Policy Considerations:

Nil

Consultation:

Nil

Financial Implications:

Nil

Strategic Community Plan (2013 – 2023)

There are no strategic plan implications relative to this report.

Corporate Business Plan (2014-2018)

There are no corporate business plan implications relative to this report.

Officer's Comment:

The road dedication action is a statutory requirement to enable the land to be dedicated as a road reserve once the land has been acquired by WRWA. The land owner has consented to MRWA acquiring the land.

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Council support the dedication of land the subject of Main Roads Land Dealing Plan 1560-036 as a road pursuant to section 56 of the Land Administration Act 1997.

Council Resolution

13.05.15.04

Moved Cr Fancote

Seconded Cr Allington

That Council support the dedication of land the subject of Main Roads Land Dealing Plan 1560-036 as a road pursuant to section 56 of the Land Administration Act 1997.

CARRIED 6-0

13.05.15.05 ROAD WISE ROAD CRASH TRAILERS – SHIRE SUPPORT

FILE REFERENCE:	ADM 0559
AUTHORS NAME AND POSITION:	Kevin O'Connor Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Shire of Brookton
DATE REPORT WRITTEN:	12 May 2015
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
PREVIOUS MEETING REFERENCE:	Nil

Summary:

Council are requested to consider-

1. providing a letter of support for a grant application
2. entering into a MOU for the management of Road Crash Trailers
3. possibly providing financial support in lieu of grant funding

Background:

The Wheatbelt South (WBS) Road Safety Advisor has researched the option of crash car trailers being built to assist the region in promoting road safety messages at community events and other strategic locations.

The WBS Regional Road Group has been approached in regard to the project, with both Kulin and Pingelly accepting the role of host Councils for the trailers for ease of availability and access by other Local Governments (LG) in the region.

Detail:

In the first instance grant funding will be applied for to assist with the capital cost of the trailers, however in the event this funding is not forthcoming it is envisaged that each of the LG's will contribute to the capital cost of the trailers and the host LG's will license, insure and maintain the trailers. A Memorandum of Understanding (MOU) between the LG's will be required to ensure a suitable trailer booking policy is adhered to and any other possible issues regarding the trailers are highlighted to ensure fairness to all LG's involved.

For the purpose of the grant funding applications all participating LG's will be required to present a Letter of Support for the project prior to the end of May 2015.

Statutory and Legal Considerations:

Nil

Policy Implications:

Nil

Consultation:

WBS Regional Road Group Councils

Financial Implications:

In the first instance grant funding is to be applied for by the host LG (Kulin Shire) through the Office of Road Safety Funding Program (Closing Date: 5th June 2015) and the RAC (Closing Date: 29th June 2015) with assistance from WBS Road Safety Advisor.

If this funding is not successful or there is a funding shortfall each of the Local Governments in the WBS will contribute to the capital cost of the two trailers which is envisaged to be approximately \$1,100 per LG or the lesser amount if part funded by grants (subject to changes due to quotes running past their due date). The initial license and registration of the trailers are included in this cost.

Ongoing costs to the host LG's is approximately \$235 p.a. per trailer for the licensing subject to the weight of the trailer and any increases in licensing costs. Insurance costs are subject the individual LG's insurance policy. Maintenance of the trailers is to be carried out by the host LG.

Strategic Community Plan (2013 – 2023)

Strategy 1.5.1 – *Collaborate with law enforcement authorities and other agencies to support crime prevention and community safety programmes and initiatives.*

Corporate Business Plan (2015-2019)

There are no Corporate Business Plan activities or services relative to this report

Officers Comment:

Currently there are a number of crash car trailers which are registered to the Commissioner of Police and located in strategic locations. Unfortunately the Wheatbelt South region does not have access to such trailers for promotion of road safety messages.

If Council were to agree to support this initiative an allocation would be made in the 2015/16 budget to cover our contribution in case the grant applications were unsuccessful.

Voting Requirements:

Simple Majority

Recommendation:**That Council:**

- 1. provide a letter of support for Road Crash Trailer grant applications**
- 2. enter into an MOU for the management of Road Crash Trailers**
- 3. allocate budget funds up to an amount of \$1,500 in case the grant funding is not successful**

Council Resolution

13.05.15.05

Moved Cr Eva

Seconded Cr Fancote

That Council:

- 1. provide a letter of support for Road Crash Trailer grant applications**
- 2. enter into an MOU for the management of Road Crash Trailers**
- 3. allocate budget funds up to an amount of \$1,500 in case the grant funding is not successful**

CARRIED 6-0

14.05.15.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

14.05.15.01 FINAL ADOPTION – REVIEWED SHIRE OF BROOKTON HERITAGE INVENTORY

Background:

This item was included in the April 2015 Council agenda for consideration. During the consultation phase, a number of owners objected to the inclusion of their properties into the HI. It was recommended that the wishes of these owners to be excluded from the reviewed HI be honoured and that the HI be amended accordingly.

Officer's Recommendation: (April 2015 agenda)

That Council grant final adoption to the reviewed Shire of Brookton Heritage Inventory (Attachment 10.04.15.01B), and that the required amendments as described in this report be made to the Heritage Inventory.

Council Resolution

10.04.15.01

Moved by Cr Crute

Second Cr Fancote

That this matter lay on the table to allow for further consultation with affected property owners

CARRIED 7-0

Comments:

Following consultation between staff and the Historical Society it was considered that the final adoption of the reviewed and updated H I was more important than entering

into a potentially long and complex process to include a few properties. The consultation also revealed two properties that should have their gradings amended to more appropriately reflect their level of significance.

Council Resolution

14.05.15.01

Moved by Cr Crute

Second Cr Allington

That Council grant final adoption to the reviewed Shire of Brookton Heritage Inventory (Attachment 10.04.15.01B), subject to the following amendments;

That the following properties not be included in the reviewed Shire of Brookton Heritage Inventory:

Stumpy's Roadhouse – No. 4

Gull/Brookton Roadhouse – No. 5

Coote Motors – No. 6

That Mrs McCabe's House – No. 21 grading is changed from C to

B and the Old Headmaster's House – No. 7 grading is changed from B to C.

CARRIED 6.0

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

Council Resolution

15.05.15.01

Moved Cr Crute

Seconded Cr Allington

That Council consider late item 15.05.15.01

CARRIED 6-0

15.05.15.01 BBP INFRASTRUCTURE AND SERVICES AUDIT REPORT

FILE REFERENCE: ADM 0237

**AUTHORS NAME
AND POSITION:** Kevin O'Connor
CEO

**NAME OF APPLICANT/
RESPONDENT:** BBP Aged Care Group

DATE REPORT WRITTEN: 19 May 2015

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

PREVIOUS MEETING REFERENCE: Nil

SUMMARY

Council is requested to consider receiving the “Infrastructure and Services Audit Report” for the Shire’s of Beverley, Brookton and Pingelly as provided by Verso Consulting.

Background:

The Shire of Brookton signed an MOU agreement with the Shires of Beverley and Pingelly to form an alliance to address future Aged Care and Support Solutions in all three Shires (commonly known as the BBP). The BBP engaged the services of Verso Consulting to undertake an Infrastructure, Services and Facilities Audit.

Details:

The purpose of the Audit Report was to provide evidence and rationale to progress sustainable Aged Care Planning, Services and Support within and between the three communities.

A summary of the recommendations made within the report include:

1. Consolidating the current residential aged care for the BBP into the Kalkarni Residency by supporting planning and expansion of the Kalkarni Residence, building at least 25 additional beds by 2021 and a further 10 to 15 by 2026.

2. Deliver an alternative to Residential Aged Care. (Cluster Housing)
3. Considering an alternate use for the Beverley Lodge.
4. The BBP Aged Care Partnership should operate a range of aged care and carer services as included in the Commonwealth Home Support Program.
5. To secure the delivery of a full range of packages. (Level 1 through to Level 4).
6. Development of Modular Housing within walking distance of the towns existing service areas.
7. Continue conducting ongoing Age Friendly Audits.
8. Develop a “Pathway Plan” in each town.
9. Develop a joint coordination and improvement approach to community transport for the BBP Aged Care Area.
10. Establish community advisory committees.

The rationale and implications of first recommendation is explained in more detail in Section 4.1.1-2 of the report **attached**.

There is a need for further investigate into recommendations 2, 4, and 5 as there is a clear lack of understanding and detailed information about the “Cluster Housing” concept and the range and provision of aged care packages in our three Shires.

Recommendation 6 is a potential opportunity that we could all take advantage of in the near future. The model that the report suggests is further explained in section 4.4 of the report and Verso are proposing to develop a Business Case to put the BBP in a position to take advantage of the “Ageing in the Bush” report.

Recommendation 9 was discussed at the last BBP meeting however, there once again needs to be more investigation done before we are in a position to understand and assess if there is a better model that the current arrangements.

Statutory and Legal Considerations:

Nil

Policy Considerations:

Nil

Consultation:

Verso spent one day in each Shire and interviewed Council staff and Councillors.

Financial Implications:

Nil

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.*

Strategy 1.6.2: *Support the development of Aged Friendly Communities*

Corporate Business Plan (2015-2019)

Strategy 1.6.1 – Activity and Services; *Work with Beverly and Pingelly in developing a sub-regional plan*

Strategy 1.6.1 – Activity and Services; *Support initiatives from the Wheatbelt Aged Care Solutions Report and BBP facilities and services audit.*

Officer's Comment:

Verso believes by putting their recommendations in place, this will enable the BBP Aged Care Partnership to improve the wellbeing of their residents. In time it will also offer the continuum of care for older residents residing within the partnership boundaries, allowing them to remain in their town which has been a strong desire of residents. This was, outlined in a survey conducted in Beverley in 2012, where 94.9% of respondents stated their preference to remain in Beverley.

By Council receiving the report and seeking further investigation into some of the proposals, the BBP should be in a better strategic position to provide information on local aged care assets, gaps and future needs as well as guiding our future planning for aged friendly communities.

Council may recall that at the July 2014 meeting the following resolution was carried: *That Council notes the offer received from the Somerset House Committee and advises them that no decision will be made on the acceptance of their seven bed licenses until after the Aged Care Infrastructure and Services Audit findings are available and Council has considered them.* It may also be appropriate to now consider this offer in light of the reports recommendations.

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Council:

1. Receive the Verso "Infrastructure and Services Audit Report" for the Shire's of Beverley, Brookton and Pingelly.
2. Support the Consolidation of Residential Aged Care for the BBP into the Kalkarni Residency.
3. Support planning and an expansion of the Kalkarni Residency to meet the needs of current and future users.
4. Support the trial of an alternative to Residential Aged Care called "Cluster Housing".
5. Develop a "Pathway Plan".
6. Continue conducting ongoing Age Friendly Audits.
7. Consider the merits of establishing a community advisory committee.
8. Support the investigation of a joint coordination and improvement approach to community transport for the BBP aged care area.
9. Support the "Next Actions" identified in section 4.4.4 of the Verso report recommendations.

Council Resolution

15.05.15.01

Moved Cr Allington

Seconded Cr Walker

That Council:

1. Receive the Verso "Infrastructure and Services Audit Report" for the Shire's of Beverley, Brookton and Pingelly.
2. Support the Consolidation of Residential Aged Care for the BBP into the Kalkarni Residency.
3. Support planning and an expansion of the Kalkarni Residency to meet the needs of current and future users.
4. Support the trial of an alternative to Residential Aged Care called "Cluster Housing".
5. Develop a "Pathway Plan".
6. Continue conducting ongoing Age Friendly Audits.
7. Consider the merits of establishing a community advisory committee.
8. Support the investigation of a joint coordination and improvement approach to community transport for the BBP aged care area.
9. Support the "Next Actions" identified in section 4.4.4 of the Verso report recommendations.

CARRIED 6-0

16.05.15.0 CONFIDENTIAL REPORT
Nil

17.05.15.0 NEXT MEETING

The next Ordinary meeting of Council will be on Thursday 18 June 2015 at 12.30 pm.

18.05.15.0 CLOSURE

There being no further business the Presiding Member closed the meeting at 12.58 pm.