



Shire of Brookton

ORDINARY COUNCIL MEETING

MINUTES

Thursday 18 June 2015

These minutes were confirmed by Council as a true and correct record of the Ordinary Council meeting held on 18 June 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 18 June 2015.
Commencing at 12.30 pm.

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1.06.15 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES

The Presiding Member opened the meeting at 12.31pm 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

Cr K Mills

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

NIL

Apologies

NIL

2.06.15 ANNOUNCEMENT OF VISITORS

NIL

3.06.15 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

NIL

4.06.15 PUBLIC QUESTION TIME

NIL

5.06.15 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Mills

Council Resolution

5.06.15.01

Moved Cr Crute

Seconded Cr Eva

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

CARRIED 7-0

6.06.15 PETITIONS/ DEPUTATIONS / PRESENTATION

NIL

7.06.15 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Council Resolution

7.06.15.01

Moved Cr Walker Seconded Cr Eva

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers on Thursday 21 May 2015 be confirmed as a true and correct records of proceedings.

CARRIED 7-0

8.06.15 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

NIL

Condolences

John (Jake) Yeo – Peter & Sue Yeo – Jurien Bay

9.06.15 DECLARATIONS BY MEMBERS & OFFICERS

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

Financial, Proximity and Impartiality Interests

| Item no. | Members | Type of Interest | Nature of Interest |
|-----------------|--------------------|---------------------------------|--|
| 10.06.15.04 | Cr Wilkinson | Road Re-alignment | Owner of land adjacent |
| 16.06.15.01 | CEO Kevin O'Connor | CEO's Performance Review Report | Author of Committee and Council Report Items |
| | | | |
| | | | |
| | | | |

10.06.15.0 TECHNICAL & DEVELOPMENT SERVICES REPORT

10.06.15.01 DEVELOPMENT APPLICATION – OUTBUILDING (DISPLAY SHED) – 61 (LOT 5) ROBINSON ROAD, BROOKTON

FILE REFERENCE: P381

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

NAME OF APPLICANT/ OWNER: N. L. Gill

DATE REPORT WRITTEN: 11 June 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 (Display Shed) at 61 (Lot 5) Robinson Road, 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 9,559 m² in extent, zoned *Rural Townsite* and contains a single dwelling and outbuildings. The proposal is to construct an additional outbuilding (display shed for wagons & horse drawn vehicles) of a wall height in excess of the maximum wall height permitted in Council's Outbuilding Policy. The maximum permissible wall height for an outbuilding in abovementioned policy is 3 m. The outbuilding is to have a maximum wall height of 3.3 m.

The aggregate footprint of the all the outbuildings on the subject site (existing and proposed) will also bring the total footprint area of the outbuildings to approximately 626 m² which is 426 m² more than the total aggregate permitted in the Outbuilding Policy (the extent of the footprints of the existing outbuildings measure approximately 558 m² and the extent of the footprint of the proposed outbuilding will measure approximately 68 m²).

A reduced setback from the Primary Street (Robinson Road) is also required, from the required 20 m to approximately 5 m.

Details:

The application is being referred to Council as certain elements of the design, as described above, are beyond the maximum allowed under Council's Outbuilding Policy in the *Rural Townsite Zone*. As mentioned above the outbuilding will be used as a display shed for wagons & horse drawn vehicles, similar to the display sheds on the Brookton Highway, adjacent to the Bendigo Bank.

Statutory and Legal Considerations:

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

Policy Considerations:

A variation to Council's Outbuilding Policy is required.

Consultation:

No consultation was deemed required.

Financial Implications:

There are no financial implications relative to this issue.

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

- No specific implication relative to this application.

Corporate Business Plan (2015 – 2019):

- 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 roof of 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 the Brookton Highway, as a result of the location of existing buildings and vegetation, will not negatively influence the amenity of the area.

In the opinion of staff the combined bulk of the outbuildings will have marginal impact, and as a result of its location in relation to other existing buildings on the site, as well as its site specific location and character, 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 (Display Shed) (Lot 5) Robinson Road, 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. The roof is 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.

Attachment 10.06.15.01A – Elevation sketch

Attachment 10.06.15.01B – Site Plan

Attachment 10.06.15.01C – Building Plan

Attachment 10.06.15.01D – Elevation sketch

Council Resolution:

10.06.15.01

Moved Cr Crute

Seconded Cr Allington

That Council grant Planning Approval for an Outbuilding (Display Shed) (Lot 5) Robinson Road, 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. The roof is 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 7-0

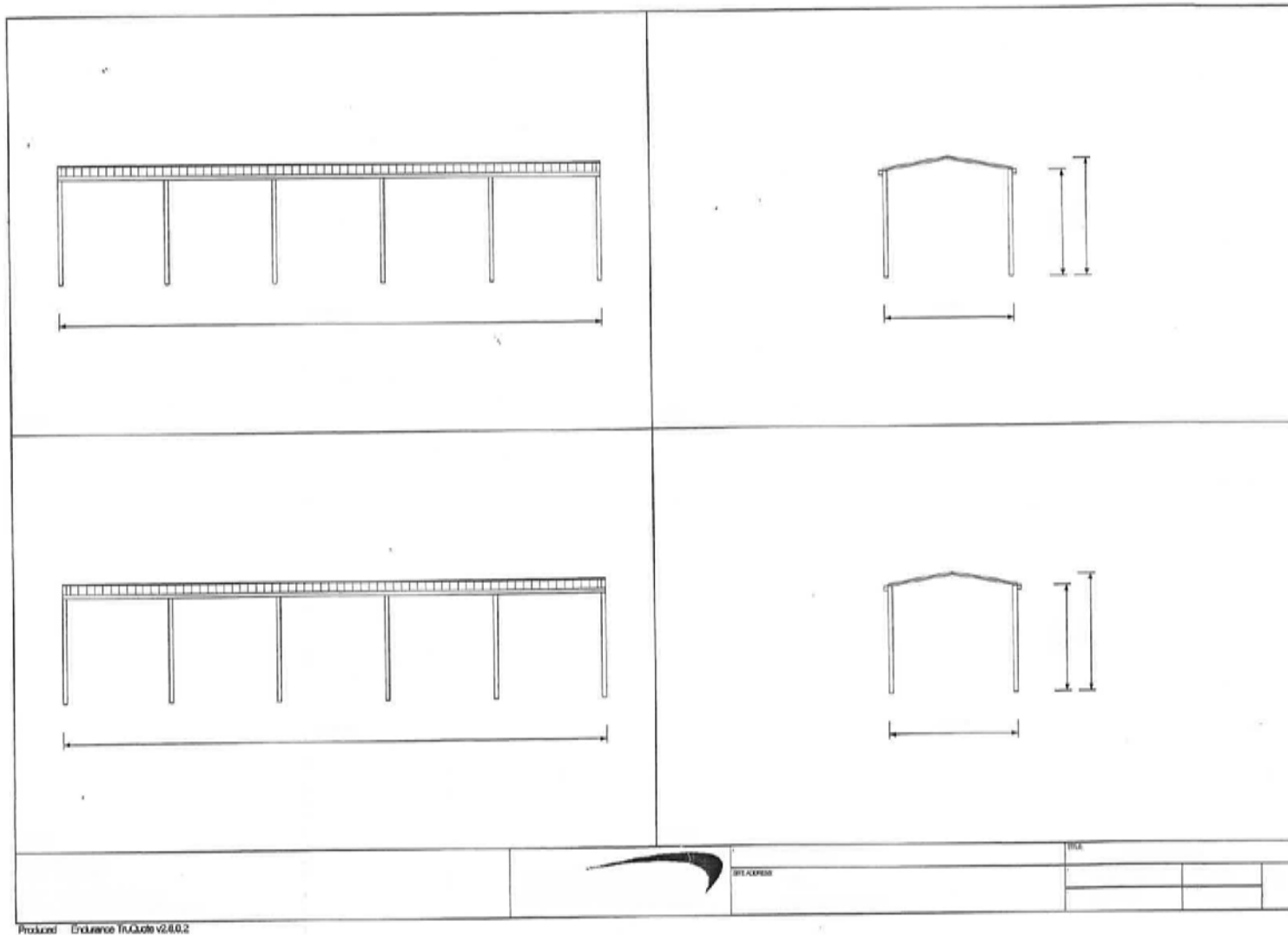
Attachment 10.06.15.01A – Elevation sketch



Attachment 10.06.15.01B – Site Plan



Attachment 10.06.15.01C – Building Plan




Attachment 10.06.15.01D – Elevation sketch

The image shows a technical drawing of a window unit with five panes. To the right of the drawing is a table with the following content:

| OPTION ITEMS | |
|--------------|--|
| 2 | |

Below the drawing and table is a footer section containing a logo and project information:

| | | | | | | | | | | |
|---|--------------|---|------------|------|-----|-------------|--|--|------|-------|
|  | CLIENT NAME | FILE | | | | | | | | |
| | SITE ADDRESS | <table border="1"> <tr> <td>PROJECT NO</td> <td>DATE</td> <td>NO.</td> </tr> <tr> <td>ASH-WE21388</td> <td></td> <td></td> </tr> <tr> <td>DATE</td> <td>SCALE</td> <td></td> </tr> </table> | PROJECT NO | DATE | NO. | ASH-WE21388 | | | DATE | SCALE |
| PROJECT NO | DATE | NO. | | | | | | | | |
| ASH-WE21388 | | | | | | | | | | |
| DATE | SCALE | | | | | | | | | |

Produced by Brillance TriQuote v2.8.0.2

**10.06.15.02 DEVELOPMENT APPLICATION – OUTBUILDING AT CARAVAN PARK –
LOT 456 (RESERVE 43158) BROOKTON HIGHWAY, BROOKTON**

FILE REFERENCE: P2731

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

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

DATE REPORT WRITTEN: 11 June 2015

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

PREVIOUS MEETING REFERENCE: 10.03.14.03.

SUMMARY:

It is proposed to construct an Outbuilding at lot 456 Brookton Highway adjacent to a long term tenant's caravan at the Brookton caravan park. It will be recommended the application be refused.

Background:

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

The proposal is to construct an Outbuilding in association with an existing caravan site. A previous application requested planning permission for a rigid steel frame annexe, treated timber deck, bathroom & carport. Permission was only granted for the construction of the rigid annexe, timber deck and carport.

Details:

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

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

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

Statutory and Legal Considerations:

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

Policy Considerations:

There are no policy implications relative to this issue.

Consultation:

No consultation was deemed required.

Financial Implications:

There are no financial implications relative to this issue.

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

- No specific implication relative to this application.

Corporate Business Plan (2015 – 2019):

- No specific implication relative to this application.

Local Planning Strategy:

- No specific implication relative to this application.

Officer's Comment:

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

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

As a result of the above it is not deemed appropriate to have an Outbuilding with a caravan. It is submitted that if Council resolve to approve the application an unnecessary precedent will be created.

The application will be recommended for refusal.

Voting Requirements:

Simple majority required.

Officer's Recommendation:

That Council refuse the application for planning approval for an Outbuilding at Lot 456 Brookton Highway (Brookton Caravan Park), and provide the following reasons for the decision:

- 1. The proposed Outbuilding is deemed an inappropriate extension to a temporary land use (camping);**
- 2. An unwanted precedent will be created by the granting of planning approval for this proposal.**

Attachment 10.06.15.02A

Attachment 10.06.15.02B

Council Resolution:

10.06.15.02

Moved Cr Crute

Seconded Cr Mills

That Council refuse the application for planning approval for an Outbuilding at Lot 456 Brookton Highway (Brookton Caravan Park), and provide the following reasons for the decision:

- 1. The proposed Outbuilding is deemed an inappropriate extension to a temporary land use (camping);**
- 2. An unwanted precedent will be created by the granting of planning approval for this proposal.**

CARRIED 7-0

BROOKTON CARAVAN PARK

SITE NO STUART GEARY

MOB. 0427 007 781

N 1:100



HIGHLANDER SHED KIT

Extra high garden shed, 2035mm highwalls, 2300mm high at the gable. Ideal for the taller guy and the serious handyman.

| Highlander Colour Options | Zincalume® (ZA) | Pale Eucalypt® (PE) | Classic Cream™ (CC) | Woodland Grey (WG) |
|---------------------------|-----------------|---------------------|---------------------|--------------------|
| | ✓ | ✓ | ✓ | ✓ |



Model No. 3060HK
3.00m x 5.96m x 2.30m
Shown in Woodland Grey®



Model No. 30292HK
3.00m x 2.92m x 2.30m
Shown in Pale Eucalypt



Model No. 3045HK
3.00m x 4.48m x 2.30m
Shown in Woodland Grey®

MODEL 30292HK

Gable height 2.30m
Wall height 2.035m
2.92m 3.00m

Zincalume \$999
Colorbond \$1249

MODEL 3045HK

Gable height 2.30m
Wall height 2.035m
3.00m 4.48m

Zincalume \$1699
Colorbond \$2119

MODEL 3060HK

Gable height 2.30m
Wall height 2.035m
3.00m 5.96m

Zincalume \$1999
Colorbond \$2399

MODEL 60303HK

Gable height 2.30m
Wall height 2.035m
3m 5.96m

Zincalume \$1779
Colorbond \$2199

8. www.absco.cofm.au

10.06.15.03 ROAD CLOSURE – LOT 814 BROOKTON-CORRIGIN ROAD, BROOKTON

FILE REFERENCE: ADM 0530

AUTHORS NAME AND POSITION: Stefan de Beer
Shire Planner

NAME OF APPLICANT/RESPONDENT: Mainroads WA

DATE REPORT WRITTEN: 11 June 2015

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

PREVIOUS MEETING REFERENCE: 10.02.15.01

SUMMARY:

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

Background:

At its 19 February 2015 meeting Council resolved:

“That Council:

Initiate the closure of the section of road as indicated on the attached sketch plans and instruct the Shire Planner to commence with the advertising of the road closure.”

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

Details:

The attachments to this report reflect the alignment of the subject section of road to be closed and the affected adjacent properties (lots 814 & 816 Brookton-Corrigin Road – which is in the tenure of Tianco Pty Ltd & Briestar Pty Ltd respectively).

Statutory and Legal Considerations:

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

Policy Considerations:

There are no policy implications in relation to this submission.

Consultation:

Consultation took place as described below.

Financial Implications:

The Shire was liable for the advertisement costs associated with the road closure.

Strategic Plan Implications:

Strategic Community Plan (2013 – 2023):

No specific implication relative to this submission.

Corporate Business Plan (2015 – 2019):

No specific implication relative to this submission.

Local Planning Strategy:

No specific implication relative to this submission.

Officer's Comment:

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

| Respondent | Property | Comments | Planner's Response |
|-------------------|-----------------|---|---------------------------|
| Water Corp | - | There are no services in the immediate area and the Corporation has no objection to the proposal. | Noted. |

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

Voting Requirements:

Simple Majority Required.

Officer's Recommendation:

That Council resolve to accept the officer's comment on the advertising and request the Minister close the section of road as detailed in the attached plan.

Attachment 10.06.15.03A

Attachment 10.06.15.03B

Attachment 10.06.15.03C

Council Resolution:

10.06.15.03

Moved Cr Walker

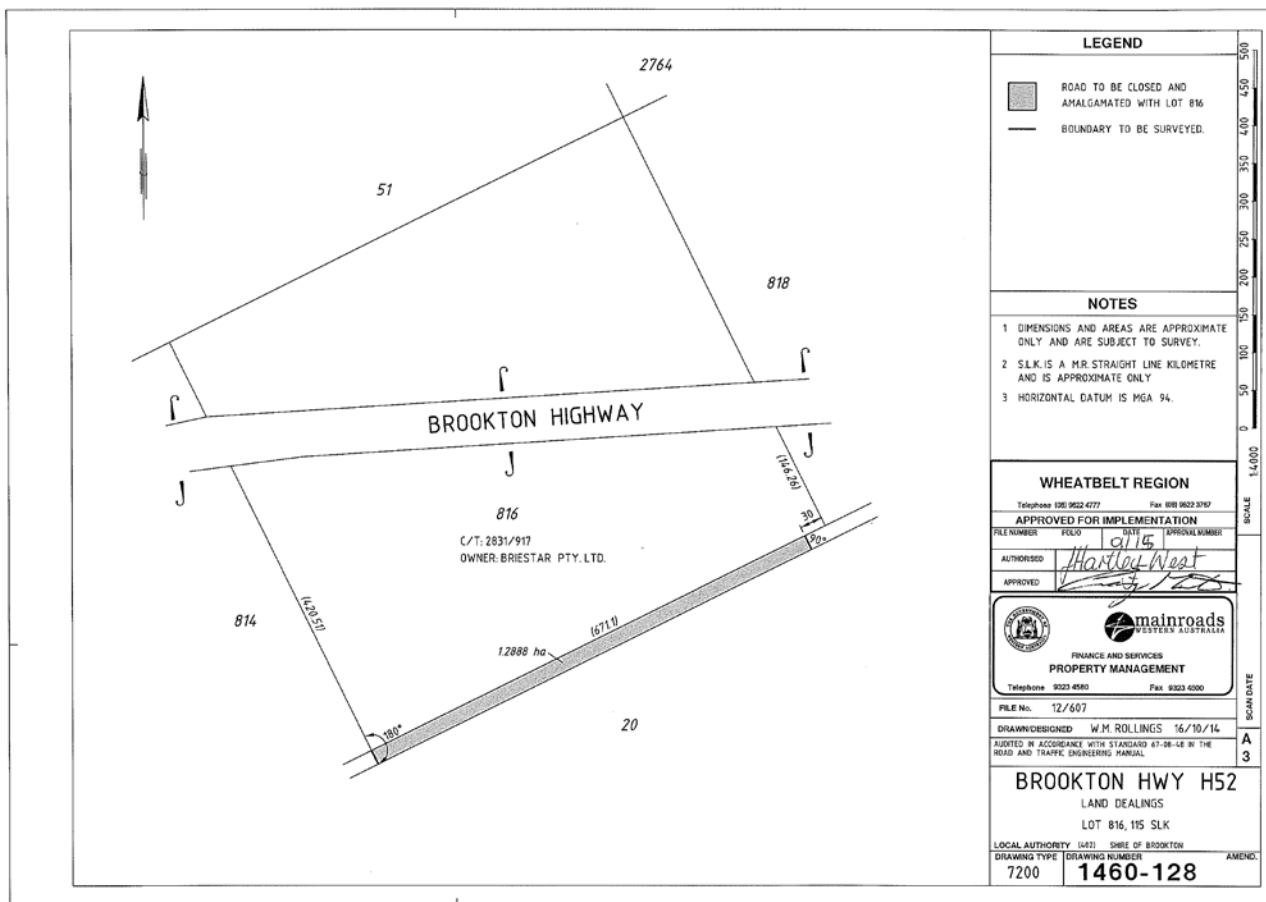
Seconded Cr Eva

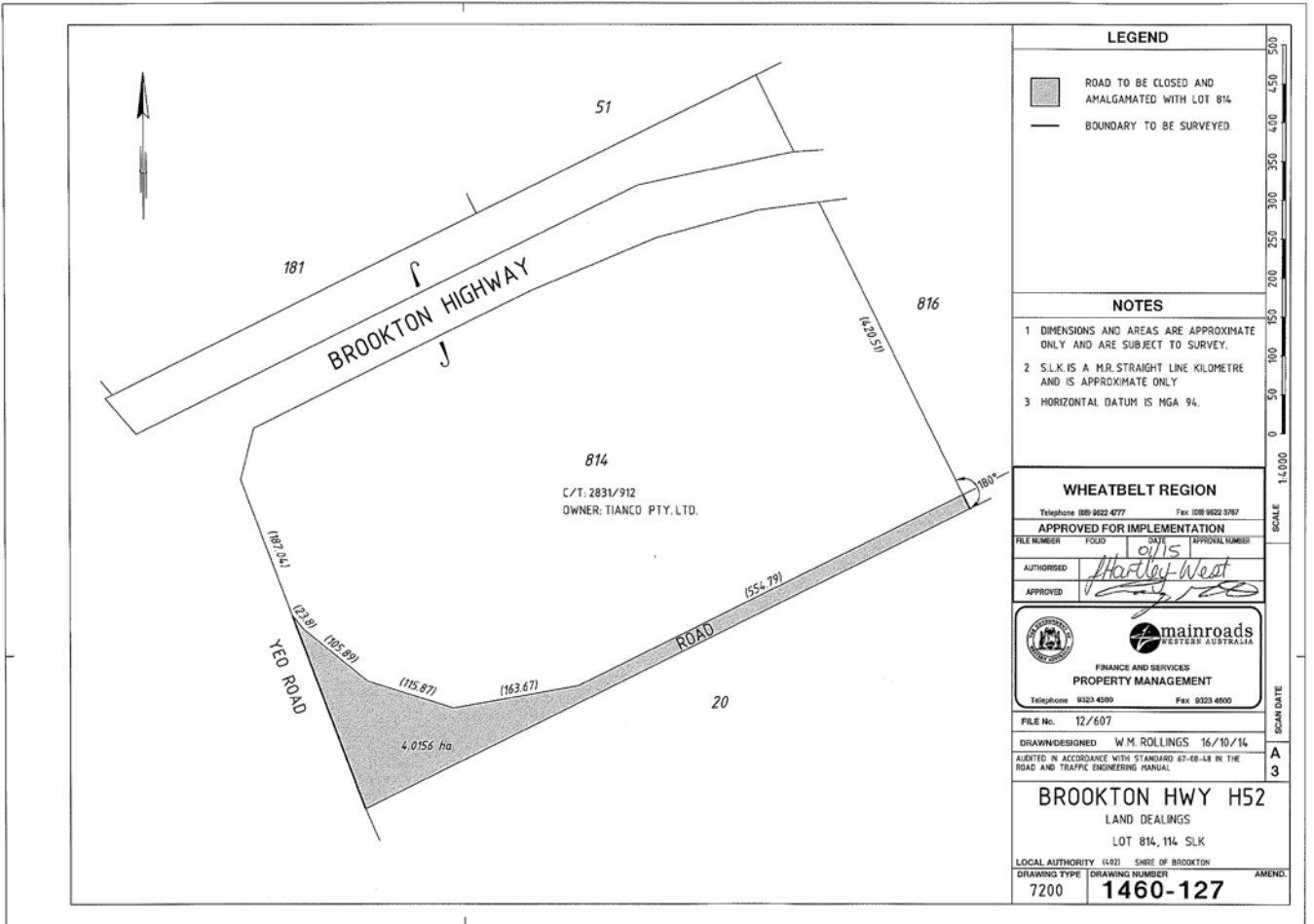
That Council resolve to accept the officer's comment on the advertising and request the Minister close the section of road as detailed in the attached plan.

CARRIED 7-0



http://www.landgate.wa.gov.au/mapviewer/erm_mapviewer.htm?user=rudgw01&token=9d7915e0698a421a97932613f3070ada01375919... 29/08/2014





10.06.15.04 PROCLAMATION OF REALIGNMENT OF BROOKTON HIGHWAY NEAR YEO ROAD, SUDHOLZ SECTION AND FULLWOOD SECTION, BROOKTON

FILE REFERENCE: ADM 0227

AUTHORS NAME AND POSITION: Stefan de Beer
Shire Planner

NAME OF APPLICANT/RESPONDENT: Mainroads WA

DATE REPORT WRITTEN: 11 June 2015

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

PREVIOUS MEETING REFERENCE: No previous meeting reference

SUMMARY:

A request for Council's Endorsement has been received from Mainroads WA in regards to the proclamation of sections of road as described herein. It will be recommended that Council resolve to formally endorse the proposals.

Background:

As stated in the attached letter from Mainroads WA, improvement works completed recently on the Brookton Highway included realignment of the road to provide a safer route for road users.

In accordance with Section 13 of the *Main Roads Act*, the Commissioner of Main Roads intends making a recommendation to the Minister for Transport to proclaim the new alignments for these sections of the Brookton Highway, as shown in the attached plans.

The Commissioner requires endorsement by Council of the enclosed proclamation drawings for this purpose.

Details:

The attachments to this report reflect the alignment of the subject sections of road to be proclaimed and de-proclaimed.

Statutory and Legal Considerations:

Main Roads are proclaimed under the statutory regime afforded by the *Main Roads Act*.

Policy Considerations:

There are no policy implications in relation to this submission.

Consultation:

No consultation was had for this request.

Financial Implications:

There are no financial implications relative to this request.

Strategic Plan Implications:

Strategic Community Plan (2013 – 2023):

- No specific implication relative to this submission.

Corporate Business Plan (2015 – 2019):

- No specific implication relative to this submission.

Local Planning Strategy:

- No specific implication relative to this submission.

Officer's Comment:

The request for Council endorsement of the proposal will be recommended for approval as it will bring to conclusion the process to formalize the realigned sections of Main Road.

Voting Requirements:

Simple Majority Required.

Officer's Recommendation:

That Council resolve to endorse the following proclamation drawings for the proclamation of the realignment of Brookton Highway near Yeo Road, Sudholz section and Fullwood Section, and associated de-proclamation actions:

Drawings No.

1321-0151-00

1321-0154-00

1321-0161-00

1321-0162-00

Attachment 10.06.15.04A

Attachment 10.06.15.04B

Attachment 10.06.15.04C

Attachment 10.06.15.04D

Attachment 10.06.15.04E

Cr Wilkinson left the Chambers at 12.39pm due to proximity interest

Cr Crute assumed the chair

Council Resolution:

10.06.15.04

Moved Cr Allington

Seconded Cr Mills

That Council resolve to endorse the following proclamation drawings for the proclamation of the realignment of Brookton Highway near Yeo Road, Sudholz section and Fullwood Section, and associated de-proclamation actions:

Drawings No.

1321-0151-00

1321-0154-00

1321-0161-00

1321-0162-00

CARRIED 6-0

Cr Wilkinson returned to the Chamber and resumed the chair at 12.41pm



Enquiries: Ron Tolliday on 9323 4473
 Our Ref: 13/4803 13/5940 13/5941 D13#425330
 Your Ref:



ABN: 50 860 676 021

16 March 2015

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

| | | |
|-------------------|----------|------|
| SHIRE OF BROOKTON | | RESP |
| 23 MAR 2015 | | |
| FILE REF: | ADM 0222 | RESP |
| OFFICER: | CEO/SP | |
| DOC ID: | | |
| DATE: | 23/3/15 | |
| INIT: | SKT/SP | |

Dear Mr O'Connor

ATTENTION: STEPHAN DE BEER

PROCLAMATION OF REALIGNMENT OF BROOKTON HIGHWAY NEAR YEO ROAD, SUDHOLTZ SECTION AND FULLWOOD SECTION

Recently, improvement works were completed on Brookton Highway at the three locations stated above.

These improvement works included realignment of the road to provide a safer route for road users. The old alignments are to be ripped and rehabilitated. These works have not changed Main Roads' management responsibility for the road, however, its proclamation as a 'main road' requires gazetting to recognise the new alignment.

In accordance with Section 13 of the Main Roads Act, the Commissioner of Main Roads intends making a recommendation to the Minister for Transport to proclaim the new alignments for these sections of Brookton Highway, as shown on drawings 1321-0151-00, 1321-0154-00, 1321-0161-00 and 1321-0162-00 as a 'main road'. Footpaths will be excluded from the proclamation. Such paths, if any, will remain the responsibility of your Council.

Before making the recommendation to the Minister, the Commissioner requires endorsement by Council of the enclosed proclamation drawings, in duplicate.

Subject to Council's agreement, will you please endorse the drawings with details of the Council's resolution in support of the proposal and return one *original signed set* to Main Roads East Perth office, marked to the attention of Road Classification Manager, Ron Tolliday. The other set should be retained as Council's interim record, pending formal proclamation. Following proclamation, a copy of the final drawings showing gazettal details will be sent to Council for its records.

In the event that Council does not support the changes, Section 13A (2) of the Main Roads Act makes provision for Council to lodge an objection with the Commissioner of Main Roads. Any objection needs to be lodged with Main Roads by 30 June 2015.

If you require any further information regarding the proclamation action, please contact Ron Tolliday on (08) 9323 4473. Any enquiries relating to management of the road should be addressed to our Regional Manager Wheatbelt, Craig Manton, in our Northam office on 96224777.

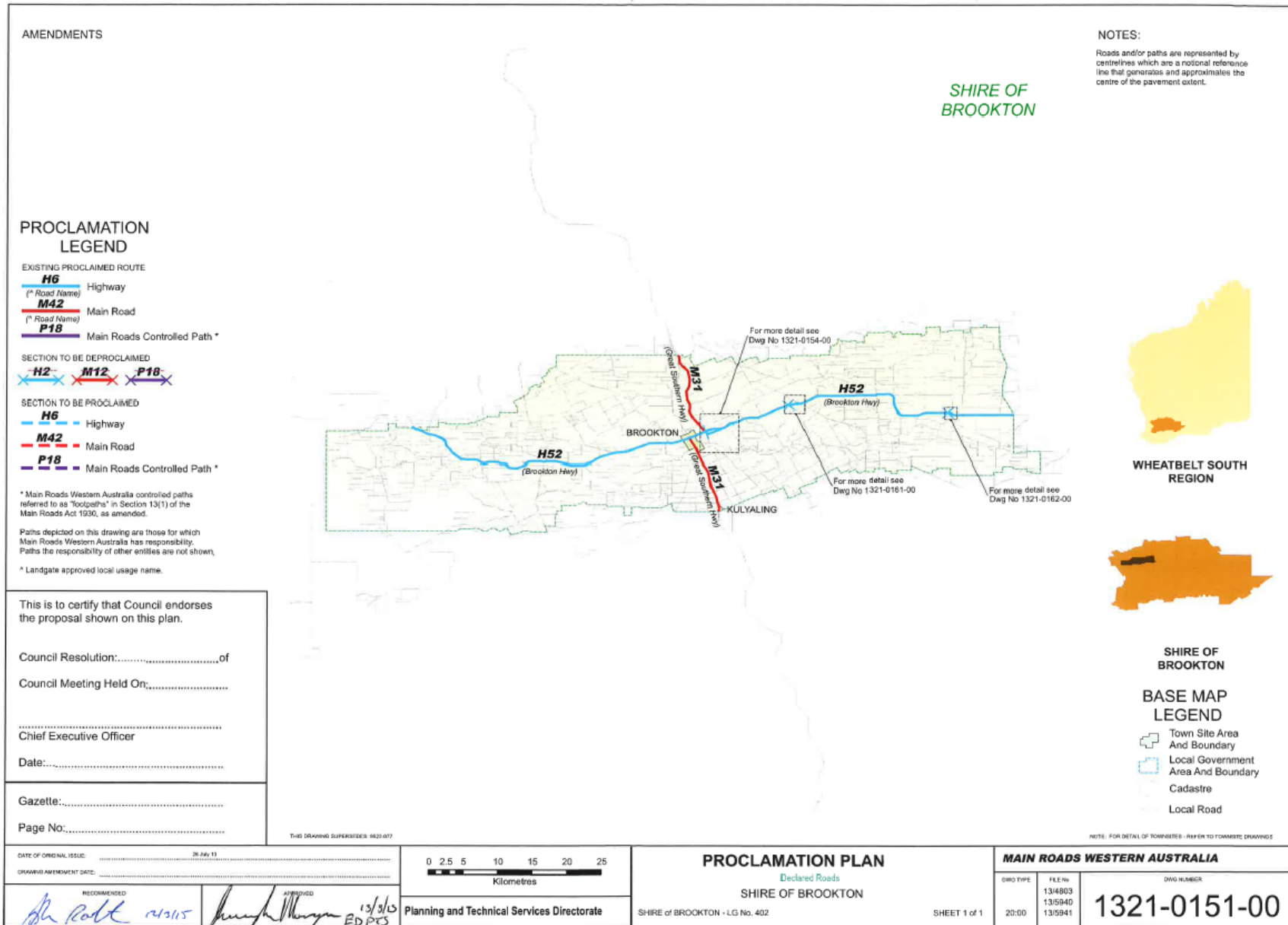
I await receipt of Council's response.

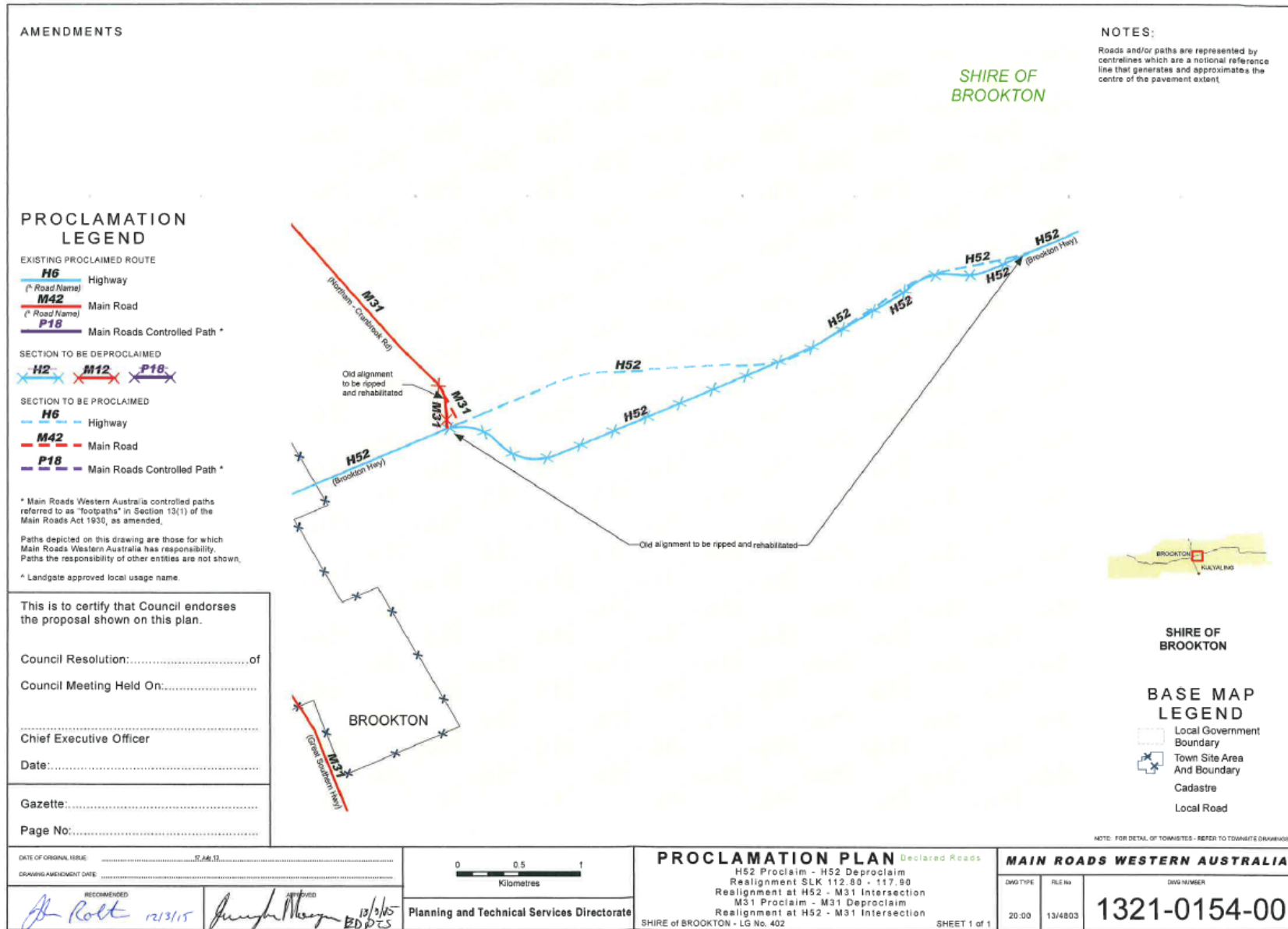
Yours sincerely

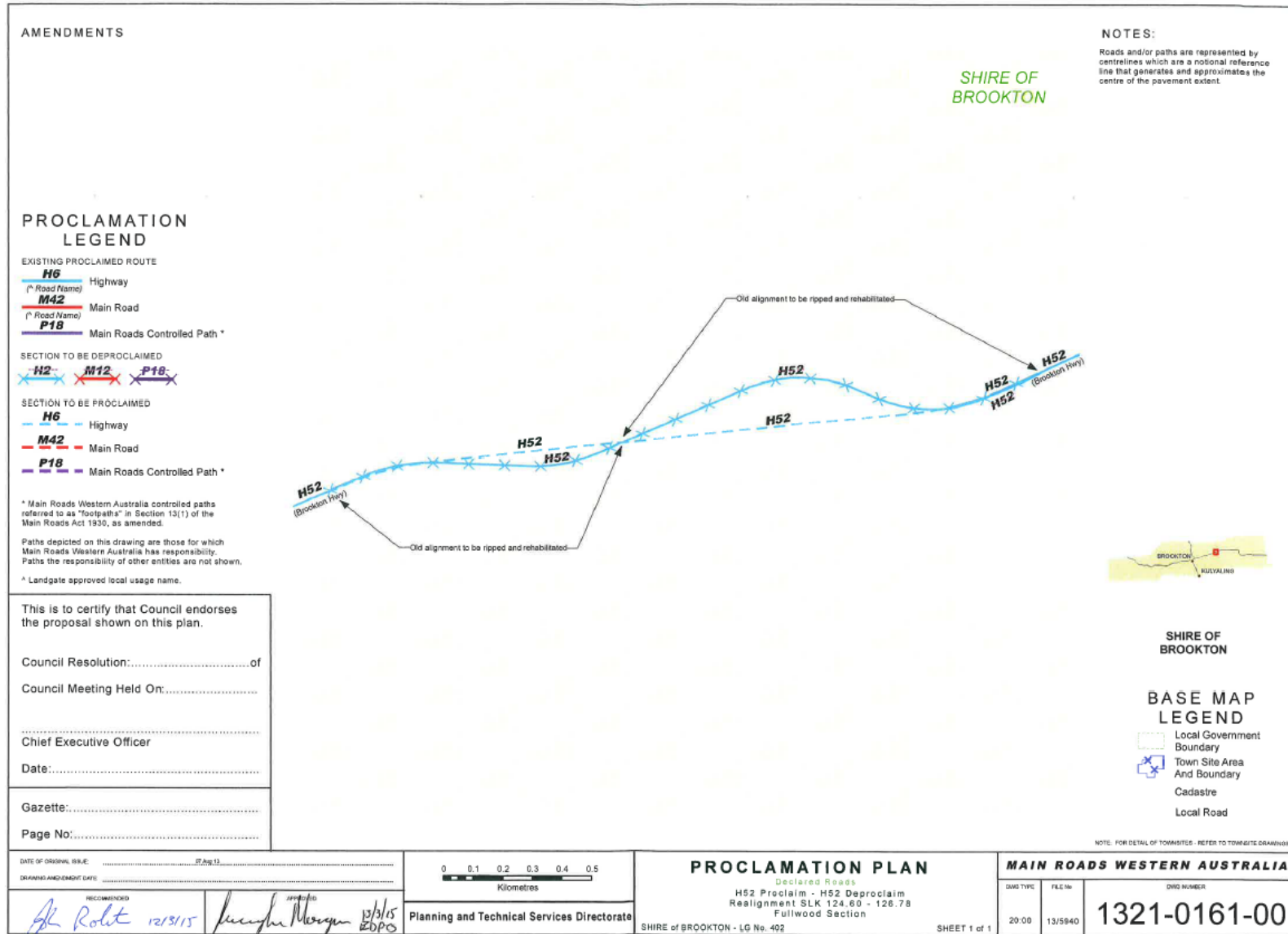
Douglas Morgan
 EXECUTIVE DIRECTOR
 PLANNING AND TECHNICAL SERVICES

Enc.

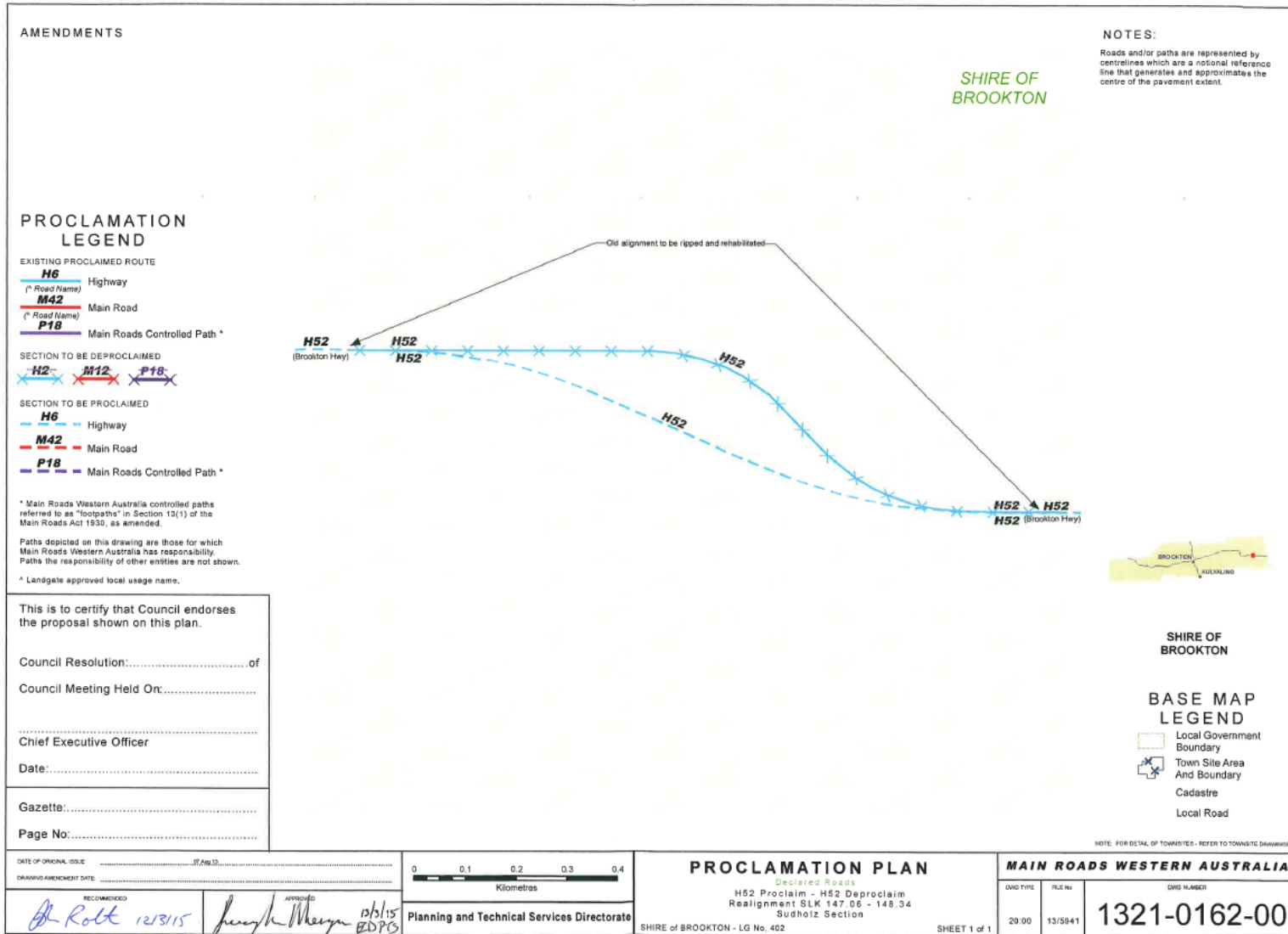
Don Aiken Centre, Waterloo Crescent, East Perth or PO Box 6202 EAST PERTH Western Australia 6892
 Telephone: 138 138 Facsimile: (08) 9323 4430 TTY: (08) 9428 2230
 Email: enquiries@mainroads.wa.gov.au Website: www.mainroads.wa.gov.au







Attachment 10.06.15.04E



11.06 15.0 COMMUNITY SERVICE REPORT
NIL

12.06.15.0 FINANCE & ADMINISTRATION REPORT

12.06.15.01 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: 10th June 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 31st May 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 12.06.15.01A.

To 31st May 2015

Municipal Account

Direct Debits \$ 93,662.75

EFT \$ 516,450.40

Cheques \$ 230,323.07

Trust Account \$ 964.00

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 (2015-2019)

No reference

Voting Requirements:

Simple Majority.

Officer’s Recommendation:

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31st May 2015, per the summaries included in Attachment 12.06.15.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 31st May 2015:

Municipal Account

| | | |
|-----------------------------|-----------|-------------------|
| Direct Debits | \$ | 93,662.75 |
| EFT | \$ | 516,450.40 |
| Cheques | \$ | 230,323.07 |
| <i>Trust Account</i> | \$ | 964.00 |

Council Resolution:

12.06.15.01A

Moved Cr Walker

Seconded Cr Eva

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31st May 2015, per the summaries included in Attachment 12.06.15.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 31st May 2015:

Municipal Account

| | | |
|-----------------------------|-----------|-------------------|
| Direct Debits | \$ | 93,662.75 |
| EFT | \$ | 516,450.40 |
| Cheques | \$ | 230,323.07 |
| <i>Trust Account</i> | \$ | 964.00 |

CARRIED 7-0

MAY 2015 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 18 JUNE 2015

ATTACHMENT 12.06.15.01A

| Chq/EFT | Date | Name | Description | Amount |
|---------|------------|---------------------------------------|---|------------------|
| 945 | 13/05/2015 | COLIN & KAREN MILLS | BOND REFUND FOR HIRE OF | \$ 330.00 |
| 946 | 13/05/2015 | DEPARTMENT OF COMMERCE | BOND UNIT 2 28 WILLIAMS ST | \$ 414.00 |
| 947 | 13/05/2015 | TANIA QUARTERMAINE | REFUND OF BOND HIRE OF MEMORIAL | \$ 110.00 |
| 948 | 13/05/2015 | THE LEIGHTON OPUS TEAM | BOND REFUND FOR HIR EOF WB EVAL | \$ 110.00 |
| | | | TOTAL TRUST | \$ 964.00 |
| Chq/EFT | Date | Name | Description | Amount |
| EFT6410 | 06/05/2015 | 1 STOP RECORDS CONSULTING | RECORD MANAGEMENT CONSULTING 20/04/15 TO 28/04/15 | \$ 897.00 |
| EFT6411 | 06/05/2015 | ABCO PRODUCTS | CLEANING PRODUCTS | \$ 150.78 |
| EFT6412 | 06/05/2015 | AIR RESPONSE | REPAIR & REPLACE CONDENSOR TO AIRCONDITIONER - WB EVA PAVILION | \$ 1,366.04 |
| EFT6413 | 06/05/2015 | AUSTRAL MERCANTILE COLLECTIONS | RATES DEBT COLLECTION | \$ 3.52 |
| EFT6414 | 06/05/2015 | AUSTRALASIAN PERFORMING RIGHTS | LICENSE FEES - MEMORIAL HALL | \$ 247.90 |
| EFT6415 | 06/05/2015 | AUSTRALIA POST | POSTAGE APRIL 2015 | \$ 180.59 |
| EFT6416 | 06/05/2015 | AVON PAPER SHRED | SHREDDING OF CONFIDENTIAL OFFICE | \$ 132.00 |
| EFT6417 | 06/05/2015 | BOC GASES | OXYGEN SIZE G | \$ 45.25 |
| EFT6418 | 06/05/2015 | BROOKTON COMMUNITY RESOURCE CENTRE | QUARTERLY LIBRARY CONTRIBUTION APRIL 2015 TO JUNE 2015 | \$ 6,875.00 |
| EFT6419 | 06/05/2015 | BROOKTON DELI | CATERING | \$ 1,142.00 |
| EFT6420 | 06/05/2015 | BROOKTON PLUMBING | REPAIRS & MAINTENANCE - SWIMMING POOL, UNIT 2 / 4 MATTHEWS ST, 6 | \$ 673.20 |
| EFT6421 | 06/05/2015 | BROOKTON ROADHOUSE | UNLEADED PETROL | \$ 42.38 |
| EFT6422 | 06/05/2015 | BROOKTON TELEGRAPH | ADVERTISING | \$ 30.00 |
| EFT6423 | 06/05/2015 | CHILD SUPPORT AGENCY EMPLOYER | PAYROLL DEDUCTIONS | \$ 264.94 |
| EFT6424 | 06/05/2015 | CIVIL CONTRACTORS FEDERATION - WA | CERTIFICATE III IN CIVIL CONSTRUCTION | \$ 83.34 |
| EFT6425 | 06/05/2015 | COLAS | BITUMEN SEALING WORKS YEO GF | \$ 6,804.88 |
| EFT6426 | 06/05/2015 | CONTRACT AQUATIC SERVICES | CONTRACT MANAGEMENT FEE MARCH 2015, ADDITIONAL OPENING HOURS | \$ 16,835.50 |
| EFT6427 | 06/05/2015 | COOTE MOTORS | SERVICE & REPAIR FIRETENDERS | \$ 4,320.95 |
| EFT6428 | 06/05/2015 | COUNTRY COPIERS | MONTHLY COPIER READING MARCH | \$ 423.20 |
| EFT6429 | 06/05/2015 | COURIER AUSTRALIA | FREIGHT | \$ 29.29 |
| EFT6430 | 06/05/2015 | ELEESHA COOTE | TRAVEL REIMBURSEMENT DFES WORKSHOP NARROGIN 30/04/15 | \$ 123.12 |
| EFT6431 | 06/05/2015 | FLINN HEALTH & FITNESS | GYM MEMBERSHIP INDUCTIONS | \$ 200.00 |
| EFT6432 | 06/05/2015 | ISABEL AMUNDSEN | YOGA CLASSES APRIL & MAY 2015 | \$ 450.00 |
| EFT6433 | 06/05/2015 | J & S KULKER PAINTING | PAINTING SHIRE ADMINISTRATION BUILDING | \$ 5,280.00 |
| EFT6434 | 06/05/2015 | LGIS RISK MANAGEMENT | AVON/CENTRAL MIDLANDS REGIONAL RISK COORDINATION PROGRAMME | \$ 6,792.50 |
| EFT6435 | 06/05/2015 | PIANO MAGIC | TUNE PIANO AT MEMORIAL HALL | \$ 250.00 |
| EFT6436 | 06/05/2015 | PLASTICS PLUS | HARDWARE FOR YEO GRAIN FREIGHT | \$ 370.81 |
| EFT6437 | 06/05/2015 | QUALITY TRANSPORT | FREIGHT | \$ 252.49 |
| EFT6438 | 06/05/2015 | RADIOWEST BROADCASTERS | AROUND THE TOWNS INTERVIEW MARCH 2015 | \$ 55.00 |
| EFT6439 | 06/05/2015 | SHIRE OF BROOKTON SOCIAL CLUB | PAYROLL DEDUCTIONS | \$ 160.00 |
| EFT6440 | 06/05/2015 | SOUTH WEST INSTITUTE OF TECHNOLOGY | FIRST AID TRAINING WORKS STAFF | \$ 315.00 |
| EFT6441 | 06/05/2015 | SYSTEM MAINTENANCE | JETTING OF SEPTIC TANKS AT THE PAVILION | \$ 2,476.52 |

| | | | | |
|---------|------------|-------------------------------|--|--------------|
| EFT6442 | 06/05/2015 | TOTALLY CONFIDENTIAL RECORDS | STORAGE & RETRIEVAL OF ARCHIVE | \$ 247.08 |
| EFT6443 | 06/05/2015 | UHY HAINES NORTON | INTERIM BILLING OF AUDIT YEAR ENDED 30/06/15 & FINANCIAL REPORTING WORKSHOP - DCEO | \$ 12,644.50 |
| EFT6444 | 06/05/2015 | WA LOCAL GOVERNMENT ASSN | ADVERTISING | \$ 748.13 |
| EFT6445 | 06/05/2015 | WA TREASURY CORPORATION | LOAN REPAYMENTS RECREATION PLAN & COUNTRY CLUB | \$ 65,657.63 |
| EFT6446 | 06/05/2015 | WHEATBELT ELECTRICS | REPAIRS TO UNIT 6 MADISON SQUARE AFTER WATER DAMAGE | \$ 1,707.35 |
| EFT6447 | 06/05/2015 | ZACKS COMMERCIAL ARTS | SHIRTS FOR 2015 TRIATHLON & ENVELOPES | \$ 1,155.25 |
| EFT6448 | 14/05/2015 | 1 STOP RECORDS CONSULTING | RECORDS MANAGEMENT CONSULTING 11/04/15 TO 04/05/05 | \$ 916.50 |
| EFT6449 | 14/05/2015 | COURIER AUSTRALIA | FREIGHT | \$ 175.93 |
| EFT6450 | 14/05/2015 | ECONOMIC REGULATION AUTHORITY | INDEPENDENT AUDIT SERVICES & ANNUAL LICENSE CHARGE - SEWERAGE | \$ 14,326.36 |
| EFT6451 | 14/05/2015 | H RUSHTON & CO | REPAIRS & MAINTENANCE - GRADER 5, LOADER 6 & TRAILER 1 | \$ 4,226.00 |
| EFT6452 | 14/05/2015 | MIRACLE RECREATION EQUIPMENT | ASHBURTON BINS WITH LINERS & LIDS | \$ 1,441.00 |
| EFT6453 | 14/05/2015 | RURAL TRAFFIC SERVICES | TRAFFIC CONTROLLERS | \$ 6,223.25 |
| EFT6454 | 14/05/2015 | SHIRE OF BROOKTON | MASTERCARD PURCHASES APRIL 2015 | \$ 810.55 |
| EFT6455 | 14/05/2015 | STUMPY'S GATEWAY ROADHOUSE | DIESEL & UNLEADED PETROL | \$ 358.03 |
| EFT6456 | 20/05/2015 | ABCO PRODUCTS | CLEANING PRODUCTS | \$ 588.38 |
| EFT6457 | 20/05/2015 | AURELIA'S CATERING SERVICE | CATERING VOLUNTEERS SUNDOWNER 13/05/15 | \$ 599.00 |
| EFT6458 | 20/05/2015 | AUSTRALIA POST | POSTAGE APRIL 2015 | \$ 107.83 |
| EFT6459 | 20/05/2015 | BAPTISTCARE | KALKARNI RESIDENCY OPERATING FEES MAY 2015 | \$261,454.25 |
| EFT6460 | 20/05/2015 | BAREND STEPHANUS DE BEER | REIMBURSEMENT OF PARKING FOR MEETING AT DEPARTMENT OF PLANNING | \$ 20.00 |
| EFT6461 | 20/05/2015 | BELL FIRE EQUIPMENT CO P/L | FIRE SAFETY EQUIPMENT & FIRE EXTINGUISHER SERVICING AT SHIRE BUILDINGS | \$ 613.03 |
| EFT6462 | 20/05/2015 | BROOKTON MEDICAL PRACTICE | PRE EMPLOYMENT MEDICALS | \$ 240.00 |
| EFT6463 | 20/05/2015 | BROOKTON PLUMBING | REPAIRS & MAINTENANCE - PUBLIC TOILETS, MEMORIAL HALL, ADMINISTRATION & CARAVAN PARK | \$ 1,535.00 |
| EFT6464 | 20/05/2015 | BROOKTON TELEGRAPH | ADVERTISING | \$ 20.00 |
| EFT6465 | 20/05/2015 | COLAS | BITUMEN SEALING WORK DANGIN MEARS ROAD | \$ 4,697.00 |
| EFT6466 | 20/05/2015 | CONTRACT AQUATIC SERVICES | SUPPLY & INSTALL MULTI CELL CHLORINE GAS DETECTION/WARNING SYSTEM | \$ 9,350.00 |
| EFT6467 | 20/05/2015 | COUNTRY COPIERS | COPIER MONTHLY METER READING | \$ 370.22 |
| EFT6468 | 20/05/2015 | COURIER AUSTRALIA | FREIGHT | \$ 128.38 |
| EFT6469 | 20/05/2015 | EVELYN ARNOLD | REIMBURSEMENT 50% RELOCATION COSTS & GAS BOTTLE UNIT 2 / 4 MATTHEWS ST | \$ 4,103.38 |
| EFT6470 | 20/05/2015 | GAIL PATRICIA LILLY | REIBURSEMENT OF PRE EMPLOYMENT POLICE CLEARANCE APPLICATION | \$ 62.40 |
| EFT6471 | 20/05/2015 | GREAT SOUTHERN FUEL SUPPLIES | 7000 LITRES OF DIESEL & UNLEADED PETROL PURCHASES | \$ 9,196.43 |
| EFT6472 | 20/05/2015 | GREAT SOUTHERN WASTE DISPOSAL | BROOKTON TIPSITE, RUBBISH BIN COLLECTION & BULK RECYCLE PICK UP 31/03/15 TO 28/04/15 | \$ 11,410.68 |
| EFT6473 | 20/05/2015 | IT VISION | PURCHASE ORDER IMPLEMENTATION AND TRAINING | \$ 4,121.36 |

| | | | | |
|---------|------------|--|---|---------------------|
| EFT6474 | 20/05/2015 | JH COMPUTER SERVICES | PURCHASE OF LASER PRINTERS FOR ADMINISTRATION BUILDING | \$ 3,234.18 |
| EFT6475 | 20/05/2015 | JR & A HERSEY PTY LTD | GUIDE POSTS & DELINEATORS | \$ 1,441.00 |
| EFT6476 | 20/05/2015 | LANDGATE (DOLA) | RURAL UV GENERAL REVALUATION 2014/2015 | \$ 6,276.40 |
| EFT6477 | 20/05/2015 | LGIS INSURANCE | REIMBURSEMENT FOR BROOKTON BUSHFIRE CLAIM | \$ 762.62 |
| EFT6478 | 20/05/2015 | MARYKA DE BEER | REIMBURSEMENT OF PRE EMPLOYMENT POLICE CLEARANCE APPLICATION FEE | \$ 62.40 |
| EFT6479 | 20/05/2015 | MORRIS PEST & WEED CONTROL PTY LTD | REINSPECTION OF BRIDGE 3158A ON MATTHEWS ROAD BROOKTON | \$ 385.00 |
| EFT6480 | 20/05/2015 | ORICA AUSTRALIA P/L NOW IXOM | CHLORINE CYLINDER SERVICE FEE - SWIMMING POOL | \$ 166.41 |
| EFT6481 | 20/05/2015 | PAPER PLUS OFFICE NATIONAL | HP TONER CARTRIDGES | \$ 406.78 |
| EFT6482 | 20/05/2015 | PINGELLY TIMES | ADVERTISING - ADMINISTRATION & WORKS ADMINISTRATION | \$ 30.00 |
| EFT6483 | 20/05/2015 | RA-AN ENTERPRISES | HIRE OF DOZER TO STOCK PILE FILL FOR RUBBISH TIP | \$ 4,444.00 |
| EFT6484 | 20/05/2015 | RADIOWEST BROADCASTERS | AROUND THE TOWNS INTERVIEW APRIL 2015 | \$ 55.00 |
| EFT6485 | 20/05/2015 | SGS | WATER TESTING | \$ 176.00 |
| EFT6486 | 20/05/2015 | SHIRE OF BEVERLEY | BASIC TRAFFIC MANAGEMENT REFRESHER COURSE | \$ 840.00 |
| EFT6487 | 20/05/2015 | SKYE SAGE | REIMBURSEMENT OF PRE EMPLOYMENT POLICE CLEARANCE APPLICATION | \$ 62.40 |
| EFT6488 | 20/05/2015 | STEFAN DE BEER TOWN & REGIONAL PLANNER | WHITTINGTON STREET IMPROVEMENT PROJECT - URBAN DESIGN DRAFT | \$ 1,250.00 |
| EFT6489 | 20/05/2015 | STUMPY'S GATEWAY ROADHOUSE | DIESEL & UNLEADED PETROL | \$ 767.98 |
| EFT6490 | 20/05/2015 | WA CONTRACT RANGER SERVICES | RANGER SERVICES 14/04/15 TO 05/05/15 | \$ 1,262.25 |
| EFT6491 | 20/05/2015 | WESTERN STABILISERS | CEMENT STABILISATION YEO RD | \$ 17,006.88 |
| EFT6492 | 20/05/2015 | WHEATBELT ELECTRICS | REPAIR & SERVICE SMOKE ALARMS AT SHIRE BUILDINGS & HOT WATER SYSTEM 8 MARSH AVE | \$ 1,293.00 |
| | | | TOTAL EFT | \$516,450.40 |

| Chq/EFT | Date | Name | Description | Amount |
|---------|------------|----------------------------------|---|-------------|
| 17565 | 06/05/2015 | ATO - FBT | FBT FINAL CONTRIBUTION 2014/15 | \$ 4,657.68 |
| 17566 | 06/05/2015 | BROOKTON MEATS | SAUSAGES FOR THE BROOKTON | \$ 81.00 |
| 17567 | 06/05/2015 | BROOKTON SUPERMARKET | GAS BOTTLES, CLEANING PRODUCTS, MILK & REFRESHMENTS | \$ 682.01 |
| 17568 | 06/05/2015 | BUILDING & CONSTRUCTION INDUSTRY | BCITF LEVY MARCH & APRIL 2015 | \$ 691.44 |
| 17569 | 06/05/2015 | BUILDING COMMISSION | BUILDING SERVICES LEVY MARCH & APRIL 2015 | \$ 543.30 |
| 17570 | 06/05/2015 | CASH - SHIRE OF BROOKTON | PETTY CASH REIMBURSEMENT | \$ 187.00 |
| 17571 | 06/05/2015 | NARROGIN FLORAL STUDIO | WREATH'S FOR ANZAC DAY | \$ 200.00 |
| 17572 | 06/05/2015 | PARKER BLACK & FORREST PTY LTD | MASTER KEYS FOR KALKARNI | \$ 165.00 |
| 17573 | 06/05/2015 | SHIRE OF BROOKTON | PAYROLL DEDUCTIONS | \$ 465.00 |
| 17574 | 06/05/2015 | SHIRE OF BROOKTON | PAYROLL DEDUCTIONS | \$ 1,074.68 |
| 17575 | 06/05/2015 | SHIRE OF BROOKTON | PAYROLL DEDUCTIONS | \$ 465.00 |

| | | | | |
|-------|------------|-------------------------|---|---------------------|
| 17576 | 06/05/2015 | SILVER CHAIN | CONTRIBUTION TO SADDLEBACK RENOVATIONS | \$199,199.00 |
| 17577 | 06/05/2015 | TELSTRA CORPORATION | TELEPHONE 0429998533 16/03/15 TO 16/04/15 | \$ 138.29 |
| 17581 | 14/05/2015 | DEPARTMENT OF TRANSPORT | RETAIN NUMBER PLATE 01BO & ISSUE STATE PLATES READY FOR VEHICLE TRADE IN | \$ 24.00 |
| 17582 | 14/05/2015 | GILL RURAL TRADERS | HARDWARE & RURAL PURCHASES MARCH 2015 | \$ 4,541.65 |
| 17583 | 14/05/2015 | JASON SIGNMAKERS | SAFETY TAGS | \$ 103.18 |
| 17584 | 20/05/2015 | AG ATKINS CARPENTER | CEMENTING FLOODWAY ON BUCKINGHAM ROAD | \$ 4,889.75 |
| 17585 | 20/05/2015 | BROOKTON PHARMACY | TWINRIX VACCINE & PRIZES FOR TRIATHLON | \$ 169.50 |
| 17586 | 20/05/2015 | BROOKTON SUPERMARKET | MILK, JUICE, COOL DRINK, GAS & KEY CUTTING | \$ 197.82 |
| 17587 | 20/05/2015 | SYNERGY | ELECTRICITY STREETLIGHTS 25/03/15 TO 24/04/15 | \$ 3,037.15 |
| 17588 | 20/05/2015 | TELSTRA CORPORATION | TELEPHONE 01/04/15 TO 01/05/15 - ADMINISTRATION, DCEO RESIDENCE, DEPOT, SWIMMING POOL & CEO | \$ 1,245.26 |
| 17589 | 20/05/2015 | WATER CORPORATION OF WA | WATER USAGE 10/03/15 TO 06/05/15 - KALKARNI, MEMORIAL HALL, ADMINISTRATION, SWIMMING POOL, 7 MONTGOMERY, MEMORIAL PARK, 8 MARSH AVE, DEPOT, STANPIPE, SEWERAGE & MADISON SQUARE | \$ 7,565.36 |
| | | | TOTAL CHEQUE | \$230,323.07 |
| | | | TOTAL MUNICIPAL | \$746,773.47 |

DIRECT DEBITS FOR MAY 2015

| | | |
|------------------|-----------|------------------|
| SALARIES & WAGES | \$ | 79,679.53 |
| MERCHANT FEES | \$ | 171.88 |
| SUPERANNUATION | \$ | 13,811.34 |
| TOTAL | \$ | 93,662.75 |

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

| DATE | DESCRIPTION | AMOUNT |
|----------|------------------------|------------------|
| 9/04/15 | WESTNET - 8 MARSH AVE | \$ 59.95 |
| | WESTNET - DEPOT | \$ 49.95 |
| | WESTNET - ADMIN OFFICE | \$ 109.95 |
| 15/04/15 | ED MURPHY'S | \$ 191.70 |
| 22/04/15 | DVG MOUNTWAY | \$ 395.00 |
| 29/04/15 | CARD FEE | \$ 4.00 |
| | TOTAL | \$ 810.55 |

12.06.15.02 FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIOD 31 MAY 2015

FILE REFERENCE:

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 9th June 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 31 May 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 31 May 2015 (Attachment 12.06.15.02A).

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 (2015-2019)

No reference

Voting Requirements:

Simple Majority.

Officer's Recommendation:

That Council receive the Statement of Financial Activity for the period ended 31 May 2015, attachment 12.06.15.02A

Council Resolution:

12.06.15.02

Moved Cr Fancote

Seconded Cr Crute

That Council receive the Statement of Financial Activity for the period ended 31 May 2015, attachment 12.06.15.02A

CARRIED 7-0

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 May 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 | 33,992 | 37,039 | 3,047 | 8.96% | |
| General Purpose Funding | | 1,085,676 | 1,085,676 | 1,055,943 | 1,055,548 | (395) | (0.04%) | |
| Law, Order and Public Safety | | 33,463 | 33,463 | 31,189 | 31,013 | (176) | (0.57%) | |
| Health | | 2,807 | 2,807 | 2,563 | 133,026 | 130,463 | 5090.26% | ▲ |
| Education and Welfare | | 3,945,177 | 3,945,177 | 3,601,960 | 3,327,969 | (273,991) | (7.61%) | ▼ |
| Housing | | 706,003 | 706,003 | 700,876 | 703,703 | 2,827 | 0.40% | |
| Community Amenities | | 364,020 | 364,020 | 367,028 | 360,293 | (6,735) | (1.83%) | |
| Recreation and Culture | | 188,743 | 188,743 | 158,715 | 85,758 | (72,957) | (45.97%) | ▼ |
| Transport | | 550,175 | 550,175 | 540,342 | 542,241 | 1,899 | 0.35% | |
| Economic Services | | 56,604 | 56,604 | 51,854 | 50,226 | (1,628) | (3.14%) | |
| Other Property and Services | | 120,904 | 120,904 | 126,401 | 104,826 | (21,575) | (17.07%) | ▼ |
| Total (Excluding Rates) | | 7,089,544 | 7,089,544 | 6,670,863 | 6,431,643 | (239,220) | (3.59%) | |
| Operating Expense | | | | | | | | |
| Governance | | (614,320) | (614,320) | (509,013) | (505,172) | 3,841 | (0.75%) | |
| General Purpose Funding | | (205,086) | (205,086) | (181,954) | (184,190) | (2,236) | 1.23% | |
| Law, Order and Public Safety | | (256,537) | (256,537) | (235,452) | (241,038) | (5,586) | 2.37% | |
| Health | | (54,746) | (54,746) | (50,138) | (48,203) | 1,935 | (3.86%) | |
| Education and Welfare | | (3,927,154) | (3,927,154) | (3,608,064) | (3,595,077) | 12,987 | (0.36%) | |
| Housing | | (157,737) | (157,737) | (115,939) | (109,776) | 6,163 | (5.32%) | |
| Community Amenities | | (501,607) | (501,607) | (381,993) | (384,876) | (2,883) | 0.75% | |
| Recreation and Culture | | (718,267) | (718,267) | (676,322) | (747,993) | (71,671) | 10.60% | ▲ |
| Transport | | (1,205,679) | (1,205,679) | (945,459) | (939,848) | 5,612 | (0.59%) | |
| Economic Services | | (144,936) | (144,936) | (131,342) | (93,115) | 38,227 | (29.10%) | ▼ |
| Other Property and Services | | (66,775) | (66,775) | (60,464) | (65,463) | (4,999) | 8.27% | |
| Total | | (7,852,845) | (7,852,845) | (6,896,140) | (6,914,751) | (18,611) | (0.27%) | |
| Funding Balance Adjustment | | | | | | | | |
| Add back Depreciation | | 1,226,781 | 1,226,781 | 1,124,332 | 1,199,920 | 75,588 | 6.72% | |
| Adjust (Profit)/Loss on Asset Disposal | 6 | (610) | (610) | (21,657) | 37,053 | 58,710 | (271.09%) | |
| Net Operating (Ex. Rates) | | 462,870 | 462,870 | 877,398 | 753,865 | (123,533) | (14.08%) | |
| Capital Revenues | | | | | | | | |
| Proceeds from Disposal of Assets | 6 | 149,800 | 149,800 | 94,000 | 121,182 | 27,182 | 28.92% | ▲ |
| Self-Supporting Loan Principal | | 33,377 | 33,377 | 27,179 | 27,179 | (0) | (0.00%) | |
| Transfer from Reserves | 5 | 633,849 | 633,849 | 140,000 | 138,177 | (1,823) | (1.30%) | |
| Total | | 817,026 | 817,026 | 261,179 | 286,538 | 25,359 | 9.71% | |
| Capital Expenses | | | | | | | | |
| Land and Buildings | 6 | (1,207,984) | (1,207,984) | (570,000) | (573,445) | (3,445) | 0.60% | |
| Plant and Equipment | 6 | (219,171) | (219,171) | (219,171) | (175,492) | 43,679 | (19.93%) | ▼ |
| Furniture and Equipment | 6 | (126,895) | (126,895) | (126,895) | (50,422) | 76,474 | (60.27%) | ▼ |
| Infrastructure Assets - Roads & Bridges | 6 | (840,786) | (840,786) | (730,000) | (731,729) | (1,729) | 0.24% | |
| Infrastructure Assets - Sewerage | 6 | (124,500) | (124,500) | (124,500) | (14,460) | 110,040 | (88.39%) | ▼ |
| Infrastructure Assets - Parks | 6 | (9,000) | (9,000) | (9,000) | (6,376) | 2,624 | (29.16%) | |
| Repayment of Debentures | 7 | (107,603) | (107,603) | (107,603) | (107,602) | 1 | (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) | (2,177,169) | (1,952,517) | 224,652 | (10.32%) | |
| Net Capital | | (2,357,236) | (2,357,236) | (1,915,990) | (1,665,979) | 250,011 | (13.05%) | |
| Total Net Operating + Capital | | (1,894,367) | (1,894,367) | (1,038,592) | (912,114) | 126,478 | (12.18%) | |
| 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 | 856,135 | 980,482 | 124,347 | 14.52% | |

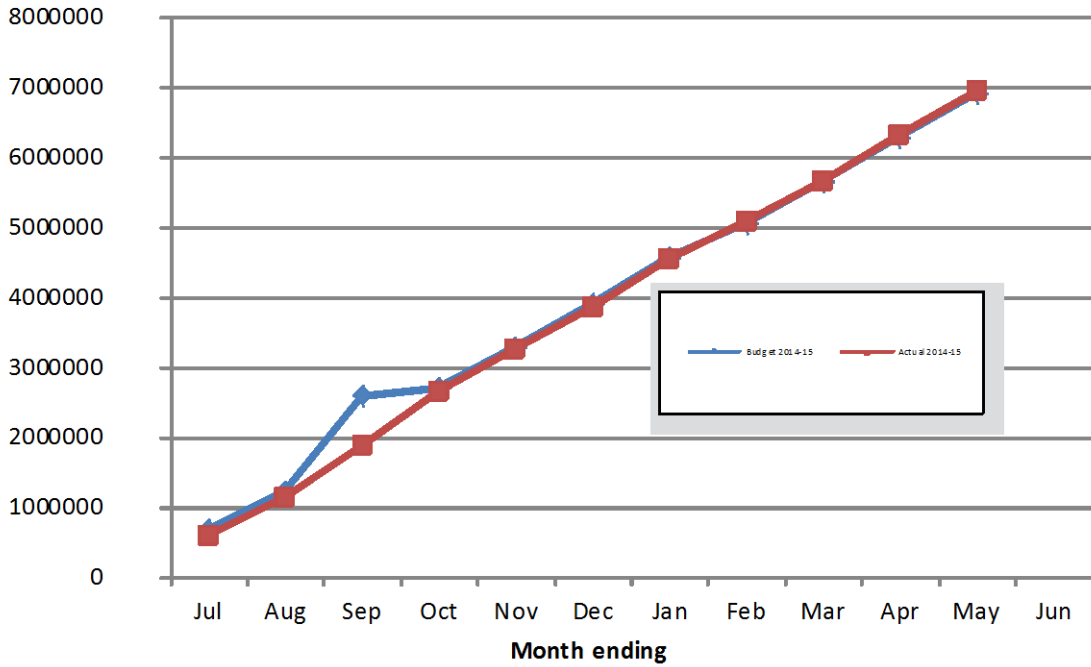
Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 31 May 2015

| | NOTE | 2014/15 Current Budget \$ | 2014/15 Projected Year End Actual \$ | 2014/15 YTD Budget \$ | 2014/15 YTD Actual \$ | Variance 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 | 3,744,008 | 3,545,058 | (198,950) |
| Fees and Charges | | 1,384,102 | 1,384,102 | 1,268,760 | 1,272,896 | 4,136 |
| Interest Earnings | | 178,400 | 178,400 | 163,533 | 131,345 | (32,188) |
| Other Revenue | | 191,135 | 191,135 | 175,207 | 363,731 | 188,524 |
| | | 7,512,523 | 7,512,523 | 7,026,022 | 6,985,413 | (40,609) |
| EXPENSES FROM ORDINARY ACTIVITIES | | | | | | |
| Employee Costs | | (1,257,057) | (1,257,057) | (1,152,302) | (924,450) | 227,852 |
| Materials and Contracts | | (4,901,615) | (4,901,615) | (4,493,147) | (4,360,726) | 132,421 |
| Utilities | | (150,007) | (150,007) | (137,506) | (138,459) | (953) |
| Depreciation | | (1,226,781) | (1,226,781) | (1,124,549) | (1,199,920) | (75,371) |
| Interest Expenses | 7 | (127,055) | (127,055) | (116,467) | (101,173) | 15,294 |
| Insurance | | (162,738) | (162,738) | (149,176) | (148,361) | 815 |
| Other Expenditure | | (13,600) | (13,600) | (12,467) | (1,958) | 10,509 |
| | | (7,838,852) | (7,838,852) | (7,185,614) | (6,875,047) | 310,568 |
| | | (326,329) | (326,329) | (159,592) | 110,367 | 269,959 |
| Non-Operating Grants, Subsidies & Contributions | | 1,227,278 | 1,227,278 | 1,125,005 | 1,115,962 | (9,043) |
| Profit on Asset Disposals | 6 | (10,784) | (10,784) | 2,651 | 2,651 | (0) |
| Loss on Asset Disposals | 6 | (12,647) | (12,647) | (12,647) | (39,705) | (27,058) |
| NET RESULT | | 877,518 | 877,518 | 955,417 | 1,189,275 | 233,858 |

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2015

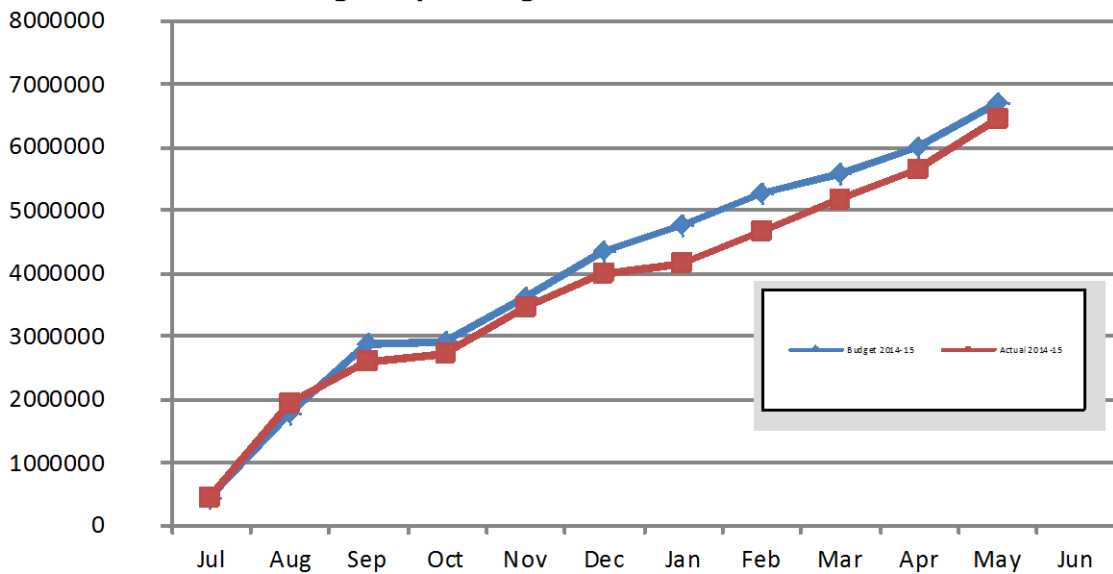
Note 1 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



Comments/Notes - Operating Expenses

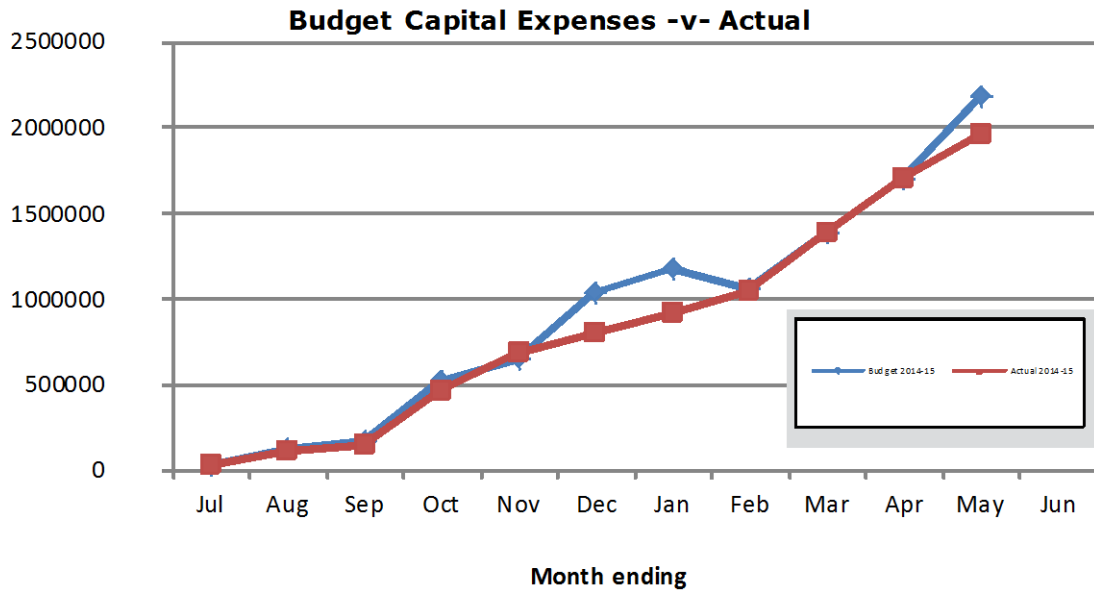
Budget Operating Revenues -v- Actual



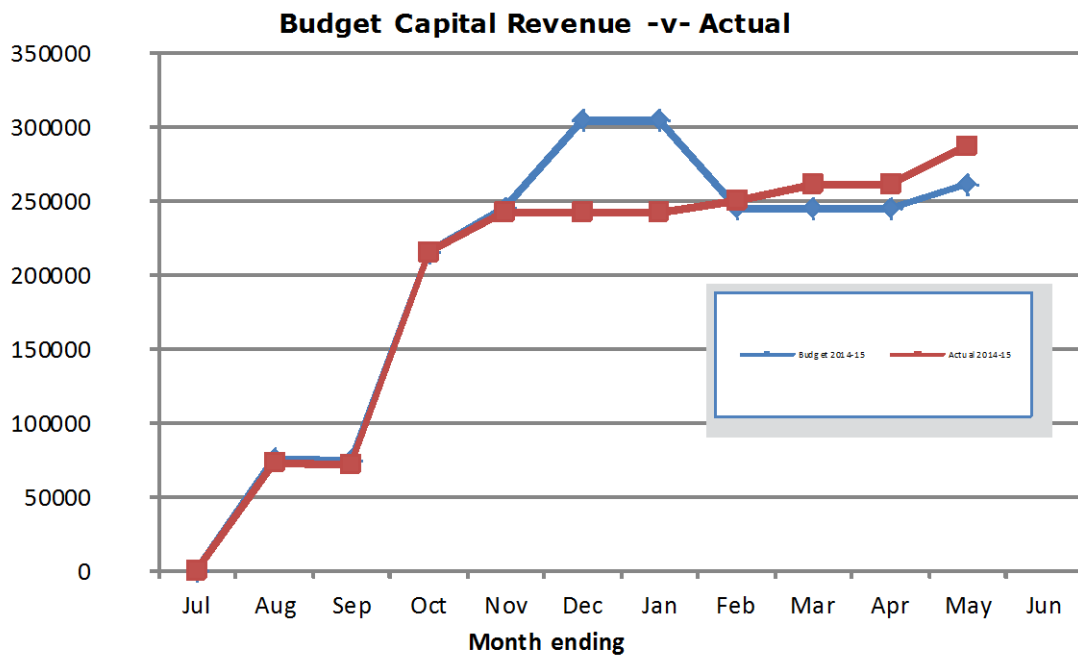
Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2015

Note 1 - Graphical Representation - Source Statement of Financial Activity



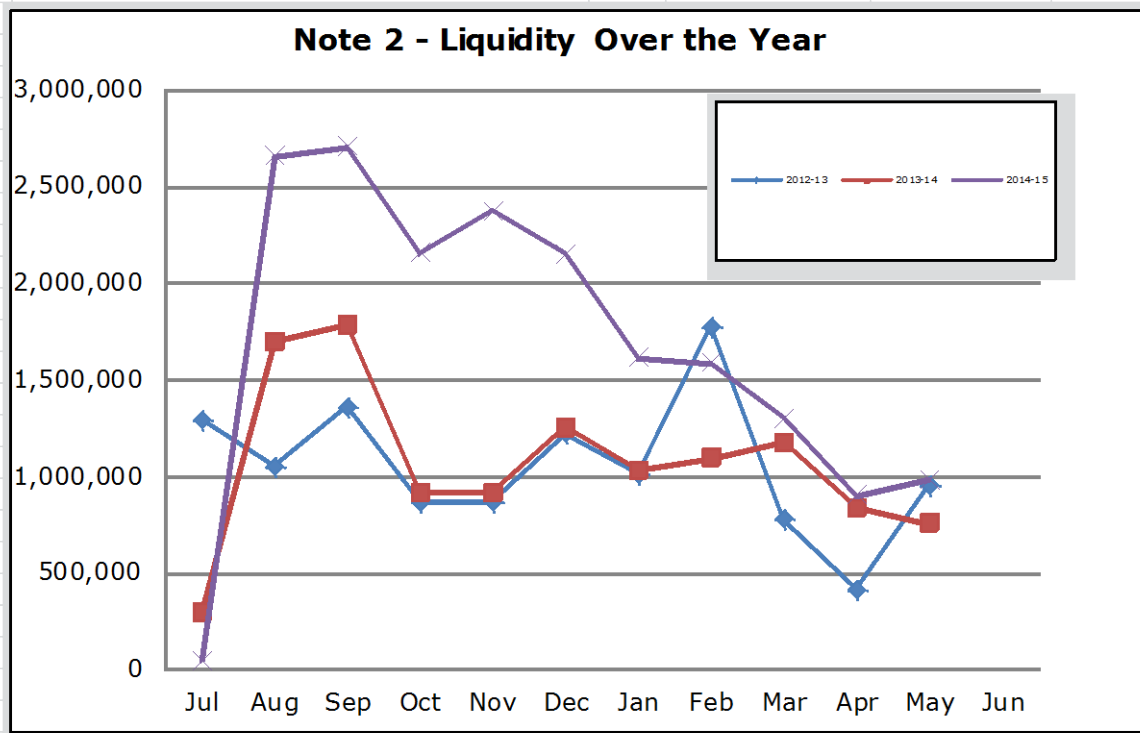
Comments/Notes - Capital Expenses



Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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 | | 1,001,731 | 744,111 | 1,339,231 |
| Cash Restricted | | 2,596,705 | 2,236,318 | 1,833,415 |
| Receivables | | 1,060,079 | 854,659 | 1,088,595 |
| Prepayments & Accruals | | 0 | 0 | 0 |
| Inventories | | 14,065 | 22,306 | 28,607 |
| | | 4,672,579 | 3,857,394 | 4,289,848 |
| Less: Current Liabilities | | | | |
| Payables and Provisions | | (1,095,393) | (866,065) | (1,502,797) |
| | | (1,095,393) | (866,065) | (1,502,797) |
| Less: Cash Restricted | | (2,596,705) | (2,236,318) | (1,833,415) |
| Net Current Funding Position | | 980,482 | 755,011 | 953,636 |



Comments - Net Current Funding Position

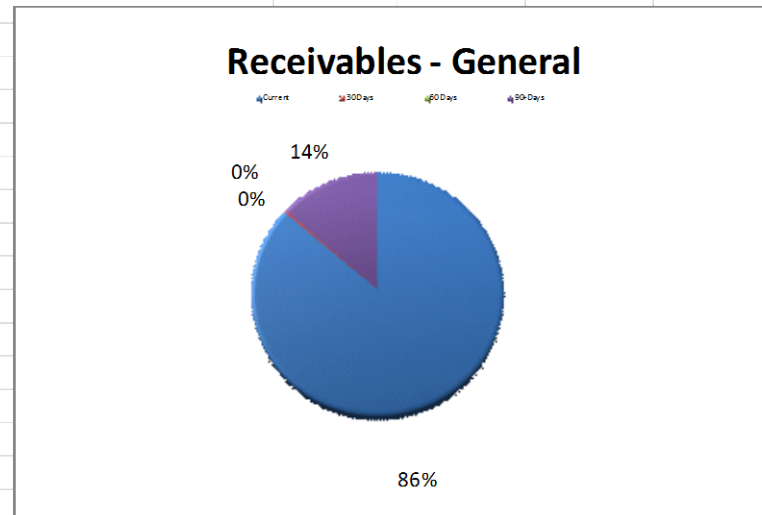
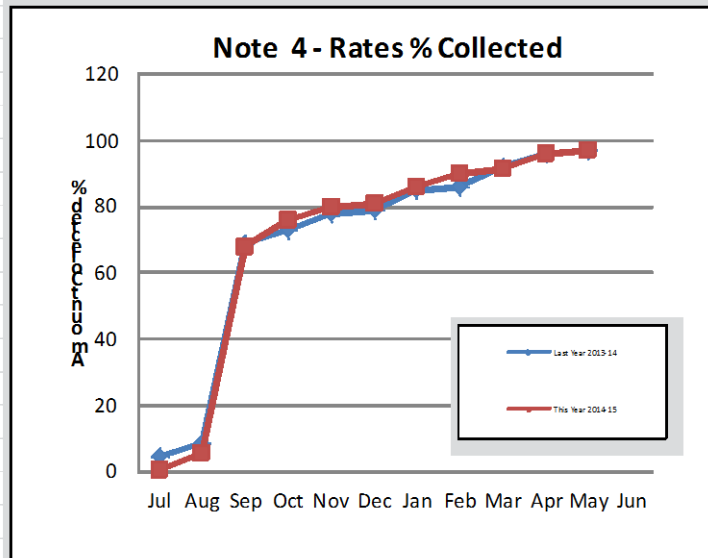
Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2015

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 | 64,776 | 62,710 |
| Net Rates Collectable | 64,776 | 62,710 |
| % Collected | 96.71% | 96.66% |

| Receivables - General | Current | 30 Days | 60 Days | 90+Days |
|--------------------------|---------|---------|---------|----------------|
| | \$ | \$ | \$ | \$ |
| | 101,843 | 300 | 0 | 15,793 |
| Total Outstanding | | | | 117,936 |

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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 31 May 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 | 23,152 | 20,000 | (3,152) |
| 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 | 158,235 | 121,182 | (37,053) |

Comments - Capital Disposal

| | Summary Acquisitions | Adopted Budget | | |
|--|--|------------------|------------------|------------------|
| | | Budget | Actual | Variance |
| | | \$ | \$ | \$ |
| | Property, Plant & Equipment | | | |
| | Land and Buildings | 1,152,484 | 573,445 | 579,039 |
| | Plant & Equipment | 441,000 | 175,492 | 265,508 |
| | Furniture & Equipment | 126,895 | 50,422 | 76,474 |
| | Infrastructure | | | |
| | Roadworks & Bridge Works | 854,986 | 731,729 | 123,257 |
| | Parks & Gardens | 9,000 | 6,376 | 2,624 |
| | Sewerage & Drainage | 24,500 | 14,460 | 10,040 |
| | Totals | 2,608,865 | 1,551,924 | 1,056,941 |

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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 | - | 11,196 | 11,196 | 142,415 | 142,415 | 9,886 | 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 | 107,602 | 107,602 | 1,844,563 | 1,844,563 | 101,173 | 127,055 |

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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% | 236,909 | | | | 236,909 | Bendigo | |
| Municipal Cash at Bank - Cash Management Account | 0.50-4.0% | 764,822 | | | | 764,822 | Bendigo | |
| Trust Cash at Bank | 1.50% | | | 42,868 | | 42,868 | Bendigo | |
| (b) Term Deposits | | | | | | | | |
| Reserves | 3.00% | | 2,596,705 | | | 2,596,705 | Bendigo | 02/06/2015 |
| Les McMullen Trust | 4.00% | | | 7,745 | | 7,745 | Bendigo | 26/06/2015 |
| (c) Investments | | | | | | | | |
| Bendigo Bank Shares | | | | | 5,000 | 5,000 | | |
| Total | | 1,001,731 | 2,596,705 | 50,613 | 5,000 | 3,654,049 | | |

Comments/Notes - Investments

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

This amount reflects the non cash contribution made by Silver Chain in the upgrade of the Saddleback Nursing Post (\$131,974).

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 has improved to an average of 90%, but is down 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

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

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 (\$65K). 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. In addition, the budget allocations for Drummuster (\$5k) and sale of property (\$4.5k) have not been spent.

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 | | |
| The variance here is being driven by the expectation that all vehicles would have been traded by May. The Planner's vehicle is still to be changed. | | |
| Furniture and Equipment | | |
| There are still invoices outstanding for recent capital projects completed at Karkarni Aged Care Facility. | | |
| Infrastructure Assets - Roads & Bridges | | |
| Within variance threshold of \$10,000 or 10% | | |
| Infrastructure Assets - Sewerage | | |
| Due to the unavailability of the contractor the planned works on the Sewerage Infrastructure will not completed in the 14/15 year as expected. | | |
| 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) | | |

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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 31 May 2015 |
|---------------------------------|--|--------------------|-----------------|---|
| | \$ | \$ | \$ | \$ |
| Housing Bonds | 1,200 | 3,994 | (2,914) | 2,280 |
| Other Bonds | 4,790 | 13,670 | (7,030) | 11,430 |
| 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 | 18,054 | (10,144) | 50,613 |

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Kalkarni Aged Care Facility
For the Period Ended 31 May 2015

Note 11: Kalkarni Aged Care Facility

| | Note | Adopted Annual Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b) - (a) 9 | Var. % (b) - (a) / (b) 9 | Var. |
|---|------|-----------------------|--------------------|--------------------|------------------------|-----------------------------|------|
| Operating Revenue | | \$ | \$ | \$ | \$ | % | |
| Fees & Charges | | 717,349 | 657,570 | 657,570 | 0 | 0.00% | |
| Grants & Subsidies | | 3,238,112 | 2,968,269 | 2,519,457 | (448,813) | (15.12%) | ▼ |
| Reimbursements & Donations | | 250 | 229 | 0 | (229) | (100.00%) | |
| Other Income | | 3,333 | 3,055 | 0 | (3,055) | (100.00%) | |
| Total Revenue | | 3,959,044 | 3,629,124 | 3,177,027 | (452,097) | (12.46%) | |
| Operating Expenses | | | | | | | |
| Building Maintenance | | 0 | 0 | 0 | 0 | 0.00% | |
| Interest Expenses | | (6,146) | (5,634) | (3,622) | 2,012 | (35.71%) | |
| Insurance Expenses | | (17,000) | (17,000) | (16,352) | 648 | (3.81%) | |
| Building Maintenance | | (34,836) | (21,933) | (8,863) | 13,070 | (59.59%) | |
| Loss on Sale of Asset | | 0 | 0 | (4,030) | (4,030) | 0.00% | |
| Depreciation | | (174,073) | (159,567) | (179,399) | (19,832) | 12.43% | ▲ |
| ABC Administration Expenses | | (19,589) | (17,956) | (17,037) | 919 | (5.12%) | |
| Contract Expenses | | (3,775,218) | (3,460,617) | (3,339,068) | 121,548 | (3.51%) | ▲ |
| Total Expenses | | (4,026,862) | (3,682,707) | (3,568,371) | 114,336 | 3.10% | |
| Operating Surplus (Deficit) | | (67,818) | (53,583) | (391,344) | (337,761) | -630% | |
| Excluding Non Cash Adjustments | | | | | | | |
| Add back Depreciation | | 174,073 | 159,567 | 179,399 | 19,832 | 12.43% | |
| Adjust (Profit)/Loss on Asset Disposal | | 0 | 0 | (4,030) | (4,030) | 0.00% | |
| Net Operating Surplus (Deficit) | | 106,255 | 105,984 | (215,975) | (321,959) | (303.78%) | |
| Capital Revenues | | | | | | | |
| KBC Capital Income | | 161,331 | 147,887 | 150,943 | 3,056 | 2.07% | |
| Transfer from Reserves | 5 | 196,340 | 0 | 0 | 0 | 0.00% | |
| Total | | 357,671 | 147,887 | 150,943 | 3,056 | 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 | 103,804 | 106,658 | 2,854 | 2.75% | |
| Closing Funding Surplus(Deficit) | | 249,532 | 209,788 | (109,317) | (319,105) | | |

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 31 May 2015

| Note 12 WB Eva Pavilion Operating Statement | | | | | |
|--|-------------|-----------------------|-------------------|-------------------|----------------------|
| | NOTE | 2014/15 | 2014/15 | 2014/15 | Variance |
| | | Adopted Budget | YTD Budget | YTD Actual | YTD Budget vs |
| | | \$ | \$ | \$ | YTD Actual |
| | | \$ | \$ | \$ | \$ |
| REVENUES FROM ORDINARY ACTIVITIES | | | | | |
| Hire Fees - WB Eva Pavilion | | 2,000 | 2,000 | 2,946 | 946 |
| Sporting Club Fees | | 4,650 | 4,257 | 4,470 | 213 |
| Gymnasium Income | | 4,000 | 3,663 | 12,654 | 8,991 |
| | | <u>10,650</u> | <u>9,920</u> | <u>20,071</u> | <u>10,151</u> |
| EXPENSES FROM ORDINARY ACTIVITIES | | | | | |
| Employee Costs | | (4,892) | (4,484) | (9,470) | (4,985) |
| Materials and Contracts | | (11,820) | (10,835) | (14,249) | (3,414) |
| Utilities | | (4,450) | (4,079) | (4,601) | (522) |
| Interest Expenses | | (56,020) | (51,352) | (49,053) | 2,299 |
| Insurance | | (6,293) | (6,293) | (6,288) | 5 |
| General Operating Expenses | | (5,539) | (5,077) | (11,753) | (6,676) |
| Gymnasium Operating | | (8,615) | (7,862) | (5,390) | 2,472 |
| | | <u>(89,014)</u> | <u>(82,120)</u> | <u>(95,414)</u> | <u>(13,293)</u> |
| | | <u>(78,364)</u> | <u>(72,200)</u> | <u>(75,343)</u> | <u>(3,143)</u> |
| NET RESULT | | | | | |
| | | <u>(78,364)</u> | <u>(72,200)</u> | <u>(75,343)</u> | <u>(3,143)</u> |

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 31 May 2015

Note 13 Sewerage Operating Statement

| | NOTE | 2014/15 | 2014/15 | 2014/15 | Variance |
|---|------|-----------------|-----------------|-----------------|-----------------------------|
| | | Adopted Budget | YTD Budget | YTD Actual | YTD Budget vs YTD Actual |
| | | \$ | \$ | \$ | \$ |
| REVENUES FROM ORDINARY ACTIVITIES | | | | | |
| SEW Fees & Charges | | 1,356 | 1,356 | 688 | 668 |
| SEWERAGE RATES CHARGES | | 129,589 | 129,589 | 129,274 | 316 |
| | | <u>130,945</u> | <u>130,945</u> | <u>129,962</u> | <u>984</u> |
| EXPENSES FROM ORDINARY ACTIVITIES | | | | | |
| Employee Costs | | (21,041) | (19,288) | (5,246) | (14,042) |
| Materials and Contracts | | (18,096) | (16,588) | (25,862) | 9,274 |
| Utilities | | (5,950) | (5,454) | (5,163) | (291) |
| Depreciation | | (16,361) | (14,998) | (15,235) | 237 |
| Interest Expenses | | (4,303) | (3,944) | (2,536) | (1,408) |
| Insurance | | (228) | (228) | (219) | (9) |
| General Operating Expenses | | (24,084) | (22,077) | (3,930) | (18,147) |
| Allocation of Administration Expense | | (4,423) | (4,423) | (4,000) | (423) |
| | | <u>(94,486)</u> | <u>(87,000)</u> | <u>(62,191)</u> | <u>(24,809)</u> |
| | | 36,460 | 43,946 | 67,771 | (23,825) |
| Non-Operating Grants, Subsidies & Contributions | | - | - | - | - |
| Profit on Asset Disposals | | - | - | - | - |
| Loss on Asset Disposals | | - | - | - | - |
| NET RESULT | | <u>36,460</u> | <u>43,946</u> | <u>67,771</u> | <u>(23,825)</u> |

12.06.15.03 SCHEDULE OF FEES AND CHARGES 2015/16

FILE REFERENCE:

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 9th June 2015

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

PREVIOUS MEETING REFERENCE: None

SUMMARY:

This report recommends that council adopt the proposed schedule of fees and charges for the 2015/16 year.

Background:

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

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

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

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

Detail:

A schedule of the proposed fees and charges for 2015/16 is provided as a separate attachment (12.06.15.03A) to this report. The majority of Council controlled fees have been increased by 6% (rounded to the nearest dollar) in line with the Long Term Financial Plan assumptions. The exceptions to this are as follows;

- Community Group Facility Hire fees which have not been increased.
- Gym membership which have been increased 3%.

- A seasonal membership for the Gym is proposed to accommodate the demand of migratory workers.
- A gym key bond has been introduced to cover the costs of replacing the keys.
- The annual charges for the sporting groups have been not been increased;
- The annual fee for the Brookton Patch Work and Craft group has increased to reflect a change from fortnightly to weekly useage in the 2015/16 year.
- The charge for use of the Tractor has been removed and the Bobcat charge has been added.
- The admission charges for the Swimming Pool have not been increased but the season ticket charges have been increased by 3%.
- Food Stall applications have changed to attract visits from mobile food vendors.
- Additional Refuse/Rubbish Disposal charge for Contractor/Commercial/Government Agencies - \$60 per tonne or m3.
- Introduction of Seniors/Concession rate for the Caravan Park – 10% less than the Non Concession rate.

Statutory and Legal Considerations:

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

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

Policy Considerations:

There are no Policy Implications relative to this issue.

Consultation:

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

Financial Implications:

In reviewing these fees and charges consideration was given to the Long Term Financial Plan which assumes a 6% increase.

Strategic Community Plan (2013 – 2023)

There are no references that relate to this report.

Corporate Business Plan (2015-2019)

There are no references that relate to this report.

Officer's Comment:

In reviewing these fees and charges the intention is to maintain a balance between cost recovery and provision of services and facilities at an affordable rate to the community. This process is part of an ongoing review to ensure the future sustainability of shire assets.

Voting Requirements:

Absolute Majority.

Officer's Recommendation:

That Council:

1. That Council adopt and incorporate the proposed schedule of fees and charges as presented into the 2015/16 Budget document.
2. That the proposed fees and charges take effect on 1 July 2015.
3. That the availability of the 2015/16 schedule of fees and charges is advertised in the Brookton Telegraph.

SEPARATE ATTACHMENT 12.06.15.03A

Council Resolution:

12.06.15.03

Moved Cr Crute

Seconded Cr Allington

That Council:

1. That Council adopt and incorporate the proposed schedule of fees and charges as presented into the 2015/16 Budget document.
2. That the proposed fees and charges take effect on 1 July 2015.
3. That the availability of the 2015/16 schedule of fees and charges is advertised in the Brookton Telegraph.

ABSOLUTE MAJORITY - CARRIED 7-0

12.06.15.04 LONG TERM FINANCIAL PLAN - ADOPTION

FILE REFERENCE:

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 9th June 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 Long Term Financial Plan 2015-2025 as part of the review of the Integrated Strategic Planning Framework Reports.

Background:

The reviewed Strategic Community Plan and Corporate Business Plan were prepared and adopted by Council in May 2015.

As part of the annual review budgeting process the Long Term Financial Plan has also been reviewed.

Details:

The Long Term Financial Plan (LTFP) details the activities and services Council will undertake over a ten year period to achieve the objectives of the Strategic Community Plan. It is an internal business planning document identifying key priorities for ten years. The first year of this plan can be considered a draft annual budget with the 3 years following that the Corporate Business Plan financial commitments. The financial resources allocated in the Corporate Business Plan to the strategic goals are supported in the LTFP.

The LTFP also seeks to integrate the financial requirements of the Asset Management Plan and the Work Force Plan to produce a robust forecast of the next ten years.

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 as part to the budget preparation process.

Financial Implications:

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

Strategic Community Plan (2013 – 2023):

The LTFFP 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.

Corporate Business Plan (2015 – 2019):

No specific implication relative to this report..

Officer's Comment:

This financial plan represents the next step in the integration of the suite of planning reports. It is important to note whilst this represents a comprehensive and detailed 10 year budget the annual budget budget for 2015/2016 is yet to be reviewed and adopted by Council.

Voting Requirements:

Absolute Majority

Officer's Recommendation:

That Council adopts the attached Shire of Brookton Long Term Financial Plan 2015-2025

SEPARATE ATTACHMENT 12.06.15.04A**Council Resolution:****12.06.15.04****Moved Cr Crute****Seconded Cr Allington****That Council adopts the attached Shire of Brookton Long Term Financial Plan 2015-2025****ABSOLUTE MAJORITY - CARRIED 7-0**

13.06.15.0 GOVERNANCE REPORT

13.06.15.01 PROPOSED HEALTH LOCAL LAW 2015

FILE REFERENCE: ADM 0477
AUTHORS NAME: K O'Connor
AND POSITION: Chief Executive Officer

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

DATE REPORT WRITTEN: 28 April 2015

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

PREVIOUS MEETING REFERENCE:

SUMMARY

To allow the Presiding Person to:

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

Background:

The current principal Health local law was first adopted by Council on 28 March 2001, and gazetted on 15 May 2001. To comply with the provisions of section 3.16 of the *Local Government Act 1995*, the Shire of Brookton commenced a review of its local laws on 27 October 2009.

At the conclusion of the review process it was identified that a series of amendments were required to the principal Health local law. However given the extensive changes, it is believed that a new local law will better serve the Council.

Details:

Food Act 2008

Amongst other things, the Food Act 2008 regulates 'food businesses', including their registration, conduct and the imposition of fees and charges by local governments. This Act made significant amendments to the Health Act including:

- The repeal of those Parts that deal with eating houses, including the removal of a local government's powers to make local laws in respect of eating houses (Part V, Division 3); and

- The removal of other local law making powers such as sections 134(49), 52a, 199(14), 207 and 220.

The intention of the Food Act is to remove anomalies and different compliance regimes that exist between the large number of local laws that operate within the State, while at the same time protecting public health and maintaining the role that local governments play in maintaining standards.

Waste Avoidance and Resource Recovery Act 2007

The most relevant provisions of the *Waste Avoidance and Resource Recovery Act* (WARR) came into force on 1 July 2008.

This Act repealed various provisions of the Health Act 1911 that dealt with the powers of local governments in relation to the collection and removal of rubbish, and had the effect of transferring the powers of a local government to make local laws about waste to the WARR Act (item 4 of Schedule 4).

New Public Health Act

The State Government has been aiming to have updated legislation in place for some time to replace the Health Act 1911. The Health Department of WA has advised that its promulgation is imminent. This however, has been the case for some considerable time, and there appears to be no immediate prospect of it happening.

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.

Health Act 1911

Food Act 2008

Food Standards Code

WARR Act 2007

Policy Considerations:

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 Health Local Law 2015, (gazettal copy), must be sent to the relevant Ministers for comment (Local Government and Health).

Financial Implications:

Advertising costs of approximately \$600 associated with state-wide advertising.

Strategic Community Plan (2013 – 2023)

There are no strategic plan implications relative to this issue.

Corporate Business Plan (2015-2019)

There are no specific implications relevant to this report

Officers Comment:

The proposed Shire of Brookton Health Local Law 2015 is set out in the **Attachment 13.06.16.01A** to this report. 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 Shire of Brookton Health Local Law 2015 is to provide a statutory means of effectively controlling issues which have the potential to adversely impact on the health and well-being of the community.

The effect of the proposed Shire of Brookton Health Local Law 2015 is to allow health related issues to be sufficiently controlled so as to provide an acceptable standard for the maintenance of public health in the community and to remove obsolete and out-dated local laws relating to the district.

Voting Requirements:

Simple Majority Required.

Recommendation:

That Council

- 1. adopt the proposed Shire of Brookton Health Local Law 2015, as contained in the Separate Attachment 13.06.16.01A 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 Health Local Law 2015, as contained in the Attachment;**
 - (a) the purpose of which is to provide a statutory means of effectively controlling issues which have the potential to adversely impact on the health and well-being of the community; and**

- (b) the effect is to allow health related issues to be sufficiently controlled so as to provide an acceptable standard for the maintenance of public health in the community and to remove obsolete and out-dated local laws relating to the district.
- 3. Send a copy of the proposed local law to the Minister for Local Government and Communities, and to the Minister for Health, for comment.

SEPARATE ATTACHMENT 13.06.15.01A

Council Resolution

13.06.15.01

Moved Cr Fancote

Seconded Cr Crute

That Council

1. adopt the proposed Shire of Brookton Health Local Law 2015, as contained in the Separate Attachment 13.06.16.01A 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 Health Local Law 2015, as contained in the Attachment;
 - (a) the purpose of which is to provide a statutory means of effectively controlling issues which have the potential to adversely impact on the health and well-being of the community; and
 - (b) the effect is to allow health related issues to be sufficiently controlled so as to provide an acceptable standard for the maintenance of public health in the community and to remove obsolete and out-dated local laws relating to the district.
3. Send a copy of the proposed local law to the Minister for Local Government and Communities, and to the Minister for Health, for comment.

CARRIED 7-0

13.06.15.02 WASTE MANAGEMENT POLICY - ADOPTION

| | |
|--------------------------------------|---|
| FILE REFERENCE: | N/A |
| AUTHORS NAME AND POSITION: | Kevin O'Connor CEO |
| NAME OF APPLICANT/RESPONDENT: | Shire of Brookton |
| DATE REPORT WRITTEN: | 9 th June 2015 |
| DISCLOSURE OF INTEREST: | The author has no financial interest in this matter |
| PREVIOUS MEETING REFERENCE: | Nil |

SUMMARY

Council are requested to consider the adoption of a strategic policy to guide waste management within the Shire.

Background:

Council has shown a keen interest in developing sustainable waste management strategies to reduce the environmental impact of waste and maximise conservation of natural resources through reduced overall material use and increased materials and energy recovery.

Details:

This proposed strategic policy has been developed with the Goal of working towards becoming a "*Clean, Green and Sustainable Shire*".

Statutory and Legal Considerations:

EPA (Rural Landfill) Regulations 2002

Policy Considerations:

There are no policy considerations relevant to this report.

Consultation:

This draft Policy was presented to the May 2015 CBF for discussion.

Financial Implications:

Operational funds are set aside in the annual budget for the maintenance and operations of our refuse facility, waste and recycling bin collection, bulk waste pick-ups and Parks and reserves litter collection. Municipal funds are transferred to our Refuse Reserve account in accordance with our *Waste Management Plan (2014)*.

Strategic Community Plan (2013 – 2023)

Strategy 2.4.1 Update and implement the Shires Waste Management Plan.

Strategy 2.4.2 Develop community based waste management initiatives and opportunities.

Corporate Business Plan (2015-2019)

Outcome 2.4 Sustainable Waste Management.

Activities and Services - *Implement the Waste Management Plan for the refuse facility*

Activities and Services - *Provide waste facilities and services that are readily accessible, cost effective and compliant.*

Officer's Comment:

The draft Waste Management Policy **Attachment 13.06.15.02A** aims to address the Goals and Outcomes from our Strategic Community Plan and is aligned with the State Governments *Waste Strategy 2012*.

Voting Requirements:

Simple majority

Officer's Recommendation:

That the attached (13.06.15.02A) Waste Management Policy be adopted by Council

SEPARATE ATTACHMENT 13.06.15.02A

Council Resolution:

13.06.15.02

Moved Cr Allington

Seconded Cr Mills

That the attached (13.06.15.02A) Waste Management Policy be adopted by Council

CARRIED 7-0

13.06.15.03 REVIEW OF POLICY MANUAL 2015

| | |
|--------------------------------------|---|
| FILE REFERENCE: | Policy Manual |
| AUTHORS NAME AND POSITION: | Kevin O'Connor CEO |
| NAME OF APPLICANT/RESPONDENT: | Shire of Brookton |
| DATE REPORT WRITTEN: | 9 th June 2015 |
| DISCLOSURE OF INTEREST: | The author has no financial interest in this matter |
| PREVIOUS MEETING REFERENCE: | Nil |

SUMMARY

The annual review of the Council Policy Manual has been completed and the updated manual is presented to Council for adoption

Background:

The purpose of maintaining a Policy Manual is to enable the Council to provide staff and Shire residents with clear intentions and direction in relation to important local and external issues that are not of a management or operational nature. Certain Policies are also required to comply with legislation and provide direction to staff and the community on how Council wishes to deal with certain statutory powers and functions under various Acts and Regulations.

Details:

Staff have reviewed the policies in the current Policy Manual and included policies that have been developed or amended since the last review in June 2014. The review also includes some minor updates to reflect changes in legislation and position titles etc.

A further change to the structure and format of the policy manual is also proposed to be implemented in 2015/16. The former Governance Policies are now referred to as Council Policies, Statutory and Planning Policies remain the same and we have included the Significant Accounting Policies in the body of the Policy Manual.

Last year we separated out the Management Procedures from the Policy Manual, as these are mainly guidelines, standards/conditions or procedures that are developed for administrative and operational requirements. For this review we have included them in a separate document and changed the title to Management Policies and Procedures to better reflect the internal focus of these policies and procedures

The Delegations Register has also now been separated into a single document as there is a statutory requirement to review and adopt the delegations each year.

Statutory and Legal Considerations:

Local Government Act 1995. Sect. 2.7 (2) (b). – The Council is to determine the local government's policies

Policy Considerations:

There is no Council Policy relevant to this report.

Consultation:

Not relevant to this report.

Financial Implications:

There are no Financial Implications relevant to this report

Strategic Community Plan (2013 – 2023)

There are no specific implications relevant to this report.

Corporate Business Plan (2015-2019)

There are no specific implications relevant to this report.

Officer's Comment:

The table below identifies the new Policies and those recommended for amendment, it also shows any new or amended Management Policies and Procedure.

Council Policy:

| SUMMARY OF CHANGES | | |
|-------------------------------------|--------------------------|--|
| Policy Number | Addition/Deleted/Amended | Description |
| 1.16 New Business Incentives | Addition | Providing funds or in-kind support for a new business launch function |
| 1.24 Restricted Access Vehicles | Amended | To comply with councils direction to have MRWA take full responsibility for managing and enforcing all RAV approvals |
| 1.25 White Street Precinct | | New Policy |
| 1.26 Economic Development | | New Policy |
| 4.1 Significant Accounting Policies | Amended | Changes made to reflect fair valuation regulations |

Management Policy & Procedures:

| SUMMARY CHANGES | | |
|--------------------------|--------------------------|--------------------------|
| Policy Number | Addition/Deleted/Amended | Description |
| 1.26 Hiring of Equipment | Deleted | Covered under Policy 1.6 |

Voting Requirements:

Simple Majority

Officer's Recommendation:

- 1. That the attachment (13.06.15.03A) Policy Manual be adopted by Council.**
- 2. That the attachment (13.06.15.03B) Management Policies and Procedures be endorsed by Council.**

**SEPARATE ATTACHMENT 13.06.15.03A
SEPARATE ATTACHMENT 13.06.15.03B**

Council Resolution

13.06.15.03

Moved Cr Crute

Seconded Cr Allington

That council suspend standing orders to facilitate discussion

CARRIED 7-0

Council Resolution

13.06.15.03

Moved Cr Crute

Seconded Cr Allington

That council resumes standing orders

CARRIED 7-0

Council Resolution:

13.06.15.03

Moved Cr Walker

Seconded Cr Crute

- 1. That the attachment (13.06.15.03A) Policy Manual be adopted by Council subject to the following change**
 - a) Remove – Staff paid study leave (Policy 1.11)**
 - b) Remove – CEO's Conferences (Policy 1.12)**
- 2. That the attachment (13.06.15.03B) Management Policies and Procedures be endorsed by Council.**

CARRIED 7- 0

13.06.15.04 DELEGATIONS REGISTER REVIEW - 2015

| | |
|--------------------------------------|---|
| FILE REFERENCE: | N/A |
| AUTHORS NAME AND POSITION: | Kevin O'Connor CEO |
| NAME OF APPLICANT/RESPONDENT: | Shire of Brookton |
| DATE REPORT WRITTEN: | 9 th June 2015 |
| DISCLOSURE OF INTEREST: | The author has no financial interest in this matter |
| PREVIOUS MEETING REFERENCE: | N/A |

SUMMARY

The annual review of the Delegations Register has been completed and is now presented to Council for adoption.

Background:

The aim of Delegations is to assist the Council in carrying out its powers and functions by enabling it to delegate to the CEO, and under some Acts, other staff certain powers and functions that provide for the smooth running of the organisation.

The *Local Government Act 1995* (s 5.46.) states that the delegations are to be reviewed at least once every financial year. Council last reviewed its Delegated Authorities June 2014.

Details:

The review has revealed that some delegations either required minor updates or need to be deleted as they no longer conform to the current legislation.

Statutory and Legal Considerations:

Local Government Act 1995. Sect. 5.42. - Delegation of some powers and duties to CEO

Local Government Act 1995. Sect. 5.44 - CEO may delegate powers and duties to other employees

Local Government Act 1995. Sect 5.45 - Other matters relevant to delegations under this Division

Local Government Act 1995. Sect 5.46 - Register of, and records relevant to, delegations to CEO and employees

Policy Considerations:

There is no Council Policy relevant to this report.

Consultation:

Not relevant to this report.

Financial Implications:

There are no Financial Implications relevant to this report

Strategic Community Plan (2013 – 2023)

There are no specific implications relevant to this report.

Corporate Business Plan (2015-2019)

There are no specific implications relevant to this report

Officer’s Comment:

Staff have reviewed the delegations in the current Delegations Register and made minor amendments and included any “on-delegations” from the CEO to other Staff.

The Local Government Departments Best Practice Guidelines for Delegations states that *“duties and powers that are operational in nature, but exercise discretion should be delegated to the CEO”*. It also states that *“powers and duties can be delegated to the CEO with comprehensive conditions attached”*

The conditions limit the exercise of power or discharge of duties to those prescribed by the Council. The table below identifies any deletions or amendment to the delegations register Separate Attachment 13.06.15.04

| SUMMARY OF CHANGES | | |
|------------------------------|--------------------------|---|
| Delegation Number | Addition/Deleted/Amended | Description |
| 1.5 Disposal of Fixed Assets | Amended | Reviewed to include write off fixed assets and a dollar value |
| 1.40 Purchase Orders | Addition | Amended list of officers delegated to authorise purchase orders |
| 1.42 Requests for Donations | Amended | Increase donation from \$200 to \$500 |

Voting Requirements:

Absolute Majority

Officer’s Recommendation:

That the attachment (13.06.15.04A) Delegations Register be adopted by Council.

SEPARATE ATTACHMENT 13.06.15.04A**Council Resolution:**

13.06.15.04

Moved Cr Allington

Seconded Cr Mills

That the attachment (13.06.15.04A) Delegations Register be adopted by Council.

ABSOLUTE MAJORITY - CARRIED 7-0

14.06.15.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
NIL

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

16.06.15.0 CONFIDENTIAL REPORT

Council Resolution

16.06.15.01

Moved Cr Walker Seconded Cr Mills

That the meeting is closed to staff and members of the public, to consider confidential item 16.06.15.01

CARRIED 7-0

1.05pm CEO and Staff left the Chamber

Council Resolution:

16.06.15 01

Moved Cr Walker Seconded Cr Mills

That council suspend standing orders to facilitate discussion

CARRIED 7-0

Council Resolution:

16.06.15.01

Moved Cr Crute Seconded Cr Allington

That council resume standing orders

CARRIED 7-0

SEPARATE ATTACHMENT 16.06.15.01A

Council Resolution:

16.06.15.01

Moved Cr Mills Seconded Cr Allington

That Council adopt the recommendations contained in the minutes of the Employment Committee Meeting held on 21st May 2015.

CARRIED 7-0

Council Resolution

16.06.15.01

Moved Cr Crute

Seconded Cr Allington

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

CARRIED 7-0

1.15pm CEO and Staff returned to the meeting

17.06.15.0 NEXT MEETING

The next Ordinary meeting of Council will be on Thursday 23 July 2015 at 12.30 pm.

18.06.15.0 CLOSURE

There being no further business the Presiding Member closed the meeting at 1.19pm.