

SHIRE OF BROOKTON
ORDINARY COUNCIL MEETING

AGENDA

17 September 2015



- 10.00 am WHITTINGTON STREET UPGRADE WORKSHOP**
- 11.30 pm SITE VISIT – NEW STANDPIPE LOCATION**
- 12.00 pm LUNCH**
- 12.30 pm COUNCIL MEETING**
- 3.00 pm AFTERNOON TEA**
- 3.30 pm COUNCIL BRIEFING FORUM**
- 6.00 pm SUNDOWNER**

SHIRE OF BROOKTON
ORDINARY COUNCIL MEETING

Dear Councillor,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 17 September 2015 in the Council Chambers at the Shire Administration Centre commencing at 12.30 pm.

The business to be transacted is shown in the Agenda.

Kevin O'Connor
CHIEF EXECUTIVE OFFICER

17 September 2015

DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Brookton warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Brookton for any act, omission or statement or intimation occurring during a Council meeting.

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	Condition of lane-way behind White Street.
	Mr Penn was advised in writing as follows.
	<i>Regarding your concerns for the lane-way behind White Street. The Principal Works Supervisor has advised that the pot holes have now been filled.</i>
	<i>Further proposed maintenance will be budgeted for the 2016/17 financial year which will be subject to Council approval.</i>

- 4.09.15 PUBLIC QUESTION TIME**
- 5.09.15 APPLICATIONS FOR LEAVE OF ABSENCE**
- 6.09.15 PETITIONS/DEPUTATIONS/PRESENTATIONS**
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Ordinary Council Meeting held 20 August 2015
- 8.09.15 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**
(Includes Condolences)

9.09.15 DISCLOSURE OF INTERESTS

Disclosure of Financial & Proximity Interests

- a. Members must disclose the nature of their interest in matters to be considered at the meeting. (Sections 5.60B and 5.65 of the *Local Government Act 1995*).
- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the *Local Government Act 1995*).

Disclosure of Interest Affecting Impartiality

- a. Members and staff must disclose their interest in matters to be considered at the meeting in respect of which the member or employee has given or will give advice.

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10.09.15 TECHNICAL & DEVELOPMENT SERVICES REPORTS

NIL .

11.09.15 COMMUNITY SERVICES REPORTS

NIL .

12.09.15 FINANCE & ADMINISTRATION REPORT

12.09.15.01 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: 2nd September 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 August 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 12.09.15.01A.

To 31st August 2015

Municipal Account

Direct Debits	\$	100,103.60
EFT	\$	352,478.77
Cheques	\$	25,680.88
<i>Trust Account</i>	\$	1,120

Statutory and Legal Considerations:

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

Policy Considerations:

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

Consultation:

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 note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31st August 2015, per the summaries included in Attachment 12.09.15.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 31st August 2015:

Municipal Account

Direct Debits	\$	100,103.60
EFT	\$	352,478.77
Cheques	\$	25,680.88
<i>Trust Account</i>	\$	1,120.00

AUGUST 2015 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 17 SEPTEMBER 2015

ATTACHMENT 12.09.15.01A

Chq/EFT	Date	Name	Description	Amount
954	12/08/2015	BANISTER BENNELL	BOND REFUND FOR HIRE OF MEMORIAL HALL	\$ 110.00
955	12/08/2015	DEPARTMENT OF COMMERCE	BOND FOR UNIT 6 / 28 WILLIAMS ST BROOKTON	\$ 900.00
956	19/08/2015	BROOKTON COUNTRY CLUB	BOND REFUND FOR HIRE OF WB EVA PAVILION	\$ 110.00
			TOTAL TRUST	\$ 1,120.00

Chq/EFT	Date	Name	Description	Amount
EFT6654	06/08/2015	AQUASOL	CHEMICAL INJECTION POINTS	\$ 191.40
EFT6655	06/08/2015	EVELYN ARNOLD	GAS BOTTLE FOR UNIT 2 / 4 MATTHEWS ST	\$ 121.00
EFT6656	06/08/2015	JASON SIGNMAKERS	CARAVAN PARK SIGNS	\$ 35.20
EFT6657	06/08/2015	OFFICEWORKS BUSINESS DIRECT	PA SPEAKER AND WIRELESS MICROPHONE	\$ 188.00
EFT6658	10/08/2015	COOPERS RIDGE	REFUND OF BUILDING PERMIT & PLANNING FEE	\$ 303.65
EFT6659	12/08/2015	ABCO PRODUCTS	DISINFECTANT	\$ 20.64
EFT6660	12/08/2015	ASB MARKETING	UNIFORM PURCHASES - TP	\$ 294.36
EFT6661	12/08/2015	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES	\$ 243,558.80
EFT6662	12/08/2015	BAREND STEPHANUS DE BEER	REIMBURSEMENT - PARKING AT DEPARTMENT OF PLANNING WORKSHOP	\$ 25.00
EFT6663	12/08/2015	BROOKTON DELI	COUNCIL MEETING CATERING	\$ 404.00
EFT6664	12/08/2015	BROOKTON PLUMBING	REPAIR PIPE BETWEEN PUMPING STATION AND POND	\$ 969.10
EFT6665	12/08/2015	COLAS	EMULSION	\$ 2,200.00
EFT6666	12/08/2015	COOTE MOTORS	BOW SHACKLE	\$ 10.56
EFT6667	12/08/2015	GEORGE LINTON	REIMBURSEMENT CLEANING OF MATS AT CARAVAN PARK	\$ 31.00
EFT6668	12/08/2015	HITACHI CONSTRUCTION MACHINERY	MACHINERY REPAIRS & MAINTENANCE	\$ 4,546.78

EFT6669	12/08/2015	IT VISION	CHANGES TO RATE NOTICE TEMPLATE	\$ 470.80
EFT6670	12/08/2015	LGIS INSURANCE	REIMBURSEMENT FOR SHIRE OF BROOKTON FIRE CLAIM	\$ 1,189.33
EFT6671	12/08/2015	LOCAL GOVERNMENT SUPERVISORS ASSN	WA WORKS & PARKS CONFERENCE 2015 - PWS	\$ 605.00
EFT6672	12/08/2015	SAFEROADS	ZONE CARE PACKAGE - ELECTRONIC TRAFFIC SIGN	\$ 877.80
EFT6673	12/08/2015	SHIRE OF BROOKTON	CREDIT CARD TRANSACTIONS JULY 2015	\$ 229.40
EFT6674	12/08/2015	STEVE DAVIS BUILDER	BUILDING MAINTENANCE	\$ 220.00
EFT6675	12/08/2015	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL	\$ 121.20
EFT6676	12/08/2015	WHEATBELT ELECTRICS	REPAIR FLOW SWITCH AT TRANSFER DAM & REPAIR HEATERS AT MEMORIAL HALL	\$ 1,735.53
EFT6678	26/08/2015	1 STOP RECORDS CONSULTING	RECORD MANAGEMENT CONSULTING 27/07/15 TO 20/08/15	\$ 2,285.40
EFT6679	26/08/2015	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 581.30
EFT6680	26/08/2015	AQUASOL	LIQUID CHLORINE & FLOCCULANT	\$ 1,870.00
EFT6681	26/08/2015	AUSTRALIA DAY COUNCIL OF WA	BRONZE MEMBERSHIP 2015/2016	\$ 200.00
EFT6682	26/08/2015	AUSTRALIA POST	POSTAGE JULY 2015	\$ 340.93
EFT6683	26/08/2015	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY & PAPERS JULY 2015	\$ 679.81
EFT6684	26/08/2015	BOC GASES	CONTAINER SERVICE CHARGE GAS DISSOLVED ACETYLENE	\$ 128.12
EFT6685	26/08/2015	BROOKTON COMMUNITY RESOURCE CENTRE	ANNUAL CONTRIBUTION FOR PROVISION OF LIBRARY SERVICE JULY 2015 TO SEPTEMBER 2015	\$ 6,875.00
EFT6686	26/08/2015	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT WAGES 20/07/15 TO 03/08/15	\$ 435.00
EFT6687	26/08/2015	BROOKTON PLUMBING	SEPTIC & PLUMBING AT MONTGOMERY STREET UNITS, TOILET SEAT & GAS HOT PLATE AT UNIT 6/28 WILLIAM ST, VANITY AT COUNTRY CLUB & TOILET SEAT AT PAVILION	\$ 7,546.00

EFT6688	26/08/2015	BROOKTON ROADHOUSE	UNLEADED PETROL	\$ 19.40
EFT6689	26/08/2015	BROOKTON TELEGRAPH	ADVERTISING BUDGET	\$ 130.00
EFT6690	26/08/2015	CARINA WHITTINGTON	REIMBURSEMENT WORKING WITH CHILDREN RENEWAL	\$ 82.00
EFT6691	26/08/2015	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 287.83
EFT6692	26/08/2015	CIVIC LEGAL PTY LTD	AUDIT REVIEW	\$ 231.00
EFT6693	26/08/2015	COUNTRY COPIERS	MONTHLY COPIER READING	\$ 403.50
EFT6694	26/08/2015	COURIER AUSTRALIA	FREIGHT	\$ 287.09
EFT6695	26/08/2015	ECONOMIC REGULATION AUTHORITY	SERVICES PERFORMED IN RELATION TO CARRYING OUT AN INDEPENDENT AUDIT	\$ 2,810.07
EFT6696	26/08/2015	EXTERIA	LONGREACH COLORBOND SHELTER 4MX4M	\$ 5,912.50
EFT6697	26/08/2015	FAST FINISHING SERVICES	BOOK BINDING 2013/2014 & 2014/2015	\$ 114.40
EFT6698	26/08/2015	FL COSTELLO & CO PTY LTD	PARTS FOR COMMERCIAL WASHING MACHINE	\$ 47.79
EFT6699	26/08/2015	FLICK WASHROOM SERVICES	MONTHLY SERVICE OF SANITARY BINS	\$ 2,379.30
EFT6700	26/08/2015	GIDANGA HOUSE	BED & BREAKFAST 1 NIGHT - D & N FRIEND	\$ 100.00
EFT6701	26/08/2015	GILL RURAL TRADERS	HARDWARE & RURAL PURCHASES JULY 2015	\$ 1,682.21
EFT6702	26/08/2015	GOLDYS ELECTRICS	ELECTRICAL WORK AT WHITTINGTON COTTAGE	\$ 508.42
EFT6703	26/08/2015	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & UNLEADED PETROL JULY 2015	\$ 10,299.39
EFT6704	26/08/2015	H RUSHTON & CO	PHASING CYLINDER, PRESSURE CLEANER & TYRES	\$ 4,849.75
EFT6705	26/08/2015	IT VISION USER GROUP	IT VISION USER GROUP MEMBERSHIP SUBSCRIPTION 2015/2016	\$ 715.00
EFT6706	26/08/2015	IXOM	RENTAL FEE FOR CHLORINE GAS CYLINDERS	\$ 38.19
EFT6707	26/08/2015	JASON SIGNMAKERS	STREET NAME PLATES	\$ 160.60
EFT6708	26/08/2015	JR & A HERSEY PTY LTD	GUIDE POSTS, DELINATOR'S & PERSONAL PROTECTIVE EQUIPMENT	\$ 2,074.27
EFT6709	26/08/2015	LANDGATE	MINING TENEMENTS CHARGABLE SCHEDULE M2015/3	\$ 37.50

EFT6710	26/08/2015	LHAAC	ANALYTICAL SERVICES 2015/2016	\$ 495.00
EFT6711	26/08/2015	MARKETFORCE	ADVERTISING ROAD CLOSURE BUCKINGHAM & BEECROFT ROADS	\$ 433.37
EFT6712	26/08/2015	PETER HUNT ARCHITECT	PROFESSIONAL FEES WB EVA PAVILION	\$ 21,540.20
EFT6713	26/08/2015	PINGELLY TIMES	ADVERTISING BROOKTON MUD RUN	\$ 15.00
EFT6714	26/08/2015	RADIOWEST BROADCASTERS	AROUND THE TOWNS INTERVIEW JULY 2015	\$ 55.00
EFT6715	26/08/2015	RYDGES PERTH	ACCOMODATION, PARKING & BREAKFAST WA LOCAL GOVERNMENT WEEK	\$ 7,222.50
EFT6716	26/08/2015	SAM MEARNES	KONGA CLASSES	\$ 350.00
EFT6717	26/08/2015	SERVICWEST	CHANGE CSM EMAIL AND USER NAME	\$ 176.00
EFT6718	26/08/2015	SGS	WATER TESTING	\$ 579.70
EFT6719	26/08/2015	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 175.00
EFT6720	26/08/2015	SUPERIOR LAWNS AUSTRALIA	LAWN FOR HOUSES - MONTGOMERY ST	\$ 752.40
EFT6721	26/08/2015	TOTALLY CONFIDENTIAL RECORDS	ARCHIVE BOX STORAGE JULY 2015	\$ 101.23
EFT6722	26/08/2015	TRACKSPARES	CUTTING EDGE BLADES	\$ 5,956.50
EFT6723	26/08/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES 29/07/15 TO 06/08/15	\$ 561.00
EFT6724	26/08/2015	WA LOCAL GOVERNMENT ASSN	PREPARING AGENDAS & MINUTES IN LOCAL GOVERNMENT COURSE ESAO	\$ 522.50
EFT6725	26/08/2015	WHEATBELT ELECTRICS	REPAIR FAILED SMOKE DETECTOR & LIGHT AT DEPOT	\$ 285.55
EFT6726	26/08/2015	WINDSOR D & J	REPAIRS TO 7 MONTGOMERY ST, MEMORIAL HALL & BROOKTON MEDICAL CENTRE	\$ 797.50
TOTAL EFT				\$ 352,478.77

Chq/EFT	Date	Name	Description	Amount
17656	06/08/2015	DEPARTMENT OF TRANSPORT	LICENSE KM21736 BOXTOP SIGN TRAILER	\$ 25.20
17657	06/08/2015	SYNERGY	ELECTRICITY 13/05/15 TO 16/07/15 ADMINISTRATION BUILDING, DEPOT, MADISON SQUARE & MENS SHED	\$ 2,602.15
17658	12/08/2015	AG ATKINS CARPENTER	SUPPLY AND LAY CONCRETE FOR TWO FLOOD CROSSINGS	\$ 8,514.00
17659	12/08/2015	ANTHONY JOHN WARBY	REIMBURSEMENT OF PRE EMPLOYMENT MEDICAL & POLICE CLEARANCE	\$ 138.80
17660	12/08/2015	SHIRE OF BROOKTON	BUILDING PERMIT FOR BBQ SHELTER FOR CARAVAN PARK	\$ 156.65
17661	12/08/2015	SYNERGY	ELECTRICITY SWIMMING POOL 04/03/15 TO 12/05/15	\$ 3,770.45
17662	12/08/2015	THE WEST AUSTRALIAN	ADVERTISING	\$ 192.00
17663	12/08/2015	WATER CORPORATION OF WA	WATER USAGE OVAL 22/06/15 TO 22/07/15	\$ 102.61
17664	26/08/2015	BROOKTON SUPERMARKET	GAS BOTTLES, REFRESHMENTS, TEA, COFFEE & MILK	\$ 785.81
17665	26/08/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 61.70
17666	26/08/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 437.39
17667	26/08/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 410.00
17668	26/08/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 189.90
17669	26/08/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 324.34
17670	26/08/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 410.00
17671	26/08/2015	SYNERGY	STREET LIGHT ELECTRICITY, CARAVAN PARK, OVAL & PAVILION	\$ 5,565.15
17672	26/08/2015	TELSTRA CORPORATION	MOBILE, IPAD, DEPOT, ADMINISTRATION BUILDING, SWIMMING POOL & CEO RESIDENCE TELEPHONES	\$ 1,994.73
			TOTAL CHQ	\$ 25,680.88
			TOTAL MUNICIPAL	\$ 378,159.65

DIRECT DEBITS FOR JULY 2015		
SALARIES & WAGES	\$	84,834.81
MERCHANT FEES	\$	67.99
SUPERANNUATION	\$	15,200.80
TOTAL	\$	100,103.60

SHIRE OF BROOKTON CREDIT CARD PURCHASES Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
8/07/15	WESTNET - MARSH AVE	\$ 59.95
	WESTNET - DEPOT	\$ 49.95
	WESTNET - ADMIN OFFICE	\$ 109.95
30/07/15	CARD FEE	\$ 9.55
	TOTAL	\$ 229.40

12.09.15.02 FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIOD 30 JUNE 2015

FILE REFERENCE:

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 7th September 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 July 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 July 2015 (Attachment 12.09.15.02A).

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 July 2015, attachment 12.09.15.02A.

Shire of Brookton

MONTHLY FINANCIAL REPORT

For the Period Ended 31 August 2015

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Statement of Financial Activity by Function & Activity

Statement of Financial Activity by Nature & Type

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Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 August 2015

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a)	Var. % (b) - (a) / (b)	Var.
		\$	\$	\$	\$	%	
Operating Revenues							
Governance		39,292	6,544	3,860	(2,684)	(41.02%)	
General Purpose Funding		629,006	125,117	117,144	(7,973)	(6.37%)	
Law, Order and Public Safety		139,125	1,506	1,176	(330)	(21.89%)	
Health		2,467	410	0	(410)	(100.00%)	
Education and Welfare		3,885,322	647,546	580,910	(66,636)	(10.29%)	▼
Housing		183,028	30,500	9,401	(21,099)	(69.18%)	▼
Community Amenities		594,871	453,975	450,331	(3,644)	(0.80%)	
Recreation and Culture		127,706	7,226	3,454	(3,772)	(52.21%)	
Transport		709,533	199,948	198,152	(1,796)	(0.90%)	
Economic Services		59,090	9,846	7,644	(2,202)	(22.37%)	
Other Property and Services		156,279	16,040	15,613	(427)	(2.66%)	
Total (Excluding Rates)		6,525,719	1,498,658	1,387,684	(110,974)	(7.40%)	
Operating Expense							
Governance		(666,628)	(104,806)	(88,433)	16,373	(15.62%)	▲
General Purpose Funding		(223,809)	(31,684)	(19,130)	12,554	(39.62%)	▼
Law, Order and Public Safety		(394,399)	(65,708)	(22,697)	43,011	(65.46%)	▼
Health		(51,836)	(8,634)	(4,715)	3,919	(45.39%)	
Education and Welfare		(3,924,744)	(653,150)	(598,711)	54,439	(8.33%)	▼
Housing		(140,267)	(23,304)	(26,294)	(2,990)	12.83%	
Community Amenities		(497,777)	(82,902)	(55,557)	27,345	(32.98%)	▼
Recreation and Culture		(822,159)	(123,302)	(64,401)	58,901	(47.77%)	▼
Transport		(1,081,029)	(207,806)	(189,846)	17,960	(8.64%)	▼
Economic Services		(153,478)	(20,874)	(17,217)	3,657	(17.52%)	
Other Property and Services		(87,719)	(14,574)	19,494	34,068	(233.76%)	▼
Total		(8,043,844)	(1,336,744)	(1,067,506)	269,238	20.14%	
Funding Balance Adjustment							
Add back Depreciation		1,354,697	225,756	0	(225,756)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(116,757)	0	0	0		
Net Operating (Ex. Rates)		(280,185)	387,670	320,178	(67,492)	(17.41%)	
Capital Revenues							
Proceeds from Disposal of Assets	6	694,000	145,000	140,000	(5,000)	(3.45%)	
Self-Supporting Loan Principal		35,629	0	0	0		
Transfer from Reserves	5	715,080	0	0	0		
Total		1,444,709	145,000	140,000	(5,000)		
Capital Expenses							
Land and Buildings	6	(1,202,878)	(40,000)	(38,931)	1,069	(2.67%)	
Plant and Equipment	6	(607,000)	(5,000)	(4,182)	818	(16.36%)	
Furniture and Equipment	6	(21,750)	0	0	0		
Infrastructure Assets - Roads & Bridges	6	(1,031,390)	(10,000)	(9,965)	35	(0.35%)	
Infrastructure Assets - Sewerage	6	(166,000)	0	0	0		
Infrastructure Assets - Parks	6	(30,000)	0	0	0		
Repayment of Debentures	7	(114,637)	(22,763)	(22,763)	0	(0.00%)	
Transfer to Reserves	5	(831,799)	0	0	0		
Total		(4,005,454)	(77,763)	(75,841)	1,922	(2.47%)	
Net Capital		(2,560,745)	67,237	64,159	(3,078)	(4.58%)	
Total Net Operating + Capital		(2,840,930)	454,907	384,337	(70,569)	(15.51%)	
Rate Revenue		1,789,993	1,789,993	1,789,815	(178)	(0.01%)	
Opening Funding Surplus(Deficit)		1,050,937	1,028,726	1,028,726	0	0.00%	
Closing Funding Surplus(Deficit)	2	0	3,273,626	3,202,878	(70,748)	(2.16%)	

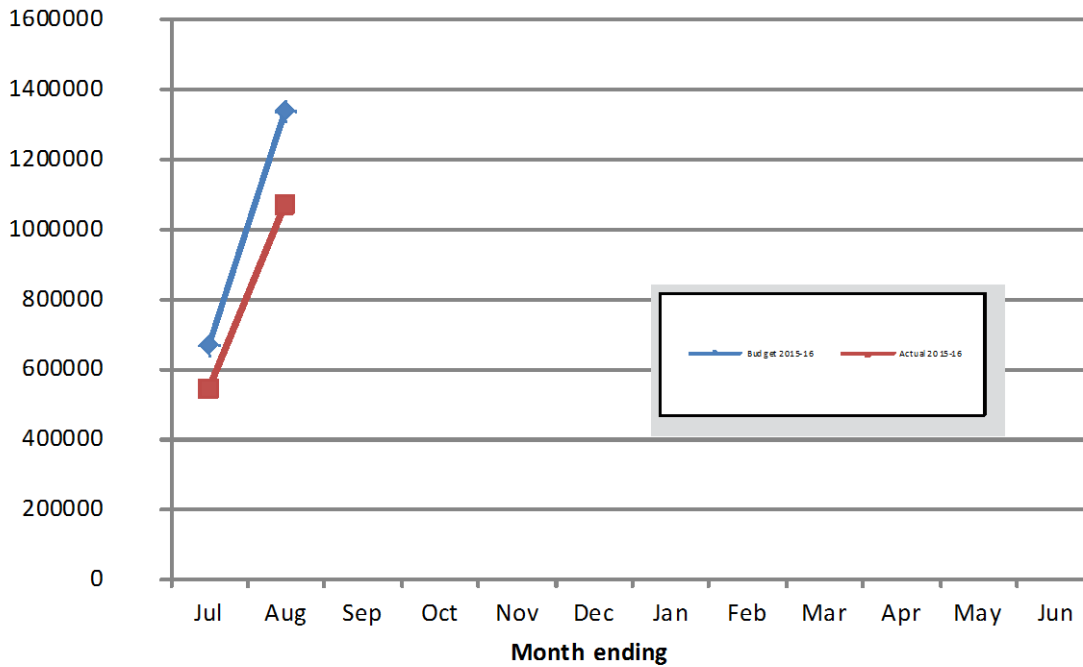
Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 31 August 2015

	NOTE	2015/16	2015/16	2015/16	Variance
		Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
		\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES					
Rates		1,789,993	1,789,993	1,789,815	(179)
Operating Grants, Subsidies and Contributions		3,511,063	585,177	613,295	28,118
Fees and Charges		1,443,221	240,537	475,520	234,984
Interest Earnings		175,867	29,311	6,071	(23,240)
Other Revenue		357,623	59,604	26,831	(32,773)
		<u>7,277,767</u>	<u>2,704,622</u>	<u>2,911,532</u>	<u>206,910</u>
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(1,285,851)	(214,309)	(224,729)	(10,421)
Materials and Contracts		(4,912,745)	(818,791)	(732,479)	86,312
Utilities		(172,417)	(28,736)	(25,049)	3,688
Depreciation		(1,354,697)	(225,783)	-	225,783
Interest Expenses	7	(120,026)	(20,004)	6,924	26,928
Insurance		(161,940)	(26,990)	(93,030)	(66,040)
Other Expenditure		(13,525)	(2,254)	(129)	2,125
		<u>(8,021,201)</u>	<u>(1,336,867)</u>	<u>(1,068,491)</u>	<u>268,375</u>
		<u>(743,434)</u>	<u>1,367,755</u>	<u>1,843,040</u>	<u>475,285</u>
Non-Operating Grants, Subsidies & Contributions		898,545	149,758	266,952	117,195
Profit on Asset Disposals	6	139,401	-	-	-
Loss on Asset Disposals	6	(22,643)	-	-	-
NET RESULT		<u>271,868</u>	<u>1,517,513</u>	<u>2,109,992</u>	<u>592,480</u>

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

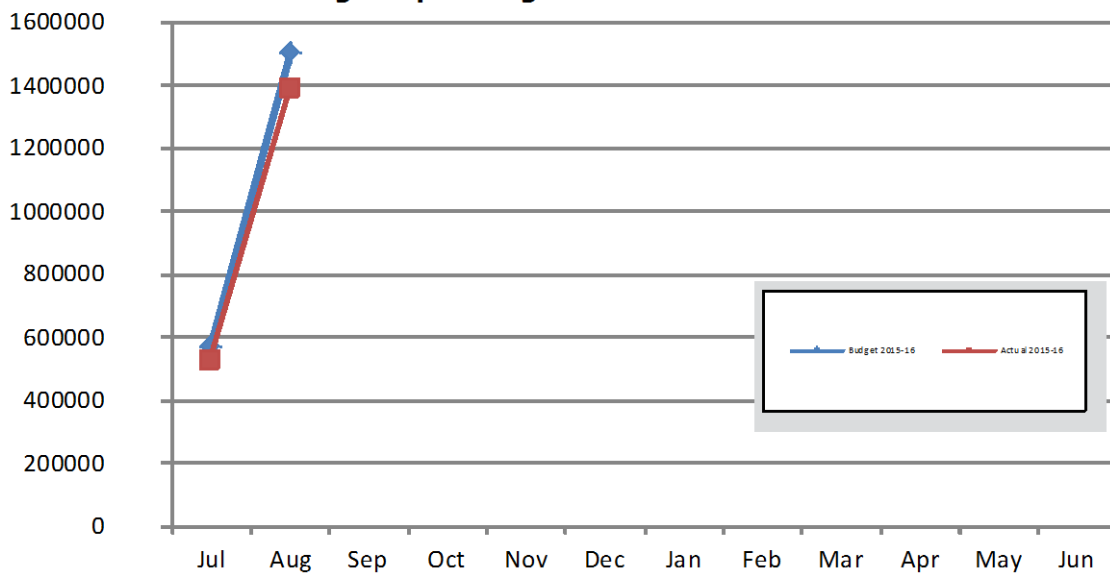
Note 1 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



Comments/Notes - Operating Expenses

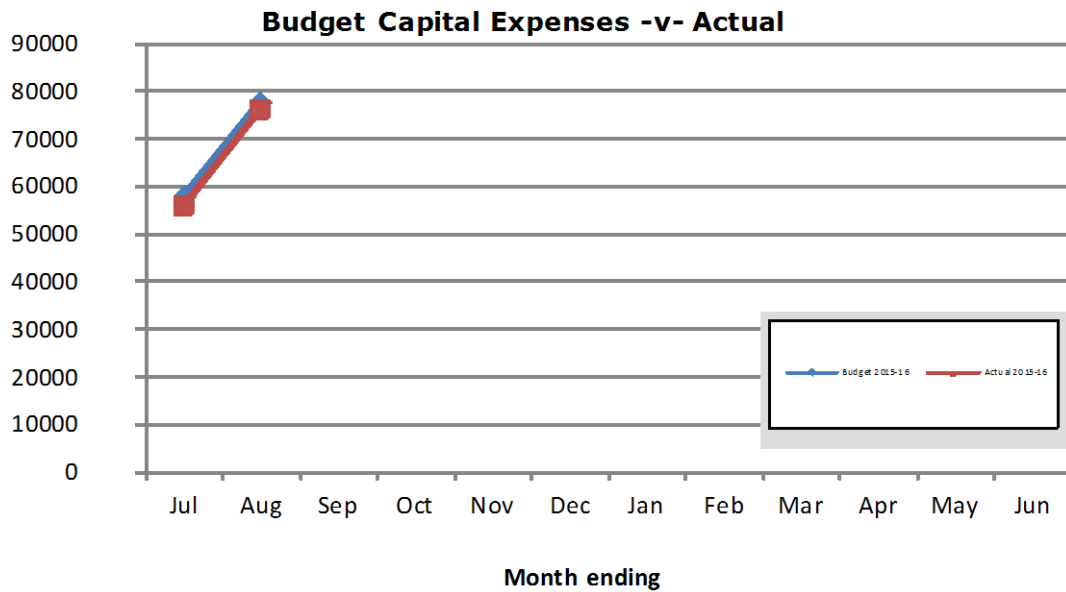
Budget Operating Revenues -v- Actual



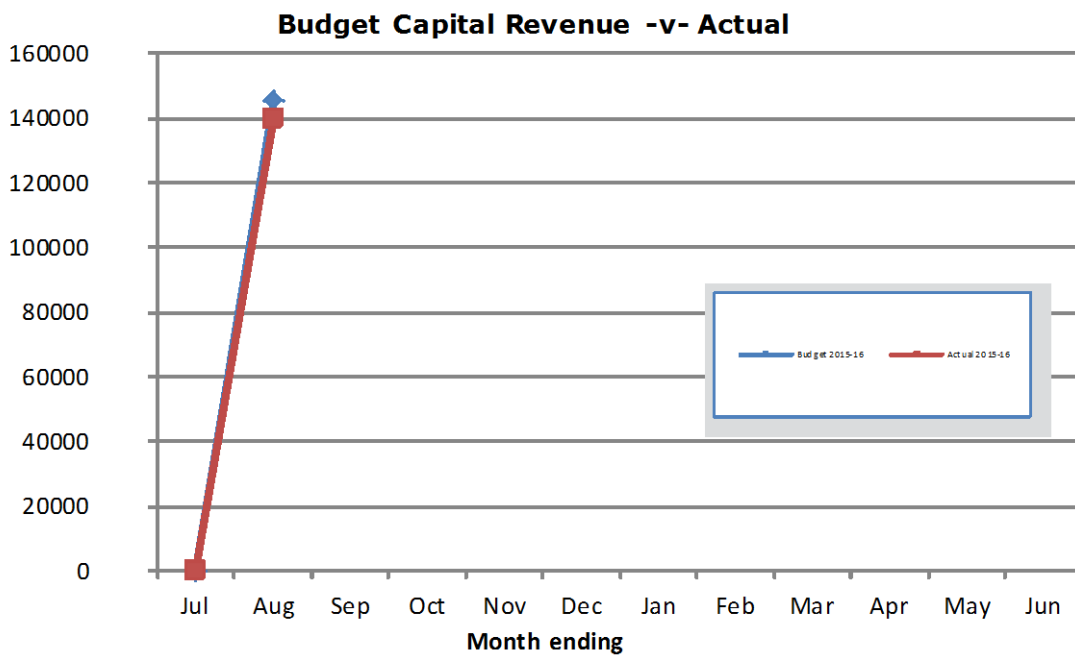
Comments/Notes - Operating Revenues

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

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

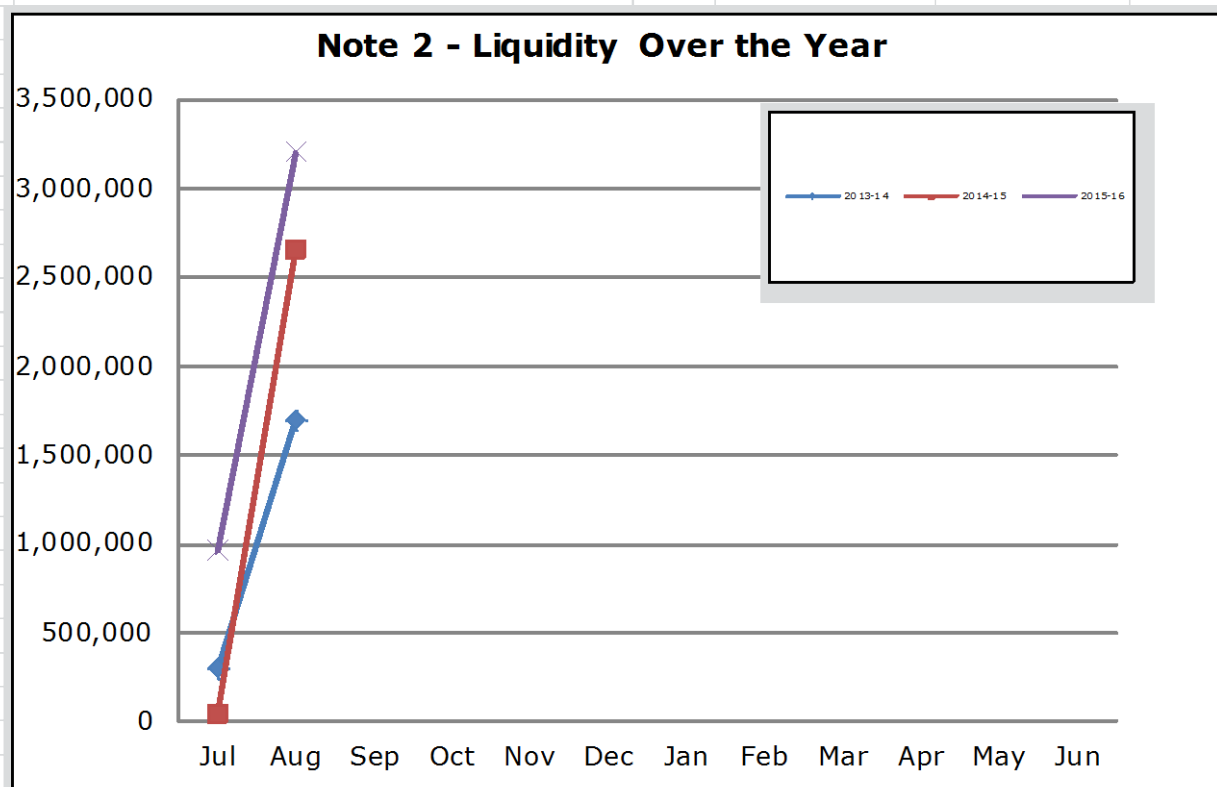


Comments/Notes - Capital Revenues

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

Note 2: NET CURRENT FUNDING POSITION

	Note	Positive=Surplus (Negative=Deficit)		
		2015-16		
		This Period	Same Period 2014/15	Same Period 2013/14
		\$	\$	\$
Current Assets				
Cash Unrestricted		1,341,305	974,301	191,432
Cash Restricted		2,559,953	2,441,892	2,339,020
Receivables		2,941,163	2,451,012	3,129,552
Prepayments & Accruals		0	0	0
Inventories		14,394	20,361	19,486
		6,856,816	5,887,566	5,679,490
Less: Current Liabilities				
Payables and Provisions		(1,093,984)	(789,414)	(1,645,735)
		(1,093,984)	(789,414)	(1,645,735)
Less: Cash Restricted		(2,559,953)	(2,441,892)	(2,339,020)
Net Current Funding Position		3,202,878	2,656,260	1,694,735



Comments - Net Current Funding Position

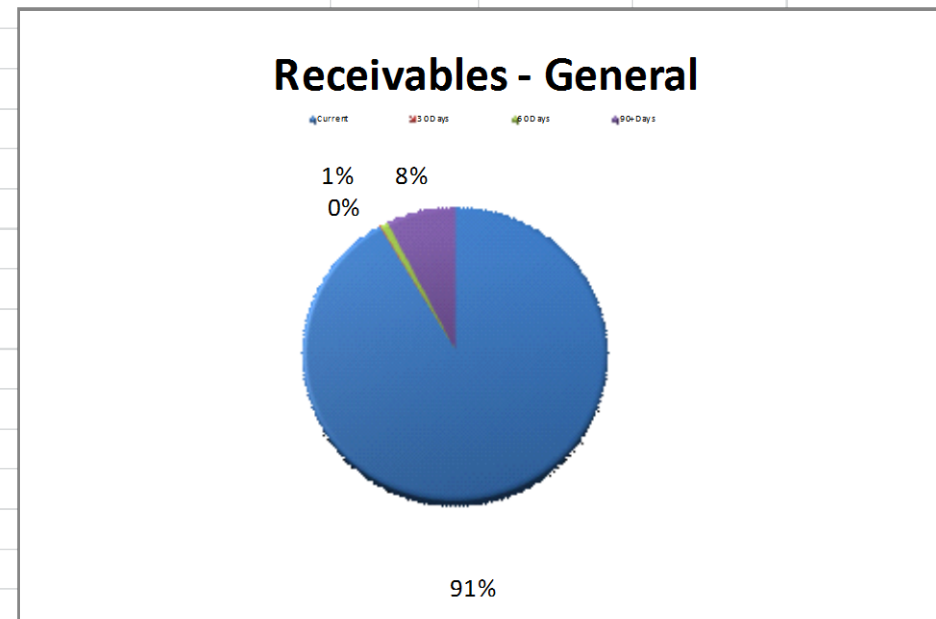
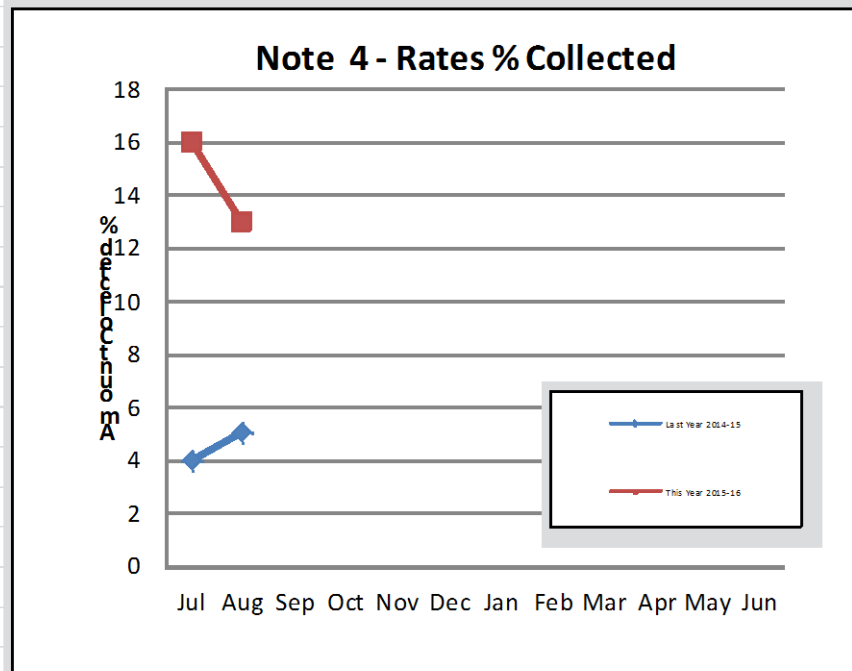
Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2015

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish	Current 2015-16	Previous 2014-15
	\$	\$
Opening Arrears Previous Years	48,284	41,705
Rates, Sewerage & Rubbish Levied this year	2,115,830	1,925,127
Less Collections to date	(275,254)	(107,108)
Equals Current Outstanding	1,888,860	1,859,724
Net Rates Collectable	1,888,860	1,859,724
% Collected	12.72%	5.45%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	178,339	179	1,660	14,698
Total Outstanding				194,876

Amounts shown above include GST (where applicable)



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

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Vehicle Reserve	354,660	10,640	0	100,000	0	(85,000)	0	380,300	354,660
Housing Reserve	310,210	9,306	0	485,000	0	(40,000)	0	764,516	310,210
Furniture and Equipment Reserve	13,597	408	0	10,000	0	0	0	24,005	13,597
Municipal Buildings & Facilities Reserve	83,312	2,499	0	30,000	0	0	0	115,811	83,312
Townscape and Footpath Reserve	235,807	7,074	0	0	0	(200,000)	0	42,881	235,807
Land Development Reserve	122,707	3,681	0	0	0	0	0	126,388	122,707
Sewerage and Drainage Scheme Reserve	199,455	5,984	0	50,000	0	(150,000)	0	105,439	199,455
Road and Bridge Infrastructure Reserve	45,568	1,367	0	10,000	0	0	0	56,935	45,568
Health & Aged Care Reserve	708,616	21,258	0	50,000	0	(145,000)	0	634,874	708,616
Community Bus Reserve	50,770	1,523	0	5,000	0	0	0	57,293	50,770
Sport & Recreation Reserve	9,856	296	0	0	0	0	0	10,152	9,856
Rehabilitation & Refuse Reserve	34,410	1,032	0	5,000	0	0	0	40,442	34,410
Saddleback Building Reserve	47,533	1,426	0	0	0	0	0	48,959	47,533
Caravan Park Reserve	124,544	3,736	0	0	0	0	0	128,280	124,544
Brookton Heritage/Museum Reserve	31,005	930	0	2,500	0	0	0	34,435	31,005
Kweda Hall Reserve	19,513	585	0	2,500	0	0	0	22,598	19,513
Aldersyde Hall Reserve	19,513	585	0	2,500	0	0	0	22,598	19,513
Railway Station Reserve	19,513	585	0	2,500	0	(18,000)	0	4,598	19,513
Madison Square Units Reserve	16,778	503	0	0	0	0	0	17,281	16,778
Cemetery Reserve	63,264	1,898	0	0	0	(51,080)	0	14,082	63,264
Water Harvesting Reserve	49,322	1,480	0	0	0	(26,000)	0	24,802	49,322
	2,559,953	76,799	0	755,000	0	(715,080)	0	2,676,672	2,559,953

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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)
\$	\$	\$		\$	\$	\$
31,978	40,000	8,022	CEO Vehicle			0
26,519	25,000	(1,519)	DCEO Vehicle			0
231,000	330,000	99,000	8 Marsh Avenue			0
115,500	145,000	29,500	7 Montgomery Street			0
29,385	22,000	(7,385)	Shire Planner Vehicle			0
110,439	100,000	(10,439)	Grader D Series			0
25,301	22,000	(3,301)	Works Supervisors Ute			0
7,121	10,000	2,879	Single Cab Utility			0
577,243	694,000	116,757	Totals	0	0	0

Comments - Capital Disposal

Summary Acquisitions	Adopted Budget		
	Budget	Actual	Variance
	\$	\$	\$
Property, Plant & Equipment			
Land and Buildings	1,202,878	38,931	1,163,947
Plant & Equipment	607,000	4,182	602,818
Furniture & Equipment	21,750	0	21,750
Infrastructure			
Roadworks & Bridge Works	1,031,390	9,965	1,021,425
Parks & Gardens	30,000	0	30,000
Sewerage & Drainage	166,000	0	166,000
Totals	3,059,018	53,078	3,005,940

Comments - Capital Acquisitions

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

Note 7: INFORMATION ON BORROWINGS

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-15 \$	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	142,415	-	0	11,963	142,415	130,452	-	419	9,518
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	46,892	-	3,678	7,463	43,214	39,429		234	2,681
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	309,142	-	0	16,203	309,142	292,939	-	2,744	21,461
Governance													
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	64,357	-	1,929	3,921	62,428	60,436		356	4,150
Education & Welfare													
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	102,601	-	3,431	6,959	99,170	95,642		495	5,771
Housing													
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	169,292	-	5,661	11,482	163,631	157,810		816	9,522
Community Amenities													
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	71,821	-	2,402	4,871	69,419	66,950		346	4,040
Transport													
Loan 80 Grader	New Grader	1/02/2026	25	5.63	169,292	-	5,661	11,482	163,631	157,810		816	9,522
Recreation and Culture													
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	768,751	-	0	40,293	768,751	728,458	-	6,824	53,360
					1,844,563	0	22,763	114,637	1,821,800	1,729,926		-6,924	120,025

(* Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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%	745,653				745,653	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	595,652				595,652	Bendigo	
Trust Cash at Bank	1.50%			41,439		41,439	Bendigo	
(b) Term Deposits								
Reserves	2.85%		2,559,953			2,559,953	Bendigo	02/01/2016
Les McMullen Trust	2.70%			7,431		7,431	Bendigo	26/06/2016
(c) Investments								
Bendigo Bank Shares					5,000	5,000		
Total		1,341,305	2,559,953	48,870	5,000	3,955,128		

Comments/Notes - Investments

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

Note 9: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE (EXCLUDING RATES)

Governance

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

General Purpose Funding

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

Law, Order and Public Safety

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

Health

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

Education and Welfare

The subsidy income for Kalkarni Aged Care Facility is less than budgeted expectation. There are a number of factors contributing to this but the main driver is the occupancy rate which will be a major focus for the coming year.

Housing

The variance here reflects the expectation of a budgeted profit on disposal of the two staff houses. Whilst one has been sold the transaction to complete the disposal have not been completed.

Community Amenities

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

Recreation and Culture

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

Transport

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

Economic Services

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

Other Property and Services

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

OPERATING EXPENSES

Governance

At the time of preparing this report the fair valuation had not been completed for a number of key asset groups. Therefore, overhead allocations and depreciation have not been processed for July and August. This is driving apparent variance between budget and actual at this early stage in the year.

General Purpose Funding

At the time of preparing this report the fair valuation had not been completed for a number of key asset groups. Therefore, overhead allocations and depreciation have not been processed for July and August. This is driving apparent variance between budget and actual at this early stage in the year.

Law, Order and Public Safety

At the time of preparing this report the fair valuation had not been completed for a number of key asset groups. Therefore, overhead allocations and depreciation have not been processed for July and August. This is driving apparent variance between budget and actual at this early stage in the year.

Health

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

Education and Welfare

At the time of preparing this report the fair valuation had not been completed for a number of key asset groups. Therefore, overhead allocations and depreciation have not been processed for July and August. This is driving apparent variance between budget and actual at this early stage in the year.

Housing

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

Community Amenities

At the time of preparing this report the fair valuation had not been completed for a number of key asset groups. Therefore, overhead allocations and depreciation have not been processed for July and August. This is driving apparent variance between budget and actual at this early stage in the year.

Also the cost for contract rubbish collection has not been received for July and August.

Recreation and Culture		
At the time of preparing this report the fair valuation had not been completed for a number of key asset groups. Therefore, overhead allocations and depreciation have not been processed for July and August. This is driving apparent variance between budget and actual at this early stage in the year.		
Transport		
At the time of preparing this report the fair valuation had not been completed for a number of key asset groups. Therefore, overhead allocations and depreciation have not been processed for July and August. This is driving apparent variance between budget and actual at this early stage in the year.		
Economic Services		
Within variance threshold of \$10,000 or 10%		
Other Property and Services		
At the time of preparing this report the fair valuation had not been completed for a number of key asset groups. Therefore, overhead allocations and depreciation have not been processed for July and August. This is driving apparent variance between budget and actual at this early stage in the year.		
CAPITAL REVENUE		
Proceeds from Disposal of Assets		
Within variance threshold of \$10,000 or 10%		
Self-Supporting Loan Principal		
Within variance threshold of \$10,000 or 10%		
Transfer from Reserves		
Within variance threshold of \$10,000 or 10%		
CAPITAL EXPENSES		
Land and Buildings		
Within variance threshold of \$10,000 or 10%		
Plant and Equipment		
Within variance threshold of \$10,000 or 10%		
Furniture and Equipment		
Within variance threshold of \$10,000 or 10%		
Infrastructure Assets - Roads & Bridges		
Within variance threshold of \$10,000 or 10%		
Infrastructure Assets - Sewerage		
Within variance threshold of \$10,000 or 10%		
Repayment of Debentures		
Within variance threshold of \$10,000 or 10%		
Transfer to Reserves		
Within variance threshold of \$10,000 or 10%		
OTHER ITEMS		
Rate Revenue		
Within variance threshold of \$10,000 or 10%		
Opening Funding Surplus (Deficit)		
Within variance threshold of \$10,000 or 10%		
Closing Funding Surplus (Deficit)		
Within variance threshold of \$10,000 or 10%		

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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 2015	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 August 2015
	\$	\$	\$	\$
Housing Bonds	1,080	0	(1,080)	0
Other Bonds	11,430	2,060	(1,340)	12,150
Election Nomination Bonds	0	0	0	0
Rates Incentive Prize	0	200	0	200
Staff AFL Tipping	200	0	0	200
Les McMullen Sporting Grants	7,431	0	0	7,431
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	5,411	0	0	5,411
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	4,915	0	0	4,915
Unclaimed Money	430	0	0	430
Development Bonds	0	0	0	0
	49,030	2,260	(2,420)	48,870

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Kalkarni Aged Care Facility
For the Period Ended 31 August 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		730,448	121,741	121,741	0	0.00%	
Grants & Subsidies		2,966,461	494,410	428,364	(66,046)	(13.36%)	▼
Reimbursements & Donations		250	42	0	(42)	(100.00%)	
Other Income		3,333	556	0	(556)	(100.00%)	
Total Revenue		3,700,492	616,749	550,105	(66,644)	(10.81%)	
Operating Expenses							
Building Maintenance		0	0	0	0	0.00%	
Interest Expenses		(5,771)	(962)	(495)	467	(48.57%)	
Insurance Expenses		(17,000)	(17,000)	(7,155)	9,845	(57.91%)	
Building Maintenance		(47,700)	(7,950)	(498)	7,452	(93.73%)	
Loss on Sale of Asset		0	0	0	0	0.00%	
Depreciation		(199,200)	(33,200)	0	33,200	(100.00%)	▲
ABC Administration Expenses		(21,559)	(3,593)	(2,765)	829	(23.06%)	
Contract Expenses		(3,594,909)	(599,152)	(581,513)	17,639	(2.94%)	▲
Total Expenses		(3,886,139)	(661,857)	(592,426)	69,431	10.49%	
Operating Surplus (Deficit)		(185,647)	(45,108)	(42,320)	2,787	6%	
Excluding Non Cash Adjustments							
Add back Depreciation		199,200	33,200	0	(33,200)	(100.00%)	
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%	
Net Operating Surplus (Deficit)		13,553	(11,908)	(42,320)	(30,413)	255.40%	▼
Capital Revenues							
KBC Capital Income		184,830	30,805	30,805	(0)	(0.00%)	
Transfer from Reserves	5	145,000	0	0	0	0.00%	
Total		329,830	30,805	30,805	(0)	(0)	
Capital Expenses							
Land and Buildings	6	(252,330)	(5,300)	(5,300)	0	0.00%	
Plant and Equipment	6	0	0	0	0	0.00%	
Furniture and Equipment	6	0	0	0	0	0.00%	
Repayment of Debentures	7	(6,959)	(3,431)	(3,431)	(0)	0.00%	
Transfer to Reserves	5	(71,258)	0	0	0	0.00%	
Total		(330,547)	(8,731)	(8,731)	(0)		
Net Capital		(717)	22,074	22,074	(0)	(0.00%)	
Closing Funding Surplus(Deficit)		12,836	10,166	(20,246)	(30,413)		

12.09.15.03 BUSINESS CASE STUDY - HAPPY VALLEY BORE FIELD

FILE REFERENCE: ADM0097

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 8 September 2015

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

This report recommends, that Council consider and note the Business Case Report supporting investment in the Happy Valley Bore Field, support a grant application to the Country Water Supply programme towards this project and accept the conditions for access to the bore field as set out by the Water Corporation.

Background:

The question of how to secure a long term, environmentally sustainable water source has been on going. Historically, substantial investment has been made into dams, irrigation systems and water recycling, in an effort to find a practical cost effective solution to the challenge of maintaining the Shire's parks, gardens and ovals to an acceptable standard.

Detail:

In February 2015, Council received a report that explored the possible options in relation to sourcing water for the purposes of irrigation. The preferred option was gaining access to water rights in relation to the Happy Valley Bore Field (located north of the Brookton townsite).

Since that report was completed the Water Corporation has confirmed that they will support the Shire of Brookton's proposed non-potable water irrigation initiative. In expressing support, the Water Corporation has detailed a number of terms and conditions (attachment 12.09.15.03C) which require formal consideration and endorsement by Council. They include the completion of a business case (attachment 12.09.15.03A).

To assist in funding the capital works for this project an application will be submitted to the Department of Water under the Country Water Supply programme. The grant application is attached (12.09.15.03B) detailing the proposed Work Schedule and Budget for the project.

Statutory and Legal Considerations:

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

Policy Considerations:

There are no policy implications.

Consultation:

Department of Water, Water Corporation, land owners, High School.

Financial Implications:

A budget allocation of \$115,000 has been included in the 2015/16 Adopted Budget. The total project cost is now estimated at \$149,370. It is anticipated that \$100,000 will come from the Country Water Supply grant programme, with the balance as an in kind contribution from Council. Once the grant has been confirmed a formal budget amendment will be submitted for Council's consideration.

Strategic Community Plan (2013 – 2023)

Strategic Outcome 2.2 Attractive Parks, Gardens and Open Spaces, and
Strategic Outcome 2.3 Effective Management of Water Resources

Corporate Business Plan (2015-2019)

Strategy 2.2.1- Manage and maintains the Councils parks, cemetery, gardens and open spaces at appropriate standards, and
Strategy 2.3.3 – Review, develop and implement Shire and community access to long term water supply and collection initiatives

Officer's Comment:

Securing access to the bore field water represents a significant opportunity for the Shire of Brookton. This project affords Council the unique chance to achieve some key community strategic outcomes and plan sustainably both now and into the future.

Voting Requirements:

Simple Majority.

Officer's Recommendation:**That Council;**

- 1 Notes the Business Case Study (attachment 12.09.15.03A) supporting the investment in developing the Happy Valley Bore Field, and**
- 2 Supports the grant application to the Country Water Supply programme (attachment 12.09.15.03B), and**
- 3 Endorses the terms and conditions outlined by the Water Corporation for access to the bore field as set out in the letter dated 21 July (attachment 12.09.15.03C).**

Separate Attachment 12.09.15.03A

Separate Attachment 12.09.15.03B

Separate Attachment 12.09.15.03C

12.09.15.04 STATUTORY POLICY AMENDMENTS - INVESTMENT AND LIQUIDITY STRATEGIES

FILE REFERENCE: ADM0564

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 8 September 2015

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

This report recommends that Council adopt policies 2.16 Liquidity Strategy and 2.17 Investment Strategy in relation to the Accommodation Bonds held on behalf of residence of the Kalkarni Aged Care Residential Facility.

Background:

Part of the structure in which the Kalkarni Aged Care Residential Facility operates allows for residents to provide an accommodation bond at the time of moving into the residence. The collection, administration and investment of these bonds is governed by strict requirements as outlined in the Aged Care Act 1997 and its associated Principles. Since the introduction of the management agreement between the Shire of Brookton and Baptist Care Incorporated. This process has been managed by Baptist Care Incorporated.

Detail:

As the registered Approved Provider the Shire of Brookton has a strict regulatory frame work that must be adhered to. In particular, the legislation requires a detailed policy for maintaining a minimum level of liquidity (attachment 12.09.15.04A) and an investment strategy the specifically references accommodation bonds (attachment 12.09.15.04B).

Statutory and Legal Considerations:

Aged Care Act 1997, Fees and Payment Principals 2014, Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Policy Considerations:

The Statutory section of Council Policies Manual updated to include these two new policies.

Consultation:

In completing this report and drafting these policies both the Management team at Baptist Care and the compliance section at the Department of Social Services were consulted.

Financial Implications:

Nil.

Strategic Community Plan (2013 – 2023)

There are no Strategic Community Plan implications relevant to this report

Corporate Business Plan (2015-2019)

There are no Corporate Business Plan implications relevant to this report

Officer's Comment:

Without these policies in place the Shire of Brookton will not be considered to be complying with the Aged Care Act. Whilst Baptist Care provide valuable support and guidance in the management of Kalkarni, as the Approved Provider the Shire of Brookton must still fulfil its obligations both at a legislative and on a governance level.

Voting Requirements:

Simple Majority.

Officer's Recommendation:

That Council adopts policies 2.16 Liquidity Strategy and 2.17 Investment Strategy in relation to the Accommodation Bonds held on behalf of residence of the Kalkarni Aged Care Facility. Attached in 12.09.15.04A & B.

Attachment 12.09.15.04A

Title:	2.16 Liquidity Management Strategy		
Policy Owners:			
Policy Origin:			
Statutory Environment:	<i>Aged Care Act 1997 Fees and Payments Principles 2014</i>		
Council Adoption:	Date:		Resolution #:
Last Amended:	Date:		Resolution #:
Review Date:			

Objective:

The purpose of this policy is to ensure that the Shire of Brookton’s liquidity in its role as an Approved Provider under the Aged Care Act 1997, is correctly and effectively managed at all times in respect of accommodation bonds held on behalf of residents of the Kalkarni Aged Care Residential Facility.

Policy:

The Shire of Brookton (Shire) complies with the Liquidity Standard of the Accommodation Bond Prudential Requirements, and ensures there are adequate means of refunding resident entry contributions / accommodation bonds as they fall due.

The Shire of Brookton has engaged Baptistcare to operate the Kalkarni Aged Care Residential Facility (Facility). In order to effectively comply with appropriate management of the Facility, Baptistcare will manage the processes by which Accommodation Bonds are determined, collected, held and repaid.

Baptistcare has been instructed to comply with the Liquidity Management Policy as set out in this document.

A prudent buffer of funds is to be maintained in the event that larger than average amounts of Accommodation Bonds (and with effect from 1 July 2014, Refundable Accommodation Deposits “RADs”) must be refunded to residents.

1. Factors determining the minimum liquidity standard requirement:
 - Amounts refunded in accommodation bonds during the previous twelve months
 - Amounts received in new accommodation bonds during the previous twelve months
 - Impact of any change in certification status
 - Capital expenditure likely to impact on overall liquidity
 - Significant changes to operational services or profile of residents, and cash flow impacts thereof
 - Legislative requirements
 - The timing difference between the requirement to fund a bond within fourteen days, and a new resident having up to 28 days to pay their RAD.

2. Forms in which the minimum liquidity standard will be maintained:
 - Investments maturing up to 3 months with any bank or approved deposit taking institution as allowed under the Investment Management Strategy (Policy 2.17).
3. Maintaining the minimum liquidity standard:
 - Baptistcare will formally notify annually the Shire of the amount required to maintain the liquidity standard and whenever there is a material variation thereof.
 - Baptistcare will notify the Shire within 7 business days at the end of each month of the bond register details, deposit amounts and their terms of investment and any movements of the bond amounts.

Attachment 12.09.15.04B

Title:	2.17 Investment Management Strategy		
Policy Owners:			
Policy Origin:			
Statutory Environment:	<i>Aged Care Act 1997</i> <i>Fees and Payments Principles 2014</i> <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>		
Council Adoption:	Date:		Resolution #:
Last Amended:	Date:		Resolution #:
Review Date:			

Objective:

The investments objective of the Shire of Brookton, in its role as an Approved Provider under the Aged Care Act 1997, is to manage the accommodation bonds held on behalf of residents of the Kalkarni Aged Care Residential Facility

In order to maximize return within agreed risk parameters and legislative frame work the Shire of Brookton (Shire) has engaged Baptistcare to operate the Kalkarni Aged Care Residential Facility (Facility). To effectively comply with appropriate management of the Facility, Baptistcare will manage the processes by which Accommodation Bonds are determined, collected, held and repaid.

Baptistcare has been instructed to comply with the Investment Management Strategy as set out in this document.

In achieving this, the following will be considered:

- a) adequate level of diversification to spread risk;
- b) ready access to funds for day to day requirements;
- c) high level of security by using recognized assessment criteria;
- d) adherence to the requirements of Division 9 of the Aged Care Act 1997 and Section 18(1) of the Trustees Act 1962 (as amended) (the "Prudent Person" rule).
- e) adhere to Part 5 – Prudential Standards of the Fees and Payments Principles 2014 (No. 2).

Procedure:

Risk Profile

When exercising the power of investment the following are to be given consideration:

- a) the purpose of the investment and the needs and circumstances;
- b) the nature of and risk associated with existing investments;
- c) the likely income return and the timing of such income return;
- d) the desirability of diversifying investments;
- e) the risk of capital or income loss or depreciation;
- f) the costs (including commissions, fees and charges) of making the proposed investment; and
- g) the length of the proposed investment.

Delegation of Authority

Authority for implementation of the Investment Strategy is delegated by Council to the Chief Executive Officer in accordance with the *Local Government Act 1995*. The Chief Executive Officer may in turn delegate the day-to-day management of the Shire of Brookton's investment to Baptistcare. When delegated to Baptistcare the term 'Officers' will apply to the responsible officers at Baptistcare who are delegated to perform the relevant functions.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of the Shire of Brookton's investment portfolio. This policy requires officers to disclose any conflict of interest to the Chief Executive Officer.

Approved Investments

That accommodation bonds may be placed in any of the following authorized deposit taking institutions (ADIs), being licensed banks as defined under the Banking Act 1995 for a period not exceeding 90 days:

- a) Western Australian Treasury Corporation
- b) Australian and New Zealand Banking Group
- c) National Australian Bank
- d) Westpac
- e) Bank West
- f) Commonwealth Bank
- g) Citibank
- h) St George Bank Ltd
- i) Bendigo Bank
- j) HSBC Bank Australia
- k) ING Bank Australia Limited
- l) Suncorp Bank
- m) Bank of Queensland
- n) Rabobank

Prohibited Investments

In accordance with regulation 20 of the *Local Government (Financial Management) Regulations 1996* the Shire of Brookton will not do any of the following:

- Deposit with an institution except an authorised institution (as defined in section 5 of the *Bank Act 1959*);
- Invest in bonds that are not guaranteed by the Commonwealth Government, or a State of Territory government;
- Invest in a foreign currency.

This investment strategy prohibits any investment carried out for speculative purposes including:

- Derivative based investments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Authorized Counterparties and Exposure Limits

Counterparty Details	Minimum Standard & Poor's Rating	Maximum Exposure as a % of total Investment Portfolio
11.1 All banks within the meaning of the Banking Act 1959. Note: At all times a minimum of 50% of total investments must remain with a Bank	A-1 (short) AA (long)	100%
11.2 Managed (Cash/Treasury) Funds (Unit Trusts) with an average duration of less than 1 year	Aam AAf	50%
11.3 Managed (Cash/Treasury) Funds (Unit Trusts) with an average duration of less than 3 years	AAf	30%
11.4 Managed (Fixed Interest) Funds Note: An overall limit of 50% applies to items – i.e. A mix is acceptable but combined exposure must remain within 50% of total investment portfolio	AAf	20%
11.5 Commonwealth Government (Max term 3 years)	A-1 AA	< 1 year 50% > 1 year 20%
11.6 State Government (Max Term 3 years)	A-1 AA	< 1 year 50% > 1 year 20%

Reporting and Review

A monthly report will be provided to the Shire by Baptistcare. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

This Investment Strategy will be reviewed at least once a year or as required in the event of legislative changes.

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

12.09.15.05 COUNCIL POLICY AMENDMENT – COUNCILLOR IPADS

FILE REFERENCE: ADM0564

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 8 September 2015

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

This report recommends that Council adopt policy 1.25 Councillor IPads as an addition to Council's Policy Manual.

Background:

A change in the remuneration guide lines and a move to a digital paper free reporting process resulted in the Shire of Brookton providing elected members with IPads.

Detail:

To comply with legislation Councillors are required to own the iPad they use and the associated data package. However, to facilitate this, the devices are purchased by the Shire of Brookton and then deducted from the other allowances payable to elected members. This practise has previously been an informal arrangement. Policy 1.25 (attachment 12.09.15.05A) formally adopts this as a policy providing clarity for both Councillors and Officers.

Statutory and Legal Considerations:

Local Government Act 1995.

Policy Considerations:

The Council Policy section of Council Policies Manual updated to include this policy.

Consultation:

Nil

Financial Implications:

Nil.

Strategic Community Plan (2013 – 2023)

There are no Strategic Community Plan implications relevant to this report

Corporate Business Plan (2015-2019)

There are no Corporate Business Plan implications relevant to this report

Officer's Comment:

Policies provide important guidance and clarity to both elected members and staff. This ensures consistent and equitable standards across the whole organisation.

Voting Requirements:

Simple Majority.

Officer's Recommendation:

That Council adopts policy 1.25 Councillor iPads as an addition to Council's Policy Manual (attachment 12.09.15.05A)

Attachment 12.09.15.05A

Title:	1.25 Councillor iPads		
Policy Owners:			
Policy Origin:			
Statutory Environment:	<i>Local Government Act 1995 Sections 5.98 to 5.102 Local Government (Administration) Regulations 30 to 34B</i>		
Council Adoption	Date:		Resolution #:
Last Amended:	Date:		Resolution #:
Review Date:			

Objective:

To define the provision of iPads ownership for new Councillors.

Policy Statement:

The Shire of Brookton provides all agendas, minutes and other information for Councillors in an electronic format. This is made available to Councillors via a networked drive. To access this drive Councillors require an iPad or similar device.

In order to comply with the legislation surrounding Councillor reimbursements and allowances, the iPad and Sim card must be owned by the Councillor. To allow the device to be connected and to cover the initial outlay, the Shire of Brookton will purchase the device and plan on behalf of the Councillor. Once the technical setup is completed the iPad/Sim card will then be transferred into the name of the Elected Member. The cost will be calculated from the date of purchase until the ownership and any plans have been transferred to the Councillor. This cost will then be deducted in one payment from the meeting and travel allowances payable to the Councillor.

13.09.15 GOVERNANCE

13.09.15.01 PROPOSAL TO MAKE EXTRACTIVE INDUSTRIES AMENDMENT LOCAL LAW 2015

FILE REFERENCE: ADM 0247

AUTHORS NAME AND POSITION: K. T. O'Connor
Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 2 September 2015

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

PREVIOUS MEETING REFERENCE: 13.05.15.01 – May 2015

SUMMARY:

To allow the Council to:

- (1) consider the submissions (if any) received on the proposed amendment local law and determine if any amendment(s) are required to the proposed local law as a result of the submissions received;
- (2) give notice of the purpose and effect of the Extractive Industries Amendment Local Law 2015;
- (3) make the Shire of Brookton Extractive Industries Amendment Local Law 2015, incorporating all amendments;
- (4) authorise the local law's gazettal in the *Government Gazette*;
- (5) give local public notice, (after gazettal), of the date the Extractive Industries Amendment Local Law 2015 will come into effect; and
- (6) authorise the affixing of the Common Seal to the local law.

Background:

At its ordinary meeting of 21st May 2015, Council resolved to commence the process to make an Extractive Industries local law.

The procedure for making local laws requires Council to advertise state-wide, advising of its intention to make a local law, and invite submissions to be made on the proposed local law for a six-week period. At the closure of the submission period, Council is to consider all submissions before making a local law. After resolving to make the local law, it is to publish the local law in the *Government Gazette* and provide a copy of it to the Minister for Local Government. Copies of the local law along with the completed Explanatory Memorandum are to be forwarded to the Joint Standing Committee on Delegated Legislation for review. Local public notice of the commencement of the local law is to occur after its gazettal.

The submission period for public comment closed on 5 August 2015.

Detail:

Council advertised, both locally and state-wide, for public comment on the draft Extractive Industries Amendment Local Law 2015. At the close of the submission period, one submissions had been received from the Department of Local Government and Communities.

The comments contained in the submissions, along with the proposed action to be taken are detailed in the table below:

CLAUSE NO.	HEADING	PROPOSED AMENDMENT	SHIRE'S POSITION
Various		It is suggested that when deleting clauses, the remaining clauses not be renumbered. This practice is used by the State Government and can simplify the drafting of an amendment local law.	Noted. This approach is supported and the Amendment local law has been redrafted.
5		Clause 1.5 Amendment – It is suggested that this amendment be changed to include the word 'and' for deletion after 'is not sold'.	Agreed. Text for deletion will be 'is not sold and'.
8		Clause 2.3(1) - It is suggested that when deleting clauses, the remaining clauses not be renumbered. This practice is used by the State Government and can simplify the drafting of an amendment local law.	Noted. This approach is supported and the Amendment local law has been redrafted.
14		Clause 6.2 – As this clauses is written the entire clause will be deleted including the clause title. It is suggested a new clause title be inserted as part of the replacement clause.	Agreed. The Amendment local law includes the new clause titles where appropriate in clauses 14, 15, 16 and 19.
21		Clause 21 – The Shire have deleted clause 6.4(f), which previously aligned with a penalty where a person failed to comply with a condition of the licence. The new clause 6.4 does not refer to clause 3.1 and the proposed new penalty in the Schedule does not link with the new clause. It is	Noted. Clause 16 has been redrafted so that it includes a clause 6.4(c). Subclause (c) links the requirement of a licence holder to comply with the conditions imposed on the licence granted. The table is Schedule 1 has been updated so that it refers to clause 6.4(c).

CLAUSE NO.	HEADING	PROPOSED AMENDMENT	SHIRE'S POSITION
		suggested the Shire assess this amendment and ensure it reflects the Shires intention.	

In addition to the above changes, a number of minor formatting and setting out errors have been corrected in the local law.

Statutory and Legal Considerations:

Local Government Act 1995

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

Policy Implications:

There are no policy implications for this item.

Consultation:

A six week (42 day) public consultation period was conducted in accordance with section 3.12 the Local Government Act 1995. Advertisements were placed in the West Australia Newspaper, and a local paper circulating the district.

In addition, copies of the proposed Extractive Industries Amendment local law 2015 were sent to the Minister for Local Government for comment.

After adoption, the Shire is required to gazette the full local law in the *Government Gazette*. After gazettal, an advertisement must be placed in a local paper giving notice of when the local law comes into effect.

Copies of the gazetted local law, along with the completed explanatory memoranda are to be submitted to the Joint Standing Committee within 10 days of the local law's gazettal.

Financial Implications:

Costs associated with gazetting the adopted local law, and placing a local public notice advising the date the local law comes into effect.

Strategic Community Plan (2013-2023):

There are no strategic plan implications relative to this issue.

Corporate Business Plan (2015-2019):

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

Officers Comments:

The **Attached 13.09.15.01A** local law incorporating all identified amendments is not considered significantly different than the proposed local law that was advertised for public comment, permitting Council to proceed with adopting the local law.

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

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

Voting Requirements:

Absolute Majority Required.

Recommendation:

That Council-

- 1. Notes the submission from the Department of Local Government and Communities in relation to the proposed Shire of Brookton Extractive Amendment Industries Local Law 2015.**
- 2. Resolves to adopt and make the Shire of Brookton Extractive Industries Amendment Local Law 2015, as per Attachment 13.09.15.01A incorporating all amendments, in accordance with section 3.12 of the Local Government Act 1995-**
 - (a) the purpose of which is to establish the requirements and conditions with which extractive industries, within the district, must comply with; and**
 - (b) the effect is to provide for the regulation, control and management of extractive industry proposals.**
- 3. Publish the adopted Shire of Brookton Extractive Industries Amendment Local Law 2015, as per (2) above, in the *Government Gazette* and provide copies of the local law to the Minister for Local Government.**
- 4. Give local public notice after gazettal of the local law advising the date on which the local law commences;**
- 5. Submit a copy of the gazetted local law, explanatory memoranda and associated documentation to the Joint Standing Committee on Delegated Legislation for review.**
- 6. Authorise the affixing of the Common Seal of the Shire to the Shire of Brookton Extractive Industries Amendment Local Law 2015.**

13.09.15.02 PROPOSAL TO MAKE REPEAL LOCAL LAW 2015

FILE REFERENCE:	ADM 0245
AUTHORS NAME AND POSITION:	K.T O'Connor Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Shire of Brookton
DATE REPORT WRITTEN:	2 September 2015
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	13.04.15.02 April 2015

SUMMARY

To allow the Council to:

- (7) consider the submissions (if any) received on the proposed Repeal local law and determine if any amendment(s) are required to the proposed local law as a result of the submissions received;
- (8) give notice of the purpose and effect of the Repeal Local Law 2015;
- (9) make the Shire of Brookton Repeal Local Law 2015, incorporating all amendments;
- (10) authorise the local law's gazettal in the *Government Gazette*;
- (11) give local public notice, (after gazettal), of the date the Repeal Local Law 2015 will come into effect; and
- (12) authorise the affixing of the Common Seal to the Repeal local law.

Background:

At its ordinary meeting of 16th April 2015, Council resolved to commence the process to make a Repeal local law.

The procedure for making local laws requires Council to advertise state-wide, advising of its intention to make a local law, and invite submissions to be made on the proposed local law for a six-week period. At the closure of the submission period, Council is to consider all submissions before making a local law. After resolving the make the local law, it is to publish the local law in the *Government Gazette* and provide a copy of it to the Minister for Local Government. Copies of the local law along with the completed Explanatory Memorandum are to be forwarded to the Joint Standing Committee on Delegated Legislation for review. Local public notice of the commencement of the local law is to occur after its gazettal.

The submission period for public comment closed 5 August 2015.

Detail:

Council advertised, both locally and state-wide, for public comment on the draft Repeal Local Law 2015. At the close of the submission period, one submissions had been received from the Department of Local Government and Communities.

The comments contained in the submissions, along with the proposed action to be taken are detailed in the table below:

CLAUSE NO.	HEADING	PROPOSED AMENDMENT	SHIRE'S POSITION
3		It is suggested that paragraph (a) is deleted.	Noted. Given the advice from the Department, further research was undertaken and it was identified that the Uniform By-law in question was repealed on 29 November 1962. On this basis the Repeal local law has been amended by deleting paragraph (a).

In addition to the above changes, a number of minor formatting and setting out errors have been corrected in the local law.

Statutory and Legal Considerations:

Local Government Act 1995

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

Policy Implications:

There are no policy implications for this item.

Consultation:

A six week (42 day) public consultation period was conducted in accordance with section 3.12 the Local Government Act 1995. Advertisements were placed in the West Australia Newspaper, and a local paper circulating the district.

In addition, copies of the proposed Repeal local law 2015 were sent to the Minister for Local Government for comment.

After adoption, the Shire is required to gazette the full local law in the *Government Gazette*. After gazettal, an advertisement must be placed in a local paper giving notice of when the local law comes into effect.

Copies of the gazetted local law, along with the completed explanatory memoranda are to be submitted to the Joint Standing Committee within 10 days of the local law's gazettal.

Financial Implications:

Costs associated with gazetting the adopted local law, and placing a local public notice advising the date the local law comes into effect.

Strategic Community Plan (2013-2023):

There are no strategic plan implications relative to this issue.

Corporate Business Plan (2015-2019):

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

Officers Comments:

The **Attached 13.09.15.02A** local law incorporating all identified amendments is not considered significantly different than the proposed local law that was advertised for public comment, permitting Council to proceed with adopting the local law.

The purpose of the Repeal local law 2015 is to provide for the repeal of defunct and obsolete local laws.

The effect of the Repeal local law 2015 is to provide more efficient and effective local government by removing outdated local laws from the public record.

Voting Requirements:

Absolute Majority Required.

Recommendation:

That Council-

- 7. Notes the submission from the Department of Local Government and Communities in relation to the proposed Shire of Brookton Repeal Local Law 2015.**
- 8. Resolves to adopt and make the Shire of Brookton Repeal Local Law 2015, as per Attachment 1 incorporating all amendments, in accordance with section 3.12 of the Local Government Act 1995-**
 - (c) the purpose of which is to provide for the repeal of defunct and obsolete local laws; and**
 - (d) the effect is to provide more efficient and effective local government by removing outdated local laws from the public record.**
- 9. Publish the adopted Shire of Brookton Repeal Local Law 2015, as per (2) above, in the *Government Gazette* and provide copies of the local law to the Minister for Local Government.**
- 10. Give local public notice after gazettal of the local law advising the date on which the local law commences;**
- 11. Submit a copy of the gazetted local law, explanatory memoranda and associated documentation to the Joint Standing Committee on Delegated Legislation for review.**
- 12. Authorise the affixing of the Common Seal of the Shire to the Shire of Brookton Repeal Local Law 2015.**

13.09.15.03 COUNCIL POLICY – SOCIAL MEDIA

FILE REFERENCE: ADM0564

AUTHORS NAME AND POSITION: Carina Whittington
Community Services Manager

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 7 September 2015

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

PREVIOUS MEETING REFERENCE: No previous meeting reference.

SUMMARY: The Shire of Brookton utilises a range of social media platforms for communication and engagement. It is recommended that the attached Social Media Policy be adopted by Council to guide this use.

Background:

The Shire of Brookton utilises a range of social media tools for both communication and/or engagement. This includes basic SMS messaging and static website, through to generic and event specific Facebook pages, Pinterest, LinkedIn, Twitter and email tools such as MailChimp. In addition local government applications (apps) such as Localeye (WALGA), Snap Send Solve and Nabo have also been promoted and taken up to varying degrees.

The increased usage and expectation of the community in the availability of instant information has increased the breadth and usage within the Shire.

There are a range of collaborative and consultative platforms that the Shire has not yet utilised that may be of use in future public consultation exercises.

Details:

The use of social media by Shire staff has evolved without a formal framework. Initially with website development, then single use technology such as the harvest ban messages over SMS. When the Shire began with more open platforms such as Facebook it was limited to one senior staff member. The expansion of this use across the organisation has required other users be added. This has necessitated the development of policy and procedures to guide this use.

We have experienced limited and isolated inappropriate comments by the public that have been promptly deleted, however transparent and adopted guidelines may limit such incidences in the future, and provide direction for staff who are monitoring these platforms.

Statutory and Legal Considerations:

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

Policy Considerations:

There are no policy considerations relevant to this report.

Consultation:

Staff have consulted peers and conducted desktop reviews of other Council's social media policies, and industry guides, in compiling the draft policy. Council have had opportunity to review the draft policy and provide feedback.

Financial Implications:

There are no financial implications relevant to this report.

Strategic Community Plan (2015 – 2023):

There is no specific objective regarding use of social media in the *Strategic Community Plan (2013-2023)* however its use will support the implementation of other included objectives.

Corporate Business Plan (2015-2019):

There is no specific reference to the use of social media in the Corporate Business Plan however it is a sub-set of *Strategy 5.1.5 Develop and implement a community engagement and communication strategy*. Use of social media is a key tool for any of the strategies that have a promotion component.

Officer's Comment:

It is recommended that the new policy (Attachment 13.09.15.03A) be adopted and implemented. Supporting procedures with the detailed instructions for staff authorisation and access will need to be developed to support the implementation of this policy.

Voting Requirements:

Simple Majority Required

Officer's Recommendation:

That the attached (13.09.15.03) Social Media Policy be adopted by Council.

ATTACHMENT 13.09.15.03A - Draft Social Media Policy

Title:	Social Media Policy		
Policy Owners :	Community Services Manager		
Policy Origin:			
Statutory Environment:	<i>Local Government Act 1995</i>		
Council Adoption:	Date:		Resolution #:
Last Amended:	Date:		Resolution #:
Review Date:			

Objective:

The Shire recognises that social media provides opportunities for enhanced community engagement, two way communications, and improved access by residents to information on delivery of services.

The intent of this policy is to provide understanding and guidance for the appropriate use of social media platforms and tools by staff, councillors, agents and volunteers of the Shire of Brookton.

This policy does not cover the personal use of social media by staff, councillors agents or volunteers.

Policy:

This policy applies to existing and future social media platforms where people may comment, contribute, create, upload and share content including, but not limited to:

- Social networking sites (for example Facebook, LinkedIn).
- Video and photo sharing websites (for example Flickr, YouTube, Instagram).
- Blogs, including corporate blogs and personal blogs.
- Blogs hosted by media outlets (for example “comments” or “your say” features on news websites).
- Micro-blogging (for example Twitter).
- Wikis and online collaborations (for example Wikipedia).
- Forums, discussion boards and groups (for example Google groups, Whirlpool).
- Instant messaging (including SMS).
- Geo-spatial tagging (for example Foursquare, Facebook ‘Places’ feature).
- also includes all other emerging electronic/digital communication applications.

Guidelines for staff:

When using social media council staff and contractors are expected to:

- Be authorised to use the social media platform
- No employee other than the Chief Executive Officer is to post commentary that expresses a view / opinion on behalf of Council.
- Adhere to Code of Conduct, policies and procedures
- Comply with relevant laws and regulations
- Reinforce the integrity, reputation and values of the Shire.
- Not comment outside area of expertise
- Only discuss publicly available information
- Be accurate, constructive, helpful and informative.
- Be mindful of copyright and intellectual property rights.
- Do not publish content in exchange for reward
- Do not endorse any political or religious affinity.
- Do not issue media statements unless authorised.
- Do not respond to media for comment via social media
- Ensure that any social media sites created can be readily moderated.
- Be mindful of accessibility.

Guidelines for councillors:

- Be mindful that personal contributions are clearly identified as such
- No councillor other than the President is to post commentary that expresses a view / opinion on behalf of Council.

Non-compliance

Depending on the circumstances, non-compliance with this policy may constitute a breach of employment contract, misconduct under the Shire's Code of Conduct, sexual harassment, discrimination, or some other contravention of the law.

Failure to comply with the policy may result in disciplinary action and, in more serious cases, may result in termination of employment.

Guidelines for users.

Posts on Shire operated social media platforms may be deleted as determined by the Shire of Brookton, if they contain:

- Violent, obscene, profane, hateful, derogatory, racist or sexist language, links or images.
- Any discussion or promotion of behaviour that is unlawful
- Comments that threaten or defame
- Solicitations, advertisements, endorsements or spam
- Multiple successive off-topic posts by a single user
- Repetitive posts copied and pasted or duplicated by a single user
- Any other inappropriate content or comments as determined by the Shire of Brookton.

13.09.15.04 APPOINTMENT OF ACTING CEO

FILE REFERENCE: E202

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

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 7th September 2015

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

The Council are requested to appoint Carina Whittington as Acting CEO during the period between the departure of the current CEO and the arrival of the new CEO.

Background:

It is good practice to appoint an acting CEO between the absence of the former CEO and the arrival of the new CEO. This ensures that the roles and responsibilities of the position can continue to be carried out during this period.

Details:

The current CEO will be finishing on Friday 25th September and the new CEO will be commencing employment on 5th October 2015.

Statutory and Legal Considerations:

Local Government Act 1995, sections: 5.36, 5.41, 5.42

Policy Considerations:

There are no policies relevant to this report.

Consultation:

Shire President

Financial Implications:

Minimal higher duties salary to be paid during this period.

Strategic Community Plan (2013 – 2023)

There are no Strategic Community Plan implications relevant to this report

Corporate Business Plan (2014-2018)

There are no Corporate Business Plan implications relevant to this report

Officer's Comment:

This acting CEO appointment will be in place should any decisions, authorisations or approvals be required during this period.

Voting Requirements:

Simple Majority

Officer's Recommendation:

That the Community Services Manager, Carina Whittington, be appointed as Acting CEO for the period commencing on Friday 25th September 2015 until Sunday 4th October 2015.

16.09.15.0 CONFIDENTIAL REPORT

Under the Local Government Act 1995, Part 5, and Section 5.23, states in part:

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:

- (a) a matter affecting an employee or employees;**
- (b) the personal affairs of any person;**
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;**
- (d) legal advice obtained, or which may be obtained by the local government and which relates to a matter to be discussed at the meeting;**
- (e) a matter that if disclosed, would reveal**
 - (i) a trade secret**
 - (ii) information that has a commercial value to a person or**
 - (iii) information about the business, professional, commercial or financial affairs of a person,**

Where the trade secret or information is held by, or is about, a person other than the local government.

- (f) a matter that if disclosed, could be reasonably expected to:**
 - (i) Impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;**
 - (ii) Endanger the security of the local government's property; or**
 - (iii) Prejudice the maintenance or enforcement of any lawful measure for protecting public safety;**
- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1981; and**
- (h) such other matters as may be prescribed.**

17.09.15 NEXT MEETING

The next Ordinary meeting of Council will be on Thursday 15 October 2015 at 12.30 pm.

18.09.15 CLOSURE

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