



Shire of Brookton

ORDINARY COUNCIL MEETING

MINUTES

Thursday 18 February 2016

These minutes were confirmed by Council as a true and correct record of the Ordinary Council meeting held on 18 February 2016.

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

Disclaimer

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

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

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

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**Shire of Brookton
Ordinary Meeting of Council held 18 February 2016.
Commencing at 12.30 pm.**

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15.02.16. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING – ELECTED MEMBERS, OFFICERS ERROR! BOOKMARK NOT DEFINED.

- 15.02.16.01 COMPLIANCE AUDIT RETURN 2015

16.02.16. CONFIDENTIAL REPORT

17.02.16. NEXT MEETING

18.02.16. CLOSURE

1.02.16 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES

The Chief Executive Officer opened the meeting at 12.30pm and welcomed Councillors and staff.

Attendance

Elected Members

Cr KT Wilkinson	Shire President (Presiding Member)
Cr KL Crute	
Cr LS Allington	
Cr TM Eva	
Cr R T Fancote	
Cr KH Mills	
Cr NC Walker	

Staff

Darren Friend	Chief Executive Officer
Evelyn Arnold	Deputy Chief Executive Officer
Stefan De Beer	Shire Planner
Carina Whittington	Community Services Manager
Gail Lilly	Executive Support and Administration Officer

Members of the Public

Nil

Apologies

Nil

Leave of Absence

Nil

2.02.16 ANNOUNCEMENT OF VISITORS

Nil

3.02.16 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Extract from the December 2015 Council minutes.

- Buy Local Policy
Mr Teede asked about Council's "Buy Local Policy" and that he had not received any work from Council for some time. Mr Teede commented that all work that his Auto Electrical business could undertake seemed to be directed to Coote Motors. Mr Teede commented that he was dismayed at this preferential treatment. Mr Teede commented that his hourly rates for labour were substantially lower than those of Coote Motors.

The CEO advised that he will take the comments as a Question on Notice and will follow up with Guy Teede.

See attached letter sent to Mr Teede.

OUR REF:
YOUR REF:
ENQUIRIES/CONTACT GAIL LILLY EXECUTIVE SUPPORT AND ADMINISTRATION OFFICER
esao@brookton.wa.gov.au

G S Teede
PO Box 176
BROOKTON WA 6306

Dear Guy

RE: Council's Buy Local Policy

Thank you for your recent attendance at the December Council meeting and your comments to Council.

I took a question on notice concerning Council's Buy Local Policy and how this relates to Council's operations.

The policy is designed to ensure that Council supports its local businesses rather than spend money outside of its boundaries in the supply of goods and services.

As you pointed out to Council, there may be some "legacy" in relation to matters that transpired during the 2011/2012 years.

You made a comment about "kick-backs" in the fact that Coote Motors undertake work in the maintenance of Council vehicles. In the short period of time I have been with Council, I have not witnessed such practices nor was I aware of any such matter until you made the allegation, an allegation I strongly deny.

You also made a comment that "Council wouldn't have spent \$2,000 with me over the last ten years". An inspection of your creditor's details within Council's accounting software shows that between 2007 and 2012, Council spent approximately \$7,500 with your auto electrical business. I acknowledge that there has been no business between us since 2012 which perhaps supports your comments concerning the planning/building matter alluded to earlier.

Yours faithfully

Darren Friend
Chief Executive Officer
22 December 2015

- 4.02.16 PUBLIC QUESTION TIME**
Nil
- 5.02.16 APPLICATIONS FOR LEAVE OF ABSENCE**
Nil
- 6.02.16 PETITIONS/ DEPUTATIONS / PRESENTATION**

7.02.16 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Council Resolution

7.02.16.01

Moved Cr Crute Seconded Cr Allington

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers on Thursday 17 December 2015 be confirmed as a true and correct record.

CARRIED 7 - 0

Council Resolution

7.02.16.02

Moved Cr Allington Seconded Cr Eva

That the minutes of the Annual Electors meeting held in the Shire of Brookton Council Chambers on Thursday 10 December 2015 be received.

CARRIED 7 - 0

8.02.16 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

Condolences

Nil

9.02.16 DECLARATIONS BY MEMBERS & OFFICERS

Nil

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

Financial, Proximity and Impartiality Interests

Item no.	Members	Type of Interest	Nature of Interest

10.02.16 TECHNICAL & DEVELOPMENT SERVICES REPORTS

10.02.16.01 DEVELOPMENT APPLICATION – TYRE STORAGE FACILITY – LOT 1 BUCKINGHAM ROAD, BROOKTON

FILE REFERENCE: P2650

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

**NAME OF APPLICANT/
RESPONDENT:** Harley Dykstra Pty Ltd

DATE REPORT WRITTEN: 15 January 2016

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

PREVIOUS MEETING REFERENCE: 21 May 1998 – Res: 230/98
18 November 1999 – Res: 382/99
19 November 2009 –
Res:10.11.09.06A & & 10.11.09.06D
11 January 2010 – Res. 10.01.10.01
18 March 2010 – Res. 15.03.10.02
20 May 2010 – Res. 10.05.10.01B

SUMMARY:

An application has been received for a Tyre Storage Facility at lot 1 Buckingham Road, Brookton. It will be recommended the application be approved.

Background:

An application for Planning Approval was considered and granted on 24 May 2010 to operate a tyre storage facility at 326 (lot 1) Buckingham Road, Jelcobine. Apart from this conditional Planning Approval, the proponent was also required to obtain the necessary licence from the then Department of Environment and Conservation (now the Department of Environment Regulation - DER).

The first DER licence for the Inert Landfill Site (tyre storage), was issued in November 1999. Subsequent renewals of the licence followed, one concurrently with a new conditional Planning Approval granted on 24 May 2010. That Planning Approval was valid until May 2015, the lapsing of which necessitated this application.

The previous DER licence expired on 11 April 2014, and as per regulation, the applicant had to re-apply for the licence to be able to continue operations. The DER licence had indeed been renewed and is valid until 11 April 2019.

The application at hand seeks to obtain planning approval to continue the existing land use.

Details:

The subject site, Lot 1 Buckingham Road, is zoned '*Farming*' and is approximately 47 ha in extent. It contains various infrastructure components associated with the existing Tyre Storage Facility.

The existing and proposed land use is regarded as a 'Use not listed' in terms of Shire of Brookton Town Planning Scheme No 3 (TPS 3).

Clause 3.6.5 of TPS 3 reads as follows:

'If the use of the land for a particular purpose is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the interpretation of one of the use categories the Council may:

1. *determine that the use is consistent with the objectives and purposes of the particular zone and is therefore permitted; or*
2. *determine that the proposed use may be consistent with the objectives and purpose of the zone and thereafter follow the 'SA' procedures of Clause 7.2 in considering an application for planning approval; or*
3. *determine that the use is not consistent with the objectives and purposes of the particular zone and is therefore not permitted.'*

Seeing that Council has previously resolved that the land use is indeed consistent with the objectives and purposes of the 'Farming' zone, this aspect will be recommended for re-acknowledgment.

The comprehensive application for planning approval and supporting documentation from Harley Dykstra are attached hereto.

Statutory and Legal Considerations:

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

Policy Considerations:

There are no policy implications in relation to this submission.

Consultation:

Comments were invited from a number of affected parties and State Departments. The following table provides a summary of the submissions received and planners' comments thereon. Hardcopies of the comments received can be provided should Councillors so wish:

Respondent and address	Submission received	Planner's Comment
Department of Water 7 Ellam Street Victoria Park WA 6306	Assessed – no comments.	The submission is noted.
Department of Health PO Box 8172 Perth WA	The DoH has no objection to the extension of the tyre storage facility provided the facility is continually operated in accordance with Department of Environment Regulation licensing requirements.	The submission is noted.

<p>Department of Parks & Wildlife Perth Hills District</p>	<p>The Department of Parks & Wildlife Swan Region has no comments on this proposal. It is considered that any potential environmental impacts will be appropriately addressed through the existing planning framework.</p>	<p>The submission is noted.</p>
<p>Department of Environment Regulation Locked Bag 33 Cloisters Square Perth WA 6850</p>	<p>I confirm that this location is licensed under the <i>Environmental Protection Act 1986</i> for prescribed premises Category 63 (Class I inert landfill site) as defined under Schedule 1 of the <i>Environmental Protection Regulations 1987</i>.</p> <p>The licence has been granted for the burial of used tyres only, with a maximum annual throughput of 5,000 tyres. The licence authorises Category 63 activities to be undertaken anywhere within Lot 1 on Diagram 92436 Buckingham Road (the premises) and expires on 11 April 2019.</p> <p>The licence contains conditions to regulate emissions and discharges from the premises.</p> <p>The advice is provided for information purposes and DER has no comment on the planning application.</p>	<p>The submission is noted.</p>
<p>Department of Agriculture and Food WA 75 York Road Northam WA 6401</p>	<p>No comments received.</p>	
<p>Department of Fire & Emergency Services GPO P1174 Perth WA 6844</p>	<p>No comments received.</p>	

R Norman & Sons P/L 23 Stone Street Armadale WA 6112	No objection to the proposal. Just a concern if more travel along road. Will it impact on road condition?	Should Council resolve to approve the application it will be recommended that a condition of planning approval be imposed to require an annual monetary contribution for road maintenance purposes, calculated based on the frequency and intensity of use and linked to the CPI.
BD Schilling 235 Gartrell Road Jelcobine WA 6306	No comments received.	
DM Loakes RMB 233A Buckingham Road Beverley WA 6304	No comments received.	
SM Berkmann 450 Buckingham Road Jelcobine WA 6306	No comments received.	
Geo (WA) Pty Ltd 1/35 William Street Beckenham WA 6107	No comments received.	
Grant Andrew Delahey 1 Fairmont Place Currambine WA 6028	No comments received.	

Financial Implications:

There are no financial implications relative to this issue.

Strategic Plan Implications:

Strategic Community Plan (2013 – 2023):

(i) No specific implication relative to this submission.

Corporate Business Plan (2013 – 2017):

(ii) No specific implication relative to this submission.

Local Planning Strategy:

(iii) No specific implication relative to this submission.

Officer's Comment:

The proposal provides for the ongoing use of the site for a Tyre Storage Facility, as indicated in the submission documentation and on the Development Site Plans. The proposal will continue to operate in a manner that is deemed to be generally consistent with the 2010 approval and the existing DER licence.

The Land Use:

As mentioned earlier in the report, the proposed land use is basically a continuation of the existing Tyre Storage Facility on the property. The land use was previously determined to be a 'Use not Listed' in terms of TPS 3 which required Council to make a determination as to whether the use can be permitted in the 'Farming' zone.

Seeing that the present operations will continue as per usual, should Council resolve to approve the application, it will be recommended that Council also determine that the use is consistent with the objectives and purposes of the particular zone and is therefore permitted.

From a planning perspective it is submitted that the existing and proposed continued land use is regarded to be compatible with the surrounds.

Amenity:

The main impacts to amenity are anticipated to be noise, dust and disturbance to visual amenity.

The area is a 'Farming' Zone and therefore some level of dust and noise disturbance should be anticipated due to normal farming operations. It is submitted that the negative impacts associated with the identified issues can be mitigated though with adherence to the previously submitted, and cleared Dust Management Plan and Mosquito Control Plan as well as other appropriately framed conditions of Planning Approval.

Road Use:

The impact of the additional road use by vehicles to and from the facility needs to be considered in terms of the Shire's role in maintenance and upkeep of the subject section of road.

Using the operational commercial vehicle movements as a basis, and in consultation with the Shire's Works Supervisor it is proposed, that should Council approve the application, a planning condition be imposed for an annual contribution to be levied for the maintenance and upkeep of Buckingham Road, using the following formula, and based on a travel log to be kept by the operators of the Tyre Storage Facility (also to be made a planning condition):

$$Ca = (Vm \times F_1) + (Hg \times F_2)$$

Where:

Vm = Total number of commercial vehicle movements per annum;
(Where a single movement to site = 1 Vm , and a single movement from site = 1 Vm);

F_1 = Predetermined Shire Fee for road maintenance and sourcing of Gravel;
(Where $F_1 = \$2.00$);

Hg = Required number of grader operational hours per annum for maintenance;

F_2 = Shire Fee for Grader hire per hour;
(presently \$180.00 per hour);

Ca = Annual Dollar value contribution for road upkeep & maintenance.

For purposes of the calculation, 'Commercial Vehicles' are interpreted as trucks (truck & trailer/s = 1 Vehicle) used as part of the operations of the facility moving to and from the site, however laden or not.

It will be recommended that the above variables F_1 and F_2 be annually adjusted with the CPI. The contribution has been calculated to include the sourcing of gravel as required from time to time in the maintenance of the road, to be determined by the Shire's Works Supervisor.

Seeing that affected sections of Buckingham Road passes through both the Beverley and Brookton Shires, it will be proposed that proportional contributions to the affected Shire be made calculated on the relative percentage road length.

Fire Management:

As part of the 2010 application a Fire Management Plan was submitted and approved. Continued adherence to this existing plan will be recommended to be made a condition of planning approval for this application.

Rehabilitation & Landscape Management Plan:

The responsibility to rehabilitate the site, should operation of the Tyre Disposal Site ceases for whatever reason, remains the responsibility of the land owner/operator of the facility and the previously imposed condition addressing this will be recommended to be made a condition of planning approval for this application.

It is also vital that a suitable Landscape Management Plan be implemented to ensure a stable landform and landscape which is compatible with the surrounding environment.

Conclusion:

As was mentioned in the planning report that served before Council in May 2010, the following is worth noting again regarding the proposal:

1. There is a wider community economic and environmental benefit as a result of well managed tyre storage operations;
2. Recommended conditions of approval will substantially mitigate off site impacts;
3. Apart from the impact on visual amenity, which may be addressed through conditions of approval, the activity has occurred on the site for several years without substantial negative impact on the community; and
4. The proposed activity will not negatively impact on viable agricultural production in the region.

Therefore it will be recommended the application be approved.

Voting Requirements:

Simple majority required.

Officer's Recommendation:

- a) That Council resolve that the proposal to continue to store tyres at 326 (Lot 1) Buckingham Road, Jelcobine, is consistent with the objectives and purpose of the Farming zone.
- b) That Council grant Planning Approval for tyre storage at 326 (Lot 1) Buckingham Road, Jelcobine, subject to the following conditions and advice notes:

Conditions:

1. If the development, the subject of this approval, is not **SUBSTANTIALLY RECOMMENCED** 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. All tyres stored at the site and capable of compression shall be compressed through baling off the site before being brought to the site. Tyres stored at the site must not be slashed, shredded or cut.
4. Tyres stored at the site shall be stored in cells no greater in area than 80 metres x 80 metres, with 2.0 metre wide firewalls of clean compacted fill between cells, and in layers no higher than 3.5 metres, with a minimum of 1.0 metre clean fill between layers.
5. All tyres deposited into a cell are to be covered by soil to an appropriate and practical distance from the face of the tyre cell wall within 24 hours of deposit, to a minimum depth of 330 mm, with a final soil cover being a minimum of 1 metre.
6. The requirements of the submitted Environmental Management Plan (inclusive of the requirements in relation to Construction of the cells, Placement of tyres, Closure of the landfill, Dust Management, Noise Management, Mosquito Management, Water Management & Fire Management, as contained in the EMP), must be complied with at all times.
7. The requirements of the submitted Revised Rehabilitation and Landscape Management Plan must be complied with at all times.
8. The existing water storage tanks (2 X 90,000 litres) are to be kept at 75% capacity (at least) each and fitted with couplings compatible with standard issue Fire and Emergency Services Authority and local bush fire brigade plant.
9. The applicant shall make an annual contribution for the maintenance of Buckingham Road proportionally within the Brookton Shire and Beverley Shire. The contribution shall be calculated using the formula in the attached advice note. The relevant variables will be adjusted annually in line with the CPI.
10. No restricted access vehicles above Class 2 shall use Buckingham Road for the operations.

11. Hours of operation shall be 6.00 am to 6.00 pm Mondays to Saturdays, excluding public holidays.
12. Mounds of overburden shall not exceed 5 metres above natural ground level.
13. The applicant shall, at the time of submitting the requisite annual report to the Department of Environment Regulation, submit a copy of same to Council.
14. No material or equipment that is not directly related to the storage of tyres or activities permitted on the site is to be stored on the site.
15. An average of two truck movements per day, with a maximum of five trucks per day, may enter the site per calendar month for the purposes of conveying tyres.
16. No materials or waste products other than compressed tyres, clay or other impermeable material to form the base layer of the cells, and clean fill or soil may be placed into the cells.
17. Uncompressed large commercial vehicle tyres shall be stored in layers with a maximum height of 3.5 metres.
18. The facility is to have a valid DER licence at all times during operations.
19. A log of all commercial vehicles accessing and leaving the subject site shall be submitted every three (3) months to the Shire. The details of the log shall include vehicle size and type, load details, date and time.

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. With regard to condition 9, the following formula shall be used for the calculation of the contribution:

$$Ca = (Vm \times F_1) + (Hg \times F_2)$$

Where:

Vm = Total number of commercial vehicle movements per annum;
(Where a single movement to site = 1 Vm , and a single movement from site = 1 Vm);

F_1 = Predetermined Shire Fee for road maintenance and sourcing of Gravel;
(Where F_1 = \$2.00);

Hg = Required number of grader operational hours per annum for maintenance;

F_2 = Shire Fee for Grader hire per hour;
(presently \$180.00 per hour);

Ca = Annual dollar value contribution for road upkeep & maintenance.

For purposes of the calculation, 'Commercial Vehicles', are interpreted as trucks (truck & trailer/s = 1 vehicle), used as part of the operations of the facility moving to and from the site, however laden or not.

The above variables F_1 and F_2 must be annually adjusted with the CPI. The contribution has been calculated to include the sourcing of gravel as required from time to time in the maintenance of the road, to be determined by the Shire's Works Supervisor.

Seeing that affected sections of Buckingham Road passes through both the Beverley and Brookton Shires, proportional contributions to the affected Shire shall be made calculated on the relative percentage road length.

Council Resolution

10.02.16.01

Moved Cr Crute Seconded Cr Mills

- a) That Council resolve that the proposal to continue to store tyres at 326 (Lot 1) Buckingham Road, Jelcobine, is consistent with the objectives and purpose of the Farming zone.
- b) That Council grant Planning Approval for tyre storage at 326 (Lot 1) Buckingham Road, Jelcobine, subject to the following conditions and advice notes:

Conditions:

1. If the development, the subject of this approval, is not **SUBSTANTIALLY RECOMMENCED** 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. All tyres stored at the site and capable of compression shall be compressed through baling off the site before being brought to the site. Tyres stored at the site must not be slashed, shredded or cut.
4. Tyres stored at the site shall be stored in cells no greater in area than 80 metres x 80 metres, with 2.0 metre wide firewalls of clean compacted fill between cells, and in layers no higher than 3.5 metres, with a minimum of 1.0 metre clean fill between layers.
5. All tyres deposited into a cell are to be covered by soil to an appropriate and practical distance from the face of the tyre cell wall within 24 hours of deposit, to a minimum depth of 330 mm, with a final soil cover being a minimum of 1 metre.
6. The requirements of the submitted Environmental Management Plan (inclusive of the requirements in relation to Construction of the cells, Placement of tyres, Closure of the landfill, Dust Management, Noise Management, Mosquito Management, Water Management & Fire Management, as contained in the EMP), must be complied with at all times.
7. The requirements of the submitted Revised Rehabilitation and Landscape Management Plan must be complied with at all times.
8. The existing water storage tanks (2 X 90,000 litres) are to be kept at 75% capacity (at least) each and fitted with couplings compatible with standard issue Fire and Emergency Services Authority and local bush fire brigade plant.

- 9. The applicant shall make an annual contribution for the maintenance of Buckingham Road proportionally within the Brookton Shire and Beverley Shire. The contribution shall be calculated using the formula in the attached advice note. The relevant variables will be adjusted annually in line with the CPI.**
- 10. No restricted access vehicles above Class 2 shall use Buckingham Road for the operations.**
- 11. Hours of operation shall be 6.00 am to 6.00 pm Mondays to Saturdays, excluding public holidays.**
- 12. Mounds of overburden shall not exceed 5 metres above natural ground level.**
- 13. The applicant shall, at the time of submitting the requisite annual report to the Department of Environment Regulation, submit a copy of same to Council.**
- 14. No material or equipment that is not directly related to the storage of tyres or activities permitted on the site is to be stored on the site.**
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- 17. Uncompressed large commercial vehicle tyres shall be stored in layers with a maximum height of 3.5 metres.**
- 18. The facility is to have a valid DER licence at all times during operations.**
- 19. A log of all commercial vehicles accessing and leaving the subject site shall be submitted every three (3) months to the Shire. The details of the log shall include vehicle size and type, load details, date and time.**

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. With regard to condition 9, the following formula shall be used for the calculation of the contribution:**

$$Ca = (Vm \times F_1) + (Hg \times F_2)$$

Where:

Vm = Total number of commercial vehicle movements per annum;
(Where a single movement to site = 1 Vm , and a single movement from site = 1

Vm);

F_1 = Predetermined Shire Fee for road maintenance and sourcing of Gravel;
(Where $F_1 = \$2.00$);

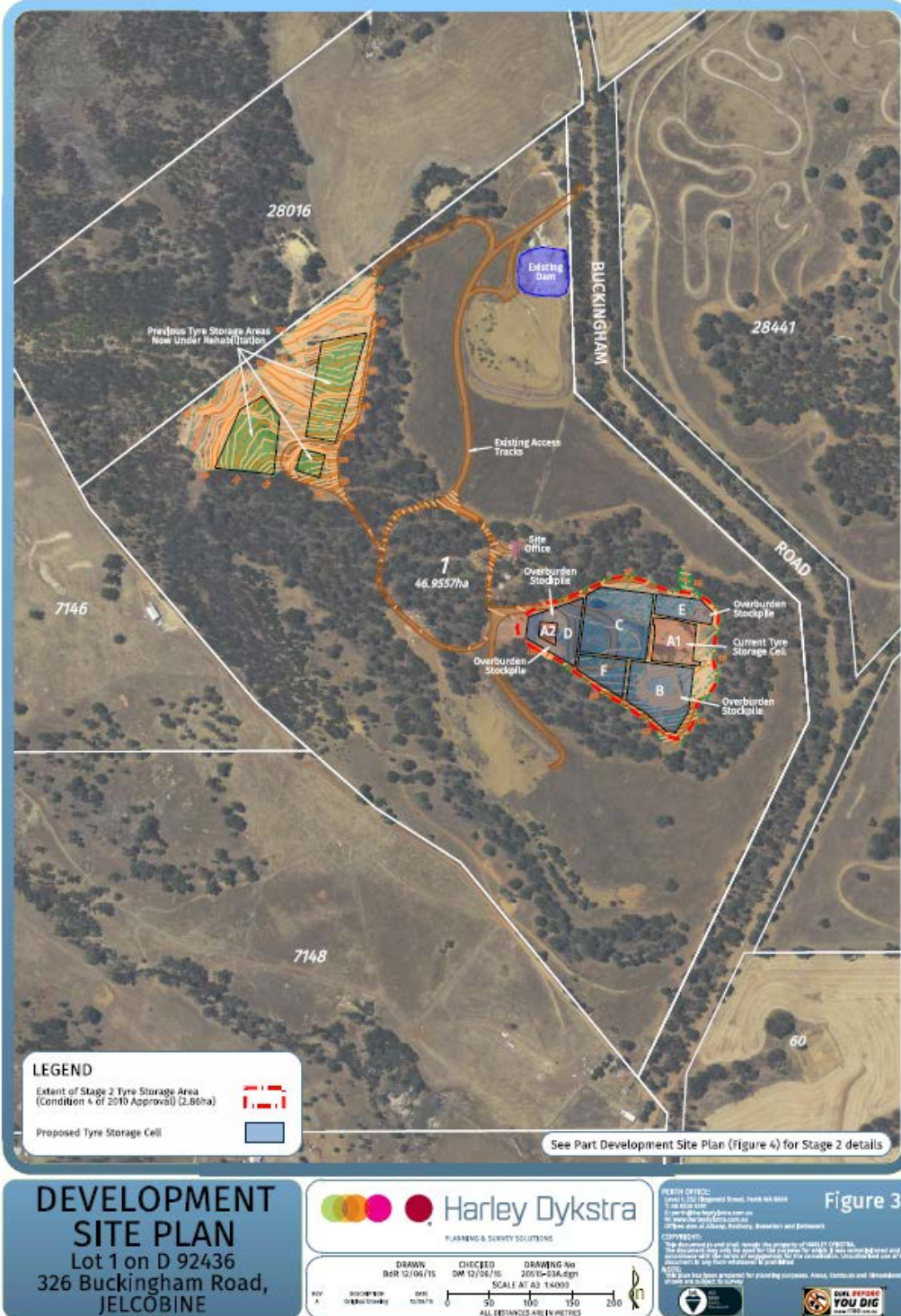
Hg = Required number of grader operational hours per annum for maintenance;

F_2 = Shire Fee for Grader hire per hour;
(presently \$180.00 per hour);

Ca = Annual dollar value contribution for road upkeep & maintenance. For purposes of the calculation, 'Commercial Vehicles', are interpreted as trucks (truck & trailer/s = 1 vehicle), used as part of the operations of the facility moving to and from the site, however laden or not. The above variables F_1 and F_2 must be annually adjusted with the CPI. The contribution has been calculated to include the sourcing of gravel as required from time to time in the maintenance of the road, to be determined by the Shire's Works Supervisor.

Seeing that affected sections of Buckingham Road passes through both the Beverley and Brookton Shires, proportional contributions to the affected Shire shall be made calculated on the relative percentage road length.

CARRIED 7 - 0





10.02.16.02 SUBDIVISION APPLICATION – LOT 6899 EDENVALE ROAD, BROOKTON

FILE REFERENCE: S153031

AUTHORS NAME AND POSITION: Stefan de Beer
Shire Planner

NAME OF APPLICANT/RESPONDENT: AJ March (on behalf of DD & SK Pike)

DATE REPORT WRITTEN: 8 February 2016

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 subdivide Lot 6899 Edenvale Road. It will be recommended the application be approved.

Background:

An application has been received from the Western Australian Planning Commission (WAPC) to subdivide Lot 6899 Edenvale Road to create a Homestead Lot.

The subject lot is zoned 'Farming' and contains agricultural related infrastructure & land uses, as well as a single dwelling and outbuildings. Please refer to the attached submitted application documentation.

Details:

The submission received indicates that the intention is to create a Homestead Lot through subdivision of parent Lot 6899 Edenvale Road, which will create a Homestead Lot of approximately 3.63 ha in extent, and a balance lot of 406.0156 ha in extent.

Statutory and Legal Considerations:

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

Policy Considerations:

There are no Policy implications relative to this application.

Financial Implications:

There are no financial implications relative to this application.

Strategic Plan Implications:

Strategic Community Plan (2013 – 2023):

(iv) No specific implication relative to this issue.

Corporate Business Plan (2013 – 2017):

(v) No specific implication relative to this issue.

Local Planning Strategy:

(vi) The application is inconsistent with some sections of the Shire of Brookton's Local Planning Strategy.

Officer's Comment:

The application was assessed against the prescriptions of the Shire of Brookton Town Planning Scheme No. 3 (TPS 3), the Shire of Brookton & Beverley Local Planning Strategy (LPS), and the Western Australian Planning Commission (WAPC) Development Control Policy 3.4 (DC 3.4) – *Subdivision of Rural Land*.

Amongst others, TPS No. 3 states that:

3.4 Farming Zone:

3.4.1 Objectives

- a) To protect the potential of agricultural land for primary production and to preserve the landscape and character of the rural areas;*
- b) To provide for a range of rural pursuits such as broadacre and diversified farming which are compatible with the capability of the land and retain the rural character and amenity of the locality;*
- c) To retain farming land in large landholdings, to support primary production and prevent the creation of additional lots;*

...

The Shire of Brookton & Beverley Local Planning Strategy in Section 10.3 proposes as follows:

General Agricultural Subdivision Strategy

The Council's strategy is to:

Support rural land being retained for primary production and highlight there is a general presumption against the subdivision of land designated General Agriculture, to create additional lots...

Homestead Lots Strategy

The Council's strategy is to not support homestead lots, through the creation of additional titles, given the population in the municipality is growing and is expected to continue to grow in the Strategy period.

WAPC Development Control Policy 3.4 – Subdivision of Rural Land, states as follows:

4.9 Homestead Lots

Homestead lots may be created to enable an existing house on a farm to continue to be occupied provided that:

1. *The land is in the Wheatbelt agricultural policy area;*
2. *The population in the locality is declining or relatively static;*
3. *The homestead lot has an area between 1 and 4 ha, or up to 20 ha where it is desirable to respond to the landform or to include existing outbuildings or water sources;*
4. *There is an adequate water supply for domestic, land management and fire management purposes;*
5. *The homestead lot fronts a constructed public road;*
6. *The homestead lot contains an existing residence; and*
7. *A homestead lot has not been excised from the farm in the past.*

Notwithstanding the Local Planning Strategy's stance on Homestead lots, in the opinion of staff the proposal can be regarded as consistent with the other aims in the Local Planning Strategy as well as the aims of TPS 3, Clause 3.4 which objectives require the protection of agricultural land for primary production and to preserve the landscape and character of the rural areas. It should be noted that the reviewed *Draft Shire of Brookton Town Planning Scheme No. 4* (which has as yet to be adopted by Council), proposes to allow for Homestead Lot subdivisions provided that the parent lot is at least 100 ha in extent. The proposal meets this requirement.

The proposal is also regarded as consistent with the requirements of *Development Control Policy 3.4 – Subdivision of Rural Land* (in so far as it relates specifically to Homestead Lots, as quoted above).

As can be seen from the aerial photograph of the property, it is not anticipated that the agricultural potential of the balance of the lot would be affected by the granting of approval for the homestead lot.

Voting Requirements

Simple Majority Required

OFFICER'S RECOMMENDATION

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 153031 for the subdivision of Lot 6899 Edenvale Road, Brookton, be approved subject to the following advice note:

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

Council Resolution

10.02.16.01

Moved Cr Fancote

Seconded Cr Eva

That council suspend standing order to facilitate discussion – 12.37pm

CARRIED 7 - 0

Council Resolution

10.02.16.02

Moved Cr Walker

Seconded Cr Eva

That Council resume standing orders – 12.51pm

CARRIED 7 - 0

Council Resolution

10.02.16.03

Moved Cr Mills

Seconded Cr Eva

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 153031 for the subdivision of Lot 6899 Edenvale Road, Brookton, be approved subject to the following condition:

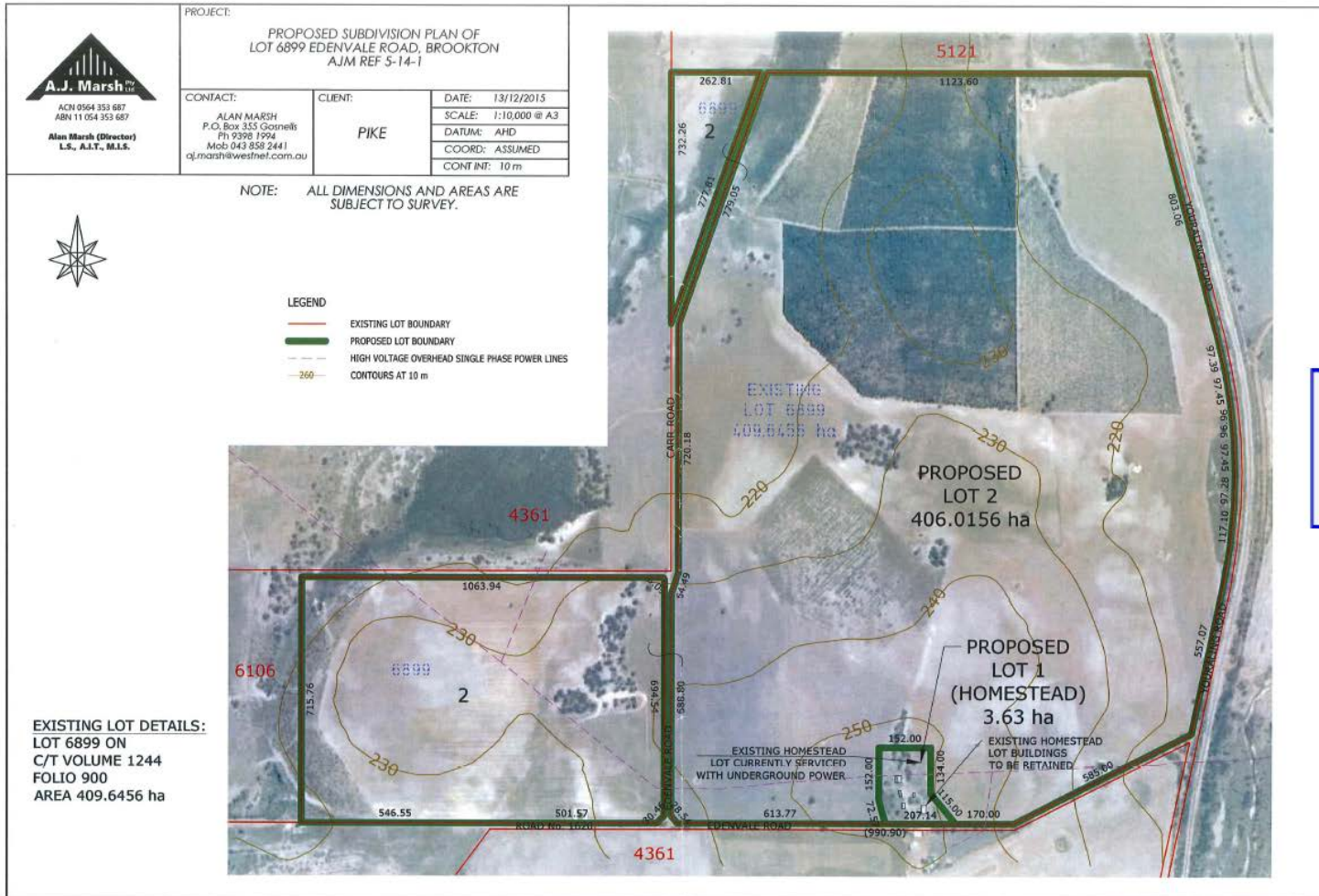
Sufficient supply of potable water (minimum of 92,000 ltrs) be available for human consumption and fire fighting purposes to the satisfaction of the Shire of Brookton.

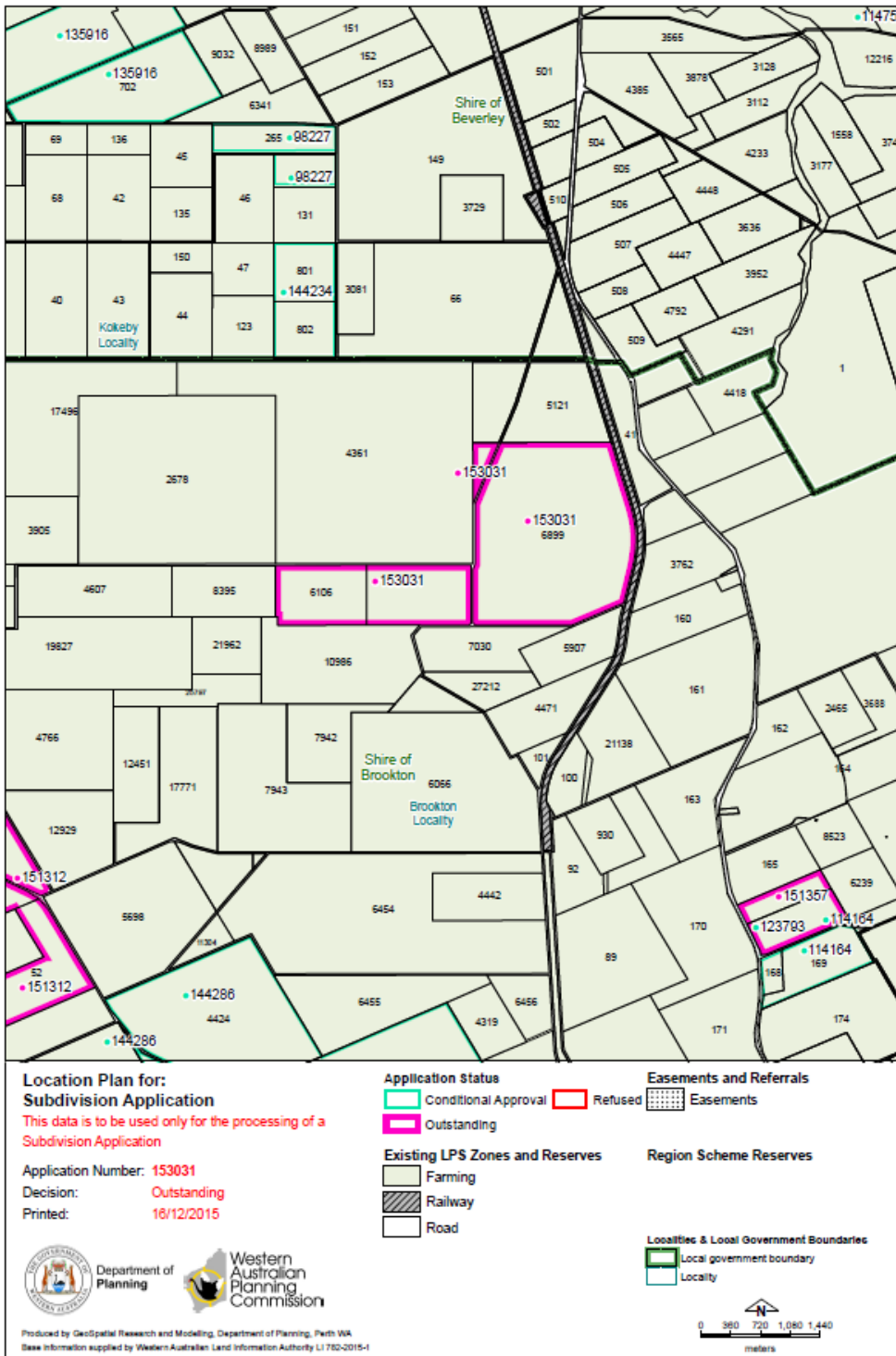
Advice Note:

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

CARRIED 7 - 0

Note: Council's resolution differed from the Officer's recommendation to ensure that an independent potable water supply is available to both lots, irrespective of ownership in accordance with the provisions of the Shire of Brookton Town Planning Scheme No 3.





11.02.16 COMMUNITY SERVICES REPORTS

NIL

12.02.16 FINANCE & ADMINISTRATION REPORT

12.02.16.01 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: 4 February 2016

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

The List of Accounts for payment to 31st December 2015 and 31st January 2016 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 12.02.16.01A.

To 31st December 2015

Municipal Account

Direct Debits	\$	101,524.78
EFT	\$	514,989.52
Cheques	\$	32,226.49
Trust Account	\$	330.00

To 31st January 2016

Municipal Account

Direct Debits	\$	99,592.57
EFT	\$	556,019.50
Cheques	\$	9,177.36
Trust Account	\$	1,050.00

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 December 2015 and 31st January 2016, per the summaries included in Attachment 12.02.16.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 31st December 2015:

<i>Municipal Account</i>		
Direct Debits	\$	101,524.78
EFT	\$	514,989.52
Cheques	\$	32,226.49
<i>Trust Account</i>	\$	330.00

To 31st January 2016:

<i>Municipal Account</i>		
Direct Debits	\$	99,592.57
EFT	\$	556,019.50
Cheques	\$	9,177.36
<i>Trust Account</i>	\$	1,050.00

Council Resolution

12.02.16.01

Moved Cr Fancote

Seconded Cr Walker

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31st December 2015 and 31st January 2016, per the summaries included in Attachment 12.02.16.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 31st December 2015:

Municipal Account

Direct Debits	\$	101,524.78
EFT	\$	514,989.52
Cheques	\$	32,226.49
<i>Trust Account</i>	\$	330.00

To 31st January 2016:

Municipal Account

Direct Debits	\$	99,592.57
EFT	\$	556,019.50
Cheques	\$	9,177.36
<i>Trust Account</i>	\$	1,050.00

CARRIED 7 - 0

DECEMBER 2015 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 18TH JANUARY 2016

ATTACHMENT 12.02.16.01A

Chq/EFT	Date	Name	Description	Amount
975	14/12/2015	STEVE NELSON	BOND REFUND FOR HIRE OF COMMUNITY BUS	\$ 330.00
			TOTAL TRUST	\$ 330.00
Chq/EFT	Date	Name	Description	Amount
EFT6921	02/12/2015	1 STOP RECORDS CONSULTING	RECORD MANAGMENT CONSULTING 16/11/15 TO 24/11/15	\$ 1,209.00
EFT6922	02/12/2015	ABCO PRODUCTS	CLEANING PRODUCTS FOR WB EVA PAVILION	\$ 118.90
EFT6923	02/12/2015	ALLINGTON AGRI	SPRAY OVAL AND PARKS FOR LAWN BETTLE	\$ 836.00
EFT6924	02/12/2015	AMAZING 50'S CATERING	CATERING FOR COUNCIL MEETING DINNER	\$ 300.00
EFT6925	02/12/2015	ATC	FBT TRAINING SEMINAR SFO	\$ 396.00
EFT6926	02/12/2015	AUSTRALIA POST	POSTAGE OCTOBER 2015	\$ 289.60
EFT6927	02/12/2015	BAPTISTCARE	KALKARNI ROOM DIVIDE	\$ 14,756.50
EFT6928	02/12/2015	BEVERLEY GAS & PLUMBING SERVICE	BACKFLOW BOUNDARY DEVICE TEST REPORT LOT 365 LENNARD ST	\$ 203.50
EFT6929	02/12/2015	BRET EVENIS	REIMBURSEMENT OF PRE EMPLOYMENT MEDICAL & POLICE CLEARANCE	\$ 182.80
EFT6930	02/12/2015	BRIAN WILLIAMS	CARTAGE OF GRAVEL - CORBERDING ROAD	\$ 11,962.50
EFT6931	02/12/2015	BROOKTON COMMUNITY RESOURCE CENTRE	EARLY YEARS NETWORK PICNIC ITEMS FUNDED BY RDA GRANT	\$ 46.50
EFT6932	02/12/2015	BROOKTON MEDICAL PRACTICE	PRE EMPLOYMENT MEDICAL G RANDALL	\$ 120.00
EFT6933	02/12/2015	BROOKTON PLUMBING	REPAIRS TO 2 MATTHEWS ST & PUBLIC TOILETS	\$ 335.50
EFT6934	02/12/2015	BROOKTON ROADHOUSE	UNLEADED PETROL PURCHASES OCTOBER 2015	\$ 55.89
EFT6935	02/12/2015	BROOKTON SUPERMARKET	ANT DUST & DISHWASHING DETERGENT	\$ 15.72
EFT6936	02/12/2015	BROOKTON TELEGRAPH	ADVERTISING	\$ 85.00
EFT6937	02/12/2015	BURGESS RAWSON (WA) PTY LTD	WATER USAGE AT RAILWAY STATION 08/09/15 TO	\$ 536.72
EFT6938	02/12/2015	CHILD SUPPORT AGENCY BENNELL	PAYROLL DEDUCTIONS	\$ 517.08
EFT6939	02/12/2015	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 280.20
EFT6940	02/12/2015	COATES HIRE OPERATIONS PTY LIMITED	TRANSPORT CHARGE FOR GENERATOR FROM BUNBURY TO BROOKTON AND RETURN	\$ 883.30
EFT6941	02/12/2015	COUNTRY COPIERS	MONTHLY COPIER READING OCTOBER 2015	\$ 545.71
EFT6942	02/12/2015	COURIER AUSTRALIA	FREIGHT	\$ 49.31
EFT6943	02/12/2015	DEANNE SWEENEY	TRAVEL REIMBURSEMENT FOR NUTS & BOLTS TRAINING COURSE	\$ 273.30
EFT6944	02/12/2015	EVELYN ARNOLD	REIMBURSEMENT FOR PURCHASE OF GAS BOTTLE	\$ 124.00
EFT6945	02/12/2015	FULA FUN KARAOKE	ENTERTAINMENT FOR BROOKTON MUD RUN 2015	\$ 240.00
EFT6946	02/12/2015	GREAT SOUTHERN WASTE DISPOSAL	BROOKTON TIP SITE, RUBBISH BIN COLLECTION & BULK RECYCLE WASTE COLLECTION	\$ 11,946.08
EFT6947	02/12/2015	IT VISION	UPGRADE SYNERGYSOFT TO LATEST VERSION	\$ 1,295.80
EFT6948	02/12/2015	JR & A HERSEY PTY LTD	GUIDE POSTS	\$ 1,958.00
EFT6949	02/12/2015	LGIS INSURANCE	INCREASE LIMIT OF CRIME POLICY FROM \$100,000 TO \$500,000	\$ 146.19
EFT6950	02/12/2015	LGRCEU	PAYROLL DEDUCTIONS	\$ 51.60
EFT6951	02/12/2015	MAD COW ENTERTAINMENT COMPANY OF WA	ENTERTAINMENT FOR COMMUNITY CHRISTMAS PARTY	\$ 1,190.00
EFT6952	02/12/2015	MAGIQ SOFTWARE LTD	PROJECT MANAGEMENT AND CONSULTANCY TRACIE	\$ 3,740.00
EFT6953	02/12/2015	METAL ARTWORK CREATIONS	JARRAH CHAMBER DESK PLAQUE AND BASE - CEO	\$ 49.72
EFT6954	02/12/2015	MOORE STEPHENS	AUDIT SERVICES YEAR ENDED 30/06/15	\$ 13,304.50
EFT6955	02/12/2015	RENDEZVOUS OBSERVATION CITY HOTEL	ACCOMODATION FOR TRAINING - T FANCOTE	\$ 645.00
EFT6956	02/12/2015	SERVICEWEST	SERVICE & TESTING CHARGES	\$ 264.00
EFT6957	02/12/2015	SGS	WATER SAMPLE TESTING	\$ 352.00
EFT6958	02/12/2015	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 160.00
EFT6959	02/12/2015	SIGNS PLUS	STAFF NAME BADGES	\$ 49.00

EFT6960	02/12/2015	STEWART & HEATON CLOTHING CO.	PERSONAL PROTECTIVE EQUIPMENT FOR WEST BRIGADE	\$ 894.26
EFT6961	02/12/2015	TOTALLY CONFIDENTIAL RECORDS	STORAGE OF ARCHIVE BOXES OCTOBER 2015	\$ 112.39
EFT6962	02/12/2015	WA TREASURY CORPORATION	REPAYMENT OF LOANS	\$ 10,680.78
EFT6963	02/12/2015	WHEATBELT ELECTRICS	SUPPLY & INSTALL AIR CONDITIONERS TO UNITS AT 2 MONTGOMERY ST & INSTALL PUMPS FOR REUSE SYSTEM	\$ 10,779.08
EFT6964	10/12/2015	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 268.55
EFT6965	10/12/2015	BAPTISTCARE	KALKARNI RESIDENCY MANAGEMENT & OPERATING FEES DECEMBER 2015	\$ 243,558.80
EFT6966	10/12/2015	CARINA WHITTINGTON	REIMBURSEMENT OF TRAVEL EXPENSES FOR RDA WHEATBELT WORKSHOP	\$ 159.90
EFT6967	10/12/2015	DARREN FRIEND	REIMBURSEMENT FOR IPAD COVER & ID FOR SETTLEMENT OF 8 MARSH AVE BROOKTON	\$ 93.99
EFT6968	10/12/2015	DFES	2015/16 ESL QUARTER 2	\$ 15,011.67
EFT6969	10/12/2015	GAIL PATRICIA LILLY	REIMBURSEMENT OF TRAVEL TO PROPERTY MANAGEMENT COURSE	\$ 223.08
EFT6970	10/12/2015	LGIS INSURANCE	REIMBURSEMENT FOR BROOKTON BUSHFIRE CLAIM	\$ 1,009.48
EFT6971	10/12/2015	OFFICEWORKS BUSINESS DIRECT	ADJUSTABLE SPEAKER STAND	\$ 32.95
EFT6972	10/12/2015	SHIRE OF BROOKTON	MASTERCARD PURCHASES NOVEMBER 2015	\$ 2,527.38
EFT6973	10/12/2015	SIGNS PLUS	STAFF NAME BADGES	\$ 31.00
EFT6974	10/12/2015	TAFE CY O'CONNOR	CHAINSAW COURSE K LILLY AND A WARBY	\$ 47.44
EFT6975	10/12/2015	WEST AUSTRALIAN NEWSPAPERS	NARROGIN OBSERVER ADVERTISING POSITION VACANT	\$ 153.60
EFT6976	10/12/2015	WINDSOR D & J	CHANGE OLD NURSING POST INTO STAFF ROOM AT SADDLEBACK	\$ 14,251.60
EFT6977	16/12/2015	1 STOP RECORDS CONSULTING	RECORD MANAGEMENT CONSULTING 30/11/15 TO 22/12/15	\$ 2,418.00
EFT6978	16/12/2015	AMAZING 50'S CATERING	CATERING FOR CCZ MEETING 27/11/2015	\$ 1,890.00
EFT6979	16/12/2015	AMPAC DEBT RECOVERY	RATE DEBT COLLECTION NOVEMBER 2015	\$ 8,044.26
EFT6980	16/12/2015	AUSTRALIA POST	POSTAGE NOVEMBER 2015	\$ 178.75
EFT6981	16/12/2015	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY & PAPERS NOVEMBER 2015	\$ 319.40
EFT6982	16/12/2015	BAPTISTCARE	THERMAL PRINTER & SPACE COMODE FOR KALKARNI RESIDENCY	\$ 3,752.10
EFT6983	16/12/2015	BEVERLEY COMMUNITY RESOURCE CENTRE	ADVERTISING IN BEVERLEY BULLETIN - POSITION VACANT	\$ 4.00
EFT6984	16/12/2015	BROOKTON DELI	CATERING FOR COUNCIL MEETING	\$ 372.00
EFT6985	16/12/2015	BROOKTON MEDICAL PRACTICE	PRE EMPLOYMENT MEDICAL T LUNN	\$ 120.00
EFT6986	16/12/2015	BROOKTON ROADHOUSE	UNLEADED PETROL PURCHASES NOVEMBER 2015	\$ 26.00
EFT6987	16/12/2015	BROOKTON SUPERMARKET	REFRESHMENTS, CLEANING PRODUCTS, MILK, SUGAR & FRUIT	\$ 366.56
EFT6988	16/12/2015	BW JAMES TRANSPORT	FREIGHT	\$ 28.26
EFT6989	16/12/2015	CDA AIR & SOLAR	SERVICE & REPAIR AIR CONDITIONER AT 10 MARSH AVE	\$ 280.50
EFT6990	16/12/2015	CENTRAL GARAGE	SERVICE & REPAIR UTE 1 & UTE 26	\$ 1,396.41
EFT6991	16/12/2015	CLAW ENVIRONMENTAL	COLLECTION OF DRUM MUSTER DRUMS	\$ 2,601.45
EFT6992	16/12/2015	CONTRACT AQUATIC SERVICES	CONTRACT MANAGEMENT OF THE BROOKTON AQUATIC CENTRE NOVEMBER 2015	\$ 12,951.40
EFT6993	16/12/2015	COOTE MOTORS	SERVICE & REPAIR FIRE TENDER F8, LOADER 6, TRUCK 10 & TRAILER 12	\$ 6,632.90
EFT6994	16/12/2015	CORINNE KEMP	GLOW STICKS FOR COMMUNITY CHRISTMAS PARTY	\$ 17.97
EFT6995	16/12/2015	COUNTRY COPIERS	MONTHLY COPIER READING NOVEMBER 2015	\$ 300.37

EFT6996	16/12/2015	FLEET COMMERCIAL GYMNASIUMS	ANNUAL GYMNASIUM EQUIPMENT SERVICE	\$ 619.30
EFT6997	16/12/2015	GILL RURAL TRADERS	HARDWARE & RURAL PURCHASES NOVEMBER 2015	\$ 8,362.74
EFT6998	16/12/2015	GREAT SOUTHERN FUEL SUPPLIES	DIESEL DELIVERIES & UNLEADED PETROL PURCHASES NOVEMBER 2015	\$ 12,590.44
EFT6999	16/12/2015	GREAT SOUTHERN WASTE DISPOSAL	BROOKTON TIP SITE, RUBBISH BIN COLLECTION & BULK RECYCLE COLLECTION 27/10/15 TO 24/11/15	\$ 11,198.08
EFT7000	16/12/2015	H RUSHTON & CO	STARTER MOTOR, GREASE GUN & BATTERY	\$ 1,507.95
EFT7001	16/12/2015	HANSON CONSTRUCTION MATERIALS PTY LTD	109.14 TONNE 10MM WASHED GRANITE	\$ 5,258.37
EFT7002	16/12/2015	INGREYS	SERVICE 2015 MITSUBISHI CHALLENGER	\$ 289.81
EFT7003	16/12/2015	JILL CAMERON AND ASSOCIATES	DEVELOP AND ASSESS THE FEASIBILITY OF A NEW STRUCTURAL AND GOVERNANCE MODEL FOR WHEATBELT REGION COMMUNITY BASED EARLY CHILDHOOD EDUCATION AND CARE (CHILDCARE)	\$ 16,087.50
EFT7004	16/12/2015	LANDGATE (DOLA)	GROSS RENTAL VALUATIONS	\$ 64.00
EFT7005	16/12/2015	LOCAL GOVERNMENT MANAGERS AUSTRALIA	WOMEN'S FORUM 26/27 NOVEMBER 2015 T FANCOTE	\$ 835.00
EFT7006	16/12/2015	LYCOPODIUM INFRASTRUCTURE	ROBINSON ROAD UPGRADE CONSULTATION STAGES 1 & 2	\$ 31,463.30
EFT7007	16/12/2015	PREMIER WORKPLACE SOLUTIONS	RECYCLED RUBBER WHEEL STOPS	\$ 3,489.20
EFT7008	16/12/2015	REDFISH TECHNOLOGIES PTY LTD	EVALUATION OF CCTV SITES	\$ 1,408.00
EFT7009	16/12/2015	ROBERT COX	REIMBURSEMENT OF PRE EMPLOYMENT MEDICAL & POLICE CLEARANCE	\$ 182.80
EFT7010	16/12/2015	SERVICEWEST	REPAIR PRINTING ISSUES	\$ 176.00
EFT7011	16/12/2015	SGS	WATER SAMPLE TESTING	\$ 931.70
EFT7012	16/12/2015	SHIRE OF PINGELLY	REPAIRS PT12 & AGE FREINDLY COMMUNITY GRANT APPLICATION	\$ 1,798.50
EFT7013	16/12/2015	SIGNS PLUS	STAFF NAME BADGES	\$ 27.00
EFT7014	16/12/2015	TOTALLY CONFIDENTIAL RECORDS	ARCHIVE BOX STORAGE	\$ 112.39
EFT7015	16/12/2015	WA ELECTORAL COMMISSION	ASSOCIATED COSTS FOR 2015 ELECTIONS	\$ 6,504.56
EFT7016	16/12/2015	WEST AUSTRALIAN NEWSPAPERS	ADVERTISING NARROGIN OBSERVER	\$ 153.60
EFT7017	16/12/2015	WINDSOR D & J	REPAIRS TO MEMORIAL HALL FOYER & PUBLIC TOILET DOOR	\$ 736.18
EFT7018	16/12/2015	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	DOG WASTE BAG DISPENSER	\$ 141.90
			TOTAL EFT	\$ 514,989.52

Chq/EFT	Date	Name	Description	Amount
17729	02/12/2015	BUILDING COMMISSION	BUILDING SERVICES LEVY NOVEMBER 2015	\$ 169.95
17730	02/12/2015	GILL RURAL TRADERS	HARWARE & RURAL PURCHASES	\$ 3,015.64
17731	02/12/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 429.34
17732	02/12/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 290.00
17733	02/12/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 187.50
17734	02/12/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 290.00
17735	02/12/2015	SYNERGY	ELECTRICITY STREETLIGHTS, MADISON SQUARE, SEWERAGE PUMP, ADMINISTRATION, MENSshed, 4 MATTHEWS ST, WATER HARVESTING, 10 MARSH AVE, 2 MONTGOMERY ST, SALINITY PUMP, DEPOT, CARAVAN PARK, OVAL, MEMORIAL PARK & RAILWAY STATION	\$ 9,102.90
17736	02/12/2015	TELSTRA CORPORATION	TELEPHONE ACCOUNT 0429998533	\$ 145.18
17737	02/12/2015	WATER CORPORATION OF WA	WATER 08/09/15 TO 16/11/15 KALKARNI, MADISON SQUARE, MEMORIAL HALL, ADMINISTRATION, SWIMMING POOL, MEMORIAL PARK, 8 MARSH AVE, DEPOT, MENSshed, 4 MATTHEWS ST, 10 MARSH AVE & STANDPIPE	\$ 9,837.84
17738	02/12/2015	WINDSOR LODGE COMO	ACCOMODATION 23/11/15 FOR TRAINING COURSE SFO	\$ 224.00
17739	16/12/2015	BROOKTON MEATS	COMMUNITY SAFETY CRIME PREVENTION	\$ 72.35
17740	16/12/2015	BROOKTON TENNIS CLUB	INSPECTION FEE FOR DRUM MUSTER	\$ 1,409.92
17741	16/12/2015	CASH SHIRE OF BROOKTON	PETTY CASH REIMBURSEMENT 05/05/15 TO 03/07/15	\$ 107.75
17742	16/12/2015	SYNERGY	STREETLIGHT & CARAVAN PARK ELECTRICITY	\$ 4,713.02
17743	16/12/2015	TELSTRA CORPORATION	TELEPHONE ACCOUNTS MOBILE, IPAD, SWIMMING POOL, ADMINISTRATION BUILDING & DCEO RESIDENCE	\$ 1,960.80
17744	16/12/2015	WATER CORPORATION OF WA	WATER USAGE PAVILION AND CARAVAN PARK 25/11/15 TO 23/10/15	\$ 270.30
			TOTAL CHEQUES	\$ 32,226.49
			TOTAL MUNICIPAL	\$ 547,216.01
DIRECT DEBITS FOR NOVEMBER 2015				
		SALARIES & WAGES	\$	85,627.09
		MERCHANT FEES	\$	390.19
		SUPERANNUATION	\$	15,507.50
		TOTAL	\$	101,524.78

SHIRE OF BROOKTON
CREDIT CARD PURCHASES
 Creditor Number: 96286

DATE	DESCRIPTION	AMOUNT
3/11/15	ESPLANADE HOTEL - ACCOMODATION CEO	\$ 1,152.03
11/11/15	WESTNET - 10 MARSH AVE	\$ 59.95
	WESTNET - DEPOT	\$ 49.95
	WESTNET - ADMIN OFFICE	\$ 109.95
11/11/15	INSTITUTE OF PUBLIC WORKS - TRAINING	\$ 1,127.50
18/11/15	SURVEY MONKEY	\$ 24.00
29/11/15	CARD FEES	\$ 4.00
	TOTAL	\$ 2,527.38

JANUARY 2016 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 18TH JANUARY 2016
ATTACHMENT 12.02.16.01A

Chq/EFT	Date	Name	Description	Amount
976	20/01/2016	CASH SHIRE OF BROOKTON	BOND REFUND FOR HIRE OF WB EVA PAVILION	\$ 400.00
977	20/01/2016	MATTHEW FANCOTE	BOND REFUND FOR GYM KEY	\$ 30.00
978	20/01/2016	PETER CHAMBERLAIN	BOND REFUND FOR HIRE OF MEMORIAL HALL	\$ 110.00
979	20/01/2016	ROGER HAYDEN	BOND REFUND FOR HIRE OF MEMORIAL HALL	\$ 110.00
980	20/01/2016	SUNNYWEST CARAVAN CLUB	BOND REFUND FOR HIRE OF WB EVA PAVILION	\$ 400.00
			TOTAL TRUST	\$ 1,050.00

Chq/EFT	Date	Name	Description	Amount
EFT7019	07/01/2016	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	DONATION FOR SAUSAGE SIZZLE AT COMMUNITY CHRISTMAS PARTY	\$ 250.00
EFT7020	07/01/2016	BROOKTON PLUMBING	REPAIR TOILETS AT SWIMMING POOL	\$ 187.00
EFT7021	07/01/2016	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 285.79
EFT7022	07/01/2016	DEPARTMENT OF ENVIRONMENT REGULATION	ANNUAL LICENCE FEE BROOKTON WASTE WATER TREATMENT PLANT LICENCE NUMBER L7994/2003/A	\$ 1,082.05
EFT7023	07/01/2016	GLENWARRA DEVELOPMENT SERVICES	PLANNING WORK 20/11/15 TO 18/12/15	\$ 2,750.00
EFT7024	07/01/2016	JASON SIGNMAKERS	STREET SIGNS	\$ 612.63
EFT7025	07/01/2016	RAAN ENTERPRISES	PUSHING UP GRAVEL FROM WILLIAMS PIT	\$ 2,112.00
EFT7026	07/01/2016	STEVE DAVIS BUILDER	REPAIR LOCK IN REAR FLYSCREEN DOOR UNIT 1 MADISON SQUARE	\$ 77.00
EFT7027	07/01/2016	WESTECH SURFACING PTY LTD	BITUMEN WORKS AT BROOKTON CEMETERY	\$ 17,512.00
EFT7028	13/01/2016	1 STOP RECORDS CONSULTING	RECORD MANAGMENT CONSULTING 07/01/16 TO 12/01/16	\$ 1,534.50
EFT7029	13/01/2016	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 703.27
EFT7030	13/01/2016	ARM SECURITY	ALARM MONITORING 1/01/16 TO 31/03/2016	\$ 118.40
EFT7031	13/01/2016	AUSTRAL MERCANTILE COLLECTIONS	RATE DEBT COLLECTION FEES	\$ 26.98
EFT7032	13/01/2016	AVON PAPER SHRED	PAPER SHREDDING OF CONFIDENTIAL DOCUMENTS	\$ 264.00
EFT7033	13/01/2016	AWARDS & TROPHIES	TROPHIES FOR AUSTRALIA DAY	\$ 210.40
EFT7034	13/01/2016	B & N EYRE BROOKTON NEWSAGENCY	PAPERS AND STATIONARY PURCHASES DECEMBER 2015	\$ 174.15
EFT7035	13/01/2016	B & S WHITTINGTON	CATERING FOR CHRISTMAS PARTY 2015	\$ 738.00
EFT7036	13/01/2016	BAPTISTCARE	KALKARNI RESIDENCY OPERATING AND MANAGMENT FEES JANUARY 2016	\$243,558.80
EFT7037	13/01/2016	BAREND STEPHANUS DE BEER	REIMBURSEMENT OF EXPENSES AT URBAN DESIGN CONFERENCE	\$ 104.88
EFT7038	13/01/2016	BRIAN WILLIAMS	GRAVEL CARTAGE	\$ 5,087.50
EFT7039	13/01/2016	BROOKTON CLUB HOTEL	DRINKS FOR STAFF CHRISTMAS PARTY & COUNCIL MEETINGS	\$ 633.95
EFT7040	13/01/2016	BW JAMES TRANSPORT	FREIGHT CHLORINE GAS	\$ 78.10
EFT7041	13/01/2016	CARINA WHITTINGTON	REIMBURSEMENT OF INFLATEABLE TOYS & LIGHTS FOR FINAL SPLASH POOL PARTY	\$ 229.80
EFT7042	13/01/2016	CJD EQUIPMENT	PURCHASE VOLVO G940P GRADER	\$215,407.50
EFT7043	13/01/2016	COLAS	SUPPLY AND SPRAY HOT BITUMEN	\$ 14,903.68
EFT7044	13/01/2016	COURIER AUSTRALIA	FRIEGHT	\$ 9.16
EFT7045	13/01/2016	DIELECTRIC SECURITY SYSTEMS	INSTALL & SUPPLY CARD READER BETWEEN KALKARNI RESIDENCY & SADDLEBACK MEDICAL CENTRE	\$ 1,166.00
EFT7046	13/01/2016	GREAT SOUTHERN FUEL SUPPLIES	DIESEL DELIVERIES & UNLEADED PETROL PURCHASES DECEMBER 2015 @ 1.0251 DELIVERED02/12/15	\$ 10,114.31 36

EFT7047	13/01/2016	GREAT SOUTHERN WASTE DISPOSAL	BROOKTON TIP SITE, BULK RECYCLE PICK UP & RUBBISH BIN COLLECTION	\$ 14,017.52
EFT7048	13/01/2016	GREENLINE AG PTY LTD	SERVICE OF LAWNMOWER	\$ 308.36
EFT7049	13/01/2016	ISWEEP TOWN & COUNTRY	TOWNSITE SWEEPING	\$ 1,485.00
EFT7050	13/01/2016	LANDGATE	RURAL UV INTERIM VALUATION	\$ 118.50
EFT7051	13/01/2016	LGRCEU	PAYROLL DEDUCTIONS	\$ 51.60
EFT7052	13/01/2016	MULLINS WHEELS PTY LTD	SUPPLY NEW WHEEL RIM	\$ 1,634.60
EFT7053	13/01/2016	RADIOWEST BROADCASTERS	AROUND THE TOWNS INTERVIEW DECEMBER 2015	\$ 55.00
EFT7054	13/01/2016	SGS	WATER SAMPLE TESTING	\$ 176.00
EFT7055	13/01/2016	SHIRE OF BROOKTON	MASTERCARD PURCHASES DECEMBER 2015	\$ 318.85
EFT7056	13/01/2016	SHIRE OF BROOKTON	MASTERCARD FEE DECEMBER 2015	\$ 4.00
EFT7057	13/01/2016	SHIRE OF BROOKTON	MASTERCARD FEE DECEMBER 2015	\$ 4.00
EFT7058	13/01/2016	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 145.00
EFT7059	13/01/2016	SHIRE OF PINGELLY	VEHICLE SERVICING DECEMBER 2015	\$ 908.96
EFT7060	13/01/2016	TAFE CY O'CONNOR	CHAINSAW COURSE K LILLY AND A WARBY	\$ 533.66
EFT7061	13/01/2016	TOTALLY CONFIDENTIAL RECORDS	STORAGE ARCHIVE BOXES	\$ 112.39
EFT7062	13/01/2016	WA CONTRACT RANGER SERVICES	RANGER SERVICES 16/11/15 TO 22/12/15	\$ 2,454.37
EFT7063	13/01/2016	WA TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE ON LOANS	\$ 6,283.95
EFT7064	13/01/2016	WARDYS PEST CONTROL	TERMITE INSPECTION REPORT, TREATMENT OF INTERIOR AND EXTERIOR PEST MANAGEMENT OF SHIRE BUILDINGS	\$ 6,752.80
EFT7065	13/01/2016	WESFARMERS KLEENHEAT GAS PTY LTD	2016 GAS CYLINDER CHARGES	\$ 207.90
EFT7066	13/01/2016	WESFARMERS KLEENHEAT GAS PTY LTD	2016 GAS CYLINDER CHARGES	\$ 103.95
EFT7067	13/01/2016	WESTRAC EQUIPMENT PTY LTD	AIR CONDITIONER PARTS FOR LOADER	\$ 411.24
			TOTAL EFT	\$556,019.50

Chq/EFT	Date	Name	Description	Amount
17745	07/01/2016	RC & N WILLIAMS & SON	3000MT GRAVEL	\$ 4,950.00
17746	07/01/2016	SEABROOK CRICKET CLUB	DONATION FOR BOUNCY CASTLE ATTENDANT AT COMMUNITY CHRISTMAS PARTY	\$ 100.00
17747	07/01/2016	TELSTRA CORPORATION	MOBILE TELEPHONE ACCOUNT 0429998533	\$ 120.00
17748	13/01/2016	BROOKTON MEATS	MEAT FOR STAFF AND COUNCILLOR CHRISTMAS PARTY	\$ 593.03
17749	13/01/2016	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY DECEMBER 2015	\$ 41.75
17750	13/01/2016	BUILDING COMMISSION	BUIDLING COMMISSION LEVY DECEMBER 2015	\$ 118.30
17751	13/01/2016	J & IM FERGUSON	REIMBURSEMENT OF INSURANCE CLAIM 633489028	\$ 50.45
17752	13/01/2016	RE BLIGHT & CO	REIMBURSEMENT OF INSURANCE CLAIM 633489028	\$ 726.00
17753	13/01/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 324.34
17754	13/01/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 340.00
17755	13/01/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 430.34
17756	13/01/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 340.00
17757	13/01/2016	TELSTRA CORPORATION	MOBILE TELEPHONES AND IPADS	\$ 1,043.15
			TOTAL CHQ	\$ 9,177.36
			TOTAL MUNICIPAL	\$565,196.86

DIRECT DEBITS FOR NOVEMBER 2015		
SALARIES & WAGES	\$	83,302.72
MERCHANT FEES	\$	116.88
SUPERANNUATION	\$	16,172.97
TOTAL	\$	99,592.57

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
3/12/15	WESTNET - 10 MARSH AVE	\$ 59.95
	WESTNET - DEPOT	\$ 49.95
	WESTNET - ADMIN OFFICE	\$ 109.95
3/12/15	SURVEY MONKEY	\$ 24.00
4/12/15	DEPARTMENT OF COMMERCE - WORKSAFE LICENSE RENEWAL	\$ 71.00
29/11/15	CARD FEE	\$ 4.00
	TOTAL	\$ 318.85

SHIRE OF BROOKTON CREDIT CARD PURCHASES DCEO Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
29/11/15	CARD FEE	\$ 4.00
	TOTAL	\$ 4.00

SHIRE OF BROOKTON CREDIT CARD PURCHASES PWS Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
29/11/15	CARD FEE	\$ 4.00
	TOTAL	\$ 4.00

12.02.16.02 FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIODS 31 DECEMBER 2015 AND 31 JANUARY 2016

FILE REFERENCE:

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 8th February 2016

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 December 2015 and 31 January 2016 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 periods ended 31 December 2015 (Attachment 12.02.16.02A) and 31 January 2016 (Attachment 12.02.16.02B).

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 receives the Statement of Financial Activity for the periods ended 31 December 2015 and 31 January 2016, attachments 12.02.16.02A and 12.02.16.02B.

Council Resolution

12.02.16.02

Moved Cr Crute

Seconded Cr Allington

That Council receives the Statement of Financial Activity for the periods ended 31 December 2015 and 31 January 2016, attachments 12.02.16.02A and 12.02.16.02B.

CARRIED 7 - 0

Shire of Brookton

MONTHLY FINANCIAL REPORT

For the Period Ended 31 December 2015

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Note 6 - Capital Disposals and Acquisitions
Note 7 - Information on Borrowings
Note 8 - Cash and Investments
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Note 11 - Kalkarni Financial Report
Note 12 - WB Eva Pavilion and Gymnasium Operating Statement
Note 13 - Sewerage Operating Statement
Note 14 - Brookton Caravan Park & Aquatic Centre Financial Reports

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

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		39,292	19,632	21,967	2,335	11.90%	
General Purpose Funding		629,006	270,992	273,201	2,209	0.82%	
Law, Order and Public Safety		139,125	69,544	19,314	(50,230)	(72.23%)	▼
Health		2,467	1,230	625	(605)	(49.22%)	
Education and Welfare		3,885,322	1,942,638	2,156,469	213,831	11.01%	▲
Housing		183,028	91,500	28,865	(62,635)	(68.45%)	▼
Community Amenities		594,871	486,323	478,745	(7,578)	(1.56%)	
Recreation and Culture		127,706	28,320	28,128	(192)	(0.68%)	
Transport		709,533	199,756	198,245	(1,511)	(0.76%)	
Economic Services		59,090	29,538	32,023	2,485	8.41%	
Other Property and Services		156,279	68,120	67,612	(508)	(0.75%)	
Total (Excluding Rates)		6,525,719	3,207,593	3,305,194	97,601	3.04%	
Operating Expense							
Governance		(666,628)	(308,168)	(308,765)	(597)	0.19%	
General Purpose Funding		(223,809)	(111,882)	(104,576)	7,306	(6.53%)	
Law, Order and Public Safety		(394,399)	(197,124)	(104,948)	92,176	(46.76%)	▲
Health		(51,836)	(18,402)	(17,229)	1,173	(6.38%)	
Education and Welfare		(3,924,744)	(1,962,334)	(1,923,296)	39,038	(1.99%)	▲
Housing		(140,267)	(69,912)	(120,355)	(50,443)	72.15%	▼
Community Amenities		(497,777)	(248,706)	(275,529)	(26,823)	10.79%	▼
Recreation and Culture		(822,159)	(371,757)	(368,883)	2,874	(0.77%)	
Transport		(1,081,029)	(581,941)	(2,234,866)	(1,652,925)	284.04%	▼
Economic Services		(153,478)	(65,722)	(56,951)	8,771	(13.35%)	
Other Property and Services		(87,719)	(53,722)	(55,094)	(1,372)	2.55%	
Total		(8,043,844)	(3,989,670)	(5,570,492)	(1,580,822)	(39.62%)	
Funding Balance Adjustment							
Add back Depreciation		1,354,697	677,268	2,330,182	1,652,914	244.06%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(116,757)	(118,061)	67,268	185,329	(156.98%)	▼
Net Operating (Ex. Rates)		(280,185)	(222,870)	132,151	355,022	(159.30%)	
Capital Revenues							
Proceeds from Disposal of Assets	6	694,000	575,000	517,000	(58,000)	(10.09%)	▼
Self-Supporting Loan Principal		35,629	11,642	11,642	(0)	(0.00%)	
Transfer from Reserves	5	715,080	0	0	0		
Total		1,444,709	586,642	528,642	(58,000)		
Capital Expenses							
Land and Buildings	6	(1,202,878)	(365,000)	(361,356)	3,644	(1.00%)	
Plant and Equipment	6	(607,000)	(375,000)	(311,147)	63,853	(17.03%)	▼
Furniture and Equipment	6	(21,750)	(5,000)	(5,791)	(791)	15.83%	
Infrastructure Assets - Roads & Bridges	6	(1,031,390)	(350,000)	(341,560)	8,440	(2.41%)	
Infrastructure Assets - Sewerage	6	(166,000)	(130,000)	(127,057)	2,943	(2.26%)	
Infrastructure Assets - Parks	6	(30,000)	0	0	0		
Repayment of Debentures	7	(114,637)	(55,885)	(55,885)	(0)	0.00%	
Transfer to Reserves	5	(831,799)	0	0	0		
Total		(4,005,454)	(1,280,885)	(1,202,796)	78,089	(6.10%)	
Net Capital		(2,560,745)	(694,243)	(674,154)	20,089	(2.89%)	
Total Net Operating + Capital		(2,840,930)	(917,113)	(542,003)	375,110	(40.90%)	
Rate Revenue		1,789,993	1,789,993	1,790,211	218	0.01%	
Opening Funding Surplus(Deficit)		1,050,937	1,115,010	1,115,010	0	0.00%	
Closing Funding Surplus(Deficit)	2	0	1,987,890	2,363,218	375,329	18.88%	

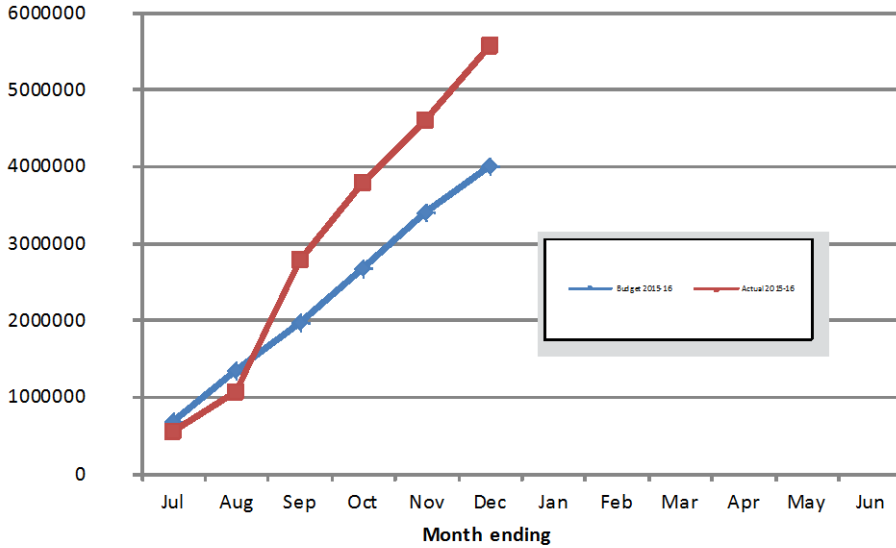
Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 31 December 2015

	NOTE	2015/16 Adopted Budget \$	2015/16 YTD Budget \$	2015/16 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES					
Rates		1,789,993	1,789,993	1,790,211	218
Operating Grants, Subsidies and Contributions		3,511,063	1,755,531	2,012,352	256,821
Fees and Charges		1,443,221	721,610	860,919	139,308
Interest Earnings		175,867	87,934	40,691	(47,243)
Other Revenue		357,623	178,812	124,280	(54,532)
		<u>7,277,767</u>	<u>4,533,880</u>	<u>4,828,453</u>	<u>294,573</u>
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(1,285,851)	(642,926)	(572,394)	70,532
Materials and Contracts		(4,912,745)	(2,456,372)	(2,354,050)	102,322
Utilities		(172,417)	(86,209)	(70,249)	15,960
Depreciation		(1,354,697)	(677,348)	(2,330,182)	(1,652,834)
Interest Expenses	7	(120,026)	(60,013)	(35,857)	24,156
Insurance		(161,940)	(80,970)	(140,185)	(59,215)
Other Expenditure		(13,525)	(6,763)	(308)	6,454
		<u>(8,021,201)</u>	<u>(4,010,600)</u>	<u>(5,503,224)</u>	<u>(1,492,624)</u>
		<u>(743,434)</u>	<u>523,280</u>	<u>(674,771)</u>	<u>(1,198,051)</u>
Non-Operating Grants, Subsidies & Contributions		898,545	449,273	266,952	(182,321)
Profit on Asset Disposals	6	139,401	-	-	-
Loss on Asset Disposals	6	(22,643)	-	(67,268)	(67,268)
NET RESULT		<u>271,868</u>	<u>972,552</u>	<u>(475,087)</u>	<u>(1,447,639)</u>

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

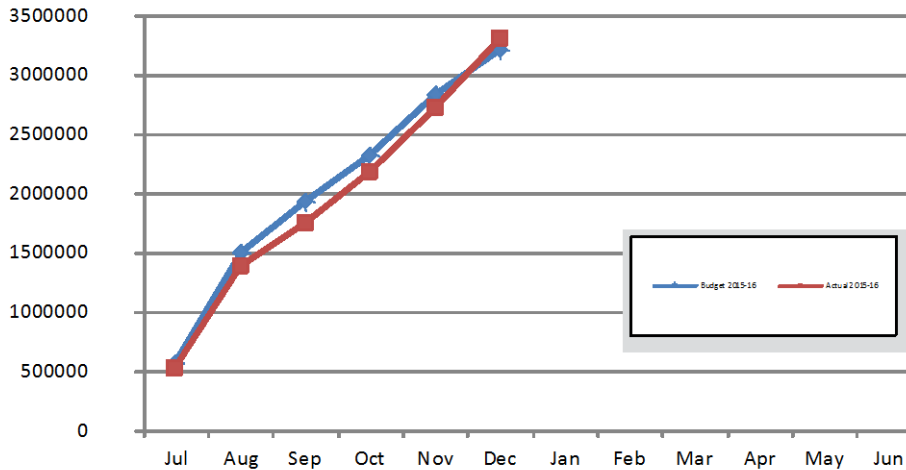
Note 1 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



Comments/Notes - Operating Expenses

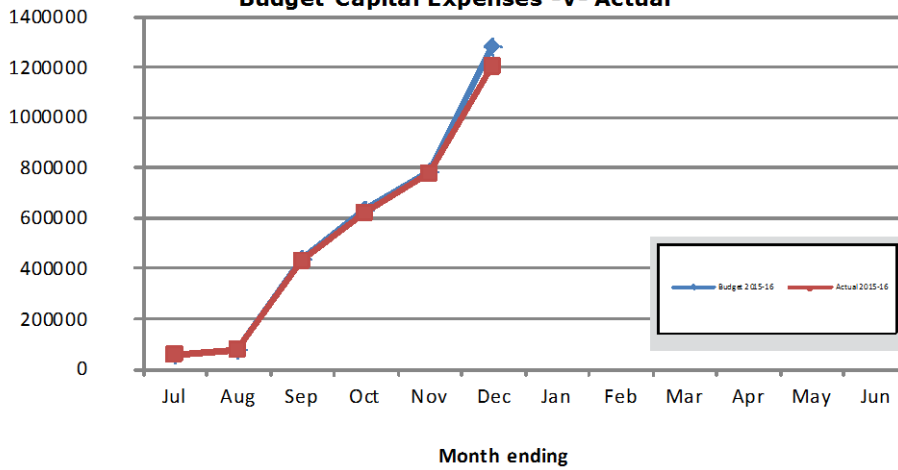
Budget Operating Revenues -v- Actual



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

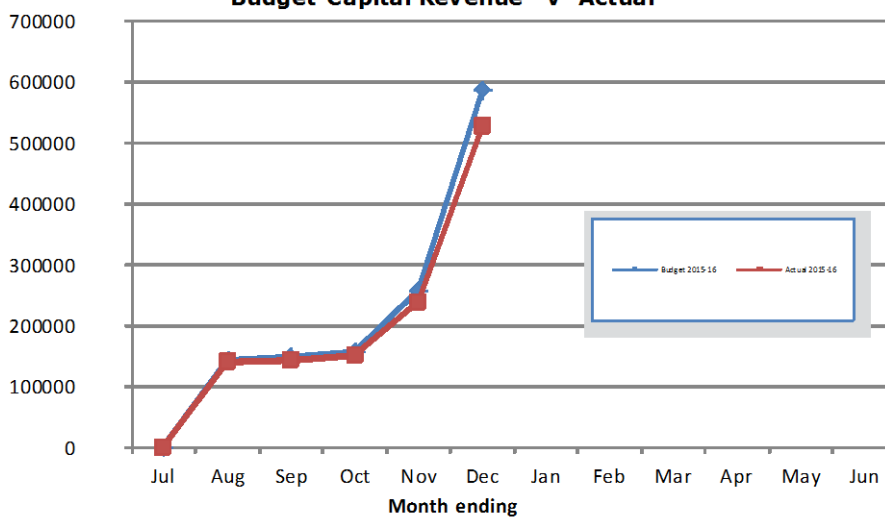
Note 1 - Graphical Representation - Source Statement of Financial Activity

Budget Capital Expenses -v- Actual



Comments/Notes - Capital Expenses

Budget Capital Revenue -v- Actual

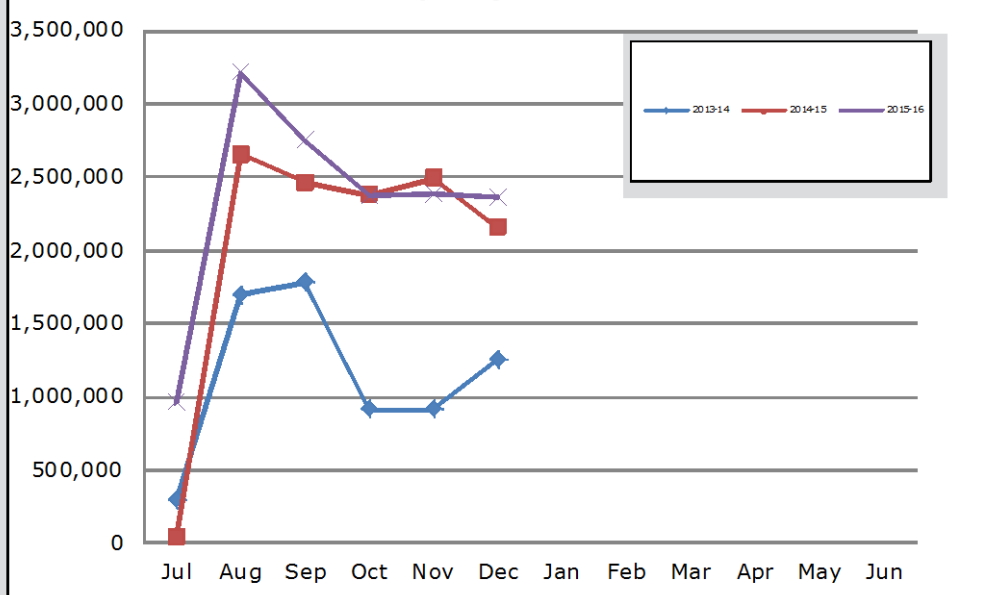


Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

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		2,423,240	1,934,535	884,289
Cash Restricted		2,559,953	2,464,050	2,361,424
Receivables		1,276,505	1,165,898	1,903,312
Prepayments & Accruals		0	0	0
Inventories		19,820	19,185	19,563
		6,279,518	5,583,668	5,168,588
Less: Current Liabilities				
Payables and Provisions		(1,356,346)	(967,569)	(1,554,830)
		(1,356,346)	(967,569)	(1,554,830)
Less: Cash Restricted		(2,559,953)	(2,464,050)	(2,361,424)
Net Current Funding Position		2,363,219	2,152,049	1,252,334

Note 2 - Liquidity Over the Year



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

Note 3: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Adopted Budget Net Asset Surplus		Opening Surplus(Deficit)	\$	\$	\$	\$
	Increase in Receivables after End of Year Completed		Operating Revenue		64,073		1,050,937
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
Closing Funding Surplus (Deficit)				0	64,073	0	1,115,010

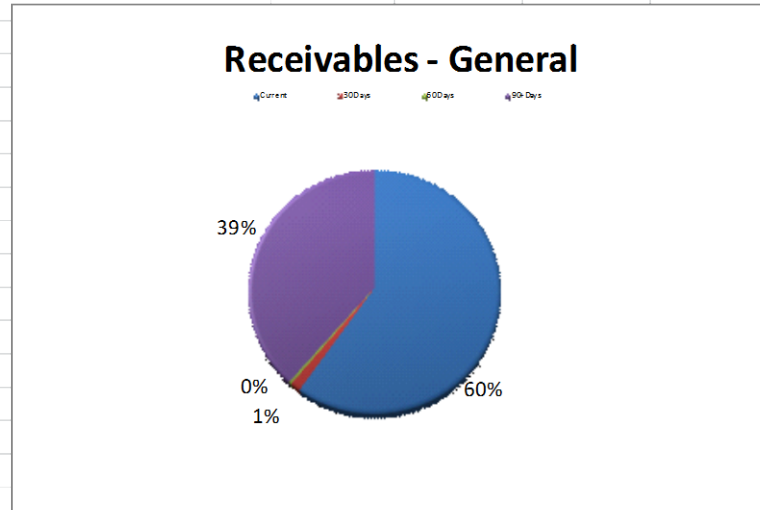
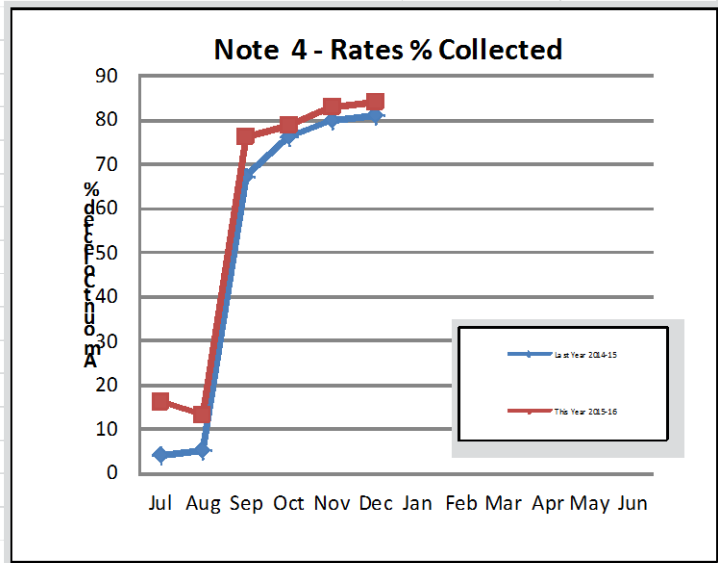
Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

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	(1,815,414)	(1,601,806)
Equals Current Outstanding	348,700	365,026
Net Rates Collectable	348,700	365,026
% Collected	83.89%	81.44%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	21,771	461	129	14,037
Total Outstanding				36,398

Amounts shown above include GST (where applicable)



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

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	291,485	290,000	(1,485)
115,500	145,000	29,500	7 Montgomery Street	176,490	140,000	(36,490)
29,385	22,000	(7,385)	Shire Planner Vehicle			0
110,439	100,000	(10,439)	Grader D Series	116,292	87,000	(29,292)
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	584,268	517,000	(67,268)
Comments - Capital Disposal						
Summary Acquisitions				Adopted Budget		
				Budget	Actual	Variance
				\$	\$	\$
Property, Plant & Equipment						
Land and Buildings				1,202,878	361,356	841,522
Plant & Equipment				607,000	311,147	295,853
Furniture & Equipment				21,750	5,791	15,959
Infrastructure						
Roadworks & Bridge Works				1,031,390	341,560	689,831
Parks & Gardens				30,000	0	30,000
Sewerage & Drainage				166,000	127,057	38,943
Totals				3,059,018	1,146,911	1,912,108

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 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	-	5,882	11,963	136,533	130,452	4,379	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	-	7,437	16,203	301,705	292,939	8,524	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	-	19,803	40,293	748,948	728,458	19,890	53,360
					1,844,563	0	55,885	114,637	1,788,678	1,729,926	35,857	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 December 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%	417,084				417,084	Bendigo	
	Municipal Cash at Bank - Cash Management Account	0.50-4.0%	2,006,156				2,006,156	Bendigo	
	Trust Cash at Bank	1.50%			46,104		46,104	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		2,423,240	2,559,953	53,535	5,000	5,041,728		

Shire of Brookton		
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY		
For the Period Ended 31 December 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		
The adopted budget included an expectation of the appointment of a Emergency Services Manager. This was to be partially funded by DFES, however, this will now not occur in the 15/16 year. Resulting in a reduction in received revenue which is off set by the saving in expenses.		
Health		
Within variance threshold of \$10,000 or 10%		
Education and Welfare		
The subsidy income for Kalkarni Aged Care Facility is more than budgeted expectation (\$147K). This due to income for November, December and January all being received in December. However, the forecasted position indicates that budget targets will be achieved. This variance is being off set by the receipt of \$66k for the Early Learning Feasibility Study which was not included in the adopted budget.		
Housing		
The adopted budget anticipated a profit on the disposal of the two houses. However, the resulting actual loss means the budgeted income for Housing is down year to date by \$64K.		
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		
Within variance threshold of \$10,000 or 10%		
General Purpose Funding		
Within variance threshold of \$10,000 or 10%		
Law, Order and Public Safety		
The adopted budget included an expectation of the appointment of a Emergency Services Manager. This was to be partially funded by DFES, however, this will now not occur in the 15/16 year.		
Health		
Within variance threshold of \$10,000 or 10%		
Education and Welfare		
The reduction in expenditure here relates to lower than expected contract costs for Kalkarni Aged Residential Facility.		
Housing		
The sale of the two houses resulted in a combined loss on disposal of \$37,976. In addition, the other costs associated with the sale process including commission were also under budgeted for in the adopted budget.		
Community Amenities		
Due to the impact of the fair valuation of Sewerage infrastructure the depreciation figure has significantly increased. These changes could not have been predicted at the time that the budget was adopted.		

Recreation and Culture			
Within variance threshold of \$10,000 or 10%			
Transport			
Due to the impact of the fair valuation of Roads, Bridges and Footpaths the depreciation figure has significantly increased. These changes could not have been predicted at the time that the budget was adopted.			
Economic Services			
Within variance threshold of \$10,000 or 10%			
Other Property and Services			
Within variance threshold of \$10,000 or 10%			
CAPITAL REVENUE			
Proceeds from Disposal of Assets			
Proceeds from the disposal of the grader (\$13k) and the two residential properties (\$45k) below adopted budget expectations.			
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			
Saving of \$60,000 on the purchase of the new grader.			
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 December 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 December 2015
	\$	\$	\$	\$
Housing Bonds	1,080	720	(1,080)	720
Other Bonds	11,430	10,125	(5,060)	16,495
Rates Incentive Prize	0	200	(200)	0
Staff AFL Tipping	200	0	(200)	0
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
	49,030	11,045	(6,540)	53,535

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

Note 11: Kalkarni Aged Care Facility

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
		\$	\$	\$	\$	%	
Operating Revenue							
Fees & Charges		730,448	365,224	365,224	0	0.00%	
Grants & Subsidies		2,966,461	1,483,231	1,632,630	149,399	10.07%	▲
Reimbursements & Donations		250	125	0	(125)	(100.00%)	
Other Income		3,333	1,667	0	(1,667)	(100.00%)	
Total Revenue		3,700,492	1,850,246	1,997,854	147,608	7.98%	
Operating Expenses							
Building Maintenance		0	0	0	0	0.00%	
Interest Expenses		(5,771)	(2,886)	(495)	2,391	(82.86%)	
Insurance Expenses		(17,000)	(17,000)	(14,311)	2,689	(15.82%)	
Building Maintenance		(47,700)	(23,850)	(14,568)	9,282	(38.92%)	
Loss on Sale of Asset		0	0	0	0	0.00%	
Depreciation		(199,200)	(99,600)	(102,300)	(2,700)	2.71%	
ABC Administration Expenses		(21,559)	(10,779)	(10,236)	544	(5.04%)	
Contract Expenses		(3,594,909)	(1,797,455)	(1,744,538)	52,916	(2.94%)	▲
Total Expenses		(3,886,139)	(1,951,570)	(1,886,447)	65,122	3.34%	
Operating Surplus (Deficit)		(185,647)	(101,324)	111,407	212,730	210%	
Excluding Non Cash Adjustments							
Add back Depreciation		199,200	99,600	102,300	2,700	2.71%	
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%	
Net Operating Surplus (Deficit)		13,553	(1,723)	213,707	215,430	(12499.59%)	▼
Capital Revenues							
KBC Capital Income		184,830	92,415	92,415	(0)	(0.00%)	
Transfer from Reserves	5	145,000	0	0	0	0.00%	
Total		329,830	92,415	92,415	(0)	(0)	
Capital Expenses							
Land and Buildings	6	(252,330)	(30,000)	(26,371)	3,629	0.00%	
Plant and Equipment	6	0	0	0	0	0.00%	
Furniture and Equipment	6	0	0	(2,391)	(2,391)		
Repayment of Debentures	7	(6,959)	(3,431)	(3,431)	(0)	0.00%	
Transfer to Reserves	5	(71,258)	0	0	0		
Total		(330,547)	(33,431)	(32,193)	1,238		
Net Capital		(717)	58,984	60,222	1,238	2.10%	
Closing Funding Surplus (Deficit)		12,836	57,261	273,929	216,668		

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

Note 13 Sewerage Operating Statement

	NOTE	2015/16	2015/16	2015/16	Variance
		Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs
		\$	\$	\$	YTD Actual
					\$
REVENUES FROM ORDINARY ACTIVITIES					
SEW Fees & Charges		1,000	1,000	944	(56)
SEWERAGE RATES CHARGES		139,751	139,751	140,442	691
		<u>140,751</u>	<u>140,751</u>	<u>141,386</u>	<u>635</u>
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(2,696)	(1,348)	(1,230)	118
Materials and Contracts		(23,042)	(11,521)	(20,155)	(8,634)
Utilities		(5,950)	(2,975)	(2,715)	261
Depreciation		(16,581)	(8,291)	(62,312)	(54,021)
Interest Expenses		(4,040)	(2,020)	(346)	1,674
Insurance		(230)	(230)	(240)	(10)
General Operating Expenses		(3,743)	(1,871)	(929)	942
Allocation of Administration Expense		(11,591)	(11,591)	(3,100)	8,491
		<u>(67,873)</u>	<u>(39,847)</u>	<u>(91,027)</u>	<u>(51,180)</u>
		<u>72,878</u>	<u>100,904</u>	<u>50,358</u>	<u>(50,546)</u>
Non-Operating Grants, Subsidies & Contributions		-	-	-	-
Profit on Asset Disposals		-	-	-	-
Loss on Asset Disposals		-	-	-	-
		<u>72,878</u>	<u>100,904</u>	<u>50,358</u>	<u>(50,546)</u>
NET RESULT					

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Acquatic Centre
For the Period Ended 31 December 2015

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
		\$	\$	\$	\$	%	
Note 14 (a): Brookton Caravan Park							
Operating Revenue							
Caravan Park Fees		45,000	22,500	21,232	(1,268)	(5.64%)	
Total Revenue		45,000	22,500	21,232	(1,268)	(5.64%)	
Operating Expenses							
Brookton Caravan Park		(63,123)	(31,561)	(26,914)	4,648	0.00%	
Caravan Park Depreciation		(725)	(362)	(388)	(25)	6.93%	
Caravan Park Abc Administration Expenses		(10,200)	(5,100)	(4,843)	257	0.00%	
Total		(74,047)	(37,024)	(32,144)	4,880	13.18%	
Operating Surplus (Deficit)		(29,047)	(14,524)	(10,912)	3,611	25%	
Excluding Non Cash Adjustments							
Add back Depreciation		725	362	388	25	6.93%	
Net Operating Surplus (Deficit)		(28,322)	(14,161)	(10,525)	3,636	(25.68%)	
Note 14 (b): Brookton Acquatic Centre							
Operating Revenue							
POOL Fees & Charges		13,292	3,500	7,658	4,158	0.00%	
POOL GRANTS & SUBSIDIES		0	0	0	0	0.00%	
Total Revenue		13,292	3,500	7,658	4,158	0	
Operating Expenses							
POOL Employee Costs		(800)	(400)	(194)	207	(51.63%)	▼
POOL General Operating Expenses		(81,700)	(40,850)	(33,236)	7,615	(18.64%)	▼
POOL Building Maintenance		(12,657)	(6,328)	(7,219)	(890)	14.07%	
POOL Depreciation		(24,674)	(12,337)	(12,439)	(101)	0.82%	
POOL Abc Administration Expenses		(35,004)	(17,502)	(16,620)	883	(5.04%)	
Total		(154,835)	(77,418)	(69,706)	7,712	9.96%	
Operating Surplus (Deficit)		(141,543)	(73,918)	(62,048)	11,870	0%	
Excluding Non Cash Adjustments							
Add back Depreciation		24,674	12,337	12,439	101	0.00%	
Net Operating Surplus (Deficit)		(116,868)	(61,580)	(49,609)	11,971	0%	

Shire of Brookton

MONTHLY FINANCIAL REPORT

For the Period Ended 31 January 2016

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Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 January 2016

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
		\$	\$	\$	\$	%	
Operating Revenues							
Governance		39,292	22,904	22,058	(846)	(3.69%)	
General Purpose Funding		629,006	326,921	319,631	(7,290)	(2.23%)	
Law, Order and Public Safety		139,125	79,088	27,874	(51,214)	(64.76%)	▼
Health		2,467	1,435	625	(810)	(56.48%)	
Education and Welfare		3,885,322	2,266,411	2,244,541	(21,870)	(0.96%)	▼
Housing		183,028	106,750	46,239	(60,511)	(56.68%)	▼
Community Amenities		594,871	494,410	487,556	(6,854)	(1.39%)	
Recreation and Culture		127,706	74,452	36,954	(37,498)	(50.37%)	▼
Transport		709,533	326,035	325,197	(838)	(0.26%)	
Economic Services		59,090	34,461	36,148	1,687	4.89%	
Other Property and Services		156,279	76,140	73,827	(2,313)	(3.04%)	
Total (Excluding Rates)		6,525,719	3,809,007	3,620,649	(188,358)	(4.95%)	
Operating Expense							
Governance		(666,628)	(335,571)	(341,184)	(5,613)	1.67%	
General Purpose Funding		(223,809)	(127,724)	(119,262)	8,462	(6.63%)	
Law, Order and Public Safety		(394,399)	(229,978)	(129,659)	100,319	(43.62%)	▲
Health		(51,836)	(15,519)	(18,471)	(2,952)	19.02%	
Education and Welfare		(3,924,744)	(2,288,909)	(2,242,895)	46,014	(2.01%)	▲
Housing		(140,267)	(81,564)	(131,850)	(50,286)	61.65%	▼
Community Amenities		(497,777)	(290,157)	(315,572)	(25,415)	8.76%	▼
Recreation and Culture		(822,159)	(436,025)	(429,363)	6,662	(1.53%)	
Transport		(1,081,029)	(644,367)	(2,577,316)	(1,932,949)	299.98%	▼
Economic Services		(153,478)	(91,159)	(66,695)	24,464	(26.84%)	▲
Other Property and Services		(87,719)	(51,009)	(71,633)	(20,624)	40.43%	▼
Total		(8,043,844)	(4,591,982)	(6,443,900)	(1,851,918)	(40.33%)	
Funding Balance Adjustment							
Add back Depreciation		1,354,697	790,146	2,718,890	1,928,744	244.10%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(116,757)	(118,061)	67,268	185,329	(156.98%)	▼
Net Operating (Ex. Rates)		(280,185)	(110,890)	(37,092)	73,798	(66.55%)	
Capital Revenues							
Proceeds from Disposal of Assets	6	694,000	575,000	517,000	(58,000)	(10.09%)	▼
Self-Supporting Loan Principal		35,629	17,524	17,524	(0)	(0.00%)	
Transfer from Reserves	5	715,080	150,000	128,000	(22,000)	(14.67%)	▼
Total		1,444,709	742,524	662,524	(80,000)	(10.77%)	
Capital Expenses							
Land and Buildings	6	(1,202,878)	(365,000)	(367,862)	(2,862)	0.78%	
Plant and Equipment	6	(607,000)	(375,000)	(311,147)	63,853	(17.03%)	▼
Furniture and Equipment	6	(21,750)	(5,000)	(6,748)	(1,748)	34.96%	
Infrastructure Assets - Roads & Bridges	6	(1,031,390)	(425,000)	(422,547)	2,453	(0.58%)	
Infrastructure Assets - Sewerage	6	(166,000)	(130,000)	(127,057)	2,943	(2.26%)	
Infrastructure Assets - Parks	6	(30,000)	0	0	0		
Repayment of Debentures	7	(114,637)	(79,300)	(79,300)	0	(0.00%)	
Transfer to Reserves	5	(831,799)	(513,400)	(466,779)	46,621	(9.08%)	▼
Total		(4,005,454)	(1,892,700)	(1,781,439)	111,261	(5.88%)	
Net Capital		(2,560,745)	(1,150,176)	(1,118,915)	31,261	(2.72%)	
Total Net Operating + Capital		(2,840,930)	(1,261,066)	(1,156,007)	105,059	(8.33%)	
Rate Revenue		1,789,993	1,789,993	1,791,987	1,994	0.11%	
Opening Funding Surplus(Deficit)		1,050,937	1,115,010	1,115,010	0	0.00%	
Closing Funding Surplus(Deficit)	2	0	1,643,937	1,750,990	107,053	6.51%	

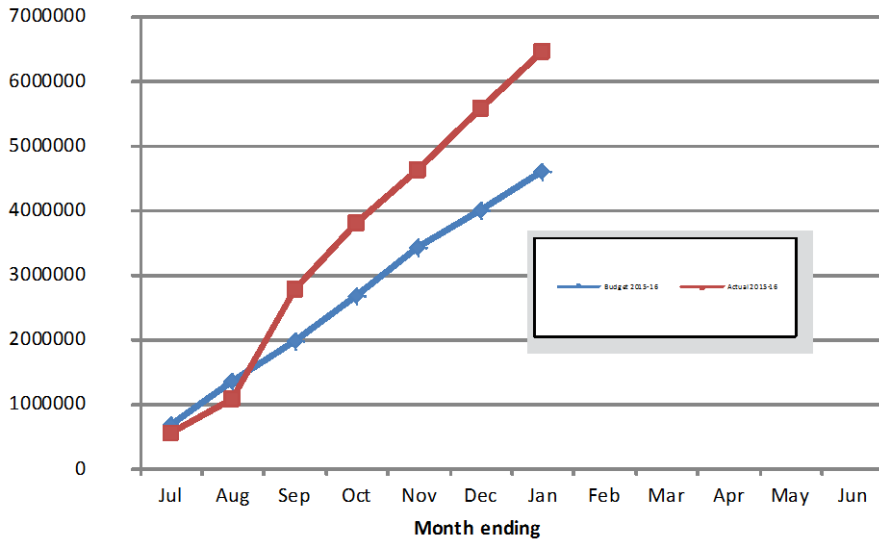
Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 31 January 2016

	NOTE	2015/16 Adopted Budget \$	2015/16 YTD Budget \$	2015/16 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES					
Rates		1,789,993	1,789,993	1,791,987	1,994
Operating Grants, Subsidies and Contributions		3,511,063	2,048,120	2,032,338	(15,782)
Fees and Charges		1,443,221	841,879	967,163	125,284
Interest Earnings		175,867	102,589	86,558	(16,031)
Other Revenue		357,623	208,613	140,686	(67,928)
		<u>7,277,767</u>	<u>4,991,194</u>	<u>5,018,732</u>	<u>27,538</u>
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(1,285,851)	(750,080)	(658,147)	91,933
Materials and Contracts		(4,912,745)	(2,865,768)	(2,705,473)	160,295
Utilities		(172,417)	(100,577)	(94,257)	6,319
Depreciation		(1,354,697)	(790,240)	(2,718,890)	(1,928,650)
Interest Expenses	7	(120,026)	(70,015)	(59,373)	10,642
Insurance		(161,940)	(94,465)	(140,185)	(45,720)
Other Expenditure		(13,525)	(7,890)	(307)	7,583
		<u>(8,021,201)</u>	<u>(4,679,034)</u>	<u>(6,376,632)</u>	<u>(1,697,598)</u>
		<u>(743,434)</u>	<u>312,161</u>	<u>(1,357,900)</u>	<u>(1,670,060)</u>
Non-Operating Grants, Subsidies & Contributions		898,545	524,151	393,904	(130,247)
Profit on Asset Disposals	6	139,401	-	-	-
Loss on Asset Disposals	6	(22,643)	-	(67,268)	(67,268)
NET RESULT		<u>271,868</u>	<u>836,312</u>	<u>(1,031,263)</u>	<u>(1,867,575)</u>

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

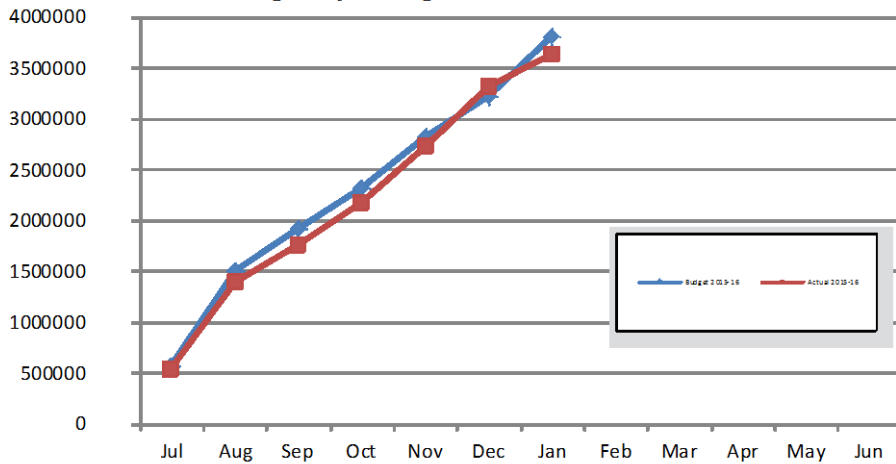
Note 1 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



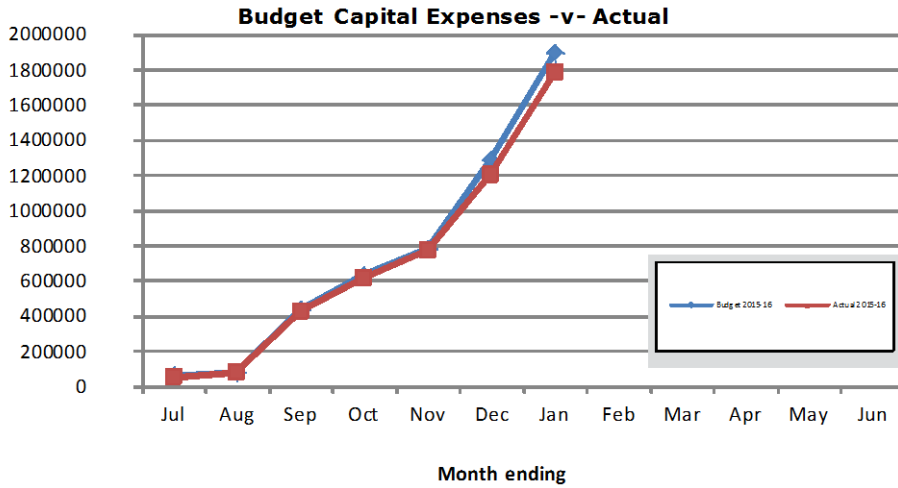
Comments/Notes - Operating Expenses

Budget Operating Revenues -v- Actual

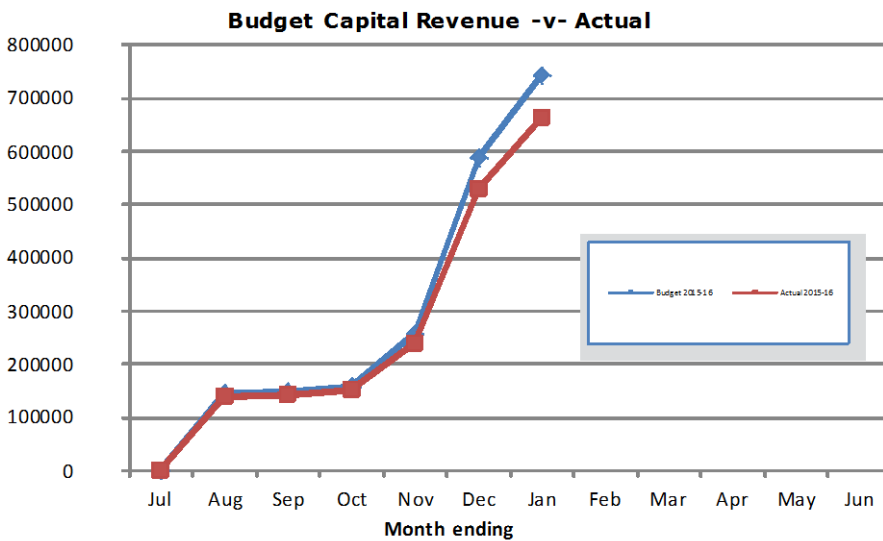


Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

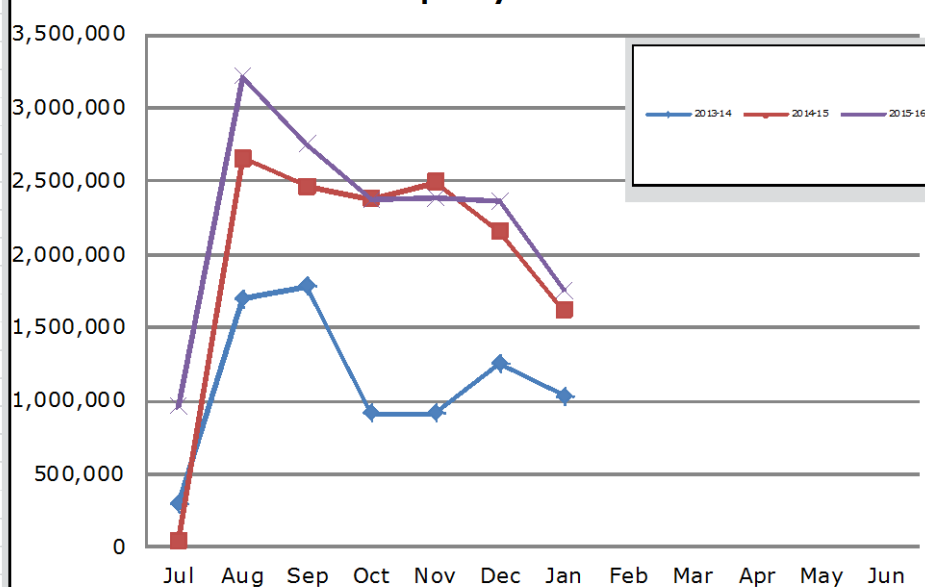


Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

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		1,646,181	1,524,308	739,159
Cash Restricted		2,898,732	2,484,856	2,361,424
Receivables		1,701,075	1,073,488	1,846,094
Prepayments & Accruals		0	0	0
Inventories		10,841	18,841	23,761
		6,256,829	5,101,493	4,970,438
Less: Current Liabilities				
Payables and Provisions		(1,607,107)	(1,003,669)	(1,578,997)
		(1,607,107)	(1,003,669)	(1,578,997)
Less: Cash Restricted		(2,898,732)	(2,484,856)	(2,361,424)
Net Current Funding Position		1,750,990	1,612,968	1,030,017

Note 2 - Liquidity Over the Year



Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

Note 3: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Adopted Budget Net Asset Surplus		Opening Surplus(Deficit)	\$	\$	\$	\$ 1,050,937
	Increase in Receivables after End of Year Completed		Operating Revenue		64,073		1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
							1,115,010
	Closing Funding Surplus (Deficit)			0	64,073	0	1,115,010

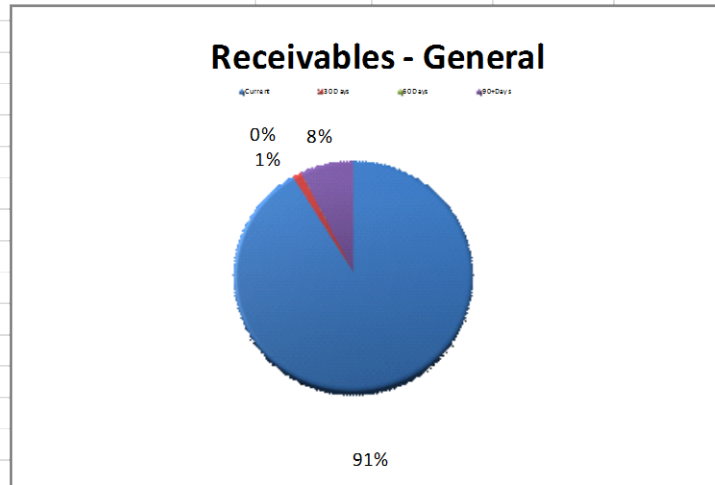
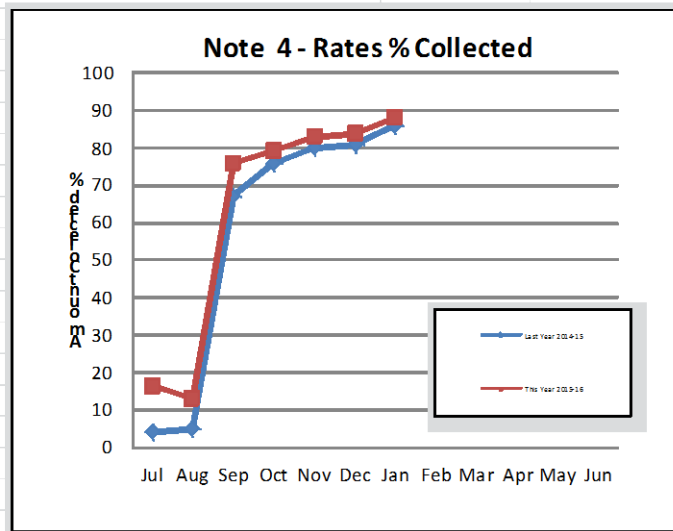
Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

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	(1,894,435)	(1,697,310)
Equals Current Outstanding	269,679	269,522
Net Rates Collectable	269,679	269,522
% Collected	87.54%	86.30%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	166,310	2,283	24	13,604
Total Outstanding				182,221

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	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	5,095	100,000	0	(85,000)	0	380,300	359,755
Housing Reserve	310,210	9,306	4,457	485,000	430,000	(40,000)	0	764,516	744,667
Furniture and Equipment Reserve	13,597	408	195	10,000	0	0	0	24,005	13,792
Municipal Buildings & Facilities Reserve	83,312	2,499	1,197	30,000	0	0	0	115,811	84,509
Townscape and Footpath Reserve	235,807	7,074	3,388	0	0	(200,000)	0	42,881	239,195
Land Development Reserve	122,707	3,681	1,763	0	0	0	0	126,388	124,470
Sewerage and Drainage Scheme Reserve	199,455	5,984	2,866	50,000	0	(150,000)	(128,000)	105,439	74,321
Road and Bridge Infrastructure Reserve	45,568	1,367	655	10,000	0	0	0	56,935	46,223
Health & Aged Care Reserve	708,616	21,258	10,181	50,000	0	(145,000)	0	634,874	718,797
Community Bus Reserve	50,770	1,523	729	5,000	0	0	0	57,293	51,499
Sport & Recreation Reserve	9,856	296	142	0	0	0	0	10,152	9,998
Rehabilitation & Refuse Reserve	34,410	1,032	494	5,000	0	0	0	40,442	34,904
Saddleback Building Reserve	47,533	1,426	683	0	0	0	0	48,959	48,216
Caravan Park Reserve	124,544	3,736	1,789	0	0	0	0	128,280	126,333
Brookton Heritage/Museum Reserve	31,005	930	445	2,500	0	0	0	34,435	31,450
Kweda Hall Reserve	19,513	585	280	2,500	0	0	0	22,598	19,793
Aldersyde Hall Reserve	19,513	585	280	2,500	0	0	0	22,598	19,793
Railway Station Reserve	19,513	585	280	2,500	0	(18,000)	0	4,598	19,793
Madison Square Units Reserve	16,778	503	241	0	0	0	0	17,281	17,019
Cemetery Reserve	63,264	1,898	909	0	0	(51,080)	0	14,082	64,173
Water Harvesting Reserve	49,322	1,480	709	0	0	(26,000)	0	24,802	50,031
	2,559,953	76,799	36,779	755,000	430,000	(715,080)	(128,000)	2,676,672	2,898,732

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

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	291,485	290,000	(1,485)
115,500	145,000	29,500	7 Montgomery Street	176,490	140,000	(36,490)
29,385	22,000	(7,385)	Shire Planner Vehicle			0
110,439	100,000	(10,439)	Grader D Series	116,292	87,000	(29,292)
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	584,268	517,000	(67,268)

Comments - Capital Disposal

Summary Acquisitions	Adopted Budget		
	Budget	Actual	Variance
	\$	\$	\$
Property, Plant & Equipment			
Land and Buildings	1,202,878	367,862	835,017
Plant & Equipment	607,000	311,147	295,853
Furniture & Equipment	21,750	6,748	15,002
Infrastructure			
Roadworks & Bridge Works	1,031,390	422,547	608,843
Parks & Gardens	30,000	0	30,000
Sewerage & Drainage	166,000	127,057	38,943
Totals	3,059,018	1,235,361	1,823,658

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

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	-	5,882	11,963	136,533	130,452	4,868	9,518
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	46,892	-	7,463	7,463	39,429	39,429	1,654	2,681
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	309,142	-	7,437	16,203	301,705	292,939	9,579	21,461
Governance												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	64,357	-	3,921	3,921	60,436	60,436	2,590	4,150
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	102,601	-	6,959	6,959	95,642	95,642	3,634	5,771
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	169,292	-	11,482	11,482	157,810	157,810	5,996	9,522
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	71,821	-	4,871	4,871	66,950	66,950	2,544	4,040
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	169,292	-	11,482	11,482	157,810	157,810	5,996	9,522
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	768,751	-	19,803	40,293	748,948	728,458	22,512	53,360
					1,844,563	0	79,300	114,637	1,765,263	1,729,926	59,373	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 January 2016

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%	365,242				365,242	Bendigo	
	Municipal Cash at Bank - Cash Management Account	0.50-4.0%	1,280,939				1,280,939	Bendigo	
	Trust Cash at Bank	1.50%			46,534		46,534	Bendigo	
(b)	Term Deposits								
	Reserves	2.85%		2,898,732			2,898,732	Bendigo	02/06/2016
	Les McMullen Trust	2.70%			7,431		7,431	Bendigo	26/06/2016
(c)	Investments								
	Bendigo Bank Shares					5,000	5,000		
	Total		1,646,181	2,898,732	53,965	5,000	4,603,878		

Shire of Brookton		
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY		
For the Period Ended 31 January 2016		
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		
The adopted budget included an expectation of the appointment of a Emergency Services Manager. This was to be partially funded by DFES, however, this will now not occur in the 15/16 year. Resulting in a reduction in received revenue which is off set by the saving in expenses.		
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 (\$86K). However, the forecasted position indicates that budget targets will be achieved. This variance is being off set by the receipt of \$66k for the Early Learning Feasibility Study which was not included in the adopted budget.		
Housing		
The adopted budget anticipated a profit on the disposal of the two houses. However, the resulting actual loss means the budgeted income for Housing is down year to date by \$64K.		
Community Amenities		
Within variance threshold of \$10,000 or 10%		
Recreation and Culture		
The variance between budget and actual here is because the budget reflects income from grants to complete capital projects on the WB Eva Pavillion and Nature Play Park. Applications for these grants are pending.		
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		
Within variance threshold of \$10,000 or 10%		
General Purpose Funding		
Within variance threshold of \$10,000 or 10%		
Law, Order and Public Safety		
The adopted budget included an expectation of the appointment of a Emergency Services Manager. This was to be partially funded by DFES, however, this will now not occur in the 15/16 year.		
Health		
Within variance threshold of \$10,000 or 10%		
Education and Welfare		
The reduction in expenditure here relates to lower than expected contract costs for Kalkarni Aged Residential Facility.		
Housing		
The sale of the two houses resulted in a combined loss on disposal of \$37,976. In addition, the other costs associated with the sale process including commission were also under budgeted for in the adopted budget.		

Community Amenities			
Due to the impact of the fair valuation of Sewerage infrastructure the depreciation figure has significantly increased. These changes could not have been predicted at the time that the budget was adopted.			
Recreation and Culture			
Within variance threshold of \$10,000 or 10%			
Transport			
Due to the impact of the fair valuation of Roads, Bridges and Footpaths the depreciation figure has significantly increased. These changes could not have been predicted at the time that the budget was adopted.			
Economic Services			
This underspend reflects a budget expectation that the \$25k for the Economic Development Strategy would have been spent in the first 6 months of the year.			
Other Property and Services			
The over budget amount of \$20k is being driven by a greater than expected loss on the disposal of the grader.			
CAPITAL REVENUE			
Proceeds from Disposal of Assets			
Proceeds from the disposal of the grader (\$13k) and the two residential properties (\$45k) below adopted budget expectations.			
Self-Supporting Loan Principal			
Within variance threshold of \$10,000 or 10%			
Transfer from Reserves			
The \$150k for the sewerage project was actually only \$128k. Therefore \$22k was not required from Reserves.			
CAPITAL EXPENSES			
Land and Buildings			
Within variance threshold of \$10,000 or 10%			
Plant and Equipment			
Saving of \$60,000 on the purchase of the new grader.			
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			
The proceeds from the sale of the two houses was less than budgeted resulting in \$45k less to invest in the Housing Reserve.			
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 January 2016

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 January 2016
	\$	\$	\$	\$
Housing Bonds	1,080	1,920	(1,080)	1,920
Other Bonds	11,430	10,405	(6,110)	15,725
Rates Incentive Prize	0	200	(200)	0
Staff AFL Tipping	200	0	(200)	0
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
	49,030	12,525	(7,590)	53,965

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Kalkarni Aged Care Facility
For the Period Ended 31 January 2016

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	426,095	426,095	0	0.00%	
Grants & Subsidies		2,966,461	1,730,436	1,644,428	(86,007)	(4.97%)	
Reimbursements & Donations		250	146	0	(146)	(100.00%)	
Other Income		3,333	1,944	0	(1,944)	(100.00%)	
Total Revenue		3,700,492	2,158,620	2,070,523	(88,097)	(4.08%)	
Operating Expenses							
Building Maintenance		0	0	0	0	0.00%	
Interest Expenses		(5,771)	(3,367)	(3,634)	(267)	7.94%	
Insurance Expenses		(17,000)	(17,000)	(14,311)	2,689	(15.82%)	
Building Maintenance		(47,700)	(27,825)	(20,018)	7,807	(28.06%)	
Loss on Sale of Asset		0	0	0	0	0.00%	
Depreciation		(199,200)	(116,200)	(119,596)	(3,396)	2.92%	
ABC Administration Expenses		(21,559)	(12,576)	(11,735)	841	(6.69%)	
Contract Expenses		(3,594,909)	(2,097,030)	(2,035,295)	61,736	(2.94%)	▲
Total Expenses		(3,886,139)	(2,273,998)	(2,204,588)	69,410	3.05%	
Operating Surplus (Deficit)		(185,647)	(115,378)	(134,065)	(18,687)	-16%	
Excluding Non Cash Adjustments							
Add back Depreciation		199,200	116,200	119,596	3,396	2.92%	
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%	
Net Operating Surplus (Deficit)		13,553	823	(14,469)	(15,292)	(1859.00%)	
Capital Revenues							
KBC Capital Income		184,830	107,818	107,817	(0)	(0.00%)	
Transfer from Reserves	5	145,000	0	0	0	0.00%	
Total		329,830	107,818	107,817	(0)	(0)	
Capital Expenses							
Land and Buildings	6	(252,330)	(30,000)	(26,371)	3,629	0.00%	
Plant and Equipment	6	0	0	0	0	0.00%	
Furniture and Equipment	6	0	0	(2,391)	(2,391)		
Repayment of Debentures	7	(6,959)	(6,959)	(6,959)	0	0.00%	
Transfer to Reserves	5	(71,258)	0	(10,181)	(10,181)		
Total		(330,547)	(36,959)	(45,902)	(8,943)		
Net Capital		(717)	70,859	61,916	(8,943)	(12.62%)	
Closing Funding Surplus (Deficit)		12,836	71,681	47,447	(24,234)		

12.02.16.03 ANNUAL BUDGET REVIEW

FILE REFERENCE:

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 8 February 2016

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

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

Background:

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

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

Details:

The current budget figures presented to council in the Statement of Financial Activity reflect the anticipated expenditure and income for the period ending 30 June 2016. These projected figures will represent the new amended budget if they are accepted by council.

The budget review (attachment 12.02.16.03A) includes the following adjustments to the adopted budget:

1. The budgeted position of Central Emergency Service Manager (\$124k) and the associated funding of (\$105k) will not occur in the 2015/16 year. Funding this regional position will be applied for again in the 16/17 year.

2. Server upgrade of operating system and memory – the implementation of the records system requires an upgrade from Microsoft 2008 to Microsoft 2012 SQL (\$15K). During the initial budget process 2008 was identified as being supported and therefore no upgrade was considered necessary. However, as the project progressed the requirement for 2008 SQL was identified thus an upgrade was necessary to ensure optimal operations. This upgrade of both operating system and memory will extend the useful life of the current server configuration and it was intended to be included in the budget in coming years. The implementation of the records system has made this a more immediate requirement.
3. Disposal of 8 Marsh Avenue and 7 Montgomery have been completed. However, the actual proceeds from the sale was \$45k short of the adopted budget. In addition, the sale resulted in a loss on disposal not anticipated budgeted profit.
4. The grant for the Early Years Feasibility Study of \$66,200 was not included in the adopted budget. This will be spent completing the report at a cost of \$66,200.
5. Budgeted \$10,000 for an ambulance bay will now not be needed as Silver Chain has advised that they will not be delivering an emergency service to Brookton. This was to be funded from reserves, this transfer will no longer take place.
6. Additional Roads to Recovery allocation of \$133k which resulted in a reduction of Council funds required to be spent on road projects. This saving is to be transferred to road and bridge reserve.
7. Grader and Roller – saving on purchase of these two pieces of plant of \$105k will be transferred to plant replacement reserve.
8. Depreciation – the dramatic increase in the valuation of roads, bridges, footpaths and sewerage when they were fair valued at 30 June 2015 has resulted a large increase in the depreciation expense. This impact was not finalised when the budget was adopted in July. This adjustment does not have an impact on the cash flow.

A complete list of the all the significant variances has been included in the attachment. If the projected actual amounts are adopted as in the amended budget it is expected that the shire will be left with a closing surplus of \$3,776.

Statutory and Legal Considerations:

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

Policy Considerations:

There is no Council Policy relative to this issue.

Consultation:

Senior staff were consulted to assist in reviewing the forecasted 30 June financial position.

Financial Implications:

The net effect of the proposed changes will be non-material change the budgeted closing position.

Strategic Community Plan (2013 – 2023)

Not applicable

Corporate Business Plan (2015-2019)

No reference

Officer's Comment:

The overall result indicates the Shire is exercising sound fiscal control. The major changes to the adopted budget are a response to the changing service requirements of Councils asset base and were largely unforeseen at the time the 2015/16 budget was adopted.

Voting Requirements:

Absolute Majority

Officer's Recommendation:

That Council:

- 1 Accept the budget review as presented; and
- 2 Adopt the projected actual amounts as per the attached schedule (13.02.16.03A) as the revised budget amounts for the year ended 30 June 2016.

Council Resolution

12.02.16.03

Moved Cr Mills Seconded Cr Allington

1. Accept the budget review as presented; and
2. Adopt the projected actual amounts as per the attached schedule (12.02.16.03A) as the revised budget amounts for the year ended 30 June 2016.

CARRIED ABSOLUTE MAJORITY 7 - 0

SHIRE OF BROOKTON				
STATEMENT OF BUDGET REVIEW				
BY NATURE OR TYPE				
FOR THE YEAR ENDED 30 JUNE 2016				
	2015/16	2015/16	2015/16	Variance
	Actual	Current Budget	Adopted Budget	Adopted vs Current
	\$	\$	\$	
REVENUES FROM ORDINARY ACTIVITIES				
Rates	1,791,987	1,789,993	1,789,993	-
Operating Grants, Subsidies and Contributions	2,032,338	3,412,432	3,511,063	(98,631)
Fees and Charges	967,163	1,548,723	1,548,723	-
Interest Earnings	86,558	175,867	175,867	-
Other Revenue	140,686	255,032	252,121	2,911
	<u>5,018,732</u>	<u>7,182,047</u>	<u>7,277,767</u>	<u>(95,720)</u>
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(658,147)	(1,162,231)	(1,285,851)	123,620
Materials and Contracts	(2,695,480)	(4,905,406)	(4,912,745)	7,339
Utilities	(94,257)	(172,417)	(172,417)	-
Depreciation	(2,718,890)	(4,720,254)	(1,354,697)	(3,365,557)
Interest Expenses	(59,373)	(130,793)	(120,026)	(10,767)
Insurance	(140,185)	(161,940)	(161,940)	-
Other Expenditure	(10,300)	(13,525)	(13,525)	-
	<u>(6,376,632)</u>	<u>(11,266,566)</u>	<u>(8,021,201)</u>	<u>(3,245,365)</u>
	<u>(1,357,900)</u>	<u>(4,084,519)</u>	<u>(743,434)</u>	<u>(3,341,085)</u>
Non-Operating Grants, Subsidies & Contributions	393,904	1,031,559	898,545	133,014
Profit on Asset Disposals	-	10,901	139,401	(128,500)
Loss on Asset Disposals	(67,268)	(79,472)	(22,643)	(56,829)
NET RESULT	<u>(1,031,263)</u>	<u>(3,121,531)</u>	<u>271,869</u>	<u>(3,393,400)</u>

**SHIRE OF BROOKTON
STATEMENT OF BUDGET REVIEW
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2016**

	2015/16	2015/16	2015/16	Variance
	Actual	Current Budget	Adopted Budget	Adopted vs Current
	\$	\$	\$	
OPERATING REVENUES				
Governance	22,058	32,789	32,789	-
General Purpose Funding	2,111,618	2,421,910	2,418,999	2,911
Law, Order, Public Safety	27,874	40,494	139,125	(98,631)
Health	625	2,467	2,467	-
Education and Welfare	2,244,541	3,951,522	3,885,322	66,200
Housing	84,215	54,528	54,528	-
Community Amenities	347,556	407,412	402,256	5,156
Recreation and Culture	36,954	63,206	56,706	6,500
Transport	71,293	81,988	81,988	-
Economic Services	36,148	60,704	59,090	1,614
Other Property and Services	103,120	156,279	156,279	-
	5,086,000	7,273,299	7,289,549	(16,250)
OPERATING EXPENSES				
Governance	(338,594)	(662,533)	(662,533)	-
General Purpose Funding	(103,161)	(190,580)	(190,580)	-
Law, Order, Public Safety	(129,659)	(270,779)	(394,399)	123,620
Health	(18,471)	(51,836)	(51,836)	-
Education and Welfare	(2,239,261)	(3,985,173)	(3,918,973)	(66,200)
Housing	(125,854)	(130,744)	(130,744)	-
Community Amenities	(313,028)	(601,737)	(493,737)	(108,000)
Recreation & Culture	(406,850)	(775,349)	(769,419)	(5,930)
Transport	(2,577,316)	(4,338,586)	(1,081,029)	(3,257,557)
Economic Services	(66,695)	(153,478)	(153,478)	-
Other Property and Services	(65,637)	(67,335)	(67,335)	-
	(6,384,527)	(11,228,130)	(7,914,063)	(3,314,067)

BORROWING COSTS EXPENSE					
Governance	(2,590)	(4,467)	(4,095)	(372)	
General Purpose Funding	(16,101)	(36,140)	(33,229)	(2,911)	
Education and Welfare	(3,634)	(6,361)	(5,771)	(590)	
Housing	(5,996)	(10,495)	(9,522)	(973)	
Community Amenities	(2,544)	(4,452)	(4,040)	(412)	
Recreation & Culture	(22,512)	(57,277)	(52,740)	(4,537)	
Other Property & Services	(5,996)	(10,495)	(9,522)	(973)	
	(59,373)	(129,687)	(118,919)	(10,768)	
NON-OPERATING GRANTS/CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS					
General Purpose		-	-	-	
Law, Order, Public Safety		-	-	-	
Housing	-	-	-	-	
Community Amenities	140,000	200,000	200,000	-	
Recreation & Culture	-	71,000	71,000	-	
Economic Services		-	-	-	
Transport	253,904	760,559	627,545	133,014	
	393,904	1,031,559	898,545	133,014	
PROFIT/(LOSS) ON DISPOSAL OF ASSETS					
Governance	-	6,503	6,503	-	
Law, Order & Public Safety		-	-	-	
Health	-	-	-	-	
Education and Welfare	-	-	-	-	
Housing	(37,976)	(37,976)	128,500	(166,476)	
Community Amenities	-	(7,385)	(7,385)	-	
Recreation and Culture	-	-	-	-	
Transport		-	-	-	
Economic Services		-	-	-	
Other Property and Services	(29,292)	(29,714)	(10,861)	(18,853)	
	(67,268)	(68,572)	116,757	(185,329)	
NET RESULT	(1,031,263)	(3,121,531)	271,869	(3,393,400)	

**SHIRE OF BROOKTON
STATEMENT OF BUDGET REVIEW
FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2016**

	2015/16 Actual \$	2015/16 Adopted Budget \$	2015/16 Current Budget \$	Variance Adopted vs Current
Revenues/Sources				
Governance	22,058	39,292	39,292	0
General Purpose Funding	319,631	629,006	631,917	2,911
Law, Order, Public Safety	27,874	139,125	40,495	(98,631)
Health	625	2,467	2,467	(0)
Education and Welfare	2,244,541	3,885,322	3,951,522	66,200
Housing	46,239	183,028	67,378	(115,650)
Community Amenities	487,556	594,871	600,027	5,156
Recreation and Culture	36,954	127,706	164,456	36,750
Transport	325,197	709,533	842,547	133,014
Economic Services	36,148	59,090	60,704	1,614
Other Property and Services	73,827	156,279	156,279	(0)
	3,620,649	6,525,719	6,557,084	31,365
(Expenses)/(Applications)				
Governance	(341,184)	(666,628)	(667,000)	(372)
General Purpose Funding	(119,262)	(223,809)	(226,720)	(2,911)
Law, Order, Public Safety	(129,659)	(394,399)	(270,779)	123,620
Health	(18,471)	(51,836)	(56,803)	(4,967)
Education and Welfare	(2,242,895)	(3,924,744)	(3,991,534)	(66,790)
Housing	(131,850)	(140,267)	(194,042)	(53,775)
Community Amenities	(315,572)	(497,777)	(606,189)	(108,412)
Recreation & Culture	(429,363)	(822,159)	(856,696)	(34,537)
Transport	(2,577,316)	(1,081,029)	(4,338,586)	(3,257,557)
Economic Services	(66,695)	(153,478)	(152,717)	761
Other Property and Services	(71,633)	(87,719)	(107,545)	(19,826)
	(6,443,900)	(8,043,845)	(11,468,610)	(3,424,765)
Adjustments for Non-Cash (Revenue) and Expenditure				
(Profit)/Loss on Asset Disposals	67,268	(116,757)	68,572	185,329
Movement in Non Current Provisions	0		0	0
Depreciation on Assets	2,718,890	1,354,697	4,720,254	3,365,557
Total Expenses Depreciation Adjusted	(3,657,741)	(6,805,905)	(6,679,784)	126,121
Capital Revenue and (Expenditure)				
Purchase - Footpaths	0	(32,750)	(32,750)	0
Purchase - Subdivisional Costs	0	0	0	0
Purchase Land and Buildings	(367,862)	(1,248,878)	(1,242,878)	6,000
Purchase Infrastructure Assets - Roads & Bridges	(422,547)	(998,640)	(1,009,420)	(10,780)
Purchase Infrastructure Assets - Parks	0	0	0	0
Purchase Drainage & Sewerage	(127,057)	(150,000)	(127,547)	22,453
Purchase Plant and Equipment	(311,147)	(607,000)	(547,000)	60,000
Purchase Furniture and Equipment	(6,748)	(21,750)	(36,750)	(15,000)
Proceeds from Disposal of Assets	517,000	694,000	636,000	(58,000)
Repayment of Debentures	(79,300)	(114,637)	(114,637)	0
Proceeds from New Debentures	0	0	0	0
Self-Supporting Loan Principal Income	17,524	35,630	35,630	0
Transfers to Reserves (Restricted Assets)	(466,779)	(831,799)	(1,021,799)	(190,000)
Transfers from Reserves (Restricted Assets)	128,000	715,080	682,627	(32,453)
	(1,118,915)	(2,560,744)	(2,778,524)	(217,780)
ADD				
Estimated Net Current Assets B/Fw d 1 July 2015	1,115,010	1,050,937	1,115,010	64,073
LESS				
Estimated Net Current Assets C/Fw d 30 June 2016	1,750,990	0	0	
Amount Required from Rates	(1,791,988)	(1,789,993)	(1,786,214)	3,779

SHIRE OF BROOKTON
STATEMENT OF BUDGET REVIEW
Summary of Major Variations as at 31 January 2016

Schedule	Description	Explanation	Council Resolution	Favourable/(Unfavourable) Variance
3	GENFIN Interest On Loans	Increase in the Guarantee Fee on Loans		(2,911)
	GENFIN Self-Supporting Loans Income	Increase in the Guarantee Fee on Loans		2,911
4	ADMIN Interest on Loans	Increase in the Guarantee Fee on Loans		(372)
	ADMIN REIMBURSEMENTS & DONATIONS	Decrease on adopted budget		(4,500)
	ADMIN OTHER REVENUE	Increase on adopted budget		4,500
	IT Equipment	Upgrade Server operating system to accommodate records management from 2008 to 2012 and upgrade the memory		(15,000)
5	FIRE EMPLOYEE COSTS	Employee cost savings as CESM will not be appointed in the 2015/16 year		122,120
	FIRE GENERAL OPERATING EXPENSES	Decrease on adopted budget		2,000
	LAW&PS GENERAL OPERATING EXPENSES	Unbudgeted Aerial Photos of Shire		(500)
	FIRE Reimbursements & Donations	Reduction in revenue CESM will not be appointed in the 2015/16 year		(105,502)
	ESL Grant - Emergency Services Levy - Operating	Over spend from 2014/15 reimbursed for foam purchase and Boddington Fire.		6,872
7	SADDLEBACK BUILDING MAINTENANCE	Replacement of vinyl flooring	12.08.15.03	(3,000)
	SADDLEBACK BUILDING MAINTENANCE	Install a card swipe system at the door adjoining Kalkarni and the Medical Centre	12.12.15.05	(1,967)
	Ambulance Shelter	We have been advised by Silverchain that they will not delivering emergency service from Brookton so an Ambulance Bay will not be required.		10,000
	Ambulance Shelter	Transfer from reserve to fund this project no longer required		(10,000)

8	EDUC General Operating Expenses	Early Years Feasibility Study - Grant Funded	13.11.15.04	(66,200)
	KALC Interest Expenses	Increase in the Guarantee Fee on Loans		(590)
	EDUC REIMBURSEMENTS, DONATIONS & GRANTS	Early Years Feasibility Study - Grant Funded	13.11.15.04	66,200
9	STAFFH 8 MARSH AVENUE	Additional cost to sell the property		(10,132)
	STAFFH 7 MONTGOMERY STREET	Additional cost to sell the property		(2,694)
	Montgomery Street Units	Power and maintenance costs not included in the adopted budget		(2,000)
	STAFFH Interest on Loans	Increase in the Guarantee Fee on Loans		(973)
	STAFFH Loss On Sale Of Asset	Unbudgeted Loss on Disposal		(37,976)
	STAFFH Profit On Sale Of Asset	Reduction in expected profit on disposal of shire houses		(128,500)
	OTHER HOUSING - RENTAL INCOME	Additional rental income from the Montgomery Street Units.		12,850
	Proceeds on Disposal of Houses	Proceeds on from sale less than budgeted		(45,000)
	Housing Reserve	Reduction in the amount transferred due to reduction in the proceeds received from the disposal		45,000
10	SEW Depreciation	Increased due to impact of fair value changes		(108,000)
	SEW Interest on Loans	Increase in the Guarantee Fee on Loans		(412)
	SEW Reimbursements & Donations	ERA reimbursed licence fee charged incorrectly		2,885
	REFUSE RATES CHARGES	Slight increase compared to adopted budget		1,203
	SEWERAGE RATES CHARGES	Slight increase compared to adopted budget		1,068
11	INTEREST ON LOANS	Increase in the Guarantee Fee on Loans		(4,537)
	GENERAL INCOME	Mud Run Revenue not budgeted for		6,750
	POOL Building Maintenance	Pool grant to be spent on pool maintenance		(30,000)
	POOL GRANTS & SUBSIDIES	General Pool grant not included in adopted budget		30,000

12	INFRA Depreciation	Increased due to impact of fair value changes	(3,257,557)
	INFRA Roads To Recovery	Additional allocation	133,014
	Road Construction	Gartrell Road - Total spend becomes \$166K	(10,780)
	Road and Bridge Construction Reserve	Additional Funding from R2R allows councils funds to be transferred to reserve	(130,000)
13	Rural Drum Muster	Decrease on adopted budget	761
	Rural Drum Muster	Increase on adopted budget	1,614
	Caravan Park	BBQ Shelter, purchased authorised in14/15 based on savings made in that year. Invoice not received until 15/16 when no budget allocation had been made.	(4,000)
14	POC Loss On Sale Of Asset	Greater than expected loss on the disposal of the Grader	(18,853)
	POC Interest on Loans	Increase in the Guarantee Fee on Loans	(973)
	Plant and Equipment	Grader Purchase less than budgeted	60,000
	Proceeds on Disposal of Plant	Proceeds on from disposal less than budgeted	(13,000)
	Plant Replacement Reserve	Transfer savings from the Grader Purchase to Plant Reserve	(105,000)
			(3,611,181)
	Net Current Assets Brought Forward Balance		
	Adjustment for non cash items	Disposal of Assets and Depreciation	3,550,886
	Adjustment to opening balance		64,074
			3,779

12.02.16.04 BUDGET AMENDMENT – KALKARNI AGED RESIDENTIAL FACILITY

FILE REFERENCE:

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 5 February 2016

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 the expenditure of \$21,000 (excluding GST) for the purchase of a new washing machine for the Kalkarni Aged Residential Facility, be approved.

Background:

The washing machine stopped working late December 2015. Whilst it is intended to get it repaired the ensuing back log of laundry made replacing the machine a matter of urgency.

Detail:

The timing of the break down left the Facility with a 3 day back log of laundry. An opportunity arose to replace the machine and have it delivered within a 24 hour turn around.

It is still intended to repair the old machine thus providing a back-up washing machine to avoid this situation occurring in the future.

Statutory and Legal Considerations:

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

- (1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

- (2) Where expenditure has been incurred by a local government —
 - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

[Section 6.8 amended by No. 1 of 1998 s. 19.]

Policy Considerations:

There are no policy implications.

Consultation:

Consultation was undertaken with the management and staff at Kalkarni and the Shire President.

Financial Implications:

There is a current budget provision in the 2015/16 budget of \$117,330 of which \$46,462 has been spent leaving a balance of \$70,868. It is proposed that the \$21,000 be deducted from this allocation.

Strategic Community Plan (2013 – 2023)

Not applicable

Corporate Business Plan (2015-2019)

No reference

Officer's Comment:

The replacement of the washing machine was unavoidable. It was not possible to operate the Facility with a high level of resident care without an operating laundry service.

The installation of magnetic locks which are connected to the fire alarm system addresses important safety requirement for the residents at Kalkarni.

Voting Requirements:

Absolute Majority.

Officer's Recommendation:

That Council approves the budget amendment allocating \$21,000 to replace the washing machine at Kalkarni Aged Residential Facility.

Council Resolution

12.02.16.04

Moved Cr Crute Seconded Cr Fancote

That Council approves the budget amendment allocating \$21,000 to replace the washing machine at Kalkarni Aged Residential Facility.

CARRIED ABSOLUTE MAJORITY 7 - 0

12.02.16.05 STATUTORY POLICY AMENDMENT - LIQUIDITY STRATEGY

FILE REFERENCE: ADM0564

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 5 February 2016

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 adopts the amendment to policy 2.16 Liquidity Strategy.

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:

We have received feedback for the Department of Social Services that our current liquidity policy does not comply with the legislation because it must have a dollar figure stipulated as a minimum liquidity level. Attachment 12.02.16.5A amends the policy to include a liquidity threshold of \$450,000.

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 the changes to this policy.

Consultation:

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 provides 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 amendment to policy 2.16 Liquidity in relation to the Accommodation Bonds held on behalf of residence of the Kalkarni Aged Care Facility. Attached in 12.02.16.05A.

Council Resolution

12.02.16.05

Moved Cr Crute Seconded Cr Allington

That Council adopts amendment to policy 2.16 Liquidity in relation to the Accommodation Bonds held on behalf of residence of the Kalkarni Aged Care Facility. Attached in 12.02.16.05A.

CARRIED 7 - 0

Attachment 12.02.16.05A

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:
 1. Amounts refunded in accommodation bonds during the previous twelve months
 2. Amounts received in new accommodation bonds during the previous twelve months
 3. Impact of any change in certification status
 4. Capital expenditure likely to impact on overall liquidity

5. Significant changes to operational services or profile of residents, and cash flow impacts thereof
 6. Legislative requirements
 7. 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:
 1. 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:
 1. Baptistcare will formally notify annually the Shire of the amount required to maintain the liquidity standard and whenever there is a material variation thereof. This amount held should not be less than \$450,000 is to maintain the liquidity standard.
 2. 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.

12.02.16.06 MANAGEMENT POLICY AMENDMENT – ASSET MANAGEMENT POLICY

FILE REFERENCE:

AUTHORS NAME AND POSITION:	Evelyn Arnold Deputy Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	5 February 2016
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	There is no previous meeting reference.

SUMMARY:

This report recommends that Council adopt the amendment to policy 1.24 Asset Management Policy

Background:

As part of the implementation of the Integrated Planning & Reporting Framework (IPRF) strategies the shire of Brookton developed an Asset Management Plan. An assessment of our current policy highlighted some areas that need review. The review of the policy coincides with the review of the Asset Management Plan and associated strategy.

Detail:

The purpose of this policy is to guide the strategic management of all of Shire's assets in conjunction with other Integrated Planning & Reporting Framework (IPRF) strategies, relevant Legislation & Regulations, Australian Standards, Australian Accounting Standards, recognised best practice principles and other Shire of Brookton policies.

It will be achieved by:

1. Reviewing an Asset Management Strategy and Plan (AMP);
2. Preparing individual Asset Management Plans for each specific asset class;
3. Adopting and maintaining procedures for the continuous improvement in asset management capacity and capability; and
4. Ensuring that the AMP and associated systems are kept up to date.

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:

The Management section of the Policies Manual updated to include the changes to this policy.

Consultation:

There is no consultation relevant to this report

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:

Asset Management is a key part of business planning, which connects, at a strategic level, decisions about an organisation's business needs, the deployment of its assets, and its future investment needs. This policy in conjunction with the Asset Management Plan is designed to assist in this strategic decision making process.

Voting Requirements:

Simple Majority.

Officer's Recommendation:

That Council adopts amendment to policy 1.24 Asset Management Policy - Attached in 13.02.16.06A.

Council Resolution

12.02.16.06

Moved Cr Fancote Seconded Cr Crute

That Council adopts amendment to policy 1.24 Asset Management Policy - Attached in 12.02.16.06A.

CARRIED 7 - 0

Attachment 12.02.16.06A

Title:	1. 24 Asset Management Policy
Responsibility:	
Last Updated	
Review Date:	June 2015

Objective:

The key objective of this policy is to ensure that there is organisation-wide commitment to asset management and that the objectives of the Shires Asset Management Strategy and Plan are achieved. This will ensure financial data on asset renewals, maintenance of existing assets and new assets are identified and form part of the Shires long-term financial planning.

The principal objective of asset management is to enable the Shire to meet its service delivery objectives efficiently and effectively, in a way that ensures:

1. Assets are managed in accordance with relevant legislation;
2. Assets are managed in accordance with recognised best practice;
3. An asset "whole-of-life" or life cycle costing approach is taken in the management of the Shire's assets;
4. Risk is considered in the development of asset strategies;
5. Asset performance is measured against defined levels of service outlined in the Asset Management Plan;
6. Assets are brought to account in accordance with the requirements of the appropriate accounting standards and reporting requirements;
7. Informed decision making is based on reliable data; and
8. Asset management is sustainable.

Procedure:

The Shire has committed to the following principles and actions to achieve the objectives of this policy:

1. Develop and review annually the Shire's Asset Management Strategy and Plans;
2. Ensure the integration of the Asset Management Strategies & Plans with the Shire's Strategic Community Plan and informing strategies, particularly the Long Term Financial Plan;
3. Allow the Strategic Community Plan to inform asset requirements to reflect community priorities;
4. Ensure that the asset management system complies with relevant Australian Accounting Standards, relevant Legislation & Regulations, Australian Standards, recognised best practice principles and other Shire of Brookton policies;
5. Consider options for the Shire to facilitate delivery of services by a third party;
6. Develop documented service level agreements with key stakeholders to ensure the sustainability of assets and the Shire's services;
7. Use life cycle costs as the basis for decision-making regarding asset acquisition, replacement, maintenance and disposal;

8. Monitor asset utilisation and predict future demand changes;
9. Identify, through risk management and condition assessments, initiatives to reduce exposure to injury, liability and asset and service failure;
10. Develop and maintain operational plans for each asset class, identifying full life cycle costs, service level requirements, maintenance requirements, risks, refurbishment, replacement and disposal requirements;
11. Provide relevant information to support asset management, including the effective collection, collation and analysis of asset data;
12. Keep informed on issues relating to asset management best practice;
13. The optimisation and rationalisation of assets in order to provide community services at the best possible value-for-money;
14. Measure and report on the efficiency and effectiveness of asset performance including functionality, suitability, location, accessibility, utilisation and cost.

Scope:

This Policy applies to all physical assets and their components with a useful life of more than one year, and a replacement value of greater than \$5,000, which require management by the Shire.

Physical assets include:

1. Land;
2. Buildings;
3. Infrastructure;
4. Furniture & equipment
5. Plant & equipment; and
6. Cultural collections.

Asset Management Responsibility & Accountability

Responsibility for asset service delivery and asset management, including accountability and reporting requirements of day-to-day operations, will be clearly established and clearly communicated. This will ensure that both Elected Members and Shire staff are clearly aware of their roles and responsibilities in relation to asset management.

To manage assets effectively, responsibility for their control must be defined and assigned. Asset registers are to be kept up-to-date and provide timely and meaningful information that meets the decision-making requirements of the Shire's management.

At a minimum, the following broad roles and responsibilities are assigned through this policy:

Elected Members

1. Responsible and accountable for the stewardship of the Shire's assets;
2. To ensure that appropriate resources are allocated and funded in the Shire's financial planning process in order to achieve the strategic asset management objectives and implementation of asset plans.
3. Approve the Asset Management Policy; and

4. Endorse Asset Management Strategies and Plans.

Executive Group, including CEO and Senior Staff

1. Ensure that sound business principles are adopted in the preparation of Asset Management Strategies and Plans;
2. Ensure the integration and compliance with the Asset Management Policy and Strategies & Plans with other policies and business processes of the Shire;
3. Ensure that strategies and resources are in place to develop, maintain and review the Shire's Asset Management related documents, procedures, processes and systems.

Officers responsible for the management of Assets in each asset class

1. Implement, maintain and review the Asset Management Policy, Strategies & Plans in accordance with this policy's objectives and commitments;
2. Develop, maintain and review Asset Management Plans relevant to their asset class and service provision responsibilities;
3. Review the Asset Management Policy every 2 years in line with Asset Management Strategy and Asset Plans;
4. Engage current and up-to-date technologies, methodologies and continuous improvement processes;
5. Facilitate acknowledged best practice in asset management.

13.02.16 GOVERNANCE

13.02.16.01 BOYAGIN ROCK ECO-TOURISM DEVELOPMENT

FILE REFERENCE:	ADM0602
AUTHORS NAME AND POSITION:	Darren Friend CEO
NAME OF APPLICANT/RESPONDENT:	Pingelly Tourism Group Inc.
DATE REPORT WRITTEN:	2 February 2016
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
PREVIOUS MEETING REFERENCE:	Nil

SUMMARY

Council is requested to commit its own resources in the 2016/2017 financial year in support of the Boyagin Rock Eco-Tourism Development Project.

Background:

Council received a presentation from a delegation of the Boyagin Rock Working Committee in 2015 who advised of this tourism based project located adjacent to the shire boundary of Pingelly and Brookton.

Following the meeting held on 22 December 2015, both the Shire of Brookton and the Shire of Pingelly have been requested to formally commit their own resources to the project in the 2016/2017 financial year.

Details:

In consultation with the Dept. of Parks and Wildlife (DPaW), the Working Committee has developed a concept plan for the redevelopment of the day use area at Boyagin Rock.

Prior to this concept plan, a master plan for the overall project as well as the production of the book "Boodjin – The Boyagin Rock Storybook" has been produced with substantial input from the traditional landowners of the area.

The next stage of the redevelopment incorporates upgrade of the day-use area including parking, toilets, furniture, barbeques and an upgrade of the "yarning" area including a lockable fire pit. The estimated cost of these works is \$100,000.

Both Councils have been requested to assist by way of "in-kind" earthworks and engineering assistance. It is estimated that this would amount to \$10,000 per Council at this stage with the budget to be "fine-tuned" in the coming months along with funding applications to be lodged for the project.

Statutory and Legal Considerations:

Local Government Act 1995

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

[Section 2.7 amended by No. 17 of 2009 s. 4.]

Part 3 — Functions of local governments

What this Part is about

This Part describes the functions of a local government and deals with some important issues that the performance of those functions may involve.

In particular —

- (a) Division 1 describes the general function of a local government and contains some other general provisions;*
- (b) Divisions 2 and 3 deal with legislative and executive functions respectively;*
- (c) Division 4 allows functions to be performed by regional local governments.*

Division 1 — General

3.1. General function

- (1) The general function of a local government is to provide for the good government of persons in its district.
- (2) The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.
- (3) A liberal approach is to be taken to the construction of the scope of the general function of a local government.

Division 2 — Annual budget

6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.
** Absolute majority required.*
- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —
 - (a) the expenditure by the local government; and
 - (b) the revenue and income, independent of general rates, of the local government; and
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (4) The annual budget is to incorporate —
 - (a) particulars of the estimated expenditure proposed to be incurred by the local government; and
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including —
 - (i) the amount it is estimated will be yielded by the general rate; and
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;and
 - (c) the fees and charges proposed to be imposed by the local government; and
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and
 - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
 - (g) such other matters as are prescribed.
- (5) Regulations may provide for —
 - (a) the form of the annual budget; and
 - (b) the contents of the annual budget; and
 - (c) the information to be contained in or to accompany the annual budget.

[Section 6.2 amended by No. 49 of 2004 s. 42(8) and 56.]

Policy Considerations:

Nil

Consultation:

Nil

Financial Implications:

Impact on 2016/2017 budget – Approx. \$10,000 in carting gravel and use of Council plant.

Strategic Community Plan (2013 – 2023)**Outcome 2.1: Preservation of the natural environment.**

Strategy 2.1.1: Promote and support natural resource management and community based initiatives within the Shire

Strategy 2.1.2: Provide effective management and maintenance of the Council's land and reserves.

Strategy 2.1.3: Collaborate with the Department of Parks and Wildlife and other agencies on nature reserve management.

Corporate Business Plan (2015-2019)

Outcome 2.1 – Preservation of the natural environment.	<u>Strategy 2.1.1 –</u> Promote and support natural resource management and community based initiatives within the shire.	
	<u>Strategy 2.1.2 –</u> Provide effective management and maintenance of the Council's land and reserves.	Maintain the Shires land and reserves in accordance with the Asset Management Plan
	<u>Strategy 2.1.3 –</u> Collaborate with the Department of Parks and Wildlife and other agencies on nature reserve management.	Encourage Government Agencies to effectively manage nature reserves including preservation of native plants and animals and control of introduced species.

Officer's Comment:

Nil

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Council, as part of its support for the redevelopment of the Boyagin Rock Day Use Area commits funds of approximately \$10,000 to the redevelopment works as part of the Shire of Brookton's 2016/2017 budget process.

Council Resolution

13.02.16.01

Moved Cr Mills Seconded Cr Fancote

That Council, as part of its support for the redevelopment of the Boyagin Rock Day Use Area commits funds of approximately \$10,000 to the redevelopment works as part of the Shire of Brookton's 2016/2017 budget process.

CARRIED 7 - 0

Attachment 13.02.16.01A – Separate Attachment

Attachment 13.02.16.01B – Separate Attachment

Attachment 13.02.16.01C

Pingelly Tourism Group Inc.

1979 Tutanning Road, PINGELLY WA 6308
Phone: 0429 887 903

December 30, 2015

Darren Friend, CEO
Shire of Brookton
PO Box 42
BROOKTON WA 6306

SHIRE OF BROOKTON		RECEIVED
07 JAN 2016		
FILE REF:	1010602	RESP
OFFICER:	P.W.	
DOC ID:		
DATE:		
INIT:		

Dear Darren,

Re: Boyagin Rock Day Use Area – Proposed Upgrade

Thank you for hosting the meeting of 22 December 2015 at Brookton. A copy of the meeting notes is enclosed for your information.

As you are aware the Boyagin Rock Working Committee, a sub-committee of the Pingelly Tourism Group Inc. has for some time now been actively planning a number of activities relating to the Boyagin Rock facilities as a means to enhance the overall experience for visitors to this somewhat iconic landmark located on the boundaries of the Shires of Pingelly and Brookton. This landmark is significant both spiritually and culturally to the Noongar peoples. Aboriginal heritage listings are in place for the rock and Boyagin Creek.

The Working Committee, in consultation with the WA Department of Parks and Wildlife (DPaW) have developed a concept plan for the redevelopment of the day use area at Boyagin. The purpose of this plan is to provide updated facilities which will lead to a much more enjoyable experience for visitors, preserve the landscape through effective use of car park facilities, walkways, upgraded toilet facilities and to highlight the significance of the site to the Noongar peoples. A copy of the concept plans together with probable costs is attached.

Up until now the efforts of the Working Committee have resulted in the production of a Master Plan for the overall project (\$15,000), significant consultations with the traditional landowners and the production of the publication BOODJIN – The Boyagin Rock Storybook (\$20,000 est.) and the production of the day use upgrade concept plan (\$1,500). Everything has been volunteer driven and the Shires of Pingelly and Brookton have not been formally approached for any support towards the project. The estimated probable cost for the day use area upgrade is close to \$100,000. A fair portion of the costs involves engineering and site works. The other costs include provision of new toilet facilities, new picnic tables and benches, BBQs and an upgrade to the yarning area including a lockable fire pit.

With the support of various stakeholders including DPaW, the Department for Aboriginal Affairs and the Shires of Pingelly and Brookton we are confident that we can secure sufficient funding and sponsorship to complete this proposed redevelopment project. So far we have unconfirmed funding of \$10,000 from DAA as part of the Preservation of Aboriginal Cultural Sites funding round 2015. Another round is due February 2016.

The Pingelly Tourism Group Inc. now formally requests support from the Shires of Pingelly and Brookton in the following forms:

1. Letters of support for the proposed redevelopment of the Boyagin Rock day use area. These letters will be used to strengthen submissions for further funding and sponsorship of this project.
2. Provision in the 2016-2017 financial year budgets for in-kind support from the Shires to assist with engineering and earthworks required as described in the probable cost estimates document. Ideally, this would be a collaborative initiative between the two Shires further enhancing the images of the Shires as champions in developing regional strategies for economic development.

The Working Committee is, in collaboration with DPaW, compiling a more detailed business plan for this project in preparation for discussions with potential funding and sponsorship organisations including the Wheatbelt Development Commission. Our plan is to progress these discussions in the first quarter of 2016.

We ask that you consider this request and present your recommendations to Council at the February 2016 general meeting and look forward to a favourable response from Council following that meeting.

Our Project Coordinator is Vince Holt of 28 Park Street Pingelly WA 6308, telephone 0407 290 035 and email vince.holt56@gmail.com. Vince has an intimate knowledge of this project and can provide much information if the need arises. We ask that you copy Vince with any communications so that he is aware of any developments first hand.

Yours sincerely



Ray Marshall
Chairman – Pingelly Tourism Group Inc.

Attachments: Day Use Area redevelopment proposal
Probable cost estimates
Meeting Notes 22 December 2015

13.02.16.02 DELEGATED AUTHORITY – HIRE OF COUNCIL FACILITIES

FILE REFERENCE:

AUTHORS NAME AND POSITION: Darren Friend
CEO

NAME OF APPLICANT/RESPONDENT: Darren Friend
CEO

DATE REPORT WRITTEN: 8 February 2016

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

PREVIOUS MEETING REFERENCE: Nil

SUMMARY

Council is requested to consider delegated authority to the Chief Executive Officer in the waiving or discounting of hire fees on Council buildings, facilities and/or plant hire.

Background:

From time to time, urgent requests are made to the Chief Executive Officer and/or the administration staff for the use of Council facilities at no cost or at a discounted rate. On a number of occasions, the request “lapses” as the CEO is unable to grant the request as he does not have the authority to do so and the person/organisation making the request is unwilling to wait until Council considers the request at its next meeting. One recent example was the use of the Memorial Hall by the Brookton Community Resource Centre in conjunction with the local Country Women’s Association to fundraise for the Esperance Bushfires appeal in late November/early December 2015. Acknowledging that Council may grant retrospective approval for the waiving of fees and charges, there may be occasions when Council and the CEO/Administration don’t always align on this topic.

Details:

Council can deal with this matter several ways however, a policy and delegation via the Chief Executive Officer would be the most effective manner.

It is unlikely that all possibilities will be covered via a new policy and delegated authority however, every endeavour will be made to do so.

In setting relevant criteria, Council may wish to ensure the principal beneficiaries from any such policy are local organisations or organisations that are otherwise represented at a local level.

Council may wish to extend its policy to the use of its plant in assisting local organisations achieve cost effective outcomes from which the general populous or a significant portion of the community derive benefit (e.g. cricket nets, etc.).

Statutory and Legal Considerations:

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,

which is owed to the local government.

** Absolute majority required.*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

[Section 6.12 amended by No. 64 of 1998 s. 39.]

Policy Considerations:

Subject to any resolution of Council, the new policy forms part of Council's Policy Manual.

Consultation:

Nil

Financial Implications:

Subject to any resolution of Council there may be some financial implications however, community goodwill generated would offset this to some degree.

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:

Nil

Voting Requirements:

Absolute Majority

Officer’s Recommendation:

That Council adopts the following as an addition to its Policy Manual in relation to the discounting/waiving of hire fees on Council buildings, facilities and plant.

Title:	1.27 Waiving and/or Discounting of Hire Fees and Charges			
Policy Owners:				
Policy Origin:				
Statutory Environment:	<i>Local Government Act 1995 – S6.12(1)(b)</i>			
Council Adoption:	Date:	18 February 2016	Resolution #:	
Last Amended:	Date:		Resolution #:	
Review Date:				

Objective:

To Provide guidance to the Chief Executive Officer in the hiring and use of Council buildings, facilities and/or plant for fundraising/charitable/community events and functions.

Policy:

The following criteria must be met prior to consideration of the waiving or discounting of any hire charges:-

The organisation making the application must be based in the Shire of Brookton or have representation at a local level.

The event being undertaken must be for the benefit of local residents.

If the event is for a fundraising activity, a local organisation must be the recipient or a registered charity.

Examples of annual functions are, but not limited to:-

Annual Seniors Dinner.

Locally based Organisation Annual fundraiser.

Examples of major milestone events are, but not limited to:-

A Church Centenary Celebration.

Brookton DHS 30th Anniversary School/Student Reunion.

A Sporting Body/Club milestone (i.e. 75th anniversary of formation).

The CEO is delegated authority to determine the suitability of the application for the use of Council owned/managed facilities and plant. Maximum funding per applicant is \$250.

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The CEO is to provide Council with details of delegations made in accordance with this policy as part of the monthly Council Briefing Forum.

Council Resolution				
13.02.16.02				
Moved Cr Fancote Seconded Cr Allington				
That Council adopts the following as an addition to its Policy Manual in relation to the discounting/waiving of hire fees on Council buildings, facilities and plant.				
Title:	1.27 Waiving and/or Discounting of Hire Fees and Charges			
Policy Owners:				
Policy Origin:				
Statutory Environment:	<i>Local Government Act 1995 – S6.12(1)(b)</i>			
Council Adoption:	Date:	18 February 2016	Resolution #:	
Last Amended:	Date:		Resolution #:	
Review Date:				
Objective: To Provide guidance to the Chief Executive Officer in the hiring and use of Council buildings, facilities and/or plant for fundraising/charitable/community events and functions.				
Policy: <u>The following criteria must be met prior to consideration of the waiving or discounting of any hire charges:-</u>				
<u>The organisation making the application must be based in the Shire of Brookton or have representation at a local level.</u>				
<u>The event being undertaken must be for the benefit of local residents.</u>				
<u>If the event is for a fundraising activity, a local organisation must be the recipient or a registered charity.</u>				
Examples of annual functions are, but not limited to:-				
<u>Annual Seniors Dinner.</u>				
<u>Locally based Organisation Annual fundraiser.</u>				
Examples of major milestone events are, but not limited to:-				
<u>A Church Centenary Celebration.</u>				
<u>Brookton DHS 30th Anniversary School/Student Reunion.</u>				

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A Sporting Body/Club milestone (i.e. 75th anniversary of formation).

The CEO is delegated authority to determine the suitability of the application for the use of Council owned/managed facilities and plant. Maximum funding per applicant is \$250.

The CEO is to provide Council with details of delegations made in accordance with this policy as part of the monthly Council Briefing Forum.

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13.02.16.03 PURCHASING AND TENDER POLICY

FILE REFERENCE:

**AUTHORS NAME
AND POSITION:** Darren Friend
CEO

**NAME OF APPLICANT/
RESPONDENT:** Darren Friend
CEO

DATE REPORT WRITTEN: 2 February 2016

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

PREVIOUS MEETING REFERENCE: Nil

SUMMARY

The tender threshold increased to \$150,000 in September 2015 with the amendment to the Local Government (Functions and General) Regulations 1996. As a result Council is required to update and amend its Purchasing and Tender Policy – Policy 2.11.

Background:

With the amendment to the Local Government (Functions and General) Regulations 1996 gazetted on 18 September 2015 which applied from 1 October 2015, Council is required to amend its purchasing policy. As a result of the required amendment, the Buy Local Policy (policy 1.16) and the Purchasing and Tender Guide will also require updating/amending to reflect these changes.

Details:

The various limit levels have been increased/updated to reflect a current market approach to what that level of funding/currency will actually buy today. The lower limit has been increased to \$2,000 with the upper end increased by \$10,000 and \$50,000 respectively.

Statutory and Legal Considerations:

Local Government Act 1995

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Local Government (Functions and General) Regulations 1996

Part 4 — Provision of goods and services

[Heading inserted in Gazette 2 Feb 2007 p. 244.]

Division 1 — Purchasing policies

[Heading inserted in Gazette 2 Feb 2007 p. 244.]

11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150 000 or less or worth \$150 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
 - (a) the form of quotations acceptable; and
 - (ba) the minimum number of oral quotations and written quotations that must be obtained; and
 - (b) the recording and retention of written information, or documents, in respect of —
 - (i) all quotations received; and
 - (ii) all purchases made.

[(4) deleted]

[Regulation 11A inserted in Gazette 2 Feb 2007 p. 245; amended in Gazette 18 Sep 2015 p. 3804.]

Division 2 — Tenders for providing goods or services (s. 3.57)

[Heading inserted in Gazette 2 Feb 2007 p. 245.]

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or

[(ba) deleted]

- (c) within the last 6 months —
 - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or
 - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;
 or
- (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or
- (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or
- (ea) the goods or services are to be supplied —
 - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
 - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;
 or
- (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
- (g) the goods to be supplied under the contract are —
 - (i) petrol or oil; or
 - (ii) any other liquid, or any gas, used for internal combustion engines;
 or
- (h) the following apply —
 - (i) the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the *Small Business Development Corporation Act 1983*; and
 - (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and
 - (iii) the local government is satisfied that the contract represents value for money;
 or
- (i) the goods or services are to be supplied by an Australian Disability Enterprise; or
- (j) the contract is a renewal or extension of the term of a contract (the **original contract**) where —
 - (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and

- (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
- (iii) the original contract contains an option to renew or extend its term; and
- (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;

or

- (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.

[Regulation 11 amended in Gazette 29 Apr 1997 p. 2145; 26 Jun 1998 p. 3447; 25 Feb 2000 p. 970-1; 29 Jun 2001 p. 3130; 31 Mar 2005 p. 1054-5; 2 Feb 2007 p. 245-6; 18 Sep 2015 p. 3804-6.]

Policy Considerations:

Council's current policies read:-

Title:	2.11 Purchasing		
Policy Owners:			
Policy Origin:			
Statutory Environment:	<i>Local Government (Functions and General) Regulations as amended</i>		
Council Adoption:	Date:		Resolution #:
Last Amended:	Date:		Resolution #:
Review Date:	June 2014		

Objectives:

To provide compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996 as amended.

To deliver a best practice approach and procedures for purchasing for the Shire of Brookton.

To ensure consistency for all purchasing activities within the Shire of Brookton operational areas.

Policy:

Council's current policy reads:-

Amount of Purchase	Policy
Up to \$1,000	Direct purchase from suppliers requiring verbal quotation(s).
\$1,001 - \$19,999	Where practical, obtain at least three verbal or written quotations.
\$20,000 - \$99,999	Where practical, obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$100,000 and above	Conduct a public tender process.

Condition:

The above purchasing policy is to be used in conjunction with the "Shire of Brookton Purchasing and Tender Guide" and the "Buy Local Policy".

Title:	1.16 Buy Local		
Policy Owners:			
Policy Origin:			
Statutory Environment:	<i>Local Government (Functions and General) Regulations 1996 Part 4A</i>		
Council Adoption:	Date:		Resolution #:
Last Amended:	Date:		Resolution #:
Review Date:	June 2014		

Objective:

To ensure that when purchasing goods and services over \$1,000 the Shire achieves the best possible value for money whilst supporting local businesses where possible.

Policy:

The Shire of Brookton recognises that it has a role in the economic development of the local community and is committed to supporting local businesses, provided they are competitive with respect to the quality of their workmanship or product, customer service, delivery and price.

To this end the Shire will:

1. Ensure a "Buy Local" culture within the Shire workforce;
2. Request quotations from local businesses whenever possible;

3. Encourage the use of local businesses in the delivery chain whenever goods, materials and services have to be sourced from outside the Shire; and
4. Apply a 5% price preference for all quotations for goods and services over \$1,000 up to a maximum price \$200,000.
5. To ensure that this Procedure is consistent with Council's Procurement Policy.

To be eligible to claim a price preference, a business must have a permanent office and permanent staff in the Shire of Brookton for a period of six months prior to quotations being sought and be registered or licensed in Western Australia.

If a supplier has concerns about the application of this Policy, this should be taken up in writing with the Chief Executive Officer.

Consultation:

Nil

Financial Implications:

Nil

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:

Nil

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Council amends its purchasing policy (Policy 2.11) to read:-

Amount of Purchase	Policy
Up to \$2,000	Direct purchase from suppliers requiring verbal quotation(s).
\$2,001 - \$29,999	Where practical, obtain at least three verbal or written quotations.
\$30,000 - \$149,999	Where practical, obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$150,000 and above	Conduct a public tender process.

Condition:

The above purchasing policy is to be used in conjunction with the “Shire of Brookton Purchasing and Tender Guide” and the “Buy Local Policy”.

1. As a result of the amended policy 2.11, Council amends its Buy Local policy (Policy 1.16) and Purchasing and Tender Guide as shown in the attachments to this report.

Council Resolution

13.02.16.03

Moved Cr Crute

Seconded Cr Eva

That Council amends its purchasing policy (Policy 2.11) to read:-

Amount of Purchase	Policy
Up to \$2,000	Direct purchase from suppliers requiring verbal quotation(s).
\$2,001 - \$29,999	Where practical, obtain at least three verbal or written quotations.
\$30,000 - \$149,999	Where practical, obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$150,000 and above	Conduct a public tender process.

Condition:

The above purchasing policy is to be used in conjunction with the “Shire of Brookton Purchasing and Tender Guide” and the “Buy Local Policy”.

2. As a result of the amended policy 2.11, Council amends its Buy Local policy (Policy 1.16) and Purchasing and Tender Guide as shown in the attachments to this report.

CARRIED 7 - 0

Note: Amended wording to Policy 1.16 – Buy Local

The business must have all industry specific licences and approved registrations in place.

Reason for amendment – to provide clarity for the Administration and fairness and equity for local businesses in relation to the policy

Attachment 13.02.16.03C – Separate Attachment (Revised Purchasing and Tender Guide)

13.02.16.03A

Title:	2.11 Purchasing		
Policy Owners:			
Policy Origin:			
Statutory Environment:	<i>Local Government (Functions and General) Regulations as amended</i>		
Council Adoption:	Date:		Resolution #:
Last Amended:	Date:		Resolution #:
Review Date:	February 2016		

Objectives:

To provide compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996 as amended.

To deliver a best practice approach and procedures for purchasing for the Shire of Brookton.
To ensure consistency for all purchasing activities within the Shire of Brookton operational areas.

Policy:

Amount of Purchase	Policy
Up to \$2,000	Direct purchase from suppliers requiring verbal quotation(s).
\$2,001 - \$29,999	Where practical, obtain at least three verbal or written quotations.
\$30,000 - \$149,999	Where practical, obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$150,000 and above	Conduct a public tender process.

Condition:

The above purchasing policy is to be used in conjunction with the "Shire of Brookton Purchasing and Tender Guide" and the "Buy Local Policy".

Title:	1.16 Buy Local			
Policy Owners:				
Policy Origin:				
Statutory Environment:	<i>Local Government (Functions and General) Regulations 1996 Part 4A</i>			
Council Adoption:	Date:		Resolution #:	
Last Amended:	Date:		Resolution #:	
Review Date:	February 2016			

Objective:

To ensure that when purchasing goods and services over \$2,000 the Shire achieves the best possible value for money whilst supporting local businesses where possible.

Policy:

The Shire of Brookton recognises that it has a role in the economic development of the local community and is committed to supporting local businesses, provided they are competitive with respect to the quality of their workmanship or product, customer service, delivery and price.

To this end the Shire will:

1. Ensure a "Buy Local" culture within the Shire workforce;
2. Request quotations from local businesses whenever possible;
3. Encourage the use of local businesses in the delivery chain whenever goods, materials and services have to be sourced from outside the Shire; and
4. Apply a 5% price preference for all quotations for goods and services over \$2,000 up to a maximum price \$150,000.
5. To ensure that this Procedure is consistent with Council's Procurement Policy.

To be eligible to claim a price preference, a business must have a permanent office and permanent staff in the Shire of Brookton for a period of six months prior to quotations being sought and be registered or licensed in Western Australia.

All businesses must have industry specific licences and approved registrations in place.

If a supplier has concerns about the application of this Policy, this should be taken up in writing with the Chief Executive Officer.

13.02.16.04 PROPOSED SHIRE OF BROOKTON ANIMALS, ENVIRONMENT AND NUISANCE LOCAL LAW 2016

FILE REFERENCE:

AUTHORS NAME: Darren Friend
AND POSITION: Chief Executive Officer

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

DATE REPORT WRITTEN: 8 February 2016

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 Animals, Environment and Nuisance local law 2016;
2. give notice of the purpose and effect of the proposed Shire of Brookton Animals, Environment and Nuisance local law 2016,
3. for the Council to adopt the proposed Shire of Brookton Animals, Environment and Nuisance local law 2016 for advertising purposes, and
4. to allow for advertising of the proposed Shire of Brookton Animals, Environment and Nuisance local law 2016 for public comment.

Attachments:

Proposed Shire of Brookton Animals, Environment and Nuisance Local Law 2016.

Background:

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 separate local law that dealt with animals, environment and nuisance issues was required, rather than having these matters included in a Health local law.

A separate local law has been drafted on this basis and is attached.

Comment:

The proposed Shire of Brookton Animals, Environment and Nuisance Local Law 2016 is set out in the attachment to this report.

It contains all relevant and updated provisions relating to animals that would have been previously contained in a Health local law, but also addresses a number of matters relating to the environment and nuisances.

Part 3 – Building, development and land care

This part of the local law deals with matters pertaining to building and development; in particular managing refuse on building and development sites, management of dust when developing and clearing land, and the removal of refuse and disused materials.

Part 4 – Nuisances and dangerous things

This part of the local law deals with matters that create a nuisance and includes such things as light pollution, the burning of refuse or other materials, the parking of livestock vehicles, disposal of swimming pool backwash, containment of stormwater, amusement activities, and advertisements and bill postings.

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 Animals, Environment and Nuisance Local Law 2016 is to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances within the District.

The effect of the proposed Shire of Brookton Animals, Environment and Nuisance Local Law 2016 is to establish the requirements with which any person keeping animals, or undertaking activities that have the potential to impact the environment or create nuisance must comply.

Statutory Environment: Local Government Act 1995

Subdivision 2 — Local laws made under any Act

3.11. Subdivision applies to local laws made under any Act

This Subdivision applies to local laws made under this Act and the procedure for making them and, unless a contrary intention appears in that other Act, to local laws made under any other Act, and the procedure for making them.

3.12. Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
 - (a) give Statewide public notice stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

- (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and

- (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
- (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

(3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.

(4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.

** Absolute majority required.*

(5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.

(6) After the local law has been published in the *Gazette* the local government is to give local public notice —

- (a) stating the title of the local law; and
- (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
- (c) advising that copies of the local law may be inspected or obtained from the local government's office.

(7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

(8) In this section —

making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

[Section 3.12 amended by No. 1 of 1998 s. 8; No. 64 of 1998 s. 6; No. 49 of 2004 s. 16(4) and 23.]

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.

Local Government (Functions and General) Regulations 1996

3. Prescribed manner of giving notice of purpose and effect of proposed local law (Act s. 3.12(2))

For the purpose of section 3.12 of the Act, the person presiding at a council meeting is to give notice of the purpose and effect of a local law by ensuring that —

- (a) the purpose and effect of the proposed local law is included in the agenda for that meeting; and
- (b) the minutes of the meeting of the council include the purpose and effect of the proposed local law.

[Regulation 3 inserted in Gazette 31 Mar 2005 p. 1057; amended in Gazette 27 Sep 2011 p. 3846.]

Building Act 2011

Cat Act 2011

Environmental Protection Act 1986

Health Act 1911

Land Administration Act 1997

Planning and Development Act 2005

Policy Implications:

There are no policy implications for this item.

Financial Implications:

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

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 Animals, Environment and Nuisance Local Law 2016, (gazettal copy), must be sent to the relevant Ministers for comment (Local Government and Health).

Strategic Plan Implications:

There are no strategic plan implications relative to this issue.

Voting Requirements:

Simple Majority Required.

Recommendation:

That Council-

1. adopts the proposed *Shire of Brookton Animals, Environment and Nuisances Local Law 2016*, as contained in the Attachment for advertising purposes;
2. pursuant to section 3.12 of the Local Government Act 1995, gives Statewide public notice that it intends to make the Shire of Brookton Animals, Environment and Nuisances Local Law 2016, as contained in the Attachment;
 1. the purpose of which is to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances within the District; and
 2. the effect is to establish the requirements with which any person keeping animals, or undertaking activities that have the potential to impact the environment or create nuisance must comply.
3. forwards a copy of the proposed local law to the Minister for Local Government and Communities, and to the Minister for Health, for comment.

Attachment 13.02.16.04A – Separate Attachment

Council Resolution

13.02.16.04

Moved Cr Crute

Seconded Cr Fancote

That this matter lay on the table to allow for further consideration and tabled at the March Council meeting.

CARRIED 7 - 0

Note: Agenda attachment sent out late allowing insufficient time for Council to review the proposed Local Law.

13.02.16.05 RENAMING OF ROAD LEADING TO THE BROOKTON CEMETERY

FILE REFERENCE: ADM0095

AUTHORS NAME AND POSITION: Darren Friend
CEO

NAME OF APPLICANT/RESPONDENT: Geoff Matthews

DATE REPORT WRITTEN: 5 February 2016

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

PREVIOUS MEETING REFERENCE: Nil

SUMMARY

Council is requested to consider recognition of the McGuire family in the naming or renaming of a road or reserve in Brookton.

Background:

Council received a presentation from Geoff Matthews at its meeting held on 19 November 2015 when it was asked to consider formal recognition of the McGuire family, one of three traditional occupants/owners/families of the Brookton area. Council further discussed its options at the December 2015 Briefing Forum to consider several options in actioning this matter.

Details:

Landgate's Geographic Names Committee is the State Government Agency that determines the formal naming of roads, reserves, landmarks, etc. Any resolution of Council must be recommendation to the Geographic Names Committee.

Section 3.6 of the Geographic Names Committee - Policies and Standards for Geographical Naming in Western Australia states:

"Names which have geographical significance or are names of early explorers, discoverers, settlers, naturalists, surveyors etc. are generally acceptable. They will be deemed appropriate, where they are relevant to the history of Western Australia, its discovery and the location in which they are to be applied".

As mentioned in Mr Matthews's presentation to Council in November, two of the three original indigenous families of the Brookton area have previously been recognised being the Bennell and Collard families.

Of the suggestions put forward by Mr Matthews, the renaming of the road south of Brookton Kweda Road leading into the Brookton Cemetery on what is currently Sewell Street would be appropriate to rename, given the area within Brookton that the McGuire family settled originally.

Preliminary consultation with the McGuire family by Council staff has met with the family's approval to this proposal.

Statutory and Legal Considerations:

Land Administration Act 1997

Part 2 — General administration

Division 3 — General

26. Land districts and townsites, constitution etc. of

- (1) In this section —
townsite —
 - (a) means townsite constituted under subsection (2); and
 - (b) except in subsection (2)(a), includes land referred to in clause 37 of Schedule 9.3 to the *Local Government Act 1995*.
- (2) Subject to section 26A, the Minister may by order —
 - (a) constitute land districts and townsites; and
 - (b) define and redefine the boundaries of, name, rename and cancel the names of, and, subject to this section, abolish land districts and townsites; and
 - (c) name, rename and cancel the name of any topographical feature, road or reserve.
- (3) An order made under subsection (2) may include such matters enabled to be effected under an order made under another provision of this Act as the Minister thinks fit.

[Section 26 amended by No. 38 of 2005 s. 8.]

26A. New subdivisions, names of roads and areas in

- (1) If a person delivers a diagram or plan of survey of a subdivision of land approved by the Planning Commission to a local government, and the proposed subdivision includes the provision of a road for use by the public, that person must also deliver to the local government the name proposed to be given to the road.
- (2) The local government may require the person so subdividing the land —
 - (a) to propose a name for the proposed road or, if a name has already been proposed, to alter that name; and
 - (b) to propose a name for the area the subject of the proposed subdivision, or if a name has already been proposed, to alter that name.
- (3) If the local government approves a name proposed under subsection (1) or (2), the local government is to forward the proposal to the Minister.
- (4) The Minister may —
 - (a) approve the proposed name; or
 - (b) direct the local government to reconsider the proposed name, having regard to such matters as the Minister may mention in the direction; or
 - (c) refuse to approve the proposed name.
- (5) A person must not —
 - (a) assign a name to the area or road unless the name is first approved by the Minister;

- (b) alter or change a name that has been so assigned, whether initially or from time to time, to the area or road unless the Minister first approves of the alteration or change of that name.

Penalty: \$1 000 and a daily penalty of \$100.

[Section 26A inserted by No. 38 of 2005 s. 9.]

Geographic Names Committee – Policies and Standards for Geographical Naming in Western Australia

Policy Considerations:

Nil

Consultation:

Council and the McGuire Family

Financial Implications:

Nil

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:

Nil

Voting Requirements:

Absolute Majority

Officer's Recommendation:

That Council advises the Department of Land's Geographic Names Committee that it supports the renaming of the portion of Sewell Street Brookton south of Brookton Kweda Road, leading to the Brookton Cemetery to McGuire Road.

Council Resolution

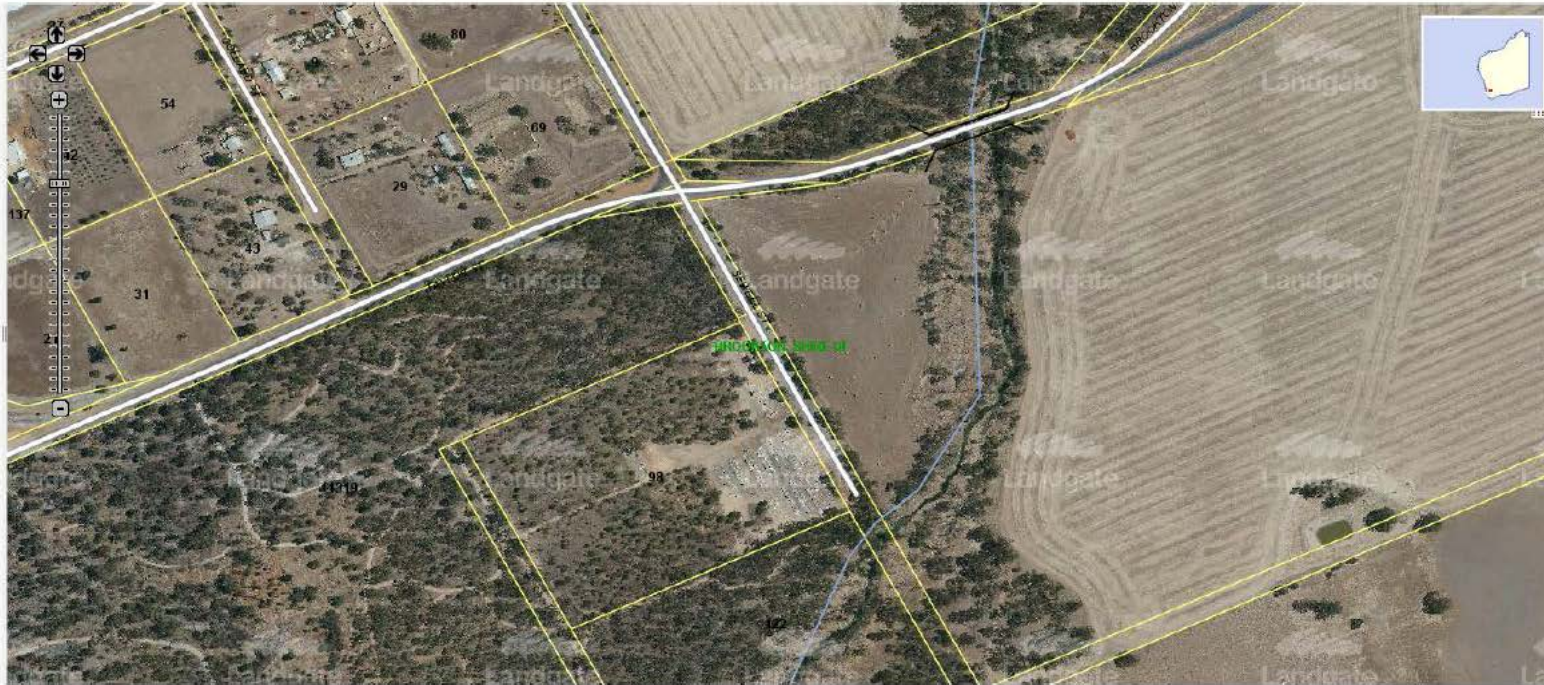
13.02.16.05

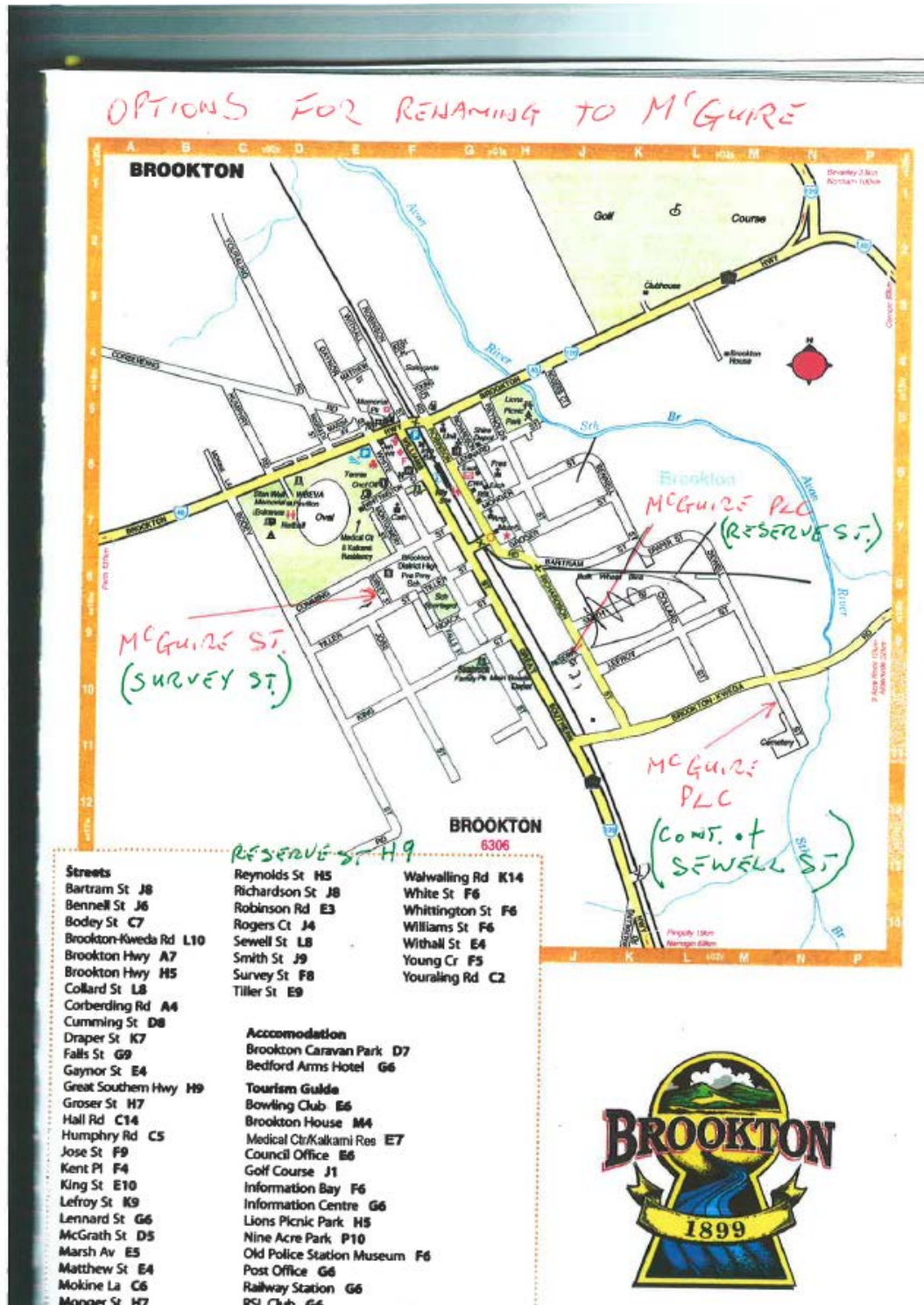
Moved Cr Fancote

Seconded Cr Allington

That Council advises the Department of Land's Geographic Names Committee that it supports the renaming of the portion of Sewell Street Brookton south of Brookton Kweda Road, leading to the Brookton Cemetery to McGuire Road.

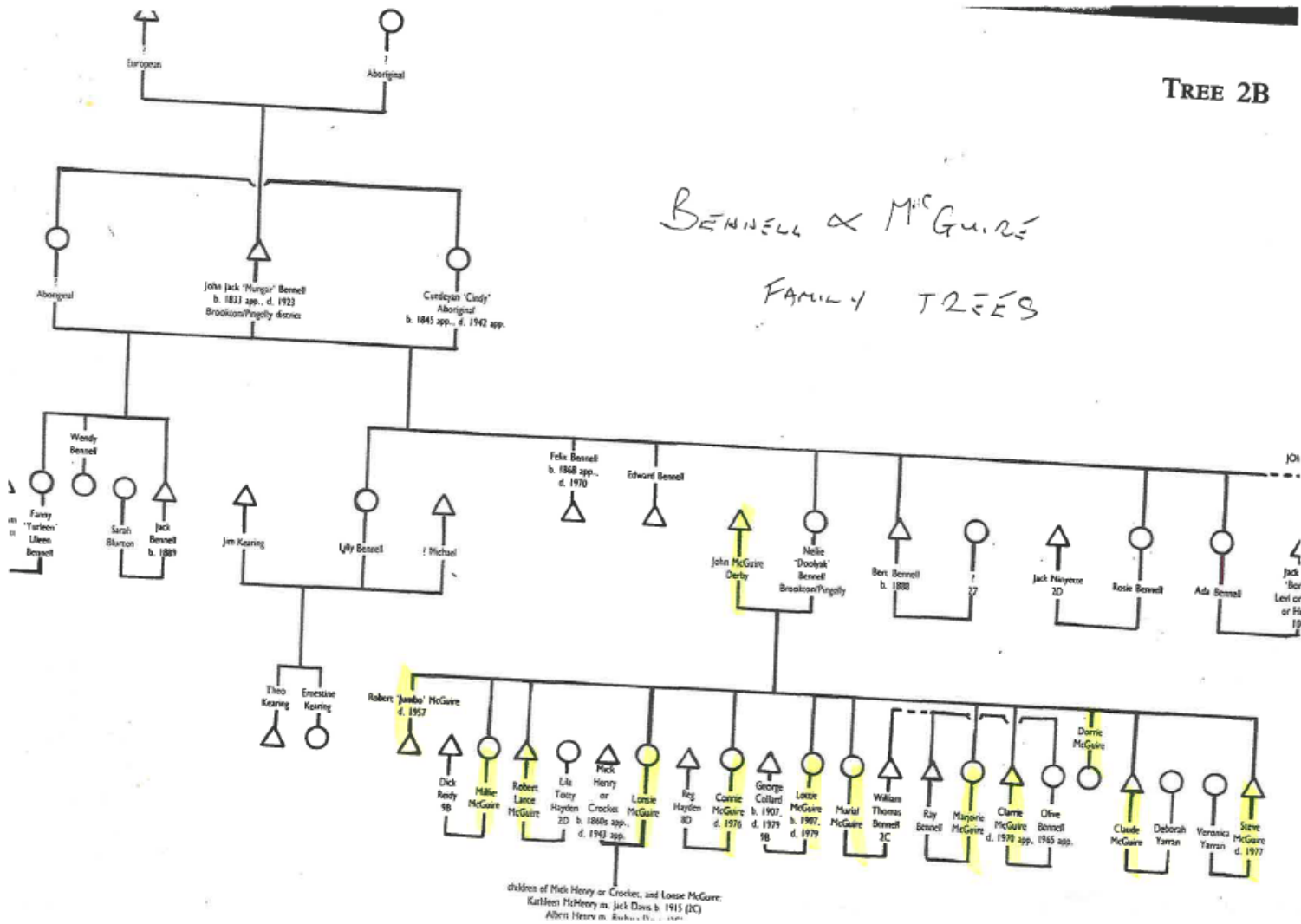
CARRIED ABSOLUTE MAJORITY 7 - 0





TREE 2B

BENNEL & MCGUIRE
FAMILY TREES



MICK HENRY

In Wyndham, the port founded in 1886 for the Northern Kimberleys, a young Aboriginal was charged with spearing a bullock and sentenced to Fremantle prison, 3000 kilometres away. He was escorted south by a policeman by the name of Crocket, and so he too became known by that name and his traditional name fell into disuse. However, on reaching his destination the police employed him as a 'black tracker', so that he was never actually placed in confinement.

Aboriginal trackers, or 'black trackers' as they were commonly called, assisted the police to capture wanted men and lost livestock, by using their traditional tracking and hunting skills. They were usually employed to follow the trail of other Aborigines who were being sought by the police and whose knowledge of bushcraft made their capture extremely difficult. In this way, skill was pitted against skill as the pursued tried to cover their trail, while the trackers searched for every minute sign which would indicate the direction the wanted men had taken.

In those days it was customary to assign Aboriginal trackers to individual policemen, with whom they worked regularly. Crocket was assigned to Constable Michael Henry at Yoondiden Police Station near Tammin, and from then on he became known as Mick Henry.

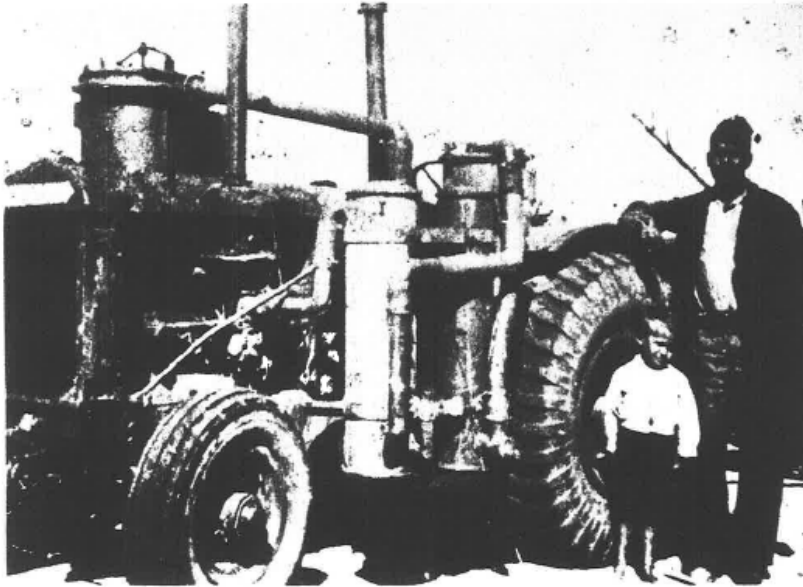
Mick Henry married Lonsie McGuire, whose own father had come from Derby, the port for the South Kimberleys. It is possible that he came to the south-west under similar circumstances to those of his son-in-law, Mick Henry. The Kimberleys region was opened to European settlement in the early and mid-1880s, and there was often violent conflict between the European pastoralists and the local Aborigines, who resented and resisted the intrusion onto their lands.

While all of Mick Henry's children took the name of Henry, two of his sons changed their name. This happened on their wedding day in Quairading when, in all the excitement, their name was recorded as McHenry, possibly 'Mick Henry' misheard as 'McHenry'. Later on when the error was discovered the two 'McHenrys' were advised to change their names legally, and their children all took the name of McHenry.



Robert Lance 'Pop' McGuire (2B), Brookton, 1930s.

BENNEL/McGUIRE



Max McGuire with his father, Robert Lance 'Pop' McGuire (2B), 1942.

Robert Lance 'Pop' McGuire had a good understanding of mechanics and worked with many different types of heavy duty machines, including this gas-producer tractor, in the York Beverley-Brookton area. He also owned a T-model Ford. He was forced to turn to other employment in the 1940s after he lost his right arm when a train ran over it and severed it, in an accident.

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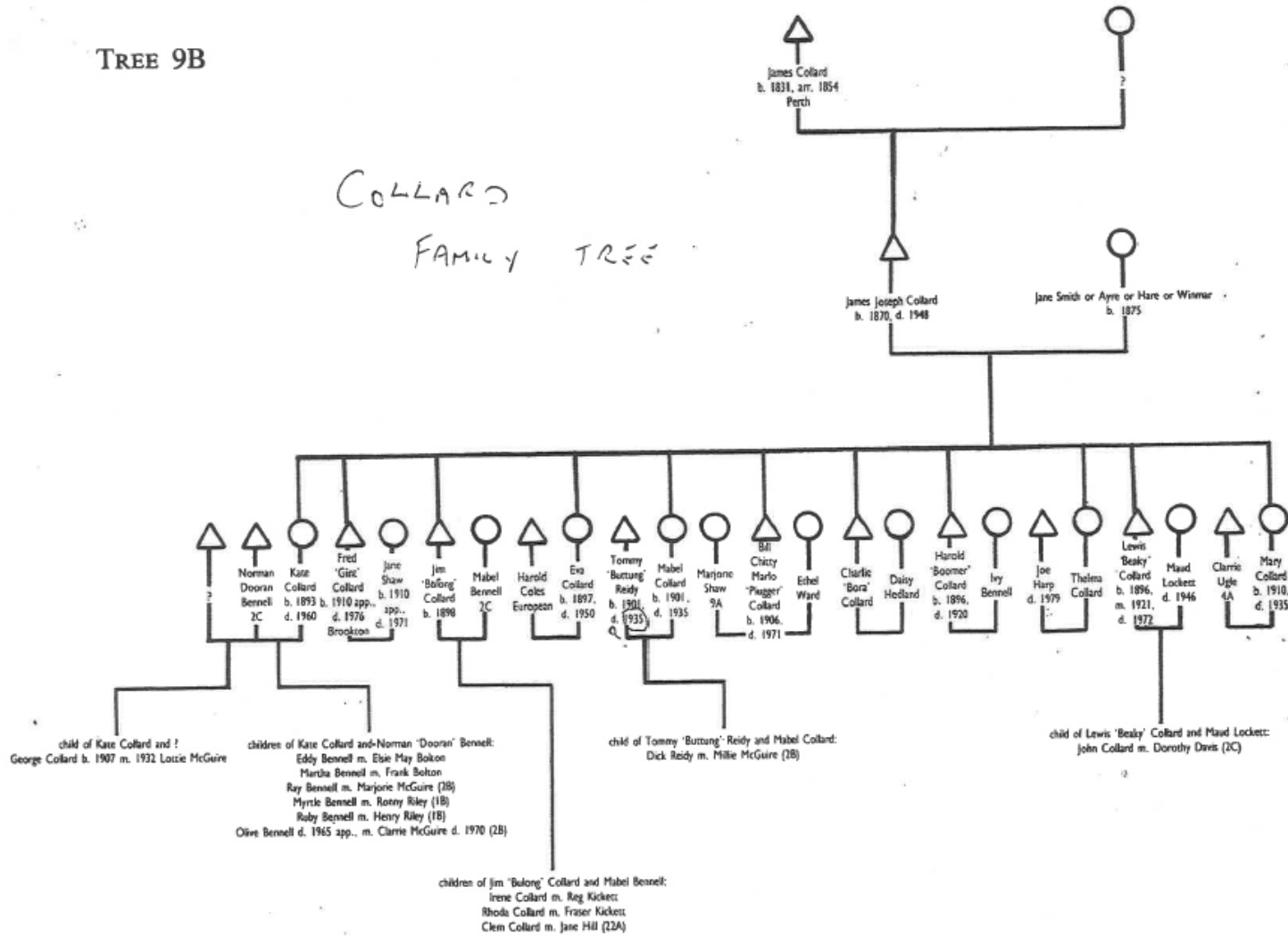
*Brookton's volunteer fire brigade in full dress when the brigade was first formed in 1927:
back row (l. to r.) Bart Mott, Ken Crawford, Bill Prideaux, Charles Prideaux and Bob
'Jumbo' McGuire; front row (l. to r.) George Austin, Don Stewart,
Theo Hine and Steve Mott.*

his sons was said to be able to hand-shear 200 sheep a day. Fred Pindown once owned a farm east of Brookton but died suddenly and the Pindown ownership lapsed. For a short time, Felix Bennell owned Sunning Hill, a well-known Brookton landmark.²⁹

Among Aboriginal families that have contributed much to the Brookton district are the Haydens, Henrys (sometimes called McHenrys) and Pindowns. Aubrey 'Toby' Hayden and his family lived comfortably in a cottage on a property owned by the Eva family; on other properties, other Aboriginal families lived in humpies, tents, or sheds, as well as cottages. Toby was a renowned Mr Fixit; he had grown up in Kellerberrin and was a student at the Djoorina Mission School near Kellerberrin,

TREE 9B

COLLARD
FAMILY TREE



THE COLLARD FAMILY

James Joseph Collard was born around 1870 in East Perth. It is not known if his mother was of Aboriginal descent, but it is thought that she was. His father was an English convict who was transported to the state and subsequently married and settled here. The name Collard is said originally to have been a Dutch name, Van Stan, which was later changed to Collard for some unexplained reason.

James Joseph Collard went to school at Jarrahdale, known for its timber yards and the large brick-making works then owned by the firm of Brisbane and Wunderlich. As a lad James went to work in the East Perth brick yards also owned by Brisbane and Wunderlich. Later, he worked at the York brickworks, and then at Brookton where he owned the Brookton brick-making plant. Bricks that he made are still to be found in many of the old buildings around Perth, York and Brookton.

James Joseph Collard married Jane Smith, variously known as Jane Ayre, Jane Hare and Jane Winmar. Little is known of her except that she was born around 1875. They owned their own block of land and house, half a mile south of Brookton, where they raised their family of six sons and five daughters. Two of their sons served as soldiers in France in World War I. There were Harold 'Boomer' Collard and Lewis 'Beaky' Collard. Lewis 'Beaky' was a runner in the front lines, carrying messages between sergeant and officer. Harold 'Boomer' received a respiratory injury which qualified him for a disability pension after the war. He married and lived on the Pingelly reserve with his wife, who played the push button accordion very well, until his early death in 1920.

Another son, Jim 'Bulong' Collard, built his own house in Pingelly out of batt brick, no doubt drawing on his father's technical knowledge of brick-making. Here he lived with his wife and their eighteen children. A fourth son, Fred 'Gint' Collard, achieved notoriety at the race track where he had several large wins and also a number of losses. Fred owned his own home in Brookton until he sold it and moved to Narem-

(right) James Joseph Collard (9B) in front of his house at Brookton, c. 1900.

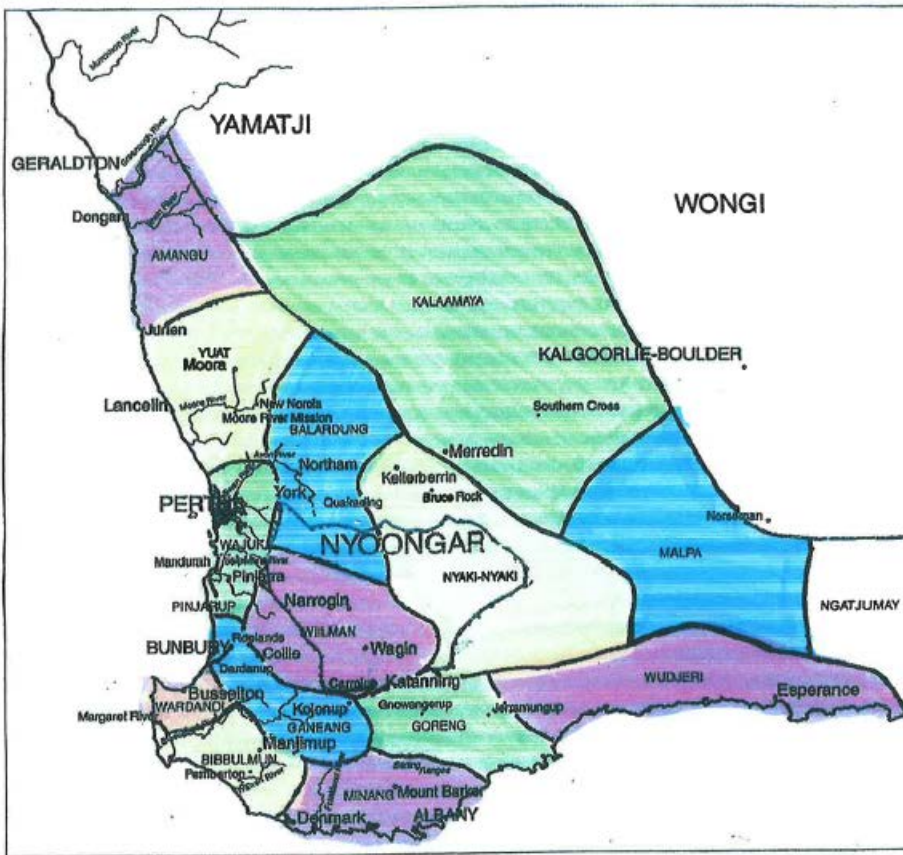
been. He worked all his life as a clearing contractor, and also did root picking, wool picking, mallet bark stripping and rabbiting. As a young man he was a champion footballer, and played in the Brookton team.

Bill Chitty Marlo 'Plugger' Collard worked in the Brookton area for thirty years. He moved to Woodanilling where he handled wheat at the Co-operative Bulk Handling, and kept this job for a further fifteen years until his death at the age of sixty-five.

One of the Collard girls, Mabel, died a young woman at the age of thirty-five. Her widower, Tommy 'Buttung' Reidy, died in his camp at Wandering some years later, alone and lonely. His body was not found until a week after his death, when the continuous barking of his ten kangaroo dogs caused the local people in the area to investigate. The dogs were found tied up, and as they had not been fed since he had died, they were starving when the tragedy was discovered.



Map of the Nyoongar Area



This map indicates the general location of Nyoongar people. It also indicates the approximate divisions of language groups and other significant Indigenous groups – the Yamatji of mid-western Australia and the Wongi of the Goldfields. The spellings of the groups may alter depending on the source of information.

It should be noted that these boundaries are approximations and are partly based on N.B. Tindale's 'Distribution of Australian Aboriginal tribes: a field survey', 1940. They are not suitable for use in Native Title and other land claims. For more information about the groups of people from a particular region contact the relevant land councils.

long as they conform to the same conditions, Municipal or Health regulations, etc., as in the case of ourselves, then no one has a right to raise any objection.³⁴

By the end of 1939, it was clear that a number of Brookton townfolk were concerned that Aborigines were not only camping near the town but were threatening to occupy dwellings within the townsite. On 14 December the Brookton Road Board wrote to A. Coverley, the Minister for the North-West, saying 118 residents had petitioned it to approach the owners of certain houses and ask them to 'terminate the tenancies of their respective coloured tenants at an early date.'³⁵ The letter, which seems to have been related in some way to Neville's 'civil rights' letter of 28 April, said in part:

The people of the Town are very indignant at the prospects of the white and coloured population becoming permanently brought into such close contact as is the case now with the resultant devaluation of properties in the vicinity of premises occupied by coloured people . . . deputationists ask that they be removed to another area of town in decent dwellings which your Department should have erected for those who it is claimed are entitled to exercise the rights of citizenship by living in town.

Tillotson, asked by his superiors to investigate the matter, reported that only one family of 'half-castes' was renting premises in town. Nothing more was heard of the petitioners' complaint. Water was to continue to be a problem on the reserve, and by 1949 most of its inhabitants were again camped around the town. There were isolated complaints of 'filthy' camps but R. Zehnder, a Health Department inspector for the south-west, reported that the complaints were 'a storm in a teacup.'³⁶ With changing social conditions and with the increasing affluence of the wider community in the 1950s and 60s, and with ample work available throughout the district, Aborigines began to move into houses at the southern end of the town to establish their own neighbourhood.

Brookton now appears close to urbanity in terms of racial relationships. There is no longer a 'camp' or reserve and reconciliation is a word treated with respect. Indeed, Brookton is one of relatively few country towns where reconciliation is actively pursued by the descendants of both settlers and Aborigines. An example was the renaming of Brookton

13.02.16.06 BBP (BEVERLEY- BROOKTON-PINGELLY) AGED CARE PROJECT

FILE REFERENCE:

AUTHORS NAME AND POSITION: Darren Friend
CEO

NAME OF APPLICANT/RESPONDENT: Darren Friend
CEO

DATE REPORT WRITTEN: 10 February 2016

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

PREVIOUS MEETING REFERENCE: See attached

SUMMARY

Council is requested to commit its own resources as part of the BBP Aged Care initiative to provide Independent Living Units (ILUs) in the towns of Beverley, Brookton and Pingelly.

Background:

The Shires of Beverley, Brookton and Pingelly signed a Memorandum of Understanding (MOU) to work collaboratively towards "closing the gap" in the provision of suitable Aged Care accommodation across the three Councils.

Advice was received from the Wheatbelt Development Commission at a joint meeting on 15 January 2016 of the requirement to "fast-track" a business case for the BBP which will lead to a funding application for on-ground works to be undertaken in 2017/2018 and 2018/2019. As part of the business case and funding application, all Councils will need to commit financially to the initiative across those two years.

Details:

Substantial work has previously been undertaken identifying aging populations and the demand for Aged Care specific accommodation in the Shires of Beverley, Brookton and Pingelly. Some of the reports have not necessarily reflected accurate demographics and it is hoped that this will be rectified as part of the work currently being undertaken.

It is important for Council to have a clear understanding that financial commitment to a project of this type comes with a substantial element of risk however, there is very little work that Council undertakes these days which does not have inherent risk.

Council is being asked to commit financially to allow it to be part of a regionally-based initiative that it committed to several years ago, via the MOU that would potentially lead to a substantial financial commitment at some point in time. Council needs to understand that this substantial financial commitment is requested now.

As shown in the attached Project Execution Strategy (PES) Council must commit as a signatory to the document which will lead to a funding commitment. Whilst acknowledging that the commitment may not necessarily lead to an actual spend, this will more than likely be the reality.

As shown in the PES, each Council will be responsible for the provision of land, connection to services and utilities, site works, access works (if required), driveways, fencing, landscaping, etc. with the funding secured externally covering the actual dwelling (ILU).

This cost per ILU and the number of ILUs is unknown at this stage from a Brookton perspective.

Land Identification is one other major consideration and Council may need to ensure that any identified land parcels that can accommodate a project of this kind are located in an area/precinct that minimises outlay from Council's own resources.

To give Council an idea of its initial financial commitment, costs associated with the most recently completed Council properties, being the Montgomery Street units, 10 Marsh Avenue and two Madison Square units are provided as indicative amounts. Council needs to be mindful of the costs associated with maintenance and replacement of the dwellings into the future which may also include staff costs relating to property management.

Subject to Council endorsing the PES and the Business Case being finalised, there will need to be a Special Council meeting in late March to endorse the Business Case if the Business Case is not completed to a final stage prior to the March ordinary Council meeting (16 March).

Statutory and Legal Considerations:

Local Government Act 1995

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

[Section 2.7 amended by No. 17 of 2009 s. 4.]

Part 3 — Functions of local governments

What this Part is about

This Part describes the functions of a local government and deals with some important issues that the performance of those functions may involve.

In particular —

- (a) Division 1 describes the general function of a local government and contains some other general provisions;*
- (b) Divisions 2 and 3 deal with legislative and executive functions respectively;*
- (c) Division 4 allows functions to be performed by regional local governments.*

Division 1 — General

3.1. General function

- (1) The general function of a local government is to provide for the good government of persons in its district.
- (2) The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.
- (3) A liberal approach is to be taken to the construction of the scope of the general function of a local government.

Policy Considerations:

Nil

Consultation:

BBP and WDC

Financial Implications:

There will be substantial financial implications as part of the 2017/2018 and 2018/2019 budgets as well as on-going operational, maintenance and replacement provisions.

Strategic Community Plan (2013 – 2023)

Outcome 1.6: Quality of life for the aged and disabled.

Strategy 1.6.1: Provide ongoing support for aged care planning, facilities and services to meet our community needs.

Strategy 1.6.2: Support the development of Aged Friendly Communities

Outcome 3.3: Shire buildings and facilities that meet current and future community needs.

Strategy 3.3.1: Maintain buildings and facilities in accordance with the Asset Management Plan.

Outcome 4.4: Availability of land for housing and industrial development.

Strategy 4.4.1: Promote and facilitate the release of land for industrial purposes.

Strategy 4.4.2: Review incentives to encourage land usage for industrial purposes.

Strategy 4.4.3: Support housing development in the Shire to increase the affordability of housing and accommodation.

Strategy 4.4.4: Promote partnerships for housing development.

Corporate Business Plan (2015-2019)

See financial implications.

Officer's Comment:

Nil

Voting Requirements:

Absolute Majority

Officer's Recommendation:

That Council

- 1. Confirms its commitment to a regional approach via the BBP alliance to progress sustainable Aged Care Planning, Services and Support within and between the Shires of Beverley, Brookton and Pingelly;**
- 2. Endorses the Project Execution Strategy (PES) to develop a comprehensive business case with the assistance of the Wheatbelt Development Commission (WDC) for the purpose of attracting funding for the construction of independent living units (ILUs) in the three Councils as part of the regional initiative and alliance;**
- 3. Commits to the contribution of its own resources to the project via the provision of land, connection to services and utilities, site works, access works (if required), driveways, fencing and landscaping for the construction of independent living units in Brookton, subject to the compilation of a comprehensive business case and a detailed project costings report.**
- 4. Delegates authority to Crs Crute and Walker, together with the Chief Executive Officer to provide input and comment on behalf of Council into the draft Business Case.**

Council Resolution

13.02.16.06

Moved Cr Crute

Seconded Cr Allington

That Council

- 1. Confirms its commitment to a regional approach via the BBP alliance to progress sustainable Aged Care Planning, Services and Support within and between the Shires of Beverley, Brookton and Pingelly;**
- 2. Endorses the Project Execution Strategy (PES) to develop a comprehensive business case with the assistance of the Wheatbelt Development Commission (WDC) for the purpose of attracting funding for the construction of independent living units (ILUs) in the three Councils as part of the regional initiative and alliance;**
- 3. Commits to the contribution of its own resources to the project via the provision of land, connection to services and utilities, site works, access works (if required), driveways, fencing and landscaping for the construction of independent living units in Brookton, subject to the compilation of a comprehensive business case and a detailed project costings report.**
- 4. Delegates authority to Crs Crute and Walker, together with the Chief Executive Officer to provide input and comment on behalf of Council into the draft Business Case.**

CARRIED ABSOLUTE MAJORITY 7 - 0

Attachment 13.02.16.06A – Separate Attachment (PES – Aged Care)

Attachment 13.02.16.06B

	10 Marsh Avenue	28 Williams St - 2 units	2 Montgomery St - 2 units	
Siteworks - pad	\$ 10,668.76	\$ 4,301.00	\$ 4,171.00	2 Mont St - clearing of site only
Retaining Walls	\$ 5,245.25		\$ 7,744.00	
Fence	\$ 6,703.70	\$ 26,000.00	\$ 11,186.00	28 Williams St Fencing & Paving Combined
Paving	\$ 12,340.00		\$ 27,215.00	
Engineering costs	\$ 3,092.54		\$ 950.00	
Building Licence	\$ 1,825.16		\$ 132.00	
Design Colour selections	\$ 569.80			
Garden & Retic & Clothesline	\$ 14,508.53	\$ 2,800.00	\$ 25,400.00	28 Williams St - very little garden
Drainage (storm Water)	\$ -			
Power to existing shed & Meter Box	\$ 984.50			
Water/Power/Phone connection	\$ 1,537.45	\$ 18,619.00	\$ 60,000.00	Mont St includes subdivision costs of survey \$5k and WAPC \$3k
TV Aerial	\$ 904.00	Inc in Tender		
Additional retaining walls, fence, ga	\$ 3,179.97			
Window Treatments	\$ 6,772.50	Inc in Tender	\$ 8,140.00	Mont St add \$5,818 for window tinting
Additional electrical work required	\$ 500.00			
Hotmix for driveway	\$ 3,000.00		\$ 10,600.00	Mont St includes footpath and kerbing
Gabled Garage		\$ 19,000.00		28 Williams St - Garage is for two units
Garden Shed		\$ 2,500.00	\$ 4,800.00	
TOTAL	\$ 71,832.16	\$ 73,220.00	\$ 160,338.00	

13.02.14.06 LETTER OF AGREEMENT – AGED SUPPORT AND CARE SOLUTIONS

FILE REFERENCE: ADM 0098

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

NAME OF APPLICANT/RESPONDENT: Shire of Beverley

DATE REPORT WRITTEN: 13 February 2014

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY

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

Background:

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

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

Details:

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

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

Statutory and Legal Considerations:

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

Policy Considerations:

There is no Policy relevant to this issue.

Consultation:

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

Financial Implications:

The only financial implications are in relation to hosting meetings

Strategic Community Plan (2013 – 2023)

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

Corporate Business Plan (2013-2017)

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

Responsibility: Projects (2013-14)

Officer's Comment:

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

Voting Requirements:

Simple majority

Officer's Recommendation:

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

Council Resolution

13.02.14.05

Moved Cr Allington Seconded Cr Mills

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

CARRIED 7-0

Shires of Beverley, Brookton and Pingelly

Letter of Agreement

To progress Aged Support and Care Solutions

Letter of Agreement

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

We believe that by working together better economies of scale will be achieved, and services and infrastructure improved for Aged Friendly Communities, Well Aged Housing, Home and Community Services and Residential Services.

General Principles

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

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

Roles and Responsibilities

Committee

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

Chairperson

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

Minutes & Agenda

- 2. Meetings to be rotational and held bi-monthly
- 3. The host Council will minute the meeting
- 4. Minutes to be distributed within two weeks of that meeting
- 5. Agenda is to be established for the next meeting by the most recent host Council
- 6. Beverley to undertake the commencing minutes and follow up agenda
- 7. Briefing notes of deputations and non-committee meetings to be provided by the organising/lead Council for specific projects/tasks

Term of Agreement

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

Winding up of Agreement

The parties may, by agreement, wind up the Aged Care Communities Letter of Agreement.

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

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

Before.....

Date.....

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

Before.....

Date.....

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

Before.....

Date.....

BBP AGED SUPPORT and CARE SOLUTIONS

MINUTES AND ACTION STATEMENT

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

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

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

NEXT MEETING	
DATE:	
TIME:	
VENUE:	Shire of Beverley

13.03.14.02 WHEATBELT AGED SUPPORT AND CARE SOLUTION/S REPORT

FILE REFERENCE: ADM 0098

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

NAME OF APPLICANT/ RESPONDENT: Wheatbelt Development Commission

DATE REPORT WRITTEN: 11 March 2014

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

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

Background:

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

Details:

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

Whole of Wheatbelt Solutions

Specialised Dementia Care:

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

Transport

Coordinate stakeholders and develop sub-regional integrated transport strategies.

Older Persons' Housing

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

Aged Care Policy

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

The Broad Picture

1. Maintenance of Independence.
2. Illness Prevention.
3. Hospital Avoidance.
4. Support and Care at Home.
5. Residential Care for Complex Care Needs (most likely involving Dementia).

Aged Care in WACHS Health Service Plans

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

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

Southern East Avon Voluntary Organisation of Councils – SEAVROC

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

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

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

WACHS will need to consider its role and the suitability of facilities and programs it has in the context of plans by the other providers.

Statutory and Legal Considerations:

There are no considerations relevant to this report.

Policy Considerations:

There is no Council Policy relative to this report.

Consultation:

Wheatbelt Development Commission, Sub- regional communities

Financial Implications:

There are no financial implications relevant to this report.

Strategic Community Plan (2013 – 2023):

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

Corporate Business Plan (2013 – 2017):

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

Responsibility: Projects (2013-14)

Officer's Comment:

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

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

Voting Requirements:

Simple majority required.

Officer's Recommendation:

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

Council Resolution

13.03.14.02

Moved Cr Crute Seconded Cr Walker

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

CARRIED 6-0

ATTACHMENT 13.03.14.02A

ATTACHMENT 13.03.14.02B (as separate attachment)

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

living longer, healthier lives in our communities

WHAT IS THE REPORT ABOUT?

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

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

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

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

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

WHO WAS INVOLVED IN THE PROJECT?

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

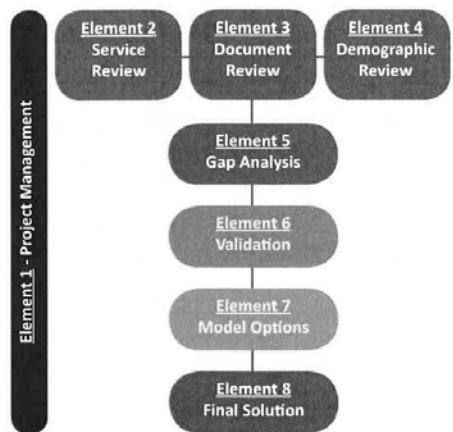
HOW WAS THE PROJECT IMPLEMENTED?

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

The Project adopted eight guiding principles;

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

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



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

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

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

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

RECOMMENDATIONS

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

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

Continued development of age friendly communities

Further development of older persons housing

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

Reshaping residential aged care.

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

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

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

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

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

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

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

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

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

WHERE TO FROM HERE?

STEP 1:

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

STEP 2:

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

STEP 3:

The boards of WDC and RDAW formally accept the reports.

STEP 4:

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

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

STEP 5:

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

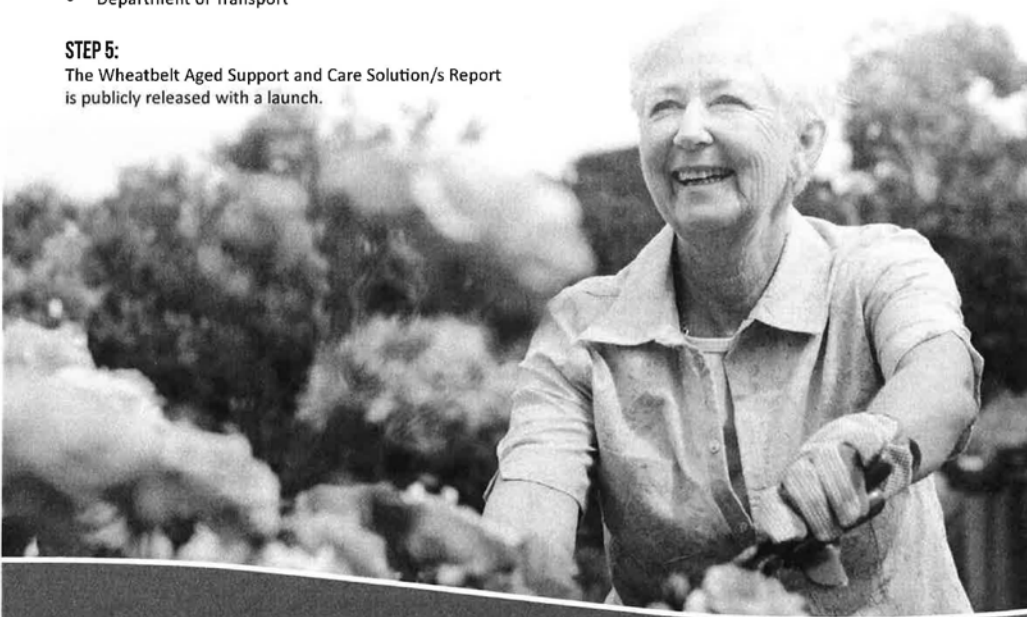
RECOMMENDATIONS FOR LOCAL GOVERNMENTS

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

FOR MORE INFORMATION

Contact your local government or

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



Report prepared by Verso Consulting Pty Ltd

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14.02.16.0 CONFIDENTIAL REPORT

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

(ii) 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:

- (ii) a matter affecting an employee or employees;*
- (iii) the personal affairs of any person;*
- (iv) 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;*
- (v) legal advice obtained, or which may be obtained by the local government and which relates to a matter to be discussed at the meeting;*
- (vi) a matter that if disclosed, would reveal
 - a trade secret*
 - information that has a commercial value to a person or*
 - 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.

- (vii) a matter that if disclosed, could be reasonably expected to:
 - (2) Impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
 - (3) Endanger the security of the local government's property; or*
 - (4) Prejudice the maintenance or enforcement of any lawful measure for protecting public safety;**

(viii) *information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1981; and*

(ix) *such other matters as may be prescribed.*

15.02.16.0 LATE ITEM

Council Resolution

15.02.16

Moved Cr Crute Seconded Cr Fancote
That Council considers the late item 15.02.16.01

CARRIED 7 - 0

15.02.16.01 COMPLIANCE AUDIT RETURN 2015

FILE REFERENCE: ADM 0333

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

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

DATE REPORT WRITTEN: 15 February 2016

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

PREVIOUS MEETING REFERENCE: Audit Committee Meeting – Item Number 7.02.16

SUMMARY:

The Compliance Audit Return for the period 1 January 2015 to 31 December 2015 is due on 31 March 2016. The return has been reviewed by the Audit Committee and is now presented for adoption by Council.

Background:

The Compliance Audit Return (CAR), for the period 1 January to 31 December 2015, is required to be submitted to the Department of Local Government and Communities by 31 March 2016, following a review by the Councils Audit Committee.

Details:

The 2015 CAR (attached) is to be adopted by Council and the adoption recorded in the minutes of the meeting at which it is adopted.

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

Statutory and Legal Considerations Environment:

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

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

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

Policy Considerations:

There is no Council Policy relative to this issue.

Consultation:

There has been no consultation on this matter.

Financial Implications:

There are no Financial Implications relative to this issue.

Strategic Community Plan (2013 – 2023)

There are no Strategic Plan implications relevant to this report.

Corporate Business Plan (2015-2019)

There are no Corporate Business Plan implications relevant to this report

Officers Comment:

The Audit Committees role now encompasses the annual review of areas such as risk management, internal control and legislative compliance. The Audit Committee report on the review of the 2015 CAR is included in the committee minutes

Voting Requirements:

Absolute Majority

Recommendation:

That Council adopt the Local Government Compliance Audit Return for the period 1 January 2015 to 31 December 2015 as completed and return it to the Department of Local Government and Communities as a true and correct record of the information contained therein.

ATTACHMENT 15.02.16.01A (CAR-2015) Separate Attachment

ATTACHMENT 15.02.16.01B (Minutes of the Audit Committee Meeting) to be tabled

Council Resolution

15.02.16.01

Moved Cr Fancote

Seconded Cr Allington

That Council adopt the Local Government Compliance Audit Return for the period 1 January 2015 to 31 December 2015 as completed and return it to the Department of Local Government and Communities as a true and correct record of the information contained therein.

ATTACHMENT 15.02.16.01A (CAR-2015) Separate Attachment

ATTACHMENT 15.02.16.01B (Minutes of the Audit Committee Meeting) to be tabled

CARRIED ABSOLUTE MAJORITY 7 - 0

16.02.16 NEXT MEETING

The next Ordinary meeting of Council will be on Wednesday 16 March 2016 at 12.30 pm.

17 02.16 CLOSURE

There being no further business the Presiding Member closed the meeting at 1.54pm.