



Shire of Brookton

ORDINARY COUNCIL MEETING

MINUTES

Thursday 21 April 2016

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

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

Shire of Brookton
Ordinary Meeting of Council held 21 April 2016.
Commencing at 12.30 pm.

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- 16.05.16. CONFIDENTIAL REPORT.....**
- 17.05.16. NEXT MEETING & CLOSURE**

1.05.16 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES

The Chief Executive Officer opened the meeting at 12.31 pm 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

Evelyn Arnold

Acting Chief Executive Officer

Stefan De Beer

Shire Planner

Carina Whittington

Community Services Manager

Gail Lilly

Executive Support and Administration Officer

Members of the Public

Timm Lange

Apologies

Darren Friend

Leave of Absence

2.05.16 ANNOUNCEMENT OF VISITORS

3.05.16 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.05.16 PUBLIC QUESTION TIME

Timm Lange addressed Council and made the following comments concerning the local road network.

Mr Lange spoke about the Shire and the high standard of its roads. Mr Lange understood the decision which was made regarding the closure of the roads after the recent rain. Mr Lange advised his business was shut down for 4 days and completely understood the rationale for the decision.

Mr Lange suggested follow up SMS messages could be sent updating residents and business owners of the condition of the roads.

Mr Lange advised there were other farmers and carriers that continued to use the roads when he was doing the right thing by following the notice of road closures. Due to this he had been financially penalised while others have got away with continuing to use the roads.

Mr Lange posed the question “How can the Shire enforce fines to these drivers who don't abide by the closure of the roads?”

It was suggested that Council implement a Policy for closure of roads in these circumstances, given that vehicles that will cause severe damage to the roads after heavy rain.

The Shire President advised as this was the first time he can recall that the Shire had ever closed the roads and it's a work in progress. The matters raised will be followed up and Mr Lange informed of subsequent decisions made.

The Shire President thanked Mr Lange for taking the time to address the Council on this matter.

5.04.16 APPLICATIONS FOR LEAVE OF ABSENCE

Council Resolution

5.04.16

Moved Cr Fancote Seconded Cr Allington

That Cr Walker be granted leave of absence for the June and July 2016 Council Meetings

CARRIED 7 - 0

6.04.16 PETITIONS/ DEPUTATIONS / PRESENTATION

Brookton Aged Care Facility - Industrial Generator, Petition and Letter (tabled as a separate attachment)

7.04.16 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Council Resolution

8.04.16.01

Moved Cr Crute Seconded Cr Eva

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers on Wednesday 16 March 2016 be confirmed as a true and correct record of proceedings.

CARRIED 7 - 0

8.04.16 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION Nil

Condolences

Norma Jackamarra – Pat Jackamarra

Peter Cox - Marcia Smith's brother

9.04.16 DECLARATIONS BY MEMBERS & OFFICERS

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

Financial, Proximity and Impartiality Interests

Item no.	Members	Type of Interest	Nature of Interest
10.04.16.01	Cr Wilkinson	Financial	Shareholder
10.04.16.01	Cr Walker	Financial	Shareholder
10.04.16.01	Cr Eva	Financial	Shareholder
10.04.16.01	Cr Mills	Financial	Shareholder
10.04.16.01	Cr Fancote	Financial	Detail not provided

Councillors Mills, Wilkinson, Walker, Eva & Fancote left the chamber due to financial interest – 12.58pm

10.04.16.01 DEVELOPMENT APPLICATION – LODGING HOUSE – 17 (LOT 54) LEFROY STREET, BROOKTON

AUTHORS NAME AND POSITION: Stefan de Beer
Shire Planner

NAME OF APPLICANT/RESPONDENT: CBH group Ltd

DATE REPORT WRITTEN: 7 April 2016

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

PREVIOUS MEETING REFERENCE: There are no previous meeting reference

SUMMARY:

An application has been received to establish a Lodging House on 17 (lot 54) Lefroy Street Brookton to provide staff accommodation for the CBH facility on the adjacent lot. It will be recommended the application be approved.

Background:

An application has been received (attachment 10.04.16.01A) to provide staff accommodation on 17 (lot 54) Lefroy Street for the benefit of the CBH Primary Receival Point facility located on the adjacent lot 100, Lefroy Street.

Details:

The subject site, 17 (Lot 54) Lefroy Street, is zoned '*Rural Townsite*' and is approximately 1.8 ha in extent. It contains outbuildings.

The proposed land use, as described in the application letter from CBH (attached hereto) can be regarded as a '*Lodging House*' in terms of Shire of Brookton Town Planning Scheme No 3 (TPS 3).

A lodging House is an 'AA' use in terms of Table 1 – Zoning Table in TPS 3, which means that Council may, at its discretion, permit the use.

A Lodging House is defined as follows in the Health Act 1911:

'Lodging-house: means any building or structure, permanent or otherwise, and any part thereof, in which provision is made for lodging or boarding more than 6 persons, exclusive of the family of the keeper thereof, for hire or reward; but the term does not include —

(a) premises licensed under a publican's general licence, limited hotel licence, or wayside-house licence, granted under the Licensing Act 1911 2; or

(b) residential accommodation for students in a non-government school within the meaning of the School Education Act 1999; or

(c) any building comprising residential flats'

The applicant proposes to establish accommodation for a total of 16 persons with an accompanying Amenity Building as shown on the attached plans.

Comment:

Although the proposed accommodation facility can be regarded as essentially ancillary, subservient and complementary to the primary function of the CBH grain receival facility, it is not located on the same site (Locality Map attachment 10.04.16.01B).

The proposed accommodation use is also located within the '*Rural Townsite*' zone whereas the grain receival facility is located within an '*Industrial*' zone. For this reason the proposed use needs to be considered on its own merits free from the intended association with the grain receival facility.

As mentioned in the discussion in the section above, the proposed use can be approved given Council's discretion.

From a planning perspective it is considered that the proposed use of a lodging house at this location is compatible with the planning intent for the precinct and would therefore be recommended for approval (attachment 10.04.16.01C).

To address the general aesthetics of the proposal Shire Planner will recommend that the site plan be amended to show landscaping between Lefroy Street and the proposed development, as well as sufficient parking arrangements and crossovers for the lodging house to the satisfaction of the Shire.

Consultation:

No consultation was deemed required.

Statutory Environment:

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

Policy Implications:

There are no policy implications relative to this issue.

Financial Implications:

There are no financial implications relative to this issue.

Strategic Community Plan (2013-2023)

No specific implication relative to this application.

Corporate Business Plan (2015 – 2019)

No specific implication relative to this application.

Local Planning Strategy

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

Voting Requirements:

Simple Majority.

Recommendation:

That Council grant Planning Approval for a Lodging House on 17 (Lot 54) Lefroy Street, Brookton subject to the following conditions and advice notes:

Conditions:

- 1. This approval is valid for a period of 2 years from the date of this approval being granted, after which 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 submitted by the applicant and endorsed by the Shire Planner.**
- 3. Prior to occupation of the accommodation units, a landscaping plan shall be submitted to the satisfaction of the Shire Planner.**
- 4. Prior to occupation of the accommodation units a revised site plan indicating car parking arrangements and crossovers shall be submitted to the satisfaction of the Shire Planner, to the ratio of at least 1 car parking space per single person accommodation unit.**
- 5. As the Shire of Brookton reticulated sewer is not available the premises are to be connected to an approved wastewater treatment system, which complies with the requirements of the Treatment of Sewage and Disposal of Effluent and Liquid Waste Regulations. The approved system is not to be used for disposal of industrial liquid waste or other non-ablution wastes (refer to Advice Note 3).**
- 6. Suitable arrangements are to be made for the provision of sufficient potable water to the development.**

Advice Notes:

- 1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**
- 2. The applicant is advised a building permit is required prior to commencement of any building works.**
- 3. With regard to Condition 3, an application is to be submitted to the Council's Environmental Health Section in conjunction with the Building Permit application.**

Motion lapsed due to lack of Simple Majority.

Councillors returned to the Chamber at 1.00pm



OUR REF: 7891751
YOUR REF:
ENQ: Tim Dolling
DIRECT LINE ON 8216 8094

COOPERATIVE BULK HANDLING LTD
ABN 23 252 004 947
Carter House, 30 Telford Street
West Perth, Western Australia 6009
2F0 Fl, 1/375
Perth, Western Australia 6004
Co-operative Centres
1800 190 089
T + 61 8 9237 9600
F + 61 8 9222 3842
info@cbh.com.au
cbh.com.au

31 March 2016

Mr Stefan De Boer
Shire Planner
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Dear Stefan,

APPLICATION FOR PLANNING APPROVAL

I refer to the requirement for additional staff accommodation and amenities at the Brookton grain receival site.

Please find attached an application for planning approval and I request an invoice for the fee.

The development is adjacent to the residence accessed from Lafroy Street and includes four accommodation and an amenities buildings with verandahs and septic system

The staff accommodation installed in 1973 accommodates up to 3, the residence up to 4 and proposed up to 16 persons.

The development enables staff accommodation to be renovated or demolished and ensures availability during grain receival and out loading and maintenance activities.

Prompt assessment, communication of any issues and determination of the application would be appreciated.

Once available, please email the notice of determination and a set of approved drawings to Tim Dolling at tim.dolling@cbh.com.au.

If you have any enquiries or to arrange payment of the fee, please contact Tim Dolling, Planning Coordinator on 08 9216 8094, 0439 969 835 or email tim.dolling@cbh.com.au.

Yours sincerely
For: Co-operative Bulk Handling Limited

David Capper
General Manager

Enc

RECEIVED	
SHIRE OF BROOKTON	
05 APR 2016	
FILE REF:	1719 10177
OFFICER:	Planner
DCC	

Attachment 10.04.16.01B

Locality Map - 17 (lot 54) Lefroy Street



Scale: 1:2500

Description

Map Projection: GDA 94 (Lat/Long)

Datum: Geocentric Datum of Australia
1994

1 Midland Square
Midland WA 6056
(08) 9273 7041
customerservice@landgate.wa.gov.au
www.landgate.wa.gov.au



Landgate

10 Midland Square | Midland | 6056 | WA | Australia | 9273 7041

Attachment 10.04.16.01C

10/17/16

PLAN
DATE: 10/17/16

SCALE: AS SHOWN

PROJECT NO: 2016-072-1000

GENERAL NOTES

1. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF WASHINGTON.
2. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE DISTRICT OF COLUMBIA.
3. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE FEDERAL GOVERNMENT.
4. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE STATE GOVERNMENT.
5. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE COUNTY GOVERNMENT.
6. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE LOCAL GOVERNMENT.
7. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE FEDERAL GOVERNMENT.
8. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE STATE GOVERNMENT.
9. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE COUNTY GOVERNMENT.
10. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE LOCAL GOVERNMENT.

DATE: 10/17/16

SCALE: AS SHOWN

PROJECT NO: 2016-072-1000

NO.	DESCRIPTION	DATE	BY	APP.	REV.
1	ISSUED FOR PERMITTING	10/17/16	JW	JW	1
2	FOR REVISION				
3	FOR REVISION				
4	FOR REVISION				
5	FOR REVISION				
6	FOR REVISION				
7	FOR REVISION				
8	FOR REVISION				
9	FOR REVISION				
10	FOR REVISION				
11	FOR REVISION				
12	FOR REVISION				
13	FOR REVISION				
14	FOR REVISION				
15	FOR REVISION				



CERN ENGINEERING
 1100 14th St, NW
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 Email: info@cern-engineering.com

PROJECT NO: 2016-072-1000
 SHEET NO: 10.04.16.01C

**10.04.16.02 SHIRE OF BROOKTON DRAFT LOCAL PLANNING SCHEME NO 4 –
ADOPTION FOR ADVERTISING**

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

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

DATE REPORT WRITTEN: 1 April 2016

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

PREVIOUS MEETING REFERENCE: 15 January 2009 – Res: 10.01.09.01

SUMMARY:

A draft Town Planning Scheme and Zoning mapping have been prepared and workshopped with Council during 2014-2015. Council is requested to adopt the Shire of Brookton draft Local Planning Scheme No 4 in order to progress it to the next level. It will be recommended Council adopt the Draft Local Planning Scheme.

Background:

In accordance with the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*, a local authority is required to review its Local Planning Scheme within six months of the five year anniversary of the date the Scheme is approved. To support the preparation of a new Local Planning Scheme, the Town Planning Regulations require the preparation of a Local Planning Strategy (LPS).

The Town Planning Regulations Section 11(2) set out that: -

“A Local Planning Strategy must: -

- (a) set out the long-term planning directions for the local government; and
- (b) apply any State or regional planning policy that is relevant to the strategy; and
- (c) provide the rationale for any zoning or classification of land under the local planning scheme.”

Details:

To facilitate the new Scheme and Strategy Council at its 15 January 2009 meeting resolved as follows: -

“That Council resolve:

1. *To initiate Local Planning Scheme No. 4 encompassing all land contained within the Shire boundaries. The proposed Local Planning Scheme No. 4 is to replace the Shire of Brookton’s Town Planning Scheme No. 3.*
2. *The purpose of the proposed scheme is to modernise the statutory planning controls within the Shire of Brookton, reflect current best practice with regard to land use planning and provide guidance for the future development of the Shire.*

3. *The Shire Planner is to forward appropriate documentation to the Western Australian Planning Commission.*
4. *The Shire Planner, through the Chief Executive Officer, is granted delegated authority in all matters pertaining to the preparation of a Local Planning Strategy, to be presented to Council in support of the proposed Local Planning Scheme No. 4.”*

In compliance with Part 4 of Council’s resolution a Local Planning Strategy (LPS) was compiled, adopted, and endorsed by the Western Australian Planning Commission on 25 March 2014.

Statutory and Legal Considerations:

In accordance with the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*, a local authority is required to review its Local Planning Scheme and prepare an accompanying Local Planning Strategy for endorsement by the Western Australian Planning Commission (WAPC).

Policy Considerations:

Post Gazettal of the new Local Planning Scheme No.4 certain Town Planning Policies might require modifications to align them with the new Scheme. This will be dealt with at the appropriate time.

Consultation:

It will be recommended that Council request the WAPC to approve the Draft Local Planning Scheme for advertising. When this request is favourably received, the Shire will perform substantial public consultation with interested and affected parties, Government Departments and relevant Service Providers, as per the legal requirements of the *Planning and Development Act 2005*, and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Financial Implications:

The Shire will be responsible for the costs associated with the public consultation exercise to be had, i.e. mail-out costs, newspaper advertisements, public consultation meetings, etc.

Strategic Community Plan (2013 – 2023):

No specific implication relative to this submission.

Corporate Business Plan (2015 – 2019):

This application is in line with the aims of the Corporate Business Plan.

Local Planning Strategy:

The adopted endorsed Local Planning Strategy laid the groundwork for the preparation of the Draft Local Planning Scheme No 4 herewith presented.

Officer’s Comment:

The Shire of Brookton’s Town Planning Scheme No. 3 (TPS 3) has been in operation since 1998 without review (Gazettal date: 25 September 1998).

Since TPS 3 was gazetted the *Planning and Development Act 2005* and the Model Scheme Text have been introduced. The most recent Gazettal of the *Planning and Development (Local Planning Schemes) Regulations 2015*, introduced revised Model Provisions for Local Planning Schemes, updated Land Use Definitions and Deemed Provisions.

The Model Provisions for Local Planning Schemes have been designed to provide a uniform base for Local Planning Schemes and includes updated provisions which are absent in TPS 3. With regard to TPS 3, the Scheme has had to be amended to incorporate some of the basic provisions, such as delegated authority, contained in the Model Scheme Text. It may be considered therefore, that the current TPS 3 does not reflect best practice where Land Use Planning is concerned.

The introduction of a new Local Planning Scheme would also provide the opportunity for public consultation. Determining the current vision and planning aspirations of the community will aid in creating a Planning Scheme that is considered relevant by citizens and provides appropriate direction for future development.

Given the change in the Planning environment, the perceived inadequacies of TPS 3 and the opportunity to engage the community in the planning process, it will be recommended that Local Planning Scheme No. 4 (attachment 10.04.16.02A and zoning mapping attachments) be initiated to replace Town Planning Scheme No. 3.

The successful completion of the Local Planning Strategy paved the way for the draft Local Planning Scheme No. 4.

In preparation of the Draft Shire of Brookton Local Planning Scheme No. 4 a number of workshops were held with Councillors, with the assistance of the Department of Planning. During these workshops the new Draft Scheme Text and the Zoning Maps were discussed in detail. The Draft Local Planning Scheme Text and Zoning Maps presented as attachments to this report are based on the feedback obtained during these workshops.

Important aspects of the Draft Shire of Brookton Local Planning Scheme No.4 and Zoning Mapping are nonetheless highlighted as follows:

- The Scheme Text are based on the Model Provisions for Local Planning Schemes in the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- The Zoning Maps and the colour notations denoting the different Zones are based on the RGB colour coding in the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- The Land Use Terms used in the Scheme are based on the general definitions in Part 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- The following *Special Control Areas* are introduced into the Scheme:
 1. Avon River Flood Prone Area;
 2. Public Drinking Water Source Protection Areas;
 3. Basic Raw Materials Area;
 4. Wastewater Infrastructure Buffer Areas;
- Introduction of development standards for parking requirements and dimensions for parking bays for an array of land uses;
- Removal of the 'Rural Townsite' zone and introduction of the 'Rural Smallholding' zone;

- Changing the 'Farming' zone to the 'Rural' zone as per the Model Provisions for Local Planning Schemes;
- Introduction of *additional land use and development classes* in the Zoning Table;

Also and in particular, the following zone changes should be noted – it is important to note that the proposed zoning changes are informed by the adopted Local Planning Strategy:

- Reserve 47072 and Reserve 9635 on Taylor Street, proposed to be zoned from the present zoning of 'Reserve for community purposes' and 'Reserve for Recreation', to 'General Industry' as shown on Zoning Map 4;
- Reserve 23384 (lot 394 Richardson Street), proposed to be zoned 'General Industry';
- Lots 2, 3, 4, 5, 53 Richardson Street & Lot 54 Lefroy Street proposed to be zoned 'General Industry' from the present 'Rural Townsite';
- UCL land on DP65463 (lot 500) Williams Street proposed to be zoned from the present 'Rural Townsite' zone to 'Light Industry';
- Reserve 35859 (116 - lot 461 Williams Street), proposed to be zoned 'Light Industry';
- Lots 504, 505 Richardson Street & Lots 502, 503 Reynolds Street proposed to be zoned 'Light Industry' from the present 'Commercial' (Depot Site Landcorp development);
- Lots 506, 507 Richardson Street & Lot 501 Reynolds Street proposed to be zoned 'Light Industry' from the present 'Reserve' (Shire Depot Site - Landcorp development);
- Lots 1, 2 Brookton Highway & Lot 3 White Street proposed to be zoned 'Commercial' from the present 'Residential' (Jehovah Witnesses Hall and adjacent lot);
- Lot 5 Robinson Road to be zoned 'Commercial' from the present 'Residential';
- Lots 277, 278 & 279, Lots 285, 286 King Street and lot 280 Jose Street proposed to be zoned 'Residential R10/25' from the present 'Rural Townsite';
- Lots 433, 379, 380, 381 Survey Street, Lots 366, 367, 368, 369 Tiller Street & Lots 370, 371, 372, 428 Jose Street proposed to be zoned 'Residential R10/25' from the present 'Conservation Reserve';
- Introduction of a 'Special Use' area on the subject site to be excised around the Kalkarni facility;
- An increase in Residential R-code density in some areas within the Brookton Townsite as shown on zoning maps 3 & 4;
- A density of R40 attached to the 'Commercial' Zoned area;
- Rezoning of all lots within the Brookton Townsite with a present zoning of 'Rural Townsite', to a zoning of 'Rural Residential';
- Rezoning of all lots within the Aldersyde & Kweda Townsites with a present zoning of 'Rural Residential' to a zoning of 'Rural'.

Voting Requirements:

Simple Majority.

Separate Attachments:-

10.04.16.02A – Draft Local Planning Scheme No. 4

10.04.16.02B – Zoning Maps Legend

10.04.16.02C – Zoning Maps Sheet Index

10.04.16.02 – Map 1 of 8

10.04.16.02 – Map 2 of 8

10.04.16.02 – Map 3 of 8

10.04.16.02 – Map 4 of 8

10.04.16.02 – Map 5 of 8

10.04.16.02 – Map 6 of 8

10.04.16.02 – Map 7 of 8

10.04.16.02 – Map 8 of 8

Officer's Recommendation:

That Council-

Pursuant to Section 72 of the Planning and Development Act 2005 resolves to adopt the Draft Shire of Brookton Local Planning Scheme No. 4, without modification, for advertising;

Forward the draft Scheme to the Environmental Protection Authority, pursuant to Section 81 of the Planning and Development Act 2005; and

Forward the draft Scheme to the Western Australian Planning Commission, pursuant to Section 21(2) of the Planning and Development (Local Planning Schemes)

Regulations 2015, requesting the Scheme be examined prior to being advertised;

Resolve that the Shire Planner, through the Chief Executive Officer, be granted delegated authority in all matters pertaining to the preparation and advertising of the Local Planning Scheme No. 4 upon receiving advice from WAPC to advertise the Scheme.

Council Resolution

10.04.16.02

Moved Cr Crute Seconded Cr Mills

That Council-

Pursuant to Section 72 of the Planning and Development Act 2005 resolves to adopt the Draft Shire of Brookton Local Planning Scheme No. 4, without modification, for advertising;

Forward the draft Scheme to the Environmental Protection Authority, pursuant to Section 81 of the Planning and Development Act 2005; and

Forward the draft Scheme to the Western Australian Planning Commission, pursuant to Section 21(2) of the Planning and Development (Local Planning Schemes)

Regulations 2015, requesting the Scheme be examined prior to being advertised;

Resolve that the Shire Planner, through the Chief Executive Officer, be granted delegated authority in all matters pertaining to the preparation and advertising of the Local Planning Scheme No. 4 upon receiving advice from WAPC to advertise the Scheme.

CARRIED 7 - 0

11.04.16
NIL

COMMUNITY SERVICES REPORTS

12.04.16 FINANCE & ADMINISTRATION REPORT

12.04.16.01 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:	6 th April 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 31 March 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.

Detail:

Totals of all payments from each of Council's bank accounts are listed below and detailed within attachment 12.04.16.01A.

To 31 March 2016

Municipal Account

Direct Debits	\$	150,270.27
EFT	\$	576,942.40
Cheques	\$	14,826.63
Trust Account	\$	13,900.61

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 31 March 2016, per the summaries included in Attachment 12.04.16.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 31 March 2016:

Municipal Account

Direct Debits	\$	150,270.27
EFT	\$	576,942.40
Cheques	\$	14,826.63
<i>Trust Account</i>	\$	13,900.61

Council Resolution

12.04.16.01

Moved Cr Eva Seconded Cr Allington

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts 31 March 2016, per the summaries included in Attachment 12.04.16.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 31 March 2016:

Municipal Account

Direct Debits	\$	150,270.27
EFT	\$	576,942.40
Cheques	\$	14,826.63
<i>Trust Account</i>	\$	13,900.61

CARRIED 7 - 0

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 21ST APRIL 2016
ATTACHMENT 12.04.16.01A

Chq/EFT	Date	Name	Description	Amount
981	08/03/2016	CALVARY PRESBYTERIAN CHURCH	BOND REFUND FOR HIRE OF COMMUNITY BUS	\$ 330.00
982	08/03/2016	COLIN & KAREN MILLS	BOND REFUND FOR HIRE OF COMMUNITY BUS	\$ 330.00
983	08/03/2016	DEPARTMENT OF COMMERCE	BOND LODGEMENT FOR UNIT 2 / 2 MONTGOMERY ST	\$ 1,200.00
984	08/03/2016	DEPARTMENT OF SPORT AND RECREATION	BOND REFUND FOR HIRE OF PAVILION	\$ 110.00
985	08/03/2016	SCRIPTURE UNION BROOKTON FAMILY FESTIVAL	BOND REFUND FOR HIRE OF PAVILION	\$ 110.00
986	08/03/2016	SHIRE OF BROOKTON	UNCLAIMED MONIES	\$ 5,940.61
987	08/03/2016	STEPHEN RICHARD GARDNER	REFUND OF BUILDING BOND	\$ 5,000.00
988	08/03/2016	STEVE NELSON	BOND REFUND FOR HIRE OF PA SYSTEM	\$ 220.00
989	08/03/2016	TAMMA GRAINS	BOND REFUND FOR HIRE OF PAVILION	\$ 110.00
990	08/03/2016	W BAKER	BOND REFUND FOR HIRE OF PAVILION	\$ 110.00
991	23/03/2016	TROY BASSETT	BOND REFUND FOR HIRE OF COMMUNITY BUS	\$ 330.00
992	23/03/2016	WHEATBELT NRM INC	BOND REFUND FOR HIRE OF PAVILION	\$ 110.00
TOTAL TRUST				\$ 13,900.61

Chq/EFT	Date	Name	Description	Amount
EFT7149	14/03/2016	1 STOP RECORDS CONSULTING	RECORDS MANAGMENT CONSULTING 22/02/16 TO 01/03/16	\$ 1,534.50
EFT7150	14/03/2016	ABCO PRODUCTS	HENRY DRY VACUUM CLEANER	\$ 498.86
EFT7151	14/03/2016	AMAZING 50'S CATERING	DINNER FOR COUNCIL MEETING 18/02/16	\$ 660.00
EFT7152	14/03/2016	AUSTRALIA POST	POSTAGE JANUARY 2016	\$ 181.55
EFT7153	14/03/2016	B & N EYRE BROOKTON NEWSAGENCY	PAPERS & STATIONERY ORDERS FEBRUARY 2016	\$ 608.53
EFT7154	14/03/2016	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGMENT FEES MARCH 2016	\$ 243,558.80
EFT7155	14/03/2016	BROOKTON SUPERMARKET	GAS BOTTLES, TEA, COFFEE, MILK & COOL DRINKS	\$ 599.11
EFT7156	14/03/2016	CHIANNE COLE	REFUND OF RENT U6 28 WILLIAM ST PAID IN ADVANCE & VACATED PREMISE 19/02/16	\$ 617.14
EFT7157	14/03/2016	COUNTRY COPIERS	COPIER MONTHLY READING	\$ 277.31
EFT7158	14/03/2016	COURIER AUSTRALIA	FREIGHT	\$ 227.98
EFT7159	14/03/2016	FLEET COMMERCIAL GYMNASIUMS	GYM EQUIPMENT REPAIRS & MAINTENANCE	\$ 974.05
EFT7160	14/03/2016	IAP2	ENGAGEMENT METHODS COURSE 9 & 10 MARCH PO	\$ 1,100.00
EFT7161	14/03/2016	KATRINA LOUISE CRUTE	REIMBURSEMENT GIFT CARD FOR PO 20 YEARS OF SERVICE	\$ 250.00
EFT7162	14/03/2016	LYN KAY	CIRCUIT CLASSES & GYM INDUCTIONS	\$ 270.00
EFT7163	14/03/2016	PIANO MAGIC	TUNE PIANO AT MEMORIAL HALL	\$ 260.00
EFT7164	14/03/2016	SHIRE OF BROOKTON	MASTERCARD PURCHASES FEBRUARY 2016 CEO	\$ 1,185.05
EFT7165	14/03/2016	SHIRE OF BROOKTON	MASTERCARD PURCHASES FEBRUARY 2016 DCEO	\$ 935.00
EFT7166	14/03/2016	SHIRE OF BROOKTON	MASTERCARD FEBRUARY 2016 PWS	\$ 4.00
EFT7167	14/03/2016	WA CONTRACT RANGER SERVICES	RANGER SERVICES 02/02/16 TO 11/02/16	\$ 677.87

EFT7168	17/03/2016	1 STOP RECORDS CONSULTING	RECORDS MANAGEMENT CONSULTING 08/03/16 TO 15/03/16	\$ 1,534.50
EFT7169	17/03/2016	BAREND STEPHANUS DE BEER	REIMBURSEMENT FOR SAMPLE SOLAR LIGHT STREET TREES IN ROBINSON ROAD UPGRADE	\$ 37.24
EFT7170	17/03/2016	BRIAN WILLIAMS	CARTING OF GRAVEL BROOKTONKWEDA ROAD	\$ 5,018.75
EFT7171	17/03/2016	BROOKTON MEDICAL PRACTICE	PRE EMPLOYMENT MEDICAL CLEANER	\$ 120.00
EFT7172	17/03/2016	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT	\$ 1,065.00
EFT7173	17/03/2016	BROOKTON PLUMBING	REPAIRS & MAINTENANCE AT MATTHEWS ST & CARAVAN PARK	\$ 330.00
EFT7174	17/03/2016	BROOKTON TELEGRAPH	ADVERTISING	\$ 215.00
EFT7175	17/03/2016	C J HATHAWAY	SURVEYING CORNERS ON BROOKTONKWEDA RD	\$ 6,534.00
EFT7176	17/03/2016	CARINA WHITTINGTON	REIMBURSEMENT FOR REPAIR TO MULTIFUNTION MACHINE HAND GRIPS AT GYM	\$ 20.00
EFT7177	17/03/2016	CONTRACT AQUATIC SERVICES	CONTRACT MANAGEMENT FEE SWIMMING POOL	\$ 12,951.40
EFT7178	17/03/2016	COURIER AUSTRALIA	FRIEGHT	\$ 264.86
EFT7179	17/03/2016	DFES	2015/16 EMERGENCY SERVICE LEVY QUARTER 3	\$ 15,011.67
EFT7180	17/03/2016	FLICK WASHROOM SERVICES	SANITARY DISPOSAL UNIT SERVICES JANUARY 2016 TO JULY 2016	\$ 2,609.75
EFT7181	17/03/2016	GATEWAY CABINETMAKERS	REPAIR OF KITCHEN CABINETS AT PAVILION	\$ 178.75
EFT7182	17/03/2016	ISWEEP TOWN & COUNTRY	SWEEPING OF ROBINSON RD	\$ 2,970.00
EFT7183	17/03/2016	IXOM	RENTAL FEE FOR CHLORINE GAS CYLINDERS	\$ 84.57
EFT7184	17/03/2016	JH COMPUTER SERVICES	IT REPAIRS & MAINTENANCE & SCANNER	\$ 11,646.68
EFT7185	17/03/2016	LANDGATE	RURAL UV INTERIM VALUATION SHARED SCHEDULE R2016/1 & GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE G2015/4	\$ 225.82
EFT7186	17/03/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA	INTEGRATED PLANNERS NETWORK PD DAY DCEO, DCEO & CSM	\$ 130.00
EFT7187	17/03/2016	MAGIQ SOFTWARE LTD	MAGIQ DOCUMENTS REMOTE INSTALLATION AND CONFIGURATION SUPPORT & SOFTWARE LICENSE 01/03/16 TO 31/05/16	\$ 2,365.00
EFT7188	17/03/2016	NEW AGE PAVING AND LANDSCAPING	INSTALL BRICK PAVING TO ROAD ISLANDS AND FOOTPATHS ROBINSON ROAD UPGRADE	\$ 41,602.00
EFT7189	17/03/2016	SHIRE OF PINGELLY	CUSTOMER SERVICES & COMPLAINTS HANDLING TRAINING SFO, WAO & AO	\$ 1,260.00
EFT7190	17/03/2016	STEVE DAVIS BUILDER	REPAIR TO FIRE FLU	\$ 165.00
EFT7191	17/03/2016	TIANCO TRANSPORT	TRANSPORT OF PAVERS ROBINSON ROAD UPGRADE	\$ 6,960.25
EFT7192	17/03/2016	WEST COAST SHADE	REPAIR OF SHADE SAIL SWIMMING POOL	\$ 550.00
EFT7193	17/03/2016	WINDSOR D & J	MOUNTING OF ADDITIONAL TENNIS HONOUR BOARDS AT PAVILION	\$ 286.00

EFT7194	23/03/2016	AAA ASPHALT	SUPPLY AND LAY ASPHALT ROBINSON RD UPGRADE	\$ 26,122.14
EFT7195	23/03/2016	ABCO PRODUCTS	CLEANING PRODUCTS ADMINISTRATION, CARAVAN PARK, PUBLIC TOILETS, MEMORIAL HALL & PAVILION	\$ 936.98
EFT7196	23/03/2016	AMAZING 50'S CATERING	CATERING FOR COUNCIL AND PRESIDENTS DINNER	\$ 420.00
EFT7197	23/03/2016	AUSTRALIA POST	POSTAGE FEBRUARY 2016	\$ 409.29
EFT7198	23/03/2016	BAPTISTCARE	SPEED QUEEN FRONT LOAD WASHING MACHINE & PAINTING AT KALKARNI RESIDENCY	\$ 25,399.00
EFT7199	23/03/2016	BRIAN WILLIAMS	WATER TRUCK HIRE KWEDA ROAD	\$ 1,443.75
EFT7200	23/03/2016	BROOKTON COMMUNITY RESOURCE CENTRE	QUARTERLY LIBRARY CONTRIBUTION APRIL TO JUNE 2016	\$ 6,875.00
EFT7201	23/03/2016	BROOKTON PLUMBING	REPAIRS & MAINTENANCE AT BROOKTON AQUATIC CENTRE, CARAVAN PARK & SEWERAGE SYSTEM	\$ 1,391.50
EFT7202	23/03/2016	BROOKTON ROADHOUSE	EMERGENCY SERVICES FUEL	\$ 105.26
EFT7203	23/03/2016	BROOKTON SUPERMARKET	BISCUITS, COOL DRINK, TEA & SUGAR	\$ 354.97
EFT7204	23/03/2016	BROONS	2 X ETYRE ROLLERS	\$ 58,572.36
EFT7205	23/03/2016	CENTRAL GARAGE	57,000KM SERVICE PU28	\$ 394.52
EFT7206	23/03/2016	COOTE MOTORS	SERVICE OF CENTRAL FIRE TENDER	\$ 1,357.50
EFT7207	23/03/2016	GILL RURAL TRADERS	HARDWARE & RURAL SUPPLIES FEBRUARY 2016	\$ 2,471.83
EFT7208	23/03/2016	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & UNLEADED PETROL FEBRUARY 2016	\$ 4,584.72
EFT7209	23/03/2016	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN COLLECTION & BROOKTON TIP SITE 26/01/16 TO 23/02/16	\$ 11,198.08
EFT7210	23/03/2016	HANSON CONSTRUCTION MATERIALS PTY LTD	AGGREGATE	\$ 5,298.82
EFT7211	23/03/2016	IXOM	RENTAL FEE FOR CHLORINE GAS CYLINDERS	\$ 79.11
EFT7212	23/03/2016	JASON SIGNMAKERS	ROAD SIGNS	\$ 718.96
EFT7213	23/03/2016	LANDGATE (DOLA)	RURAL UV INTERIM VALUATION SHARED SCHEDULE R2016/2 10/01/16 TO 05/02/16	\$ 79.00
EFT7214	23/03/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA	LGMA CDN EVENT COLLECTIVE IMPACT	\$ 40.00
EFT7215	23/03/2016	MAGIQ SOFTWARE LTD	TRAINING & IMPLEMENTATION OF MAQUIC DOCUMENTS 01/03/16 TO 05/03/16	\$ 8,276.18
EFT7216	23/03/2016	MICHAEL JOHN SWEENEY	PAYROLL DEDUCTION	\$ 53.00
EFT7217	23/03/2016	MIDLAND BRICK	PAVERS FOR ROBINSON ROAD UPGRADE	\$ 7,821.13
EFT7218	23/03/2016	NARROGIN GLASS	SUPPLY AND FIT WINDOW LOCKS AT ADMINISTRATION OFFICE	\$ 353.20
EFT7219	23/03/2016	PH & KE GOW	ROBINSON ROAD LINE MARKING SET OUT 25/02/16	\$ 2,001.45
EFT7220	23/03/2016	REGIONAL ANTENNAS	REPAIR ANTENNA SIGNAL AT UNIT 1MADISON SQUARE	\$ 248.60
EFT7221	23/03/2016	RYLAN PTY LTD	KERBING AT THE BROOKTON CEMETERY & ROBINSON ROAD	\$ 28,560.40
EFT7222	23/03/2016	SGS	WATER SAMPLE TESTING	\$ 761.20
EFT7223	23/03/2016	SHIRE OF PINGELLY	REPAIRS AND MAINTENANCE TO PT12	\$ 1,622.53

EFT7224	23/03/2016	SIGNS PLUS	NAME BADGE SFO	\$ 18.00
EFT7225	23/03/2016	STUMPY'S GATEWAY ROADHOUSE	DIESEL & UNLEADED PETROL PURCHASES FEBRUARY 2016	\$ 472.95
EFT7226	23/03/2016	TAFE CY O'CONNOR	D494 J ANDERSON & D462 T LUNN	\$ 368.46
EFT7227	23/03/2016	TOTALLY CONFIDENTIAL RECORDS	ARCHIVE BOX STORAGE & RETRIEVAL	\$ 117.90
EFT7228	23/03/2016	TRACKSPARES	CUTTING EDGE CARBON	\$ 7,425.00
EFT7229	23/03/2016	WA CONTRACT RANGER SERVICES	RANGER SERVICES 15/02/16 TO 14/03/16	\$ 2,033.62
TOTAL EFT				\$ 576,942.40

Chq/EFT	Date	Name	Description	Amount
17785	14/03/2016	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	LEVY PAYMENT FEBRUARY 2016	\$ 67.75
17786	14/03/2016	BUILDING COMMISSION	BUILDING SERVICES LEVY FEBRUARY 2016	\$ 113.30
17787	14/03/2016	KELLY MICHELLE GORDON	PRE EMPLOYMENT CRIMINAL CLEARANCE	\$ 50.24
17788	14/03/2016	SYNERGY	ELECTRICITY CARAVAN PARK, OVAL & PAVILION	\$ 1,443.10
17789	14/03/2016	TELSTRA CORPORATION	MOBILE TELEPHONE ACCOUNT 0429998533 & DEPOT TELEPHONE	\$ 163.28
17790	17/03/2016	AUSTRALIAN COMMUNICATIONS AUTHORITY	APARATUS LICENSE 2016	\$ 1,039.00
17791	17/03/2016	HAMILTON PTY LTD	RATES REFUND FOR ASSESSMENT A2817	\$ 1,253.87
17792	17/03/2016	MICHELL GREEN	PHONE LINE CONNECTION FROM BOUNDARY TO UNIT 2 / 2 MONTGOMERY ST	\$ 370.00
17793	23/03/2016	BROOKTON OLD TIME MOTOR SHOW	ENTRY FOR VOLUNTEERING STAFF AT OTMS	\$ 75.00
17794	23/03/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 770.24
17795	23/03/2016	ST JOHN AMBULANCE ASSN	SERVICE AND RESTOCK OF FIRST AID KIT AT BROOKTON AQUATIC CENTRE	\$ 70.47
17796	23/03/2016	STAR TRACK EXPRESS	FRIEGHT	\$ 68.12
17797	23/03/2016	SYNERGY	ELECTRICITY CARAVAN PARK, OVAL, PAVILION, STREETLIGHTS, MEMORIAL HALL & MADISON SQUIRE	\$ 1,587.40
17798	23/03/2016	TELSTRA CORPORATION	TELEPHONE MOBILE, IPAD, ADMINISTRATION & SWIMMING POOL	\$ 1,817.34
17799	23/03/2016	WATER CORPORATION OF WA	WATER USAGE CARAVAN PARK & PAVILION 22/01/16 TO 24/02/16	\$ 318.12
17800	31/03/2016	DEPARTMENT OF TRANSPORT	FLEET LICENSE RENEWAL 01/04/16 TO 01/04/17	\$ 5,619.40
TOTAL CHQ				\$ 14,826.63
TOTAL MUNICIPAL				\$ 591,769.03

DIRECT DEBITS FOR MARCH 2016	
SALARIES & WAGES	\$ 124,788.67
MERCHANT FEES	\$ 401.49
SUPERANNUATION	\$ 25,080.11
TOTAL	\$ 150,270.27

SHIRE OF BROOKTON
CREDIT CARD PURCHASES CEO
 Creditor Number: 96286

DATE	DESCRIPTION	AMOUNT
3/02/16	SURVEY MONKEY	\$ 24.00
3/02/16	WESTNET 10 MARSH AVE	\$ 109.95
	WESTNET DEPOT	\$ 59.95
	WESTNET ADMIN OFFICE	\$ 49.95
11/2/16	BROOKTON CLUB HOTEL	\$ 42.00
24/2/16	BCF - SHADE SHELTERS	\$ 597.96
24/2/16	SAI GLOBAL BOOKSTORE	\$ 297.24
28/2/16	CARD FEE	\$ 4.00
TOTAL		\$ 1,185.05

SHIRE OF BROOKTON
CREDIT CARD PURCHASES DCEO
 Creditor Number: 96286

DATE	DESCRIPTION	AMOUNT
24/02/2016	PREVELLY VILLAS	\$ 833.00
25/02/2016	QUALITY INN MARGRET RIVER	\$ 98.00
28/2/16	CARD FEE	\$ 4.00
TOTAL		\$ 4.00

SHIRE OF BROOKTON
CREDIT CARD PURCHASES PWS
 Creditor Number: 96286

DATE	DESCRIPTION	AMOUNT
9/2/16	CARD FEE	\$ 4.00
TOTAL		\$ 4.00

12.04.16.02 FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIOD 31 MARCH 2016

FILE REFERENCE:

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 11th April 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 period 31 March 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 March 2016 (Attachment 12.04.16.02A).

The comments on any significant budget variances are provided within Note 9 of the financial statements.

Statutory and Legal Considerations:

Section 6.4 of the *Local Government Act 1995*.

Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Policy Considerations:

There is no Council Policy relative to this issue.

Consultation:

There has been no consultation in this matter.

Financial Implications:

There are no financial implications relevant to this report.

Strategic Community Plan (2013 – 2023)

No reference

Corporate Business Plan (2015-2019)

No reference

Voting Requirements:

Simple Majority.

Officer's Recommendation:

That Council receive the Statement of Financial Activity for the period ended 31 March 2016 attachment 12.04.16.02A.

Council Resolution

12.04.16.02

Moved Cr Mills Seconded Cr Walker

That Council receive the Statement of Financial Activity for the period ended 31 March 2016 attachment 12.04.16.02A.

CARRIED 7 - 0

Shire of Brookton

MONTHLY FINANCIAL REPORT

For the Period Ended 31 March 2016

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

	Current Annual Budget	Projected Year End Actual	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Note	3		(a)	(b)	9	9	
Operating Revenues	\$	\$	\$	\$	\$	%	
Governance	39,292	39,292	29,448	29,672	224	0.76%	
General Purpose Funding	631,917	631,917	453,988	438,998	(14,990)	(3.30%)	
Law, Order and Public Safety	40,494	40,494	34,316	28,434	(5,882)	(17.14%)	
Health	2,467	2,467	1,845	625	(1,220)	(66.15%)	
Education and Welfare	3,951,522	3,951,522	2,980,157	2,823,596	(156,561)	(5.25%)	▼
Housing	67,378	67,378	64,350	57,097	(7,253)	(11.27%)	
Community Amenities	600,027	600,027	510,584	500,183	(10,401)	(2.04%)	
Recreation and Culture	164,456	164,456	95,724	77,950	(17,774)	(18.57%)	▼
Transport	842,547	842,547	597,134	600,908	3,774	0.63%	
Economic Services	60,704	60,704	44,307	43,145	(1,162)	(2.62%)	
Other Property and Services	156,279	156,279	90,180	89,268	(912)	(1.01%)	
Total (Excluding Rates)	6,557,083	6,557,083	4,902,033	4,689,874	(212,159)	(4.33%)	
Operating Expense							
Governance	(667,000)	(667,000)	(429,752)	(424,968)	4,784	(1.11%)	
General Purpose Funding	(226,720)	(226,720)	(144,823)	(145,609)	(786)	0.54%	
Law, Order and Public Safety	(270,779)	(270,779)	(165,686)	(162,352)	3,334	(2.01%)	
Health	(56,803)	(56,803)	(24,853)	(22,944)	1,909	(7.68%)	
Education and Welfare	(3,991,534)	(3,991,534)	(2,943,501)	(2,865,773)	77,728	(2.64%)	▲
Housing	(194,042)	(194,042)	(142,844)	(147,282)	(4,438)	3.11%	
Community Amenities	(606,189)	(606,189)	(373,059)	(383,733)	(10,674)	2.86%	
Recreation and Culture	(856,696)	(856,696)	(552,555)	(561,548)	(8,993)	1.63%	
Transport	(4,338,586)	(4,338,586)	(3,254,219)	(3,254,679)	(460)	0.01%	
Economic Services	(152,717)	(152,717)	(107,033)	(86,434)	20,599	(19.25%)	▲
Other Property and Services	(107,545)	(107,545)	(48,583)	(45,739)	2,844	(5.85%)	
Total	(11,468,610)	(11,468,610)	(8,186,908)	(8,101,060)	85,848	1.05%	
Funding Balance Adjustment							
Add back Depreciation	4,720,254	4,720,254	3,445,902	3,455,749	9,847	0.29%	
Adjust (Profit)/Loss on Asset Disposal	68,572	68,572	67,268	66,330	(938)	(1.39%)	
Net Operating (Ex. Rates)	(122,701)	(122,701)	228,295	110,893	(117,402)	(51.43%)	
Capital Revenues							
Proceeds from Disposal of Assets	636,000	636,000	547,909	547,909	0	0.00%	
Self-Supporting Loan Principal	35,629	35,629	17,524	17,524	(0)	(0.00%)	
Transfer from Reserves	682,627	682,627	128,000	128,000	0	0.00%	
Total	1,354,256	1,354,256	693,433	693,433	(0)	(0.00%)	
Capital Expenses							
Land and Buildings	(1,196,878)	(1,196,878)	(435,000)	(438,142)	(3,142)	0.72%	
Plant and Equipment	(547,000)	(547,000)	(415,000)	(417,883)	(2,883)	0.69%	
Furniture and Equipment	(36,750)	(36,750)	(50,000)	(50,310)	(310)	0.62%	
Infrastructure Assets - Roads & Bridges	(1,042,170)	(1,042,170)	(750,000)	(750,928)	(928)	0.12%	
Infrastructure Assets - Sewerage	(143,547)	(143,547)	(127,057)	(127,057)	(0)	0.00%	
Infrastructure Assets - Parks	(30,000)	(30,000)	0	0	0		
Repayment of Debentures	(114,637)	(114,637)	(79,300)	(79,300)	0	(0.00%)	
Transfer to Reserves	(1,021,799)	(1,021,799)	(468,400)	(466,779)	1,621	(0.35%)	
Total	(4,132,781)	(4,132,781)	(2,324,757)	(2,330,398)	(5,641)	0.24%	
Net Capital	(2,778,525)	(2,778,525)	(1,631,324)	(1,636,965)	(5,641)	0.35%	
Total Net Operating + Capital	(2,901,226)	(2,901,226)	(1,403,029)	(1,526,072)	(123,043)	8.77%	
Rate Revenue	1,786,216	1,786,216	1,789,993	1,792,074	2,081	0.12%	
Opening Funding Surplus(Deficit)	1,118,789	1,118,789	1,115,010	1,115,010	0	0.00%	
Closing Funding Surplus(Deficit)	3,779	3,779	1,501,974	1,381,012	(120,962)	(8.05%)	

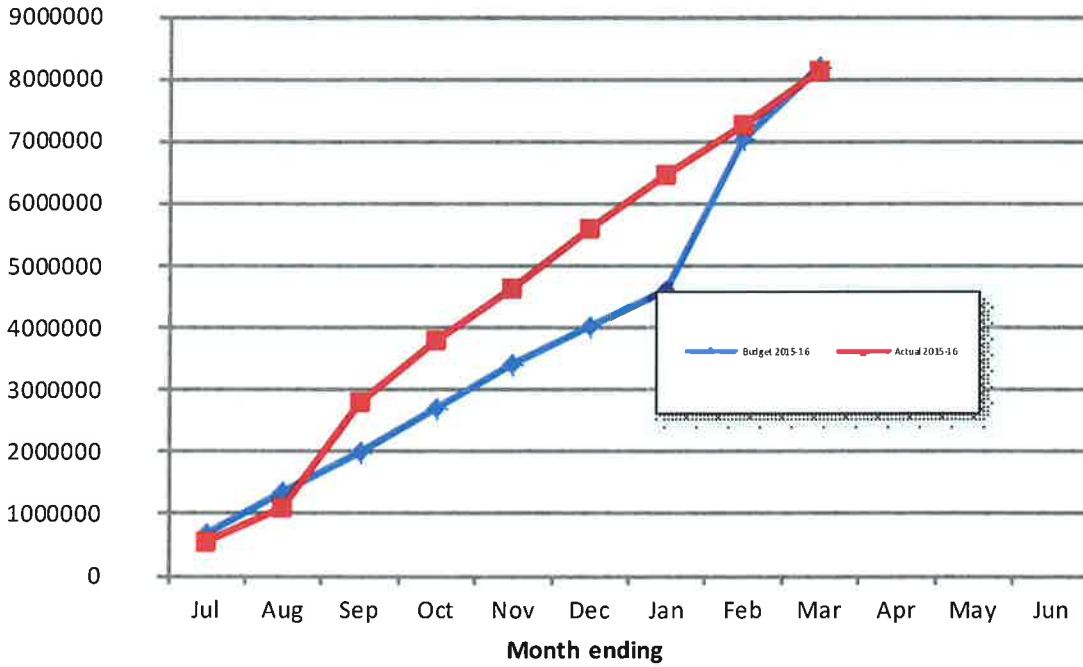
Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 31 March 2016

NOTE	2015/16	2015/16	2015/16	2015/16	2015/16	Variance
	Current Budget	Projected Year	YTD Budget	YTD Actual	YTD Budget vs	
	\$	End Actual	\$	\$	YTD Actual	\$
REVENUES FROM ORDINARY ACTIVITIES						
	1,789,993	1,789,993	1,789,993	1,792,074	2,081	
Rates	3,412,432	3,412,432	2,859,324	2,848,289	(11,034)	
Operating Grants, Subsidies and Contributions	1,443,221	1,443,221	1,172,415	1,147,931	(24,484)	
Fees and Charges	175,867	175,867	106,900	94,235	(12,666)	
Interest Earnings	360,534	360,534	180,401	171,590	(8,810)	
Other Revenue	7,182,047	7,182,047	6,109,033	6,054,119	(54,915)	
EXPENSES FROM ORDINARY ACTIVITIES						
	(1,162,231)	(1,162,231)	(826,673)	(835,951)	(9,277)	
Employee Costs	(4,905,406)	(4,905,406)	(3,490,054)	(3,432,147)	57,907	
Materials and Contracts	(172,417)	(172,417)	(116,313)	(108,844)	7,468	
Utilities	(4,720,254)	(4,720,254)	(3,445,902)	(3,455,749)	(9,847)	
Depreciation	(130,793)	(130,793)	(71,094)	(59,373)	11,721	
Interest Expenses	(161,940)	(161,940)	(153,680)	(140,185)	13,495	
Insurance	(13,525)	(13,525)	(2,144)	(557)	1,587	
Other Expenditure	(11,266,566)	(11,266,566)	(8,105,861)	(8,032,806)	73,055	
	(4,084,519)	(4,084,519)	(1,996,827)	(1,978,687)	18,141	
Non-Operating Grants, Subsidies & Contributions						
	1,031,559	1,031,559	483,669	425,904	(57,765)	
Profit on Asset Disposals	10,901	10,901	-	1,925	1,925	
Loss on Asset Disposals	(79,472)	(79,472)	(68,254)	(68,254)	-	
	(3,121,531)	(3,121,531)	(1,581,412)	(1,619,112)	(37,700)	
NET RESULT						

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

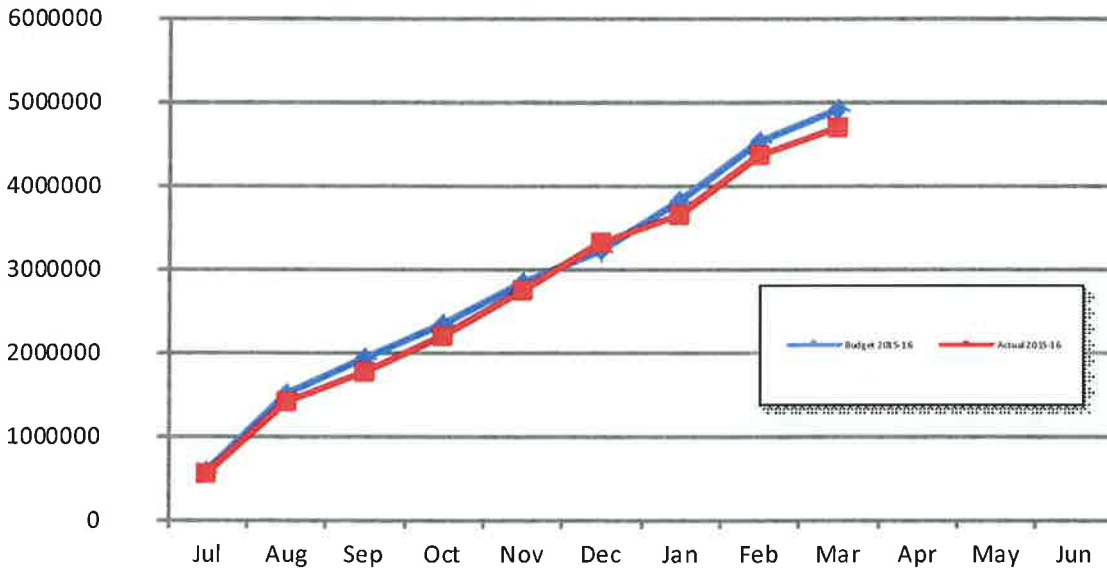
Note 1 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



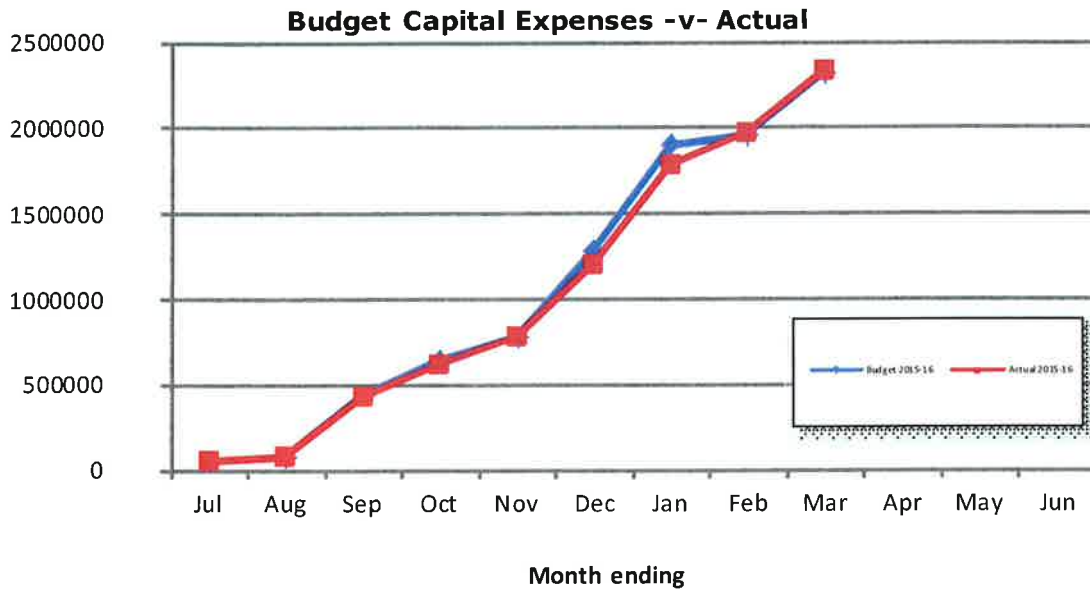
Comments/Notes - Operating Expenses

Budget Operating Revenues -v- Actual

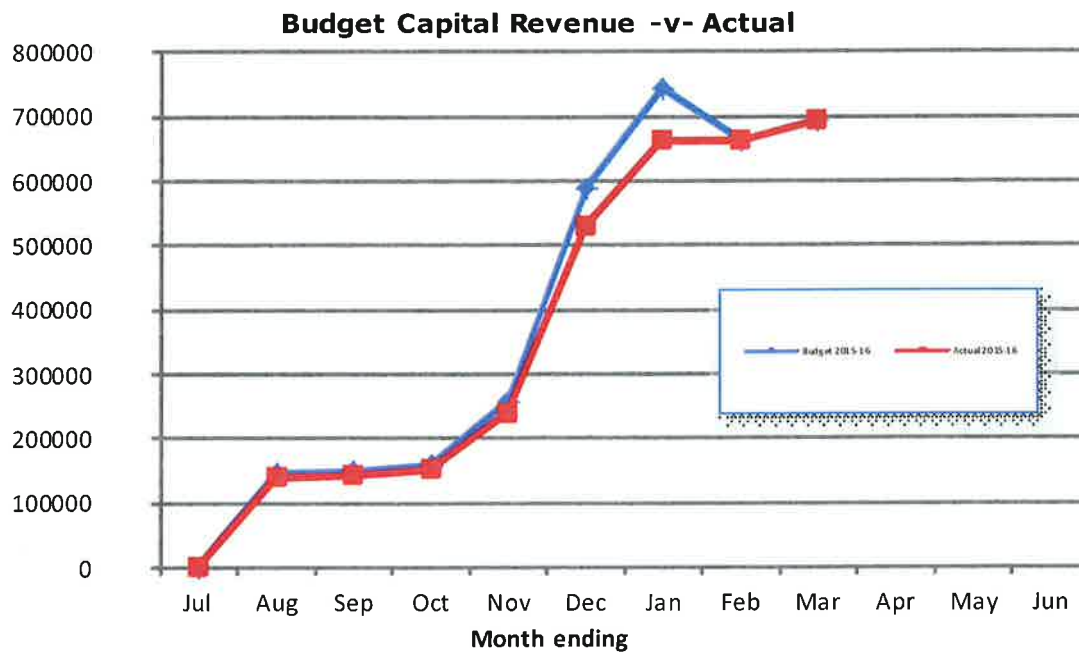


Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 1 - Graphical Representation - Source Statement of Financial Activity



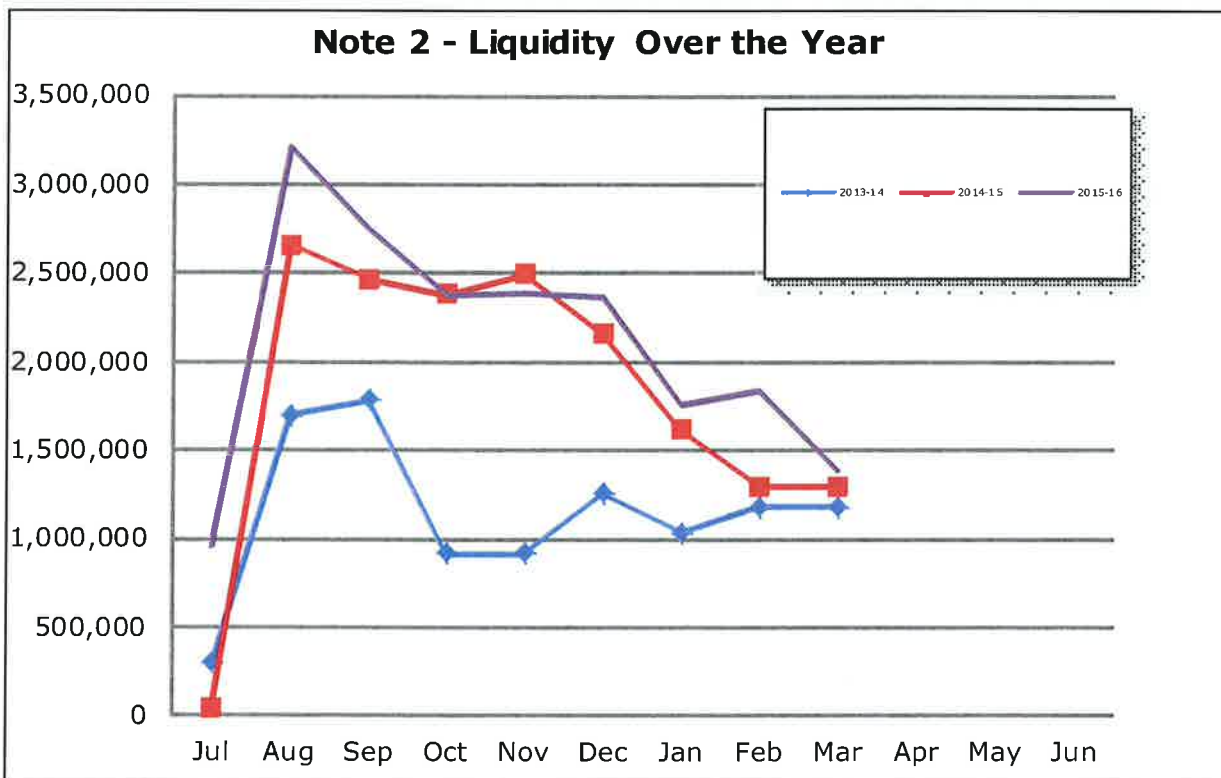
Comments/Notes - Capital Expenses



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

Note 2: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		2015-16		
Note	This Period	Same Period 2014/15	Same Period 2013/14	
	\$	\$	\$	
Current Assets				
Cash Unrestricted	1,413,452	1,367,557	1,039,792	
Cash Restricted	2,898,732	2,596,705	2,320,914	
Receivables	1,482,839	947,181	957,402	
Prepayments & Accruals	0	0	0	
Inventories	8,667	8,992	25,988	
	5,803,690	4,920,435	4,344,096	
Less: Current Liabilities				
Payables and Provisions	(1,523,946)	(1,033,263)	(847,120)	
	(1,523,946)	(1,033,263)	(847,120)	
Less: Cash Restricted	(2,898,732)	(2,596,705)	(2,320,914)	
Net Current Funding Position	1,381,012	1,290,467	1,176,062	



Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 March 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 Increase in Receivables after End of Year Completed Net Adjustments As per budget review		Opening Surplus(Deficit) Operating Revenue	\$	\$ 64,073 3,779	\$	1,050,937 1,115,010 1,118,789 1,118,789 1,118,789 1,118,789 1,118,789 1,118,789 1,118,789 1,118,789
Closing Funding Surplus (Deficit)				0	67,852	0	1,118,789

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

Note 4: RECEIVABLES
Receivables - Rates, Sewerage and Rubbish

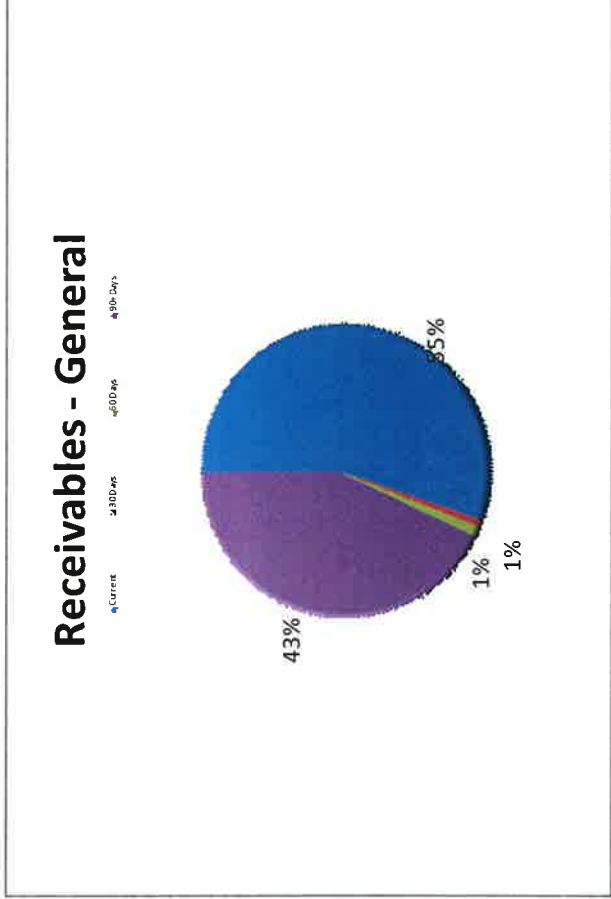
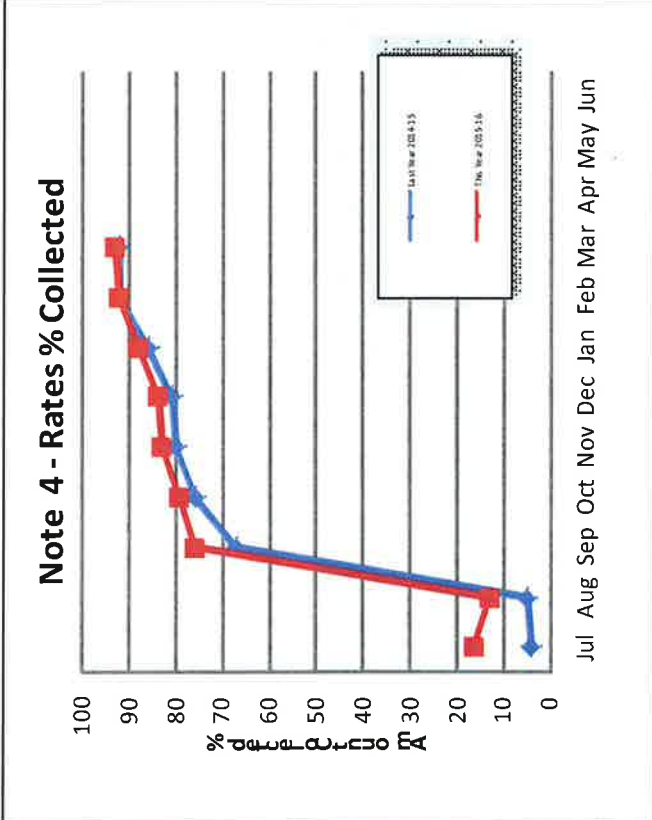
Opening Arrears Previous Years Rates, Sewerage & Rubbish Levied this year
Less Collections to date
 Equals Current Outstanding

Current 2015-16	Previous 2014-15
\$ 48,284	\$ 41,705
2,115,830	1,925,127
(2,020,869)	(1,801,376)
143,245	165,456
143,245	165,456
93.38%	91.59%

Net Rates Collectable
 % Collected

Receivables - General	Current	30 Days	60 Days	90+Days
\$	\$ 16,956	\$ 187	\$ 359	\$ 13,246
Total Outstanding	30,748			

Amounts shown above include GST (where applicable)



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

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 March 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	21,895	20,909	(986)
7,121	10,000	2,879	Single Cab Utility	8,076	10,000	1,924
						0
577,243	694,000	116,757	Totals	614,239	547,909	(66,330)

Comments - Capital Disposal

Summary Acquisitions	Adopted Budget		
	Budget	Actual	Variance
	\$	\$	\$
Property, Plant & Equipment			
Land and Buildings	1,202,878	438,142	764,736
Plant & Equipment	607,000	417,883	189,117
Furniture & Equipment	21,750	50,310	(28,560)
Infrastructure			
Roadworks & Bridge Works	1,031,390	750,928	280,462
Parks & Gardens	30,000	0	30,000
Sewerage & Drainage	166,000	127,057	38,943
Totals	3,059,018	1,784,320	1,274,699

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 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 Extension and Refurbishment of the Club House	1/08/2020	15	5.82	46,892	-	7,463	7,463	39,429	39,429	1,654	2,681
*Loan 82 Country Club	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 March 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%	132,513				132,513	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%			34,793		34,793	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		1,413,452	2,898,732	42,224	5,000	4,359,408		

Comments/Notes - Investments

Investment Management Strategy for Kalkarni Bonds

The total bond/RAD amounts are invested with Bankwest for a term of 90 days at the rate of 2.5% to 3% with a maturity date of 29 February 2016.

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

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

Health

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

Education and Welfare

The subsidy income for Kalkarni Aged Care Facility is less than budgeted expectation (\$153K).

However, the forecasted position indicates that budget targets will be achieved.

Housing

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

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 Pavilion 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

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

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 (\$96k).

Housing

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

Community Amenities

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

Recreation and Culture

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

Transport

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

Economic Services

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

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

CAPITAL REVENUE

Proceeds from Disposal of Assets

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

Self-Supporting Loan Principal

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

Transfer from Reserves

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

CAPITAL EXPENSES

Land and Buildings

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

Plant and Equipment

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

Furniture and Equipment

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

Infrastructure Assets - Roads & Bridges

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

Infrastructure Assets - Sewerage

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

Repayment of Debentures

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

Transfer to Reserves

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

OTHER ITEMS

Rate Revenue

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

Opening Funding Surplus(Deficit)

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

Closing Funding Surplus (Deficit)

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 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 March 2016
	\$	\$	\$	\$
Housing Bonds	1,080	1,920	(2,280)	720
Other Bonds	11,430	12,565	(12,970)	11,025
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	(5,411)	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	4,915	0	0	4,915
Unclaimed Money	430	0	(430)	0
	49,030	14,685	(21,491)	42,224

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Kalkarni Aged Care Facility
For the Period Ended 31 March 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	547,836	547,836	0	0.00%			
Grants & Subsidies		2,966,461	2,224,846	2,070,937	(153,909)	(6.92%)			
Reimbursements & Donations		250	188	0	(188)	(100.00%)			
Other Income		3,333	2,500	0	(2,500)	(100.00%)			
Total Revenue		3,700,492	2,775,369	2,618,773	(156,596)	(5.64%)			
Operating Expenses									
Building Maintenance		0	0	0	0	0.00%			
Interest Expenses		(5,771)	(4,328)	(3,634)	695	(16.05%)			
Insurance Expenses		(17,000)	(17,000)	(14,311)	2,689	(15.82%)			
Building Maintenance		(47,700)	(35,775)	(20,018)	15,757	(44.04%)	▼		
Loss on Sale of Asset		0	0	0	0	0.00%			
Depreciation		(199,200)	(149,400)	(152,513)	(3,113)	2.08%			
ABC Administration Expenses		(21,559)	(16,169)	(14,967)	1,202	(7.44%)			
Contract Expenses		(3,594,909)	(2,696,182)	(2,616,807)	79,375	(2.94%)	▲		
Total Expenses		(3,886,139)	(2,918,855)	(2,822,250)	96,604	3.31%			
Operating Surplus (Deficit)									
					(185,647)	(143,486)	(203,477)	(59,992)	-42%
Excluding Non Cash Adjustments									
Add back Depreciation		199,200	149,400	152,513	3,113	2.08%			
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%			
Net Operating Surplus (Deficit)		13,553	5,915	(50,964)	(56,879)	(961.64%)			
Capital Revenues									
KBC Capital Income		184,830	138,623	138,622	(0)	(0.00%)			
Transfer from Reserves	5	145,000	0	0	0	0.00%			
Total		329,830	138,623	138,622	(0)	(0)			
Capital Expenses									
Land and Buildings	6	(252,330)	(30,000)	(28,461)	1,539	0.00%			
Plant and Equipment	6	0	0	0	0	0.00%			
Furniture and Equipment	6	0	0	(23,391)	(23,391)				
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)	(68,992)	(32,033)				
Net Capital		(717)	101,664	69,631	(32,033)	(31.51%)			
Closing Funding Surplus(Deficit)		12,836	107,578	18,667	(88,911)				

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 31 March 2016

Note 12 WB Eva Pavilion 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					
Hire Fees - WB Eva Pavilion		3,000	1,800	2,184	384
Sporting Club Fees		4,929	4,500	4,535	35
Gymnasium Income		13,000	10,000	10,910	910
		20,929	16,300	17,629	1,329
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(6,765)	(5,074)	(7,863)	(2,790)
Materials and Contracts		(8,350)	(6,263)	(5,918)	345
Utilities		(6,000)	(4,500)	(2,724)	1,776
Interest Expenses		(53,359)	(40,019)	(22,512)	17,507
Insurance		(6,500)	(4,875)	(3,705)	1,171
General Operating Expenses		(7,622)	(5,716)	(10,205)	(4,489)
Gymnasium Operating		(11,385)	(8,532)	(3,868)	4,664
		(88,596)	(66,447)	(52,927)	13,519
		(67,667)	(50,147)	(35,298)	14,848
NET RESULT					
		(67,667)	(50,147)	(35,298)	14,848

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

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	140,819	1,068
	140,751	140,751	141,763	1,012
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(2,696)	(2,022)	(1,664)	358
Materials and Contracts	(23,042)	(17,282)	(22,910)	(5,628)
Utilities	(5,950)	(4,463)	(4,056)	406
Depreciation	(16,581)	(12,436)	(77,668)	(65,232)
Interest Expenses	(4,040)	(3,030)	(2,544)	486
Insurance	(230)	(230)	(240)	(10)
General Operating Expenses	(3,743)	(2,807)	(1,574)	1,233
Allocation of Administration Expense	(11,591)	(11,591)	(3,100)	8,491
	(67,873)	(53,860)	(113,756)	(59,896)
	72,878	86,891	28,006	(58,885)
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
NET RESULT	72,878	86,891	28,006	(58,885)

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Acquatic Centre
For the Period Ended 31 March 2016

	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	33,750	30,329	(3,421)	(10.14%)	
Total Revenue		45,000	33,750	30,329	(3,421)	(10.14%)	
Operating Expenses							
Brookton Caravan Park		(63,123)	(47,342)	(43,194)	4,148	0.00%	
Caravan Park Depreciation		(725)	(544)	(599)	(55)	10.17%	
Caravan Park Abc Administration Expenses		(10,200)	(7,650)	(7,081)	569	0.00%	
Total		(74,047)	(55,536)	(50,874)	4,662	8.39%	
Operating Surplus (Deficit)		(29,047)	(21,786)	(20,545)	1,241	6%	
Excluding Non Cash Adjustments							
Add back Depreciation		725	544	599	55	10.17%	
Net Operating Surplus (Deficit)		(28,322)	(21,242)	(19,946)	1,296	(6.10%)	▼
Note 14 (b): Brookton Acquatic Centre							
Operating Revenue							
POOL Fees & Charges		13,292	6,646	11,468	4,822	0.00%	
POOL GRANTS & SUBSIDIES		0	0	32,000	32,000	0.00%	
Total Revenue		13,292	6,646	43,468	36,822	0	
Operating Expenses							
POOL Employee Costs		(800)	(600)	(399)	201	(33.49%)	▼
POOL General Operating Expenses		(81,700)	(61,275)	(62,112)	(837)	1.37%	
POOL Building Maintenance		(12,657)	(9,492)	(9,608)	(115)	1.21%	
POOL Depreciation		(24,674)	(18,506)	(18,523)	(17)	0.09%	
POOL Abc Administration Expenses		(35,004)	(26,253)	(24,301)	1,952	(7.44%)	
Total		(154,835)	(116,126)	(114,943)	1,184	1.02%	
Operating Surplus (Deficit)		(141,543)	(109,480)	(71,475)	38,005	0%	
Excluding Non Cash Adjustments							
Add back Depreciation		24,674	18,506	18,523	17	0.00%	
Net Operating Surplus (Deficit)		(116,868)	(90,974)	(52,952)	38,022	0%	

12.04.16.03 STATUTORY POLICY AMENDMENT – SIGNIFICANT ACCOUNTING POLICIES

FILE REFERENCE: ADM0564

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 11th April 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 its significant accounting policies.

Background:

In the year ended 30 June 2015, the final section of assets which required fair valuation were completed. In addition, this process required a review of the depreciation rates, useful life and residual value.

Detail:

The current capitalisation threshold is \$2,000, items purchased valued below this level are recorded on an asset inventory listing but not recorded in the fixed asset register and therefore do not require a fair value review. It is recommended this threshold be increased to \$5,000. In addition the current depreciation rates are as follows;

Asset Class	Current Depreciation	New Depreciation Range
Buildings	30 to 50 years	5 to 50 years
Furniture and Equipment	4 to 10 years	4 to 10 years
Plant and Equipment	5 to 15 years	5 to 15 years
Infrastructure Parks & Gardens		30 to 50 years

Asset Class	Current Depreciation	New Depreciation Range
Sealed Roads and Streets		
Formation/Subgrade	not depreciated	not depreciated
Pavement	50 years	15 to 100 years
Seal -bituminous	20 years	Reclassified as Surface
Seal- asphalt surfaces	25 years	Reclassified as Surface
Surface		15 to 25 years
Surface Water Channel		5 to 100 years
Gravel roads		
Formation/Subgrade	not depreciated	not depreciated
Pavement	50 years	15 to 100 years
Formed roads (unsealed)		
Formation/Subgrade	not depreciated	not depreciated
Pavement	50 years	15 to 100 years
Footpaths – slab	20 years	40 to 100 years
Sewerage piping	100 years	1 to 100 years
Water supply piping and drainage systems	75 years	50 to 75 years
Storm Water Drainage		50 to 100 years
Bridges		10 to 50 years

These depreciation ranges reflect the estimated rate at which assets are utilised and the addition of specific asset classes as a result of the fair valuation review.

Statutory and Legal Considerations:

The Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Policy Considerations:

The Significant Accounting Policy section of Council Policies Manual updated to include the changes to this policy.

Consultation:

Nil.

Financial Implications:

Nil.

Strategic Community Plan (2013 – 2023)

There are no Strategic Community Plan implications relevant to this report

Corporate Business Plan (2015-2019)

There are no Corporate Business Plan implications relevant to this report

Officer's Comment:

The extensive review of our assets, in particular the infrastructure assets of roads, bridges and sewerage has resulted in depreciation rates which better reflect the useful life of the asset.

Voting Requirements:

Simple Majority.

Officer's Recommendation:

That Council adopts the amendments to policy 4.1 Financial Reporting Accounting Policies in the Council Policy Manual as follows;

1. Depreciation Ranges

Asset Class	New Depreciation Range
Buildings	5 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Infrastructure Parks & Gardens	30 to 50 years
Sealed Roads and Streets	
Formation/Subgrade	not depreciated
Pavement	15 to 100 years
Seal -bituminous	Reclassified as Surface
Seal- asphalt surfaces	Reclassified as Surface
Surface	15 to 25 years
Surface Water Channel	5 to 100 years
Gravel roads	
Formation/Subgrade	not depreciated
Pavement	15 to 100 years
Formed roads (unsealed)	
Formation/Subgrade	not depreciated
Pavement	15 to 100 years
Footpaths – slab	40 to 100 years
Sewerage piping	1 to 100 years
Water supply piping and drainage systems	50 to 75 years
Storm Water Drainage	50 to 100 years
Bridges	10 to 50 years

- 2. A capitalisation threshold of \$5,000, where assets below this value are not capitalised but added to an asset inventory list.**

**Council Resolution
12.04.16.03
Moved Cr Crute Seconded Cr Mills**

That Council adopts the amendments to policy 4.1 Financial Reporting Accounting Policies in the Council Policy Manual as follows;

1. Depreciation Ranges

Asset Class	New Depreciation Range
Buildings	5 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Infrastructure Parks & Gardens	30 to 50 years
Sealed Roads and Streets	
Formation/Subgrade	not depreciated
Pavement	15 to 100 years
Seal -bituminous	Reclassified as Surface
Seal- asphalt surfaces	Reclassified as Surface
Surface	15 to 25 years
Surface Water Channel	5 to 100 years
Gravel roads	
Formation/Subgrade	not depreciated
Pavement	15 to 100 years
Formed roads (unsealed)	
Formation/Subgrade	not depreciated
Pavement	15 to 100 years
Footpaths – slab	40 to 100 years
Sewerage piping	1 to 100 years
Water supply piping and drainage systems	50 to 75 years
Storm Water Drainage	50 to 100 years
Bridges	10 o 50 years

2. A capitalisation threshold of \$5,000, where assets below this value are not capitalised but added to an asset inventory list.

CARRIED 7 - 0

12.04.16.04 STATUTORY POLICY - DISCRIMINATION, HARASSMENT AND BULLYING

FILE REFERENCE:

AUTHORS NAME AND POSITION:	Evelyn Arnold Deputy Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	11 th April 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 attached discrimination, harassment and bullying policy.

Background:

Whilst reviewing the current statutory policies it was highlighted that Council's policy surrounding harassment, discrimination and bullying, appeared to have been overlooked in the previous review process.

Detail:

These areas of employment relations are defined in statute, however, it is good governance and risk management for Council to have a policy providing officers with a clear definition and framework of what constitutes discrimination, harassment or bullying in the workplace. This policy also affirms the Shire of Brookton's commitment to providing a workplace where every employee is treated equally, fairly and without prejudice.

Statutory and Legal Considerations:

Equal Employment Opportunity Act 1984, Sex Discrimination Act 1984, the Occupational Safety and Health Act 1984 and the Local Government Act 1995.

Policy Considerations:

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

Consultation:

WALGA Employee Relations recommended policies.

Financial Implications:

Nil.

Strategic Community Plan (2013 – 2023)

There are no Strategic Community Plan implications relevant to this report

Corporate Business Plan (2015-2019)

There are no Corporate Business Plan implications relevant to this report

Officer's Comment:

Policies provide a reference for officers to ensure consistency and clarity in daily operations. This policy is intended to assist officers protect themselves and their colleagues against inappropriate conduct in the work place.

Voting Requirements:

Simple Majority.

Officer's Recommendation:

That Council adopts the Discrimination, Harassment and Bullying Policy (attachment 12.04.16.04A).

Council Resolution

12.04.16.04

Moved Cr Mills Seconded Cr Allington

That Council adopts the Discrimination, Harassment and Bullying Policy (attachment 12.04.16.04A).

CARRIED 7 - 0

Title:	Discrimination, Harassment and Bullying Policy
Previous No:	
File No:	
Statutory Environment:	<i>Equal Employment Opportunity Act 1984, Sex Discrimination Act 1984, Occupational Safety and Health Act 1984</i>
Minute No:	
Last Updated:	
Review Date:	

Objective:

The objective of this policy is to provide a definition and a framework of what constitutes discrimination, harassment or bullying in the workplace.

Policy:

The Shire of Brookton and its employees are committed to providing a working environment where every employee is treated equally, fairly and without prejudice. For the purposes of this policy the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Brookton in any capacity.

Unlawful Discrimination

An employee is directly discriminated against if they are treated less favourably than another person in the same or similar circumstance, because of any one of the grounds of discrimination outlined below. Indirect discrimination can occur where a practice or requirement is imposed upon all employees; however a high proportion of employees with an attribute cannot comply with, or are affected by, that practice or requirement. The Local Government acknowledges its responsibilities and obligations pursuant to State and Federal equal opportunity and anti-discrimination laws.

The Shire of Brookton and its employees acknowledge they are subject to State and Federal equal opportunity and anti-discrimination legislation. The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

- Age;
- Family responsibility or status;
- Race or colour;
- Sex including gender identity, sexual orientation and intersex status;
- Physical or mental disability;

- Marital status;
- Political or religious conviction;
- Pregnancy;
- Criminal record;
- Breastfeeding;
- Gender history;
- Impairment;
- National extraction or social origin; and
- Trade union activity

Sexual Harassment

The Equal Opportunity Act 1984 (WA) and the Sex Discrimination Act 1984 (Cth) provide that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

Some examples of sexual harassment include, but are not limited to:

- Physical contact (touching, rubbing, patting, embracing, brushing up against, etc.);
- Gestures of a sexual nature;
- Leering or staring;
- Offensive telephone calls, emails, text messages or notes;
- Sexual suggestive jokes or comments;
- Tales of sexual exploits;
- Repeated requests for a date;
- Unwelcome comments or questions about a person's sex life, appearance or dress;
- Sexually graphic material (poster, calendars, cartoons, graffiti, messages, emails).

Bullying

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.

Bullying is also unlawful under the Occupational Safety and Health Act 1984 (WA) and the Occupational Safety and Health Regulations 1996 (WA).

Some examples of bullying include, but are not limited to:

- Loud, abusive or offensive language or comments;
- Yelling and screaming;
- Unjustified criticism and insults;
- Unjustified threats of dismissal or other disciplinary action;
- Acts of sabotaging another's work by withholding information which is required to fulfil tasks;
- Spreading malicious rumours or misinformation;
- Inappropriate comments about an employee's appearance, lifestyle of family;
- Deliberately excluding an employee from workplace meetings or activities;
- Hiding documents or equipment or withholding vital information required for effective work performance;
- Constantly changing targets or work guidelines;
- Overloading an employee with work and impossible deadlines;
- Setting tasks that are unreasonably below or beyond an employee's level of skill;
- Threats of assault or violence or actual violence;
- Teasing and practical jokes; and
- Isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee, the police should be called.

Reasonable Management Action

The Local Government has a right to take reasonable management action to direct the way in which work is conducted and to give employees lawful and reasonable directions to complete work in a certain manner. Reasonable management action is not workplace bullying.

Some examples of reasonable management action include, but are not limited to:

- The establishment and regular use of performance management systems;
- The setting of reasonable performance targets and deadlines;
- Providing employees with constructive feedback or counselling to assist workers to improve their work performance or the standard of their behaviour;
- Issuing a lawful and reasonable direction to an employee to complete a work task;
- Preparing and amending a roster for employees;
- Transferring an employee to a different work location for operational reasons;
- Implementing organisational change;
- Informing an employee about inappropriate behaviour in a confidential manner; and
- Taking disciplinary action against an employee.

What are the Ways in which Bullying can Occur?

There are a variety of ways bullying behaviour can occur in the workplace such as verbally, through email or text message or via social media. Bullying can be directed at an individual employee or a group of employees, and can be carried out by one or more employees. Bullying can occur between employees, downwards from managers to employees or upwards from employees to supervisors or managers.

Roles & Responsibilities

To ensure the intent of this policy is realised, various roles within the Shire of Brookton must assume certain responsibilities.

The Employer

The Shire of Brookton will endeavour to:

- provide all workplace participants with a workplace free from discrimination, sexual harassment and bullying;
- provide and maintain safe systems of work;
- provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination and bullying;

- treat all employees fairly; and
- take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied or victimised another employee.

All the Organisation's Employees

Employees are required to:

- report any incidents of sexual harassment, discrimination or bullying they may see happening around them to an appropriate manager or supervisor;
- follow all policies and procedures of the Shire of Brookton;
- ensure they do not victimise any person making a complaint of sexual harassment, discrimination or bullying;
- treat all employees fairly and with respect.

Consequences of Breaching This Policy

Any breach of this policy, may result in disciplinary action up to and including termination of employment.

Variation to This Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

- Grievance Policy
- Grievance Procedure

12.04.16.05 STATUTORY POLICY - GRIEVANCES, INVESTIGATIONS AND RESOLUTIONS AND PROCEDURE

FILE REFERENCE:

AUTHORS NAME AND POSITION:	Evelyn Arnold Deputy Chief Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	11 th April 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 new policy and procedure to provide a definition and framework to investigate and resolve grievances that may arise at the Shire of Brookton.

Background:

Whilst reviewing the policies surrounding harassment, discrimination and bullying, the apparent omission of formal grievance policies and procedures was also highlighted.

Detail:

Whilst these areas of employment law are defined in statute it is good governance and risk management for Council to have a policy providing officers with clear policy and procedures. This policy also outlines Council's commitment to ensure any grievances that may arise are investigated and resolved a fair manner.

Statutory and Legal Considerations:

Equal Employment Opportunity Act 1984, Sex Discrimination Act 1984, the Occupational Safety and Health Act 1984 and the Local Government Act 1995.

Policy Considerations:

The Council Policies Manual and the Management Policies and Procedures Manual are updated to include these changes.

Consultation:

WALGA Employee Relations recommended policies.

Financial Implications:

Nil.

Strategic Community Plan (2013 – 2023)

There are no Strategic Community Plan implications relevant to this report

Corporate Business Plan (2015-2019)

There are no Corporate Business Plan implications relevant to this report

Officer's Comment:

Policies and procedures provide a framework for officers to ensure consistency and clarity. This policy is intended to assist officer protect themselves and their colleagues against inappropriate work place conduct.

Voting Requirements:

Simple Majority.

Officer's Recommendation:

That Council;

- 1. adopts the Grievances, Investigations and Resolutions Policy (attachment 12.04.16.05A).**
- 2. notes the Grievances, Investigations and Resolutions Procedure (attachment 12.04.16.05B)**

Council Resolution

12.04.16.05

Moved Cr Allington

Seconded Cr Eva

That Council;

- 1. adopts the Grievances, Investigations and Resolutions Policy (attachment 12.04.16.05A).**
- 2. notes the Grievances, Investigations and Resolutions Procedure (attachment 12.04.16.05B)**

CARRIED 7 - 0

Attachment 12.04.16.05A

Title:	Grievances, Investigations and Resolutions Policy
Previous No:	
File No:	
Statutory Environment:	<i>Equal Employment Opportunity Act 1984, Sex Discrimination Act 1984, Occupational Safety and Health Act 1984</i>
Minute No:	
Last Updated:	
Review Date:	

Objective:

The objective of this policy is to provide a definition and a framework to investigate and resolve grievances that may arise in at the Shire of Brookton.

Policy:

All employees have a right to express any genuine grievances or complaints via an impartial internal process. All employees involved in a grievance process are expected to participate in good faith. For the purposes of this policy, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Brookton in any capacity.

Roles

Complainant – An employee who raises a complaint about a matter regarding the workplace.

Respondent – An employee who is alleged to have acted in a manner which caused the complainant to raise a complaint.

Support Person – A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.

Witness – A person (including an employee) who is requested by the Local Government to assist the process by providing relevant information regarding the complaint.

What to do if you have a Complaint?

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Local Government's policies, procedures or guidelines (Policies), the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. If the nature of the complaint is deemed to be sufficiently serious, the complainant should contact their Manager directly. If the Complainant does not feel comfortable approaching the Respondent they should approach a Manager to assist to facilitate the informal discussion.

If the Respondent is the Chief Executive Officer the grievance can lodged with the Deputy Chief Executive Officer. Any grievance lodged against the Chief Executive Officer is to be dealt with by the Shire President under this policy.

If the inappropriate behaviour continues, the Complainant is encouraged to make a formal complaint to their direct manager. If the direct manager is the Respondent in the matter or if the employee feels uncomfortable approaching their manager, the Complainant should approach any other Manager at the Shire of Brookton.

The employee who receives the complaint must contact the Respondent's direct line manager (in the case of the Chief Executive officer that is the Shire President) and decide upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

Key Principles in the Complaint Resolution Process

The following principles are necessary for the fair investigation and resolution of a complaint:

- **Confidential** – Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire of Brookton may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required

to keep the matter confidential. Information will only be placed on an employee's personal file if they are disciplined as a result of the complaint;

- **Impartial (fair/unbiased)** – Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant information has been collected and considered;
- **Sensitive** – The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation;
- **Timely** – The Shire of Brookton aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements;
- **Documented** – All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient;
- **Natural Justice** – The principles of natural justice provide that:
 - A Respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made;
 - A Respondent against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation;
 - anyone involved in the investigation should be unbiased and declare any conflict of interest;
 - decisions must be based on objective considerations and substantiated facts; and
 - the Complainant and the Respondent have the right to have a support person present at any meetings where practicable.
- **Procedural Fairness** – The principles of procedural fairness provide that:
 - the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;

- A Respondent is entitled to receive verbal or written communication from the Shire of Brookton of the potential consequences of given forms of conduct, as applicable to the situation;
- The Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
- Any mitigating circumstances presented to the Shire of Brookton through the grievance process are investigated and considered;
- the Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
- any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- All interviews of witnesses are conducted separately and confidentially.

Outcome of Making a Complaint

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issue, the manager of the Respondent may commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent in accordance with the Disciplinary Policy.

If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with senior management, may elect to discipline the Respondent in accordance with the Disciplinary Policy.

Vexatious or Malicious Complaints

Where a Complainant has deliberately made a vexatious or malicious complaint that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Victimisation of Complainant

A Complainant must not be victimised by the Respondent or any other employee of the Shire of Brookton for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Variation to This Policy

This policy may be cancelled or varied from time to time. All Shire of Brookton's employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

- Discrimination, Harassment, & Bullying Policy
- Grievances, Investigations and Resolutions Procedure
- Code of Conduct

Attachment 12.04.16.06B

Title:	Grievances, Investigations and Resolutions Procedure
Previous No:	
File No:	
Statutory Environment:	
Minute No:	
Last Updated:	
Review Date:	

Objective:

The objective of this policy is to provide a procedure to investigate and resolve grievances that may arise in at the Shire of Brookton.

Procedure

The following procedure, based on the principles outlined in the Grievances, Investigations & Resolution Policy, is to be used in the resolution of any complaint. A complaint should be dealt with internally in the first instance where reasonable and practicable. The aim of this procedure is to resolve the complaint as quickly and confidentially as possible.

First step – Self Resolution

A Complainant should attempt to resolve the issue directly with the person(s) concerned in the first instance. The Complainant should identify the specific conduct which has caused offence, explain the impact of that conduct on them, and request that the conduct stops. In some circumstances, the Respondent may be unaware that their behaviour offends the Complainant. These actions should be taken as soon as possible.

If the Complainant is not comfortable attempting to resolve the issue directly with the Respondent, if their attempts to resolve the issue are unsuccessful or if the issue is deemed sufficiently serious, the Complainant should seek guidance from a senior manager on the options available to the Complainant. If the Chief Executive Officer is the Respondent of the complaint the Complainant may approach the Shire President and/or the Deputy Chief Executive Officer. The Complainant has the choice whether to proceed with their complaint at that stage and the complaint can be withdrawn at any stage. If a complaint is withdrawn and the Shire of Brookton deems that matter to be sufficiently serious, it may continue to investigate the complaint even if it has been withdrawn.

Informal Complaint Procedure

A complaint can be dealt with on an informal basis where:

- the allegations are not deemed sufficiently serious, for example interpersonal conflict or potentially amount to a minor breach of some Local Government policies, procedures and guidelines (Policies));
- the Complainant is reluctant to lodge a formal complaint; or
- the Complainant and the Respondent work together closely on a regular basis and the preservation of the employment relationship is paramount.

The informal complaint procedure may be approached as follows:

- The Complainant should approach their direct manager or in the alternative, another Manager, to outline their concerns, the desired outcome and any ideas for resolution of the complaint.
- The Complainant's manager or other Manager will explain the various options open to the Complainant for the resolution of the complaint.
- If the Complainant chooses to proceed with the complaint, management can either:
 - arrange for a mediation between the Complainant and the Respondent; and/or
 - meet with the Complainant and the Respondent separately to discuss the issues and explore possible solutions; and/or
 - write to the Complainant and the Respondent to obtain further information about the complaint and to explore potential solutions.

If the matter is resolved to the satisfaction of all parties, the matter will be concluded. If the matter is not resolved, the manager and senior management will determine whether any further action is required. All meetings with the Complainant and the Respondent should be documented and any correspondence between the parties should be retained on a confidential basis.

Formal Complaint Procedure

A complaint should be dealt with through the formal complaint procedure where:

- it complaint involves sufficiently serious allegations, including but not limited to, sexual harassment, discrimination, criminal conduct, breaches of Local Government policies or breach of *the Local Government Act 1995 (WA)*;
- the complaint involves a particularly sensitive or personal matter; or
- a formal complaint procedure is deemed appropriate in the circumstances by the manager.

Submitting a Formal Complaint

A formal complaint should be made in writing and include the following information:

- the Complainant's name and contact details;
- details of the specific incident or issue being complained about;
- if the complaint is about a person(s), the identity of the Respondent/Respondents and their relationship to the Complainant;
- the names of any witnesses who were present during the specific incident or who have first-hand knowledge of the issue being complained about;
- the outcome the Complainant is seeking; and
- any action that has already been taken in an effort to resolve the issue.

Preliminary Inquiry

Before commencing a formal investigation, the relevant Manager or Deputy Chief Executive Officer are able to conduct a preliminary inquiry if further information about the complaint is required to determine the level of seriousness involved. The purpose of a preliminary inquiry is to:

- obtain details about the complaint and assess the seriousness of the allegations;
- determine the level of factual dispute;

- assess whether there is sufficient evidence to proceed to a formal investigation; and
- determine whether the Shire of Brookton should proceed with an investigation or refer the matter to an external authority. It may be appropriate to refer a matter to an external authority where the alleged conduct is potentially of a criminal nature, potentially breaches the *Local Government Act 1995* or may need to be dealt with by the Corruption and Crime Commission.

Full Investigation

If deemed necessary, the relevant Manager may require a formal investigation to be conducted. The Shire of Brookton can elect to appoint a person from outside the Shire of Brookton to conduct the formal investigation or an appropriate Shire of Brookton employee may conduct the investigation (the Investigator).

The role of the Investigator is to collect information about the complaint and make findings about whether any allegations are able to be substantiated. The Investigator is responsible for ascertaining facts, reviewing documentation, interviewing parties and making a determination about whether any further action against the Respondent is warranted. The depth and scope of the investigation will depend on the nature of the complaint, however, as a general guide the following should be covered by the investigation report:

- the circumstances of any allegations made;
- a list of allegations made by the Complainant, the Respondent's response to the allegations and whether any of the allegations are substantiated;
- outline where any policies or legislation have been breached;
- evidence stemming from the complaint include any documentation such as emails; letters and signed witness statements; and
- any mitigating circumstances that have been presented through the investigation on behalf of the Respondent.

Outcome and Action

The outcome of the investigation will dictate whether any disciplinary action may be warranted. Whether any disciplinary action is required will be at the discretion of the relevant line manager in consultation with senior management. Any disciplinary action will be taken in accordance with the Disciplinary Policy.

Substantiated Complaints and Potential Outcomes

Outlined below are some examples of actions that may be taken after a formal complaint is investigated and outcomes have been substantiated.

- apology from the Respondent to the Complainant (written or oral/verbal);
- agreement from the Respondent that the behaviour will not be repeated;
- a Respondent can be issued with a verbal or written warning;
- transfer, demotion or termination of the Respondent's employment;
- counselling of the Complainant and/or Respondent;
- implementation of a training program; or
- changes to the Shire of Brookton's Policies.

Frivolous or Vexatious Complaint

If a complaint is found to be deliberately vexatious or malicious after an investigation, the employee making that complaint may be subject to disciplinary action, including but not limited to, termination of employment.

Other Resources

An investigation into a complaint may require the Shire of Brookton to utilise resources from outside the organisation to help resolve the situation, including:

- an Employee Assistance Program (EAP);
- use of an independent investigator; or
- use of an independent mediator.

Variation to this Procedure

This procedure may be amended from time to time. All the Shire of Brookton's employees will be notified of any variation to this policy by the normal correspondence method.

13.04.16 GOVERNANCE

13.04.21.01 BUY LOCAL POLICY REVIEW

FILE REFERENCE:

AUTHORS NAME AND POSITION:	Darren Friend CEO
NAME OF APPLICANT/ RESPONDENT:	Darren Friend CEO
DATE REPORT WRITTEN:	5 April 2016
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
PREVIOUS MEETING REFERENCE:	18 February 2016

SUMMARY:

This report recommends that Council adopt the amended policy 1.16 Buy Local policy and the amended policy be updated

Background:

In February 2016 the Buy Local policy was amended to as part of a review of Council's Purchasing Policy. This resulted in an additional clause (highlighted in yellow below) being added. Officers expressed their concern that this clause created confusion and introduced additional complexity making it difficult implement the policy

Details:

Given that staff have difficulty in procuring services and goods required to meet the community's requirements, the clause should be removed and the policy returned to its wording prior to February 2016.

Statutory and Legal Considerations:

Local Government Act 1995

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:

Council's current policy reads:-

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:	18 February 2016	Resolution #:	13.02.16.03
Review Date:	June 2014			

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.

Consultation:

Shire of Brookton staff.

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 Buy Local policy (Policy 1.16) to read:-

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:	April 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.

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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.

Council Resolution

13.04.16.01

Moved Cr Mills

Seconded Cr Fancote

That Council amends its Buy Local policy (Policy 1.16) to read as below

CARRIED 7 - 0

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:	April 2016			

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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.

14.04.16 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15.04.16 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING (Late Reports)

16.04.16.0 CONFIDENTIAL REPORT

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

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

(a) *a matter affecting an employee or employees;*

(b) *the personal affairs of any person;*

(c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*

(d) *legal advice obtained, or which may be obtained by the local government and which relates to a matter to be discussed at the meeting;*

(e) *a matter that if disclosed, would reveal*

(i) *a trade secret*

(ii) *information that has a commercial value to a person or*

(iii) *information about the business, professional, commercial or financial affairs of a person,*

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

(f) *a matter that if disclosed, could be reasonably expected to:*

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

17.04.16 NEXT MEETING & CLOSURE

The next Ordinary meeting of Council will be on Thursday 19 May 2016 at 12.30 pm.

There being no further business the Presiding Member closed the meeting at 1.28pm.