



ORDINARY MEETING OF COUNCIL

AGENDA

15 JULY 2021



PO Box 42, 14 White Street, Brookton WA 6306



9642 1106



mail@brookton.wa.gov.au



www.brookton.wa.gov.au





NOTICE OF MEETING

15 July 2021

**14 White Street
Brookton, WA 6306**

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 15th July 2021 in the Council Chambers at the Shire Administration Centre commencing at 6.00 pm.

The business to be transacted is shown in the agenda.

Ian D’Arcy
CHIEF EXECUTIVE OFFICER
09 July 2021

DISCLAIMER

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

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1.07.21 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

On behalf of Council, I would like to acknowledge that this meeting is being held on the traditional lands of the Nyoongar People and pay respect to all Elders, past, present and emerging. I wish to acknowledge and respect local people's continuing culture and the contribution they make to Country and its life.

2.07.21 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**3.07.21 USE OF COMMON SEAL – JUNE 2021**

The Table below details the Use of Common Seal under delegated authority for the month of June 2021.

Use of Common Seal Register		
File Ref:	Purpose	Date Granted
Nil.		

4.07.21 DELEGATED AUTHORITY – ACTIONS PERFORMED – JUNE 2021

The Table below details the actions of Council performed under delegated authority for the month June 2021.

Shire of Brookton, Delegation Register, 1.46 Building Matters – Permits, Certificates & Orders

BUILDING			
Application No.	Lot & Street	Type of Building Work	Date Granted
30.20-21	Lot 510 Brookton Highway	2 x Chalet short stay units	06 June 2021
31.20-21	Lot 14 Williams Street	Reroof	14 June 2021
32.20-21	Lot 1 Gaynor Street	Dwelling	24 June 2021

Shire of Brookton, Delegation Register, 1.41 Specific Provisions under the Town Planning Scheme No. 4.

PLANNING				
File Ref	Application Ref	Subject Land (incl. Scheme No.)	Purpose	Date Granted
Nil.				

5.07.21 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.07.21 PUBLIC QUESTION TIME**7.07.21 APPLICATIONS FOR LEAVE OF ABSENCE****8.07.21 PETITIONS/DEPUTATIONS/PRESENTATIONS**

9.07.21	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS
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9.07.21.01	ORDINARY MEETING OF COUNCIL – 17 JUNE 2021
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That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 17 June 2021, be confirmed as a true and correct record of the proceedings.

9.07.21.02	BUSHFIRE ADVISORY COMMITTEE – 15 JUNE 2021
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That the minutes of the Bushfire Advisory Committee meeting held in the Shire of Brookton Council Chambers, on 15 June 2021, be received by Council.

10.07.21	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION
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11.07.21	DISCLOSURE OF INTERESTS
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Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer at the commencement of the meeting and prior to the item.

Disclosure of Financial & Proximity Interests

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

Disclosure of Interest Affecting Impartiality

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

12.07.21 TECHNICAL & DEVELOPMENT SERVICES REPORTS

Nil.

13.07.21 COMMUNITY SERVICES REPORTS**13.07.21.01 COMMUNITY CHEST FUNDING APPLICATION – ANNUAL GRANTS – BROOKTON CHORAL SOCIETY**

File No:	FIN008D
Date of Meeting:	15 July 2021
Location/Address:	N/A
Name of Applicant:	Brookton Choral Society
Name of Owner:	N/A
Author/s:	Sandie Spencer – Community Liaison Officer
Authorising Officer:	Kellie Bartley – Manager Corporate & Community
Declaration of Interest:	The author has no interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

This report relates to the application made by Brookton Choral Society (Inc) for the Community Chest Fund under the Policy 2.34 – Annual Grants – Section ‘Community Support Grants’.

The Brookton Choral Society is seeking Council’s consideration for a grant of \$1,397.00 under the Community Chest Fund to purchase stage lighting, leads and a controller console.

The application from the Choral Society is attached to this report as **Attachment 13.07.21.01A**.

Description of Proposal:

The Choral Society would like to upgrade the stage lighting as the current lights are non-compliant and inefficient to light the stage area. The grant money will be used to purchase two portable bright whitewash stage lights, a control dimmer unit, and two leads. These lights are essential to adequately light the stage area, and are energy efficient, and safe to used.

The Community Support Grant requires the community to group to match 1/3. The Choral Society have demonstrated this with the in-kind contributions totalling to \$636.00. This information is detailed on page 6 of the Community Chest Application.

Background:

The Council adopted a Council Policy – 2.34 - Community Funding and Donations Policy in June 2018 with amendments made in August 2019 and February 2020, recognising that community funding provides a significant opportunity to work collaboratively with local community groups, not-for-profit groups, and individuals to facilitate and deliver projects and/or activities that have a number of community benefits, such as social inclusion and strengthening connections within the Shire.

The Brookton Choral Society is seeking funding under the Donations Policy section ‘Annual Grants – Section ‘Community Support Grant’, allows a maximum of \$6,000 cash support per financial year. With matched funding of 1/3 – Community Group, 2/3 Shire Grant.

The grant money is intended to benefit the Brookton Choral Society through enabling the stage to be adequately illuminated for stage performances presented to the Brookton and wider community. The

lights will be available for other events held at Memorial Hall.

The Choral Society have previously purchased a good quality LED main spotlight, and coloured wash LED side lights, however additional lights are required to provide adequate lighting and the control box allows the lights to individually controlled during performances.

The Brookton Choral Society were awarded the Community Event of the Year at the 2021 Australia Day Awards for the Kids Fun and Magic Afternoon. They are planning to hold another kids' fun afternoon in October and a pantomime. These events actively engage the Brookton and wider communities.

Consultation:

There has been the Brookton Choral Society and the Community Liaison Officer.

Statutory Environment:

Council is able to offer a donation or afford a financial grant through the adopted budget and policy framework for the Community Chest Fund, which have been endorsed under the relevant provisions of the *Local Government Act 1995*.

Relevant Plans and Policy:

Policy 2.34 – Community Funding and Donations is applicable to this application, with assessment against the relevant selection criteria detailed below:

Annual Grants:

Funding category	Funding Amount	Guidelines
Community Support Grants	Maximum \$6,000 cash support per financial year. With matched funding of 1/3 – Community Group 2/3 Shire Grant.	<ul style="list-style-type: none">• Only available to incorporated bodies.• Available to applicants to support a community project, program, or event.• Applicants must demonstrate their ability to <u>match</u> Shire of Brookton grant support.• Applications can be made at any time throughout the year.

SELECTION CRITERIA (extracted from the Policy)

- Only available to incorporated bodies.*
The Brookton Choral Society is an incorporated body.
- Available to applicants to support a community project, program, or event.*
The lighting will be available for use in Memorial Hall for events. The events are open to the Brookton Community to attend.
- Applicants must demonstrate their ability to match Shire of Brookton grant support.*
The Brookton Choral Society have demonstrated their ability to match the grant. This is outline on page 6 of the Community Chest Application.
- Applications can be made at any time throughout the year.*

C. Recognition of Shire of Brookton support

The Shire of Brookton must be recognised for the support provided for all Annual Grants, Matched Funding Grants and Community Donations. Recognition requirements for all funding programs must be detailed to the Shire as part of the application process.

Financial Implications:

The Community Chest (COA E115050) is set at \$40,000.00 in the draft Annual Budget for 2021/2022 financial year. As this is the first allocation there is sufficient capacity to support this application should Council adopt the draft budget without change to this Charter of Account.

In relation to the co-contribution of \$636.00 in-kind, this is commensurate with the 1/3 contribution required under the current donations policy.

Risk Assessment:

The risk in relation to this matter with the Choral Society is assessed as "Low".

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal relates to:

1. The BROOKTON Strategic Community Plan <2027 and aligns to the following objectives of the BROOKTON 20:
 3. Social Innovation
 4. Jobs and Volunteering
 9. Community Engagement
 14. History, Heritage, Recreation and Culture
 16. Community Activity and Visitor Eventing
2. The delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the application for a funding donation aligns to:

Function 24 Community Support

Action 24.1 – Support community group activities

Comment:

The Brookton Choral Society is valued and respected group of volunteers that present various shows, productions, and performances which engages with all aspects and ages of the community.

On assessment the application adequately addresses the stated criteria under Policy 2.34 and given the contribution and efforts of the Brookton Choral Society to provide performances and productions to the community, it is recommended Council endorse the grant of \$1,397.00 from the Community Chest Fund.

OFFICER'S RECOMMENDATION

That Council in relation to the application from the Brookton Choral Society under Council Policy 2.34 – Community Funding and Donations grant approval for a \$1,397.00 (excl. GST) grant from the Community Chest Fund for the 2021/2022 annual financial year.

(Simple majority vote required)

Attachments

Attachment 13.07.21.01A - Community Chest Fund Application – Brookton Choral Society.

Community Chest Fund



Application Form

NAME OF ORGANISATION: BROOKTON CHORAL SOCIETY (INC)
 CONTACT PERSON: DAVID BOND
 POSITION: PRESIDENT
 PHONE: 96421207 FAX: _____
 MOBILE: 0429 263 441 EMAIL: dkthonds@bigpond.net.au
 IS YOUR ORGANISATION INCORPORATED? ☒ YES ☐ NO

NAME OF PROJECT OR EVENT: STAGE LIGHTING (2) FLOODLIGHTS + CONTROLLER
ESTIMATED START DATE: 0-07-2021 + ADJUSTABLE STANDS
 ESTIMATED COMPLETION DATE: _____
 REQUESTED COMMUNITY CHEST FUNDS: \$1397.00 (SEE QUOTATION 114721) MEGA MUSIC

1. BRIEF DESCRIPTION OF PROJECT/EVENT:

THE GROUP WANT TO UPGRADE THEIR STAGE LIGHTING,
 AS OUR OLD STAGE LIGHTS ARE NOT COMPLIANT, AND
 ARE INEFFICIENT. WE HAVE PURCHASED A GOOD QUALITY
 LED MAIN SPOTLIGHT & COLOURED WASH LED SIDE LIGHTS,
 * WE REQUIRE (2) VERY BRIGHT WHITE WASH STAGE LIGHTS
 A CONTROL DIMMER UNIT & 2 LEADS. WE WILL CONSTRUCT (2) STANDS
 THESE LIGHTS ARE ESSENTIAL TO ADEQUATELY LIGHT THE STAGE AREA

2. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

(2) CHAUVET P140 VW 140W LED VARIABLE WHITE WASH LIGHTS
 (2) AMPHENOL 10M XLR 3 PIN TO XLR 3 PIN DMX CABLES
 (1) SHOWPRO PS4CON 310 LED DMX CONTROLLER 6 CHANNEL
 (SEE QUOTATION 114721 MEGA MUSIC)

3. HOW WILL YOUR PROJECT/EVENT BENEFIT THE BROOKTON COMMUNITY?

THIS WILL ENABLE OUR GROUP TO PUT ON
SUCCESSFUL AND WELL PRESENTED SHOWS OVER MANY YEARS
TO COME. LED WASH LIGHTS ARE VERY ENERGY EFFICIENT & SAFE TO USE
THESE LIGHTS WILL BE ABLE TO BE USED FOR OTHER EVENTS
HELD AT OUR MEMORIAL HALL.

4. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

ARTICLES IN OUR LOCAL PAPER, FACEBOOK / SOCIAL MEDIA,
ARTICLES & PICTURES OF OUR NEXT PANTOMIME, SCENES
SPECIAL MENTIONS IN SHOW PROGRAMMES,
MAGIC & FUN DAY OCT 2021 - ADVERTISING & ADDITIONS IN
ADVERTISING, Foyer DISPLAYS / PROMOTIONS.

5. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP

It is a requirement of funding that the words "Sponsored by the Shire of Brookton" and the Shire's logo be displayed at your project/event.

Please advise the ways you will be able to acknowledge the Shire of Brookton's sponsorship:

- ☒ Display "Shire of Brookton" Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- ☐ Display the "Shire of Brookton" flag or banner at your event if possible. (Available from the Shire).
- ☒ Verbal announcements at the project/event.
- ☒ Other.

6. BUDGET ESTIMATES

NAME OF ORGANISATION: BROOKTON CHORAL SOCIETY (INC)
NAME OF PROJECT/EVENT: STAGE LIGHTING UPGRADE

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions		Materials	
Sponsorship		Labour	
Donations in cash		Hire of Equipment	
Other grants		Office/Administration	
Catering Sales		Venue hire	
Fees and Charges e.g. stalls		Advertising	
Gate/Door entry fees		Catering Costs	
Other Income (Please List)		Entertainment	
		Other Expenditure (Please List)	
Total of Community Chest Funds requested in cash*	1397		1397
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)			
TOTAL INCOME		TOTAL EXPENDITURE	

YOUR INCOME MUST EQUAL YOUR EXPENDITURE

7. DID YOUR ORGANISATION RECEIVE THE COMMUNITY CHEST FUNDING IN 2017/2018?

☐ YES

☒ NO

IF YES, WHAT WAS THE AMOUNT OF THE FUNDING? _____

8. PLEASE LIST BELOW ANY IN-KIND CONTRIBUTIONS IF APPLICABLE (e.g. volunteer or donated labour, materials etc.) HOWEVER, DO NOT INCLUDE IN YOUR BUDGET ABOVE.*

CONSTRUCTION OF STAGE LIGHT STANDS ^{DONATED} METAL BASES
& POLES ADJUSTABLE HEIGHT, SUPPLY OF MATERIALS & PAINT &
SAFE STORAGE BOXES, CONSUMABLES - WELDING GAS, WIRE,
CUTTING/GAINING DISCS EST. 10 HRS VOLUNTEER LABOUR WELDING/
CONSTRUCTING, SETTING UP TESTING, TOTAL \$636.
* PLEASE SEE PAGE 6 FOR DETAILS

9. FUNDING CONDITIONS:

- I. The grant funds will be expended on the agreed project only.
- II. The Shire of Brookton's support of the project will be acknowledged in any advertising or promotional activities related to the project.
- III. Two invitations will be sent to the Shire of Brookton for your event or project.
- IV. The project will conform to all relevant Bylaws and Acts in force at the time.
- V. Any unexpended grant funds will be returned to the Shire of Brookton.
- VI. The funds must be expended and acquitted by 30th June of the financial year in which they are received.
- VII. Invoices and receipts for the expenditure of the Community Chest funds must be provided to Council within three months of the completion of your project/event along with a brief report on your event or project which includes copies of any advertisements, posters, programmes or newspaper coverage.

PLEASE ENSURE YOU HAVE READ THE ABOVE GRANT CONDITIONS BEFORE SIGNING BELOW:

NAME OF ORGANISATION: BROOKTON CHORAL SOCIETY
CONTACT PERSON: DAVID BOND
ORGANISATION POSTAL ADDRESS: P.O. BOX 112 BROOKTON WA 6306
ORGANISATION'S ABN: 16 906 922 893
REGISTERED FOR GST? ☐ YES ☒ NO

Our organisation agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

PRINT NAME: DAVID BOND
POSITION: PRESIDENT
SIGNATURE: [Signature]
DATE: 1/7/2021

Brookton Choral Society Application for Community Chest Grant

Labour & Materials for Stage Wash Lights Stands 1/7/21 D Bond

Materials 2 x second hand large plough discs (for bases)	50
6 metres 30x30 mm square tube (for sliding adjustable height poles)	35
6 metres 25x25 mm square tube (" " " " ")	30

3 metres 50 x 6 mm flat bar for mounting brackets	30
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Sub total - Donated/ on hand = \$145

1 litre Killrust paint (Mitre 10)	= \$47
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Consumables; welding gas, mig wire, cutting & grinding discs,
bolts, brackets, power

Donated/ on hand = \$ 80

Labour : cut and weld bases, poles , and fixing brackets ,
drill holes for adjustable height.
paint and fit lights to stands.
setting up and testing.

14hrs @ 26 pr hr = \$364

Total = \$636

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85 North Lake Rd, Myaree, 6154
Tel: (08) 9330 2777
Fax: (08) 9330 7773
Email: sales@megamusic.net.au

Quotation 114721

A.B.N. 61 219 644 311

Contact		Date	22-Jun-2021
Mobile		Account #	
Sales Rep	KURT TASSONE	Loc	MYA

Quote To :

Brookton Choral Society
0429203441
Brookton
6306

Deliver To :

Code	Description	Qty	RRP	Your Price	Line total
EVE-P140VW	Chevrolet EVE P140 VW 140W LED Variable White Wash Light	2	\$629.00	\$599.00	\$1,198.00
PR01100010	Amphenol 10m XLR 3 Pin to XLR 3 Pin DMX Cable	2	\$53.99	\$50.00	\$100.00
PSHCON310	ShowPro PSHCON310 LED DMX Controller 8 Channel	1	\$99.00	\$99.00	\$99.00

Details for Direct Payment:

Bank Name: NAB
Account Name: Mega Music Australia Pty Ltd ATF The KV
Account no: BSB: 086-136 ACC: 184740440

Total RRP	\$1,484.98
Your Price (ex GST)	\$1,270.00
GST	\$127.00
Your Price (Inc GST)	\$1,397.00

MYAREE
(08) 9330 2777

85 North Lake Rd, Myaree, 6154

MEGAMUSICONLINE.COM

3/22 Providence Dr, Wangara, 6265

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14.07.21 CORPORATE SERVICES REPORTS

14.07.21.01 DISPOSAL OF 2018 HOLDEN COMMODORE AND 2018 FORD RANGER

File No:	F002.3
Date of Meeting:	15 July 2021
Location/Address:	Shire of Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Danni Chard – Executive Governance Officer Ian D’Arcy – Chief Executive Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author does not have an interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	25 May 2021 SCM

Summary of Item:

This item seeks Council acceptance and approval to:

- Accept a tender submission for the disposal (sale) of the existing 2018 Holden Commodore sedan - RFT 01.21 for Disposal of One (1) Holden Commodore.
- Initiate the same tender process for the disposal of the existing 2028 Ford Ranger Dual Cab utility using Western Australian Local Government Association (WALGA)’s procurement service.

Both vehicles are scheduled for change-over and therefore have an allocated budget in the 2021-22 financial year. A copy of the Submission Tender Register (including advert) prepared by WALGA is provided as **Attachment 14.07.21.01A** to this report.

Description of Proposal:

As above.

Background:

Follow discussions with Council on Fringe Benefits Tax (FBT) applied to private use of Shire vehicles and the change-over of these vehicles guided by amended Policy 2.30 – Light Vehicles and recent endorsement of the Shire Plant Replacement Program, the Council at a Special Meeting on Tuesday, 25th May 2021 resolved as follows:

SCM 04.21-07

COUNCIL RESOLUTION

MOVED Cr Lilly

SECONDED Cr Hartl

That Council pursuant to Section 3.58(2)(b) endorses the disposal of the 2018 Holden Commodore Liftback Sedan by public tender called by the local government in the 2020/21 financial year with the reserve set at \$22,500.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

The Shire Administration subsequently proceeded to engage the procurement section of the WALGA to tender the commodore sedan in accordance with Council’s direction. Through this process two submissions have been received that are addressed further in the Financial Section of this report. Furthermore, the intention to tendering this vehicle was to test whether the financial return to Council is greater than trading the vehicle.

Additionally, the existing Ford Ranger is also scheduled for change-over this year. Given the success in tending the commodore sedan, and current market demand for this type of used vehicle, it is promoted Council repeat the same process of disposal.

Of note, the cost of the replacement vehicles, intended to be Toyota RAV4 hybrid SUVs, is allocated in the draft 2021-22 budget. The new vehicles are unlikely to be purchased until the second half of this financial year.

Consultation:

As reflected in the Background Section above, consultation has been entertained with Council on the private use, and replacement of light vehicles to minimize FBT, purchase and operational costs whilst ensure the Shire vehicle are practical and fit for purpose.

Statutory Environment:

The following legislation applies to the disposal of Shire property, including the sale of motor vehicles.

Local Government Act, 1995

3.58. Disposing of property

- (1) *In this section —*
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property but does not include money.
- (2) **Except as stated in this section, a local government can only dispose of property to —**
 - (a) *the highest bidder at public auction; or*
 - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
 - (a) *it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;**and*
 - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision, and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
 - (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

30. Dispositions of property excluded from Act s. 3.58

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (3) A disposition of property other than land is an exempt disposition if —
 - (a) its market value is less than \$20 000; or
 - (b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.

Relevant Plans and Policy:

With recent changes to Council Policy – 2.30 Light Vehicles and changes to employment condition for Executive Officers, the provisions for the vehicle changeover have been amended to all light vehicles being changed over at every five (5) years of age from date of purchase or at an odometer reading between 90,000 and 99,000 kms, whichever comes first.

Financial Implications:

In accordance with Council's motion the reserve price was set at \$22,500, being the highest trade value received for the purchase of a new vehicle.

Through the tender process the following prices have been received through WALGA procurement for the purchase of the 2018 Holden Commodore.

COMPANY DETAILS	PRICED OFFERED (incl. GST)
Pickles	\$25,000.00
Western Trucks Pty Ltd	\$ 4,680.00

In consideration of the above, the Pickles tendered price is \$2,500 above the reserve price, notwithstanding the tender process conducted by WALGA cost \$400. As for Western Trucks price, it is assessed that this has been submitted in error. Therefore, the Council will be financially \$2,100 better off by accepting the Pickles tender. The funds received from the disposal of this vehicle will be transferred to the Council's Plant and Vehicle Reserve to offset acquisition of the replacement vehicle for the Manager Corporate and Community position, which is expected to cost between \$37,000 - \$38,000 (incl. GST).

Regarding the 2018 Ford Ranger the Red Book trade price is estimated between \$42,300 and \$46,500 (incl. GST but excludes other Government charges) based on a milage range of 70,000 kms to 90,000 kms. With the Ford Ranger having completed approx. 77,000 kms it is suggested the trade/wholesale value is around \$43,000 (incl. GST). However, to the contrary an indicative trade price has provided by Narrogin Toyota based on the vehicle not being sited is \$35,000 (incl. GST).

2018 Ford Ranger XLT PX MkIII Auto 4x4 MY19 Double Cab

Select another model in this range



Red Book

4 Door Ute
5 Cylinder, 3.2 Litre
Sports Automatic, 4X4
Dual Range
Diesel
8.9 L/100km

Valuation Prices

***Private Price Guide** \$47,500 - \$51,700

***Trade In Price Guide** \$42,300 - \$46,500

***Average Km** 60,000 - 90,000

***Price When New** \$58,190*
[Price Guide \(EGC\)](#)

Risk Assessment:

The risk for disposal of the Commodore sedan and Ranger Utility is deemed minimal, and therefore it is assessed as 'Low'.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021. Specifically, this matter aligns with the following function and action under the Shire's Corporate Compendium:

9. *Asset Management*
 - 9.14 *Review of Plant Replacement Program*

Comment:

Given a vibrant second-hand vehicle market at present, mainly attributed to COVID-19, it is promoted Council accept the tendered price from Pickles. It is also recommended Council proceed with disposal of the 2018 Ford Ranger XTL Dual Cab Utility by public tender using WALGA procurement services, or a professional auction house, with a minimum reserve price set at \$40,000 (incl. GST).

OFFICER RECOMMENDATION

That Council Pursuant to Section 3.58(2)(b):

- a) Accepts tendered price \$25,000.00 (incl. GST) from Pickles under Request for Tender (RFT) 01.21 for Disposal of one 2018 Holden Commodore Liftback Sedan (Rego. 1HCB034).***
- b) Endorses the disposal of the 2018 Ford Ranger XLT 4x4 Dual Cab Utility through a public tender process called by the local government, or through an auction house, with the reserve price set at \$40,000 (incl. GST).***

(Simple Majority Vote required)

Attachment

14.07.21.01 – Submission Tender Register (including Advert) prepared by WALGA.

Tender Register



RFT 01.21 Disposal of One (1) Holden Commodore

1. The Deadline for receipt of Tenders occurred on;
 - Wednesday, 23 June 2021 at 2.00pm AWST
2. Tenders were received from the following organisations:

COMPANY DETAILS	FILES SUBMITTED (DATE / TIME UPLOADED)
Pickles	Monday 21/Jun/2021 5:49 PM
Western Trucks Pty Ltd	Wednesday 23/Jun/2021 10:40 AM

3. The below Officers attended the close of Tenders;
 - Dion Ong, Contract Analyst
 - Carli Bailey, Contracts Officer
4. The Request for Tender was advertised as follows;
 - a) The West Australian – Wednesday, 2 June 2021; and
 - b) On WALGA's e-tendering portal (www.vendorpanel.com.au) Wednesday 2/Jun/21

A copy of the Advertisement displayed in the West Australian newspaper is shown below:



5. Pricing

The following prices were received from Tenderers.

Plant One: One (1) Holden Commodore

COMPANY DETAILS	PRICE OFFERED (excluding GST)
Pickles	\$ 25,000
Western Trucks Pty Ltd	\$ 4,680



WALGA

Procurement Services

WALGA, ONE70-170 Railway Parade West Leederville WA 6007 - PO Box 1544, West Perth WA
ph (08) 9213 2514, email: procurementservices@walga.asn.au

14.07.21.02 LIST OF ACCOUNTS FOR PAYMENT

File No:	N/A
Date of Meeting:	15 July 2021
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Charlotte Cooke – Finance Administration Officer
Authorising Officer:	Kellie Bartley – Manager Corporate and Community
Declaration of Interest:	The author has no financial interest in this matter.
Voting Requirements:	Simple Majority
Previous Report:	17 June 2021

Summary of Item:

The purpose of this report is to present to Council the list of accounts paid, for the month ending 30 June 2021, as required under the *Local Government (Financial Management) Regulations 1996*.

Description of Proposal:

To approve the accounts for payment.

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 Council for inspection.

Consultation:

There are no community engagement implications that have been identified as a result of this report or recommendation.

Statutory Environment:

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction;**and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under sub regulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

Relevant Plans and Policy:

The Chief Executive Officer, under relevant delegation, is authorized to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved and adopted budget.

Financial Implications:

There are no financial implications that have been identified as a result of this report or recommendation.

Risk Assessment:

The risk in relation to this matter is assessed as 'Medium' on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements. Shire Officer's provide a full detailed listing of payments made in a timely manner.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This item relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the contract services support the following Business Unit and Functions:

18. Financial Control

18.2 Conduct external/internal audits and reporting

18.5 Process rates, other revenues, timely payments

Comment

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be provide to Council, where such delegation is made.

The payment schedule is provided to Councilors' separately and not published on the Shire of Brookton

website to mitigate against the potential of fraudulent activity that can arise from this practice. Members of the public can obtain the schedule from the Shire of Brookton Administration Office.

The following table summaries the payments for the period by payment type, with full details of the accounts paid contained within **Attachment 14.07.21.02A**.

Payments up to 30 June 2021

Payment Type	Account Type	Amount (\$)
Automatic Payment Deductions (Direct Debits)	Municipal	\$221,661.01
Cheque Payments (cheque numbers issued)	Municipal	Nil
EFT Payments #12250 to #12310, #12312 to #12362, #13264 to #12365	Municipal	\$805,511.45
Sub Total	Municipal	1,027,172.46
EFT Payments – #12363	Trust	\$720.00
Sub Total	Trust	\$720.00
EFT Payments #12311 & #12366	Bond	\$310.00
Sub Total	Bond	\$310.00
Totals		\$1,028,202.46

Contained within **Attachment 14.07.21.02A** is a detailed transaction listing of credit care expenditure paid for the period ended 30 June 2021. This amount is included within the total payments, listed above.

OFFICER'S RECOMMENDATION

That Council accepts the list of accounts, totalling \$1,028,202.46 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the period ended 30 June 2021, as contained within Attachment 14.07.21.02A.

(Simple majority vote required)

Attachments

Attachment 14.07.21.02A – List of accounts for June 2021

Members of the public can obtain a copy of the List of Accounts by contacting the Shire Administration Office.

14.07.21.03 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2021

File No:	N/A
Date of Meeting:	15 July 2021
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kelly D’Arcy – Senior Finance Officer
Authorising Officer:	Kellie Bartley – Manager Corporate & Community
Declaration of Interest:	The author and authorising officer have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	There is no previous meeting reference

Summary of Item:

The Statement of Financial Activity for period ending 30 June 2021 together with associated commentaries are present for Council’s consideration.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 30 June 2021, as presented.

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. December and January’s reports are presented in February as Council does not meet in January.

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as they prescribed.

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

Relevant Plans and Policy:

There is no Council Policy relevant to this item.

Financial Implications:

The Budget is regularly monitored on at least a monthly basis, by the Chief Executive Officer, the Manager Corporate & Community, and the Senior Finance Officer. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review required by law, between 1 January and 31 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within **Attachment 14.04.21.02**.

Risk Assessment:

The risk in relation to this matter is assessed as ‘Low’ on the basis that if Council does not receive the Monthly Financial Reports for the month reported leading to the Shire not meeting legislative

requirements on financial reporting. The risk identified would be failure to fulfil statutory regulations or compliance requirements.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

Responsible financial management is critical to deliver on the Strategic Community Plan.

The Corporate Business Plan determines the local government's resource allocations which form the construction of the Annual Budget. The financial statements thus measure performance against the Corporate Business Plan by providing comparatives against the Annual Budget.

This item relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – May 2018, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the contract services supports the following Business Unit and Functions:

19. *Financial Control*
 - 18.2 *Conduct external/internal audits and reporting*
 - 18.4 *Review/Manage financial investments.*
 - 18.5 *Process rates, other revenues, timely payments*

Comment

The Monthly Financial Reports has been prepared in accordance with statutory requirements.

OFFICER'S RECOMMENDATION

That Council receives the Monthly Statements of Financial Activity for the 30 June 2021, in accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995 as presented in Attachment 14.07.21.03A.

(Simple majority vote required)

Attachments

Shire of Brookton
MONTHLY FINANCIAL REPORT
For the Period Ended 30 June 2021

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Statement of Financial Activity by Function & Activity

Statement of Financial Activity by Nature & Type

Note 1 - Major Variances

Note 2 - Graphical Representation of Statement of Financial Activity

Note 3 - Net Current Funding Position

Note 4 - Receivables

Note 5 - Cash Backed Reserves

Note 6 - Capital Disposals and Acquisitions

Note 7 - Information on Borrowings

Note 8 - Cash and Investments

Note 9 - Budget Amendments

Note 10 - Trust Fund

Note 11 - Sewerage Operating Statement

Note 12 - WB Eva Pavilion and Gymnasium Operating Statement

Note 13 - Brookton Caravan Park & Aquatic Centre Financial Reports

Note 14 - Road Program

Note 15 - Capital Works Program

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 June 2021

	Note	Adopted Annual Budget	Current Budget	YTD Budget (a)	This Month	YTD Actual (b)	Var. \$ (b)-(a) (c)	Var. % (b)-(a)/(b) 9	Var.
Operating Revenues									
Governance		\$ 43,050	47,050	\$ 47,050	10,049	\$ 39,574	(7,476)	(15.89%)	
General Purpose Funding		1,196,326	2,146,951	2,146,951	638,888	1,979,143	(167,808)	(7.82%)	
Law, Order and Public Safety		288,876	289,876	289,876	51,919	316,029	26,153	9.02%	
Health		300	300	300	0	205	(95)	(31.82%)	
Education and Welfare		68,982	68,982	68,982	2,735	66,586	(2,396)	(3.47%)	
Housing		87,278	87,278	87,278	7,406	94,618	7,340	8.41%	
Community Amenities		423,838	413,070	413,070	1,222	391,925	(21,145)	(5.12%)	
Recreation and Culture		39,131	63,349	63,349	890	58,835	(4,514)	(7.12%)	
Transport		684,343	684,343	684,343	100	658,575	(25,768)	(3.77%)	
Economic Services		53,150	53,150	53,150	2,606	58,381	5,231	9.84%	
Other Property and Services		45,700	45,700	45,700	2,696	49,208	3,508	7.68%	
Total (Excluding Rates)		2,930,974	3,900,049	3,900,049	718,511	3,713,080	(186,969)	(4.79%)	
Operating Expense									
Governance		(534,766)	(538,766)	(538,766)	(38,816)	(486,597)	52,169	9.68%	
General Purpose Funding		(347,370)	(347,370)	(347,370)	(22,529)	(316,343)	31,027	8.93%	
Law, Order and Public Safety		(508,549)	(508,549)	(508,549)	(43,357)	(365,313)	143,236	28.17%	▲
Health		(22,031)	(22,031)	(22,031)	(1,857)	(19,904)	2,127	9.65%	
Education and Welfare		(169,146)	(171,446)	(171,446)	(11,394)	(141,279)	30,167	17.60%	▲
Housing		(198,455)	(198,455)	(198,455)	(16,682)	(157,594)	40,861	20.59%	▲
Community Amenities		(558,565)	(559,172)	(559,172)	(47,554)	(458,065)	101,108	18.08%	▲
Recreation and Culture		(914,001)	(1,008,526)	(1,008,526)	(76,169)	(918,215)	90,311	8.95%	
Transport		(2,975,508)	(3,016,508)	(3,016,508)	(280,667)	(3,365,136)	(348,628)	(11.56%)	▼
Economic Services		(183,296)	(183,296)	(183,296)	(14,398)	(162,644)	20,652	11.27%	▲
Other Property and Services		(476,035)	(476,035)	(476,035)	(63,337)	(450,989)	25,046	5.26%	
Total		(6,887,722)	(7,030,154)	(7,030,154)	(616,761)	(6,842,079)	188,075	2.68%	
Funding Balance Adjustment									
Add back Depreciation		2,781,490	2,781,490	2,781,490		3,066,960	285,470	10.26%	
Adjust (Profit)/Loss on Asset Disposal	6	91,789	91,789	91,789		125,995	34,206	37.27%	▲
Correction of SSL78 adjustment		0	0	0	0	110,953	110,953		
Adjust (Profit)/Loss on Asset Revaluation		0	0	0	0				
Movement in Non Cash Provisions		0	0	0		(3,647)	(3,647)		
Net Operating (Ex. Rates)		(1,083,469)	(256,826)	(256,826)		171,262	317,135	(123.48%)	
Capital Revenues									
Proceeds from Disposal of Assets	6	145,000	145,000	133,000		133,000	0	0.00%	
Proceeds from New Debentures	5	0	650,000	0	0	0	0	0.00%	
Self-Supporting Loan Principal		22,801	22,801	22,801		22,801	0	0.00%	
Transfer from Reserves	5	3,887,306	4,238,113	4,238,113		3,773,514	(464,599)	(10.96%)	▼
Total		4,055,107	5,055,914	4,393,914		3,929,316	(464,598)		
Capital Expenses									
Land and Buildings	6	(226,000)	(1,141,450)	(236,000)		(860,565)	(624,565)	(264.65%)	▼
Plant and Equipment	6	(559,500)	(581,500)	(567,500)		(571,481)	(3,981)	(0.70%)	
Furniture and Equipment	6	(12,000)	(12,000)	(12,000)		(10,150)	1,850	15.42%	
Infrastructure Assets - Roads & Bridges	6	(1,123,247)	(1,318,247)	(1,123,247)		(946,724)	176,523	15.72%	▲
Infrastructure Assets - Sewerage	6	(373,000)	(1,023,000)	(1,023,000)		(32,970)	990,030	96.78%	▲
Infrastructure Assets - Footpath	6	0	(46,000)	(46,000)		(45,360)	640	1.39%	
Repayment of Debentures	7	(125,429)	(125,429)	(125,429)		(125,428)	1	0.00%	
Principal elements of finance lease payments	7	(1,372)	(1,372)	0		(1,372)			
Transfer to Reserves	5	(3,287,089)	(3,287,089)	(3,287,089)		(3,267,005)	20,084	0.61%	
Total		(5,707,637)	(7,536,087)	(6,420,265)		(5,861,056)	560,581	(8.73%)	
Net Capital		(1,652,530)	(2,480,173)	(2,026,351)		(1,931,740)	95,983	(4.74%)	
Total Net Operating + Capital		(2,735,999)	(2,736,999)	(2,283,177)		(1,760,478)	413,118	18.09%	
Rate Revenue		2,323,415	2,324,415	2,324,565		2,329,557	4,992	0.21%	
Opening Funding Surplus(Deficit)		412,583	412,583	412,583		412,583	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	(1)	453,971		981,662	418,110		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 30 June 2021

NOTE	2020/21	2020/21	2020/21	2020/21	Variance
	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$	\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES					
Rates	2,323,415	2,324,565	2,324,565	2,329,557	4,992
Operating Grants, Subsidies and Contributions	1,167,520	1,169,249	2,361,612	1,168,354	(1,193,258)
Fees and Charges	682,928	677,610	677,610	656,393	(21,217)
Interest Earnings	130,111	130,111	130,111	143,477	13,366
Other Revenue	197,836	197,836	197,836	197,377	(459)
	4,501,810	4,499,371	5,691,734	4,495,158	(1,196,576)
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs	(1,911,012)	(1,901,316)	(1,901,316)	(1,799,795)	101,521
Materials and Contracts	(1,531,907)	(1,682,199)	(1,676,291)	(1,335,359)	340,932
Utilities	(177,631)	(179,373)	(179,373)	(153,257)	26,116
Depreciation	(2,781,490)	(2,781,490)	(2,781,490)	(3,066,960)	(285,470)
Interest Expenses	(76,411)	(76,411)	(76,411)	(74,624)	1,787
Insurance	(193,031)	(193,031)	(193,031)	(174,637)	18,394
Other Expenditure	(112,453)	(112,453)	(112,453)	(111,452)	1,001
	(6,783,935)	(6,926,273)	(6,920,365)	(6,716,084)	204,281
	(2,282,125)	(2,426,902)	(1,228,631)	(2,220,926)	(992,295)
Non-Operating Grants, Subsidies & Contributions	740,579	1,713,243	520,880	1,547,479	1,026,599
Profit on Asset Disposals	12,000	12,000	12,000	-	(12,000)
Loss on Asset Disposals	(103,789)	(103,789)	(103,789)	(125,995)	(22,206)
NET RESULT	(1,633,335)	(805,448)	(799,540)	(799,442)	98

Note 1: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE (EXCLUDING RATES)

4 Governance

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

3 General Purpose Funding

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

5 Law, Order and Public Safety

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

7 Health

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

8 Education and Welfare

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

9 Housing

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

10 Community Amenities

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

11 Recreation and Culture

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

12 Transport

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

13 Economic Services

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

14 Other Property and Services

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

OPERATING EXPENSES

4 Governance

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

3 General Purpose Funding

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

5 Law, Order and Public Safety

Less than anticipated expenditure due to misallocation of scheduled depreciation.

7 Health

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

8 Education and Welfare

Less than anticipated expenditure on Independent Living Units.

9 Housing

Less than anticipated expenditure on staff housing and Madison Square units.

10 Community Amenities

Less than anticipated expenditure for the refuse site and sewerage site

11 Recreation and Culture

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

12 Transport

Greater than anticipated expenditure due to miscalculation of scheduled depreciation.

13 Economic Services

Less than anticipated expenditure due to decrease in usage of standpipe and tourism area promotion.

14 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

Timing issue, will correct over time. Transfers are only carried out when capital projects fully expended.

CAPITAL EXPENSES

Land and Buildings

Works commenced, variance is a timing issue and will correct over time

Plant and Equipment

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

Furniture and Equipment

Works commenced, variance is a timing issue and will correct over time

Infrastructure Assets - Roads & Bridges

Works commenced, variance is a timing issue and will correct over time

Infrastructure Assets - Sewerage

Works commenced, variance is a timing issue and will correct over time

Repayment of Debentures

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

Transfer to Reserves

Note 1: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE (EXCLUDING RATES)

4 Governance

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

OTHER ITEMS

Rate Revenue

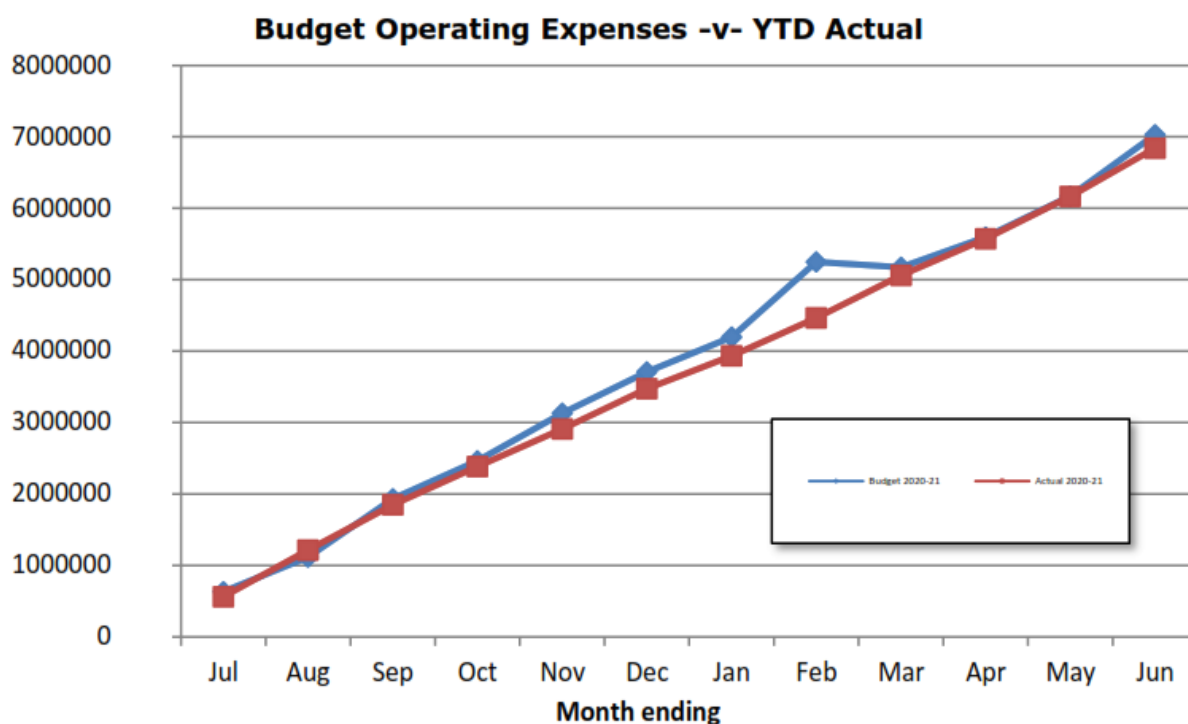
Within variance threshold of \$10,000 or 10%

Closing Funding Surplus (Deficit)

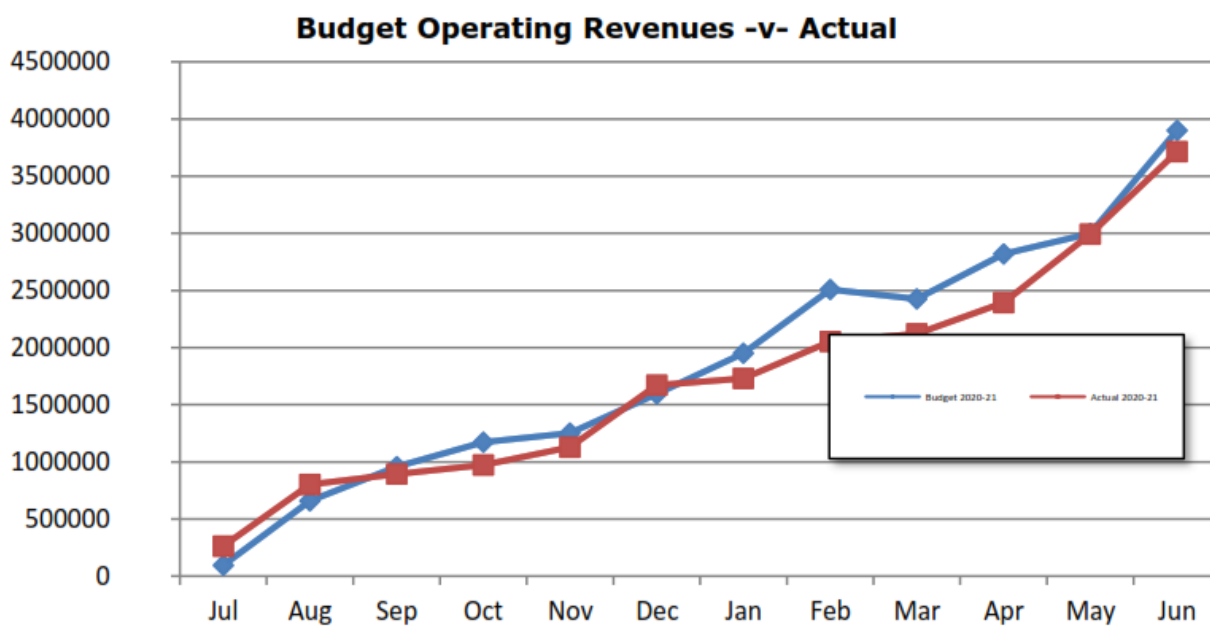
Closing surplus is due to projects not being delivered because of the need to expend the Commonwealth grant funding before 30/6/2021

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2021

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Operating Expenses

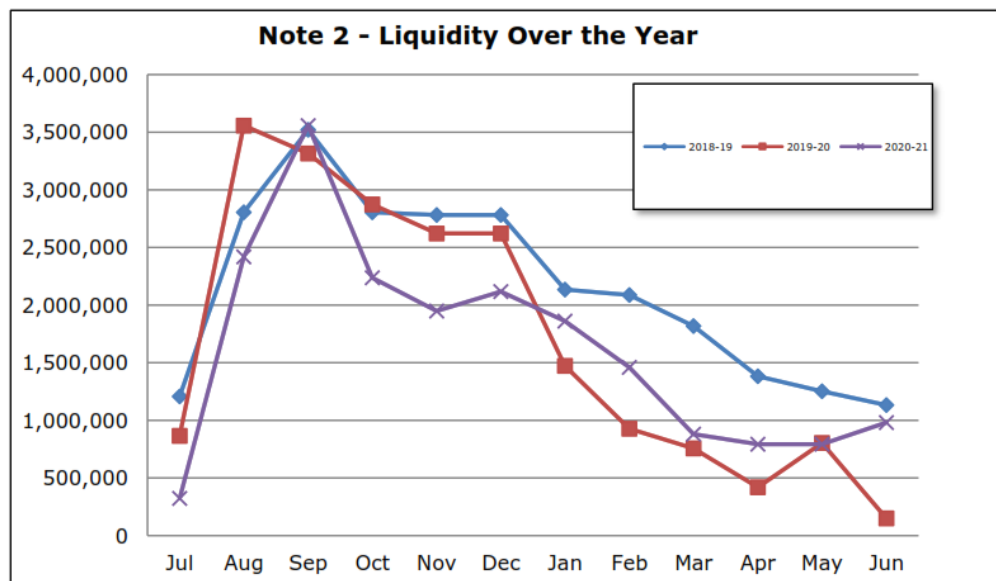


Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2021

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
2020-21				
Note	This Period	Same Period 2019/20	Same Period 2018/19	Surplus C/F 1 July 2020
	\$	\$	\$	\$
Current Assets	June 2021	June 2020	June 2019	
Cash Unrestricted	1,132,706	299,422	1,263,900	810,922
Cash Restricted	11,626,742	12,644,751	5,253,475	12,133,251
Receivables	176,733	165,415	4,146,803	125,586
Non Cash Movements		2,805	0	0
Inventories	27,060	18,574	16,487	16,298
	12,963,241	13,130,967	10,680,665	13,086,057
Less: Current Liabilities				
Payables and Provisions	(354,837)	(335,557)	(4,294,173)	(540,223)
	(354,837)	(335,557)	(4,294,173)	(540,223)
Less: Cash Restricted	(11,626,742)	(12,644,751)	(5,253,475)	(12,133,251)
Net Current Funding Position	981,662	150,659	1,133,017	412,583



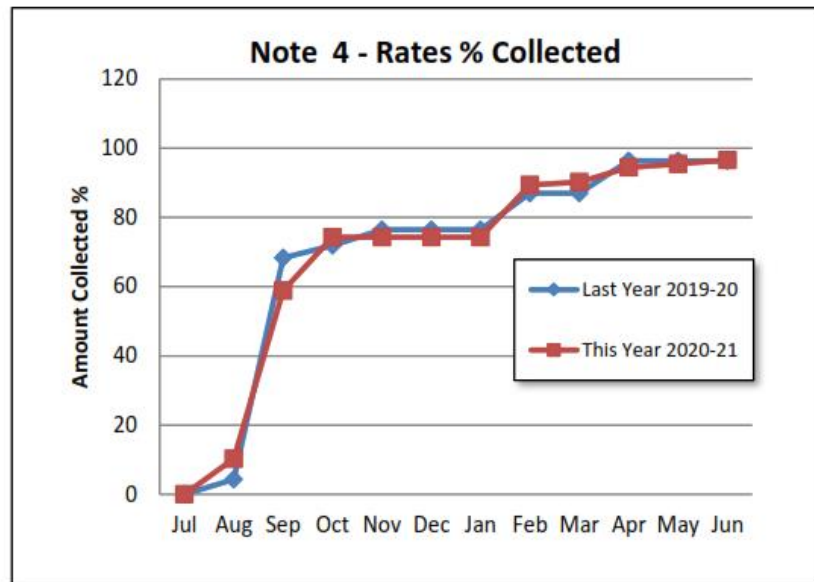
Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2021

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 2020-21	Previous Year 2019-20
\$	\$
234,381	86,273
2,703,069	2,630,515
(2,838,880)	(2,618,983)
98,570	97,805
Net Rates Collectable	
98,570	97,805
% Collected	96.64%
	96.40%

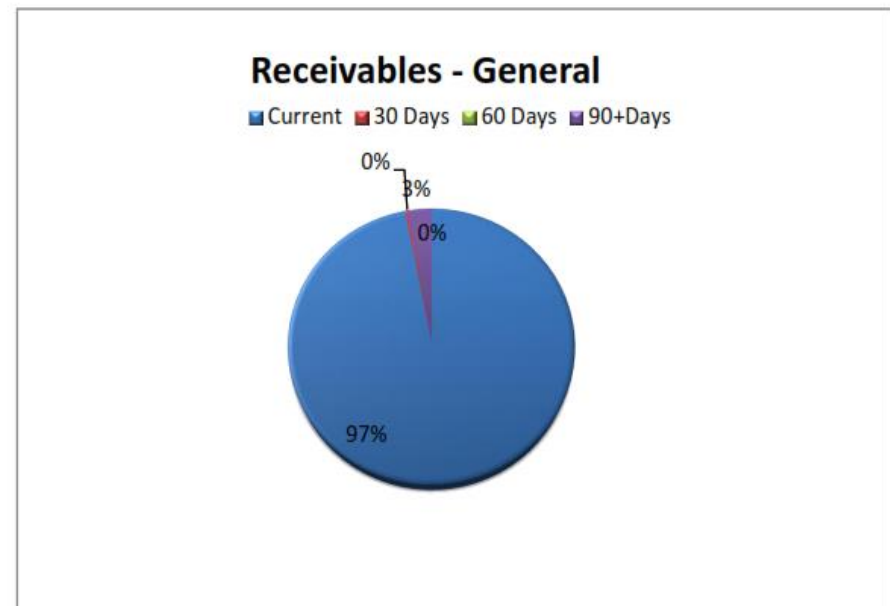


Comments/Notes - Receivables Rates, Sewerage and Rubbish

Receivables - General

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
42,909	120	0	1,234
Total Outstanding			44,262

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2021

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$		\$	\$		\$	\$	\$
Leave Reserve	138,778	1,407	122	30,000		0		0	0	170,185	138,900
Plant and Vehicle Reserve and Community Bus Reserve	751,938	8,033	484	0		0	(414,500)	(8,000)	(414,987)	345,471	337,435
Land & Housing Development Reserve/Independent Living Units	1,391,205	14,201	1,219	0		0	0	0	0	1,405,406	1,392,425
Furniture and Equipment Reserve	21,194	369	19	0		0	0	0	0	21,563	21,213
Municipal Buildings & Facilities Reserve	330,737	3,800	331	269,000		300,000	(37,000)	(141,000)	0	566,537	631,068
Townscape and Footpath Reserve	125,068	1,277	110	0		0		0	0	126,345	125,178
Sewerage Scheme Reserve	410,425	4,394	361	35,000		35,000	(15,000)		0	434,819	445,786
Road and Bridge Infrastructure Reserve	327,787	6,408	280	0		0	(200,000)	(41,000)	(212,250)	134,195	115,817
Health & Wellbeing reserve	553,863	6,675	485	0		0	0	0	0	560,538	554,348
Sport & Recreation Reserve	31,625	323	28	0		0			0	31,948	31,653
Rehabilitation & Refuse Reserve	169,841	1,733	150	41,000		41,000			0	212,574	210,992
Caravan Park Reserve	153,899	1,571	162	200,000		200,000		(70,000)	0	355,470	354,061
Brookton Heritage/Museum Reserve	47,148	481	41	0		0			0	47,629	47,190
Kweda Hall Reserve	18,026	184	16	0		0			0	18,210	18,042
Aldersyde Hall Reserve	25,806	0	0			0	(25,806)		(25,806)	0	0
Railway Station Reserve	129,940	1,326	141	200,000		200,000	(35,000)	(35,000)	0	296,266	330,081
Madison Square Units Reserve	30,653	313	27	0		0			0	30,966	30,680
Cemetery Reserve	43,863	448	38	0		0	(25,000)	(14,000)	(13,166)	19,311	30,735
Water Harvesting Reserve	48,116	491	52	80,000		80,000	(55,000)		(18,535)	73,607	109,634
Developer Contribution	2,740	28	2			0			0	2,768	2,742
Cash Contingency Reserve	140,336	1,433	123	0		0		(24,307)	(8,770)	141,769	131,689
Brookton Aquatic Reserve	156,130	1,594	178	300,000		300,000		(17,500)	0	457,724	456,308
Future Fund Reserve	7,084,132	75,600	93,235	0		0	(3,080,000)		(3,080,000)	4,079,732	4,097,367
Innovations Fund Reserve	0	0	13,400	2,000,000		2,000,000			0	2,000,000	2,013,400
	12,133,250	132,089	111,003.11	3,155,000	0	3,156,000	(3,887,306)	(350,807)	(3,773,514)	11,533,033	11,626,742

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2021

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)
222,543	133,000	(89,543)	PG7 Volvo Grader	\$ 246,755		\$ 133,000	\$ (113,755)
0	10,000	10,000	Side Winder Reel Mower	0		0	0
0	2,000	2,000	Single Cab Ute	0		0	0
14,246	0	(14,246)	Acer Server 2007	12,240		0	(12,240)
		0					0
		0					0
236,789	145,000	(91,789)		258,995		133,000	(125,995)

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Current Budget	Actual	Variance
Property, Plant & Equipment	\$		\$	\$
Land and Buildings	226,000	1,141,450	860,565	280,885
Plant & Equipment	559,500	581,500	571,481	10,019
Furniture & Equipment	12,000	12,000	10,150	1,850
Infrastructure				
Roadworks & Bridge Works & Footpaths	1,123,247	1,318,247	946,723	371,524
Footpath Construction - Richardson Street	0	46,000	45,360	640
Sewerage & Drainage	373,000	1,023,000	32,970	990,030
Totals	2,293,747	4,122,197	2,467,250	1,654,947

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2021

Note 7: INFORMATION ON BORROWINGS

					Principal 1-Jul-20 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans												
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	215,828	-	22,801	22,801	193,027	201,217	15,903	14,611
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	63,602	-	9,185	9,185	54,417	60,149	3,674	3,453
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	104,944	-	15,156	15,156	89,788	99,246	6,061	5,698
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	44,521	-	6,430	6,430	38,091	42,104	2,571	2,417
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	104,944	-	15,156	15,156	89,788	99,246	6,061	5,698
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	536,706	-	56,701	56,701	480,005	492,286	39,543	44,420
					1,070,545	-	125,428	125,429	945,117	994,248	73,814	76,297
Right of Use	Seabrook Dam										810	810
											74,624	77,107

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2021

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	0.00%	129,524				129,524	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.05%	994,121				994,121	Bendigo	
Bond Fund	0.00%	9,060				9,060	Bendigo	
Trust Cash at Bank	0.00%			13,820		13,820	Bendigo	
(b) Term Deposits								
Savings Account	0.05%		4,435,974			4,435,974	Bendigo	
Reserves	0.20%		7,190,768			7,190,768	Bendigo	20/09/2021
(c) Investments								
Bendigo Bank Shares					10,000	10,000	Bendigo	
Total		1,132,705	11,626,742	13,820	10,000	12,783,267		

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2021

Note 9: 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 30 June 2020		Opening Surplus(Deficit)	\$	\$	\$	\$
							412,583
E116510	MSCGCAP - Community Garden/Mens shed building	OCM 08.20-13	Capital Expenses			110,000	302,583
E116510	YSHEDCAP - youth/Girl Guides building	OCM 08.20-13	Capital Expenses			100,000	202,583
E132512	Caravan Park Upgrade	OCM 08.20-13	Capital Expenses			335,000	(132,417)
I032060	Drought Communities Grant funding	OCM 08.20-13	Capital Revenue		500,000		367,583
OL01841	Trans to Muni from Caravan Park Reserve	OCM 08.20-13	Capital Revenue		35,000		402,583
OL01661	trans to Muni from Municipal Buildings Reserve	OCM 08.20-13	Capital Revenue		10,000		412,583
E121565	YOURSFC - Yourling Rd extend bitumen seal 520 metre	OCM 08.20-14	Capital Expenses			85,000	327,583
E121565	SEWSFC - Sewel st road closure improvements	OCM 08.20-14	Capital Expenses			17,000	310,583
E121565	OTHERSFC - Corberding Rd, Withall St & Brookton Hwy intersection improvements	OCM 08.20-14	Capital Expenses			22,000	288,583
E142519	Shire Depot Improvements	OCM 08.20-14	Capital Expenses			131,540	157,043
I032070	Local Roads & Community Infrastrucutre Program funding	OCM 08.20-14	Capital Revenue		255,540		412,583
OL01951	Aquatic Centre Reserve	OCM 10.20-07	Capital Revenue		10,000		422,583
E112020	POOLGO - Aquatic Centre Equipment & Materials	OCM 10.20-07	Operating Expenses			10,000	412,583
OL01961	Cash Contingency Reserve	OCM 10.20-07	Capital Revenue		10,000		422,583
E101020	TIPOP - Landfill cover Material	OCM 10.20-07	Operating Expenses			10,000	412,583
OL01961	Cash Contingency Reserve	OCM 10.20-07	Capital Revenue		6,400		418,983
E111000	MHALLOP - Architectural Services	OCM 10.20-07	Operating Expenses			6,400	412,583
OL01701	Roads & Bridges Infrastructure Reserve	OCM 10.20-07	Capital Revenue		41,000		453,583
E122030	BRDGOP - Urgent repairs Bridge 3154A & 3158A	OCM 10.20-07	Operating Expenses			41,000	412,583
OL01961	Cash Contingency Reserve	OCM 10.20-07	Capital Revenue		4,407		416,990
E105030	Application Fee - Amend Happy Valey Water Licence	OCM 10.20-07	Operating Expenses			4,407	412,583
E142519	Shire Depot Improvements disallowed	OCM 11.20-03	Capital Revenue		131,540		544,123
E121565	BODESFC - 6.0m seal - 500 m Bodey Street	OCM 11.20-03	Capital Expenses			87,000	457,123
E116510	NATPLACAP - Youth Preceinct Enhancements	OCM 11.20-03	Capital Expenses			44,540	412,583
E142519	Shire Deopot Improvements	OCM 11.20-03	Capital Expenses			131,000	281,583
OL02661	Transfer from Muniapal Building Reserve	OCM 11.20-03	Capital Revenue		131,000		412,583
E132512	Caravan Park Improvements	OCM 11.20-03	Capital Expenses			180,000	232,583
E112510	POOLCAP - aquatic Centre improvements	OCM 11.20-03	Capital Expenses			10,000	222,583
E113020	RESEOP - Beautification Works Reserve 43158	OCM 11.20-03	Operating Expenses			5,325	217,258
I032070	Local Roads & Community Infrastrucutre Program funding	OCM 11.20-03	Capital Revenue		195,325		412,583
E113030	COUNOP - Upgrade electrical wiring for evac centre	OCM 11.20-03	Operating Expenses			3,500	409,083

OL01961	Transfer from Cash Contingency Reserve	OCM 11.20-03	Capital Revenue	3,500		412,583
E112480	POOLOP - Various maintenance items at	OCM 11.20-03	Operating Expenses		7,500	405,083
OL01951	Transfer from Aquatic Centre Reserve	OCM 11.20-03	Capital Revenue	7,500		412,583
E043020	Bond Administration Refunds increase budget	OCM 02.21-15	Operating Expenses		4,000	408,583
I043010	Bond Administration increase budget	OCM 02.21-15	Operating Revenue	4,000		412,583
E132512	Stage 1 Caravan Park Upgrade	OCM 02.21-15	Capital Expenses		35,000	377,583
OL01841	Transfer from Caravan Park Reserve	OCM 02.21-15	Capital Revenue	35,000		412,583
E104030	Reduction of Budget due to decrease in expenditure	OCM 02.21-15	Operating Expenses	13,800		426,383
I104010	Reduction of Budget due COVID19 legislation changes	OCM 02.21-15	Operating Revenue		10,768	415,615
E114020	Amlib annual licence not included in adopted budget	OCM 02.21-15	Operating Expenses		1,700	413,915
E116020	AUSTDAY - Grant funded event	OCM 02.21-15	Operating Expenses		20,000	393,915
E116020	BIKEGO - grant funded event	OCM 02.21-15	Operating Expenses		800	393,115
I116020	Australia Day Grant funds & Bike event grant funding	OCM 02.21-15	Operating Revenue	20,799		413,914
I031015	Increase in interim rates being processed	OCM 02.21-15	Operating Revenue	850		414,764
I052010	increase in budget increase in animal fines	OCM 02.21-15	Operating Revenue	1,000		415,764
I111011	Greater than anticipated used of hall	OCM 02.21-15	Operating Revenue	600		416,364
E115040	Grant funding expenditure	OCM 02.21-15	Operating Expenses		3,000	413,364
I115020	Grant funding for Christmas party - Bendigo Bank	OCM 02.21-15	Operating Revenue	2,819		416,183
E087020	SENIOP - Increase budget greater electricity usage	OCM 02.21-15	Operating Expenses		2,300	413,883
E112480	POOLOP - Various maintenance items at	OCM 02.21-15	Operating Expenses		1,300	412,583
E143530	LIGHTV - increase for tow behind vehicle	OCM 02.21-15	Capital Expenses		8,000	404,583
OL01621	Transfer from Plant and Vehicle reserve	OCM 02.21-15	Capital Revenue	8,000		412,583
E105510	CEMABLU - increase budget for grave shoring equipment	OCM 02.21-15	Capital Expenses		14,000	398,583
OL01901	Transfer from Cemetery Reserve	OCM 02.21-15	Capital Revenue	14,000		412,583
E132512	Caravan Park Upgrade - Stage 1	OCM 06.21-15	Capital Expenses	60,000		472,583
E116510	MSCGCAP - Community Garden/Mens shed building	OCM 06.21-15	Capital Expenses		25,000	447,583
E116510	YSHEDCAP - youth/Girl Guides building	OCM 06.21-15	Capital Expenses		34,540	413,043
E121565	OTHERSFC - Corberding Rd, Withall St & Brookton Hwy i	OCM 06.21-15	Capital Expenses	16,000		429,043
E116510	NATPLACAP - Youth Preceinct Enhancements	OCM 06.21-15	Capital Expenses	29,540		458,583
E121575	RICHFP - Reconstruct Portion Richardson St footpath	OCM 06.21-15	Capital Expenses		23,000	435,583
E121575	LENNFP - Reconstruct portion Lennard st footpath	OCM 06.21-15	Capital Expenses		23,000	412,583
						412,583
						412,583
Closing Funding Surplus (Deficit)			0	1,547,620	1,547,620	412,583

Classifications Pick List

Operating Revenue
Operating Expenses
Capital Revenue
Capital Expenses
Budget Review
Opening Surplus(Deficit)
Non Cash Item

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2021

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 2019	Amount Received	Amount Paid	Closing Balance For the Period Ended 30 June 2021
	\$	\$	\$	\$
Housing Bonds	0	0	0	0
Other Bonds	6,140	0	(6,140)	0
Rates Incentive Prize	0	0	0	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	0	0	0	0
Gnulla Child Care Facility	0	0	0	0
Wildflower Show Funds	0	0	0	0
Kalkarni Resident's Accounts	0	0	0	0
Public Open Space Contributions	13,820	0	0	13,820
Unclaimed Money	830	0	(830)	0
	20,790	0	(6,970)	13,820

1. Public Open Space Contribution:

T148 - Paul Webb \$13,820

Contribution to be retained in Trust as required under the Planning and Development Act 2005.

2. Other Bonds

Council resolved at the February 2021 OCM to refund the trust

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 30 June 2021

Note 11 Sewerage Operating Statement

NOTE	2020/21	2020/21	2020/21	Variance
	Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges	650	650	1,652	1,002
Annual Sewerage Rates	203,265	203,265	194,636	(8,629)
	203,915	203,915	196,288	(7,627)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(16,350)	(16,350)	(1,945)	14,405
Materials and Contracts	(86,110)	(86,110)	(73,936)	12,174
Utilities	(5,600)	(5,600)	(2,568)	3,032
Depreciation	(42,067)	(42,067)	(42,922)	(855)
Interest Expenses	(2,723)	(2,723)	(2,571)	152
Insurance	(268)	(268)	(237)	31
General Operating Expenses	(13,907)	(13,907)	(1,881)	12,026
Allocation of Administration Expense	(45,800)	(45,800)	(41,072)	4,728
	(212,825)	(212,825)	(167,132)	45,693
	(8,910)	(8,910)	29,156	38,066
Add Back Depreciation	42,067	42,067	42,922	855
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	(35,000)	(35,000)	(35,000)	-
Transfer from Sewerage and Drainage Reserve	15,000	15,000	-	15,000
NET RESULT	13,157	13,157	37,078	53,921
Capital Loan Repayments			(6,430)	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 30 June 2021

Note 12 WB Eva Pavilion Operating Statement

NOTE	2020/21 Adopted Budget \$	2020/21 YTD Budget \$	2020/21 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Hire Fees - WB Eva Pavilion	2,980	2,980	4,360	1,380
Sporting Club Fees	5,500	5,500	3,397	(2,103)
Gymnasium Income	7,500	7,500	7,278	(222)
	15,980	15,980	15,036	(944)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	-	-	-	-
Materials and Contracts	-	-	-	-
Utilities	-	-	-	-
Interest Expenses	(40,047)	(40,047)	(39,543)	504
Insurance	-	-	-	-
General Operating Expenses	-	-	-	-
Gymnasium Operating	(8,977)	(8,977)	(6,227)	2,750
	(40,047)	(40,047)	(45,770)	504
	(24,067)	(24,067)	(30,734)	(440)
NET RESULT	(24,067)	(24,067)	(30,734)	(440)

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Acquatic Centre
For the Period Ended 30 June 2021

	Note	Adopted Annual Budget 2019/20	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
Note 13 (a): Brookton Caravan Park		\$	\$	\$	\$	%
Operating Revenue						
Caravan Park Fees		33,000	33,000	40,054	7,054	21.37%
Total Revenue		33,000	33,000	40,054	7,054	21.37%
Operating Expenses						
Brookton Caravan Park	CARAOP	(22,888)	(22,888)	(37,427)	(14,539)	63.52%
Brookton Caravan Park	MARKOP	(8,000)	(8,000)	(740)		
Caravan Park Depreciation		(1,037)	(1,037)	(1,037)	(0)	0.03%
Caravan Park Abc Administration Expenses		(27,480)	(27,480)	(24,643)	2,837	(10.32%)
Total		(59,405)	(59,405)	(63,848)	(11,702)	(19.70%)
Operating Surplus (Deficit)		(26,405)	(26,405)	(23,794)	(4,648)	-18%
Excluding Non Cash Adjustments						
Add back Depreciation		1,037	1,037	1,037	0	0.03%
Net Operating Surplus (Deficit)		(25,368)	(25,368)	(22,757)	(4,648)	18.32%
Note 13 (b): Brookton Acquatic Centre						
Operating Revenue						
POOL FEES & CHARGES		14,500	14,500	13,076	(1,424)	(9.82%)
POOL GRANTS & SUBSIDIES		0	0	0	0	0.00%
Total Revenue		14,500	14,500	13,076	(1,424)	(9.82%)
Operating Expenses						
POOL EMPLOYEE COSTS		(48,057)	(48,057)	(54,326)	(6,269)	0.00%
POOL GENERAL OPERATING EXPENSES		(25,500)	(35,500)	(43,416)	(7,916)	22.30%
POOL BUILDING MAINTENANCE		(16,998)	(25,798)	(20,062)	5,736	(22.24%)
POOL DEPRECIATION		(11,854)	(11,854)	(11,936)	(82)	0.69%
POOL ABC ADMINISTRATION EXPENSES		(27,480)	(27,480)	(24,643)	2,837	(10.32%)
Total		(129,889)	(148,689)	(154,383)	(5,694)	(3.83%)
Operating Surplus (Deficit)		(115,389)	(134,189)	(141,307)	(7,118)	(5.30%)
Excluding Non Cash Adjustments						
Add back Depreciation		11,854	11,854	11,936	82	0.69%
Net Operating Surplus (Deficit)		(103,535)	(122,335)	(129,371)	(7,036)	(5.75%)

Note 14

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 30 June 2021

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Federal Funding		State Funding				Own Source Funding		
					R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni
Town Street Maintenance	\$ 188,102	\$ 188,102	\$ 139,144	100%	\$	\$	\$	\$	\$	\$	\$	\$	\$ 188,102
Rural Road Maintenance	379,536	379,536	408,912	100%					84,910				294,626
Bridge Maintenance	63,016	104,016	75,264	100%									104,016
R2R Work Schedule													
Brookton - Kweda Road	218,633	218,633	83,196	100%	218,633								0
Other Construction													
Brookton-Kweda Road	162,080	162,080	153,976	100%							100,000		62,080
York-Williams Road	45,420	45,420	35,116	100%									45,420
Bartram Road	148,575	148,575	106,272	100%							50,000		98,575
Dale Kokeby Road	148,575	148,575	95,450	100%							50,000		98,575
Install & upgrade Headwalls to Culverts	24,964	24,964	0	0%									24,964
RRG Approved Projects													
Brookton-Kweda Road	324,150	324,150	285,570	100%			324,150						0
York-Williams Road	50,850	50,850	44,862	100%			50,850						
	1,753,901	1,794,901	1,427,762	100%	218,633	0	375,000	0	84,910	0	200,000	0	916,358

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 30 June 2021

Note 15

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding					
					Muni	Grants	Reserves	Sale of Assets	Loan	Total Funding
	\$	\$	\$		\$	\$	\$	\$		\$
Chambers & Reception Area Upgrade	30,000	30,000	0	0%	30,000					30,000
Robinson Road - StreetBins	10,000	10,000	0	0%	10,000					10,000
Effluent Dosing Building/Shed	15,000	15,000	0	0%			15,000			15,000
Ablution Facility at Cemetery	25,000	25,000	0	0%			25,000			25,000
Railway Station Fencing and Lighting	35,000	35,000	0	0%			35,000			35,000
Youth Precinct - Fencing & Nature Play Area	50,000	65,000	42,155	65%	13,000	44,540	37,000			94,540
Community Garden/Mensshed building	0	135,000	130,882			135,000				135,000
Youth/Girl Guides Building	0	134,450	127,694			134,450				134,450
Aquatic Centre Improvements (new roof to Ablution)	24,000	34,000	23,010	68%	34,000					34,000
Memorial Park Gazebo and Disable access	22,000	22,000	22,815	104%	22,000					22,000
Tourist Information Bay	15,000	15,000	0	0%	15,000					15,000
Caravan Park Upgrade Stage 1	0	490,000	489,490	100%		490,000				490,000
Depot Improvements	0	131,000	24,519	19%			131,000			131,000
Display Cabinet & Memorabilia Board	12,000	12,000	10,150	85%	12,000					12,000
John Deere 670GP Grader per RFQ05/2020	413,500	413,500	413,500	100%			280,500	133,000		413,500
Side Winder Reel Mower	52,000	52,000	45,290	87%			42,000	10,000		52,000
Single Cab Ute	10,000	18,000	13,709	76%			16,000	2,000		18,000
Dual Cab Ute - BRMPO & CESM	84,000	84,000	85,816	102%			84,000			84,000
Brookton-Kweda Road	324,150	324,150	285,570	88%		324,150				324,150
York-Williams Road	50,850	50,850	44,862	88%		50,850				50,850
Brookton-Kweda Road	218,633	218,633	83,196	38%		218,633				218,633
Brookton-Kweda Road	162,080	162,080	153,976	95%	100,873		61,207			162,080
York-Williams Road	45,420	45,420	35,116	77%	28,268		17,152			45,420
Bartram Road	148,575	148,575	106,272	72%	92,468		56,107			148,575
Dale Kokeby Road	148,575	148,575	95,450	64%	92,468		56,107			148,575
Youraling Rd extend Seal	0	85,000	63,538	75%		85,000				85,000
Bodey St extend Seal	0	87,000	74,226	85%		87,000				87,000
Crn Whithall, Corberding & Brookton Hwy	0	6,000	0	0%			22,000			22,000
Install & upgrade Headwalls to Culverts	24,964	24,964	0	0%	15,537		9,427			24,964
Footpath Construction Richardson Road	0	23,000	22,680	99%		22,680				22,680
Footpath Construction Lennard Street	0	23,000	22,680	99%		22,680				22,680
Happy Valley Bore Field	55,000	55,000	18,535	34%			55,000			55,000
Upgrade Inflow Meter with Electromagnetic Metre	18,000	668,000	14,435	2%	18,000				650,000	668,000
Upgrade- Refurb/Refining Pipe Network	300,000	300,000	0	0%					300,000	300,000

14.07.21.04 ADOPTION OF 2021/2022 BUDGET

File No:	N/A
Date of Meeting:	15 July 2021
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	N/A
Author/s:	Kelly D'Arcy – Senior Finance Officer Kellie Bartley – Manager Corporate and Community
Authorising Officer:	Ian D'Arcy - CEO
Declaration of Interest:	None
Voting Requirements:	Absolute Majority
Previous Report:	There is no previous meeting reference

Summary of Item:

The purpose of this report is to consider and adopt the annual budget for the 2021/2022 financial year together with supporting schedules, including the imposition rates, minimum payments and charges and other consequential matters arising from the Budget.

Description of Proposal:

This proposal involves adoption of the 2021/2022 Annual Budget, inclusive of supporting schedules, rates setting, reserve funds, elected members fees and other consequential matters arising from the budget papers and review/amendment of Policy 2.16 – Significant Accounting Policies.

In accordance with Section 6.2 of the *Local Government Act 1995*, Council is required to prepare and adopt, in the manner and form prescribed, an annual budget no later than 31 August each year.

The 2021/2022 annual budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

Background:

The budget for the 2021/2022 year continues to support service delivery for the Shire but also allows the Shire to plan, consolidate and implement several key matters. Ordinarily, the 2021/2022 Budget is an output of the integrated planning and reporting framework (IPRF) which supports the development of the four-year Corporate Business Plan (CBP). In a 'normal' planning cycle, the Shires focus would be on the long-term integration and delivery of the community visions and priorities as identified in the Strategic Community Plan and Innovations Pathways.

However, in the absence of an accountable Long Term Financial Plan (LTFP) this budget has been prepared based on presentations made to Elected Members at the various budget workshops over the last 3 months and in accordance with the requirements of the *Local Government Act, 1995*.

The Annual Budget document has been prepared in the Statutory Budget format with all the relevant disclosures to facilitate financial accountability to the community and provides emphasis in the coming year on a continuation of service delivery for the community, as well as providing consistent, clear, transparent outcomes for the residents. This includes a range of community service deliverables, including community safety, recreation, maintenance of community facilities, parks, gardens, playgrounds, infrastructure, waste and recycling collections, building, and planning services. In addition, the capital works program for the 2021/2022 year has been reviewed with following key projects being included:

PROJECTS	\$ COST
Upgrade - Happy Valley Water Supply Scheme	\$92,000
Upgrade - Brookton Cemetery Ablutions and Re-survey	\$40,000
Upgrade - Brookton Townsite Sewerage Scheme	\$650,000
Installation - New Landfill Water Monitoring Bores	\$15,000
Improvements - Railway Reserve Fencing, Signage and Crossing Improvements	\$30,000
Maintenance – Brookton Swimming Pool Works	\$30,000
Upgrade and Construction Works (commencement of) – Memorial Hall (supported by Phase 3 – Infrastructure Grant Funding)	\$1,000,000 (Overall project cost - \$3.4m)
Improvements – Memorial Park Access	\$30,000
Combined Road Construction Program	\$1,020,066
Various Identified Drainage Works	\$40,900
Intersection Improvements – Whithall Street	\$8,000
Improvements – Shire Depot	\$130,000
Upgrade – Brookton Tourist Information Bay	\$17,000
Caravan Park Upgrade – 2 x 1 Bed Chalet Units (supported by Phase 3 – Infrastructure Grant Funding)	\$180,000

Rates

The budget has been prepared premised on an overall 2% rates increase, significantly less than the projected 7% increase prescribed under current Long-Term Financial Plan (LTFP) that is presently being reviewed.

The prevailing factors to increase on average the rates by 2% is due to escalated insurance costs of between 10-20% due to recent emergency/disaster events (fires, floods and cyclone), and a projected increase in the Local Government Cost Index (LGCI) targeted at 3.2% for the June 2021 quarter with this expected to rise in coming years due to strengthening economic activity and capacity constraints in the construction sector, including higher construction costs for roads and bridges, non-road infrastructure and non-residential buildings. This coupled with increasing streetlight tariffs (2.3% foreshadowed in the 2020/21 State Budget) for example is starting to have a considered impact on regional and remote Local Government's fiscal position and its ability to sustain quality service delivery.

Given the above, the following rating categories, rates in the dollars, and minimum payments are recommended for adoption as part of the for the 2021/2022 municipal budget:

Rating Category	Minimum Payment (\$)	Rate in the Dollar (\$)
GRV Rating Categories		
General GRV	809.00	0.093282
Commercial	809.00	0.093282
Residential	809.00	0.093282
Industrial	809.00	0.093282
UV Rating Categories		
Unimproved	1,385.00	0.009466

Penalty Interest and Instalment Charges

This budget proposes that penalty interest rates for late payment of Shire rates and service charges be reduced from 8% pa to 7% pa. Further administration charges and interest charges for instalments are proposed to be \$10.00 per instalment and 5.5% interest.

Taking into consideration the Minister for Local Government has extended the *Local Government (COVID-19 Response) Order 2020* to be applied across the 2021/2022 financial year for all local governments, there is provision taking account of Regulation 13 and 14 of the *Local Government (Financial Management) Regulations 1996* to accommodate circumstances of demonstrated financial hardship.

Reserves

The 2021/2022 Budget recognises the importance for continued progress with review of the Asset Management Plan and Long-Term Financial Plan (LTFP). The Shire, as part of its asset management planning will need to plan for contingencies with respect to building assets with funding being drawn from reserves.

Similarly, infrastructure and building restoration projects such as the Memorial Hall are partially reliant on funds being drawn from the Reserve and grant funding received from the Commonwealth Government under the Local Roads and Community Infrastructure funding program – Phase 3.

The Shire Administration has reviewed the Financial Reserves with the Health and Wellbeing Reserve being finalised and the transfer of the balance of funds to the Road and Bridges Infrastructure Reserve and the Plant and Vehicle Reserve.

Fees and Charges

Pursuant to section 6.16 of the *Local Government Act 1995*, Council has already adopted the 2021/2022 fees and charges at the 17 June 2021 Ordinary Meeting of Council (OCM 06.21.-17).

Material Variances for 2021/2022 financial year

As per Regulation 34 of the *Local Government (Financial Management) Regulations 1996* a financial statement is required to be prepared each month. Part 5 of this regulation states that *‘each financial year, a local government is to adopt a percent or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances’*.

It is recommended that Council adopt a definition of significant (material) variances of \$10,000 or 10% (whichever the greater) as promoted by this regulation. In addition, the material variance limit should be applied to the total revenue expenditure for each Nature and Type classification and capital income and expenditure in the Statement of Financial Activity.

Conclusion

Overall, the budget for the 2021/2022 financial year provides for essential services as required by a Local Government.

Consultation:

The budget has been prepared in accordance with the presentations made to and feedback received from Elected Members at workshops held on 15 April, 20 May, and 17 June 2021.

Consultation has also taken place with all relevant staff members to inform the draft of the municipal budget.

The key strategic proprieties of the Shire of Brookton have been developed in consultation with the community through the Strategic Community Plan and more routinely using Innovations Pathway process.

Statutory Environment:

All local governments are required to adopt an annual budget in accordance with Part 6, Division 2, of the *Local Government Act 1995*, Part 3 of the *Local Government (Financial Management) Regulations 1996*, Australian Accounting Standards (AASB) and the Australian Accounting Standards Board Interpretations (AASBI). In relation to budgeting, section 6.2 (1) of the Act states:

“During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt (absolute majority required), in the form and manner prescribed, a budget for its municipal fund for the financial years ending on the 30 June next following that 31 August.”

The Department of Local Government has prepared the WA Local Government Accounting Manual. Part 4 of the manual covers the Budget process. Additionally, the *Local Government Act 1995* (the Act) Divisions 5 and 6 of the Act refer to the setting of budgets and raising of rates and charges. With the *Local Government (Financial Management) Regulations 1996* detail the form and content of the budget.

The 2021/2022 budget as presented meets these statutory requirements. Section 6.2(2) of the Act provides that in preparing the annual budget, a local government is to have regard to the contents of the plan considering the future.

However, a ministerial order issued in May 2020 modified this section so that in preparing the budget for 2021/2022 the local government is to have regard to the consequences of the COVID-19 pandemic (rather than the plan for the future, although this can also be considered by the local government).

Relevant Plans and Policy:

Council Policy 2.16 - Significant Accounting Policies promotes that “where practical the Budget should be completed and adopted prior to 31 July and, if not practical, by 31 August in accordance with the provisions of the *Local Government Act 1995*” and is relevant to the provisions of this report”.

The formation of the annual budget requires the review of the changes for the 2021/2022 financial year to align with this policy, therefore ‘Policy 2.16 – Significant Accounting Policies’ is provided in **Attachment 14.07.21.04A** with the relevant changes identified in red text.

Financial Implications:

Financial implications are detailed in the 2021/2022 Annual Budget as **Attachment 14.07.21.04B** to this report presented under separate cover. The 2021/2022 Budget has been prepared to deliver a sustainable economic outcome for Council and the community with the organisation’s financial capacity.

Risk Assessment:

The risk in relation to this matter is assessed as “High” on the basis that if Council does not accept adoption of the 2021/2022 Annual Budget by 31 August 2021, by default the Shire will be deemed non-compliant in relation to the *Local Government Act, 1995* and the Australian Accounting Standards and the ability to levy rates will be constrain the Council’s cash flow and inhibit its ability to serve the Brookton community.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

The delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

18 Financial Control

- 18.1 Prepare annual budget/conduct statutory budget reviews.
- 18.4 Review/manage financial investments.
- 18.5 Process rates, other revenues, timely payments

Comment

It is recommended that Council, in accordance with the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopt the 2021-2022 Budget as presented in separate attachments to this report.

OFFICER RECOMMENDATION

That Council:

- 1. By an Absolute Majority, adopts the annual budget for the Shire of Brookton for the year ending 30 June 2022 in accordance with the provisions of Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations as per the Attachments to this report.***
- 2. General Rate***
In accordance with Section 6.33 of the Local Government Act, 1995 imposes a rate in the dollar for the areas of the Shire valued on Gross Rental Values of 9.3282 cents in the dollar (\$1.00) and Unimproved Values of 0.9466 cents in the dollar (\$1.00).
- 3. General Minimum Rate***
In accordance with Section 6.35(1) of the Local Government Act, 1995 sets a general minimum rate of \$809.00 for the 2021-2022 financial year for Gross Rental Value properties and a general minimum rate of \$1385.00 for the 2021-2022 financial year for Unimproved Value properties.
- 4. Due date for Payment of Rates***
In accordance with section 6.45 of the Local Government Act, 1995 and Regulations 64 (2) of the Local Government (Financial Management) Regulations, 1996 sets the following due dates for the payment of rates in full and the payment of rates by instalments (either four instalments or two instalments):

Full payment**1st September 2021****Option 2 – 2 instalments**

- **1st instalment due date** **1st September 2021**
- **2nd instalment due date** **10th January 2022**

Option 3 – 4 instalments

- **1st instalment due date** **1st September 2021**
- **2nd instalment due date** **4th November 2021**
- **3rd instalment due date** **10th January 2022**
- **4th instalment due date** **16th March 2022**

Special Payment Arrangements can be made with the Shire for those ratepayers who may be unable to pay in full or according to the instalment plans offered. An administration fee of \$30.00 is applied on each special payment arrangement. Penalty interest of 7% per annum, from and including the 36th day from the issue of the rates notices, is applied to the outstanding balance until the account is paid in full.

Further, in accordance with the provisions of section 6.49 of the Local Government Act, 1995 the Council authorises the CEO to enter into special payment arrangements with ratepayers for the payment of general rates, emergency services levy, sewerage charges and rubbish charges during the 2021-2022 financial year.

The Shire offers advance payments as a further alternative option for the payment of rates whereby, following the payment of the 2021-2022 rates and charges, a ratepayer can, if they elect to do so, commence paying the 2022-2023 rates in advance weekly, fortnightly or monthly payments with no fees charged or interest paid for any payments received by the Shire prior to the due date of the full payment of the 2022-2023 rates and charges.

5. Interest on Rate Instalments

In accordance with section 6.45 of the Local Government Act, 1995 and Regulation 68 of the Local Government (Financial Management) Regulations, 1996 adopts an interest rate of 5.5% where the owner has elected to pay rates through an instalment option, other than rates and charges attributable to a property owned by an entitled pensioner/senior under the Rates and Charges (Rebates and Deferments) Act 1992.

6. Administration Charge on Instalments

In accordance with section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, adopt an instalment administration charge where the owner has elected to pay rates through an instalment option of \$10.00 for each instalment after the initial instalment is paid.

7. Interest on Overdue Rates

Adopt an interest rate of 7% for rates and costs of proceedings to recover such charges that remain unpaid after becoming due and payable, other than rates and charges attributable to a property owned by an entitled pensioner/senior under the Rates and Charges (Rebates and Deferments) Act, 1992.

8. Rate Concessions

Provides the following concession in relation to the adopted 2021-2022 Annual budget for rates:

“That a rate concession be granted to property owners where a contiguous property crosses a Shire boundary, resulting in a portion of that property being assessed at a calculated rate. The concession will be calculated by deducting the amount that would otherwise be payable on the relevant property if it were continuously rated by the relevant neighbouring Shire from the amount that has been assessed and/or paid in the current year with Council.”

9. Emergency Services Levy Interest Charge

In accordance with the provisions of section 36S of the Fire and Emergency Services, Act 1998 imposes interest in all current and arrears amounts of emergency services levy at the rate of 7% per annum calculated on a simple interest basis on amounts which remain unpaid after 35 days from the issue date of the original rate notice, or the due date of an instalment and continues until the arrears is fully paid. Excluded are instalment current amounts not yet due under the two or four payment instalment options, registered pensioner portions and current government pensioner rebate amounts. Interest is calculated daily on the outstanding balance and is debited to the account monthly in arrears.

10. Refuse Site Charges

In accordance with sections 6.32, 6.34 and 6.35 of the Local Government Act, 1995 impose the following General and Minimum rates in relation to refuse charges:

- *Refuse Site Rate – Unimproved Values - 0.0001 cents in the dollar – Minimum rate = \$59.00*
- *Refuse Site Rate – Gross Rental Values - 0.0002 cents in the dollar – Minimum rate = \$59.00*

11. Rubbish Charges

In accordance with section 6.16 and 6.17 of the Local Government Act, 1995 imposes the following fees and charges in relation to domestic and commercial rubbish collection:

- *Residential – once per week single 240L bin pick up including fortnightly recycling = \$375.00 per annum*
- *Commercial – once per week single 240l bin pick up = \$375.00 per annum*
- *Each additional bin pick up once per week = \$375.00 per annum*

12. Councillor Remuneration

In accordance with sections 5.98 and 5.99 of the Local Government Act, 1995 and the Local Government (Administration) Regulations, 1996 adopts the following individual Committee and prescribed meeting attendance fees in lieu of an annual fee:

- *Presidents Meeting Fees* \$ 400.00 per meeting
- *Councillor Meeting Fees* \$ 200.00 per meeting
- *Committee Meeting Fees* \$ 100.00 per meeting
- *Presidents Allowance* \$1,500.00 per annum
- *Deputy President Allowance* \$ 375.00 per annum
- *Working/Advisory Groups* \$ 100.00 per meeting
- *Regional Road Group* \$ 150.00 per meeting
- *WALGA Zone* \$ 150.00 per meeting
- *External Committees* \$ 50.00 per meeting

Travel applies at the rate determined by the Salaries and Allowances Tribunal – 0.78 cents km.

13. Sewerage Charges

In accordance with the Public Health Act, 2016 and Health (Miscellaneous Provisions) Act, 1911 (sections 40 and 41) adopts the following sewerage charges to be imposed on all properties in the Brookton Town Site that are capable of being connected to the sewerage scheme:

- *Sewerage residential – 6.0438 cents in the dollar, minimum \$504.00 per property*
- *Sewerage Commercial – 11.2653 cents in the dollar, minimum \$1037.00 per property*
- *Sewerage Vacant - \$333.00 per property*
- *Sewerage Non-rateable (Category 2) - \$1604.00 (minimum) per property*
- *Sewerage Non-rateable (Category 4) - \$551.00 (minimum) per property*
- *Sewerage Non-rateable (Category 5) - \$816.00 (minimum) per property*
- *Sewerage Non-rateable (Category 6) - \$1208.00 (minimum) per property*

14. Adoption of Material Variance Level for Reporting

In accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations, 1996 adopts the value of +/- \$10,000 or 10% whichever is the greater as the minimum amount for reporting material variances for the 2021-2022 financial year.

15. Pursuant to Section 2.7(2)(b) of the Local Government Act, 1995 adopts the review of Council Policy 2.16 – Significant Accounting Policies, as presented in Attachment 14.07.21.04A in this report.

(Absolute majority vote required)

Attachments

Attachment 14.07.21.04A – Council Policy 2.16 – Significant Accounting Policies

Attachments – provided under separate cover.

Attachment 14.07.21.04B – 2021/2022 Budget

2.16 SIGNIFICANT ACCOUNTING POLICIES

Directorate:	Corporate			
Statutory Environment:	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Australian Accounting Standards Board (AASB) Standards</i>			
Council Adoption:	Date:		Resolution #:	10.02.11.01
Last Amended:	Date:	Sep 2016	Resolution #:	12.09.16.02
Review Date:	June 2021			

The significant accounting policies which have been adopted in the preparation of this financial reports are:

Basis of Preparation

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the Local Government Act 1995 and accompanying regulations.

The Local Government Act 1995 and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

~~The Local Government (Financial Management) Regulations 1996 take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from prohibits as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse, or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this budget. This is not in accordance with the requirements of AASB 1051 Land Under Roads paragraph 15 and AASB 116 Property, Plant and Equipment paragraph 7.~~

The Local Government (Financial Management) Regulations 1996 specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets, and liabilities.

The Local Government Reporting Entity

All funds through which the Shire of Brookton controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions, and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note ~~11-15~~ Trust Funds to the budget.

~~2018/19~~ 2020/21 Actual Balances

Balances shown in this budget as ~~2018/19~~ 2020/21 Actual are estimates as forecast at the time of budget preparation and are subject to final adjustments.

Change in Accounting Policies

On the 1 July ~~2019~~, 2021, ~~the following~~ no new accounting policies are to be adopted **and no new policies are expected to impact the annual budget.** ~~And have impacted on the preparation of the budget: AASB 15 – Revenue from Contracts with Customers; AASB 16 – Leases; and AASB 1058 – Income of Not for Profit Entities.~~

~~Explanation of the changes arising from these standards is provided at Note 15.~~

Key Terms and Definitions – Nature or Type

Revenues

Rates

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

Service Charges

Service charges imposed under Division 6 of Part 6 of the *Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity, and neighbourhood surveillance services.

Excludes rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Profit On Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions, or donations.

Fees And Charges

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties, and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees, and charges.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which cannot be classified under the above headings, includes dividends, discounts, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

Expenses

Employee Costs

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences safety expenses, medical examinations, fringe benefit tax, etc.

Materials And Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage, and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental, or lease expenditures.

Utilities (Gas, Electricity, Water, Etc.)

Expenditures made to the respective agencies for the provision of power, gas, or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss On Asset Disposal

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

Depreciation On Non-Current Assets

Depreciation and amortisation expense raised on all classes of assets.

Interest Expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other Expenditure

Statutory fees, taxes, provision for bad debts, member's fees, or State taxes. Donations and subsidies made to community groups.

Net Current Assets

Significant Accounting Policies

Current and Non-Current Classification

~~In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The An~~ asset or liability is classified as current if

it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale. ~~where it is held as non-current based on the Shire's intentions to release for sale.~~

Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire of Brookton becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished, and the Shire recognises revenue for the prepaid rates that have not been refunded.

Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Superannuation

The Shire of Brookton contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire of Brookton contributes are defined contribution plans.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

~~Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.~~

Contract Assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e., impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

~~Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.~~

~~Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.~~

Provisions

Provisions are recognised when the Shire has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result, and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Contract Liabilities

~~An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.~~

Employee Benefits

Short-term employee benefits

Provision is made for the Shire's of Brookton's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries, and sick leave. Short-term employee benefits are measured at the undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's of Brookton's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire of Brookton's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short-term borrowings in current liabilities in Note 2 - Net Current Assets.

Financial Assets at Amortised Cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Recognition of Assets

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5). These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Gains And Losses on Disposal

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Asset Class

Buildings – non-specialised	5 to 138 years 30 to 50 years
Buildings – specialised	5 to 138 years 50 to 80 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	2 to 60 years 5 to 15 years
Infrastructure Parks & Gardens	10 to 100 years
Infrastructure Footpaths	20 years
Infrastructure Sewerage	80 years
Infrastructure parks and ovals	30 to 75 years
Other infrastructure	10 to 60 years
Right of use – plant and equipment	based on the remaining lease

Intangible assets – rehabilitation costs 40 years

Sealed Roads and Streets

Formation & Subgrade	not depreciated
Pavement	15 to 100 years
Surface	4 to 125 years
Surface Water Channel	5 to 100 years

Gravel Roads

Formation & Subgrade	not depreciated
Pavement	10 to 100 years

Formed Roads (unsealed)

Formation / Subgrade	not depreciated
Pavement	10 to 100 years
Footpaths – slab	40 to 100 years
Sewerage piping	1 to 100 years
Water supply piping and drainage systems	30 to 100 years
Storm Water Drainage	50 to 100 years
Bridges	4 to 160 years

~~An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.~~

~~Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.~~

Amortisation

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction, or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Leases

At inception of a contract, an entity shall assess whether the contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, ~~a lessee shall recognise~~ a right-of-use asset **is recognized at cost** and a lease liability.

~~At the commencement date, a lessee shall measure the right of use asset at cost.~~

~~At the commencement date a lessee shall measure the lease liability at the present value of the lease payments that are not paid at that date. The lease payments shall be discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the lessee shall use its incremental borrowing rate.~~

Lease Liabilities

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

Revenue Recognition

Accounting Policies for the recognition of income and revenue from contracts with customers is described in ~~Note 15~~ **Note 11**.

Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire of Brookton's interests in the asset's liabilities revenue and expenses of joint operations are included in the respective line items of the financial statements.

Goods and Services Tax (GST)

Revenues, expenses, and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

Critical Accounting Estimates

The preparation of a budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income, and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

Budget Comparative Figures

~~Unless otherwise stated, the budget~~ Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year. ~~shown in the budget relate to the original budget estimate for the relevant item of disclosure.~~

Significant Accounting Policies – Change in Accounting Policies

~~This note explains the impact of the adoption of AASB 15 Revenue from Contracts with Customers, AASB 16 Leases; and AASB 1058 Income for Not for Profit Entities.~~

Revenue from Contracts with Customers

~~The Shire of Brookton adopted AASB 15 on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the Shire of Brookton has adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019.~~

Leases

~~On adoption of AASB 16, for leases which had previously been classified as an 'operating lease' when applying AASB 117, the Shire of Brookton is not required to make any adjustments on transition for leases for which the underlying asset is of low value. Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5).~~

Income for Not for Profit Entities

~~The Shire of Brookton has adopted AASB 1058 from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions AASB1058, the Shire of Brookton has adopted the new rules retrospectively with the cumulative effect of initially applying AASB1058 recognised at 1 July 2019. Comparative information for prior reporting periods shall not be restated in accordance with AASB1058 transition requirements.~~

~~Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Therefore, the rates received in advance give rise to a financial liability that is within the scope of AASB 9. On 1 July 2019, the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised by the Shire of Brookton. When the taxable event occurs, the financial liability is extinguished, and the Shire of Brookton recognises income for the prepaid rates that have not been refunded.~~

~~Assets that were acquired for consideration that was significantly less than fair value principally to enable the Shire of Brookton to further its objectives may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significance less than fair value. Such assets are not required to be remeasured at fair value.~~

~~Volunteer Services in relation to Volunteer Fire Services have been recognised in budgeted revenue and budgeted expenditure as the fair value of the services can be reliably estimated and the services would have been purchased if they had not been donated.~~

15.07.21 GOVERNANCE REPORTS

15.07.21.01 ELECTED MEMBER TRAINING REPORT 2020/2021 FINANCIAL YEAR

File No:	ADM 0402
Date of Meeting:	15 July 2021
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Danni Chard – Executive Governance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple majority
Previous Report:	N/A

Summary of Item:

This item is to report on the training Elected Members have completed within the 2020-21 financial year, as required by legislation.

Description of Proposal:

All Local Governments are required to report back to the community on what training Councillors have undertaken during each financial year.

Background:

Amendments to the *Local Government Act, 1995* was gazetted in 2019 requiring:

- a) All Councillor’s to undertake 5 mandatory training subjects/sessions within the first 12 months of being elected or re-elected.
- b) An annual report is to be prepared each July on the progress of training by each Councillor that is subsequently required to be presented on the Shire website and published in the Shire’s annual report for each financial year for public information.

Consultation:

There has not been any consultation on this matter.

Statutory Environment:

The requirement to publish the Elected Member’s completed training for the financial year is performed under Section 5.127 - Report on Training of the *Local Government Legislation Amendment Act, 2019*. This Section states:

5.127. Report on training

- (1) *A local government must prepare a report for each financial year on the training completed by council members in the financial year.*
- (2) *The CEO must publish the report on the local government’s official website within 1 month after the end of the financial year to which the report relates.*

Relevant Plans and Policy:

This matter relates to “Policy 1.6 – Training Sessions Conferences Meeting Seminars – Elected Members”.

Financial Implications:

There are no financial implications regarding this item of reporting.

Risk Assessment:

Should the Council not support this item, it will be in breach of the *Local Government Legislation Amendment Act 2019, Section 5.127 Report on training.*

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal relates to the delivery of core business and services detailed in the Shire of Brookton, Council “Policy 1.6 – Training Sessions Conferences Meeting Seminars – Elected Members” and the Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, this matter aligns with the following function and action under the Shire’s Corporate Compendium.

1. Governance

1.6 Arrange elected member training/development

Comment

The completed 2020-21 Elected Member Training register will be published on the Shire of Brookton’s website, as well as be published within the Shire of Brookton’s Annual Report.

Importantly, Elected Members and pending election candidates need to be aware of the increasing requirement to complete mandatory training and ensure a sound understanding of roles and responsibilities, and functions across Local Government that carries a significantly high level of transparency and accountability.

OFFICER RECOMMENDATION

That Council adopts the Shire of Brookton Elected Member Training Register as presented in Attachment 15.07.21.01A for publication on the Shire website and in the Annual Report for the 2020-21 financial year.

Attachments

Attachment 15.07.21.01A

Annual Report of Training conducted by Elected Members of the Shire of Brookton.

For Year ended 30th June 2021



Pursuant to Section 5.127 of the Local Government Legislation Amendment Act 2019:

- 1) A local government must prepare a report for each financial year on the training completed by Council Members in the financial year.
- 2) The CEO must publish the report on the Local Government's official website within 1 month after the end of the financial year to which the report relates.

Elected Member	Elected to Council	Training Course	Status	Mandatory	Completion Date
Shire President Councillor Katrina Crute	October 2017	<i>No mandatory training required. No further training completed.</i>			
Deputy Shire President Councillor Neil Walker	October 2019	Understanding Local Government	In progress	Yes	
		Serving on Council	Not commenced	Yes	
		Understanding Financial Reports & Budgets	In progress	Yes	
		Meeting Procedures	Not Commenced	Yes	
		Conflicts of Interest	In progress	Yes	
Councillor Tamara Lilly	October 2019	Understanding Local Government	Completed	Yes	07 October 2020
		Serving on Council	Completed	Yes	07 October 2020
		Understanding Financial Reports & Budgets	Completed	Yes	12 October 2020
		Meeting Procedures	Completed	Yes	12 October 2020
		Conflicts of Interest	Completed	Yes	15 October 2020
Councillor Theresa Fancote	October 2017	<i>No mandatory training required. No further training completed.</i>			
Councillor Barry Watts	October 2019	<i>Mandatory training completed in 2019/2020 financial year. No further training completed.</i>			
Councillor Gail Macnab	October 2019	Integrated Strategic Planning – The Essentials	Completed	No	03 June 2021
		Infrastructure Asset Management	In Progress	No	
		<i>Mandatory training completed in 2019/2020 financial year.</i>			
Councillor Chris Hartl	October 2019	Understanding Local Government	In Progress	Yes	
		Serving on Council	In Progress	Yes	
		Understanding Financial Reports & Budgets	In Progress	Yes	
		Meeting Procedures	In Progress	Yes	
		Conflicts of Interest	In Progress	Yes	

All Elected Members were also reminded of their obligations under the Local Government Act 1995 during the year with respect to the following matters:

- a) Primary and Annual Declarations of Financial Interest;
- b) Compliance with the Shire of Brookton's Code of Conduct for Elected Members
- c) Local Government Act 1995 – Rules of Conduct

15.07.21.02 DUAL FIRE CONTROL OFFICERS FOR THE SHIRE OF BROOKTON

File No:	ADM 0191
Date of Meeting:	15 July 2021
Location/Address:	N/A
Name of Applicant:	Shires of Wandering, Pingelly, and Corrigin
Name of Owner:	N/A
Author/s:	Jason Carrall – Community Emergency Service Manager
Authorising Officer:	Kellie Bartley – Manager Corporate & Community
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

In accordance with legislative requirements the Council is required to formally appoint its Fire Control Officers (FCOs) and the consideration of Dual Fire Control Officers between adjoining Local Governments. This is done to ensure compliance and lawfully legitimise their authorisation under *Bush Fires Act 1954*, in fulfilling their duty.

Description of Proposal:

This report seeks Council's consideration to appointing Bushfire Control Officers for the Shire of Brookton and Dual Fire Control Officers from the Shire of Wandering, Shire of Pingelly, and Shire of Corrigin. This report was presented to the Bush Fire Advisory Committee on the 15th June 2021.

Background:

The *Bush Fires Act 1954* permits the appointment of FCOs to be authorised between adjoining Local Governments. Council has been requested by the Shire's of Wandering, Pingelly, and Corrigin to appoint Dual Fire Control Officers under the *Bush Fires Act, 1954*, to empower these volunteers to act in their appointed roles across the municipal boundary to the Shire of Brookton.

Under the *Bush Fires Act 1954*, a FCO has significant authority in a fire emergency where they may assume responsibility of the situation, which will then override any volunteer on the ground including the Brigade Captain. A Brigade Captain is elected by the Brigade and is subject to Council approval, pursuant to Council Policies – 4.4 – Use of Council Equipment and Machinery for Bushfire Control and 4.5 Expenditure Limit – Bush Fire Control Officers. Their authority as Captain is limited to the Brigade area adopted by Council.

An FCO, including the Chief Bush Fire Control Officer (CBFCO) may have their authority suspended by the Department of Fire and Emergency Services Liaison Officer or a Department of Biodiversity, Conservation and Attractions, Parks and Wildlife Service Officer in certain situations.

The current listing of appointments of CBFCO, Deputy Chief Bushfire Fire Control Officer's and FCOs for the Shire of Brookton are:

- | | |
|------------------------------------------|---------------------------------------------------------------------------------------------------------|
| • Chief Bush Fire Control Officer | Murray Hall |
| • Deputy Chief Bush Fire Control Officer | Travis Eva |
| • FCO's – Central Brigade | Troy Bassett, Andrew Pike, Les Eyre, Ashley Hobbs, William Wilkinson, Neville Messenger, Blair Montague |
| • FCO's – East Brigade | Bevan Walters, Darrell Turner, Dennis Wilkinson |
| • FCO's – West Brigade | Tim Evans, Jamie Blight, Ross Evans, Len Simmons, |
| Mark | Whittington |

It is also recommended that the following Fire Control Officers be appointed as Dual FCO's for the following Shires:

- Shire of Wandering Peter Monk, GR Parsons
- Shire of Pingelly Rodney Shaddick, Robert Kirk, Jeffrey Edwards, Victor Lee, Malcolm Cunningham, Adam Watts
- Shire of Corrigin Greg Evans, Braden Grylls

Copies of the letters from the respective Shire's are **Attachment 15.07.21.02A**, the Shire of Pingelly at **Attachment 15.07.21.02B**, and Shire of Corrigin at **Attachment 15.07.21.02C**.

Consultation:

Discussions have been held with the Shire of Brookton Bushfire Advisory Committee, CESM and the Chief Bush Fire Control Officer, with regards to the appointments for the FCOs and the Dual FCOs.

Statutory Environment:

The appointment of the FCO's and Dual Fire Control Officers for the 2021/22 Bush Fire season is undertaken in accordance with Sections 38, 39, 40 and 56 – Appointment of Bush Fire Control Officers of the *Bush Fires Act, 1954*.

Furthermore, the appointments are also aligned to the By-Law relating to the establishment, maintenance, and equipment of the *Bush Fire Brigades 1993*.

Relevant Plans and Policy:

The Shire has two policies that are aligned to these appointments. Council Policies 4.4 – Use of Council Equipment and Machinery for Bushfire Control and 4.5 – Expenditure Limit – Bush Fire Control Officers.

Financial Implications:

There is no impost on the Shire's finances in relation to this matter. However, consideration needs to be taken should expenses be required during an emergency and the expenditure limit that may be required.

Risk Assessment:

Without the required authorisation from Council there is a perceived medium level risk in relation to the duties performed by the newly appointed Dual Fire Control Officers, which could be deemed unlawful and potentially invalid should their actions be challenged through a judicial process. Therefore, the level of risk is assessed against the following matrix table as 'Medium'.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal relates to the delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, this appointment aligns to:

8. Emergency Management

8.7 Support Bushfire Volunteer Brigades / Volunteer Emergency Services

Comment

It is recommended that Council endorses the nominated appointment of the Shire of Brookton Fire Control Officers and Dual FCOs as provided by the Shires of Wandering, Pingelly, and Corrigin, as endorsed.

BUSHFIRE ADVISORY COMMITTEE RECOMMENDATION

That Council pursuant to section 38 of the Bush Fires Act, 1954 appoints the following persons as authorised officers in the capacity of Dual Fire Control Officer for 2021/2022 Bush Fire Season:

Shire of Wandering:

- ***Mr P Monk***
- ***Mr GR Parsons***

Shire of Pingelly:

- ***Rodney Leonard Shaddick***
- ***Sam MacNamara***
- ***Brodie Cunningham***
- ***Jeffrey Bernard Edwards***
- ***Victor Arthur Lee***
- ***Malcolm Leslie Cunningham***
- ***Adam Lindsay Watts***

Shire of Corrigin:

- ***Greg Evans***
- ***Braden Grylls***

(Simple Majority Vote required)

Attachment

15.07.21.02A – Letter from Shire of Wandering

15.07.21.02B – Letter from Shire of Pingelly

15.07.21.02C – Letter from Shire of Corrigin

SHIRE OF WANDERING

22 Watts Street, Wandering, WA. 6308

Ph: 08 9884 1056

www.wandering.wa.gov.au



Our Ref: 05.051.05108 / BF153

Your Ref:

Enquiries: Belinda Knight

Ian D'Arcy
Chief Executive Officer
PO Box 42
BROOKTON WA 6306

Dear Ian,

DUAL FIRE CONTROL OFFICER APPOINTMENTS - 2021/2022

Council wishes to inform you of the following Dual Fire Control Officers with the Shire of Brookton:

Mr Peter Monk

Mr Graeme Parsons

If Council's request is approved, please arrange the necessary local advertising.

Should you have any questions in regard to this matter, please contact the Shire Office on (08) 9884 1056 or email admin@wandering.wa.gov.au.

Kind Regards,

Belinda Knight
CHIEF EXECUTIVE OFFICER

14 May 2021

YOUR REF:

OUR REF: ADM0313/OWS213423

ENQUIRIES: Sheryl Squiers



21 May 2021

Mr I D'Arcy
Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Dear Ian

Appointment of Dual Fire Control Officers 2021/22

Council is seeking the appointment of the following Dual Fire Control Officers with the Shire of Brookton for the 2021/22 fire season:

**Rodney Leonard Shaddick
Sam MacNamara
Brodie Cunningham
Jeffrey Bernard Edwards
Victor Arthur Lee
Malcolm Leslie Cunningham
Adam Lindsay Watts**

Should you have any questions in regard to this matter, please contact Sheryl Squiers, Administration Officer Technical on (08) 9887 1066 or email sheryl.squiers@pingelly.wa.gov.au.

Yours sincerely

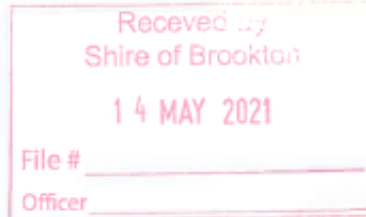
A handwritten signature in black ink, appearing to read 'Julie Burton', is located below the 'Yours sincerely' text.

**Julie Burton
Chief Executive Officer**



PO Box 221, Corrigin WA 6375
T: 9063 2203
F: 9063 2005
E: shire@corrigin.wa.gov.au

Our Ref: ES 0001
Contact: Kirsten Biglin
eso@corrigin.wa.gov.au



5 May 2021

Mr Ian D'Arcy
Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Dear Ian

RE: APPOINTMENT OF DUAL FIRE CONTROL OFFICERS 2021/2022

The Shire of Corrigin requests the following people be appointed as Dual Bush Fire Control Officers by the Shire of Brookton for the 2021/2022 bush fire season:

- **Greg Evans**
- **Braden Grylls**

Yours sincerely

Natalie Manton
Chief Executive Officer

15.07.21.03 REVISION OF SHIRE OF BROOKTON FIRE CONTROL INFORMATION

File No:	ADM 0461
Date of Meeting:	15 July 2021
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Sandie Spencer – Community Liaison Officer/Local Recovery Co-Ordinator
Authorising Officer:	Kellie Bartley – Manager of Corporate and Community
Declaration of Interest:	The author has no financial interest in this matter
Voting Requirements:	Simple majority
Previous Report:	N/A

Summary of Item:

A review of the current Fire Control Information for the Shire of Brookton has been undertaken.

This report reflects minor modifications recommended by the Bushfire Advisory Committee for Council's consideration and adoption of the amended 2021/2022 Fire Control Information.

Description of Proposal:

As above.

Background:

In response to feedback received after the annual firebreak inspections and ongoing issues with certain properties within the Shire, it was deemed necessary at Bush Fire Advisory Committee meeting on 15 June 2021 that the current Fire Control Information be reviewed prior to being distributed with the annual rates notices and supporting information.

Specifically, the BFAC moved the following motion recommending Council amend the Bushfire Notice to incorporate the notification highlighted in red:

BFAC 06.21-03

BFAC RECOMMENDATION

MOVED B. Montague SECONDED T. Bassett

That Bush Fire Advisory Committee pursuant to section 33 of the Bush Fires Act, 1954 recommends to Council to adopt the Shire of Brookton Firebreak Notice for 2021/2022 season, with the amended wording provided below to be included in the Notice contained in Attachment 4.06.21.02A

CARRIED BY SIMPLE MAJORITY VOTE 7/0

It is the landowner's responsibility, NOT a contractor, to ensure your property complies with the annual Fire Break Notice.

This amendment has been completed and can be viewed in the Fire Control Information 2021/2022 **Attachment 15.07.21.03A.**

Consultation:

Consultation was undertaken with the Community Emergency Services Manager, and Bushfire Fire Advisory Committee, at the meeting held on the 15 June 2021.

Statutory Environment:

Local Government under the *Bush Fire Act 1954* (as amended) is charged with the responsibility of bushfire management with its district.

Specifically, Section 33 of the *Bush Fire Act 1954* requires Council to give notice in regards to the provision of firebreaks and restriction on burning of flammable materials.

Relevant Plans and Policy:

There are currently no further plans or policies associated with this item.

Financial Implications:

There are no budgetary consideration or implications pertinent to this matter.

Risk Assessment:

Should the Fire Control Information 2021/2022 not be adopted and served to landowners, the Council would be in breach of the *Bush Fire Act 1954*. Further, the Council would not be able to enforce matters of non-compliance under the legislation.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the proposal relates to:

Function 7 Ranger Services

Action 7.2 – Conduct fire break inspections

Function 8 Emergency Management

Action 8.7 – Support Bushfire Volunteer Brigades/Volunteer Emergency Services

Comment

The Fire Control Information 2021/2022 is mailed out annually to all landowners with the rates notice. Importantly, landowners need to take note of the requirements of the notice with the proposed amendment attempting to enhance this importance.

BUSHFIRE ADVISORY COMMITTEE RECOMMENDATION

That Council pursuant to section 33; of the Bushfire Act 1954, adopt the revised Fire Control Information 2021/2022 pamphlet as presented in Attachment 15.07.21.03A to this report.

(Simple majority vote required)

Attachments

Attachment 15.07.21.03A - Fire Control Information Notice 2021/2022

DATES TO REMEMBER

Due to unseasonal weather conditions, these dates may be extended or shortened. You must check with the Shire of Brookton for further details.

RESTRICTED BURNING TIMES <i>19th September to 14th November</i> NO BURNING WITHOUT A PERMIT Contact your local Fire Control Officer
PROHIBITED BURNING PERIOD <i>15th November to 28th February</i> All burning and fires are prohibited during this time
RESTRICTED BURNING TIMES <i>1st March to 14th April</i> NO BURNING WITHOUT A PERMIT Contact your local Fire Control Officer
BURN WITH CARE <i>15th April to 18th September</i> Subject to weather conditions

Note: Fire Danger Rating for a particular day can overrule permits

BURNING PERMITS can be obtained from your local Fire Control Officer. Please remember the Fire Control Officers are volunteers.

PLEASE PLAN AHEAD do not contact a Fire Control Officer on the day you intend to burn and expect a permit, as it may not be granted. You must give notice to your neighbours and the Shire once the permit is granted.

FIREBREAKS must be completed before the 1st November and maintain compliance until the 15th April for each and every year.

COMMUNICATIONS OF FIRE BAN – All bans will be communicated via the Shire's SMS system, Harvest and Ban Hotline (phone 9487 8128) or on the ABC local radio. If you are a farmer or contractor and would like to receive notification by SMS on Harvest and Vehicle Movement Bans please phone the Shire office on 9642 1106 with your name, organisation and mobile phone number.

BRIGADE CONTACT DETAILS		
FOR ALL EMERGENCIES		000
SHIRE OF BROOKTON		08 9642 1106
HARVEST BAN HOTLINE		08 9487 8128
Chief Bush Fire Control Officer Murray Hall		0428 421 367
Deputy Chief Bush Fire Control Officer – Travis Eva		0428 421 642
Shire Ranger		0459 678 154
CENTRAL BRIGADE	Troy Bassett	0488 190 870
	Andrew Pike	0428 421 072
	Les Eyre	0418 946 910
	Ashley Hobbs	0429 421 379
	William Wilkinson	0429 426 022
	Neville Messenger	0417 180 830
EAST BRIGADE	Blair Montague	0428 929 421
	Bevan Walters	0427 426 061
	Darrell Turner	0429 426 014
	Dennis Wilkinson	0428 426 022
WEST BRIGADE	Tim Evans	0439 424 010
	Ross Evans	0418 935 927
	Len Simmons	0409 301 022
	Mark Whittington	0417 954 061
Jamie Blight		0428 584 256

Please ensure you have the following information before calling a Fire Control Officer.

- Name & contact details of no less than three (3) able bodied persons who will be attending the fire at all times.
- The address the permit is to apply to.
- Firefighting equipment and resources to be present at the fire front.
- Size of burn to take place (area).
- Confirm that firebreaks are installed & a fire unit can access the area.



FIRE CONTROL INFORMATION 2021/2022

FIRST AND FINAL NOTICE IS HEREBY SERVED TO ALL SHIRE OF BROOKTON RATE PAYERS AND RESIDENTS

This Order sets out the measures that you must take to prepare your property for the fire season.

They are aimed at preventing the outbreak of a bush fire or preventing the spread or extension of a bush fire.

All owners and occupiers of land within the Shire's district are required to, before 1st of November in each year, clear fire breaks and take measures in accordance with this order up to and including the 14th of April the following year.

This Order constitutes the Shire of Brookton Fire Control Information Notice and is issued under Section 33(1) of the Bush Fires Act 1954.

Failure to comply may result in a \$5,000.00 penalty.

**HARVEST BAN HOTLINE
08 9487 8128**

**TO REGISTER FOR SMS ALERTS
08 9642 1106**

TOWNSITE LAND: *Is all land within the Brookton Townsite.*
All townsite properties **equal** to or less than 2,023m² in size are required to be fire hazard reduced by:

- A. Reduction of the vegetation fire hazard to a maximum height of 75mm. All slashed material is to be removed.

All townsite properties **over 2,023m²** in size are required to be fire hazard reduced by:

- A. Construction and maintenance of a 3m wide minimum bare earth unobstructed trafficable firebreak within 3.0m of the property boundaries (footpaths and roads or road verges are not to be accepted as firebreaks).
- B. Reduction of the vegetation fire hazard to a maximum height of 75mm including the removal of slashed material, unless an exemption is granted by the Chief Executive Officer in consultation with the Chief Bush Fire Control Officer and VFRS Captain.

RURAL LAND: *Is all land outside the Brookton Townsite*
All rural properties **equal to or less than 100 hectares** in size are required to be fire hazard reduced by:

- A. Construction and maintenance of a 3.0m wide minimum bare earth unobstructed trafficable firebreak within 30.0m of the boundary of the property.
- B. Any activity that may start a fire on the property requires an operational independent mobile water filled firefighting unit with a water capacity of not less than 450 litres to be at the ready *throughout the restricted and prohibited burning period*. Trailer type units must be attached to a towing vehicle and slip-on units must be attached to the tray of the vehicle in accordance with manufacturer's instructions.
- C. Construction of a 5.0m wide minimum bare earth unobstructed trafficable firebreak within 15.0m of and surrounding all buildings, sheds, fuel storage including drums and flammable chemicals, silos and fodder stacks as well as hay stacks within a shed or within 400.0m from any infrastructure including operational generators and stationary motors.

All rural properties and aggregated land within the Shire of Brookton **over 100 hectares** in size are required to be fire hazard reduced by:

- A. Construction of a 5.0m wide minimum bare earth unobstructed trafficable firebreak within 15.0m of and surrounding all buildings, sheds, fuel storage including

drums and flammable chemicals, silos and fodder stacks as well as hay stacks within a shed or within 400.0m from any infrastructure including operational generators and stationary motors. Excluding seed cleaners as they are deemed part of the harvest operations.

- B. Provision on the property of an operational independent mobile water filled firefighting unit with a water capacity of not less than 450 litres to be at the ready *throughout the restricted and prohibited burning period*. Any activity that may start a fire must be accompanied by a trailer type unit that must be attached to a towing vehicle and/or a slip-on unit that must be attached to the tray of the vehicle in accordance with manufacturer's instructions.

Note:

- Hay and straw stacks in open paddock areas awaiting pickup and removal are not required to be surrounded by a firebreak.
- During any period when harvesting operations are being conducted an operational independent mobile firefighting unit must be located in the same paddock, or within 50.0m of the paddock and be kept full of water at all times. The responsibility to supply the firefighting unit is that of the landowner.
- Harvesting operations includes the use of augers and seed cleaning units, other than when used in a silo compound where surrounded by more than 15 metres cleared area.

PLANTATIONS: *Is an area of planted trees, other than a windbreak, within the gazetted townships exceeding 3 hectares and outside of a township exceeding 10 hectares.*

- A. Boundary firebreaks: a 15.0m clear area is required on all boundaries of plantations and along public roads. This clear area must have a minimum trafficable surface of 5.0m minimum of clear bare earth and a minimum vertical clearance of 4.0m. The remaining 10m must be maintained in a low fuel condition, ie. Closely mowed, grazed or sprayed.
- B. Compartment firebreaks: internal firebreaks between compartments of up to 30 hectares must be a minimum of 6.0m wide and for compartments over 30 hectares a minimum of 10.0m wide. In all cases a 5.0m trafficable surface and a minimum 4.0m vertical clearance should be maintained to allow access by firefighting appliances.
- C. Firefighting water supplies: must be designed and constructed to enable heavy duty firefighting equipment to access the water supply in accordance with DFES

Guidelines for Plantation Fire Protection 2011 or as revised. A copy of these Guidelines is available from the Shire Administration office upon request.

- D. Firefighting equipment must be provided by the plantation owner to the minimum standards recommended in the DFES Guidelines for Plantation Fire Protection 2011 or as revised.
- E. Paragraphs A to D do not apply to established plantations which have received planning approval and have an approved fire management plan as part of the planning approval. Owners and managers of such plantations must comply with the conditions of their fire management plan.

HARVESTING MACHINES & HEADERS – REGULATIONS 38

Pursuant to regulations 38 of the Bush Fires regulations 1954, a person shall not operate harvesting machinery or header in any crop during the prohibited burning times or restricted burning times set out unless a fire extinguisher is carried in the machine.

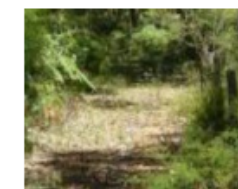
SLASHER AND ROTARY MOWER BAN

A ban applies to the use of slasher and rotary mowers from 1st December to 28th February during the hours of 6:00am to 6:00pm and from 6:00pm on the day before an extreme or above fire danger rating is forecast from Bureau of Meteorology, unless the use is:

- A. On a property within a township, of any size that is reticulated or;
- B. On a property outside the township, with the area being slashed or mowed is irrigated or reticulated and is less than 1 hectare.



Compliant Firebreak



Non compliant firebreak due to regrowth

LAND OWNERS AND OCCUPIERS

It is the landowner's responsibility, NOT a contractor, to ensure your property complies with the annual Fire Break Notice.

15.07.21.04 EVALUATION OF CONSULTANCY SUBMISSIONS (RFQ 15-20/21) – RECRUITMENT OF NEW CHIEF EXECUTIVE OFFICER

File No:	Org047
Date of Meeting:	15 July 2021
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Ian D’Arcy – Chief Executive Officer
Authorising Officer:	Katrina Crute – Shire President
Declaration of Interest:	The author has no specific interest in this matter
Voting Requirements:	Simple majority
Previous Report:	N/A

Summary of Item:

This report relates to:

1. Engagement of a suitably experienced Human Resources (HR) consultant to assist Council with the successful recruitment of a new Shire Chief Executive Officer (CEO).
2. The appointment of independent member(s) on the Employment Committee performing the recruitment process, as required by legislation.

Importantly, the selection of an HR consultant is being guided by a scope of works, in the form of a brief that aligns to the Western Australia Local Government Association’s ‘*draft CEO recruitment process*’, and legislative requirements, to form the basis of a Request for Quotation (RFQ). The submissions received have been evaluated by a panel, with a recommendation formed for Council’s consideration.

A second recommendation promotes the selection, and endorsement of additional independent panel member(s) to the Employment Committee but does not afford name(s). Nomination and selection of a person(s) in this position is left for Council to determine without officer input/recommendation.

Description of Proposal:

As above.

Background:

In response to the following motion moved by Council at its Ordinary Meeting on 17th June 2021, a scope of works was drafted (Consultancy Brief – refer to ***Attachment 15.07.21.04A***), and sanctioned by the Shire President, before quotes were sought for a suitably qualified and experienced HR Consultancy firm.

OCM 06.21-24

COUNCIL RESOLUTION

MOVED Cr Crute

SECONDED Cr Lilly

That Council requests:

1. *The CEO call for quotes for the provision on consulting services to assist Council with the recruitment of a new CEO with the scope of works developed in line with WALGAs draft CEO recruitment process.*
2. *The results of this process is to be presented to Council at its July 2021 Ordinary Council Meeting.*

CARRIED BY SIMPLE MAJORITY VOTE 7/0

In line with the above Council motion, a request for quotation was called for a period of 2 weeks, with a total of 4 submissions being received from HR consultancies.

These submissions have been evaluated by a panel against the stated selection criteria, provided in the Brief that resulted in an Evaluation Report being prepared. This report is presented as **Attachment 15.07.21.04B** under separate **confidential** cover.

Council's consideration and endorsement is now sought on selection of a suitable consultant to guide the recruitment process, together with appointment of one, or two suitable external people to participate in the Employment Committee as required by legislation.

Consultation:

This process has been overseen by the Shire President and is based on advice from WALGA. The Deputy Shire President has also provided valuable input through the selection panel.

Statutory Environment:

The process of evaluation, and appointment of a new CEO needs to accord to the stated provisions of:

- Section 5.39B of the *Local Government Act 1995 (as amended)*; and
- Schedule 2; Division 2 of the Local Government (Administration) Regulations 1996 as amended and Local Government (Administration) Amendment Regulations 2021.

Relevant Plans and Policy:

The Request for Quotation (RFQ) accords with Council Policy 2.36 – Procurement.

The recruitment process through the Consultancy Brief aligns to Council Policy 1.25 - Standards for CEO Recruitment, Performance, and Termination. Specifically, (1)(c) and (3)(b) of statement 8 of this Policy accords to Schedule 2, Division 2 of the Regulations requires the appointment of an independent person(s) to the Employment Committee, as provided below:

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

- (a) a council member;**
- (b) an employee of the local government;**
- (c) a human resources consultant engaged by the local government.**

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

- (a) council members (the number of which must be determined by the local government); and**
- (b) at least 1 independent person.**

The Council's Employment Committee presently consists of the following Elected Members:

- Cr Katrina Crute – Chair
- Cr Neil Walker
- Cr Theresa Fancote
- Cr Barry Watts

The existing membership will remain in place until the Local Government Ordinary Elections, to be held on Saturday 16th October 2021, and will thereafter be reset at the scheduled Ordinary Council Meeting on Thursday 21st October 2021.

Financial Implications:

An allocation of \$20,000 (excl. GST) has been provided in the draft 2021-22 municipal budget for the performance review of the incumbent or recruitment of a new CEO, with this being sufficient to cover the quoted recruitment costs.

Risk Assessment:

Given the importance and responsibility of the CEO position, the need to adhere to legislative compliance, and the requirement to recruit an appropriately skilled, and experienced person who fits the culture of the organisation, the risk in relation to this 'High'. Accordingly, the engagement of a qualified consultant and independent Committee member will assist in reducing the level of risk of selecting an unsuitable person for this position.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal aligns to the delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2024 with reference to:

Function 16 Organisational Development/Industrial Relations

Action 16.2 Conduct employee recruitment

Comment:

Importantly, the recruitment of a CEO for the local government is paramount to the delivery of good governance for the district, services to the community, compliance statutory requirements, and assisting in setting strategic direction aligned with the community's aspirations.

In relation to selection of an HR consultant, the evaluation panel (consisting of two elected members, and two staff) have each assessed and scored the respective submissions across the stated qualitative criteria, as detailed in the consultancy brief.

As for the Independent Committee Member(s), it is extremely important the Council engages a person(s) with sufficient executive experience to afford a balanced impartial contribution to selection of the best person for the CEO role.

Upon endorsement of the HR consultant (as recommended by the Evaluation Panel) and appointment of an independent person(s) on the Employment Committee, there is a need to set a date for all Elected Members to attend a workshop with the HR consultant to discuss the specific criteria for selection of a new CEO.

EVALUATION PANEL RECOMMENDATION

That Council in relation to the recruitment for a new Chief Executive Officer for the Shire of Brookton:

- 1. Accepts the Evaluation Report – June 2021 for RFQ 15-20/21 (Attachment 15.07.21.04B) as a fair assessment of the HR Consultancy submissions that have been received.***
- 2. Awards the contact for recruitment of a new CEO to Lo-Go Appointments in accordance with the Shire of Brookton Consultancy Brief – June 2021 and the Lo-Go Appointment Executive Recruitment Services 2021 submission dated 6th July 2021.***
- 3. Appoints _____ as independent member(s) on the Employment Committee in accordance with provision 8.(3)(b) Council Policy 1.25 - Standards for CEO Recruitment, Performance and Termination.***
- 4. Authorises the Shire President to arrange a suitable date and time for all Elected Members to attend a workshop with the HR consultant to discuss the specific criteria for selection of a new CEO.***

(Simple majority vote required)

Request for Quotation Recruitment Consultancy Service



Shire of Brookton Chief Executive Officer Position June 2021

1.0 PURPOSE

The purpose of this brief is to outline the scope of works for the successful recruitment of a Chief Executive Officer for the Shire of Brookton and call for submission from suitably qualified and experienced consultants on a fixed fee for service basis.

2.0 BACKGROUND

Pursuant to legislative requirements the Council is obliged to undertake a process that includes items included in Schedule 2 of the *Local Government (Administration) Regulations* relating to CEO Recruitment that came into effect in February 2021.

3.0 METHODOLOGY, TASKS AND KEY DELIVERABLES

The following methodology, tasks and deliverables are to be covered in your submission/fee proposal:

- 3.1 Council Workshop** – The facilitation of a Council workshop in Brookton to establish and understand the specific capabilities and attributes being sought in selecting a new CEO is to be conducted.
- 3.2 Position Description and Selection Criteria** – This entails review the CEO Position Description and Selection Criteria with input from Employment Committee. This process is to be conducted in Brookton and must address the required knowledge, experience, qualifications, skills, and specific attributes sought by Council to perform the CEO position to a high standard.
- 3.3 Application Package** – This involves development of the application package in consultation with/input from the Shire President (as chair of the Employment Committee). This should include:
 - Relevant information about the Shire and the position in line with legislative requirements.
 - The process of lodging a compliant application.
 - The provision of mandatory supporting documentation.
 - Specification of the term of employment.
 - The salary range for a Band 4 Local Government in accordance the current Salaries and Allowance Tribunal ruling.
- 3.4 Advertising** – The process of advertising the CEO position should as a minimum entail the:
 - Publication of an advert through various digital and print mediums with a state-wide circulation.
 - Conduct of an extensive executive search to identify potential candidates and invite them to apply.

- Answering of enquiries from prospective applicants.
- Receiving and registering of applications.

- 3.5 Application List** – This should involve preparation of an application listing distributed to the Employment Committee, with input from members in short-listing candidates worthy of an interview.
- 3.6 Interview Process** – This involves facilitation of an interview process with the Employment Committee that should include:
- Preparation of appropriate interview questions in consultation with the Shire President.
 - Coordinating interviews with Committee members and selected interviewees – this process is to be conducted in Brookton.
 - Arranging/conducting psychometric testing on selected interviewees.
 - Compiling records of assessment for each applicant for presentation to Council.
 - Conducting checks on the preferred candidate inclusive of current referees, accuracy of past employment, and verified qualifications.
- 3.7 Contract Negotiations** – Facilitating a negotiation process between the preferred applicant and Employment Committee to achieve agreement on the terms of employment, acceptable remuneration, possible commencement date and any other considerations/requests.
- 3.8 CEO Appointment** - Preparation of a report for Council in line with legislative requirements that clearly details the:
- Capabilities and attributes of the preferred candidate.
 - Recommendation of the Employment Committee on an offer of employment to the preferred candidate by the Shire Council.
 - Terms of employment, acceptable remuneration package, commencement date and any other considerations/requests as agreed.
- 3.9 Employment Contract** – Preparation of the employment contract for the new CEO premised on the Council's motion of appointment and endorsement of agreed terms and remuneration.
- 3.10 Records** – The immediate transfer of all records in relation to this process to the Shire Administration - Organisational Development Officer.

5.0 ADMINISTRATION

- 5.1 Contact Person** - All liaison is to be conducted through the Shire President, unless otherwise directed. This process is also supported by the Shire's Organisational Development Officer and Executive Governance Officer, as required.

5.2 Selection Criteria and Weighting - All submissions will be evaluated against the following qualitative selection criteria:

Qualitative Selection Criteria	Weighting
Understanding – Clear appreciation of the legislative requirements, methodology, assigned tasks and key deliverables as outlined in Section 3.0 of this RFQ.	10%
Relevant Experience – Demonstrated experience in the recruitment of executive positions - must include minimum of three (3) other clients as business referees.	50%
Price – Total price for this consultancy service inclusive of labour, advertising, and disbursement costs.	40%

5.3 Conflict of Interest – A conflict of interest if known must be declared in your submission or through the process to the Employment Committee if selected.

5.4 Pricing - Your fee for service must be fixed price and inclusive of:

- Good and Services Tax (GST).
- Hourly consultancy rate(s).
- Advertising costs.
- All other disbursement costs including travel and meal expenses, telephone, copying and other administration costs.

16.07.21	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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Nil.

17.07.21	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
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18.07.21	CONFIDENTIAL REPORTS
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Nil.

19.07.21	NEXT MEETING & CLOSURE
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The next Ordinary meeting of the Council will be held on 19th August 2021 commencing at 6.00 pm.