



ORDINARY MEETING OF COUNCIL

MINUTES

15 OCTOBER 2020

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 19/11/20

Presiding Member: *[Signature]* Date: 19 November 2020

Disclaimer

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

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

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

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Shire of Brookton
Ordinary Meeting of Council held 15 October 2020
Commenced at 6.00 pm

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1.10.20 USE OF COMMON SEAL – SEPTEMBER 2020

The Table below details the Use of Common Seal under delegated authority for the month of September 2020.

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

2.10.20 DELEGATED AUTHORITY – ACTIONS PERFORMED – SEPTEMBER 2020

The Table below details the actions of Council performed under delegated authority for the month September 2020.

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

BUILDING			
Application No.	Lot & Street	Type of Building Work	Date Granted
Nil.			

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.				

3.10.20 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 6.01pm.

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.

4.10.20 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

Cr KL Crute	(Shire President)
Cr NC Walker	(Deputy Shire President)
CR CE Hartl	
Cr RT Fancote	
Cr TD Lilly	
Cr BK Watts	
Cr MG Macnab	

Staff (Non-Voting)

Ian D'Arcy	Chief Executive Officer
Mikel Haramborne	Manager Infrastructure and Emergency
Danni Chard	Executive Governance Officer
Kelly D'Arcy	Senior Finance Officer

Apologies

Leave of absence

Members of the Public

Mrs. Lynne Bassett

5.10.20	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
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Nil.

6.10.20	PUBLIC QUESTION TIME
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Mrs Lynne Bassett

RE: Concept Layout Plan - Brookton Caravan Park

I have looked at the new concept plan and make the following comments/observations:

1. All bays appear to be the old style, reverse in type. My suggestion is to have drive through bays that are on an angle, so tow vehicles and caravans do not have to unhook or be screwed around to get in and out.
2. It is such a waste of time and effort unhooking and levelling vans for just an overnight stay. Many visitors just call in for an overnight stopover on their way to another destination.
3. There are no walkways showing for guests to walk through to get to the ablution blocks. Caravanners do not like people walking through their sites and it also creates a safety hazard as many vans have awnings or annexes out if staying and these can have pegs and ropes attached creating a trip hazard.
4. Kerbs - if these are going to be installed on roadways can I suggest they are very flat. We recently stayed at another Wheatbelt caravan park which had kerbs much the same as many town driveways and we saw several vans that pulled in have difficulty mounting the kerb while their van and tow vehicle where screwed at right angles trying to back in.
5. As this concept plan is not to scale it cannot be worked out how big or small the bays are, but they need to be a decent size.

The Shire President responded:

Lynne, thank you for your observations with regards to the Caravan Park Development. As you will notice from the Agenda Item 12.10.20.01, Stage 1 of the Caravan Park is merely formalising what is already existing with some minor improvements. As to Stage 2, your feedback has been forwarded onto the appropriate staff and will inform any works undertaken for Stage 2.

7.10.20	APPLICATIONS FOR LEAVE OF ABSENCE
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Nil.

8.10.20	PETITIONS/DEPUTATIONS/PRESENTATIONS
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Nil.

9.10.20 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.10.20.01 ORDINARY MEETING OF COUNCIL – 17 SEPTEMBER 2020

OCM 10.20-01

COUNCIL RESOLUTION

MOVED Cr Hartl SECONDED Cr Lilly

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 17 September 2020, be confirmed as a true and correct record of the proceedings.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

9.10.20.02 BUSHFIRE ADVISORY COMMITTEE – 22 SEPTEMBER 2020

OCM 10.20-02

COUNCIL RESOLUTION

MOVED Cr Lilly SECONDED Cr Watts

That the minutes of the Bushfire Advisory Committee meeting held in the Shire of Brookton Council Chambers, on 22 September 2020, be received by Council.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

10.10.20 ANNOUNCEMENTYS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President acknowledged the passing of former Councillor Mr. Rex Cliff.

11.10.20 DISCLOSURE OF INTERESTS

Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer at the commencement of the meeting and also 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.

Financial, Proximity and Impartiality Interests

Item no.	Members/Officers	Type of Interest	Nature of Interest
12.10.20.02	Cr Katrina Crute	Financial	Employed by Brookton Country Club who will financially benefit from access to Happy Valley.
12.10.20.02	Cr Tamara Lilly	Impartiality	Brookton Community Inc. - President Brookton Community Garden - Committee Member
12.10.20.02	Cr Neil Walker	Impartiality	Chairperson of Brookton Country Club

12.10.20 TECHNICAL & DEVELOPMENT SERVICES REPORTS

12.10.20.01 DRAFT PRECINCT CONCEPT PLAN – BROOKTON CARAVAN PARK

File No:	ADM0028
Date of Meeting:	15 October 2020
Location/Address:	Part Reserve 43158 (Lot 510) Brookton Highway, Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	As above
Author/s:	Ian D’Arcy – Chief Executive Officer
Authorising Officer:	As above
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 approval of a draft Precinct Concept Layout Plan that reflects a two staged approach to guide enhancement and future development of the Brookton Caravan Park.

The draft Concept Plan has been prepared in accordance with the Shire of Brookton Reserve 43158 Management Plan 2020 -2030 accounting for Section 1.6 and Precinct 2.7 - Caravan Park and Short Stay Accommodation.

Description of Proposal:

In summary the draft Concept Plan details two distinct stages, summarised as follows:

- Stage 1 – Existing Caravan Park with enhancements consisting of:
 - 10 x powered caravan bays and 6 x unpowered tent sites
 - 2 x new Chalet Accommodation Units (includes disability access)
 - 1 x existing amenities block and 1 x ablution block (subject to refurbishment)
 - 1 x new Camper’s Kitchen, BBQ and campfire ring
 - Ring lock boundary fencing, access gates and bollards where marked
 - Additional lawn areas (where marked) and improved site and directional signage
 - Paved driveway access (cracker dust or similar)
- Stage 2 – Proposed (Future) Caravan Park extension to consist of:
 - 11 x new (proposed) powered caravan bays
 - 4 x new (proposed) Chalet Accommodation Units
 - 1 x new (proposed) Ablution Facility
 - Additional site and directional signage and paved driveway access (cracker dust or similar)

A copy of the draft Concept Plan is presented below - **Figure 1**.



Figure 1 - Draft Precinct Concept (Layout) Plan – Brookton Caravan Park

Background:

For the most part of the past three years Council has focused on ideas emerging from the community prompting the need for a Reserve Management Plan over Crown Reserve 43158 to be prepared, with an alignment to a clear vision for the Reserve and a strategic framework to guide future planning, development and management based on defined land use precincts.

Section 1.6 of the Management Plan then promotes the need for a more detailed Concept Plan to be prepared for each precinct to be subsequently endorsement by Council prior to significant development occurring. In this regard the draft Concept Plan, as illustrated in **Figure 1**, has been prepared premised on the overarching Caravan Park and Short Stay Accommodation Precinct Plan as presented in **Figure 2** below.

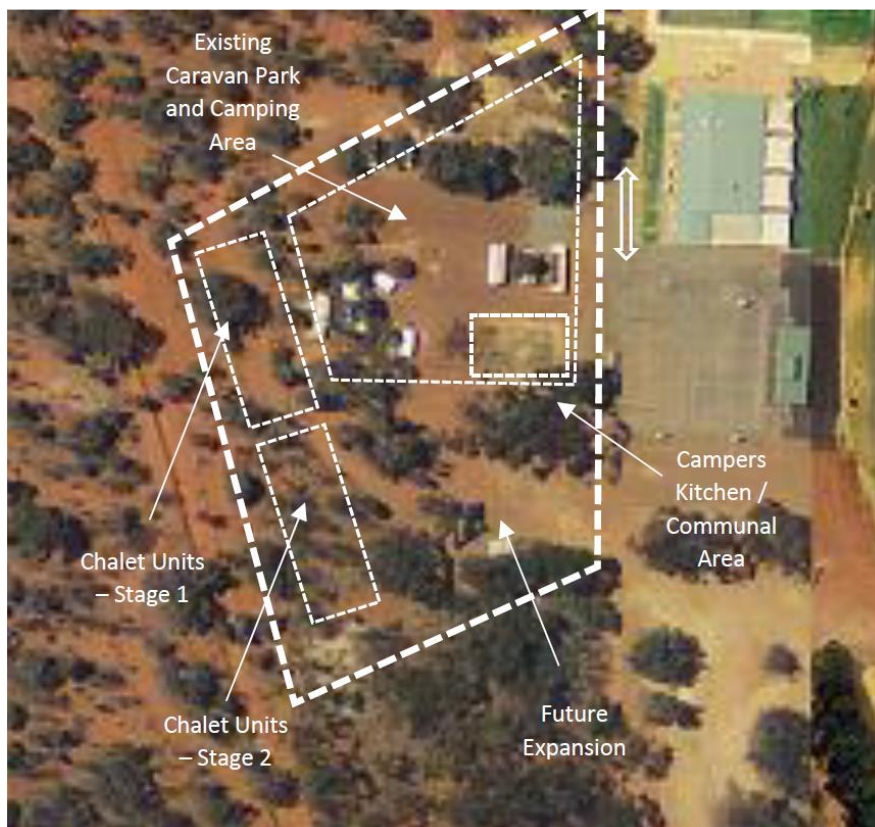


Figure 2 – Precinct 2.7 - Caravan Park and Short Stay Accommodation
Extracted from Reserve Manage Plan – Crown Reserve 43158

With Council having recently been invited to apply for a \$500,000 Commonwealth Government Drought Funding Grant, consideration and endorsement is now sought on the draft Precinct Concept Layout Plan for the Brookton Caravan Park to facilitate the expenditure of \$300,000 of these funds to more define and improve the accommodation and amenities offered at the Caravan Park.

Consultation:

A brief discussion has been entertained with Councillors on the draft Concept Layout Plan for the Caravan Park at a Special Corporate Briefing Forum (CBF) convened on the 1st October 2020.

Statutory Environment:

The drafting of the Plan has been performed under the Council being the designated custodian of the Crown Reserve with specific reference to *Land Administration Act, 1997*; Section 46 – Care, Control and Management of Reserves.

Furthermore, implementation of the Plan will also need to conform with:

- *Caravan and Camping Grounds Act, 1995* and subsidiary Regulations.

- *Building Act, 2011* and subsidiary Regulations.
- *Planning and Development Act, 2005* and subsidiary Regulations, and Shire of Brookton Local Planning Scheme No.4.

Relevant Plans and Policy:

As mentioned, this Plan has been prepared in consideration of the Precinct 2.7 of the Council's Reserve Management Plan for Crown Reserve 43158.

Financial Implications:

There is no financial implication in relation to the preparation and adopting of this Concept Plan which has been prepared in-house. However, there is allocated funding of \$320,000 in the current 2020-21 budget for upgrade works to the Brookton Caravan Park (Stage 1) inclusive of two chalet accommodation units, a camper's kitchen and other ancillary works being implemented.

Risk Assessment:

In consideration of the Risk Matrix below it is assessed that this request constitutes a 'low' risk based on the rationale detailed in the Comment Section of this report.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
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 request 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 preparation of this Plan broadly aligns to:

Function 23 Facilities Management

Comment

The draft Concept Plan should be viewed as a positive step to affording strategic guidance in better defining, and further developing the Caravan Park for the benefit of patrons. Specifically, it will provide clarity for the placement of facilities and future accommodation as well as serve as a guide for overnight accommodation bookings.

Of note, the Plan is premised on no further provision of long stay residents beyond the current tenants, but rather focuses on accommodation of short stay patrons in the form of visitors and seasonal workers.

It is therefore recommended Council adopt the draft Precinct Concept Layout Plan, with or without modifications, as presented in this report.

OFFICER RECOMMENDATION

That Council adopts the Shire of Brookton Caravan Park Concept Layout Plan – September 2020 as presented in Figure 1 of this report.

OCM 10.20-03

COUNCIL RESOLUTION

MOVED Cr Fancote SECONDED Cr Hartl

That Council adopts the Shire of Brookton Caravan Park Concept Layout Plan – September 2020 as presented in Figure 1 of this report.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

Cr Crute (Shire President) declared a financial interest in item 12.10.20.02 and left the meeting at 6.18pm. Cr Walker (Deputy Shire President) and Cr Lilly also declared an impartial interest in item 12.10.20.02 and remained in the meeting. Cr Walker then assumed the Chair to preside over the meeting.

12.10.20.02 PROPOSED AMENDMENTS TO THE HAPPY VALLEY WATER LICENCE AGREEMENT
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File No:	ADM0619
Date of Meeting:	15 October 2020
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton (licence granted by DWER)
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	The author has no interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

This matter relates to an amendment to the Happy Valley Water Licence Agreement involving the addition of water supplied to the Brookton District High School, Brookton Community Garden and Administration Centre Gardens, Brookton Country Club Bowling Greens, landscaping along Brookton Highway and the Main Street Gardens in Robinson Road, use for firefighting purposes and also access to this water for drought relief should it be required for watering of livestock during the coming summer and autumn periods.

Description of Proposal:

As above.

Background:

Presently, the Happy Valley water is exclusively afforded to the Shire under a 'licence to take water' granted by the Department of Water and Environmental Regulation (DWER), with a maximum annual allocation of 40,000kL. Specifically, the licence states that this water can only be used for authorised activities, which includes:

- Dust suppression for earth works and construction of Shire roads.
- Irrigation of up to 3.95 ha of public open space inclusive of the town oval and local parks.

A copy of the Happy Valley Water Licence is offered as **Attachment 12.10.20.02A**.

Over the past year the volume of Happy Valley water used has amounted to approximately 9,000kl although this amount has not included the watering of Memorial, Madison Square parks and gardens, and the High School which is expected to use a further 4,000kl of water annually.

With the Happy Valley Water Scheme presently being extended to accommodate the Brookton District High School and an administrative oversight with the licence not having included firefighting and landscaping in Robinson Road and along Brookton Highway, and possible water for the Shire Administration Office gardens, Community Garden and Bowling Greens in the future, there is a need for the Water Licence Agreement to be amended.

Further, the Council is now in receipt of a letter from Mr. Murray Hall of Hillroy Farms Pty Ltd requesting Council's consideration for local stock managers carrying livestock to access non-potable water from the Shire's Happy Valley storage and standpipe should individual water sources dry-up/fail.

A copy of Mr. Hall's letter is presented as **Attachment 12.10.20.02B** to this report.

The DWER has indicated by email that the additions like the High School and firefighting uses is straight forward, however sound explanation and justification for use of this water on private property will be required to qualify the drought relief request.

Consultation:

Limited consultation has occurred in-house with Shire staff and between Mr. Hall, the Shire President and the CEO resulting in Mr. Hall's request being received.

Statutory Environment:

As reflected on the Water Licence this matter is subject to ministerial approval under Section 5C of the *Rights in Water and Irrigation Act, 1914*.

With this said, the Council needs to determine in the first instance whether it is prepared to support Mr. Hall's request for access to this water, before respectfully requesting the Minister for Water's consent to amended the Happy Valley Water Licence agreement to include drought relief for private interests.

Financial Implications:

It is understood the Shire will be charged \$4,407 for the right to amend the Happy Valley Water Licence which will require a budget amendment. The request for these funds is canvassed in another Agenda Item.

Furthermore, an access agreement/contribution arrangement is yet to be established with the District High School, but once finalised will assist in covering the Shire costs for operating the scheme.

Risk Assessment:

In consideration of the Risk Matrix below it is assessed that this request constitutes a 'low' risk for most of the uses, but also reflects a 'high' risk for the local agricultural industry should drought conditions as projected occur this summer/autumn periods.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
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 request 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 preparation of this Plan aligns to:

*Function 13 Green Spaces and Water Management**Action 13.1 – Extend Happy Valley Integrated Water Supply Network***Comment**

While the addition of water supply for school gardens, landscaping and firefighting as ‘Authorised Activities’ is almost a given due the ‘community’ status of these activities, the supply of water for private landowners represents the primary focus of this report. The implications of drought during the coming summer/autumn months presents significant risk for local stock managers and may well have adverse implications on the local economy.

Therefore, given the projection of dry conditions and low on-farm water supplies it is recommended Council support Mr. Hall’s request. However, there is difficulty in accurately projecting likely need and given a cap of 40,000kl applied to the Happy Valley Water Licence, it is promoted that each business owner/stock manager be compelled to:

1. Lodge a completed application form with the Shire to take Happy Valley water. Such application should detail the following information as a mandatory:
 - Business name and property address
 - Primary producer number
 - Type and number of livestock to be watered
 - Estimated volume of water
 - Type of the vehicle to be used to cart water
 - Estimated volume of water required
2. Submit an accompanying statutory declaration that:
 - a) States the management of livestock is adversely being affected by drought and the business can no longer farm water sources for this purpose.
 - b) Acknowledges and accepts the Happy Water supply is an untreated/non-potable water supply that:
 - Can only to be used for the watering of livestock.
 - Is limited in supply and will be monitored/regulated by the Shire.
 - Will be allocated by the Shire on a ‘first come first serve’ basis based on reasonableness.
 - May be declined by the Shire at its discretion.
 - c) Indemnifies the Shire of Brookton, the Minister for Water and the Department of Water and Environment that it will not be held responsible/liable for:
 - quality of water.
 - effect on livestock.
 - guarantee of supply.

OFFICER RECOMMENDATION

That Council:

1. Supports amendment to the Happy Valley Water Licence Agreement with an application to be lodged with the Department of Water and Environmental Regulation seeking approval from the Minister for Water for the following additional authorized activities:
 - a) Brookton District High School gardens (0.4 hectare).
 - b) Firefighting purposes.
 - c) Landscaping in Robinson Road and along Brookton Highway (0.4 hectare).
 - d) Brookton Community Garden and Shire Administration Office Gardens (1.0 hectare).
 - e) Brookton Country Club Bowling Greens (0.3 hectare).
 - f) Drought relief livestock water.
2. In relation to 1.d) Drought Relief Livestock water, endorses the following requirements be applied should approval be granted by the Minister for Water:

Requirements for taking of Happy Valley Water for Drought Relief (livestock)

Each business owner/stock manager is required to:

- a) Lodge a completed application form with the Shire to take Happy Valley Water. Such application should detail the following information as a mandatory:
 - Business name and property address.
 - Primary producer number.
 - Type and number of livestock to be watered.
 - Estimated volume of water.
 - Type of the vehicle to be used to cart water.
 - Estimated volume of water required.
- b) Submit an accompanying statutory declaration that:
 - i. States the management of livestock on (insert property address) is adversely being affected by drought conditions and the on-farm water sources can no longer be maintained for the watering of livestock.
 - ii. Acknowledges and accepts the Happy Water supply is an untreated/non-potable water supply that:
 - Can only to be used for the watering of livestock.
 - Is limited in supply and will be monitored/regulated by the Shire.
 - Will be allocated by the Shire on a 'first come first serve' basis based on reasonableness.
 - May be declined by the Shire at its discretion.
- c) Indemnifies the Shire of Brookton, the Minister for Water and the Department of Water and Environment that it will not be held responsible/liable for:
 - quality of water.
 - effect on livestock.
 - guarantee of supply.

That Council:

- 1. Supports amendment to the Happy Valley Water Licence Agreement with an application to be lodged with the Department of Water and Environmental Regulation seeking approval from the Minister for Water for the following additional authorized activities:**
 - a) Brookton District High School gardens (0.4 hectare).**
 - b) Firefighting purposes.**
 - c) Landscaping in Robinson Road and along Brookton Highway (0.4 hectare).**
 - d) Brookton Community Garden and Shire Administration Office Gardens (1.0 hectare).**
 - e) Brookton Country Club Bowling Greens (0.3 hectare).**
 - f) Drought relief livestock water.**
- 2. In relation to 1.d) Drought Relief Livestock water, endorses the following requirements be applied should approval be granted by the Minister for Water:**

Requirements for taking of Happy Valley Water for Drought Relief (livestock)

Each business owner/stock manager is required to:

- a) Lodge a completed application form with the Shire to take Happy Valley Water. Such application should detail the following information as a mandatory:**
 - Business name and property address.**
 - Primary producer number.**
 - Type and number of livestock to be watered.**
 - Estimated volume of water.**
 - Type of the vehicle to be used to cart water.**
 - Estimated volume of water required.**
- b) Submit an accompanying statutory declaration that:**
 - i. States the management of livestock on (insert property address) is adversely being affected by drought conditions and the on-farm water sources can no longer be maintained for the watering of livestock.**
 - ii. Acknowledges and accepts the Happy Water supply is an untreated/non-potable water supply that:**
 - Can only to be used for the watering of livestock.**
 - Is limited in supply and will be monitored/regulated by the Shire.**
 - Will be allocated by the Shire on a 'first come first serve' basis based on reasonableness.**
 - May be declined by the Shire at its discretion.**
- c) Indemnifies the Shire of Brookton, the Minister for Water and the Department of Water and Environment that it will not be held responsible/liable for:**
 - quality of water.**
 - effect on livestock.**
 - guarantee of supply.**

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Attachments

Attachment 12.10.20.02A – Happy Valley Water Licence

Attachment 12.10.20.02B – Mr M Hall - letter

**LICENCE TO TAKE WATER**

Granted by the Minister under section 5C of the Rights in Water and Irrigation Act 1914

Licensee(s)	Shire of Brookton		
Description of Water Resource	Happy Valley Combined - Fractured Rock West - Fractured Rock	Annual Water Entitlement	40,000kL
Location of Water Source	Lot 1 On Plan 14613 - Volume/Folio 1695/289		

Authorised Activities	Taking of water for	Location of Activity
	Dust suppression for earthworks and construction purposes	Road and Crown Reserves within the Shire of Brookton
	Irrigation of up to 0.7 ha of public open space	Crown Reserve 43158 - Lot 510 On Deposited Plan 406799 - Town Football Oval Brookton
	Irrigation of up to 0.95 ha of public open space	Crown Reserve 16164 - Lot 443 On Plan 216078 - Volume/Folio Lr3003/114 - Lot 443 Gaynor St Brookton - Memorial Park Crown Reserve 35411 - Lot 98 On Plan 222181 - Volume/Folio Lr3022/301 - Lot 98 William St Brookton - Madison Square Park
	Irrigation of up to 2.3ha ovals and playing fields	Crown Reserve 43158 - Lot 510 On Deposited Plan 406799 - Town Football Oval Brookton
Duration of Licence	From 14 October 2019 to 30 May 2027	

This Licence is subject to the following terms, conditions and restrictions:

1. The annual water year for water taken under this licence is defined as 1 July to 30 June.
2. The licensee must not, in any water year, take more water than the annual water entitlement specified in this licence.
3. The licensee must install an approved meter on each water draw-point through which water is taken under this licence.
4. The licensee must record the meter reading at the end of each month.
5. The licensee must provide a copy of the meter readings to the Department, using the Water Online Metering Portal, within 30 days after the end of the relevant water year.
6. The licensee must maintain the meter in good condition and ensure that it is operating within a range of plus or minus 5% of the quantity of water that passes through it when tested in field conditions.
7. The licensee must notify the Department within 7 days of detecting a malfunction of the meter.
8. The licensee shall not use water for sprinkler irrigation between 9 am and 6 pm except for the establishment of newly planted areas. For newly planted areas water may be used within these hours for a period of up to 28 consecutive days, commencing from the date of planting.
9. Between 1 June and 31 August in any year, the licence-holder must not water a lawn, garden, or grass-covered area ("turf") by reticulation, provided always that this restriction shall not apply; watering with a hand held hose; or watering, by way of reticulation: golf course tees and greens, turf wickets, bowling greens and active sporting areas; newly planted areas for a period of up to 28 days from the date of planting; for renovating turf; or for maintenance of reticulation systems

End of terms, conditions and restrictions

This Licence is granted subject to the Rights in Water and Irrigation Regulations 2000.

Application type	Risk assessment level	Old fee (\$)	New fee (\$)
New 5C licence (take water) assessment fee	Low risk	0	5 357
	Medium risk	0	7 143
	High risk	0	8 929
Renew existing 5C licence assessment fee	Low risk	0	4 001
	Medium risk	0	5 335
	High risk	0	6 668
Trades, transfers or agreements application fee (non-refundable)	Not applicable	200	200
Amend 5C licence assessment fee	Low risk	0	4 407
	Medium risk	0	5 876
	High risk	0	7 345
Construct and alter well licence assessment fee	Low risk	0	172
	Medium risk	0	215
	High risk	0	269
Permit for bed and banks assessment fee	Low risk	0	2 477
	Medium risk	0	3 302
	High risk	0	4 128

In addition to the new fee schedule above, the current *Rights in Water and Irrigation Regulations 2000* pertaining to fees continue to apply to all business sectors.

Part 1 — Fees relating to licences and permits

Item	Fee
Application for approval of transfer of a licence, water entitlement or agreement referred to in clause 30 of Schedule 1 to the Act (cl. 32(1)(c) of that Schedule)	\$200 (included in the list above)
Fee for certified duplicate of a licence (cl. 45 of Schedule 1 to the Act and reg. 22(1))	\$50
Maximum amount for meter test (reg. 44(4))	\$500

Part 2 — Registration of instruments in the register and access to the register

Registration	Fee
Application for notation of security interest	\$70
Removal of notation of security interest	\$70
Variation of notation of security interest	\$70

Access to register

Copy of an entry in, or an extract from, the register (s. 26GZI(4))	\$25 for the first page, \$1 for each additional page
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In addition to the new fee schedule above, the current *Rights in Water and Irrigation Regulations 2000* pertaining to fees continue to apply to all business sectors.

Determining the applicable fee

Once your application is submitted, an initial review will be undertaken to determine the applicable fee. The department will then notify you of the amount and the payment process through BPOINT payment system.

You can estimate the fee you will be required to pay with the following steps:

1. Search the Water Register (<https://water.wa.gov.au/maps-and-data/maps/water-register>) for the location of your application. The Water Register (<https://water.wa.gov.au/maps-and-data/maps/water-register>) will identify the water resources at your location.
2. Check the applicable Water Resource allocation status of your water resource (<https://kumina.water.wa.gov.au/licensing/reports/publish/WaterResourceAllocationReport.pdf>) for the determination of fees.
Note: This report is updated as at the end of the previous day. The report outlines the allocation status of the entire water resource and may not represent water available for your specific application.
3. Use the allocation status percentage of the water resource to determine your assessment level, referring to tables 1 to 3.
4. Use the assessment level to determine your fee with the information above based upon the type of application you are submitting.
5. If the report or the register are unclear on your assessment level, you may be within an unproclaimed area or in a resource where no allocation limit is set. You can check if you are in an unproclaimed area on these maps:
Unproclaimed groundwater map
(https://water.wa.gov.au/data/assets/image/0003/9624/GWAs_Unproclaimed2018.png)
Unproclaimed surface water map
(https://water.wa.gov.au/data/assets/image/0004/9625/SWAs_Unproclaimed2018.png)
6. You may still require a licence in an unproclaimed area in certain instances.

You can confirm your requirements with the department by contacting us on 1800 508 885.

Table 1 Assessment levels associated with applications for licences to take water (5C applications Form 3G or 3S)

Applicable allocation status of water resource

Volume	≤30%	>30% but ≤70%	>70% but ≤100%	Water resource is >100%	No allocation limit
>1500 - 50,000 kL pa	low	low	medium	high	low
50 000 - 500 000 kL pa	low	medium	high	high	low
>500 000 kL pa	high	high	high	high	low

Table 2 Assessment levels associated with applications to construct or alter a well (s26D) – Form 1

Applicable allocation status of water resource

≤30%	>30% but ≤70%	>70% but ≤100%	>100%	No allocation limit
low	low	medium	high	low

Table 3 Assessment levels associated with applications to interfere with beds and banks – Form 3P

Applicable allocation status of water resource

≤30%	>30% but ≤70%	>70% but ≤100%	>100%	No allocation limit
low	low	medium	high	low

HILLROY FARMS PTY LTD

ABN 44 074 199 214

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10625 Brookton HWY
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<mailto:murray@hillroy.com.au>

Ian D'Arcy
Chief Executive Officer
Shire of Brookton

Katrina Crute
Shire President
Shire of Brookton

24 September, 2020

Dear Ian and Katrina

I am writing to request access to the non-potable water delivered to the town tanks from the Happy Valley scheme.

The period Spring 2019 through to Winter 2020 has been record low rainfall. Given this we see the majority of our surface stock water storages empty or very near to empty. Normally we rely on these through the first part of summer or even right up to the next Winter for stock water and Fire fighting reserves. We like most farmers have redundancy systems relying on shallow bores to reticulate to paddocks in which the surface dams may dry up.

This year we will be reverting to these redundancy systems now as our primary source and this may put stress on these bores to the point of failure. This event will have a serious impact on animal welfare, Stock carrying capacity and overall viability to one of the major industries in this shire.

I have spoken to at least 10 major livestock managers with the same concerns in this shire in recent weeks and we seek to access the Happy Valley supply in the event of our systems failing to give security to our animal's welfare.

Sincerely,
Murray Hall
Director
Hillroy Farms Pty Ltd

Cr Crute (Shire President) returned to the meeting at 6.19pm. Cr Walker vacated, and Cr Crute resumed the Chair.

13.10.20 COMMUNITY SERVICES REPORTS

Nil.

14.10.20 CORPORATE SERVICES REPORTS

14.10.20.01 OFFICE AND DEPOT CLOSURE – CHRISTMAS AND NEW YEAR PERIOD

File No:	N/A
Date of Meeting:	15 October 2020
Location/Address:	Shire of Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	N/A
Author/s:	Danni Chard - Executive Governance Officer
Authorising Officer:	Ian D'Arcy – Chief Executive Officer
Declaration of Interest:	The author and authorizing officer have an operational interest in this item.
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

Council is asked to consider the closure of the administration office from 4:00pm Thursday 24th December 2020 until 8:00am Monday 4th January 2021.

An early decision will inform the community well in advance of the office closure and allow residents to make arrangements to meet their commitments.

Description of Proposal:

N/A

Background:

Traditionally, the Administration Office has closed over the Christmas/New Year period, and there is no record of this closure causing any inconvenience to the community.

The closure of the office will allow staff to have an extended period of leave with the inclusion of the public holidays. Traditionally, the number of enquiries and transactions during this period has been low.

Works crew generally take leave during this period. However, skeleton staff are rostered on to ensure that gardens are watered, bins emptied, and any minor maintenance can be attended to. Senior staff will be on standby for emergencies.

The office closure dates are detailed below:

Thursday	24 December 2020	Open from 9.00am to 4.00pm
Friday	25 December 2020	Closed – Public Holiday (Christmas Day)
Saturday	26 December 2020	Closed
Sunday	27 December 2020	Closed
Monday	28 December 2020	Public Holiday (Boxing Day – observed)
Tuesday	29 December 2020	Closed – <i>Local Government Recreation Day</i>
Wednesday	30 December 2020	Closed – <i>Local Government Recreation Day</i>
Thursday	31 December 2020	Closed – <i>Staff to take annual leave/leave without pay</i>

Friday	01 January 2021	Closed – Public Holiday (New Year’s Day)
Saturday	02 January 2021	Closed
Sunday	03 January 2021	Closed
Monday	04 January 2021	Normal operating hours

Consultation:

Staff have been informed in relation to the designated public holidays and Local Government Recreation Days.

Statutory Environment:

There is no statutory environment pertinent to this item.

Relevant Plans and Policy:

There are no plans and/or policy relevant to this item.

Financial Implications:

There are no financial implications relevant to this item.

Risk Assessment:

There are no significant risks identified to this item.

Community & Strategic Objectives:

There is no reference to Strategic Community Plan relevant to this item.

Comment:

There is no additional comment to be offered in relation to this request.

OFFICER RECOMMENDATION

That Council endorses the Chief Executive Officer closing the Administration Office and the Works Depot from 4:00pm Thursday 24th December 2020 to reopen for business at 8:00am Monday 4th subject to:

1. The closure, and emergency contacts, being publicised in the local paper, on the Shire Website and Facebook pages, and on Shire notice board in the months leading up to Christmas 2020.
2. The Chief Executive Officer ensuring at least one Senior Staff member and the Community Emergency Services Manager (CESM) are on standby in the event of an emergency.

COUNCIL RESOLUTION

MOVED Cr Walker

SECONDED Cr Lilly

That Council endorses the Chief Executive Officer closing the Administration Office and the Works Depot from 4:00pm Thursday 24th December 2020 to reopen for business at 8:00am Monday 4th subject to:

- 1. The closure, and emergency contacts, being publicised in the local paper, on the Shire Website and Facebook pages, and on Shire notice board in the months leading up to Christmas 2020.***
- 2. The Chief Executive Officer ensuring at least one Senior Staff member and the Community Emergency Services Manager (CESM) are on standby in the event of an emergency.***

CARRIED BY SIMPLE MAJORITY VOTE 7/0

14.10.20.02 LIST OF ACCOUNTS FOR PAYMENT

File No:	N/A
Date of Meeting:	15 October 2020
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Tricia Brown – Finance Administration Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no financial interest in this matter.
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

The list of accounts for payment to 30th September 2020 are presented to Council for inspection.

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. Please refer to the separate attachment.

Consultation:

N/A

Statutory Environment:

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

Relevant Plans and Policy:

The Chief Executive Officer, under relevant delegation, is authorised 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 relevant to this report.

Risk Assessment:

No risks identified as this is an operational reporting requirement.

Community & Strategic Objectives:

This activity is contained in the Corporate Compendium.

Comment:

Totals of all payments from each of Councils bank accounts are listed below. 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.

To 30th September 2020

Municipal Account

Cheque	\$ 0
Direct Debits	\$ 117,325.50
EFT	\$ 476,106.70

Trust Account \$ 0

Bond Account \$ 310.00

OFFICER RECOMMENDATION

That with respect to the list of accounts for payment, Council note the payments authorised under delegated authority and detailed below and in the List of Accounts 30th September 2020:

Municipal Account

Direct Debits	\$ 117,325.50
EFT	\$ 476,106.70

Bond Account \$ 310.00

OCM 10.20-06

COUNCIL RESOLUTION

MOVED Cr Walker SECONDED Cr Lilly

That with respect to the list of accounts for payment, Council note the payments authorised under delegated authority and detailed below and in the List of Accounts 30th September 2020:

Municipal Account

Direct Debits	\$ 117,325.50
EFT	\$ 476,106.70

Bond Account \$ 310.00

CARRIED BY SIMPLE MAJORITY VOTE 7/0

Attachments

Attachment 14.10.20.02A

Members of the public can obtain a copy of the List of Accounts for payment from the Shire Administration Office.

14.10.20.03 PROPOSED BUDGET AMENDMENTS - VARIOUS

File No:	ADM0711(Pool), ADM0171 (Refuse), ADM0710 (Architect), ADM0619 (Happy Valley)
Date of Meeting:	15 October 2020
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	The author has no interests in this item
Voting Requirements:	Absolute majority
Previous Report:	N/A

Summary of Item:

This item relates to proposed budget amendments involving the allocation of additional funds from the Council's Reserves for the:

1. Acquisition of swimming pool equipment for the Brookton Aquatic Centre.
2. Excavation of cover material for putrescible waste at the Brookton Land Fill Facility.
3. Engagement of architectural services for design/cost options for a Community Hall.
4. Amendments to the Happy Valley Water Licence Agreement.

Description of Proposal:

As above.

Background:

The following offers further context to additional funding being sought:

1. Brookton Aquatic Centre – As part of transitioning management of this facility in-house it has been stated the automatic pool cleaner, water sample testing kits and other equipment is the property of Contract Aquatics as opposed to the Shire. This claim is not opposed as many of items are listed on the Shire's Asset Register nor reflect in regular purchasing by the Shire. Therefore, it is accepted the Shire needs to purchase new equipment and materials deemed essential for the opening and operations of the Aquatic Centre, with required funds to be allocated from the Brookton Aquatic Centre Reserve.
2. Brookton Land Fill Facility – Upon inspection of this facility by the Shire's Environmental Health Officer (EHO) it has become evident the placement of appropriate soil cover over putrescible waste has not been performed to a compliant standard. This is mainly due to a lack of cover material on site and a misunderstanding of the contract requirements by the current contractor. To rectify this matter, the Shire's EHO has recommended an area on site be pushed up with a bulldozer to effectively deliver stockpile of material (clay/gravel) that can immediately be used to cover the existing putrescible waste and used for approximately 6 months. During this time a further review on the operations and management of the landfill facility will be conducted by the Manager Infrastructure and Emergency.
3. Brookton Community Hall – Following receipt of quotes for the preparation and costing of three design options for a Community Hall, it is evident the 2020-21 budget allocation is not sufficient to progress the awarding of a service contract to the preferred architect. Accordingly, additional funding is requested to engage the selected consultant as a priority to ensure community consultation for a future community hall can be concluded by the end of January 2021, with a

clear understanding on moving forward with one of the following options:

- Option 1 – Memorial Hall Heritage Restoration

This option centres on a full restoration of the Hall buildings internally and externally to restore the building to its original condition and functionality.

- Option 2 – Memorial Hall Refurbishment

This option seeks a full refurbishment of the Hall buildings internally and externally to contemporary standard of improvements for differing uses of each building that may include auditorium (Main Hall), separate sizable conference facility (Lessor Hall), dedicated meeting room and a creche (original Hall) for example. However, freedom is applied to consider other uses with alterations to achieve contemporary usable spaces.

- Option 3 – New Multi-Use Hall

Option 3 involves the design of a new building of a unique architectural character that would be constructed of durable low maintenance materials suited to contemporary use. The new building design needs be modelled on a similar foot print to the main Memorial Hall and be an adaptable multi-use space that could include an auditorium use and sizable conference facility, with possible alfresco, as well as incorporate a separate meeting room, commercial kitchen and ablution facilities. This building may be placed on a greenfield site to the south of the existing WB Eva Pavilion Building on Reserve 43158.

4. Happy Valley Water Licence Agreement - As part of extending the water supply from Happy Valley there is a need to amend the Water Licence Agreement involving the addition of water supplied to the Brookton District High School, Brookton Community Garden and Administration Centre Gardens, Brookton Country Club Bowling Greens, landscaping along Brookton Highway and the Main Street Gardens in Robinson Road, use for firefighting purposes and also access to this water for drought relief should it be required for watering of livestock during the coming summer and autumn periods. This will incur a fee from the Department of Water and Environmental Regulation (DWER) that needs to be paid with lodgement of the application.
5. Bridge Maintenance and Repairs – As part of the Council's Asset Management Main Roads WA has submitted an assessment of two road traffic bridges in the Shire, Bridge 3154A Davis Road and Bridge 3158A Matthews Road that are in need of pressing repairs and maintenance within the coming 6 months, notwithstanding these structure will need further works over the next 3 years. As a result, the Manager for Infrastructure and Emergency has obtained quotes specialist contractors for priority works to be performed to ensure the bridges accord to the required engineering load ratings and safety standards, acknowledging the harvest grain period is due to commence in the coming weeks.

Consultation:

Discussion has been entertained on the Aquatic Centre equipment and Land Fill works with the Shire EHO. The matter of additional funds for architectural services on a future community hall has been raised with Councillors at a Special Briefing Forum (CBF) on the 1st October 2020. Amendment to the Happy Valley Water Licence has involved corresponding with DWER.

Statutory Environment:

The requested amendments to the 2020-21 budget can be enacted in accordance with Section 6.2 (1) of the *Local Government Act, 1995*.

Relevant Plans and Policy:

There are no strategic plans or local policies applicable to this matter.

Financial Implications:

The following table provides an understanding of the financial implications for the 2020-21 budget:

Program	COA	Job	Element	Description	Amount	COA	Reserve
11 Rec & Culture	E112020	POOLGO	340	Purchase of Aquatic Centre equipment (pool vacuum cleaner, test kit, etc)	Up to \$ 10,000	OL01952	Brookton Aquatic Centre
10 Refuse	E101020	TIPOP	379	Landfill cover material	Up to \$ 10,000	OL01962	Cash Contingency
11 Rec & Culture	E111000	MHALLOP	327	Community Hall – Architectural Services	\$ 6,400	OL01962	Cash Contingency
12 Infra Bridge Maintenance	E122030	BRDGO	379	Urgent repairs to Bridge 3154A on Davis Road and Bridge 3158A on Matthews Road	\$ 41,000	OL01701	Roads and Bridges Infrastructure
10 Water Infrastructure Happy Valley	E105030		379	Application Fee – Amendment to Happy Valley Water Licence Agreement	\$4,407	OL01962	Cash Contingency

Presently, the opening balance of each Financial Reserve is:

- Brookton Aquatic Centre \$ 457,724 (less up to \$10,000 if approved)
- Cash Contingency \$141,769 (less up to \$20,807 if approved)
- Roads and Bridges Infrastructure \$134,196 (less \$41,000 if approved)

Risk Assessment:

For the Aquatic Centre, Land Fill Facility, and Water Licence the risks are assessed against statutory compliance and are deemed 'High'. Similarly, the risk with repair to the bridges are also 'high'. As for the additional funds to engage an architect for design works, the risk in relation to this matter is assessed as 'Medium'.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
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 – May 2018, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the additional funding requests aligns to:

- Function 6 Environmental Health Services*
Action: 6.3 Inspect Public Buildings and Facilities
- Function 9 Asset Management*
Action: 9.5 Review Asset Management Plan – Memorial Town Hall
Action: 9.5 Review Asset Management Plan – Rural Road Network Condition Assessment and Capital Works program
- Function 13 Green Spaces and Water Management*
Action 13.1 – Extend Happy Valley Integrated Water Supply Network
- Function 15 Waste Management*
Action: 15.1 Manage Landfill facility compliance
- Function 19 Risk Management*
Action: 19.3 Implement risk mitigation measures

Comment:

As reflected in the Risk Assessment section of this report the additional funding for the Aquatic Centre and Landfill Facilities is integral to the Shire achieving statutory compliance in its operation responsibilities as well as improving its service delivery.

As for 'top up' funds to engage an architect, it is viewed the additional funds will be money well spent for the community to gain a solid understanding of the options available on a Community Hall to serve current and future generations, and for Council to be well informed given the financial investment involved irrespective of which option is ultimately selected.

The required funding for the bridges is essential to ensuring these integral structures are fully serviceable and capable to the calculated maximum load ratings.

Regarding the funding for the application fee to amend Happy Valley Water Licence further explanation on this matter is provided in a different agenda item.

OFFICER RECOMMENDATION

That Council pursuant to Section 6.2 (1) of the *Local Government Act, 1995* endorses allocation of the following funding as amendments to the 2020-21 Budget:

Program	COA	Job	Element	Description	Amount	COA	Reserve
11 Rec & Culture	E112020	POOLGO	340	Purchase of Aquatic Centre equipment and materials (pool vacuum cleaner and hose, leaf rake, test kits, etc)	Up to \$ 10,000	0L01952	Brookton Aquatic Centre Reserve
10 Refuse	E101020	TIPOP	379	Landfill cover material	Up to \$ 10,000	0L01962	Cash Contingency
11 Rec & Culture	E111000	MHALLOP	327	Community Hall – Architectural Services	\$ 6,400	0L01962	Cash Contingency
12 Infra Bridge Maintenance	E122030	BRDGOP	379	Urgent repairs to Bridge 3154A on Davis Road and Bridge 3158A on Matthews Road	\$ 41,000	0L01701	Roads and Bridges Infrastructure
10 Water Infrastructure Happy Valley	E105030		379	Application Fee – Amendment to Happy Valley Water Licence Agreement	\$4,407	0L01962	Cash Contingency

OCM 10.20-07**COUNCIL RESOLUTION**

MOVED Cr Hartl SECONDED Cr Fancote

That Council pursuant to Section 6.2 (1) of the Local Government Act, 1995 endorses allocation of the following funding as amendments to the 2020-21 Budget:

Program	COA	Job	Element	Description	Amount	COA	Reserve
11 Rec & Culture	E112020	POOLGO	340	Purchase of Aquatic Centre equipment and materials (pool vacuum cleaner and hose, leaf rake, test kits, etc)	Up to \$ 10,000	0L01952	Brookton Aquatic Centre Reserve
10 Refuse	E101020	TIPOP	379	Landfill cover material	Up to \$ 10,000	0L01962	Cash Contingency

11 Rec & Culture	E111000	MHALLOP	327	Community Hall – Architectural Services	\$ 6,400	OL01962	Cash Contingency
12 Infrastructure Bridge Maintenance	E122030	BRDGP	379	Urgent repairs to Bridge 3154A on Davis Road and Bridge 3158A on Matthews Road	\$ 41,000	OL01701	Roads and Bridges Infrastructure
10 Water Infrastructure Happy Valley	E105030		379	Application Fee – Amendment to Happy Valley Water Licence Agreement	\$4,407	OL01962	Cash Contingency

CARRIED BY ABSOLUTE MAJORITY VOTE 7/0

14.10.20.03 STATEMENT OF FINANCIAL ACTIVITY

File No:	N/A
Date of Meeting:	15 October 2020
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:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The authors 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 the period ended 30 September 2020 is presented to Council as presented in **Attachment 14.10.20.03A**.

Description of Proposal:

As above.

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.

Consultation:

There has not been any consultation on this matter.

Statutory Environment:

The following legislation applies to the preparation and presentation of the monthly financial activity for September 2020:

- Section 6.4 of the *Local Government Act, 1995*
- Regulation 34 of the *Local Government (Financial Management) Regulations, 1996*
- Section 6.8 of the *Local Government Act, 1995*

Relevant Plans and Policy:

There is no Council Policy relevant to this issue.

Financial Implications:

The Budget is regularly monitored on at least a monthly basis by the CEO, Manager Corporate and Community, and 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).

Risk Assessment:

There is no identified risk as this is a reporting statement only in accordance with the regulations.

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.

Comment:

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

OFFICER RECOMMENDATION

That Council receives the Monthly Statements of Financial Activity for the period ending 30 September 2020, as presented in Attachment 14.10.20.03A.

OCM 10.20-08

COUNCIL RESOLUTION

MOVED Cr Fancote SECONDED Cr Lilly

That Council receives the Monthly Statements of Financial Activity for the period ending 30 September 2020, as presented in Attachment 14.10.20.03A.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

Attachments

Attachment 14.10.20.03A

Shire of Brookton
MONTHLY FINANCIAL REPORT
For the Period Ended 30 September 2020

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Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 September 2020

	Note	Adopted Annual Budget	Current Budget	YTD Budget (a)	This Month	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
Operating Revenues		\$		\$		\$	\$	%	
Governance		43,050	43,050	3,258	310	3,557	299	9.19%	
General Purpose Funding		1,196,326	1,196,326	155,345	5,086	198,498	43,153	27.78%	▲
Law, Order and Public Safety		288,876	288,876	155,816	540	147,909	(7,908)	(5.07%)	▲
Health		300	300	0	0	0	0	#DIV/0!	111
Education and Welfare		68,982	68,982	17,244	5,024	16,682	(562)	(3.26%)	
Housing		87,278	87,278	21,816	6,125	19,551	(2,265)	(10.38%)	
Community Amenities		423,838	423,838	400,231	562	380,508	(19,723)	(4.93%)	
Recreation and Culture		39,131	39,131	9,774	1,999	4,661	(5,113)	(52.31%)	
Transport		684,343	684,343	169,632	0	85,010	(84,622)	(49.89%)	▼
Economic Services		53,150	53,150	13,284	5,533	16,593	3,309	24.91%	
Other Property and Services		45,700	45,700	11,421	14,465	19,859	8,438	73.88%	
Total (Excluding Rates)		2,930,974	2,930,974	957,821	39,645	892,828	(64,993)	(6.79%)	
Operating Expense									
Governance		(534,766)	(534,766)	(199,038)	(9,135)	(109,702)	89,336	44.88%	▲
General Purpose Funding		(347,370)	(236,417)	(50,531)	(13,746)	(39,789)	10,742	21.26%	▲
Law, Order and Public Safety		(508,549)	(508,549)	(133,435)	(23,622)	(79,557)	53,878	40.38%	▲
Health		(22,031)	(22,031)	(5,876)	(3,398)	(6,224)	(348)	(5.92%)	
Education and Welfare		(169,146)	(169,146)	(44,111)	(9,686)	(29,836)	14,275	32.36%	▲
Housing		(198,455)	(197,861)	(52,176)	(12,997)	(39,141)	13,035	24.98%	▲
Community Amenities		(558,565)	(556,053)	(137,476)	(18,609)	(124,044)	13,432	9.77%	
Recreation and Culture		(914,001)	(898,743)	(221,955)	(69,148)	(191,489)	30,466	13.73%	▲
Transport		(2,975,508)	(2,975,508)	(883,146)	(316,928)	(975,121)	(91,975)	(10.41%)	▼
Economic Services		(183,296)	(183,296)	(37,716)	(12,113)	(32,530)	5,186	13.75%	
Other Property and Services		(476,035)	(476,035)	(166,772)	(3,896)	(174,657)	(7,884)	(4.73%)	
Total		(6,887,722)	(6,758,405)	(1,932,232)	(493,279)	(1,802,089)	130,143	6.74%	
Funding Balance Adjustment									
Add back Depreciation		2,781,490	2,781,490	695,373		750,494	55,121	7.93%	
Adjust (Profit)/Loss on Asset Disposal	6	91,789	91,789	22,947		113,755	90,807	395.72%	▲
Net Operating (Ex. Rates)		(1,083,469)	(954,152)	(256,091)		(45,012)	211,079	(82.42%)	
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	0	0		0	0	0.00%	
Self-Supporting Loan Principal		22,801	22,801	0		0	0	#DIV/0!	111
Transfer from Reserves	5	3,887,306	3,887,306	971,827		280,500	(691,327)	(71.14%)	▼
Total		4,055,107	4,055,107	1,104,827		413,500	(691,327)		
Capital Expenses									
Land and Buildings	6	(226,000)	(226,000)	0		0	0	#DIV/0!	111
Plant and Equipment	6	(559,500)	(559,500)	(428,998)		(451,293)	(22,295)	(5.20%)	
Furniture and Equipment	6	(12,000)	(12,000)	0		(5,310)	(5,310)	#DIV/0!	111
Infrastructure Assets - Roads & Bridges	6	(1,123,247)	(1,123,247)	(9,200)		(8,794)	406	4.41%	
Infrastructure Assets - Sewerage	6	(373,000)	(373,000)	0		0	0	#DIV/0!	111
Repayment of Debentures	7	(125,429)	(125,429)	(31,357)		(22,644)	8,713	27.79%	
Principal elements of finance lease payments	7	(1,372)	(1,372)	0		0	0		
Transfer to Reserves	5	(3,287,089)	(3,287,089)	(821,772)		(67,956)	753,816	91.73%	▲
Total		(5,707,637)	(5,707,637)	(1,291,328)		(555,997)	735,330	(56.94%)	
Net Capital		(1,652,530)	(1,652,530)	(186,501)		(142,497)	44,004	(23.59%)	
Total Net Operating + Capital		(2,735,999)	(2,606,682)	(442,592)		(187,509)	255,083	57.63%	
Rate Revenue		2,323,415	2,323,565	2,323,601		2,324,625	1,024	0.04%	
Opening Funding Surplus(Deficit)		412,583	412,583	412,583		412,583	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	129,466	2,293,592		2,549,699	256,107		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 30 September 2020

NOTE	2020/21	2020/2021	2019/20	2019/20	Variance
	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$	\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES					
Rates	2,323,565	2,323,715	2,323,601	2,324,625	1,024
Operating Grants, Subsidies and Contributions	1,167,520	1,167,520	(73,317)	204,651	277,968
Fees and Charges	682,778	682,778	464,866	438,702	(26,164)
Interest Earnings	130,111	130,111	28,874	74,502	45,628
Other Revenue	197,836	91,396	13,518	27,165	13,647
	4,501,810	4,395,520	2,757,542	3,069,645	312,103
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs	(1,911,012)	(1,787,701)	(519,717)	(472,637)	47,080
Materials and Contracts	(1,531,907)	(1,530,415)	(414,926)	(358,006)	56,921
Utilities	(177,631)	(177,631)	(39,573)	(32,970)	6,603
Depreciation	(2,781,490)	(2,781,490)	(785,337)	(750,494)	34,843
Interest Expenses	(76,411)	(76,411)	(9,924)	5,155	15,079
Insurance	(193,031)	(193,031)	(106,185)	(119,078)	(12,893)
Other Expenditure	(112,453)	(1,500)	(1,123)	(1)	1,122
	(6,783,935)	(6,548,179)	(1,876,785)	(1,728,029)	148,756
	(2,282,125)	(2,152,659)	880,757	1,341,615	460,859
Non-Operating Grants, Subsidies & Contributions	740,579	740,579	520,880	147,809	(373,071)
Profit on Asset Disposals	12,000	12,000	3,000	-	(3,000)
Loss on Asset Disposals	(103,789)	(103,789)	(1,100)	(113,755)	(114,855)
NET RESULT	(1,633,335)	(1,503,869)	1,403,537	1,375,670	(30,067)

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

Interest on the Future fund term deposit missed in adopted budgeted

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

Timing issue, will correct over time.

11 Recreation and Culture

Fees are down from anticipated budget figures.

12 Transport

First 40% from RRG not yet claimed, budgeted to claim in August.

13 Economic Services

Drum muster from 2019/2020 received this financial year & Caravan Park fees greater than anticipated.

14 Other Property and Services

Property refund from 2019/2020 year due to sale of Kalkarni.

OPERATING EXPENSES

4 Governance

Councillor claims not processed & wages under due to vacant positions

3 General Purpose Funding

Timing issue, will correct over time.

5 Law, Order and Public Safety

Timing issue, will correct over time.

7 Health

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

8 Education and Welfare

Timing issue, will correct over time.

9 Housing

Timing issue, will correct over time.

10 Community Amenities

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

11 Recreation and Culture

Timing issue, will correct over time.

12 Transport

Timing issue, will correct over time.

13 Economic Services

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

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

Timing issue, will correct over time.

Transfer from Reserves

Timing issue, will correct over time.

CAPITAL EXPENSES

Land and Buildings

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

Plant and Equipment

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

Furniture and Equipment

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

Infrastructure Assets - Roads & Bridges

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

Infrastructure Assets - Sewerage

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

Repayment of Debentures

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

Transfer to Reserves

Timing issue, will correct over time.

Note 1: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE (EXCLUDING RATES)

4 Governance

OTHER ITEMS

Rate Revenue

Will adjust as payments are made.

Opening Funding Surplus(Deficit)

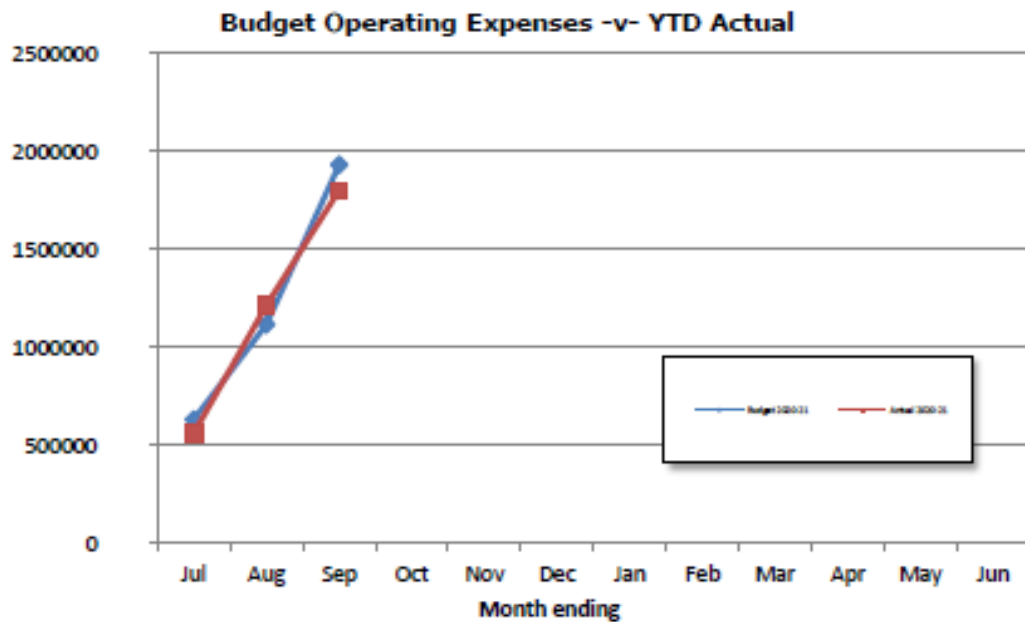
Will be confirmed upon final audit

Closing Funding Surplus (Deficit)

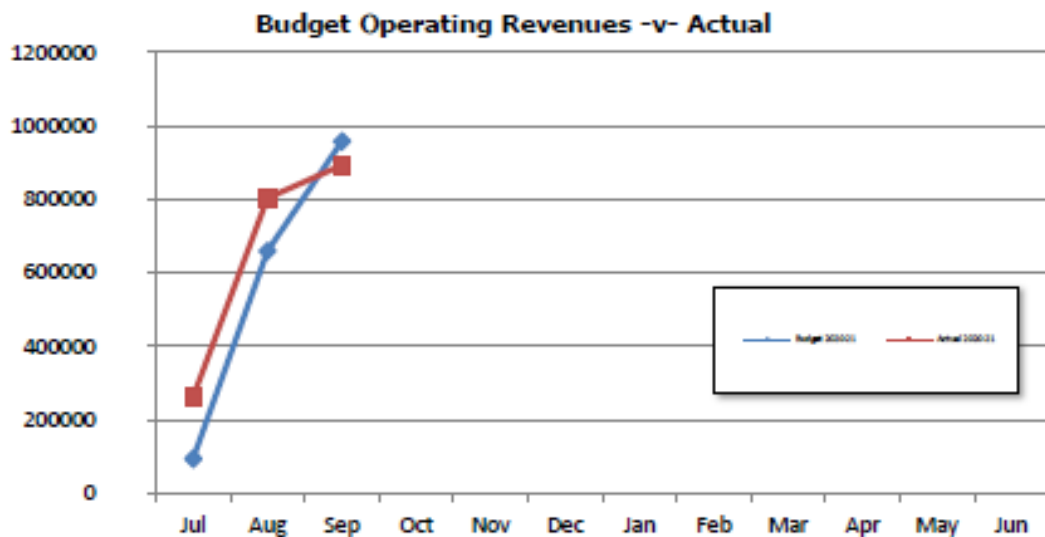
Will adjust as income and expenditure occur over the year

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2020

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Operating Expenses

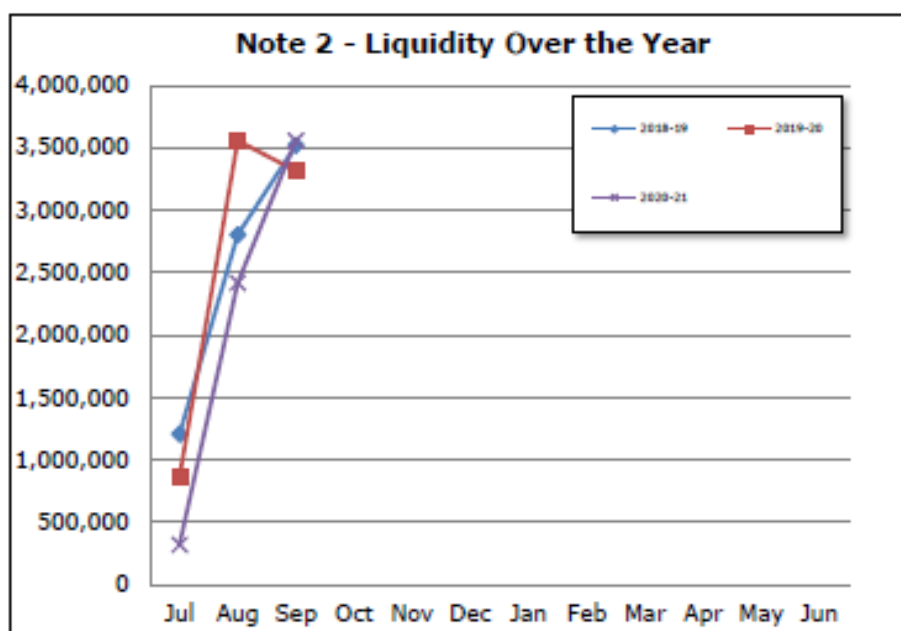


Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2020

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	SEP 2020	SEP 2019	SEP 2018	
Cash Unrestricted	1,594,515	2,578,405	1,928,301	810,922
Cash Restricted	11,920,707	5,254,106	4,274,596	12,133,251
Receivables	1,213,491	4,485,805	6,115,053	125,586
Non-Cash provision movement	0	0	0	0
Inventories	24,615	22,495	20,580	16,298
	14,753,327	12,340,811	12,338,530	13,086,057
Less: Current Liabilities				
Payables and Provisions	(282,921)	(3,770,126)	(4,543,409)	(540,223)
	(282,921)	(3,770,126)	(4,543,409)	(540,223)
Less: Cash Restricted	(11,920,707)	(5,254,106)	(4,274,596)	(12,133,251)
Net Current Funding Position	2,549,699	3,316,579	3,520,525	412,583



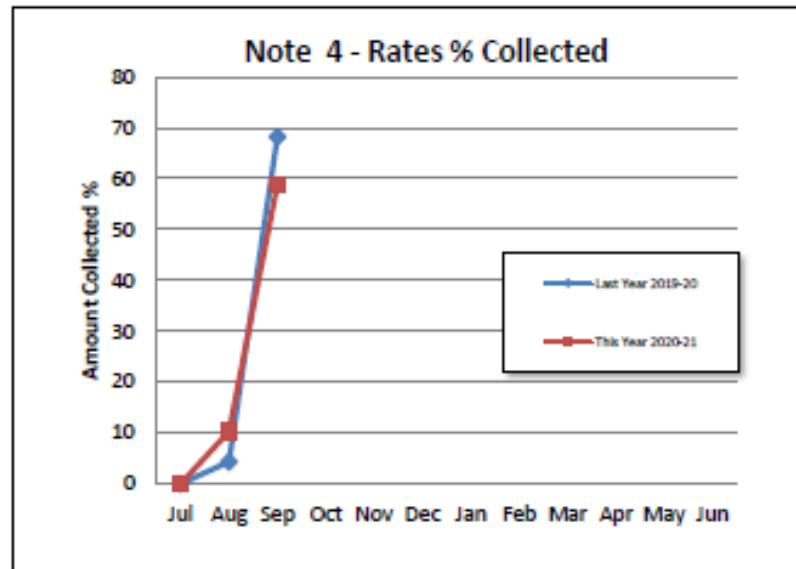
Comments - Net Current Funding Position

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2020

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish

	Current 2020-21	Previous Year 2019-20
	\$	\$
Opening Arrears Previous Years	234,381	86,273
Rates, Sewerage & Rubbish Levied this year	2,698,025	2,628,610
Less Collections to date	(1,726,642)	(2,480,502)
Equals Current Outstanding	1,205,764	234,381
Net Rates Collectable	1,205,764	234,381
% Collected	58.88%	91.37%

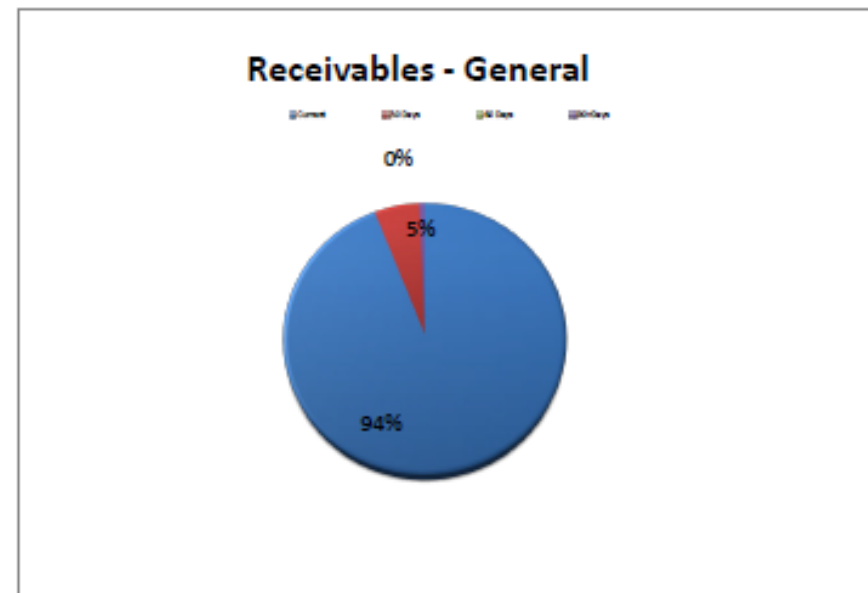


Comments/Notes - Receivables Rates, Sewerage and Rubbish

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	45,582	2,574		320
Total Outstanding				48,476

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 September 2020

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	56	30,000		0		0		170,185	138,834
Plant and Vehicle Reserve and Community Bus Reserve	751,938	8,033	266	0		0	(414,500)		(280,500)	345,471	471,704
Land & Housing Development Reserve/Independent Living Units	1,391,205	14,201	562	0		0	0		0	1,405,406	1,391,767
Furniture and Equipment Reserve	21,194	369	9	0			0	0	0	21,563	21,203
Municipal Buildings & Facilities Reserve	330,737	3,800	134	269,000		0	(37,000)			566,537	330,871
Townscape and Footpath Reserve	125,068	1,277	51	0		0				126,345	125,119
Sewerage Scheme Reserve	410,425	4,394	166	35,000		0	(15,000)			434,819	410,591
Road and Bridge Infrastructure Reserve	327,787	6,408	132	0		0	(200,000)			134,195	327,919
Health & Wellbeing reserve	553,863	6,675	224	0		0	0	0		560,538	554,087
Sport & Recreation Reserve	31,625	323	13	0						31,948	31,638
Rehabilitation & Refuse Reserve	169,841	1,733	69	41,000						212,574	169,910
Caravan Park Reserve	153,899	1,571	62	200,000						355,470	153,961
Brookton Heritage/Museum Reserve	47,148	481	19	0						47,629	47,167
Kweda Hall Reserve	18,026	184	7	0						18,210	18,033
Aldersyde Hall Reserve	25,806	0	0				(25,806)			0	25,806
Railway Station Reserve	129,940	1,326	53	200,000			(35,000)			296,266	129,993
Madison Square Units Reserve	30,653	313	12	0						30,966	30,665
Cemetery Reserve	43,863	448	18	0			(25,000)			19,311	43,881
Water Harvesting Reserve	48,116	491	19	80,000			(55,000)		0	73,607	48,135
Developer Contribution	2,740	28	1							2,768	2,741
Cash Contingency Reserve	140,336	1,433	57	0						141,769	140,393
Brookton Aquatic Reserve	156,130	1,594	63	300,000						457,724	156,193
Future Fund Reserve	7,084,132	75,600	65,964	0		0	(3,080,000)			4,079,732	7,150,096
Innovations Fund Reserve	0	0		2,000,000						2,000,000	0
Unspent Grants & Contributions	0	0								0	0
	12,133,250	132,089	67,956.03	3,155,000	0	0	(3,887,306)	0	(280,500)	11,533,033	11,920,706

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2020

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	\$ 222,543		\$ 133,000	\$ (89,543)
0	10,000	10,000	Side Winder Reel Mower				0
0	2,000	2,000	Single Cab Ute				0
14,246	0	(14,246)	Acer Server 2007				0
		0					0
		0					0
236,789	145,000	(91,789)		222,543		133,000	(89,543)

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Current Budget	Actual	Variance
Property, Plant & Equipment	\$		\$	\$
Land and Buildings	226,000	226,000	0	226,000
Plant & Equipment	559,500	559,500	451,293	108,207
Furniture & Equipment	12,000	12,000	5,310	6,690
Infrastructure				
Roadworks & Bridge Works & Footpaths	1,123,247	1,123,247	8,794	1,114,453
Footpath Construction - Richardson Street	0	0	0	0
Sewerage & Drainage	373,000	373,000	0	373,000
Totals	2,293,747	2,293,747	465,397	1,828,350

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2020

Note 7: INFORMATION ON BORROWINGS

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-20 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
							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	215,828	201,217	(1,916)	14,611
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	63,602	-	4,529	9,185	59,073	60,149	305	3,453
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	104,944	-	7,473	15,156	97,471	99,246	503	5,698
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	44,521	-	3,170	6,430	41,351	42,104	213	2,417
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	104,944	-	7,473	15,156	97,471	99,246	503	5,698
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	536,706	-	-	56,701	536,706	492,286	(4,764)	44,420
					1,070,545	-	22,644	125,429	1,047,901	994,248	(5,155)	76,297

(*) 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 September 2020

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%	1,049,559				1,049,559	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.00%	527,605				527,605	Bendigo	
Municipal Cash at Bank - Independent Living Units	0.00%	10,251				10,251	Bendigo	
Bond Fund	0.00%	7,100				7,100	Bendigo	
Trust Cash at Bank	0.00%			20,790		20,790	Bendigo	
(b) Term Deposits								
Savings Account	0.15%		4,770,610			4,770,610	Bendigo	
Reserves	0.75%		7,150,097			7,150,097	Bendigo	20/03/2021
(c) Investments								
Bendigo Bank Shares					10,000	10,000	Bendigo	
Total		1,594,515	11,920,707	20,790	10,000	13,546,012		

0 - 0 -

Comments/Notes - Investments

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2020

Note 9: BUDGET AMENDMENTS

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

[illegible]

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 September 2020

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 September 2020
	\$	\$	\$	\$
Housing Bonds	0	0	0	0
Other Bonds	6,140	0	0	6,140
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
Developer Road Contributions	0.00	0	0	0.00
Unclaimed Money	830	0	0	830
	20,790	0	0	20,790

1. Other Bonds are:

T7 - Tianco - Sand Extraction Bond

T438 - V D'Souza - Bond held for completion of buildings in Falls Street

2. Public Open Space Contribution:

T148 - Paul Webb \$13,820

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

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 30 September 2020

Note 11 Sewerage 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				
Sewerage Connection Fees and Charges	650	650	708	58
Annual Sewerage Rates	203,265	203,265	194,636	(8,629)
	203,915	203,915	195,344	(8,571)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(16,350)	(4,088)	(472)	3,616
Materials and Contracts	(86,110)	(21,528)	(54,432)	(32,905)
Utilities	(5,600)	(1,400)	(308)	1,092
Depreciation	(42,067)	(10,517)	(10,788)	(272)
Interest Expenses	(2,723)	(681)	(213)	467
Insurance	(268)	(67)	(134)	(67)
General Operating Expenses	(13,907)	(3,477)	(568)	2,909
Allocation of Administration Expense	(45,800)	(11,450)	(9,469)	1,981
	(212,825)	(53,206)	(76,384)	(23,178)
	(8,910)	150,709	118,960	(31,749)
Add Back Depreciation	42,067	10,517	10,788	272
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	35,000	8,750	-	8,750
Transfer from Sewerage and Drainage Reserve	(15,000)	(15,000)	-	(15,000)
NET RESULT	53,157	154,976	129,749	(37,727)

The Shire's Asset Management Plan (adopted at the 2016 August OCM) details required renewal expenditure of \$1.482m over the ten year period 2016 - 2027. The Shire's Long Term Financial Plan includes the following planned renewal expenditure:

2016/17 - 47,680
2017/18 - 100,000
2018/19 - 100,000
2019/20 - 100,000
2020/21 - 100,000
2021/22 - 100,000
2022/23 - 100,000
2023/24 - 100,000
2024/25 - 100,000
2025/26 - 150,000
2026/27 - 400,000

Total - 1,397,680 or approx. \$140k per annum

The Sewerage Scheme should be self funding, that is, the capital replacement cost should be amortised over the life of the infrastructure, and funded from the annual sewerage rates. Council should consider a charging model that provides for an annual transfer to the Sewer Reserve, which is equivalent to the required annual renewal expenditure i.e. \$148k per annum. As a minimum, revenue from the Scheme should cover all operating expenditure including depreciation, meaning a minimum transfer to Reserve of \$88k.

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 30 September 2020

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	745	1,333	588
Sporting Club Fees	5,500	1,375	-	(1,375)
Gymnasium Income	7,500	1,875	1,705	(170)
	15,980	3,995	3,037	(958)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	-	-	-	-
Materials and Contracts	-	-	-	-
Utilities	-	-	-	-
Interest Expenses	(40,047)	(10,012)	4,764	14,776
Insurance	-	-	-	-
General Operating Expenses	-	-	-	-
Gymnasium Operating	(8,977)	(2,241)	(541)	1,700
	(40,047)	(10,012)	4,223	14,776
	(24,067)	(6,017)	7,260	13,818
NET RESULT	(24,067)	(6,017)	7,260	13,818

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Aquatic Centre
For the Period Ended 30 September 2020

	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	8,250	10,954	2,704	32.77%
Total Revenue		33,000	8,250	10,954	2,704	32.77%
Operating Expenses						
Brookton Caravan Park	CARAOP MARKOP	(22,888)	(5,722)	(6,437)	(715)	12.50%
Brookton Caravan Park		(8,000)	(2,000)	0		
Caravan Park Depreciation		(1,037)	(259)	(262)	(3)	1.19%
Caravan Park Abc Administration Expenses		(27,480)	(6,870)	(5,681)	1,189	(17.30%)
Total		(59,405)	(14,851)	(12,381)	470	3.17%
Operating Surplus (Deficit)		(26,405)	(6,601)	(1,428)	3,174	48%
Excluding Non Cash Adjustments						
Add back Depreciation		1,037	259	262	3	1.19%
Net Operating Surplus (Deficit)		(25,368)	(6,342)	(1,165)	3,177	(50.09%)
Note 13 (b): Brookton Aquatic Centre						
Operating Revenue						
POOL FEES & CHARGES		14,500	3,625	0	(3,625)	(100.00%)
POOL GRANTS & SUBSIDIES		0	0	0	0	0.00%
Total Revenue		14,500	3,625	0	(3,625)	(100.00%)
Operating Expenses						
POOL EMPLOYEE COSTS		(48,057)	(12,014)	0	12,014	0.00%
POOL GENERAL OPERATING EXPENSES		(25,500)	(6,375)	(4,575)	1,800	(28.23%)
POOL BUILDING MAINTENANCE		(16,998)	(4,250)	(2,175)	2,075	(48.83%)
POOL DEPRECIATION		(11,854)	(2,964)	(3,003)	(39)	1.33%
POOL ABC ADMINISTRATION EXPENSES		(27,480)	(6,870)	(5,681)	1,189	(17.30%)
Total		(129,889)	(32,472)	(15,434)	17,038	52.47%
Operating Surplus (Deficit)		(115,389)	(28,847)	(15,434)	13,413	46.50%
Excluding Non Cash Adjustments						
Add back Depreciation		11,854	2,964	3,003	39	1.33%
Net Operating Surplus (Deficit)		(103,535)	(25,884)	(12,431)	13,452	51.97%

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 30 September 2020

Note 14

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	\$ 40,801	22%	\$	\$	\$	\$	\$	\$	\$	\$	\$ 188,102
Rural Road Maintenance	379,536	379,536	241,542	64%					84,910				294,626
Bridge Maintenance	63,016	63,016	15,840	25%									63,016
R2R Work Schedule													
Brookton - Kweda Road	218,633	218,633	130	0%	218,633								0
Other Construction													
Brookton-Kweda Road	162,080	162,080	0	0%									162,080
York-Williams Road	45,420	45,420	0	0%									45,420
Bartram Road	148,575	148,575	0	0%									148,575
Dale Kokeby Road	148,575	148,575	0	0%									148,575
Install & upgrade Headwalls	24,964	24,964	0	0%									24,964
RRG Approved Projects													
Brookton-Kweda Road	324,150	324,150	8,794	3%			324,150						0
York-Williams Road	50,850	50,850	0	0%			50,850						
	1,753,901	1,753,901	307,107	18%	218,633	0	375,000	0	84,910	0	0	0	1,075,358

Note 15

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 30 September 2020

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	50,000	0	0%	13,000		37,000			50,000
Aquatic Centre Improvements (new roof to Ablution)	24,000	24,000	0	0%	24,000					24,000
Memorial Park Gazebo and Disable access	22,000	22,000	0	0%	22,000					22,000
Tourist Information Bay	15,000	15,000	0	0%	15,000					15,000
Display Cabinet & Memorabilia Board	12,000	12,000	0	0%	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	0	0%			42,000	10,000		52,000
Single Cab Ute	10,000	10,000	0	0%			8,000	2,000		10,000
Dual Cab Ute - BRMPO & CESM	84,000	84,000	37,793	45%			84,000			84,000
Brookton-Kweda Road	324,150	324,150	8,794	3%		324,150				324,150
York-Williams Road	50,850	50,850	0	0%		50,850				50,850
Brookton-Kweda Road	218,633	218,633	130	0%		218,633				218,633
Brookton-Kweda Road	162,080	162,080	0	0%	100,873		61,207			162,080
York-Williams Road	45,420	45,420	0	0%	28,268		17,152			45,420
Bartram Road	148,575	148,575	0	0%	92,468		56,107			148,575
Dale Kokeby Road	148,575	148,575	0	0%	92,468		56,107			148,575
Install & upgrade Headwalls to Culverts	24,964	24,964	0	0%	15,537		9,427			24,964
Happy Valley Bore Field	55,000	55,000	225	0%			55,000			55,000
Upgrade Inflow Meter with Electromagnetic Metre	18,000	18,000	0	0%	18,000					18,000
Upgrade- Refurb/Refining Pipe Network	300,000	300,000	0	0%					300,000	300,000
	2,293,747	2,293,747	460,442	153%	473,614	593,633	781,500	145,000	300,000	2,293,747

Note 16

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Grants, Subsidies and Contributions Register
For the Period Ended 30 September 2020

Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget OCM	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
			\$	\$	\$	\$	\$	
Main Roads WA	Regional Road Group	Non Operating	(375,000)	(375,000)	Recurrent	(375,000)	-	0%
Federal Government	Roads to Recovery	Non Operating	(218,633)	(218,633)	Recurrent	(218,633)	-	0%
WA Grants Commission	GPG Grants Commission - General	Operating	(668,176)	(668,176)	Recurrent	(668,176)	(81,771)	12%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(382,494)	(382,494)	Recurrent	(382,494)	(37,970)	10%
WA Grants Commission	GPG Grants Commission - Bridges	Operating	-	-	-	-	-	0%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(31,940)	(31,940)	Recurrent	(31,940)	-	0%
Main Roads WA	Direct Grant	Operating	(84,910)	(84,910)	Recurrent	(84,910)	(84,910)	100%
			(1,761,153)	(1,761,153)		(1,761,153)	(204,651)	12%

15.10.20 GOVERNANCE

15.10.20.01 ADOPTION OF ORDINARY COUNCIL MEETING DATES FOR 2021

File No:	N/A
Date of Meeting:	15 October 2020
Location/Address:	Shire of Brookton
Name of Applicant:	N/A
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 have an operational interest in this item.
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

Council is requested to adopt the following dates on which Ordinary Council meetings are to be held in 2021. All nominated meeting date fall on the 3rd Thursday of the month, except January.

28th January 2021 *(During School Holidays)* 4th Thursday
18th February 2021
18th March 2021

15th April 2021 *(During School Holidays)*
20th May 2021
17th June 2021

15th July 2021 *(During School Holidays)*
19th August 2021
16th September 2021

21st October 2021
18th November 2021
16th December 2021

Description of Proposal:

As above.

Background:

Local Government regulations require that Council and committee meeting dates are required to be advertised in advance, as reflected in the Statutory Environment Section below. Accordingly, this report seeks to ensure the Council satisfies its obligation in this regard.

Consultation:

No consultation was undertaken in relation to this report.

Statutory Environment:

The Local Government (Administration) Regulations 1996 state in r. 12 (1) that:

“At least once a year a local government is to give local public notice of the dates on which and

the time and place at which –

- (a) The ordinary council meetings;*
- (b) The committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,*

are to be held in the next 12 months.

Relevant Plans and Policy:

The dates listed in the Summary and again in the Officer Recommendation accord with Council Policy 1.2 that states;

Policy 1.2 Meetings – Scheduled Dates

The Ordinary meeting of Council shall be held at 6.00 pm on the third Thursday of each month unless otherwise determined by Council.

Special Council Meetings will be scheduled as decided by the Shire President or Council. Standing Committee Meetings are to be scheduled on an as required basis.

Financial Implications:

There is no financial implication in relation to this matter.

Risk Assessment:

There is no notable risk in relation to this matter.

Community & Strategic Objectives:

This proposal 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 adoption of Council Ordinary Meeting dates for 2021 aligns to:

1. Governance

1.4 Convening Council meetings, prepare agendas, minutes

Comment

The only anomaly to the standing meeting day is the change of date from the third to the fourth Thursday in January 2021 to allow sufficient time for the Community Hall consultation to conclude and result presented to Council in a timely manner. Otherwise the balance of the meeting dates aligns to Council Policy 1.2.

OFFICER RECOMMENDATION

That Council in accordance with Regulation 12(1) of the Local Government (Administrative) Regulations 1996 adopts the following Ordinary Council Meeting dates for 2021, being the third Thursday of each month except January, with each meeting to commence at 6.00pm.

28th January 2021 (4th Thursday)
18th February 2021
18th March 2021

15th April 2021
20th May 2021
17th June 2021
15th July 2021
19th August 2021
16th September 2021
21st October 2021
18th November 2021
16th December 2021

OCM 10.20-09

COUNCIL RESOLUTION

MOVED Cr Fancote SECONDED Cr Lilly

That Council in accordance with Regulation 12(1) of the Local Government (Administrative) Regulations 1996 adopts the following Ordinary Council Meeting dates for 2021, being the third Thursday of each month except January, with each meeting to commence at 6.00pm.

28th January 2021 (4th Thursday)
18th February 2021
18th March 2021
15th April 2021
20th May 2021
17th June 2021
15th July 2021
19th August 2021
16th September 2021
21st October 2021
18th November 2021
16th December 2021

OCM 10.20-10

AMENDMENT TO MOTION

MOVED Cr Walker SECONDED Cr Crute

Cr Walker sought consideration of the January 2021 Ordinary Council Meeting being deleted stating the cost of convening the meeting is not warranted at this time of the year. Accordingly, the proposed amendment to striking out the January Meeting was put to the vote.

That the proposed January 2021 Ordinary Council Meeting be struck off from the substantive motion.

CARRIED BY SIMPLE MAJORITY VOTE 5/2

The substantive motion with the amendment was then put to the vote.

CARRIED BY SIMPLE MAJORITY VOTE 5/2

15.10.20.02 APPOINTMENT OF AUTHORISED PERSON – MUNICIPAL RANGER

File No:	ADM 0582
Date of Meeting:	17 September 2020
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Danni Chard – Executive Governance Officer Ian D’Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	The authorising has no interest in this matter other than being responsible for the contractual arrangement with WA Contract Ranger Services
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

This Report addresses the need for an officer of WA Contract Ranger Services, Ms Samantha Di Candilo, to be appointed as an Authorised Person under various legislation applicable to the function and jurisdiction of the Shire of Brookton.

Ms Di Candilo has experience as a Municipal Ranger having been previously employed by the City of Kwinana and the Towns of Claremont and Cambridge as a Ranger. Sam also has been working for WA Contract Ranger Services since November 2019.

Description of Proposal:

As above.

Background:

It is a statutory requirement for the Shire’s Contract Officers to be duly authorised to exercise powers in accordance with relevant legislation, and therefore need Council authorization and appointment to do so. Without an official appointment, the Council cannot enable its legislative functions (particularly in the area of Ranger Services) to be delivered in a lawful manner.

Accordingly, with the employment of a new Ranger by WA Contract Ranger Services and recent departure of another, there is a need for Council to consider this report and grant authorisation to Ms Di Candilo.

Consultation:

Consultation has not been entertained in relation to this matter.

Statutory Environment:

The authorisations will enable Ms Di Candilo when working on behalf of the Shire to administer law enforcement under a range of legislation, including:

- Shire of Brookton Local laws (various)
- *Dog Act 1976*
- *Cat Act 2011*
- *Litter Act 1978*
- *Control of Vehicle (Off Road Areas) 1978*
- *Animal Welfare Act 2002*
- *Caravan and Camping Grounds Act 1995*

- Dogs (Restricted Breeds) Regulations 2002
- *Local Government Act (Miscellaneous Provisions) Act 1960*
- *Local Government Act 1995*
- *Road Traffic Act 1974*
- *Bushfires Act 1954*

and subsidiary legislation/regulations.

Relevant Plans and Policy:

Nil.

Financial Implications:

Nil.

Risk Assessment:

Without appropriate authorisation Ms Di Candilo cannot effectively and lawfully perform her duties, placing the Local Government at risk of breaching its statutory responsibilities.

Community & Strategic Objectives:

This proposal relates to delivery of core business and services for the BROOKTON Community, and accordingly is listed in the Council Corporate Compendium May 2018, as follows:

7 Ranger Services

7.2 Conduct firebreak inspections

7.3 Perform animal control and management

Comment

It is considered an imperative that authorisations be granted to enable the WA Contract Ranger Services Officers to administer law enforcement under the various pieces of legislation as listed in the Statutory Section of this report.

OFFICER RECOMMENDATION

That Council:

1. Endorse WA Contract Ranger Services employee Ms Samantha Di Candilo as an authorised officer within the Shire of Brookton to affect the relevant provisions of the following legislation:
 - Road Traffic Act 1974 (Road Traffic Code 2000) – Part 12
 - Cat Act 2011 and Regulations
 - Dog Act 1976 and Regulations
 - Litter Act 1979 and Regulations
 - Animal Welfare Act 2002
 - Control of Vehicle (Off Road Areas) 1978 and Regulations
 - Caravan and Camping Grounds Act 1995 and Regulations
 - Dogs (Restricted Breeds) Regulations 2002
 - Local Government Act 1995 and Regulations
 - Local Government (Parking for Disabled Persons) Regulations 1988
 - Local Government (Miscellaneous Portions) Act 1960
 - Shire of Brookton Local Laws (various)

- Bushfires Act 1954
2. Proceed to publish a notice in the local newspaper for this authorisation to take effect from the Monday 19th October 2020.

OCM 10.20-12

COUNCIL RESOLUTION

MOVED Cr Watts

SECONDED Cr Lilly

That Council:

1. ***Endorse WA Contract Ranger Services employee Ms Samantha Di Candilo as an authorised officer within the Shire of Brookton to affect the relevant provisions of the following legislation:***
 - ***Road Traffic Act 1974 (Road Traffic Code 2000) – Part 12***
 - ***Cat Act 2011 and Regulations***
 - ***Dog Act 1976 and Regulations***
 - ***Litter Act 1979 and Regulations***
 - ***Animal Welfare Act 2002***
 - ***Control of Vehicle (Off Road Areas) 1978 and Regulations***
 - ***Caravan and Camping Grounds Act 1995 and Regulations***
 - ***Dogs (Restricted Breeds) Regulations 2002***
 - ***Local Government Act 1995 and Regulations***
 - ***Local Government (Parking for Disabled Persons) Regulations 1988***
 - ***Local Government (Miscellaneous Portions) Act 1960***
 - ***Shire of Brookton Local Laws (various)***
 - ***Bushfires Act 1954***
2. ***Proceed to publish a notice in the local newspaper for this authorisation to take effect from the Monday 19th October 2020.***

CARRIED BY SIMPLE MAJORITY VOTE 7/0

15.10.20.03 DRAFT POLICY 4.11 – ASSET MANAGEMENT

File No:	ADM 0402
Date of Meeting:	15 October 2020
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Mikel Haramboure – Manager Infrastructure & Emergency
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:

The Asset Management Policy outlines the Shire’s asset management objectives, targets and plans. It establishes a platform for service delivery and provides the framework that enables the Asset Management Strategy and Plans to be produced.

It assigns specific service delivery responsibilities and supports “whole-of-life” and “whole-of-organisation” approaches to asset management.

Description of Proposal:

This policy covers all service delivery of the Shire of Brookton and relates to the management of assets under the care, control and responsibility of the Shire. The Policy applies to all physical assets and their components with a useful life of more than one year, and a replacement value of greater than \$1,000, which require management by the Shire.

Physical assets include:

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

Background:

The community relies on the Shire of Brookton to deliver services. The Shire has finite resources and limited income streams to fund the delivery of these services which need to be aligned with the Community’s aspirations identified via the Strategic Community Plan.

To ensure that resources are optimally allocated, decisions need to be made in an informed manner considering the acquisition, ongoing ownership, management and disposal of assets. The Shire also needs to continuously consider whether it needs to provide and/or own assets in order to deliver services or whether it can simply facilitate the provision of the service by a third party.

Consultation:

This draft Policy has been developed following the Asset Management Framework and Guidelines for Western Australian Local Governments provided by the Department of Local Government.

Statutory Environment:

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia as part of the State Government's Local Government Reform Program. All local governments were required to have their first suite of IPR documents in place by 1 July 2013. This Advisory Standard complements the legislative requirement for planning for the future under Section 5.56 (1) of the Local Government Act 1995 and the regulations under Section 5.56 (2) of the Act that outline the minimum requirements to achieve this.

Asset management ensures that robust Long-Term Financial Plans and Annual Budgets are developed and that local governments have the financial capacity to deliver their strategic priorities into the future.

Further, Council's role in determining, reviewing and amending Local Government's Policies is defined in Section 2.7(2)(b) of the *Local Government Act, 1995*.

Relevant Plans and Policy:

The strategies, procedures, references, guidelines and other documents that have a bearing on this policy and that may be useful reference material for users of this policy are listed as follows:

- Asset Management Strategy
- Asset Management Plans
- Community Strategic Plan
- Corporate Business Plan
- Long Term Financial Plan

Financial Implications:

There are no direct financial implications in regard to this item.

Risk Assessment:

Should the Council not support this item, the organisation wouldn't have any framework setting detailing the Asset Management objectives nor would it meet compliance obligations applicable to its asset ratios and long-term financial forecasting and performance. Therefore, the risk is assessed a 'High'.

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 – May 2018, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the draft policy aligns to:

Function 9 - Asset Management

Comment:

As stated in the policy the key objective is to ensure that there is an organisation-wide commitment to Asset Management which enables the Shire to meet its service delivery objectives efficiently and effectively, in a way that ensures:

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

The policy also assists the Shire in compliance with the provisions of the State Government’s Integrated Planning and Reporting Framework by having an integrated approach to planning for the future.

Therefore, in conclusion the adoption of this Policy by Council is the first step to ensuring the Shire is committed to managing and maintaining its assets to deliver and facilitate sustainable services aligned with the aspirations of the community.

OFFICER RECOMMENDATION

That Council in accordance with Sections 5.56(1), 5.56(2) of the Local Government Act 1995 adopts “Policy 4.11 - Asset Management” as shown as Attachment 15.10.20.03A to this report.

OCM 10.20-13**COUNCIL RESOLUTION**

MOVED Cr Fancote SECONDED Cr Hartl

That Council in accordance with Sections 5.56(1), 5.56(2) of the Local Government Act 1995 adopts “Policy 4.11 - Asset Management” as shown as Attachment 15.10.20.03A to this report.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

Attachments

Attachment 15.10.20.03A – Policy 4.11 – Asset Management



4.11 ASSET MANAGEMENT POLICY

Directorate:	Infrastructure			
Policy Origin:				
Statutory Environment:				
Council Adoption:	Date:		Resolution #:	
Last Amended:	Date:		Resolution #:	
Review Date:				

Background:

The community relies on the Shire of Brookton to deliver services. The Shire has finite resources and limited income streams to fund the delivery of these services which need to be aligned with the Community's aspirations identified via the Strategic Community Plan.

To ensure that resources are optimally allocated, decisions need to be made in an informed manner considering the acquisition, ongoing ownership, management and disposal of assets. The Shire also needs to continuously consider whether it needs to provide and/or own assets in order to deliver services or whether it can simply facilitate the provision of the service by a third party.

Scope:

This policy covers all service delivery of the Shire of Brookton and relates to the management of assets under the care, control and responsibility of the Shire. The Policy applies to all physical assets and their components with a useful life of more than one year, and a replacement value of greater than \$5,000 which require management by the Shire.

Physical assets include:

- Land
- Buildings
- Infrastructure
- Furniture and equipment
- Plant and equipment
- Cultural collections

Objective:

The key objective of this policy is to ensure that there is an organisation-wide commitment to Asset Management which enables the Shire to meet its service delivery objectives efficiently and effectively, in a way that ensures:

- Assets are managed in accordance with relevant legislation;
- Assets are managed in accordance with recognised best practice;
- An asset "whole-of-life" or life cycle costing approach is taken in the management of the Shire's assets;
- Risk is considered in the development of asset strategies;

- Asset performance is measured against defined levels of service outlined in the Asset Management Plan;
- Assets are brought to account in accordance with the requirements of the appropriate accounting standards and reporting requirements;
- Informed decision-making is based on reliable data; and
- Asset management is sustainable.

The policy also assists the Shire in compliance with the provisions of the State Government's Integrated Planning and Reporting Framework by having an integrated approach to planning for the future.

Procedure

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

- Develop and review annually the Shire's Asset Management Strategy and Plans;
- Ensure the integration of the Asset Management Strategies and Plans with the Shire's Strategic Community Plan and informing strategies, particularly the Long-Term Financial Plan;
- Allow the Strategic Community Plan to inform asset requirements to reflect community priorities;
- Ensure that the asset management system complies with relevant Australian Accounting Standards, relevant Legislation and Regulations, Australian Standards, recognised best practice principles and other Shire of Brookton policies;
- Consider options for the Shire to facilitate delivery of services by a third party;
- Develop documented service level agreements with key stakeholders to ensure the sustainability of assets and the Shire's services;
- Use life cycle costs as the basis for decision-making regarding asset acquisition, replacement, maintenance and disposal;
- Monitor asset utilisation and predict future demand changes;
- Identify, through risk management and condition assessments, initiatives to reduce exposure to injury, liability and asset and service failure;
- Develop and maintain operational plans for each asset class, identifying full life cycle costs, service level requirements, maintenance requirements, risks, refurbishment, replacement and disposal requirements;
- Provide relevant information to support asset management, including the effective collection, collation and analysis of asset data;
- Keep informed on issues relating to asset management best practice;
- The optimisation and rationalisation of assets in order to provide community services at the best possible value-for-money; and
- Measure and report on the efficiency and effectiveness of asset performance, including functionality, suitability, location, accessibility, utilisation and cost.

Asset Management Responsibility and Accountability

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

Outcomes

Adherence to this policy will ensure that the Shire will continue to deliver or facilitate the delivery of financially sustainable services aligned with the aspirations of the community.

16.10.20 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

17.10.20 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**OCM 10.20-14****COUNCIL RESOLUTION**

MOVED Cr Fancote **SECONDED** Cr Hartl

That Council move to accept the late item presented at 17.10.20.01.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

17.10.20.01 LATE ITEM: PROPOSED RESIDENTIAL TENANCY – SHIRE HOUSING

File No:	ADM 0015
Date of Meeting:	15 October 2020
Location/Address:	Unit 1/Lot 510 Wittington Street – Community Housing
Name of Applicant:	Baptistcare (WA) Inc
Name of Owner:	Shire of Brookton
Author/s:	Ian D’Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

This item relates to:

- the ongoing rental of Shire housing to accommodate corporate businesses,
- the current availability of Unit 1/Lot 510 Wittington Street, Brookton (Mokine Units) as the most recent application has been withdrawn, and
- the need to possibly relocate Baptistcare as the existing tenant of house 23 and house 25 Whittington Street, being Shire staff houses.

At present Baptistcare rent these two houses from the Shire to accommodate its registered nurses and other itinerant staff who work at the Kalkarni Residential Aged Care facility.

Proposal:

As above.

Background:

Unit 1/Lot 510 Wittington Street is a three bedroom/one-bathroom unit which was previously occupied by the Vines Medical Practice to accommodate (intermittently) a medical physician for a period of 12 months, notwithstanding its designation as an Independent Living Unit (ILU). With this unit now vacant and a residential tenancy application having been recently withdrawn, consideration from Council is now sought on re-assigning this unit to Baptistcare, which presently occupies two Shire designated Shire staff houses under a commercial tenancy arrangement. These two houses are identical open plan living with three bedrooms, two bathrooms, an enclosed rear yard and single carport. Both dwellings are used to house itinerant registered nursing staff and other employees associated with the Kalkarni Residential

Aged Care Facility.

The current issue is that the recent recruitment of Shire staff has prompted the need to recover one (and possibly two) of the Shire houses from Baptistcare. In doing so one consideration is to reallocate Unit 1 Mokine to Baptistcare, and possibly offer one of the two-bedroom Shire staff units on William Street should this be required. This approach does align to Council Policy 2.33 with Council's discretion being exercised.

Consultation:

Consultation has been entertained with Baptistcare's Kalkarni Manager, June Harwood, who is keen to retain Shire accommodation and is also understanding of the Shire's needs.

Statutory Environment:

The letting of this residential unit is largely governed by the *Residential Tenancies Act, 1987*.

Relevant Plans and Policy:

Section 5.12 of Council Policy 2.33 – Employee and Community Housing specifies the following:

5.2 *Should there be no immediate demand for Senior Citizen Housing, the Council or Housing Committee (under delegated authority) may exercise discretion in allocating a residential unit to:*

- a) *a person not assessed as a Senior Citizen under Section 4.1 of this policy; or*
- b) *a corporate entity with a business presence in the Brookton Shire;*

providing any such arrangement under this provision is to be based on:

- i. *the balance of this policy being satisfied (including provision 4.5, and Sections 6.0 – 10.0 inclusive); and*
- ii. *the rental arrangement structured on a periodic tenancy agreement and market rental rates.*

Financial Implications:

There is a neutral impact on the Shire's financial position if the units and houses are rented as allocated in the 2020-21 budget which includes income based on 75% occupancy per financial year. However, should a more structured approach be taken to only renting Shire housing aligned to its dedicated purpose then there could be a deficit to the Shire's budget if some of the housing is unoccupied for a length of time.

Risk Assessment:

The risk in relation to this matter is assessed as 'High' – see Comment Section below.

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 – May 2018, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the rental of Unit 1 applies to the following Business Unit.

4. Property Management

4.1 Review tenancy agreements – Shire Housing

Comment

Local housing for some time has been an issue with increasing need for more quality dwellings in Brookton to support the rental market, however, there has not been an appetite from the private sector to invest in new housing developments. This is due to an imbalance in market property values verses rental returns adversely affecting local supply and demand of quality housing stock. For the most part local businesses are constrained as their desire is to invest in their business as opposed to staff housing, as is the case with Baptistcare. To this end, this presents a challenge for Council as whether to assist in alleviating this issue by being flexible with existing Local Government housing under the status of a 'landlord', as well as investing in more housing to support the private sector need.

Presently, Council does advocate a level of flexibility under Section 5.2 of Policy 2.33 – Employee and Community Housing, although there has recently been some public and Elected Member criticism over Council playing a role in supporting private sector housing. If Council seeks to withdraw from its current policy position, this would effectively mean a structured approach being taken to Shire owned housing with Unit 1 Mokine being retained solely as an ILU, while houses 23 and 25 Whittington Street would immediately revert to Shire staff housing as designated, and no further assistance being extended to the private sector.

Should this approach be supported by Council notice will be served on Baptistcare to vacate the two houses in Whittington Street, with advice the Shire is no longer assisting with rental housing. However, Council needs to be mindful there is a potential risk in withdrawing its support with a possible impact on the delivery of aged care until Baptistcare can source alternative accommodation.

Conversely, the Council may adhere to its policy position and support a flexible approach in exercising discretion in allocating residential units under the following circumstances when a residential unit is not in demand under its designated purpose:

- a) a person not assessed as a Senior Citizen under Section 4.1 of this policy; or
- b) a corporate entity with a business presence in the Brookton Shire.

In the current situation there is a demand by the Shire Administration for house 23 and possibly house 25 Whittington Street to be relinquished by Baptistcare to accommodate staff. While this is not the

primary issue, clarification is required on Council's position to continued support of private sector housing demand in accordance with Section 5.2 of Policy 2.33, or a variation thereto.

OFFICER RECOMMENDATION

That Council endorses a commercial rental tenancy arrangement with Baptistcare for Unit 1/Lot 510 Whittington Street Brookton, and if required Unit 6 William Street Brookton, in accordance with Council Policy 2.33 – Employee and Community Housing.

OCM 10.20-15

COUNCIL RESOLUTION

MOVED Cr Fancote SECONDED Cr Hartl

That Council endorses a commercial rental tenancy arrangement with Baptistcare for Unit 1/Lot 510 Whittington Street Brookton, and if required Unit 6 William Street Brookton, in accordance with Council Policy 2.33 – Employee and Community Housing.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

18.10.20 CONFIDENTIAL REPORTS**18.10.20.01 PROPOSED RESIDENTIAL TENANCY – UNIT 1/LOT 510 WHITTINGTON STREET, BROOKTON**

File No:	ADM 0015
Date of Meeting:	15 October 2020
Location/Address:	Unit 1/Lot 510 Wittington Street – Community Housing
Name of Applicant:	Mrs. Rosemary Bowring
Name of Owner:	Shire of Brookton
Author/s:	Ian D’Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	17 September 2020

Summary of Item:

This item relates to the availability of Unit 1/Lot 510 Wittington Street, Brookton (Mokine Units) being vacant and the receipt of an application for rental consider by Council and subsequently ‘laid on the table’ pending further assessment and information being provided by Shire staff.

Accordingly, this proposal is being resubmitted to further consideration by Council.

The Shire President announced that this application has been withdrawn by the applicant as more suitable accommodation has been secured in Narrogin.

19.10.20 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on Thursday 19th November 2020 commencing at 6.00 pm.

There being no further business the meeting was closed at 6.45pm.