



ORDINARY COUNCIL MEETING

PUBLIC

MINUTES

16 April 2020

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

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

Disclaimer

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

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

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

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

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1.04.20 USE OF COMMON SEAL

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

| Use of Common Seal Register | | |
|-----------------------------|--|---------------|
| File Ref: | Purpose | Date Granted |
| ADM 0141 | Distribution Agreement – SEAVROC Funds | 31 March 2020 |

2.04.20 DELEGATED AUTHORITY – ACTIONS PERFORMED – APRIL 2020

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

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

| BUILDING | | | |
|-----------------|----------------------------|-----------------------|---------------|
| Application No. | Lot & Street | Type of Building Work | Date Granted |
| 12.19-20 | Lot 20 Brookton-Kweda Road | Stage One of Dwelling | 10 March 2020 |

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. | | | | |

3.04.20 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**Attendance**

The Presiding Member opened the meeting at 6.00pm and welcomed Councillors and Staff.

Given the current State of Emergency, this meeting will be held via video conferencing.

Welcome to Country

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.

4.04.20 RECORD OF ATTENDANCE/APPOLOGIES/APPROVED LEAVE OF ABSENCE**Elected Members (Voting)**

| | |
|---------------------------------------|--|
| Cr KL Crute (Shire President) | <i>Council Chambers via video conferencing</i> |
| Cr NC Walker (Deputy Shire President) | <i>Council Chambers via video conferencing</i> |
| CR CE Hartl | <i>Council Chambers via video conference</i> |
| Cr RT Fancote | <i>via video conference</i> |
| Cr MG Macnab | <i>via video conference</i> |
| Cr TD Lilly | <i>via video conference</i> |
| Cr BK Watts | <i>via video conference</i> |

Staff (Non-Voting)

| | |
|--|--|
| Ian D'Arcy Chief Executive Officer | <i>Council Chambers via video conferencing</i> |
| Amy Eva Manager Corporate and Community | <i>Council Chambers via video conferencing</i> |
| Danni Chard Executive Governance Officer | <i>Council Chambers via video conferencing</i> |

Leave of absence

Nil.

Members of the Public

Ms. Karry Fisher-Watts

Via videoconference at Cr Watts' residence

5.04.20 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.04.20 PUBLIC QUESTION TIME

Nil.

7.04.20 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

8.04.20 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

9.04.20 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OCM 04.20-01

COUNCIL RESOLUTION

MOVED Cr Hartl SECONDED Cr Watts

That Council move items 9.04.20.01, 9.04.20.02, 9.04.20.03, 9.04.20.04 be moved en-bloc.

CARRIED BY SIMPLE MAJORITY VOTE 7-0

OCM 04.20-02

COUNCIL RESOLUTION

MOVED Cr Hartl SECONDED Cr Walker

That Council move items 9.04.20.01, 9.04.20.02, 9.04.20.03, 9.04.20.04 en-bloc.

CARRIED BY SIMPLE MAJORITY VOTE 7-0

9.04.20.01 ORDINARY MEETING OF COUNCIL – 19 MARCH 2020

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Thursday 19th March 2020, be confirmed as a true and correct record of the proceedings.

9.04.20.02 AUDIT AND RISK COMMITTEE

That the minutes of the Audit and Risk Committee meeting held in the Shire of Brookton Council Chambers, on 09 March 2020, be received by Council.

9.04.20.03 LOCAL EMERGENCY MANAGEMENT COMMITTEE

That the minutes of the Local Emergency Management Committee meeting held in the Shire of Brookton Council Chambers, on 19 March 2020, be received by Council.

9.04.20.04 LOCAL EMERGENCY MANAGEMENT COMMITTEE

That the minutes of the Local Emergency Management Committee meeting held in the Shire of Brookton Council Chambers, on 24 March 2020, be received by Council.

10.04.20 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**11.04.20 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 |
|-------------|------------------|------------------|-------------------------|
| 13.04.20.01 | Cr Lilly | Financial | President of BCI |
| 13.04.20.01 | Cr Fancote | Financial | Executive Member of BCI |

12.04.20 TECHNICAL & DEVELOPMENT SERVICES REPORTS

Cr Fancote and Cr Lilly declared a financial interest in item 13.04.20.01 and left the room at 6.04pm.

| | |
|-----------------|-----------------------------------|
| 13.04.20 | COMMUNITY SERVICES REPORTS |
|-----------------|-----------------------------------|

| | |
|--------------------|--|
| 13.04.20.01 | BROOKTON COMMUNITY INC. – REQUEST FOR BROOKTON NYOONGAH YOUTH GROUP LOOP AND PUMP TRACK |
|--------------------|--|

| | |
|---------------------------------|---|
| File No: | ADM0678 |
| Date of Meeting: | 16 April 2020 |
| Location/Address: | Part Reserve 43158 (Lot 510) Brookton Highway, Brookton |
| Name of Applicant: | Brookton Community Inc. |
| Name of Owner: | Shire of Brookton |
| 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 a request from the recently formed Brookton Community Inc. (BCI) representing the Brookton Nyoongah Youth Group to construct in 2 stages a Pump (BMX) track on the north-west portion of Reserve 43158.

Description of Proposal:

In summary this proposal is seeking Council’s permission as the landowner to construct a Pump Track, which consists of:

- Stage 1 – Larger Loop Track of with start platform.
- Stage 2 – Smaller Pump Track, also with a starting platform.

A copy of the letter of request is provided as **Attachment 13.04.20.01A** and a concept plan of the proposed Track Layout illustrating both stages is presented as **Attachment 13.04.20.01B** to this report.

Figure 3 below is an extract of **Attachment 13.04.20.01B** for ease of reference by Elected Members.

By way of explanation:

- A Loop Track is a typical ‘BMX’ type circuit that is described Wikipedia Encyclopedia as follows:

A track for off-road bicycle racing initially derived from motocross racing. The track usually consists of a starting gate for up to eight racers, a groomed, serpentine, dirt racecourse made of various jumps and rollers and a finish line. The course is usually flat, about 15 feet wide and has large banked corners that help the riders maintain speed. The sport is very family oriented and largely participant-driven, with riders ranging in age from 2 to 70, and over. Professional ranks exist for both men and women, where the age ranges from 18 to 40 years old.



Figure 1 – Typical Loop (BMX) Track – Wynnum BMX Track Brisbane

- A Pump Track is described Wikipedia Encyclopedia as:

A circuit of rollers, banked turns and features designed to be ridden completely by riders "pumping"—generating momentum by up and down body movements, instead of pedaling or pushing. It was originally designed for the mountain bike and BMX scene, and now, due to concrete constructions, is also used by skateboard and scooter riders, and accessible to wheelchairs. Pump tracks are relatively simple to use and cheap to construct and cater to a wide variety of rider skill levels.



Figure 2 – Yangebup Pump Track – City of Cockburn

- The proposed Loop Track will occupy an area of approximately 15,000 m² located to the rear of the existing sports facilities and caravan park with an existing drain that traverses the reserve from an eastern boundary of the facility.

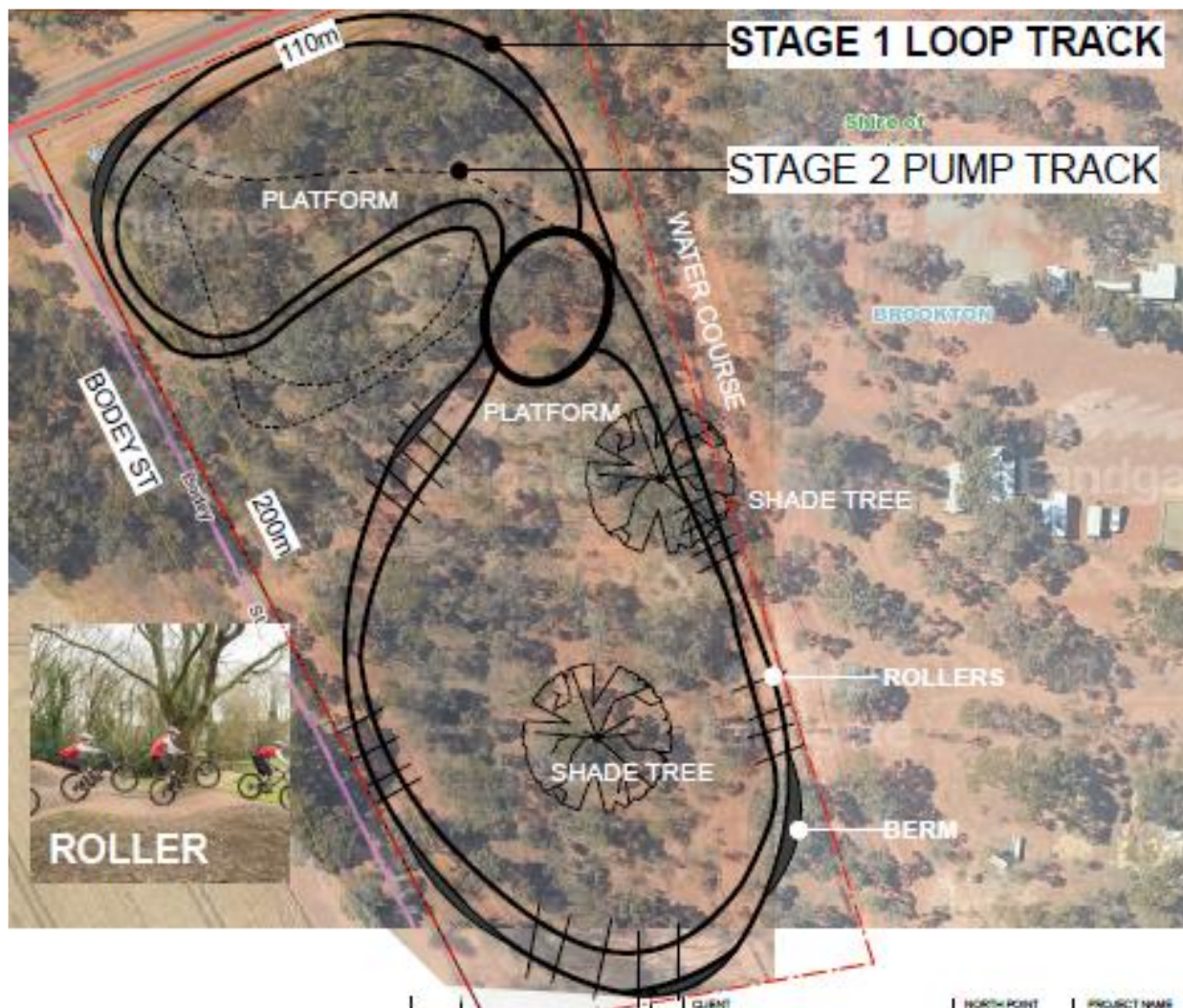


Figure 3 – Extract (Aerial Photo) of proposed Loop and Pump Track Brookton

Background:

The suggestion of a cycle Loop / Pump Track to benefit local youth has been discussed by parents for some time and has recently been promoted through the Innovations Pathway as a community project and further pursued by the Brookton Nyoongar Youth Group with the Shire Administration.

The discussion held with Brookton Nyoongar Youth Group had centered on provision of a basic dirt BMX style track under the Shire’s tenure, with opportunity to expand the facility in the future should it prove popular and it can be supported by external grants funding.

As a result, this initiative has also been broadly incorporated in a youth precinct proposed to be located in the north-west portion of Reserve 43158, as illustrated in **Figure 4** below.



Figure 4 – Extract of draft Reserve Manage Plan – Crown Reserve 43158

Consultation:

Various discussions have been entertained between the Brookton Nyoongah Youth Group and Shire representatives providing guidance of the way forward to both progressing this initiative and the youth precinct more broadly.

Statutory Environment:

This matter can be entertained by Council as the designated custodian of the Crown Reserve with specific reference to *Land Administration Act, 1997*; Section 46 – Care, Control and Management of Reserves.

Relevant Plans and Policy:

There is no formally endorsed Plan or Policy that relates to this request. However, there is a ‘loose’ draft Reserve Management (Concept) Plan, as illustrated in **Figure 4** of this report that has been used as the basis of broad consultation on this initiative.

Financial Implications:

At this stage the proposed development of a dirt Loop Track is not expected to be significant with a projected amount of up to \$5,000 with the initial works being performed by this organisation using Shire plant and equipment (ie truck, grader, loader skid-steer).

Should this initiative be supported the required funds can allocated from the Sport and Recreation Reserve that has a current balance of \$31,696.

Risk Assessment:

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

| 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 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 development of a Loop/Pump Track aligns to:

Function 24 – Community Support

Action 24.1 – Support seniors, youth, cultural, sport / recreation group activities

Comment

While this request has been received by the BCI on behalf of the Brookton Nyoongar Youth Group, it is
Shire of Brookton, Minutes - Ordinary Meeting of Council, 16 April 2020

viewed the proposed Loop Track and future Pump works should be performed by, and tenure retained by, the Shire for this facility. The primary reason for this is to ensure the Loop Track and subsequently future Pump Track is:

- Offered as a communal facility that can be used by all youth in Brookton, notwithstanding the Brookton Nyoongah Youth Group will be a primary user of the facility.
- Constructed and maintained to a safe standard whereby the Shire has the equipment to do so as well as maintain public liability insurance.
- Initially trialled with the conduct of use monitored, and where necessary managed, by the Shire Community Liaison Officer.

Further, it is also viewed the progression of this initiative is a positive first step in:

- Enhancing the recreational opportunity for local youth in Brookton.
- Establishing a broader youth precinct that may encompass a communal youth building (leased to BCI) modelled on the Community Garden/Men's Shed concept.
- Qualifying to some degree as leverage for future grant funding to construct other components of the youth precinct, including the Stage 2 Pump Track, and future a communal youth building, and nature play playground.

OFFICER RECOMMENDATION

That Council:

1. Endorse the use and conceptual layout of Loop and future Pump Track submitted by the Brookton Community Inc. on behalf of the Brookton Nyoongah Youth Group, and Indicatively allocate up to \$5,000 in the draft 2020-21 budget to be taken from the Sport and Recreation Reserve construction of a basic Stage 1 - Loop (BMX) Track, as reflected in Attachment 13.04.20.01B of this report, for trial and use by all youth in Brookton.
2. Inform the Brookton Community Inc. of its decision in relation to this matter.

OCM 04.20-03

COUNCIL RESOLUTION

MOVED Cr Macnab SECONDED Cr Hartl

That Council:

1. ***Endorse the use and conceptual layout of Loop and future Pump Track submitted by the Brookton Community Inc. on behalf of the Brookton Nyoongah Youth Group, and Indicatively allocate up to \$5,000 in the draft 2020-21 budget to be taken from the Sport and Recreation Reserve construction of a basic Stage 1 - Loop (BMX) Track, as reflected in Attachment 13.04.20.01B of this report, for trial and use by all youth in Brookton.***
2. ***Inform the Brookton Community Inc. of its decision in relation to this matter.***

CARRIED BY SIMPLE MAJORITY VOTE 5-0

Attachments

13.04.20.01A – Letter from Brookton Community Incorporated

13.04.20.01B – Map of proposal



C/O: BCI_Secretary@outlook.com
BROOKTON COMMUNITY INC
21 Whittington Street
BROOKTON WA 6306

5th March 2020

Mrs Amy Eva
Shire of Brookton
White St
BROOKTON WA 6306
C/O: clo@brookton.wa.gov.au

Dear Amy

Re: Brookton Nyoongar Youth Group Pump Track

Brookton Community Inc. (BCI) is aware of the proposal from the Brookton Nyoongar Youth Group (BNYG) to build and maintain the new proposed Pump Track.

On Thursday 27 February 2020 the Brookton Community Inc held their recent meeting and at this meeting the motion was presented, discussed and passed that BCI would send the Shire of Brookton a letter of support as requested by you via Tarlah Seaman and Charlene Hayden of Brookton Nyoongar Youth Group.

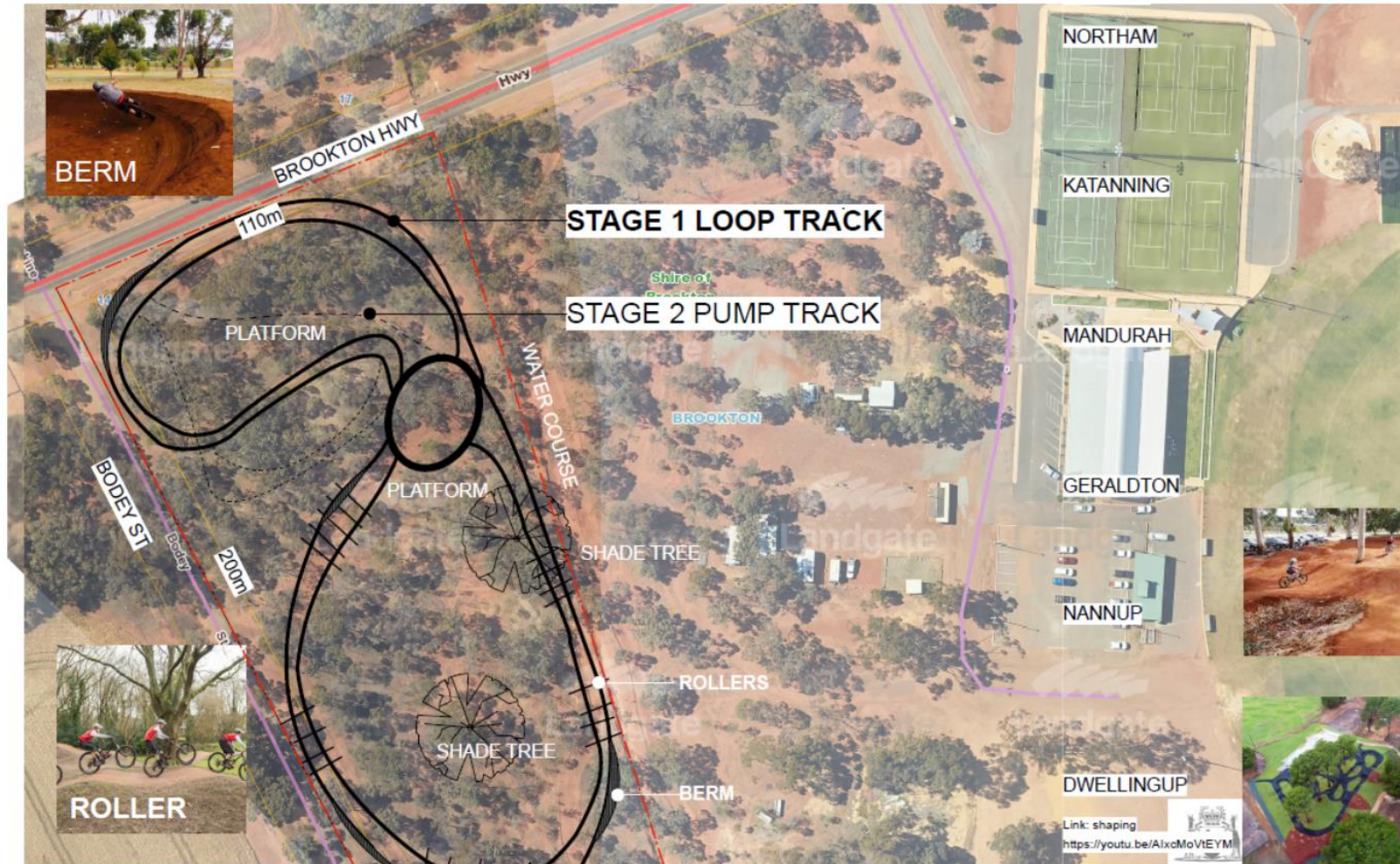
BCI is happy to champion this initiative on behalf of the BNYG and will provide full support to them wherever possible including all insurance.

Please advise if you require any further information or assistance from us in order to progress this project.

Yours faithfully,

Joy Reiter
Secretary
Brookton Community Inc
+61 411 448 143
BCI_Secretary@outlook.com

Cc: Tamara Lilly, President Brookton Community Inc



NOTES
 Pump tracks examples/ precedents shown, have been designed by *Three Chillies Design*
<https://www.facebook.com/Three-Chillies-Design-126469657380154/>
 Resource: How to build a pump track
<https://www.youtube.com/watch?v=IDEmygcJ1Eg>

| | |
|---|----------------|
| CLIENT Brookton Nyoongah Youth Group | PROJECT NUMBER |
| DATE | REVISION NOTE |
| REV | DRAWN CHKD |



PROJECT NAME
Brookton Loop + Pump Track

SCALE @ A3
1:1000 @ A3

PROJECT STATUS
CONCEPT DESIGN

| | |
|-------------------------------------|----------|
| DRAWING NUMBER | REVISION |
| SK 01 | |
| DRAWING TITLE Proposed Site Plan | |



Cr Fancote and Cr Lilly returned to the meeting at 6.05pm.

14.04.20 CORPORATE SERVICES REPORTS

14.04.20.01 REGIONAL DEVELOPMENT AUSTRALIA WHEATBELT INVITATION – JOINT MEMBERSHIP TO GRANT GURU

| | |
|---------------------------------|---|
| File No: | ADM 0666 |
| Date of Meeting: | 16 April 2020 |
| Location/Address: | N/A |
| Name of Applicant: | N/A |
| Name of Owner: | N/A |
| Author/s: | Debbie Spinks – Projects & Grants Officer |
| Authorising Officer: | Ian D’Arcy – Chief Executive Officer |
| Declaration of Interest: | No interests to declare |
| Voting Requirements: | Simple or Absolute Majority |
| Previous Report: | Nil |

Summary of Item:

Regional Development Australia Wheatbelt (RDAW) has advised an opportunity exists for the Shire of Brookton to become involved with an aggregated subscription to Grant Guru, initially over a 3-year period commencing June 2020.

A copy of the RDAW letter is offered as **Attachment 14.01.20.01A** to this report.

The letter outlines the purpose of Grant Guru as an internet subscription portal for Business and Community to locate grant funding opportunities. This proposal offers a ‘one stop shop’ for streamlining grant searches to suit the needs of the Shire, reducing the time spent researching, along with the resources to help produce quality applications.

In this organisation participating in a joint venture with RDAW & RDA Midwest Gascoyne (RDAMWG) a cross regional subscription can be created that will effectively reduce costs to the Shire in accessing the Grant Guru portal. RDAW have arranged a waiver of the initial set up costs, usually \$2,000 each, and will apply a charge of \$425 (usually \$7,000) ex GST per annum, requested in advance to access the program.

Description of Proposal:

This item relates to a regional grant portal connected via an internet-based software service that delivers Grant Guru funding opportunities throughout the Wheatbelt & Midwest Gascoyne region, facilitated by the RDAW & RDAMWG. Regional Wheatbelt Australia is requesting a commitment from 42 Local Governments in the Wheatbelt Region to be involved in a collaboration, namely providing access to the Grant Guru funding opportunities.

Each Shire, should they join, will have the benefit of a service streamlined to their needs with the addition of educational videos and written materials to enable suitably placed grant writing opportunities and a limit to crossover applications from competing Shire Offices. RDAW and RDAMWG will have “master user” information, as this will enable RDA to flag duplicating grant applications creating a coordinated approach to grant funding.

Background:

Grant funding is becoming increasingly vital to Council and the Community in their quest to progress opportunities for benefit of the region. This has never been more evident than within the current COVID-19 landscape that is likely to create an escalating need for grant funding to assist in recovery efforts for

local communities. It is expected there will be multiple funding opportunities arising from the Federal Government’s desire to improve opportunities and boost the economy after massive job losses and downslide of the economy, primarily due to pandemic quarantine measures.

It is not uncommon for Shire Grant Officers to liaise with RDAW when they are in search of funding for a new project and are seeking to afford better understanding of grant opportunities available for the regions or how others have acquired funding.

Consultation:

Regional Development Australia consulted with Grant Guru requested a cross regional subscription to access their portal as an internet-based software service, primarily to assist RDAMWG and RDAW in their ability to service those looking for funding opportunities such as Government, Business or Community Groups. This consultation afforded RDAW to reduce costs for those joining the program proposed to 63 Local Governments, 42 of which are Wheatbelt located.

Regional Development Australia has subsequently consulted Local Government zone members throughout late 2019 requesting support of the program.

Statutory Environment:

Local Government Act 1995 – Part 6 – Financial Management, Division 4 – General financial Provisions – 6.8 (1), (b).

Relevant Plans and Policy:

No plans or policy implications noted.

Financial Implications:

\$425 Annual Subscription – initially over a three-year period (Usually \$7000)

Program set up at nil cost – A saving of \$2000

Risk Assessment:

There is little risk to the Shire of Brookton joining the Grant Guru subscription other than the possibility of internet difficulties or grant opportunities not being streamlined effectively, however, this could be mitigated through RDAW monitoring of the portal, viewing applications and aspirations of the Shires and as such able to assist with applications.

| 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 |

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 Grant Guru portal aligns to the following Business Unit.

24. Community Support

24.6 Establish / co-ordinate community grants program

Comment

Overall the benefits of a collaborative approach under the Grant Guru proposal includes:

- Reduced subscription fees for Grant Guru.
- The ability to collaborate with other Shires, thus reducing cross over of applications within funding opportunities.
- Additional availability of training material (video and written).
- Empowered understanding of the grants landscape, and how to successfully access the funding.
- A valuable investment for COVID-19 recovery initiatives.

It is noted the Council currently has a budget allocation of \$350 (not utilized since 2016/17 budget) for subscription to 'Our Community Easy Grants'. This subscription offers many of the benefits of Grant Guru, with the only discernable difference being the lack of collaboration between Shires and RDAW. RDAW is an asset to the Shire of Brookton with extensive knowledge of grant funding/writing as well as Local Government procedures, making the collaboration worthy of consideration.

Additionally, the Shire of Brookton could be better placed in availing grant funding in a timely manner through the Grant Guru program/portal, further enhanced by the educational features and RDAW backing also on offer. Staff utilization would be optimized towards funding projects, plans and schemes in rapid succession, a likelihood while funding is prevalent over the pre and post COVID-19 pandemic.

Although a similar program is offered through 'Our Community Easy Grants' program at a reduced cost to the Shire of Brookton, this program lacks the collaboration within the local Shires or the backing of RDAW within their program. By adding \$75 per annum to the existing budget the Shire would acquire extensive information regarding local projects and all available grants with the RDAW backing through Grant Guru and be better placed to locate funding quickly and with ease. Given the current staffing levels at a regional level the benefits of participating in this program to and for the community cannot be underestimated.

OFFICER RECOMMENDATION

That Council agrees to:

- a) Join the Grant Guru program at annual subscription cost of \$425 (excl. GST) per annum over an initial 3-year period.
- b) Write to the Regional Development Australia Wheatbelt expressing the Shire of Brookton's willingness to participate in the Grant Guru program, including details of the point of contact person being the Shire's Projects Grants Officer.
- c) Endorse funding of \$425 (excl. GST) being allocated in the draft 2020-21 budget, and subsequent year budgets that cover the next three financial years.
- d) Cease allocation of \$350 to Our Community Easy Grants.

OCM 04.20-04

COUNCIL RESOLUTION

MOVED Cr Walker

SECONDED Cr Hartl

That Council agrees to:

- a) Join the Grant Guru program at annual subscription cost of \$425 (excl. GST) per annum over an initial 3-year period.***
- b) Write to the Regional Development Australia Wheatbelt expressing the Shire of Brookton's willingness to participate in the Grant Guru program, including details of the point of contact person being the Shire's Projects Grants Officer.***
- c) Endorse funding of \$425 (excl. GST) being allocated in the draft 2020-21 budget, and subsequent year budgets that cover the next three financial years.***
- d) Cease allocation of \$350 to Our Community Easy Grants.***

CARRIED BY SIMPLE MAJORITY VOTE 7-0

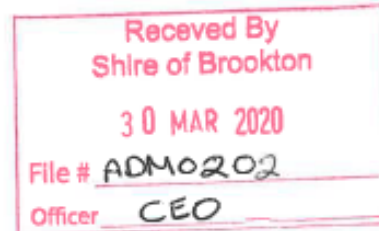
Attachments

14.04.20.01A



19 March 2020

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



RDA Wheatbelt Inc
3 Constable Street,
Gingin, WA, 6503

Tel: 08 9575 1888
Fax: 08 9575 1999

Email: admin@rdawheatbelt.com.au
Web: www.rdawheatbelt.com.au

ABN: 30 580 026 380

Dear Ian

Opportunity to join the Wheatbelt aggregated subscription to GrantGuru

Wheatbelt Local Governments (LGs) and RDA Wheatbelt spend a huge amount of time looking for funding streams to progress projects and limited resources often mean our LGs are disadvantaged in their endeavours to access that elusive 'pot of gold'.

This proposal offers a 'one stop shop' where grant searches can be tailored to your needs, reducing the time spent researching, along with the resources to help produce a quality application. Whilst LGs may have current GrantGuru subscription, copyright can limit the use for your local organisations, this subscription allows you to share your portal access. All at a fraction of the usual annual fee of \$7000 per LG plus \$2000 set up fee. This may be a valuable investment for COVID-19 recovery initiatives.

RDA Wheatbelt (RDAW) and RDA Midwest Gascoyne (RDAMWG) requested a cross regional proposal for a subscription to the GrantGuru portal. The proposed portal will help councils and communities find grants, be alerted to relevant grants and learn about best practice grant writing so they can win more grants to build their communities. It will also provide RDAW and RDAMWG with important 'master user' information including which grants our LGs are planning to apply for (flagging potential duplication), are applying for and grants they are winning. All of this helps us to form a more coordinated approach toward funding in the region by promoting collaborative efforts and preventing unnecessary regional competition.

The proposed regional grants portal, will be an internet based software service to assist RDAMWG and RDAW to empower LGs, Community Groups, businesses and RDA staff with a detailed understanding of the grants landscape as well as tools to easily find, learn about, apply for and manage applications for Federal, State and Local Government, and nongovernment grants and assistance. This service will greatly reduce recurrent efforts currently undertaken by those seeking funding for initiatives that enhance the economic growth of local communities. In short, this online service provides the 'Trivago for grants' as well as a learning space (written information) and additional tools (videos) to provide a 'how to' + 'make information quick and easy' service.

GrantGuru is offering LGs within the Wheatbelt and Midwest Gascoyne regions, an aggregated discount opportunity via RDAW and RDAMWG to help raise grant awareness amongst the region's communities and, in turn, promote economic growth. It is intended that the regional site will be developed and linked to both RDA websites for regional use with open access to all.

The GrantGuru subsidised subscription is being made available to RDAW and RDAMWG as a joint project for \$40,000 plus GST per year across 63 Local Governments. RDAW is unable to fund the 2/3 contribution for this subscription as a single entity, therefore we are proposing a cost sharing arrangement with all 42 Wheatbelt Local Governments, based on population size. RDAW's contribution will be through in kind support to all portal users in addition to an annual subscription cash contribution. An indication of in principle support for this proposal was sought from Zone members throughout late 2019.



An Australian Government Initiative

Please note – RDAs Wheatbelt and Midwest Gascoyne are not affiliated with, nor will they receive any benefits from Grant Guru for promotion of this proposal.

| Proposed Contribution Across all 42 Wheatbelt LGs and RDAW (2/3 of the \$40,000) | | | |
|---|----------------------|-----------------------------------|---------------------------|
| LG population - 2016 ABS | Number of LGs | Single Contribution ex GST | Total Contribution |
| Under 500 | 6 | \$300 | \$1,800 |
| 500 - 1000 | 15 | \$425 | \$6,375 |
| 1000 - 2000 | 12 | \$775 | \$9,300 |
| 2000 - 4000 | 5 | \$950 | \$4,750 |
| over 4000 | 4 | \$1,125 | \$4,500 |
| Total LGs | 42 | | |
| RDA Wheatbelt | | \$2,000 | \$2,000 |
| <i>NOTE - Initial discussions indicated some LGs may not participate in this program. Should this not be the case any surplus funding will be used for portal training and capacity building workshops.</i> | | | -2058.00 |
| Total funds required for 2/3 of joint subscription | | | \$26,667.00 |

GrantGuru are waiving the setup fee for this unique collaboration and RDAW is committed to this initiative, so we now approach you in asking for a commitment towards this highly valuable resource.

Request:

That the Shire of Brookton undertake a three year commitment to the collaborative GrantGuru portal at the cost of \$425 ex GST per year, in advance, commencing in June 2020 for the 2020-21 period. These funds will be paid to RDA Wheatbelt Inc who will be managing the payments to GrantGuru.

To participate in this initiative we request that you provide evidence of your commitment in writing by the 29th May 2020. We also request contact details of the person who will be your point of contact.

Examples of GrantGuru portals (We cannot access specific information relevant to each portal owner):

- RDA Adelaide Hills, Fleurieu and Kangaroo Island www.rdahc.grantguru.com.au
- Sunshine Coast Council www.sunshinecoast.grantguru.com.au
- Noosa Council www.noosa.grantguru.com.au

Yours sincerely



Mandy Walker
 Director Regional Development
 Regional Development Australia Wheatbelt Inc
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 E: mandy.walker@rdawheatbelt.com.au

14.04.20.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2020

| | |
|---------------------------------|---|
| File No: | N/A |
| Date of Meeting: | 19 March 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: | Amy Eva - Manager Corporate and Community |
| 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 31st March 2020 is presented to Council.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 31st March 2020, as presented.

Background:

In accordance with regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council.

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

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.

The Next Generation Brookton Corporate Compendium (May 2018) - Finance Activities.

Financial Implications:

The Budget is regularly monitored on at least a monthly basis, by the CEO, Deputy CEO, Corporate Business Officer (Compliance & Finance). 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:

No risk identified 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'S RECOMMENDATION

That Council

1. Receives the Monthly Statements of Financial Activity for the period ending 31st March 2020, as presented in Attachment 14.04.20.02A.

OCM 04.20-05

COUNCIL RESOLUTION

MOVED Cr Fancote SECONDED Cr Walker

That Council receives the Monthly Statements of Financial Activity for the period ending 31st March 2020, as presented in Attachment 14.04.20.02A.

CARRIED BY SIMPLE MAJORITY VOTE 7-0

Attachments

14.04.20.02A

Shire of Brookton
MONTHLY FINANCIAL REPORT
For the Period Ended 31 March 2020

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Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 March 2020

| | Note | Adopted Annual Budget | Current Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(b) | Var. |
|--|------|-----------------------|----------------|----------------|----------------|-----------------|--------------------|------|
| Operating Revenues | | \$ | | \$ | \$ | \$ | % | |
| Governance | | 13,250 | 16,250 | 14,249 | 50,871 | 36,622 | 257.01% | ▲ |
| General Purpose Funding | | 1,203,944 | 1,203,944 | 489,710 | 470,843 | (18,867) | (3.85%) | |
| Law, Order and Public Safety | | 29,743 | 29,743 | 22,302 | 34,389 | 12,087 | 54.20% | ▲ |
| Health | | 1,100 | 1,100 | 1,025 | 928 | (97) | (9.43%) | |
| Education and Welfare | | 4,466,911 | 4,466,911 | 3,355,157 | 2,129,234 | (1,225,923) | (36.54%) | ▼ |
| Housing | | 87,209 | 87,209 | 65,394 | 74,738 | 9,344 | 14.29% | |
| Community Amenities | | 414,478 | 424,478 | 318,330 | 398,214 | 79,884 | 25.09% | ▲ |
| Recreation and Culture | | 39,682 | 39,682 | 29,718 | 47,538 | 17,820 | 59.96% | ▲ |
| Transport | | 609,666 | 609,666 | 453,051 | 604,171 | 151,120 | 33.36% | ▲ |
| Economic Services | | 47,950 | 47,950 | 35,946 | 40,785 | 4,839 | 13.46% | |
| Other Property and Services | | 36,560 | 36,560 | 27,414 | 77,786 | 50,372 | 183.75% | ▲ |
| Total (Excluding Rates) | | 6,950,493 | 6,963,493 | 4,812,296 | 3,929,498 | (882,798) | (18.34%) | |
| Operating Expense | | | | | | | | |
| Governance | | (577,418) | (585,418) | (431,415) | (400,458) | 30,957 | 7.18% | |
| General Purpose Funding | | (218,146) | (218,146) | (167,527) | (135,803) | 31,724 | 18.94% | ▲ |
| Law, Order and Public Safety | | (225,507) | (225,507) | (167,435) | (130,766) | 36,669 | 21.90% | ▲ |
| Health | | (74,104) | (74,104) | (55,978) | (37,418) | 18,560 | 33.16% | ▲ |
| Education and Welfare | | (4,559,009) | (4,559,009) | (3,434,056) | (2,306,951) | 1,127,105 | 32.82% | ▲ |
| Housing | | (207,570) | (207,571) | (157,916) | (125,252) | 32,664 | 20.68% | ▲ |
| Community Amenities | | (513,464) | (513,464) | (388,709) | (334,782) | 53,927 | 13.87% | ▲ |
| Recreation and Culture | | (998,079) | (1,010,979) | (754,486) | (680,232) | 74,254 | 9.84% | |
| Transport | | (3,450,540) | (3,450,540) | (2,581,686) | (2,199,525) | 382,161 | 14.80% | ▲ |
| Economic Services | | (188,441) | (188,441) | (143,649) | (144,725) | (1,076) | (0.75%) | |
| Other Property and Services | | (22,729) | (22,729) | (87,412) | (143,428) | (56,016) | (64.08%) | ▼ |
| Total | | (11,035,007) | ##### | (8,370,269) | (6,639,340) | 1,730,929 | 20.68% | |
| Funding Balance Adjustment | | | | | | | | |
| Add back Depreciation | | 2,910,437 | 2,910,437 | 2,182,828 | 1,953,270 | (229,558) | (10.52%) | |
| Adjust (Profit)/Loss on Asset Disposal | 6 | 1,100 | 1,100 | 825 | (41,790) | (42,615) | (5165.44%) | ▼ |
| Disposal of Minor Equipment | | 0 | 0 | 0 | 1,042 | 1,042 | #DIV/0! | |
| Adjust (Profit)/Loss on Asset Revaluation | | 0 | 0 | 0 | 0 | 0 | | |
| Movement in Non Cash Provisions | | 0 | 0 | 0 | 0 | 0 | | |
| Net Operating (Ex. Rates) | | (1,172,977) | (1,180,878) | (1,374,320) | (797,320) | 575,958 | (41.91%) | |
| Capital Revenues | | | | | | | | |
| Proceeds from Disposal of Assets | 6 | 93,000 | 93,000 | 69,750 | 7,204,703 | 7,134,953 | (10229.32%) | |
| Proceeds from New Debentures | 5 | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| Self-Supporting Loan Principal | | 21,296 | 21,296 | 15,972 | 8,240 | (7,732) | (48.41%) | |
| Transfer from Reserves | 5 | 1,000,479 | 1,000,479 | 750,359 | 770,196 | 19,836 | 2.64% | |
| Total | | 1,114,775 | 1,114,775 | 836,081 | 7,983,139 | 7,147,058 | | |
| Capital Expenses | | | | | | | | |
| Land and Buildings | 6 | (201,000) | (201,000) | (150,750) | (66,795) | 83,955 | 55.69% | ▲ |
| Plant and Equipment | 6 | (521,440) | (521,440) | (391,080) | (502,992) | (111,912) | (28.62%) | ▼ |
| Furniture and Equipment | 6 | (100,000) | (95,000) | (71,250) | (68,437) | 2,813 | 3.95% | |
| Infrastructure Assets - Roads & Bridges | 6 | (1,043,471) | (1,106,562) | (829,922) | (842,525) | (12,604) | (1.52%) | |
| Infrastructure Assets - Sewerage | 6 | (32,000) | (82,000) | (61,500) | (80,666) | (19,166) | (31.16%) | ▼ |
| Infrastructure Assets - Richardson St Footpath | 6 | (30,000) | (30,000) | (22,500) | (28,535) | (6,035) | (26.82%) | ▼ |
| Repayment of Debentures | 7 | (254,174) | (254,174) | (190,631) | (238,637) | (48,006) | (25.18%) | ▼ |
| Transfer to Reserves | 5 | (1,205,975) | (1,205,975) | (904,481) | (8,026,979) | (7,122,498) | (787.47%) | ▼ |
| Total | | (3,388,060) | (3,496,151) | (2,622,113) | (9,855,567) | (7,233,454) | 275.86% | |
| Net Capital | | (2,273,285) | (2,381,376) | (1,786,032) | (1,872,429) | (86,397) | 4.84% | |
| Total Net Operating + Capital | | (3,446,262) | (3,562,254) | (3,160,352) | (2,669,749) | 489,562 | 15.49% | |
| Rate Revenue | | 2,310,718 | 2,310,718 | 2,310,718 | 2,293,302 | (17,416) | (0.75%) | |
| Opening Funding Surplus(Deficit) | | 1,135,542 | 1,133,017 | 1,133,017 | 1,133,017 | 2,525 | 0.22% | |
| Closing Funding Surplus(Deficit) | 3 | (2) | (118,519) | 283,383 | 756,570 | 474,671 | | |

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 31 March 2020

NOTE

| | 2019/20 | 2016/18 | 2019/20 | 2019/20 | Variance |
|---|----------------|----------------|-------------|-------------|-----------------------------|
| | Adopted Budget | Current Budget | YTD Budget | YTD Actual | YTD Budget vs YTD Actual |
| | \$ | \$ | \$ | \$ | \$ |
| REVENUES FROM ORDINARY ACTIVITIES | | | | | |
| Rates | 2,310,718 | 2,310,718 | 2,310,718 | 2,293,302 | (17,416) |
| Operating Grants, Subsidies and Contributions | 4,459,590 | 4,474,690 | 2,817,499 | 2,030,563 | (786,936) |
| Fees and Charges | 1,648,336 | 1,648,336 | 1,246,338 | 1,136,804 | (109,534) |
| Interest Earnings | 220,264 | 220,264 | 160,723 | 78,502 | (82,221) |
| Other Revenue | 86,323 | 86,323 | 66,856 | 109,118 | 42,262 |
| | 8,725,231 | 8,740,331 | 6,602,134 | 5,648,289 | (953,845) |
| EXPENSES FROM ORDINARY ACTIVITIES | | | | | |
| Employee Costs | (1,649,585) | (1,649,587) | (1,254,286) | (1,149,720) | 104,566 |
| Materials and Contracts | (6,006,031) | (6,064,381) | (4,585,575) | (3,170,762) | 1,414,813 |
| Utilities | (174,264) | (174,264) | (129,882) | (134,246) | (4,364) |
| Depreciation | (2,910,437) | (2,910,437) | (2,182,698) | (1,953,270) | 229,428 |
| Interest Expenses | (94,529) | (94,181) | (65,885) | (38,470) | 27,415 |
| Insurance | (189,977) | (189,977) | (186,006) | (180,085) | 5,921 |
| Other Expenditure | (9,084) | (3,326) | (3,290) | (5,666) | (2,376) |
| | (11,033,907) | (11,086,153) | (8,407,622) | (6,632,219) | 1,775,403 |
| | (2,308,676) | (2,345,822) | (1,805,488) | (983,930) | 821,558 |
| Non-Operating Grants, Subsidies & Contributions | 520,880 | 520,880 | 520,880 | 525,600 | 4,720 |
| Profit on Asset Disposals | - | - | - | 48,911 | 48,911 |
| Loss on Asset Disposals | (1,100) | (1,100) | (1,100) | (7,121) | (8,221) |
| NET RESULT | (1,788,896) | (1,826,042) | (1,285,708) | (416,540) | 866,968 |

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 1: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE (EXCLUDING RATES)

4 Governance

Various items including - prize from secondary freight, insurance claims, LGIS member rebate and Trust terminations per Auditors instructions

3 General Purpose Funding

Sale of Kalkarni - less interest earned - Budget amendment to be applied

5 Law, Order and Public Safety

Additional funds received due to overspend previous year

7 Health

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

8 Education and Welfare

Kalkarni Sale - Budget amendments to be applied

9 Housing

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

10 Community Amenities

Budget profile calculated over 12 mths Refuse & Sewerage rates - will self correct over time. Additional large planning fees received for CBH refurb.

11 Recreation and Culture

\$15,000 received over and above budget - Telegraph windup. Grant funds received for shadesails at oval.

12 Transport

Additional funds received for water usage from standpipe due to CBH refurb.

13 Economic Services

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

14 Other Property and Services

Profit on Sale of Asset - Loader greater than budgeted, Insurance claims received, Fees & Charges received not in adopted budget

OPERATING EXPENSES

4 Governance

Budget profiling calculated over 12 mths for 19/20 - will self correct over time

3 General Purpose Funding

Expenses to date, lower than anticipated

5 Law, Order and Public Safety

Budget profiling calculated over 12 mths for 19/20 - will self correct over time

7 Health

Saddleback General Operating Expenses - Drs contract invoices not yet paid

8 Education and Welfare

Kalkarni Sale - Budget amendments to be applied

9 Housing

Timing Issue - will self correct

10 Community Amenities

Underspend to date on Town Planning and general operating expenditure in general, with focus on Refuse and Sewerage - will self correct over time

11 Recreation and Culture

Underspend to date will self correct over time

12 Transport

Underspend to date will self correct over time

13 Economic Services

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

14 Other Property and Services

Employee costs up and loss on sale of asset significantly reflected here

CAPITAL REVENUE

Proceeds from Disposal of Assets

Significantly up due to sale proceeds from Kalkarni & Saddleback

Self-Supporting Loan Principal

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

Transfer from Reserves

Reserve Transfers will be completed at maturity.

CAPITAL EXPENSES

Land and Buildings

Timing Issue - will self correct

Plant and Equipment

Timing Issue - will self correct

Furniture and Equipment

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

Infrastructure Assets - Roads & Bridges

Timing issue, work underway.

Infrastructure Assets - Sewerage

Increased costs of CCTV assessment - timing issue will self correct

Infrastructure Assets - Concrete Footpath (Richardson St)

Timing Issue - will self correct

Repayment of Debentures

Early Payout of Loans

Transfer to Reserves

Significantly up due to sale proceeds from Kalkarni & Saddleback

OTHER ITEMS

Rate Revenue

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

Opening Funding Surplus(Deficit)

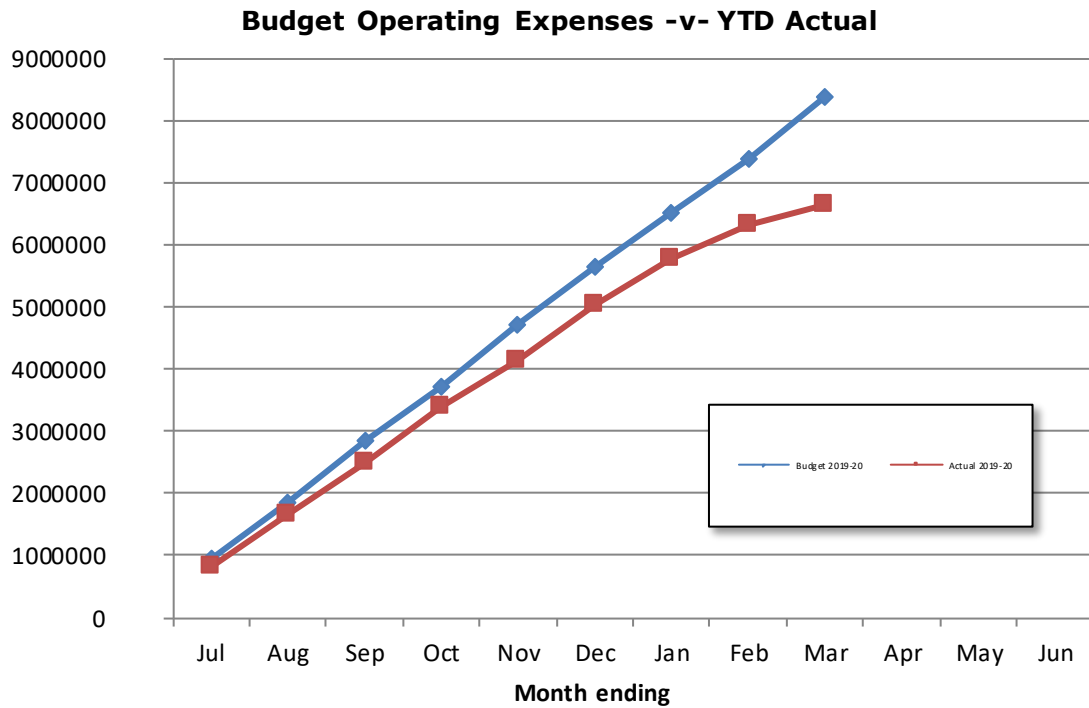
Within variance threshold of \$10,000 or 10%

Closing Funding Surplus (Deficit)

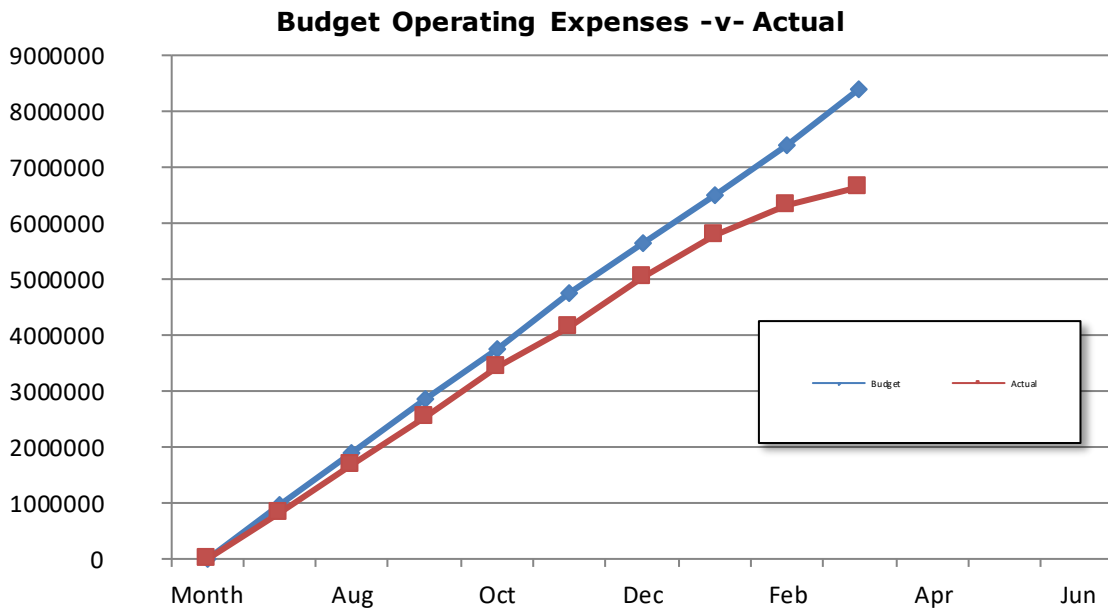
Within variance threshold of \$10,000 or 10%

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 2 - Graphical Representation - Source Statement of Financial Activity

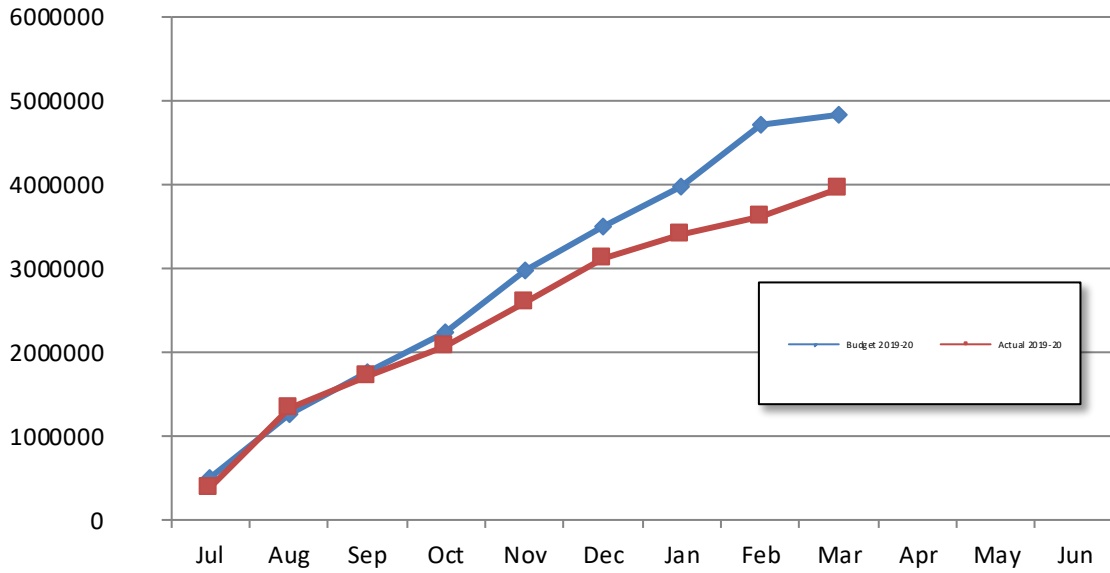


Comments/Notes - Operating Expenses



Comments/Notes - Operating Revenues

Budget Operating Revenues -v- Actual

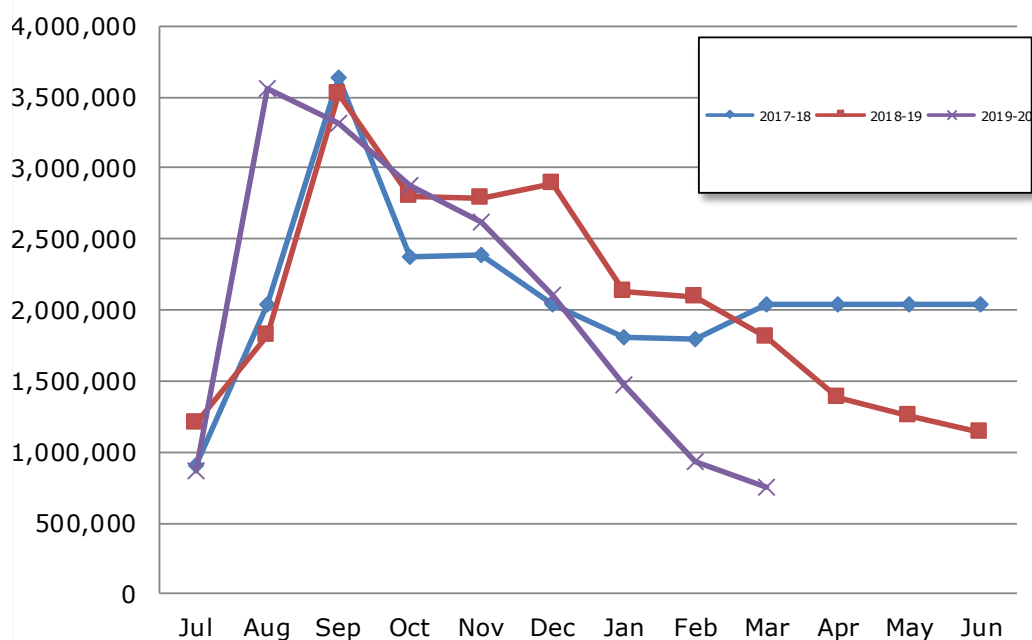


Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 3: NET CURRENT FUNDING POSITION

| Positive=Surplus (Negative=Deficit) | | | | |
|-------------------------------------|-------------------|------------------------|------------------------|----------------------------|
| 2019-20 | | | | |
| Note | This Period | Same Period 2018/19 | Same Period 2017/18 | Surplus C/F 1 July 2019 |
| | \$ | \$ | \$ | \$ |
| Current Assets | MAR 2020 | MAR 2019 | MAR 2018 | |
| Cash Unrestricted | 534,025 | 1,909,191 | 2,038,002 | 1,263,900 |
| Cash Restricted | 12,510,259 | 5,025,777 | 4,259,065 | 5,253,475 |
| Receivables | 1,053,097 | 4,146,092 | 3,476,551 | 4,146,803 |
| Non-Cash provision movement | 0 | 0 | 0 | 0 |
| Inventories | 27,930 | 25,673 | 16,322 | 16,487 |
| | 14,125,312 | 11,106,733 | 9,789,940 | 10,680,665 |
| Less: Current Liabilities | | | | |
| Payables and Provisions | (858,483) | (4,262,341) | (3,496,657) | (4,294,173) |
| | (858,483) | (4,262,341) | (3,496,657) | (4,294,173) |
| Less: Cash Restricted | (12,510,259) | (5,025,777) | (4,259,065) | (5,253,475) |
| Net Current Funding Position | 756,570 | 1,818,615 | 2,034,218 | 1,133,017 |

Note 2 - Liquidity Over the Year



Comments - Net Current Funding Position

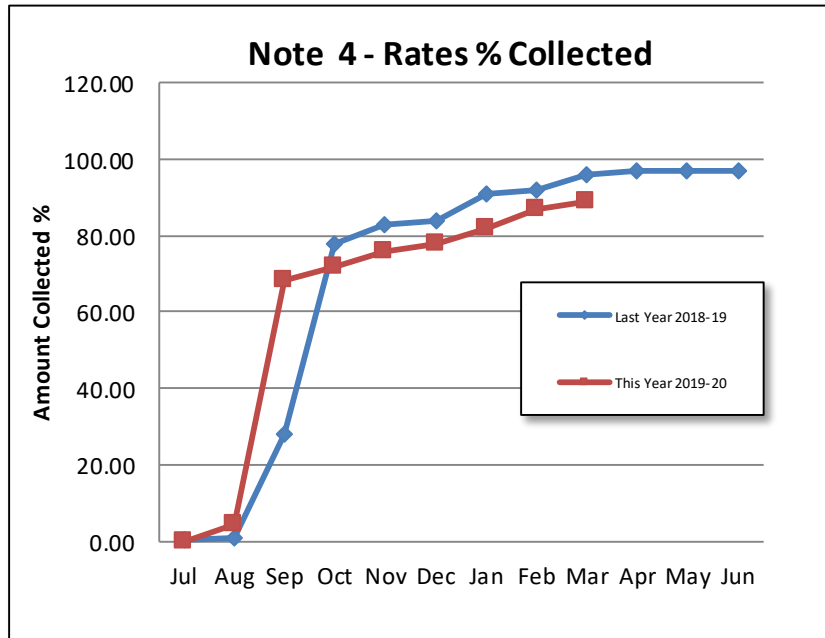
Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 4: RECEIVABLES
Receivables - Rates, Sewerage and Rubbish

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

| | Current 2019-20 | Previous Year 2018-19 |
|------------------------------|--------------------|--------------------------|
| | \$ | \$ |
| | 86,273 | 53,825 |
| | 2,663,396 | 2,645,135 |
| | (2,451,557) | (2,464,579) |
| | 298,112 | 234,381 |
| Net Rates Collectable | 298,112 | 234,381 |
| % Collected | 89.16% | 91.32% |

Net Rates Collectable
 % Collected

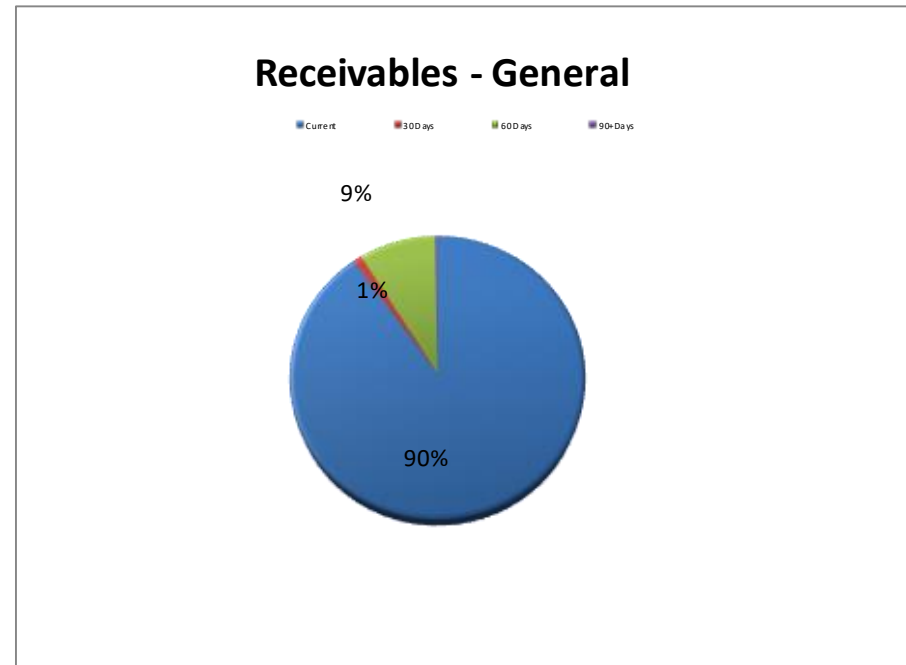


Comments/Notes - Receivables Rates, Sewerage and Rubbish

Receivables - General

| | Current | 30 Days | 60 Days | 90+Days |
|--------------------------|---------|---------|---------|---------------|
| | \$ | \$ | \$ | \$ |
| | 71,614 | 771 | 6,877 | 223 |
| Total Outstanding | | | | 79,484 |

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 31 March 2020

Note 5: Cash Backed Reserves

| Name | Opening Balance | Budget Interest Earned | Actual Interest Earned | Adopted Budget Transfers In (+) | Actual Transfers In (+) | Adopted Budget Transfers Out (-) | Actual Transfers Out (-) | Adopted Budget Closing Balance | Actual YTD Closing Balance |
|---|------------------|------------------------|------------------------|---------------------------------|-------------------------|----------------------------------|--------------------------|--------------------------------|----------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Leave Reserve | 116,698 | 2,180 | 1,164 | 20,000 | 20,000 | | | 138,878 | 137,862 |
| Plant and Vehicle Reserve and Community Bus Reserve | 972,025 | 14,220 | 8,213 | 302,506 | 292,506 | (502,506) | (491,001) | 786,245 | 781,742 |
| Land & Housing Development Reserve/Independent Living Units | 1,335,350 | 24,956 | 12,528 | 205,781 | 180,781 | (174,381) | (146,640) | 1,391,706 | 1,382,019 |
| Furniture and Equipment Reserve | 80,392 | 1,502 | 563 | 20,000 | | (45,000) | (45,000) | 56,894 | 35,955 |
| Municipal Buildings & Facilities Reserve | 329,433 | 4,522 | 3,260 | 50,000 | 50,000 | (55,000) | | 328,955 | 382,693 |
| Townscape and Footpath Reserve | 103,203 | 989 | 1,039 | 20,000 | 20,000 | | | 124,192 | 124,242 |
| Sewerage Scheme Reserve | 368,937 | 6,895 | 3,646 | 55,000 | 55,000 | | | 430,832 | 427,583 |
| Road and Bridge Infrastructure Reserve | 399,046 | 8,267 | 4,596 | 220,000 | 220,000 | | | 627,313 | 623,642 |
| Health & Wellbeing reserve | 588,020 | 13,231 | 5,971 | 56,592 | 55,554 | (100,000) | | 557,843 | 649,545 |
| Sport & Recreation Reserve | 26,206 | 490 | 243 | 5,000 | | | | 31,696 | 26,449 |
| Rehabilitation & Refuse Reserve | 117,955 | 2,204 | 1,094 | 50,000 | | | | 170,159 | 119,049 |
| Saddleback Building Reserve | 55,554 | 1,038 | 0 | | | (56,592) | (55,554) | 0 | (0) |
| Caravan Park Reserve | 141,635 | 2,647 | 1,314 | 10,000 | | | | 154,282 | 142,949 |
| Brookton Heritage/Museum Reserve | 45,421 | 850 | 421 | 1,000 | | | | 47,271 | 45,842 |
| Kweda Hall Reserve | 16,758 | 613 | 155 | 1,000 | | | | 18,371 | 16,913 |
| Aldersyde Hall Reserve | 25,806 | 0 | 0 | | | | | 25,806 | 25,806 |
| Railway Station Reserve | 118,053 | 2,206 | 1,095 | 10,000 | | (35,000) | | 95,259 | 119,148 |
| Madison Square Units Reserve | 25,249 | 472 | 234 | 5,000 | | | | 30,721 | 25,483 |
| Cemetery Reserve | 33,330 | 623 | 309 | 10,000 | | | | 43,953 | 33,639 |
| Water Harvesting Reserve | 44,744 | 808 | 285 | 35,000 | | (32,000) | (32,000) | 48,552 | 13,029 |
| Developer Contribution | 2,697 | 50 | 25 | | | | | 2,747 | 2,722 |
| Cash Contingency Reserve | 177,499 | 3,317 | 1,647 | 24,596 | | | | 205,412 | 179,146 |
| Brookton Aquatic Reserve | 129,464 | 2,420 | 1,201 | 10,000 | | | | 141,884 | 130,665 |
| Capital Investment Reserve | 0 | 0 | 0 | 0 | 7,084,132 | | | 0 | 7,084,132 |
| Unspent Grants & Contributions | 0 | 0 | 0 | | | | | 0 | 0 |
| | 5,253,475 | 94,500 | 49,005.23 | 1,111,475 | 7,977,974 | (1,000,479) | (770,196) | 5,458,971 | 12,510,258 |

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 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) |
| 55,000 | 65,000 | 10,000 | PL6 Cat Loader | \$ 55,000 | | \$ 102,500 | \$ 47,500 |
| 26,100 | 18,000 | (8,100) | PT13 Single Axle Truck | | | | 0 |
| 13,000 | 10,000 | (3,000) | PM8 John Deere Mower | 13,000 | | 5,700 | (7,121) |
| | 0 | 0 | Sale of Depot Surplus Items | 0 | | | 1,042 |
| 13,238 | 0 | 0 | PT11 ISUZU NH NPR 200 TIPPER - BO5367 | 13,238 | | 13,573 | 369 |
| 0 | 0 | 0 | Kalkarni Agecare Facility & Saddleback Medical Centre | 7,082,931 | | 7,082,931 | (0) |
| 0 | 0 | 0 | | 0 | | 0 | 0 |
| 0 | 0 | 0 | | 0 | | 0 | 0 |
| 0 | 0 | 0 | | 0 | | 0 | 0 |
| 0 | 0 | 0 | | 0 | | 0 | 0 |
| 107,338 | 93,000 | (1,100) | | 7,164,169 | | 7,204,703 | 41,789 |

Comments - Capital Disposal

| Summary Acquisitions | | | | |
|---|------------------|------------------|------------------|----------------|
| | Budget | Current Budget | Actual | Variance |
| | \$ | | \$ | \$ |
| Property, Plant & Equipment | | | | |
| Land and Buildings | 201,000 | 201,000 | 66,795 | 134,205 |
| Plant & Equipment | 510,000 | 480,000 | 502,992 | (22,992) |
| Furniture & Equipment | 100,000 | 95,000 | 68,437 | 26,563 |
| Infrastructure | | | | |
| Roadworks & Bridge Works & Footpaths | 1,043,471 | 1,106,562 | 842,525 | 264,037 |
| Footpath Construction - Richardson Street | 30,000 | 30,000 | 28,535 | 1,465 |
| Sewerage & Drainage | 32,000 | 82,000 | 80,666 | 1,334 |
| Totals | 1,916,471 | 1,994,562 | 1,589,951 | 404,611 |

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 7: INFORMATION ON BORROWINGS

| Particulars | Loan Purpose | Due Date | Term (yrs) | Rate (%) | Principal 1-Jul-19 | New Loans | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|--|---|------------|------------|----------|-----------------------|--------------|-------------------------|----------------|--------------------------|------------------|------------------------|---------------|
| | | | | | \$ | | \$ | Actual \$ | Budget \$ | Actual \$ | Budget \$ | Actual \$ |
| Self Supporting Loans | | | | | | | | | | | | |
| *Loan 78 Senior Citizen's Homes | Construction of Mokine Cottages | 17/06/2024 | 15 | 6.74 | 89,416 | - | 103,756 | 89,416 | (14,340) | 82,931 | (263) | 6,485 |
| *Loan 79 Multifunctional Family Centre | Purchase of the Building | 1/08/2020 | 15 | 5.82 | - | - | - | - | - | - | - | - |
| | Extension and Refurbishment of the Club House | | | | | | | | | | | |
| *Loan 82 Country Club | Club House | 15/11/2027 | 20 | 6.95 | 237,124 | - | 10,466 | 21,296 | 226,658 | 219,260 | 7,229 | 17,864 |
| Governance | | | | | | | | | | | | |
| Loan 75 Administration | Shire Office Renovations | 3/08/2026 | 25 | 6.46 | 47,061 | - | 56,133 | 47,061 | (9,072) | 43,754 | 389 | 3,307 |
| Education & Welfare | | | | | | | | | | | | |
| Loan 80 Kalkarni Residency | Kalkarni Residence | 1/02/2026 | 25 | 5.63 | 72,291 | - | 8,451 | 8,689 | 63,840 | 67,800 | 2,754 | 4,491 |
| Housing | | | | | | | | | | | | |
| Loan 80 Staff Housing | Staff Housing | 1/02/2026 | 25 | 5.63 | 119,280 | - | 13,944 | 14,337 | 105,336 | 111,871 | 4,545 | 7,409 |
| Community Amenities | | | | | | | | | | | | |
| Loan 80 Sewerage | Sewerage Extension | 1/02/2026 | 25 | 5.63 | 50,604 | - | 5,916 | 6,082 | 44,688 | 47,460 | 1,928 | 3,144 |
| Transport | | | | | | | | | | | | |
| Loan 80 Grader | New Grader | 1/02/2026 | 25 | 5.63 | 119,280 | - | 13,944 | 14,337 | 105,336 | 111,871 | 4,545 | 7,409 |
| Recreation and Culture | | | | | | | | | | | | |
| Loan 81 Sport & Recreation | Recreation Plan | 1/11/2027 | 20 | 6.95 | 589,663 | - | 26,026 | 52,956 | 563,637 | 545,243 | 17,332 | 44,420 |
| | | | | | 1,324,719 | - | 238,637 | 254,174 | 1,086,082 | 1,230,190 | 38,459 | 94,529 |

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 8: CASH AND INVESTMENTS

| | | | | | | | |
|---|-------|---------|------------|--------|-----------|-------------|------------|
| (a) Cash Deposits | | | | | | | |
| Municipal Cash at Bank - Operating Account | 0.00% | 29,286 | | | 29,286 | Bendigo | |
| Municipal Cash at Bank - Cash Management Account | 0.00% | 489,105 | | | 489,105 | Bendigo | |
| Municipal Cash at Bank - Independent Living Units | 0.00% | 9,484 | | | 9,484 | Bendigo | |
| Bond Fund | 0.00% | 6,150 | | | 6,150 | Bendigo | |
| Trust Cash at Bank | 0.00% | | 20,740 | | 20,740 | Bendigo | |
| (b) Term Deposits | | | | | | | |
| Reserves | 1.55% | | 5,172,187 | | 5,172,187 | Bendigo | 02/04/2020 |
| Reserves | 0.90% | | 253,939 | | 253,939 | WA Treasury | 02/04/2020 |
| Reserves | 1.60% | | 7,084,132 | | 7,084,132 | Bendigo | 20/08/2020 |
| (c) Investments | | | | | | | |
| Bendigo Bank Shares | | | | 10,000 | 10,000 | Bendigo | |
| Total | | 534,024 | 12,510,259 | 20,740 | 10,000 | 13,075,023 | |

Comments/Notes - Investments

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 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 31 March 2020 |
|---------------------------------|--|--------------------|-----------------|---|
| | \$ | \$ | \$ | \$ |
| Housing Bonds | 1,200 | 0 | (1,200) | 0 |
| Other Bonds | 12,960 | 8,950 | (15,630) | 6,280 |
| Rates Incentive Prize | 200 | 0 | (200) | 0 |
| Staff AFL Tipping | 0 | 0 | 0 | 0 |
| Les McMullen Sporting Grants | 0 | 0 | 0 | 0 |
| Gnulla Child Care Facility | 3,073 | 0 | (3,073) | 0 |
| Wildflower Show Funds | 1,240 | 0 | (1,240) | 0 |
| Kalkami Resident's Accounts | 0 | 0 | 0 | 0 |
| Public Open Space Contributions | 13,820 | 0 | 0 | 13,820 |
| Developer Road Contributions | (0.50) | 0 | 0 | (1) |
| Unclaimed Money | 30 | 580 | 0 | 610 |
| | 32,523 | 9,530 | (21,343) | 20,710 |

1. Developer Road Contributions are:

T129 Allington - Grosser Street -\$1.00 Rounding

Road Contributions are required to be transferred out of Trust into Reserve/Muni for designated purpose.

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.

It is to be investigated whether funds can be applied against POS projects such as the Robinson Street Development.

3. Gnulla Child Care Facility

This is an aged transaction. Consider transferring funds to Muni once a designated project has been identified.

4. Housing Bond

Bond is to either be refunded, expended or transferred to the Bonds Authority.

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 31 March 2020

Note 11 Sewerage Operating Statement

| NOTE | 2019/20 Adopted Budget \$ | 2019/20 YTD Budget \$ | 2019/20 YTD Actual \$ | Variance YTD Budget vs YTD Actual \$ |
|---|---------------------------------|-----------------------------|-----------------------------|---|
| REVENUES FROM ORDINARY ACTIVITIES | | | | |
| Sewerage Connection Fees and Charges | 1,590 | 1,590 | 472 | (1,118) |
| Annual Sewerage Rates | 203,265 | 203,265 | 192,913 | (10,352) |
| | 204,855 | 204,855 | 193,385 | (11,470) |
| EXPENSES FROM ORDINARY ACTIVITIES | | | | |
| Employee Costs | (1,119) | (839) | (2,030) | (1,191) |
| Materials and Contracts | (60,100) | (45,075) | (44,497) | 578 |
| Utilities | (8,050) | (6,038) | (2,560) | 3,477 |
| Depreciation | (39,788) | (29,841) | (26,739) | 3,102 |
| Interest Expenses | (3,144) | (2,358) | (1,928) | 430 |
| Insurance | (243) | (182) | (244) | (62) |
| General Operating Expenses | (1,434) | (1,076) | (2,693) | (1,618) |
| Allocation of Administration Expense | (38,985) | (29,239) | (28,764) | 475 |
| | (152,863) | (114,647) | (109,455) | 5,192 |
| | 51,992 | 90,208 | 83,930 | (6,278) |
| Add Back Depreciation | 39,788 | 29,841 | 26,739 | (3,102) |
| Non-Operating Grants, Subsidies & Contributions | - | - | - | - |
| Profit on Asset Disposals | - | - | - | - |
| Loss on Asset Disposals | - | - | - | - |
| Transfer to Sewerage and Drainage Reserve | 55,000 | 41,250 | (55,000) | 96,250 |
| Transfer from Sewerage and Drainage Reserve | - | - | - | - |
| NET RESULT | 146,780 | 161,299 | 55,669 | 86,870 |

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 31 March 2020

Note 12 WB Eva Pavilion Operating Statement

| NOTE | 2019/20 | 2019/20 | 2019/20 | Variance |
|--|-----------------|-----------------|-----------------|-----------------------------|
| | Adopted Budget | YTD Budget | YTD Actual | YTD Budget vs YTD Actual |
| | \$ | \$ | \$ | \$ |
| REVENUES FROM ORDINARY ACTIVITIES | | | | |
| Hire Fees - WB Eva Pavilion | 2,980 | 2,235 | 2,405 | 170 |
| Sporting Club Fees | 5,500 | 4,125 | 2,632 | (1,493) |
| Gymnasium Income | 11,060 | 8,295 | 6,995 | (1,300) |
| | 19,540 | 14,655 | 12,032 | (2,623) |
| EXPENSES FROM ORDINARY ACTIVITIES | | | | |
| Employee Costs | (3,230) | (2,423) | (1,352) | 1,070 |
| Materials and Contracts | (34,410) | (25,808) | (38,336) | (12,529) |
| Utilities | (3,750) | (2,813) | (2,400) | 412 |
| Interest Expenses | (44,420) | (33,315) | (17,332) | 15,983 |
| Insurance | (4,777) | (3,583) | (4,700) | (1,117) |
| General Operating Expenses | (5,277) | (3,958) | (1,643) | 2,315 |
| Gymnasium Operating | (16,220) | (12,159) | (3,025) | 9,134 |
| | (95,864) | (71,898) | (68,789) | 6,134 |
| | (76,324) | (57,243) | (56,757) | 3,511 |
| NET RESULT | (76,324) | (57,243) | (56,757) | 3,511 |

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Acquatic Centre
For the Period Ended 31 March 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 | | 35,000 | 26,250 | 26,662 | 412 | 1.57% |
| Total Revenue | | 35,000 | 26,250 | 26,662 | 412 | 1.57% |
| Operating Expenses | | | | | | |
| Brookton Caravan Park | CARAOP | (26,245) | (19,684) | (15,202) | 4,482 | (22.77%) |
| Brookton Caravan Park | MARKOP | (4,000) | (3,000) | 0 | | |
| Caravan Park Depreciation | | (1,042) | (782) | (694) | 87 | (11.14%) |
| Caravan Park Abc Administration Expenses | | (41,822) | (31,367) | (30,858) | 509 | (1.62%) |
| Total | | (73,109) | (54,832) | (46,754) | 5,078 | 9.26% |
| Operating Surplus (Deficit) | | (38,109) | (28,582) | (20,092) | 5,490 | 19% |
| Excluding Non Cash Adjustments | | | | | | |
| Add back Depreciation | | 1,042 | 782 | 694 | (87) | (11.14%) |
| Net Operating Surplus (Deficit) | | (37,067) | (27,800) | (19,398) | 5,403 | (19.43%) |
| Note 13 (b): Brookton Acquatic Centre | | | | | | |
| Operating Revenue | | | | | | |
| POOL FEES & CHARGES | | 10,500 | 7,875 | 11,479 | 3,604 | 45.77% |
| POOL GRANTS & SUBSIDIES | | 0 | 0 | 0 | 0 | 0.00% |
| Total Revenue | | 10,500 | 7,875 | 11,479 | 3,604 | 45.77% |
| Operating Expenses | | | | | | |
| POOL EMPLOYEE COSTS | | 0 | 0 | 0 | 0 | 0.00% |
| POOL GENERAL OPERATING EXPENSES | | (97,850) | (73,388) | (67,414) | 5,974 | (8.14%) |
| POOL BUILDING MAINTENANCE | | (15,756) | (11,817) | (12,649) | (832) | 7.04% |
| POOL DEPRECIATION | | (11,839) | (8,879) | (7,886) | 993 | (11.18%) |
| POOL ABC ADMINISTRATION EXPENSES | | (32,411) | (24,308) | (23,914) | 395 | (1.62%) |
| Total | | (157,856) | (118,392) | (111,862) | 6,530 | 5.52% |
| Operating Surplus (Deficit) | | (147,356) | (110,517) | (100,383) | 10,134 | 9.17% |
| Excluding Non Cash Adjustments | | | | | | |
| Add back Depreciation | | 11,839 | 8,879 | 7,886 | (993) | (11.18%) |
| Net Operating Surplus (Deficit) | | (135,517) | (101,638) | (92,497) | 9,141 | 8.99% |

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 31 March 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 | 213,058 | 213,058 | 144,304 | 68% | | | | | | | | | 213,058 |
| Rural Road Maintenance | 568,329 | 568,329 | 281,022 | 49% | | | | | | | | | 568,329 |
| Bridge Maintenance | 121,966 | 121,966 | 64,738 | 53% | | | | | | | | | 121,966 |
| R2R Work Schedule | | | | | | | | | | | | | |
| Brookton - Kweda Road | 52,796 | 52,796 | 43,129 | 82% | \$52,796 | | | | | | | | 0 |
| Yeo Road | 109,662 | 109,662 | 91,486 | 83% | \$109,662 | | | | \$83,201 | | | | |
| Corberding Road | 0 | 56,791 | 46,094 | 81% | \$56,175 | | | | | | | | 616 |
| Other Construction | | | | | | | | | | | | | |
| Brookton - Kweda Road | 124,035 | 130,335 | 0 | 0% | | | | | | | | | 130,335 |
| King Street | 29,030 | 29,030 | 23,803 | 82% | | | | | | | | | 29,030 |
| Reynolds Street | 173,000 | 173,000 | 17,090 | 10% | | | | | | | | | 173,000 |
| Boyagarra Road | 110,294 | 110,294 | 86,087 | 78% | | | | | | | | | 110,294 |
| Noack Street | 10,188 | 10,188 | 12,152 | 119% | | | | | | | | | 10,188 |
| RRG Approved Projects | | | | | | | | | | | | | |
| York - Williams Road | 434,466 | 434,466 | 459,458 | 106% | | | \$302,247 | | | | | | 132,219 |
| | 1,946,824 | 2,009,915 | 1,269,362 | 65% | 218,633 | 0 | 302,247 | 0 | 83,201 | 0 | 0 | 0 | 1,489,035 |

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 31 March 2020

Note 15

| Description | Adopted Annual Budget | Amended Budget | YTD Actual | % Completed | Capital Funding | | | | |
|--|-----------------------|------------------|------------------|----------------|-----------------|----------------|------------------|----------------|------------------|
| | | | | | Muni | Grants | Reserves | Sale of Assets | Total Funding |
| | \$ | \$ | \$ | | \$ | \$ | \$ | \$ | \$ |
| Admin Reception Remodel | 55,000 | 55,000 | 5,468 | 10% | | | 55,000 | | 55,000 |
| Weld Crack Kitchen Floor | 10,000 | 10,000 | 14,200 | 142% | | | 10,000 | | 10,000 |
| Staff Housing Lot 324 White Street | 0 | 0 | 33,685 | 0% | | | | | 0 |
| Railway Barrier Fence | 35,000 | 35,000 | 0 | 0% | | | 35,000 | | 35,000 |
| Cemetery New Niche Wall And Shelter | 10,000 | 10,000 | 6,790 | 68% | 10,000 | | | | 10,000 |
| Aquatic Centre Masonary Repair | 11,000 | 11,000 | 6,652 | 60% | 11,000 | | | | 11,000 |
| Upgrade Air Conditioning System | 80,000 | 80,000 | 0 | 0% | | | 80,000 | | 80,000 |
| Curtains Passageways and Activities area | 10,000 | 10,000 | 0 | 0% | | | 10,000 | | 10,000 |
| Admin Synergy Records Module | 35,000 | 30,000 | 1,160 | 4% | 30,000 | | | | 30,000 |
| Admin Server Upgrade | 45,000 | 45,000 | 50,045 | 111% | | | 45,000 | | 45,000 |
| Chairs for Pavillion | 10,000 | 10,000 | 17,232 | 172% | 10,000 | | | | 10,000 |
| Crew Cab 3 Tonne Truck | 70,000 | 70,000 | 83,993 | 120% | | | 70,000 | | 70,000 |
| Loader | 290,000 | 290,000 | 295,000 | 102% | | | 290,000 | | 290,000 |
| Skid Mounted Fibreglass Water Tank(JMAC) | 27,000 | 27,000 | 18,075 | 67% | 27,000 | | | | 27,000 |
| Truck mounted Vacuum Mulcher | 18,000 | 18,000 | 11,000 | 61% | 18,000 | | | | 18,000 |
| Road Broom | 50,000 | 50,000 | 51,957 | 104% | | | 50,000 | | 50,000 |
| 3" Diesel Pump | 0 | 0 | 1,539 | 0% | 0 | | 0 | | 0 |
| 62" Zero Turn Mower | 25,000 | 25,000 | 24,195 | 97% | 25,000 | | | | 25,000 |
| Generators | \$30,000.00 | \$30,000.00 | 17,234 | 57% | 30,000 | | | | 30,000 |
| York-Williams Road | 434,466 | 434,466 | 459,458 | 106% | | | | | 0 |
| Brookton-Kweda Road | 52,796 | 52,796 | 43,129 | 82% | | 52,796 | | | 52,796 |
| Corberding Road | 0 | 56,791 | 46,094 | 81% | | 56,791 | | | 56,791 |
| Noack Street | 10,188 | 10,188 | 12,152 | 119% | | | | | 0 |
| Yeo Road | 109,662 | 109,662 | 91,486 | 83% | | 109,662 | | | 0 |
| Brookton-Kweda Road | 124,035 | 130,335 | 63,227 | 49% | | | | | 0 |
| King Street | 29,030 | 29,030 | 23,803 | 82% | | | | | 0 |
| Reynolds Street | 173,000 | 173,000 | 17,090 | 10% | | | | | 0 |
| Boyagarra Road | 110,294 | 110,294 | 86,087 | 78% | 278,766 | 464,705 | 300,000 | | 1,043,471 |
| Richardson Street | 30,000 | 30,000 | 28,535 | 95% | 30,000 | | | | 30,000 |
| Happy Valley Bore Field | 32,000 | 82,000 | 80,666 | 98% | | | 82,000 | | 82,000 |
| | 1,916,471 | 2,024,562 | 1,589,951 | #DIV/0! | 469,766 | 683,954 | 1,027,000 | 0 | 2,071,058 |

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 16

| Funding Provider | Project | Operating/Non-Operating | Adopted Annual Budget | Amended Budget OCM | Amount Applied For | Amount Approved | Amount Invoiced/Received | % Received |
|----------------------|---|-------------------------|-----------------------|--------------------|--------------------|--------------------|--------------------------|------------|
| | | | \$ | \$ | \$ | \$ | \$ | |
| Federal Government | KBC Grants & Subsidies | Subsidy | (3,316,026) | (3,316,026) | Recurrent | (3,316,026) | (1,536,136) | 46% |
| Main Roads WA | Regional Road Group | Non Operating | (302,247) | (302,247) | Recurrent | (302,247) | (302,247) | 0% |
| Federal Government | Roads to Recovery | Non Operating | (218,633) | (218,633) | Recurrent | (218,633) | (218,623) | 100% |
| WA Grants Commission | GPG Grants Commission - General | Operating | (668,176) | (668,176) | Recurrent | (668,176) | (259,294) | 39% |
| WA Grants Commission | GPG Grants Commission - Roads | Operating | (382,494) | (382,494) | Recurrent | (382,494) | (120,421) | 31% |
| WA Grants Commission | GPG Grants Commission - Bridges | Operating | - | - | - | - | - | 0% |
| DFES | ESL Grant - Emergency Services Levy - Operating | Operating | (24,793) | (24,793) | Recurrent | (24,793) | (31,512) | 127% |
| Main Roads WA | Direct Grant | Operating | (83,201) | (83,201) | Recurrent | (83,201) | (83,201) | 100% |
| | | | (4,995,570) | (4,995,570) | | (4,995,570) | (2,551,433) | 51% |

14.04.20.03 LIST OF ACCOUNTS FOR PAYMENT

| | |
|---------------------------------|--|
| File No: | N/A |
| Date of Meeting: | 16 April, 2020 |
| Location/Address: | N/A |
| Name of Applicant: | N/A |
| Name of Owner: | N/A |
| Author/s: | Manager Corporate and Community |
| 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: | 19 March 2020 |

Summary of Item:

The list of accounts for payment to 31st March 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 authorized to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved and adopted budget.

Financial Implications:

There are no financial implications 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 31st March 2020

Municipal Account

| | |
|---------------|--------------|
| Cheque | \$ 8,235.80 |
| Direct Debits | \$120,667.32 |
| EFT | \$326,424.87 |

Trust Account \$ 1,000.00

Bond Account \$ 1,050.00

OFFICER'S 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 31st March 2020.

Municipal Account

| | |
|---------------|--------------|
| Cheque | \$ 8,235.80 |
| Direct Debits | \$120,667.32 |
| EFT | \$326,424.87 |

Trust Account \$ 1,000.00

Bond Account \$ 1,050.00

OCM 04.20-06

COUNCIL RESOLUTION

MOVED Cr Hartl 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 31st March 2020.

Municipal Account

| | |
|---------------|--------------|
| Cheque | \$ 8,235.80 |
| Direct Debits | \$120,667.32 |
| EFT | \$326,424.87 |

Trust Account \$ 1,000.00

Bond Account \$ 1,050.00

CARRIED BY SIMPLE MAJORITY VOTE 7-0

Attachments

Attachment 14.04.20.03A

Members of the public can obtain the schedule from the Shire of Brookton Administration Office.

15.04.20 GOVERNANCE

15.04.20.01 AMENDMENT TO VARIOUS COUNCIL POLICIES

| | |
|---------------------------------|---|
| File No: | ADM 0686 |
| Date of Meeting: | 16 April 2020 |
| Location/Address: | N/A |
| Name of Applicant: | Shire of Brookton |
| Name of Owner: | N/A |
| Author/s: | Ian D’Arcy – Chief Executive Officer |
| Authorising Officer: | As above |
| Declaration of Interest: | The author does not have a specific interest in this item |
| Voting Requirements: | Simple Majority |
| Previous Report: | Nil |

Summary of Item:

This item relates to an amendment to:

- a) ‘Policy 2.25 – Hall Hire’ to accommodate use of the WB Eva Pavilion by members of the local community during periods of power outages. A copy of Policy 2.25 with amendments in red text is presented as **Attachment 15.04.20.01A**.
- b) ‘Policy 2.20 – Light Vehicles’ to remove reference to the Position ‘Deputy CEO’ and enhance the definition and understanding of ‘Restricted Private Use’ (RU) of a light motor vehicle offered to some employees as part of their respective remuneration packages. This Policy is similarly presented as **Attachment 15.04.20.01B**.
- c) ‘Policy 2.32 – Employee Remuneration’ to reflect changes that has recently occurred to employment periods and remuneration to ensure alignment. A copy of this policy with recommended changes is incorporated with this report at **Attachment 15.04.20.01C**.

Description of Proposal:

As above.

Background:

- a) Over the years the Brookton district has and continues to be susceptible to intermittent loss of power supply, often during extreme weather where the temperature reaches 40+ degrees Celsius. During these occurrences many community members endure the extreme temperatures without access a fan or air conditioning, sometimes for a number of days at a time, with the result affecting the health and wellbeing of some of these residents. To alleviate this issue it has been requested by Elected Members that the WB Eva Pavilion be made available at no cost to those residents adversely affected by an extended power outage. The reason for this is the WB Eva Pavilion building is now connected to a back-up generator to ensure power supply at all times and suitably air conditioned.

In light of this, a draft amendment to Policy 2.25 has been prepared to authorise use of the Pavilion during extended power outages.

- b) The Light Vehicle Policy was prepared in order to apply standards and parameters to the purchase, allocation, and subsequent use of Shire vehicles outside of work responsibilities where benefit is awarded in an employment remuneration package. However, with a change in organisational structure removing the Deputy CEO title, and in some instances where the private vehicle mileage

has proven to be excessive, there is a need for this Policy to be amended to apply change and clarify the parameters to 'Restricted Private Use' that is deemed reasonable in relation to respective employment positions.

- c) The Employee Remuneration Policy 2.32 was introduced some three years ago to apply a framework of fairness and equity to recruitment and remuneration offer process taking into account individual skills, qualifications, experience and performance. This Policy is now used extensively by Management and the Organisational Development (HR) Officer in the recruitment of employees, but does need some minor correction to reflect recent employment appointments, contracts and performance expectations, as well as other minor changes to associated policies as referenced in this report.

Consultation:

Use of the WB Eva Pavilion has been raised at the February 2020 Corporate Business Forum, while amendment to Policies 2.30 and 2.32 has not featured in any discussions.

Statutory Environment:

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:

Refer to existing policies attached to this report.

Financial Implications:

- a) In adopting the proposed amendment to Policy 2.25 there is no requirement for funds to be set aside in the budget, as the only costs to Council is powering the generator for the WB Eva Pavilion that involves a small amount of staff time and diesel fuel already budgeted for.
- b) The suggested changes to the Light Vehicle Policy will result in capping restricted use and assist in managing the financial cost of private use of Shire motor vehicles.
- c) The proposed amendments to this policy are and will continue to be accommodated in the wages and salaries allocation of the current and future budgets.

Risk Assessment:

The assessment of risk associated all proposed amendments is deemed 'Low'. Should matters arise that may be perceived as problematic the CEO may exercise discretion to immediately address the matter and further the Council may again amend each of its policy to address issues if and when they arise.

| 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 amended Policies supports the following Business Unit and Function:

1. Governance

1.1 Review Policy Manual

Comment:

- a) The initiative to make available the WB Eva Pavilion will afford a level of support and comfort to those members of the community who generally struggle during adverse weather conditions and power outages when there is no relief in their own residences.
- b) The proposed changes to the Light Vehicle Policy is viewed as an enhancement that affords clarity and should negate any misunderstanding in relation to Restricted Private Use.
- c) The amendments to the Employee Remuneration Policy largely reflect recent discussions and decisions of Council and the CEO, and by being embedded in this policy will ensure a consistent and equitable application of employment and remuneration.

OFFICER RECOMMENDATION

That Council pursuant to Section 2.7(2)(b) of the Local Government Act (1995) amends:

- a) 'Policy 2.25 – Hall Hire' as presented in Attachment 15.04.20.01A to this report.
- b) 'Policy 2.30 – Light Vehicles' as presented in Attachment 15.04.20.01B to this report.
- c) 'Policy 2.32 – Employee Remuneration' as presented in Attachment 15.04.20.01C to this report.

COUNCIL RESOLUTION

MOVED Cr Watts

SECONDED Cr Hartl

That Council pursuant to Section 2.7(2)(b) of the Local Government Act (1995) amends:

- a) 'Policy 2.25 – Hall Hire' as presented in Attachment 15.04.20.01A to this report.***
- b) 'Policy 2.30 – Light Vehicles' as presented in Attachment 15.04.20.01B to this report.***
- c) 'Policy 2.32 – Employee Remuneration' as presented in Attachment 15.04.20.01C to this report.***

CARRIED BY SIMPLE MAJORITY VOTE 7-0

2.25 HALL HIRE

| | | | | |
|-------------------------------|--------------|-----------------------------------|----------------------|--|
| Directorate: | Corporate | | | |
| Statutory Environment: | | | | |
| Council Adoption: | Date: | | Resolution #: | |
| Last Amended: | Date: | Aug 2017 April 2020 | Resolution #: | |
| Review Date: | June 2021 | | | |

Objective:

To provide the framework for the management of Council's Memorial Hall and WB Eva Pavilion hire program. This aims to ensure that:

- a) A range of user groups have fair and equitable access to Council's community facilities. To provide a framework for determining and reviewing the fees and charges, and the level of subsidy provided.
- b) **The WB Eva Pavilion is made available to members of the local community at no cost during periods of power outage.**

Policy:**1. Bond and hire fees:**

- The Hirer must pay the bond and hire fees at the time of making the booking. A booking is only confirmed once payment in full has been made.
- Hire fees are charged on a scale as detailed in Table A and listed in the Shire's Fees and Charges Schedule.
- The bond will be returned to the hirer when staff have inspected the venue after the function.
- Damage and cleaning shall be the responsibility of the person or organization hiring the facility to be conducted immediately at the conclusion of the hire period, and where:
 - Any damage to or loss of equipment, or additional cleaning required, will be charges to the Hirer as per the current replacement or repair cost of equipment, plus 15% administration fee;
 - Any damage to the buildings, including fittings, chattels, curtains, furniture and surrounds will be charges to the Hirer as per the replacement or repair cost of that item, plus 15% administration fee;

2. Furniture or equipment must not be dragged over the floor surfaces: trolleys are provided for the movement of chairs, tables and other furnishings.**3. Alcohol consumption** – Council venues are unlicensed facilities. It is the responsibility of the Hirer to:

- Obtain written permission from the Shire CEO to allow alcohol to be consumed at the venue;
- Obtain an Occasional Liquor Licence from the Department of Racing, Gaming and Liquor;
- Provide a copy of the Occasional Liquor Licence to the CEO;
- Display the Occasional Liquor Licence prominently during the hire period;
- Ensure that the requirements of the Liquor Licence are fulfilled;
- Ensure that minors are not permitted in the bar or licensed area;
- Organize and oversee staffing of the bar with personnel sufficiently trained in the responsible service of alcohol.

4. Cleaning supplies are available in each venue. It is a condition of hire that:

- All food scraps are removed from the premises before the end of the hire period;
- All indoor bins are emptied into the outdoor bins before the end of the hire period;
- Kitchen facilities, crockery and cutlery are left in a clean state with all equipment in working order;
- Shire staff are notified of all breakages;
- All tables are cleared, wiped and stacked on the trolley;
- The hirer informs shire staff of any spills/damage as soon as possible.

5. Decorations:

- The permission to decorate must be sought at the time of booking;
- The following items must not be used without consulting shire staff: candles, confetti, blue tac, sticky tape, nails, pins, screws or anything that could deface the surfaces such as chemicals, paint etc.
- All decorations must be completely removed after the function.

6. Compliance with Acts and Regulations:

- The hirer will comply with the provisions of the *Health Act 2016*, *Food Act 2008*, *Liquor Licensing Act 1988* and any other act, regulation or local law in force at the hiring time and which is applicable to the hiring and use of the venue;
- The Shire CEO, health inspectors, liquor licensing officers and police have the right to enter any function for the purpose of making an inspection or enforcing any of the conditions;
- The Shire CEO, health inspectors, liquor licensing officers and police have the right to close down a function and remove all patrons from the building if regulations are not being met.

7. Other conditions:

- Council reserves the right to amend these conditions at any time to ensure best management practices are met;
- Council venues are a smoke free environment. Please do not smoke inside the building or within ten metres from the entrance;
- Council's piano can only be moved under the supervision of Shire staff. Please contact staff regarding piano use.
- The hirer is responsible for any disorderly behaviour, unsuitable dress, obscene or insulting language in any part of the venue.
- The Shire CEO and/or the hirer have the right to refuse admission to any person.

8. Insurance:

- Individuals hiring a shire venue are covered under the Shire's Casual Hirers Liability Insurance.
- Incorporated bodies, sporting clubs, associations, corporations and any persons hiring a council venue for commercial or profit making purposes, are required to provide their own Public Liability Insurance.

9. Power Outages:

- The WB Eva Pavilion is to be made available by the Shire Administration to members of the local Brookton Community to use at no charge between the hours of 8.00am and 8.00pm, unless other extended by the CEO, when:
 - The mains power is not available for a period extending beyond 1 hour; and
 - The temperature is forecast to exceed 33 degrees Celsius.
- The Pavilion may be closed at an earlier time should the CEO believe such action is warranted or necessary.
- Community members seeking to use the WB Eva Pavilion must:
 - Afford a courtesy to others using the facility.

- Provide their own food, drinks and entertainment - alcohol is not permitted.
- Leave the Pavilion in a clean and tidy condition upon the use ceasing.

2.30 LIGHT VEHICLE

| | | | |
|-------------------------------|--------------------|------------------------|----------------------|
| Directorate: | Corporate | | |
| Statutory Environment: | Fair Work Act 2009 | | |
| Council Adoption: | Date: | May 2017 | Resolution #: |
| Last Amended: | Date: | Aug 2019 April 2020 | Resolution #: |
| Review Date: | June 2021 | | |

Objective:

This policy seeks to:

- Ensure Shire light vehicles are managed in a cost effective manner providing maximum benefit to employees and the organization.
- Provide framework for the allocation, operation, management and change-over of light vehicles.
- Outline the assigned level of private use of a Shire motor vehicle to a Shire employee.
- Ensure the organisation's Fringe Benefits Tax obligations are met.

Definitions:

- **Assigned Employee** means an employee of the Shire, their partner and others as authorized by the CEO in accordance with this Policy.
- **CEO** means the Chief Executive officer of the Shire of Brookton.
- **Change Over** means the disposal and acquired replacement of a Shire vehicle.
- **CU** means commuter use to and from an employee's residence only, based on the most efficient and effective route.
- ~~**DCEO** means the Deputy Chief Executive Officer of the Shire of Brookton.~~
- **Drivers Licence** means a Western Australia Class "C" driver's license issued the Department of Transport.
- **RU** means restricted private use within 500km radius of the Brookton Post Office or as determined by Contract and to a total of 40,000 kilometres per annum, based on 65% being private use. Beyond 40,000 kilometres in a financial year the employee is to pay a weekly fee of \$153.00 towards the running costs of the vehicle until the end of that financial year.
-
- **Tool of Trade Vehicle** means a vehicle purchased by Council to meet a particular business need, including pool vehicles.
- **UWA** means unlimited use within Western Australia and includes periods of leave, excluding Long Service Leave.

Policy Statement/s:**1. General – Drivers**

- 1.1.** Drivers of Shire vehicles must hold a valid Western Australian driver's license with their current residential address recorded through the Department of Transport as indicated on the license.
- 1.2.** Employees must advise their line supervisor as soon as possible, if their driver's license has expired or been cancelled for any reason.

- 1.3. Operating a Shire motor vehicle whilst disqualified from driving may subject the employee to serious disciplinary action that may include termination of employment.
- 1.4. The driving of the vehicle provided under this policy shall be limited to employees and elected members in performing Local Government business, unless the designated usage is UWA or RU which allows for the driving of the vehicle by the assigned employee and their spouse/ partner. Details of the spouse or partner must be provided to Council's insurer to enable coverage to be arranged.
- 1.5. The driving of a motor vehicle by a person on 'learner (L) plates' or 'Probation (P) plates' in relation to private use is not permitted.
- 1.6. Smoking is prohibited in all Shire vehicles.

2. General – Vehicle Use

- 2.1. All employees allocated a vehicle are held responsible for ensuring that the vehicle is maintained in a clean and roadworthy condition at all times, safeguarding the security and value of the Council asset and for minimising unnecessary insurance claims and repair costs.
- 2.2. Specifically the employee allocated a vehicle is responsible for:
 - a) Ensuring that the vehicle is washed and cleaned internally and externally and kept clean and tidy at all times.
 - b) Checking tyre pressure on a regular basis in accordance with tyre pressure recommendations.
 - c) Checking engine oil, radiator coolant and battery levels on a regular basis.
 - d) Arranging servicing of the vehicle through the Shire's dedicated Fleet Management Officer.
 - e) Ensuring the vehicle is only driven by authorised drivers in accordance with this policy.
 - f) Payment of all fines relating to traffic offences committed by the respective driver.
 - g) Monitoring usage and recording of log book details.
 - h) Ensuring any financial costs incurred due to the unlawful operation of the motor vehicle during business hours or private use is paid by the offending employee.
 - i) Ensuring under no circumstances that the vehicle is used for any business of a competitive nature for which the employee derives an income (or not), or, operates in contradiction of the employee's contract of employment.
 - j) Ensuring when using their vehicle so as not to cause any poor public relations for the Shire.
 - k) Ensuring the vehicle is garaged off the road at the employee's residence.
 - l) Ensuring the vehicle is to be available for the use of other staff during working hours when not in use by the assigned employee.

3. General – Authority

- 1.1 The Chief Executive Officer is authorized to manage this policy on behalf of Council, including the oversight of purchasing and assignment of motor vehicles in the interest of fit for purpose and operational effectiveness.
- 1.2 Vehicle extras/options (ie floor mats, seat covers etc.) can be approved at the discretion of the Chief Executive Officer, subject to budgetary constraints and reasonable justification.

2. Fringe Benefits Tax (FBT)

- 2.1** All employees assigned a work vehicle are required to complete vehicle travel log books as directed to assist in the correct calculation of Fringe Benefits Tax (FBT).
- 2.2** An employee or elected member using a Shire vehicle is to ensure the details of usage is provided to the assigned officer to ensure the log book accurately reflects the vehicle usage.

3. Fuel

- 3.1** All employees who drive a vehicle are required to use Council's current appointed distributor(s). Current odometer readings must be supplied when refueling, where required.
- 3.2** The filling of portable fuel containers is not permitted unless prior authorisation has been obtained from the CEO ~~or DCEO~~, or the vehicle is out of fuel and cannot practically be refueled from a fuel station bowser.

4. Insurance

- 4.1** In the event of an accident the Shire will meet the 'excess' payment of any claim, unless the employee's accident record becomes excessive or the circumstances warrant a payment in full or part by the employee due to poor driving/neglectful action.
- 4.2** In the event an officer's behaviour (traffic offence, e.g., drink-driving) invalidates the Shire's insurance, then the employee will become liable for the total damage claim to both the Council vehicle and other property involved. The same will apply to any form of malicious damage caused or performed by the employee.
- 4.3** The employee contribution in accordance with Statements 6.1 and 6.2 (above) shall be at Chief Executive Officer's discretion, and will be subject to the provision of a police report if so required.

5. Vehicle Change Over

- 5.1** All motor vehicles are to be changed over at three (3) years of age from date of purchase or prior to an odometer reading of 90,000 kms, whichever comes first.
- 5.2** The CEO may obtain quotes for change-over of a light vehicle at an earlier period (ie 15,000 km intervals) with the view to presenting this information to Council for consideration of changing a vehicle at minimal cost to the Shire or increased operational need.
- 5.3** When changing over a vehicle consideration shall be given to:
 - a) 'fit for purpose' to accord with operational need;
 - b) Time of purchase accounting for new model release and manufacture date of the vehicle to .minimise vehicle depreciation;

6. Private Use

- 6.1** All Shire vehicles are deemed to be 'pool vehicles' during normal business hours, and are not 'exclusive' in use to an assigned employee or Department.

6.2 The following private use applies under this policy:

Group A Vehicle: Chief Executive Officer
Max. value of vehicle \$60k (exc. GST)
Usage – UWA

~~Group B Vehicle: Deputy Chief Executive officer
Max. value of vehicle \$40k (exc GST)
Usage – UWA~~

Group B ~~C~~ Vehicle: Authorised Managers/Supervisors
Max. value of vehicle - \$~~35~~ 37k (excl. GST)
Usage – RU

Group C ~~D~~ Vehicle: Authorised Officers
Usage – CU

6.3 Employees are not permitted to use a Shire vehicle for any purpose relating to the earning of income outside of Shire employment, or for any purpose which could be perceived as unfavourable to the Shire's corporate image.

6.4 Shire fuel cards are to be used for the purchase of fuel and oils only.

6.5 Group C ~~D~~ vehicles may be reassigned during periods of leave for the employee or for operational need as determined by the CEO ~~or DCEO~~.

6.6 The CEO may amend or withdraw an employee's private use should this policy be intentionally breached in the CEO's opinion.

7. Surrender of Entitlement

7.1 Upon termination of employment, an employee allocated a motor vehicle shall surrender all entitlements of vehicle use effective the day of separation from the Shire.

7.2 The employee must return the vehicle in a clean and tidy condition.

8. Assignment to Others

8.1 The CEO is authorised to temporarily assign the use of a Shire vehicle to a Councillor or Contractor to assist in performing a task/works on behalf of the Shire.

8.2 All care shall be taken by Councillor or Contractor in using a Shire vehicle, with written acknowledgement to the CEO of their review and understanding of this policy before access is provided to the vehicle.

2.32 EMPLOYEE REMUNERATION

| | | | | |
|-------------------------------|--|-----------------------------------|----------------------|-------------|
| Directorate: | Corporate | | | |
| Statutory Environment: | Local Government Industry Award 2010 (as amended) National Employment Standards Fair Work Act 2009 | | | |
| Council Adoption: | Date: | May 2018 | Resolution #: | 13.05.18.03 |
| Last Amended: | Date: | Jul 2019 April 2020 | Resolution #: | |
| Review Date: | June 2021 | | | |

Objective:

This Policy seeks to establish respective levels of remuneration for Shire employees through a 'banding' structure accounting for:

- Salary and other benefits commensurate with, or better than, Local Government Industry Award and Standards in an attempt to be competitive in attracting and retaining quality skilled and experienced staff;
- The need for Management to be consistent in offering employment packages, whilst also recognising varying levels of qualifications, experience and skills offered by individual employees;
- The opportunity for individual employees to advance, based on achieved professional development, delivered performance, personal dedication and loyalty to the organisation.

Definitions:

For the purpose of this policy:

Higher Duties – means the performance of additional duties performed by a more senior officer or Management within the organization.

Higher Duties Payment – means the payment of additional cash salary but does not include other remuneration benefits.

Remuneration – means the employee's gross cash salary and other benefits as prescribed in the Remuneration Schedule.

Salary - means the employee's gross cash salary.

Policy Statements:

1. This policy acknowledges pre-existing remuneration benefits offered to some employees that:
 - a) Do not accord with this remuneration framework.
 - b) Will remain in place for the duration of the individual's employment, or as otherwise negotiated to align with this policy.
2. The CEO when determining the remuneration level and benefits for a position shall have regard for the Shire of Brookton Remuneration Schedule 2018 appended to this policy.
3. An employee is to be remunerated within the designated Band and associated level for their position based on their skills, qualifications, and/or experience taking in to consideration the defined responsibilities outlined in the relevant Position Description (PD).
4. Future employment within Band 2 is to be offered on a Local Government employment performance contract, if determined as a 'Senior Employee' by Council under Section 5.37 of the Local Government Act 1995, with the period of the contact to be determined by the CEO not exceeding 5 years.

5. Future employment within Bands 3 to 6 shall be offered on a fixed term appointment basis, with the term of employment to be determined by the CEO not exceeding 5 years.
6. All employees must meet three or more of criteria a) to e) below, with a rating of successful or above on the most recent employee performance appraisal within the last 12 months. Conversely, an increase in remuneration may be awarded in consideration of criteria f) or g) where satisfactory evidence is provided:
 - a) A significant increase in service or productivity through innovation.
 - b) Outstanding administrative performance or productivity as documented in the employees personnel file.
 - c) Demonstrated positive attitude and spirit of service and cooperation.
 - d) A substantial contribution to the goals of the organisation or specific area through the performance of special assignments/projects or the provision of exceptional customer service not previously included in performance objectives and where the outcome is considered successful.
 - e) The attainment of a higher level of education or professional development related to the current position or recognised as being otherwise valuable to the organisation.
 - f) To correct a salary or pay inequity or salary compression within the organisation.
 - g) To address a job market salary discrepancy for the position, provided there is consistently high performance.

Performance bonuses as previously paid are no longer awarded.

7. Any movement in remuneration (salary and /or benefits) between a Band and Level under this policy must align to, and not conflict with, the Local Government Industry Award 2010 (as amended) and National Employment Standards.
8. An employee shall be paid higher duties when requested to 'act' in, or assume many of the responsibilities of, a more senior position (other than the CEO position Refer to Policy 1.18) for a period exceeding two (2) days on a continuous basis.

The higher duties shall be paid at:

- a) 70% of the cash salary difference between the employee and senior position, where one employee is requested to perform higher duties;
- b) 35% of the cash salary difference between the employee and senior position, where more than one employee is requested to perform higher duties; or
- c) As may be determined by the CEO, where special circumstances warrant a higher percentage to be paid.

Applications:

- This policy applies to all permanent full time, and part-time employees on a pro-rata basis.
- **The offer of employment for full and part time is to be based on appointment of up to 3 years (with the possible of extension), subject to satisfactory performance as determined by the CEO.**
- For casual employees, only the (cash) salary range applies inclusive of all casual loadings.
- This policy does not apply to contractors or consultants engaged to fulfil a particular task or responsibility.
- This policy must be reviewed and amended as required to account for any change to legislative standards, including (but not limited to) decisions handed down by the Fair Work Commission.

| BAND | EMPLOYEE CATEGORY | SALARY RANGE (Cash Component) | SALARY LEVELS (Commence at**) | SUPER CONT. (Optional) | VEHICLE PRIVATE USE (as per Council Policy) | HOUSING SUBSIDY | UTILITIES SUBSIDY | A/LEAVE & ACCRUED TIME | MINIMUM AWARD LEVEL |
|------|--|--|--|------------------------|--|---|----------------------------------|---|---------------------|
| 1 | Chief Executive Officer (LG Contract*) | Refer Salary & Wages Tribunal schedule | Local Government Level 4 Negotiable | Negotiated | Unrestricted in WA **** | Staff executive house @ \$75 p/w Negotiated | \$2,000 Negotiated | 5 weeks – No loading + EDOs as negotiated | N/A |
| 2 | Manager (LG Contract*) | \$92,000 - \$110,000 | 4 \$110,000 3 \$104,000 2 \$98,000 1 \$92,000 | Up to 4% matching | Un Restricted in WA **** | Staff house @ \$75 p/w | \$2,000 | 5 weeks – no loading + 5 EDOs | 10-11 |
| 3 | Snr. Tech Officer/Supervisor / Coordinator | \$70,000 - \$84,000 | 4 \$84,000 3 \$80,817 2 \$75,702 1 \$70,587 | Up to 4% matching | No Restricted in WA or Commuter Use | No | No | 4 weeks + 17.5% loading + RDOs*** | 8-9 |
| 4 | Snr. Admin/ Finance/ Tech Officer | \$57,000 - \$66,000 | 4 \$66,495 3 \$63,426 2 \$60,357 1 \$57,288 | Up to 4% matching | No | No | No | 4 weeks + 17.5% loading + RDOs*** | 6-7 |
| 5 | Admin Officer/ Finance Officer/ GSO | \$45,000 - \$54,000 | 4 \$54,219 3 \$51,150 2 \$48,081 1 \$45,012 | Up to 4% matching | No | No | No | 4 weeks + 17.5% loading + RDOs*** | 3-5 |
| 6 | Cadet/ Trainee/ Apprentice | \$38,000 - \$43,000 | 4 \$43,477 3 \$41,943 2 \$40,408 1 \$38,874 | Up to 4% matching | No | No | No | 4 weeks + 17.5% loading + RDOs*** | 1-2 |

* ~~Designated Senior Officer under LG Act, as determined by Council.~~ 3 – 5 year performance employment contract is to apply.

** Cash Salary excludes 9.5% mandatory superannuation – CEO to determine the commencement remuneration level based on qualifications, experience and expertise.

*** Refer to Council Policy 2.31 for RDO accrual.

****Refer to Council Policy 2.30 for private use of motor vehicles.

15.04.20.02 AMENDMENT TO POLICY 1.2 – MEETING – SCHEDULE DATES

| | |
|---------------------------------|---|
| File No: | ADM 0686 |
| Date of Meeting: | 16 April 2020 |
| Location/Address: | N/A |
| 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 do not have an interest in this item |
| Voting Requirements: | Simple Majority |
| Previous Report: | N/A |

Summary of Item:

This item relates to an amendment to Council “Policy 1.2 – Meeting – Schedule Dates” to change the current Ordinary Meeting of Council time.

Description of Proposal:

Change the Ordinary Meeting of Council time from 5.00pm to 6.00pm on the third Thursday of each month.

Background:

Previously, the Ordinary Meeting of Council has been held at 5.00pm on the third Thursday of the month, with the Councillor Corporate Briefing Session (CBF) being conducted prior and often following the Council Meeting due to the volume of information being discussed at the CBF and the entraining of presentations by other parties.

To better arrange use of meeting time and effectively discuss matters of importance at the CBF it has been proposed that the following program of meetings be adopted by Council:

| Time | Program |
|-----------------|---|
| 1.00pm – 3.00pm | CBF Reports |
| 3.00pm – 3.15pm | Afternoon Tea |
| 3.15pm – 5.45pm | Presentations / Strategic Planning / Budget briefings |
| 6.00pm – 7.00pm | Ordinary Council Meeting |
| 7.00pm | Council Dinner |

Accordingly, this means Council “Policy 1.2 – Meeting – Schedule Dates” needs to be amended.

Consultation:

Consultation has occurred with Elected Members during the March 2020 Corporate Business Forum.

Statutory Environment:

Council’s role in determining, reviewing and amending Local Government’s Policies is defined in Section 2.7(2)(b) and Section 5.3 (1), A council is to hold ordinary meetings and may hold special meetings of the *Local Government Act, 1995*.

Relevant Plans and Policy:

There are no other existing plans or policies that apply to this matter, other than ‘*Policy 1.3 – Council Briefing Forums*’ which is not affected by the proposed change in Policy 1.2.

Financial Implications:

There is no apparent financial implication regarding the proposed wording changes to the current Policy, with the financial parameters and budget allocation for the 2019-20 to remain unchanged.

Risk Assessment:

If Council was not accepting of the proposed amended meeting time of 6.00pm, there is a continued 'Low' risk that the meeting time is not efficiently used in being briefed on operational matters of relevant and addressing strategic direction for the betterment of the community.

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

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

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 amended Policy support the following Business Unit.

1. Governance

1.1 Review Policy Manual

1.4 Convene Council meetings, prepare agendas, minutes

Comment

In consideration of this matter, a more contemporary approach is to allow greater opportunity from members of the community to address Council on matters of relevance to Local Government business by 'pushing' back the Ordinary Meeting of Council.

It is also viewed as a logical sequence of meetings worth trialing for better efficiency in setting strategic direction and ensuring Councillors are well informed in performing their roles.

OFFICER'S RECOMMENDATION

That Council pursuant to Section 2.7(2)(b) and Section 5.3(1) of the Local Government Act (1995) adopts the amendments to "Policy 1.2 – Meeting – Schedule Dates", as presented in the Attachment 15.04.20.02A.

OCM 04.20-08

COUNCIL RESOLUTION

MOVED Cr Lilly SECONDED Cr Fancote

That Council pursuant to Section 2.7(2)(b) and Section 5.3(1) of the Local Government Act (1995) adopts the amendments to "Policy 1.2 – Meeting – Schedule Dates", as presented in the Attachment 15.04.20.02A.

CARRIED BY SIMPLE MAJORITY VOTE 7-0

Attachments

15.04.20.02A

| |
|------------------------------|
| 1.2 MEETING – SCHEDULE DATES |
|------------------------------|

| | | | | |
|------------------------|----------------------|------------|---------------|-------------|
| Directorate: | Executive | | | |
| Statutory Environment: | Local Government Act | | | |
| Council Adoption: | Date: | | Resolution #: | |
| Last Amended: | Date: | Oct 2018 | Resolution #: | 13.10.18.02 |
| | | April 2020 | | |
| Review Date: | June 2021 | | | |

Objective:

To detail the timing of the Ordinary Meeting of Council.

Policy:

The Ordinary Meeting of Council shall be held at ~~5.00pm~~ 6.00pm on the third Thursday each month unless otherwise determined by Council.

~~Special Council Meetings will be scheduled as decided by the Shire President or Council. Standing Committees and other meetings to be held at a specified by Council~~ Meetings are to be scheduled on an as required basis.

16.04.20 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Cr Watts raised the following Elected Member's motion to be placed on notice and brought back to Council at the May 2020 Ordinary Meeting with an accompanying report for consideration and determination.

Elected Members Motion

That, the Officer in Charge of Brookton Police Station be invited to attend the Monthly Meetings of the "Council Briefing Forum" prior to the "Ordinary Council Meetings".

17.04.20 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**18.04.20 CONFIDENTIAL REPORTS****OCM 04.20-09****PROCEDURAL MOTION**

MOVED Cr Walker **SECONDED** Cr Lilly

That Council close the meeting to the public at 6.13pm in accordance with Section 5.23 (2) (b) as this item relates to a matter that if disclosed could reveal information of a matter affecting the person affairs of another person.

CARRIED BY SIMPLE MAJORITY VOTE 7-0

18.04.20.01 PROPOSED RESIDENTIAL TENANCY – UNIT 4/28 WILLIAMS STREET BROOKTON

| | |
|---------------------------------|---|
| File No: | ADM 0015 |
| Date of Meeting: | 16 April 2020 |
| Location/Address: | Unit 4/28 Williams St – Community Housing |
| Name of Applicant: | Ms. Diana Tyley |
| Name of Owner: | Shire of Brookton |
| Author/s: | Anthia Craig – Infrastructure Officer Ian D'Arcy – Chief Executive Officer |
| Authorising Officer: | Ian D'Arcy – Chief Executive Officer |
| Declaration of Interest: | Nil |
| Voting Requirements: | Simple Majority |
| Previous Report: | N/A |

Summary of Item:

This item relates to the availability of Unit 4/28 Williams Street, Brookton (Madison Square) being vacant and the receipt of an application having been received for rental consideration by Council.

OFFICER RECOMMENDATION

That Council in relation to the letting of Unit 4/28 William Street Brookton:

1. Defers allocation of Unit 4 until a further two (2) written landlord references has been received within a two-week period that affords satisfaction to the CEO the applicant will be a suitable tenant.

2. Grants delegated authority to the CEO in accordance with Section 5.42 of the Local Government Act, 1995 to let Unit 4 to the applicant, subject to the following conditions being applied:
 - a. A periodical residential tenancy agreement being offered and executed, with a condition assessment inspection being conducted and agreed too, prior to occupancy
 - b. The payment of four weeks rent as a tenancy bond and a \$300 dog bond to be placed in trust with the Department of Commerce
 - c. The payment of two weeks rent in advance.
 - d. The applicant being responsible for connection and payment of utility services and the upkeep of the garden areas associated with Unit 4.
 - e. The conduct of a Home Business and keeping of animals and smoking inside the unit is not permitted.

OCM 04.20-10

COUNCIL RESOLUTION

MOVED Cr Fancote

SECONDED Cr Macnab

That Council in relation to the letting of Unit 4/28 William Street Brookton:

1. ***Defers allocation of Unit 4 until a further two (2) written landlord references has been received within a two-week period that affords satisfaction to the CEO the applicant will be a suitable tenant.***
2. ***Grants delegated authority to the CEO in accordance with Section 5.42 of the Local Government Act, 1995 to let Unit 4 to the applicant, subject to the following conditions being applied:***
 - a. ***A periodical residential tenancy agreement being offered and executed, with a condition assessment inspection being conducted and agreed too, prior to occupancy;***
 - b. ***The payment of four weeks rent as a tenancy bond and a \$300 dog bond to be placed in trust with the Department of Commerce;***
 - c. ***The payment of two weeks rent in advance;***
 - d. ***The applicant being responsible for connection and payment of utility services and the upkeep of the garden areas associated with Unit 4;***
 - e. ***The conduct of a Home Business and keeping of animals and smoking inside the unit is not permitted.***

AMENDMENT TO MOTION

MOVED Cr Lilly

SECONDED Cr Watts

- f. ***During the first 12 months of the tenancy agreement, that tenancy inspections be completed quarterly, and 6 monthly thereafter.***

CARRIED 7-0

The substantive motion was put to the vote by the Presiding Member.

CARRIED BY SIMPLE MAJORITY VOTE 7-0

(Note to minute: Council did not support the Officer's Recommendation as it is of the view that new tenancy agreements should have a more regular inspection schedule.)

Attachments

18.04.20.01A

OCM 04.20-11

PROCEDURAL MOTION

MOVED Cr Fancote

SECONDED Cr Macnab

That Council reopen the meeting to the public at 6.26pm.

CARRIED BY SIMPLE MAJORITY VOTE 7-0

19.04.20 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on Thursday 21st May 2020 commencing at 6.00 pm.

There being no further business the meeting was closed at 6.26pm.