



ORDINARY MEETING OF COUNCIL

PUBLIC

AGENDA

17 MARCH 2022



PO Box 42, 14 White Street, Brookton WA 6306



9642 1106



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www.brookton.wa.gov.au





NOTICE OF MEETING

17 MARCH 2022

14 White Street
Brookton, WA 6306

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 17 March 2022 in the Council Chambers at the Shire Administration Centre commencing at 6.00 pm.

The business to be transacted is shown in the Agenda.

A handwritten signature in blue ink, appearing to read "G Sherry".

Gary Sherry
CHIEF EXECUTIVE OFFICER
11 March 2022

DISCLAIMER

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

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1.03.22 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2.03.22 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**3.03.22 USE OF COMMON SEAL – FEBRUARY 2022**

The Table below details the Use of Common Seal under delegated authority for the month of February 2022.

Use of Common Seal Register		
File Ref:	Purpose	Date Granted
PRO 010	Service Level Agreement – Stephen Carrick Architects – Brookton Memorial Hall – Detailed Design Drawings.	01 February 2022

4.03.22 DELEGATED AUTHORITY – ACTIONS PERFORMED – FEBRUARY 2022

The Table below details the actions of Council performed under delegated authority for the month February 2022.

Shire of Brookton, Delegation Register, 1.41 Building Matters – Permits, Certificates & Orders

BUILDING			
Application No.	Lot & Street	Type of Building Work	Date Granted
15.21-22	Lot 801 Corberding Road	Dwelling	08 February 2022
17.21-22	Lot 94 White Street	Demolition	10 February 2022

Shire of Brookton, Delegation Register, 1.37 Specific Provisions under the Town Planning Scheme No. 4.

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

5.03.22 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.03.22 PUBLIC QUESTION TIME**7.03.22 APPLICATIONS FOR LEAVE OF ABSENCE****8.03.22 PETITIONS/DEPUTATIONS/PRESENTATIONS**

9.03.22 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.03.22.01 ORDINARY MEETING OF COUNCIL – 17 FEBRUARY 2022

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 17 February 2022, be confirmed as a true and correct record of the proceedings.

9.03.22.02 LOCAL EMERGENCY MANAGEMENT COMMITTEE – 08 MARCH 2022

That the minutes of the Brookton Local Emergency Management Committee meeting held via videoconferencing, on 08 March 2022, be received by Council.

10.03.22 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

11.03.22 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 prior to the item.

Disclosure of Financial & Proximity Interests

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

Disclosure of Interest Affecting Impartiality

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

12.03.22 TECHNICAL & DEVELOPMENT SERVICES REPORTS

12.03.22.01 OFFER TO PURCHASE – LOT 103 (HN. 6) AVONBANK CLOSE, BROOKTON

File No:	A2774
Date of Meeting:	17 th March 2022
Location/Address:	Lot 103 (6) Avonbank Close, Brookton
Name of Applicant:	A. Pettit
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – 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:

Council is to consider the proposed offer to purchase Lot 103 Avonbank Close, Brookton, noting that the offer includes GST so that if accepted the Shire will have a net income of \$60,000. Further information in relation to GST is included in the comment section of this report.

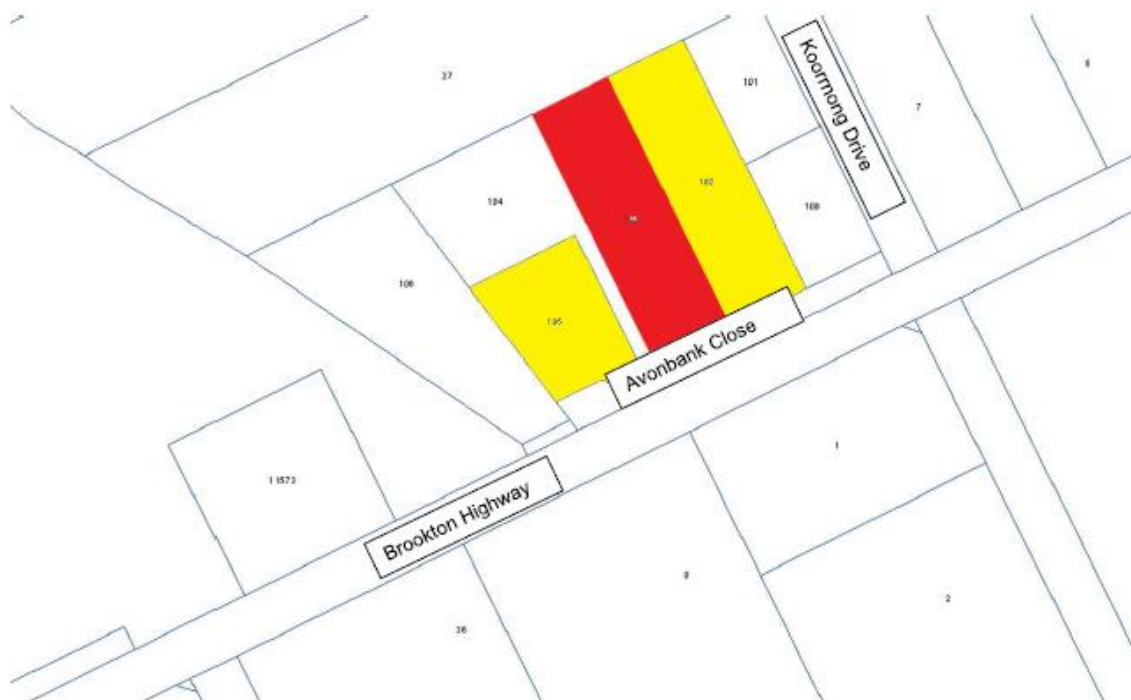
Description of Proposal:

An offer has been received for the purchase of Lot 102 (4) Avonbank Close, Brookton for an amount of \$60,000.

Background:

June 2021

Council at its June 2021 Ordinary Meeting resolved (OCM 06.21-08) to relist the remaining Avonbank lots based on current valuation prepared by Acumentis Valuers in May 2021.



Council endorsed the prices for each lot and agreed to an exclusive sales listing being awarded to McMahon Real Estate for a period of 6 months.

Additionally, Council applied the following:

1. A \$5,000 rebate to each lot for construction of a single house within 24 months of the land transfer occurring.
2. Advice/Conditions to the sale of the respective lots as listed below:
 - The use of repurposed buildings (i.e. donga) is not permitted.
 - The connection to an approved onsite effluent disposal system.
 - A minimum internal floor area for a single house being 100m² (excludes a verandah, garage, or carport).

A summary of the valuations, advertised sales price and completed sales prices is included in the following table.

Lot No.	M ²	Valuation Prices \$	Advertised Sale Price \$	Sale Price (GST Inclusive) \$
102	3,712	60,000	66,000	60,000
103	3,712	60,000	66,000	
104	3,303	55,000	60,500	
105	2,390	50,000	55,000	55,000

July 2021

Council at its July 2021 Ordinary Meeting considered an offer from Mr A Petit and Ms Khaula to purchase Lot 102 Avonbank Close for \$50,000. Council resolved to decline that offer and submit a counter-offer of \$60,000.

October 2021

Council accepted an offer for the purchase of Lot 102 Avonbank Close for \$60,000. This sale was settled in January 2022.

December 2021

Council settled the sale of Lot 105 Avonbank Close for \$55,000.

Council is now in receipt of an offer from Mr AL Petit to purchase Lot 103 for \$60,000 (including GST) with a deposit of \$5,000 to be paid within seven (7) days of acceptance, and settlement to occur ninety (90) days from acceptance of the offer. A copy of the offer is presented as **Confidential Attachment 12.03.22.01A**.

Consultation:

Consultation has been undertaken with McMahon Real Estate.

The required advertising has occurred to the proposed sale by private treaty. No submissions have been received.

Statutory Environment:

Local Government Act 1995, section 3.58

3.58. Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

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

Relevant Plans and Policy:

Council Policy 2.11 - Koornong Residential Estate, which in part states:

To encourage the sale and development of the individual lots;

- *The following purchase price for the respective remaining lot(s) for sale at “Koornong” (pursuant Section 3.58(4)(c)(ii)) of the Local Government Act 1995 shall apply:*
 - *Lot 102 - \$66,000 or nearest offer*
 - *Lot 103 - \$66,000 or nearest offer*
 - *Lot 104 - \$60,500 or nearest offer*
 - *Lot 105 - \$55,000 or nearest offer*
- *A \$5,000 rebate applies where the purchaser produces a Builder’s Certificate giving notice of practical completion of a dwelling within 24 months of settlement of the sale of the property.*
- *The CEO ensuring such condition is explicitly contained within the contract of offer documentation relating to the sale.*
- *The Council may from time to time apply an alternative approach (i.e. tender, action, raffle) to market and promote the sale of the subject lots.*
- *The following conditions will apply:*
 - *The use of repurposed buildings (i.e. donga) is not permitted.*
 - *The connection to an approved onsite effluent disposal system.*
 - *A minimum internal floor area for a single house being 100m² (excludes a verandah, garage, or carport).*

Financial Implications:

Whilst Council has received an offer of \$60,000, this offer is less than the requirements of Policy 2.11.

Any sale proceeds will include GST of \$5,455, commission fees, settlement agency fees and other minor

Land transfer fees will reduce the final net amount Council receives.

A further \$5,000 rebate/payment by Council may be required should the purchasers achieve the practical completion of a dwelling within the 24 months of settlement

Risk Assessment:

Whilst the requirement for Council to adhere to the disposal process as highlighted in the Statutory Environment section of this report, does not technically allow Council to confirm the final acceptance until after the advertised period for public comment (minimum 14 Days), it’s considered unlikely that any comment opposing the sale will be received and the “Offer and Acceptance’ document allows for settlement to be 90 days from acceptance. Therefore, on this basis it has been assessed that the risk for the sale of the lot is considered ‘Low’

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

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

Community & Strategic Objectives:

The delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021. Specifically, the request for listing/sale of the Avonbank lots broadly aligns to *Function 4 Property Management*.

Comment

The ‘Offer and Acceptance submitted by the Real Estate Agent for Lot 103 is less than the advertised sale price of \$66,000 but in line with the May 2021 valuation.

In July 2021 Council counter offered \$60,000 for the very similar Lot 102. Council subsequently accepted an offer of \$60,000 for lot 102 in October 2021.

OFFICER'S RECOMMENDATION

That Council:

- 1. Pursuant Section 3.58 of the Local Government Act, 1995 and in respect of Lot 103 Avonbank Close, Brookton, authorise the Acting Chief Executive Officer to sign the Offer and Acceptance form accepting the offer of \$60,000; and***
- 2. Authorise the Shire President and Chief Executive Officer to execute any legal documents to finalise the sale of the Lot 103 Avonbank Close including the affixing of the Shire of Brookton Common Seal to any documents requiring it.***

(Simple majority vote required)

Attachments

Confidential Attachment 12.03.22.01A – Contract for sale of land or strata title by Offer and Acceptance

13.03.22 COMMUNITY SERVICES REPORTS**13.03.22.01 BROOKTON COMMUNITY RESOURCE CENTRE INC. – OFFER TO CONTROL OF BROOKTON CRC OPERATIONS**

File No:	COM 005
Date of Meeting:	17 th March 2022
Location/Address:	N/A
Name of Applicant:	Brookton Community Resource Centre Inc.
Name of Owner:	Brookton Community Resource Centre Inc.
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – 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:

Council is consider taking control of the Brookton CRC management contracts and assets of the Brookton CRC Inc. and operate the Brookton CRC under the Shire of Brookton.

Description of Proposal:

The Brookton CRC Inc. is having difficulty retaining a management committee and has offered the Shire of Brookton to take control of the CRC (Community Resource Centre) management contracts and assets of the Brookton CRC Inc. to ensure that the Brookton CRC remains operating.

Background:

The Brookton CRC is currently managed by the incorporated association Brookton CRC Inc.

Currently the Brookton CRC provides the following services to the community:

- Access point for MyGov and Centrelink
- video conferencing
- Telehealth Services
- Local printing/ publishing requirements
- Training Services
- Production of the local newspaper (Brookton Telegraph)
- Office rental

The Brookton CRC brings the following income into the Brookton economy:

- Department of Primary Industry and Regional Development (DPIRD) Grant if KPIs are met
- Additional CRC grants
- Training fees from courses run

The Brookton CRC also generates revenue from within Brookton from event management, office rentals, general secretarial work, and advertising from the Brookton Telegraph.

Importantly both the Brookton CRC Inc. and the Brookton CRC Coordinator believe that the operations of the Brookton CRC are currently financial.

The current Brookton CRC Inc. committee format is becoming unsupportable. Member numbers are dwindling, and the committee is finding it difficult to locate individuals who are willing to take on executive roles such as the Chairperson, Treasurer or Secretary. The current Chair and Secretary have resigned, and

the Treasurer is looking to remove herself from the role.

If these roles cannot be filled the committee cannot continue to operate and this will leave two options:

- a) Close the Brookton CRC; or
- b) The Shire of Brookton incorporate the operation of the services/contracts of the Brookton CRC under the Shire of Brookton.

The Brookton CRC Inc met Wednesday 16th February 2022 and proposed to have the Shire of Brookton take over the management of the Brookton CRC and that the Brookton CRC Inc. be dissolved. This decision was advertised and the Brookton CRC Inc invited community feedback.

Brookton CRC Inc received 8 submissions.

Comment	Option 1 – Community Management Committee	Option 2 – Shire Operated	Option 3 – Cease Operations	Willing to join a Community Committee
1	1			No
2	1			No
3		1		
4	1			No
5		1		
6	1			No
7	1			Yes
8	1			Yes

The overwhelming sentiment of the submissions received by the Brookton CRC Inc received was that the CRC service was valuable to the community and needed to be retained. The submissions the preference for a community management committee to operate the CRC, but a majority of submissions identified that a Shire operated CRC was preferable to no CRC. Only two public submissions indicated any willingness to join a management committee.

Additional details of the submissions are included in the **Confidential Attachment 13.03.22.01A**. This attachment is confidential because staff do not have the permission to publish the submissions, but their sentiment is considered extremely valuable for Councillors in reviewing the submissions' sentiment.

The Brookton CRC Inc met on 8th March 2022 and resolved to offer the management and assets of the Brookton CRC to the Shire of Brookton. The Brookton CRC Inc have advertised that decision. The Letter of

Staff believe that the Council needs to move to ensure that the Brookton CRC remains an ongoing concern to:

- Provide the ongoing community services continue; and
- Continue to attract the revenue into the Brookton economy.

Throughout the state currently 12% of CRC's are managed by their local government. These include CRC's in the Shires of Wongan – Ballidu, Boddington and Katanning.

The advantages of a Shire controlled Brookton CRC are that all the management committee's current burden, including employee management and oversight and financial control, are easily incorporated into the Shire of Brookton's day to day operations.

The disadvantages of a Council controlled Brookton CRC is the potential loss of some of the spontaneous, community orientated management that ensures a financial CRC and the delivery of the best local services.

Consultation:

Staff have met or discussed issues with

- Brookton CRC Inc members;
- Key Brookton CRC employees; and
- the Project Manager CRC Program of DPIRD who manages CRC contracts across the state.

The Brookton CRC Inc has extensively advertised their proposal in the community and received 8 submissions.

Statutory Environment:

The Shire of Brookton is able to enter into contracts with DPIRD and others to manage the Brookton CRC.

Relevant Plans and Policy:

Nil at this time. Council would need to consider policy responses if management of the Brookton CRC was to occur.

Financial Implications:

There will be an unknown financial implication for the Shire of Brookton in management of the CRC. The Shire of Brookton would receive all the income and pay all expenses.

There is significant income from contracts to operate a CRC provided by the DPIRD. The Shire operated CRC would need to meet contractual conditions to receive this funding.

There is significant expense in managing the Brookton CRC. The most significant expenses include staff wages and the rent on the Brookton CRC premises.

Risk Assessment:

The Officer’s Recommendation seeks to undertake a review of the Brookton CRC operation and further consult in the community. Both these actions would reduce risk to Council.

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

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

Community & Strategic Objectives:

The Brookton CRC does not appear specifically appear in the Shire of Brookton’s current Community &

Strategic Objectives. However the services provided by the CRC does provide services which are represented under goals as diverse as Social Innovation, Jobs and Volunteering, Older Population, Community Engagement, Technology and Automation, Education, Town Precinct,

Comment

The view of staff remains that the best form of management of the Brookton CRC is a community committee. This is the most responsive and energetic form of management.

However, the management of a CRC is a significant undertaking, involving considerable funds and the supervision of employees. The workload for this form of management can place a burden on members of such a committee than will eventually burn out members if there is not continual renewal. This is particularly common on CRC management committees. Part of the problem with attracting committee members to the Brookton CRC Inc is that a number of supporters of the CRC in the community have served previously on the Brookton CRC Inc committee and, knowing what is required of them, don't wish to return.

The Officer's recommendation seeks to have Council undertake a review of how the operation of the CRC could occur under Shire management and to invite public comment. It is highly likely that a section of the wider Brookton community will not be supportive of this move. This consultation gives further opportunity for people willing to step up to the management committee of the Brookton CRC Inc.

OFFICER'S RECOMMENDATION

That Council:

- 1. proposes to accept the offer for the Shire of Brookton to take control of the management contracts and assets of the Brookton Community Resource Centre Inc. to ensure that the valuable services of the Brookton CRC remain available to the Brookton community;***
- 2. have staff complete a review of the operations of the CRC and the possible impacts of the Shire of Brookton taking control of the Brookton CRC management including:***
 - a) any legal issues around the proposed transfer of assets by the Brookton CRC Inc.;***
 - b) any potential financial impacts for the Shire of Brookton;***
 - c) the ability to take over/enter into service contracts with the DPIRD to provide CRC services;***
 - d) any issues regarding employment of exiting Brookton CRC staff;***
 - e) any statutory implications for Shire of Brookton's ongoing management of the Brookton CRC;***
 - f) any other management issues;***
- 3. seek input from the Brookton community on the proposed Shire of Brookton control of the of the management contracts and assets of the Brookton Community Resource Centre Inc; and***
- 4. advise the Brookton CRC Inc that the Shire will consider their offer and respond in April 2022;***

(Simple majority vote required)

Attachments

Attachment 13.03.22.01A – Brookton CRC Inc. – Letter of Offer

Confidential Attachment 13.03.22.01B – Brookton CRC Inc. – Details of Submissions



89 Robinson Road
PO Box 137 BROOKTON WA 6306
P: 08 9642 1377 F: 08 9642 1395
E: brookton@crc.net.au

Mr. Gary Sherry
Chief Executive Officer
Shire of Brookton
14 White Street
Brookton WA 6306

9th March 2022

Dear Gary

Thank you for meeting with representatives from the Brookton Community Resource Centre last month. Following our March meeting yesterday, the below motion was carried:

Motion: Following the receipt of community responses from the Public Consultation being less than 1% of the Brookton Shire population, we the management committee have resolved to offer the Brookton Shire Council control of the management contracts and assets of the Brookton Community Resource Centre Inc., and for the BCRC management committee to carry out the necessary transfers, if the Shire of Brookton wish to accept this offer.

Moved: Theresa Fancote

Seconded: Bec Eva

Motion Carried: 4/1

On behalf of the Brookton CRC management committee, I would like to therefore formalize this offer by way of this correspondence.

I have also attached the responses received from the community during the consulting period, and would like to acknowledge that some community members indicated their interest in continuing in the current management committee format. These persons were Gail MacNab, Paul Allard, Terry McKinley, Vincent D'Souza and Karry Fisher, though Gail was the only person who emailed via the requested channel. The committee did not personally speak to or receive correspondence from the others mentioned.

The management committee would also like to issue a Public Notice of Intention, see attached, and seek your approval to move forward with the content and publication.

Yours sincerely

Julie Jefferson
On behalf of the BCRC Management Committee

14.03.22 CORPORATE SERVICES REPORTS

14.03.22.01 LIST OF PAYMENTS – FEBRUARY 2022

File No:	N/A
Date of Meeting:	17 th March 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Tricia Brown – Finance Administration Officer - Rates
Authorising Officer:	Cherie Delmage – Acting Manager Corporate and Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item.
Voting Requirements:	Simple Majority
Previous Report:	17 th February 2022

Summary of Item

The purpose of this report is to present the list of payments for the month of February 2022, as required under the *Local Government (Financial Management) Regulations 1996*.

Description of Proposal

To present to Council the accounts paid under Delegation 1.1, Power to Make Payments.

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.

There has been no consultation on this matter.

Statutory Environment

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

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

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.

- (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.

- (3) A list prepared under sub-regulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

The Local Government (Administration) Regulations 1996 require that:

13. Publication of unconfirmed minutes of meetings (Act s. 5.25(1)(i))

- (1) The CEO must publish on the local government’s official website —
 - (a) the unconfirmed minutes of each council and committee meeting that is open to members of the public;

Relevant Plans and Policy

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

Financial Implications

No financial implications have been identified at the time of preparing this report.

Risk Assessment

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

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

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

Community & Strategic Objectives

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

Comment

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

The following table summarizes the payments for the period by payment type, with full details of the accounts paid contained within **Attachment 14.03.22.01A**.

Payments For February 2022

Payment Type	Account Type	Amount
Payment Deductions (Direct Debits)	Municipal	\$205,403.25
Cheque Payments – Nil	Municipal	\$0.00
EFT Payments #12977 to #12995, #12999 to #13059	Municipal	\$417,440.92
Sub Total	Municipal	\$622,844.17
EFT Payments – Nil	Trust	\$0.00
Sub Total	Trust	\$0.00
EFT Payments – #12996, #12997, #12998, #13060 & #13061	Bond	\$970.00
Sub Total	Bond	\$970.00
Totals		\$623,814.17

Contained within **Attachment 14.03.22.01B** is a detailed transaction listing of credit card expenditure paid in February 2022. This amount is included within the total payments, listed above.

OFFICER’S RECOMMENDATION

That Council receive the list of accounts paid in February 2022 under delegated authority, totalling \$623,814.17, as contained within Attachment 14.03.22.01A, in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996.

(Simple majority vote required)

Attachments

Attachment 14.03.22.01A – List of Payments for February 2022

Attachment 14.03.22.01B – List of Credit Card Payments Paid in February 2022

LIST OF PAYMENTS FOR FEBRUARY 2022

CHQ/EFT	Date	Name	Description	Amount \$
EFT12977	03/02/2022	AFGRI Equipment Australia Pty Ltd	Service Of John Deere 624L Loader	5,236.62
EFT12978	03/02/2022	Boc Gases	1 X Argosshield Universal E2 Size	62.48
EFT12979	03/02/2022	Brookton Rural Traders	1 X TCL 43 Inch Smart TV (43P715) \$750.00 1 X Sunbeam 2 Slice Toaster (TA2320) - \$39.99 1 X Sharp (350EW) 1200W - \$299.00	4,142.46
EFT12980	03/02/2022	Burgess Rawson (WA) Pty Ltd	Water Usage 05/11/2021 To 12/01/2022	1,122.72
EFT12981	03/02/2022	BW James Transport	Freight for guide posts relates to PO 105912 Corsign	27.50
EFT12982	03/02/2022	Corsign WA Pty Ltd	200 X White PVC Guide Posts With Delineators (Park Posts) Main Roads approved delivery to be by BW James Transport 19 Hodgson Way, Kewdale	2,970.00
EFT12983	03/02/2022	Enviro Pipes Pty Ltd	4 X 375 SN8 Corrugated Pipe HDPE 5.840 Mtr 4 X 300 SN8 Corrugated Pipe HDPE 5.915 Mtr plus freight Brookton - Kweda Road	6,310.63
EFT12984	03/02/2022	Fuel Distributors Of WA	Please deliver 7000 Ltr of Diesel to the Shire Depot on the 18/2/22 Tuesday price per litre as of the 10/1/22 \$1.49049 inclusive of GST	10,737.93
EFT12985	03/02/2022	Fulton Hogan	As per RFQ 19/2021 Supply of Bituminous Sealing Products/Works - Start date 8th of December 2021 Project 1 - Brookton/Kweda Slk 10.44 To 13.44 Bituminous Sealing 21,000 M2 @ \$7.34/M2 Mob/Demob @ \$2028.40 - Any additional Mob/Demob @ \$2028.40 bar variation @ \$1.05/Litre crew standby in the event of delays out of control of the contractor @ \$1200.00/hour	176,811.80
EFT12986	03/02/2022	Great Southern Fuel Supplies	Fuel Card PAV5	5.50
EFT12987	03/02/2022	Great Southern Waste Disposal	Landfill Site 29/11/2021 To 27/12/2021	11,183.64
EFT12988	03/02/2022	Jason Signmakers	Caravan Park Upgrade - Caravan Park signs amended price background colour Colorbond Evening Haze please ship with Toll Ipec 2120103	459.20
EFT12989	03/02/2022	Metrocount	4 X 6V Welded battery packs 2 X Boxes of 30 premium batteries for the metro counts	655.60
EFT12990	03/02/2022	MJB Industries	Brookton Kweda Road all pipe as per quote Q047429 delivered to Shire Of Brookton depot	6,914.36
EFT12991	03/02/2022	Narrogin Carpets & Curtains	Administration Office - Supply and install matching carpet planks as per Quote No. Q12837	7,645.00
EFT12992	03/02/2022	Officeworks Business Direct	Toilet cleaner, disinfectant, wipes & bleach	348.61
EFT12993	03/02/2022	Tutt Bryant Equipment	As per quote 1102546 Item # 92008125 Glass Window R/H \$329.96 freight \$75.00	654.57
EFT12994	03/02/2022	Wheatbelt Electrics	Power outages on the 22/11/21 have caused unknown power failure at Happy Valley pump inspect and repair as required	665.50
EFT12995	10/02/2022	WA Treasury Corporation	Government Guarantee Fee period December 2021	3,433.59
EFT12996	18/02/2022	Bailey Lange	Key Bond Return	60.00
EFT12997	18/02/2022	Heinrich Van Der Merwe	Return of Gym Key	60.00

CHQ/EFT	Date	Name	Description	Amount \$
EFT12998	18/02/2022	Seabrook Cricket Club	Bond return - Hire of Community Bus	350.00
EFT12999	18/02/2022	3E Advantage Pty Ltd	Annual purchase order - printing costs for photocopier	1,117.60
EFT13000	18/02/2022	AFGRI Equipment Australia Pty Ltd	John Deere Grader replace parts & test & sample machine	917.51
EFT13001	18/02/2022	Allmark & Associates Pty Ltd	Name plates & honour board updates	569.80
EFT13002	18/02/2022	Amazing 50'S Catering	Council dinner 9 @ 25 head	225.00
EFT13003	18/02/2022	Ampac Debt Recovery	Debt recovery services January 2022	5,285.63
EFT13004	18/02/2022	ATO	January 2022 BAS return	10,163.00
EFT13005	18/02/2022	Australia Post	Postage expenses for the month of January 2022	130.03
EFT13006	18/02/2022	B & N Eyre Brookton Newsagency	Newspaper & stationary orders for January 2022	173.24
EFT13007	18/02/2022	BOC Gases	Oxy bottle hire December 2021	54.73
EFT13008	18/02/2022	Boral Construction Materials Group Ltd	Asphalt 1000Kg X 2	990.00
EFT13009	18/02/2022	Brookton Meats	Meat supply Aus Day celebrations	66.75
EFT13010	18/02/2022	Brookton Pharmacy	Surgical masks PK50 X 2	79.90
EFT13011	18/02/2022	Brookton Plumbing	Busted 300M storm water pipe -oval	704.00
EFT13012	18/02/2022	Brookton Rural Traders	Fertilizer lawn oglf course green 20Kg	5,780.54
EFT13013	18/02/2022	Brookton Tyre Service	2 X Tyres & fitting BO437 PT12	1,736.90
EFT13014	18/02/2022	Building & Construction Industry Training Fund	BCITF Levy payment December 2021 batch 2	1,485.93
EFT13015	18/02/2022	C & D Cutri	Level 1 inspection	4,840.00
EFT13016	18/02/2022	Cleanflow Environmental Solutions	5 Tonne extractor & truck for 3 days for repairs	34,376.65
EFT13017	18/02/2022	Colas	Supply CRS emulsion drum X 4	1,078.00
EFT13018	18/02/2022	Corsign Wa Pty Ltd	Roads to recovery & project managed by Shire	312.40
EFT13019	18/02/2022	Flick Anticimex	Sanitary, bacterial treatment and sharps containers 6 monthly service	4,311.32
EFT13020	18/02/2022	Fuel Distributors Of WA	Diesel 7000 tank 1	11,760.70
EFT13021	18/02/2022	G & M Detergents and Hygiene Services	Toilet rolls & cleaning equipment	812.10
EFT13022	18/02/2022	GA & JC Macinnes	Gravel royalties 6000 cubic metres	9,000.00
EFT13023	18/02/2022	GF & KJ Bassett Pty Ltd	Supply & load sand - Memorial Hall	220.00
EFT13024	18/02/2022	Great Southern Fuel Supplies	January fuel card purchases	298.49
EFT13025	18/02/2022	Great Southern Waste Disposal	Domestic Rubbish Collection 28/12/21 - 31/01/22	11,707.16
EFT13026	18/02/2022	Hersey Safety Pty Ltd	Gloves, dust masks, s/Glasses, rags	969.52
EFT13027	18/02/2022	Industrial Automation Group Pty Ltd (Waterman Irrigation)	Supply and install free standing solar standpipe controller 50% deposit	10,393.35

CHQ/EFT	Date	Name	Description	Amount \$
EFT13028	18/02/2022	Jes-Ky Building And Supplies	Supply pump out service caravan park dump point	1,008.00
EFT13029	18/02/2022	Jtagz	200 Dog registration tags 2025	144.10
EFT13030	18/02/2022	Market Creations T/As Integrated ICT	Management and monitoring tool - per month	4,438.38
EFT13031	18/02/2022	Marketforce	The West Australian advert - Manager Corporate and Community Saturday 30th October & Saturday 6th November 2021	731.53
EFT13032	18/02/2022	Metrocount	Roadpod VT 5900 Plus Inc RC X 2	8,222.50
EFT13033	18/02/2022	Miracle Recreation Equipment Mas (WA) Pty Ltd	M10*50mm & M10*25mm Torx Bolt S/Steel G304	47.30
EFT13034	18/02/2022	MJ & KP Davis	1000 Cubic metres gravel for Brookton Kweda Rd	1,500.00
EFT13035	18/02/2022	Natural Area Holdings Pty Ltd	Landfill 2021 Spring Reconnaissance Flora & Fauna Survey	11,660.00
EFT13036	18/02/2022	Nourish Brookton	Kiosk stock order	1,829.81
EFT13037	18/02/2022	Officeworks Business Direct	Clinell universal disinfectant wipes	176.71
EFT13038	18/02/2022	Resonline	Online booking system monthly fee January 2022	220.00
EFT13039	18/02/2022	Scripture Union - Brookton Family Festival	Refund of WB Eva Pavilion hire	406.00
EFT13040	18/02/2022	Seek Limited	Job advert - Manager Infrastructure and Works	324.50
EFT13041	18/02/2022	Shazmac Pty Ltd T/As Shazmac Plumbing	Repairs to depot toilets	3,963.00
EFT13042	18/02/2022	Signs Plus	Staff name badges (Magnetic Back) - Gary Sherry (Chief Executive Officer) - Deanne Sweeney (Manager Corporate And Community) - Tess - Kylie - Jayden - Holly - Peta	172.50
EFT13043	18/02/2022	Stumpy'S Gateway Roadhouse	Wall charger & sync cable Iphone5	90.37
EFT13044	18/02/2022	The Ridge Studio	Gravel royalties Brookton/Kweda Road works	1,500.00
EFT13045	18/02/2022	Toll Transport Pty Ltd	Freight of auto vac unit	170.41
EFT13046	18/02/2022	Total Tools Kewdale	Rammer petrol 2 stroke	3,795.00
EFT13047	18/02/2022	Truckline	Relay valve & ABC spring brake valve	255.08
EFT13048	18/02/2022	WA Contract Ranger Services	Ranger services 20/01 - 07/02/22	1,823.25
EFT13049	18/02/2022	WA Reticulation Supplies	Service charge	396.00
EFT13050	18/02/2022	Wheatbelt Electrics	Wiring of depot toilet block	1,493.48
EFT13051	18/02/2022	Windsor D & J	Rebuild toilet	11,918.50
EFT13052	18/02/2022	Zircodata (Totally Confidential Records)	Storage period 26/12/21 - 25/01/22	49.20
EFT13053	23/02/2022	Child Support Agency Employer Services	Payroll Deductions	462.14
EFT13054	23/02/2022	LGRCEU	Payroll Deductions	41.00
EFT13055	23/02/2022	Shire of Brookton	Payroll Deductions	60.00
EFT13056	23/02/2022	Shire of Brookton	Payroll Deductions	732.10
EFT13057	23/02/2022	Shire of Brookton	Payroll Deductions	60.00
EFT13058	23/02/2022	Shire of Brookton	Payroll Deductions	732.10

CHQ/EFT	Date	Name	Description	Amount \$
EFT13059	23/02/2022	Shire of Brookton Social Club	Payroll Deductions	70.00
EFT13060	28/02/2022	Brookton Roadhouse	Bond Return (Hall 18/02/22) Nola Craig	250.00
EFT13061	28/02/2022	Ron McGuire	Key Return Bond (Pavilion 19/02/22)	250.00
904.1	09/02/2022	Eway - Caravan Park Booking System Fees	Caravan park booking system fees	4.11
904.1	01/02/2022	Eway - Caravan Park Booking System Fees	Caravan park booking system fees	1.15
904.1	16/02/2022	Eway - Caravan Park Booking System Fees	Caravan park booking system fees	1.15
904.1	17/02/2022	Eway - Caravan Park Booking System Fees	Caravan park booking system fees	4.10
904.1	21/02/2022	Eway - Caravan Park Booking System Fees	Caravan park booking system fees	2.80
904.1	22/02/2022	Eway - Caravan Park Booking System Fees	Caravan park booking system fees	1.40
904.1	24/02/2022	Eway - Caravan Park Booking System Fees	Caravan park booking system fees	0.70
904.1	28/02/2022	Eway - Caravan Park Booking System Fees	Caravan park booking system fees	1.15
904.1	02/02/2022	CBA Mercha - Bank fee - Merchant fee	Bank fee - Merchant fee	555.48
904.1	03/02/2022	Eway - Caravan Park Booking System Fees	Caravan park booking system fees	0.63
904.1	03/02/2022	CBA Mercha - Bank fee - Merchant fee	Bank fee - Merchant fee	28.09
DD5927.1	08/02/2022	Aware Super Pty Ltd	Payroll Deductions	5,628.07
DD5927.2	08/02/2022	Hub24 Superfund	Superannuation Contributions	247.60
DD5927.3	08/02/2022	I & T Brown Family Super Fund	Payroll Deductions	539.24
DD5927.4	08/02/2022	Australiansuper Pty Ltd	Superannuation Contributions	665.31
DD5927.5	08/02/2022	Colonial First State Choice Wholesale Personal Super	Superannuation Contributions	235.62
DD5927.6	08/02/2022	Expand Super	Superannuation Contributions	279.38
DD5927.7	08/02/2022	Bret Evenis Superannuation	Superannuation Contributions	319.42
DD5927.8	08/02/2022	MLC Nominees Pty Limited	Superannuation Contributions	265.97
DD5927.9	08/02/2022	Hostplus	Superannuation Contributions	362.73
DD5934.1	02/02/2022	Synergy	409966190 - Caravan park, oval & WB Pavilion account period 08/12/21 - 11/01/22	1,341.02
DD5936.1	10/02/2022	Synergy	Power supply 17/11/21 - 18/01/22	472.89
DD5938.1	11/02/2022	Synergy	Electricity usage for period 17/11/21 to 18/01/22	6,562.83
DD5944.1	03/02/2022	Water Corporation Of WA	Water use charge 05/11/21 - 12/01/22	23,306.95
DD5946.1	14/02/2022	Telstra Corporation	1361575300 - Administration building - usage charges to 22/01/22. services & equipment rental to 22/02/22	1,021.68
DD5946.2	14/02/2022	Synergy	191681400 - Electricity UA 4 Mathew St Brookton	920.26
DD5948.1	16/02/2022	Synergy	281861690 Electricity 10289 Gt Southern Hwy	322.12

CHQ/EFT	Date	Name	Description	Amount \$
DD5950.1	21/02/2022	Telstra Corporation	3063520757 - Telstra Calls, usage charges & service charges, BMO, CEO, PWS, MIE, MCC, Wireless M2M Data Plan 150Mb (Message Board 1TPV114), Bushfire Risk Management Planning Officer, CESM, Pool Attendant, EHO & Building Surveyor, BMO, CEO, PWS, MIE, Wireless M2M Data Plan 5Mb (Sewerage Pump Station Alarm), MCC, Bushfire Risk Management Planning Officer, CESN, Pool Manager, EHO & Building Surveyor	768.30
DD5952.1	22/02/2022	Aware Super Pty Ltd	Payroll Deductions	5,350.30
DD5952.2	22/02/2022	Hub24 Superfund	Superannuation Contributions	247.60
DD5952.3	22/02/2022	I & T Brown Family Super Fund	Payroll Deductions	539.24
DD5952.4	22/02/2022	Australiansuper Pty Ltd	Superannuation Contributions	577.38
DD5952.5	22/02/2022	Colonial First State Choice Wholesale Personal Super	Superannuation Contributions	235.62
DD5952.6	22/02/2022	Expand Super	Superannuation Contributions	283.74
DD5952.7	22/02/2022	Bret Evenis Superannuation	Superannuation Contributions	323.70
DD5952.8	22/02/2022	MLC Nominees Pty Limited	Superannuation Contributions	579.04
DD5952.9	22/02/2022	Hostplus	Superannuation Contributions	362.73
DD5956.1	22/02/2022	Synergy	502310670 - 184 street lights supply period 25/12/21 to 24/01/22	3,586.54
DD5960.1	14/02/2022	Shire of Brookton	MCC credit card transactions January 2022	49.91
DD5960.2	14/02/2022	Shire of Brookton	CEO credit card transactions January 2022	267.63
DD5960.3	14/02/2022	Mastercard - CESM Shire of Brookton	CESM Mastercard transactions for the period 01/01/22 - 31/01/22	278.61
DD5927.10	08/02/2022	CBUS Superannuation	Superannuation Contributions	551.12
DD5927.11	08/02/2022	Rod Evenis Superannuation	Superannuation Contributions	713.73
DD5952.10	22/02/2022	CBUS Superannuation	Superannuation Contributions	551.12
DD5952.11	22/02/2022	Rod Evenis Superannuation	Superannuation Contributions	713.73
PAYJ1055	08/02/2022	Salaries & Wages	Week 32 - PPE 08/02/2022	71,719.62
PAYJ1057	22/02/2022	Salaries & Wages	Week 34 - PPE 22/02/2022	74,611.74
PAYMENTS TOTAL				623,814.17

List of Credit Card Payments Paid in February 2022

Shire of Brookton - Bendigo Bank Mastercard - CEO

Direct Debit	Date	Name	Description	Amount \$
DD5960.2	08.01.22	Everlink	Software & sim data 6 month per controller	206.13
	11.01.22	Department of Transport	Change of Vehicle licence plate	36.60
	15.01.22	The Perth Mint	Citizenship Commemorative Coins	20.90
	30.01.22	Bendigo Bank	CARD FEE	4.00
TOTAL				267.63

Shire of Brookton - Bendigo Bank Mastercard – AMCC

Direct Debit	Date	Name	Description	Amount \$
DD5960.1	22.01.22	Godfreys Commercial - Electrical Home	Parts for WB Eva Pavilion Vacuum Cleaner	45.91
	30.01.22	Bendigo Bank	CARD FEE	4.00
TOTAL				49.91

Shire of Brookton - Bendigo Bank Mastercard – CESM

Direct Debit	Date	Name	Description	Amount \$
DD5960.3	17.01.22	EG Group Geraldton	Diesel whilst on deployment to assist fires	99.71
	19.01.22	Noodlers Noodle Geraldton	Dinner whilst on deployment to assist fire containment	26.00
	20.01.22	EG Group Geraldton	Diesel whilst on deployment to assist fires	109.90
	22.01.22	Geraldton Motor Inn	Dinner whilst on deployment to assist fire containment	39.00
	30.01.22	Bendigo Bank`	CARD FEE	4.00
TOTAL				278.61

14.03.22.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 2022

File No:	N/A
Date of Meeting:	17 th March 2022
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Charlotte Cooke – Finance Officer
Authorising Officer:	Cherie Delmage – Acting Manager Corporate & Community
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	17 th February 2022

Summary of Item:

The Statement of Financial Activity for period ending 28 February 2022 together with associated commentaries are present for Council's consideration.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 28 February 2022, as presented.

Background:

In accordance with regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council. December and January's reports are presented in February as Council does not meet in January.

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

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

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

Relevant Plans and Policy:

There is no Council Policy relevant to this item.

Financial Implications:

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

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within **Attachment 14.03.22.02A**.

Risk Assessment:

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

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

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

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

Community & Strategic Objectives:

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

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

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

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

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

Comment

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

OFFICER’S RECOMMENDATION

That Council receives the Monthly Statements of Financial Activity for the 28 February 2022, in accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995 as presented in Attachment 14.03.22.02A.

(Simple majority vote required)

Attachments

Attachment 14.03.22.02A – Statement of Financial Activity for period ended 28 February 2022

Shire of Brookton
MONTHLY FINANCIAL REPORT
For the Period Ended 28 February 2022

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Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 28 February 2022

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) (c)	Var. % (b)-(a)/(b) 9	Var.	Material Variance	Material Variance	Material Variance
Operating Revenues		\$	\$	\$	\$	%				
Governance		23,510	17,820	15,807	(2,013)	(11.30%)		0	-1	-1
General Purpose Funding		1,886,516	663,281	541,455	(121,826)	(18.37%)	⊖	-1	-1	-2
Law, Order and Public Safety		315,963	70,594	111,643	41,049	58.15%	⊕	1	1	2
Health		300	200	27	(173)	(86.37%)		0	-1	-1
Education and Welfare		65,906	43,928	41,656	(2,272)	(5.17%)		0	0	0
Housing		71,296	47,520	74,782	27,262	57.37%	⊕	1	1	2
Community Amenities		404,681	398,767	408,108	9,341	2.34%		0	0	0
Recreation and Culture		36,101	24,040	28,685	4,645	19.32%		0	1	1
Transport		684,303	384,874	390,564	5,690	1.48%		0	0	0
Economic Services		100,160	66,776	114,418	47,642	71.35%	⊕	1	1	2
Other Property and Services		27,000	17,984	27,631	9,647	53.64%		0	1	1
Total (Excluding Rates)		3,615,736	1,735,784	1,754,776	18,992	1.09%				
Operating Expense										
Governance		(569,257)	(332,845)	(320,702)	12,143	(3.65%)		1	0	1
General Purpose Funding		(250,387)	(161,812)	(132,822)	28,990	17.92%	⊕	1	1	2
Law, Order and Public Safety		(470,954)	(306,365)	(234,061)	72,304	23.60%	⊕	1	1	2
Health		(25,294)	(17,348)	(17,883)	(535)	(3.08%)		0	0	0
Education and Welfare		(163,573)	(110,577)	(84,871)	25,706	23.25%	⊕	1	1	2
Housing		(241,917)	(105,266)	(104,741)	526	0.50%		0	0	0
Community Amenities		(573,400)	(386,897)	(316,259)	70,638	18.26%	⊕	1	1	2
Recreation and Culture		(1,044,540)	(692,197)	(592,628)	99,569	14.38%	⊕	1	1	2
Transport		(3,571,833)	(2,386,471)	(2,207,321)	179,150	7.51%		1	0	1
Economic Services		(257,475)	(166,700)	(174,942)	(8,242)	(4.94%)		0	0	0
Other Property and Services		(406,383)	(286,093)	(236,806)	49,287	17.23%	⊕	1	1	2
Total		(7,575,013)	(4,952,571)	(4,423,036)	529,535	10.69%				
Funding Balance Adjustment										
Add back Depreciation		3,098,790	2,065,860	1,936,920	(128,940)	(6.24%)		-1	0	-1
Adjust (Profit)/Loss on Asset Disposal	6	47,511	47,511	11,904	(35,607)	(74.95%)	⊖	-1	-1	-2
Correction of SSL78 adjustment		0	0	0	0					
Adjust (Profit)/Loss on Asset Revaluation		0	0	0	0			0	0	0
Movement in Non Cash Provisions		0	0	0	0			0	0	0
Net Operating (Ex. Rates)		(812,976)	(1,103,416)	(719,436)	383,980	(34.80%)				
Capital Revenues										
Proceeds from Disposal of Assets	6	122,000	122,000	168,386	46,386	(38.02%)		1	-1	0
Proceeds from New Debentures	5	600,000	0	0	0	0.00%		0	0	0
Self-Supporting Loan Principal		24,413	12,206	11,998	(208)			0	0	0
Transfer from Reserves	5	2,406,197	618,764	0	(618,764)	0.00%		-1	0	-1
Total		3,152,610	752,970	180,384	(572,586)					
Capital Expenses										
Land and Buildings	6	(1,514,000)	(926,484)	(325,487)	600,997	64.87%	⊕	1	1	2
Plant and Equipment	6	(436,000)	(290,648)	(104,652)	185,996	63.99%	⊕	1	1	2
Furniture and Equipment	6	(10,000)	(6,664)	(7,638)	(974)			0	0	0
Infrastructure Assets - Roads & Bridges	6	(1,068,926)	(789,835)	(584,561)	205,274	25.99%	⊕	1	1	2
Infrastructure Assets - Sewerage	6	(742,000)	(453,328)	(21,247)	432,081	95.31%	⊕	1	1	2
Infrastructure Assets - Footpath	6	0	0	0	0			0	0	0
Repayment of Debentures	7	(133,672)	(91,107)	(90,383)	724	0.79%		0	0	0
Principal elements of finance lease payments	7	(1,419)	0	0						
Transfer to Reserves	5	(1,791,777)	(22,144)	(7,816)	14,328	64.70%	⊕	1	1	2
Total		(5,697,794)	(2,580,210)	(1,141,783)	1,438,427	(55.75%)				
Net Capital		(2,545,184)	(1,827,240)	(961,399)	865,841	(47.39%)				
Total Net Operating + Capital		(3,358,160)	(2,930,656)	(1,680,835)	1,249,822	42.65%				
Rate Revenue		2,376,497	2,410,099	2,411,572	1,473	0.06%		0	0	0
Opening Funding Surplus(Deficit)		981,662	887,254	887,254	94,408	10.64%	⊕	1	1	2
Closing Funding Surplus(Deficit)	3	0	366,696	1,617,991	1,345,703			0	0	0

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 28 February 2022

NOTE	2021/22 Adopted Budget	2021/22 Current Budget	2021/22 YTD Budget	2021/22 YTD Actual	Variance YTD Budget vs YTD Actual
	\$	\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES					
Rates	2,410,607	2,410,607	2,410,099	2,411,572	1,473
Operating Grants, Subsidies and Contributions	1,167,520	877,666	507,977	755,075	247,098
Fees and Charges	682,928	689,173	588,367	680,947	92,580
Interest Earnings	130,111	135,249	70,615	30,612	(40,003)
Other Revenue	197,836	162,795	45,617	82,676	37,059
	4,589,002	4,275,490	3,622,675	3,960,882	338,207
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs	(1,911,012)	(2,221,555)	(1,413,374)	(1,272,722)	140,652
Materials and Contracts	(1,531,907)	(1,718,866)	(1,074,104)	(849,505)	224,598
Utilities	(177,631)	(190,430)	(116,354)	(128,427)	(12,073)
Depreciation	(2,781,490)	(3,098,790)	(2,048,152)	(1,936,920)	111,232
Interest Expenses	(76,411)	(67,343)	(42,056)	(29,145)	12,911
Insurance	(193,031)	(230,647)	(222,507)	(192,678)	29,829
Other Expenditure	(112,453)	(850)	(724)	(1,737)	(1,013)
	(6,783,935)	(7,528,481)	(4,917,270)	(4,411,133)	506,138
	(2,194,933)	(3,252,991)	(1,294,595)	(450,251)	844,345
Non-Operating Grants, Subsidies & Contributions	740,579	1,713,243	520,880	205,466	(315,414)
Profit on Asset Disposals	0	0	0	0	0
Loss on Asset Disposals	(47,511)	(47,511)	(47,511)	(11,904)	35,607
NET RESULT	(1,501,865)	(1,587,259)	(821,226)	(256,688)	564,538

Shire of Brookton
Notes To The Statement Of Financial Activity
For the Period Ended 28 February 2022

Explanation Of Material Variances

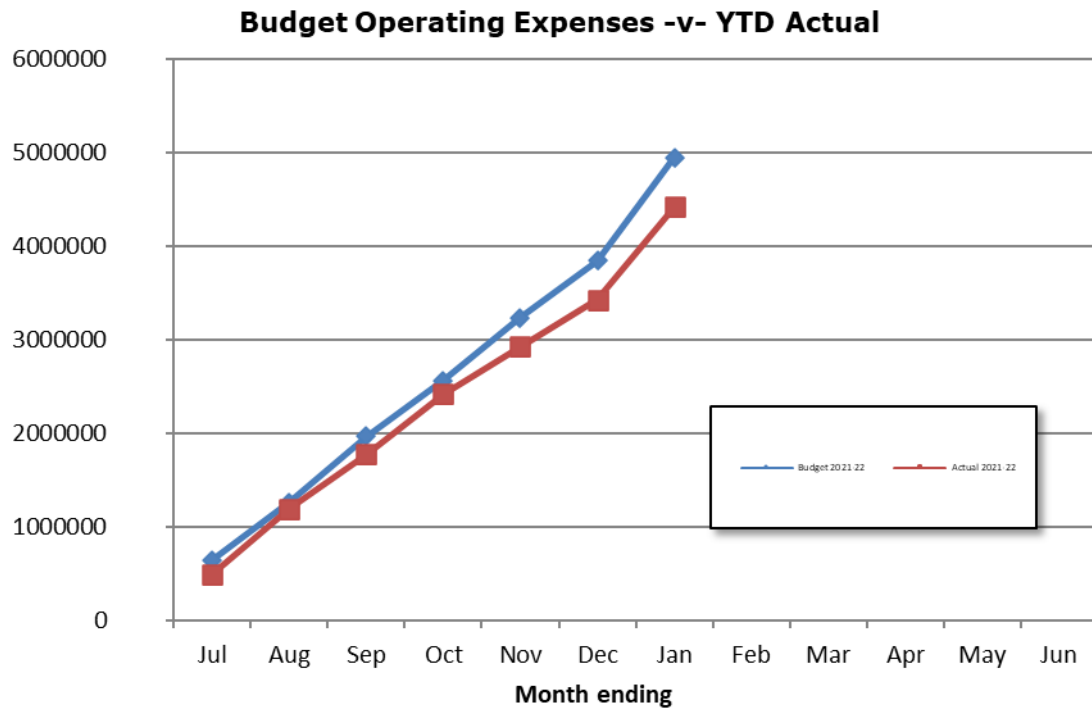
The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %		Timing/ Permanent	Explanation of Variance	Material Variance	Material Variance	Material Variance
Revenue from operating activities	\$	%						
Governance	(2,013)	(11.30%)			Within variance threshold	0	-1	-1
General purpose funding	(121,826)	(18.37%)	☹	Permanent	General FAGS Budget \$668,176; Actual \$418,962 variance of \$249,484 Road FAGS Budget \$382,492; Actual \$184,960 variance of \$197,532 Permanent variance between budgeted amounts of \$447,016 - will require review No guarantee or inclusion of advance at year end	-1	-1	-2
Law, order and public safety	41,049	58.15%	☺	Timing	CESM MOU - to be considered at budget review	1	1	2
Health	(173)	(86.37%)			Within variance threshold	0	-1	-1
Education and welfare	(2,272)	(5.17%)			Within variance threshold	0	0	0
Housing	27,262	57.37%	☺	Permanent	Staff housing rental income higher than budgeted	1	1	2
Community amenities	9,341	2.34%			Within variance threshold	0	0	0
Recreation and culture	4,645	19.32%			Within variance threshold	0	1	1
Transport	5,690	1.48%			Within variance threshold	0	0	0
Economic services	47,642	71.35%	☺	Timing	Caravan Park Fees higher than budget, due to returning business.	1	1	2
Other property and services	9,647	53.64%		Permanent	Higher than budget due to insurance claims	0	1	1
Expenditure from operating activities								
Governance	12,143	(3.65%)			Within variance threshold	1	0	1
General purpose funding	28,990	17.92%	☺	Timing	Admin allocations require review	1	1	2
Law, order and public safety	72,304	23.60%	☺	Timing	Admin allocations require review	1	1	2
Health	(535)	(3.08%)			Within variance threshold	0	0	0
Education and welfare	25,706	23.25%	☺	Timing	ILUs general op exp under budget; monitor & possible budget review	1	1	2
Housing	526	0.50%		Timing	Within variance threshold	0	0	0
Community amenities	70,638	18.26%	☺	Timing	Refuse & Sewerage op exp costs under budget; monitor & possible budget review	1	1	2
Recreation and culture	99,569	14.38%	☺	Timing	Pool, recreation grounds & parks & reserves op exp under budget; monitor & possible budget review	1	1	2
Transport	179,150	7.51%			Within variance threshold	1	0	1
Economic services	(8,242)	(4.94%)		Timing	Caravan Park & Standpipes under budget; admin allocations require review	0	0	0
Other property and services	49,287	17.23%	☺	Timing	Admin allocations require review; op ex inc employee costs under budget; monitor & possible budget review	1	1	2
Funding Balance Adjustment								
Add back Depreciation	(128,940)	(6.24%)			Within variance threshold	-1	0	-1
Adjust (Profit)/Loss on Asset Disposal	(35,607)	(74.95%)	☹	Timing	Land sales not included in original budget or added to asset register; requires correction & budget review	-1	-1	-2
Correction of SSL78 adjustment	0	0.00%			Within variance threshold	0	0	0
Adjust (Profit)/Loss on Asset Revaluation	0	0.00%			Within variance threshold	0	0	0
Movement in Non Cash Provisions	0	0.00%			Within variance threshold	0	0	0
Capital Revenues								
Proceeds from Disposal of Assets	46,386	(38.02%)			Within variance threshold	1	-1	0
Proceeds from New Debentures	0	0.00%			Within variance threshold	0	0	0
Self-Supporting Loan Principal	(208)	0.00%			Within variance threshold	0	0	0
Transfer from Reserves	(618,764)	0.00%			Within variance threshold	-1	0	-1
Capital Expenses								
Land and Buildings	600,997	64.87%	☺	Timing	Cap exp subject to project timing & progress; will need to be considered as part of budget review	1	1	2
Plant and Equipment	185,996	63.99%	☺	Timing	Cap exp subject to project timing & progress; will need to be considered as part of budget review	1	1	2
Furniture and Equipment	(974)	0.00%				0	0	0
Infrastructure Assets - Roads & Bridges	205,274	25.99%	☺	Timing	Cap exp subject to project timing & progress; will need to be considered as part of budget review	1	1	2
Infrastructure Assets - Sewerage	432,081	95.31%	☺	Timing	Cap exp subject to project timing & progress; will need to be considered as part of budget review	1	1	2
Infrastructure Assets - Footpath	0	0.00%				0	0	0
Repayment of Debentures	724	0.79%			Within variance threshold	0	0	0
Principal elements of finance lease payments	0	0.00%				0	0	0
Transfer to Reserves	14,328	64.70%	☺	Timing	Based on reserve interest received & transferred; monitor & possible budget review	1	1	2
Rate Revenue	1,473	0.06%			Within variance threshold	0	0	0
Opening Funding Surplus(Deficit)	94,408	10.64%	☺	Timing	To be confirmed once AFR signed off by auditors	1	1	2

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2022

Note 2 - Graphical Representation - Source Statement of Financial Activity



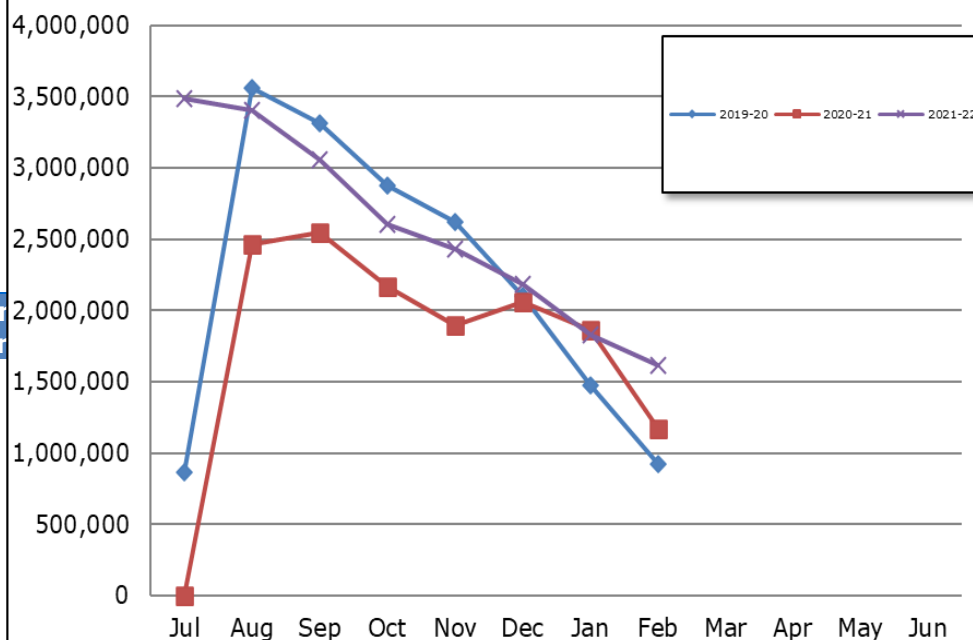
Comments/Notes - Operating Expenses

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2022

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		2021-22		
Note	This Period	Same Period 2020/21	Same Period 2019/20	Surplus C/F 1 July 2021
	\$	\$	\$	\$
Current Assets	Feb 2022	Feb 2021	Feb 2020	
Cash Unrestricted	1,692,273	1,379,200	666,713	1,132,706
Cash Restricted	11,634,558	11,896,498	12,509,880	11,626,742
Receivables	317,925	328,815	441,750	120,462
Non Cash Movements		0	0	0
Inventories	45,096	20,866	25,811	27,060
	13,689,852	13,625,378	13,644,154	12,906,970
Less: Current Liabilities				
Payables and Provisions	(437,302)	(558,341)	(207,741)	(392,974)
	(437,302)	(558,341)	(207,741)	(392,974)
Less: Cash Restricted	(11,634,558)	(11,896,498)	(12,509,880)	(11,626,742)
Net Current Funding Position	1,617,992	1,170,539	926,533	887,254

Note 2 - Liquidity Over the Year



Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2022

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

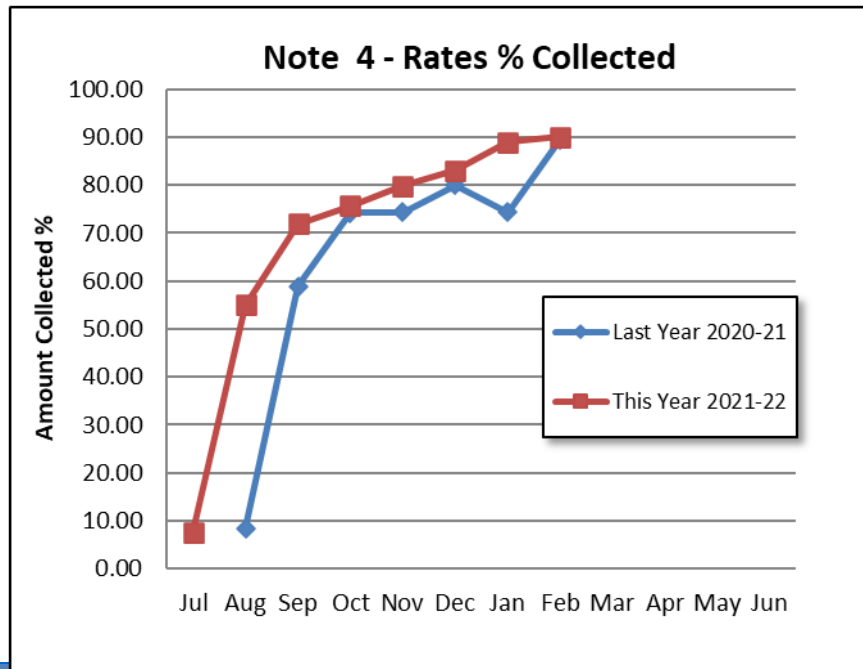
	Current 2021-22	Previous Year 2020-21
	\$	\$
Opening Arrears Previous Years	98,570	234,381
Rates, Sewerage & Rubbish Levied this year	2,797,428	2,699,336
<u>Less</u> Collections to date	(2,610,594)	(2,621,844)
Equals Current Outstanding	285,404	311,873
Net Rates Collectable	285,404	311,873
% Collected	90.14%	89.37%

Receivables - General

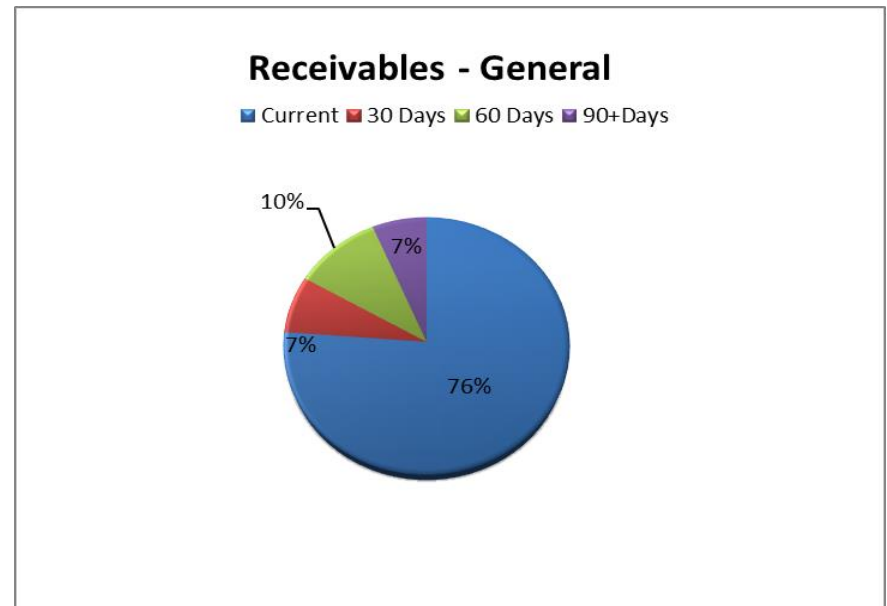
Total Outstanding

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
31,735	2,970	4,280	<u>2,647</u>
			41,632

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates, Sewerage and Rubbish



Comments/Notes - Receivables General

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2022

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	YTD Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$		\$	\$		\$	\$	\$
Leave Reserve	138,900	1,111	38	0		0	0	0	0	140,011	138,937
Plant and Vehicle Reserve and Community Bus Reserve	337,435	2,699	92	545,000		0	(314,000)	0	0	571,134	337,527
Land & Housing Development Reserve/Independent Living Units	1,392,425	11,139	379	0		0	(30,000)	0	0	1,373,564	1,392,804
Furniture and Equipment Reserve	21,213	170	6	0		0	(10,000)	0	0	11,383	21,219
Municipal Buildings & Facilities Reserve	631,068	5,049	172	0		0	(180,000)	10,000	0	456,117	631,239
Townscape and Footpath Reserve	125,177	1,001	34	0		0	(47,000)	0	0	79,178	125,212
Sewerage Scheme Reserve	445,787	3,566	121	65,000		0	(50,000)	0	0	464,353	445,908
Road and Bridge Infrastructure Reserve	115,816	927	32	758,764		0	(484,433)	50,000	0	391,074	115,848
Health & Wellbeing reserve	554,349	4,415	151	0		0	(558,764)	0	0	(0)	554,500
Sport & Recreation Reserve	31,653	253	9	0		0	0	558,764	0	31,906	31,662
Rehabilitation & Refuse Reserve	210,991	1,708	57	55,000		0	(50,000)	0	0	217,699	211,049
Caravan Park Reserve	354,061	2,832	96	0		0	0	0	0	356,893	354,158
Brookton Heritage/Museum Reserve	47,189	378	13	0		0	0	0	0	47,567	47,202
Kweda Hall Reserve	18,042	144	5	0		0	0	0	0	18,186	18,047
Aldersyde Hall Reserve	0	0	0	0		0	0	0	0	0	0
Railway Station Reserve	330,082	2,641	90	200,000		0	(70,000)	0	0	462,723	330,171
Madison Square Units Reserve	30,680	245	8	0		0	0	0	0	30,925	30,688
Cemetery Reserve	30,735	246	8	50,000		0	(40,000)	0	0	40,981	30,744
Water Harvesting Reserve	109,633	877	30	0		0	(42,000)	0	0	68,510	109,664
Developer Contribution	2,742	22	1	0		0	0	0	0	2,764	2,743
Cash Contingency Reserve	131,689	1,054	36	0		0	0	0	0	457,361	131,724
Brookton Aquatic Reserve	456,307	3,650	124	25,000		0	(30,000)	0	0	130,339	456,431
Future Fund Reserve	4,097,368	32,779	4,235	0		0	0	0	0	4,130,147	4,101,602
Innovations Fund Reserve	2,013,401	16,107	2,081	0		0	(500,000)	0	0	1,529,508	2,015,482
	11,626,742	93,013	7,815.98	1,698,764	0	0	(2,406,197)	618,764	0	11,012,322	11,634,558

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2022

Note 6: CAPITAL DISPOSALS AND ACQUISITIONS

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value		Proceeds	Profit (Loss)
31,746	22,000	(9,746)	PAV4 - Commodore (MCC Vehicle)	\$ 31,603		\$ 22,727	\$ (8,876)
44,931	40,000	(4,931)	PAV116 - 2018 Ford Ranger MC 2019	44,142		41,114	(3,028)
		0	Lot 105 - 10 Avonbank Close, Brookton - A2772	38,728		50,000	11,272
		0	Lot 102 - 4 Avonbank Close, Brookton - A2773			54,545	54,545
		0					0
		0					0
76,677	62,000	(14,677)		114,473	0	168,386	53,913

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Current Budget	Actual	Variance
	\$		\$	\$
Property, Plant & Equipment				
Land and Buildings	1,514,000	1,514,000	325,487	1,188,513
Plant & Equipment	436,000	436,000	52,688	383,312
Furniture & Equipment	10,000	10,000	7,638	2,362
Infrastructure				
Roadworks & Bridge Works & Footpaths	1,068,926	1,068,926	584,560	484,366
Footpath Construction - Richardson Street	0	0	0	0
Sewerage & Drainage	742,000	742,000	21,247	720,753
Totals	3,770,926	3,770,926	991,620	2,779,306

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2022

Note 7: INFORMATION ON BORROWINGS

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-21	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		
					\$	\$	Actual	Budget	Actual	Budget	Actual	Budget	
					\$	\$	\$	\$	\$	\$	\$	\$	
Self Supporting Loans													
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	215,828	-	11,998	24,413	203,830	201,217	5,695	14,611	
Education & Welfare													
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	63,602	-	9,710	9,710	53,892	60,149	1,858	3,453	
Housing													
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	104,944	-	16,021	16,021	88,923	99,246	3,065	5,698	
Community Amenities													
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	44,521	-	6,797	6,797	37,724	42,104	1,301	2,417	
Transport													
Loan 80 Grader	New Grader	1/02/2026	25	5.63	104,944	-	16,021	16,021	88,923	99,246	3,065	5,698	
Recreation and Culture													
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	536,706	-	29,837	60,710	506,869	492,286	14,160	44,420	
					1,070,545	-	90,383	133,672	980,162	994,248	29,145	76,297	
Right of Use	Seabrook Dam											-	810
											29,145	77,107	

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 28 February 2022

Note 8: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Cash at Bank - Operating Account	0.00%	61,609				61,609	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.05%	1,629,126				1,629,126	Bendigo	
Bond Fund	0.00%	10,730				10,730	Bendigo	
Trust Cash at Bank	0.00%			13,820		13,820	Bendigo	
(b) Term Deposits								
Savings Account	0.05%		4,437,474			4,437,474	Bendigo	
Reserves	0.20%		7,197,084			7,197,084	Bendigo	20/03/2022
(c) Investments								
Bendigo Bank Shares					10,000	10,000	Bendigo	
Total		1,692,023	11,634,558	13,820	10,000	13,359,842		

Comments/Notes - Investments

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2022

Note 9: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Adopted Budget Net Asset Surplus 30 June 2021		Opening Surplus(Deficit)	\$	\$	\$	\$
							887,254
							887,254
							887,254
							887,254
							887,254
							887,254
Closing Funding Surplus (Deficit)				0	0	0	887,254

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2022**

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 2021	Amount Received	Amount Paid	Closing Balance For the Period Ended 28 February 2022
	\$	\$	\$	\$
Public Open Space Contributions	13,820	0	0	13,820
	13,820	0	0	13,820

1. Public Open Space Contribution:

T148 - Paul Webb \$13,820

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

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 28 February 2022

Note 11 Sewerage Operating Statement

	2021/22 Adopted Budget \$	2021/22 YTD Budget \$	2021/22 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges	1,690	1,690	708	(982)
Annual Sewerage Rates	196,268	196,268	195,452	(816)
	197,958	197,958	196,160	(1,798)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(3,559)	(2,373)	(776)	1,597
Materials and Contracts	(51,200)	(34,133)	(48,692)	(14,558)
Utilities	(3,300)	(2,200)	(2,117)	83
Depreciation	(36,542)	(24,361)	(30,147)	(5,786)
Interest Expenses	(2,315)	(1,543)	(1,301)	243
Insurance	(322)	(215)	(160)	55
General Operating Expenses	(1,920)	(1,280)	(689)	591
Allocation of Administration Expense	(50,243)	(33,495)	(26,691)	6,804
	(149,401)	(99,601)	(110,572)	(10,971)
	48,557	98,357	85,589	(12,769)
Add Back Depreciation	36,542	24,361	30,147	5,786
Non-Operating Grants, Subsidies & Contributions	0	0	0	0
Profit on Asset Disposals	0	0	0	0
Loss on Asset Disposals	0	0	0	0
Transfer to Sewerage and Drainage Reserve	(65,000)	(43,333)	0	(43,333)
Transfer from Sewerage and Drainage Reserve	50,000	50,000	0	50,000
NET RESULT	70,099	129,385	115,736	(316)
Capital Loan Repayments			(6,797)	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 28 February 2022

Note 12 WB Eva Pavilion Operating Statement

NOTE	2021/22 Adopted Budget \$	2021/22 YTD Budget \$	2021/22 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Hire Fees - WB Eva Pavilion	4,000	2,667	2,908	241
Sporting Club Fees	4,000	2,667	673	(1,994)
Gymnasium Income	7,000	4,667	4,732	65
	15,000	10,000	8,312	(1,688)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	-	-	-	-
Materials and Contracts	-	-	-	-
Utilities	-	-	-	-
Interest Expenses	(35,688)	(23,792)	(14,160)	9,632
Insurance	-	-	-	-
General Operating Expenses	-	-	-	-
Gymnasium Operating	(11,983)	(7,968)	(2,781)	5,187
	(47,671)	(31,760)	(16,941)	14,819
	(32,671)	(21,760)	(8,628)	13,132
NET RESULT	(32,671)	(21,760)	(8,628)	13,132
Capital Loan Repayments			(29,837)	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Aquatic Centre
For the Period Ended 28 February 2022

	Note	Adopted Annual Budget 2021/22	Amended Budget	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		85,000		56,667	99,543	42,876	75.66%
Total Revenue		85,000		56,667	99,543	42,876	75.66%
Operating Expenses							
Brookton Caravan Park	CARAOP	(75,846)		(50,564)	(46,536)	4,028	(7.97%)
Brookton Caravan Park	MARKOP	(2,000)		(1,333)	(418)		
Caravan Park Depreciation		(2,179)		(1,453)	(5,723)	(4,270)	293.97%
Caravan Park Abc Administration Expenses		(30,146)		(20,097)	(16,015)	4,083	(20.31%)
Total		(110,171)		(73,447)	(68,692)	3,840	5.23%
Operating Surplus (Deficit)		(25,171)		(16,781)	30,851	46,717	278%
Excluding Non Cash Adjustments							
Add back Depreciation		2,179		1,453	5,723	4,270	293.97%
Net Operating Surplus (Deficit)		(22,992)		(15,328)	36,574	50,987	(332.64%)
Note 13 (b): Brookton Aquatic Centre							
Operating Revenue							
POOL FEES & CHARGES		13,100		8,733	14,132	5,399	61.82%
POOL GRANTS & SUBSIDIES		0		0	0	0	0.00%
Total Revenue		13,100		8,733	14,132	5,399	61.82%
Operating Expenses							
POOL EMPLOYEE COSTS		(79,061)		(52,707)	(51,715)	992	0.00%
POOL GENERAL OPERATING EXPENSES		(49,439)		(32,959)	(21,851)	11,109	(33.70%)
POOL BUILDING MAINTENANCE		(15,978)		(10,652)	(13,967)	(3,315)	31.12%
POOL DEPRECIATION		(11,272)		(7,515)	(8,087)	(572)	7.61%
POOL ABC ADMINISTRATION EXPENSES		(30,146)		(20,097)	(16,015)	4,083	(20.31%)
Total		(185,896)		(123,931)	(111,635)	12,296	9.92%
Operating Surplus (Deficit)		(172,796)		(115,197)	(97,502)	17,695	15.36%
Excluding Non Cash Adjustments							
Add back Depreciation		11,272		7,515	8,087	572	7.61%
Net Operating Surplus (Deficit)		(161,524)		(107,683)	(89,416)	18,267	16.96%

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 28 February 2022

Note 15

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding					Total Funding
					Muni	Grants	Reserves	Sale of Assets	Loan	
	\$	\$	\$		\$	\$	\$	\$	\$	\$
Chambers & Reception Area Upgrade	35,000	35,000	24,045	69%			35,000			35,000
Robinson Road - StreetBins	17,000	17,000	0	0%			17,000			17,000
Landfill Ground Water Monitoring Bores x2	15,000	15,000	0	0%			15,000			15,000
Ablution Facility at Cemetery	30,000	30,000	0	0%			30,000			30,000
Memorial Hall upgrade/constuction works	1,000,000	1,000,000	0	0%		500,000	500,000			1,000,000
Railway Station Fencing, signage & crossing improvements	30,000	30,000	0	0%			30,000			30,000
Youth Precinct - Nature Play Ground	0	0	1,642				30,001			30,001
Community Garden/Mensshed building	0	0	3,286							0
Youth/Girl Guides Building	0	0	2,809							0
Aquatic Centre Improvements	30,000	30,000	0	0%			30,000			30,000
Memorial Park Gazebo and Disable access	30,000	30,000	3,900	13%			30,000			30,000
Tourist Information Bay	17,000	17,000	0	0%	17,000					17,000
Caravan Park Upgrade Stage 1	180,000	180,000	174,165	97%		180,000				180,000
Depot Improvements	130,000	130,000	115,640	89%			130,000			130,000
Chambers Chairs x 24	10,000	10,000	7,638	76%			10,000			10,000
CEO Vehicle change over	45,000	45,000	51,963	115%			5,000	40,000		45,000
MCC Vehicle change over	36,000	36,000	36,668	102%			14,000	22,000		36,000
Water Tank & Wood Chipper 6"	50,000	50,000	16,020	32%			50,000			50,000
Single Axle Tipper small Parks & Garden (trade PT13)	65,000	65,000	0	0%			55,000	10,000		65,000
Tandem Truck (trade PT10)	200,000	200,000	0	0%			165,000	35,000		200,000
Parks and Garden (trade PU33)	40,000	40,000	0	0%			25,000	15,000		40,000
Brookton-Kweda Road	561,739	561,739	491,795	88%		374,960	186,779			561,739
Richardson Street	218,633	218,633	89,766	41%		218,633				218,633
Davis Road	150,537	150,537	0	0%			150,537			150,537
Koornong Drive	59,117	59,117	0	0%			59,117			59,117
Lefroy Street	20,000	20,000	0	0%	20,000					20,000
Collard Street	10,000	10,000	0	0%	10,000					10,000
Crn Whithall, Corberding & Brookton Hwy	8,000	8,000	0	0%			8,000			8,000
Sewel Road - Closure	0	0	2,948							0
Other Road Construction	0	0	51							0
Drainage Works Various Roads	40,900	40,900	0	0%		10,900	30,000			40,900
Happy Valley Bore Field	92,000	92,000	20,479	22%		50,000	42,000			92,000
Upgrade- Refurb/Reflining Pipe Network	650,000	650,000	768	0%			50,000		600,000	650,000
	3,770,926	3,770,926	1,043,583		47,000	1,334,493	1,697,434	122,000	600,000	3,800,927

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Grants, Subsidies and Contributions Register
For the Period Ended 28 February 2022

Note 16

Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget OCM	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
			\$	\$	\$	\$	\$	
Main Roads WA	Regional Road Group	Non Operating	(374,960)	(374,960)	Recurrent	(374,960)	(149,982)	40%
Federal Government	Roads to Recovery	Non Operating	(218,633)	(218,633)	Recurrent	(218,633)	-	0%
WA Grants Commission	GPG Grants Commission - General	Operating	(668,176)	(668,176)	Recurrent	(668,176)	(314,020)	47%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(382,494)	(382,494)	Recurrent	(382,494)	(138,719)	36%
WA Grants Commission	GPG Grants Commission - Bridges	Operating	-	-	-	-	-	0%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(56,600)	(56,600)	Recurrent	(56,600)	(44,062)	78%
Main Roads WA	Direct Grant	Operating	(84,910)	(84,910)	Recurrent	(84,910)	(90,300)	106%
			(1,785,773)	(1,785,773)		(1,785,773)	(737,083)	41%

15.03.22 GOVERNANCE REPORTS

Nil.

16.03.22 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

17.03.22 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**18.03.22 CONFIDENTIAL REPORTS**

That Council close the meeting to the public, in accordance with Local Government Act 1995, Sections 5.23(2)(a) as Item 18.03.22.02 relates to a matter affecting an employee, or employees and Section 5.23(2)(e)(ii), as item 18.03.22.01, relates to information that has a commercial value to a person.

18.03.22.01 RFQ 23/2022- SUPPLY AND DELIVERY OF A 6 WHEEL TIP TRUCK

File No:	Plant: T10
Date of Meeting:	17 th March 2022
Location/Address:	N/A
Name of Applicant:	
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – 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:

Council is to consider the purchase of a Supply and Delivery of a 6 Wheel Tip Truck (Tipper).

OFFICER'S RECOMMENDATION***That Council:***

- 1. accepts the offer from Hino Motor Sales Australia Pty Ltd for the purchase of a Hino FS 2848 AMT Leaf 4275 for \$236,340.91 (GST Exclusive);***
- 2. not accept any offer for sale of Council's existing Isuzu 6x4 End Tipper, registration 1CQL-067, and Council will complete disposal of the vehicle by public auction at a suitable time after the delivery of a replacement vehicle; and***
- 3. acknowledges that:***
 - a. the acceptance of the offer of Hino Motor Sales Australia Pty Ltd is \$36,340.91 greater than Council's 2021/22 budget allocation; and***
 - b. that the purchase of the new vehicle and sale of the existing vehicle are unlikely to be completed in the 2021/22 year and Council will include these transactions in the 2022/23 budget.***

(Simple majority vote required)

Attachments

Attachment 18.03.22.01A – RFQ 23/2022 - Scope Document

Attachment 18.03.22.01B – RFQ 23/2022 – Summary of Evaluation

Shire of Brookton, Ordinary Meeting of Council – 17 March 2022 – Agenda

18.03.22.02 CHIEF EXECUTIVE OFFICER – KEY PERFORMANCE INDICATORS – 2022/2023

File No:	EMP 423
Date of Meeting:	17 th March 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author/authorising officer has an Direct Financial Interest in this item, as relates to the setting of KPI’s for the upcoming year of the employee.
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

Council is to confirm Key Performance Indicators (KPIs) for the future review of the annual performance of the newly employed CEO, Mr. Gary Sherry.

OFFICER’S RECOMMENDATION

That Council agrees to the Key Performance Indicators included at Attachment 18.03.22.02A and include these Key Performance Indicators in future reviews of the performance of the Chief Executive Officer, Mr Gary Sherry.

(Simple majority vote required)

Attachments

Attachment 18.03.22.02A – CEO Draft KPIs

19.03.22 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on Thursday 21st April 2022 commencing at 6.00 pm.