



ORDINARY MEETING OF COUNCIL

PUBLIC

AGENDA

17 October 2019



NOTICE OF MEETING

17 October 2019

**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 October 2019 in the Council Chambers at the Shire Administration Centre commencing at 5.00 pm.

The business to be transacted is shown in the Agenda.

Ian D'Arcy
CHIEF EXECUTIVE OFFICER
11 October 2019

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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1.10.19 USE OF COMMON SEAL

The Table below details the Use of Common Seal under delegated authority for the month of October 2019.

Use of Common Seal Register

File Ref:	Purpose	Date Granted
Nil.		

2.10.19 DELEGATED AUTHORITY – ACTIONS PERFORMED – SEPTEMBER 2019

The Table below details the actions of Council performed under delegated authority for the month October 2019.

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

BUILDING

Application No.	Lot & Street	Type of Building Work	Date Granted
02.19-20	80 Jose Street	Patio	7/9/2019
03.19-20	Lot 52 McGrath Street	Dwelling	7/9/2019
04.19-20	1 Marsh Avenue	Patio	17/9/19

Shire of Brookton, Delegation Register, 1.41 Specific Provisions under the Town Planning Scheme No. 3

PLANNING

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

3.10.19 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

4.10.19 RECORD OF ATTENDANCE/APPOLOGIES/APPROVED LEAVE OF ABSENCE

5.10.19 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

6.10.19 PUBLIC QUESTION TIME

7.10.19 APPLICATIONS FOR LEAVE OF ABSENCE

8.10.19 PETITIONS/DEPUTATIONS/PRESENTATIONS

9.10.19 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.10.19.01 ORDINARY MEETING OF COUNCIL – 19 SEPTEMBER 2019

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 19 September 2019, be confirmed as a true and correct record of the proceedings.

10.10.19 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

11.10.19 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.

12.10.19 TECHNICAL & DEVELOPMENT SERVICES REPORTS

12.10.19.01 SANDALWOOD TREE PLANTATION – LOTS 18581 AND 18593 AUSTIN ROAD BROOKTON

File No:	A2754
Date of Meeting:	17 October 2019
Location/Address:	Lots 18581 and 18593 Austin Road Brookton
Name of Applicant:	Carbon Neutral Charitable Fund
Name of Owner:	G and J Hall
Author/s:	Ian D’Arcy – Chief Executive Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author does not have an interest in this proposal
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

The Shire of Brookton is in receipt of a planning application seeking approval for a Sandalwood Tree Plantation on Lots 18581 and 18593 Austin Road, Brookton that has already been established.

Accordingly, the Council may:

- a) Exercise a level of enforcement in the Planning and Development Act, 2005; and/or
- b) Proceed to assess and determine the application on merit against the planning framework.

The Officer Recommendation promotes Council proceed to determine the application on merit.

Description of Proposal:

This proposal involves the planting of 33 hectares of sandalwood trees within two land titles, being Lots 18581 and 18593. The trees are configured into three compartments listed as follows:

Front Gate	10.3 ha
Austin’s Centre	4.7 ha
Jock’s Camp	18.0 ha
Total	33.0 ha

Figure 1 below illustrates a typical Sandalwood Plantation once matured.

Figure 2 shows the location of the subject property, while **Figure 3** demonstrates the specific compartment areas that form the overall plantation.



Figure 1 – Indicative Sandalwood Plantation

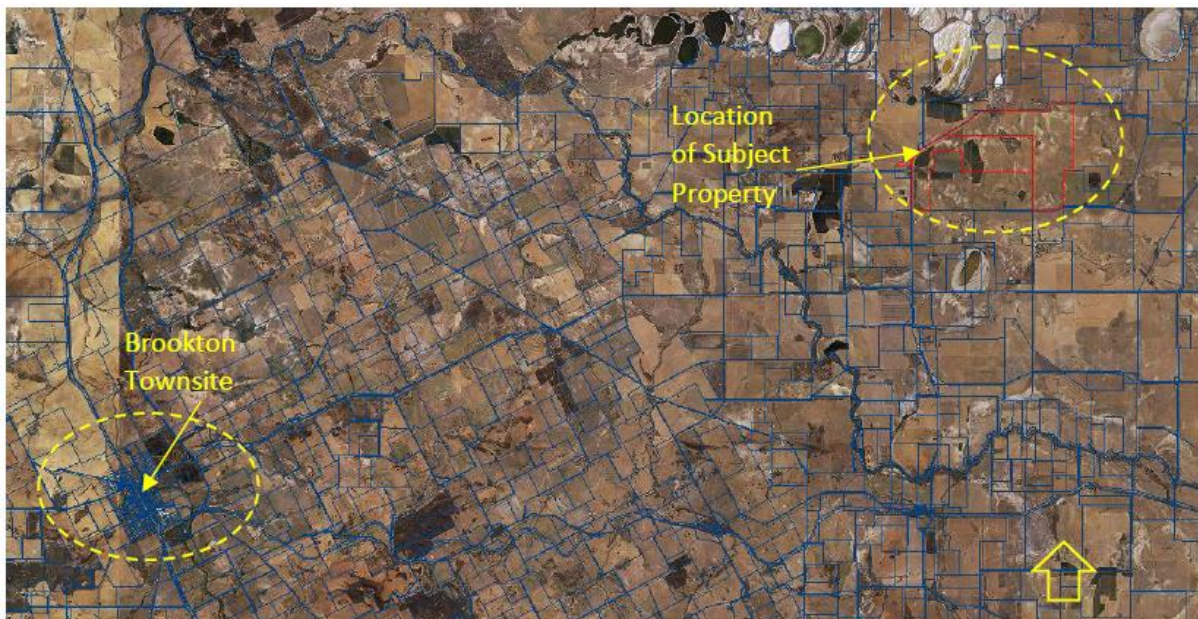


Figure 2 – Location Plan

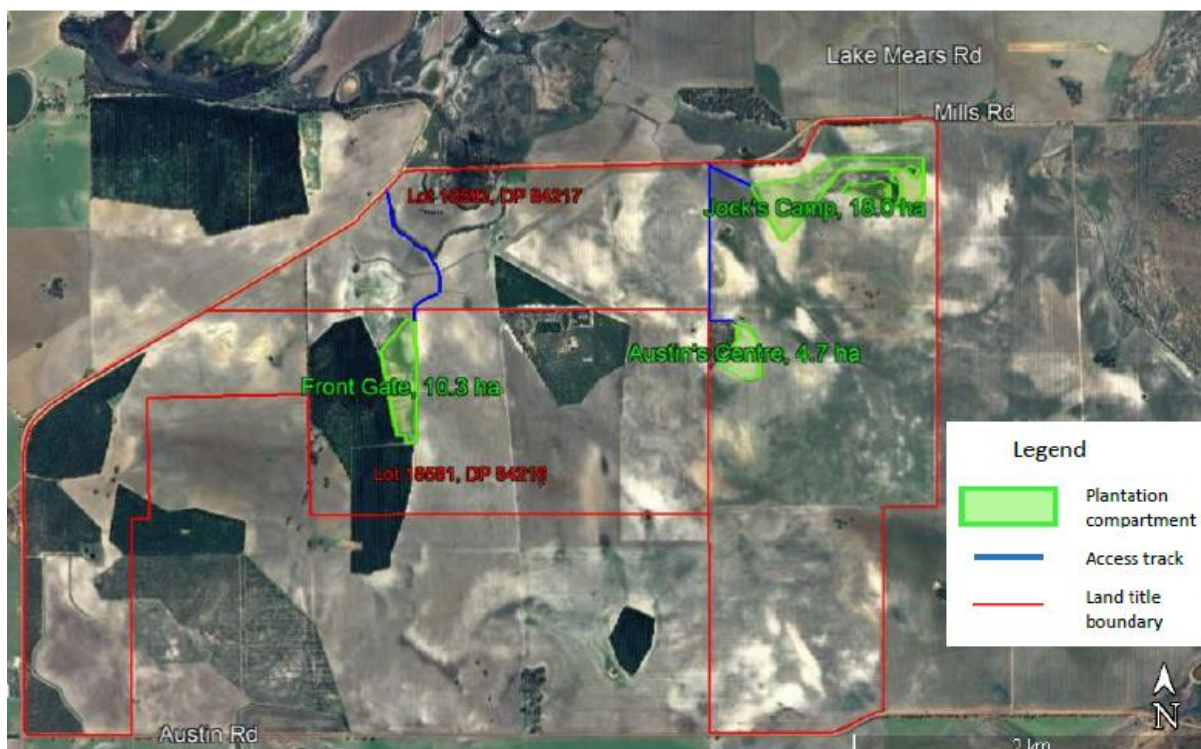


Figure 3 – Compartments of the Plantation - extracted from planning application

The application promotes:

- The Biodiverse sandalwood plantations area are established on poor sandy soils that are uneconomic to crop or graze
- The planting is deemed biodiverse due to a mix of tree and shrub species that are all local natives (see list of species, Tables 3 and 4 in the application).
- The native vegetation represents a restoration of poor degraded farmlands.
- Western Australian native sandalwood (*Santalum spicatum*) is included in the list and is the species intended for commercial harvest by the landowners.
- As sandalwood is a hemiparasite it must be grown with suitable host species.
- The landowners have full harvest rights for commercial harvest of forest products, including sandalwood and sandalwood nuts.
- The Landowners will also retain the grazing rights and can introduce sheep or other livestock once the trees are sufficiently tall to withstand grazing, expected after around three years.
- Carbon Neutral Charitable Fund (CNCF) have registered the areas to be planted as a Project Area under the Commonwealth Government's Emission Reduction Fund (ERF) and intend to claim Australian Carbon Credit Units (ACCUs) from the plantings under the ERF Plantation Forestry method.

A full copy of the planning application is presented as **Attachment 12.10.19.01** for Council's information.

Background:

The initial application was received on 26th May 2019 where upon review it was deemed that further information was required as prescribed under Council's Planning Policy 3.7 – Tree Cropping. The applicant due to seasonal timing proceeded to undertake the planting and then submit the requested information, which is now presented as part of this report.

Accordingly, the planting activity conducted without planning approval is technically deemed unlawful, however, this does not prevent the Council from determining the application (approval or refusal) at its discretion, while also taking enforcement action should so choose.

On assessment, the subject property demonstrates a typical broad-acre farming use with the following site characteristics pertinent to this application:

Site Assessment	
Existing Development	<i>The compartment planting areas were traditionally used as grazing and rotational cropping pasture. While there are farm dams and water tanks on the farm in close proximity to the planted areas there is no other infrastructure evident.</i>
Existing Services	<i>There are no utility services in close proximity to the plantation areas.</i>
Vehicular Access	<i>Vehicle access is taken from Mills and Austin Road with established farm tracks to the existing planted areas. Both roads are well constructed and maintained to a formed gravel standard of approx. 6.0 metres in width.</i>
Topography	<i>The property presents with a broad level of undulation with a slight fall across the planted areas.</i>
Vegetation	<i>Remnant vegetation is mainly evident in pockets across the two land titles as reflected in Figure 2.</i>
Soil Type/s	<i>Predominantly duplex pale sand over clay.</i>
Surrounding Land-use	<i>The land adjoining on all boundaries is agricultural based used for cropping/grazing. The closest residence is some 1,250 metres to the nearest planted area.</i>
Bushfire Attack Level (BAL) Assessment	<i>A BAL assessment is not applicable to this application, although a Bushfire Management Plan will be required.</i>

Consultation:

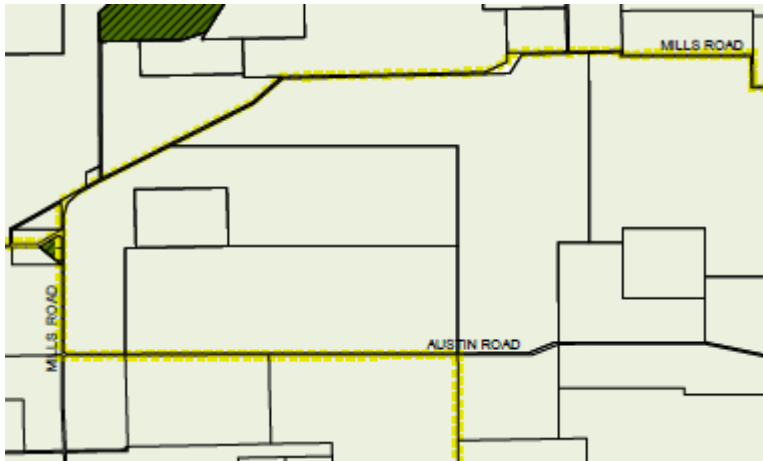
Public consultation has not been entertained in relation to this proposal as the plantation is already established.

Statutory Environment:

A Tree Planation falls under the definition of 'Intensive Agriculture' in the Shire of Brookton Town Planning Scheme No.3 and is presently listed in the zoning table as an 'AA' use, which means it can be determined at the discretion of Council.

With this acknowledged the Shire's draft Local Planning Scheme (LPS) No.4, nearing finalisation and adoption this year, also specifies a Tree Planation as a 'Tree Farm' listed in the new zoning table as a 'D' use. This also means it can be determined at Council's discretion.

To this end, the following table provides a summary of legal and other requirements in relation to this proposal, including the unlawful status of the tree planting:

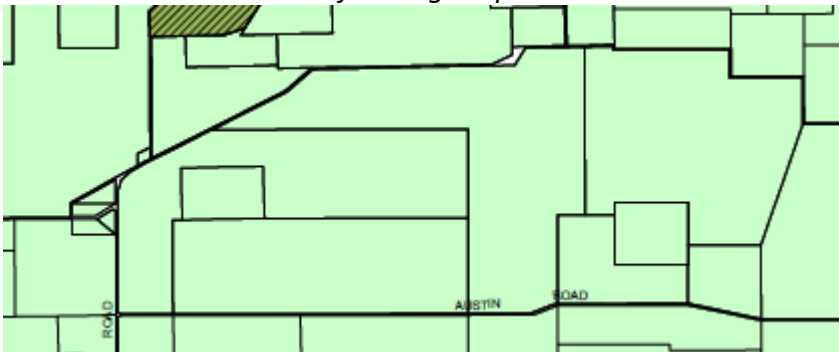
Shire of Brookton Town Planning Scheme (TPS) No.3 (Statutory instrument)	
Current Zoning	<p>Farming Zone – See extract of Zoning Map below.</p>  <p>Figure 3 – Extract of Zoning - Map 1 illustration the subject property is zoned 'Farming'.</p>
Permissibility (Table 1 – Zoning Table)	Table 1 – Zoning Table of TPS 3 identified the planting of trees under the definition of Intensive Agriculture is an 'AA', which can be determined at the discretion of Council and by the CEO under delegated authority.
Definitions	<p>The draft TPS 3 stipulates under the Interpretations Section that a Tree Planation loosely falls to the following definition:</p> <p>"Intensive Agriculture: means the use of land for the purposes of trade, commercial reward or gain, including such buildings and earthworks, normally associated with the following:</p> <p><u>(d) the development of land irrigated tree production;</u></p>
Objectives	<p>The Council's TPS 3 nominates some of the objectives of the Farming Zone is:</p> <ul style="list-style-type: none"> • To protect the potential of agricultural land for primary production and to preserve the landscape and character of the rural areas. • To provide for a range of rural pursuits such as broad-acre and diversified farming which are compatible with the capability of the land and retain the rural character and amenity of the locality. • To encourage generally the retention of and/or rehabilitation of remnant vegetation and support improved environmental outcomes in farming areas.

Planning and Development Act 2005 <i>(Statutory instrument)</i>	
Section 214(3) - Illegal development, responsible authority's powers	<p><i>This section empowers the Council to perform enforcement action where a development has been undertaken in contravention of a planning scheme and <u>may</u> give a written direction to the owner or any other person who undertook the development —</i></p> <ul style="list-style-type: none"> <i>a) to remove, pull down, take up, or alter the development; and</i> <i>b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</i>

Planning and Development (Local Planning Scheme) Regulations 2015 <i>(Statutory instrument)</i>	
Schedule 2; Part 9; Clause 68(2)	<i>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration, notwithstanding the matter of non-compliance.</i>
Schedule 2; Part 9; Clause 76 (1) and (2)	<i>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use and or development of the land.</i>

Shire of Brookton and Beverley Local Planning Strategy – April 2014 <i>(Strategic document)</i>	
10.2 General Agriculture and Land Use (Page 51)	<p><i>Section 10.1 of the Shire of Brookton Local Planning Strategy states the Council will:</i></p> <ol style="list-style-type: none"> <i>1. Support initiatives to enhance the productivity of agricultural areas through:</i> <ul style="list-style-type: none"> <i>- Working to ensure that sufficient water supplies are made available to agriculture;</i> <i>- Minimising the impact of agricultural practices and extraction or use of natural resources on the environment;</i> <i>- Encouraging the establishment of value-adding industries in appropriate locations to maximise economic advantages to the district.</i> <p><i>Further, Section 10.2 stipulates that Council should take into account the following in considering development proposals:</i></p> <ol style="list-style-type: none"> <i>a) Discourage land uses unrelated to agriculture from locating on agricultural land (unless the proponent suitably demonstrates there are exceptional circumstances to the satisfaction of Council);</i> <i>b) Other elements of the Strategy including protecting environmental assets, servicing and landscape impact;</i> <i>c) Provide adequate separation distance between potential conflicting land uses. The proposed development or use should contain all potentially conflicting effects within the property on which it is located;</i> <i>d) Buffer distances to enable agricultural uses to continue to operate without undue restrictions. The buffers to agricultural land are accommodated within the site subject to the proposal and not within</i>

	<p>adjoining land;</p> <p>e) How the proposal will not detrimentally impact on existing agricultural operations and outline how the proposal will contribute to sustainable agricultural production in the area;</p> <p>f) Discourage development that may result in land and environmental degradation.</p>
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Draft Shire of Brookton Local Planning Scheme (LPS) No. 4 <i>(Statutory instrument - pending)</i>	
Proposed Zoning	<p>Rural Zone – See extract of Zoning Map 2 below.</p>  <p>Figure 4 – Extract of draft Zoning Map 2</p>
Permissibility	<p>Table 1 – Zoning Table of draft LPS 4 specifies 'Tree Farm' as a 'D' (discretionary) use. This means Council has the ability to exercise discretion on this proposal use based on relevant planning considerations.</p>
Definitions	<p>The definitions for the respective land use in draft LPS 4 is:</p> <p>"tree farm means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the Carbon Rights Act 2003 section 5."</p>
Objectives – 16.2.4 Rural Zone	<p>The draft LPS 4 stipulates the objectives of the Rural Zone are:</p> <ul style="list-style-type: none"> • To provide for the maintenance or enhancement of specific local rural character. • To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use. • To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage. • To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone. <p>To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.</p>

Relevant Plans and Policy:

This application should accord to Local Planning Policy 3.7 – Tree Cropping that states: the aim is to:

- Achieve a consistent, efficient and equitable system for assessing and approving tree crop applications;

- To align the grant of planning approval by Council with industry guidelines and standards as specified in relevant codes of practice and other documents and ensure a consistent approach to the establishment of Tree Cropping as an acceptable land use.

To achieve this the policy prescribes information is to be provided in a planning application in relation to:

- General tree crop management
- Site Access and local road impacts during harvest
- Fire management

These matters have been addressed in the supplementary information provided by the applicant.

Financial Implications:

Specifically, the Council:

- Benefits from receiving the planning application fee of \$149 to assist in offsetting the processing time.
- Will need accept there could be a legal cost in progressing enforcement action, with such expense unknown at this stage.

Risk Assessment:

The identified risk applicable to this application is the possibility of bushfire assessed as Medium against the following Risk Assessment Matrix – Table 1 below.

This assessment is premised on bushfire mitigation measures being required and accordingly promoted in the Fire Management Plan included in the application. The specified actions stated in the Fire Management Plan are:

- The landowner (and Lessee if applicable) will be responsible and is committed to adhere to the prescribed annual fire break notice, including installation of annual fire breaks and low fuel reduction around and within planted areas. The application states:
 - Areas of planted trees exceeding 10 hectares will have a boundary firebreak of 15.0 metres clear area.
 - These areas will have a minimum trafficable surface of 5.0 metres of clear bare mineral earth and a minimal vertical clearance of 4.0 metres. The remaining 10.0 metres will be maintained in a low fuel condition through close mowing, chemical spraying or grazing using livestock once the trees are of sufficient height.
 - Where planting compartments adjoin an internal firebreak there will be a minimum 6.0 metres wide fire break in between.
 - All firebreaks pertinent to the planted areas are shown on Map 2 included in the application.
- The landowner (and Lessee if applicable) will be responsible for attending to a fire in the first instance using onsite equipment and resources. In this regard a 2,000 litre firefighting trailer is positioned onsite for immediate response to a bushfire.
- The neighbors will also keep watch for bush fires, and will attend if/where possible as will the local East Brigade with required firefighting units. Each neighbor has the same or similar fire-fighting units.
- Exiting onsite water supplies and points will be marked on the Management Plan, including infrastructure across the two land titles involving earth dams, water tanks with pumps or gravity fed, and soaks that can all be used to refill firefighting units.
- The trees have been planted in rows 5 metres in distance apart to allow vehicle access for fire suppression and future harvesting.

These measures are assessed as adequate for the nature and scale of the development proving they are adequately conditioned and effectively implemented for this proposal. Without such measures the risk could be assessed as 'High'.

Risk Assessment Matrix

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.

Table 1

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 proposed Tree Plantation application aligns to:

Function 2 – Land Use Planning

Action 2.3 – Process Development Applications

Comment

The two matters for Council to consider are:

1. Unlawful Land Use – As highlighted, the planting of the various compartments is technically deemed unlawful without having obtained formal planning approval in the first instance. However, it is acknowledged the application was lodged prior to on-ground works commencing. Furthermore, the applicant has acknowledged the non-compliance and given the reason for proceeding with planting based on seasonal need. Therefore, it is recommended that enforcement not be initiated on this occasion, and rather an advice note be included on the planning approval informing the applicant and landowner that whilst Council will not initiate

action on this occasion, it may not afford leniency for any future occurrences of non-compliance of land-use practices in the future.

2. Grant of Planning Approval - The Planation generally accords to the standards prescribed in Council Policy 3.7, particularly with regard to the planting arrangements and fire management planning. Further, in consideration of the scale of the planting it is suggested the impact on the local road network at the time of harvest will not present any greater issues than a normal agricultural harvest.

OFFICER'S RECOMMENDATION

That Council grant planning approval for a Tree Plantation (Biodiverse Sandalwood) on Lots 18581 and 18593 Austin Road, Aldersyde pursuant to Schedule 2 Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the following:

Conditions

1. ***The Tree Planation shall be carried out in accordance with the terms of the application as approved herein, and the respective location plans that form part of this approval.***
2. ***The operations of the Tree Plantation shall be in accordance with endorsed Plantation Management Plan and Fire Management Plan, as submitted with the application for planning approval.***

Advice Notes

The following advice notes are offered in addition to the notes provided in Form 4 of Clause 86 of the Deemed Provisions on the approval granted in condition(s) above:

- a. ***This approval does not confer approval under other relevant legislation. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals.***
- b. ***Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the approved use/development.***
- c. ***The applicant and landowner are advised that while a level of understanding is offered by the Council on this occasion in relation to the a matter of non-compliance by proceeding with the planting of trees without formal planning approval, such lenience for any future occurrences of unlawful land-use practice may not be afforded in the future.***
- d. ***Should the applicant be aggrieved by the conditions of this planning approval, a right of appeal exists to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website – www.sat.justice.wa.gov.au.***

(Simple majority vote required)

Attachments

Attachment 12.10.19.01

Tree Crop Development Application

**For the establishment of
biodiverse sandalwood plantations
on non-productive farmlands**



Photo: Unproductive farmland intended for biodiverse sandalwood plantation.

1 Introduction

This application provides addition information to the initial Development Application submitted by Carbon Neutral Charitable Fund and received by the Shire of Brookton on the 30th May 2019. A request to provide further information was dated 25 June 2019.

We acknowledge that the trees have been planted. This application provides details as to how the plantations will be managed by the applicant (Carbon Neutral Charitable Fund) and the joint landowners (Geoffrey and Janet Hall). It includes the following sections.

1. Introduction
2. Registration
3. Land information
4. Establishment Plan
5. Plantation Management Plan
6. Fire Management Plan
7. Attachments (maps).

2 Registration

2.1 Location

General location:

All plantations (tree crops) are located on *Qualen* farm, south of Mills Rd, between the McCooke Rd and Dangin Mears Rd junctions, in the locality of Aldersyde. See Attachment 1 (Map 1: Site Plan).

Titles:

All plantations are in the one multi-lot title, details in Table 1 below.

Table 1. Certificate of Title details

Lot No.	Deposited Plan	Vol.	Folio
18581	84216	2773	53
18593	84217		

Encumbrances: None in the proposed tree planting areas within the title.

Street address: no street address

Nearest road intersection: Mills Rd x Lake Mears Rd

Locality: Aldersyde

Shire: Brookton

2.2 Landowners

Names: Geoffrey Mark Hall and Janet Elizabeth Hall

Postal Address: PO Box 57, Quairading WA 6383

Residential address: 52 Stockpool Road, South Quairading WA 6383

Phone:

Geoffrey: 0429454215

Janet: 0429 454 214

Email: gjhall@bordnet.com.au

2.3 Applicant

Name: Carbon Neutral Charitable Fund

Postal address: PO Box 67, Cottesloe WA 6911

Phone:

Tel: 08 92005824

Mob. 0423 519 006

Email: ray@cncf.com.au

Contact person: Ray Wilson, CEO, Carbon Neutral Charitable Fund).

2.4 Plantations

Areas:

As shown on the Site Plan (Attachment 1), there are a total approximately 33 hectares of plantations in three compartments:

Table 2. Compartment areas

Compartment	Plantation area (hectares)
Front Gate	10.3
Austin's Centre	4.7
Jock's Camp	18.0
Total	33.0

Type of planting:

Biodiverse sandalwood plantations will be established on poor sandy soils that are uneconomic to crop or graze.

The plantings are biodiverse as they include a mix of tree and shrub species that are all local natives (see list of species, Tables 3 & 4 below). Thus, native vegetation is being restored to poor degraded farmlands.

Western Australian native sandalwood (*Santalum spicatum*) is included in the list and is the species intended for commercial harvest by the landowners. As sandalwood is a hemiparasite it must be grown with suitable host species.

The landowners have full harvest rights for commercial harvest of forest products, including sandalwood and sandalwood nuts. Landowners also retain the grazing rights and can introduce sheep or other livestock once the trees are sufficiently tall to withstand grazing, expected after around three years.

Carbon Neutral Charitable Fund (CNCF) have registered the areas to be planted as Project Area under the Commonwealth Government's Emission Reduction Fund (ERF) and intend to claim Australian Carbon Credit Units (ACCUs) from the plantings under the ERF Plantation Forestry method.

2.5 List of species

Table 3 Species to be established by planting seedlings (nursery stock).


Species	Target stocking (trees/ha)	Comment
<i>Acacia acuminata</i>	750	<i>Acacia acuminata</i> (Jam wattle) is the main host species for sandalwood.

Table 4 Species to be established by direct sowing seed

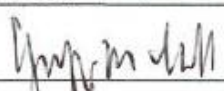
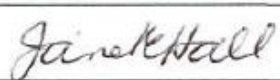
Species	Target stocking (trees/ha)	Comment
<i>Santalum spicatum</i>	350	Will sow <i>Santalum spicatum</i> (sandalwood) nuts 6 - 12 months after the host species.
<i>Acacia lasiocalyx</i>	100	Seed of most host species sown in winter 2019
<i>Acacia meisneri</i>	20	
<i>Acacia microbotrya</i>	10	
<i>Allocasuarina huegelliana</i>	50	
<i>Atriplex semibaccata</i>	100	
<i>Banksia attenuata</i>	30	
<i>Banksia prionotes</i>	10	
<i>Hakea corymbosa</i>	5	
<i>Hakea multilineata</i>	10	
<i>Hakea preissii</i>	5	
<i>Hakea prostrata</i>	5	

2.6 Signatures

Applicant:

Applicant	Carbon Neutral Charitable Fund
Name of signatory	RATMONO GLEN WILSON
Position	EXECUTIVE DIRECTOR
Signature	
Date	23 rd August 2019

Joint landowners:

	Landholder 1	Landholder 2
Name	GEOFFREY MARK HALL	Janet Elizabeth Hall
Signature		
Date	23rd August 2019	23rd August 2019

3 Land information

This section provides general information on the farmlands in and around the three plantation compartments.

3.1 Land use

The areas selected for biodiverse sandalwood plantations are all areas in farm paddocks used for rotational cropping (mainly wheat) and grazing.

However, the plantation areas were selected as they are marginal or unproductive for cropping and were generally areas omitted from cropping due to uneconomic yields.

3.2 Soils

Soils in the plantation areas are typically duplex pale sand over clay, often with ironstone gravel in the clay layer. These soils have low fertility for agriculture but can be restored to healthy native forests and woodlands, including native sandalwood in the mix of species.

3.3 Native vegetation

All plantation areas had been cleared for, at least, several decades. There was no remnant native vegetation.

3.4 Cultural and heritage values

A search of the Aboriginal Heritage Inquiry System (<https://maps.daa.wa.gov.au/ahis/>) indicated there are no Registered Aboriginal sites or Other Heritage Places within 3 km of the plantation areas. The Wheatbelt NRM's Aboriginal NRM officer confirmed that assessment.

3.5 Threatened and priority species

No threatened or priority species were identified.

3.6 Buildings

There are no buildings in or near the plantations.

3.7 Roads, bridges and creek crossings

There are established tracks throughout the farm that will allow adequate access to all areas for plantation establishment. No construction or upgrading of tracks and roads will be necessary for plantation establishment or maintenance. It is also unlikely that upgrading or construction of roads and tracks will be required for harvest.

There are no bridges or creek crossings in the area.

3.8 Fences

Temporary fences have been erected around the three plantation compartments to exclude grazing for, at least, the first three years.

3.9 Other infrastructure

There are farm dams and water tanks near the plantations that will serve as water points for fire control purposes – see Section 5 (Fire Management Plan) and Attachment 2 (Fire Management Map) for details.

There are no other infrastructure features, such as power lines and communication cables, or easements in the area.

4 Establishment Plan

4.1 Species

See Section 2.5 (Tables 3 & 4) for a list of species.

The intention is to establish biodiverse sandalwood plantations with all local native species.

4.2 Compartment areas and access tracks

See Section 2.4 (Table 2) for compartment areas. There is a total 33 hectares in three compartments.

The existing network of tracks for farm operations was adequate for plantation establishment without any upgrading. Access tracks to the three compartments are marked on the Site Plan (Attachment 1).

4.3 Pest and declared weeds

Control of pest animals, such as rabbits, was assessed and judged to be unnecessary for tree establishment.

Similarly, there was no evidence of declared weeds that needed eradication in the plantation areas.

4.4 Chemical Weed control

Control of pastures (introduces species of annual grasses and perennials such as couch grass) was achieved with a combination of chemical and mechanical treatments.

Two passes of chemical weed control were necessary due to the couch grass in some areas, i.e. an initial broad spray with glyphosate and metsulfuron in January, followed by spot spraying with glyphosate only in March.

Both spraying operations were done by the Noongar Budjar Ranger team from Wheatbelt NRM with a spraying unit (use with 6 m boom spray for broad spray or hand held jets for spot spraying) mounted on a 4X4 tray-back vehicle.

4.5 Mechanical site preparation, direct seeding and fertiliser

Mechanical weed control was achieved by v-blade scalping (displaces weeds and weed seeds from the plating line).

In a one-pass operation, a Chatfield Tree Planter was used to v-blade scalp, rip, and sow a mixture of tree seeds and fertiliser (NPK and trace elements) - see Photo 2 below. This site preparation and direct seeding was done by Ros Huxley, Sandalwood Solutions.



Photo 2: V-blade scalping, ripping and direct seeding with Chatfield Tree Planter, Jock's Camp compartment.

Tree seed for direct sowing was obtained from the suppliers:

1. Seed Shed, Donnybrook, WA.
2. Nindethana Seed Company, King River, WA.
3. Geoff Woodall, Albany, WA.

Planting lines were formed 5 metres apart and oriented as much as possible on the contour to aid moisture retention rather than run off. The furrow formation by the v-blade also provides water harvesting to the bottom of the furrow where the tree seedlings are established.

The 5 metre distance between rows will allow vehicle access for fire suppression, if necessary, and harvesting.

4.6 Planting

Jam (*Acacia acuminata*) seedlings were planted at 2.67 metre spacing along the rows, i.e. 5 m x 2.67 m spacing = 750 seedlings per hectare.

Jam seedlings were supplied by Parnell's Nursery, Tincurrin WA

The planting was done by the Noongar Budjar Ranger team from Wheatbelt NRM (see Photo 3).



Photo: Planting jam (*Acacia acuminata*) seedlings, Austin's Centre compartment

Around April/May 2020 (after first substantial rain) sandalwood seeds (nuts) will be sown on every second surviving Jam seedling or another host species if a gap in surviving jam seedlings. This is expected to result in a stocking of sandalwood of around 350 per hectare.

5 Plantation Management Plan

5.1 Monitoring and infill planting

Assessment of survival rates and growth of all species in the plantations will be done in autumn 2020 (first year after planting) by CNCF. Any failed areas may be replanted (infill planting) in winter 2020.

CNCF will continue to monitor the survival and growth of the plantations over the first six years, reporting to the landowner.

CNCF will also monitor carbon capture by the plantations. This will be done under the ERF *Plantation Forestry* method with reporting to the Commonwealth Government to claim ACCUs.

5.2 Weeds, pests and diseases

The landowner has responsibility to monitor and control, if necessary, pests (insects, rabbits and kangaroos), diseases and declared weeds.

5.3 Fertiliser

It is not expected that any post-planting fertilisation will be done.

5.4 Roads, tracks and firebreaks

Maintenance of roads, tracks and firebreaks is the responsibility of the landowner. This includes installing and maintaining all firebreaks according to the Brookton Shire regulations.

Where land is leased for cropping and/or grazing, the landowner may require the lessee to maintain some roads, tracks and firebreaks.

5.5 Grazing

Grazing by sheep or other livestock will be permitted once the trees are assessed by the CNCF as being sufficiently tall to withstand grazing. Generally that is expected around three years after planting.

As well as providing farm income for the landowner/lessee, allowing grazing has other important benefits, including:

1. Reduce weed competition for the trees.
2. Reduce fuel loads from annual pastures and litter/debris from the trees and, therefore, fire risk – see the Fire Management Plan.
3. The sheep will eat the lower foliage on the trees which may improve access between the rows of trees for fire suppression and harvesting purposes.

5.6 Pruning and thinning

Form pruning of sandalwood is being trialled in some Wheatbelt sandalwood plantations, e.g. where there are two stems on a sandalwood tree, one stem may be removed at a young age to produce a single stem tree which may have more value. However, the economic benefits of form pruning sandalwood are not clear yet. Any form pruning would be the responsibility of the landowner.

Thinning of sandalwood may be warranted if there are too many sandalwood for the host trees, e.g. more than 300 per hectare. Again, as the landowner retains all harvest rights to the sandalwood, any thinning operation would be the responsibility of the landowner.

Use of herbicides to thin sandalwood trees is not effective as treating a sandalwood tree will also kill any host tree it has a root connection with. Therefore thinning and pruning operations are likely to be mechanical operations and require access between the rows for light vehicles, e.g. quad bike or 4 wheel drive utility to carry a compressor for pneumatic pruning shears or tree pulling machinery. The five metre row spacing would be adequate for such access.

5.7 Harvesting

Sandalwood nuts:

Sandalwood nuts (seeds) have commercial value as seed for direct sowing.

Also, sandalwood nuts are similar in appearance to Macadamia nuts and there are emerging markets for sandalwood nuts as a food source or for use in cosmetic skin treatment products.

Generally sandalwood nuts are collected once they have fallen to the ground and economic means of harvest are still being developed.

As the landowners have the harvest rights they will decide if there is any commercial harvest of sandalwood nuts from the plantations.

Sandalwood:

The wood from sandalwood trees has high value for its fragrant oils and is sold for a variety of purposes ranging from joss sticks in Asian countries to use in perfumes and scented oils.

Harvesting of Wheatbelt sandalwood plantations is expected around age 25 – 30 years. As the only the very earliest plantings have reached that age, harvesting has not commenced yet except for trial or small scale operations. Therefore harvesting methods for plantation sandalwood on Wheatbelt farms are still being developed.

Generally sandalwood trees are “pulled” from the ground as the root bole and larger structural roots have high value for sandalwood as well as the stem. Operations are likely to involve small size tractor mounted equipment.

The host trees may be retained when sandalwood is harvested to provide hosts for a second rotation of sandalwood. In that case the 5 metre distance between rows is expected to be adequate for harvesting.

However, it is likely that the host trees will be cleared at the time the sandalwood is harvested. There may be commercial products in the host trees, e.g. jam fence posts and biomass.

As future harvest methods are unknown at this stage, a separate Harvest Management Plan is not provided with this Tree Crop Development Application. That plan can be provided when harvest methods are known.

The landowner has full harvest rights and will be responsible for any harvest operations.

6 Fire Management Plan

The objective of the Fire management Plan (FMP) is to document planning and infrastructure for preventing wildfires in plantations, whether starting in the plantations or entering from other lands, and suppression operations in the event of a wildfire in or near the plantations. All fire management activities must adhere to the *Bush Fires Act (1954)*.

6.1 Landowners property details

Table 5. Landowners property details

Name	Geoffrey Mark Hall and Janet Elizabeth Hall				
Address	52 Stockpool Road, South Quairading WA 6383				
Phone numbers	Geoffrey: 0429454215; Janet: 0429 454 214				
Location numbers		Lot No.	Deposited Plan	Vol.	Folio
		18581	84216	2773	53
		18593	84217		
Tree species planted	Biodiverse sandalwood plantation, i.e. Native sandalwood (<i>Santalum spicatum</i>) and host species: <ul style="list-style-type: none">• <i>Acacia</i> species (<i>A. acuminata</i>, <i>A. lasiocalyx</i>, <i>A. meisneri</i>, <i>A. microbotrya</i>);• <i>Allocasuarina huegelliana</i>;• <i>Atriplex semibaccata</i>;• <i>Banksia</i> species (<i>B. attenuata</i>, <i>B. prionotes</i>);• <i>Hakea</i> species (<i>H. corymbosa</i>, <i>H. multilineata</i>, <i>H. preissii</i>, <i>H. prostrata</i>).				
Total Area planted	33 ha				
Previous land use	Predominately grazing. ('failed' areas for agricultural crops)				
Adjacent land use	<ul style="list-style-type: none">• Predominately wheat and other agricultural crops;• Some pine plantations and revegetation (mallee Eucalypts and <i>Acacia</i> species).				

6.2 Joint farming and lessee details

Table 6. Previous joint farmer on Qualen farm

Name	Ian and Margaret Hall
Address	Farm: 736 Lake Mears Rd, Aldersyde WA 6306 Residence: 23 Santavea Mews, Halls Head WA 6210
Phone number	0429 426 031
Comment	Semi-retired from farming, residence in Halls Head (Mandurah).

Table 7. Lessee details

Name	Chad Mills
Address	1455 Mills Rd,, Aldersyde WA 6306
Phone number	0427 426 053
Comment	Leases land surrounding the three plantation compartments for agricultural crops and grazing.

6.3 Neighbour details

Table 8. Neighbour details

Name	Location in relation to the biodiverse sandalwood plantations	Address	Phone number
Forest Products Commission	Manage nearby pine and sandalwood plantations	Gnangara	9302 7488
Ian Hall	North & east	736 Lake Mears Rd, Aldersyde WA 6306	0429 426 031
Wally Mills	West	439 Mills Rd, Aldersyde WA 6306	0427 426 067
Neil Jefferson	South	158 Mills Rd, Aldersyde WA 6306	9642 6068

6.4 Local fire agencies

Table 9. Local fire agencies

Agency	Address	Phone number	Contact person/position
For all fire emergencies		000	
Brookton Shire	14 White Street, Brookton WA 6306	9642 1106	
Chief Bush Fire Control Officer	Brookton	9642 1367; 0428 421 367	Murray Hall
Deputy Chief Bush Fire Control Officer	Brookton	9642 6076; 0428 421 642	Travis Eva
Brookton East Fire Brigade		0427 426 061	Bevan Walters
		0429 426 014	Darrell Turner
		0428 426 022	Dennis Wilkinson
Forest Products Commission	Gnangara Office	9302 7488	Duty Officer

6.5 Fire risks

The high risk seasons are generally summer and autumn, particularly throughout the 'restricted and prohibited burning periods'.

The main ignition risks are:

- lightning strikes;
- agricultural vehicles and machinery, e.g. harvesting operations, vehicle movement across paddocks;
- escapes from burning operations on nearby lands.

6.6 Fire detection

The landowners, lessee, neighbours and passers-by will provide a fire detection capacity.

In the event of a wildfire in a plantation or nearby farmlands or native vegetation, notification should be made immediately by dialling 000.

6.7 Available fire control equipment

The following fire fighting equipment is available for immediate fire fighting on *Qualen* farm, including the biodiverse sandalwood plantations.

Table 10. On-farm fire fighting equipment.

Owner	Unit	Available on-site during agricultural harvest and other fire-risk operations?	Storage location
Geoff Hall	2,000 litre fire fighting trailer	Yes	Machinery shed at: <ul style="list-style-type: none">• 52 Stockpool Road, South Quairading WA 6383, or• 736 Lake Mears Rd, Aldersyde WA 6306.
Ian Hall	2,000 litre fire fighting trailer	Yes	Machinery shed at 736 Lake Mears Rd, Aldersyde WA 6306
Chad Mills	1000 litre ute mounted fire unit	Yes	Machinery shed at 1455 Mills Rd, Aldersyde WA 6306

Other fire fighting equipment includes:

1. The Brookton East Fire Brigade and nearby volunteer fire brigades are fully equipped with specialised fire fighting units and equipment.
2. Brookton Shire (and adjoining shires, Quairading, Beverly and Pingelly) have suitable machinery such as water tankers, graders, and front-end-loaders that will be available for major fire emergencies.
3. The FPC has fire fighting units and equipment that is manned during the prescribed fire season and may be available for major fire emergencies, particularly if the plantations they manage are threatened.

6.8 Initial attack on wildfires

The landowners and/or lessee will provide initial suppression, supported by Brookton East Fire Brigade and other local volunteer fire brigades as soon as possible.

The Brookton Bush Fire Control Officer will be responsible for coordination of initial suppression.

If a major wildfire, other fire fighting organisations may be called in, e.g. Department of Fire and Emergency Services (DFES), Forests Products Commission, Parks and Wildlife Service (PWS) in the Department of Biodiversity Conservation and Attractions (DBCA), Brookton Shire.

6.9 Fire breaks

All fire breaks for the plantations to be constructed and maintained according to the *Shire of Brookton Fire Control Notice/Order 2018/2019* (or later version) for on-going maintenance. Note:

1. Areas of planted trees exceeding 10 hectares must have a boundary firebreak of 15.0 m clear area. That area must have a minimum trafficable surface of 5.0 m of clear bare mineral earth and a minimal vertical clearance of 4.0 m. The remaining 10.0 m must be maintained in a low fuel condition, i.e. closely mowed, sprayed or grazed.
2. The only case where compartments adjoin so that an internal firebreak between compartments is required is the Jock's Camp compartment that adjoins an area previously planted with mallees and Acacia trees. In that case the firebreak must be a minimum 6.0 m wide.
3. Firebreaks are marked on the Fire Management Map (Attachment 2).

6.10 Water points

Fire fighting water supplies, consistent with the *Shire of Brookton Fire Control Notice/Order 2018/2019* were identified and are marked on the Fire Management Map (Attachment 2). They include:

1. Earth dams
2. Water tanks with pumps or gravity fed
3. Soaks that can be used to refill fire fighting units.

6.11 Fuel reduction burns

Fuel reduction burns in the biodiverse sandalwood plantations or surrounding cleared farmlands are not planned.

However, as previously noted, sheep will be introduced to the plantations at age three years or as soon as the trees are sufficiently mature to withstand grazing. Besides controlling weeds the grazing will have the beneficial effect of reducing fire fuel loads and improving access between the tree rows for vehicles.

7 Document Preparation and Review

Tree Crop Development Application prepared by Peter Ritson, FarmWoods (carbon forestry consultant).

Reviewed by:

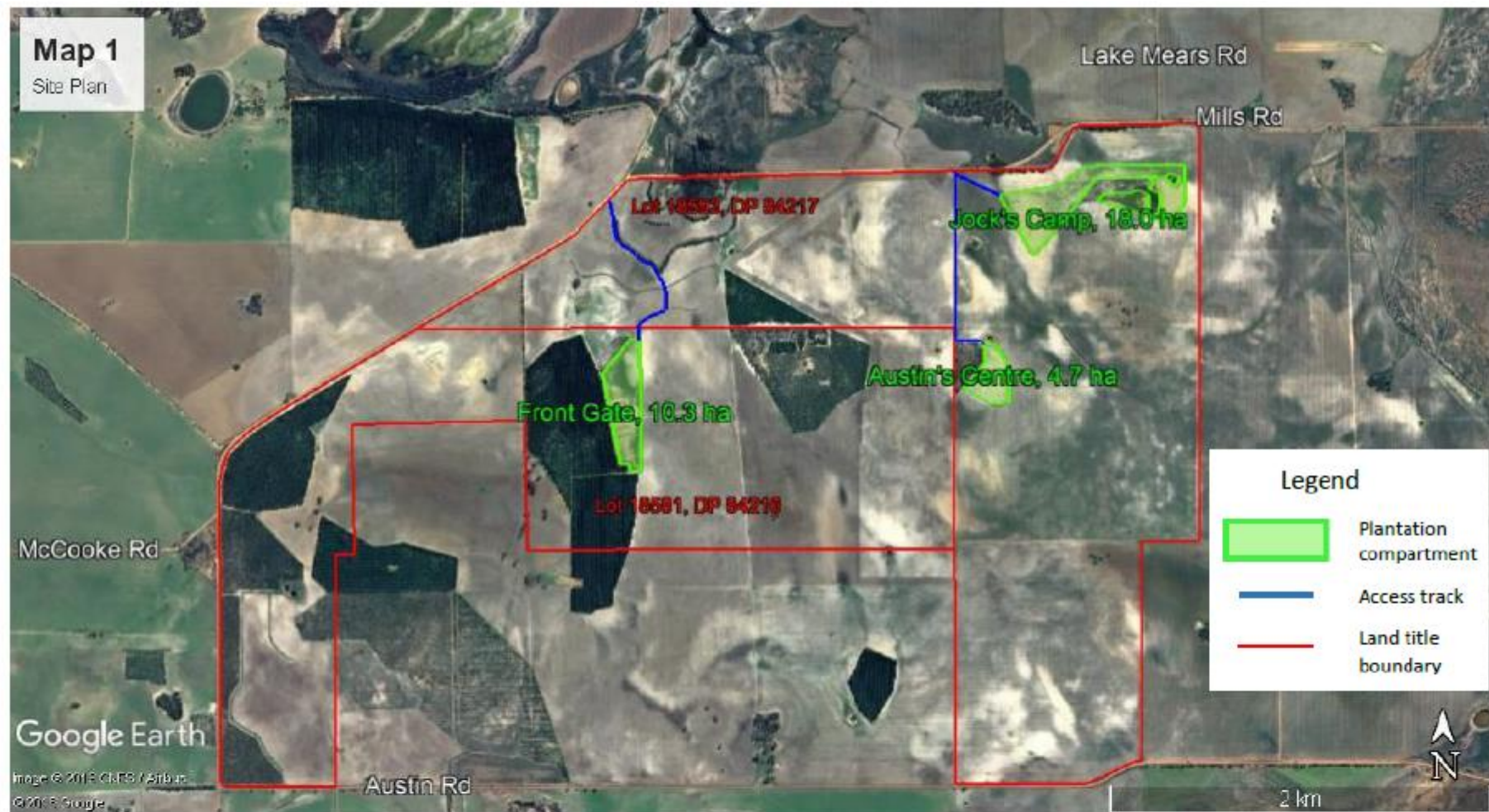
- Ray Wilson, CEO Carbon Neutral Charitable Fund
- Geoff Hall, landowner
- Ros Huxley, Sandalwood Solutions

Completion Date: 23 August 2019

8 Attachments (maps)

Map 1. Site Plan

Map 2. Fire Management Plan



Map 1. Site Plan: Biodiverse sandalwood plantations on *Qualen* farm (G&J Hall), Aldersyde.

Note: Other plantations showing on the image are pine and sandalwood plantations established by the Forest Products Commissions under arrangements with G&J Hall and I&M Hall.



Map 2. Fire Management Map.

12.10.19.02 RFQ 02/2019.20 – SUPPLY AND DELIVERY OF FRONT END LOADER

File No:	RFQ/02-2019.20
Date of Meeting:	17/10/2019
Location/Address:	Shire of Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Stephen Thomson
Authorising Officer:	Ian D'Arcy – CEO
Declaration of Interest:	The author does not have an interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	Nil.

Summary of Item:

This item seeks Council approval to engage a supplier determined as best value for money through a Request for Quotation process (RFQ 02-2019.20) for the supply and delivery of a front end loader.

Description of Proposal:

The proposal involves the planned purchase of a front end loader with the Shires existing 2011 Caterpillar 928HZ loader as a trade.

Background:

The loader being replaced has been the Shire production and general use loader for the last 8 years. It is a primary piece of equipment for our construction activities and has come to its optimum timing for change out where its age and condition enable a good trade price to be received.

In developing the specification for the loader it was determined that loader of equal or greater size and capacity was needed to replace our existing loader. The loader also needs to have a bucket quick release feature to enable efficient use of the Shires existing or replacement attachments.

A load scale, similar to that on our existing loader has also been specified. This retains our capacity to accurately estimate weights that are being loaded and transported by our trucks to demonstrate adherence to legal loading requirements as necessary.

Consultation:

On receipt of the various offers a review was conducted that involved the Works Coordinator, Tate Lunn and the Manager Infrastructure and Regulatory Services. A shortlisting process then took place. A number of loaders were found to be under size for our requirements. On top of this two loaders were eliminated from full consideration as their pricing was not competitive.

Arrangements were made for a number of short listed contenders to be viewed and assessed by the Works Coordinator and suitable operators as available. The feedback from these assessments has been reflected in the assessment part of the report.

Statutory Environment:

Section 3.57 of the Local Government Act, 1995 requires a local government to obtain quotes, or alternatively call for tenders, before it can enter into a contract for the supply of goods or services. This is detailed further under Regulation 11(1) of the Local Government (Functions and General) Regulations 1996, which states that goods or services exceeding \$150,000 in value must be awarded through a formal tender process. However, Regulation 11(2)(b) states that:

- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
- (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.*

Accordingly, this report aligns with the above Regulation utilizing provision 2 (b).

Relevant Plans and Policy:

There are no plans or policies applicable to this matter.

Financial Implications:

The supply and trade of the Front End Loader is accommodated in Council's annual budget through the endorsed plant replacement program for the 2019/20 financial year. The recommended purchase and trade fit within the provision made in the budget and will produce, across the full deal, a better outcome than budgeted for.

The recommended loader purchase price at \$295,000 is marginally over the budget of \$290,000 with the aligned offered trade of \$102,500 being \$37,500 greater than expected producing a good outcome across the deal.

Risk Assessment:

As the Shire has called for quotes from suppliers from WALGA pre-qualified list pursuant to Regulation 11(2)(b) of the Local Government (Functions and General) Regulations 1996 there is minimal risk in relation to this purchase. The ultimately recommended supplier is considered reputable suppliers for the provision of this size and capacity front end loader.

Community & Strategic Objectives:

Delivery of works supply as detailed in the Shire of Brookton Strategic Community Plan 2013 – 2023.

Comment

The RFQ process has been undertaken in the interest of ensuring a fair and equitable procurement process is performed, underpinned by the fundamental principle of 'value for money' for the Shire of Brookton rate payers.

The evaluation process and specification nominated in the tender documentation have been provided in ***Attachment 12.10.19.02A and Attachment 12.10.19.02B.***

The specification nominated tender assessment process was followed in the assessment of the tenders with results summarized below.

The pure application of the specified approach resulted in a preferred tender ranking. This ranking produced a top two both from the same supplier who offered two sizes of machine. With a weighting system that produces assessment and ranking result being 50% based on price the smaller of the two machines offered scored best.

The recommendation of this report reverses the order. The larger machine offered is preferred. The production and increased trade value, factors not considered in the weighted ranking system, when considered shifted this machine to representing best value for money for the Shire.

By way of example, in gravel pit loading situation the larger loader will fill our tippers with three loads

rather than four loads reducing cycle times. The move away strictly adherences to the nominated assessment process is not seen as problematic on this occasion, in that both the final recommended offer and the offer that it replaced are both from the same supplier. This means that there is no potential for an alternative supplier to be aggrieved based on fairness.

All tenders submitted were found in varying degrees to be not fully compliant. In reviewing the submissions this was primarily found to be as a result of the tender making their offers in their own standard pricing and information provision formats. Despite not being fully compliant in all areas the information provided was sufficient for a fair evaluation to be made. The nominated recommended offer was found to be among the most compliant offers made.

In summary, the selected preferred supplier through the evaluation process with further consideration of production benefits is John Deere Limited with their John Deere 624L Loader. Their offer with a purchase price of \$295,000 and trade of \$102,500 all exclusive of GST was found to be the best value for money offer.

The loader nominated received excellent operator assessment reports as well as performing well in key areas such as servicing and warranty. The offer produced the best trade outcome. Having performed well in these areas no reason is found to not to accept John Deere Ltd inclusive of superior trade value, offer.

The loader nominated received excellent operator assessment reports as well as performing well in key areas such as servicing and warranty. The offer produced the best trade outcome. Having performed well in these areas no reason is found to not to accept John Deere Ltd inclusive of superior trade value, offer.

OFFICER'S RECOMMENDATION

That Council in consideration of Regulation 11(2)(b) of the Local Government (Functions and General) Regulations 1996 approve the engagement John Deere Limited for supply of a John Deere 624L Loader in line of their offer with a purchase price of \$295,000 and inclusive of their trade offer of \$102,500 exclusive of GST for the Shires 2011 Cat 928HZ Loader for the 2019/20 financial year in accordance with the specifications and stipulations listed in RFQ 03/2019.20 Supply and delivery of a Front End Loader.

(Simple Majority Vote Required)



Attachments – provided under separate cover

Confidential Attachment 12.10.19.02A - Evaluation Report

Confidential Attachment 12.10.19.02B – Specification

12.10.19.03	RFQ 03/2019.20 – SUPPLY AND DELIVERY OF 5 TONNE CREW CAB TRUCK WITH TIPPING TRAY
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File No:	RFQ/03-2019.20
Date of Meeting:	17/10/2019
Location/Address:	Shire of Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Stephen Thomson – Manager Infrastructure & Regulatory Services
Authorising Officer:	Ian D’Arcy – CEO
Declaration of Interest:	The author does not have an interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	Nil.

Summary of Item:

This item seeks Council approval to engage a supplier determined as best value for money through a Request for Quotation process (RFQ 03-2019.20) for the supply and delivery of a 5 tonne crew cab truck with end tipper tray.

Description of Proposal:

The proposal involves the planned purchase of a 5 tonne crew cab truck with a tipping tray with one of the Shire’s existing single cab Isuzu two tonne trucks with tipping tray offered as a trade.

Background:

The truck being replaced is a general purpose truck used in the construction and maintenance area. It is generally applied to functions that need small load carrying capacity. Typically the truck carries equipment and materials for activities such as culvert works, sign installation works and patching. The existing truck is limited in its load carrying capacity, towing capacity and personnel carrying capacity which in turn limits its application.

The truck was scheduled for a like with like replacement in the 2018/19 financial year. In a pre-purchase review it became apparent that a truck of this size and configuration was limited in its capacity to support out of town construction and heavy maintenance activities.

Also the Shire has a second, newer and in better condition, identically configured 2 tonne truck that is normally applied in parks and gardens area that is planned to be retained.

Based on the above factors a decision was taken to carry over the funds for the like for like replacement with the intention of budgeting for a more suitable, greater capacity, replacement in the 2019/20 financial years.

Carry over of funds and increased budget provision in the 2019/20 in line with this proposal has occurred. A request for tender for the increased capacity truck with the existing two tonne truck as trade has subsequently been put through the WALGA Request for Quotation system.

The specification for the new truck was aimed at maximizing the adaptability of its use. The crew cab means five personnel rather than two personnel can be comfortably carried, the on tray load carrying capacity increases from 1200Kg to three tonnes and towing capacity has increased to 4.5 tonnes allowing our bobcat and other larger items to be towed.

Consultation:

Consultation took place with the Works Coordinator and crew members in the Shire work group.

In the end three trucks were shortlisted. Two options were provided by Isuzu. One of these was of greater capacity than required and was eliminated on a cost basis. The other, more appropriate option, was eliminated as the supplier was Bunbury based and did not provide a suitable option for a test drive the vehicle.

This response raised concerns for ongoing follow up and service provision. The factors that contributed to shortlisting in the way that it occurred are reflected in the assessment scores. The two sort listed trucks were test driven with the feedback also going into the weighted assessment.

Statutory Environment:

Although, based on the value of the purchase, the following process is not mandatory a decision was taken to utilize the WALGA Request for Tender process as it was seen as an effective and transparent approach for conducting this supply arrangement. This report, seeking endorsement of recommended supplier arrangement, effectively runs the process through to completion.

Section 3.57 of the Local Government Act, 1995 requires a local government to obtain quotes, or alternatively call for tenders, before it can enter into a contract for the supply of goods or services. This is detailed further under Regulation 11(1) of the Local Government (Functions and General) Regulations 1996, which states that goods or services exceeding \$150,000 in value must be awarded through a formal tender process. However, Regulation 11(2)(b) states that:

- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —*
- (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.*

Accordingly, this report aligns with the above Regulation utilizing provision 2 (b).

Relevant Plans and Policy:

There are no plans or policies applicable to this matter.

Financial Implications:

The supply of the 5 tone crew cab tipper tray truck and trade of the 2 tonne tipper tray is accounted for in Council's annual budget through the endorsed plant replacement program for the 2019/20 financial year. The recommended purchase of the Hino 300 Series 921 XXLong Auto Crew at \$83,719 does exceed the provided budget of \$70,000 and the trade value at \$13,572.73 is less than \$18,000 expected.

The recommended purchase does exceed the provided budget by 9% and the trade value is less than that expected by 21%. These discrepancies are generally accounted for by market forces with a further contributing factor being that the selected truck is marginally up spec from that considered at budget development time. Having said the purchases to date in the plant replacement area, including the proposed purchase of the Shire's replacement front end loader, have come in better than budgeted. As a result funds have been identified and are available from these savings to cover the increase in costs associated with this purchase and trade.

Risk Assessment:

As the Shire has called for quotes from suppliers from WALGA pre-qualified list pursuant to Regulation 11(2)(b) of the Local Government (Functions and General) Regulations 1996 it has been assessed that there is minimal risk in relation to this purchase. The recommended supplier together with the other suppliers that tendered are all considered reputable suppliers for the provision of this size and capacity of truck.

Community & Strategic Objectives:

Delivery of works Supply as detailed in the Shire of Brookton Strategic Community Plan 2013 – 2023.

Comment

The RFQ process has been undertaken in the interest of ensuring a fair and equitable procurement process is performed, underpinned by the fundamental principle of 'value for money' for the Shire of Brookton rate payers.

The evaluation process and specification nominated in the tender documentation have been provided in ***Attachment 12.10.19.03A and Attachment 12.10.19.03B.***

The specification nominated tender assessment process was followed in the assessment of the tenders with results summarized below.

All tenders submitted were found, in varying degrees, to have minor non compliances. In reviewing the submissions this was primarily found to be as a result of the tenderers making their offers in their own standard pricing and information provision formats. Despite these minor non compliances the information provided was sufficient for a fair evaluation to be made.

In summary, the selected preferred supplier through the evaluation process is WA Hino.

Across the full tender assessment criteria their Hino 300 Series 921 XXLong Auto Crew was found to be the best value for money offer. The truck performed particularly well in the physical product assessment phase where it was assessed as the more solid and powerful unit than its competitor. It was also found to be competitive across all other areas of assessment as reflected in the scoring. Having performed well in the assessment no reasons were found to not to accept WA Hino's inclusive of trade offer.

OFFICER'S RECOMMENDATION

That Council in consideration of Regulation 11(2)(b) of the Local Government (Functions and General) Regulations 1996 approve the engagement WA HINO for supply of the their offered Hino 300 Series 921 XXLong Auto Crew 5 tonne crew cab tipping tray truck at \$83,719 inclusive of their trade offer for the Shires 2008 2 tonne Isuzu N Series NHNPRZB-A01200 275 TIP MWB 5 tipper at \$13,572.73 for the 2019/20 financial year in accordance with the specifications and stipulations listed in RFQ 03/2019.20 Supply and Delivery of 5 Tonne Crew Cab Truck with Tipper Tray.

(Simple Majority Vote Required)



Attachments – provided under separate cover

Confidential Attachment - 12.10.19.03A – Evaluation Process

Confidential Attachment - 12.10.19.03B – Specification

12.10.19.04 HAPPY VALLEY WATER – CONSTRUCTION & FIRE SERVICES TANK

File No:	ADM 0619
Date of Meeting:	17/10/2019
Location/Address:	Shire of Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Stephen Thomson – Manager Infrastructure & Regulatory Services
Authorising Officer:	Ian D’Arcy – CEO
Declaration of Interest:	The author does not have an interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	Nil.

Summary of Item:

This item seeks Council approval for a budget adjustment in the 2019/20 financial year to accommodate the installation of a 200 kilolitres water tank and discharge arrangement to enable high flow water supply for Construction and Fire Fighting purposes.

The proposal utilizes water from the Happy Valley bore field Scheme. The proposal, situated to the Western side of the sewer treatment pond, includes a rapid discharge standpipe arrangement capable of filling water tanks at a rate of over 1,000 litres per minute. This will enable a much faster turnaround of vehicles than the current Happy Valley standpipe arrangement on site that is reliant on flows generated from the bore field pump. The delivery through this arrangement is at a much slower rate of 200 litres per minute.

Description of Proposal:

The proposal is currently unfunded and involves the transfer of \$50,000 from Cash Contingency Reserve to – Happy Valley – Installation of a 200kL Construction and Fire Services Tank – Additional line project and for Council to approve the expenditure.

Background:

The proposal is being put forward in a short time frame in response to factors that are negatively influencing the Shires capacity to cost effectively or efficiently secure water for our construction purposes.

These factors include:

- The current and potentially ongoing impacts of shorter and reduced seasonal rains.
- The recent, near four fold, increase in Water Corporation charges for scheme water sourced from standpipes.

As reported previously Water Corporation allowed the bore license at Happy Valley to lapse. The Shire currently has an application in place for the bore license that includes catering for the expansion of the Shire’s use of the resource. Among this expansion of use is a request for a 10,000 kl per annum allocation of water for construction purposes.

The Shire administration has conducted some initial feasibility investigation on the expansion of use of the Happy Valley system. The intent of this investigation was to develop a project aimed to expand and improve the garden amenity in town without increasing scheme water costs. A further step is planned to see if the project had potential to attract funding with the outcomes from all these investigations planned to be used to put forward a project for budget consideration in the 2020/2021 financial year.

The construction water use, which is a component of the above initiative, has been brought forward as the cost benefits of the project, even on a standalone basis, are likely to outweigh and financial benefit achieved through seeking external funding.

In short, the 10,000 kilolitre allocation, when compared to scheme water under the current Water Corporation charge out regime works out at roughly \$8.00/kiloliter less expensive. Based on use of the full requested allocation the potential savings in using this water is as opposed to scheme water is \$80,000.

Whilst we may not use this allocation straight up, as we will continue to look for water supplies close to the job, a reasonable assessment, considering the logistics of this year's program, is that we will likely use 7,000 kilolitres from this supply as a replacement for water otherwise most likely sourced from the scheme.

This resulting saving, in the order of \$56,000, would see the investment in this proposal recouped in the first year.

The next two construction seasons have an added factor in play, in that there is other substantial civil construction works occurring in close proximity to Brookton. This includes substantial works at the Brookton CBH facility. The CBH dams, that had previously been available as a water resource for the Shire, are now likely to be consumed at the CBH facility for dust suppression and construction use.

External construction use of water by others suggests a potential for the on selling of this water. This would need to be investigated in terms of if it is permissible under the Water Corporation license. If this aspect can be satisfied then further consideration could be appropriate controls and charge out etc.

Due to the expected fast recovery of investment it is suggested that investigation of these other potential benefits be put on hold for the moment. They can be considered under the planned broader review of Happy Valley resource.

An estimate has been produced for the project. See **Attachment 12.10.19.04A**. Some elements of the works can likely be delivered in house producing savings from that indicated in the estimate. The project is seen as relatively simple and not needing the contingency allowance that has been allowed. Accordingly the project has been assessed as being able to be achieved at \$50,000. The project is being set up in such a way so that it fits in with future potential development of the system.

Consultation:

Consultation has occurred with:

- Consulting Engineer Gary Munns from RMECS. Gary is experienced in this type of work and provided the conceptual design and budget estimate for project.
- Local electrician Sean Higgins who has a good understanding of the existing system.

Statutory Environment:

Not applicable

Relevant Plans and Policy:

Schematic plans have been made for the proposal based on a findings made in joint site inspection **Attachment 12.10.19.04B**.

Financial Implications:

In consultation with finance section funds have been identified in cash contingency reserve

Risk Assessment:

The Project delivery risk are low as all components are standard water services items and are readily available with short lead times. Subject to approval of funds for the project could be delivered before the end of November 2019.

There is a risk associated with securing the license for operating the Happy Valley bore field. This is not considered Great as indications are that the Shire will receive the applied for license in the near future.

The plan is to mitigate risk is to hold off on any substantial purchases for the works until firm positive feedback on the bore license submission is received from Water Corporation.

Community & Strategic Objectives:

Achieves a low-cost alternative and reduces reliance on scheme water for dust suppression, earthworks and fire services

OFFICER'S RECOMMENDATION

That Council:

- 1. Approves the transfer of \$50,000 from Cash Contingency Reserve to the Happy Valley - Installation of a 200kL Construction and Fire Services Tank – Additional line project; and*
- 2. Approves the expenditure of these funds in the 2019/2020 financial year noting that the project is currently not funded from this year's budget.*

(Simple Majority Vote Required)

Attachments

Attachment 12.10.19.04A - Estimate

Attachment 12.10.19.04B - Joint Site Inspection

Brookton High Discharge Fill Facility - Budget Estimate

Item	Description	Qty	UOM	Unit Rate \$	Total \$	Comments
	Engineering					
Engineering	Engineering/Drawings/Rfq	40	hrs	\$ 88.00	\$ 3,520.00	
Engineering	Engineering Advice	10	hrs	\$ 88.00	\$ 880.00	
Engineering	Travel Expenses - 1 Return Trip Perth to Brookton	2	ea	\$ 392.00	\$ 784.00	
	Procurement					
Pipework	Compression Poly Metric Tee - 90 x 90 x 90 Poly Tee	1	ea	\$ 199.33	\$ 199.33	
Pipework	Compression Poly Metric End Cap - 90mm	1	ea	\$ 92.18	\$ 92.18	
Pipework	DN90PN12.5 PE100 Poliplex Pipe to Tank	36	m	\$ 7.00	\$ 252.00	
Pipework	Compression Poly Metric Elbow - 90mm x 90mm	2	ea	\$ 134.07	\$ 268.14	
Pipework	Compression Poly End Connector 90 x 3" M1 BSP	1	ea	\$ 92.18	\$ 92.18	
Tank	Tank Inlet Brass Gate Valve 80mm	1	ea	\$ 80.00	\$ 80.00	
Tank	Tank Inlet Float Valve	1	ea	\$ 150.00	\$ 150.00	
Tank	200 kL Tank (Pioneer Tanks) - 10.7m Diameter x 2.18m High ¹	1	ea	\$ 15,013.00	\$ 15,013.00	
Tank	Additional Tank Fittings - 2 x 80mm Tank Inlet and Outlet (standard supply is 50mm)	2	ea	\$ 99.00	\$ 198.00	
Tank	Tank Outlet Brass Gate Valve 80mm	1	ea	\$ 80.00	\$ 80.00	
Pipework	Compression Poly End Connector 90 x 3" M1 BSP	1	ea	\$ 92.18	\$ 92.18	
Pipework	DN90PN12.5 PE100 Poliplex Pipe - Tank to Pump	2	m	\$ 7.00	\$ 14.00	
Pipework	Compression Poly Metric Flanged Adaptor Poly x Flange with metal backing ring (Table E)	1	ea	\$ 181.29	\$ 181.29	
Pump	Southern Cross Close Coupled Pump on Galvanised Base with 2.2kw motor	1	ea	\$ 3,500.00	\$ 3,500.00	
Pump	Extra Cost for Single Phase Motor (over 3phase)	1	ea	\$ 790.00	\$ 790.00	
Pipework	Compression Poly Metric Flanged Adaptor Poly x Flange with metal backing ring (Table E)	1	ea	\$ 181.29	\$ 181.29	
Pipework	DN90PN12.5 PE100 Poliplex Pipe - Pump to Standpipe	2	m	\$ 7.00	\$ 14.00	
Pipework	Compression Poly Metric Elbow - Poly x Poly - 90mm x 90mm	3	ea	\$ 134.07	\$ 402.21	
Pipework	Metric Tapping Saddle 90 x 1" for Flow Switch	1	ea	\$ 24.15	\$ 24.15	
Pipework	Compression Poly Metric Flanged Adaptor Poly x Flange with metal backing ring (Table E)	1	ea	\$ 181.29	\$ 181.29	
Pipework	Flange Fasteners Set (4x Bolt, 4xSpring Washer and 4xNut)	4	ea	\$ 18.00	\$ 72.00	
Pipework	80mm (3") Tangential Paddle Flanged Table E Water Meter	1	ea	\$ 461.83	\$ 461.83	
Standpipe	3" Schedule 40 Galvanised Mild steel Stand Pipe Assembly (Pumpcare)	1	ea	\$ 3,880.00	\$ 3,880.00	
Electrical	1ph Cable from Power Supply Box to Pump Control Switchboard	76	m	\$ 7.00	\$ 532.00	
Electrical	Control Cable from Yellow Control Box to Switchboard	43	m	\$ 1.00	\$ 43.00	
Electrical	25mm Heavy Duty Electrical Conduit	119	m	\$ 2.00	\$ 238.00	
Electrical	Switchboard with Pump Controller and Soft Starter	1	ea	\$ 3,000.00	\$ 3,000.00	
Electrical	Mac 3 Cable Float Type Level Switch (1 x High, Low, 1 x Low Low)	1	ea	\$ 100.00	\$ 100.00	
Electrical	Koneco DN25 Flow Switch	1	ea	\$ 350.00	\$ 350.00	
Fence	Chainmesh Security Fence (20m x 20m) 2.1m High with Double Access & Personal Access gates	1	ea	\$ 3,000.00	\$ 3,000.00	
	Installation					
Pipeline	Dig Pipe Trench	35	m	\$ 18.00	\$ 630.00	
Pipeline	Join and Lay Pipe in Trench - 2x Shire Operators x 2hrs	4	hrs	\$ 50.00	\$ 200.00	
Pipeline	Backfill Pipe Trench with Bobcat	1	hrs	\$ 90.00	\$ 90.00	
Tank	11.7m Diameter Compacted Gravel Tank Base by Shire	1	ea	\$ 3,000.00	\$ 3,000.00	
Pump	Lay Concrete Pad 2m x 4m for Pump and Standpipe -	8	m ²	\$ 70.00	\$ 560.00	
Pump	Install Pump, Standpipe, Valve and Fittings - 2x Shire Operators x 4hrs	8	hrs	\$ 50.00	\$ 400.00	
Electrical	Dig Trenches for Electrical Cable and Control Cable	119	m	\$ 18.00	\$ 2,142.00	
Electrical	Lay underground 1ph cable and control cables in trenches	8	hrs	\$ 90.00	\$ 720.00	
Electrical	Install Switchboard and connections to pump motor, flow switch, level switch and Yellow control box	8	hrs	\$ 90.00	\$ 720.00	
Pipeline	Backfill Electrical Cable Trenches with Bobcat	2	hrs	\$ 90.00	\$ 180.00	
Fence	Install Security Fence (20mx20m)	1	ea	\$ 3,000.00	\$ 3,000.00	
	Commissioning	4	hrs	\$ 88.00	\$ 352.00	
				Sub Total:	\$ 50,660	
Contingency				15%	\$ 7,599	
				Total Budget Estimate:	\$ 58,259	

¹ Tank Budget estimate includes installation on pre-prepared site by Tank Supplier

Brookton – Proposed Construction and Fire Water Tank Facility



13.10.19 COMMUNITY SERVICES REPORTS

13.10.19.01 COMMUNITY CITIZENSHIP AWARDS 2020

File No:	ADM 0336
Date of Meeting:	17/10/2019
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Danni Chard – Executive Governance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author does not have an interest in this matter
Voting Requirements:	Simple majority
Previous Report:	Nil.

Summary of Item:

Australia Day WA calls for its participating local governments to nominate members of the community for awards recognizing community achievements either on an individual or group level.

The Shire of Brookton is not a member of the Australia Day WA group for 2019/2020 however, this does not stop Council from seeking expressions of interest and running its own ceremony and event on Australia Day 2020. This matter is entirely up to Council and is in no way associated with Australia Day WA.

Each year on Australia Day, many Local Governments hold Australia Day award ceremonies (as well as Citizenship ceremonies) to recognize the contributions made by individuals and members of the community. The Citizen of the Year awards gives Local Government the opportunity to acknowledge the contribution and celebrate the active citizenship of Western Australians at a local community level.

This report recommends the Council call for nominations by the community for the Awards to be held in January 2020.

Description of Proposal:

This proposal is about recognition of individuals and groups who make a contribution during the current year and celebrate those organizations who have given outstanding service to the community for a number of years.

The areas where individual or groups may have made a contribution include areas such as; education, health, fund-raising, charitable and voluntary services, business, sports, arts, the environment, or social inclusion. In essence any area that contributes to the advancement and well-being of the community.

Background:

Council, although not a member of the Australia Day WA organization in 2019-2020 year, can still call for nominations from members of the public for awards to recognize their contribution to the Shire of Brookton community.

Council Policy 1.10 prescribes 3 categories listed as follows:

- *Citizen of the Year Award.*
- *Young Citizens of the Year Award (must be under 30 years of age on January 26 of each year).*

- *Community Event or Voluntary Act of the Year Award.*

A copy of policy is included as **Attachment 13.10.19.01A** to this report, with the nomination form also provided as **Attachment 13.10.19.01B**.

Consultation:

Consultation has been undertaken with relevant staff and the Shire President.

Statutory Environment:

N/A

Relevant Plans and Policy:

This matter aligns with Council Policy 1.10 – Australia Day Awards as referenced in the Background Section and provided as an attachment to this report.

Financial Implications:

The costs for Australia Day 2020 event, including provision of the category awards, set-up and festivities is covered by under COA 115040 – Job 338 that has a budget allocation of \$3,500 for community events and ceremonies.

Risk Assessment:

There are no identified risks with this proposal.

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 Australia Day Awards align to:

Function 24 Community Support

Action 24.2 – Co-ordinate Shire events

Comment

The Australia Day Awards are a way for the Shire to formally recognize individuals and Community Groups who contribute to the overall wellbeing and fabric of the Community through a significant contribution to the Shire in the preceding year.

In determining the award recipients, it is recommended that Council call for nominations for each category listed above, and as a whole confidentially assess the nominations against the relevant criteria as detailed in Policy 1.10.

Also, it is worth noting that Council is not obliged to offer any individual or community group with an award if it is assessed the criteria has not been satisfied.

It is therefore recommended the Council endorse the process calling for nominations from the community for all three categories listed above, with nominations to be lodged on the prescribed form by Monday 4th November 2019. At the conclusion of this period the Council (in confidence) will then assess all the nominations at its November 2019 Ordinary Meeting, and formally determine the winners of each of the award categories to be presented at the Australia Day celebrations in January 2020. The winners of each Award will remain confidential until notified by the Shire President.

OFFICER'S RECOMMENDATION

That Council:

- 1. Call for nominations from the Shire of Brookton Community for the following Australia Day Award categories, with such nominations to be lodged on the prescribed nomination form by 10.00 am Monday 4th November 2019:***

Categories

- Citizen of the Year Award***
 - Young Citizens of the Year Award (must be under 30 years of age on January 26)***
 - Community Event or Voluntary Act of the Year Award***
- 2. Establish an Evaluation Panel to:***
 - a) Be chaired by the Shire President with all other elected members invited to participate to review the submissions and formulate a recommendation for Council's endorsement of the Australia Day Award Recipients.***
 - b) Meet at 5.00pm on Tuesday 12th November 2019, unless otherwise determined by the Shire President.***

(Simple Majority Vote Required)

Attachments

Attachment 13.09.19.01A – Policy 1.10 Australia Day Awards

Attachment 13.09.19.01B – Nomination Forms

1.10 AUSTRALIA DAY AWARDS

Directorate:	Community			
Statutory Environment:				
Council Adoption:	Date:		Resolution #:	
Last Amended:	Date:	Aug 2019	Resolution #:	11.09.18.01
Review Date:	June 2021			

Objective:

To prescribe the process for nominations and selection of recipients of the following annual Council Australia Day awards;

- Citizen of the Year
- Young Citizen of the Year
- Community Event or Voluntary Act of the Year.

To outline a transparent process for objectively selecting recipients on merit in consideration of Award criteria.

Policy:

The Australia Day Awards are to be selected by Council on an annual basis in October each year. Council will select recipients for the following categories:

1. Citizen of the Year Award
2. Young Citizens of the Year Award (must be under 30 years of age on January 26)
3. Community Event or Voluntary Act of the Year Award

Overall principles, Criteria and Guidelines for Awards.

- a) Only one (1) nomination in each category may be awarded.
- b) If considered appropriate, no Award will be issued in a category.
- c) The winners of each Award remain confidential until notified of their success by the Shire President and the Shire President issues a media release confirming the award winners.
- d) The winners of each Award will be presented with their Awards at the official ceremony on Australia Day. Awards for Citizen of the Year and Young Citizen of the Year will not be granted posthumously.
- e) Nominations for all Awards may be made by any individual, group of individuals or organisation.
- f) Nominees for "Young Citizen of the Year", will also be considered for the "Citizen of the Year" Award, but one (1) nominee cannot receive both Awards.
- g) Nominations for "Community Event of the Year" will only be considered in the year the event was conducted.
- h) Groups of people or couples will not be eligible for the "Citizen" or "Young Citizen of the Year" Award.
- i) All nomination information and material submitted remains the property of the Shire of Brookton and may become publicly available.
- j) An individual/event need only be nominated once per year to be considered. The number of nominations received per nominee bears no weight in the selection process.
- k) Self-nominations will not be accepted.
- l) Unsuccessful nominees in the "Young Citizen of the Year" and "Citizen of the Year" categories may be re-nominated in subsequent years.
- m) In exceptional cases, the Council reserves the right to consider such nominations as it sees fit, notwithstanding a) to l) above.

Selection

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The whole of Council constitutes the selection panel although any elected member shall declare an interest and stand aside from the deliberations should they be directly related to a nominee, or consider that for any reason a conflict of interest may arise in the selection process.

The Council will give consideration to the criteria and guidelines in this policy.

Citizen of the Year – Criteria and Eligibility

- a) A nominee must be an Australian citizen.
- b) The nominee must be a resident of the Brookton Shire Council local government area for the year immediately prior to granting of the Award.
- c) The nominee must be at least 16 years of age on 26 January of the year in which the award is presented.
- d) The nominee should be held in high regard in the community (e.g. significant contributor to the community, inspirational role model to the community, scope of impact of the individual's contribution).
- e) The nominee must principally have performed their work within the Brookton Shire Council local government area.
- f) The nominee should have strong ethical and community values.
- g) The nomination must clearly demonstrate the nominee's community activities and achievements in the year immediately prior to granting of the Award, as well as their past community service.
- h) The nomination is not open to sitting Shire of Brookton Councillors, State and Federal politicians and current viceregal officers.
- i) The nomination is not open to a Shire of Brookton Council employee, whilst employed by the Council.
- j) The nomination is not open to a past recipient in the same category.
- k) The nomination must include the name and contact details of at least one (1) referee must be supplied with the nomination.
- l) The nomination must explain the achievements and background of the nominee, and the reasons for the nomination, and address as many of the following aspects as possible;
 - i. Personal, academic and professional achievements and commitment; past current and future.
 - ii. Contribution in the relevant field i.e. how has the nominee "put back" into their field to benefit others.
 - iii. Demonstrated leadership, innovation and creativity.
 - iv. Personal interests and community and voluntary involvement.
 - v. Contribution to the Shire of Brookton community.
 - vi. Future goals and likely impact.
 - vii. Degree of difficulty of the achievement and sacrifices made.
 - viii. Previous Awards and recognitions.
 - ix. Nature and length of involvement.
 - x. Voluntary work beyond paid employment.
 - xi. Achievements as an individual or as part of a group or organisation.
- m) One (1) award per ward in this Category may be awarded each year.

Young Citizen of the Year – Criteria and Eligibility

- a) A nominee must be an Australian citizen.
- b) The nominee must be a resident of the Shire of Brookton local government area for the year immediately prior to granting of the Award.
- c) The nominee must be at least 16 years of age and no more than 30 years of age on 26th January of the year in which the award is presented.
- d) The nominee should have a proven record of achievement within the Shire of Brookton Council area.
- e) The nomination must reference the participation in school activities, community involvement and charitable work, as well as work done to improve community life in the Brookton Shire Council area.
- f) The nomination should detail recognition by peers that will be taken into account.

- g) The nomination is not open to sitting Shire of Brookton Councillors, State and Federal politicians and current viceregal officers.
- h) The nomination is not open to a Shire of Brookton Council employee or trainee, whilst employed or engaged by the Council.
- i) The nomination is not open to a past recipient in the same category.
- j) The nomination must contain the name and contact details of at least one (1) referee.
- k) The nomination should explain the achievements and background of the nominee, and the reasons for the nomination, and address as many of the following aspects as possible;
 - i. Personal, academic and professional achievements and commitment; past current and future.
 - ii. Contribution in the relevant field i.e. how has the nominee “put back” into their field to benefit others.
 - iii. Demonstrated leadership, innovation and creativity.
 - iv. Personal interests and community and voluntary involvement.
 - v. Contribution to the Brookton Shire Council community.
 - vi. Future goals and likely impact.
 - vii. Degree of difficulty of the achievement and sacrifices made.
 - viii. Previous Awards and recognitions.
 - ix. Nature and length of involvement.
 - x. Voluntary work beyond paid employment.
 - xi. Achievements as an individual or as part of a group or organisation.
- l) One (1) award per ward in this Category may be awarded each year.

Community Event or Voluntary Act of the Year Award – Criteria and Eligibility

The selection criteria for the community event or the individual Voluntary Act of the Year are:

- The nomination must detail the quality of the event or nature of the individual voluntary act.
- The nomination must be for an “event” and not an organising committee.
- The nomination for an event must be community focused and not staged for personal or private reward or financial benefit.
- A nominee and event is not eligible to receive a second award in this category.
- The nomination must detail the scope of impact the event or act has had on the local government area, including the achievements and reasons for the nomination.
- The nomination must detail the events or individuals lasting contribution to the community.

All nominations must be submitted on the appropriate form by the due date for consideration.

No late applications will be considered.

Council reserve the right to not award any Australia Day awards and reserves the right to hold any award ceremony at a time and place it sees fit and proper.

2020 Australia Day Citizen of the Year Award



The Shire of Brookton is seeking nominations from members of the public for the 2020 Citizen of the Year Award.

Citizen of The Year Award – Criteria & Eligibility

- a) A nominee must be an Australian citizen.
- b) The nominee must be a resident of the Brookton Shire Council local government area for the year immediately prior to granting of the Award.
- c) The nominee must be at least 16 years of age on 26 January of the year in which the award is presented.
- d) The nominee should be held in high regard in the community (e.g. significant contributor to the community, inspirational role model to the community, scope of impact of the individual's contribution).
- e) The work performed by the nominee must principally be within the Brookton Shire Council local government area.
- f) The nominee should have strong ethical and community values.
- g) Regard will be given to the nominee's community activities in the year immediately prior to granting of the Award, as well as their past community service.
- h) Shire of Brookton Councillors, sitting State and Federal politicians and current viceregal officers are not eligible.
- i) A Shire of Brookton Council employee, whilst employed by the Council, is not eligible.
- j) A person cannot receive a second award in the same category.
- k) The name and contact details of at least one (1) referee must be supplied with the nomination.
- l) The nomination should explain the achievements and background of the nominee, and the reasons for the nomination, and address as many of the following aspects as possible;
 - I. Personal, academic and professional achievements and commitment; past current and future.
 - II. Contribution in the relevant field i.e. how has the nominee "put back" into their field to benefit others.
 - III. Demonstrated leadership, innovation and creativity.
 - IV. Personal interests and community and voluntary involvement.
 - V. Contribution to the Shire of Brookton community.
 - VI. Future goals and likely impact.
 - VII. Degree of difficulty of the achievement and sacrifices made.
 - VIII. Previous Awards and recognitions.
 - IX. Nature and length of involvement.
 - X. Voluntary work beyond paid employment.
 - XI. Achievements as an individual or as part of a group or organisation.
- m) One (1) award per ward in this Category may be awarded each year.

Nominee

Name

Address:

Phone: Mobile:

Date of Birth/Age:

Email:

Nominated by:

Name

Organisation:

Address:

Phone: Mobile:

Email:

Referee:

(Other persons that may be contacted for further information about nominee)

Name

Organisation:

Address:

Phone: Mobile:

Email:

Close of Nominations:

Nomination forms must be received by 4.15pm close of business 31st October 2019 to the Shire Administration Office via one of the following methods.

Hand deliver: 14 White Street, Brookton WA 6306

Post: PO Box 42, Brookton WA 6306

Email: mail@brookton.wa.gov.au

Please write below a short description (500 words or less) on the contribution the nominee has made to the community. Include significant achievements and any other useful information that supports this nomination.
(please include duration & years i.e. 1980 – 1985 applicable to each contribution)

Please list any past and present membership of Community/Sporting/Professional Bodies Etc
(please include office bearing positions held - if applicable)

Additional material may be attached if desired

2020 Australia Day

Young Citizen of the Year Award



The Shire of Brookton is seeking nominations from members of the public for the 2020 Young Citizen of the Year Award.

Young Citizen of the Year Award

Criteria & Eligibility

- a) A nominee must be an Australian citizen.
- b) The nominee must be a resident of the Shire of Brookton local government area for the year immediately prior to granting of the Award.
- c) The nominee must be at least 16 years of age and no more than 30 years of age on 26th January of the year in which the award is presented.
- d) The nominee should have a proven record of achievement within the Shire of Brookton Council area.
- e) Regard will be given to participation in school activities, community involvement and charitable work, as well as work done to improve community life in the Brookton Shire Council area.
- f) Recognition by peers will be taken into account.
- g) Shire of Brookton Councillors, sitting State and Federal politicians and current viceregal officers are not eligible.
- h) A Shire of Brookton Council employee, whilst employed by the Council, is not eligible.
- i) A person cannot receive a second award in the same category.
- j) The name and contact details of at least one (1) referee must be supplied with the nomination.
- k) The nomination should explain the achievements and background of the nominee, and the reasons for the nomination, and address as many of the following aspects as possible;
 - i. Personal, academic and professional achievements and commitment; past current and future.
 - ii. Contribution in the relevant field i.e. how has the nominee "put back" into their field to benefit others.
 - iii. Demonstrated leadership, innovation and creativity.
 - iv. Personal interests and community and voluntary involvement.
 - v. Contribution to the Brookton Shire Council community.
 - vi. Future goals and likely impact.
 - vii. Degree of difficulty of the achievement and sacrifices made.
 - viii. Previous Awards and recognitions.
 - ix. Nature and length of involvement.
 - x. Voluntary work beyond paid employment.
 - xi. Achievements as an individual or as part of a group or organisation.
- l) One (1) award per ward in this Category may be awarded each year.

Nominee

Name

Address:

Phone: Mobile:

Date of Birth/Age:

Email:

Nominated by:

Name

Organisation:

Address:

Phone: Mobile:

Email:

Referee:

(Other persons that may be contacted for further information about nominee)

Name

Organisation:

Address:

Phone: Mobile:

Email:

Close of Nominations:

Nomination forms must be received by 4.15pm close of business 31st October 2019 to the Shire Administration Office via one of the following methods.

Hand deliver: 14 White Street, Brookton WA 6306

Post: PO Box 42, Brookton WA 6306

Email: mail@brookton.wa.gov.au

Please write below a short description (500 words or less) on the contribution the nominee has made to the community. Include significant achievements and any other useful information that supports this nomination.
(please include duration & years i.e. 1990 – 1995 applicable to each contribution)

Please list any past and present membership of Community/Sporting/Professional Bodies Etc
(please include office bearing positions held - if applicable)

Additional material may be attached if desired

2020 Australia Day

Community Event of the Year Award



The Shire of Brookton is seeking nominations from members of the public for the 2020 Community Event of the Year Award.

Community Event - Criteria & Eligibility

- a) The quality of the event
- b) The Award is granted to the "event" and not to the organizing committee.
- c) The purpose of the event must be community focused and not staged for personal or private reward or financial benefit.
- d) An event cannot receive a second award in this category.
- e) The scope of impact the event or act has had on the local government area including the achievements and reasons for the nomination must be explained
- f) The event's lasting contribution to the community

Nominated by:

Name:

Organisation:

Address:

Phone: Mobile:

Email:

Community Event Nominated

Event Name:

Organisation:

Venue of Event:

Date of Event:

Names of person(s) representing the event:

1.

2.

3.

Address:

.....

.....

Phone: Mobile:

Email:

Referee:

(Other persons that may be contacted for further information about nominee)

Name

Organisation:

Address:

Phone: Mobile:

Email:

Close of Nominations:

Nomination forms must be received by 4.15pm close of business 31st October 2019 to the Shire Administration Office via one of the following methods.

Hand deliver: 14 White Street, Brookton WA 6306

Post: PO Box 42, Brookton WA 6306

Email: mail@brookton.wa.gov.au

Please write below a short description (500 words or less)
the purpose of event and the scope of impact that it had on the Community.

Additional material may be attached if desired

2020 Australia Day

Voluntary Act of the Year Award



The Shire of Brookton is seeking nominations from members of the public for the 2020 Voluntary Act of the Year Award.

Voluntary Act Award - Criteria & Eligibility

- a) *The nature of the individual voluntary act*
- b) *An act cannot receive a second award in this category*
- c) *The scope of impact the act has had on the local government area including the achievements and reasons for the nomination must be explained*
- d) *The individual's lasting contribution to the community*

Nominee

Name:

Address:

Phone: Mobile:

Date of Birth/Age:

Email:

Nominated by:

Name:

Organisation:

Address:

Phone: Mobile:

Email:

Referee:

(Other persons that may be contacted for further information about nominee)

Name:

Organisation:

Address:

Phone: Mobile:

Email:

Close of Nominations:

Nomination forms must be received by 4.15pm close of business 31st October 2019 to the Shire Administration Office via one of the following methods.

Hand deliver: 14 White Street, Brookton WA 6306

Post: PO Box 42, Brookton WA 6306

Email: mail@brookton.wa.gov.au

Please write below a short description (500 words or less)
the scope of impact the voluntary act it had on the Community.

Additional material may be attached if desired

14.10.19 FINANCE & ADMINISTRATION REPORT

14.10.19.01 LIST OF ACCOUNTS FOR PAYMENT

File No:	N/A
Date of Meeting:	17 October 2019
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Lois Salkilld – Corporate Business Officer - Finance
Authorising Officer:	Vicki Morris – Deputy Chief Executive Officer
Declaration of Interest:	The author has no financial interest in this matter.
Voting Requirements:	Simple Majority
Previous Report:	19 September 2019

Summary of Item:

The list of accounts for payment to 30th September, 2019 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 Councillors separately and not published on the Shire of Brookton website to mitigate against the potential of fraudulent activity that can arise from this practice. Members of the public can

obtain the schedule from the Shire of Brookton Administration Office.

To 30th September, 2019

Municipal Account

Direct Debits \$105,715.05

EFT \$433,944.49

Trust Account \$310.00

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 30th September, 2019.

To 30th September, 2019

Municipal Account

Direct Debits \$105,715.05

EFT \$433,944.49

Trust Account \$310.00

(Simple Majority Vote Required)

Attachments

Attachment 14.10.19.01

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

14.10.19.02 STATEMENT OF FINANCIAL ACTIVITY

File No:	N/A
Date of Meeting:	17 October 2019
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Lois Salkilld – Corporate Business Officer (Finance)
Authorising Officer:	Vicki Morris – Deputy Chief Executive Officer
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	There is no previous meeting reference

Summary of Item:

The Statement of Financial Activity for the period ended 30th September 2019 is presented to Council.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 30th September 2019 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 30th September 2019 as presented in Attachment 14.10.19.02***

(Simple Majority Vote Required)

Attachments

Attachment 14.10.19.02

Statement of Financial Activity by Function & Activity

Statement of Financial Activity by Nature & Type

Note 1 - Major Variances

Note 2 - Graphical Representation of Statement of Financial Activity

Note 3 - Net Current Funding Position

Note 4 - Receivables

Note 5 - Cash Backed Reserves

Note 6 - Capital Disposals and Acquisitions

Note 7 - Information on Borrowings

Note 8 - Cash and Investments

Note 9 - Budget Amendments

Note 10 - Trust Fund

Note 11 - Kalkarni Financial Report

Note 12 - WB Eva Pavilion and Gymnasium Operating Statement

Note 13 - Sewerage Operating Statement

Note 14 - Brookton Caravan Park & Aquatic Centre Financial Reports

Note 15 - Road Program

Note 16 - Capital Works Program

Note 17 - Grants Register

**Shire of Brookton
Monthly Reporting Model
Base Input Data**

General User Input

Local Government Name
Last Year (-2)
Last Year (-1)
Current Year
Current Reporting Period
Start of Current Financial Year
End of Financial Year

Data to appear in the Report

Shire of Brookton
2017-18
2018-19
2019-20
For the Period Ended 30th September 2019
01-Jul-19
30-Jun-20

Material Threshold

Material Amount Income
Material Amount Expenditure
Material Percentage Income
Material Percentage Expenditure

\$10,000
\$10,000
10.00%
10.00%

Material Variances Symbol

Above Budget Expectations
Below Budget Expectations

▲
▼

**Shire of Brookton
Monthly Reporting Model
Graph Input Data**

Statement of Financial Activity

Month	Operating Expenses		Operating Revenue		Capital Expenses		Capital Revenue	
	Budget 2019-20	Actual 2019-20	Budget 2019-20	Actual 2019-20	Budget 2019-20	Actual 2019-20	Budget 2019-20	Actual 2019-20
Jul	935,182	806,784	483,459	376,336	275,701	36,222	85,148	0
Aug	1,862,509	1,656,425	1,241,739	1,318,414	538,069	56,364	170,296	0
Sep	2,856,977	2,500,171	1,741,427	1,695,346	807,104	82,664	256,869	5,700
Oct								
Nov								
Dec								
Jan								
Feb								
Mar								
Apr								
May								
Jun								

**Shire of Brookton
Monthly Reporting Model
Graph Input Data (Cont.)**

Note 3 - Net Funding Current Position

Month	Actual 2017-18 \$('000s)	Actual 2018-19 \$('000s)	Actual 2019-20 \$('000s)
Jul	907,333	1,207,105	864,554
Aug	3,637,302	3,520,525	3,557,512
Sep	3,637,304	3,520,526	3,316,579
Oct	2,372,296	2,805,542	
Nov	2,381,438	2,781,753	
Dec	2,034,219	2,887,488	
Jan	1,808,505	2,133,457	
Feb	1,794,385	2,086,564	
Mar	2,034,219	1,810,439	
Apr	2,034,219	1,383,009	
May	2,034,219	1,251,832	
Jun	2,034,219	1,133,017	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30th September 2019

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		13,250	1,683	6,268	4,585	272.44%	
General Purpose Funding		1,188,844	292,264	136,853	(155,411)	(53.17%)	▼
Law, Order and Public Safety		29,743	7,434	6,982	(452)	(6.08%)	
Health		1,100	875	747	(128)	(14.68%)	
Education and Welfare		4,466,911	1,131,719	994,588	(137,131)	(12.12%)	▼
Housing		87,209	21,798	25,220	3,422	15.70%	
Community Amenities		414,478	103,611	411,170	307,559	296.84%	▲
Recreation and Culture		39,682	9,906	3,363	(6,543)	(66.05%)	
Transport		609,666	151,017	83,201	(67,816)	(44.91%)	▼
Economic Services		47,950	11,982	12,052	70	0.58%	
Other Property and Services		36,560	9,138	14,903	5,765	63.09%	
Total (Excluding Rates)		6,935,393	1,741,427	1,695,346	(46,081)	(2.65%)	
Operating Expense							
Governance		(577,418)	(176,851)	(124,539)	52,312	29.58%	▲
General Purpose Funding		(218,146)	(51,309)	(36,953)	14,356	27.98%	▲
Law, Order and Public Safety		(225,507)	(59,368)	(60,414)	(1,046)	(1.76%)	
Health		(74,104)	(18,937)	(12,873)	6,064	32.02%	
Education and Welfare		(4,559,009)	(1,173,801)	(981,873)	191,928	16.35%	▲
Housing		(207,571)	(55,026)	(39,664)	15,362	27.92%	▲
Community Amenities		(513,464)	(126,444)	(85,710)	40,734	32.21%	▲
Recreation and Culture		(998,079)	(245,698)	(192,120)	53,578	21.81%	▲
Transport		(3,450,540)	(883,065)	(891,191)	(8,126)	(0.92%)	
Economic Services		(188,441)	(52,680)	(41,685)	10,995	20.87%	▲
Other Property and Services		(22,729)	(13,798)	(33,149)	(19,351)	(140.25%)	▼
Total		(11,035,008)	(2,856,977)	(2,500,171)	356,806	12.49%	
Funding Balance Adjustment							
Add back Depreciation		2,910,437	727,609	748,290	20,681	2.84%	
Adjust (Profit)/Loss on Asset Disposal	6	86,941	23,533	0	(23,533)	0.00%	
Adjust (Profit)/Loss on Asset Revaluation		0	0	0			
Movement in Non Cash Provisions		0	0	(780)	(780)		
Net Operating (Ex. Rates)		(1,102,237)	(364,408)	(57,315)	307,092	(84.27%)	
Capital Revenues							
Proceeds from Disposal of Assets	6	5,700	1,425	5,700	4,275	0.00%	
Proceeds from New Debentures	5	0	0	0	0	0.00%	
Self-Supporting Loan Principal		21,296	5,324	0	(5,324)	(100.00%)	
Transfer from Reserves	5	1,000,479	250,120	0	(250,120)	(100.00%)	▼
Total		1,027,475	256,869	5,700	(251,169)		
Capital Expenses							
Land and Buildings	6	(201,000)	(50,250)	(6,790)	43,460	86.49%	▲
Plant and Equipment	6	(491,440)	(122,860)	(8,794)	114,066	92.84%	▲
Furniture and Equipment	6	(130,000)	(32,500)	(21,682)	10,818	33.29%	▲
Infrastructure Assets - Roads & Bridges	6	(1,043,471)	(260,868)	(20,859)	240,009	92.00%	▲
Infrastructure Assets - Sewerage	6	(32,000)	(8,000)	0	8,000	100.00%	
Infrastructure Assets - Parks	6	(30,000)	(7,500)	0	7,500	0.00%	
Repayment of Debentures	7	(94,529)	(23,632)	(23,909)	(277)	(1.17%)	
Transfer to Reserves	5	(1,205,975)	(301,494)	(631)	300,863	99.79%	▲
Total		(3,228,415)	(807,104)	(82,664)	724,440	(89.76%)	
Net Capital		(2,200,940)	(550,235)	(76,964)	473,271	(86.01%)	
Total Net Operating + Capital		(3,303,177)	(914,643)	(134,280)	780,363	85.32%	
Rate Revenue		2,325,818	2,314,489	2,317,842	3,353	0.14%	
Opening Funding Surplus(Deficit)		1,133,017	1,133,017	1,133,017	0	0.00%	
Closing Funding Surplus(Deficit)	3	155,658	2,532,863	3,316,579	783,716		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 30th September 2019

NOTE	2019/20 Adopted Budget	2019/20 Projected Year End Actual	2019/20 YTD Budget	2019/20 YTD Actual	Variance YTD Budget vs YTD Actual
	\$	\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES					
Rates	2,325,818	2,325,818	2,314,489	2,317,842	3,353
Operating Grants, Subsidies and Contributions	5,214,354	5,214,354	1,467,671	991,251	(476,420)
Fees and Charges	1,639,916	1,639,916	409,947	658,957	249,010
Interest Earnings	220,264	220,264	50,597	10,281	(40,316)
Other Revenue	79,643	79,643	31,996	34,857	2,861
	9,479,995	9,479,995	4,274,700	4,013,188	(261,512)
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs	(1,707,032)	(1,654,787)	(463,276)	(419,286)	43,990
Materials and Contracts	(5,977,526)	(6,029,771)	(1,532,024)	(1,184,427)	347,597
Utilities	(174,264)	(174,264)	(43,440)	(38,243)	5,197
Depreciation	(2,910,437)	(2,910,437)	(727,566)	(748,290)	(20,724)
Interest Expenses	(91,715)	(91,715)	(18,175)	5,599	23,774
Insurance	(167,142)	(167,142)	(68,548)	(115,401)	(46,853)
Other Expenditure	(5,792)	(5,792)	(3,675)	(125)	3,550
	(11,033,908)	(11,033,908)	(2,856,704)	(2,500,171)	356,533
	(1,553,913)	(1,553,913)	1,417,996	1,513,017	95,021
Non-Operating Grants, Subsidies & Contributions	(218,784)	(218,784)	(218,784)	-	218,784
Profit on Asset Disposals	-	-	-	-	-
Loss on Asset Disposals	(1,100)	(1,100)	(273)	-	(273)
NET RESULT	(1,773,797)	(1,773,797)	1,198,939	1,513,017	313,532

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)
Program by Nature and Type
For the Period Ended 30th September 2019

	2019/20 Adopted Budget	2019/20 YTD Budget	2019/20 YTD Actual	Variance YTD Budget vs YTD Actual	Actuals as % of Total
	\$	\$	\$	\$	
REVENUES FROM ORDINARY ACTIVITIES					
Rates	2,325,818	2,314,489	2,317,842	3,353	74%
Operating Grants, Subsidies and Contributions	1,598,328	289,663	216,492	(73,171)	7%
Fees and Charges	878,909	219,695	563,303	343,607	18%
Interest Earnings	220,264	50,597	10,281	(40,316)	0%
Other Revenue	50,752	31,996	34,857	2,861	1%
	5,074,071	2,906,440	3,142,774	236,335	100%
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs	(1,707,032)	(463,276)	(419,286)	43,990	27%
Materials and Contracts	(1,835,162)	(427,676)	(274,184)	153,492	18%
Utilities	(174,264)	(43,440)	(38,243)	5,197	2%
Depreciation	(2,803,758)	(1,141,563)	(718,208)	423,355	46%
Interest Expenses	(87,224)	(35,221)	5,948	41,168	0%
Insurance	(153,012)	(149,480)	(108,310)	41,169	7%
Other Expenditure	132,208	(58,368)	(125)	58,243	0%
	(6,628,244)	(2,319,023)	(1,552,408)	766,615	100%
	(1,554,173)	587,417	1,590,367	1,002,950	
Non-Operating Grants, Subsidies & Contributions	(218,784)	130,218	-	130,218	0%
Profit on Asset Disposals	-	-	-	-	0%
Loss on Asset Disposals	(1,100)	(273)	-	(273)	0%
NET RESULT	(1,774,057)	717,362	1,590,367	1,132,895	-102%

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th September 2019

Note 1: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE (EXCLUDING RATES)

- 4 Governance**
Within variance threshold of \$10,000 or 10%
- 3 General Purpose Funding**
GPC Grant pending
- 5 Law, Order and Public Safety**
Within variance threshold of \$10,000 or 10%
- 7 Health**
Within variance threshold of \$10,000 or 10%
- 8 Education and Welfare**
Timing issue on KBC Fees & Charges
- 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
- 11 Recreation and Culture**
Within variance threshold of \$10,000 or 10%
- 12 Transport**
RRG & R2R Grants not yet received. MRWA Direct Grant received in full.
- 13 Economic Services**
Within variance threshold of \$10,000 or 10%
- 14 Other Property and Services**
Within variance threshold of \$10,000 or 10%

OPERATING EXPENSES

- 4 Governance**
Timing issue of employee costs - will self correct over time
- 3 General Purpose Funding**
Budget profiling calculated over 12 mths for 19/20 - will self correct over time
- 5 Law, Order and Public Safety**
Within variance threshold of \$10,000 or 10%
- 7 Health**
Within variance threshold of \$10,000 or 10%
- 8 Education and Welfare**
Budget profiling calculated over 12 mths for 19/20 - will self correct over time
- 9 Housing**
Budget profiling calculated over 12 mths for 19/20 - will self correct over time
- 10 Community Amenities**
Timing Issue - will self correct
- 11 Recreation and Culture**
Timing Issue - will self correct
- 12 Transport**
Within variance threshold of \$10,000 or 10%
- 13 Economic Services**
Timing Issue - will self correct
- 14 Other Property and Services**
General Operating expenses - timing issue with budget YTD profiling

CAPITAL REVENUE

- Proceeds from Disposal of Assets**
Within variance threshold of \$10,000 or 10%
- Self-Supporting Loan Principal**
Within variance threshold of \$10,000 or 10%
- Transfer from Reserves**
Reserve Transfers will be completed at maturity.

CAPITAL EXPENSES

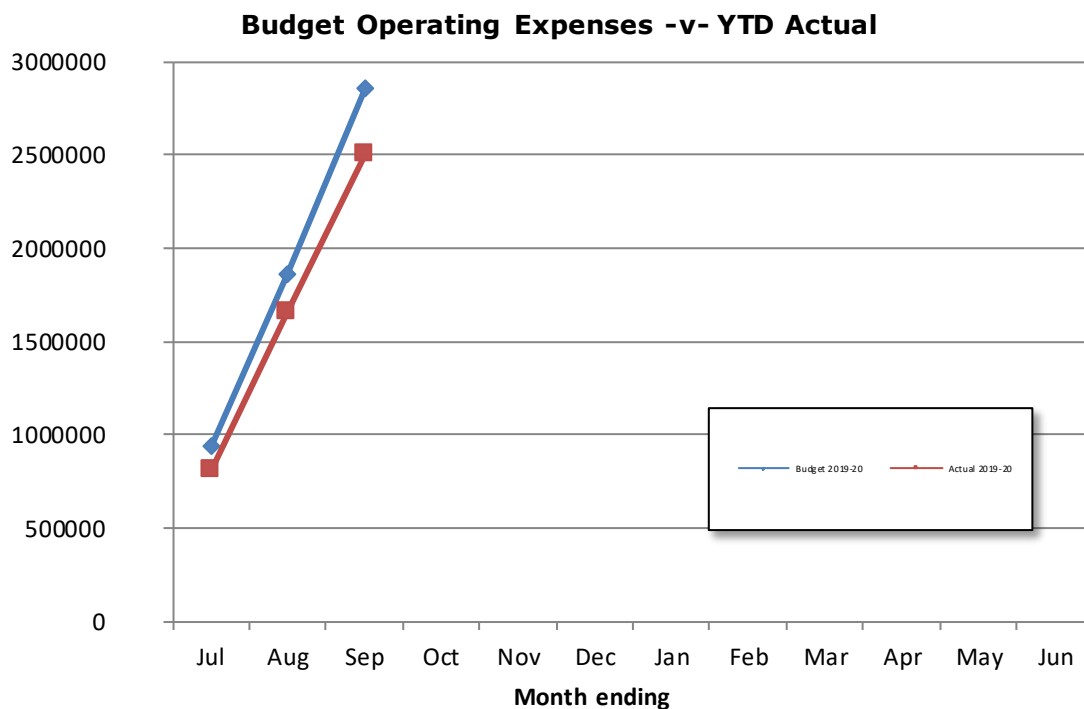
- Land and Buildings**
Timing Issue - will self correct
- Plant and Equipment**
Timing Issue - will self correct
- Furniture and Equipment**
Timing Issue - will self correct
- Infrastructure Assets - Roads & Bridges**
Timing issue, work underway.
- Infrastructure Assets - Sewerage**
Within variance threshold of \$10,000 or 10%
- Infrastructure Assets - Parks**
Within variance threshold of \$10,000 or 10%
- Repayment of Debentures**
Within variance threshold of \$10,000 or 10%
- Transfer to Reserves**
Reserve Transfers will be completed at maturity.

OTHER ITEMS

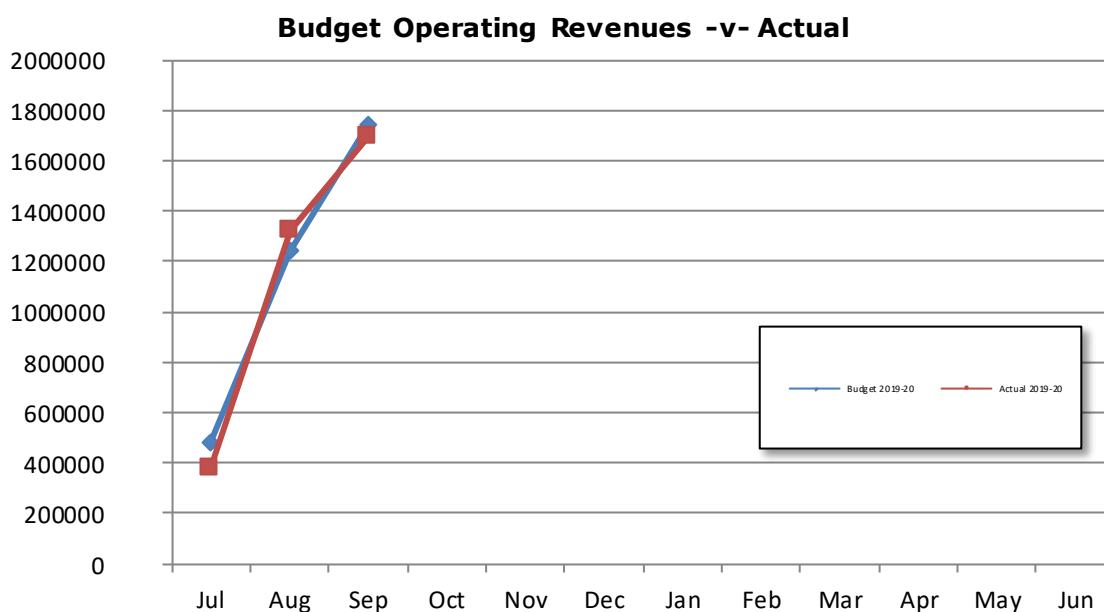
- Rate Revenue**
Within variance threshold of \$10,000 or 10%
- Opening Funding Surplus(Deficit)**
Within variance threshold of \$10,000 or 10%
- Closing Funding Surplus (Deficit)**
Within variance threshold of \$10,000 or 10%

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th September 2019

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Operating Expenses

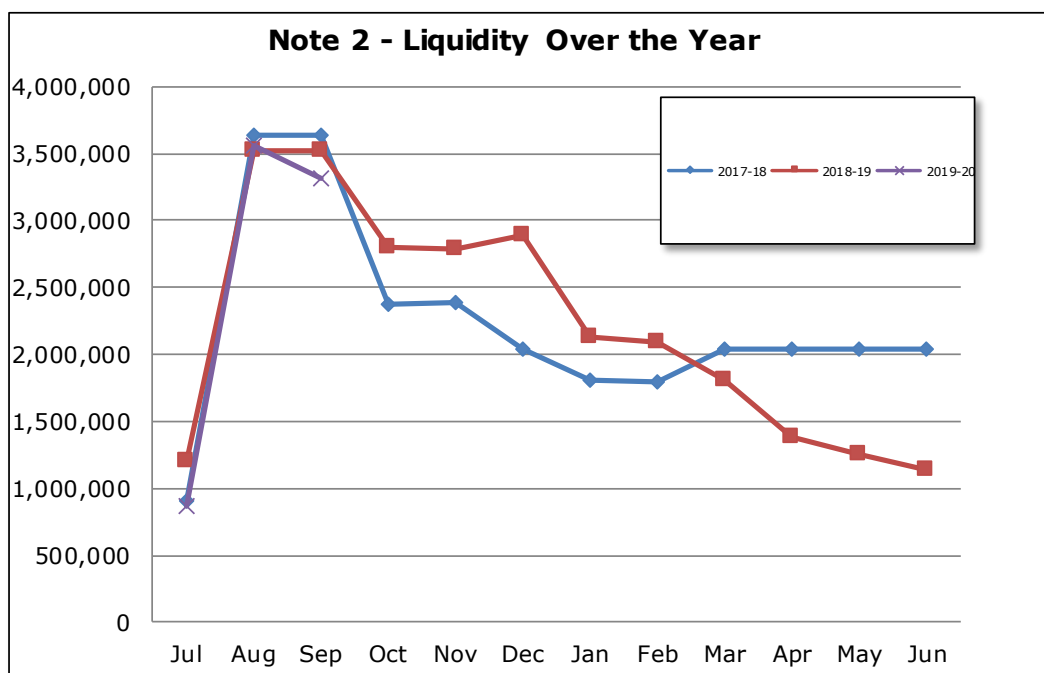


Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th September 2019

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)			
2019-20			
	This Period	Same Period 2018/19	Same Period 2017/18
	SEPT 2019	SEPT 2018	SEPT 2017
Current Assets			
Cash Unrestricted	2,578,405	1,928,301	2,928,604
Cash Restricted	5,254,106	4,274,596	3,504,765
Receivables	4,485,805	6,115,053	3,954,405
Prepayments & Accruals	0	0	0
Inventories	22,495	20,580	14,341
	12,340,811	12,338,530	10,402,115
Less: Current Liabilities			
Payables and Provisions	(3,770,126)	(4,543,409)	(3,260,047)
	(3,770,126)	(4,543,409)	(3,260,047)
Less: Cash Restricted	(5,254,106)	(4,274,596)	(3,504,765)
Net Current Funding Position	3,316,579	3,520,525	3,637,302
			1,133,017



Comments - Net Current Funding Position

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th September 2019

Note 4: RECEIVABLES

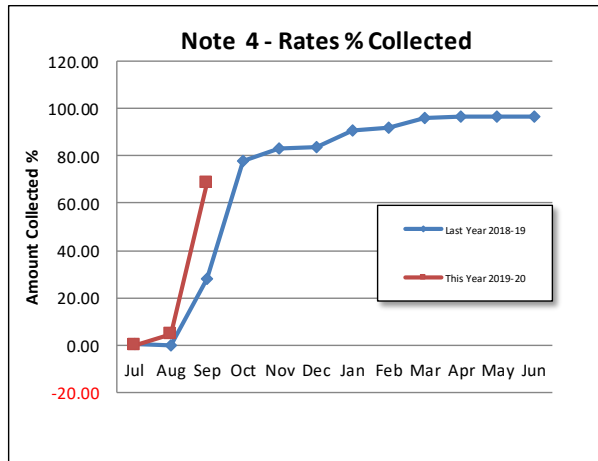
Receivables - Rates, Sewerage and Rubbish

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

Net Rates Collectable

% Collected

Current 2019-20	Previous Year 2018-19
\$ 86,273	\$ 53,825
2,685,172	2,641,704
(1,892,877)	11,384
878,568	2,706,913
878,568	2,706,913
68.30%	-0.42%

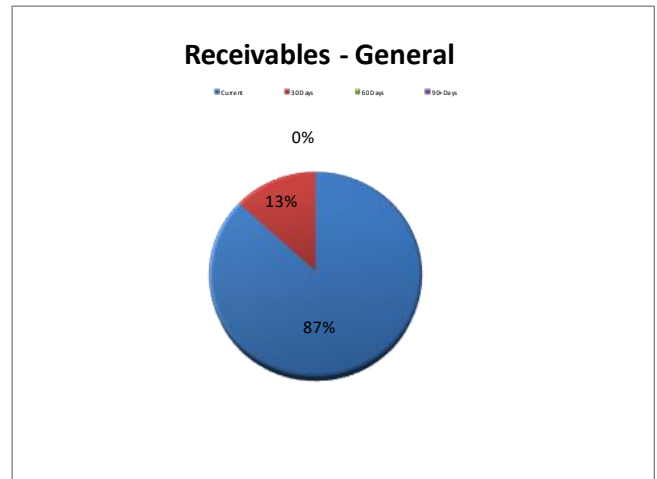


Comments/Notes - Receivables Rates, Sewerage and Rubbish

Receivables - General

Current	30 Days	60 Days	90+Days
\$ 11,848	\$ 1,798	\$ 0	\$ 0
Total Outstanding			
13,646			

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 30th September 2019

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	14.08	20,000	0	0	0	138,878	116,712.08
Plant and Vehicle Reserve and Community Bus Reserve	972,025	14,220	117.25	302,506	0	(502,506)	0	786,245	972,142.25
Land & Housing Development Reserve/Independent Living Units	1,335,350	24,956	161.08	205,781	0	(174,381)	0	1,391,706	1,335,511.08
Furniture and Equipment Reserve	80,392	1,502	9.70	20,000	0	(45,000)	0	56,894	80,401.70
Municipal Buildings & Facilities Reserve	329,433	4,522	39.74	50,000	0	(55,000)	0	328,955	329,472.74
Townscape and Footpath Reserve	103,203	989	12.45	20,000	0	0	0	124,192	103,215.45
Land Development Reserve	0	0	0.00	0	0	0	0	0	0.00
Sewerage Scheme Reserve	368,937	6,895	44.50	55,000	0	0	0	430,832	368,981.50
Road and Bridge Infrastructure Reserve	399,046	8,267	48.13	220,000	0	0	0	627,313	399,094.13
Health & Wellbeing reserve	588,020	13,231	77.63	56,592	0	(100,000)	0	557,843	588,097.63
Sport & Recreation Reserve	26,206	490	3.16	5,000	0	0	0	31,696	26,209.16
Rehabilitation & Refuse Reserve	117,955	2,204	14.23	50,000	0	0	0	170,159	117,969.23
Saddleback Building Reserve	55,554	1,038	0.00	0	0	(56,592)	0	0	55,554.00
Caravan Park Reserve	141,635	2,647	17.08	10,000	0	0	0	154,282	141,652.08
Brookton Heritage/Museum Reserve	45,421	850	5.48	1,000	0	0	0	47,271	45,426.48
Kweda Hall Reserve	16,758	613	2.02	1,000	0	0	0	18,371	16,760.02
Aldersyde Hall Reserve	25,806	0	0.00	0	0	0	0	25,806	25,806.00
Railway Station Reserve	118,053	2,206	14.24	10,000	0	(35,000)	0	95,259	118,067.24
Madison Square Units Reserve	25,249	472	3.05	5,000	0	0	0	30,721	25,252.05
Cemetery Reserve	33,330	623	4.02	10,000	0	0	0	43,953	33,334.02
Water Harvesting Reserve	44,744	808	5.39	35,000	0	(32,000)	0	48,552	44,749.39
Developer Contribution	2,697	50	0.33	0	0	0	0	2,747	2,697.33
Cash Contingency Reserve	177,499	3,317	21.41	24,596	0	0	0	205,412	177,520.41
Brookton Aquatic Reserve	129,464	2,420	15.61	10,000	0	0	0	141,884	129,479.61
Saddleback Vehicle & Equipment Reserve	0	0	0.00	0	0	0	0	0	0.00
Staff Vehicle Reserve	0	0	0.00	0	0	0	0	0	0.00
Unspent Grants & Contributions	0	0	0.00	0	0	0	0	0	0.00
	5,253,475	94,500	630.58	1,111,475	0	(1,000,479)	0	5,458,971	5,254,105.58

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th September 2019

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	0	(55,000)	PL6 Cat Loader	\$ 0		\$ 0	\$ 0
24,748	0	(24,748)	PT13 Single Axle Truck	0		0	0
12,892	5,700	(7,192)	PM8 John Deere Mower	12,892		5,700	(7,192)
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	0	0		0		0	0
0	0	0		0		0	0
0	0	0		0		0	0
0	0	0		0		0	0
92,641	5,700	(86,941)		12,892		5,700	(7,192)

Comments - Capital Disposal

	Budget	Current Budget	Actual	Variance
Property, Plant & Equipment	\$		\$	\$
Land and Buildings	201,000	201,000	6,790	194,210
Plant & Equipment	491,440	491,440	8,794	482,646
Furniture & Equipment	130,000	130,000	21,682	108,318
Infrastructure				
Roadworks & Bridge Works & Footpaths	1,043,471	1,043,471	20,859	1,022,612
Footpath Construction	30,000	30,000	0	30,000
Sewerage & Drainage	32,000	32,000	0	32,000
Totals	1,927,911	1,927,911	58,124	1,869,787

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th September 2019

Note 7: INFORMATION ON BORROWINGS

					Principal 1-Jul-19 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
							Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)								
Self Supporting Loans												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	89,416	-	-	89,416	89,416	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	15/11/2027	20	6.95	237,124	-	-	21,296	237,124	219,260	(2,105)	17,864
Governance												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	47,061	-	2,488	47,061	44,573	43,754	260	3,307
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	72,291	-	4,284	8,689	68,007	67,800	349	4,491
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	119,280	-	7,069	14,337	112,211	111,871	575	7,409
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	50,604	-	2,999	6,082	47,605	47,460	244	3,144
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	119,280	-	7,069	14,337	112,211	111,871	575	7,409
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	589,663	-	-	52,956	589,663	545,243	(5,234)	44,420
					1,324,719	-	23,909	254,174	1,300,810	1,230,190	(5,599)	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 30th September 2019

Note 8: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Cash at Bank - Operating Account	0.00%	1,553,732				1,553,732	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.40%	1,010,479				1,010,479	Bendigo	
Municipal Cash at Bank - Independent Living Units	1.00%	13,944				13,944	Bendigo	
Trust Cash at Bank	0.00%			37,251		37,251	Bendigo	
(b) Term Deposits								
Reserves	2.00%		5,001,845			5,001,845	Bendigo	02/10/2019
Reserves	1.19%		252,261			252,261	WA Treasury	02/10/2019
(c) Investments								
Bendigo Bank Shares					10,000	10,000	Bendigo	
Total		2,578,155	5,254,106	37,251	10,000	7,879,512		

Comments/Notes - Investments

Investment Management Strategy for Kalkarni Bonds

The total bond/RAD amounts (\$3.134m) as at 19/9/2019 are invested by Baptistcare with NAB for a term of 1 month at the rate of 1.07%

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th September 2019

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) Adju ▼	Increase in Available Cas ▼	Decrease in Available Cas ▼	Amended Budget Running Balance ▼
	Adopted Budget Net Asset Surplus 30 June 2019		Opening Surplus(Deficit)	\$	\$	\$	\$
							1,133,017
Closing Funding Surplus (Deficit)				0	0	0	1,133,017

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th September 2019

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 30th September 2019
	\$	\$	\$	\$
Housing Bonds	1,200	425	0	1,625
Other Bonds	12,960	5,352	(2,190)	16,122
Rates Incentive Prize	200	0	0	200
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	0	0	0	0
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	0	0	0	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	(0.50)	0	0	(0.50)
Unclaimed Money	30	360	0	390
	32,523	6,138	(2,190)	36,471

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
Kalkarni Aged Care Facility
For the Period Ended 30th September 2019

Note 11: Kalkarni Aged Care Facility

	Note	Adopted Annual Budget	Amended Budget - Nov & Dec OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
Operating Revenue		\$		\$	\$	\$	%	
Fees & Charges		761,007	761,007	190,252	95,654	(94,598)	(49.72%)	
Other Income		20,000	20,000	5,000	20,115	15,115	302.30%	
Reimbursement Received		8,891	8,891	2,223	0	(2,223)	(100.00%)	
Grants & Subsidies		3,316,026	3,316,026	829,007	774,759	(54,247)	(6.54%)	
Total Revenue		4,105,924	4,105,924	1,026,481	890,529	(135,952)	(13.24%)	
Operating Expenses								
General Operating Expenses - Admin		(38,000)	(38,000)	(9,500)	0	9,500	0.00%	
General Operating Expenses		(100,000)	(100,000)	(25,000)	0	25,000	100.00%	
Interest Expenses		(4,491)	(4,491)	(1,123)	(349)	774	(68.96%)	
Insurance Expenses		(14,130)	(14,130)	(3,533)	(7,090)	(3,558)	100.71%	
Building Maintenance		(62,490)	(62,490)	(15,623)	(4,841)	10,782	(69.01%)	
Loss on Sale of Asset		0	0	0	0	0	0.00%	
Depreciation	**	(106,679)	(106,679)	(26,670)	(30,082)	(3,412)	12.79%	▼
ABC Administration Expenses		(56,662)	(56,662)	(14,166)	(12,970)	1,195	(8.44%)	▼
Contract Expenses		(4,023,212)	(4,023,212)	(1,005,803)	(879,431)	126,372	(12.56%)	▼
Total Expenses		(4,405,664)	(4,405,664)	(1,101,416)	(934,763)	166,653	15.13%	
Operating Surplus (Deficit)		(299,740)	(299,740)	(74,935)	(44,234)	30,701	41%	▼
Excluding Non Cash Adjustments								
Add back Depreciation	**	106,679	106,679	26,670	30,082	3,412	12.79%	▼
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0	0.00%	
Net Operating Surplus (Deficit)		(193,061)	(193,061)	(48,265)	(14,153)	34,113	(70.68%)	▼
Capital Revenues								
KBC Capital Income		300,000	300,000	75,000	88,709	13,709	18.28%	
Transfer from Reserves	5	100,000	100,000	25,000	0	(25,000)	(100.00%)	
Total		400,000	400,000	100,000	88,709	(11,292)	(1)	
Capital Expenses								
Land and Buildings		(90,000)	(90,000)	(22,500)	0	22,500	(100.00%)	
Plant and Equipment		0	0	0	0	0	#DIV/0!	
Furniture and Equipment		(10,000)	(10,000)	(2,500)	0	2,500		
Repayment of Debentures	7	(8,689)	(8,689)	(2,172)	(4,284)	(2,112)	97.23%	
Transfer to Reserves	5	(69,823)	(69,823)	(17,456)	(78)	17,378	(99.56%)	
Total		(178,512)	(178,512)	(44,628)	(4,362)	40,266		
Net Capital		221,488	221,488	55,372	84,347	28,975	52.33%	
Closing Funding Surplus(Deficit)		28,427	28,427	7,107	70,194	63,087		
TOTAL OPERATING		\$ 260.00						

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 30th September 2019

Note 12 WB Eva Pavilion 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				
Hire Fees - WB Eva Pavilion	2,980	745	982	237
Sporting Club Fees	5,500	1,375	-	(1,375)
Gymnasium Income	11,060	2,765	1,527	(1,238)
	19,540	4,885	2,510	(2,375)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(3,230)	(808)	(288)	519
Materials and Contracts	(34,410)	(8,603)	(11,267)	(2,665)
Utilities	(3,750)	(938)	(724)	213
Interest Expenses	(44,420)	(11,105)	5,234	16,339
Insurance	(4,777)	(1,194)	(2,350)	(1,156)
General Operating Expenses	(5,277)	(1,319)	(346)	974
Gymnasium Operating	(16,220)	(4,053)	(635)	3,418
	(95,864)	(23,966)	(10,377)	14,225
	(76,324)	(19,081)	(7,867)	11,849
NET RESULT	(76,324)	(19,081)	(7,867)	11,849

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 30th September 2019

Note 13 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	236	(1,354)
Annual Sewerage Rates	203,265	203,265	203,265	0
	204,855	204,855	203,501	(1,354)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(1,119)	(280)	(179)	101
Materials and Contracts	(60,100)	(15,025)	(2,223)	12,802
Utilities	(8,050)	(2,013)	(1,069)	943
Depreciation	(39,788)	(9,947)	(10,123)	(176)
Interest Expenses	(3,144)	(786)	(244)	542
Insurance	(243)	(61)	(122)	(61)
General Operating Expenses	(1,434)	(359)	(220)	139
Allocation of Administration Expense	(38,985)	(9,746)	(8,924)	822
	(152,863)	(38,216)	(23,104)	15,111
	51,992	166,639	180,397	13,758
Add Back Depreciation	39,788	9,947	10,123	176
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	55,000	13,750	-	13,750
Transfer from Sewerage and Drainage Reserve	-	-	-	-
NET RESULT	146,780	190,336	190,520	27,684

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
Brookton Caravan Park and Brookton Aquatic Centre
For the Period Ended 30th September 2019

	Note	Adopted Annual Budget 2017/18	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
Note 14 (a): Brookton Caravan Park		\$	\$	\$	\$	%
Operating Revenue						
Caravan Park Fees		35,000	8,750	9,427	677	7.73%
Total Revenue		35,000	8,750	9,427	677	7.73%
Operating Expenses						
Brookton Caravan Park	CARAOP	(26,245)	(6,561)	(4,692)	1,869	(28.48%)
Brookton Caravan Park	MARKOP	(4,000)	(1,000)	0		
Caravan Park Depreciation		(1,042)	(261)	(263)	(2)	0.93%
Caravan Park Abc Administration Expenses		(41,822)	(10,456)	(9,573)	882	(8.44%)
Total		(73,109)	(18,277)	(14,529)	2,749	15.04%
Operating Surplus (Deficit)		(38,109)	(9,527)	(5,102)	3,425	36%
Excluding Non Cash Adjustments						
Add back Depreciation		1,042	261	263	2	0.93%
Net Operating Surplus (Deficit)		(37,067)	(9,267)	(4,839)	3,428	(36.99%)
Note 14 (b): Brookton Aquatic Centre						
Operating Revenue						
POOL FEES & CHARGES		10,500	2,625	0	(2,625)	(100.00%)
POOL GRANTS & SUBSIDIES		0	0	0	0	0.00%
Total Revenue		10,500	2,625	0	(2,625)	(100.00%)
Operating Expenses						
POOL EMPLOYEE COSTS		0	0	0	0	0.00%
POOL GENERAL OPERATING EXPENSES		(97,850)	(24,463)	(3,504)	20,959	(85.68%)
POOL BUILDING MAINTENANCE		(15,756)	(3,939)	(3,234)	705	(17.89%)
POOL Depreciation		(11,839)	(2,960)	(2,986)	(26)	0.88%
POOL Abc Administration Expenses		(32,411)	(8,103)	(7,419)	684	(8.44%)
Total		(157,856)	(39,464)	(17,143)	22,321	56.56%
Operating Surplus (Deficit)		(147,356)	(36,839)	(17,143)	19,696	53.46%
Excluding Non Cash Adjustments						
Add back Depreciation		11,839	2,960	2,986	26	0.88%
Net Operating Surplus (Deficit)		(135,517)	(33,879)	(14,157)	19,722	58.21%

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 30th September 2019

Note 15

Description	Adopted Annual 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	54,950	26%									213,058
Rural Road Maintenance	568,329	162,459	29%									568,329
Bridge Maintenance	121,966	16,731	14%									121,966
R2R Work Schedule												
Brookton - Kweda Road	52,796	15	0%	\$218,633.00								-165,837
Brookton-Kweda Road	109,662	0	0%					\$83,201.00				26,461
Other Construction												
Brookton - Kweda Road	124,035	0	0%									124,035
King Street	29,030	0	0%									29,030
Reynolds Street	173,000	0	0%									173,000
Boyagarra Road	110,294	15,630	14%									110,294
Noack Street	10,188	0	0%									10,188
RRG Approved Projects												
York - Williams Road	434,466	5,214	1%			\$302,247.00						132,219
					\$5,585.00							-5,585
	1,946,824	254,999	13%	218,633	5,585	302,247	0	83,201	0	0	0	1,337,158

Note 16

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 30th September 2019

Job	Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding				
						Muni	Grants	Reserves	Sale of Assets	Total Funding
		\$	\$	\$		\$	\$	\$	\$	\$
E042510	Admin Reception Remodel	55,000	55,000	0	0%			55,000		55,000
E084510	Weld Crack Kitchen Floor	10,000	10,000	0	0%			10,000		10,000
E115510	Railway Barrier Fence	35,000	35,000	0	0%			35,000		35,000
E105510	Cemetery New Niche Wall And Shelter	10,000	10,000	6,790	68%	10,000				10,000
E112510	Aquatic Centre Masonary Repair	11,000	11,000	0	0%	11,000				11,000
E084510	Upgrade Air Conditioning System	80,000	80,000	0	0%			80,000		80,000
E084520	Curtains Passageways and Activities area	10,000	10,000	0	0%			10,000		10,000
E042520	Admin Synergy Records Module	35,000	35,000	0	0%	35,000				35,000
E042520	Admin Server Upgrade	45,000	45,000	0	0%			45,000		45,000
E042520	Back-up Generator and Installation	30,000	30,000	21,682	72%	30,000				30,000
E113521	Additional table and chairs	10,000	10,000	0	0%	10,000				10,000
E143530	Crew Cab 3 tonne vehicle	70,000	70,000	0	0%			70,000		70,000
E143530	Loader	290,000	290,000	0	0%			290,000		290,000
E143530	62" Zero Turn Mower	27,000	27,000	0	0%	27,000				27,000
E143530	Truck mounted Vacuum Mulcher	18,000	18,000	0	0%	18,000				18,000
E143530	Road Broom	50,000	50,000	0	0%			50,000		50,000
E143530	Skin Mounted Fibreglass Water tank	25,000	25,000	0	0%	25,000				25,000
E143530	Metro Traffic Counters	11,440	11,440	7,255	63%	11,440				11,440
E121555	York-Williams Road	434,466	434,466	5,214	1%					0
E121560	Brookton-Kweda Road	52,796	52,796	15	0%					0
E121560	Brookton-Kweda Road	109,662	109,662	0	0%					0
E121565	Noack Street	10,188	10,188	0	0%					0
E121565	Brookton-Kweda Road	124,035	124,035	0	0%					0
E121565	King Street	29,030	29,030	0	0%					0
E121565	Reynolds Street	173,000	173,000	0	0%					0
E121565	Boyagarra Road	110,294	110,294	15,630	14%	278,766	464,705	300,000		1,043,471
E121575	Richardson Street	30,000	30,000	0	0%	30,000				30,000
E106540	Happy Valley Bore Field	32,000	32,000	0	0%			32,000		32,000
		1,927,911	1,927,911	56,586	52%	486,206	464,705	977,000	0	1,927,911

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Grants, Subsidies and Contributions Register
For the Period Ended 30th September 2019

GL	Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget OCM	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
				\$	\$	\$	\$	\$	
I085020	Federal Government	KBC Grants & Subsidies	Subsidy	(3,316,026)	(3,316,026)	Recurrent	(3,316,026)	(774,759)	23%
I121555	Main Roads WA	Regional Road Group	Non Operating	(302,247)	(302,247)	Recurrent	(302,247)	-	0%
I121560	Federal Government	Roads to Recovery	Non Operating	(218,633)	(218,633)	Recurrent	(218,633)	-	0%
I032010	WA Grants Commission	GPG Grants Commission - General	Operating	(668,176)	(668,176)	Recurrent	(668,176)	(126,572)	19%
I032020	WA Grants Commission	GPG Grants Commission - Roads	Operating	(382,494)	(382,494)	Recurrent	(382,494)	-	0%
I032030	WA Grants Commission	GPG Grants Commission - Bridges	Operating	-	-	-	-	-	0%
I054010	DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(24,793)	(24,793)	Recurrent	(24,793)	(6,719)	27%
I122010	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)	(991,251)	20%

14.10.19.03 REMOVAL OF RAILWAY STATION BUILDING FROM THE SHIRE'S ASSET REGISTER

File No:	N/A
Date of Meeting:	17 October 2019
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Lois Salkilld – Corporate Business Officer (Finance)
Authorising Officer:	Vicki Morris – Deputy Chief Executive Officer
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	There is no previous meeting reference

Summary of Item:

The Shire's auditors have recommended that the Railway Station building be re-valued from its current valuation of \$289,000 to \$0 (zero), thereby essentially removing the asset from the Shire's Building asset register as at the 30th June 2019.

APV (Valuers) for the purposes of Fair Value valued the building in the last revaluation of buildings (2016/2017) at \$289,000. The Shire has had an agreement with the PTA over the Brookton Railway reserve site since 1993 but it was only in the 2010/2011 financial year that the Shire brought the Railway Station building into the Shire's building asset register. It has been on the asset register since this time, initially with a value of \$10,000 until the most recent valuation by APV valuing the building at \$289,000.

This report is about an accounting treatment in the Shire's accounts as identified by the Office of the Auditor General's Brookton Shire audit team.

Description of Proposal:

The Shire's auditors have identified that the Railway Station building should not be on the Shire asset register with a market value that does not reflect the potential value of the building from an accounting perspective.

The primary reason for this is that the building is not owed by the Shire and therefore cannot be marketed or on sold. Rather, it would revert back to its original owner in the PTA.

In 2010/2011 the Shire brought the Railway Station building into its building assets register. At this time the building was valued at \$10,000. Today, however, assessing the value of the building to the Shire would be determined by other means such as the Shire's future cash inflows from the hiring out of the building for the term of the licence, rather than the market value.

Since the closure of the building, the monetary value to Shire is \$0 (zero) as no activity can take place that would in any way generate income or cash flow.

Background:

As the Shire's auditors have identified this as an accounting issue, the treatment of the building from an accounting perspective can be managed in several ways.

First and foremost the Shire must reduce the value of the building as it currently stands on the Shire's asset register.

In determining the value, the Auditors have advised that it can remain on the register but at a much lower value (e.g. \$10,000). They have advised that:

“We believe that the train station is still an asset, it is just that the fair value is zero (or close to it). It's not incorrect for the Shire to have recognised the railway station as an asset. There is an asset there as you were charging people for use of the facilities and the Shire had/has some degree of control over how the railway station is used. However the valuation of the asset should be based on a calculation of how much the Shire would be expecting to collect from renting out the premises over the term of the license (which is the actual asset to the Council, rather than the value of the building).

“With that in mind, the original \$10,000 valuation seems reasonable. However recognising the value of the railway station at APV's valuation is incorrect as that valuation is based on how much you'd get from selling the station (which you cannot do as the asset isn't actually owned by the Shire).”

Given this advice, the cleanest way to manage the asset register and revalue the Railway Station building would be to take it off the Shires asset register completely. As noted, at this stage the Shire is not receiving any cash flow from the building and it is unlikely to for some time.

Consultation:

There has been consultation with the Shire's Auditor, the CEO and the Finance Staff.

Statutory Environment:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Australian Accounting standards

Relevant Plans and Policy:

Financial Management

Financial Implications:

If the Shire does not adjust the Railway Station building from \$289,000 to \$0 (as at 30 June 2019) in its asset register, the Auditors have advised that this may influence the unadjusted audit errors listing. However if the value is to remain as it currently stands, the value may come close to the Auditors materiality threshold. This means any other errors that are found in the 2018/2019 financial year may push the Shire over the threshold and would have to adjust this and remove the asset anyway.

The financial implications are the reduction of an asset from the Shires asset register \$289,000 to \$0 (zero).

Recognising the improvements to the overall site as an asset would require the creation of a new asset class in the asset register, however the improvements, just like the building, would revert back to the Public Transport Authority (PTA) if the licence was to revert back to the PTA. It is not recommended that the improvements be treated differently to the Railway Station Building.

Risk Assessment:

Failing to make accounting adjustments will impact asset register for the 2019/2020 financial year and may result a material noncompliance being issued against the Shire.

Community & Strategic Objectives:

Nil

Comment

This report is to correct and adjust an accounting treatment for a building that currently sits on the Shire's asset register.

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

- 1. Revises and impairs the current asset value (Fair Value) of the Railway Station building from \$289,000.00 to \$0 (zero) as at 30 June 2019; and***
- 2. Removes the asset known as the Brookton Railway Station building from the Shire's asset register recognising that the building is not owned by the Shire and does not have any current capacity to generate any cash flow.***

(Simple Majority Vote Required)

15.10.19 GOVERNANCE

15.10.19.01 AUDIT AND RISK COMMITTEE – DRAFT TERMS OF REFERENCE

File No.	N/A
Date of Meeting:	17 October 2019
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	Ian D'Arcy – Chief Executive Officer
Declaration of Interest:	The author has an interest as part of the function of the CEO position to ensure the Council and Audit and Risk Committee members is well informed and understanding of their role.
Voting Requirements:	Simple Majority
Previous Reports:	N/A

Summary of Item:

The purpose of this report is for Council to consider and (if satisfied) adopted the draft Terms of Reference for the Audit and Risk Committee in preparedness for the incoming Committee members and prior to the next meeting scheduled for November 2019.

Description of Proposal:

As above.

Background:

Part 7, Division 1A of the *Local Government Act, 1995* requires the Council to establish an Audit Committee to provide oversight, guidance and assistance primarily to the administration in fulfilling the Local Government's statutory obligations.

Accordingly, the Audit and Risk Committee operates under the auspice of Council and in accordance with the Local Government (Audit) Regulations, 1996 with its purpose being to oversee the:

- Financial reporting and accountability of the organisation with a high level of transparency;
- Performance assessment of statutory functions aligned to legislative requirements and standards;
- Compliance audits and returns in accordance with the Local Government audit regulations;
- Internal process through appropriately documented controls and procedures;
- Internal and external auditing and reporting functions that accord to the Office of the Auditor General's requirements and standards.

In this regard a draft Terms of Reference for the Audit and Risk Committee is presented as **Attachment 15.10.19.01** to this report.

Consultation:

There has not been specific consultation on the draft Terms of Reference although this matter has previously been identified by the Shire's Auditors where there is a need to enhance understanding and performance of the Audit and Risk Committee.

Statutory Environment:

As already mentioned, the Council is required to have an Audit Committee pursuant to Part 7, Division 1A of the *Local Government Act, 1995* with its basic functions prescribed under the Local Government (Audit) Regulations, 1996.

Relevant Plans and Policy:

The draft Terms of Reference for the Audit and Risk Committee aligns to Council Policy 1.13 – *Council Committees – Terms of Reference*. The draft document that applies to this report provides a greater understanding of the function of Audit and Risk Committee and ensure clear direction is afforded to its make-up, purpose and responsibilities.

Further, Council Policy 2.8 – *Risk Management* also forms a strong consideration of the draft Terms of Reference for the Audit and Risk Committee.

Financial Implications:

There are no financial implications particular to the draft Terms of Reference, other than the possible payment of an external person with suitable qualifications to be an appointed member on the Audit and Risk Committee.

Risk Assessment:

The Audit and Risk Committee constitutes a legal requirement under the *Local Government Act, 1995* that compels Council to have an appropriate level of oversight of the organisation's finances and operations to a compliant standard. In this regard the Committee needs to be appropriately framed and informed of its functions aligned to the Local Government Audit Regulations. This is best achieved through an endorsed Terms of Reference approved by Council that will aid in negating much of the risk associated with non-compliance across the many and varied functions of the Shire. To this end, in the Committee not being sufficiently informed and understanding of its role presents 'High' risk, based on a consequence of 'Major' and likelihood of 'Likely' as shown in the first part of the Risk Assessment Matrix – Table 1 below.

Therefore, with the draft Terms of Reference being endorsed by Council the Committee members will be better positioned to understand the Committee's function in ensuring measured controls are instilled and reported on minimize the risk of non-compliance on performance and accountability. This should then resulting in the risk assessment being 'Medium' premised on a consequence 'Major', but a likelihood of 'Unlikely'.

Risk Assessment Matrix

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 draft Terms of Reference for the Audit and Risk Committee aligns to the whole of:

Function 1 – Governance

Function 3 – Integrated Planning and Reporting

Function 18 – Financial Control

Function 19 – Risk Management

Function 20 – Contract Management

Function 21 – ICT Management

Comment

Notwithstanding the importance of the draft Terms of Reference in its entirety, the Council needs to be particularly cognisant of following:

- There should be no more than three elected members assigned to this Committee, with the Terms of Reference also advocating membership of one suitably experienced community member, and one suitably qualified external person (ideally a Certified Public Accountant or similar) appointed to provide impartial advise and offer oversight, particularly in relation to the Shire's fiscal performance. All five positions should be voting members.
- The three elected members should have a level of local government experience, and therefore sound understanding of the statutory functions applicable to Local Government.
- The Committee should pro-actively work with the Shire administration to ensure continuous

improvement is being achieved in an open and accountable manner to the standards prescribed by legislation.

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse the draft Terms of Reference for the Shire of Brookton Audit and Risk Committee as presented in Attachment 15.10.19.01 to this report, to take effect at the first meeting Audit and Risk Committee meeting following the October 2019 Ordinary Elections.***
- 2. Request the CEO call for expressions of interest from suitably qualified external persons (with accompanying resume and cost if applicable) to be considered for appointment by Council to the Audit and Risk Committee in accordance with Section 5 of the endorsed Audit and Risk Committee Terms of Reference.***

(Simple Majority vote required)

Attachments

Attachment 15.10.19.01



AUDIT AND RISK COMMITTEE TERMS OF REFERENCE

1. Purpose of the Terms of Reference

The purpose of the terms of reference is to facilitate the operation of the Audit and Risk Committee (the Committee).

2. Introduction

The Committee has been established in accordance with Part 7 of the *Local Government Act, 1995* and constitutes an advisory committee formally appointed by and responsible to the Council.

This Committee does not have any:

- Executive powers;
- Authority to implement actions in areas over which management has responsibility;
- Financial responsibility; nor
- Management functions.

It is independent of the Shire's Administration with fundamental oversight and a need to focus on matters relating to internal and external audit, and risk exposure and mitigation pertinent to the Shire of Brookton.

Accordingly, the Committee's is to assist the Shire Council in:

- Liaising with the Office of the Auditor General (AOG),
- Overseeing external and internal audit functions;
- Promoting high level the transparency and accountability of the Shire's financial management systems and reporting;
- Managing its risk exposure; and
- Driving a culture of continuous improvement.

Furthermore, the Committee is to report to Council with appropriate advice and recommendations on matters relevant to this Terms of Reference in order to facilitate decision making by Council in the discharge of responsibilities pursuant to statutory requirements.

3. Objectives

The objectives of the Committee are to oversee:

- 3.1 The integrity of external financial reporting, including accounting policies.
- 3.2 The scope of work, objectivity, performance and independence of the external auditor.
- 3.3 The establishment, effectiveness and maintenance of controls and systems to safeguard the Shire's financial and physical resources.
- 3.4 The systems or procedures that are designed to ensure the Shire and its subsidiaries comply with relevant statutory and regulatory requirements.
- 3.5 The process for recognising risks arising from the Shire's operations and strategies, and consider the adequacy of measures taken to manage those risks.
- 3.6 The process and systems which protect the Council against fraud and irregularities.
- 3.7 The promotion of best practice in striving to instil and maintain a culture of continuous improvement.

The Committee must also add to the credibility of Council by promoting ethical standards through its work.

4. Authority

The Committee has the authority to:

- 4.1 Review and suggest improvements to internal and external auditor's annual audit plans and the outcomes/results of all audits undertaken.
- 4.2 Monitor and advise the CEO in reviews conducted under regulation 17 (1) of the Local Government (Audit) Regulations, 1996 and regulation 5 (2) (o) of the Local Government (Financial management) Regulations, 1996.
- 4.3 Formally meet with the AOG appointed auditors as necessary.
- 4.4 Seek resolution on any disagreements between management and the AOG auditors on financial and performance reporting.
- 4.5 Advise Council on any or all of the above as deemed necessary.

5. Composition of Committee Members

- 5.1 The Committee is to comprise of three (3) Elected Members appointed by Council.

- 5.2 The Council is to also appoint at least one (1) external Committee member from within the community and one (1) external independence advisor.

The independent advisor should have a Certified Practicing Account (CPA) qualification or similar with recent work experience in dealing with small to medium business, and demonstrated understanding of:

- Accounting Standards (AASB)
- Tax Legislation
- Local Government Act 1995
- Local Government experience and/or Band 1 Council

- 5.3 The Presiding Member and Deputy Presiding Member is to be appointed biennially by the Committee through election by all committee members after the Ordinary Local Government Election.

- 5.4 The appointed Committee members should collectively have a broad range of skills and experience relevant to the operations of the Shire.

- 5.5 A quorum will be a minimum of 50% of the membership of the Committee.

- 5.6 Each Committee member must declare proximity, financial or impartiality interests that relate to matters considered at every meeting.

- 5.7 New members are to receive relevant information and be briefed immediately following their appointment to assist in performing their responsibilities on the Committee.

6. Meetings

- 6.1 Meetings may be called by the Presiding Member of the Committee, or at the request of the Shire President or Chief Executive Officer.

- 6.2 The meetings are open to the public, unless the Presiding Member or Chief Executive Officer deem it necessary to proceed behind closed doors pursuant to Section 5.23 of the *Local Government Act, 1995*.

- 6.3 All Elected Members not appointed to this Committee are invited to attend each meeting as an observer.

- 6.4 The Chief Executive Officer is responsible for arranging Committee meetings and may invite members of management, internal and external auditors or other employee to attend meetings as observers and to provide pertinent information, as necessary.

- 6.5 The Committee should meet at least four (4) times per year with a meeting schedule to be set that includes the dates, location, and where possible a proposed work plan for each meeting for the forthcoming year, that covers all the responsibilities outlined in this terms of reference.
- 6.6 Meeting agendas are to be prepared and provided at least one week in advanced notice to members, along with appropriate briefing materials as well as be advertised in the Community with no later than 72 hours prior to the meeting being convened.
- 6.7 Minutes are to be taken at each meeting and presented to the subsequent meeting for confirmation and Council for receipt and acknowledgement.

7. Responsibilities

The Committee is to perform the following responsibilities:

7.1 Risk Management

- 7.1.1 To review and suggest improvements on the current and comprehensive risk management framework and associated procedures for effective identification and management of the Shire's business and financial risks, including fraud.
- 7.1.2 To determine whether a sound and effective approach is being administered in managing the Shire's major risks, including those associated with individual service delivery, projects, and activities, such as community events.
- 7.1.3 To assess the impact of the Shire's risk management framework on its exposure to litigation and insurance arrangements.
- 7.1.4 To review and suggest improvements to developing and implementing fraud control arrangements and be satisfied the Shire has appropriate processes and systems in place to detect, capture and effectively respond to fraud.
- 7.1.5 To ensure adequate systems of internal control are in place to mitigate key business risks and promote the effectiveness and efficiency of operations.
- 7.1.6 To oversee, review and suggest improvements to internal audit functions in accordance with Institute of Internal Auditor's International Standards for the Professional Practice of Internal Auditing.

- 7.1.7 To receive and review all audit reports and provide advice and recommendations to the Council on significant issues identified in audit reports with a focus of continuous improvement.

7.2 Financial Report

- 7.2.1 To review and suggest improvements to significant account and reporting issues, including:
- complex or unusual transactions;
 - identified accounting anomalies;
 - professional and regulatory pronouncements and legislative changes; and
 - effect on the financial reporting requirements.
- 7.2.2 To review (with management and the AOG) the external audit results, including any difficulties or deficiencies identified and suggest improvements, if required.
- 7.2.3 To review and suggest improvements to the annual financial report in consideration of legislative requirements and appropriate accounting principles.
- 7.2.4 To review and suggest improvements to the financial information presented to Council and the Community in the financial reports based on transparency and accountability measures, without revealing information that could be used to aid in fraudulent activity.
- 7.2.5 To review (with management and the AOG) all matters required to be communicated to the Committee under the Australian Auditing Standards, and suggest improvements if required.
- 7.2.6 To review, suggest improvements and recommend adoption of the Annual Financial Statements to Council.

7.3 Compliance

- 7.3.1 To review, suggest improvements and monitor systems and processes to ensure relevant compliance with legislative requirements, with associated reporting to Council.
- 7.3.2 To keep informed of the findings of any examinations by regulatory agendas and any auditor (internal or external) observations and monitor management's response to these findings.
- 7.3.3 To obtain regular updates from management about compliance matters.

- 7.3.4 To review and suggest improvements to the annual Compliance Audit Return (CAR) and report the results to the Council.

7.4 External Audit

- 7.4.1 To discuss with the OAG auditor's the proposed audit scope and methodology for financial and performance audits, including any reliance on internal auditor activity.
- 7.4.2 To consider the findings and recommendations of relevant financial and performance audits performed by the OAG auditors, and ensure the Shire Administration implements relevant recommendations in a timely manner.
- 7.4.3 To provide an opportunity for the Committee to meet with the OAG auditors to discuss any matters consider by either party to be of concern.
- 7.4.4 To monitor and provide feedback on management's implementation of external audit recommendations.

7.5 Reporting Responsibilities

- 7.5.1 To report regularly to the Council on the Committee's activities, issues, and related recommendations through circulation of minutes.
- 7.5.2 To monitor and ensure open communication and co-operation is achieved between the internal auditor, the external OAG auditors, and the Shire's management.

7.6 Other Responsibilities

- 7.6.1 To perform other activities related to this Terms of Reference, as requested by the Council.
- 7.6.2 To perform a biennial review and suggest improvements to this Terms of Reference for Council's consideration and approval prior to the next Local Government Ordinary Election.

15.10.19.02 APPOINTMENT OF AUTHORISED PERSON – MUNICIPAL RANGER

File No:	ADM 0582
Date of Meeting:	17/10/2019
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Danni Chard – Executive Governance Officer Ian D’Arcy – Chief Executive Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no interest in this matter other than being responsible for the contractual arrangement with WA Contract Ranger Services
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

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

Ms Jaskieicz has experience as a Municipal Ranger having been previously employed by the Shire of Ravensthorpe as their Ranger and Aerodrome Reporting Officer.

Description of Proposal:

As above.

Background:

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

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

Consultation:

Consultation has not been entertained in relation to this matter.

Statutory Environment:

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

- Shire of Brookton Local laws (various)
- *Dog Act 1976*
- *Cat Act 2011*
- *Litter Act 1978*
- *Control of Vehicle (Off Road Areas) 1978*
- *Animal Welfare Act 2002*
- *Caravan and Camping Grounds Act 1995*
- *Dogs (Restricted Breeds) Regulations 2002*
- *Local Government Act (Miscellaneous Provisions) Act 1960*

- *Local Government Act 1995*
- *Road Traffic Act 1974*
- *Bushfires Act 1954*

and subsidiary legislation/regulations.

Relevant Plans and Policy:

Nil.

Financial Implications:

Nil.

Risk Assessment:

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

Community & Strategic Objectives:

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

- 7 *Ranger Services*
 - 7.2 *Conduct firebreak inspections*
 - 7.3 *Perform animal control and management*

Comment

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

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse WA Contract Ranger Services employee Ms Stacey Jaskieqicz as an authorised officer within the Shire of Brookton to effect the relevant provisions of the following legislation:***
 - ***Road Traffic Act 1974 (Road Traffic Code 2000) – Part 12***
 - ***Cat Act 2011 and Regulations***
 - ***Dog Act 1976 and Regulations***
 - ***Litter Act 1979 and Regulations***
 - ***Animal Welfare Act 2002***
 - ***Control of Vehicle (Off Road Areas) 1978 and Regulations***
 - ***Caravan and Camping Grounds Act 1995 and Regulations***
 - ***Dogs (Restricted Breeds) Regulations 2002***
 - ***Local Government Act 1995 and Regulations***
 - ***Local Government (Parking for Disabled Persons) Regulations 1988***
 - ***Local Government (Miscellaneous Portions) Act 1960***
 - ***Shire of Brookton Local Laws (various)***
 - ***Bushfires Act 1954***
- 2. Proceed to publish a notice in the local newspaper for this authorisation to take effect from the Monday 21st October 2019.***

(Simple majority vote required)

15.10.19.03 PROPOSED SALE OF LOT 511 ON DEPOSITED PLAN 406779 WHITTINGTON STREET, BROOKTON – OUTCOME OF NEGOTIATIONS

File No:	A2371
Date of Meeting:	17 October 2019
Location/Address:	Lot 511 on Deposited Plan 406779 Whittington Street, Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	The author has an interest in this matter as the CEO being operationally responsible for the Shire's functions
Voting Requirements:	Absolute Majority
Previous Report:	15 November 2018 (OCM) and 30 May 2019 (SCM)

Summary of Item:

This report relates to the proposed sale of Lot 511 Whittington Street, Brookton that encompasses the Saddleback Medical Centre and Kalkarni Residential Aged Care facility as a going concern, and involves:

- a) Consideration of a negotiated position on the proposed sale of the property and business interests between the Shire of Brookton (Shire) and Baptistcare (WA) Inc. (Baptistcare);
- b) A determination by Council to accept the negotiated position (or not) that needs to be considered against to Knight Frank Valuation Report - April 2019.

Description of Proposal:

As previously presented Lot 511 consists of:

- A 1.5 hectare parcel of land;
- The Kalkarni Residential Aged Care Facility, including the allocated 43 bed licences, associated infrastructure, plant, equipment and furniture;
- The Saddleback Medical Centre, also including associated infrastructure, plant, equipment and furniture.

Figure 1 below illustrates the location of Lot 511 within the Brookton townsite and adjacent to the town oval.

In following through on direction set by Council at its Special Council Meeting on the 30th May 2019 (refer to Background Section of this report), a mutual understanding on the purchase price and applicable conditions of sale has now been achieved following discussions with the Baptistcare Management. Accordingly, this report seeks to present the accepted position at CEO level to Council for its consideration – see Financial Implications Section of this report.

Should Council endorse the Officer Recommendation, its decision will constitute a formal offer to the Baptistcare Board (as the nominated purchaser) to exercise its consideration and possible acceptance (or otherwise) of the purchase price and conditions of sale for Lot 511.



Figure 1: Location Plan - Lot 511 Whittington Street Brookton

Background:

Further to the last report dated 30th May 2019, this report picks up from the Council's motion of that meeting (see Council motion below) and affords further context to the progress on this matter to date:

SCM 05.19-02

COUNCIL RESOLUTION

MOVED CR WALKER SECONDED CR FANCOTE

That Council, in consideration of the proposed disposal (sale) of Lot 511 Whittington Street, Brookton (including the Kalkarni Residential Aged Care Facility and Saddleback Medical Centre):

- 1. Acknowledge the public submissions received on this proposal as a Major Land Transaction and Trading Undertaking (refer to Attachment 8.05.19.02A to this report); and***
- 2. Proceed (having had due regard to the public submissions in accordance Section 3.59(5) of the Local Government Act, 1995 and taking into account the risks and opportunities as presented in this report) with the formal disposal process of Lot 511, inclusive of assets and business interests as detailed in the Knight Frank Valuation Report - April 2019 (refer to Attachment 8.05.19.02B to this report), and:***
 - a) Progress negotiations with Baptistcare (WA) Inc. (through expert representation) on:***
 - i. A purchase price that is not below the sworn valuation (excl. GST);***
 - ii. A mutual date of settlement; and***
 - iii. Any specific conditions applied to the purchase as part of the negotiation.***
 - b) The CEO to report back to Council on the outcome of all negotiations for further consideration and possible acceptance, or otherwise, by formal resolution.***
 - c) Entertain further discussions with Silver Chain Group and Triple A (WA) Pty Ltd in regard to assistance for alternative accommodation to suit their business needs, should the Saddleback Medical Centre no longer be available as determined through the***

negotiation process.

- d) Engage of the Shire's Solicitors to review and offer advice on due process, legal instruments and formal proceedings applicable to the sale of Lot 511, including present business interests.*
- e) Set aside an initial allocation of \$100,000 (excl. GST) in the 2019/20 budget to be taken from the 'Health and Aged Care Reserve' to cover costs associated with negotiations including (but not limited to) expert representation, further investigation of legalities, any other professional or legal advice and or assistance on this matter, and conveyancing requirements.*
- f) Grant delegated authority to the Shire CEO pursuant to Section 5.42 of the Local Government Act, 1995 to engage a suitably qualified and experienced company (in consultation with the Shire President, and if required Deputy Shire President and Deputy CEO) to represent the Shire in negotiating a sale price and associated conditions of sale for Lot 511, for formal consideration and acceptance by Council.*

CARRIED BY ABSOLUTE MAJORITY VOTE 6-0

In line with Council's motion staff had progressed the engagement of lawyers and a commercial property consultant.

At the same time Baptistcare had also obtained its own valuation report on Lot 511 through Colliers International to allow comparison of the sworn values in progressing the sale of Lot 511. Upon receipt of the Colliers report liaison ensued on the finer details of the Knight Frank and Colliers Valuation Reports, as well as other legal instruments currently in place, or needing to be put in place - see summary of valuations in Financial Implications section of this report.

This culminated in a meeting between Shire representatives and Baptistcare Management on the Wednesday 25th September 2019 to discuss an optimum 'as is' sale price for consideration by Council and the Baptistcare Board. Subsequently, email correspondence has been forward to the Shire's Commercial Property Consultant from Baptistcare's Chief of Customer Services confirming its position as to the on purchasing Lot 511. A copy of the email is provided at **Attachment 15.10.19.03A**.

Council is now in a position to endorse (or otherwise) the negotiated price and other considerations as presented in the Officer Recommendation.

Consultation:

The consultation process for this proposal has involved numerous discussions with Councillors at various briefing sessions, as well as an open public submission incorporating a Question and Answer (Q & A) Session.

Also, as outlined above, discussions have been entertained with the Shire's lawyers and Commercial Property Consultant, as well as the Shire's Auditors, and Baptistcare Management.

Statutory Environment:

Local Government Act, 1995 (Western Australia)

As previously reported, this process has largely been conducted in accordance with Section 3.59 of the *Local Government Act, 1995* (the Act), and Regulation 8A(1)(b) of the *Local Government (Functions and General) Regulations, 1996* (the Regulations).

However, Section 3.58 of the Act, which relates to disposing of Shire property, also needed to be considered. In the context Section 3.58(1) it states:

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.*

Furthermore, Section 3.58(3) and (4) also details:

(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.

Furthermore, Section 3.58(5)(b) then states:

(5) This section [3.58] does *not* apply to —

1. a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59;

Notwithstanding, it is recommended a notice of the outcome be published in line with Section 3.58(3)(a)(i)(ii) and Section 3.58(4) of the *Local Government Act, 1995*. This is to ensure the Community has been notified in a transparent manner on the sale of Lot 511, if endorsed by both parties. To this end, it is envisaged relevant information be presented in table format on the sale, with publication to occur:

- On the Shire website;
- On the Shire Facebook page;
- In the Brookton Telegraph newspaper;
- On the Shire E-news; and
- On the Notice boards at the Shire Administration Office and Community Resource Centre (CRC).

Typically, the notice of sale would resemble the following:

Shire of Brookton			
Notice of Sale (Disposal) of Property			
In accordance with Section 3.58(3)(a)(i)(ii) and Section 3.58(4) of the <i>Local Government Act, 1995</i> Brookton Shire Council gives notice that it has agreed to sell following property and associated business interests on an 'as is' basis.			
Purchaser	Property Description	Sworn Valuation	Accepted Sale Price
	Lot 511 on Deposited Plan 406799 Whittington Street Brookton	\$	\$

Aged Care Act, 1997 (Commonwealth)

The sale of Lot 511 will need to involve the transfer of the residential aged care bed licences in accordance Commonwealth *Aged Care Act 1997*, and under direction of the Commonwealth Department of Health.

Relevant Plans and Policy:

The following Local Government plan apply to this matter:

- ✓ Shire of Brookton Aged Friendly Plan 2017

Financial Implications:

The Council set aside \$100,000 in the current municipal budget to obtain external assistance in progressing negotiations on the sale of Lot 511. To date the committed expenditure has amounted to approximately \$30,000 (excl. GST) for mainly legal and commercial property services.

As to the negotiated sale price, the following provides a summarized understanding of the two valuation reports (ex GST):

Knight Frank Valuation Report

The Knight Frank report promotes:

▪ Net realisable value (excluding RAD/bonds)	\$4,460,000 (paid to Shire)
▪ RAD/Bond redeemable value	\$3,740,000
▪ Value of 43 allocated places (bed licences)	\$1,850,000 (paid to Shire)
▪ Total	\$10,050,000

The 'Paid to Shire' amounts to a total of **\$6.31M**.

Colliers International Valuation Report

▪ Net realisable value (excluding RAD/bonds)	\$4,100,000 (paid to Shire)
▪ RAD/Bond redeemable value	\$2,870,000 (paid to Shire)
▪ Value of 43 allocated places (bed licences)	\$0 (incorp in \$4.1M above)
▪ Total	\$6,970,000

The 'Paid to Shire' amounts to a total of **\$7.0M (rounded)**.

While the difference between the two valuations appears confusing with Colliers omitting to reference the value of the bed licences, discussions with Baptistcare Management has indicated that the bed values have been absorbed into the Net realisable value (property value), and preference is to pay the Shire the value of the RAD/Bond value of \$2.78M (to be adjusted upward at a nominated date prior to settlement), with Baptistcare accepting all liability for this value as redeemable bond moneys that can be claimed back by resident's and/or their families.

Fundamentally, this means the Shire will receive an assured minimum a cash payment of \$7.0M (ex GST) that can be adjusted upward (but not downward) based on the value of the RAD/Bond value just prior to settlement. The Baptistcare CEO has explained that this approach is more palatable to its business model and borrowing of funds from financial institutions, where Banks can be uncomfortable in approving loans against intangible assets, such as bed licences.

As to the Mr. Spinks email, it states:

"Further to our meeting on the 25 September I can confirm Baptistcare's offer and intention to purchase Kalkarni Residence and Saddleback Medical Centre for the amount of \$7 million dollars.

At the meeting we discussed the matters of the existing air conditioning and lighting requires upgrading. We have sought quotes previously for the upgrade of both and the indicative figure will be at a total cost of \$275,000 dollars (\$210,000 for the air conditioning and \$65,000 to upgrade to LED light).

The cost of this upgrade can be dealt with in two ways:

- 1. The Shire upgrades the air conditioning and lighting prior to the sale; or alternatively*
- 2. The figure of \$275,000 be deducted from the sale price of \$7 million dollars.*

We look forward to a favourable response."

The requested upgrades are reasonable given the aged of the Kalkarni and Saddleback buildings, and more importantly the comfort of residents, staff, patients and visitors. To this end, it is recommended the Council accept responsibility for completing the stated works where necessary and prior to settlement.

Furthermore, should Council endorse this price arrangement and approach through a formal motion it will constitute a formal offer of sale to the Baptistcare Board that if accepted will revert to a contract of sale.

Risk Assessment:

As outlined in previous reports there are multiple risks applicable to this matter that presents significant challenges and consequences for the Shire of Brookton and its ratepayers.

While Aged Care is extremely important to the societal and economic fabric of Brookton, it is viewed that Residential Aged Care should not be a direct service delivery of Local Government, and while it remains so, the Shire of Brookton is confronted with a 'Severe' risk that needs to be mitigated. This position is drawn from assessment of the likely matters that could go wrong, and the subsequent consequences be it litigation, reputational damage and/or financial burden. In all the consequences could be deemed major to extreme (see Risk Assessment Matrix below – Table 1) prompting the Council to exit as the service provider, yet still see the service retained with opportunity to be enhanced. It is important to appreciate that matters involving continued specialized care of elderly citizens no longer able to live independently on their own requires particular understanding, resourcing and expertise, that ordinarily does not exist in a small Local Government.

By selling the property and business interests the Council will be removing the current level of 'Severe' risk borne by this community. Although, it does need to be acknowledged that Council cannot sell at any price. Integral to selling Lot 511 is the Council's obligation to adhere to legislative process, and achieve 'value' for the Brookton Community. As the sale of Lot 511 is defined as a 'major trading undertaking' the Council has been compelled to obtain a sworn valuation aligned to current day market value, and expected to use this value as a benchmark for any pending sale of the property and business interests. In light of this, the negotiations have been entertained on the Knight Frank valuation being the 'floor' (minimum benchmark) in determining a mutual agreed sale price for the Council and Baptistcare Board's consideration. To this end, the risk is assessed as 'Medium' on the basis the negotiated agreed sale price is greater than the Knight Frank sworn value.

Risk Assessment Matrix

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.

Table 1

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 proposed disposal of Lot 511 aligns to:

Function 4 Property Management

Action 4.3 – Assess Residential Age Care and Medical Facility Tenure

Function 19 Risk Management

Action 19.3 – Implement Risk Mitigation Measures

Comment:

Although there is still likely to be differing views within the community about the proposal to sell Lot 511, the risk associated with the Shire being an accredited Aged Care provider with ownership of the 43 bed licences places the Shire in precarious position that is not tenable.

With this in mind it is important for Council to acknowledge:

1. The recommended sale price of \$7.0M (plus) on a 'as is' basis is \$700,000 more than the Knight Frank valuation of \$6.3M.
2. The proposed sale of Lot 511 is to include the Shire being exempt from all liability in relation to the Residential Aged Care business, including the payment of redeemable RADS/bonds moneys, with only standard commercial warranties to be honoured.
3. The transition of hand-over should be relative seamless and not generate significant disruption to existing residents and local health service delivery.
4. Baptistcare at a management level has indicated a willingness or desire to:
 - a) Finalise as sale (if possible) by the 30th December 2019.
 - b) Take over the existing contractual arrangements (Doctor and SilverChain agreements) in relation to the Saddleback Medical Centre for the balance of the 2019/2020 financial year as a condition of sale.
 - c) Expand their service delivery with additional bed licences and other services that align to the Council's proposal for a broader Wellness Hub, as identified as a key proposal in the Shire Corporate Business Plan.
 - d) Work with key stakeholders to enhance business, education and employment opportunities locally.
5. The requested upgrades is a matter of maintenance and small price to absorb in ensuring the comfort of the residents, patients, staff and visitors at the Kalkarni and Saddleback facilities.

Furthermore, whilst the valuation procured by Baptistcare differed from that of the Shire's, it has become apparent from the "round table" discussion that the total consideration being offered does exceed the value of Knight Frank Valuation Report. The differentiation within the reports appears to be an accounting treatment/methodology to suit the purchaser, and has a neutral effect on the Shire.

Therefore, it is the opinion of the negotiating team, and subject to final contract, that the proposal from Baptistcare be accepted as it is an improvement to the Shire's minimum position.

OFFICER'S RECOMMENDATION

That Council, in relation to the proposed disposal (sale) of Lot 511 Whittington Street, Brookton (including the Kalkarni Residential Aged Care Facility and Saddleback Medical Centre):

- 1. Proceed to present an offer to the Baptistcare (WA) Inc. Board for the purchase of Lot 511 on an 'as is' and inclusive basis encompassing all land, buildings and chattels, infrastructure and carparks, furniture and equipment, and transfer of the 43 Aged Care bed licences (subject to endorsement from the Commonwealth Department of Health), conditional on:***
 - a) A minimum purchase price being \$7.0M (excl. GST) as a 'floor' to consist of the sum of the net realisable value of \$4.15M and the RAD/Bond redeemable value of \$2.85M, with any increased amount to the RAD/Bond redeemable value as at 29 November 2019 being added to the purchase price.***
 - b) Shire being indemnified against and Baptistcare (WA) Inc. accepting all liability in relation to the Residential Aged Care business, including the payment of redeemable RADS/bonds moneys to residents and or their families.***
 - c) Baptistcare (WA) Inc. accepting the transfer and responsibility of respective agreements for the SilverChain Group and the Brookton Medical Service to occupy the Saddleback Medical Centre until 30th June 2020.***
 - d) The successful transfer of the 43 Residential Aged Care Bed Licences from the Shire of Brookton to Baptistcare (WA) Inc. on the understanding these bed licences will be retained with the Kalkarni Residential Aged Care Facility for the benefit of the Wheatbelt Region based on projected demand.***
 - e) The acceptance and execution of all relevant legal documentation as deemed necessary and agreed to by the Shire's and Baptistcare's legal representatives to finalise the sale within a timely manner, ideally by 30th December 2019.***
 - f) The Shire upgrade the air conditioning and lighting in the Kalkarni Residential Aged Care building and Saddleback Medical Centre where necessary prior to the settlement of the sale of Lot 511.***
- 2. Based on written confirmation on acceptance of Council's offer by the Baptistcare Board, and in the interest of transparency, it proceed in accordance with Section 3.58(3)(a)(i)(ii) and Section 3.58(4) of the Local Government Act 1995 to publish a notice of the agreed the sale in the format presented in this report through the following mediums:***
 - Shire website;***
 - Shire Facebook page;***
 - Brookton Telegraph newspaper;***
 - Shire E-news; and***
 - Notice boards at the Shire Administration Office and Community Resource Centre (CRC).***

(Absolute Majority Vote Required)

Attachments

15.10.19.03A

From: Graydn Spinks <Graydn.Spinks@baptistcare.com.au>
Sent: Thursday, 10 October 2019 2:44 PM
To: Vincent Siciliano
Cc: Clare Anderson; Russell Bricknell
Subject: RE: Shire of Brookton

Dear Vincent

Further to our meeting on the 25 September I can confirm Baptistcare's offer and intention to purchase Kalkarni Residence and Saddleback Medical Centre for the amount of \$7 million dollars.

At the meeting we discussed the matters of the existing air conditioning and lighting requires upgrading. We have sought quotes previously for the upgrade of both and the indicative figure will be at a total cost of \$275,000 dollars (\$210,00 for the air conditioning and \$65,000 to upgrade to LED light).

The cost of this upgrade can be dealt with in two ways:

1. The Shire upgrades the air conditioning and lighting prior to the sale; or alternatively
2. The figure of \$275,000 be deducted from the sale price of \$7 million dollars.

We look forward to a favourable response.

Yours sincerely

Graydn



Graydn Spinks

Chief Customer Services

p (08) 9282 8652 **m** 0417 914 234

e Graydn.Spinks@baptistcare.com.au

w www.baptistcare.com.au

15.10.19.04 REQUEST FOR QUOTATION RFQ 01.19-20 - ICT SYSTEM UPGRADE AND 3 YEAR SUPPORT SERVICE

File No:	ADM 0430
Date of Meeting:	17 October 2019
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kelly D’Arcy – Corporate Business Officer – C&F Ian D’Arcy – Chief Executive Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The authors have no direct interest in this matter other than users of the Shire’s ICT system
Voting Requirements:	Absolute Majority
Previous Report:	18 July 2019 (raised as Business of and Urgent Nature)

Summary of Item:

The purpose of this report is for Council to consider a summary of the assessment of submissions received for E-Quote (RFQ 01.19-20) process conducted under Council direction for the Shire’s Information and Communications Technology (ICT) System Upgrade and 3 Year support service.

In consideration of the submissions received the evaluation panel’s recommendation to accept the proposal from Market Creations for a contract price of \$177,676.56 (being \$85,207.44 year 1 and the following years being \$46,234.56 per year), and award a contract on this basis.

Additionally, it is recommended connection initially be to the NBN, with fibre to the premise being a future consideration should the capacity and speed prove inadequate.

Description of Proposal:

More specifically this Request for Quotation (RFQ) relates to an upgrade of the Shire’s ICT System and support service over a 3 year contractual period at a fixed price based on the following:

- a) System Upgrade that includes the provision of:
 - A contemporary ‘Cloud’ base platform ICT service with capability to support twenty (20) internal connections and ten (10) external devices;
 - Recurrent updated software to Local Government Industry standards;
 - Hardware of up to fourteen (14) ‘dummy’ monitors and required network cabling (includes installation) compatible with an offsite ‘Cloud’ based platform;
 - Up to four (4) compatible portable laptop base stations connected to the office network and ‘Cloud’ platform;
 - Assessment and connection to compatible NBN broadband wireless service of suitable day time speed and capacity;
 - Ability for external connection of wireless portable devices. This includes assessment and restricted connection for Elected Member external portable devices.
- b) System Administration Service, including the provision of:
 - Contemporary daily system administration, with documented ICT procedures;
 - Software install, maintenance and monitoring (includes IT Vision Synergy Soft – Altus compatibility, Microsoft Suite of programs including Office 365, other specialised software programs as may be requested);
 - Cyber security, anti-virus protection and daily backup data, monitoring and management at

minimal 12 hour intervals (includes firewall management, disaster recovery, failover/backup, restore and testing);

- Guarantee of service and reliability to data restoration following a system failure (ie cyber-attack) within 8 hours.
- Daily network monitoring and trouble-shooting (as required) within a 2 hour response timeframe;
- On call help desk support (as required) within a 30 minute response timeframe;
- Managed ICT services on Elected Member portable devices, (as required) with 2 hour response timeframe.
- Regularity of upgrades of the system (hardware and software) to align with technological advancements.
- Assured release of all data stored on the 'Cloud' as the Shire of Brookton's property without delay or undue interference to another provider upon conclusion of the service provision arrangement/contract.

The RFQ also sought candidates:

1. Investigate appropriate internet connection (i.e. fixed wireless, NBN Fibre, ADSL etc.) to achieve optimal speed and efficiency of service delivery, inclusive of pricing structure.
2. Provide an alternative quotation with pricing structure based on:
 - a) A standalone on onsite server (no cloud support) with capacity to support and be configured to the requirements specified in first part of the RFQ above with any recommended changes or improvements; and/or
 - b) A hybrid of an onsite server and cloud based platform with capacity to support and be configured to the requirements and any recommended changes or improvements.

The RFQ specified that 2a) and 2b) above is optional.

Background:

Council considered a recommendation on progressing an RFQ from its Audit and Risk Committee as urgent business at its July 2019 Ordinary Meeting, due to the level performance and risk identified by the Office of Auditor General in regards to the Shire's outdated computer software, hardware, security and back up service being out of contract.

Subsequently, the RFQ was released on the WALGA E-Quote portal on 20 August 2019 that called for submissions from a prequalified vendor panel of ICT companies. The quotation process closed on the 11 September 2019, with seven (7) submissions received. Of these four (4) have been deemed compliant with the stated scope of works in providing a 'cloud based server operating platform' and therefore were evaluated as part of the RFQ process. These are listed as follows:

- Managed IT Pty Ltd *
- JH Computer Services *
- Market Creations *
- Solutions IT

Those companies also marked with an asterisk* provided as alternative 'hybrid onsite server and cloud operating platform'. In all three, it has been stated that this is the preferred and most cost effective solution for the Shire of Brookton.

A copy of the Evaluation and Recommendation Report (**Attachment 15.10.19.04A**) is provided under

separate confidential cover accompanied by the evaluation pricing table (**Attachment 15.10.19.04B**) that details the respective submissions received, and their level of compliance and price structure.

The evaluation process was conducted by a panel of two (2) Shire employees and one (1) independent expert from IT Vision, whose main objectives were:

- a) Make a recommendation to the Council.
- b) Ensure the submissions are assessed fairly in accordance with a predetermined weighting schedule;
- c) Ensure adherence to Local Government procedures, policies and legislation; and
- d) Ensure that the requirements specified in the Request are evaluated in a way that can be measured and documented.

The compliant submissions were assessed against the qualitative criteria as listed in the below table:

Qualitative Criteria	Weighted %
<i>Organisational History and Experience</i>	15%
<i>Key Personnel Skills</i>	30%
<i>Understanding of the Scope of Works</i>	35%
<i>Price</i>	20%

Additionally, the Shire received a separate email approach from the City of Kalamunda CEO, which prompted a meeting at officer level to discuss an alternative approach. However, following these discussions and further review by the City officers, correspondence was received advising that they could not offer a proposal within the required timeframe.

Consultation:

Consultation has been undertaken with Executive Staff, the Shire President and a representative from IT Vision offering independent advice to the Shire on this matter.

A meeting was also held between Shire Officers and the City of Kalamunda ICT Manager to better understand the City's suggested approach and level of mutual benefit through a collaborative partnership approach although this is no longer a consideration.

Statutory Environment:

Section 3.57 of the *Local Government Act 1995*, and Division 2 of the Local Government (Functions and General) Regulations 1996 apply in relation to the invitation of tenders and quotations under the WALGA procurement framework.

In particular the legislation states that public tenders or WALGA quotes are to be invited according to the requirements of Division 2 before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150, 000 unless the dealings are with another Government entity. The Office of the Auditor General has confirmed that the \$150K threshold is to apply to a three year period. On this basis the RFQ process was initiated.

Relevant Plans and Policy:

This matter has been considered against Council Policy 2.36 – Procurement, with the RFQ process aligned to the provisions of this policy.

Financial Implications:

An amount of \$45,000 has been approved in the 2019/20 Capital budget for the IT Upgrade and Racking, with an additional approved amount of \$42,000 in the operational budget, for the ICT Managed Service and software upgrade. Presently \$1,400.00 has already been expended this year, with the remaining allocation being \$28,600.00.

In consideration of the RFQ Evaluation process and recommendation, the annual cost from the preferred IT supplier for the 'Hybrid' Option is reflected in the table below. The Year 1 budget includes \$39,000.00 capital expenditure, \$11,000 annual recurring cost and \$35,000 annual support service, rounded. With the current budget allocation able to support Year 1 a budget variation will not be required to meet the contract price.

Hybrid Option - Onsite Server and Cloud Platform	
Year 1	\$85,207.44
Year 2	\$46,234.56
Year 3	\$46,234.56
Total	\$177,676.56

It should be noted that the Year 1 cost incorporates the system upgrade, while Year 2 and 3 is mainly operational cost. Accordingly, \$177, 676.56 over the three years evenly distributed equates to \$60,000 pa rounded. However, not included in this pricing is connectivity with the submission from Market Creations offering two options for the Shire's consideration:

- **Option 1** - Connection to the NBN using fixed wireless. This can be purchased through Market Creations at \$85.20 per month (\$1022.40 pa) or through another NBN provider; or
- **Option 2** – Connection through fibre to the premise to be procured direct through Exetel at \$607.50 per month (\$7,290 pa) or another supplier.

Additionally, the ICT Managed Service amount will need to be budgeted in subsequent years and should be included in the review and subsequent adoption of the Long-Term Financial Plan. This should include hardware and software upgrades being incorporated every fourth year to ensure the ICT system remains contemporary and aligned to organisational need.

Risk Assessment:

There are multiple risks associated with the contract, including a lack of contract management, sustained business continuity, limited and often fragmented telecommunications access, outdated software, limited back-up of data, high exposure to cyber-attack, and inefficient productivity, to name a few.

Furthermore, officers and elected members have been experiencing difficulties with access and integration indicating the system is inadequate and suggesting a system failure is imminent in the near future.

In light of this the Office of the Auditor General in its 30 June 2018 audit identified the risk as serious and critical, and listed this matter as the highest prioritized action to be performed by the Shire. Notably, it has been identified that the Microsoft Exchange Server 2007 (email server) program and

Small Business Server 2008 (system server) as at February 2020 will no longer be supported by Microsoft Corporation, thus further increasing the risk of cyber-attack.

Therefore on assessment, the overall risk is deemed 'Severe' with the likelihood being almost certain and consequence assessed as extreme, as reflected in Table 1 below.

Risk Assessment Matrix					
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.

Table 1

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 ICT framework aligns to:

Function 21 ICT Management

Action 21.1 – Review/Upgrade computer hardware and software operating system

Action 21.2 – Review /upgrade IT back up system

Comment

Premised on the status of 'Severe' risk and acknowledging the evaluation of the RFQ process with the preferred respondent, being Market Creations, it is recommended the Council, proceed to award a contract that aligns to the respondent's RFQ 01/2019-20 Quote #: 002131 – 3 year Support Service; Quote # 002180 Version 1 – Hybrid Option; Quote # 002128 – Internet Connection Upgrade – Option 1

dated 10 - dated 11 September 2019.

On the matter of connectivity, it is suggested the Shire initially connect to the NBN accepting Market Creations offer, and should the capacity and speed prove inadequate then further consideration be given to fibre to the premise to grant the Shire the availability for both services to be used.

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse recommendation of the Evaluation Panel and award a contract for RFQ 01.19-20 ICT System Upgrade and 3 Year Support Service to Market Creations aligned to their RFQ01/2019-20 submission [Quote numbers 002180, 002131 and 002128 (option 1)] dated 10th and 11th September 2019 for the Hybrid Option consisting of:***
 - a) Onsite and cloud based servers and upgrade of hardware/software inclusive of the 3 year support for a contract value of \$177,676.56 (ex GST) over a three (3) year period; and***
 - b) Initial connection to NBN wireless at an additional cost \$3,067.20 over the 3 years with further consideration granted to connection of 'fibre to the premise' should this be required.***
- 2. Authorise the Shire President and the Chief Executive Officer to execute the relevant contractual documents and affix the common seal of the Shire of Brookton on this documentation.***

(Absolute majority vote required)

Attachments – provided under separate cover

Attachment 15.10.19.04A – Confidential Evaluation Price Sheet

Attachment 15.10.19.04B – Confidential Evaluation Score Sheets

Attachment 15.10.19.04C – Confidential Evaluation Report

15.10.19.05 REQUEST FOR THIRD DOG – 80 JOSE STREET, BROOKTON

File No:	ADM 0243
Date of Meeting:	17/10/2019
Location/Address:	80 Jose Street, Brookton
Name of Applicant:	Ms. Lynda Whillier
Name of Owner:	As above
Author/s:	Danni Chard – Executive Governance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author does not have an interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	Nil

This item seeks Council approval of a request received by the resident occupying 80 Jose Street, Brookton (Mr. Paul & Mrs. Lynda Whillier) to keep a third dog at that premises.

Background:

The approach to keep the third dog at the premises came through to the Shire as an email from Paul & Lynda Whillier dated 29 August 2019.

Consultation:

The request for was provided to Mr. Morné Pfister, the Shires Contract Ranger to undertake an investigation of the request for 3 dogs. Mr. Pfister has undertaken an inspection of the property and verbally advised:

- The property was suitably set up to house the existing and requested pet dogs.
- No issues were identified in terms of adverse impact on neighboring properties.
- The breed of the existing and extras dog are all suitable for housing at the premises.
- The owner’s past behavior and circumstances give no indication of not being good and compliant pet owner.

Based on these factors Mr. Pfister is supportive an approval being granted for a third dog to be allowed at the premises.

Statutory Environment:

Specific to this matter the *Dog Act 1976* states under Part V (relevant text underlined):

Part V — The keeping of dogs**26. Limitation as to numbers**

(1) A local government may, by a local law under this Act —

- (a) limit the number of dogs that have reached 3 months of age that can be kept in or at premises in the local government’s district; or
- (b) limit the number of dogs of a breed specified in the local law that can be kept in or at premises in the local government’s district.

(2) A local law mentioned in subsection (1) —

- (a) may limit the number of dogs that can be kept in or at premises to 2, 3, 4, 5 or 6 only;
and

- (b) cannot prevent the keeping in or at premises of one or 2 dogs that have reached 3 months of age and any pup of either of those dogs under that age; and
 - (c) cannot apply to dogs kept at premises that are licensed under section 27 as an approved kennel establishment; and
 - (d) cannot apply to dangerous dogs (declared) or dangerous dogs (restricted breed).
- (3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —
- (a) may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption; and
 - (b) cannot authorise the keeping in or at those premises of —
 - (i) more than 6 dogs that have reached 3 months of age; or
 - (ii) a dog under that age unless it is a pup of a dog whose keeping is authorised by the exemption;
 and
 - (c) may be revoked or varied at any time.

In relation to a Local Law, the *Shire of Brookton Dog Local Law 2001 (Consolidated)* states under Part 3 – Requirements and Limitations on the Keeping of Dogs (relevant text underlined):

3.2 Limitation on the number of dogs

- (1) *This clause does not apply to premises which have been —*
- (a) *licensed under Part 4 as an approved kennel establishment; or*
 - (b) *granted an exemption under section 26(3) of the Act.*
- (2) *(1) Other than in an area zoned ‘Farmland’ under the town planning scheme, the limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act, 2 dogs over the age of 3 months and the young of those dogs under that age.*

Accordingly, Council may grant an exemption for more than two dogs pursuant to Provision 26.(3) of the *Dog Act 1976*.

Relevant Plans and Policy:

There are no plans or policies applicable to this matter.

Financial Implications:

The extra dog, should approval be given, will incur the Shire’s standard registration and licensing fees.

Risk Assessment:

There is negligible risk to the request based on the investigation undertaken by the Shire’s Contract Ranger. However, should issues arise the Council may revoke or vary the approval for a third dog in accordance with Provision 26.(3) of the *Dog Act, 1976* at any time.

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 request for approval for a third dog applies to:

Business Function 7. Ranger Services

*General Functions 7.1 - Perform Cat/dog registrations
7.3 – Perform animal control and management*

Comment

As mentioned, the Shire Ranger has indicated the permission to keep a third dog at 80 Jose Street should not pose any issues given the well natured behavior of the animals and Mr & Mrs Whillier presenting a responsible pet owner.

Therefore it is recommended the Council grant approval to Mr & Mrs Whillier request.

OFFICER'S RECOMMENDATION

That Council pursuant to Provision 26.(3) of the Dog Act, 1976 grant an exemption for a third dog to be kept at 80 Jose Street in Brookton, subject to the owner maintaining full registration of the dog with the Shire and management of its behaviour, inclusive of the dog being microchipped, vaccinated and restrained within an enclosed yard, as required under the legislation.

(Simple Majority Vote Required)

Attachments

15.10.19.05A – Email Request

15.10.19.05B – Mr Morné Pfister's report

Administration Officer

ADM0243

Brookton

23 AUG 2019

From: Beast Gaming <lyndawhillier876@gmail.com>
Sent: Thursday, 29 August 2019 10:58 AM
To: Administration Officer

Dear councillor's, Paul and Lynda Whillier of 80 Jose St would like to request permission to obtain a third dog at this residence. We have two medium dogs that are registered, microchipped and sterilized (one is not old enough but will definitely be done) the third one will be a small inside dog and will also be registered, microchipped and sterilized they are all kept in secure fencing. Thankyou regards Paul and Lynda

File notes of Morné Pfister for Shire of Brookton on 10/10/19.

Attended Shire office – One new complaint/request.

Request from Lynda Whillier at 80 Jose street to keep more than two dogs. Attended address – Property is 3.8 acres with fenced of paddocks. Two dogs living outside in a contained area at rear of property. Plenty of shade, water and food. Third dog is a Shih tzu and will live indoors. No issue sighted to not approve application.

Patrolled Brookton townsite.

Patrolled Caravan Park – no issues sighted.

16.10.19 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**17.10.19 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****18.10.19 CONFIDENTIAL REPORTS****18.10.19.01 UPDATE – OUTSTANDING RATES – 82 CUMMING STREET, BROOKTON**

File No:	A426
Date of Meeting:	17 October 2019
Location/Address:	82 Cumming Street, Brookton
Name of Applicant:	Mr S Teede
Name of Owner:	Shire of Brookton
Author/s:	Vicki Morris – Deputy Chief Executive Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Item:

This matter is considered confidential as it relates to the personal and financial information of a resident of the Shire.

Council, at its meeting on 16 April 2019, resolved to commence a process to recover rates owed by a resident by commencing the process to sell land at 82 Cumming Street Brookton under section 6.55 and 6.64 of the *Local Government Act 1995*.

This report is to advise Council that the outstanding rates on the property (then calculated at over \$11,000) were paid by the Bendigo Bank and therefore no past outstanding year’s rates debt now exist.

Given this, the matter should now be closed and AMPAC Debt Recovery Pty Ltd advised that it is no longer required to commence the process for the property seizure and sale for outstanding monies.

OFFICER’S RECOMMENDATION

That Council notes the outstanding rates for the property known as 82 Cumming Street, Brookton have been paid and that no further action is required and that the matter is now closed.

(Absolute Majority vote required)

19.10.19 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on 21 November 2019 commencing at 5.00 pm.