



## ORDINARY MEETING OF COUNCIL

### PUBLIC MINUTES

17 SEPTEMBER 2020

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 15/10/20

Presiding Member:  Date: 15 October 2020.

#### Disclaimer

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

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

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

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

Shire of Brookton  
Ordinary Meeting of Council held 17 September 2020  
Commenced at 6.00 pm

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**1.09.20 USE OF COMMON SEAL – AUGUST 2020**

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

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

**2.09.20 DELEGATED AUTHORITY – ACTIONS PERFORMED – AUGUST 2020**

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

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

BUILDING			
Application No.	Lot & Street	Type of Building Work	Date Granted
04.20-21	2980 Boyagarra Road, Brookton	Dwelling	4 August 2020
05.20-211	2980 Boyagarra Road, Brookton	Septic	4 August 2020
06.20-21	Lot 151 Corberding Road, Brookton	Shed	10 August 2020
07.20-21	Lot 20 Brookton – Kweda Road, Brookton	Septic	26 August 2020

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

PLANNING				
File Ref	Application Ref	Subject Land (incl. Scheme No.)	Purpose	Date Granted
P2831	P2020-007	Lot 500 Lennard Street (Shire Depot)	Container deposit scheme – container	21 August 2020

**3.09.20 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member declared the meeting open at 6.00pm.

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

**4.09.20 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**Elected Members (Voting)

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

Staff (Non-Voting)

Ian D'Arcy	Chief Executive Officer
Amy Eva	Manager Corporate and Community
Mikel Haramborne	Manager Infrastructure and Emergency
Danni Chard	Executive Governance Officer

Apologies

Nil.

Leave of absence

Nil.

Members of the Public

Mrs. Jasmine Locke

<b>5.09.20</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b>
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Nil.

<b>6.09.20</b>	<b>PUBLIC QUESTION TIME</b>
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**Mrs. Jasmine Locke**

Question 1 – Can you please advise the situation with the new shire works truck that has been impounded and why the employee is still on duty and no disciplinary action has been seen by the ratepayers to date.

CEO Response:

- a) *To the first part of your question, a Shire truck was impounded for 3 working days then exchanged for a Shire passenger vehicle for the remaining 25 days of impoundment.*
- b) *As to the actions of the employee an investigation into this matter is presently being conducted. I apologise but I cannot comment further as this is an operational matter of a confidential nature that needs to be addressed in accordance with the Industrial Relations framework and follow procedural fairness.*

Question 2 – Will the shire be updating the employment policy to include a stand down clause for investigations of misconduct?

CEO Response: *No. I already have the ability to stand down an employee should such action be warranted.*

Question 3 – Why is the same employee who was driving the truck without a valid licence and who has been/in the process of being charged with assaulting a police officer still on duty at the shire?

CEO Response: *As mentioned, this is an operational matter under investigation that needs to be addressed through due process.*

As a rate payer I am extremely concerned for the image of our shire and what these incidents can be perceived as.

Shire President Response: *I respectfully note your concern, but I also acknowledge your questions relate to an operational matter that defaults to the CEO and needs to be addressed*

*through appropriate industrial relations protocols with due process that takes into account the principles of natural just and procedural fairness.*

**7.09.20 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**8.09.20 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

**9.09.20 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**9.09.20.01 ORDINARY MEETING OF COUNCIL – 20 AUGUST 2020**

**OCM 09.20-01**

**COUNCIL RESOLUTION**

**MOVED Cr Lilly      SECONDED Cr Watts**

*That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 20 August 2020, be confirmed as a true and correct record of the proceedings.*

**CARRIED BY SIMPLE MAJORITY VOTE 7/0**

**10.09.20 ANNOUNCEMENTYS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

Nil.

**11.09.20 DISCLOSURE OF INTERESTS**

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

**Disclosure of Financial & Proximity Interests**

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

**Disclosure of Interest Affecting Impartiality**

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

**Financial, Proximity and Impartiality Interests**

Item no.	Members/Officers	Type of Interest	Nature of Interest
14.09.20.02	Cr Macnab	Impartiality	Committee Member
14.09.20.02	Cr Watts	Impartiality	Committee Member

## 12.09.20 TECHNICAL & DEVELOPMENT SERVICES REPORTS

Nil.

## 13.09.20 COMMUNITY SERVICES REPORTS

### 13.09.20.01 COMMUNITY CITIZENSHIP AWARDS

<b>File No:</b>	ADM 0336
<b>Date of Meeting:</b>	17 September 2020
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Sandie Spencer - Community Liaison Officer
<b>Authorising Officer:</b>	Ian D'Arcy - Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer have no interest in this item
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	N/A

#### Summary of Item:

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

Although, the Shire of Brookton is not a member of the Australia Day WA group for 2020/2021, this does not prevent Council from seeking expressions of interest and conducting its own awards and event celebratory on Australia Day 2021.

This report recommends the Council call for nominations by the community for the Awards to be handed out in January 2021.

#### Description of Proposal:

This proposal is about recognition of individuals and groups who have made a 'marked' contribution over the past year and celebrate those organizations who have given outstanding service to the community for a number of years.

#### Background:

Council, although not a member of the Australia Day WA organization in 2020/2021 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 category awards 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 the policy is included as **Attachment 13.09.20.01A** to this report, with the nomination forms also provided as **Attachments 13.09.20.01B, 13.09.20.01C, 13.09.20.01D** and **13.09.20.01E**.

#### 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 2021 event, including provision of the category awards, set-up and festivities is covered by under COA 115040 – Job 338 that has a total budget allocation of \$9,000 for various community events and ceremonies. In previous years the cost has been approximately \$1,500.

**Risk Assessment:**

There are no identified risks with this proposal there has been much discussion around ensuring the nominations are completed correctly and in full, which proven to be challenging for some members of the community in the past. Accordingly, it is promoted the Community Liaison Officer be made available to provide guidance in the completion on nomination forms which is supported by the Shire CEO.

**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 recognise 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 should assessment against the criteria not prove satisfactory.

It is therefore recommended that Council endorse the process calling for nominations from the community for all three award categories listed above, with nominations to be lodged on the prescribed form by Friday 30<sup>th</sup> October 2020.

At the conclusion of this period the Council (in confidence) will then assess all the nominations at its November 2020 Ordinary Meeting, and formally determine the winners of each of the award category to be presented at the Australia Day celebrations in January 2021. The winners of each Award will remain confidential until notified by the Shire President.

### **OFFICER'S RECOMMENDATION**

That Council resolves to:

1. Call for nominations from the Shire of Brookton Community for the following Australia Day Award categories with such nominations to open on Friday 18<sup>th</sup> September 2020 and conclude at 4:15pm, Friday 30<sup>th</sup> October 2020:

#### **Categories**

- Citizen of the Year Award
  - Young Citizens of the Year Award (must be under 30 years of age on January 26)
  - Community Event/Voluntary Act of the Year Award
2. Publicise the Shire Community Liaison Officer is available to guide community members in completing the Awards Nomination Form in consideration of the stated criteria detailed in Policy 1.10 for the 2020 Community Awards.
  3. Establish an Evaluation Panel chaired by the Shire President with all other elected members invited to participate in reviewing submissions at a meeting convened on Tuesday 10<sup>th</sup> November 2020 at 5.00 pm (or as otherwise determined by the Shire President) to formulate a recommendation for Council's endorsement of the respective Community Award Recipients presented on Australia Day.

**OCM 09.20-02**

### **COUNCIL RESOLUTION**

**MOVED Cr Hartl      SECONDED Cr Lilly**

**That Council resolves to:**

1. *Call for nominations from the Shire of Brookton Community for the following Australia Day Award categories with such nominations to open on Friday 18<sup>th</sup> September 2020 and conclude at 4:15pm, Friday 30<sup>th</sup> October 2020:*

#### **Categories**

- *Citizen of the Year Award*
  - *Young Citizens of the Year Award (must be under 30 years of age on January 26)*
  - *Community Event/Voluntary Act of the Year Award*
2. *Publicise the Shire Community Liaison Officer is available to guide community members in completing the Awards Nomination Form in consideration of the stated criteria detailed in Policy 1.10 for the 2020 Community Awards.*
  3. *Establish an Evaluation Panel chaired by the Shire President with all other elected members invited to participate in reviewing submissions at a meeting convened on Tuesday 10<sup>th</sup> November 2020 at 5.00 pm (or as otherwise determined by the Shire President) to formulate a recommendation for Council's endorsement of the respective Community Award Recipients presented on Australia Day.*

**CARRIED BY SIMPLE MAJORITY VOTE 7/0**



## **Attachments**

13.09.20.01A – Australia Day Awards Policy

13.09.20.01B – Nomination Form: Citizen of the Year Award 2020

13.09.20.01C – Nomination Form: Community Event of the Year 2020

13.09.20.01D – Voluntary Act of the Year Award 2020

13.09.20.01E – Youth Citizen of the Year Award 2020



### 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

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.

---

**Nominee:**

Name: .....

Address: .....

Phone: ..... Mobile: .....

Date of Birth/Age: ..... Email: .....

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**Nominated by:**

Name: .....

Organisation: .....

Address: .....

Phone: ..... Mobile: .....

Email: .....

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**Referee: (other persons that may be contacted for further information about nominee)**

Name: .....

Organisation: .....

Address: .....

Phone: ..... Mobile: .....

Email: .....

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**Close of Nominations:**

*Nomination forms must be received by 4:15pm close of business 30<sup>th</sup> October 2020 to the Shire Administration Office via one of the following methods.*

Email: [mail@brookton.wa.gov.au](mailto:mail@brookton.wa.gov.au)

Hand Deliver: 14 White Street, Brookton WA 6306

Post: PO Box 42, Brookton WA 6306

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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)



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## 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*
-



**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 Nominated:**

Event Name: .....

Organisation .....

Venue of Event: ..... Date of Event: .....

Name of person(s) representing the event: 1. ....

2. .... 3. ....

Address: .....

Phone: ..... Mobile: .....

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: .....

---

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**Close of Nominations:**

*Nomination forms must be received by 4:15pm close of business 30<sup>th</sup> October 2020 to the Shire Administration Office via one of the following methods.*

*Email: mail@brookton.wa.gov.au*

*Hand Deliver: 14 White Street, Brookton WA 6306*

*Post: PO Box 42, Brookton WA 6306*

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<p>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.</p>
--

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## Community Event of the Year Award – 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.*
-

**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.

---

**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 30<sup>th</sup> October 2020 to the Shire Administration Office via one of the following methods.*

Email: *mail@brookton.wa.gov.au*

Hand Deliver: *14 White Street, Brookton WA 6306*

Post: *PO Box 42, Brookton WA 6306*

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G:\Master Documents\Australia Day\2020\Applications\2020 updated - Shire of Brookton - Voluntary Act of The Year Award 2020.docx

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

---

## 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*
-

**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.

---

**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 30<sup>th</sup> October 2020 to the Shire Administration Office via one of the following methods.*

Email: [mail@brookton.wa.gov.au](mailto:mail@brookton.wa.gov.au)

Hand Deliver: 14 White Street, Brookton WA 6306

Post: PO Box 42, Brookton WA 6306

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G:\Master Documents\Australia Day\2020\Applications\2020 updated - Shire of Brookton - Young Citizen of The Year Award 2020.docx

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)



---

## 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.*

*One (1) award per ward in this Category may be awarded each year.*

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## 14.09.20 CORPORATE SERVICES REPORTS

### 14.09.20.01 LIST OF ACCOUNTS FOR PAYMENT

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	17 September 2020
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Corinne Kemp – Organisational Development Officer
<b>Authorising Officer:</b>	Amy Eva - Manager Corporate and Community
<b>Declaration of Interest:</b>	The author has no financial interest in this matter.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	20 August 2020

#### **Summary of Item:**

The list of accounts for payment to 31<sup>st</sup> August 2020 are presented to Council for inspection.

#### **Description of Proposal:**

To approve the accounts for payment.

#### **Background:**

In accordance with *Local Government (Financial Management) Regulations 1996 Clause 13 (1)* schedules of all payments made through Council's bank accounts are presented to Council for inspection. Please refer to the separate attachment.

#### **Consultation:**

N/A

#### **Statutory Environment:**

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

#### **Relevant Plans and Policy:**

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

#### **Financial Implications:**

There are no financial implications relevant to this report.

#### **Risk Assessment:**

No risks identified as this is an operational reporting requirement.

#### **Community & Strategic Objectives:**

This activity is contained in the Corporate Compendium.

#### **Comment**

Totals of all payments from each of Councils bank accounts are listed below. The payment schedule is provided to Councilors' separately and not published on the Shire of Brookton website to mitigate against the potential of fraudulent activity that can arise from this practice. Members of the public can obtain the

schedule from the Shire of Brookton Administration Office.

To 31<sup>st</sup> August 2020

***Municipal Account***

Cheque	\$ 0
Direct Debits	\$ 149,769.70
EFT	\$ 277,606.84

***Trust Account*** \$ 0

***Bond Account*** \$ 1,100.00

**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 31<sup>st</sup> August 2020.

Municipal Account

Direct Debits	\$ 149,769.70
EFT	\$ 277,606.84

Bond Account \$ 1,100.00

***OCM 09.20-***

***COUNCIL RESOLUTION***

***MOVED Cr Fancote      SECONDED Cr Watts***

***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 31<sup>st</sup> August 2020.***

Municipal Account

Direct Debits	\$ 149,769.70
EFT	\$ 277,606.84

***Bond Account*** \$ 1,100.00

***CARRIED BY SIMPLE MAJORITY VOTE 7/0***

**Attachments**

***Attachment 14.09.20.01A***

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

Cr Macnab and Cr Watts declared an impartial interest in item 14.09.20.02, remained in the room and voted on item 14.09.20.02.

<b>14.09.20.02 BROOKTON COMMUNITY CHRISTMAS PARTY – PROPOSED CHANGE OF VENUE AND REQUEST FOR ADDITIONAL FUNDING</b>
---

<b>File No:</b>	ADM 0660
<b>Date of Meeting:</b>	17 September 2020
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Sandie Spencer – Community Liaison Officer
<b>Authorising Officer:</b>	Ian D’Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer have no interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

This item relates to a change in location for the annual Community Christmas Party to the Brookton Town Oval and a proposed allocation of additional funding to cover the cost of various activities and catering planned for the event.

**Description of Proposal:**

As above.

**Background:**

The Community Christmas Party is an annual event that has predominantly been held in the Main Street using a section of temporary closed road (Robinson Street) and the Railway Station and surrounds. While previous events have been successful, the 2019 Christmas Party presented a number of issues, particularly the issue of heat and lack of shade, that has prompted a review of the location for the coming 2020 event planned to be held on Friday 11<sup>th</sup> December 2020 at the WB Eva Pavilion and Town oval, commencing 4:00pm until approximately 10:00pm.

Traditionally Council has allocated \$3000 in the annual budget for the event to take place with other financial funding having been sourced from the Bendigo Community Bank, and some donations from local businesses.

With the change in location and proposed extension of hours, additional funding is now sought from Council to adequately cover the costs of the various activities and catering planned by the organising committee for this event.

**Consultation:**

Consultation has been undertaken with Councillors at the August 2020 Corporate Briefing Forum.

**Statutory Environment:**

N/A

**Relevant Plans and Policy:**

There is specific plan or policy implication pertinent to this event. While Council Policy 2.34 – Community Donations and Funding Policy would ordinarily apply to the request for funding for a community event, as this is Shire facilitated this request merely seeks to draw a small amount of funding from the Community

Chest allocation in the 2020-21 Budget that has been established to support Policy 2.34.

### Financial Implications:

The following table outlines the projected budget, including costs and funding sources, for the Shire's 2020 Community Christmas Party.

COMMUNITY CHRISTMAS PARTY 2020		
Item	Cost	NOTES
<b>Food</b>	\$ 800.00	Icy poles/forks etc
<b>Lollies for lolly bags</b>	\$ 106.00	\$53 / 10kg box
<b>Consumables</b>	\$ 300.00	Sunscreen, detergent etc
Mary Face Painting	\$ 210.00	\$70 /hr minimum of 2hrs
<b>Mad Cow Entertainment</b>		Emailed on 11/8/20 waiting for quote
Jungle Obstacle Course	\$ 495.00	
Jungle Bouncy Castle	\$ 330.00	
Climbing Wall	\$ 495.00	
Inflatable footy goals	\$ -	
Delivery Fee	\$ 270.00	
Magician Pierre Ulric	\$ 1,705.00	inc gst
Dryandra Archery	\$ 250.00	
Quariading Vintage Club, Little Lou's	\$ 500.00	Emailed Peter Smith 13/8/20
Hairspray	\$ 150.00	
Father Christmas		Local community member
Fire Engine , Father Christmas Transport		Free, Donated Local Fire Brigade
Advertising	\$ 114.00	
<b>TOTAL</b>	<b>\$ 5,725.00</b>	
<b>SPONSORSHIP/DONATIONS</b>		
Shire of Brookton	\$3,000.00	
Bendigo Bank	\$2,000.00	
Brookton IGA		Donation of lolly bags ???
<b>TOTAL</b>	<b>\$5,000.00</b>	
<b>BALANCE</b>	<b>-\$725.00</b>	

It should be noted that to date the Bendigo Bank has unofficially and most generously pledged a sum of \$2000 from its Community Grants Program. This together with the Council's historical allocation of \$3,000, as reflected in the current 2020-21 budget, there is a projected short fall of \$725 for this year's event. Further, with the need for a contingency amount the organising committee is respectfully seeking Council's consent to increase its allocation from \$3,000 to \$5,000 indicatively. This means additional funding of up to \$2,000 being allocated from the \$40,000 set aside in the Budget as the Community Chest Fund – Community and Strategic Partnerships Grants section.

### Risk Assessment:

As mentioned, the change in venue is about catering for a broad sector of the community but will also assist in mitigating the Shire risk as the event organiser. As demonstrated in last year's event, the consideration of extreme heat coupled with road surface pavement and lack of shade around many of the activities does present considerable risk of heat exhaustion for some members of the community. Further, the concern of young children crossing the road un-supervised once the Robinson Street was re-opened also warranted consideration of a change in venue.

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 Shire Community Christmas Party aligns to:

*Function 24 Community Support*

*Action 24.2 – Co-ordinate Shire events*

### Comment

With the issues experienced with the 2019 Community Christmas Party the organising committee is firmly of the belief that a shift to the Town Oval and extension of hours for this event will provide a more palatable location for all ages to participate and enjoy the planned activities following a very challenging 2020 calendar year. This position is supported at an officer level where the Town Oval offers more open space, shade and amenities in a safe environment for all to enjoy.

As to the additional funding, while a further allocation of \$2,000 is requested that incorporates a contingency amount for unforeseen costs, it is hoped that not all of the funds will be required, but nonetheless will ensure sufficient activities for all ages are accommodated.

### **OFFICER'S RECOMMENDATION**

That Council:

1. Endorses a change in venue and times for the 2020 Brookton Community Christmas Party to be held on Friday 11<sup>th</sup> December 2020 at the WB Eva Pavilion and Town oval, commencing 4:00pm until approximately 10:00pm.
2. Endorses up to \$2,000 additional funding to be drawn from the Community Chest Allocation of \$40,000 (COA E115050) in relation to facilitation of the Brookton Community Christmas Party inclusive of any underlying costs not yet identified for the Community Christmas Party Organising Committee.
3. Acknowledges and sincerely appreciates the time and generous support offered by the organising committee members, the Bendigo Bank and other local business in bringing this event together for the betterment of the Brookton Community.

**OCM 09.20-02**

### **COUNCIL RESOLUTION**

**MOVED Cr Fancote**

**SECONDED Cr Lilly**

**That Council:**

1. ***Endorses a change in venue and times for the 2020 Brookton Community Christmas Party to be held on Friday 11<sup>th</sup> December 2020 at the WB Eva Pavilion and Town oval, commencing 4:00pm until approximately 10:00pm.***
2. ***Endorses up to \$2,000 additional funding to be drawn from the Community Chest Allocation of \$40,000 (COA E115050) in relation to facilitation of the Brookton Community Christmas Party inclusive of any underlying costs not yet identified for the Community Christmas Party Organising Committee.***
3. ***Acknowledges and sincerely appreciates the time and generous support offered by the organising committee members, the Bendigo Bank and other local business in bringing this event together for the betterment of the Brookton Community.***

**CARRIED BY SIMPLE MAJORITY VOTE 7/0**

**14.09.20.03 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 AUGUST 2020**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	17 September 2020
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Amy Eva - Manager Corporate and Community
<b>Authorising Officer:</b>	Amy Eva - Manager Corporate and Community
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	There is no previous meeting reference

**Summary of Item:**

The Statement of Financial Activity for the period ended 31 August 2020 is presented to Council.

**Description of Proposal:**

That Council receives the Statement of Financial Activity for the period ended 31<sup>st</sup> August 2020, as presented.

**Background:**

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

**Consultation:**

Reporting officers receive monthly updates to track expenditure and income.

**Statutory Environment:**

Section 6.4 of the *Local Government Act 1995*.

Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Section 6.8 of the *Local Government Act 1995*

**Relevant Plans and Policy:**

There is no Council Policy relevant to this issue.

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

**Financial Implications:**

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

That Council receives the Monthly Statements of Financial Activity for the period ending 31<sup>st</sup> August 2020, as presented in Attachment 14.09.20.03A.

**OCM 09.20-05****COUNCIL RESOLUTION****MOVED Cr Hartl      SECONDED Cr Fancote**

***That Council receives the Monthly Statements of Financial Activity for the period ending 31<sup>st</sup> August 2020, as presented in Attachment 14.09.20.03A.***

***CARRIED BY SIMPLE MAJORITY VOTE 7/0***

**Attachments**

Attachment 14.09.20.03A – Statement of Financial Activity

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

**TABLE OF CONTENTS**

Statement of Financial Activity by Function & Activity

Statement of Financial Activity by Nature & Type

Note 1 - Major Variances

Note 2 - Graphical Representation of Statement of Financial Activity

Note 3 - Net Current Funding Position

Note 4 - Receivables

Note 5 - Cash Backed Reserves

Note 6 - Capital Disposals and Acquisitions

Note 7 - Information on Borrowings

Note 8 - Cash and Investments

Note 9 - Budget Amendments

Note 10 - Trust Fund

Note 11 - Sewerage Operating Statement

Note 12 - WB Eva Pavilion and Gymnasium Operating Statement

Note 13 - Brookton Caravan Park & Aquatic Centre Financial Reports

Note 14 - Road Program

Note 15 - Capital Works Program

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

	Note	Current Annual Budget 3	Projected Year End Actual	Adopted Annual Budget	Current Budget	YTD Budget (a)	This Month	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
<b>Operating Revenues</b>		\$	\$	\$		\$		\$	\$	%	
Governance		43,050	43,050	43,050	43,050	2,172	0	13,424	11,252	518.07%	▲
General Purpose Funding		1,196,176	1,196,176	1,196,176	1,196,176	268,397	2,449,471	124,094	(144,303)	(53.76%)	▼
Law, Order and Public Safety		288,876	288,876	288,876	288,876	155,521	163	147,369	(8,153)	(5.24%)	
Health		300	300	300	300	50	0	0	(50)	(100.00%)	
Education and Welfare		68,982	68,982	68,982	68,982	11,496	5,024	11,658	162	1.41%	
Housing		87,278	87,278	87,278	87,278	14,544	6,425	13,426	(1,118)	(7.69%)	
Community Amenities		423,838	423,838	423,838	423,838	70,634	387,742	391,641	321,007	454.46%	▲
Recreation and Culture		39,131	39,131	39,131	39,131	6,516	2,004	2,663	(3,853)	(59.14%)	
Transport		684,343	684,343	684,343	684,343	113,088	0	85,010	(28,078)	(24.83%)	▼
Economic Services		53,150	53,150	53,150	53,150	8,856	6,750	11,060	2,204	24.88%	
Other Property and Services		45,700	45,700	45,700	45,700	7,614	290	2,828	(4,786)	(62.86%)	
<b>Total (Excluding Rates)</b>		<b>2,930,824</b>	<b>2,930,824</b>	<b>2,930,824</b>	<b>2,930,824</b>	<b>658,888</b>	<b>2,857,869</b>	<b>803,171</b>	<b>144,283</b>	<b>21.90%</b>	
<b>Operating Expense</b>											
Governance		(534,766)	(534,766)	(534,766)	(534,766)	(85,102)	(52,413)	(105,548)	(20,446)	(24.02%)	▼
General Purpose Funding		(236,417)	(236,417)	(236,417)	(236,417)	(34,298)	(12,164)	(26,175)	8,123	23.68%	
Law, Order and Public Safety		(508,549)	(508,549)	(508,549)	(508,549)	(88,112)	(37,086)	(59,172)	28,940	32.84%	▲
Health		(22,031)	(22,031)	(22,031)	(22,031)	(4,084)	(1,176)	(2,825)	1,259	30.82%	
Education and Welfare		(169,146)	(169,146)	(169,146)	(169,146)	(29,825)	(11,168)	(20,493)	9,332	31.29%	
Housing		(197,861)	(197,861)	(197,860)	(197,861)	(35,551)	(14,019)	(26,842)	8,709	24.50%	
Community Amenities		(556,053)	(556,053)	(556,053)	(556,053)	(90,424)	(63,532)	(106,872)	(16,448)	(18.19%)	▼
Recreation and Culture		(898,743)	(898,743)	(898,743)	(898,743)	(145,167)	(53,860)	(128,588)	16,579	11.42%	▲
Transport		(2,975,508)	(2,975,508)	(2,975,508)	(2,975,508)	(500,116)	(327,110)	(658,595)	(158,479)	(31.69%)	▼
Economic Services		(183,296)	(183,296)	(183,296)	(183,296)	(29,420)	(9,621)	(21,430)	7,990	27.16%	
Other Property and Services		(476,035)	(476,035)	(476,035)	(476,035)	(75,571)	(39,111)	(59,824)	15,747	20.84%	▲
<b>Total</b>		<b>(6,758,405)</b>	<b>(6,758,405)</b>	<b>(6,758,404)</b>	<b>(6,758,405)</b>	<b>(1,117,670)</b>	<b>(621,259)</b>	<b>(1,216,362)</b>	<b>(98,692)</b>	<b>(8.83%)</b>	
<b>Funding Balance Adjustment</b>											
Add back Depreciation		2,779,788	2,779,788	2,779,788	2,779,788	463,298		494,665	31,367	6.77%	
Adjust (Profit)/Loss on Asset Disposal	6	0	0	0	0	0		0	0	0.00%	
Disposal of Minor Equipment		0	0	0	0	0		158	158	0.00%	
Adjust (Profit)/Loss on Asset Revaluation		0	0	0	0	0		0	0		
Movement in Non Cash Provisions		0	0	0	0	0		0	0		
<b>Net Operating (Ex. Rates)</b>		<b>(1,047,793)</b>	<b>(1,047,793)</b>	<b>(1,047,792)</b>	<b>(1,047,793)</b>	<b>4,516</b>		<b>81,632</b>	<b>76,958</b>	<b>1704.12%</b>	
<b>Capital Revenues</b>											
Proceeds from Disposal of Assets	6	0	0	0	0	0		133,000	133,000	0.00%	
Proceeds from New Debentures	5	0	0	0	0	0		0	0	0.00%	
Self-Supporting Loan Principal		22,801	22,801	22,801	22,801	3,800		0	(3,800)	(100.00%)	
Transfer from Reserves	5	3,887,306	3,887,306	3,887,306	(127,000)	(21,167)		0	21,167	(100.00%)	
<b>Total</b>		<b>3,910,107</b>	<b>3,910,107</b>	<b>3,910,107</b>	<b>(104,199)</b>	<b>(17,367)</b>		<b>133,000</b>	<b>150,367</b>		
<b>Capital Expenses</b>											
Land and Buildings	6	(226,000)	(226,000)	(226,000)	(226,000)	(37,667)		0	37,667	100.00%	▲
Plant and Equipment	6	(521,440)	(521,440)	(521,440)	(559,500)	(93,250)		(451,293)	(358,043)	(383.96%)	▼
Furniture and Equipment	6	(12,000)	(12,000)	(12,000)	(12,000)	(2,000)		(5,310)	(3,310)	(165.50%)	
Infrastructure Assets - Roads & Bridges	6	(1,123,247)	(1,123,247)	(1,123,247)	(1,123,247)	(187,208)		(7,364)	179,844	96.07%	▲
Infrastructure Assets - Sewerage	6	(373,000)	(373,000)	(373,000)	(373,000)	(62,167)		0	62,167	100.00%	▲
Infrastructure Assets - Richardson St Footpath	6	0	0	0	0	0		0	0	0.00%	
Repayment of Debentures	7	(125,428)	(125,428)	(125,428)	(125,428)	(20,905)		(22,644)	(1,740)	(8.32%)	
Transfer to Reserves	5	(3,287,089)	(3,287,089)	(3,287,089)	(3,287,089)	(547,848)		(1,351)	546,498	99.75%	▲
<b>Total</b>		<b>(5,668,204)</b>	<b>(5,668,204)</b>	<b>(5,668,204)</b>	<b>(5,706,264)</b>	<b>(951,044)</b>		<b>(487,961)</b>	<b>463,083</b>	<b>(48.69%)</b>	
<b>Net Capital</b>		<b>(1,758,097)</b>	<b>(1,758,097)</b>	<b>(1,758,097)</b>	<b>(5,810,463)</b>	<b>(968,411)</b>		<b>(354,961)</b>	<b>613,449</b>	<b>(63.35%)</b>	
<b>Total Net Operating + Capital</b>		<b>(2,805,890)</b>	<b>(2,805,890)</b>	<b>(2,805,889)</b>	<b>(6,858,256)</b>	<b>(963,895)</b>		<b>(273,329)</b>	<b>690,407</b>	<b>71.63%</b>	
Rate Revenue		2,323,715	2,323,715	2,323,715	2,323,715	2,323,589		2,327,939	4,350	0.19%	
Opening Funding Surplus(Deficit)		412,582	412,582	1,135,542	412,582	412,582		412,582	722,960	175.23%	▲
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(69,593)</b>	<b>(69,593)</b>	<b>653,368</b>	<b>(4,121,959)</b>	<b>1,772,277</b>		<b>2,467,192</b>	<b>1,417,717</b>		

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

	NOTE	2020/21	2020/21	2020/21
		Adopted Budget	Current Budget	YTD Actual
		\$	\$	\$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Rates		2,323,715	2,323,715	2,327,939
Operating Grants, Subsidies and Contributions		4,474,690	1,387,219	204,651
Fees and Charges		1,648,336	682,778	428,951
Interest Earnings		130,111	130,111	2,353
Other Revenue		86,323	91,396	20,270
		8,663,175	4,615,219	2,984,164
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs		(1,649,585)	(1,802,701)	(321,304)
Materials and Contracts		(6,006,031)	(1,511,655)	(265,645)
Utilities		(177,631)	(177,631)	(24,172)
Depreciation		(2,779,788)	(2,779,788)	(494,665)
Interest Expenses	7	(94,529)	(75,602)	5,155
Insurance		(189,977)	(193,031)	(115,731)
Other Expenditure		(9,084)	(7,605)	(1)
		(10,906,625)	(6,548,013)	(1,216,362)
		(2,243,450)	(1,932,794)	1,767,802
Non-Operating Grants, Subsidies & Contributions		520,880	146,946	146,946
Profit on Asset Disposals	6	12,000	12,000	-
Loss on Asset Disposals	6	(103,789)	(103,789)	-
<b>NET RESULT</b>		<b>(1,814,359)</b>	<b>(1,877,637)</b>	<b>1,914,748</b>

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

**Note 1: MAJOR VARIANCES**

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**Comments/Reason for Variance**

**OPERATING REVENUE (EXCLUDING RATES)**

**4 Governance**

LGIS Scheme was received of 10,177 not expected in July or September.

**3 General Purpose Funding**

GPG Grants Commission General and Road, down from expected to be received in July and September

**5 Law, Order and Public Safety**

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

**7 Health**

Timing issue, will correct over time.

**8 Education and Welfare**

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

**9 Housing**

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

**10 Community Amenities**

Timing issue, will correct over time.

**11 Recreation and Culture**

Fees are down from anticipated budget figures.

**12 Transport**

Timing issue, will correct over time.

**13 Economic Services**

Timing issue, will correct over time.

**14 Other Property and Services**

Timing issue, will correct over time.

**OPERATING EXPENSES**

**4 Governance**

Timing issue, will correct over time.

**3 General Purpose Funding**

Timing issue, will correct over time.

**5 Law, Order and Public Safety**

Timing issue, will correct over time.

**7 Health**

Timing issue, will correct over time.

**8 Education and Welfare**

Timing issue, will correct over time.

**9 Housing**

Timing issue, will correct over time.

**10 Community Amenities**

Timing issue, will correct over time.

**11 Recreation and Culture**

Timing issue, will correct over time.

**12 Transport**

Timing issue, will correct over time.

**13 Economic Services**

Timing issue, will correct over time.

**14 Other Property and Services**

Timing issue, will correct over time.

## **CAPITAL REVENUE**

### **Proceeds from Disposal of Assets**

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

### **Self-Supporting Loan Principal**

Timing issue, will correct over time.

### **Transfer from Reserves**

Timing issue, will correct over time.

## **CAPITAL EXPENSES**

### **Land and Buildings**

Timing issue, will correct over time.

### **Plant and Equipment**

Timing issue, will correct over time.

### **Furniture and Equipment**

Timing issue, will correct over time.

### **Infrastructure Assets - Roads & Bridges**

Timing issue, will correct over time.

### **Infrastructure Assets - Sewerage**

Timing issue, will correct over time.

### **Repayment of Debentures**

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

### **Transfer to Reserves**

Timing issue, will correct over time.

## **OTHER ITEMS**

### **Rate Revenue**

Timing issue, will correct over time.

### **Opening Funding Surplus(Deficit)**

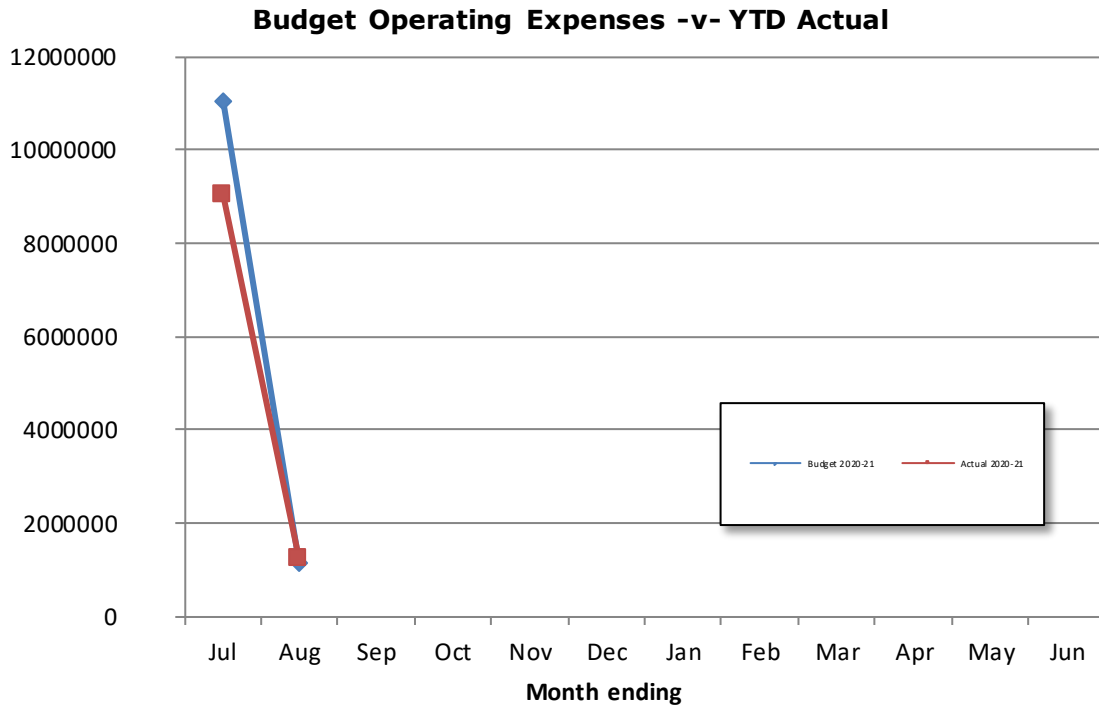
Timing issue, will correct over time.

### **Closing Funding Surplus (Deficit)**

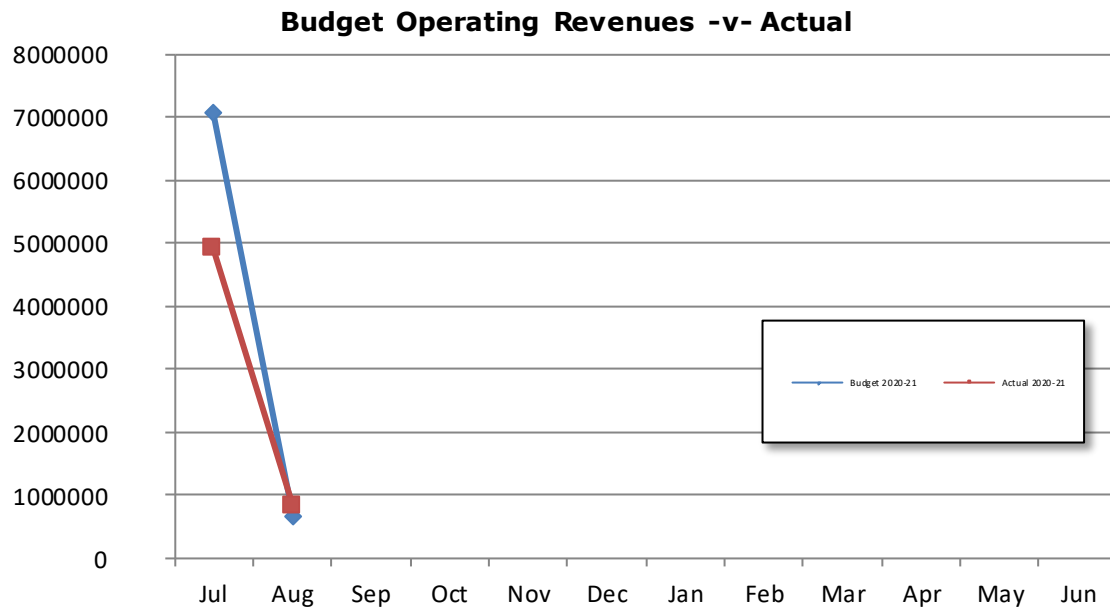
Timing issue, will correct over time.

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

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



**Comments/Notes - Operating Expenses**



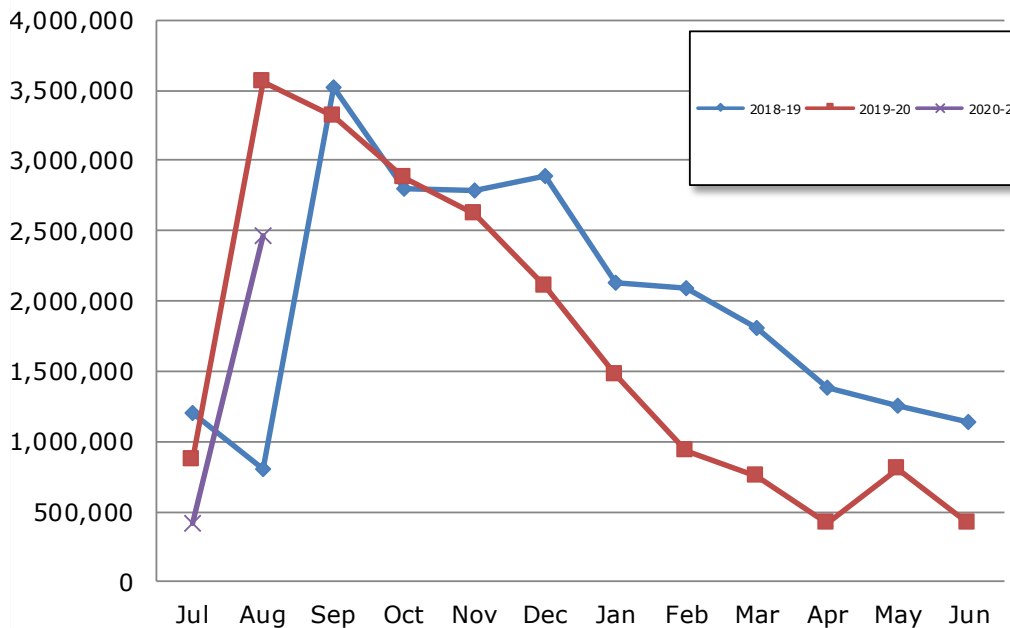
**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2020**

**Note 3: NET CURRENT FUNDING POSITION**

Positive=Surplus (Negative=Deficit)				
2020-21				
Note	This Period	Same Period 2019/20	Same Period 2018/19	Surplus C/F 1 July 2020
	\$	\$	\$	\$
<b>Current Assets</b>	<b>AUG 2020</b>	<b>AUG 2019</b>	<b>AUG 2018</b>	
Cash Unrestricted	392,817	1,009,362	1,585,213	810,922
Cash Restricted	12,134,601	5,254,106	4,274,596	12,133,251
Receivables	2,737,245	6,696,867	4,109,783	125,585
Prepayments and Accruals	0	0	0	
Inventories	24,678	21,725	27,394	16,298
	15,289,342	12,982,060	9,996,986	13,086,056
<b>Less: Current Liabilities</b>				
Payables and Provisions	(687,549)	(4,170,442)	(4,515,285)	(540,223)
	(687,549)	(4,170,442)	(4,515,285)	(540,223)
Less: Cash Restricted	(12,134,601)	(5,254,106)	(4,274,596)	(12,133,251)
<b>Net Current Funding Position</b>	<b>2,467,192</b>	<b>3,557,512</b>	<b>1,207,105</b>	<b>412,582</b>

412583  
FALSE

**Note 2 - Liquidity Over the Year**



**Comments - Net Current Funding Position**



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

**Note 4: RECEIVABLES**

**Receivables - Rates, Sewerage and Rubbish**

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

**Net Rates Collectable**

% Collected

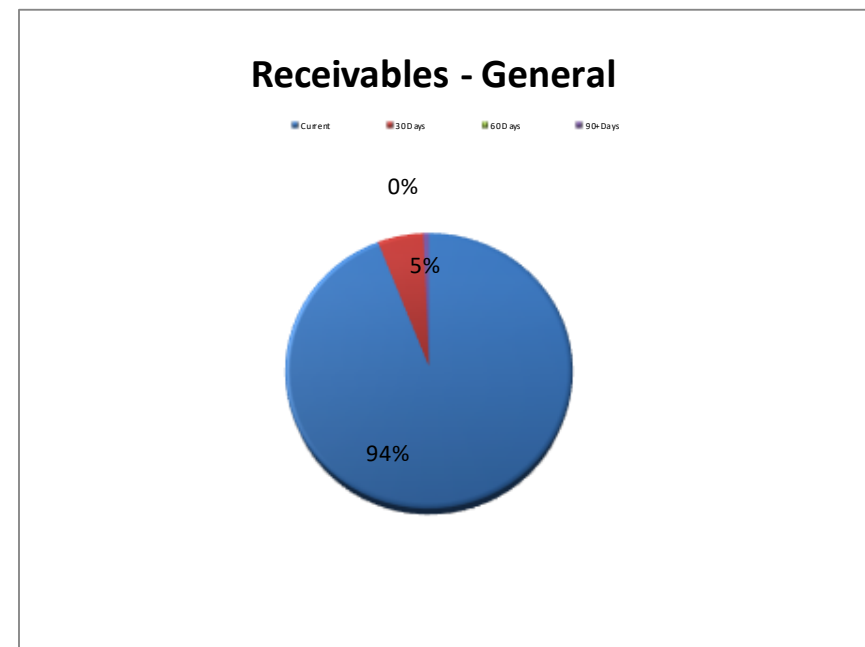
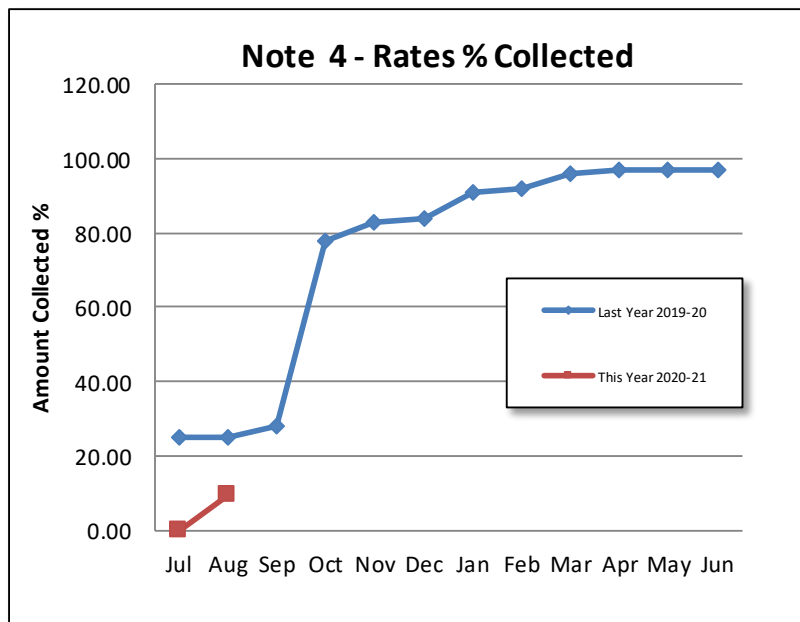
Current 2020-21	Previous Year 2019-20
\$	\$
	86,273
2,713,033	2,628,610
(247,586)	
<b>2,465,447</b>	<b>234,381</b>
2,465,447	234,381
9.13%	0.00%

**Receivables - General**

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
45,582	2,574	0	320
			<b>48,476</b>

**Total Outstanding**

**Amounts shown above include GST (where applicable)**



**Comments/Notes - Receivables Rates, Sewerage and Rubbish**

**Comments/Notes - Receivables General**

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

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	138,778	1,407	37	30,000	30,000	0	0	0	0	170,185	138,815
Plant and Vehicle Reserve and Community Bus Reserve	751,938	8,033	202	0	0	0	(414,500)	0	0	345,471	752,140
Land & Housing Development Reserve/Independent Living Units	1,391,205	14,201	374	0	0	0	0	0	0	1,405,406	1,391,579
Furniture and Equipment Reserve	21,194	369	6	0	0	0	0	0	0	21,563	21,200
Municipal Buildings & Facilities Reserve	330,737	3,800	89	269,000	269,000	0	(37,000)	37,000	0	566,537	330,826
Townscape and Footpath Reserve	125,068	1,277	34	0	0	0	0	0	0	126,345	125,102
Sewerage Scheme Reserve	410,425	4,394	110	35,000	35,000	0	(15,000)	0	0	434,819	410,535
Road and Bridge Infrastructure Reserve	327,787	6,408	88	0	0	0	(200,000)	0	0	134,195	327,875
Health & Wellbeing reserve	553,863	6,675	149	0	0	0	0	0	0	560,538	554,012
Sport & Recreation Reserve	31,625	323	9	0	0	0	0	0	0	31,948	31,634
Rehabilitation & Refuse Reserve	169,841	1,733	46	41,000	41,000	0	0	0	0	212,574	169,887
Saddleback Building Reserve	0	0	0	0	0	0	0	0	0	0	0
Caravan Park Reserve	153,899	1,571	41	200,000	0	0	0	0	0	355,470	153,940
Brookton Heritage/Museum Reserve	47,148	481	13	0	0	0	0	0	0	47,629	47,161
Kweda Hall Reserve	18,026	184	5	0	35,000	0	0	0	0	18,210	18,031
Aldersyde Hall Reserve	25,806	0	0	0	0	0	(25,806)	0	0	0	25,806
Railway Station Reserve	129,940	1,326	35	200,000	0	0	(35,000)	35,000	0	296,266	129,975
Madison Square Units Reserve	30,653	313	8	0	0	0	0	0	0	30,966	30,661
Cemetery Reserve	43,863	448	12	0	80,000	0	(25,000)	0	0	19,311	43,875
Water Harvesting Reserve	48,116	491	13	80,000	0	0	(55,000)	55,000	0	73,607	48,129
Developer Contribution	2,740	28	1	0	300,000	0	0	0	0	2,768	2,741
Cash Contingency Reserve	140,336	1,433	38	0	0	0	0	0	0	141,769	140,374
Brookton Aquatic Reserve	156,130	1,594	42	300,000	0	0	0	0	0	457,724	156,172
Capital Investment Reserve	0	0	0	0	0	0	0	0	0	0	0
Unspent Grants & Contributions	0	0	0	0	1,287,089	0	0	0	0	0	0
Future Fund Reserve	7,084,132	75,600	0	0	0	0	(3,080,000)	0	0	4,079,732	7,084,132
Innovations Fund Reserve	0	0	0	2,000,000	0	0	0	0	0	2,000,000	0
	<b>12,133,250</b>	<b>132,089</b>	<b>1,350.64</b>	<b>3,155,000</b>	<b>2,077,089</b>	<b>0</b>	<b>(3,887,306)</b>	<b>127,000</b>	<b>0</b>	<b>11,533,033</b>	<b>12,134,601</b>

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

**Note 6: CAPITAL DISPOSALS AND ACQUISITIONS**

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value		Proceeds	Profit (Loss)
0	0	0		\$ 0		\$ 0.00	\$ 0
0	0	0				0.00	0
0	0	0		0		0.00	0
0	0	0		0		0.00	0
0	0	0		0		0.00	0
0	0	0		0		0.00	0
0	0	0		0		0.00	0
0	0	0		0		0.00	0
0	0	0		0		0.00	0
0	0	0		0		0.00	0
0	0	0		0		0.00	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>		<b>0.00</b>	<b>0</b>

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Current Budget	Actual	Variance
	\$		\$	\$
<b>Property, Plant &amp; Equipment</b>				
Land and Buildings	226,000	226,000	0	226,000
Plant & Equipment	559,500	559,500	451,293	108,207
Furniture & Equipment	12,000	12,000	5,310	6,690
<b>Infrastructure</b>				
Roadworks & Bridge Works & Footpaths	1,123,247	1,123,247	7,364	1,115,883
Footpath Construction	0	0	0	0
Sewerage & Drainage	373,000	373,000	0	373,000
<b>Totals</b>	<b>2,293,747</b>	<b>2,293,747</b>	<b>463,966</b>	<b>1,829,781</b>

Comments - Capital Acquisitions

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

**Note 7: INFORMATION ON BORROWINGS**

					Principal 1/0720 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	-	-	-	-	-	-	-	-
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	-	-	-	-	-	-	-	-
	Extension and Refurbishment of the											
*Loan 82 Country Club	Club House	15/11/2027	20	6.95	215,828	-	-	22,801	215,828	199,722	(1,916)	16,106
Governance												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25		-	-	-		-	-	-	-
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	63,602	-	4,529	9,185	59,073	59,713	305	3,889
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	104,943	-	7,473	15,156	97,470	98,524	503	6,419
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	44,522	-	3,170	6,430	41,352	41,798	213	2,724
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	104,943	-	7,473	15,155	97,470	98,526	503	6,417
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	536,707	-	-	56,701	536,707	496,661	(4,764)	40,046
					1,070,545	-	22,644	125,428	1,047,901	994,944	(5,155)	75,601

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

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

**Note 8: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
Municipal Cash at Bank - Operating Account	0.00%	149,767				149,767	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.00%	227,604				227,604	Bendigo	
Municipal Cash at Bank - Independent Living Units	0.00%	8,346				8,346	Bendigo	
Bond Fund	0.00%	7,100				7,100	Bendigo	
Trust Cash at Bank	0.00%			20,790		20,790	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	0.85%		5,051,110			5,051,110	Bendigo	20/03/2021
Savings Reserves			(2,848,222)			(2,848,222)	Bendigo	
(c) <b>Investments</b>								
Bendigo Bank Shares					10,000	10,000	Bendigo	
<b>Total</b>		392,817	2,202,888	20,790	10,000	2,626,495		

- - - 20,790

**Comments/Notes - Investments**

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

**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 Ca ▼	Amended Budget Running Balance ▼
	<b>Adopted Budget Net Asset Surplus 30 June 2020</b>		Opening Surplus(Deficit)	\$	\$	\$	\$
	<b>Closing Funding Surplus (Deficit)</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>412,582</b>

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 31 August 2020**

**Note 10: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance For the Period 1 July 2020	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 August 2020
	\$	\$	\$	\$
Housing Bonds	0	0	0	0
Other Bonds	6,140	0	0	6,140
Rates Incentive Prize	0	0	0	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	0	0	0	0
Gnulla Child Care Facility	0	0	0	0
Wildflower Show Funds	0	0	0	0
Kalkarni Resident's Accounts	0	0	0	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	0.00	0	0	0.00
Unclaimed Money	830	0	0	830
	<b>20,790</b>	<b>0</b>	<b>0</b>	<b>20,790</b>

**1. Developer Road Contributions are:**

T129 Allington - Grosser Street -\$1.00 Rounding

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

**2. Public Open Space Contribution:**

T148 - Paul Webb \$13,820

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

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

**3. Gnulla Child Care Facility**

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

**4. Housing Bond**

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

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

**Note 11 Sewerage Operating Statement**

NOTE	2020/21 Adopted Budget \$	2020/21 YTD Budget \$	2020/21 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Sewerage Connection Fees and Charges	650	650	708	58
Annual Sewerage Rates	203,265	203,265	206,231	2,966
	<b>203,915</b>	<b>203,915</b>	<b>206,939</b>	<b>3,024</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(16,350)	(2,725)	(425)	2,300
Materials and Contracts	(86,110)	(14,352)	(52,976)	(38,625)
Utilities	(5,600)	(933)	(308)	625
Depreciation	(42,067)	(7,011)	(7,281)	(270)
Interest Expenses	(2,723)	(454)	(213)	240
Insurance	(268)	(45)	(134)	(90)
General Operating Expenses	(13,907)	(2,318)	(514)	1,803
Allocation of Administration Expense	(45,800)	(7,633)	(6,379)	1,255
	<b>(212,825)</b>	<b>(35,471)</b>	<b>(68,231)</b>	<b>(32,760)</b>
	<b>(8,910)</b>	<b>168,444</b>	<b>138,708</b>	<b>(29,736)</b>
Add Back Depreciation	42,067	7,011	7,281	270
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	35,000	5,833	-	5,833
Transfer from Sewerage and Drainage Reserve	(15,000)	(15,000)	-	(15,000)
<b>NET RESULT</b>	<b>53,157</b>	<b>166,289</b>	<b>145,989</b>	<b>(38,633)</b>

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
<b>Total - 1,397,680 or approx. \$140k per annum</b>

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



**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**WB Eva Pavilion by Nature and Type**  
**For the Period Ended 31 August 2020**

**Note 12 WB Eva Pavilion Operating Statement**

NOTE	2020/21	2020/21	2020/21	Variance
	Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$	\$	\$	\$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Hire Fees - WB Eva Pavilion	2,980	497	916	420
Sporting Club Fees	5,500	917	-	(917)
Gymnasium Income	7,500	1,250	1,186	(64)
	15,980	2,663	2,103	(561)
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	-	-	-	-
Materials and Contracts	-	-	-	-
Utilities	-	-	-	-
Interest Expenses	(40,047)	(6,675)	4,764	11,439
Insurance	-	-	-	-
General Operating Expenses	-	-	-	-
Gymnasium Operating	(8,977)	(1,494)	(337)	1,157
	(40,047)	(6,675)	4,427	11,439
	(24,067)	(4,011)	6,530	10,878
<b>NET RESULT</b>	<b>(24,067)</b>	<b>(4,011)</b>	<b>6,530</b>	<b>10,878</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Brookton Caravan Park and Brookton Acquatic Centre**  
**For the Period Ended 31 August 2020**

	Note	Adopted Annual Budget 2020/21	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
<b>Note 13 (a): Brookton Caravan Park</b>		\$	\$	\$	\$	%
<b>Operating Revenue</b>						
Caravan Park Fees		33,000	5,500	6,112	612	11.12%
<b>Total Revenue</b>		<b>33,000</b>	<b>5,500</b>	<b>6,112</b>	<b>612</b>	11.12%
<b>Operating Expenses</b>						
Brookton Caravan Park	CARAOP	(22,888)	(3,815)	(4,567)	(753)	19.73%
Brookton Caravan Park	MARKOP	(8,000)	(1,333)	0		
Caravan Park Depreciation		(1,037)	(173)	(177)	(4)	2.51%
Caravan Park Abc Administration Expenses		(27,480)	(4,580)	(3,827)	753	(16.44%)
<b>Total</b>		<b>(59,405)</b>	<b>(9,901)</b>	<b>(8,572)</b>	<b>(4)</b>	<b>(0.04%)</b>
<b>Operating Surplus (Deficit)</b>		<b>(26,405)</b>	<b>(4,401)</b>	<b>(2,460)</b>	<b>608</b>	<b>14%</b>
<b>Excluding Non Cash Adjustments</b>						
Add back Depreciation		1,037	173	177	4	2.51%
<b>Net Operating Surplus (Deficit)</b>		<b>(25,368)</b>	<b>(4,228)</b>	<b>(2,283)</b>	<b>612</b>	<b>(14.47%)</b>
<b>Note 13 (b): Brookton Acquatic Centre</b>						
<b>Operating Revenue</b>						
POOL FEES & CHARGES		14,500	2,417	0	(2,417)	(100.00%)
POOL GRANTS & SUBSIDIES		0	0	0	0	0.00%
<b>Total Revenue</b>		<b>14,500</b>	<b>2,417</b>	<b>0</b>	<b>(2,417)</b>	<b>(100.00%)</b>
<b>Operating Expenses</b>						
POOL EMPLOYEE COSTS		(48,057)	(8,010)	0	8,010	0.00%
POOL GENERAL OPERATING EXPENSES		(25,500)	(4,250)	(2,654)	1,596	(37.56%)
POOL BUILDING MAINTENANCE		(16,998)	(2,833)	(1,492)	1,341	(47.33%)
POOL DEPRECIATION		(11,854)	(1,976)	(2,023)	(48)	2.41%
POOL ABC ADMINISTRATION EXPENSES		(27,480)	(4,580)	(3,827)	753	(16.44%)
<b>Total</b>		<b>(129,889)</b>	<b>(21,648)</b>	<b>(9,996)</b>	<b>11,652</b>	53.82%
<b>Operating Surplus (Deficit)</b>		<b>(115,389)</b>	<b>(19,232)</b>	<b>(9,996)</b>	<b>9,235</b>	48.02%
<b>Excluding Non Cash Adjustments</b>						
Add back Depreciation		11,854	1,976	2,023	48	2.41%
<b>Net Operating Surplus (Deficit)</b>		<b>(103,535)</b>	<b>(17,256)</b>	<b>(7,973)</b>	<b>9,283</b>	<b>53.80%</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Road Program**  
**For the Period Ended 31 August 2020**

**Note 14**

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Federal Funding		State Funding			Own Source Funding				
					R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni	
	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$	
Town Street Maintenance	188,102	188,102	22,835	12%	\$218,633	\$	\$	\$	\$	\$	\$	\$	\$188,102	
Rural Road Maintenance	379,536	379,536	170,703	45%									\$379,536	
Bridge Maintenance	63,016	63,016	15,840	25%									\$63,016	
R2R Work Schedule														
Brookton - Kweda Road	218,633	218,633	0	0%									\$0	
Other Construction														
Brookton - Kweda Road	162,080	162,080	0	0%									\$200,000	\$0
York Williams Road	45,420	45,420	0	0%									\$329,614	
Bartram Road	148,575	148,575	0	0%										
Dale Kokeby Road	148,575	148,575	0	0%										
Headwall Program	24,964	24,964	0	0%										
RRG Approved Projects														
Brookton-Kweda Road	324,150	324,150	7,364	2%			\$324,150						\$0	
York Williams Road	50,850	50,850	0	0%			\$50,850							
	1,753,901	1,753,901	216,742	12%	218,633	0	375,000	0	0	0	200,000	0	960,268	

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

Note 15

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding					
					Muni	Grants	Reserves	Sale of Assets	Loan	Total Funding
	\$	\$	\$		\$	\$	\$	\$		\$
Chambers & Reception Area Upgrade	30,000	30,000	0	0%	30,000					30,000
Robinson Road - StreetBins	10,000	10,000	0	0%	10,000					10,000
Effluent Dosing Building/Shed	15,000	15,000	0	0%			15,000			15,000
Ablution Facility at Cemetery	25,000	25,000	0	0%			25,000			25,000
Railway Station Fencing and Lighting	35,000	35,000	0	0%			35,000			35,000
Youth Precinct - Fencing & Nature Play Area	50,000	50,000	0	0%	13,000		37,000			50,000
Aquatic Centre Improvements (new roof to Ablution)	24,000	24,000	0	0%	24,000					24,000
Tourist Information Bay Upgrade	15,000	15,000	0	0%	15,000					15,000
Memorial Park - Gazebo & Disable Access	22,000	22,000	0	0%	22,000					22,000
Display Cabinet	12,000	12,000	0	0%	12,000					12,000
John Deere 670GP Grader per RFQ05/2020	413,500	413,500	413,500	100%			280,500	133,000		413,500
Side Winder Reel Mower	52,000	52,000	0	0%			42,000	10,000		52,000
Single Cab Ute	10,000	10,000	0	0%			8,000	2,000		10,000
Dual Cab Ute - Bushfire Risk Management Planning Officer	42,000	42,000	37,793	90%			42,000			42,000
Dual Cab Ute - CESM	42,000	42,000	0	0%			42,000			42,000
Reconstruct and 2 coat seal to 7m - 7.88 - 9.70 SLK's & 7m - 11.18 - 12.33 SLK's	324,150	324,150	7,364	2%		324,150				324,150
2nd Coat Seal Previous Year Seal to 7m- 3.10 - 5.40 SLK's	50,850	50,850	0	0%		50,850				50,850
Temporary Seal east of Turners driveway	218,633	218,633	0	0%		218,633				218,633
Reconstruct and 2 coat seal to 7m - 7.88 - 9.70 SLK's	108,376	108,376	0	0%	67,450		40,926			108,376
Reconstruct and 2 coat seal to 7m - 11.18 - 12.33 SLK's	53,704	53,704	0	0%	33,424		20,280			53,704
2nd Coat Seal Previous Year Seal to 7m- 3.10 - 5.40 SLK's	25,426	25,426	0	0%	15,824		9,602			25,426
2nd Coat Seal Previous Year Seal to 7m- 5.40 - 6.20 SLK's	19,994	19,994	0	0%	12,444		7,550			19,994
Re-Sheet gravel Road 3.0 to 4.0 km	148,575	148,575	0	0%	92,468		56,107			148,575
Re-Sheet gravel Road 3.0 to 4.0 km	148,575	148,575	0	0%	92,468		56,107			148,575
Install and upgrade headwalls to culverts	24,964	24,964	0	0%	15,537		9,427			24,964
	0	0	0	0%						0
Happy Valley Extend Water Supply, Storage Tanks & Flow Meter	40,000	40,000	0	0%			40,000			40,000
Backup Power Supply - Happy Valley Water Standpipe	15,000	15,000	0	0%			15,000			15,000
Upgrade Inflow Meter with Electromagnetic Metre	18,000	18,000	0	0%	18,000					18,000
Upgrade- Refurb/Refining Pipe Network	300,000	300,000	0	0%					300,000	300,000
	2,293,747	2,293,747	458,656	2294%	473,614	593,633	781,500	145,000	300,000	2,293,747

<b>15.09.20</b>	<b>GOVERNANCE</b>
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Nil.

<b>16.09.20</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
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Nil.

<b>17.09.20</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING</b>
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Nil.

<b>18.09.20</b>	<b>CONFIDENTIAL REPORTS</b>
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**OCM 09.20-06**

**PROCEDURAL MOTION**

**MOVED Cr Fancote      SECONDED Cr Lilly**

*That Council close the meeting to the public at 6.14pm in accordance with Section 5.23 (2)(b) of the Local Government Act as this item relates to a matter that if disclosed could reveal information of a matter affecting the personal affairs of another person.*

**CARRIED BY SIMPLE MAJORITY VOTE 7/0**

**18.09.20.01 PROPOSED RESIDENTIAL TENANCY – MADISON SQUARE, UNIT 4/28 WILLIAMS STREET**

<b>File No:</b>	ADM 0015
<b>Date of Meeting:</b>	17 September 2020
<b>Location/Address:</b>	Unit 4/28 Williams St – Community Housing
<b>Name of Applicant:</b>	Ms. Nerole Bynder
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Ian D’Arcy – Chief Executive Officer
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

This item relates to an application received for tenancy of Unit 4/28 Williams Street, Brookton (Madison Square) and the Council’s due consideration.

**OFFICER RECOMMENDATION**

That Council in relation to the letting of Unit 4/28 William Street Brookton dismisses Ms. Bynder’s application premised on her past history as a tenant with the Department of Communities.

**OCM 09.20-07****COUNCIL RESOLUTION**

**MOVED** Cr Walker                      **SECONDED** Cr Fancote

*That Council in relation to the letting of Unit 4/28 William Street Brookton dismisses Ms. Bynder’s application premised on her past history as a tenant with the Department of Communities.*

**CARRIED BY SIMPLE MAJORITY VOTE 7/0**

**Attachments**

Attachment 18.09.20.01A – Application form – Ms. Bynder

Attachment 18.09.20.01B – Written reference from Department of Communities

Attachment 18.09.20.01C - Written reference from Mr. Ryan Rawlins

**18.09.20.02 PROPOSED RESIDENTIAL TENANCY – MOKINE, UNIT 1/LOT 510 WHITTINGTON STREET**

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

**Summary of Item:**

This item relates to the availability of Unit 1/Lot 510 Wittington Street, Brookton (Mokine Units) being vacant and the receipt of an application for rental consideration by Council.

**OFFICER RECOMMENDATION**

That Council in relation to the letting of Unit 1/Lot 510 Whittington Street Brookton declines the application for rental of this Independent Living Unit to Mrs. Bowring premised on concerns as outlined in the body of this report with the applicant accordingly being advised in writing of the Council’s concerns.

**OCM 09.20-08****COUNCIL RESOLUTION**

**MOVED Cr Watts                      SECONDED Cr Crute**

***That Council in relation to the letting of Unit 1/Lot 510 Whittington Street Brookton declines the application for rental of this Independent Living Unit to Mrs. Bowring premised on concerns as outlined in the body of this report with the applicant accordingly being advised in writing of the Council’s concerns.***

**FORESHADOWED MOTION**

**MOVED Cr Fancote                      SECONDED Cr**

***That Council in relation to the letting of Unit 1/Lot 510 Whittington Street Brookton approves the application for rental of this Independent Living Unit to Mrs. Bowring.***

**OCM 09.20-09****PROCEDURAL MOTION**

**MOVED Cr Hartl                      SECONDED Cr Crute**

***That this item be suspended to be brought back to the October 2020 Ordinary Meeting of Council to allow officers to review new medical information provided on the 17<sup>th</sup> September 2020.***

The procedural motion was then put to the vote.

**CARRIED 4/3**

*Note to minute: The Council suspended this item in consideration of providing adequate time for officers*

*to review the updated medical information tabled at the meeting.*

### **Attachments**

Attachment 18.09.20.02A – Application Form

Attachment 18.09.20.02B – Written reference – M. Watson

Attachment 18.09.20.02C – Medical Reports

Attachment 18.09.20.02D – Medical Reports tabled at the Council Meeting – 17<sup>th</sup> September 2020

#### **OCM 09.20-10**

#### **PROCEDURAL MOTION**

**MOVED Cr Lilly      SECONDED Cr Hartl**

***That Council reopen the meeting to the public at 6.44pm.***

***CARRIED BY SIMPLE MAJORITY VOTE 6/1***

<b>19.09.20</b>	<b>NEXT MEETING &amp; CLOSURE</b>
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The next Ordinary Meeting of the Council will be held on Thursday 15<sup>th</sup> October 2020 commencing at 6.00 pm.

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