



## ORDINARY COUNCIL MEETING

### MINUTES

20 February 2020

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 19/3/20

Presiding Member:  Date: 19 March 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 20 February 2020**  
**Commenced at 5.00 pm**

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### **1.02.20 USE OF COMMON SEAL**

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

<b>Use of Common Seal Register</b>		
<b>File Ref:</b>	<b>Purpose</b>	<b>Date Granted</b>
ADM0657	Kalkarni RAC Business Sale & Purchase Agreement – December 2019	20 Dec 2019
ADM0657	Land Transfer – Lot 511 Whittington Street, Brookton	20 Dec 2019

### **2.02.20 DELEGATED AUTHORITY – ACTIONS PERFORMED – JANUARY 2020**

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

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

<b>BUILDING</b>			
<b>Application No.</b>	<b>Lot &amp; Street</b>	<b>Type of Building Work</b>	<b>Date Granted</b>
09.19-20	1737 Brookton-Kweda Rd Aldersyde	Swimming Pool	30 Jan 2020

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

<b>PLANNING</b>				
<b>File Ref</b>	<b>Application Ref</b>	<b>Subject Land (incl. Scheme No.)</b>	<b>Purpose</b>	<b>Date Granted</b>
A405	P2020/001	29 White Street, Brookton	Hairdressing Business	30 Jan 2020

### **3.02.20 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

#### **Attendance**

The Presiding Member opened the meeting at 5.00pm and welcomed Councillors and Staff.

#### **Acknowledgement of Country**

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

### **4.02.20 RECORD OF ATTENDANCE/APPOLOGIES/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 MG Macnab	
Cr TD Lilly	
Cr BK Watts	

#### Staff (Non-Voting)

Ian D'Arcy	Chief Executive Officer
Vicki Morris	Manager Corporate and Community
Steve Thomson	Manager of Infrastructure and Regulatory Services
Danni Chard	Executive Governance Officer

Leave of absence

Nil.

Members of the Public

Nil.

**5.02.20 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**6.02.20 PUBLIC QUESTION TIME**

Nil.

**7.02.20 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**9.02.20.01 ORDINARY MEETING OF COUNCIL – 16 JANUARY 2020**

**OCM 02.20-01**

**COUNCIL RESOLUTION**

**MOVED Cr Watts                      SECONDED Cr Lilly**

*That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Thursday 16<sup>th</sup> January 2020, be confirmed as a true and correct record of the proceedings.*

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

**8.02.20 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

**9.02.20 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**10.02.20 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

Cr Walker suggested Council send a get well card to Bret Evenis who is a valued employee.

The Shire President proceeded to acknowledge and thank:

- Mr Steve Thomson for his contributions to the Shire of Brookton for the past 18 months and wished him all the very best as he moves to his new role as Project Manager for the Wheatbelt Secondary Freight Network Project.
- Ms Vicki Morris for her contribution to the Shire over the past 3 years, noting that Vicki had arrived at a time when the Shire was in need of Aged Care experience, and delivered through her wealth of knowledge gained from vast experience at the Commonwealth level. The Shire President wished Ms Morris all the very best for the future.

**11.02.20 DISCLOSURE OF INTERESTS**

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

**Disclosure of Financial & Proximity Interests**

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

**Disclosure of Interest Affecting Impartiality**

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

**Financial, Proximity and Impartiality Interests**

Item no.	Members/Officers	Type of Interest	Nature of Interest
13.02.20.01	Cr Macnab	Financial	Secretary of Brookton Community Inc.
15.02.20.02	Cr Macnab	Financial	Secretary of Brookton Community Inc.
13.02.20.01	Cr Lilly	Financial	President of Brookton Community Inc.

**12.02.20 TECHNICAL & DEVELOPMENT SERVICES REPORTS****13.02.20 COMMUNITY SERVICES REPORTS**

Cr Macnab and Cr Lilly declared a financial interest and left the room at 5.02pm.

#### **13.02.20.01 REQUEST FOR LEASE AGREEMENT – BROOKTON COMMUNITY INC.**

<b>File No:</b>	A578
<b>Date of Meeting:</b>	20 February 2020
<b>Location/Address:</b>	<i>fmr</i> Brookton Bowling Club Premises – Part Reserve 43158 (Lot 510) Whittington Street Brookton
<b>Name of Applicant:</b>	Brookton Community Inc.
<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>	The author has no interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

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

This report relates to a request from the recently formed Brookton Community Inc. to lease the former Bowling Club building. This building was previously leased to the Brookton Men’s Shed, which was terminated in July 2019. The current request is for an initial period of 12 months, with the option to extend for a further 12 months if required.

A copy of the letter of request from the Brookton Community Inc. is provided at **Attachment 13.02.20.01A** to this report.

Additionally, **Figure 1** below illustrates the proposed lease area the subject of this request.



**Figure 1** – Aerial Photo of *fmr* Bowling Club Building and Bowling Greens to the west

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

As above.

#### **Background:**

The Council in November 2015 entertained a lease agreement with the Brookton Men’s Shed Inc. for the  
*Shire of Brookton, Ordinary Meeting of Council, Minutes 20 February 2020*

*fmr* Bowling Club building and associated western bowling greens located on a portion of Reserve 43158. However, the Men's Shed Group through reduced membership raised some concern over their viability and opted to terminate their lease agreement in June 2019, which was subsequently accepted by Council in July 2019. As a result, the Men's Shed Group sought to become part of a broader collaborative group under the Brookton Community Inc. (BCI).

A total of four community groups fall under the auspice of BCI, namely:

- Brookton Men's Shed
- Brookton Patchwork Quilting Group
- Brookton Community Garden
- Brookton Nyoongah Youth Group

As a consequence of the lease for the Bowling Club Building and surrounds being relinquished by the Brookton Men's Shed, the Council defaulted to hour and day hire rates for use by the community as an interim arrangement prior to determining its longer-term future. To this end, Council is now in receipt of correspondence from BCI seeking to lease the building and adjoining land to the west for use by its member groups for an initial period of 12 months (with a 12 month option to allow sufficient time for the respective members to plan and progress their projects and activities).

#### **Consultation:**

Limited consultation on this matter has occurred between the BCI Secretary and the Shire CEO.

#### **Statutory Environment:**

This matter can be entertained by Council pursuant to:

- *Land Administration Act, 1997* (Section 46 – Care, Control and Management of Reserves)
- *Local Government Act, 1995* (Section 3.58 – Disposal of Property)
- Local Government (Functions and General) Regulations, 1996 (Regulation 30 - Dispositions of property excluded from Act s. 3.58)

Specifically, Regulation 30(2)(b) of the Functions and General Regulations states:

- (2) *A disposition of land is an exempt disposition if —*
- (b) *the land is disposed of to a body, whether incorporated or not —*
- (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
- (ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.*

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

This request aligns to Council Policy 2.37 – Lease, Licence and Tenancy Agreements where the Level 1 classification would typically apply to this request. Level 1 states:

##### *Level One*

- a) *Applies to a 'not-for-profit' community organisation or group incorporated under the Associations Incorporation Act 2015.*
- b) *The organisation or group is specific to the Shire of Brookton and affords significant community benefit.*



- c) *The organisation or group has limited revenue-raising ability (net of cost of service) e.g. community play group.*
- d) *The organisation or group (as lessee or licensee) will pay annual lease or license 'peppercorn' rent of \$10.00 (incl. GST).*
- e) *The maximum term for a lease or license agreement is 5 years, with a further 5 year option at the discretion of Council.*
- f) *The Council (as lessor) will pay costs applicable to preparation and registration of the lease or license agreement.*
- g) *The organisation or group (as lessee or licensee) will pay for utilities, general wear and tear, and garden maintenance.*
- h) *The organisation or group (as lessee or licensee) may qualify for annual financial subsidy for utility costs through the Shire Community Chest grant funding program – refer to Policy 2.34 - Community Funding and Donations Policy.*
- i) *The organisation or group (as lessee or licensee) may request a waiver of the local government's planning, building and environmental health application fees.*

### Financial Implications:

As reflected in Policy 2.37, Level 1 supports a lease agreement being offered at \$10 per year with Council absorbing the lease preparation and lodgment/registration costs. Predominantly, this will consist of officer time for drafting of the agreement and up to \$1,000 in lodgment expenses.

Thereafter the lease will require the BCI to pay for utilities (with some financial assistance available through the Council's Community Chest Fund), perform general maintenance tasks based of normal wear and tear, gardening of the premises and any minor improvements should the Council support this request.

Conversely, the Shire will be responsible for maintaining the building as a typical community asset to conform to the Health (Public Buildings) Regulations, 1992.

### Risk Assessment:

In consideration of the Risk Matrix below, it is assessed that this matter constitutes a 'low' risk should Council declined the request for a lease agreement. This is because the building would still be available for hire by the respective groups on an as needs basis and in a consistent manner to WB Eva Pavilion.

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

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



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

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

Specifically, the termination of the Brookton Men's Shed lease agreement aligns to:

#### *Function 23 Facilities Management*

##### *Action 23.5 – Manage Community Lease Agreements*

#### *Function 24 Community Support*

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

### **Comment**

Previous discussion on planning for the broader Crown Reserve 43158 has initially promoted the *fmr* Bowling Club Building and land to the west be assigned as part of an Aged Care and Senior Citizen Precinct, with the existing building being potentially repurposed as a multi-use Senior Citizen Hall.

However, it is accepted this may take some time and therefore should not prevent the existing building and surrounds from being used by the Community as an interim arrangement. To the contrary, the current request will allow planning for the broader Reserve to be completed without hindering or halting progress of the respective community groups in pursuing their endeavours.

### **OFFICER'S RECOMMENDATION**

*That Council pursuant to Regulation 30(2)(b) of the Local Government (Functions and General) Regulations 1996 consents to a lease agreement with the Brookton Community Inc. for the *fmr* Bowling Club Building and Bowling Green Rinks to the west, located on a portion of Reserve 43158 (Lot 510) Whittington Street Brookton, for a period of 12 months (with possible extension upon application and at the Council's discretion) in accordance with level one of Council Policy 2.37 – Lease, Licence and Tenancy Agreements.*

#### **OCM 02.20-02**

#### **COUNCIL RESOLUTION**

**MOVED Cr Walker**

**SECONDED Cr Fancote**

***That Council pursuant to Regulation 30(2)(b) of the Local Government (Functions and General) Regulations 1996 consents to a lease agreement with the Brookton Community Inc. for the *fmr* Bowling Club Building and Bowling Green Rinks to the west, located on a portion of Reserve 43158 (Lot 510) Whittington Street Brookton, for a period of 12 months (with possible extension upon application and at the Council's discretion) in accordance with level one of Council Policy 2.37 – Lease, Licence and Tenancy Agreements.***

**CARRIED BY SIMPLE MAJORITY VOTE 5-0**

### **Attachments**

**13.02.20.01A**

Cr Macnab and Cr Lilly returned to the meeting at 5.02pm and were informed of the decision of Council by the Shire President.



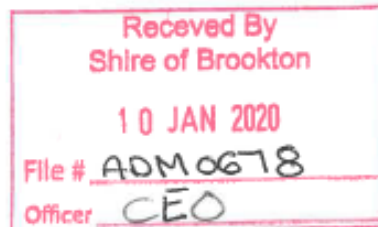
Community Building Community

**BROOKTON**  
COMMUNITY Inc

10<sup>th</sup> January 2020

The CEO  
Shire of Brookton  
White Street  
Brookton WA 6306

C/O: Secretary  
BROOKTON COMMUNITY INC  
21 Gaynor Street  
BROOKTON WA 6306



Dear Ian

Re: Lease of Old Bowling Club and Surrounds Whittington St Brookton

The Brookton Community Inc. resolved at the meeting on 8<sup>th</sup> January 2020 to apply for the lease of the Old Bowling Club and some of the surrounds. We would like to have the lease for 12 months with an option of another 12 months.

The Brookton Community Inc. understands that we will be responsible for minor maintenance such as light globe replacement, carpet stain removal that we do etc. The Shire of Brookton will be responsible for major wear and tear, aircon replacement, roof leakages etc.

As we have the following Clubs (with their purpose of use) under our umbrella we understand that any other buildings that are leased for the use of these groups will come under Brookton Community Inc. name.

Brookton Community Garden – Currently using building for meetings until we have a meeting room

Brookton Mens Shed - Meeting place for the men and working together to make items with minor tools

Patchwork Quilt Group - Meeting place and making of craft, knitting, sewing and Quilting

Brookton Noongah Youth Group-Current involvement is with the BCI meetings only do not use the building

Area for Lease required – as per diagram attached –

Old Bowling Club Building

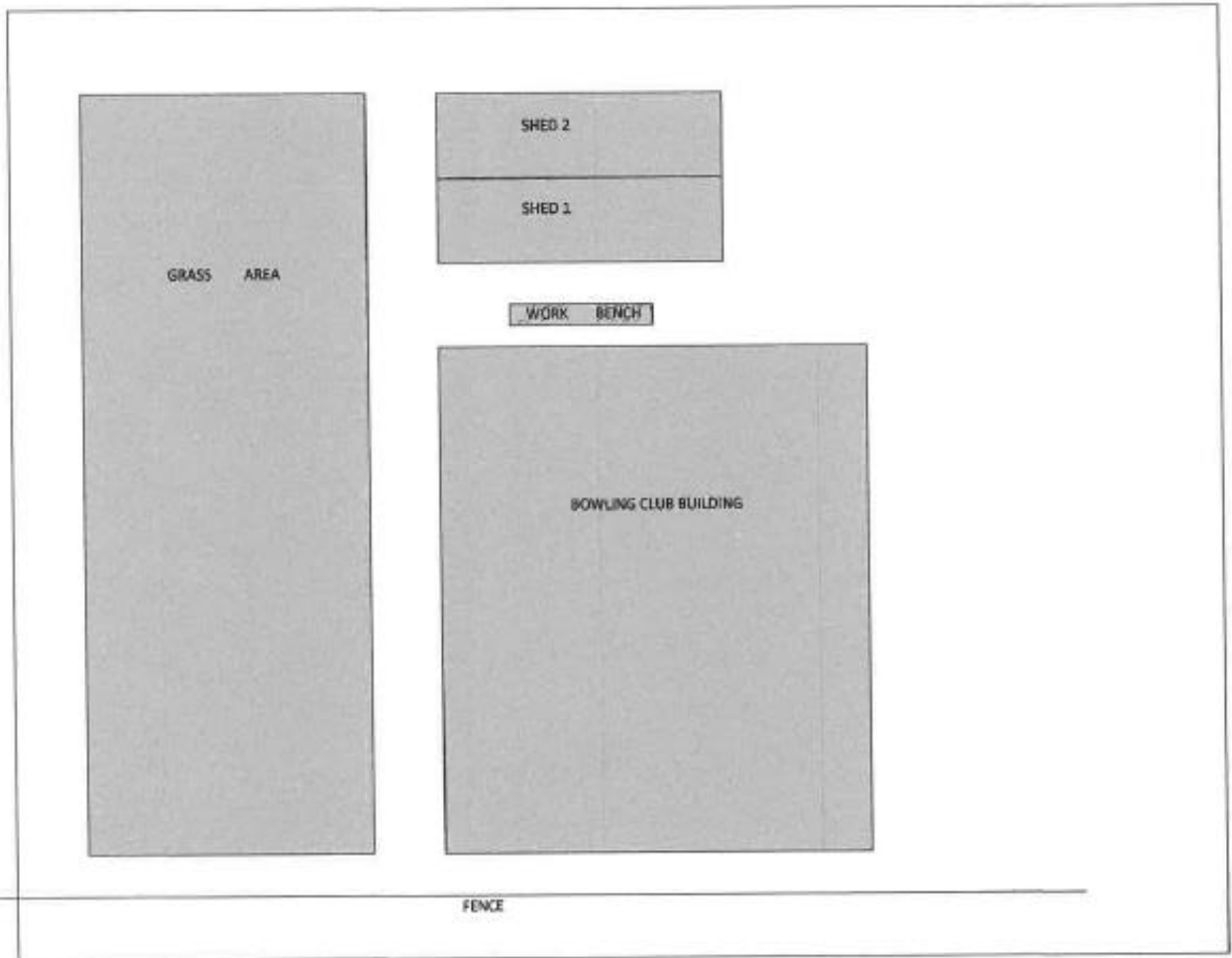
2 x Sheds at back of above building with Work Bench in between Sheds and Bowling Club Building

Bowling Green on left side of building as you stand on Whittington Road

If you can let me know if you require any further information I will forward at my earliest convenience.

Kind Regards

Gail Macnab  
Secretary  
Brookton Community Inc



HILIGHTED AND NOTED AREAS ARE THOSE REQUIRED IN THE LEASE

## 14.02.20 FINANCE & ADMINISTRATION REPORT

### 14.02.20.01 KANGAROO ISLAND MAYORAL RELIEF AND RECOVERY BUSHFIRE FUND

<b>File No:</b>	ADM0694
<b>Date of Meeting:</b>	20 February 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>	Ian D'Arcy – Chief Executive Officer
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	The author does not have a specific interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	Nil

#### Summary of Item:

This item relates to a financial donation being made to the Kangaroo Island Mayoral Relief and Recovery Bushfire Fund in response to the devastating bushfires on Kangaroo Island in South Australia over 2019-20 Christmas/New Year period.

An extract from the Kangaroo Island Council website illustrating the Mayoral Relief and Recovery Bushfire Fund is provided at **Attachment 14.01.20.01A**.

#### Description of Proposal:

As above.

#### Background:

As Councillors are aware catastrophic bushfires have ravaged many parts East Coast of Australia and Kangaroo Island in South Australia over the past 6 months. This has included hundreds of bushfires burning in South-east Queensland, Northern and Southern Eastern New South Wales and Eastern Gippsland in Victoria, as well as devastation of Kangaroo Island in late December 2019 through to January 2020.

The devastating effect and destruction resulted in the Australian Armed Forces being engaged to assist. Multiple relief agencies and associated funds have also been established to provide aid through donations received from across Australia and all over the World to help in the recovery process.

One such relief fund is the 'Kangaroo Island Mayoral Bushfire Relief and Recovery Fund' established by the Kangaroo Island Council. It is reported that Kangaroo Island has sadly incurred:

- Some 215,000 hectares (almost half of the Island) being scorched by the bushfires.
- The death of 2 people, and loss of a million-dollar tourist resort and 56 homes being destroyed, with other damaged;
- Devastation to wildlife habitat with estimated 30,000 koalas (almost two thirds of the population) having perished along with significant loss of Kangaroos and other species of wildlife;
- Devastating losses to agriculture with estimate death toll on livestock to be as high as 100,000 animals and hundreds of kilometres of fencing being destroyed.
- Some 830 beehives and 115 nucleus hives also being destroyed;
- The plantation timber industry losing 95 per cent of trees together with much of its processing plant and infrastructure (valued in excess \$1 billion) being lost.

- The tourism industry being significantly impacted economically through cancellation of multiple holiday bookings generating the need to shed local jobs.

Whilst it is acknowledged that this report could equally apply to the devastating circumstances in Queensland, New South Wales or Victoria, all of which have been severely impacted and suffered great loss this bushfire season, this report has focused on the efforts for recovery of Kangaroo Island that has profoundly been impacted by the recent bushfires as outlined above.

#### **Consultation:**

Consultation on a possible donation to one of the many Bushfire Relief Funds has been entertained with Councillors in attendance at the January 2020 Corporate Business Forum.

#### **Statutory Environment:**

The Council may make a donation to a Bushfire Relief Fund pursuant to Section 2.7(2)(a) of the *Local Government Act, 1995*.

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

There are no other existing plans or policies that apply to this matter.

#### **Financial Implications:**

Based on earlier discussion with Elected Members it has been suggested that a \$1,000 financial donation be made to be draw for the Council's Cash Contingency Reserve. At present this Reserve has a balance of \$177,498.

#### **Risk Assessment:**

The risk in relation to this matter is assessed as 'Low'. This is a discretionary decision of Council that has no effect on the operations or strategic direction of the Shire of Brookton.

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:

N/A

### Comment

As discussed with Councillors at the January 2020 CBF, there is no statutory obligation, specific compulsion, or right and wrong in relation to this matter, including the dollar size of the donation.

What is pertinent is supporting those in need, particularly in the context of one local government to another where there is a realistic expectation that other local governments will come to the aid of the Shire of Brookton and its community in a time of crisis.

### **OFFICER RECOMMENDATION**

*That Council pursuant to Section 2.7(2)(a) of the Local Government Act (1995) approves and authorises the CEO to pay to the Kangaroo Island Mayoral Relief and Recovery Bushfire Fund an amount of \$1,000 drawn from the Cash Contingency Reserve.*

### **OCM 02.20-03**

#### **COUNCIL RESOLUTION**

**MOVED Cr Watts**

**SECONDED Cr Hartl**

*That Council pursuant to Section 2.7(2)(a) of the Local Government Act (1995) approves and authorises the CEO to pay to the Kangaroo Island Mayoral Relief and Recovery Bushfire Fund an amount of \$1,000 drawn from the Cash Contingency Reserve.*

**CARRIED BY ABSOLUTE MAJORITY VOTE 7-0**

### **Attachments**

**Attachment 14.01.20.01A**



### Kangaroo Island Bushfires

The Recovery centre for people affected by the fires on Kangaroo Island is located at Community Health Centre, 12 Jubilee Avenue, Parndana and open 7.00am - 7.00pm daily.

For information on current warnings visit the CFS [website](#).

For other Recovery Information visit [Department of Human Services website](#). Additional information is also available on [Council's website](#).



[Home](#) > [Notice Board](#) > [Latest News](#) > KI Mayoral Relief and Recovery Bushfire Fund

Click here for bank account details. All donations to the Fund are tax deductible.

15th January 2020

**All donations to KI Mayoral Relief and Recovery Bushfire Fund are tax deductible.** In the meantime, the Bank SA details for donations are:

BSB: 105 094

Account Number: 035 680 540

Account Name: Mayoral Bushfire Fund



#### 14.02.20.02 LIST OF ACCOUNTS FOR PAYMENT

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	20 February, 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>	Lois Salkilld - Finance Officer
<b>Authorising Officer:</b>	Vicki Morris – 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>	16 January, 2020

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

The list of accounts for payment to 31<sup>st</sup> January 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> January 2020

**Municipal Account**

Direct Debits	\$143,395.04
EFT	\$ 557,593.52

**Trust Account** \$7,133.46

**OFFICER RECOMMENDATION**

*That with respect to the list of accounts for payment, Council: Note the payments authorised under delegated authority and detailed below and in the List of Accounts 31<sup>st</sup> January 2020*

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

**Municipal Account**

Direct Debits	\$143,395.04
EFT	\$ 557,593.52

**Trust Account** \$ 7,133.46

(Simple majority vote required)

**OCM 02.20-04****COUNCIL RESOLUTION**

**MOVED Cr Fancote      SECONDED Cr Macnab**

*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> January 2020.*

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

**Municipal Account**

Direct Debits	\$143,395.04
EFT	\$ 557,593.52

**Trust Account** \$ 7,133.46

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

**Attachments****Attachment 14.02.20.02A**

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

**14.02.20.03 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2020**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	20 February 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>	Lois Salkilld - Finance Officer
<b>Authorising Officer:</b>	Vicki Morris – 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<sup>st</sup> January 2020 is presented to Council.

**Description of Proposal:**

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

**Background:**

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

**Consultation:**

Reporting officers receive monthly updates to track expenditure and income.

**Statutory Environment:**

Section 6.4 of the *Local Government Act 1995*.

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

Section 6.8 of the *Local Government Act 1995*

**Relevant Plans and Policy:**

There is no Council Policy relevant to this issue.

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

**Financial Implications:**

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

**Risk Assessment:**

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

**Community & Strategic Objectives:**

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

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

Corporate Business Plan by providing comparatives against the Annual Budget.

**Comment**

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

**OFFICER'S RECOMMENDATION**

*That Council receives the Monthly Statements of Financial Activity for the period ending 31<sup>st</sup> January, as presented in Attachment 12.01.20.02A.*

**OCM 02.20-05**

**COUNCIL RESOLUTION**

**MOVED Cr Hartl      SECONDED Cr Watts**

*That Council receives the Monthly Statements of Financial Activity for the period ending 31<sup>st</sup> January, as presented in Attachment 12.01.20.02A.*

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

**Attachments**

**Attachment 14.02.20.02A**

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)**  
**Program by Nature and Type**  
**For the Period Ended 31st January 2020**

	2019/20 Adopted Budget	2019/20 YTD Budget	2019/20 YTD Actual	Variance YTD Budget vs YTD Actual	Actuals as % of Total
	\$	\$	\$	\$	
<b>REVENUES FROM ORDINARY ACTIVITIES</b>					
Rates	2,325,818	2,319,517	2,304,335	(15,182)	65%
Operating Grants, Subsidies and Contributions	1,598,328	592,456	360,356	(232,100)	10%
Fees and Charges	878,909	518,453	743,276	224,822	21%
Interest Earnings	220,264	119,075	74,641	(44,434)	2%
Other Revenue	50,752	54,379	62,277	7,898	2%
	5,074,071	3,603,880	3,544,884	(58,995)	100%
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>					
Employee Costs	(1,737,532)	(975,412)	(896,001)	79,411	25%
Materials and Contracts	(1,804,662)	(935,837)	(787,777)	148,060	22%
Utilities	(174,264)	(97,578)	(98,859)	(1,281)	3%
Depreciation	(2,803,758)	(1,106,003)	(1,668,093)	(562,089)	46%
Interest Expenses	(87,224)	(33,724)	(35,715)	(1,992)	1%
Insurance	(153,012)	(144,770)	(146,083)	(1,314)	4%
Other Expenditure	132,208	(132,156)	(126)	132,030	0%
	(6,628,244)	(3,425,479)	(3,632,653)	(207,174)	100%
	(1,554,173)	178,401	(87,768)	(266,169)	
Non-Operating Grants, Subsidies & Contributions	(218,784)	303,842	246,528	550,370	-7%
Profit on Asset Disposals	-	-	47,625	47,625	-1%
Loss on Asset Disposals	(1,100)	(637)	(7,121)	(7,758)	0%
<b>NET RESULT</b>	(1,774,057)	481,606	199,264	324,068	-5%

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

**Note 1: MAJOR VARIANCES**

**Comments/Reason for Variance**

**OPERATING REVENUE (EXCLUDING RATES)**

<b>4 Governance</b>	<b>Extra funds received mainly due to Termination of Trusts T3 &amp; T6</b>
<b>3 General Purpose Funding</b>	<b>GPC Grants Commission - Road - Not yet received</b>
<b>5 Law, Order and Public Safety</b>	Within variance threshold of \$10,000 or 10%
<b>7 Health</b>	Within variance threshold of \$10,000 or 10%
<b>8 Education and Welfare</b>	<b>Kalkarni Sale - Budget amendments to be applied</b>
<b>9 Housing</b>	Within variance threshold of \$10,000 or 10%
<b>10 Community Amenities</b>	<b>Budget profile calculated over 12 mths Refuse &amp; Sewerage rates - will self-correct over time</b>
<b>11 Recreation and Culture</b>	Within variance threshold of \$10,000 or 10%
<b>12 Transport</b>	Within variance threshold of \$10,000 or 10%
<b>13 Economic Services</b>	Within variance threshold of \$10,000 or 10%
<b>14 Other Property and Services</b>	<b>Profit on Sale of Asset - Loader</b>

**OPERATING EXPENSES**

<b>4 Governance</b>	<b>Budget profiling calculated over 12 mths for 19/20 - will self correct over time</b>
<b>3 General Purpose Funding</b>	<b>Expenses to date, lower than anticipated</b>
<b>5 Law, Order and Public Safety</b>	<b>Budget profiling calculated over 12 mths for 19/20 - will self correct over time</b>
<b>7 Health</b>	<b>Saddleback General Operating Expenses - Drs invoice not yet received</b>
<b>8 Education and Welfare</b>	<b>Kalkarni Sale - Budget amendments to be applied</b>
<b>9 Housing</b>	<b>Timing Issue - will self correct</b>
<b>10 Community Amenities</b>	<b>Underspend to date on Town Planning and general operating expenditure in general, with focus on Refuse and Sewerage - will self correct over time</b>
<b>11 Recreation and Culture</b>	<b>Underspend to date in the area of Pool, Library, Parks &amp; Reserves and General Recreation - will self correct over time</b>
<b>12 Transport</b>	Within variance threshold of \$10,000 or 10%
<b>13 Economic Services</b>	Within variance threshold of \$10,000 or 10%
<b>14 Other Property and Services</b>	<b>Employee costs up and loss on sale of asset significantly reflected here</b>

## **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**

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

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

**Timing issue, work underway.**

### **Infrastructure Assets - Sewerage**

**Budget Amendment in place due to increased costs of CCTV assessment**

### **Infrastructure Assets - Concrete Footpath (Richardson St)**

**Timing Issue - will self correct**

### **Repayment of Debentures**

**Early Payout of Loans**

### **Transfer to Reserves**

**Reserve Transfers 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%

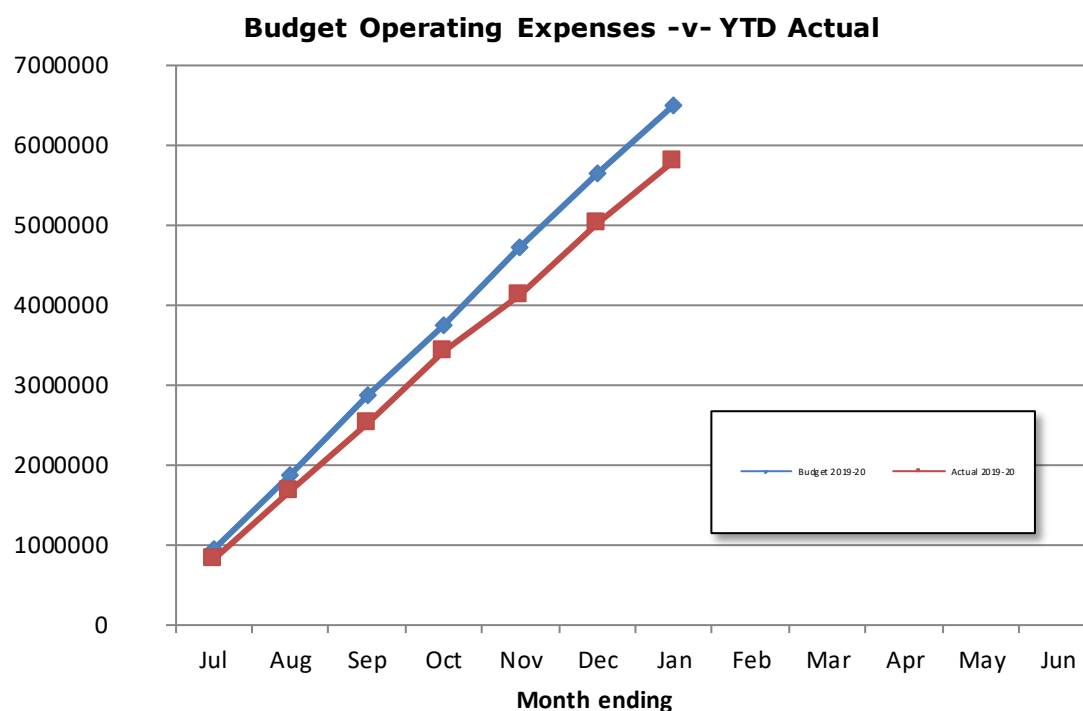
### **Closing Funding Surplus (Deficit)**

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

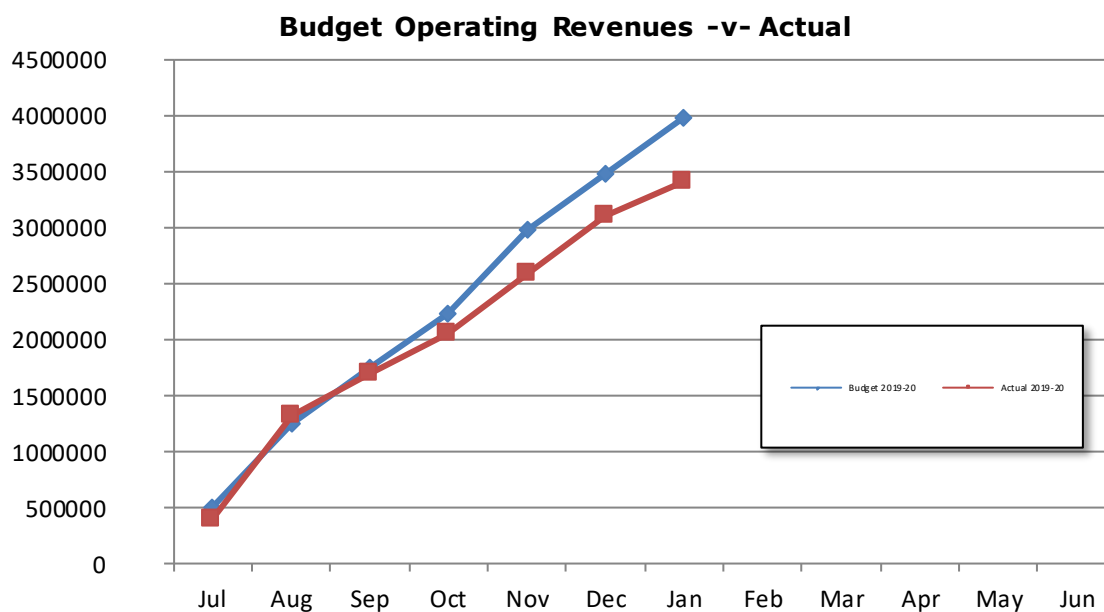


**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31st January 2020**

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



**Comments/Notes - Operating Expenses**



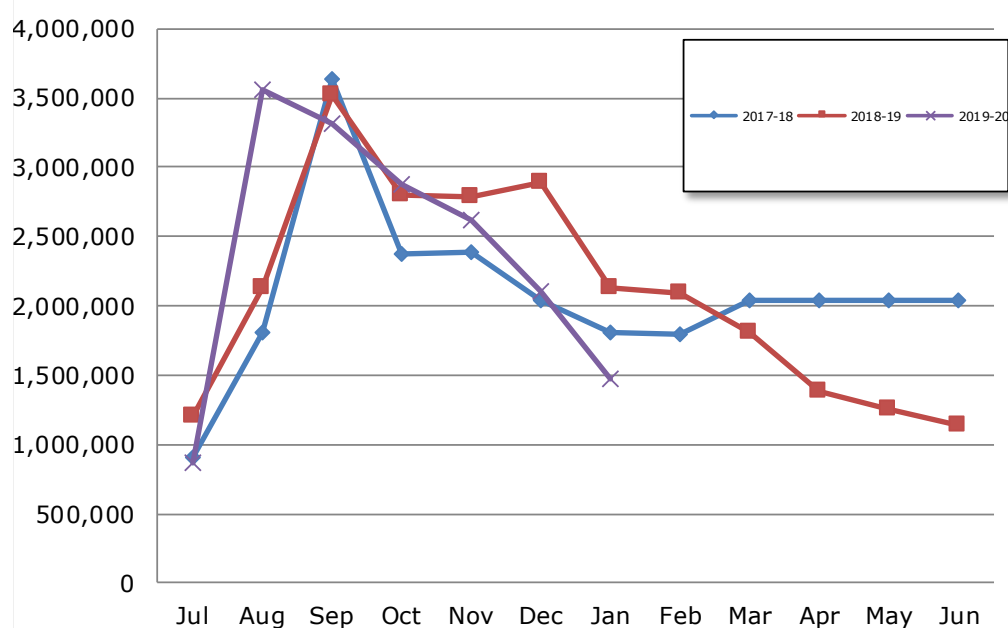
**Comments/Notes - Operating Revenues**

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

**Note 3: NET CURRENT FUNDING POSITION**

Positive=Surplus (Negative=Deficit)				
2019-20				
Note	This Period	Same Period 2018/19	Same Period 2017/18	Surplus C/F 1 July 2019
	\$	\$	\$	\$
	<b>JAN 2020</b>	<b>JAN 2019</b>	<b>JAN 2018</b>	
<b>Current Assets</b>				
Cash Unrestricted	1,109,116	2,325,762	1,745,671	1,263,900
Cash Restricted	12,509,880	5,025,777	4,259,065	5,253,475
Receivables	4,387,252	4,238,413	3,585,374	4,146,803
Prepayments & Accruals	0	0	0	0
Inventories	27,628	28,432	15,797	16,487
	<b>18,033,875</b>	<b>11,618,384</b>	<b>9,605,907</b>	<b>10,680,665</b>
<b>Less: Current Liabilities</b>				
Payables and Provisions	(4,051,491)	(4,459,150)	(3,538,337)	(4,294,173)
	<b>(4,051,491)</b>	<b>(4,459,150)</b>	<b>(3,538,337)</b>	<b>(4,294,173)</b>
Less: Cash Restricted	<b>(12,509,880)</b>	<b>(5,025,777)</b>	<b>(4,259,065)</b>	<b>(5,253,475)</b>
<b>Net Current Funding Position</b>	<b>1,472,505</b>	<b>2,133,457</b>	<b>1,808,505</b>	<b>1,133,017</b>

**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 31st January 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**

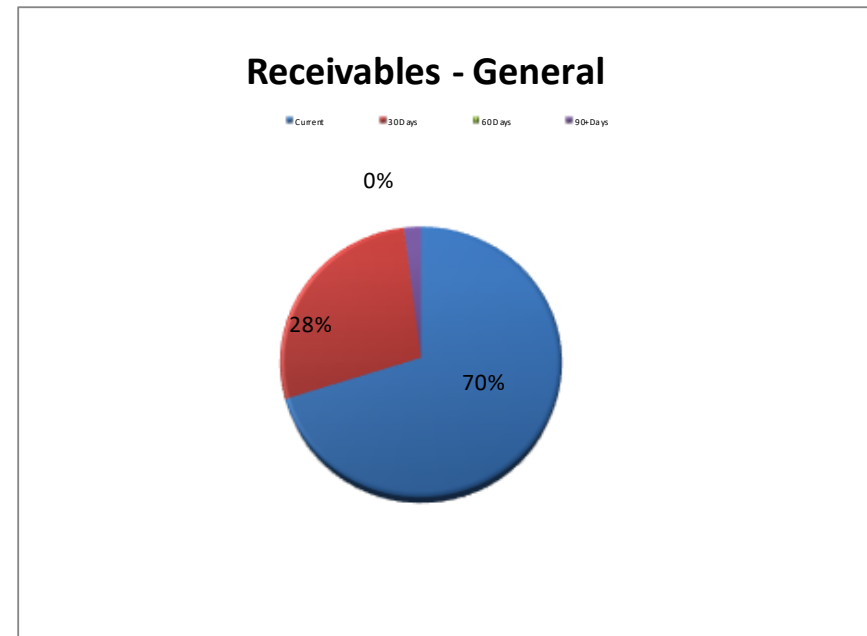
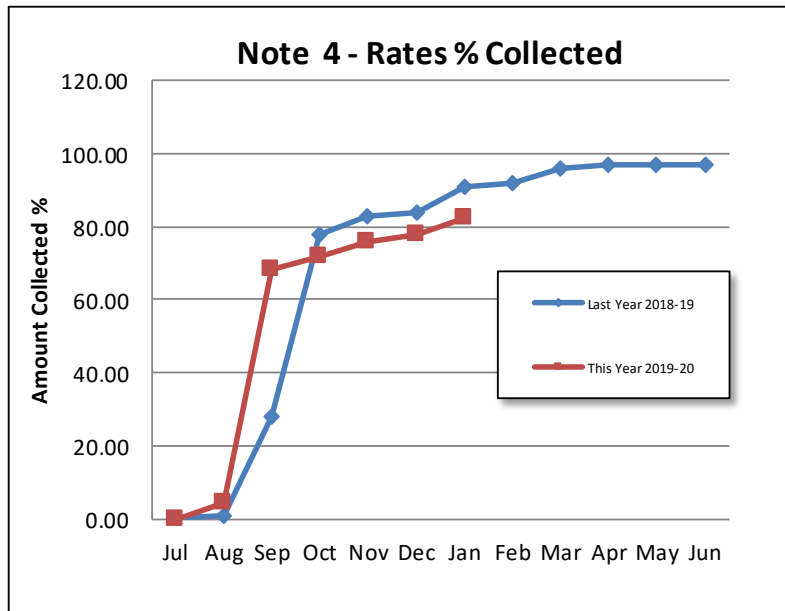
% Collected

Current 2019-20	Previous Year 2018-19
\$ 86,273	\$ 53,825
2,663,163	2,645,135
(2,259,463)	(2,464,579)
<b>489,973</b>	<b>234,381</b>
489,973	234,381
82.18%	91.32%

**Receivables - General**

Current	30 Days	60 Days	90+Days
\$ 11,766	\$ 4,673	\$ 2	\$ 339
<b>Total Outstanding</b>			<b>16,780</b>

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 31st January 2020**

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	116,698	2,180	1,154.26	20,000	<b>20,000</b>			138,878	137,852.26
Plant and Vehicle Reserve and Community Bus Reserve	972,025	14,220	8,157.82	302,506	<b>292,506</b>	(502,506)	<b>(491,001)</b>	786,245	781,687.41
Land & Housing Development Reserve/Independent Living Units	1,335,350	24,956	12,431.16	205,781	<b>180,781</b>	(174,381)	<b>(146,640)</b>	1,391,706	1,381,922.35
Furniture and Equipment Reserve	80,392	1,502	560.67	20,000		(45,000)	<b>(45,000)</b>	56,894	35,952.67
Municipal Buildings & Facilities Reserve	329,433	4,522	3,232.67	50,000	<b>50,000</b>	(55,000)		328,955	382,665.67
Townscape and Footpath Reserve	103,203	989	1,030.01	20,000	<b>20,000</b>			124,192	124,233.01
Land Development Reserve	0	0	0.00					0	0.00
Sewerage Scheme Reserve	368,937	6,895	3,616.33	55,000	<b>55,000</b>			430,832	427,553.33
Road and Bridge Infrastructure Reserve	399,046	8,267	4,551.80	220,000	<b>220,000</b>			627,313	623,597.80
Health & Wellbeing reserve	588,020	13,231	5,925.57	56,592	<b>55,554</b>	(100,000)		557,843	649,499.86
Sport & Recreation Reserve	26,206	490	241.29	5,000				31,696	26,447.29
Rehabilitation & Refuse Reserve	117,955	2,204	1,086.04	50,000				170,159	119,041.04
Saddleback Building Reserve	55,554	1,038	0.00			(56,592)	<b>(55,554)</b>	0	(0.29)
Caravan Park Reserve	141,635	2,647	1,304.06	10,000				154,282	142,939.06
Brookton Heritage/Museum Reserve	45,421	850	418.21	1,000				47,271	45,839.21
Kweda Hall Reserve	16,758	613	154.29	1,000				18,371	16,912.29
Aldersyde Hall Reserve	25,806	0	0.00					25,806	25,806.00
Railway Station Reserve	118,053	2,206	1,086.96	10,000		(35,000)		95,259	119,139.96
Madison Square Units Reserve	25,249	472	232.49	5,000				30,721	25,481.49
Cemetery Reserve	33,330	623	306.88	10,000				43,953	33,636.88
Water Harvesting Reserve	44,744	808	284.30	35,000		(32,000)	<b>(32,000)</b>	48,552	13,028.30
Developer Contribution	2,697	50	24.84					2,747	2,721.84
Cash Contingency Reserve	177,499	3,317	1,634.28	24,596				205,412	179,133.28
Brookton Aquatic Reserve	129,464	2,420	1,192.00	10,000				141,884	130,656.00
Saddleback Vehicle & Equipment Reserve	0	0						0	0.00
Staff Vehicle Reserve	0	0						0	0.00
Unspent Grants & Contributions	0	0						0	0.00
	<b>5,253,475</b>	<b>94,500</b>	<b>48,625.93</b>	<b>1,111,475</b>	<b>893,841</b>	<b>(1,000,479)</b>	<b>(770,196)</b>	<b>5,458,971</b>	<b>5,425,746.71</b>

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

**Note 6: CAPITAL DISPOSALS AND ACQUISITIONS**

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value		Proceeds	Profit (Loss)
55,000	65,000	10,000	PL6 Cat Loader	\$ 55,000		\$ 102,500	\$ 47,500
26,100	18,000	(8,100)	PT13 Single Axle Truck				0
13,000	10,000	(3,000)	PM8 John Deere Mower	13,000		5,700	(7,300)
0	0	0	Sale of Surplus items Depot	0		125	125
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
<b>94,100</b>	<b>93,000</b>	<b>(1,100)</b>		<b>68,000</b>		<b>108,325</b>	<b>40,325</b>

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Current Budget	Actual	Variance
<b>Property, Plant &amp; Equipment</b>	\$		\$	\$
Land and Buildings	201,000	201,000	29,181	171,819
Plant & Equipment	491,440	491,440	374,297	117,143
Furniture & Equipment	100,000	100,000	49,345	50,655
<b>Infrastructure</b>				
Roadworks & Bridge Works & Footpaths	1,043,471	1,043,471	496,335	547,136
Footpath Construction - Richardson Street	30,000	30,000	0	30,000
Sewerage & Drainage	32,000	82,000	37,022	44,978
<b>Totals</b>	<b>1,897,911</b>	<b>1,947,911</b>	<b>986,180</b>	<b>961,731</b>

Comments - Capital Acquisitions

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

**Note 7: INFORMATION ON BORROWINGS**

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

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

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31st January 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%	35,043				35,043	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.00%	1,049,159				1,049,159	Bendigo	
Municipal Cash at Bank - Independent Living Units	0.00%	24,914				24,914	Bendigo	
Trust Cash at Bank	0.00%			26,940		26,940	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	1.55%		5,172,187			5,172,187	Bendigo	02/03/2020
Reserves	0.90%		253,560			253,560	WA Treasury	02/04/2020
Reserves	1.60%		7,084,132			7,084,132	Bendigo	20/08/2020
(c) <b>Investments</b>								
Bendigo Bank Shares					10,000	10,000	Bendigo	
<b>Total</b>		1,109,116	12,509,880	26,940	10,000	13,655,935		

0 - -

Comments/Notes - Investments



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

**Note 10: TRUST FUND**

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

Description	Opening Balance For the Period 1 July 2019	Amount Received	Amount Paid	Closing Balance For the Period Ended 31st January 2020
	\$	\$	\$	\$
Housing Bonds	1,200	0	(1,200)	0
Other Bonds	12,960	8,950	(9,180)	12,730
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	0	0	0	0
Gnulla Child Care Facility	3,073	0	(3,073)	0
Wildflower Show Funds	1,240	0	(1,240)	0
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
	<b>32,523</b>	<b>9,310</b>	<b>(14,893)</b>	<b>26,940</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**  
**Kalkarni Aged Care Facility**  
**For the Period Ended 31st January 2020**

**Note 11: Kalkarni Aged Care Facility**

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
<b>Operating Revenue</b>		\$	\$	\$	\$	%	
Fees & Charges		761,007	443,921	329,004	(114,917)	(25.89%)	
Other Income		20,000	11,667	20,115	8,448	72.41%	
Reimbursement Received		8,891	5,186	0	(5,186)	(100.00%)	
Grants & Subsidies		3,316,026	1,934,349	1,536,136	(398,213)	(20.59%)	
<b>Total Revenue</b>		<b>4,105,924</b>	<b>2,395,122</b>	<b>1,885,255</b>	<b>(509,868)</b>	<b>(21.29%)</b>	
<b>Operating Expenses</b>							
General Operating Expenses - Admin		(38,000)	(22,167)	0	22,167	(100.00%)	
General Operating Expenses		(100,000)	(58,333)	(32,691)	25,642	(43.96%)	
Interest Expenses		(4,491)	(2,620)	(2,754)	(135)	5.14%	
Insurance Expenses		(14,130)	(8,243)	(14,180)	(5,938)	72.04%	
Building Maintenance		(62,490)	(36,453)	(5,265)	31,187	(85.56%)	
Loss on Sale of Asset		0	0	0	0	0.00%	
Depreciation	**	(106,679)	(62,229)	(70,300)	(8,070)	12.97%	▼
ABC Administration Expenses		(56,662)	(33,053)	(32,463)	590	(1.78%)	▼
Contract Expenses		(4,023,212)	(2,346,874)	(1,988,220)	358,653	(15.28%)	▼
<b>Total Expenses</b>		<b>(4,405,664)</b>	<b>(2,569,971)</b>	<b>(2,145,874)</b>	<b>424,097</b>	<b>16.50%</b>	
<b>Operating Surplus (Deficit)</b>		<b>(299,740)</b>	<b>(174,848)</b>	<b>(260,619)</b>	<b>(85,771)</b>	<b>-49%</b>	▼
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation	**	106,679	62,229	70,300	8,070	12.97%	▼
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%	
<b>Net Operating Surplus (Deficit)</b>		<b>(193,061)</b>	<b>(112,619)</b>	<b>(190,319)</b>	<b>(77,700)</b>	<b>68.99%</b>	▼
<b>Capital Revenues</b>							
KBC Capital Income		300,000	175,000	193,075	18,075	10.33%	
Transfer from Reserves	5	100,000	58,333	0	(58,333)	(100.00%)	
<b>Total</b>		<b>400,000</b>	<b>233,333</b>	<b>193,075</b>	<b>(40,259)</b>	<b>(1)</b>	
<b>Capital Expenses</b>							
Land and Buildings		(90,000)	(52,500)	(14,200)	38,300	(72.95%)	
Plant and Equipment		0	0	0	0	0.00%	
Furniture and Equipment		(10,000)	(5,833)	0	5,833		
Repayment of Debentures	7	(8,689)	(5,069)	(8,451)	(3,383)	66.74%	
Transfer to Reserves	5	(69,823)	(40,730)	(61,480)	(20,750)	50.94%	
<b>Total</b>		<b>(178,512)</b>	<b>(104,132)</b>	<b>(84,131)</b>	<b>20,001</b>		
<b>Net Capital</b>		<b>221,488</b>	<b>129,201</b>	<b>108,944</b>	<b>(20,258)</b>	<b>(15.68%)</b>	
<b>Closing Funding Surplus(Deficit)</b>		<b>28,427</b>	<b>16,582</b>	<b>(81,376)</b>	<b>(97,958)</b>		
<b>TOTAL OPERATING</b>		<b>\$ 260.00</b>					

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

**Note 12 WB Eva Pavilion Operating Statement**

NOTE	2019/20	2019/20	2019/20	Variance
	Adopted Budget \$	YTD Budget \$	YTD Actual \$	YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Hire Fees - WB Eva Pavilion	2,980	1,738	2,278	539
Sporting Club Fees	5,500	3,208	2,632	(577)
Gymnasium Income	11,060	6,452	6,532	80
	<b>19,540</b>	<b>11,398</b>	<b>11,441</b>	<b>43</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(3,230)	(1,884)	(768)	1,116
Materials and Contracts	(34,410)	(20,073)	(26,436)	(6,363)
Utilities	(3,750)	(2,188)	(1,715)	473
Interest Expenses	(44,420)	(25,912)	(17,332)	8,580
Insurance	(4,777)	(2,787)	(4,700)	(1,913)
General Operating Expenses	(5,277)	(3,078)	(926)	2,153
Gymnasium Operating	(16,220)	(9,457)	(2,295)	7,162
	<b>(95,864)</b>	<b>(55,921)</b>	<b>(54,171)</b>	<b>4,044</b>
	<b>(76,324)</b>	<b>(44,522)</b>	<b>(42,730)</b>	<b>4,087</b>
<b>NET RESULT</b>	<b>(76,324)</b>	<b>(44,522)</b>	<b>(42,730)</b>	<b>4,087</b>

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

**Note 13 Sewerage Operating Statement**

NOTE	2019/20 Adopted Budget \$	2019/20 YTD Budget \$	2019/20 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Sewerage Connection Fees and Charges	1,590	1,590	472	(1,118)
Annual Sewerage Rates	203,265	203,265	192,913	(10,352)
	<b>204,855</b>	<b>204,855</b>	<b>193,385</b>	<b>(11,470)</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(1,119)	(653)	(1,013)	(360)
Materials and Contracts	(60,100)	(35,058)	(36,522)	(1,464)
Utilities	(8,050)	(4,696)	(2,044)	2,652
Depreciation	(39,788)	(23,210)	(23,658)	(448)
Interest Expenses	(3,144)	(1,834)	(1,928)	(94)
Insurance	(243)	(142)	(244)	(102)
General Operating Expenses	(1,434)	(837)	(1,466)	(629)
Allocation of Administration Expense	(38,985)	(22,741)	(22,335)	406
	<b>(152,863)</b>	<b>(89,170)</b>	<b>(89,210)</b>	<b>(40)</b>
	<b>51,992</b>	<b>115,685</b>	<b>104,175</b>	<b>(11,510)</b>
Add Back Depreciation	39,788	23,210	23,658	448
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	55,000	32,083	(55,000)	87,083
Transfer from Sewerage and Drainage Reserve	-	-	-	-
<b>NET RESULT</b>	<b>146,780</b>	<b>170,978</b>	<b>72,833</b>	<b>76,021</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

**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 31st January 2020**

**Note 14 (a): Brookton Caravan Park**

	Note	Adopted Annual Budget 2019/20	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
		\$	\$	\$	\$	%
<b>Operating Revenue</b>						
Caravan Park Fees		35,000	20,417	23,132	2,715	13.30%
<b>Total Revenue</b>		<b>35,000</b>	<b>20,417</b>	<b>23,132</b>	<b>2,715</b>	13.30%
<b>Operating Expenses</b>						
Brookton Caravan Park	CARAOP	(26,245)	(15,310)	(11,980)	3,329	(21.75%)
Brookton Caravan Park	MARKOP	(4,000)	(2,333)	0		
Caravan Park Depreciation		(1,042)	(608)	(614)	(7)	1.08%
Caravan Park Abc Administration Expenses		(41,822)	(24,396)	(23,961)	435	(1.78%)
<b>Total</b>		<b>(73,109)</b>	<b>(42,647)</b>	<b>(36,556)</b>	<b>3,758</b>	8.81%
<b>Operating Surplus (Deficit)</b>		<b>(38,109)</b>	<b>(22,230)</b>	<b>(13,424)</b>	<b>6,473</b>	<b>29%</b>
<b>Excluding Non Cash Adjustments</b>						
Add back Depreciation		1,042	608	614	7	1.08%
<b>Net Operating Surplus (Deficit)</b>		<b>(37,067)</b>	<b>(21,622)</b>	<b>(12,809)</b>	<b>6,480</b>	<b>(29.97%)</b>
<b>Note 14 (b): Brookton Aquatic Centre</b>						
<b>Operating Revenue</b>						
POOL FEES & CHARGES		10,500	6,125	10,751	4,626	75.52%
POOL GRANTS & SUBSIDIES		0	0	0	0	0.00%
<b>Total Revenue</b>		<b>10,500</b>	<b>6,125</b>	<b>10,751</b>	<b>4,626</b>	75.52%
<b>Operating Expenses</b>						
POOL EMPLOYEE COSTS		0	0	0	0	0.00%
POOL GENERAL OPERATING EXPENSES		(97,850)	(57,079)	(21,564)	35,515	(62.22%)
POOL BUILDING MAINTENANCE		(15,756)	(9,191)	(8,729)	462	(5.03%)
POOL Depreciation		(11,839)	(6,906)	(6,978)	(72)	1.04%
POOL Abc Administration Expenses		(32,411)	(18,906)	(18,569)	337	(1.78%)
<b>Total</b>		<b>(157,856)</b>	<b>(92,083)</b>	<b>(55,839)</b>	<b>36,243</b>	39.36%
<b>Operating Surplus (Deficit)</b>		<b>(147,356)</b>	<b>(85,958)</b>	<b>(45,089)</b>	<b>40,869</b>	47.55%
<b>Excluding Non Cash Adjustments</b>						
Add back Depreciation		11,839	6,906	6,978	72	1.04%
<b>Net Operating Surplus (Deficit)</b>		<b>(135,517)</b>	<b>(79,052)</b>	<b>(38,111)</b>	<b>40,941</b>	<b>51.79%</b>

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

**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	123,801	58%									213,058
Rural Road Maintenance	568,329	225,348	40%									568,329
Bridge Maintenance	121,966	31,591	26%									121,966
<b>R2R Work Schedule</b>												
Brookton - Kweda Road	52,796	105	0%	\$218,633.00								-165,837
Brookton - Kweda Road	109,662	2,246	2%					\$83,201.00				26,461
<b>Other Construction</b>												
Brookton - Kweda Road	124,035	0	0%									124,035
King Street	29,030	1,618	6%									29,030
Reynolds Street	173,000	13,275	8%									173,000
Boyagarra Road	110,294	86,087	78%									110,294
Noack Street	10,188	1,798	18%									10,188
<b>RRG Approved Projects</b>												
York - Williams Road	434,466	357,746	82%			\$302,247.00						132,219
					\$5,585.00							-5,585
	<b>1,946,824</b>	<b>843,614</b>	<b>43%</b>	<b>218,633</b>	<b>5,585</b>	<b>302,247</b>	<b>0</b>	<b>83,201</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,337,158</b>

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

**Note 16**

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
Admin Reception Remodel	55,000	55,000	1,539	3%			55,000		55,000
Weld Crack Kitchen Floor	10,000	10,000	14,200	142%			10,000		10,000
Railway Barrier Fence	35,000	35,000	0	0%			35,000		35,000
Cemetery New Niche Wall And Shelter	10,000	10,000	6,790	68%	10,000				10,000
Aquatic Centre Masonary Repair	11,000	11,000	6,652	60%	11,000				11,000
Upgrade Air Conditioning System	80,000	80,000	0	0%			80,000		80,000
Curtains Passageways and Activities area	10,000	10,000	0	0%			10,000		10,000
Admin Synergy Records Module	35,000	35,000	0	0%	35,000				35,000
Admin Server Upgrade	45,000	45,000	49,345	110%			45,000		45,000
Chairs for Pavillion	10,000	10,000	0	0%	10,000				10,000
Crew Cab 3 Tonne Truck	70,000	70,000	0	0%			70,000		70,000
Loader	290,000	290,000	295,000	102%			290,000		290,000
Fibreglass Tank (AFPT)	\$0.00	\$0.00	\$8,500.00	0%			0		0
Skid Mounted Fibreglass Water Tank(JMAC)	27,000	27,000	9,575	35%	27,000				27,000
Truck mounted Vacuum Mulcher	18,000	18,000	11,000	61%	18,000				18,000
Road Broom	50,000	50,000	0	0%			50,000		50,000
3" Diesel Pump	0	0	1,539	0%	0		0		0
62" Zero Turn Mower	25,000	25,000	24,195	97%	25,000				25,000
Metro Traffic Counters	11,440	11,440	7,255	63%	11,440				11,440
Generators	\$30,000.00	\$30,000.00	17,234	57%	30,000				30,000
York-Williams Road	434,466	434,466	357,746	82%					0
Brookton-Kweda Road	52,796	52,796	105	0%					0
Brookton-Kweda Road	109,662	109,662	2,246	2%					0
Noack Street	10,188	10,188	1,798	18%					0
Brookton-Kweda Road	124,035	124,035	33,461	27%					0
King Street	29,030	29,030	1,618	6%					0
Reynolds Street	173,000	173,000	13,275	8%					0
Boyagarra Road	110,294	110,294	86,087	78%	278,766	464,705	300,000		1,043,471
Richardson Street	30,000	30,000	0	0%	30,000				30,000
Happy Valley Bore Field	32,000	82,000	37,022	45%			82,000		82,000
	<b>1,927,911</b>	<b>1,977,911</b>	<b>986,180</b>	<b>899%</b>	<b>486,206</b>	<b>464,705</b>	<b>1,027,000</b>	<b>0</b>	<b>1,977,911</b>



**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Grants, Subsidies and Contributions Register**  
**For the Period Ended 31st January 2020**

**Note 17**

Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget OCM	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
			\$	\$	\$	\$	\$	
Federal Government	KBC Grants & Subsidies	Subsidy	(3,316,026)	(3,316,026)	Recurrent	(3,316,026)	(1,536,136)	46%
Main Roads WA	Regional Road Group	Non Operating	(302,247)	(302,247)	Recurrent	(302,247)	(241,798)	0%
Federal Government	Roads to Recovery	Non Operating	(218,633)	(218,633)	Recurrent	(218,633)	-	0%
WA Grants Commission	GPG Grants Commission - General	Operating	(668,176)	(668,176)	Recurrent	(668,176)	(253,143)	38%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(382,494)	(382,494)	Recurrent	(382,494)	-	0%
WA Grants Commission	GPG Grants Commission - Bridges	Operating	-	-	-	-	-	0%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(24,793)	(24,793)	Recurrent	(24,793)	(24,012)	97%
Main Roads WA	Direct Grant	Operating	(83,201)	(83,201)	Recurrent	(83,201)	(83,201)	100%
			<b>(4,995,570)</b>	<b>(4,995,570)</b>		<b>(4,995,570)</b>	<b>(2,138,290)</b>	<b>43%</b>

**14.02.20.04 REQUEST ADMIN BUDGET INCREASE CONSULTANTS/CONTRACTORS**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	20 February 2020
<b>Location/Address:</b>	Shire of Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Stephen Thomson – Manager of Infrastructure and Emergency
<b>Authorising Officer:</b>	Ian D’Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	The author does not interest in this matter
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	There is no previous meeting reference

**Summary of Item:**

This item seeks Council approval to increase the Consultants/Contractor component the Admin General Operating Expenditure budget \$27,000 from Cash Reserve Contingency funds to enable extension of the Shire’s engagement of Asset Management Consultant RMECS. This will enable this consultant to continue with the development and refinement of the Shires Asset Management Plan and 10 year operations renewal programs.

**Background:**

The development of the Shire’s Asset Management Plan and 10 year renewal program are key elements of the Shire’s Integrated Management System.

As discussed and presented at the January 30 2020 Asset Management Workshop the Shire’s asset management has recently progressed to a point where the majority of the Shire assets have been condition assessed, valued and received first iteration program modelling.

The work involved our internal resources working in combination with an engaged consultant (RMECS) who have provided experienced personnel in Rod and Gary Munns for the project. The consultant, to this point, has been heavily engaged in providing costing background information, data collection and input and valuation and modelling set up work.

At the January 30 workshop Councillors were updated on the current status of asset management development and informed regarding:

- How assets had been assessed to this point.
- The consistent and transparent way that data has been collected across asset streams and the benefits, like more meaningful comparisons across asset streams, that this handling of information provides.
- How the modelling spreadsheet is interactive and can be used to run various scenarios through making parameter adjustments and utilising the spreadsheets filtering capabilities.
- The need to lock in identified likely funded works at a 10 year program level to help reduce the extent and complexity of the discretionary elements of the modelling exercise and flow on programs.
- The challenges set before Council in managing some of its older asset and community (level of service) expectations.

The workshop also identified areas for further development that included:

- Continued assessment of the sewer network (in hand) to enable prioritised programming of sewer refurbishing work.
- Development of a 5 tiered rural unsealed road hierarchy to better target fit for purpose level of service requirements on the Shire's rural gravel roads.
- Development and refinement of 10 year renewal programs inclusive of the committed elements.
- Continued capture of missing elements of data that exist mainly in the culvert, signs and parks and gardens areas.
- Alteration of useful life and other parameters where modelling outcomes are different from on the ground observations.
- Documentation of data management and modelling protocols so that changes are date stamped easily identifiable and traceable for work done to date and in the future.
- Identification of areas of focus to scope up the second (next years) iteration of asset management development.
- Establishment of repeatable processes and timetabling for elements such as future condition assessments.

The extra funding is being requested to progress those areas identified, particularly in the first six dot points, above. This work is seen important in finalising the current exercise. If completed the work will make future development of the dataset more targeted and effective and it should contribute to breaking the cycle of investment into compliance driven, but not utilised, stream or individual asset based asset plans.

#### **Consultation:**

As indicated above consultation on this matter took place with Council members and the CEO at 30 January 2020 Asset Management Workshop.

#### **Statutory Environment:**

Section 6.8(1) of the *Local Government Act 1995* states:

##### *6.8. Expenditure from municipal fund not included in annual budget*

(1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*

(a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*

(b) *is authorised in advance by resolution\**; or

(c) *is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

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

The Shires current Asset Management Plan and associated facility and systems Asset Management Plans.

#### **Financial Implications:**

A budget allowance of \$78,800 was provided for the engagement of the Consultants/Contractor component the Admin General Operating Expenditure budget. Of this \$25,000 was earmarked to be applied to the Asset Management Plan development.

Scope creep has occurred on the Asset Management Plan development project.

The scope increase was mainly due to an increase in the extent of work which was not fully identified or understood at budget preparation time and included:

- The amount of work needed to provide condition rating and to have the data in a consistent and manageable format.
- Development work with the RAMM system to enable it to better contain and manage asset streams such as the Shire's sewer and bore water assets.
- Development, checking and compilation of priced elements for the valuation and modelling exercises.
- The development of the excel spreadsheet based modelling system assessed as being required to overcome deficiencies in the RAMM modelling system. The spreadsheet was developed to include functions that enable quick alterations to modelling scenarios with flow on impacts reflected at summary level.

Current, as at 12 January 2020, incurred and committed expenditure to consultants for asset management development is \$43,000 with \$39,500 aligned with work issued RMECS and \$3,500 aligned with the engagement of RAMM for extra services provided on a consultant basis.

It is estimated that a further \$9,000, that equates to around 90 hours of engineering service, is required complete the identified works.

Therefore the completed exercise is expected to cost \$52,000 which equates to a \$27,000 above that originally catered for in the budget. It is therefore requested that Council allocation an additional \$27,000 from its Cash Contingency Reserve for the asset assessment works to be completed.

**Risk Assessment:**

The main risks associated with not proceeding with the approval of this motion are:

- That 10 year programs, required for future budget development, will in part need to be based on incomplete information and associated covering assumptions. This will result in a loss of accuracy and confidence in the modelling outcomes that can produced.
- Potential loss of continuity of, now established, processes in the asset data management area. This has to some extent been compounded by the impending resignation of the current Manager Infrastructure and Regulatory Services.
- Lack of funds to undertake other functions nominated for completion under the Consultants/Contractors component of the Admin General Operating Expenditure budget that includes the development of the long term financial plan, the fair value valuation and Secondary Freight Network Project contribution.

Therefore, the importance of having the Asset Management works completed in assessed as 'High' to 'severe' as shown in the Matrix below.

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

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

### Comment

The importance of an operational asset management framework cannot be underestimated given the significant costs associated with maintenance, repair and replacement of roads, infrastructure and buildings over the long term. The Shire is already realising deficiency in most asset classes placing this matter at the fore of Council's business to understand where future funding and works needs to be directed based condition assessment, life expectancy, level of importance and use, and affordability.

### **OFFICER RECOMMENDATION**

*That Council approves an increase in the Consultants/Contractor component the Admin. General Operating Expenditure budget by allocating in accordance with Section 6.8(1)(b) of the Local Government Act 1995 an amount of a \$27,000 from its Cash Reserve Contingency to enable completion of Shire's Asset Management Plan and 10 year renewal programs.*

**OCM 02.20-06**

**COUNCIL RESOLUTION**

**MOVED Cr Lilly      SECONDED Cr Hartl**

*That Council approves an increase in the Consultants/Contractor component the Admin. General Operating Expenditure budget by allocating in accordance with Section 6.8(1)(b) of the Local Government Act 1995 an amount of a \$27,000 from its Cash Reserve Contingency to enable completion of Shire's Asset Management Plan and 10 year renewal programs.*

**CARRIED BY ABSOLUTE MAJORITY VOTE 7-0**

## 15.02.20 GOVERNANCE

### 15.02.20.01 AMENDMENT TO POLICY 2.31 – EMPLOYEE LEAVE

<b>File No:</b>	ADM0222
<b>Date of Meeting:</b>	20 February 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>	Ian D’Arcy – Chief Executive Officer
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	The author does not have a specific interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

#### Summary of Item:

This item relates to an amendment to Council ‘Policy 2.31 – Employee Leave’ to allow Shire staff, who actively register as volunteers for emergency organisations, the opportunity to attend to their voluntary duties (i.e. an accident or incident) on paid Community Service Leave for up to 5 days per annum.

A copy of Policy 2.31 with amendments in red text is presented as **Attachment 15.01.20.01A**.

#### Description of Proposal:

As above.

#### Background:

Under the National Employment Standard (NES) an employee is entitled to take unpaid leave from their employment to perform duties for an Emergency organisation in a voluntary capacity or attend to Jury Duty when summons.

Although Policy 2.31 does not need to reference an entitlement of Community Service Leave, an amendment to this Policy is presented to Council to accommodate up to 5 days paid leave as an encouragement and incentive for staff to register and partake as a volunteer in one or more of the local emergency services.

#### Consultation:

The matter of staff being encouraged to become more actively involved in emergency volunteer has previously been raised by Councillor Fancote at a number of Corporate Business Forums.

#### Statutory Environment:

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

#### Relevant Plans and Policy:

There are no other existing plans or policies that apply to this matter.

#### Financial Implications:

In adopting this amendment there is no requirement for funds to be set aside in the 2019-20 budget, as there is sufficient money with the salaries and wages allocation to cover the payment of Community Service Leave for the balance of this financial year. However, it is suggested a contingency of \$3,000 may

be required in the 2020-21 budget to accommodate the provision Community Service Leave next financial year.

#### **Risk Assessment:**

Without the offer of an incentive there is a risk Shire staff will be reluctant to join a local emergency group or organisation due to a loss of income. However, the proposed amendment does go some way to alleviating this matter and providing some assurance that a Shire employee in assisting the Community will not be completely out of pocket. According, weighted against the Risk Matrix below, it is assessed that this matter constitutes a 'medium' risk should Council declined the proposed amendment.

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

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

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

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

Specifically, the amended Policy supports the following Business Unit and Functions:

#### **1. Governance**

##### **1.1 Review Policy Manual**

#### **8. Emergency Management**

##### **8.7 Support Bushfire Volunteer Brigades / Volunteer Emergency Services**

#### **Comment**

In consideration of this matter, a more contemporary approach to Shire staff becoming involved and supported in a voluntary emergency response capacity should be accepted as a positive step. Certainly, with a declining base of volunteers and prediction of more frequent and severe natural events, as



evident from recent bushfires, floods, etc. in Australia, and a prediction of more to come, the draft amendment goes some way to Council doing its small part in supporting the local community.

Accordingly, it is recommended the Council endorse the following provision together with a definition and some other minor wording changes to be incorporated into Policy 2.31.

#### *7.0 Community Service Leave*

*7.1 An employee registered as a volunteer with an emergency service organisation and actively called upon to assist with an emergency situation is entitled to be paid for the hours absent from work for up to five (5) days annually.*

#### **OFFICER RECOMMENDATION**

*That Council pursuant to Section 2.7(2)(b) of the Local Government Act (1995) amends 'Policy 2.31 – Employee Leave', as presented in Attachment 15.02.20.01A to this report.*

#### **OCM 02.20-07**

#### **COUNCIL RESOLUTION**

**MOVED Cr Fancote      SECONDED Cr Hartl**

*That Council pursuant to Section 2.7(2)(b) of the Local Government Act (1995) amends 'Policy 2.31 – Employee Leave', as presented in Attachment 15.02.20.01A to this report.*

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

#### **Attachments**

**15.02.20.01A – Policy 2.31 – Employee Leave**

## 2.31 EMPLOYEE LEAVE

Directorate:	Corporate			
Statutory Environment:	Local Government Industry Award 2010 (as amended) National Employment Standards Fair Work Act 2009			
Council Adoption:	Date:	Nov 2017	Resolution #:	13.11.17.01
Last Amended:	Date:	Aug 2019 Feb 2020	Resolution #:	
Review Date:	June 2021			

**Objective:**

The objective of this policy is to afford structure and clarity around the taking of personal leave, particularly sick leave, by individual employees to ensure that equity, accountability and consistency in approach and procedure is achieved, and afford some additional benefit to the taking of other forms of leave.

**Definitions:**

- **Employee** means an employee of the Shire of Brookton currently that is on the payroll on a full-time and part-time basis.
- **Immediate Family Member** means an employee's spouse or de facto partner and their child, parent, grandparent, grandchild, sibling.
- **Personal leave** means sick leave, carer's leave, but no compassionate leave, annual leave or long service leave.
- **Annual Leave** means the amount of hours or days an employee of the organization is permitted to be away from their employment position on full pay for the purpose taking a break or holiday.
- **Compassionate Leave** means leave taken when an employee's immediate family member dies or contracts/develops a life threatening illness or injury that may result in imminent death or permanent disability.
- **Long Service Leave** means leave granted after having continuously worked 10 years for the Shire.
- **Leave without Pay** means an approved temporary absence from the employee's position in a no-pay status as requested by the employee.
- **Community Service Leave** means the absence of an employee from work while engaging in certain service activities such as a voluntary emergency management activity or jury duty.

**Policy:****1.0 Personal Leave****1.1** The Shire acknowledges:

- a) Personal and compassionate leave entitlements will be paid to an employee in accordance with the Local Government Award 2010 and the related procedure.
- b) An employee's anniversary of appointment is the basis point for accrual of personal leave.

- c) An employee can take personal/carer's leave if he/she or an immediate family member is sick, injured or has an unexpected emergency.

**1.2** An employee seeking approval for personal (sick) leave is to submit a medical certificate, or statutory declaration or other supporting evidence of illness:

- a) For absences greater than 2 days; and
- b) Where the staff member has exceed 2 periods of sick leave (minimum 1 day) in any one year from the date of the staff member's anniversary of appointment.

**1.3** An employee seeking approval for personal leave may also be required to submit a medical certificate, statutory declaration or other supporting evidence of illness:

- a) For a single day of leave on a Monday or Friday, immediately before or after a public holiday or rostered day off;
- b) If the manager/supervisor considers that the staff member is taking a series of single day's personal leave to a pattern, or on a regular or frequent basis.

**1.4** An employee that does not accord with statement 1.2, or a request under statement 1.3, may be subject to review of conducted and potential disciplinary action in accordance with the applicable legislation.

**1.5** An employee taking compassionate leave, must produce documented medical evidence or relevant certificates on request from the CEO or DCEO of the circumstance (ie death, critical illness or injury) for which this leave is being taken. An employee who has used all of their personal and annual leave entitlements will be placed on leave without pay for up to 4 weeks, with the matter to be re-assessed by the CEO beyond this period.

## **2.0 Annual Leave**

**2.1** The Chief Executive Officer may exercise discretion and:

- a) Decline an employee's request to take annual leave where there is an immediate or projected operational need.
- b) Direct an employee where an employee's annual leave entitlement is assessed as a financial liability for the organisation to:
  - i. Take annual leave; or
  - ii. Prepare an "annual leave clearance plan"; or
  - iii. Consider a partial pay-out of the employee's annual leave (see statement 2.2 below)

**2.2** An employee may request in writing a 'pay out' of annual leave entitlement where;

- a) The employee has completed 3 years of full time employment with the Shire.
- b) The employee's annual leave entitlement exceeds 190 hours.
- c) The 'pay out' amount does not exceed 50% of the employee's total annual leave entitlement (ie 4 weeks) and does not contravene the provisions of the Award.
- d) The employee acknowledges through execution of a deed that the Shire is not responsible for any taxation implications that may arise for the employee as a result of the 'pay out' of annual leave.
- e) The 'pay out' of annual leave by the Shire is to be:
  - i. formally applied for and approved by the employee's line Manager and endorsed by the CEO at least 1 month prior to the employees employment anniversary date;

- ii. transacted upon a written agreement (deed of payment) being duly executed by both the employee and the Chief Executive Officer.

**2.3** An employee may purchase through a written request an additional annual leave entitlement from the Shire under the following conditions:

- a) The purchase of additional annual leave by the employee is at the employee's 'standard' hourly rate up to a maximum of 5 working days per year (leave loading does not apply).
- b) The payment of additional annual leave by the employee:
  - i. Must be completed prior to the leave being taken;
  - ii. may be deducted (subject to written consent) from the employee's fortnightly pay over a period of no greater than 12 months, and for a period as agreed with the CEO.
- c) The taking of additional annual leave:
  - i. is to be formally applied for and approved by the Chief Executive Officer at least 1 month prior to the leave being taken; and
  - ii. must be taken within a 12 month period.

**2.4** An employee may request an increase in their annual leave allocation by an additional one week (pro-rata) based on a full waiver of their current 17.5% leave loading entitlement, subject to the following conditions:

- a) The request must be presented to the CEO through a written application;
- b) A deed of acceptance must be executed between the employee and CEO acknowledging the agreed amendment will constitute a change in employment conditions that is binding on both parties.

### **3.0 Leave Without Pay or Accrued Leave at ½ Pay**

**3.1** An employee may request to take 'leave without pay' or 'entitled leave' at ½ pay (typically this would apply to an extended illness period or the like), subject to:

- a) The employee having completed 3 years of full time employment with the organisation.
- b) The request for un-paid or at ½ pay leave not exceeding 6 months.
- c) In the case of an application for leave without pay, the employee's applicable leave entitlements (accrued annual leave and entitled long service leave) having been exhausted prior.
- d) The department or section of the organisation is not likely to be compromised in its performance (ie can back fill the position) during the period upon which the leave period is requested.
- e) The employee providing a written assurance that a minimum 2 month notice period will be given should the employee decide not to return from leave.

### **4.0 Time in Lieu/Rostered Days Off/Flexi Time Time in Lieu/Rostered Days Off/Flexi Time**

**4.1** All full time depot based employees are entitled to one rostered day off every two weeks structured on working 76 hours each pay period, with the nominated day determined by the Chief Executive Officer. **Should a depot based employee not have accrued 7.6 hours over 9 days of work the short fall in hours for their rostered day off shall be taken as unpaid leave.**

- 4.2** All full time administration office employees, other than Chief Executive Officer and Deputy Chief Executive Officer, are entitled to one rostered day off every four weeks structured on working 80 hours each pay period.

Accrual of time in lieu hours must not exceed 30.4 hours (ie 4 days) in total, unless prior written approval has been obtained from the CEO.

- 4.3** An employee may be able to vary their standard starting and finishing times at the discretion of their direct line manager and depending on their responsibilities and duties so long as the employee commences and finishes between the hours of 6.00 am to 6.00 pm.

## **5.0 Long Service Leave**

- 5.1** An employee must, prior to three (3) months out for Long Service Leave being due, make application to:

- a) Take part or all of their long service leave entitlement using the required leave form for consideration and endorsement of management; or
- b) Defer their long service leave entitlement for consideration by Council, but in doing so needs to detail their reasons for this request and provide a time frame for when this leave will be taken.
- c) Have all or part of their long service leave paid out. Such payment shall be transacted upon a written agreement (deed of payment) being duly executed by both the employee and the Chief Executive Officer.

- 5.2** Any acceptance to 5.1 b) and 5.1c) will only be accepted at the hourly rate of pay when the long service pay falls due.

## **6.0 Additional Leave**

- 6.1** All employees are granted two (2) additional Local Government Recreation (LGR) leave days per annum on a pro-rata basis that must be taken during the Council approved Shire closure period between Christmas and New Year each year, **or as otherwise approved by the CEO.**

## **7.0 Community Service Leave**

- 7.1** An employee registered as a volunteer with an emergency service organisation and actively called upon to assist with an emergency situation is entitled to be paid for the hours absent from work for up to five (5) days annually.

*Note: This Policy does not override the Local Government Industrial Award 2010, National Employment Standards, Fair Work Act 2009 or individual employment letters or contracts. Where this is a conflict between this policy and the various Awards and relevant employment legislation, the Award and relevant legislation shall apply.*

## 15.02.20.02 AMENDMENT TO POLICY 2.34 – COMMUNITY FUNDING AND DONATIONS

<b>File No:</b>	ADM0660
<b>Date of Meeting:</b>	20 February 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>	Ian D'Arcy – Chief Executive Officer
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	The author does not have a specific interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

### Summary of Item:

This item seeks Council's endorsement to amending 'Policy 2.34 – Community Funding and Donations' to afford greater scope of access to funding by Community groups and organisations under the Community Chest Funding Program.

Accordingly, a copy of Policy 2.34 with amendments in red text is presented as **Attachment 15.01.20.02A**.

### Description of Proposal:

As above.

### Background:

The Community Funding and Donations Policy was adopted by Council to instil an equitable grants funding program accessible to all Community Groups, organisation and in some instances individuals within the Shire of Brookton.

While the Policy has successfully been implemented since its inception in 2018, there has been two matters prompting change to some of the policy wording, summarised as follows:

1. Recent change to incorporated status of some groups has seen the formation of Brookton Community Inc. (BCI), an over-arching 'umbrella' organisation. This has highlighted a level of constraint for community groups under BCI, particularly in relation to:
  - a) Allocation of funds for capital projects or works above \$3,000 is not supported at present. Only major events can receive larger sums up to \$10,000.
  - b) Current provision that only one application may be lodged by a single entity each year. Presently, this mean BCI can only lodge one application per annum, even though it represents multiple groups.
  - c) Grant applications of a larger amount can only be submitted by Community Groups in November each year, as opposed to throughout the year. This is limiting for many groups who are seeking to couple up Shire funding with other revenue sources.

Already, members of the Community Garden Group alone have expressed frustration at the lack of accessibility to grant funding under the Community Chest Fund.



2. The need for clarity around suitability of projects or activities that can be funded under the Community Chest Funding Program.

Considering the above, the proposed wording changes (in red text) seeks to rectify the abovementioned matters.

#### **Consultation:**

Consultation has involved discussion with some Shire employees, the Shire President and several members from BCI.

#### **Statutory Environment:**

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

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

There are no other existing plans or policies that apply to this matter.

#### **Financial Implications:**

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

#### **Risk Assessment:**

There is a 'Medium' risk the broader intent of the Community Chest Fund established to offer financial support may be compromised if the wording to Policy 2.34 remains unchanged, and community groups under the BCI are denied access to funds for genuine projects or activities that could reasonably benefit the broader community.

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

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

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

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

Specifically, the amended Policy supports the following Business Unit and Functions:

#### **2. Governance**

##### **2.1 Review Policy Manual**

#### **24. Community Support**

##### **24.1 Support seniors, youth, cultural, sport /recreational group activities**

##### **24.6 Establish / co-ordinate community grants programs**

### **Comment**

It is recommended Council endorse the proposed amendments to Policy 2.34 as this will provide increase opportunity for groups, such as the Brookton Community Garden, Men's Shed, Brookton Nyoongah Youth Group and the Patchwork Quilt Group, to progress their respective projects and activities under the auspice of the BCI.

### **OFFICER RECOMMENDATION**

*That Council pursuant to Section 2.7(2)(b) of the Local Government Act (1995) amends 'Policy 2.34 – Community Funding and Donations', as presented in Attachment 15.02.20.02A this report.*

**OCM 02.20-08**

### **COUNCIL RESOLUTION**

**MOVED Cr Hartl      SECONDED Cr Lilly**

***That Council pursuant to Section 2.7(2)(b) of the Local Government Act (1995) amends 'Policy 2.34 – Community Funding and Donations', as presented in Attachment 15.02.20.02A this report.***

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

### **Attachments**

**15.02.20.02A – Policy 2.34 – Community Funding and Donations**



2.34 COMMUNITY FUNDING AND DONATIONS POLICY
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Directorate:	Corporate		
Statutory Environment:			
Council Adoption:	Date:	Jun 2018	Resolution #: 13.06.18.04
Last Amended:	Date:	<del>Aug 2019</del> Feb 2020	Resolution #:
Review Date:	June 2021		

**Introduction:**

While there is many and varied needs for funding assistance across all types of Community groups and organisations, there is also a need to present a guided and consistent approach to the allocation of funding by the Local Government. Accordingly, this policy seeks to provide clarity around the types and levels of funding allocation exclusively to community groups and organisations within the Brookton municipality or are jointly associated with a neighbouring municipality.

**Policy Objective:**

The objectives of this policy are to ensure:

- The Shire assists with delivery of essential community events, programs, **projects** and services that meet the objectives of the current Strategic Community Plan **and Innovations Pathway**.
- Council allocates financial support to the community in the most effective and transparent manner that includes the types and levels of funding provided to the community.
- All applications received which fall within the policy and its associated guidelines are equally considered for support.
- Council maintains an equitable, transparent and consistent process in distributing funding.

**Financial Implications:**

The implementation of this policy is supported by funds allocated in the Shire of Brookton's annual budget process through its Community Chest Fund. This allocation will be set at \$20,000 inclusive of any unallocated funding being carried over from one financial year to the next financial year and 25% being taken for the Community Fund and Donations Financial Reserve until the reserve is exhausted, unless otherwise determined by Council at adoption of the annual budget each year.

Once the funding is exhausted, no further funding will be allocated until the next financial year.

**Policy Content:**

The Shire's Funding and Donations Policy consists of three funding programs:

- Annual Grants
- Matched Funding Grants
- Community Donations

**Annual Grants:**

Funding category	Funding Amount	Guidelines
Community & Strategic Partnership Grants	Maximum of \$10,000 cash support per financial year.	<ul style="list-style-type: none"> <li>• Only available to <b>groups and organisations within an incorporated body framework bodies</b>.</li> </ul>

		<ul style="list-style-type: none"> <li>• Designed to increase community access to essential events, programs, <b>capital projects</b> and services <b>with broad benefit</b>.</li> <li>• Demonstrates a high level of community support or need for the event, program, <b>capital project</b> or service.</li> <li>• Organisations with existing partnerships will be required to provide proof of all acquittals for the previous funding term and an audited financial statement from the previous financial year as a part of the application.</li> <li>• Applications for this category are limited to one application per organization every year.</li> <li>• Applications <b>can be made at any time throughout the year. will be called for each November for the next financial year commencing 1 July.</b></li> </ul>
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#### Annual Grants:

Funding category	Funding Amount	Guidelines
Community Support Grants	Maximum \$3,000 cash support per financial year.	<ul style="list-style-type: none"> <li>• Only available to incorporated bodies.</li> <li>• Available to applicants to support a community project, program or event.</li> <li>• Applicants must demonstrate their ability to <u>match</u> Shire of Brookton grant support.</li> <li>• Applications can be made at any time throughout the year.</li> </ul>
Equipment Purchase Grant	Maximum \$500 cash support per financial year.	<ul style="list-style-type: none"> <li>• Only available to incorporated bodies.</li> <li>• Can be used for the purchase of equipment, uniforms etc.</li> <li>• Applications must demonstrate the benefit of the equipment purchase to the wider community.</li> <li>• Equipment purchased must remain the property of the organization and not be for the exclusive use of any individual.</li> <li>• Applicants must demonstrate their ability to <u>match</u> Shire of Brookton grant support.</li> <li>• Applications can be made at any time throughout the year.</li> </ul>

#### Community Donations:

Funding category	Funding Amount	Guidelines
Individual Donation	<p>Maximum \$500 cash per financial year per individual.</p> <p>Maximum of \$500 per financial year for school based</p>	<ul style="list-style-type: none"> <li>• Finding can be used for travel program attendance fees associated with participation in State, National or International representation in sport, arts, music or cultural programs.</li> <li>• Documented evidence of costs must be presented to the Shire as part of the application.</li> </ul>

	individuals who are boarding away from their principle place of residence that is located in the Shire of Brookton.	
Not for Profit Community groups member donation	Maximum \$500 cash per financial year per group.	<ul style="list-style-type: none"> <li>Funding can be used for travel or program attendance fees associated with participation in State, National, or International representation in sport, arts, music or social or cultural programs or conferences.</li> <li>Funding to assist the Shire in staging a civic or community event (i.e. Australia Day Celebrations)*.</li> </ul> <p>*Requires simplified letter to CEO detailing function to be performed and funding sought.</p>
Not for Profit Community Organisation Utilities Financial Assistance Donation	Maximum \$750 per year per incorporated organization	<ul style="list-style-type: none"> <li>As annual donation toward offsetting the cost of utilities (gas, electricity, water) incurred by the organization who own and occupy their own building within the Shire of Brookton. Satisfactory evidence of such costs being incurred by the organization in the same financial year must be produced. The utilities must be in the name of the organization seeking the donation. The organization must demonstrate financial need for such support.</li> </ul>

Funding received through the above programs can consist of cash, in kind contributions and fee waivers.

No donation or grant will be issued:

- a) to any individual or organization based outside the Shire of Brookton.
- b) for activities that constitutes the administrative function or celebration of a particular group or organization.

#### Delegated Authority:

The CEO is authorized by Council, following consultation with the Shire President, to approve an application (subject to the application meeting the guidelines contained within this policy) for an amount not exceeding \$500 in cases where the application is of an urgent nature or where the request falls outside the normal cycle of Ordinary Council meetings and cannot be processed in the normal Council meeting cycle.

In consultation with the Shire President.

Where the CEO has approved an application, the CEO will, at the next available Ordinary Council meeting, inform the Council in writing of the application and the amount granted.

Guidelines for Funding and Donations Policy:

The information included in these guidelines applies to applications received in response to Community Funding & Donations Policy.

**A. Selection Criteria**

The Shire of Brookton will assess all applications for funding, grants and donations against the following criteria:

1. The organization is a Not for Profit or Community Organisation permanently operating in the Shire of Brookton municipality.
2. The person is an individual person permanently residing in the Shire of Brookton municipality or an individual boarding at school outside of Brookton whose family still permanently resides in the Shire of Brookton municipality.
3. The demonstrated positive contribution the project or organization will make to the community.
4. The applicant certified within the application that they are authorized to apply for the Shire of Brookton support and to represent the applicant organization or individual.
5. The applicant certified that the information provided in the application is true and correct and can provide evidence upon request.
6. Sufficient financial information has been provided to clearly identify the full project budget and the items on which the funding will be spent.
7. Where required, sufficient financial information supporting the viability of Applicant Organisations has been provided.
8. The applicant has the resources and capacity to carry out the activities specified in the application.
9. The availability of equipment, services and required staff hours for in kind contribution requests.

~~The Funding and Donations~~ This Policy will not fund does not apply to the following ~~activities or Organisations~~:

- a) Capital projects ~~that do not~~ offer broad community benefit, as determined by Council.
- b) Commercial organisations ~~and businesses~~.
- c) Any organisation (whether commercial or not for profit) whose primary activity or office is outside the Shire of Brookton Municipal boundary.
- d) Retrospective costs.
- e) Deficit funding for organisations that are experiencing a shortfall in revenue.
- f) Core organisation operating costs i.e. ~~permanent~~ staff wages and training costs ~~funding~~, utilities, lighting costs, lease fees, rates, levy's, ~~other administrative costs and conduct of~~

meetings and celebrations etc. except where the incorporated not for profit organisation is seeking assistance under the "Not For Profit Community Organisation Utilities Financial Assistance Donation" section of this Policy and the guidelines for this donation category are satisfied.

- g) Applications from organisations that have confirmed Community Partnership Funding support in the same financial year.
- h) Organisations or individuals with outstanding debts to the Shire of Brookton or outstanding funding acquittals.
- i) Non-incorporated organisations, unless they are supported by an Auspice Organisation or utilising the support to become incorporated.
- j) Applications from Commonwealth or State Government Organisations.

**B. Application and Approvals Process**

1. All funding requests are to be made in writing through the completion of an application form.
- ~~2. Applications for Community Partnership Grants will be called for in November of each calendar year. Applicants will be advised of the outcome of their application following a decision by Council and the grants will be available for the financial year commencing on 1 July.~~
3. Applications for Community Partnership Grants and Matched Funding Grants and Community Donations can be lodged at any time throughout the year. Applications should be lodged a minimum of 6 weeks prior to the event or program commencement date.
4. Applicants for Matched Funding Grants and Community Donations will generally be given written advice of the outcome of their application ~~within 15 working days of~~ (subject to submission of all required documentation) ~~following the next available Ordinary Council meeting.~~
5. Should an organisation act as an Auspice Organisation for individuals applying for support, this will not impede their ability to apply for support themselves. However, Auspice Organisations are responsible for acquittals being completed and will be ineligible to receive support until all acquittals for projects they are supporting are received.
6. Organisations will not receive funding unless acquittals for previous support have been completed and received by the Shire.
7. Organisations can submit multiple applications per financial year for Matched Funding Grants, but the maximum support they can receive is \$3,000 per financial year.
8. Individuals can submit multiple applications per financial year for Community Donations, provided subsequent applications are for a different program (sport, arts, music, social or cultural). The maximum support individuals residing in the Shire of Brookton municipality can receive is \$500 per financial year. The maximum support an individual boarding at school can receive is \$500 per financial year.
9. Grants and Donations will only be issued subject to funding being available.



10. The Chief Executive Officer is to submit quarterly reports to the Audit and Risk Committee detailing all Matched Funding Grants and Community Donations that have been made since the previous quarter.

11. Under no circumstances must the Shire of Brookton Municipal Budget allocation be exceeded.

**C. Recognition of Shire of Brookton support**

The Shire of Brookton must be recognised for the support provided for all Annual Grants, Matched Funding Grants and Community Donations. Recognition requirements for all funding programs must be detailed to the Shire as part of the application process.

**D. Acquittals and Unspent Grant Funds**

Successful applicants will be required to provide acquittal documentation to the Shire of Brookton within 30 days of the completion of the project.

Acquittal documentation is to include:

1. Measuring qualitative aspects, such as the success of the activity
2. Financial information, such as receipts accounting for the expenditure of monies
3. Examples of promotional materials applicable to the project
4. Evidence of agreed recognition requirements
5. Photos from the event or program (where applicable).

Funds which are unspent at the completion of the **event, program, project, activity or service** must be returned to the Shire of Brookton within 60 days. Further funding will not be available until an acquittal and unspent funds (if applicable) have been received.

### 15.02.20.03 PROPOSED POLICY 2.39 – EMPLOYEE TRAINING

<b>File No:</b>	ADM0278
<b>Date of Meeting:</b>	20 February 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>	Ian D'Arcy – Chief Executive Officer
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	The author does not have a specific interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

#### Summary of Item:

This item relates to a draft Council 'Policy 2.39 – Employee Training' that details the opportunities and restrictions around training and furthering profession development for Shire staff.

A copy of the draft Policy is presented as **Attachment 15.02.20.03A** to this report.

#### Description of Proposal:

As above.

#### Background:

In summary draft Policy 2.39 has been prepared due to a lack of a framework for staff training and development that aligns to organisational need.

As stated in the draft Policy the objective *"is to enhance Shire's operational capacity and technical knowledge through attendance of training, study and conferences aligned to professional development, operational need and mutual benefit for the organisation and the employee."*

#### Consultation:

A level of consultation has occurred involving mention of the intent of the draft Policy at the January 2020 Corporate Briefing Session, discussion with the Shire President and review by Staff at an all-in team meeting.

#### Statutory Environment:

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

#### Relevant Plans and Policy:

There are no other existing plans or policies that specifically apply to this matter.

#### Financial Implications:

The draft Policy will have a financial implication on future budgets. For the most part the Council allocates a level of funding for staff training each year that has a tendency to vary from year to year. For the current 2019-20 financial year Council has allocated a total of \$31,000 for training and a further \$8,250 for conferences. It is not envisaged further funding will be required this year to accommodate this draft Policy if adopted, as there is sufficient funds for staff training at this time. However, there will be a need to be more considerate of staff/employee training in coming budgets if this Policy is endorsed by Council and takes effect in moving the organisation to become better skilled and resourced.

### Risk Assessment:

As the Local Government industry continues to evolve there is a continuing challenge and need to upskill and multi-skill staff to meet contemporary requirements and expectations. A case in point is emergency management that has rapidly elevated as a priority focus for local government, with very limited understanding and capacity within this realm. In this context, most local government staff are relative unskilled which presents a 'high' level of risk for both the organisation and local community. To this end, the need for a considered and structure training framework is paramount to resourcing the organisation (as best as possible) to effectively respond to current requirements and expectations placed on this Local Government.

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

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

### Community & Strategic Objectives:

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

Specifically, the amended Policy supports the following Business Unit and Functions:

#### 3. Governance

##### 3.1 Review Policy Manual

#### 16. Organisational Development

##### 16.5 Prepare, review and implement staff training



**Comment**

It is presented that this Policy will prove beneficial in ensuring a more contemporary and equitable approach to employee training is achieved based on:

- Organisational need through up-skilling and cross training, where required and practical;
- Enhancement of professional development and skill sets through a level of financial incentive and allocation of paid study leave; and
- Increase capacity to respond to community need through acquiring additional skills/qualifications/tickets in the time of a crisis.

**OFFICER RECOMMENDATION**

*That Council pursuant to Section 2.7(2)(b) of the Local Government Act (1995) adopts 'Policy 2.39 – Employee Training', as presented in Attachment 15.02.20.03A to this report.*

**OCM 02.20-09****COUNCIL RESOLUTION**

**MOVED Cr Lilly      SECONDED Cr Fancote**

*That Council pursuant to Section 2.7(2)(b) of the Local Government Act (1995) adopts 'Policy 2.39 – Employee Training', as presented in Attachment 15.02.20.03A to this report.*

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

**Attachments**

15.02.20.03A – Policy 2.39 Employee Training

## 2.39 Employee Training

<b>Directorate:</b>	Corporate			
<b>Statutory Environment:</b>	<i>Local Government Act 1995</i>			
<b>Council Adoption:</b>	<b>Date:</b>		<b>Resolution #:</b>	
<b>Last Amended:</b>	<b>Date:</b>		<b>Resolution #:</b>	
<b>Review Date:</b>				

### Objective:

The intent of this policy is to enhance Shire's operational capacity and technical knowledge through attendance of training, study and conferences aligned to professional development, operational need and mutual benefit for the organisation and the employee.

### Definitions:

**Conference** means a meeting, convention, forum, seminar, summit or symposium that affords professional development and enhancement of technical knowledge for the employee.

**Employee** means a fulltime and part-time employee of the Shire of Brookton.

**Training/study** means all internal and external courses, programs and sessions undertaken by the employee that will result in formal accreditation, certification and/or qualification in writing.

**Up skilling** means improving an employee's skills and knowledge.

### Policy:

1.0 The Shire encourages, supports and will fund the training/up skilling of employees at its cost to:

- a) Enhance team co-operation and collaboration as well as achieve compliance against legislative requirements.
- b) Enable performance of an employee's prescribed functions and responsibilities detailed in their relevant Position Description and assessed as absolutely necessary (by the CEO) to effectively perform their role.
- c) Assist in performing other duties within the organisation that relates to:
  - Occupational Health and Safety (OHS)
  - First Aid
  - Emergency support and assistance (ie additional licences, tickets, certificates, etc.)
  - Cross training and up skilling (ie cover other positions when vacant or to support other functions when required)

2.0 The Shire will not support nor fund training/study that does not:

- a) Directly relate to the individual employee's position description;
  - b) Form part of their professional development identified in their performance appraisal;
  - c) Substantially benefit the organisation in prescribed functions or assist as in accordance with 1.0 b) above.
- 3.0 All training/study is to be validated by the Organisational Development Officer against 2.0 above prior to any enrolment/registration, and:
- a) Must to be approved by the employee's line manager for internal training/study.
  - b) Must also be approved by the CEO for external training/study.
- 4.0 Excluding 1.0 a) and b) above and specific allocation in an employment contract, an employee who has received approval for training/study will be required to sign a 'training/study agreement form' agreeing to reimburse the cost, including all expenses incurred by the Shire (other than officer's time / study leave) should they:
- a) Not complete/pass the full training/course with the agreed time - 100% of costs repaid.
  - b) Terminate employment within 12 months - 100% of costs repaid.
  - c) Terminate employment between 12 -24 months - 50% of costs repaid.
- Such cost will be repaid by the employee upon resignation and prior to the termination date of employment.
- 5.0 For the purpose of this policy all reasonable expenses (ie registration fees, travel, accommodation, meals) applicable to undertaking the employee training/study will be funded by the Shire, other than approved professional development study - refer to Statement 6.0 below.
- 6.0 For external study applicable to an employee's professional development the Shire will only fund 50% of the study fees and materials to a maximum of \$7,000 based on:
- a) Reimbursement of receipts being presented to the Organisational Development Officer; and
  - b) Qualification of a 'pass' or better for each unit of the course completed.
- 7.0 The number of employees attending external training/conferences from any one department or section at the same time is limited to two (2) employees, unless otherwise approved by the CEO.
- 8.0 Study leave (including the sitting of exams) of up to 16 hours may be granted at the discretion of the CEO depending on the type and nature of the course.
- 9.0 External training/conferences may be supported outside of Western Australia subject to Council being satisfied the training/conference is warranted and provides mutual benefit to the organisation and employee.
- 10.0 The CEO may decline or deferred employee training/study and attendance of conferences should there be:
- a) A conflict with operation requirements.
  - b) Inadequate funds within the current year budget.

c) Insufficient evidence to substantiate 'value' for the organisation and employee.

11.0 Training for a casual employee shall be at the discretion of the CEO and should only be granted in accordance with 1.0 b) above.

**16.02.20 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**17.02.20 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****OCM 02.20-10****COUNCIL RESOLUTION****MOVED Cr Walker****SECONDED Cr Watts**

*That Council accept an item of urgent new business under item 17.02.20.01.*

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

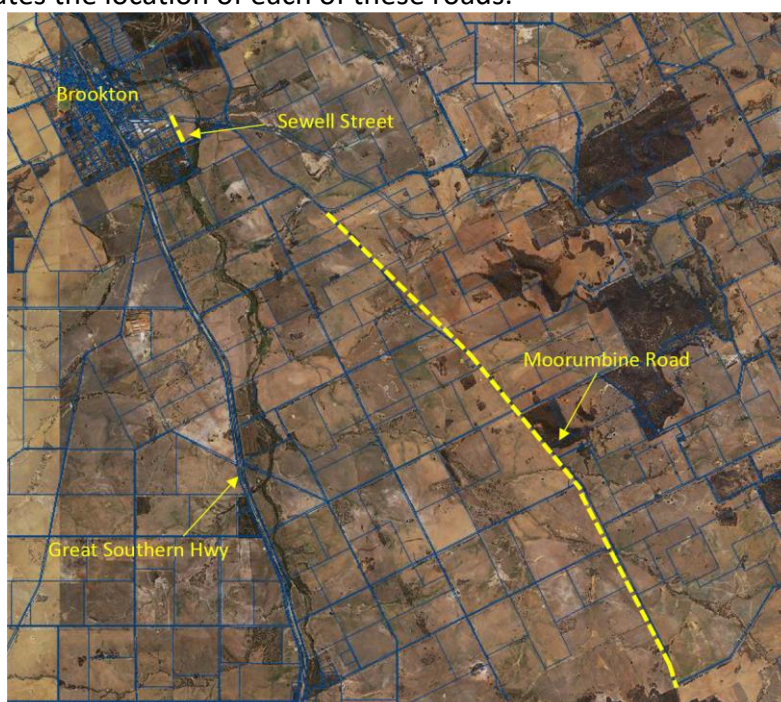
**17.02.20.01 REMOVAL OF ROADS FROM THE 2030 ROADS LISTING**

<b>File No:</b>	ADM0124
<b>Date of Meeting:</b>	20 February 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>	Stephen Thomson – MIE Ian D’Arcy – CEO
<b>Authorising Officer:</b>	Ian D’Arcy – CEO
<b>Declaration of Interest:</b>	The author does not have an interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

This item seeks Council approval to remove Moorumbine Road and Sewell Street from the Shire’s 2030 roads listing, being a list of roads with regional significance that qualifies for external road funding.

**Figure 1** below illustrates the location of each of these roads.



**Figure 1 – Roads 2030 – Moorumbine Road and Sewell Street**

**Description of Proposal:**

Roads under the 2030 listing are considered to have regional significance and as such have potential to attract external funding, such as Regional Road Group (RRG) funding from the State Government.

The removal of Moorumbine Road and Sewell Street from the listing, once endorsed by Council, will result in notification to up line funding agencies and stakeholders, including the Wheatbelt South Regional Road Group and Main Roads Western Australia. This will effectively inform these agencies that the Shire no longer wants Moorumbine Road nor Sewell Street to be treated as a road of regional significance.

The delisting will result in freeing up relevant road funding (such as RRG funding) for works on other 2030 roads that are now considered by Council to better warrant the attraction of this type of externally provided investment.

**Background:**

Moorumbine Road was placed on the Brockton Shires Roads 2030 listing as it linked up with the Shire of Pingelly's road network providing a freight/grain cartage route option servicing traffic approaching Brookton from the South East.

The development of this route is no longer seen as significant or desirable as the continued development of other routes within the Shire that also can potentially receive external funding as:

- a) The improvement of Moorumbine Road to 2030 standards would have the effect of unnecessarily duplicating an adjacent sealed route that already exists on Great Southern Highway as part of the state managed road network.
- b) Anticipated increased traffic associated with the sealing of the road would result in an increase in ongoing maintenance expenditure on the road with these ongoing costs carried by Shire.

With regard to Sewell Street the Council has already resolved to instigate a road closure process presently underway at the request of CBH. The view is to see this road amalgamated with the CBH lots for operational and safety reasons, thus removing it from the Council road register.

**Consultation:**

Consultation on this matter took place with Council members at the 30<sup>th</sup> January 2020 Asset Management Workshop, where all councilors in attendance were in agreement that 2030 status of Moorumbine Road should be removed together with Sewell Street. The proposal was also flagged and discussed at the recent Hotham Dale RRG sub group meeting with no concerns raised.

**Statutory Environment:**

A Council Motion is needed to remove these roads from the 2030 listing primarily for financial and budget considerations in the future, coupled with the standard of construction and maintenance applicable to the assigned road hierarchy. Therefore, this matter is broadly regulated under the *Local Government Act 1995* particularly Section 6.2 (1) from a financial perspective and Section 2.7(2)(b) as the Roads 2030 listing is fundamentally a policy of Council.

**Relevant Plans and Policy:**

Other than the Roads 2030 listing there is other applicable policy.

### Financial Implications:

The removal of Moorumbine Road and Sewell Street should not impact the Shire of Brookton's capacity to attract its full share of RRG funding, as other replacement projects of similar or greater merit can be identified to utilise the funding on the other Shire controlled 2030 listed roads.

The decision, should in time, provide some maintenance cost savings associated with the removal of these roads, yet still afford an appropriate standard pertinent to current status and usage rather than a higher standard with an encourage of increase in traffic.

### Risk Assessment:

The retention of both roads on the 2030 listing will give a false understanding of the Council road hierarchy and could potentially distort the Council long term financial planning for the expenditure of funds on the local road network where most needed. Accordingly, the risk is assessed as 'high' from a strategic perspective.

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

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

### Community & Strategic Objectives:

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

Specifically, the amended Policy supports the following Business Unit and Functions:

#### 9. Asset Management

##### 9.19 Review Asset Management Plan – Rural Road Network Condition Assessment and Capital Works Program (Incl. RAV rating)

### **Comment**

With respect to the pending closure and amalgamation of Sewell Street into CBH land holdings it is logical and appropriated for the road to be deleted from the Roads 2030 listing.

As for Moorumbine Road, it does not sound for this road to be upgraded and maintained to carry haulage traffic partly at the rate payer's expense, when it runs parallel to Great Southern Highway, being a State Road constructed for this purpose.

### **OFFICER RECOMMENDATION**

*That Council amend its Roads 2030 listing by deleting Moorumbine Road and Sewell Street as a 2030 Road of regional significance and informing the Wheatbelt Regional Road Group South and Main Roads WA of this amendment.*

### **OCM 02.20-11**

#### **COUNCIL RESOLUTION**

**MOVED Cr Hartl      SECONDED Cr Fancote**

***That Council amend its Roads 2030 listing by deleting Moorumbine Road and Sewell Street as a 2030 Road of regional significance and informing the Wheatbelt Regional Road Group South and Main Roads WA of this amendment.***

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

<b>18.02.20</b>	<b>CONFIDENTIAL REPORTS</b>
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<b>19.02.20</b>	<b>NEXT MEETING &amp; CLOSURE</b>
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The next Ordinary meeting of the Council will be held on Thursday 19<sup>th</sup> March 2020 commencing at 5.00 pm.

There being no further business the meeting was closed at 5.11pm.