



ORDINARY MEETING OF COUNCIL

REVISED AGENDA

20 MAY 2021



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NOTICE OF MEETING

20 May 2021

**14 White Street
Brookton, WA 6306**

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 20th May 2021 in the Council Chambers at the Shire Administration Centre commencing at 6.00 pm.

The business to be transacted is shown in the Agenda.

Ian D'Arcy
CHIEF EXECUTIVE OFFICER
14 May 2021

DISCLAIMER

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

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1.05.21 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2.05.21 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**3.05.21 USE OF COMMON SEAL – APRIL 2021**

The Table below details the Use of Common Seal under delegated authority for the month of April 2021.

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

4.05.21 DELEGATED AUTHORITY – ACTIONS PERFORMED – APRIL 2021

The Table below details the actions of Council performed under delegated authority for the month April 2021.

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

BUILDING			
Application #	Lot & Street	Type of Building Work	Date Granted
22.20-21	17 Brookton Highway (Brookton Caravan Park)	2 x Chalet Short-Stay Accommodation Units	01 April 2021
23.20-21	1283 Brookton-Kweda Road	Shed	29 April 2021
25.20-21	Lot 177 Brookton Highway	Retrospective Building Approval – Shed	30 April 2021

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

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

5.05.21 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mrs. Marilyn Marchesi – representative of the Brookton CWA

Question 1:

Why isn't the mail which is sent to the Shire being acknowledged and actioned.

Response:

It is acknowledged that some of the CWA correspondence had not been responded too in a timely manner but has been actioned. A review of the Shire's incoming mail procedure has now been performed to ensure a more timely response is provided to incoming correspondence.

6.05.21	PUBLIC QUESTION TIME
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7.05.21	APPLICATIONS FOR LEAVE OF ABSENCE
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8.05.21	PETITIONS/DEPUTATIONS/PRESENTATIONS
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9.05.21	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS
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9.05.21.01	ORDINARY MEETING OF COUNCIL – 15 APRIL 2021
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That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 15 April 2021, be confirmed as a true and correct record of the proceedings.

10.05.21	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION
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11.05.21	DISCLOSURE OF INTERESTS
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Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer at the commencement of the meeting and also prior to the item.

Disclosure of Financial & Proximity Interests

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

Disclosure of Interest Affecting Impartiality

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

12.05.21 TECHNICAL & DEVELOPMENT SERVICES REPORTS

12.05.21.01 COMMUNITY HALL DESIGNS OPTIONS AND COSTING – FINAL DESIGN

File No:	COU-0007 – PRO010
Date of Meeting:	20 May 2021
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Brookton
Author/s:	Ian D’Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	The author has no interest in this item.
Voting Requirements:	Simple Majority
Previous Report:	03 December 2020 and 04 March 2021

Summary of Item:

This item relates to endorsement of the final concept design, and associated costs, prepared by Stephen Carrick Architects, for adaptation of the Brookton Memorial (Community) Hall.

A copy of the Option 2b being the final design is presented as **Attachment 12.05.21.01A** to this report.

The Quantity Surveyor’s (QS) detailed costings can be provided to Councillors, upon request.

Proposal:

To endorse the final design, and costing, for the Memorial Hall Adaptation - Option 2 (as amended), and an indicative timeline for renovation, and new works, to be performed in a timely manner.

Background:

As previously reported, the Shire of Brookton is at the ‘crossroads’ in addressing community need for a Hall, with the existing Memorial (Town) Hall buildings being presently underutilised, and requiring structural rejuvenation, and aesthetic enhancement.

Following an eight (8) week public consultation process to obtain input on the three possible options of restoring, refurbishing, or replacing the existing Brookton Memorial Hall, the Council passed the following motion at a Special Meeting on 3rd March 2021:

SCM 03.21-04

COUNCIL RESOLUTION

MOVED Cr Hartl SECONDED Cr Lilly

That Council:

- 1. Notes the very positive and constructive feedback received from the community on all options through the public submission process.*
- 2. Endorses ‘Option 2 - Memorial Hall Adaption’ as the selected option for a community hall moving forward.*
- 3. Acknowledges the importance of Memorial Hall and agrees to progress further review and refinement to the hall design to arrive at a final plan with guidance from the Architect and taking*

into consideration suggested changes from the Community and Councillors received through this process.

4. Upon finalising the hall design, agrees to establish and adhere to a project delivery plan and indicative timeframe premised on:

- a) Funding availability and budgetary considerations.*
- b) Statutory approval processes and regulatory compliance requirements.*
- c) Achieving cost efficiencies where possible and practical.*
- d) Minimising disruption to the Community.*
- e) Instilling an informative understanding of the process to be followed.*

CARRIED BY SIMPLE MAJORITY VOTE 7/0

Upon refinement of the design through discussion with Elected Members, and the project Architects, this report now seeks Council endorsement of the final design, and costings, with agreement on the best way forward to delivering a Community Hall that best meets of the needs of the Community for the foreseeable future.

Additionally, acceptance on a way forward with the Memorial Hall kitchen layout and cost is also sought through a level of professional guidance.

Consultation:

This project has involved an eight (8) week public consultation process, involving two (2) public presentations, and an address to Council, by the Architect together with a household letter drop, and promotion of the concept designs through various print, and electronic mediums.

The consultation yielded 139 submissions with clear majority support for Option 2 – Adaptation, complemented by further input from Councillors and the Architects to arrive at a final design.

Statutory Environment:

There is no statutory framework in relation to this matter.

Relevant Plans and Policy:

The public consultation was conducted in accordance Policy 2.41 – Community Engagement.

Financial Implications:

For final design of Memorial Hall (excluding external toilets and kitchen fit-out) premised on Option 2b the QS has estimated the cost for construction to be:

Table 1

Memorial Hall – Option 2b (excludes external toilets – see Table 2)	
Construction Costs	
Description	Cost
Renovation of Existing Building	\$1,329,000
Extension to Existing Building	\$266,000
New Covered Terrace	\$124,000
Site Works	\$509,000
Working Drawings	\$70,000
Sub-total	\$2,298,000

Building Allowances and Fees	
Description	Cost
Locality Allowance 15%	\$345,000
Contingency 10%	\$230,000
Professional Fees 12%	\$275,000
Escalation to Tender 3%	\$69,000
Sub-total	\$919,000
Total	\$3,217,000
Notes: <ul style="list-style-type: none"> • Road works, carparking and hard/soft landscaping to be performed by the Shire with QS cost for these works reduced by 40%. • Working drawings includes architectural drafting and engineering specification/certification. • Contingency covers design and building elements. 	

The external toilets, separately costed are estimated as follows in Table 2.

Table 2

New External Toilets – Option 2b	
Construction Costs	
Description	Cost
New Building	\$159,000
Site Works	\$3,000
Working Drawings	\$5,000
Sub-total	\$167,000
Building Allowances	
Description	Cost
Locality Allowance 15%	\$24,000
Contingency 10%	\$18,000
Escalation to Tender 3%	\$8,000
Sub-total	\$50,000
Total	\$217,000
Notes: <ul style="list-style-type: none"> • Cost includes working drawings but excludes professional (architectural) fees and authority approval costs. • Contingency covers design and building elements. 	

The above costs also do not include an upgrade of the kitchen as Council requested the layout design be considered separately with expert advice/design on functionality and practicality. The architects have recommended a schematic design be prepared for the kitchen at a cost of \$5,600 with estimated fit out costs to be provided through this process.

Therefore, collectively the above costs in Tables 1 and 2 above tally \$3.43m (rounded) excluding the kitchen refurbishment. However, in considering this cost Council also needs to be mindful:

- These QS costs are professional estimates intended to guide budgeting and tender assessments.
- The construction tenders should yield more accurate building costs, acknowledging contingency funds may be required for unforeseen structural works.
- Reduction in the QS costs of 40% has been applied to roadworks, carparking, and hard/soft

landscaping, as these works can be performed using the Shire's own resources.

- d) The costs received from the QS applied separate contingencies for design, and construction, doubling the amount to be set aside. This has been reduced to one combined contingency amount, to reflect 10% of the construction costs.
- e) There could be potential savings with some of the QS costs, depending on approach taken. This is further discussed in the Comment Section of this report.
- f) Professional fees have been included for the main Hall renovation, but not for the external toilets. This is also further discussed in the Comment Section of this report.
- g) The Architects have advised there can be a cost efficiency in performing all building construction works for the Hall, under the one contract, as opposed to a staged approach over a couple of years. The following is commentary from Stephen Carrick on this matter:

"In my experience the completion of the majority of the work under a single building contract has two main advantages.

Firstly, the builder takes on full responsibility and accountability for the works. With building works the coordination of trades and accountability of those trades is a major undertaking. In my experience, where work is broken into separate packages the various builders or tradesmen are not satisfied with the quality or the extent of work completed by the previous builder/tradesman. Inevitably, there are discussions around what work should have been completed under the previous contract and how that work was completed. The future builders and trades are hesitant to take responsibility for work completed by others.

A single builder takes on full responsibility for all of the work of the trades and importantly the quality of that work.

Secondly, economies of scale with the cost of the works is usually achieved under the one contract. Specific builder costs, such as preliminaries, are charged under each contract whereas if there is one contract these costs are minimised. In my experience the cost of works divided into separate packages on the building result in an overall higher construction cost."

While there is no immediate impact on the 2020-21 budget, the overall cost of \$3.43m could be factored into the 2021-22 budget, with the required funding being drawn from Council's financial reserves, or, in part from borrowed funds through the WA Treasury. It is therefore suggested funding options be included in the 2021-22 budget deliberations.

From discussion with the Architects, the recurrent operational, and maintenance costs, as well as longevity of the building, is a variance based the extent of use, incorporation of cost efficient, and saving technology (i.e. solar panels), and currency of maintenance. Therefore, an accurate projection of costs is difficult to quantify at this stage. However, it is acknowledged, affordable hire fees set through the annual budget process will not be enough to adequately cover the operational, and maintenance costs, and ultimately replacement cost in the long term.

Risk Assessment:

The risk associated with this matter is still assessed as 'High'. It is important the Council move forward on restoring the Hall to be fully functional to accommodate the Community's long-term need.

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 Council's Next Generation BROOKTON Corporate Business Plan <2024 – Major Projects that lists 'Brookton Multipurpose Function Centre – refurbish, Restored or new', and Corporate Compendium public consultation on the Community Hall designs and costings also aligns to:

Business Function 9 – Asset Management

Action – 9.5 Prepare Asset Management Plan – Memorial Town Hall

Comment:Final Design

With the final design largely premised on 'Option 2 – Memorial Hall Adaptation', that received the bulk of support through the public submissions, the design has been modified, accounting for suggestions by members of the Community through the consultation process, and Councillors at its March 2021 Corporate Briefing Forum, with the refinements, including:

- Retention of the existing kitchen area size, and removal of the proposed bar, and relocation of window serveries.
- Incorporation of a storeroom off the Lessor Hall.
- Removal of the dedicated 'Meeting Room' to make way for a 'Library', and amendment to the Community Room.

Although these are subtle changes, they should prove significant in reactivating the Hall, inclusive of improved functionality, and vibrancy.

Potential Savings

In relation to cost for the final design, its suggested potential savings maybe achievable through:

- a) Adopting a different approach to construction of the external toilets, whereby a prefabricated ablution facility transported to site could result in a 50% reduction in cost. This could be in the order of \$127,000, based on the recent construction of a two bedroom disable chalet unit, at a cost \$135,000.
- b) The option to contract, or employ an experienced Project Manager, to oversee and co-ordinate the construction works, could yield a reduction in professional supervision fees. On estimate this could see a saving of 50% or \$137, 000 based on the costs presented by the QS.
- c) Performing the building works under one contract, as promoted by Stephen Carrick Architects. In this context it is suggested the external toilets, and peripheral works (involving roadworks, carparking, and landscaping), could easily be staged to ease the financial burden. Furthermore, a pragmatic one-off closure of the Hall for building works, would be more beneficial than a staged approach, with staggered interruption for Hall users.

To this end, it is recommended Council consider these matters, together with potential funding sources, as part of its deliberations on the proposed 2021-22 budget.

Process

In accordance with Council previous motion the following actions with the suggested indicative timeframes is offered below that has taken into consideration:

- Minimising the overall cost premised on the Architect's advice.
- Minimising possible disruption to the community, including the Old Time Motor Show event, scheduled for March 2022.
- The possible disruption/impacts that could be experienced due COVID-19.
- The building industry experiencing a shortage of skilled trades and some building materials whilst mindful the market may extend the indicative timeframes.

Action	Timeframe
Stage 1 – Contract	
✓ Financial / Budget Consideration	✓ May 2021 – Aug 2021
✓ Detailed Design and Engineering (includes RFQ process)	✓ Oct 2021 – Feb 2022
✓ Construction Tender / Award of Building Contract	✓ Mar 2022 – May 2022
✓ Building Construction Works	✓ May 2022 – June 2023
Stage 2 – Shire	
✓ Peripheral Infrastructure (road works, carparking, landscaping)	✓ Aug 2023 – Oct 2023

OFFICER RECOMMENDATION

That Council endorses:

- 1. The final design 'Option 2b - Memorial Hall Adaptation', as presented in Attachment 12.05.21.01A to this report.***
- 2. Further discussion being entertained on:***
 - a) An estimated \$3.43m of funding for 'Option 2b - Memorial Hall Adaptation' for possible inclusion in the 2021-22 and 2022-23 municipal budgets;***
 - b) Progression of the schematic design of the Memorial Hall kitchen layout with an allocation of \$5,600 to be included in the 2021-22 budget; and***
 - c) Possible inclusion of the cost for the kitchen fit out in the 2022-23 budget.***
- 3. The actions, and indicative timelines, for redevelopment of the Memorial Hall (as provided below) through a possible staged approach should the \$3.43m of funding plus kitchen costs be included in the 2021-22 and 2022-23 budgets.***

Action	Timeframe
Stage 1 – Contract	
✓ Financial / Budget Consideration	✓ May 2021 – Aug 2021
✓ Detailed Design and Engineering (includes RFQ process)	✓ Oct 2021 – Feb 2022
✓ Construction Tender / Award of Building Contract	✓ Mar 2022 – May 2022
✓ Building Construction Works	✓ May 2022 – June 2023
Stage 2 – Shire	
✓ Peripheral Infrastructure (road works, carparking, landscaping)	✓ Aug 2023 – Oct 2023

(Simple Majority Vote required)

Attachments

Attachment 12.05.21.01A - Brookton Memorial Hall Adaption – Option 2b

BROOKTON MEMORIAL HALL

ADAPTATION

OPTION 2

PROPOSED PLAN

THIS OPTION LOOKS AT ACCOMMODATING THE CONTEMPORARY USE AND ADAPTATION WHILE ADDRESSING REQUIRED CONSERVATION WORKS TO THE BUILDING AND SITE.

THE DESIGN OF THIS CONTEMPORARY ADAPTATION IS GUIDED BY THE POLICIES AND PRINCIPLES IN THE CONSERVATION PLAN. KEY FEATURES OF THIS OPTION ARE:

STREETScape PRESENCE

THE PRESENCE OF THE BROOKTON MEMORIAL HALL IN THE STREETSCAPE WILL BE ENHANCED THROUGH AN IMPROVED LANDSCAPED SETTING. CONSERVATION OF THE BUILDING WILL IMPROVE THE APPEARANCE. SUBTLE ENTRY CANOPY IMPROVEMENTS WILL PROVIDE A PROMINENT ENTRY TO THE MAIN HALL, THE AGRICULTURAL HALL AND LESSER HALL. NEW CANOPY ENTRIES AIM TO ENGAGE WITH THE STREET. UP LIGHTING TO THE FACADES WILL SHOWCASE THE BUILDING AND LIGHTING TO THE ENTRY POINTS WILL PROVIDE CLEAR DIRECTION FOR PEOPLE.

CIVIC REINFORCEMENT

THE BUILDING'S CIVIC PRESENCE WILL BE IMPROVED THROUGH LINKS TO MADISON'S SQUARE AND THE SHIRE ADMINISTRATION OFFICES. LANDSCAPING, HARD AND SOFT, WILL ALSO STRENGTHEN THE CIVIC CONNECTION. SIGNAGE AND OTHER METHODS TO INTERPRET WILL REFERENCE THE SITE'S HISTORY.

NEW EXTERNAL SPACES

A NEW EXTERNAL TERRACE ACCESSED FROM THE MAIN HALL AND A NEW COVERED AREA EXTENDING FROM THE BACK OF THE AGRICULTURAL HALL WILL OFFER EXTERNAL SPACES FOR THE COMMUNITY FOR A VARIETY OF FUNCTIONS AND CELEBRATIONS. LANDSCAPING WILL SOFTEN THE IMMEDIATE EXTERNAL SPACE TO THE NORTH. A SMALL PLAYGROUND AND OPEN STYLE FENCE WILL PROVIDE A SAFE AND SECURE AREA FOR CHILDREN ATTENDING EVENTS. EXTRA TOILETS ARE PROPOSED TO SERVICE THIS EXTERNAL AREA. AN OPTION FOR A PORTABLE BAR SET UP WILL PROVIDE THE OPPORTUNITY FOR FUNCTIONS TO BE HELD INDOORS AND OUTDOORS.

ENGAGEMENT WITH EXTERNAL SPACES

OPENINGS ARE PROPOSED TO THE MAIN HALL & LESSER HALL TO ENCOURAGE ENGAGEMENT WITH THE NEW EXTERNAL AREA.

BROOKTON HISTORY & INTERPRETATION - AGRICULTURAL HALL

PROPOSED FOR COMMUNITY USE, THIS SPACE IS ABOUT CELEBRATING BROOKTON. FLEXIBLE SPACES FOR COMMUNITY ACTIVITIES WILL BE INTEGRATED WITH A CONTEMPORARY INTERPRETATION DISPLAY THAT HIGHLIGHTS AND CELEBRATES THE BROOKTON DISTRICT AS WELL AS THE BROOKTON MEMORIAL HALL. SEATING AREAS WILL BE PROVIDED WITH FLEXIBLE SPACE DIVIDERS FOR SMALL AND LARGE GROUP GATHERINGS. BASIC KITCHENETTE FACILITIES WILL SERVICE SMALL EVENTS.

IMPROVED INTERNAL SPACES

TO ASSIST WITH STORAGE AND USE, THE MAIN HALL IS TO BE EXTENDED BEHIND STAGE TO PROVIDE ADDITIONAL SPACE FOR COMMUNITY PERFORMANCE GROUPS. THE MAIN HALL WILL RECEIVE A GENERAL REVAMP AND BLACKOUT CAPABILITIES WILL BE INTRODUCED TO THE WINDOWS FOR PERFORMANCES AND COMMUNITY CINEMA. THE LESSER HALL WILL LIKEWISE BE UPDATED WITH AUDIO-VISUAL PROJECTOR AND SCREEN FACILITIES FITTED TO ALLOW FOR CONFERENCE STYLE USES.

A NEW DESIGNATED CATERING BAY AND PORTABLE COOL ROOM WILL PROVIDE BETTER ACCESSIBILITY TO THE KITCHEN WITH OUTDISRUPTING EVENTS IN THE ADJACENT HALLS. CATERING TROLLEYS WILL ASSIST TO TRANSPORT GOODS FROM THESE AREAS TO THE KITCHEN. THE KITCHEN AREA WILL BE REFITTED TO A COMMERCIAL QUALITY TO MEET CURRENT BUILDING, FOOD AND SAFETY STANDARDS. EQUIPMENT SUCH AS A COMMERCIAL DISHWASHER, STAINLESS STEEL BENCH TOPS AND OVERHEAD POWER SERVICES WILL BE INTRODUCED. THE KITCHEN WILL HAVE ADDITIONAL OPENINGS TO SERVICE THE ALFRESCO SPACE. ACOUSTIC PANELS WILL BE INCORPORATED TO REDUCE NOISE FROM THE KITCHEN TO THE ADJACENT HALL SPACES.

THE EXISTING PROJECTOR ROOM WILL BE REFURBISHED TO INCLUDE INTERPRETATION ON THE FORMER HALL. THIS MAY PROVIDE OPPORTUNITY TO RE-INTRODUCE COMMUNITY CINEMA NIGHTS. ALL BATHROOM FACILITIES WILL BE UPGRADED. OPTION A LOOKS AT EXTENDING THE TOILET AREA AND INTRODUCING AN INTERNAL BAR SPACE THAT WILL SERVICE THE LESSER HALL AND THE POYER. OPTION B FOCUSES ON RETROFITTING THE EXISTING TOILET SPACES AND USING A PORTABLE BAR OPTION.

OVERALL, THIS DESIGN AIMS TO UPDATE THE EXISTING FACILITY TO MEET CONTEMPORARY STANDARDS FOR CURRENT AND FUTURE USE WHILE MAINTAINING THE HERITAGE SIGNIFICANCE OF THE PLACE.

Shire of
Brookton

**stephen
cornick
architects**



PROJECTOR
ROOM
REFRESHMENT
INTERPRETATION

LEGEND:

ⓑ PORTABLE BAR

OPTION 2B | FLOOR PLAN





OPTION 2B | ELEVATIONS

13.05.21 COMMUNITY SERVICES REPORTS

13.05.21.01 COMMUNITY CHEST FUND APPLICATION – ANNUAL GRANTS (OLD TIME MOTOR SHOW)

File No:	FIN008D
Date of Meeting:	20 May 2021
Location/Address:	N/A
Name of Applicant:	Brookton Old Time Motor Show Committee – Monica Van Der Snoek – Secretary
Name of Owner:	N/A
Author/s:	Sandie Spencer – Community Liaison Officer
Authorising Officer:	Kellie Bartley – Manager Corporate & Community
Declaration of Interest:	The author has no interest in this item
Voting Requirements:	Simple
Previous Report:	N/A

Summary of Item:

This report relates to the application made by Brookton Old Time Motor Show (OTMS) for the Community Chest Fund under the Policy 2.34 – Community Funding and Donations Policy, under section Annual Grants - ‘Community and Strategic Partnership Grants’.

The Brookton Old Time Motor Show (OTMS) is seeking Council’s consideration for a grant of \$10,000.00 under the Community Chest Fund to contribute towards the organisation of the event. The application from the OTMS is attached to this report as **Attachment 13.05.21.01A**.

Description of Proposal:

The OTMS Committee have requested the maximum amount of \$10,000.00, to assist with insurance, promotional items, ground expenses, children’s entertainment (which is provided to all kids, free at the show), and other minor items for the forthcoming OTMS event, in March 2022.

Background:

The Council adopted a Community Funding and Donations Policy 2.34 in June 2018 with amendments, made in August 2019, and February 2020, recognising that community funding provides a significant opportunity to work collaboratively with local community groups, not-for-profit groups, and individuals, to facilitate and deliver projects and/or activities that have a number of community benefits, such as social inclusion, and strengthening connections within the Shire.

OTMS is a biannual event held on the 3rd weekend of March every 2 years. The next show will be held on 26th March 2022. The 2020 “Memories of America” show was cancelled due to COVID 19 pandemic.

This event attracts people from around Western Australia to Brookton. The town of Brookton is highly supported by many of the visitors who choose to spend money within the town, and supporting local vendors who decide to sell their locally made, and produced goods at the shows market stalls.

Consultation:

There has been consultation between the CEO, Community Liaison Officer and the President of the OTMS to discuss this application.

Statutory Environment:

Council is able to offer a donation or afford a financial grant through the adopted budget and policy framework for the Community Chest Fund, which have been endorsed under the relevant provisions of

the *Local Government Act 1995*.

Relevant Plans and Policy:

Policy 2.34 – Community Funding and Donations is applicable to this application, with assessment against the relevant selection criteria detailed below:

Annual Grants:

Funding Category	Funding Amount	Guidelines
Community & Strategic Partnership Grants	Maximum of \$10,000.00 cash support, per financial year.	<ul style="list-style-type: none">• Only available to groups and organisations within an incorporated body framework.• Designed to increase community access to essential events, programs, capital projects and services with a broad benefit.• Demonstrates a high level of community supports or need for the event, program, capital project or service.• 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 part of the application.• Applications for this category are limited to one application, per organisation, per year.• Applications can be made at anytime throughout the year.

SELECTION CRITERIA (extracted from the Policy)

- 1. Only available to groups and organisations within an incorporated body framework.*
Brookton Old Time Motor Show is an incorporated group.
- 2. Designed to increase community access to essential events, programs, capital projects and services with a broad benefit.*
The Brookton Old Time Motor Show will be held on 26th March 2022. This event provides an opportunity for local business to showcase their local produce, goods, equipment and services.
- 3. Demonstrates a high level of community supports or need for the event, program, capital project or service.*
OTMS will bring tourism to the town of Brookton leading up to and on the day of the show. Local business's will be supported via visitors purchasing food and sundries, staying at accommodation, which will boost the towns economic growth.
- 4. 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 part of the application.*
N/A
- 5. Applications for this category are limited to one application per organisation every year.*
This is the only application from OTMS for this current year.
- 6. Applications can be made at any time throughout the year.*

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.

The OTMS will display the Shire of Brookton logo on the website, posters and all advertising.

Financial Implications:

The Community Chest (COA E115050) is set at \$40,000 against the 2020/21 Annual Budget, and a maximum of \$10,000.00 per application as cash support per financial year.

The previous applications have been supported, being the Brookton District Historical Society, Brookton School Chaplaincy and Brookton CWA, with sufficient funds available within the current allocation of \$29,000.00 to accommodate this application.

Risk Assessment:

The risk in relation to this matter is assessed as 'Medium' given the long standing success of this event and associated benefit for the local community, notwithstanding the COVID-19 pandemic could still impact the event proceeding through spread of the virus and necessary lockdowns applied by the State 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 – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

1. The BROOKTON Strategic Community Plan <2027 and aligns to the following objectives of the BROOKTON 20:
 3. Social Innovation
 4. Jobs and Volunteering
 9. Community Engagement
 14. History, Heritage, Recreation and Culture
 16. Community Activity and Visitor Eventing

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

Specifically, the application for a funding donation aligns to:

Function 24 Community Support

Action 24.1 – Support community group activities.

Comment:

On assessment the application adequately addresses the stated criteria under Policy 2.34 – Community Funding and Donations Policy and demonstrates how the event contributes to the community of Brookton and have detailed how they will recognise the contribution made by the Shire to the event.

OFFICER'S RECOMMENDATION

That Council in relation to the application from the Brookton Old Time Motor Show, under Council Policy 2.34 – Community Funding and Donations Policy, grants approval for a \$10,000.00 (excl. GST) financial grant, from the Community Chest Fund, to financially assist the planning of the Old Time Motor Show, from General Ledger E115050.

(Simple majority vote required)

Attachments

Attachment 13.05.21.01A – Community Chest Fund Application – Brookton Old Time Motor Show

Community Chest Fund Application Form

Name Of Organisation: Brookton Old Time Motor Show

Contact Person: Monica Van Der Snoek

Position: Secretary

Phone: 0474105242

Email: secretary@otms.org.au

Is Your Organisation Incorporated?: Yes

Name of Project or Event: Brookton Old Time Motor Show 2022

Estimated Start Date: 26/03/2022

Estimated Completion Date: 26/03/2022

Requested Community Chest Funds: \$10000

1. Brief Description of Project/Event:

The Brookton Old Time Motor Show is a biannual event held on the 3rd Weekend of March every 2nd Year.

Our next show is on the 26th of March 2022 in which the event will bring

100's of people from around Western Australia to Brookton for this Major Event. The town of Brookton is Highly supported by many of the Visitors who choose to spend money within the town and supporting local vendors who decide to sell their locally made and produced goods at the shows market stalls.

2. What Will The Community Chest Funds Purchase?:

The Community chest funds will help to pay for a variety of items such as Insurance, Kids entertainment (which is provided to all kids free at the show), advertising, promotional items, grounds expenses and other minor items

3. How Will Your Project/event Benefit The Brookton Community?:

The Brookton Old Time Motor Show will bring tourism to the town of Brookton leading up to and on the day of the show. Local business's will be supported via purchasing items, staying at accommodation, food and all sorts of much needed funds to boost the towns economic growth.

4. How Will The Project/event Be Advertised And Promoted?:

The Event has a strong following on Social Media with a dedicated Committee running the show, from Social Media to Car Stickers, Local and Metropolitan Radio, to Local Newspapers to State Wide Newspapers. The event is always well advertised and supported by locals and their businesses

5. Acknowledgement Of Shire Of Brookton Sponsorship:

5. Acknowledgement Of Shire Of Brookton Sponsorship

It is a requirement of funding that the words "Sponsored by the Shire of Brookton" and the Shire's logo be displayed at your project/event.

Please advise the ways you will be able to acknowledge the Shire of Brookton's sponsorship:

Display "Shire of Brookton" Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.

6. Budget Estimates:**Name Of Organisation:****6. Budget Estimates**

Brookton Old Time Motor Show

Name Of Project/Event:

Brookton OTMS March 2022

Expenditure Table:

[Please click here to download and fill out
Income/Expenditure Table.](#)

Once completed and filled out, re-upload it below.

**Upload your Income/Expenditure
Table PDF here:**[View File](#)**7. Did Your Organisation Receive
The Community Chest Funding In
2017/2018?:**Yes
\$10000**8. Please List Below Any In-kind
Contributions If Applicable (E.g.
Volunteer or Donated Labour,
Materials Etc.) However, Do Not
Include In Your Budget Above.:**

Many Volunteer hours go into organising the Brookton OTMS, local
businesses Donate workers time, items for use etc.

9. Funding Conditions:**9. Funding Conditions:**

- I. The grant funds will be expended on the agreed project only.
- II. The Shire of Brookton's support of the project will be acknowledged in any advertising or promotional activities related to the project.
- III. Two invitations will be sent to the Shire of Brookton for your event or project.
- IV. The project will conform to all relevant Bylaws and Acts in force at the time.
- V. Any unexpended grant funds will be returned to the Shire of Brookton.
- VI. The funds must be expended and acquitted by 30th June of the financial year in which they are received.
- VII. Invoices and receipts for the expenditure of the Community Chest funds must be provided to Council within three months of the completion of your project/event along with a brief report on your event or project which includes copies of any advertisements, posters, programmes or newspaper coverage.

**Please Ensure You Have Read The Above Grant Conditions Before
Signing Below:**

Name of Organisation:

Brookton Old Time Motor Show

Contact Person:

Monica Van Der Snoek

Organisation Postal Address:

Po Box 77 Brookton WA 6306

Organisation's ABN:

18988514548

Registered for GST?:

Yes

I Agree:

Our organisation agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

[Click here to view the Shire of Brookton Community Funding and Donations Policy.](#)

Print Name:

Monica Van Der Snoek

Position:

Secretary

Date:

13/04/2021

Submitted:

13/04/2021 4:01:01 PM

Income	\$	Expenditure	\$
Applicant's cash contributions		Materials	7787.00
Sponsorship	3000	Labour	
Donations in cash		Hire of Equipment.	1500
Other grants		Office/Administration	656.37
Catering Sales		Venue hire	1201.84
Fees and Charges e.g. stalls		Advertising	535.39
Gate/Door entry fees		Catering Costs	1250
		Entertainment	1500
Other Income (Please List)		Other Expenditure (Please List)	
Promotional items	3829.15	Insurance	1075.01
		License and permit	28.65
		Bank charges	61.06
		Stamp duty	107.48
		software	455.33
Total of Community Chest Funds requested in cash*	10000	Web expense	671.02
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)			
TOTAL INCOME	16829.15	TOTAL EXPENDITURE	16829.15

YOUR INCOME MUST EQUAL YOUR EXPENDITURE

14.05.21 CORPORATE SERVICES REPORTS

14.05.21.01 LIST OF ACCOUNTS FOR PAYMENT – APRIL 2021

File No:	N/A
Date of Meeting:	20 May 2021
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Charlotte Cooke – Finance Administration Officer
Authorising Officer:	Kellie Bartley – Manager Corporate and Community
Declaration of Interest:	The author has no financial interest in this matter.
Voting Requirements:	Simple Majority
Previous Report:	15 April 2021

Summary of Item:

The purpose of this report is to present to Council the list of accounts paid, for the month ending 30 April 2021, as required under the *Local Government (Financial Management) Regulations 1996*.

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.

Consultation:

There are no community engagement implications that have been identified as a result of this report or recommendation.

Statutory Environment:

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

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

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction; and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

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 that have been identified as a result of this report or recommendation.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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

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

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

Comment

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

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.

The following table summaries the payments for the period by payment type, with full details of the accounts paid contained within **Attachment 14.05.21.01A**.

Payments up to 30 April 2021

Payment Type	Account Type	Amount (\$)
Automatic Payment Deductions (Direct Debits)	Municipal	\$174,966.00
Cheque Payments (cheque numbers issued)	Municipal	\$0.00
EFT Payments #12036 to #12079 & #12083 to #12159	Municipal	\$537,800.98
Sub Total	Municipal	\$712,766.98
EFT Payments – Nil issued	Trust	\$0.00
Sub Total	Trust	\$0.00
EFT Payments #12080 to #12082	Bond	\$340.00
Sub Total	Bond	\$340.00
Totals		\$712,766.98

Contained within **Attachment 14.05.21.01A** is a detailed transaction listing of credit care expenditure paid for the period ended 30 April 2021. This amount is included within the total payments, listed above.

OFFICER'S RECOMMENDATION

That Council accepts the list of accounts, totalling \$713,446.98, paid under delegated authority, in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, for the period ended 30 April 2021, as contained within Attachment 14.05.21.01A.

Attachments

Attachment 14.05.21.01A – List of Accounts for April 2021

Members of the public can obtain a copy of the List of Accounts by contacting the Shire Administration Office.

14.05.21.02 REQUEST FOR REDUCTION OF CARAVAN SITE FEES – WANDERING STARS CARAVAN CLUB

File No:	PRO 002
Date of Meeting:	20 May 2021
Location/Address:	Shire of Brookton – Caravan Park
Name of Applicant:	Wandering Stars Caravan Club
Name of Owner:	N/A
Author/s:	Danni Chard – Executive Governance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no interest in this item
Voting Requirements:	Absolute majority
Previous Report:	N/A

Summary of Item:

This item is for Council to consider the request from Wandering Stars Caravan Club to a reduction of powered caravan site fees.

Description of Proposal:

Consideration is sought from Council to reduce the powered caravan site fees for the Wandering Stars Caravan Club.

Background:

The Wandering Starts Caravan Club approached the Shire at the end of April 2021, requesting a reduced powered caravan site rate per night for 15 sites. The club is scheduled to arrive on Thursday 28th October and depart the caravan park on Sunday 31st October 2021.

The exact number of caravans is still to be confirmed, however early enquiry indicates all vacant 15 powered sites are expected to be occupied.

Consultation:

There has been no consultation on this matter.

Statutory Environment:

Pursuant to Sections 6.12 and 5.43 of the *Local Government Act, 1995*, the waiving of fees and charges may be determined through an absolute majority decision of Council.

Relevant Plans and Policy:

Council ‘Policy 2.24 - Fees and Charges for Community Facilities and Active Reserves’ together with Council’s ‘Schedule of Fees and Charges’ as part of the Shire 2020-21 Budget, is applicable to this request.

Financial Implications:

The total powered caravan site fees applicable to the booking is \$450.00, premised on the current fee for a powered caravan site at the Shire of Brookton Caravan Park is \$30.00 per night. In the fee being discounted, to the Concession rate of \$26.00 per night, reducing the amount received by the Shire to \$390.00.

Risk Assessment:

On acceptance that Council approves this request the risk is considered “Low”.

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

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

Community & Strategic Objectives:

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

Specifically, the request for a reduction in the hire fee aligns to:

Function 23 Facilities Management

Action 23.1 – Perform venue/facilities bookings

Comment:

In support of the reduced fees of the Brookton Caravan Park may well see the expenditure of moneys in town for food and beverages resulting in an enjoyable experience that encourages promotion of Brookton and other people to visit the Shire.

OFFICER RECOMMENDATION

That Council pursuant to sections 6.16 and 5.43 of the Local Government Act 1995 endorses a reduction in the overnight rate of the powered caravan site, at the Shire of Brookton Caravan Park, from \$30.00 to \$26.00 for the Wandering Stars Caravan Club on the nights of Thursday 28th October, Friday 29th October, Saturday 30th October, departing Sunday 31st October 2021.

(Absolute majority vote required)

Attachment

14.05.21.03A – Email request for discounted fees

From: Mary Danny Dunn
Sent: Tuesday, 27 April 2021 11:44 AM
To: Administration Officer
Subject: October group booking

Dear Kylie,

Following our conversation this morning, I would like to place a tentative booking for our caravan club, the Wandering Stars for 15 powered sites for the dates October 28 - 31, arriving on Thursday and departing on Sunday. We would also like to be considered for the concession rate of \$26 per night that you referred to.

Specific numbers to be confirmed closer to the date.

Kind Regards,

Mary & Danny Dunn
Secretaries 2020-2021
☀️ Wandering Stars ☀️

14.05.21.03 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2021

File No:	N/A
Date of Meeting:	20 May 2021
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kelly D'Arcy – Senior Finance Officer
Authorising Officer:	Kellie Bartley – Manager Corporate & Community
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	There is no previous meeting reference

Summary of Item:

The Statement of Financial Activity for period ending 30 April 2021 together with associated commentaries are present for Council's consideration.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 30 April 2021, as presented.

Background:

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

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

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

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

Relevant Plans and Policy:

There is no Council Policy relevant to this item.

Financial Implications:

The Budget is regularly monitored on at least a monthly basis, by the Chief Executive Officer, the Manager Corporate & Community and the Senior Finance Officer. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review required by law, between 1 January and 30 April of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within **Attachment 14.04.21.02A**.

Risk Assessment:

The risk in relation to this matter is assessed as 'Low' on the basis that if Council does not receive the

Monthly Financial Reports for the month reported leading to the Shire not meeting legislative requirements on financial reporting. The risk identified would be failure to fulfil statutory regulations or compliance requirements.

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

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

Community & Strategic Objectives:

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

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

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

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

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

Comment

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

OFFICER'S RECOMMENDATION

That Council

1. **Receives the Monthly Statements of Financial Activity for the 30 April 2021, in accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in Attachment 14.05.21.03A.**

(Simple majority vote required)

Attachments

Attachment 14.05.21.03A

Shire of Brookton
MONTHLY FINANCIAL REPORT
For the Period Ended 30 April 2021

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Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 April 2021

	Note	Adopted Annual Budget	Current Budget	YTD Budget (a)	This Month	YTD Actual (b)	Var. \$ (b)-(a) (c)	Var. % (b)-(a)/(b) 9	Var.
Operating Revenues		\$		\$		\$	\$	%	
Governance		43,050	47,050	19,476	530	23,241	3,765	19.33%	
General Purpose Funding		1,196,326	2,147,041	1,345,155	205,217	1,212,220	(132,935)	(9.88%)	▲
Law, Order and Public Safety		288,876	289,876	198,246	9,841	219,918	21,672	10.93%	
Health		300	300	250	0	205	(45)	(18.18%)	
Education and Welfare		68,982	68,982	57,480	5,449	55,424	(2,056)	(3.58%)	
Housing		87,278	87,278	72,720	6,501	77,536	4,816	6.62%	
Community Amenities		423,838	413,070	407,846	2,595	390,540	(17,306)	(4.24%)	
Recreation and Culture		39,131	63,349	56,708	2,020	55,716	(992)	(1.75%)	
Transport		684,343	684,343	579,600	38,508	263,217	(316,383)	(54.59%)	▼
Economic Services		53,150	53,150	44,280	5,589	51,411	7,131	16.10%	
Other Property and Services		45,700	45,700	38,070	0	42,547	4,477	11.76%	
Total (Excluding Rates)		2,930,974	3,900,139	2,819,831	276,250	2,391,974	(427,857)	(15.17%)	
Operating Expense									
Governance		(534,766)	(538,766)	(403,324)	11,966	(391,220)	12,104	3.00%	
General Purpose Funding		(347,370)	(347,370)	(175,777)	(18,752)	(162,169)	13,608	7.74%	
Law, Order and Public Safety		(508,549)	(508,549)	(284,420)	(27,161)	(282,978)	1,442	0.51%	
Health		(22,031)	(22,031)	(18,420)	(2,217)	(16,587)	1,833	9.95%	
Education and Welfare		(169,146)	(171,446)	(133,573)	(15,547)	(121,505)	12,068	9.04%	
Housing		(198,455)	(198,455)	(164,107)	(12,534)	(128,365)	35,742	21.78%	▲
Community Amenities		(558,565)	(559,172)	(469,783)	(34,937)	(376,287)	93,496	19.90%	▲
Recreation and Culture		(914,001)	(973,526)	(785,212)	(83,254)	(762,980)	22,232	2.83%	
Transport		(2,975,508)	(3,016,508)	(2,610,177)	(252,996)	(2,784,233)	(174,056)	(6.67%)	
Economic Services		(183,296)	(183,296)	(142,947)	(18,635)	(136,677)	6,270	4.39%	
Other Property and Services		(476,035)	(476,035)	(410,211)	(26,969)	(410,170)	41	0.01%	
Total		(6,887,722)	(6,995,154)	(5,597,951)	(481,037)	(5,573,171)	24,780	0.44%	
Funding Balance Adjustment									
Add back Depreciation		2,781,490	2,781,490	2,317,908		2,551,362	233,453	10.07%	
Adjust (Profit)/Loss on Asset Disposal	6	91,789	91,789	91,789		113,755	21,966	23.93%	▲
Disposal of Minor Equipment		0	0	0		0	0	#DIV/0!	
Net Operating (Ex. Rates)		(1,083,469)	(221,736)	(368,423)		(516,080)	(147,658)	40.08%	
Capital Revenues									
Proceeds from Disposal of Assets	6	145,000	145,000	133,000		133,000	0	0.00%	
Proceeds from New Debentures	5	0	650,000	0		0	0	0.00%	
Self-Supporting Loan Principal		22,801	22,801	11,400		11,206	(194)	(1.70%)	
Transfer from Reserves	5	3,887,306	4,203,113	3,502,594		3,386,306	(116,288)	(3.32%)	
Total		4,055,107	5,020,914	3,646,994		3,530,512	(116,482)		
Capital Expenses									
Land and Buildings	6	(226,000)	(1,185,540)	(279,540)		(266,982)	12,558	4.49%	
Plant and Equipment	6	(559,500)	(567,500)	(558,830)		(558,315)	515	0.09%	
Furniture and Equipment	6	(12,000)	(12,000)	(12,000)		0	12,000	100.00%	▲
Infrastructure Assets - Roads & Bridges	6	(1,123,247)	(1,334,247)	(1,123,247)		(796,158)	327,089	29.12%	▲
Infrastructure Assets - Sewerage	6	(373,000)	(1,023,000)	(723,000)		(32,095)	690,905	95.56%	▲
Repayment of Debentures	7	(125,429)	(125,429)	(85,676)		(125,428)	(39,752)	(46.40%)	▼
Principal elements of finance lease payments	7	(1,372)	(1,372)	0		0	0		
Transfer to Reserves	5	(3,287,089)	(3,287,089)	(2,739,241)		(3,185,176)	(445,935)	(16.28%)	▼
Total		(5,707,637)	(7,536,177)	(5,521,534)		(4,964,154)	557,380	(10.09%)	
Net Capital		(1,652,530)	(2,515,263)	(1,874,540)		(1,433,642)	440,898	(23.52%)	
Total Net Operating + Capital		(2,735,999)	(2,736,999)	(2,242,962)		(1,949,722)	293,240	13.07%	
Rate Revenue		2,323,415	2,324,415	2,324,895		2,330,026	5,131	0.22%	
Opening Funding Surplus(Deficit)		412,583	412,583	412,583		412,583	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	(1)	494,516		792,887	298,372		

	NOTE	2020/21	2020/21	2020/21	2020/21	Variance
		Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
		\$	\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES						
Rates		2,323,415	2,324,565	2,324,895	2,330,026	5,131
Operating Grants, Subsidies and Contributions		1,167,520	2,142,003	1,486,927	492,303	(994,624)
Fees and Charges		682,928	677,610	629,446	616,296	(13,150)
Interest Earnings		130,111	130,111	107,135	129,660	22,525
Other Revenue		197,836	197,836	65,443	85,899	20,456
		4,501,810	5,472,125	4,613,846	3,654,184	(959,662)
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs		(1,911,012)	(1,855,016)	(1,393,560)	(1,471,202)	(77,642)
Materials and Contracts		(1,531,907)	(1,644,199)	(1,352,233)	(1,072,543)	279,690
Utilities		(177,631)	(176,873)	(138,469)	(131,478)	6,991
Depreciation		(2,781,490)	(2,781,490)	(2,367,790)	(2,551,362)	(183,572)
Interest Expenses	7	(76,411)	(76,411)	(45,892)	(57,922)	(12,030)
Insurance		(193,031)	(193,031)	(193,013)	(174,637)	18,376
Other Expenditure		(112,453)	(112,453)	(1,001)	(272)	729
		(6,783,935)	(6,839,473)	(5,491,958)	(5,459,416)	32,542
		(2,282,125)	(1,367,348)	(878,112)	(1,805,233)	(927,121)
Non-Operating Grants, Subsidies & Contributions		740,579	740,579	520,880	1,067,817	546,937
Profit on Asset Disposals	6	12,000	12,000	10,000	-	(10,000)
Loss on Asset Disposals	6	(103,789)	(103,789)	(103,789)	(113,755)	(9,966)
NET RESULT		(1,633,335)	(718,558)	(451,021)	(851,170)	(400,149)

Note 1: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE (EXCLUDING RATES)

4 Governance

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

3 General Purpose Funding

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

5 Law, Order and Public Safety

Additional funds received from DFES for the ESL overexpenditure, Animal Welfare Grant received after budget adoption

7 Health

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

8 Education and Welfare

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

9 Housing

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

10 Community Amenities

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

11 Recreation and Culture

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

12 Transport

Monies not yet claimed from Road to Recovery funding. Will correct over time as road works are completed and funds claimed.

13 Economic Services

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

14 Other Property and Services

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

OPERATING EXPENSES

4 Governance

Under spend in salaries and wages. Less than anticipated expenditure on general operations

3 General Purpose Funding

Less expenditure than anticipated in the ABC allocations due to underspend in operations

5 Law, Order and Public Safety

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

7 Health

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

8 Education and Welfare

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

9 Housing

Timing issue, will correct over time.

10 Community Amenities

Timing issue, will correct over time.

11 Recreation and Culture

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

12 Transport

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

13 Economic Services

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

14 Other Property and Services

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

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

Timing issue, will correct over time. Transfers are only carried out when capital projects fully expended.

CAPITAL EXPENSES

Land and Buildings

Works commenced, variance is a timing issue and will correct over time

Plant and Equipment

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

Furniture and Equipment

Works commenced, variance is a timing issue and will correct over time

Infrastructure Assets - Roads & Bridges

Works commenced, variance is a timing issue and will correct over time

Infrastructure Assets - Sewerage

Works commenced, variance is a timing issue and will correct over time

Repayment of Debentures

Note 1: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE (EXCLUDING RATES)

4 Governance

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

Transfer to Reserves

Timing issue, will correct over time.

OTHER ITEMS

Rate Revenue

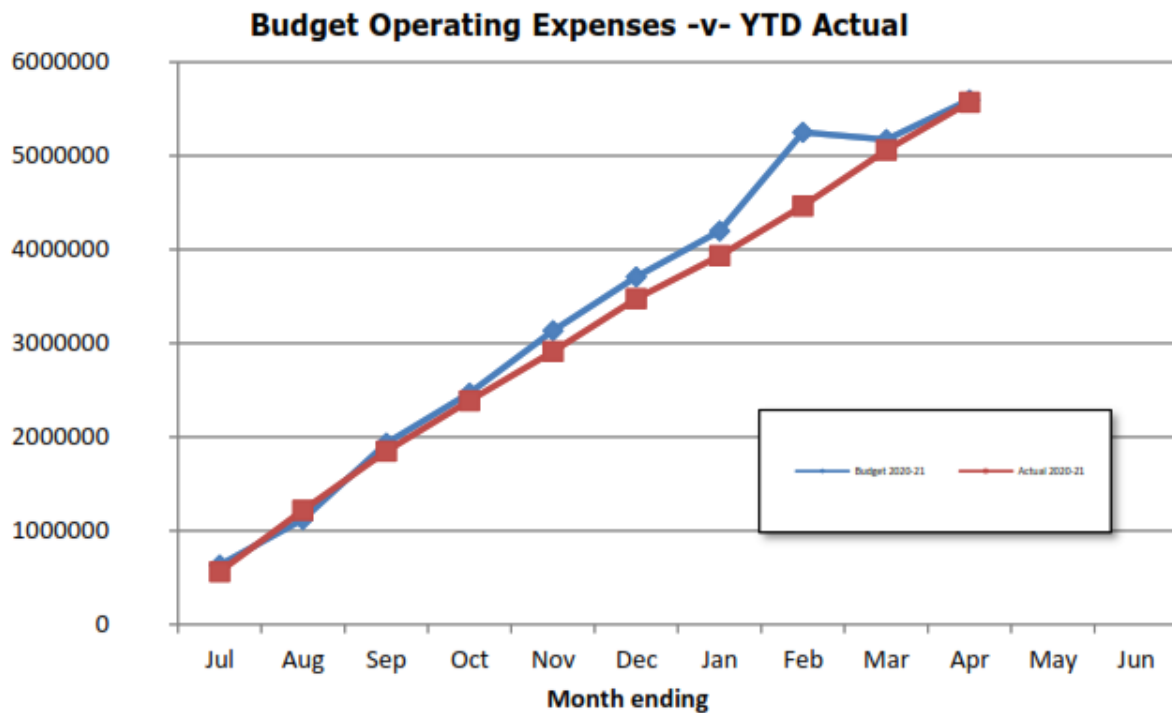
Will adjust as payments are made.

Closing Funding Surplus (Deficit)

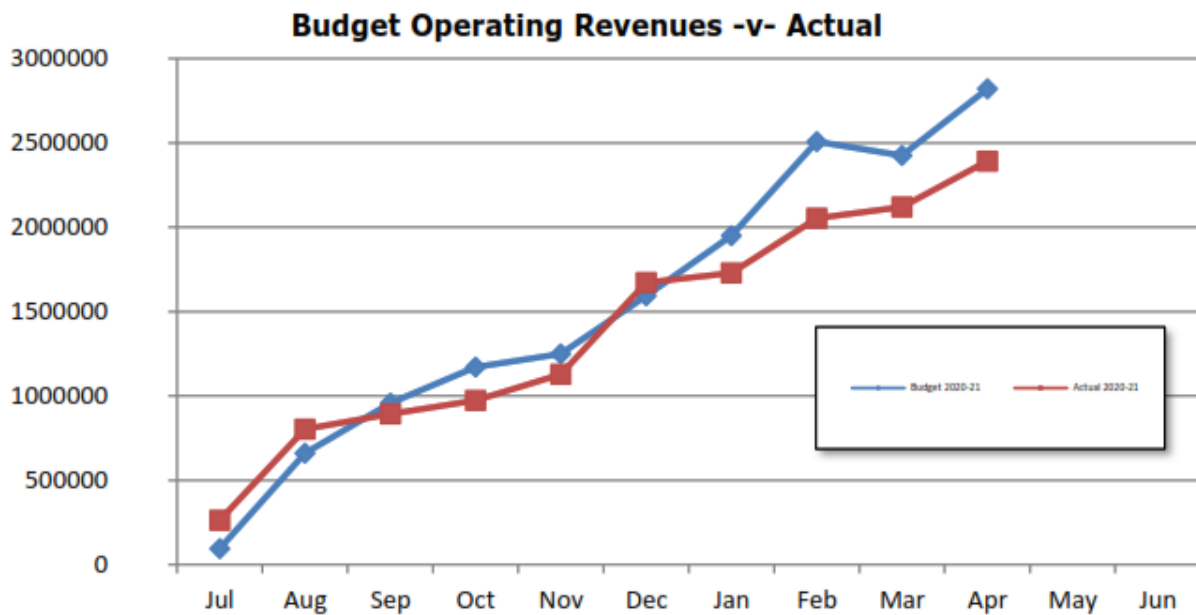
Will adjust as income and expenditure occur over the year

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2021

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Operating Expenses

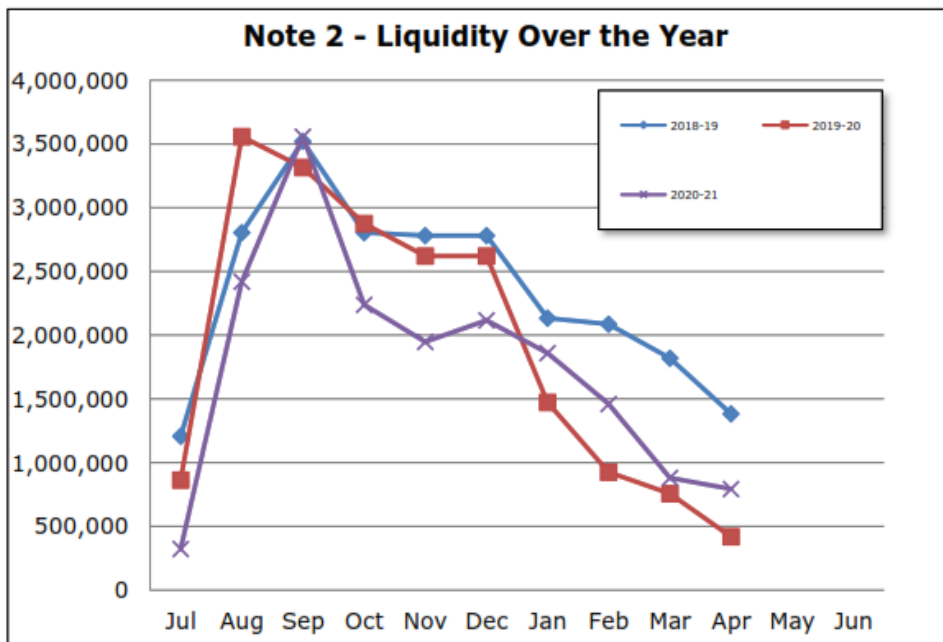


Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2021

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
2020-21				
Note	This Period	Same Period 2019/20	Same Period 2018/19	Surplus C/F 1 July 2020
	\$	\$	\$	\$
Current Assets	Apr 2021	Apr 2020	Apr 2019	
Cash Unrestricted	873,658	445,833	1,238,082	810,922
Cash Restricted	11,932,120	12,530,296	5,054,650	12,133,251
Receivables	154,136	122,047	4,318,872	125,586
Non-Cash provision movement	0	0	0	0
Inventories	11,648	27,357	25,120	16,298
	12,971,562	13,125,533	10,636,724	13,086,057
Less: Current Liabilities				
Payables and Provisions	(246,555)	(176,403)	(4,199,065)	(540,223)
	(246,555)	(176,403)	(4,199,065)	(540,223)
Less: Cash Restricted	(11,932,120)	(12,530,296)	(5,054,650)	(12,133,251)
Net Current Funding Position	792,887	418,834	1,383,009	412,583



Comments - Net Current Funding Position

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2021

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish

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

Net Rates Collectable

% Collected

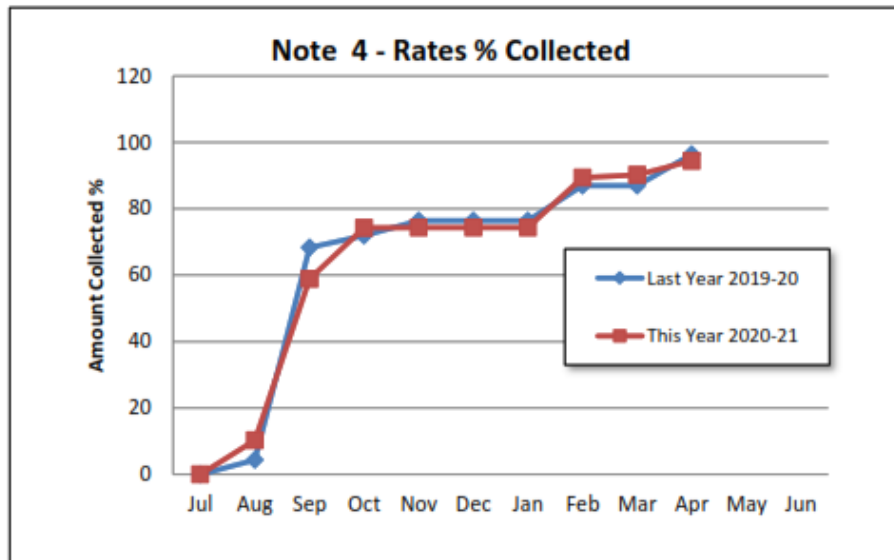
Current 2020-21	Previous Year 2019-20
\$	\$
234,381	86,273
2,703,509	2,630,515
(2,774,418)	(2,618,983)
163,472	97,805
163,472	97,805
94.44%	96.40%

Receivables - General

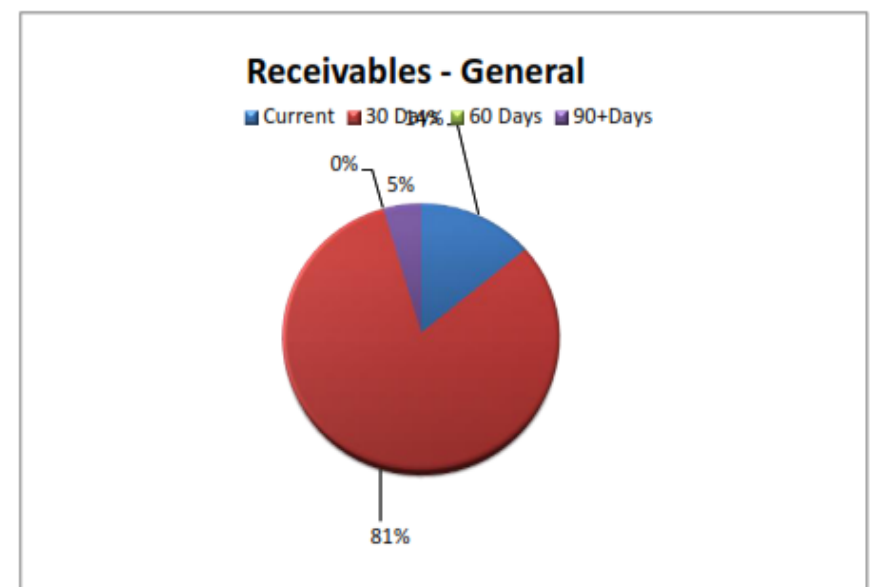
Total Outstanding

Amounts shown above include GST (where applicable)

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
764	4,450	0	250
			5,464



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 30 April 2021

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$		\$	\$		\$	\$	\$
Leave Reserve	138,778	1,407	112	30,000		0		0	0	170,185	138,890
Plant and Vehicle Reserve and Community Bus Reserve	751,938	8,033	456	0		0	(414,500)	(8,000)	(280,500)	345,471	471,894
Land & Housing Development Reserve/Independent Living Units	1,391,205	14,201	1,122	0		0	0	0	0	1,405,406	1,392,327
Furniture and Equipment Reserve	21,194	369	17	0		0	0	0	0	21,563	21,211
Municipal Buildings & Facilities Reserve	330,737	3,800	287	269,000		300,000	(37,000)	(141,000)	0	566,537	631,024
Townscape and Footpath Reserve	125,068	1,277	101	0		0		0	0	126,345	125,169
Sewerage Scheme Reserve	410,425	4,394	331	35,000		0	(15,000)		0	434,819	410,756
Road and Bridge Infrastructure Reserve	327,787	6,408	264	0		0	(200,000)	(41,000)	0	134,195	328,051
Health & Wellbeing reserve	553,863	6,675	447	0		0	0	0	0	560,538	554,310
Sport & Recreation Reserve	31,625	323	26	0		0			0	31,948	31,651
Rehabilitation & Refuse Reserve	169,841	1,733	137	41,000		0			0	212,574	169,978
Caravan Park Reserve	153,899	1,571	137	200,000		200,000		(70,000)	0	355,470	354,036
Brookton Heritage/Museum Reserve	47,148	481	38	0		0			0	47,629	47,186
Kweda Hall Reserve	18,026	184	15	0		0			0	18,210	18,041
Aldersyde Hall Reserve	25,806	0	0			0	(25,806)		(25,806)	0	(0)
Railway Station Reserve	129,940	1,326	118	200,000		200,000	(35,000)		0	296,266	330,058
Madison Square Units Reserve	30,653	313	25	0		0			0	30,966	30,678
Cemetery Reserve	43,863	448	35	0		0	(25,000)	(14,000)	0	19,311	43,898
Water Harvesting Reserve	48,116	491	44	80,000		80,000	(55,000)		0	73,607	128,160
Developer Contribution	2,740	28	2			0			0	2,768	2,742
Cash Contingency Reserve	140,336	1,433	113	0		0		(24,307)	0	141,769	140,449
Brookton Aquatic Reserve	156,130	1,594	146	300,000		300,000		(17,500)	0	457,724	456,276
Future Fund Reserve	7,084,132	75,600	89,592	0		0	(3,080,000)		(3,080,000)	4,079,732	4,093,724
Innovations Fund Reserve	0	0	11,611	2,000,000		2,000,000			0	2,000,000	2,011,611
	12,133,250	132,089	105,175.72	3,155,000	0	3,080,000	(3,887,306)	(315,807)	(3,386,306)	11,533,033	11,932,119

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2021

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)
222,543	133,000	(89,543)	PG7 Volvo Grader	\$ 222,543		\$ 133,000	\$ (89,543)
0	10,000	10,000	Side Winder Reel Mower	0		0	0
0	2,000	2,000	Single Cab Ute				0
14,246	0	(14,246)	Acer Server 2007				0
		0					0
		0					0
236,789	145,000	(91,789)		222,543		133,000	(89,543)

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Current Budget	Actual	Variance
Property, Plant & Equipment	\$		\$	\$
Land and Buildings	226,000	1,185,540	266,982	918,558
Plant & Equipment	559,500	567,500	558,315	9,185
Furniture & Equipment	12,000	12,000	0	12,000
Infrastructure				
Roadworks & Bridge Works & Footpaths	1,123,247	1,334,247	796,158	538,089
Footpath Construction - Richardson Street	0	0	0	0
Sewerage & Drainage	373,000	1,023,000	32,095	990,905
Totals	2,293,747	4,122,287	1,653,550	2,468,737

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2021

Note 7: INFORMATION ON BORROWINGS

					Principal 1-Jul-20 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
							Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)								
Self Supporting Loans												
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	215,828	-	22,801	22,801	193,027	201,217	13,465	14,611
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	63,602	-	9,185	9,185	54,417	60,149	2,195	3,453
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	104,944	-	15,156	15,156	89,788	99,246	3,621	5,698
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	44,521	-	6,430	6,430	38,091	42,104	1,536	2,417
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	104,944	-	15,156	15,156	89,788	99,246	3,621	5,698
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	536,706	-	56,701	56,701	480,005	492,286	33,483	44,420
					1,070,545	-	125,428	125,429	945,117	994,248	57,922	76,297

(*) 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 30 April 2021

Note 8: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Cash at Bank - Operating Account	0.00%	76,625				76,625	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.15%	789,013				789,013	Bendigo	
Bond Fund	0.00%	8,020				8,020	Bendigo	
Trust Cash at Bank	0.00%			14,540		14,540	Bendigo	
(b) Term Deposits								
Savings Account	0.15%		4,746,785			4,746,785	Bendigo	
Reserves	0.75%		7,185,335			7,185,335	Bendigo	20/06/2021
(c) Investments								
Bendigo Bank Shares					10,000	10,000	Bendigo	
Total		873,658	11,932,120	14,540	10,000	12,830,318		

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2021

Note 9: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Adopted Budget Net Asset Surplus 30 June 2020		Opening Surplus(Deficit)	\$	\$	\$	\$
							412,583
E116510	MSCGCAP - Community Garden/Mens shed building	OCM 08.20-13	Capital Expenses			110,000	302,583
E116510	YSHEDCAP - youth/Girl Guides building	OCM 08.20-13	Capital Expenses			100,000	202,583
E132512	Caravan Park Upgrade	OCM 08.20-13	Capital Expenses			335,000	(132,417)
I032060	Drought Communities Grant funding	OCM 08.20-13	Capital Revenue		500,000		367,583
OL01841	Trans to Muni from Caravan Park Reserve	OCM 08.20-13	Capital Revenue		35,000		402,583
OL01661	trans to Muni from Municipal Buildings Reserve	OCM 08.20-13	Capital Revenue		10,000		412,583
E121565	YOURSFC - Yourling Rd extend bitumen seal 520 metre	OCM 08.20-14	Capital Expenses			85,000	327,583
E121565	SEWSFC - Sewel st road closure improvements	OCM 08.20-14	Capital Expenses			17,000	310,583
E121565	OTHERSFC - Corberding Rd, Withall St & Brookton Hwy intersection improvements	OCM 08.20-14	Capital Expenses			22,000	288,583
E142519	Shire Depot Improvements	OCM 08.20-14	Capital Expenses			131,540	157,043
I032070	Local Roads & Community Infrastrucutre Program funding	OCM 08.20-14	Capital Revenue		255,540		412,583
OL01951	Aquatic Centre Reserve	OCM 10.20-07	Capital Revenue		10,000		422,583
E112020	POOLGO - Aquatic Centre Equipment & Materials	OCM 10.20-07	Operating Expenses			10,000	412,583
OL01961	Cash Contingency Reserve	OCM 10.20-07	Capital Revenue		10,000		422,583
E101020	TIPOP - Landfill cover Material	OCM 10.20-07	Operating Expenses			10,000	412,583
OL01961	Cash Contingency Reserve	OCM 10.20-07	Capital Revenue		6,400		418,983
E111000	MHALLOP - Architectural Services	OCM 10.20-07	Operating Expenses			6,400	412,583
OL01701	Roads & Bridges Infrastructure Reserve	OCM 10.20-07	Capital Revenue		41,000		453,583
E122030	BRDGOP - Urgent repairs Bridge 3154A & 3158A	OCM 10.20-07	Operating Expenses			41,000	412,583
OL01961	Cash Contingency Reserve	OCM 10.20-07	Capital Revenue		4,407		416,990
E105030	Aplication Fee - Amend Happy Valey Water Licence	OCM 10.20-07	Operating Expenses			4,407	412,583
E142519	Shire Depot Improvements disallowed	OCM 11.20-03	Capital Revenue		131,540		544,123
E121565	BODESFC - 6.0m seal - 500 m Bodey Street	OCM 11.20-03	Capital Expenses			87,000	457,123
E116510	NATPLACAP - Youth Preceinct Enhancements	OCM 11.20-03	Capital Expenses			44,540	412,583
E142519	Shire Deopot Improvements	OCM 11.20-03	Capital Expenses			131,000	281,583
OL02661	Transfer from Munciapal Building Reserve	OCM 11.20-03	Capital Revenue		131,000		412,583
E132512	Caravan Park Improvements	OCM 11.20-03	Capital Expenses			180,000	232,583
E112510	POOLCAP - aquatic Centre improvements	OCM 11.20-03	Capital Expenses			10,000	222,583
E113020	RESEOP - Beautification Works Reserve 43158	OCM 11.20-03	Operating Expenses			5,325	217,258
I032070	Local Roads & Community Infrastrucutre Program funding	OCM 11.20-03	Capital Revenue		195,325		412,583
E113030	COUNOP - Upgrade electrical wiring for evac centre	OCM 11.20-03	Operating Expenses			3,500	409,083

OL01961	Transfer from Cash Contingency Reserve	OCM 11.20-03	Capital Revenue	3,500		412,583
E112480	POOLOP - Various maintenance items at	OCM 11.20-03	Operating Expenses		7,500	405,083
OL01951	Transfer from Aquatic Centre Reserve	OCM 11.20-03	Capital Revenue	7,500		412,583
E043020	Bond Administration Refunds increase budget	OCM 02.21-15	Operating Expenses		4,000	408,583
I043010	Bond Administration increase budget	OCM 02.21-15	Operating Revenue	4,000		412,583
E132512	Stage 1 Caravan Park Upgrade	OCM 02.21-15	Capital Expenses		35,000	377,583
OL01841	Transfer from Caravan Park Reserve	OCM 02.21-15	Capital Revenue	35,000		412,583
E104030	Reduction of Budget due to decrease in expenditure	OCM 02.21-15	Operating Expenses	13,800		426,383
I104010	Reduction of Budget due COVID19 legislation changes	OCM 02.21-15	Operating Revenue		10,768	415,615
E114020	AmLib annual licence not included in adopted budget	OCM 02.21-15	Operating Expenses		1,700	413,915
E116020	AUSTDAY - Grant funded event	OCM 02.21-15	Operating Expenses		20,000	393,915
E116020	BIKEGO - grant funded event	OCM 02.21-15	Operating Expenses		800	393,115
I116020	Australia Day Grant funds & Bike event grant funding	OCM 02.21-15	Operating Revenue	20,799		413,914
I031015	Increase in intrim rates being processed	OCM 02.21-15	Operating Revenue	850		414,764
I052010	increase in budget increase in animal fines	OCM 02.21-15	Operating Revenue	1,000		415,764
I111011	Greater than anticipated used of hall	OCM 02.21-15	Operating Revenue	600		416,364
E115040	Gran funding expenditure	OCM 02.21-15	Operating Expenses		3,000	413,364
I115020	Grant funding for Christmas party - Bendigo Bank	OCM 02.21-15	Operating Revenue	2,819		416,183
E087020	SENIOP - Increase budget greater electricity usage	OCM 02.21-15	Operating Expenses		2,300	413,883
E112480	POOLOP - Various maintenance items at	OCM 02.21-15	Operating Expenses		1,300	412,583
E143530	LIGHTV - increase for tow behind vehicle	OCM 02.21-15	Capital Expenses		8,000	404,583
OL01621	Transfer from Plant and Vehicle reserve	OCM 02.21-15	Capital Revenue	8,000		412,583
E105510	CEMABLU - increase budget for grave shoring equipment	OCM 02.21-15	Capital Expenses		14,000	398,583
OL01901	Transfer from Cemetery Reserve	OCM 02.21-15	Capital Revenue	14,000		412,583
Closing Funding Surplus (Deficit)				0	1,442,080	412,583

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2021

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 30 April 2021
	\$	\$	\$	\$
Housing Bonds	0	0	0	0
Other Bonds	6,140	0	(6,140)	0
Rates Incentive Prize	0	0	0	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	0	0	0	0
Gnulla Child Care Facility	0	0	0	0
Wildflower Show Funds	0	0	0	0
Kalkarni Resident's Accounts	0	0	0	0
Public Open Space Contributions	13,820	0	0	13,820
Unclaimed Money	830	0	(110)	720
	20,790	0	(6,250)	14,540

1. Public Open Space Contribution:

T148 - Paul Webb \$13,820

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

2. Other Bonds

Council resolved at the February 2021 OCM to refund the trust

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 30 April 2021

Note 11 Sewerage Operating Statement

NOTE	2020/21 Adopted Budget \$	2020/21 YTD Budget \$	2020/21 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges	650	650	1,652	1,002
Annual Sewerage Rates	203,265	203,265	194,636	(8,629)
	<u>203,915</u>	<u>203,915</u>	<u>196,288</u>	<u>(7,627)</u>
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(16,350)	(13,625)	(1,698)	11,927
Materials and Contracts	(86,110)	(71,758)	(67,149)	4,609
Utilities	(5,600)	(4,667)	(2,198)	2,469
Depreciation	(42,067)	(35,056)	(35,575)	(520)
Interest Expenses	(2,723)	(2,269)	(1,536)	733
Insurance	(268)	(223)	(237)	(14)
General Operating Expenses	(13,907)	(11,589)	(1,673)	9,917
Allocation of Administration Expense	(45,800)	(38,167)	(33,423)	4,743
	<u>(212,825)</u>	<u>(177,354)</u>	<u>(143,490)</u>	<u>33,864</u>
	(8,910)	26,561	52,798	26,238
Add Back Depreciation	42,067	35,056	35,575	520
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	(35,000)	(29,167)	-	(29,167)
Transfer from Sewerage and Drainage Reserve	15,000	15,000	-	15,000
NET RESULT	<u>13,157</u>	<u>47,450</u>	<u>88,374</u>	<u>12,590</u>
Capital Loan Repayments			(6,430)	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 30 April 2021

Note 12 WB Eva Pavilion Operating Statement

NOTE	2020/21 Adopted Budget \$	2020/21 YTD Budget \$	2020/21 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Hire Fees - WB Eva Pavilion	2,980	2,483	3,582	1,098
Sporting Club Fees	5,500	4,583	2,725	(1,859)
Gymnasium Income	7,500	6,250	6,024	(226)
	15,980	13,317	12,330	(987)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	-	-	-	-
Materials and Contracts	-	-	-	-
Utilities	-	-	-	-
Interest Expenses	(40,047)	(33,373)	(33,483)	(110)
Insurance	-	-	-	-
General Operating Expenses	-	-	-	-
Gymnasium Operating	(8,977)	(6,970)	(4,237)	2,733
	(40,047)	(33,373)	(37,719)	(110)
	(24,067)	(20,056)	(25,389)	(1,097)
NET RESULT	(24,067)	(20,056)	(25,389)	(1,097)

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Acquatic Centre
For the Period Ended 30 April 2021

	Note	Adopted Annual Budget 2019/20	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
Note 13 (a): Brookton Caravan Park						
Operating Revenue		\$	\$	\$	\$	%
Caravan Park Fees		33,000	27,500	34,094	6,594	23.98%
Total Revenue		33,000	27,500	34,094	6,594	23.98%
Operating Expenses						
Brookton Caravan Park	CARAOP MARKOP	(22,888)	(19,073)	(32,166)	(13,093)	68.65%
Brookton Caravan Park		(8,000)	(6,667)	(444)		
Caravan Park Depreciation		(1,037)	(864)	(864)	(0)	0.00%
Caravan Park Abc Administration Expenses		(27,480)	(22,900)	(20,054)	2,846	(12.43%)
Total		(59,405)	(49,504)	(53,529)	(10,247)	(20.70%)
Operating Surplus (Deficit)		(26,405)	(22,004)	(19,435)	(3,654)	-17%
Excluding Non Cash Adjustments						
Add back Depreciation		1,037	864	864	0	0.00%
Net Operating Surplus (Deficit)		(25,368)	(21,140)	(18,571)	(3,654)	17.28%
Note 13 (b): Brookton Acquatic Centre						
Operating Revenue						
POOL FEES & CHARGES		14,500	12,083	13,076	993	8.22%
POOL GRANTS & SUBSIDIES		0	0	0	0	0.00%
Total Revenue		14,500	12,083	13,076	993	8.22%
Operating Expenses						
POOL EMPLOYEE COSTS		(48,057)	(40,048)	(40,396)	(348)	0.00%
POOL GENERAL OPERATING EXPENSES		(25,500)	(29,583)	(38,303)	(8,720)	29.48%
POOL BUILDING MAINTENANCE		(16,998)	(21,498)	(13,038)	8,461	(39.36%)
POOL DEPRECIATION		(11,854)	(9,878)	(9,926)	(47)	0.48%
POOL ABC ADMINISTRATION EXPENSES		(27,480)	(22,900)	(20,054)	2,846	(12.43%)
Total		(129,889)	(123,908)	(121,716)	2,191	1.77%
Operating Surplus (Deficit)		(115,389)	(111,824)	(108,640)	3,184	2.85%
Excluding Non Cash Adjustments						
Add back Depreciation		11,854	9,878	9,926	47	0.48%
Net Operating Surplus (Deficit)		(103,535)	(101,946)	(98,714)	3,231	3.17%

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 30 April 2021

Note 14

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Federal Funding		State Funding				Own Source Funding		
					R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni
	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Town Street Maintenance	188,102	188,102	100,544	53%									188,102
Rural Road Maintenance	379,536	379,536	356,143	94%					84,910				294,626
Bridge Maintenance	63,016	104,016	47,514	46%									104,016
R2R Work Schedule													
Brookton - Kweda Road	218,633	218,633	83,196	38%	218,633								0
Other Construction													
Brookton-Kweda Road	162,080	162,080	153,976	95%							100,000		62,080
York-Williams Road	45,420	45,420	35,116	77%									45,420
Bartram Road	148,575	148,575	12,670	9%							50,000		98,575
Dale Kokeby Road	148,575	148,575	28,947	19%							50,000		98,575
Install & upgrade Headwalls to Culverts	24,964	24,964	7,884	32%									24,964
RRG Approved Projects													
Brookton-Kweda Road	324,150	324,150	285,570	88%			324,150						0
York-Williams Road	50,850	50,850	44,862	88%			50,850						
	1,753,901	1,794,901	1,156,421	66%	218,633	0	375,000	0	84,910	0	200,000	0	916,358

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 30 April 2021

Note 15

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding					
					Muni	Grants	Reserves	Sale of Assets	Loan	Total Funding
	\$	\$	\$		\$	\$	\$	\$		\$
Chambers & Reception Area Upgrade	30,000	30,000	0	0%	30,000					30,000
Robinson Road - StreetBins	10,000	10,000	0	0%	10,000					10,000
Effluent Dosing Building/Shed	15,000	15,000	0	0%			15,000			15,000
Ablution Facility at Cemetery	25,000	39,000	13,166	34%			39,000			39,000
Railway Station Fencing and Lighting	35,000	35,000	0	0%			35,000			35,000
Youth Precinct - Fencing & Nature Play Area	50,000	94,540	7,444	8%	13,000	44,540	37,000			94,540
Community Garden/Mensshed building	0	110,000	0			110,000				110,000
Youth/Girl Guides Building	0	100,000	278			100,000				100,000
Aquatic Centre Improvements (new roof to Ablution)	24,000	34,000	25,227	74%	34,000					34,000
Memorial Park Gazebo and Disable access	22,000	22,000	13,465	61%	22,000					22,000
Tourist Information Bay	15,000	15,000	0	0%	15,000					15,000
Caravan Park Upgrade Stage 1	0	550,000	204,095	37%		550,000				550,000
Depot Improvements	0	131,000	3,307	3%			131,000			131,000
Display Cabinet & Memorabilia Board	12,000	12,000	0	0%	12,000					12,000
John Deere 670GP Grader per RFQ05/2020	413,500	413,500	413,500	100%			280,500	133,000		413,500
Side Winder Reel Mower	52,000	52,000	45,290	87%			42,000	10,000		52,000
Single Cab Ute	10,000	18,000	13,709	76%			16,000	2,000		18,000
Dual Cab Ute - BRMPO & CESM	84,000	84,000	85,816	102%			84,000			84,000
Brookton-Kweda Road	324,150	324,150	285,570	88%		324,150				324,150
York-Williams Road	50,850	50,850	44,862	88%		50,850				50,850
Brookton-Kweda Road	218,633	218,633	83,196	38%		218,633				218,633
Brookton-Kweda Road	162,080	162,080	153,976	95%	100,873		61,207			162,080
York-Williams Road	45,420	45,420	35,116	77%	28,268		17,152			45,420
Bartram Road	148,575	148,575	12,670	9%	92,468		56,107			148,575
Dale Kokeby Road	148,575	148,575	28,947	19%	92,468		56,107			148,575
Youraling Rd extend Seal	0	85,000	63,538	75%		85,000				85,000
Bodey St extend Seal	0	87,000	74,226	85%		87,000				87,000
Crn Whitthall, Corberding & Brookton Hwy	0	22,000	5,982	27%			22,000			22,000
Install & upgrade Headwalls to Culverts	24,964	24,964	7,884	32%	15,537		9,427			24,964
Happy Valley Bore Field	55,000	55,000	17,660	32%			55,000			55,000
Upgrade Inflow Meter with Electromagnetic Metre	18,000	668,000	14,435	2%	18,000				650,000	668,000
Upgrade- Refurb/Refining Pipe Network	300,000	300,000	0	0%					300,000	300,000

15.05.21 GOVERNANCE REPORTS

15.05.21.01 DRAFT LOCAL GOVERNMENT (MEETING PROCEDURE) LOCAL LAW 2021, AND REPEAL OF EXTRACTIVE INDUSTRY LOCAL LAW 2011

File No:	ADM 0624
Date of Meeting:	20 May 2021
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	N/A
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	The author does not have a specific interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	17 December 2020

Summary of Item:

This item relates to:

- a) Making (preparation) of a draft Local Government (Meeting Procedures) Local Law 2021 applicable to all Ordinary, Special and Committee meetings – see **Attachment 15.05.21.01A**.
- b) Repeal of the Shire of Brookton Extractive Industries Local Law 2011 – see **Attachment 15.05.21.01B**.

Both **Attachments** are provided under separate cover.

The third **Attachment 15.05.21.01C** is the advertisement from the Western Australian Newspaper that demonstrates the required public notice of both Local Laws.

Description of Proposal:

As above

Background:

Section 3.16 of the *Local Government Act 1995* (the Act) provides direction for reviewing the currency, and suitability of gazetted Local Laws, and requires that all Local Laws be reviewed every eight years, to determine their continued relevance.

At the July 2020 Ordinary Meeting the Council resolved to commence a review of its Local Laws, with the initial focus being on the preparation of a new Meetings Protocol Local Law, and repeal of the existing Extractive Industry Local Law 2011. This was further supported at a Council meeting in December 2020, to progress advertising of the new draft Local Government (Meeting Procedures) Local Law 2021, and repeal the current Extractive Industries Local Law 2011.

Notice of both Local Laws was published in the Western Australian Newspaper on 16th February 2021 and published on the Shire Website with public submission to be received on or before 2nd April 2021. As a result, no submissions have been received.

This report now seeks Council endorsement to progress with the adoption and repeal processes.

Consultation:

As reflected above, formal notice of the draft Local Government (Meeting Procedures) Local Law 2021 and Extractive Industry Local Law 2011 was publicised in accordance with the legislative requirements.

Statutory Environment:

Pursuant to Section 3.12 of the Act the following statutory procedure applies to amending, repeal or creating a new local law:

3.12.Procedure for making local laws

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
 - (a) *give local public notice stating that —*
 - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
 - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
 - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*
 - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
 - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- [(3a) *deleted*]
- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.*
** Absolute majority required.*
- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
 - (a) *stating the title of the local law; and*
 - (b) *summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
 - (c) *advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section —*
***making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

Relevant Plans and Policy:

The only policy document applicable to this matter is Standing Orders and Meetings Procedure Local Law 2000 Policy 1.17 which should be rescind upon gazettal of the draft Local Government (Meeting Procedures) Local Law 2021.

Financial Implications:

It is estimated that the overall Local Law review process will cost approximately \$5,000 in Officer time with advertising costs already covered in the 2020-21 draft annual budget.

Risk Assessment:

The risk in relation to this matter is assessed as 'High' on the basis that the review is a legislated requirement and there is no current Local Law for meeting procedures, which is not ideal. Further, the current situation with the Extractive Industry Local Law is that it duplicates process and creates confusion and cost for the applicant which has proven unnecessary in the past.

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

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

Community & Strategic Objectives:

This item relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – 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
 - 1.8 Review Local Laws

Comment

The lack of public comment from the formal notification period is not unexpected given the meeting procedures are specific to Council and do not affect the general community, and the current Extractive Industries Local Law is merely a duplication of the planning approval process.

OFFICER RECOMMENDATION

That Council in relation to the making (preparation) of the Shire of Brookton Local Government (Meeting Procedures) Local Law 2021 and (repeal) Shire of Brookton Extractive Industries Local Law 2011:

- 1. Notes that there have been nil submissions received through the public notification and submission period from 16th February 2021 through to 2nd April 2021.***
- 2. Endorses in accordance with Section 3.12 (4) of the Local Government Act, 1995 the making of both Local Laws as presented as Attachment 15.05.21.01A and Attachment 15.05.21.01B to this report.***
- 3. Proceeds pursuant to Section 3.12 (5) of the Local Government Act, 1995 to publish notice in the Government Gazette in relation to the 'making' of both Local Laws and forward a copy of gazette notice to the Minister for Local Government, Sport and Cultural Industries.***

(Absolute Majority Vote Required)

Attachments

Attachments provided under separate cover:

Attachment 15.05.21.01A – Local Government (Meeting Procedures) Local Law 2021

Attachment 15.05.21.01B – Shire of Brookton Extractive Industries Local Law 2011

Attachments included within the Agenda:

Attachment 15.05.21.01C – Advertisement exert from the West Australian Newspaper

TUESDAY, FEBRUARY 16, 2021 • 63

EMPLOYMENT**Building and
Construction****PAINTER**

Painter for immediate start.
Fortnightly pay, no brush
hands, central area work.
Call 0432 926 184

**Local Govt.
Notices****Shire of
Brookton**

Notice is hereby given that
the Shire of Brookton
proposes to make a Local
Government Meeting
Procedures Local Law.

The stated purpose and effect
of this local law is:

(i) To provide rules and
guidelines which apply to the
conduct of meetings of the
Council and its committees
and to meetings of electors.

(ii) To conduct all Council and
Committee in accordance
with the Act, the Regulations
and these Local Laws.

(iii) To afford through the
implementation and use of
these laws:

- better decision-making by
the Council and
committees,
- the orderly conduct of
meetings dealing with
Council business,
- better understanding of the
process of conducting
meetings, and the more
efficient and effective use
of time at meetings.

A copy of the proposed local
law can be inspected or
obtained through the Shire of
Brookton website, requested
via email, or in person at the
Shire Administration Office
located at 14 White Street,
Brookton.

Submissions must be made
directly to the Shire of
Brookton on or before Friday
2nd April 2021.

**Shire of
Brookton**

Notice is hereby given that
the Shire of Brookton
proposes to repeal the
Local Government Extractive
Industries Local Law 2011.

The purpose of this Local Law
is to establish requirements
and conditions with which
extractive industry proposals,
within the district, must
comply with, while the effect
is to provide for the
regulation, control and
management of extractive
industry proposals.

Repeal has been
recommended as, for the
most part, this legislation is
assessed as a double up on
approval and enforcement, as
an extractive industry use
requires statutory approval
from Council under the Shire
of Brookton Local Planning
Scheme No. 4.

A copy of the Extractive
Industries Local Law 2011 can
be inspected or obtained
via the Shire of Brookton
website, requested via email
or in person at the Shire
Administration Office, located
at 14 White Street, Brookton.

Submissions must be made
directly to the Shire of
Brookton on or before Friday
2nd April 2021.

**Local Govt.
Tenders**

**Request for Tender 06 2021:
Provision of Trades Services:
Plumbing & Drainage, Gas,
Electrical, Air-Conditioning,
Pest Control, and Painting.**

The Shire of Exmouth is
seeking tenders from suitably
experienced and resourced
contractors to provide one
or more Trade Services for
an initial contract period of
2 years.

The tender documents are
available via the 360 website
([https://360providers.
apetsoftware.com.au/
request/open/lcs](https://360providers.apetsoftware.com.au/request/open/lcs)).
Potential tenderers will need
to register as a supplier with
360 to access the tender
documents.

Tenders must be submitted
via the 360 website
[https://360providers.
apetsoftware.com.au/](https://360providers.apetsoftware.com.au/)

The Deadline for
submissions is 2:00pm
(WST), 11th March 2021.

15.05.21.02 REQUEST FOR 5 DOGS – LOT 287 (HN. 39) KING STREET, BROOKTON

File No:	A631
Date of Meeting:	20 May 2021
Location/Address:	39 King Street Brookton
Name of Applicant:	Ms. Wendy Rose
Name of Owner:	Shire of Brookton
Author/s:	Ian D’Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	The author does not have an interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

This item seeks Council approval of a request received by the resident occupying Lot 287 (House No.39) King Street Brookton, Ms. Wendy Rose, to keep 5 dogs at that premises, 4 permanently, and 1 on a temporary basis.

Proposal:

As above.

Background:

The approach to keep the five dogs at the premises came through to the Shire as a letter from Ms. Rose dated 28th February 2021, following an approach from the Shire’s contract ranger service following on the lawful registration of the dogs with the Shire.

A copy of Ms. Rose’s letter is provided as **Attachment 15.05.21.02A** to this report.

Consultation:

The request for was initially provided to Mr. Matt Sharpe, and has subsequently been investigated by Samantha Di Candilo from Shire’s Contract Ranger service. Ms. Di Candilo inspected the 1.14ha property with a Ms. Brinkworth in the absence of Ms. Rose on 16th April 2021 and has basically reported:

- *The property fencing of a standard rural type appears adequate and the dogs do not tend to wander.*
- *Multiple dogs were present, with 5 dogs inside the main house listed below:*
 - *Female Border Collie X “Callamity” Registered to Ms. Brinkworth at 71 Brookton Hwy Brookton.*
 - *Male Kelpie X Rotti “Grumpy” belongs to Mr. Max Brinkworth and allegedly moving to Pingelly.*
 - *Male Jack Russell 10 years old “Charlie” Lifetime registration to Mr. Noel Brinkworth LT 00373.*
 - *Female Jack Russell 2-3years old “Lola” belonging to Ms. Rose. Unregistered.*
 - *Female Jack Russell 1 year old “Charlotte” belonging to Ms. Rose. Unregistered.*
 - *Staffy “Morley” 8 year old belonging to Ms. Kristy Lee and reportedly only temporary.*
- *All dogs appear well fed with water bowls available.*
- *Excrement was evidence in many places around the property suggesting it may be cleaned up on an irregular basis.*
- *Ms. Brinkworth advised that the 3 jack Russell dogs are permanent, the other dogs were only staying temporarily.*

- To approve the permit for the 3 jack Russell dogs all of these dogs would need proof of sterilisation, microchipping and registration to prove breeding would not occur.
- The other 3 dogs need to be moved to new addresses within 14 days with proof of registration.
- Rangers would need to spot check address to ensure only 3 dogs are kept at address otherwise a kennel license would need to be applied for or enforcement from Rangers.

Statutory Environment:

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

Part V — The keeping of dogs

26. Limitation as to numbers

- (1) A local government may, by a local law under this Act —
 - (a) limit the number of dogs that have reached 3 months of age that can be kept in or at premises in the local government's district; or
 - (b) limit the number of dogs of a breed specified in the local law that can be kept in or at premises in the local government's district.
- (2) A local law mentioned in subsection (1) —
 - (a) may limit the number of dogs that can be kept in or at premises to 2, 3, 4, 5 or 6 only; and
 - (b) cannot prevent the keeping in or at premises of one or 2 dogs that have reached 3 months of age and any pup of either of those dogs under that age; and
 - (c) cannot apply to dogs kept at premises that are licensed under section 27 as an approved kennel establishment; and
 - (d) cannot apply to dangerous dogs (declared) or dangerous dogs (restricted breed).
- (3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —
 - (a) may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption; and
 - (b) cannot authorise the keeping in or at those premises of —
 - (i) more than 6 dogs that have reached 3 months of age; or
 - (ii) a dog under that age unless it is a pup of a dog whose keeping is authorised by the exemption; and
 - (c) may be revoked or varied at any time.

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

3.2 Limitation on the number of dogs

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

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

Relevant Plans and Policy:

There are no plans or policies applicable to this matter.

Financial Implications:

Should Council not support the Officer Recommendation based on the Ranger's advice directions and fines may need to be applied in addition to registration and sterilization costs.

Risk Assessment:

The risk in relation to this request and based on the investigation undertaken by the Shire's Contract Ranger is deemed 'Medium'.

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 request for approval for a third dog applies to:

Business Function 7. Ranger Services

General Functions 7.1 - Perform Cat/dog registrations

7.3 – Perform animal control and management

Comment

In accordance with the Shire Ranger's advice, it is recommended permission only be granted to keep a third dog at 39 King Street providing all required registrations and sterilizations are obtained and the other dogs are rehoused with 14 days of a notice being served.

OFFICER'S RECOMMENDATION

That Council pursuant to section 26(3) of the Dog Act, 1976, grants an exemption for a third dog to be kept at Lot 287 (Hn.39) King Street Brookton, subject to:

- 1. The owner maintaining full registration (inclusive of microchipping and vaccination) and sterilization of all three Kelpie dogs.***
- 2. The respective Kelpie dogs being consistently restrained in an enclosed yard, as required by the legislation.***
- 3. The other dogs on the premises being rehoused elsewhere, within 14 days of a notice being served by the Shire Ranger.***

(Simple majority vote)

Attachments

Attachment 15.05.21.02A – Request letter – Ms. Wendy Rose

28/2/21

Attention: Kylie Freeman

Re Ranger services- warning notice 25/2/21 signed by Ian D`arcy CEO

Dear Council

I wish to apply to keep 4 dogs on my property permanently and temporally house a fifth dog.

The property is a 1 hectare property with a Residential/rural zoning

The dogs are family pets,

Morley 7-year-old Tan and White Staffordshire terrier – desexed that belongs to my daughter Kristy-Lee

3 x White and Tan Jack Russel Terriers-Charlie 9 years, Lola 3 years- desexed and Charlotte 18 months-desexed

Grumpy is a 14 ½ year old Rottweiler cross Kelpie- Black and Tan- desexed and is currently a living miracle(as the vets don't believe a Rottweiler cross can live this long)

The dogs are Family pets and well socialized with other dogs and horses, sheep, goats, chickens, ducks ect.

They are well trained and obedient to family

They are contained on the property and supervised.

All dogs are microchipped.

All dogs will be registered for life following confirmation of my application.

Yours Sincerely

Wendy Rose

15.05.21.03 REVIEW OF ORGANISATIONAL STRUCTURE – MAY 2021

File No:	ORG
Date of Meeting:	20 May 2021
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	The author has an interest in this item due to being responsible for the operations of the Shire.
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

This item relates to a minor review of the Organisational Structure and primarily takes into account the need for the casual employment a Caravan Park Caretaker/Cleaner as well as some adjustment to existing position titles and alignment of duties and reporting responsibilities.

A copy of the existing Organisational Structure – August 2020 is presented as **Attachment 15.05.21.03A**, while the revised Organisational Structure – May 2021 is offered as **Attachment 15.05.21.03B** to this report.

Description of Proposal:

As above.

Background:

To enhance and maintain a contemporary approach to service delivery, the Organisational Structure of the Shire is consistently the subject of review.

Accordingly, the Council at its August 2020 Ordinary Meeting last reviewed the Organisational Structure to accommodate the employment of three part-time local cleaners, aquatic centre supervisor, and a casual EHO/Building Surveyor, as opposed to specific contract arrangements for these services, and enhanced its bushfire mitigation and emergency response through the employment of two additional officers.

A further review has been promoted given:

- The current upgrade of the Brookton Caravan Park inclusive of short-stay chalet accommodation that will require an increased level of servicing, such as cleaning and supply of fresh linen with each booking, prompting the need for an additional casual caretaker/cleaner position (0.3 FTE) to service the chalet units and communal ablution facilities.
- Recent resignations of the Manager of Infrastructure and Emergency (leaves end of May 2021), and Senior Finance Officer (leaves at the end of November 2021), that has prompted a change with some duties and a slight amendment to titles for these positions.
- A change in the Process and Compliance position to part-time (0.4 FTE) and introduction of a part time Administration Officer to improve coverage at reception and support the Manager Corporate and Community.
- Subtle changes and slight re-alignment and reporting of other position titles.

For the most part the changes are relatively minor and operational in nature, with the most significant

change to the Structure being the addition of a Caravan Park Caretaker/Cleaner position.

Consultation:

Internal consultation has occurred involving a number of Officers that may be directly affected by adjustment to the Organisational Structure. This includes the Manager Corporate and Community and respective staff in the finance team.

Statutory Environment:

This item aligns to the Municipal Budget and more particularly the allocation of salaries and wages as part of this process under Section 6.2 (1) of the *Local Government Act, 1995*.

Relevant Plans and Policy:

This matter also aligns to:

- The Shire of Brookton Workforce Plan 2015 – Note pending review.
- Council Policy 1.11 – Senior Employees - It is promoted that all reference to the Manager Infrastructure and Emergency be amended to Manager Infrastructure and Assets.
- Council Policy 1.18 – Appointment of Acting CEO - This policy will need to be amended to reflect the slight change in titles for the Manager positions.

Financial Implications:

It is expected the revised Organisational Structure – May 2021 will not have a significant impact the Salary and Wages budget allocation for the current or next financial year's budget.

This is due to:

- a) The Caravan Park Caretaker/Cleaner being a casual position at 0.3 FTE with a proposed initial/estimated budget allocation of \$20,000 that should be sufficiently offset by the hire/rental revenue from the Caravan Park.
- b) A slight reduction in wages for the Finance Officer position that will come into effect at the end of November 2021. In the interim a replacement finance officer is being recruited to allow for a succession of knowledge with this arrangement to covered in the 2021-22 budget.

Risk Assessment:

There is an assessed 'low' risk in endorsing the revised Organisational Structure which is only marginally different from the existing framework, and therefore does not present any significant concern.

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 measure 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 – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2024.

Specifically, this request aligns in a broad context to:

Business Function 1. - Governance

Business Function 16. – Organisational Development

Comment

As mentioned, most of the change relates to operational improvement through the shuffling and realignment of some duties that also reflects some minor title changes.

Importantly, the casual caretaker/cleaner position is needed to service the Caravan Park given the previous caretaker has moved into senior citizen's accommodation. Should Council support the revised Structure as presented, recruitment of this position will be progressed immediately given the new chalet accommodation should be serviceable by the middle of June 2021.

Similarly the shift in allocation of hours and duties has been generated by the need for increased coverage at reception when current administration officers are on leave and a request from the Manager Corporate and Community for improved support, acknowledging this initiative will not incur any additional cost.

OFFICER RECOMMENDATION

That Council endorses:

- 1. The revised Organisational Structure – May 2021, as presented in Attachment 15.05.21.03B to this report acknowledging the new position of casual Caravan Park Caretaker/Cleaner and subtle changes to position titles and re-alignment of duties.***
- 2. The change to various Council policies where applicable to reflect respective position title changes.***

(Simple majority vote)

Attachments

Attachment 14.05.21.01A – Organisational Structure – August 2020

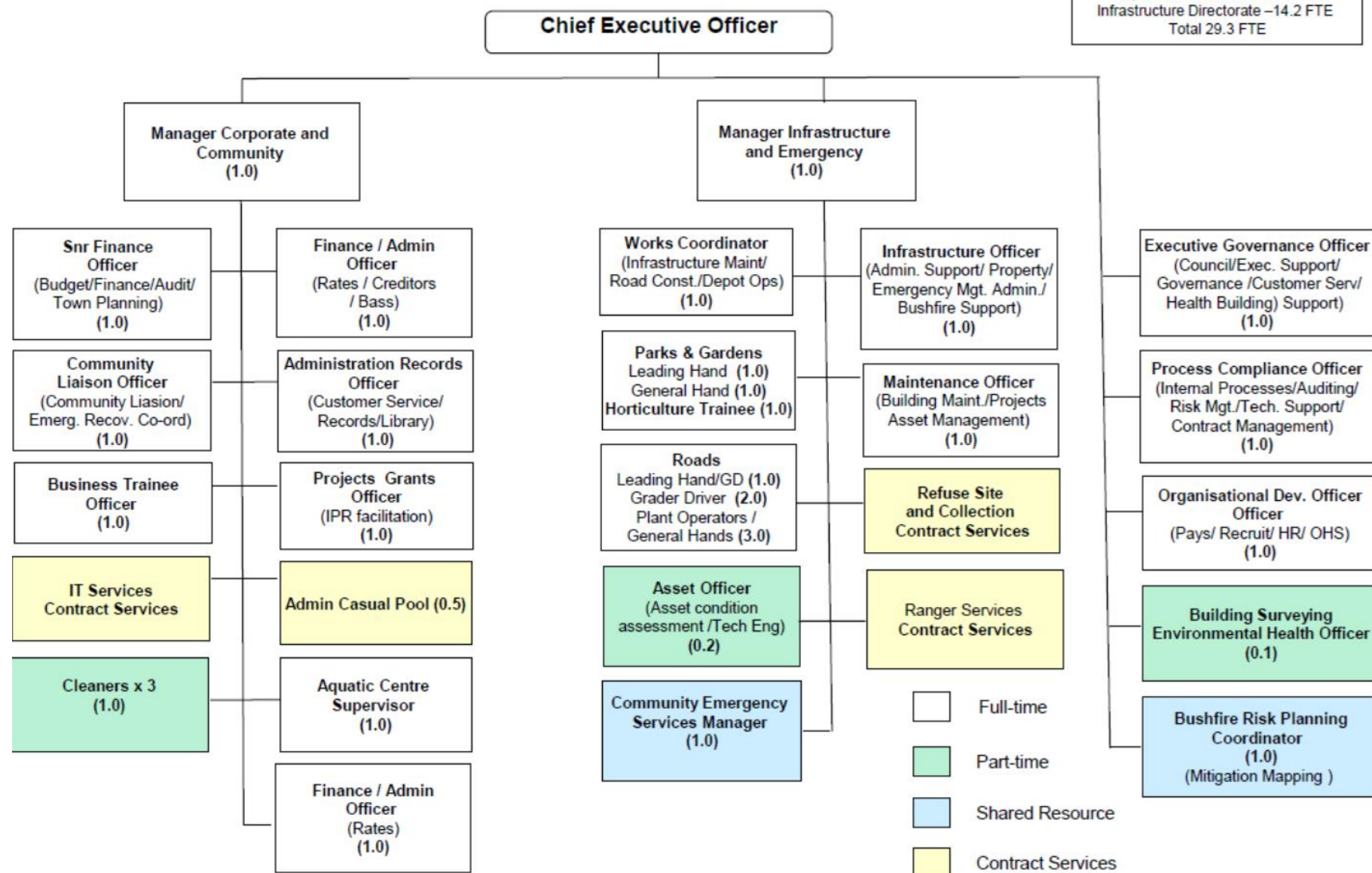
Attachment 14.05.21.01B – Proposed Organisational Structure – May 2021

Organisational Structure

(August 2020)

Full Time Employee (FTE) Count

Executive Directorate – 5.1 FTE
Corporate Directorate – 10.0 FTE
Infrastructure Directorate – 14.2 FTE
Total 29.3 FTE



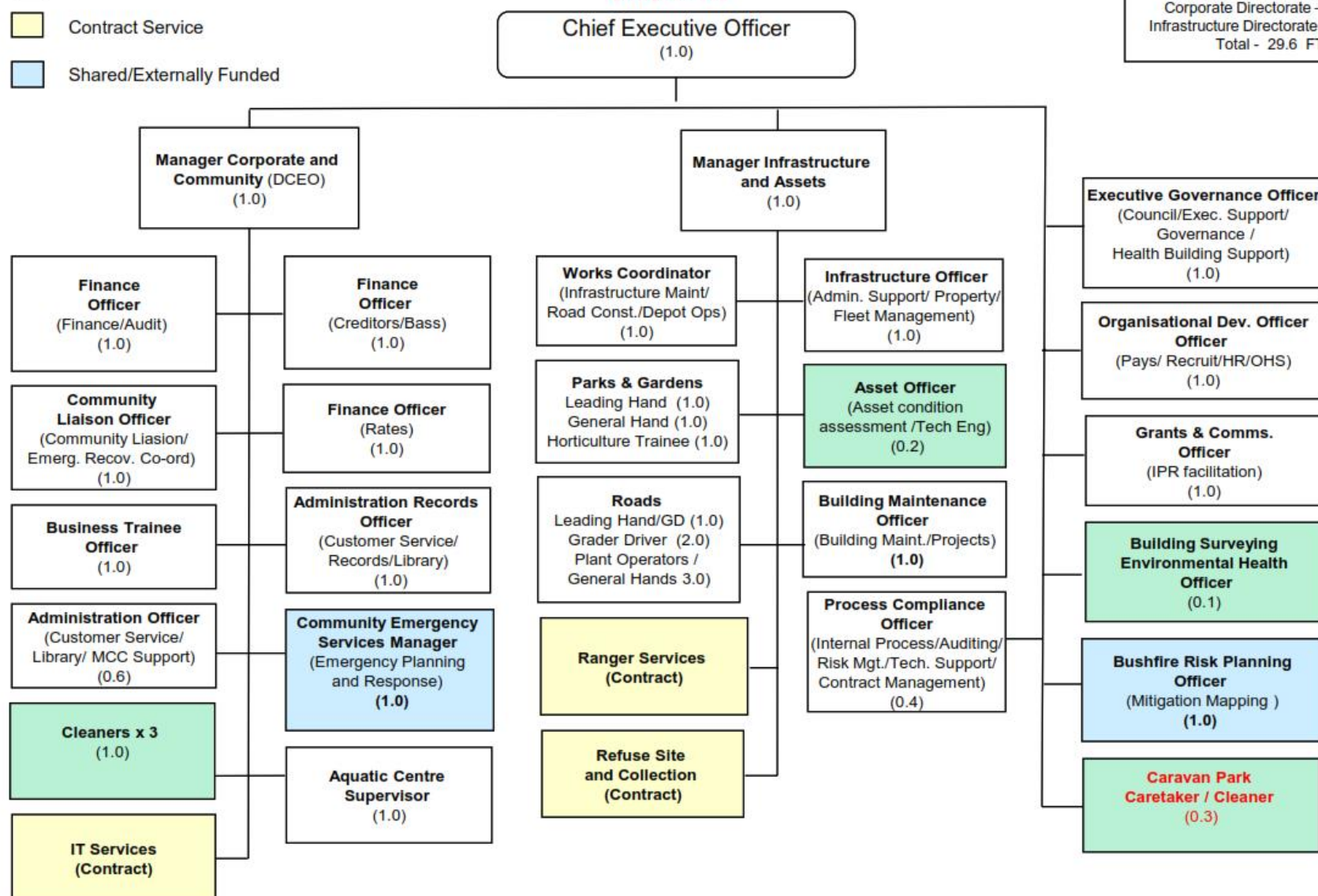
- Full-time
 Part-time
 Contract Service
 Shared/Externally Funded

Organisational Structure

(May 2021)

Full Time Employee (FTE) Count

Executive Directorate – 6.4 FTE
 Corporate Directorate – 10.0 FTE
 Infrastructure Directorate – 13.2 FTE
 Total - 29.6 FTE



15.05.21.04 ADOPTION OF SHIRE OF BROOKTON'S EMERGENCY ANIMAL WELFARE PLAN

File No:	EME015
Date of Meeting:	20 May 2021
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Sandie Spencer – Community Liaison Officer/Local Recovery Co-Ordinator
Authorising Officer:	Kellie Bartley – Manager of Corporate and Community
Declaration of Interest:	The author has no financial interest in this matter
Voting Requirements:	Simple majority
Previous Report:	N/A

Summary of Item:

For Council to endorse the Shire of Brookton Emergency Animal Welfare Plan (EAWP) as endorsed by the Shire of Brookton Local Emergency Management Committee (LEMC) on 9 March 2021.

Description of Proposal:

As above.

Background:

In 2013, the National Advisory Committee for Animals in Emergencies was established to progress a collaborative and proactive approach to integrating animals into disaster management. The Committee produced the *National Planning Principles for Animals in Disasters*.

In 2018, the State Emergency Management Committee (SEMC) formally assigned the role and responsibility for coordinating animal welfare in emergencies to the Department of Primary Industries and Regional Development (DPIRD). Subsequently, Local Governments are adopting their own Emergency Animal Welfare Plans specific to their areas and incorporated into their Local Emergency Management Arrangements (LEMA).

The EAWP clarifies the roles and responsibilities of the Local Government and animal owner responsibilities, whilst providing a framework for preparedness, response and recovery for in the event of an emergency.

The EAWP has also been written specifically for the Shire of Brookton and is to be incorporated with the LEMA and Local Recovery arrangements.

A copy of the EAWP is provided in **Attachment 15.05.21.04A**.

Consultation:

The Emergency Animal Welfare Plan was presented to the Local Emergency Management Committee on the 9 March 2021. The Committee expressed support for the EAWP to be presented to Council for adoption, as reflected below:

COUNCIL RESOLUTION

MOVED M. Hall SECONDED S Hickman

That the Local Emergency Management Committee receives, and endorses the Emergency Animal Welfare Plan, and suggests the plan is presented to Council for adoption, subject to minor changes.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

Statutory Environment:

The legislation and codes relevant to Animal Welfare and the movement of livestock are as follows, but not limited to:

- *Animal Welfare Act 2006*
- *Biosecurity and Agriculture Management Act 2007*
- Dept. of Agriculture and Food (codes of conduct and operating codes)
- RSPCA (WA) Codes of Conduct
- *Emergency Management Act 2005*

Specifically, the adoption of the EAWP is in accordance with section 42, Division 2 of the *Emergency Management Act, 2005*.

Relevant Plans and Policy:

This matter aligns within the Local Emergency Management Arrangements within Shire of Brookton Corporate Compendium and aligns to Council Policy 2.8 - Risk Management.

Financial Implications:

No financial implications are applicable for the EAWP, however a welfare grant has been approved and the purchase of specific animal equipment has been progressed for this purpose.

Risk Assessment:

It is assessed that there is a Low risk should the Emergency Animal Welfare Plan not be endorsed.

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 – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the proposal relates to:

Function 8 Emergency Management

Action 8.2 - Review Local Emergency Management Plan / Arrangements

Action 8.4 - Review Emergency recovery Plan

Comment

The LEMC expressed support of the EAWP and for the plan to be referred to Council for adoption.

LOCAL EMERGENCY MANAGEMENT COMMITTEE RECOMMENDATION

That Council pursuant to section 42; Division 2 of the Emergency Management Act, 2005 adopts the Shire of Brookton Emergency Animal Welfare Plan - 2021, as presented in Attachment 15.05.21.04A, to form part of the suite of documents that constitute the Shire of Brookton's Local Emergency Management Arrangements.

(Simple majority vote required)

Attachment

Attachment 15.05.21.04A – Shire of Brookton's Emergency Animal Welfare Plan



Emergency Animal Welfare Plan

Adopted Council

Adopted by LEMC on

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Abbreviations and Definitions

AEC	Animal Evacuation Coordinator
Animal	Will include all animal and bird species
AOC	Animal Operations Centre
APS	Animal Protection Society
AWC	Animal Welfare Coordinator
AWP	Animal Welfare Plan
AWT	Animal Welfare Team
DAFF	Department of Agriculture and Food
DFES	Department of Fire & Emergency Services
IC	Incident Controller
ICC	Incident Control Centre
HMA	Hazard Management Agency
IMT	Incident Management team
Intensive Agriculture	A recognized agricultural activity when a substantial number of animals are kept in a limited or confined area.
LAS	Livestock Animal Shelter
LGA	The Local Government Authority, being the Shire of Brookton
LEMC	The Local Emergency Management Committee of the Shire of Brookton
LEMA	Local Emergency Management Arrangements
Livestock	Animals not normally contained or permitted inside a family residence and would normally stay outside on the property. Includes: horses, cattle, sheep, pigs, goats, and poultry.
PAS	Pet Animal Shelter
Pets	Small, domesticated animals who are portable and would normally accompany the family when they leave the property. Includes: dogs, cats, rabbits, rodents, fish, and tame birds.
RSPCA (WA)	Royal Society for the Prevention of Cruelty to Animals
WESTPLAN	State Emergency Management Plans
Wildlife	Will include all native species of animals and birds

PART 1 - INTRODUCTION

1.1 Aim and Objectives

The aim of the Animal Welfare Plan (AWP) is to:

Detail emergency management arrangements relating to the Welfare of Animals during emergencies throughout the Shire of Brookton.

The objectives of the AWP are to:

- Detail actions, roles and responsibilities for preventative, preparedness, response and recovery arrangements within the Shire of Brookton;
- Identify emergency management arrangements between stakeholders to ensure an adequate and effective response to, and recovery from, an emergency incident within the Shire of Brookton;
- Provide an interface to enable integration with other emergency plans within the Shire of Brookton and the State; and
- Provide a reference for those required to respond to Emergency Incidents within the Shire of Brookton.

1.1 Scope

This Plan covers the Shire of Brookton Emergency Management arrangements that apply to responders and stakeholders who may become involved with management and response to emergency incidents within the Shire of Brookton.

1.2 Hazard Definition

The hazard is defined by the nature of the emergency or incident, the cause and effect of the incident and the incident has, threatened or is likely to cause injury, damage or loss of life, damage to or loss of property, goods or materials, or may cause considerable financial impact on a person, persons, community or area, and requires a response under existing threat plans or strategies.

1.3 Authority to Plan

This Plan has been prepared at the direction of the Local Emergency Management Committee (LEMC) acting under the relevant provisions of the *Emergency Management Act 2005*.

1.4 Plan Responsibilities

The development, implementation and revision of the AWP is the responsibility of the Shire of Brookton in consultation with key stakeholders, combat agencies and other support organisations in accordance with the related Emergency Management and other related Legislation.

1.5 Organisational Roles and Responsibilities

Organisations with responsibilities identified under this Plan are listed in the following table. Participating organisations will be required to provide assistance under this Plan in the event of an emergency, which will, or may impact on any animal, directly or indirectly, being domestic, wildlife, rural, kept for primary production or for recreational purposes which requires resources beyond the capacity of the owner or carer of the affected animals.

Agency / Authority	Roles/ Responsibilities
Department of Fire and Emergency Services (DFES)	(i) Hazard Management Authority (ii) Animal Evacuation Coordination (SES – Mounted Section) (iii) Support Agency
Department of Agriculture and Food, WA (DAFWA)	(i) Livestock Authority (ii) Drought Management (iii) Disease Management (iv) Animal Welfare
Western Australia Police (WAPOL)	(i) Hazard Management Authority (ii) Traffic Management (iii) Investigation and Enforcement
Department of Parks and Wildlife	(i) Hazard Management Authority (ii) Wildlife Management
Shire of Brookton (Local Government Authority)	(i) Hazard Management Authority (ii) Support Agency (iii) Information Technology
RSPCA (WA)	(i) Animal Welfare (ii) Support Agency
Dept of Health WA	Lead agency in relation to Human Health & Disease Management
Main Roads WA	(i) Road Closures (ii) Traffic Management Support (iii) Vehicle Permits
Bureau of Meteorology	Information Technology
Australian Red Cross & Salvation Army	(i) Support agency (ii) Key Welfare Agencies (iii) Counselling Services
Water Corporation of WA	(i) Water Supply Management (ii) Support Agency
Western Power	Electrical Supply Management
Department of Health WA HMA	WESTPLAN Human Epidemic

PART 2 - PREVENTION AND MITIGATION

2.1 Responsibility for Prevention, Mitigation and Prevention Strategies

The responsibility for threat or hazard reduction and prevention, and the threat or hazard mitigation and strategies are covered in relevant threat or hazard plan within:

- The content of the Local Emergency Management Plan, Westplan and other relevant Agency and Authority Plans;
- Various State and Federal statutes and legislation as defined by the nature of the hazard or threat.

2.2 Legislation and Codes

There are various Acts and Statutes which relate to specific hazards and threats, which are identified and detailed in the relevant sections of the Local Emergency Management Plan. The legislation and codes relevant to Animal Welfare and the movement of livestock are as follows, but not limited to:

- *Animal Welfare Act 2006*
- *Biosecurity and Agriculture Management Act 2007*
- Dept. of Agriculture and Food (codes of conduct and operating codes)
- RSPCA (WA) Codes of Conduct
- *Emergency Management Act 2005*

PART 3 - PREPAREDNESS

3.1 Responsibility for Preparedness

The provision of information to the public regarding animals in emergencies must be easily accessible, easy to interpret, deliberate, planned and sustained.

Preparedness Actions: Local Emergency Management Committee and the Shire of Brookton

- Conduct a public information session to launch the Animal Emergency Welfare Plan;
- Arrange training, liaison and agreements with related Organisations, Agencies, Authorities, Key Stakeholders, Service Providers and Contractors;
- Provide on-going animals in emergency preparation information to residents; and
- Establish and utilise printed and electronic media to educate and prepare animal owners and animal facilities for Emergency Incidents.

Preparedness Actions: Animal Owners and Animal Facilities

- Prepare an Emergency Animal Management Plan
- Prepare an Emergency Animal Management Pack
- Establish an "assistance group"
- Carry out risk management and risk reduction activities within the property or premises

3.2 Planning for Evacuation

3.2.1 Local Government responsibilities:

The responsibilities of the Shire of Brookton are to prepare, plan for and to determine and document evacuation considerations:

- The threats hazards and risks;
- The predicted threat or hazard behaviour;
- Determine what is at risk;
- Assess the practicality of a large scale evacuation during a response;
- Assess and determine transport routes;
- Determine and document the evacuation points;
- Identify and document safe havens, locations and facilities;
- Identify and document required, available resources required to enable structured and safe evacuation of animals from areas under threat.

3.2.2 Animal Owner responsibilities:

Deciding which animals may need to be moved, where they will be taken and how they will be transported are important considerations when preparing for any evacuation. The plan should detail arrangements and establish procedures for moving animals to safe and secure holding facilities away from danger zones during a threat. If owners do not possess their own transport for animals, they should make prior alternative arrangements with neighbours and local transporters.

Identification is important in case any animals become lost or mixed with others during an evacuation. Owners should make sure that they can list and identify all animals in their care. Records should be kept to verify ownership or status as a carer. Methods may involve identification tags, photographs, microchip numbers, tattoos, colours and markings.

Any problem animals should be identified, such as those most at risk and those that are difficult to manage or dangerous, and a procedure should be established for dealing with them in an emergency.

An effective evacuation plan will also take into account:

- the availability of safe evacuation routes, considering the surrounding vegetation, fire fuel loadings, topography, watercourses and the possibility of road closures;
- the proximity of and anticipated response times by local emergency agencies;
- the time required to vacate the property, including time to gather, identify and load animals;
- Owners' need for backup power supply should the mains power fail, especially during a night-time evacuation;
- Owners' requirements for effective internal and external emergency communications; and
- the need for additional assistance in handling of your animals in an emergency.

The animal owner will need to consider what handling equipment will be needed for moving animals and where it should be stored for emergency use.

- torch, radio and spare batteries;
- mobile phone and contact phone numbers;
- buckets and bowls for food and water;
- cotton lead ropes, leather collars, halters or chains;
- wire cutters (pliers) and a knife;
- first-aid items (discuss with your local veterinarian);
- suitable cages, bags, containers; and
- towels to cover cages.

If assistance to evacuate animals is required, owners need to plan to notify emergency agencies early with details of:

- the location of animals;
- type and number of animals;
- handling facilities and equipment, leads, halters, etc.;
- problem animals that may be hard to manage or need special care or medication;
- a contact person (short and long term);
- whether owners are able to transport some of the animals to a designated safe area or refuge;
- whether owners have alternative accommodation for their animals after the immediate danger period or evacuation; and
- alternative contact information.

3.3 Arrangements for Assistance

Arrangements and requests for assistance will be made to the Incident Management Team and coordinated through the Animal Welfare Coordinator.

PART 4 - RESPONSE

4.1 Responsibility for Response

The responsibility to activate this plan and to determine the extent of the response and the requirement to evacuate will be made by the Incident Controller using all available threat information and predictions. The Incident Controller will appoint an Animal Welfare Coordinator to oversee the aspects of this Plan.

4.2 Notification and Communications

The notification of the response and an appropriate communications plan will be determined and activated by the Animal Welfare Coordinator.

4.3 Levels of Response

The level of response and the response action plan will be determined and implemented by the Incident Operations Officer and the Animal Welfare Coordinator.

4.4 Intensive Agriculture Activities - response aspects of this plan

The Shire of Brookton do not have Intensive Agricultural Activities at the time of this publication.

4.5 Evacuation Arrangements

4.5.1 Incident Management responsibilities:

The roles and responsibilities of the Incident Management Group are to determine the need for evacuation taking into consideration:

- The threats hazards and risks;
- The predicted path of the threat;
- Determine what is at risk;
- Assess the practicality of a large scale evacuation during a response;
- Assess and determine transport routes;
- Determine the evacuation points;
- Communicate the plan and intentions at the earliest possible time; and
- Ensure accurate records are kept (see annexures to this plan).

4.5.2 Animal Owner responsibilities:

The responsibility of the animal owner is to:

- Make the decision to stay or evacuate early, before the property is directly affected by the incident;
- Implement the required aspects of the (animal owners) evacuation plan; and
- Ensure that all animals are identifiable.

4.6 Traffic Management and Road Closures

Will be coordinated through the Incident Management Centre.

4.7 Financial Arrangements for Response

All financial arrangements will be coordinated by the Incident Management Centre. All matters relating to the financial management and arrangements relating to Animal Welfare are to be recorded and documented using the forms provided Animal Emergency Expenditure (Annexure 9) of AWP Plan.

PART 5 - RECOVERY

5.1 Responsibility for Recovery

The responsibility for the:

- Declaration of the “recovery phase” will be made by the Incident Controller once the “Response Phase” of the Incident is under control or at a time determined by the Incident Controller.
- Implementation of the “recovery phase” of an incident will be the responsibility of the “Recovery Controller” as detailed by the respective Hazard Management Authority.

5.2 Transition to Recovery

Prior to approving or supporting the movement of animals back on to an incident affected property, the area needs to be declared fire safe, which will include, but is not limited to:

- Hot spots which may flare up without warning;
- Downed power lines and burnt-out trees;
- Partially burned structures and trees may be unstable;
- Falling limbs from fire affected trees; and
- Surrounds need to be checked for hazards such as ash pits and dangerous debris.

After a flood, safety precautions need to be adopted to prevent further damage or injury, these include, but are not limited to:

- Before entering buildings check for structural damage, make sure the power is turned off and try not to use any electricity until checked for safety;
- Check any animals that may have been standing in mud or water for extended periods as they can develop health problems and or diseases; and
- Be wary of venomous snakes or wildlife that may be trapped inside buildings or disturbed by the flood.

In general:

- Before animals are returned to a facility or property ensure all perimeter fences are intact;
- The facility or property is secure;
- That the animals are returning to a safe and liveable environment; and
- That there is an adequate supply of clean feed and water.

Always remember: Animals may also be traumatised and stressed from a significant incident or a major change in their environment.

ANNEXURE 1 – CONTACT LIST

Vet (All animals)	Heartlands – York	9641 1383 0418264423
	Narrogin Veterinary Services	9881 5417
	Hearld Street Vet Clinic Narrogin	9881 6444
Vet (Small)	Ark Vet Hospital – Kelmscott	9495 1226
	Roleystone Animal Hospital	9390 4026
Shire of Brookton Ranger	Matt Sharpe WA Contract Ranger Service	0459 678 154
Animal Health SES	Department of Agriculture (Diseases)	1800 084 881
Animal Welfare	RSPCA	9209 9300
	Department of Agriculture	9368 3333
Wildlife	Wildcare	9474 9055
	Parks and Wildlife (Wildlife Section)	9334 0333
	Kanyana Wildlife Rehabilitation Centre	9291 3900
	Phyllis Facey (Beverley)	0437 483 175
Rail	Brookfield Rail – Administration	9622 4631
	Northam Control	9622 4690 or 9622 4627
Main Roads WA	Narrogin Office	9881 0524
	After Hours Emergency Response	138 138 or 0408 310 989
Western Power		13 13 51
Water Corporation		13 13 75
Environmental Protection Authority		9222 7000
Department of Environment	Pollution Emergency	1300 784 782
Dept of Primary Industries & Regional Development		9881 0222
<u>Shire of Brookton Contacts</u>		
Jason Carrall – CESM		0448 494 027
Ian D’Arcy – Chief Executive Officer		0427 421 032
Kellie Bartley – Manager of Community & Corporate.....		0428 656 457
Mikel Haramboure – Manager of Infrastructure & Emergency		0418 422 498
Sandie Spencer – Local Recovery Coordinator		0422 095 608
<u>Brookton Police Station</u> – Shane Hickman OIC.....		9642 1000 or 0436 848 027

*** Refer to LEMC contact lists.**

ANNEXURE 2 – ANIMAL RESCUE FORM

Name of Incident	
Rescue ID	
Incident Number	

Emergency Rescue Information			
Date/Time:		Hazard:	<input type="checkbox"/> Fire <input type="checkbox"/> Flood <input type="checkbox"/> Storm <input type="checkbox"/> Other.....
Rescue Location:		Officer:	
Holding Location:	<input type="checkbox"/> PAS <input type="checkbox"/> LAS <input type="checkbox"/> Other.....	Agency:	
PEN N^o:		Reason:	<input type="checkbox"/> Evacuated <input type="checkbox"/> Roaming
Animal Description			
Species:	<input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other	Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Breed:		Sterilized:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Colour:		Microchip:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Markings:		Vaccination:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Age:	<input type="checkbox"/> <6mths <input type="checkbox"/> 6mths – 3yrs <input type="checkbox"/> 3yrs+ <input type="checkbox"/> Elderly or Age:	ID/Registration:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Number:	Council:
		Collar:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Information			
Name:			
Address:			
Phone (Home):	Mobile:	Work:	
Email:			

ANNEXURE 3 – ANIMAL WELFARE COORDINATOR (AWC) ROLES

Name of Incident	
Incident Number	

Considerations	Date/Time	Signature
What is the threat:		
Who is the AWC:		
AWC appointed by: Date/Time:		
Is AOC required: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does this event cross council boundaries: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Where is the nominated AOC:		
Is an AWT required: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Members of the AWT first 24 hours: Name: Agency: In: Out:		
Priority or high risk residents?		
Prepare written brief on daily operations of AWT/PAS/LAS		
Prepare written report on financial expenditure during emergency		
Debrief conducted		

ANNEXURE 4 – ANIMAL WELFARE TEAM (AWT) FORM

Name of Incident	
Incident Number	

AWT Considerations (to be completed within the first 24 hours)	Date/Time	Signature
What is the threat:		
Who is the AWC:		
Location of primary PAS:		
Location of LAS (if required):		
Members of the AWT first 24 hours: Name: Agency: In: Out:		
Number of dogs rescued/assisted:		
Number of cats rescued/assisted:		
Number of livestock and other rescued/assisted:		
Notes to AWC:		

ANNEXURE 5 – FUNCTION OF PAS

Functions of PAS	Signed
Identify each assisted/rescued animal with an ID number	
Keep records of all animals in shelter or temporary transit by completion of the Animal Rescue Form	
Ensure animals have fresh water daily	
Ensure animals are fed at least once daily	
Ensure animals are exercised at least once daily	
Secure animals safely in a pen/crate or enclosed location	
Facilitate the rapid reunion between animal and owner	
Who is responsible for PAS security:	
Ensure the animal Rescue Display list is displayed outside PAS for 24 hour access	
Ensure the Animal Rescue Display list is sent to communications officer at Shire of Brookton	

ANNEXURE 6 – FUNCTIONS OF LAS

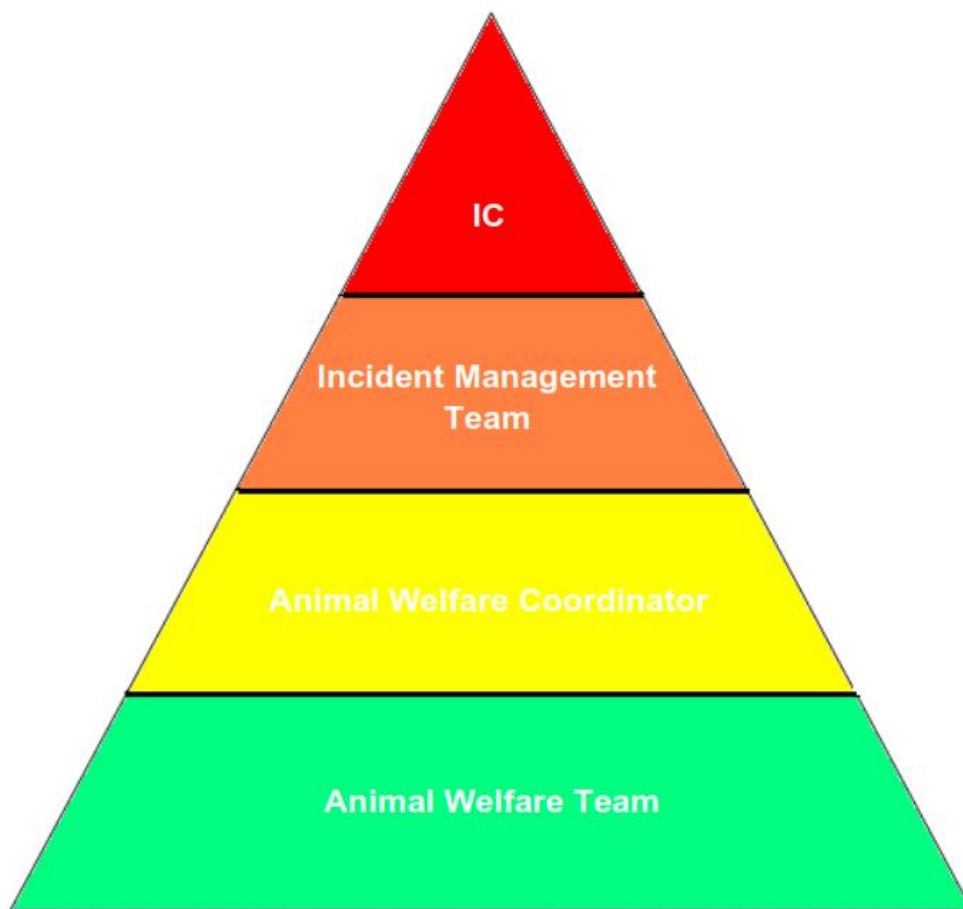
Functions of LAS	Signed
Are livestock involved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a LAS required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Location of LAS (if required):	
Identify each assisted/rescued animal with an ID number	
Keep records of all animals in shelter or temporary transit by completion of the Animal Rescue Form	
Ensure animals have fresh water daily	
Ensure animals are fed at least once daily with quality feed	
Ensure animals are able to exercise	
Secure livestock in safe, temporary location	
Facilitate the rapid reunion between animal and owner	
Number of horses: rescued / assisted:	
Number of cattle: rescued / assisted:	
Number of sheep: rescued / assisted:	
Number of other livestock: rescued / assisted:	



ANNEXURE 8–ANIMAL RESCUE PUBLIC DISPLAY LIST

Date In	Time	ID #	Species	Breed	Description	Rescue Location	Photo

ANNEXURE 10
FLOW OF AUTHORITY IN AN
ANIMAL EMERGENCY IN THE SHIRE OF BROOKTON



15.05.21.05 REVIEW OF COUNCIL POLICY 2.18 – USE OF CORPORATE CREDIT CARDS – ADDITIONAL OFFICER- COMMUNITY EMERGENCY SERVICES MANAGER

File No:	GOV031A
Date of Meeting:	20 May 2021
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Kellie Bartley – Manager Corporate and Community
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no interest in this matter
Voting Requirements:	Absolute majority

Summary of Item:

The purpose of this report is for Council to endorse the amendment to Council Policy 2.18 – Use of Corporate Credit Cards, with the addition of the Community Emergency Services Manager (CESM) to be added to the list of the Shire of Brookton corporate credit card users and limits the dollar amount.

There are no other changes to the existing policy.

A copy of this Council Policy 2.18 – Use of Corporate Credit Cards Policy is provided in **Attachment 15.05.21.05A**.

Description of Proposal:

To set a policy position that will allow for the CESM to be able to access approved incidentals when there is a declared emergency.

Background:

The CESM position has been with the organisation since October 2020. With the appointed officer working between the three (3) councils – Shire’s of Brookton, Pingelly and Corrigin. The request has been sought by the other Shires to assist the CESM the ability to purchase certain items such as fuel and refreshments with associated declared emergencies or incidents, across all three (3) Shires, including any State Emergencies that are declared by the Minister.

The CESM was recently deployed to the emergency for the resource support for the local governments impacted by EX- TC Seroja. With this call up, the CESM’s assistance was mostly covered under the State Emergency declaration and all other provisions and costs were covered for the period of time. However, due to the location and timing of departure to the base in Geraldton, the requirement to restock on fuel and refreshments on the journey was met by the cost of the officer.

This case of emergency clearly identified that if the requirements of the refuelling and the access to purchase refreshments outside of the Shire can be a cost to bear on the individual. After discussions with the Chief Executive Officer’s of the three local governments involved with the agreement under the Memorandum of Understanding, including DFES, it was suggested to activate the use of a credit card for the CESM.

The use of this card will only be allowed in the following circumstances:

- Approved Expenditure of \$1,500 per month;
- Use of approved expenditure approved by Council;
- Use of approved expenditure approved under the Local Government Grants Scheme (LGGS);

- Use of approved purchasing of the fuel and certain approved refreshments;
- Location of spending may occur in the Shire's of Brookton, Pingelly and Corrigin – in accordance with each individual Council's Credit Card Policies;
- The reimbursement of funds for the Shire's of Pingelly and Corrigin, will be actioned at the quarterly invoicing with supporting approval and documentation;
- The reimbursement of funds for the any declared Emergency that DFES has requested assistance will be situation will be actioned on the quarterly invoicing with the supporting approval and documentation; and
- All approvals must meet the guidelines as outlined in the Local Government Grants Scheme and have sought approval from DFES.

Consultation:

There has been consultation between the three (3) Chief Executive Officers of the Shire's of Brookton, Pingelly and Corrigin with the CESM. Further support and discussions were had with the DFES District Officer to support this outcome.

Statutory Environment:

Council's role in determining, reviewing and amending Local Government's Policies is defined under Section 2.7 (2)(b) of the *Local Government Act, 1995*. Furthermore, the *Local Government Act*, states the following provisions in relation to this policy:

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

[Section 2.7 amended: No. 17 of 2009 s. 4.]

Furthermore, the provisions of regulations 5 and 11 of the *Local Government (Financial Management) Regulations 1996*, states under regulations:

5. CEO's duties as to financial management

- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
 - (a) *for the proper collection of all money owing to the local government; and*
 - (b) *for the safe custody and security of all money collected or held by the local government;*
 - and*
 - (c) *for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) *to ensure proper accounting for municipal or trust —*
 - (i) *revenue received or receivable; and*
 - (ii) *expenses paid or payable; and*
 - (iii) *assets and liabilities;*
 - and*
 - (e) *to ensure proper authorisation for the incurring of liabilities and the making of payments;*
 - and*
 - (f) *for the maintenance of payroll, stock control and costing records; and*
 - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to —*

- (a) ensure that the resources of the local government are effectively and efficiently managed; and
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

11. Payments, procedures for making etc.

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
 - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
 - (b) petty cash systems.
- (2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (3) Payments made by a local government —
 - (a) subject to subregulation (4), are not to be made in cash; and
 - (b) are to be made in a manner which allows identification of —
 - (i) the method of payment; and
 - (ii) the authority for the payment; and
 - (iii) the identity of the person who authorised the payment.
- (4) Nothing in subregulation (3)(a) prevents a local government from making payments in cash from a petty cash system.

Relevant Plans and Policy:

As referenced, Council Policy 2.18 – Use of Corporate Credit Cards will be amended accordingly. As mentioned, each local government has their own policy document that does also detail the requirements of the use of credit cards. The CESM will be required to appropriately understand the 3 individual policy documents to maintain the level of requirements for each local government.

Financial Implications:

The intent is to provide clarity around the use of credit cards within the Shire and to ensure that Senior Officers understand the limitations on the use of such cards and the limits of purchasing of goods and services on the card. The current credit limit for the Shire of Brookton's credit cards is \$11,500 spread across all four officers; the CEO, MCC, MIA and now the CESM.

Risk Assessment:

There is a perceived 'Low' risk of as the process for credit card payments have a streamline process and the CESM will require prior approval based on each individual situation.

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 – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, use of credit cards policy aligns to:

Function 1 – Governance

Action 1.1 – Review of policy manual

Comment:

This change in policy will assist with the CESM in procuring good and services to the area where suppliers only accept or where circumstances dictate the use of a corporate credit card.

The policy does not change in its intent or in its accepted use and the CESM will be required to follow the procedures in place to ensure that the use of the Shire's credit card is in line with current financial management practice.

OFFICER RECOMMENDATION

That Council:

- 1. Pursuant to Section 2.7(2)(b) of the Local Government Act 1995 adopts review of Council Policy 2.18 – Use of Corporate Credit Cards, as presented in Attachment 15.05.21.05A in this report; and***
- 2. Approves the Community Emergency Services Manager to the list of authorised persons to use a Council provided Corporate Credit Card for Council approved expenditure within a credit limit of \$1,500 monthly for the purposes of declared emergency services provision.***

(Absolute majority vote required)

Attachments

Attachment 15.05.21.05A – Council Policy – 2.18 – Use of Corporate Credit Cards

2.18 USE OF CORPORATE CREDIT CARDS

Directorate:	Corporate			
Statutory Environment:	<i>Local Government (Financial Management) Regulations 1996 – Regulations 5 (1)(2) & 11 (1)(a)</i>			
Council Adoption:	Date:	Jun 2009	Resolution #:	12.06.09.04
Last Amended:	Date:	May 2021	Resolution #:	
Review Date:	June 2021			

Objective:

This policy is designed to provide clear direction on the use of corporate credit cards.

Policy:

The Shire of Brookton, in order to enhance daily purchasing processes and reduce administrative costs, will authorise the issue, by its preferred financial services provider, of corporate credit cards with a maximum credit limit of \$10,000, under delegated authority of the Chief Executive Officer.

- The Chief Executive Officer is authorised to use a Council provided Corporate Credit Card for Council approved expenditure within a credit limit of \$5,000 monthly as approved by Council.
- The Manager of Corporate and Community Services is authorised to use Council provided Corporate Credit Card for Council approved expenditure within a credit limit of \$3,000 monthly as approved by Council and the Chief Executive Officer.
- The Manager of Infrastructure and Emergency Services (MIE) is authorised to use Council provided Corporate Credit Card for Council approved expenditure within a credit limit of \$2000.00 monthly as approved by Council.
- The Community Emergency Services Manager (CESM) is authorised to use Council provided Corporate Credit Card for Council and/or Declared Emergency, approved expenditure within a credit limit of \$1,500.00 monthly as approved by Council and DFES under the Local Government Grants Scheme.

The use of Council's Corporate Credit Cards is subject to the following:

- The corporate credit card is only to be used for the purchase of goods and services on behalf of the Shire of Brookton such as, but not limited to, accommodation, meals, travel, fuel, conference/seminar fees, and subscription to professional memberships, journals, publications where the use of a purchase order is impractical or not possible.
- The corporate credit card shall not be used for cash advances.
- The corporate credit card shall not be used for expenditure on personal items or services.
- The corporate credit card shall not be tied to any type of personal benefit or reward.
- If the corporate credit card is lost, stolen and/or damaged it shall be reported to the Chief Executive Officer or Manager of Corporate and Community Services (MCC) immediately.
- The CESM is only allowed to utilise the Corporate Credit Card for declared emergency requirements only and for the purposes of fuel and reimbursements as defined under the Local Government Grants Scheme Guidelines.
- The CESM is required to seek permission in relation to the expenditure from the Shire's of Pingelly and Corrigin and DFES if required.
- CESM reimbursements between third party councils (Pingelly and Corrigin) and DFES will be invoiced through the quarterly payments.

The following are the approved methods of processing transactions subject to the cardholder, on each occasion, maintaining a documented record of such transactions:

- Across the counter (the cardholder signs a purchase order at the time of purchase).
- By telephone (the transaction is completed by quoting corporate card details to the supplier).
- By mail, quoting card details on orders to suppliers.
- By internet (the transaction is completed by quoting credit card details to the supplier).
- Signed letter/memo of authorisation by the Chief Executive Officer for non-card holder use.

It is the responsibility of the cardholder to retain purchase/expenditure documentation, tax invoices and reconcile with credit card statements at the end of each month.

The Officer (cardholder) must sign the credit card statement in the space provided to validate the transactions shown on the statement. The Chief Executive Officer/ Manager Corporate and Community Services (MCC) is to sign off on the summary of transactions as further verification and validation.

Any disputed amounts on the credit card statement must immediately be brought to the attention of the Creditors Officer.

Termination of Employment

The corporate credit card will be cancelled immediately upon the termination of employment of the Officer (cardholder). The Officer remains responsible for providing details of any expenditure included on the corporate credit card statement up to and including their final day of employment.

Cardholder Acknowledgement

The Officer (cardholder) must sign a "letter of acknowledgement and declaration" acknowledging their responsibilities to comply with the Shire of Brookton's policy when using the corporate credit card.

16.05.21	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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Nil.

17.05.21	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
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18.05.21	CONFIDENTIAL REPORTS
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Nil.

19.05.21	NEXT MEETING & CLOSURE
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The next Ordinary Meeting of the Council will be held on Thursday 17 June 2021 commencing at 6.00pm.