



ORDINARY COUNCIL MEETING

PUBLIC

MINUTES

21 March 2019

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 21/03/2019

Presiding Member: *Shute* Date: 16.04.2019

Disclaimer

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

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

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

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

Shire of Brookton
Ordinary Meeting of Council held 21 March 2019
Commenced at 5.00 pm

TABLE OF CONTENT

1.03.19	USE OF COMMON SEAL.....	3
2.03.19	DELEGATED AUTHORITY – ACTIONS PERFORMED – JANUARY 2019	3
3.03.19	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	3
4.03.19	RECORD OF ATTENDANCE/APPOLOGIES/APPROVED LEAVE OF ABSENCE.....	3
5.03.19	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	4
6.03.19	PUBLIC QUESTION TIME	4
7.03.19	APPLICATIONS FOR LEAVE OF ABSENCE	4
8.03.19	PETITIONS/DEPUTATIONS/PRESENTATIONS	4
9.03.19	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	4
9.03.19.01	ORDINARY MEETING OF COUNCIL – 21 FEBRUARY 2019	4
9.03.19.02	AUDIT COMMITTEE – 21 FEBRUARY 2019	4
9.03.19.03	EMPLOYMENT COMMITTEE – 21 FEBRUARY 2019.....	4
10.03.19	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	4
11.03.19	DISCLOSURE OF INTERESTS	4
12.03.19	TECHNICAL & DEVELOPMENT SERVICES REPORTS	5
12.03.19.01	HAPPY VALLEY BORE FIELD PIPELINE – TRANSFER OF RESERVE FUNDS.....	5
13.03.19	COMMUNITY SERVICES REPORTS	8
13.03.19.01	SCRIPTURE UNION MEMORANDUM OF UNDERSTANDING	8
14.03.19	FINANCE & ADMINISTRATION REPORT	14
14.03.19.01	LIST OF ACCOUNTS FOR PAYMENT	14
12.03.19.02	STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 2019	19
15.03.19	GOVERNANCE.....	48
15.03.19.01	EXTENSION TO VARIOUS AGREEMENTS APPLICABLE TO KALKARNI RESIDENTIAL AGED CARE FACILITY AND SADDLEBACK MEDICAL CENTRE.....	48
16.03.19	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	53
17.03.19	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....	53
18.03.19	CONFIDENTIAL REPORTS	53
18.03.19.01	SELECTION OF TENANT – APPLICATION FOR A PERMANENT SITE – BROOKTON CARAVAN PARK ..	54
18.03.19.02	LEASE AGREEMENT - SHIRE OF BROOKTON SEWERAGE TREATMENT PLANT HOLDING DAM	55
18.03.18.03	ISSUANCE OF UNFIT FOR HUMAN HABITATION NOTICE – LOT 210 WILLIAM STREET BROOKTON ..	57
19.03.19	NEXT MEETING & CLOSURE	58

1.03.19 USE OF COMMON SEAL

The Table below details the Use of Common Seal under delegated authority for the month of February 2018.

Shire of Brookton, Use of Common Seal Register.

File Ref:	Purpose	Date Granted
Nil		

2.03.19 DELEGATED AUTHORITY – ACTIONS PERFORMED – JANUARY 2019

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

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

BUILDING			
Application No.	Lot & Street	Type of Building Work	Date Granted
16.18-19	Lot 98 Narkland Rd	Dwelling	20/2/2019
17.18-19	1737 Brookton Kweda Rd	Shed	20/2/2019
18.18-19	323 Brookton Corrigin Rd	Shed	26/2/2019
19.18-19	8335 Brookton Highway	Shed	26/2/2019

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

PLANNING				
File Ref	Application Ref	Subject Land (incl. Scheme No.)	Purpose	Date Granted
P2816	P2019/008	8335 Brookton Highway	Storage Shed	5/2/2019

3.03.19 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**Attendance**

The Deputy Shire President (Presiding Member) opened the meeting at 5.01pm and welcomed Councillors and Staff.

4.03.19 RECORD OF ATTENDANCE/APPOLOGIES/APPROVED LEAVE OF ABSENCEElected Members (Voting)

Cr NC Walker (Deputy Shire President)
 Cr KH Mills
 Cr RT Fancote
 Cr LR Eyre
 CR CE Hartl

Staff (Non Voting)

Vicki Morris Acting Chief Executive Officer
 Stephen Thomson Manager of Infrastructure and Regulatory Services
 Courtney Fulwood Executive Officer

Leave of Absence

Cr KL Crute (Shire President)

Apology

Ian D'Arcy Chief Executive Officer

5.03.19	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
Nil	
6.03.19	PUBLIC QUESTION TIME
Nil	
7.03.19	APPLICATIONS FOR LEAVE OF ABSENCE
Nil	
8.03.19	PETITIONS/DEPUTATIONS/PRESENTATIONS
Nil	
9.03.19	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OCM 02.19-01

COUNCIL RESOLUTION

MOVED CR EYRE SECONDED CR MILLS

The Council agreed at the request of the Deputy Shire President to consider following items 9.03.19.01, 9.03.19.02 and 9.03.19.03 on en-bloc.

9.03.19.01 ORDINARY MEETING OF COUNCIL – 21 FEBRUARY 2019

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 21st February 2019, be confirmed as a true and correct record of the proceedings.

9.03.19.02 AUDIT COMMITTEE – 21 FEBRUARY 2019

That the minutes of the Audit Committee held in the Shire of Brookton Council Chambers, on 21st February 2019, be received by Council.

9.03.19.03 EMPLOYMENT COMMITTEE – 21 FEBRUARY 2019

That the minutes of the Employment Committee held in the Shire of Brookton Council Chambers, on 21st February 2019, be received by Council.

CARRIED BY SIMPLE MAJORITY VOTE 5-0

10.03.19 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

11.03.19 DISCLOSURE OF INTERESTS

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

Disclosure of Financial & Proximity Interests

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

Disclosure of Interest Affecting Impartiality

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

Financial, Proximity and Impartiality Interests

Item no.	Members/Officers	Type of Interest	Nature of Interest
Nil			

12.03.19 TECHNICAL & DEVELOPMENT SERVICES REPORTS

12.03.19.01 HAPPY VALLEY BORE FIELD PIPELINE – TRANSFER OF RESERVE FUNDS

File No:	ADM 0619
Date of Meeting:	21/03/2019
Location/Address:	Shire of Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Stephen Thomson – Manager Infrastructure & Regulatory Services
Authorising Officer:	Ian D’Arcy – CEO
Declaration of Interest:	The author does not have an interest in this matter
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Item:

This item seeks Council approval for a budget amendment in the 2018/19 financial year to accommodate greater than anticipated costs on the budgeted Happy Valley Bore field – Additional line project

Description of Proposal:

The proposal involves the transfer of \$32,000 from the Cash Contingency Reserve to the Happy Valley Bore field – Additional line project operational account (Municipal Funds).

Background:

In the 2018/2019 budget, provision for the Happy Valley Bore field –Additional Line project is set at \$10,000. This budget was set on the basis that the works would be relatively simple to undertake with trenchless methods like directional drilling only needing to be applied in the area of the rail track itself.

As the planning phase of the project progressed it became evident that the works required to meet the Public Transport Authority (PTA) requirements were significantly more extensive and difficult than initially considered and allowed for in the budget.

It was stipulated by the PTA that a sleeved pipe arrangement installed by a trenchless method across the full 60 metre width of the rail reserve to a depth of not less than 2 metres was, as a minimum, required to gain approval.

The recently received PTA conditional approval for the works involved a further 18 General Conditions and 34 Technical Conditions. The works based on the design requirements and conditions was put to market with the drilling and pipe installation component, as supplied by the specialist contractors,

coming in at \$37,000. It has been assessed that a further \$5000 is required to cover associated works like survey, job planning and connect up works.

The recommendation to provide extra funding and continue with the project is based several factors. These includes water management and service provision risks that are addressed under the risk assessment below and a loss of benefits as identified when the project was originally put forward

These include:

- That the new arrangement allows for both the treated water and happy water transfer operations to run independent of each other,
- The volumes of Happy Valley reticulation water that can potentially be transferred can be increased greatly giving further off scheme reticulation options for the town,
- Reduced reliance and scheme water, &
- Commercial opportunities associated with impending higher scheme water costs.

Consultation:

Extensive consultation took place with the PTA both directly and through the consulting engineer that provided the design. Since the conditional approval has been provided further consultation has taken place with specialist directional drilling contractors. This advice has been used to formulate the most cost effective treatment that met the specified requirements for the project

Statutory Environment:

This matter has been the subject of a number of report to Council. This is required to assist the provision of water to Council sites.

Relevant Plans and Policy:

This matter falls within the Shire's corporate compendium – and plans for this increased infrastructure (water) have been in place to manage the water usage for some time across the Shire.

Financial Implications:

The additional funds are required to complete the project for Happy Valley water. The project is contingent upon the additional line under the rail line. Without this additional pipeline and the additional funds, the Shire cannot progress the project.

Risk Assessment:

Currently the Shire has only one line that crosses the rail reserve which is used to transfer both the Happy Valley oval reticulation water and treated waste water from the sewer lagoon to the evaporation dam. This line does not meet the current service across rail reserve standards and in the event of a failure within the rail reserves, getting authority to undertake repairs is likely to prove problematic.

Loss of the current line would severely impact the Shires capacity to water the football oval and transfer effluent water from the sewer lagoon to the evaporation dam which is a critical part of the operation of the effluent water management system.

Community & Strategic Objectives:

Delivery of 2018/2019 budgeted works

Comment

Progress on the project and the related difficulties in getting PTA approval and associated cost implications have been discussed at in Councillor Briefing Forum. Council through that forum expressed a desire for funds to be made available for the project to proceed.

OFFICER'S RECOMMENDATION

That Council;

- a. In accordance with Section 6.8 (1) (b) of the Local Government Act 1995 agrees to transfer \$32,000 from the Cash Contingency Reserve to the Municipal Fund as the full amount of the works for the Happy Valley pipeline was not budgeted for in the 2018/2019 Budget,*
- b. Notes that the funds are for an additional purpose for which no expenditure was originally included in the annual budget that covered the increased costs of the project; and*
- c. Notes that these funds are to be used specifically for the provision of the additional pipe line and allocated to the Happy Valley Bore field operational account.*

(Absolute Majority Vote)

OCM 02.19-02

COUNCIL RESOLUTION

MOVED CR MILLS SECONDED CR HARTL

That Council;

- a. In accordance with Section 6.8 (1) (b) of the Local Government Act 1995 agrees to transfer \$32,000 from the Cash Contingency Reserve to the Municipal Fund as the full amount of the works for the Happy Valley pipeline was not budgeted for in the 2018/2019 Budget,*
- b. Notes that the funds are for an additional purpose for which no expenditure was originally included in the annual budget that covered the increased costs of the project; and*
- c. Notes that these funds are to be used specifically for the provision of the additional pipe line and allocated to the Happy Valley Bore field operational account.*

CARRIED BY ABSOLUTE MAJORITY VOTE 5-0

13.03.19 COMMUNITY SERVICES REPORTS

13.03.19.01 SCRIPTURE UNION MEMORANDUM OF UNDERSTANDING

File No:	N/A
Date of Meeting:	21/03/2019
Location/Address:	Lot 510 WB Eva Pavilion
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Rhiannon Coad – Community Liaison Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	N/A
Voting Requirements:	Simple
Previous Report:	12/09/2017

Summary of Item:

Each year the Scripture Union of Western Australia host the Brookton Family Festival and each year apply to Council for a discount of fees.

Council has consistently approved a discount of fees for this event and as such the Brookton Family Festival organising committee have requested that a Memorandum of Understanding (**MOU**) be drafted on the basis of the Brookton Family Festival being recognized as an annual event that attracts a discounted rate of hire for the various facilities utilised during the event.

Council resolved on 12/09/2017 that staff draft an MOU recognising this relationship and this report outlines the draft MOU (**Attachment 13.03.19.01**). The Scripture Union of Western Australia have approved the attached draft.

Description of Proposal:

As above.

Background:

The Scripture Union is a not for profit organization that has been running the Brookton Family Festival since 2011. The organisers of the event do not receive any payment, with all program costs funded through donations. The event is offered free of charge to participants from the broader community. All events organised during the festival are free.

The Scripture Union applies to Council each year for a discount on the hire rates of the WB Eva Pavilion and Caravan Park. Council has consistently granted the discount and allows the Scripture Union the Community Group rates of hire, in September 2017, Council resolved to draft an MOU that details the rates of payment for the Scripture Union and remove the need for the Scripture Union to apply each year for discounted fees. This is in recognition of the long standing event.

The Scripture Union will continue to run the event annually, on the understanding that the Shire will apply the Community Group hire rates to the facility hire for the event.

Consultation:

There has been consultation undertaken with the Shire of Brookton CEO and Scripture Union in drafting the MOU.

Statutory Environment:

Section 6.12(1)(b) of the *Local Government Act 1995* grants authority to Council to waive or grant concessions in relation to hire fees.

Relevant Plans and Policy:

No relevant plans or policy applicable to this matter.

Financial Implications:

The financial implications will vary from year to year depending on Council's Schedule of Fees and Charges however a 50% discount will be applied to Facility Hire, Oval Hire and Camping Hire for the duration of the event (typically 6 days).

Risk Assessment:

There is no perceived risk to the Shire, other than a marginal impact on the Shire's finances.

Community & Strategic Objectives:

This proposal aligns to aspirations;

- 9. *Community Engagement*
- 16. *Community Activity and Visitor Eventing of the BROOKTON Strategic Community Plan >2027 and Action*
- 24.1. *Support seniors, youth, cultural, sport/recreational activities of the Shire of Brookton Corporate Business Plan.*

Comment

As stated prior, the organising committee are a volunteer group that do not draw any payment for their time and efforts. It is acknowledged that the committee actually funds part of the program from their own pockets and the balance is funded through the sourcing of small donations. This coupled with the continuity of the event since 2011 and the broad benefit delivered to local youth, it is recommended that Council approve the draft MOU as attached in recognition of the relationship between the Shire of Brookton and the Brookton Family Festival.

OFFICER'S RECOMMENDATION

That Council:

1. *Approve the draft Memorandum of Understanding (MOU) with the Scripture Union for the annual Brookton Family Festival as attached.*

Attachments

Attachment 13.03.19.01

OCM 02.19-03

COUNCIL RESOLUTION

MOVED CR FANCOTE SECONDED CR MILLS

That Council:

1. *Approve the draft Memorandum of Understanding (MOU) with the Scripture Union for the annual Brookton Family Festival as attached.*

CARRIED BY SIMPLE MAJORITY VOTE 5-0

Shire of Brookton

AND

Scripture Union Western Australia

MEMORANDUM OF UNDERSTANDING

For

Services provided by the Shire of Brookton for the Brookton Family Festival
Event hosted by the Scripture Union Western Australia

March 2019

This Memorandum of Understanding (“MOU”) is made the day of February 2019

BETWEEN

The Shire of Brookton (“the Shire”)

And

Scripture Union Western Australia (“Scripture Union”)

BACKGROUND:

1. The Scripture Union is a not for profit organisation that has been running the Brookton Family Festival since 2011. The organisers from the Scripture Union do not receive any payment, with all program costs funded through donations. The events are offered free of charge to participants from the broader community. A team of approximately 35 people from the Scripture Union run the week-long event which includes camping and various organised activities for the Brookton surrounding community and family. All events organised by the Scripture Union are free.
2. The Scripture Union applies to Council each year for a discount on the hire rates of the WB Eva Pavilion and Caravan Park. Council has granted the discount and allows the Scripture Union the Community Group rates of hire. In September 2017, Council resolved to draft an MOU that details the rates of payment for the Scripture Union and remove the need for the Scripture Union to apply for Council each year for discounted fees. This is in recognition of the long standing event.
3. This document is a statement of agreed understanding between the parties at the date of this MOU. The Scripture Union will continue to run the Brookton Family Festival annually, on the understanding that the Shire will apply the Community Group hire rates to the facility hire for the Brookton Family Festival. This document is a reflection of the ongoing relationship between the Shire of Brookton and Scripture Union Western Australia and is not intended to create a contractual relationship or be legally binding on either party.
4. The Scripture Union is not eligible to apply for funding through the Shire of Brookton Community Chest Fund.

OPERATIVE PART

This Memorandum of Understanding forms the basis of an agreement between the Shire of Brookton and Scripture Union Western Australia relating to arrangements for:

- a. Discounted facility hire and caravan park bookings for the duration of the Brookton Family Festival each year.

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this MOU, unless context otherwise requires:

Brookton Family Festival means the annual event run by the Scripture Union Western Australia.

Caravan Park means the caravan park located on the Reserve (Lot 510) bounded by the Brookton Highway and White Street, Brookton.

Oval means the Town Oval located on the Reserve (Lot 510) bounded by the Brookton Highway and White Street, Brookton.

Scripture Union means Scripture Union Western Australia.

Shire means the Shire of Brookton.

WB Eva Pavilion means the building facility located on the Reserve (Lot 510) bounded by the Brookton Highway and White Street, Brookton.

1.2 Interpretation

In this MOU:

- a. Headings have been included for ease of reference only and are not to be used to construe or interpret any part of this MOU;
- b. A reference to a clause is a reference to a clause of this MOU;
- c. The singular includes the plural and the plural includes the singular;
- d. A reference to a thing is a reference to a whole or any part of it;
- e. A reference to the word "including" is deemed to be followed by the words "but not limited to"

2. SHIRE OF BROOKTON

The Shire:

- a. Will ensure that the Shire facilities are at the required standard when hired by the Scripture Union;
- b. Will reserve the WB Eva Pavilion, Oval and Caravan Park spots upon receiving event dates from the Scripture Union;
- c. Will apply the Community Rate of hire for the WB Eva Pavilion and Oval and a 50% discount to Caravan Park hire for the duration of the Brookton Family Festival.

3. SCRIPTURE UNION WESTERN AUSTRALIA

The Scripture Union:

- a. Will provide the Shire with booking dates no later than 30 September each year prior to the event;
- b. Will provide the Shire with reasonable notice for any additional services they may require in regards to the events or activities being run during the Brookton Family Festival;

- c. Will ensure that they inform the Shire of all facilities that will be used (including but not limited to the WB Eva Pavilion, Oval and Caravan Park); and
- d. Will ensure that the Shire facilities are left at an appropriate standard of condition and cleanliness after the Brookton Family Festival has concluded.

4. DEFAULT AND DISPUTE RESOLUTION

- a. The Shire CEO in good faith will discuss and communicate with the organiser of the Brookton Family Festival any additional one off charges that fall outside the scope of this MOU prior to asking for payment.
- b. In the first instance, the parties agree that any disputes arising from this MOU will be negotiated at the lowest and most informal levels practicable.
- c. Failing resolution at this level, the non-defaulting party will notify in writing to the defaulting setting out full details of the alleged default.
- d. If a dispute arises out of or in relation to the content of this MOU, the parties will endeavour in good faith to settle all matters notified in writing as being in dispute between them.

5. REVIEW

This MOU may be reviewed at the request of either party in writing at any time within a three (3) year period after the date of the MOU coming into effect.

6. TERMINATION

Either party may terminate this MOU by notifying the other party in writing with a written notice period of thirty (30) days to apply.

7. HONOUR CLAUSE

This MOU is an expression of intent by the parties which is binding in honour only. It is not intended that this MOU gives rise to any legal relationship, rights, duties or consequences or be the subject of litigation.

8. NOTICES

Any notice in writing pursuant to this MOU is to be sent to:

Chief Executive Officer

Shire of Brookton

PO Box 42

BROOKTON WA 6306

PH: 9642 1106

ceo@brookton.wa.gov.au

State Director

Scripture Union Western Australia

7 Irvine Street

BAYSWATER WA 6053

PH: 9371 9100

kent.morgan@suwa.org.au

14.03.19 FINANCE & ADMINISTRATION REPORT

14.03.19.01 LIST OF ACCOUNTS FOR PAYMENT

File No:	N/A
Date of Meeting:	21/03/2019
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Corinne Kemp – Finance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no financial interest in this matter.
Voting Requirements:	Simple Majority
Previous Report:	21/02/2019

Summary of Item:

The list of accounts for payment to 28th February 2019 are presented to Council for inspection.

Description of Proposal:

To approve the account for payment.

Background:

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

Consultation:

N/A

Statutory Environment:

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

Relevant Plans and Policy:

Policy No. 4.4 of the Council Policy Manual states that the Chief Executive Officer is authorized to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved budget.

Financial Implications:

There are no financial implications relevant to this report.

Risk Assessment:

No risks identified as this is an operational reporting requirement.

Community & Strategic Objectives:

This activity is contained in the Corporate Compendium.

Comment

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

obtain the schedule from the Shire of Brookton Administration Office.

To 28th February 2019

Municipal Account

Direct Debits	\$100,999.52
EFT	\$606,221.20
Cheques	\$30,478.04
Trust Account	\$1,480.00

OFFICER'S RECOMMENDATION

That with respect to the list of accounts for payment, Council: note the payments authorized under delegated authority and detailed below and in the List of Accounts 28th February 2019.

To 28th February 2019

Municipal Account

Direct Debits	\$100,999.52
EFT	\$606,221.20
Cheques	\$30,478.04
Trust Account	\$1,440.00

Attachments

Attachment 14.03.19.01

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

OCM 02.19-04

COUNCIL RESOLUTION

MOVED CR FANCOTE SECONDED CR MILLS

That with respect to the list of accounts for payment, Council: note the payments authorized under delegated authority and detailed below and in the List of Accounts 28th February 2019.

To 28th February 2019

Municipal Account

Direct Debits	\$100,999.52
EFT	\$606,221.20
Cheques	\$30,478.04
Trust Account	\$1,440.00

CARRIED BY SIMPLE MAJORITY VOTE 5-0

FEBRUARY 2019 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 21 MARCH 2019

ATTACHMENT 12.03.19.01A

Chq/EFT	Date	Name	Description	Amount
1138	05/02/2019	BARRY COOTE	BOND REFUND HIRE OF COMMUNITY BUS	\$ 350.00
1139	05/02/2019	COLIN MILLS	BOND REFUND HIRE OF COMMUNITY BUS	\$ 350.00
EFT9769	05/02/2019	ANGLICAN PARISH	BOND REFUND HIRE OF MEMORIAL HALL	\$ 250.00
EFT9770	05/02/2019	JANICE MARSH	BOND REFUND HIRE OF PAVILION	\$ 250.00
EFT9771	05/02/2019	ROSE K BURY	BOND REFUND MEMORIAL HALL	\$ 250.00
EFT9772	05/02/2019	THOMAS CRUTE	BOND REFUND GYM KEY	\$ 30.00
			TOTAL TRUST	\$ 1,480.00
Chq/EFT	Date	Name	Description	Amount
EFT9749	01/02/2019	ANTHONY JOHN WARBY	REIMBURSEMENT OF BALL JOINT GEAR SHIFT LINK FOR MITSUBISHI TIP TRUCK	\$ 55.00
EFT9750	01/02/2019	BAPTISTCARE	KALKRANI RESIDENCY OPERATING AND MANAGEMENT FEES JANUARY 2019	\$ 253,367.66
EFT9751	01/02/2019	BEST OFFICE SYSTEMS	PHOTOCOPYING 20/12/18 TO 20/01/19	\$ 1,152.44
EFT9752	01/02/2019	BROOKTON DELI	SANDWICHES FOR MEETING	\$ 182.00
EFT9753	01/02/2019	BROOKTON PLUMBING	PUBLIC TOILET PUMP OUT, FAULTY GAS REGULATOR, LEAKING TAP, HOT WATER UNIT REPAIR & URINAL BLOCKAGE	\$ 1,284.30
EFT9754	01/02/2019	BURGESS RAWSON (WA) PTY LTD	WATER USAGE RAILWAY STATION	\$ 941.41
EFT9755	01/02/2019	CHILD SUPPORT THOMSON	PAYROLL DEDUCTION	\$ 696.57
EFT9756	01/02/2019	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTION	\$ 229.37
EFT9757	01/02/2019	DMC CLEANING	CLEANING SERVICES SHIRE FACILITIES	\$ 4,307.33
EFT9758	01/02/2019	KEEN BROS (WA) PTY LTD	LESSONS AND HC DRIVERS TEST FOR DARREN HEPPLER	\$ 1,070.00
EFT9759	01/02/2019	LGRCEU	PAYROLL DEDUCTION	\$ 20.50
EFT9760	01/02/2019	MATERIALS CONSULTANTS PTY LTD	MATERIALS TESTING YORK WILLIAMS ROAD	\$ 663.30
EFT9761	01/02/2019	MORRIS PEST & WEED CONTROL PTY LTD	REINSPECTION OF BRIDGES TREATED IN FEBRUARY 2018	\$ 918.72
EFT9762	01/02/2019	NARROGIN TOYOTA	BO623 150,000KM SERVICE	\$ 1,954.94
EFT9763	01/02/2019	PERTH SAFETY PRODUCTS PTY LTD	TRAFFIC SIGNS	\$ 216.70
EFT9764	01/02/2019	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 60.00
EFT9765	01/02/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 09/01/19 TO 16/01/19	\$ 794.75
EFT9766	01/02/2019	WA LOCAL GOVERNMENT ASSN	WALGA EVENT: FUTURE OF LG FORUM	\$ 65.00
EFT9767	01/02/2019	WA RETICULATION SUPPLIES	RETICULATION SUPPLIES	\$ 38.90
EFT9768	01/02/2019	WHEATBELT ELECTRICS	LIGHTING REPAIRS , FLOOD LIGHT REPAIRS, REFIT GPOS, LIBRARY FITOUT, HAND DRYER INSTALLATIONS	\$ 4,090.99
EFT9773	07/02/2019	B & N EYRE BROOKTON NEWSAGENCY	STATIONARY AND PAPER PURCHASES	\$ 125.09
EFT9774	07/02/2019	BROOKTON RURAL TRADERS	HARDWARE & RURAL SUPPLIES	\$ 2,696.99
EFT9775	07/02/2019	BUNNINGS TRADE	PLASTER TOOL	\$ 26.13
EFT9776	07/02/2019	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN COLLECTION & BROOKTON TIP SITE 25/12/18 TO 29/01/19	\$ 11,556.64
EFT9777	07/02/2019	MARINDUST SALES (ACE FLAGPOLES)	WEST AUSTRALIAN FLAG & ABORIGINAL FLAG	\$ 257.95
EFT9778	07/02/2019	MARKETFORCE	ADVERTISING WEST AUSTRALIAN 26/01/19	\$ 1,557.78
EFT9779	07/02/2019	PERTH SAFETY PRODUCTS PTY LTD	SIGNAGE FOR KING STREET TRAFFIC MANAGEMENT PLAN.	\$ 1,656.60
EFT9780	07/02/2019	STUMPY'S GATEWAY ROADHOUSE	UNEADED PETROL & DIESEL FOR FIRE	\$ 451.27
EFT9781	07/02/2019	TADROS ENGINEERING PTY LTD	STRUCTURAL ASSESSMENT PER BRIEF SPECIFICATIONS DATED OCTOBER 2018 AND RESPONSE VP 124213 DATED 18/10/2018	\$ 12,375.00

EFT9782	07/02/2019	TATE LUNN	REIMBURSEMENT OF HR LEARNERS PERMIT APPLICATION	\$ 63.95
EFT9783	07/02/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 24/01/19 TO 01/02/19	\$ 654.50
EFT9788	14/02/2019	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	WASTE WATER TREATMENT PLANT WL7994/2019	\$ 812.00
EFT9789	14/02/2019	SHIRE OF BROOKTON	MASTERCARD PURCHASES JANUARY 2019	\$ 664.89
EFT9790	14/02/2019	SHIRE OF BROOKTON	MASTERCARD PURCHASES JANUARY 2019	\$ 569.34
EFT9791	14/02/2019	SHIRE OF BROOKTON	MASTERCARD PURCHASES JANUARY 2019	\$ 70.46
EFT9792	22/02/2019	ABCO PRODUCTS	CLEANING CONSUMABLES	\$ 2,491.59
EFT9793	22/02/2019	AMPAC DEBT RECOVERY	RATES DEBT RECOVERY JANUARY 2019	\$ 4,840.70
EFT9794	22/02/2019	ARMADALE MOWER WORLD & SERVICE CO	MOTOR 190CC 7/8 SHAFT	\$ 480.00
EFT9795	22/02/2019	AUSTRALIA POST	POSTAGE JANUARY 2019	\$ 179.83
EFT9796	22/02/2019	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGMENT FEES FEBRUARY 2019	\$ 214,826.62
EFT9797	22/02/2019	BOVELL SURVEYS PTY LTD	FEATURE SURVEY OF CEMETERY	\$ 6,072.00
EFT9798	22/02/2019	BROOKTON TYRE SERVICE	TYRES	\$ 676.50
EFT9799	22/02/2019	CDA AIR & SOLAR	SPLIT SYSTEM REVERSE CYCLE KELVINATOR AIR CONDITIONING UNITS	\$ 6,120.00
EFT9800	22/02/2019	CONTRACT AQUATIC SERVICES	BROOKTON AQUATIC CENTRE MANAGEMENT FEBRUARY 2019 & ADDITIONAL OPENING HOURS	\$ 32,395.00
EFT9801	22/02/2019	COURIER AUSTRALIA	FREIGHT	\$ 655.28
EFT9802	22/02/2019	DAVID HADDEN HEALTH & BUILDING SERVICES	BUILDING & HEALTH SERVICES JANUARY 2019	\$ 1,045.00
EFT9803	22/02/2019	DMC CLEANING	CLEANING SERVICES SHIRE BUILDINGS	\$ 4,307.33
EFT9804	22/02/2019	ENVIRO PIPES PTY LTD	CP300PE 300 SN8 CORRUGATED PIPE	\$ 4,584.25
EFT9805	22/02/2019	FLICK WASHROOM SERVICES	SANITARY DISPOSAL AND BACTERIAL TREATMENTS	\$ 2,978.12
EFT9806	22/02/2019	HANSON CONSTRUCTION MATERIALS PTY LTD	WASHED SEALING AGGREGATE FOR YORK WILLIAMS ROAD	\$ 13,427.72
EFT9807	22/02/2019	IXOM	CHLORINE SERVICE FEE 01/01/19 TO 31/01/19	\$ 84.57
EFT9808	22/02/2019	JH COMPUTER SERVICES	IT SUPPORT FEBRUARY 2019	\$ 636.90
EFT9809	22/02/2019	JIMS GARAGE DOORS	SERVICE, TRAVEL, LABOUR AND PARTS TO REPAIR ROLLER DOORS	\$ 956.00
EFT9810	22/02/2019	LANDGATE (DOLA)	RURAL UV'S & GRV'S	\$ 148.60
EFT9811	22/02/2019	SGS	REGULATION WWTP COMPLIANCE SAMPLE TESTING JANUARY 2019	\$ 293.70
EFT9812	22/02/2019	SHIRE OF PINGELLY	SERVICE PU30	\$ 252.42
EFT9813	22/02/2019	STATE LIBRARY OF WA	BETTER BEGINNINGS 2018/2019 (ISSUED TO AND UNPAID BY BROOKTON CRC JULY 2018)	\$ 88.00
EFT9814	22/02/2019	THERESA FANCOTE	COUNCILLOR IT ALLOWANCE	\$ 800.00
EFT9815	22/02/2019	TRAFFIC FORCE	SITE SPECIFIC TRAFFIC MANAGEMENT PLAN AND SITE INSPECTION NOACK ST	\$ 897.60
EFT9816	22/02/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 03/02/19 TO 12/02/19	\$ 561.00
EFT9817	22/02/2019	WA LIBRARY SUPPLIES	SCANNER WIRELESS FOR LIBRARY	\$ 639.00
EFT9818	22/02/2019	WHEATBELT EXERCISE PHYSIOLOGY	BROOKTON GYM INDUCTIONS 17/01/19 TO 29/01/19	\$ 135.00
			TOTAL EFT	\$ 606,221.20
Chq/EFT	Date	Name	Description	Amount
18427	01/02/2019	BROOKTON MEATS	SAUSAGES CHRISTMAS PARTY	\$ 200.34
18428	01/02/2019	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY JANUARY 2019 A2	\$ 83.71
18429	01/02/2019	BUILDING COMMISSION	BUILDING SERVICES LEVY JANUARY 2019 A109, A981, A189	\$ 226.60
18430	01/02/2019	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 210.00
18431	01/02/2019	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 910.00
18432	01/02/2019	SYNERGY	ELECTRICITY OVAL, SALINITY PUMP, DEPOT, MEMORIAL PARK, MEMORIAL HALL, RAILWAY STATION, MADISON SQUARE, ADMINISTRATION, MENS SHED, MATTHEWS ST UNITS, HARVESTING DAM, HAPPY VALLEY, SEWERAGE POND, MADISON SQUARE	\$ 5,155.35

18433	01/02/2019	WATER CORPORATION OF WA	WATER USAGE MADISON SQUARE UNITS, WHITTINGTON ST UNITS, 10 MARSH AVE, MADISON SQUARE, KALKARNI, OVAL, POOL, ADMINISTRATION, HALL, SEWERAGE PLANT, MENSSED & DEPOT	\$ 1,220.19
18434	07/02/2019	WATER CORPORATION OF WA	WATER USAGE KALKARNI RESIDENCY, WHITTINGTON ST UNITS, 10 MARSH AVE, MADISON SQUARE, OVAL, POOL, ADMINISTRATION, HALL, SEWERAGE PLANT, MENSSED & DEPOT	\$ 11,689.76
18435	22/02/2019	AG ATKINS CARPENTER	CONCRETE FOR DRIVEWAY CULVERT HEADWALLS ON GRAVEL SECTIONS OF YORK WILLIAMS ROAD	\$ 1,258.00
18436	22/02/2019	RJ & SE SMITH	RATES REFUND FOR ASSESSMENT A2823	\$ 1,380.27
18437	22/02/2019	SYNERGY	ELECTRICITY STREETLIGHTS 25/12/18 TO 24/01/19, WHITTINGTON ST UNITS, POOL, CARAVAN PARK, OVAL, PAVILION	\$ 7,000.50
18438	22/02/2019	TELSTRA CORPORATION	TELEPHONE ADMINISTRATION BUILDING, DEPOT, POOL & MOBILES	\$ 884.85
18439	22/02/2019	WATER CORPORATION OF WA	WATER USAGE OVAL & WHITTINGTON ST UNITS	\$ 258.47
			TOTAL CHEQUES	\$ 30,478.04
			TOTAL MUNICIPAL	\$ 636,699.24

DIRECT DEBITS FOR FEBRUARY 2019

SALARIES & WAGES	\$	85,176.16
MERCHANT FEES	\$	400.42
SUPERANNUATION	\$	15,092.94
CLASSIC FUNDING GROUP	\$	330.00
TOTAL	\$	100,999.52

**SHIRE OF BROOKTON
CREDIT CARD PURCHASES CEO**

DATE	DESCRIPTION	AMOUNT
4/01/19	Westnet	\$ 159.90
10/01/19	Safetyculture	\$ 16.50
20/01/19	AVG Glass	\$ 374.60
23/1/19	City of Perth Parking	\$ 14.34
30/1/19	Card Fee	\$ 4.00
	TOTAL	\$ 569.34

**SHIRE OF BROOKTON
CREDIT CARD PURCHASES DCEO**

DATE	DESCRIPTION	AMOUNT
19/01/19	West Australian Newspapers	\$ 66.46
30/01/19	Card Fee	\$ 4.00
	TOTAL	\$ 70.46

**SHIRE OF BROOKTON
CREDIT CARD PURCHASES MIRS**

DATE	DESCRIPTION	AMOUNT
13/01/19	Garage Door Parts	\$ 23.50
17/01/19	Parker Black	\$ 63.33
25/01/19	Tuff Stuff Washrooms	\$ 84.06
25/01/19	Booking.Com	\$ 500.00
27/01/19	Garage Door Parts	-\$ 10.00
30/1/19	Card Fee	\$ 4.00
	TOTAL	\$ 664.89

12.03.19.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 2019

File No:	N/A
Date of Meeting:	21/03/2019
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kelly D’Arcy – Senior Corporate Business Officer
Authorising Officer:	Vicki Morris – Deputy Chief Executive Officer
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	There is no previous meeting reference

Summary of Item:

The Statement of Financial Activity for the period ended 28 February 2019 is presented to Council.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 28 February 2019 as presented.

Background:

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

Consultation:

Reporting officers receive monthly updates as to tracking of expenditure and income.

Statutory Environment:

Section 6.4 of the *Local Government Act 1995*.

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

Section 6.8 of the *Local Government Act 1995*

Relevant Plans and Policy:

There is no Council Policy relevant to this issue.

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

Financial Implications:

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

Risk Assessment:

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

Community & Strategic Objectives:

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

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

Corporate Business Plan by providing comparatives against the Annual Budget.

Comment

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

OFFICER'S RECOMMENDATION

That Council

1. *Receives the Monthly Statements of Financial Activity for the period ending 28 February 2019 as presented in Attachment 12.03.19.02.*

Attachments

Attachment 14.03.19.02

OCM 02.19-05

COUNCIL RESOLUTION

MOVED CR HARTL SECONDED CR EYRE

That Council

1. *Receives the Monthly Statements of Financial Activity for the period ending 28 February 2019 as presented in Attachment 14.03.19.02.*

CARRIED BY SIMPLE MAJORITY VOTE 5-0

Shire of Brookton

MONTHLY FINANCIAL REPORT

For the Period Ended 28 February 2019

TABLE OF CONTENTS

Statement of Financial Activity by Function & Activity

Statement of Financial Activity by Nature & Type

Note 1 - Major Variances

Note 2 - Graphical Representation of Statement of Financial Activity

Note 3 - Net Current Funding Position

Note 4 - Receivables

Note 5 - Cash Backed Reserves

Note 6 - Capital Disposals and Acquisitions

Note 7 - Information on Borrowings

Note 8 - Cash and Investments

Note 9 - Budget Amendments

Note 10 - Trust Fund

Note 11 - Kalkarni Financial Report

Note 12 - WB Eva Pavilion and Gymnasium Operating Statement

Note 13 - Sewerage Operating Statement

Note 14 - Brookton Caravan Park & Acquatic Centre Financial Reports

Note 15 - Road Program

Note 16 - Capital Works Program

Note 17 - Grants Register

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

General User Input

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

Data to appear in the Report

Shire of Brookton	
	2016-17
	2017-18
	2018-19
For the Period Ended 28 February 2019	
	01-Jul-18
	30-Jun-19

Material Threshold

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

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

Material Variances Symbol

Above Budget Expectations
 Below Budget Expectations

	▲
	▼

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

Statement of Financial Activity

Month	Operating Expenses		Operating Revenue		Capital Expenses		Capital Revenue	
	Budget 2018-19	Actual 2018-19	Budget 2018-19	Actual 2018-19	Budget 2018-19	Actual 2018-19	Budget 2018-19	Actual 2018-19
Jul	769,232	612,509	473,925	677,474	313,560	26,968	124,436	4,369
Aug	1,522,518	1,055,862	1,056,166	1,446,694	627,119	27,654	248,873	4,369
Sep	2,378,662	2,532,956	1,544,365	2,153,293	964,382	30,567	375,059	4,369
Oct	3,086,214	3,475,179	2,068,446	2,790,540	1,295,827	865,984	555,064	182,576
Nov	3,906,757	4,223,376	2,674,472	3,363,107	1,619,784	966,199	683,375	192,351
Dec	4,955,101	4,944,994	3,211,952	4,025,286	1,943,741	1,052,003	815,187	192,351
Jan	6,456,560	6,620,137	4,226,007	4,745,090	2,664,526	1,378,908	1,102,370	196,847
Feb								
Mar								
Apr								
May								
Jun								

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

Note 3 - Net Funding Current Position

Month	Actual 2016-17 \$('000s)	Actual 2017-18 \$('000s)	Actual 2018-19 \$('000s)
Jul	267,469	907,333	1,207,105
Aug	3,164,854	3,295,912	4,051,835
Sep	3,435,041	3,637,304	3,520,526
Oct	1,972,833	2,372,296	2,805,542
Nov	2,372,945	2,381,438	2,781,753
Dec	1,831,612	1,794,385	2,887,488
Jan	1,758,100	1,808,505	2,133,457
Feb	1,831,612	1,794,385	2,086,564
Mar			
Apr			
May			
Jun			

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

Note 4 - Rates and Rubbish Collection History

Month	Last Year 2017-18 %	This Year 2018-19 %
Jul	21	25
Aug	14	-0
Sep	72	28
Oct	72	78
Nov	83	83
Dec	83	84
Jan	91	91
Feb	91	92
Mar		
Apr		
May		
Jun		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 28 February 2019

	Note	Adopted Annual Budget	Amended Budget - per OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
Operating Revenues		\$		\$	\$	\$	%	
Governance		11,550	16,399	14,709	19,859	5,150	35.02%	
General Purpose Funding		625,727	710,877	482,564	1,004,991	522,427	108.26%	▲
Law, Order and Public Safety		20,000	20,000	14,667	12,679	(1,988)	(13.56%)	
Health		1,300	1,300	1,128	808	(320)	(28.34%)	
Education and Welfare		4,429,822	4,495,238	3,007,930	2,923,013	(84,917)	(2.82%)	
Housing		81,696	81,696	54,464	63,353	8,889	16.32%	
Community Amenities		391,933	391,933	261,280	388,211	126,931	48.58%	▲
Recreation and Culture		41,882	43,002	29,016	33,208	4,192	14.45%	
Transport		574,593	604,546	302,273	239,203	(63,070)	(20.87%)	▼
Economic Services		50,430	50,430	33,608	30,403	(3,205)	(9.54%)	
Other Property and Services		36,560	36,560	24,368	29,361	4,993	20.49%	
Total (Excluding Rates)		6,265,493	6,451,981	4,226,007	4,745,090	519,083	12.28%	
Operating Expense								
Governance		(505,146)	(531,044)	(331,689)	(278,811)	52,878	(15.94%)	
General Purpose Funding		(206,116)	(206,116)	(121,123)	(105,113)	16,010	(13.22%)	
Law, Order and Public Safety		(172,331)	(180,331)	(90,166)	(112,214)	(22,049)	24.45%	
Health		(80,802)	(79,565)	(38,142)	(41,481)	(3,339)	8.76%	
Education and Welfare		(3,874,446)	(4,434,515)	(2,966,437)	(2,783,303)	183,134	(6.17%)	
Housing		(241,994)	(241,994)	(163,931)	(109,015)	54,916	(33.50%)	
Community Amenities		(481,624)	(492,754)	(339,807)	(258,169)	81,638	(24.02%)	
Recreation and Culture		(1,012,065)	(1,015,690)	(660,713)	(561,837)	98,876	(14.96%)	
Transport		(2,430,797)	(2,435,892)	(1,615,084)	(2,072,222)	(457,138)	28.30%	
Economic Services		(175,834)	(170,697)	(112,088)	(93,159)	18,929	(16.89%)	
Other Property and Services		(28,970)	(28,970)	(17,380)	(204,812)	(187,432)	1078.43%	▼
Total		(9,210,125)	(9,817,568)	(6,456,560)	(6,620,137)	(163,578)	(2.53%)	
Funding Balance Adjustment								
Add back Depreciation		2,109,945	2,109,945	1,406,630	1,962,895	556,265	39.55%	▲
Adjust (Profit)/Loss on Asset Disposal	6	765	(2,384)	(1,589)	(3,149)	(1,560)		
Adjust (Profit)/Loss on Asset Revaluation		0	0	0	0	0		
Movement in Non Cash Provisions		0	0	0	0	0		
Net Operating (Ex. Rates)		(833,922)	(1,258,026)	(825,512)	84,699	910,211	(110.26%)	
Capital Revenues								
Proceeds from Disposal of Assets	6	65,000	106,818	71,212	41,818	(29,394)	0.00%	
Self-Supporting Loan Principal		28,754	28,754	19,169	18,640	(529)	(2.76%)	
Transfer from Reserves	5	1,464,483	1,517,983	1,011,989	136,389	(875,600)	(86.52%)	▼
Total		1,558,237	1,653,555	1,102,370	196,847	(905,523)		
Capital Expenses								
Land and Buildings	6	(960,000)	(960,000)	(640,000)	(40,523)	599,477	(93.67%)	
Plant and Equipment	6	(357,000)	(405,485)	(270,323)	(111,619)	158,704	(58.71%)	
Furniture and Equipment	6	(75,000)	(69,000)	(46,000)	0	46,000	(100.00%)	
Infrastructure Assets - Roads & Bridges	6	(922,686)	(1,002,664)	(668,443)	(242,706)	425,736	(63.69%)	
Infrastructure Assets - Sewerage	6	(10,000)	(10,000)	(6,667)	(522)	6,145	(92.17%)	
Infrastructure Assets - Parks	6	0	0	0	0	0	0.00%	
Repayment of Debentures	7	(138,653)	(138,653)	(92,435)	(95,967)	(3,532)	3.82%	
Transfer to Reserves	5	(1,394,190)	(1,410,988)	(940,659)	(887,571)	53,088	(5.64%)	
Total		(3,857,529)	(3,996,789)	(2,664,526)	(1,378,908)	1,285,618	(48.25%)	
Net Capital		(2,299,292)	(2,343,234)	(1,562,156)	(1,182,061)	380,095	(24.33%)	
Total Net Operating + Capital		(3,133,214)	(3,601,260)	(2,387,668)	(1,097,362)	1,290,306	(54.04%)	
Rate Revenue		2,219,064	2,219,064	2,219,064	2,269,776	50,712	2.29%	
Opening Funding Surplus(Deficit)		914,150	914,150	914,150	914,150	0	0.00%	
Closing Funding Surplus(Deficit)	2	0	(468,046)	745,546	2,086,564	1,341,018		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 28 February 2019

	NOTE	2018/19 Adopted Budget \$	2018/19 Amended Budget	2018/19 YTD Budget \$	2018/19 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES						
Rates		2,244,064	2,244,064	2,269,064	2,269,776	712
Operating Grants, Subsidies and Contributions		3,770,450	3,885,553	2,662,201	3,060,339	398,138
Fees and Charges		1,685,956	1,710,956	1,123,904	1,365,306	241,402
Interest Earnings		194,748	238,536	140,122	85,336	(54,786)
Other Revenue		68,231	69,351	72,213	69,970	(2,243)
		7,963,449	8,148,460	6,267,504	6,850,727	583,223
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs		(1,472,174)	(1,474,424)	(953,435)	(987,114)	(33,679)
Materials and Contracts		(5,172,361)	(5,717,384)	(3,621,297)	(3,344,407)	276,890
Utilities		(164,163)	(161,863)	(106,627)	(99,278)	7,349
Depreciation		(2,109,941)	(2,109,945)	(1,054,971)	(1,962,895)	(907,924)
Interest Expenses	7	(104,477)	(104,476)	(52,239)	(46,791)	5,448
Insurance		(185,489)	(183,626)	(185,489)	(179,651)	5,838
Other Expenditure		(754)	(754)	(157,106)	(1)	157,105
		(9,209,359)	(9,752,472)	(6,131,163.00)	(6,620,137)	(488,974)
		(1,245,910)	(1,604,012)	136,341	230,590	94,249
Non-Operating Grants, Subsidies & Contributions		521,106	521,106	347,400	160,990	(186,410)
Profit on Asset Disposals	6	-	3,149	3,149	3,149	-
Loss on Asset Disposals	6	(765)	(765)	(504)	-	504
NET RESULT		(725,569)	(1,080,522)	486,386	394,729	(91,657)

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)
Program by Nature and Type
For the Period Ended 28 February 2019

	2018/19 Adopted Budget	2018/19 Amended Budget	2018/19 YTD Budget	2018/19 YTD Actual	Variance YTD Budget vs YTD Actual	Actuals as % of Total
	\$		\$	\$	\$	
REVENUES FROM ORDINARY ACTIVITIES						
Rates	2,269,064		2,269,064	2,269,776	712	54%
Operating Grants, Subsidies and Contributions	513,370		490,814	992,052	501,237	24%
Fees and Charges	898,695		599,063	756,004	156,940	18%
Interest Earnings	194,749		140,122	85,336	(54,786)	2%
Other Revenue	68,232		72,213	69,970	(2,243)	2%
	3,944,110		3,571,277	4,173,137	601,861	100%
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs	(1,461,725)		(953,435)	(987,114)	(33,679)	25%
Materials and Contracts	(1,347,770)		(895,908)	(792,704)	103,204	20%
Utilities	(170,371)		(106,627)	(99,278)	7,349	2%
Depreciation	(2,009,487)		(770,314)	(1,894,711)	(1,124,397)	48%
Interest Expenses	(99,516)		(38,158)	(43,971)	(5,813)	1%
Insurance	(171,716)		(162,535)	(165,880)	(3,345)	4%
Other Expenditure	(255,754)		(157,106)	(1)	157,105	0%
	(5,516,339)		(3,084,084)	(3,983,660)	(899,576)	100%
	(1,572,229)		487,193	189,477	(297,716)	
Non-Operating Grants, Subsidies & Contributions	521,106		347,400	160,990	(186,410)	
Profit on Asset Disposals	-		3,149	3,149	-	
Loss on Asset Disposals	(765)		(504)	-	504	
NET RESULT	(1,051,888)		837,238	353,616	(483,622)	

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 1: MAJOR VARIANCES

OPERATING REVENUE (EXCLUDING RATES)

Governance

This variance is due to reimbursement of property claim #PR0020214 and good driver rebate for 17/18. along with unbudgeted profit on sale of asset CEO vehicle

General Purpose Funding

There are a number of factors that relate to the variance with the main driver being the GPG from the Grants Commission - General & Roads balance B/F from 17/18 for an advance payment received for General & Roads received 18/19

Law, Order and Public Safety

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

Health

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

Education and Welfare

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

Housing

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

Community Amenities

The variance is due to a Budget profile calculated over 12 month for 18/19 Refuse & Sewerage rates - Will self correct

Recreation and Culture

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

Transport

This variance is due to the RRG Grant not yet fully received, will self correct

Economic Services

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

Other Property and Services

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

OPERATING EXPENSES

Governance

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

General Purpose Funding

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

Law, Order and Public Safety

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

Health

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

Education and Welfare

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

Housing

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

Community Amenities

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

Recreation and Culture

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

Transport

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

Economic Services

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

Other Property and Services

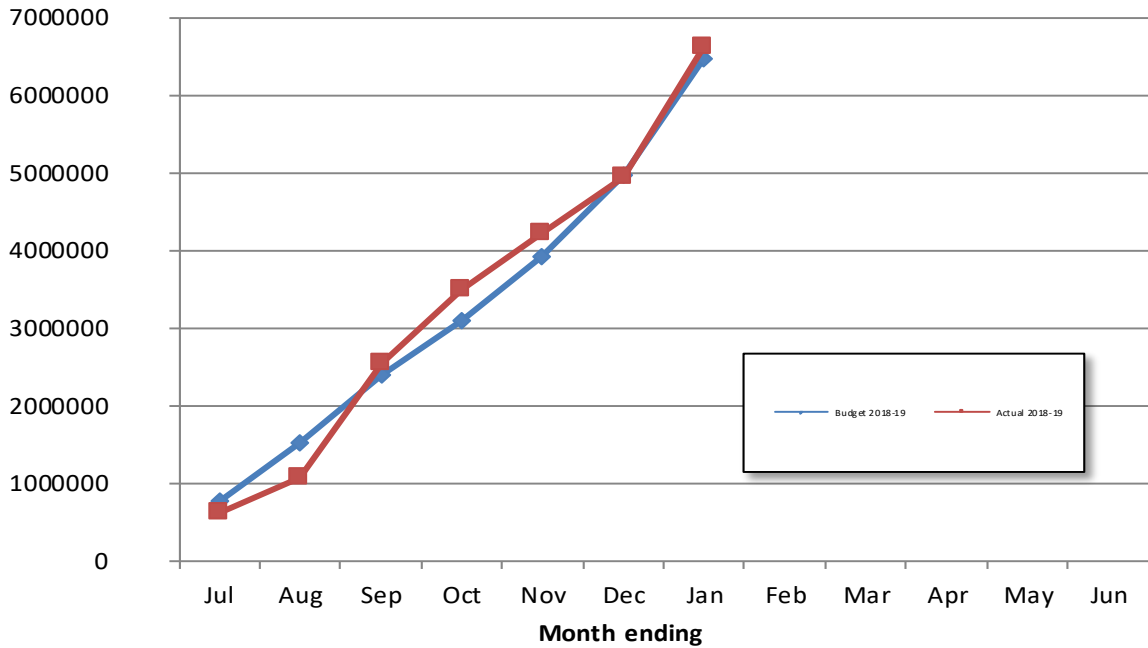
There a number of factors that relate to this variance, but the main driver relates to an employee redundancy payout & plant allocation costs which will be reviewed.

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
A portion of Reserve Transfers will be completed at maturity 02/04/19, the remainder will occur towards the end of the financial year
CAPITAL EXPENSES
Land and Buildings
A portion of capital purchases have been completed, with the remainder expected to be completed in the near future.
Plant and Equipment
Adopted budget for plant not yet fully purchased.
Furniture and Equipment
Adopted budget for F & E not yet fully purchased.
Infrastructure Assets - Roads & Bridges
Commencement of projects underway and expected to be completed in 18/19
Infrastructure Assets - Sewerage
Minimal purchases to date
Infrastructure Assets - Parks
Within variance threshold of \$10,000 or 10%
Repayment of Debentures
The variance relates to the profile calculated over 12 month for 18/19 will self correct.
Transfer to Reserves
Within variance threshold of \$10,000 or 10%
OTHER ITEMS
Rate Revenue
Within variance threshold of \$10,000 or 10%
Opening Funding Surplus(Deficit)
Within variance threshold of \$10,000 or 10%
Closing Funding Surplus (Deficit)
Within variance threshold of \$10,000 or 10%

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

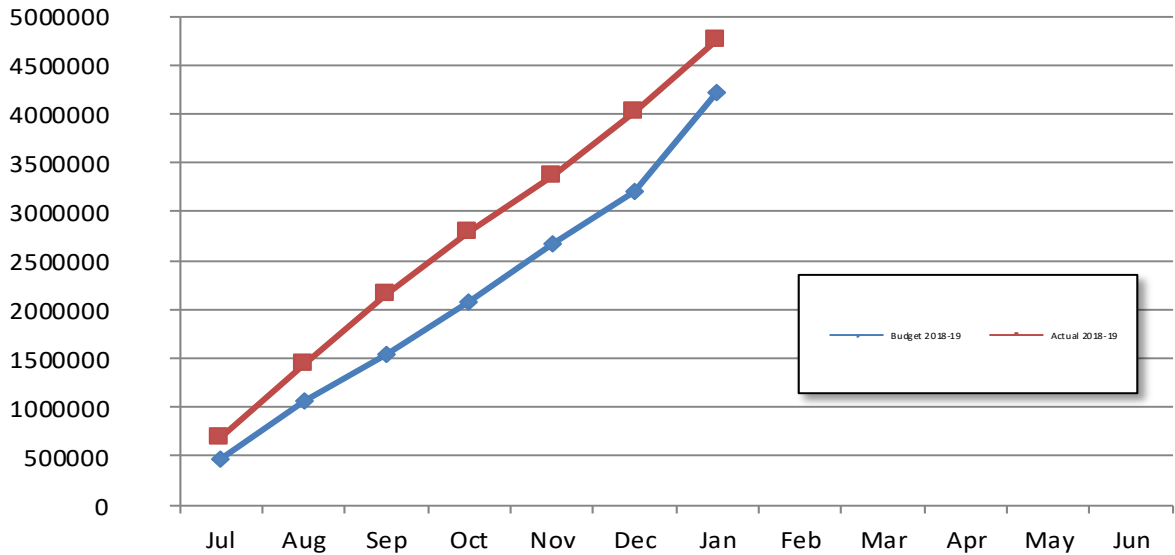
Note 2 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



Comments/Notes - Operating Expenses

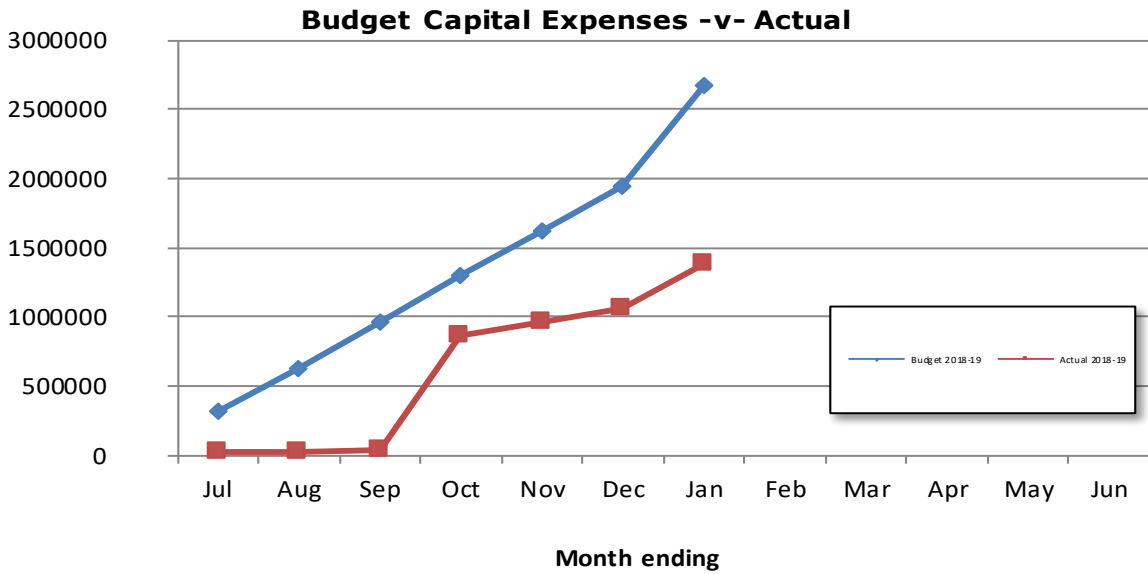
Budget Operating Revenues -v- Actual



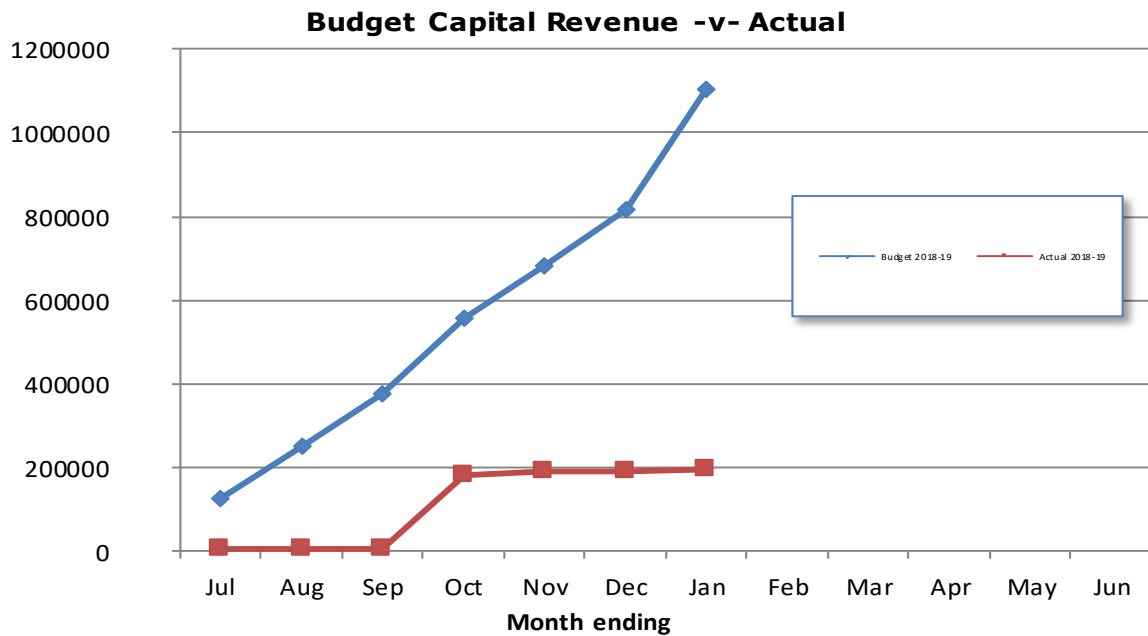
Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses



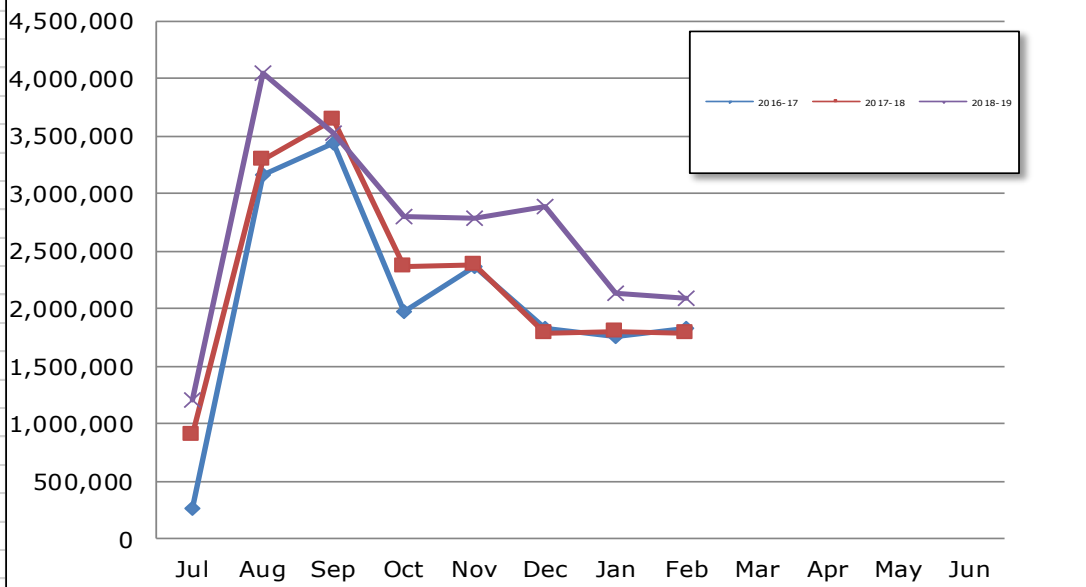
Comments/Notes - Capital Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)					
2018-19					
	Note	This Period	Same Period 2017/18	Same Period 2016/17	Surplus C/F 1 July 2018
		\$	\$	\$	\$
Current Assets					
Cash Unrestricted		2,026,021	1,732,176	1,831,952	1,740,530
Cash Restricted		5,025,777	4,259,065	2,898,732	4,274,596
Receivables		4,223,437	3,558,959	1,467,342	4,375,025
Prepayments & Accruals		0	0	0	0
Inventories		22,447	17,429	12,462	27,394
		11,297,682	9,567,629	6,210,488	10,417,545
Less: Current Liabilities					
Payables and Provisions		(4,185,341)	(3,514,179)	(1,480,144)	(5,228,799)
		(4,185,341)	(3,514,179)	(1,480,144)	(5,228,799)
Less: Cash Restricted		(5,025,777)	(4,259,065)	(2,898,732)	(4,274,596)
Net Current Funding Position		2,086,564	1,794,385	1,831,612	914,150

Note 2 - Liquidity Over the Year



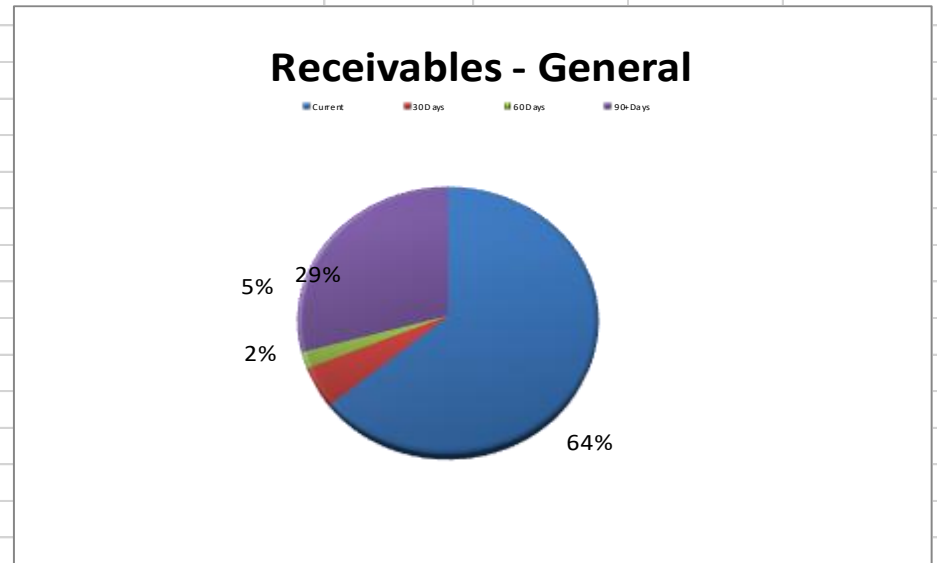
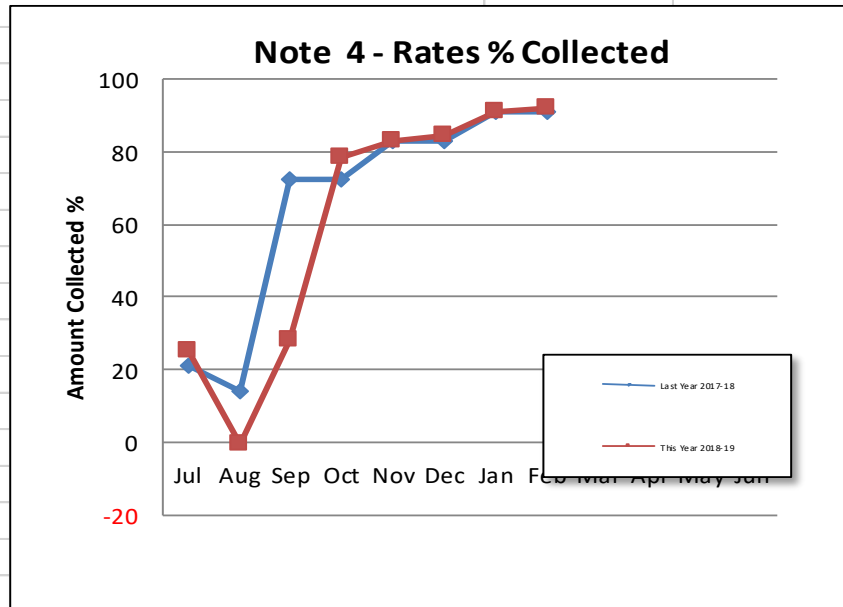
Comments - Net Current Funding Position

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish	Current 2018-19	Previous 2017-18
	\$	\$
Opening Arrears Previous Years Rates, Sewerage & Rubbish Levied this year	53,825	30,159
Less Collections to date	(2,488,420)	(2,221,835)
Equals Current Outstanding	210,908	210,639
Net Rates Collectable	210,908	210,639
% Collected	92.19%	91.34%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	10,861	831	334	4,997
Total Outstanding				17,023
Amounts shown above include GST (where applicable)				



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Amended Budget Oct 18 OCM Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Amended Budget Sept 18, Oct 18 OCM & Nov 18 OCM Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aldersyde Hall Reserve (Not Shire Vested Property)	25,805	619	0	0		0	0	0	0	26,424	25,805
Leave Reserve	0	542	693	114,700		114,700	0	0	0	115,242	115,393
Brookton Heritage/Museum Reserve	41,889	1,096	524	2,500		2,500	0	0	0	45,485	44,913
Caravan Park Reserve	128,429	3,173	1,622	10,000		10,000	0	0	0	141,602	140,051
Cemetery Reserve	22,622	561	335	10,000		10,000	0	0	0	33,183	32,957
Community Bus Reserve	72,166	1,859	920	7,000		7,000	0	0	0	81,025	80,086
Furniture and Equipment Reserve	78,538	2,156	955	0		0	0	0	0	80,694	79,493
Health & Aged Care Reserve	691,647	9,276	8,411	65,000		0	(327,000)	0	0	438,923	700,058
Land & Housing Development Reserve	1,024,906	30,673	14,122	136,389		136,389	(420,000)	0	0	771,968	1,175,417
Kweda Hall Reserve	29,497	798	374	2,500		2,500	0	(15,500)	0	17,295	32,371
Land Development Reserve	136,389	0	0	0		0	(136,389)	0	(136,389)	0	(0)
Madison Square Units Reserve	18,703	467	264	6,000		6,000	0	0	0	25,170	24,967
Municipal Buildings & Facilities Reserve	236,375	5,004	2,874	87,000		0	(74,000)	0	0	254,379	239,249
Plant and Vehicle Reserve	664,198	11,601	8,077	210,000		0	(265,000)	(7,000)	0	613,799	672,275
Railway Station Reserve	29,497	798	880	86,356		86,356	0	0	0	116,651	116,733
Rehabilitation & Refuse Reserve	53,610	1,920	1,026	62,000		62,000	0	0	0	117,530	116,636
Road and Bridge Infrastructure Reserve	432,174	8,689	5,256	70,000		0	(113,094)	0	0	397,769	437,430
Saddleback Building Reserve	52,782	1,294	651	1,500		1,500	0	0	0	55,576	54,933
Sewerage & Drainage Infrastructure Reserve	259,113	6,942	3,766	101,932		101,932	0	0	0	367,987	364,811
Sport & Recreation Reserve	15,663	412	251	10,000		10,000	0	0	0	26,075	25,914
Townscape and Footpath Reserve	51,707	717	629	50,000		0	(39,000)	0	0	63,424	52,336
Developer Contribution - Roads	2,635	63	32	0		0	0	0	0	2,698	2,667
Water Harvesting Reserve	42,239	860	514	1,500		0	(10,000)	(24,000)	0	10,599	42,753
Brookton Aquatic Reserve	66,841	1,966	1,175	60,000		60,000	0	0	0	128,807	128,016
Cash Contingency Reserve	97,171	2,694	1,544	60,000	16,798	76,798	0	(7,000)	0	169,663	175,513
Independent Living Units Reserve	0	633	0	145,000		145,000	(80,000)	0	0	65,633	145,000
	4,274,596	94,813	54,896	1,299,377	16,798	832,675	(1,464,483)	(53,500)	(136,389)	4,167,601	5,025,778

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 6: CAPITAL DISPOSALS AND ACQUISITIONS

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value		Proceeds	Profit (Loss)
				\$		\$	\$
38,712	40,000	1,288	PT7 Mitsubishi Tandem Truck			0	0
13,817	15,000	1,183	PT13 Isuzu Single Axle Truck			0	0
13,236	10,000	(3,236)	PU30 2016 Mitsubishi Triton Ute			0	0
0	0	0	PAV115 2016 Toyota Prado	38,670		41,818	3,149
0	0	0				0	0
0	0	0				0	0
0	0	0				0	0
0	0	0				0	0
0	0	0				0	0
0	0	0				0	0
0	0	0				0	0
65,765	65,000	(765)	Totals	38,670		41,818	3,149

Comments - Capital Disposal

	Summary Acquisitions			
	Budget	Amended Budget	Actual	Variance
	\$		\$	\$
Property, Plant & Equipment				
Land and Buildings	960,000	962,500	40,523	921,977
Plant & Equipment	357,000	405,485	111,619	293,865
Furniture & Equipment	75,000	69,000	0	69,000
Infrastructure				
Roadworks & Bridge Works & Footpaths	922,686	1,002,664	242,706	759,958
Parks & Gardens	0	0	0	0
Sewerage & Drainage	10,000	10,000	522	9,478
Totals	2,324,686	2,449,649	395,370	2,054,279

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 7: INFORMATION ON BORROWINGS

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-18 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
							Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	104,011	-	7,176	14,595	96,834	89,416	3,571	6,767
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	23,154	-	8,865	8,865	14,289	14,288	751	1,220
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	257,013	-	9,775	19,889	247,238	237,124	7,546	17,523
Governance												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	51,806	-	4,745	4,745	47,061	47,061	2,063	3,271
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	80,511	-	8,220	8,220	72,291	72,291	2,820	4,419
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	132,843	-	13,563	13,563	119,280	119,280	4,652	7,291
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	56,358	-	5,754	5,754	50,604	50,604	1,974	3,093
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	132,843	-	13,563	13,563	119,280	119,280	4,652	7,291
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	639,122	-	24,307	49,459	614,814	589,662	18,763	43,574
					1,477,660	-	95,967	138,653	1,381,693	1,339,007	46,791	94,449

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 8: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Cash at Bank - Operating Account	0.00%	37,629				37,629	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.40%	1,788,522				1,788,522	Bendigo	
Municipal Cash at Bank - Independent Living Units	1.00%	199,870				199,870	Bendigo	
Trust Cash at Bank	0.00%			32,543		32,543	Bendigo	
(b) Term Deposits								
Reserves	2.35%		4,775,777			5,025,777	Bendigo	02/04/2019
Reserves	2.05%		250,000				WA Treasury	02/04/2019
(c) Investments								
Bendigo Bank Shares					10,000	10,000		
Total		2,026,021	5,025,777	32,543	10,000	7,094,341		

Comments/Notes - Investments

Investment Management Strategy for Kalkarni Bonds

The total bond/RAD amounts (\$3,981,101.13) as at 28/02/18 are invested by Baptistcare with NAB for a term of 1 month at the rate of 1.97% with a maturity date of 19th March 2019.

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 9: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adju	Increase in Available Cas	Decrease in Available Ca	Amended Budget Running Balance
				\$	\$	\$	\$
	Adopted Budget Net Asset Surplus 30 June 2018		Opening Surplus(Deficit)				0
E042531	CEO Vehicle	Sept 2018 OCM	Capital Expenses			7,000	(7,000)
0L01621	CEO Vehicle - Transfer from Reserves	Sept 2018 OCM	Capital Revenue		7,000		0
I042498	ADMIN Sale of Assets GEN	Sept 2018 OCM	Capital Revenue		41,818		41,818
I042499	ADMIN Profit on Sale of Asset	Sept 2018 OCM	Operating Revenue				41,818
E042531	ADMIN Purchase CEO Vehicle GEN	Sept 2018 OCM	Capital Expenses			41,485	333
0L01861	Kweda Hall - Transfer from Reserves	Oct 2018 OCM	Capital Revenue		15,500		15,833
E111512	Kweda Hall - Kitchen Upgrade	Oct 2018 OCM	Capital Expenses			15,500	333
0L01921	Water Harvesting - Transfer from Reserves	Oct 2018 OCM	Capital Revenue		24,000		24,333
E107020	Seabrook Aboriginal Corporation - Dam Lease	Oct 2018 OCM	Operating Expenses			24,000	333
I032030	GPG Grants Commission - Bridges GEN - Budget Correction - Notification received, after budget adoption, of successful grant application in conjunction with MRWA to repair Aldersyde North Bridge	Oct 2018 OCM	Operating Revenue		50,025		50,358
E121572	Bridge Construction - MRWA & WALGGC GEN - Budget Correction - Notification received, after budget adoption, of successful grant application in conjunction with MRWA to repair Aldersyde North Bridge	Oct 2018 OCM	Capital Expenses			50,025	333
I032010	GPG Grants Commission - General GEN - Budget Correction - Notification received after budget adoption of confirmed funding for the Financial Assistance Grant amounts for the 2018/19 fin year	Oct 2018 OCM	Operating Revenue		34,778		35,111
I032020	GPG Grants Commission - Roads GEN - Budget Correction - Notification received after budget adoption of confirmed funding for the Financial Assistance Grant amounts for the 2018/19 fin year	Oct 2018 OCM	Operating Revenue		347		35,458
I122010	INFRA MRWA Direct Grant GEN - Budget Correction - Main Roads Direct grant 2018/19 budget was estimated on last years receipt. Received notification in October from MRWA confirming final amount.	Oct 2018 OCM	Operating Revenue		29,953		65,411
E121565	Brookton Kweda Road - Budget Addition - Due to increase in Main Roads Direct grant, able to complete an additional 0.8 kms of resealing	Oct 2018 OCM	Capital Expenses			29,953	35,458
E111010	Casual Hires Liability Insurance -Budget Deletion - LGIS provided cover for no charge	Oct 2018 OCM	Operating Expenses		828		36,286
E111020	Casual Hires Liability Insurance - Budget Deletion - LGIS provided cover for no charge	Oct 2018 OCM	Operating Expenses		1,035		37,321
I033610	Principal Repayment S/S loan Recoup - Budget Deletion - Senior Citizen Loan No. 78 no long self supporting, assets transferred to shire. Inadvertantly left in the budget when adopted	Oct 2018 OCM	Capital Revenue				37,321
I116010	General Income - Budget Addition - Budget Addition - 17/18 Kidsport Acquittal misplaced by Dept Sport and Rec. Relodged and funds received 18/19	Oct 2018 OCM	Operating Revenue		1,120		38,441
E115040	OTH-CULT Community Events GEN - Budget Addition - Regeneration Farming Forum not included in the 18/19 budget - unable to obtain sponsorship so paid from Muni Account	Oct 2018 OCM	Operating Expenses			2,815	35,626
E073480	Sabbleback Medical Centre - Budget Addition - gutters & downpipes have rusted through and are leaking - urgent replacement required \$2,900. Electrician to remove & disconnect solar panels to gain access to area of roof leaks to enable repair \$1,000.	Oct 2018 OCM	Operating Expenses			3,900	31,726
0L01962	Transfer to Reserve - Budget Addition - Transfer excess of Financial Assistance Grants, General and Roads to Cash Contingency Reserve after budget adjustments.	Oct 2018 OCM	Capital Expenses			16,798	14,928
0L01961	Mens Shed Old Bowling Building as per Council Resolution 13.12.18.01	Dec 2018 OCM	Capital Revenue		7,000		21,928
I085050	Amended 2018/2019 budget received from Baptistcare as original budget did not reflect the correct income and expenditure	Dec 2018 OCM	Operating Revenue		43,778		65,706
E085020	Amended 2018/2019 budget received from Baptistcare as original budget did not reflect the correct income and expenditure	Dec 2018 OCM	Operating Expenses			534,252	(468,546)
E042520	Expenditure is under the capital threshold so has been transferred to operating budget	Feb 2019 OCM	Capital Expenses		6,000		(462,546)
E042020	Expenditure is under the capital threshold so has been transferred to operating budget	Feb 2019 OCM	Operating Expenses			6,000	(468,546)
E041030	Wheatbelt South Regional Road Group - Chairperson annual Honorarium \$1,700 to be recouped from participating Shires & !00 Shire Contribution	Feb 2019 OCM	Operating Expenses		100	1,800	(470,246)
I041020	Wheatbelt South Regional Road Group - Chairperson annual Honorarium - recouped from participating Shires	Feb 2019 OCM	Operating Revenue		1,700		(468,546)
E143530	Transfer of light vehicle purchases to correct GL code. Expenditure allocated to Schedule 14 in adopted budget. Should be under Schedule 04	Feb 2019 OCM	Operating Expenses		60,000		(408,546)

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 10: TRUST FUND

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

Description	Opening Balance For the Period 1 July 2018	Amount Received	Amount Paid	Closing Balance For the Period Ended 28 February 2019
	\$	\$	\$	\$
Housing Bonds	1,200	0	0	1,200
Other Bonds	13,270	10,010	(10,930)	12,350
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	0	0	0	0
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	0	0	0	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	(1)	0	0	(1)
Unclaimed Money	30	0	0	30
	32,833	10,010	(11,130)	31,713

1. Developer Road Contributions are:

T129 Allington - Grosser Street -\$1.00 Rounding

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

2. Public Open Space Contribution:

T148 - Paul Webb \$13,820

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

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

3. Gnulla Child Care Facility

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

4. Housing Bond

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

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Kalkarni Aged Care Facility
For the Period Ended 28 February 2019

Note 11: Kalkarni Aged Care Facility

	Note	Adopted Annual Budget	Amended Budget - Nov & Dec OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) ₉	Var. % (b)-(a)/(b) ₉	Var.
Operating Revenue		\$		\$	\$	\$	%	
Fees & Charges		787,261	787,261	524,841	609,303	84,462	16.09%	
Grants & Subsidies		3,257,080	3,257,080	2,171,387	2,068,288	(103,099)	(4.75%)	
Total Revenue		4,044,341	4,044,341	2,696,227	2,677,590	(18,637)	(0.69%)	
Operating Expenses								
Building Maintenance		0	0	0	0	0	0.00%	
Interest Expenses		(4,960)	(4,960)	(3,307)	(2,820)	487	(14.73%)	
Insurance Expenses		(13,772)	(13,772)	(9,181)	(13,772)	(4,590)	50.00%	
Building Maintenance		(53,370)	(53,370)	(35,580)	(7,169)	28,411	(79.85%)	
Loss on Sale of Asset		0	0	0	0	0	0.00%	
Depreciation		(100,458)	(100,458)	(66,972)	(68,183)	(1,211)	1.81%	▼
ABC Administration Expenses		(49,811)	(49,811)	(33,207)	(29,855)	3,352	(10.09%)	
Contract Expenses		(3,450,650)	(3,984,902)	(2,656,601)	(2,514,678)	141,923	(5.34%)	
Total Expenses		(3,673,021)	(4,207,273)	(2,804,849)	(2,636,477)	168,371	6.00%	
Operating Surplus (Deficit)		371,320	(162,932)	(108,621)	41,113	149,734	138%	▼
Excluding Non Cash Adjustments								
Add back Depreciation		100,458	100,458	66,972	68,183	1,211	1.81%	▼
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0	0.00%	
Net Operating Surplus (Deficit)		471,778	(62,474)	(41,649)	109,296	150,946	(362.42%)	▼
Capital Revenues								
KBC Capital Income		304,936	348,714	232,476	173,616	(58,861)	(25.32%)	
Transfer from Reserves	5	327,000	327,000	0	0	0	0.00%	
Total		631,936	675,714	232,476	173,616	(58,861)	(0)	
Capital Expenses								
Land and Buildings	6	(320,000)	(320,000)	(213,333)	0	213,333	0.00%	
Plant and Equipment	6	(7,000)	(7,000)	(4,667)	0	4,667	0.00%	
Furniture and Equipment	6	0	0	0	0	0		
Repayment of Debentures	7	(8,220)	(8,220)	(5,480)	(8,220)	(2,740)	0.00%	
Transfer to Reserves	5	(74,276)	(74,276)	(49,517)	(8,411)	41,106		
Total		(409,496)	(409,496)	(272,997)	(16,631)	256,366		
Net Capital		222,440	266,218	(40,521)	156,985	197,506	(487.41%)	
Closing Funding Surplus(Deficit)		694,218	203,744	(82,171)	266,281	348,452		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 28 February 2019

Note 12 WB Eva Pavilion Operating Statement

NOTE	2018/19 Adopted Budget \$	2018/19 YTD Budget \$	2018/19 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Hire Fees - WB Eva Pavilion	4,200	2,100	2,012	(88)
Sporting Club Fees	5,500	2,750	3,333	583
Gymnasium Income	11,060	5,530	9,713	4,183
	20,760	10,380	15,057	4,677
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(7,740)	(5,160)	(1,767)	3,393
Materials and Contracts	(51,970)	(34,647)	(17,797)	16,850
Utilities	(4,200)	(2,800)	(1,438)	1,362
Interest Expenses	(47,917)	(31,945)	(18,763)	13,182
Insurance	(5,600)	(3,733)	(4,565)	(831)
General Operating Expenses	(8,443)	(5,629)	(2,124)	3,505
Gymnasium Operating	(10,350)	(6,896)	(2,416)	4,480
	(125,870)	(83,913)	(46,453)	37,461
	(105,110)	(73,533)	(31,395)	42,138
NET RESULT	(105,110)	(73,533)	(31,395)	42,138

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 28 February 2019

Note 13 Sewerage Operating Statement

NOTE	2018/19 Adopted Budget \$	2018/19 YTD Budget \$	2018/19 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges	1,590	1,590	590	(1,000)
Annual Sewerage Rates	184,575	184,575	187,489	2,914
	186,165	186,165	188,079	1,914
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(841)	(1,147)	(2,088)	(941)
Materials and Contracts	(56,310)	(37,540)	(10,698)	26,842
Utilities	(6,950)	(4,633)	(5,039)	(405)
Depreciation	(53,420)	(35,613)	(26,503)	9,110
Interest Expenses	(3,472)	(2,315)	(1,974)	341
Insurance	(237)	(237)	(237)	0
General Operating Expenses	(1,012)	(1,287)	(2,230)	(943)
Allocation of Administration Expense	(34,271)	(17,136)	(754)	16,382
	(156,513)	(99,908)	(49,523)	50,385
	29,652	86,257	138,556	52,299
Add Back Depreciation	53,420	35,613	26,503	(9,110)
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	101,932	101,932	101,932	-
Transfer from Sewerage and Drainage Reserve	-	-	-	-
NET RESULT	185,004	223,803	266,991	43,189

The Shire's Asset Management Plan (adopted at the 2016 August OCM) details required renewal expenditure of \$1.482m over the ten year period 2016 - 2027. The Shire's Long Term Financial Plan includes the following planned renewal expenditure:

2016/17 - 47,680	The Sewerage Scheme should be self funding, that is, the capital replacement cost should be amortised over the life of the infrastructure, and funded from the annual sewerage rates. Council should consider a charging model that provides for an annual transfer to the Sewer Reserve, which is equivalent to the required annual renewal expenditure i.e. \$148k per annum. As a minimum, revenue from the Scheme should cover all operating expenditure including depreciation, meaning a minimum transfer to Reserve of \$88k.
2017/18 - 100,000	
2018/19 - 100,000	
2019/20 - 100,000	
2020/21 - 100,000	
2021/22 - 100,000	
2022/23 - 100,000	
2023/24 - 100,000	
2024/25 - 100,000	
2025/26 - 150,000	
2026/27 - 400,000	
Total - 1,397,680 or approx. \$140k per annum	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Aquatic Centre
For the Period Ended 28 February 2019

	Note	Adopted Annual Budget 2017/18	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
		\$		\$	\$	\$	%
Note 14 (a): Brookton Caravan Park							
Operating Revenue							
Caravan Park Fees		40,000	40,000	26,667	22,717	(3,949)	(14.81%)
Total Revenue		40,000	40,000	26,667	22,717	(3,949)	(14.81%)
Operating Expenses							
Brookton Caravan Park		(28,561)	(28,561)	(19,041)	(17,684)	1,356	0.00%
Caravan Park Depreciation		(1,029)	(1,029)	(686)	(694)	(8)	1.23%
Caravan Park Administration Expenses		(36,765)	(36,765)	(24,510)	(22,036)	2,474	0.00%
Total		(66,355)	(66,355)	(44,237)	(40,415)	3,821	8.64%
Operating Surplus (Deficit)		(26,355)	(26,355)	(17,570)	(17,698)	(128)	-1%
Excluding Non Cash Adjustments							
Add back Depreciation		1,029	1,029	686	694	8	1.23%
Net Operating Surplus (Deficit)		(25,326)	(25,326)	(16,884)	(17,004)	(120)	0.71%
Note 14 (b): Brookton Aquatic Centre							
Operating Revenue							
POOL FEES & CHARGES		10,500	10,500	5,250	8,200	2,950	0.00%
POOL GRANTS & SUBSIDIES		0	0	0	0	0	0.00%
Total Revenue		10,500	10,500	5,250	8,200	2,950	0
Operating Expenses							
POOL EMPLOYEE COSTS		0	0	0	0	0	#DIV/0!
POOL GENERAL OPERATING EXPENSES		(96,298)	(96,690)	(64,460)	(69,608)	(5,148)	7.99%
POOL BUILDING MAINTENANCE		(24,493)	(24,493)	(16,329)	(13,749)	2,580	(15.80%)
POOL Depreciation		(11,683)	(11,683)	(7,789)	(7,886)	(98)	1.25%
POOL Administration Expenses		(28,492)	(28,492)	(18,995)	(17,078)	1,917	(10.09%)
Total		(160,966)	(161,358)	(107,572)	(108,321)	(749)	(0.70%)
Operating Surplus (Deficit)		(150,466)	(150,858)	(102,322)	(100,121)	2,201	0%
Excluding Non Cash Adjustments							
Add back Depreciation		11,683	11,683	7,789	7,886	98	0.00%
Net Operating Surplus (Deficit)		(138,783)	(139,175)	(94,533)	(92,234)	2,299	0%

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 28 February 2019

Note 15

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	187,201	187,201	127,226	68%					77,855			109,346	
Rural Road Maintenance	501,892	491,987	241,670	49%						158,505		343,387	
Bridge Maintenance	27,944	42,944	28,779	67%								27,944	
R2R Work Schedule													
Brookton - Kweda Road	30,386	30,386	2,064	7%	30,386							0	
Other Construction													
Brookton - Kweda Road	6,014	35,967	0	0%								35,967	
King Street	103,824	103,824	42,877	41%							103,824	0	
Reynolds Street	9,280	9,280	0	0%							9,280	0	
Boyagarra Road	154,273	154,273	0	0%								154,273	
Noack Street	89,189	89,189	12,035	13%								89,189	
RRG Approved Projects													
York - Williams Road	490,720	490,720	185,730	38%			490,720					0	
	1,600,723	1,635,771	640,381	40%	30,386	0	490,720	0	77,855	158,505	113,104	0	760,106

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 28 February 2019

Note 16

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
Admin Replacement Airconditioner Units Ceo & Dceo Office	8,000	8,000	3,844	48%	8,000				8,000
Admin Reception Remodel	20,000	20,000	0	0%	20,000				20,000
Kalkarni Capital Works	320,000	320,000	0	0%			320,000		320,000
Inde Reroofing Of White St Units	80,000	80,000	0	0%			80,000		80,000
New staff house - Kurrnong Estate	420,000	420,000	0	0%			420,000		420,000
Cemetery New Niche Wall And Shelter	23,000	23,000	3,875	17%	23,000				23,000
Multipurpose Courts Drainage And Remarking	15,000	0	0	0%	15,000				15,000
Playground Oval Area	36,000	36,000	11,852	33%			36,000		36,000
Wb Eva Pavilion Refurbishment	38,000	38,000	20,952	55%			38,000		38,000
Kweda Hall Kitchen Improvements	0	17,500	0	0%			15,500		15,500
Admin Officer Furniture	6,000	0	0	0%	6,000				6,000
Admin Synergy Records Module	22,000	22,000	0	0%	22,000				22,000
Admin Server Upgrade	40,000	40,000	0	0%	40,000				40,000
Additional table and chairs	7,000	7,000	0	0%	7,000				7,000
Skope Double Door Fridge	7,000	7,000	8,289	118%	7,000				7,000
Light Vehicles and Trucks	350,000	290,000	0	0%	85,000		265,000		350,000
ADMIN Purchase CEO Vehicle	0	48,485	48,485	100%			7,000	41,485	48,485
ADMIN PURCHASE MO VEHICLE	0	25,000	20,801		20,801				20,801
ADMIN PURCHASE MIRS VEHICLE	0	35,000	34,045		34,042				34,042
York-Williams Road	490,720	490,720	185,730	38%		490,720			490,720
Corberding Road	0	0	0						0
Brookton-Kweda Road	30,386	30,386	2,064	7%		30,386			30,386
Noack Street	89,189	89,189	12,035	13%	89,189				89,189
Brookton-Kweda Road	6,014	35,967	0	0%	6,014	29,953			35,967
King Street	103,824	103,824	42,877	41%			103,824		103,824
Reynolds Street	9,280	9,280	0	0%			9,280		9,280
Boyagarra Road	154,273	154,273	0	0%	154,273				154,273
Bridge Works	0	50,025	0	0%		50,025			50,025
Robinson Rd FP Upgrades and Memorial Park FP	39,000	39,000	0	0%			39,000		39,000
Happy Valley Bore Field	10,000	10,000	522	5%			10,000		10,000
	2,324,686	2,449,649	395,370	17%	537,319	601,084	1,343,604	41,485	2,523,492
					2,449,649	Budget Capex Schedule			
					1,912,330	Variance - Grants & Reserves Funding			
					537,319	Muni Funding			

Shire of Brookton								
STATEMENT OF FINANCIAL ACTIVITY								
Grants, Subsidies and Contributions Register								
For the Period Ended 28 February 2019								
Note 17								
Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget OCM	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
			\$	\$	\$	\$	\$	
Federal Government	KBC Grants & Subsidies	Subsidy	(3,257,080)	(3,257,080)	Recurrent	(3,257,080)	(2,068,288)	64%
Department of Water	ENVIR Gants & Subsidies	Subsidy	-			-	-	0%
Main Roads WA	Regional Road Group	Non Operating	(490,720)	(490,720)		(490,720)	(130,604)	27%
Federal Government	Roads to Recovery	Non Operating	(30,386)	(30,386)		(30,386)	(30,386)	100%
WA Grants Commission	GPG Grants Commission - General	Operating	(291,210)	(325,988)	Recurrent	(325,988)	(562,291)	172%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(158,158)	(158,505)	Recurrent	(158,158)	(305,677)	193%
WA Grants Commission	GPG Grants Commission - Bridges	Operating	-	(50,025)		(50,025)	(37,519)	75%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(16,100)	(16,100)	Recurrent	(16,100)	(8,710)	54%
Main Roads WA	Direct Grant	Operating	(47,902)	(77,855)	Recurrent	(77,855)	(77,855)	100%
			(4,291,556)	(4,406,659)		(4,406,312)	(3,221,329)	73%

15.03.19 GOVERNANCE**15.03.19.01 EXTENSION TO VARIOUS AGREEMENTS APPLICABLE TO KALKARNI RESIDENTIAL AGED CARE FACILITY AND SADDLEBACK MEDICAL CENTRE**

File No:	ADM 0657
Date of Meeting:	21/03/2019
Location/Address:	Lot 511 on Deposited Plan 406799 Whittington Street Brookton
Name of Applicant:	1. Baptistcare (WA) Inc. 2. Silver Chain Group Ltd 3. Adebayo Services Pty Ltd
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 matter
Voting Requirements:	Simple Majority
Previous Reports:	N/A

Summary of Item:

This report primarily relates to extending current arrangements under present contractual agreements with Baptistcare (WA) Inc; Silver Chain Group Ltd and Adebayo Services Pty Ltd for a further 12 months effective from 1st June 2019 to 30th June 2020.

Description of Proposal:

There are a number of agreements in place that relate to the Kalkarni Residential Aged Care Facility and the Saddleback Medical Centre, with a common expiry date of the 30th June 2019. These agreements consist of:

1. Baptistcare Management Agreement – 1 July 2017 – 30 June 2019 - involves the daily management and operations of the Kalkarni Residential Aged Care Facility on behalf of the Shire as the Residential Aged Care Licence Holder.
2. Silver Chain Group Ltd Lease Agreement – 1 July 2017 – 30 June 2019 – Allows for occupation of a designated 'Home Services Area' and shared use of the 'Common Use Area' within the Saddleback Medical Centre at a 'peppercorn' rental of \$1.00 a year.
3. Adebayo Services Pty Ltd Contract for Provision of Medical Services - 1 July 2017 – 30 June 2019 – Ensures the delivery of medical (general practice) services for two days per week from the designed area of the Saddleback Medical Centre, including shared use of the 'Common Use Area', at an annual charge to the Shire for this service of \$24,000 per annum.

This report is seeking Council's consideration to granting a further 12 month extension to all three agreements, with no change to any of the agreements other than the termination date to read 30th June 2020.

A copy of each agreement can be provided to Councillors on request.

Background:

Since the mid 90's Council has pro-actively supported the delivery of medical services and age care accommodation, with the initial construction of the Saddleback Medical Centre followed by the Kalkarni

Residential Aged Care Facility on Crown Reserve 43158 in the year 2000.

Moving forward to 2016, the Council initiated a subdivision process to excise the medical centre and age care facility from the broader land holding (Reserve 43158) to create free-hold Lot 511. Once created the Council acquired this land from the State Government (land only), with the free-hold title being granted to the Shire in early 2018.

As a consequence of the land purchase and possible sale of Lot 511, the respective agreements for Baptistcare, Silver Chain, and the Doctor upon expiration of their second 5 year term on 30th June 2017 were all extended for another two years with the option of another 12 months to apply at the Council's discretion. The intended purpose of this arrangement was to allow Council the opportunity to progress the sale (or otherwise) of Lot 511.

With the two year extension period due to expire at the end of June 2019 for all three contractual agreements, the Council needs to grant the additional 12 month extension, or conversely serve notice that the current arrangements will conclude on the 30th June 2019.

Consultation:

Through the recent public submission period on the possible disposal of Lot 511, all three contract providers have expressed their desire to remain in Brookton, and continue with their current service obligations.

Statutory Environment:

The following provisions has been extracted from the respective agreements to illustrate that Council has the authority to grant a further 12 month extension:

- a) The Baptistcare Management Agreement states:

2.2 Term

(1) The Term of this Agreement commences on the Commencement Date and ends on the Expiry Date or such date as may be agreed in writing between the parties.

(2) If the Shire:

(a) Not later than 3 months before the end of the Term, gives written notice of its intention to extend the Term for a period; and

(b) At the time of giving notice if not in material breach of this Agreement, then subject to the agreement of the Manager, the Term will be extended for a further period of 12 months, as agreed between the parties, on the same terms and conditions as contained in this Agreement.

- b) The Silver Chain Lease Agreement states:

8.1 Notice of renewal

If the Lessee wishes to renew the Term and gives the Lessor written notice not earlier than SIX (6) calendar months but not later than THREE (3) calendar months prior to the expiration of the Term and if at the time of giving such notice there is no outstanding breach or non-observance of any of the Lessee's Covenants and if in the meantime the

Lessor's right of re-entry has not otherwise arisen, then the Lessor will at the cost of the Lessee grant to the Lessee a renewal of the Term for the further period specified in Item 7 of Schedule 1 and otherwise on the same terms and conditions as are contained or implied in this Lease other than this right of renewal subject always to the provisions of this sub clause.

- c) The Contract Agreement with Adebayo Services Pty Ltd for provision of General Practice medical services states:

2.2 Term

- (1) *The Term of the Contract commences on the Commencement Date and ends on the Expiry Date.*
- (2) *On and in accordance with the written request of the Medical Services Provider, the Term of the Contract may be extended for a period not exceeding 12 months years after the Expiry Date if –*
 - i. *the written request from the Medical Service Provider is given to the Shire not more than 12 months and no less than 6 months before the Expiry Date; and*
 - ii. *the Shire agrees to the extension of the contract.*

It should be noted the 'Provision of GP Medical Services Agreement' has inadvertently been overlooked with the Doctor not having technically adhered to the specified notice period. Notwithstanding, verbal discussions were entertained with the Dr. Adebayo in December 2018 where he clearly indicated a strong desire and willingness to continue his medical practice in Brookton.

Relevant Plans and Policy:

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

Financial Implications:

There are no expected financial implications against any of the three current Agreements should the 12 month extension be granted by Council. In this context, the current costs accounting for CPI will be included in the 2019/2020 municipal budget.

Risk Assessment:

There is negligible risk to the Council in endorsing the 12 month extension to the current Agreements based on the submissions received from the respective organisations over the past 2 months.

However, should Council not proceed to grant the extension to one or more of the agreements there is a profound risk the current service delivery(s) will be severely interrupted to the detriment of local residents.

Community & Strategic Objectives:

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

Business Plan <2021.

Specifically, the proposed disposal of Lot 511 aligns to:

Function 4 Property Management

Action 4.3 – Assess Residential Age Care and Medical Facility Tenure

Function 19 Risk Management

Action 19.3 – Implement Risk Mitigation Measures

Comment

In addition to commentary on risk, Council needs to be mindful:

- The 12 month extension is to allow additional time for the sale of Lot 511 to be determined in the coming months. This will also afford time for negotiation on the sale price and transfer of ownership in an ideally seamless manner, if disposal of the property is to proceed; or
- Should the property be retained under current Council ownership, new agreements for delivery of residential aged care and medical services. This may be required through a number of formal tender processes in accordance with Local Government legislation.
- Of timing to ensure appropriate management frameworks and contractual arrangements/instruments are in place, given increasing levels of governance, compliance and oversight that now exists.

OFFICER'S RECOMMENDATION

That Council endorse a 12 month extension from 1st July 2019 to 30th June 2020 to the existing contractual arrangements (specified below), with no amendment to the current provisions detailed in the respective agreements other than timeframe, and each party being advised in writing of this decision:

- 1. Management Agreement [extended pursuant provision 2.2(2)] with Baptistcare (WA) Inc. for daily management and operations of the Kalkarni Residential Aged Care Facility.*
- 2. Lease Agreement [extended pursuant provision 8.1] with Silver Chain Group Ltd for occupation of the designated 'Home Services Area' and shared use of the 'Common Use Area' in the Saddleback Medical Centre.*
- 3. Contract for the Provision of Medical Services [extended pursuant provision 2.2(2)] with Adebayo Services Pty Ltd for delivery of medical (general practice) services from the designed area of the Saddleback Medical Centre, including shared use of a 'Common Use Area' within this facility.*

OCM 02.19-06

COUNCIL RESOLUTION

MOVED CR EYRE SECONDED CR MILLS

That Council endorse a 12 month extension from 1st July 2019 to 30th June 2020 to the existing contractual arrangements (specified below), with no amendment to the current provisions detailed in the respective agreements other than timeframe, and each party being advised in writing of this decision:

- 1. Management Agreement [extended pursuant provision 2.2(2)] with Baptistcare (WA) Inc. for daily management and operations of the Kalkarni Residential Aged Care Facility.**
- 2. Lease Agreement [extended pursuant provision 8.1] with Silver Chain Group Ltd for occupation of the designated 'Home Services Area' and shared use of the 'Common Use Area' in the Saddleback Medical Centre.**
- 3. Contract for the Provision of Medical Services [extended pursuant provision 2.2(2)] with Adebayo Services Pty Ltd for delivery of medical (general practice) services from the designed area of the Saddleback Medical Centre, including shared use of a 'Common Use Area' within this facility.**

CARRIED BY SIMPLE MAJORITY VOTE 5-0

16.03.19 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

17.03.19 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

18.03.19 CONFIDENTIAL REPORTS

OCM 02.19-07

COUNCIL RESOLUTION

MOVED CR EYRE SECONDED CR FANCOTE

That Council close the meeting to the public at 5.11pm in accordance with Section 5.23 (2) (B) (a) & 5.23 (2) (c) as the following items relate to;

- *personal affairs of a person*
- *a sensitive matter to be discussed at the meeting.*

CARRIED BY SIMPLE MAJORITY VOTE 5-0

18.03.19.01 SELECTION OF TENANT – APPLICATION FOR A PERMANENT SITE – BROOKTON CARAVAN PARK

File No:	ADM 0432
Date of Meeting:	21/02/2019
Location/Address:	Shire of Brookton – Caravan Park
Name of Applicant:	Arthur Bryan Thomson
Name of Owner:	Shire of Brookton
Author/s:	Danni Chard – Acting Executive Officer Courtney Fulwood – Executive Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	None of the authors of this report have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	17/02/2019

Summary of Item:

That Council reconsider the application of Mr. Arthur Bryan Thomson for a permanent site at the Brookton Caravan Park that was presented at the 17th January 2019 Ordinary meeting of Council. Further information has been supplied to Shire of Brookton to support his application.

OCM 02.19-08

COUNCIL RESOLUTION

MOVED CR FANCOTE SECONDED CR HARTL

That Council in accordance with Residential Parks (Long-stay Tenants) Act, 2006 approve the application of Mr. Arthur Bryan Thomson for a permanent site at the Brookton Caravan Park, subject to the following conditions;

- 1. Entering into a fixed term on-site agreement (Residential Parks) for 6 months, with an option to extend to a periodical onsite agreement consistent with the other permanent tenants.*
- 2. That a contact be nominated to liaise with the Shire of Brookton on his behalf, where considered necessary.*
- 3. That the payment of rent be transferred from Centrelink directly to the Shire of Brookton bank account.*

CARRIED BY SIMPLE MAJORITY VOTE 5-0

18.03.19.02 LEASE AGREEMENT - SHIRE OF BROOKTON SEWERAGE TREATMENT PLANT HOLDING DAM

File No:	ADM 0342
Date of Meeting:	21/03/2019
Location/Address:	Lot 4076 Youraling Road Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Seabrook Aboriginal Corporation
Author/s:	Ian D'Arcy - CEO
Authorising Officer:	As above
Declaration of Interest:	The author has no interest in this matter
Voting Requirements:	Simple majority
Previous Report:	14/12/2018

Summary of Item:

This report relates to the 6.0 hectares of land lease by the Shire (the Lessee) from the Seabrook Aboriginal Corporation (the Lessor) that currently accommodates a holding dam as an integral part of the local sewerage infrastructure, and takes into account:

- Allegations and directions issued by the Lessor in regard to the current and future use of the holding dam, including a demand to access the dam to undertake an environmental assessment;
- The proposition of acquiring the land, as opposed to the current leasing arrangement; and
- Dispute over interpretation over the existing lease agreement and rights of the respective parties.

OCM 02.19-09

COUNCIL RESOLUTION

MOVED CR EYRE SECONDED CR FANCOTE

That Council suspend standing orders to facilitate discussion at 5.16pm.

CARRIED BY SIMPLE MAJORITY VOTE 5-0

Note to minute: DCEO updated Council on email received from Seabrook Aboriginal Corp.

OCM 02.19-10

COUNCIL RESOLUTION

MOVED CR FANCOTE SECONDED CR MILLS

That Council resume standing orders at 5.33pm.

CARRIED BY SIMPLE MAJORITY VOTE 5-0

Note to minute: The Officer's recommendation was amended to reflect changes to point 1 and removal of point 3 after discussion while Standing orders were suspended.

That Council in relation to the existing lease agreement over the 6.0 hectare portion of Lot 4076 Youraling Road Brookton:

- 1. Re-commence pump-out of the treated waste to Lot 510 (Brookton Oval Reserve) with the required approval from the Department of Water and Environmental Regulation and Department of Health (if required) to achieve full compliance with the lease agreement.***

- 2. Inform the Seabrook Aboriginal Corporation Board that:***
 - a) In good faith it consents to conditional access to the lease area to conduct an inspection of the holding dam and surrounds to assess any damage to the Lessor's property, subject prior notice being given of the inspection date, time and number of people performing the inspection.***

 - b) It will not participate in any activity, ongoing requirement or monitoring regime that is not specifically referenced in the lease agreement or required by other legislation, and reminds the Lessor of its obligations under Covenant 4.1 of the lease agreement.***

CARRIED BY SIMPLE MAJORITY VOTE 4-1

18.03.18.03 ISSUANCE OF UNFIT FOR HUMAN HABITATION NOTICE – LOT 210 WILLIAM STREET BROOKTON

File No:	A469
Date of Meeting:	21/03/2019
Location/Address:	Lot 210 (Hn. 82) William Street Brookton
Name of Applicant:	N/A
Author/s:	David Hadden - Contract EHO Kelly D’Arcy – Senior Corporate Business Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no interest in this item
Voting Requirements:	Simple Majority
Previous Report:	21/09/2019

Summary of Item:

Following a police complaint logged with the Shire’s Contract Environmental Health Officer (EHO) regarding the living conditions in a home at Lot 210 (Hn. 82) Williams Street Brookton it has been assessed (based on photographic evidence provided by the local police officer) against the provisions of the *Public Health Act 2016* that the subject property is not fit for habitation prompting the need formal action to be taken.

This matter was placed before Council at its February 2019 Ordinary Meeting where a procedural motion was passed to ‘lay the item on the table’ for a period of one month at the request of the Department of Housing (Key Start) to arrange for necessary remedial works to be performed. The matter is now being re-presented for Council consideration.

OCM 02.19-12

COUNCIL RESOLUTION

MOVED CR FANCOTE SECONDED CR EYRE

That Council suspend standing orders at 5.35pm to facilitate discussion.

CARRIED BY SIMPLE MAJORITY 5-0

OCM 02.19-13

COUNCIL RESOLUTION

MOVED CR MILLS SECONDED CR EYRE

That Council resume standing orders at 5.39

CARRIED BY SIMPLE MAJORITY 5-0

OCM 02.19-14

COUNCIL RESOLUTION

MOVED CR HARTL SECONDED CR EYRE

That Council pursuant to Section 137 of the Public Health Act 2016 serve an Unfit for Human Habitation Notice (Appendix A) on the owners of Lot 210 (House Number 82) Williams Street Brookton with a compliance timeline of 90 days to satisfy (or at least substantially have completed) the provisions of the Notice to the minimum standards as prescribed under the Shire of Brookton Health Local Law 2000.

CARRIED BY SIMPLE MAJORITY VOTE 5-0

OCM 02.19-15

COUNCIL RESOLUTION

MOVED CR EYRE SECONDED CR HARTL

That Council reopen the meeting to the public at 5.40pm

CARRIED BY SIMPLE MAJORITY VOTE 5-0

19.03.19 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on Tuesday 16th April 2019 commencing at 5.00 pm.

There being no further business the meeting was closed at 5.40pm.