



ORDINARY MEETING OF COUNCIL

PUBLIC

AGENDA

21 NOVEMBER 2019

Revised Agenda:

- Item 13.11.19.02 - Community Chest Fund – Request for Matched Funding Grants
- Item 18.11.19.03 - 2020 Australia Day Awards



NOTICE OF MEETING

21 NOVEMBER 2019

**14 White Street
Brookton, WA 6306**

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 21 November 2019 in the Council Chambers at the Shire Administration Centre commencing at 5.00 pm.

The business to be transacted is shown in the Agenda.

Ian D'Arcy
CHIEF EXECUTIVE OFFICER
15 November 2019

DISCLAIMER

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

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1.11.19 USE OF COMMON SEAL

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

Use of Common Seal Register		
File Ref:	Purpose	Date Granted
ADM 0639	Town Planning Scheme No. 4	28/10/2019

2.11.19 DELEGATED AUTHORITY – ACTIONS PERFORMED – MAY 2019

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

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

BUILDING			
Application No.	Lot & Street	Type of Building Work	Date Granted

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

3.11.19 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**4.11.19 RECORD OF ATTENDANCE/APPOLOGIES/APPROVED LEAVE OF ABSENCE****5.11.19 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****6.11.19 PUBLIC QUESTION TIME****7.11.19 APPLICATIONS FOR LEAVE OF ABSENCE****8.11.19 PETITIONS/DEPUTATIONS/PRESENTATIONS****9.11.19 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****9.11.19.01 ORDINARY MEETING OF COUNCIL – 17 OCTOBER 2019**

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 17 October 2019, be confirmed as a true and correct record of the proceedings.

9.11.19.02 SPECIAL MEETING OF COUNCIL – 24 OCTOBER 2019

That the minutes of the Special meeting of Council held in the Shire of Brookton Council Chambers, on 24 October 2019, be confirmed as a true and correct record of the proceedings.

9.11.19.03 EMPLOYMENT COMMITTEE – 17 OCTOBER 2019

That the minutes of the Employment Committee meeting held in the Shire of Brookton Council Chambers, on 17 October 2019, be received by Council.

9.11.19.04 BUSHFIRE ADVISORY COMMITTEE – 31 OCTOBER 2019

That the minutes of the Bushfire Advisory Committee meeting held in the Shire of Brookton Council Chambers, on 31 October 2019, be received by Council.

10.11.19 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

11.11.19 DISCLOSURE OF INTERESTS

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

Disclosure of Financial & Proximity Interests

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

Disclosure of Interest Affecting Impartiality

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

12.11.19 TECHNICAL & DEVELOPMENT SERVICES REPORTS

12.11.19.01 UTILISATION OF ADDITIONAL 'ROAD TO RECOVERY' (R2R) FUNDING FOR SEALING AT CORBERDING ROAD

File No:	ADM 0122
Date of Meeting:	21 November 2019
Location/Address:	0.36 SLK to 4.26 SLK Corberding Road, Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Stephen Thomson – Manager of Infrastructure and Regulatory Services
Authorising Officer:	Ian D'Arcy – Chief Executive Officer
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 adjustment in the 2019/20 financial year to approve the use of an extra \$56,791 of Roads to Recovery (R2R) funding received from the Commonwealth Government for application of a seal coat to various sections of Corberding Road between the Straight Line Kilometer (SLK) measurements of 0.36 SLK and 4.26 SLK.

The Shire was notified of the extra funding after the 2019/20 budget build up and endorsement period, and accordingly staff are now seeking retrospective inclusion of the funding and allocated works for delivery in this year's budget.

Description of Proposal:

The location selected for the project has a large number of pavement repairs that are at single coat primer seal stage. In some locations these primer sealed pavement repairs make up the bulk of the sealed pavement width. In these areas the plan is to apply a full width sealing treatment. This will achieve a consistent and more manageable surface moving forward. In other areas around 30 % of the existing seal width has single coat repairs. In these areas the treatment will be to provide a seal coat to the repaired area only.

The final section that has been nominated for treatment is a section of Corberding Road within the Brookton townsite that has been assessed as having a poor seal condition. A full width seal coat will be applied at this location to complete the works.

Background:

The Shire had put in its R2R funding submission (via the Commonwealth on line project nomination and monitoring system) for the 2019/2020 financial that included this extra project work for Corberding Road. However, time constraints in getting the R2R submission lodged by the due date prevented consultation with Council taking place in advance of nominating these works for use of the extra available funds.

The project nominated to use the extra funds has genuine merit. Earlier analysis of seal conditions on the road network suggested that the Shire is behind in investment in the sealed road network, and that this proposed work will aid in preserving this asset. Other selection considerations were extension of the two already budgeted nominated R2R projects, being:

- the Yeo Road Pavement Stabilization; and
- the Brookton Kweda Road second coat sealing.

However, these were both viewed as problematic in extending to use the extra funds.

In expending these funds the selected project had to be different to those already nominated in the earlier R2R submission, so as to avoid compromising the initial road submission and use of Council resources, which are already fully allocated for the financial year.

Presently, the existing program is quite 'heavy' in using in-house resources, so it was thought prudent to nominate a project that would be primarily outsourced with minimal impact of the current road works program for this financial year.

Consultation:

Consultation has taken place with other Senior Management personnel regarding the suitability of the project, and the steps required to enable the project to be endorsed within the 2019/20 financial year. The Roads to Recovery funding allows a high degree of discretion for the Shire to apply the funds where appropriate providing there is a need and the allocated works meet the stated criteria for this funding.

Statutory Environment:

Not applicable

Relevant Plans and Policy:

There is no specific plans or policies that relate to this matter.

Financial Implications:

The financial implication is positive in utilizing external funding to perform additional road works without any adverse impact on any other elements of the existing budget.

To this end, the Council will receive \$56,791 and expend the same amount this financial year with a neutral impact of the current finances.

Risk Assessment:

The risks are considered 'low'. A contract arrangement is already in existence for the delivery of this year's sealing works that can be extended to cover the extra works.

The risk of pavement deterioration due to ingress of moisture through the single coat seal will be reduced by the application of the nominated treatment.

Historically, there has been reasonably good continuity of supply of funding through this source, however, pressures always exist that may see funding redirected and compromised in the future. Options may have existed to carry over the funding, but it was considered prudent to secure and utilize the funding as notification of its availability came through.

Community & Strategic Objectives:

The project provides renewal and associated maintenance benefits.

Comment

As with all of the Shire's road network, there is a need for continuity of road maintenance as an integral part of Asset Management, and to perform the requested sealing works without alteration or burden to the existing road work program should be viewed as a positive for the Shire.

OFFICER RECOMMENDATION

That Council;

- 1 Approves a budget adjustment in the 2019/20 financial year to receive and use an extra \$56,791 of Commonwealth Government provided Roads to Recovery funding on the application of a seal coat to various sections of Corberding Road between the 0.36 SLK to 4.26 SLK; and***
- 2 Approves the expenditure of these funds in the 2019/2020 financial year for this purpose using predominant external contractors to perform the required works.***

(Absolute majority vote required)

12.11.19.02 10 YEAR PLANT REPLACEMENT PROGRAM

File No:	ADM
Date of Meeting:	21 November 2019
Location/Address:	Shire of Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Stephen Thomson - Manager of Infrastructure and Regulatory Services
Authorising Officer:	Ian D'Arcy – Chief Executive Officer
Declaration of Interest:	The author does not have an interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

This item seeks Council endorsement of the revised Shire 10 year Plant Replacement Program. The revision and development of this program is an identified activity for completion in the Corporate Compendium which is part Shire's integrated management system.

The program will be used to assist in the development of plant replacement for future budgets.

Description of Proposal:

The program considers all the Shire's major plant items and vehicles, and looks to arrange replacement at or near to optimal replacement times. At the most basic level optimal timing for plant replacement is dictated by endeavoring to dispose or trade out items prior to their resale value going into steep decline and before investment in maintenance on those same items starts to steeply increase.

Background:

The Shire has had a 10 year program that arbitrarily followed the principles identified above. In this latest revision quite a bit of the practice from that program has been carried forward. One of the bigger considerations in developing the program has involved spreading costs across years. This is done to avoid spikes in expenditure that can be difficult to fund and manage.

As the overall plant budget is not that large compared to the replacement price of some of the larger items one of the important considerations is limiting other significant purchases in the years where major purchases like graders are made. This basic approach has continued to be applied for this latest revision of the program.

In this current financial year a number of items were purchased to improve efficiencies in the parks and gardens area, and to improve the adaptability and independence of civil crew. With these purchases already made or in train little further alteration to the equipment in the fleet is seen as necessary. The fleet is currently considered reasonably well balanced to meet our operational requirements. The main significant change that has been nominated is to bring forward the replacement of the Volvo grader. Servicing support for this machine is poor and its model is no longer in production potentially increasing the problem in the future.

As alluded to above the latest refinement of the 10 year plan has remained reasonably arbitrary in its build up. A more refined plant replacement program is planned to be developed in conjunction with works currently underway on the revision the Asset Management Plan, 10 year programs and Long Term Financial Plan.

This broader planning will produce greater detail of the types of work that the Shire will be doing over the next ten year period. This flows on to expected plant utilisations and requirements, both of which cycle back into the plant replacement program.

Another significant factor that comes into play as this program continues be refined is the relative priorities, assigned levels of service and investment to be provided across all asset categories. This prioritization of investment is strategic by nature and sits more in the domain of Council. These strategic considerations will increasingly come into focus, not only in the plant area but in all asset streams, as we gain a greater condition based understanding of where the Shires assets sit.

Consultation:

Consultation has occurred primarily with the MIRS, Works Coordinator and the works crew for major plant items and with the MIRS, Work Coordinator and senior management for the light vehicles.

Statutory Environment:

The development and adoption of the 10 Year Plant Replacement Program forms a component of the Council obligation to produce a plan for the future under Section 5.56 (1) of the *Local Government Act, 1995*.

Relevant Plans and Policy:

Revision of the 10 year Plant replacement program was identified in the Corporate Compendium that came out of the integrated planning process.

Financial Implications:

The level of expenditure and spreading of expenditure proposed in this program is similar to that applied in recent years. This recent history suggests that the pace of investment nominated is sustainable. This will be further tested as broader Asset Management Planning takes place that needs to align to the Long Term Financial Plan.

All items nominated in the program will also have to go through a budget adoption process before any expenditure related to replacement can take place.

Risk Assessment:

As with any asset management based programing there are financial exposures to losses or greater costs that increase if the process used is not solidly based in good principles and on accurate information.

Asset Management Planning, although extremely worthwhile, is an inexact science. In the plant market forces can strongly impact prices of new and trade equipment that may not have been envisaged at the time the program was developed.

Another risk of increased exposure to extra cost or losses occurs if the plant fleet is not the best mix and match to efficiently service delivery requirements. This is why understanding the nature and logistics of the upcoming works is important in assessing and refining a good plant replacement program outcome.

Notwithstanding, on balance the risk in not setting the Plant Replacement Program on a realistic and meaningful basis is assessed as 'Medium', as reflected in the Matrix Table below.

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

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

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, this matter aligns with the following function and action under the Shire's Corporate Compendium:

9. Asset Management

9.14 Review of Plant Replacement Program

OFFICER'S RECOMMENDATION

That Council endorses the Shire of Brookton Plant Replacement Program as presented in Attachment 12.11.19.02A to this report.

(Simple majority vote required)

Attachments

12.11.19.02A

Brookton Shire 10 Year Plant Replacement Program

Major Plant

#	PURCHASES	Year of Manufacture	Target change over (Yrs)	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	Heavy Equipment													
PL6	Cat Loader replaced buy new loader this year	2019	7	\$290,000							\$300,000			
PG6	Grader D Series John Deere	2017	8							\$350,000				
PG7	Volvo Grader	2014	8			\$350,000							\$350,000	
PT12	Tandem Truck Isuzu	2010	10				\$200,000							
PT14	Tandem Truck Hino	2019	10									\$200,000		
PT11	Isuzu single axle tipper (Construction) Replaced by 5 tonne crew cab 19/20	2019	7	\$70,000								\$85,000		
PT10	Tandem Truck Isuzu	2007	10		\$200,000									
PR8	Multi Roller	2012	10				\$175,000							
PR9	Drum Roller	2012	10					\$165,000						
PPT1	Tandem Pig Trailer	2009	10						\$60,000					
PPT2	Tandem Pig Trailer	2011	10						\$60,000					
PM8	Cub cadet Zero turn mower	2019	7	\$27,000							\$30,000			
PCP3	Cherry Picker - BO4234	2015	10						\$35,000					
PBH4	Case Backhoe	2012	10					\$120,000						
PTR4	Case Skid Steer	2013	10					\$70,000						
PT13	Isuzu single axle tipper (Parks)	2011	7						\$65,000					
PM6	Toro Sidewinder Reel Mower	2006	10		\$52,000									
PR10	Ecombi Roller (No Replacement)	2015	10						\$55,000					
PR11	Ecombi Roller (No Replacement)	2015	10						\$55,000					
New	Billy Goat Truck mounted Vacuum	2019	5	\$18,000					\$18,000					\$18,000
New	Road Broom	2019	10	\$50,000										\$60,000
PCB1	Community Bus -Toyoya	2003	8		\$120,000									\$120,000
	Water tank	2019	8	\$25,000								\$25,000		
	PURCHASE TOTAL			\$480,000	\$372,000	\$350,000	\$375,000	\$355,000	\$348,000	\$350,000	\$330,000	\$310,000	\$350,000	\$198,000

Anticipated trades major plant

PL6	Loader			\$65,000							\$90,000			
PG6	Grader D Series John Deere									\$70,000				
PG7	Volvo Grader					\$70,000							\$70,000	
PT12	Tandem Truck Isuzu						\$25,000							
PT14	Tandem Truck Hino											\$30,000		
PT11	Isuzu single axle tipper (Construction) Replaced by 5 tonne crew cab 19/20			\$18,000								\$20,000		
PT10	Tandem Truck Isuzu				\$35,000									
PR8	Multi Roller						\$30,000							
PR9	Drum Roller							\$20,000						
PPT1	Tandem Pig Trailer								\$10,000					
PPT2	Tandem Pig Trailer								\$10,000					
PM8	Cub cadet Zero turn mower			\$10,000							\$8,000			
PCP3	Cherry Picker - BO4234								\$4,000					
PBH4	Case Backhoe							\$15,000						
PTR4	Case Skid Steer							\$12,000						
PT13	Isuzu single axle tipper (Parks)								\$10,000					
PM6	Toro Sidewinder Reel Mower				\$10,000									
PR10	Ecombi Roller (No Replacement)								\$10,000					
PR11	Ecombi Roller (No Replacement)								\$10,000					
New	Billy Goat Truck mounted Vacuum								\$3,000					\$3,000
New	Road Broom													\$4,000
PCB1	Community Bus -Toyoya				\$12,000									\$30,000
	Water tank											\$2,000		
	TRADE TOTAL			\$93,000	\$57,000	\$70,000	\$55,000	\$47,000	\$57,000	\$70,000	\$98,000	\$52,000	\$70,000	\$37,000

After trade costs major plant

\$387,000 \$315,000 \$280,000 \$320,000 \$308,000 \$291,000 \$280,000 \$232,000 \$258,000 \$280,000 \$161,000

Light vehicles Administration

#	PURCHASES	Year of Manufacture	Target change over (Yrs)	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	Admin vehicles													
PAV1	FORD RANGER (CEO)	2018	2		\$45,000		\$45,000		\$45,000		\$45,000		\$45,000	
PAV3	MAZDA CX-5 (MIRS)	2018	2	\$35,000		\$35,000		\$35,000		\$35,000		\$35,000		\$35,000
PAV4	HOLDEN COMMODOR LIFTBACK (DCEO)	2018	2		\$40,000		\$40,000		\$40,000		\$40,000		\$40,000	
	PURCHASE TOTAL			\$35,000	\$85,000	\$35,000	\$85,000	\$35,000	\$85,000	\$35,000	\$85,000	\$35,000	\$85,000	\$35,000

Anticipated trades

PAV1	FORD RANGER (CEO)	2018	2		\$24,000		\$24,000		\$24,000		\$24,000		\$24,000	
PAV3	MAZDA CX-5 (IO)	2018	2	\$15,000		\$15,000		\$15,000		\$15,000		\$15,000		
PAV4	HOLDEN COMMODOR LIFTBACK (VCEO)	2018	2		\$18,000		\$18,000		\$18,000		\$18,000		\$18,000	
	TRADE TOTAL			\$15,000	\$42,000	\$15,000	\$42,000	\$15,000	\$42,000	\$15,000	\$42,000	\$15,000	\$42,000	\$0

After trade costs admin vehicles

\$20,000 \$43,000 \$20,000 \$43,000 \$20,000 \$43,000 \$20,000 \$43,000 \$20,000 \$43,000 \$35,000

Light Vehicles Operational

#	PURCHASES	Year of Manufacture	Target change over (Yrs)	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
PU33	Triton Single cab (Joe)	2019	2			\$30,000			\$30,000			\$30,000		
PU1	2016 Mitsubishi Triton Ute (Rods)	2018	2		\$35,000		\$35,000		\$35,000		\$35,000		\$35,000	
PU23	Single Cab Utility - BO623	2004	5			\$28,000				\$28,000				
PU31	Dual Cab Utility - Foreman - 33BO Craig	2017	2		\$30,000			\$30,000			\$30,000			\$30,000
	Building Maintenance Officer	2018	3				\$30,000			\$30,000			\$30,000	
	PURCHASE TOTAL				\$65,000	\$58,000	\$65,000	\$30,000	\$65,000	\$58,000	\$65,000	\$30,000	\$65,000	\$30,000

Anticipated trades

PU33	Triton Single cab (Joe)	2019	2			\$15,000			\$15,000			\$15,000		
PU1	2016 Mitsubishi Triton Ute (Rods)	2018	2		\$18,000		\$18,000		\$18,000		\$18,000		\$18,000	
PU23	Single Cab Utility - BO623	2004	5			\$9,000				\$9,000				
PU31	Dual Cab Utility - Foreman - 33BO Craig	2017	2		\$12,000			\$12,000			\$12,000			\$12,000
	Building Maintenance Officer	2018	3				\$12,000			\$12,000			\$12,000	
	TRADE TOTAL				\$30,000	\$24,000	\$30,000	\$12,000	\$33,000	\$21,000	\$30,000	\$15,000	\$30,000	\$12,000

After trade costs light operations vehicles		\$35,000	\$34,000	\$35,000	\$18,000	\$32,000	\$37,000	\$35,000	\$15,000	\$35,000	\$18,000
Total after trade all plant major plant and vehicles	\$407,000	\$393,000	\$334,000	\$398,000	\$346,000	\$366,000	\$337,000	\$310,000	\$293,000	\$358,000	\$214,000

13.11.19 COMMUNITY SERVICES REPORTS

13.11.19.01 BROOKTON AND DISTRICTS HISTORICAL SOCIETY INC. - REQUESTS

File No:	A724
Date of Meeting:	21 November 2019
Location/Address:	Lot 445 Groser Street, Brookton
Name of Applicant:	Brookton and Districts Historical Society Inc.
Name of Owner:	Shire of Brookton
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	The author has no interest in this item
Voting Requirements:	Absolute majority
Previous Report:	Nil

Summary of Item:

This item relates to a request from the Brookton and Districts Historical Society seeking Council's consideration to:

- 1) Removal the existing kitchen and bathroom cupboards and fixtures from within the existing museum building to create more storage area, and convert the bathroom to a small kitchenette.
- 2) Fund the installation of split system air conditioner and heating to call and warmer the exhibition area of the museum building.

A copy of the correspondence received from Historical Society is included as **Attachment 13.11.19.01A** to this report.

Description of Proposal:

As above.

Background:

It is understood from various discussions with members of the Brookton Historical Society over the past 12 months that the request to reconfigure the current Museum building is due to a necessity for more display and storage space.

In February 2019 the Historical Society obtain approval for, and subsequently acquired and positioned a sea container on the property to increase its storage capacity. However, it has been identified that more preparation and display area is needed within the building as its collection grows prompting this request.

Furthermore, with Museum building having poor thermal qualities a request has been added for Council to fund the installation of the split system heating and cooling unit to make the building more comfortable and serviceable year round.

Consultation:

There has been a level consultation on this matter between members of the Historical Society and the Shire CEO.

Statutory Environment:

With reference to the installation of a heating/cooling split system the Council may entertain a budget variation pursuant to Section 6.8(1) of the *Local Government Act, 1995* which states:

6.8. Expenditure from municipal fund not included in annual budget

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

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

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

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

* Absolute majority required.

Also see Financial Implications section of this report.

Relevant Plans and Policy:

The Historical Museum building is featured in the Shire of Brookton Municipal Inventory 2015 as Place No. 15.

Initially constructed in 1913 and used as the local Police Station and Quarters until 1980 when a new Police Station was built, the building was subsequently used as a private residence for approximately 5 years, where it's suggested the current kitchen and bathroom fittings were installed. The building then reverted to be used as a historical museum in 1985, once the tenure of the property was transferred to the Shire.

Financial Implications:

A new 5kW heating/cooling split system will cost approx. \$2,500 installed.

Presently, the 2019-20 budget does not accommodate sufficient funding for this request. Therefore, a budget variation to support this request is needed, with the required funds to be drawn from the Brookton Museum/Heritage Financial Reserve that has a current balance of \$47,271.

Risk Assessment:

The risk level applied is assessed as 'Low' due to the kitchen not having any significant heritage value and the split system unit able to be funded through allocated Reserve funds should Council support this request.

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

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

Community & Strategic Objectives:

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

Specifically, this request aligns with the following function and action under the Shire's Corporate Compendium:

24. Community Support

24.1 Support seniors, youth, cultural, sport/ recreation group activities

Comment

As the kitchen and bathroom cupboards were installed in the early 1980's they do not relate to the original use of the building as the Local Brookton Police Station and Quarters, and therefore are not deemed significant for a heritage perspective.

As to installation of year round heating and cooling, it is viewed this request is reasonable given the Museum is a public building and should always present as comfortable for all users.

OFFICER RECOMMENDATION

That Council endorse the Brookton and Districts Historical Society's request to:

- 1. Remove the existing kitchen and bathroom cupboards and fittings in the Brookton Historical Museum building to create more work and display space, with the bathroom to incorporate a new kitchenette.***
- 2. Install a new 5 kW heating and cooling split system in the Historical Museum building, with funding of \$2,500 to be taken from the Brookton Museum/Heritage Financial Reserve in accordance with Section 6.8(1) of the Local Government Act, 1995 for the purchase/installation of this unit arranged by the Shire's Building Maintenance Officer.***

(Absolute majority vote required)

Attachments

Attachment 13.11.19.01A



Received by
Shire of Brookton

18 OCT 2019

File # ADM0017

Officer CEO

PO Box 125
BROOKTON WA 6306
email: secretary@brooktonmuseum.org.au
www.brooktonmuseum.org.au

7th October 2019

Shire of Brookton
Mr. Ian D'arcy
PO Box 42
BROOKTON WA 6306

Dear Ian,

The Brookton & Districts Historical Society would like Council's permission to remove all fixtures and fittings from the kitchen & bathroom at the Brookton Museum & Heritage Centre. We would like to turn the kitchen into the storeroom for our objects and archives, and the bathroom into a small kitchenette for our volunteers.

We believe that this would allow us to better utilise the space available to us, by converting one of the front rooms into a functionable work area, where it is currently a storeroom. This would mean we could have worktables and all our computer equipment permanently setup making it much easier for our volunteers to work in the museum, especially when we have the museum open.

By converting the kitchen into a storeroom, we will then have all our storage at the back of the building instead of spread across.

We would also like to ask Council to consider installing a split system air-conditioner into the building in the main exhibition room. Currently the building has no heating or cooling, in the past we have closed the museum over the height of summer and limit our opening hours in the winter because the building is not pleasant to be in at those times of the years. We also see limited volunteer hours being worked during the Summer and Winter. By adding an air-conditioner we believe that the Museum can be open more often and our volunteers can be somewhat comfortable when working there.

I have included photos of how the kitchen & bathroom currently look, showing the fixtures and fittings we would like to remove. At this stage we are not asking council to contribute anything to the renovations, we are hoping to get volunteer labour to do the work.

Kind regards,

A handwritten signature in dark ink, appearing to read "Suzanne Turner".

Suzanne Turner
President.

KITCHEN – Remove cupboards, sink & wall cupboards, cap water fittings.



BATHROOM – Remove bath, sink, shower & cupboards



13.11.19.02 COMMUNITY CHEST FUND – REQUEST FOR MATCHED FUNDING GRANT

File No:	ADM 0660
Date of Meeting:	21 November 2019
Location/Address:	N/A
Name of Applicant:	Brookton Family Playgroup Inc – Ms. Ellen Walker - President
Name of Owner:	N/A
Author/s:	Amy Eva – Community Liaison Officer
Authorising Officer:	Vicki Morris – Deputy Chief Executive Officer
Declaration of Interest:	The author and authorizing officer have no interest in this matter.
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

The Shire of Brookton has received an application from the Brookton Family Playgroup Inc. (Playgroup) President requesting that the Shire award a Matched Funding grant to the value of \$510 to the Playgroup.

The maximum amount allowed is \$3,000.00 and comes from the Community Chest funding program and has been budgeted by the Shire.

The Community Chest application form from Brookton Family Playgroup is attached to this report – **Attachment 13.11.19.02A.**

Description of Proposal:

The Playgroup have requested \$510.00 from the Matched Funding Grant category of the Community Chest Fund to assist them with their Annual Brookton Family Playgroup Christmas Party and Annual General Meeting (AGM). It is provided the grant will help purchase morning tea supplies (tea, coffee and milk), presents for the children and entertainment such as a bouncy castle and face painting whilst the Playgroup hold their AGM.

The Playgroup have requested the Shire waive the fee to hire the Pavilion (\$35), and this is included in the total requested amount of \$510.

Background:

As extracted from Application Form.....

“the Brookton Family Playgroup provides a networking opportunity for families with children under the age of 5. The group supports itself through an annual membership fee and fundraising. The Christmas party is an opportunity for Playgroup to give back to its members by celebrating the festive season and encouraging our members to attend our AGM.

Support from the Shire for our Christmas party will help us, so we can use our fundraising money on resources, so we can continue to offer an exciting Playgroup program to the Brookton Community.”

Consultation:

None to date as this is the first assessment of this application request.

Statutory Environment:

Nil

Relevant Plans and Policy:

This matter falls under the Shire of Brookton Corporate Compendium and the funds are requested under Policy 2.34 – Community Funding & Donations, which states:

Policy Objective:

The objectives of this policy are to ensure:

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

And

Funding category	Funding Amount	Guidelines
<i>Community Support Grants</i>	<i>Maximum \$3,000 cash support per financial year.</i>	<ul style="list-style-type: none"><i>• Only available to incorporated bodies.</i><i>• Available to applicants to support a community project, program or event.</i><i>• Applicants must demonstrate their ability to <u>match</u> Shire of Brookton grant support.</i><i>• Applications can be made at any time throughout the year.</i>

Financial Implications:

The Shire has allocated \$20,000 in the Community Chest for the 2019/2020 financial year and has received one Matched Funding Grant to date totaling fund expended of \$400. As the funds to date have not been fully expended from the Community Chest (\$19,600.00 left for this financial year), the request for \$510 from the fund can be accommodated from within the current budget.

Risk Assessment:

On merit, an application to the Community Chest Fund would generally present a 'Low' risk. However, in consideration of this proposal, while the Policy does not specifically state that grant funding cannot be expended on a Community Organisation's Christmas Party/AGM involving food, children's presents and/or entertainment, there is concern at an officer level that this form of expenditure does not appropriately align to the intent of the policy to deliver broad community benefit. In particular, the concern relates appropriateness and equity and that if this application is approved, it could set an undesirable precedent for other community groups and organisations to apply for the same, which may not sit comfortably with ratepayers.

Therefore, it is assessed that the risk applicable to this application is 'High', as reflected in the Matrix Table below.

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

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

Community & Strategic Objectives:

This proposal generally aligns with the Shire of Brookton Corporate Compendium. The Shire through the Community Funding and Donations Policy actively supports community groups, organisations and individuals to assist with the delivery of community events, programs and services that meet the objectives of the Strategic Community Plan.

In particular, the application to the Community Chest Fund does generally align to:

Business Function 24: Community

Action 24.1: Support seniors, youth, cultural, sport and recreation group activities

Comment

Even though there is no financial implication, the amount of funds requested is not significant and this application has genuinely been submitted in good faith by the Brookton Family Playgroup, from an Officer perspective there is a need for Council to carefully consider:

- The intent of Policy 2.34 and the Community Chest Fund being established to support the community based on need;
- The nature of the application for contribution funding toward a Community Group Christmas Part/AGM;
- The Community perception and broad acceptance of this type of application; and
- The risk assessed as 'High' premised on a likely precedent being set.

OFFICER'S RECOMMENDATION

That Council:

- 1. Decline the application submitted by the Brookton Family Playgroup Inc. for a matched grant of \$510 as:**
 - a) The use of the funds for a Christmas Party/Annual General Meeting in the Council opinion does not accord with the intent of Policy 2.34 and the Community Chest Fund established to assist the community based on need.**
 - b) Support of the application may set an undesirable precedent for other groups and organisations to also request funding for Christmas Parties and/or Annual General Meetings, which is not seen as the best use in expending public funds.**
- 2. Request the CEO perform a further review of Policy 2.34 - Community Funding and Donations to instil clarity for application and use of grant funds based on community need, with the proposed modifications to be brought back to Council for consideration and endorsement.**

(Simple majority vote required)

Attachments

Attachment 13.11.19.02A



Community Chest Fund Application Form

Post your completed application to:

PO Box 42, Brookton, WA 6306

Or deliver to:

Shire of Brookton, 14 White Street, Brookton

Alternatively email your application to:

Mail@Brookton.wa.gov.au

G:/Master Documents/Forms/Finance/Community Chest Fund.docx

Page 1 of 12

Community Chest Fund

Application Form

NAME OF ORGANISATION: Brookton Family Playgroup Inc
CONTACT PERSON: Ellen Walker
POSITION: President
PHONE: 0896424035 FAX: _____
MOBILE: 0427141360 EMAIL: walkee@clearmail.com.au
IS YOUR ORGANISATION INCORPORATED? ☒ YES ☐ NO

NAME OF PROJECT OR EVENT: Annual Playgroup Christmas Party and AGM
ESTIMATED START DATE: 18th December 2019 (9-12.30)
ESTIMATED COMPLETION DATE: 18th December 2019
REQUESTED COMMUNITY CHEST FUNDS: \$510

1. BRIEF DESCRIPTION OF PROJECT/EVENT:

The event we are requesting funding for is our Annual Brookton Family Playgroup Christmas Party and AGM, which includes a visit from Santa. Each child receives a gift from Santa, with the presents sourced through local businesses. Families bring a morning tea to share and we celebrate the year that has been. For many of our children this is often their first meeting Santa so it is an event for the whole family, including Grandparents to attend and share in that magical first encounter with Santa.

2. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

The Community Chest fund will help with the purchase of presents for the children, entertainment (bouncy castle and face painting) for the children while we hold our annual AGM and morning tea supplies (tea, coffee and milk). We are also hoping that the Shire will waiver the hire cost of the Pavilion.

3. HOW WILL YOUR PROJECT/EVENT BENEFIT THE BROOKTON COMMUNITY?

The Brookton Family Playgroup provides a networking opportunity for families with children under the age of 5. The group supports itself through an annual membership fee and fundraising. The Christmas party is an opportunity for Playgroup to give back to its members by celebrating the festive season and encouraging our members to attend our AGM. Support from the Shire for our Christmas party will help us so we can use our fundraising money on resources so we can continue to offer an exciting Playgroup program to the Brookton Community.

4. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

The event will be advertised to our members through Facebook and email. We will also have advertising of the event in the Telegraph and in local businesses as per the rules of association for our AGM. All advertising will acknowledge the support of the Shire of Brookton if our application is successful. After the event we will put a summary of the event including photos in the Telegraph and on Social Media.

5. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP

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

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

- ☒ Display "Shire of Brookton" Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- ☒ Display the "Shire of Brookton" flag or banner at your event if possible. (Available from the Shire).
- ☒ Verbal announcements at the project/event.
- ☐ Other.

6. BUDGET ESTIMATES

NAME OF ORGANISATION: Brookton Family Playgroup Inc
NAME OF PROJECT/EVENT: Annual Playgroup Christmas Party and AGM

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions	510	Materials	
Sponsorship		Labour	
Donations in cash		Hire of Equipment	
Other grants		Office/Administration	
Catering Sales		Venue hire	35
Fees and Charges e.g. stalls		Advertising	90
Gate/Door entry fees		Catering Costs	105
		Entertainment	410
Other Income (Please List)		Other Expenditure (Please List)	
		Gifts for Children (19)	380
Total of Community Chest Funds requested in cash*	475		
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)	35		
TOTAL INCOME	1020	TOTAL EXPENDITURE	1020

YOUR INCOME MUST EQUAL YOUR EXPENDITURE

7. DID YOUR ORGANISATION RECEIVE THE COMMUNITY CHEST FUNDING IN 2017/2018?

☐ YES

☒ NO

IF YES, WHAT WAS THE AMOUNT OF THE FUNDING? _____

8. PLEASE LIST BELOW ANY IN-KIND CONTRIBUTIONS IF APPLICABLE (e.g. volunteer or donated labour, materials etc.) HOWEVER, DO NOT INCLUDE IN YOUR BUDGET ABOVE.
A local community member will donate his time to be Santa for us

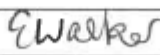
9. FUNDING CONDITIONS:

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

PLEASE ENSURE YOU HAVE READ THE ABOVE GRANT CONDITIONS BEFORE SIGNING BELOW:

NAME OF ORGANISATION: Brookton Family Palygroup Inc
CONTACT PERSON: Ellen Walker
ORGANISATION POSTAL ADDRESS: PO Box 80 , Brookton WA 6306
ORGANISATION'S ABN: 85155332770
REGISTERED FOR GST? ☐ YES ☒ NO

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

PRINT NAME: Ellen Walker
POSITION: President
SIGNATURE: 
DATE: 8th November 2019

13.11.19.03 TEMPORARY ROAD CLOSURE – COMMUNITY CHRISTMAS PARTY

File No:	ADM 0316
Date of Meeting:	21 November 2019
Location/Address:	Robinson Road, Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Amy Eva – Community Liaison 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:	N/A

Summary of Item:

The Brookton Community Christmas Party is to be held on Friday 13th December 2019 commencing at 4:00pm until approximately 8:30pm. To enhance the atmosphere and allow the safe conduct of the event, it is recommended that Council close a section of Robinson Road to vehicular traffic for the duration of the event.

Description of Proposal:

As above.

Background:

Council has previously closed this section of Robinson Road to allow the safe conduct of festivities, children’s entertainment and Santa’s arrival for this long standing community event.

However, as there is no delegation the Council is required to formally close this portion of road with a traffic management plan being put in place for this purpose.

Consultation:

There was no specific community consultation conducted in relation to this report, as the practice and the event are established within the community. Businesses affected by the closure will be notified of the close as part of the traffic management plan.

Statutory Environment:

Local Government Act 1995 (WA), Section 3.50 ‘Closing Thoroughfares’, notes that a Local Government may close any thoroughfare that it manages to the passage of vehicles, wholly or partially, for a period not exceeding four (4) weeks.

Relevant Plans and Policy:

There are no Council policies relative to this report. However, a traffic management plan has been prepared that will provide guidance to the placement of closure and directional signage for the re-routing of traffic during the time of the event.

Financial Implications:

Staff time in provision of the signage and barriers will be absorbed into existing budgeted area for the Street Christmas Party of \$3,000 under E115040.

Risk Assessment:

The following analysis of risk has been conducted as part of the traffic management plan. On assessment the implementation of the management plan should negate the considered risk as reflected in the table below.

APPENDIX 1 - RISK ANALYSIS TABLES

RISK IDENTIFICATION AND ASSESMENT

ITEM	RISK EVENT	CONSEQUENCE	Pure Risk Rating			TREATMENT	Residual Risk Rating		
			L	C	RATING		L	C	RATING
1	Workers being hit by vehicles during setting up and dismantling of traffic management.	Injury to Traffic Controllers	C	3	H	Shadow vehicle with two flashing amber lights used to protect workers. All traffic controllers are to use the correct order of signage setup.	E	3	M
2	Vehicles ignoring signage and crashing into / through the event zone injuring other road users.	Property damage and injury to works personnel	C	3	H	Provide traffic management as per this TMP. Traffic arrangements to be evaluated for effectiveness following initial opening to traffic.	D	3	L
3	Event traffic entering or leaving the event site may interfere or impact with public traffic	Property damage and injury to Personnel and the public	C	4	H	All event vehicles to be fitted with warning devices. Operators to be instructed on safe procedures and "Spotters" and or Traffic Controllers will assist drivers in entering or leaving the event zone.	E	2	L
5	Poor visibility due to Rain, Fog, Smoke etc	Could cause vehicles to crash into other vehicles or event personnel and/or the public	D	3	M	All works should cease if conditions deteriorate to the point that sight distance is less than 1.5D.	D	3	L
11	Environmental conditions causing poor visibility or other hazards	Road users travelling faster than the posted speed limit. Possible injury or property damage may result.	A	3	H	Site specific risk assessment to be undertaken prior to implementation assessing expected conditions and road surface	C	2	M
12	Road Geometry causing hazard at event area	Road users travelling faster than the posted speed limit may not be able to stop when required. Possible injury or property damage may result.	B	4	E	Road geometry at the work area to be assessed as part of the site specific risk assessment.	D	3	M

ITEM	RISK EVENT	CONSEQUENCE	Pure Risk Rating			TREATMENT	Residual Risk Rating		
			L	C	RATING		L	C	RATING
13	Event staff hit by mobile plant	Possible injury or property damage may result.	D	4	H	Event staff on foot to maintain visual contact with plant operators, high visibility clothing	E	3	M
14	Advanced signage being obscured with over stacking of vehicles when stopped by Traffic Controllers.	Signs not visible to oncoming traffic, traffic trying to overtake stationary vehicles into oncoming traffic. Possible injury to drivers and property damage may result.	C	4	E	Extend distance between Traffic Controller and Prepare to Stop.	D	2	L
15	Structures, bends, and crests causing road user's difficulty to negotiate the event zone and approach to Traffic Controller.	Road users travelling faster than the posted speed limit may not be able to stop when required. Possible injury, property damage or delays in works may result.	A	3	H	Site specific risk assessment to be undertaken prior to implementation assessing expected conditions and road surface to lengthen the event site up to 2km. Traffic Controller to have a site distance more than 1.5D to oncoming traffic.	C	2	M

Community & Strategic Objectives:

This proposal aligns to aspirations **9. Community Engagement** and **16. Community Activity and Visitor Eventing** of the BROOKTON Strategic Community Plan >2027 and action **24.2 Co-Ordinate Shire events** (i.e. Community Street Party) of the Shire of Brookton Corporate Business Plan.

Comment

The closure of Robinson Road between Mitre 10; Brookton Rural Traders and IGA for the Brookton Community Christmas Party on 13th December 2019 will ensure the safety of all residents attending this event and allow for the safe setup and pack down of equipment for the event.

Should the Council not approve the temporary road closure, then the event would be better held at the town oval in the interest of public safety.

OFFICER'S RECOMMENDATION

That Council pursuant to Section 3.50 of the Local Government Act, 1995 endorse the temporary closure of Robinson Road between Lennard Street and Monger Street [as per Attachment 13.11.19.03A from 3:30pm until 9:00pm on 13th December 2019 to accommodate the Brookton Community Christmas Party.

Simple majority vote required

Attachments

Attachment 13.11.19.03A



14.11.19 FINANCE & ADMINISTRATION REPORT

14.11.19.01 LIST OF ACCOUNTS

File No:	N/A
Date of Meeting:	21 November 2019
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Lois Salkilld – Corporate Business Officer - Finance
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no financial interest in this matter.
Voting Requirements:	Simple Majority
Previous Report:	17 th October 2019

Summary of Item:

The list of accounts for payment to 31st October, 2019 are presented to Council for inspection.

Description of Proposal:

To approve the accounts for payment.

Background:

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

Consultation:

N/A

Statutory Environment:

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

Relevant Plans and Policy:

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

Financial Implications:

There are no financial implications relevant to this report.

Risk Assessment:

No risks identified as this is an operational reporting requirement.

Community & Strategic Objectives:

This activity is contained in the Corporate Compendium.

Comment

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

obtain the schedule from the Shire of Brookton Administration Office.

To 31st October, 2019

Municipal Account

Direct Debits	\$117,498.14
EFT/chq's	\$611,183.31

<i>Trust Account</i>	\$2,380.00
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OFFICER'S RECOMMENDATION

That with respect to the list of accounts for payment, Council: note the payments authorised under delegated authority and detailed below and in the List of Accounts 31st October, 2019.

To 30th September, 2019

Municipal Account

Direct Debits	\$117,498.14
EFT/chq's	\$611,183.31

<i>Trust Account</i>	\$2,380.00
-----------------------------	-------------------

(Simple Majority Vote Required)

Attachments

Attachment 14.11.19.01A

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

14.11.19.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2019

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

Summary of Item:

The Statement of Financial Activity for the period ended 31st October 2019 is presented to Council.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 31st October 2019 as presented.

Background:

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

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

Section 6.4 of the *Local Government Act 1995*.

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

Section 6.8 of the *Local Government Act 1995*

Relevant Plans and Policy:

There is no Council Policy relevant to this issue.

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

Financial Implications:

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

Risk Assessment:

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

Community & Strategic Objectives:

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

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

Comment

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

OFFICER'S RECOMMENDATION

That Council Receives the Monthly Statements of Financial Activity for the period ending 31st October 2019 as presented in Attachment 12.10.19.02A.

(Simple Majority Vote Required)

Attachments

Attachment 14.11.19.02A

Shire of Brookton
MONTHLY FINANCIAL REPORT
For the Period Ended 31st October 2019

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Note 13 - Sewerage Operating Statement
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Note 16 - Capital Works Program
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**Shire of Brookton
Monthly Reporting Model
Base Input Data**

General User Input

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

Data to appear in the Report

Shire of Brookton
2017-18
2018-19
2019-20
For the Period Ended 31st October 2019
01-Jul-19
30-Jun-20

Material Threshold

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

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

Material Variances Symbol

Above Budget Expectations
Below Budget Expectations

▲
▼

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

Statement of Financial Activity

Month	Operating Expenses		Operating Revenue		Capital Expenses		Capital Revenue	
	Budget 2019-20	Actual 2019-20	Budget 2019-20	Actual 2019-20	Budget 2019-20	Actual 2019-20	Budget 2019-20	Actual 2019-20
Jul	935,182	806,784	483,459	376,336	275,701	36,222	85,148	0
Aug	1,862,509	1,656,425	1,241,739	1,318,414	538,069	56,364	170,296	0
Sep	2,856,977	2,500,171	1,741,427	1,695,346	807,104	82,664	256,869	5,700
Oct	3,728,194	3,406,789	2,230,129	2,051,246	1,076,138	213,118	342,492	5,700
Nov								
Dec								
Jan								
Feb								
Mar								
Apr								
May								
Jun								

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

Note 3 - Net Funding Current Position

Month	Actual 2017-18 \$('000s)	Actual 2018-19 \$('000s)	Actual 2019-20 \$('000s)
Jul	907,333	1,207,105	864,554
Aug	2,372,296	2,805,541	3,557,512
Sep	3,637,304	3,520,526	3,316,579
Oct	2,372,296	2,805,542	2,874,238
Nov	2,381,438	2,781,753	
Dec	2,034,219	2,887,488	
Jan	1,808,505	2,133,457	
Feb	1,794,385	2,086,564	
Mar	2,034,219	1,810,439	
Apr	2,034,219	1,383,009	
May	2,034,219	1,251,832	
Jun	2,034,219	1,133,017	

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

Note 4 - Rates and Rubbish Collection History

Month	Last Year 2018-19 %	This Year 2019-20 %
Jul	0.25	0.00
Aug	0.78	4
Sep	28	68
Oct	78	72
Nov	83	
Dec	84	
Jan	91	
Feb	92	
Mar	96	
Apr	97	
May	97	
Jun	97	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31st October 2019

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	
Operating Revenues		\$	\$	\$	\$	%	
Governance		13,250	8,744	8,592	(152)	(1.74%)	
General Purpose Funding		1,188,844	294,213	139,820	(154,393)	(52.48%)	▼
Law, Order and Public Safety		29,743	14,044	22,158	8,114	57.77%	
Health		1,100	900	928	28	3.15%	
Education and Welfare		4,466,911	1,502,292	1,333,112	(169,180)	(11.26%)	▼
Housing		87,209	29,064	34,506	5,442	18.73%	
Community Amenities		414,478	138,148	385,864	247,716	179.31%	▲
Recreation and Culture		39,682	13,208	8,310	(4,898)	(37.09%)	
Transport		609,666	201,356	83,201	(118,155)	(58.68%)	▼
Economic Services		47,950	15,976	17,240	1,264	7.91%	
Other Property and Services		36,560	12,184	17,515	5,331	43.75%	
Total (Excluding Rates)		6,935,393	2,230,129	2,051,246	(178,883)	(8.02%)	
Operating Expense							
Governance		(577,418)	(203,619)	(242,737)	(39,118)	(19.21%)	▼
General Purpose Funding		(218,146)	(66,887)	(51,465)	15,422	23.06%	▲
Law, Order and Public Safety		(225,507)	(74,943)	(64,840)	10,103	13.48%	▲
Health		(74,104)	(24,694)	(16,144)	8,550	34.62%	
Education and Welfare		(4,559,009)	(1,548,263)	(1,324,525)	223,738	14.45%	▲
Housing		(207,571)	(70,105)	(46,715)	23,390	33.36%	▲
Community Amenities		(513,464)	(177,208)	(108,251)	68,957	38.91%	▲
Recreation and Culture		(998,079)	(319,152)	(288,589)	30,563	9.58%	
Transport		(3,450,540)	(1,163,696)	(1,150,316)	13,380	1.15%	
Economic Services		(188,441)	(66,711)	(44,552)	22,159	33.22%	▲
Other Property and Services		(22,729)	(12,916)	(68,655)	(55,739)	(431.55%)	▼
Total		(11,035,008)	(3,728,194)	(3,406,789)	321,405	8.62%	
Funding Balance Adjustment							
Add back Depreciation		2,910,437	970,146	998,833	28,687	2.96%	
Adjust (Profit)/Loss on Asset Disposal	6	86,449	31,202	0	(31,202)	0.00%	
Adjust (Profit)/Loss on Asset Revaluation		0	0	0			
Movement in Non Cash Provisions		0	0		0		
Net Operating (Ex. Rates)		(1,102,729)	(496,718)	(356,710)	140,008	(28.19%)	
Capital Revenues							
Proceeds from Disposal of Assets	6	5,700	1,900	5,700	3,800	0.00%	
Proceeds from New Debentures	5	0	0	0	0	0.00%	
Self-Supporting Loan Principal		21,296	7,099	0	(7,099)	(100.00%)	
Transfer from Reserves	5	1,000,479	333,493	0	(333,493)	(100.00%)	▼
Total		1,027,475	342,492	5,700	(336,792)		
Capital Expenses							
Land and Buildings	6	(201,000)	(67,000)	(6,790)	60,210	89.87%	▲
Plant and Equipment	6	(491,440)	(163,813)	(32,989)	130,825	79.86%	▲
Furniture and Equipment	6	(130,000)	(43,333)	(21,795)	21,538	49.70%	▲
Infrastructure Assets - Roads & Bridges	6	(1,043,471)	(347,824)	(90,512)	257,312	73.98%	▲
Infrastructure Assets - Sewerage	6	(32,000)	(10,667)	0	10,667	100.00%	▲
Infrastructure Assets - Parks	6	(30,000)	(10,000)	0	10,000	0.00%	▲
Repayment of Debentures	7	(94,529)	(31,510)	(60,401)	(28,891)	(91.69%)	▼
Transfer to Reserves	5	(1,205,975)	(401,992)	(631)	401,361	99.84%	▲
Total		(3,228,415)	(1,076,138)	(213,118)	863,020	(80.20%)	
Net Capital		(2,200,940)	(733,647)	(207,418)	526,229	(71.73%)	
Total Net Operating + Capital		(3,303,669)	(1,230,364)	(564,128)	666,236	54.15%	
Rate Revenue		2,325,818	2,315,746	2,305,349	(10,397)	(0.45%)	
Opening Funding Surplus(Deficit)		1,133,017	1,133,017	1,133,017	0	0.00%	
Closing Funding Surplus(Deficit)	3	155,166	2,218,399	2,874,237	655,839		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 31st October 2019

NOTE	2019/20 Adopted Budget \$	2019/20 Projected Year End Actual \$	2019/20 YTD Budget \$	2019/20 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES					
Rates	2,325,818	2,325,818	2,315,746	2,305,349	(10,397)
Operating Grants, Subsidies and Contributions	5,214,354	5,214,354	1,800,543	1,241,788	(558,755)
Fees and Charges	1,639,916	1,639,916	546,596	755,037	208,441
Interest Earnings	220,264	220,264	59,546	13,248	(46,298)
Other Revenue	79,643	79,643	42,228	41,172	(1,056)
	9,479,995	9,479,995	4,764,659	4,356,594	(408,065)
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs	(1,707,032)	(1,654,787)	(581,363)	(531,770)	49,593
Materials and Contracts	(5,977,526)	(6,029,771)	(2,024,581)	(1,629,206)	395,375
Utilities	(174,264)	(174,264)	(54,357)	(44,498)	9,859
Depreciation	(2,910,437)	(2,910,437)	(970,088)	(998,833)	(28,745)
Interest Expenses	(91,715)	(91,715)	(19,999)	(23,132)	(3,133)
Insurance	(167,142)	(167,142)	(73,551)	(179,225)	(105,674)
Other Expenditure	(5,792)	(5,792)	(3,891)	(125)	3,766
	(11,033,908)	(11,033,908)	(3,727,830)	(3,406,789)	321,041
	(1,553,913)	(1,553,913)	1,036,829	949,805	(87,024)
Non-Operating Grants, Subsidies & Contributions	(218,784)	(218,784)	(218,784)	-	218,784
Profit on Asset Disposals	-	-	-	-	-
Loss on Asset Disposals	(1,100)	(1,100)	(364)	-	(364)
NET RESULT	(1,773,797)	(1,773,797)	817,681	949,805	131,396

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)
Program by Nature and Type
For the Period Ended 31st October 2019

	2019/20 Adopted Budget \$	2019/20 YTD Budget \$	2019/20 YTD Actual \$	Variance YTD Budget vs YTD Actual \$	Actuals as % of Total
REVENUES FROM ORDINARY ACTIVITIES					
Rates	2,325,818	2,315,746	2,305,349	(10,397)	72%
Operating Grants, Subsidies and Contributions	1,598,328	302,793	230,285	(72,509)	7%
Fees and Charges	878,909	292,927	593,777	300,850	19%
Interest Earnings	220,264	59,546	13,248	(46,298)	0%
Other Revenue	50,752	42,228	41,172	(1,056)	1%
	5,074,071	3,013,240	3,183,831	170,591	100%
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs	(1,707,032)	(581,363)	(531,770)	49,593	25%
Materials and Contracts	(1,835,162)	(552,787)	(402,172)	150,615	19%
Utilities	(174,264)	(54,357)	(44,498)	9,859	2%
Depreciation	(2,803,758)	(1,132,673)	(958,615)	174,058	45%
Interest Expenses	(87,224)	(34,846)	(22,783)	12,063	1%
Insurance	(153,012)	(148,302)	(165,045)	(16,743)	8%
Other Expenditure	132,208	(76,815)	(125)	76,690	0%
	(6,628,244)	(2,581,143)	(2,125,008)	456,135	100%
	(1,554,173)	432,097	1,058,823	626,726	
Non-Operating Grants, Subsidies & Contributions	(218,784)	173,624	-	173,624	0%
Profit on Asset Disposals	-	-	-	-	0%
Loss on Asset Disposals	(1,100)	(364)	-	(364)	0%
NET RESULT	(1,774,057)	605,357	1,058,823	799,986	-50%

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2019

Note 1: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE (EXCLUDING RATES)

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

OPERATING EXPENSES

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

CAPITAL REVENUE

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

CAPITAL EXPENSES

Land and Buildings

Timing Issue - will self correct

Plant and Equipment

Timing Issue - will self correct

Furniture and Equipment

Timing Issue - will self correct

Infrastructure Assets - Roads & Bridges

Timing issue, work underway.

Infrastructure Assets - Sewerage

Timing Issue - will self correct

Infrastructure Assets - Parks

Timing Issue - will self correct

Repayment of Debentures

Timing Issue - will self correct

Transfer to Reserves

Reserve Transfers will be completed at maturity.

OTHER ITEMS

Rate Revenue

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

Opening Funding Surplus(Deficit)

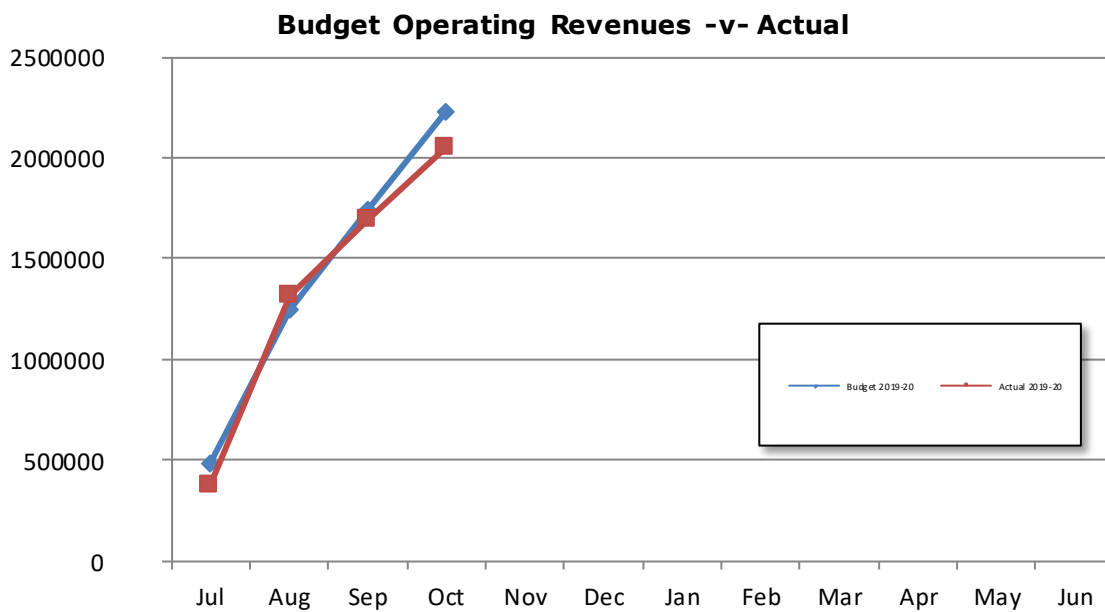
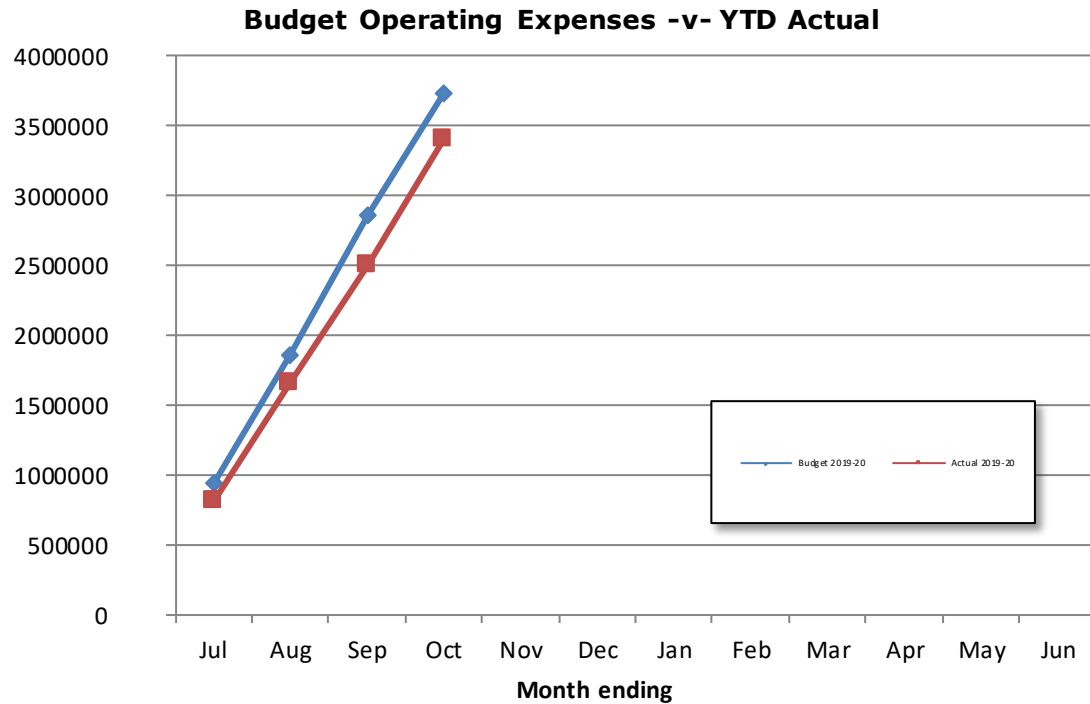
Within variance threshold of \$10,000 or 10%

Closing Funding Surplus (Deficit)

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2019

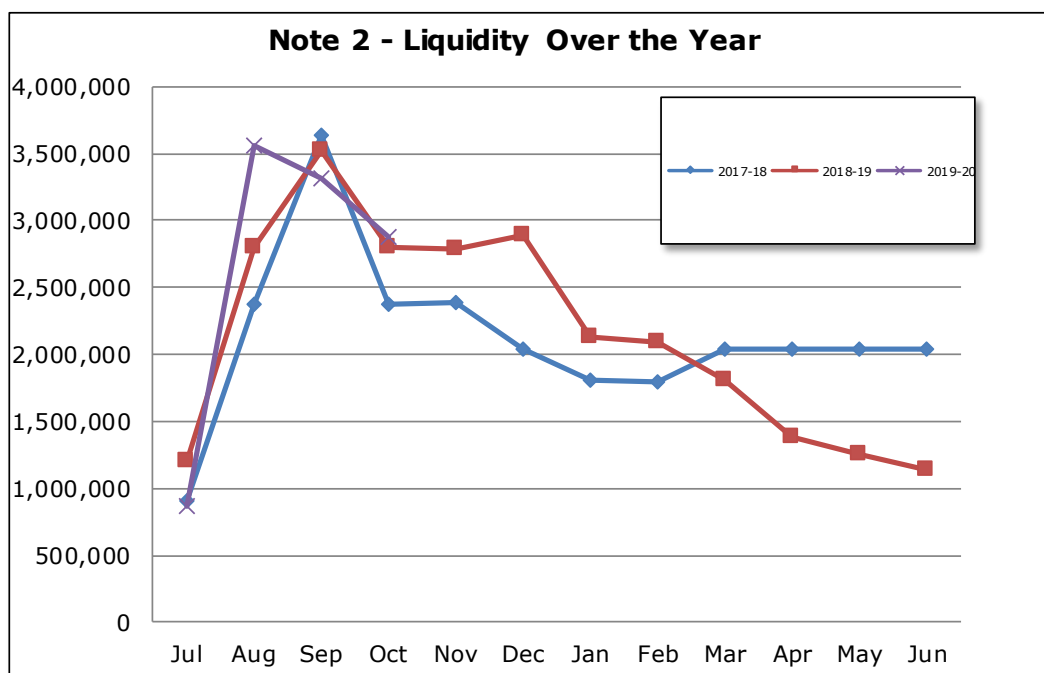
Note 2 - Graphical Representation - Source Statement of Financial Activity



Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2019

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
2019-20				
Note	This Period	Same Period 2018/19	Same Period 2017/18	Surplus C/F 1 July 2019
	\$	\$	\$	\$
	OCT 2019	OCT 2018	OCT 2017	
Current Assets				
Cash Unrestricted	2,230,015	2,314,588	2,127,697	1,263,900
Cash Restricted	5,254,106	4,834,942	4,045,830	5,253,475
Receivables	3,976,270	4,836,498	3,829,401	4,146,803
Prepayments & Accruals	0	0	0	0
Inventories	26,922	29,144	7,473	16,487
	11,487,314	12,015,172	10,010,401	10,680,665
Less: Current Liabilities				
Payables and Provisions	(3,358,970)	(4,374,689)	(3,592,275)	(4,294,173)
	(3,358,970)	(4,374,689)	(3,592,275)	(4,294,173)
Less: Cash Restricted	(5,254,106)	(4,834,942)	(4,045,830)	(5,253,475)
Net Current Funding Position	2,874,238	2,805,541	2,372,296	1,133,017



Comments - Net Current Funding Position

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2019

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish

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

Net Rates Collectable

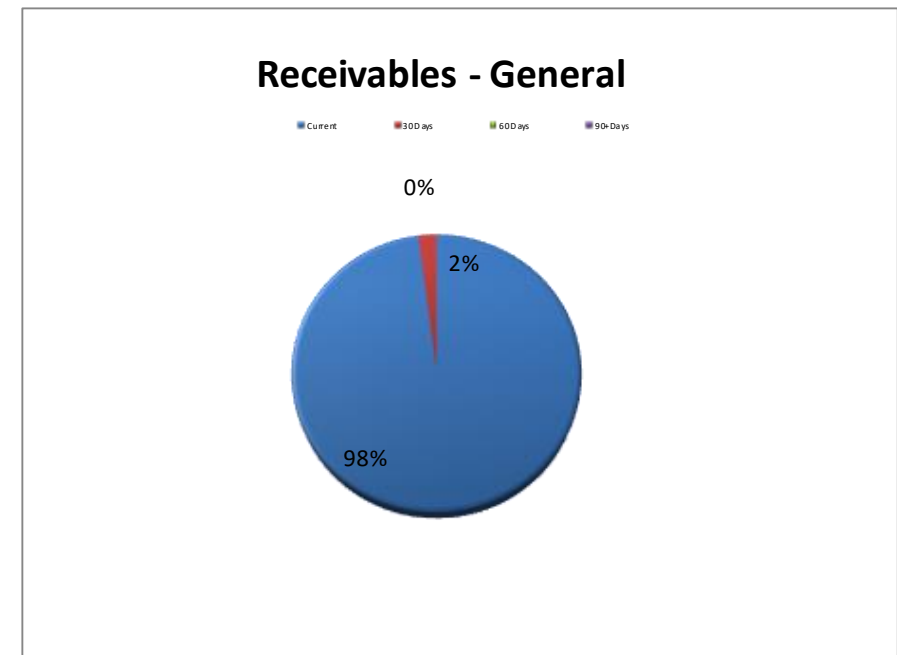
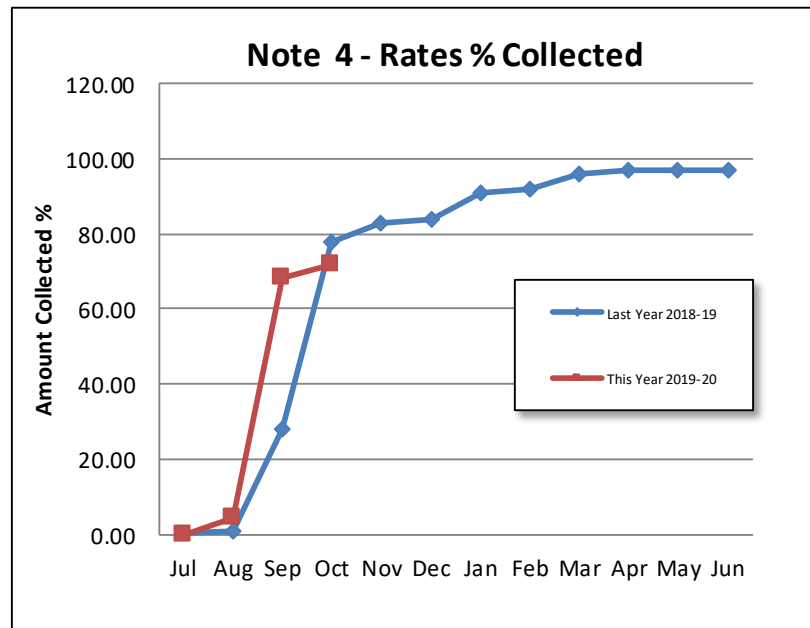
% Collected

Current 2019-20	Previous Year 2018-19
\$ 86,273	\$ 53,825
2,641,408	2,645,017
(1,961,784)	(2,117,207)
765,897	581,635
765,897	581,635
71.92%	78.45%

Receivables - General

Current	30 Days	60 Days	90+Days
\$ 7,875	\$ 167	\$ 0	\$ 0
Total Outstanding			8,042

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2019

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	116,698	2,180	14.08	20,000	0	0	0	138,878	116,712.08
Plant and Vehicle Reserve and Community Bus Reserve	972,025	14,220	117.25	302,506	0	(502,506)	0	786,245	972,142.25
Land & Housing Development Reserve/Independent Living Units	1,335,350	24,956	161.08	205,781	0	(174,381)	0	1,391,706	1,335,511.08
Furniture and Equipment Reserve	80,392	1,502	9.70	20,000	0	(45,000)	0	56,894	80,401.70
Municipal Buildings & Facilities Reserve	329,433	4,522	39.74	50,000	0	(55,000)	0	328,955	329,472.74
Townscape and Footpath Reserve	103,203	989	12.45	20,000	0		0	124,192	103,215.45
Land Development Reserve	0	0	0.00		0		0	0	0.00
Sewerage Scheme Reserve	368,937	6,895	44.50	55,000	0		0	430,832	368,981.50
Road and Bridge Infrastructure Reserve	399,046	8,267	48.13	220,000	0		0	627,313	399,094.13
Health & Wellbeing reserve	588,020	13,231	77.63	56,592	0	(100,000)	0	557,843	588,097.63
Sport & Recreation Reserve	26,206	490	3.16	5,000	0		0	31,696	26,209.16
Rehabilitation & Refuse Reserve	117,955	2,204	14.23	50,000	0		0	170,159	117,969.23
Saddleback Building Reserve	55,554	1,038	0.00			(56,592)	0	0	55,554.00
Caravan Park Reserve	141,635	2,647	17.08	10,000	0		0	154,282	141,652.08
Brookton Heritage/Museum Reserve	45,421	850	5.48	1,000	0		0	47,271	45,426.48
Kweda Hall Reserve	16,758	613	2.02	1,000	0		0	18,371	16,760.02
Aldersyde Hall Reserve	25,806	0	0.00		0		0	25,806	25,806.00
Railway Station Reserve	118,053	2,206	14.24	10,000	0	(35,000)	0	95,259	118,067.24
Madison Square Units Reserve	25,249	472	3.05	5,000	0		0	30,721	25,252.05
Cemetery Reserve	33,330	623	4.02	10,000	0		0	43,953	33,334.02
Water Harvesting Reserve	44,744	808	5.39	35,000	0	(32,000)	0	48,552	44,749.39
Developer Contribution	2,697	50	0.33					2,747	2,697.33
Cash Contingency Reserve	177,499	3,317	21.41	24,596	0		0	205,412	177,520.41
Brookton Aquatic Reserve	129,464	2,420	15.61	10,000	0		0	141,884	129,479.61
Saddleback Vehicle & Equipment Reserve	0	0						0	0.00
Staff Vehicle Reserve	0	0						0	0.00
Unspent Grants & Contributions	0	0						0	0.00
	5,253,475	94,500	630.58	1,111,475	0	(1,000,479)	0	5,458,971	5,254,105.58

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2019

Note 6: CAPITAL DISPOSALS AND ACQUISITIONS

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value		Proceeds	Profit (Loss)
55,000	0	(55,000)	PL6 Cat Loader	\$ 0		\$ 0	\$ 0
24,293	0	(24,293)	PT13 Single Axle Truck	0		0	0
12,856	5,700	(7,156)	PM8 John Deere Mower	12,856		5,700	(7,156)
0	0	0		0		0	0
0	0	0		0		0	0
0	0	0		0		0	0
0	0	0		0		0	0
0	0	0		0		0	0
0	0	0		0		0	0
0	0	0		0		0	0
92,149	5,700	(86,449)		12,856		5,700	(7,156)

Comments - Capital Disposal

	Budget	Current Budget	Actual	Variance
Property, Plant & Equipment	\$		\$	\$
Land and Buildings	201,000	201,000	6,790	194,210
Plant & Equipment	491,440	491,440	32,989	458,451
Furniture & Equipment	130,000	130,000	21,795	108,205
Infrastructure				
Roadworks & Bridge Works & Footpaths	1,043,471	1,043,471	90,512	952,959
Footpath Construction	30,000	30,000	0	30,000
Sewerage & Drainage	32,000	32,000	0	32,000
Totals	1,927,911	1,927,911	152,086	1,775,825

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2019

Note 7: INFORMATION ON BORROWINGS

					Principal 1-Jul-19 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	89,416	-	-	89,416	89,416	82,931	(263)	6,485
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	-	-	-	-	-	-	-	-
	Extension and Refurbishment of the											
*Loan 82 Country Club	Club House	15/11/2027	20	6.95	237,124	-	10,466	21,296	226,658	219,260	6,135	17,864
Governance												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	47,061	-	2,488	47,061	44,573	43,754	260	3,307
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	72,291	-	4,284	8,689	68,007	67,800	349	4,491
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	119,280	-	7,069	14,337	112,211	111,871	575	7,409
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	50,604	-	2,999	6,082	47,605	47,460	244	3,144
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	119,280	-	7,069	14,337	112,211	111,871	575	7,409
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	589,663	-	26,026	52,956	563,637	545,243	15,257	44,420
					1,324,719	-	60,401	254,174	1,264,318	1,230,190	23,132	94,529

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2019

Note 8: CASH AND INVESTMENTS

(a) Cash Deposits							
Municipal Cash at Bank - Operating Account	0.00%	41,709			41,709	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.00%	2,170,641			2,170,641	Bendigo	
Municipal Cash at Bank - Independent Living Units	0.00%	17,465			17,465	Bendigo	
Trust Cash at Bank	0.00%		36,091		36,091	Bendigo	
(b) Term Deposits							
Reserves	1.65%		5,027,633		5,027,633	Bendigo	02/01/2020
Reserves	0.86%		253,012		253,012	WA Treasury	02/01/2020
(c) Investments							
Bendigo Bank Shares				10,000	10,000	Bendigo	
Total		2,229,815	5,280,644	36,091	10,000	7,556,550	

Comments/Notes - Investments

Investment Management Strategy for Kalkarni Bonds

The total bond/RAD amounts (\$3,533,984.22) as at 1/10/2019 are invested by Baptistcare with NAB for a term of 31 days at the rate of .85 %

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2019

Note 10: TRUST FUND

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

Description	Opening Balance For the Period 1 July 2019	Amount Received	Amount Paid	Closing Balance For the Period Ended 31st October 2019
	\$	\$	\$	\$
Housing Bonds	1,200	425	0	1,625
Other Bonds	12,960	6,772	(3,790)	15,942
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
Kalkami Resident's Accounts	0	0	0	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	(0.50)	0	0	(0.50)
Unclaimed Money	30	360	0	390
	32,523	7,558	(3,990)	36,091

1. Developer Road Contributions are:

T129 Allington - Grosser Street -\$1.00 Rounding

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

2. Public Open Space Contribution:

T148 - Paul Webb \$13,820

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

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

3. Gnulla Child Care Facility

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

4. Housing Bond

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

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Kalkarni Aged Care Facility
For the Period Ended 31st October 2019

Note 11: Kalkarni Aged Care Facility

	Note	Adopted Annual Budget	Amended Budget - Nov & Dec OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
Operating Revenue		\$		\$	\$	\$	%	
Fees & Charges		761,007	761,007	253,669	161,259	(92,410)	(36.43%)	
Other Income		20,000	20,000	6,667	20,115	13,448	201.72%	
Reimbursement Received		8,891	8,891	2,964	0	(2,964)	(100.00%)	
Grants & Subsidies		3,316,026	3,316,026	1,105,342	1,011,504	(93,838)	(8.49%)	
Total Revenue		4,105,924	4,105,924	1,368,641	1,192,878	(175,763)	(12.84%)	
Operating Expenses								
General Operating Expenses - Admin		(38,000)	(38,000)	(12,667)	0	12,667	0.00%	
General Operating Expenses		(100,000)	(100,000)	(33,333)	(3,371)	29,962	100.00%	
Interest Expenses		(4,491)	(4,491)	(1,497)	(349)	1,148	(76.72%)	
Insurance Expenses		(14,130)	(14,130)	(4,710)	(14,180)	(9,470)	201.06%	
Building Maintenance		(62,490)	(62,490)	(20,830)	(4,855)	15,975	(76.69%)	
Loss on Sale of Asset		0	0	0	0	0	0.00%	
Depreciation	**	(106,679)	(106,679)	(35,560)	(40,218)	(4,658)	13.10%	
ABC Administration Expenses		(56,662)	(56,662)	(18,887)	(12,970)	5,917	(31.33%)	
Contract Expenses		(4,023,212)	(4,023,212)	(1,341,071)	(1,191,908)	149,162	(11.12%)	▼
Total Expenses		(4,405,664)	(4,405,664)	(1,468,555)	(1,267,851)	200,704	13.67%	
Operating Surplus (Deficit)		(299,740)	(299,740)	(99,913)	(74,973)	24,941	25%	▼
Excluding Non Cash Adjustments								
Add back Depreciation	**	106,679	106,679	35,560	40,218	4,658	13.10%	▼
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0	0.00%	
Net Operating Surplus (Deficit)		(193,061)	(193,061)	(64,354)	(34,755)	29,599	(45.99%)	▼
Capital Revenues								
KBC Capital Income		300,000	300,000	100,000	118,278	18,278	18.28%	
Transfer from Reserves	5	100,000	100,000	33,333	0	(33,333)	(100.00%)	
Total		400,000	400,000	133,333	118,278	(15,055)	(1)	
Capital Expenses								
Land and Buildings		(90,000)	(90,000)	(30,000)	0	30,000	(100.00%)	
Plant and Equipment		0	0	0	0	0	#DIV/0!	
Furniture and Equipment		(10,000)	(10,000)	(3,333)	0	3,333		
Repayment of Debentures	7	(8,689)	(8,689)	(2,896)	(4,284)	(1,388)	47.92%	
Transfer to Reserves	5	(69,823)	(69,823)	(23,274)	(78)	23,197	(99.67%)	
Total		(178,512)	(178,512)	(59,504)	(4,362)	55,142		
Net Capital		221,488	221,488	73,829	113,916	40,087	54.30%	
Closing Funding Surplus(Deficit)		28,427	28,427	9,476	79,161	69,686		
TOTAL OPERATING		\$ 260.00						

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 31st October 2019

Note 12 WB Eva Pavilion Operating Statement

NOTE	2019/20	2019/20	2019/20	Variance
	Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES				
Hire Fees - WB Eva Pavilion	2,980	993	1,042	49
Sporting Club Fees	5,500	1,833	2,632	798
Gymnasium Income	11,060	3,687	2,000	(1,687)
	19,540	6,513	5,674	(839)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(3,230)	(1,077)	(362)	715
Materials and Contracts	(34,410)	(11,470)	(16,722)	(5,252)
Utilities	(3,750)	(1,250)	(906)	344
Interest Expenses	(44,420)	(14,807)	(15,257)	(450)
Insurance	(4,777)	(1,592)	(4,700)	(3,108)
General Operating Expenses	(5,277)	(1,759)	(429)	1,330
Gymnasium Operating	(16,220)	(5,404)	(676)	4,728
	(95,864)	(31,955)	(39,053)	(6,422)
	(76,324)	(25,441)	(33,378)	(7,261)
NET RESULT	(76,324)	(25,441)	(33,378)	(7,261)

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 31st October 2019

Note 13 Sewerage Operating Statement

NOTE	2019/20	2019/20	2019/20	Variance
	Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges	1,590	1,590	472	(1,118)
Annual Sewerage Rates	203,265	203,265	192,913	(10,352)
	204,855	204,855	193,385	(11,470)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(1,119)	(373)	(301)	72
Materials and Contracts	(60,100)	(20,033)	(5,267)	14,766
Utilities	(8,050)	(2,683)	(1,069)	1,614
Depreciation	(39,788)	(13,263)	(13,534)	(272)
Interest Expenses	(3,144)	(1,048)	(244)	804
Insurance	(243)	(81)	(244)	(163)
General Operating Expenses	(1,434)	(478)	(404)	74
Allocation of Administration Expense	(38,985)	(12,995)	(8,924)	4,071
	(152,863)	(50,954)	(29,987)	20,968
	51,992	153,901	163,398	9,498
Add Back Depreciation	39,788	13,263	13,534	272
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	55,000	18,333	-	18,333
Transfer from Sewerage and Drainage Reserve	-	-	-	-
NET RESULT	146,780	185,497	176,933	28,103

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

2016/17 - 47,680
2017/18 - 100,000
2018/19 - 100,000
2019/20 - 100,000
2020/21 - 100,000
2021/22 - 100,000
2022/23 - 100,000
2023/24 - 100,000
2024/25 - 100,000
2025/26 - 150,000
2026/27 - 400,000

Total - 1,397,680 or approx. \$140k per annum

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

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Aquatic Centre
For the Period Ended 31st October 2019

	Note	Adopted Annual Budget 2017/18	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
Note 14 (a): Brookton Caravan Park		\$	\$	\$	\$	%
Operating Revenue						
Caravan Park Fees		35,000	11,667	14,369	2,703	23.17%
Total Revenue		35,000	11,667	14,369	2,703	23.17%
Operating Expenses						
Brookton Caravan Park	CARAOP	(26,245)	(8,748)	(6,565)	2,183	(24.96%)
Brookton Caravan Park	MARKOP	(4,000)	(1,333)	0		
Caravan Park Depreciation		(1,042)	(347)	(352)	(4)	1.20%
Caravan Park Abc Administration Expenses		(41,822)	(13,941)	(9,573)	4,367	(31.33%)
Total		(73,109)	(24,370)	(16,490)	6,547	26.86%
Operating Surplus (Deficit)		(38,109)	(12,703)	(2,120)	9,249	73%
Excluding Non Cash Adjustments						
Add back Depreciation		1,042	347	352	4	1.20%
Net Operating Surplus (Deficit)		(37,067)	(12,356)	(1,769)	9,254	(74.89%)
Note 14 (b): Brookton Aquatic Centre						
Operating Revenue						
POOL FEES & CHARGES		10,500	3,500	535	(2,965)	(84.73%)
POOL GRANTS & SUBSIDIES		0	0	0	0	0.00%
Total Revenue		10,500	3,500	535	(2,965)	(84.73%)
Operating Expenses						
POOL EMPLOYEE COSTS		0	0	0	0	0.00%
POOL GENERAL OPERATING EXPENSES		(97,850)	(32,617)	(16,636)	15,981	(49.00%)
POOL BUILDING MAINTENANCE		(15,756)	(5,252)	(11,939)	(6,687)	127.32%
POOL Depreciation		(11,839)	(3,946)	(3,992)	(46)	1.15%
POOL Abc Administration Expenses		(32,411)	(10,804)	(7,419)	3,385	(31.33%)
Total		(157,856)	(52,619)	(39,986)	12,633	24.01%
Operating Surplus (Deficit)		(147,356)	(49,119)	(39,451)	9,668	19.68%
Excluding Non Cash Adjustments						
Add back Depreciation		11,839	3,946	3,992	46	1.15%
Net Operating Surplus (Deficit)		(135,517)	(45,172)	(35,459)	9,713	21.50%

Note 15

**Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 31st October 2019**

Description	Adopted Annual Budget	YTD Actual	% Completed	Federal Funding		State Funding				Own Source Funding		
				R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni
	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Town Street Maintenance	213,058	73,275	34%									213,058
Rural Road Maintenance	568,329	179,151	32%									568,329
Bridge Maintenance	121,966	31,591	26%									121,966
R2R Work Schedule												
Brookton - Kweda Road	52,796	15	0%	\$218,633.00								-165,837
Brookton-Kweda Road	109,662	0	0%					\$83,201.00				26,461
Other Construction												
Brookton - Kweda Road	124,035	0	0%									124,035
King Street	29,030	0	0%									29,030
Reynolds Street	173,000	0	0%									173,000
Boyagarra Road	110,294	83,987	76%									110,294
Noack Street	10,188	0	0%									10,188
RRG Approved Projects												
York - Williams Road	434,466	6,510	1%			\$302,247.00						132,219
					\$5,585.00							-5,585
	1,946,824	374,529	19%	218,633	5,585	302,247	0	83,201	0	0	0	1,337,158

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 31st October 2019

Note 16

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
Admin Reception Remodel	55,000	55,000	0	0%			55,000		55,000
Weld Crack Kitchen Floor	10,000	10,000	0	0%			10,000		10,000
Railway Barrier Fence	35,000	35,000	0	0%			35,000		35,000
Cemetery New Niche Wall And Shelter	10,000	10,000	6,790	68%	10,000				10,000
Aquatic Centre Masonary Repair	11,000	11,000	0	0%	11,000				11,000
Upgrade Air Conditioning System	80,000	80,000	0	0%			80,000		80,000
Curtains Passageways and Activities area	10,000	10,000	0	0%			10,000		10,000
Admin Synergy Records Module	35,000	35,000	0	0%	35,000				35,000
Admin Server Upgrade	45,000	45,000	0	0%			45,000		45,000
Back-up Generator and Installation	30,000	30,000	21,795	73%	30,000				30,000
Additional table and chairs	10,000	10,000	0	0%	10,000				10,000
0	70,000	70,000	0	0%			70,000		70,000
0	290,000	290,000	0	0%			290,000		290,000
0	27,000	27,000	0	0%	27,000				27,000
0	18,000	18,000	0	0%	18,000				18,000
0	50,000	50,000	0	0%			50,000		50,000
Cub Cadet ProZ 760S Mower	25,000	25,000	25,734	103%	25,000				25,000
Metro Traffic Counters	11,440	11,440	7,255	63%	11,440				11,440
York-Williams Road	434,466	434,466	6,510	1%					0
Brookton-Kweda Road	52,796	52,796	15	0%					0
Brookton-Kweda Road	109,662	109,662	0	0%					0
Noack Street	10,188	10,188	0	0%					0
Brookton-Kweda Road	124,035	124,035	0	0%					0
King Street	29,030	29,030	0	0%					0
Reynolds Street	173,000	173,000	0	0%					0
Boyagarra Road	110,294	110,294	83,987	76%	278,766	464,705	300,000		1,043,471
Richardson Street	30,000	30,000	0	0%	30,000				30,000
Happy Valley Bore Field	32,000	32,000	0	0%			32,000		32,000
	1,927,911	1,927,911	152,086	139%	486,206	464,705	977,000	0	1,927,911

\$152,086.32

\$0.00

1,927,911 Budget Capex Schedule

1,441,705 Variance - Grants & Reserves Funding - Sale of Assets

486,206 Muni Funding

1,927,911

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Grants, Subsidies and Contributions Register
For the Period Ended 31st October 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	(3,316,026)	(3,316,026)	Recurrent	(3,316,026)	(1,011,504)	31%
Main Roads WA	Regional Road Group	Non Operating	(302,247)	(302,247)	Recurrent	(302,247)	-	0%
Federal Government	Roads to Recovery	Non Operating	(218,633)	(218,633)	Recurrent	(218,633)	-	0%
WA Grants Commission	GPG Grants Commission - General	Operating	(668,176)	(668,176)	Recurrent	(668,176)	(126,572)	19%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(382,494)	(382,494)	Recurrent	(382,494)	-	0%
WA Grants Commission	GPG Grants Commission - Bridges	Operating	-	-	-	-	-	0%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(24,793)	(24,793)	Recurrent	(24,793)	(20,512)	83%
Main Roads WA	Direct Grant	Operating	(83,201)	(83,201)	Recurrent	(83,201)	(83,201)	100%
			(4,995,570)	(4,995,570)		(4,995,570)	(1,241,788)	25%

15.11.19 GOVERNANCE**15.11.19.01 OFFICE AND DEPOT CLOSURE – CHRISTMAS/NEW YEAR PERIOD**

File No:	N/A
Date of Meeting:	21 November 2019
Location/Address:	Shire of Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	N/A
Author/s:	Danni Chard – Executive Governance officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

Council is asked to consider the closure of the administration office from 4.15pm Tuesday 24th December 2019 until 8:00am Thursday 2nd January 2020.

An early decision will inform the community well in advance of the office closure and allow residents to make arrangements to meet their commitments.

Description of Proposal:

N/A

Background:

Traditionally, the Administration Office has closed over the Christmas / New Year period, and there is no record of this closure causing any inconvenience to the community.

The closure of the office will allow staff to have an extended period of leave with the inclusion of the public holidays. Traditionally, the number of enquiries and transactions during this period has been low.

Works crew generally take leave during this period. However, skeleton staff are rostered on to ensure that gardens are watered, bins are emptied and any minor maintenance can be attended to. Senior staff will be on standby for emergencies.

The office closure dates are detailed below:

Tuesday	24 December 2019	Normal operating hours
Wednesday	25 December 2019	Closed - Public holiday (Christmas Day)
Thursday	26 December 2019	Closed - Public holiday (Boxing Day)
Friday	27 December 2019	Closed - Local Government Recreation Day
Saturday	28 December 2019	Closed
Sunday	29 December 2019	Closed
Monday	30 December 2019	Closed - Local Government Recreation Day
Tuesday	31 December 2019	Staff to take annual leave/leave without pay
Wednesday	1 January 2020	Closed - Public holiday (New Year’s Day)
Thursday	2 January 2020	Normal operating hours

Consultation:

Staff have been consulted in relation to the designated public holidays and Local Government Recreation Days.

Statutory Environment:

There is no statutory environment pertinent to this item.

Relevant Plans and Policy:

There are no Plans and/or policies relevant to this item.

Financial Implications:

There are no financial implications relevant to this item.

Risk Assessment:

There are no significant risks identified to this item.

Community & Strategic Objectives:

There is no reference to Strategic Community Plan relevant to this item.

Comment

The closure of the office will allow all staff to have an extended period of leave with the inclusion of the public holidays. Traditionally, the number of enquiries and transactions during this period has been low.

Senior Staff are to be rostered on to ensure coverage is provided so contact can be made by phone in the event of an emergency.

OFFICER RECOMMENDATION

That Council;

- 1. Endorse the Chief Executive Officer closing the Administration Office from 4:15pm Tuesday 24th December 2019 to reopen for business at 8:00am Thursday 2nd January 2020; and***
- 2. Advertise the closure and emergency contacts in the local paper, website and notice boards in the months leading up to Christmas.***
- 3. Request the Chief Executive Officer to ensure that Senior Staff are on standby in the event of an emergency.***

(Simple majority vote required)

15.11.19.02 ADOPTION OF ORDINARY COUNCIL MEETING DATES FOR 2020

File No:	N/A
Date of Meeting:	21 November 2019
Location/Address:	Shire of Brookton
Name of Applicant:	N/A
Name of Owner:	Shire of Brookton
Author/s:	Danni Chard – Executive Governance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

Council is requested to adopt the following dates on which Ordinary Council meetings are to be held in 2020.

16th January 2020 (Staff have returned 2 weeks ago from Holiday Season) – Possibility to move to 4th Thursday (23Jan20)?
20th February 2020
19th March 2020
16th April 2020 (During School Holidays)
21st May 2020
18th June 2020
16th July 2020 (During School Holidays)
20th August 2020
17th September 2020
15th October 2020
19th November 2020
10th December 2020 (Second Thursday of the month)

Description of Proposal:

N/A

Background:

Local Government regulations require that Council and committee meeting dates are advertised in advance. The Shire of Brookton has had a relatively fixed schedule of meetings in accordance with Council Policy 1.2.

Departures from policy have only occurred when there have been clashes with community events or public holidays.

Consultation:

No specific consultation was undertaken in relation to this report.

Statutory Environment:

The Local Government (Administration) Regulations 1996 state in r. 12 (1) that:

“At least once a year a local government is to give local public notice of the dates on which and the time and place at which –

(a) The ordinary council meetings;

(b) The committee meetings that are required under the Act to be open to members of

*the public or that are proposed to be open to members of the public,
are to be held in the next 12 months.*

Relevant Plans and Policy:

The recommendation is consistent with the Shire of Brookton Policy 1.2;

Policy 1.2 Meetings – Scheduled Dates

The Ordinary meeting of Council shall be held at 5.00 pm on the third Thursday of each month unless otherwise determined by Council.

Standing Committees and other meetings to be held at a time specified by Council.

Financial Implications:

There are no financial implication in relation to this matter.

Risk Assessment:

No risk identified in relation to this matter.

Community & Strategic Objectives:

Reference to Strategic Community Plan.

Comment

Council previously scheduled the December 2019 Ordinary meeting of Council to be held on the second Thursday of the month instead of the third Thursday as it being so close to Christmas. The advantages to continue this arrangement in December 2020 is that staff can upload and complete the meeting minutes in plenty of time.

In addition, any actions arising from the December Ordinary meeting can be actioned, or the relevant correspondence or advice can be sent to customers, in advance of the Christmas break. It also means that staff have time to deal with any emerging or arising issues in the week before the Christmas break. As Christmas Day falls on the following week, it does not leave time for the Council minutes and final follow ups to be completed in one day.

OFFICER RECOMMENDATION

That Council adopt and advertise the following Ordinary Council Meeting dates for 2019, being the third Thursday of each month, except January 2019 when no Council meeting will be held and December 2019 being held the second Thursday of the month:

***16th January 2020
20th February 2020
19th March 2020
16th April 2020
21st May 2020
18th June 2020
16th July 2020
20th August 2020
17th September 2020
15th October 2020***

19th November 2020

10th December 2020 (Second Thursday of the month)

(Simple majority vote required)

15.11.19.03 APPOINTMENT OF COUNCIL REPRESENTATIVES TO STATEWIDE REGIONAL AND SHIRE BASED ORGANISATIONS FOR THE 2019-2021 TERM (2 YEARS)

File No:	ADM 0684
Date of Meeting:	21 November 2019
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Previous Report:	Nil

Summary of Item:

To appoint elected members as delegates to various committee/advisory groups/organisations run or managed by external organisations, or organisations where the Shire has a social, economic or financial interest.

Description of Proposal:

As above.

Background:

Following the Local Government Elections on 19th October 2019 all previous Committee member and Council delegate positions have become vacant requiring nominations for the various position on the Committees:

- WALGA Central Country Zone - Wheatbelt
- WALGA AGM (Voting Delegate)
- MRWA Wheatbelt South Regional Road Group & Hotham-Dale Subgroup (RRG)
- Brookton District School Board
- Yenyenning Lakes Management Group
- Mid West - Wheatbelt Development Assessment Panel (DAP)

Consultation:

Nil.

Statutory Environment:

Representation on external organisations or groups in an official Shire capacity is specifically reference under section 5.98(1)(b) of the *Local Government Act, 1995*, with the exception of a Development Assessment Panel where the appointment is conducted under Regulation 25 and 26 of the Planning and Development (Development Assessment Panels) Regulations, 2011.

Further, it should be noted that a Councillor appointed as delegate to an external Committee, Advisory Group or other organisation in an official capacity is required to:

1. Adhere to the record keeping requirements as set out in the *State Records Act 2000*; and
2. Report to Council on a regular basis about the activities of the Committee/Advisory Group/other organization.

Relevant Plans and Policy:

There are not relevant plans or policies in relation to this item.

Financial Implications:

Council presently pays in accordance to section 5.98 (2A) of the *Local Government Act, 1995* and regulation 30 (3A) of the *Local Government (Administration) Regulations, 1996* to Council appointed representatives or delegates (and appointed proxy where required) the following;

- a. WALGA Central Country Zone meeting - \$100 per attendance.
- b. Regional Road Group meeting - \$100 per attendance.
- c. External (not Council controlled or established) Committees, Working Groups or similar meetings as long as they are minuted, which also confirms attendance - \$50 per attendance.

In addition, there may be minor financial implications in that travel costs may be incurred to attend various meetings held outside the Shire of Brookton.

Notwithstanding the above allowances for payment, Council may amend the allocated attendance payments providing the payments accord with the Salaries and Allowance Tribunal ruling under Part 6.3, outlined as follows (note applicable fees are highlighted in yellow):

6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING

(1) *The ranges of fees in Table 6 and Table 7 apply where a local government or regional local government decides to pay a council member a fee referred to in –*

- a. *section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or*
- b. *section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.*

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$305	\$392
2	\$184	\$288
3	\$96	\$203
4	\$45	\$118

Risk Assessment:

Importantly, Council does need to establish a level of representation on external groups and Committees (or Panel). Specifically, Council is legally compelled to nominate four Elected Members for the Mid-West Wheatbelt Development Assessment Panel, and in not doing so, would be in breach of the Planning legislation. As for the other external Groups and Committees the Council does not have to maintain representation, although is beneficial for all parties if the Shire is appropriately represented.

Therefore, on assessment the risk is determined as 'Low' as reflected in the Matrix Table below.

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

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

Community & Strategic Objectives:

This proposal generally aligns with the Corporate Compendium appended to the Shire of Brookton Corporate Business Plan 2018 – 2021. Specifically the nomination and appointment of Council representative on external groups and Committees accords with:

Business Function 1: Governance

Function 1.4 Convene Council meetings, prepare agendas, minutes

Comment

Councillors are advised that should they nominate to be a member of the Development Assessment Panel, be it a primary member or proxy, compulsory training in Perth is to be undertaken before participation on the Panel can occur.

OFFICER RECOMMENDATION

That Council, in accordance with Section 5.8 of the Local Government Act (1995), endorse participation in non-Council Committees and Groups, as listed in the table below, with the following elected members appointed:

	Name of Group/Organisation	Purpose	Representation	Member
1	WALGA Central Country Zone	To represent the Council's interests at meetings of the WALGA Central Country Zone where recommendations are formed for consideration by the WALGA Executive Committee	2 x Elected Members 1 x Elected Member (Proxy)	Cr Cr Cr (Proxy)
2	WALGA AGM (Voting)	To vote on behalf of Council on formal recommendations being presented the WALGA Annual General Meeting held in August each year	Shire President and Deputy Shire President by default	Cr Crute Cr Walker
3	MRWA Wheatbelt South Regional Road Group & Hotham-Dale Subgroup	To represent the Council's interests on Regional Road matters	1 x Elected Member 1 x Elected Member (Proxy)	Cr Cr (Proxy)
4	Brookton District School Board	To represent the Council's interests on educational matters	1 x Elected Member	Cr
5	Yenyenning Lakes Management Group	To represent the Council's interests on management of the Yenyenning Lakes	1 x Elected Member	Cr
6	Mid-West Wheatbelt Development Assessment Panel (DAP)	To vote on behalf of Council on Development Applications within the Brookton District where the value of the development is between \$2M - \$10M 'opt in' or over \$10M 'mandatory' – external training required	2 x Elected Members 2 x Proxy Members	Cr Cr Cr (Proxy) Cr (Proxy)

(ABSOLUTE MAJORITY VOTE REQUIRED)

15.11.19.04 APPOINTMENT OF MEMBERS TO COUNCIL COMMITTEES AND ADVISORY GROUPS FOR THE 2019-2021 COUNCIL TERM (2 YEARS)

File No:	ADM 0684
Date of Meeting:	21 November 2019
Location/Address:	14 White Street, Brookton WA 6306
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Previous Report:	Nil

Summary of Item:

This report relates to the establishment and appoint of Elected Members to a number of Committees and Advisory Groups of Council for the two year term up until the Local Government Ordinary Elections in October 2021.

Description of Proposal:

As above.

Background:

Following the Local Government Elections on 19th October 2019 all previous Committee positions and Council delegates to Advisory Groups have been vacated, resulting in these positions now needing to be filled. In light of this, a summary of the Committees and Advisory Groups is presented below for Councillor's information.

- Audit and Risk Committee

The Audit and Risk Committee is authorised to oversee and make recommendations or representations to Council in respect to the organisation's fiscal and risk management, together with its governance and compliance through internal and external auditing. This Committee's function is to also imbue a culture of continuous improvement across the operations of the organisation.

Many of the key duties of this Committee are detailed in both the Local Government (Audit) Regulations and the recently endorsed Terms of Reference by Council.

- Employment Committee

The role of the Employment Committee is to:

- Recruit and review the performance and salary of the Chief Executive Officer; and
- Assist the Chief Executive Office in the recruitment and selection of Senior Employees.

Council also has a policy that nominates the Shire President to contribute the annual performance review process for nominated Senior Employee positions.

- Community Housing Committee

The Housing Community previously managed the selection of suitable tenants and allocation of housing, although this function has defaulted to the Council over the past 12 months.

- Bush Fire Advisory Committee (BFAC)

The Bush Fire Advisory Committee advises Council on all matters relating to:

- the prevention, controlling and extinguishing of bush fires;
- prosecutions for breaches of the Bush Fires Act;
- the formation of Bush Fire Brigades;
- the co-ordination of the efforts and activities of the Bush Fire Brigades; and
- any other matter relating to bush fire control.

- Local Emergency Management Committee (LEMC)

The purpose of this Committee is to advise and assist the local government in ensuring that local emergency management arrangements are established for the Shire, and to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, as well as carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or as prescribed by legislation and regulations.

The Local Emergency Management Committee is established in accordance with Section 38 of the *Emergency Management Act 2005*, which obligates local government to establish this Committee. The operational requirements for the Local Emergency Management Committee are prescribed within this legislation.

- Various Working/Advisory Groups

The Council has a number of Working/Advisory Groups that perform specific functions under the community banner. Three of the Groups form part of the Innovations Pathway process under the Integrated Planning and Reporting (IPR) Framework while other formed Groups provide support to the broader community. The respective Groups are summarised below:

- **Next Generation BROOKTON Innovations Advisory Group (IAG)** –
Group is the first primary filter for receiving, analysing and vetting of ideas and suggested projects from the Brookton community. Assessment by the Advisory Group is performed against the BROOKTON 20 and the 'Live, Work and Visit' objectives of the Brookton Community Strategic Community Plan (SCP). This Group is also chartered to further investigate ideas, set direction for each idea to evolve as a qualified project, and perform referral of qualified projects to other Next Generation BROOKTON Advisory Groups, or directly to Council.

The Terms of Reference for this Advisory Group is subject to review by Council.

- **Next Generation BROOKTON Community Enterprise Advisory Group (CEAG)** –
This Group operates under the auspice of Council to co-ordinate and oversee community projects listed in the Shire of Brookton Corporate Business Plan, or arising from 'Innovations Pathway' and the BROOKTON Book of Initiatives. Such projects may include (but are not limited

to) civic projects and initiatives that involve direct participation from key community representatives.

The Terms of Reference for this Advisory Group is subject to review by Council.

○ **Next Generation BROOKTON Business & Economic Advisory Reference Group (BEAR) –**

The purpose of this Group is to co-ordinate and oversee major projects of a commercial or economic nature for the betterment of the BROOKTON economy and community. Such projects are listed in the Shire of Brookton Corporate Business Plan, and may also be identified through the 'Innovations Pathway' and the BROOKTON Book of Initiatives.

The Terms of Reference for this Advisory Group is subject to review by Council.

○ **Brookton Recreation Advisory Group (BRAG) –**

The charter of this Group to ensure the WB Eva Pavilion and Brookton Oval is well maintained and accessible for all users, well utilised by a broad range of community and private users, and managed for the community to a large degree by the community. Accordingly, this Advisory Group acts as a self-sufficient unit, with some facilitative assistance from the Shire on an as needs basis. The Advisory Group will also act as the facilitator for any correspondence or collaboration between the various User Groups.

○ **Natural Resource Management Working Group (NRM) –**

This Group was initially formed under the banner of Regenerative Farming, but amended by Council to Natural Resource Management as a broader scope of function to investigate and make recommendations as well as co-ordinate and oversee environmental community projects, as endorsed by Council. Such projects may include (but are not limited to) civic projects and initiatives that involve direct participation from key stakeholders and community representatives.

○ **Brookton Business Advisory Group (BBAG)**

This Advisory Group was to operate for a period of 12 months. The intent of the BBAG is to support the collaboration between local businesses and promote economic opportunities, with the primary objectives being:

- Represent the interests of the local business community;
- Drive economic vibrancy, activity and engagement across the local community;
- Establish collaboration with the Shire and other stakeholders;
- Pursue the formation of a local Chamber of Industry and Commerce with the assistance from the Shire; and
- Identify, investigate and support implementation of strategies, tactics and initiatives in consideration of digital transformation and a new age of doing business.

Council facilitation of this Group is to conclude in early 2020.

In consideration of the above Council needs to progress the appointment of representatives on each Committee and Advisory Group, as part of resetting its support framework.

Consultation:

Nil.

Statutory Environment:

Committees

In accordance with Section 5.8 of the *Local Government Act 1995*, Council may establish a Committee of 3 or more persons for the purposes of assisting in the exercise of its powers and discharge of its duties.

The Council can also empower each Committee with a level of delegated authority to determine matters on its behalf. This is performed in accordance with Section 5.16 of the *Local Government Act, 1995*.

To this end, a Committee (other than the LEMC and BFAC), whilst established under Section 5.8, must also function in accordance with other relevant provisions and regulations in the:

- *Local Government Act 2005*;
- Local Government (Administration) Regulations 1996;
- Local Government (Rules of Conduct) Regulations 2007;
- Shire of Brookton Policy 1.17 - Standing Orders and Meeting Protocol Local Government (Council Meetings)
- Shire of Brookton Code of Conduct 2018

In regard to the LEMC and the BFAC, these Committees are advisory and operate under separate legislation, being *Emergency Management Act, 2005* and *Bushfires Act, 1957* respectively.

Advisory (Working) Groups

All Advisory Groups addressed in this report have been formed by and accordingly operate under the auspice of Council, usually with a defined Terms of Reference that is prepared and endorsed by Council. These groups do not have authority to make decisions, rather their primary function is to offer advice and form recommendations on matters to be presented to Council for consideration, and where necessary determination – see Policy Section below and also:

Attachment 15.11.19.04A – Innovations Advisory Group Terms of Reference;

Attachment 15.11.19.04B – Community Enterprise Advisory Group Terms of Reference; and

Attachment 15.11.19.04C – Business & Economic Advisory Group Terms of Reference.

Relevant Plans and Policy:

The following Policies apply to the establishment and operation of Council Committees:

- Policy 1.13 Council Committees – Terms of Reference
- Policy 1.12 CEO Performance and Salary Review
- Shire of Brookton Policy 1.17 - Standing Orders and Meeting Protocol Local Government (Council Meetings)

Financial Implications:

The following sitting fees apply to Committee meetings, listed as follows:

- | | |
|----------------------------|----------|
| • Councillor Meeting Fees | \$200.00 |
| • Committee Meeting Fees | \$100.00 |
| • President's Meeting Fees | \$400.00 |

Representation on internal Advisory Groups attracts a further payment of \$100 per meeting, while attendance at external Committees and Meetings in an official capacity is remunerated at \$50 per meeting.

Travel using own transport is only paid to the Shire boundary unless otherwise assessed by the CEO. This is calculated at 0.76 cents per km.

These costs are accommodated in the 2019/20 municipal budget.

Risk Assessment:

In not appointing members to the Audit and Risk Committee, LEMC and BFAC the Council would be in breach of the respective legislation. On assessment the risk is determined as 'Low' as reflected in the Matrix Table below.

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

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

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 appointment of representatives to Committees and Advisory Groups aligns to:

Business Function 1 – Governance

Action 1.4 - Convene Council meetings, prepare agendas, minutes

Comment:

The use of Committees to undertake Council functions and provide advice to Council is an important means of progressing projects and addressing issues without the need for full Council representation.

Council representation on Advisory Groups is also an important link for the awareness of the Council on issues that may impact the community or for that matter Council business. As such it is essential that all Council members contribute through participation on some of these groups.

Furthermore, it needs to be appreciated that Council may at any time exercise its authority under the legislation to:

- change the composition of an existing Committee or Advisory Group (including increase in members);
- create a new Committee or Advisory Group with a defined purpose; or
- delete an existing Committee or Advisory Group if there is no further a purpose or need.

Also, Council endorsement of the Terms of Reference for the Innovation Pathway Advisory Groups is sought due to some subtle changes highlighted in red text - see **Attachments 15.11.19.04 A, B, and C** to this report.

OFFICER RECOMMENDATION***That Council:***

1. ***In accordance with Section 5.8 of the Local Government Act (1995), endorse the following Committees and Advisory Groups of Council, as listed in the table below, with Elected Members appointed being:***

	<i>Council Committee</i>	<i>Purpose</i>	<i>Representation</i>	<i>Elected Member</i>
<i>a)</i>	<i>Audit (Finance) Committee (Advisory)</i>	<i>Oversee Council's financial position, risk management and governance functions</i>	<i>Minimum of 3 Elected Members and 2 External Representatives*, one being a CPA.</i>	<i>Cr Cr Cr * * Council to nominate/appoint External Reps.</i>
<i>b)</i>	<i>Employment Committee (Delegated authority pursuant to Section 5.16 of the Local Government Act, 1995)</i>	<i>Recruit and review the performance and salary of the Chief Executive Officer; and assist the Chief Executive Office in the selection and review the performance of designated Senior Employees.</i>	<i>4 x Elected Members</i>	<i>Cr Cr Cr Cr</i>
<i>c)</i>	<i>Bushfire Advisory Committee (Advisory)</i>	<i>The prevention, controlling and extinguishing of bush fires; prosecutions for breaches of the Bush Fires Act; the formation of Bush Fire Brigades; the co-</i>	<i>1 x Elected Member 1 x Elected Member Proxy CBFCO (Chair)</i>	<i>Cr Cr (Proxy) Committee to nominate Brigade</i>

		<i>ordination of the efforts and activities of the Bush Fire Brigades; and any other matter relating to bush fire control.</i>	<i>Brigade Captains</i>	<i>Captains</i>
d)	Local Emergency Management Committee (Advisory)	Acts in accordance with the Emergency Management Act 2005 to manage the community's bush fire prevention and emergency response.	1 x Elected Member 1 x Elected Member Proxy Agencies: Police, St Johns, CBFCO, VFES Captain, Dept of Communities, Road Wise, Baptistcare, Brookton DHS	Cr Cr (Proxy) Organisations to nominate own Reps.
	Council Advisory Group	Purpose	Representation	Elected Member
e)	Innovations Advisory Group (Advisory)	To receive, analyse and vet of ideas and suggested projects against BROOKTON 20 and 'Live, Work and Visit' objectives of the Brookton Community Strategic Community Plan (SCP)	3 x Elected Members 4 x Community Reps. (1 x Aboriginal)	Cr Hartl (Chair) Cr Macnab Cr Watts Rosalie Pech Eva Brad Slater (Seabrook) Call for Nominations
f)	Community Enterprise Advisory Group (Advisory)	To co-ordinate and oversee community projects listed in the Shire of Brookton Corporate Business Plan, or arising from 'Innovations Pathway' and the BROOKTON Book of Initiatives.	2 x Elected Members Seniors Rep. Youth Rep. Sport/Rec Rep. Arts Culture Rep. Other Rep.	Cr Fancote (Chair) Cr Lilly Jo Walters Charlene Hayden
g)	Business and Economic Advisory Reference Group	To provide advice and recommendations, as well as co-ordinate and oversee major projects of a commercial or economic nature for the betterment of the BROOKTON economy and community.	2 x Elected Members CBH Rep. Balco Rep. BaptistCare Rep. DHS Rep. UWA Rep. Seabrook Rep. Broad-acre Farming Rep.	Cr Crute (Chair) Cr Walker Business to nominate own Reps.

h)	Brookton Recreation Advisory Group	To ensure the WB Eva Pavilion and Brookton Oval is well maintained and accessible for all users, well utilised by a broad range of community and private users, and managed for the community to a large degree by the community	2 x Elected Members Brookton Family Playgroup Rep. Brookton Auskick Centre (Junior Football) Reop. Brookton Cricket Club Rep. Brookton Ladies Netball Club Rep. Brookton Pingelly Football Club Rep. Brookton Tennis Club Rep. Brookton Women's Hockey Club Rep. Seabrook Cricket Club Rep. Gym User Rep. Community Rep.	Cr Crute (Chair) Cr
i)	Brookton Natural Resource Management Group	To investigate and make recommendations as well as co-ordinate and oversee environmental community projects, as endorsed by Council.	2 x Elected Members UWA Rep. DPIRD Rep. Brookton DHS Rep. Seabrook Rep. Community Rep.	Cr (Chair) Cr

2. Endorse the Terms of Reference for the following Advisory Groups (with amendment) as appended to this report:

- **Brookton Innovations Advisory Group (Attachment 15.11.19.04A);**
- **Brookton Community Enterprise Advisory Group (Attachment 15.11.19.04Bb); and**
- **Brookton Business and Economic Advisory Reference Group (Attachment 15.11.19.04C)**

(Absolute majority vote required)

Attachments

- 15.11.19.04A - Innovations Advisory Group, Terms of Reference;
15.11.19.04B - Community Enterprise Advisory Group, Terms of Reference; and
15.11.19.04C - Business and Economic Advisory Group, Terms of Reference



Next Generation BROOKTON Innovations Advisory Group

Terms of Reference

Purpose

The Next Generation BROOKTON Innovations Advisory Group is the first primary filter for receiving, analysing and vetting of ideas and suggested projects from the Brookton community. Assessment by the Advisory Group is performed against the BROOKTON 20 and the 'Live, Work and Visit' objectives of the Brookton Community Strategic Community Plan (SCP).

This Group is also chartered to further investigate ideas, set direction for each idea to evolve as a qualified project, and perform referral of qualified projects to other Next Generation BROOKTON Advisory Groups, or directly to Council.

Representation

Membership of Next Generation BROOKTON Innovations Advisory Group is to consist of representation from the Local Government and various community members, as selected by Council.

The members and Chair are nominated by the Shire President for endorsement by Council.

The make-up is to include:

- Councillor (Chair)
- Councillor
- Councillor
- Community Representative (Aboriginal)
- Community Representative
- Community Representative
- Community Representative
- ~~Deputy Chief Executive Officer~~ Chief Executive Officer (or delegate)
- ~~Senior Governance Officer~~ Community Liaison Officer
- ~~Special Projects and IPR Officer~~ Projects and grants Officer (*ex officio*)

The Chair may co-opt other members at his/her discretion as deemed appropriate.

The appointment of all positions is for period of typically 2 years to align with the Ordinary Local Government Election cycle.

Meetings

The Innovations Advisory Group meetings shall be conducted in an open manner, and consist of:

- Convening meetings with the venue, day and time set by the Chair to achieve the highest possible attendance.
- The meeting arrangements to be the responsibility of the *ex-officio*.
- Recording of notes to be presented to Council at its next available Corporate Business Forum (CBF).
- The conduct of the meeting to be performed generally in accordance with Shire meeting procedures detailed in Council *Policy 1.17 – Standing Orders and Meeting Protocol for Local Government*.
- Elected Members being eligible for payment of a sitting fee, as set by Council.

Terms of Reference

The Innovations Advisory Group:

- a) Is to first and foremost act in the best interest of the BROOKTON community.
- b) Does not constitute a Committee of Council pursuant to section 5.8 of the *Local Government Act, 1995*.
- c) Shall act in an advisory capacity so as to facilitate communication and exchange of information between members in relation to assessment and qualification of projects and initiatives (community or economic) for referral hereby assist in the delivery of project outcomes.
- d) Is not authorised to make decisions in relation to projects or initiatives that commit the Shire of Brookton and/or other Key Stakeholders financially or otherwise.
- e) Is to assess ideas and suggested projects against the BROOKTON 20 and the 'Live, Work and Visit' objectives as detailed in the Next Generation BROOKTON Strategic Community Plan, and determine the appropriate status, direction and placement of each in consideration of the '*Innovations Pathway*';
- f) Is to offer sound advice and direction to proponents and other Advisory Groups;
- g) Is to declare all financial and/or proximity interests within the defined project areas;
- h) Is to maintain a standard of professionalism and confidentiality applicable to any material or documentation of a sensitive nature either marked or declared confidential by the Chair of this Advisory Group.
- i) May through the Chair co-opt other Shire staff, elected members, government agency employees or other stakeholders. Such action is to involve consultation with the Chief Executive Officer.



Next Generation BROOKTON Community Enterprise Advisory Group

Terms of Reference

Purpose

The Next Generation BROOKTON Community Enterprise Advisory Group has been formed to operate under the auspice of the Shire Council to co-ordinate and oversee community projects listed in the Shire of Brookton Corporate Business Plan, or arising from 'Innovations Pathway' and the BROOKTON Book of Initiatives. Such projects may include (but are not limited to) civic projects and initiatives that involve direct participation from key community representatives.

This Advisory Group is to consist of ~~8~~ 10 members plus an *ex-officio*, with ability to co-opt others at the discretion of the Chairperson.

Representation

Membership of Next Generation BROOKTON Community Enterprise Advisory Group is to consist of representation from the Local Government and various other community stakeholders, as listed below.

The members and Chair are nominated by the Shire President for endorsement by Council.

- Councillor (Chair)
- Councillor
- Community Representative (Seniors)
- Community Representative (Youth)
- ~~➤ Community Representative (Sport and Recreation)~~
- Community Representative (Active Sport)
- Community Representative (Passive Recreation)
- Community Representative (Arts and Culture)
- Community Representative (Other)
- ~~Deputy Chief Executive Officer~~ Chief Executive Officer (or delegate)
- Community Liaison Officer
- ~~Special Projects and IPR Officer~~ Projects and grants Officer (*ex officio*)

The Chair may co-opt other members at his/her discretion as deemed appropriate.

The appointment of all positions is for period of (typically) 2 years aligned to the ordinary Local Government election cycle.

Meetings

The Community Enterprise Advisory Group meetings shall be conducted in an open and transparent manner, and consist of:

- The convening of 'open' meetings with the venue, day and time determined by the Chair to achieve the highest possible attendance.
- The meeting arrangements to be the responsibility of the *ex-officio*.
- The recording of notes to be presented to Council at its next available Corporate Briefing Forum (CBF).
- The conduct of the meeting to be performed generally in accordance with Shire meeting procedures detailed in *Council Policy 1.17 – Standing Orders and Meeting Protocol for Local Government*.
- Elected Members being eligible for payment of a sitting fee, as set by Council and amended from time to time.

Terms of Reference

The Community Enterprise Advisory Group:

- a) Is to first and foremost act in the best interest of the BROOKTON community.
- b) Does not constitute a Committee of Council pursuant to section 5.8 of the *Local Government Act 1995*.
- c) Shall act in an advisory capacity so as to facilitate communication and exchange information between members in relation to assessment and facilitation of community projects and initiatives, and thereby assist in the delivery of project outcomes.
- d) Is not authorised to make decisions in relation to projects or initiatives that may commit the Shire Council and/or other community groups or organisations financially or otherwise.
- e) Is to offer guidance and advice, and ensure direction and progress of works holistically aligns to the BROOKTON 20 and the 'Live, Work and Visit' objectives as detailed in the Next Generation BROOKTON Strategic Community Plan.
- f) Is to consider projects or initiatives assessed and qualified by the Next Generation BROOKTON Innovations Advisory Group, unless otherwise determined by Council.
- g) Is to give consideration to and provide input, assistance and form recommendations towards specific project initiatives for consideration by Council.
- h) Is to offer direction on the formation of specific Project Management Working Groups (usually applies to Major Projects).
- i) Is to declare all financial and/or proximity interests within the scope of this Terms of Reference;
- j) Is to maintain a standard of professionalism and confidentiality applicable to any material or documentation of a sensitive nature either marked or declared confidential by the Chair of this Advisory Group, or any specifically formed project coordination working group as recommended by this Group and endorsed by Council.
- k) May through the Chair co-opt other Shire staff, elected members, government agency employees or other stakeholders. Such action is to involve consultation with the Chief Executive Officer.



Next Generation BROOKTON ~~Strategic Business Advisory Group~~ Business & Economic Advisory Reference Group Terms of Reference

Purpose

The Next Generation BROOKTON Strategic Business Advisory Group has been formed to operate under the auspice of the Shire Council to provide advice and recommendations, as well as co-ordinate and oversee major projects of a commercial or economic nature for the betterment of the BROOKTON economy and community.

Such projects are listed in the Shire of Brookton Corporate Business Plan, or may arise through the 'Innovations Pathway' and the BROOKTON Book of Initiatives.

Principally, this Advisory Group is to encompass a number of strategic key partners, and consist of no more than ~~10~~ 12 regular members plus an *ex officio*, with ability to co-opt others at the discretion of the Chairperson.

Representation

Membership of Next Generation BROOKTON Strategic Business Advisory Group is to consist of representation from the Local Government and various other stakeholders.

The members and Chair are nominated by the Shire President for endorsement by Council.

The make-up is to include:

- Councillor (Chair)
- Councillor
- Local Business Representative
- CBH Representative
- Balco Representative
- BaptistCare Representative
- DHS Representative
- UWA Representative
- Seabrook Representative
- Broad-acre Farming Representative
- ~~Deputy Chief Executive Officer~~ Chief Executive Officer (or delegate)
- ~~Special Projects and IPR Officer~~ Projects and grants Officer (*ex officio*)

The Chair may co-opt other members at his/her discretion as deemed appropriate.

The appointment of all positions is for period of typically 2 years to align with the Ordinary Local Government Election cycle.

Meetings

The Strategic Business Advisory Group meetings shall be conducted in an open and transparent manner, and consist of:

- The convening of 'open' meetings with the venue, day and time set by the Chair to achieve the highest possible attendance.
- The recording of notes to be presented to Council at its next available Corporate Business Forum (CBF).
- The meeting arrangements is to be the responsibility of the *ex-officio*.
- The conduct of the meeting to performed generally in accordance with Shire meeting procedures detailed in Council Policy 1.17 – Standing Orders and Meeting Protocol for Local Government.
- Elected Members being eligible for payment of a sitting fee, as set by Council.
- The Chairperson 'closing' the meeting for matters deemed 'commercially sensitive'.

Terms of Reference

The Strategic Business Advisory Group:

- a) Is to first and foremost act in the best interest of the BROOKTON community.
- b) Does not constitute a Committee of Council pursuant to section 5.8 of the *Local Government Act 1995*.
- c) Shall act in an advisory capacity so as to facilitate communication and exchange information between members in relation to assessment and facilitation of projects and other business or economic initiatives, and thereby assist in the delivery of project outcomes.
- d) Is not authorised to make decisions in relation to projects or initiatives that may commit the Shire Council and/or other Key Stakeholders or Partners financially or otherwise.
- e) Is to offer guidance and advice on projects and ensure direction and progress of works aligns to the BROOKTON 20 and the 'Live, Work and Visit' objectives, as detailed in the Next Generation BROOKTON Strategic Community Plan.
- f) Is to consider projects or initiatives initially assessed by the Next Generation Brookton Innovations Advisory Group, unless otherwise determined by Council.
- g) Is to provide input, assistance and form recommendations towards specific project initiatives for consideration by Council.
- h) Is to offer direction to specifically formed 'Project Management Teams' in formulating recommendations to Council.
- i) Is to declare all financial and/or proximity interests within the defined project areas.
- j) Is to maintain a standard of professionalism and confidentiality applicable to any material or documentation of a sensitive nature either marked or declared confidential by the Chair of this Advisory Group or any specifically formed project coordination working group as recommended by this Group and endorsed by Council.
- k) May through the Chair co-opt other Shire staff, elected members, government agency employees or other stakeholders. Such action is to involve consultation with the Chief Executive Officer.

16.11.19 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**16.11.19.01 ACKNOWLEDGEMENT OF COUNTRY – CR B WATTS**

File No:	ADM 0144
Date of Meeting:	21 November 2019
Location/Address:	N/A
Name of Applicant:	N/A
Elected Member	Cr Barry Watts
Reporting Officer	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The Officer has no interest in this matter
Voting Requirements:	Simple Majority

Background:

This report relates to an Elected Member motion to introduce the *‘Acknowledgement of Country’* protocol at the opening of Council meetings.

As a practice *‘Welcome to Country’* is a ritual often performed by traditional elders to highlight the cultural significance of the surrounding area to a particular Aboriginal clan or language group, and to show respect for the traditional custodians.

An *‘Acknowledgement of Country’* is slightly different where a chairperson begins the meeting by acknowledging that the meeting is taking place in the country of the traditional owners.

Statutory Environment:

The protocols of *‘Welcome to Country’* and *‘Acknowledgement of Country’* is not a legislative requirement imposed on Local Government.

Relevant Plans and Policy:

The Council presently does not have a specific policy in relation to *‘Welcome to Country’* or *‘Acknowledgement of Country’*.

However, in supporting this matter the Council will effectively be setting a policy position that should be reflected in the Council’s Policy Manual.

Financial Implications:

There is no apparent financial implication in relation to this matter.

Risk Assessment:

There is no statutory or financial risk associated with the proposed Elected Member Motion, although there could be a level of reputational risk in relation to cultural sensitivity on this matter, which is assessed as ‘Low’ to ‘Medium’.

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

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

Community & Strategic Objectives:

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

Specifically, the Elected Member's motion aligns to:

Business Function 1 – Governance

Action 1.4 - Convene Council meetings, prepare agendas, minutes

Action 1.5 – Implement Council motions

Elected Members Comment:

Motion of Notice

I would like to move a motion:

That Council both approves and adopts at the Beginning of each Council Meeting with an 'Acknowledgement of Country' which reads as follows –

Kaya Wandju – Hello and Welcome

"I would like to acknowledge that we are meeting on the traditional Noongar Boodja of the Willman Aboriginal people and pay respect to Elders past, present and emerging.

We recognise and respect their cultural heritage, beliefs and relationship with the land, which continue to be important to the Noongar Aboriginal people living today."

It is with great pleasure that I have this opportunity today to speak on the motion before Council.

I want to speak as a direct descendant of both Susannah Maidwell, pronounced Maydwell, and William Lewington who were passengers on the first Settler Ship the Calista and the Second Settler/Cargo Ship the Lotus respectively who both married and settled in the virgin Swan River Colony of 1829. There children, grandchildren and great grandchildren went on and colonized this great state of ours.

Today, we look back on those persons and the other first settlers with great pride and refer to them as 'our first settlers'.

I pause. Our First Settlers.

This is not true, as we all know today, these colonists were not the first settlers. The true first settlers were the Noongar Peoples which formed various Moort (families), who more than 40,000 years ago moved out and across this Boodja (country).

In the Shire of Brookton, these were the peoples called the Willman. This land 'Willman Noongar Boodja'.

As I speak with pride and tell the stories of my people's history which is acknowledged in the Battye Library, I believe we as a Shire Council should also take pride in acknowledging the traditional custodians of this country on which the Shire of Brookton is responsible as today's custodian and there by genuinely 'acknowledge that we as a Council are meeting on the traditional Noongar Boodja of the Willman Aboriginal people and pay respect to Elders past, present and emerging.

We recognise and respect their cultural heritage, beliefs and relationship with the land, which continue to be important to the Noongar Aboriginal people living today'.

The more genuine we are in each step we take in acknowledging our true history, the more genuine we are about reconciliation and truth. Taking this step is another step in the process of truth and reconciliation with First Nation's peoples.

Finally, for anyone who questions this motion, may I say, it is highly uncommon in this day and age to attend most civil events where an introductory acknowledgment of the traditional custodians of Country is omitted. I commend this motion to Council.

Officer Comment

There is no additional comment in relation to this matter.

Elected Member's Motion

That Council both approves and adopts at the Beginning of each Council Meeting with an 'Acknowledgement of Country' which reads as follows –

Kaya Wandju – Hello and Welcome

"I would like to acknowledge that we are meeting on the traditional Noongar Boodja of the Wiilman Aboriginal people and pay respect to Elders past, present and emerging.

We recognise and respect their cultural heritage, beliefs and relationship with the land, which continue to be important to the Noongar Aboriginal people living today."

(Simple majority vote required)

16.11.19.02 BROOKTON RAILWAY STATION ENGINEERING ASSESSMENT REPORTS – CR B WATTS

File No:	ADM 0144
Date of Meeting:	21 November 2019
Location/Address:	N/A
Name of Applicant:	N/A
Elected Member	Cr Barry Watts
Reporting Officer	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The Officer has no interest in this matter
Voting Requirements:	Simple Majority

Background:

This report relates to an Elected Member motion for current and future reports prepared by RC Consulting Engineers to be release as public documents in the interest of transparency and accountability of Local Government.

Statutory Environment:

Presently, there is no privacy legislation for Western Australia, meaning the only legislation applicable to this matter is the Commonwealth *Privacy Act, 1988*. This legislation regulates the handling of mainly private information by an organisation under thirteen privacy principles that set out the standards, rights and obligations for the handling, holding, use, accessing and correction of the personal information. Although these principles are not legally binding on incorporated organisation they do provide a framework for managing information which any group could use.

With this acknowledged the Elected Member Motion relates to professional information paid for by the Shire. Therefore, the Council may release this and future information on the structural assessment and integrity of the Railway Station building.

Relevant Plans and Policy:

There is no relevant plan or policy that applies to the proposed Elected Member Motion.

Financial Implications:

There is no apparent financial implication in relation to the release of the Engineers Reports for public information.

Risk Assessment:

There is no particular statutory, financial or reputational risk associated with the proposed Elected Member Motion, which is therefore assessed as ‘Low’.

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

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

Community & Strategic Objectives:

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 Elected Member's motion aligns to:

Business Function 19 – Risk Management

Action 19.3 – Implement Risk Mitigation Measures

Elected Members Comment:

Motion of Notice

Madam Shire President, I would like to move a motion for inclusion at the next council meeting and this is the motion.

That council makes the Inspection report of the Brookton Railway Station a Public Document for public consultation.

Rationale

That Ratepayers who have paid for the Report be able to read the contents and recommendations of the report to make an input about the buildings future potential or otherwise.

Officer Comment:

The release of this information (as requested) can only enhance the public's understanding that the closure of the building is premised on:

- The Engineer's recommendation to do so;
- Public safety due to concern regarding the structural integrity of the building; and
- The Shire's duty of care in relation to this matter.

Councillors are informed that a second more detailed engineering assessment is scheduled to be presented to Council in December 2019.

As to releasing the engineering documentation for public 'consultation', it is suggested:

- a) These reports be offered as public 'information' available electronically on the Shire website or

via email, or hard copy across the counter.

- b) Consultation with the community should be holistic incorporating pertinent information on land tenure, construction costs, value for money, functionality, and possible design/construction options acknowledging this building is not owned or leased by the Shire.

ELECTED MEMBER MOTION

That council makes the Inspection report of the Brookton Railway Station a Public Document for public consultation.

(Simple majority vote required)

16.11.19.03 BROOKTON RAILWAY STATION REMOVAL FROM THE SHIRE ASSET REGISTER – CR B WATTS

File No:	ADM 0144
Date of Meeting:	21 November 2019
Location/Address:	N/A
Name of Applicant:	N/A
Elected Member	Cr Barry Watts
Reporting Officer	Ian D'Arcy – Chief Executive Officer
Declaration of Interest:	The Officer has no interest in this matter
Voting Requirements:	See Statutory Section of this Report

Background:

This report relates to an Elected Member motion for Council to rescind its current decision to remove the Brookton Railway Station from its Asset Register, as reflected in the motion below passed by Council at its October 2019 Ordinary Meeting:

OCM 10.19-09**COUNCIL RESOLUTION**

MOVED Cr Hartl SECONDED Cr Eyre

That Council:

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

CARRIED BY SIMPLE MAJORITY VOTE 5-0

Statutory Environment:Removal for the Asset Register

The action of removing the Railway Station building from the Shire Asset Register has been performed at the direction of the Auditor General's Office (AGO) in accordance with Regulation 17A(5) of the Local Government (Financial Management) Regulations, 1996 and the Australia Accounting Standards.

The Regulations require with effect from 2018-19 financial year that assets with a value below \$5,000 at the time of acquisition are to be excluded from the assets reported in the Shire's annual financial report, which is taken from the Shire's Asset Register.

The Accounting Standards prescribes AASB 116 as the accounting treatment for property, plant and equipment and AASB 1051 for Land under Roads. AASB 136 deals with impairment of assets while AASB 5 covers non-current assets held for sale (e.g. land). AASB 140 deals with investment property.

The principal issue for property plant and equipment is the recognition of assets, the determination of their carrying amounts, the depreciation charges and impairment losses to be recognized in relation to them.

Therefore, in consideration of the Australian Accounting Standards and the Railway Station Building the Auditor General's Office, Audit Manager reported in his email dated 8th October 2019 that:

"Regarding the railway station, there are two options:

1. *Impairing railway station to \$0 @ 30 June 2019. <-- strongly preferred*

The main rationale for this is that the railway station should not have been on your asset register at market value at this date anyway (on account of the building not being owned by the Shire).

2. *No adjustments made @ 30 June 2019, impairing the railway station in the 19/20 FY.*

The error isn't material, so you have the option of not making any adjustments and impairing it in 19/20. What would happen then is we'd put the value of the station on our listing of unadjusted audit errors (in your management representation letter Council will sign-off on). The value of the station is also very close to our materiality threshold, so if there are any further errors added on, it may push us over the threshold meaning you might have to eventually end up adjusting anyway.

As per the above, if there are improvements included in the valuation of the railway station which aren't related to the platform/station building, if you can provide me with documentation identifying what they are and what their value is, we can take the value of the improvements from the unadjusted audit error, bringing the error down a bit."

Further explanation on the Australian Accounting Standards applicable to this matter can be provided by the Deputy Chief Executive Officer at the Council meeting.

Process to Rescind a Motion

The process to rescind a Council motion is enacted under Section 5.25(1)(e) of the *Local Government Act, 1995*, and Regulation 10 of the Local Government (Administration) Regulations, 1996 which requires an absolute majority vote of Council.

In this regard the Council must:

1. Move to accept a rescission or change of motion with the support of at least 1/3 of the Councillors, inclusive of the mover (Reg.10(1)(b)), then
2. Move to rescind or change the motion by an absolute majority of Council (Reg.10(2)(b); and finally,
3. Move a new Elected Member motion.

Relevant Plans and Policy:

There is no relevant plan or policy that applies to the proposed Elected Member Motion.

Financial Implications:

There is no apparent direct financial implication in relation to the Elected Member motion.

Risk Assessment:

It is assessed that there is a 'High' risk associated with the proposed Elected Member Motion, as explained in the Statutory and Comment sections of this report.

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

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

Community & Strategic Objectives:

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

Specifically, the Elected Member's motion aligns to:

Business Function 19 – Risk Management

Action 19.3 – Implement Risk Mitigation Measures

Elected Members Comment:

Motion of Notice:

Madam Shire President, I would like to move a motion for inclusion at the next council meeting and this is the motion.

That council rescinds the motion dated 17th of October 2019 in regards to the delisting of the 'Brookton Railway Station Asset' and this item be brought back to the New Council for future consideration by the Council once the final comprehensive investigative building inspection report has been received and options reviewed by Council for public consultation.

Rationale:

The reason for this motion is that the community feels outraged that the 'Railway Station Building' is a significant piece of the Town of Brookton, which has been delisted by the Shire of Brookton Council without receiving the final investigative building inspection report; and there has been no consultation with the community as to whether the community wants to see this building delisted and the reasons why.

In my consultation with many members of the Community and members of the business sector, it has

been made perfectly clear to me, that they would like to see the railway station building preserved for its heritage and cultural value and used by community groups.

Officer Comment:

It is important this matter not become confused with;

- The structural integrity of the Railway Station building which is presently being assessed a qualified engineer;
- The buildings sentimental value to the community given its history; and
- The architectural prominence of the Railway Station building to the Robinson Road streetscape.

These matters are separate to the building being removed from the Shire's Asset Register, which is fundamentally an accounting practice premised on:

1. The Shire not being the owner of the building and only having a 'Licence to Occupy' a portion of the Railway Reserve (including the Station building and platform) from the Public Transport Authority; and
2. The value of the building in its current condition and circumstance, has no commercial value to the Shire, thus rendering its value as \$0. Where items of the Asset Register are required to exceed a minimum value of \$5,000 as per the Local Government Regulations.

Therefore, the Council in rescinding its current motion passed at the October 2019 meeting may result in a reportable breach against the Australia Accounting Standards and Regulation 17A(5) of the *Local Government (Accounting) Regulations, 1996*. This breach if so, would likely be deemed 'Significant' by the AGO, where it is expected this matter would be:

- Reported to parliament as part of the annual statutory reporting by the OAG for all Local Governments;
- Reflect poorly on the Shire financial performance for this financial year; and
- Result in Council having to give public notice of the breach and affect a remedy to the accounting error in the 2020-21 financial year.

ELECTED MEMBER MOTION 1

That Council accept to rescind the motion OCM 10.19-09 passed on the 17th of October 2019 in regards to the delisting of the 'Brookton Railway Station Asset';

(1/3 of the Councillors, inclusive of the mover required)

ELECTED MEMBER MOTION 2

That Council rescind motion OCM 10.19-09 from Ordinary Meeting of Council 17th of October 2019 (Item 14.10.19.03) which reads.....

"That Council:

1. ***Revises and impairs the current asset value (Fair Value) of the Railway Station building from \$289,000.00 to \$0 (zero) as at 30 June 2019; and***

2. *Removes the asset known as the Brookton Railway Station building from the Shire's asset register recognising that the building is not owned by the Shire and does not have any current capacity to generate any cash flow."*

(Absolute majority vote required)

ELECTED MEMBER MOTION 3

That Council re-instate the Railway Station building on its Asset Register and that this item be brought back for future consideration by the Council once the final comprehensive investigative building inspection report has been received and options reviewed by Council for public consultation.

(Simple majority vote required)

17.11.19	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
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That Council close the meeting to the public in accordance with:

- *Section 5.23 (3) Item 18.11.19.01 relates to (h) as such as matters prescribe being the Council's desire to conceal the name of the winning artist until the award presentation.*
- *Section 5.23 (2) as Item 18.11.19.02 relates to (a) a matter that if disclosed could reveal information of a matter affecting an employee.*

18.11.19.01 BOUNDARY ENTRY STATEMENT DESIGN COMPETITION

File No:	ADM 0677
Date of Meeting:	21 November 2019
Location/Address:	Highway entry points at Shire of Brookton boundaries
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Debbie Spinks – Projects & Grants Officer
Authorising Officer:	Ian D'Arcy – Chief Executive Officer
Declaration of Interest:	N/A
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

This agenda item relates to the now-closed Brookton Boundary Entry Design Competition.

The item now seeks Council's endorsement of the winning entry for the Brookton Boundary Entry Signage Competition and awards ceremony. Council selected three finalists at its October 24th Special Council Meeting, then proceeded with community voting to select the winner. In this regard, public voting has now concluded with a clear winner.

To this end, as part of the Brookton Community Christmas Party on the 13th December 2019, there will be a special event to award the winner of the Brookton Entry Design Competition. This event will be short (approximately 30 minutes) and high-end with speeches, mocktails, canapes and a cheque presentation planned for the ceremony.

OFFICER RECOMMENDATION

That Council endorses:

1. *Art Design number three as the winning entry for the Boundary Entry Design Competition, as selected by the Brookton Community through popular vote, with payment of a cash prize of \$3,000.*
- 2.
3. *An award ceremony planned within the Brookton Community Christmas Party as outlined in the body of this report to honour the winner of the Brookton Entry Signage Competition.*

(Simple majority vote required)

Attachment

18.11.19.01A – Brookton Signage Design Competition, Voting Table.

18.11.19.02 REVIEW OF ORGANISATIONAL STRUCTURE – NOVEMBER 2019

File No:	N/A
Date of Meeting:	21 November 2019
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	The author has an interest in this item being responsible for the operations of the Shire.
Voting Requirements:	Simple Majority
Previous Report:	

Summary of Item:

This item relates to a minor review of the Organisational Structure and takes into account the needs from a workforce perspective to deliver on the service and regulatory compliance functions projecting forward for the next 12 months.

For reference, a copy of the Organisational Structure - June 2019 is presented as **Attachment 18.11.19.02A**, while the revised Organisational Structure – November 2019 is offered as **Attachment 18.11.19.02B** to this report.

The changes in the revised Organisational Structure predominantly centre on subtle changes to position titles and functions as well as line management responsibilities.

OFFICER RECOMMENDATION

That Council:

- 1. Endorses the revised Organisational Structure - November 2019, as presented in Attachment 18.11.19.02B to this report, inclusive of the following changes to the Organisational Structure:***
 - a) The position title of 'Deputy Chief Executive Officer' be amended to 'Manager Corporate and Community'.***
 - b) The position title of 'Manager Infrastructure and Regulatory Services' be amended to 'Manager Infrastructure and Emergency'.***
 - c) The position of Corporate Business Officer (HR, Payroll, Rates) be amended to 'Organisational Development Officer' (with the primary functions of HR, Payroll and OHS) aligned in reporting to the CEO.***
- 2. Endorses amendment to the following Council Policies:***
 - a) Council Policy 1.11 – Senior Employees. Remove all reference to the Deputy CEO and Manager Infrastructure and Regulatory Services as a Senior Employees under this policy.***
 - b) Council Policy 1.18 – Appointment of Acting CEO. Remove all reference to internal appointment of the DCEO as Acting CEO under this policy.***

(Simple majority vote required)

ATTACHMENTS

18.11.19.02A - Organisational Structure (June 2019)

18.11.19.03 2020 AUSTRALIA DAY AWARDS

File No:	ADM 0336
Date of Meeting:	21 November 2019
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Brookton
Author/s:	Danni Chard – Executive Governance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The Author has no interest in this item.
Voting Requirements:	Simple Majority
Previous Report:	Nil.

Summary of Item:

This item seeks to receive the Australia Day Panel notes for the meeting held on the 12th November 2019, and to endorse the recommendation for the 2019 Australia Day Awards.

AUSTRALIA DAY PANEL RECOMMENDATION 1

That Council endorse the recipient for the 2020 Citizen of the Year Award as reflected in the Background Section of this report.

AUSTRALIA DAY PANEL RECOMMENDATION 2

That Council endorse the recipient for the 2020 Young Citizen of the Year Award as reflected in the Background Section of this report.

AUSTRALIA DAY PANEL RECOMMENDATION 3

That Council endorse the recipient for the 2020 Community Event of the Year Award as reflected in the Background Section of this report.

19.11.19 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on 12th December 2019 commencing at 5.00 pm.