



ORDINARY COUNCIL MEETING

MINUTES

23 October 2018

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 23/10/2018

Presiding Member: *Shute* Date: 15/11/2018

Disclaimer

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

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

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

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

Shire of Brookton
Ordinary Meeting of Council held 23 October 2018
Commenced at 5.00 pm

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1.10.18 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Attendance

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

2.10.18 RECORD OF ATTENDANCE/APPOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

Cr KL Crute	(Shire President)
Cr NC Walker	(Deputy Shire President)
Cr KH Mills	
Cr LR Eyre	
CR CE Hartl	

Staff (Non Voting)

Ian D'Arcy	Chief Executive Officer
Vicki Morris	Deputy Chief Executive Officer
Steve Thomson	Manager of Infrastructure and Regulatory Services
Danni Chard	Customer Service/Administration Officer
Rhiannon Coad	Community Liaison Officer

Leave of absence

Cr RT Fancote

Apology

Cr TM Eva

Members of the Public

Barry Coote

3.10.18 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.10.18 PUBLIC QUESTION TIME

Public question time opened at 5.00pm.

4.10.18.01 MR. BARRY COOTE – COOTE MOTORS

Summary of Question:

Why has Coote Motors been excluded from the servicing of Shire owned vehicles?

Summary of Response:

The Shire President responded that the question would be taken on notice.

The Shire President (presiding) thanked Mr Coote for addressing Council. This resulted in public question time concluding at 5.06pm.

5.10.18 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6.10.18 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7.10.18 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**OCM 10.18-01****COUNCIL RESOLUTION**

MOVED CR WALKER SECONDED CR MILLS

The Council agreed at the request of the Shire President to consider following items 7.10.18.01 and 7.10.18.02 on en-bloc.

7.10.18.01 ORDINARY MEETING OF COUNCIL – 16 SEPTEMBER 2018

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 16 September 2018, be confirmed as a true and correct record of the proceedings.

7.10.18.02 HOUSING COMMITTEE

That the minutes of the Housing Committee meeting held in the Shire of Brookton Council Chambers, on 16 September 2018, be received by Council.

CARRIED BY SIMPLE MAJORITY VOTE 5-0

8.10.18 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9.10.18 DISCLOSURE OF INTERESTS

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

Disclosure of Financial & Proximity Interests

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

Disclosure of Interest Affecting Impartiality

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

Financial, Proximity and Impartiality Interests

Item no.	Members/Officers	Type of Interest	Nature of Interest
11.10.18.03	Chris Hartl	Impartiality	Personal Relationship with Community Chest Applicant: Liam Sweeney. Play Cricket together.

10.10.18 TECHNICAL & DEVELOPMENT SERVICES REPORTS

10.10.18.01 PROPOSED REFURBISHMENT OF KWEDA HALL

File No:	A629
Date of Meeting:	23/10/2018
Location/Address:	Reserve No. 10666 Brookton - Kweda Road
Name of Applicant:	Kweda Golf Club Committee
Name of Owner:	Shire of Brookton
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer	Ian D'Arcy – Chief Executive Officer
Declaration of Interest:	The author has no interest in this matter
Voting Requirements:	Absolute majority
Previous Reports:	N/A

Summary of Item:

This item relates to a request from the Kweda Golf Club Committee seeking Council support to partially fund a refurbishment of the Kweda Hall located on Crown Reserve 10666, Kweda. An aerial photo illustrating the location of Club House building is provided in Figure 1 below, while a copy of the correspondence received from the Golf Club Committee is presented at **Attachment 10.10.18.01A** to this report.

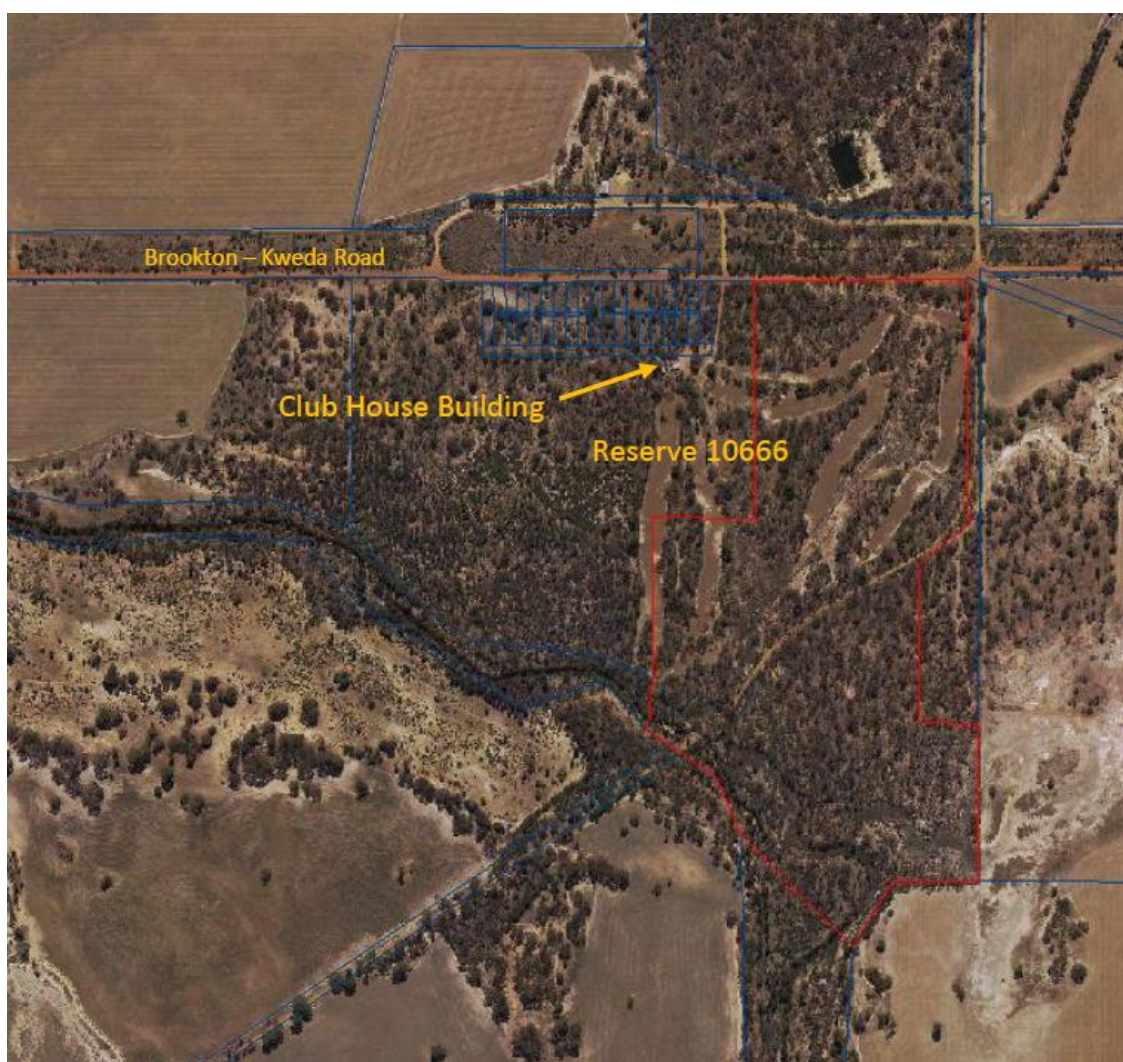


Figure 1 – Aerial photo of Kweda Golf Club House – Crown Reserve 10666

The specific works detailed in the Committee's submission (and illustrated in **Figures 2 – 4** below) includes provision of:

- New commercial kitchen that incorporates stainless steel cupboards and bench top, new stove, splash back and vinyl flooring;
- New floor coverings in the main hall area;
- Internal painting, mainly in the kitchen.



Figure 2- Existing Kitchen Cupboards and Sink



Figure 3 - Existing Kitchen Bench Top

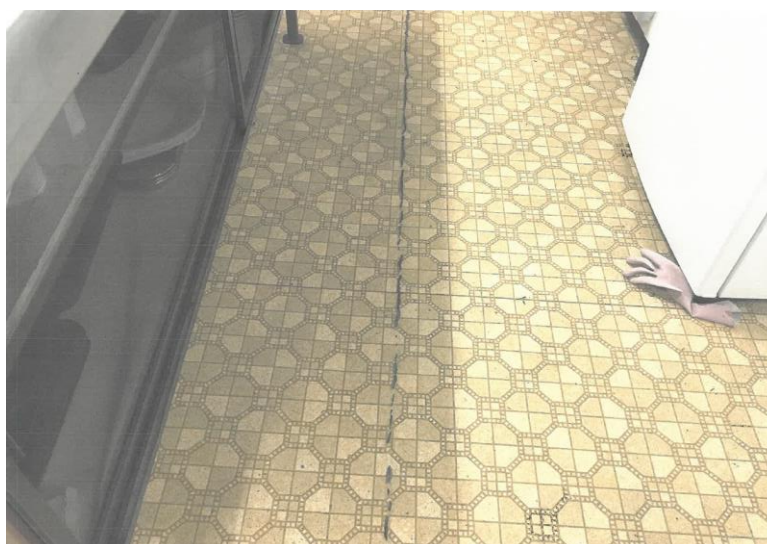


Figure 4 – Existing Vinyl Floor

Description of Proposal:

As above.

Background:

Crown Reserve 10666 falls under a Management Order afforded to the Shire of Brookton for the purpose of "Recreation (Golf Course)". While the vesting and Management Order sit with the Shire, the Reserve has for many years been leased to the Kweda Golf Club. The current lease agreement, executed in 2005, has been offered at a peppercorn rental of \$1.00 per year over a term of 21 years. Under this agreement the Kweda Golf Club has an entitlement to use the Reserve in accordance with its intended purpose, subject to accepting the day to day operational costs for the golf course and surrounds, including general maintenance to the club house building. However, the lease agreement does not include significant repair or replacement works arising from major weather events and/or general wear and tear. These works default to the Shire as the Lessor to perform, as highlighted in clause 3.6 which states:

3.6 **Maintain and repair Premises**

Generally

During the Term and for so long as the Lessee remains in possession or occupation of the Premises, to maintain, replace, repair, clean and keep the Premises clean and in good and substantial repair, order and condition having regard to the age of the Premises at the Date of Commencement PROVIDED THAT:

- i) this subclause shall not impose on the Lessee any obligation in respect of damage by earthquake, aircraft, riot, civil commotion, fire, flood, lightning, storm, tempest and reasonable wear and tear, act of God and war unless the damage is caused by the neglect, default or misconduct of the Lessee or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee or its servants, agents, contractors or invitees;*
- ii) this subclause shall not impose on the Lessee any obligation in respect of any structural maintenance, replacement or repair except when rendered necessary by any act, neglect, default or omission on the part of the Lessee or its servants, agents, contractors or invitees or by the Lessee's particular use or occupancy of the Premises;*
- iii) all electric globes and fluorescent tubes in the Premises which may be damaged, broken or fail for any reason shall be replaced by the Lessee at its expense; and*
- iv) the expression "reasonable wear and tear" shall not include excessive wear to carpets or other floor coverings in the Premises.*

In consideration of the above, the Kweda Golf Club Committee has obtain quotes for some of the identified works. These quotes mainly involve an upgrade to the kitchen (refer to **Attachment 10.10.18.01B**), which has been assessed by the Shire's Environmental Health Officer (EHO) as non-compliant against the prescribed standards of the *Health Act, 2016* and *Food Act, 2008*.

Consultation:

Consultation has been entertained with Shire EHO, members of the Kweda Golf Club Committee, the Shire President and Shire Executive.

Statutory Environment:

The lease agreement constitutes a legal instrument governed under Western Australian law (including the *Transfer of Land Act 1893* and the *Property Law Act 1969*) that binds both parties to the terms and conditions of the agreement. Of specific note is Section 3.6 of the lease agreement (as detailed in the Background Section above) that advocates responsibility of the lessor, being the Shire, to perform or at least fund the requested works to a compliant standard.

Further, Council also needs to be mindful it is also the regulatory authority responsible for enforcing provisions of the *Health Act 2016*, *Food Act 2008* and Health (Public Buildings) Regulations, 1992. In light of this, the Council in both roles needs to ensure minimum standards of functionality and compliance of the Golf Club House at met.

Also of consideration is the need for procurement processes under the *Local Government Act, 1995* to be followed should the Shire, as the 'landlord', co-ordinate the required works.

Relevant Plans and Policy:

There are no known policy implications applicable to this matter.

Financial Implications:

As stated in the Kweda Golf Club Committee's submission the amount of funding being sought from Council amounts to \$13,770 (excl. GST) for the kitchen and stove, including installation, based on the quotations obtained by the Committee.

Additionally, the Committee is prepared to contribute \$4,635 (excl. GST) to cover the cost of replacement vinyl flooring.

In consideration of the internal painting, it is suggested an allocation of \$1,500 which broadly amounts to the GST component should be set aside for this purpose.

Presently the Kweda Hall Cash Backed Reserve has an amount of \$32,795 (excl. GST). In supporting the Committee's request this will reduce the balance of the Reserve funds to approximately \$17,500 based on the quotes received.

Also, there is the option for Council to 'donate' the funds to the Kweda Golf Club Committee to perform the agreed works. However, the Committee is not registered as GST exempt, meaning the Council cannot recover 10% of its costs. In light of the overall cost, it is proposed that Shire staff coordinate the works, including the engagement of contractors and purchase of materials, in accordance with Local Government procurement practices to ensure the GST exemption is applied.

Risk Assessment:

Council is obliged to ensure the Kweda Hall is 'fit for purpose' under the lease agreement, and compliant with the applicable minimum standards applied by legislation. Therefore, it is assessed that Council in not agreeing to perform the requested works could be at risk of breaching the lease agreement and not fulfilling its statutory obligations as the Regulatory Authority.

Community & Strategic Objectives:

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

Specifically, the proposed refurbishment of the Kweda Hall aligns to:

Function 6 Environmental Health Services

Action 6.1 – Register/ Inspect food premises

Function 23 Facilities Management

Action 23.5 – Manage community lease agreements

Comment

In light of the obligations imposed on Council it is recommended the Kweda Golf Club Committee's request be supported.

OFFICER'S RECOMMENDATION

That Council in relation to the Kweda Golf Club Committee's request:

- 1. Endorse the refurbishment of the Kweda Hall, with the Shire to co-ordinate and fund the upgrade of the kitchen to a commercial standard in accordance with minimum legislative requirements.*

2. *Transfer an amount of \$15,500 (excl. GST) from Kweda Hall Reserve to fund to upgrade the kitchen (including new stainless steel cupboard shelves, sink and bench top, new splash backs, new taps, new stove and painting), with the donation of \$5150 (incl. GST) from the Kweda Golf Club Committee for new vinyl flooring in the kitchen, bar and lounge areas.*
3. *Inform the Kweda Golf Club Committee of points 1 and 2 above.*

OCM 10.18-02

COUNCIL RESOLUTION

MOVED CR MILLS SECONDED CR EYRE

That Council in relation to the Kweda Golf Club Committee's request:

1. ***Endorse the refurbishment of the Kweda Hall, with the Shire to co-ordinate and fund the upgrade of the kitchen to a commercial standard in accordance with minimum legislative requirements.***
2. ***Transfer an amount of \$15,500 (excl. GST) from Kweda Hall Reserve to fund to upgrade the kitchen (including new stainless steel cupboard shelves, sink and bench top, new splash backs, new taps, new stove and painting), with the donation of \$5150 (incl. GST) from the Kweda Golf Club Committee for new vinyl flooring in the kitchen, bar and lounge areas.***
3. ***Inform the Kweda Golf Club Committee of points 1 and 2 above.***

CARRIED BY ABSOLUTE MAJORITY VOTE 5-0

Kweda Golf Club

303 North Kweda Rd
Kweda 6306

October 12, 2018

Brookton Shire Council
14 White St
Brookton WA 6306

Dear Ian,

Thank you for meeting with us recently to discuss the renovation of the Kweda Hall kitchen. We have a quote from D & J Windsor (see enclosed) to remove the old cupboards and install the new stainless cabinets with new double sink \$12,714.00 inc. We also have a quote for the floor coverings from Carpet Market (also enclosed) \$5150.00 inc.

I have included pricing for a Euromaid 90 cm gas upright cooker \$1500 - \$1600. I would also be expecting a cost to install the new stove and plumb in the new sink maybe \$1000.

Kweda Golf Club is not registered for GST so purchasing goods and services is 10% more expensive for us as discussed at the meeting.

We are happy to contribute to the project by covering the purchase of the floor coverings. We may also be able to help in the removal of the old cupboards and floor coverings to reduce costs.

I have enclosed a couple of photos to illustrate the poor condition of the current kitchen.

We are hoping that the Council will look favourably on our plans.

Yours sincerely



Ron Cousins

Secretary/Treasurer



45 Cumming St.
Brookton 6306

winbuild@bigpond.net.au

Mobile :0417 946 553

ABN 37 238 899 021

BRB No. S724

Kweda Hall Committee
Atten. Anthea Cousins

9-8-2018

Quotation

Remove existing kitchen cabinets,
Replace with stainless steel cabinets as discussed.
(lino flooring by others)
Repairs to ceiling and touch up paint, over repairs.
Connect sink unit to existing drainage.

No splash backs, except behind stoves.
No exhaust hood in quote.

Materials and labour \$12,714.00 inc.

A handwritten signature in black ink, appearing to be 'D. Windsor'.

Yours Faithfully,
D. Windsor

CARPET MARKET

ABN 80 898 013 543

Unit 2/16 PRINDIVILLE DRIVE,
WANGARA WA 6065
TELEPHONE : (08) 9409 7655
FAX : (08) 9409 1493
EMAIL : carpetmarket@bigpond.com

DATE 19.3.18

QUOTATION ONLY

ATTENTION: Michael
0428 384 872
macoz@bigpond.com

RE: Hall - Kweda

To supply and install Aussie Bahav-
Gummetal on existing underlay to open
Lounge area and Forum - Arctic Grey Vinyl
to Kitchen and Bar areas.

REGARDS



Maree O'Dea
THE CARPET MARKET

SUB TOTAL	\$ <u>4681.82</u>
GST	\$ <u>468.18</u>
TOTAL	\$ <u>5150.00</u>



EUROMAID 90cm GAS UPRIGHT COOKER
CG 90S \$ 1599 GOOD GUYS
1499 HARVEY NORMAN

10.10.18.02 OUTSTANDING LEASE PAYMENT – SHIRE HOLDING DAM

File No:	A121
Date of Meeting:	23/10/2018
Location/Address:	Lot 4076 Youraling Road Brookton
Name of Applicant:	Seabrook Aboriginal Corporation
Name of Owner:	As above
Author/s:	Ian D’Arcy – Chief Executive Officer
Authorising Officer	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no interest in this matter
Voting Requirements:	Absolute majority
Previous Reports:	15/10/2009

Summary of Item:

This item relates to:

1. Six (6.0) hectares of land lease by the Shire from the Seabrook Aboriginal Corporation that currently accommodates an holding dam as an integral part of the local sewerage infrastructure;
2. Outstanding lease payment to the Seabrook Aboriginal Corporation that spans a period of 10 years; and
3. The need for Council to endorse a variation to the 2018/19 budget to facilitate payment as required under the lease agreement.

Description of Proposal:

This matter applies to an existing 25 year lease agreement between the Seabrook Aboriginal Corporation and the Shire of Brookton for a 6.0 hectare portion of Lot 4076 Youraling Road, Brookton (subject property). The lease area accommodates a 50,000 cubic meter holding dam used for the storage of recycled water pumped from the Shire sewerage ponds located at the northern end of the Brookton townsite.

In this regard **Figure 1** below provides an understanding of the holding dam location in relation to the sewerage pond and the Brookton townsite.



Figure 1 – Aerial photo of the Holding Dam on Lot 4076

Background:

In March 2009 the Council entered in to a Memorandum of Understanding (MOU) with Seabrook Aboriginal Corporation to facilitate the construction of a water harvesting dam on the subject property.

Then on the on the 15th October 2009 the MOU was eventually reverted to a formal lease agreement that was subsequently considered and endorsed by Council.

Pertinent to this matter is Schedule 1 of the lease states:

- Date of Commencement – *1 November 2009*
- Term – *25 years*
- Rent - *\$400 per hectare per annum payable annually on the Date of Commencement and each anniversary*

A copy of Schedule 1 extracted from the lease agreement is provided at **Attachment 10.10.18.02**, while the full lease agreement can be presented to Councillors on request.

Importantly, the holding dam was constructed to primarily:

1. Satisfy conditions placed on the licence for the sewerage facility issued and regulated by the Department of Water and Environment (DWER).
2. Store the recycled water for re-use on the town oval.

As a result of discussions over the past few months with members of the Seabrook Aboriginal Corporation concerning future use of the recycled water no longer required by the Shire, the matter of tenure of holding dam was been raised. This culminated in a realization that:

1. The Seabrook Administration did not have a copy of the lease agreement and invoiced the Shire for use of the land over the past 9 years; and
2. The Shire had not paid the annual lease payments for use of the 6.0 hectare parcel of land on which the Shire holding dam is constructed.

To address this anomaly, an invoice has now been received from the Seabrook Aboriginal Corporation for payment of the outstanding rent, including moneys to be paid for the coming 12 month period.

Consultation:

Consultation on this matter has been limited to the Shire CEO and the Administrator for the Seabrook Aboriginal Corporation.

Statutory Environment:

This lease agreement constitutes a legal instrument governed under law of Western Australia, (including the *Transfer of Land Act 1893* and the *Property Law Act 1969*) that binds both parties to the terms and conditions of the agreement.

Relevant Plans and Policy:

There are no known plans or policy implications applicable to this matter.

Financial Implications:

With there being no payment made for the past 9 years and another annual payment due on the 1st November 2018, the Council is obliged to pay the Seabrook Aboriginal Corporation an amount of \$24,000 (excl. GST) that will address this anomaly under the lease agreement.

However, the Council has not provided an allocation in the current financial budget for this payment and will therefore have to entertain a variation to the budget by drawing from its Water Harvesting Reserve that has a current balance of \$42,239.

Conversely, the required funds can be sourced from the Cash Contingency Reserve that has been established for circumstances where unforeseen operational matters arise. The balance of this Reserve \$97,171.

Risk Assessment:

It is apparent that both the Shire and Seabrook Administrations in 2009 failed to implement a payment system following execution of the lease agreement, which reflects poorly on the governance of both organisations.

While the risk is assessed as low for the Shire, this and other similar incidents has highlighted the need for improved procedures to be established ensuring respective motions passed by Council are actioned in a timely manner and reported back to Council.

Accordingly, the Shire Administration has since actioned a 'status report' that now addresses this requirement.

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 Recycled Water Sewerage Scheme infrastructure aligns to:

Function 1 Waste Management

Action 15.3 – Manage effluent (sewerage) disposal facility and compliance

Comment

Although it is apparent fault in the administrative process can be apportioned on both parties, there is clearly a need for the Shire Administration to improve its performance across the spectrum of contract management, inclusive of formal contracts, licences and lease agreements. Notwithstanding improvements have been made in the past 18 months to elevate the Shire's governance and performance more broadly in this area, it is acknowledged that more needs to be done to elevate the Shire's administrative processes and enhance the standard of governance.

As for the current matter of an outstanding payment to the Seabrook Aboriginal Corporation, from an officer perspective it is considered appropriate and necessary that Council proceed to pay the outstanding rent owed in order to meet Council's legal obligation and maintain good relations.

OFFICER'S RECOMMENDATION

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

- 1. Note the administrative oversight in relation to payment of annual rent to the Seabrook Aboriginal Corporation since 2009, as required under Schedule 1 of the lease agreement.*

2. *Transfer an amount of \$24,000 (excl. GST) from the Water Harvesting Reserve and endorse the payment of outstanding moneys owed to the Seabrook Aboriginal Corporation since 1st November 2009 and up to 31st October 2019.*

OCM 10.18-03

COUNCIL RESOLUTION

MOVED CR HARTL SECONDED CR MILLS

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

1. ***Note the administrative oversight in relation to payment of annual rent to the Seabrook Aboriginal Corporation since 2009, as required under Schedule 1 of the lease agreement.***
2. ***Transfer an amount of \$24,000 (excl. GST) from the Water Harvesting Reserve and endorse the payment of outstanding moneys owed to the Seabrook Aboriginal Corporation since 1st November 2009 and up to 31st October 2019***

CARRIED BY ABSOLUTE MAJORITY VOTE 5-0

Contract 46

RECEIVED	
DATE:	APR 2018
FILE NO:	Contract 46
OFFICE:	AM
FILE ID:	2595
DATE:	
INIT:	
RESP	

Lease

Seabrook Aboriginal Corporation
Lessor

Shire of Brookton
Lessee

HARDY•BOWEN
LAWYERS
Level 1, 28 Ord Street, West Perth 6005
PO Box 1364, West Perth WA 6872
Tel + 61 8 9211 3600 Fax + 61 8 9211 3690
Our Ref MJH:CMF:50282

Schedule 1

- 1. The Lessee**
Shire of Brookton
- 2. The Encumbrances**
N/A
- 3. The Land**
The 6 hectare portion of Lot 4076 Youraling Road – Brookton WA 6306, containing the 50,000 cubic metre holding dam constructed by the Lessee, as indicated on maps in Annexure 1.
- 4. The Premises**
N/A
- 5. Date of Commencement**
1 November 2009
- 6. Term**
25 Years
- 7. Term of renewal**
N/A
- 8. Rent**
\$400 per hectare per annum.

Payable annually on the Date of Commencement and each anniversary of the Date of Commencement and to be reviewed every five years on and from each anniversary of the Date of Commencement for the duration of the Term.

However, if such a review would result in the Rent being calculated to be a lesser amount than the Rent applicable during the immediately preceding year then the Rent will remain unchanged for that year.
- 9. Permitted use of Premises**
The Lessee is permitted to use the dam on the land to hold water from its treatment pond and townsite runoff. The collected water will be used to irrigate the Lessee's public amenities (parks, gardens, oval, etc...).
- 10. Public risk insurance**
TEN MILLION DOLLARS (\$10,000,000)

11. Excess payable by Lessee

N/A

12. Special terms

The Lessor agrees to the Lessee laying a pipeline 600 mm underground from the treatment plant to the dam through the Seabrook property. Where possible this will be laid along the fence line and along the banks to the dam.

The Lessor agrees to allow access to the site through its adjoining land to contractors and staff of the Lessee whenever maintenance is to be carried out on the site.

13. Trust

N/A

Executed by the parties as a deed

The Common Seal of Seabrook
Aboriginal Corporation was affixed in the
presence of:

)
)
)
)



Jay Slater
Signature of Chairperson

[Signature]
Signature of Witness

FAY OLIVE SLATER
Name of Chairperson in full

J. Lorraine Schmidt
Name of Witness in full

The Common Seal of the Shire of
Brookton was affixed in the presence
of:

)
)
)
)
)



[Signature]
Signature of Shire President

[Signature]
Signature of Chief Executive Officer

R. J. COTE
Name of Shire President

GARY CLARK
Name of Chief Executive Officer

10.10.18.03 PROPOSED PRIVATE WORKS - FIRE MANAGEMENT HAZARD REDUCTION BURNS

File No:	ADM 0455
Date of Meeting:	23/10/2018
Location/Address:	Whole of Shire
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Steve Thomson – Manager Infrastructure and Regulatory Services
Authorising Officer	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no interest in this matter
Voting Requirements:	Absolute majority
Previous Reports:	N/A

Summary of Item:

This item identifies and makes recommendations for Council to authorise and implement a process that enables hazard reduction burns on private property, typically previously carried out by Volunteer Fire and Rescue Service (VRFS) personnel on a donation from the landholder basis. These burns are to be conducted in such a way that the volunteers involved are covered by Shire insurance and continue to receive funds at a crew level for their organisation.

The item further identifies risk mitigation measures, financial management measures and protocols that are needed to, or seen as prudent to, implement and support the proposal.

Description of Proposal:

The objective of the proposal is support the continuation of hazard reduction burns on private property by Fire and Emergency Volunteers, with donations paid in return for this service.

However, with insurance cover emerging as an issue the Council has been requested to support the initiative by facilitating the service. In summary the proposal will generate:

- A safe and low risk training environment;
- Opportunity to recoup a small charge for the services performed to assist the Brigade fund facilities and activities, not otherwise funded through the Emergency Services Levy (ESL);
- An additional means of attracting and retaining volunteer members, and to assist in fire preparedness with firebreak compliance;
- Opportunity for burns to be conducted in a controlled way at a time when volunteers are available and can be utilised;
- A better outcome to the overall hazard reduction and fire mitigation works in the town and district.

Further, the proposal aims to provide flexibility necessary to provide:

- Coverage for other volunteers other than those traditionally involved;
- Realistic timing windows for the work to be conducted;
- Continuation of the practice as broader integrated fire mitigation approach to the town and district;
- Simplicity and ease of management so that such aspects avoid deterring the practice from continuing.

Therefore, the proposal looks to accommodate these aims whilst considering risk management and legal and statutory requirements.

Background:

Up until recently the practice of hazard reduction burns on private property had been conducted by the Volunteer Fire and Rescue Service (VFRS). In the main, permits had been issued by a brigade member, based on the appropriate conditions, equipment and availability of volunteers.

The Bush Fire Brigade (BFB) white trucks, and the VFRS red vehicles have traditionally been used in the reduction burns. This practice had accrued as crews doing the burns are dual registered with both volunteer groups, however the funds raised has largely been directed to the provision of equipment and other improvements for the VFRS. Notably, these funds have not been managed by the Shire nor formed part of the ESL funding.

However, the practice of requested fuel reduction burns on private property has ceased at the direction of DFES, due to the insurance concerns. In particular concerns for personal liabilities has been raised should a burn get away and damages to property or life occur. A further issue with this practice, more from the Shire perspective, is that the bush fire brigade white trucks are receiving the wear and tear associated with the controlled burns, but there is financial recognition of this.

Also, there are other fire mitigation works and practices that tend to overlap with this proposal. These have been checked with the following outcomes:

- Advice from the Shire's insurer (LGIS) is that such burns, if brought in under the Shire umbrella, would see registered volunteers covered.
- Volunteers that are registered exclusively with the bush fire brigade, although not traditionally involved in provision of such services, can utilise the processes covered under this proposal.

Therefore, in light these considerations Council is being requested to facilitate fire hazard reduction burns being facilitated by Council as private works and contracted out to the BFB and VFRS, with the Shire retaining an administration component of the fee and the balance of moneys raised paid to the respective organization conducting the controlled burn.

Consultation:

Extensive consultation has taken place with Shire personnel, BFB and VFRS representatives on this matter. The proposal has also be floated with Councillors at the September 2018 Corporate Briefing Forum.

Whilst there is some frustration regarding extra steps associated with the proposal, there also recognition of the need for the burns to be officially conducted so that the insurance concerns can be addressed.

Statutory Environment:

Section 6.16 of the *Local Government Act 1995* enables Council to impose and recover a fee or charge for any goods or service it provides or proposes to provide.

Section 6.19 of the *Local Government Act 1995* requires public notice if fees and charges are amended or adopted after the budget has been adopted.

Relevant Plans and Policy:

There are no known plans or policy implications applicable to this matter.

Financial Implications:

Should Council entertain this proposal it is recommended a fee of \$184.00 (incl. GST) per hour be charged for a 'hazard reduction burn' by one of the volunteer groups as private works under the auspice of the Shire. This fee is based on the current charge for hire of the small Canter truck, inclusive of GST and driver.

In receipt of payment from a landowner, the amount charged would be allocated on the basis of a 20% administration retained by the Shire and the remaining 80% of the fee being paid to the volunteer group for the service delivery.

Risk Assessment:

Personal liability risk for willing registered volunteers will be addressed by the proposal. Further, continuation of the requested hazard reduction practice can positively impact on fuel loading risks.

However, with these risks acknowledged, the primary risk has been identified for the upcoming fire season associated with the cessation of this practice awaiting resolution of Shire involvement and coverage. Currently four landholder requests have been put on hold pending the Council's decision on this matter.

With projected late rains prior to this fire season, an emerging fire risk can be averted by prompt implementation of the accepting responsibility for a facilitation role that will satisfy insurance requirements.

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 provision of a controlled hazard burns as private works aligns to:

Function 8 Emergency Management

Action 8.7 – Support Bushfire Volunteer Brigades/ Voluntary Emergency Services

Function 19 Risk Management

Action 19.3 – Implement risk mitigation measures

Comment

The following protocol will generally apply should Council support this initiative:

1. A landholder will be required to complete a specific application form.
2. The request is referred to a BFB or VFRS where a suitable member conducts a risk and cost assessment of the requested burn.
3. The volunteer organisation will inform the Shire of willingness to perform works and expected hours to complete the burn.
4. The landowner will be informed of the cost in the form of a written quote and advised to accept (or not) the quotation in writing.

5. Upon acceptance, the volunteer organisation will be requested in writing to proceed with issue of a fire permit and performance of the works to be coordinated directly with the land owner regarding date/weather conditions for the burn.
6. Landowner will be invoiced by the Shire. Upon receipt of payment the funds (less the Shire administration component of 20%) will be deposited into a dedicated account set up to hold the monies generated through volunteer hazard reduction burns.

OFFICER'S RECOMMENDATION

That Council in relation to hazard reduction burns on private property as private works offered by the Shire of Brookton:

1. *Endorse the general procedure outlined in the Comment Section of the Officer Report.*
2. *Adopt the related fee of \$184.00 (incl. GST) per hour for this service pursuant to Section 6.16 of the Local Government Act 1995, and proceed to publish notice to this effect in Brookton Telegraph and on the Shire Website as required under Section 6.19 of the Act.*
3. *Establishment an account with associated protocols for each of the Brookton Bush Fire Brigades and Brookton Volunteer Fire and Rescue Service to receive funds for the private works performed on behalf of the Shire.*

OCM 10.18-04

COUNCIL RESOLUTION

MOVED CR HARTL SECONDED CR MILLS

1. ***Endorse the general procedure outlined in the Comment Section of the Officer Report.***
2. ***Adopt the related fee of \$184.00 (incl. GST) per hour for this service pursuant to Section 6.16 of the Local Government Act 1995, and proceed to publish notice to this effect in Brookton Telegraph and on the Shire Website as required under Section 6.19 of the Act.***
3. ***Establishment an account with associated protocols for each of the Brookton Bush Fire Brigades and Brookton Volunteer Fire and Rescue Service to receive funds for the private works performed on behalf of the Shire.***

CARRIED BY ABSOLUTE MAJORITY VOTE 5-0

11.10.18 COMMUNITY SERVICES REPORTS**11.10.18.01 APPOINTMENT OF CHAIRPERSON - NEXT GENERATION BROOKTON INNOVATION ADVISORY GROUP**

File No:	ADM 0142
Date of Meeting:	23/10/2018
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Brookton
Author/s:	Ian D'Arcy - Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	The author has no interest in this item.
Voting Requirements:	Simple majority
Previous Report:	N/A

Summary of Item:

This report relates to the replacement of the chairperson for the Council's Innovations Advisory Group.

Description of Proposal:

As above

Background:

As part of the review of the Shire of Brookton Integrated Planning and Reporting Framework involving a redraft of the SCP and CBP, an Innovations Advisory Group was formed by Council.

The fundamental purpose of this Group is to act as the first primary filter for receiving, analysing and vetting of ideas and suggested projects from the Brookton community. The 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.

At the May 2018 Ordinary Meeting the Council endorsed the following representation:

Position	Selected Nominee
<i>Councillor (Chair)</i>	<i>CR Neil Walker</i>
<i>Councillor</i>	<i>CR Teresa Fancote</i>
<i>Councillor</i>	<i>CR Chris Hartl</i>
<i>Deputy Chief Executive Officer</i>	<i>Vicki Morris</i>
<i>Senior Governance Officer</i>	<i>Kelly D'Arcy</i>
<i>Community Representative (Aboriginal)</i>	<i>Brad Slater</i>
<i>Community Representative</i>	<i>Tamara Lilly</i>
<i>Community Representative</i>	<i>Rosalie Pech Eva</i>
<i>Community Representative</i>	<i>Jamie Beecroft</i>

Subsequently, the Council formed a new BROOKTON Business Advisory Group at its meeting on 20th September 2018, with Cr Walker being appointed as the Chairperson for this Group. In light of this, Cr Walker has informed the Shire President of his desire to relinquish the Chair of the Innovations Advisory Group to allow another elected member to fill this position.

Accordingly, this report now seeks Council's consideration to appoint a new Chairperson, with Cr Walker remaining as selected nominee.

Consultation:

The Innovations Pathway and forming of the respective Advisory Groups has been discussed with, and formally reported to Council, as part of the adoption process for the SCP and CBP.

Statutory Environment:

While technically an Advisory Group does not form a Committee of Council under Section 5.8 of the *Local Government Act, 1995* it is considered important the conduct of each of the Groups generally aligns to the protocols of a Committee through an adopted Terms of Reference endorsed by Council.

Given Council Walker was appointed by a resolution of Council, it is deemed appropriate and correct that his replacement is also endorsed by a formal resolution of Council.

Relevant Plans and Policy:

As mentioned the relevant plans applicable to this matter include the SCP and CBP.

Financial Implications:

The Terms of Reference for the Innovations Advisory Group stipulates a sitting fee (as adopted by Council annually) for elected members of \$100 per meeting for their attendance.

Risk Assessment:

There is not identified risk in relation to this matter.

Community & Strategic Objectives:

This matter relates to the Shire's Integrated Planning and Reporting framework where this Advisory Group forms an integral part of the '*Innovations Pathway*'.

Comment

Although Council is free to appoint any elected member to chair the Innovations Advisory Group, it is suggested consideration first be given to one of the other elected members on this Group, being Cr Fancote or Cr Hartl.

Also, the inception meeting for the Innovations Advisory Group is scheduled for Wednesday 24th October 2018.

OFFICER'S RECOMMENDATION

That Council:

1. *Accept Cr Walker's decision to step down as Chairperson of the Shire of Brookton Innovations Advisory Group; and*
2. *Appoint Cr _____ as Chair of the Shire of Brookton Innovations Advisory Group for the period ending 19th October 2019.*

COUNCIL RESOLUTION

MOVED CR MILLS SECONDED CR WALKER

That Council:

- 1. Accept Cr Walker's decision to step down as Chairperson of the Shire of Brookton Innovations Advisory Group; and***
- 2. Appoint Cr Hartl as Chair of the Shire of Brookton Innovations Advisory Group for the period ending 19th October 2019.***

CARRIED BY SIMPLE MAJORITY VOTE 5-0

11.10.18.02 BROOKTON RECREATION ADVISORY GROUP - DRAFT TERMS OF REFERENCE 2018

File No:	ADM 0617
Date of Meeting:	23 October 2018
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Brookton
Author/s:	Rhiannon Coad – 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:

This report relates to a draft Terms of Reference for Brookton Recreation Advisory Group, and seeks Council endorsement before proceeding to call for representation from listed participant groups and organisations.

A copy of the draft Terms of Reference is provided at **Attachment 11.10.18.02** to this report.

Description of Proposal:

As above.

Background:

The Brookton Recreation Advisory Group (“**the Advisory Group**”) is being formed to provide advice to Council on matters pertinent to the effective management of the WB Eva Pavilion, Oval, and Mixed Use Courts (“**the Facility**”).

In the past there has been two variations of a Management Committee for the WB Eva Pavilion, both being terminated for different reasons.

The first management committee was established in early 2014 to address a number of issues that arose during the defects period relating to construction of the Pavilion building, with its function concluding in late October 2014.

The second iteration of the Committee had its last meeting in was endorsed by Council in February 2017, and met on two occasions to again discuss long standing maintenance and operational issues. This Committee was postponed in September 2017 in order to finalise matters regarding the Tennis Club Lease and allow for further consideration of the future structure of the committee.

As a result, this report is now presented to Council with the intent of the Advisory Group being formed to represent the interests of all users of the pavilion, and determine how they interact and use the facility in consideration of each other. The primary focus of the Advisory Group is to facilitate communication between users, using a pro-active and collaborative approach when it comes to dealing with issues relating to the Facility.

Consultation:

Various Shire staff members that have been involved in the drafting of the Terms of Reference with additional input from Councillors at the September 2018 CBF.

Statutory Environment:

The Advisory Group does not constitute a Committee of Council pursuant to 5.8 of the *Local Government Act 1995*.

Relevant Plans and Policy:

A reference document for the Brookton Recreation Advisory Group is the Brookton Sport and Recreation Plan 2006 – 2015. It is anticipated the Advisory Group will play a part in the review of this document once commenced.

Financial Implications:

As stated in the draft Terms of Reference a sitting fee (as adopted by Council annually) is to be paid to elected members for their attendance at Advisory Group meetings. This not a mandatory payment, but one that falls to the discretion of Council.

At present the sitting fee payment is \$100 per meeting with funding allocated in the 2018/19 budget.

Risk Assessment:

Without a Terms of Reference setting the 'boundaries' for an Advisory Group there is a moderate risk of individual members, or the Group as a whole, lacking understanding of the respective Group's purpose, and inadvertently acting in contravention of the legal protocols of the Local Government Act and subsidiary legislation.

To mitigate this risk it is important a Terms of Reference is set and understood by members of this Advisory Group.

Community & Strategic Objectives:

This proposal relates to:

1. *The BROOKTON Strategic Community Plan <2027 and aligns to the following objectives of the BROOKTON 20:*
 3. *Social Innovation*
 9. *Community Engagement*
 14. *History, Heritage, Recreation and Culture*
 19. *Buildings*
2. *The delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – May 2018, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.*

Specifically, the proposed Brookton Recreation Advisory Group and associated Terms of Reference aligns to:

Function 23 – Facilities Management

Action 23.3 - Establish Sport/Recreation Management Committee

Function 24 Community Support

Action 24.1 – Support seniors, youth, culture, sport / recreation group activities

Comment:

Fundamental to the success of this Advisory Group is open communication across the respective recreational groups, with the desire for all members to work in collaboration to address and/or provide advice to Council on matters that could include (but is not limited to):

- A transparent and flexible booking system.
- Improved storage and security of equipment.
- A draft User Charter and/or Code of Conduct for users.
- A new Sport and Recreation Plan.
- Appropriate hire fee structure for permanent, seasonal and casual hire.
- Appropriate placement of trophies, premiership flags, honour boards and sponsorship signage that works for all groups.
- Future facility improvements to enhance usage.
- Quantity and selection of communal furniture and equipment that suits most users.
- General maintenance and cleaning requirements.
- Future needs of users.

In the longer term it is envisaged this Advisory Group could morph into a self-managed 'umbrella' group that coordinates the facility, without significant input from the Shire.

However, for the purpose of this report consideration is requested in relation to the draft Terms of Reference for the Recreation Advisory Group and appointment of a Councillor to chair the first term in the interests of cementing the Group's purpose and establishing the priorities for the Group.

OFFICER'S RECOMMENDATION

That Council endorse the draft Terms of Reference as provided in Attachment 11.10.18.02 and appoint Cr _____ as Chair of the Brookton Recreation Advisory Group for the first term.

OCM 10.18-06**COUNCIL RESOLUTION**

MOVED CR HARTL SECONDED CR MILLS

That Council endorse the draft Terms of Reference as provided in Attachment 11.10.18.02 and appoint Shire President Katrina Crute as Chair and CR Les Eyre as the second delegate (proxy chair) of the Brookton Recreation Advisory Group for the first term.

CARRIED BY SIMPLE MAJORITY VOTE 5-0

Brookton Recreation Advisory Group

Terms of Reference

Purpose

The Brookton Recreation Advisory Group (“**the Advisory Group**”) is responsible for the efficient and effective management of the WB Eva Pavilion, Oval, and Mixed Use Courts (“**the Facility**”). The aim of the Advisory Group is to ensure that the Facility is well maintained and accessible for all users, to be well utilised by a broad range of community and private users, and to be managed for the community by the community. The Advisory Group is to act as a self-sufficient unit, with some facilitative assistance from the Shire on a needs basis. The Advisory Group will also act as the facilitator for any correspondence or collaboration between the various User Groups (as described below).

Representation

Membership of the Advisory Group will consist of representatives from the various User Groups of the Facility and representatives from Council and Staff. The make-up is to include:

- Councillor (Chair for first term)
- Councillor
- Community Liaison Officer *ex officio*
- Representation from the following Major Users (year round):
 - Brookton Pingelly Wado Ryu Karate Club
 - Brookton Family Playgroup
 - Brookton Patchwork and Craft
- Representation from the following Minor Users (seasonal):
 - Brookton Auskick Centre (Junior Football)
 - Brookton Cricket Club
 - Brookton Ladies Netball Club
 - Brookton Pingelly Football Club
 - Brookton Tennis Club
 - Brookton Women’s Hockey Club (including Hook into Hockey and Junior Hockey)
 - Seabrook Cricket Club
- Gym User Representative
- Community Representative

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

User Groups are to appoint new representatives every 2 years ("**Term**") to encourage diversity in approach and ensure a range of voices are being heard. User Groups are entitled to appoint one delegate and one proxy, with only one member entitled to attend meetings and vote.

Meetings

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

1. The convening of 'open' meetings with the venue, day and time determined by the Chair to achieve the highest possible attendance.
2. The meeting arrangements are the responsibility of the *ex-officio*.
3. Recording of notes to be distributed amongst members, with relevant information being presented to Council at its next available Corporate Business Forum (CBF).
4. The conduct of the meeting to be performed generally in accordance with Shire meeting procedures detailed in Council 1.17 – *Standing Orders and Meeting Protocol for Local Government*.
5. Elected Members being eligible for payment of a sitting fee, as set by Council.

Meetings are to be conducted quarterly in the Shire Chambers, or as directed by the Chair.

Terms of Reference

The Advisory Group:

1. Is to first and foremost act in the best interests of the Brookton community.
2. Is to provide guidance to Council on the day to day management of the Facility through its Councillor representative and Officer of the Council serving the Advisory Group. Guidance may be in relation to (but not limited to) the following:
 - a. Assisting in dispute resolution between users and/or uses;
 - b. Usage;
 - c. Terms and Conditions;
 - d. Policies and Procedures;
 - e. Suggestions regarding grant opportunities;
 - f. Advise of any opportunities the Advisory Group believe could be utilised by the Shire and/or the Facility; and

3. Does not constitute a Committee of Council pursuant to 5.8 of the *Local Government Act 1995*.
4. Is not authorised to make decisions independently in relation to any capital works, projects or initiatives that may commit the Shire Council and/or User Groups financially or otherwise.
5. Is not the forum to raise maintenance issues – these are to be lodged with the Shire by completing a Customer Request form as they arise.
6. Is to declare all financial and/or proximity interests within the scope of this Terms of Reference.
7. 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.
8. Nominated representatives are only permitted to represent one recreational organisation or group.

11.10.18.03 COMMUNITY CHEST FUND APPLICATION – INDIVIDUAL DONATION

File No:	ADM 0660
Date of Meeting:	23 October 2018
Location/Address:	N/A
Name of Applicant:	Mr Liam Sweeney
Name of Owner:	N/A
Author/s:	Rhiannon Coad – Community Liaison Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no interest in this item, although the applicant is related to other Shire employees who have not influence the preparation of this report.
Voting Requirements:	Simple
Previous Report:	N/A

Summary of Item:

This report relates to the application made by Mr Liam Sweeney for the Community Chest Fund – Individual Donation as he is a member of the Hockey Australia Country U21 team competing in the Fiji Invitational Tournament in December 2018.

Mr Sweeney is seeking Council’s consideration for a full donation of \$500.00 as afforded under the Community Chest Fund.

Description of Proposal:

As above.

Background:

The Council has recently adopted a Community Funding and Donations Policy 2.34 as it recognises that community funding provides a significant opportunity to work collaboratively with local community groups, not-for-profit groups and individuals to facilitate and deliver projects and/or activities that have a number of community benefits, such as social inclusion and strengthen connections within the Shire.

The section of the Policy ‘Community Donations – Individual Donation’ allows a maximum of \$500.00 cash per financial year per individual. In accordance with the policy this funding can be used for travel or program attendance fees associated with participation in State, National or International representation in sport, arts, music or cultural programs. However, the Policy does stipulate that documented evidence of costs must be presented to the Shire as part of the application.

In this regard Mr Sweeney’s application is premised on his selection as a member of the Hockey Australia Country U21 team to represent Australia at the Fiji Invitational Tournament in December 2018. The tour provides country players with a unique opportunity to represent Australia at an international level. The application to Council is to obtain funding assistance to cover travel (including international flights), uniform and accommodation costs.

Consultation:

There has not been any consultation in relation to Mr Sweeney’s application.

Statutory Environment:

Council is able to offer a donation or afford a financial grant through the adopted budget and policy framework for the Community Chest Fund which have been endorsed under the relevant provisions of the *Local Government Act 1995*.

Relevant Plans and Policy:

Policy 2.34 – Community Funding and Donations is applicable to this application, with assessment against the relevant selection criteria for an ‘Individual Donation’ detailed below:

SELECTION CRITERIA (extracted from the Policy)

- 2. The person is an individual person permanently residing in the Shire of Brookton municipality or an individual boarding at school outside of Brookton whose family still permanently resides in the Shire of Brookton municipality.*

Mr Sweeney boards at the Narrogin Agricultural Farm and his family reside in Brookton.

- 3. The demonstrated positive contribution the project or organisation will make to the community.*

Having a Brookton resident representing the country is fantastic for the town and shows that local sporting clubs are producing high quality players. Mr Sweeney credits the Brookton Hockey Club for providing him with a good understanding and skill level of the game, and he is now able to promote the sport and the local club at an international level.

- 4. The applicant certifies within the application that they are authorised to apply for the Shire of Brookton support and to represent the applicant organisation or individual.*

Mr Sweeney has provided certification to this effect within the application.

- 5. The applicant certifies that the information provided in the application is true and correct and can provide evidence upon request.*

Mr Sweeney has provided certification to this effect within the application.

- 6. Sufficient financial information has been provided to clearly identify the full project budget and the items on which the funding will be spent.*

The requested Community Chest donation of \$500 will form a contribution to the total cost of the tournament of \$3,290 of which Mr Sweeney will cover the balance.

On merit it is assessed that Mr Sweeney meets the required funding criteria for an Individual Donation.

Additionally, the Policy under Section C. states:

C. Recognition of Shire of Brookton support

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

In consideration of this requirement Mr Sweeney is unable to show Shire sponsorship at the tournament as uniforms and sponsorship are set by Hockey Australia. However, he is prepared to place an article in the Brookton Telegraph to recognise sponsorship generously received from the Shire Council.

Financial Implications:

An allocation of \$20, 000 for the Community Chest Fund has been provided in the 2018/19 municipal budget.

Should Council endorse Mr Sweeney’s request (being the first application received for a donation under the Community Chest Fund) a balance of \$19,500 excl. GST will remain and be available through application from other groups and individuals in the Brookton community.

Risk Assessment:

N/A

Community & Strategic Objectives:

This proposal relates to:

3. The BROOKTON Strategic Community Plan <2027 and aligns to the following objectives of the BROOKTON 20:
 3. Social Innovation
 9. Community Engagement
4. The 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 application for a funding donation aligns to:

Function 24 Community Support

Action 24.1 – Support seniors, youth, culture, sport / recreation group activities

Comment:

Having a Brookton resident representing Australia at an international tournament is a great achievement that is worthy of recognition, and by sponsoring Mr Sweeney, Council in representing the local community is demonstrating support of Mr Sweeney's achievement. Furthermore, it is clear that Mr Sweeney's application aligns to the intent of Individual Donations section of Policy 2.34 – Community Funding and Donations.

OFFICER'S RECOMMENDATION

That Council in relation to the application from Mr Liam Sweeney under Council Policy 2.34 – Community Funding and Donations:

- a) Formally acknowledge Mr Sweeney's achievement in being selected to represent Australia as a member U21 Country Hockey team competing in the Fiji Invitational Tournament in December 2018 and wish him every success;*
- b) Grant approval for a \$500 (excl. GST) donation from the Community Chest Fund to be used as part payment towards travel, accommodation and uniform expenses for Mr Sweeney's Hockey Tournament, subject to:*
 - i. The expenditure of the funds being accounted for through the submission of receipts to the Shire Administration within 30 days of the tournament concluding;*
 - ii. The public recognition of the donation in the Brookton Telegraph or similar.*

COUNCIL RESOLUTION

MOVED CR MILLS SECONDED CR EYRE

That Council in relation to the application from Mr Liam Sweeney under Council Policy 2.34 – Community Funding and Donations:

- a) Formally acknowledge Mr Sweeney’s achievement in being selected to represent Australia as a member U21 Country Hockey team competing in the Fiji Invitational Tournament in December 2018 and wish him every success;***
- b) Grant approval for a \$500 (excl. GST) donation from the Community Chest Fund to be used as part payment towards travel, accommodation and uniform expenses for Mr Sweeney’s Hockey Tournament, subject to:***
 - i. The expenditure of the funds being accounted for through the submission of receipts to the Shire Administration within 30 days of the tournament concluding;***
 - ii. The public recognition of the donation in the Brookton Telegraph or similar.***

CARRIED BY SIMPLE MAJORITY VOTE 5-0



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

Received on

17 SEP 2018

**By the
Shire of Brookton**
Western Australia

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

Community Chest Fund

Application Form

NAME OF ORGANISATION: Liam Sweeney_____

CONTACT PERSON: Liam Sweeney_____

POSITION: _____

PHONE: 08 98870484 FAX: _____

MOBILE: 0499 095901 EMAIL: sweeney12096@bigpond.com

IS YOUR ORGANISATION INCORPORATED? ☐ YES ☐ NO N/A

NAME OF PROJECT OR EVENT: Fiji Invitational Tournament

ESTIMATED START DATE: 06/12/2018

ESTIMATED COMPLETION DATE: 16/12/2018

REQUESTED COMMUNITY CHEST FUNDS: Community Donations - \$500.00 Individual Donation

1. BRIEF DESCRIPTION OF PROJECT/EVENT:

Selection as a member of the Hockey Australian Country U21 team to represent Australia at the Fiji Invitational Tournament in December 2018. The tour provides country players with a unique opportunity to represent Australian Country at an international level.

2. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

The Community Chest Fund will assist me with my travel costs, including international flights and accommodation.

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

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

I have grown up in Brookton, where I began playing hockey at the age of 6 and represented the Brookton Junior Club. Since 2014 I have attended boarding school at Narrogin Residential College and then at the Narrogin Agriculture College for year 11 and 12. My association with the Brookton club has provided me a good understanding and skill level of the game, whilst promoting hockey and our community at association, state and now international levels. My selection in the U21 Australian Country team shows that no matter your grass roots players can achieve playing at elite levels.

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

The event is promoted on the Hockey Australia website along with the HA Country facebook page. Upon completion of the event I will place notes from the tournament in the Brookton Telegraph with recognition of sponsorship from the Shire of Brookton.

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.

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6. BUDGET ESTIMATES

NAME OF ORGANISATION: Liam Sweeney

NAME OF PROJECT/EVENT: Australian Country Hockey U21 Fiji Invitational Tournament

INCOME	\$0.00	EXPENDITURE	\$
Applicant's cash contributions		Materials	
Sponsorship		Labour	
Donations in cash		Hire of Equipment	
Other grants		Office/Administration	
Catering Sales		Venue hire	
Fees and Charges e.g. stalls		Advertising	
Gate/Door entry fees		Catering Costs	
		Entertainment	
Other Income (Please List)		Other Expenditure (Please List)	
		International flights & accommodation	2600.00
		Uniforms	690.00
Total of Community Chest Funds requested in cash*			
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)			
TOTAL INCOME		TOTAL EXPENDITURE	\$3290.00

*The total cash and in-kind request cannot be greater than \$2,500.

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? _____

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

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.

> N/A _____
> _____
> _____
> _____

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: Liam Sweeney
CONTACT PERSON: Liam Sweeney
ORGANISATION POSTAL ADDRESS: PO Box 123, Brookton WA 6306
ORGANISATION'S ABN: N/A
REGISTERED FOR GST? ☐ YES ☐ NO N/A

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: Liam Sweeney

POSITION: N/A _____

SIGNATURE:  _____

DATE: 13/09/2018

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

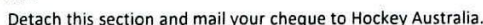
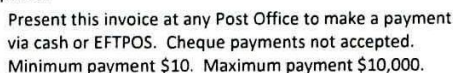


66 Jolimont St, East Melbourne VIC 3002
P: +613 9947 9900 / E: accounts@hockey.org.au
ABN: 26 546 955 455

Invoice #: 00149623
Date: 11/09/2018
Due Date: 31/10/2018

Direct Deposit to Hockey Australia: BSB - 083-166 Account - 50-690-3098 National Australia Bank 990 Toorak Road, Camberwell Victoria 3124 AUSTRALIA SWIFT - NATAAU3303M	Plus Delivery: \$0.00 N-R Total Incl. GST: \$2,790.00 Paid-to-Date: \$0.00 Balance Due: \$2,790.00
---	--

Powered by **MYOB**



*749 200018061496235

Invoice #: 00149623



Tax Invoice

Hockey Australia

66 Jolimont St, East Melbourne VIC 3002

P +613 9947 9900 / E accounts@hockey.org.au

ABN: 26 546 955 455

Invoice To:

Liam Sweeney
12096 Great Southern Highway
Brookton WA 6306

Invoice #: 00149551
Date: 30/08/2018
Due Date: 31/08/2018

Description	Amount	Tax
Country Under 21 Hockey Tour 2018 - Deposit due immediately	\$500.00	N-R
GST Included on Sale: \$0.00		
Direct Deposit to Hockey Australia: BSB - 083-166 Account - 50-690-3098 National Australia Bank 990 Toorak Road, Camberwell Victoria 3124 AUSTRALIA SWIFT - NATAAU3303M	Plus Delivery: \$0.00 Total Incl. GST: \$500.00 Paid-to-Date: \$0.00 Balance Due: \$500.00	N-R

How to Pay:

Powered by **MYOB**



by credit card

To pay via MasterCard or VISA.

by INTERNET: myob.com.au/ezybillpay

by PHONE: 1300 855 558

Minimum payment \$10. Maximum payment \$10,000.

Quote 2000 1806 1495 512



in person

Present this invoice at any Post Office to make a payment via cash or EFTPOS. Cheque payments not accepted. Minimum payment \$10. Maximum payment \$10,000.



by mail

Detach this section and mail your cheque to Hockey Australia.



Bill code: 716597

Ref: 2000 1806 1495 512

Minimum payment \$10.

Contact your financial institution to make payment from your bank account (excluding credit cards).

The following biller name will appear on your bank statement - MYOB Pay Services



*749 200018061495512

Invoice #: 00149551

12.10.18 FINANCE & ADMINISTRATION REPORT

12.10.18.01 LIST OF ACCOUNTS FOR PAYMENT

File No:	N/A
Date of Meeting:	23/10/18
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Corinne Kemp – Finance Officer
Authorising Officer:	Ian D’Arcy– Chief Executive Officer
Declaration of Interest:	The author has no financial interest in this matter.
Voting Requirements:	Simple Majority
Previous Report:	20/09/18

Summary of Item:

The list of accounts for payment to 30th September 2018 are presented to council for inspection.

Description of Proposal:

N/A

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 the Committee and to Council for inspection. Please refer to the separate attachment.

Consultation:

N/A

Statutory Environment:

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

Relevant Plans and Policy:

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

Financial Implications:

There are no financial implications relevant to this report.

Risk Assessment:

No Risk Identified

Community & Strategic Objectives:

No Reference

Comment

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

To 30th September 2018

Municipal Account

Direct Debits	\$83,207.62
EFT	\$502,065.01
Cheques	\$95,878.48
Trust Account	\$1,300.00

OFFICER'S RECOMMENDATION

That with respect to the list of accounts for payment, Council note the payments authorized under delegated authority as detailed below and presented in the List of Accounts 30th September 2018.

To 30th September 2018

Municipal Account

Direct Debits –	\$83,207.62
EFT	\$502,065.01
Cheques	\$95,878.48
Trust Account	\$1,300.00

OCM 10.18-08

COUNCIL RESOLUTION

MOVED CR WALKER SECONDED CR HARTL

That with respect to the list of accounts for payment, Council note the payments authorized under delegated authority as detailed below and presented in the List of Accounts 30th September 2018.

To 30th September 2018

Municipal Account

Direct Debits –	\$83,207.62
EFT	\$502,065.01
Cheques	\$95,878.48
Trust Account	\$1,300.00

CARRIED BY SIMPLE MAJORITY VOTE 5-0

SEPTEMBER 2018 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL OCTOBER 2018				
ATTACHMENT 12.10.18.01A				
Chq/EFT	Date	Name	Description	Amount
1122	14/09/2018	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY CONSUMER PROTECTION	HOUSING BOND S THOMSON U2 / 4 MATTHEWS ST BROOKTON	\$ 800.00
EFT9397	14/09/2018	MCCABE JANE	BOND REFUND HIRE OF PAVILION	\$ 500.00
			TOTAL TRUST	\$ 1,300.00
Chq/EFT	Date	Name	Description	Amount
EFT9373	07/09/2018	AGI BURMAS	REFUND OF OVER PAYMENT OF RENT U 2 / 28 WILLIAMS ST BROOKTON	\$ 7.32
EFT9374	07/09/2018	AMAZING 50'S CATERING	DINNER FOR COUNCIL MEETING 16 AUGUST 2018	\$ 230.00
EFT9375	07/09/2018	AMPAC DEBT RECOVERY	RATES DEBT RECOVERY AUGUST 2018	\$ 55.00
EFT9376	07/09/2018	AVON PAPER SHRED	PAPER SHREDDING	\$ 160.00
EFT9377	07/09/2018	B & N EYRE BROOKTON NEWSAGENCY	PAPERS & STATIONARY	\$ 10.15
EFT9378	07/09/2018	BROOKTON COUNTRY CLUB	ANNUAL SHIRE CONTRIBUTION 2018/19	\$ 11,000.00
EFT9379	07/09/2018	BROOKTON TELEGRAPH	BROOKTON TELEGRAPH ANNUAL SUBSCRIPTION	\$ 3,000.00
EFT9380	07/09/2018	DANNI CHARD	REIMBURSEMENT FOR TRAVEL & PARKING - DEALING WITH DIFFICULT CUSTOMERS TRAINING	\$ 285.35
EFT9381	07/09/2018	DAVID HADDEN HEALTH & BUILDING SERVICES	CONTRACT BUILDING SERVICES	\$ 550.00
EFT9382	07/09/2018	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH COLLECTION AND BROOKTON TIPSITE 26/06/18 TO 31/07/18	\$ 12,834.95
EFT9383	07/09/2018	JH COMPUTER SERVICES	ADSL ROUTERS, HARD DRIVES & IT SUPPORT	\$ 2,979.15
EFT9384	07/09/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	REGISTRATION LG FINANCE PROFESSIONALS NETWORK - PROFESSIONAL DEVELOPMENT DAY 14TH SEPTEMBER 2018 - SFO & SCBO	\$ 200.00
EFT9385	07/09/2018	MERCURE HOTEL PERTH	ACCOMODATION LOCAL GOVERNMENT CONFERENCE	\$ 1,080.00
EFT9386	07/09/2018	NARROGIN TOYOTA	10,000KM SERVICE - 7BO	\$ 267.41
EFT9387	07/09/2018	OFFICEWORKS BUSINESS DIRECT	STATIONARY & COFFEE	\$ 648.13
EFT9388	07/09/2018	REGIONAL ANTENNAS	REPAIR TV ANTENNA AT UNIT 2/4 MATTHEW STREET, BROOKTON	\$ 164.95
EFT9389	07/09/2018	SANDRA DYSON	REFUND OF OVER PAYMENT OF RENT U8 / 40 WHITE ST BROOKTON	\$ 210.00
EFT9390	07/09/2018	STEPHEN THOMSON	REIMBURSEMENT OF PRE EMPLOYMENT MEDICAL AND POLICE CLEARANCE	\$ 186.30
EFT9391	07/09/2018	WA CONTRACT RANGER SERVICES	RANGER SERVICES 15/08/18 TO 23/08/18	\$ 654.50
EFT9392	07/09/2018	WA LOCAL GOVERNMENT ASSN	WA LOCAL GOVERNMENT CONVENTION - CR CRUTE, CR HARTL & CR WALKER	\$ 3,795.00
EFT9393	07/09/2018	WESFARMERS KLEENHEAT GAS PTY LTD	GAS CYLINDER SERVICE FEE - KALKARNI RESIDENCY	\$ 75.90
EFT9394	07/09/2018	WHEATBELT EXERCISE PHYSIOLOGY	GYM INDUCTIONS JULY & AUGUST	\$ 495.00
EFT9395	07/09/2018	ZACKS COMMERCIAL ARTS	C4 EVELOPES	\$ 340.00
EFT9396	07/09/2018	ZIRCADATA	STORAGE OF ARCHIVE BOXES	\$ 59.63
EFT9398	14/09/2018	CHILD SUPPORT	PAYROLL DEDUCTIONS	\$ 1,400.00
EFT9399	14/09/2018	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 504.33
EFT9400	14/09/2018	LGRCEU	PAYROLL DEDUCTIONS	\$ 61.50
EFT9401	14/09/2018	SHIRE OF BROOKTON	MASTERCARD PURCHASES AUGUST 2018	\$ 378.00
EFT9402	14/09/2018	SHIRE OF BROOKTON	MASTERCARD PURCHASES AUGUST 2018	\$ 70.80
EFT9403	14/09/2018	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 205.00
EFT9404	28/09/2018	BAPTISTCARE	KALKARNI RESIDENCY 2017/18 YEAR END ADJUSTMENT, MANAGEMENT FEES & SHARE OF NET SURPLUS	\$408,643.66
EFT9405	28/09/2018	BOC GASES	CONTAINER SERVICE CHARGES	\$ 52.54
EFT9406	28/09/2018	BROOKTON PLUMBING	CUTTING IN OF NEW RETICULATION VALVE - ADMINISTRATION BUILDING	\$ 330.00
EFT9407	28/09/2018	BROOKTON TYRE SERVICE	PUNCTURE REPAIR PL6	\$ 324.50
EFT9408	28/09/2018	CJD EQUIPMENT	250 HR SERVICE & REPAIRS - G7	\$ 3,237.17
EFT9409	28/09/2018	DFES	2018/19 EMERGENCY SERVICES LEVY QUARTER 1	\$ 18,258.60
EFT9410	28/09/2018	DMC CLEANING	CLEANING SERVICES COUNCIL FACILITIES	\$ 4,307.33
EFT9411	28/09/2018	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN PICK UP & BROOKTON LANDFILL 31/07/18 TO 28/08/18	\$ 10,016.36
EFT9412	28/09/2018	H RUSHTON & CO	SERVICE & REPAIRS PT11 & PL6	\$ 587.05
EFT9413	28/09/2018	ILLION AUSTRALIA PTY LTD T/AS TENDERLINK.COM	IMPLEMENTATION FEE FOR TENDERLINK PORTAL	\$ 2,750.00
EFT9414	28/09/2018	IXOM	CHLORINE SERVICE FEE BROOKTON AQUATIC CENTRE	\$ 84.57
EFT9415	28/09/2018	JASON SIGNMAKERS	T JUNCTION SIGNS	\$ 307.56
EFT9416	28/09/2018	JH COMPUTER SERVICES	PURCHASE & INSTALLATION OF SSL CERTIFICATE & IT SUPPORT SEPTEMBER 2018	\$ 704.00

EFT9417	28/09/2018	JIM MCKENZIE PTY LTD	CRANE HIRE FOR CHANGE OF OVAL LIGHTING	\$ 2,387.00
EFT9418	28/09/2018	JR & A HERSEY PTY LTD	SAFETY EQUIPMENT & PPE	\$ 652.03
EFT9419	28/09/2018	MOORE STEPHENS	ROADS TO RECOVERY - ANNUAL RETURN FOR THE YEAR ENDED 30 JUNE 2018.	\$ 1,760.00
EFT9420	28/09/2018	NARROGIN TOYOTA	REPLACE BROKEN WINDOW ON COMMUNITY BUS	\$ 917.51
EFT9421	28/09/2018	PROMPT SAFETY SOLUTIONS	PROMPT SAFETY SOLUTIONS SERVICES AUGUST 2018 TO AUGUST 2019	\$ 1,100.00
EFT9422	28/09/2018	REPLAS WA	BLACK - PROFILE 40MM X 65MM X 3.6M BLACK	\$ 1,438.21
EFT9423	28/09/2018	SHIRE OF PINGELLY	REPAIRS & MAINTENANCE PCB1 & PT7	\$ 1,935.22
EFT9424	28/09/2018	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL	\$ 161.59
EFT9425	28/09/2018	TIANCO TRANSPORT	CLEAN FILL SAND FOR SCHOOL SPORTS CARNIVAL AT OVAL	\$ 79.20
EFT9426	28/09/2018	WHEATBELT ELECTRICS	INSPECT AND REPAIR FAULTY LIGHT BANK AND SWITCHES IN FRONT COUNTER ADMINISTRATION AREA AND CHAMBERS .	\$ 122.54
			TOTAL EFT	\$502,065.01

Chq/EFT	Date	Name	Description	Amount
18351	07/09/2018	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY AUGUST 2018	\$ 771.75
18352	07/09/2018	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY CONSUMER PROTECTION	BUILDING SERVICES LEVY AUGUST 2018	\$ 529.30
18353	07/09/2018	WATER CORPORATION OF WA	WATER USAGE CARAVAN PARK & PAVILION	\$ 172.31
18354	14/09/2018	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 210.00
18355	14/09/2018	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 910.00
18356	14/09/2018	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 210.00
18357	14/09/2018	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 910.00
18358	14/09/2018	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 210.00
18359	14/09/2018	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 910.00
18360	19/09/2018	ATO	BAS TAX LIABILITY - AUGUST 2018	\$ 15,928.00
18365	28/09/2018	COLIN YOUNG	RATES REFUND FOR ASSESSMENT A122 YOUNG ROAD BROOKTON 6306	\$ 665.75
18366	28/09/2018	SHIRE OF BROOKTON	RUBBISH & SEWERAGE RATES SHIRE OWNED PROPERTIES	\$ 69,673.54
18367	28/09/2018	SYNERGY	STREETLIGHT & HAPPY VALLEY ELECTRICITY 01/08/18 TO 04/09/18	\$ 3,532.00
18368	28/09/2018	TELSTRA CORPORATION	ADMINISTRATION OFFICE, SWIMMING POOL, DEPOT, MOBILE & IPAD ACCOUNTS	\$ 1,245.83
			TOTAL CHEQUES	\$ 95,878.48

DIRECT DEBITS FOR AUGUST 2018			
	SALARIES & WAGES	\$	69,913.16
	MERCHANT FEES	\$	154.30
	SUPERANNUATION	\$	12,810.16
	CLASSIC FUNDING GROUP	\$	330.00
	TOTAL	\$	83,207.62

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO		
DATE	DESCRIPTION	AMOUNT
3/08/18	Westnet	\$ 189.90
10/08/18	Safetyculture	\$ 13.20
11/8/18	Pingelly Rural - Key Cutting	\$ 20.00
29/8/18	Jaycar - Anemometers	\$ 150.90
30/8/18	Card Fee	\$ 4.00
	TOTAL	\$ 378.00

SHIRE OF BROOKTON CREDIT CARD PURCHASES DCEO		
DATE	DESCRIPTION	AMOUNT
9/08/18	West Australian newspapers	\$ 66.80
30/08/18	Card Fee	\$ 4.00
	TOTAL	\$ 70.80

12.10.18.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 SEPTEMBER 2018

File No:	N/A
Date of Meeting:	23/10/2018
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Deanne Sweeney – Senior Finance Officer
Authorising Officer:	Vicki Morris – Deputy Chief Executive Officer
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

The Statement of Financial Activity for the period ended 30 September 2018 is presented to Council.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 30 September 2018 as presented.

Background:

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

Consultation:

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

Statutory Environment:

Section 6.4 of the *Local Government Act 1995*.

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

Section 6.8 of the *Local Government Act 1995*

Relevant Plans and Policy:

There is no Council Policy relevant to this issue.

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

Financial Implications:

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

Risk Assessment:

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

Community & Strategic Objectives:

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

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

Comment:

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

OFFICER'S RECOMMENDATION

That Council receive the Monthly Statements of Financial Activity for the period ending 30 September 2018, as presented in Attachment 12.10.18.02 to this report.

OCM 10.18-09**COUNCIL RESOLUTION**

MOVED CR HARTL SECONDED CR MILLS

That Council receive the Monthly Statements of Financial Activity for the period ending 30 September 2018, as presented in Attachment 12.10.18.02 to this report.

CARRIED BY SIMPLE MAJORITY VOTE 5-0

Shire of Brookton

MONTHLY FINANCIAL REPORT

For the Period Ended 30 September 2018

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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
2016-17
2017-18
2018-19
For the Period Ended 30 September 2018
01-Jul-18
30-Jun-19

Material Threshold

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

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

Material Variances Symbol

Above Budget Expectations
Below Budget Expectations

▲
▼

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

Statement of Financial Activity

Month	Operating Expenses		Operating Revenue		Capital Expenses		Capital Revenue	
	Budget 2018-19	Actual 2018-19	Budget 2018-19	Actual 2018-19	Budget 2018-19	Actual 2018-19	Budget 2018-19	Actual 2018-19
Jul	769,232	612,509	473,925	677,474	313,560	26,968	124,436	4,369
Aug	1,522,518	1,055,862	1,056,166	1,446,694	627,119	27,654	248,873	4,369
Sep	2,378,662	2,532,956	1,544,365	2,153,293	964,382	30,567	375,059	4,369
Oct								
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 2016-17 \$('000s)	Actual 2017-18 \$('000s)	Actual 2018-19 \$('000s)
Jul	267,469	907,333	1,207,105
Aug	3,164,854	3,295,912	4,051,835
Sep	3,435,041	3,637,304	3,520,526
Oct			
Nov			
Dec			
Jan			
Feb			
Mar			
Apr			
May			
Jun			

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

Note 4 - Rates and Rubbish Collection History

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

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 September 2018

	Note	Adopted Annual Budget	Amended Budget -	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
Operating Revenues		\$		\$	\$	\$	%	
Governance		11,550	11,550	1,260	5,689	4,429	351.50%	
General Purpose Funding		575,727	575,727	138,859	645,290	506,431	364.71%	▲
Law, Order and Public Safety		20,000	20,000	4,997	571	(4,426)	(88.57%)	
Health		1,300	1,300	923	772	(151)	(16.36%)	
Education and Welfare		4,429,822	4,429,822	1,104,075	1,073,968	(30,107)	(2.73%)	
Housing		81,696	81,696	20,421	21,175	754	3.69%	
Community Amenities		391,933	391,933	97,980	382,351	284,371	290.23%	▲
Recreation and Culture		41,882	41,882	10,461	7,252	(3,209)	(30.67%)	
Transport		574,593	574,593	143,648	358	(143,290)	(99.75%)	▼
Economic Services		50,430	50,430	12,603	10,883	(1,720)	(13.65%)	
Other Property and Services		36,560	36,560	9,138	4,984	(4,154)	(45.46%)	
Total (Excluding Rates)		6,215,493	6,215,493	1,544,365	2,153,293	608,928	39.43%	
Operating Expense								
Governance		(505,146)	(505,146)	(168,350)	(96,422)	71,928	(42.73%)	▲
General Purpose Funding		(206,116)	(206,116)	(37,489)	(26,604)	10,885	(29.03%)	
Law, Order and Public Safety		(172,331)	(172,331)	(43,083)	(45,566)	(2,483)	5.76%	
Health		(80,802)	(80,802)	(14,501)	(10,921)	3,580	(24.69%)	
Education and Welfare		(3,874,446)	(3,874,446)	(984,294)	(1,062,856)	(78,562)	7.98%	
Housing		(241,994)	(241,994)	(63,709)	(46,066)	17,643	(27.69%)	
Community Amenities		(481,624)	(481,624)	(119,951)	(76,377)	43,574	(36.33%)	
Recreation and Culture		(1,012,065)	(1,012,065)	(255,506)	(166,152)	89,354	(34.97%)	
Transport		(2,430,797)	(2,430,797)	(626,505)	(868,011)	(241,506)	38.55%	
Economic Services		(175,834)	(175,834)	(48,775)	(32,348)	16,427	(33.68%)	
Other Property and Services		(28,970)	(28,970)	(16,499)	(101,633)	(85,134)	516.00%	▼
Total		(9,210,125)	(9,210,125)	(2,378,662)	(2,532,956)	(154,294)	(6.49%)	
Funding Balance Adjustment								
Add back Depreciation		2,109,945	2,109,945	527,486	743,681	216,195	40.99%	▲
Adjust (Profit)/Loss on Asset Disposal	6	765	765	765	0	(765)		
Adjust (Profit)/Loss on Asset Revaluation		0	0	0	0	0		
Movement in Non Cash Provisions		0	0	0	0	0		
Net Operating (Ex. Rates)		(883,922)	(883,922)	(306,045)	364,018	670,063	(218.94%)	
Capital Revenues								
Proceeds from Disposal of Assets	6	65,000	65,000	0	0	0	0.00%	
Self-Supporting Loan Principal		28,754	28,754	7,189	4,369	(2,820)	(39.22%)	
Transfer from Reserves	5	1,464,483	1,471,483	367,871	0	(367,871)	(100.00%)	▼
Total		1,558,237	1,565,237	375,059	4,369	(370,690)		
Capital Expenses								
Land and Buildings	6	(960,000)	(960,000)	(240,000)	0	240,000	(100.00%)	
Plant and Equipment	6	(357,000)	(357,000)	(89,250)	0	89,250	(100.00%)	
Furniture and Equipment	6	(75,000)	(75,000)	(18,750)	0	18,750	(100.00%)	
Infrastructure Assets - Roads & Bridges	6	(922,686)	(922,686)	(230,672)	(3,600)	227,072	(98.44%)	
Infrastructure Assets - Sewerage	6	(10,000)	(10,000)	(2,500)	0	2,500	(100.00%)	
Infrastructure Assets - Parks	6	0	0	0	0	0	0.00%	
Repayment of Debentures	7	(138,653)	(138,653)	(34,663)	(26,968)	7,695	(22.20%)	
Transfer to Reserves	5	(1,394,190)	(1,394,190)	(348,548)	0	348,548	(100.00%)	
Total		(3,857,529)	(3,857,529)	(964,382)	(30,567)	933,815	(96.83%)	
Net Capital		(2,299,292)	(2,292,292)	(589,323)	(26,198)	563,124	(95.55%)	
Total Net Operating + Capital		(3,183,214)	(3,176,214)	(895,368)	337,820	1,233,188	(137.73%)	
Rate Revenue		2,269,064	2,269,064	2,269,064	2,268,557	(507)	(0.02%)	
Opening Funding Surplus(Deficit)		914,150	914,150	914,150	914,150	0	0.00%	
Closing Funding Surplus(Deficit)	2	0	7,000	2,287,846	3,520,526	1,232,680		

<p style="text-align: center;">Shire of Brookton STATEMENT OF FINANCIAL ACTIVITY Program by Nature and Type For the Period Ended 30 September 2018</p>						
	NOTE	2018/19	2018/19	2018/19	2018/19	Variance
		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Budget vs
		\$		\$	\$	YTD Actual
						\$
REVENUES FROM ORDINARY ACTIVITIES						
Rates		2,269,064	2,269,064	2,269,064	2,268,557	(507)
Operating Grants, Subsidies and Contributions		3,770,450	3,770,450	942,608	1,389,489	446,881
Fees and Charges		1,685,956	1,685,956	421,461	723,820	302,359
Interest Earnings		194,749	194,749	37,846	4,931	(32,915)
Other Revenue		68,232	68,232	10,775	35,053	24,278
		7,988,451	7,988,451	3,681,754	4,421,850	740,096
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs		(1,461,725)	(1,463,975)	(409,838)	(445,156)	(35,318)
Materials and Contracts		(4,900,001)	(4,898,051)	(1,242,179)	(1,208,333)	33,846
Utilities		(170,371)	(170,071)	(42,209)	(26,811)	15,398
Depreciation		(2,109,945)	(2,109,945)	(703,315)	(743,681)	(40,366)
Interest Expenses	7	(104,476)	(104,476)	(34,825)	5,918	40,743
Insurance		(185,488)	(185,488)	(185,488)	(114,893)	70,595
Other Expenditure		(255,754)	(255,754)	(63,253)	0	63,253
		(9,187,760)	(9,187,760)	(2,681,107.33)	(2,532,956)	148,151
		(1,199,309)	(1,199,309)	1,000,647	1,888,894	888,247
Non-Operating Grants, Subsidies & Contributions		521,106	521,106	130,275	-	(130,275)
Profit on Asset Disposals	6	-	-	-	-	-
Loss on Asset Disposals	6	(765)	(765)	(189)	-	189
NET RESULT		(678,968)	(678,968)	1,130,733	1,888,894	758,161

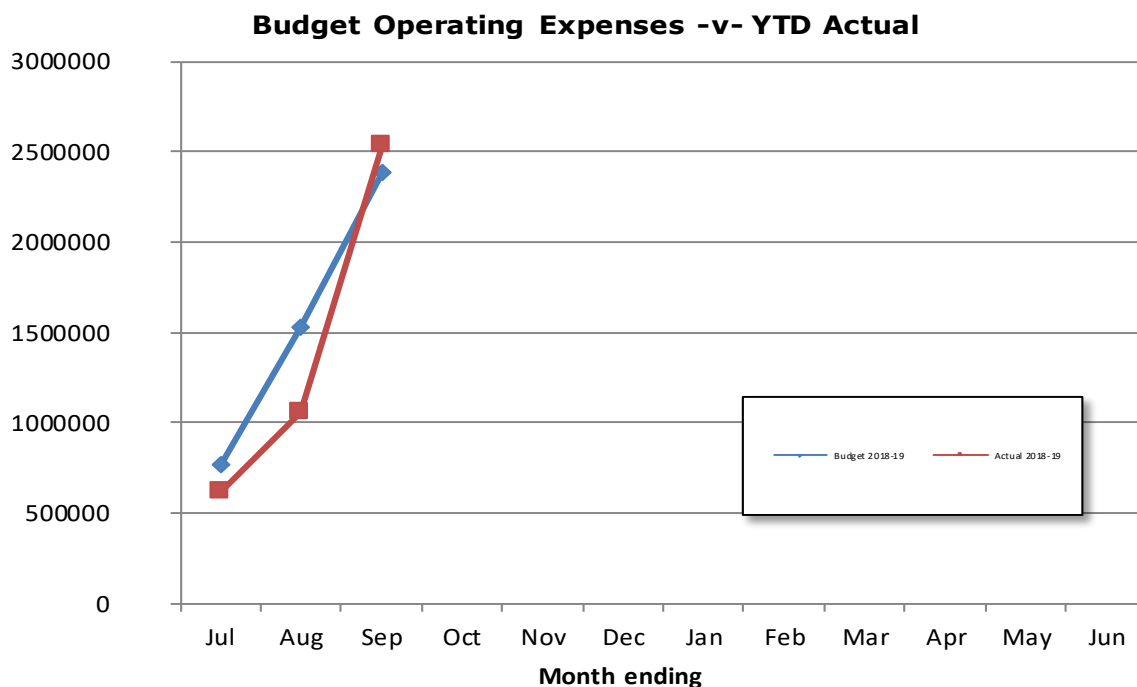
Shire of Brookton						
STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)						
Program by Nature and Type						
For the Period Ended 30 September 2018						
	2016/17	2016/17	2016/17	2016/17	Variance	
	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Budget vs	Actuals
	\$	November OCM	\$	\$	YTD Actual	as % of
						Total
REVENUES FROM ORDINARY ACTIVITIES						
Rates	2,269,064		2,269,064	2,268,557	(507)	66%
Operating Grants, Subsidies and Contributions	513,370		128,338	638,228	509,890	18%
Fees and Charges	898,695		224,646	505,484	280,838	15%
Interest Earnings	194,749		37,846	4,931	(32,915)	0%
Other Revenue	68,232		10,775	35,053	24,278	1%
	3,944,110		2,670,669	3,452,252	781,583	100%
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs	(1,461,725)		(409,838)	(445,156)	(35,318)	29%
Materials and Contracts	(1,346,170)		(353,721)	(256,832)	96,889	17%
Utilities	(170,371)		(42,209)	(26,811)	15,398	2%
Depreciation	(2,009,487)		(644,715)	(717,867)	(73,152)	46%
Interest Expenses	(99,516)		(31,932)	6,306	38,238	0%
Insurance	(171,716)		(157,944)	(108,007)	49,937	7%
Other Expenditure	(255,754)		(63,253)	0	63,253	0%
	(5,514,739)		(1,703,612)	(1,548,367)	155,245	100%
	(1,570,629)		967,057	1,903,885	936,828	
Non-Operating Grants, Subsidies & Contributions	521,106		130,275	-	(130,275)	
Profit on Asset Disposals	-		-	-	-	
Loss on Asset Disposals	(765)		(189)	-	189	
NET RESULT	(1,050,288)		1,097,143	1,903,885	806,742	

Shire of Brookton	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 30 September 2018	
Note 1: MAJOR VARIANCES	
OPERATING REVENUE (EXCLUDING RATES)	
Governance	Within variance threshold of \$10,000 or 10%
General Purpose Funding	This variance is due to the GPG Grants Commission - General & Roads balance B/F from 17/18 for an advance payment received for General & Roads, along with Bridges received 18/19
Law, Order and Public Safety	Within variance threshold of \$10,000 or 10%
Health	Within variance threshold of \$10,000 or 10%
Education and Welfare	Within variance threshold of \$10,000 or 10%
Housing	Within variance threshold of \$10,000 or 10%
Community Amenities	The variance is due to a Budget profile calculated over 12 month for 18/19 Refuse & Sewerage rates - Will self correct
Recreation and Culture	Within variance threshold of \$10,000 or 10%
Transport	MRWA Direct Grant , RRG & R2R Grant Funding yet to be received
Economic Services	Within variance threshold of \$10,000 or 10%
Other Property and Services	Within variance threshold of \$10,000 or 10%
OPERATING EXPENSES	
Governance	There a number of factors that relate to this variance, but the main driver relates to a timing issue of creditor invoices relating to subscriptions/licences - Will self correct and ABC Allocations
General Purpose Funding	Within variance threshold of \$10,000 or 10%
Law, Order and Public Safety	Within variance threshold of \$10,000 or 10%
Health	Within variance threshold of \$10,000 or 10%
Education and Welfare	Within variance threshold of \$10,000 or 10%
Housing	Within variance threshold of \$10,000 or 10%
Community Amenities	Within variance threshold of \$10,000 or 10%
Recreation and Culture	Within variance threshold of \$10,000 or 10%
Transport	Within variance threshold of \$10,000 or 10%
Economic Services	Within variance threshold of \$10,000 or 10%
Other Property and Services	There a number of factors that relate to this variance, but the main driver relates to an employee redundancy payout

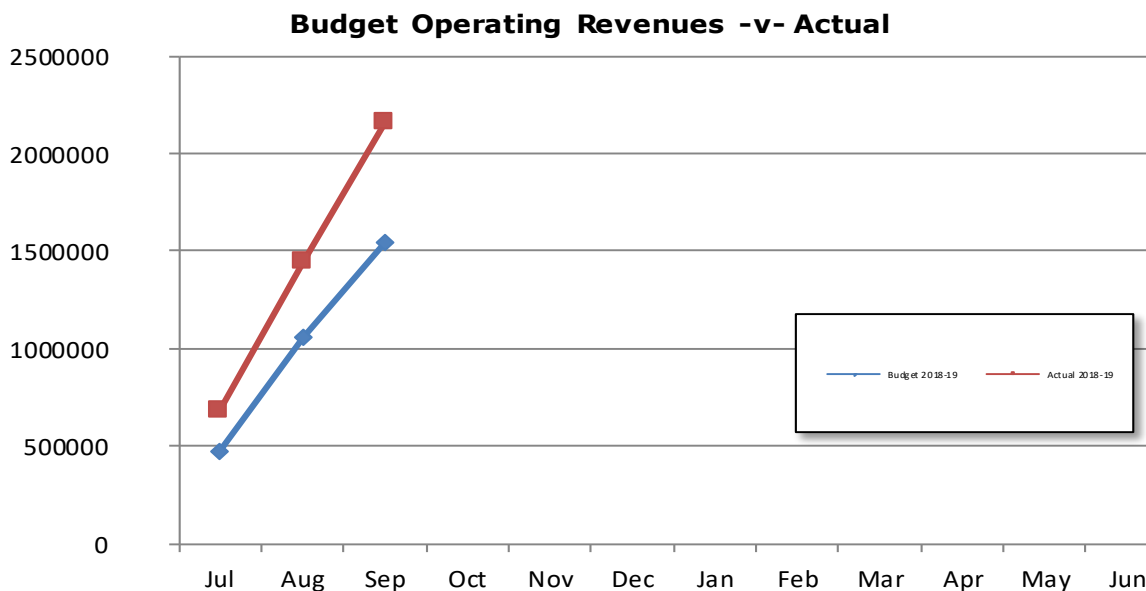
CAPITAL REVENUE
Proceeds from Disposal of Assets
Within variance threshold of \$10,000 or 10%
Self-Supporting Loan Principal
Within variance threshold of \$10,000 or 10%
Transfer from Reserves
A portion of Reserve Transfers will be completed at maturity 02/10/18, the remainder will occur towards the end of the financial year
CAPITAL EXPENSES
Land and Buildings
No purchases to date
Plant and Equipment
No purchases to date
Furniture and Equipment
No purchases to date
Infrastructure Assets - Roads & Bridges
Minimal purchases to date
Infrastructure Assets - Sewerage
No purchases to date
Infrastructure Assets - Parks
No purchases to date
Repayment of Debentures
Within variance threshold of \$10,000 or 10%
Transfer to Reserves
A portion of Reserve Transfers will be completed at maturity 02/10/18, the remainder will occur towards the end of the financial year
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 30 September 2018

Note 2 - Graphical Representation - Source Statement of Financial Activity



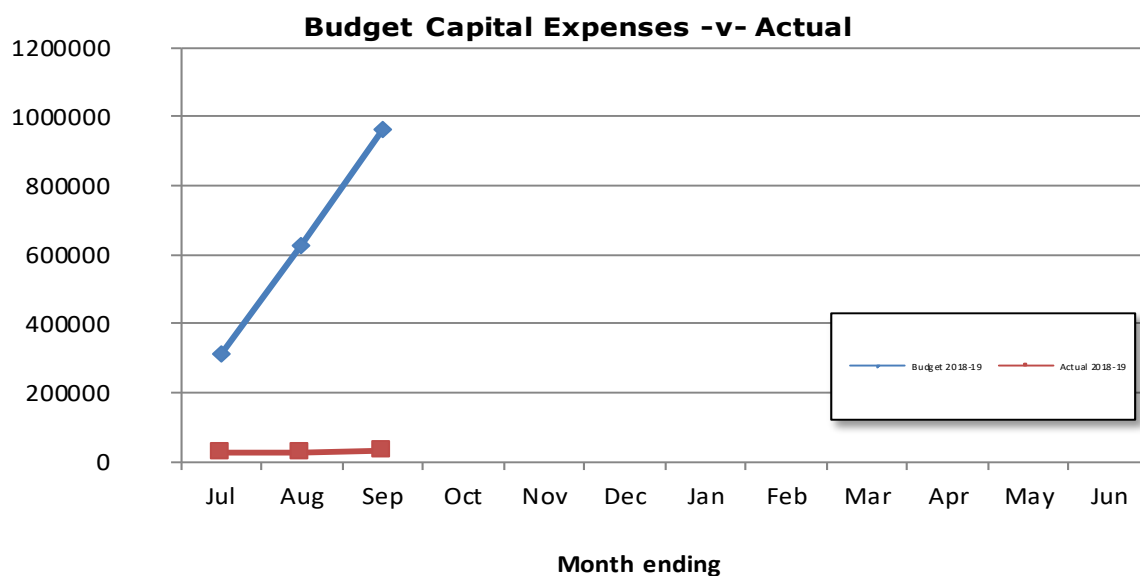
Comments/Notes - Operating Expenses



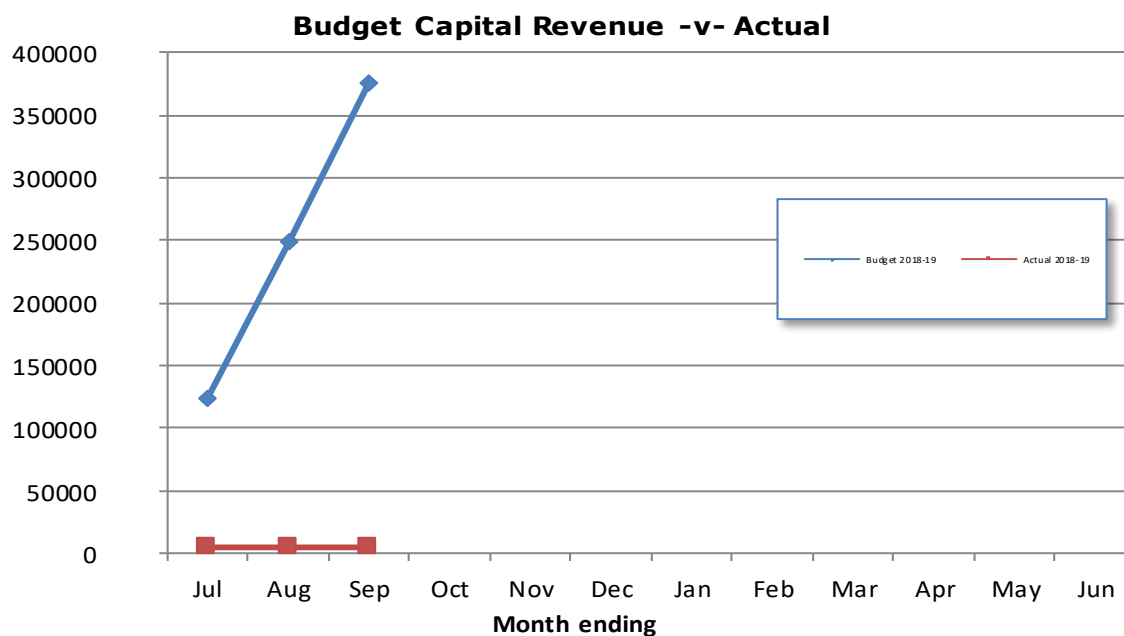
Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses



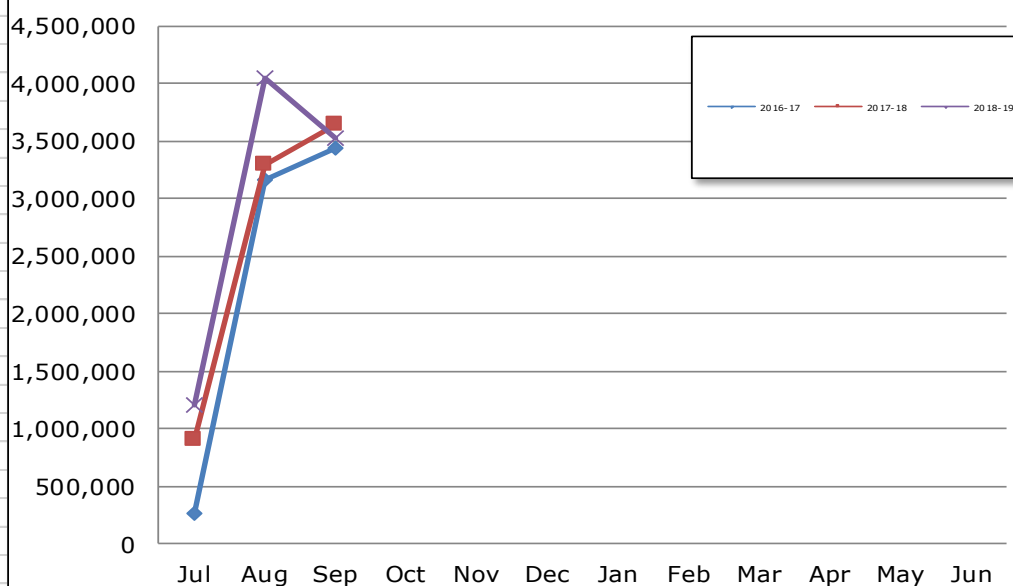
Comments/Notes - Capital Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
2018-19				
Note	This Period	Same Period 2017/18	Same Period 2016/17	Surplus C/F 1 July 2018
	\$	\$	\$	\$
Current Assets				
Cash Unrestricted	1,928,301	2,928,604	1,756,629	1,740,530
Cash Restricted	4,274,596	3,504,765	3,221,937	4,274,596
Receivables	6,115,053	3,954,405	3,679,656	4,375,025
Prepayments & Accruals	0	0	0	0
Inventories	20,580	14,341	13,851	27,394
	12,338,531	10,402,117	8,672,072	10,417,545
Less: Current Liabilities				
Payables and Provisions	(4,543,409)	(3,260,047)	(2,015,094)	(5,228,799)
	(4,543,409)	(3,260,047)	(2,015,094)	(5,228,799)
Less: Cash Restricted	(4,274,596)	(3,504,765)	(3,221,937)	(4,274,596)
Net Current Funding Position	3,520,526	3,637,304	3,435,041	914,150

Note 2 - Liquidity Over the Year

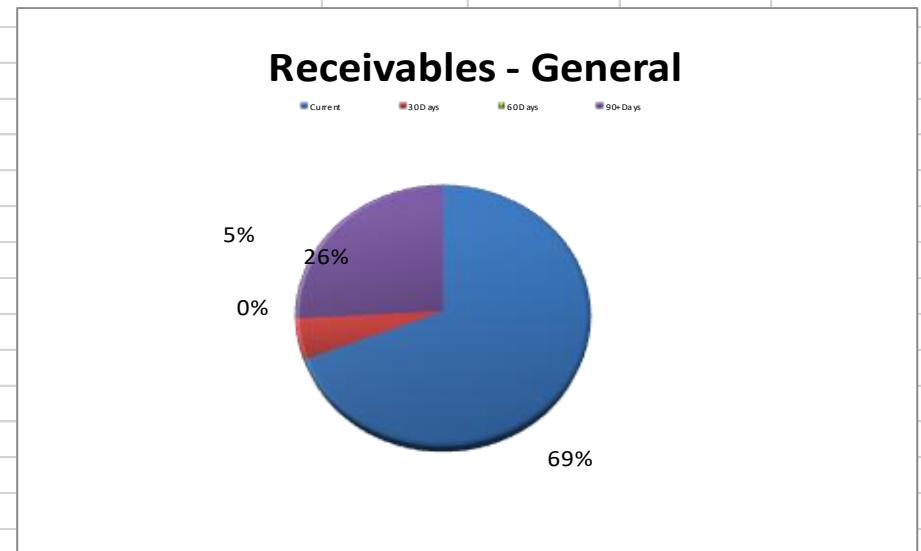
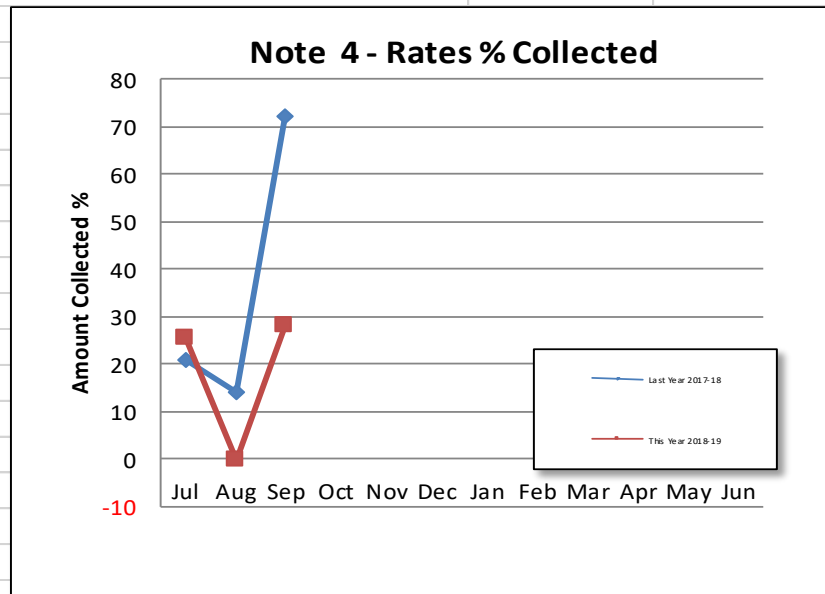


Comments - Net Current Funding Position

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish	Current 2018-19	Previous 2017-18	Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$		\$	\$	\$	\$
Opening Arrears Previous Years	53,825	30,159		26,740	1,963	0	10,022
Rates, Sewerage & Rubbish Levied this year	2,645,241	2,403,762	Total Outstanding				38,725
Less Collections to date	(755,423)	(1,759,781)	Amounts shown above include GST (where applicable)				
Equals Current Outstanding	1,943,643	674,141					
Net Rates Collectable	1,943,643	674,141					
% Collected	27.99%	72.30%					



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Amended Budget Sept OCM Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Amended Budget Sept 18 OCM Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$		\$	\$		\$	\$	\$
Aldersyde Hall Reserve (Not Shire Vested Property)	25,805	619	0	0		0	0	0	0	26,424	25,805
Leave Reserve	0	542	0	114,700		0	0	0	0	115,242	0
Brookton Heritage/Museum Reserve	41,889	1,096	0	2,500		0	0	0	0	45,485	41,889
Caravan Park Reserve	128,429	3,173	0	10,000		0	0	0	0	141,602	128,429
Cemetery Reserve	22,622	561	0	10,000		0	0	0	0	33,183	22,622
Community Bus Reserve	72,166	1,859	0	7,000		0	0	0	0	81,025	72,166
Furniture and Equipment Reserve	78,538	2,156	0	0		0	0	0	0	80,694	78,538
Health & Aged Care Reserve	691,647	9,276	0	65,000		0	(327,000)	0	0	438,923	691,647
Land & Housing Development Reserve	1,024,906	30,673	0	136,389		0	(420,000)	0	0	771,968	1,024,906
Kweda Hall Reserve	29,497	798	0	2,500		0	0	0	0	32,795	29,497
Land Development Reserve	136,389	0	0	0		0	(136,389)	0	0	0	136,389
Madison Square Units Reserve	18,703	467	0	6,000		0	0	0	0	25,170	18,703
Municipal Buildings & Facilities Reserve	236,375	5,004	0	87,000		0	(74,000)	0	0	254,379	236,375
Plant and Vehicle Reserve	664,198	11,601	0	210,000		0	(265,000)	(7,000)	0	613,799	664,198
Railway Station Reserve	29,497	798	0	86,356		0	0	0	0	116,651	29,497
Rehabilitation & Refuse Reserve	53,610	1,920	0	62,000		0	0	0	0	117,530	53,610
Road and Bridge Infrastructure Reserve	432,174	8,689	0	70,000		0	(113,094)	0	0	397,769	432,174
Saddleback Building Reserve	52,782	1,294	0	1,500		0	0	0	0	55,576	52,782
Sewerage & Drainage Infrastructure Reserve	259,113	6,942	0	101,932		0	0	0	0	367,987	259,113
Sport & Recreation Reserve	15,663	412	0	10,000		0	0	0	0	26,075	15,663
Townscape and Footpath Reserve	51,707	717	0	50,000		0	(39,000)	0	0	63,424	51,707
Developer Contribution - Roads	2,635	63	0	0		0	0	0	0	2,698	2,635
Water Harvesting Reserve	42,239	860	0	1,500		0	(10,000)	0	0	34,599	42,239
Brookton Aquatic Reserve	66,841	1,966	0	60,000		0	0	0	0	128,807	66,841
Cash Contingency Reserve	97,171	2,694	0	60,000		0	0	0	0	159,865	97,171
Independent Living Units Reserve	0	633	0	145,000		0	(80,000)	0	0	65,633	0
	4,274,596	94,813	0	1,299,377	0	0	(1,464,483)	(7,000)	0	4,197,303	4,274,596

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 6: CAPITAL DISPOSALS AND ACQUISITIONS

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

Comments - Capital Disposal

			Summary Acquisitions				
				Budget	Amended Budget	Actual	Variance
				\$		\$	\$
			Property, Plant & Equipment				
			Land and Buildings	960,000	960,000	0	960,000
			Plant & Equipment	357,000	357,000	0	357,000
			Furniture & Equipment	75,000	75,000	0	75,000
			Infrastructure				
			Roadworks & Bridge Works & Footpaths	922,686	922,686	3,600	919,087
			Parks & Gardens	0	0	0	0
			Sewerage & Drainage	10,000	10,000	0	10,000
			Totals	2,324,686	2,324,686	3,600	2,321,087

Comments - Capital Acquisitions

Shire of Brookton												
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY												
For the Period Ended 30 September 2018												
Note 7: INFORMATION ON BORROWINGS												
</												

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 8: CASH AND INVESTMENTS

		Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a)	Cash Deposits								
	Municipal Cash at Bank - Operating Account	0.00%	291,568				291,568	Bendigo	
	Municipal Cash at Bank - Cash Management Account	0.70%	1,466,239				1,466,239	Bendigo	
	Municipal Cash at Bank - Independent Living Units	1.00%	170,494				170,494	Bendigo	
	Trust Cash at Bank	0.00%			34,523		34,523	Bendigo	
(b)	Term Deposits								
	Reserves	2.40%		4,274,596			4,274,596	Bendigo	02/10/2018
	Les McMullen Trust								
(c)	Investments								
	Bendigo Bank Shares					10,000	10,000		
	Total		1,928,301	4,274,596	34,523	10,000	6,247,420		

Comments/Notes - Investments

Investment Management Strategy for Kalkarni Bonds

The total bond/RAD amounts (\$4,028,878.87) as at 31/08/18 are invested by Baptistcare with NAB for a term of 3 months at the rate of 1.97% with a maturity date of 19th September 2018.

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 10: TRUST FUND

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

Description	Opening Balance For the Period 1 July 2018	Amount Received	Amount Paid	Closing Balance For the Period Ended 30 September 2018
	\$	\$	\$	\$
Housing Bonds	1,200	0	0	1,200
Other Bonds	13,270	5,390	(3,890)	14,770
Rates Incentive Prize	200	0	0	200
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	0	0	0	0
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	0	0	0	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	(1)	0	0	(1)
Unclaimed Money	30	0	0	30
	32,833	5,390	(3,890)	34,333

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 30 September 2018

Note 11: Kalkarni Aged Care Facility								
		Adopted Annual Budget	Amended Budget - Nov OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
	Note							
Operating Revenue		\$		\$	\$	\$	%	
Fees & Charges		787,261	787,261	196,815	218,336	21,521	10.93%	
Grants & Subsidies		3,257,080	3,257,080	814,270	751,261	(63,009)	(7.74%)	
Total Revenue		4,044,341	4,044,341	1,011,085	969,598	(41,488)	(4.10%)	
Operating Expenses								
Building Maintenance		0	0	0	0	0	0.00%	
Interest Expenses		(4,960)	(4,960)	(1,240)	(388)	852	(68.70%)	
Insurance Expenses		(13,772)	(13,772)	(13,772)	(6,886)	6,886	(50.00%)	
Building Maintenance		(53,370)	(53,370)	(13,343)	(294)	13,049	(97.80%)	
Loss on Sale of Asset		0	0	0	0	0	0.00%	
Depreciation		(100,458)	(100,458)	(25,115)	(25,814)	(700)	2.79%	▼
ABC Administration Expenses		(49,811)	(49,811)	(12,453)	(10,297)	2,156	(17.31%)	
Contract Expenses		(3,450,650)	(3,450,650)	(862,663)	(940,910)	(78,247)	9.07%	
Total Expenses		(3,673,021)	(3,673,021)	(928,584)	(984,589)	(56,005)	(6.03%)	
Operating Surplus (Deficit)		371,320	371,320	82,501	(14,991)	(97,492)	118%	▼
Excluding Non Cash Adjustments								
Add back Depreciation		100,458	100,458	25,115	25,814	700	2.79%	▼
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0	0.00%	
Net Operating Surplus (Deficit)		471,778	471,778	107,616	10,823	(96,793)	(89.94%)	
Capital Revenues								
KBC Capital Income		304,936	304,936	76,234	61,734	(14,500)	(19.02%)	
Transfer from Reserves	5	327,000	0	0	0	0	0.00%	
Total		631,936	304,936	76,234	61,734	(14,500)	(0)	
Capital Expenses								
Land and Buildings	6	(320,000)	(320,000)	(80,000)	0	80,000	0.00%	
Plant and Equipment	6	0	0	0	0	0	0.00%	
Furniture and Equipment	6	0	0	0	0	0	0.00%	
Repayment of Debentures	7	(8,220)	(8,220)	(3,888)	(4,053)	(165)	0.00%	
Transfer to Reserves	5	(74,276)	(74,276)	(18,569)	0	18,569		
Total		(402,496)	(402,496)	(102,457)	(4,053)	98,404		
Net Capital		229,440	(97,560)	(26,223)	57,681	83,904	(319.96%)	
Closing Funding Surplus(Deficit)		701,218	374,218	81,393	68,504	(12,888)		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 30 September 2018

Note 12 WB Eva Pavilion Operating Statement

	NOTE	2018/19	2018/19	2018/19	Variance
		Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
		\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES					
Hire Fees - WB Eva Pavilion		4,200	1,050	773	(277)
Sporting Club Fees		5,500	1,375	700	(675)
Gymnasium Income		11,060	2,765	2,845	80
		20,760	5,190	4,318	(872)
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(7,740)	(1,935)	(624)	1,311
Materials and Contracts		(51,970)	(12,993)	(3,319)	9,673
Utilities		(4,200)	(1,050)	(446)	604
Interest Expenses		(47,917)	(11,979)	5,673	17,652
Insurance		(5,600)	(1,400)	(2,282)	(882)
General Operating Expenses		(8,443)	(2,111)	(830)	1,281
Gymnasium Operating		(10,350)	(2,586)	(911)	1,675
		(125,870)	(31,468)	(1,828)	29,639
		(105,110)	(26,278)	2,489	28,767
NET RESULT		(105,110)	(26,278)	2,489	28,767

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 30 September 2018

Note 13 Sewerage Operating Statement

	NOTE	2018/19	2018/19	2018/19	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	590	(1,000)
Annual Sewerage Rates		184,575	184,575	188,526	3,951
		186,165	186,165	189,116	2,951
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(841)	(210)	(548)	(338)
Materials and Contracts		(56,310)	(14,078)	(3,068)	11,010
Utilities		(6,950)	(1,738)	(1,510)	227
Depreciation		(53,420)	(13,355)	(10,034)	3,321
Interest Expenses		(3,472)	(868)	(272)	596
Insurance		(237)	(237)	(118)	119
General Operating Expenses		(1,012)	(253)	(544)	(291)
Allocation of Adminstration Expense		(34,271)	(8,568)	(754)	7,814
		(156,513)	(39,306)	(16,848)	22,458
		29,652	146,859	172,268	25,409
Add Back Depreciation		53,420	13,355	10,034	(3,321)
Non-Operating Grants, Subsidies & Contributions		-	-	-	-
Profit on Asset Disposals		-	-	-	-
Loss on Asset Disposals		-	-	-	-
Transfer to Sewerage and Drainage Reserve		101,932	25,483	-	25,483
Transfer from Sewerage and Drainage Reserve		-	-	-	-
NET RESULT		185,004	185,697	182,302	47,571

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

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

Shire of Brookton							
STATEMENT OF FINANCIAL ACTIVITY							
Brookton Caravan Park and Brookton Aquatic Centre							
For the Period Ended 30 September 2018							
	Note	Adopted Annual Budget 2017/18	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
		\$		\$	\$	\$	%
Note 14 (a): Brookton Caravan Park							
Operating Revenue							
Caravan Park Fees		40,000	40,000	10,000	8,373	(1,627)	(16.27%)
Total Revenue		40,000	40,000	10,000	8,373	(1,627)	(16.27%)
Operating Expenses							
Brookton Caravan Park		(28,561)	(28,561)	(7,140)	(5,672)	1,468	0.00%
Caravan Park Depreciation		(1,029)	(1,029)	(257)	(263)	(6)	2.20%
Caravan Park Abc Administration Expenses		(36,765)	(36,765)	(9,191)	(7,600)	1,591	0.00%
Total		(66,355)	(66,355)	(16,589)	(13,535)	3,054	18.41%
Operating Surplus (Deficit)		(26,355)	(26,355)	(6,589)	(5,163)	1,426	22%
Excluding Non Cash Adjustments							
Add back Depreciation		1,029	1,029	257	263	6	2.20%
Net Operating Surplus (Deficit)		(25,326)	(25,326)	(6,332)	(4,900)	1,432	(22.62%)
Note 14 (b): Brookton Aquatic Centre							
Operating Revenue							
POOL FEES & CHARGES		10,500	10,500	2,625	178	(2,447)	0.00%
POOL GRANTS & SUBSIDIES		0	0	0	0	0	0.00%
Total Revenue		10,500	10,500	2,625	178	(2,447)	0
Operating Expenses							
POOL EMPLOYEE COSTS		0	0	0	0	0	#DIV/0!
POOL GENERAL OPERATING EXPENSES		(96,298)	(96,298)	(24,075)	(2,744)	21,330	(88.60%)
POOL BUILDING MAINTENANCE		(24,493)	(24,493)	(6,123)	(3,442)	2,681	(43.79%)
POOL Depreciation		(11,683)	(11,683)	(2,921)	(2,986)	(65)	2.23%
POOL Abc Administration Expenses		(28,492)	(28,492)	(7,123)	(5,890)	1,233	(17.31%)
Total		(160,966)	(160,966)	(40,242)	(15,062)	25,180	62.57%
Operating Surplus (Deficit)		(150,466)	(150,466)	(37,617)	(14,884)	22,733	0%
Excluding Non Cash Adjustments							
Add back Depreciation		11,683	11,683	2,921	2,986	65	0.00%
Net Operating Surplus (Deficit)		(138,783)	(138,783)	(34,696)	(11,898)	22,798	0%

Shire of Brookton STATEMENT OF FINANCIAL ACTIVITY Road Program For the Period Ended 30 September 2018													
Note 15													
Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Federal Funding		State Funding			Own Source Funding			
					R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni
	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Town Street Maintenance	187,201	187,201	58,220	31%					47,902				139,299
Rural Road Maintenance	501,892	501,892	159,931	32%						158,158			343,734
Bridge Maintenance	27,944	27,944	13,972	50%									27,944
R2R Work Schedule													
Brookton - Kweda Road	30,386	30,386	1,937	6%	30,386								0
Other Construction													
Brookton - Kweda Road	6,014	6,014	0	0%									6,014
King Street	103,824	103,824	0	0%							103,824		0
Reynolds Street	9,280	9,280	0	0%							9,280		0
Boyagarra Road	154,273	154,273	0	0%									154,273
Noack Street	89,189	89,189	0	0%									89,189
RRG Approved Projects													
York - Williams Road	490,720	490,720	1,662	0%			490,720						0
	1,600,723	1,600,723	235,723	15%	30,386	0	490,720	0	47,902	158,158	113,104	0	760,453

Shire of Brookton									
STATEMENT OF FINANCIAL ACTIVITY									
Capital Works Program									
For the Period Ended 30 September 2018									
Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
Admin Replacement Airconditioner Units Ceo & Dceo Office	8,000		0	0%	8,000				8,000
Admin Reception Remodel	20,000		0	0%	20,000				20,000
Kalkarni Capital Works	320,000		0	0%			320,000		320,000
Inde Reroofing Of White St Units	80,000		0	0%			80,000		80,000
New staff house - Kurmong Estate	420,000		0	0%			420,000		420,000
Cemetery New Niche Wall And Shelter	23,000		0	0%	23,000				23,000
Multipurpose Courts Drainage And Remarking	15,000		0	0%	15,000				15,000
Playground Oval Area	36,000		0	0%			36,000		36,000
Wb Eva Pavilion Refurbishment	38,000		0	0%			38,000		38,000
Admin Officer Furniture	6,000		0	0%	6,000				6,000
Admin Synergy Records Module	22,000		0	0%	22,000				22,000
Admin Server Upgrade	40,000		0	0%	40,000				40,000
Additional table and chairs	7,000		0	0%	7,000				7,000
Skope Double Door Fridge	7,000		0	0%	7,000				7,000
Light Vehicles and Trucks	350,000		0	0%	85,000		265,000		350,000
York-Williams Road	490,720		1,662	0%		490,720			490,720
Brookton-Kweda Road	30,386		1,937	6%		30,386			30,386
Noack Street	89,189		0	0%	89,189				89,189
Brookton-Kweda Road	6,014		0	0%	6,014				6,014
King Street	103,824		0	0%			103,824		103,824
Reynolds Street	9,280		0	0%			9,280		9,280
Boyagarra Road	154,273		0	0%	154,273				154,273
Robinson Rd FP Upgrades and Memorial Park FP	39,000		0	0%			39,000		39,000
Happy Valley Bore Field	10,000		0	0%			10,000		10,000
	2,324,686	0	3,600	0%	482,476	521,106	1,321,104	0	2,324,686
					2,324,686	Budget Capex Schedule			
					1,842,210	Variance - Grants & Reserves Funding			
					482,476	Muni Funding			

**12.10.18.03 RATES EXEMPTION APPLICATION – RETURNED SERVICES LEAGUE OF AUSTRALIA WA
BRANCH INCORPORATED – BROOKTON RSL**

File No:	ADM 0045
Date of Meeting:	23/10/2018
Location/Address:	117 Robinson Road, Brookton
Name of Applicant:	RSL WA on behalf of Brookton Sub-Branch RSL
Name of Owner:	Returned Services League WA (RSL WA)
Author/s:	Deanne Sweeney – Senior Finance Officer
Authorising Officer:	Vicki Morris – Deputy Chief Executive Officer
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Item:

Council is in receipt of an application from the Returned and Services League of Australia WA Branch Incorporated (RSL WA) seeking a rates exemption for their property located at 117 Robinson Road, Brookton. Council are required to consider this application and to resolve to approve the application. Applications for rates exemptions are considered on a case by case basis.

Description of Proposal:

This proposal involves a request for the property at 117 Robinson Road, Brookton to be exempt from rates for a period of 3 years, commencing 01st July 2018.

Background:

On 27th August 2018, The RSL WA Branch Incorporated on behalf of the Brookton Sub-Branch lodged with the Shire of Brookton a Rate Exemption Application for the premises known as 117 Robinson Road, Brookton, claiming exemption under section 6.26(2) (G) of the *Local Government Act 1995* as the building and land are used exclusively for charitable purposes.

In the past, the Shire of Brookton applied a rates exemption Policy to the property. However, the application of the Policy for the exemption of rates was in contravention of the current State Government legislation and was removed from Council's Policy and Procedure Manual. Applications made by organisations or groups for rates exemptions are now assessed on a case by case basis.

To assist in the assessment of the claim, Council requested clarification from Mrs Hazel Meeres – Brookton Ballet School, regarding the hire of the facility for classes. Mrs Meeres confirmed that her commercial arrangement with the RSL Brookton Sub-Branch ceased in November 2017.

The RSL WA – Brookton RSL Sub-Branch, is considered a not for profit charity whose objectives as per their constitution are stated as follows:

4.1

- (a) *assist and care for serving and ex-serving Australian Defence Force personnel and their dependents who are sick, suffering from mental illness, elderly, homeless or otherwise in need of relief;*
- (b) *support serving personnel of the Australian Defence Force at home and abroad and actively assist them in their transition to civilian life, especially if they are detrimentally affected by their Defence service;*
- (c) *provide assistance to serving and ex-serving Australian Defence Force personnel and their dependents to secure compensation, benefits and assistance that they are eligible to receive under*

law;

- (d) assist in the preservation of the memory, honour and records of those who suffered and died for Australia; and*
- (e) do any act, matter or thing which is ancillary or incidental to carrying out the above Objects.*

The Brookton Sub-Branch uses the land exclusively for charitable purposes and in doing so conducts ANZAC Day and Remembrance Day Commemoration Services as community events. No commercial activity takes place at the premises.

Copies of the following documents in support of the application have been provided and assessed by Council staff;

- Criteria to assist Local Governments determine the rateability of organisations claiming a Rates Exemption under section 6.26 (2) (G) of the *Local Government Act 1995*
- *Oaths, Affidavits and Statutory Declaration Act 2005*
- Certificate of Incorporation
- ACNC Charity Register Summary
- Public Benevolent Institution certificate as stated by the Australian Taxation Office
- Notice of endorsement for charity tax concessions
- Charitable Collections Licence
- Constitution Rules

Documents are available to Councillors on request.

Consultation:

Consultation was undertaken with Mrs Hazel Meeres – Brookton Ballet School, Senior Corporate Business Officer, Finance Officer and Deputy Chief Executive Officer. Mrs Meeres previously rented out the premises for the purposes of a conducting a Ballet School for commercial purposes.

Statutory Environment:

Section 6.26(2) (G) of the *Local Government Act 1995*.

6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.*
- (2) The following land is not rateable land —*
 - (g) land used exclusively for charitable purposes.*

Relevant Plans and Policy:

This matter falls under the Next Generation Brookton (May 2018) – Corporate Compendium – Financial Control 18.5 – Process rates, other revenues, timely payments.

Financial Implications:

The application will result in a rate revenue loss for the current year (2018/19) of Rates- \$809.00, Sewerage Commercial Rates- \$1037.00 and Refuse Site Rate – GRV - \$59.00 totaling \$1905.00

Risk Assessment:

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

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 requested rate exemption aligns to:

Function 18 Financial Control

Action 18.5 – Process rates, other revenues, timely payments

Comment:

It is evident that the RSL WA Brookton Sub-Branch Rates Exemption Application and information provided to the Shire of Brookton confirms that they are a Charity and use the premises for only charitable purposes. Evidence has been provided that the land and residence, known as 117 Robinson Road, Brookton, is used exclusively for charitable purposes and as such, the land is deemed to be non-rate-able pursuant to section 6.26 (2) (G) of the *Local Government Act 1995*.

OFFICER'S RECOMMENDATION

That;

- 1. Council applies Section 6.26 (2) (G) of the Local Government Act 1995 to the property at 117 Robinson Road, Brookton currently owned by the Returned Services League of Australia WA Branch Inc on behalf of the RSL Brookton Sub-Branch,*
- 2. Council writes to the Returned Services League of Australia WA Branch Inc advising them that the application for rates exemption for the property at 117 Robinson Road, Brookton has been granted for a period of three (3) years effective from 1 July 2018.*
- 3. Council writes to the Brookton Sub-Branch RSL advising them that as the rates exemption has been granted and applied in accordance with the Local Government Act 1995 that the premises and land can only be used exclusively for charitable purposes and cannot be used for any commercial activity or gain.*
- 4. Should the premises, known as 117 Robinson Road, Brookton, be used for any commercial purposes during the rate exemption period, the rate exemption shall automatically be revoked and all rates and charges shall be due and payable by the Returned Services League of Australia WA Branch Incorporated in the financial year in which the rates and charges are levied.*

OCM 10.18-10

COUNCIL RESOLUTION

MOVED CR HARTL SECONDED CR MILLS

That;

- 1. Council applies Section 6.26 (2) (G) of the Local Government Act 1995 to the property at 117 Robinson Road, Brookton currently owned by the Returned Services League of Australia WA Branch Inc on behalf of the RSL Brookton Sub-Branch,***
- 2. Council writes to the Returned Services League of Australia WA Branch Inc advising them that the application for rates exemption for the property at 117 Robinson Road, Brookton has been granted for a period of three (3) years effective from 1 July 2018.***

- 3. Council writes to the Brookton Sub-Branch RSL advising them that as the rates exemption has been granted and applied in accordance with the Local Government Act 1995 that the premises and land can only be used exclusively for charitable purposes and cannot be used for any commercial activity or gain.**
- 4. Should the premises, known as 117 Robinson Road, Brookton, be used for any commercial purposes during the rate exemption period, the rate exemption shall automatically be revoked and all rates and charges shall be due and payable by the Returned Services League of Australia WA Branch Incorporated in the financial year in which the rates and charges are levied.**

CARRIED BY ABSOLUTE MAJORITY VOTE 5-0

12.10.17.04 REQUESTED BUDGET VARIATIONS

File No:	ADM 0175
Date of Meeting:	23/10/2018
Location/Address:	Whole of Shire
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kelly D'Arcy - Senior Corporate Business Officer
Authorising Officer:	Vicki Morris – Deputy CEO
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Previous Report:	Nil

Summary of Item:

The purpose of this report is to obtain approval of Council to vary the 2018/2019 Shire of Brookton adopted Budget. It is recommended that Council resolve to approve the budget variations to support operational requirements.

Description of Proposal:

Since the budget was adopted by Council on 23 August 2018, officers have identified areas within the budget that require variations to address operational requirements.

In context, it is deemed good management practice and a legislative requirement to revise the adopted budget when it is known that circumstances have changed. In keeping with this practice budgets are reviewed on a monthly basis through the Responsible Officer Report and meeting. In light of this Officers have identified for the month of July, August, and September a number of financial alterations to the budget, as presented in **Attachment 12.10.18.04**.

In summary there are ten items detailed in the Attached listing that have a nil effect on the budget surplus. These adjustments are where new expenses are matched with new grants or contributions, or where expenses are reallocated within the budget to meet revised needs.

Further, there is also one transfer between operating and capital budget involving a reallocation of funds from 'Operating' to 'Capital' status in the Budget. However, these items also will not alter the overall value of the budget.

Therefore, should the attached listed adjustments be endorsed by Council, the budget surplus will remain unchanged at \$0.

Background:

The Budget is regularly monitored on at least a monthly basis, by the CEO, Deputy CEO, Senior Finance Officer and Senior Corporate Business Officer, with Responsible Officers also required to review their particular budget line items to track the expenditure against budgeted amounts.

In response to this review it is usual for under and over expenditure to be identified to which generates a need for this report to be tabled with Council seeking approval to vary the budget. Such approval then establishes statutory compliance and also provides a level of transparency and accountability about the allocation and expenditure of public funds.

Consultation:

Consultation has been undertaken with Responsible Officers at monthly meetings to analyse budget expenditure.

Statutory Environment:

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

6.8. Expenditure from municipal fund not included in annual budget

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

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

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

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

* Absolute majority required.

Relevant Plans and Policy:

There are no relevant plans or policies applicable to this matter.

Financial Implications:

The additional funds from the budget corrections for the Financial Assistance Grants have been transferred to the Cash Contingency Reserve. The additional funding received from Main Roads WA direct grants has been reallocated to Brookton Kweda Road to enable further sealing works to be carried out. The balance of the charges as detailed in this report and **Attachment 12.10.18.04**

Risk Assessment:

Council's endorsement of the recommended changes to the 2018/19 is required as outlined in Section 6.8(1) – see above. There is a high risk the Council will be in breach of this section of the *Local Government Act 1995* if the amendments to the budget are not adopted.

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 requested budget variations aligns to:

Function 18 Financial Control

Action 18.1 – Prepare annual budget / conduct statutory budget reviews

Comment:

The Schedule of Budget Variations in **Attachment 12.10.18.04** is being presented to ensure integrity of the budget is maintained and expenditure is duly authorised.

However, it is also important that the allocation of adequate funding to specified tasks and purchases is achieved in order for the Shire administration and operations to be delivered in an effective and efficient manner, inclusive of the broad array of services and programs as set by Council.

OFFICER'S RECOMMENDATION

That Council pursuant to section 6.8 of the Local Government Act, 1995 authorise the Schedule of

Variations to the 2018/19 Budget, as presented in Attachment 12.10.18.04.

OCM 10.18-11

COUNCIL RESOLUTION

MOVED CR EYRE SECONDED CR HARTL

That Council pursuant to section 6.8 of the Local Government Act, 1995 authorise the Schedule of Variations to the 2018/19 Budget, as presented in Attachment 12.10.18.04.

CARRIED BY ABSOLUTE MAJORITY VOTE 5-0

Budget Variations							Attachment 12.10.18.04
GL Codes	Job Codes	IE Code		Original 18/19 Budget	Amended 18/19 Budget	Changes in Net Assets	
I032030		150	GPG Grants Commission - Bridges GEN	\$0.00	(\$50,025.00)	(\$50,025.00)	Budget Correction - Notification received, after budget adoption, of successful grant application in conjunction with MRWA to repair Aldersyde North Bridge
E121572		379	Bridge Construction - MRWA & WALGGC GEN	\$0.00	\$50,025.00	\$50,025.00	Budget Correction - Notification received, after budget adoption, of successful grant application in conjunction with MRWA to repair Aldersyde North Bridge
I032010		150	GPG Grants Commission - General GEN	(\$291,210.00)	(\$325,988.00)	(\$34,778.00)	Budget Correction - Notification received after budget adoption of confirmed funding for the Financial Assistance Grant amounts for the 2018/19 fin year
I032020		150	GPG Grants Commission - Roads GEN	(\$158,158.00)	(\$158,505.00)	(\$347.00)	Budget Correction - Notification received after budget adoption of confirmed funding for the Financial Assistance Grant amounts for the 2018/19 fin year
I122010		150	INFRA MRWA Direct Grant GEN	(\$47,902.00)	(\$77,855.00)	(\$29,953.00)	Budget Correction - Main Roads Direct grant 2018/19 budget was estimated on last years receipt. Received notification in October from MRWA confirming final amount.
E121560	BRKWSFC	504	Brookton Kweda Road	\$6,014.00	\$35,967.00	\$29,953.00	Budget Addition - Due to increase in Main Roads Direct grant, able to complete an additional 0.8 kms of resealing
E111010	MHALLOP	411	Casual Hires Liability Insurance	\$828.00	\$0.00	(\$828.00)	Budget Deletion - LGIS provided cover for no charge
E111020	WBOP	411	Casual Hires Liability Insurance	\$1,035.00	\$0.00	(\$1,035.00)	Budget Deletion - LGIS provided cover for no charge
I033610		226	Principal Repayment S/S loan Recoup	(\$14,595.00)	\$0.00	\$14,595.00	Budget Deletion - Senior Citizen Loan No. 78 no long self supporting, assets transferred to shire. Inadvertantly left in the budget when adopted
I116010		191	General Income	\$0.00	(\$1,120.00)	(\$1,120.00)	Budget Addition - 17/18 Kidsport Acquittal misplaced by Dept Sport and Rec. Relodged and funds received 18/19
E115040		338	OTH-CULT Community Events GEN	\$2,200.00	\$5,015.00	\$2,815.00	Budget Addition - Regeneration Farming Forum not included in the 18/19 budget - unable to obtain sponsorship so paid from Muni Account
E073480	SMCOP	379	Sabbleback Medical Centre	\$1,500.00	\$5,400.00	\$3,900.00	Budget Addition - gutters & downpipes have rusted through and are leaking - urgent replacement required \$2,900. Electrician to remove & disconnect solar panels to gain access to area of roof leaks to enable repair \$1,000.
OL01962		520	Transfer to Reserve	(\$60,000.00)	(\$76,798.00)	\$16,798.00	Budget Addition - Transfer excess of Financial Assistance Grants, General and Roads to Cash Contingency Reserve after budget adjustments.

13.10.18 GOVERNANCE**13.10.18.01 OFFICE AND DEPOT CLOSURE - CHRISTMAS/NEW YEAR PERIOD**

File No:	N/A
Date of Meeting:	23/10/2018
Location/Address:	Shire of Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	N/A
Author/s:	Corinne Kemp – Finance 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 Monday 24th December 2018 to 8:00am Wednesday 2nd January 2019.

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:

Monday	24 December 2018	Normal Operating Hours
Tuesday	25 December 2018	Closed - Public holiday
Wednesday	26 December 2018	Closed - Public holiday
Thursday	27 December 2018	Closed – Public holiday Local Government Recreation Day
Friday	28 December 2018	Closed – Public holiday Local Government Recreation Day
Monday	31 December 2018	Closed - Staff to take annual leave or accrued time off
Tuesday	1 January 2019	Closed - Public holiday
Wednesday	2 January 2019	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:

This item applied to Council Policy 2.31 – Employee Leave where Section 5.0 states:

5.0 Additional Leave

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

Financial Implications:

It is recognized that proposed closure does not generate any additional financial cost to the 2018/19 budget, but does result in reduced production from employees due to the office closure.

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'S RECOMMENDATION

That Council;

- 1. Endorse the Chief Executive Officer closing the Administration Office from 4:15pm Monday 24th December 2018 to reopen for business at 8:00am Wednesday 2 January 2019; and*
- 2. Advertise the closure and emergency contact 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.*

COUNCIL RESOLUTION

MOVED CR EYRE SECONDED CR MILLS

- 1. Endorse the Chief Executive Officer closing the Administration Office from 4:15pm Monday 24th December 2018 to reopen for business at 8:00am Wednesday 2 January 2019; and**
- 2. Advertise the closure and emergency contact 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.**

CARRIED BY SIMPLE MAJORITY VOTE 5-0

13.10.18.02 ADOPTION OF ORDINARY COUNCIL MEETING DATES FOR 2019 AND AMENDMENT TO COUNCIL POLICY 1.2

File No:	N/A
Date of Meeting:	23/10/2018
Location/Address:	Shire of Brookton
Name of Applicant:	N/A
Name of Owner:	Shire of Brookton
Author/s:	Courtney Fulwood – Executive 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 2019.

17th January 2019
21st February 2019
21st March 2019
16th April 2019 (Third Tuesday of the month)
16th May 2019
20th June 2019
18th July 2019 (During School Holidays)
15th August 2019
19th September 2019
17th October 2019
21st November 2019
12th December 2019 (Second Thursday of the month)

Furthermore, in light of a proposed ordinary meeting for the month of January it is also promoted Council amend Policy 1.2 to reflect this change.

Description of Proposal:

As above.

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 to be held on the third Thursday of each month in accordance with Council Policy 1.2.

As a consequence departures from policy has only occurred when there have been clashes with community events or public holidays, or when it has been foreseen that attendance of Councillors through request for absence of leave has occurred.

Consultation:

Councillors have been canvassed at the Corporate Briefing Session to establish if there is a desire to amend the meeting dates and times for the coming 12 month period. Arising from this consultation is an indication that an ordinary meeting in January 2019 is worthy of consideration.

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.

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

Relevant Plans and Policy:

The officer recommendation is in consistent with the Shire of Brookton Policy 1.2, which states;

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 except January when no Council meeting will be held.

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

Accordingly, it is promoted that Council amend the wording of the policy to read:

The Ordinary meeting of Council shall be held at 5.00 pm on the third Thursday of each month ~~except January when no Council meeting will be held~~, 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 implications in relation to this matter, other than additional catering costs and sitting fees to be paid should Council support a January meeting.

Risk Assessment:

There is no risk identified in relation to this matter.

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 review of Council policies and setting of Council meeting dates falls under:

Function 1 - Governance

Action 1.1 - Review of Policy Manual

Action 1.4 – Convene Council meetings, prepare agendas and minutes

Comment

Council previously scheduled the December 2018 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 2019 is that staff can upload and complete the meeting minutes in plenty of time that otherwise would not occur until after the 1st January 2020. 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.

Similarly, the April 2019 meeting has been amended as the third Thursday falls on the eve of the Easter break, promoting the need to bring the date forward to the third Tuesday for convenience of conducting the meeting.

In regard to the proposed January 2019 meeting, it is viewed that this will assist with expediency in dealing with matters that would otherwise have to wait until mid-February 2019 before being determined.

OFFICER'S RECOMMENDATION

That Council:

- 1. Adopt and advertise in accordance with Regulation 12(1) of the Local Government (Administration) Regulations 1996 the following Ordinary Council Meeting dates for 2019, being the third Thursday of each month, except December and March 2019 being held the second Thursday of the month, with each meeting scheduled to commence at 5.00pm.*

17th January 2019

21st February 2019

21st March 2019

16th April 2019

16th May 2019

20th June 2019

18th July 2019

15th August 2019

19th September 2019

17th October 2019

21st November 2019

12th December 2019

- 2. Amend Policy 1.2 Meetings – Scheduled Dates in accordance with Section 2.7(2)(b) of the Local Government Act (1995) with the following wording change:*

The Ordinary meeting of Council shall be held at 5.00 pm on the third Thursday of each month ~~except January when no Council meeting will be held~~, unless otherwise determined by Council.

OCM 10.18-13

COUNCIL RESOLUTION

MOVED CR EYRE SECONDED CR WALKER

That Council:

1. *Adopt and advertise in accordance with Regulation 12(1) of the Local Government (Administration) Regulations 1996 the following Ordinary Council Meeting dates for 2019, being the third Thursday of each month, except December and March 2019 being held the second Thursday of the month, with each meeting scheduled to commence at 5.00pm.*

17th January 2019

21st February 2019

21st March 2019

16th April 2019

16th May 2019

20th June 2019

18th July 2019

15th August 2019

19th September 2019

17th October 2019

21st November 2019

12th December 2019

2. *Amend Policy 1.2 Meetings – Scheduled Dates in accordance with Section 2.7(2)(b) of the Local Government Act (1995) with the following wording change:*

The Ordinary meeting of Council shall be held at 5.00 pm on the third Thursday of each month ~~except January when no Council meeting will be held~~, unless otherwise determined by Council.

CARRIED BY SIMPLE MAJORITY VOTE 5-0

14.10.18	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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Nil

15.10.18	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
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Nil

16.10.18	CONFIDENTIAL REPORTS
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Nil

17.10.18	NEXT MEETING & CLOSURE
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The next Ordinary meeting of the Council will be held on Thursday 15 November 2018 commencing at 5.00 pm.

There being no further business the meeting was closed at 5.20pm.