

SHIRE OF BROOKTON
ORDINARY COUNCIL MEETING

AGENDA

21 November 2013



- 11.30am AUSTRALIA DAY COMMITTEE MEETING**
- 12.00 pm LUNCH**
- 12.30 pm COUNCIL MEETING**
- 3.30 pm AFTERNOON TEA**
- 4.00 pm COUNCIL BRIEFING FORUM**
- 5.00 pm DINNER**

SHIRE OF BROOKTON ORDINARY COUNCIL MEETING

Dear Councillor,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 21 November 2013 in the Council Chambers at the Shire Administration Centre commencing at 12.30 pm.

The business to be transacted is shown in the Agenda.

Kevin O'Connor
CHIEF EXECUTIVE OFFICER

21 November 2013

DISCLAIMER

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

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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.

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- 10.11.13.01 DEVELOPMENT APPLICATION – SPECIAL EVENT –
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- 11.11.13.02 WB EVA PAVILION – CONSIDERATION OF NAME
CHANGE

12.11.13 FINANCE & ADMINISTRATION

- 12.11.13.01 LIST OF ACCOUNTS FOR PAYMENT
- 12.11.13.02 FINANCIAL STATEMENTS – STATEMENT OF FINANCIAL
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- 13.11.13.01 DATES FOR ORDINARY COUNCIL MEETINGS IN 2014
- 13.11.13.02 ELECTION OF COUNCILLORS TO COMMITTEES OF
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14.11.13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15.11.13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING (Late Reports)

16.11.13 CONFIDENTIAL REPORT

- 16.11.13.01 AUSTRALIA DAY AWARDS 2014

17.11.13 NEXT MEETING & CLOSURE Thursday 19 December 2013 at 12.30 pm.

10.11.13.0 TECHNICAL & DEVELOPMENT SERVICES REPORT

10.11.13.01 DEVELOPMENT APPLICATION – SPECIAL EVENT – BROOKTON OLD TIME MOTOR SHOW – LOT 456 - RESERVE 43158

FILE REFERENCE: P2685

AUTHORS NAME AND POSITION: Stefan de Beer
Shire Planner

NAME OF APPLICANT/ RESPONDENT: Brookton Old Time Motor Show Committee

DATE REPORT WRITTEN: 8 November 2013

DISCLOSURE OF INTEREST: The author has no financial interest in this matter.

PREVIOUS MEETING REFERENCE: No previous meeting reference.

SUMMARY:

Council is requested to consider a Development Application for a Special Event, the Brookton Old Time Motor Show, scheduled for the 22 March 2014. It will be recommended the application be approved.

Background:

The Brookton Old Time Motor Show has been in operation since 1979. The next event is scheduled for the 22nd March 2014.

Detail:

The Shire of Brookton Town Planning Scheme No 3 (TPS 3), in Clause 2.3 states:

'Where an application for planning approval is made with respect to land within a local reserve, the Council shall have regard to the ultimate purpose intended for the reserve and the Council shall in the case of land reserved for the purposes of a public authority confer with that authority before granting its approval.'

Under Certificate of Crown Land Title, Reserve 43158 may be used for the purpose of **Recreation, Tourism, Health, Civic and Community Purposes**.

In their substantial submission to the Shire, the Old Time Motor Show Committee addresses a number of vital issues relevant to the management and logistical arrangements for the event on the day, inclusive of a Risk Assessment. Selected extracts of the submission are attached to this report. Should Councillors so wish, the full submission can be made available on request.

It is submitted that conditionally approving the event will enable the Shire to address any concerns that might be arising from the implementation of the Planning Approval.

Statutory and Legal Considerations:

The application may be approved at Council's discretion under the Shire of Brookton Town Planning Scheme No. 3.

Policy Considerations:

There are no Policy implications relative to this application.

Financial Implications:

There are no financial implications relative to this application.

Strategic Community Plan (2013 – 2023):

Strategy- 1.4.1: Promote community and cultural events.

Corporate Business Plan (2013 – 2017):

Strategy- 1.4.1: Support and encourage events and festivals to be hosted within the Shire of Brookton.

Responsibility- Community Services: 2013-2017

Local Planning Strategy:

- The application complies with the Shire of Brookton's Local Planning Strategy.

Officers Comment:

Events during previous years had been extremely well run and had been without any negative incident. There are no recorded objections in Council records regarding any past event.

It is submitted that the development proposal will benefit the image of Brookton in a positive way and will contribute to economic diversification as well as tourism development. The proposal fits in perfectly with the intent of the Reserve, and will be recommended for approval.

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Council resolve to approve the Special Event (Brookton Old Time Motor) scheduled for the 22nd March 2014 on Lot 456 (Reserve 43158), subject to the following conditions and advice notes:

Conditions:

1. Development shall be carried out only in accordance with the terms of the application and submissions as approved herein and any approved plan.
2. This approval is for activities occurring on the 22 March 2014.
3. Food Stalls and Food preparation shall be carried out in accordance with the Shire of Brookton's Guidelines for temporary Food Stalls.
4. Toilet facilities shall be supplied and managed in accordance with the relevant Health Guidelines.
5. The selling of alcoholic beverages shall be done from the designated area at the WB Eva Pavilion only.
6. Recommendations as submitted by the Chief Fire Control Officer shall be adhered to.
7. Evidence of sufficient insurance shall be submitted to the Shire, no later than four week prior to the event.
8. Within 7 days of the conclusion of the event the site shall be returned to its original condition to the satisfaction of the Shire.

Advice Notes:

1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.

ATTACHMENT 10.11.13.01



PLANNING APPLICATION

22nd March 2014

The Brookton Old Time Motor Show is a volunteer run Community Show that has been in operation since 1979; it is a biannual show with the next show scheduled for 22nd March 2014.

We run the show from the Town Oval & WB Eva Pavilion whilst utilising the facilities at the Brookton Town Hall. We have some 186 volunteers work on the day and in the days & months leading up to the show; with 1085 hours paid out to local community organisations for the hours worked at the show at cost to the OTMS of \$20,000. In addition to this we contribute on average \$15000 in community donations after each show; this is through an application process by community groups seeking funding for projects and events. Interesting to note 20% our population get involved in this fantastic event; probably the largest participation rate of any volunteer organisation in the community.

We have on average 3,500 to 4,500 people visit the show; whether they be exhibitors, stall holders or visitors. Every person that comes through our gate spends on average \$20 just in supplies provided by OTMS; this does not take into account money they spend elsewhere in our community or money spent at local community stalls like the P&C showbag van or the Girl Guide Cake Stall. The total monetary benefit to our community could well be closer to \$80-\$100 per person.

The OTMS prides itself on being a well run organisation that is fully supported by the community.

We are seeking approval by council for the use of Council facilities for our 2014 show.

Food & Drink Outlets

The OTMS will provide the shire 14 days prior to the event with a list of all stall holders preparing food as well as a list of food being prepared and sold by the OTMS.

All food stalls and food preparation will be carried out in accordance with the Shire of Brookton Guidelines for Temporary Food Stalls Associated with Special Events. All food stall holders will be provided with these guidelines upon registration with the OTMS committee.

The OTMS Stallholder Registrar will obtain a copy of any licences held by commercial food businesses that may register with the OTMS to attend the show.

Marquees and other temporary structures

The OTMS contract Whitford Marquees to supply, install and remove all our marquees. Whitford Marquees can be contacted on: 08 9309 4359.

The OTMS have attached all relevant information as supplied to us by Whitfords. We also include in this application the Application to Construct a Public Building.

Stages and Seating

There will be no construction of stages or spectator stands at the event

Electrical Safety

A 'Form 5' will be completed on Friday March 23rd 2014 by a local licensed Electrician; at this stage that Electrician will be Wheatbelt Electrics – Mr. Sean Higgins.

Parking

Our master plan indicates those areas designated for parking; regard has been taken to spectator & exhibitor parking. At this stage we have appointed David Bond & Matthew Coote as Head of Exhibitor Parking ; the position of Head of Public Parking remains unfilled at the moment, however we anticipate filling this position early in 2014 and will advise the shire once this appointment has been made.

Toilet Facilities

We hire all our toilet facilities from Coates Hire in accordance with the Health Guidelines. In 2012 we hired 23 portable toilets and the 2014 show will be much the same. The master plan shows the location of these toilets.

Amusements Rides & Childrens Entertainment

We have contracted Scitech & Airborn Amusements to supply the Amusement Rides and Childrens Entertainment. Please find attached their relevant documentation.

Liquor Licence

We will be selling alcoholic beverages from a licenced area located at the WB Eva Pavilion. We will obtain a licence from the Department of Racing, Gaming and Liquor just prior to the event and we will comply with all their requirements. Our Bar Manager for the 2014 event is Mr. Phillip Crute; he has been the Bar Manager since 2010.

Security

Security for the event is determined by the Department of Racing, Gaming & Liquor and we will contract this service to a licensed security firm should the Department determine that we need security.

The local Police regularly patrol the show throughout the day and well into the evening; they usually have extra police on duty for the weekend.

Lighting

We will be using the lighting towers at the WB Eva pavilion and have generators onsite should the power fail during the evening events.

Noise Control

We have not received any noise complaints at previous events and don't expect we will from the 2014 show. However it is anticipated that the band on Saturday night will be finished by 10pm, so noise should not be an issue.

Insurance

Insurance for the event is provided by Countrywide Insurance Brokers; a certificate of currency will be provided to the shire 1 week prior to the event.

Fire Control

The Chief Fire Control Officer Mr. Murray Hall has been in with contact with us and made the following recommendations:

- Have an evacuation point – The OTMS will be having two, one located on Mr Graeme Bassetts property to the west of the Town Oval and the other one will be the Old Bowling Green located to the east of the Town Oval. This will allow us in the unlikely event of an evacuation to move the large crowd in two directions.
- Notify neighbouring emergency service agencies – this will be down by a formal letter 6 weeks prior to the event
- No open flame barbecues – this will be communicated to all campers verbally as they enter the Town Oval and it will be written on flyers that are issued at the gate.

In addition to the CFO's recommendations we will have Fire blankets in the Food Tent that is located on the Town Oval; all other facilities are council owned and as such have fire extinguishers in the them.

Camping

As per our master plan camping is allowed in designated areas; but only once the Brookton Caravan Park is full. We provide toilet facilities next to the camping that is located in the North East Corner of the town oval precinct.

Only gas BBQ's will be permitted at all during the event, this will be communicated clearly with all people wishing to camp on site.

Provision of First Aid

As per our master plan St John Ambulance Brookton provide us with a First Aid post located on the Town Oval adjacent to the OTMS office. This is manned by St John Ambulance volunteers all day.

Driving Events

Our master plan for this show includes two new parade areas, which will be used throughout the day. One will be used by the military vehicles, and one by the tractors and machinery.

These areas will be fully fenced off to the public with new Ringlock fencing and will use existing tracks in their respective areas. They will be strictly controlled at all times of use by elected, responsible, members of the respective clubs and organisations, and overseen by a member of the OTMS committee. Most of the items paraded in these areas will be located at all times in the fenced parade areas. If a machine is needed to be shifted to or from a parade area, it will be overseen and directed by the controllers of that group. As shown on the master plan, the tractors and machinery static display is located alongside their parade area, and likewise with the military vehicles. This will facilitate safe and practical movement of machines if needed.

Our usual Grand Parade will be conducted around the outside of the town oval. Gates & barrier fencing are erected to keep pedestrians off the track during the parade. The Pingelly Brookton Football Club has in the past been our Grand Parade marshals; although we have yet to decide if they will be the marshals for our 2014 show. We will have suitable marshals around the ground to ensure pedestrians are kept off the track.

The addition of special parade areas for the military vehicles and tractors and machinery will lessen the amount of items taking part in the Grand Parade thus reducing congestion and increasing safety.

We are very keen to preserve the aims of our show, which have always been to have more working displays as opposed to all static displays. This makes our show quite unique and helps to keep it continuing as a vibrant, attractive event for all to enjoy.

St. John Ambulance are on site for the entire day and they have qualified staff available to us should the need arise during the grand parade or other parades on the day.

We have a speed limit of approximately 4-5 km/hr on site at all times.

Provision of Water

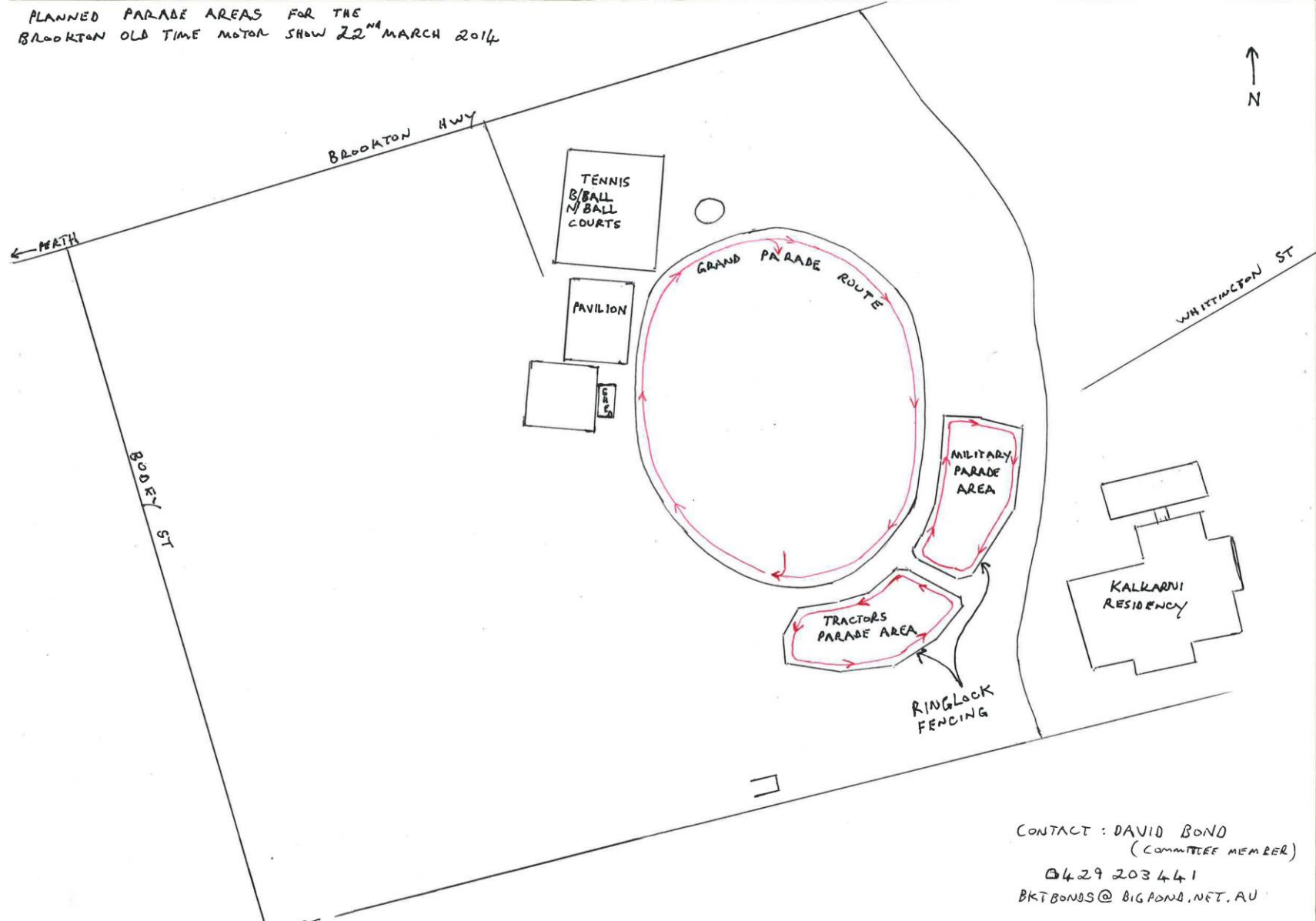
As per our liquor license requirements water is available at the bar at all times, both free & purchased.

All drink outlets have water available for purchase & there are drink fountains at the WB Eva Pavilion that provide free drinking water to all patrons.

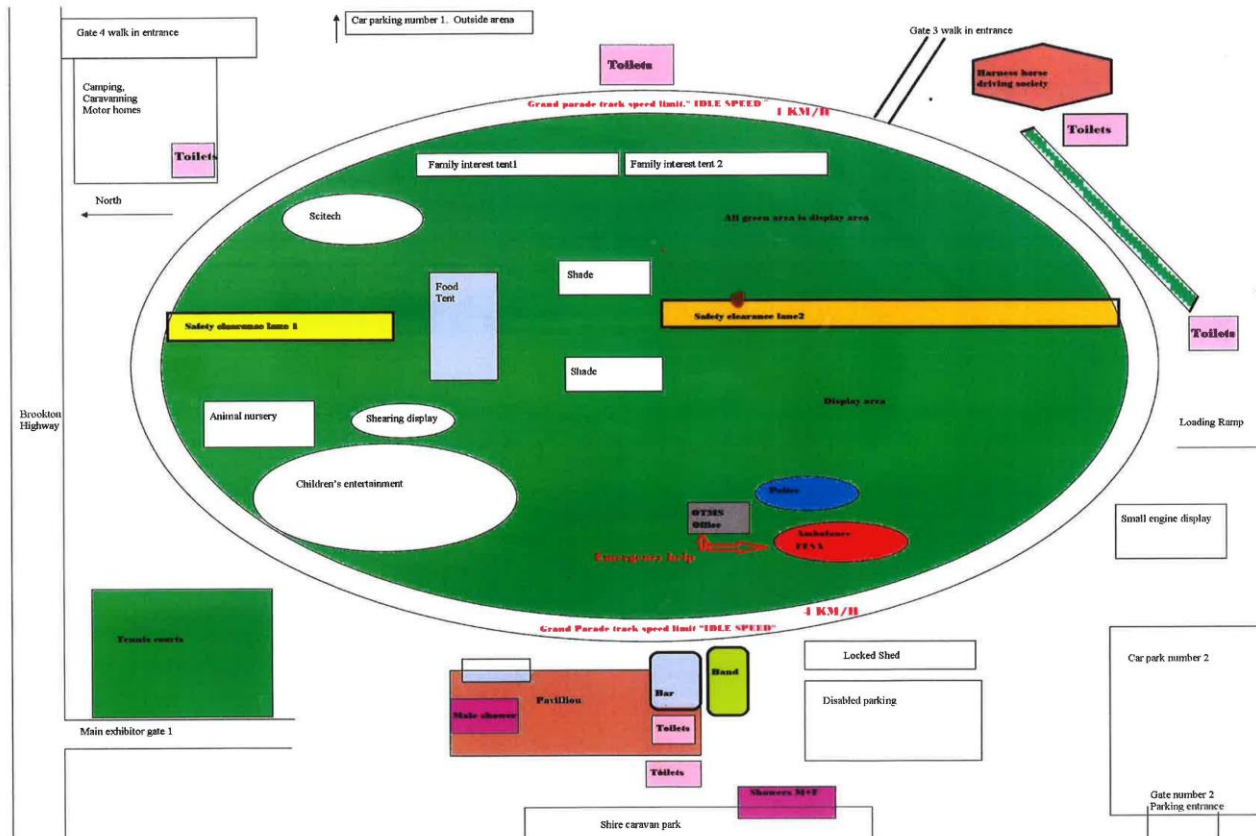
Site Clean Up

The site will be cleaned up on Sunday 25th March by our team of local volunteers; we do have access to Council's rubbish tip for the duration of the weekend Mr. Shane Bowron is our volunteer in charge of rubbish removal on the day. He works closely with Mr. Geoff Forward to ensure rubbish is kept to a minimum at all times.

Event Layout



Site Layout



Risk Assessment



Risk Assessment - Old Time Motor Show BROOKTON Saturday, 24th March 2012

Activity		Hazard	Risk	Assessment (before controls)			Controls	Assessment (after controls)		Risk Ranking After Control Measures
No	Description			Likelihood	Consequence	Risk		Likelihood	Consequence	
A Gate Attendance										
A 1	Ticket Sales Vehicle Entry	Person / Vehicle Contact Vehicle / Vehicle Contact		Possible	Major	High (18)	Designated Vehicle Entry Lanes, Speed signs Attendants Wearing Hi Vis Vests	Unlikely	Minor	Low (5)
A 2	Public Entry	Person / Vehicle Contact Vehicle / Vehicle Contact		Possible	Major	High (18)	Designated Walk Ways, Designated Gates	Unlikely	Minor	Low (5)
A 3	Public Car Parking	Person / Vehicle Contact Vehicle / Vehicle Contact		Possible	Major	High (18)	Designated Parking Areas, Designated Parking Attendants, Speed Signs, Hi Vis For Parking Staff.	Unlikely	Minor	Low (5)
B Vehicle Marshalling										
B.1	Parking Vehicles on Oval	Person / Vehicle Contact Vehicle / Vehicle Contact		Possible	Major	High (18)	Speed Controllers Visual Marshalls Designated marked areas for individual clubs Marshalls in high vis vests at marked areas All Competing Vehicles To Be Isolated Until Grand Parades. Running Vehicles To Be Attended To At All Times.	Unlikely	Minor	Low (5)
B2	Vehicles Departing End Of Show	Person / Vehicle Contact Vehicle / Vehicle Contact		Possible	Major	High (18)	Time Frame - No vehicles to leave before designated time frame for the day. Speed Controllers Visual Marshalls Crowd Announcements Re Moving Vehicles	Unlikely	Minor	Low (5)
C Grand Parades										
C.1	Grand Parade of vehicles around the Oval	Person / Vehicle Contact Vehicle / Vehicle Contact		Possible	Major	High (18)	Crowd Announcements Re Moving Vehicles Visual Marshalls Speed Controllers Marshalls in High Visibility Vests at marked areas Police presence in Grade Parade	Unlikely	Minor	Low (5)
D Rides and Entertainment										
C.1	Persons participating in rides and entertainment	Personal Injury Slips trips and falls Person / Equipment Contact		Possible	Moderate	High (13)	All rides or entertainment facilities are to be attended at ALL times Barricading around rides/entertainment	Unlikely	Minor	Low (5)

Assessment Team:	Reviewed By:
Robert Webber	John Kennedy

What is the Probability of an occurrence?	What would the CONSEQUENCE of an occurrence be?				
	Minimal	Minor	Moderate	Major	Catastrophic
Almost Certain	High (25)	High (18)	High (13)	High (8)	High (3)
Likely	Medium (15)	Medium (10)	Medium (5)	Medium (3)	Medium (1)
Possible	Low (8)	Low (5)	Low (3)	Low (1)	Low (0.5)
Unlikely	Low (2)	Low (1)	Low (0.5)	Low (0.2)	Low (0.1)
Rare	Low (1)	Low (0.5)	Low (0.2)	Low (0.1)	Low (0.05)

10.11.13.02 DEVELOPMENT APPLICATION – OUTBUILDING (FARM MACHINERY SHED) – 275 (LOT 6014) BOYAGARRA ROAD, BROOKTON

FILE REFERENCE: P126

AUTHORS NAME AND POSITION: Stefan de Beer
Shire Planner

NAME OF APPLICANT/ RESPONDENT: RJ & LJ Bassett

DATE REPORT WRITTEN: 12 November 2013

DISCLOSURE OF INTEREST: The author has no financial interest in this matter.

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

It is proposed to construct an Outbuilding (Farm Machinery Shed) at 275 (Lot 6014) Boyagarra Road, Brookton that will require a variation of the Table 2 - Development Standards of the Shire of Brookton Town Planning Scheme No. 3. It will be recommended the application be approved.

Background:

The subject site is 64.74 ha in extent, zoned *Farming* and contains a dwelling, outbuildings and agricultural related infrastructure. The proposal is to construct an additional Outbuilding (Farm Machinery Shed) with a reduced rear boundary setback. The Shire of Brookton Town Planning Scheme No. 3 (TPS 3) requires in *Table 2 – Development Standards /Requirements*, a minimum rear boundary setback of 10 meters, whereas the applicant proposes a setback of 3 meters. The proposed development complies in all other aspects with the relevant statutory instruments and policies.

Details:

The application is being referred to Council as the siting of the proposed development, as described above, is not within the parameters required by TPS 3.

Statutory and Legal Considerations:

The application may be approved at Council's discretion under the Shire of Brookton's Town Planning Scheme No. 3.

Policy Considerations:

A variation to TPS 3 - *Table 2 -Development Standards/Requirements* is required.

Consultation:

No consultation was deemed necessary.

Financial Implications:

There are no implications relative to this application.

Strategic Community Plan (2013 – 2023):

There are no implications relative to this application.

Corporate Business Plan (2013 – 2017):

There are no implications relative to this application.

Local Planning Strategy:

The application complies with the Shire of Brookton's Local Planning Strategy.

Officer's Comment:

Clause 5.2 of TPS 3 states as follows:

'Except for development in respect of which the Residential Design Codes apply under this Scheme, if a development the subject of an application for planning approval does not comply with a standard prescribed by the Scheme with respect to minimum lot sizes, building height, setback, site coverage, car parking, landscaping and related matters, the Council may, notwithstanding that non-compliance, approve the application unconditionally or subject to such conditions as the Council thinks fit. The power conferred by this clause may only be exercised if the Council is satisfied that:

- (a) Approval of the proposed development would be consistent with the orderly and proper planning for the locality and the preservation of the amenities of the locality;*
- (b) The non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality.'*

A verbal submission from the applicant suggests that a reduced rear boundary setback is required to optimise the functional area available for farming purposes, and to retain the maximum area in the existing paddock for this purpose. The adjoining property is in the same tenure as the applicant's property.

Shire Staff submits that the approval of this application would indeed be consistent with the orderly and proper planning for the locality, and the preservation of the amenities of the locality, as stipulated by Clause 5.2 (a) of TPS 3, and further submits that the non-compliance is not deemed to have any adverse effect upon the occupiers or users of the development, or upon the likely future development of the locality, pursuant to Clause 5.2 (b) of TPS 3, and is therefore supported.

Voting Requirements:

Simple majority

Officer's Recommendation:

That Council grant Planning Approval for an Outbuilding (Farm Machinery Shed) at 275 (Lot 6014) Boyagarra Road, Brookton, subject to the following conditions and advice notes:

Conditions:

- 1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.**
- 2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.**
- 3. The outbuilding shall not be used for commercial or industrial activity or human habitation.**

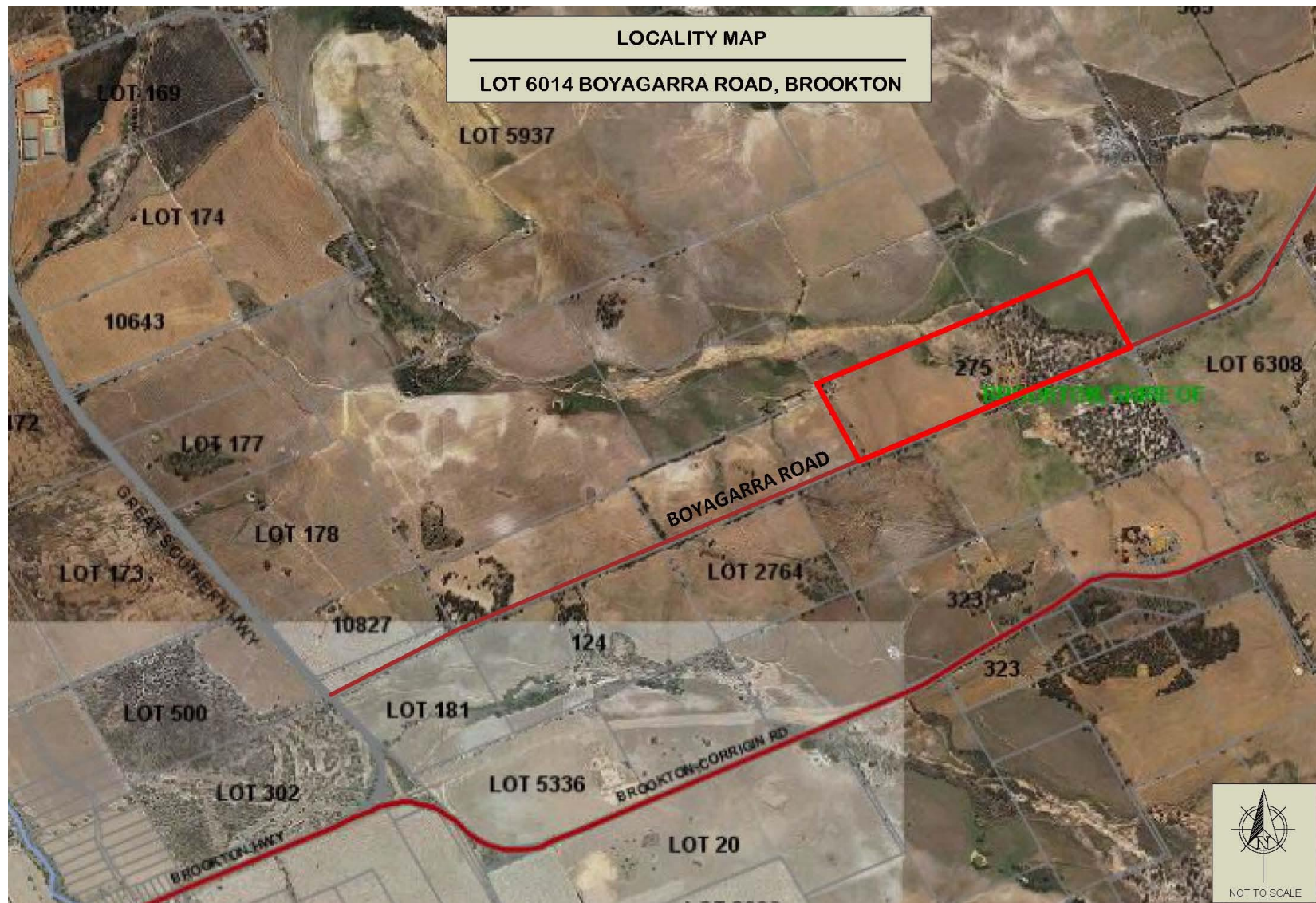
Advice Notes:

- 1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**
- 2. The applicant is advised a building Permit is required prior to commencement of any building works.**

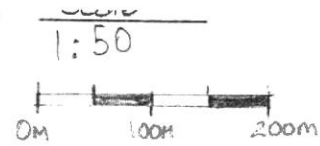
ATTACHMENT 10.11.13.02A

ATTACHMENT 10.11.13.02A

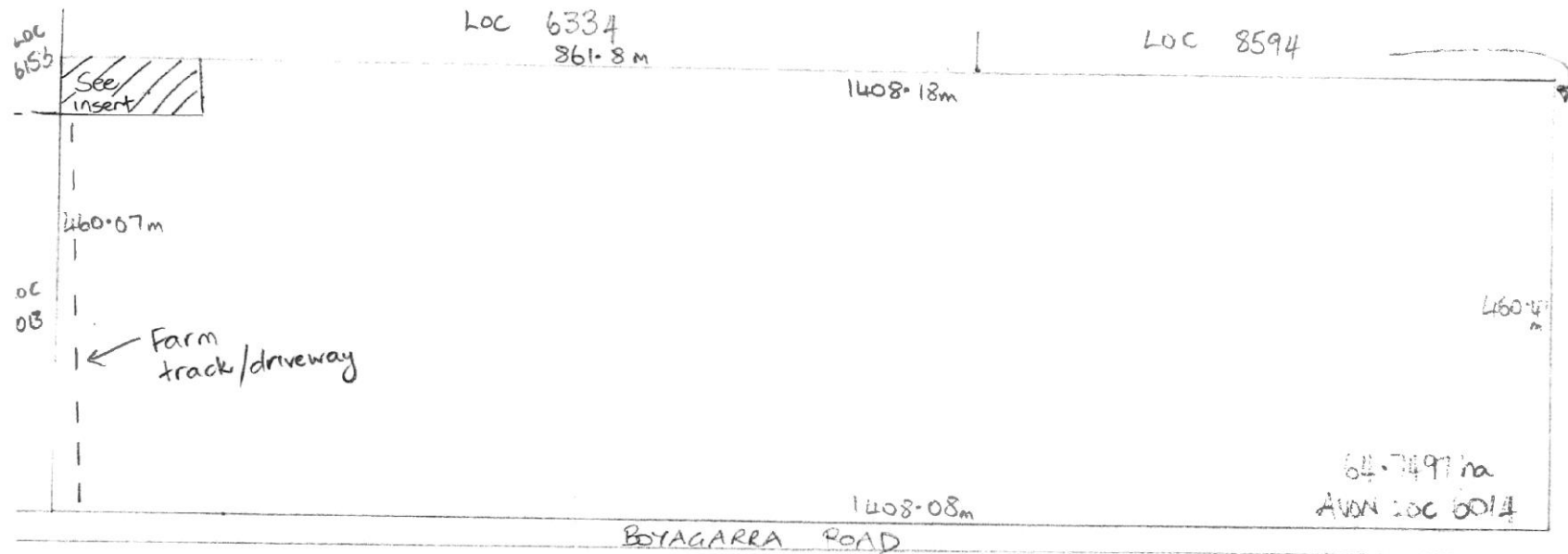
Locality Map



Site Plan 1

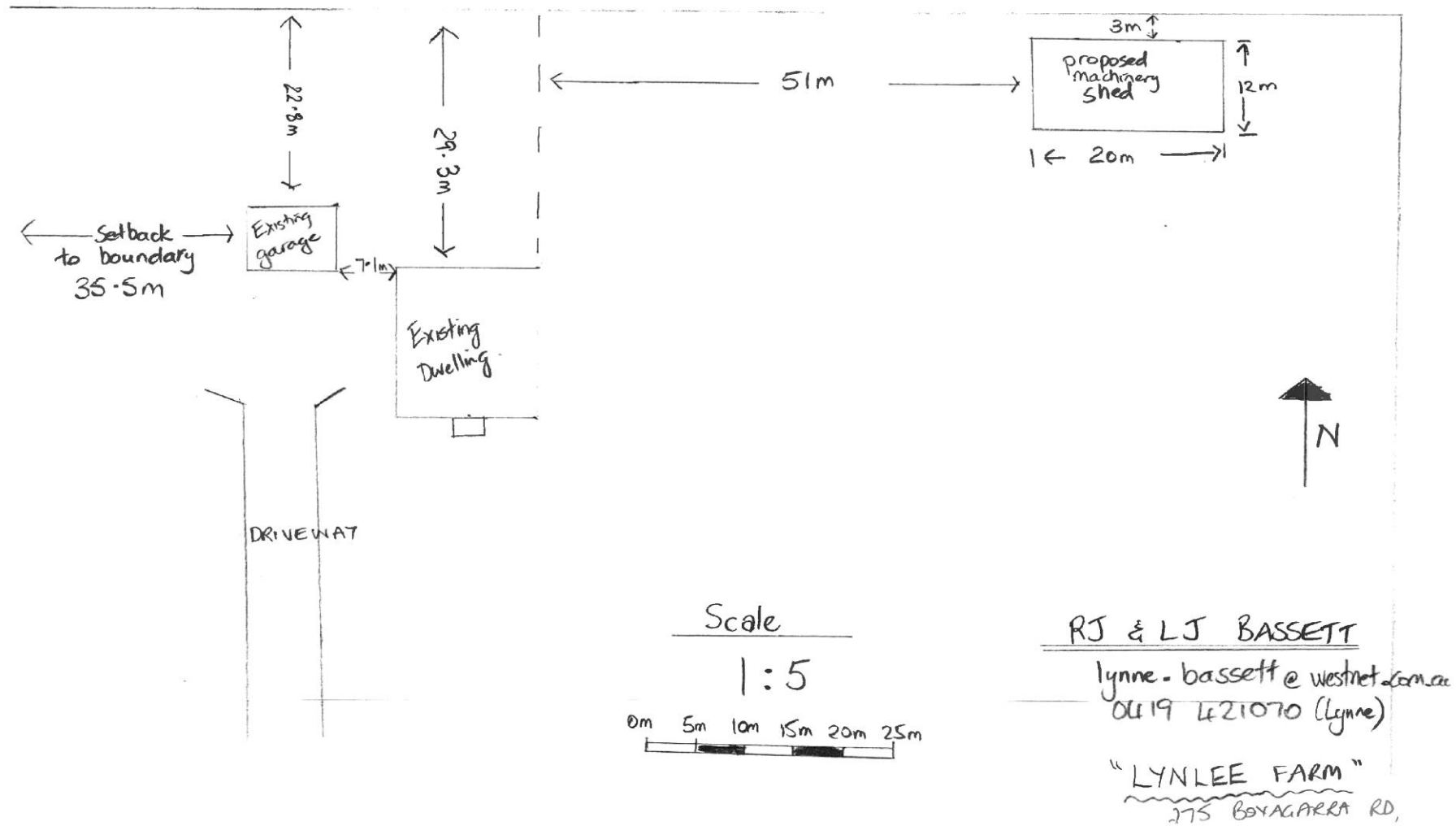


RJ & LJ BASSETT
 lynne.bassett@westnet.com.au
 0419 421070 (Lynne)
"LYNLEE FARM"

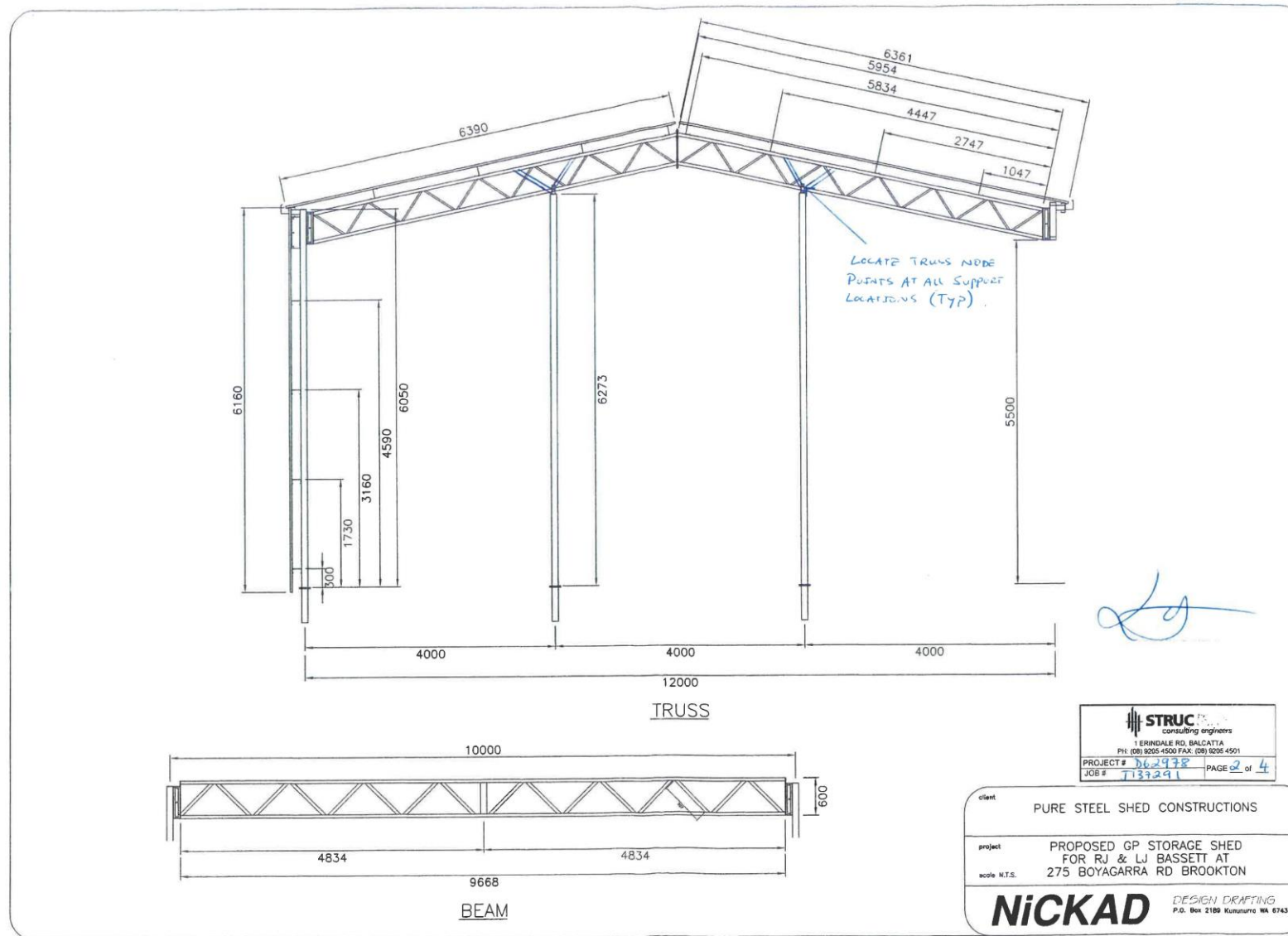


275 BOYAGARRA RD

Site Plan 2



Shed Elevations



10.11.13.03 PLANT AND WORKS COMMITTEE- MEETING 17 OCTOBER 2013

FILE REFERENCE: ADM 0545

AUTHORS NAME AND POSITION: Kevin O'Connor
Chief Executive Officer

NAME OF APPLICANT/ RESPONDENT: N/A

DATE REPORT WRITTEN: 13 November 2013

DISCLOSURE OF INTEREST: The author has no financial interest in this matter.

PREVIOUS MEETING REFERENCE: Nil

SUMMARY:

Council is requested to adopt the recommendations from the Plant and Works Committee Meeting held on 17 October 2013.

Background:

A Plant and Works Committee Meeting was held on 17 October 2013.

Detail:

The Committee considered the Water Harvesting and Refuse Facility Report, and inspected Milly Molly Mandy's Early Education Centre and the WB Eva Pavilion Project.

Statutory and Legal Considerations:

There are no Statutory or Legal Considerations relevant to this report.

Policy Considerations:

There are no Policy Considerations relevant to this report.

Consultation:

No consultation was deemed necessary.

Financial Implications:

The WB Eva Pavilion project funds are included in the 2013/14 budget.

Strategic Community Plan (2013 – 2023):

There are no specific implications relevant to this report.

Corporate Business Plan (2013 – 2017):

There are no specific implications relevant to this report.

Officer's Comment:

The following recommendation was carried by the Committee:

9.10.13.3 WB Eva Pavilion

Recommendation:

That the landscaping plan as presented be adopted with the following changes included:

- Additional lawn be planted at the playground end of the pavilion.
- Change the oval access pathway alignment at the southern end of the pavilion.
- A concrete pad with power and water services and a power outlet be installed for a barbeque area in the verandah extension at the playground end of the pavilion.

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Committee Recommendation 9.10.13.3 contained in the Plant and Works Committee Minutes of 17 October 2013 be adopted by Council.

ATTACHMENT 10.11.13.03A



Shire of Brookton

PLANT & WORKS COMMITTEE MEETING MINUTES

Thursday 17 October 2013

These minutes were confirmed as a true and correct record of the Plant & Works Committee meeting held on 17 October 2013

Presiding Member:.....**Date:**.....

**Shire of Brookton
Plant & Works Committee Meeting
held 17 October 2013**

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11.10.13	OTHER - Nil
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13.10.13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
14.10.13	NEXT MEETING & CLOSURE

1.10.13 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES

Councillor Coote (deputising for Cr Eva) opened the meeting at 10:08 am

Attendance

Elected Members

Cr TM Eva - Chairperson (10.30 am)
Cr BJ Coote
Cr N Walker
Cr KT Wilkinson
Cr KL Crute - Observer

Staff

Kevin O'Connor Chief Executive Officer
Narelle Love Administration Officer - Technical
Geoff Forward Principal Works Supervisor

Apologies

Nil

Leave of Absence

Nil

2.10.13 ANNOUNCEMENT OF VISITORS

Nil

3.10.13 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

4.10.13 PETITIONS/ DEPUTATIONS / PRESENTATIONS

Nil

5.10.13 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Resolution:

5.10.13.01

Moved Cr Wilkinson

Seconded Cr Walker

That the minutes of the Plants and Works meeting held on Thursday 15 August 2013 be confirmed as a true and correct record of proceedings.

Carried 3/0

6.10.13 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

7.10.13 DECLARATIONS BY MEMBERS & OFFICERS

Nil

Financial, Proximity and Impartiality Interests

Item no.	Councillor	Nature of Interest

08.10.13 PLANT

8.10.13.1 Purchase of Skid Steer Bobcat

Skid steer bobcat quotes have been received. Case will take the New Holland 80 hp tractor as a \$33,000 trade-in. Westrac/Cat will be looking at the tractor on 18 October to see if they will accept it as a trade-in.

(Cr Eva arrived at 10.30 am and took over from Cr Coote as Presiding Member)

8.10.13.2 Grader

The grader is showing discolouration in the hydraulic oil system. Geoff Forward thinks that the blade clutch was overloaded causing this problem. Re-testing to be done before damage starts.

09.10.13 WORKS

REPORTS

9.10.13.1 Water Harvesting & Re-use Facilities Report

- Wrong pumps (too big) causing pipes and fittings at the little dam to rupture. Going from 90 mm down to 75 mm is too much volume.

- Pump should be changed (keep the current one as a back-up for the oval).

- Waste water adds to the problem with intake. Currently on north east side but needs moving to the south east. Pump and power should be moved.

- The report states we need two (2) pumps, however, Geoff's opinion is that we only need one (1) and suggests that a bypass line is put in from the pump to the dam at the oval site to see if the second pump is required or not.

(Councillors and observers left the meeting at 10.45 am for the following inspections and returned at 12.10 pm)

INSPECTIONS

9.10.13.2 Milly Molly Mandy's

The CEO was asked to write a letter of thanks and "well done" to the Milly Molly Mandy committee and staff.

9.10.13.3 WB Eva Pavilion

Recommendation:

Moved Cr Walker

Seconded Cr Coote

That the landscaping plan as presented be adopted with the following changes included:

- Additional lawn be planted at the playground end of the pavilion
- Change the oval access pathway alignment at the southern end of the pavilion
- A concrete pad with power and water services and a power outlet be installed for a barbeque area in the verandah extension at the playground end of the pavilion.

CARRIED 4/0

10.10.13 FINANCIAL
Nil

11.10.13 OTHER
Nil

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

13.10.13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING – ELECTED MEMBERS, OFFICERS
Nil

14.10.13 NEXT MEETING & CLOSURE
The next Committee meeting will be on Thursday, 19 December 2013. There being no further business the Presiding Member closed the meeting at 12.15 pm

11.11.13.0 COMMUNITY SERVICES REPORT

11.11.13.01 BUSH FIRE ADVISORY COMMITTEE MEETING – MINUTES 16 OCTOBER 2013

FILE REFERENCE: ADM 0360

AUTHORS NAME AND POSITION: Kevin O'Connor
Chief Executive Officer

NAME OF APPLICANT/ RESPONDENT: N/A

DATE REPORT WRITTEN: 13 November 2013

DISCLOSURE OF INTEREST: The author has no financial interest in this matter.

PREVIOUS MEETING REFERENCE: Nil

SUMMARY:

Council is requested to adopt the recommendations from the Bush Fire Advisory Committee Meeting held on 16 October 2013.

Background:

A Bush Fire Advisory Committee Meeting was held on 16 October 2013.

Detail:

The Committee considered a number of pre Bush Fire season issues as detailed in that attached minutes. There are two recommendations from the meeting for Council adoption.

Statutory and Legal Considerations:

There are no Statutory or Legal Considerations relevant to this report.

Policy Considerations:

There are no Policy Considerations relevant to this report.

Consultation:

Consultation was not deemed necessary.

Financial Implications:

There are no financial implications relevant to this report.

Strategic Community Plan (2013 – 2023):

There are no specific implications relevant to this report.

Corporate Business Plan (2013 – 2017):

There are no specific implications relevant to this report.

Officer's Comment:

The following recommendations were carried by the Committee:

9.10.16.1 Purchase of WAERN Radio – East Brigade**Recommendation:**

That a WAERN radio is purchased through the ESL budget for the East Brigade.

10.10.16.4 Extension to the Restricted Burning Period**Recommendation:**

That the Restricted Burning Period be extended to 14 November 2013, with the Prohibited Burning Period commencing on 15 November 2013 to 28 February 2014.

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Committee Recommendation 9.10.16.1 and 10.10.16.4 contained in the Bush Fire Advisory Committee Minutes of 16 October 2013 be adopted by Council.

ATTACHMENT 11.11.13.01A



Shire of Brookton

BUSH FIRE ADVISORY COMMITTEE (BFAC)

MEETING MINUTES

Wednesday, 16 October 2013

These minutes were confirmed as a true and correct record of the Bush Fire Advisory Committee meeting held on 16 October 2013

Presiding Member:.....Date:.....

Minutes of the Brookton Bush Fire Advisory Committee Meeting – 16 October 2013

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**SHIRE OF BROOKTON
BUSHFIRE ADVISORY COMMITTEE (BFAC) MEETING
Wednesday, 16 October 2013**

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5.10.16	CONFIRMATION OF MINUTES OF PREVIOUS MEETING: Bushfire Advisory Committee (BFAC) held on 24 July 2013
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11.10.16	NEXT MEETING
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1.10.17 DECLARATION OF OPENING / ATTENDANCE

Murray Hall opened the meeting at 7.30 pm and thanked everyone for their attendance.

Murray Hall	Chairman, Chief Bush Fire Control Officer
Darrell Turner	Deputy Chief Bush Fire Control Officer
Travis Eva	East Brigade, Shire Councillor
Troy Bassett	Central Brigade
Rob Smith	Central Brigade
Rick Freebody	VFRS Central Brigade
Neville Messenger	VFRS Central Brigade (proxy)
Tim Evans	West Brigade
Len Simmons	West Brigade (proxy)
Bevan Walters	East Brigade
 <u>DFES Representative</u>	
Grant Hansen	DFESA Area Manager, Narrogin District
 <u>Shire Representatives</u>	
Kevin O'Connor	Chief Executive Officer
Narelle Love	Administration Officer –Technical (minute taker)

2.10.16 ANNOUNCEMENTS OF VISITORS

Murray Hall advised that he had invited three members of the Beverley Bushfire Brigade who would be attending later in the meeting.

3.10.16 APPLICATIONS FOR LEAVE OF ABSENCE

<u>Apologies</u>	
William Wilkinson	VFRS Central Brigade
Dennis Wilkinson	East Brigade
Norm Beecroft	West Brigade

4.10.16 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

5.10.16 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved: Rob Smith

Second: Travis Eva

That the minutes of the meeting held on Wednesday, 24 July 2013, be confirmed as a true and accurate record.

Carried 10/0

6.10.16 BUSINESS ARISING FROM MINUTES

6.10.16.1 SP Hay – Murray had spoken to Dale Williams and they would not be applying for an exemption.

6.10.16.2 DOAC – Murray presented our two agenda items at the DOAC meeting and had received a DVD showing how to use the emission controls on the trucks. This DVD was shown to attendees at the training session held prior to this meeting at 6.00 pm

At 7.40 pm the visitors from Beverley Bushfire Brigade arrived:

Bruce Kilpatrick (Chief Bush Fire Control Officer)

Rob Fisher (Deputy Chief Bush Fire Control Officer)

Justin Corrigan (Community Emergency Services Manager shared with York Shire)

Murray thanked the Shire of Beverley for use of their No. 41 repeater.

Discussion took place on

the use of Waern radios,

the need for the Shire of Brookton's grader, loader and water tanker to have stand alone VHF radios,

the awareness needed of the Shire's works crew changing channel when there was congestion

It was noted that

Shire of Beverley have water filling capacity for air support (in addition to the collar tank at Shire of Wandering)

Air support was also available from Bunbury, Northam, Jandakot and Narrogin.

Justin Corrigan requested that Shire of Brookton's Fire Control Officer list be sent to him.

The Beverley visitors left and the meeting continued.

7.10.16 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

nil

8.10.17 CORRESPONDENCE

8.10.17.1 Balco – letter sent approving vehicle movements during Harvest Bans under conditions (sent 2-Aug-13)

8.10.17.2 Application for Firebreak Exemption from Andrew Pike (received 4-Sep-13 and on forwarded by email to Murray Hall on 4-Sep-13) Murray advised that there is a pre-existing plantation and therefore the application was not for exemption, but for a reduced width of firebreak.

8.10.17.3 DFES Safety Circular 09/2013 re Waern Radio – Freezing of GPS Position Display (received 4-Oct-13). Grant advised that if the radio defaults got to "lat/long".

9.10.16 GENERAL BUSINESS

9.10.16.1 Waern Radio for East Brigade

Recommendation:

Moved: Murray Hall

Second: Rob Smith

That a Waern Radio is purchased through the ESL budget for the East Brigade.

Carried 10/0

9.10.16.2 Communications by UHF – Radio checks to be made with the Shire's radios.

9.10.16.3 Properties for Fire Break Inspections chosen by random selection as follows:

9.10.16.3.1 West Ward

A2566	Craig Stewart, Bartram Road, Jelcobine
A37	Ross Evans, 236 Jelcobine Road, Jelcobine
A2557	Denis Loakes, Lot 505 Buckingham Road, Brookton
A2650	Skyflame Enterprises, 326 Buckingham Road, Brookton
A2679	Murray Hall, 10625 Brookton Highway, Brookton

9.10.16.3.2 East Ward

A2657	Glenn Vanzon, 2706 Brookton-Kweda Road, Brookton
A2670	Allan Jefferson, 158 Mills Road, Brookton
A2742	Fairlake Enterprises, Southern Branch Road, Brookton
A2763	Eva Bros, Brookton-Kweda Road, Nalya
A2723	Allan Ford, 628 Davis Road, Brookton

10.10.16 NEW BUSINESS

10.10.16.1 The new fire truck will be delivered to West Brigade within the next two weeks.

10.10.16.2 East Brigade's truck will be replaced 2014/15 and discussion took place as to what would suit – live drive or broadacre. BFAC members to discuss prior to next meeting which type to order.

10.10.16.3 All radios are to be checked before the season begins on 1 November. Arrange a time with the Shire office to check your radios are in good working order.

10.10.16.4 An extension to the restricted burning period was discussed.

Recommendation:

Moved: Travis Eva

Seconded: Rick Freebody

That the Restricted Burning Period be extended to 14 November 2013, with the Prohibited Burning Period commencing on 15 November 2013 to 28 February 2014.

Carried 10/0

10.10.16.5 Department of Parks & Wildlife: Len Simmons asked if there has been any progress with DPAW in regards to the forest reserves adjacent to West Ward. Murray Hall has had an email response but will follow this up.

10.10.16.6 Grant Hansen handed out information from DFES Directive 3.1 Emergency Management **SAP 3.1A – Bushfire Financial Assistance – Guidelines**. Grant also advised that if machinery is needed then the request is to go through the Shire, then DFES Narrogin (Grant) and DFES Albany. He re-iterated the importance of the machinery being in good condition and that it is insured.

10.10.16.7 Grant Hansen provided a handout brochure from the Bureau of Meteorology **MetEye – A Simple Guide to Using MetEye** and advised that MetEye provides more valuable details since this latest upgrade.

10.10.16.8 Travis Eva requested that due to the high fire fuel load this season that an advertisement be placed in the Brookton Telegraph asking land owners / occupiers to be very careful and aware and with the two weeks extension to the Restricted Burning Period (now to 14 November 2013) owner occupiers will still need to obtain a burning permit.

10.10.16.9 The current list of volunteer fire fighters has not been updated since 2007 and a hard copy of the list is to be mailed out to CBFCO, Deputy CBFCO, Captains and FCOs so that names of volunteers who have left the district or died can be removed and the list can be "current".

10.10.16.10 An advert is to be placed in the Brookton Telegraph informing people that they need to register as a volunteer prior to the commencement of the season for insurance purposes. Anyone not registered as a volunteer that turns up for a fire incident must report to the FCO controlling the incident.

10.10.16.11 Follow up to be done on the volume pumps ordered and a standpipe at Len Simmonds. Murray Hall and Tim Evans are to be copied into the emails.

Minutes of the Brookton Bush Fire Advisory Committee Meeting – 16 October 2013

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10.10.16.12 In June 2013 there were volume pumps and hose reels applied for through DFES by Eleesha Coote. Narelle Love to follow up the status of these.

10.10.16.13 West Brigade's "Hands On Refresher Training Course" is to be re-advertised in the Brookton Telegraph with the addition that there will be a repeat showing of the truck emissions DVD and that Heidi Evans will be demonstrating the new defibrillator to be permanently located at West Brigade.

10.10.16.14 Darrell Turner advised that there would be a protective burn around the Aldersyde CBH bin.

10.10.16.15 Rick Freebody advised that Central Brigade needs to have their volume pump and chainsaw serviced.

10.10.16.16 When the new truck arrives the water cannon and new hose reel will need to be returned to Central Brigade.

11.10.16 NEXT MEETING

The next committee meeting will be arranged at a later date for a meeting in April 2014.

12.10.16 CLOSURE

There being no further business the Chairman closed the meeting at 9.25 pm and thanked all for their attendance.

11.11.13.02 WB EVA PAVILION – CONSIDERATION OF NAME CHANGE

FILE REFERENCE:	ADM 0149; ADM0434
AUTHORS NAME AND POSITION:	Carina Whittington Community Services Manager
NAME OF APPLICANT/ RESPONDENT:	Shire of Brookton
DATE REPORT WRITTEN:	13 November 2013
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	19-07-1984 Recreation Ground Pavilion renamed WB Eva Pavilion

SUMMARY:

Council have requested that the name of the main sporting pavilion at the recreation ground at Lot 456 Brookton Highway - currently known as the WB Eva Pavilion - be formally re-considered.

It is recommended that no change be made.

Background:

The redevelopment of the WB Eva Pavilion and sporting precinct is nearing completion. This major project involved the demolition and construction of a new multi-purpose sporting pavilion at Lot 456 Brookton Highway, Brookton.

Council have requested that formal consideration of the name of the building be undertaken and presented for decision.

The pavilion was opened on 26 April 1969 and was subsequently referred to in Council Documents as the Recreation Ground Pavilion or Change-rooms, with some correspondence regarding bookings referring to it as the 'football pavilion' by community groups or residents.

In November 1983 Council passed a resolution to call a meeting to discuss improvements to the 'Recreation Ground Pavilion'. At the Council meeting on 19 July 1984 it was moved by Cr Clarke and seconded by Cr Mills *"that the recreation ground pavilion be named the WB Eva Pavilion"*. This item was not included in the agenda or correspondence so no background information on what initiated this resolution is available through Council documents.

It may be of note that the dinner for then retired Cr WB Eva was held on the 27 July a week after the resolution to rename the pavilion. Correspondence was tabled at the August meeting from WB Eva noting that *'Council's decision to extend the building...and name it after me left one temporarily speechless'*.

The local history book 'Kalkarni' notes that the pavilion was extended in June 1986 and named the WB Eva Pavilion.

Detail:

William Bennett Eva, is the only freeman of the Shire of Brookton, conferred in March 1982.

The Testimonial in part reads "William Bennett Eva has rendered outstanding service to the Municipality as Road Board Chairman and Member and as Shire President and Councillor for a continuous period of thirty four years and moreover, during his lifetime in Brookton, he has, by his enthusiasm and outstanding service to the public welfare of the Communities won the respect of all. "

The Pavilion is currently the only Council facility named after an individual, although the recreation area entrance is also named after a person.

Statutory and Legal Considerations:

There are no legislative considerations to this issue.

Policy Considerations:

There is no Council Policy relative to this issue.

Consultation:

There has been no formal community consultation specifically relative to this matter, however there has been extensive engagement with the community groups using this facility, and broader community updates.

There has been no 'groundswell' or commentary suggesting or requesting a change of name. It did arise at a meeting of the project team, and opinions sought.

A letter was received from Sydney Cliff 30 January 2013 suggesting that the name be changed to The Brookton Sports Pavilion.

The Eva family have not been approached in the preparation of this report.

Financial Implications:

There are no financial implications relevant to this report. If a name change were resolved then some staff time and resources would be required in the change-over of approvals, permits, forms and the like.

Strategic Community Plan (2013 – 2023)

There is no reference to this matter in the Strategic Community Plan.

Corporate Business Plan (2013-2017)

There is no reference to this matter in the Corporate Business Plan.

Officer's Comment:

It may be argued that there is an inconsistency in the WB Eva Pavilion being the only facility named after an individual when there have been other buildings built since that time where opportunity also existed to acknowledge the contribution of individuals.

It could also be said that there are other individuals or families who have contributed significantly to the development or enhancement of our community; however WB Eva is the only Freeman.

It is increasingly common for facilities, particularly sporting, to be named after a key sponsor rather than an individual or community - no 'naming rights' sponsors have been sought for this project.

If Council were of the opinion that a name change were required, then it would be appropriate to undertake broad community consultation to solicit a list of suggested names, and to subsequently give preference to those options put forward. It could be said that given there has not been pressure from the community or user groups to change the name that there is no mandate for the allocation of resources to this task.

Voting Requirements:

Simple Majority

Officer's Recommendation:

That the multi-purpose building constructed at Lot 456 Brookton Highway be continued to be known as the WB Eva Pavilion.

12.11.13.0 FINANCE & ADMINISTRATION REPORT

12.11.13.01 LIST OF ACCOUNTS FOR PAYMENT

FILE REFERENCE: ADM 0323

AUTHORS NAME AND POSITION: Corinne Kemp
Finance Officer

NAME OF APPLICANT/ RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 13th November 2013

DISCLOSURE OF INTEREST: The author has no financial interest in this matter.

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

The List of Accounts for payment 31st October 2013 is presented to Council for inspection

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 separate attachment.

Detail:

Totals of all payments from each of Council's bank accounts are listed below and detailed within Attachment 12.11.13.01A

Municipal Account

Direct Debits	\$ 78,288.25
EFT	\$ 448,131.61
Cheques	\$ 29,141.47
<i>Trust Account</i>	\$ 2,350.00

Statutory and Legal Considerations:

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

Policy Considerations:

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

Consultation:

There has been no consultation on this matter.

Financial Implications:

There are no financial implications relevant to this report.

Strategic Community Plan (2013 – 2023):

There are no specific implications relevant to this report.

Corporate Business Plan (2013 – 2017):

There are no specific implications relevant to this report.

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31 October 2013, per the summaries included in Attachment 12.11.13.01A in accordance with the Local Government (Financial Management) Regulations 1996:

Municipal Account

Direct Debits	\$ 78,288.25
EFT	\$ 448,131.61
Cheques	\$ 29141.47
<i>Trust Account</i>	\$ 2,350.00

ATTACHMENT 12.11.13.01A

ATTACHMENT 12.11.13.01A

**OCTOBER 2013 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 17th NOVEMBER
2013
12.11.13.01A**

Chq/EFT	Date	Name	Description	Amount
16963	10/10/2013	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BUILDING LEVY FOR WB EVA PAVILION & LEVY PAYMENT RECONCILIATION SEPTEMBER 2013	\$ 4,796.24
16964	10/10/2013	BUILDING COMMISSION	LEVY PAYMENT RECONCILIATION - SEPTEMBER 2013	\$ 2,223.02
16965	10/10/2013	C & B SOUTHERN RUN TRANSPORT	FREIGHT - CUTTING EDGES FOR G5 & G6	\$ 42.48
16966	10/10/2013	KWEDA GOLF CLUB	50% REIMBURSEMENT FOR REPAIRS & MAINTENANCE	\$ 411.25
16967	10/10/2013	SHIRE OF KALAMUNDA	HEALTH SERVICES 01/07/13 TO 30/07/13 & 01/08/13 TO 31/08/13. RANGER SERVICES AUGUST 2013	\$ 4,166.60
16968	10/10/2013	STATE LIBRARY OF WA	RECOVERY OF LOST & DAMAGED BOOKS - BROOKTON PUBLIC LIBRARY	\$ 57.20
16969	10/10/2013	WATER CORPORATION OF WA	WATER USE AND SERVICE CHARGES 01/09/13 TO 30/10/13 - SPORTS GROUND	\$ 314.42
16970	14/10/2013	CASH - SHIRE OF BROOKTON	2013 BROOKTON PHOTO & ART EXHIBITION 1ST & 2ND PRIZE FOR PEOPLE'S CHOICE AWARDS	\$ 300.00
16971	14/10/2013	SHIRE OF BROOKTON	CREDIT CARD PURCHASES SEPTEMBER 2013	\$ 2,609.34
16972	14/10/2013	DEPARTMENT OF TRANSPORT	RETAIN PLATE 1BO, CHANGE PLATES 1EFS827 TO BO1	\$ 48.00
16973	17/10/2013	ATO	GST PAYABLE ON SEPTEMBER 2013 BAS	\$ 6,630.00
16974	22/10/2013	DEPARTMENT OF TRANSPORT	NUMBER PLATE CHANGE 2013 PRADO 1EIG365 TO 1 BO	\$ 16.20
16975	24/10/2013	ALL SERVICES ROADS	TRAFFIC MANAGEMENT PLAN FOR BROOKTON OLD TIME MOTOR SHOW 2014	\$ 330.00
16976	24/10/2013	CASH - SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 24.00
16977	24/10/2013	LANDGATE	REVALUATIONS UV'S & MINING TENEMENTS	\$ 134.75
16978	24/10/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 103.50
16979	24/10/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 677.06
16980	24/10/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 103.50

Chq/EFT	Date	Name	Description	Amount
16981	24/10/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 172.00
16982	24/10/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 412.91
16983	24/10/2013	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 120.00
16984	24/10/2013	SYNERGY	STREETLIGHT ELECTRICITY 25/08/13 TO 24/09/2013	\$2,704.00
16985	24/10/2013	TELSTRA CORPORATION	MOBILE PHONE & IPAD ACCOUNTS 02/09/13 TO 01/10/13	\$1,425.96
16986	24/10/2013	WATER CORPORATION OF WA	WATER USAGE 01/09/13 TO 24/10/13 - CARAVAN PARK	\$ 168.99
16987	24/10/2013	WILLIAM GEORGE STONE	RATES REFUND FOR ASSESSMENT A287	\$1,000.05
16988	31/10/2013	CASH - SHIRE OF BROOKTON	CASH FLOAT FOR SWIMMING POOL 2013/14 SEASON	\$ 150.00
			CHEQUE TOTAL	\$ 29,141.47

Chq/EFT	Date	Name	Description	Amount
EFT5252	10/10/2013	AUSTRALIA DAY COUNCIL OF WA	BRONZE ADCWA MEMBERSHIP 2013/14	\$ 200.00
EFT5253	10/10/2013	AUSTRALIAN SAFETY ENGINEERS	RAKE HOE 6 PRONG X 2	\$ 164.05
EFT5254	10/10/2013	BROOKTON COUNTRY CLUB	SHIRE CONTRIBUTION 2013/14	\$ 10,000.00
EFT5255	10/10/2013	BROOKTON TELEGRAPH	ADVERTISING - DRUM MUSTER, UHF CHANNELS	\$ 65.00
EFT5256	10/10/2013	COATES HIRE OPERATIONS PTY LIMITED	HIRE OF TOILET BLOCK FOR WB EVA PAVILION X 30 DAYS	\$ 476.21
EFT5257	10/10/2013	COURIER AUSTRALIA	FREIGHT - JASON SIGNS	\$ 9.20
EFT5258	10/10/2013	GILL RURAL TRADERS	HARDWARE PURCHASES OCTOBER 2013	\$2,950.58
EFT5259	10/10/2013	HILLROY FARMS PTY LTD	REIMBURSEMENT OF INSURANCE CLAIM #025949 - VEHICLE DAMAGED ON FIRE GROUND	\$1,165.85
EFT5260	10/10/2013	OFFICEWORKS BUSINESS DIRECT	CROSS CUT SHREDDER & ADMINISTRATION STATIONERY	\$ 184.50
EFT5261	10/10/2013	OIL TECH FUEL	1265 LITRES OF DIESEL	\$1,969.53
EFT5262	10/10/2013	STUMPY'S GATEWAY ROADHOUSE	PETROL	\$ 97.72
EFT5263	10/10/2013	SUNNY SIGN COMPANY PTY LTD	SIGNS - CARDBOARD ONLY PLEASE FLATTEN BOXES" X 6"	\$ 187.66

Chq/EFT	Date	Name	Description	Amount
EFT5264	10/10/2013	WA LOCAL GOVERNMENT ASSN	ADVERTISING - CALL FOR NOMINATIONS 29/08/13	\$ 809.28
EFT5265	14/10/2013	M & E WORTHINGTON	REFUND OF DOG KENNEL FEES 2013/14 - CHARGED TWICE	\$ 100.00
EFT5266	14/10/2013	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE - SALE OF LAND FOR UNPAID RATES ADVICE 29/08/13 TO 09/09/2013	\$2,164.84
EFT5267	17/10/2013	ADVANTAGE SETTLEMENTS	PURCHASE LAND AT YEO ROAD/BROOKTON KWEDA ROAD	\$ 25,500.00
EFT5268	24/10/2013	ABCO PRODUCTS	BACK PACK VACCUUM	\$ 384.42
EFT5269	24/10/2013	AQUASOL	MULTIFLOC M2600 & LIQUID CHLORINE	\$1,380.50
EFT5270	24/10/2013	ARM SECURITY	SECURITY MONITORING 01/10/13 TO 31/12/13	\$ 114.40
EFT5271	24/10/2013	AURELIA'S CATERING SERVICE	REFRESHMENTS	\$ 150.00
EFT5272	24/10/2013	B & N EYRE BROOKTON NEWSAGENCY	NEWSPAPERS PURCHASED 02/09/13 TO 29/09/13	\$ 51.60
EFT5273	24/10/2013	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES SEPTEMBER 2013 & PAVING OF COURTYARD	\$ 250,687.87
EFT5274	24/10/2013	BAREND STEPHANUS DE BEER	PARKING REIMBURSEMENT	\$ 10.00
EFT5275	24/10/2013	BROOKTON COUNTRY CLUB	HISTORICAL SOCIETY CENTENARY LUNCHEON & VENUE HIRE	\$3,000.00
EFT5276	24/10/2013	BROOKTON MEDICAL PRACTICE	MEDICAL PRACTICE SUPPORT 01/07/13 TO 30/06/14	\$ 24,304.00
EFT5277	24/10/2013	BROOKTON PLUMBING	LEACH DRAIN PIPING WB EVA PAVILION & WASTE PIPE REPAIR AT CARAVAN PARK	\$1,697.30
EFT5278	24/10/2013	BROOKTON ROADHOUSE	UNLEADED PETROL	\$ 14.95
EFT5279	24/10/2013	COATES HIRE OPERATIONS PTY LIMITED	LUNCH ROOM & TOILET BLOCK HIRE AT WB EVA PAVILION 25/08/13 TO 25/09/13	\$1,072.64
EFT5280	24/10/2013	COOTE MOTORS	T13 - SERVICE	\$ 165.75
EFT5281	24/10/2013	COURIER AUSTRALIA	FREIGHT - SUNNY SIGNS	\$ 35.93
EFT5282	24/10/2013	FESA	2013/14 EMERGENCY SERVICES LEVY	\$1,436.99
EFT5283	24/10/2013	G & K BASSETT	50M3 YELLOW SAND	\$ 165.00
EFT5284	24/10/2013	GREAT SOUTHERN WASTE DISPOSAL	BROOKTON TIP SITE & RUBBISH BIN COLLECTION 27/08/13 TO 24/09/13	\$9,930.98
EFT5285	24/10/2013	H RUSHTON & CO	TYRE FOR T10, SERVICE L6, DRAWBAR PIN & CLEVIN L6	\$2,572.35
EFT5286	24/10/2013	KALAMUNDA TOYOTA	PURCHASE PRADO 3.0L TURBO DIESEL 5 DOOR WAGON GXL AUTOMATIC ENGINE 1KD2321824	\$3,679.05

Chq/EFT	Date	Name	Description	Amount
EFT5287	24/10/2013	LG PEOPLE	SECOND PROGRESS PAYMENT FOR WORKFORCE PLANNING SERVICES	\$ 11,000.00
EFT5288	24/10/2013	LGIS INSURANCE BROKING	INSURANCE 30/06/13 TO 30/06/14, WORKERS COMPENSATION, PROPERTY INSURANCE, LIABILITY INSURANCE SECOND INSTALMENT	\$ 72,235.44
EFT5289	24/10/2013	LGIS RISK MANAGEMENT	AVON/CENTRAL MIDLANDS REGION RISK COORDINATION PROGRAMME PROJECT SERVICES TO 24/09/2013	\$6,594.50
EFT5290	24/10/2013	METAL ARTWORK CREATIONS	DESK NAME PLAQUE	\$ 47.08
EFT5291	24/10/2013	OFFICEWORKS BUSINESS DIRECT	STATIONERY PURCHASES	\$ 90.53
EFT5292	24/10/2013	OIL TECH FUEL	7000 LITRES OF DIESEL	\$ 10,282.58
EFT5293	24/10/2013	PIANO MAGIC	TUNE YAMAHA PIANO AT MEMORIAL HALL	\$ 330.00
EFT5294	24/10/2013	SUNNY SIGN COMPANY PTY LTD	SIGN FOR PUBLIC TOILETS	\$ 53.33
EFT5295	24/10/2013	WA LOCAL GOVERNMENT ASSN	COUNCIL CONNECT ADDITIONAL MODULES FOR SHIRE WEBSITE	\$ 600.00
			EFT TOTAL	\$ 448,131.61
			MUNICIPAL ACCOUNT TOTAL	\$ 477,273.08

Chq/EFT	Date	Name	Description	Amount
866	02/10/2013	BROOKTON PINGELLY FOOTBALL CLUB	REFUND BOND FOR HIRE OF MEMORIAL HALL 20/09/13	\$ 330.00
867	02/10/2013	CBH CORRIGIN	REFUND BOND FOR HIRE OF MEMORIAL HALL 29/08/13	\$ 110.00
868	02/10/2013	CEH PECH & SON PTY LTD	RATES INCENTIVE PRIZE 2013/14	\$ 200.00
869	02/10/2013	CENTRAL SOUTH LINE DANCERS	REFUND BOND FOR HIRE OF MEMORIAL HALL	\$ 100.00
870	02/10/2013	KIM MICHELE NIKOLA	REFUND BOND FOR HIRE OF MEMORIAL HALL 13/09/13	\$ 110.00
871	21/10/2013	ANNA BUTCHER	REFUND BOND FOR HIRE OF COMMUNITY BUS 23/09/13	\$ 330.00
872	21/10/2013	GILL RURAL TRADERS	REFUND BOND FOR HIRE OF COMMUNITY BUS 08/09/13	\$ 330.00
873	31/10/2013	BROOKTON MENSSHED	REFUND OF BOND FOR HIRE OF COMMUNITY BUS 12/10/13	\$ 330.00

Chq/EFT	Date	Name	Description	Amount
874	31/10/2013	CBH CORRIGIN	REFUND BOND FOR HIRE OF MEMORIAL HALL 23/10/13	\$ 110.00
875	31/10/2013	KATRINA CRUTE	REFUND OF SHIRE ELECTION CANDIDATE DEPOSIT	\$ 80.00
876	31/10/2013	KYM TERENCE WILKINSON	REFUND OF SHIRE ELECTION CANDIDATE DEPOSIT	\$ 80.00
877	31/10/2013	LOUISE SHEREE ALLINGTON	REFUND OF SHIRE ELECTION CANDIDATE DEPOSIT	\$ 80.00
878	31/10/2013	NEIL WALKER	REFUND OF SHIRE ELECTION CANDIDATE DEPOSIT	\$ 80.00
879	31/10/2013	THERESA FANCOTE	REFUND OF SHIRE ELECTION CANDIDATE DEPOSIT	\$ 80.00
			TRUST ACCOUNT TOTAL	\$2,350.00

DIRECT DEBITS FOR OCTOBER 2013	
SALARIES & WAGES	\$ 76,758.34
MERCHANT FEES	\$ 1,529.91
TOTAL	\$ 78,288.25

SHIRE OF BROOKTON CREDIT CARD PURCHASES Creditor Number: 96286		
DATE	PARTICULARS	AMOUNT
6/09/2013	WESTNET 05/09/13 to 05/10/13 - 10 MARSH AVE	\$59.95
	WESTNET 05/09/13 to 05/10/13 - DEPOT	\$49.95
	WESTNET 05/09/13 to 05/10/13 - ADMINISTRATION OFFICE	\$109.95
17/09/2013	RURAL HEALTH WEST - MEMBERSHIP	\$100.00
20/09/2013	CRITERION - ECONOMIC DEVELOPMENT CONFERENCE	\$2,198.80
	APPLE STORE - MOBILE PHONE COVERS	\$59.91
	CARD FEES	\$30.68
		\$2,609.24

12.11.13.02 FINANCIAL STATEMENTS – STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2013

FILE REFERENCE: ADM 0323

AUTHORS NAME AND POSITION: Julie Oliver
Deputy Chief Executive Officer

NAME OF APPLICANT/ RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 12 November 2013

DISCLOSURE OF INTEREST: The author has no financial interest in this matter.

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

The Statement of Financial Activity for the period ended 31 October 2013 is presented to council.

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.

Detail:

Councillors have been provided with a completed Statement of Financial Activity for the period ended 31 October 2013. The comments on any significant budget variances are provided within Note 9 of the financial statements.

Statutory and Legal Considerations:

Section 6.4 of the *Local Government Act 1995*.

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

Policy Considerations:

There is no Council Policy relative to this issue.

Consultation:

There has been no consultation in this matter.

Financial Implications:

There are no financial implications relevant to this report.

Strategic Community Plan (2013 – 2023)

There are no specific implications relevant to this report.

Corporate Business Plan (2013-2017)

There are no specific implications relevant to this report.

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Council receive the Statement of Financial Activity for the period ended 31 October 2013.

ATTACHMENT 12.11.13.02A

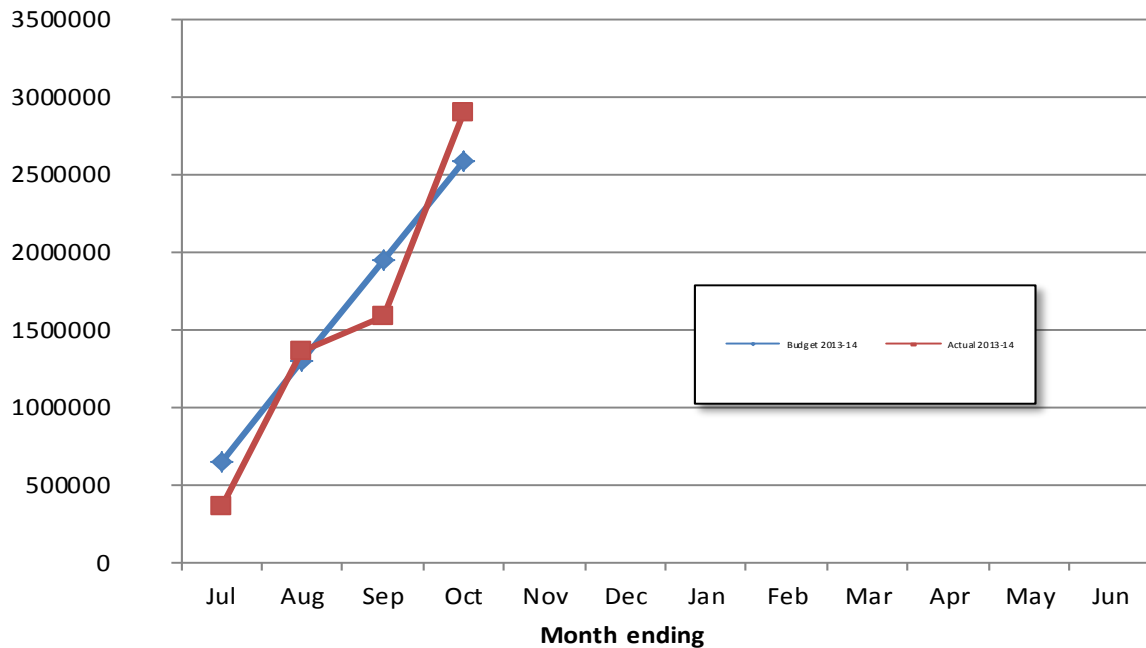
ATTACHMENT 12.11.13.02A

Shire of Brookton								
STATEMENT OF FINANCIAL ACTIVITY								
(Statutory Reporting Program)								
For the Period Ended 31 October 2013								
	Note	Current Annual Budget 3	Projected Year End Actual	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
Operating Revenues		\$	\$	\$	\$	\$	%	
Governance		16,261	26,292	8,080	8,108	28	0.34%	
General Purpose Funding		1,558,791	1,560,004	481,133	442,597	(38,536)	(8.01%)	▼
Law, Order and Public Safety		41,810	41,088	19,669	19,596	(73)	(0.37%)	
Health		22,860	26,305	20,952	24,395	3,443	16.43%	▲
Education and Welfare		3,875,600	3,875,350	1,291,856	1,286,991	(4,865)	(0.38%)	
Housing		100,141	79,289	33,376	25,742	(7,634)	(22.87%)	▼
Community Amenities		405,516	403,880	301,182	274,888	(26,294)	(8.73%)	▼
Recreation and Culture		539,538	534,974	313,197	261,556	(51,641)	(16.49%)	▼
Transport		964,753	951,420	113,248	116,497	3,249	2.87%	
Economic Services		146,480	141,619	22,116	12,059	(10,057)	(45.47%)	▼
Other Property and Services		164,276	165,667	54,752	34,472	(20,280)	(37.04%)	▼
Total (Excluding Rates)		7,836,026	7,805,887	2,659,561	2,506,901	(152,660)	(5.74%)	▼
Operating Expense								
Governance		(583,587)	(591,929)	(213,424)	(223,722)	(10,298)	4.83%	▲
General Purpose Funding		(206,691)	(172,854)	(68,876)	(39,583)	29,293	(42.53%)	▼
Law, Order and Public Safety		(213,656)	(217,343)	(81,994)	(81,055)	939	(1.14%)	
Health		(84,151)	(82,350)	(28,028)	(29,348)	(1,320)	4.71%	
Education and Welfare		(3,976,444)	(4,002,522)	(1,336,082)	(1,474,954)	(138,872)	10.39%	▲
Housing		(147,203)	(141,178)	(48,964)	(47,116)	1,848	(3.77%)	
Community Amenities		(501,076)	(482,700)	(161,912)	(152,537)	9,375	(5.79%)	
Recreation and Culture		(753,801)	(710,770)	(249,068)	(228,383)	20,685	(8.30%)	▼
Transport		(1,117,060)	(1,138,010)	(372,316)	(494,640)	(122,324)	32.85%	▲
Economic Services		(112,208)	(103,634)	(33,700)	(32,042)	1,658	(4.92%)	
Other Property and Services		(59,579)	(86,923)	(89,764)	(93,470)	(3,706)	4.13%	
Total		(7,755,457)	(7,730,214)	(2,684,128)	(2,896,851)	(212,724)	(7.93%)	▲
Funding Balance Adjustment								
Add back Depreciation		1,269,885	1,270,096	398,240	388,469	(9,771)	(2.45%)	
Adjust (Profit)/Loss on Asset Disposal	6	(96,100)	(92,290)	(3,836)	3,810	7,646	(199.33%)	▼
Net Operating (Ex. Rates)		1,254,354	1,253,479	369,837	2,329	(367,508)	(99.37%)	
Capital Revenues								
Proceeds from Disposal of Assets	6	338,000	302,727	49,000	47,727	(1,273)	(2.60%)	
Self-Supporting Loan Principal		36,611	31,267	0	0	(0)	(100.00%)	
Transfer from Reserves	5	1,468,274	1,407,674	489,404	491,500	2,096	0.43%	
Total		1,842,885	1,741,668	538,404	539,227	823	0.15%	
Capital Expenses								
Land and Buildings	6	(2,471,023)	(2,437,912)	(950,617)	(948,864)	1,753	(0.18%)	
Plant and Equipment	6	(227,000)	(221,000)	(52,500)	(50,909)	1,591	(3.03%)	
Furniture and Equipment	6	(117,978)	(92,165)	(39,316)	(45,880)	(6,564)	16.70%	▲
Infrastructure Assets - Roads & Bridges	6	(1,118,300)	(1,106,878)	(50,000)	(46,828)	3,172	(6.34%)	
Infrastructure Assets - Sewerage	6	(94,400)	(94,400)	0	0	(0)	(100.00%)	
Repayment of Debentures	7	(101,003)	(101,003)	(44,550)	(44,550)	0	0.00%	
Transfer to Reserves	5	(652,567)	(623,319)	(32,492)	(16,447)	16,045	(49.38%)	▼
Total		(4,782,271)	(4,676,677)	(1,169,475)	(1,153,479)	15,997	(1.37%)	
Net Capital		(2,939,386)	(2,935,009)	(631,071)	(614,251)	16,820	(2.67%)	
Total Net Operating + Capital		(1,685,033)	(1,681,530)	(261,234)	(611,923)	(350,688)	134.24%	
Rate Revenue		1,564,658	1,562,356	1,565,726	1,562,892	(2,834)	(0.18%)	
Opening Funding Surplus(Deficit)		(33,470)	(35,289)	(33,470)	(35,289)	(1,819)	5.44%	
Closing Funding Surplus(Deficit)	2	(153,845)	(154,463)	1,271,022	915,680	(355,342)	(27.96%)	

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2013

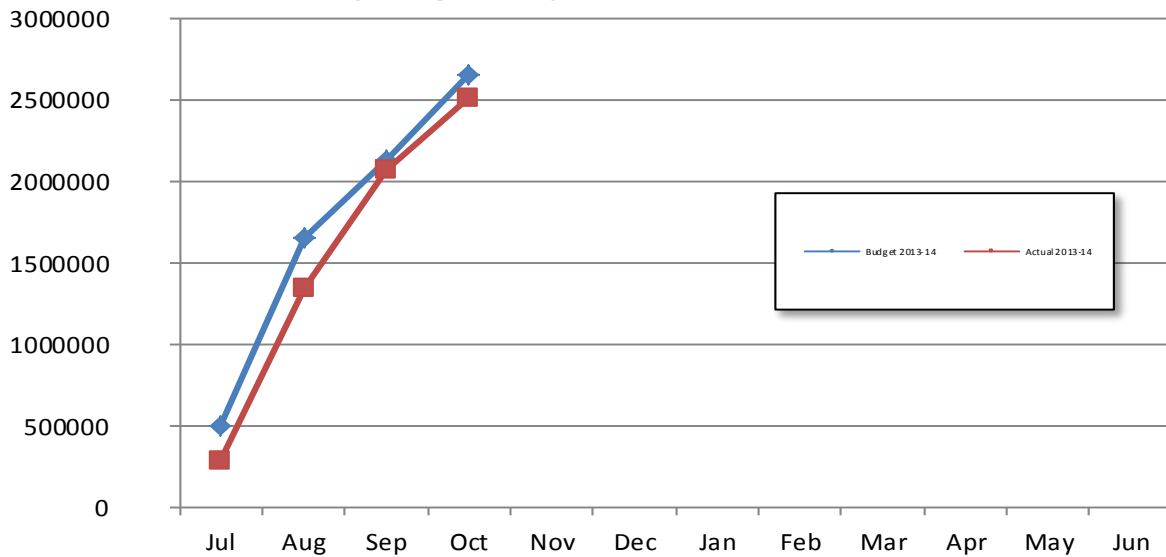
Note 1 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



Comments/Notes - Operating Expenses

Budget Operating Revenues -v- Actual



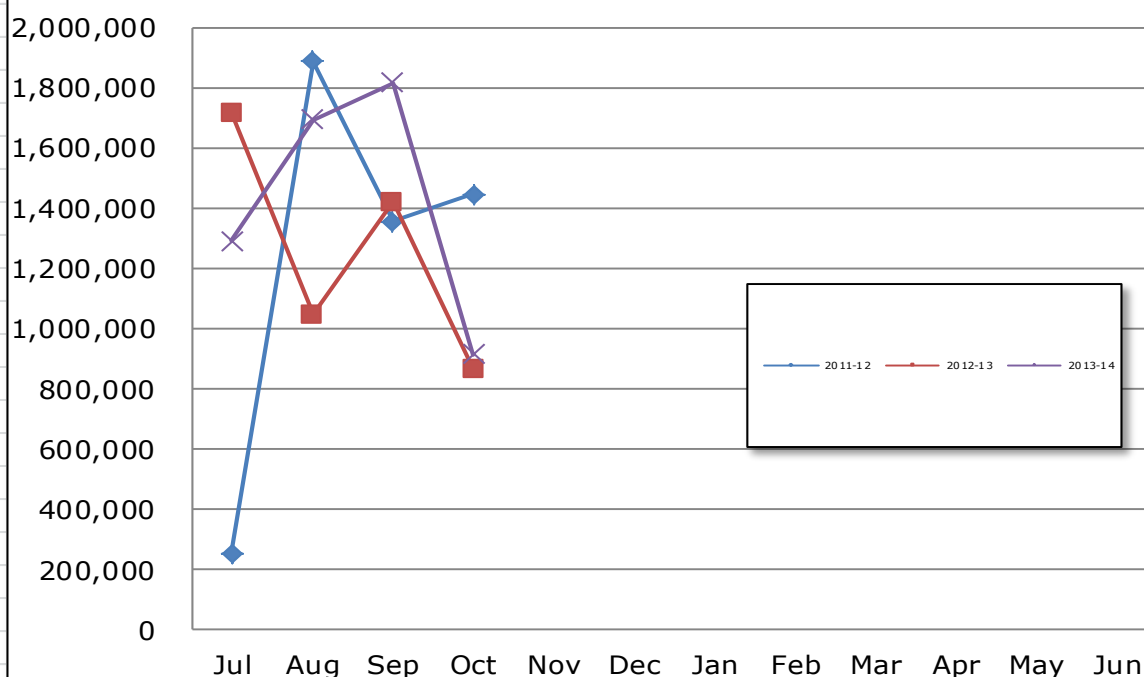
Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2013

Note 2: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		2013-14		
	Note	This Period	Same Period 2012/13	Same Period 2011/12
		\$	\$	\$
Current Assets				
Cash Unrestricted		1,337,207	667,079	1,323,900
Cash Restricted		2,339,020	3,834,053	2,979,297
Receivables		1,591,180	1,334,499	1,181,574
Prepayments & Accruals		0	0	0
Inventories		29,571	33,590	32,102
		5,296,979	5,869,222	5,516,873
Less: Current Liabilities				
Payables and Provisions		(2,042,278)	(1,168,975)	(1,090,007)
		(2,042,278)	(1,168,975)	(1,090,007)
Less: Cash Restricted		(2,339,020)	(3,834,053)	(2,979,297)
Net Current Funding Position		915,680	866,193	1,447,570

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 31 October 2013

Note 3: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption - Closing Surplus	15/08/2013		\$	\$	\$	\$
							(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
							(153,845)
Closing Funding Surplus (Deficit)				0	0	0	(153,845)

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2013

Note 4: RECEIVABLES

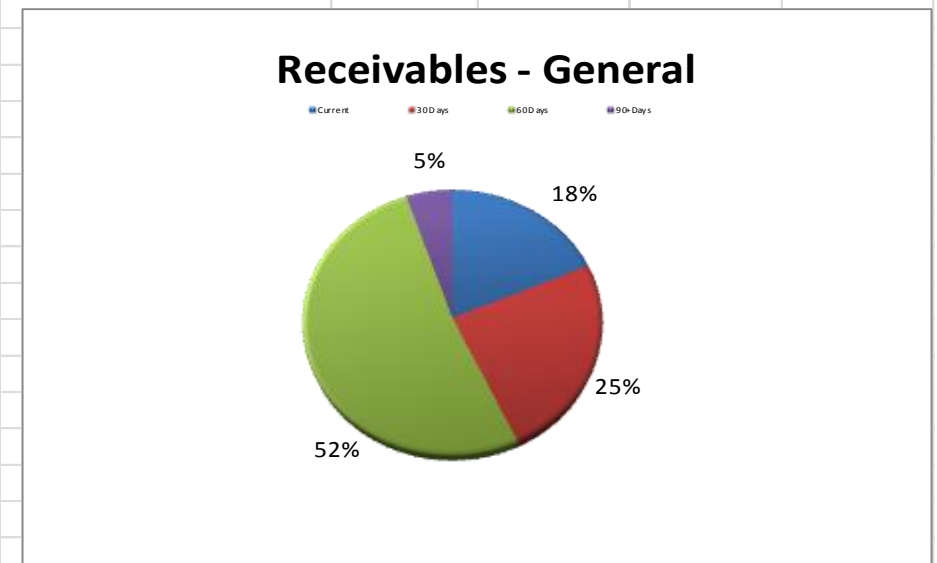
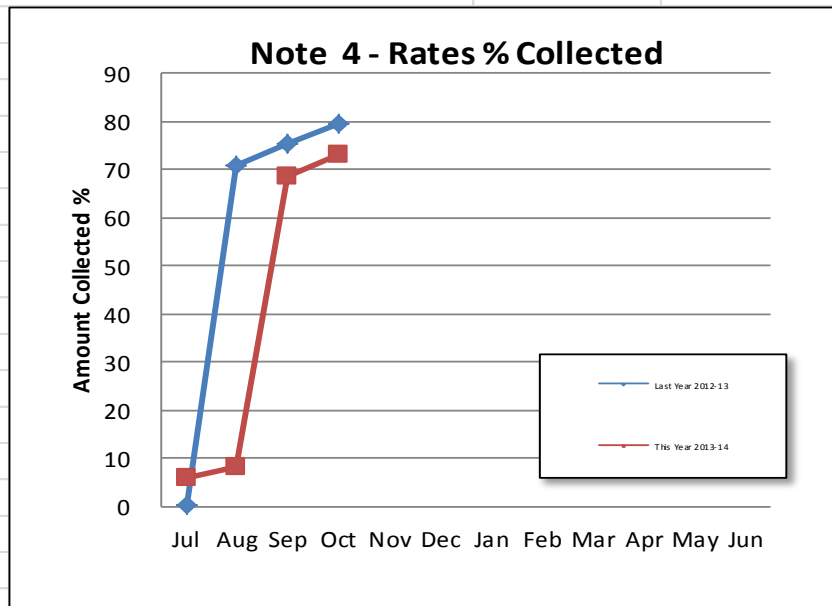
Receivables - Rates, Sewerage and Rubbish

	Current 2013-14	Previous 2012-13
	\$	\$
Opening Arrears Previous Years	66,021	50,882
Rates, Sewerage & Rubbish Levied this year	1,812,165	1,681,534
Less Collections to date	(1,376,409)	(1,381,106)
Equals Current Outstanding	501,777	351,310
Net Rates Collectable	501,777	351,310
% Collected	73.28%	79.72%

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	13,672	18,113	38,267	3,827
Total Outstanding				73,879

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2013

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant Reserve	15,942	558	113	215,350	0	(45,000)	0	186,850	16,055
Housing Reserve	288,849	10,110	2,045	0	0	(183,500)	0	115,459	290,894
Office Equipment Reserve	38,785	1,357	275	0	0	(4,665)	0	35,477	39,060
Drainage Reserve	48,549	1,699	344	0	0	0	0	50,248	48,893
Municipal Buildings & Facilities Reserve	32,574	1,140	231	30,000	0	(30,260)	0	33,454	32,805
Townscape Reserve	229,553	8,034	1,626	0	0	0	0	237,587	231,179
Land Development Reserve	197,706	6,920	1,400	171,000	0	0	0	375,626	199,106
Sewerage Scheme Reserve	157,642	5,517	1,116	50,000	0	(94,400)	0	118,759	158,758
Road Infrastructure Reserve	28,270	989	200	10,000	0	0	0	39,259	28,470
Health & Aged Care Reserve	719,322	25,176	5,094	45,100	0	(465,190)	0	324,408	724,416
Community Bus Reserve	37,779	1,322	268	5,000	0	0	0	44,101	38,047
Bridge Construction Reserve	63,292	2,215	448	0	0	0	0	65,507	63,740
Staff Vehicle Reserve	19,673	689	139	9,000	0	(9,000)	0	20,362	19,812
Sport & Recreation Reserve	0	0	0	9,500	0	0	0	9,500	0
Rehabilitation & Refuse Reserve	27,376	958	194	0	0	0	0	28,334	27,570
Unspent Grants & Contributions	568,109	19,009	543	0	0	(544,044)	(491,500)	43,074	77,152
Saddleback Building Reserve	64,027	2,241	453	0	0	(25,900)	0	40,368	64,480
Saddleback Vehicle & Equipment Reserve	4,398	154	31	0	0	0	0	4,552	4,429
Caravan Park Reserve	52,676	1,844	373	2,500	0	0	0	57,020	53,049
Old Police Station Reserve	32,053	1,122	227	2,500	0	0	0	35,675	32,280
Kweda Hall Reserve	13,422	470	95	2,500	0	(600)	0	15,792	13,517
Aldersyde Hall Reserve	13,422	470	95	2,500	0	0	0	16,392	13,517
Railway Station Reserve	13,422	470	95	0	0	0	0	13,892	13,517
Madison Square Units Reserve	15,623	547	111	0	0	(5,715)	0	10,455	15,734
Cemetery Reserve	85,684	2,999	607	0	0	(60,000)	0	28,683	86,291
Water Harvesting Reserve	45,925	1,607	325	0	0	0	0	47,532	46,250
	2,814,073	97,616	16,447	554,951	0	(1,468,274)	(491,500)	1,998,366	2,339,020

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2013

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)
\$	\$	\$		\$	\$	\$
42,500	49,000	6,500	CEO Vehicle	51,537	47,727	(3,810)
32,000	34,000	2,000	DCEO Vehicle			0
28,000	29,000	1,000	SP Vehicle			0
45,450	72,000	26,550	Lot 101 Avonbank Cl,Koormong			0
45,450	99,000	53,550	Lot 102 Avonbank Cl,Koormong			0
28,500	25,000	(3,500)	PWS Vehicle			0
20,000	30,000	10,000	New Holland Tractor			0
241,900	338,000	96,100	Totals	51,537	47,727	(3,810)

Comments - Capital Disposal

			Summary Acquisitions	Current Budget		
				Budget	Actual	Variance
				\$	\$	\$
			Property, Plant & Equipment			
			Land and Buildings	2,471,023	948,864	1,522,159
			Plant & Equipment	227,000	50,909	176,091
			Furniture & Equipment	117,978	45,880	72,098
						0
			Infrastructure			
			Roadworks & Bridge Works	1,118,300	46,828	1,071,472
			Sewerage	94,400	0	94,400
			Totals	4,028,701	1,092,481	2,936,220

Comments - Capital Acquisitions

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2013

Note 7: INFORMATION ON BORROWINGS

				Principal 1-Jul-12 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Due Date	Term (yrs)	Rate (%)			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans											
*Loan 78 Senior Citizen's Homes	17/06/2024	15	6.74	164,089	-	-	10,478	164,089	153,611	-	11,675
*Loan 79 Multifunctional Family Centre	1/08/2020	15	5.82	60,594	-	3,279	6,654	57,315	53,940	1,793	3,861
*Loan 82 Country Club	15/11/2027	20	6.95	338,409	-	6,946	14,133	331,463	324,276	11,760	24,033
Governance											
Loan 75 Office Office Renovations	3/08/2026	25	6.46	71,490	-	1,699	3,453	69,791	68,037	2,337	4,831
Education & Welfare											
Loan 80 Kalkarni Residency	1/02/2026	25	5.63	115,411	-	3,070	6,228	112,341	109,183	3,294	6,838
Housing											
Loan 80 Staff Housing	1/02/2026	25	5.63	190,428	-	5,066	10,274	185,362	180,154	5,435	11,283
Community Amenities											
Loan 80 Sewerage	1/02/2026	25	5.63	80,788	-	2,149	4,360	78,639	76,428	2,306	4,787
Transport											
Loan 80 Grader	1/02/2026	25	5.63	190,428	-	5,066	10,275	185,362	180,153	5,435	11,283
Recreation and Culture											
Loan 81 Sport & Recreation	1/11/2027	20	6.95	841,531	-	17,274	35,148	824,257	806,383	29,553	60,827
				2,053,168	0	44,550	101,003	2,008,618	1,952,165	61,913	139,418

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2013

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	1.50%	399,505				399,505	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	937,202				937,202	Bendigo	
Trust Cash at Bank	1.50%			34,389		34,389	Bendigo	
(b) Term Deposits								
Reserves	3.80%		2,339,020			2,339,020	Bendigo	2/11/2013
Les McMullen Trust	4.00%			9,082		9,082	Bendigo	26/06/2014
(c) Investments								
Nil								
Nil								
Total		1,336,707	2,339,020	43,471	0	3,719,198		

Comments/Notes - Investments

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 October 2013

Note 9: MAJOR VARIANCES**Comments/Reason for Variance****OPERATING REVENUE (EXCLUDING RATES)****Governance**

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

General Purpose Funding

Under budget due to timing of term deposit interest and lower than expected interest rates.

Law, Order and Public Safety

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

Health

Over budget due to increased reimbursement for NAPS records management-there will also be a related increase in expenditure.

Education and Welfare

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

Housing

Staff housing rental subsidies brought to account half yearly

Community Amenities

Project grant not received - flood plain mapping not yet commenced.

Recreation and Culture

Timing of DSR & Lotterywest grants -waiting on completion of pavilion

Transport

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

Economic Services

Caravan Park occupancy - less than expected activity.

Other Property and Services

Private works activity to date less than expected - corresponding under budget expenditure.

OPERATING EXPENSES**Governance**

Some councillor training expenses to be reimbursed.

General Purpose Funding

Accrued interest on loans brought to account 30/06/13 will self correct.

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

No budget for overpayment of Kalkarni fees for 2012-13 amendment required

Housing

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

Community Amenities

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

Recreation and Culture

Pavilion not yet operational and pre season accounts for pool not yet received.

Transport

Timing of road maintenance and construction program not matched to budget profile

Economic Services

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

Other Property and Services

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

CAPITAL REVENUE

Proceeds from Disposal of Assets

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

Self-Supporting Loan Principal

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

Transfer from Reserves

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

CAPITAL EXPENSES

Land and Buildings

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

Plant and Equipment

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

Furniture and Equipment

Capital expenditure for 2012-13 for Kalkarni carried over

Infrastructure Assets - Roads & Bridges

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

Infrastructure Assets - Sewerage

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

Repayment of Debentures

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

Transfer to Reserves

Transfers generally will occur at 30/06/14

OTHER ITEMS

Rate Revenue

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

Opening Funding Surplus(Deficit)

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

OTHER ITEMS

Rate Revenue

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

Opening Funding Surplus(Deficit)

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2013

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 Ended 31 October 2013	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 October 2013
	\$	\$	\$	\$
Housing Bonds	3,000	1,000	(3,000)	1,000
Other Bonds	4,380	3,920	(3,800)	4,500
Election Nomination Bonds	0	0	0	0
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	9,082	0	0	9,082
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	5,411	0	0	5,411
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	4,915	0	0	4,915
Unclaimed Money	430	0	0	430
Development Bonds	0	0	0	0
	45,550	4,920	(7,000)	43,470

13.11.13.0 GOVERNANCE REPORT

13.11.13.01 DATES FOR ORDINARY COUNCIL MEETINGS IN 2014

FILE REFERENCE: ADM 0144

AUTHORS NAME AND POSITION: Courtney McCallum
Governance Officer

NAME OF APPLICANT/ RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 6 November 2013

DISCLOSURE OF INTEREST: The author has no financial interest in this matter

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

Council is requested to adopt the dates on which Ordinary Council meetings are to be held in 2014.

Background:

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 twelve months”.*

Council Policy 1.1 states that:

“The ordinary meeting of Council shall be held the Third Thursday of each month. Standing committees and other meetings to be held at a time specified by Council”.

Detail.

Officers advise that due to minimal staffing levels over January, it would be difficult to gain, produce and collate the necessary information to prepare an Agenda and run a Council Meeting. It is therefore recommended that no Council meeting be held in January 2014.

Statutory and Legal Considerations:

Local Government Act 1995 s. 5.3.

Local Government (Administration) regulations 1996 r. 12 (1).

Policy Considerations:

Shire of Brookton Council Policy 1.1: “Meetings – Scheduled Dates”.

Consultation:

Consultation was not deemed necessary.

Financial Implications:

There are no Financial Implications relative to this report.

Strategic Community Plan (2013 – 2023):

There are no specific implications relative to this report.

Corporate Business Plan (2013 – 2017):

There are no specific implications relative to this report.

Officer's Comment:

The following recommendation and subsequent local public notice is required for compliance with the Local Government (Administrative) Regulations 1996.

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Council adopt and advertise the following Ordinary Council Meeting dates for 2014, being the third Thursday of each month, except January 2014 when no Council meeting will be held:

20 February 2014

20 March 2014

17 April 2014

15 May 2014

19 June 2014

17 July 2014

21 August 2014

18 September 2014

16 October 2014

20 November 2014

18 December 2014

13.11.13.02 ELECTION OF COUNCILLORS TO COMMITTEES OF COUNCIL AND EXTERNAL COMMITTEES

FILE REFERENCE: ADM 0564

AUTHORS NAME AND POSITION: Courtney McCallum
Governance Officer

NAME OF APPLICANT/ RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 11 November 2013

DISCLOSURE OF INTEREST: The author has no financial interest in this matter.

PREVIOUS MEETING REFERENCE: Ordinary Council Meeting 27 October 2011 – Item 13.10.11.04

SUMMARY:

Council is requested to make appointments to its Committees and Delegate positions on external Committees.

Background:

Following the Local Government elections on 19 October 2013 all previous committee member and Council delegate positions become vacant and nominations are now required for the these vacancies:

Detail:

The following Committees of the Council have been established in accordance with the Local government Act 1995:

Audit (Finance) Committee:

The Audit (Finance) Committee is authorised to review accounts for payment and Council's financial position and make recommendations or representations to Council in respect of each year's current budget, forward planning (excluding road works & plant), Council Policy and Council's finances.

Some of the key duties of the Committee in respect of the audit are:

- *meet with the auditor at least once a year*
- *examine the auditor's report and ensure appropriate action is taken*
- *prepare a report on actions taken in respect of any audit and forward them to the Minister.*

Whole of Council Committee, all seven councillors are members of this committee.

Kalkarni Consultative Committee:

The role of the Kalkarni Consultative Committee is to provide advice and make recommendations to Council and the Manager in relation to the plans and the management of the aged care facility.

Employment Committee:

The role of the Employment Committee is to recruit and review the performance and salary of the Chief Executive Officer and to assist the Chief Executive Officer in the selection of senior employees.

Les McMullen Sporting Grants Committee:

The Les McMullen Sporting Grants Committee has delegated authority to award the annual sporting equipment grants to Brookton sporting clubs in accordance with the provisions of the Estate of the Late Mr Les McMullen.

Community Housing Committee:

The Community Housing Committee has delegated authority to select suitable tenants when vacancies arise in the Madison Square units complex.

Bush Fire Advisory Committee:

The role of the Bush Fire Advisory Committee is to advise Council on all matters relating to:

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

Plant and Works Committee:

To provide advice and assistance to Senior Staff and make recommendations to Council in relation to major plant acquisition and disposal and any major works that are planned to be undertaken.

All previous Committee Members and Delegate positions are shown below.

1. COMMITTEES OF COUNCIL

(Members of these committees are entitled to sitting fees and travel expenses)

AUDIT (Finance) Committee

All seven Councillors

KALKARNI Consultative Committee

Councillor Neil Walker
CEO Kevin O'Connor
Shire President - Deputy

EMPLOYMENT Committee

Councillors Barry Coote (**Chairperson**)
Kym Wilkinson
Timm Lange
Katrina Crute

LES McMULLEN SPORTING GRANTS Committee

Councillors Kym Wilkinson (**Chairperson**)
Barry Coote
Travis Eva
Neil Walker
Trustee Cliff Fishlock
Trustee Laurie Lupton

COMMUNITY HOUSING Committee

Councillors Barry Coote (**Chairperson**)
Katrina Crute
Travis Eva
Kim Mills

Bush Fire Advisory Committee (BFAC)

Councillor Travis Eva

Councillor Barry Coote – Deputy

Plant and Works Committee

Councillors Barry Coote

Travis Eva (Chairperson)

Timm Lange

Neil Walker

Kym Wilkinson

2. EXTERNAL COMMITTEES

(Members of these committees are entitled to travel expenses only)

WALGA Conference (Voting)

Cr Coote and Cr Wilkinson

WALGA Zone

Cr Coote and Cr Wilkinson

RTG Board

Cr Coote and Cr Wilkinson

Proxy - Cr Lange

MRWA Wheatbelt South Regional Rd Group

Cr Lange

Hotham/Dale Sub Group of the above

Cr Lange

Proxy – Cr Eva

LCDC (Land Conservation)

Cr Mills

Proxy – Cr Eva

Brookton Community Services

Cr Walker

School Bus Runs

Cr Wilkinson and Cr Walker

Tourism

Cr Crute

Yenyenning Lakes

Cr Wilkinson

Brookton School Council

Cr Crute

Central AgCare

Cr Mills

Old Time Motor Show

Cr Crute

Worsley Community Liaison

Cr Mills

Small Business Centre Eastern Wheatbelt

Cr Mills

LEMC

Cr Coote as the Shire President

Statutory and Legal Considerations:

Local Government Act 1995 – Section 5. (8) (10). Council may appoint 3 or more persons to a committee to assist the Council to exercise the duties of the local government that can be delegated members.

Policy Considerations:

There are no Policy Implications relative to this report.

Consultation:

Consultation was not deemed necessary.

Financial implications:

There are no Financial Implications relative to this report.

Strategic Community Plan 2013-2023:

There are no Implications relative to this report.

Corporate Business Plan 2013-2017:

There are no Implications relative to this report.

Voting Requirements:

Absolute Majority.

Officer's Recommendation:

That Council approve the following appointments as listed:

1. **Committees of Council**

Audit (Finance Committee)	Cr Wilkinson
	Cr Crute
	Cr Mills
	Cr Walker
	Cr Eva
	Cr Allington
	Cr Fancote
Kalkarni Consultative Committee	1.
	2.
Employment Committee	1.
	2.
	3.
	4.
Les McMullen Sporting Grants Committee	1.
	2.
	3.
	4.
Community Housing Committee	1.
	2.
	3.
	4.
Bushfire & Advisory Committee	1.
	2Deputy.
Plant and Works Committee	1.
	2.
	3.
	4.
	5.

2. **External Committees:**

WALGA AGM (Voting)	1.
	2.
WALGA Zone	1.
	2.
MRWA Wheatbelt South Regional Road Group & Hotham-Dale Subgroup	1.
School Bus Runs	1.
	2.
Tourism	1.
Yenyenning Lakes	1.
Brookton School Council	1.
Central AgCare	1.
Old Time Motor Show	1.
Worsley Community Liaison	1.
Small Business Centre Eastern Wheatbelt	1.
LEMC	Shire President

15.11.13.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING – ELECTED MEMBERS, OFFICERS

Standing orders should set out the procedures for dealing with urgent business.

Some local governments require an absolute majority vote when an elected member objects to the inclusion of the business on the basis that it is not urgent. This approach is considered worthy of support.

Urgent business can be defined in standing orders as business of such urgency that if it was deferred to the next ordinary council meeting or the next meeting of the relevant committee, the delay could result in the council or a person or persons being disadvantaged in some way.

Written reports on urgent business should be a requirement except when an emergency arises that does not allow sufficient time for a report to be prepared. In such circumstances, when a verbal report is given, a précis of the report should be included in the minutes to provide sufficient detail to enable a reader of those minutes to gain a clear understanding of the information and advice upon which the meeting based its deliberations.

As a general principle, all resolutions of a council or a committee should only be made after the members of the council or the committee have received a written report with a recommendation and have had sufficient time to understand the issues involved before making a decision. Late reports should be discouraged.

(The Preparation of Agendas & Minutes, a Guide for Western Australian Local Governments – Department of Local Government – Oct. 2000)

16.11.13.0 CONFIDENTIAL REPORT

Under the Local Government Act 1995, Part 5, and Section 5.23, states in part:

- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:*
- (a) *a matter affecting an employee or employees;*
 - (b) *the personal affairs of any person;*
 - (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
 - (d) *legal advice obtained, or which may be obtained by the local government and which relates to a matter to be discussed at the meeting;*
 - (e) *a matter that if disclosed, would reveal*
 - (i) *a trade secret*
 - (ii) *information that has a commercial value to a person or*
 - (iii) *information about the business, professional, commercial or financial affairs of a person,*

Where the trade secret or information is held by, or is about, a person other than the local government.
 - (f) *a matter that if disclosed, could be reasonably expected to:*
 - (i) *Impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
 - (ii) *Endanger the security of the local government's property; or*
 - (iii) *Prejudice the maintenance or enforcement of any lawful measure for protecting public safety;*
 - (g) *information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1981; and*
 - (h) *such other matters as may be prescribed.*