



Shire of Brookton

# ORDINARY COUNCIL MEETING

## MINUTES

Thursday 19 December 2013

These minutes were confirmed by Council as a true and correct record of the Ordinary Council meeting held on 19 December 2013.

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

### 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.

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**Shire of Brookton**  
**Ordinary Meeting of Council held 19 December 2013**  
**Commencing at 12.30 pm.**

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### **1.12.13 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES**

The Presiding Member opened the meeting at 12.30pm and welcomed Councillors, staff and members of the public.

#### **Attendance**

##### Elected Members

Cr KT Wilkinson – Shire President (Presiding Member)

Cr KL Crute - Deputy Shire President

Cr TM Eva

Cr N Walker

Cr R T Fancote

Cr L Allington

Cr KH Mills

##### Staff

Kevin O'Connor

Chief Executive Officer

Julie Oliver

Deputy Chief Executive Officer

Stefan de Beer

Shire Planner

Carina Whittington

Community Services Manager

Courtney McCallum

Governance Officer

Fleur Wilkinson

Project Officer

##### Members of the Public

Nil

##### Apologies

Nil

##### Leave of Absence

Nil

### **2.12.13 ANNOUNCEMENT OF VISITORS**

### **3.12.13 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

### **4.12.13 PUBLIC QUESTION TIME**

Nil

### **5.12.13 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

### **6.12.13 PETITIONS/ DEPUTATIONS / PRESENTATION**

Nil

**7.11.13 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Council Resolution**

**7.12.13.01**

**Moved Cr Crute Seconded Cr Allington**

**That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers on Thursday 21 November 2013 be confirmed as a true and correct record of proceedings.**

**CARRIED 7-0**

**8.12.13 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Cr Wilkinson welcomed Cr Mills back, and thanked Carina for the new Pavilion, Shire staff for the Xmas Party and thanked Community Xmas Party Committee.

**Condolences**

Nil

**9.12.13 DECLARATIONS BY MEMBERS & OFFICERS**

*Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer prior to the item.*

**Financial, Proximity and Impartiality Interests**

<b>Item no.</b>	<b>Councillor / Staff</b>	<b>Type of Interest</b>	<b>Nature of Interest</b>
Nil			

## 10.12.13.0 TECHNICAL & DEVELOPMENT SERVICES REPORT

### 10.11.13.01 WHITE STREET PRECINCT CONCEPT PLAN – LOT 456 - RESERVE 43158

<b>FILE REFERENCE:</b>	P2685 / ADM0488
<b>AUTHORS NAME AND POSITION:</b>	Stefan de Beer Shire Planner
<b>NAME OF APPLICANT/ RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	29 November 2013
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	10.09.13.03 – 19 September 2013 Council Meeting

#### **SUMMARY:**

Council is requested to consider the White Street Precinct Concept Plan (WSPCP), after receiving further public comment. It will be recommended the Council either accept the concept plan for future staged development or accept the plan apart from the Caravan Park component and considers an upgrade to the existing Caravan Park site.

#### **Background**

The first draft White Street Precinct Concept Plan (WSPCP), compiled by David Wheeler of *Landscape Planners Pty Ltd* was presented to the Brookton Community at the Shire's Stall during the 2012 Old Time Motor Show.

Initial request for comments on the plan from the Shire solicited a number of responses, a summary of which is presented via the consultant as an attachment to this report (titled: *White Street Precinct Plan – Community Consultation Response Summary*). A subsequent workshop on 29<sup>th</sup> May 2012 with various community groups identified a number of issues regarded by the community as being of importance.

A presentation to Councillors by David Wheeler during May 2013 resulted in some changes to the first draft Precinct Plan.

At the Council meeting of 19 September 2013, Council resolved to accept the White Street Precinct Concept Plan as presented, for the purpose of advertising the plan for public comment.

#### **Detail**

Please consider this section by referring to the attached plans.

As presented in the previous report to Council, the White Street Precinct Plan reflects **one** possible spatial development proposal and configuration for the subject area as depicted on the maps, being a section of lot 456 (Reserve 43158).

Components of the plan include, amongst others, the following:

- caravan park with chalets;
- different size camping sites;
- pull-in bays/sites;
- White Street & Brookton Highway streetscape improvement zones;
- Development envelope proposals on the areas adjacent to White Street and the Brookton Highway;
- A future development site adjacent to Whittington Street;
- Etc.

### **Consultation**

As mentioned above, previous community consultation produced a number of responses, recorded in the attachment to this report.

An excerpt from the abovementioned report, as follows:

#### ***'Response to Community Consultation***

*The comments and responses were wide and varied, with the community quite polarised on several elements. These elements need to be resolved as they will impact greatly on the precinct plan arrangement.*

*Further investigation should be made into the following items;*

- 1. Caravan park relocation.*
- 2. Co-location of built forms.*
- 3. Use of the fire track.*

*Further investigation and consideration should be made into the location of the caravan park, if it can be expanded in its current location? If it could be expanded towards the precinct or if it needs to be relocated into the precinct.*

*Built forms seemed less important to the community such as the Day Care Centre, Men's shed / Youth Space, and Community Resource Centre, this could be a result of the lack of understanding with regards to the term 'future' or funding issues. The SoB needs to investigate the existing buildings use and possible location of these elements if desirable outside the precinct.*

*The fire track seemed to be integral to the response from the Brookton Volunteer Fire & Rescue Service, this response indicated that the track was being used or will be used regularly, the SoB needs to determine extent of its use and importance to the community.*

*Interestingly, the rationalisation of the car parking which the community rates the least important element of the project, would be an integral part of the elements, surrounding streetscape and Landscaping and aesthetics, which the community rated as quite important to the project.'*

The latest round of public consultation (post September 2013 Council Meeting), produced the following responses:

<b>Respondent and address</b>	<b>Submission</b>	<b>Planner's Comment</b>
Derek Eagles – no address submitted	<p>The submissions constituted email communication between the Respondent (R), and the Shire Planner (SP). In summary as follows:</p> <p>R – Where is the Men's shed going to be?</p> <p>SP – Reference to any specific building had been taken out.</p> <p>R – So where exactly is it going??</p> <p>SP – A decision on that had not been made.</p> <p>R – Sounds like another whitewash.</p>	Noted.
Stewart G Greary Caravan Park Brookton	<p>The respondent submitted a copy of a letter send to the Shire in September 2008 expressing an interest to purchase the Caravan Park.</p> <p>Also attached in his submission is a copy of the letter of response from the Shire, dated 22 October 2008, stating that <i>'...although Council has no intention to sell at this stage, we would like to discuss our intentions for the Park with you and perhaps involve you in the redevelopment plans we have in mind.'</i></p>	<p>It is respectfully submitted that the issue of ownership of the present caravan park is at the present time outside of the scope of the Precinct Plan.</p> <p>If a decision is made as to the eventual location of the caravan park, Council might consider to make a decision on the tenure thereof at the appropriate time.</p>
Jo Walters	<p>In reply to the White Street Precinct Development Plan: Is this the plan developed by David Wheeler of Landscape Planners, and if so why has it taken so long for its presentation to the community of Brookton?</p> <p>The workshop with selected representatives from the community with the Consultant Firm representative was held approx. May 2012.</p> <p>I was one of the participants, we discussed the results of the survey</p>	<p>The outcome of the previous community consultations are presented in this report for Councils consideration.</p> <p>Council employed a professional landscape architect to compile the plan which formed the basis for the community participation.</p> <p>Most precinct plans of this nature, and the issue of whether to include specific individual elements, or not, are highly subjective. Consensus on</p>



	<p>sent out to the community for comment. There were 15 elements for ranking, Number 1 being the most requested and number 15 the least, there was no provision for a Yes or No answer.</p> <p>One of the least important elements was moving the caravan park into the precinct so the answer is NO caravan park.</p> <p>There was the strong feeling for youth activities e.g. BMX circuit, trike/scooter pathway etc. Where has that been addressed?</p> <p>The opportunity to showcase Brookton with its highway frontage should be considered, not trees &amp; parking.</p> <p>I recommend the selected workshop participants be regrouped &amp; sit in consultation with future planning.</p>	<p>the inclusion or exclusion of certain elements will be challenging to achieve, although cognisance should be taken, and acknowledged, of community preferences generally.</p>
Trevor Allington	<p>My very strong opinion against the proposal:</p> <p>At the public meeting on this subject the people there overwhelmingly rejected a caravan park at this location, at this meeting ideas that had merit were the provision of a BMX track and a professionally designed skate board area, the continuation in using the fire brigade track and the relocation of the fire brigade into new buildings facing the highway. However I believe that the whole area should be put into affordable housing blocks (cost of developing) and encourage city people to live here, then at least we have people living and spending money here without any major funds having to be spent, it would make this area. <i>(sic)</i></p> <p>I believe that the proposed park has been pushed into this area so that our beaurocratic oriented council employees can be seen to be accomplishing something and is a continuation of our last CEO poor decision making ideas.</p>	<p>Most precinct plans of this nature, and the issue of whether to include specific individual elements, or not, are highly subjective. Consensus on the inclusion or exclusion of certain elements will be challenging to achieve, although cognisance should be taken, and acknowledged, of community preferences generally.</p>

I am very disappointed in Council accepting this plan when it has been so poorly conceived and obviously lacking caravan park planning personnel or anyone with caravanning experience.

Caravan parks are typically not installed in the centre of a town, those that are find that in time they have run out of room, Brookton is a town that is close to Perth, so travellers will use a caravan park here as an overnight stop whether it is the last stop before the city, so they can arrive there in the comfort of daylight or the first stop on their holiday from the city. They can leave their vehicles connected but still have all the amenities of town at their disposal without sitting on their neighbours step, most caravan people I have met like the peace and quiet of roomy parks. The average space a caravan needs is 54m<sup>2</sup> the towing vehicle needs is 22m<sup>2</sup> total 76m<sup>2</sup> (this space for a car and van to park it does not take into account room between vans) therefore the 22 small sites will generally be unusable for the average caravan and tow vehicle. I believe that the number of caravan sites Brookton should cater for initially is 50 with at least 10 of these being pull-in sites and provision for this number to double, there is also no provision for any on suite sites, the old tennis court clubhouse is totally unsuitable as a camp kitchen, it is too hard to clean and maintain in the public domain. The pull-in bays on the plan are approximately 15 meters long which is not long enough especially the way they are configured. The chalets are approximately 60m<sup>2</sup> very small.

Brookton needs a good well designed caravan park and I have no doubt that it will be expensive, the park is ideally located now and with minor spending could be expanded to another 5 or 6 pull-in bays, this will keep running in the short term whilst the funding and design take place, has council

	<p>considered private funds to develop the park? E.g. a private person does the development then leases it off the council for a period of time which pays back the development costs, obviously a business plan would need to be done.</p> <p>I urge council to reconsider the White Street Precinct Plan and remember you are planning for the next 50 years, how big will our town be then? I urge council to discuss this plan with the average people who use caravan parks.</p>	
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### **Statutory Environment**

The White Street Precinct Concept Plan was not compiled in terms of any specific legislative instrument. Certain sections of the Shire of Brookton Town Planning Scheme No. 3 and other legislation might become applicable when implementation of the proposals commences.

### **Policy Implications**

There are no Policy implications relative to this application.

### **Financial Implications**

There will be longer term financial implications, not costed for the purpose of this report, should the plan be implemented.

### **Strategic Community Plan (2013 – 2023):**

*Strategy 4.1.2: Support the development of a Regional Economic Development Plan*

### **Corporate Business Plan (2013 – 2017):**

*Activities & Services: investigate the design and costing feasibility for stage 1 of the White Street Precinct*

Responsibility: CEO & Community Services    2013-2016

### **Local Planning Strategy:**

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

### **Officers Comment**

The White Street Precinct Concept Plan presents a preliminary broad planning framework for the subject land. As a result thereof the actual implementation over time might deviate somewhat from the plan presented here.

It is also respectfully submitted, that as a result of the subjective nature of the project, that it will be challenging to achieve absolute consensus from all involved on the detailed proposal within the plan, and that compromises will have to be made in order for the project to progress.

Possible anticipated future changes to the plan can be done in-house as the Shire Planner has arranged with the consultant to provide the data in both hard copy and electronic format.

### **Voting Requirements**

Simple Majority

### **Officer's Recommendation**

That Council resolve to either:-

- 1) Accept the White Street Precinct Concept Plan as presented, and seek funding for a feasibility study for staged development of the proposals;

OR

- 2) Accept the White Street Precinct Concept Plan but seek alternative use/s for the area designated as a caravan park and consider redevelopment of the existing caravan park site.

### **Council Resolution**

**10.12.13.01**

**Moved Cr Crute Seconded Cr Mills**

**That this item be deferred until such time as Council has formulated and adopted a Strategic Policy for the development of the White Street Precinct, which is aligned with the Vision and Mission of the Shire and the Aspirations of the community.**

**CARRIED 7-0**

**Reason for Change – the Policy needs to come before the Plan.**

**ATTACHMENTS    10.12.13.01A  
                          10.12.13.01B  
                          10.12.13.01C**

**(all as separate attachments)**

## 12.12.13.0 FINANCE & ADMINISTRATION REPORT

### 12.12.13.01 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:** 12<sup>th</sup> December 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 30<sup>th</sup> November 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 12.12.13.01A

#### ***Municipal Account***

Direct Debits	\$ 82,082.42
EFT	\$ 653,979.09
Cheques	\$ 129,879.88
<b><i>Trust Account</i></b>	\$ 0.00

#### **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 in this matter.

**Financial Implications:**

There are no financial implications relevant to this report.

**Strategic Community Plan (2013 – 2023)**

There are no Strategic Plan implications relevant to this report.

**Corporate Business Plan (2013-2017)**

There are no Corporate Business Plan 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 30 November 2013, per the summaries included in Attachment 12.12.13.01A in accordance with the Local Government (Financial Management) Regulations 1996:

*Municipal Account*

Direct Debits	\$	82,082.42
EFT	\$	653,979.09
Cheques	\$	129,879.88
<i>Trust Account</i>	\$	0.00

**Council Resolution****12.12.13.01****Moved Cr Walker Seconded Cr Allington**

**That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 30 November 2013, per the summaries included in Attachment 12.12.13.01A in accordance with the Local Government (Financial Management) Regulations 1996:**

*Municipal Account*

Direct Debits	\$	82,082.42
EFT	\$	653,979.09
Cheques	\$	129,879.88
<i>Trust Account</i>	\$	0.00

**CARRIED 7-0**

**ATTACHMENT 12.12.13.01A**

**ATTACHMENT 12.12.13.01A****NOVEMBER 2013 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 19TH DECEMBER 2013****Attachment 12.12.13.01A**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT5296	06/11/2013	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 559.96
EFT5297	06/11/2013	AJ & SA RAMSAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 103.60
EFT5298	06/11/2013	ALLINGTON AGRI	WEED CONTROL AROUND TOWNSITE	\$ 990.00
EFT5299	06/11/2013	AUSTRALIA POST	POSTAGE SEPTEMBER 2013	\$ 164.97
EFT5300	06/11/2013	B & N EYRE BROOKTON NEWSAGENCY	NEWSPAPERS & STATIONERY 30/09/13 TO 27/10/13	\$ 78.15
EFT5301	06/11/2013	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES OCTOBER 2013. KALKARNI RESIDENCY 2012/13 - SHARE OF PROFIT, FINAL OPERATING EXPENSE, RECOVERY OF EXTRA CREDIT GIVEN, ROBAND HOT FOOD BAR E24, 3L HOT WATER UNIT	\$454,921.88
EFT5302	06/11/2013	BROOKTON DELI	CATERING FOR DRUM MUSTER & COUNCIL MEETING 30/09/13	\$ 200.00
EFT5303	06/11/2013	BROOKTON PLUMBING	REPAIR DRAIN & LADIES HAND BASIN AT CARAVAN PARK. REPAIR DISABLED TOILET & URINAL AT TOWN HALL	\$ 1,634.60
EFT5304	06/11/2013	BROOKTON TELEGRAPH	ANNUAL DONATION TO BROOKTON TELEGRAPH FOR 2013/14	\$ 500.00
EFT5305	06/11/2013	CAM MANAGEMENT SOLUTIONS	FINAL PAYMENT ON COMPLETION OF STRATEGIC PLAN & LONG TERM FINANCIAL PLAN	\$17,856.00
EFT5306	06/11/2013	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 234.15
EFT5307	06/11/2013	CONTRACT AQUATIC SERVICES	4 X OFFSEASON TURNOVERS JULY - OCTOBER	\$ 1,980.00
EFT5308	06/11/2013	COUNTRY COPIERS	COPIER READING SEPTEMBER 2013	\$ 323.38
EFT5309	06/11/2013	COURIER AUSTRALIA	FREIGHT FOR LIBRARY BOOK EXCHANGE, ABCO, MEY EQUIPMENT & PATH WEST	\$ 167.57
EFT5310	06/11/2013	DOUBLE GLAZING	WINDOW CATCHES - UNIT 2 4 MATTHEWS ST	\$ 22.00
EFT5311	06/11/2013	FLEET COMMERCIAL GYMNASIUMS	GYMNASIUM EQUIPMENT	\$34,312.30
EFT5312	06/11/2013	JIM'S PEST CONTROL PTY LTD	ANNUAL TERMITE INSPECTION, SPIDER SERVICES AT SHIRE PROPERTIES & TREATMENT FOR SILVERFISH	\$ 3,883.00
EFT5313	06/11/2013	OFFICEWORKS BUSINESS DIRECT	STATIONERY PURCHASES	\$ 266.49
EFT5314	06/11/2013	OIL TECH FUEL	DIESEL-2550 LITRES	\$ 3,832.75
EFT5315	06/11/2013	OLD SCHOOL PANEL & PAINT	EXCESS FOR REPAIRS ON UTE 1DIK793 & U1	\$ 600.00
EFT5316	06/11/2013	ORICA AUSTRALIA P/L	SERVICE FEE - CHLORINE CYLINDER 01/09/13 TO 30/09/13	\$ 40.92
EFT5317	06/11/2013	PERFECT COMPUTER SOLUTIONS PTY LTD	IT ADVICE & REPAIRS OCTOBER 2013	\$ 510.00

Chq/EFT	Date	Name	Description	Amount
EFT5318	06/11/2013	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL	\$ 8.11
EFT5319	06/11/2013	SUNNY SIGN COMPANY PTY LTD	SIGN - RUBBISH TIP FEE	\$ 391.60
EFT5320	06/11/2013	TAFE CY O'CONNOR	COURSE FEES FOR CERTIFICATE II IN HORTICULTURE	\$ 80.20
EFT5321	06/11/2013	TOTALLY CONFIDENTIAL RECORDS	STORAGE OF 163 ARCHIVE BOXES	\$ 69.92
EFT5322	06/11/2013	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	\$14,913.16
EFT5323	06/11/2013	WESFARMERS KLEENHEAT GAS PTY LTD	2 X GAS CYLINDER RENTAL - 8 MARSH AVE	\$ 60.50
EFT5324	06/11/2013	WHEATBELT ELECTRICS	CALLOUT TO TREATMENT PLANT REPAIR POWER FAILURE IN SYSTEM, CABLE LOCATING AT KALKARNI & REPAIR FAULTY FLOURO'S IN TOWN HALL	\$ 679.80
EFT5325	06/11/2013	ZEE TAGS	DOG & CAT REGISTRATION TAGS	\$ 152.04
EFT5326	14/11/2013	MCLEODS BARRISTERS & SOLICITORS	PREPARATION & ADVICE ON DISPOSAL OF PROPERTY AT 77 WHITE ST BROOKTON	\$ 3,969.15
EFT5327	14/11/2013	WA TREASURY CORPORATION	LOAN REPAYMENTS - RECREATION PLAN & COUNTRY CLUB	\$65,657.63
EFT5328	21/11/2013	AURELIA'S CATERING SERVICE	LUNCH & DINNER FOR OCTOBER COUNCIL MEETING	\$ 785.50
EFT5329	21/11/2013	BADGE CONSTRUCTION	PROGRESS CLAIM 9 - WB EVA PAVILION	\$ 8,258.75
EFT5330	21/11/2013	BORAL CONSTRUCTION MATERIALS	12 TONNE LOOSE PPR COLD MIX	\$ 4,224.00
EFT5331	21/11/2013	BROOKTON CLUB HOTEL	REFRESHMENTS FOR COUNCIL MEETINGS & ACCOMODATION FOR TEMPORARY FINANCE OFFICER	\$ 840.00
EFT5332	21/11/2013	BROOKTON COMMUNITY RESOURCE CENTRE	QUARTERLY LIBRARY CONTRIBUTIONS JULY TO SEPTEMBER 2013 - BALANCE AFTER OPERATING EXPENSES DEDUCTED	\$ 1,185.93
EFT5333	21/11/2013	BROOKTON TELEGRAPH	FULL PAGE COLOUR ADVERTISEMENT "RECYCLING"	\$ 60.00
EFT5334	21/11/2013	BRUCE BUSSAU	REPLACE BATTERY IN ADMINISTRATION SECURITY SYSTEM & SERVICE PANEL	\$ 165.00
EFT5335	21/11/2013	BURGESS RAWSON (WA) PTY LTD	WATER USAGE RAILWAY STATION 09/09/13 TO 08/11/13	\$ 369.62
EFT5336	21/11/2013	CENTRAL GARAGE	90,000 KM SERVICE U26 BO623 & 10,000 KM SERVICE U27	\$ 628.37
EFT5337	21/11/2013	CHEMCENTRE	WASTE WATER SAMPLE EXAMINATION	\$ 750.20
EFT5338	21/11/2013	COATES HIRE OPERATIONS PTY LIMITED	HIRE OF LUNCH ROOM & TOILET AT WB EVA PAVILION 25/09/13 TO 25/10/13	\$ 1,038.03
EFT5339	21/11/2013	COOTE MOTORS	SERVICE AND REPAIRS GRADER PG5 & PENRITE CHAINSAWBAR 20L	\$ 1,777.50
EFT5340	21/11/2013	COURIER AUSTRALIA	FREIGHT ABCO - CLEANING PRODUCTS	\$ 38.24
EFT5341	21/11/2013	DYNAMIC PRINT	PURCHASE ORDER BOOKS	\$ 674.00
EFT5342	21/11/2013	GILL RURAL TRADERS	HARDWARE PURCHASES OCTOBER 2013	\$ 3,051.64
EFT5343	21/11/2013	GREAT SOUTHERN WASTE DISPOSAL	TIP SITE MAINTENANCE & RUBBISH BIN PICKUP 24/09/13 TO 29/10/13	\$12,931.94



Chq/EFT	Date	Name	Description	Amount
EFT5344	21/11/2013	GT RADIATOR & MACHINING SERVICES	ROLLER REPAIRS TO G5	\$ 880.00
EFT5345	21/11/2013	JR & A HERSEY PTY LTD	SAFETY EQUIPMENT	\$ 502.59
EFT5346	21/11/2013	KEITH THE MAINTENANCE MAN	MEMORIAL HALL - REPLACE BOX GUTTER AT FRONT	\$ 1,408.00
EFT5347	21/11/2013	METAL ARTWORK CREATIONS	DESK NAME PLAQUES FOR SHIRE PRESIDENT & DEPUTY PRESIDENT	\$ 92.95
EFT5348	21/11/2013	MEY EQUIPMENT	PARTS FOR MOWER PM3	\$ 49.40
EFT5349	21/11/2013	ORICA AUSTRALIA P/L	CHLORINE CYLINDER SERVICE FEE 01/10/13 TO 31/10/13	\$ 42.28
EFT5350	21/11/2013	PINGELLY TIMES	HALF PAGE ADVERTISEMENT FOR PLANT OPERATOR	\$ 15.00
EFT5351	21/11/2013	TOTALLY CONFIDENTIAL RECORDS	STORAGE OF ARCHIVE BOXES X 163	\$ 69.92
EFT5352	21/11/2013	WA LOCAL GOVERNMENT ASSN	COUNCILLOR ROLES AND RESPONSIBILITIES TRAINING	\$ 4,734.40
EFT5353	21/11/2013	WESFARMERS KLEENHEAT GAS PTY LTD	GAS BOTTLE RENTAL UNITS 1-4 WILLIAMS ST & UNIT 1 MADISON SQUARE	\$ 242.00
<b>EFT TOTAL</b>				<b>\$653,979.09</b>

Chq/EFT	Date	Name	Description	Amount
16989	06/11/2013	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 488.31
16990	06/11/2013	BENDIGO SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 812.92
16991	06/11/2013	BLECHYNDEN NOMINEES PTY LTD	REFUND OVERPAYMENT OF DOG REGISTRATION FEES	\$ 15.00
16992	06/11/2013	BROOKTON MENSSHED	RATES REFUND FOR ASSESMENT A757 LOT 456 WHITTINGTON STREET BROOKTON 6306	\$ 33.70
16993	06/11/2013	BROOKTON TENNIS CLUB	INSPECTION FEES FOR DRUM MUSTER 2012	\$ 1,702.82
16994	06/11/2013	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 713.97
16995	06/11/2013	CASH - SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 12.00
16996	06/11/2013	COLONIAL SUPER RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	\$ 505.68
16997	06/11/2013	GREAT SOUTHERN FUEL SUPPLIES	PETROL & DIESEL PURCHASED SEPTEMBER 2013	\$ 701.56
16998	06/11/2013	JASON SIGNMAKERS	ROAD SIGNS FOR GARTRELL & MATTHEWS ROADS	\$ 127.60
16999	06/11/2013	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 1,364.10
17000	06/11/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 103.50
17001	06/11/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 450.38
17002	06/11/2013	SHIRE OF BROOKTON - TRUST ACCOUNT	PAYROLL DEDUCTIONS	\$ 400.00
17003	06/11/2013	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 60.00
17004	06/11/2013	SUMMIT	SUPERANNUATION CONTRIBUTIONS	\$ 1,083.68
17005	06/11/2013	UNISUPER	SUPERANNUATION CONTRIBUTIONS	\$ 579.47

Chq/EFT	Date	Name	Description	Amount
17006	06/11/2013	WESFARMERS GENERAL INSURANCE	REIMBURSEMENT OF INSURANCE CLAIM #026438 AIRCONDITIONER DAMAGED BY BACKHOE AT WB EVA CONSTRUCTION SITE	\$ 8,519.00
17007	06/11/2013	WESTERN POWER	UPGRADE TO POWER SUPPLY AT WB EVA PAVILION	\$ 89,197.00
17010	14/11/2013	LIMESTONE BUILDING BLOCK CO PTY LTD	LIMESTONE BLOCKS FOR WB EVA PAVILION	\$ 2,804.80
17011	14/11/2013	SHIRE OF BROOKTON	CREDIT CARD PAYMENT FOR OCTOBER 2013	\$ 382.33
17012	21/11/2013	BROOKTON SUPERMARKET	MILK, BISCUITS, JUICE FOR COUNCIL MEETING	\$ 133.16
17013	21/11/2013	NARROGIN FURNISHING - FURNITURE COURT	REPLACE CARPET, VINYL & ROLLER BLINDS IN WHITTINGTON COTTAGE	\$ 2,740.00
17014	21/11/2013	SHIRE OF KALAMUNDA	HEALTH SERVICES SEPTEMBER 2013	\$ 1,345.79
17015	21/11/2013	SHIRE OF PINGELLY	DOG POUND FEES	\$ 113.00
17016	21/11/2013	SYNERGY	POWER USAGE 04/19/13 TO 01/11/13	\$ 13,330.65
17017	21/11/2013	TELSTRA CORPORATION	PHONE ACCOUNTS OCTOBER 2013 MOBILE, IPADS, DEPOT, ADMINISTRATION BUILDING, U2 / 4 MATTHEWS ST, DENTAL ROOM, SWIMMING POOL & CEO RESIDENCE	\$ 1,367.29
17018	21/11/2013	WATER CORPORATION OF WA	WATER CONSUMPTION AND CHARGES 06/09/13 TO 08/11/13	\$ 776.17
17019	28/11/2013	DEPARTMENT OF TRANSPORT	TRANSFER OF 2012 ISUZU FIRETENDER 1EHU591	\$ 16.00
			<b>CHEQUE TOTAL</b>	<b>\$129,879.88</b>
			<b>MUNICIPAL ACCOUNT TOTAL</b>	<b>\$783,858.97</b>

DIRECT DEBITS FOR NOVEMBER 2013	
SALARIES & WAGES	\$ 81,828.84
MERCHANT FEES	\$ 253.58
<b>TOTAL</b>	<b>\$ 82,082.42</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES Creditor Number: 96286		
DATE	PARTICULARS	AMOUNT
6/10/2013	WESTNET 05/08/13 to 05/09/13 - 10 MARSH AVE	\$59.95
	WESTNET 05/08/13 to 05/09/13 - DEPOT	\$49.95
	WESTNET 05/08/13 to 05/09/13 - ADMINISTRATION OFFICE	\$109.95
23/10/2013	YERRING STATION - WINE	\$144.00
31/08/2013	CARD FEES	\$18.48
		<b>\$ 382.33</b>

## 12.11.13.02 FINANCIAL STATEMENTS – STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2013

<b>FILE REFERENCE:</b>	ADM 0323
<b>AUTHORS NAME AND POSITION:</b>	Julie Oliver Deputy Chief Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	12 December 2013
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	There is no previous meeting reference.

### **SUMMARY:**

The Statement of Financial Activity for the period ended 30 November 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 30 November 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)**

No reference

**Corporate Business Plan (2013-2017)**

No reference

**Voting Requirements:**

Simple Majority.

**Officer's Recommendation:**

That Council receive the Statement of Financial Activity for the period ended 30 November 2013.

**Council Resolution**

**12.12.13.02**

**Moved Cr Crute Seconded Cr Allington**

**That Council receive the Statement of Financial Activity for the period ended 30 November 2013.**

**CARRIED 7-0**

**ATTACHMENT 12.12.13.02A**

<b>Shire of Brookton</b>											
<b>MONTHLY FINANCIAL REPORT</b>											
<b>For the Period Ended 30 November 2013</b>											
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Statement of Financial Activity by Function & Activity											
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Note 4 - Receivables											
Note 5 - Cash Backed Reserves											
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Note 7 - Information on Borrowings											
Note 8 - Cash and Investments											
Note 9 - Major Variances											
Note 10 - Trust Fund											

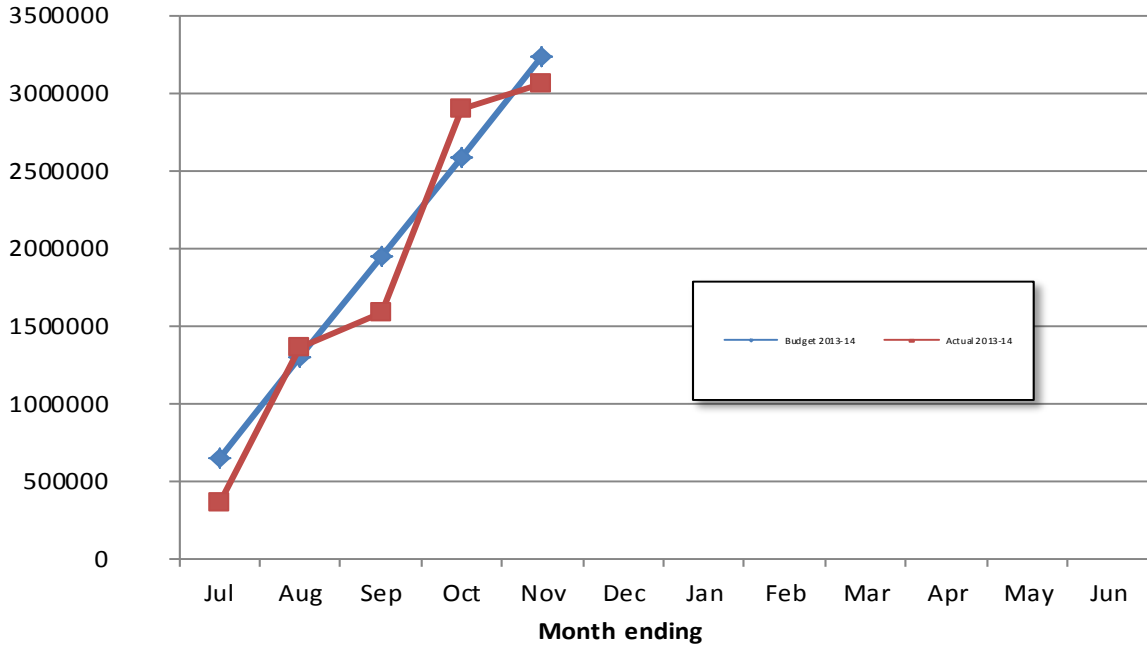
**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 November 2013**

	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.
<b>Operating Revenues</b>		\$	\$	\$	\$	\$	%	
Governance		16,261	25,361	6,765	16,803	10,038	148.38%	▲
General Purpose Funding		1,558,791	1,562,234	609,900	600,052	(9,848)	(1.61%)	
Law, Order and Public Safety		41,810	42,324	19,690	20,833	1,143	5.80%	
Health		22,860	26,305	21,190	24,395	3,205	15.12%	▲
Education and Welfare		3,875,600	3,875,350	1,614,820	1,521,379	(93,441)	(5.79%)	▼
Housing		100,141	84,934	41,720	31,387	(10,333)	(24.77%)	▼
Community Amenities		405,516	405,012	286,129	284,816	(1,313)	(0.46%)	
Recreation and Culture		539,538	546,393	269,207	268,826	(381)	(0.14%)	
Transport		964,753	1,231,574	322,940	319,374	(3,566)	(1.10%)	
Economic Services		146,480	145,069	27,645	15,684	(11,961)	(43.27%)	▼
Other Property and Services		164,276	178,851	64,275	47,656	(16,619)	(25.86%)	▼
<b>Total (Excluding Rates)</b>		<b>7,836,026</b>	<b>8,123,406</b>	<b>3,284,281</b>	<b>3,151,204</b>	<b>(133,077)</b>	<b>(4.05%)</b>	<b>▼</b>
<b>Operating Expense</b>								
Governance		(580,587)	(409,298)	(244,700)	(245,487)	(787)	0.32%	
General Purpose Funding		(206,691)	(179,271)	(86,095)	(54,463)	31,632	(36.74%)	▼
Law, Order and Public Safety		(213,656)	(228,098)	(88,960)	(95,891)	(6,931)	7.79%	
Health		(84,151)	(85,478)	(35,035)	(32,481)	2,554	(7.29%)	
Education and Welfare		(3,976,444)	(4,019,550)	(1,666,691)	(1,453,669)	213,022	(12.78%)	▼
Housing		(147,203)	(148,154)	(55,920)	(54,092)	1,828	(3.27%)	
Community Amenities		(510,620)	(509,127)	(189,154)	(185,981)	3,173	(1.68%)	
Recreation and Culture		(753,801)	(761,533)	(298,910)	(279,145)	19,765	(6.61%)	▼
Transport		(1,115,516)	(1,158,031)	(464,755)	(517,040)	(52,285)	11.25%	▲
Economic Services		(107,208)	(109,955)	(44,625)	(38,472)	6,153	(13.79%)	▼
Other Property and Services		(59,579)	(149,552)	(51,690)	(105,404)	(53,714)	103.92%	▲
<b>Total</b>		<b>(7,755,457)</b>	<b>(7,758,045)</b>	<b>(3,226,535)</b>	<b>(3,062,125)</b>	<b>164,411</b>	<b>5.10%</b>	<b>▼</b>
<b>Funding Balance Adjustment</b>								
Add back Depreciation		1,269,885	1,364,868	529,050	483,242	(45,808)	(8.66%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(96,100)	(92,290)	(2,085)	3,810	5,895	(282.75%)	
<b>Net Operating (Ex. Rates)</b>		<b>1,254,354</b>	<b>1,637,940</b>	<b>584,711</b>	<b>576,131</b>	<b>(8,579)</b>	<b>(1.47%)</b>	
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	6	338,000	47,727	49,000	47,727	(1,273)	(2.60%)	
Self-Supporting Loan Principal		36,611	31,267	10,300	10,226	(74)	(0.72%)	
Transfer from Reserves	5	1,618,274	1,407,674	491,500	491,500	0	0.00%	
<b>Total</b>		<b>1,992,885</b>	<b>1,486,668</b>	<b>550,800</b>	<b>549,453</b>	<b>(1,347)</b>	<b>(0.24%)</b>	
<b>Capital Expenses</b>								
Land and Buildings	6	(2,621,023)	(2,337,024)	(1,086,293)	(993,916)	92,377	(8.50%)	▼
Plant and Equipment	6	(227,000)	(219,409)	(52,500)	(50,909)	1,591	(3.03%)	
Furniture and Equipment	6	(117,978)	(102,155)	(58,730)	(55,870)	2,860	(4.87%)	
Infrastructure Assets - Roads & Bridges	6	(1,118,300)	(1,188,405)	(182,025)	(128,354)	53,671	(29.49%)	▼
Infrastructure Assets - Sewerage	6	(94,400)	(188,520)	(0)	0	0	(100.00%)	
Repayment of Debentures	7	(101,003)	(90,777)	(42,070)	(44,550)	(2,480)	5.90%	
Transfer to Reserves	5	(652,567)	(611,080)	(40,615)	(38,851)	1,764	(4.34%)	
<b>Total</b>		<b>(4,932,271)</b>	<b>(4,737,369)</b>	<b>(1,462,233)</b>	<b>(1,312,450)</b>	<b>149,783</b>	<b>(10.24%)</b>	
<b>Net Capital</b>		<b>(2,939,386)</b>	<b>(3,250,702)</b>	<b>(911,433)</b>	<b>(762,997)</b>	<b>148,436</b>	<b>(16.29%)</b>	
<b>Total Net Operating + Capital</b>		<b>(1,685,033)</b>	<b>(1,612,762)</b>	<b>(326,722)</b>	<b>(186,866)</b>	<b>139,857</b>	<b>(42.81%)</b>	
Rate Revenue		1,564,658	1,562,356	1,565,593	1,562,892	(2,701)	(0.17%)	
Opening Funding Surplus(Deficit)		(33,470)	(70,435)	(33,470)	(70,435)	(36,965)	110.44%	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(153,845)</b>	<b>(120,840)</b>	<b>1,205,401</b>	<b>1,305,592</b>	<b>100,191</b>	<b>8.31%</b>	
<b>Check Sum</b>		<b>0</b>			<b>0</b>			

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2013**

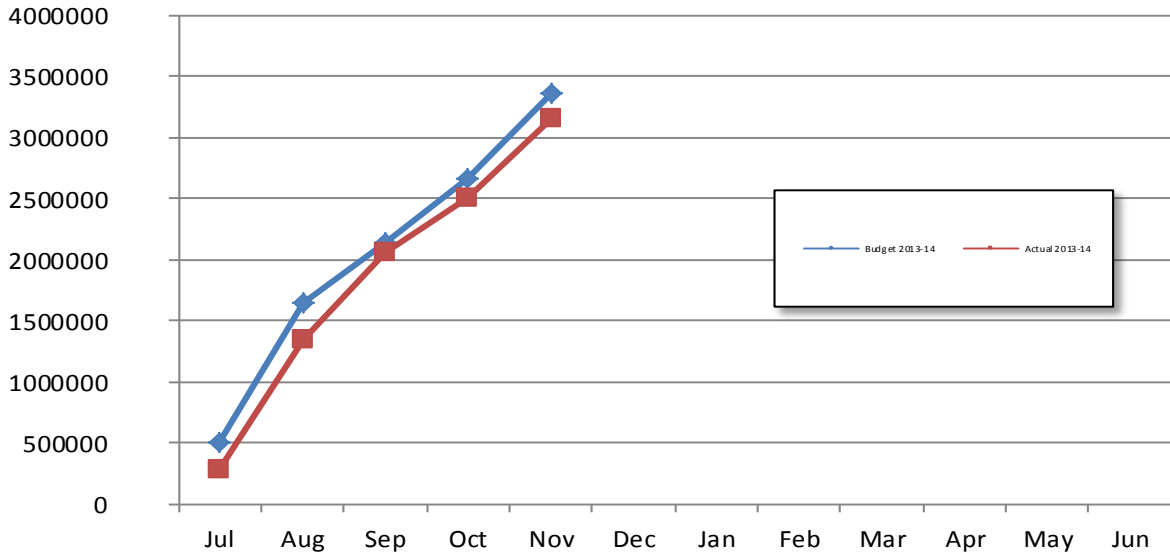
**Note 1 - Graphical Representation - Source Statement of Financial Activity**

**Budget Operating Expenses -v- YTD Actual**



**Comments/Notes - Operating Expenses**

**Budget Operating Revenues -v- Actual**



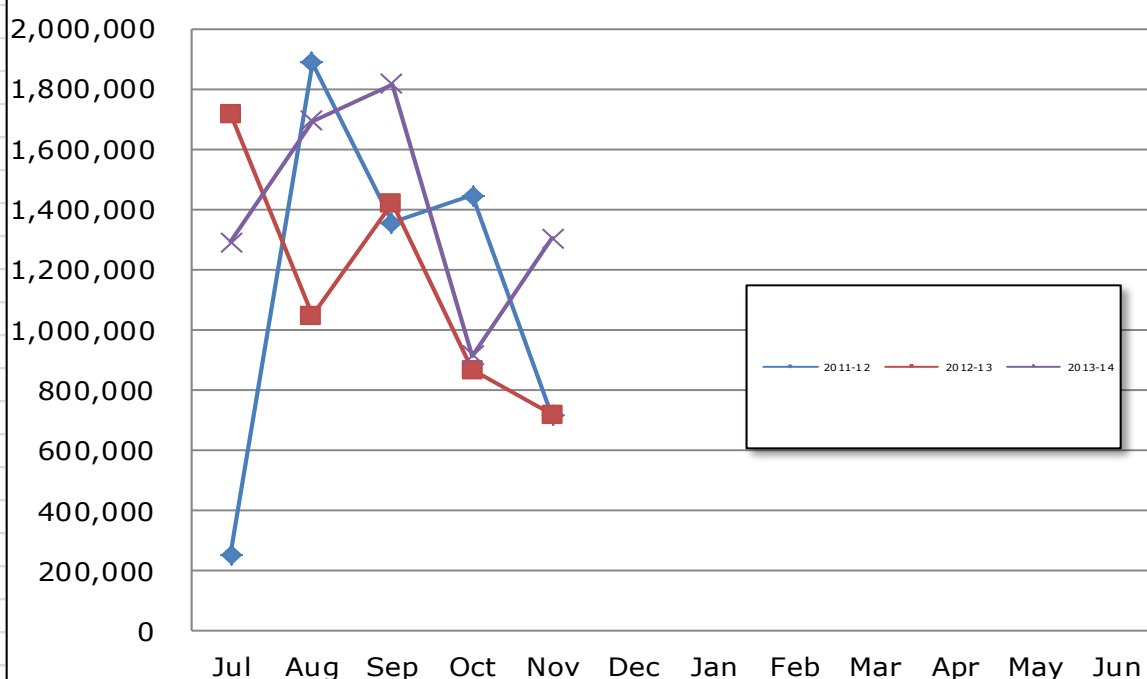
**Comments/Notes - Operating Revenues**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2013**

**Note 2: NET CURRENT FUNDING POSITION**

	Positive=Surplus (Negative=Deficit)			
	2013-14			
	Note	This Period	Same Period 2012/13	Same Period 2011/12
	\$	\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		<b>1,156,018</b>	470,743	866,598
Cash Restricted		<b>2,361,424</b>	3,834,053	2,979,297
Receivables		<b>1,762,869</b>	1,255,879	1,182,023
Prepayments & Accruals		<b>0</b>	0	0
Inventories		<b>28,408</b>	42,375	25,549
		<b>5,308,718</b>	5,603,050	5,053,467
<b>Less: Current Liabilities</b>				
Payables and Provisions		<b>(1,641,703)</b>	(1,050,781)	(1,357,345)
		<b>(1,641,703)</b>	(1,050,781)	(1,357,345)
Less: Cash Restricted		<b>(2,361,424)</b>	(3,834,053)	(2,979,297)
<b>Net Current Funding Position</b>		<b>1,305,592</b>	<b>718,216</b>	<b>716,825</b>

**Note 2 - Liquidity Over the Year**



**Comments - Net Current Funding Position**





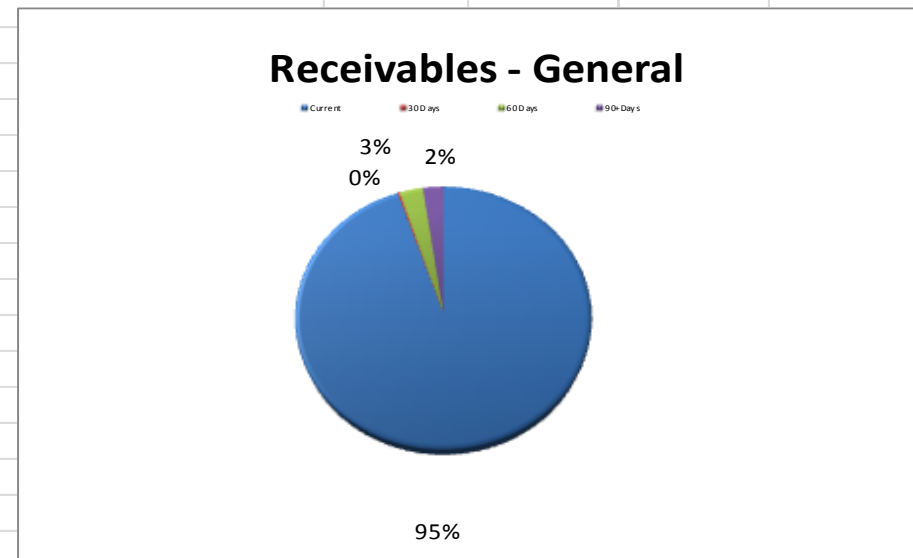
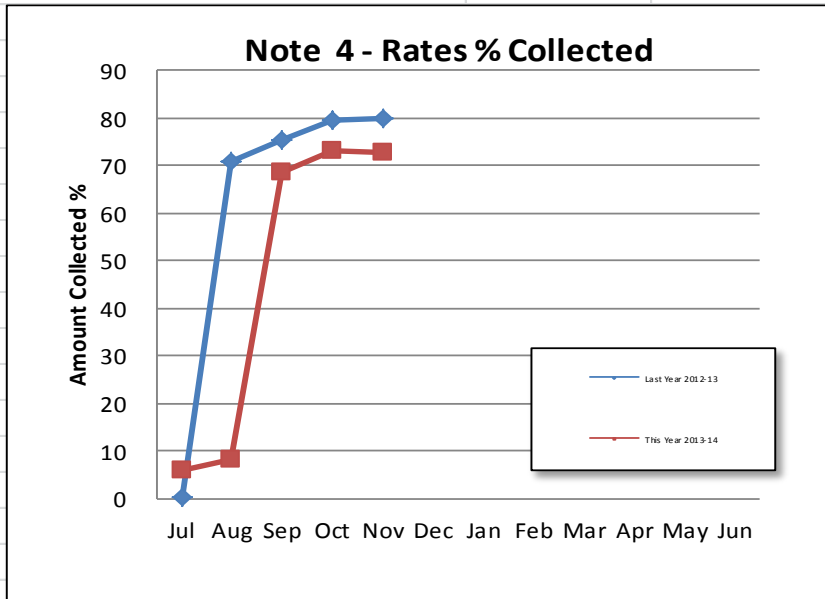
**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2013**

**Note 4: RECEIVABLES**

Receivables - Rates, Sewerage and Rubbish	Current 2013-14	Previous 2012-13
	\$	\$
Opening Arrears Previous Years	(70,435)	50,882
Rates, Sewerage & Rubbish Levied this year	1,564,081	1,681,534
Less Collections to date	(1,087,527)	(1,388,170)
Equals Current Outstanding	<b>406,120</b>	<b>344,246</b>
<b>Net Rates Collectable</b>	406,120	344,246
% Collected	72.81%	80.13%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	192,284	471	5,342	4,700
<b>Total Outstanding</b>				<b>202,796</b>

**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 30 November 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	267	215,350	0	(45,000)	0	186,850	16,209
Housing Reserve	288,849	10,110	4,832	0	0	(183,500)	0	115,459	293,681
Office Equipment Reserve	38,785	1,357	649	0	0	(4,665)	0	35,477	39,434
Drainage Reserve	48,549	1,699	812	0	0	0	0	50,248	49,361
Municipal Buildings & Facilities Reserve	32,574	1,140	545	30,000	0	(30,260)	0	33,454	33,119
Townscape Reserve	229,553	8,034	3,840	0	0	0	0	237,587	233,393
Land Development Reserve	197,706	6,920	3,307	171,000	0	0	0	375,626	201,013
Sewerage Scheme Reserve	157,642	5,517	2,637	50,000	0	(94,400)	0	118,759	160,279
Road Infrastructure Reserve	28,270	989	473	10,000	0	0	0	39,259	28,743
Health & Aged Care Reserve	719,322	25,176	12,032	45,100	0	(615,190)	0	174,408	731,354
Community Bus Reserve	37,779	1,322	632	5,000	0	0	0	44,101	38,411
Bridge Construction Reserve	63,292	2,215	1,059	0	0	0	0	65,507	64,351
Staff Vehicle Reserve	19,673	689	329	9,000	0	(9,000)	0	20,362	20,002
Sport & Recreation Reserve	0	0	0	9,500	0	0	0	9,500	0
Rehabilitation & Refuse Reserve	27,376	958	458	0	0	0	0	28,334	27,834
Unspent Grants & Contributions	568,109	19,009	1,281	0	0	(544,044)	(491,500)	43,074	77,890
Saddleback Building Reserve	64,027	2,241	1,071	0	0	(25,900)	0	40,368	65,098
Saddleback Vehicle & Equipment Reserve	4,398	154	74	0	0	0	0	4,552	4,472
Caravan Park Reserve	52,676	1,844	881	2,500	0	0	0	57,020	53,557
Old Police Station Reserve	32,053	1,122	536	2,500	0	0	0	35,675	32,589
Kweda Hall Reserve	13,422	470	225	2,500	0	(600)	0	15,792	13,647
Aldersyde Hall Reserve	13,422	470	225	2,500	0	0	0	16,392	13,647
Railway Station Reserve	13,422	470	225	0	0	0	0	13,892	13,647
Madison Square Units Reserve	15,623	547	261	0	0	(5,715)	0	10,455	15,884
Cemetery Reserve	85,684	2,999	1,433	0	0	(60,000)	0	28,683	87,117
Water Harvesting Reserve	45,925	1,607	768	0	0	0	0	47,532	46,693
	<b>2,814,073</b>	<b>97,616</b>	<b>38,851</b>	<b>554,951</b>	<b>0</b>	<b>(1,618,274)</b>	<b>(491,500)</b>	<b>1,848,366</b>	<b>2,361,424</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 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
<b>241,900</b>	<b>338,000</b>	<b>96,100</b>	<b>Totals</b>	<b>51,537</b>	<b>47,727</b>	<b>(3,810)</b>

**Comments - Capital Disposal**

	Summary Acquisitions	Current Budget		
		Budget	Actual	Variance
		\$	\$	\$
	<b>Property, Plant &amp; Equipment</b>			
	Land and Buildings	2,621,023	993,916	1,627,107
	Plant & Equipment	227,000	50,909	176,091
	Furniture & Equipment	117,978	55,870	62,108
	<b>Infrastructure</b>			0
	Roadworks & Bridge Works	1,118,300	128,354	989,946
	Sewerage	94,400	0	94,400
	<b>Totals</b>	<b>4,178,701</b>	<b>1,229,049</b>	<b>2,949,652</b>

**Comments - Capital Acquisitions**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2013**

**Note 7: INFORMATION ON BORROWINGS**

Particulars	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-12 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments		
						Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
<b>Self Supporting Loans</b>												
*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	
<b>Governance</b>												
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	
<b>Education &amp; Welfare</b>												
Loan 80 Kalkarni Residency	1/02/2026	25	5.63	115,411	-	3,070	6,228	112,341	109,183	-	6,838	
<b>Housing</b>												
Loan 80 Staff Housing	1/02/2026	25	5.63	190,428	-	5,066	10,274	185,362	180,154	3,304	11,283	
<b>Community Amenities</b>												
Loan 80 Sewerage	1/02/2026	25	5.63	80,788	-	2,149	4,360	78,639	76,428	27,315	4,787	
<b>Transport</b>												
Loan 80 Grader	1/02/2026	25	5.63	190,428	-	5,066	10,275	185,362	180,153	5,435	11,283	
<b>Recreation and Culture</b>												
Loan 81 Sport & Recreation	1/11/2027	20	6.95	841,531	-	17,274	35,148	824,257	806,383	1,928	60,827	
				2,053,168	0	44,550	101,003	2,008,618	1,952,165	53,872	139,418	

(\*) Self supporting loan financed by payments from third parties.

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2013**

**Note 8: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
Municipal Cash at Bank - Operating Account	1.50%	206,591				206,591	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	948,927				948,927	Bendigo	
Trust Cash at Bank	1.50%			35,338		35,338	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	3.50%		2,361,424			2,361,424	Bendigo	02/02/2014
Les McMullen Trust	4.00%			9,082		9,082	Bendigo	26/06/2014
(c) <b>Investments</b>								
Nil								
Nil								
<b>Total</b>		1,155,518	2,361,424	44,420	0	3,561,362		

Comments/Notes - Investments

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2013**

**Note 9: MAJOR VARIANCES**

**Comments/Reason for Variance**

**OPERATING REVENUE (EXCLUDING RATES)**

**Governance**

Over budget - includes reimbursements for Councillor training. Matching expenditure is also slightly over budget.

**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**

Aover budget - additional funds received from Brookton Community Services for records management - matching expenditure.

**Education and Welfare**

Kalkarni fees and charges under budget.

**Housing**

Under budget - Staff housing rental subsidies brought to account half yearly.

**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**

Under budget - caravan park occupancy below anticipated level.

**Other Property and Services**

Private works activity lower than anticipated - matching decrease in expenditure.

**OPERATING EXPENSES**

**Governance**

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

**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**

Under budget - due to delayed receipt of Baptistcare invoices.

**Housing**

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

**Community Amenities**

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

**Recreation and Culture**

Under budget due to delay in Pavilion operating expenses commencing.

**Transport**

Over budget due to timing of maintenance program for town streets and rural roads.

**Economic Services**

Caravan park maintenance expenditure under budget and delayed billing for building building services from Shire of Kalamunda.

**Other Property and Services**

Under budget as plant operating costs and overheads have bneen under allocated - to be reviewed.

<b>CAPITAL REVENUE</b>
<b>Proceeds from Disposal of Assets</b>
Within variance threshold of \$10,000 or 10%
<b>Self-Supporting Loan Principal</b>
Within variance threshold of \$10,000 or 10%
<b>Transfer from Reserves</b>
Within variance threshold of \$10,000 or 10%
<b>CAPITAL EXPENSES</b>
<b>Land and Buildings</b>
Timing of WB Eva progress payments.
<b>Plant and Equipment</b>
Within variance threshold of \$10,000 or 10%
<b>Furniture and Equipment</b>
Within variance threshold of \$10,000 or 10%
<b>Infrastructure Assets - Roads &amp; Bridges</b>
Road construction program not yet commenced.
<b>Infrastructure Assets - Sewerage</b>
Within variance threshold of \$10,000 or 10%
<b>Repayment of Debentures</b>
Within variance threshold of \$10,000 or 10%
<b>Transfer to Reserves</b>
Transfers generally will occur at 30/06/14
<b>OTHER ITEMS</b>
<b>Rate Revenue</b>
Within variance threshold of \$10,000 or 10%
<b>Opening Funding Surplus(Deficit)</b>
Within variance threshold of \$10,000 or 10%
<b>OTHER ITEMS</b>
<b>Rate Revenue</b>
Within variance threshold of \$10,000 or 10%
<b>Opening Funding Surplus(Deficit)</b>
Within variance threshold of \$10,000 or 10%



**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 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	Amount Received	Amount Paid	Closing Balance For the Period Ended 30 November 2013
	\$	\$	\$	\$
Housing Bonds	3,000	1,000	(3,000)	1,000
Other Bonds	4,380	4,870	(3,800)	5,450
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
	<b>45,550</b>	<b>5,870</b>	<b>(7,000)</b>	<b>44,420</b>

## 13.12.13.0 GOVERNANCE REPORT

### 13.12.13.01 AMENDMENT TO CLGF REGIONAL FUNDING AND HOUSING PLAN

<b>FILE REFERENCE:</b>	ADM0406 & ADM0421
<b>AUTHORS NAME AND POSITION:</b>	Fleur Wilkinson Project Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	4 December 2012
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	Item 13.12.12.01 – 20 Dec 2013

#### **SUMMARY:**

This report recommends that Council endorse making a minor change to the purpose of the Country Local Government Fund Regional Funding for 2012/13.

#### **Background:**

At the Council meeting on the 16<sup>th</sup> February 2012, it was resolved to support the allocation of the 2011/12 Royalty for Regions Country Local Government Fund regional component to a housing project in Pingelly, with the understanding that the Shire of Pingelly's allocation for the 2012/13 funding year would be transferred to the Shire of Brookton for a housing project.

At the Council meeting on the 20<sup>th</sup> December 2012, it was resolved to endorse the intention to apply for funding through the Regional Country Local Government Fund to construct a house at 2 Montgomery Street and a house at Lot 100 Avonbank Close and endorse the intention to fund the shortfall between the cost of construction and the CLGF funding of the project to construct two houses from the Staff Housing Reserve.

The Country Local Government Fund application to the Department of Regional Development specified that two 4 x 2 houses would be constructed, one at each of the abovementioned positions.

On 5 December 2013, Council received formal advice that the funding application had been approved.

#### **Comment:**

The recommendation to Council to construct two 4 x 2 houses was based on the premise of securing a balanced mix of different sizes of accommodation available for rent to Shire staff and local professional workers in the community.

This would have resulted in a mix of sizes of the final stock of houses at the end of the Housing Development Plan as follows:

Three – 4 x 2 houses

Three – 3 x 2 houses

Four – 2 x 1 units

The past six to twelve months has indicated a growing need for accommodation for staff at Baptistcare. As there is a short supply privately of local rental properties, the Shire has assisted Baptistcare by renting two properties. Information from Baptistcare indicates a high need for staff accommodation both short term and longer term. To alleviate the shorter term need the Shire is supplying a one bedroom unit to be constructed on site at Kalkarni, which will be available early next year.

Based on current needs, a 3 x 2 house would meet the accommodation requirements of staff requiring housing. Reducing the size of the house constructed on the lot in Montgomery Street will allow for another 3 x 2 house to be positioned on this property at a later date, if required. Reducing the size of the house constructed at Montgomery Street will result in the following mix of sizes of the final stock of houses at the end of the Housing Development Plan:

Two – 4 x 2 houses

Four – 3 x 2 houses

Four – 2 x 1 units

It is anticipated that the reduction in size of the house to be constructed at Montgomery Street will result in a reduction in cost of approximately \$50,000. The original estimated shortfall between the cost of construction and the CLGF funding was \$180,000. This has been budgeted to be funded from the Housing Reserve, hence a reduction in the size of the house will result in less funding required from the Housing Reserve. See attachment for resulting effect on Housing Plan budget.

**Statutory Environment:**

There is no legislation relevant to this issue.

**Policy Implications:**

There are no Council Policy relevant to this issue.

**Financial Implications:**

The financial implications are detailed in the attached Housing Plan budget, essentially meaning a \$50,000 reduction in the Housing Reserve funds required to fund the project.

**Strategic Community Plan (2013 – 2023):**

Strategy – 3.1.1: Develop and implement long-term Asset Management Plans for all Council assets.

Strategy – 4.4.3: Support housing development in the Shire to increase the affordability of housing and accommodation.

**Corporate Business Plan (2013 – 2017):**

Activities & Services: *Implement the Housing Development Plan.*

Responsibility: Projects     2013-2017

**Voting Requirements:**

Simple Majority

**Officer's Recommendation:**

That Council amend the Housing Development Plan to construct a 3 x 2 house at Montgomery Street instead of a 4 x 2 and request that the Department for Regional Development approve a change of purpose of the CLGF funding to reflect this.

**Amendment**

**13.12.13.01**

**Moved Cr Walker Seconded Cr Mills**

**That Council amend the Housing Development Plan to construct two 3 x 2 houses at Montgomery Street only.**

**CARRIED 5-2**

**Council Resolution**

**13.12.13.02**

**Moved Cr Crute Seconded Cr Eva**

**That Council suspend standing orders.**

**CARRIED 7-0**

**Council Resolution**

**13.12.13.03**

**Moved Cr Allington Seconded Cr Mills**

**That Council resume Standing Orders.**

**CARRIED 7-0**

**Council Resolution**

**13.12.13.04**

**Moved Cr Walker Seconded Cr Mills**

**That Council amend the Housing Development Plan to construct two 3 x 2 houses at Montgomery Street only.**

**CARRIED 6-1**

**ATTACHMENT 13.12.13.01A**

**ATTACHMENT 13.12.13.01A**

		2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
		Actual	Actual	Actual	Actual	Budget	Budget	Budget
Property Description	Action							
<b>Sale of properties</b>								
2 Marsh Ave	Sell					245,000		
8 Marsh Ave	Sell				-			400,000
26 Gaynor St	Sell		400,000					
28 Gaynor St	Sell				350,000			
7 Montgomery St	Sell			-				220,000
Old Hospital	Sell (part proceeds)			125,000				
Old Hospital development	Sell (net proceeds)							
<b>Develop properties</b>								
1/4 Mathew St	Build units for staff	- 252,931	- 49,109		- 5,283			
2/4 Mathew St	Build units for staff	- 252,931	- 49,110		- 5,283			
26 Gaynor St	Fences and retaining walls		- 8,819					
28 Gaynor St	Fences and retaining walls		- 8,819					
10 Marsh Ave	Build shed		- 22,641					
28 William St	Build two 2x1 Unit (furnished)			- 320,912	- 35,819	- 6,300		
2 Montgomery Street	Build 1 staff house				-		- 350,000	
10 Marsh Ave	Build staff house				- 244,201	- 164,000		
28 Gaynor St	Curtains			- 9,514				
8 Marsh Ave	Aircond				- 7,680			
Lot 100 Avonbank Drive	Build 1 staff house						- 400,000	
<b>Acquire land for development</b>								
2 Montgomery Street	Land Purchased			- 62,172				
4 Matthew Street	Rezone and subdivide						- 10,000	
Vacant land (B)	Buy land for housing						- 60,000	

**UNCONFIRMED**

Develop Properties for Professional/Skilled workers								
6 Mathew St	3 x 2							- 240,000
	2 x 1							- 180,000
	2 x 1							- 180,000
<b>Net Cashflow</b>		<b>- 505,862</b>	<b>261,502</b>	<b>- 267,598</b>	<b>51,734</b>	<b>74,700</b>	<b>- 820,000</b>	<b>20,000</b>
		<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Reserve Opening Balance</b>		445,136	128,097	428,603	141,574	200,713	285,449	103,784
<b>Interest</b>		19,256	1,835	26,496	7,405	10,036	14,272	5,189
<b>R4R Funding</b>		205,000	40,000				624,063	
<b>Reserve transfers</b>		- 35,433	- 2,831	- 45,927				
<b>Net Cashflow</b>		<b>- 505,862</b>	<b>261,502</b>	<b>- 267,598</b>	<b>51,734</b>	<b>74,700</b>	<b>- 820,000</b>	<b>20,000</b>
<b>Reserve Closing Balance</b>		<b>128,097</b>	<b>428,603</b>	<b>141,574</b>	<b>200,713</b>	<b>285,449</b>	<b>103,784</b>	<b>128,973</b>

**14.12.13.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

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

**16.12.13.0 CONFIDENTIAL REPORT**  
Nil

**17.12.13.0 NEXT MEETING**

The next Ordinary meeting of Council will be on Thursday 20 February 2014 at 12.30 pm.

**18.12.13.0 CLOSURE**

There being no further business the Presiding Member closed the meeting at 1:09pm.