

SHIRE OF BROOKTON
ORDINARY COUNCIL MEETING

AGENDA

23 July 2015



- 12.00 pm LUNCH**
- 12.30 pm COUNCIL MEETING**
- 3.00 pm AFTERNOON TEA**
- 3.30 pm COUNCIL BRIEFING FORUM**
- 6.00 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 23 July 2015 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

23 July 2015

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.

10.07.15 TECHNICAL & DEVELOPMENT SERVICES REPORTS

10.07.15.01 *EXCISION OF KALKARNI & SADDLEBACK FACILITIES FROM LOT 456 BROOKTON HIGHWAY (RESERVE 43158)*

11.07.15 COMMUNITY SERVICES REPORTS

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13.07.15.01 *AGED CARE POLICY – ADOPTION*

13.07.15.02 *BROOKTON COUNTRY CLUB INC. LEASE AGREEMENT*

13.07.15.03 *DISABILITY ACCESS AND INCLUSION POLICY - REVIEW*

14.07.15 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

16.07.15 CONFIDENTIAL REPORT

17.07.15 NEXT MEETING & CLOSURE

Thursday 20 August 2015 at 12.30 pm.

**10.07.15.01 EXCISION OF KALKARNI & SADDLEBACK FACILITIES FROM LOT 456
BROOKTON HIGHWAY (RESERVE 43158)**

FILE REFERENCE: P2731

**AUTHORS NAME
AND POSITION:** Stefan de Beer
Shire Planner

NAME OF APPLICANT/ OWNER: Shire of Brookton

DATE REPORT WRITTEN: 11 July 2015

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 recommend Council formally resolve to request the Minister of Lands to excise a portion of land from Lot 456 Brookton Highway (Reserve 43518) in order to establish separate land tenure for the Kalkarni/Saddleback facilities.

Background:

Following a request by Council, the Shire Planner investigated the excision of the Kalkarni & Saddleback facilities from Lot 456 Brookton Highway (Reserve 43158). Please refer to the attached locality map.

Details:

George Poppas, from the Department of Lands responded as follows on the request for procedural clarification:

'On application the Department of Lands (DoL) would need to undertake a full land assembly investigation, including but not limited to consideration of native title, to obtain statutory clearances to excise the subject portion of land out of Reserve 43158 and grant a freehold title.

'As it stands at the moment it may be problematic given that no land can be alienated without legal access so the Shire will need to address that somehow. I'm not sure about zoning but I guess that issue can be left to the Shire to deal with.

'As far as native title is concerned I am unable to provide a definite answer without going through the history of how Reserve 43158 was created. At the moment and without providing any commitment, the management order over Reserve 43158 was issued on 20 September 1994 so this may be inconsistent with any native title and allow a further tenure amendment to proceed.

'However, as part of our investigations we will need to look at the tenure prior to this to be able to categorically provide advice since any previous native title clearance may have been sufficient only to allow the creation of a reserve and management order; freehold tenure being a much greater interest.

'As you are no doubt aware, DoL will not be responsible for any costs. If the land is sold it will be at market value as assessed by Landgate's Valuation Services. You may be able to gauge the cost of survey through any private survey firm that the Shire uses.'

Shire Planner did contact a Local Surveyor to obtain a cost estimate for the survey. The estimated amount for surveying would be in the region of \$6,000.

In regards to the way forward, should Council wish to proceed, Mr. Poppas advised as follows:

*'As simple as it sounds all we need is a **written application** with as much detail as possible about the proposal and what is actually required. In your application perhaps include the plan again and preferably with some approximate dimensions. On further investigation it seems we are aware of and acting on the road dedication issue.*

*I'm not sure whether the Shire will be seeking freehold or whether it is another body but regardless, a **Council resolution is preferable** given the current purpose and use of the reserve. DoL cannot advise Shires on the appropriate wording. We need to be satisfied that Council has considered the matter and has resolved to proceed to request DoL to undertake the required actions. Once we get the application we will be in touch if we need any further information.'*

Statutory and Legal Considerations:

The application is considered in terms of the Land Administration Act, 1997.

Policy Considerations:

No specific relevance to Council Policy.

Consultation:

No consultation was deemed required.

Financial Implications:

The Shire will be liable for all costs associated with the excision and subsequent survey exercise. A preliminary cost estimate for surveying suggests an amount of \$6,000. A number of as yet unknown costs, are listed below:

- Solicitors fees associated with any legal work;
- The subject land will also have to be bought at the amount as valued at the appropriate time.

As part of the Town Planning Scheme Review exercise presently being done, Shire Planner will endeavor to rezone the subject land to the appropriate zone, in order to save on further associated costs in future.

Strategic Community Plan (2013 – 2023):

- No specific implication relative to this application.

Corporate Business Plan (2015 – 2019):

- No specific implication relative to this application.

Local Planning Strategy:

- No specific implication relative to this application.

Officer's Comment:

It is considered that the excision of the subject land from the Reserve and changing the tenure to freehold will provide Council with more flexibility in terms of dealings and management of the subject land in future.

To enable initiation of the processes to progress the matter at the Department of Lands, a Council Resolution requesting such is required.

Voting Requirements:

Simple majority required.

Officer's Recommendation:

That Council resolve to request the Minister of Lands through the Department of Lands to proceed with the required actions to excise the section of land as shown on attached plan 10.07.15.01A in order to create a separate freehold title lot and that the Shire be granted the first right of refusal to obtain the subject land post excision.

Attachment 10.07.15.01A – Subject Land Locality Map



11.07.15.0 COMMUNITY SERVICES REPORT

11.07.15.01 LES MCMULLEN MEMORIAL RECREATION GRANT COMMITTEE MINUTES

FILE REFERENCE: ADM0176

AUTHORS NAME AND POSITION: Carina Whittington
Community Services Manager

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 15 July 2015

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

The minutes of the Les McMullen Memorial Grants Committee meeting on 3 July 2015 are attached for Council's information.

Background:

The Les McMullen Memorial Recreation Grants Committee was established by Council in 1995 and has delegated authority to administer the bequest of the late Mr Leslie McMullen to the sporting community of Brookton.

Details:

The total grant pool for 2015 was \$5,000, the maximum grant for each individual club being \$1,000. Grants are awarded on a dollar for dollar basis in accordance with the provisions of the Estate of the late Mr Leslie McMullen.

This year a total of one application was received and was successful.

Brookton Women's Hockey Club	\$650.00	Playing shirts for seniors and junior members
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Consultation:

No consultation was required in addition to the Committee members.

Statutory and Legal Considerations:

There is no legislation relative to this issue.

Policy Implications:

There are no policy implications relative to this issue.

Financial Implications:

There are no financial implications relative to this issue.

Strategic Community Plan (2015 – 2023):

There are no strategic plan implications relative to this issue.

Corporate Business Plan (2015 – 2019):

No specific objectives relative to this issue.

Voting Requirements:

Simple Majority Required

Officers Recommendation:

That Council receive the minutes (attachment 11.07.15.01A) of the Les McMullen Memorial Recreation Grant Committee meeting held on 3 July 2015.



Shire of Brookton

LES MCMULLEN MEMORIAL RECREATION GRANTS COMMITTEE MEETING

MINUTES

Friday 3 July 2015

These minutes were confirmed by Council as a true and correct record of the Les McMullen Memorial Recreation Grants Committee meeting held on 3 July 2015.

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

Shire of Brookton
Les McMullen Memorial Recreation Grants Committee Meeting
Held 3 July 2015 in Council Chambers
Commencing at 10.00am

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	10.07.15.01 Brookton Womens Hockey Club	
11.07.15	NEXT MEETING & CLOSURE	

01.07.15 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES

The Presiding Member Cr Kym Wilkinson declared the meeting opened at 10.45 am.

Attendance

Cr Kym Wilkinson	Shire President, Chair
Cr Travis Eva	
Cr Kim Mills	
Cr Louise Allington	
Mr Laurie Lupton	
Cr Theresa Fancote	Non-voting
Carina Whittington	Community Services Manager

Apologies

Mr Cliff Fishlock

Leave of Absence

Nil

02.07.15 ANNOUNCEMENT OF VISITORS

Nil

03.07.15 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

04.07.15 PETITIONS/ DEPUTATIONS / PRESENTATIONS

Nil

05.07.15 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved Laurie Lupton Seconded Cr Kim Mills

That the minutes of the 2014 Les McMullen Memorial Recreation Grants Committee Meeting on 15 May 2015 be confirmed as a true and correct record of proceedings.

CARRIED 5-0

Business Arising from Minutes

06.07.15 **ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**
Nil

07.07.15 **DECLARATIONS BY MEMBERS & OFFICERS**

Financial, Proximity and Impartiality Interests

Item no.	Councillor	Nature of Interest
10.07.15.01	Cr Kym Wilkinson	Impartiality - Child is a member of the club
10.07.15.01	Cr Travis Eva	Impartiality - Child is a member of the club

08.07.15 **FINANCIAL STATEMENT**

LES McMULLEN MEMORIAL RECREATION GRANTS			
FINANCIAL STATEMENT 2014/15			
Opening balance as at 1 May 2014:			\$ 9,081.53
Brookton Tennis Club Inc Unused Grant 14/15			\$ 69.50
Add: Interest on Term Deposit 26/06/14			\$ 363.26
			<u>\$ 9,514.29</u>
Less 2014 Grant Payments			
Brookton Womens Hockey Club	\$ 850.00		
Brookton Tennis Club Inc	\$ 200.00		
Brookton Pingelly Football Club	\$ 650.00	\$ 1,700.00	
Closing balance as at 01 April 2015:			<u>\$ 7,814.29</u>
Balance of Term Deposit 137152682 at 01/04/15			\$ 7,814.29

Moved Cr Kim Mills Seconded Laurie Lupton

That the annual financial statement be received.

CARRIED 5-0

09.07.15 **2015 APPLICATIONS**

Ineligible Applications

Nil

Eligible Applications

Nil

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

10.07.15.00 Late Items

Moved Cr Travis Eva Seconded Cr Louise Allington

That the Committee consider late item 10.07.15.01.

CARRIED 5-0

10.07.15.01 Brookton Women's Hockey Club

Moved Cr Travis Eva Seconded Cr Kim Mills

That the Committee approve a grant of \$ 650.00 to the Brookton Womens Hockey Club for purchase of playing shirts.

CARRIED 5-0

11.07.15 NEXT MEETING & CLOSURE

There being no further business the Presiding Member declared the meeting closed at 10.55 am.

12.07.15.0 FINANCE & ADMINISTRATION REPORT

12.07.15.01 LIST OF ACCOUNTS FOR PAYMENT

FILE REFERENCE:

AUTHORS NAME AND POSITION: Corinne Kemp
Finance Officer

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 16th July 2015

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 to 30th June 2015 are 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 12.07.15.01A.

To 30th June 2015

Municipal Account

Direct Debits	\$	100,861.40
EFT	\$	441,102.77
Cheques	\$	18,576.21
<i>Trust Account</i>	\$	1,200.00

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.

Financial Implications:

There are no financial implications relevant to this report.

Strategic Community Plan (2013 – 2023)

No reference

Corporate Business Plan (2015-2019)

No reference

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 30th June 2015, per the summaries included in Attachment 12.07.15.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 30th June 2015:

Municipal Account

Direct Debits	\$	100,861.40
EFT	\$	441,102.77
Cheques	\$	18,576.21
<i>Trust Account</i>	\$	1,200.00

JUNE 2015 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 23 JULY 2015
ATTACHMENT 12.07.15.01A

Chq/EFT	Date	Name	Description	Amount
949	30/06/2015	DEPARTMENT OF COMMERCE	BOND FOR 8 MARSH AVE BROOKTON	\$ 1,200.00
			TOTAL TRUST	\$ 1,200.00

Chq/EFT	Date	Name	Description	Amount
EFT6493	03/06/2015	1 STOP RECORDS CONSULTING	RECORD MANAGEMENT CONSULTING 18/05/15 TO 26/05/15	\$ 1,209.00
EFT6494	03/06/2015	AAA ASHPHALT	SUPPLY AND LAY HOT MIX	\$ 14,429.25
EFT6495	03/06/2015	ACCESS INDUSTRIAL PRODUCTS PTY LTD	GRADER LINE LASER 3400	\$ 7,975.00
EFT6496	03/06/2015	AURELIA'S CATERING SERVICE	CATERING FOR COUNCIL DINNER	\$ 216.00
EFT6497	03/06/2015	AUSTRAL MERCANTILE COLLECTIONS	RATE DEBT COLLECTION APRIL 2015	\$ 85.08
EFT6498	03/06/2015	AVON PAPER SHRED	SHREDDING OF CONFIDENTIAL OFFICE PAPER	\$ 132.00
EFT6499	03/06/2015	B & N EYRE BROOKTON NEWSAGENCY	PAPERS & STATIONARY PURCHASES APRIL 2015	\$ 511.50
EFT6500	03/06/2015	BEDFORD ARMS HOTEL	REFRESHMENTS FOR VOLUNTEER FUNCTION	\$ 141.00
EFT6501	03/06/2015	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	12 MONTH SUBSCRIPTION TO CCI	\$ 773.00
EFT6502	03/06/2015	BROOKTON PLUMBING	REPAIR BURST PIPE UNDER LADIES TOILET VANITY AT BROOKTON COUNTRY CLUB	\$ 110.00
EFT6503	03/06/2015	BURGESS RAWSON (WA) PTY LTD	WATER USAGE AT RAILWAY STATION 09/03/15 TO 06/05/15	\$ 694.99
EFT6504	03/06/2015	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 264.94
EFT6505	03/06/2015	COURIER AUSTRALIA	FREIGHT	\$ 29.55
EFT6506	03/06/2015	EVELYN ARNOLD	UHY FINANCE AND MANAGEMENT WORKSHOP EXPENSES	\$ 597.37
EFT6507	03/06/2015	GILL RURAL TRADERS	HARDWARE PURCHASES APRIL 2015	\$ 2,572.94
EFT6508	03/06/2015	H RUSHTON & CO	FIT NEW SEALS TO SPARE RAM TO SIDE TIPPER - PT1	\$ 304.20
EFT6509	03/06/2015	HANSON CONSTRUCTION MATERIALS PTY LTD	55 TONNE OF ROCK FOR CULVERT & FLOODWAY ON BUCKINGHAM ROAD	\$ 3,327.50
EFT6510	03/06/2015	IAN DOUGLAS HALL	GRAVEL FOR DANGIN MEARS FLOOD WAY 1600 METRES	\$ 2,640.00
EFT6511	03/06/2015	IAP2	ONLINE ENGAGEMENT COURSE - CSM 25/05/15	\$ 605.00
EFT6512	03/06/2015	ISABEL AMUNDSEN	YOGA CLASSES 11/05/15 & 18/05/15	\$ 600.00
EFT6513	03/06/2015	JASON SIGNMAKERS	T JUNCTION WARNING SIGNS	\$ 518.10
EFT6514	03/06/2015	JH COMPUTER SERVICES	LEXMARK LASER PRINTER & CARTRIDGES	\$ 2,530.18
EFT6515	03/06/2015	JOHN HUGHES SKIPPER MITSUBISHI	2013 MITSUBISHI TRITON 1EFS827	\$ 7,785.00
EFT6516	03/06/2015	PH & KE GOW	SURVEYING WORKS FOR CORBERDING ROAD WIDENING	\$ 2,554.20

EFT6517	03/06/2015	SERVICWEST	REMOTE PHONE SUPPORT, SERVICE & TESTING CHARGES	\$ 1,892.00
EFT6518	03/06/2015	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 155.00
EFT6519	03/06/2015	UHY HAINES NORTON	CLGF REPORT AUDIT 31/01/13 TO 28/04/15	\$ 990.00
EFT6520	03/06/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES 15/05/15 TO 21/05/15	\$ 748.00
EFT6521	03/06/2015	WA LOCAL GOVERNMENT ASSN	ADVERTISING	\$ 486.42
EFT6522	03/06/2015	WA TREASURY CORPORATION	LOAN REPAYMENTS 78B & 78C - SENIOR CITIZEN HOMES	\$ 10,740.35
EFT6523	03/06/2015	WINDSOR D & J	REPAIRS TO ROLLERDOOR AT 8 MARSH AVE	\$ 897.05
EFT6524	11/06/2015	SHIRE OF BROOKTON	MASTERCARD PURCHASES MAY 2015	\$ 2,969.21
EFT6525	17/06/2015	1 STOP RECORDS CONSULTING	RECORD MANAGEMENT CONSULTING 2/06/15 TO 08/06/15	\$ 897.00
EFT6526	17/06/2015	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 191.58
EFT6527	17/06/2015	ADVANTAGE SETTLEMENTS	TITLE CHANGES AND SETTLEMENT FEE LOT 51 & 52 COBERDING ROAD	\$ 887.00
EFT6528	17/06/2015	ALLINGTON AGRI	RURAL MAINTENANCE - SPRAYING	\$ 15,000.00
EFT6529	17/06/2015	AQUASOL	LIQUID CHLORINE & FLOCCULANT	\$ 2,376.00
EFT6530	17/06/2015	BAPTISTCARE	KALKARNI RESIDENCY MANAGEMENT FEES JUNE 2015 & ROOM DIVISION COSTS	\$ 281,202.60
EFT6531	17/06/2015	BROOKTON DELI	CATERING FOR COUNCIL MEETING, PLANT & WORKS MEETING & WATER CORPORATION MEETING	\$ 513.00
EFT6532	17/06/2015	BROOKTON PLUMBING	CHECK HOT WATER SYSTEM 8 MARSH AVE	\$ 110.00
EFT6533	17/06/2015	BROOKTON TELEGRAPH	ADVERTISING	\$ 100.00
EFT6534	17/06/2015	CENTRAL GARAGE	25,000 SERVICE MITSUBISHI TRITON - UTE 1	\$ 352.88
EFT6535	17/06/2015	COOTE MOTORS	FLOW JET PUMP	\$ 327.76
EFT6536	17/06/2015	CORINNE KEMP	TRAVEL REIMBURSEMENT - KIDSPORT MEETING IN NARROGIN 29/05/15	\$ 106.40
EFT6537	17/06/2015	COUNTRY COPIERS	COPIER MONTHLY METRE READING	\$ 280.98
EFT6538	17/06/2015	COURIER AUSTRALIA	FREIGHT	\$ 110.38
EFT6539	17/06/2015	GREAT SOUTHERN FUEL SUPPLIES	6000 LITRES OF DIESEL & UNLEADED PETROL PURCHASES MAY 2015	\$ 8,046.00
EFT6540	17/06/2015	GREAT SOUTHERN WASTE DISPOSAL	BROOKTON TIP SITE, RUBBISH BIN PICK UP & BULK RECYCLING 28/04/15 TO 26/05/15	\$ 12,172.40
EFT6541	17/06/2015	H RUSHTON & CO	PARTS & REPAIRS G6, PT10, PT12	\$ 1,362.70
EFT6542	17/06/2015	KIM EDWARD LILLY	REIMBURSEMENT OF PRE EMPLOYMENT MEDICAL & POLICE CELARANACE	\$ 182.40
EFT6543	17/06/2015	PACIFIC BRANDS WORKWEAR	STAFF UNIFORMS	\$ 1,136.30
EFT6544	17/06/2015	SGS	WATER TESTING	\$ 485.10
EFT6545	17/06/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES 25/05/15 TO 08/06/15	\$ 935.00
EFT6546	17/06/2015	WHEATBELT ELECTRICS	RCD TESTING & REPAIRS TO SHIRE BUILDINGS	\$ 3,444.76
EFT6547	25/06/2015	1 STOP RECORDS CONSULTING	RECORD MANAGMENT CONSULTING 15/06/15 TO 23/06/15	\$ 1,209.00

EFT6548	25/06/2015	AURELIA'S CATERING SERVICE	COUNCIL DINNER	\$ 330.00
EFT6549	25/06/2015	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	REIMBURSEMENT FOR EXECUTIVE SUPPORT OFFICER WAGES AND SUPERANNUATION 26/05/15 - 08/06/15	\$ 885.00
EFT6550	25/06/2015	CARINA WHITTINGTON	TRAVEL REIMBURSEMENT FOR TRAINING IN PERTH	\$ 236.36
EFT6551	25/06/2015	ISABEL AMUNDSEN	YOGA CLASSES AT WB EVA PAVILION	\$ 300.00
EFT6552	30/06/2015	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 414.79
EFT6553	30/06/2015	AUSTRAL MERCANTILE COLLECTIONS	DEBT COLLECTION FOR OVERDUE RATES	\$ 125.00
EFT6554	30/06/2015	AUSTRALIA POST	POSTAGE MAY 2015	\$ 112.98
EFT6555	30/06/2015	B & N EYRE BROOKTON NEWSAGENCY	STATIONARY & PAPERS MAY 2015	\$ 149.24
EFT6556	30/06/2015	BROOKTON COMMUNITY RESOURCE CENTRE	MICROSOFT PUBLISHER ESSENTIALS COURSE - EAO	\$ 198.00
EFT6557	30/06/2015	BROOKTON MEDICAL PRACTICE	FLU VACCINES FOR STAFF	\$ 100.00
EFT6558	30/06/2015	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT OFFICER WAGES AND SUPERANNUATION	\$ 645.00
EFT6559	30/06/2015	BW JAMES TRANSPORT	FREIGHT OF GRADER BLADES	\$ 364.87
EFT6560	30/06/2015	CDM AUSTRALIA	REPLACEMENT OF POWER SUPPLY FOR TELEPHONE SYSTEM	\$ 280.50
EFT6561	30/06/2015	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 264.94
EFT6562	30/06/2015	CONTRACT AQUATIC SERVICES	CONVERSION TO TRENT CHLORINE GAS REGULATOR, PAINTING OF KIOSK, MURALS & OFFSEASON MAINTENANCE	\$ 8,525.00
EFT6563	30/06/2015	COURIER AUSTRALIA	FREIGHT	\$ 52.67
EFT6564	30/06/2015	DAISY POOL COVERS	OUTRIGGER ARMS AND SLAVE ROLLERS TO SUIT EXISTING ROLLERS	\$ 2,167.00
EFT6565	30/06/2015	DARREN LONG CONSULTING	50% SUM OF FEE FOR DRAFT OF LOCAL LAWS	\$ 3,102.00
EFT6566	30/06/2015	DFES	2014/15 ESL QUARTER 4 LEVY	\$ 4,705.82
EFT6567	30/06/2015	GATEWAY CABINETMAKERS	REMOVE, MANUFACTURE AND INSTALL VANITY CABINETS AT COUNTRY CLUB	\$ 1,856.80
EFT6568	30/06/2015	GILL RURAL TRADERS	HARDWARE & RURAL PURCHASES MAY 2015	\$ 1,227.06
EFT6569	30/06/2015	IXOM	CHLORINE CYLINDER SERVICE FEE 01/05/15 TO 31/05/15	\$ 84.57
EFT6570	30/06/2015	JH COMPUTER SERVICES	5 PORT NETWORK SWITCH	\$ 55.00
EFT6571	30/06/2015	KALAMAZOO	1000 X PRE PRINTED CHEQUES 017751 - 018750	\$ 453.00
EFT6572	30/06/2015	LANDGATE	COUNTRY SOUTHERN URBAN UV REVALUATION 2014/15 & RURAL UV'S	\$ 235.90
EFT6573	30/06/2015	OFFICEWORKS BUSINESS DIRECT	SOUND TOWER FOR BROOKTON GYM	\$ 149.00
EFT6574	30/06/2015	PACIFIC BRANDS WORKWEAR	UNIFORMS	\$ 409.20
EFT6575	30/06/2015	RADIOWEST BROADCASTERS	AROUND THE TOWNS INTERVIEW	\$ 55.00
EFT6576	30/06/2015	SGS	WATER SAMPLES	\$ 309.10

EFT6577	30/06/2015	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 160.00
EFT6578	30/06/2015	SHIRE OF PINGELLY	HEALTH REIMBURSEMENTS - BBP AGED CARE SERVICES	\$ 8,800.00
EFT6579	30/06/2015	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL	\$ 51.90
EFT6580	30/06/2015	TOTALLY CONFIDENTIAL RECORDS	STORAGE OF ARCHIVE BOXES	\$ 97.80
EFT6581	30/06/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES 10/06/15 TO 24/06/15	\$ 904.75
EFT6582	30/06/2015	WESTRAC EQUIPMENT PTY LTD	500 HOUR SERVICE LOADER 6	\$ 2,218.48
EFT6583	30/06/2015	WHEATBELT ELECTRICS	8 MARSH AVE - REPAIR HOT WATER SYSTEM	\$ 112.97
EFT6584	30/06/2015	WHEATBELT ORGANISATION OF CHILDREN'S SERVICES	2015 MEMBERSHIP RENEWAL	\$ 50.00
TOTAL EFT				\$ 441,102.77

Chq/EFT	Date	Name	Description	Amount
17590	03/06/2015	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY MAY 2015 - A2655	\$ 143.75
17591	03/06/2015	BUILDING COMMISSION	BUILDING COMMISSION LEVY MAY 2015 - A2655	\$ 98.90
17592	03/06/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 612.34
17593	03/06/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 465.00
17594	03/06/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 312.34
17595	03/06/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 465.00
17596	03/06/2015	SYNERGY	ELECTRICITY - CARAVAN PARK, OVAL, PAVILION, MEMORIAL PARK, RAILWAY STATION, MADISON SQUARE, SEWERAGE PUMP, COMMUNITY HOUSING, MENS SHED, U1 & U2 MATTHEWS ST, ADMINISTRATION, WATER HARVETING DAM, 10 MARSH AVE & DEPOT 08/04/15 TO 12/05/15	\$ 5,391.80
17597	03/06/2015	TELSTRA CORPORATION	MOBILE TELEPHONE 0429998533 16/04/15 TO 15/05/15	\$ 136.79
17598	10/06/2015	DEPARTMENT OF TRANSPORT	CHANGE NUMBER PLATES ON 2015 MITSUBISHI TRITON FROM 1ETT866 TO 01BO	\$ 16.60
17600	17/06/2015	RYLAN PTY LTD	80 METERS OF KERB FOR KALKARNI CARPARK	\$ 2,582.80
17601	17/06/2015	SYNERGY	ELECTRICITY STREET LIGHTS X 187 25/04/15 TO 24/05/15	\$ 3,020.70
17602	17/06/2015	TELSTRA CORPORATION	TELEPHONE ADMINISTRATION BUILDING, DCEO RESIDENCE, DEPOT, ADMINISTRATION BUILDING, SWIMMING POOL, CEO RESIDENCE & MOBILE TELEPHONES & IPADS	\$ 1,411.59
17603	17/06/2015	DEPARTMENT OF ENVIRONMENT REGULATION	PERMIT FOR CLEARING PERMIT CORBERDING ROAD	\$ 200.00
17606	25/06/2015	DEPARTMENT OF TRANSPORT	RETAIN NUMBER PLATE 19BO FOR STATE PLATES READY FOR TRADE IN	\$ 24.00
17607	25/06/2015	SYNERGY	ELECTRICITY PAVILION, OVAL & CARAVAN PARK 13/05/15 TO 09/06/15	\$ 1,502.50

17608	30/06/2015	BROOKTON SUPERMARKET	BISCUITS, COOL DRINK, WATER, MILK ETC	\$ 351.68
17609	30/06/2015	BROOKTON VOLUNTEER FIRE BRIGADE	REIMBURSEMENT OF PAID DEBTOR INVOICE 4305 RAISED IN ERROR	\$ 160.86
17610	30/06/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 312.34
17611	30/06/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 465.00
17612	30/06/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 312.34
17613	30/06/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 450.59
17614	30/06/2015	TELSTRA CORPORATION	MOBILE TELEPHONE 0429998533 17/05/15 TO 17/06/15	\$ 139.29
			TOTAL CHEQUE	\$ 18,576.21
			TOTAL MUNICIPAL	\$ 459,678.98

DIRECT DEBITS FOR JUNE 2015	
SALARIES & WAGES	\$ 85,091.58
MERCHANT FEES	\$ 72.21
SUPERANNUATION	\$ 15,697.61
TOTAL	\$ 100,861.40

SHIRE OF BROOKTON CREDIT CARD PURCHASES Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
9/05/15	WESTNET - MARSH AVE	\$ 59.95
9/05/15	WESTNET - DEPOT	\$ 49.95
9/05/15	WESTNET - ADMIN OFFICE	\$ 109.95
23/05/15	THE COFFEE CLUB	\$ 43.00
27/05/15	HART SPORT	\$ 395.50
30/05/15	CARD FEES	\$ 8.33
31/05/15	NEXWAY	\$ 2,302.53
TOTAL		\$ 2,969.21

12.07.15.02 FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIOD 30 JUNE 2015

FILE REFERENCE:

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 14th July 2015

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 periods ended 30 June 2015 are 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 completed Statement of Financial Activity for the period ended 30 June 2015 (Attachment 12.07.15.02A).

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 (2015-2019)

No reference

Voting Requirements:

Simple Majority.

Officer's Recommendation:

That Council receive the Statement of Financial Activity for the period ended 30 June 2015, attachment 12.07.15.02A.

Shire of Brookton

MONTHLY FINANCIAL REPORT

For the Period Ended 30 June 2015

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Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 June 2015

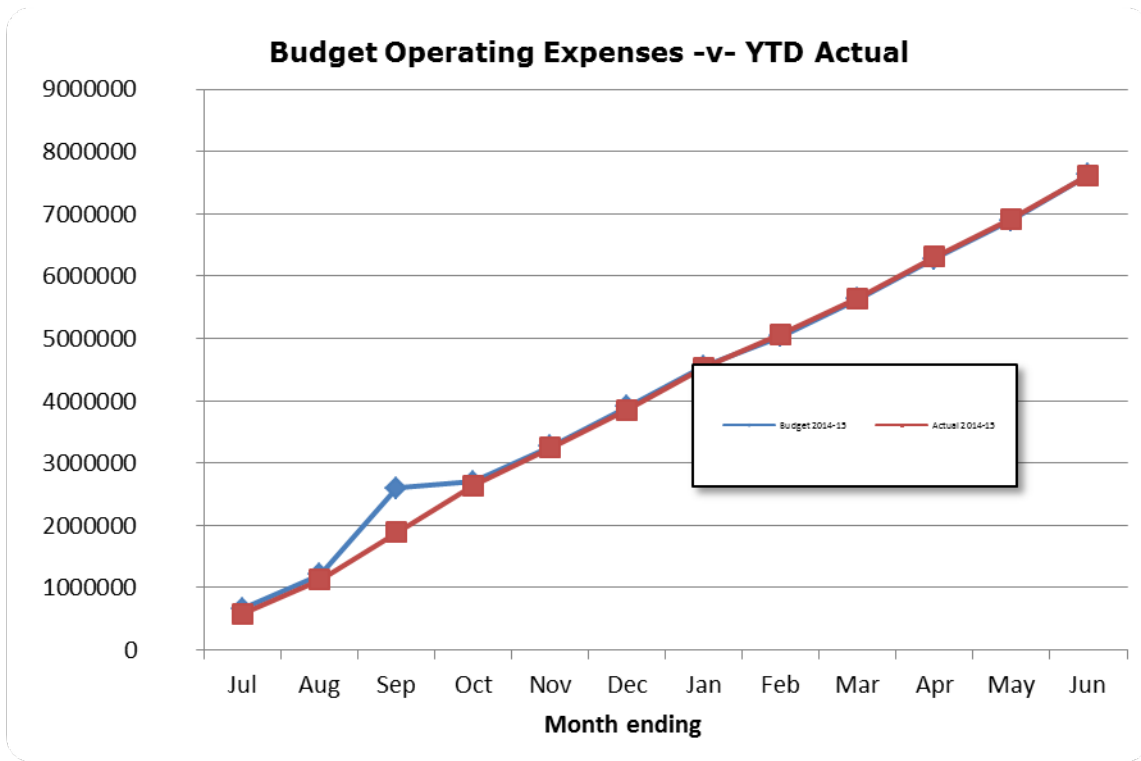
	Note	Current Annual Budget 3	Projected Year End Actual	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 9	Var. % (b) - (a) / (b) 9	Var.
Operating Revenues								
Governance		\$ 35,972	\$ 35,972	\$ 35,972	\$ 35,151	(821)	(2.62%)	
General Purpose Funding		1,085,676	1,085,676	1,085,676	1,569,230	483,554	44.54%	▲
Law, Order and Public Safety		33,463	33,463	33,463	39,600	6,138	19.26%	
Health		2,807	2,807	2,807	133,026	130,220	4639.27%	▲
Education and Welfare		3,945,177	3,945,177	3,945,177	3,636,505	(308,672)	(7.82%)	▼
Housing		706,003	706,003	706,003	719,458	13,455	1.90%	
Community Amenities		364,020	364,020	364,020	383,402	19,382	5.03%	▲
Recreation and Culture		188,743	188,743	188,743	90,895	(97,848)	(60.40%)	▼
Transport		550,175	550,175	550,175	542,415	(7,760)	(1.43%)	
Economic Services		56,604	56,604	56,604	54,626	(1,978)	(3.49%)	
Other Property and Services		120,904	120,904	120,904	118,749	(2,155)	(1.56%)	
Total (Excluding Rates)		7,089,544	7,089,544	7,089,544	7,323,057	233,514	3.29%	
Operating Expense								
Governance		(614,320)	(614,320)	(614,320)	(645,329)	(31,008)	5.09%	▲
General Purpose Funding		(205,086)	(205,086)	(205,086)	(189,446)	15,641	(7.63%)	▼
Law, Order and Public Safety		(256,537)	(256,537)	(256,537)	(248,916)	7,621	(2.97%)	
Health		(54,746)	(54,746)	(54,746)	(50,434)	4,311	(7.88%)	
Education and Welfare		(3,927,154)	(3,927,154)	(3,927,154)	(3,929,551)	(2,397)	0.06%	
Housing		(157,737)	(157,737)	(157,737)	(123,791)	33,946	(26.37%)	▼
Community Amenities		(501,607)	(501,607)	(501,607)	(428,081)	73,526	(17.21%)	▼
Recreation and Culture		(718,267)	(718,267)	(718,267)	(800,625)	(82,358)	11.29%	▲
Transport		(1,205,679)	(1,205,679)	(1,205,679)	(1,037,227)	168,452	(16.03%)	▼
Economic Services		(144,936)	(144,936)	(144,936)	(98,064)	46,872	(32.56%)	▼
Other Property and Services		(66,775)	(66,775)	(66,775)	(71,490)	(4,715)	5.99%	
Total		(7,852,845)	(7,852,845)	(7,852,845)	(7,622,955)	229,889	3.01%	
Funding Balance Adjustment								
Add back Depreciation		1,226,781	1,226,781	1,226,781	1,305,440	78,659	6.41%	
Adjust (Profit)/Loss on Asset Disposal	6	(610)	(610)	(610)	40,365	62,022	(286.38%)	
Movement in Non Cash Provisions		0	0	0	(7,726)			
Net Operating (Ex. Rates)		462,870	462,870	462,870	1,038,181	604,084	90.90%	
Capital Revenues								
Proceeds from Disposal of Assets	6	149,800	149,800	149,800	141,182	(8,618)	(5.75%)	
Self-Supporting Loan Principal		33,377	33,377	33,377	33,377	(0)	(0.00%)	
Transfer from Reserves	5	633,849	633,849	633,849	409,667	(224,182)	(35.37%)	▼
Total		817,026	817,026	817,026	584,226	(232,800)	(28.49%)	
Capital Expenses								
Land and Buildings	6	(1,207,984)	(1,207,984)	(1,207,984)	(758,823)	449,161	(37.18%)	▼
Plant and Equipment	6	(219,171)	(219,171)	(219,171)	(210,747)	8,424	(3.84%)	
Furniture and Equipment	6	(126,895)	(126,895)	(126,895)	(65,245)	61,650	(48.58%)	▼
Infrastructure Assets - Roads & Bridges	6	(840,786)	(840,786)	(840,786)	(736,870)	103,916	(12.36%)	
Infrastructure Assets - Sewerage	6	(124,500)	(124,500)	(124,500)	(14,460)	110,040	(88.39%)	▼
Infrastructure Assets - Parks	6	(9,000)	(9,000)	(9,000)	(6,376)	2,624	(29.16%)	
Repayment of Debentures	7	(107,603)	(107,603)	(107,603)	(107,602)	0	(0.00%)	
Transfer to Reserves	5	(538,324)	(538,324)	(538,324)	(527,728)	10,595	(1.97%)	
Total		(3,174,262)	(3,174,262)	(3,174,262)	(2,427,852)	746,410	(23.51%)	
Net Capital		(2,357,236)	(2,357,236)	(2,357,236)	(1,843,626)	513,610	(21.79%)	
Total Net Operating + Capital		(1,894,367)	(1,894,367)	(1,894,367)	(805,446)	1,117,694	(66.03%)	
Rate Revenue		1,674,514	1,674,514	1,674,514	1,672,383	(2,131)	(0.13%)	
Opening Funding Surplus(Deficit)		220,213	220,213	220,213	220,213	0	0.00%	
Closing Funding Surplus(Deficit)	2	360	360	360	1,087,150	1,115,563	552.12%	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 30 June 2015

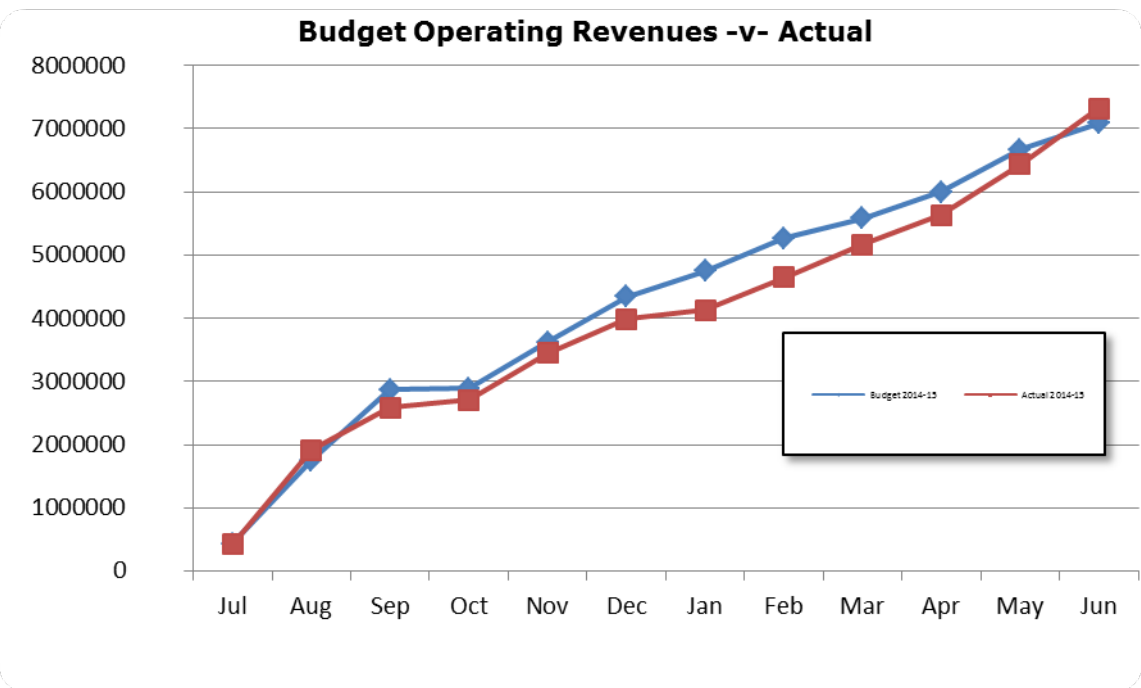
	NOTE	2014/15 Current Budget \$	2014/15 Projected Year End Actual \$	2014/15 YTD Budget \$	2014/15 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES						
Rates		1,674,514	1,674,514	1,674,514	1,672,383	(2,130)
Operating Grants, Subsidies and Contributions		4,084,373	4,084,373	4,084,373	4,264,161	179,789
Fees and Charges		1,384,102	1,384,102	1,384,102	1,370,978	(13,124)
Interest Earnings		178,400	178,400	178,400	172,483	(5,917)
Other Revenue		191,135	191,135	191,135	396,823	205,688
		<u>7,512,523</u>	<u>7,512,523</u>	<u>7,512,523</u>	<u>7,876,828</u>	<u>364,305</u>
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs		(1,257,057)	(1,257,057)	(1,257,057)	(1,024,394)	232,663
Materials and Contracts		(4,901,615)	(4,901,615)	(4,901,615)	(4,830,587)	71,028
Utilities		(150,007)	(150,007)	(150,007)	(142,607)	7,400
Depreciation		(1,226,781)	(1,226,781)	(1,226,781)	(1,305,440)	(78,659)
Interest Expenses	7	(127,055)	(127,055)	(127,055)	(126,330)	725
Insurance		(162,738)	(162,738)	(162,738)	(148,361)	14,377
Other Expenditure		(13,600)	(13,600)	(13,600)	(2,221)	11,379
		<u>(7,838,852)</u>	<u>(7,838,852)</u>	<u>(7,838,852)</u>	<u>(7,579,939)</u>	<u>258,913</u>
		<u>(326,329)</u>	<u>(326,329)</u>	<u>(326,329)</u>	<u>296,889</u>	<u>623,218</u>
Non-Operating Grants, Subsidies & Contributions		1,227,278	1,227,278	1,227,278	1,115,962	(111,317)
Profit on Asset Disposals	6	6,229	6,229	6,229	2,651	(3,578)
Loss on Asset Disposals	6	(12,647)	(12,647)	(12,647)	(43,016)	(30,369)
NET RESULT		<u>894,531</u>	<u>894,531</u>	<u>894,531</u>	<u>1,372,485</u>	<u>477,954</u>

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2015

Note 1 - Graphical Representation - Source Statement of Financial Activity



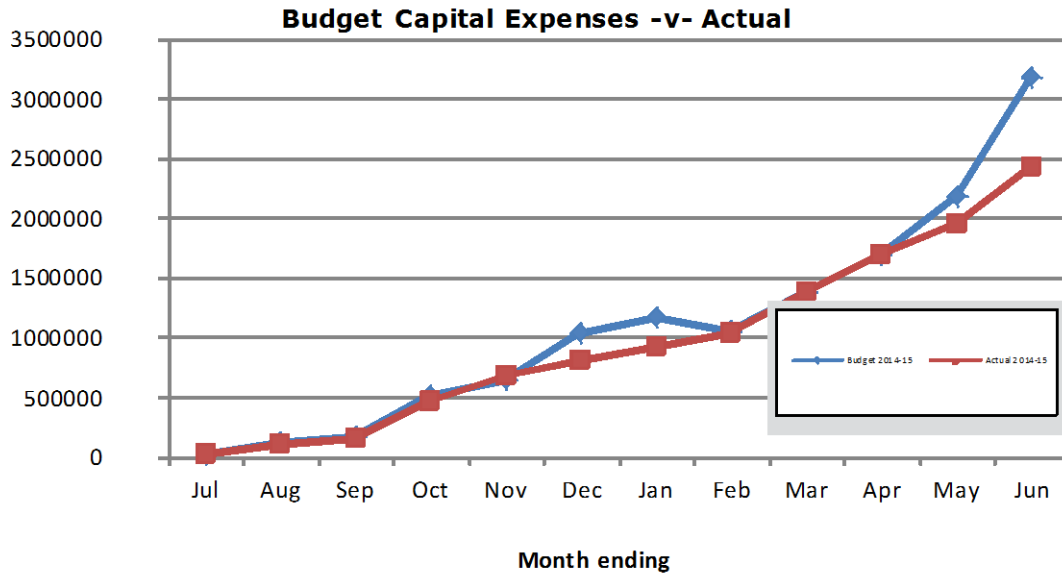
Comments/Notes - Operating Expenses



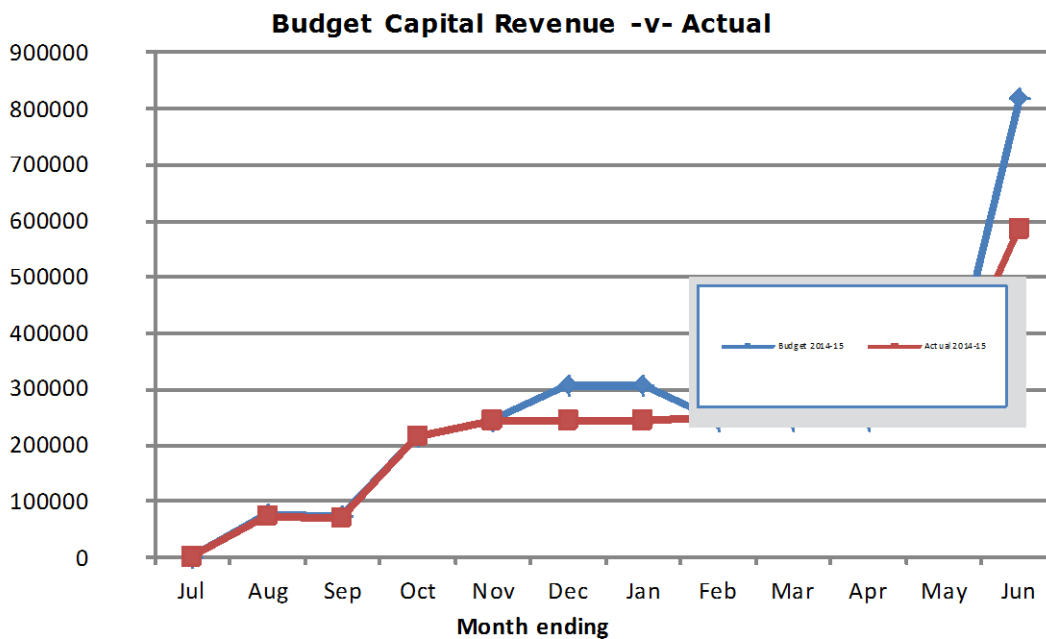
Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2015

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

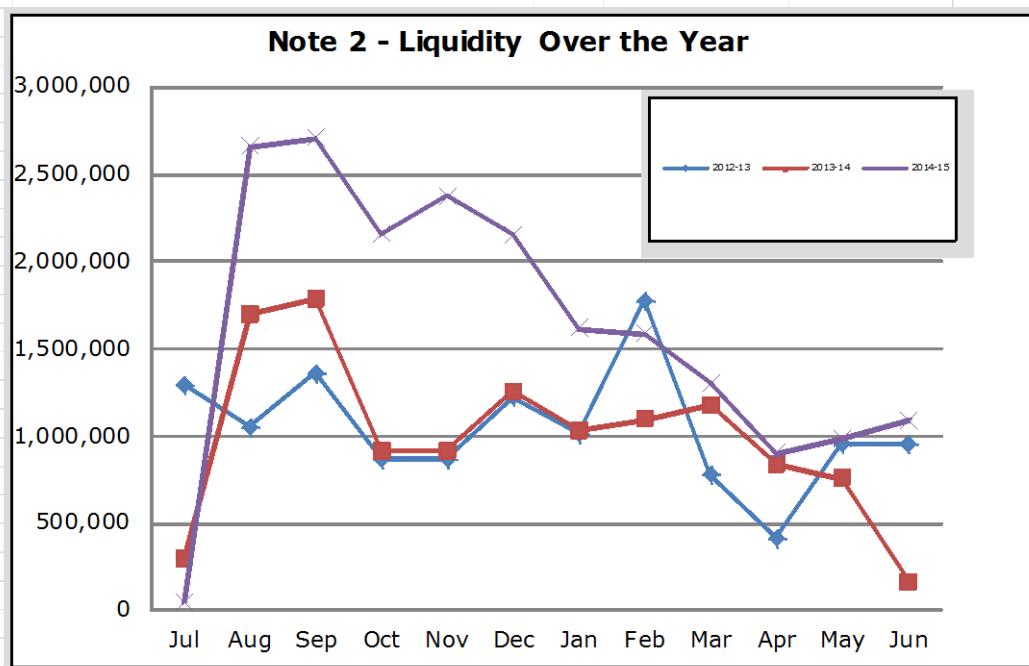


Comments/Notes - Capital Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2015

Note 2: NET CURRENT FUNDING POSITION

	Note	Positive=Surplus (Negative=Deficit)		
		This Period	Same Period 2013/14	Same Period 2012/13
		\$	\$	\$
Current Assets				
Cash Unrestricted		1,393,864	542,908	1,339,231
Cash Restricted		2,559,953	2,441,892	1,833,415
Receivables		984,842	853,006	1,088,595
Prepayments & Accruals		0	0	0
Inventories		19,567	26,826	28,607
		4,958,227	3,864,632	4,289,848
Less: Current Liabilities				
Payables and Provisions		(1,311,123)	(1,263,772)	(1,502,797)
		(1,311,123)	(1,263,772)	(1,502,797)
Less: Cash Restricted		(2,559,953)	(2,441,892)	(1,833,415)
Net Current Funding Position		1,087,151	158,968	953,636



Comments - Net Current Funding Position

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2015

Note 4: RECEIVABLES

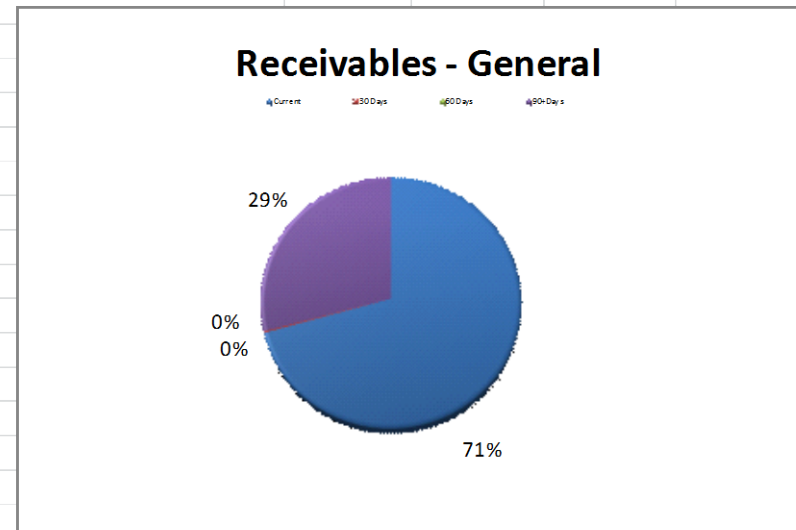
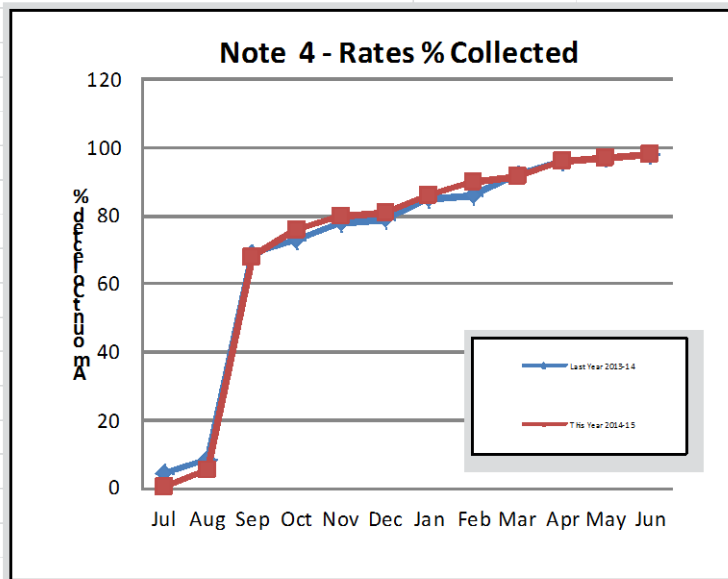
Receivables - Rates, Sewerage and Rubbish

	Current 2014-15	Previous 2013-14
	\$	\$
Opening Arrears Previous Years Rates, Sewerage & Rubbish Levied this year	41,705	66,021
Less Collections to date	(1,918,548)	(1,838,284)
Equals Current Outstanding	48,284	41,705
Net Rates Collectable	48,284	41,705
% Collected	97.55%	97.78%

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	36,922	100	0	15,246
Total Outstanding				52,268

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 June 2015

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Current Budget Closing Balance
	\$	\$	\$	\$		\$	\$		\$	\$	
Plant and Vehicle Reserve	131,468	4,996	5,951	110,000	210,000	217,241	0	0	0	246,464	346,464
Housing Reserve	300,522	11,420	9,688	0	0	0	(63,431)	(63,431)	0	248,511	248,511
Furniture and Equipment Reserve	40,352	1,533	1,245	0	0	0	(35,000)	(35,000)	(28,000)	6,886	6,886
Drainage Reserve	50,511	1,919	0	0	0	0	(52,430)	(52,430)	(50,511)	0	0
Municipal Buildings & Facilities Reserve	51,589	1,960	1,723	30,000	30,000	30,000	0	0	0	83,550	83,550
Townscape and Footpath Reserve	238,830	9,076	7,678	0	0	0	0	(10,700)	(10,700)	247,905	237,205
Land Development Reserve	118,875	4,517	3,832	0	0	0	0	0	0	123,392	123,392
Sewerage and Drainage Scheme Reserve	156,791	5,958	6,654	52,430	52,430	50,511	(14,500)	(74,500)	(14,500)	200,679	140,679
Road and Bridge Infrastructure Reserve	34,438	1,309	1,130	10,000	10,000	10,000	(5,000)	(5,000)	0	40,747	40,747
Health & Aged Care Reserve	788,595	29,967	25,211	50,000	50,000	50,000	(196,340)	(196,340)	(155,190)	672,222	672,222
Community Bus Reserve	44,331	1,685	1,439	5,000	5,000	5,000	0	0	0	51,016	51,016
Bridge Construction Reserve	65,850	2,502	0	0	0	0	(68,352)	(68,352)	(65,850)	0	0
Staff Vehicle Reserve	17,241	655	0	0	0	0	(17,896)	(17,896)	(17,241)	(0)	(0)
Sport & Recreation Reserve	9,548	363	308	0	0	0	0	0	0	9,911	9,911
Rehabilitation & Refuse Reserve	28,482	1,082	928	5,000	5,000	5,000	0	0	0	34,565	34,565
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0	0	0
Saddleback Building Reserve	66,614	2,531	2,243	4,750	4,750	4,575	(25,900)	(25,900)	(25,900)	47,996	47,996
Saddleback Vehicle & Equipment Reserve	4,576	174	0	0	0	0	(4,750)	(4,750)	(4,575)	(0)	(0)
Caravan Park Reserve	54,805	2,083	3,889	68,352	68,352	65,850	0	0	0	125,239	125,239
Brookton Heritage/Museum Reserve	35,861	1,363	1,144	2,500	2,500	2,500	0	(8,500)	(8,500)	39,724	31,224
Kweda Hall Reserve	16,477	626	536	2,500	2,500	2,500	0	0	0	19,603	19,603
Aldersyde Hall Reserve	16,477	626	536	2,500	2,500	2,500	0	0	0	19,603	19,603
Railway Station Reserve	16,477	626	536	2,500	2,500	2,500	(12,000)	(12,000)	0	7,603	7,603
Madison Square Units Reserve	16,254	618	524	0	0	0	0	0	0	16,872	16,872
Cemetery Reserve	89,147	3,388	2,816	0	0	0	(42,750)	(42,750)	(28,700)	49,784	49,784
Water Harvesting Reserve	47,781	1,816	1,540	0	0	0	(10,000)	(16,300)	0	39,597	33,297
	2,441,892	92,792	79,551	345,532	445,532	448,177	(548,349)	(633,849)	(409,667)	2,331,867	2,346,367

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2015

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)
\$	\$	\$		\$	\$	\$
40,771	47,000	6,229	CEO Vehicle	41,564	43,636	2,072
30,231	24,000	(6,231)	DCEO Vehicle	28,943	24,546	(4,397)
24,411	22,000	(2,411)	Shire Planner Vehicle	23,312	20,000	(3,312)
34,403	40,000	5,597	Tandem Truck			0
22,618	25,000	2,382	Works Supervisors Ute	23,152	20,000	(3,152)
4,292	10,000	5,708	Single Cab Utility			0
4,292	10,000	5,708	Single Cab Utility			0
19,154	23,000	3,846	Dual Cab Utility	22,852	19,091	(3,761)
8,000	8,800	800	Cherry Picker	8,411	8,000	(411)
0	0	0	Shade Sail Brookton Oval	15,832	0	(15,832)
0	0	0	Roller Blind	4,005	0	(4,005)
0	0	0	Xeon 2.4 Dual Server	1,581	0	(1,581)
0	0	0	Dishwasher H65	2,743	0	(2,743)
0	0	0	Dental Equipment	2,534	0	(2,534)
0	0	0	Santizer	1,287	0	(1,287)
0	0	0	Water Tanks	5,331	5,909	578
188,172	209,800	21,628	Totals	181,547	141,182	(40,365)

Comments - Capital Disposal

Summary Acquisitions	Adopted Budget		
	Budget	Actual	Variance
	\$	\$	\$
Property, Plant & Equipment			
Land and Buildings	1,152,484	758,823	393,661
Plant & Equipment	441,000	210,747	230,253
Furniture & Equipment	126,895	65,245	61,650
Infrastructure			
Roadworks & Bridge Works	854,986	736,870	118,116
Parks & Gardens	9,000	6,376	2,624
Sewerage & Drainage	24,500	14,460	10,040
Totals	2,608,865	1,792,521	816,344

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2015

Note 7: INFORMATION ON BORROWINGS

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-14 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
							Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	153,611	-	11,196	11,196	142,415	142,415	10,305	10,285
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	53,939	-	7,047	7,047	46,892	46,892	3,290	3,097
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	324,275	-	15,133	15,133	309,142	309,142	22,182	22,529
Governance												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	68,037	-	3,679	3,679	64,357	64,357	4,332	4,392
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	109,184	-	6,583	6,583	102,601	102,601	6,053	6,146
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	180,154	-	10,862	10,862	169,292	169,292	9,988	10,142
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	76,429	-	4,608	4,608	71,821	71,821	4,237	4,303
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	180,154	-	10,862	10,862	169,292	169,292	9,988	10,142
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	806,383	-	37,633	37,633	768,751	768,751	55,955	56,020
					1,952,165	0	107,602	107,602	1,844,563	1,844,563	126,330	127,055

(*) 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 30 June 2015

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%	614,175				614,175	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	779,689				779,689	Bendigo	
Trust Cash at Bank	1.50%			41,285		41,285	Bendigo	
(b) Term Deposits								
Reserves	3.00%		2,559,953			2,559,953	Bendigo	02/07/2015
Les McMullen Trust	4.00%			7,745		7,745	Bendigo	02/07/2015
(c) Investments								
Bendigo Bank Shares					5,000	5,000		
Total		1,393,864	2,559,953	49,030	5,000	4,007,847		

Comments/Notes - Investments

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2015

Note 9: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE (EXCLUDING RATES)

Governance

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

General Purpose Funding

This reflects \$474,000 FAGS for 15/16 received in advance.

Law, Order and Public Safety

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

Health

This amount reflects the non cash contribution made by Silver Chain in the upgrade of the Saddleback Nursing Post (\$131,974).

Education and Welfare

The subsidy income for Kalkarni Aged Care Facility is less than budgeted expectation. There are a number of factors contributing to this but the main driver is the occupancy rate which has improved to an average of 90%, but is down compared to a budgeted 97%.

Housing

This reflects rental income

Community Amenities

This increase reflects the unbudgeted additional contribution for the Shire Planner's vehicle change over.

Recreation and Culture

The difference between the budgeted and actuals reflects the expectation of grants to complete projects at the WB Eva Pavillion, \$99k unfavourable.

Transport

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

Economic Services

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

Other Property and Services

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

OPERATING EXPENSES

Governance

This apparent over budget position reflects that there are end of financial allocations still to be completed.

General Purpose Funding

This apparent over budget position reflects that there are end of financial allocations still to be completed.

Law, Order and Public Safety

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

Health

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

Education and Welfare

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

Housing

This saving against budget is being driven partly by a reduction in budgeted depreciation as the current budget included depreciation for the two new units (\$19k). In addition, the final ABC allocations have not been completed and this coupled with some other minor savings makes up the variance.

Community Amenities

This saving against budget is being driven partly by a reduction in budgeted operating costs for Sewerage and Water reuse (\$40k) and the cost of the sewerage audit have not yet been received (\$14.5k). Also the final ABC allocations have not been completed.

Recreation and Culture		
The increase in costs against budget is being driven by depreciation (\$70K). This reflects the impact of the fair valuation of buildings which was not known when the budget was adopted.		
In addition the disposal of the shade sail was not in the adopted budget (\$15k Unfavourable).		
Transport		
This variance represents a savings against budget for road maintenance. However, this saving does not reflect the final year end overhead allocations.		
Economic Services		
The variance here reflects the expectation that the \$25,000 allocation for the development of an economic strategy would have been spent. This will now be carried forward to the 2015/16 budget. In addition, the budget allocations for Drummister (\$5k) and sale of property (\$4.5k) have not been spent. There is also a saving of \$9k for the operating costs of the Caravan Park.		
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		
The \$224k difference here is detailed in note 5 of this report.		
CAPITAL EXPENSES		
Land and Buildings		
The under spend here is being driven by;		
1. New units \$304k unspent this year - balance of the project to be completed in 15/16.		
2. Tip Expansion - treated as an operating cost (\$20k).		
3. WB Eva Pavilion projects not completed (\$136).		
Plant and Equipment		
Within variance threshold of \$10,000 or 10%		
Furniture and Equipment		
There are still invoices outstanding for recent capital projects completed at Karkarni Aged Care Facility.		
Infrastructure Assets - Roads & Bridges		
This represents a provisional saving against budget for road projects. However, final overhead allocations are yet to be completed.		
Infrastructure Assets - Sewerage		
Due to the unavailability of the contractor the planned works on the Sewerage Infrastructure will not be completed in the 14/15 year as expected.		
Repayment of Debentures		
Within variance threshold of \$10,000 or 10%		
Transfer to Reserves		
Within variance threshold of \$10,000 or 10%		
OTHER ITEMS		
Rate Revenue		
Within variance threshold of \$10,000 or 10%		
Opening Funding Surplus (Deficit)		
Within variance threshold of \$10,000 or 10%		
Closing Funding Surplus (Deficit)		
Within variance threshold of \$10,000 or 10%		

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2015

Note 10: TRUST FUND

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

Description	Opening Balance For the Period 1 July 2014	Amount Received	Amount Paid	Closing Balance For the Period Ended 30 June 2015
	\$	\$	\$	\$
Housing Bonds	1,200	3,994	(4,114)	1,080
Other Bonds	4,790	13,670	(7,030)	11,430
Election Nomination Bonds	0	0	0	0
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	200	0	200
Les McMullen Sporting Grants	7,745	337	(650)	7,431
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	310	120	0	430
Development Bonds	0	0	0	0
	42,703	18,321	(11,994)	49,030

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Kalkarni Aged Care Facility
For the Period Ended 30 June 2015

Note 11: Kalkarni Aged Care Facility

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
					9	9	
Operating Revenue		\$	\$	\$	\$	%	
Fees & Charges		717,349	717,349	717,349	0	0.00%	
Grants & Subsidies		3,238,112	3,238,112	2,754,491	(483,621)	(14.94%)	▼
Reimbursements & Donations		250	250	0	(250)	(100.00%)	
Other Income		3,333	3,333	0	(3,333)	(100.00%)	
Total Revenue		3,959,044	3,959,044	3,471,840	(487,204)	(12.31%)	
Operating Expenses							
Building Maintenance		0	0	0	0	0.00%	
Interest Expenses		(6,146)	(6,146)	(6,053)	93	(1.52%)	
Insurance Expenses		(17,000)	(17,000)	(16,352)	648	(3.81%)	
Building Maintenance		(34,836)	(24,836)	(18,091)	6,745	(27.16%)	
Loss on Sale of Asset		0	0	(4,030)	(4,030)	0.00%	
Depreciation		(174,073)	(174,073)	(196,179)	(22,106)	12.70%	▲
ABC Administration Expenses		(19,589)	(19,589)	(17,037)	2,552	(13.03%)	
Contract Expenses		(3,775,218)	(3,775,218)	(3,643,573)	131,645	(3.49%)	▲
Total Expenses		(4,026,862)	(4,016,862)	(3,901,314)	115,548	2.88%	
Operating Surplus (Deficit)		(67,818)	(57,818)	(429,474)	(371,656)	-643%	
Excluding Non Cash Adjustments							
Add back Depreciation		174,073	174,073	196,179	22,106	12.70%	
Adjust (Profit)/Loss on Asset Disposal		0	0	(4,030)	(4,030)	0.00%	
Net Operating Surplus (Deficit)		106,255	116,255	(237,325)	(353,580)	(304.14%)	
Capital Revenues							
KBC Capital Income		161,331	161,331	164,665	3,334	2.07%	
Transfer from Reserves	5	196,340	196,340	155,190	(41,150)	0.00%	
Total		357,671	357,671	319,855	(37,816)	0	▼
Capital Expenses							
Land and Buildings	6	(41,150)	(41,150)	(34,689)	6,461	0.00%	
Plant and Equipment	6	0	0	0	0	0.00%	
Furniture and Equipment	6	(86,695)	(86,695)	(34,824)	51,871	(59.83%)	
Repayment of Debentures	7	(6,583)	(6,583)	(6,583)	0	0.00%	
Transfer to Reserves	5	(79,967)	(79,967)	(75,211)	4,756	(5.95%)	
Total		(214,394)	(214,395)	(151,306)	63,089	(29.43%)	
Net Capital		143,277	143,276	168,549	25,273	17.64%	
Closing Funding Surplus(Deficit)		249,532	259,531	(68,776)	(328,307)		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 30 June 2015

Note 12 WB Eva Pavilion Operating Statement					
	NOTE	2014/15	2014/15	2014/15	Variance
		Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
		\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES					
Hire Fees - WB Eva Pavilion		2,000	2,000	3,092	1,092
Sporting Club Fees		4,650	4,650	4,470	(180)
Gymnasium Income		4,000	4,000	14,501	10,501
		10,650	10,650	22,062	11,412
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(4,892)	(4,892)	(10,163)	(5,271)
Materials and Contracts		(11,820)	(11,820)	(14,662)	(2,842)
Utilities		(4,450)	(4,450)	(4,808)	(358)
Interest Expenses		(56,020)	(56,020)	(55,955)	65
Insurance		(6,293)	(6,293)	(6,288)	5
General Operating Expenses		(5,539)	(5,539)	(12,566)	(7,028)
Gymnasium Operating		(8,615)	(8,615)	(6,514)	2,101
		(89,014)	(89,014)	(104,442)	(15,428)
		(78,364)	(78,364)	(82,380)	(4,016)
NET RESULT					
		(78,364)	(78,364)	(82,380)	(4,016)

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 30 June 2015

Note 13 Sewerage Operating Statement

	NOTE	2014/15	2014/15	2014/15	Variance
		Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
		\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES					
SEW Fees & Charges		1,356	1,356	688	668
SEWERAGE RATES CHARGES		129,589	129,589	129,274	316
		130,945	130,945	129,962	984
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(21,041)	(21,041)	(5,252)	(15,789)
Materials and Contracts		(18,096)	(18,096)	(26,672)	8,576
Utilities		(5,950)	(5,950)	(5,163)	(787)
Depreciation		(16,361)	(16,361)	(16,581)	220
Interest Expenses		(4,303)	(4,303)	(4,237)	(65)
Insurance		(228)	(228)	(219)	(9)
General Operating Expenses		(24,084)	(24,084)	(3,948)	(20,136)
Allocation of Administration Expense		(4,423)	(4,423)	(4,000)	(423)
		(94,486)	(94,486)	(66,072)	(28,413)
		36,460	36,460	63,889	(27,430)
Non-Operating Grants, Subsidies & Contributions		-	-	-	-
Profit on Asset Disposals		-	-	-	-
Loss on Asset Disposals		-	-	-	-
NET RESULT		36,460	36,460	63,889	(27,430)

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Acquatic Centre
For the Period Ended 30 June 2015

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 9	Var. % (b) - (a) / (b) 9	Var.
		\$	\$	\$	\$	%	
Note 14 (a): Brookton Caravan Park							
Operating Revenue							
Caravan Park Fees		44,445	44,445	43,424	(1,020)	(2.30%)	
Total Revenue		44,445	44,445	43,424	(1,020)	(2.30%)	
Operating Expenses							
Brookton Caravan Park		(62,768)	(62,768)	(53,711)	9,057	0.00%	
Caravan Park Depreciation		(655)	(655)	(725)	(70)	10.69%	
Caravan Park Abc Administration Expenses		(9,268)	(9,268)	(8,060)	1,207	0.00%	
Total		(72,690)	(72,690)	(62,496)	10,194	14.02%	
Operating Surplus (Deficit)		(28,246)	(28,246)	(19,071)	9,174	32%	
Excluding Non Cash Adjustments							
Add back Depreciation		655	655	725	70	10.69%	
Net Operating Surplus (Deficit)		(27,591)	(27,591)	(18,347)	9,244	(33.50%)	
Note 14 (b): Brookton Acquatic Centre							
Operating Revenue							
POOL Fees & Charges		12,540	12,540	9,108	(3,432)	0.00%	
POOL GRANTS & SUBSIDIES		0	0	30,000	30,000	0.00%	
Total Revenue		12,540	12,540	39,108	26,568	0	
Operating Expenses							
POOL Employee Costs		(900)	(600)	(381)	219	0.00%	
POOL General Operating Expenses		(91,355)	(91,355)	(87,299)	4,056	0.00%	
POOL Building Maintenance		(20,682)	(20,682)	(20,313)	369	0.00%	
POOL Depreciation		(10,230)	(10,230)	(24,674)	(14,444)	141.20%	
POOL Abc Administration Expenses		(31,805)	(31,805)	(27,662)	4,143	(13.03%)	▼
Total		(154,972)	(154,672)	(160,330)	(5,658)	(3.66%)	
Operating Surplus (Deficit)		(142,432)	(142,132)	(121,222)	20,910	0%	
Excluding Non Cash Adjustments							
Add back Depreciation		10,230	10,230	24,674	14,444	0.00%	
Net Operating Surplus (Deficit)		(132,202)	(131,902)	(96,547)	35,355	0%	

12.07.15.03 BUDGET 2015/16 - ADOPTION

FILE REFERENCE:

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 15th July 2015

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

PREVIOUS MEETING REFERENCE: Budget Workshop held 18 June 2015.

SUMMARY:

Adoption of the Budget for the 2015/16 financial year together with the supporting schedules, including the striking of rates and other consequential matters arising from the budget.

Background:

Council is required to prepare and adopt, in the manner and form prescribed, its Annual Budget by no later than 31 August each year, in accordance with Section 6.2 of the Local Government Act 1995.

Details:

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management Regulations) 1996* and Australian Accounting Standards.

Statutory and Legal Considerations:

The budget adoption requirements are covered in Section 6.2 of the *Local Government Act 1995*. In addition, Divisions 5 and 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget.

Policy Considerations:

Council Policy 4.1: Budget Preparation – Where practical the Budget should be completed and adopted prior to 31 July and, if not practical, by 31 August in accordance with the provisions of the *Local Government Act 1995*.

Council Policy 4.9: Contiguous Rating.

Council Policy 4.14 – Rates Exemptions.

Consultation:

The budget has been prepared in consultation with all staff and after two workshop budget sessions with Council.

Financial Implications:

Financial implications are detailed in the 2015/16 Annual Budget, as a separate attachment (12.07.15.03A) to this report.

Strategic Community Plan (2013-2023):

There are no Strategic Plan implications relevant to this report.

Corporate Business Plan (2015-2019):

In preparing the 2015/16 Annual budget consideration has been given to a four year time frame which will then be reviewed annually. This is consistent with the review framework outlined in the Corporate Business Plan and the Long Term Financial Plan.

Officers Comment:

The 2015/16 budget continues to deliver on strategies adopted by the council and maintains the required level of service across all programs while maintaining a focus on road and associated infrastructure as well as attempting to renew assets at sustainable levels. The main features of the draft budget include:

- A 7% increase in the revenue raised from rates. This proposed increase enables the shire to maintain its current level of services to the community, whilst also allowing the shire to carry out its proposed capital works program and transfer funds into reserve during 2015/16. This approach is also consistent with the Long Term Financial Plan.
- An 8% increase in sewerage charges. This will enable a transfer of \$5,000 of sewerage income into the Refuse Rehabilitation reserve.
- A 6% increase in fees and charges where council has the discretion and where it has been considered appropriate.
- Household and commercial rubbish collection charges have been increased by 13%. This reflects the increasing cost of recycling rubbish and maintaining the land fill site. This budgeted increase will allow the refuse services provided to break even, with budgeted revenue \$158,850 (including refuse site rate) covering budgeted operating costs of \$158,786.
- A capital works programme totalling \$3,061,118 for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is planned. Expenditure on road infrastructure is a major component of this with \$998,640 to be invested in roads and associated assets in 2015/16. An amount of \$1,220,978 is provided for land and buildings of which \$304,000 is for the completion of two new houses as part of Council's housing development plan and \$495,000 for the upgrading of Robinson Road.

Voting Requirements:

Absolute Majority.

Recommendation

That Council:

1. General Rate

In accordance with Section 6.33 of the Local Government Act 1995, imposes a rate in the dollar for the areas of the Shire valued on Gross Rental Values of 9.7889 cents in the dollar and Unimproved Values of 0.9739 cents in the dollar.

2. General Minimum Rate

In accordance with Section 6.35(1) of the Local Government Act 1995, set a general minimum rate of \$702 for the 2015/16 financial year for Gross Rental Value properties and a general minimum rate of \$1,203 for the 2015/16 financial year for Unimproved Value properties.

3. Due Date for Payment of Rates

In accordance with section 6.45 of the *Local Government Act 1995* and regulation 64 (2) of the *Local Government (Financial Management) Regulations 1996*, set the following due dates for the payment of rates in full by instalments:

Full payment or 1 st instalment due date	21 September 2015
2 nd half instalment due date	1 February 2016
2 nd quarterly instalment due date	23 November 2015
3 rd quarterly instalment due date	1 February 2016
4 th and final quarterly instalment due date	11 April 2016

4. Interest on Rate Instalments

In accordance with section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, adopt an interest rate of 5.5% where the owner has elected to pay rates through an instalment option.

5. Administration Charge on Instalments

In accordance with section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, adopt an instalment administration charge where the owner has elected to pay rates through an instalment option of \$10 for each instalment after the initial instalment is paid.

6. Interest on Overdue Rates

In accordance with 6.51 (1) and subject to section 6.51 (4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, adopt an interest rate of 11% for rates and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

7. Rate Concessions

In accordance with the provisions of Section 6.47 of the *Local Government Act 1995*, provide the following concessions in relation to the adopted 2015/16 Annual Budget for rates:

- That a rate concession be granted to property owners where a contiguous property crosses a shire boundary, resulting in a portion of that property being assessed at a calculated rate. The concession will be calculated by deducting the amount that would otherwise be payable on the relevant property if it were contiguously rated by the relevant neighbouring shire from the amount that has been assessed/paid in the current year with Council.
- That a rate concession be granted to property owners where a property is located within the Aldersyde town site boundary and has an area of one acre or less. The concession to be granted being equivalent to the difference between the minimum rate applicable to unimproved value properties and the minimum rate applicable to gross rental value properties.
- That a rate concession be granted upon request to, Incorporated Not for Profit organisations, that own or have vested a rateable property within the Shire of Brookton. The concession will be equivalent to the general rate and the sewerage charge applied to the property. With the exception of the Brookton Multifunction Family Centre, commercial activities must not be undertaken on the prescribed property.

8. Refuse Site Charges

In accordance with sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995* impose the following General and Minimum Rates in relation to refuse charges:

- Refuse Site Rate
Unimproved Values – 0.00001 cents in the dollar
Minimum Rate - \$50.00
- Refuse Site Rate
Gross Rental Values – 0.0002 cents in the dollar
Minimum Rate - \$50.00

9. Rubbish Charges

In accordance with sections 6.16 and 6.17 of the *Local Government Act 1995* impose the following fees and charges in relation to domestic and commercial rubbish collection:

- Residential – once per week single 240L bin pick up including recycling \$285.00
- Commercial – once per week single 240L bin pick \$285.00
- Each additional bin pick up once per week \$285.00

10. Councillor Remuneration

Adopt the Councillor Remuneration levels as;

Councillor Meeting Fees- \$3,500 per Councillor for 6 Councillors
Presidents Meeting Fees - \$7,000
Presidents Allowance- \$1,500
Deputy Presidents Allowance- \$375

11. Sewerage Charges

In accordance with section 41 of the *Health Act 1911*, adopt the following sewerage charges to be imposed on all properties in the Brookton town site that are capable of being connected to the sewerage scheme:

- Sewerage Residential – 5.4004 cents in the dollar, minimum \$423.00 per property.
- Sewerage Commercial – 10.066 cents in the dollar, minimum \$870.00 per property.
- Sewerage Vacant – \$280.00 per property.
- Charitable Organisations –
Category 1 - \$1,347.00 per property
Category 2 - \$463.00 per property
Category 3 - \$684 per property
Category 4 - \$1,015.00 per property

12. Adoption of Material Variance Level for Reporting

Adopt the value of +/- \$10,000 or 10% whichever is the greater as the minimum amount for reporting material variances for the 2015/16 financial year.

13. Adoption of Budget

In accordance with the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopt the 2015/16 Budget as presented in separate **attachment 12.07.15.03A**.

Officer's Recommendation:

That Council:

1. General Rate

In accordance with Section 6.33 of the Local Government Act 1995, imposes a rate in the dollar for the areas of the Shire valued on Gross Rental Values of 9.7889 cents in the dollar and Unimproved Values of 0.9739 cents in the dollar.

2. General Minimum Rate

In accordance with Section 6.35(1) of the Local Government Act 1995, set a general minimum rate of \$702 for the 2015/16 financial year for Gross Rental Value properties and a general minimum rate of \$1,203 for the 2015/16 financial year for Unimproved Value properties.

3. Due Date for Payment of Rates

In accordance with section 6.45 of the *Local Government Act 1995* and regulation 64 (2) of the *Local Government (Financial Management) Regulations 1996*, set the following due dates for the payment of rates in full by instalments:

Full payment or 1 st instalment due date	21 September 2015
2 nd half instalment due date	1 February 2016
2 nd quarterly instalment due date	23 November 2015
3 rd quarterly instalment due date	1 February 2016
4 th and final quarterly instalment due date	11 April 2016

4. Interest on Rate Instalments

In accordance with section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, adopt an interest rate of 5.5% where the owner has elected to pay rates through an instalment option.

5. Administration Charge on Instalments

In accordance with section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, adopt an instalment administration charge where the owner has elected to pay rates through an instalment option of \$10 for each instalment after the initial instalment is paid.

6. Interest on Overdue Rates

In accordance with 6.51 (1) and subject to section 6.51 (4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, adopt an interest rate of 11% for rates and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

7. Rate Concessions

In accordance with the provisions of Section 6.47 of the *Local Government Act 1995*, provide the following concessions in relation to the adopted 2015/16 Annual Budget for rates:

- That a rate concession be granted to property owners where a contiguous property crosses a shire boundary, resulting in a portion of that property being assessed at a calculated rate. The concession will be calculated by

deducting the amount that would otherwise be payable on the relevant property if it were contiguously rated by the relevant neighbouring shire from the amount that has been assessed/paid in the current year with Council.

- That a rate concession be granted to property owners where a property is located within the Aldersyde town site boundary and has an area of one acre or less. The concession to be granted being equivalent to the difference between the minimum rate applicable to unimproved value properties and the minimum rate applicable to gross rental value properties.
- That a rate concession be granted upon request to, Incorporated Not for Profit organisations, that own or have vested a rateable property within the Shire of Brookton. The concession will be equivalent to the general rate and the sewerage charge applied to the property. With the exception of the Brookton Multifunction Family Centre, commercial activities must not be undertaken on the prescribed property.

8. Refuse Site Charges

In accordance with sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995* impose the following General and Minimum Rates in relation to refuse charges:

- Refuse Site Rate
Unimproved Values – 0.00001 cents in the dollar
Minimum Rate - \$50.00
- Refuse Site Rate
Gross Rental Values – 0.0002 cents in the dollar
Minimum Rate - \$50.00

9. Rubbish Charges

In accordance with sections 6.16 and 6.17 of the *Local Government Act 1995* impose the following fees and charges in relation to domestic and commercial rubbish collection:

- Residential – once per week single 240L bin pick up including recycling \$285.00
- Commercial – once per week single 240L bin pick \$285.00
- Each additional bin pick up once per week \$285.00

10. Councillor Remuneration

Adopt the Councillor Remuneration levels as;

Councillor Meeting Fees- \$3,500 per Councillor for 6 Councillors

Presidents Meeting Fees - \$7,000

Presidents Allowance- \$1,500

Deputy Presidents Allowance- \$375

11. Sewerage Charges

In accordance with section 41 of the *Health Act 1911*, adopt the following sewerage charges to be imposed on all properties in the Brookton town site that are capable of being connected to the sewerage scheme:

- Sewerage Residential – 5.4004 cents in the dollar, minimum \$423.00 per property.
- Sewerage Commercial – 10.0660 cents in the dollar, minimum \$870.00 per property.
- Sewerage Vacant – \$280.00 per property.
- Charitable Organisations –
Category 1 - \$1,347.00 per property
Category 2 - \$463.00 per property
Category 3 - \$684 per property

Category 4 - \$1,015.00 per property

12. Adoption of Material Variance Level for Reporting

Adopt the value of +/- \$10,000 or 10% whichever is the greater as the minimum amount for reporting material variances for the 2015/16 financial year.

13. Adoption of Budget

In accordance with the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopt the 2015/16 Budget as presented in Attachment 12.07.15.03A.

12.07.15.04 WRITE OFF SMALL BALANCES – RATES END OF YEAR

FILE REFERENCE: ADM 0323

AUTHORS NAME AND POSITION: Deanne Sweeney
Senior Finance Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 03 July 2015

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

This report recommends a write off of small balances totaling \$89.44 to be written off in accordance with section 6.12 (1) (c) of the *Local Government Act 1995*.

Background:

Under section 6.12 (1) (c) of the *Local Government Act 1995*, Council is able to write off any amount of money, which is owed to the Local Government.

Detail:

As part of the Rates end of year process it is recommended to write off small balances \$5.00 and under per rates assessment. Details of the small balance write offs are supplied in the attached schedule titled 12.07.15.04A – Small Balance Write Off's.

Statutory and Legal Considerations:

Section 6.12 (1) (c) of the *Local Government Act 1995* applies to small balance write-offs.

Policy Considerations:

There are no policy implications.

Consultation:

None

Financial Implications:

The financial implications are minor and covered in a standard budget provision for write offs of this nature.

Strategic Community Plan (2013 – 2023)

Not applicable

Corporate Business Plan (2015-2019)

No reference

Officer's Comment:

Not applicable.

Voting Requirements:

Absolute Majority

Officer's Recommendation:

That Council approves the schedule of small balance write off's totalling \$89.44, as detailed in attachment 12.07.15.04A, as part of Rates end of year processing.

WRITE OFF SMALL BALANCES – RATES END OF YEAR

Assess #	Property Address	Value
A114	LOT 1 WILLIAMS ROAD BROOKTON 6306	\$ 0.19
A120	BROOKTON HIGHWAY BROOKTON 6306	\$ 2.51
A245	131 ROBINSON ROAD BROOKTON 6306	\$ 2.92
A2534	LOT 4 BROOKTON HWY BROOKTON 6306	\$ 1.62
A2544	900 BROOKTON-KWEDA ROAD BROOKTON 6306	\$ 2.24
A2554	LOT 92 BARTRAM ROAD BROOKTON 6306	\$ 0.07
A2560	LOT 95 WILLS ROAD JELCOBINE 6306	\$ 1.34
A2562	LOT 506 BUCKINGHAM ROAD BROOKTON 6306	\$ 1.33
A2563	LOT 93 BARTRAM ROAD JELCOBINE 6306	\$ 0.30
A2566	153 BARTRAM ROAD JELCOBINE 6306	\$ 1.70
A2574	47 TILLER STREET BROOKTON 6306	\$ 0.09
A2575	37 JOSE STREET BROOKTON 6306	\$ 0.22
A2587	LOT 800 CORBERDING ROAD BROOKTON 6306	\$ 0.12
A2596	922 HILLCROFT ROAD BROOKTON 6306	\$ 2.29
A2620	55 CONNELLY ROAD BROOKTON 6306	\$ 3.77
A2636	45 GROSER STREET BROOKTON 6306	\$ 1.61
A2637	54 MONGER STREET BROOKTON 6306	\$ 1.61
A2650	326 BUCKINGHAM ROAD BROOKTON 6306	\$ 0.06
A2657	2706 BROOKTON-KWEDA ROAD BROOKTON 6306	\$ 3.86
A2666	LOT 341 JELCOBINE ROAD BROOKTON 6306	\$ 3.54
A267	11 MCGRATH STREET BROOKTON 6306	\$ 0.65
A268	13 MCGRATH STREET BROOKTON 6306	\$ 1.42
A2682	42 LENNARD STREET BROOKTON 6306	\$ 0.69
A2738	LOT 7146 BUCKINGHAM ROAD BROOKTON 6306	\$ 1.25
A2743	65 KING STREET BROOKTON 6306	\$ 1.77
A2770	LOT 81 PIKE ROAD JELCOBINE 6306	\$ 0.04
A2796	92 WILLIAMS STREET BROOKTON 6306	\$ 0.06
A2797	90 WILLIAMS STREET BROOKTON 6306	\$ 0.07
A297	36 KING STREET BROOKTON 6306	\$ 0.65
A31	55 STRANGE ROAD BROOKTON 6306	\$ 2.56
A320	22 LENNARD STREET BROOKTON 6306	\$ 1.38
A329	7 MCGRATH STREET BROOKTON 6306	\$ 1.19
A33	GIBBS GULLY BROOKTON 6306	\$ 0.27
A333	47 WHITE STREET BROOKTON 6306	\$ 0.36
A335	9 WITHALL STREET BROOKTON 6306	\$ 3.91
A342	80 LEFROY STREET BROOKTON 6306	\$ 0.07
A346	79 JOSE STREET BROOKTON 6306	\$ 1.44
A40	YORK-WILLIAMS ROAD BROOKTON 6306	\$ 0.06
A405	29 WHITE STREET BROOKTON 6306	\$ 0.82
A436	93 JOSE STREET BROOKTON 6306	\$ 1.45
A437	40 WILLIAMS STREET BROOKTON 6306	\$ 0.11
A456	86 WILLIAMS STREET BROOKTON 6306	\$ 4.44
A460	146 BROOKTON HWY BROOKTON 6306	\$ 0.87
A463	105 ROBINSON ROAD BROOKTON 6306	\$ 2.26
A471	14 WILLIAMS STREET BROOKTON 6306	\$ 0.15

A488	2 SEWELL STREET BROOKTON 6306	\$ 0.37
A495	101 ROBINSON ROAD BROOKTON 6306	\$ 0.03
A510	133 ROBINSON ROAD BROOKTON 6306	\$ 0.73
A522	13 WHITE STREET BROOKTON 6306	\$ 2.43
A529	9 GAYNOR STREET BROOKTON 6306	\$ 2.94
A538	52 RICHARDSON STREET BROOKTON 6306	\$ 1.06
A559	57 WITHALL STREET BROOKTON 6306	\$ 0.02
A56	STRANGE ROAD BROOKTON 6306	\$ 1.60
A563	44 RICHARDSON STREET BROOKTON 6306	\$ 0.28
A58	WOODS LOOP BROOKTON 6306	\$ 4.21
A587	96 WHITE STREET BROOKTON 6306	\$ 1.71
A590	90 WHITE STREET BROOKTON 6306	\$ 0.04
A631	39 KING STREET BROOKTON 6306	\$ 1.97
A755	6 MARSH AVENUE BROOKTON 6306	\$ 3.40
A760	LOT 1 GREAT SOUTHERN HIGHWAY BROOKTON 6306	\$ 4.16
A762	HILLCROFT ROAD BROOKTON 6306	\$ 1.17
A769	LOT 201 MOORUMBINE LOCATION BROOKTON 6306	\$ 1.14
A775	322 LOCATION 9930 GARTRELL RD BROOKTON 6306	\$ 0.46
A819	BROOKTON-KWEDA ROAD ALDERSYDE 6306	\$ 0.01
A827	LOT 27 BROOKTON HWY BROOKTON 6306	\$ 0.06
A838	847 HILLCROFT ROAD BROOKTON 6306	\$ 0.26
A859	130 TYRER RD BROOKTON 6306	\$ 0.01
A877	MATTINGLY ROAD BROOKTON 6306	\$ 0.20
A889	475 BARTRAM ROAD BROOKTON 6306	\$ 0.62
A894	LOT 814 BROOKTON-CORRIGIN ROAD BROOKTON 6306	\$ 0.75
A901	265 GLENESTER ROAD BROOKTON 6306	\$ 0.19
A974	LOT 6598 SOUTHERN BRANCH ROAD BROOKTON 6306	\$ 0.29
		\$ 89.44

13.07.15 GOVERNANCE

13.07.15.01 AGED CARE POLICY - ADOPTION

FILE REFERENCE:

AUTHORS NAME AND POSITION: Kevin O'Connor
CEO

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 9th July 2015

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

PREVIOUS MEETING REFERENCE: Nil

SUMMARY

Council are requested to consider the adoption of a Strategic Policy which will provide the community with clear statements of intent and the commitments that the Shire has made in relation to Aged Care.

Background:

Over the past two years there has been considerable planning work commenced and completed in the Aged Care services area in response to the current and growing demand for aged care services and facilities.

Some of this work has included the Wheatbelt Aged Support and Care Solutions report, the Brookton, Beverley, Pingelly (BBP) Aged Care Alliance MOU and the Verso Aged Care Infrastructure and Services Audit.

Details:

This proposed strategic policy has been developed based on the above mentioned documents and other relevant internal and external research material.

Statutory and Legal Considerations:

Nil

Policy Considerations:

There are no policy considerations relevant to this report.

Consultation:

The draft policy was presented to the June 2015 CBF for discussion.

Financial Implications:

Provision is made in the 2015/16 budget for BBP initiatives and executive support expenditure. There is no new operating expenditure or income proposed for this area in the Councils Long Term Financial Plan.

Strategic Community Plan (2013 – 2023)

Outcome 1.6: Quality of life for the aged and disabled.

Strategy 1.6.1 Provide ongoing support for aged care planning, facilities and services to meet the needs of the aged and disabled.

Strategy 1.6.2 Support the development of Aged Friendly Communities

Corporate Business Plan (2015-2019)

Strategy 1.6.1 Activities & Services 2015-2019:

- Identify and support community programs that cater for our community
- Implement the Disability Access and Inclusion Plan.
- Work with Beverly and Pingelly in developing a sub-regional plan.

Strategy 1.6.2 Activities & Services 2015-2019:

- Support initiatives from the Wheatbelt Aged Care Solutions Report and BBP facilities and services audit

Officer's Comment:

The draft Aged Care Policy **Attachment 13.07.15.01A** aims to address the Goals and Outcomes from our Strategic Community Plan and is aligned with the Wheatbelt Aged Support and Care Solutions report and the BBP Aged Care Infrastructure and Services Audit.

Voting Requirements:

Simple majority

Officer's Recommendation:

That the attached 13.07.15.01A Aged Care Policy be adopted by Council

SEPARATE ATTACHMENT 13.07.15.01A

13.07.15.02 BROOKTON COUNTRY CLUB INC. - LEASE AGREEMENT

AUTHORS NAME AND POSITION:	Kevin O'Connor CEO
NAME OF APPLICANT/RESPONDENT:	Brookton Country Club Inc.
DATE REPORT WRITTEN:	10 th July 2015
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
PREVIOUS MEETING REFERENCE:	Nil

SUMMARY

Council is requested to consider entering into a Lease agreement with the Brookton Country Club Inc. in accordance with the terms and conditions contained in the updated draft document.

Background:

Following the co-location of the Brookton Bowling Club and Brookton Golf Club, it was intended that a Lease agreement would be entered into with the managing body, the Brookton Country Club Inc.

A draft lease document was prepared in 2008, but was not progressed to the final draft stage for adoption by Council. A modified version of this draft has now been prepared for Councils consideration.

Details:

A summary of the proposed changes to the original draft lease are as follows:

- a) Reserve Management Order details are amended to reflect the current status
- b) The Lessees obligations as set out in subclause 3.6, now also includes "reasonable wear and tear" of the premises.
- c) The Lessees obligations as set out in subclause 3.7 (f) no longer require approval for sponsorship names or notices.
- d) The Lessees obligations as set out in subclause 3.14 and 3.15 have been standardised to align with the insurance obligations for the leased Museum property.
- e) The Lessees obligations as set out in subclause 3.20 no longer have a requirement for the Lessee to gain approval for the consumption and sale of alcohol.

Schedule 1 of the proposed lease contains the following details and Special Terms which differ from the original draft lease:

- 1) The term of the lease is proposed for 12years to coincide with the expiry of the Country Clubs self-supporting loan in November 2027.
- 2) The permitted uses now reflect the actual Reserve Management Order details and lot boundary changes and description that came into force in 2011.

- 3) The Special Terms no longer refer to Reserve 6068 to be used for cropping and grazing by the Lessee.
- 4) Reserve 6068 was split up into four locations in 2011 to become lots 500, 501, 502 and 503. Lot 500 is now Reserve 6068 vested in the Shire for the purposes of “*Landscape Protection*”.
- 5) Lot 502 is now Reserve 50860 vested in the Shire for the purposes of “*Cropping and Research*” with a power to Licence for this purpose for any term not exceeding five years, subject to the approval of the Minister of Lands being first obtained.
- 6) Lots 501 and 503 have been included as part of the golf course land with existing lot 302, Reserve 22703.

Due to the land dealings in 2011 associated with items 4 and 5 above, the proposed special terms for cropping cannot be included in this lease document. Any future cropping arrangements will need to be included in a Licence agreement as per the Management Order conditions.

The Special Term “Lessors Payments” has been modified to reflect the Lessees increased responsibility for building maintenance and major maintenance/capital items associated with the leased premises. It is proposed to increase the annual payment from \$5,000 to \$10,000 to reflect this increased financial responsibility with 50% of the payment going into a Major Repairs and Maintenance Reserve fund.

Statutory and Legal Considerations:

Land Administering Act 1997 – the lease is subject to the approval of the Minister for lands

Local Government Act 1995 section 3.58 – the disposal of property, including by lease, is required to be publically advertised unless it is an Exempt disposition.

Local Government (Functions and General) Regulations 1996 clause 30 – This disposition of property (lease) is considered to be an Exempt disposition

Policy Considerations:

Nil

Consultation:

Brookton Country Club Inc. Committee

Financial Implications:

If Council endorses the proposed draft lease “Special Terms”, the additional \$5,000 for the term of the lease will need to be included in the Long Term Financial Plan.

Strategic Community Plan (2013 – 2023)

Outcome 3.1 –

Assets and infrastructure that support long term community needs.

Outcome 3.3 –

Shire buildings and facilities that meet current and future community needs

Corporate Business Plan (2015-2019)

Strategy 3.1.1 –

Develop and implement long-term Asset Management Plans for all Council assets.

Strategy 3.3.1 –

Maintain buildings and facilities in accordance with the Asset Management Plan.

Officer's Comment:

The purpose of the lease agreement **attachment 13.07.15.02A** is to provide the Brookton Country Club Inc. with tenure over the premises and land that they manage for the purpose of providing recreation and social activities for the community.

The lease terms and conditions set out each parties responsibilities in relation to the management and operation of the land and buildings situated on the leased area. The rationale for having a lease term of 12 years is to provide the Council and the Brookton country Club Inc. with the opportunity to review the need for the Lessors payment of the additional \$5,000 in light of the expiry of the Self-Supporting Loan.

The other option is to have the term of the lease for the maximum permitted period of 21 years and document that the additional payment is to be reviewed at the expiry of the Self-Supporting Loan, which is November 2027.

Voting Requirements:

Simple majority

Officer's Recommendation:

That Council endorse the Lease Agreement (attachment 13.07.15.02A) with the Brookton Country Club Inc. the main terms and conditions being as follows:

Term – 12 years

Rental - \$10.00 per annum

Lessors payments - The Lessor agrees to make an annual payment of \$10,000 during the term of the lease to the Lessee, \$5,000 as a contribution towards the general repairs and maintenance of the premises and \$5,000 to be put towards a reserve fund established for major repairs and maintenance of the premises. Payments are to be made in August in advance.

13.07.15.03 DISABILITY ACCESS AND INCLUSION POLICY - REVIEW

FILE REFERENCE:

**AUTHORS NAME
AND POSITION:** Kevin O'Connor
CEO

**NAME OF APPLICANT/
RESPONDENT:** Shire of Brookton

DATE REPORT WRITTEN: 9th July 2015

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

PREVIOUS MEETING REFERENCE: Nil

SUMMARY

Council are requested to note the previous adoption of the Disability Access and Inclusion Policy and resolve that this Policy also be included in the Policy Manual document.

Background:

This policy is incorporated in the reviewed and updated Disability Access and Inclusion Plan (DAIP) (2013-18) which was adopted by Council in July 2013. This policy however, has never been included in our Policy Manual and therefore is not reviewed as part of the annual policy review process.

Council requested that a new Aged Care policy be developed that include Disability Services. Once the relevant and related documentation research was conducted as part of developing this policy, it soon came to light that a Disability Access and Inclusion Policy was already developed and adopted by Council.

Details:

The original policy has been developed so it would become part of the Shires Governance framework and show the Councils leadership in committing to achieve the desired outcomes of the DAIP.

Implementation of the DAIP is the responsibility of all areas of the Shire. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

The DAIP Implementation Plan sets out who is responsible for each action.

Statutory and Legal Considerations:

The Disability Services Act 1993 requires that West Australian public authorities develop and implement a Disability Access and Inclusion Plan. The Act makes these plans mandatory and prescribes their development, implementation and reporting.

The Disability Services Act requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission. The Implementation Plan can be updated more frequently if desired.

The Disability Services Act requires the Shire to report on the implementation of its DAIP in

its Annual Report outlining:

- progress towards the desired outcomes of its DAIP;
- progress of its agents and contractors towards meeting the seven desired outcomes; and
- the strategies used to inform agents and contractors of its DAIP.

The Shire is also required to report on progress in the prescribed format to the Disability Services Commission by July 31 each year.

Policy Considerations:

The existing DAIP policy was adopted by Council in July 2013 as part of the adoption of the reviewed document.

Consultation:

The draft policy was presented to the June 2015 CBF for discussion.

Financial Implications:

Provisions are made in successive annual budgets to enable the Shire to comply with the Disability Services Act and Regulations.

Strategic Community Plan (2013 – 2023)

Outcome 1.6: Quality of life for the aged and disabled.

Strategy 1.6.1 Provide ongoing support for aged care planning, facilities and services to meet the needs of the aged and disabled.

Corporate Business Plan (2015-2019)

Strategy 1.6.1 Activities & Services 2015-2019:

- Implement the Disability Access and Inclusion Plan.

Officer's Comment:

The Disability Access and Inclusion Policy **Attachment 13.07.15.03A** aims to address the Goals and Outcomes from our Strategic Community Plan and support the DAIP (2013-18) Outcomes and Implementation Plan.

As this policy was adopted by Council in July 2013, it is not considered necessary to repeat this process, instead the Officers Recommendation is for Council to note that the policy is part of our current DAIP (2013-18) and will now be included in the Policy Manual document.

Voting Requirements:

Simple majority

Officer's Recommendation:

That:

1. **Council notes that the attached 13.07.15.03A Disability Access and Inclusion Policy forms part of the Shires DAIP (2013-18)**
2. **This Policy be included in the Policy Manual document.**

SEPARATE ATTACHMENT 13.07.15.03A

16.05.15.0 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.**