



ORDINARY COUNCIL MEETING

AGENDA

18 May 2017

12.00	pm	LUNCH
12.30	pm	COUNCIL MEETING
1.30	pm	REVIEW OF THE WORKS PROGRAMS
2.30	pm	OFFICERS REPORTS
3.15	am	CITIZENSHIP CEREMONY
3.30	pm	AFTERNOON TEA
4.00	pm	COUNCIL BRIEFING FORUM – BUDGET SESSION
6.30	pm	DINNER

**SHIRE OF BROOKTON
ORDINARY COUNCIL MEETING**

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 18 May 2017 in the Council Chambers at the Shire Administration Centre commencing at 12.30 pm.

The business to be transacted is shown in the Agenda.

Ian D’Arcy
CHIEF EXECUTIVE OFFICER

12 May 2017

DISCLAIMER

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

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1.05.17	DECLARATION OF OPENING/ATTENDANCE
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2.05.17	ANNOUNCEMENT OF VISITORS
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3.05.17	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
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Nil

4.05.17	PUBLIC QUESTION TIME
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5.05.17	APPLICATIONS FOR LEAVE OF ABSENCE
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6.05.17	PETITIONS/DEPUTATIONS/PRESENTATIONS
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Nil

7.05.17	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS
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ORDINARY COUNCIL MEETING MINUTES – 20 APRIL 2017

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Thursday 20 April 2017, be confirmed as a true and correct record of the proceedings.

SIMPLE MAJORITY VOTE REQUIRED

8.05.17	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION
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(Includes Condolences)

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

Disclosure of Financial & Proximity Interests

- 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*).
- 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

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

Financial, Proximity and Impartiality Interests

Item no.	Members/Officers	Type of Interest	Nature of Interest

File No:	ADM 0360
Date of Meeting:	08/05/2017
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Courtney Fulwood – Executive Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author does not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

This item relates to specific matters and recommendations arising from the Shire of Brookton Bush Fire Advisory Committee (BFAC) for Council for its consideration and determination. The respect matters are listed as follows:

1. Adopt the proposed changes to the Shire of Brookton’s Fire Break Order 2017-2018
2. Establish a local law to restrict the burning of garden refuse and open camping or cooking fires during the prohibited burning season
3. Allocate an amount of \$200 in the 2017/2018 budget for the acquisition of 50 Fire Response Identification Stickers.

Description of Proposal:

With reference to the summary above, the BFAC minutes OF THE 30th March, 2017 promoted the following recommendations:

1. COMMITTEE RECOMMENDATION

Moved: TRAVIS EVA ***Seconded:*** JAMIE BLIGHT

That Council endorsed the revised Shire of Brookton Firebreak Order 2017/2018 as amended by the Bushfire Advisory Committee and presented in Attachment 4.03.17(c).

**BFAC 3.03.17
CARRIED**

2. COMMITTEE RECOMMENDATION

Moved: TRAVIS EVA ***Seconded:*** JAMIE BLIGHT

That Council create a local law to restrict the burning garden refuse and open camping or cooking fires during prohibited burning season.

**BFAC 4.03.17
CARRIED**

3. COMMITTEE RECOMMENDATION

Moved: MURRAY HALL ***Seconded:*** TRAVIS EVA

To action item number 6.09.16.02 of the pervious Bush Fire Advisory Committee meeting minutes to request to Council to order 50 Fire Response Identification Stickers.

**BFAC 6.03.17
CARRIED**

Background:

The BFAC at its meeting held 29 September 2016 created a working group for the purpose of improving the effectiveness of the Shire of Brookton Fire Break Order.

The working group subsequently met on the 8 March 2017 to review the Fire Break Order that resulted in a number of recommended changes being presented to the BAFC at its meeting held on the 30 March 2017. The BFAC further discussed the Fire Break Order and the working group's proposed amendments, and proceed to make additional changes as outlined in **Attachment 10.05.17.01** to this report.

In addition, the BAFC also discussed the matter of open camp and cooking fires and burning of garden refuse during a prohibitive Burning period, and recommended that Council create a local law to restrict these activities during the prohibited burning season.

A final point of discussion at the BFAC meeting was the purchase of 50 Fire Response Identification Stickers. The Committee formed the view that these stickers can be distributed to bushfire volunteers and would be extremely useful when involved in fighting a bushfire and moving around or through an incident area. This discussion has also formed the basis of a recommendation to Council.

Consultation:

Council representative have been in attendance at the BFAC meeting and contributed to the discussion on BFAC recommendations.

Furthermore, the minutes of the BFAC held of the 30th March 2017 were presented to Council for information on the 18th April 2017 at the Ordinary Meeting of Council.

Statutory Environment:

The matters raised in this report are regulated under the Bushfires Act, 1954 with exception to the making of a Local law that is undertake in accordance with Section 3.12 of the *Local Government Act, 1995*.

Relevant Plans and Policy:

There is no Council Policy applicable to this report.

Financial Implications:

To generate a Local Law it is suggested Council will need to set aside approximately \$2,000 to cover drafting and process costs, including publication in the Government Gazette.

Furthermore, it is estimated the cost purchase 50 Fire Response Identification Stickers will be \$200.

Therefore it is recommended the Council allocate an amount of \$2,200 for consideration in the draft 2017/18 budget.

Risk Assessment:

Generally, the risk associated with bush fire management is high, propelling the importance of measures outlined in the Shire of Brookton's Bush Fire Notice to be practical and effective in implementation to assist addressing the genuine risk of bushfire.

Community & Strategic Objectives:

This initiative aligns with the following outcome and strategy outlined the Council's Strategic Community Plan 2013 – 2023, detailed below:

Outcome 1.5: A safe community

Strategy 1.5.2: Support the community in emergency and fire management planning and preparedness.

Comment

With Shire Officers having been offered the opportunity to contribute to the rewording of the Shire of Brookton's Bush Fire Order, it is confirmed the draft Order (as presented in **Attachment 10.05.17.01**) has improved in its wording to be more informative and practical in implementation for the 2017/18 bushfire session.

Also, It is viewed the request for Local Law on the burning of garden refuse and open camping or cooking fires during the prohibited burning season will greatly benefit in managing irresponsible behaviour.

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse the revised Shire of Brookton Firebreak Order 2017/2018 as amended by the Bushfire Advisory Committee and presented in Attachment 10.05.17.01;***
- 2. In accordance with Section 3.12 of the Local Government Act, 1995 request the CEO prepare a draft Bushfire Control Local Law to be brought back to Council for its consideration.***
- 3. Allocate an amount of \$200 in the 2017/2018 budget for the acquisition of 50 Fire Response Identification Stickers.***

Attachments

Attachment 10.05.17.01 – Fire Break Order 2017-2018

**BUSH FIRES ACT 1954
Shire of Brookton Firebreak Order 2017 / 2018**

**PLEASE READ CAREFULLY
THESE ARE YOUR LEGAL REQUIREMENTS**

Action is required by all land owners and occupiers to comply with this notice by 1 November each year and to maintain compliance until 15 April following for each and every year.

PURSUANT to the powers contained in Section 33 of the Bush Fires Act 1954 (as amended) you are hereby required **on or before the 1st day of November** to construct firebreaks in accordance with the following, and thereafter to maintain firebreaks **up to and including the 14th day of April**, in such positions/dimensions and specifications as required by this Order or approved in writing by Council or its authorised officer.

FAILURE TO COMPLY MAY RESULT IN A \$5,000 PENALTY.

Definitions

“FIREBREAK” means a strip of land that has been cleared of all trees, bushes, grasses and any other object or thing or flammable material leaving clear bare mineral earth. This includes the trimming back of all overhanging trees, bushes, shrubs and any other object or thing over the firebreak area to a minimum vertical clearance of 4 metres.

“AVAILABLE FUEL” means any material such as grass, leaf litter, twigs, bark, logs and live vegetation that will burn within the first three minutes of a fire.

“PLANTATION” means any area of planted trees, other than a windbreak, within gazetted townships exceeding 3 hectares and elsewhere exceeding 10 hectares. Windbreak means a planted area of trees not exceeding 100 metres in depth and 1 kilometre in length. Separation between windbreaks must be 50 metres on the sides and 15 metres at the ends to provide for vehicle access.

“PROPERTY” means the total of all aggregated land parcels owned by one landholder in the Shire of Brookton.

“TRAFFICABLE” means to enable travel from one point to another in a 4x4 fire vehicle on a firm and stable surface, unhindered and without any obstruction that may endanger resources. No firebreak is to terminate without provision for egress to a safe place or a cleared turn-around area of not less than 19 meter radius.

“VACANT LAND” means land that is not grazed and has no buildings or structures upon it.

Schedule

1. TOWNSITE LAND

Is all land within the Brookton Townsite.

- 1.1 All townsite properties **equal to or less than 2,023 m² in size** are required to be fire hazard reduced by
 - a. Reduction of the vegetation fire hazard to a maximum height of 75mm. All slashed material is to be removed.
- 1.2 All townsite properties **over 2,023 m² in size** are required to be fire hazard reduced by:
 - a. Construction and maintenance of a 3 metre wide bare mineral earth unobstructed trafficable firebreak within 3 metres of the boundary; and
 - b. Reduction of the vegetation fire hazard to a maximum height of 75mm including the removal of slashed material, unless an exemption is granted by the Chief Executive Officer in consultation with the Chief Bush Fire Control Officer and VFRS Captain.
 - c. Firebreak must be constructed on and contained within the property: footpaths and roads or road verges will not be accepted as firebreaks.

2. RURAL LAND

Is all land outside the Brookton Townsite.

- 2.1 All rural properties **equal to or less than 100 hectares in size** are required to be fire hazard reduced by:
 - a. Construction and maintenance of a 3 metre wide bare mineral earth unobstructed trafficable firebreak within 30 metres of the boundary of the property; **and**
 - b. Any activity that may start a fire on the property requires an operational independent mobile water filled fire fighting unit with a water capacity of not less than 450 litres to be at the ready *throughout the restricted and prohibited burning period*. Trailer type units must be attached to a towing vehicle and slip-on units must be attached to the tray of the vehicle in accordance with manufacturer's instructions; **and**
 - c. Construction of a 5 metre wide bare mineral earth unobstructed trafficable firebreak within 15 metres of and surrounding all buildings, sheds, fuel storage including drums and flammable chemicals, silos and fodder stacks as well as hay stacks within a shed or within 400 metres from any infrastructure including operational generators and stationary motors.
- 2.2 All rural properties and aggregated land within the Shire of Brookton over 100 hectares in size are required to be fire hazard reduced by:
 - a. Construction of a 5 metre wide bare mineral earth unobstructed trafficable firebreak within 15 metres of and surrounding all buildings, sheds, fuel storage including drums and flammable chemicals, silos and fodder stacks as well as hay stacks within a shed or within 400 metres from any infrastructure including operational generators and stationary motors.; and
 - b. Provision on the property of an operational independent mobile water filled fire fighting unit with a water capacity of not less than 450 litres to be at the ready *throughout the restricted and prohibited burning period*. Any activity that may start a fire, trailer type units must be attached to a towing vehicle and slip-on units must be attached to the tray of the vehicle in accordance with manufacturer's instructions.

Note: Hay and straw stacks in open paddock areas awaiting pickup and removal are not required to be surrounded by a firebreak.

3. PLANTATIONS

Meaning any area of planted trees, other than a windbreak, within gazetted townsites exceeding 3 hectares and elsewhere exceeding 10 hectares.

- 3.1 Boundary firebreaks: a 15 metre clear area is required on all boundaries of plantations and along public roads. This clear area must have a minimum trafficable surface of 5 metres of clear bare mineral earth and a minimum vertical clearance of 4 metres. The remaining 10 metres must be maintained in a low fuel condition, i.e. closely mowed, grazed or sprayed.
- 3.2 Compartment firebreaks: internal firebreaks between compartments of up to 30 hectares must be a minimum of 6 metres wide and for compartments over 30 hectares a minimum of 10 metres wide. In all cases a 5 metre trafficable surface and a minimum 4 metre vertical clearance should be maintained to allow access by fire fighting appliances.
- 3.3 Fire fighting water supplies: must be designed and constructed to enable heavy duty fire fighting equipment to access the water supply in accordance with the FESA Guidelines for Plantation Fire Protection 2011 or as revised. A copy of these Guidelines is available from the shire office upon request.
- 3.4 Fire fighting equipment must be provided by the plantation owner to the minimum standards recommended in the FESA Guidelines for Plantation Fire Protection 2011 or as revised.
- 3.5 Paragraphs 3.1 to 3.4 do not apply to established plantations which have received planning approval and have an approved fire management plan as part of that planning approval. Owners and managers of such plantations must comply with the conditions of their fire management plan.

4. BURNING OFF

- 4.1 During the restricted and prohibited burning periods a written permit must be obtained from a Shire of Brookton fire control officer prior to any burning off activity being conducted.

5. RESPONSIBILITY

- 5.1 Section 28 of the Bush Fires Act provides that where a bushfire is burning during restricted or prohibited times, the occupier of the land shall forthwith, whether he or she has lit or caused such a fire to be lit or not, take all possible steps to extinguish the fire. Where owners or occupiers fail to extinguish the fire a Fire Control Officer may take all proper measures to extinguish such a fire and the expenses of that action are recoverable from owners and occupiers.

6. INSPECTIONS AND PENALTIES

- 6.1 Firebreaks and hazard reductions will be inspected on or after the 1st day of November each year.
- 6.2 Failure to install and maintain firebreaks in accordance with this notice may result in a penalty of up to \$5,000 and a person in default is also liable, whether prosecuted or not, to pay the costs of performing the work directed in this notice if it is not carried out by the owner or occupier by the date required by this notice.

7. ALTERNATIVE MEASURES

- 7.1 If it is considered to be impractical for any reason to comply with the provisions of this notice, application may be made, no later than the 15th of October each year, in writing to Council or its authorised officer for permission to provide alternative fire protection measures. If permission is not granted the requirements of this notice must be complied with.

8. NEW OWNERS AND OCCUPIERS

- 8.1 If you become owner or occupier of land after the 1st day of November, the requirements of this notice are varied so as to require you to comply with the terms of this notice within fourteen days of you becoming owner or occupier of the land.

9. SLASHER AND ROTARY MOWER BAN

- 9.1 In accordance with Council Policy 2.21 Slasher and Rotary Mower Ban; a ban applies on the use of slashers and rotary mowers from 1 December to 28 February during the hours of 6:00 am to 6:00 pm and from 6.00 pm the day before a Total Fire Ban unless the use is:
- On a property within a townsite, of any size, that are reticulated or irrigated, or;
 - On a property outside of the townsite, with the area being slashed or mowed is irrigated or reticulated and is less than 1 hectare.

BY ORDER OF THE COUNCIL SHIRE OF BROOKTON

What can I burn?	Garden refuse 6 pm to 11 pm	Wood and solid fuel barbecues	Grass, paddock, bonfire, bush
RESTRICTED Burning Period Permits Required 19 September to 14 November	Yes Permit required *	Yes	Yes Permit required *
PROHIBITED Burning Period 15 November to 28 February	No Burning and No Fires		
	No	Not on days of VERY HIGH, SEVERE, EXTREME or CATASTROPHIC fire danger	No
RESTRICTED Burning Period Permits Required 1 March to 14 April	Yes Permit required *	Yes	Yes Permit required *

* All permits cancelled on VERY HIGH, SEVERE, EXTREME or CATASTROPHIC fire danger.

11.05.17 COMMUNITY SERVICES REPORTS

Nil

12.05.17 FINANCE & ADMINISTRATION REPORT**12.05.17.01 LIST OF ACCOUNTS FOR PAYMENT**

File No:	N/A
Date of Meeting:	18/05/17
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Corinne Kemp – Finance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no financial interest in this matter.
Voting Requirements:	Simple Majority
Previous Report:	20/04/17

Summary of Item:

The list of accounts for payment to 30th April 2017 are presented to Council for inspection.

Description of Proposal:

N/A

Background:

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

Consultation:

N/A

Statutory Environment:

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

Relevant Plans and Policy:

Policy No. 4.4 of the Council Policy Manual states that the Chief Executive Officer is 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.

Risk Assessment:

No risk identified

Community & Strategic Objectives:

No reference

Comment

Totals of all payments from each of Council's bank accounts are listed below and detailed within Attachment 12.05.17.01A.

To 30th April 2017

Municipal Account

Direct Debits	\$93,015.78
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EFT	\$405,531.80
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Cheques	\$34,531.71
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Trust Account	\$330.00
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OFFICER'S RECOMMENDATION

That with respect to the list of accounts for payment, Council: note the payments authorised under delegated authority and detailed below and in the List of Accounts 30 April 2017, per the summaries included in Attachment 12.05.17.01.

To 30 April 2017

Municipal Account

Direct Debits	\$93,015.78
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EFT	\$405,531.30
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Cheques	\$34,531.71
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Trust Account	\$330.00
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Attachments

Attachment 12.05.17.01

APRIL 2017 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 18 MAY 2017
ATTACHMENT 12.05.17.01A

Chq/EFT	Date	Name	Description	Amount
1057	05/04/2017	AMANDA YARRON	BOND REFUND HIRE OF HALL	\$ 110.00
1058	05/04/2017	COLIN & KAREN MILLS	BOND REFUND HIRE OF COMMUNITY ROOM	\$ 110.00
1059	05/04/2017	KEEDAC	BOND REFUND HIRE OF HALL	\$ 110.00
TOTAL TRUST				\$ 330.00

Chq/EFT	Date	Name	Description	Amount
EFT8082	05/04/2017	AMAZING 50'S CATERING	CATERING FOR COUNCIL MEETING 16/03/17	\$ 300.00
EFT8083	05/04/2017	AMPAC DEBT RECOVERY	RATES DEBT COLLECTION MARCH 2017	\$ 66.00
EFT8084	05/04/2017	AUSTRALIA POST	POSTAGE FEBRUARY 2017	\$ 474.78
EFT8085	05/04/2017	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY & PAPERS 2017	\$ 585.00
EFT8086	05/04/2017	BAPTISTCARE	KALKARNI RESIDENCY GENERATOR WORKS PROFESSIONAL CONSULTING	\$ 18,779.99
EFT8087	05/04/2017	BROOKTON CLUB HOTEL	WINE	\$ 55.00
EFT8088	05/04/2017	BROOKTON TELEGRAPH	CONTRIBUTION FOR ALL ADVERTISING 2016/17	\$ 2,245.00
EFT8089	05/04/2017	BROOKTON TYRE SERVICE	NEW TYRES MAZDA CX5 & L6	\$ 1,209.74
EFT8090	05/04/2017	BURGESS RAWSON (WA) PTY LTD	WATER USAGE 20/01/17 TO 20/03/17 RAILWAY STATION	\$ 625.36
EFT8091	05/04/2017	BW JAMES TRANSPORT	DELIVER CHLORINE CYLINDER SWIMMING POOL	\$ 139.70
EFT8092	05/04/2017	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 346.28
EFT8093	05/04/2017	COURIER AUSTRALIA	FREIGHT	\$ 53.71
EFT8094	05/04/2017	JASON SIGNMAKERS	BOLLARDS & T JUNCTION SIGNS	\$ 2,328.70
EFT8095	05/04/2017	KELLY D'ARCY	REIMBURSEMENT OF MONIES FOR PURCHASE OF SHELVING UNITS FOR STORAGE OF RECORDS AT SHIRE ADMINISTRATION BUILDING	\$ 318.00
EFT8096	05/04/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY 24/03/17	\$ 220.00
EFT8097	05/04/2017	LGIS RISK MANAGEMENT	RRC PROGRAMME 2ND INSTALMENT 2016/17	\$ 7,136.80
EFT8098	05/04/2017	LYN KAY	CIRCUIT CLASSES AT BROOKTON ALL HOURS GYM	\$ 240.00
EFT8099	05/04/2017	NICHOLLS BUS & COACH SERVICE	LICENSING INSPECTION OF COMMUNITY BUS	\$ 154.25
EFT8100	05/04/2017	PINGELLY TIMES	FULL PAGE ADVERTISEMENT FOR TRIATHLON 14/03/17	\$ 30.00
EFT8101	05/04/2017	QUALITY TRANSPORT	FREIGHT	\$ 38.01
EFT8102	05/04/2017	ROSALIE PECH EVA	REIMBURSEMENT OF TRIATHLON ENTRY FEES DUE TO CANCELLATION OF EVENT	\$ 10.00
EFT8103	05/04/2017	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 105.00
EFT8104	05/04/2017	TOTALLY CONFIDENTIAL RECORDS	STORAGE OF ARCHIVE BOXES	\$ 128.70
EFT8105	05/04/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 24/03/17 TO 28/03/17	\$ 841.50
EFT8106	12/04/2017	ADVANTAGE SETTLEMENTS	SETTLEMENT FEES FOR APPLICATION TO REGISTER DEPOSITED PLAN 409156 TO ENABLE ISSUE OF TITLES COSTS AND DISBURSEMENTS	\$ 1,235.89
EFT8107	12/04/2017	SHIRE OF BROOKTON	MASTERCARD PURCHASES MARCH 2017	\$ 209.10
EFT8108	12/04/2017	SHIRE OF BROOKTON	MASTERCARD PURCHASES MARCH 2016	\$ 4.00

EFT8109	27/04/2017	AQUASOL	FLOCCULENT & CHLORINE	\$ 1,743.50
EFT8110	27/04/2017	AUSTRALIA POST	POSTAGE MARCH 2017	\$ 320.02
EFT8111	27/04/2017	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGMENT FEES APRIL 2017	\$ 231,757.54
EFT8112	27/04/2017	BITUTEK PTY LTD	SPRAY SEAL WORKS BROOKTON/KWEDA ROAD	\$ 23,462.01
EFT8113	27/04/2017	BRIAN WILLIAMS	SIDE TIPPER, FLOAT & WATER TRUCK HIRE BROOKTONKWEDA ROAD	\$ 13,618.00
EFT8114	27/04/2017	BROOKTON AUSKICK FOOTBALL CLUB JUNIOR	KIDSPORT VOUCHER	\$ 55.00
EFT8115	27/04/2017	BROOKTON COMMUNITY RESOURCE CENTRE	ANNUAL CONTRIBUTION LIBRARY SERVICES APRIL 2017 TO JUNE 2017	\$ 6,875.00
EFT8116	27/04/2017	BROOKTON DELI	CATERING FOR PRESIDENTS DINNER, ATERNOON TEA & LUNCH FOR COUNCIL MEETING 16/03/17	\$ 534.00
EFT8117	27/04/2017	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT WAGES	\$ 339.44
EFT8118	27/04/2017	BROOKTON SUPERMARKET	COFFEE, BISCUITS, MILK, KEY CUTTING, INSECT KILLER & CLEANING PRODUCTS	\$ 396.27
EFT8119	27/04/2017	BROOKTON TYRE SERVICE	TYRES, FITTING & BALANCE PU23	\$ 308.00
EFT8120	27/04/2017	COOTE MOTORS	SERVICING & REPAIRS APRIL 2017	\$ 1,221.49
EFT8121	27/04/2017	COUNTRY COPIERS	MONTHLY PHOTOCOPIER READING MARCH 2017	\$ 500.87
EFT8122	27/04/2017	CREATIVEADM	LETTERHEAD DESIGN	\$ 270.60
EFT8123	27/04/2017	DIGGA WEST & EARTHPARTS WA	1 SET OF BROOM BOBBINS FOR DIGGA BROOM	\$ 777.70
EFT8124	27/04/2017	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & PETROL PURCHASES APRIL 2017	\$ 8,803.59
EFT8125	27/04/2017	H RUSHTON & CO	SERVICING & REPAIRS APRIL 2017	\$ 1,327.40
EFT8126	27/04/2017	IXOM	70KG CHLORINE GAS CYLINDER & SERVICE FEE SWIMMING POOL	\$ 515.77
EFT8127	27/04/2017	JASON SIGNMAKERS	SIGNS	\$ 973.68
EFT8128	27/04/2017	JR & A HERSEY PTY LTD	SPRAY MARK, RAGS, MASKS & GLOVES	\$ 653.25
EFT8129	27/04/2017	LANDGATE (DOLA)	GRV & RURAL UV'S CHARGEABLE	\$ 455.70
EFT8130	27/04/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY 30/03/17	\$ 660.00
EFT8131	27/04/2017	LESLIE ROBERT EYRE	OVAL CONTRACT MARCH 2017	\$ 400.00
EFT8132	27/04/2017	LYN KAY	CIRCUIT CLASSES AT BROOKTON ALL HOURS GYM	\$ 360.00
EFT8133	27/04/2017	MINUTEMAN PRESS	TRIFOLD BROCHURE INTRODUCING NEW BRAND	\$ 308.00
EFT8134	27/04/2017	NARROGIN ELECTRICAL APPLIANCE TESTING	PORTABLE ELECTRICAL APPLIANCES TEST AND TAGGING SHIRE OWNED BUILDINGS	\$ 1,135.20
EFT8135	27/04/2017	QUALITY PRESS	BFS PERMIT TO SET FIRE TO BUSH	\$ 88.00
EFT8136	27/04/2017	RAAN ENTERPRISES	HIRE OF EXCAVATOR AND EARTHWORKS BROOKTON KWEDA ROAD	\$ 1,320.00
EFT8137	27/04/2017	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROL FOR ROAD WORKS	\$ 3,544.89
EFT8138	27/04/2017	SERVICEWEST	IT SUPPORT MARCH 2017	\$ 234.08
EFT8139	27/04/2017	SGS	WATER TESTING	\$ 176.00
EFT8140	27/04/2017	STABILISED PAVEMENTS OF AUSTRALIA PTY LTD	BROOKTONKWEDA ROAD	\$ 59,859.25
EFT8141	27/04/2017	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL PURCHASES	\$ 145.73
EFT8142	27/04/2017	THE WEST AUSTRALIAN	EMPLOYMENT ADVERTISEMENTS IN THE NARROGIN OBSERVER	\$ 427.20
EFT8143	27/04/2017	TUTT BRYANT EQUIPMENT	SERVICE MULTI ROLLER AND FIX BREAKS	\$ 3,223.79
EFT8144	27/04/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 07/04/17 TO 13/04/17	\$ 631.12
EFT8145	27/04/2017	WA LOCAL GOVERNMENT ASSN	THE INTERGRATED STRATEGIC PLANNING WORKSHOP KATANNING 30/3/17	\$ 100.00
EFT8146	27/04/2017	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	ARCHIVE BOX STORAGE	\$ 128.70
TOTAL EFT				\$ 405,531.30

Chq/EFT	Date	Name	Description	Amount
18046	05/04/2017	AINSLEY COUSINS	REIMBURSEMENT OF TRIATHLON ENTRY FEES DUE TO CANCELLATION OF EVENT	\$ 20.00
18047	05/04/2017	AUSTRALIAN COMMUNICATIONS AUTHORITY	APARATUS LICENSE 02/04/17 NTO 02/04/18	\$ 1,039.00
18048	05/04/2017	BRUCE AND ELIZABETH AMOS	RATES REFUND FOR ASSESSMENT A2577 166 BROOKTON HWY BROOKTON 6306	\$ 558.36
18049	05/04/2017	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY MARCH 2017	\$ 133.50
18050	05/04/2017	BUILDING COMMISSION	BUILDING SERVICES LEVY MARCH 2017	\$ 226.60
18051	05/04/2017	C FISHLOCK	REIMBURSEMENT OF TRIATHLON ENTRY FEES DUE TO CANCELLATION OF EVENT	\$ 60.00
18052	05/04/2017	D WALTERS	REIMBURSEMENT OF TRIATHLON ENTRY FEES DUE TO CANCELLATION OF EVENT	\$ 30.00
18053	05/04/2017	DS & NJ MORRISON	Rates refund for assessment A106 157 COLE ROAD BROOKTON 6306	\$ 1,858.85
18054	05/04/2017	GARY HARRIS	REIMBURSEMENT OF TRIATHLON ENTRY DUE TO CANCELLATION OF THE EVENT	\$ 20.00
18055	05/04/2017	GAVIN PEPPER	REIMBURSEMENT OF TRIATHLON ENTRY DUE TO CANCELLATION OF EVENT	\$ 15.00
18056	05/04/2017	NOREEN ANN NEESON	RATES REFUND FOR ASSESSMENT A742 26 KING STREET BROOKTON 6306	\$ 705.37
18057	05/04/2017	SHARYN OLSEN	REIMBURSEMENT OF PRE EMPLOYMENT MEDICAL	\$ 110.00
18058	05/04/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 160.00
18059	05/04/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 250.00
18060	05/04/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 160.00
18061	05/04/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 150.00
18062	05/04/2017	SYNERGY	ELECTRICITY 08/02/17 TO 08/03/17 ADMINISTRATION BUILDING, MADISON SQUARE, SEWERAGE PUMP, COMMUNITY HOUSING COMMON, MENS SHED, WATER HARVESTING, DEPOT, OVAL, CARAVAN PARK, MEMORIAL HALL & SEWERAGE PUMP	\$ 6,034.25
18063	05/04/2017	TELSTRA CORPORATION	TELEPHONE SWIMMING POOL & DEPOT	\$ 87.38
18064	05/04/2017	WATER CORPORATION OF WA	WATER KALKARNI, CARAVAN PARK, PAVILION, MADISON SQUIRE, MEMORIAL HALL, ADMINISTRATION, SWIMMING POOL, MEMORIAL PARK, DEPOT, GARDENS & STANDPIPE	\$ 9,885.94
18065	27/04/2017	BARRETT'S ARCHITECTURAL PRODUCTS AND URBAN LOCKSMITHING	KEYS WB EVA PAVILION	\$ 55.00
18066	27/04/2017	BROOKTON MEDICAL PRACTICE	PREEMPLOYMENT MEDICAL DCEO	\$ 120.00
18067	27/04/2017	KEWDALE HIRE	HIRE OF MULTI TYRE ROLLER	\$ 2,706.00
18068	27/04/2017	NATALIA HALL	REFUND OF COMMUNITY ROOM BOOKING FEES AS BOOKING CANCELLED	\$ 51.00
18069	27/04/2017	SYNERGY	ELECTRICITY SWIMMING POOL & STREETLIGHTS 13/01/17-27/03/17	\$ 8,626.70
18070	27/04/2017	TELSTRA CORPORATION	MOBILE TELEPHONES, SWIMMING POOL, DEPOT, ADMINISTRATION BUILDING & IPAD ACCOUNTS	\$ 1,351.51
18071	27/04/2017	TRUCKLINE	FILTERS & FUEL/WATER SEPARATOR	\$ 117.25
TOTAL CHQ				\$ 34,531.71
TOTAL MUNICIPAL				\$ 440,063.01

DIRECT DEBITS FOR APRIL 2017		
SALARIES & WAGES	\$	80,267.72
MERCHANT FEES	\$	88.51
SUPERANNUATION	\$	12,659.55
TOTAL	\$	93,015.78

TERM DEPOSIT TRANSFERS FOR APRIL 2017		
OPENING BALANCE	\$	3,244,208.52
RESERVES TRANSFERS IN	\$	422,280.00
RESERVES TRANSFERS OUT	-\$	115,362.00
RESERVES (INTEREST)	\$	42,809.43
TRUST	\$	-
TOTAL	\$	3,593,935.95

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO		
DATE	DESCRIPTION	AMOUNT
2/3/17	WESTNET - DEPOT	\$ 49.95
2/3/17	WESTNET - ADMINISTRATION	\$ 109.95
10/3/17	SAFETY CULTURE -IAUDITOR SUBSCRIPTION	\$ 13.20
30/3/17	HARVEY NORMAN - USB CABLE	\$ 28.00
30/3/17	CARD FEE X 2	\$ 8.00
	TOTAL	\$ 209.10

SHIRE OF BROOKTON CREDIT CARD PURCHASES DCEO		
DATE	DESCRIPTION	AMOUNT
30/3/17	CARD FEE	\$ 4.00
	TOTAL	\$ 4.00

File No:	N/A
Date of Meeting:	N/A
Location/Address:	lot/street/ locality
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Senior Finance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	There is no previous meeting reference

Summary of Item:

The Statement of Financial Activity for the period ended 30 April 2017 are presented to council.

Description of Proposal:

That Council receive the Statement of Financial Activity for the period ended 30 April 2017.

Background:

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

Consultation:

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

Statutory Environment:

Section 6.4 of the *Local Government Act 1995*.

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

Relevant Plans and Policy:

There is no Council Policy relative to this issue.

Financial Implications:

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

Risk Assessment:

No risk identified

Community & Strategic Objectives:

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

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

Comment

The Monthly Financial Report has been prepared in accordance with statutory requirements. A Schedule of Budget Variations is not required for this month.

OFFICER'S RECOMMENDATION

That Council receive the Statement of Financial Activity for the period ending 30 April 2017.

Attachments

Attachment 12.05.17.02

Shire of Brookton									
MONTHLY FINANCIAL REPORT									
For the Period Ended 30 April 2017									
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**Shire of Brookton
Monthly Reporting Model
Base Input Data**

General User Input

Local Government Name
Last Year (-2)
Last Year (-1)
Current Year

Current Reporting Period
Start of Current Financial Year
End of Financial Year

Data to appear in the Report

Shire of Brookton
2014-15
2015-16
2016-17
For the Period Ended 30 April 2017
01-Jul-16
30-Jun-17

Material Threshold

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

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

Material Variances Symbol

Above Budget Expectations
Below Budget Expectations

▲
▼

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

Statement of Financial Activity

Month	Operating Expenses		Operating Revenue		Capital Expenses		Capital Revenue	
	Budget 2016-17	Actual 2016-17	Budget 2016-17	Actual 2016-17	Budget 2016-17	Actual 2016-17	Budget 2016-17	Actual 2016-17
Jul	888,924	540,725	349,615	330,060	59,086	59,393	0	50,000
Aug	1,777,848	1,749,310	1,385,706	1,265,637	69,086	74,959	50,000	50,000
Sep	2,675,245	2,323,456	1,930,906	1,877,505	1,024,604	185,218	334,334	53,895
Oct	3,567,169	2,909,007	2,455,168	2,240,839	1,379,242	370,330	420,328	53,895
Nov	3,851,848	3,869,964	3,044,664	3,290,709	1,379,242	532,597	435,141	68,707
Dec	4,633,085	4,514,603	3,411,922	3,864,083	1,379,242	744,732	429,112	68,707
Jan	5,365,911	5,149,373	3,779,180	4,006,717	1,379,242	1,040,651	488,257	122,352
Feb	6,192,017	5,781,245	4,717,502	4,554,640	2,681,967	1,130,588	879,860	122,352
Mar	6,955,735	6,391,202	5,169,494	4,904,182	3,017,213	1,222,034	883,030	122,352
Apr	7,726,379	7,051,755	5,667,315	5,275,201	3,507,034	1,916,950	1,090,371	253,169
May								
Jun								

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

Note 2 - Net Funding Current Position

Month	Actual 2014-15 \$('000s)	Actual 2015-16 \$('000s)	Actual 2016-17 \$('000s)
Jul	42,756	928,555	252,685
Aug	2,656,260	3,202,878	2,326,820
Sep	2,464,408	2,749,446	2,370,041
Oct	898,436	1,831,612	937,948
Nov	2,380,552	2,375,371	2,372,945
Dec	2,152,049	2,763,219	2,281,134
Jan	1,612,969	1,750,990	1,759,604
Feb	1,290,467	1,831,612	1,753,268
Mar	1,290,467	1,097,925	1,593,419
Apr	898,436	1,097,925	937,948
May			
Jun			

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

Note 4 - Rates and Rubbish Collection History

Month	Last Year 2015-16 %	This Year 2016-17 %
Jul	16	56
Aug	13	10
Sep	76	72
Oct	79	76
Nov	78	82
Dec	84	84
Jan	88	90
Feb	92	91
Mar	97	93
Apr	97	97
May		
Jun		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 April 2017

	Note	Adopted Annual Budget	Amended Budget November OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
Operating Revenues		\$		\$	\$	\$	%
Governance		36,054	36,054	30,045	15,560	(14,485)	(48.21%)
General Purpose Funding		1,118,337	1,118,337	854,250	811,241	(43,009)	(5.03%)
Law, Order and Public Safety		34,763	34,763	28,940	28,528	(412)	(1.42%)
Health		2,509	2,509	2,080	984	(1,096)	(52.69%)
Education and Welfare		3,719,654	3,726,874	3,105,710	2,843,773	(261,937)	(8.43%)
Housing		82,562	121,268	101,060	84,630	(16,430)	(16.26%)
Community Amenities		520,003	479,002	469,880	426,046	(43,833)	(9.33%)
Recreation and Culture		177,790	177,790	131,620	75,071	(56,549)	(42.96%)
Transport		978,168	978,168	815,140	893,612	78,472	9.63%
Economic Services		87,775	82,475	68,720	61,627	(7,093)	(10.32%)
Other Property and Services		165,475	71,868	59,870	34,128	(25,742)	(43.00%)
Total (Excluding Rates)		6,923,090	6,829,107	5,667,315	5,275,201	(392,114)	(6.92%)
Operating Expense							
Governance		(680,722)	(803,706)	(669,500)	(550,259)	119,241	(17.81%)
General Purpose Funding		(230,073)	(225,553)	(187,920)	(181,418)	6,502	(3.46%)
Law, Order and Public Safety		(218,386)	(218,386)	(181,989)	(135,826)	46,163	(25.37%)
Health		(51,035)	(51,985)	(43,290)	(21,555)	21,735	(50.21%)
Education and Welfare		(3,856,839)	(3,862,079)	(3,218,370)	(3,212,882)	5,488	(0.17%)
Housing		(126,435)	(126,435)	(105,050)	(103,850)	1,200	(1.14%)
Community Amenities		(617,463)	(563,263)	(469,140)	(315,502)	153,638	(32.75%)
Recreation and Culture		(805,635)	(835,369)	(695,680)	(641,256)	54,424	(7.82%)
Transport		(3,870,659)	(2,420,445)	(2,016,970)	(1,854,445)	162,525	(8.06%)
Economic Services		(158,894)	(139,684)	(117,170)	(87,326)	29,844	(25.47%)
Other Property and Services		(89,365)	(25,758)	(21,300)	52,566	73,866	(346.79%)
Total		(10,705,506)	(9,272,663)	(7,726,379)	(7,051,755)	674,624	8.73%
Funding Balance Adjustment							
Add back Depreciation		4,023,244	2,570,580	2,142,150	1,878,322	(263,828)	(12.32%)
Adjust (Profit)/Loss on Asset Disposal	6	(9,248)	(9,248)	(7,707)	7,970	15,677	(203.42%)
Movement in Non Cash Provisions		0	0	0	0	0	
Net Operating (Ex. Rates)		231,580	117,776	75,379	109,738	34,359	45.58%
Capital Revenues							
Proceeds from Disposal of Assets	6	264,000	264,000	115,091	115,091	0	0.00%
Self-Supporting Loan Principal		38,036	38,036	31,697	22,716	(8,981)	(28.33%)
Transfer from Reserves	5	1,099,300	1,132,300	943,583	115,362	(828,221)	(87.77%)
Total		1,401,336	1,434,336	1,090,371	253,169	(837,202)	
Capital Expenses							
Land and Buildings	6	(1,136,600)	(1,337,090)	(1,114,242)	(126,594)	987,648	(88.64%)
Plant and Equipment	6	(540,500)	(508,500)	(423,750)	(81,847)	341,903	(80.68%)
Furniture and Equipment	6	(202,243)	(211,498)	(176,248)	(8,500)	167,748	(95.18%)
Infrastructure Assets - Roads & Bridges	6	(1,266,600)	(1,266,600)	(1,055,500)	(1,037,584)	17,916	(1.70%)
Infrastructure Assets - Sewerage	6	(213,680)	(213,680)	(178,067)	(59,425)	118,642	(66.63%)
Infrastructure Assets - Parks	6	(30,000)	(30,000)	(25,000)	0	25,000	(100.00%)
Repayment of Debentures	7	(122,136)	(122,136)	(101,780)	(115,639)	(13,859)	13.62%
Transfer to Reserves	5	(586,657)	(518,937)	(432,448)	(487,361)	(54,914)	12.70%
Total		(4,098,416)	(4,208,441)	(3,507,034)	(1,916,950)	1,590,084	(45.34%)
Net Capital		(2,697,080)	(2,774,105)	(2,416,663)	(1,663,781)	752,882	(31.15%)
Total Net Operating + Capital		(2,465,500)	(2,656,329)	(2,341,284)	(1,554,043)	787,241	(33.62%)
Rate Revenue		1,917,236	1,917,236	1,917,406	1,919,143	1,737	0.09%
Opening Funding Surplus(Deficit)		549,058	572,848	572,848	572,848	(23,790)	(4.15%)
Closing Funding Surplus(Deficit)	2	793	(166,246)	148,970	937,948	765,188	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 30 April 2017

	NOTE	2016/17 Adopted Budget \$	2016/17 Amended Budget November OCM	2016/17 YTD Budget \$	2016/17 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES						
Rates		1,917,236	1,917,236	1,917,406	1,919,143	1,737
Operating Grants, Subsidies and Contributions		3,812,835	3,812,835	3,112,624	2,842,604	(270,020)
Fees and Charges		1,499,148	1,500,764	1,304,620	1,273,674	(30,945)
Interest Earnings		199,619	199,619	166,330	132,932	(33,398)
Other Revenue		309,101	218,802	182,260	125,161	(57,099)
		7,737,938	7,649,255	6,683,239	6,293,514	(389,725)
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs		(1,183,719)	(1,223,949)	(1,019,300)	(1,000,780)	18,520
Materials and Contracts		(4,968,682)	(4,937,563)	(4,114,030)	(3,745,628)	368,402
Utilities		(158,895)	(147,395)	(122,640)	(110,965)	11,675
Depreciation		(4,023,244)	(2,570,580)	(1,341,081)	(1,878,322)	(537,241)
Interest Expenses	7	(122,249)	(122,249)	(40,750)	(89,521)	(48,772)
Insurance		(213,229)	(213,429)	(213,229)	(198,062)	15,167
Other Expenditure		(14,202)	(14,202)	(15,980)	(581)	15,399
		(10,684,221)	(9,229,367)	(6,867,010)	(7,023,859)	(156,850)
		(2,946,283)	(1,580,112)	(183,771)	(730,345)	(546,575)
Non-Operating Grants, Subsidies & Contributions		1,071,854	1,066,554	943,167	880,634	(62,533)
Profit on Asset Disposals	6	30,534	30,534	25,430	20,195	(5,235)
Loss on Asset Disposals	6	(21,285)	(30,592)	(25,480)	(27,895)	(2,415)
NET RESULT		(1,865,180)	(513,617)	759,346	142,589	(616,758)

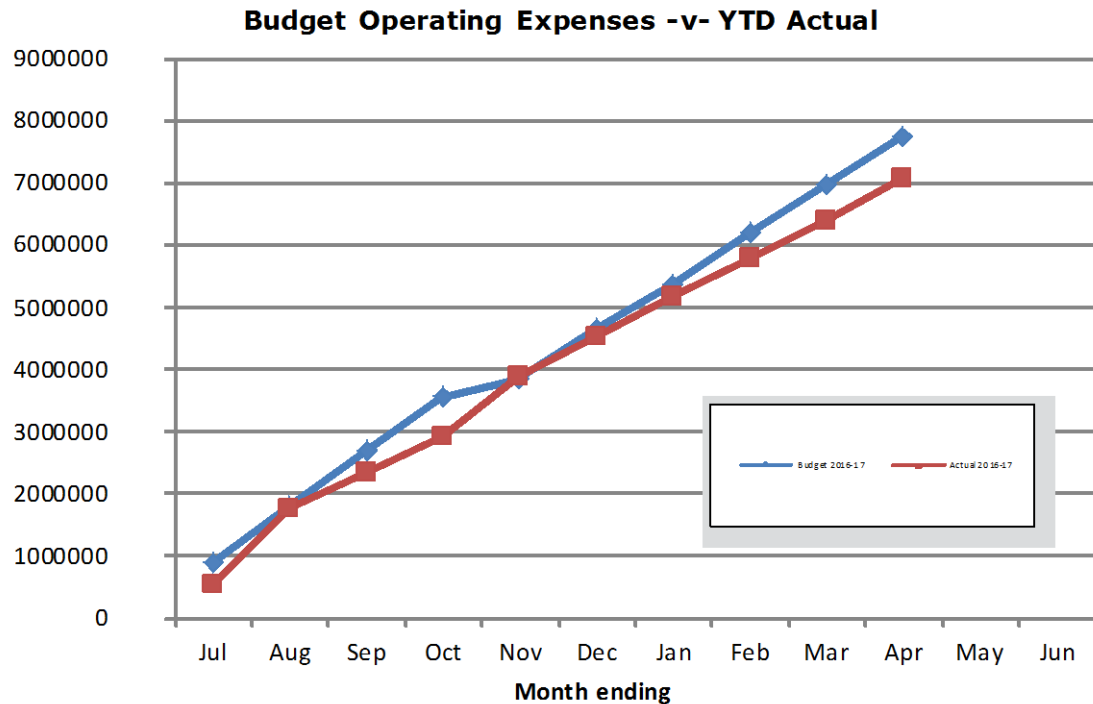
Shire of Brookton						
STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)						
Program by Nature and Type						
For the Period Ended 30 April 2017						
	2016/17	2016/17	2016/17	2016/17	Variance	
	Adopted Budget	Amended Budget November OCM	YTD Budget	YTD Actual	YTD Budget vs YTD Actual	Actuals as % of Total
	\$		\$	\$	\$	
REVENUES FROM ORDINARY ACTIVITIES						
Rates	1,917,236		1,917,406	1,919,143	1,737	52%
Operating Grants, Subsidies and Contributions	1,034,979		797,744	800,563	2,819	22%
Fees and Charges	817,593		736,657	705,712	(30,945)	19%
Interest Earnings	199,619		166,330	132,932	(33,398)	4%
Other Revenue	309,101		182,260	125,161	(57,099)	3%
	4,278,527		3,800,397	3,683,511	(116,886)	100%
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs	(1,183,719)		(1,019,300)	(1,000,780)	18,520	25%
Materials and Contracts	(1,505,962)		(1,228,429)	(887,271)	341,158	22%
Utilities	(158,895)		(122,640)	(110,965)	11,675	3%
Depreciation	(3,835,228)		(1,121,729)	(1,723,242)	(601,513)	43%
Interest Expenses	(116,391)		(33,915)	(86,147)	(52,232)	2%
Insurance	(198,229)		(183,229)	(183,608)	(379)	5%
Other Expenditure	(14,202)		(15,980)	(581)	15,399	0%
	(7,012,625)		(3,725,223)	(3,992,595)	(267,372)	100%
	(2,734,099)		75,174	(309,084)	(384,259)	
Non-Operating Grants, Subsidies & Contributions	1,071,854		943,167	880,634	(62,533)	
Profit on Asset Disposals	30,534		25,430	20,195	(5,235)	
Loss on Asset Disposals	(21,285)		(25,480)	(27,895)	(2,415)	
NET RESULT	(1,652,996)		1,018,291	563,850	(454,441)	

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2017
Note 1: MAJOR VARIANCES
Comments/Reason for Variance
OPERATING REVENUE (EXCLUDING RATES)
Governance
This variance represents one off revenue received in 15/16 but unlikely to received in 16/17.
General Purpose Funding
Within variance threshold of \$10,000 or 10%
Law, Order and Public Safety
Within variance threshold of \$10,000 or 10%
Health
Within variance threshold of \$10,000 or 10%
Education and Welfare
Within variance threshold of \$10,000 or 10%
Housing
This variance represents a decrease in rental revenue due to vacant staff housing over recruitment period for senior staff
Community Amenities
Within variance threshold of \$10,000 or 10%
Recreation and Culture
There a number of factors that relate to this variance, the main drivers are the Lotterywest Grant and Nature Play grant yet to be identified. These projects are unlikely to be completed in 16/17.
Transport
Within variance threshold of \$10,000 or 10%
Economic Services
Within variance threshold of \$10,000 or 10%
Other Property and Services
Private works income and reimbursements under budget
OPERATING EXPENSES
Governance
There are a number of factors contributing to being under budget but the main drivers are councillor training fee & conference expenses.
General Purpose Funding
Within variance threshold of \$10,000 or 10%
Law, Order and Public Safety
The under budget variance is being driven by depreciation allocaton rates this is to be reviewed.
Health
Within variance threshold of \$10,000 or 10%
Education and Welfare
Within variance threshold of \$10,000 or 10%
Housing
Within variance threshold of \$10,000 or 10%
Community Amenities
There are a number of factors contributing to this but the main drivers are a timing difference for creditor invoices and the impact of fair value on the sewerage depreciation figure decreasing and Town Planning scheme conclusion and Shire Planner position not replaced. These changes could not have been predicted at the time that the budget was adopted.
Recreation and Culture
There are a number of factors contributing to this but the main drivers are a timing difference for other contractors and materials and lower than expected operationng costs for the Brookton Aquatic Centre & Parks & Gardens.
Transport
There are a number of factors contributing to this but the main drivers are a Infra Depn allocattion rates this is to be reviewed, along with lower than expected operating costs for town Street Maintenance
Economic Services
This variance represents a timing difference. Economic Development Strategy not yet commenced.
Other Property and Services
There are a number of factors contributing to this but the main drivers is the impact of fair value depreciation - POC , along salaries and wages for leave provisions paid out.

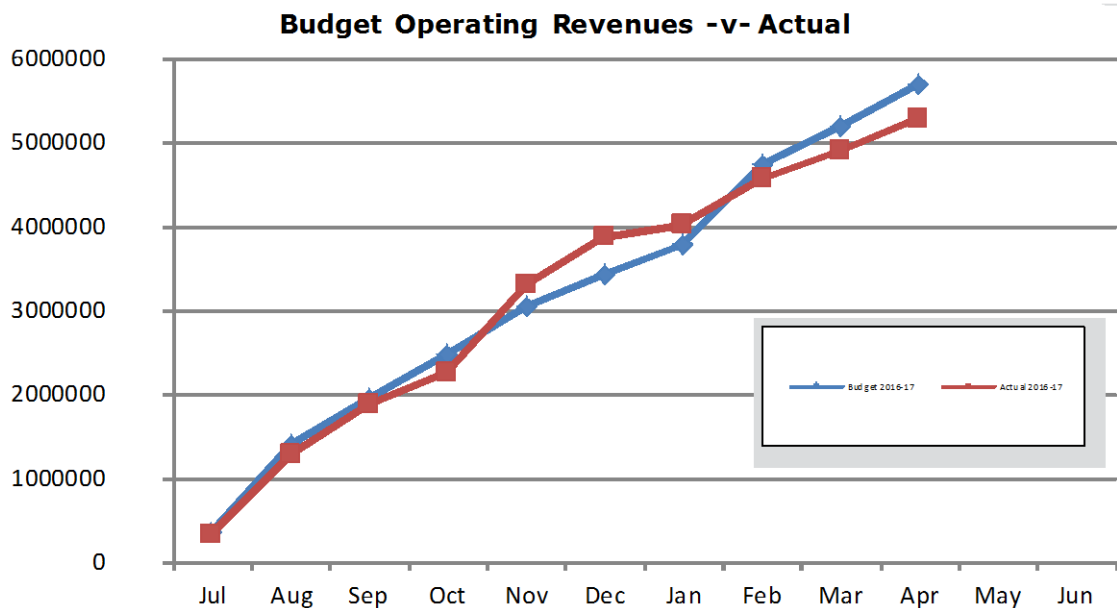
CAPITAL REVENUE
Proceeds from Disposal of Assets
Within variance threshold of \$10,000 or 10%
Self-Supporting Loan Principal
Within variance threshold of \$10,000 or 10%
Transfer from Reserves
Final transfers to Reserves will occur towards the end of the financial year.
CAPITAL EXPENSES
Land and Buildings
Underbudget as capital program yet to substantially commence.
Plant and Equipment
Underbudget as capital program yet to substantially commence.
Furniture and Equipment
Underbudget as capital program yet to substantially commence.
Infrastructure Assets - Roads & Bridges
Underbudget as capital program yet to substantially commence.
Infrastructure Assets - Sewerage
Underbudget as capital program yet to substantially commence.
Infrastructure Assets - Parks
Underbudget as capital program yet to substantially commence.
Repayment of Debentures
Within variance threshold of \$10,000 or 10%
Transfer to Reserves
A portion of Reserve Transfers completed April 2017, the remainder will occur towards the end of the financial year.
OTHER ITEMS
Rate Revenue
Within variance threshold of \$10,000 or 10%
Opening Funding Surplus(Deficit)
Within variance threshold of \$10,000 or 10%
Closing Funding Surplus (Deficit)
Within variance threshold of \$10,000 or 10%

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2017

Note 2 - Graphical Representation - Source Statement of Financial Activity



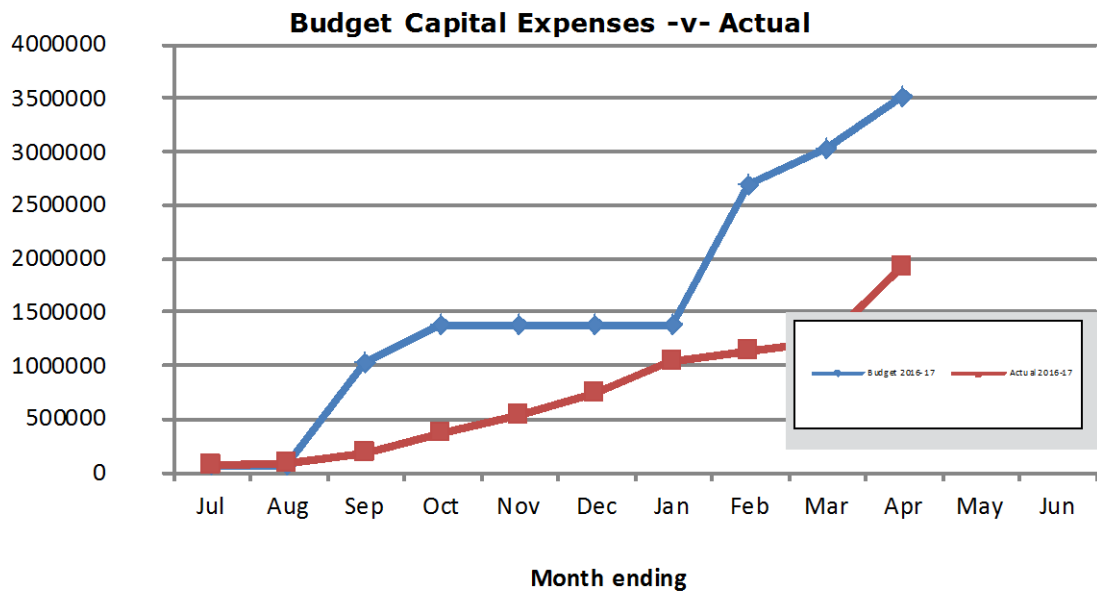
Comments/Notes - Operating Expenses



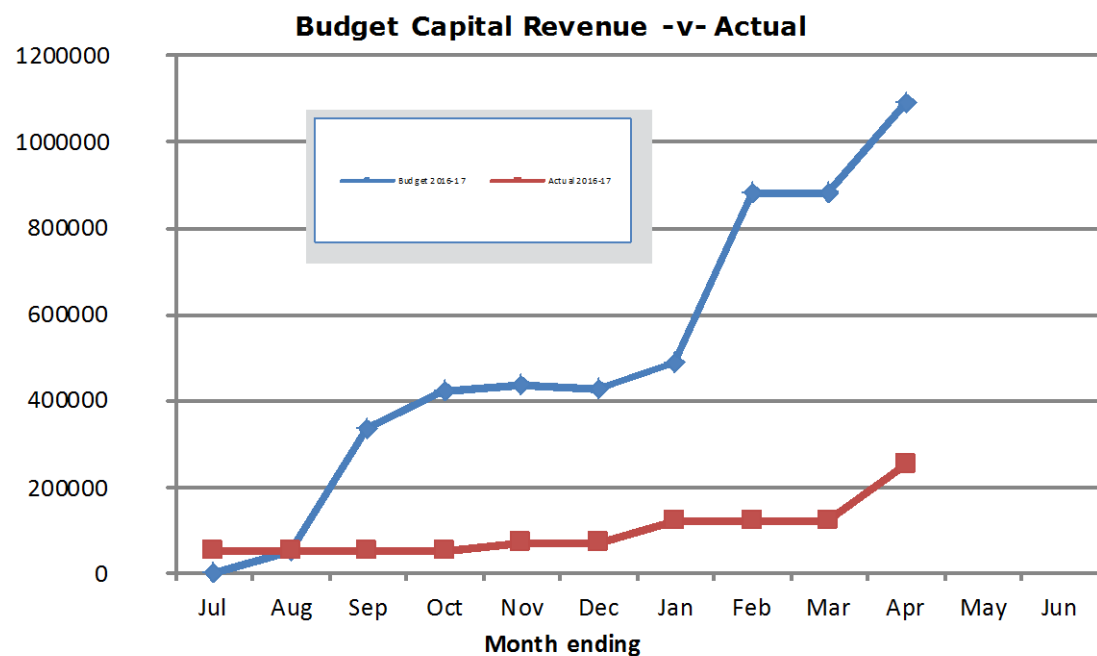
Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2017

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses



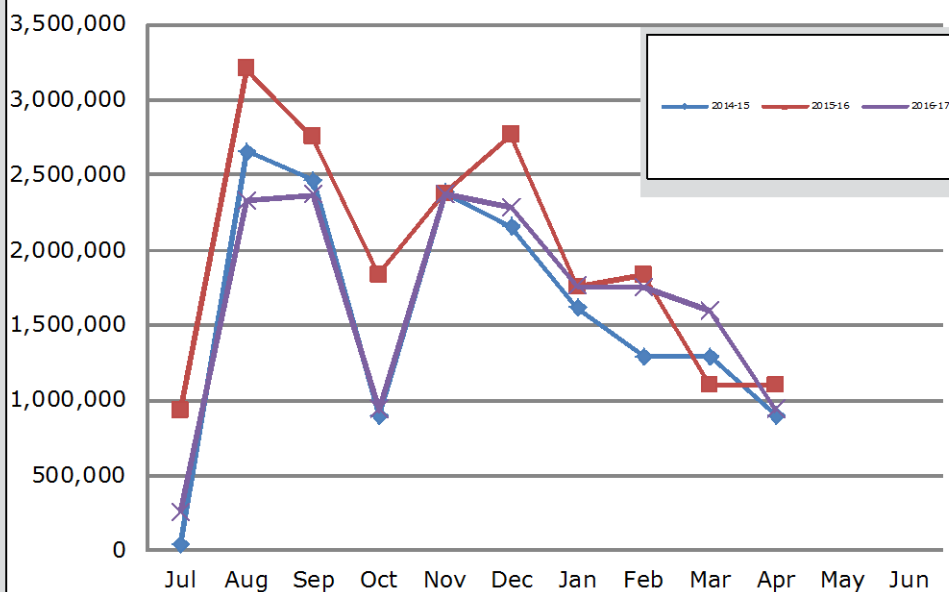
Comments/Notes - Capital Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2017

Note 3: NET CURRENT FUNDING POSITION

	Note	Positive=Surplus (Negative=Deficit)			Surplus C/F 1 July 2016
		2016-17 This Period	Same Period 2015/16	Same Period 2014/15	
		\$	\$	\$	\$
Current Assets					
Cash Unrestricted		897,727	1,121,515	1,121,947	772,890
Cash Restricted		3,593,936	2,918,484	2,596,705	3,221,937
Receivables		3,327,552	1,534,940	1,117,147	1,529,647
Prepayments & Accruals		0	0	0	177,156
Inventories		14,810	12,501	11,310	16,373
		7,834,025	5,587,439	4,847,109	5,718,003
Less: Current Liabilities					
Payables and Provisions		(3,302,141)	(1,571,031)	(1,351,968)	(1,923,218)
		(3,302,141)	(1,571,031)	(1,351,968)	(1,923,218)
Less: Cash Restricted		(3,593,936)	(2,918,484)	(2,596,705)	(3,221,937)
Net Current Funding Position		937,948	1,097,925	898,436	572,848

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 April 2017

Note 4: RECEIVABLES

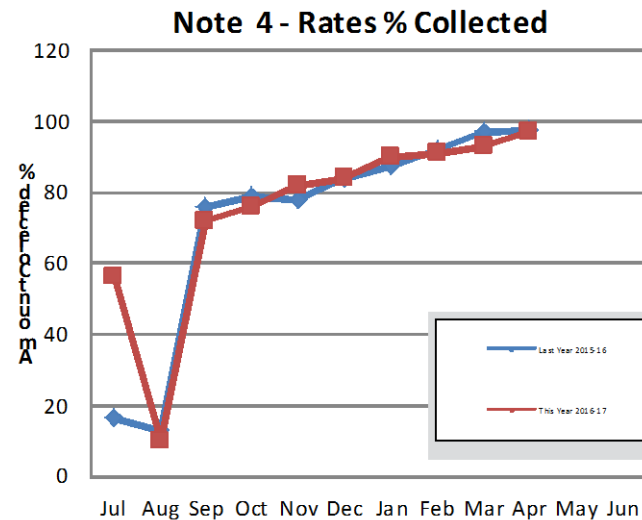
Receivables - Rates, Sewerage and Rubbish

	Current 2016-17	Previous 2015-16
	\$	\$
Opening Arrears Previous Years	12,339	48,284
Rates, Sewerage & Rubbish Levied this year	2,245,726	2,115,830
Less Collections to date	(2,190,473)	(2,105,358)
Equals Current Outstanding	67,592	58,756
Net Rates Collectable	67,592	58,756
% Collected	97.01%	97.28%

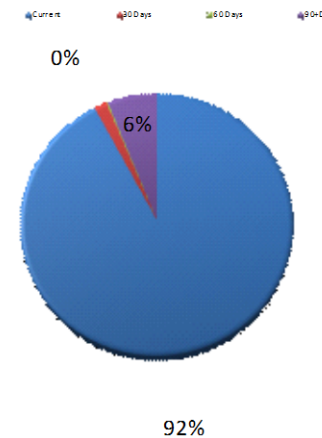
Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	243,724	4,129	427	16,048
Total Outstanding				264,328

Amounts shown above include GST (where applicable)



Receivables - General



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

Main Roads Funding Recoups (\$136,433) make up the bulk of the receivables

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2017

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Amended Budget Nov OCM Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Amended Budget Nov & Dec OCM Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Amended Budget Nov OCM Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aldersyde Hall Reserve	22,548	676	455	2,500	2,500	2,500	0	0	0	25,724	25,724	25,504
Bridge Construction Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Brookton Heritage/Museum Reserve	34,353	1,031	694	2,500	2,500	2,500	0	0	0	37,884	37,884	37,547
Caravan Park Reserve	127,936	3,838	2,584	0	0	0	(15,300)	(15,300)	(5,300)	116,474	116,474	125,220
Cemetery Reserve	20,921	628	423	0	0	0	0	0	0	21,549	21,549	21,344
Community Bus Reserve	57,160	1,715	1,155	5,000	5,000	5,000	0	0	0	63,875	63,875	63,315
Drainage Reserve						0	0	0	0	0	0	0
Furniture and Equipment Reserve	23,982	719	484	40,000	40,000	40,000	0	0	0	64,701	64,701	64,467
Health & Aged Care Reserve	777,991	23,340	15,715	50,000	50,000	50,000	(165,000)	(165,000)	0	686,331	686,331	843,706
Housing Reserve	754,115	22,623	15,233	15,000	15,000	15,000	(780,000)	(795,000)	0	11,738	(3,262)	784,347
Kweda Hall Reserve	22,548	676	455	2,500	2,500	2,500	0	0	0	25,724	25,724	25,504
Land Development Reserve	126,049	3,781	2,546	0	0	0	0	0	0	129,830	129,830	128,595
Madison Square Units Reserve	17,235	517	348	0	0	0	0	0	0	17,752	17,752	17,583
Municipal Buildings & Facilities Reserve	115,626	3,469	2,336	100,000	100,000	100,000	0	(18,000)	0	219,095	201,095	217,962
Plant and Vehicle Reserve	494,514	14,835	9,989	100,000	32,280	32,280	0	0	0	609,349	541,629	536,783
Railway Station Reserve	22,548	676	455	2,500	2,500	2,500	(18,000)	(18,000)	0	7,724	7,724	25,504
Rehabilitation & Refuse Reserve	40,355	1,211	815	5,000	5,000	5,000	0	0	0	46,566	46,566	46,170
Road and Bridge Infrastructure Reserve	187,018	5,611	3,778	100,000	100,000	100,000	0	0	0	292,629	292,629	290,796
Saddleback Building Reserve	48,828	1,465	986	0	0	0	0	0	0	50,293	50,293	49,814
Saddleback Vehicle & Equipment Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Sewerage Scheme Reserve	125,338	3,760	2,532	65,000	65,000	65,000	0	0	0	194,098	194,098	192,870
Sport & Recreation Reserve	10,124	304	205	0	0	0	0	0	0	10,428	10,428	10,329
Staff Vehicle Reserve	0	4,262	2,870	0	0	0	0	0	0	4,262	4,262	2,870
Townscape and Footpath Reserve	142,080	0	0	0	0	0	(100,000)	(100,000)	(98,435)	42,080	42,080	43,645
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0	0	0	0
Water Harvesting Reserve	50,665	1,520	1,023	0	0	0	(21,000)	(21,000)	(11,627)	31,185	31,185	40,062
	3,221,936	96,657	65,081	490,000	422,280	422,280	(1,099,300)	(1,132,300)	(115,362)	2,709,293	2,608,573	3,593,936

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2017

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)
24,582	25,000	418	CEO Vehicle	\$ 37,695		\$ 27,364	\$ (10,332)
23,025	22,000	(1,027)	DCEO Vehicle				0
30,075	55,000	24,925	Lot 100 Kormong Drive	30,075		50,000	19,925
28,918	22,000	(6,918)	Shire Planner Vehicle	28,694		22,273	(6,421)
102,744	100,000	(2,744)	Grader D Series				0
30,597	20,000	(10,597)	Works Supervisors Ute				0
14,809	20,000	5,191	Dual Cab Utility - Foreman	26,597		15,455	(11,143)
							0
254,750	264,000	9,248	Totals	123,061		115,091	(7,970)

Comments - Capital Disposal

		Summary Acquisitions				
			Budget	Amended Budget Nov OCM	Actual	Variance
			\$		\$	\$
		Property, Plant & Equipment				
		Land and Buildings	1,136,600	1,337,090	126,594	1,210,496
		Plant & Equipment	540,500	508,500	81,847	426,653
		Furniture & Equipment	202,243	211,498	8,500	202,998
		Infrastructure				
		Roadworks & Bridge Works	1,266,600	1,266,600	1,037,584	229,016
		Parks & Gardens	30,000	30,000	0	30,000
		Sewerage & Drainage	213,680	213,680	59,425	154,255
		Totals	3,389,623	3,567,368	1,313,950	2,253,418

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2017

Note 7: INFORMATION ON BORROWINGS

					Principal 1-Jul-16 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	130,452	-	6,286	12,783	124,166	117,669	4,464	9,458
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	39,429	-	7,904	7,904	31,525	31,525	1,369	2,445
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	292,939	-	17,349	17,349	275,590	275,590	18,468	22,032
Governance												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	60,436	-	4,178	4,178	56,258	56,258	2,424	4,239
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	95,642	-	7,356	7,356	88,286	88,286	3,375	5,858
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	157,810	-	12,137	12,137	145,673	145,673	5,568	9,666
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	66,950	-	5,149	5,149	61,801	61,801	2,362	4,101
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	157,810	-	12,137	12,137	145,673	145,673	5,568	9,666
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	728,458	-	43,143	43,143	685,315	685,315	45,924	54,784
					1,729,926	-	115,639	122,136	1,614,287	1,607,790	89,521	122,249
(*) 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 April 2017

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%	124,875				124,875	Bendigo	
	Municipal Cash at Bank - Cash Management Account	0.50-4.0%	772,853				772,853	Bendigo	
	Trust Cash at Bank	1.50%			35,068		35,068	Bendigo	
(b)	Term Deposits								
	Reserves	2.35%		3,593,936			3,593,936	Bendigo	02/07/2017
	Les McMullen Trust	2.80%			6,760		6,760	Bendigo	26/06/2017
(c)	Investments								
	Bendigo Bank Shares					5,000	5,000		
	Total		897,727	3,593,936	41,828	5,000	4,538,491		

Comments/Notes - Investments

Investment Management Strategy for Kalkarni Bonds

The total bond/RAD amounts (\$2,948,296) are invested by Baptistcare with Bankwest for a term of 90 days at the rate of 2.67% with a maturity date of 3rd April 2017.

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2017

Note 9: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Adopted Budget Net Asset Surplus 30 June 2017		Opening Surplus(Deficit)				793
	Additional Muni Surplus Carried Forward 1 July 2016				23,790		24,583
	Infrastructure Depreciation	Nov 17 OCM	Non Cash Item	1,452,714			24,583
	Brookton Caravan Park Operating Expenses	Nov 17 OCM	Operating Expenses		24,259		48,842
	R2R - Brookton Kweda Road	Nov 17 OCM	Capital Expenses		41,500		90,342
	R2R - Gartrell Road	Nov 17 OCM	Capital Expenses			(15,500)	74,842
	R2R - Robinson Road	Nov 17 OCM	Capital Expenses			(26,000)	48,842
	Purchase Land and Buildings	Nov 17 OCM				(15,000)	33,842
	Transfer from Housing Reserve	Nov 17 OCM			11,000		44,842
	Purchase CEO Vehicle	Nov 17 OCM				(5,000)	39,842
	Admin Employee Expenses	Nov 17 OCM				(113,680)	(73,838)
	TPS Employee Costs	Nov 17 OCM			44,722		(29,116)
	Purchase Planner Vehicle	Nov 17 OCM			37,000		7,884
	TPS Member Contribution	Nov 17 OCM				(41,002)	(33,118)
	TPS General Operating Expenses	Nov 17 OCM				(10,000)	(43,118)
	TPS Vehicle Costs	Nov 17 OCM			1,975		(41,143)
	TBP Operating Expenses	Nov 17 OCM			394		(40,749)
	Rec Employee Costs	Nov 17 OCM			2,766		(37,983)
	PWOH Employee Costs	Nov 17 OCM			3,605		(34,378)
	Transfer to Plant Reserve	Nov 17 OCM			67,720		33,342
	Purchase Furniture and Equipment	Nov 17 OCM				(9,255)	24,087
	Private Works Income	Nov 17 OCM				(30,000)	(5,913)
	Pool Grants	Nov 17 OCM				(32,000)	(37,913)
	Madison Square Rental Income	Nov 17 OCM			12,116		(25,797)
	Staff Housing Reimbursements	Nov 17 OCM			7,090		(18,707)
	Staff Rental Revenue	Nov 17 OCM			19,500		793
	Closing Funding Surplus (Deficit)			1,452,714	297,437	(297,437)	793

Classifications Pick List

Operating Revenue
Operating Expenses
Capital Revenue
Capital Expenses
Budget Review
Opening Surplus(Deficit)
Non Cash Item

Schedule of Proposed Budget Variations - Oct 31 Financial Statements						
Account Description	GL/JOB	IE Code	Original Budget	Proposed Budget	Change in Net Assets	Explanation
Infrastructure Depreciation	E122500	454	-3,152,714	-1,700,000	Non-Cash	Adjustment due to new depreciation calculations following 15/16 Audit
Carried Forward Surplus			549,058	572,848	23,790	Audited Carried Forward Surplus
Brookton Caravan Park Operating Expenses	E132010	801	-19,884	0	19,884	PWOHs of \$20k to be eliminated
Brookton Caravan Park Operating Expenses	E132011	379	-14,585	-10,210	4,375	\$4375 reduction in materials and contracts budget
R2R - Brookton-Kweda Road	BRKWR2R	504	-544,035	-502,535	41,500	Adjust Budget for expenditure on Gartrell and Robinson Road
R2R - Gartrell Road	GARTR2R	504	0	-15,500	-15,500	Establish Budget
R2R - Robinson Road	ROBIR2R	504	0	-26,000	-26,000	Establish Budget
Purchase Land and Buildings	E092510	500	-780,000	0	780,000	Split Housing Budget as per Housing Development Plan
Montgomery St Housing Construction	MONCLGF	500	0	-20,000	-20,000	Split Housing Budget as per Housing Development Plan
4 Matthew Street Subdivision/Rezoning	NEW	500	0	-20,000	-20,000	Split Housing Budget as per Housing Development Plan
New Dwelling - To Be Determined	NEW	500	0	-305,000	-305,000	Split Housing Budget as per Housing Development Plan
New Dwelling - Koomong	NEW	500	0	-450,000	-450,000	Split Housing Budget as per Housing Development Plan
Transfer from Housing Reserve	OL01631	230	780,000	791,000	11,000	Split Housing Budget as per Housing Development Plan
CEO Vehicle	E042531	502	-50,000	-55,000	-5,000	To enable upgrade as per new CEO contract
Members Operating Expenses	E041020	338	-16,000	-11,000	5,000	Contra adjustment for Christmas Party expenses. Donation to Social Club
Members Operating Expenses	E041020	391	0	-5,000	-5,000	Contra adjustment for Christmas Party expenses. Donation to Social Club
Admin Employee Expenses	E042010	305	-13,905	-12,405	1,500	Reduction of \$1500 in FBT as a result of Donation to Social Club
Staff Rental Revenue	I091010	125	21,060	40,560	19,500	Favourable Adjustment recognising housing subsidy of \$125pw x 52 weeks x 3 staff. Subsidy was recognised as expense in budget but no contra income budget.
Staff Housing - Reimbursements	I091030	160	1,000	8,090	7,090	Reimbursement for Gardening Services x 5
Madison Square Rental Revenue	I092010	126	24,622	36,738	12,116	JVA Commonwealth Rent Assistance additional rent
Pool Grants and Subsidies	I112020	160	32,000	0	-32,000	High probability that operating grant will require contra expenditure
Private Works	I141010	130	65,562	35,562	-30,000	Over-budgeted income from private works
Purchase Furniture and Equipment	E042520	501	0	-9,255	-9,255	Upgrade manual hard drives in 13 PCs and RAM + Purchase of 1 new PC as per quote from JH
Regional Town Planning Scheme						
Vehicle Costs	E103015	315	-3,950	-1,975	1,975	Scheme to cease 31 December 2016
General Operating Expenses	E103020	327	0	-10,000	-10,000	Establish consultancy/gazettal budget
TPS Member Contribution	I103010	160	82,004	41,002	-41,002	Scheme to cease 31 December 2016
Purchase Vehicle	E104530	502	-37,000	0	37,000	Assets to be wound up
TPS Employee Costs	E103010	300	-77,187	-42,786	34,401	Wages - prorata
TPS Employee Costs	E103010	301	-7,760	-3,880	3,880	Superannuation - prorata
TPS Employee Costs	E103010	303	-6,283	-3,142	3,141	Annual Leave - prorata
TPS Employee Costs	E103010	317	-3,142	-628	2,514	Public Holidays - prorata
TPS Employee Costs	E103010	316	-1,571	-785	786	Sick Leave - prorata
Salaries and Wages Reconciliation						
Admin Employee Costs	E042010	300	-549,181	-631,143	-81,962	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	301	-69,684	-80,383	-10,699	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	303	-52,488	-73,202	-20,714	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	317	-26,045	-26,587	-542	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	316	-12,124	-13,387	-1,263	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	300	-26,680	-21,016	5,664	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	301	-727	-2,344	-1,617	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	303	0	-2,230	-2,230	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	317	0	-949	-949	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	316	0	-474	-474	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Rec Employee Costs	E116010	300	-19,142	-14,820	4,322	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Rec Employee Costs	E116010	301	0	-1,556	-1,556	Salaries and Wages Reco - Total \$108k Unfavourable Movement
PWOH Employee Costs	E142010	300	-79,843	-76,238	3,605	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Transfer to Plant Reserve	OL01622	520	-100,000	-32,280	67,720	Reduce Transfer to Plant Reserve to Offset Unfavourable Budget Movement
			-4,108,624	-2,655,910	0	

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2017

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 2016	Amount Received	Amount Paid	Closing Balance For the Period Ended 30 April 2017
	\$	\$	\$	\$
Housing Bonds	180	2,860	(3,040)	0
Other Bonds	10,120	10,865	(8,565)	12,420
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	6,760	0	0	6,760
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	0	0	0	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	4,915	0	(400)	4,515
Unclaimed Money	0	0	0	0
	40,308	13,725	(12,205)	41,828

1. Developer Road Contributions are:

T129 Allington - Grosser Street \$2,515

T99 Chittleborough - Chittleborough Road \$2,000

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

2. Public Open Space Contribution:

T148 - Paul Webb \$13,820

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

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

3. Gnulla Child Care Facility

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

4. Housing Bond

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

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
Operating Revenue		\$	\$	\$	\$	%
Fees & Charges		681,555	567,963	567,963	0	0.00%
Grants & Subsidies		2,777,856	2,314,880	2,042,041	(272,839)	(11.79%)
Total Revenue		3,459,411	2,882,843	2,610,004	(272,839)	(9.46%)
Operating Expenses						
Building Maintenance		0	0	0	0	0.00%
Interest Expenses		(5,858)	(4,882)	(3,375)	1,507	(30.87%)
Insurance Expenses		(15,000)	(15,000)	(14,454)	546	(3.64%)
Building Maintenance		(18,200)	(15,167)	(18,780)	(3,613)	23.82%
Loss on Sale of Asset		0	0	0	0	0.00%
Depreciation		(188,016)	(156,680)	(155,079)	1,601	(1.02%)
ABC Administration Expenses		(22,345)	(18,621)	(19,206)	(586)	3.15%
Contract Expenses		(3,422,176)	(2,851,813)	(2,820,370)	31,443	(1.10%)
Total Expenses		(3,671,595)	(3,062,163)	(3,031,264)	30,898	1.01%
Operating Surplus (Deficit)		(212,184)	(179,320)	(421,261)	(241,941)	-135%
Excluding Non Cash Adjustments						
Add back Depreciation		188,016	156,680	155,079	(1,601)	(1.02%)
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%
Net Operating Surplus (Deficit)		(24,168)	(22,640)	(266,181)	(243,541)	1075.71%
Capital Revenues						
KBC Capital Income		260,243	216,869	216,869	(0)	(0.00%)
Transfer from Reserves	5	780,000	0	0	0	0.00%
Total		1,040,243	216,869	216,869	(0)	(0)
Capital Expenses						
Land and Buildings	6	(165,000)	0	(44,650)	(44,650)	0.00%
Plant and Equipment	6	0	0	0	0	0.00%
Furniture and Equipment	6	(192,243)	0	(8,500)	(8,500)	
Repayment of Debentures	7	(7,356)	(3,627)	(7,356)	(3,729)	0.00%
Transfer to Reserves	5	(37,623)	0	(30,233)	(30,233)	
Total		(402,222)	(3,627)	(90,739)	(87,112)	
Net Capital		638,021	213,242	126,130	(87,112)	(40.85%)
Closing Funding Surplus(Deficit)		613,853	190,602	(140,051)	(330,653)	

<p style="text-align: center;">Shire of Brookton STATEMENT OF FINANCIAL ACTIVITY WB Eva Pavilion by Nature and Type For the Period Ended 30 April 2017</p>					
Note 12 WB Eva Pavilion Operating Statement					
	NOTE	2016/17	2016/17	2016/17	Variance
		Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
		\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES					
Hire Fees - WB Eva Pavilion		3,000	2,250	4,054	1,804
Sporting Club Fees		4,500	3,375	4,537	1,162
Gymnasium Income		14,500	10,875	10,652	(223)
		22,000	16,500	19,243	2,743
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(6,863)	(5,719)	(10,012)	(4,293)
Materials and Contracts		(8,200)	(6,833)	(5,346)	1,488
Utilities		(4,000)	(3,750)	(2,455)	1,295
Interest Expenses		(54,784)	(45,653)	(45,924)	(270)
Insurance		(5,500)	(4,583)	(3,742)	842
General Operating Expenses		(9,418)	(7,849)	(10,495)	(2,646)
Gymnasium Operating		(11,185)	(9,310)	(3,091)	6,219
		(88,766)	(74,388)	(77,973)	(3,585)
		(66,766)	(57,888)	(58,730)	(842)
NET RESULT		(66,766)	(57,888)	(58,730)	(842)

<p style="text-align: center;">Shire of Brookton STATEMENT OF FINANCIAL ACTIVITY Sewerage Programm by Nature and Type For the Period Ended 30 April 2017</p>				
Note 13 Sewerage Operating Statement				
	NOTE	2016/17	2016/17	2016/17
		Adopted Budget	YTD Budget	YTD Actual
		YTD Budget vs		
		YTD Actual		
		\$	\$	\$
		\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges		1,500	1,500	1,180
Annual Sewerage Rates		152,587	152,587	154,775
		154,087	154,087	155,955
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs		(2,734)	(2,278)	(1,091)
Materials and Contracts		(36,280)	(30,233)	(16,036)
Utilities		(6,000)	(5,000)	(4,945)
Depreciation		(88,284)	(73,570)	(46,352)
Interest Expenses		(4,101)	(3,417)	(2,362)
Insurance		(250)	(250)	(243)
General Operating Expenses		(3,785)	(3,154)	(1,394)
Allocation of Administration Expense		(12,013)	(8,009)	(3,602)
		(153,447)	(125,912)	(76,025)
		640	28,175	79,930
Add Back Depreciation		88,284	73,570	46,352
				(27,218)
Non-Operating Grants, Subsidies & Contributions		-	-	-
Profit on Asset Disposals		-	-	-
Loss on Asset Disposals		-	-	-
Transfer to Sewerage and Drainage Reserve		(65,000)	-	-
Transfer from Sewerage and Drainage Reserve		-	-	-
NET RESULT		23,924	101,745	126,282
				24,537
The Shire's Asset Management Plan (adopted at the 2016 August OCM) details required renewal expenditure of \$1.482m over the ten year period 2016 - 2027. The Shire's Long Term Financial Plan includes the following planned renewal expenditure:				
2016/17 - 47,680		The Sewerage Scheme should be self funding, that is, the capital replacement cost should be amortised over the life of the infrastructure, and funded from the annual sewerage rates. Council should consider a charging model that provides for an annual transfer to the Sewer Reserve, which is equivalent to the required annual renewal expenditure i.e. \$148k per annum. As a minimum, revenue from the Scheme should cover all operating expenditure including depreciation, meaning a minimum transfer to Reserve of \$88k. At present, the budgeted surplus funds of \$23,924 being generated from the Scheme is being paid into the municipal fund.		
2017/18 - 100,000				
2018/19 - 100,000				
2019/20 - 100,000				
2020/21 - 100,000				
2021/22 - 100,000				
2022/23 - 100,000				
2023/24 - 100,000				
2024/25 - 100,000				
2025/26 - 150,000				
2026/27 - 400,000				
Total - 1,397,680 or approx. \$140k per annum				

Shire of Brookton							
STATEMENT OF FINANCIAL ACTIVITY							
Brookton Caravan Park and Brookton Aquatic Centre							
For the Period Ended 30 April 2017							
	Note	Adopted Annual Budget	Amended Budget Nov OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
		\$		\$	\$	\$	%
Note 14 (a): Brookton Caravan Park							
Operating Revenue							
Caravan Park Fees		50,300	45,000	37,500	29,366	(8,134)	(21.69%)
Total Revenue		50,300	45,000	37,500	29,366	(8,134)	(21.69%)
Operating Expenses							
Brookton Caravan Park		(65,173)	(40,914)	(54,311)	(32,135)	22,176	0.00%
Caravan Park Depreciation		(527)	(577)	(481)	(730)	(249)	51.83%
Caravan Park Abc Administration Expenses		(10,572)	(10,572)	(8,810)	(9,087)	(277)	0.00%
Total		(76,272)	(52,062)	(63,601)	(41,951)	21,650	34.04%
Operating Surplus (Deficit)		(25,972)	(7,062)	(26,101)	(12,585)	13,516	52%
Excluding Non Cash Adjustments							
Add back Depreciation		527	577	481	730	249	51.83%
Net Operating Surplus (Deficit)		(25,445)	(6,486)	(25,621)	(11,856)	13,765	(53.73%)
Note 14 (b): Brookton Aquatic Centre							
Operating Revenue							
POOL Fees & Charges		12,500	12,500	9,375	10,403	1,028	0.00%
POOL GRANTS & SUBSIDIES		32,000	32,000	26,667	32,000	5,333	0.00%
Total Revenue		44,500	44,500	36,042	42,403	6,361	0
Operating Expenses							
POOL Employee Costs		(500)	(500)	(417)	(582)	(165)	39.61%
POOL General Operating Expenses		(80,780)	(118,780)	(98,983)	(77,402)	21,581	(21.80%)
POOL Building Maintenance		(18,848)	(12,848)	(10,707)	(10,954)	(247)	2.31%
POOL Depreciation		(24,674)	(24,674)	(20,562)	(20,551)	11	(0.05%)
POOL Abc Administration Expenses		(36,280)	(36,280)	(30,234)	(31,185)	(951)	3.15%
Total		(161,083)	(193,083)	(160,903)	(140,674)	20,229	12.57%
Operating Surplus (Deficit)		(116,583)	(148,583)	(124,861)	(98,271)	26,590	0%
Excluding Non Cash Adjustments							
Add back Depreciation		24,674	24,674	20,562	20,551	(11)	0.00%
Net Operating Surplus (Deficit)		(91,909)	(123,909)	(104,299)	(77,720)	26,579	0%

Shire of Brookton STATEMENT OF FINANCIAL ACTIVITY Road Program For the Period Ended 30 April 2017													
Description	Adopted Annual Budget	Amended Budget Nov OCM	YTD Actual	% Completed	Federal Funding		State Funding				Own Source Funding		
					R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni
	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Town Street Maintenance	222,410	222,410	106,544	48%					77,614			15,000	129,796
Rural Road Maintenance	360,334	360,334	302,835	84%						325,234			35,100
Bridge Maintenance	61,355	63,855	63,476	99%									61,355
R2R Work Schedule													
Brookton - Kweda Road	544,035	502,535	445,445	89%	470,503								32,032
Gartrell Road	0	15,500	15,389	99%	15,500								
Robinson Road	0	26,000	314	1%	26,000								
Other Construction													
Buckingham Road	0	0	600	0%									
Grosser Street	5,586	5,586	0	0%									5,586
Montgomery Street	0	0	3,826	0%									
Reynolds Street	56,652	56,652	50,018	88%									56,652
RRG Approved Projects													
Alderside - Pingelly Road	141,960	141,960	74,805	53%			94,640						47,320
Brookton - Kweda Road	263,823	263,823	290,440	110%			112,407	63,476					87,940
Corberding Road	154,544	154,544	58,312	38%			103,028						51,516
	1,810,699	1,813,199	1,412,005	78%	512,003	0	310,075	63,476	77,614	325,234	0	15,000	507,297

Shire of Brookton STATEMENT OF FINANCIAL ACTIVITY Capital Works Program For the Period Ended 30 April 2017									
Note 16									
Description	Adopted Annual Budget	Amended Budget Nov OCM	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
Administration Office - Solar Panels	0	20,490	2,049	10%	2,490		18,000		20,490
Kalkami Land Purchase and Backup Power Supply	165,000	165,000	38,156	23%			165,000		165,000
	165,000	165,000	6,494	4%					0
Montgomery St Clgf Housing Construction	780,000	20,000	18,601	93%			20,000		20,000
Unit 1 4 Matthew Street	0	10,000	0	0%			10,000		10,000
Unit 2 4 Matthew Street	0	10,000	0	0%			10,000		10,000
New Construction x 2	0	755,000	0	0%			755,000		755,000
ICT Upgrade	0	9,255	0	0%	9,255				9,255
Townscape - Robinson Road	100,000	100,000	53,703	54%			100,000		100,000
Memorial Hall Renewal	6,000	6,000	0	0%	6,000				6,000
WB Eva Pavillion Refurbishment	57,000	57,000	0	0%	6,000	51,000			57,000
Railway Station Refurbishment	18,000	18,000	0	0%			18,000		18,000
Caravan Park - Dump Point	10,600	10,600	7,591	72%		5,300	5,300		10,600
Kalkami Residency Furniture and Equipment/Upgrades	192,243	192,243	8,500	4%	192,243				192,243
Caravan Park - Upgrade Power Supply	10,000	10,000	0	0%			10,000		10,000
CEO Vehicle	50,000	55,000	52,740	96%	30,000			25,000	55,000
DCEO Vehicle	36,000	36,000	0	0%	14,000			22,000	36,000
Shire Planner Vehicle	37,000	0	0	0%	0			0	0
Transport Plant and Equipment (Grader, PWS Ute, Foreman Ute)	417,500	417,500	29,107	7%	277,500			140,000	417,500
Aldersyde-Pingelly Rd	141,960	141,960	74,805	53%	47,320	94,640			141,960
Brookton-Kweda Road - Road Widening To Mourambine Junction	263,823	263,823	290,440	110%	87,940	175,883			263,823
Corberding Road	154,544	154,544	58,312	38%	51,516	103,028			154,544
Brookton-Kweda Road	544,035	502,535	445,445	89%	32,032	470,503			502,535
Gartrell Road	0	15,500	15,389	99%	0	15,500			15,500
Robinson Road	0	26,000	314	1%	0	26,000			26,000
Buckingham Road	0	0	600	0%	0				0
Grosser Street	5,586	5,586	0	0%	5,586				5,586
Montgomery Street	0	0	3,826	0%	0				0
Reynolds Street	56,652	56,652	50,018	88%	56,652				56,652
Footpath Construction	100,000	100,000	98,435	98%	100,000				100,000
Sewer Infrastructure (Chlorinator + Asset Renewal)	63,680	63,680	6,627	10%	47,680		16,000		63,680
Happy Valley Bore Field	150,000	150,000	52,797	35%	45,000	100,000	5,000		150,000
Nature Play	30,000	30,000	0	0%		30,000			30,000
	3,554,623	3,567,368	1,313,950	37%	1,011,214	1,071,854	1,132,300	187,000	3,402,368

Shire of Brookton								
STATEMENT OF FINANCIAL ACTIVITY								
Grants, Subsidies and Contributions Register								
For the Period Ended 30 April 2017								
Note 17								
Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget Nov OCM	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
			\$	\$	\$	\$	\$	
Federal Government	KBC Grants & Subsidies	Subsidy	(2,777,856)	(2,777,856)	Recurrent	(2,777,856)	(2,042,041)	74%
Rural Water Planning	Happy Valley Bore Field	Non Operating	(100,000)	(100,000)	(100,000)	(100,000)	(65,000)	65%
Lotterywest	WB Eva Grant	Non Operating	(51,000)	(51,000)	-	-	-	0%
To be Identified	Nature Play Grant	Non Operating	(30,000)	(30,000)	-	-	-	0%
Main Roads WA	Regional Road Group	Non Operating	(373,551)	(373,551)	(373,531)	(373,551)	(334,017)	89%
Federal Government	Roads to Recovery	Non Operating	(512,003)	(512,003)	(512,003)	(512,003)	(481,617)	94%
To be Identified	Caravan Park Dump Point	Non Operating	(5,300)	-	-	-	-	0%
WA Grants Commission	GPG Grants Commission - General	Operating	(606,728)	(606,728)	Recurrent	(606,728)	(453,352)	75%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(325,234)	(325,234)	Recurrent	(325,234)	(244,195)	75%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(25,403)	(25,403)	Recurrent	(25,403)	(25,403)	100%
Main Roads WA	Direct Grant	Operating	(77,614)	(77,614)	Recurrent	(77,614)	(77,614)	100%
			(4,884,689)	(4,879,389)		(4,798,389)	(3,723,238)	76%

File No:	ADM 0564
Date of Meeting:	18 May 2017
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Brookton
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	The author has an interest in relation private use of a Shire vehicle as part of CEO Employment Package
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

In summary, this report seeks Council's consideration to adopt a draft Light Vehicle Policy that establishes a framework and sets clear guidelines for the use and change-over of the Shire's light vehicle fleet, including recognition of private use afforded to some employees as part of their conditions of employment.

Description of Proposal:

The draft Light Vehicle Policy primarily seeks to:

- Ensure all light vehicles are managed in a cost effective manner providing maximum benefit to employees and the organisation.
- Provide framework for the allocation, operation, management and change-over of light vehicles.
- Outline the assigned level of private use of a Shire motor vehicle to an employee.
- Ensure the organisation's Fringe Benefits Tax obligations are met.

Background:

As a matter of course, local governments routinely purchase light vehicles as 'tools of trade' to aid employees in performing their roles in an effective and efficient manner.

Additionally, Local Governments also:

1. Offer some employees private use of a Shire vehicle (subject to conditions) as part of their employment package;
2. Attempt to hold their light vehicles for a defined period in order to minimize depreciation and maintenance costs;
3. Establish a policy that details and addresses how the Shire's light vehicles are to be used, maintained and changed.

Therefore, with the absence of a current Light Vehicle Policy for the Shire of Brookton, this report promotes Council consider the draft policy as presented in **Attachment 13.05.17.01**

Consultation:

There has been limited consultation with internal staff that presently it benefit from private use of a Shire vehicle.

Statutory Environment:

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

Relevant Plans and Policy:

Nil.

Financial Implications:

In part the intent of the draft Policy is to limit costs on the Shire by prescribing the efficient use, care, and change-over of respective light vehicles at the most opportune time to minimize cost on the organization and rate payer generally.

Risk Assessment:

It is assessed the absence of a Light Vehicle Policy presents as a low risk. However the adoption of such a policy affords clarity in regard to permissibility of use, standard of maintenance and replacement of vehicles premised on 'fit for purpose' and optimal change-over periods.

Community & Strategic Objectives:

Boardly, the preparation of this Policy accords with the following outcome of the Council's Strategic Community Plan 2013 – 2023:

Outcome 5.3: Effective and efficient corporate and administrative services.

Comment

From an operational perspective, it is desired that standards are prescribed by Council in relation to the use of light vehicles through a defined policy. This will then instill a consistent standard and approach to the Shire's light vehicles, acknowledging these are community assets.

OFFICER'S RECOMMENDATION

That Council pursuant to section 2.7(2)(b) of the Local Government Act (1995) adopt draft Light Vehicle Policy 1.37, as presented in Attachment 13.05.17.01 to this report.

Attachments

Attachment 13.05.17.01

Title:	1.37 Light Vehicle Policy			
File No:				
Statutory Environment:	N/A			
Council Adoption:	Date:		Resolution #:	
Last Amended:	Date:		Resolution #:	
Review Date:	May 2018			

Objective:

This policy seeks to:

- Ensure Shire light vehicles are managed in a cost effective manner providing maximum benefit to employees and the organisation.
- Provide framework for the allocation, operation, management and change-over of light vehicles.
- Outline the assigned level of private use of a Shire motor vehicle to a Shire employee.
- Ensure the organisation's Fringe Benefits Tax obligations are met.

Definitions:

- **Assigned Employee** means an employee of the Shire, their partner and others as authorised by the CEO in accordance with this Policy.
- **CEO** means the Chief Executive Officer of the Shire of Brookton.
- **Change Over** means the disposal and acquired replacement of a Shire vehicle.
- **CU** means commuter use to and from an employee's residence only, based on the most efficient and effective route.
- **DCEO** means the Deputy Chief Executive Officer of the Shire of Brookton.
- **Drivers Licence** means a Western Australia Class 'C' drivers licence issued the Department of Transport.
- **RU** means restricted private use within a 500 km radius of the Brookton Post Office or as determined by Contract. Does not include periods of leave.
- **Tool of Trade Vehicle** means a vehicle purchased by Council to meet a particular business need, including pool vehicles.
- **UWA** means unlimited use within Western Australia and includes periods of leave, excluding Long Service Leave.

POLICY STATEMENT/S:

1.0 General – Drivers

- 1.1 A driver of a Shire Vehicle must provide or show a copy of their Driver'
- 1.2 Drivers of Shire vehicles must hold a valid Western Australian driver's licence with their current residential address recorded through the Department of Transport and indicated on the license.
- 1.2 Employees must advise their line supervisor as soon as possible, if their driver's license has expired or been cancelled for any reason.
- 1.3 Operating a Shire motor vehicle whilst disqualified from driving may subject the employee to serious disciplinary action that may include termination of employment.
- 1.4 The driving of the vehicle provided under this policy shall be limited to employees, elected members and contractors in performing Local Government business, unless the designated usage is UWA or RU which allows for the driving of the vehicle by the assigned employee and their spouse/ partner. Details of the spouse or partner must be provided to Council's insurer to enable coverage to be arranged.
- 1.5 Smoking is prohibited in all Shire vehicles.

2.0 General – Vehicle Use

- 2.1 All employees allocated a vehicle are held responsible for ensuring that the vehicle is maintained in a clean and roadworthy condition at all times, safeguarding the security and value of the Council asset and for minimising unnecessary insurance claims and repair costs.
- 2.2 Specifically, the employee allocated a vehicle is responsible for:
 - a) Ensuring that the vehicle is washed and cleaned internally and externally and kept clean and tidy at all times.
 - b) Checking tyre pressure on a regular basis in accordance with tyre pressure recommendations.
 - c) Checking engine oil, radiator coolant and battery levels on a regular basis.
 - d) Arranging servicing of the vehicle through the Shire's Infrastructure Officer.
 - e) Ensuring the vehicle is only driven by authorised drivers in accordance with this policy.
 - f) Payment of all fines relating to traffic offences committed by the respective driver.
 - g) Monitoring usage and recording of log book details.
 - h) Ensuring any financial costs incurred due to the unlawful operation of the motor vehicle during business hours or private use is paid by the offending employee.
 - i) Ensuring under no circumstances that the vehicle is used for any business of a competitive nature for which the employee derives an income (or not), or, operates in contradiction of the employee's contract of employment.
 - j) Ensuring the vehicle is garaged off the road at the Employee's residence.
 - k) Ensuring the vehicle is to be available for the use of other staff during working hours when not in use by the assigned employee.

3.0 General – Authority

- 3.1 The Chief Executive Officer is authorised to manage this policy on behalf of

Council, including the oversight of purchasing and assignment of motor vehicles in the interest of 'fit for purpose' and operational effectiveness.

- 3.2 Vehicle extras/options (ie floor mats, seat covers etc) can be approved at the discretion of the Chief Executive Officer, subject to budgetary constraints and reasonable justification.

4.0 Fringe Benefits Tax (FBT)

- 4.1 All employees assigned a work vehicle are required to complete vehicle travel log books as directed to assist in the correct calculation of Fringe Benefits Tax (FBT).
- 4.2 An employee or elected member using a Shire vehicle is to ensure the details of usage is provided to the assigned officer to ensure the log book accurately reflects the vehicle usage.

5.0 Fuel

- 5.1 All employees who drive a vehicle are required to use Council's current appointed fuel distributor(s). Current odometer readings must be supplied when refueling, where required.
- 5.2 The filling of portable fuel containers is not permitted, unless prior authorisation has been obtained from the CEO or DCEO, or the vehicle is out of fuel and cannot practically be refueled from a fuel station bowser.

6.0 Insurance

- 6.1 In the event of an accident the Shire will meet the 'excess' payment of any claim, unless the employee's accident record becomes excessive or the circumstances warrant a payment in full or part by the employee due to poor driving/neglectful action.
- 6.2 In the event an officer's behaviour (traffic offence, eg, drink-driving) invalidates the Shire's insurance, then the employee will become liable for the total damage claim to both the Council vehicle and other property involved. The same will apply to any form of malicious damage caused or performed by the employee.
- 6.3 The employee contribution in accordance with Statements 6.1 and 6.2 (above) shall be at Chief Executive Officer's discretion, and will be subject to the provision of a police report if so required.

7.0 Vehicle Change Over

- 7.1 All motor vehicles are to be changed over at three (3) years of age from date of purchase or prior to an odometer reading of 90,000 kms, whichever comes first.
- 7.2 The CEO may obtain quotes for change-over of a light vehicle at an earlier period (ie 15,000 km intervals) with the view to presenting this information to Council for consideration of changing a vehicle at minimal cost to the Shire or increased operational need.
- 7.3 When changing over a vehicle consideration shall be given to:
 - a) 'fit for purpose' to accord with operational need;
 - b) Time of purchase accounting for new model release and manufacture date of the vehicle to minimise vehicle depreciation;

8.0 Private Use

- 8.1 All Shire are deemed to be 'pool vehicles' during normal business hours, and are not 'exclusive' in use to an assigned employee or Department.

8.2 The following private use applies under this policy:

- Group A Vehicle: Chief Executive Officer
Max. value of vehicle \$60k (exc. GST)
Usage – UWA
- Group B Vehicle: Deputy Chief Executive Officer
Max. value of vehicle \$40k (exc. GST)
Usage – UWA
- Group C Vehicle: Authorised Managers/Supervisors
Max. value of vehicle – \$35k (excl. GST)
Usage – UWA
- Group D Vehicle: Authorised Officers
Usage - CU

- 8.3 Employees are not permitted to use a Shire vehicle for any purpose relating to the earning of income outside of Shire employment, or for any purpose which could be perceived as unfavourable on the Shire's corporate image.
- 8.4 Shire fuel cards are to be used for the purchase of fuel and oils only.
- 8.5 Group D vehicles may be reassigned during periods of leave for the employee or for operational need as determined by the CEO or DCEO.
- 8.6 The Chief Executive Officer may amend or withdraw an employee's private use should this policy be intentionally breached in the CEO'S opinion.

9.0 Surrender of Entitlement

- 9.1 Upon termination of employment, an employee allocated a motor vehicle shall surrender all entitlements of vehicle use effective the day of separation from the Shire.
- 9.2 The employee must return the vehicle in a clean and tidy condition. Otherwise, the cost of cleaning/detailing the vehicle may be on charged to the employee through a deduction from their final pay.

10.0 Assignment to Others

- 10.1 The CEO is authorised to temporarily assign the use of a Shire vehicle to a Councillor or Contractor to assist in performing a task/works on behalf of the Shire.
- 10.2 All care shall be taken by a Councillor or Contractor in using a Shire vehicle, with written acknowledgement to the CEO of their review and understanding of this policy before access is provided to the vehicle.

13.05.17.02 PROPOSED LEASE OF LOT 464 (CROWN RESERVE 47072) AND LOT 254 (CROWN RESERVE 9635) YEO AND TAYLOR ROADS BROOKTON

File No:	ADM 0300
Date of Meeting:	18 May 2017
Location/Address:	Lot 464 (Crown Reserve 47072) and Lot 254 (Crown Reserve 9635) Yeo and Taylor Roads Brookton
Name of Applicant:	CBH Group
Name of Owner:	Shire of Brookton
Author/s:	Kelly D’Arcy – Governance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author of the report has no interest in this item
Voting Requirements:	Simple majority
Previous Report:	N/A

Summary of Item:

This item relates to a proposal by CBH Group to expand its existing Brookton grain storage and handling facility through the lease and possible future acquisition of Lot 464 (Crown Reserve 47072) and Lot 254 (Crown Reserve 9635) Yeo and Taylor Roads Brookton. Both parcels of land are vested with the Shire of Brookton.

Upon assessment of a formal request from the CBH Group, it is recommended Council support the proposal by CBH to lease the subject land from the Shire initially, subject to:

- Consent from the Minister for Lands to entertain the requested to lease;
- A formal process of disposal of land being administered by the Shire in accordance with provisions of the *Local Government Act, 1995*;
- All statutory applications being lodged by CBH and approvals granted by relevant government agencies in relation to both parcels of land.

Description of Proposal:

As outlined in the summary above and the letter received from the CBH Group (refer to **Attachment 13.05.17.02(a)**), this proposal involves a request to lease the majority of Lot 464 (approx. 11.3 ha) and whole of 254 (approx. 4.3 ha) to accommodate future expansion of the CBH grain storage and handling facility in Brookton.

To illustrate, **Figure 1** below affords an understanding of location of the respective allotments in relation to the existing CBH facility.



Figure 1 – Proposed Lease Area by CBH Group

Background:

Reserve Management Orders

Presently, the Shire holds the Management Orders over both Lots/Reserves, with the power to lease to a third party for a period of up to 21 years with the approval from the Minister for Lands.

With this acknowledged Lot 254 (Reserve 9635) has reserve purpose of 'Use and Requirements of the Shire of Brookton', which includes the storage of hazardous materials and chemicals on site. In light of this, the Council has previous leased Lot 254 to accommodate various 'Rural Industry' activities.

Conversely, Lot 464 (Reserve 47072) is a revegetated *former* landfill site, with the same designated purpose under the Management Order granted to the Shire.

Current and Proposed Land Use Zoning

Currently Lot 254 is zoned 'Public Purposes' under the Shire of Brookton Town Planning Scheme (TPS) No. 3, while the Council's Local Planning Strategy and draft Local Planning Scheme (LPS) No. 4 promotes

this lot to be rezoned 'General Industry'.

As for Lot 464 (Reserve 47072), this parcel of land is currently zoned 'Rural Townsite' and 'Recreation' under the Shire TPS No.3, and similarly is proposed to be rezoned to 'General Industry' under the new draft LPS No.4.

It should be noted the proposed change in zoning aligns with the Shire Local Planning Strategy 2014 direction and designation.

In consideration of proposed expansion of the CBH Grain Storage Facilities, both the existing and amended zoning can accommodate this form of development under the land use classification of 'Industry', which is designated as a permitted land use.

Surrounding Land Use

Adjoining to the north of the proposed lease area is ten residential properties that are presently zoned 'Rural Townsite'. All of these properties (bounded by Richardson, Lefroy, and Sewel Streets, and Taylor Road) appear to be well established for lifestyle purposes and are proposed to be rezoned to 'General Industry' in the new LPS No.4. The existing CBH facility adjoins these lots to the north and current experience the commercial activities of CBH year round.

Development Interests

Over time, and more recently, there has been a number of parties interested in acquiring Lot 254. This includes previous use for fumigation and storage of chemicals, interest in establishing an intermodal transport hub, and the Shire having recently written to the Minister of Lands in March 2016 expressing an interest in purchasing Lot 254. A response to this request was received on the 5th April 2017 detailing the State Government's willingness to progress a land sale subject to extinguishment of Native Title at the Shire's cost, including Council indemnifying the State Government, Department and Minister for Lands against any financial claim for compensation. With this acknowledged and there being private interest in securing the subject land through lease and/or purchase, a letter has been sent to the Minister withdrawing the Shire's interest in purchasing Lot 254. A copy of this letter is provided at **Attachment 13.05.17.02 (b)**.

To this end, the Council is now in receipt of the formal request from CHB Group (as already outlined) that forms the basis of this report.

Consultation:

Consultation has been entertained at the officer level only. This has involved an enquiry on the availability and suitability of the subject land from the CBH Group in October 2016, and subsequently responded to in March 2017.

Notwithstanding, there is a need to receive comments from the adjoining landowners, specifically from those who own lifestyle properties located between the existing and proposed expanded CBH facility. This can occur at any time before a formal lease agreement is executed, including as part of the Land Disposal process under Section 3.58(3)(a) of the *Local Government Act, 1995* – see Statutory Environment below.

Statutory Environment:

Under the respective Reserve Management Orders the Shire has the power to lease both lots for a term not exceeding 21 years.

Additionally, Section 3.58 of the *Local Government Act, 1995* prescribes the conditions applicable to entertaining a formal lease agreement, as follows:

3.58 Disposal of Property

- (1) *In this section —*
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) *Except as stated in this section, a local government can only dispose of property to —*
(a) *the highest bidder at public auction; or*
(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
(a) *it gives local public notice of the proposed disposition —*
(i) *describing the property concerned; and*
(ii) *giving details of the proposed disposition; and*
(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

And

- (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
(a) *the names of all other parties concerned; and*
(b) *the consideration to be received by the local government for the disposition; and*
(c) *the market value of the disposition —*
(i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
(ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

Relevant Plans and Policy:

There is no existing Council Policy affected by this proposal.

Further, the Council's Local Planning Strategy advocates Lots 254 and 464 to be set aside and rezoned to 'General Industry', which is proposed in the Council's draft LPS No. 4.

Financial Implications:

It is viewed that all costs associated with the disposal/lease process, including valuation and legal agreements, should be borne by the applicant and not by the ratepayers given the commercial nature of the request. Therefore the cost to the Shire should be limited to officer's time in facilitation and administering the formal process to be followed by the Local Government.

Risk Assessment:

It is assessed there is a low level of risk to this organization in relation to this request, providing Council adheres to the disposal process as prescribed by legislation, and gives due consideration to possible impacts that could arise accounting for existing residential landuse.

Community & Strategic Objectives:

This proposal aligns with the following outcomes and strategies identified in the Shire's Community Strategic Plan 2013 – 2023:

Outcome 4.3: Viable businesses with opportunities for local employment

Strategy 4.3.1: Develop, maintain and strengthen relationships with local and regional businesses.

Strategy 4.3.2: Promote and encourage existing and new businesses and industries.

Outcome 4.4: Availability of land for housing and industrial development.

Strategy 4.4.1: Promote and facilitate the release of land for industrial purposes.

Comment

From a planning perspective the CBH Group's request to lease Lots 254 and 464 clearly aligns with advice from officers and respective amendments endorsed by Council to change the land use zoning to 'General Industry'.

Furthermore, it is recognized the Shire does not appear to have a need for either Lot 254 or Lot 464 for the foreseeable future. This is confirmed by the Shire's records that reflect a trend of leasing Lot 254 to commercial users, and its strategic planning that promotes a change in zoning to accommodate future industrial development.

In light of this, it is viewed that the CHB Group's request can potentially be entertained.

However, it is recommended any support be conditional on the following requirements being met, listed as follows:

1. Further written confirmation from CBH accepting all costs associated with:
 - a) The land disposal process enacted by Council under Section 3.58 (3)(a) and (4) of the *Local Government Act, 1995*. This may include a licenced valuation, preparation of lease agreement and statutory advertising costs;
 - b) Due diligence in relation to obtaining all relevant and necessary approvals, permits and clearances pertinent to both allotments to accommodate its future expansion plans. This includes environmental, contamination, land clearing, planning and building approvals/permits and vehicle access, including applicable fees;
 - c) Initial construction and/or upgrading of the local road network and vehicle access pertinent to the existing, and future development of Lots 254 and 464 , and a willingness to contribute to road maintenance through a formal deed of agreement or similar. It is noted such an agreement will need to be negotiated to ensure an equitable arrangement for both parties;
 - d) Preparation of a Management Plan that addresses potential impacts and management strategies applicable to dust, noise, and traffic/transport movement, as well as truck/trailer parking.
2. The Council being satisfied the future expansion of the Grain Storage Facility (including transport linkages) will not present a significant adverse impact of the local amenity. This is particularly pertinent to the 10 residential properties between the existing and proposed grain storage bins,

and the local road/transport network.

3. The Minister for Lands approving of the proposed lease arrangement as required by the respective Management Orders.

Following discussion with the Shire President, it is also desired for the CBH Group to be invited to informally meet with Council at Corporate Briefing Session to provide an overview of its future plans for Brookton as a strategic grain storage facility.

OFFICER'S RECOMMENDATION

That Council:

1. ***Advise the CBH Group it is prepared to support a formal lease agreement of Lot 464 (Crown Reserve 47072) and Lot 254 (Crown Reserve 9635) Yeo and Taylor Roads Brookton , subject to the following requirements being met:***
 - a) ***Written confirmation from CBH confirming acceptance all costs associated with:***
 - i. ***The land disposal process to be enacted by Council under Section 3.58 (3)(a) and (4) of the Local Government Act, 1995.***
 - ii. ***Due diligence including all relevant and necessary approvals, permits and clearances pertinent to both lots, including payment of all applicable fees.***
 - iii. ***Initial construction and/or upgrading of the local road network and vehicle access pertinent to the existing, and future development of lots 254 and 464 to the Shire's specifications, and a willingness to contribute to road maintenance through a formal deed of agreement, or similar.***
 - iv. ***Preparation of a management plan that addresses potential impacts and management strategies applicable to dust, noise, and traffic/transport movement, as well as truck/trailer parking.***
 - b) ***The Council being satisfied the future expansion of the Grain Storage Facility (including transport linkages) will not present a significant adverse impact on the local amenity of the area.***
 - c) ***The Minister for Lands granting approval to the proposed lease arrangement prior to a formal agreement being executed.***
2. ***Invite the CBH Group to attend a Council Corporate Briefing Session to provide an overview of its future plans for Brookton as a strategic grain storage facility.***

Attachments

Attachment 13.05.17.02(a)

Attachment 13.05.17.02(b)



Our Ref: STORE Id 11845644
Your Ref: Email 5/4 /17
Contact: Lee Nilan
Dir: 9237 9740

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13 April 2017

Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Attn: Kelly D'Arcy

BROOKTON LOT 464 (RESERVE 47072) AND 254 (RESERVE 9635) YEO/TAYLOR RD

We write in regard to CBH's initial enquiries to the Shire on the availability and viability of the proposed use of Brookton Lots 464 and 254 vested in the Shire of Brookton and also further to the Shire of Brookton's email of 5 April 2017.

As part of CBH's ongoing endeavours to find suitable land for expansion of the CBH Brookton grain storage and handling facility to cater for additional grain open bulkhead storage; the Shires former planner identified land vested in the Shire of Brookton (being Reserves 47072 & 9635 Yeo Rd/Taylor Rd comprising approximately 33 hectares) as a potential expansion area for CBH.

CBH Operations wish to formally request the Shires consideration for the potential use of this land vested in the Shire for future grain storage and handling purposes, which CBH understands is proposed to be rezoned to "General Industry" under the Shires local planning strategy.

The use of this uncleared land as to the viability to be able to build and to obtain all required clearances will be subject to further due diligence reviews by CBH, including design considerations for linkages back to the current CBH Brookton site. If there are significant barriers presented to developing this site as part of the due diligence review process, be it flora and fauna issues or others, CBH will review the suitability of the site.

The initial step however is to seek the Shires consideration and support for use of this land by CBH (be it lease initially under the vesting order with CBH's intention to seek freehold should all due diligence matters line up).

In response to the points raised in the Shires email of 5 April 2017, CBH can advise as follows:

- 1. Confirmation the Shire is likely to support a long term lease with CBH, given the draft Local Planning Scheme No.4 which proposes to zone the subject land to "general industry". However the Council can only entertain a lease up to 21 years subject to the Minister of Lands approval.*

CBH understand the current Shire restrictions on leasing for a term up to 21 years and would consider a lease in the short term however CBH's preferred long term view would be to acquire freehold title to these land parcels.

2. *The flora and fauna review is likely to be required to ensure there is no listed endangered species present and likely to be affected by future development.*

CBH is currently arranging for quotes to identify scope and costs for such flora and fauna reviews. It is then intended for a staged approach to be taken including an initial desktop flora and fauna review to determine initial viability. Should initial results seem favourable; CBH would proceed further with further flora and fauna reviews then to a formal clearing permit application lodgement stage.

3. *Generally the grant of planning approval constitutes the clearing of land however, given the subject land is reserved for different purposes it is recommended that a formal clearing permit be obtained prior to any works being undertaken.*

As per above, CBH understands a clearing permit will need to be sought as part of the due diligence process to determine viability of land to clear, which CBH accepts.

4. *Refer to dot point 1 regarding the leasing of the land. CBH would need to approach the Minister of Lands with a formal request to purchase the land. It is noted that the Shire has initiated dialogue with Department of Lands in regard to the possible freehold and sale of Reserve 9635 (Lot 254) with possible future acquisition.*

CBH notes that the Shires vesting authority is for leasing up to 21 years. As noted above, CBH's preference is to own land freehold where it has significant infrastructure built and as such will concurrently approach the Department of Lands (Minister of Lands) with a formal request to purchase the land upon positive response from the Shire of Brookton. It could be a matter of CBH leasing first whilst the process to freehold is undertaken should all parties be in agreement in principle.

5. *Your assessment is correct in that the land is purposed to be rezoned to "general industry" under the draft Local Planning Scheme No. 4. This document should be released for public comment in the coming months.*

The Shires comments are noted.

Please refer to the attached overhead photo, deposited plan 36174 and local planning strategy highlighting the land area in question.

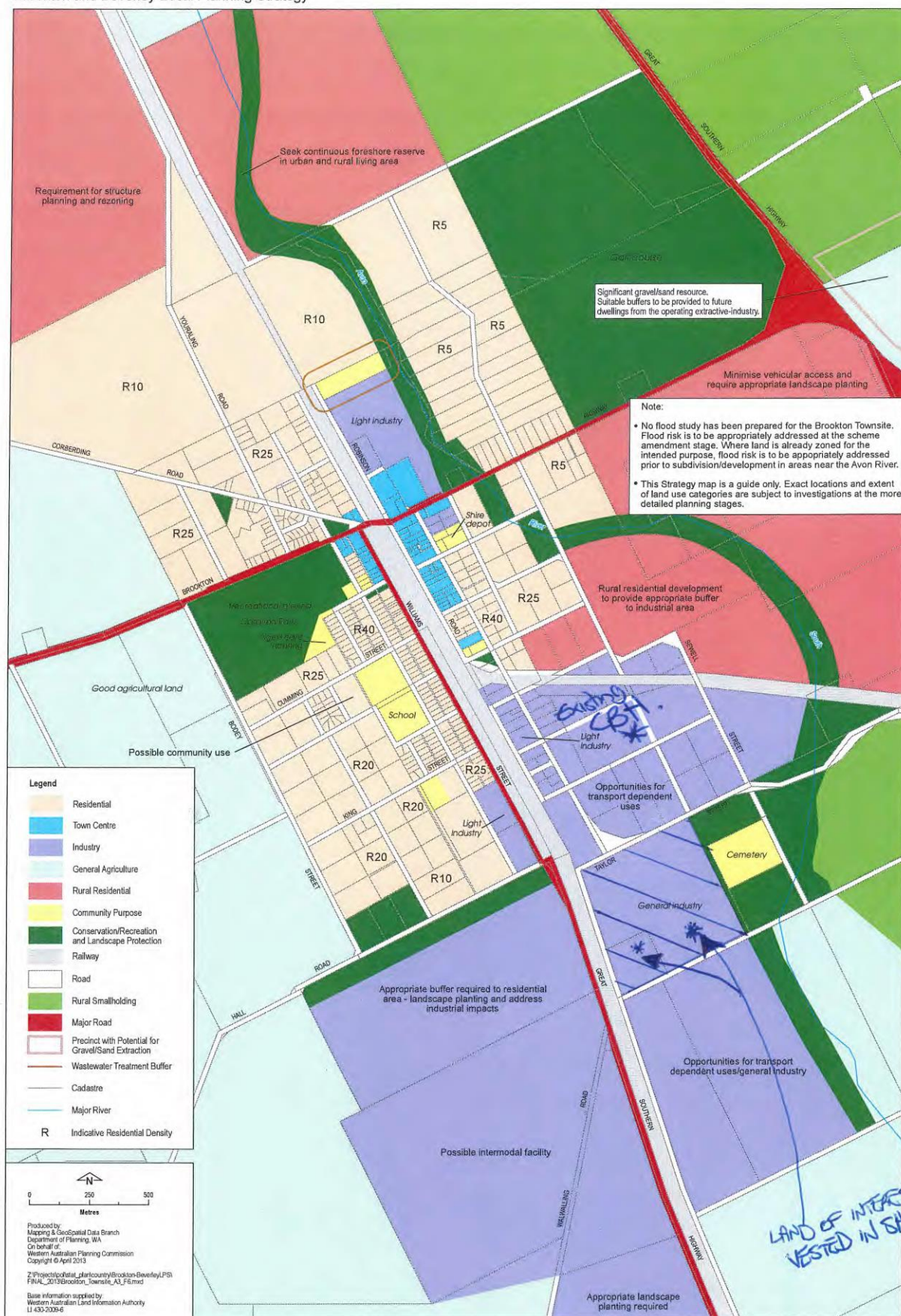
Should you require further information, please do not hesitate to contact Mr Lee Nilan on 9237 9740 / email lee.nilan@cbh.com.au or CBH's Project Manager for Brookton, Mr Peter Anderson on 9416 6286 / peter.anderson@cbh.com.au

For- *Co-operative Bulk Handling Ltd*



Lee Nilan
Property & Land Specialist

Cc: Mr Gavin Bignell - CBH Kwinana Zone Manager
Mr Peter Anderson - CBH Project Manager
Mr Graham Penter - CBH Environmental & Sustainability Manager



Strategy Plan - Brookton Townsite

Figure 6



Government of Western Australia
Department of Lands

11 - 5 APR 2017

BY: Apm 0300

Our ref: 11063-1904/Job No. 164523
Enquiries: Henry Thomason Ph. (08) 6552 4430
Email: henry.thomason@lands.wa.gov.au

Chief Executive Officer
Shire of Brookton
14 White Street
BROOKTON WA 6306

Sent via email to: mail@brookton.wa.gov.au

Dear Sir/Madam

REQUEST TO PURCHASE RESERVE 9635, LOT 254, DP85816 – SHIRE OF BROOKTON

I refer to your letter dated 30 March 2016 (DOC ID: 4570) requesting to purchase Reserve 9635.

Reserve 9635 over Lot 254 on Deposited Plan 85816 is set aside for the purpose of "Use and Requirements of the Shire of Brookton" with a Management Order in the favour of the Shire of Brookton (The Shire).

Please be advised that this land is the subject of a native title claim (WAD6274/1998 - Gnaala Karla Booja). Accordingly, to purchase this parcel of land in freehold will trigger the 'Future Act' process pursuant to the *Native Title Act 1993 (NTA)*. In order to proceed with a future act, the Shire will need to indemnify and keep indemnified the Minister for Lands, Department of Lands and the State of Western Australia against any and all claims that may arise from the compulsory taking of all rights and interests in the land in order to confer a right over that land to the Shire.

The Shire will also need to adhere to s165(4) of the *Land Administration Act 1997* and provide a statement to the Minister for Lands, via this Department, as to how the Taking of all rights and interest in the land will confer a social and/or economic benefit to the region, locale and/or State. The above mentioned process can take from 12 to 18 months.

Should the Shire wish to proceed with a future act pursuant to the NTA, please provide a council resolution as per below:

The Shire of Brookton agrees that it will indemnify and keep indemnified the State of Western Australia, the Department of Lands and the Minister for Lands (**Indemnified Parties**) and hold them harmless from and against all liabilities, obligations, costs, expenses or disbursements of any kind including, without limitation, compensation payable to any party as a result of the compulsory acquisition of any interests (whether native title or non-native title) in the Crown land located within Reserve 9635, Lot 254 on

Deposited Plan 85816 (Land) under the *Land Administration Act 1997* or the *Native Title Act 1993* (NTA) which may be imposed on, or incurred by the Indemnified Parties relating to or arising directly or indirectly from the acquisition of the Land.

The Shire will also need to provide the details of their preferred surveyor and agree to all costs associated with the preparation and survey of the area required.

Alternatively, the Shire may wish to hold the matter in abeyance until there is further clarity on the South West Settlement ILUAs.

If you have any queries contact me on 6552 4430.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Henry Thomason', written over a light blue horizontal line.

Henry Thomason
State Land Officer
27 March 2017

File No:	ADM 0564/ADM 0427
Date of Meeting:	18/05/2017
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Vicki Morris – Deputy CEO
Authorising Officer:	Ian D’Arcy - CEO
Declaration of Interest:	Both the author and authorizing office are recipients of delegated authority from Council
Voting Requirements:	Simple Majority
Previous Report:	June 2015

Summary of Item:

The Shire of Brookton is required under the *Local Government Act 1995* to review the Shire’s policy manual and the register of delegations to staff on a regular basis.

Both the Policy register and the Delegation manual are generally published each June to the Council website.

This report is to advise Council that the review of the Policy Manual and the review of the Delegations Register will be completed and presented to the July 2017 meeting of Council.

Description of Proposal:

N/A

Background:

The *Local Government Act 1995* (the Act) allows for a Local Government to delegate to the Chief Executive Officer (the CEO) the exercise of its powers or the discharge of any of its duties under the Act. All delegations made by the Council must be by absolute majority decisions.

However, there are a number of decisions that cannot be delegated to the CEO. These include:

- Any power or duty that requires a decision of an absolute majority or 75% of the local government.
- Accepting a tender which exceeds an amount determined by the Council.
- Appointing an auditors.
- Acquiring or disposing of any property valued by the Council at an amount determined.
- Any of the local government powers under Sections 5.98, 5.99 and 5.100 of the Act.
- Borrowing money on behalf of the Council.
- Hearing or determining an objection of a kind referred to in Section 9.5 of the Act.
- Any power or duty that requires the approval of the Minister or Governor.
- Such other duties or powers that may be prescribed by the Act.

The Act also prescribes:

- The CEO may delegate any of his powers to another employee with this being done in writing.
- The CEO may place conditions on any delegation if he desires.

- A register of delegations relevant to the CEO and any other employees must be kept and reviewed at least once every financial year.

Therefore, the aim of the review is to assist with identifying any changes in legislation and in any procedural changes that may have happened over the past year.

In addition, the Council Policy Manual is another corporate compliance manual that is a collection of policies that have been adopted by Council, as outlined in section 2.7 of the Act.

To fulfil the Council's requirements, the Shire's Policy Manual enables the documentation and maintenance of all current policies. Regular reviews of the Shire's policies are required to ensure their continued relevance and application. In addition, policies are reviewed for potential duplication and operational content.

Like the Delegation register, the Policy Manual should be reviewed on an annual basis or as required.

Consultation:

Consultation on this item has been undertaken with the CEO.

Statutory Environment:

As mentioned, the review of both these documents falls within the *Local Government Act 1995*. The relevant sections have been referenced in the background section of this report.

An exception is the Council's Planning Policies that generally fall within the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Relevant Plans and Policy:

N/A

Financial Implications:

N/A

Risk Assessment:

While this report is to inform Council of a short deferment in reviewing of the Delegation Register and Policy Manual, and therefore does not present as a considered risk, the Council is reminded that in not undertaking a review in the coming months would likely be assessed as a non-compliance and constitute a reportable breach of the legislation by the Shire's Auditors.

Community & Strategic Objectives:

Broadly, the preparation of this Policy accords with the following outcome of the Council's Strategic Community Plan 2013 – 2023:

Outcome 5.3: Effective and efficient corporate and administrative services.

Comment

In light of other governance matters it has not been possible to a review of both of these documents at this time.

Therefore this report is to inform Council of the proposed review timeframe and to advise Council that this matter is identified to be attended to over the next two months.

OFFICER'S RECOMMENDATION

That Council note review of the Shire of Brookton Policy Manual and the Shire of Brookton Delegation Register will be completed and presented to Council for endorsement at its July 2017 Ordinary Meeting.

14.05.17	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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15.05.17	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
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16.05.17	CONFIDENTIAL REPORTS
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16.05.17.01	MANAGEMENT FOR THE BROOKTON LANDFILL FACILITY
--------------------	--

16.05.17.02	WASTE AND RECYCLING KERBSIDE COLLECTION SERVICE
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17.05.17	NEXT MEETING & CLOSURE
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The next Ordinary meeting of the Council will be held on Thursday 15th June 2017, commencing at 12.30 pm.