

**SHIRE OF BROOKTON**  
**ORDINARY COUNCIL MEETING**

**AGENDA**

**18 June 2015**



- 10.00 am BUDGET WORKSHOP**
- 12.00 pm LUNCH**
- 12.30 pm COUNCIL MEETING**
- 3.00 pm AFTERNOON TEA**
- 3.30 pm COUNCIL BRIEFING FORUM**
- 6.00 pm DINNER**

**SHIRE OF BROOKTON  
ORDINARY COUNCIL MEETING**

Dear Councillor,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 18 June 2015 in the Council Chambers at the Shire Administration Centre commencing at 12.30 pm.

The business to be transacted is shown in the Agenda.

**Kevin O'Connor  
CHIEF EXECUTIVE OFFICER**

18 June 2015

**DISCLAIMER**

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

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6.06.15	PETITIONS/DEPUTATIONS/PRESENTATIONS
7.06.15	CONFIRMATION OF MINUTES OF PREVIOUS MEETING Ordinary Council Meeting held 21 May 2015
8.06.15	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION (Includes Condolences)
9.06.15	DISCLOSURE OF INTERESTS

**Disclosure of Financial & Proximity Interests**

- a. Members must disclose the nature of their interest in matters to be considered at the meeting. (Sections 5.60B and 5.65 of the *Local Government Act 1995*).

- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of *the Local Government Act 1995*).

### **Disclosure of Interest Affecting Impartiality**

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

#### 10.06.15 TECHNICAL & DEVELOPMENT SERVICES REPORTS

10.06.15.01 *DEVELOPMENT APPLICATION – OUTBUILDING (DISPLAY SHED) – 61 (LOT 5) ROBINSON ROAD, BROOKTON*

10.06.15.02 *DEVELOPMENT APPLICATION – OUTBUILDING AT CARAVAN PARK – LOT 456 (RESERVE 43158) BROOKTON HIGHWAY, BROOKTON*

10.06.15.03 *ROAD CLOSURE – LOT 814 BROOKTON-CORRIGIN ROAD, BROOKTON*

10.06.15.04 *PROCLAMATION OF REALIGNMENT OF BROOKTON HIGHWAY NEAR YEO ROAD, SUDHOLZ SECTION AND FULLWOOD SECTION, BROOKTON*

#### 11.06.15 COMMUNITY SERVICES REPORTS

*NIL*

#### 12.06.15 FINANCE & ADMINISTRATION

12.06.15.01 *LIST OF ACCOUNTS*

12.06.15.02 *FINANCIAL REPORTS*

12.06.15.03 *FEES AND CHARGES*

12.06.15.04 *LONG TERM FINANCIAL PLAN*

#### 13.06.15 GOVERNANCE

13.06.15.01 *PROPOSED HEALTH LOCAL LAW 2015*

13.06.15.02 *WASTE MANAGEMENT POLICY – ADOPTION*

13.06.15.03 *REVIEW OF POLICY MANUAL 2015*

13.06.15.04 *DELEGATIONS REGISTER REVIEW - 2015*

- 14.06.15 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
- 15.06.15 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING (Late Reports)
- 16.06.15 CONFIDENTIAL REPORT
- 16.06.15 01 *CEO PERFORMANCE REVIEW*
- 17.06.15 NEXT MEETING & CLOSURE  
Thursday 23 July 2015 at 12.30 pm.

**10.06.15.01 DEVELOPMENT APPLICATION – OUTBUILDING (DISPLAY SHED) – 61  
(LOT 5) ROBINSON ROAD, BROOKTON**

**FILE REFERENCE:** P381

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

**NAME OF APPLICANT/ OWNER:** N. L. Gill

**DATE REPORT WRITTEN:** 11 June 2015

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

**PREVIOUS MEETING REFERENCE:** There is no previous meeting reference.

**SUMMARY:**

It is proposed to construct an Outbuilding (Display Shed) at 61 (Lot 5) Robinson Road, Brookton that will require a variation of the Council Policy on Outbuildings. It will be recommended the application be approved.

**Background:**

The subject site is 9,559 m<sup>2</sup> in extent, zoned *Rural Townsite* and contains a single dwelling and outbuildings. The proposal is to construct an additional outbuilding (display shed for wagons & horse drawn vehicles) of a wall height in excess of the maximum wall height permitted in Council's Outbuilding Policy. The maximum permissible wall height for an outbuilding in abovementioned policy is 3 m. The outbuilding is to have a maximum wall height of 3.3 m.

The aggregate footprint of the all the outbuildings on the subject site (existing and proposed) will also bring the total footprint area of the outbuildings to approximately 626 m<sup>2</sup> which is 426 m<sup>2</sup> more than the total aggregate permitted in the Outbuilding Policy (the extent of the footprints of the existing outbuildings measure approximately 558 m<sup>2</sup> and the extent of the footprint of the proposed outbuilding will measure approximately 68 m<sup>2</sup>).

A reduced setback from the Primary Street (Robinson Road) is also required, from the required 20 m to approximately 5 m.

**Details:**

The application is being referred to Council as certain elements of the design, as described above, are beyond the maximum allowed under Council's Outbuilding Policy in the *Rural Townsite Zone*. As mentioned above the outbuilding will be used as a display shed for wagons & horse drawn vehicles, similar to the display sheds on the Brookton Highway, adjacent to the Bendigo Bank.

**Statutory and Legal Considerations:**

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

**Policy Considerations:**

A variation to Council's Outbuilding Policy is required.

**Consultation:**

No consultation was deemed required.

**Financial Implications:**

There are no financial implications relative to this issue.

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

- No specific implication relative to this application.

**Corporate Business Plan (2015 – 2019):**

- No specific implication relative to this application.

**Local Planning Strategy:**

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

**Officer's Comment:**

It is not considered that the proposed location of the new outbuilding on the lot and the reduced setback will have a negative impact on amenity or streetscape. To further minimise disturbance to amenity it will be recommended, should Council approve the application, the roof of the outbuilding be clad in Colorbond or similar as a condition of approval.

It is submitted that the limited visibility of the proposed structure from the Brookton Highway, as a result of the location of existing buildings and vegetation, will not negatively influence the amenity of the area.

In the opinion of staff the combined bulk of the outbuildings will have marginal impact, and as a result of its location in relation to other existing buildings on the site, as well as its site specific location and character, will not be a contender to create an unwanted precedent. It is considered to be in pace with the character and planning intent for the area and will therefore be recommended for approval.

**Voting Requirements:**

Simple majority required.

**Officer's Recommendation:**

**That Council grant Planning Approval for an Outbuilding (Display Shed) (Lot 5) Robinson Road, Brookton, subject to the following conditions and advice notes:**

**Conditions:**

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

3. The outbuilding shall not be used for commercial or industrial activity or human habitation.
4. The roof is to be clad with a non reflective finish, such as Colorbond or similar approved material, in a colour which is in harmony with the existing built form in the area, to the satisfaction of the Shire Planner.

**Advice Notes:**

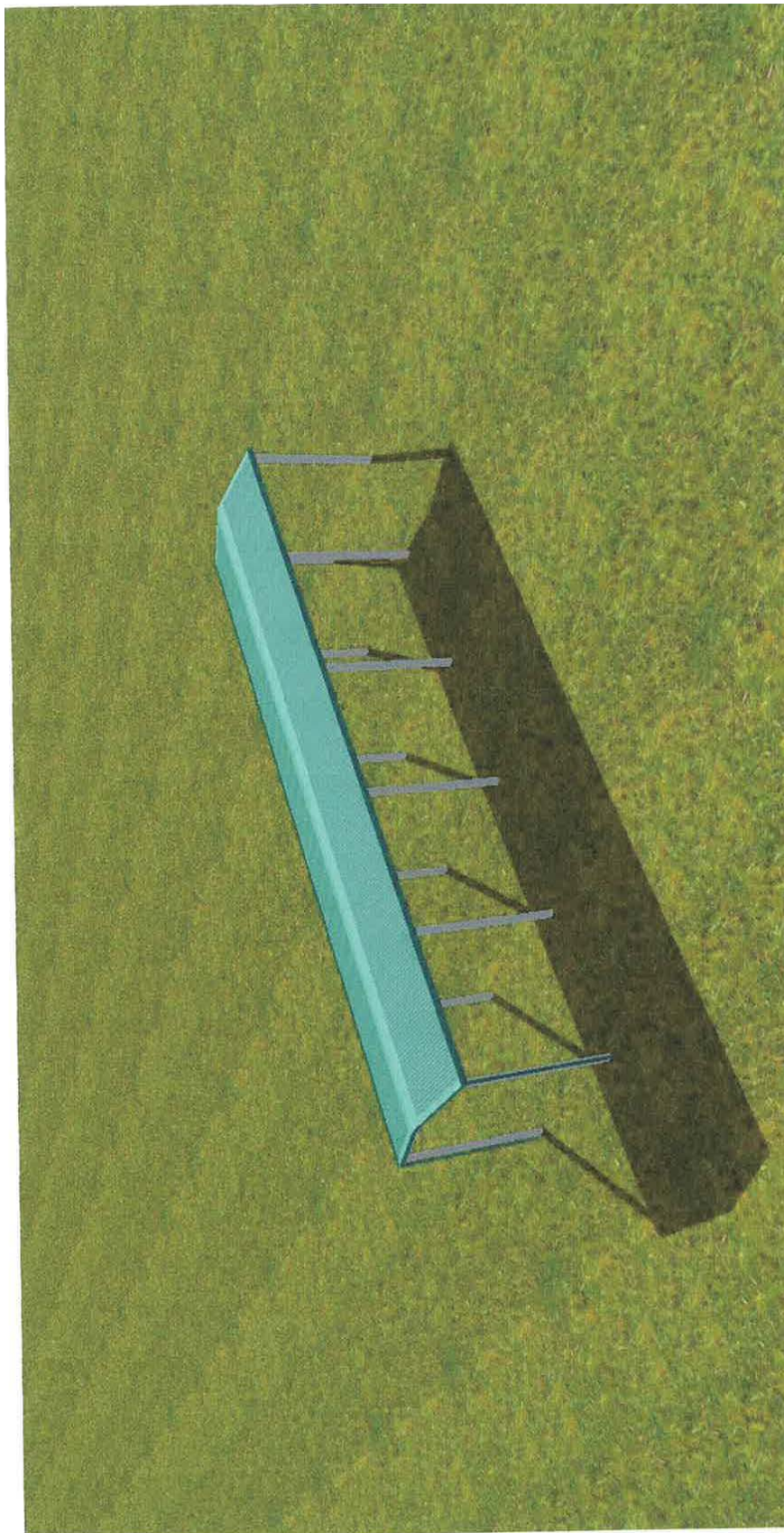
1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
2. The applicant is advised a building Permit is required prior to commencement of any building works.

**Attachment 10.06.15.01A – Elevation sketch**

**Attachment 10.06.15.01B – Site Plan**

**Attachment 10.06.15.01C – Building Plan**

**Attachment 10.06.15.01A – Elevation sketch**

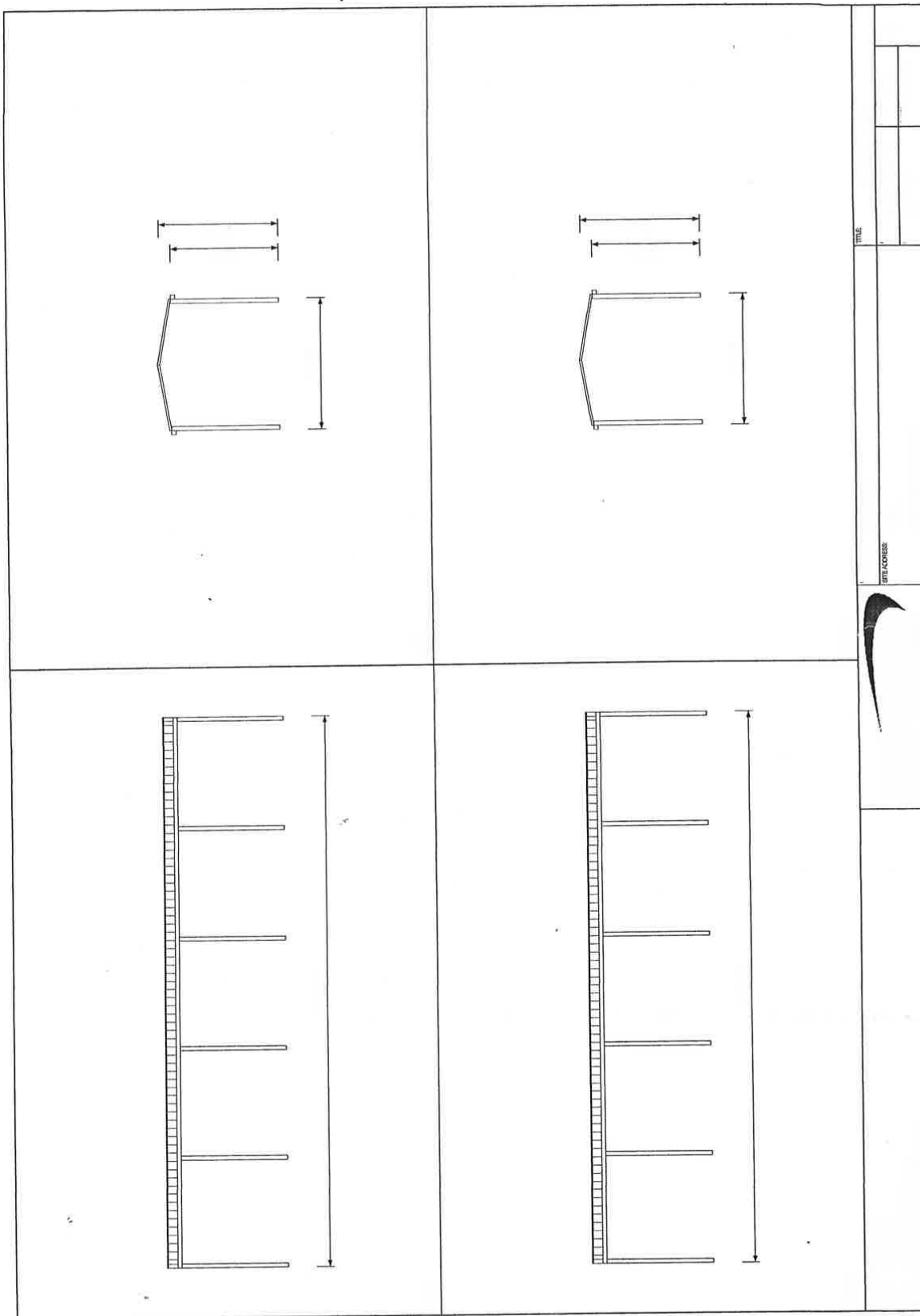




Attachment 10.06.15.01B – Site Plan



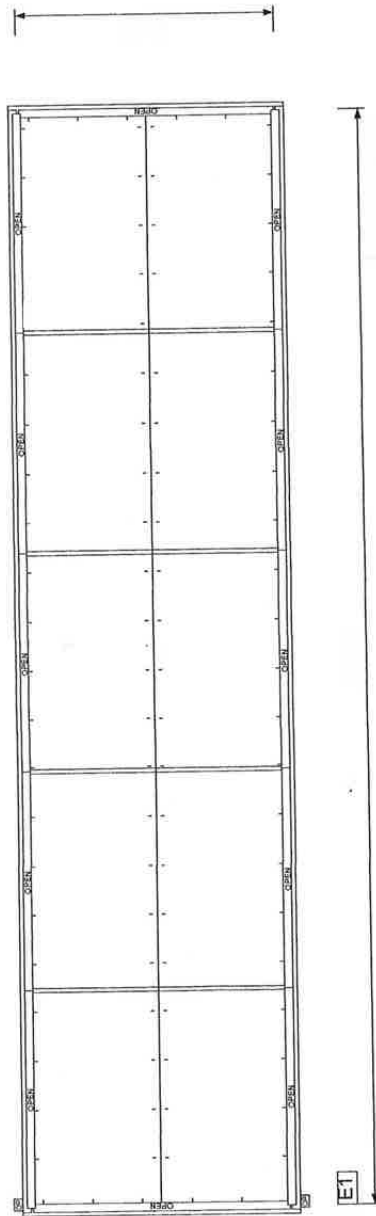
# Attachment 10.06.15.01C – Building Plan



Produced: Entrances TruQuate V2.8.0.2

OPTION ITEMS

2



TITLE

CLIENT NAME

SITE ADDRESS

NO.

SCALE

INDEX

PROJECT NO. ASH-WBC1386

DATE



**10.06.15.02 DEVELOPMENT APPLICATION – OUTBUILDING AT CARAVAN PARK –  
LOT 456 (RESERVE 43158) BROOKTON HIGHWAY, BROOKTON**

**FILE REFERENCE:** P2731

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

**NAME OF APPLICANT/  
RESPONDENT:** Stewart George Geary

**DATE REPORT WRITTEN:** 11 June 2015

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

**PREVIOUS MEETING REFERENCE:** 10.03.14.03.

**SUMMARY:**

It is proposed to construct an Outbuilding at lot 456 Brookton Highway adjacent to a long term tenant's caravan at the Brookton caravan park. It will be recommended the application be refused.

**Background:**

The subject site is 25.445 ha in extent, zoned *Reserve* for *recreational* purposes and contains the Shire's Sports Oval, Caravan Park & WB Eva Pavilion.

The proposal is to construct an Outbuilding in association with an existing caravan site. A previous application requested planning permission for a rigid steel frame annexe, treated timber deck, bathroom & carport. Permission was only granted for the construction of the rigid annexe, timber deck and carport.

**Details:**

The application is being referred to Council as the Shire of Brookton Town Planning Scheme No. 3 determines in section 2.2 & 2.3 that:

*'Except as otherwise provided in this part an owner shall not carry out any development of land reserved under this Scheme, other than the erection of a boundary fence, of a specification approved by Council, without first applying and obtaining the planning approval of Council.'*

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

**Statutory and Legal Considerations:**

The application is to be considered under the Shire of Brookton's Town Planning Scheme No. 3. Consideration must also be given to the prescripts of the *Caravan Parks and Camping Grounds Act, 1995 & Regulations, 1997*.

**Policy Considerations:**

There are no policy implications relative to this issue.

**Consultation:**

No consultation was deemed required.

**Financial Implications:**

There are no financial implications relative to this issue.

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

- No specific implication relative to this application.

**Corporate Business Plan (2015 – 2019):**

- No specific implication relative to this application.

**Local Planning Strategy:**

- No specific implication relative to this application.

**Officer's Comment:**

The existing use of the property (Lot 456 Brookton Highway – Reserve 43158) is amongst others, the Shire's caravan park which use is regarded to be in harmony with the intent of the *Reserve* zoning, being that of *recreation*.

Likewise, the proposed use in this application is deemed to be ancillary to the main existing use, being camping, and by its very definition, despite being a long stay site, temporary in nature.

As a result of the above it is not deemed appropriate to have an Outbuilding with a caravan. It is submitted that if Council resolve to approve the application an unnecessary precedent will be created.

The application will be recommended for refusal.

**Voting Requirements:**

Simple majority required.

**Officer's Recommendation:**

**That Council refuse the application for planning approval for an Outbuilding at Lot 456 Brookton Highway (Brookton Caravan Park), and provide the following reasons for the decision:**

- 1. The proposed Outbuilding is deemed an inappropriate extension to a temporary land use (camping);**
- 2. An unwanted precedent will be created by the granting of planning approval for this proposal.**

**Attachment 10.06.15.02A**

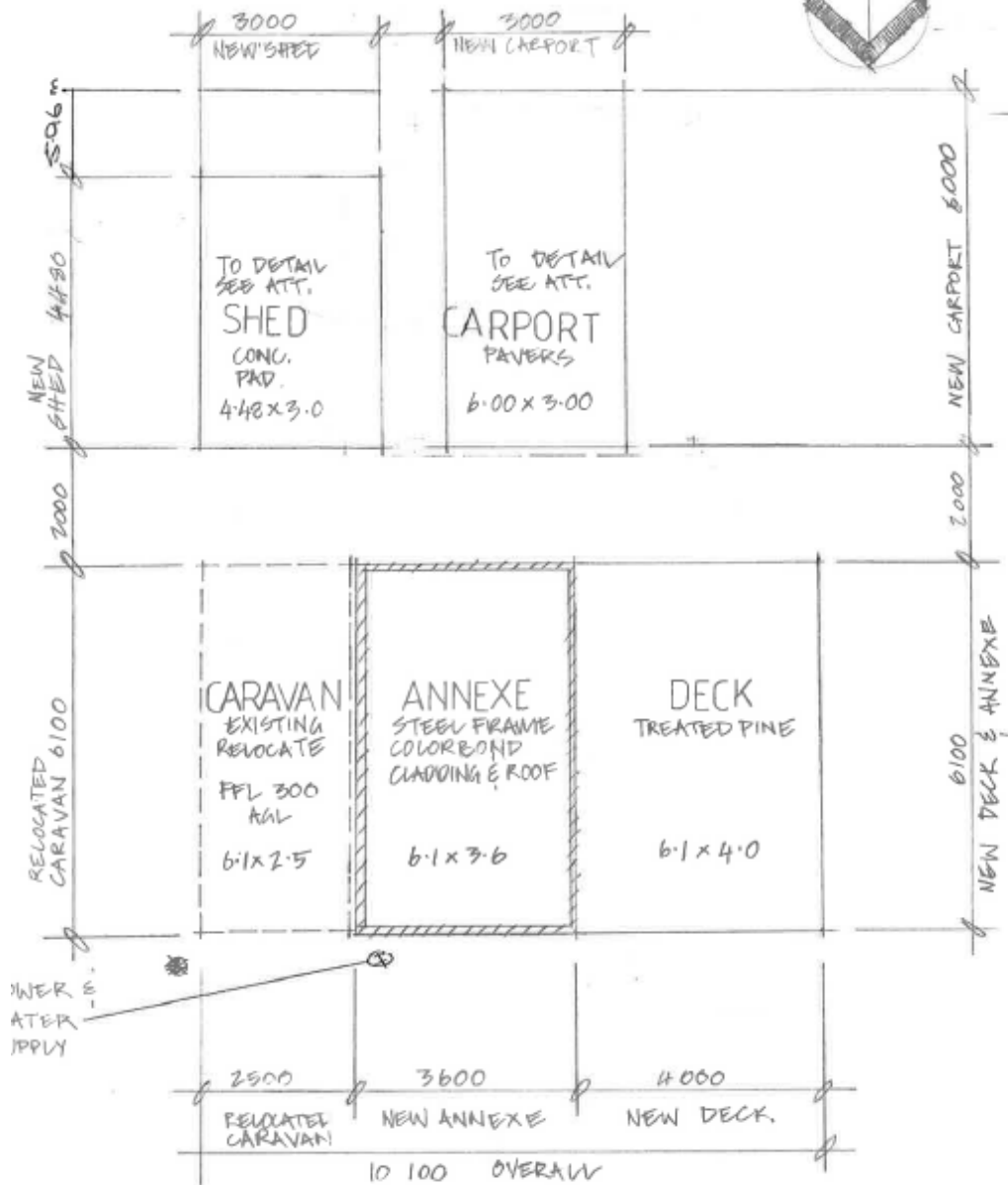
**Attachment 10.06.15.02B**

BROOKTON CARAVAN PARK

SITE NO STUART GEARY

MOB. 0427 007 781

N 1:100



# HIGHLANDER SHED KIT

Extra high garden shed, 2035mm highwalls, 2300mm high at the gable. Ideal for the taller guy and the serious handyman.

Highlander Colour Options	Zincalume® (ZA)	Pale Eucalypt® (PE)	Classic Cream™ (CC)	Woodland Grey (WG)
	✓	✓	✓	✓



**Model No. 3060HK**  
3.00m x 5.96m x 2.30m  
Shown in Woodland Grey®



**Model No. 30292HK**  
3.00m x 2.92m x 2.30m  
Shown in Pale Eucalypt



**Model No. 3045HK**  
3.00m x 4.48m x 2.30m  
Shown in Woodland Grey®

**MODEL 30292HK**

Zincalume \$999  
Colorbond \$1249

**MODEL 3045HK**

Zincalume \$1699  
Colorbond \$2119

**MODEL 3060HK**

Zincalume \$1999  
Colorbond \$2399

**MODEL 60303HK**

Zincalume \$1779  
Colorbond \$2199

8. [www.absco.cofm.au](http://www.absco.cofm.au)

## 10.06.15.03 ROAD CLOSURE – LOT 814 BROOKTON-CORRIGIN ROAD, BROOKTON

**FILE REFERENCE:** ADM 0530

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

**NAME OF APPLICANT/RESPONDENT:** Mainroads WA

**DATE REPORT WRITTEN:** 11 June 2015

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

**PREVIOUS MEETING REFERENCE:** 10.02.15.01

### **SUMMARY:**

The proposed closure of a section of the Brookton-Corrigin road was advertised as per Section 58 of the Land Administration Act, 1997. It will be recommended that Council resolve to formally request the Minister to close the road.

### **Background:**

At its 19 February 2015 meeting Council resolved:

*“That Council:*

*Initiate the closure of the section of road as indicated on the attached sketch plans and instruct the Shire Planner to commence with the advertising of the road closure.”*

The proposed road closure has been advertised for 35 days in compliance with section 58 of the Land Administration Act 1997 and is being presented to Council for final consideration.

### **Details:**

The attachments to this report reflect the alignment of the subject section of road to be closed and the affected adjacent properties (lots 814 & 816 Brookton-Corrigin Road – which is in the tenure of Tianco Pty Ltd & Briestar Pty Ltd respectively).

### **Statutory and Legal Considerations:**

Roads are closed under Section 58 of the *Land Administration Act 1997* in compliance with the *Land Administration Regulations 1998*.

### **Policy Considerations:**

There are no policy implications in relation to this submission.

### **Consultation:**

Consultation took place as described below.

### **Financial Implications:**

The Shire was liable for the advertisement costs associated with the road closure.

### **Strategic Plan Implications:**



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

No specific implication relative to this submission.

**Corporate Business Plan (2015 – 2019):**

No specific implication relative to this submission.

**Local Planning Strategy:**

No specific implication relative to this submission.

**Officer's Comment:**

A summary of the response received during advertising and staff comment are detailed below. A copy of the response can be made available should Councillors so wish.

<b>Respondent</b>	<b>Property</b>	<b>Comments</b>	<b>Planner's Response</b>
Water Corp	-	There are no services in the immediate area and the Corporation has no objection to the proposal.	Noted.

Since there were no objections to the proposal it will be recommended the road closure be proceeded with.

**Voting Requirements:**

Simple Majority Required.

**Officer's Recommendation:**

That Council resolve to accept the officer's comment on the advertising and request the Minister close the section of road as detailed in the attached plan.

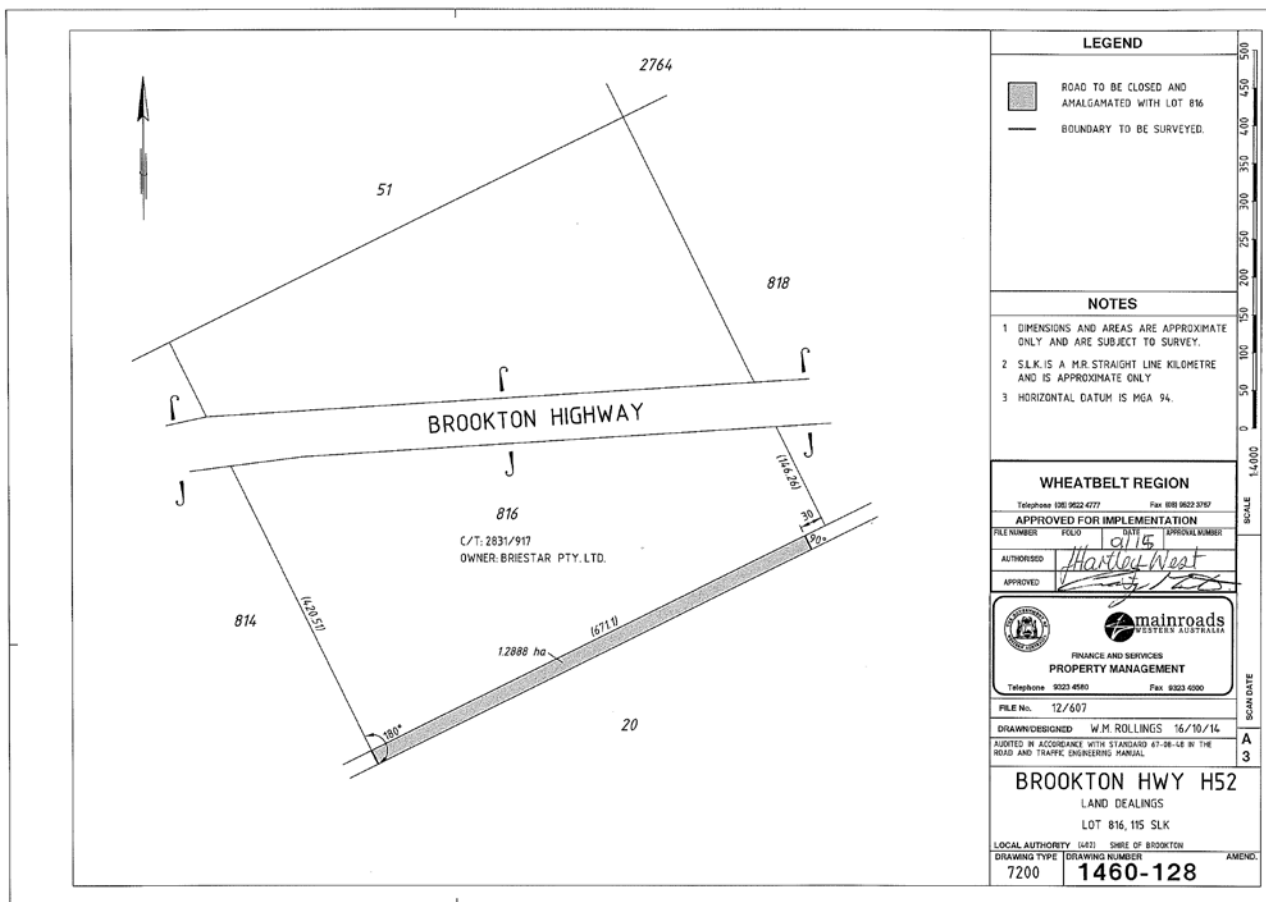
**Attachment 10.06.15.03A**

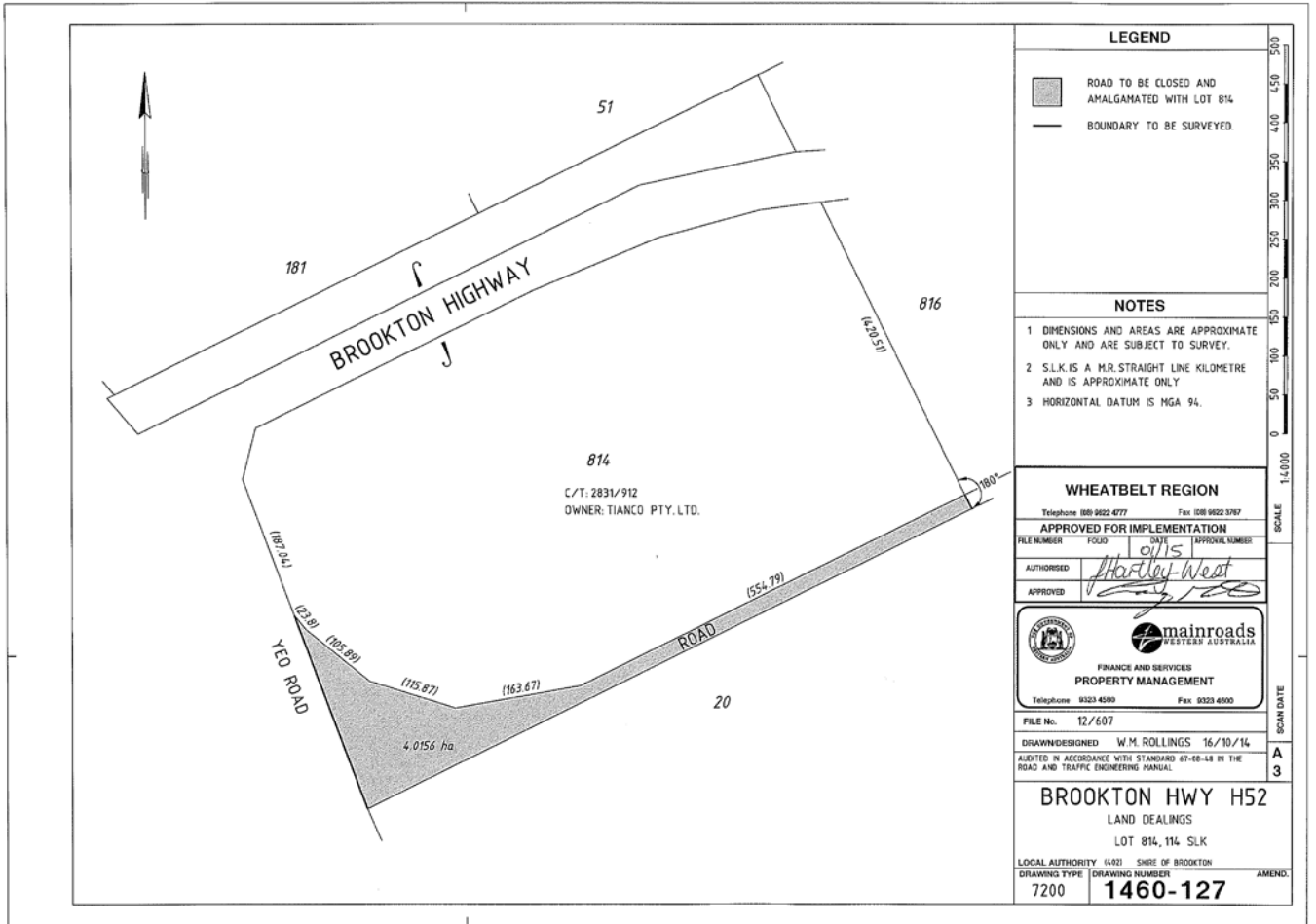
**Attachment 10.06.15.03B**

**Attachment 10.06.15.03C**



[http://www.landgate.wa.gov.au/mapviewer/erm\\_mapviewer.htm?user=rudgw01&token=9d7915e0698a421a97932613f3070ada01375919...](http://www.landgate.wa.gov.au/mapviewer/erm_mapviewer.htm?user=rudgw01&token=9d7915e0698a421a97932613f3070ada01375919...) 29/08/2014





**10.06.15.04 PROCLAMATION OF REALIGNMENT OF BROOKTON HIGHWAY NEAR YEO ROAD, SUDHOLZ SECTION AND FULLWOOD SECTION, BROOKTON**

**FILE REFERENCE:** ADM 0227

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

**NAME OF APPLICANT/RESPONDENT:** Mainroads WA

**DATE REPORT WRITTEN:** 11 June 2015

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

**PREVIOUS MEETING REFERENCE:** No previous meeting reference

**SUMMARY:**

A request for Council's Endorsement has been received from Mainroads WA in regards to the proclamation of sections of road as described herein. It will be recommended that Council resolve to formally endorse the proposals.

**Background:**

As stated in the attached letter from Mainroads WA, improvement works completed recently on the Brookton Highway included realignment of the road to provide a safer route for road users.

In accordance with Section 13 of the *Main Roads Act*, the Commissioner of Main Roads intends making a recommendation to the Minister for Transport to proclaim the new alignments for these sections of the Brookton Highway, as shown in the attached plans.

The Commissioner requires endorsement by Council of the enclosed proclamation drawings for this purpose.

**Details:**

The attachments to this report reflect the alignment of the subject sections of road to be proclaimed and de-proclaimed.

**Statutory and Legal Considerations:**

Main Roads are proclaimed under the statutory regime afforded by the *Main Roads Act*.

**Policy Considerations:**

There are no policy implications in relation to this submission.

**Consultation:**

No consultation was had for this request.

**Financial Implications:**

There are no financial implications relative to this request.

**Strategic Plan Implications:**

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

- No specific implication relative to this submission.

**Corporate Business Plan (2015 – 2019):**

- No specific implication relative to this submission.

**Local Planning Strategy:**

- No specific implication relative to this submission.

**Officer's Comment:**

The request for Council endorsement of the proposal will be recommended for approval as it will bring to conclusion the process to formalize the realigned sections of Main Road.

**Voting Requirements:**

Simple Majority Required.

**Officer's Recommendation:**

That Council resolve to endorse the following proclamation drawings for the proclamation of the realignment of Brookton Highway near Yeo Road, Sudholz section and Fullwood Section, and associated de-proclamation actions:

Drawings No.

1321-0151-00

1321-0154-00

1321-0161-00

1321-0162-00

**Attachment 10.06.15.04A**

**Attachment 10.06.15.04B**

**Attachment 10.06.15.04C**

**Attachment 10.06.15.04D**

**Attachment 10.06.15.04E**



Enquiries: Ron Tolliday on 9323 4473  
 Our Ref: 13/4803 13/5940 13/5941 D13#425330  
 Your Ref:



ABN: 50 860 676 021

16 March 2015

Mr Kevin O'Connor  
 Chief Executive Officer  
 Shire of Brookton  
 PO Box 42  
 BROOKTON WA 6306

SHIRE OF BROOKTON		RESP
23 MAR 2015		
FILE REF:	ADM 0222	RESP
OFFICER:	CEO/SP	
DOC ID:		
DATE:	23/3/15	
INT:	SKT/ON	

Dear Mr O'Connor

**ATTENTION: STEPHAN DE BEER**

**PROCLAMATION OF REALIGNMENT OF BROOKTON HIGHWAY NEAR YEO ROAD, SUDHOLTZ SECTION AND FULLWOOD SECTION**

Recently, improvement works were completed on Brookton Highway at the three locations stated above.

These improvement works included realignment of the road to provide a safer route for road users. The old alignments are to be ripped and rehabilitated. These works have not changed Main Roads' management responsibility for the road, however, its proclamation as a 'main road' requires gazetting to recognise the new alignment.

In accordance with Section 13 of the Main Roads Act, the Commissioner of Main Roads intends making a recommendation to the Minister for Transport to proclaim the new alignments for these sections of Brookton Highway, as shown on drawings 1321-0151-00, 1321-0154-00, 1321-0161-00 and 1321-0162-00 as a 'main road'. Footpaths will be excluded from the proclamation. Such paths, if any, will remain the responsibility of your Council.

Before making the recommendation to the Minister, the Commissioner requires endorsement by Council of the enclosed proclamation drawings, in duplicate.

Subject to Council's agreement, will you please endorse the drawings with details of the Council's resolution in support of the proposal and return one *original signed set* to Main Roads East Perth office, marked to the attention of Road Classification Manager, Ron Tolliday. The other set should be retained as Council's interim record, pending formal proclamation. Following proclamation, a copy of the final drawings showing gazettal details will be sent to Council for its records.

In the event that Council does not support the changes, Section 13A (2) of the Main Roads Act makes provision for Council to lodge an objection with the Commissioner of Main Roads. Any objection needs to be lodged with Main Roads by 30 June 2015.

If you require any further information regarding the proclamation action, please contact Ron Tolliday on (08) 9323 4473. Any enquiries relating to management of the road should be addressed to our Regional Manager Wheatbelt, Craig Manton, in our Northam office on 96224777.

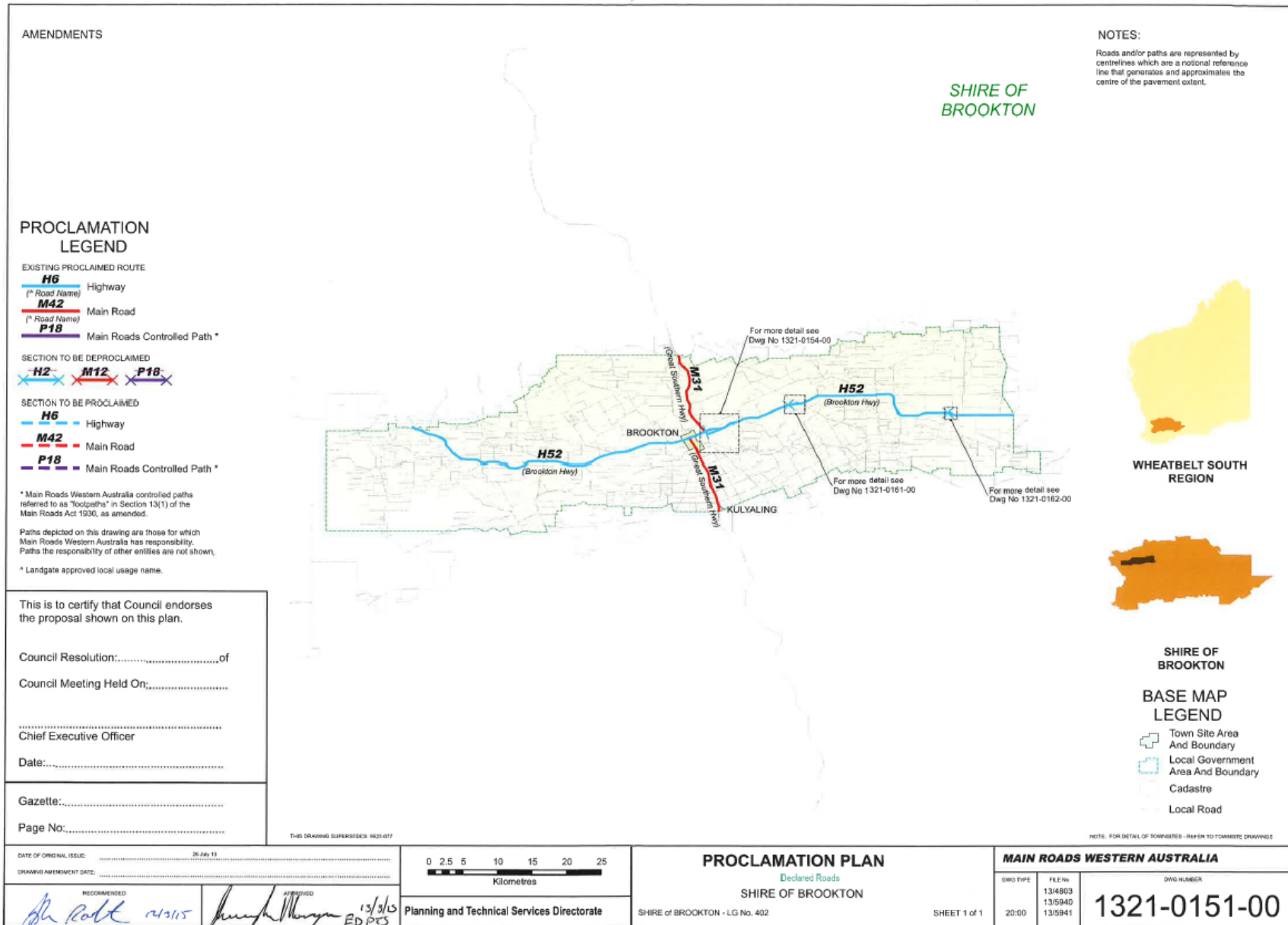
I await receipt of Council's response.

Yours sincerely

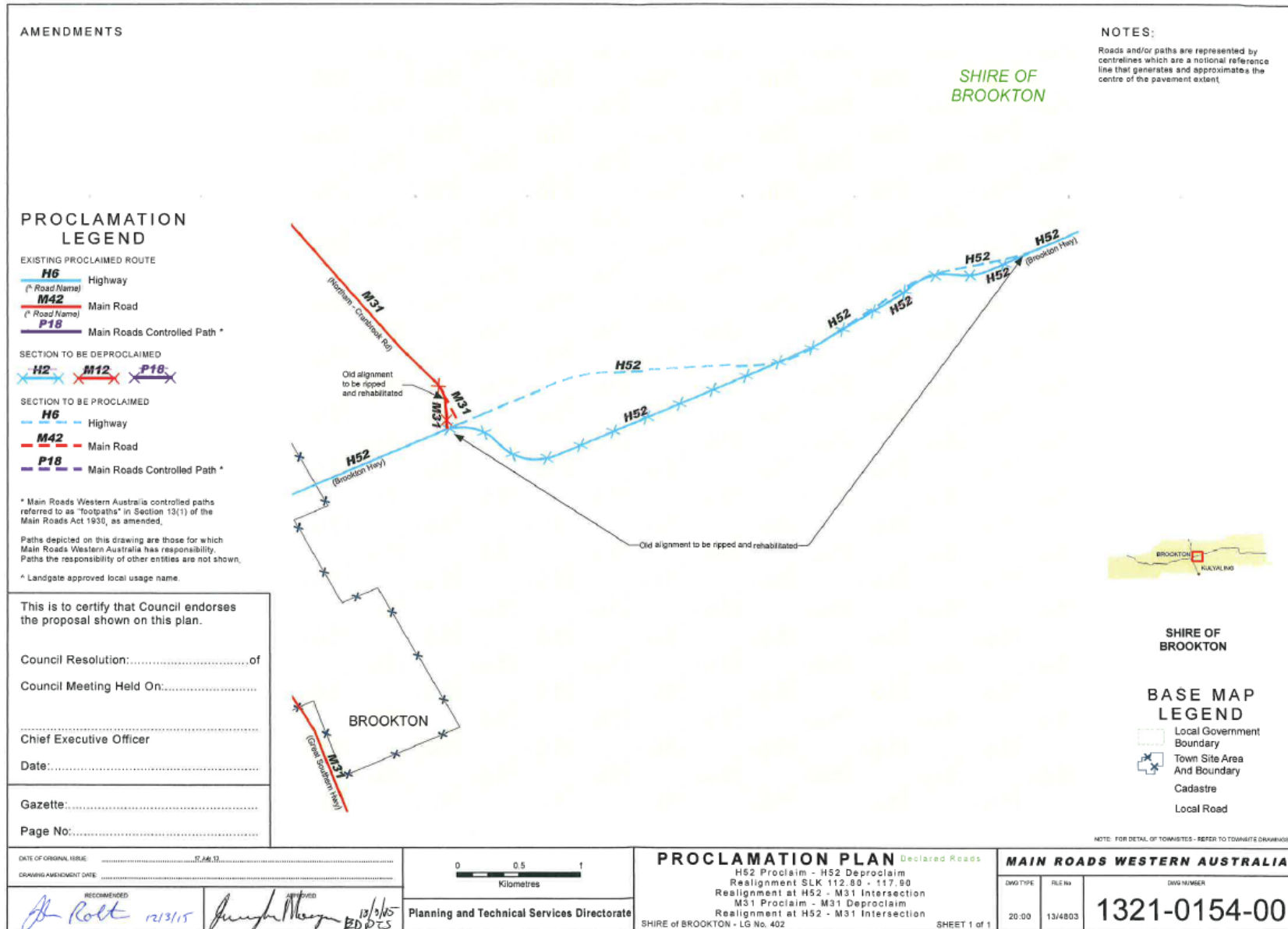
Douglas Morgan  
 EXECUTIVE DIRECTOR  
 PLANNING AND TECHNICAL SERVICES

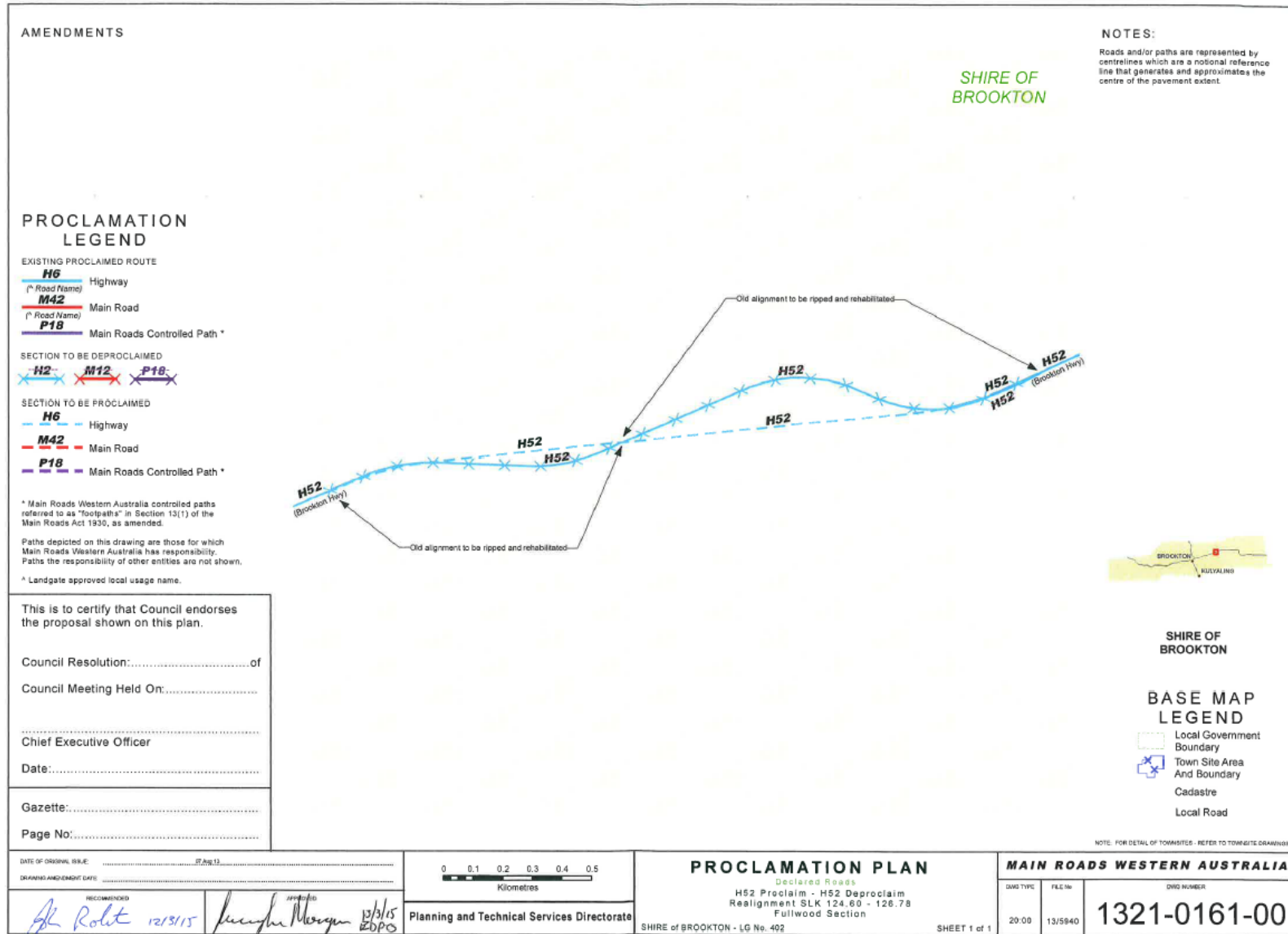
Enc.

Don Aiken Centre, Waterloo Crescent, East Perth or PO Box 6202 EAST PERTH Western Australia 6892  
 Telephone: 138 138 Facsimile: (08) 9323 4430 TTY: (08) 9428 2230  
 Email: enquiries@mainroads.wa.gov.au Website: www.mainroads.wa.gov.au

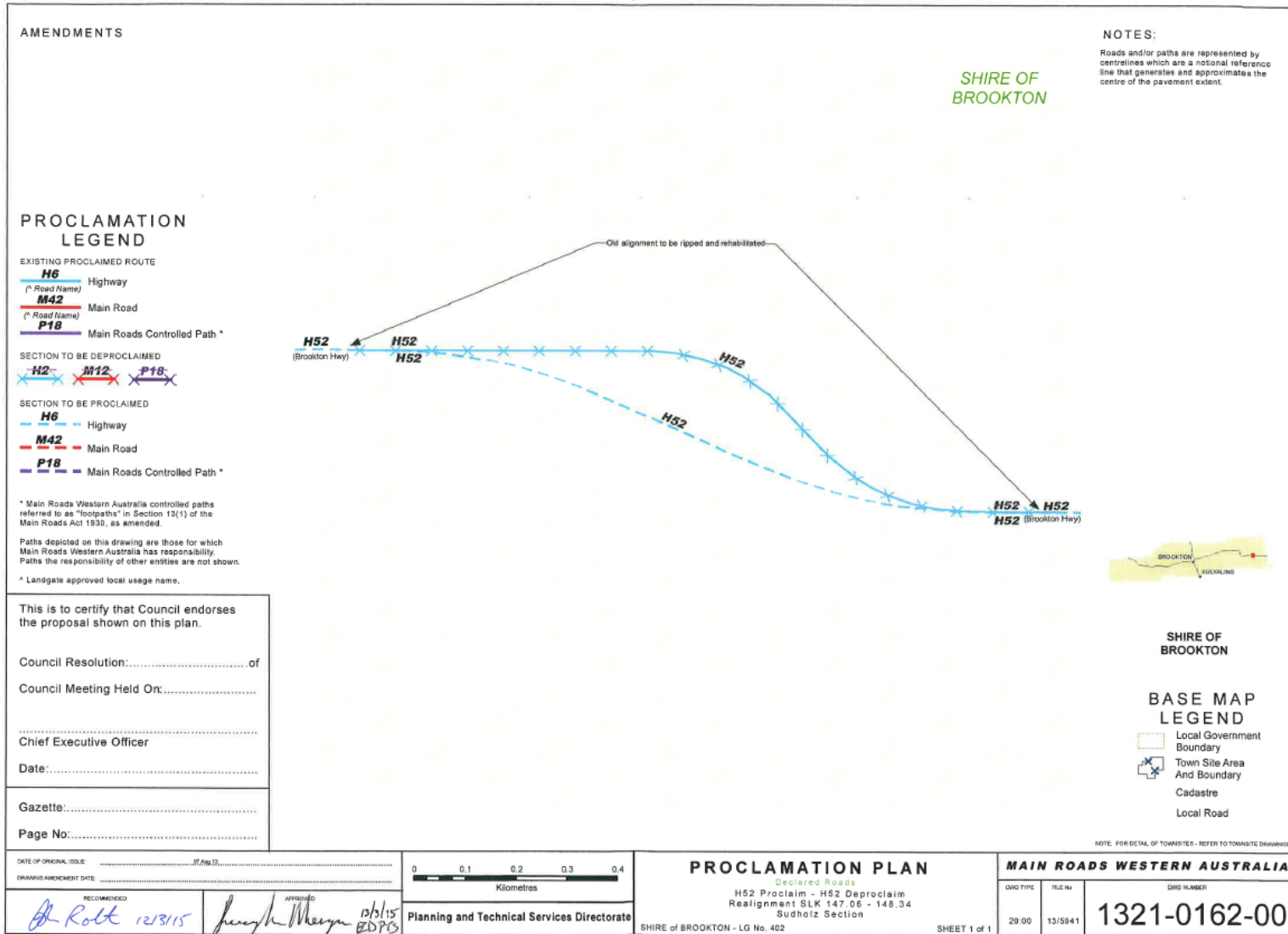








Attachment 10.06.15.04E





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

No reference

**Corporate Business Plan (2015-2019)**

No reference

**Voting Requirements:**

Simple Majority.

**Officer's Recommendation:**

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31<sup>st</sup> May 2015, per the summaries included in Attachment 12.06.15.01A in accordance with the Local Government (Financial Management) Regulations 1996:

**To 31<sup>st</sup> May 2015:**

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***Municipal Account***

<b>Direct Debits</b>	<b>\$</b>	<b>93,662.75</b>
<b>EFT</b>	<b>\$</b>	<b>516,450.40</b>
<b>Cheques</b>	<b>\$</b>	<b>230,323.07</b>
<b><i>Trust Account</i></b>	<b>\$</b>	<b>964.00</b>

## MAY 2015 LIST OF ACCOUNTS DUE &amp; SUBMITTED TO COUNCIL 18 JUNE 2015

## ATTACHMENT 12.06.15.01A

Chq/EFT	Date	Name	Description	Amount
945	13/05/2015	COLIN & KAREN MILLS	BOND REFUND FOR HIRE OF	\$ 330.00
946	13/05/2015	DEPARTMENT OF COMMERCE	BOND UNIT 2 28 WILLIAMS ST	\$ 414.00
947	13/05/2015	TANIA QUARTERMAINE	REFUND OF BOND HIRE OF MEMORIAL	\$ 110.00
948	13/05/2015	THE LEIGHTON OPUS TEAM	BOND REFUND FOR HIR EOF WB EVAL	\$ 110.00
			<b>TOTAL TRUST</b>	<b>\$ 964.00</b>
Chq/EFT	Date	Name	Description	Amount
EFT6410	06/05/2015	1 STOP RECORDS CONSULTING	RECORD MANAGEMENT CONSULTING 20/04/15 TO 28/04/15	\$ 897.00
EFT6411	06/05/2015	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 150.78
EFT6412	06/05/2015	AIR RESPONSE	REPAIR & REPLACE CONDENSOR TO AIRCONDITIONER - WB EVA PAVILION	\$ 1,366.04
EFT6413	06/05/2015	AUSTRAL MERCANTILE COLLECTIONS	RATES DEBT COLLECTION	\$ 3.52
EFT6414	06/05/2015	AUSTRALASIAN PERFORMING RIGHTS	LICENSE FEES - MEMORIAL HALL	\$ 247.90
EFT6415	06/05/2015	AUSTRALIA POST	POSTAGE APRIL 2015	\$ 180.59
EFT6416	06/05/2015	AVON PAPER SHRED	SHREDDING OF CONFIDENTIAL OFFICE	\$ 132.00
EFT6417	06/05/2015	BOC GASES	OXYGEN SIZE G	\$ 45.25
EFT6418	06/05/2015	BROOKTON COMMUNITY RESOURCE CENTRE	QUARTERLY LIBRARY CONTRIBUTION APRIL 2015 TO JUNE 2015	\$ 6,875.00
EFT6419	06/05/2015	BROOKTON DELI	CATERING	\$ 1,142.00
EFT6420	06/05/2015	BROOKTON PLUMBING	REPAIRS & MAINTENANCE - SWIMMING POOL, UNIT 2 / 4 MATTHEWS ST, 6	\$ 673.20
EFT6421	06/05/2015	BROOKTON ROADHOUSE	UNLEADED PETROL	\$ 42.38
EFT6422	06/05/2015	BROOKTON TELEGRAPH	ADVERTISING	\$ 30.00
EFT6423	06/05/2015	CHILD SUPPORT AGENCY EMPLOYER	PAYROLL DEDUCTIONS	\$ 264.94
EFT6424	06/05/2015	CIVIL CONTRACTORS FEDERATION - WA	CERTIFICATE III IN CIVIL CONSTRUCTION	\$ 83.34
EFT6425	06/05/2015	COLAS	BITUMEN SEALING WORKS YEO GF	\$ 6,804.88
EFT6426	06/05/2015	CONTRACT AQUATIC SERVICES	CONTRACT MANAGEMENT FEE MARCH 2015, ADDITIONAL OPENING HOURS	\$ 16,835.50
EFT6427	06/05/2015	COOTE MOTORS	SERVICE & REPAIR FIRETENDERS	\$ 4,320.95
EFT6428	06/05/2015	COUNTRY COPIERS	MONTHLY COPIER READING MARCH	\$ 423.20
EFT6429	06/05/2015	COURIER AUSTRALIA	FREIGHT	\$ 29.29
EFT6430	06/05/2015	ELEESHA COOTE	TRAVEL REIMBURSEMENT DFES WORKSHOP NARROGIN 30/04/15	\$ 123.12
EFT6431	06/05/2015	FLINN HEALTH & FITNESS	GYM MEMBERSHIP INDUCTIONS	\$ 200.00
EFT6432	06/05/2015	ISABEL AMUNDSEN	YOGA CLASSES APRIL & MAY 2015	\$ 450.00
EFT6433	06/05/2015	J & S KULKER PAINTING	PAINTING SHIRE ADMINISTRATION BUILDING	\$ 5,280.00
EFT6434	06/05/2015	LGIS RISK MANAGEMENT	AVON/CENTRAL MIDLANDS REGIONAL RISK COORDINATION PROGRAMME	\$ 6,792.50
EFT6435	06/05/2015	PIANO MAGIC	TUNE PIANO AT MEMORIAL HALL	\$ 250.00
EFT6436	06/05/2015	PLASTICS PLUS	HARDWARE FOR YEO GRAIN FREIGHT	\$ 370.81
EFT6437	06/05/2015	QUALITY TRANSPORT	FREIGHT	\$ 252.49
EFT6438	06/05/2015	RADIOWEST BROADCASTERS	AROUND THE TOWNS INTERVIEW MARCH 2015	\$ 55.00
EFT6439	06/05/2015	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 160.00
EFT6440	06/05/2015	SOUTH WEST INSTITUTE OF TECHNOLOGY	FIRST AID TRAINING WORKS STAFF	\$ 315.00
EFT6441	06/05/2015	SYSTEM MAINTENANCE	JETTING OF SEPTIC TANKS AT THE PAVILION	\$ 2,476.52

EFT6442	06/05/2015	TOTALLY CONFIDENTIAL RECORDS	STORAGE & RETRIEVAL OF ARCHIVE	\$ 247.08
EFT6443	06/05/2015	UHY HAINES NORTON	INTERIM BILLING OF AUDIT YEAR ENDED 30/06/15 & FINANCIAL REPORTING WORKSHOP - DCEO	\$ 12,644.50
EFT6444	06/05/2015	WA LOCAL GOVERNMENT ASSN	ADVERTISING	\$ 748.13
EFT6445	06/05/2015	WA TREASURY CORPORATION	LOAN REPAYMENTS RECREATION PLAN & COUNTRY CLUB	\$ 65,657.63
EFT6446	06/05/2015	WHEATBELT ELECTRICS	REPAIRS TO UNIT 6 MADISON SQUARE AFTER WATER DAMAGE	\$ 1,707.35
EFT6447	06/05/2015	ZACKS COMMERCIAL ARTS	SHIRTS FOR 2015 TRIATHLON & ENVELOPES	\$ 1,155.25
EFT6448	14/05/2015	1 STOP RECORDS CONSULTING	RECORDS MANAGEMENT CONSULTING 11/04/15 TO 04/05/05	\$ 916.50
EFT6449	14/05/2015	COURIER AUSTRALIA	FREIGHT	\$ 175.93
EFT6450	14/05/2015	ECONOMIC REGULATION AUTHORITY	INDEPENDENT AUDIT SERVICES & ANNUAL LICENSE CHARGE - SEWERAGE	\$ 14,326.36
EFT6451	14/05/2015	H RUSHTON & CO	REPAIRS & MAINTENANCE - GRADER 5, LOADER 6 & TRAILER 1	\$ 4,226.00
EFT6452	14/05/2015	MIRACLE RECREATION EQUIPMENT	ASHBURTON BINS WITH LINERS & LIDS	\$ 1,441.00
EFT6453	14/05/2015	RURAL TRAFFIC SERVICES	TRAFFIC CONTROLLERS	\$ 6,223.25
EFT6454	14/05/2015	SHIRE OF BROOKTON	MASTERCARD PURCHASES APRIL 2015	\$ 810.55
EFT6455	14/05/2015	STUMPY'S GATEWAY ROADHOUSE	DIESEL & UNLEADED PETROL	\$ 358.03
EFT6456	20/05/2015	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 588.38
EFT6457	20/05/2015	AURELIA'S CATERING SERVICE	CATERING VOLUNTEERS SUNDOWNER 13/05/15	\$ 599.00
EFT6458	20/05/2015	AUSTRALIA POST	POSTAGE APRIL 2015	\$ 107.83
EFT6459	20/05/2015	BAPTISTCARE	KALKARNI RESIDENCY OPERATING FEES MAY 2015	\$261,454.25
EFT6460	20/05/2015	BAREND STEPHANUS DE BEER	REIMBURSEMENT OF PARKING FOR MEETING AT DEPARTMENT OF PLANNING	\$ 20.00
EFT6461	20/05/2015	BELL FIRE EQUIPMENT CO P/L	FIRE SAFETY EQUIPMENT & FIRE EXTINGUISHER SERVICING AT SHIRE BUILDINGS	\$ 613.03
EFT6462	20/05/2015	BROOKTON MEDICAL PRACTICE	PRE EMPLOYMENT MEDICALS	\$ 240.00
EFT6463	20/05/2015	BROOKTON PLUMBING	REPAIRS & MAINTENANCE - PUBLIC TOILETS, MEMORIAL HALL, ADMINISTRATION & CARAVAN PARK	\$ 1,535.00
EFT6464	20/05/2015	BROOKTON TELEGRAPH	ADVERTISING	\$ 20.00
EFT6465	20/05/2015	COLAS	BITUMEN SEALING WORK DANGIN MEARS ROAD	\$ 4,697.00
EFT6466	20/05/2015	CONTRACT AQUATIC SERVICES	SUPPLY & INSTALL MULTI CELL CHLORINE GAS DETECTION/WARNING SYSTEM	\$ 9,350.00
EFT6467	20/05/2015	COUNTRY COPIERS	COPIER MONTHLY METER READING	\$ 370.22
EFT6468	20/05/2015	COURIER AUSTRALIA	FREIGHT	\$ 128.38
EFT6469	20/05/2015	EVELYN ARNOLD	REIMBURSEMENT 50% RELOCATION COSTS & GAS BOTTLE UNIT 2 / 4 MATTHEWS ST	\$ 4,103.38
EFT6470	20/05/2015	GAIL PATRICIA LILLY	REIBURSEMENT OF PRE EMPLOYMENT POLICE CLEARANCE APPLICATION	\$ 62.40
EFT6471	20/05/2015	GREAT SOUTHERN FUEL SUPPLIES	7000 LITRES OF DIESEL & UNLEADED PETROL PURCHASES	\$ 9,196.43
EFT6472	20/05/2015	GREAT SOUTHERN WASTE DISPOSAL	BROOKTON TIPSITE, RUBBISH BIN COLLECTION & BULK RECYCLE PICK UP 31/03/15 TO 28/04/15	\$ 11,410.68
EFT6473	20/05/2015	IT VISION	PURCHASE ORDER IMPLEMENTATION AND TRAINING	\$ 4,121.36

EFT6474	20/05/2015	JH COMPUTER SERVICES	PURCHASE OF LASER PRINTERS FOR ADMINISTRATION BUILDING	\$ 3,234.18
EFT6475	20/05/2015	JR & A HERSEY PTY LTD	GUIDE POSTS & DELINEATORS	\$ 1,441.00
EFT6476	20/05/2015	LANDGATE (DOLA)	RURAL UV GENERAL REVALUATION 2014/2015	\$ 6,276.40
EFT6477	20/05/2015	LGIS INSURANCE	REIMBURSEMENT FOR BROOKTON BUSHFIRE CLAIM	\$ 762.62
EFT6478	20/05/2015	MARYKA DE BEER	REIMBURSEMENT OF PRE EMPLOYMENT POLICE CLEARANCE APPLICATION FEE	\$ 62.40
EFT6479	20/05/2015	MORRIS PEST & WEED CONTROL PTY LTD	REINSPECTION OF BRIDGE 3158A ON MATTHEWS ROAD BROOKTON	\$ 385.00
EFT6480	20/05/2015	ORICA AUSTRALIA P/L NOW IXOM	CHLORINE CYLINDER SERVICE FEE - SWIMMING POOL	\$ 166.41
EFT6481	20/05/2015	PAPER PLUS OFFICE NATIONAL	HP TONER CARTRIDGES	\$ 406.78
EFT6482	20/05/2015	PINGELLY TIMES	ADVERTISING - ADMINISTRATION & WORKS ADMINISTRATION	\$ 30.00
EFT6483	20/05/2015	RA-AN ENTERPRISES	HIRE OF DOZER TO STOCK PILE FILL FOR RUBBISH TIP	\$ 4,444.00
EFT6484	20/05/2015	RADIOWEST BROADCASTERS	AROUND THE TOWNS INTERVIEW APRIL 2015	\$ 55.00
EFT6485	20/05/2015	SGS	WATER TESTING	\$ 176.00
EFT6486	20/05/2015	SHIRE OF BEVERLEY	BASIC TRAFFIC MANAGEMENT REFRESHER COURSE	\$ 840.00
EFT6487	20/05/2015	SKYE SAGE	REIMBURSEMENT OF PRE EMPLOYMENT POLICE CLEARANCE APPLICATION	\$ 62.40
EFT6488	20/05/2015	STEFAN DE BEER TOWN & REGIONAL PLANNER	WHITTINGTON STREET IMPROVEMENT PROJECT - URBAN DESIGN DRAFT	\$ 1,250.00
EFT6489	20/05/2015	STUMPY'S GATEWAY ROADHOUSE	DIESEL & UNLEADED PETROL	\$ 767.98
EFT6490	20/05/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES 14/04/15 TO 05/05/15	\$ 1,262.25
EFT6491	20/05/2015	WESTERN STABILISERS	CEMENT STABILISATION YEO RD	\$ 17,006.88
EFT6492	20/05/2015	WHEATBELT ELECTRICS	REPAIR & SERVICE SMOKE ALARMS AT SHIRE BUILDINGS & HOT WATER SYSTEM 8 MARSH AVE	\$ 1,293.00
			<b>TOTAL EFT</b>	<b>\$516,450.40</b>

Chq/EFT	Date	Name	Description	Amount
17565	06/05/2015	ATO - FBT	FBT FINAL CONTRIBUTION 2014/15	\$ 4,657.68
17566	06/05/2015	BROOKTON MEATS	SAUSAGES FOR THE BROOKTON	\$ 81.00
17567	06/05/2015	BROOKTON SUPERMARKET	GAS BOTTLES, CLEANING PRODUCTS, MILK & REFRESHMENTS	\$ 682.01
17568	06/05/2015	BUILDING & CONSTRUCTION INDUSTRY	BCITF LEVY MARCH & APRIL 2015	\$ 691.44
17569	06/05/2015	BUILDING COMMISSION	BUILDING SERVICES LEVY MARCH & APRIL 2015	\$ 543.30
17570	06/05/2015	CASH - SHIRE OF BROOKTON	PETTY CASH REIMBURSEMENT	\$ 187.00
17571	06/05/2015	NARROGIN FLORAL STUDIO	WREATH'S FOR ANZAC DAY	\$ 200.00
17572	06/05/2015	PARKER BLACK & FORREST PTY LTD	MASTER KEYS FOR KALKARNI	\$ 165.00
17573	06/05/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 465.00
17574	06/05/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 1,074.68
17575	06/05/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 465.00



17576	06/05/2015	SILVER CHAIN	CONTRIBUTION TO SADDLEBACK RENOVATIONS	\$199,199.00
17577	06/05/2015	TELSTRA CORPORATION	TELEPHONE 0429998533 16/03/15 TO 16/04/15	\$ 138.29
17581	14/05/2015	DEPARTMENT OF TRANSPORT	RETAIN NUMBER PLATE 01BO & ISSUE STATE PLATES READY FOR VEHICLE TRADE IN	\$ 24.00
17582	14/05/2015	GILL RURAL TRADERS	HARDWARE & RURAL PURCHASES MARCH 2015	\$ 4,541.65
17583	14/05/2015	JASON SIGNMAKERS	SAFETY TAGS	\$ 103.18
17584	20/05/2015	AG ATKINS CARPENTER	CEMENTING FLOODWAY ON BUCKINGHAM ROAD	\$ 4,889.75
17585	20/05/2015	BROOKTON PHARMACY	TWINRIX VACCINE & PRIZES FOR TRIATHLON	\$ 169.50
17586	20/05/2015	BROOKTON SUPERMARKET	MILK, JUICE, COOL DRINK, GAS & KEY CUTTING	\$ 197.82
17587	20/05/2015	SYNERGY	ELECTRICITY STREETLIGHTS 25/03/15 TO 24/04/15	\$ 3,037.15
17588	20/05/2015	TELSTRA CORPORATION	TELEPHONE 01/04/15 TO 01/05/15 - ADMINISTRATION, DCEO RESIDENCE, DEPOT, SWIMMING POOL & CEO	\$ 1,245.26
17589	20/05/2015	WATER CORPORATION OF WA	WATER USAGE 10/03/15 TO 06/05/15 - KALKARNI, MEMORIAL HALL, ADMINISTRATION, SWIMMING POOL, 7 MONTGOMERY, MEMORIAL PARK, 8 MARSH AVE, DEPOT, STANPIPE, SEWERAGE & MADISON SQUARE	\$ 7,565.36
			<b>TOTAL CHEQUE</b>	<b>\$230,323.07</b>
			<b>TOTAL MUNICIPAL</b>	<b>\$746,773.47</b>

**DIRECT DEBITS FOR MAY 2015**

SALARIES & WAGES	\$	79,679.53
MERCHANT FEES	\$	171.88
SUPERANNUATION	\$	13,811.34
<b>TOTAL</b>	<b>\$</b>	<b>93,662.75</b>

**SHIRE OF BROOKTON  
CREDIT CARD PURCHASES**  
Creditor Number: 96286

DATE	DESCRIPTION	AMOUNT
9/04/15	WESTNET - 8 MARSH AVE	\$ 59.95
	WESTNET - DEPOT	\$ 49.95
	WESTNET - ADMIN OFFICE	\$ 109.95
15/04/15	ED MURPHY'S	\$ 191.70
22/04/15	DVG MOUNTWAY	\$ 395.00
29/04/15	CARD FEE	\$ 4.00
	<b>TOTAL</b>	<b>\$ 810.55</b>

## 12.06.15.02 FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIOD 31 MAY 2015

### FILE REFERENCE:

**AUTHORS NAME AND POSITION:** Evelyn Arnold  
Deputy Chief Executive Officer

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

**DATE REPORT WRITTEN:** 9<sup>th</sup> June 2015

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

**PREVIOUS MEETING REFERENCE:** There is no previous meeting reference.

### **SUMMARY:**

The Statement of Financial Activity for the periods ended 31 May 2015 are presented to council.

### **Background:**

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

### **Detail:**

Councillors have been provided with completed Statement of Financial Activity for the period ended 31 May 2015 (Attachment 12.06.15.02A).

The comments on any significant budget variances are provided within Note 9 of the financial statements.

### **Statutory and Legal Considerations:**

Section 6.4 of the *Local Government Act 1995*.  
Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

### **Policy Considerations:**

There is no Council Policy relative to this issue.

### **Consultation:**

There has been no consultation in this matter.

### **Financial Implications:**

There are no financial implications relevant to this report.

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

No reference

**Corporate Business Plan (2015-2019)**

No reference

**Voting Requirements:**

Simple Majority.

**Officer's Recommendation:**

**That Council receive the Statement of Financial Activity for the period ended 31 May 2015, attachment 12.06.15.02A**



**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 May 2015**

	Note	Current Annual Budget 3	Projected Year End Actual	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	\$	%	
Governance		35,972	35,972	33,992	37,039	3,047	8.96%	
General Purpose Funding		1,085,676	1,085,676	1,055,943	1,055,548	(395)	(0.04%)	
Law, Order and Public Safety		33,463	33,463	31,189	31,013	(176)	(0.57%)	
Health		2,807	2,807	2,563	133,026	130,463	5090.26%	▲
Education and Welfare		3,945,177	3,945,177	3,601,960	3,327,969	(273,991)	(7.61%)	▼
Housing		706,003	706,003	700,876	703,703	2,827	0.40%	
Community Amenities		364,020	364,020	367,028	360,293	(6,735)	(1.83%)	
Recreation and Culture		188,743	188,743	158,715	85,758	(72,957)	(45.97%)	▼
Transport		550,175	550,175	540,342	542,241	1,899	0.35%	
Economic Services		56,604	56,604	51,854	50,226	(1,628)	(3.14%)	
Other Property and Services		120,904	120,904	126,401	104,826	(21,575)	(17.07%)	▼
<b>Total (Excluding Rates)</b>		<b>7,089,544</b>	<b>7,089,544</b>	<b>6,670,863</b>	<b>6,431,643</b>	<b>(239,220)</b>	<b>(3.59%)</b>	
<b>Operating Expense</b>								
Governance		(614,320)	(614,320)	(509,013)	(505,172)	3,841	(0.75%)	
General Purpose Funding		(205,086)	(205,086)	(181,954)	(184,190)	(2,236)	1.23%	
Law, Order and Public Safety		(256,537)	(256,537)	(235,452)	(241,038)	(5,586)	2.37%	
Health		(54,746)	(54,746)	(50,138)	(48,203)	1,935	(3.86%)	
Education and Welfare		(3,927,154)	(3,927,154)	(3,608,064)	(3,595,077)	12,987	(0.36%)	
Housing		(157,737)	(157,737)	(115,939)	(109,776)	6,163	(5.32%)	
Community Amenities		(501,607)	(501,607)	(381,993)	(384,876)	(2,883)	0.75%	
Recreation and Culture		(718,267)	(718,267)	(676,322)	(747,993)	(71,671)	10.60%	▲
Transport		(1,205,679)	(1,205,679)	(945,459)	(939,848)	5,612	(0.59%)	
Economic Services		(144,936)	(144,936)	(131,342)	(93,115)	38,227	(29.10%)	▼
Other Property and Services		(66,775)	(66,775)	(60,464)	(65,463)	(4,999)	8.27%	
<b>Total</b>		<b>(7,852,845)</b>	<b>(7,852,845)</b>	<b>(6,896,140)</b>	<b>(6,914,751)</b>	<b>(18,611)</b>	<b>(0.27%)</b>	
<b>Funding Balance Adjustment</b>								
Add back Depreciation		1,226,781	1,226,781	1,124,332	1,199,920	75,588	6.72%	
Adjust (Profit)/Loss on Asset Disposal	6	(610)	(610)	(21,657)	37,053	58,710	(271.09%)	
<b>Net Operating (Ex. Rates)</b>		<b>462,870</b>	<b>462,870</b>	<b>877,398</b>	<b>753,865</b>	<b>(123,533)</b>	<b>(14.08%)</b>	
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	6	149,800	149,800	94,000	121,182	27,182	28.92%	▲
Self-Supporting Loan Principal		33,377	33,377	27,179	27,179	(0)	(0.00%)	
Transfer from Reserves	5	633,849	633,849	140,000	138,177	(1,823)	(1.30%)	
<b>Total</b>		<b>817,026</b>	<b>817,026</b>	<b>261,179</b>	<b>286,538</b>	<b>25,359</b>	<b>9.71%</b>	
<b>Capital Expenses</b>								
Land and Buildings	6	(1,207,984)	(1,207,984)	(570,000)	(573,445)	(3,445)	0.60%	
Plant and Equipment	6	(219,171)	(219,171)	(219,171)	(175,492)	43,679	(19.93%)	▼
Furniture and Equipment	6	(126,895)	(126,895)	(126,895)	(50,422)	76,474	(60.27%)	▼
Infrastructure Assets - Roads & Bridges	6	(840,786)	(840,786)	(730,000)	(731,729)	(1,729)	0.24%	
Infrastructure Assets - Sewerage	6	(124,500)	(124,500)	(124,500)	(14,460)	110,040	(88.39%)	▼
Infrastructure Assets - Parks	6	(9,000)	(9,000)	(9,000)	(6,376)	2,624	(29.16%)	
Repayment of Debentures	7	(107,603)	(107,603)	(107,603)	(107,602)	1	(0.00%)	
Transfer to Reserves	5	(538,324)	(538,324)	(290,000)	(292,990)	(2,990)	1.03%	
<b>Total</b>		<b>(3,174,262)</b>	<b>(3,174,262)</b>	<b>(2,177,169)</b>	<b>(1,952,517)</b>	<b>224,652</b>	<b>(10.32%)</b>	
<b>Net Capital</b>		<b>(2,357,236)</b>	<b>(2,357,236)</b>	<b>(1,915,990)</b>	<b>(1,665,979)</b>	<b>250,011</b>	<b>(13.05%)</b>	
<b>Total Net Operating + Capital</b>		<b>(1,894,367)</b>	<b>(1,894,367)</b>	<b>(1,038,592)</b>	<b>(912,114)</b>	<b>126,478</b>	<b>(12.18%)</b>	
Rate Revenue		1,674,514	1,674,514	1,674,514	1,672,383	(2,131)	(0.13%)	
Opening Funding Surplus(Deficit)		220,213	220,213	220,213	220,213	0	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>360</b>	<b>360</b>	<b>856,135</b>	<b>980,482</b>	<b>124,347</b>	<b>14.52%</b>	

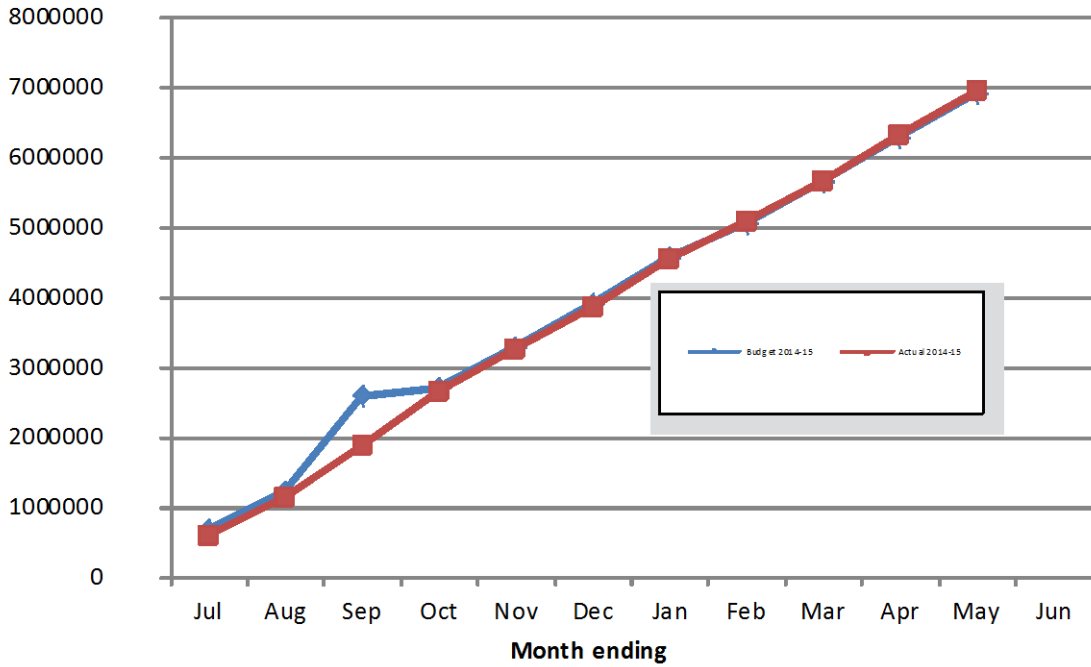
**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Program by Nature and Type**  
**For the Period Ended 31 May 2015**

	NOTE	2014/15 Current Budget \$	2014/15 Projected Year End Actual \$	2014/15 YTD Budget \$	2014/15 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>						
Rates		1,674,514	1,674,514	1,674,514	1,672,383	(2,130)
Operating Grants, Subsidies and Contributions		4,084,373	4,084,373	3,744,008	3,545,058	(198,950)
Fees and Charges		1,384,102	1,384,102	1,268,760	1,272,896	4,136
Interest Earnings		178,400	178,400	163,533	131,345	(32,188)
Other Revenue		191,135	191,135	175,207	363,731	188,524
		<b>7,512,523</b>	<b>7,512,523</b>	<b>7,026,022</b>	<b>6,985,413</b>	<b>(40,609)</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>						
Employee Costs		(1,257,057)	(1,257,057)	(1,152,302)	(924,450)	227,852
Materials and Contracts		(4,901,615)	(4,901,615)	(4,493,147)	(4,360,726)	132,421
Utilities		(150,007)	(150,007)	(137,506)	(138,459)	(953)
Depreciation		(1,226,781)	(1,226,781)	(1,124,549)	(1,199,920)	(75,371)
Interest Expenses	7	(127,055)	(127,055)	(116,467)	(101,173)	15,294
Insurance		(162,738)	(162,738)	(149,176)	(148,361)	815
Other Expenditure		(13,600)	(13,600)	(12,467)	(1,958)	10,509
		<b>(7,838,852)</b>	<b>(7,838,852)</b>	<b>(7,185,614)</b>	<b>(6,875,047)</b>	<b>310,568</b>
		<b>(326,329)</b>	<b>(326,329)</b>	<b>(159,592)</b>	<b>110,367</b>	<b>269,959</b>
Non-Operating Grants, Subsidies & Contributions		1,227,278	1,227,278	1,125,005	1,115,962	(9,043)
Profit on Asset Disposals	6	(10,784)	(10,784)	2,651	2,651	(0)
Loss on Asset Disposals	6	(12,647)	(12,647)	(12,647)	(39,705)	(27,058)
<b>NET RESULT</b>		<b>877,518</b>	<b>877,518</b>	<b>955,417</b>	<b>1,189,275</b>	<b>233,858</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2015**

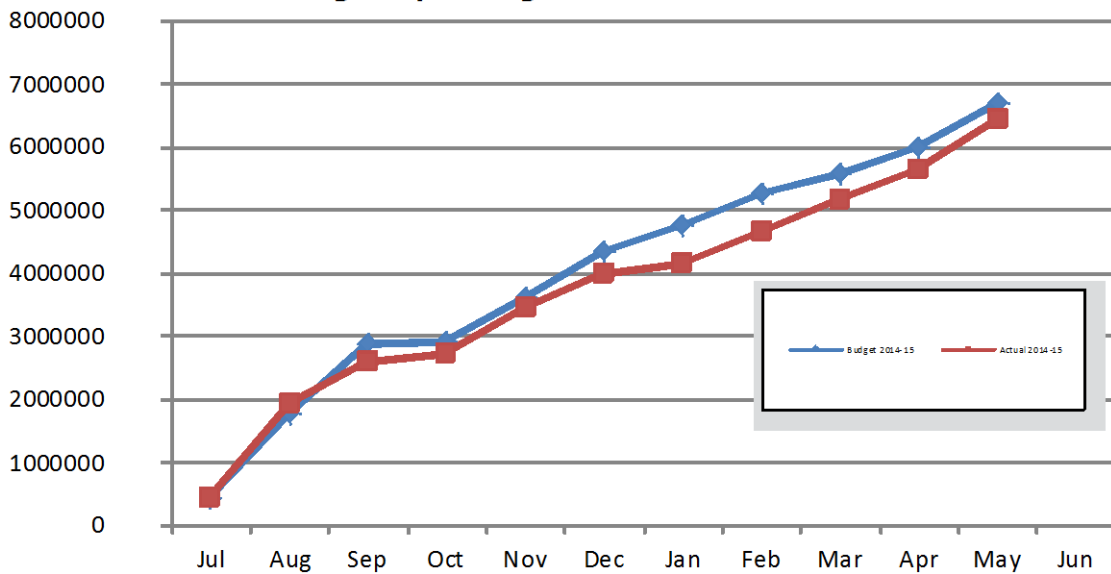
**Note 1 - Graphical Representation - Source Statement of Financial Activity**

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



**Comments/Notes - Operating Expenses**

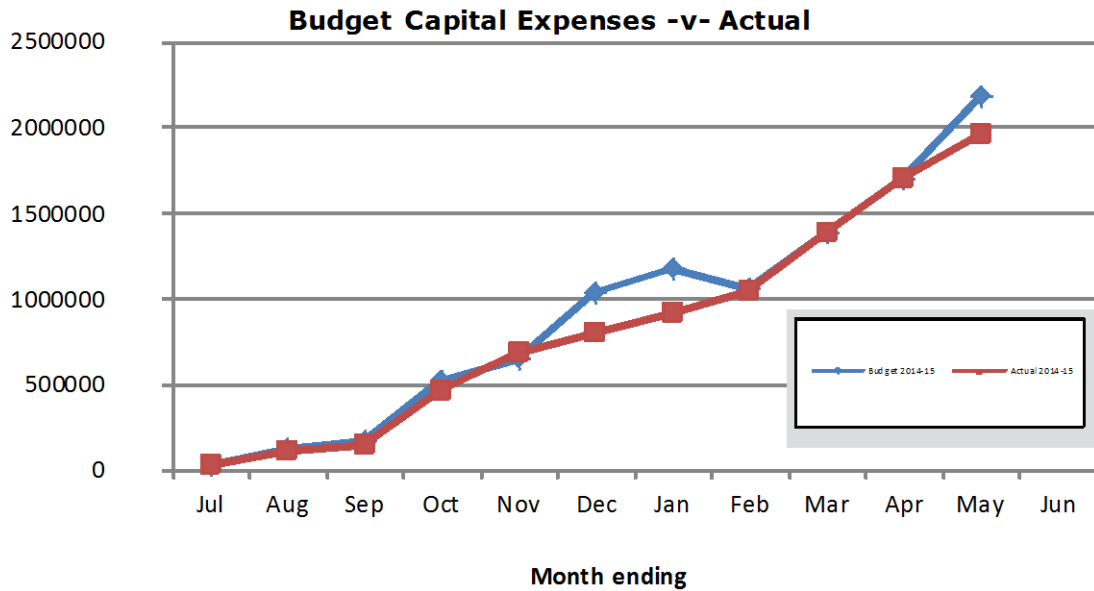
**Budget Operating Revenues -v- Actual**



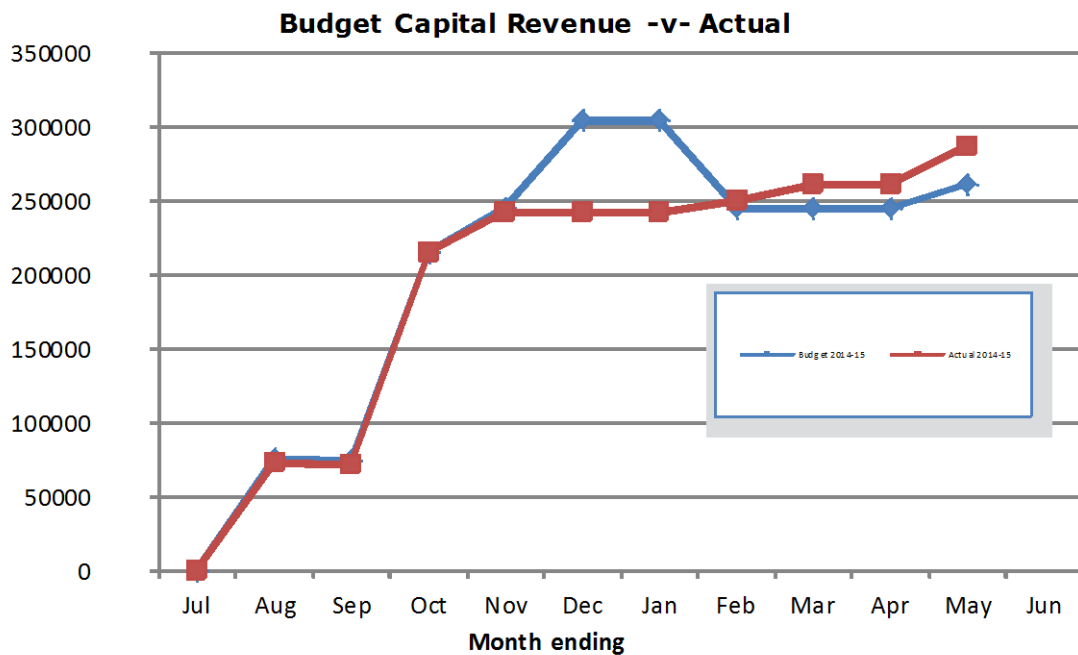
**Comments/Notes - Operating Revenues**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2015**

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



**Comments/Notes - Capital Expenses**

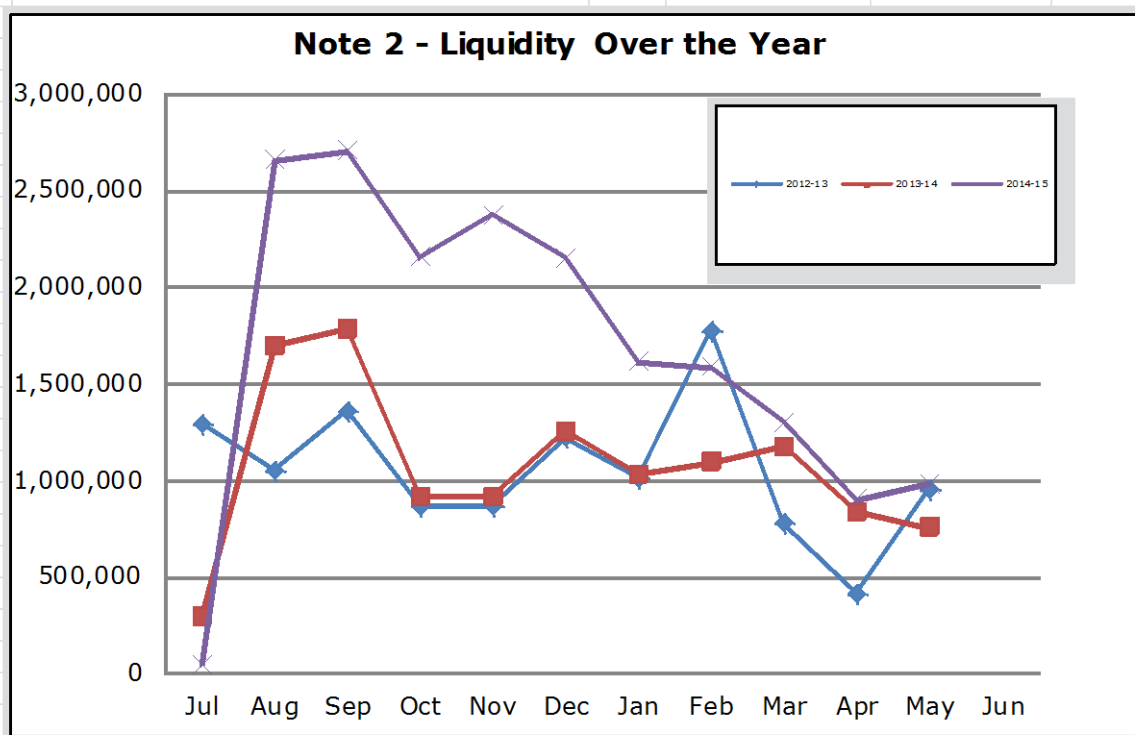




**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2015**

**Note 2: NET CURRENT FUNDING POSITION**

	Note	Positive=Surplus (Negative=Deficit)		
		2014-15		
		This Period	Same Period 2013/14	Same Period 2012/13
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		<b>1,001,731</b>	744,111	1,339,231
Cash Restricted		<b>2,596,705</b>	2,236,318	1,833,415
Receivables		<b>1,060,079</b>	854,659	1,088,595
Prepayments & Accruals		<b>0</b>	0	0
Inventories		<b>14,065</b>	22,306	28,607
		<b>4,672,579</b>	3,857,394	4,289,848
<b>Less: Current Liabilities</b>				
Payables and Provisions		<b>(1,095,393)</b>	(866,065)	(1,502,797)
		<b>(1,095,393)</b>	(866,065)	(1,502,797)
Less: Cash Restricted		<b>(2,596,705)</b>	(2,236,318)	(1,833,415)
<b>Net Current Funding Position</b>		<b>980,482</b>	<b>755,011</b>	<b>953,636</b>



**Comments - Net Current Funding Position**



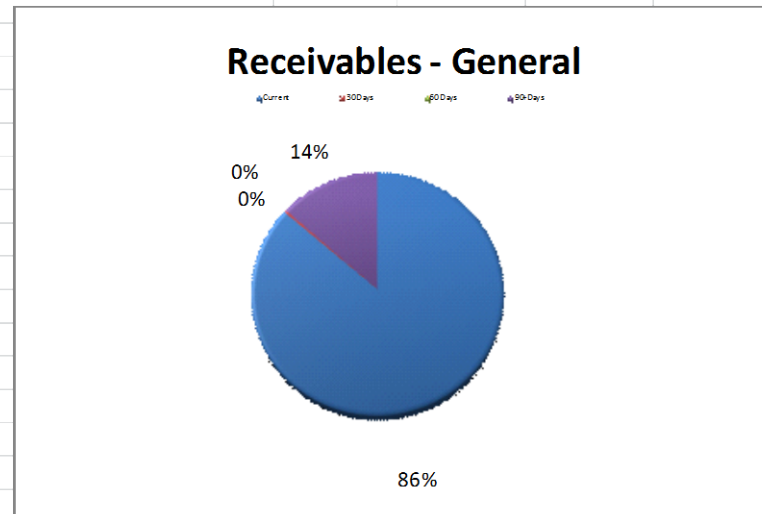
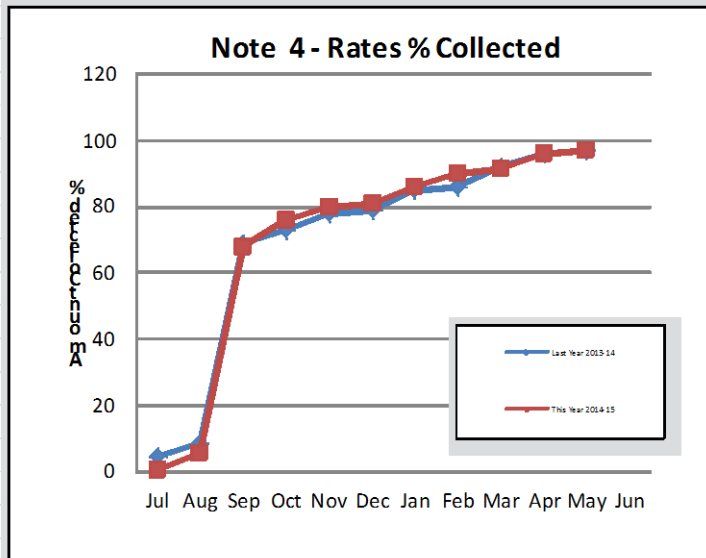
**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2015**

**Note 4: RECEIVABLES**

Receivables - Rates, Sewerage and Rubbish	Current 2014-15	Previous 2013-14
	\$	\$
Opening Arrears Previous Years Rates, Sewerage & Rubbish Levied this year	41,705	66,021
Less Collections to date	(1,925,127)	(1,813,968)
Equals Current Outstanding	<b>64,776</b>	<b>62,710</b>
<b>Net Rates Collectable</b>	64,776	62,710
% Collected	96.71%	96.66%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	101,843	300	0	15,793
<b>Total Outstanding</b>				<b>117,936</b>

**Amounts shown above include GST (where applicable)**



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2015**

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Current Budget Closing Balance
	\$	\$	\$	\$		\$	\$		\$	\$	
Plant and Vehicle Reserve	131,468	4,996	3,338	110,000	210,000	117,241	0	0	0	246,464	346,464
Housing Reserve	300,522	11,420	6,746	0	0	0	(63,431)	(63,431)	0	248,511	248,511
Furniture and Equipment Reserve	40,352	1,533	906	0	0	0	(35,000)	(35,000)	0	6,886	6,886
Drainage Reserve	50,511	1,919	0	0	0	0	(52,430)	(52,430)	(50,511)	0	0
Municipal Buildings & Facilities Reserve	51,589	1,960	1,158	30,000	30,000	0	0	0	0	83,550	83,550
Townscape and Footpath Reserve	238,830	9,076	5,361	0	0	0	0	(10,700)	0	247,905	237,205
Land Development Reserve	118,875	4,517	2,668	0	0	0	0	0	0	123,392	123,392
Sewerage and Drainage Scheme Reserve	156,791	5,958	4,653	52,430	52,430	50,511	(14,500)	(74,500)	0	200,679	140,679
Road and Bridge Infrastructure Reserve	34,438	1,309	773	10,000	10,000	0	(5,000)	(5,000)	0	40,747	40,747
Health & Aged Care Reserve	788,595	29,967	17,701	50,000	50,000	0	(196,340)	(196,340)	0	672,222	672,222
Community Bus Reserve	44,331	1,685	995	5,000	5,000	0	0	0	0	51,016	51,016
Bridge Construction Reserve	65,850	2,502	0	0	0	0	(68,352)	(68,352)	(65,850)	0	0
Staff Vehicle Reserve	17,241	655	0	0	0	0	(17,896)	(17,896)	(17,241)	(0)	(0)
Sport & Recreation Reserve	9,548	363	214	0	0	0	0	0	0	9,911	9,911
Rehabilitation & Refuse Reserve	28,482	1,082	639	5,000	5,000	0	0	0	0	34,565	34,565
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0	0	0
Saddleback Building Reserve	66,614	2,531	1,598	4,750	4,750	4,575	(25,900)	(25,900)	0	47,996	47,996
Saddleback Vehicle & Equipment Reserve	4,576	174	0	0	0	0	(4,750)	(4,750)	(4,575)	(0)	(0)
Caravan Park Reserve	54,805	2,083	2,708	68,352	68,352	65,850	0	0	0	125,239	125,239
Brookton Heritage/Museum Reserve	35,861	1,363	805	2,500	2,500	0	0	(8,500)	0	39,724	31,224
Kweda Hall Reserve	16,477	626	370	2,500	2,500	0	0	0	0	19,603	19,603
Aldersyde Hall Reserve	16,477	626	370	2,500	2,500	0	0	0	0	19,603	19,603
Railway Station Reserve	16,477	626	370	2,500	2,500	0	(12,000)	(12,000)	0	7,603	7,603
Madison Square Units Reserve	16,254	618	365	0	0	0	0	0	0	16,872	16,872
Cemetery Reserve	89,147	3,388	2,001	0	0	0	(42,750)	(42,750)	0	49,784	49,784
Water Harvesting Reserve	47,781	1,816	1,073	0	0	0	(10,000)	(16,300)	0	39,597	33,297
	<b>2,441,892</b>	<b>92,792</b>	<b>54,813</b>	<b>345,532</b>	<b>445,532</b>	<b>238,177</b>	<b>(548,349)</b>	<b>(633,849)</b>	<b>(138,177)</b>	<b>2,331,867</b>	<b>2,346,367</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2015**

**Note 6: CAPITAL DISPOSALS AND ACQUISITIONS**

Original Budgeted Profit (Loss) of Asset Disposal			Disposals	Actual Profit (Loss) of Asset Disposal		
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)
\$	\$	\$		\$	\$	\$
40,771	47,000	6,229	CEO Vehicle	41,564	43,636	2,072
30,231	24,000	(6,231)	DCEO Vehicle	28,943	24,546	(4,397)
24,411	22,000	(2,411)	Shire Planner Vehicle			0
34,403	40,000	5,597	Tandem Truck			0
22,618	25,000	2,382	Works Supervisors Ute	23,152	20,000	(3,152)
4,292	10,000	5,708	Single Cab Utility			0
4,292	10,000	5,708	Single Cab Utility			0
19,154	23,000	3,846	Dual Cab Utility	22,852	19,091	(3,761)
8,000	8,800	800	Cherry Picker	8,411	8,000	(411)
0	0	0	Shade Sail Brookton Oval	15,832	0	(15,832)
0	0	0	Roller Blind	4,005	0	(4,005)
0	0	0	Xeon 2.4 Dual Server	1,581	0	(1,581)
0	0	0	Dishwasher H65	2,743	0	(2,743)
0	0	0	Dental Equipment	2,534	0	(2,534)
0	0	0	Santizer	1,287	0	(1,287)
0	0	0	Water Tanks	5,331	5,909	578
<b>188,172</b>	<b>209,800</b>	<b>21,628</b>	<b>Totals</b>	<b>158,235</b>	<b>121,182</b>	<b>(37,053)</b>

**Comments - Capital Disposal**

	Summary Acquisitions	Adopted Budget		
		Budget	Actual	Variance
		\$	\$	\$
	<b>Property, Plant &amp; Equipment</b>			
	Land and Buildings	1,152,484	573,445	579,039
	Plant & Equipment	441,000	175,492	265,508
	Furniture & Equipment	126,895	50,422	76,474
	<b>Infrastructure</b>			
	Roadworks & Bridge Works	854,986	731,729	123,257
	Parks & Gardens	9,000	6,376	2,624
	Sewerage & Drainage	24,500	14,460	10,040
	<b>Totals</b>	<b>2,608,865</b>	<b>1,551,924</b>	<b>1,056,941</b>

**Comments - Capital Acquisitions**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2015**

**Note 7: INFORMATION ON BORROWINGS**

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-14 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
							Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Self Supporting Loans</b>												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	153,611	-	11,196	11,196	142,415	142,415	9,886	10,285
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	53,939	-	7,047	7,047	46,892	46,892	3,098	3,097
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	324,275	-	15,133	15,133	309,142	309,142	18,438	22,529
<b>Governance</b>												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	68,037	-	3,679	3,679	64,357	64,357	2,587	4,392
<b>Education &amp; Welfare</b>												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	109,184	-	6,583	6,583	102,601	102,601	3,622	6,146
<b>Housing</b>												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	180,154	-	10,862	10,862	169,292	169,292	5,977	10,142
<b>Community Amenities</b>												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	76,429	-	4,608	4,608	71,821	71,821	2,536	4,303
<b>Transport</b>												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	180,154	-	10,862	10,862	169,292	169,292	5,977	10,142
<b>Recreation and Culture</b>												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	806,383	-	37,633	37,633	768,751	768,751	49,053	56,020
					1,952,165	0	107,602	107,602	1,844,563	1,844,563	101,173	127,055

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

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2015**

**Note 8: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
Municipal Cash at Bank - Operating Account	1.50%	236,909				236,909	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	764,822				764,822	Bendigo	
Trust Cash at Bank	1.50%			42,868		42,868	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	3.00%		2,596,705			2,596,705	Bendigo	02/06/2015
Les McMullen Trust	4.00%			7,745		7,745	Bendigo	26/06/2015
(c) <b>Investments</b>								
Bendigo Bank Shares					5,000	5,000		
<b>Total</b>		1,001,731	2,596,705	50,613	5,000	3,654,049		

Comments/Notes - Investments

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2015**

**Note 9: MAJOR VARIANCES**

**Comments/Reason for Variance**

**OPERATING REVENUE (EXCLUDING RATES)**

**Governance**

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

**General Purpose Funding**

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

**Law, Order and Public Safety**

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

**Health**

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

**Education and Welfare**

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

**Housing**

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

**Community Amenities**

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

**Recreation and Culture**

The difference between the budgeted and actuals reflects the expectation of grants to complete projects at the WB Eva Pavillion, \$100k unfavourable and the receipt of \$30k Pool Grant which was not budgeted for.

**Transport**

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

**Economic Services**

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

**Other Property and Services**

This variance represents a lower than forecasted income for Private Works.

**OPERATING EXPENSES**

**Governance**

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

**General Purpose Funding**

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

**Law, Order and Public Safety**

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

**Health**

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

**Education and Welfare**

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

**Housing**

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

**Community Amenities**

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

**Recreation and Culture**

The increase in costs against budget is being driven by depreciation (\$65K). This reflects the impact of the fair valuation of buildings which was not known when the budget was adopted. In addition the disposal of the shade sail was not in the adopted budget (\$15k Unfavourable).

**Transport**

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

**Economic Services**

The variance here reflects the expectation that the \$25,000 allocation for the development of an economic strategy would have been spent. This will now be carried forward to the 2015/16 budget. In addition, the budget allocations for Drummuster (\$5k) and sale of property (\$4.5k) have not been spent.

**Other Property and Services**

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



<b>CAPITAL REVENUE</b>		
<b>Proceeds from Disposal of Assets</b>		
Within variance threshold of \$10,000 or 10%		
<b>Self-Supporting Loan Principal</b>		
Within variance threshold of \$10,000 or 10%		
<b>Transfer from Reserves</b>		
Within variance threshold of \$10,000 or 10%		
<b>CAPITAL EXPENSES</b>		
<b>Land and Buildings</b>		
Within variance threshold of \$10,000 or 10%		
<b>Plant and Equipment</b>		
The variance here is being driven by the expectation that all vehicles would have been traded by May. The Planner's vehicle is still to be changed.		
<b>Furniture and Equipment</b>		
There are still invoices outstanding for recent capital projects completed at Karkarni Aged Care Facility.		
<b>Infrastructure Assets - Roads &amp; Bridges</b>		
Within variance threshold of \$10,000 or 10%		
<b>Infrastructure Assets - Sewerage</b>		
Due to the unavailability of the contractor the planned works on the Sewerage Infrastructure will not completed in the 14/15 year as expected.		
<b>Repayment of Debentures</b>		
Within variance threshold of \$10,000 or 10%		
<b>Transfer to Reserves</b>		
Within variance threshold of \$10,000 or 10%		
<b>OTHER ITEMS</b>		
<b>Rate Revenue</b>		
Within variance threshold of \$10,000 or 10%		
<b>Opening Funding Surplus (Deficit)</b>		
Within variance threshold of \$10,000 or 10%		
<b>Closing Funding Surplus (Deficit)</b>		

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2015**

**Note 10: TRUST FUND**

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

Description	Opening Balance For the Period 1 July 2014	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 May 2015
	\$	\$	\$	\$
Housing Bonds	1,200	3,994	(2,914)	2,280
Other Bonds	4,790	13,670	(7,030)	11,430
Election Nomination Bonds	0	0	0	0
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	200	0	200
Les McMullen Sporting Grants	7,745	70	0	7,814
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	5,411	0	0	5,411
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	4,915	0	0	4,915
Unclaimed Money	310	120	0	430
Development Bonds	0	0	0	0
	<b>42,703</b>	<b>18,054</b>	<b>(10,144)</b>	<b>50,613</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Kalkarni Aged Care Facility**  
**For the Period Ended 31 May 2015**

**Note 11: Kalkarni Aged Care Facility**

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 9	Var. % (b) - (a) / (b) 9	Var.
<b>Operating Revenue</b>		\$	\$	\$	\$	%	
Fees & Charges		717,349	657,570	657,570	0	0.00%	
Grants & Subsidies		3,238,112	2,968,269	2,519,457	(448,813)	(15.12%)	▼
Reimbursements & Donations		250	229	0	(229)	(100.00%)	
Other Income		3,333	3,055	0	(3,055)	(100.00%)	
<b>Total Revenue</b>		<b>3,959,044</b>	<b>3,629,124</b>	<b>3,177,027</b>	<b>(452,097)</b>	<b>(12.46%)</b>	
<b>Operating Expenses</b>							
Building Maintenance		0	0	0	0	0.00%	
Interest Expenses		(6,146)	(5,634)	(3,622)	2,012	(35.71%)	
Insurance Expenses		(17,000)	(17,000)	(16,352)	648	(3.81%)	
Building Maintenance		(34,836)	(21,933)	(8,863)	13,070	(59.59%)	
Loss on Sale of Asset		0	0	(4,030)	(4,030)	0.00%	
Depreciation		(174,073)	(159,567)	(179,399)	(19,832)	12.43%	▲
ABC Administration Expenses		(19,589)	(17,956)	(17,037)	919	(5.12%)	
Contract Expenses		(3,775,218)	(3,460,617)	(3,339,068)	121,548	(3.51%)	▲
<b>Total Expenses</b>		<b>(4,026,862)</b>	<b>(3,682,707)</b>	<b>(3,568,371)</b>	<b>114,336</b>	<b>3.10%</b>	
<b>Operating Surplus (Deficit)</b>		<b>(67,818)</b>	<b>(53,583)</b>	<b>(391,344)</b>	<b>(337,761)</b>	<b>-630%</b>	
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		174,073	159,567	179,399	19,832	12.43%	
Adjust (Profit)/Loss on Asset Disposal		0	0	(4,030)	(4,030)	0.00%	
<b>Net Operating Surplus (Deficit)</b>		<b>106,255</b>	<b>105,984</b>	<b>(215,975)</b>	<b>(321,959)</b>	<b>(303.78%)</b>	
<b>Capital Revenues</b>							
KBC Capital Income		161,331	147,887	150,943	3,056	2.07%	
Transfer from Reserves	5	196,340	0	0	0	0.00%	
<b>Total</b>		<b>357,671</b>	<b>147,887</b>	<b>150,943</b>	<b>3,056</b>	<b>0</b>	
<b>Capital Expenses</b>							
Land and Buildings	6	(41,150)	0	0	0	0.00%	
Plant and Equipment	6	0	0	0	0	0.00%	
Furniture and Equipment	6	(86,695)	(20,000)	(20,001)	(1)	0.00%	
Repayment of Debentures	7	(6,583)	(6,583)	(6,583)	0	0.00%	
Transfer to Reserves	5	(79,967)	(17,500)	(17,701)	(201)	1.15%	
<b>Total</b>		<b>(214,394)</b>	<b>(44,083)</b>	<b>(44,285)</b>	<b>(202)</b>	<b>0.46%</b>	
<b>Net Capital</b>		<b>143,277</b>	<b>103,804</b>	<b>106,658</b>	<b>2,854</b>	<b>2.75%</b>	
<b>Closing Funding Surplus(Deficit)</b>		<b>249,532</b>	<b>209,788</b>	<b>(109,317)</b>	<b>(319,105)</b>		

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**WB Eva Pavilion by Nature and Type**  
**For the Period Ended 31 May 2015**

<b>Note 12 WB Eva Pavilion Operating Statement</b>					
	<b>NOTE</b>	<b>2014/15</b>	<b>2014/15</b>	<b>2014/15</b>	<b>Variance</b>
		<b>Adopted Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Budget vs</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>YTD Actual</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>REVENUES FROM ORDINARY ACTIVITIES</b>					
Hire Fees - WB Eva Pavilion		2,000	2,000	2,946	946
Sporting Club Fees		4,650	4,257	4,470	213
Gymnasium Income		4,000	3,663	12,654	8,991
		<b>10,650</b>	<b>9,920</b>	<b>20,071</b>	<b>10,151</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>					
Employee Costs		(4,892)	(4,484)	(9,470)	(4,985)
Materials and Contracts		(11,820)	(10,835)	(14,249)	(3,414)
Utilities		(4,450)	(4,079)	(4,601)	(522)
Interest Expenses		(56,020)	(51,352)	(49,053)	2,299
Insurance		(6,293)	(6,293)	(6,288)	5
General Operating Expenses		(5,539)	(5,077)	(11,753)	(6,676)
Gymnasium Operating		(8,615)	(7,862)	(5,390)	2,472
		<b>(89,014)</b>	<b>(82,120)</b>	<b>(95,414)</b>	<b>(13,293)</b>
		<b>(78,364)</b>	<b>(72,200)</b>	<b>(75,343)</b>	<b>(3,143)</b>
<b>NET RESULT</b>					
		<b>(78,364)</b>	<b>(72,200)</b>	<b>(75,343)</b>	<b>(3,143)</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Sewerage Programm by Nature and Type**  
**For the Period Ended 31 May 2015**

<b>Note 13 Sewerage Operating Statement</b>					
	<b>NOTE</b>	<b>2014/15</b>	<b>2014/15</b>	<b>2014/15</b>	<b>Variance</b>
		<b>Adopted Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Budget vs YTD Actual</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>REVENUES FROM ORDINARY ACTIVITIES</b>					
SEW Fees & Charges		1,356	1,356	688	668
SEWERAGE RATES CHARGES		129,589	129,589	129,274	316
		<u>130,945</u>	<u>130,945</u>	<u>129,962</u>	<u>984</u>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>					
Employee Costs		(21,041)	(19,288)	(5,246)	(14,042)
Materials and Contracts		(18,096)	(16,588)	(25,862)	9,274
Utilities		(5,950)	(5,454)	(5,163)	(291)
Depreciation		(16,361)	(14,998)	(15,235)	237
Interest Expenses		(4,303)	(3,944)	(2,536)	(1,408)
Insurance		(228)	(228)	(219)	(9)
General Operating Expenses		(24,084)	(22,077)	(3,930)	(18,147)
Allocation of Administration Expense		(4,423)	(4,423)	(4,000)	(423)
		<u>(94,486)</u>	<u>(87,000)</u>	<u>(62,191)</u>	<u>(24,809)</u>
		36,460	43,946	67,771	(23,825)
Non-Operating Grants, Subsidies & Contributions		-	-	-	-
Profit on Asset Disposals		-	-	-	-
Loss on Asset Disposals		-	-	-	-
<b>NET RESULT</b>		<u>36,460</u>	<u>43,946</u>	<u>67,771</u>	<u>(23,825)</u>

## 12.06.15.03 SCHEDULE OF FEES AND CHARGES 2015/16

### FILE REFERENCE:

**AUTHORS NAME AND POSITION:** Evelyn Arnold  
Deputy Chief Executive Officer

**NAME OF APPLICANT/RESPONDENT:** Not Applicable

**DATE REPORT WRITTEN:** 9<sup>th</sup> June 2015

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

**PREVIOUS MEETING REFERENCE:** None

### **SUMMARY:**

This report recommends that council adopt the proposed schedule of fees and charges for the 2015/16 year.

### **Background:**

In accordance with Section 6.16 of the *Local Government Act 1995*, a Local Government may impose and recover a fee or charge for any goods or service it provides or proposes to provide. Fees and charges are to be imposed (generally) when adopting the budget and must be resolved by an absolute majority.

In determining the amount of a fee or charge for a service or goods a local government is required to take into account the following factors (s 6.17) –

- (a) The cost to the local government of providing the service or goods;
- (b) The importance of the service or goods to the community; and
- (c) The price at which the service or goods could be provided by an alternative provider.

Fees and charges can be imposed or amended during the year but only by an absolute majority decision of council.

### **Detail:**

A schedule of the proposed fees and charges for 2015/16 is provided as a separate attachment (12.06.15.03A) to this report. The majority of Council controlled fees have been increased by 6% (rounded to the nearest dollar) in line with the Long Term Financial Plan assumptions. The exceptions to this are as follows;

- Community Group Facility Hire fees which have not been increased.
- Gym membership which have been increased 3%.
- A seasonal membership for the Gym is proposed to accommodate the demand of migratory workers.
- A gym key bond has been introduced to cover the costs of replacing the keys.
- The annual charges for the sporting groups have been not been increased;
- The annual fee for the Brookton Patch Work and Craft group has increased to reflect a change from fortnightly to weekly useage in the 2015/16 year.
- The charge for use of the Tractor has been removed and the Bobcat charge has been added.

- The admission charges for the Swimming Pool have not been increased but the season ticket charges have been increased by 3%.
- Food Stall applications have changed to attract visits from mobile food vendors.
- Additional Refuse/Rubbish Disposal charge for Contractor/Commercial/Government Agencies - \$60 per tonne or m3.
- Introduction of Seniors/Concession rate for the Caravan Park – 10% less than the Non Concession rate.

**Statutory and Legal Considerations:**

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

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

**Policy Considerations:**

There are no Policy Implications relative to this issue.

**Consultation:**

The schedule of fees and charges has been reviewed by all staff with a view to ensuring that the structure and make-up of the fees and charges was reasonable and practical.

**Financial Implications:**

In reviewing these fees and charges consideration was given to the Long Term Financial Plan which assumes a 6% increase.

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

There are no references that relate to this report.

**Corporate Business Plan (2015-2019)**

There are no references that relate to this report.

**Officer's Comment:**

In reviewing these fees and charges the intention is to maintain a balance between cost recovery and provision of services and facilities at an affordable rate to the community. This process is part of an ongoing review to ensure the future sustainability of shire assets.

**Voting Requirements:**

Absolute Majority.

**Officer's Recommendation:**

**That Council:**

1. That Council adopt and incorporate the proposed schedule of fees and charges as presented into the 2015/16 Budget document.
2. That the proposed fees and charges take effect on 1 July 2015.
3. That the availability of the 2015/16 schedule of fees and charges is advertised in the Brookton Telegraph.

**SEPARATE ATTACHMENT 12.06.15.03A**

## 12.06.15.04 LONG TERM FINANCIAL PLAN - ADOPTION

### FILE REFERENCE:

**AUTHORS NAME  
AND POSITION:** Evelyn Arnold  
Deputy Chief Executive Officer

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

**DATE REPORT WRITTEN:** 9<sup>th</sup> June 2015

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

**PREVIOUS MEETING REFERENCE:** There is no previous meeting reference

### **SUMMARY:**

Council is requested to consider the adoption of the Shire of Brookton Long Term Financial Plan 2015-2025 as part of the review of the Integrated Strategic Planning Framework Reports.

### **Background:**

The reviewed Strategic Community Plan and Corporate Business Plan were prepared and adopted by Council in May 2015.

As part of the annual review budgeting process the Long Term Financial Plan has also been reviewed.

### **Details:**

The Long Term Financial Plan (LTFP) details the activities and services Council will undertake over a ten year period to achieve the objectives of the Strategic Community Plan. It is an internal business planning document identifying key priorities for ten years. The first year of this plan can be considered a draft annual budget with the 3 years following that the Corporate Business Plan financial commitments. The financial resources allocated in the Corporate Business Plan to the strategic goals are supported in the LTFP.

The LTFP also seeks to integrate the financial requirements of the Asset Management Plan and the Work Force Plan to produce a robust forecast of the next ten years.

### **Statutory and Legal Considerations:**

*Local Government Act (1995) sect. 5.56*

*Local Government (Administration) Regulations (1996) Reg. 19D (a)*

### **Policy Considerations:**

There are no policy implications relevant to this recommendation.

### **Consultation:**

Council and Staff as part to the budget preparation process.



**Financial Implications:**

The associated costs to deliver the activities and services, are shown in the LTFP along with the Operating and Capital revenues.

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

No specific implication relative to this report..

**Corporate Business Plan (2015 – 2019):**

No specific implication relative to this report..

**Local Planning Strategy:**

The LTFP identifies and prioritises the principal strategies and activities the Council will undertake in response to the goals and outcomes stated in the Strategic Community Plan.

**Officer's Comment:**

This financial plan represents the next step in the integration of the suite of planning reports. It is important to note whilst this represents a comprehensive and detailed 10 year budget the annual budget for 2015/2016 is yet to be reviewed and adopted by Council.

**Voting Requirements:**

Absolute Majority

**Officer's Recommendation:**

**That Council adopts the attached Shire of Brookton Long Term Financial Plan 2015-2025**

**SEPARATE ATTACHMENT 12.06.15.04A**

## 13.06.15 GOVERNANCE

### 13.06.15.01 PROPOSED HEALTH LOCAL LAW 2015

**FILE REFERENCE:** ADM 0477  
**AUTHORS NAME:** K O'Connor  
**AND POSITION:** Chief Executive Officer

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

**DATE REPORT WRITTEN:** 28 April 2015

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

#### **PREVIOUS MEETING REFERENCE:**

#### **SUMMARY**

To allow the Presiding Person to:

- (1) give notice to the meeting of the intent to make a new Shire of Brookton Health local law 2015;
- (2) give notice of the purpose and effect of the proposed Health local law 2015,
- (3) for the Council to adopt the proposed Health local law 2015, and
- (4) to allow for advertising of the proposed Health local law 2015 for public comment.

#### **Background:**

The current principal Health local law was first adopted by Council on 28 March 2001, and gazetted on 15 May 2001. To comply with the provisions of section 3.16 of the *Local Government Act* 1995, the Shire of Brookton commenced a review of its local laws on 27 October 2009.

At the conclusion of the review process it was identified that a series of amendments were required to the principal Health local law. However given the extensive changes, it is believed that a new local law will better serve the Council.

#### **Details:**

##### *Food Act 2008*

Amongst other things, the Food Act 2008 regulates 'food businesses', including their registration, conduct and the imposition of fees and charges by local governments. This Act made significant amendments to the Health Act including:

- The repeal of those Parts that deal with eating houses, including the removal of a local government's powers to make local laws in respect of eating houses (Part V, Division 3); and
- The removal of other local law making powers such as sections 134(49), 52a, 199(14), 207 and 220.

The intention of the Food Act is to remove anomalies and different compliance regimes that exist between the large number of local laws that operate within the State, while at the same time protecting public health and maintaining the role that local governments play in maintaining standards.

### *Waste Avoidance and Resource Recovery Act 2007*

The most relevant provisions of the *Waste Avoidance and Resource Recovery Act* (WARR) came into force on 1 July 2008.

This Act repealed various provisions of the Health Act 1911 that dealt with the powers of local governments in relation to the collection and removal of rubbish, and had the effect of transferring the powers of a local government to make local laws about waste to the WARR Act (item 4 of Schedule 4).

### *New Public Health Act*

The State Government has been aiming to have updated legislation in place for some time to replace the Health Act 1911. The Health Department of WA has advised that its promulgation is imminent. This however, has been the case for some considerable time, and there appears to be no immediate prospect of it happening.

### **Statutory and Legal Considerations:**

#### Local Government Act 1995

Section 3.12(2) of the Local Government Act 1995 and the Local Government (Functions and General) Regulations (Regulation 3) which states that for the purpose of Section 3.12(2) of the Local Government Act the person presiding at a council meeting is to give notice of the purpose of the local law by ensuring that the purpose and effect of the proposed local law is included in the agenda for that purpose and the minutes of the meeting of the council include the purpose and effect of the proposed local law.

Health Act 1911

Food Act 2008

Food Standards Code

WARR Act 2007

### **Policy Considerations:**

There are no policy implications for this item.

### **Consultation:**

As required by section 3.12 the Local Government Act 1995, an advertisement is to be placed, in a state-wide newspaper, inviting the public to comment on the proposed local law, with submissions being open for a period of not less than 6 weeks (42 days).

The advertisement will be placed once Council has resolved its intent to make the local law. In addition, copies of the proposed Health Local Law 2015, (gazettal copy), must be sent to the relevant Ministers for comment (Local Government and Health).

### **Financial Implications:**

Advertising costs of approximately \$600 associated with state-wide advertising.

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

There are no strategic plan implications relative to this issue.

### **Corporate Business Plan (2015-2019)**

There are no specific implications relevant to this report

### **Officers Comment:**

The proposed Shire of Brookton Health Local Law 2015 is set out in the **Attachment 13.06.16.01A** to this report. In making a new local law, the Shire must comply with the provisions of section 3.12 of the Act.

The *Local Government (Functions and General) Regulations* (Regulation 3) states that for the purpose of Section 3.12(2) of the Act, the person presiding at a council meeting is to give notice of the purpose of the local law by ensuring that the purpose and effect of the proposed local law is included in the agenda for that purpose and the minutes of the meeting of the council include the purpose and effect of the proposed local law.

The purpose of the proposed Shire of Brookton Health Local Law 2015 is to provide a statutory means of effectively controlling issues which have the potential to adversely impact on the health and well-being of the community.

The effect of the proposed Shire of Brookton Health Local Law 2015 is to allow health related issues to be sufficiently controlled so as to provide an acceptable standard for the maintenance of public health in the community and to remove obsolete and out-dated local laws relating to the district.

**Voting Requirements:**

Simple Majority Required.

**Recommendation:**

**That Council**

- 1. adopt the proposed Shire of Brookton Health Local Law 2015, as contained in the Separate Attachment 13.06.16.01A for advertising purposes;**
- 2. pursuant to section 3.12 of the Local Government Act 1995, give Statewide public notice that it intends to make the Shire of Brookton Health Local Law 2015, as contained in the Attachment;**
  - (a) the purpose of which is to provide a statutory means of effectively controlling issues which have the potential to adversely impact on the health and well-being of the community; and**
  - (b) the effect is to allow health related issues to be sufficiently controlled so as to provide an acceptable standard for the maintenance of public health in the community and to remove obsolete and out-dated local laws relating to the district.**
- 3. Send a copy of the proposed local law to the Minister for Local Government and Communities, and to the Minister for Health, for comment.**

**SEPARATE ATTACHMENT 13.06.15.01A**

## 13.06.15.02 WASTE MANAGEMENT POLICY - ADOPTION

<b>FILE REFERENCE:</b>	N/A
<b>AUTHORS NAME AND POSITION:</b>	Kevin O'Connor CEO
<b>NAME OF APPLICANT/RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	9 <sup>th</sup> June 2015
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter
<b>PREVIOUS MEETING REFERENCE:</b>	Nil

### **SUMMARY**

Council are requested to consider the adoption of a strategic policy to guide waste management within the Shire.

### **Background:**

Council has shown a keen interest in developing sustainable waste management strategies to reduce the environmental impact of waste and maximise conservation of natural resources through reduced overall material use and increased materials and energy recovery.

### **Details:**

This proposed strategic policy has been developed with the Goal of working towards becoming a “*Clean, Green and Sustainable Shire*”.

### **Statutory and Legal Considerations:**

*EPA (Rural Landfill) Regulations 2002*

### **Policy Considerations:**

There are no policy considerations relevant to this report.

### **Consultation:**

This draft Policy was presented to the May 2015 CBF for discussion.

### **Financial Implications:**

Operational funds are set aside in the annual budget for the maintenance and operations of our refuse facility, waste and recycling bin collection, bulk waste pick-ups and Parks and reserves litter collection. Municipal funds are transferred to our Refuse Reserve account in accordance with our *Waste Management Plan (2014)*.

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

- Strategy 2.4.1 Update and implement the Shires Waste Management Plan.
- Strategy 2.4.2 Develop community based waste management initiatives and opportunities.

**Corporate Business Plan (2015-2019)**

Outcome 2.4 Sustainable Waste Management.

Activities and Services - *Implement the Waste Management Plan for the refuse facility*

Activities and Services - *Provide waste facilities and services that are readily accessible, cost effective and compliant.*

**Officer's Comment:**

The draft Waste Management Policy **Attachment 13.06.15.02A** aims to address the Goals and Outcomes from our Strategic Community Plan and is aligned with the State Governments *Waste Strategy 2012*.

**Voting Requirements:**

Simple majority

**Officer's Recommendation:**

**That the attached (13.06.15.02A) Waste Management Policy be adopted by Council**

**SEPARATE ATTACHMENT 13.06.15.02A**

### 13.06.15.03 REVIEW OF POLICY MANUAL 2015

<b>FILE REFERENCE:</b>	Policy Manual
<b>AUTHORS NAME AND POSITION:</b>	Kevin O'Connor CEO
<b>NAME OF APPLICANT/RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	9 <sup>th</sup> June 2015
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter
<b>PREVIOUS MEETING REFERENCE:</b>	Nil

#### **SUMMARY**

The annual review of the Council Policy Manual has been completed and the updated manual is presented to Council for adoption

#### **Background:**

The purpose of maintaining a Policy Manual is to enable the Council to provide staff and Shire residents with clear intentions and direction in relation to important local and external issues that are not of a management or operational nature. Certain Policies are also required to comply with legislation and provide direction to staff and the community on how Council wishes to deal with certain statutory powers and functions under various Acts and Regulations.

#### **Details:**

Staff have reviewed the policies in the current Policy Manual and included policies that have been developed or amended since the last review in June 2014. The review also includes some minor updates to reflect changes in legislation and position titles etc.

A further change to the structure and format of the policy manual is also proposed to be implemented in 2015/16. The former Governance Policies are now referred to as Council Policies, Statutory and Planning Policies remain the same and we have included the Significant Accounting Policies in the body of the Policy Manual.

Last year we separated out the Management Procedures from the Policy Manual, as these are mainly guidelines, standards/conditions or procedures that are developed for administrative and operational requirements. For this review we have included them in a separate document and changed the title to Management Policies and Procedures to better reflect the internal focus of these policies and procedures

The Delegations Register has also now been separated into a single document as there is a statutory requirement to review and adopt the delegations each year.

#### **Statutory and Legal Considerations:**

*Local Government Act 1995. Sect. 2.7 (2) (b).* – The Council is to determine the local government's policies

**Policy Considerations:**

There is no Council Policy relevant to this report.

**Consultation:**

Not relevant to this report.

**Financial Implications:**

There are no Financial Implications relevant to this report

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

There are no specific implications relevant to this report.

**Corporate Business Plan (2015-2019)**

There are no specific implications relevant to this report.

**Officer's Comment:**

The table below identifies the new Policies and those recommended for amendment, it also shows any new or amended Management Policies and Procedure.

**Council Policy:**

<b>SUMMARY OF CHANGES</b>		
Policy Number	Addition/Deleted/Amended	Description
1.16 New Business Incentives	Addition	Providing funds or in-kind support for a new business launch function
1.24 Restricted Access Vehicles	Amended	To comply with councils direction to have MRWA take full responsibility for managing and enforcing all RAV approvals
1.25 White Street Precinct		New Policy
1.26 Economic Development		New Policy
4.1 Significant Accounting Policies	Amended	Changes made to reflect fair valuation regulations

**Management Policy & Procedures:**

<b>SUMMARY CHANGES</b>		
Policy Number	Addition/Deleted/Amended	Description
1.26 Hiring of Equipment	Deleted	Covered under Policy 1.6

**Voting Requirements:**

Simple Majority

**Officer's Recommendation:**

1. That the attachment (13.06.15.03A) Policy Manual be adopted by Council.
2. That the attachment (13.06.15.03B) Management Policies and Procedures be endorsed by Council.



**SEPARATE ATTACHMENT 13.06.15.03A**  
**SEPARATE ATTACHMENT 13.06.15.03B**

## 13.06.15.04 DELEGATIONS REGISTER REVIEW - 2015

<b>FILE REFERENCE:</b>	N/A
<b>AUTHORS NAME AND POSITION:</b>	Kevin O'Connor CEO
<b>NAME OF APPLICANT/RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	9 <sup>th</sup> June 2015
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter
<b>PREVIOUS MEETING REFERENCE:</b>	N/A

### **SUMMARY**

The annual review of the Delegations Register has been completed and is now presented to Council for adoption.

### **Background:**

The aim of Delegations is to assist the Council in carrying out its powers and functions by enabling it to delegate to the CEO, and under some Acts, other staff certain powers and functions that provide for the smooth running of the organisation.

The *Local Government Act 1995 (s 5.46.)* states that the delegations are to be reviewed at least once every financial year. Council last reviewed its Delegated Authorities June 2014.

### **Details:**

The review has revealed that some delegations either required minor updates or need to be deleted as they no longer conform to the current legislation.

### **Statutory and Legal Considerations:**

*Local Government Act 1995. Sect. 5.42.* - Delegation of some powers and duties to CEO

*Local Government Act 1995. Sect. 5.44* - CEO may delegate powers and duties to other employees

*Local Government Act 1995. Sect 5.45* - Other matters relevant to delegations under this Division

*Local Government Act 1995. Sect 5.46* - Register of, and records relevant to, delegations to CEO and employees

### **Policy Considerations:**

There is no Council Policy relevant to this report.

### **Consultation:**

Not relevant to this report.

### **Financial Implications:**

There are no Financial Implications relevant to this report

### Strategic Community Plan (2013 – 2023)

There are no specific implications relevant to this report.

### Corporate Business Plan (2015-2019)

There are no specific implications relevant to this report

#### Officer's Comment:

Staff have reviewed the delegations in the current Delegations Register and made minor amendments and included any "on-delegations" from the CEO to other Staff.

The Local Government Departments Best Practice Guidelines for Delegations states that *"duties and powers that are operational in nature, but exercise discretion should be delegated to the CEO"*. It also states that *"powers and duties can be delegated to the CEO with comprehensive conditions attached"*

The conditions limit the exercise of power or discharge of duties to those prescribed by the Council. The table below identifies any deletions or amendment to the delegations register Separate Attachment 13.06.15.04

SUMMARY OF CHANGES		
Delegation Number	Addition/Deleted/Amended	Description
1.5 Disposal of Fixed Assets	Amended	Reviewed to include write off fixed assets and a dollar value
1.40 Purchase Orders	Addition	Amended list of officers delegated to authorise purchase orders
1.42 Requests for Donations	Amended	Increase donation from \$200 to \$500

#### Voting Requirements:

Absolute Majority

#### Officer's Recommendation:

**That the attachment (13.06.15.04A) Delegations Register be adopted by Council.**

#### SEPARATE ATTACHMENT 13.06.15.04A

## 16.05.15.0 CONFIDENTIAL REPORT

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

**(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:**

- (a) a matter affecting an employee or employees;**
- (b) the personal affairs of any person;**
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;**
- (d) legal advice obtained, or which may be obtained by the local government and which relates to a matter to be discussed at the meeting;**
- (e) a matter that if disclosed, would reveal**
  - (i) a trade secret**
  - (ii) information that has a commercial value to a person or**
  - (iii) information about the business, professional, commercial or financial affairs of a person,**

**Where the trade secret or information is held by, or is about, a person other than the local government.**

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

## 16.06.15 01 CEO PERFORMANCE REVIEW

<b>FILE REFERENCE:</b>	Employee No. 311
<b>AUTHORS NAME AND POSITION:</b>	Kevin O'Connor CEO
<b>NAME OF APPLICANT/RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	10 <sup>th</sup> June 2015
<b>DISCLOSURE OF INTEREST:</b>	The author has a financial interest in this matter as it relates to his employment conditions.
<b>PREVIOUS MEETING REFERENCE:</b>	N/A

### **SUMMARY**

Council is requested to adopt the Recommendation of the Employment Committee meeting held on the 21<sup>st</sup> May 2015.

### **Background:**

The Employment Committee's role is to assess the Chief Executive Officer's performance based on feedback from Councillors and the achievement of the key result areas and strategic objectives set at the previous review.

The CEO's Performance Objectives for the 2015/16 year have now been linked to the Strategic Community Plan and Corporate Business Plan strategies and activities that are the responsibility of the Chief Executive Officer.

### **Details:**

The CEO's performance has been evaluated with input from the full Council, this feedback has now been provided to the CEO. The 2015/16 Performance Objectives were discussed and agreed upon at the May 21<sup>st</sup> Committee meeting.

### **Statutory and Legal Considerations:**

Section 5.38, *Local Government Act 1995* provides that "The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment".

Section 7A of the *Salaries and Allowances Act 1975* provides that the Tribunal shall, from time to time, enquire into and make a report containing recommendations as to the remuneration to be paid or provided to Chief Executive Officers (CEO) of local governments.

### **Policy Considerations:**

Council Policy 5.4 Use of Council Vehicles applies to this matter.

### **Consultation:**

Councillors and Employment Committee.

**Financial Implications:**

The Committee recommendation is for an increase in Salary of 3%.

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

There are no implications relevant to this report.

**Corporate Business Plan (2015-2019)**

There are no implications relevant to this report.

**Officer's Comment:**

That Council adopt the recommendations of the Employment Committee meeting minutes  
Separate Attachment 16.06.15.01A

**Voting Requirements:**

Simple Majority

**Officer's Recommendation:**

**That Council adopt the recommendations contained in the minutes of the Employment Committee Meeting held on 21st May 2015.**

**SEPARATE ATTACHMENT 16.06.15.01A**