



Shire of Brookton

# ORDINARY COUNCIL MEETING

## MINUTES

Thursday 20 August 2015

These minutes were confirmed by Council as a true and correct record of the Ordinary Council meeting held on 20 August 2015.

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

### Disclaimer

The purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25(e)) establish procedures for revocation or revision of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Brookton expressly disclaims liability for any loss or damage suffered by any person as a result or relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council Meeting.

**Shire of Brookton**  
**Ordinary Meeting of Council held 20 August 2015.**  
**Commencing at 12.30 pm.**

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## 1.08.15 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES

The Presiding Member opened the meeting at 12.30pm and welcomed Councillors and staff.

### **Attendance**

#### Elected Members

Cr KT Wilkinson – Shire President (Presiding Member)

Cr KL Crute - Deputy Shire President

Cr R T Fancote

Cr N Walker

Cr K Mills

#### Staff

Kevin O'Connor

Chief Executive Officer

Evelyn Arnold

Deputy Chief Executive Officer

Stefan De Beer

Shire Planner

Gail Lilly

Executive Support and Administration Officer

Carina Whittington

Community Services Manager

Fleur Wilkinson

Project Officer

#### Members of the Public

John Penn

#### Leave of Absence

Cr L Allington

#### Apologies

Cr T Eva

## 2.08.15 ANNOUNCEMENT OF VISITORS

Darren & Nicole Friend

## 3.08.15 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

## 4.08.15 PUBLIC QUESTION TIME

Question was raised from John Penn regarding the condition of the laneway which runs between William and White Streets. A letter was also sent by Mr Penn to the Shire of Brookton outlining his concerns. Shire President advised Mr Penn his concerns and letter would be passed onto the Principal Works Supervisor. Mr Penn left the Council Chambers at 12.37pm

## 5.08.15 APPLICATIONS FOR LEAVE OF ABSENCE

### **Council Resolution**

5.08.15

Moved Cr Walker

Seconded Cr Mills

**That Cr Crute be granted Leave of Absence for the October 2015 Council Meeting.**

**CARRIED 5-0**

**6.08.15 PETITIONS/ DEPUTATIONS / PRESENTATION**

Lesley Pearson – Silver Chain

**7.08.15 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**Council Resolution**

**7.08.15.01**

**Moved Cr Crute                      Seconded Cr Walker**

**That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers on Thursday 23 July 2015 be confirmed as a true and correct records of proceedings.**

**CARRIED 5-0**

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

The Presiding member requested that the agenda items **10.08.15.03 & 13.08.15.01** be dealt with first. The meeting agreed with this request.

**Condolences**

**Merle Bennell**

**9.08.15 DECLARATIONS BY MEMBERS & OFFICERS**

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

**Financial, Proximity and Impartiality Interests**

<b>Item no.</b>	<b>Members</b>	<b>Type of Interest</b>	<b>Nature of Interest</b>
10.08.15.03	Cr Wilkinson	Financial/proximity	Own land next door
13.08.15.01	Cr Walker	Impartiality	Financial Member
13.08.15.01	Cr Mills	Impartiality	Financial Member
13.08.15.01	Cr Fancote	Impartiality	Financial Member
13.08.15.01	Cr Crute	Financial	Employed by BCC

Cr Wilkinson left the Chambers at 1.23pm due to a proximity and financial interest.  
Cr Crute assumed the chair

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

**FILE REFERENCE:** P 2731

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

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

**DATE REPORT WRITTEN:** 11 July 2015

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

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

**SUMMARY:**

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

**Background:**

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

**Details:**

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

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

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

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

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

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

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

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

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

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

**Statutory and Legal Considerations:**

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

**Policy Considerations:**

No specific relevance to Council Policy.

**Consultation:**

No consultation was deemed required.

**Financial Implications:**

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

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

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

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

- No specific implication relative to this application.

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

- No specific implication relative to this application.

**Local Planning Strategy:**

- No specific implication relative to this application.

**Officer's Comment:**

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

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

**Voting Requirements:**

Simple majority required.

**Officer's Recommendation:**

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

**Council Resolution**

**10.07.15.03**

**Moved Cr Fancote**

**Seconded Cr Mills**

**That Council resolve to request the Minister of Lands through the Department of Lands to proceed with the required actions to excise the section of land as shown on attached plan 10.07.15.03 in order to create a separate freehold title lot and that the Shire be granted the first right of refusal to obtain the subject land post excision.**

**CARRIED 4-0**

***Cr Wilkinson returned to the Chambers and resumed the chair at 1.25pm***



Attachment 10.08.15.03 – Subject Land Locality Map



## 13.08.15.01 BROOKTON COUNTRY CLUB INC. - LEASE AGREEMENT

Cr Crute left the Chambers at 1.26pm due to a financial interest.

**FILE REFERENCE:** ADM 0583

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

**NAME OF APPLICANT/RESPONDENT:** Brookton Country Club Inc.

**DATE REPORT WRITTEN:** 10<sup>th</sup> July 2015

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

**PREVIOUS MEETING REFERENCE:** Nil

### **SUMMARY**

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

### **Background:**

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

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

### **Details:**

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

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

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

- 1) The term of the lease is proposed for 12 years to coincide with the expiry of the Country Clubs self-supporting loan in November 2027.
- 2) The permitted uses now reflect the actual Reserve Management Order details and lot boundary changes and description that came into force in 2011.
- 3) The Special Terms no longer refer to Reserve 6068 to be used for cropping and grazing by the Lessee.
- 4) Reserve 6068 was split up into four locations in 2011 to become lots 500, 501, 502 and 503. Lot 500 is now Reserve 6068 vested in the Shire for the purposes of “*Landscape Protection*”.
- 5) Lot 502 is now Reserve 50860 vested in the Shire for the purposes of “*Cropping and Research*” with a power to Licence for this purpose for any term not exceeding five years, subject to the approval of the Minister of Lands being first obtained.
- 6) Lots 501 and 503 have been included as part of the golf course land with existing lot 302, Reserve 22703.

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

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

**Statutory and Legal Considerations:**

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

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

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

**Policy Considerations:**

Nil

**Consultation:**

Brookton Country Club Inc. Committee

**Financial Implications:**

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

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

Outcome 3.1 –

Assets and infrastructure that support long term community needs.

Outcome 3.3 –

Shire buildings and facilities that meet current and future community needs

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

### Strategy 3.1.1 –

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

### Strategy 3.3.1 –

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

#### **Officer's Comment:**

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

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

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

#### **Voting Requirements:**

Simple majority

#### **Officer's Recommendation:**

**That Council endorse the Lease Agreement (attachment 13.08.15.01) with the Brookton Country Club Inc. the main terms and conditions being as follows:**

**Term – 12 years**

**Rental - \$10.00 per annum**

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

**Council Resolution**

**13.08.15.01**

**Moved Cr Fancote**

**Seconded Cr Walker**

**That Council endorse the Lease Agreement (attachment 13.08.15.01) with the Brookton Country Club Inc. the main terms and conditions being as follows:**

**Term – 12 years**

**Rental - \$10.00 per annum**

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

**CARRIED 4-0**

**Cr Crute returned to the Chambers at 1.31pm**

**Council returned to the first item on the Agenda 10.08.15.01**

## 10.08.15.0 TECHNICAL & DEVELOPMENT SERVICES REPORT

### 10.08.15.01 DEVELOPMENT APPLICATION – MOTORCYCLE EVENT – VARIOUS LOTS, SMART ROAD, BROOKTON

**FILE REFERENCE:** P2746

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

**NAME OF APPLICANT/RESPONDENT:** Willie Thomson - Dirt High Promotions

**DATE REPORT WRITTEN:** 7 August 2015

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

**PREVIOUS MEETING REFERENCE:** 10.08.14.01

#### **SUMMARY:**

An application has been received to conduct a non-commercial Motorcycle Event at 505 (Lot 5815), and others, Smart Road, Brookton. It will be recommended the application is approved.

#### **Background:**

It is proposed to hold a non-commercial Motorcycle Event at 505 (Lot 5815), and others, Smart Road, Brookton. The event is proposed to occur on the 6<sup>th</sup> September 2015, and would be similar to events that were previously held on the same subject properties.

The subject properties are zoned Farming, partly cleared and vacant. Access is via Smart Road. The event will be held on properties located in both the Shire of Brookton as well as the Shire of Beverley (please refer to the Contextual Locality Map, attached hereto). For this reason, a similar report will serve before the Beverley Council for consideration.

A copy of the application letter and other documentation are enclosed for ease of reference.

#### **Details:**

The proposal entails a 'Pony Express Motorcycle Event' to be held on Sunday 6<sup>th</sup> September 2015, from 9am to 4pm.

The event will be run under permit from *Motorcycling Australia* and run in accordance with the Australian Rules of Competition, with Public Liability Cover of \$50,000,000.

The proposed land use is a *use not listed* under the Shire of Brookton's Town Planning Scheme No. 3 (TPS 3) Table 1 – Zoning Table and cannot be reasonably determined as falling within the interpretation of one of the existing uses. Therefore the provisions contained in Clause 3.6.5 of TPS 3 must be followed.

**Statutory and Legal Considerations:**

Provided Council determines the land use is consistent with the objectives and purposes of the zone as discussed above, the application complies with the Shire of Brookton's Town Planning Scheme No. 3.

**Policy Considerations:**

There is no council policy relative to this issue.

**Consultation:**

No objections were received during advertising for previous events and therefore no new consultation was conducted.

**Financial Implications:**

There are no financial implications relative to this issue.

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

- No specific implication relative to this application.

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

- No specific implication relative to this application.

**Local Planning Strategy:**

- No specific implication relative to this application.

**Officer's Comment:**

Planning intent for the zone:

It is the opinion of staff that the land use is consistent with the objectives and purposes of the zone. The proposal is located in a Farming zone and is remote from any sensitive land uses. Given the temporary nature of the proposal it is unlikely there will be any substantial negative impact on rural character, amenity or agricultural production in the surrounding area. Therefore it will be recommended the proposal be determined to be consistent with the objectives and purposes of the zone.

Character and Amenity:

Given the temporary nature of the proposed activity and remote location it is unlikely there will be any substantial disturbance to the character or amenity of the area.

The main potential disturbance to amenity would be from noise and traffic. To ensure such amenity disturbance is minimised, should Council approve the application, hours of operation could be restricted as a condition of approval.

Emergency and Risk Management:

The applicant has submitted an Emergency and Risk Management Plan (ERMP) for the event addressing possible identified risks and proposed mitigation measures. These include, amongst others:

- Emergency Evacuation;
- Fire Management;
- First Aid and Ambulance Services;
- Toilet Facilities, etc.

- Should Council approve the application, adherence to the ERMP will be recommended to be made a condition of Planning Approval. Should Councillors so wish, a copy of the ERMP can be made available on request.

The application to conduct a motorcycle event is supported because:

- Any negative external impact will be limited;
- Previous events similar in nature has been conducted without incident; and
- Recommended conditions of approval are anticipated to address matters of concern.

**Voting Requirements:**

Simple Majority Required.

**Officer's Recommendation:**

**That Council approve a Motorcycle Event at 505 (Lot 5815 & others), Smart Road, Brookton, subject to the following conditions and advice notes:**

**Conditions:**

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.
2. This approval is for activities occurring between and including 4<sup>th</sup> and 6<sup>th</sup> September 2015, as described in the application documentation.
3. Ablution facilities that comply with the Shire of Brookton's Environmental Health requirements shall be available on site at all times during the event.
4. Motorcycle activity shall only occur between the hours of 9.00am and 4.00pm on the 6<sup>th</sup> of September 2015.
5. The risk mitigation, control and responsibilities as prescribed in the Emergency and Risk Management Plan (ERMP) shall be complied with at all times during the event.
6. A person appropriately qualified in first aid shall be on site at all times during the event.

**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 to submit similar applications to the Shire at least 3 months before the scheduled event, in order for the Shire to adhere to the relevant Statutory requirements of the Shire of Brookton Town Planning Scheme



**Council Resolution**

**10.08.15.01**

**Moved Cr Crute**

**Secoded Cr Mills**

**That Council approve a Motorcycle Event at 505 (Lot 5815 & others), Smart Road, Brookton, subject to the following conditions and advice notes:**

**Conditions:**

- 1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.**
- 2. This approval is for activities occurring between and including 4<sup>th</sup> and 6<sup>th</sup> September 2015, as described in the application documentation.**
- 3. Ablution facilities that comply with the Shire of Brookton's Environmental Health requirements shall be available on site at all times during the event.**
- 4. Motorcycle activity shall only occur between the hours of 9.00am and 4.00pm on the 6<sup>th</sup> of September 2015.**
- 5. The risk mitigation, control and responsibilities as prescribed in the Emergency and Risk Management Plan (ERMP) shall be complied with at all times during the event.**
- 6. A person appropriately qualified in first aid shall be on site at all times during the event.**

**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 to submit similar applications to the Shire at least 3 months before the scheduled event, in order for the Shire to adhere to the relevant Statutory requirements of the Shire of Brookton Town Planning Scheme**

**CARRIED 5-0**

# DIRT HIGH PROMOTIONS

1/17 Canvale Road  
CANNING VALE 6155  
Tel: 08 9455 2359  
Mob: 0438 360 570

willie@willethomson.com  
www.willethomson.com

ABN 90 083 103 580

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17 July 2015

Shire of Brookton  
PO Box 42  
BROOKTON WA 6306

Att: Mr Stefan De Beer  
Shire Planner

Re: **Proposed Non Commercial Motorcycle Activity**  
**505 Smart Road Brookton**  
**06<sup>th</sup> September 2015**  
**Property Owned by Steve Smart**

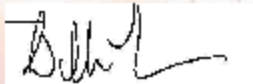
Hi Stefan,

We are running looking at running a Motorbike event in September in your locality.

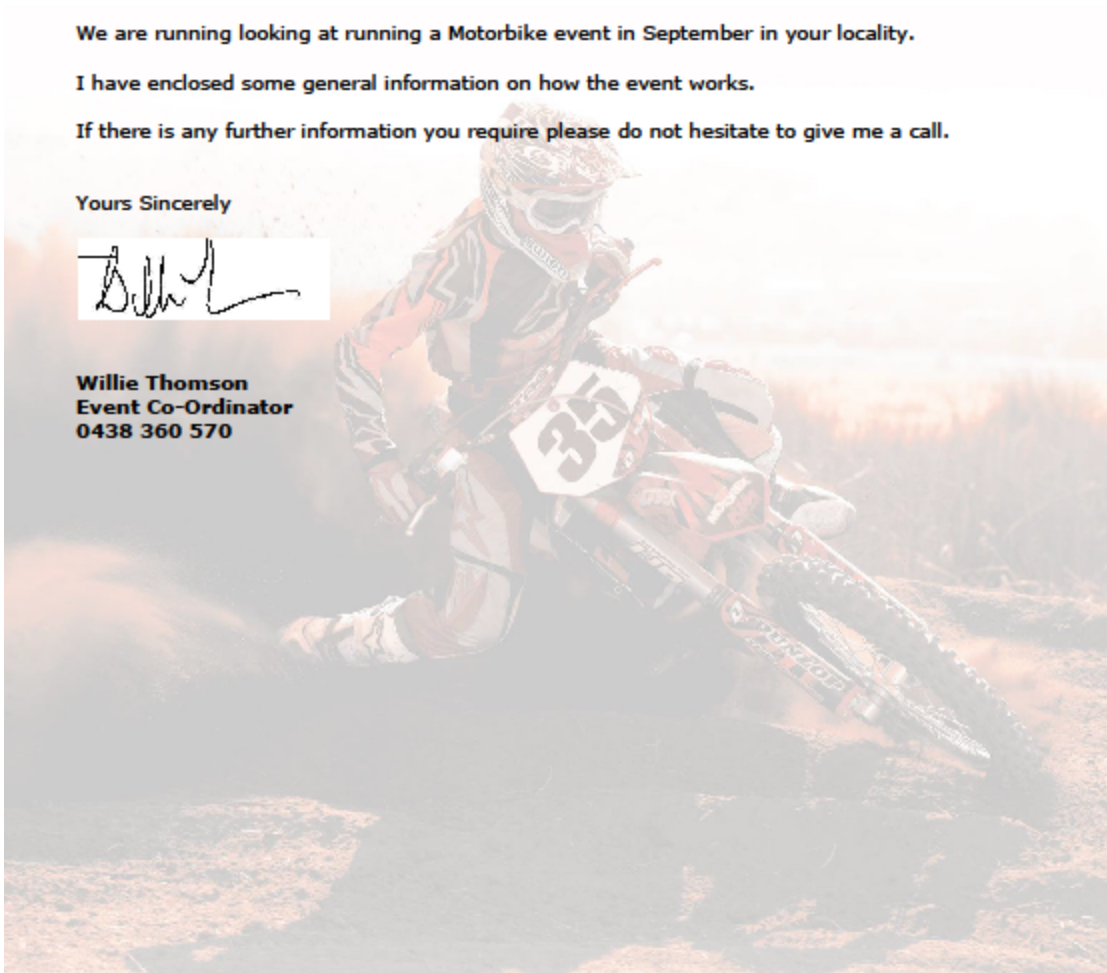
I have enclosed some general information on how the event works.

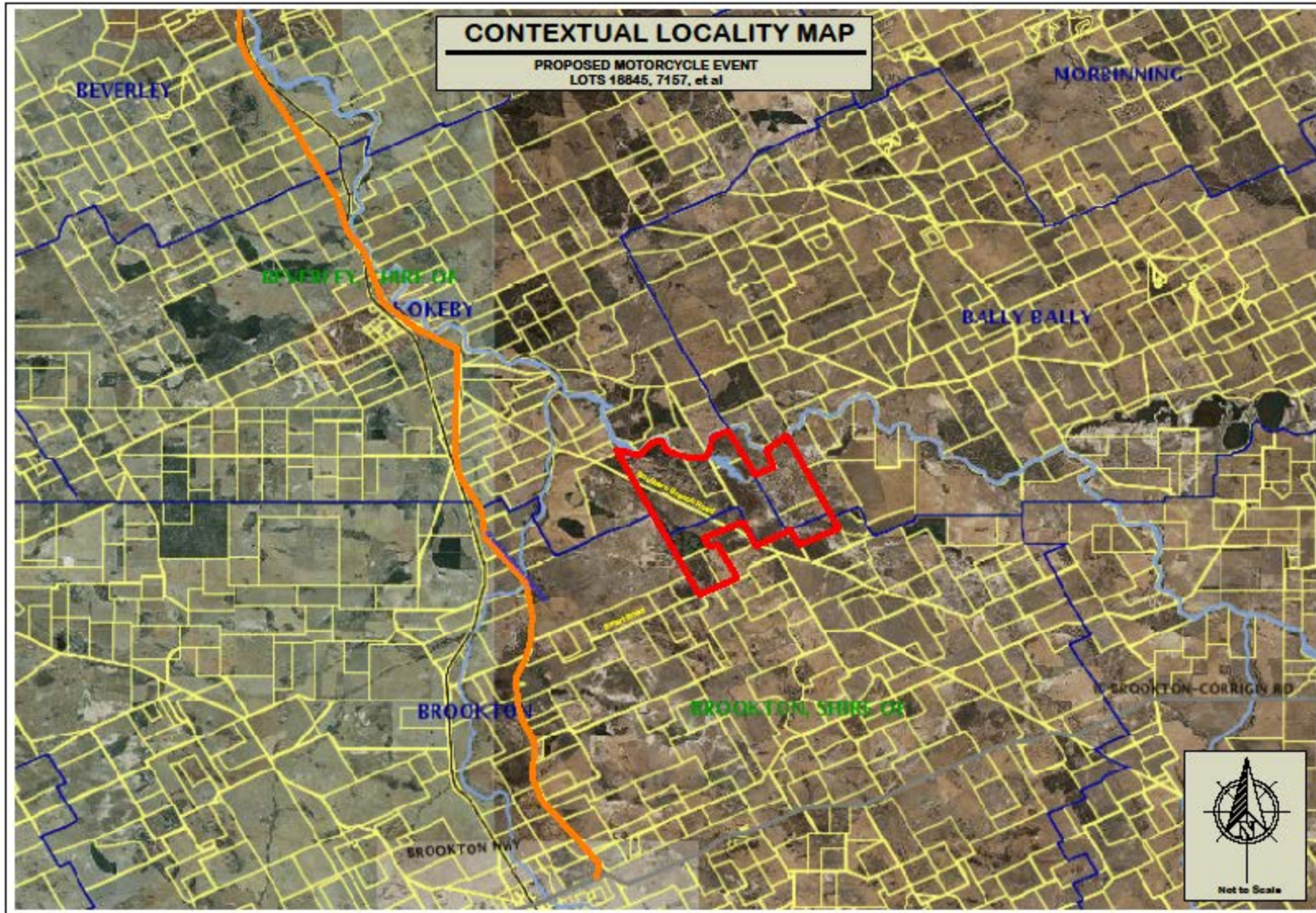
If there is any further information you require please do not hesitate to give me a call.

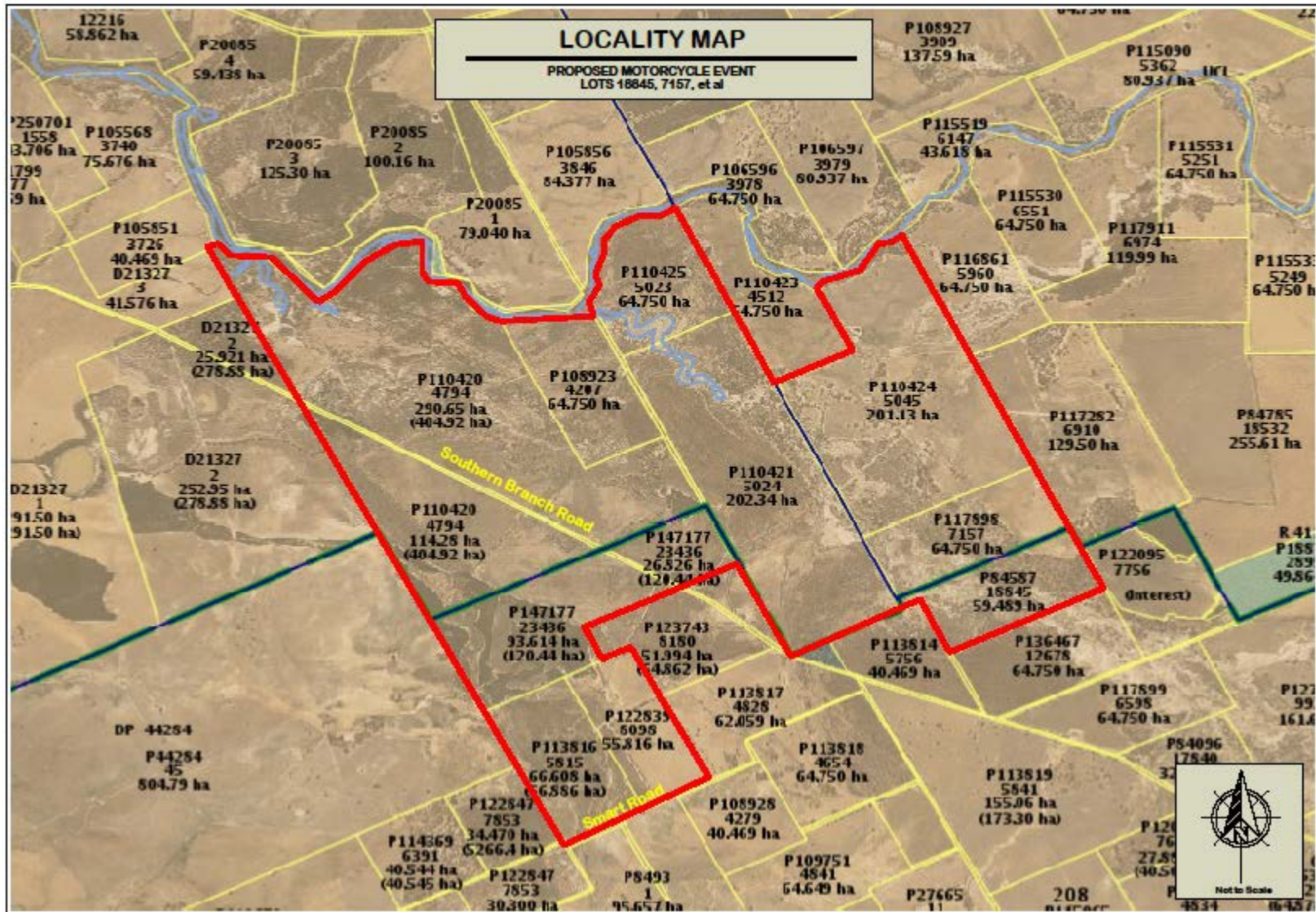
Yours Sincerely



**Willie Thomson**  
Event Co-Ordinator  
0438 360 570







**10.08.15.02 DEVELOPMENT APPLICATION – SPECIAL EVENT – BROOKTON  
MUD RUN – VARIOUS LOTS – BROOKTON COUNTRY CLUB**

**FILE REFERENCE:** P759

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

**NAME OF APPLICANT/  
RESPONDENT:** Brookton Mud Run Organising  
Committee

**DATE REPORT WRITTEN:** 7 August 2015

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

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

**SUMMARY:**

Council is requested to consider a Development Application for a Special Event, the Brookton Mud Run, scheduled for the 4<sup>th</sup> October 2015. It will be recommended the application be approved.

**Background:**

The Brookton Mud Run is proposed to be held at the Brookton Country Club (Reserve 6068 – lots 500, 501 & 503, and Reserve 22703 – lot 302) on the 4<sup>th</sup> October 2015.

**Detail:**

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

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

Under Certificate of Crown Land Title, Reserve 6068 is reserved for the purpose of ‘*Landscape Protection – Timber & Common*’ & Reserve 22703 is reserved for the purpose of ‘*Recreation*’.

In their submission to the Shire, the Brookton Mud Run Organising Committee addresses a number of vital issues relevant to the management and logistical arrangements for the event on the day. Their self-explanatory submission and the accompanying map are enclosed herewith.

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

**Statutory and Legal Considerations:**

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

**Policy Considerations:**

There are no Policy implications relative to this application.

**Financial Implications:**

There are no financial implications relative to this application.

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

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.

**Officers Comment:**

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

**Voting Requirements:**

Simple Majority Required

**Officer's recommendation:**

**That Council resolve to approve the Special Event (Brookton Mud Run) scheduled for the 4th of October 2015 on Lots 500, 501, 503 (Reserve 6068) and lot 302 (Reserve 22703), subject to the following conditions and advice notes:**

**Conditions:**

- 1. Development shall be carried out only in accordance with the terms of the application and submissions as approved herein and any approved plan.**
- 2. This approval is for activities occurring on the 4<sup>th</sup> of October 2015.**
- 3. Food Stalls and Food preparation shall be carried out in accordance with the Shire of Brookton's Guidelines for temporary Food Stalls.**
- 4. Toilet facilities shall be supplied and managed in accordance with the relevant Health Guidelines.**
- 5. The selling of alcoholic beverages shall be done from the designated licenced area at the Brookton Country Club only.**
- 6. Evidence of sufficient insurance shall be submitted to the Shire Planner no later than one week prior to the event.**

7. Within 7 days of the conclusion of the event the site shall be made neat and tidy to the satisfaction of the Shire.

**Advice Notes:**

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

**Council Resolution**

**10.08.15.02**

**Moved Cr Walker**

**Seconded Cr Fancote**

**That Council resolve to approve the Special Event (Brookton Mud Run) scheduled for the 4th of October 2015 on Lots 500, 501, 503 (Reserve 6068) and lot 302 (Reserve 22703), subject to the following conditions and advice notes:**

**Conditions:**

1. Development shall be carried out only in accordance with the terms of the application and submissions as approved herein and any approved plan.
2. This approval is for activities occurring on the 4<sup>th</sup> of October 2015.
3. Food Stalls and Food preparation shall be carried out in accordance with the Shire of Brookton's Guidelines for temporary Food Stalls.
4. Toilet facilities shall be supplied and managed in accordance with the relevant Health Guidelines.
5. The selling of alcoholic beverages shall be done from the designated licenced area at the Brookton Country Club only.
6. Evidence of sufficient insurance shall be submitted to the Shire Planner no later than one week prior to the event.
7. Within 7 days of the conclusion of the event the site shall be made neat and tidy to the satisfaction of the Shire.

**Advice Notes:**

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

**CARRIED 5-0**

# **BROOKTON MUD RUN**

PLANNING APPLICATION

4<sup>th</sup> October 2015



The Brookton Mud Run is run by the Shire of Brookton and a Volunteer Organising Committee. This is our first year of what we hope will be an annual event which is being held on the 4<sup>th</sup> October 2015 starting at 10:00am and finishing at approximately 4:00pm.

The mud run will be held in the bush reserve at the Brookton Country Club being lot 500 Great Southern Hwy and lots 302, 501 & 503 Brookton Hwy.

We are expecting approximately 300 entrants as well as up to 200 spectators to attend. The event will include local community groups and clubs who will be helping on the day for donations towards their group.

The Brookton Mud Run is a participation event promoting the Act, Belong, Commit message. Our intention is to run an event that is focussed on Fun, Mud, Friendship & Laughter aimed at our youth aged 13 to 24.

We are seeking approval by council for use of Council Facilities at the Brookton Country Club.

## **Food & Drink Stalls**

Food and drink will be offered for purchase on the day by local community groups. All food stall holders will be comply with the Shire of Brookton Guidelines for Temporary Food Stalls Associated with Special Events on being approved by the Organising Committee.

## **Temporary Structures**

Temporary shade shelters 3m x 3m & 3m x 6m will be used for the registrations area as well as for shade protection for spectators. All Shade Shelters will be secured by pegs & will be removed at the conclusion of the mud run event on the 4<sup>th</sup> October 2015 by the organising committee.

## **Parking**

Parking is available in front of the Brookton Country Club building, on the vacant land as marked on the Course Map & with overflow parking at Koorrnong. Parking Marshalls will be at parking sites on the day and the Shire will be notified on their appointment.

## **Toilet & Shower Facilities**

5 portable toilets will be hired for participants in the event as well as toilet facilities being available for spectators at the Brookton Country Club. The Brookton Country Club also has universal access toilet facilities. Cold outside showers will be available to competitors along with a changing area to wash off excess mud. Hot showers may be available to competitors at the discretion of the Brookton Country Club.

## **Liquor License**

The Brookton Country Club will be providing alcoholic beverages from their licensed area inside the club house. The Brookton Country Club has a liquor license and all alcohol will be served by qualified members of the club.

## **Insurance**

Insurance for the Mud Run will be by LGIS insurance under the Shire of Brookton Liability Insurance Policy.

## **Fire Control**

The Brookton Volunteer Fire Brigade will be attending the Brookton Mud Run and several water carrying vehicles will be onsite. The Evacuation Point for the event will be in the car park at the front of the Country Club Building.

## **Provision of First Aid**

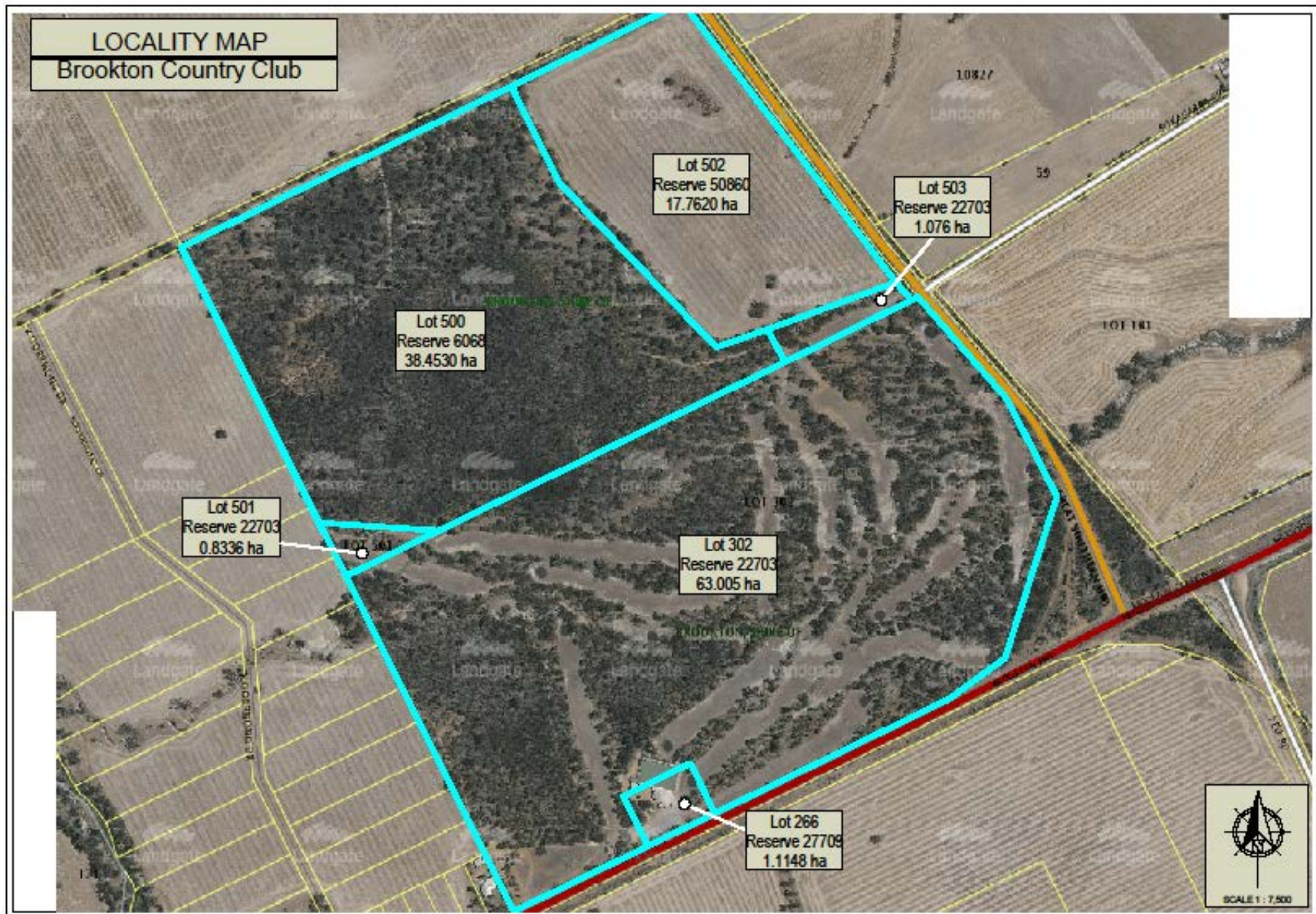
The Brookton St John Ambulance will be in attendance at the mud run. The first aid station will be set up near the start/finish line however all obstacles are accessible by emergency services via fire tracks throughout the reserve. Course marshall's stationed at each obstacle will be in constant radio contact with organisers in case of emergency.

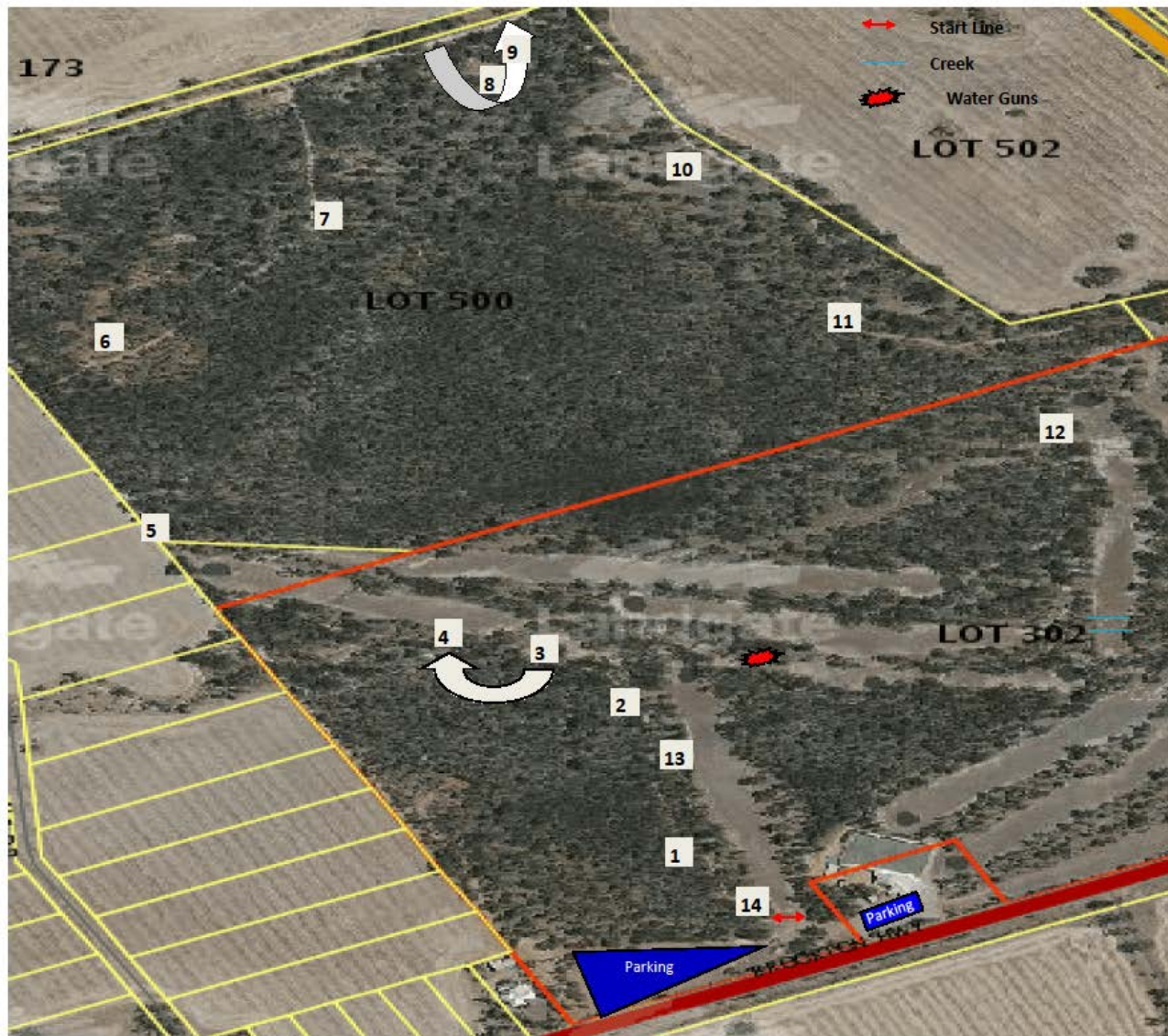
## **Provision of Water**

Water will be available from the Brookton Country Club and also at water stations along the mud run course. Bottled water will also be offered to competitors at completion of the mud run course. As per liquor license requirements free water will be available inside the licensed bar area.

## **Site Clean Up**

Clean up will be conducted at the conclusion of the event by the organising committee and volunteer members of the community. All rubbish bins will be removed from the Country Club on Monday 5<sup>th</sup> October 2015 by Shire of Brookton Outside Staff.





1. Mud Crawl



2. Tyre Run



3. Creek Crossing

4. Creek Bank Crawl

5. Muddy Tyre Climb



6. Under Over Poles



7. Mud Hills



8. Hill Slide



9. Hay Bale Climb



10. Pipe Crawl



11. Rope Swing



12. Rope Maze



13. Climbing Wall



14. Foam Slide



**11.08.15.0 COMMUNITY SERVICES REPORT  
NIL**

## 12.08.15.0 FINANCE & ADMINISTRATION REPORT

### 12.08.15.01 LIST OF ACCOUNTS FOR PAYMENT

#### FILE REFERENCE:

**AUTHORS NAME  
AND POSITION:** Corinne Kemp  
Finance Officer

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

**DATE REPORT WRITTEN:** 12<sup>th</sup> August 2015

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

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

#### **SUMMARY:**

The List of Accounts for payment to 31<sup>st</sup> July 2015 are presented to Council for inspection.

#### **Background:**

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

#### **Detail:**

Totals of all payments from each of Council's bank accounts are listed below and detailed within Attachment 12.08.15.01A.

To 31<sup>st</sup> July 2015

#### **Municipal Account**

Direct Debits \$ 98,173.60

EFT \$ 709,849.82

Cheques \$ 53,031.90

**Trust Account** \$ 1,950.00

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

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

#### **Policy Considerations:**

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

#### **Financial Implications:**

There are no financial implications relevant to this report.

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

No reference

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

No reference

**Voting Requirements:**

Simple Majority.

**Officer's Recommendation:**

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31<sup>st</sup> July 2015, per the summaries included in Attachment 12.08.15.01A in accordance with the Local Government (Financial Management) Regulations 1996:

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

---

***Municipal Account***

Direct Debits	\$	98,173.60
EFT	\$	709,849.82
Cheques	\$	53,031.90
<b><i>Trust Account</i></b>	<b>\$</b>	<b>1,950.00</b>

**Council Resolution**

**12.08.15.01**

**Moved Cr Crute                  Seconded Cr Mills**

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31<sup>st</sup> July 2015, per the summaries included in Attachment 12.08.15.01A in accordance with the Local Government (Financial Management) Regulations 1996:

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

***Municipal Account***

Direct Debits	\$	98,173.60
EFT	\$	709,849.82
Cheques	\$	53,031.90
<b><i>Trust Account</i></b>	<b>\$</b>	<b>1,950.00</b>

**CARRIED 5-0**



JULY 2015 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 20 AUGUST 2015

ATTACHMENT 12.08.15.01A

Chq/EFT	Date	Name	Description	Amount
950	01/07/2015	BROOKTON WOMEN'S HOCKEY CLUB INC	2015 LES MCMULLEN GRANT BROOKTON LADIES HOCKEY CLUB	\$ 650.00
951	28/07/2015	BROOKTON COMMUNITY RESOURCE CENTRE	BOND REFUND FOR HIRE OF WB EVA PAVILION	\$ 110.00
952	28/07/2015	BROOKTON GIRL GUIDES	BOND REFUND FOR HIRE OF PAVILION	\$ 110.00
953	28/07/2015	DEPARTMENT OF COMMERCE	BOND FOR UNIT 5 / 28 WILLIAMS ST BROOKTON	\$ 1,080.00
			<b>TOTAL TRUST</b>	<b>\$ 1,950.00</b>
Chq/EFT	Date	Name	Description	Amount
EFT6585	17/07/2015	1 STOP RECORDS CONSULTING	RECORDS MANAGEMENT CONSULTING 29/06/15 TO 30/06/15	\$ 604.50
EFT6586	17/07/2015	ABCO PRODUCTS	1 CARTON OF FACIAL TISSUES	\$ 47.08
EFT6587	17/07/2015	ALLMARK & ASSOCIATES PTY LTD	NAME PLATES	\$ 113.30
EFT6588	17/07/2015	ARM SECURITY	ALARM MONITORING CHARGES FROM 01/07/15 TO 30/09/15	\$ 118.40
EFT6589	17/07/2015	ARROW ALPHA	WATER REFILL STATION PAVILION	\$ 6,053.30
EFT6590	17/07/2015	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY AND PAPERS JUNE 2015	\$ 1,251.69
EFT6591	17/07/2015	BAREND STEPHANUS DE BEER	DIESEL & PARKING FOR MEETING AT DEPARTMENT OF PLANNING	\$ 50.00
EFT6592	17/07/2015	BROOKTON DELI	CATERING FOR COUNCIL MEETING & LGMA WHEATBELT SOUTH BRANCH MEETING	\$ 691.50
EFT6593	17/07/2015	BW JAMES TRANSPORT	FREIGHT	\$ 65.45
EFT6594	17/07/2015	COATES HIRE OPERATIONS PTY LIMITED	HIRE OF GENERATOR	\$ 154.81
EFT6595	17/07/2015	COURIER AUSTRALIA	FRIEGHT	\$ 8.50
EFT6596	17/07/2015	EXTERIA	BIN SURROUNDS, BOLLARDS & BIKE HITCHES FOR PAVILION	\$ 7,440.40
EFT6597	17/07/2015	GO GO ONHOLD	ON HOLD MESSAGE SERVICE JULY 2015 TO JUNE 2016	\$ 828.00
EFT6598	17/07/2015	GREAT SOUTHERN FUEL SUPPLIES	DIESEL& UNLEADED PETROL PURCHASES JUNE 2015	\$ 6,616.38

EFT6599	17/07/2015	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN COLLECTION & TIP SITE 26/05/15 TO 30/06/15	\$ 13,242.06
EFT6600	17/07/2015	JASON SIGNMAKERS	RURAL ROAD NUMBERS	\$ 59.40
EFT6601	17/07/2015	LGIS INSURANCE BROKING	INSURANCE 30/06/15 TO 30/06/16 MOTOR VEHICLE, MANAGEMENT LIABILITY, MARINE CARGO, SALARY CONTIUNANCE, PERSONAL ACCIDENT, TRAVEL & VEHICLE	\$ 44,928.13
EFT6602	17/07/2015	MYPROJECTORLAMPS AUSTRALIA	HITACHI LAMPS FOR PROJECTOR	\$ 539.00
EFT6603	17/07/2015	PETER JOSEPH DOUGLAS	REFUND PAYMENT FOR ACCESS TO TIP AFTER HOURS AS TRANSPORT VEHICLE BROKE DOWN	\$ 132.00
EFT6604	17/07/2015	PINDAN	PROGRESS CLAIM SITE PREPARATION, DELIVERY & PLACEMENT	\$ 95,263.13
EFT6605	17/07/2015	RYLAN PTY LTD	KERBING AT NEW HOUSING IN MONTGOMERY ST	\$ 2,310.00
EFT6606	17/07/2015	SHIRE OF BROOKTON	MASTERCARD PURCHASES JUNE 2015	\$ 765.84
EFT6607	17/07/2015	STS HEALTH	MOCOM EXTREMA PLUS STERILISER	\$ 1,032.35
EFT6608	17/07/2015	SUNSHIELD WINDOW TINTING	INSTALL PRIVACY FILM TO GYM WINDOWS	\$ 510.00
EFT6609	17/07/2015	TALIS	SHIRE OF BROOKTON INFRASTRUCTURE VALUATION & REPORT	\$ 21,364.20
EFT6610	17/07/2015	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL CYLINDER SERVICE CHARGES GAS BOTTLES AT PAVILION	\$ 204.60
EFT6611	17/07/2015	WINDSOR D & J	REPAIRS & MAINTENANCE TO U6 28 WILLIAMS ST, UNIT 3 MADISON SQUARE, UNIT 1 MADISON SQUARE & ADMINISTRATION BUILDING INSURANCE CLAIM WATER DAMAGE BURST PIPE IN CEILING	\$ 6,846.88
EFT6612	23/07/2015	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 264.94
EFT6613	23/07/2015	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 175.00
EFT6614	29/07/2015	1 STOP RECORDS CONSULTING	RECORD MANAGMENT CONSULTING 01/07/15 TO 21/07/15	\$ 1,813.50
EFT6615	29/07/2015	AQUASOL	FLOCCULANT & CHLORINE	\$ 2,046.00
EFT6616	29/07/2015	ARMADALE MOWER WORLD & SERVICE CO	REELMOWER	\$ 4,600.00
EFT6617	29/07/2015	AUSSIE WINDOW TINTING	AC15 AND FROST TO 2 UNITS	\$ 6,400.00
EFT6618	29/07/2015	AUSTRALIA POST	POSTAGE JUNE 2015	\$ 154.70
EFT6619	29/07/2015	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES JULY 2015, PHONE SYSTEM & ROOM DIVISION	\$274,837.60
EFT6620	29/07/2015	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT WAGES 07/07/15 TO 20/07/15	\$ 660.00
EFT6621	29/07/2015	BROOKTON PLUMBING	REPAIRS TO ADMINISTRATION OFFICE, UNIT 2 / 4 MATHEWS ST, UNIT 1 MADISON SQUARE & UNIT 2 MADISON SQUARE	\$ 770.00

EFT6622	29/07/2015	BROOKTON ROADHOUSE	UNLEADED PETROL	\$ 32.37
EFT6623	29/07/2015	BURGESS RAWSON (WA) PTY LTD	WATER USAGE AT RAILWAY STATION06/05/15 TO 08/07/15	\$ 504.22
EFT6624	29/07/2015	CDA AIR & SOLAR	SERVICE AIR CONDITIONERS	\$ 1,280.00
EFT6625	29/07/2015	CENTRAL COUNTRY ZONE OF WALGA	ANNUAL SUBSCRIPTION 2015/2016	\$ 3,960.00
EFT6626	29/07/2015	COUNTRY COPIERS	MONTHLY COPIER READING	\$ 299.30
EFT6627	29/07/2015	COURTNEY FULWOOD	REIMBURSEMENT OF TRAVEL & MEALS FOR OHS	\$ 305.74
EFT6628	29/07/2015	DAVID WILLIAM LINES	REIMBURSEMENT OF PRE EMPLOYMENT MEDICAL & POLICE CLEARANCE	\$ 152.40
EFT6629	29/07/2015	FLINN HEALTH & FITNESS	BROOKTON GYM INDUCTIONS 22/04/15 TO 29/06/15	\$ 150.00
EFT6630	29/07/2015	GILL RURAL TRADERS	HARDWARE PURCHASES JUNE 2015, FENCING AND VEGIE BEDS FOR 2 MONTGOMERY STREET	\$ 10,022.59
EFT6631	29/07/2015	H RUSHTON & CO	REPAIRS & TYRES FOR G6, T11, PT7, G6, M8 & M6	\$ 1,731.15
EFT6632	29/07/2015	HENRY PINFOLD	REFUND PART OF GYM MEMBERSHIP	\$ 25.00
EFT6633	29/07/2015	IT VISION	SYNERGYSOFT & UNIVERSE ANNUAL LICENSE FEES TO 30/06/2016	\$ 22,217.80
EFT6634	29/07/2015	IXOM	CHLORINE CYLINDER SERVICE FEE 01/06/15 TO 30/06/15	\$ 81.84
EFT6635	29/07/2015	JASON JOHNSON	FENCING AT 2 MONTGOMERY STREET	\$ 2,000.00
EFT6636	29/07/2015	JASON SIGNSMAKERS	RURAL ROAD NUMBERS	\$ 59.40
EFT6637	29/07/2015	JOEL PAIN	REIMBURSEMENT OF TRAVEL & MEAL EXPENSES FOR OHS TRAINING	\$ 324.42
EFT6638	29/07/2015	KATRINA LOUISE CRUTE	COUNCILLOR ANNUAL ALLOWANCE 2015	\$ 4,083.24
EFT6639	29/07/2015	KYM TERENCE WILKINSON	COUNCILLOR ANNUAL ALLOWANCE 2015	\$ 10,620.40
EFT6640	29/07/2015	LANDGATE (DOLA)	RESERVES THAT ARE VESTED IN THE SHIRE OF BROOKTON REPORT & MINING TENAMENTS 15/05/15 TO 09/06/15	\$ 275.95
EFT6641	29/07/2015	LGIS INSURANCE	LGIS INSURANCE 30/06/15 TO 30/06/16 PROPERTY, BUSHFIRE, LIABILITY, CRIME & WORKCARE	\$ 79,269.60
EFT6642	29/07/2015	LJ & YW JOHNSON	INSTALLATION OF FENCE AT 2 MONTGOMERY STREET	\$ 2,300.00
EFT6643	29/07/2015	RADIOWEST BROADCASTERS	AROUND THE TOWNS INTERVIEW JUNE 2015	\$ 55.00
EFT6644	29/07/2015	RURAL HEALTH WEST	RURAL HEALTH WEST ORGANISATIONAL MEMBERSHIP FOR 2015/16	\$ 100.00
EFT6645	29/07/2015	SCORPION TRAINING SOLUTIONS	HEALTH AND SAFETY REPRESENTATIVES 5 DAY COURSE	\$ 1,298.00
EFT6646	29/07/2015	SHIRE OF PINGELLY	SERVICE & REPAIR T12, T10,M8 & G6	\$ 4,950.00

EFT6647	29/07/2015	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL	\$ 68.86
EFT6648	29/07/2015	THERESA FANCOTE	COUNCILLOR ANNUAL ALLOWANCE 2015	\$ 3,720.40
EFT6649	29/07/2015	TOTALLY CONFIDENTIAL RECORDS	STORAGE & RETRIEVAL OF ARCHIVE BOXES	\$ 167.76
EFT6650	29/07/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES 30/06/15 TO 23/07/15	\$ 1,215.50
EFT6651	29/07/2015	WA LOCAL GOVERNMENT ASSN	CEO RECRUITMENT & PROPOSED REPAEAL LOCAL LAW ADVERTISING	\$ 13,952.01
EFT6652	29/07/2015	WA TREASURY CORPORATION	LOAN REPAYMENTS FOR LOANS 75, 79 & 80	\$ 40,994.99
EFT6653	29/07/2015	WHEATBELT ELECTRICS	ELECTRICAL REPAIRS U6 WILLIAM ST & UNIT 4 MADISON SQUARE	\$ 669.24
			<b>TOTAL EFT</b>	<b>\$709,849.82</b>

Chq/EFT	Date	Name	Description	Amount
17615	07/07/2015	SOUTHSIDE MITSUBISHI	2015 MITSUBISHI PC CHALLENGER 4WD	\$ 16,719.37
17621	17/07/2015	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	LEVY JUNE 2015	\$ 251.75
17622	17/07/2015	BUILDING COMMISSION	BUILDING SERVICES LEVY JUNE 2015	\$ 254.00
17623	17/07/2015	LESLIE ROBERT EYRE	OVAL CONTRACT APRIL 2015 TO JUNE 2015	\$ 1,131.99
17624	17/07/2015	RESOURCES SAFETY DEPT OF MINES & PETROLEUM	DANGEROUS GOODS SITE FEE LOT 456 WHITTINGTON ST 18/07/15 TO 17/07/16	\$ 192.00
17625	17/07/2015	TELSTRA CORPORATION	MOBILE TELEPHONES & IPAD'S 01/06/15 TO 30/06/15	\$ 493.84
17626	20/07/2015	DEPARTMENT OF TRANSPORT	CHANGE OF NUMBER PLATE ON MITSUBISHI CHALLENGER FROM 1EUV583 TO 19BO	\$ 17.00
17636	23/07/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 50.00
17637	23/07/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 332.05
17638	23/07/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 410.00
17639	23/07/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 50.00
17640	23/07/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 324.34
17641	23/07/2015	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 410.00
17642	23/07/2015	SYNERGY	ELECTRICITY 25/05/15 TO 24/06/15 STREET LIGHTS, CARAVAN PARK, OVAL & PAVILION	\$ 4,654.60
17643	23/07/2015	TELSTRA CORPORATION	TELEPHONE ADMINISTRATION BUILDING, DCEO RESIDENCE, DEPOT, SWIMMING POOL & CEO RESIDENCE	\$ 669.83
17644	23/07/2015	WATER CORPORATION OF WA	WATER USAGE MADISON SQUARE, MENS SHED, UNIT 1 / 4 MATTHEWS ST, UNIT 2 / 4 MATTHES ST, 10 MARSH AVE, 7 MONTGOMERY ST & 8 MARSH AVE,	\$ 821.65



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

<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
6/06/15	WESTNET - MARSH AVE	\$ 59.95
	WESTNET - DEPOT	\$ 49.95
	WESTNET - ADMIN OFFICE	\$ 109.95
16/06/15	DAN MURPHY'S	\$ 141.54
20/06/15	MELVILLE MAZDA	\$ 380.45
23/06/15	KMART	\$ 20.00
29/06/15	CARD FEE	\$ 4.00
	<b>TOTAL</b>	<b>\$ 765.84</b>

## 12.08.15.02 FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIOD 30 JUNE 2015

### FILE REFERENCE:

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

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

**DATE REPORT WRITTEN:** 10<sup>th</sup> August 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 July 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 July 2015 (Attachment 12.08.15.02A).

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 July 2015, attachment 12**

**Council Resolution**

**12.08.15.02**

**Moved Cr Crute**

**Seconded Cr Mills**

**That Council receive the Statement of Financial Activity for the period ended 31 July 2015, attachment 12**

**CARRIED 5-0**



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Statement of Financial Activity by Function & Activity
Statement of Financial Activity by Nature & Type
Note 1 - Graphical Representation of Statement of Financial Activity
Note 2 - Net Current Funding Position
Note 3 - Budget Amendments
Note 4 - Receivables
Note 5 - Cash Backed Reserves
Note 6 - Capital Disposals and Acquisitions
Note 7 - Information on Borrowings
Note 8 - Cash and Investments
Note 9 - Major Variances
Note 10 - Trust Fund
Note 11 - Kalkarni Financial Report
Note 12 - WB Eva Pavilion and Gymnasium Operating Statement
Note 13 - Sewerage Operating Statement
Note 14 - Brookton Caravan Park & Acquatic Centre Financial Reports

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

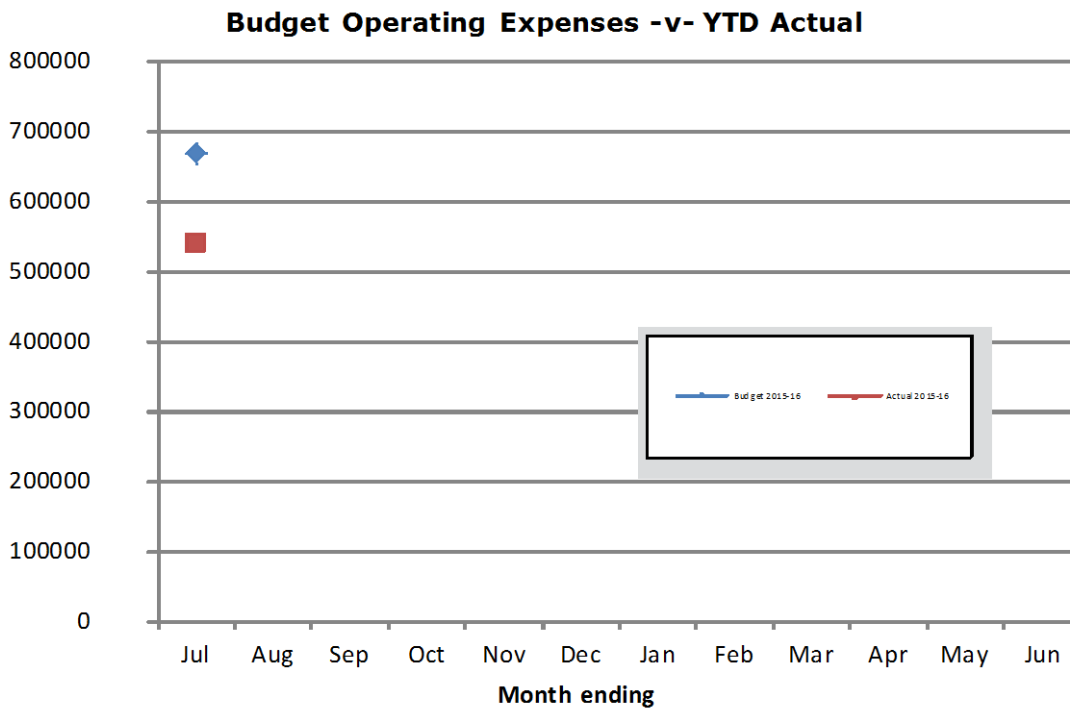
	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		39,292	3,272	0	(3,272)	(100.00%)	
General Purpose Funding		629,006	5,954	0	(5,954)	(100.00%)	
Law, Order and Public Safety		139,125	753	0	(753)	(100.00%)	
Health		2,467	205	0	(205)	(100.00%)	
Education and Welfare		3,885,322	323,773	302,998	(20,775)	(6.42%)	▼
Housing		183,028	4,550	4,844	294	6.46%	
Community Amenities		594,871	8,087	4,229	(3,858)	(47.70%)	
Recreation and Culture		127,706	3,613	2,181	(1,432)	(39.64%)	
Transport		709,533	199,050	198,152	(898)	(0.45%)	
Economic Services		59,090	4,923	3,946	(977)	(19.84%)	
Other Property and Services		156,279	13,020	10,124	(2,896)	(22.24%)	
<b>Total (Excluding Rates)</b>		<b>6,525,719</b>	<b>567,200</b>	<b>526,475</b>	<b>(40,725)</b>	<b>(7.18%)</b>	
<b>Operating Expense</b>							
Governance		(666,628)	(52,403)	(83,940)	(31,537)	60.18%	▲
General Purpose Funding		(223,809)	(15,842)	3,736	19,578	(123.58%)	▼
Law, Order and Public Safety		(394,399)	(32,854)	(10,375)	22,479	(68.42%)	▼
Health		(51,836)	(4,317)	(1,248)	3,069	(71.08%)	
Education and Welfare		(3,924,744)	(326,575)	(301,566)	25,009	(7.66%)	▼
Housing		(140,267)	(11,652)	(7,989)	3,663	(31.43%)	
Community Amenities		(497,777)	(41,451)	(18,137)	23,314	(56.25%)	▼
Recreation and Culture		(822,159)	(61,651)	(20,647)	41,004	(66.51%)	▼
Transport		(1,081,029)	(103,903)	(92,160)	11,743	(11.30%)	▼
Economic Services		(153,478)	(10,437)	(4,637)	5,800	(55.57%)	
Other Property and Services		(87,719)	(7,287)	(2,319)	4,968	(68.17%)	
<b>Total</b>		<b>(8,043,844)</b>	<b>(668,372)</b>	<b>(539,283)</b>	<b>129,089</b>	<b>19.31%</b>	
<b>Funding Balance Adjustment</b>							
Add back Depreciation		1,354,697	112,878	0	(112,878)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(116,757)	0	0	0		
<b>Net Operating (Ex. Rates)</b>		<b>(280,185)</b>	<b>11,706</b>	<b>(12,808)</b>	<b>(24,514)</b>	<b>(209.42%)</b>	
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	6	694,000	0	0	0		
Self-Supporting Loan Principal		35,629	0	0	0		
Transfer from Reserves	5	715,080	0	0	0		
<b>Total</b>		<b>1,444,709</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Capital Expenses</b>							
Land and Buildings	6	(1,202,878)	(30,000)	(28,250)	1,750	(5.83%)	
Plant and Equipment	6	(607,000)	(5,000)	(4,182)	818	(16.36%)	
Furniture and Equipment	6	(21,750)	0	0	0		
Infrastructure Assets - Roads & Bridges	6	(1,031,390)	0	(736)	(736)		
Infrastructure Assets - Sewerage	6	(166,000)	0	0	0		
Infrastructure Assets - Parks	6	(30,000)	0	0	0		
Repayment of Debentures	7	(114,637)	(22,763)	(22,763)	0	(0.00%)	
Transfer to Reserves	5	(831,799)	0	0	0		
<b>Total</b>		<b>(4,005,454)</b>	<b>(57,763)</b>	<b>(55,931)</b>	<b>1,832</b>	<b>(3.17%)</b>	
<b>Net Capital</b>		<b>(2,560,745)</b>	<b>(57,763)</b>	<b>(55,931)</b>	<b>1,832</b>	<b>(3.17%)</b>	
<b>Total Net Operating + Capital</b>		<b>(2,840,930)</b>	<b>(46,057)</b>	<b>(68,739)</b>	<b>(22,682)</b>	<b>49.25%</b>	
Rate Revenue		1,789,993	0	0	0		
Opening Funding Surplus(Deficit)		1,050,937	1,028,726	<b>1,028,726</b>	0	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>0</b>	<b>982,669</b>	<b>959,987</b>	<b>(22,682)</b>	<b>(2.31%)</b>	

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

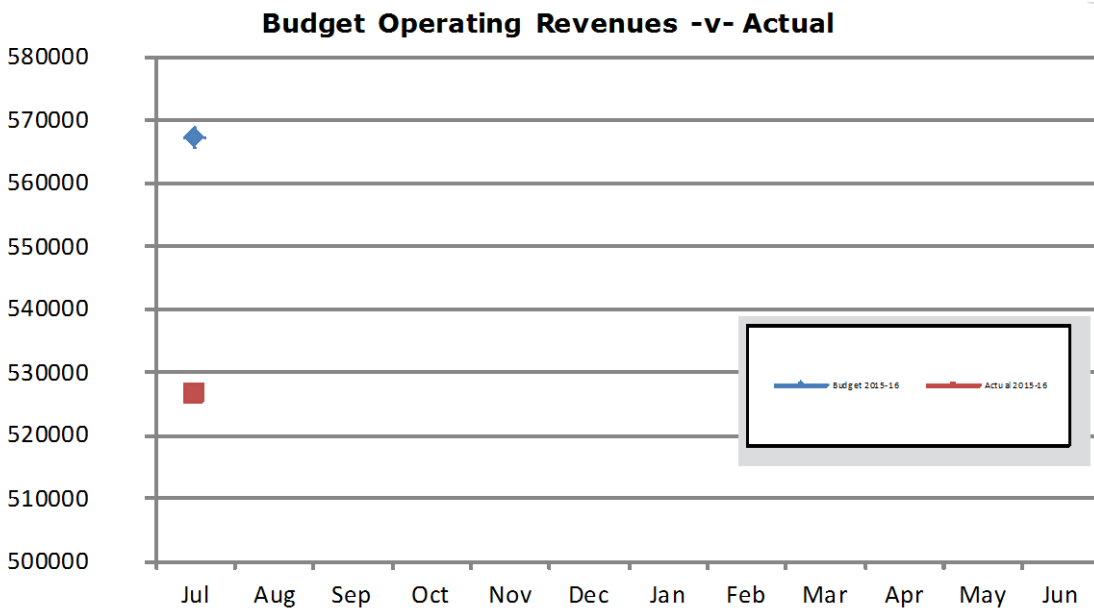
	NOTE	2015/16 Adopted Budget \$	2015/16 YTD Budget \$	2015/16 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>					
Rates		1,789,993	0	-	(0)
Operating Grants, Subsidies and Contributions		3,511,063	292,589	297,925	5,337
Fees and Charges		1,443,221	120,268	88,134	(32,134)
Interest Earnings		175,867	14,656	2,599	(12,057)
Other Revenue		357,623	29,802	17,931	(11,871)
		<u>7,277,767</u>	<u>457,315</u>	<u>406,589</u>	<u>(50,726)</u>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>					
Employee Costs		(1,285,851)	(107,154)	(106,097)	1,058
Materials and Contracts		(4,912,745)	(409,395)	(341,232)	68,163
Utilities		(172,417)	(14,368)	(12,915)	1,453
Depreciation		(1,354,697)	(112,891)	-	112,891
Interest Expenses	7	(120,026)	(10,002)	6,924	16,926
Insurance		(161,940)	(13,495)	(93,030)	(79,535)
Other Expenditure		(13,525)	(1,127)	-	1,127
		<u>(8,021,201)</u>	<u>(668,433)</u>	<u>(546,349)</u>	<u>122,084</u>
		<u>(743,434)</u>	<u>(211,119)</u>	<u>(139,760)</u>	<u>71,358</u>
Non-Operating Grants, Subsidies & Contributions		898,545	74,879	126,952	52,073
Profit on Asset Disposals	6	139,401	-	-	-
Loss on Asset Disposals	6	(22,643)	-	-	-
<b>NET RESULT</b>		<u>271,868</u>	<u>(136,240)</u>	<u>(12,808)</u>	<u>123,432</u>

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

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

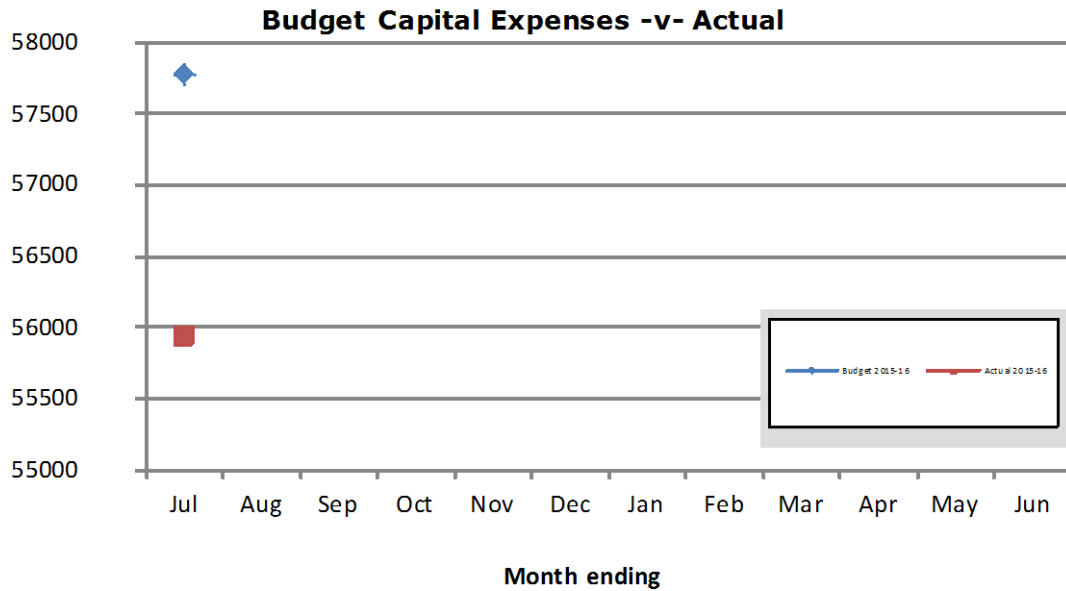


**Comments/Notes - Operating Expenses**

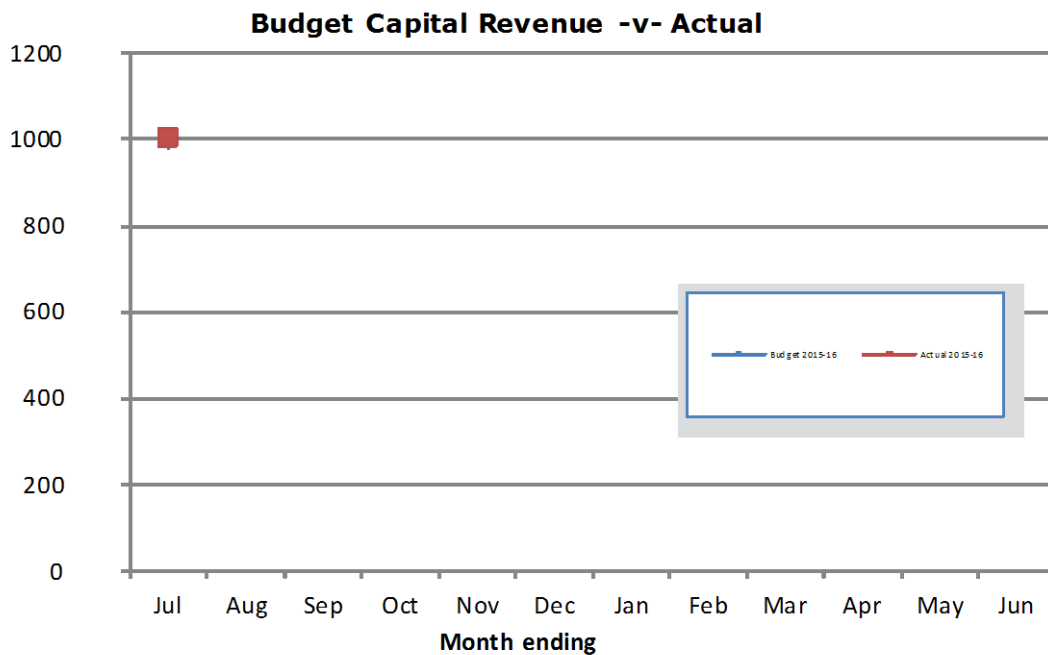


**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2015**

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



**Comments/Notes - Capital Expenses**

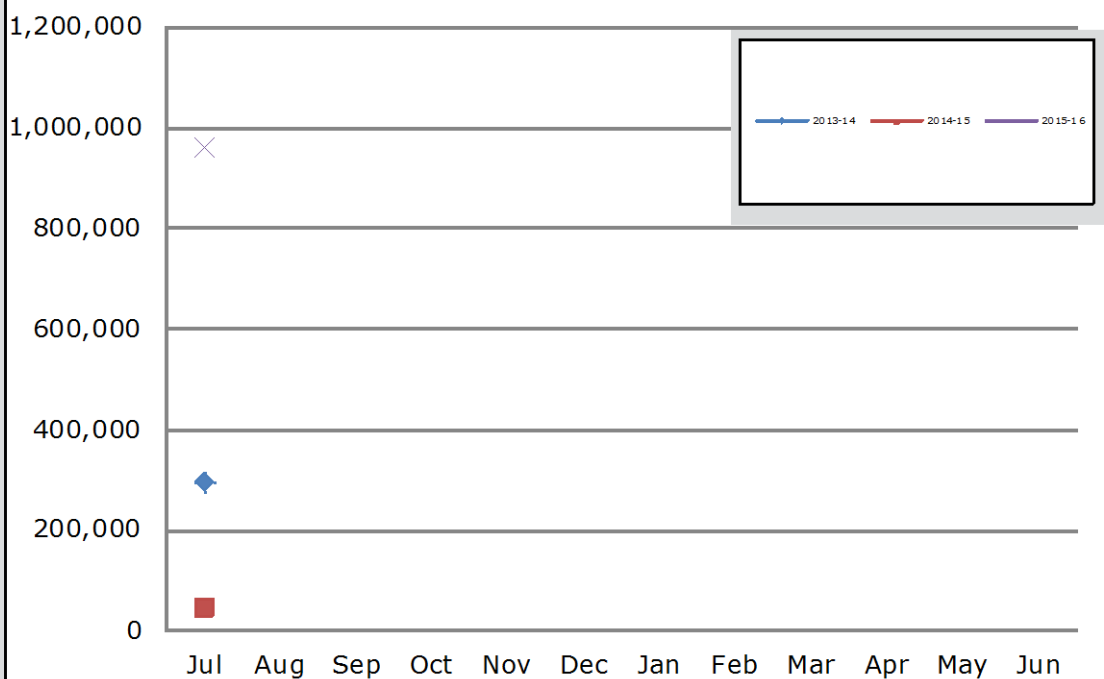


**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2015**

**Note 2: NET CURRENT FUNDING POSITION**

	Note	Positive=Surplus (Negative=Deficit)		
		2015-16		
		This Period	Same Period 2014/15	Same Period 2013/14
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		<b>853,445</b>	343,104	930,685
Cash Restricted		<b>2,559,953</b>	2,441,892	2,347,573
Receivables		<b>1,144,588</b>	722,286	954,954
Prepayments & Accruals		<b>0</b>	0	0
Inventories		<b>10,485</b>	15,870	27,285
		<b>4,568,472</b>	3,523,152	4,260,497
<b>Less: Current Liabilities</b>				
Payables and Provisions		<b>(1,048,531)</b>	(1,038,504)	(1,616,875)
		<b>(1,048,531)</b>	(1,038,504)	(1,616,875)
Less: Cash Restricted		<b>(2,559,953)</b>	(2,441,892)	(2,347,573)
<b>Net Current Funding Position</b>		<b>959,987</b>	<b>42,756</b>	<b>296,049</b>

**Note 2 - Liquidity Over the Year**





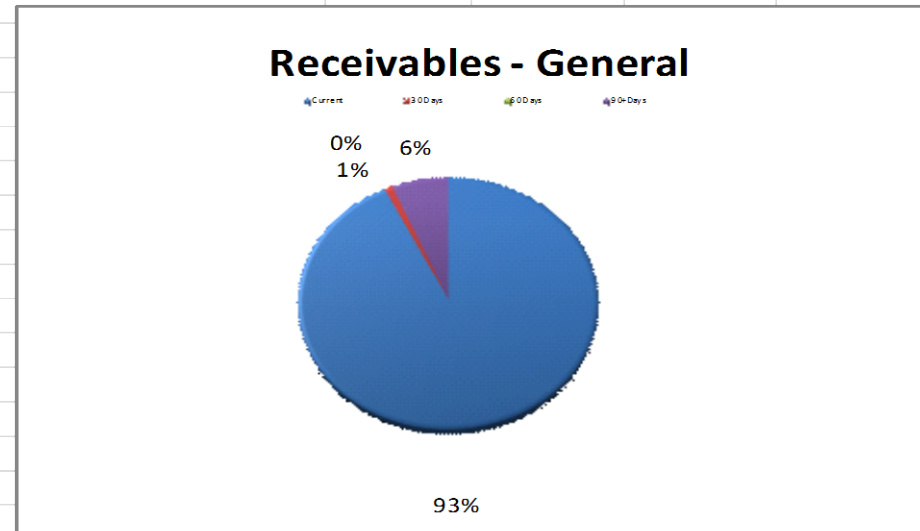
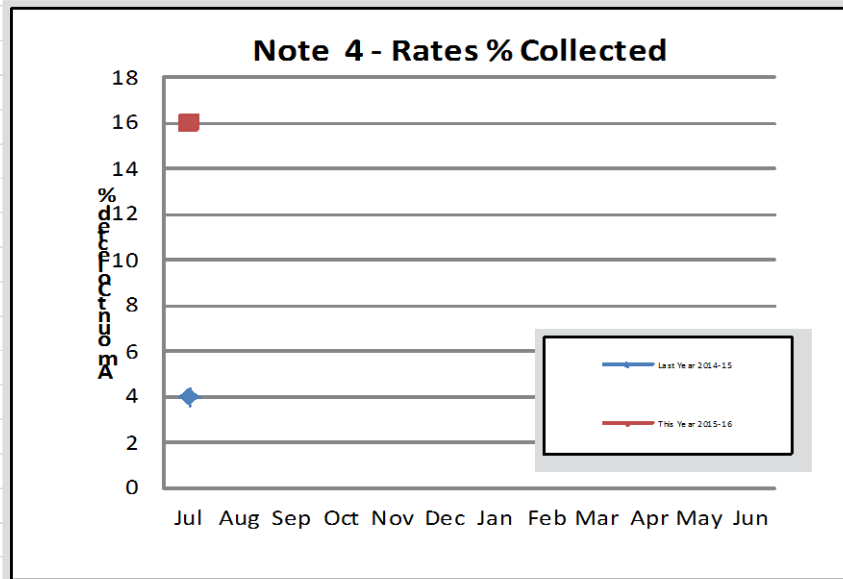
**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2015**

**Note 4: RECEIVABLES**

<b>Receivables - Rates, Sewerage and Rubbish</b>	<b>Current 2015-16</b>	<b>Previous 2014-15</b>
	\$	\$
Opening Arrears Previous Years Rates, Sewerage & Rubbish Levied this year	48,284	41,705
<u>Less</u> Collections to date	0	0
Equals Current Outstanding	<b>(7,743)</b>	<b>(1,816)</b>
	<b>40,541</b>	<b>39,889</b>
<b>Net Rates Collectable</b>	40,541	39,889
% Collected	16.04%	4.35%

<b>Receivables - General</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+Days</b>
	\$	\$	\$	\$
	220,076	2,146	0	14,972
<b>Total Outstanding</b>				<b>237,194</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 July 2015**

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Vehicle Reserve	354,660	10,640	0	100,000	0	(85,000)	0	380,300	354,660
Housing Reserve	310,210	9,306	0	485,000	0	(40,000)	0	764,516	310,210
Furniture and Equipment Reserve	13,597	408	0	10,000	0	0	0	24,005	13,597
Municipal Buildings & Facilities Reserve	83,312	2,499	0	30,000	0	0	0	115,811	83,312
Townscape and Footpath Reserve	235,807	7,074	0	0	0	(200,000)	0	42,881	235,807
Land Development Reserve	122,707	3,681	0	0	0	0	0	126,388	122,707
Sewerage and Drainage Scheme Reserve	199,455	5,984	0	50,000	0	(150,000)	0	105,439	199,455
Road and Bridge Infrastructure Reserve	45,568	1,367	0	10,000	0	0	0	56,935	45,568
Health & Aged Care Reserve	708,616	21,258	0	50,000	0	(145,000)	0	634,874	708,616
Community Bus Reserve	50,770	1,523	0	5,000	0	0	0	57,293	50,770
Sport & Recreation Reserve	9,856	296	0	0	0	0	0	10,152	9,856
Rehabilitation & Refuse Reserve	34,410	1,032	0	5,000	0	0	0	40,442	34,410
Saddleback Building Reserve	47,533	1,426	0	0	0	0	0	48,959	47,533
Caravan Park Reserve	124,544	3,736	0	0	0	0	0	128,280	124,544
Brookton Heritage/Museum Reserve	31,005	930	0	2,500	0	0	0	34,435	31,005
Kweda Hall Reserve	19,513	585	0	2,500	0	0	0	22,598	19,513
Aldersyde Hall Reserve	19,513	585	0	2,500	0	0	0	22,598	19,513
Railway Station Reserve	19,513	585	0	2,500	0	(18,000)	0	4,598	19,513
Madison Square Units Reserve	16,778	503	0	0	0	0	0	17,281	16,778
Cemetery Reserve	63,264	1,898	0	0	0	(51,080)	0	14,082	63,264
Water Harvesting Reserve	49,322	1,480	0	0	0	(26,000)	0	24,802	49,322
	<b>2,559,953</b>	<b>76,799</b>	<b>0</b>	<b>755,000</b>	<b>0</b>	<b>(715,080)</b>	<b>0</b>	<b>2,676,672</b>	<b>2,559,953</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 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)
\$	\$	\$		\$	\$	\$
31,978	40,000	8,022	CEO Vehicle			0
26,519	25,000	(1,519)	DCEO Vehicle			0
231,000	330,000	99,000	8 Marsh Avenue			0
115,500	145,000	29,500	7 Montgomery Street			0
29,385	22,000	(7,385)	Shire Planner Vehicle			0
110,439	100,000	(10,439)	Grader D Series			0
25,301	22,000	(3,301)	Works Supervisors Ute			0
7,121	10,000	2,879	Single Cab Utility			0
<b>577,243</b>	<b>694,000</b>	<b>116,757</b>	<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Comments - Capital Disposal**

Summary Acquisitions	Adopted Budget		
	Budget	Actual	Variance
	\$	\$	\$
<b>Property, Plant &amp; Equipment</b>			
Land and Buildings	1,202,878	28,250	1,174,628
Plant & Equipment	607,000	4,182	602,818
Furniture & Equipment	21,750	0	21,750
<b>Infrastructure</b>			
Roadworks & Bridge Works	1,031,390	736	1,030,654
Parks & Gardens	30,000	0	30,000
Sewerage & Drainage	166,000	0	166,000
<b>Totals</b>	<b>3,059,018</b>	<b>33,168</b>	<b>3,025,850</b>

**Comments - Capital Acquisitions**

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

**Note 7: INFORMATION ON BORROWINGS**

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-15 \$	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	142,415	-	0	11,963	142,415	130,452	-	419	9,518
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	46,892	-	3,678	7,463	43,214	39,429	-	234	2,681
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	309,142	-	0	16,203	309,142	292,939	-	2,744	21,461
<b>Governance</b>													
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	64,357	-	1,929	3,921	62,428	60,436	-	356	4,150
<b>Education &amp; Welfare</b>													
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	102,601	-	3,431	6,959	99,170	95,642	-	495	5,771
<b>Housing</b>													
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	169,292	-	5,661	11,482	163,631	157,810	-	816	9,522
<b>Community Amenities</b>													
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	71,821	-	2,402	4,871	69,419	66,950	-	346	4,040
<b>Transport</b>													
Loan 80 Grader	New Grader	1/02/2026	25	5.63	169,292	-	5,661	11,482	163,631	157,810	-	816	9,522
<b>Recreation and Culture</b>													
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	768,751	-	0	40,293	768,751	728,458	-	6,824	53,360
					1,844,563	0	22,763	114,637	1,821,800	1,729,926	-	6,924	120,025

(\* 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 July 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%	179,083				179,083	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	674,362				674,362	Bendigo	
Trust Cash at Bank	1.50%			41,419		41,419	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	2.85%		2,559,953			2,559,953	Bendigo	02/01/2016
Les McMullen Trust	2.70%			7,431		7,431	Bendigo	26/06/2016
(c) <b>Investments</b>								
Bendigo Bank Shares					5,000	5,000		
<b>Total</b>		853,445	2,559,953	48,850	5,000	3,467,248		

Comments/Notes - Investments

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

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

**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 will be a major focus for the coming year.

**Housing**

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

**Community Amenities**

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

**Recreation and Culture**

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

**Transport**

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

**Economic Services**

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

**Other Property and Services**

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

**OPERATING EXPENSES**

**Governance**

At the time of preparing this report the fair valuation had not been completed for a number of key asset groups. Therefore, overhead allocations and depreciation have not been processed for July. This is driving apparent variance between budget and actual at this early stage in the year.

**General Purpose Funding**

At the time of preparing this report the fair valuation had not been completed for a number of key asset groups. Therefore, overhead allocations and depreciation have not been processed for July. This is driving apparent variance between budget and actual at this early stage in the year.

**Law, Order and Public Safety**

At the time of preparing this report the fair valuation had not been completed for a number of key asset groups. Therefore, overhead allocations and depreciation have not been processed for July. This is driving apparent variance between budget and actual at this early stage in the year.

**Health**

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

**Education and Welfare**

At the time of preparing this report the fair valuation had not been completed for a number of key asset groups. Therefore, overhead allocations and depreciation have not been processed for July. This is driving apparent variance between budget and actual at this early stage in the year.

**Housing**

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

**Community Amenities**

At the time of preparing this report the fair valuation had not been completed for a number of key asset groups. Therefore, overhead allocations and depreciation have not been processed for July. This is driving apparent variance between budget and actual at this early stage in the year.

Also the cost for contract rubbish collection has not been received for July.

<b>Recreation and Culture</b>	
At the time of preparing this report the fair valuation had not been completed for a number of key asset groups. Therefore, overhead allocations and depreciation have not been processed for July. This is driving apparent variance between budget and actual at this early stage in the year.	
<b>Transport</b>	
At the time of preparing this report the fair valuation had not been completed for a number of key asset groups. Therefore, overhead allocations and depreciation have not been processed for July. This is driving apparent variance between budget and actual at this early stage in the year.	
<b>Economic Services</b>	
Within variance threshold of \$10,000 or 10%	
<b>Other Property and Services</b>	
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>	
Within variance threshold of \$10,000 or 10%	
<b>Furniture and Equipment</b>	
Within variance threshold of \$10,000 or 10%	
<b>Infrastructure Assets - Roads &amp; Bridges</b>	
Within variance threshold of \$10,000 or 10%	
<b>Infrastructure Assets - Sewerage</b>	
Within variance threshold of \$10,000 or 10%	
<b>Repayment of Debentures</b>	
Within variance threshold of \$10,000 or 10%	
<b>Transfer to Reserves</b>	
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>	
Within variance threshold of \$10,000 or 10%	

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 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 2015	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 July 2015
	\$	\$	\$	\$
Housing Bonds	1,080	0	(1,080)	0
Other Bonds	11,430	1,120	(220)	12,330
Election Nomination Bonds	0	0	0	0
Rates Incentive Prize	0	0	0	0
Staff AFL Tipping	200	0	0	200
Les McMullen Sporting Grants	7,431	0	0	7,431
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	5,411	0	0	5,411
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	4,915	0	0	4,915
Unclaimed Money	430	0	0	430
Development Bonds	0	0	0	0
	<b>49,030</b>	<b>1,120</b>	<b>(1,300)</b>	<b>48,850</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Kalkarni Aged Care Facility**  
**For the Period Ended 31 July 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		730,448	60,871	60,871	0	0.00%	
Grants & Subsidies		2,966,461	247,205	226,725	(20,480)	(8.28%)	
Reimbursements & Donations		250	21	0	(21)	(100.00%)	
Other Income		3,333	278	0	(278)	(100.00%)	
<b>Total Revenue</b>		<b>3,700,492</b>	<b>308,374</b>	<b>287,596</b>	<b>(20,779)</b>	<b>(6.74%)</b>	
<b>Operating Expenses</b>							
Building Maintenance		0	0	0	0	0.00%	
Interest Expenses		(5,771)	(481)	(495)	(14)	2.86%	
Insurance Expenses		(17,000)	(17,000)	(7,155)	9,845	(57.91%)	
Building Maintenance		(47,700)	(3,975)	0	3,975	(100.00%)	
Loss on Sale of Asset		0	0	0	0	0.00%	
Depreciation		(199,200)	(16,600)	0	16,600	(100.00%)	▲
ABC Administration Expenses		(21,559)	(1,797)	0	1,797	(100.00%)	
Contract Expenses		(3,594,909)	(299,576)	(290,756)	8,819	(2.94%)	▲
<b>Total Expenses</b>		<b>(3,886,139)</b>	<b>(339,428)</b>	<b>(298,406)</b>	<b>41,022</b>	<b>12.09%</b>	
<b>Operating Surplus (Deficit)</b>		<b>(185,647)</b>	<b>(31,054)</b>	<b>(10,811)</b>	<b>20,243</b>	<b>65%</b>	
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		199,200	16,600	0	(16,600)	(100.00%)	
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%	
<b>Net Operating Surplus (Deficit)</b>		<b>13,553</b>	<b>(14,454)</b>	<b>(10,811)</b>	<b>3,643</b>	<b>(25.21%)</b>	
<b>Capital Revenues</b>							
KBC Capital Income		184,830	15,403	15,402	(0)	(0.00%)	
Transfer from Reserves	5	145,000	0	0	0	0.00%	
<b>Total</b>		<b>329,830</b>	<b>15,403</b>	<b>15,402</b>	<b>(0)</b>	<b>(0)</b>	
<b>Capital Expenses</b>							
Land and Buildings	6	(252,330)	(5,300)	(5,300)	0	0.00%	
Plant and Equipment	6	0	0	0	0	0.00%	
Furniture and Equipment	6	0	0	0	0		
Repayment of Debentures	7	(6,959)	(3,431)	(3,431)	(0)	0.00%	
Transfer to Reserves	5	(71,258)	0	0	0		
<b>Total</b>		<b>(330,547)</b>	<b>(8,731)</b>	<b>(8,731)</b>	<b>(0)</b>		
<b>Net Capital</b>		<b>(717)</b>	<b>6,672</b>	<b>6,671</b>	<b>(0)</b>	<b>(0.00%)</b>	
<b>Closing Funding Surplus(Deficit)</b>		<b>12,836</b>	<b>(7,782)</b>	<b>(4,139)</b>	<b>3,643</b>		



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

<b>Note 12 WB Eva Pavilion Operating Statement</b>					
	<b>NOTE</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</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>					
Hire Fees - WB Eva Pavilion		3,000	250	636	386
Sporting Club Fees		4,929	-	-	-
Gymnasium Income		13,000	1,083	459	(624)
		<u>20,929</u>	<u>1,333</u>	<u>1,095</u>	<u>(238)</u>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>					
Employee Costs		(6,765)	(564)	(344)	220
Materials and Contracts		(8,350)	(696)	-	696
Utilities		(6,000)	(500)	(228)	272
Interest Expenses		(53,359)	(4,447)	6,824	11,270
Insurance		(6,500)	(542)	(1,852)	(1,311)
General Operating Expenses		(7,622)	(635)	(701)	(66)
Gymnasium Operating		(11,385)	(948)	(296)	652
		<u>(88,596)</u>	<u>(7,383)</u>	<u>3,698</u>	<u>11,081</u>
		<u>(67,667)</u>	<u>(6,050)</u>	<u>4,794</u>	<u>10,844</u>
<b>NET RESULT</b>					
		<u>(67,667)</u>	<u>(6,050)</u>	<u>4,794</u>	<u>10,844</u>

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

<b>Note 13 Sewerage Operating Statement</b>					
	<b>NOTE</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</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>					
SEW Fees & Charges		1,000	-	-	-
SEWERAGE RATES CHARGES		139,751	0	-	0
		140,751	0	-	0
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>					
Employee Costs		(2,696)	(225)	(363)	138
Materials and Contracts		(23,042)	(1,920)	(2,213)	293
Utilities		(5,950)	(496)	(822)	327
Depreciation		(16,581)	(1,382)	-	(1,382)
Interest Expenses		(4,040)	(337)	(346)	10
Insurance		(230)	(230)	(120)	(110)
General Operating Expenses		(3,743)	(312)	(246)	(66)
Allocation of Administration Expense		(11,591)	(11,591)	(3,100)	(8,491)
		(67,873)	(16,492)	(7,211)	(9,281)
		72,878	(16,492)	(7,211)	(9,281)
Non-Operating Grants, Subsidies & Contributions		-	-	-	-
Profit on Asset Disposals		-	-	-	-
Loss on Asset Disposals		-	-	-	-
<b>NET RESULT</b>		<b>72,878</b>	<b>(16,492)</b>	<b>(7,211)</b>	<b>(9,281)</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Brookton Caravan Park and Brookton Acquatic Centre**  
**For the Period Ended 31 July 2015**

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 9	Var. % (b) - (a) / (b) 9	Var.
		\$	\$	\$	\$	%	
<b>Note 14 (a): Brookton Caravan Park</b>							
<b>Operating Revenue</b>							
Caravan Park Fees		45,000	3,750	3,545	(205)	(5.46%)	
<b>Total Revenue</b>		<b>45,000</b>	<b>3,750</b>	<b>3,545</b>	<b>(205)</b>	<b>(5.46%)</b>	
<b>Operating Expenses</b>							
Brookton Caravan Park		(63,123)	(5,260)	(3,524)	1,736	0.00%	
Caravan Park Depreciation		(725)	(60)	0	60	(100.00%)	
Caravan Park Abc Administration Expenses		(10,200)	(850)	0	850	0.00%	
<b>Total</b>		<b>(74,047)</b>	<b>(6,171)</b>	<b>(3,524)</b>	<b>2,646</b>	<b>42.88%</b>	
<b>Operating Surplus (Deficit)</b>		<b>(29,047)</b>	<b>(2,421)</b>	<b>21</b>	<b>2,441</b>	<b>101%</b>	
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		725	60	0	(60)	(100.00%)	
<b>Net Operating Surplus (Deficit)</b>		<b>(28,322)</b>	<b>(2,360)</b>	<b>21</b>	<b>2,381</b>	<b>(100.88%)</b>	
<b>Note 14 (b): Brookton Acquatic Centre</b>							
<b>Operating Revenue</b>							
POOL Fees & Charges		13,292	0	0	0	0.00%	
POOL GRANTS & SUBSIDIES		0	0	0	0	0.00%	
<b>Total Revenue</b>		<b>13,292</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Operating Expenses</b>							
POOL Employee Costs		(800)	(67)	0	67	0.00%	
POOL General Operating Expenses		(81,700)	(6,808)	(792)	6,017	0.00%	
POOL Building Maintenance		(12,657)	(1,055)	(1,469)	(414)	0.00%	
POOL Depreciation		(24,674)	(2,056)	0	2,056	(100.00%)	▼
POOL Abc Administration Expenses		(35,004)	(2,917)	0	2,917	(100.00%)	▼
<b>Total</b>		<b>(154,835)</b>	<b>(12,903)</b>	<b>(2,261)</b>	<b>10,642</b>	<b>82.48%</b>	<b>▲</b>
<b>Operating Surplus (Deficit)</b>		<b>(141,543)</b>	<b>(12,903)</b>	<b>(2,261)</b>	<b>10,642</b>	<b>0%</b>	
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		24,674	2,056	0	(2,056)	0.00%	
<b>Net Operating Surplus (Deficit)</b>		<b>(116,868)</b>	<b>(10,847)</b>	<b>(2,261)</b>	<b>8,586</b>	<b>0%</b>	

## 12.08.15.03 BUDGET AMENDMENT- BROOKTON MEDICAL CENTRE

**FILE REFERENCE:** ADM 0308

**AUTHORS NAME AND POSITION:** Courtney Fulwood  
Works Administration Technical Officer

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

**DATE REPORT WRITTEN:** 13<sup>th</sup> August 2015

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

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

### **SUMMARY:**

This report recommends the expenditure of \$3,000 (excluding GST) for the replacement of the vinyl flooring at the Brookton Medical Centre from the Saddleback Building Reserve

### **Background:**

Due to recent renovations of the Brookton Medical Centre the Dentist room was no longer required. The room has now been repurposed for the use of Pathology, however the removal of the dentist chair left a large hole and an uneven surface. The vinyl will need to be replaced to meet Health and Medical standards.

### **Detail:**

Narrogin Furnishings have provided a quote of \$3,000 to have the vinyl floor leveled and resurfaced to a health and medical standard. The new flooring will be a neutral colour.

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

There are no statutory or legal considerations relevant to this item.

### **Policy Considerations:**

There are no policy implications.

### **Consultation:**

Silver Chain staff

### **Financial Implications:**

The replacement of the vinyl was unbudgeted expenditure and will to be allocated to the Saddleback Building Reserve. The current balance of the reserve is \$47,533.

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

Not applicable

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

No reference

**Officer's Comment:**

The replacement and repair will allow this space to be used effectively.

**Voting Requirements:**

Absolute Majority.

**Officer's Recommendation:**

That Council approves the expenditure of \$3,000 for the replacement of the vinyl flooring at the Brookton Medical Centre from the Saddleback Building Reserve.

**Council Resolution**

**12.08.15.03**

**Moved Cr Fancote**

**Seconded Cr Crute**

That Council approves the expenditure of \$3,000 for the replacement of the vinyl flooring at the Brookton Medical Centre from the Saddleback Building Reserve.

**CARRIED BY ABSOLUTE MAJORITY 5-0**

## 12.08.15.04 BUDGET AMENDMENT – KALKARNI AGED RESIDENTIAL FACILITY

### FILE REFERENCE:

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

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

**DATE REPORT WRITTEN:** 13<sup>th</sup> August 2015

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

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

### **SUMMARY:**

This report recommends, the expenditure of \$12,956 (excluding GST) for the conversion of the old Nursing Post treatment room to a staff room at the Kalkarni Aged Residential Facility, be approved.

### **Background:**

In the 2014/15 year a significant project was undertaken to refurbish the Brookton Medical Centre. This included the upgrade and relocation of the nursing post treatment room from the Kalkarni area of the building to the Medical Centre.

### **Detail:**

Upon completion of the renovation of the medical centre the room previously used to treat patients located in the aged residential facility was no longer required. Management at the Kalkarni Aged Care Residential Facility suggested this room could be repurposed to allow staff to have a dedicated area for breaks. In accordance with Council's buy local policy a local building contractor was requested to provide a quote. The work purposed is detailed below:

- Remove external door and fit window
- Remove Curtain Rail and repair holes
- Remove and relocate bench top
- Painting
- Fit a new urn

Quoted cost \$12,956.00

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

There are no statutory or legal considerations relevant to this item.

### **Policy Considerations:**

There are no policy implications.

**Consultation:**

Consultation was undertaken with the management and staff at Kalkarni.

**Financial Implications:**

There is a current budget provision in the 2015/16 budget of \$117,330. At the time of adopting the budget this provision had not been allocated to any specific projects. It is proposed that the \$12,956 be deducted from this allocation.

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

Not applicable

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

No reference

**Officer's Comment:**

The renovation of this room will not only better utilise the available space more effectively, but it will also give staff at Kalkarni an invaluable area to take a break.

**Voting Requirements:**

Absolute Majority.

**Officer's Recommendation:**

**That Council approve the budget amendment allocating \$12,956 to the renovation of the old nursing post treatment room to a staff room for Kalkarni staff.**

**Council Resolution**

**12.08.15.04**

**Moved Cr Crute**

**Seconded Cr Mills**

**That Council approve the budget amendment allocating \$12,956 to the renovation of the old nursing post treatment room to a staff room for Kalkarni staff.**

**CARRIED BY ABSOLUTE MAJORITY 5-0**

**14.08.15.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
NIL

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

**16.08.15.0 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.*

#### **17.07.15.0 NEXT MEETING**

The next Ordinary meeting of Council will be on Thursday 17 September 2015 at 12.30 pm.

#### **18.07.15.0 CLOSURE**

There being no further business the Presiding Member closed the meeting at 1.40 pm.