

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

**AGENDA**

**19 May 2016**



- 11.00 am COUNCILLORS PHOTOS**
- 11.45 am LES MCMULLEN RECREATIONAL GRANTS COMMITTEE MEETING**
- 12.00 pm LUNCH**
- 12.30 pm COUNCIL MEETING AND COUNCIL BRIEFING FORUM**
- 3.30 pm AFTERNOON TEA – GUEST PHILL GREENMOUNT BDHS**
- 4.00 pm COUNCIL BRIEFING FORUM CONTINUES**
- 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 19 May 2016 in the Council Chambers at the Shire Administration Centre commencing at 12.30 pm.

The business to be transacted is shown in the Agenda.

**Darren Friend**  
**CHIEF EXECUTIVE OFFICER**

12 May 2016

**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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<b>8.05.16</b>	<b>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION</b> (Includes Condolences)

## 9.05.16 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.

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	16 June 2016 at 12.30 pm.	

## 10.05.16 TECHNICAL & DEVELOPMENT SERVICES REPORTS

### 10.05.16.01 DEVELOPMENT APPLICATION – LODGING HOUSE – 17 (LOT 54) LEFROY STREET, BROOKTON

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

**NAME OF APPLICANT/RESPONDENT:** CBH Group Ltd

**DATE REPORT WRITTEN:** 7 April 2016

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

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

#### **SUMMARY:**

An application has been received to establish a Lodging House on 17 (Lot 54) Lefroy Street Brookton to provide staff accommodation for the CBH facility on the adjacent lot. It will be recommended the application be approved.

#### **Background:**

An application has been received (attachment 10.05.16.01A) to provide staff accommodation on 17 (Lot 54) Lefroy Street for the benefit of the CBH Primary Receiving Point facility located on the adjacent Lot 100, Lefroy Street.

#### **Details:**

The subject site, 17 (Lot 54) Lefroy Street, is zoned 'Rural Townsite' and is approximately 1.8 ha in extent. It contains outbuildings.

The proposed land use, as described in the application letter from CBH (attached hereto) can be regarded as a 'Lodging House' in terms of Shire of Brookton Town Planning Scheme No 3 (TPS 3).

A Lodging House is an 'AA' use in terms of Table 1 – Zoning Table in TPS 3, which means that Council may, at its discretion, permit the use.

A Lodging House is defined as follows in the Health Act 1911:

**'Lodging-house:** means any building or structure, permanent or otherwise, and any part thereof, in which provision is made for lodging or boarding more than 6 persons, exclusive of the family of the keeper thereof, for hire or reward; but the term does not include —

(a) premises licensed under a publican's general licence, limited hotel licence, or wayside-house licence, granted under the Licensing Act 1911 2; or

*(b) residential accommodation for students in a non-government school within the meaning of the School Education Act 1999; or*  
*(c) any building comprising residential flats'*

The applicant proposes to establish accommodation for a total of 16 persons with an accompanying Amenity Building as shown on the attached plans.

**Comment:**

Although the proposed accommodation facility can be regarded as essentially ancillary, subservient and complementary to the primary function of the CBH grain receival facility, it is not located on the same site (Locality Map attachment 10.05.16.01B).

The proposed accommodation use is also located within the 'Rural Townsite' zone whereas the grain receival facility is located within an 'Industrial' zone. For this reason the proposed use needs to be considered on its own merits free from the intended association with the grain receival facility.

As mentioned in the discussion in the section above, the proposed use can be approved given Council's discretion.

From a planning perspective it is considered that the proposed use of a lodging house at this location is compatible with the planning intent for the precinct and would therefore be recommended for approval (attachment 10.05.16.01C).

To address the general aesthetics of the proposal Shire Planner will recommend that the site plan be amended to show landscaping between Lefroy Street and the proposed development, as well as sufficient parking arrangements and crossovers for the lodging house to the satisfaction of the Shire.

**Consultation:**

No consultation was deemed required.

**Statutory Environment:**

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

**Policy Implications:**

There are no policy implications relative to this issue.

**Financial Implications:**

There are no financial implications relative to this issue.

**Strategic Community Plan (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.

**Voting Requirements:**

Simple Majority.

**Recommendation:**

**That Council grant Planning Approval for a Lodging House on 17 (Lot 54) Lefroy Street, Brookton subject to the following conditions and advice notes:**

**Conditions:**

- 1. This approval is valid for a period of 2 years from the date of this approval being granted, after which 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 submitted by the applicant and endorsed by the Shire Planner.**
- 3. Prior to occupation of the accommodation units, a landscaping plan shall be submitted to the satisfaction of the Shire Planner.**
- 4. Prior to occupation of the accommodation units a revised site plan indicating car parking arrangements and crossovers shall be submitted to the satisfaction of the Shire Planner, to the ratio of at least 1 car parking space per single person accommodation unit.**
- 5. As the Shire of Brookton reticulated sewer is not available the premises are to be connected to an approved wastewater treatment system, which complies with the requirements of the Treatment of Sewage and Disposal of Effluent and Liquid Waste Regulations. The approved system is not to be used for disposal of industrial liquid waste or other non-ablution wastes (refer to Advice Note 3).**
- 6. Suitable arrangements are to be made for the provision of sufficient potable water to the development.**

**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.**
- 3. With regard to Condition 3, an application is to be submitted to the Council's Environmental Health Section in conjunction with the Building Permit application.**



OUR REF: 7391751  
YOUR REF:  
CNC: Tim Dolling  
DIRECT LINE 08 9216 8094

31 March 2016

Mr Stefan De Boer  
Shire Planner  
Shire of Brookton  
PO Box 42  
BROOKTON WA 6306

Dear Stefan,

**APPLICATION FOR PLANNING APPROVAL**

I refer to the requirement for additional staff accommodation and amenities at the Brookton grain receival site.

Please find attached an application for planning approval and I request an invoice for the fee.

The development is adjacent to the residence accessed from Lafroy Street and includes four accommodation and an amenities buildings with verandahs and septic system

The staff accommodation installed in 1973 accommodates up to 3, the residence up to 4 and proposed up to 18 persons.

The development enables staff accommodation to be renovated or demolished and ensures availability during grain receival and out loading and maintenance activities.

Prompt assessment, communication of any issues and determination of the application would be appreciated.

Once available, please email the notice of determination and a set of approved drawings to Tim Dolling at [tim.dolling@cbh.com.au](mailto:tim.dolling@cbh.com.au).

If you have any enquiries or to arrange payment of the fee, please contact Tim Dolling, Planning Coordinator on 08 9216 8094, 0439 969 835 or email [tim.dolling@cbh.com.au](mailto:tim.dolling@cbh.com.au).

Yours sincerely  
For: Co-operative Bulk Handling Limited

David Capper  
General Manager

Enc

RECEIVED	
SHIRE OF BROOKTON	
05 APR 2016	
FILE REF:	1719 10177
OFFICER:	Planner
DCC	

COOPERATIVE BULK HANDLING LTD  
ABN 23 252 804 947

Bayler House, 21 Tully Street  
Westport, Western Australia 6006  
2FO Box 1706  
Perth, Western Australia 6249

Co-operative Bulk Handling  
1800 190 000

T + 61 8 6237 9600  
F + 61 8 6232 3842

[www.cbh.com.au](http://www.cbh.com.au)  
[cbh.com.au](http://cbh.com.au)

# Locality Map - 17 (lot 54) Lefroy Street

Created 7 Apr 2016



Scale: 1:7,500

## Description

Map Projection: GDA 94 (Lat/Long)

Datum: Geocentric Datum of Australia 1994

1 Midland Square  
Midland WA 6056  
(00) 9273 7341  
customerservice@landgate.wa.gov.au  
www.landgate.wa.gov.au

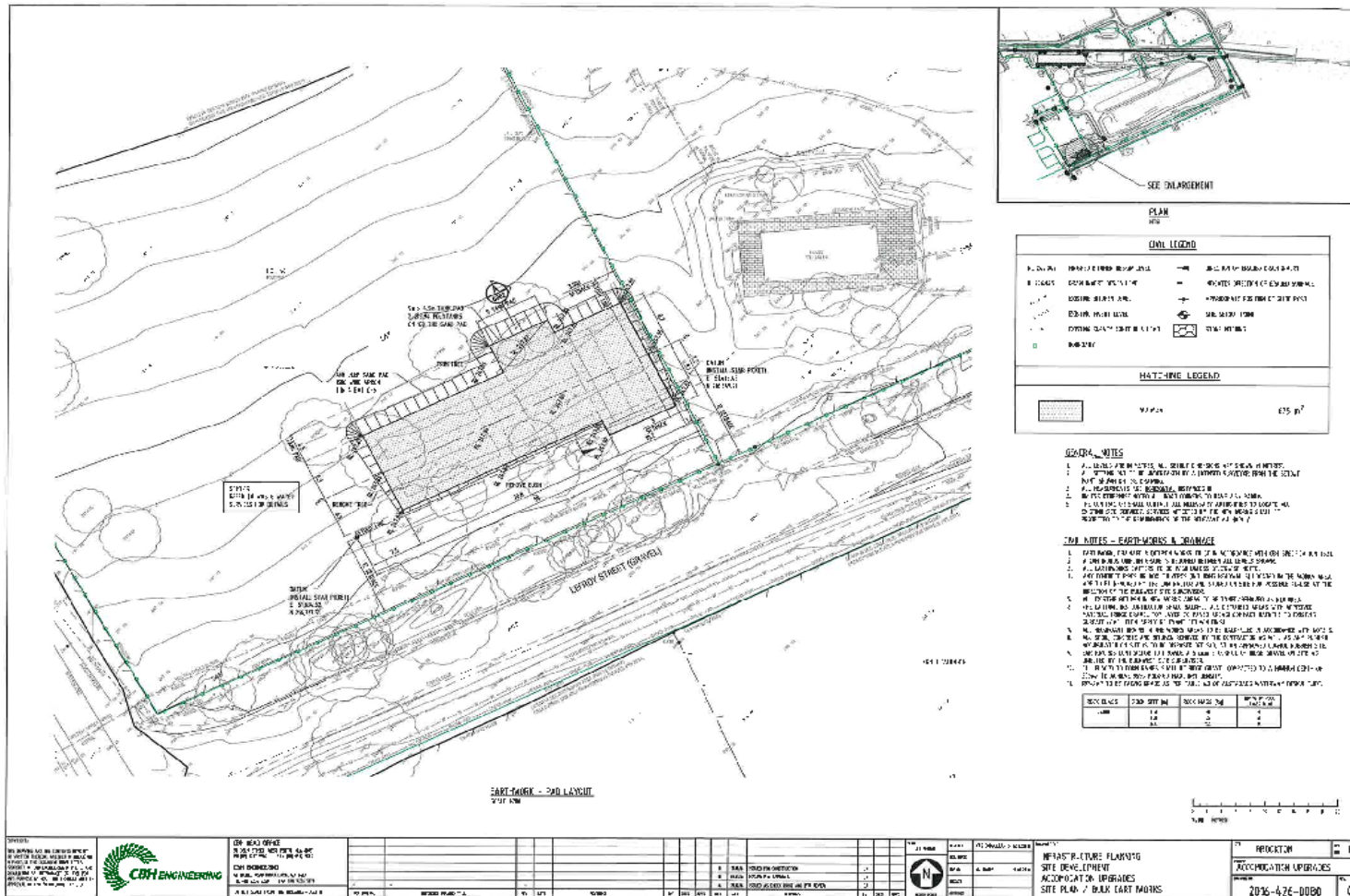


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# Attachment 10.04.16.01C

10 177b



**10.05.16.02 SUBDIVISION APPLICATION – 31 (LOT 166) GAYNOR STREET,  
BROOKTON**

**FILE REFERENCE:** 153582

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

**NAME OF APPLICANT/  
RESPONDENT:** PH & KE Gow on behalf of:  
Peter Cox Pty Ltd

**DATE REPORT WRITTEN:** 6 May 2016

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

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

**SUMMARY:**

It is proposed to subdivide 31 (Lot 166) Gaynor Street, Brookton. It will be recommended the application be approved.

**Background:**

An application has been received from the Western Australian Planning Commission (WAPC) to subdivide 31 (Lot 166) Gaynor Street, Brookton to create 2 resultant lots from the one parent lot.

The subject lot is zoned '*Residential R10/25*' and is vacant at present.

**Details:**

The proposal is for the parent lot (in extent 1.4505 ha), to be subdivided into 2 portions, in extent as follows (please refer to the attached subdivision sketch plan):

Proposed Lot A: 2,520 m<sup>2</sup>

Proposed lot B: 1.1985 ha

**Statutory and Legal Considerations:**

Subdivision is determined by the Western Australian Planning Commission (WAPC) in compliance with state policies and the Shire of Brookton's planning framework. Council's recommendation is considered when determining the application.

**Policy Considerations:**

There are no Policy implications relative to this application.

**Consultation:**

Consultation on subdivision applications are done by the WAPC.

**Financial Implications:**

There are no financial implications relative to this issue.

**Strategic Plan Considerations:**

**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:**

As mentioned earlier in the report, the subject property is zoned '*Residential R10/25*'.

The Shire of Brookton Town Planning Scheme no. 3, in Clause 5.5.2 states as follows:

*'In areas shown on the scheme map with a density code of R10/25 the Council will support development and subdivision to the higher code where reticulated sewerage will be connected to the land.'*

Seeing that deep sewer is not available at present at this location, the subdivision proposal was assessed against the 'R10' Density Code prescriptions of the *Residential Design Codes - Table 1*, which requires an average lot area of 1,000 m<sup>2</sup>. As can be seen from the proposal, this is easily met, as well as the other requirements prescribed in Table 1 of the *Residential Design Codes*, and the subdivision will thus be recommended for approval, along with conditions deemed appropriate in the specific circumstances.

**Voting Requirements:**

Simple Majority Required.

**Officer's Recommendation:**

**That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 153582 for the subdivision of 31 (Lot 166) Gaynor Street, Brookton, be approved subject to the following conditions and advice notes:**

**Conditions:**

1. **Suitable arrangements being made with the local government for the provision of vehicular crossovers to service the lots created.**
2. **Suitable arrangements being made with services providers for the provision of water and electricity to the lots.**

**Advice Notes:**

1. **The Commission's approval should not be construed as an approval for development on any of the lots proposed.**

# Locality Map

Created 12 May 2016



Scale: 1:1,000

## Description

31 (lot 166) Gaynor Street

Map Projection: GDA 94 (Lat/Long)

Datum: Geocentric Datum of Australia  
1994

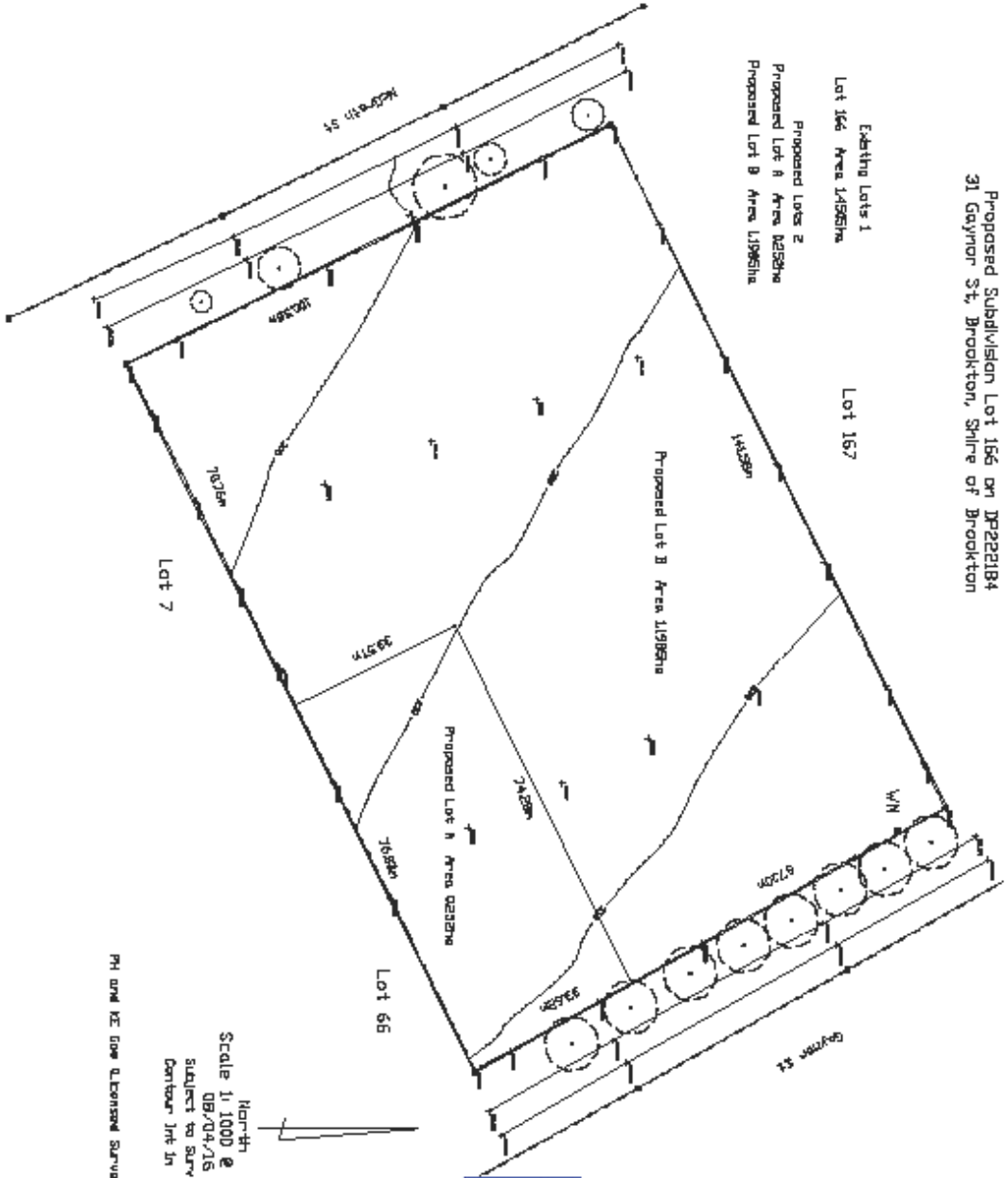
1 Midland Square  
Midland WA 6056  
(08) 9273 7341  
customerservice@landgate.wa.gov.au  
www.landgate.wa.gov.au



  
**Landgate**

© Western Australian Land Information Authority 2007

Proposed Subdivision Lot 166 on DP222184  
 31 Gaynor St, Brookton, Shire of Brookton



DEPARTMENT OF LOCAL GOVERNMENTS	
DATE	+ ALL
26/04/2016	153582

PH 0816 66 060 Licensed Surveyors 58820340

## 11.05.16 COMMUNITY SERVICES REPORTS

### LES MCMULLEN MEMORIAL RECREATION GRANT COMMITTEE MINUTES

**FILE REFERENCE:** ADM 0176

**AUTHORS NAME AND POSITION:** Carina Whittington  
Community Services Manager

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

**DATE REPORT WRITTEN:** 6 May 2016

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

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

**SUMMARY:** The minutes of the Les McMullen Memorial Grants Committee meeting on 19 May 2016 are attached for Council's information.

#### **Background:**

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

#### **Details:**

The total grant pool for 2016 was \$5,000, the maximum grant for each individual club being \$1,000. Grants are awarded on a dollar for dollar basis in accordance with the provisions of the Estate of the late Mr Leslie McMullen.

This year a total of three applications were received.

Brookton Tennis Club Inc	Repair of nets	\$ 330.00
Brookton Women's Netball Club	Nets, First Aid, Balls, Bag	\$ 162.08
Brookton Auskick	Football jumpers, coaching	\$ 379.00

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

There is no legislation relative to this issue.

#### **Policy Considerations:**

There are no policy implications relative to this issue.

**Consultation:**

No consultation was required in addition to the Committee members.

**Financial Implications:**

There are no financial implications relative to this issue.

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

There are no strategic plan implications relative to this issue.

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

No specific objectives relative to this issue.

**Officer's Comment:**

No additional comment regarding this item.

**Voting Requirements:**

Simple Majority Required

**Officer's Recommendation:**

**That Council receives the minutes (attachment 11.05.16.01A) of the Les McMullen Memorial Recreation Grant Committee meeting held on 19 May 2016.**

**Council Resolution**

**Moved Cr**

**Seconded Cr**

**That Council receive the minutes (attachment 11.05.16.01A) of the Les McMullen Memorial Recreation Grant Committee meeting held on 19 May 2016.**

**CARRIED -**

**Attachments will be provided following the Committee meeting scheduled at 11.45am 19 May 2016.**

## 12.05.16 FINANCE & ADMINISTRATION REPORT

### 12.05.16.01 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:** 9<sup>th</sup> May 2016

**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 30 April 2016 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 12.05.16.01A.

To 30 April 2016

#### **Municipal Account**

Direct Debits	\$	105,537.85
EFT	\$	451,359.98
Cheques	\$	60,515.03
<b>Trust Account</b>	\$	2015.00

#### **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 30 April 2016, per the summaries included in Attachment 12.05.16.01A in accordance with the Local Government (Financial Management) Regulations 1996:**

**To 30 April 2016:**

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***Municipal Account***

<b>Direct Debits</b>	<b>\$</b>	<b>105,537.85</b>
<b>EFT</b>	<b>\$</b>	<b>451,359.98</b>
<b>Cheques</b>	<b>\$</b>	<b>60,515.03</b>
<b><i>Trust Account</i></b>	<b>\$</b>	<b>2,015.00</b>

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## 12.05.16.01 LIST OF ACCOUNTS FOR PAYMENT

APRIL 2016 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 19TH MAY 2016

ATTACHMENT 12.05.16.01A

Chq/EFT	Date	Name	Description	Amount
993	6/4/16	BROOKTON COMMUNITY RESOURCE CENTRE	PAID INTO TRUST SHOULD HAVE BEEN MUNICIPAL	\$ 55.00
994	6/4/16	CONSULT INNOVATE CREATE	BOND REFUND FOR HIRE OF PAVILION	\$ 110.00
995	6/4/16	DEPARTMENT OF COMMERCE	BOND UNIT 6 / 28 WILLIAMS ST BROOKTON JOYCE DOMINIC	\$ 720.00
996	28/4/16	DARREN FRIEND	BOND REFUND FOR HIRE OF COMMUNITY BUS 03/04/16	\$ 330.00
997	28/4/16	DEPARTMENT OF COMMERCE	BOND 10 MARSH AVE BROOKTON	\$ 800.00
			TOTAL TRUST	\$ 2,015.00

Chq/EFT	Date	Name	Description	Amount
EFT7230	6/4/16	1 STOP RECORDS CONSULTING	RECORD MANAGEMENT CONSULTING	\$ 1,534.50
EFT7231	6/4/16	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 219.08
EFT7232	6/4/16	AMPAC DEBT RECOVERY	OUSTANDING RATES DEBT COLLECTION MARCH 2016	\$ 1,329.50
EFT7233	6/4/16	ARM SECURITY	ALARM MONITORING CHARGES 01/04/16 TO 30/06/16	\$ 118.40
EFT7234	6/4/16	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY & PAPERS MARCH 2016	\$ 448.45
EFT7235	6/4/16	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES APRIL 2016	\$ 243,558.80
EFT7236	6/4/16	BAREND STEPHANUS DE BEER	REIMBURSEMENT OF WINE PURCHASED FOR COUNCIL	\$ 31.98
EFT7237	6/4/16	BROOKTON COMMUNITY RESOURCE CENTRE	ADVERTISING IN BROOKTON COMMUNITY PHONE DIRECTORY 2016	\$ 100.00
EFT7238	6/4/16	BROOKTON MEDICAL PRACTICE	PRE EMPLOYMENT MEDICAL K GORDON	\$ 120.00
EFT7239	6/4/16	BROOKTON PLUMBING	REPLACE WATER FILTER & REPAIR BURST PIPE	\$ 396.00
EFT7240	6/4/16	BROOKTON TELEGRAPH	ADVERTISING	\$ 20.00
EFT7241	6/4/16	BURGESS RAWSON (WA) PTY LTD	WATER USAGE AT RAILWAY STATION	\$ 590.88
EFT7242	6/4/16	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 430.98
EFT7243	6/4/16	COLAS	SUPPLY AND SPRAY 95/5 CUTBACK HOT BITUMEN	\$ 17,121.50
EFT7244	6/4/16	CORINNE KEMP	REFUND OF TRIATHLON ENTRY FEES	\$ 10.00
EFT7245	6/4/16	COUNTRY COPIERS	COPIER MONTHLY METER READING	\$ 272.86
EFT7246	6/4/16	COURIER AUSTRALIA	FREIGHT	\$ 241.59
EFT7247	6/4/16	GILL RURAL TRADERS	HARDWARE & RURAL PURCHASES MARCH 2016	\$ 3,215.54
EFT7248	6/4/16	GREAT EASTERN COUNTRY ZONE OF WALGA	ATTENDANCE AT WHEATBELT CONFERENCE 2016 - CR FANCOTE, CR MILLS, CR WALKER & CEO	\$ 1,820.00
EFT7249	6/4/16	GREENLINE AG PTY LTD	SERVICE & REPAIRS TO MOWER 8	\$ 1,567.97
EFT7250	6/4/16	H RUSHTON & CO	REPAIRS & MAINTENANCE T12	\$ 2,195.20
EFT7251	6/4/16	JH COMPUTER SERVICES	BLACK TONER	\$ 528.00
EFT7252	6/4/16	JOHN HUGHES SKIPPER MITSUBISHI	2015 & 2016 MITSUBISHI TRITON UTES	\$ 25,238.28
EFT7253	6/4/16	LGRCEU	PAYROLL DEDUCTIONS	\$ 77.40
EFT7254	6/4/16	LYN KAY	CIRCUIT CLASSES & GYM INDUCTIONS 10/03/16 TO 17/03/16	\$ 330.00
EFT7255	6/4/16	MARKET CREATIONS	WEBSITE TRAINING	\$ 250.00
EFT7256	6/4/16	NICHOLLS BUS & COACH SERVICE	LICENSING INSPECTION - COMMUNITY BUS	\$ 245.80

EFT7257	6/4/16	RADIOWEST BROADCASTERS	AROUND THE TOWNS	\$ 110.00
EFT7258	6/4/16	SERVICEWEST	CHANGE USER PERMISSIONS, SERVICE & TESTING CHARGES	\$ 1,114.08
EFT7259	6/4/16	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 225.00
EFT7260	14/4/16	BROOKTON SUPERMARKET	EARLY YEARS NETWORK PICNIC, COFFEE, MILK, FRUIT, BISCUITS, CHEESE & REFRESHMENTS	\$ 317.25
EFT7261	14/4/16	SHIRE OF BROOKTON	MASTERCARD PURCHASES MARCH 2016 - CEO	\$ 1,143.97
EFT7262	14/4/16	SHIRE OF BROOKTON	MASTERCARD PURCHASES MARCH 2016 - DCEO	\$ 111.85
EFT7263	19/4/16	1 STOP RECORDS CONSULTING	RECORDS MANAGEMENT CONSULTING 04/04/16 TO 12/04/16	\$ 1,534.50
EFT7264	19/4/16	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 321.35
EFT7265	19/4/16	ALLINGTON AGRI	2016 SUMMER COPPICE AND SUCKER SPRAYING	\$ 14,000.00
EFT7266	19/4/16	AQUASOL	FLOCCULENT AND CHLORINE	\$ 2,475.00
EFT7267	19/4/16	BRIAN WILLIAMS	CARTING OF GRAVEL - GARTRELL RD	\$ 4,193.75
EFT7268	19/4/16	BROOKTON DELI	CATERING FOR FEBRUARY COUNCIL MEETING & ROAD INSPECTION	\$ 1,074.00
EFT7269	19/4/16	BROOKTON TELEGRAPH	ADVERTISING MARCH 2016	\$ 195.00
EFT7270	19/4/16	CENTRAL GARAGE	SERVICE OF TOYOTA HILUX UTE BO 623	\$ 574.89
EFT7271	19/4/16	CJD EQUIPMENT	SERVICE & REPAIRS TO GRADER 7	\$ 1,786.29
EFT7272	19/4/16	CONTRACT AQUATIC SERVICES	CONTRACT MANGEMENT FEE AT BROOKTON SWIMMING POOL MARCH 2016	\$ 12,951.40
EFT7273	19/4/16	COOTE MOTORS	SERVICE & REPAIRS TO LOADER & REPLACEMENT ROTATING BEACONS	\$ 2,844.20
EFT7274	19/4/16	COUNTRY COPIERS	MONTHLY COPIER READING MARCH 2016	\$ 614.05
EFT7275	19/4/16	DARREN FRIEND	REIMBURSEMENT OF 50% OF RELOCATION EXPENCES AS PER CEO EEMPLOYMENT CONTRACT	\$ 2,250.00
EFT7276	19/4/16	DEPARTMENT OF ENVIRONMENT REGULATION	APPLICATION FOR CLEARING PERMIT FOR BROOKTON KWEDA ROAD RESERVE	\$ 200.00
EFT7277	19/4/16	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & UNLEADED PETROL MARCH 2016	\$ 9,267.75
EFT7278	19/4/16	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN COLLECTION & BROOKTON TIP SITE 23/02/16 TO 29/03/16	\$ 15,187.68
EFT7279	19/4/16	GREENLINE AG PTY LTD	SNAIL FEEDER	\$ 170.65
EFT7280	19/4/16	ISWEEP TOWN & COUNTRY	SWEEPING OF TOWN 17/03/16	\$ 1,485.00
EFT7281	19/4/16	IXOM	RENTAL FEE FOR CHLORINE GAS CYLINDERS	\$ 84.57
EFT7282	19/4/16	JASON SIGNMAKERS	STREET SIGNS	\$ 235.29
EFT7283	19/4/16	JILL CAMERON AND ASSOCIATES	A PROJECT TO DEVELOP AND ASSESS THE FEASIBILITY OF A NEW STRUCTURAL AND GOVERNANCE MODEL FOR WHEATBELT REGION COMMUNITYBASED EARLY CHILDHOOD EDUCATION AND CARE SERVICES	\$ 32,175.00
EFT7284	19/4/16	JIMS TREE & STUMP REMOVAL	STUMP GRINDING	\$ 3,465.00
EFT7285	19/4/16	LESLIE ROBERT EYRE	SHIRE OVAL CONTRACT JULY 2015 TO MARCH 2016	\$ 3,446.91
EFT7286	19/4/16	LGIS RISK MANAGEMENT	LGIS REGIONAL RISK COORDINATOR	\$ 6,997.10
EFT7287	19/4/16	MCPEST PEST CONTROL	GENERAL PEST & TERMITE INSPECTION & TREATMENTS PAVILION, POOL, OVAL SHED, HALL, PUBLIC TOILETS, ADMINISTRATION, DEPOT, MENS SHED & MUSEUM	\$ 1,980.00
EFT7288	19/4/16	MOORE STEPHENS	ATTENDANCE AT THE FINANCIAL AND MANAGEMENT REPORTING WORKSHOPS	\$ 2,090.00
EFT7289	19/4/16	NARROGIN OBSERVER PTY LTD	ADVERTISING	\$ 144.00
EFT7290	19/4/16	RAAN ENTERPRISES	PUSHING UP OF GRAVEL BROOKTON KWEDA RD	\$ 17,358.00
EFT7291	19/4/16	REGIONAL ANTENNAS	ANTENNA CONNECTION - UNIT 6/28 WILLIAM STREET	\$ 165.00
EFT7292	19/4/16	SIGNS PLUS	STAFF NAME BADGES	\$ 49.00
EFT7293	19/4/16	TAFE CY O'CONNOR	CHAINSAW COURSES & MANUALS FOR OUTSIDE STAFF	\$ 793.15

EFT7294	19/4/16	TOTALLY CONFIDENTIAL RECORDS	STORAGE & RETIEVAL OF ARCHIVE BOXES	\$ 210.93
EFT7295	19/4/16	WA CONTRACT RANGER SERVICES	RANGER SERVICES 23/03/16 TO 08/04/16	\$ 1,496.00
EFT7296	19/4/16	WARDYS PEST CONTROL	TERMITE INSPECTIONS 10 MARSH AVE & SHIRE DEPOT	\$ 3,982.16
EFT7297	19/4/16	ZACKS COMMERCIAL ARTS	GLASS CLEANING CLOTHS FOR SHIRE STALL AT OTMS	\$ 527.50
			<b>TOTAL EFT</b>	<b>\$ 451,359.98</b>

Chq/EFT	Date	Name	Description	Amount
17801	6/4/16	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	LEVY PAYMENT MARCH 2016	\$ 941.63
17802	6/4/16	BUILDING COMMISSION	LEVY PAYMENT MARCH 2016	\$ 704.65
17803	6/4/16	FACEPAINTING BY MARY	FACEPAINTING AT SHIRE CHRISTMAS PARTY	\$ 210.00
17804	6/4/16	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 517.24
17805	6/4/16	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 340.00
17806	6/4/16	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 417.24
17807	6/4/16	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 340.00
17808	6/4/16	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 324.34
17809	6/4/16	SHIRE OF BROOKTON	PAYROLL DEDUCATIONS	\$ 340.00
17810	6/4/16	SYNERGY	ELECTRICITY 16/01/16 TO 22/03/16 POOL, OVAL TANK, SALINITY PUMP, DEPOT, MEMORIAL PARK, ADMINISTRATION, MENS SHED, WATER HARVESTING DAM, 10 MARSH AVE, SEWERAGE POND, U1 & U2 4 MATTHEWS ST & RAILWAY STATION	\$ 11,785.80
17811	6/4/16	TELSTRA CORPORATION	MOBILE TELEPHONE 0429998533	\$ 121.50
17812	6/4/16	WATER CORPORATION OF WA	WATER KALKARNI, MADISON SQUARE, MEMORIAL HALL, ADMINISTRATION, POOL, MEMORIAL PARK, DEPOT, STANDPIPE, SEWERAGE TREATMENT PLANT, MENS SHED, U1 & U2 4 MATTHEWS ST & 10 MARSH AVE	\$ 13,484.77
17813	19/4/16	BROOKTON MEDICAL PRACTICE	MEDICAL PRACTICE SUPPORT/INCENTIVE 01/07/15 TO 30/06/16	\$ 26,029.58
17814	19/4/16	ST JOHN AMBULANCE ASSN	FIRST AID KITS & SUPPLIES	\$ 377.94
17815	19/4/16	SYNERGY	ELECTRICITY 25/02/16 TO 24/03/16 STREETLIGHTS & RAILWAY STATION	\$ 3,273.05
17816	19/4/16	TELSTRA CORPORATION	ADMINISTRATION, MOBILE & IPAD TELEPHONE ACCOUNT	\$ 1,307.29
			<b>TOTAL CHEQUE</b>	<b>\$ 60,515.03</b>
			<b>TOTAL MUNICIPAL</b>	<b>\$ 511,875.01</b>

DIRECT DEBITS FOR APRIL 2016	
SALARIES & WAGES	\$ 87,719.54
MERCHANT FEES	\$ 77.72
SUPERANNUATION	\$ 17,740.59
<b>TOTAL</b>	<b>\$ 105,537.85</b>

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

DATE	DESCRIPTION	AMOUNT
2/03/16	WESTNET - DEPOT	\$ 49.95
	WESTNET - ADMINISTRATION	\$ 109.95
	WESTNET - 10 MARSH AVE	-\$ 85.69
2/03/16	IAP2 - ENGAGEMENT ESSENTIALS COURSE PO	\$ 803.00
3/3/16	SURVEY MONKEY	\$ 24.00
8/3/16	STUMPY'S ROADHOUSE - PETROL	\$ 43.85
11/3/16	STUMPY'S ROADHOUSE - PETROL	\$ 49.57
16/3/16	BROOKTON CLUB HOTEL - REFRESHMENTS FOR COUNCIL	\$ 139.00
	CARD FEE	\$ 10.34
<b>TOTAL</b>		<b>\$ 1,143.97</b>

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

DATE	DESCRIPTION	AMOUNT
1/3/16	COLES EXPRESS - PETROL	\$ 55.00
22/3/16	NETREGISTRY - RENEWAL OF DOMAIN NAME	\$ 47.85
30/1/16	CARD FEE	\$ 9.00
<b>TOTAL</b>		<b>\$ 111.85</b>

**12.05.16.02 FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIODS 30 APRIL 2016**

**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> May 2016

**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 30 April 2016 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 periods ended 30 April 2016 (Attachment 12.05.16.02A).

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 receives the Statement of Financial Activity for the period ended 30 April 2016 attachment 12.05.16.02A.**

# Shire of Brookton

## MONTHLY FINANCIAL REPORT

For the Period Ended 30 April 2016

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**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 April 2016**

	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		39,292	39,292	32,720	30,062	(2,658)	(8.12%)	
General Purpose Funding		631,917	631,917	486,917	463,466	(23,450)	(4.82%)	
Law, Order and Public Safety		40,494	40,494	43,860	384,425	340,565	776.48%	▲
Health		2,467	2,467	2,050	625	(1,425)	(69.53%)	
Education and Welfare		3,951,522	3,951,522	3,303,930	3,077,765	(226,165)	(6.85%)	▼
Housing		67,378	67,378	79,600	69,672	(9,928)	(12.47%)	
Community Amenities		600,027	600,027	518,671	509,124	(9,547)	(1.84%)	
Recreation and Culture		164,456	164,456	138,360	81,050	(57,310)	(41.42%)	▼
Transport		842,547	842,547	597,213	600,908	3,695	0.62%	
Economic Services		60,704	60,704	49,230	46,180	(3,050)	(6.20%)	
Other Property and Services		156,279	156,279	103,200	99,243	(3,957)	(3.83%)	
<b>Total (Excluding Rates)</b>		<b>6,557,083</b>	<b>6,557,083</b>	<b>5,355,751</b>	<b>5,362,520</b>	<b>6,769</b>	<b>0.13%</b>	
<b>Operating Expense</b>								
Governance		(667,000)	(667,000)	(482,155)	(475,451)	6,704	(1.39%)	
General Purpose Funding		(226,720)	(226,720)	(183,665)	(177,618)	6,047	(3.29%)	
Law, Order and Public Safety		(270,779)	(270,779)	(198,540)	(178,912)	19,628	(9.89%)	
Health		(56,803)	(56,803)	(43,170)	(48,230)	(5,060)	11.72%	
Education and Welfare		(3,991,534)	(3,991,534)	(3,270,076)	(3,206,230)	63,846	(1.95%)	▲
Housing		(194,042)	(194,042)	(154,496)	(156,254)	(1,758)	1.14%	
Community Amenities		(606,189)	(606,189)	(424,510)	(426,301)	(1,791)	0.42%	
Recreation and Culture		(856,696)	(856,696)	(698,206)	(661,616)	36,590	(5.24%)	
Transport		(4,338,586)	(4,338,586)	(3,503,122)	(3,509,058)	(5,936)	0.17%	
Economic Services		(152,717)	(152,717)	(122,470)	(95,503)	26,967	(22.02%)	▲
Other Property and Services		(107,545)	(107,545)	(62,870)	(60,284)	2,586	(4.11%)	
<b>Total</b>		<b>(11,468,610)</b>	<b>(11,468,610)</b>	<b>(9,143,280)</b>	<b>(8,995,457)</b>	<b>147,823</b>	<b>1.62%</b>	
<b>Funding Balance Adjustment</b>								
Add back Depreciation		4,720,254	4,720,254	3,713,780	3,715,361	1,581	0.04%	
Adjust (Profit)/Loss on Asset Disposal	6	68,572	68,572	67,268	66,330	(938)	(1.39%)	
<b>Net Operating (Ex. Rates)</b>		<b>(122,701)</b>	<b>(122,701)</b>	<b>(6,481)</b>	<b>148,754</b>	<b>155,235</b>	<b>(2395.15%)</b>	
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	6	636,000	636,000	547,909	547,909	0	0.00%	
Self-Supporting Loan Principal		35,629	35,629	21,309	21,309	0	0.00%	
Transfer from Reserves	5	682,627	682,627	128,000	128,000	0	0.00%	
<b>Total</b>		<b>1,354,256</b>	<b>1,354,256</b>	<b>697,218</b>	<b>697,218</b>	<b>0</b>	<b>0.00%</b>	
<b>Capital Expenses</b>								
Land and Buildings	6	(1,196,878)	(1,196,878)	(475,000)	(470,834)	4,166	(0.88%)	
Plant and Equipment	6	(547,000)	(547,000)	(415,000)	(765,168)	(350,168)	84.38%	▼
Furniture and Equipment	6	(36,750)	(36,750)	(50,000)	(54,600)	(4,600)	9.20%	
Infrastructure Assets - Roads & Bridges	6	(1,042,170)	(1,042,170)	(850,000)	(842,270)	7,730	(0.91%)	
Infrastructure Assets - Sewerage	6	(143,547)	(143,547)	(127,057)	(127,057)	(0)	0.00%	
Infrastructure Assets - Parks	6	(30,000)	(30,000)	0	0	0		
Repayment of Debentures	7	(114,637)	(114,637)	(108,031)	(108,031)	0	(0.00%)	
Transfer to Reserves	5	(1,021,799)	(1,021,799)	(490,000)	(486,530)	3,470	(0.71%)	
<b>Total</b>		<b>(4,132,781)</b>	<b>(4,132,781)</b>	<b>(2,515,088)</b>	<b>(2,854,490)</b>	<b>(339,402)</b>	<b>13.49%</b>	
<b>Net Capital</b>		<b>(2,778,525)</b>	<b>(2,778,525)</b>	<b>(1,817,870)</b>	<b>(2,157,272)</b>	<b>(339,402)</b>	<b>18.67%</b>	
<b>Total Net Operating + Capital</b>		<b>(2,901,226)</b>	<b>(2,901,226)</b>	<b>(1,824,351)</b>	<b>(2,008,518)</b>	<b>(184,167)</b>	<b>10.09%</b>	
Rate Revenue		1,786,216	1,786,216	1,789,993	1,791,638	1,645	0.09%	
Opening Funding Surplus(Deficit)		1,118,789	1,118,789	1,115,010	<b>1,115,010</b>	0	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>3,779</b>	<b>3,779</b>	<b>1,080,652</b>	<b>898,130</b>	<b>(182,522)</b>	<b>(16.89%)</b>	

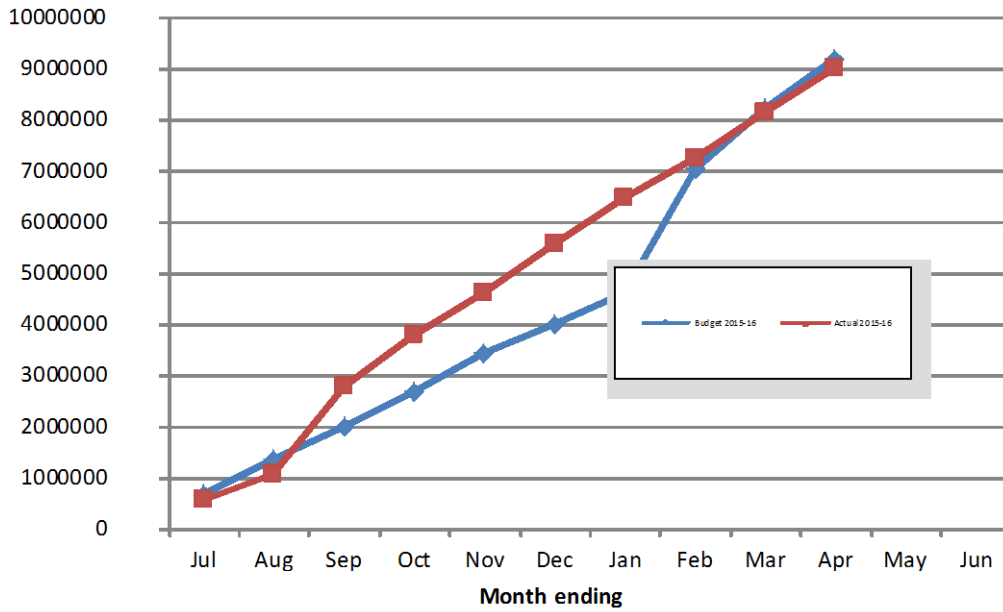
**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Program by Nature and Type**  
**For the Period Ended 30 April 2016**

	NOTE	2015/16 Current Budget \$	2015/16 Projected Year End Actual \$	2015/16 YTD Budget \$	2015/16 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>						
Rates		1,789,993	1,789,993	1,789,993	1,791,638	1,645
Operating Grants, Subsidies and Contributions		3,412,432	3,412,432	3,043,693	3,034,373	(9,319)
Fees and Charges		1,443,221	1,443,221	1,252,684	1,244,361	(8,323)
Interest Earnings		175,867	175,867	121,556	118,753	(2,803)
Other Revenue		360,534	360,534	210,445	189,918	(20,527)
		<u>7,182,047</u>	<u>7,182,047</u>	<u>6,418,371</u>	<u>6,379,044</u>	<u>(39,327)</u>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>						
Employee Costs		(1,162,231)	(1,162,231)	(923,526)	(923,581)	(55)
Materials and Contracts		(4,905,406)	(4,905,406)	(3,907,838)	(3,917,678)	(9,839)
Utilities		(172,417)	(172,417)	(130,681)	(133,977)	(3,296)
Depreciation		(4,720,254)	(4,720,254)	(3,713,780)	(3,715,361)	(1,581)
Interest Expenses	7	(130,793)	(130,793)	(81,994)	(95,865)	(13,871)
Insurance		(161,940)	(161,940)	(134,950)	(140,185)	(5,235)
Other Expenditure		(13,525)	(13,525)	(3,271)	(557)	2,714
		<u>(11,266,566)</u>	<u>(11,266,566)</u>	<u>(8,896,040)</u>	<u>(8,927,203)</u>	<u>(31,163)</u>
		<u>(4,084,519)</u>	<u>(4,084,519)</u>	<u>(2,477,669)</u>	<u>(2,548,159)</u>	<u>(70,491)</u>
Non-Operating Grants, Subsidies & Contributions		1,031,559	1,031,559	569,633	773,189	203,557
Profit on Asset Disposals	6	10,901	10,901	-	1,925	1,925
Loss on Asset Disposals	6	(79,472)	(79,472)	(68,254)	(68,254)	-
<b>NET RESULT</b>		<u>(3,121,531)</u>	<u>(3,121,531)</u>	<u>(1,976,290)</u>	<u>(1,841,299)</u>	<u>134,991</u>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2016**

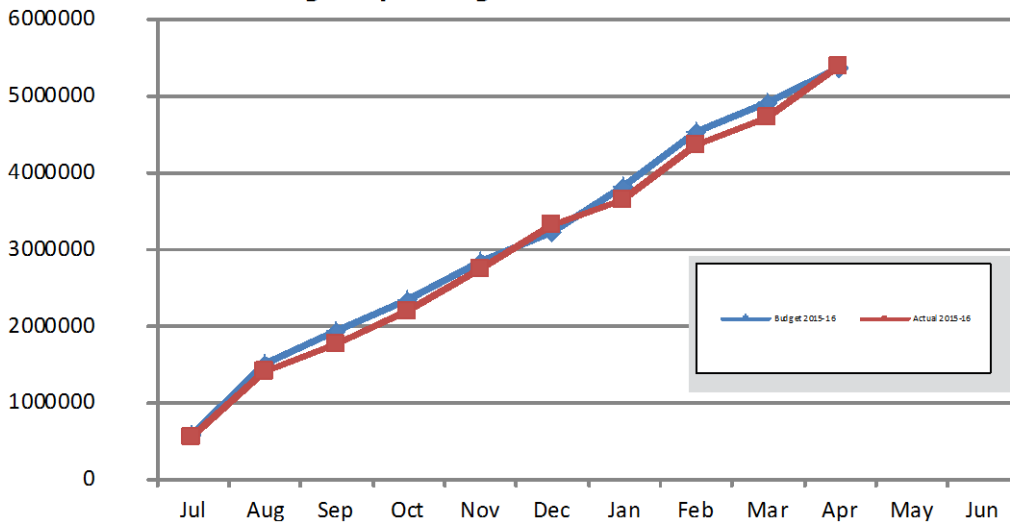
**Note 1 - Graphical Representation - Source Statement of Financial Activity**

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



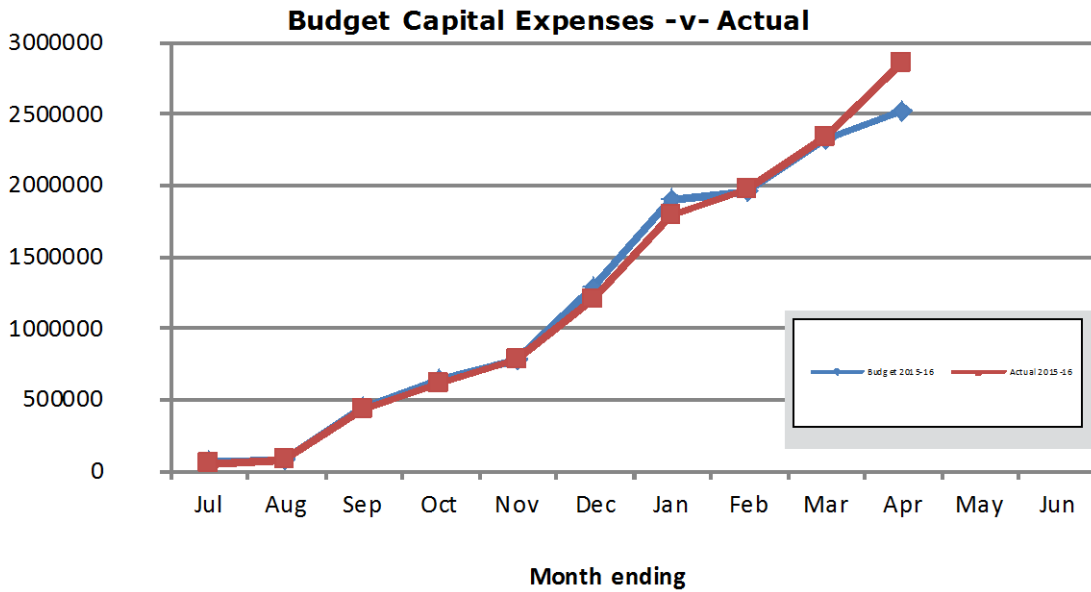
**Comments/Notes - Operating Expenses**

**Budget Operating Revenues -v- Actual**

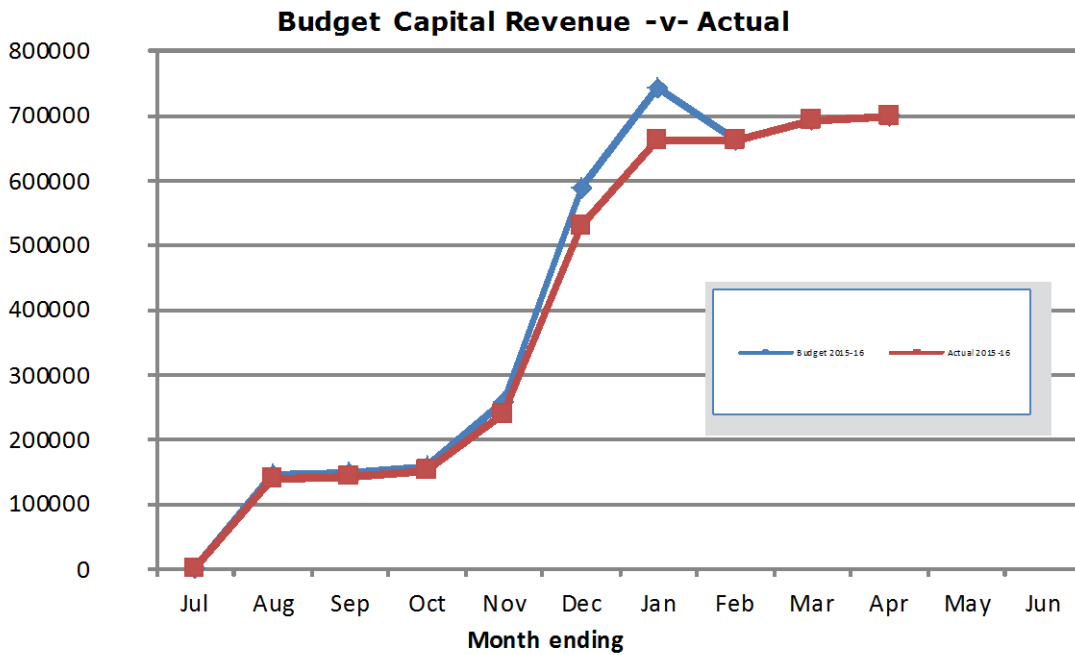


**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2016**

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



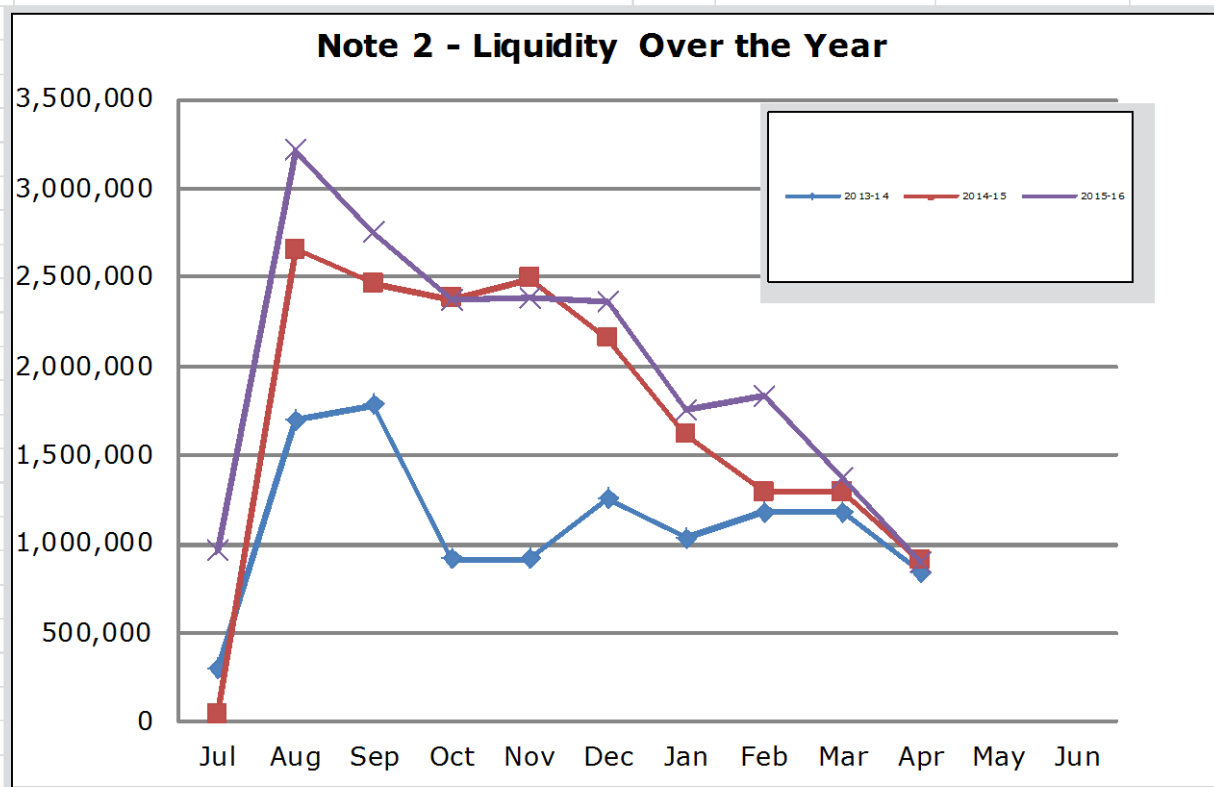
**Comments/Notes - Capital Expenses**



**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2016**

**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>1,121,515</b>	1,121,947	928,676
Cash Restricted		<b>2,918,484</b>	2,596,705	2,215,914
Receivables		<b>1,335,828</b>	1,044,832	859,649
Prepayments & Accruals		<b>0</b>	0	0
Inventories		<b>12,501</b>	13,326	25,953
		<b>5,388,327</b>	4,776,810	4,030,192
<b>Less: Current Liabilities</b>				
Payables and Provisions		<b>(1,571,713)</b>	(1,279,654)	(976,247)
		<b>(1,571,713)</b>	(1,279,654)	(976,247)
Less: Cash Restricted		<b>(2,918,484)</b>	(2,596,705)	(2,215,914)
<b>Net Current Funding Position</b>		<b>898,130</b>	<b>900,451</b>	<b>838,031</b>





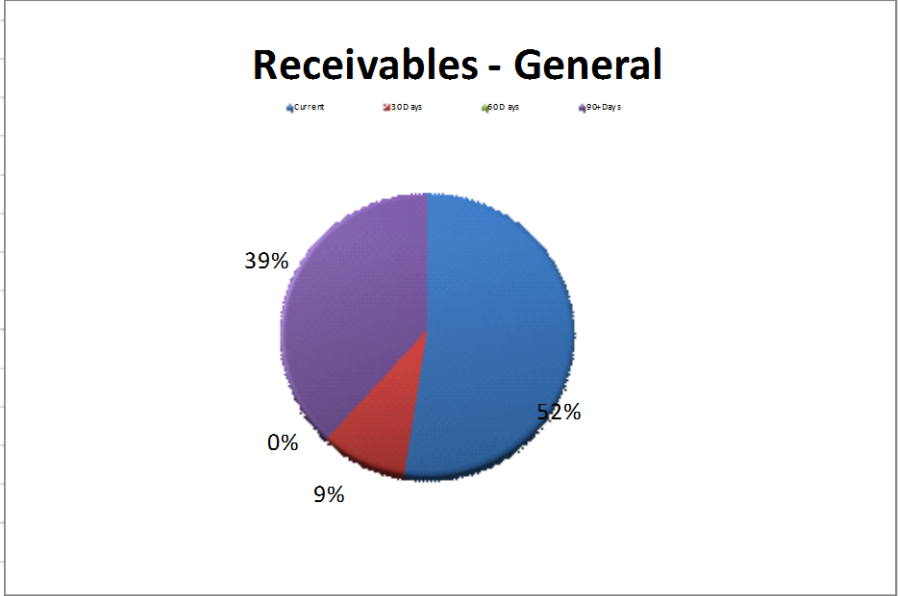
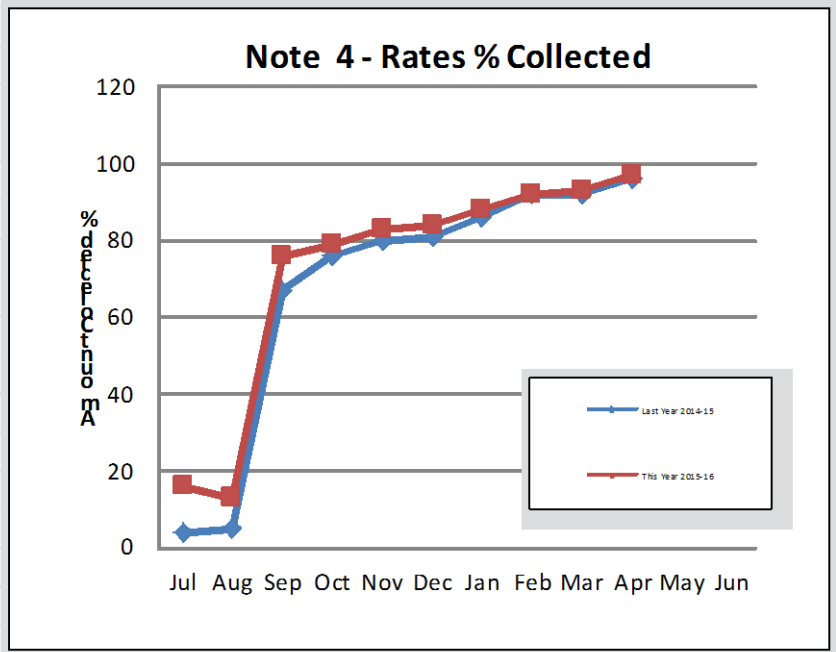
**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2016**

**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
Less Collections to date	<b>(2,105,358)</b>	<b>(1,897,644)</b>
<b>Equals Current Outstanding</b>	<b>58,756</b>	<b>69,188</b>
<b>Net Rates Collectable</b>	58,756	69,188
<b>% Collected</b>	97.28%	96.48%

<b>Receivables - General</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+Days</b>
	\$	\$	\$	\$
	17,230	2,997	0	12,646
<b>Total Outstanding</b>				<b>32,873</b>

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



**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2016**

**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	7,547	100,000	0	(85,000)	0	380,300	362,207
Housing Reserve	310,210	9,306	9,531	485,000	430,000	(40,000)	0	764,516	749,741
Furniture and Equipment Reserve	13,597	408	289	10,000	0	0	0	24,005	13,886
Municipal Buildings & Facilities Reserve	83,312	2,499	1,773	30,000	0	0	0	115,811	85,085
Townscape and Footpath Reserve	235,807	7,074	5,018	0	0	(200,000)	0	42,881	240,825
Land Development Reserve	122,707	3,681	2,611	0	0	0	0	126,388	125,318
Sewerage and Drainage Scheme Reserve	199,455	5,984	3,372	50,000	0	(150,000)	(128,000)	105,439	74,827
Road and Bridge Infrastructure Reserve	45,568	1,367	970	10,000	0	0	0	56,935	46,538
Health & Aged Care Reserve	708,616	21,258	15,078	50,000	0	(145,000)	0	634,874	723,694
Community Bus Reserve	50,770	1,523	1,080	5,000	0	0	0	57,293	51,850
Sport & Recreation Reserve	9,856	296	210	0	0	0	0	10,152	10,066
Rehabilitation & Refuse Reserve	34,410	1,032	732	5,000	0	0	0	40,442	35,142
Saddleback Building Reserve	47,533	1,426	1,011	0	0	0	0	48,959	48,544
Caravan Park Reserve	124,544	3,736	2,650	0	0	0	0	128,280	127,194
Brookton Heritage/Museum Reserve	31,005	930	660	2,500	0	0	0	34,435	31,665
Kweda Hall Reserve	19,513	585	415	2,500	0	0	0	22,598	19,928
Aldersyde Hall Reserve	19,513	585	415	2,500	0	0	0	22,598	19,928
Railway Station Reserve	19,513	585	415	2,500	0	(18,000)	0	4,598	19,928
Madison Square Units Reserve	16,778	503	357	0	0	0	0	17,281	17,135
Cemetery Reserve	63,264	1,898	1,346	0	0	(51,080)	0	14,082	64,610
Water Harvesting Reserve	49,322	1,480	1,049	0	0	(26,000)	0	24,802	50,371
	<b>2,559,953</b>	<b>76,799</b>	<b>56,530</b>	<b>755,000</b>	<b>430,000</b>	<b>(715,080)</b>	<b>(128,000)</b>	<b>2,676,672</b>	<b>2,918,483</b>



**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	291,485	290,000	(1,485)
115,500	145,000	29,500	7 Montgomery Street	176,490	140,000	(36,490)
29,385	22,000	(7,385)	Shire Planner Vehicle			0
110,439	100,000	(10,439)	Grader D Series	116,292	87,000	(29,292)
25,301	22,000	(3,301)	Works Supervisors Ute	21,895	20,909	(986)
7,121	10,000	2,879	Single Cab Utility	8,076	10,000	1,924
						0
<b>577,243</b>	<b>694,000</b>	<b>116,757</b>	<b>Totals</b>	<b>614,239</b>	<b>547,909</b>	<b>(66,330)</b>

**Comments - Capital Disposal**

Summary Acquisitions	Adopted Budget		
	Budget	Actual	Variance
	\$	\$	\$
<b>Property, Plant &amp; Equipment</b>			
Land and Buildings	1,202,878	470,834	732,044
Plant & Equipment	607,000	765,168	(158,168)
Furniture & Equipment	21,750	54,600	(32,850)
<b>Infrastructure</b>			
Roadworks & Bridge Works	1,031,390	842,270	189,120
Parks & Gardens	30,000	0	30,000
Sewerage & Drainage	166,000	127,057	38,943
<b>Totals</b>	<b>3,059,018</b>	<b>2,259,929</b>	<b>799,090</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2016**

**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	-	5,882	11,963	136,533	130,452	4,868	9,518
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	46,892	-	7,463	7,463	39,429	39,429	1,654	2,681
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	309,142	-	15,678	16,203	293,464	292,939	20,045	21,461
<b>Governance</b>												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	64,357	-	3,921	3,921	60,436	60,436	2,590	4,150
<b>Education &amp; Welfare</b>												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	102,601	-	6,959	6,959	95,642	95,642	3,634	5,771
<b>Housing</b>												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	169,292	-	11,482	11,482	157,810	157,810	5,996	9,522
<b>Community Amenities</b>												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	71,821	-	4,871	4,871	66,950	66,950	2,544	4,040
<b>Transport</b>												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	169,292	-	11,482	11,482	157,810	157,810	5,996	9,522
<b>Recreation and Culture</b>												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	768,751	-	40,293	40,293	728,458	728,458	48,538	53,360
					<b>1,844,563</b>	<b>0</b>	<b>108,031</b>	<b>114,637</b>	<b>1,736,532</b>	<b>1,729,926</b>	<b>95,865</b>	<b>120,025</b>

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

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2016**

**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%	170,173				170,173	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	951,342				951,342	Bendigo	
Trust Cash at Bank	1.50%			34,188		34,188	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	2.85%		2,918,484			2,918,484	Bendigo	02/06/2016
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>		1,121,515	2,918,484	41,619	5,000	4,086,618		

**Comments/Notes - Investments**

**Investment Management Strategy for Kalkarni Bonds**

The total bond/RAD amounts are invested with Bankwest for a term of 90 days at the rate of 2.5% to 3% with a maturity date of 30 April 2016.

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2016**

**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**

The receipt of a new fire tender is classified as a non cash financial contribution. The resulted in a favourable variance of \$347k.

**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 (\$223K). However, the forecasted position received from Baptisitcare, indicates that budget targets will be achieved.

**Housing**

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

**Community Amenities**

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

**Recreation and Culture**

The variance between budget and actual here is because the budget reflects income from grants to complete capital projects on the WB Eva Pavilion and Nature Play Park. Applications for these grants are pending.

**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**

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 reduction in expenditure here relates to lower than expected contract costs for Kalkarni Aged Residential Facility (\$88k).

**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**

This underspend reflects a budget expectation that the \$25k for the Economic Development Strategy would have been spent in the first 6 months of the year.

**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 reflects the capitalisation of the new Fire Tender. This was not included in the annual budget nor the budget review.	
<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 30 April 2016**

**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 30 April 2016
	\$	\$	\$	\$
Housing Bonds	1,080	1,920	(2,280)	720
Other Bonds	11,430	13,865	(14,875)	10,420
Rates Incentive Prize	0	200	(200)	0
Staff AFL Tipping	200	0	(200)	0
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	(5,411)	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	4,915	0	0	4,915
Unclaimed Money	430	0	(430)	0
	<b>49,030</b>	<b>15,985</b>	<b>(23,396)</b>	<b>41,619</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Kalkarni Aged Care Facility**  
**For the Period Ended 30 April 2016**

**Note 11: Kalkarni Aged Care Facility**

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a)	Var. % (b) - (a) / (b)	Var.
		\$	\$	\$	\$	%	
<b>Operating Revenue</b>							
Fees & Charges		730,448	608,707	608,707	0	0.00%	
Grants & Subsidies		2,966,461	2,472,051	2,248,833	(223,217)	(9.03%)	
Reimbursements & Donations		250	208	0	(208)	(100.00%)	
Other Income		3,333	2,778	0	(2,778)	(100.00%)	
<b>Total Revenue</b>		<b>3,700,492</b>	<b>3,083,743</b>	<b>2,857,540</b>	<b>(226,203)</b>	<b>(7.34%)</b>	
<b>Operating Expenses</b>							
Building Maintenance		0	0	0	0	0.00%	
Interest Expenses		(5,771)	(4,809)	(3,634)	1,175	(24.44%)	
Insurance Expenses		(17,000)	(17,000)	(14,311)	2,689	(15.82%)	
Building Maintenance		(47,700)	(39,750)	(20,018)	19,732	(49.64%)	▼
Loss on Sale of Asset		0	0	0	0	0.00%	
Depreciation		(199,200)	(166,000)	(169,251)	(3,250)	1.96%	
ABC Administration Expenses		(21,559)	(17,966)	(16,800)	1,166	(6.49%)	
Contract Expenses		(3,594,909)	(2,995,758)	(2,907,564)	88,194	(2.94%)	▼
<b>Total Expenses</b>		<b>(3,886,139)</b>	<b>(3,241,283)</b>	<b>(3,131,577)</b>	<b>109,706</b>	<b>3.38%</b>	
<b>Operating Surplus (Deficit)</b>		<b>(185,647)</b>	<b>(157,540)</b>	<b>(274,037)</b>	<b>(116,497)</b>	<b>-74%</b>	
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		199,200	166,000	169,251	3,250	1.96%	
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%	
<b>Net Operating Surplus (Deficit)</b>		<b>13,553</b>	<b>8,461</b>	<b>(104,786)</b>	<b>(113,247)</b>	<b>(1338.48%)</b>	
<b>Capital Revenues</b>							
KBC Capital Income		184,830	154,025	154,025	(0)	(0.00%)	
Transfer from Reserves	5	145,000	0	0	0	0.00%	
<b>Total</b>		<b>329,830</b>	<b>154,025</b>	<b>154,025</b>	<b>(0)</b>	<b>(0)</b>	
<b>Capital Expenses</b>							
Land and Buildings	6	(252,330)	(30,000)	(28,461)	1,539	0.00%	
Plant and Equipment	6	0	0	0	0	0.00%	
Furniture and Equipment	6	0	(25,000)	(23,391)	1,609	0.00%	
Repayment of Debentures	7	(6,959)	(6,959)	(6,959)	0	0.00%	
Transfer to Reserves	5	(71,258)	(17,715)	(15,078)	2,637		
<b>Total</b>		<b>(330,547)</b>	<b>(79,674)</b>	<b>(73,889)</b>	<b>5,785</b>		
<b>Net Capital</b>		<b>(717)</b>	<b>74,351</b>	<b>80,136</b>	<b>5,785</b>	<b>7.78%</b>	
<b>Closing Funding Surplus(Deficit)</b>		<b>12,836</b>	<b>82,812</b>	<b>(24,651)</b>	<b>(107,462)</b>		

## 12.05.16.03 PLANT AND WORKS COMMITTEE MINUTES – 21 APRIL 2015

### 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> May 2016

**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 adopt the recommendations from the Plant and Works Committee Meeting held on 21<sup>st</sup> April 2016.

### Background:

A Plant and Works Committee meeting was held on the 21<sup>st</sup> April 2016.

### Detail:

The committee considered various items including the road inspection, road program and plant replacement program.

### Statutory and Legal Considerations:

Nil

### Policy Considerations:

Nil

### Consultation:

Nil.

### Financial Implications:

The recommendations will be included and considered as part of the 2016/17 annual budget and the Long Term Financial Plan.

### Strategic Community Plan (2013 – 2023)

Strategy 3.1.1 - *Develop and implement long-term Asset Management Plans for all Council assets*

Strategy 3.1.2 - *Implement the townscape improvement plan*



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

Activities and Services - *Develop plans and seek funding to implement prioritized objectives.*

**Officer's Comment:**

The following recommendations were carried by the Committee:

**8.04.16.01 Updated 10 Year Plant Replacement Plan**

**RECOMMENDATION:**

**8.04.16.01**

That the Ten (10) Year Plant Replacement Plan as presented be adopted.

**9.04.16.01 Brookton-Kweda Road**

Deteriorated length of road near salt area

**RECOMMENDATION**

**9.04.16.01**

That Council request staff to investigate and supply more information on costing.

**9.04.16.02 Austin Road**

Heavy Vehicle Traffic

**RECOMMENDATION**

**9.04.16.02**

That Council request staff to apply to Main Roads WA to reassess Austin Road for RAV level and conditions.

**9.04.16.03 Junction of Mills Road and Brookton Highway**  
Blind Spot– Due to scrub/trees

**RECOMMENDATION**  
**9.04.16.03**

That Council request staff to contact Main Roads WA to:  
Clear scrub/trees on the junction of Mills Road and Brookton Highway.  
Request review of the intersection as Council believes a slip lane is required for safe entering and exiting Mills Road.

**9.04.16.04 Junction of North Aldersyde Road and Brookton Highway**  
Blind Spot– Due to scrub/trees

**RECOMMENDATION**  
**9.04.16.04**

That Council request staff to contact Main Roads WA to clear scrub/trees on the junction of North Aldersyde Road and Brookton Highway.

**9.04.16.05 Junction of Fancote Road and Brookton Highway**  
Blind Spot – Due to scrub/trees

**RECOMMENDATION**  
**9.04.16.05**

That Council request staff to contact Main Roads WA to clear scrub/trees on the junction of Fancote Road and Brookton Highway.

**9.04.16.06 Fancote Road Condition**  
Assess for gravel sheeting

**RECOMMENDATION**  
**9.04.16.06**

That Council request Fancote Road to be graded with winter program schedule and condition reassessed next Summer.

**9.04.16.07 Junction of North-Nalya Road and Brookton Highway**  
Blind Spot – Due to scrub/trees

**RECOMMENDATION**  
**9.04.16.07**

That Council request staff to contact Main Roads WA to clear scrub/trees on the junction of Fancote Road and Brookton Highway.

**9.04.16.08 King Street (Brookton Highway to Jose St intersection)**  
Speeding Traffic.

**RECOMMENDATION**

**9.04.16.08**

That Council request staff to budget and install traffic calming devices when widening works is programed.

**9.04.16.09 Buckingham Road**  
Realignment.

**RECOMMENDATION**

**9.04.16.09**

That Council request staff to investigate to supply more information on costing.

**9.04.16.10 Various missing signs**

Boundary signs - Dangin-Mears Road, Lake Mears Road  
Thompson Road Sign missing.  
Aldersyde-Pingelly Rd request a to Brookton-Kweda Road Sign

**RECOMMENDATION**

**9.04.16.10**

That Council request staff to replace missing signs scheduled with the winter maintenance program.

**9.04.16.11 Mills Road**

Surface condition and trees planted by adjoining farmer.

**RECOMMENDATION**

**9.04.16.11**

Cr Wilkinson will discuss with owner about tree pruning on Mills Road and works will be programed according to outcome and future budgets.

- 9.04.16.12 Truck Bay, Brookton Highway (Located between Mills Road and Masonville gateway (Colin Mills property))**  
Dumped rubbish in bay.

**RECOMMENDATION**

**9.04.16.12**

That Council request staff to contact Main Roads WA to clear rubbish in the truck bay near Mills Road on Brookton Highway.

**10.04.16.01 Road Works Programme for 2016/17 Budget.**

Refer attached programme and project information (attachment 12.05.16.03A).

**RECOMMENDATION**

**10.04.16.1**

That Council adopt the 2016/17 Road Works Programme as attached.

**11.04.16.01 Endorse Ten Year Road Programme.**

Refer attached programme and project information (attachment 12.05.16.03A)

**RECOMMENDATION**

**11.04.16.1**

That Council adopt the 2016/17 Ten (10) Year Road Programme as attached.

**Voting Requirements:**

Simple Majority.

**Officer's Recommendation:**

That Council adopts the Plant and Works Committee recommendations 8.04.16.1, 9.04.16.1 to 9.04.16.12, 10.04.16.1 and 11.04.16.1 contained in the Plant and Works Committee Minutes of 21<sup>st</sup> April 2016 (separate attachment 12.05.16.03A).

## 13.05.16 GOVERNANCE

### 13.05.16.01 DELEGATIONS REGISTER REVIEW - 2016

<b>FILE REFERENCE:</b>	N/A
<b>AUTHORS NAME AND POSITION:</b>	Darren Friend CEO
<b>NAME OF APPLICANT/RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	10 May 2016
<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 purpose in delegation of authority is to assist Council in carrying out its powers and functions by enabling it to delegate to the Chief Executive Officer in the first instance and, under some Acts, other staff certain powers and functions that enables the functional day-to-day operations of the organisation.

It is a requirement under the *Local Government Act 1995* that Council review its delegations at least once every financial year. Council last reviewed its Delegated Authorities in June 2015.

#### **Details:**

There are no significant changes required. The review has shown some delegations require minor updates to conform to current legislation.

#### **Statutory and Legal Considerations: Local Government Act 1995**

##### **5.42. Delegation of some powers and duties to CEO**

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
  - (a) this Act other than those referred to in section 5.43; or
  - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

\* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

*[Section 5.42 amended by No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]*

#### **5.43. Limits on delegations to CEO**

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

*[Section 5.43 amended by No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23.]*

#### **5.44. CEO may delegate powers and duties to other employees**

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
  - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
  - (b) the exercise of that power or the discharge of that duty by the CEO's delegate,

are subject to any conditions imposed by the local government on its delegation to the CEO.

- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —  
**conditions** includes qualifications, limitations or exceptions.

[Section 5.44 amended by No. 1 of 1998 s. 14(1).]

#### **5.45. Other matters relevant to delegations under this Division**

- (1) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
  - (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
  - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
  - (a) a local government from performing any of its functions by acting through a person other than the CEO; or
  - (b) a CEO from performing any of his or her functions by acting through another person.

#### **5.46. Register of, and records relevant to, delegations to CEO and employees**

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

## **Local Government (Administration) Regulations 1996**

### **18G. Delegations to CEOs, limits on (Act s. 5.43)**

Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government cannot delegate to a CEO —

- (a) section 7.12A(2), (3)(a) or (4); and
- (b) regulations 18C and 18D.

*[Regulation 18G inserted in Gazette 31 Mar 2005 p. 1039.]*

### **19. Delegates to keep certain records (Act s. 5.46(3))**

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

- (a) how the person exercised the power or discharged the duty; and
- (b) when the person exercised the power or discharged the duty; and
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

#### **Policy Considerations:**

Some Delegations are “linked” to Council Policies however, there is no specific Council Policy relevant to this report.

#### **Consultation:**

Senior Staff

#### **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 Department of Local Government and Communities (DLGC) Operational Guidelines for Delegations states that “*duties and powers which are operational in nature, but exercise a 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 changes to the delegations register and is included at the end of the document shown as an attachment to this report.

<b>SUMMARY OF CHANGES</b>		
Delegation Number	Addition/Deleted/Amended	Description
1.1 Payment from Municipal & Trust Accounts	Amended	Include CSM as signatory/authorised Officer
1.3 Tenders	Amended	Tender threshold increased to \$150,000
1.9 Private Telephone Use	Delete	Fixed Telephone lines not always used by tenants
1.10 Management – Engagement of Professionals	Amended	On-delegation to Officers
1.39 Authorised Officers	Amended	Update to include Cat Act

**Voting Requirements:**  
Absolute Majority

**Officer's Recommendation:**

**That Council adopts the Delegations Register, shown as a separate attachment 13.05.16.01A to this report.**

### 13.06.16.02 REVIEW OF POLICY MANUAL - 2016

<b>FILE REFERENCE:</b>	Policy Manual
<b>AUTHORS NAME AND POSITION:</b>	Darren Friend CEO
<b>NAME OF APPLICANT/RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	10 May 2016
<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 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 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 2015. The review also includes some minor updates to reflect any changes in legislation and position titles, etc.

As part of last year's review process, there was a change to the structure and format of the policy manual. The former Governance Policies are referred to as Council Policies, Statutory and Planning Policies remain the same and Significant Accounting Policies were included within the body of the Policy Manual.

Prior to this, the Management Procedures were separated from the Policy Manual as these are mainly guidelines, standards/conditions or procedures that are developed for administrative and operational requirements. As part of the annual review

process these are shown as a separate document which will continue to reflect the internal focus of these policies and procedures

The Delegations Register, which contains a number of references to Council's policies has also been reviewed and is shown as a separate agenda item.

**Statutory and Legal Considerations:  
Local Government Act 1995.**

**2.7. Role of council**

- (1) The council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
  
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

*[Section 2.7 amended by No. 17 of 2009 s. 4.]*

**Policy Considerations:**

There is no Council Policy relevant to this report.

**Consultation:**

Staff/Council

**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>Review SUMMARY OF CHANGES</b>			
<b>Date</b>	<b>Policy Number</b>	<b>Addition/Deleted/Amended</b>	<b>Description</b>
July 2015	1.27 Aged Care	Addition	New Policy – 1.27
July 2015	1.28 Disability Access and Inclusion	Amended/Addition	2013 policy amended/updated. Original policy not included as part of Policy Manual.
Nov 2015	1.15 Corporate Credit Card	Amended	Policy amended. Inclusion of Credit Cards for DCEO & PWS.
Sept 2015	1.25 Councillor I- pads	Addition	To define the provision of iPads ownership for new Councillors.
Sept 2015	1.26 Social Media	Addition	The Shire recognises that social media provides opportunities for enhanced community engagement, two way communications, and improved access by residents to information on delivery of services.
Sept 2015	2.16 Liquidity Management Strategy	Addition	The purpose of this policy is to ensure that the Shire of Brookton's liquidity in its role as an Approved Provider under the Aged Care Act 1997 is correctly and effectively managed at all times in respect of accommodation bonds held on behalf of residents of the Kalkarni Aged Care Residential Facility.
Sept 2015	2.17 Investment Management Strategy	Addition	The investments objective of the Shire of Brookton, in its role as an Approved Provider under the Aged Care Act 1997, is to manage the accommodation bonds held on behalf of residents of the Kalkarni Aged Care Residential Facility.

Feb 2016	2.16 Liquidity Management Strategy	Amended	Changes required in accordance with Aged Care Act.
Feb 2016	1.24 Asset Management	Amended	Changes required in accordance with updated Integrated Planning and Reporting (IPR) requirements.
Feb 2016	1.27 – now 1.29 Waiving and/or Discounting of Hire Fees and Charges	Addition	New Policy delegating authority to the CEO.
Feb 2016	2.11 Purchasing	Amended	Changes required following amendments to Tender threshold.
Feb 2016 & April 2016	1.16 Buy Local	Amended	Changes required following amendments to Tender threshold.
April 2016	4.1 Significant Accounting Policies	Amended	Changes made to reflect updated rates of depreciation.
April 2016	2.17 Discrimination, Harassment & Bullying	Addition	New Statutory Policy.

## Management Policy & Procedures:

### SUMMARY CHANGES

Policy Number	Addition/Deleted/Amended	Description
1.9 Corporate Uniforms	Amended	Increase in annual provision
1.13 Use of Council vehicles	Amended	Remove cap/limit Change log book requirements
1.15 Telephone Charges	Delete	Use/issue of mobile phones – relates to delegations
1.18 Bank Signatories	Amended	Include CSM as signatory - relates to delegations
1.22 Concessions on Commercial & Farming Properties owned by Pensioners	Delete	By deleting policy, rebate reverts to Act with current capped amount introduced by State Govt.
1.23 Hall Hire	Amend	Inclusion of 15% Administration fee - relates to delegations
1.25 Caravan Park Permanent Residents	Proposed Amendment	Review of Permanents' numbers – possible increase
1.32 Employees Study Leave	Delete	Policy doesn't say anything
1.33 Conferences	Delete	Policy doesn't say anything
1.34 Business Ephemeral Records	Amend	Update following Magiq Electronic Records System installation

1.36 E-Mail	Amend	Update following Magiq Electronic Records System installation
1.37 Electronic Records	Amend	Update following Magiq Electronic Records System installation
1.38 Archiving	Amend	Update following Magiq Electronic Records System installation
1.39 Vital & Legal Documents	Amend	Update following Magiq Electronic Records System installation
1.40 Correspondence	Delete	Update following Magiq Electronic Records System installation
1.41 Brookton All Hours Gym	Addition	Policy adopted November 2013 – Not included in Policy Manual Recommend inclusion in Management Policy and Procedures

**Voting Requirements:**

Simple Majority

**Officer's Recommendation:**

1. That the Policy Manual, shown as an attachment to this report be adopted by Council.
2. That the Management Policies and Procedures, shown as an attachment to this report be endorsed by Council.

**SEPARATE ATTACHMENT 13.06.15.02A**  
**SEPARATE ATTACHMENT 13.06.15.02B**



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

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

**16.05.16 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.***

#### **17.05.16 NEXT MEETING & CLOSURE**

The next Ordinary meeting of Council will be on Thursday 16 June 2016 at 12.30 pm.

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