



Shire of Brookton

## ORDINARY COUNCIL MEETING

### MINUTES

Thursday 19 May 2016

These minutes were confirmed by Council as a true and correct record of the Ordinary Council meeting held on Thursday 19 May 2016.

**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 19 May 2016.**  
**Commencing at 12.30 pm.**

TABLE OF CONTENTS

**Contents**

|                  |  |          |
|------------------|--|----------|
| <b>1.05.16</b>   | <b>DECLARATION OF OPENING / ATTENDANCE / APOLOGIES.....</b>                                      | <b>4</b> |
| <b>2.05.16</b>   | <b>ANNOUNCEMENT OF VISITORS .....</b>  | <b>4</b> |
| <b>3.05.16</b>   | <b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE ...</b>                                 | <b>4</b> |
| <b>4.05.16</b>   | <b>PUBLIC QUESTION TIME .....</b>  | <b>4</b> |
| <b>5.05.16</b>   | <b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>   | <b>5</b> |
| <b>6.05.16</b>   | <b>PETITIONS/ DEPUTATIONS / PRESENTATION ERROR! BOOKMARK NOT DEFINED.</b>                        |          |
| <b>7.05.16</b>   | <b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....</b>   | <b>6</b> |
| <b>8.05.16</b>   | <b>ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION .....</b>                            | <b>6</b> |
| <b>9.05.16</b>   | <b>DECLARATIONS BY MEMBERS &amp; OFFICERS.....</b>   | <b>6</b> |
| <b>10.05.16</b>  | <b>TECHNICAL &amp; DEVELOPMENT SERVICES REPORTERROR! BOOKMARK NOT DEFINED.</b>                   |          |
|                  | <i>10.05.16.01 DEVELOPMENT APPLICATION – LODGING HOUSE – 17 (LOT 54) LEFROY STREET, BROOKTON</i> |          |
|                  | <i>10.05.16.02 SUBDIVISION APPLICATION – 31 (LOT 166) GAYNOR STREET, BROOKTON</i>                |          |
| <b>11.05.16.</b> | <b>COMMUNITY SERVICE REPORT .....ERROR! BOOKMARK NOT DEFINED.</b>                                |          |
|                  | <i>11.05.16.01 LES MCMULLEN MEMORIAL RECREATION GRANT COMMITTEE</i>                              |          |

- 12.05.15 FINANCE & ADMINISTRATION REPORT ..... ERROR! BOOKMARK NOT DEFINED.**  
*12.05.16.01 LIST OF ACCOUNTS FOR PAYMENT*
- 12.05.16.02 FINANCIAL STATEMENTS OF FINANCIAL FOR ACTIVITY FOR THE PERIOD 30 APRIL 2016*
- 12.05.16.03 PLANT AND WORKS COMMITTEE MINUTES – 21 APRIL 2015*
- 13.05.15 GOVERNANCE ..... ERROR! BOOKMARK NOT DEFINED.**  
*13.05.16.01 DELEGATIONS REGISTER REVIEW - 2016*  
*13.06.16.02 REVIEW OF POLICY MANUAL - 2016*
- 14.05.15. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN..... ERROR! BOOKMARK NOT DEFINED.**
- 15.05.16. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING – ELECTED MEMBERS, OFFICERS ERROR! BOOKMARK NOT DEFINED.**
- 16.05.16. CONFIDENTIAL REPORT ..... ERROR! BOOKMARK NOT DEFINED.**
- 17.05.16. NEXT MEETING & CLOSURE ..... ERROR! BOOKMARK NOT DEFINED.**

## **1.05.16 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES**

The Chief Executive Officer opened the meeting at 12.33pm and welcomed Councillors and staff.

### **Attendance**

#### Elected Members

|                 |                                    |
|-----------------|------------------------------------|
| Cr KT Wilkinson | Shire President (Presiding Member) |
| Cr KL Crute     |                                    |
| Cr LS Allington |                                    |
| Cr R T Fancote  |                                    |
| Cr NC Walker    |                                    |
| Cr KH Mills     |                                    |

#### Staff

|                    |  |
|--------------------|--|
| Darren Friend      | Chief Executive Officer                      |
| Evelyn Arnold      | Deputy Chief Executive Officer               |
| Stefan De Beer     | Shire Planner                                |
| Carina Whittington | Community Services Manager                   |
| Gail Lilly         | Executive Support and Administration Officer |

#### Members of the Public

Peter Roberts  
Elliot Alfirevich  
Danai Sianou

#### Apologies

Cr TM Eva

#### Leave of Absence

## **2.05.16 ANNOUNCEMENT OF VISITORS**

Peter Roberts  
Elliot Alfirevich  
Danai Sianou

## **3.05.16 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

*NIL*

## **4.05.16 PUBLIC QUESTION TIME**

Peter Roberts - Rebate on Rural properties. Mr Roberts had been in touch with Beverley Shire who advised Mr Roberts they have a rates concession in place for the ratepayers of the Shire. Request was made regarding rate assistance. Shire President requested a letter be sent to Mr Roberts advising of the 2015/2016 State Budget changes from 1 July 2016, the 50%concession allowed to eligible pensioners on local government rates would be restricted to a capped amount.

## **5.05.16 APPLICATIONS FOR LEAVE OF ABSENCE**

*NIL*

**6.05.16 PETITIONS/ DEPUTATIONS / PRESENTATION**

Presentation 12.40pm

Elliott Alfirevich – Project Coordinator,  
Australian Corporate Property and Projects  
Kalkarni Generator

## 7.05.16 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### Council Resolution

7.05.16.01

Moved Cr Crute                      Seconded Cr Allington

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers on Thursday 21 April 2016 be confirmed as a true and correct records of proceedings.

**CARRIED 6-0**

## 8.05.16 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

### Condolences

Kevin O'Connor father in law

Isobel Johnson

Brad McLean (Kevin & Glenis McLean)

Pat Cliff

## 9.05.16 DECLARATIONS BY MEMBERS & OFFICERS

Further to the Declarations made at the April 2016 Council Meeting Re: Agenda Item 10.04.16.01.

DLGC advice reads as follows:

"I refer to the Shire's Application for Approval under section 5.69 of the *Local Government Act 1995* (the Act) and our subsequent telephone conversation this afternoon.

The information provided in the application has now been reviewed and it is the Department's view that the disclosing Councillors do not have a financial interest in item 10.05.16.01 *Development Application – Lodging House – 17 (Lot 54) Lefroy Street, Brookton.*

I note that the disclosing Councillors have disclosed that the nature of their interest is a \$2 share in CBH. However, an indirect financial interest in the matter due to shareholdings would only exist for the Councillors where the value of the shares exceeds:

\$10,000; or

1% of the total value of the issued share capital of the company.

Should the shares exceed the prescribed amount or percentage, then the Councillors would be 'closely associated' with CBH, in accordance with section 5.62(1)(d)(ii) of the Act, and this would give rise to an indirect financial interest. However, given the information provided, a financial interest under the Act would not be applicable in this circumstance.

Notwithstanding this, it would be appropriate for the Councillors to declare an Impartiality Interest under the *Local Government (Rules of Conduct) Regulations 2007* prior to Council's deliberations on the matter. As you are aware, this allows them to remain in the meeting and vote on the matter.

At this stage, the Department considers that no further action is necessary in relation to the Shire's Application.

Please confirm whether this advice is accepted by the Shire".

***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> |
|-----------------|----------------|-------------------------|---------------------------|
| 10.05.16.01     | Cr Wilkinson   | Impartiality            | CBH Shareholder           |
| 10.05.16.01     | Cr Walker      | Impartiality            | CBH Shareholder           |
| 10.05.16.01     | Cr Mills       | Impartiality            | CBH Shareholder           |
|                 |                |                         |                           |
|                 |                |                         |                           |

## 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.**

**Council Resolution:**

**10.05.16.01**

**Moved Cr Fancote**

**Seconded Cr Mills**

**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:**

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

**The applicant is advised a building permit is required prior to commencement of any building works.**

**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.**

**CARRIED6.0 -**



OUR REF: 7301751  
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 22 252 804 947  
Cayley House, 21 Tindal Street  
Westport, Western Australia 6006  
2FO Box 1706  
Perth, Western Australia 6240  
Co-operative Centre  
1000 190 CBH  
T + 61 8 9237 9600  
F + 61 8 9222 3042  
[www.cbh.com.au](http://www.cbh.com.au)  
[cbh.com.au](mailto: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

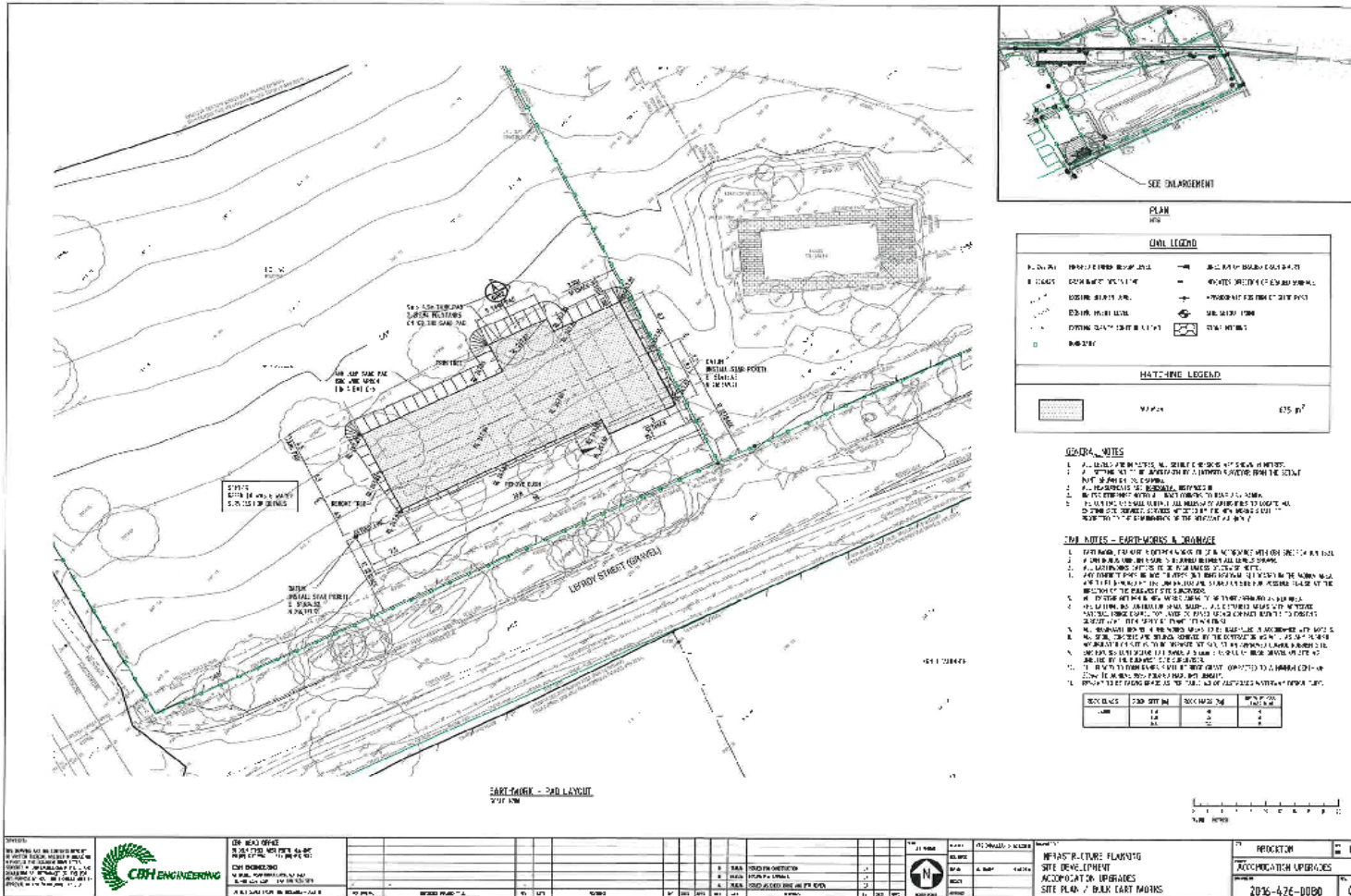
1 Midland Square  
Midland WA 6056  
(00) 9273 7341  
customerservice@landgate.wa.gov.au  
www.landgate.wa.gov.au



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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.

**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.**

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.

**Council Resolution**

**10.05.16.02**

**Moved Cr Crute      Seconded Cr Allington**

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.

**CARRIED 6.0-**

# 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

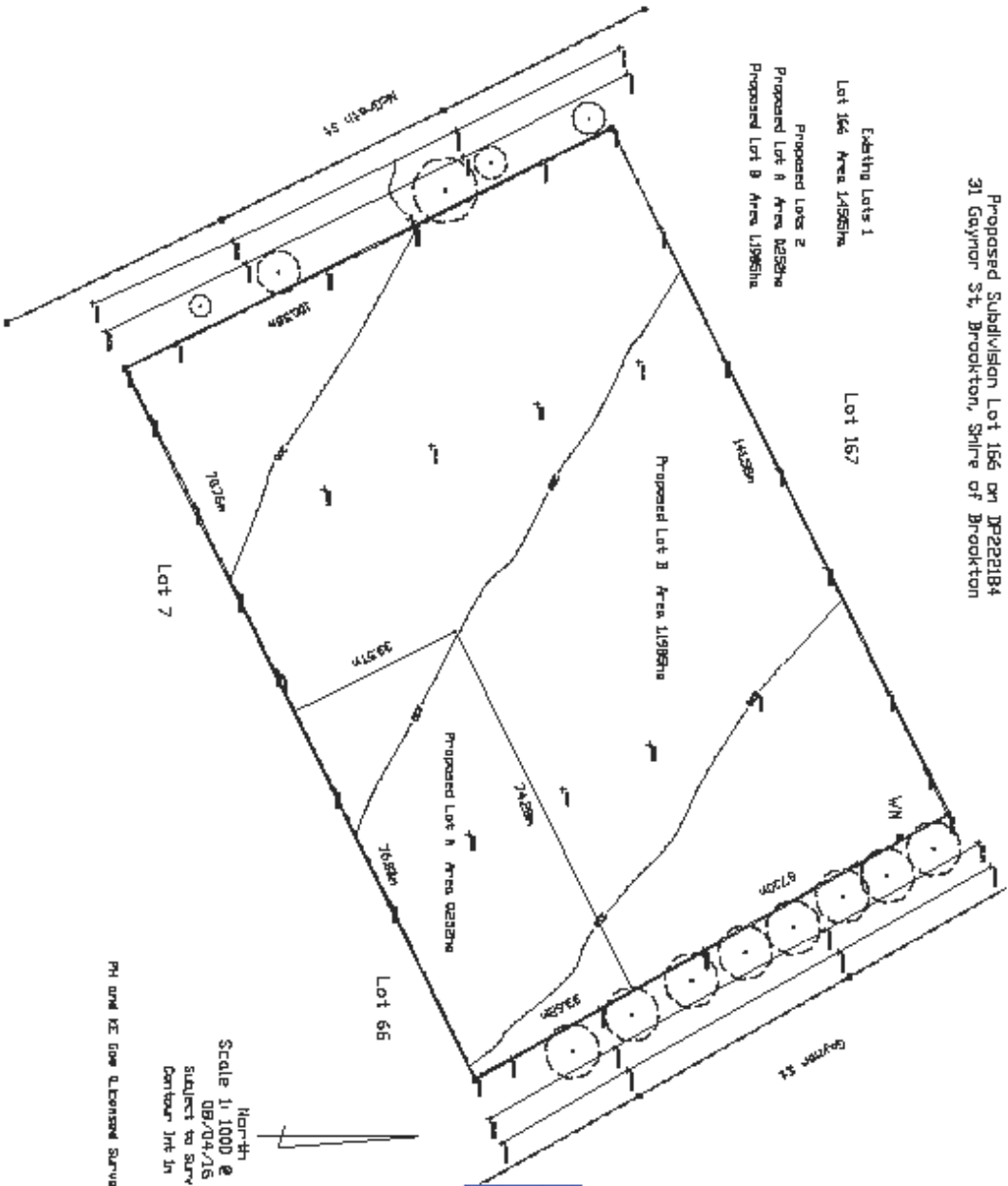
1 Midland Square  
Midland WA 6056  
(08) 9273 7341  
customerservice@landgate.wa.gov.au  
www.landgate.wa.gov.au



  
**Landgate**

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



Existing Lots 1  
 Lot 166 Area 14951m  
 Proposed Lot 2  
 Proposed Lot 3 Area 2252m  
 Proposed Lot 3 Area 13961m

Lot 167

Proposed Lot 3 Area 11981m

Proposed Lot 3 Area 2252m

Lot 66

Lot 7

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

North  
 Scale 1:1000 @ A4 plot  
 08/04/16  
 Subject to survey  
 Contour 1m In

PH 0811 05 000 Licensed Surveyors 98803340

## 11.05.16 COMMUNITY SERVICES REPORTS

### 11.05.16.01 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.

|  |
|--|
| <b>SUMMARY:</b> 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**

**11.05.16.01**

**Moved Cr Allington**

**Seconded Cr Mills**

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

**CARRIED 6.0-**



Shire of Brookton

# LES MCMULLEN MEMORIAL RECREATION GRANTS COMMITTEE MEETING

## MINUTES

Thursday 19 May 2016

These minutes were confirmed by Council as a true and correct record of the Les McMullen Memorial Recreation Grants Committee meeting held on 19 May 2016.

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

**Shire of Brookton**  
**Les McMullen Memorial Recreation Grants Committee Meeting**  
**Held 19 May 2015 in Council Chambers**  
**Commencing at 11.45am**

**TABLE OF CONTENTS**

|          |   |
|----------|---|
| 01.05.16 | DECLARATION OF OPENING/ATTENDANCE   |
| 02.05.16 | ANNOUNCEMENTS OF VISITORS   |
| 03.05.16 | APPLICATIONS FOR LEAVE OF ABSENCE   |
| 04.05.16 | PETITIONS/DEPUTATIONS/PRESENTATIONS   |
| 05.05.16 | CONFIRMATION OF MINUTES OF PREVIOUS MEETING                                       |
| 06.05.16 | ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION                          |
| 07.05.16 | DECLARATIONS BY MEMBERS   |
| 08.05.16 | FINANCE   |
|          | Financial Statement 2015/16   |
| 09.05.16 | 2016 APPLICATIONS   |
|          | Ineligible Applications – Nil   |
|          | Eligible Applications –   |
|          | 09.05.16.01 Brookton Tennis Club Inc  |
|          | 09.05.16.02 Brookton Auskick  |
|          | 09.05.16.03 Brookton Womens Netball Club  |
| 10.05.16 | NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING (Late Reports) |
| 11.05.16 | NEXT MEETING & CLOSURE  |

**01.05.16 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES**

The Presiding Member Cr Neil Walker declared the meeting opened at 11.45am.

Attendance

|                     |                            |
|---------------------|----------------------------|
| Cr Neil Walker      | Presiding Member           |
| Cr Kim Mills        |                            |
| Cr Louise Allington |                            |
| Mr Laurie Lupton    |                            |
| Carina Whittington  | Community Services Manager |

Apologies

Mr Cliff Fishlock  
Cr Travis Eva

Leave of Absence

Nil

**02.05.16 ANNOUNCEMENT OF VISITORS**

Nil

**03.05.16 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**04.05.16 PETITIONS/ DEPUTATIONS / PRESENTATIONS**

Nil

**05.05.16 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Moved Cr Mills Seconded Cr Allington**

**That the minutes of the 2015 Les McMullen Memorial Recreation Grants Committee Meeting on 3 July 2015 be confirmed as a true and correct record of proceedings.**

**CARRIED 4-0**

**Business Arising from Minutes**

Nil



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

**07.05.16 DECLARATIONS BY MEMBERS & OFFICERS**

**Financial, Proximity and Impartiality Interests**

| Item no. | Councillor | Nature of Interest |
|----------|------------|--------------------|
|          |            |                    |

**08.05.16 FINANCIAL STATEMENT**

**LES McMULLEN MEMORIAL RECREATION GRANTS**

**FINANCIAL STATEMENT 2015-16**

|   |                    |
|---|--------------------|
| Opening balance as at 1 May 2015:   | \$ 7,814.29        |
| Add: Interest on Term Deposit 30/06/15  | \$ 267.20          |
|   | <u>\$ 8,081.49</u> |
| Less 2015 Grant Payments  |                    |
| Brookton Womens Hockey Club   | \$ 650.00          |
|   | \$ 650.00          |
| Less Unpresented to be transferred at maturity<br>26/06/16 - Brookton Tennis Club Inc Unused Grant<br>14/15 | \$ 69.50           |
| Closing balance as at 30 April 2016:  | <u>\$ 7,361.99</u> |
| Balance of Term Deposit 137152682 at 30/04/16   | \$ 7,361.99        |

**Moved Cr Mills      Seconded Laurie Lupton**

**That the annual financial statement be received.**

**CARRIED 4-0**

**09.05.16 2016 APPLICATIONS**

Ineligible Applications

Nil

Eligible Applications

09.05.16.01 Brookton Tennis Club Inc  
09.05.16.02 Brookton Auskick  
09.05.16.03 Brookton Womens Netball Club

**Moved Cr Mills Seconded Laurie Lupton**

**That the Committee approve a grant of:**

- 1. \$330.00 to the Brookton Tennis Club Inc for the repair of nets.**
- 2. \$379.00 to the Brookton Auskick for the purchase of new football jumpers and coaching courses.**
- 3. \$162.08 to the Brookton Womens Netball Club for the purchase of netball nets, first aid kit, netballs and sports bag.**

**CARRIED 4-0**

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

**Moved Cr Allington Seconded Laurie Lupton**

**That the Committee recommend to Council that a second grant round is introduced in November with each club eligible for up to \$1000 annually.**

**CARRIED 4-0**

**11.05.16 NEXT MEETING & CLOSURE**

There being no further business the Presiding Member declared the meeting closed at 11.55 am.

## 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

***Trust Account*** \$ 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:**

---

***Municipal Account***

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

---

**Council Resolution**

12.05.16.01

**Moved Cr Crute                      Seconded Cr Allington**

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:**

---

***Municipal Account***

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

---

**CARRIED 6.0 -**

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               | \$ 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  | \$ 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  | SERVICWEST                           | 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                                  | \$ 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.**

**Council Resolution**

**12.05.16.02**

**Moved Cr Fancote                      Seconded Cr Crute**

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

**CARRIED 6.0**

# Shire of Brookton

## MONTHLY FINANCIAL REPORT

For the Period Ended 30 April 2016

### TABLE OF CONTENTS

|  |
|--|
| 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                                  |

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

|   | Note | Current Annual Budget<br>3 | Projected Year End Actual | YTD Budget (a)     | YTD Actual (b)     | Var. \$ (b)-(a)<br>9 | Var. % (b)-(a)/(b)<br>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>         |      |

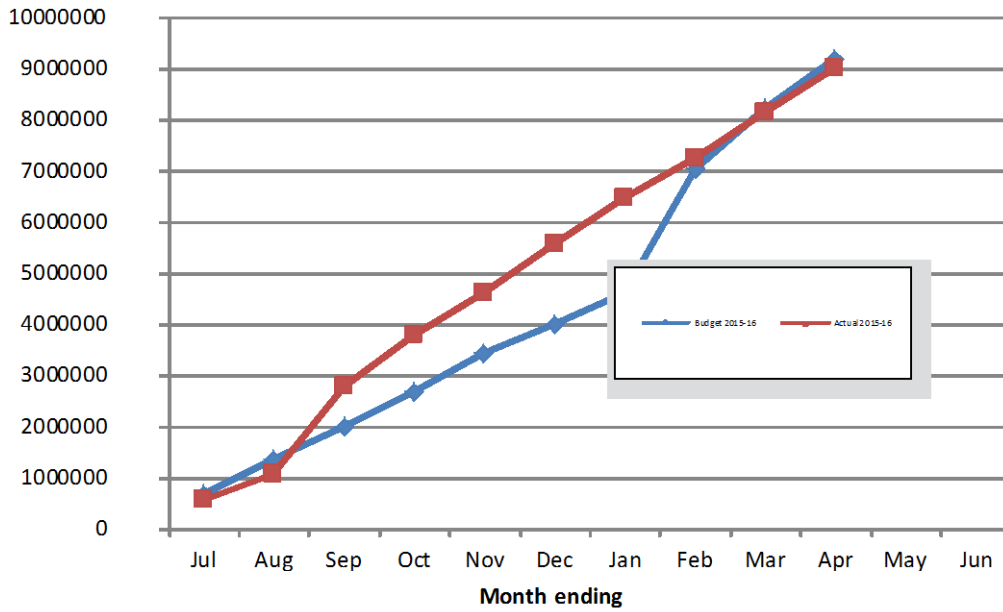
**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Program by Nature and Type**  
**For the Period Ended 30 April 2016**

|   | NOTE | 2015/16<br>Current Budget<br>\$ | 2015/16<br>Projected Year<br>End Actual<br>\$ | 2015/16<br>YTD Budget<br>\$ | 2015/16<br>YTD Actual<br>\$ | Variance<br>YTD Budget vs<br>YTD Actual<br>\$ |
|---|------|---------------------------------|---|-----------------------------|-----------------------------|---|
| <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**

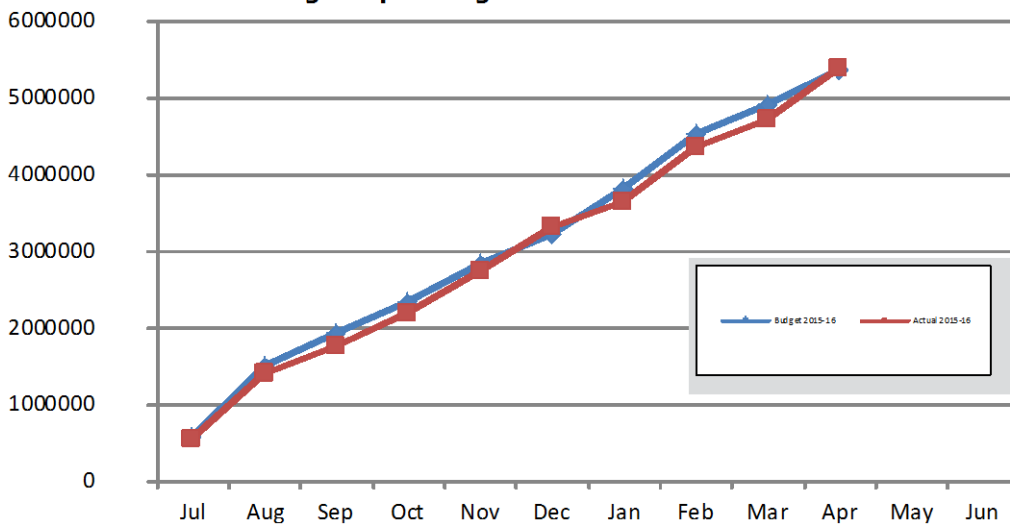
**Note 1 - Graphical Representation - Source Statement of Financial Activity**

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



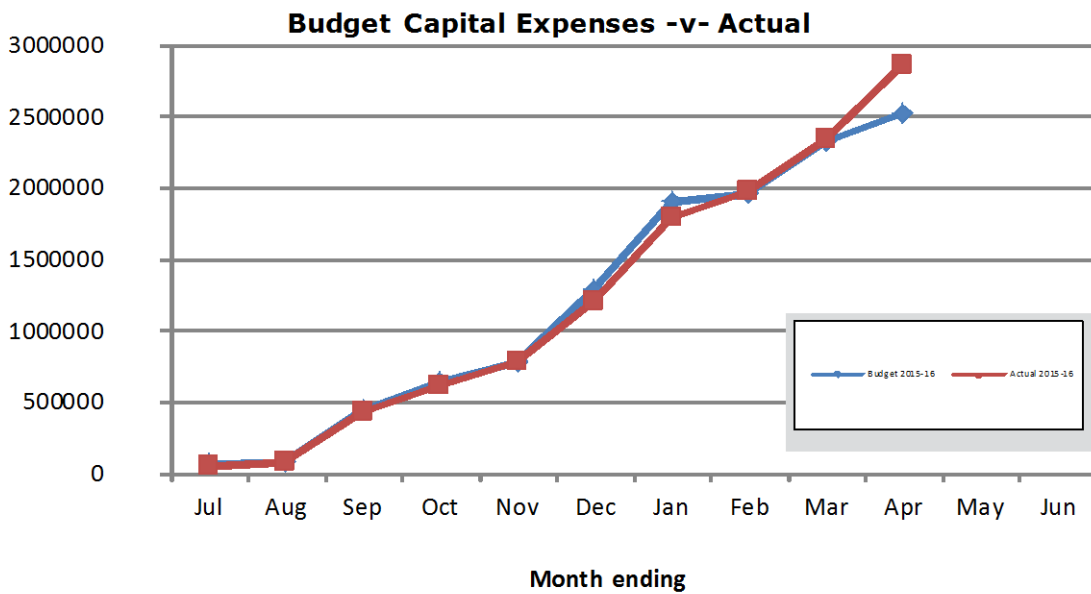
**Comments/Notes - Operating Expenses**

**Budget Operating Revenues -v- Actual**

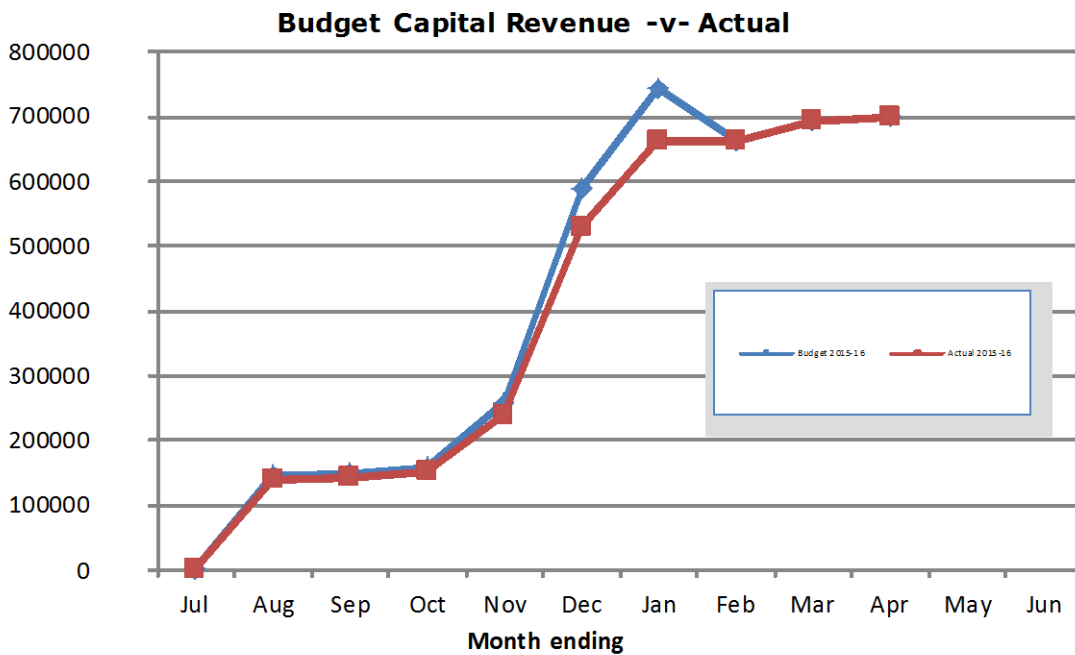


**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2016**

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



**Comments/Notes - Capital Expenses**

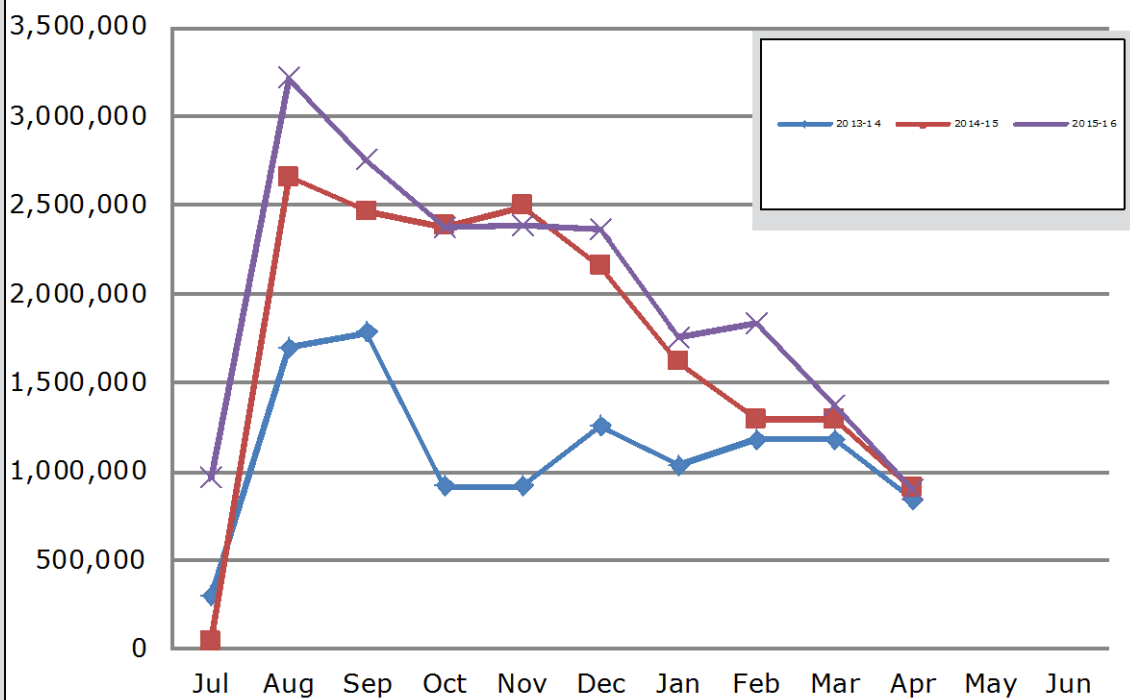


**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2016**

**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>      |

**Note 2 - Liquidity Over the Year**





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

**Note 3: BUDGET AMENDMENTS**

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

| GL Account Code | Description   | Council Resolution | Classification           | No Change - (Non Cash Items) Adjust. | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|-----------------|---|--------------------|--------------------------|--------------------------------------|----------------------------|----------------------------|--------------------------------|
|                 |   |                    |                          | \$                                   | \$                         | \$                         | \$                             |
|                 | <b>Adopted Budget Net Asset Surplus</b>             |                    | Opening Surplus(Deficit) |                                      |                            |                            | <b>1,050,937</b>               |
|                 | Increase in Receivables after End of Year Completed |                    | Operating Revenue        |                                      | 64,073                     |                            | <b>1,115,010</b>               |
|                 | Net Adjustments As per budget review                |                    |                          |                                      | 3,779                      |                            | <b>1,118,789</b>               |
|                 |   |                    |                          |                                      |                            |                            | <b>1,118,789</b>               |
|                 |   |                    |                          |                                      |                            |                            | <b>1,118,789</b>               |
|                 |   |                    |                          |                                      |                            |                            | <b>1,118,789</b>               |
|                 |   |                    |                          |                                      |                            |                            | <b>1,118,789</b>               |
|                 |   |                    |                          |                                      |                            |                            | <b>1,118,789</b>               |
|                 |   |                    |                          |                                      |                            |                            | <b>1,118,789</b>               |
|                 |   |                    |                          |                                      |                            |                            | <b>1,118,789</b>               |
|                 |   |                    |                          |                                      |                            |                            | <b>1,118,789</b>               |
|                 |   |                    |                          |                                      |                            |                            | <b>1,118,789</b>               |
|                 |   |                    |                          |                                      |                            |                            | <b>1,118,789</b>               |
|                 |   |                    |                          |                                      |                            |                            | <b>1,118,789</b>               |
|                 |   |                    |                          |                                      |                            |                            | <b>1,118,789</b>               |
|                 | <b>Closing Funding Surplus (Deficit)</b>            |                    |                          | <b>0</b>                             | <b>67,852</b>              | <b>0</b>                   | <b>1,118,789</b>               |

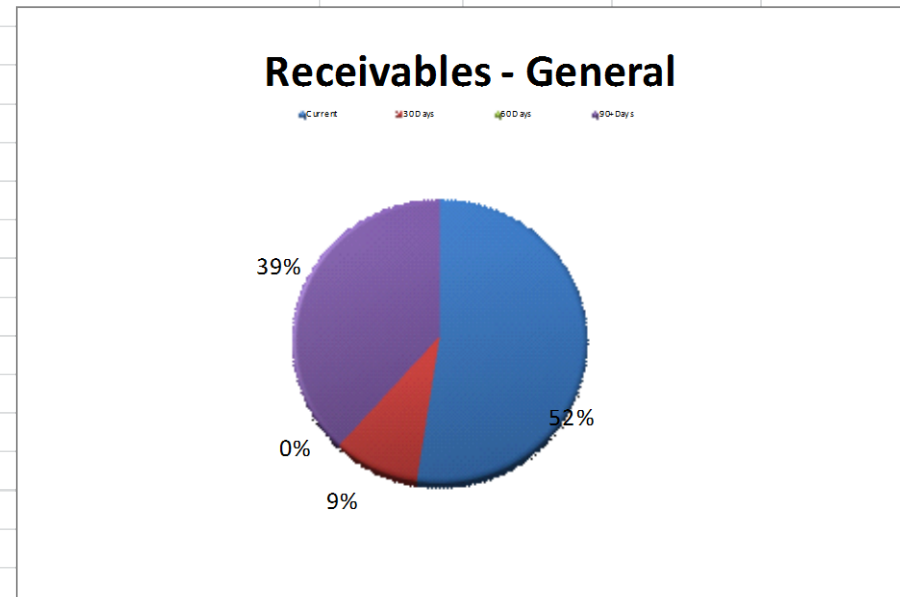
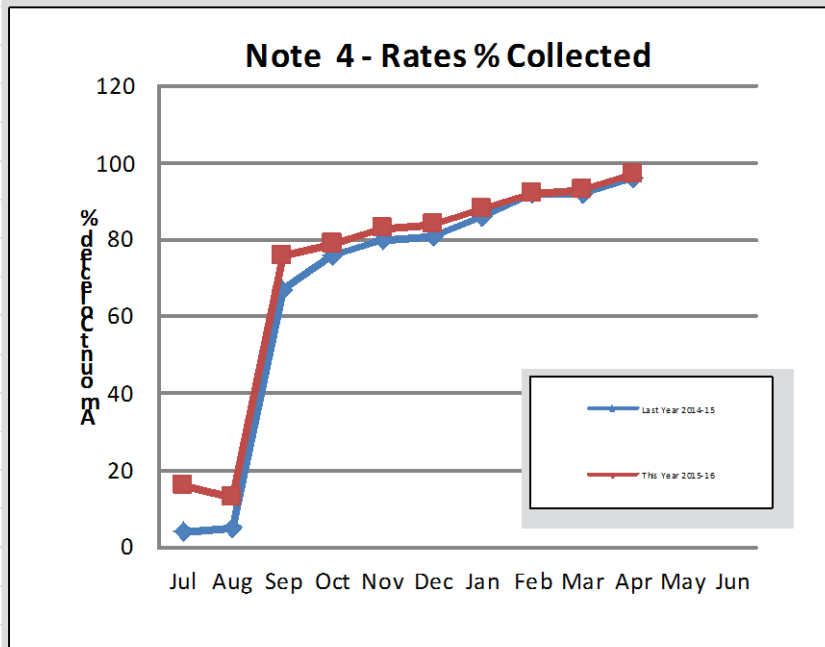
**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2016**

**Note 4: RECEIVABLES**

| <b>Receivables - Rates, Sewerage and Rubbish</b> | <b>Current<br/>2015-16</b> | <b>Previous<br/>2014-15</b> |
|--|----------------------------|-----------------------------|
|  | \$                         | \$                          |
| Opening Arrears Previous Years                   | 48,284                     | 41,705                      |
| Rates, Sewerage & Rubbish Levied this year       | 2,115,830                  | 1,925,127                   |
| Less Collections to date                         | <b>(2,105,358)</b>         | <b>(1,897,644)</b>          |
| Equals Current Outstanding                       | <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<br>1-Jul-15<br>\$ | New<br>Loans<br>\$ | Principal<br>Repayments |                | Principal<br>Outstanding |                  | Interest<br>Repayments |                |
|--|---|------------|------------|----------|-----------------------------|--------------------|-------------------------|----------------|--------------------------|------------------|------------------------|----------------|
|  |   |            |            |          |                             |                    | Actual<br>\$            | Budget<br>\$   | Actual<br>\$             | Budget<br>\$     | Actual<br>\$           | Budget<br>\$   |
| <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<br>For the Period<br>1 July 2015 | Amount<br>Received | Amount<br>Paid  | Closing Balance<br>For the Period<br>Ended 30 April<br>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)<br>9 | Var. % (b) - (a) / (b)<br>9 | 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:

|                                      |  |
|--------------------------------------|--|
| <b>AUTHORS NAME AND POSITION:</b>    | Evelyn Arnold<br>Deputy Chief Executive Officer      |
| <b>NAME OF APPLICANT/RESPONDENT:</b> | Not Applicable                                       |
| <b>DATE REPORT WRITTEN:</b>          | 9 <sup>th</sup> May 2016                             |
| <b>DISCLOSURE OF INTEREST:</b>       | The author has no financial interest in this matter. |
| <b>PREVIOUS MEETING REFERENCE:</b>   | 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).

**Council Resolution**

**12.05.16.03**

**Moved Cr Crute Seconded Cr Allington**

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).

**CARRIED 6.0 -**

**13.05.16 GOVERNANCE**  
**13.05.16.01 DELEGATIONS REGISTER REVIEW - 2016**

**FILE REFERENCE:** N/A

**AUTHORS NAME AND POSITION:** Darren Friend  
CEO

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

**DATE REPORT WRITTEN:** 10 May 2016

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

**PREVIOUS MEETING REFERENCE:** 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<br>Payment from<br>Municipal & Trust<br>Accounts   | Amended                  | Include CSM as<br>signatory/authorised Officer      |
| 1.3<br>Tenders   | Amended                  | Tender threshold increased to<br>\$150,000          |
| 1.9<br>Private Telephone Use                           | Delete                   | Fixed Telephone lines not<br>always used by tenants |
| 1.10<br>Management –<br>Engagement of<br>Professionals | Amended                  | On-delegation to Officers                           |
| 1.39<br>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.**

**Council Resolution**

**13.05.16.01**

**Moved Cr Mills Seconded Cr Allington**

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

**CARRIED 6.0-**

### 13.06.16.02 REVIEW OF POLICY MANUAL - 2016

|                                      |   |
|--------------------------------------|---|
| <b>FILE REFERENCE:</b>               | Policy Manual                                       |
| <b>AUTHORS NAME AND POSITION:</b>    | Darren Friend<br>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<br>Aged Care                             | Addition                        | New Policy – 1.27   |
| July 2015                        | 1.28<br>Disability<br>Access and<br>Inclusion | Amended/Addition                | 2013 policy amended/updated.<br>Original policy not included as part of Policy Manual.  |
| Nov 2015                         | 1.15<br>Corporate Credit<br>Card              | Amended                         | Policy amended.<br>Inclusion of Credit Cards for DCEO & PWS.  |
| Sept 2015                        | 1.25<br>Councillor I-<br>pads                 | Addition                        | To define the provision of iPads ownership for new Councillors.   |
| Sept 2015                        | 1.26<br>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<br>Liquidity<br>Management<br>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<br>Investment<br>Management<br>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<br>Liquidity Management Strategy                                  | Amended  | Changes required in accordance with Aged Care Act.  |
| Feb 2016              | 1.24<br>Asset Management   | Amended  | Changes required in accordance with updated Integrated Planning and Reporting (IPR) requirements. |
| Feb 2016              | 1.27 – now 1.29<br>Waiving and/or Discounting of Hire Fees and Charges | Addition | New Policy delegating authority to the CEO.   |
| Feb 2016              | 2.11<br>Purchasing   | Amended  | Changes required following amendments to Tender threshold.  |
| Feb 2016 & April 2016 | 1.16<br>Buy Local  | Amended  | Changes required following amendments to Tender threshold.  |
| April 2016            | 4.1<br>Significant Accounting Policies                                 | Amended  | Changes made to reflect updated rates of depreciation.  |
| April 2016            | 2.17<br>Discrimination, Harassment & Bullying                          | Addition | New Statutory Policy.   |



## Management Policy & Procedures:

| SUMMARY CHANGES   |                          |  |
|---|--------------------------|--|
| Policy Number   | Addition/Deleted/Amended | Description  |
| 1.9<br>Corporate Uniforms   | Amended                  | Increase in annual provision   |
| 1.13<br>Use of Council vehicles   | Amended                  | Remove cap/limit<br>Change log book requirements   |
| 1.15<br>Telephone Charges   | Delete                   | Use/issue of mobile phones – relates to delegations  |
| 1.18<br>Bank Signatories  | Amended                  | Include CSM as signatory - relates to delegations  |
| 1.22<br>Concessions on<br>Commercial & Farming<br>Properties owned by<br>Pensioners | Delete                   | By deleting policy, rebate reverts to Act with current capped amount introduced by State Govt. |
| 1.23<br>Hall Hire   | Amend                    | Inclusion of 15% Administration fee - relates to delegations                                   |
| 1.25<br>Caravan Park Permanent<br>Residents   | Proposed Amendment       | Review of Permanents' numbers – possible increase - NO   |
| 1.32<br>Employees Study Leave   | Delete                   | Policy doesn't say anything  |
| 1.33<br>Conferences   | Delete                   | Policy doesn't say anything  |
| 1.34<br>Business Ephemeral<br>Records   | Amend                    | Update following Magiq Electronic Records System installation                                  |

|                                 |          |   |
|---------------------------------|----------|---|
| 1.36<br>E-Mail                  | Amend    | Update following Magiq Electronic Records System installation   |
| 1.37<br>Electronic Records      | Amend    | Update following Magiq Electronic Records System installation   |
| 1.38<br>Archiving               | Amend    | Update following Magiq Electronic Records System installation   |
| 1.39<br>Vital & Legal Documents | Amend    | Update following Magiq Electronic Records System installation   |
| 1.40<br>Correspondence          | Delete   | Update following Magiq Electronic Records System installation   |
| 1.41<br>Brookton All Hours Gym  | Addition | Policy adopted November 2013 – Not included in Policy Manual<br>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**

**Council Resolution**  
**13.06.16.02**

**Moved Cr Crute Seconded Cr Walker**

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**

**CARRIED 6.0-**

**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)**

**16.05.16.0 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.*

Moved: Cr Fancote Seconded: Cr Allington that we close the meeting to consider a confidential matter 6-0

1.57pm

1. That the Chief Executive Officer prepare a confidential Staff Establishment Report to Council addressing staffing movements since the commencement of the Chief Executive Officers Employment.
2. The report to be given to the Shire President by the Chief Executive officer within 14 days.

Moved Cr Mills Seconded; Cr Walker

Carried 6-0

Moved Cr Allington Seconded Cr Fancote open the meeting 2.45

## **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 2.46 pm.