

SHIRE OF BROOKTON
ORDINARY COUNCIL MEETING

AGENDA

21 July 2016



12.00 pm LUNCH

12.30 pm COUNCIL MEETING

3.00 pm AFTERNOON TEA

3.30 pm COUNCIL BRIEFING FORUM

6.00 pm DINNER

SHIRE OF BROOKTON
ORDINARY COUNCIL MEETING

Dear Councillor,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 21 July 2016 in the Council Chambers at the Shire Administration Centre commencing at 12.30 pm.

The business to be transacted is shown in the Agenda.

Evelyn Arnold
ACTING CHIEF EXECUTIVE OFFICER

15 July 2016

DISCLAIMER

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

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Disclosure of Financial & Proximity Interests

- a. Members must disclose the nature of their interest in matters to be considered at the meeting. (Sections 5.60B and 5.65 of the *Local Government Act 1995*).
- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the *Local Government Act 1995*).

Disclosure of Interest Affecting Impartiality

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

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10.07.16.01 TECHNICAL & DEVELOPMENT SERVICES REPORTS

10.07.16.01 DEVELOPMENT APPLICATION – INDUSTRY-SERVICE (CRANE SERVICE BUSINESS) – 20 (LOT 86) WILLIAMS STREET, BROOKTON

AUTHORS NAME AND POSITION: Stefan de Beer
Shire Planner

NAME OF APPLICANT/RESPONDENT: Allstate Crane Services on behalf of the owner Stephen Graham (Gateway Cabinet Makers)

DATE REPORT WRITTEN: 7 July 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 and operate an *Industry-Service* land use (Crane Service Business) at 20 (Lot 86) Williams Street, Brookton. It will be recommended the application be approved.

Background:

An application has been received to establish and operate an *Industry-Service* land use (Crane Service Business) at 20 (lot 86) Williams Street, Brookton.

The subject site is currently being used as a cabinet making business.

Details:

The subject site, No 20 (Lot 86) Williams Street, Brookton is zoned '*Commercial*' in terms of the Shire of Brookton Town Planning Scheme No. 3 (TPS 3) and is 1,012m² in extent. It contains buildings and workshops associated with the existing cabinet making business.

The proposed land use (Crane Service Business), as described in the application letter (attached hereto) can be regarded as an '*Industry-Service*' land use in terms of TPS 3.

An '*Industry-Service*' land use 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.

An '*Industry-Service*' land use is defined as follows in TPS 3:

'Industry-Service: means a light industry carried out on land or in buildings which may have a retail shop front and from which goods manufactured on the premises may be sold; or land and buildings having a retail shop front and used as a depot for receiving goods to be serviced.'

Comment:

The proposed land use can be regarded to some extent as being a continuation of the already established *light-industry* land use on the subject land. The proposal is also regarded as generally being in pace with the Commercial Zone and the planning intent for the precinct. The proposal will aid in the further diversification of the local economy and will therefore be recommended for approval.

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 Plan Implications:

Strategic Community Plan (2013 – 2023):

- No specific implication relative to this application.

Corporate Business Plan (2015 – 2019):

- No specific implication relative to this application.

Local Planning Strategy:

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

Voting Requirements:

Simple majority.

Recommendation:

That Council grant Planning Approval for an Industry-Service land use (Crane Service Business) on 20 (Lot 86) Williams Street, Brookton as per attachment 10.07.16.01A, 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. Any noise generated by the use and occupation of the premises including machinery motors and vehicles is not to exceed the levels as set out under the Environmental Protection (Noise) Regulations, 1997.**
- 4. Prior to commencement of the land use a site plan shall be submitted to the satisfaction of the Shire Planner.**

Advice Notes:

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

ALLSTATE CRANE SERVICES

ACN 103151392

**Crane, Hoist & Lifting Equipment
Sales, Service, Repair and Inspection**

Attention: Stefan de Beer

As per our discussion last week please find below a brief summary of our business.

The O'Leary Family Trust operates the following entities:

- Allstate Crane Services (Karratha and Port Hedland)
- Ready 4 Rent (Facilities Management)
- The Barking Bean Café

It is our intention to operate a branch of Allstate Crane Services from an address located within the Shire of Brookton at 20 Williams Street Brookton WA.

Trading hours will be typically 0700 – 1800 weekdays and additional hours as required to meet client needs.

The property is currently zoned as Commercial AA (Light industrial) which as per the guidance received to date in the form of the Shire of Brookton zoning table (TPS3) is inline with our company requirements.

Our business is predominately a crane service, hire and logistics company dealing within the local, mining and oil and gas sectors. We cater for sales, service and repair of all associated equipment.

It is also our expectation that the business will grow within the shire in the coming years and support the area in growth and possible employment opportunities.

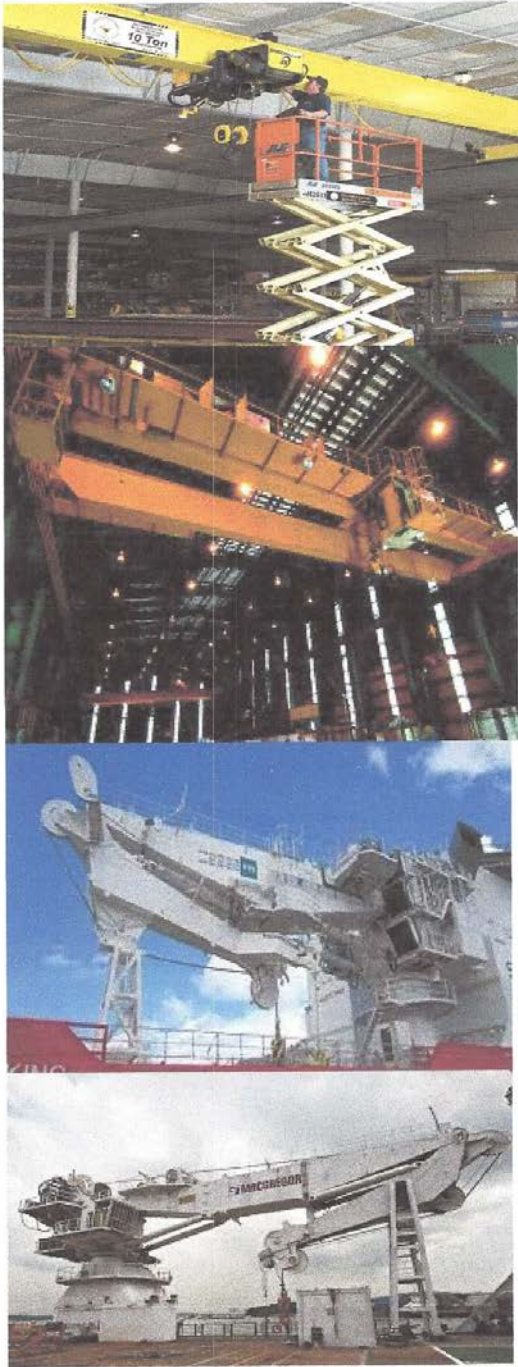
I have included some photos of typical equipment that the company would be associated with.

Should you require any additional information please contact me directly.

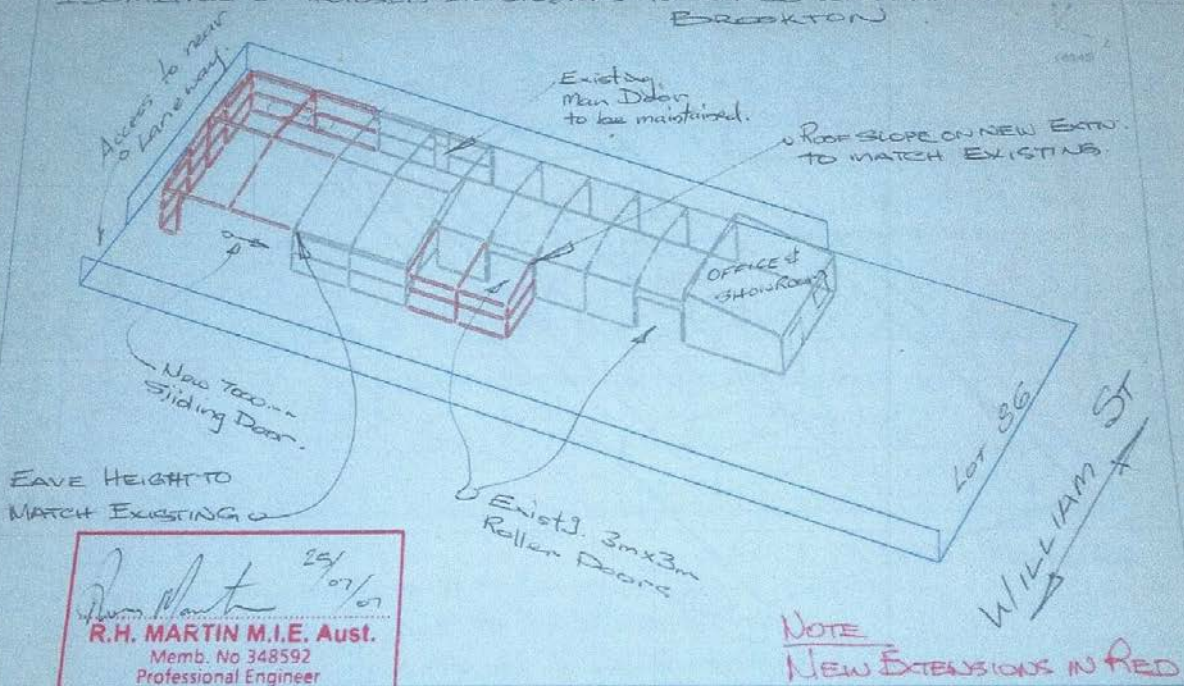
Regards



Nicola O'Leary
Allstate Crane Services Pty Ltd.
Mobile +61 (0) 409 181 197
allstatecrane@bigpond.com



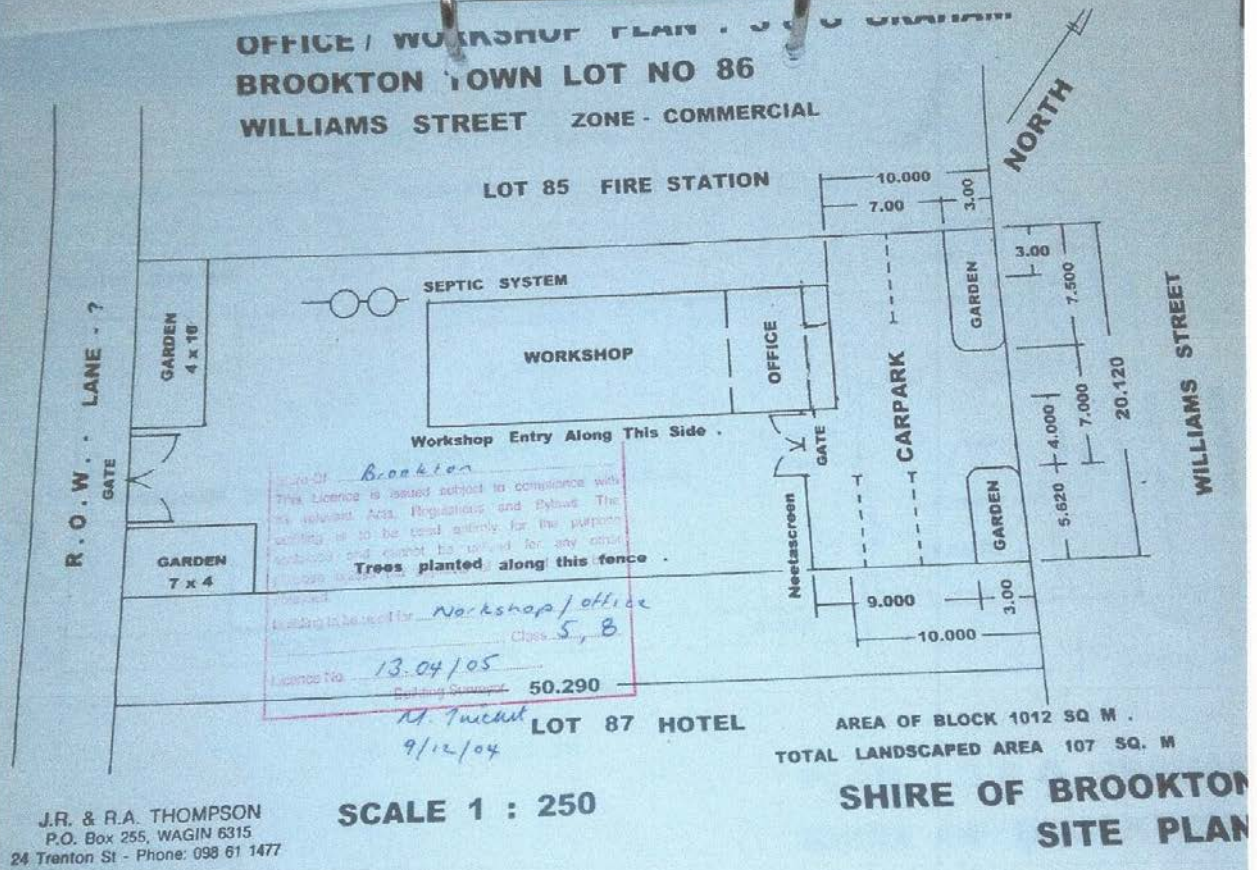
ISOMETRIC OF PROPOSED EXTENSIONS TO LOT 86 WILLIAM ST BROOKTON




 25/07/07
R.H. MARTIN M.I.E. Aust.
 Memb. No 348592
 Professional Engineer

STEVE GRAHAM'S NEW Extension - Lot 86 William St - BROOKTON - RM
 Job: C:\Documents and Settings\Steve Graham - Shed Extn c - 2007 BROOKTON
 Units - Len: m, Sec: mm, Mat: MPa, Dens: T/m³, Temp: Celsius, Force: kN, Mom: kNm, Mass: T, Acc: g's, Trans: mm, Stress: MPa

OFFICE / WORKSHOP PLAN . . .
 BROOKTON TOWN LOT NO 86
 WILLIAMS STREET ZONE - COMMERCIAL



Locality Map - 20 (Lot 86) Williams Street

Created 7 Jul 2016



Scale: 1:450

Description

Proposed Crane Service Business

Map Projection: GDA 94 (Lat/Long)

Datum: Geocentric Datum of Australia 1991

1 Midland Square
Midland WA 6186
(08) 9273 7341
customerservice@landgate.wa.gov.au
www.landgate.wa.gov.au



Landgate

© Western Australian Land Information Authority 2007

10.07.16.02 DEVELOPMENT APPLICATION – POP-UP STALL FOR FRESH FLOWERS & VEGETABLES, PART LOT 143 (RESERVE 10325) ROBINSON ROAD – OLD RAILWAY STATION, BROOKTON

AUTHORS NAME AND POSITION: Stefan de Beer
Shire Planner

NAME OF APPLICANT/RESPONDENT: Caitlyn Hartl

DATE REPORT WRITTEN: 7 July 2016

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference

SUMMARY:

An application has been received to sell fresh flowers and vegetables from a pop-up stall in front of the Railway Station building on Robinson Road. It will be recommended the application be approved.

Background:

It is proposed to utilize a part of the lawn area in front of the Brookton Railway Station building to sell fresh flowers and vegetables from a pop-up stall.

Details:

The subject site is located at 104 (lot 143 – Reserve 10325) Robinson Road and contains the Brookton Railway Station Building, associated landscaping and elements of the Robinson Road redevelopment project.

As described in the application letter submitted, the intent is to have a pop-up stall (3m x 3m canopy) from which will be sold locally grown fresh flowers and vegetables, at intervals varying from initially once a fortnight to possibly once a week.

Comment:

The subject land is located within a Reserve designated for 'Railway' purposes.

The Shire of Brookton Town Planning Scheme No. 3 (TPS 3) pursuant to Section 2.3 directs as follows:-

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

As a result of the limited scale of the proposal it was not deemed required to liaise with the Public Transport Authority through Brookfield Rail regarding this application.

From a planning & land use perspective Shire staff would argue that the intended limited and essentially temporary land use at this locality is deemed to be compatible with the planning intent for the precinct.

The proposed use would add activity to an otherwise economic dormant area and would ideally create spin-offs for the surrounding businesses. This feeds into the broader narrative of the Robinson Road Streetscape Project which aims to bring more people and activity into the town centre.

Although not an issue that should be taken into consideration when determining an application for planning approval, no adverse effects are anticipated in relation to existing businesses in the main street possibly selling similar products.

Given the above it will be recommended the application be approved.

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 Plan Implications:

Strategic Community Plan (2013 – 2023):

- No specific implication relative to this application.

Corporate Business Plan (2015 – 2019):

- No specific implication relative to this application.

Local Planning Strategy:

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

Voting Requirements:

Simple majority.

Recommendation:

That Council grant Planning Approval for a temporary pop-up stall for the sale of fresh flowers and vegetables on a part of 104 (lot 143 - Reserve 10325) Robinson Road as per attachment 10.07.16.02A, subject to the following conditions and advice notes:

Conditions:

- 1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.**
- 2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan submitted by the applicant and endorsed by the Shire Planner.**
- 3. The sale of products from the stall shall be limited to one day per week only.**
- 4. Products sold from the stall shall be limited to flowers and vegetables.**
- 5. Temporary signage associated with the stall (if applicable) shall be maintained in good order and condition at all times.**

Advice Notes:

- 3. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**
- 4. It is advisable that the applicant obtains sufficient public liability insurance for the venture.**

Attachment 10.07.16.02A

Jelcobine Farms
PO Box 107
Brookton 6306
WA

To Whom It May Concern,

My Husband and I are the owners of Jelcobine Farms on Hillcroft Rd in Jelcobine. We produce seasonal vegetables and cut flowers. Our produce includes brassicas, melons, herbs, sweetcorn, zucchini and fresh cut flowers including sunflowers, tuberose and cornflowers. Other seasonal produce and flowers are also be available throughout the year.

We would like sell from a pop up market style stall in Robinson Rd, on the grassed area in front of the railway platform. It would consist of a 3m x 3m canopy and two tables to place the produce on. We would like to begin on a fortnightly basis one afternoon or morning a fortnight. If we have a positive response we would increase to once a week.

Due to the new roadwork's in the main street, there is adequate parking and access around the area.

We appreciate that there are other businesses in town which do offer vegetables but we would like to offer the local community fresh locally grown produce direct from the grower.

I am also a trained florist and would like to start offering my services within the community using this stall as a platform selling fresh flower bouquets and arrangements.

We look forward to your response and hope that we can begin to supply our local community.



Caitlyn & Chris Hartl

Jelcobine Farms
922 Hillcroft Rd
Brookton WA 6306
jelcobinefarms@gmail.com
0418950282

Stefan de Beer

From: Jelcobine Farms <jelcobinefarms@gmail.com>
Sent: Monday, 27 June 2016 11:07 AM
To: Stefan de Beer
Subject: Re: building application

Hi Stefan,

We were thinking for a Wednesday morning 830-1230.

thank you

Caitlyn

> On 23 Jun 2016, at 2:55 PM, Stefan de Beer <planner@brookton.wa.gov.au> wrote:

>

> Hi Caitlyn,

>

> I have indeed seen the application today. Can you provide more clarity on the anticipated hours of operation please? I know that you have mentioned either morning or afternoon, but if you can give me more specifics that would be great. Also, can you indicate on which day of the week you intend to have the Stall?

>

> Any questions, just Email me.

>

> Kind Regards,

>

> Stefan de Beer

> Shire Planner

> Shire of Brookton

> 14 White Street (PO Box 12)

> Brookton WA 6306

> Ph: (08) 9642 1106

> Fax: (08) 9642 1173

> Mob: 0429 998 533

>

>

>

> A leading community with a strong local government, vibrant economy, healthy natural environment and unique sense of place.

>

> DISCLAIMER:

> This e-mail is intended for the use of the individual or entity named above and may contain information that is confidential and privileged. If you are not the intended recipient, any dissemination, distribution or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately and destroy the original message. While this mail and any attachments have been scanned for common computer viruses and found to be virus free, we recommend you also perform your own virus checking processes before opening any attachments.

>

> --- Original Message---

> From: Jelcobine Farms [mailto:jelcobinefarms@gmail.com]

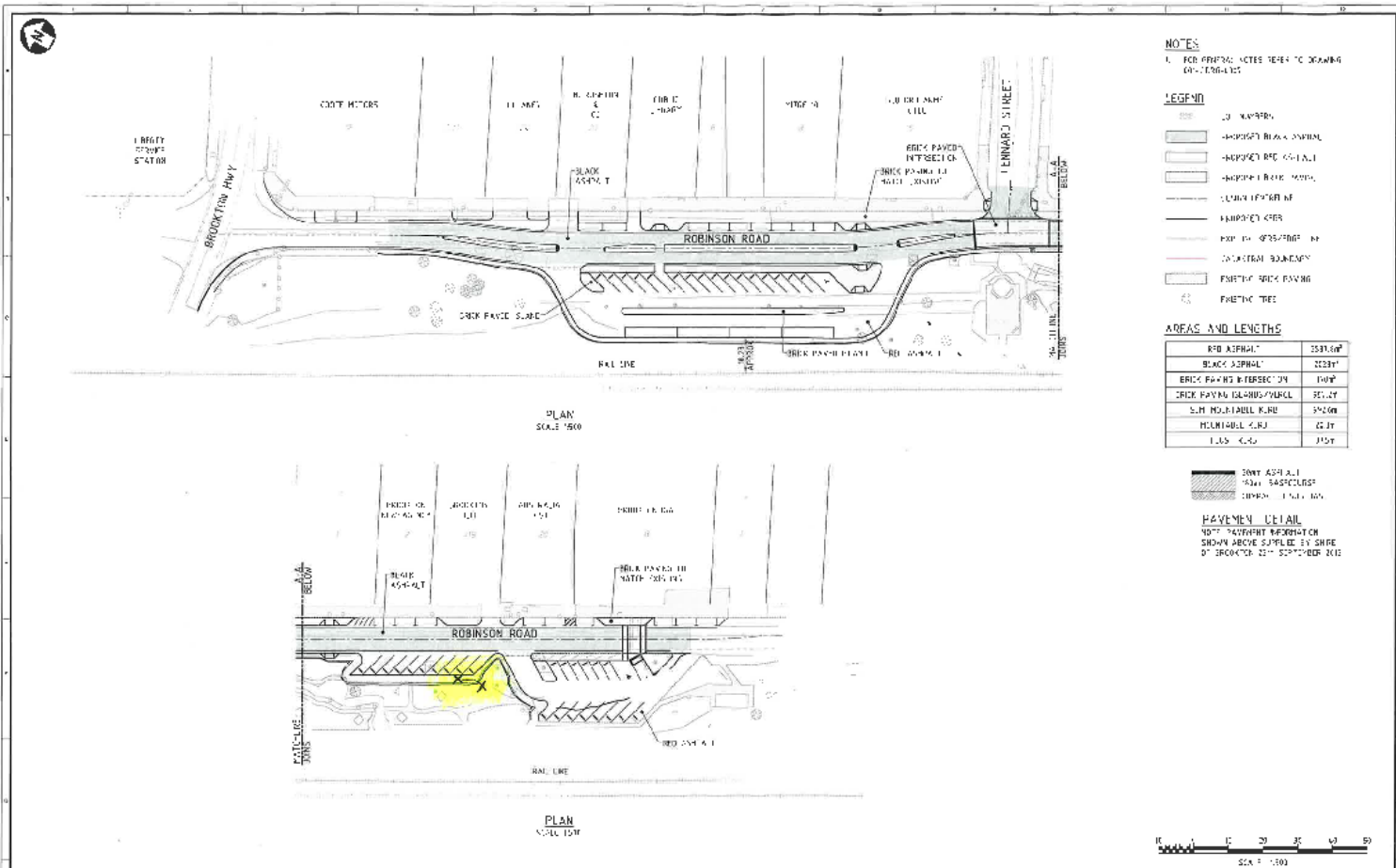
> Sent: Tuesday, 21 June 2016 9:54 AM

> To: Stefan de Beer

> Subject: building application

>

> Hi Stefan,



NOTES
 1. FOR PAVING NOTES REFER TO DRAWING DR-1536-015

- LEGEND**
- [Symbol] 100% ASPHALT
 - [Symbol] PROPOSED BRICK PAVING
 - [Symbol] PROPOSED BPC 65-1A-1
 - [Symbol] PROPOSED BRICK PAVING
 - [Symbol] EXISTING ASPHALT
 - [Symbol] PROPOSED KERB
 - [Symbol] EXISTING ASPHALT
 - [Symbol] CENTRAL BOUNDARY
 - [Symbol] EXISTING BRICK PAVING
 - [Symbol] EXISTING TREE

AREAS AND LENGTHS

R/O ASPHALT	2531.60M
BRICK ASPHALT	2228M
BRICK PAVING INTERSECTION	100M
BRICK PAVING ISLAND/PURCH	35.27
S.M. MOUNTABLE KERB	592.00
MOUNTABLE KERB	62.37
EXIST. C.S.	115M

100% ASPHALT
 100% BRICK ASPHALT
 100% BRICK PAVING

PAVEMENT DETAIL
 100% BRICK PAVING DETAIL ON SHOWN ABOVE SUPPLIED BY SHIRE OF BROOKTON 21/11/2019

NO.	REV.	DATE	BY	CHKD.	DESCRIPTION



PROJECT: ROBINSON ROAD UPGRADE					
DRAWING TITLE: GENERAL ARRANGEMENT					
DATE:	18/05/2019	SCALE:	AS SHOWN	DWG NO.:	2534
REVISED:	21/11/2019	PROJECT:	2534	DWG NO.:	001-CIDRG-0003

11.07.16 COMMUNITY SERVICES REPORTS
NIL

12.07.16 FINANCE & ADMINISTRATION REPORT

12.07.16.01 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: 13th July 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 June 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 12.07.16.01A.

To 30 June 2016

Municipal Account

Direct Debits	\$	101,302.98
EFT	\$	392,747.62
Cheques	\$	41,462.53
<i>Trust Account</i>	\$	1,140.00

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 June 2016, per the summaries included in Attachment 12.07.16.01A in accordance with the Local Government (Financial Management) Regulations 1996:

To 30 June 2016:

Municipal Account

Direct Debits	\$	101,302.98
EFT	\$	392,747.62
Cheques	\$	41,462.53
<i>Trust Account</i>	\$	1,140.00

JUNE 2016 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 21 JULY 2016
ATTACHMENT 12.07.16.01A

Chq/EFT	Date	Name	Description	Amount
1006	15/06/2016	COLIN & KAREN MILLS	BOND REFUND COMMUNITY BUS	\$ 330.00
1007	15/06/2016	DAVID CLEARY	BOND REFUND GYM KEY	\$ 30.00
1008	15/06/2016	DEPARTMENT OF COMMERCE	BOND UNIT 5/28 WILLIAMS ST P GREENMOUNT	\$ 720.00
1009	15/06/2016	MIYOUNG SONG	BOND REFUND GYM KEY	\$ 30.00
1010	15/06/2016	NIALL FAHY	BOND REFUND GYM KEY	\$ 30.00
			TOTAL TRUST	\$ 1,140.00

Chq/EFT	Date	Name	Description	Amount
EFT7374	01/06/2016	1 STOP RECORDS CONSULTING	RECORD MANAGMENT CONSULTING 16/05/16 TO 24/05/16	\$ 1,534.50
EFT7375	01/06/2016	AMAZING 50'S CATERING	CATERING FOR COUNCIL MEETING 19 MAY 2016	\$ 330.00
EFT7376	01/06/2016	AUSTRALIA POST	POSTAGE APRIL 2016	\$ 180.22
EFT7377	01/06/2016	BROOKTON PLUMBING	REPAIR MALE TOILET ROBINSON ROAD	\$ 110.00
EFT7378	01/06/2016	BROOKTON TELEGRAPH	ADVERTISING	\$ 390.00
EFT7379	01/06/2016	BROOKTON WOMEN'S HOCKEY CLUB INC	KIDSPORT VOUCHERS X 4	\$ 540.00
EFT7380	01/06/2016	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 287.32
EFT7381	01/06/2016	COURIER AUSTRALIA	FREIGHT	\$ 27.27
EFT7382	01/06/2016	DEPARTMENT OF LANDS	LAND EXCHANGE CORBERDING ROAD	\$ 1,321.00
EFT7383	01/06/2016	IT VISION	SYNERGY SOFT UPGRADE	\$ 1,294.70
EFT7384	01/06/2016	JILL CAMERON AND ASSOCIATES	DEVELOP AND ASSESS THE FEASIBILITY OF A NEW STRUCTURAL AND GOVERNANCE MODEL FOR WHEATBELT REGION COMMUNITYBASED EARLY CHILDHOOD EDUCATION AND CARE (CHILDCARE) SERVICES	\$ 16,087.50
EFT7385	01/06/2016	LGRCEU	PAYROLL DEDUCTIONS	\$ 51.60
EFT7386	01/06/2016	PACIFIC BRANDS WORKWEAR	STAFF UNIFORMS	\$ 449.90
EFT7387	01/06/2016	PORTER CONSULTING ENGINEERS	WATER MAIN EXTENSION CIVIL ENGINEERING	\$ 4,796.00
EFT7388	01/06/2016	RESOLUTE AUSTRALIA CIVIL CONTRACTORS PTY LTD	WATER MAIN EXTENSION LOT 391 MONTGOMERY ST	\$ 22,112.75
EFT7389	01/06/2016	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 135.00
EFT7390	01/06/2016	SHIRE OF MUNDARING	REIMBURSEMENT OF PRORATA LONG SERVICE LEAVE STAN KOCIAN 05/01/09 TO 23/11/12	\$ 9,063.95
EFT7391	01/06/2016	THE WEST AUSTRALIAN	ADVERTISING ADMINISTRATION OFFICER POSITION	\$ 134.40
EFT7392	01/06/2016	WA LOCAL GOVERNMENT ASSN	MANAGE RECOVERY ACTIVITIES FOR LOCAL GOVERNMENT T FANCOTE	\$ 544.50
EFT7393	01/06/2016	WA TREASURY CORPORATION	LOAN REPAYMENTS 78B & 78C SENIOR CITIZEN HOMES	\$ 10,680.78
EFT7394	01/06/2016	WHEATBELT ELECTRICS	ELECTIRICAL REPAIRS WB EVA PAVILION, OVAL, CARAVAN PARK, MEMORIAL HALL & UNIT 3 MADISON SQUARE	\$ 2,363.65
EFT7395	13/06/2016	GAIL PATRICIA LILLY	TRAVEL & PARKING FOR MARKET CREATIONS TRAINING 21/03/16	\$ 234.00

EFT7396	13/06/2016	SHIRE OF BROOKTON	MASTERCARD PURCHASES MAY 2016	\$ 475.96
Chq/EFT	Date	Name	Description	Amount
EFT7397	13/06/2016	SHIRE OF BROOKTON	MASTERCARD PURCHASES MAY 2016	\$ 3,755.90
EFT7398	29/06/2016	1 STOP RECORDS CONSULTING	RECORD MANAGEMENT CONSULTING 30/05/16 TO 28/06/16	\$ 3,861.00
EFT7399	29/06/2016	AMPAC DEBT RECOVERY	RATE DEBT RECOVERY A331	\$ 55.00
EFT7400	29/06/2016	ARM SECURITY	INSTALLATION OF 3G COMMUNICATOR ADMINISTRATION BUILDING	\$ 1,006.01
EFT7401	29/06/2016	AUSTRALIA POST	POSTAGE MAY 2016	\$ 319.53
EFT7402	29/06/2016	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY & PAPERS MAY 2016	\$ 309.13
EFT7403	29/06/2016	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES JUNE 2016	\$ 243,558.80
EFT7404	29/06/2016	BELL FIRE EQUIPMENT CO P/L	INSPECT & REPLACE FIRE EXTINGUISHERS & SAFETY EQUIPMENT POOL, OFFICE, HALL, STATION BUILDING, MENS SHED, DEPOT, CARAVAN PARK, PAVILION & VEHICLES	\$ 900.24
EFT7405	29/06/2016	BOC GASES	AGROSHIELD UNIVERSAL E2	\$ 44.78
EFT7406	29/06/2016	BROOKTON CLUB HOTEL	BEER, WINE & CIDER FOR COUNCIL	\$ 245.00
EFT7407	29/06/2016	BROOKTON DELI	CATERING FOR COUNCIL LUNCH 19/05/16 & MORNING TEA 24/05/16	\$ 578.00
EFT7408	29/06/2016	BROOKTON PLUMBING	REPAIR VANITY SET UNIT 3 MADISON SQUARE & TOILET SEAT UNIT 1 MADISON SQUARE	\$ 601.70
EFT7409	29/06/2016	BROOKTON SUPERMARKET	GAS BOTTLE, MILK, COFFEE, BISCUITS, TEA & CLEANING PRODUCTS	\$ 315.63
EFT7410	29/06/2016	CENTRAL GARAGE	SERVICE BO33	\$ 391.00
EFT7411	29/06/2016	CJD EQUIPMENT	SERVICE VOLVO GRADER	\$ 953.90
EFT7412	29/06/2016	COLAS	2000 LITRES OF EMULSION	\$ 2,365.00
EFT7413	29/06/2016	CONTRACT AQUATIC SERVICES	CONTRACT MANAGEMENT OF BROOKTON AQUATIC CENTRE 201516	\$ 9,090.00
EFT7414	29/06/2016	COOTE MOTORS	ENGINE OIL & FILTERS	\$ 133.96
EFT7415	29/06/2016	COURIER AUSTRALIA	FREIGHT	\$ 22.37
EFT7416	29/06/2016	DFES	LGGS CAPITAL GRANT 1EYN644 ISUZU FTS800 & EMERGENCY SERVICES LEVY QUARTER 4 CONTRIBUTION	\$ 5,003.88
EFT7417	29/06/2016	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & PETROL PURCHASES MAY 2016	\$ 7,119.55
EFT7418	29/06/2016	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN PICKUP, BROOKTON TIP SITE & BULK RECYCLE PICK UP 26/04/16 31/05/16	\$ 13,208.98
EFT7419	29/06/2016	H RUSHTON & CO	SEAT BELT, FILTERS & TYRE REPAIRS	\$ 1,089.05
EFT7420	29/06/2016	J & S KULKER PAINTING	PAINTING 4 UNITS MADISON SQUARE & ADMINISTRATION BUILDING	\$ 11,473.00
EFT7421	29/06/2016	LESLIE ROBERT EYRE	SHIRE OVAL CONTRACT APRIL 2016 TO MAY 2016	\$ 765.98
EFT7422	29/06/2016	LYN KAY	CIRCUIT CLASS AT BROOKTON ALL HOURS GYM	\$ 390.00
EFT7423	29/06/2016	NICHOLLS BUS & COACH SERVICE	REGISTRATION INSPECTION ROLLER 10 & ROLLER 11	\$ 460.70
EFT7424	29/06/2016	OFFICEWORKS BUSINESS DIRECT	RAPIDLINE ERGO CHAIR BLACK CRO	\$ 219.00

EFT7425	29/06/2016	PH & KE GOW	BOUNDARY REDEFINITION LOT 391 MONTGOMERY ST	\$ 814.00
EFT7426	29/06/2016	SANCTUARY GOLF RESORT	ACCOMODATION FOR TRAINING M SWEENEY	\$ 280.00
EFT7427	29/06/2016	SGS	WATER SAMPLING SEWERAGE TREATMENT WORKS	\$ 743.60
EFT7428	29/06/2016	SOUTH REGIONAL TAFE	CERTIFICATE II RURAL OPERATIONS TATE LUNN & CERTIFICATE III RURAL OPERATIONS JO ANDERSON	\$ 575.34
EFT7429	29/06/2016	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL	\$ 73.40
EFT7430	29/06/2016	THE WEST AUSTRALIAN	ADVERTISING PROPOSED ANIMALS ENVIRONMENT AND NUISANCES LAW	\$ 647.75
EFT7431	29/06/2016	TOTALLY CONFIDENTIAL RECORDS	STORAGE OF ARCHIVE BOXES	\$ 116.68
EFT7432	29/06/2016	TUDOR HOUSE	BANNERS IN THE TERRACE BANNER PRODUCTION	\$ 411.40
EFT7433	29/06/2016	WA CONTRACT RANGER SERVICES	RANGER SERVICES 19/05/16 TO 07/06/16	\$ 1,402.50
EFT7434	29/06/2016	WA LOCAL GOVERNMENT ASSN	INTERPRETATION OF LOCAL GOVERNMENT AWARD 2010 COURSE 23RD JUNE 2016 HELD IN BROOKTON	\$ 4,435.00
EFT7435	29/06/2016	WHEATBELT ELECTRICS	REPAIRS AT SEWERAGE PLANT & HOLES IN MAIN STREET	\$ 1,372.36
EFT7436	29/06/2016	ZACKS COMMERCIAL ARTS	PRE PRINTED DL ENVELOPES & BUSINESS CARDS	\$ 493.50
TOTAL EFT				\$ 392,747.62

Chq/EFT	Date	Name	Description	Amount
17835	01/06/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 324.34
17836	01/06/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 680.00
17837	01/06/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 463.10
17838	01/06/2016	SYNERGY	ELECTRICITY 11/03/16 TO 11/05/16 ADMINSTRATION BUILDING, OVAL, DEPOT, MEMORIAL PARK, MENS SHED, U1 & U2 4 MATTHEWS ST, 10 MARSH AVE, SEWERAGE PUMP & WATER HARVESTING DAM	\$ 4,218.50
17839	01/06/2016	TELSTRA CORPORATION	MOBILE TELEPHONE 0429998533 18/04/16 TO 15/05/16	\$ 120.00
17840	13/06/2016	BUILDING COMMISSION	BUILDING SERVICES LEVY MAY 2016	\$ 56.65
17841	13/06/2016	SYNERGY	ELECTRICITY USAGE 13/04/16 10/05/16 CARAVAN PARK, PAVILION & OVAL	\$ 764.60
17842	13/06/2016	WATER CORPORATION OF WA	RELOCATE SERVICE 2 MONTGOMERY ST, WATER USAGE MADISON SQUARE PARK, MEMORIAL HALL, ADMINISTRATION, SWIMMING POOL, MEMORIAL PARK, OVAL, DEPOT, STANDPIPE, HIGHWAY GARDEN, KALKARNI, PAVILION & CARAVAN PARK	\$ 14,272.63
17843	29/06/2016	DEPARTMENT OF TRANSPORT	LICENSING 1979 BOXTOP TRAILER KM21736	\$ 24.75
17844	29/06/2016	FIRE & SAFETY SCAVENGER	BUSHFIRE FIGHTING FOAM & PROTECTIVE EQUIPMENT	\$ 6,903.60
17845	29/06/2016	RPS AUSTRALIA	REGIONAL CHILD CARE MODEL BENEFITS ASSESSMENT	\$ 8,250.00
17846	29/06/2016	SYNERGY	STREETLIGHT, CARAVAN PARK, OVAL & PAVILION ELECTRICITY 25/04/16 TO 24/05/16	\$ 4,113.70
17847	29/06/2016	TELSTRA CORPORATION	IPAD & MOBILE, DEPOT, SWIMMING POOL & ADMINISTRATION BUILDING TELEPHONE ACCOUNTS	\$ 1,270.66
TOTAL CHQ				\$ 41,462.53
TOTAL MUNICIPAL				\$ 434,210.15

DIRECT DEBITS FOR JUNE 2016	
SALARIES & WAGES	\$ 85,946.07
MERCHANT FEES	\$ 131.65
SUPERANNUATION	\$ 15,225.26
TOTAL	\$ 101,302.98

SHIRE OF BROOKTON
CREDIT CARD PURCHASES CEO
 Creditor Number: 96286

DATE	DESCRIPTION	AMOUNT
4/05/16	WESTNET - DEPOT	\$ 49.95
	WESTNET - ADMINISTRATION	\$ 109.95
4/5/16	SURVEY MONKEY	\$ 24.00
6/5/16	FPA - BUSHFIRE ATTACK LEVEL ASSESSOR COURSE TP	\$ 2,610.00
7/5/16	RADIO INDUSTRIES - TWO WAY RADIO'S FOR EVENTS	\$ 936.00
15/5/16	LIGHTHOUSE LOCK SMITH - KEY CUTTING	\$ 22.00
30/5/16	CARD FEE	\$ 4.00
TOTAL		\$ 3,755.90

SHIRE OF BROOKTON
CREDIT CARD PURCHASES DCEO
 Creditor Number: 96286

DATE	DESCRIPTION	AMOUNT
11/5/16	DAN MURPHY'S - WINE	\$ 77.10
14/5/16	CITY OF PERTH - PARKING	\$ 16.50
15/5/16	CITY OF PERTH - PARKING	\$ 15.50
17/5/16	UNITED ROLEYSTONE - PETROL	\$ 33.44
18/5/16	PERGODA RESORT - MEALS AT TRAINING COURSE	\$ 106.42
26/5/16	DEPARTMENT OF HEALTH - POOL POISONS PERMIT	\$ 223.00
30/1/16	CARD FEE	\$ 4.00
TOTAL		\$ 475.96

12.07.16.02 FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIODS 30 JUNE 2016

FILE REFERENCE:

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 12th July 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 June 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 June 2016 (Attachment 12.07.16.02A).

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 receive the Statement of Financial Activity for the period ended 30 June 2016 attachment 12.07.16.02A.

Shire of Brookton

MONTHLY FINANCIAL REPORT

For the Period Ended 30 June 2016

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

	Note	Current Annual Budget 3	Projected Year End Actual	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
Operating Revenues		\$	\$	\$	\$	\$	%	
Governance		39,292	39,292	39,292	39,304	12	0.03%	
General Purpose Funding		631,917	631,917	631,917	614,375	(17,542)	(2.78%)	
Law, Order and Public Safety		40,494	40,494	40,494	389,599	349,106	862.12%	▲
Health		2,467	2,467	2,467	625	(1,842)	(74.68%)	
Education and Welfare		3,951,522	3,951,522	3,951,522	3,812,350	(139,172)	(3.52%)	▼
Housing		67,378	67,378	67,378	94,356	26,978	40.04%	▲
Community Amenities		600,027	600,027	600,027	523,389	(76,638)	(12.77%)	▼
Recreation and Culture		164,456	164,456	164,456	82,553	(81,903)	(49.80%)	▼
Transport		842,547	842,547	842,547	783,776	(58,771)	(6.98%)	
Economic Services		60,704	60,704	60,704	53,015	(7,689)	(12.67%)	
Other Property and Services		91,279	91,279	91,279	113,558	22,279	24.41%	▲
Total (Excluding Rates)		6,492,083	6,492,083	6,492,083	6,506,899	14,816	0.23%	
Operating Expense								
Governance		(667,000)	(667,000)	(667,000)	(651,246)	15,754	(2.36%)	
General Purpose Funding		(226,720)	(226,720)	(226,720)	(199,735)	26,986	(11.90%)	▼
Law, Order and Public Safety		(270,779)	(270,779)	(270,779)	(203,131)	67,648	(24.98%)	▼
Health		(56,803)	(56,803)	(56,803)	(51,128)	5,675	(9.99%)	
Education and Welfare		(3,991,534)	(3,991,534)	(3,991,534)	(3,917,543)	73,991	(1.85%)	▼
Housing		(194,042)	(194,042)	(194,042)	(179,364)	14,678	(7.56%)	
Community Amenities		(606,189)	(606,189)	(606,189)	(490,914)	115,275	(19.02%)	▼
Recreation and Culture		(856,696)	(856,696)	(856,696)	(776,596)	80,100	(9.35%)	▼
Transport		(4,338,586)	(4,338,586)	(4,338,586)	(3,708,584)	630,003	(14.52%)	▼
Economic Services		(152,717)	(152,717)	(152,717)	(108,312)	44,405	(29.08%)	▼
Other Property and Services		(42,545)	(42,545)	(42,545)	(101,751)	(59,206)	139.16%	▼
Total		(11,403,610)	(11,403,610)	(11,403,610)	(10,388,303)	1,015,307	8.90%	
Funding Balance Adjustment								
Add back Depreciation		4,720,254	4,720,254	4,720,254	3,973,987	(746,267)	(15.81%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	68,572	68,572	68,572	212,776	144,204	210.30%	▲
Movement in Non Cash Provisions		0	0	0	(5,737)	(5,737)		
Net Operating (Ex. Rates)		(122,701)	(122,701)	(122,701)	299,623	422,324	(344.19%)	
Capital Revenues								
Proceeds from Disposal of Assets	6	636,000	636,000	636,000	556,280	(79,720)	(12.53%)	▼
Self-Supporting Loan Principal		35,629	35,629	35,629	35,630	1	0.00%	
Transfer from Reserves	5	682,627	682,627	682,627	347,000	(335,627)	(49.17%)	▼
Total		1,354,256	1,354,256	1,354,256	938,910	(415,346)	(30.67%)	
Capital Expenses								
Land and Buildings	6	(1,196,878)	(1,196,878)	(1,196,878)	(531,258)	665,620	(55.61%)	▼
Plant and Equipment	6	(547,000)	(547,000)	(547,000)	(765,168)	(218,168)	39.88%	▼
Furniture and Equipment	6	(36,750)	(36,750)	(36,750)	(54,600)	(17,850)	48.57%	▲
Infrastructure Assets - Roads & Bridges	6	(1,042,170)	(1,042,170)	(1,042,170)	(994,418)	47,752	(4.58%)	
Infrastructure Assets - Sewerage	6	(143,547)	(143,547)	(143,547)	(127,057)	16,490	(11.49%)	▼
Infrastructure Assets - Parks	6	(30,000)	(30,000)	(30,000)	0	30,000	(100.00%)	▼
Repayment of Debentures	7	(114,637)	(114,637)	(114,637)	(114,637)	(0)	0.00%	
Transfer to Reserves	5	(1,021,799)	(1,021,799)	(1,021,799)	(1,008,983)	12,815	(1.25%)	
Total		(4,132,781)	(4,132,781)	(4,132,781)	(3,596,121)	536,660	(12.99%)	
Net Capital		(2,778,525)	(2,778,525)	(2,778,525)	(2,657,211)	121,314	(4.37%)	
Total Net Operating + Capital		(2,901,226)	(2,901,226)	(2,901,226)	(2,357,588)	543,638	(18.74%)	
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	1,111,233	1,115,010	3,777	0.34%	
Closing Funding Surplus(Deficit)	2	3,779	3,779	(0)	549,060	549,060		

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

	NOTE	2015/16 Current Budget \$	2015/16 Projected Year End Actual \$	2015/16 YTD Budget \$	2015/16 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES						
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	3,412,432	3,327,899	(84,532)
Fees and Charges		1,443,221	1,443,221	1,443,221	1,437,553	(5,667)
Interest Earnings		175,867	175,867	175,867	157,307	(18,561)
Other Revenue		360,534	360,534	360,534	369,503	8,969
		<u>7,182,047</u>	<u>7,182,047</u>	<u>7,182,047</u>	<u>7,083,900</u>	<u>(98,147)</u>
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs		(1,162,231)	(1,162,231)	(1,162,231)	(1,112,314)	49,917
Materials and Contracts		(4,905,406)	(4,905,406)	(4,905,406)	(4,676,663)	228,743
Utilities		(172,417)	(172,417)	(172,417)	(158,295)	14,122
Depreciation		(4,720,254)	(4,720,254)	(4,720,254)	(3,973,987)	746,267
Interest Expenses	7	(130,793)	(130,793)	(130,793)	(105,983)	24,810
Insurance		(161,940)	(161,940)	(161,940)	(140,185)	21,755
Other Expenditure		(13,525)	(13,525)	(13,525)	(1,459)	12,066
		<u>(11,266,566)</u>	<u>(11,266,566)</u>	<u>(11,266,566)</u>	<u>(10,168,886)</u>	<u>1,097,680</u>
		<u>(4,084,519)</u>	<u>(4,084,519)</u>	<u>(4,084,519)</u>	<u>(3,084,986)</u>	<u>999,533</u>
Non-Operating Grants, Subsidies & Contributions		1,031,559	1,031,559	1,031,559	1,207,997	176,438
Profit on Asset Disposals	6	10,901	10,901	10,901	6,640	(4,261)
Loss on Asset Disposals	6	(79,472)	(79,472)	(79,472)	(219,417)	(139,945)
NET RESULT		<u>(3,121,531)</u>	<u>(3,121,531)</u>	<u>(3,121,531)</u>	<u>(2,089,765)</u>	<u>1,031,766</u>

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

Note 1: 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 (\$270K). However, with Year End reconciliations still to be completed the net result looks close to a break even position.

Housing

The increase against the adjusted budget figure is being driven by rental income over a longer period then originally forecasted.

Community Amenities

The grant for \$60,000 towards the Happy Valley Bore Field project will now be received in the 16/17 year. In addition, there are still some year end invoicing to be completed.

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 (\$57k) and Nature Play Park (\$30K). Applications for these grants will now be carried forward to the 16/17 year.

Transport

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

Economic Services

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

Other Property and Services

Final actual position was improved due better income than expected from Private Works and Workers Compensation reimbursements.

OPERATING EXPENSES

Governance

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

General Purpose Funding

Year End allocations and depreciation have not been run. Once these are completed this program is expected to be on budget.

Law, Order and Public Safety

Year End allocations and depreciation have not been run. Once these are completed this program is expected to be on budget.

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 (\$105k). However, with Year End reconciliations still to be completed the net result looks close to a break even position.

Housing

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

Community Amenities

Year End allocations and depreciation have not been run. Once these are completed this program is expected to be on budget.

Recreation and Culture

Year End allocations and depreciation have not been run. Once these are completed this program is expected to be on budget.

Transport

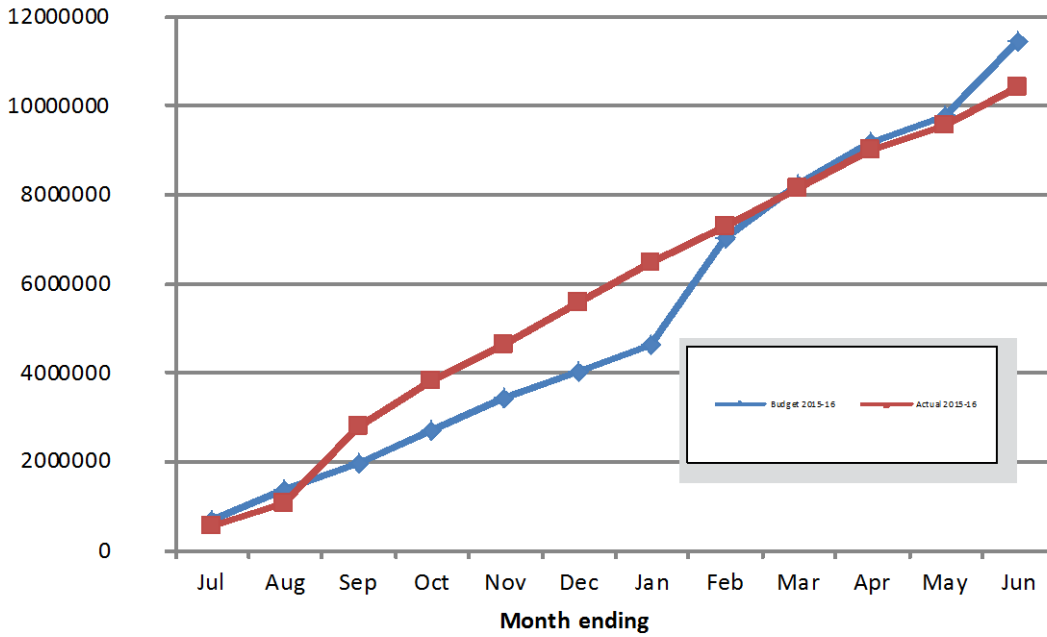
Year End allocations and depreciation have not been run. Once these are completed this program is expected to be on budget.

Economic Services			
This underspend reflects a budget expectation that the \$25k for the Economic Development Strategy, this has now been carried forward to the 16/17 budget. In addition the Year End allocations and depreciation have not been run.			
Other Property and Services			
Year End allocations and depreciation have not been run. Once these are completed this program is expected to be on budget.			
CAPITAL REVENUE			
Proceeds from Disposal of Assets			
This below budget as the executive vehicles have not been replaced as expected.			
Self-Supporting Loan Principal			
Within variance threshold of \$10,000 or 10%			
Transfer from Reserves			
Transfer only occur for the amount actually spent. Therefore this variance represents some projects which we not completed - Kalkarni Generator (\$115K) and Townscape (\$100K) both of which will be completed in 16/17.			
CAPITAL EXPENSES			
Land and Buildings			
The reduction here is a combination of projects that will now be undertaken in the 16/17 year - Kalkarni Generator, Happy Valley Bore Field and the completion of the Robinson Road Townscape and spend under the expected budget on capital items for Kalkarni Aged Residential Facility.			
Plant and Equipment			
The Variance here reflects the capitalisation of the new Fire Tender. This was not included in the annual budget nor the budget review.			
Furniture and Equipment			
This variance to budget is one of classification, purchases budgeted for Kalkarni as Land and Buildings were actually more accurately classified as Furniture and Equipment.			
Infrastructure Assets - Roads & Bridges			
Within variance threshold of \$10,000 or 10%			
Infrastructure Assets - Sewerage			
This variance is the Chlorinator Unit (\$16k) which is now budgeted in the 16/17 year.			
Infrastructure Assets - Parks			
This budget is for the Nature Play Playground. This has been budgeted for in the 16/17 year.			
Repayment of Debentures			
Within variance threshold of \$10,000 or 10%			
Transfer to Reserves			
Within variance threshold of \$10,000 or 10%			
OTHER ITEMS			
Rate Revenue			
Within variance threshold of \$10,000 or 10%			
Opening Funding Surplus (Deficit)			
Within variance threshold of \$10,000 or 10%			
Closing Funding Surplus (Deficit)			
Within variance threshold of \$10,000 or 10%			

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

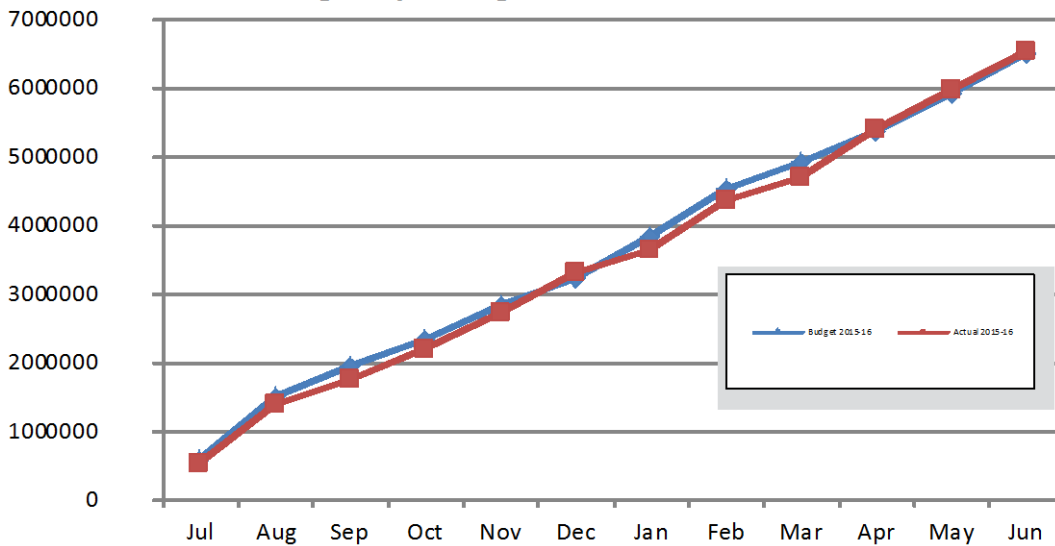
Note 2 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



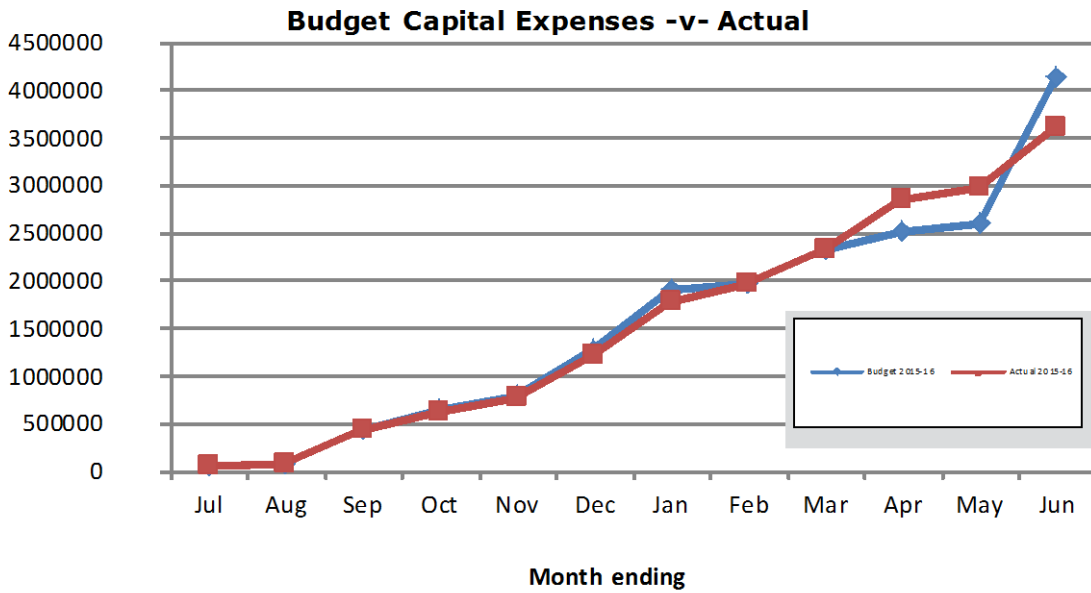
Comments/Notes - Operating Expenses

Budget Operating Revenues -v- Actual

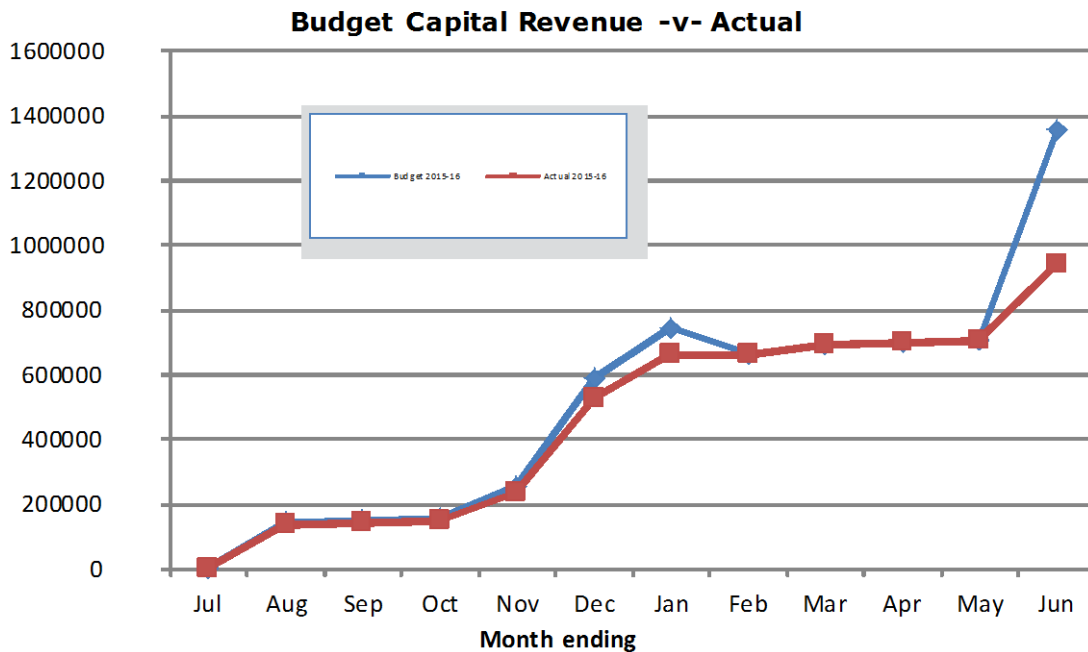


Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2016

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

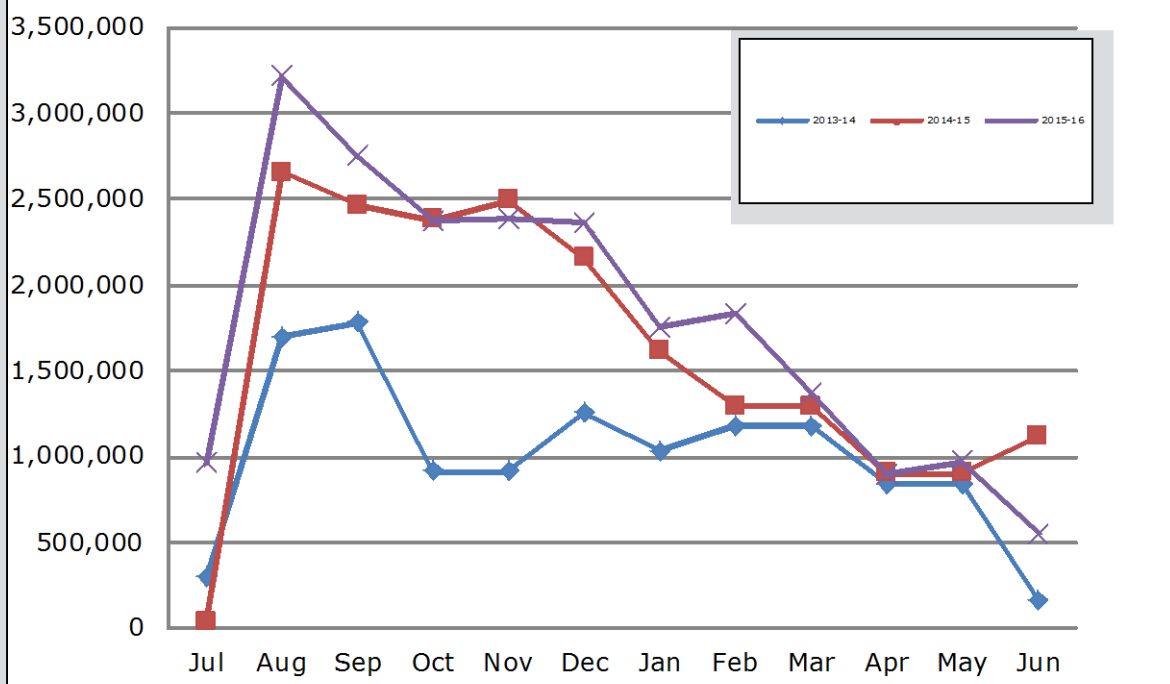


Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2016

Note 3: NET CURRENT FUNDING POSITION

	Note	Positive=Surplus (Negative=Deficit)		
		2015-16		
		This Period	Same Period 2014/15	Same Period 2013/14
		\$	\$	\$
Current Assets				
Cash Unrestricted		772,890	1,393,864	542,908
Cash Restricted		3,221,937	2,559,953	2,441,892
Receivables		1,519,545	1,070,723	853,006
Prepayments & Accruals		0	0	0
Inventories		20,395	10,485	26,826
		5,534,768	5,035,025	3,864,632
Less: Current Liabilities				
Payables and Provisions		(1,763,771)	(1,360,061)	(1,263,772)
		(1,763,771)	(1,360,061)	(1,263,772)
Less: Cash Restricted		(3,221,937)	(2,559,953)	(2,441,892)
Net Current Funding Position		549,059	1,115,011	158,968

Note 2 - Liquidity Over the Year



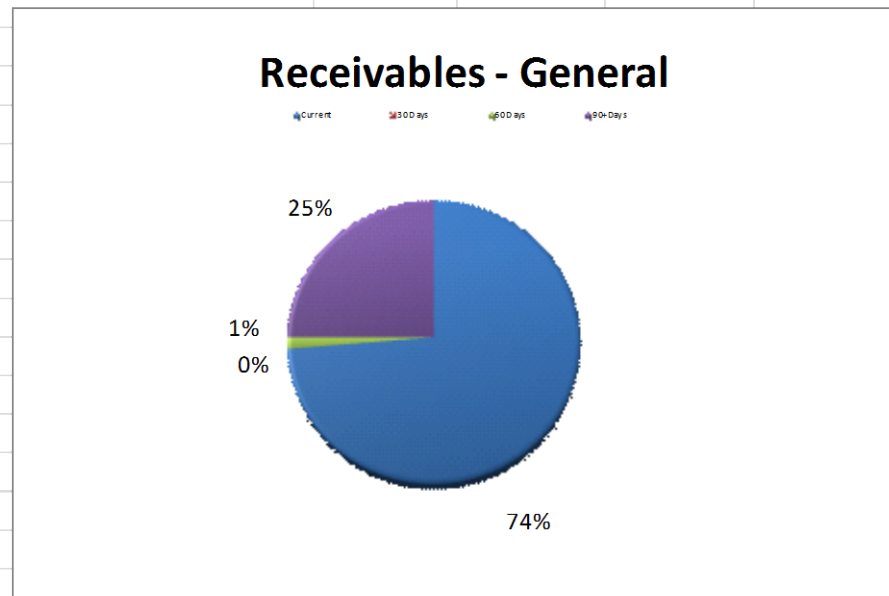
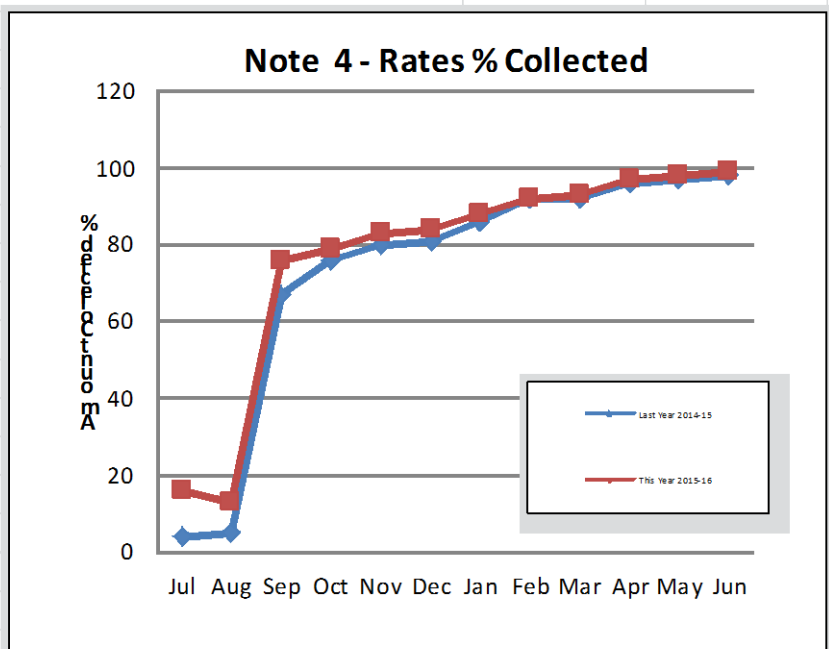
Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2016

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish	Current 2015-16	Previous 2014-15
	\$	\$
Opening Arrears Previous Years	48,284	41,705
Rates, Sewerage & Rubbish Levied this year	2,115,830	1,925,127
Less Collections to date	(2,150,299)	(1,918,548)
Equals Current Outstanding	13,815	48,284
Net Rates Collectable	13,815	48,284
% Collected	99.36%	97.55%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	35,660	0	636	12,098
Total Outstanding				48,394

Amounts shown above include GST (where applicable)



Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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	9,854	100,000	205,000	(85,000)	(75,000)	380,300	494,514
Housing Reserve	310,210	9,306	13,905	485,000	430,000	(40,000)	0	764,516	754,115
Furniture and Equipment Reserve	13,597	408	385	10,000	10,000	0	0	24,005	23,982
Municipal Buildings & Facilities Reserve	83,312	2,499	2,314	30,000	30,000	0	0	115,811	115,626
Townscape and Footpath Reserve	235,807	7,074	6,273	0	0	(200,000)	(100,000)	42,881	142,080
Land Development Reserve	122,707	3,681	3,342	0	0	0	0	126,388	126,049
Sewerage and Drainage Scheme Reserve	199,455	5,984	3,883	50,000	50,000	(150,000)	(128,000)	105,439	125,338
Road and Bridge Infrastructure Reserve	45,568	1,367	1,450	10,000	140,000	0	0	56,935	187,018
Health & Aged Care Reserve	708,616	21,258	19,375	50,000	50,000	(145,000)	0	634,874	777,991
Community Bus Reserve	50,770	1,523	1,390	5,000	5,000	0	0	57,293	57,160
Sport & Recreation Reserve	9,856	296	268	0	0	0	0	10,152	10,124
Rehabilitation & Refuse Reserve	34,410	1,032	945	5,000	5,000	0	0	40,442	40,355
Saddleback Building Reserve	47,533	1,426	1,295	0	0	0	0	48,959	48,828
Caravan Park Reserve	124,544	3,736	3,392	0	0	0	0	128,280	127,936
Brookton Heritage/Museum Reserve	31,005	930	848	2,500	2,500	0	0	34,435	34,353
Kweda Hall Reserve	19,513	585	535	2,500	2,500	0	0	22,598	22,548
Aldersyde Hall Reserve	19,513	585	535	2,500	2,500	0	0	22,598	22,548
Railway Station Reserve	19,513	585	535	2,500	2,500	(18,000)	0	4,598	22,548
Madison Square Units Reserve	16,778	503	457	0	0	0	0	17,281	17,235
Cemetery Reserve	63,264	1,898	1,657	0	0	(51,080)	(44,000)	14,082	20,921
Water Harvesting Reserve	49,322	1,480	1,343	0	0	(26,000)	0	24,802	50,665
	2,559,953	76,799	73,983	755,000	935,000	(715,080)	(347,000)	2,676,672	3,221,936

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

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	0	0	Furniture and Equipment WDV Below Cap	128,949	0	(128,949)
0	0	0	Plant and Equipment WDV Below Cap	22,213	0	(22,213)
0	0	0	Fire Tender	3,655	8,371	4,716
577,243	694,000	116,757	Totals	769,056	556,280	(212,776)

Comments - Capital Disposal

Summary Acquisitions	Adopted Budget		
	Budget	Actual	Variance
	\$	\$	\$
Property, Plant & Equipment			
Land and Buildings	1,202,878	531,258	671,620
Plant & Equipment	607,000	765,168	(158,168)
Furniture & Equipment	21,750	54,600	(32,850)
Infrastructure			
Roadworks & Bridge Works	1,031,390	994,418	36,972
Parks & Gardens	30,000	0	30,000
Sewerage & Drainage	166,000	127,057	38,943
Totals	3,059,018	2,472,501	586,518

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

Note 7: INFORMATION ON BORROWINGS

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-15 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
							Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	142,415	-	11,963	11,963	130,452	130,452	9,934	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	1,803	2,681
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	309,142	-	16,203	16,203	292,939	292,939	20,539	21,461
Governance												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	64,357	-	3,921	3,921	60,436	60,436	2,799	4,150
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	102,601	-	6,959	6,959	95,642	95,642	3,967	5,771
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	169,292	-	11,482	11,482	157,810	157,810	6,546	9,522
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	71,821	-	4,871	4,871	66,950	66,950	2,777	4,040
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	169,292	-	11,482	11,482	157,810	157,810	6,546	9,522
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	768,751	-	40,293	40,293	728,458	728,458	51,072	53,360
					1,844,563	0	114,637	114,637	1,729,926	1,729,926	105,982	120,025

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

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

Note 8: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Cash at Bank - Operating Account	1.50%	45,299				45,299	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	727,591				727,591	Bendigo	
Trust Cash at Bank	1.50%			32,876		32,876	Bendigo	
(b) Term Deposits								
Reserves	2.85%		3,221,937			3,221,937	Bendigo	02/07/2016
Les McMullen Trust	2.70%			7,431		7,431	Bendigo	26/07/2016
(c) Investments								
Bendigo Bank Shares					5,000	5,000		
Total		772,890	3,221,937	40,308	5,000	4,040,135		

Comments/Notes - Investments

Investment Management Strategy for Kalkarni Bonds

The total bond/RAD amounts are invested with Bankwest for a term of 271 days at the rate of 3.08% with a maturity date of 3rd January 2017.

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

Note 10: TRUST FUND

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

Description	Opening Balance For the Period 1 July 2015	Amount Received	Amount Paid	Closing Balance For the Period Ended 30 June 2016
	\$	\$	\$	\$
Housing Bonds	1,080	2,820	(3,720)	180
Other Bonds	11,430	15,005	(16,315)	10,120
Rates Incentive Prize	0	400	(200)	200
Staff AFL Tipping	200	0	(200)	0
Les McMullen Sporting Grants	7,431	199	(871)	6,760
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	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
	49,030	18,424	(27,147)	40,308

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

Note 11: Kalkarni Aged Care Facility

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
Operating Revenue		\$	\$	\$	\$	%	
Fees & Charges		730,448	730,448	730,448	0	0.00%	
Grants & Subsidies		2,966,461	2,966,461	2,695,871	(270,590)	(9.12%)	
Reimbursements & Donations		250	250	0	(250)	(100.00%)	
Other Income		3,333	3,333	0	(3,333)	(100.00%)	
Total Revenue		3,700,492	3,700,492	3,426,320	(274,172)	(7.41%)	
Operating Expenses							
Building Maintenance		0	0	0	0	0.00%	
Interest Expenses		(5,771)	(5,771)	(3,967)	1,804	(31.26%)	
Insurance Expenses		(17,000)	(17,000)	(14,311)	2,689	(15.82%)	
Building Maintenance		(47,700)	(47,700)	(20,215)	27,485	(57.62%)	▼
Loss on Sale of Asset		0	0	(87,234)	(87,234)	0.00%	
Depreciation		(199,200)	(199,200)	(185,206)	13,994	(7.03%)	
ABC Administration Expenses		(21,559)	(21,559)	(18,764)	2,795	(12.96%)	
Contract Expenses		(3,594,909)	(3,594,909)	(3,489,076)	105,833	(2.94%)	▼
Total Expenses		(3,886,139)	(3,886,139)	(3,818,774)	67,366	1.73%	
Operating Surplus (Deficit)		(185,647)	(185,647)	(392,454)	(206,807)	-111%	
Excluding Non Cash Adjustments							
Add back Depreciation		199,200	199,200	185,206	(13,994)	(7.03%)	
Adjust (Profit)/Loss on Asset Disposal		0	0	(87,234)	(87,234)	0.00%	
Net Operating Surplus (Deficit)		13,553	13,553	(294,482)	(308,035)	(2272.82%)	
Capital Revenues							
KBC Capital Income		184,830	184,830	184,830	(0)	(0.00%)	
Transfer from Reserves	5	145,000	0	0	0	0.00%	
Total		329,830	184,830	184,830	(0)	(0)	
Capital Expenses							
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		
Repayment of Debentures	7	(6,959)	(6,959)	(6,959)	0	0.00%	
Transfer to Reserves	5	(71,258)	(17,715)	(69,375)	(51,660)		
Total		(330,547)	(79,674)	(128,186)	(48,512)		
Net Capital		(717)	105,156	56,644	(48,512)	(46.13%)	
Closing Funding Surplus(Deficit)		12,836	118,709	(237,838)	(356,547)		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 30 June 2016

Note 12 WB Eva Pavilion Operating Statement

	NOTE	2015/16	2015/16	2015/16	Variance
		Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
		\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES					
Hire Fees - WB Eva Pavilion		3,000	2,000	2,875	875
Sporting Club Fees		4,929	4,500	3,380	(1,120)
Gymnasium Income		13,000	12,000	12,636	636
		<u>20,929</u>	<u>18,500</u>	<u>18,891</u>	<u>391</u>
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(6,765)	(6,765)	(10,552)	(3,786)
Materials and Contracts		(8,350)	(8,350)	(7,755)	595
Utilities		(6,000)	(6,000)	(3,431)	2,569
Interest Expenses		(53,359)	(53,359)	(51,072)	2,287
Insurance		(6,500)	(6,500)	(3,705)	2,796
General Operating Expenses		(7,622)	(7,622)	(13,698)	(6,077)
Gymnasium Operating		(11,385)	(11,385)	(4,452)	6,932
		<u>(88,596)</u>	<u>(88,596)</u>	<u>(90,213)</u>	<u>(1,617)</u>
		<u>(67,667)</u>	<u>(70,096)</u>	<u>(71,322)</u>	<u>(1,227)</u>
NET RESULT					
		<u>(67,667)</u>	<u>(70,096)</u>	<u>(71,322)</u>	<u>(1,227)</u>

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 30 June 2016

Note 13 Sewerage Operating Statement

	NOTE	2015/16	2015/16	2015/16	Variance
		Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
		\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES					
SEW Fees & Charges		1,000	1,000	1,416	416
SEWERAGE RATES CHARGES		139,751	139,751	140,819	1,068
		<u>140,751</u>	<u>140,751</u>	<u>142,235</u>	<u>1,484</u>
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(2,696)	(2,696)	(1,852)	845
Materials and Contracts		(23,042)	(23,042)	(28,620)	(5,578)
Utilities		(5,950)	(5,950)	(5,339)	611
Depreciation		(16,581)	(16,581)	(89,544)	(72,962)
Interest Expenses		(4,040)	(4,040)	(2,777)	1,263
Insurance		(230)	(230)	(240)	(10)
General Operating Expenses		(3,743)	(3,743)	(1,783)	1,960
Allocation of Administration Expense		(11,591)	(11,591)	(3,100)	8,491
		<u>(67,873)</u>	<u>(67,873)</u>	<u>(133,255)</u>	<u>(65,381)</u>
		72,878	72,878	8,980	(63,898)
Non-Operating Grants, Subsidies & Contributions		-	-	-	-
Profit on Asset Disposals		-	-	-	-
Loss on Asset Disposals		-	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET RESULT		<u>72,878</u>	<u>72,878</u>	<u>8,980</u>	<u>(63,898)</u>

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Aquatic Centre
For the Period Ended 30 June 2016

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
		\$	\$	\$	\$	%	
Note 14 (a): Brookton Caravan Park							
Operating Revenue							
Caravan Park Fees		45,000	45,000	39,249	(5,751)	(12.78%)	
Total Revenue		45,000	45,000	39,249	(5,751)	(12.78%)	
Operating Expenses							
Brookton Caravan Park		(63,123)	(63,123)	(54,788)	8,335	0.00%	
Caravan Park Depreciation		(725)	(725)	(742)	(17)	2.39%	
Caravan Park Abc Administration Expenses		(10,200)	(10,200)	(8,878)	1,322	0.00%	
Total		(74,047)	(74,047)	(64,408)	9,639	13.02%	
Operating Surplus (Deficit)		(29,047)	(29,047)	(25,159)	3,888	13%	
Excluding Non Cash Adjustments							
Add back Depreciation		725	725	742	17	2.39%	
Net Operating Surplus (Deficit)		(28,322)	(28,322)	(24,417)	3,906	(13.79%)	
Note 14 (b): Brookton Aquatic Centre							
Operating Revenue							
POOL Fees & Charges		13,292	6,646	11,766	5,120	0.00%	
POOL GRANTS & SUBSIDIES		0	0	32,000	32,000	0.00%	
Total Revenue		13,292	6,646	43,766	37,120	0	
Operating Expenses							
POOL Employee Costs		(800)	(800)	(399)	401	(50.11%)	▼
POOL General Operating Expenses		(81,700)	(81,700)	(90,558)	(8,858)	10.84%	
POOL Building Maintenance		(12,657)	(12,657)	(18,928)	(6,271)	49.55%	
POOL Depreciation		(24,674)	(24,674)	(22,646)	2,028	(8.22%)	
POOL Abc Administration Expenses		(35,004)	(35,004)	(30,466)	4,538	(12.96%)	▼
Total		(154,835)	(154,835)	(162,998)	(8,163)	(5.27%)	
Operating Surplus (Deficit)		(141,543)	(148,189)	(119,231)	28,958	0%	
Excluding Non Cash Adjustments							
Add back Depreciation		24,674	24,674	22,646	(2,028)	0.00%	
Net Operating Surplus (Deficit)		(116,868)	(123,514)	(96,585)	26,930	0%	

12.07.16.03 BUDGET 2016/17 - ADOPTION

FILE REFERENCE:

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 12th July 2016

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

PREVIOUS MEETING REFERENCE: Budget Workshop held 29 June 2016.

SUMMARY:

Adoption of the Budget for the 2016/17 financial year together with the supporting schedules, including the striking of rates and other consequential matters arising from the budget.

Background:

Council is required to prepare and adopt, in the manner and form prescribed, its Annual Budget by no later than 31 August each year, in accordance with Section 6.2 of the Local Government Act 1995.

Details:

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management Regulations) 1996* and Australian Accounting Standards.

Statutory and Legal Considerations:

The budget adoption requirements are covered in Section 6.2 of the *Local Government Act 1995*. In addition, Divisions 5 and 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget.

Policy Considerations:

Council Policy 4.1: Budget Preparation – Where practical the Budget should be completed and adopted prior to 31 July and, if not practical, by 31 August in accordance with the provisions of the *Local Government Act 1995*.

Council Policy 4.9: Contiguous Rating.

Council Policy 4.14 – Rates Exemptions.

Consultation:

The budget has been prepared in consultation with all staff and a workshop budget session with Council.

Financial Implications:

Financial implications are detailed in the 2016/17 Annual Budget, as a separate attachment (12.07.16.03A) to this report.

Strategic Community Plan (2013-2023):

Strategy 5.3.4: *Develop, implement and review Integrated Planning Framework.*

Corporate Business Plan (2015-2019):

In preparing the 2016/17 Annual Budget consideration has been given to a four year time frame which has also been reviewed. This is consistent with the review framework outlined in the Corporate Business Plan and the Long Term Financial Plan.

Officers Comment:

The 2016/17 budget continues to deliver on strategies adopted by the council and maintains the required level of service across all programs while maintaining a focus on road and associated infrastructure as well as attempting to renew assets at sustainable levels. The main features of the draft budget include:

- A 7% increase in the revenue raised from rates. This proposed increase enables the shire to maintain its current level of services to the community, whilst also allowing the shire to carry out its proposed capital works program and transfer funds into reserve during 2016/17. This approach is also consistent with the Long Term Financial Plan.
- An 8% increase in sewerage charges. This will enable a transfer of \$5,000 of sewerage income into the Refuse Rehabilitation reserve.
- A 6% increase in fees and charges where council has the discretion and where it has been considered appropriate.
- Household and commercial rubbish collection charges have been increased by 7%. This reflects the increasing cost of recycling rubbish and maintaining the land fill site. This budgeted increase will allow the refuse services provided to continue to break even, with budgeted revenue \$171,913 (including refuse site rate) covering budgeted operating costs of \$171,697.
- A capital works programme totalling \$3,373,623 for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is planned. Expenditure on road infrastructure is a major component of this with \$1,166,600 to be invested in roads and associated assets in 2016/17. An amount of \$1,406,243 is provided for land and buildings of which \$780,000 is for the completion of two new houses as part of Council's housing development plan.

Voting Requirements:

Absolute Majority.

Recommendation

That Council:

1. General Rate

In accordance with Section 6.33 of the Local Government Act 1995, imposes a rate in the dollar for the areas of the Shire valued on Gross Rental Values of 10.4740 cents in the dollar and Unimproved Values of 0.9995 cents in the dollar.

2. General Minimum Rate

In accordance with Section 6.35(1) of the Local Government Act 1995, set a general minimum rate of \$751 for the 2016/17 financial year for Gross Rental Value properties and a general minimum rate of \$1,287 for the 2016/17 financial year for Unimproved Value properties.

3. Due Date for Payment of Rates

In accordance with section 6.45 of the *Local Government Act 1995* and regulation 64 (2) of the *Local Government (Financial Management) Regulations 1996*, set the following due dates for the payment of rates in full by instalments:

Full payment or 1 st instalment due date	19 September 2016
2 nd half instalment due date	30 January 2017
2 nd quarterly instalment due date	21 November 2016
3 rd quarterly instalment due date	30 January 2017
4 th and final quarterly instalment due date	10 April 2017

4. Interest on Rate Instalments

In accordance with section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, adopt an interest rate of 5.5% where the owner has elected to pay rates through an instalment option.

5. Administration Charge on Instalments

In accordance with section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, adopt an instalment administration charge where the owner has elected to pay rates through an instalment option of \$10 for each instalment after the initial instalment is paid.

6. Interest on Overdue Rates

In accordance with 6.51 (1) and subject to section 6.51 (4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, adopt an interest rate of 11% for rates and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

7. Rate Concessions

In accordance with the provisions of Section 6.47 of the *Local Government Act 1995*, provide the following concessions in relation to the adopted 2016/17 Annual Budget for rates:

- That a rate concession be granted to property owners where a contiguous property crosses a shire boundary, resulting in a portion of that property being assessed at a calculated rate. The concession will be calculated by deducting the amount that would otherwise be payable on the relevant property if it were contiguously rated by the relevant neighbouring shire from the amount that has been assessed/paid in the current year with Council.
- That a rate concession be granted to property owners where a property is located within the Aldersyde town site boundary and has an area of one acre or less. The concession to be granted being equivalent to the difference between the minimum rate applicable to unimproved value properties and the minimum rate applicable to gross rental value properties.
- That a rate concession be granted upon request to, Incorporated Not for Profit organisations, that own or have vested a rateable property within the Shire of Brookton. The concession will be equivalent to the general rate and the sewerage charge applied to the property. With the exception of the Brookton Multifunction Family Centre, commercial activities must not be undertaken on the prescribed property.

8. Refuse Site Charges

In accordance with sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995* impose the following General and Minimum Rates in relation to refuse charges:

- Refuse Site Rate
Unimproved Values – 0.00001 cents in the dollar
Minimum Rate - \$54.00
- Refuse Site Rate

Gross Rental Values – 0.0002 cents in the dollar
Minimum Rate - \$54.00

9. Rubbish Charges

In accordance with sections 6.16 and 6.17 of the *Local Government Act 1995* impose the following fees and charges in relation to domestic and commercial rubbish collection:

- Residential – once per week single 240L bin pick up including recycling \$305.00
- Commercial – once per week single 240L bin pick \$305.00
- Each additional bin pick up once per week \$305.00
- Commercial - Cardboard Recycling \$99 per collection

10. Councillor Remuneration

Adopt the Councillor Remuneration levels as;
Councillor Meeting Fees- \$200 per meeting
Committee Meeting Fees - \$100 per meeting
Presidents Meeting Fees - \$400 per meeting
Presidents Allowance- \$1,500
Deputy Presidents Allowance- \$375

11. Sewerage Charges

In accordance with section 41 of the *Health Act 1911*, adopt the following sewerage charges to be imposed on all properties in the Brookton town site that are capable of being connected to the sewerage scheme:

- Sewerage Residential – 5.8324 cents in the dollar, minimum \$457.00 per property.
- Sewerage Commercial – 10.8712 cents in the dollar, minimum \$940.00 per property.
- Sewerage Vacant – \$302.00 per property.
- Charitable Organisations –
Category 1 - \$1,455 per property
Category 2 - \$500.00 per property
Category 3 - \$740 per property
Category 4 - \$1,096.00 per property

12. Adoption of Material Variance Level for Reporting

Adopt the value of +/- \$10,000 or 10% whichever is the greater as the minimum amount for reporting material variances for the 2016/17 financial year.

13. Adoption of Budget

In accordance with the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopt the 2016/17 Budget as presented in separate attachment 12.07.16.03A.

Officer's Recommendation:

That Council:

1. General Rate

In accordance with Section 6.33 of the Local Government Act 1995, imposes a rate in the dollar for the areas of the Shire valued on Gross Rental Values of 10.4740 cents in the dollar and Unimproved Values of 0.9995 cents in the dollar.

2. General Minimum Rate

In accordance with Section 6.35(1) of the Local Government Act 1995, set a general minimum rate of \$751 for the 2016/17 financial year for Gross Rental Value properties and a general minimum rate of \$1,287 for the 2016/17 financial year for Unimproved Value properties.

3. Due Date for Payment of Rates

In accordance with section 6.45 of the *Local Government Act 1995* and regulation 64 (2) of the *Local Government (Financial Management) Regulations 1996*, set the following due dates for the payment of rates in full by instalments:

Full payment or 1 st instalment due date	19 September 2016
2 nd half instalment due date	30 January 2017
2 nd quarterly instalment due date	21 November 2016
3 rd quarterly instalment due date	30 January 2017
4 th and final quarterly instalment due date	10 April 2017

4. Interest on Rate Instalments

In accordance with section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, adopt an interest rate of 5.5% where the owner has elected to pay rates through an instalment option.

5. Administration Charge on Instalments

In accordance with section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, adopt an instalment administration charge where the owner has elected to pay rates through an instalment option of \$10 for each instalment after the initial instalment is paid.

6. Interest on Overdue Rates

In accordance with 6.51 (1) and subject to section 6.51 (4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, adopt an interest rate of 11% for rates and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

7. Rate Concessions

In accordance with the provisions of Section 6.47 of the *Local Government Act 1995*, provide the following concessions in relation to the adopted 2016/17 Annual Budget for rates:

- That a rate concession be granted to property owners where a contiguous property crosses a shire boundary, resulting in a portion of that property being assessed at a calculated rate. The concession will be calculated by

deducting the amount that would otherwise be payable on the relevant property if it were contiguously rated by the relevant neighbouring shire from the amount that has been assessed/paid in the current year with Council.

- That a rate concession be granted to property owners where a property is located within the Aldersyde town site boundary and has an area of one acre or less. The concession to be granted being equivalent to the difference between the minimum rate applicable to unimproved value properties and the minimum rate applicable to gross rental value properties.
- That a rate concession be granted upon request to, Incorporated Not for Profit organisations, that own or have vested a rateable property within the Shire of Brookton. The concession will be equivalent to the general rate and the sewerage charge applied to the property. With the exception of the Brookton Multifunction Family Centre, commercial activities must not be undertaken on the prescribed property.

8. Refuse Site Charges

In accordance with sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995* impose the following General and Minimum Rates in relation to refuse charges:

- Refuse Site Rate
Unimproved Values – 0.00001 cents in the dollar
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- Refuse Site Rate
Gross Rental Values – 0.0002 cents in the dollar
Minimum Rate - \$54.00

9. Rubbish Charges

In accordance with sections 6.16 and 6.17 of the *Local Government Act 1995* impose the following fees and charges in relation to domestic and commercial rubbish collection:

- Residential – once per week single 240L bin pick up including recycling \$305.00
- Commercial – once per week single 240L bin pick \$305.00
- Each additional bin pick up once per week \$305.00
- Commercial - Cardboard Recycling \$99 per collection

10. Councillor Remuneration

Adopt the Councillor Remuneration levels as;

Councillor Meeting Fees - \$200 per meeting
Committee Meeting Fees - \$100 per meeting
Presidents Meeting Fees - \$400 per meeting
Presidents Allowance - \$1,500
Deputy Presidents Allowance - \$375

11. Sewerage Charges

In accordance with section 41 of the *Health Act 1911*, adopt the following sewerage charges to be imposed on all properties in the Brookton town site that are capable of being connected to the sewerage scheme:

- Sewerage Residential – 5.8324 cents in the dollar, minimum \$457.00 per property.
- Sewerage Commercial – 10.8712 cents in the dollar, minimum \$940.00 per property.
- Sewerage Vacant – \$302.00 per property.
- Charitable Organisations –
 - Category 1 - \$1,455 per property
 - Category 2 - \$500.00 per property
 - Category 3 - \$740 per property
 - Category 4 - \$1,096.00 per property

12. Adoption of Material Variance Level for Reporting

Adopt the value of +/- \$10,000 or 10% whichever is the greater as the minimum amount for reporting material variances for the 2016/17 financial year.

13. Adoption of Budget

In accordance with the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopt the 2016/17 Budget as presented in separate attachment 12.07.16.03A.

SEPARATE ATTACHMENT 12.07.16.03A

12.07.16.04 LONG TERM FINANCIAL PLAN - ADOPTION

FILE REFERENCE:

AUTHORS NAME AND POSITION: Evelyn Arnold
Deputy Chief Executive Officer

NAME OF APPLICANT/RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 12th July 2016

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference

SUMMARY:

Council is requested to consider the adoption of the Shire of Brookton Long Term Financial Plan 2016-2026 as part of the review of the Integrated Strategic Planning Framework Reports.

Background:

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

Details:

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

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

Statutory and Legal Considerations:

Local Government Act (1995) sect. 5.56

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

Policy Considerations:

There are no policy implications relevant to this recommendation.

Consultation:

Council and Staff as part to the budget preparation process.

Financial Implications:

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

Strategic Community Plan (2013 – 2023):

No specific implication relative to this report.

Corporate Business Plan (2015 – 2019):

No specific implication relative to this report.

Officer's Comment:

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

Voting Requirements:

Absolute Majority

Officer's Recommendation:

That Council adopts the attached Shire of Brookton Long Term Financial Plan 2016-2026

SEPARATE ATTACHMENT 12.07.16.04A

12.07.16.05 WRITE OFF SMALL BALANCES – RATES END OF YEAR

FILE REFERENCE:

AUTHORS NAME AND POSITION: Deanne Sweeney
Senior Finance Officer

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 06 July 2016

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference.

SUMMARY:

This report recommends a write off of small balances totaling \$101.36 to be written off in accordance with section 6.12 (1) (c) of the *Local Government Act 1995*.

Background:

Under section 6.12 (1) (c) of the *Local Government Act 1995*, Council is able to write off any amount of money, which is owed to the Local Government.

Detail:

As part of the Rates end of year process it is recommended to write off small balances \$5.00 and under per rates assessment. Details of the small balance write offs are supplied in the attached schedule titled 12.07.16.05A – Small Balance Write Off's.

Statutory and Legal Considerations:

Section 6.12 (1) (c) of the *Local Government Act 1995* applies to small balance write-offs.

Policy Considerations:

There are no policy implications.

Consultation:

None

Financial Implications:

The financial implications are minor and covered in a standard budget provision for write offs of this nature.

Strategic Community Plan (2013 – 2023)

Not applicable

Corporate Business Plan (2015-2019)

No reference

Officer's Comment:

Not applicable.

Voting Requirements:

Absolute majority.

Officer's Recommendation:

That Council approves the schedule of small balance write off's totalling \$101.36 as per attachment 12.07.16.05A, as part of Rates end of year processing.

Attachment 12.07.16.05A

WRITE OFF SMALL BALANCES – RATES END OF YEAR

Assess #	Property Address	Value
A829	ALDERSYDE-PINGELLY ROAD ALDERSYDE	\$ 0.28
A845	HILLCROFT ROAD BROOKTON	\$ 3.72
A859	130 TYRER ROAD BROOKTON	\$ 1.38
A875	10643 GREAT SOUTHERN HIGHWAY BROOKTON	\$ 0.25
A885	40 REYNOLDS STREET BROOKTON	\$ 0.17
A888	129 TYRER RD BROOKTON	\$ 0.62
A891	STRANGE ROAD BROOKTON	\$ 1.00
A893	LOT 38 PAGES ROAD BROOKTON	\$ 0.05
A898	153 WILLIAMS ROAD BROOKTON	\$ 0.74
A909	474 BARTRAM ROAD BROOKTON	\$ 1.25
A972	BOYAGARRA ROAD BROOKTON	\$ 0.40
A775	322 LOCATION 9930 GARTRELL RD BROOKTON	\$ 4.25
A781	121 WOODS LOOP BROOKTON	\$ 3.30
A782	8488 BROOKTON HIGHWAY BROOKTON	\$ 1.79
A783	LOT 1 BROOKTON-KWEDA ROAD ALDERSYDE	\$ 3.13
A784	LOT 1 BROOKTON HIGHWAY JELCOBINE	\$ 3.13
A789	119 WOODS LOOP BROOKTON	\$ 0.91
A806	LAKE MEARS ROAD BROOKTON	\$ 0.82
A812	MATTINGLY ROAD BROOKTON	\$ 0.04
A826	BROOKTON-KWEDA ROAD ALDERSYDE	\$ 1.64
A529	9 GAYNOR STREET BROOKTON	\$ 0.02
A533	47 BROOKTON HIGHWAY BROOKTON	\$ 0.01
A56	STRANGE ROAD BROOKTON	\$ 0.31
A581	BROOKTON HIGHWAY BROOKTON	\$ 0.13
A589	92 WHITE STREET BROOKTON	\$ 4.29
A67	YORK-WILLIAMS ROAD BROOKTON	\$ 0.06
A69	GREAT SOUTHERN HIGHWAY BROOKTON	\$ 1.89
A755	6 MARSH AVENUE BROOKTON	\$ 0.06
A760	LOT 1 GREAT SOUTHERN HIGHWAY BROOKTON	\$ 0.01
A769	LOT 201 MOORUMBINE LOCATION BROOKTON	\$ 0.62
A770	LOT 202 MOORUMBINE ROAD BROOKTON	\$ 1.31
A360	18 MONTGOMERY STREET BROOKTON	\$ 0.07
A370	38 WILLIAMS STREET BROOKTON	\$ 2.52
A461	11 WHITE STREET BROOKTON	\$ 1.57
A463	105 ROBINSON ROAD BROOKTON	\$ 4.56
A472	54 LEFROY STREET BROOKTON	\$ 1.74
A495	101 ROBINSON ROAD BROOKTON	\$ 0.14
A500	33 RICHARDSON STREET BROOKTON	\$ 2.14
A510	133 ROBINSON ROAD BROOKTON	\$ 1.99
A511	36 WILLIAMS STREET BROOKTON	\$ 0.43
A512	49 RICHARDSON STREET BROOKTON	\$ 1.20
A522	13 WHITE STREET BROOKTON	\$ 1.99
A2814	LOT 7685 BROOKTON HIGHWAY BROOKTON	\$ 1.62
A2815	LOT 1 BROOKTON HIGHWAY BROOKTON	\$ 1.62
A284	46 REYNOLDS STREET BROOKTON	\$ 0.25
A298	3 ROGERS COURT BROOKTON	\$ 0.10

A30	1480 STRANGE ROAD BROOKTON	\$ 0.07
A303	64 WILLIAMS STREET BROOKTON	\$ 1.44
A310	37 CUMMING STREET BROOKTON	\$ 0.12
A315	14 RICHARDSON STREET BROOKTON	\$ 0.27
A335	9 WITHALL STREET BROOKTON	\$ 0.58
A342	80 LEFROY STREET BROOKTON	\$ 0.17
A348	9 WHITE STREET BROOKTON	\$ 0.10
A36	LOT 40 WALWALLING ROAD BROOKTON	\$ 2.26
A2746	505 SMART ROAD BROOKTON	\$ 1.43
A2755	AUSTIN ROAD BROOKTON	\$ 2.39
A2763	BROOKTON-KWEDA ROAD NALYA	\$ 0.52
A2765	LOT 751 BARTRAM ROAD BROOKTON	\$ 0.38
A2766	LOT 45 MCCABE ROAD BROOKTON	\$ 1.35
A2770	LOT 81 PIKE ROAD JELCOBINE	\$ 3.35
A2777	3 KOORRNONG DRIVE BROOKTON	\$ 1.23
A2797	90 WILLIAMS STREET BROOKTON	\$ 0.17
A2799	BOYAGARRA ROAD BROOKTON	\$ 2.49
A2806	66 WILLIAMS STREET BROOKTON	\$ 2.08
A2535	161 BROOKTON HIGHWAY BROOKTON	\$ 0.40
A2558	BUCKINGHAM ROAD BROOKTON	\$ 0.23
A2560	LOT 95 WILLS ROAD JELCOBINE	\$ 1.79
A2566	154 BARTRAM ROAD JELCOBINE	\$ 3.10
A2587	LOT 800 CORBERDING ROAD BROOKTON	\$ 0.40
A2592	LOT 147 CORBERDING ROAD BROOKTON	\$ 0.26
A2633	263 BUCKINGHAM ROAD BROOKTON	\$ 0.21
A265	21 GAYNOR STREET BROOKTON	\$ 1.99
A2657	2706 BROOKTON-KWEDA ROAD BROOKTON	\$ 0.07
A2683	39 MONGER STREET BROOKTON	\$ 0.81
A2741	SOUTHERN BRANCH ROAD BROOKTON	\$ 0.11
A10	ROCKY FORD BROOKTON	\$ 0.44
A1000	LOT 1 WHITE ROAD BROOKTON	\$ 0.81
A110	LOT 90 BUTCHERS ROAD BROOKTON	\$ 0.02
A112	WHITE ROAD BROOKTON	\$ 1.96
A155	1737 BROOKTON-KWEDA ROAD BROOKTON	\$ 0.64
A199	PINGELLY-ALDERSYDE ROAD EAST BROOKTON	\$ 0.23
A218	3666 KWEDA ROAD BROOKTON	\$ 2.39
A235	LOT 186 GREAT SOUTHERN HIGHWAY BROOKTON	\$ 0.06
A2371	LOT 456 WHITTINGTON STREET BROOKTON	\$ 0.05
A241	19 WHITE STREET BROOKTON	\$ 3.28
A245	131 ROBINSON ROAD BROOKTON	\$ 0.38
A981	453 BARTRAM ROAD JELCOBINE	\$ 1.65
A982	145 BROOKTON HWY BROOKTON	\$ 0.16
		\$ 101.36

12.07.16.06 CORPORATE BUSINESS PLAN 2016-2020 – ADOPTION

FILE REFERENCE:

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

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

DATE REPORT WRITTEN: 12th June 2016

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

PREVIOUS MEETING REFERENCE: There is no previous meeting reference

SUMMARY:

Council is requested to consider the adoption of the Shire of Brookton Corporate Business Plan 2016-2020 as part of the review of the Integrated Strategic Planning Framework Reports.

Background:

The first Strategic Community Plan and Corporate Business Plan were prepared and adopted by Council in April and June 2013.

As part of desktop review of the Strategic Community Plan conducted in 2015, the Corporate Business Plan was also reviewed and adopted in May 2015.

Details:

The Corporate Business Plan (CBP) (attachment 12.07.16.06A) details the activities and services Council will undertake over a four year period to achieve the objectives of the Strategic Community Plan. The Corporate Business Plan is a fixed term document providing direction and road map for the council to achieve strategies identified in the Strategic Community Plan. It is an internal business planning document identifying key priorities for four years.

The main section of the CPB, "*Strategic Focus and Outcomes*", have previously been reviewed by Council to ensure that the Strategy, Activities, Services and Timeframes are achievable. The inclusion of service area responsibilities and operating and capital financial forecasts provides the linkages with the other informing strategies such as Asset Management Plans, Workforce Plans and the Long Term Financial Plan.

Statutory and Legal Considerations:

Local Government Act (1995) sect. 5.56

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

Policy Considerations:

There are no policy implications relevant to this recommendation.

Consultation:

Senior staff were asked to provide feedback on the allocation of resources.

Financial Implications:

The associated costs to deliver the activities and services, are shown in the CBP along with the Operating and Capital revenues as outlined in the annual budget.

Strategic Community Plan (2013 – 2023):

No specific implication relative to this application.

Corporate Business Plan (2015 – 2019):

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

Officer's Comment:

This report now mirrors the financial position as adopted in the annual budget. This further emphasises the linkages of the integrated strategic planning reports.

Voting Requirements:

Absolute Majority

Officer's Recommendation:

That Council adopts the attached Shire of Brookton Corporate Business Plan 2016-2020.

SEPARATE ATTACHMENT 12.07.16.06A

13.07.16 GOVERNANCE

NIL

14.07.16 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

16.07.16.0 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.

17.07.16 NEXT MEETING & CLOSURE

The next Ordinary meeting of Council will be on Thursday 18 August 2016 at 12.30 pm.

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