

SHIRE OF BROOKTON
ORDINARY COUNCIL MEETING

AGENDA

17 November 2016



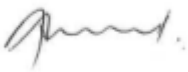
10.30	am	AUSTRALIA DAY PANEL
11.00	am	AUDIT COMMITTEE
12.00	pm	LUNCH
12.30	pm	COUNCIL MEETING
3.30	pm	AFTERNOON TEA
4.00	pm	COUNCIL BRIEFING FORUM
6.00	pm	DINNER

SHIRE OF BROOKTON
ORDINARY COUNCIL MEETING

Dear Councillor, Resident of Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 17 November 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.



Dale Stewart
ACTING CHIEF EXECUTIVE OFFICER

11 November 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.

TABLE OF CONTENTS

TABLE OF CONTENTS.....		3
1.11.16	DECLARATION OF OPENING/ATTENDANCE.....	4
2.11.16	ANNOUNCEMENTS OF VISITORS.....	4
3.11.16	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	4
4.11.16	PUBLIC QUESTION TIME	4
5.11.16	APPLICATIONS FOR LEAVE OF ABSENCE	4
6.11.16	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	4
7.11.16	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	5
8.11.16	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	5
9.11.16	DISCLOSURE OF INTERESTS	5
10.11.16	TECHNICAL & DEVELOPMENT SERVICES REPORTS.....	6
	10.11.16.01 FINAL ADOPTION – STOCKING RATES POLICY	6
	10.11.16.02 FINAL ADOPTION – SHIRE OF BROOKTON HERITAGE INVENTORY.....	17
11.11.16	COMMUNITY SERVICES REPORTS	24
12.11.16	FINANCE & ADMINISTRATION REPORT	25
	12.11.16.01 LIST OF ACCOUNTS FOR PAYMENT	25
	12.11.16.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2016	31
	12.11.16.03 ANNUAL REPORT FOR 2015/16 FINANCIAL YEAR	64
	12.11.16.04 RATE DEBTOR WRITE-OFF	68
13.11.16	GOVERNANCE.....	71
	13.11.16.01 TEMPORARY ROAD CLOSURE – ROBINSON ROAD	71
	13.11.16.02 NO SCHOOL NO POOL POLICY.....	74
	13.11.16.03 GRAFFITI VANDALISM ACT 2016	79
	13.11.16.04 ACTING CEO APPOINTMENT, POLICY AND DELEGATION....	85
14.11.16	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	89
15.11.16	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	89
16.11.16	CONFIDENTIAL REPORTS.....	89
17.11.16	NEXT MEETING & CLOSURE.....	89

1.11.16 DECLARATION OF OPENING/ATTENDANCE

Attendance

Elected Members (Voting)

Cr KT Wilkinson Shire President (Presiding Member)
Cr KL Crute
Cr TM Eva
Cr RT Fancote
Cr NC Walker
Cr KH Mills
Cr L Allington

Staff (Non Voting)

Dale Stewart Acting Chief Executive Officer
Peter Kocian Acting Deputy Chief Executive Officer
Carina Whittington Community Services Manager
Stefan De Beer Shire Planner
Courtney Fulwood Acting Executive Support and Administration Officer

Apologies

Nil

Leave of Absence

Nil

2.11.16 ANNOUNCEMENTS OF VISITORS

3.11.16 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.11.16 PUBLIC QUESTION TIME

5.11.16 APPLICATIONS FOR LEAVE OF ABSENCE

6.11.16 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.11.16 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER RECOMMENDATION

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers on Thursday 20 October 2016 be confirmed as a true and correct record of the proceedings.

SIMPLE MAJORITY VOTE REQUIRED

OFFICER RECOMMENDATION

That the minutes of the Special Council meeting held in the Shire of Brookton Council Chambers on Monday 7 November 2016 be confirmed as a true and correct record of the proceedings.

SIMPLE MAJORITY VOTE REQUIRED

8.11.16 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

(Includes Condolences)

9.11.16 DISCLOSURE OF INTERESTS

Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer at the commencement of the meeting and also prior to the item.

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.

Financial, Proximity and Impartiality Interests

Item no.	Members	Type of Interest	Nature of Interest

10.11.16 TECHNICAL & DEVELOPMENT SERVICES REPORTS

10.11.16.01 FINAL ADOPTION – STOCKING RATES POLICY

File No: ADM 0224
Applicant/ Proponent: Shire of Brookton
Subject Land/ Locality: Application to all lots zoned Rural Townsite, Rural Residential & Rural Smallholding
Date: 27/10/2016
Author: Stefan de Beer, Shire Planner
Authorising Officer: Dale Stewart, Acting Chief Executive Officer
Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion: Legislative – includes adopting local laws, town planning schemes and policies. Review when Council reviews decision made by Officers.

Attachments:

1. Stocking Rates Policy

OFFICER RECOMMENDATION

That with respect to the Stocking Rates Policy, Council:

1. **Resolve to proceed with the policy without modification, pursuant to Schedule 2, Part 2, Division 2, Section 4(3)(b)(i) of the *Planning and Development (Local Planning Schemes) Regulations 2015*;**
2. **Note the single submission received and endorse the Shire Planner's response to that submission and;**
3. **Request the Chief Executive Officer to publish a notice of the adoption in a newspaper circulating in the Scheme area, pursuant to Schedule 2, Part 2, Division 2, Section 4(4) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

Council is required to resolve to proceed with the Stocking Rates Policy, as advertised, without modification, as presented herewith.

BACKGROUND

Council at its 18 August 2016 meeting resolved to initiate a Local Planning Policy – *Stocking Rates – Rural Townsite, Rural Residential and Rural Smallholding Zoned Land* and instructed the Shire Planner to commence advertising of the Draft Policy pursuant to Schedule 2, Part 2, Division 2, Section 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

COMMENT

As elaborated upon in the Policy, the purpose is to provide a guide for the assessment and determination of applications for Planning Approval involving the keeping of livestock on properties zoned *Rural Townsite*, *Rural Residential* and *Rural Smallholding*, within the Shire of Brookton.

The objectives of the policy are to:

- Ensure that livestock keeping is undertaken in a sustainable manner;
- Ensure that the keeping of livestock does not have a significant negative impact on the natural environment;
- Ensure that the keeping of livestock does not impact detrimentally on the health and/or amenity of adjoining landowners.

CONSULTATION

The draft policy was advertised pursuant to the above quoted legislation, for a minimum of 21 days, in the following manner:

- The Shire's Facebook page;
- Notice in the *Brookton Telegraph*;
- Notice on the Shire's Website;
- Copies of the draft policy at the Administration Building front counter.

Only one (1) submission was received from Mr. Trevor Allington quoted verbatim hereunder:

'I would like to strongly voice my disapproval of any changes to the local planning policy: STOCKING RATES

Do we not have sufficient laws to take care of any problems now?

'Stock malnourished or diseased call RSPCA.

'Environmental damage call the Department of Environment.

'These Government bodies have all the power they need to address any problems without requiring council to intervene. We do not need any more or any alteration of rules that the bureaucrats can use to beat us with, we need to encourage people and businesses to come to live here not make it harder for them. This should be the charter for you as a councillor.

'Should we go down the road of control of what people do within reason on their own properties (outside of what you now control) where do we draw the line? Why are farmers exempt? I know for a fact that every farmer in this district would have come under severe scrutiny and fining by the relevant authority at some time during their time for breaches of some rule, only a couple of weeks ago a councillor was fined for trying to sell diseased sheep. How often has your dog gone missing? Where has it gone? Have your stock had all the required disease treatments? Don't we have enough rules????

'The recommendations by the Department of Agriculture are estimates and guides only and should not be seriously adhered to as a point of law, put together by another bureaucrat.

'Please do not give any more power to people without the ability or knowledge to implement any more unnecessary rules.'

Shire Planner submits as follows in response to the submission:

When considering the above submission cognizance should be had in regards to the stated objectives of the policy, as quoted in the *Comment* section of this report. It is respectfully submitted that the matters mentioned by the respondent either has relevance at a different level of government and/or are beyond the reach of mandate afforded by the Shire of Brookton Town Planning Scheme No. 3.

Farming Zoned land is specifically excluded from this policy as the policy deals only with land zoned *Rural Townsite, Rural Residential and Rural Smallholding*, typically found within the Brookton Townsite, where lot sizes are smaller than broad acre farm holdings, and where Rural Pursuit land uses (keeping of stock on properties) can potentially create a conflict with sensitive/residential land uses.

It is submitted that the identified objectives is best addressed through the mechanism of a Local Planning Policy as presented, and recommends therefore that the respondent's submission not be supported.

LEGISLATIVE IMPLICATIONS

The enabling Legislation for this Local Planning Policy is Schedule 2, Part 2, Division 2, Section 4(3)(b)(i) of the *Planning and Development (Local Planning Schemes) Regulations 2015*;

POLICY IMPLICATIONS

Resolution to proceed with this policy will result in a new Local Planning Policy - Stocking Rates.

FINANCIAL IMPLICATIONS

Council will be required to advertise the adopted policy.

STRATEGIC IMPLICATIONS

No specific reference to the Strategic Community Plan or Corporate Business.

The policy is deemed to be in pace with the general objectives of the Local Planning Strategy: *'Provide orderly and coordinated development.'*

SUSTAINABILITY IMPLICATIONS

Environmental

There are no significant identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Risk

Risk	That policy not being adopted
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Impact / Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control)	Low (1-4)
Principal Risk Theme	Environment management
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Risk Rating:

It is not recommended this item be added to the Shire's Risk Register, nor that a Risk Treatment Plan be required.

CONCLUSION

It is submitted that by proceeding with this policy the Shire will be in a better position to fulfil its legal mandate of Land Use Management through the Shire of Brookton Town Planning Scheme No 3 (and its successors in title), by being enabled through this policy to address the stated objectives for the relevant zoned land.

Town Planning Scheme Policy: STOCKING RATES – Rural Townsite, Rural Residential and Rural Smallholding Zone Land

PURPOSE

The purpose of this policy is to provide a guide for the assessment and determination of applications for Planning Approval involving the keeping of livestock on properties zoned *Rural Townsite*, *Rural Residential* and *Rural Smallholding*, within the Shire of Brookton.

It is not intended that this policy be applied rigidly, but that each application be examined on its merits, with the objectives and intent of the policy the key for assessment.

OBJECTIVES

The objectives of the policy are to:

- Ensure that livestock keeping is undertaken in a sustainable manner;
- Ensure that the keeping of livestock does not have a significant negative impact on the natural environment;
- Ensure that the keeping of livestock does not impact detrimentally on the health and/or amenity of adjoining landowners.

BACKGROUND

As a result of their size, certain types of properties necessarily invite rural lifestyle and associated land uses inclusive of low key stabling and training of horses, rearing and agistment of animals, etc. An assessment of these types of land uses in the subject area meet the definition of a '*Rural Pursuit*' as per the Shire of Brookton Town Planning Scheme No. 3.

The Shire recognises that the majority of landowners manage their properties in a sustainable manner, however, the keeping of livestock on smaller properties requires a higher level of management than broad acre farming due to the higher density of animals and closer proximity of neighbouring landowners which results in a higher potential for both environmental and amenity impacts. The Shire recognises that unsustainable land management practices often lead to land degradation problems such as soil erosion, dust nuisance, odour, water pollution and damage to vegetation.

This *Stocking Rates Policy* endeavours to guide Council when considering applications for planning approval when livestock is going to be kept, as part of a *Rural Pursuit* Land Use, on properties in the specific zones. It also enables Council to appropriately condition planning approvals for '*Rural Pursuit*' land uses, so as to protect the amenity of the locality.

APPLICATION OF POLICY

The policy is only applicable to land zoned *Rural Townsite*, *Rural Residential* and *Rural Smallholding* within the Shire of Brookton. In terms of the Shire of Brookton Town Planning Scheme No 3, a '*Rural Pursuit*' land use is not permitted on any *Residential Zoned* property.

BASIS FOR POLICY

The Stocking Rates Guidelines of the Department of Agriculture and Food of Western Australia (*Stocking Rate Guidelines for Rural Small Holdings, 2000*), have been used as the basis for this policy. These guidelines provide a scientifically sound and practical means by which the appropriate stocking rate for land within the subject area can be determined, and provide guidelines for the assessment of applications for the stocking of land.

STOCKING RATES

Definition of Stocking Rate:

For the purposes of this Policy, stocking rates are defined and shown as Dry Sheep Equivalents (DSE) which is the number of adult sheep (wethers) that can be sustained on each hectare all year round.

Stocking rates are the number of stock, e.g. sheep, cattle, horses, emus or other type of animal that can consistently be kept on a piece of pasture all year round with minor additional feed and without causing environmental degradation. Environmental degradation can include wind and water erosion, tree decline, increasing levels of nutrients in groundwater and waterways, the spread of weeds into adjoining bushland and soil structure decline.

Stocking rates are largely based on the amount of pasture that each particular type of animal will consume, but are also influenced by feeding patterns, animal weight, foot structure and activity.

BASE STOCKING RATE & ANIMAL EQUIVALENTS

The base stocking rate is the number of DSE that would apply to a property with the lowest level of pasture management in an average year. The recommended base stocking rate should:

- Provide enough feed to maintain animals in good condition;
- Avoid soil erosion by providing enough pasture cover to protect the soil throughout the year (at least 30% ground cover – hay, sawdust, etc.);
- Be sustainable through average years.

In consultation with the *Department of Agriculture and Food of Western Australia*, a Base Stocking Rate for the Shire of Beverley (and by extension the Shire of Brookton), has been determined to be 5 DSE per hectare. This Base Stocking Rate has been determined taking due cognisance of amongst others the annual average rainfall and length of the growing season.

ANIMAL EQUIVALENTS FOR THE CALCULATION OF STOCKING RATES

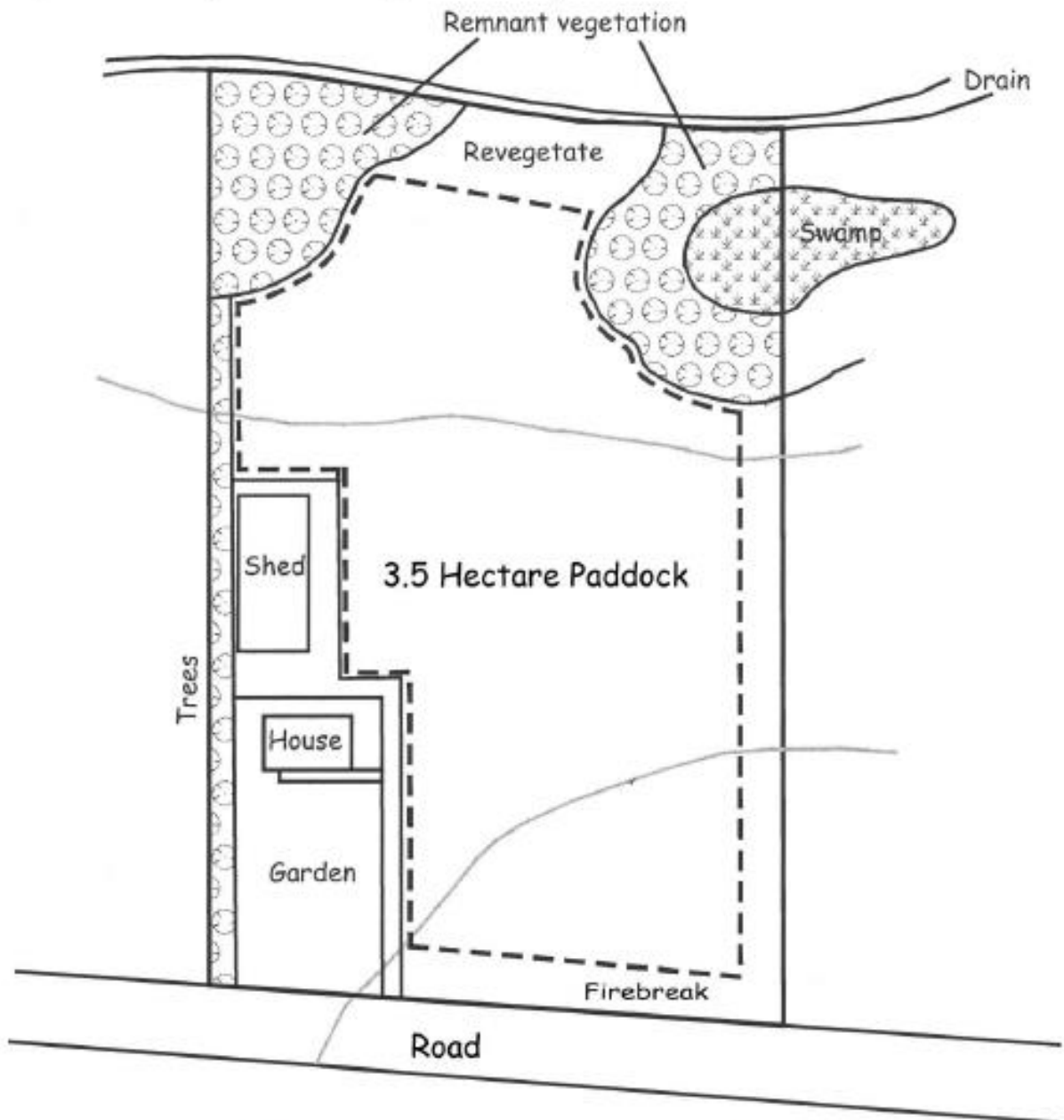
Type of livestock	Weight (kg) and animal type	Dry Sheep Equivalent (DSE)
Sheep	50 kg Wether, ewe	1.0
	40-45 kg Lambing ewe (ewe and lamb)	1.5
	75 kg Rams	1.5
Cattle	425 kg Milking cow	10.0
	425 kg Dry cows, yearling, steer or heifer	8.0
	300 kg Yearling, heifer	6.0
	200 kg Smaller cattle (Dexter, Lowline)	4.0
	750 kg Bull, cow with calf	15.0
	Cow with young calf	10.0
Horses	450 kg Light	10.0
	1000 kg Draught	20.0
	250 kg Pony	5.0
Goats	30-35 kg Dry Angora	0.7
	35-40 kg Cashmere goat	1.0
	50-60 kg Dry milk goat	1.5
	Milking goat	2.0
Deer	120 kg Red deer	2.2
	50 kg Fallow deer	1.0
Other	55-120 kg Ostrich average (assumes half introduced feed)	1.4
	55 kg Emu average (assumes half introduced feed)	0.7
	150-210 kg Llama	3.0
	60-70 kg Alpaca	0.8

Note: Where a particular livestock is not mentioned in the table Council will determine the DSE

CALCULATION OF DSE FOR A PROPERTY

The following section describes how the DSE for a specific property can be calculated for the purposes of applying for Planning Approval for a 'Rural Pursuit' land use.

Figure 1. Example Site Plan (*not to scale*)



Key Elements of example site plan – calculating the DSE for the above property:

- Parent Lot = 4.5 ha;
- Fencing the remnant vegetation, including a small swamp;
- Revegetating a 30 metre buffer to a seasonally flowing stream;
- Exclusion of house, shed, tracks and garden area (inclusive of fire break for shed and house);
- Leaves 3.5 ha of useable paddocks.

Calculated DSE:

5 DSE (Base Stocking Rate) x 3.5 ha (available paddock area) = **17.5 DSE**

FENCING

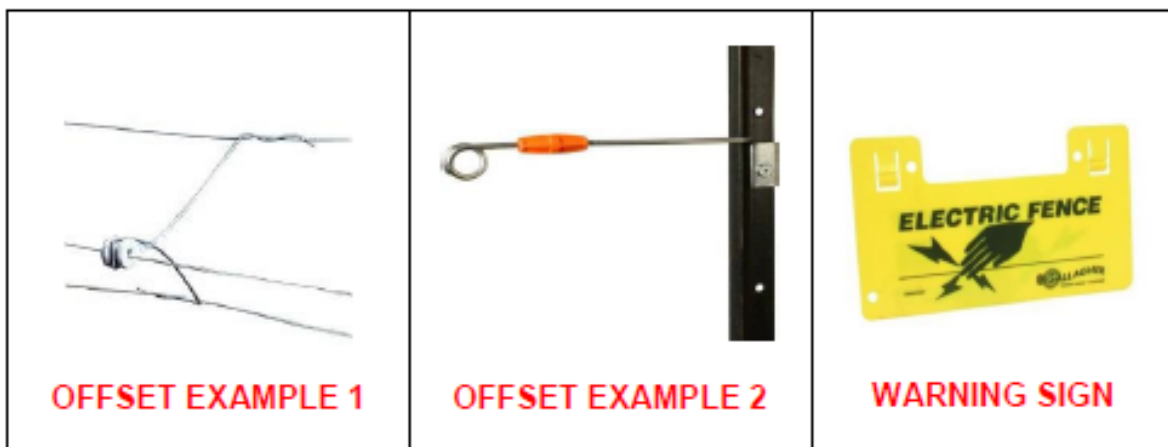
Appropriate fencing shall be made a Condition of Planning Approval for the keeping of livestock, with the following standards given as a guideline:

- SHEEP AND SMALL STOCK: 5 - 7 strand/line ring-lock, or similar;
- CATTLE: 7 strand/line with electric fence*;
- HORSE: 7 strand/line ring-lock or similar with 'sighter' strands or electric*;

*Non-lethal electric fencing systems shall be installed and operated as per the relevant Australian Standard (ASNZ 3014), and shall be installed so as to be on the inside of the subject property, and offset from the fence, with appropriately spaced warning signs, as shown in the samples in Figure 2:

Figure 2.

SAMPLE OFFSET ELECTRIC FENCE CONFIGURATION & WARNING SIGN



MANAGING WIND EROSION RISK

Responsible grazing management is required, especially over summer, to maintain sufficient ground cover to reduce the risk of wind erosion. The ideal level of ground cover to minimize wind erosion is for about 50% of the soil surface to be covered by grass and pasture plant residues. At least 30% of the ground cover needs to be anchored to prevent soil being moved downwind during strong wind events. Grazing has to be managed so that it does not detach all of the pasture residues and the critical level of ground cover percentage is 30%. Once the amount of ground cover falls below 30% then wind erosion is likely to occur. Livestock should be removed from all paddocks once ground cover falls to 30%. In the case of horses, they should then be kept in a stable or small yard and hand fed to substitute for paddock feed. These paddocks should not be grazed again until new green pasture starts growing and ground cover is more than 30%.

REQUIREMENT FOR A PROPERTY MANAGEMENT PLAN

Council will only consider applications for Planning Approval for a Rural Pursuit land use in excess of the Base Stocking Rate, where applicants submit a Property Management Plan which demonstrates that pasture improvement, nutrient and waste management methods are addressed.

Where it is proposed to keep livestock in excess of the base stocking rate, the following measures should be incorporated into the property management plan (where applicable):

- Drainage management practices that prevent direct runoff to watercourses or dams;
- Yards or pens should be sheeted with compacted soil, sand or sawdust if located on clay soils and should be regularly cleaned;
- Adequately fenced vegetation belts capable of effectively separating environmental features such as watercourses, from areas of intensive stocking;
- Manure should be regularly collected;

- Supplementary feeding as a means of reducing grazing pressure;
- Areas of remnant vegetation, wetlands and watercourses should be fenced to exclude livestock;
- Where stables or other structures are proposed to be constructed for the housing of livestock, they must be located and managed so as not to detrimentally impact on the amenity of neighbouring residences;

Further to the above, the following information is required in the Property Management Plan:

Site plan of the property drawn to scale, indicating:

- Location of pasture areas, stables and yard areas/arenas;
- Fencing (including fencing of environmentally sensitive areas);
- Watercourses, wetlands, dams and areas prone to waterlogging;
- Existing vegetation;
- Manure Storage/composting area.

A written statement shall be provided that addresses the following (where applicable):

- The number and type of stock;
- Stabling practices;
- Collection, storage and disposal of manure, including fly management and odour control;
- Nutrient management plan;
- Pasture management techniques, including type and condition of pasture, rotation of pasture;
- Fertiliser application rates;
- Irrigation;
- Dust control;
- Weed control;
- Water availability and use;
- Soil type.

CONCLUSION

Where the keeping of animals results in challenges due to land degradation, nutrient enrichment/leaching, animal welfare or public nuisance, Council may require further reduction in the number of stock kept on a particular property. When Planning Approval is granted, the period of planning approval might be limited, at the Shire's discretion.

File No: ADM 0539
Applicant/ Proponent: Shire of Brookton
Subject Land/ Locality: Places identified within the Shire of Brookton Heritage Inventory
Date: 28/10/2016
Author: Stefan de Beer, Shire Planner
Authorising Officer: Dale Stewart, Acting Chief Executive Officer
Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion: Legislative – includes adopting local laws, town planning schemes and policies. Review when Council reviews decision made by Officers.

Attachments:

1. Shire of Brookton Heritage Inventory 2015 Review (Separate Attachment)
2. Shire of Brookton Heritage Inventory 2015 (Separate Attachment)
3. Locality Maps

OFFICER RECOMMENDATION

That with respect to the reviewed Shire of Brookton Heritage Inventory, Council:

- 1. Resolve to grant final adoption to the reviewed Shire of Brookton Heritage Inventory and;**
- 2. Determine that the places listed with Gradings ‘A’ and ‘B’ in the Heritage Inventory be regarded as the ‘Heritage List’ in terms of the applicable legislation.**

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

Council is required to resolve to grant final adoption to the reviewed Shire of Brookton Heritage Inventory.

BACKGROUND

The current *Shire of Brookton Municipal Heritage Inventory (HI)* (dated June 1995 and compiled by Hocking Planning and Architecture Ltd), was reviewed by Laura Gray of Heritage Intelligence (WA), during 2014.

Council at its meeting of 20 November 2014 resolved as follows:

‘That Council grant initial adoption to the reviewed Shire of Brookton Heritage Inventory, and instruct the Shire Planner to advertise the inventory for public comment’.

The HI was subsequently advertised and a report put to Council at its meeting of 16 April 2015. During this meeting Council resolved to lay the matter on the table to allow for further consultation with affected property owners.

COMMENT

The *Heritage of Western Australia Act 1990* in Section 45 reads as follows:

'(1) A local government shall compile and maintain an inventory of buildings within its district which in its opinion are, or may become, of cultural heritage significance.

...

(4) A local government shall ensure that the inventory required by this section is compiled with proper public consultation.'

Further to the above the recently Gazetted *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2, Part 3, Clause 8(1) reads as follows:

'The local government must establish and maintain a heritage list to identify and maintain a heritage list to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation.'

CONSULTATION

During the compilation of the HI, extensive consultation was held with the Brookton Historical Society. Further to the Council resolution of 20 November 2014 the HI was advertised in the local newsletter as well as in the Narrogin Observer on 19 December 2014. The owners of all new places proposed to be placed on the HI were also contacted by letter to obtain comments. The responses received are presented herewith:

Respondent and address	Response	Planner's Comment
Sean Wood 4 Corberding Road Brookton	Objection to proposed listing. The footprint of the building as it stands today has little resemblance to the original building of the 1960's. The workshop is long gone, the restaurant is gone and the toilet block and residence have been added. Heritage listing will inhibit the ability of the business to grow, and difficult to sell.	After further consultation the place was removed from the inventory.
Dianne Shirley Eva (President CWA) 115 Robinson Road Brookton	No Objection. The CWA building is no longer used as an infant Health Centre. The room is used twice weekly for chiropractic service. CWA headquarters have no objection towards inclusion into heritage inventory.	Noted.
Marc Wainwright 34 Williams Street Brookton	Strongly objected to listing. Property will be difficult to sell as there is no government funding to restore it.	Noted. After further consultation recommend the place be retained on the HI list.

Samantha Day 36 Williams Street Brookton	Objection to proposed listing. No reasons given.	Noted. After further consultation recommend the place be retained on the HI list.
Chris Pepper PO Box 13 Beverley	Strenuously objected to listing. The house was extensively renovated. Stigma of a heritage listing will affect property value and the business on the same title should the current owners wish to sell.	Noted. After further consultation recommend the place be retained on the HI list.

LEGISLATIVE IMPLICATIONS

The enabling Legislation for this proposal is:

- a) *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2, Part 3, Clause 8(1); and
- b) *Heritage of Western Australia Act 1990* - Section 45

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

There are no known financial implications.

STRATEGIC IMPLICATIONS

No specific reference to the Strategic Community Plan or Corporate Business.

The Heritage Inventory is deemed to be in pace with the general Heritage Aims of the Local Planning Strategy:

'To protect and promote areas and places of heritage importance including significant sites, buildings, structures and landscape elements.'

SUSTAINABILITY IMPLICATIONS

Environmental

There will be a significant benefit in terms of the protection of the Heritage Built Form of the Shire, through Town Planning Scheme Controls arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There might be positive identifiable social impacts arising from adoption of the officer's recommendation.

Risk

Risk	That Heritage Inventory not being adopted
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Impact / Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control)	Low (1-4)
Principal Risk Theme	Environment management
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

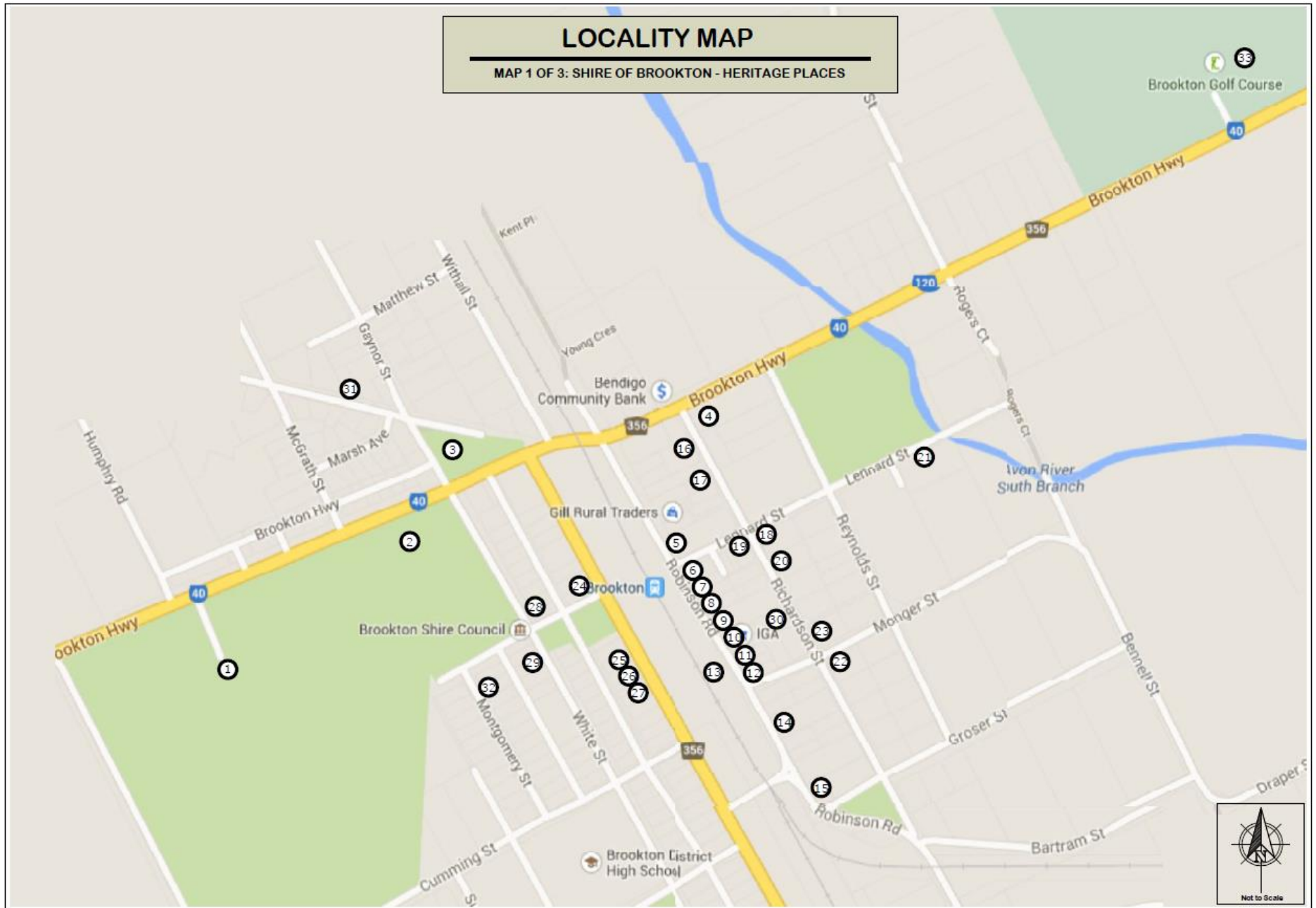
A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Risk Rating:

It is not recommended this item be added to the Shire's Risk Register, nor that a Risk Treatment Plan be required.

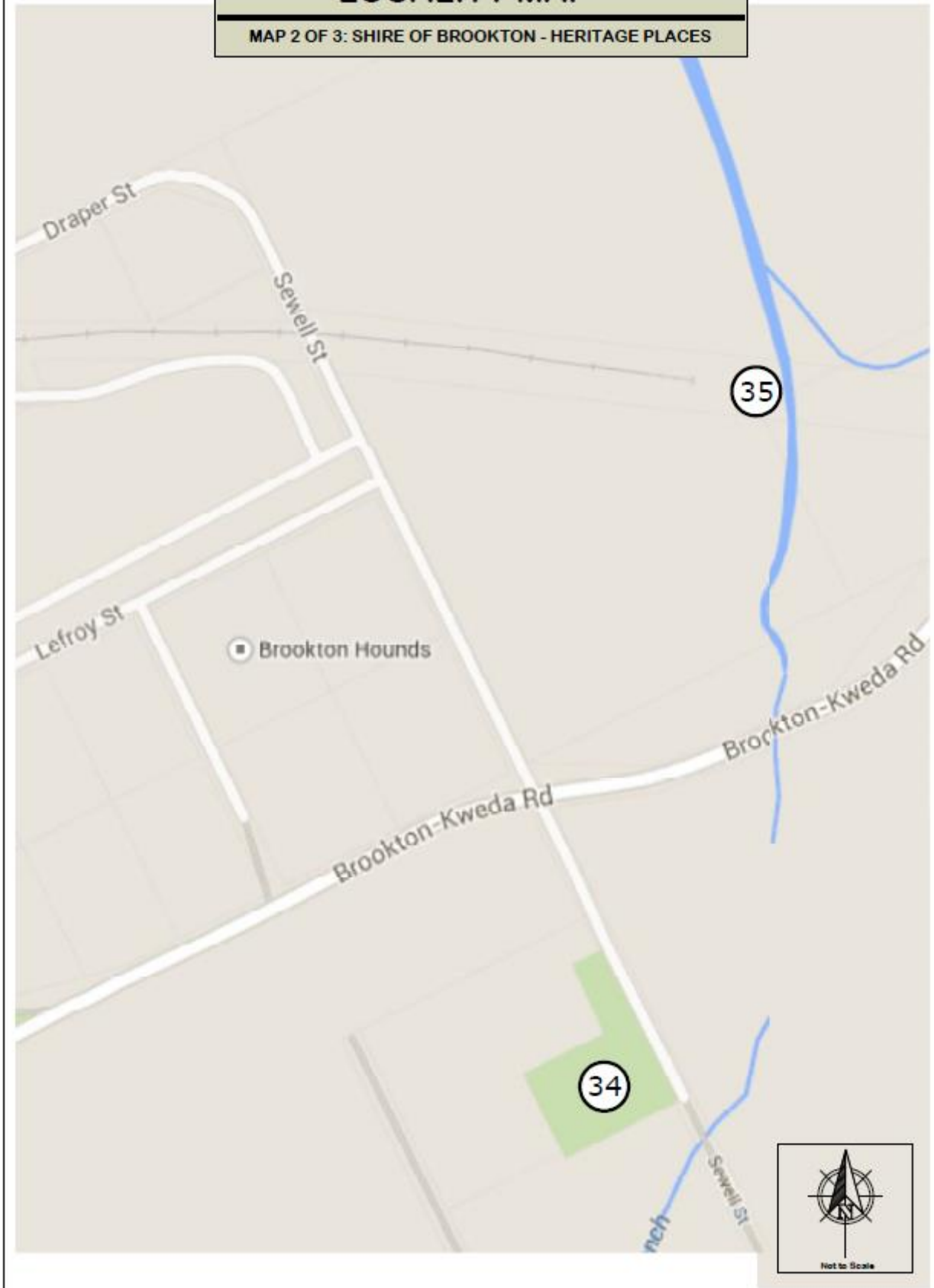
CONCLUSION

Through the assistance of the Brookton Historical Society further consultation with affected land owners had now been concluded and the Reviewed Shire of Brookton Heritage Inventory is herewith presented for final adoption.



LOCALITY MAP

MAP 2 OF 3: SHIRE OF BROOKTON - HERITAGE PLACES



LOCALITY MAP

MAP 3 OF 3: SHIRE OF BROOKTON - HERITAGE PLACES



11.11.16 COMMUNITY SERVICES REPORTS

Nil

12.11.16 FINANCE & ADMINISTRATION REPORT

12.11.16.01 LIST OF ACCOUNTS FOR PAYMENT

File No: 1339
Applicant/ Proponent: Not applicable
Subject Land/ Locality: Not applicable
Date: 10/11/2016
Author: Corinne Kemp, Finance Officer
Authorising Officer: Dale Stewart, Chief Executive Officer
Disclosure of Interest from Author: Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion: Information Purposes - includes items provided to Council for information purposes only, that do not require a decision of Council (i.e. - for 'noting').
Attachments:
1. 12.11.16.01A

OFFICER RECOMMENDATION & COUNCIL RESOLUTION

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts 31 October 2016, per the summaries included in Attachment 12.11.16.01A:

To 31 October 2016:

Municipal Account

Direct Debits	\$	96,904.87
EFT	\$	501,488.23
Cheques	\$	25,286.74
<i>Trust Account</i>	\$	960.00

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

The List of Accounts for payment to 31 October 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 the separate attachment.

COMMENT

Totals of all payments from each of Council's bank accounts are listed below and detailed within Attachment 12.11.16.01A.

To 31 October 2016

Municipal Account

Direct Debits	\$ 96,904.87
EFT	\$ 501,488.23
Cheques	\$ 25,286.74
Trust Account	\$ 960.00

CONSULTATION

No consultation has occurred on the subject matter, nor is any deemed required.

LEGISLATIVE IMPLICATIONS

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

POLICY IMPLICATIONS

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 IMPLICATIONS

The Strategic Community Plan has goals number 5 being that the Shire of Brookton will have a good governance and efficient organisation.

SUSTAINABILITY IMPLICATIONS

Environmental

There are no significant identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Risk

Risk	That Council refuse to accept the payment listing
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Impact / Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control)	Low (1-4)
Principal Risk Theme	Failure to fulfil Compliance requirements
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

CONCLUSION

The List of Accounts for payment to 30 September 2016 are presented to Council for inspection and questions are encouraged of the officers prior to the meeting where practical.

OCTOBER 2016 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 17 NOVEMBER 2016

ATTACHMENT 12.11.16.01A

Chq/EFT	Date	Name	Description	Amount
1026	03/10/2016	CBH CORRIGIN	BOND REFUND FOR HIRE OF WB EVA PAVILION 21/09/16	\$ 110.00
1027	03/10/2016	H RUSHTON & CO	BOND REFUND FOR HIRE OF WB EVA PAVILION 09/08/16	\$ 110.00
1028	03/10/2016	THERESA BRECHIN	BOND REFUND FOR HIRE OF WB EVA PAVILION	\$ 110.00
1029	19/10/2016	COLIN & KAREN MILLS	BOND REFUND FOR HIRE OF COMMUNITY BUS	\$ 330.00
1030	19/10/2016	STEVE NELSON	BOND REFUND FOR HIRE OF PA SYSTEM	\$ 220.00
1031	19/10/2016	TRAVIS EVA	REFUND OF COUNCIL NOMINATION FEE	\$ 80.00
			TOTAL TRUST	\$ 960.00
Chq/EFT	Date	Name	Description	Amount
EFT7667	07/10/2016	AIR RESPONSE	AIR CONDITIONER SERVICE & REPAIR ADMINISTRATION BUILDING	\$ 407.64
EFT7668	07/10/2016	ARM SECURITY	ALARM MONITORING SERVICES 1/10/16 TO 31/12/2016	\$ 185.90
EFT7669	07/10/2016	AVELING	FUNDAMENTALS OF SUPERVISION J PAIN	\$ 590.00
EFT7670	07/10/2016	B & N EYRE BROOKTON NEWSAGENCY	PAPERS & STATIONERY SEPTEMBER 2016	\$ 405.14
EFT7671	07/10/2016	BEDFORD ARMS HOTEL	ACCOMMODATION FINAL AUDIT 2015/16	\$ 240.00
EFT7672	07/10/2016	BROOKTON SUPERMARKET	COFFEE, MILK, TEA, SUGAR & COUNCIL	\$ 286.67
EFT7673	07/10/2016	BROOKTON TELEGRAPH	ADVERTISING	\$ 170.00
EFT7674	07/10/2016	BURGESS RAWSON (WA) PTY LTD	WATER USAGE RAILWAY STATION 18/07/16 TO 08/09/16	\$ 333.25
EFT7675	07/10/2016	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 287.32
EFT7676	07/10/2016	COATES HIRE OPERATIONS PTY LIMITED	HIRE OF GENERATOR SCHEDULED POWER OUTAGE	\$ 242.21
EFT7677	07/10/2016	COURIER AUSTRALIA	FREIGHT	\$ 129.60
EFT7678	07/10/2016	CREATIVEADM	MARKETING AND COMMUNICATIONS PLAN	\$ 14,025.00
EFT7679	07/10/2016	DALE STEWART	REIMBURSEMENT OF PORTABLE BBQ & GAS BOTTLE FOR UNIT 5/28 WILLIAMS ST	\$ 186.95
EFT7680	07/10/2016	DARREN FRIEND	REIMBURSEMENT OF PETROL PURCHASES	\$ 381.52
EFT7681	07/10/2016	HANSON CONSTRUCTION MATERIALS PTY	10MM WASHED SINGLE SIZE GRANITE	\$ 12,603.36
EFT7682	07/10/2016	IXOM	RENTAL FEE FOR CHLORINE GAS CYLINDERS SWIMMING POOL	\$ 84.57
EFT7683	07/10/2016	JASON SIGNMAKERS	TRAFFIC SIGNS	\$ 799.15
EFT7684	07/10/2016	JR & A HERSEY PTY LTD	GUIDE POSTS, GLOVES, FLAGGING TAPE, SPRAY PAINT & RAGS	\$ 2,261.94
EFT7685	07/10/2016	LANDGATE	DEPOSIT PLAN # 67326 WHITTINGTON	\$ 24.85
EFT7686	07/10/2016	LAWRIES MOWING	GARDENING AND MAINTENANCE AT KALKARNI RESIDENCY	\$ 704.00
EFT7687	07/10/2016	LGIS INSURANCE	INSURANCE 30/06/2015 TO 30/06/2016 BRIDGES	\$ 28,533.88
EFT7688	07/10/2016	LYN KAY	CIRCUIT CLASSES AT BROOKTON ALL HOURS GYM	\$ 270.00
EFT7689	07/10/2016	NARROGIN BETTA HOME LIVING	BED, MATTRESS & DELIVERY	\$ 853.00
EFT7690	07/10/2016	PH & KE GOW	SURVEY OF RECREATION RESERVE TO EXCISE PORTION OF WHITTINGTON ST AND KALKARNI	\$ 7,143.40
EFT7691	07/10/2016	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 150.00
EFT7692	07/10/2016	TOTALLY CONFIDENTIAL RECORDS	STORAGE OF ARCHIVE BOXES AUGUST 2016	\$ 128.70
EFT7693	07/10/2016	WA CONTRACT RANGER SERVICES	RANGER SERVICES 31/08/16 TO 30/09/16	\$ 2,150.49
EFT7694	07/10/2016	ZACKS COMMERCIAL ARTS	CORPORATE POLO SHIRTS	\$ 340.00
EFT7695	13/10/2016	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT WAGES	\$ 971.84
EFT7696	13/10/2016	LAWRIES MOWING	GARDENING AND MAINTENANCE AT KALKARNI RESIDENCY AND SADDLEBACK MEDICAL CENTRE 03/10/16 TO 04/10/16	\$ 352.00
EFT7697	13/10/2016	LYN KAY	CIRCUIT CLASSES 08/09/16 TO 13/10/16	\$ 480.00
EFT7698	13/10/2016	SHIRE OF BROOKTON	MASTERCARD PURCHASES SEPTEMBER 2016	\$ 510.90
EFT7699	13/10/2016	SHIRE OF BROOKTON	MASTERCARD PURCHASES SEPTEMBER 2016	\$ 38.00
EFT7700	13/10/2016	SOUTH REGIONAL TAFE	ENROLMENT FEES - CERTIFICATE II IN HORTICULTURE R COX	\$ 140.41
EFT7701	13/10/2016	TIANCO TRANSPORT	SUPPLY GRAVEL	\$ 6,039.00
EFT7702	21/10/2016	ADVANTAGE SETTLEMENTS	PURCHASE LOT 101107 CORBERDING ROAD PC WILLIAMS ROAD REALIGNMENT	\$ 1,152.67
EFT7703	21/10/2016	AQUASOL	CHLORINE & FLOCCULENT FOR SEWERAGE TREATMENT PLANT	\$ 2,046.00

EFT7704	21/10/2016	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES OCTOBER 2016	\$ 231,757.54
EFT7705	21/10/2016	BRIAN WILLIAMS	CARTAGE OF GRAVEL FOR BROOKTON KWEDA ROAD	\$ 5,500.00
EFT7706	21/10/2016	BROOKTON ROADHOUSE	UNLEADED PETROL	\$ 15.01
EFT7707	21/10/2016	CARINA WHITTINGTON	REIMBURSEMENT OF MONTHLY IAUDITOR SUBSCRIPTION JANUARY 2015 TO OCTOBER 2016	\$ 217.02
EFT7708	21/10/2016	COOTE MOTORS	GLOBE FOR R8	\$ 19.50
EFT7709	21/10/2016	COUNTRY COPIERS	MONTHLY COPIER READING SEPTEMBER 2016	\$ 349.47
EFT7710	21/10/2016	COURIER AUSTRALIA	FREIGHT	\$ 117.12
EFT7711	21/10/2016	DIGGA WEST & EARTHPARTS WA	SET OF BROOM ROBINS FOR SWEEPER	\$ 777.70
EFT7712	21/10/2016	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & UNLEADED PETROL SEPTEMBER 2016	\$ 9,225.78
EFT7713	21/10/2016	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN COLLECTION & BROOKTON TIPSITE 30/08/16 TO 27/09/16	\$ 11,459.56
EFT7714	21/10/2016	HANSON CONSTRUCTION MATERIALS PTY LTD	10MM WASHED SINGLE SIZE GRANITE	\$ 1,976.04
EFT7715	21/10/2016	KELYN TRAINING SERVICES	TRAFFIC MANAGEMENT COURSE X 2	\$ 1,118.00
EFT7716	21/10/2016	LESLIE ROBERT EYRE	OVAL CONTRACT JULY 2016 TO SEPTEMBER 2016	\$ 1,200.00
EFT7717	21/10/2016	LGIS INSURANCE	LGIS LIABILITY INSURANCE SECOND INSTALMENT	\$ 20,902.62
EFT7718	21/10/2016	MAGIQ SOFTWARE LTD	MAGIQ SOFTWARE LICENSE 01/12/16 TO 28/02/17	\$ 5,214.00
EFT7719	21/10/2016	NARROGIN EARTHMOVING AND CONCRETE PTY LTD	CEMENT FOR MOURAMBIANE ROAD	\$ 4,489.10
EFT7720	21/10/2016	RAAN ENTERPRISES	GRAVEL PUSHING UP FOR BROOKTON KWEDA ROAD	\$ 7,590.00
EFT7721	21/10/2016	RESOLUTE AUSTRALIA CIVIL CONTRACTORS PTY LTD	INSTALLATION OF 2 BACKFLOW DEVICES AT 2 MONTGOMERY ST	\$ 5,500.00
EFT7722	21/10/2016	SERVICEWEST	IT SUPPORT	\$ 264.00
EFT7723	21/10/2016	SGS	WATER TESTING AT REUSE WATER TANK	\$ 309.10
EFT7724	21/10/2016	WHEATBELT ELECTRICS	SETUP OF GENERATOR ON PLANNED POWER OUTAGE DAY AND INSTALL 15 AMP SAFETY SWITCH TO WORKSHOP	\$ 1,286.96
EFT7725	31/10/2016	AAAC TOWING PTY LTD	TOWING OF STOLEN HILUX UTE BO623 24/10/16	\$ 404.14
EFT7726	31/10/2016	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 566.07
EFT7727	31/10/2016	AIR RESPONSE	REPLACE INDOOR FAN MOTOR TO DAIKIN AIR CONDITIONER ADMINISTRATION OFFICE	\$ 492.14
EFT7728	31/10/2016	AMAZING 50'S CATERING	CATERING FOR COUNCIL DINNER MEETING	\$ 330.00
EFT7729	31/10/2016	AUSTRALIA POST	POSTAGE SEPTEMBER 2016	\$ 178.74
EFT7730	31/10/2016	BAPTISTCARE	UPGRADE GATES TO COMPLY WITH FIRE REGULATIONS & AC BEDS	\$ 12,454.32
EFT7731	31/10/2016	BROOKTON CLUB HOTEL	REFRESHMENTS FOR COUNCIL	\$ 495.00
EFT7732	31/10/2016	BROOKTON DELI	LUNCH & AFTERNOON TEA FOR COUNCIL MEETING	\$ 482.00
EFT7733	31/10/2016	BROOKTON PLUMBING	REPLACE TAP SET WITH MIXER UNIT 3 MADISON SQUARE & UNBLOCK PUBLIC TOILETS	\$ 342.10
EFT7734	31/10/2016	BROOKTON SUPERMARKET	GAS BOTTLES, CLEANING PRODUCTS, MILK, COFFEE & CONTAINERS FOR FIRE TRUCKS	\$ 628.39
EFT7735	31/10/2016	C & D CUTRI	BRIDGE MAINTENANCE BRIDGES 3158 & 3152	\$ 7,810.00
EFT7736	31/10/2016	DFES	2016/2017 EMERGENCY SERVICES LEVY	\$ 2,105.86
EFT7737	31/10/2016	GM DAVIS	RATES REFUND FOR ASSESSMENT A261 15 MONTGOMERY STREET BROOKTON 6306	\$ 2,007.16
EFT7738	31/10/2016	IT VISION	PURCHASE ORDER REPORT TEMPLATE CHANGES	\$ 242.00
EFT7739	31/10/2016	IXOM	SERVICE FEE CHLORINE CYLINDER 01/09/2016 TO 30/09/16	\$ 81.84
EFT7740	31/10/2016	LANDGATE	RURAL UV'S CHARGEABLE. SCHEDULE R2016/8 25/06/16 TO 19/08/16, CERTIFICATE OF TITLE 1893/697 MONTGOMERY, EASEMENT BENEFIT E525561 1893/697 MONTGOMERY	\$ 139.25
EFT7741	31/10/2016	LAWRIES MOWING	GARDENING AT KALKARNI RESIDENCY 10/10/16 TO 21/10/16	\$ 704.00
EFT7742	31/10/2016	LGIS INSURANCE	PROPERTY & WORKCARE INSURANCE	\$ 72,773.50
EFT7743	31/10/2016	OFFICEWORKS BUSINESS DIRECT	VEHICLE OH&S DOCUMENT HOLDER PACKS	\$ 139.75
EFT7744	31/10/2016	TOTALLY CONFIDENTIAL RECORDS	STORAGE OF ARCHIVE BOXES FOR SEPTEMBER 2016	\$ 128.70
EFT7745	31/10/2016	TUTT BRYANT EQUIPMENT	REPAIR STRATING PROBLEM PR8	\$ 1,565.39
EFT7746	31/10/2016	UNIQUE STROKES WA	PAINTING UNIT 2 / 4 MATTHEWS ST BROOKTON	\$ 2,480.00
TOTAL EFT				\$501,488.23

Chq/EFT	Date	Name	Description	Amount	
17918	07/10/2016	WHITTINGTON HOLDINGS (1981) PTY LTD	RATES REFUND FOR ASSESSMENT A803 BOWRING ROAD BROOKTON 6306	\$ 495.28	
17919	07/10/2016	BROOKTON MEDICAL PRACTICE	PRE EMPLOYMENT MEDICAL T SEAMAN	\$ 120.00	
17920	07/10/2016	BUILDING COMMISSION	BUILDING SERVICES LEVY SEPTEMBER 2016	\$ 56.65	
17921	07/10/2016	DEPARTMENT OF TRANSPORT	TRANSFER OF OWNERSHIP 2012 WAGST TRAILER 1TND460	\$ 16.40	
17922	07/10/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 210.00	
17923	07/10/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 380.01	
17924	07/10/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 210.00	
17925	07/10/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 224.42	
17926	07/10/2016	SYNERGY	ELECTRICITY CARAVAN PARK, OVAL , PAVILION & 10 MARSH AVE	\$ 2,404.15	
17927	07/10/2016	TELSTRA CORPORATION	MOBILE TELEPHONE 0429998533	\$ 123.79	
17928	07/10/2016	TRUCKLINE	AIR FILTERS	\$ 564.57	
17929	07/10/2016	WATER CORPORATION OF WA	WATER USAGE CARAVAN PARK & PAVILION	\$ 17.80	
17930	13/10/2016	WATER CORPORATION OF WA	WATER SUPPLY & FUTURE CONNECTIONS FEES MONTGOMERY ST	\$ 2,257.80	
17937	21/10/2016	ATO	BAS TAX LIABILITY SEPTEMBER 2016	\$ 4,431.00	
17938	21/10/2016	GILL RURAL TRADERS	HARDWARE & RURAL SUPPLIES SEPTEMBER 2016	\$ 4,935.02	
17939	21/10/2016	H RUSHTON & CO	REPAIRS & MAINTENANCE T11, T7 R8, T12, TR4 & U21	\$ 2,852.50	
17940	21/10/2016	SYNERGY	ELECTRICITY STREETLIGHTS 25/08/16 TO 24/09/16	\$ 3,149.50	
17941	21/10/2016	TELSTRA CORPORATION	TELEPHONE MOBILE, IPAD, DEPOT, SWIMMING POOL, ADMINISTRATION BUILDING & DCEO RESIDENCE	\$ 1,050.54	
17942	21/10/2016	WATER CORPORATION OF WA	REPAIR PIPE DAMAGED WHEN GRADING 36 KING ST	\$ 678.89	
17946	31/10/2016	CASH SHIRE OF BROOKTON	CASH FOR POOL FLOAT FOR 2016/17 SEASON	\$ 150.00	
17947	31/10/2016	SYNERGY	ELECTRICITY PAVILION & CARAVAN PARK	\$ 839.10	
17948	31/10/2016	WATER CORPORATION OF WA	WATER USAGE AT OVAL	\$ 119.32	
				TOTAL CHEQUE	\$ 25,286.74
				TOTAL MUNICIPAL	\$526,774.97

DIRECT DEBITS FOR OCTOBER 2016	
SALARIES & WAGES	\$ 81,201.23
MERCHANT FEES	\$ 2,392.82
SUPERANNUATION	\$ 13,310.82
TOTAL	\$ 96,904.87

TERM DEPOSIT TRANSFERS FOR OCTOBER 2016	
RESERVES (INTEREST)	\$ 22,271.86
TRUST	NIL
TOTAL	\$ 22,271.86

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
1/9/16	SURVEY MONKEY	\$ 24.00
3/9/16	WESTNET - DEPOT	\$ 293.95
	WESTNET - ADMINISTRATION	\$ 49.95
21/9/16	BROOKTON ROADHOUSE - MEETING REFRESHMENTS	\$ 9.00
25/9/16	EOT TRAINING - WHITE CARD	\$ 55.00
25/9/16	EOT TRAINING - WHITE CARD	\$ 75.00
29/9/16	CARD FEE	\$ 4.00
TOTAL		\$ 510.90

SHIRE OF BROOKTON CREDIT CARD PURCHASES DCEO Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
14/9/16	ECLIPSE EDUCATION - WHITE CARD	\$ 38.00
TOTAL		\$ 38.00

12.11.16.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2016

File No: 1339
 Applicant/ Proponent: Shire of Brookton
 Subject Land/ Locality: Not Applicable
 Date: 3/11/2016
 Author: Peter Kocian, Acting Deputy Chief Executive Officer
 Authorising Officer: Dale Stewart, Acting Chief Executive Officer
 Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
 Authority/Discretion: Executive – the substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing the Chief Executive Officer, setting and amending budgets.

Attachments:

1. Monthly Financial Report (presented under separate cover)
2. Schedule of Budget Variations (presented under separate cover)

OFFICER RECOMMENDATION

That with respect to the Statement of Financial Activity for the period ended 31 October 2016, Council:

1. **Receive the Monthly Financial Report as presented under separate cover which is inclusive of the Statement of Financial Activity;**
2. **Pursuant to section 6.8 of the *Local Government Act 1995*, authorise the schedule of variations to the 2016/17 Budget, as presented in Attachment 2, resulting in a nil change in net current assets as at 30 June 2017;**
3. **Pursuant to section 6.11 of the *Local Government Act 1995*, amend the name and purpose of the Sewerage and Drainage Scheme Reserve to the Sewerage Scheme Reserve with a reserve purpose of transferring the operating surplus from the Sewerage Scheme to meet expenditure on the Shire of Brookton Sewerage Scheme;**
4. **Pursuant to section 6.11 of the *Local Government Act 1995*, give one month's local public notice of the proposed change of name and purpose of the Sewerage and Drainage Scheme Reserve and consider any submissions should there be any, otherwise the Acting Chief Executive Officer be authorised to effect the change;**
5. **Pursuant to section 6.16 of the *Local Government Act 1995*, impose the following fees and charges for services provided by the Shire of Brookton:**

Description of Fee or Charge	GST Status	Amount	Effective Date
Gardening Fee – Shire Housing	10%	\$30.00 per week (inclusive of GST)	1 January 2017
Caravan Park – Long Term Resident Weekly Rent	5%	\$140.00 per week (inclusive GST)	1 March 2017

6. **Pursuant to section 6.19 of the *Local Government Act 1995*, give local public notice of the aforementioned fees and charges prior to the effective date.**

ABSOLUTE MAJORITY VOTE REQUIRED

SUMMARY

The Statement of Financial Activity and informing notes for the period ended 31 October 2016 is presented to Council pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

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.

COMMENT

The Monthly Financial Report for the Period Ended 31 October 2016 has been prepared and is presented to Council as an attachment to this report.

The monthly financial report is based on a template that is widely used by the local government sector in Western Australia and includes information that is typically included in the Annual Budget and Annual Report. Importantly the Statement of Financial Activity reconciles all financial transactions against movement in the Balance Sheet; this is captured in Note 3 Net Current Funding Position.

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

The following pertinent comments are also submitted for Council information:

- The monthly financial report now includes notes on the road program, capital works program and external grants and contributions:
 - The road program details own source expenditure; this is of particular importance to ensure that the Shire is meeting its minimum own source expenditure requirement (called the Reference Amount) to remain eligible for Federal Government Roads to Recovery Funding. The Shire's Reference Amount in 2014/15 was \$293k;
 - The capital works program details the Shire's performance in the clearance of capital works. As at 31 October, the completion rate is 9% indicating that capital projects have substantially yet to commence. This will need to be closely monitored over the year to ensure that capital works are cleared in a timely manner. The full completion of capital works will also ensure that all specific purpose funding for capital projects is expended;
 - The Grants Register captures funding of a restricted nature i.e. funding that is tied to a specific project. This note will help capture all restricted funding at year end and ensure that related projects are captured in the following year's budget to avoid issues with carried forward funding.
- A Statement of Financial Activity by Nature and Type has been included which excludes the cash flows arising from the operation of the Kalkarni Residential Facility. This is a useful statement as it provides an analysis of ordinary operating activities which can then be benchmarked against similar size local governments. For example, rate revenue coverage is 69% of total operating revenue which is approximate to regional averages whilst employee costs, materials and contracts and depreciation expense make up the bulk of total operating expenditure.
- The budgeted carried forward surplus is \$549,058 compared to an actual carried forward surplus of \$572,848. This results in a favourable budget impact of \$23k. This variance has been included in the proposed schedule of budget variations.

- At the time of preparing the financial statements, depreciation on fixed assets had yet to be run for the month of September/October. Depreciation calculations for 15/16 were significantly adjusted as a result of the audit review. These adjustments will flow through to the 16/17 financial year, necessitating a significant budget adjustment against depreciation on infrastructure assets.
- Additional information has been added to note 13 Sewerage Operating Statement. The operating statement now encompasses transfers to and from Reserve. Commentary has also been provided on capital renewal requirements and the need for Council to review the pricing model to ensure that capital replacement costs are being correctly amortised (funded).
- Year to date employee costs are high compared to the year to date and annual budget amounts. A full review of salary and wages has been completed resulting in a proposed budget variation of approx. \$108k, excluding any savings arising from withdrawing from the Regional Town Planning Scheme.

CONSULTATION

All budget managers have been consulted regarding the proposed schedule of budget amendments.

LEGISLATIVE IMPLICATIONS

The Monthly Financial Report has been prepared pursuant to section 6.4 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Section 6.8 of the *Local Government Act 1995* details the requirements where expenditure from the municipal fund has not been included in the Annual Budget.

Section 6.11 of the *Local Government Act 1995* deals with the establishment of Reserve Accounts.

Subdivision 2 of Part 6 of the *Local Government Act 1995* deals with the imposition of Fees and Charges.

POLICY IMPLICATIONS

There are no Council Policy implications that are relevant to this item.

FINANCIAL IMPLICATIONS

A preliminary review of the 2016/17 Budget has been undertaken with a number of variances identified requiring the Budget to be amended. Explanation for the proposed amendments are included under Note 9 of the Monthly Financial Report as well as included in the Schedule of Budget Variations contained in Attachment 2.

Major variations being proposed include:

- Salaries and Wages: a full review of salaries and wages has been completed resulting in an unfavourable variation of \$108k;
- Regional Town Planning Scheme: following the resignation of the Shire’s Planner, it is recommended that the Shire withdraw from participation in the Regional Town Planning Scheme due to both the formal qualifications of the incoming Chief Executive Officer, combined with conclusion of the Local Planning Scheme review and the limited number of development applications received per annum (averaging 12 for the last two calendar years). This will result in a favourable budget adjustment of circa \$33k;
- Brookton Caravan Park: savings of \$25k identified in public works overheads and materials and contracts as previously discussed in a Council Briefing Forum;
- Private Works: it appears that private works income was over-estimated by \$30k based on historical averages and the fact that the Shire does not have any standing private works arrangements in place with third parties;
- Pool Grant: The Shire submitted an application to the Department of Sport and Recreation under the Community Pools Revitalization Program for improvement works at the Brookton Pool. The grant application was submitted after the adoption of the Shire’s Budget – the Budget included forecast income from the grant but did not include an expenditure allocation for the proposed works. This has resulted in an unfavourable impact of \$32k. If the Shire is successful with the grant application, a contra budget variation can then be authorised at a later date recognizing both the grant income and associated expenditure;
- Transfer to Plant Reserve: given largely unfavourable budget variations, ‘savings’ are required to effectively balance the budget. It is recommended that the transfer to the Plant Reserve (funded from municipal funds) be reduced by \$68k (down from \$114,835) to offset the unfavourable budget movement. The Plant Replacement Program should be self-funding from the proceeds from the disposal of plant and the ‘cash- backing’ of depreciation by way of a transfer to/from the Plant Reserve. The calculations below indicate that 16/17 plant purchases are self-funded, and in fact, there should be a net transfer of circa \$82k from the Plant Reserve (rather than a net transfer to) to fund the 2016/17 plant replacement program:

Description	Amount
Plant Purchases 16/17	\$540,500
Less Proceeds from Disposal of Plant	(\$209,000)
Net Amount to be Funded (from Municipal)	\$331,500
Less Plant Depreciation 16/17	(\$249,270)
Surplus Amount funded from Municipal (rather than Plant Reserve)	\$82,230

STRATEGIC IMPLICATIONS

Responsible financial management is critical to deliver on the Strategic Community Plan.

The Corporate Business Plan determines the local government’s resource allocations which form the construction of the Annual Budget. The financial statements thus measure performance against the Corporate Business Plan by providing comparatives against the Annual Budget.

SUSTAINABILITY IMPLICATIONS

Environmental

There are no significant identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Risk

Risk	That Council refuse to receive the Monthly Financial Report.	That Council refuse to authorise the Schedule of Budget Variations
Risk Likelihood (based on history and with existing controls)	Rare (1)	Unlikely (2)
Risk Impact / Consequence	Minor (2)	Moderate (3)
Risk Rating (Prior to Treatment or Control)	Low (1-4)	Medium (5-9)
Principal Risk Theme	Failure to fulfil Compliance requirements	Failure to fulfil Compliance requirements
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2-6 has been determined for this item. Any items with a risk rating over 10 (considered to be high

or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

CONCLUSION

The Monthly Financial Report has been prepared in accordance with statutory requirements. A Schedule of Budget Variations is being presented prior to the formal mid-year budget review to ensure that Budget integrity is maintained and expenditure is authorised.

Shire of Brookton
MONTHLY FINANCIAL REPORT
For the Period Ended 31 October 2016

TABLE OF CONTENTS

Statement of Financial Activity by Function & Activity

Statement of Financial Activity by Nature & Type

Note 1 - Major Variances

Note 2 - Graphical Representation of Statement of Financial Activity

Note 3 - Net Current Funding Position

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 - Budget Amendments

Note 10 - Trust Fund

Note 11 - Kalkarni Financial Report

Note 12 - WB Eva Pavilion and Gymnasium Operating Statement

Note 13 - Sewerage Operating Statement

Note 14 - Brookton Caravan Park & Acquatic Centre Financial Reports

Note 15 - Road Program

Note 16 - Capital Works Program

Note 17 - Grants Register

**Shire of Brookton
Monthly Reporting Model
Base Input Data**

General User Input

Local Government Name
 Last Year (-2)
 Last Year (-1)
 Current Year
 Current Reporting Period
 Start of Current Financial Year
 End of Financial Year

Data to appear in the Report

Shire of Brookton
2014-15
2015-16
2016-17
For the Period Ended 31 October 2016
01-Jul-16
30-Jun-17

Material Threshold

Material Amount Income
 Material Amount Expenditure
 Material Percentage Income
 Material Percentage Expenditure

\$10,000
\$10,000
10.00%
10.00%

Material Variances Symbol

Above Budget Expectations
 Below Budget Expectations

▲
▼

**Shire of Brookton
Monthly Reporting Model
Graph Input Data**

Statement of Financial Activity

Month	Operating Expenses		Operating Revenue		Capital Expenses		Capital Revenue	
	Budget 2016-17	Actual 2016-17	Budget 2016-17	Actual 2016-17	Budget 2016-17	Actual 2016-17	Budget 2016-17	Actual 2016-17
Jul	888,924	540,725	349,615	330,060	59,086	59,393	0	50,000
Aug	1,777,848	1,749,310	1,385,706	1,265,637	69,086	74,959	50,000	50,000
Sep	2,675,245	2,323,456	1,930,906	1,877,505	1,024,604	185,218	334,334	53,895
Oct	3,567,169	2,909,007	2,455,168	2,240,839	1,379,242	370,330	420,328	53,895
Nov								
Dec								
Jan								
Feb								
Mar								
Apr								
May								
Jun								

**Shire of Brookton
Monthly Reporting Model
Graph Input Data (Cont.)**

Note 2 - Net Funding Current Position

Month	Actual 2014-15 \$('000s)	Actual 2015-16 \$('000s)	Actual 2016-17 \$('000s)
Jul	42,756	928,555	252,685
Aug	2,656,260	3,202,878	2,326,820
Sep	2,464,408	2,749,446	2,370,041
Oct	2,380,552	2,375,371	1,972,683
Nov			
Dec			
Jan			
Feb			
Mar			
Apr			
May			
Jun			

**Shire of Brookton
Monthly Reporting Model
Graph Input Data (Cont.)**

Note 4 - Rates and Rubbish Collection History

Month	Last Year 2015-16 %	This Year 2016-17 %
	Jul	16
Aug	13	10
Sep	76	72
Oct	79	76
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
Jun		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 October 2016

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Operating Revenues							
04		\$ 36,054	\$ 12,018	\$ 8,824	\$ (3,194)	(26.58%)	
03		1,118,337	295,098	271,444	(23,654)	(8.02%)	
05		34,763	11,576	10,323	(1,253)	(10.82%)	
07		2,509	832	894	62	7.45%	
08		3,719,654	1,239,880	1,250,726	10,846	0.87%	
09		82,562	27,516	27,008	(508)	(1.85%)	
10		520,003	456,208	413,488	(42,719)	(9.36%)	
11		177,790	21,584	11,490	(10,094)	(46.77%)	▼
12		978,168	326,056	201,644	(124,412)	(38.16%)	▼
13		87,775	29,252	32,380	3,128	10.69%	
14		165,475	35,148	13,986	(21,162)	(60.21%)	▼
	Total (Excluding Rates)	6,923,090	2,455,168	2,242,206	(212,961)	(8.67%)	
Operating Expense							
04		(680,722)	(226,788)	(292,644)	(65,856)	29.04%	▲
03		(230,073)	(76,668)	(90,547)	(13,879)	18.10%	
05		(218,386)	(72,795)	(69,320)	3,475	(4.77%)	▼
07		(51,035)	(17,000)	(10,111)	6,889	(40.52%)	
08		(3,856,839)	(1,285,596)	(1,291,688)	(6,092)	0.47%	
09		(126,435)	(42,020)	(47,212)	(5,192)	12.36%	
10		(617,463)	(205,708)	(147,023)	58,685	(28.53%)	▼
11		(805,635)	(268,352)	(227,763)	40,589	(15.13%)	▼
12		(3,870,659)	(1,290,192)	(727,650)	562,542	(43.60%)	▼
13		(158,894)	(52,928)	(37,972)	14,956	(28.26%)	▼
14		(90,158)	(29,165)	32,720	61,885	(212.19%)	▼
	Total	(10,706,299)	(3,567,212)	(2,909,211)	658,001	18.45%	
Funding Balance Adjustment							
		4,023,244	1,341,081	487,270	(853,812)	(63.67%)	▼
	6	(9,248)	(3,083)	(19,925)	(16,842)	546.36%	
		0	0	0	0		
	Net Operating (Ex. Rates)	230,787	225,954	(199,660)	(425,614)	(188.36%)	▼
Capital Revenues							
	6	264,000	50,000	50,000	0	0.00%	
		38,036	3,895	3,895	0	0.01%	
	5	1,099,300	366,433	0	(366,433)	(100.00%)	▼
	Total	1,401,336	420,328	53,895	(366,433)		
Capital Expenses							
	6	(1,376,243)	(458,748)	(75,948)	382,800	(83.44%)	▼
	6	(540,500)	(180,167)	0	180,167	(100.00%)	▼
	6	(112,600)	(37,533)	0	37,533	(100.00%)	▼
	6	(1,266,600)	(422,200)	(218,296)	203,904	(48.30%)	▼
	6	(63,680)	(21,227)	0	21,227	(100.00%)	▼
	6	(30,000)	(10,000)	0	10,000	(100.00%)	▼
	7	(122,136)	(53,815)	(53,815)	(0)	0.00%	
	5	(586,657)	(195,552)	(22,272)	173,280	(88.61%)	▼
	Total	(4,098,416)	(1,379,242)	(370,330)	1,008,911	(73.15%)	
	Net Capital	(2,697,080)	(958,913)	(316,435)	642,478	(67.00%)	
	Total Net Operating + Capital	(2,466,293)	(732,960)	(516,095)	216,864	(29.59%)	
		1,917,236	1,917,904	1,915,930	(1,974)	(0.10%)	
		549,058	549,058	572,848	(23,790)	(4.33%)	
	Closing Funding Surplus(Deficit)	0	1,734,002	1,972,683	191,101		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 31 October 2016

NOTE	2016/17 Adopted Budget	2016/17 YTD Budget	2016/17 YTD Actual	Variance YTD Budget vs YTD Actual
	\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES				
Rates	1,917,236	1,917,904	1,915,930	(1,974)
Operating Grants, Subsidies and Contributions	3,812,835	1,245,020	1,253,330	8,310
Fees and Charges	1,499,148	715,892	693,791	(22,100)
Interest Earnings	199,619	66,528	46,990	(19,538)
Other Revenue	309,101	92,340	39,140	(53,200)
	<u>7,737,938</u>	<u>4,037,683</u>	<u>3,949,181</u>	<u>(88,502)</u>
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(1,184,512)	(393,721)	(604,157)	(210,436)
Materials and Contracts	(4,968,682)	(1,655,968)	(1,553,453)	102,515
Utilities	(158,895)	(52,888)	(36,067)	16,821
Depreciation	(4,023,244)	(1,341,081)	(487,270)	853,812
Interest Expenses	(122,249)	(40,750)	(28,864)	11,886
Insurance	(213,229)	(213,229)	(198,062)	15,167
Other Expenditure	(14,202)	(4,724)	(413)	4,311
	<u>(10,685,014)</u>	<u>(3,702,361)</u>	<u>(2,908,286)</u>	<u>794,075</u>
	(2,947,076)	335,322	1,040,895	705,573
Non-Operating Grants, Subsidies & Contributions	1,071,854	195,152	189,030	(6,122)
Profit on Asset Disposals	30,534	10,172	19,925	9,753
Loss on Asset Disposals	(21,285)	(7,088)	-	7,088
NET RESULT	<u>(1,865,973)</u>	<u>533,558</u>	<u>1,249,850</u>	<u>716,292</u>

(925)

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)
Program by Nature and Type
For the Period Ended 31 October 2016

	2016/17 Adopted Budget	2016/17 YTD Budget	2016/17 YTD Actual	Variance YTD Budget vs YTD Actual	Actuals as % of Total
	\$	\$	\$	\$	
REVENUES FROM ORDINARY ACTIVITIES					
Rates	1,917,236	1,917,904	1,915,930	(1,974)	69%
Operating Grants, Subsidies and Contributions	1,034,979	319,068	318,597	(471)	11%
Fees and Charges	817,593	488,707	466,606	(22,100)	17%
Interest Earnings	199,619	66,528	46,990	(19,538)	2%
Other Revenue	309,101	92,340	39,140	(53,200)	1%
	<u>4,278,527</u>	<u>2,884,546</u>	<u>2,787,263</u>	<u>(97,283)</u>	<u>100%</u>
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs	(1,184,512)	(393,721)	(604,157)	(210,436)	35%
Materials and Contracts	(1,505,962)	(501,728)	(403,275)	98,452	24%
Utilities	(158,895)	(52,888)	(36,067)	16,821	2%
Depreciation	(3,835,228)	(1,215,737)	(455,654)	760,083	27%
Interest Expenses	(116,391)	(36,844)	(28,405)	8,439	2%
Insurance	(198,229)	(183,229)	(183,608)	(379)	11%
Other Expenditure	(14,202)	(4,724)	(413)	4,311	0%
	<u>(7,013,419)</u>	<u>(2,388,871)</u>	<u>(1,711,580)</u>	<u>677,291</u>	<u>100%</u>
	(2,734,892)	495,675	1,075,683	580,008	
Non-Operating Grants, Subsidies & Contributions	1,071,854	195,152	189,030	(6,122)	
Profit on Asset Disposals	30,534	10,172	19,925	9,753	
Loss on Asset Disposals	(21,285)	(7,088)	-	7,088	
NET RESULT	<u>(1,653,789)</u>	693,911	1,284,638	<u>590,727</u>	

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

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

Health

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

Education and Welfare

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

Housing

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

Community Amenities

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

Recreation and Culture

Grant Funding not yet received - see Note 17

Transport

Grant Funding not yet received - see Note 17

Economic Services

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

Other Property and Services

Private works income and reimbursements under budget

OPERATING EXPENSES

Governance

Over budget attributable to salaries and wages. This will be addressed by a proposed budget variation.

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

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

Housing

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

Community Amenities

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

Recreation and Culture

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

Transport

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

Economic Services

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

Other Property and Services

Month 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

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

Self-Supporting Loan Principal

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

Transfer from Reserves

Reserve Transfers will occur towards the end of the financial year.

CAPITAL EXPENSES

Land and Buildings

Underbudget as capital program yet to substantially commence.

Plant and Equipment

Underbudget as capital program yet to substantially commence.

Furniture and Equipment

Underbudget as capital program yet to substantially commence.

Infrastructure Assets - Roads & Bridges

Underbudget as capital program yet to substantially commence.

Infrastructure Assets - Sewerage

Underbudget as capital program yet to substantially commence.

Infrastructure Assets - Parks

Underbudget as capital program yet to substantially commence.

Repayment of Debentures

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

Transfer to Reserves

Reserve Transfers will occur towards the end of the financial year.

OTHER ITEMS

Rate Revenue

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

Opening Funding Surplus(Deficit)

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

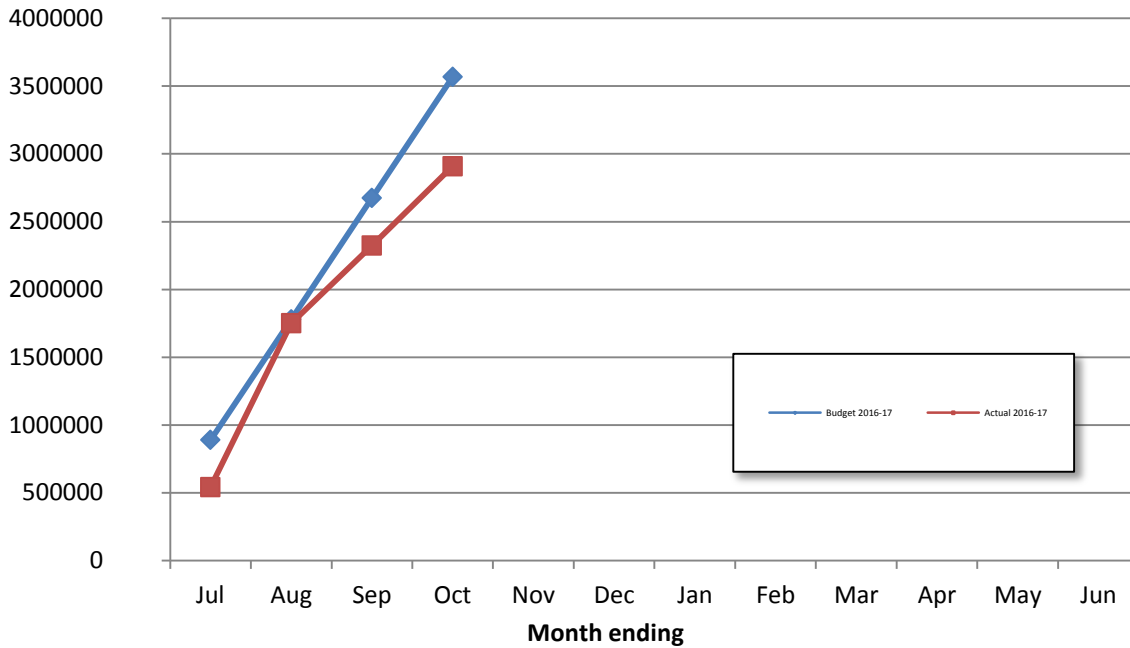
Closing Funding Surplus (Deficit)

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2016

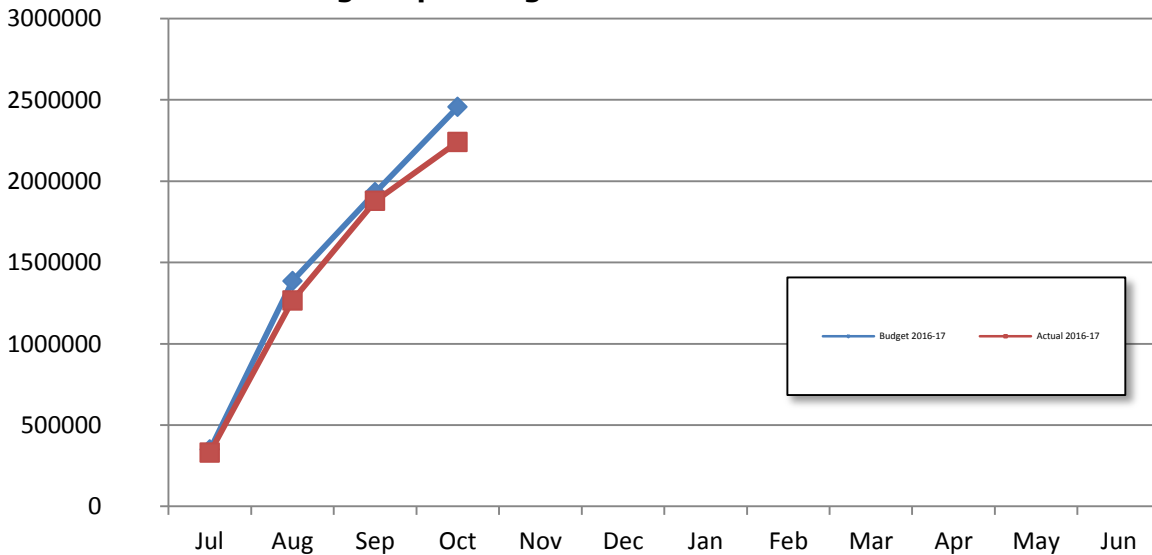
Note 2 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



Comments/Notes - Operating Expenses

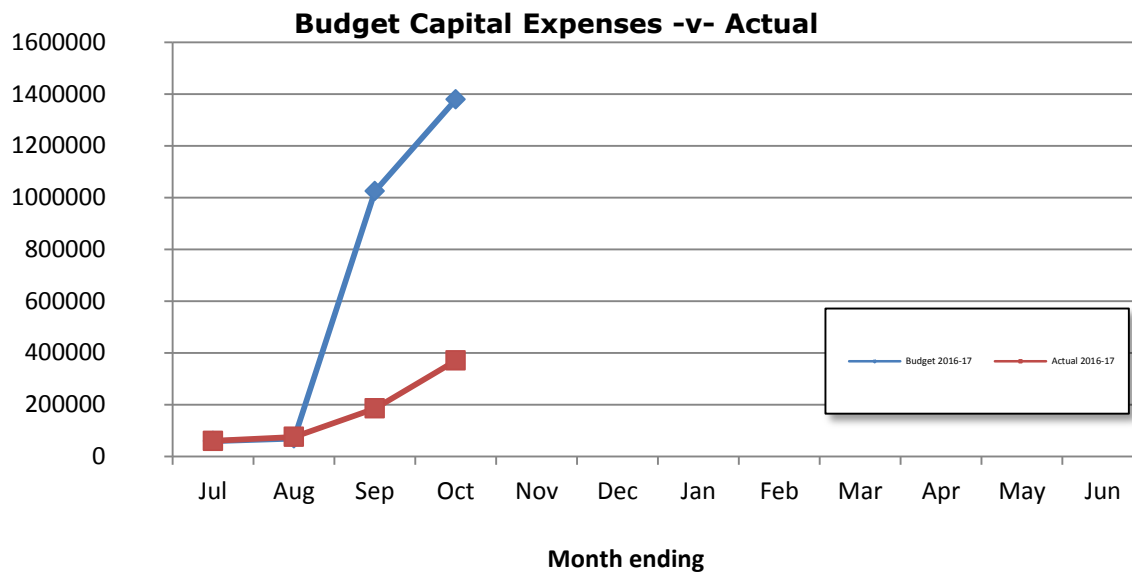
Budget Operating Revenues -v- Actual



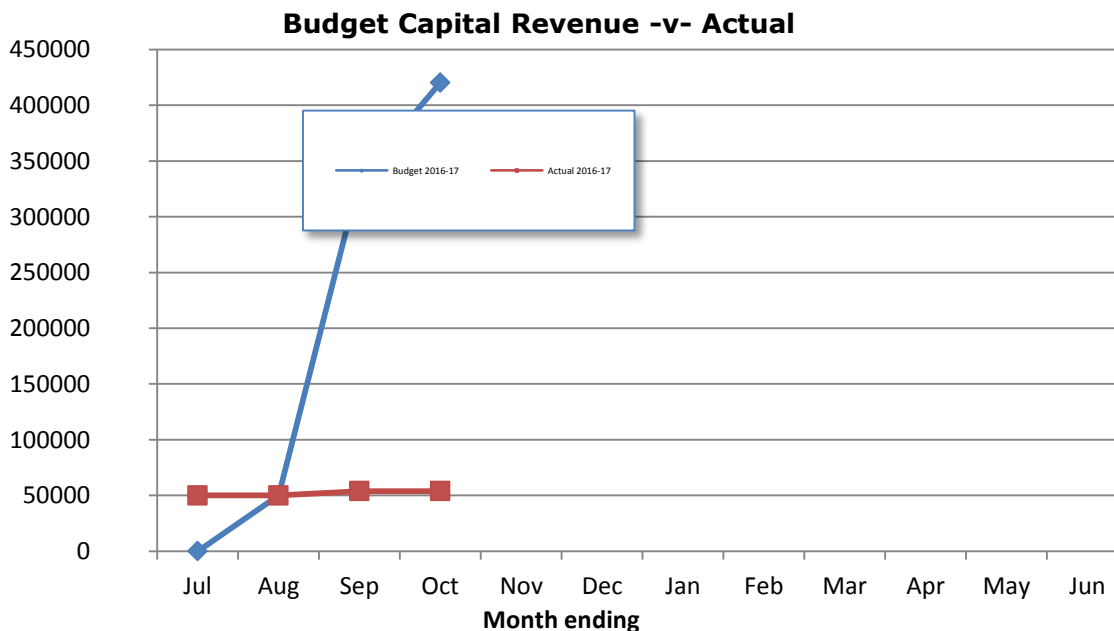
Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2016

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

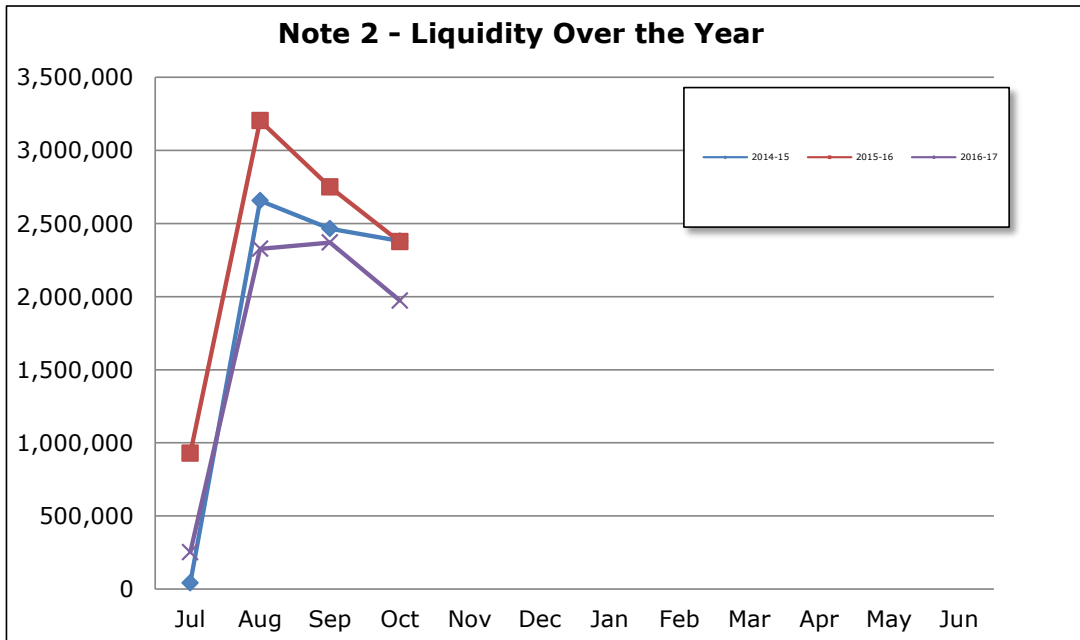


Comments/Notes - Capital Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2016

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
2016-17				
Note	This Period	Same Period 2015/16	Same Period 2014/15	Surplus C/F 1 July 2016
	\$	\$	\$	\$
Current Assets				
Cash Unrestricted	1,583,677	2,157,387	1,856,793	772,890
Cash Restricted	3,244,209	2,559,953	2,464,050	3,221,937
Receivables	3,526,691	1,443,919	1,309,470	1,529,647
Prepayments & Accruals	0	0	0	177,156
Inventories	15,058	15,093	22,380	16,373
	8,369,635	6,176,352	5,652,693	5,718,003
Less: Current Liabilities				
Payables and Provisions	(3,152,743)	(1,241,028)	(808,091)	(1,923,218)
	(3,152,743)	(1,241,028)	(808,091)	(1,923,218)
Less: Cash Restricted	(3,244,209)	(2,559,953)	(2,464,050)	(3,221,937)
Net Current Funding Position	1,972,683	2,375,371	2,380,552	572,848



Comments - Net Current Funding Position

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2016

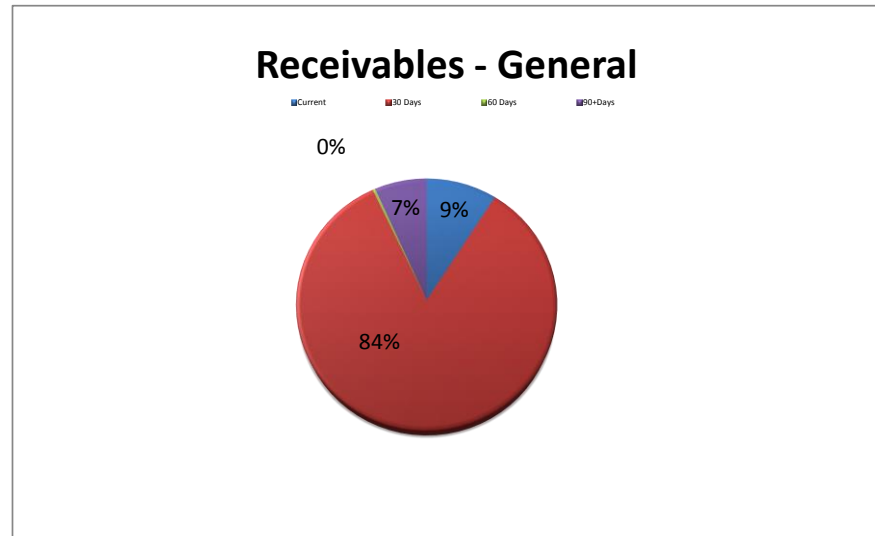
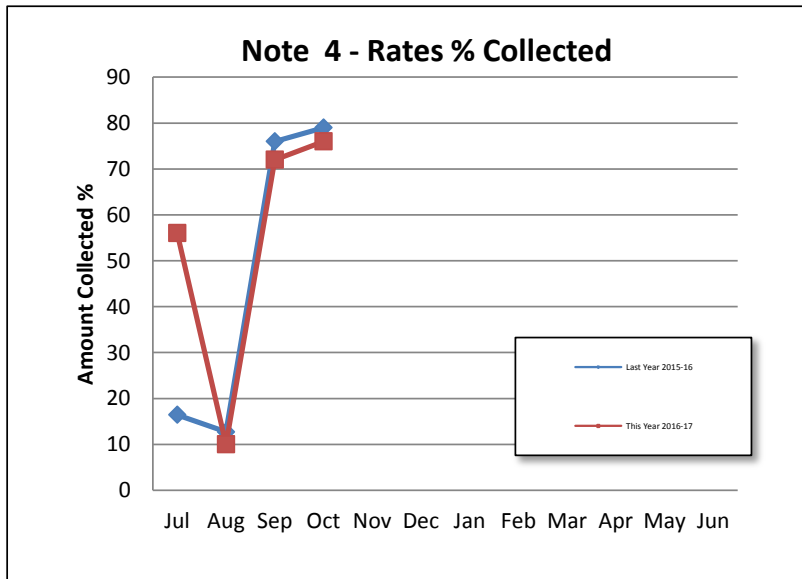
Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish

	Current 2016-17	Previous 2015-16
	\$	\$
Opening Arrears Previous Years	12,339	48,284
Rates, Sewerage & Rubbish Levied this year	2,240,145	2,115,830
Less Collections to date	(1,714,613)	(1,700,890)
Equals Current Outstanding	537,871	463,224
Net Rates Collectable	537,871	463,224
% Collected	76.12%	78.60%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	15,353	141,938	561	11,319
Total Outstanding				169,171

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

Main Roads Funding Recoups (\$136,433) make up the bulk of the receivables

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	494,514	14,835	3,418	100,000	0	0	0	609,349	497,932
Housing Reserve	754,115	22,623	5,213	15,000	0	(780,000)	0	11,738	759,328
Furniture and Equipment Reserve	23,982	719	166	40,000	0	0	0	64,701	24,148
Municipal Buildings & Facilities Reserve	115,626	3,469	799	100,000	0	0	0	219,095	116,425
Townscape and Footpath Reserve	142,080	4,262	982	0	0	(100,000)	0	46,342	143,062
Land Development Reserve	126,049	3,781	871	0	0	0	0	129,830	126,920
Sewerage and Drainage Scheme Reserve	125,338	3,760	866	65,000	0	0	0	194,098	126,205
Road and Bridge Infrastructure Reserve	187,018	5,611	1,293	100,000	0	0	0	292,629	188,311
Health & Aged Care Reserve	777,991	23,340	5,378	50,000	0	(165,000)	0	686,331	783,369
Community Bus Reserve	57,160	1,715	395	5,000	0	0	0	63,875	57,555
Sport & Recreation Reserve	10,124	304	70	0	0	0	0	10,428	10,194
Rehabilitation & Refuse Reserve	40,355	1,211	279	5,000	0	0	0	46,566	40,634
Saddleback Building Reserve	48,828	1,465	338	0	0	0	0	50,293	49,165
Caravan Park Reserve	127,936	3,838	884	0	0	(15,300)	0	116,474	128,821
Brookton Heritage/Museum Reserve	34,353	1,031	237	2,500	0	0	0	37,884	34,591
Kweda Hall Reserve	22,548	676	156	2,500	0	0	0	25,724	22,704
Aldersyde Hall Reserve	22,548	676	156	2,500	0	0	0	25,724	22,704
Railway Station Reserve	22,548	676	156	2,500	0	(18,000)	0	7,724	22,704
Madison Square Units Reserve	17,235	517	119	0	0	0	0	17,752	17,354
Cemetery Reserve	20,921	628	145	0	0	0	0	21,549	21,066
Water Harvesting Reserve	50,665	1,520	350	0	0	(21,000)	0	31,185	51,016
	3,221,936	96,657	22,272	490,000	0	(1,099,300)	0	2,709,293	3,244,208

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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)
\$	\$	\$		\$	\$	\$
24,582	25,000	418	CEO Vehicle			0
23,025	22,000	(1,027)	DCEO Vehicle			0
30,075	55,000	24,925	Lot 100 Korrnong Drive	30,075	50,000	19,925
28,918	22,000	(6,918)	Shire Planner Vehicle			0
102,744	100,000	(2,744)	Grader D Series			0
30,597	20,000	(10,597)	Works Supervisors Ute			0
14,809	20,000	5,191	Dual Cab Utility - Foreman			0
254,750	264,000	9,248	Totals	30,075	50,000	19,925

Comments - Capital Disposal

Summary Acquisitions	Adopted Budget		
	Budget	Actual	Variance
	\$	\$	\$
Property, Plant & Equipment			
Land and Buildings	1,376,243	75,948	1,300,295
Plant & Equipment	540,500	0	540,500
Furniture & Equipment	112,600	0	112,600
Infrastructure			
Roadworks & Bridge Works	1,266,600	218,296	1,048,304
Parks & Gardens	30,000	0	30,000
Sewerage & Drainage	63,680	0	63,680
Totals	3,389,623	294,243	3,095,380

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2016

Note 7: INFORMATION ON BORROWINGS

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-16 \$	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	130,452	-	-	12,783	130,452	117,669	(384)	9,458
*Loan 79 Multifunctional Family Centre	Purchase of the Building Extension and Refurbishment of the Club House	1/08/2020	15	5.82	39,429	-	3,895	7,904	35,534	31,525	195	2,445
*Loan 82 Country Club		15/11/2027	20	6.95	292,939	-	8,526	17,349	284,413	275,590	(2,600)	22,032
Governance												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	60,436	-	2,056	4,178	58,380	56,258	333	4,239
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	95,642	-	3,627	7,356	92,015	88,286	459	5,858
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	157,810	-	5,984	12,137	151,826	145,673	757	9,666
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	66,950	-	2,539	5,149	64,411	61,801	321	4,101
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	157,810	-	5,984	12,137	151,826	145,673	757	9,666
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	728,458	-	21,203	43,143	707,255	685,315	18,848	54,784
					1,729,926	-	53,815	122,136	1,676,111	1,607,790	18,684	122,249

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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%	1,336,929				1,336,929	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	246,748				246,748	Bendigo	
Trust Cash at Bank	1.50%			34,888		34,888	Bendigo	
(b) Term Deposits								
Reserves	2.65%		3,244,209			3,244,209	Bendigo	02/04/2017
Les McMullen Trust	2.70%			6,760		6,760	Bendigo	26/07/2017
(c) Investments								
Bendigo Bank Shares					5,000	5,000		
Total		1,583,677	3,244,209	41,648	5,000	4,874,533		

Comments/Notes - Investments

Investment Management Strategy for Kalkarni Bonds

The total bond/RAD amounts (\$2,791,606) are invested by Baptistcare with Bankwest for a term of 271 days at the rate of 3.08% with a maturity date of 3rd January 2017.

Schedule of Proposed Budget Variations - Oct 31 Financial Statements

Account Description	GL/JOB	IE Code	Original Budget	Proposed Budget	Change in Net Assets	Explanation
Infrastructure Depreciation	E122500	454	-3,152,714	-1,700,000	Non-Cash	Adjustment due to new depreciation calculations following 15/16 Audit
Carried Forward Surplus			549,058	572,848	23,790	Audited Carried Forward Surplus
Brookton Caravan Park Operating Expenses	E132010	801	-19,884	0	19,884	PWOHs of \$20k to be eliminated
Brookton Caravan Park Operating Expenses	E132011	379	-14,585	-10,210	4,375	\$4375 reduction in materials and contracts budget
R2R - Brookton-Kweda Road	BRKWR2R	504	-544,035	-502,535	41,500	Adjust Budget for expenditure on Gartrell and Robinson Road
R2R - Gartrell Road	GARTR2R	504	0	-15,500	-15,500	Establish Budget
R2R - Robinson Road	ROBIR2R	504	0	-26,000	-26,000	Establish Budget
Purchase Land and Buildings	E092510	500	-780,000	0	780,000	Split Housing Budget as per Housing Development Plan
Montgomery St Housing Construction	MONCLGF	500	0	-20,000	-20,000	Split Housing Budget as per Housing Development Plan
4 Matthew Street Subdivision/Rezoning	NEW	500	0	-20,000	-20,000	Split Housing Budget as per Housing Development Plan
New Dwelling - To Be Determined	NEW	500	0	-305,000	-305,000	Split Housing Budget as per Housing Development Plan
New Dwelling - Koornong	NEW	500	0	-450,000	-450,000	Split Housing Budget as per Housing Development Plan
Transfer from Housing Reserve	OL01631	230	780,000	791,000	11,000	Split Housing Budget as per Housing Development Plan
CEO Vehicle	E042531	502	-50,000	-55,000	-5,000	To enable upgrade as per new CEO contract
Members Operating Expenses	E041020	338	-16,000	-11,000	5,000	Contra adjustment for Christmas Party expenses. Donation to Social Club
Members Operating Expenses	E041020	391	0	-5,000	-5,000	Contra adjustment for Christmas Party expenses. Donation to Social Club
Admin Employee Expenses	E042010	305	-13,905	-12,405	1,500	Reduction of \$1500 in FBT as a result of Donation to Social Club
						Favourable Adjustment recognising housing subsidy of \$125pw x 52 weeks x 3 staff. Subsidy was
Staff Rental Revenue	I091010	125	21,060	40,560	19,500	recognised as expense in budget but no contra income budget.
Staff Housing - Reimbursements	I091030	160	1,000	8,090	7,090	Reimbursement for Gardening Services x 5
Madison Square Rental Revenue	I092010	126	24,622	36,738	12,116	JVA Commonwealth Rent Assistance additional rent
Pool Grants and Subsidies	I112020	160	32,000	0	-32,000	High probability that operating grant will require contra expenditure
Private Works	I141010	130	65,562	35,562	-30,000	Over-budgeted income from private works
Purchase Furniture and Equipment	E042520	501	0	-9,255	-9,255	Upgrade manual hard drives in 13 PCs and RAM + Purchase of 1 new PC as per quote from JH
Regional Town Planning Scheme						
Vehicle Costs	E103015	315	-3,950	-1,975	1,975	Scheme to cease 31 December 2016
General Operating Expenses	E103020	327	0	-10,000	-10,000	Establish consultancy/gazetted budget
TPS Member Contribution	I103010	160	82,004	41,002	-41,002	Scheme to cease 31 December 2016
Purchase Vehicle	E104530	502	-37,000	0	37,000	Assets to be wound up
TPS Employee Costs	E103010	300	-77,187	-42,786	34,401	Wages - prorata
TPS Employee Costs	E103010	301	-7,760	-3,880	3,880	Superannuation - prorata
TPS Employee Costs	E103010	303	-6,283	-3,142	3,141	Annual Leave - prorata
TPS Employee Costs	E103010	317	-3,142	-628	2,514	Public Holidays - prorata
TPS Employee Costs	E103010	316	-1,571	-785	786	Sick Leave - prorata
Salaries and Wages Reconciliation						
Admin Employee Costs	E042010	300	-549,181	-631,143	-81,962	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	301	-69,984	-80,683	-10,699	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	303	-52,488	-73,202	-20,714	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	317	-26,045	-26,587	-542	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	316	-12,124	-13,387	-1,263	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	300	-26,680	-21,016	5,664	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	301	-727	-2,344	-1,617	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	303	0	-2,230	-2,230	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	317	0	-949	-949	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	316	0	-474	-474	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Rec Employee Costs	E116010	300	-19,142	-14,820	4,322	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Rec Employee Costs	E116010	301	0	-1,556	-1,556	Salaries and Wages Reco - Total \$108k Unfavourable Movement
PWOH Employee Costs	E142010	300	-79,843	-76,238	3,605	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Transfer to Plant Reserve	OL01622	520	-100,000	-32,280	67,720	Reduce Transfer to Plant Reserve to Offset Unfavourable Budget Movement
			-4,108,924	-2,656,210	0	

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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 2016	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 October 2016
	\$	\$	\$	\$
Housing Bonds	180	0	0	180
Other Bonds	10,120	4,640	(3,100)	11,660
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	6,760	0	0	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	0	0	0	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	4,915	0	0	4,915
Unclaimed Money	0	0	0	0
	40,308	4,640	(3,300)	41,648

1. Developer Road Contributions are:

T216 Collard - Jose and King Street \$400

T129 Allington - Grosser Street \$2,515

T99 Chittleborough - Chittleborough Road \$2,000

Road Contributions are required to be transferred out of Trust into Reserve/Muni for designated purpose.

2. Public Open Space Contribution:

T148 - Paul Webb \$13,820

Contribution to be retained in Trust as required under the Planning and Development Act 2005.

It is to be investigated whether funds can be applied against POS projects such as the Robinson Street Development.

3. Gnulla Child Care Facility

This is an aged transaction. Consider transferring funds to Muni once a designated project has been identified.

4. Housing Bond

Bond is to either be refunded, expended or transferred to the Bonds Authority.

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Kalkarni Aged Care Facility
For the Period Ended 31 October 2016

Note 11: Kalkarni Aged Care Facility

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Operating Revenue							
Fees & Charges		\$ 681,555	\$ 227,185	\$ 227,185	0	0.00%	
Grants & Subsidies		2,777,856	925,952	934,733	8,781	0.95%	
Total Revenue		3,459,411	1,153,137	1,161,918	8,781	0.76%	
Operating Expenses							
Building Maintenance		0	0	0	0	0.00%	
Interest Expenses		(5,858)	(1,953)	(459)	1,494	(76.52%)	
Insurance Expenses		(15,000)	(15,000)	(14,454)	546	(3.64%)	
Building Maintenance		(18,200)	(6,067)	(11,539)	(5,473)	90.21%	
Loss on Sale of Asset		0	0	0	0	0.00%	
Depreciation		(188,016)	(62,672)	(31,616)	31,056	(49.55%)	▼
ABC Administration Expenses		(22,345)	(7,448)	(10,490)	(3,042)	40.84%	
Contract Expenses		(3,422,176)	(1,140,725)	(1,128,148)	12,577	(1.10%)	
Total Expenses		(3,671,595)	(1,233,865)	(1,196,706)	37,159	3.01%	
Operating Surplus (Deficit)		(212,184)	(80,728)	(34,788)	45,940	57%	▼
Excluding Non Cash Adjustments							
Add back Depreciation		188,016	62,672	31,616	(31,056)	(49.55%)	▼
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%	
Net Operating Surplus (Deficit)		(24,168)	(18,056)	(3,172)	14,884	(82.43%)	▼
Capital Revenues							
KBC Capital Income		260,243	86,748	86,748	(0)	(0.00%)	
Transfer from Reserves	5	165,000	0	0	0	0.00%	
Total		425,243	86,748	86,748	(0)	(0)	
Capital Expenses							
Land and Buildings	6	(165,000)	0	(11,641)	(11,641)	0.00%	
Plant and Equipment	6	0	0	0	0	0.00%	
Furniture and Equipment	6	(192,243)	0	0	0	0.00%	
Repayment of Debentures	7	(7,356)	(3,627)	(3,627)	0	0.00%	
Transfer to Reserves	5	(73,340)	0	(5,378)	(5,378)		
Total		(437,939)	(3,627)	(20,645)	(17,018)		
Net Capital		(12,696)	83,121	66,102	(17,018)	(20.47%)	
Closing Funding Surplus(Deficit)		(36,864)	65,065	62,930	(2,135)		

**Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 31 October 2016**

Note 12 WB Eva Pavilion Operating Statement

NOTE	2016/17 Adopted Budget \$	2016/17 YTD Budget \$	2016/17 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Hire Fees - WB Eva Pavilion	3,000	2,000	2,141	141
Sporting Club Fees	4,500	-	1,156	1,156
Gymnasium Income	14,500	1,000	2,097	1,097
	<u>22,000</u>	<u>3,000</u>	<u>5,394</u>	<u>2,394</u>
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(6,863)	(2,288)	(3,459)	(1,172)
Materials and Contracts	(8,200)	(2,733)	(799)	1,935
Utilities	(4,000)	(1,333)	(1,011)	322
Interest Expenses	(54,784)	(18,261)	(18,848)	(587)
Insurance	(5,500)	(1,833)	(3,742)	(1,908)
General Operating Expenses	(9,418)	(3,139)	(3,854)	(715)
Gymnasium Operating	(11,185)	(3,724)	(885)	2,839
	<u>(88,766)</u>	<u>(29,589)</u>	<u>(31,713)</u>	<u>(2,124)</u>
	<u>(66,766)</u>	<u>(26,589)</u>	<u>(26,318)</u>	<u>271</u>
NET RESULT	<u>(66,766)</u>	<u>(26,589)</u>	<u>(26,318)</u>	<u>271</u>

**Sewerage Programm by Nature and Type
For the Period Ended 31 October 2016**

Note 13 Sewerage Operating Statement

NOTE	2016/17	2016/17	2016/17	Variance
	Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges	1,500	1,500	1,180	(320)
Annual Sewerage Rates	152,587	152,587	152,592	5
	<u>154,087</u>	<u>154,087</u>	<u>153,772</u>	<u>(315)</u>
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(2,734)	(911)	(651)	260
Materials and Contracts	(36,280)	(12,093)	(12,064)	29
Utilities	(6,000)	(2,000)	(2,390)	(390)
Depreciation	(88,284)	(29,428)	(9,512)	19,916
Interest Expenses	(4,101)	(1,367)	(321)	1,046
Insurance	(250)	(250)	(243)	7
General Operating Expenses	(3,785)	(1,262)	(948)	314
Allocation of Administration Expense	(12,013)	(12,013)	(3,602)	8,411
	<u>(153,447)</u>	<u>(59,325)</u>	<u>(29,730)</u>	<u>29,594</u>
	640	94,762	124,041	29,279
Add Back Depreciation	88,284	29,428	9,512	(19,916)
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	(65,000)	-	-	-
Transfer from Sewerage and Drainage Reserve	-	-	-	-
NET RESULT	<u>23,924</u>	<u>124,190</u>	<u>133,553</u>	<u>9,363</u>

The Shire's Asset Management Plan (adopted at the 2016 August OCM) details required renewal expenditure of \$1.482m over the ten year period 2016 - 2027. The Shire's Long Term Financial Plan includes the following planned renewal expenditure:

2016/17 - 47,680
 2017/18 - 100,000
 2018/19 - 100,000
 2019/20 - 100,000
 2020/21 - 100,000
 2021/22 - 100,000
 2022/23 - 100,000
 2023/24 - 100,000
 2024/25 - 100,000
 2025/26 - 150,000
 2026/27 - 400,000
Total - 1,397,680 or approx. \$140k per annum

The Sewerage Scheme should be self funding, that is, the capital replacement cost should be amortised over the life of the infrastructure, and funded from the annual sewerage rates. Council should consider a charging model that provides for an annual transfer to the Sewer Reserve, which is equivalent to the required annual renewal expenditure i.e. \$148k per annum. As a minimum, revenue from the Scheme should cover all operating expenditure including depreciation, meaning a minimum transfer to Reserve of \$88k. At present, the budgeted surplus funds of \$23,924 being generated from the Scheme is being paid into the municipal fund.

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Acquatic Centre
For the Period Ended 31 October 2016

Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) g	Var. % (b)-(a)/(b) g
	\$	\$	\$	\$	%
Note 14 (a): Brookton Caravan Park					
Operating Revenue					
Caravan Park Fees	50,300	16,767	11,104	(5,663)	(33.77%)
Total Revenue	50,300	16,767	11,104	(5,663)	(33.77%)
Operating Expenses					
Brookton Caravan Park	(65,173)	(21,724)	(13,001)	8,724	0.00%
Caravan Park Depreciation	(527)	(176)	(146)	30	(17.05%)
Caravan Park Abc Administration Expenses	(10,572)	(3,524)	(4,963)	(1,439)	0.00%
Total	(76,272)	(25,424)	(18,109)	7,315	28.77%
Operating Surplus (Deficit)	(25,972)	(8,657)	(7,005)	1,652	19%
Excluding Non Cash Adjustments					
Add back Depreciation	527	176	146	(30)	(17.05%)
Net Operating Surplus (Deficit)	(25,445)	(8,482)	(6,860)	1,622	(19.12%)
Note 14 (b): Brookton Acquatic Centre					
Operating Revenue					
POOL Fees & Charges	12,500	6,250	505	(5,745)	0.00%
POOL GRANTS & SUBSIDIES	32,000	10,667	0	(10,667)	0.00%
Total Revenue	44,500	16,917	505	(16,412)	0
Operating Expenses					
POOL Employee Costs	(500)	(167)	0	167	(100.00%)
POOL General Operating Expenses	(80,780)	(26,927)	(1,755)	25,172	(93.48%)
POOL Building Maintenance	(18,848)	(6,283)	(6,092)	191	(3.04%)
POOL Depreciation	(24,674)	(8,225)	(4,191)	4,034	(49.04%)
POOL Abc Administration Expenses	(36,280)	(12,093)	(17,033)	(4,939)	40.84%
Total	(161,083)	(53,694)	(29,070)	24,624	45.86%
Operating Surplus (Deficit)	(116,583)	(36,778)	(28,566)	8,212	0%
Excluding Non Cash Adjustments					
Add back Depreciation	24,674	8,225	4,191	(4,034)	0.00%
Net Operating Surplus (Deficit)	(91,909)	(28,553)	(24,375)	4,178	0%

**Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 31 October 2016**

Note 15

Description	Current Budget	YTD Actual	% Completed	Federal Funding		State Funding				Own Source Funding		
				R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni
Town Street Maintenance	\$ 222,410	\$ 49,114	22%	\$	\$	\$	\$	\$ 77,614	\$	\$	\$ 15,000	\$ 129,796
Rural Road Maintenance	360,334	211,237	59%						325,234			35,100
Bridge Maintenance	61,355	63,476	103%									61,355
R2R Work Schedule												
Brookton - Kweda Road	544,035	31,040	6%	512,003								32,032
Gartrell Road	0	15,389										
Robinson Road	0	25,861										
Other Construction												
Buckingham Road	0	600										
Grosser Street	5,586	0	0%									5,586
Montgomery Street	0	2,694										
Reynolds Street	56,652	0	0%									56,652
RRG Approved Projects												
Alderside - Pingelly Road	141,960	5,150	4%			94,640						47,320
Brookton - Kweda Road	263,823	137,563	52%			112,407	63,476					87,940
Corberding Road	154,544	0	0%			103,028						51,516
	1,810,699	542,123	30%	512,003	0	310,075	63,476	77,614	325,234	0	15,000	507,297

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 31 October 2016

Note 16

Description	Responsible Officer	Current Budget	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
		\$	\$		\$	\$	\$	\$	\$
Kalkarni Land Purchase and Backup Power Supply	DCEO	165,000	11,641	7%			165,000		165,000
Montgomery St Clgf Housing Construction	CEO	780,000	11,010	1%			780,000		780,000
Townscape - Robinson Road	PWS	100,000	500	1%			100,000		100,000
Memorial Hall Renewal	PWS	6,000	0	0%	6,000				6,000
WB Eva Pavillion Refurbishment	CSM	57,000	0	0%	6,000	51,000			57,000
Railway Station Refurbishment	PWS	18,000	0	0%			18,000		18,000
Caravan Park - Dump Point	EHO/PWS	10,600	0	0%		5,300	5,300		10,600
Kalkarni Residency Funiture and Equipment/Upgrades	DCEO	192,243	0	0%	192,243				192,243
Caravan Park - Upgrade Power Supply	PWS	10,000	0	0%			10,000		10,000
CEO Vehicle	CEO	50,000	0	0%	25,000			25,000	50,000
DCEO Vehicle	CEO	36,000	0	0%	14,000			22,000	36,000
Shire Planner Vehicle	CEO	37,000	0	0%	15,000			22,000	37,000
Transport Plant and Equipment (Grader, PWS Ute, Foreman Ute)	CEO/PWS	417,500	0	0%	277,500			140,000	417,500
Aldersyde-Pingelly Rd	PWS	141,960	5,150	4%	47,320	94,640			141,960
Brookton-Kweda Road - Road Widening To Mourambine Junction	PWS	263,823	137,563	52%	87,940	175,883			263,823
Corberding Road	PWS	154,544	0	0%	51,516	103,028			154,544
Brookton-Kweda Road	PWS	544,035	31,040	6%	32,032	512,003			544,035
Gartrell Road	PWS	0	15,389		0				0
Robinson Road	PWS	0	25,861		0				0
Buckingham Road	PWS	0	600		0				0
Grosser Street	PWS	5,586	0	0%	5,586				5,586
Montgomery Street	PWS	0	2,694		0				0
Reynolds Street	PWS	56,652	0	0%	56,652				56,652
Footpath Construction	PWS	100,000	0	0%	100,000				100,000
Sewer Infrastructure (Chlorinator + Asset Renewal)	EHO	63,680	0	0%	47,680		16,000		63,680
Happy Valley Bore Field	PWS	150,000	52,797	35%	45,000	100,000	5,000		150,000
Nature Play	CSM	30,000	0	0%		30,000			30,000
		3,389,623	294,243	9%	1,009,469	1,071,854	1,099,300	209,000	3,389,623

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Grants, Subsidies and Contributions Register
For the Period Ended 31 October 2016

Note 17

Funding Provider	Project	Operating/Non-Operating	Budget Amount	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
			\$	\$	\$	\$	
Federal Government	KBC Grants & Subsidies	Subsidy	(2,777,856)	Recurrent	(2,777,856)	(934,733)	34%
Rural Water Planning	Happy Valley Bore Field	Non Operating	(100,000)	(100,000)	(100,000)	(65,000)	65%
Lotterywest	WB Eva Grant	Non Operating	(51,000)	-	-	-	0%
To be Identified	Nature Play Grant	Non Operating	(30,000)	-	-	-	0%
Main Roads WA	Regional Road Group	Non Operating	(373,551)	(373,531)	(373,551)	(124,030)	33%
Federal Government	Roads to Recovery	Non Operating	(512,003)	(512,003)	(512,003)	-	0%
To be Identified	Caravan Park Dump Point	Non Operating	(5,300)	-	-	-	0%
WA Grants Commission	GPG Grants Commission - General	Operating	(606,728)	Recurrent	(606,728)	(151,117)	25%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(325,234)	Recurrent	(325,234)	(81,398)	25%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(25,403)	Recurrent	(25,403)	(8,468)	33%
Main Roads WA	Direct Grant	Operating	(77,614)	Recurrent	(77,614)	(77,614)	100%
			(4,884,689)		(4,798,389)	(1,442,360)	30%

Attachment 2 – Budget Variations

Schedule of Proposed Budget Variations - Oct 31 Financial Statements

Account Description	GL/JOB	IE Code	Original Budget	Proposed Budget	Change in Net Assets	Explanation
Infrastructure Depreciation	E122500	454	-3,152,714	-1,700,000	Non-Cash	Adjustment due to new depreciation calculations following 15/16 Audit
Carried Forward Surplus			549,058	572,848	23,790	Audited Carried Forward Surplus
Brookton Caravan Park Operating Expenses	E132010	801	-19,884	0	19,884	PWOHs of \$20k to be eliminated
Brookton Caravan Park Operating Expenses	E132011	379	-14,585	-10,210	4,375	\$4375 reduction in materials and contracts budget
R2R - Brookton-Kweda Road	BRKWR2R	504	-544,035	-502,535	41,500	Adjust Budget for expenditure on Gartrell and Robinson Road
R2R - Gartrell Road	GARTR2R	504	0	-15,500	-15,500	Establish Budget
R2R - Robinson Road	ROBIR2R	504	0	-26,000	-26,000	Establish Budget
Purchase Land and Buildings	E092510	500	-780,000	0	780,000	Split Housing Budget as per Housing Development Plan
Montgomery St Housing Construction	MONCLGF	500	0	-20,000	-20,000	Split Housing Budget as per Housing Development Plan
4 Matthew Street Subdivision/Rezoning	NEW	500	0	-20,000	-20,000	Split Housing Budget as per Housing Development Plan
New Dwelling - To Be Determined	NEW	500	0	-305,000	-305,000	Split Housing Budget as per Housing Development Plan
New Dwelling - Koormong	NEW	500	0	-450,000	-450,000	Split Housing Budget as per Housing Development Plan
Transfer from Housing Reserve	0L01631	230	780,000	791,000	11,000	Split Housing Budget as per Housing Development Plan
CEO Vehicle	E042531	502	-50,000	-55,000	-5,000	To enable upgrade as per new CEO contract
Members Operating Expenses	E041020	338	-16,000	-11,000	5,000	Contra adjustment for Christmas Party expenses. Donation to Social Club
Members Operating Expenses	E041020	391	0	-5,000	-5,000	Contra adjustment for Christmas Party expenses. Donation to Social Club
Admin Employee Expenses	E042010	305	-13,905	-12,405	1,500	Reduction of \$1500 in FBT as a result of Donation to Social Club
						Favourable Adjustment recognising housing subsidy of \$125pw x 52 weeks x 3 staff. Subsidy was recognised as expense in budget but no contra income budget.
Staff Rental Revenue	I091010	125	21,060	40,560	19,500	Reimbursement for Gardening Services x 5
Staff Housing - Reimbursements	I091030	160	1,000	8,090	7,090	JVA Commonwealth Rent Assistance additional rent
Madison Square Rental Revenue	I092010	126	24,622	36,738	12,116	High probability that operating grant will require contra expenditure
Pool Grants and Subsidies	I112020	160	32,000	0	-32,000	Over-budgeted income from private works
Private Works	I141010	130	65,562	35,562	-30,000	Upgrade manual hard drives in 13 PCs and RAM + Purchase of 1 new PC as per quote from JH
Purchase Furniture and Equipment	E042520	501	0	-9,255	-9,255	
Regional Town Planning Scheme						
Vehicle Costs	E103015	315	-3,950	-1,975	1,975	Scheme to cease 31 December 2016
General Operating Expenses	E103020	327	0	-10,000	-10,000	Establish consultancy/gazettal budget
TPS Member Contribution	I103010	160	82,004	41,002	-41,002	Scheme to cease 31 December 2016
Purchase Vehicle	E104530	502	-37,000	0	37,000	Assets to be wound up
TPS Employee Costs	E103010	300	-77,187	-42,786	34,401	Wages - prorata
TPS Employee Costs	E103010	301	-7,760	-3,880	3,880	Superannuation -prorata
TPS Employee Costs	E103010	303	-6,283	-3,142	3,141	Annual Leave - prorata
TPS Employee Costs	E103010	317	-3,142	-628	2,514	Public Holidays - prorata
TPS Employee Costs	E103010	316	-1,571	-785	786	Sick Leave - prorata
Salaries and Wages Reconciliation						
Admin Employee Costs	E042010	300	-549,181	-631,143	-81,962	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	301	-69,684	-80,383	-10,699	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	303	-52,488	-73,202	-20,714	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	317	-26,045	-26,587	-542	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	316	-12,124	-13,387	-1,263	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	300	-26,680	-21,016	5,664	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	301	-727	-2,344	-1,617	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	303	0	-2,230	-2,230	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	317	0	-949	-949	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	316	0	-474	-474	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Rec Employee Costs	E116010	300	-19,142	-14,820	4,322	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Rec Employee Costs	E116010	301	0	-1,556	-1,556	Salaries and Wages Reco - Total \$108k Unfavourable Movement
PWOH Employee Costs	E142010	300	-79,843	-76,238	3,605	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Transfer to Plant Reserve	0L01622	520	-100,000	-32,280	67,720	Reduce Transfer to Plant Reserve to Offset Unfavourable Budget Movement
			-4,108,624	-2,655,910	0	

File No: 1350
Applicant/ Proponent: Shire of Brookton
Subject Land/ Locality: Not Applicable
Date: 2/11/2016
Author: Peter Kocian, Acting Deputy Chief Executive Officer
Authorising Officer: Dale Stewart, Acting Chief Executive Officer
Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion: Executive – the substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing the Chief Executive Officer, setting and amending budgets.
 Legislative – includes adopting local laws, town planning schemes and policies. Review when Council reviews decision made by Officers.

Attachments:

1. Annual Report for the 2015/16 Financial Year (Separate Attachment)

AUDIT COMMITTEE AND OFFICER RECOMMENDATION

That with respect to 2015/16 Annual Report, Council:

1. **Adopt the 2015/16 Annual Report as presented;**
2. **Advertise the 2015/16 Annual Report and Annual General Meeting of Electors giving at least 14 days local public notice in accordance with section 5.29 of the *Local Government Act 1995*, and;**
3. **Hold the Annual General Meeting of Electors on Thursday 15 December 2016 commencing at 6.00pm, at the Shire Administration Office in Council Chambers and;**
4. **Forward a copy to the Department of Local Government and Communities within 30 days.**

ABSOLUTE MAJORITY VOTE REQUIRED

SUMMARY

The 2015/16 Annual Report outlines the Shire's achievements against its Strategic Community Plan, financial performance and notes key activities contained within the Corporate Business Plan. This item seeks Council's adoption of the 2015/16 Annual Report and set a date for the annual general meeting of electors.

BACKGROUND

The Annual Report contains information as required under section 5.53 of the *Local Government Act 1995* including the following:

- A report from the President
- A report from the Chief Executive Officer
- An overview of the Strategic Community Plan and Corporate Business Plan
- The financial report for the financial year
- The auditor's report for the financial year

The on-site audit was conducted on the 6/7 October 2016 with the Annual Financial Report finalized and submitted to the Auditors on Friday 28 October 2016 following post audit adjustments including a reworking of depreciation expense on infrastructure assets. The Auditor's Report was received on 8 November 2016.

COMMENT

The Shire has received an unqualified audit opinion on its annual financial report which indicates that the Shire's financial statements are an accurate presentation of its financial position. In particular the auditor has noted that the financial report of the Shire of Brookton:

- (i) Gives a true and fair view of the financial position of the Shire of Brookton as at 30 June 2016 and of its financial performance for the year ended on that date;
- (ii) Complies with the *Local Government Act 1995* Part 6 and the Regulations under that Act and Australian Accounting Standards (including the Australian Accounting Interpretations); and
- (iii) The calculations to the Asset Consumption Ratio and Asset Renewal Funding Ratio have been reviewed and are based on verifiable information and reasonable assumptions.

The annual financial report demonstrates that the Shire's financial position is sound as at 30 June 2016, reflected by the following key indicators:

- Cash and cash equivalents of \$3,994,827 (Current Ratio of 1.15)
- Long term borrowings of \$1,607,790 (Debt Service Cover Ratio of 3.41)
- Total fixed assets of \$90m + (Asset Consumption Ratio of 70%)
- Carried forward surplus of \$572,848
- Adjusted own-source revenue coverage ratio of 73%

The annual report is effectively the Shire's report card to the community and highlights achievements against the Strategic Community Plan themes of Community, Natural Environment, Built Environment and Infrastructure, Local Economy and Business, and Governance and Organisation. The annual report provides an assessment against 13 key performance measures contained within the Strategic Community Plan, as well as a summary of activities from the Corporate Business Plan undertaken in the 15/16 financial year. This provides accountability that the Shire is delivering to the community.

CONSULTATION

- Shire's Auditor's, Moore Stephens
- Chief Executive Officer
- Senior Staff

LEGISLATIVE IMPLICATIONS

Section 5.53 of the *Local Government Act 1995* (the Act) outlines the requirements of an Annual Report. Section 5.54 states that a local government must accept an annual report by 31 December of each year by absolute majority.

The annual financial report is prepared in accordance with Australian Accounting Standards, the *Local Government Act 1995*, and the *Local Government (Financial Management) Regulations 1996*.

Sections 5.27 and 5.29 of the Act outline the procedure for convening an electors 'meeting, including holding the meeting no more than 56 days from when the Annual Report was adopted.

POLICY IMPLICATIONS

There are no Council Policy implications that are relevant to this item.

FINANCIAL IMPLICATIONS

The availability of the Annual Report and the date for the annual general meeting of electors will be advertised in the Brookton Telegraph Notes. There will be no cost associated with this.

A limited number of hard copy annual reports will be printed and funded under the existing stationery budget.

STRATEGIC IMPLICATIONS

Pursuant to the Strategic Community Plan, the Shire is to provide high quality corporate governance, accountability and compliance.

SUSTAINABILITY IMPLICATIONS

Environmental

There are no significant identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Risk

Risk	That Council refuse to adopt the Annual Report.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Impact / Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control)	Low (1-4)
Principal Risk Theme	Failure to fulfil Compliance requirements
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 3 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

CONCLUSION

The adoption of the Annual Report is a legislative requirement. Officers' have complied with the statutory timeframe in preparing the Annual report for adoption before 31 December.

12.11.16.04 RATE DEBTOR WRITE-OFF

File No: A2666
Applicant/ Proponent: Shire of Brookton
Subject Land/ Locality: Lot 341 Jelcobine Road, Brookton
Date: 2/11/2016
Author: Deanne Sweeney, Senior Finance Officer
Authorising Officer: Dale Stewart, Acting Chief Executive Officer
Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion: Executive – the substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing the Chief Executive Officer, setting and amending budgets.

Attachments: Nil

OFFICER RECOMMENDATION

That with respect to Rate Debtor Write-Off, Council:

- 1. Approves the rate debtor write-off for assessment 2666 totalling \$583.99 and;**
- 2. Approves a delegation to the Chief Executive Officer to write off small rates balances on properties where the balance owing is less than \$5.00 per assessment.**

ABSOLUTE MAJORITY VOTE REQUIRED

SUMMARY

Council is asked to write-off a rates debt totaling \$583.99, for legal fees and interest on assessment 2666.

BACKGROUND

Under section 6.12 (1) (c) of the Local Government Act 1995, Council is able to write off any monies owing to the Shire.

COMMENT

Payment for the 2015/16 rates were not received by the due date following the issue of the original notice on 17th August and a final notice 2nd October 2015. The Shire of Brookton commenced debt recovery on outstanding rates for the 2015/16 year on assessment 2666. The ratepayer has provided documentation that he advised the Shire of his amended address on 14th October 2014. Council's records have been thoroughly examined and indicate that no change of address details have been formally received.

The ratepayer has therefore requested that the legal fees and interest be refunded to assessment 2666.

CONSULTATION

Consultation with the Acting Chief Executive Officer has occurred in regards to the ratepayer's request.

LEGISLATIVE IMPLICATIONS

Section 6.12 (1) (c) of the Local Government Act 1995.

POLICY IMPLICATIONS

Upon reviewing the request officers also observed that the delegation that existed some years ago no longer existed. The addition of a delegation to the Chief Executive Officer to write off small rates balances on properties where the balance owing is less than \$5.00 per assessment is also recommended to enable clean-up of accounts near year end and to not send 'letters and reminders' to ratepayers of their balance is so small that follow up action would be counterproductive and inefficient.

FINANCIAL IMPLICATIONS

Account E031020 Rate General Operating Expenses – Rate Write-Offs, has a budget of \$100. Should Council approve the write-off, an additional budget variation of \$583.99 will be required at the time of doing the January Budget review.

STRATEGIC IMPLICATIONS

There are no Strategic Implications relevant to this report.

SUSTAINABILITY IMPLICATIONS

Environmental

There are no significant identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Risk

Risk	That Council does not approve a write-off
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Impact / Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control)	Low (1-4)
Principal Risk Theme	Failure to fulfil Compliance requirements
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

CONCLUSION

The report for rate debtor write-off is presented to Council for consideration. In good faith approving the write-off of legal fees and interest will conclude a dispute of outstanding charges on assessment 2666.

13.11.16 GOVERNANCE

13.11.16.01 TEMPORARY ROAD CLOSURE – ROBINSON ROAD

File No:	4473
Applicant/ Proponent:	Shire of Brookton
Subject Land/ Locality:	Robinson Road, Brookton
Date:	3/11/2016
Author:	Corinne Kemp, Community Recreation Officer
Authorising Officer:	Carina Whittington, Community Services Manager
Disclosure of Interest from Author:	Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion:	<input checked="" type="checkbox"/> Quasi-Judicial – when Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under the Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Attachments: Nil

OFFICER RECOMMENDATION

That with respect to Brookton Community Christmas Party Road Closure, Council approve the temporary closure of Robinson Road from Gill Rural Centre to the Brookton IGA on Friday 16 December 2016 from 3:30pm to 7:30pm for the Brookton Community Christmas Party.

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

The Brookton Community Christmas Party is to be held on Friday 16 December 2016 commencing at 3:30pm until approximately 7:30pm. To enhance the atmosphere and allow the safe conduct of the event, it is recommended to close a section of Robinson Road to vehicular traffic for the duration of the event.

BACKGROUND

The Council has previously closed this section of Robinson Road to allow the safe conduct of festivities, children's entertainment and Santa's arrival for this long standing community event.

COMMENT

There will be extensive local advertising in the lead up to the event and the main street businesses have been advised of the intention to close this section of road.

CONSULTATION

There was no specific community consultation conducted in relation to this report, as the practice and the event are established within the community. An informal visit to the businesses along the section to be closed was made and no objections to the closure noted.

LEGISLATIVE IMPLICATIONS

Local government Act 1995, s. 3.50 'Closing Thoroughfares', (1) notes that a local government may close any thoroughfare that it manages to the passage of vehicles, wholly or partially, for a period not exceeding 4 weeks.

POLICY IMPLICATIONS

There are no council policies relative to this report.

FINANCIAL IMPLICATIONS

There are no Financial Implications relative to this report. Minimal staff time in provision of the signage and barriers will be absorbed into existing budgeted areas.

STRATEGIC IMPLICATIONS

This event supports both Strategy 1.2.3 Provide and promote appropriate activities for youth and strategy 1.4.1 Promote community and cultural events of the Strategic Community Plan (2015–2023).

There are no specific actions relative to the Corporate Business Plan (2016-2020).

SUSTAINABILITY IMPLICATIONS

Environmental

There are no significant identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

The closure of Robinson Road between Gill Rural Centre to Brookton IGA from 3:30pm to 7:30pm for the Brookton Community Christmas Party on the 16 December 2016 will ensure the safety of all residents attending this festive event and allow for safe setup of children's activities for the event.

Risk

Risk	That Council not close Robinson Rd for the Community Christmas Party
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Impact / Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control)	Low (1-4)
Principal Risk Theme	Safety and Security practices
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 3 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

CONCLUSION

The closure of Robinson Road between Gill Rural Centre to Brookton IGA from 3:30pm to 7:30pm for the Brookton Community Christmas Party on the 16 December 2016 will ensure the safety of all residents attending this festive event and allow for safe setup of children's activities for the event.

13.11.16.02 NO SCHOOL NO POOL POLICY

File No: 1191
Applicant/ Proponent: Brookton District High School
Subject Land/ Locality: Brookton Swimming Pool
Date: 14/10/2016
Author: Dale Stewart, Acting Chief Executive Officer
Authorising Officer: Dale Stewart, Acting Chief Executive Officer
Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion: Legislative – includes adopting local laws, town planning schemes and policies. Review when Council reviews decision made by Officers.

Attachments:

1. Nil

OFFICER RECOMMENDATION

That the Shire of Brookton resolves that it intends to consider making a Property Local Law determination and seek submissions with respect to the proposal closing 21 days after the date of publication, whichever is the later, of the Brookton Telegraph, Shire Website and the Shire's Facebook Page.

Shire of Brookton Property Local Law 2012 Determination No. 1

No School, No Pool Rule

It is a determination of the Shire of Brookton, that the Pool Manager of the Brookton Aquatic Centre is required to deny entry to the Centre on a relevant day to any patron, if the following conditions are met on that day;

- That it is not a School sponsored Activity, Excursion or Event and;**
- That they are of Primary or High School Age and;**
- They normally attend the Brookton District High School and;**
- It is during normal school hours for that day and;**
- It is a normal school day that is not a pupil free day and/or;**
- They are temporarily suspended from the Brookton District High School and the above conditions apply.**

Notwithstanding the above, the Pool Manager has authority to approve entry if the Manager is satisfied that there are extenuating circumstances.

This Determination does not restrict entry to Department of Education approved 'Home Schooled' children, nor children ordinarily resident from other districts.

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

Correspondence has been received seeking support for the Council to prohibit entry to the Brookton Aquatic Centre to school aged children that should otherwise be in school – in essence, a no school, no pool, rule.

BACKGROUND

The following has been requested by the Principal of the Brookton District High School “Following on from our conversation last week I would like to request that can the school and shire have a process set up where if students do not attend school or are suspended from school that they are unable to use the town pool for that day. “

The Principal further notes “ I have talked to Jayden Bennell and in turn Matt McWaters from Contract Aquatics and apparently we are the only school that doesn’t have a “No pool No school” process that he deals with.”

The Principal also notes that he would also like to have pool passes as rewards at school for students as an additional incentive to encourage ‘attendance rates’ and promote the ‘No School, No Pool’ Rule.

The purpose of the request is to assist address absenteeism rates and the Principal specifically believes that banning the student from the Pool for the whole day that they are suspended or absent is preferred as a deterrent, than just ‘during’ school hours. The author is of the view that this is inconsistent with other ‘business’ rules involving banning kids from ‘school times’ and therefore has not recommended that approach.

The Council is at liberty to amend the proposed determination (to be advertised) to give effect to that broader ban if the Council is of that same view.

CONSULTATION

No known previous consultation has occurred with the community on the issue by the Council and comments / submissions are required to be assessed by the Council prior to making a determination on a policy such as this.

The Principal has consulted with Contract Aquatics and the Acting CEO confirms that the Shires of Pingelly and Beverley both have such a rule in place.

COMMENT

The request of the Principal is in keeping with what the Acting CEO would expect to be community views on the subject (i.e. that school aged children should be in school during school hours). Indeed the author is aware of some similar signs (rules) indicating the same message exists on at least one other existing business in town (the IGA).

Any perceived or actual negatives can be discovered via the compulsory public submission period and those negatives assessed and weighed against the perceived benefits when the time comes to making a determination (decision).

It should be noted that a web review of associated literature on the subject indicates that;

- there was a general widespread support for the principles of a ‘no school, no pool’ rule wherever it was adopted and applied and;

- anecdotally there appeared to be a corresponding decrease in vandalism and antisocial behaviors during school hours and;
- that there was no real evidence indicating it directly decreased school absenteeism, other than at remote indigenous communities.

LEGISLATIVE IMPLICATIONS

The Council's Property Local Law 2012 (Consolidated), clause 2.1 and 2.8 may provide that the Council may advertise a determination prohibiting a person from undertaking or doing a certain thing.

The advertisement must be undertaken via local public notice providing 21 days minimum for submissions with respect to the proposed determination (cl 2.2).

Resolving a particular determination cannot be delegated [cl 2.2(8)] and, pursuant to clause 2.8 of that Local Law, may specify a certain class of person(s) that the prohibition relates.

POLICY IMPLICATIONS

There are no current Council Policy implications, however the Council, if it adopts a Property Local Law Determination, would be effectively creating a new policy with respect to the Swimming Pool.

FINANCIAL IMPLICATIONS

The adoption of a position on 'No School, No Pool' will have negligible (if any) Budget impacts nor impact the provisions of the Long Term Financial Plan.

STRATEGIC IMPLICATIONS

The Strategic Community Plan identifies the following relevant strategies that are supported by adoption of the Officer's Recommendation;

1.2: Development, participation and retention of young people.

- 1.2.1: Advocate for educational facilities and programs.
- 1.2.2: Support youth training and apprentice programs in collaboration with local businesses.
- 1.2.3: Provide and promote appropriate and accessible facilities and activities for youth.
- 1.2.4: Develop a youth strategy to assist and support youth development and leadership.

1.5: A safe community.

- 1.5.1: Collaborate with law enforcement authorities to support crime prevention and community safety programs and initiatives.
- 1.5.2: Support the community in emergency and fire management planning and preparedness.

SUSTAINABILITY IMPLICATIONS

Environmental

There are no identifiable environmental impacts arising from adopting the Officer Recommendation.

Economic

There are no significant identifiable economic impacts arising from adopting the Officer Recommendation.

Social

The Council is being asked to consider putting in place a determination that may be socially unacceptable to, in the author’s opinion, a minority of parents within the community and or indeed, to children that might be refused entry. Adoption of the Policy may have negative consequences in terms of subsequent retaliation activities such as vandalism or graffiti, although this is possibly countered by the belief that the Policy will be a deterrent to ‘wagging’ school in the first instance.

Risk

Risk	That Council not agrees with the request to advertise a proposed Property Local Law determination and receives criticism from the Principal and / or P&C for that decision.	That Council agrees with the request to advertise a proposed Property Local Law determination and receives criticism from the public for that decision.
Risk Likelihood (based on history and with existing controls)	Possible (3)	Possible (3)
Risk Impact / Consequence	Minor (2)	Minor (2)
Risk Rating (Prior to Treatment or Control)	Medium (5-9)	Medium (5-9)
Principal Risk Theme	Management of Facilities / Venues / Events	Management of Facilities / Venues / Events
Risk Action Plan (Controls or Treatment proposed)	Manage by ensuring that any decision is only for receiving public comment.	Manage by ensuring that any decision is only for receiving public comment.

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 6 has been determined for the two items. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

CONCLUSION

The adoption of a Property Local Law determination of the principle of not permitting school aged children that are suspended or 'wagging' school from utilising the Public Swimming Pool during School hours, will assist the School in its endeavors to improve educational outcomes, whilst having a negligible detrimental effect on income.

13.11.16.03 GRAFFITI VANDALISM ACT 2016

File No: 1359
Applicant/ Proponent: Officer
Subject Land/ Locality: Whole of Shire
Date: 25 October 2016
Author: Dale Stewart, Acting Chief Executive Officer
Authorising Officer: Dale Stewart, Acting Chief Executive Officer
Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion: Executive – the substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing the Chief Executive Officer, setting and amending budgets.

Attachments:

1. DLGC Graffiti Vandalism Act Circular No. 18-2016.

OFFICER RECOMMENDATION

That note the introduction into Western Australian law of the Graffiti Vandalism Act 2013, and that Council delegate all of the local government’s powers and ability to discharges all of its duties under section 16 of that statute to the Chief Executive Officer, including pursuant to section 22, the right to utilise and modify as necessary Forms 4 and 6 in Schedule 1 to the Local Government (Functions and General) Regulations 1996, noting that the officer my on delegate all or any of those powers as the officer deems fit.

ABSOLUTE MAJORITY VOTE REQUIRED

SUMMARY

The Graffiti Vandalism (GV) Act 2016 came into effect in WA on 7 October 2016. As a result the Council is required to determine whether to delegate any or all of the local government’s power and duties to the CEO. The Officer recommends that this occurs.

BACKGROUND

The GV Act is a consolidated Act enabling police, public transit officers and the local government sector to deal with graffiti offences. The relevant powers of these agencies have been transferred from various Acts into the GV Act.

The GV Act:

- creates a new offence of damaging property by graffiti and allows for the costs of cleaning graffiti to be awarded against the offender
- allows local governments to issue notices requiring the removal of graffiti and to enter properties under warrant to remove graffiti themselves
- provides those persons issued with a notice (“affected persons”) the right to seek review of that decision with the State Administrative Tribunal or to object to the notice.

COMMENT

As a consequence of the passage of the GV Act, the existing powers of local governments to remove graffiti within their districts have been deleted from Schedules 3.1 and 3.2 of the *Local Government Act 1995* (LG Act) and transferred to the GV Act.

Existing powers in the LG Act remained in effect and enforceable until the GV Act was proclaimed on 7 October 2016.

CONSULTATION

No consultation is deemed necessary in adopting the delegation.

LEGISLATIVE IMPLICATIONS

The GV Act can be viewed or downloaded here;
https://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_13777_homepage.html .

A local government's powers in relation to the treatment of graffiti have not changed with the introduction of the GV Act. However, the GV Act requires that objections to notices issued under it are to be treated as though they were objections to the decision of a local government under Part 9 of the LG Act.

This means that objections must be lodged in the approved form, with approval being by the local government. The existing Form 4 in Schedule 1 to the *Local Government (Functions and General) Regulations 1996* (the Regulations) can be used provided the head of power, being section 22 of the GV Act, is included at the top and the form is approved by a Council resolution, or via delegation.

Warrants executed under the GV Act must also be in an approved form. Local governments can use Form 6 of Schedule 1 to the Regulations for this purpose providing it is similarly approved. Form 6 should also be amended to refer to the relevant head of power granted by section 29 of the GV Act.

A Council decision or delegation of that power is necessary to adopt Forms 4 and 6 as the approved forms for use under the GV Act. These must be modified to refer to the relevant sections of the GV Act as advised above.

POLICY IMPLICATIONS

No current Policies relate and no additional policies are deemed necessary at this point in time.

FINANCIAL IMPLICATIONS

The adoption of the Delegation will allow the administration, through delegation to the CEO, to implement the intent of the GV Act to ensure that graffiti is referred to the Police for identification, removed promptly and / or relevant landowners are requested to remove it. There is no additional impact on the Council's Budgets or Long Term Financial Plan than prior to the legislation.

STRATEGIC IMPLICATIONS

The Strategic Community Plan Goal 1: Community: A vibrant, safe and inclusive community; and strategy 2.2: Attractive parks, gardens and open spaces; are enhanced by adoption of the delegation.

SUSTAINABILITY IMPLICATIONS

Environmental

The new GV Act will provide greater clarity to the community and local government in dealing with acts of graffiti on the built environment (public and private buildings, signs, bridges etc.).

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Risk

Risk	That Council does not provide delegation to the CEO, resulting in increased community frustration and delays in dealing with the unwanted effects of graffiti.	That Council provides delegation to the CEO, resulting in increased community animosity by heavy handed enforcement of the Act.
Risk Likelihood (based on history and with existing controls)	Possible (3)	Unlikely (2)
Risk Impact / Consequence	Insignificant (1)	Insignificant (1)
Risk Rating (Prior to Treatment or Control)	Low (1-4)	Low (1-4)
Principal Risk Theme	Business & Community disruption	Business & Community disruption
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation	Accept Officer Recommendation, noting that the Council reviews all delegations by law every year and can remove a delegation at any time (with a Council resolution).

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 3 & 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

CONCLUSION

Providing delegation to the CEO will enable the administration to promptly deal with graffiti offences rather than awaiting Council decisions on enforcement proceedings.



Our Ref: 34-16#02; E1631439

TO ALL LOCAL GOVERNMENTS

CIRCULAR N^o 18-2016

GRAFFITI VANDALISM ACT 2016

Local governments are advised that the *Graffiti Vandalism Act 2016* (GV Act) comes into effect on 7 October 2016, having passed both Houses of Parliament on 30 June 2016.

The GV Act is a consolidated Act enabling police, public transit officers and the local government sector to deal with graffiti offences. The relevant powers of these agencies has been transferred from various Acts into the GV Act.

The GV Act:

- creates a new offence of damaging property by graffiti and allows for the costs of cleaning graffiti to be awarded against the offender
- allows local governments to issue notices requiring the removal of graffiti and to enter properties under warrant to remove graffiti themselves
- provides those persons issued with a notice ("affected persons") the right to seek review of that decision with the State Administrative Tribunal or to object to the notice.

As a consequence of the passage of the GV Act, the existing powers of local governments to remove graffiti within their districts have been deleted from Schedules 3.1 and 3.2 of the *Local Government Act 1995* (LG Act) and transferred to the GV Act.

Existing powers in the LG Act will remain in effect and enforceable until the GV Act is proclaimed on 7 October 2016.

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Email: info@dlgc.wa.gov.au Website: www.dlgc.wa.gov.au

Impact on local governments

A local government's powers in relation to the treatment of graffiti have not changed with the introduction of the GV Act.

However, the GV Act requires that objections to notices issued under it are to be treated as though they were objections to the decision of a local government under Part 9 of the LG Act.

This means that objections must be lodged in the approved form, with approval being by the local government. The existing Form 4 in Schedule 1 to the *Local Government (Functions and General) Regulations 1996* (the Regulations) can be used provided the head of power, being section 22 of the GV Act, is included at the top and the form is approved by a council resolution.

Warrants executed under the GV Act must also be in an approved form. Local governments can use Form 6 of Schedule 1 to the Regulations for this purpose providing it is similarly approved. Form 6 should also be amended to refer to the relevant head of power granted by section 29 of the GV Act.

A council decision is necessary to adopt Forms 4 and 6 as the approved forms for use under the GV Act. These must be modified to refer to the relevant sections of the GV Act as advised above. This should be done prior to 7 October 2016.

Enquiries about the GV Act should be directed to Ms Alana Oatham, senior research and legislative officer at WA Police on telephone 9263 2519 or email alana.oatham@police.wa.gov.au.

A copy of the GV Act is available from the [State Law Publisher website](#).

I recognise that all local governments work continuously and tirelessly to remove unauthorised and/or offensive graffiti from their districts, therefore I am pleased that the new *Graffiti Vandalism Act 2016* will aid these efforts.



Jennifer Mathews
DIRECTOR GENERAL

11 August 2016

13.11.16.04 ACTING CEO APPOINTMENT, POLICY AND DELEGATION

File No: 3837
Applicant/ Proponent: Not applicable
Subject Land/ Locality: Not applicable
Date: 10 November 2016
Author: Dale Stewart, Chief Executive
Authorising Officer: Dale Stewart, Chief Executive Officer
Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion: Legislative – includes adopting local laws, town planning schemes and policies. Review when Council reviews decision made by Officers.

Attachments: Nil

OFFICER RECOMMENDATION

That with respect to the appointment of an Acting Chief Executive Officer (CEO) from time to time, Council adopt and or amend the following Policies and Delegation:

Policy

For the purposes of Section 5.36 (2) of the Local Government Act 1995, the Council has determined that employees that are appointed as the Deputy Chief Executive Officer (CEO), Principal Works Supervisor or Community Services Manager are suitably qualified to be appointed as Acting CEO at the discretion of the CEO or Acting CEO, from time to time, subject to the following conditions;

1. The employee is not Acting in the position and;
2. The term of appointment is not longer than 3 months consecutive and;
3. That the employee's employment conditions are not varied other than the employee is entitled to a salary not greater than that of the CEO during the Acting period.

Nothing in this Policy requires the CEO to appoint an Acting CEO, unless the CEO is proposed to be interstate or overseas, or the period of absence is likely or scheduled to be over 5 consecutive working days.

Policy Number 1.9 Staff Selection – Senior Employees

Is amended by the addition of the Community Services Manager as a Senior Employee for the purpose of Section 5.37 of the Local Government Act 1995.

Delegation

The Chief Executive Officer (CEO), or Acting CEO, is delegated authority to appoint a senior employee of Council, subject to any relevant Council Policy, to act in the capacity of Chief Executive Officer during scheduled absences of the Chief Executive Officer. During unscheduled absences of the CEO, the Deputy CEO is to act as CEO.

ABSOLUTE MAJORITY VOTE REQUIRED

SUMMARY

The Council is recommended to adopt a Policy and delegation on the process of appointing Acting Chief Executives Officers (CEOs) to provide continuity of business operations.

BACKGROUND

At present the Council has no policy to guide the CEO as to who or whom that officer may appoint to the role of Acting CEO. Without such Policy or Delegation, a decision of Council is required each and every time and this is impractical if one considers that a CEO could fall sick or worse, pass away suddenly.

The Acting CEO also intends to be absent from work on scheduled leave during the period 24 November to 28 November 2016, inclusive (3 days).

COMMENT

The Act requires the Council to determine the suitability of any CEO, including those that Act in the position. This may, and in the officer's opinion, should, be delegated to the CEO.

CONSULTATION

Consultation has occurred with the Senior Management Team.

LEGISLATIVE IMPLICATIONS

Section 5.36 of the Local Government Act 1995 states in part;

“Local government employees

- (1) A local government is to employ —*
 - (a) a person to be the CEO of the local government; and*
 - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.*
- (2) A person is not to be employed in the position of CEO unless the council —*
 - (a) believes that the person is suitably qualified for the position;”.*

Legal advice to local governments in WA, that the officer has been privy to, has confirmed that the appointment of an must Acting CEO follow the same requirements, i.e. that the Council must be satisfied with each and every appointment and it must demonstrate that in some manner, lest the Council be required to have a resolution each and every time the CEO goes on leave or is sick or away from the office for a day or more. The practical approach is a Policy that gives guidance and a delegation that allows the CEO to appoint from a 'class' or 'pool' of eligible persons.

POLICY IMPLICATIONS

The Councils current Policy Number 1.9 Staff Selection – Senior Employees, states that the Deputy CEO and Principal Works Supervisor are the only employees designated as a senior position under Section 5.37(1) of the Local Government Act 1995, which provides some guidance as to the persons that might be normally considered appropriate to be considered for relieving or acting CEO from time to time.

The Local Government Act 1995, Section 5.37, Senior Employees, states;

- “(1) A local government may designate employees or persons belonging to a class of employee to be senior employees.
- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO’s recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.”

The questions then are;

- Is this the only ‘class of person’ that the Council believes are suitably qualified to undertake the role of Acting CEO from within its workforce and;
- Should this, once approved via establishment as a Policy, be delegated to the CEO to appoint from that pool or class and;
- Are there conditions relating to that delegation?

The Acting CEO’s responses (recommendations) are as per the Officer Recommendation above, however the Council must be so satisfied in its own right.

FINANCIAL IMPLICATIONS

There are no Budget or financial implications with respect to the item or officer recommendation.

Should there be no policy or delegation all decisions that are required to be made by the CEO or Acting CEO (in the event that there isn’t a CEO or Acting CEO) cannot be undertaken with a Council resolution. Processing a pay run or signing a contract or purchase order of a certain value, might be examples of that.

STRATEGIC IMPLICATIONS

The Strategic Community Plan Goal 5: Governance and Organisation has the following strategies that relate;

5.2: Committed and skilled staff members in a supportive environment.

- 5.2.1: Review/Implement and maintain a Workforce Plan for current and future workforce needs.

5.3: Effective and efficient corporate and administrative services.

- 5.3.1: Provide and promote responsive customer services.

SUSTAINABILITY IMPLICATIONS

Environmental

There are no significant identifiable natural or built environmental impacts arising from adoption of the officer’s recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer’s recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Risk

Risk	That the Council does not approve the Policy and / or Delegation and the administration cannot perform certain functions or authorisations in a timely manner.
Risk Likelihood (based on history and with existing controls)	Almost Certain (5)
Risk Impact / Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control)	High (10-16)
Principal Risk Theme	Business & Community disruption
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 15 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

CONCLUSION

The proposed new Policy, Policy amendment and new delegation are recommended to ensure business continuity.

14.11.16 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

15.11.16 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil

16.11.16 CONFIDENTIAL REPORTS

Nil

17.11.16 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be on Thursday 15 December 2016, commencing at 12.30 pm.

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