

**SHIRE OF BROOKTON**  
**ORDINARY COUNCIL MEETING**  
**AGENDA**  
**16 March 2017**



<b>9.00</b>	<b>am</b>	<b>AUDIT COMMITTEE</b>
<b>10.00</b>	<b>am</b>	<b>MUSEUM TOUR</b>
<b>11.00</b>	<b>am</b>	<b>AVON VALLEY TOURISM PRESENTATION</b>
<b>12.00</b>	<b>pm</b>	<b>LUNCH</b>
<b>12.30</b>	<b>pm</b>	<b>COUNCIL MEETING</b>
<b>3.30</b>	<b>pm</b>	<b>AFTERNOON TEA</b>
<b>4.00</b>	<b>pm</b>	<b>COUNCIL BRIEFING FORUM</b>
<b>6.30</b>	<b>pm</b>	<b>DINNER</b>

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

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 16 March 2017 in the Council Chambers at the Shire Administration Centre commencing at 12.30 pm.

The business to be transacted is shown in the Agenda.

**Ian D’Arcy**  
**CHIEF EXECUTIVE OFFICER**

10 March 2017

**DISCLAIMER**

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

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**1.03.17 DECLARATION OF OPENING/ATTENDANCE**

**2.03.17 ANNOUNCEMENTS OF VISITORS**

**3.03.17 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**4.03.17 PUBLIC QUESTION TIME**

**5.03.17 APPLICATIONS FOR LEAVE OF ABSENCE**

**6.03.17 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

**7.03.17 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

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**ORDINARY COUNCIL MEETING MINUTES – 16 FEBRUARY 2017**

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Thursday 16 February 2017, be confirmed as a true and correct record of the proceedings.

**SIMPLE MAJORITY VOTE REQUIRED**

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**SPECIAL COUNCIL MEETING MINUTES – 27 FEBRUARY 2017**

That the minutes of the Special Council meeting held in the Shire of Brookton Council Chambers, on Monday 27 February 2017, be confirmed as true and correct record of the proceedings.

**SIMPLE MAJORITY VOTE REQUIRED**

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**LOCAL EMERGENCY MANAGEMENT COMMITTEE – 16 MARCH 2017**

That the minutes of the Local Emergency Management Committee meeting held in the Shire of Brookton Council Chambers, on Tuesday 7 March 2017 be received to Council as a record of proceedings.

**SIMPLE MAJORITY VOTE REQUIRED**

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**8.03.17 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

(Includes Condolences)

## 9.03.17 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**

<b>Item no.</b>	<b>Members/Officers</b>	<b>Type of Interest</b>	<b>Nature of Interest</b>

## 10.03.17 TECHNICAL & DEVELOPMENT SERVICES REPORTS

Nil

## 11.03.17 COMMUNITY SERVICES REPORTS

### 11.03.17.01 AGE FRIENDLY COMMUNITY PLAN

<b>File No:</b>	ADM0609
<b>Date of Meeting:</b>	16/03/2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Carina Whittington - Community Services Manager
<b>Authorising Officer:</b>	Ian D'Arcy - Chief Executive Officer
<b>Declaration of Interest:</b>	The author has no financial interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	16/02/2017

#### Summary of Item:

An Age Friendly Community Plan has been developed with funding from the Department of Local Government and Communities and includes strategies and actions to be implemented over a five year period. The aim of an age friendly community plan is to optimise opportunities for health, participation and security in order to enhance the quality of life as people age.

Council endorsed the draft plan at the December 2016 Ordinary Meeting of Council. The draft plan has been made available for public comment and is now presented for final adoption.

#### Description of Proposal:

N/A

#### Background:

In January 2014, the Shire of Brookton, Beverley and Pingelly created the BBP Aged Care Partnership (BBP) to address community concerns about the future care of older residents as the general population ages, people live longer and the individuals needs for care extends over more years than it once did. In February 2015, the BBP engaged Verso Consulting to develop an Infrastructure and Services Audit Report which investigated the capacity of the three Shires in partnership to care for their aged populations and assessed the likely future needs as the population grows and ages. A recommendation from this report included ensuring that the BBP partnership develops and continually improves the aged friendliness of the communities.

The State Government has recognised the importance of assisting local governments to plan in a consistent manner for age friendly communities and has committed funds to help with this process. The Shires of Brookton and Pingelly applied for funding to develop individual age friendly community plans and were successful in receiving funding from the Department of Local Government and Communities.

An age friendly community is one which:

- recognises the great diversity among older people;
- promotes their inclusion and contribution in all areas of community life;
- respects their decisions and lifestyle choices; and
- anticipates and responds to ageing-related needs and preferences.

**Consultation:**

Extensive consultation occurred during the development of the draft plan including:

- A survey which was distributed electronically and provided in paper form at several locations.
- A senior's focus group was formed from self-nominations through the survey process, and workshops conducted with this group.
- One on one meetings with various service providers.
- A reference group which included the Shire of Brookton Acting CEO, Community Services Manager and Deputy Shire President met with the consultant to discuss scope, review recommendations and assign priorities for the recommendations.

The process and questions used for consultation purposes were based on the Department for Communities – Age Friendly Communities, A Western Australian Approach Guide.

Following Council's endorsement at the December 2016 Ordinary Meeting of Council, the draft plan was widely advertised for public comment. This included The Brookton Telegraph, and online via our website, community e-news and social media. Hard copies were available from the Shire Administration and Brookton Public Library. The public comment period opened on 21 December and closed at 4.00pm Friday 27 January 2017.

One submission was received from the Wheatbelt Development Commission. Their response spoke positively of the plan, and emphasised the need for planning for our older population. They included the following suggestions:

<i>"Including measurable outcomes and outputs for each of the Strategies, so that the plan can be evaluated effectively;</i>	Comment: Agreed and included.
<i>Include the WA Country Health Service (WACHS) as a partner when addressing strategies that impact health services for older people;</i>	Comment: Shire of Brookton is not covered by the WA Country Health Service. Silverchain is the contracted health service provider and is included as partner in health service strategies.
<i>Include the Wheatbelt Aged Care Assessment Team (ACAT) as a partner when addressing strategies that impact home care packages; and</i>	Comment: Agreed and included.
<i>Due to the length of the document, we suggest the use of an executive summary when engaging with stakeholders in the future".</i>	Comment: Agreed and included.

**Statutory Environment:**

There are no legislative issues relevant to this report

**Relevant Plans and Policy:**

The recommendation in this report relates to Policy 1.27 – Aged Care, which specifies that the Shire will conduct Aged Friendly Audits, particularly to focus on elements not addressed in the Infrastructure & Services Audit (being the report from Verso undertaken for the BBP alliance).

The final plan will become an informing strategy for the Strategic Community Plan.

**Financial Implications:**

There are no direct financial implications with the adoption of the Brookton Age Friendly

Community Plan 2017-2022. However as the plan will then become one of the 'informing plans' as part of the Integrated Planning and Reporting Framework, any initiatives included in the plan will need to be costed and integrated with the long term financial plan, and will be subject to annual budget approval processes.

The cost of the development of the plan was funded by a grant from the Department of Local Government and Communities with acquittal required by March 2017.

#### **Risk Assessment:**

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

#### **Community & Strategic Objectives:**

Under the integrated strategic planning framework all Council plans are required to be integrated with the Council's corporate business plan, long term financial plan, and workforce plan. Upon final adoption of the plan, initiatives contained within the plan will need to flow through any other relevant plans.

The areas of the Strategic Community Plan to which the Age Friendly Community Plan is most relevant, relate to goal 1 of the SCP being "a vibrant, safe and inclusive community". The relevant outcomes within this area are as follows:

- Outcome 1.1 - Community well-being through quality sports, recreation and leisure opportunities.
- Outcome 1.3 – Healthcare and family support services which support the needs of the community.
- Outcome 1.4 – A vibrant and inclusive community
- Outcome 1.5 – A safe community
- Outcome 1.6 – Quality of life for the aged and disabled

The area of the Corporate Business Plan to which the Age Friendly Community Plan specifically links is as follows:

- Strategy 1.6.2 – Support the development of Aged Friendly Communities. An activity aimed at achieving this is "support initiatives from the Wheatbelt Aged Care Solutions Report and BBP facilities and services audit.

The Age Friendly Community Plan is consistent with the Wheatbelt Development Commission Blueprint aspiration of creating diverse, safe, healthy and resilient communities where services and infrastructure reflect the needs and aspirations of current and future residents

#### **Comment**

The 4-step planning process was used to develop this plan. A collaborative process involving service providers and seniors themselves was used to gain an understanding of the community needs. This included a contextual review, audit of the age-readiness of the community, engagement with stakeholders and development and prioritisation of strategies and actions over a five year period.

Age Friendly Community Plans are now a common plan in the suite of informing plans for Council. The three Shires of the BBP are concurrently completing Aged Friendly Community Plans as an alliance activity.

This plan has been prepared using the Department for Communities Guide to ensure consistency with other LGA plans. Feedback received during the public comment period has been incorporated where appropriate.



**OFFICER'S RECOMMENDATION**

***“That Council, with respect to age friendly community planning, adopt the Age Friendly Community Plan 2017-2022 as presented in attachment 11.03.17.01.***

**Attachments**

***Presented under separate cover***

***Attachment 11.03.17.01 – Age Friendly Community Plan 2017-2022***

## 12.03.17 FINANCE & ADMINISTRATION REPORT

### 12.03.17.01 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 2017

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16 March 2017
<b>Location/Address:</b>	lot/street/ locality
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Deanne Sweeney – Senior Finance Officer
<b>Authorising Officer:</b>	Ian D'Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	The author has no financial interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	There is no previous meeting reference

#### **Summary of Item:**

The Statement of Financial Activity for the periods ended 28 February 2017 are presented to council.

#### **Description of Proposal:**

That Council receive the Statement of Financial Activity for the periods ended 28 February 2017.

#### **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.

#### **Consultation:**

Reporting officers receive monthly updates as to tracking of expenditure and income.

#### **Statutory Environment:**

Section 6.4 of the *Local Government Act 1995*.

Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

#### **Relevant Plans and Policy:**

There is no Council Policy relative to this issue.

#### **Financial Implications:**

The Budget is regularly monitored on at least a monthly basis, by the CEO, Deputy CEO, Senior Finance Officer, with Responsible Officers also required to review their particular line items for anomalies each month, with a major review required by law, between 1 January and 31 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Future Budget variations potentially required and to be monitored by staff include;

- Splitting the General Ledger No. I033020 General Interest between IE Code 140 (Municipal Fund) and 142 (Reserve Funds). Total Budget for 2016/17 against IE Code 140 is \$110,938.
  - Impact: Nil – simply a reallocation between accounts to reflect a more transparent allocation.

- Reviewing Department advice with respect to the Swimming Pool Grant and the eligibility of required matching expenditure of \$30,000.
  - Impact: potential windfall of some component (percentage) and / or the ability to perform essential or desirable, but not budgeted maintenance or improvement works on a prioritised basis.
- Accounting for a required \$5,000 Housing Incentive payment for a sale of a lot in the Koornong Estate.
  - Impact: Unbudgeted – funds to be identified.

**Risk Assessment:**

No risk identified

**Community & Strategic Objectives:**

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.

**Comment**

The Monthly Financial Report has been prepared in accordance with statutory requirements. A Schedule of Budget Variations is not required for this month.

**OFFICER'S RECOMMENDATION**

***That Council , in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receive the Statement of Financial Activity for the period ending 28 February 2017 as presented in attachment 12.03.17.01.***

**Attachments**

***Attachments 12.03.17.01***

**Shire of Brookton**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 28 February 2017**

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Statement of Financial Activity by Function & Activity

Statement of Financial Activity by Nature & Type

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Note 7 - Information on Borrowings

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Note 10 - Trust Fund

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Note 13 - Sewerage Operating Statement

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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**

<b>Shire of Brookton</b>	
	<b>2014-15</b>
	<b>2015-16</b>
	<b>2016-17</b>
<b>For the Period Ended 28 February</b>	
	<b>2017</b>
	<b>01-Jul-16</b>
	<b>30-Jun-17</b>

**Material Threshold**

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

	<b>\$10,000</b>
	<b>\$10,000</b>
	<b>10.00%</b>
	<b>10.00%</b>

**Material Variances Symbol**

Above Budget Expectations  
 Below Budget Expectations

	<b>▲</b>
	<b>▼</b>

**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	3,851,848	3,869,964	3,044,664	3,290,709	1,379,242	532,597	435,141	68,707
Dec	4,633,085	4,514,603	3,411,922	3,864,083	1,379,242	744,732	429,112	68,707
Jan	5,365,911	5,149,373	3,779,180	4,006,717	1,379,242	1,040,651	488,257	122,352
Feb	6,192,017	5,781,245	4,717,502	4,554,640	2,681,967	1,130,588	879,860	122,352
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	1,290,467	1,831,612	1,753,268
Nov	2,380,552	2,375,371	2,372,945
Dec	2,152,049	2,763,219	2,281,134
Jan	1,612,969	1,750,990	1,759,604
Feb	1,290,467	1,831,612	1,753,268
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	78	82
Dec	84	84
Jan	88	90
Feb	92	91
Mar		
Apr		
May		
Jun		

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 28 February 2017**

Note	Adopted Annual Budget	Amended Budget November OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
<b>Operating Revenues</b>	\$		\$	\$	\$	%
Governance	36,054	36,054	24,036	12,045	(11,991)	(49.89%)
General Purpose Funding	1,118,337	1,118,337	823,186	531,706	(291,480)	(35.41%)
Law, Order and Public Safety	34,763	34,763	23,152	19,636	(3,516)	(15.19%)
Health	2,509	2,509	1,664	924	(740)	(44.47%)
Education and Welfare	3,719,654	3,719,654	2,479,760	2,679,099	199,339	8.04%
Housing	82,562	121,268	80,848	64,502	(16,346)	(20.22%)
Community Amenities	520,003	479,002	460,768	424,698	(36,070)	(7.83%)
Recreation and Culture	177,790	145,790	43,168	66,773	23,605	54.68%
Transport	978,168	978,168	652,112	683,625	31,513	4.83%
Economic Services	87,775	87,775	58,504	47,686	(10,818)	(18.49%)
Other Property and Services	165,475	135,475	70,304	23,946	(46,358)	(65.94%)
<b>Total (Excluding Rates)</b>	<b>6,923,090</b>	<b>6,858,794</b>	<b>4,717,502</b>	<b>4,554,640</b>	<b>(162,862)</b>	<b>(3.45%)</b>
<b>Operating Expense</b>						
Governance	(680,722)	(791,915)	(527,736)	(473,778)	53,958	(10.22%)
General Purpose Funding	(230,073)	(230,073)	(153,336)	(151,121)	2,215	(1.44%)
Law, Order and Public Safety	(218,386)	(218,386)	(145,591)	(116,644)	28,947	(19.88%)
Health	(51,035)	(51,035)	(34,000)	(17,055)	16,945	(49.84%)
Education and Welfare	(3,856,839)	(3,856,839)	(2,571,192)	(2,603,708)	(32,516)	1.26%
Housing	(126,435)	(126,435)	(84,040)	(93,774)	(9,734)	11.58%
Community Amenities	(617,463)	(580,370)	(386,720)	(276,684)	110,036	(28.45%)
Recreation and Culture	(805,635)	(802,869)	(534,864)	(500,238)	34,626	(6.47%)
Transport	(3,870,659)	(2,417,945)	(1,611,912)	(1,550,867)	61,045	(3.79%)
Economic Services	(158,894)	(134,634)	(89,696)	(68,409)	21,287	(23.73%)
Other Property and Services	(90,158)	(86,553)	(52,930)	71,033	123,963	(234.20%)
<b>Total</b>	<b>(10,706,299)</b>	<b>(9,297,054)</b>	<b>(6,192,017)</b>	<b>(5,781,245)</b>	<b>410,772</b>	<b>6.63%</b>
<b>Funding Balance Adjustment</b>						
Add back Depreciation	4,023,244	2,570,530	1,713,687	1,499,297	(214,389)	(12.51%)
Adjust (Profit)/Loss on Asset Disposal	(9,248)	(9,248)	(6,165)	(3,172)	2,993	(48.54%)
Movement in Non Cash Provisions	0	0	0	0	0	
<b>Net Operating (Ex. Rates)</b>	<b>230,787</b>	<b>123,022</b>	<b>233,006</b>	<b>269,520</b>	<b>36,514</b>	<b>15.67%</b>
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	264,000	264,000	99,636	99,636	0	0.00%
Self-Supporting Loan Principal	38,036	38,036	25,357	22,716	(2,641)	(10.42%)
Transfer from Reserves	1,099,300	1,132,300	754,867	0	(754,867)	(100.00%)
<b>Total</b>	<b>1,401,336</b>	<b>1,434,336</b>	<b>879,860</b>	<b>122,352</b>	<b>(757,508)</b>	
<b>Capital Expenses</b>						
Land and Buildings	(1,136,600)	(1,151,600)	(767,733)	(93,304)	674,430	(87.85%)
Plant and Equipment	(540,500)	(508,500)	(339,000)	(52,740)	286,260	(84.44%)
Furniture and Equipment	(202,243)	(211,498)	(140,999)	(7,182)	133,817	(94.91%)
Infrastructure Assets - Roads & Bridges	(1,266,600)	(1,266,600)	(844,400)	(810,789)	33,611	(3.98%)
Infrastructure Assets - Sewerage	(213,680)	(213,680)	(142,453)	(59,425)	83,029	(58.28%)
Infrastructure Assets - Parks	(30,000)	(30,000)	(20,000)	0	20,000	(100.00%)
Repayment of Debentures	(122,136)	(122,136)	(81,424)	(84,877)	(3,453)	4.24%
Transfer to Reserves	(586,657)	(518,937)	(345,958)	(22,272)	323,686	(93.56%)
<b>Total</b>	<b>(4,098,416)</b>	<b>(4,022,951)</b>	<b>(2,681,967)</b>	<b>(1,130,588)</b>	<b>1,551,380</b>	<b>(57.84%)</b>
<b>Net Capital</b>	<b>(2,697,080)</b>	<b>(2,588,615)</b>	<b>(1,802,107)</b>	<b>(1,008,235)</b>	<b>793,872</b>	<b>(44.05%)</b>
<b>Total Net Operating + Capital</b>	<b>(2,466,293)</b>	<b>(2,465,593)</b>	<b>(1,569,101)</b>	<b>(738,715)</b>	<b>830,386</b>	<b>(52.92%)</b>
Rate Revenue	1,917,236	1,917,236	1,917,572	1,919,135	1,564	0.08%
Opening Funding Surplus(Deficit)	549,058	572,848	549,058	572,848	(23,790)	(4.33%)
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>24,490</b>	<b>897,529</b>	<b>1,753,268</b>	<b>808,159</b>	

**Shire of Brookton  
STATEMENT OF FINANCIAL ACTIVITY  
Program by Nature and Type  
For the Period Ended 28 February 2017**

NOTE	2016/17 Adopted Budget \$	2016/17 Amended Budget November OCM	2016/17 YTD Budget \$	2016/17 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>					
Rates	1,917,236	1,917,236	1,917,572	1,919,135	1,564
Operating Grants, Subsidies and Contributions	3,812,835	3,812,835	2,645,416	2,597,934	(47,482)
Fees and Charges	1,499,148	1,500,764	1,108,560	1,080,813	(27,746)
Interest Earnings	199,619	199,619	133,056	81,230	(51,826)
Other Revenue	309,101	243,189	162,080	103,820	(58,260)
	<b>7,737,938</b>	<b>7,673,642</b>	<b>5,966,683</b>	<b>5,782,933</b>	<b>(183,750)</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>					
Employee Costs	(1,184,512)	(1,222,143)	(809,586)	(886,489)	(76,903)
Materials and Contracts	(4,968,682)	(4,969,307)	(3,312,368)	(3,040,958)	271,410
Utilities	(158,895)	(156,405)	(104,120)	(84,146)	19,974
Depreciation	(4,023,244)	(2,570,530)	(1,341,081)	(1,499,297)	(158,216)
Interest Expenses	(122,249)	(122,249)	(40,750)	(55,061)	(14,311)
Insurance	(213,229)	(213,229)	(213,229)	(198,062)	15,167
Other Expenditure	(14,202)	(14,202)	(12,784)	(478)	12,306
	<b>(10,685,014)</b>	<b>(9,268,065)</b>	<b>(5,833,918)</b>	<b>(5,764,492)</b>	<b>69,426</b>
	<b>(2,947,076)</b>	<b>(1,594,423)</b>	<b>132,765</b>	<b>18,441</b>	<b>(114,324)</b>
Non-Operating Grants, Subsidies & Contributions	1,071,854	1,071,854	802,307	670,647	(131,660)
Profit on Asset Disposals	30,534	30,534	20,344	20,195	(149)
Loss on Asset Disposals	(21,285)	(21,285)	(14,176)	(16,753)	(2,577)
<b>NET RESULT</b>	<b>(1,865,973)</b>	<b>(513,321)</b>	<b>941,240</b>	<b>692,530</b>	<b>(248,710)</b>



**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)**  
**Program by Nature and Type**  
**For the Period Ended 28 February 2017**

	2016/17 Adopted Budget \$	2016/17 Amended Budget November OCM	2016/17 YTD Budget \$	2016/17 YTD Actual \$	Variance YTD Budget vs YTD Actual \$	Actuals as % of Total
<b>REVENUES FROM ORDINARY ACTIVITIES</b>						
Rates	1,917,236		1,917,572	1,919,135	1,564	58%
Operating Grants, Subsidies and Contributions	1,034,979		793,512	559,580	(233,932)	17%
Fees and Charges	817,593		654,190	626,443	(27,746)	19%
Interest Earnings	199,619		133,056	81,230	(51,826)	2%
Other Revenue	309,101		162,080	103,820	(58,260)	3%
	4,278,527		3,660,409	3,290,209	(370,200)	100%
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>						
Employee Costs	(1,184,512)		(809,586)	(886,489)	(76,903)	27%
Materials and Contracts	(1,505,962)		(1,003,887)	(753,341)	250,546	23%
Utilities	(158,895)		(104,120)	(84,146)	19,974	3%
Depreciation	(3,835,228)		(1,153,065)	(1,375,384)	(222,318)	41%
Interest Expenses	(116,391)		(34,892)	(51,686)	(16,795)	2%
Insurance	(198,229)		(183,229)	(183,608)	(379)	6%
Other Expenditure	(14,202)		(12,784)	(478)	12,306	0%
	(7,013,419)		(3,301,563)	(3,335,133)	(33,570)	100%
	(2,734,892)		358,846	(44,924)	(403,770)	
Non-Operating Grants, Subsidies & Contributions	1,071,854		802,307	670,647	(131,660)	
Profit on Asset Disposals	30,534		20,344	20,195	(149)	
Loss on Asset Disposals	(21,285)		(14,176)	(16,753)	(2,577)	
<b>NET RESULT</b>	(1,653,789)		1,167,321	629,166	(538,155)	

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2017**

**Note 1: MAJOR VARIANCES**

**Comments/Reason for Variance**

**OPERATING REVENUE (EXCLUDING RATES)**

**Governance**

This variance represents a timing issue with rebates to be received.

**General Purpose Funding**

Grant Funding not yet received - see Note 17

**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**

This variance represents a decrease in rental revenue due to vacant staff housing over recruitment period for senior staff

**Community Amenities**

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

**Recreation and Culture**

This variance represents a timing difference pool subsidy 16/17

**Transport**

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

**Economic Services**

This Variance represents a pending grant application for the RV Dump Point & compeltion of Drummuster

**Other Property and Services**

Private works income and reimbursements under budget & Unclas Reimbursements, workers compensation claim finalised.

**OPERATING EXPENSES**

**Governance**

There are a number of factors contributing to being under budget but the main drivers are councillor training fee & conference expenses.

**General Purpose Funding**

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

**Law, Order and Public Safety**

The under budget variance is being driven by depreciation allocaton rates this is to be reviewed.

**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**

There are a number of factors contributing to this but the main drivers are a timing difference for creditor invoices and the impact of fair value on the sewerage depreciation figure decreasing and Town Planning scheme conclusion and Shire Planner position not replaced. These changes could not have been predicted at the time that the budget was adopted.

**Recreation and Culture**

This variance represents a timing difference for loan interest payment may 2017.

**Transport**

This variance represents a timing difference for contractor invoices.

**Economic Services**

This variance represents a timing difference. Economic Development Strategy not yet commenced.

**Other Property and Services**

There are a number of factors contributing to this but the main drivers being a timing issue for annual insurance premiums, and salaries and wages for leave provisions paid out.

## **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%

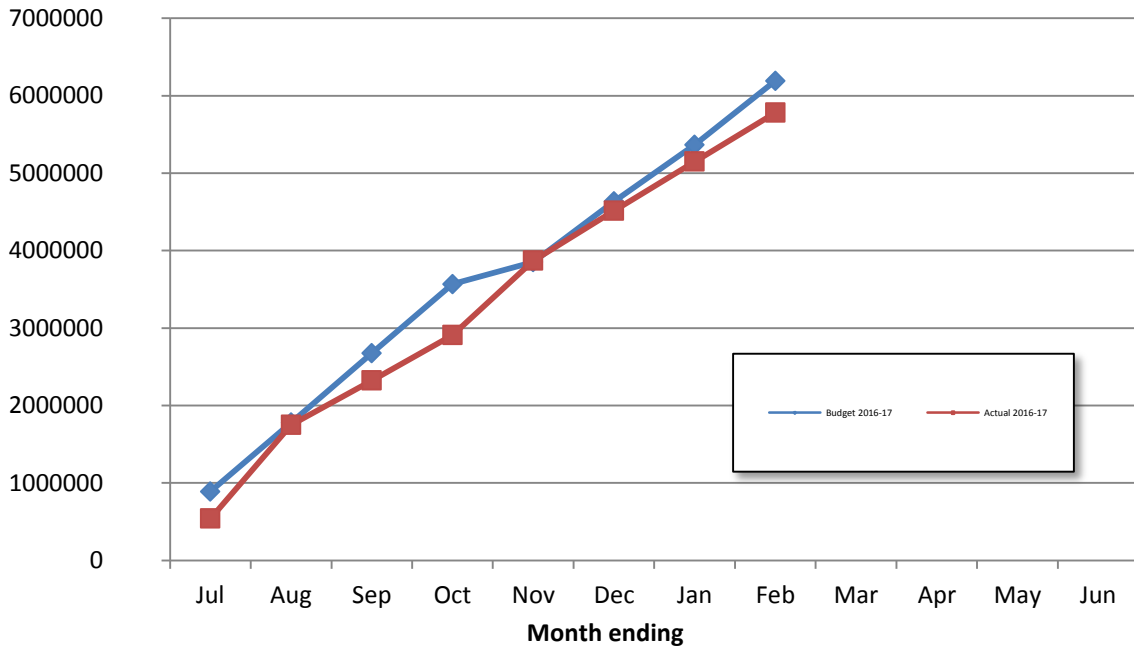
### **Closing Funding Surplus (Deficit)**

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

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2017**

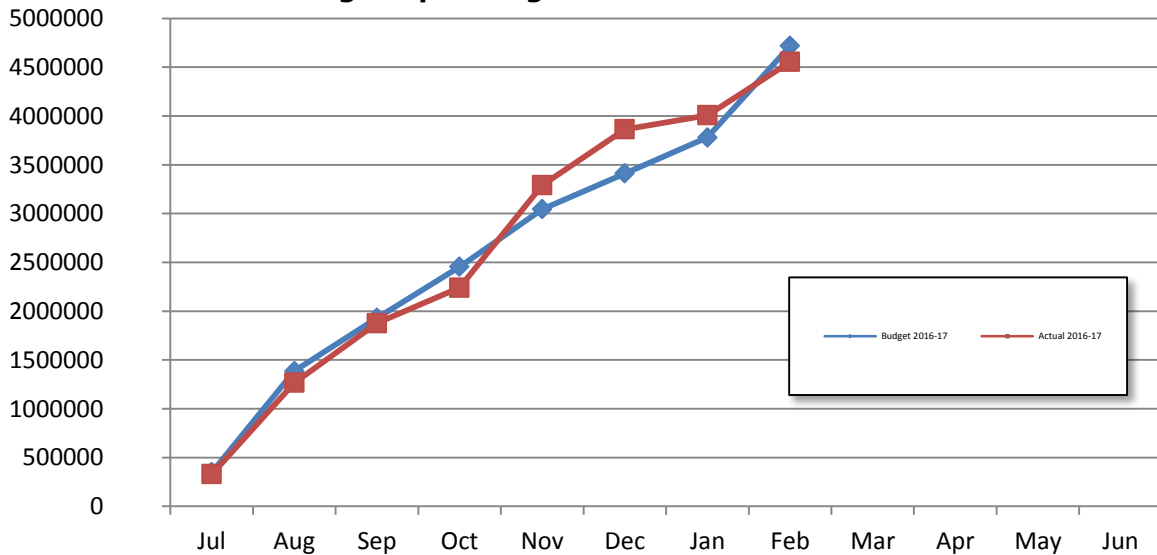
**Note 2 - Graphical Representation - Source Statement of Financial Activity**

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



**Comments/Notes - Operating Expenses**

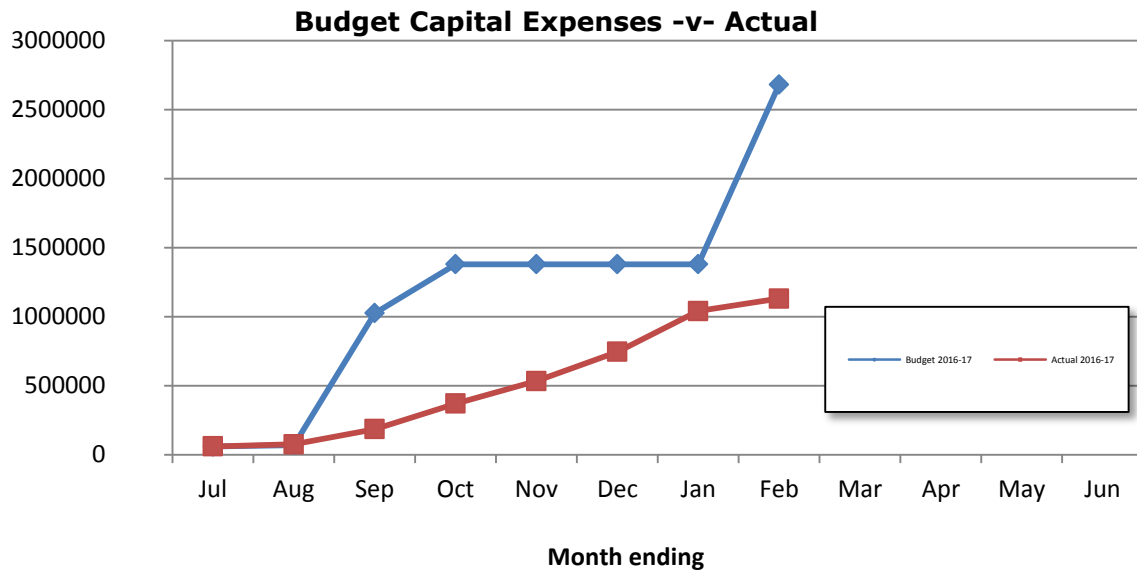
**Budget Operating Revenues -v- Actual**



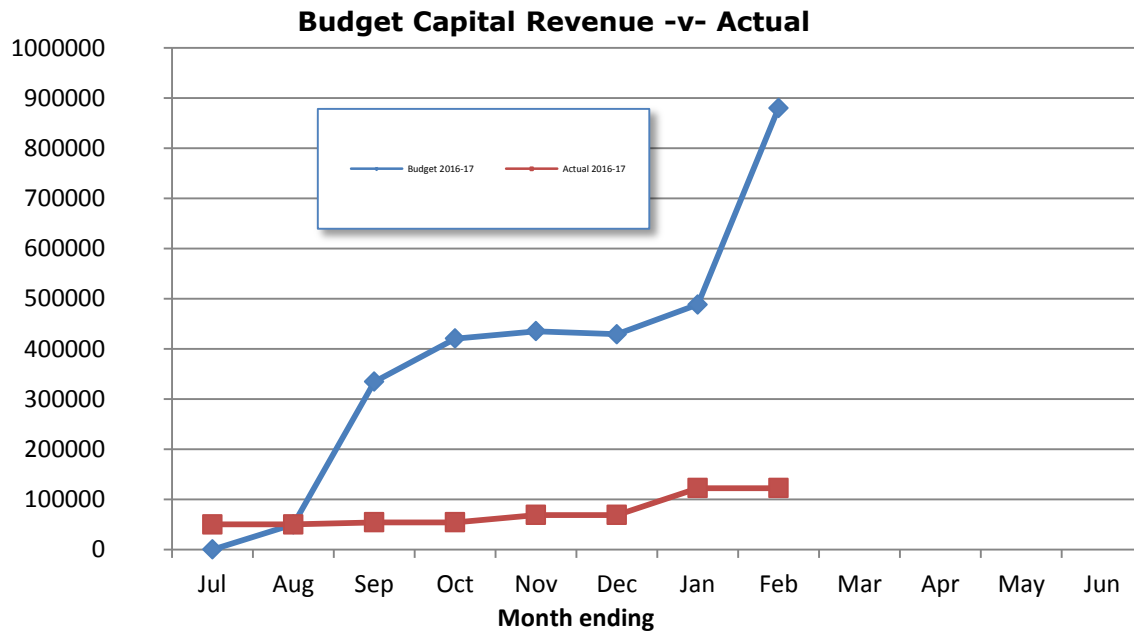
**Comments/Notes - Operating Revenues**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2017**

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



**Comments/Notes - Capital Expenses**

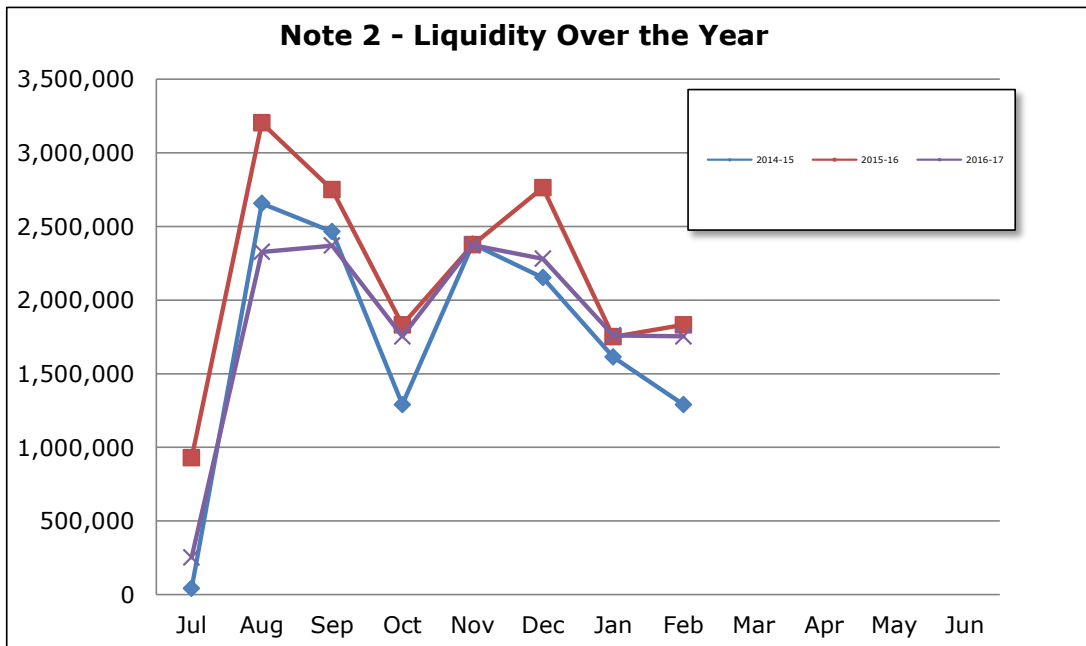


**Comments/Notes - Capital Revenues**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2017**

**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
	\$	\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	1,731,134	1,831,952	1,367,557	772,890
Cash Restricted	3,244,209	2,898,732	2,596,705	3,221,937
Receivables	3,218,854	1,467,342	947,181	1,529,647
Prepayments & Accruals	0	0	0	177,156
Inventories	15,279	12,462	8,992	16,373
	<b>8,209,475</b>	<b>6,210,488</b>	<b>4,920,435</b>	<b>5,718,003</b>
<b>Less: Current Liabilities</b>				
Payables and Provisions	<b>(3,211,999)</b>	<b>(1,480,144)</b>	<b>(1,033,263)</b>	<b>(1,923,218)</b>
	<b>(3,211,999)</b>	<b>(1,480,144)</b>	<b>(1,033,263)</b>	<b>(1,923,218)</b>
Less: Cash Restricted	<b>(3,244,209)</b>	<b>(2,898,732)</b>	<b>(2,596,705)</b>	<b>(3,221,937)</b>
<b>Net Current Funding Position</b>	<b>1,753,268</b>	<b>1,831,612</b>	<b>1,290,467</b>	<b>572,848</b>



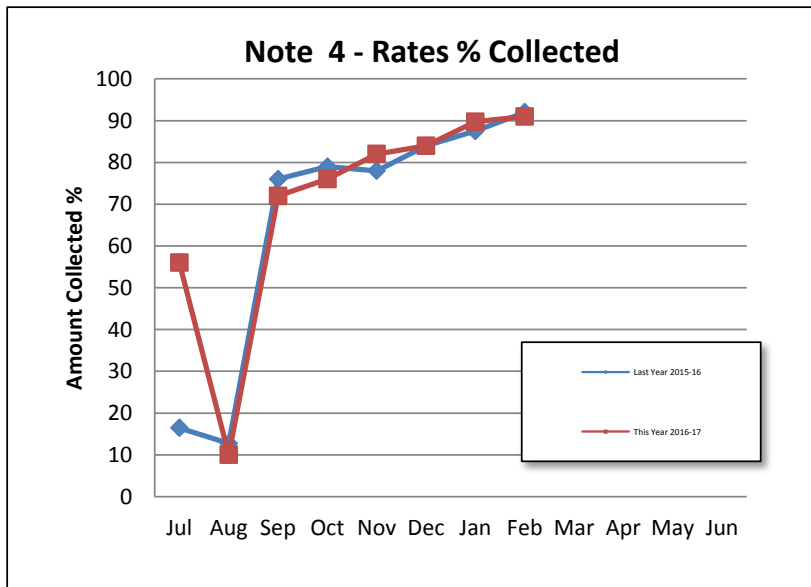
**Comments - Net Current Funding Position**

**Shire of Brookton  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 28 February 2017**

**Note 4: RECEIVABLES**

**Receivables - Rates, Sewerage and Rubbish**

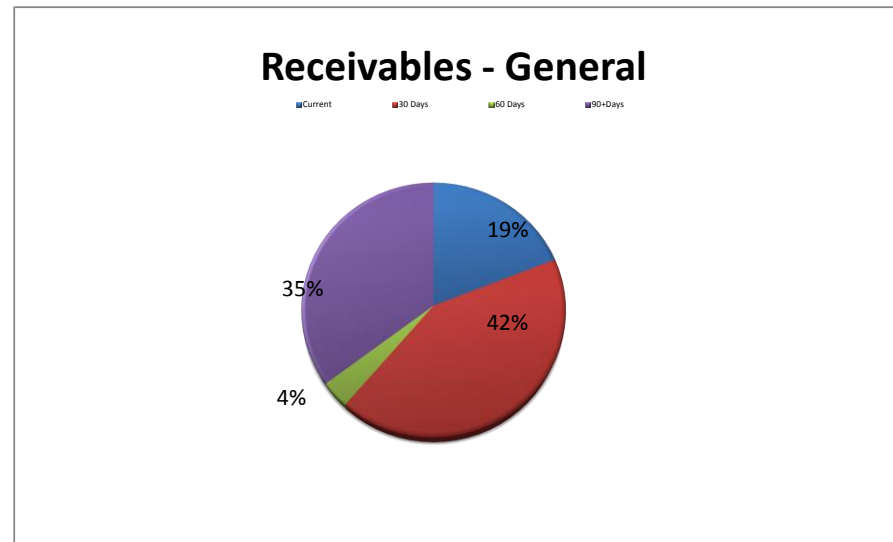
	Current 2016-17	Previous 2015-16
	\$	\$
Opening Arrears Previous Years Rates, Sewerage & Rubbish Levied this year	12,339	48,284
Less Collections to date	2,245,664	2,115,830
Equals Current Outstanding	(2,059,886)	(1,995,917)
	<b>198,117</b>	<b>168,197</b>
<b>Net Rates Collectable</b>	198,117	168,197
% Collected	91.23%	92.23%



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	5,830	12,949	1,052	10,800
<b>Total Outstanding</b>				<b>30,631</b>

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

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

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2017**

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Amended Budget Nov OCM Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Amended Budget Nov & Dec OCM Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Amended Budget Nov OCM Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aldersyde Hall Reserve	22,548	676	156	2,500	2,500	0	0	0	0	25,724	25,724	22,704
Bridge Construction Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Brookton Heritage/Museum Reserve	34,353	1,031	237	2,500	2,500	0	0	0	0	37,884	37,884	34,591
Caravan Park Reserve	127,936	3,838	884	0	0	0	(15,300)	(15,300)	0	116,474	116,474	128,821
Cemetery Reserve	20,921	628	145	0	0	0	0	0	0	21,549	21,549	21,066
Community Bus Reserve	57,160	1,715	395	5,000	5,000	0	0	0	0	63,875	63,875	57,555
Drainage Reserve							0	0	0	0	0	0
Furniture and Equipment Reserve	23,982	719	166	40,000	40,000	0	0	0	0	64,701	64,701	24,148
Health & Aged Care Reserve	777,991	23,340	5,378	50,000	50,000	0	(165,000)	(165,000)	0	686,331	686,331	783,369
Housing Reserve	754,115	22,623	5,213	15,000	15,000	0	(780,000)	(795,000)	0	11,738	(3,262)	759,328
Kweda Hall Reserve	22,548	676	156	2,500	2,500	0	0	0	0	25,724	25,724	22,704
Land Development Reserve	126,049	3,781	871	0	0	0	0	0	0	129,830	129,830	126,920
Madison Square Units Reserve	17,235	517	119	0	0	0	0	0	0	17,752	17,752	17,354
Municipal Buildings & Facilities Reserve	115,626	3,469	799	100,000	100,000	0	0	(18,000)	0	219,095	201,095	116,425
Plant and Vehicle Reserve	494,514	14,835	3,418	100,000	32,280	0	0	0	0	609,349	541,629	497,932
Railway Station Reserve	22,548	676	156	2,500	2,500	0	(18,000)	(18,000)	0	7,724	7,724	22,704
Rehabilitation & Refuse Reserve	40,355	1,211	279	5,000	5,000	0	0	0	0	46,566	46,566	40,634
Road and Bridge Infrastructure Reserve	187,018	5,611	1,293	100,000	100,000	0	0	0	0	292,629	292,629	188,311
Saddleback Building Reserve	48,828	1,465	338	0	0	0	0	0	0	50,293	50,293	49,165
Saddleback Vehicle & Equipment Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Sewerage Scheme Reserve	125,338	3,760	866	65,000	65,000	0	0	0	0	194,098	194,098	126,205
Sport & Recreation Reserve	10,124	304	70	0	0	0	0	0	0	10,428	10,428	10,194
Staff Vehicle Reserve	0	4,262	982	0	0	0	0	0	0	4,262	4,262	982
Townscape and Footpath Reserve	142,080	0	0	0	0	0	(100,000)	(100,000)	0	42,080	42,080	142,080
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0	0	0	0
Water Harvesting Reserve	50,665	1,520	350	0	0	0	(21,000)	(21,000)	0	31,185	31,185	51,016
	<b>3,221,936</b>	<b>96,657</b>	<b>22,272</b>	<b>490,000</b>	<b>422,280</b>	<b>0</b>	<b>(1,099,300)</b>	<b>(1,132,300)</b>	<b>0</b>	<b>2,709,293</b>	<b>2,608,573</b>	<b>3,244,208</b>



**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2017**

**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	37,695		27,364	(10,332)
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	28,694		22,273	(6,421)
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
<b>254,750</b>	<b>264,000</b>	<b>9,248</b>	<b>Totals</b>	<b>96,464</b>		<b>99,636</b>	<b>3,172</b>

Comments - Capital Disposal

Summary Acquisitions	Amended Budget Nov OCM			
	Budget		Actual	Variance
	\$		\$	\$
<b>Property, Plant &amp; Equipment</b>				
Land and Buildings	1,136,600	1,151,600	93,304	1,043,296
Plant & Equipment	540,500	508,500	52,740	487,760
Furniture & Equipment	202,243	211,498	7,182	195,061
<b>Infrastructure</b>				
Roadworks & Bridge Works	1,266,600	1,266,600	810,789	455,811
Parks & Gardens	30,000	30,000	0	30,000
Sewerage & Drainage	213,680	213,680	59,425	154,255
<b>Totals</b>	<b>3,389,623</b>	<b>3,381,878</b>	<b>1,023,439</b>	<b>2,366,184</b>

Comments - Capital Acquisitions

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2017**

**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 \$
<b>Self Supporting Loans</b>												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	130,452	-	6,286	12,783	124,166	117,669	4,464	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	-	7,904	7,904	31,525	31,525	1,369	2,445
*Loan 82 Country Club	Club House	15/11/2027	20	6.95	292,939	-	8,526	17,349	284,413	275,590	8,585	22,032
<b>Governance</b>												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	60,436	-	4,178	4,178	56,258	56,258	2,424	4,239
<b>Education &amp; Welfare</b>												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	95,642	-	7,356	7,356	88,286	88,286	3,375	5,858
<b>Housing</b>												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	157,810	-	12,137	12,137	145,673	145,673	5,568	9,666
<b>Community Amenities</b>												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	66,950	-	5,149	5,149	61,801	61,801	2,362	4,101
<b>Transport</b>												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	157,810	-	12,137	12,137	145,673	145,673	5,568	9,666
<b>Recreation and Culture</b>												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	728,458	-	21,203	43,143	707,255	685,315	21,347	54,784
					1,729,926	-	84,877	122,136	1,645,049	1,607,790	55,061	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 28 February 2017**

**Note 8: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
Municipal Cash at Bank - Operating Account	1.50%	273,014				273,014	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	1,458,120				1,458,120	Bendigo	
Trust Cash at Bank	1.50%			34,548		34,548	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	2.65%		3,244,209			3,244,209	Bendigo	02/04/2017
Les McMullen Trust	2.80%			6,760		6,760	Bendigo	26/06/2017
(c) <b>Investments</b>								
Bendigo Bank Shares					5,000	5,000		
<b>Total</b>		1,731,134	3,244,209	41,308	5,000	5,021,650		

**Comments/Notes - Investments**

**Investment Management Strategy for Kalkarni Bonds**

The total bond/RAD amounts (\$2,948,958) are invested by Baptistcare with Bankwest for a term of 90 days at the rate of 2.67% with a maturity date of 3rd April 2017.

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2017**

**Note 9: BUDGET AMENDMENTS**

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Adopted Budget Net Asset Surplus 30 June 2017</b>		Opening Surplus(Deficit)				<b>0</b>
	Additional Muni Surplus Carried Forward 1 July 2016				23,790		<b>23,790</b>
	Infrastructure Depreciation	Nov 17 OCM	Non Cash Item	1,452,714			<b>23,790</b>
	Brookton Caravan Park Operating Expenses	Nov 17 OCM	Operating Expenses		24,259		<b>48,049</b>
	R2R - Brookton Kweda Road	Nov 17 OCM	Capital Expenses		41,500		<b>89,549</b>
	R2R - Gartrell Road	Nov 17 OCM	Capital Expenses			(15,500)	<b>74,049</b>
	R2R - Robinson Road	Nov 17 OCM	Capital Expenses			(26,000)	<b>48,049</b>
	Purchase Land and Buildings	Nov 17 OCM				(15,000)	<b>33,049</b>
	Transfer from Housing Reserve	Nov 17 OCM			11,000		<b>44,049</b>
	Purchase CEO Vehicle	Nov 17 OCM				(5,000)	<b>39,049</b>
	Admin Employee Expenses	Nov 17 OCM				(113,680)	<b>(74,631)</b>
	TPS Employee Costs	Nov 17 OCM			44,722		<b>(29,909)</b>
	Purchase Planner Vehicle	Nov 17 OCM			37,000		<b>7,091</b>
	TPS Member Contribution	Nov 17 OCM				(41,002)	<b>(33,911)</b>
	TPS General Operating Expenses	Nov 17 OCM				(10,000)	<b>(43,911)</b>
	TPS Vehicle Costs	Nov 17 OCM			1,975		<b>(41,936)</b>
	TBP Operating Expenses	Nov 17 OCM			394		<b>(41,542)</b>
	Rec Employee Costs	Nov 17 OCM			2,766		<b>(38,776)</b>
	PWOH Employee Costs	Nov 17 OCM			3,605		<b>(35,171)</b>
	Transfer to Plant Reserve	Nov 17 OCM			67,720		<b>32,549</b>
	Purchase Furniture and Equipment	Nov 17 OCM				(9,255)	<b>23,294</b>
	Private Works Income	Nov 17 OCM				(30,000)	<b>(6,706)</b>
	Pool Grants	Nov 17 OCM				(32,000)	<b>(38,706)</b>
	Madison Square Rental Income	Nov 17 OCM			12,116		<b>(26,590)</b>
	Staff Housing Reimbursements	Nov 17 OCM			7,090		<b>(19,500)</b>
	Staff Rental Revenue	Nov 17 OCM			19,500		<b>0</b>
	<b>Closing Funding Surplus (Deficit)</b>			<b>1,452,714</b>	<b>297,437</b>	<b>(297,437)</b>	<b>0</b>

Classifications Pick List
Operating Revenue
Operating Expenses
Capital Revenue
Capital Expenses
Budget Review
Opening Surplus(Deficit)
Non Cash Item

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
<b>Regional Town Planning Scheme</b>						
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
<b>Salaries and Wages Reconciliation</b>						
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	OL01622	520	-100,000	-32,280	67,720	Reduce Transfer to Plant Reserve to Offset Unfavourable Budget Movement
			<b>-4,108,624</b>	<b>-2,655,910</b>	<b>0</b>	

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2017**

**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 28 February 2017
	\$	\$	\$	\$
Housing Bonds	180	2,860	(3,040)	0
Other Bonds	10,120	9,295	(7,515)	11,900
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	(400)	4,515
Unclaimed Money	0	0	0	0
	<b>40,308</b>	<b>12,155</b>	<b>(11,155)</b>	<b>41,308</b>

**1. Developer Road Contributions are:**

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 28 February 2017**

**Note 11: Kalkarni Aged Care Facility**

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.	Material Variance	Material Variance	Material Variance
<b>Operating Revenue</b>		\$	\$	\$	\$	%				
Fees & Charges		681,555	454,370	454,370	0	0.00%		0	0	0
Grants & Subsidies		2,777,856	1,851,904	2,038,354	186,450	10.07%		1	1	2
Reimbursements & Donations		0	0	0	0	#DIV/0!		0	#DIV/0!	#DIV/0!
Other Income		0	0	0	0	#DIV/0!		0	#DIV/0!	#DIV/0!
<b>Total Revenue</b>		<b>3,459,411</b>	<b>2,306,274</b>	<b>2,492,724</b>	<b>186,450</b>	<b>8.08%</b>				
<b>Operating Expenses</b>										
Building Maintenance		0	0	0	0	0.00%		0	0	0
Interest Expenses		(5,858)	(3,905)	(3,375)	531	(13.59%)		0	-1	-1
Insurance Expenses		(15,000)	(15,000)	(14,454)	546	(3.64%)		0	0	0
Building Maintenance		(18,200)	(12,133)	(14,580)	(2,447)	20.17%		0	1	1
Loss on Sale of Asset		0	0	0	0	0.00%		0	0	0
Depreciation		(188,016)	(125,344)	(123,914)	1,430	(1.14%)	▼	0	0	0
ABC Administration Expenses		(22,345)	(14,897)	(16,741)	(1,844)	12.38%		0	1	1
Contract Expenses		(3,422,176)	(2,281,451)	(2,256,296)	25,155	(1.10%)		1	0	1
<b>Total Expenses</b>		<b>(3,671,595)</b>	<b>(2,452,730)</b>	<b>(2,429,359)</b>	<b>23,371</b>	<b>0.95%</b>				
<b>Operating Surplus (Deficit)</b>		<b>(212,184)</b>	<b>(146,456)</b>	<b>63,365</b>	<b>209,821</b>	<b>143%</b>	▼			
<b>Excluding Non Cash Adjustments</b>										
Add back Depreciation		188,016	125,344	123,914	(1,430)	(1.14%)	▼	0	0	0
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%		0	0	0
<b>Net Operating Surplus (Deficit)</b>		<b>(24,168)</b>	<b>(21,112)</b>	<b>187,278</b>	<b>208,390</b>	<b>(987.07%)</b>	▼	1	-1	0
<b>Capital Revenues</b>										
KBC Capital Income		260,243	173,495	173,495	(0)	(0.00%)		0	0	0
Transfer from Reserves	5	780,000	0	0	0	0.00%		0	0	0
<b>Total</b>		<b>1,040,243</b>	<b>173,495</b>	<b>173,495</b>	<b>(0)</b>	<b>(0)</b>		0	0	0
<b>Capital Expenses</b>										
Land and Buildings	6	(165,000)	0	(29,150)	(29,150)	0.00%		-1	0	-1
Plant and Equipment	6	0	0	0	0	0.00%		0	0	0
Furniture and Equipment	6	(192,243)	0	(7,182)	(7,182)			0	0	0
Repayment of Debentures	7	(7,356)	(3,627)	(7,356)	(3,729)	0.00%		0	0	0
Transfer to Reserves	5	(37,623)	0	(5,213)	(5,213)			0	0	0
<b>Total</b>		<b>(402,222)</b>	<b>(3,627)</b>	<b>(48,901)</b>	<b>(45,274)</b>			-1	0	-1
<b>Net Capital</b>		<b>638,021</b>	<b>169,868</b>	<b>124,595</b>	<b>(45,274)</b>	<b>(26.65%)</b>		-1	-1	-2
<b>Closing Funding Surplus(Deficit)</b>		<b>613,853</b>	<b>148,756</b>	<b>311,873</b>	<b>163,117</b>			0	0	0
								1	0	1

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**WB Eva Pavilion by Nature and Type**  
**For the Period Ended 28 February 2017**

**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 \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Hire Fees - WB Eva Pavilion	3,000	2,000	3,735	1,735
Sporting Club Fees	4,500	-	2,466	2,466
Gymnasium Income	14,500	9,667	9,635	(32)
	<b>22,000</b>	<b>11,667</b>	<b>15,837</b>	<b>4,170</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(6,863)	(4,576)	(7,955)	(3,379)
Materials and Contracts	(8,200)	(5,467)	(3,847)	1,620
Utilities	(4,000)	(2,667)	(1,979)	687
Interest Expenses	(54,784)	(36,523)	(21,347)	15,176
Insurance	(5,500)	(3,667)	(3,742)	(75)
General Operating Expenses	(9,418)	(6,279)	(8,443)	(2,164)
Gymnasium Operating	(11,185)	(7,448)	(2,565)	4,883
	<b>(88,766)</b>	<b>(59,177)</b>	<b>(47,312)</b>	<b>11,865</b>
	<b>(66,766)</b>	<b>(47,510)</b>	<b>(31,475)</b>	<b>16,035</b>
<b>NET RESULT</b>	<b>(66,766)</b>	<b>(47,510)</b>	<b>(31,475)</b>	<b>16,035</b>



**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Sewerage Programm by Nature and Type**  
**For the Period Ended 28 February 2017**

**Note 13 Sewerage Operating Statement**

NOTE	2016/17	2016/17	2016/17	Variance
	Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$	\$	\$	\$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Sewerage Connection Fees and Charges	1,500	1,500	1,180	(320)
Annual Sewerage Rates	152,587	152,587	154,775	2,188
	<b>154,087</b>	<b>154,087</b>	<b>155,955</b>	<b>1,868</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(2,734)	(1,823)	(1,078)	745
Materials and Contracts	(36,280)	(24,187)	(12,251)	11,936
Utilities	(6,000)	(4,000)	(4,212)	(212)
Depreciation	(88,284)	(58,856)	(37,197)	21,659
Interest Expenses	(4,101)	(2,734)	(2,362)	371
Insurance	(250)	(250)	(243)	7
General Operating Expenses	(3,785)	(2,523)	(1,382)	1,141
Allocation of Administration Expense	(12,013)	(8,009)	(3,602)	4,407
	<b>(153,447)</b>	<b>(102,381)</b>	<b>(62,327)</b>	<b>40,054</b>
	640	51,705	93,628	41,923
Add Back Depreciation	88,284	58,856	37,197	(21,659)
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	-	-	-	-
<b>NET RESULT</b>	<b>23,924</b>	<b>110,562</b>	<b>130,826</b>	<b>20,264</b>

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 28 February 2017**

Note	Adopted Annual Budget	Amended Budget Nov OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
	\$		\$	\$	\$	%
<b>Note 14 (a): Brookton Caravan Park</b>						
<b>Operating Revenue</b>						
Caravan Park Fees	50,300	50,300	33,533	21,505	(12,029)	(35.87%)
<b>Total Revenue</b>	<b>50,300</b>	<b>50,300</b>	<b>33,533</b>	<b>21,505</b>	<b>(12,029)</b>	<b>(35.87%)</b>
<b>Operating Expenses</b>						
Brookton Caravan Park	(65,173)	(40,914)	(43,449)	(25,721)	17,728	0.00%
Caravan Park Depreciation	(527)	(527)	(351)	(571)	(220)	62.55%
Caravan Park Abc Administration Expenses	(10,572)	(10,572)	(7,048)	(7,920)	(873)	0.00%
<b>Total</b>	<b>(76,272)</b>	<b>(52,012)</b>	<b>(50,848)</b>	<b>(34,212)</b>	<b>16,636</b>	<b>32.72%</b>
<b>Operating Surplus (Deficit)</b>	<b>(25,972)</b>	<b>(1,712)</b>	<b>(17,314)</b>	<b>(12,707)</b>	<b>4,607</b>	<b>27%</b>
<b>Excluding Non Cash Adjustments</b>						
Add back Depreciation	527	527	351	571	220	62.55%
<b>Net Operating Surplus (Deficit)</b>	<b>(25,445)</b>	<b>(1,186)</b>	<b>(16,963)</b>	<b>(12,137)</b>	<b>4,827</b>	<b>(28.45%)</b>
<b>Note 14 (b): Brookton Acquatic Centre</b>						
<b>Operating Revenue</b>						
POOL Fees & Charges	12,500	12,500	6,250	9,792	3,542	0.00%
POOL GRANTS & SUBSIDIES	32,000	0	21,333	32,000	10,667	0.00%
<b>Total Revenue</b>	<b>44,500</b>	<b>12,500</b>	<b>27,583</b>	<b>41,792</b>	<b>14,208</b>	<b>0</b>
<b>Operating Expenses</b>						
POOL Employee Costs	(500)	(500)	(333)	(1,027)	(694)	208.09%
POOL General Operating Expenses	(80,780)	(80,780)	(53,853)	(46,805)	7,048	(13.09%)
POOL Building Maintenance	(18,848)	(18,848)	(12,566)	(10,345)	2,220	(17.67%)
POOL Depreciation	(24,674)	(24,674)	(16,450)	(16,427)	23	(0.14%)
POOL Abc Administration Expenses	(36,280)	(36,280)	(24,187)	(27,182)	(2,995)	12.38%
<b>Total</b>	<b>(161,083)</b>	<b>(161,083)</b>	<b>(107,389)</b>	<b>(101,786)</b>	<b>5,603</b>	<b>5.22%</b>
<b>Operating Surplus (Deficit)</b>	<b>(116,583)</b>	<b>(148,583)</b>	<b>(79,806)</b>	<b>(59,995)</b>	<b>19,811</b>	<b>0%</b>
<b>Excluding Non Cash Adjustments</b>						
Add back Depreciation	24,674	24,674	16,450	16,427	(23)	0.00%
<b>Net Operating Surplus (Deficit)</b>	<b>(91,909)</b>	<b>(123,909)</b>	<b>(63,356)</b>	<b>(43,568)</b>	<b>19,788</b>	<b>0%</b>

**Shire of Brookton  
STATEMENT OF FINANCIAL ACTIVITY  
Road Program  
For the Period Ended 28 February 2017**

**Note 15**

Description	Adopted Annual Budget	Amended Budget Nov OCM	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	\$ 222,410	\$ 93,992	42%	\$	\$	\$	\$	\$ 77,614	\$	\$	\$ 15,000	\$ 129,796
Rural Road Maintenance	360,334	360,334	286,425	79%						325,234			35,100
Bridge Maintenance	61,355	61,355	63,476	103%									61,355
<b>R2R Work Schedule</b>													
Brookton - Kweda Road	544,035	502,535	265,835	53%	470,503								32,032
Gartrell Road	0	15,500	15,389	99%	15,500								
Robinson Road	0	26,000	314	1%	26,000								
<b>Other Construction</b>													
Buckingham Road	0	0	600	0%									
Grosser Street	5,586	5,586	0	0%									5,586
Montgomery Street	0	0	3,739	0%									
Reynolds Street	56,652	56,652	50,018	88%									56,652
<b>RRG Approved Projects</b>													
Alderside - Pingelly Road	141,960	141,960	74,805	53%			94,640						47,320
Brookton - Kweda Road	263,823	263,823	300,835	114%			112,407	63,476					87,940
Corberding Road	154,544	154,544	820	1%			103,028						51,516
	<b>1,810,699</b>	<b>1,810,699</b>	<b>1,156,248</b>	<b>64%</b>	<b>512,003</b>	<b>0</b>	<b>310,075</b>	<b>63,476</b>	<b>77,614</b>	<b>325,234</b>	<b>0</b>	<b>15,000</b>	<b>507,297</b>

**Shire of Brookton  
STATEMENT OF FINANCIAL ACTIVITY  
Capital Works Program  
For the Period Ended 28 February 2017**

**Note 16**

Description	Adopted Annual Budget	Amended Budget Nov OCM	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
Administration Office - Solar Panels	0	20,490	2,049	10%	2,490		18,000		20,490
Kalkarni Land Purchase and Backup Power Supply	165,000	165,000	29,150	18%			165,000		165,000
Montgomery St Clgf Housing Construction	780,000	20,000	17,462	87%			20,000		20,000
Unit 1 4 Matthew Street	0	10,000	0	0%			10,000		10,000
Unit 2 4 Matthew Street	0	10,000	0	0%			10,000		10,000
New Construction x 2	0	755,000	0	0%			755,000		755,000
ICT Upgrade	0	9,255	0	0%	9,255				9,255
Townscape - Robinson Road	100,000	100,000	32,777	33%			100,000		100,000
Memorial Hall Renewal	6,000	6,000	0	0%	6,000				6,000
WB Eva Pavillion Refurbishment	57,000	57,000	0	0%	6,000	51,000			57,000
Railway Station Refurbishment	18,000	18,000	4,275	24%			18,000		18,000
Caravan Park - Dump Point	10,600	10,600	7,591	72%		5,300	5,300		10,600
Kalkarni Residency Furniture and Equipment/Upgrades	192,243	192,243	7,182	4%	192,243				192,243
Caravan Park - Upgrade Power Supply	10,000	10,000	0	0%			10,000		10,000
CEO Vehicle	50,000	55,000	52,740	96%	30,000			25,000	55,000
DCEO Vehicle	36,000	36,000	0	0%	14,000			22,000	36,000
Shire Planner Vehicle	37,000	0	0	0%	0			0	0
Transport Plant and Equipment (Grader, PWS Ute, Foreman Ute)	417,500	417,500	0	0%	277,500			140,000	417,500
Aldersyde-Pingelly Rd	141,960	141,960	74,805	53%	47,320	94,640			141,960
Brookton-Kweda Road - Road Widening To Mourambine Junction	263,823	263,823	300,835	114%	87,940	175,883			263,823
Corberding Road	154,544	154,544	820	1%	51,516	103,028			154,544
Brookton-Kweda Road	544,035	502,535	265,835	53%	32,032	470,503			502,535
Gartrell Road	0	15,500	15,389	99%	0	15,500			15,500
Robinson Road	0	26,000	314	1%	0	26,000			26,000
Buckingham Road	0	0	600	0%	0				0
Grosser Street	5,586	5,586	0	0%	5,586				5,586
Montgomery Street	0	0	3,739	0%	0				0
Reynolds Street	56,652	56,652	50,018	88%	56,652				56,652
Footpath Construction	100,000	100,000	98,435	98%	100,000				100,000
Sewer Infrastructure (Chlorinator + Asset Renewal)	63,680	63,680	6,627	10%	47,680		16,000		63,680
Happy Valley Bore Field	150,000	150,000	52,797	35%	45,000	100,000	5,000		150,000
Nature Play	30,000	30,000	0	0%		30,000			30,000
	<b>3,389,623</b>	<b>3,402,368</b>	<b>1,023,439</b>	<b>30%</b>	<b>1,011,214</b>	<b>1,071,854</b>	<b>1,132,300</b>	<b>187,000</b>	<b>3,402,368</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Grants, Subsidies and Contributions Register**  
**For the Period Ended 28 February 2017**

Note 17

Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget Nov OCM	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
			\$	\$	\$	\$	\$	
Federal Government	KBC Grants & Subsidies	Subsidy	(2,777,856)	(2,777,856)	Recurrent	(2,777,856)	(2,038,354)	73%
Rural Water Planning	Happy Valley Bore Field	Non Operating	(100,000)	(100,000)	(100,000)	(100,000)	(65,000)	65%
Lotterywest	WB Eva Grant	Non Operating	(51,000)	(51,000)	-	-	-	0%
To be Identified	Nature Play Grant	Non Operating	(30,000)	(30,000)	-	-	-	0%
Main Roads WA	Regional Road Group	Non Operating	(373,551)	(373,551)	(373,531)	(373,551)	(124,030)	33%
Federal Government	Roads to Recovery	Non Operating	(512,003)	(512,003)	(512,003)	(512,003)	(481,617)	94%
To be Identified	Caravan Park Dump Point	Non Operating	(5,300)	(5,300)	-	-	-	0%
WA Grants Commission	GPG Grants Commission - General	Operating	(606,728)	(606,728)	Recurrent	(606,728)	(302,235)	50%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(325,234)	(325,234)	Recurrent	(325,234)	(162,797)	50%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(25,403)	(25,403)	Recurrent	(25,403)	(16,935)	67%
Main Roads WA	Direct Grant	Operating	(77,614)	(77,614)	Recurrent	(77,614)	(77,614)	100%
			<b>(4,884,689)</b>	<b>(4,884,689)</b>		<b>(4,798,389)</b>	<b>(3,268,581)</b>	<b>67%</b>

## 12.03.17.02 LIST OF ACCOUNTS FOR PAYMENT

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16/03/2017
<b>Location/Address:</b>	lot/street/ locality
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Corinne Kemp – Finance Officer
<b>Authorising Officer:</b>	Ian D’Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	The author has no financial interest in this matter.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	16/02/2017

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### **Summary of Item:**

The list of accounts for payment to 28 February 2017 are presented to Council for inspection.

### **Description of Proposal:**

N/A

### **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.

### **Consultation:**

N/A

### **Statutory Environment:**

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

### **Relevant Plans and Policy:**

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.

### **Risk Assessment:**

No risk identified

### **Community & Strategic Objectives:**

No reference

### **Comment**

Totals of all payments from each of Council’s bank accounts are listed below and detailed within Attachment 12.03.17.02.

To 28<sup>th</sup> February 2017

**Municipal Account**

Direct Debits	\$86,230.18
EFT	\$374,739.14
Cheques	\$35,154.56
<b>Trust Account</b>	<b>\$1,830.00</b>

**OFFICER'S RECOMMENDATION**

*That Council, with respect to the list of accounts for payment, note the payments authorised under delegated authority and detailed below and in the List of Accounts 28 February 2017, per the summaries included in Attachment 12.03.17.02.*

To 28<sup>th</sup> February 2017

**Municipal Account**

Direct Debits	\$86,230.18
EFT	\$374,739.14
Cheques	\$35,154.56
<b>Trust Account</b>	<b>\$1,830.00</b>

**Attachments**

**Attachment 12.03.17.02**

FEBRUARY 2017 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 16 MARCH 2017				
ATTACHMENT 12.03.17.02A				
Chq/EFT	Date	Name	Description	Amount
1048	20/02/2017	BROOKTON COUNTRY CLUB	BOND REFUND HIRE OF COMMUNITY BUS 10/05/2010	\$ 330.00
1049	20/02/2017	COLIN & KAREN MILLS	BOND REFUND HIRE OF COMMUNITY BUS 04/01/17	\$ 330.00
1050	20/02/2017	HOLLY BASSETT	BOND REFUND HIRE OF COMMUNITY BUS 17/12/16	\$ 330.00
1051	20/02/2017	KALKARNI	BOND REFUND HIRE OF COMMUNITY BUS 20/12/16	\$ 330.00
1052	20/02/2017	KEVIN DALE BARTRAM	BOND REFUND HIRE OF PAVILION 14/01/17	\$ 400.00
1053	20/02/2017	SCRIPTURE UNION BROOKTON FAMILY FESTIVAL	BOND REFUND HIRE OF PAVILION	\$ 110.00
			<b>TOTAL TRUST</b>	<b>\$ 1,830.00</b>
Chq/EFT	Date	Name	Description	Amount
EFT7948	09/02/2017	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 796.20
EFT7949	09/02/2017	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES FEBRUARY 2017	\$231,757.54
EFT7950	09/02/2017	BRIAN WILLIAMS	WATER TRUCK HIRE	\$ 11,374.00
EFT7951	09/02/2017	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT WAGES	\$ 169.72
EFT7952	09/02/2017	BURGESS RAWSON (WA) PTY LTD	WATER USAGE AT RAILWAY STATION 10/11/16 TO 20/01/17	\$ 1,134.09
EFT7953	09/02/2017	CARINA WHITTINGTON	REIMBURSEMENT OF GYM EQUIPMENT	\$ 123.73
EFT7954	09/02/2017	CDA AIR & SOLAR	SERVICE OF AIRCONDITIONERS IN ALL RESIDENTIAL OWNED PROPERTIES	\$ 1,154.50
EFT7955	09/02/2017	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 519.42
EFT7956	09/02/2017	CONTRACT AQUATIC SERVICES	CONTRACT MANAGEMENT FEE JANUARY 2017	\$ 13,079.00
EFT7957	09/02/2017	COURIER AUSTRALIA	FREIGHT	\$ 180.42
EFT7958	09/02/2017	DEPARTMENT OF ENVIRONMENT REGULATION	DEPARTMENT OF ENVIRONMENT REGULATION ANNUAL LICENCE FEE L7994/2003/4	\$ 841.70
EFT7959	09/02/2017	DIGGA WEST & EARTHPARTS WA	PART FOR POST HOLE DIGGER	\$ 93.50
EFT7960	09/02/2017	ECONOMIC DEVELOPMENT AUSTRALIA	CSM MEMBERSHIP 01/01/17 TO 31/12/17	\$ 400.00
EFT7961	09/02/2017	GILL RURAL TRADERS	HARDWARE PURCHASES	\$ 124.82
EFT7962	09/02/2017	GRANTS EMPIRE	GRANT APPLICATION BBP ILU PROJECT BUILDING BETTER REGIONS FUND	\$ 3,663.00
EFT7963	09/02/2017	H RUSHTON & CO	PARTS, TYRES & REPAIRS TO SHIRE VEHICLES	\$ 2,601.50
EFT7964	09/02/2017	HELEN THOMAS OCCUPATIONAL THERAPIST	EARLY YEARS NETWORK KINDY READINESS EVENT	\$ 637.50
EFT7965	09/02/2017	IXOM	SERVICE FEE CHLORINE GAS BOTTLES	\$ 84.57
EFT7966	09/02/2017	JASON SIGNSMAKERS	RURAL STREET NUMBER SIGN	\$ 25.30
EFT7967	09/02/2017	JH COMPUTER SERVICES	PORTABLE HARD DRIVES	\$ 594.00
EFT7968	09/02/2017	JOEL PAIN	REIMBURSEMENT OF DINNER AT TRAINING COURSE 02/02/17	\$ 22.00
EFT7969	09/02/2017	KATRINA LOUISE CRUTE	COUNCILLOR MEETING FEES OCTOBER 2016 TO DECEMBER 2016	\$ 1,412.04
EFT7970	09/02/2017	KYM TERENCE WILKINSON	COUNCILLOR MEETING FEES OCTOBER 2016 TO DECEMBER 2016	\$ 1,900.00
EFT7971	09/02/2017	LAURIES MOWING	GARDENING KALKARNI RESIDENCY 24/01/17	\$ 220.00
EFT7972	09/02/2017	LESLIE ROBERT EYRE	SHIRE OVAL CONTRACT OCTOBER 2016 TO DECEMBER 2016	\$ 1,200.00
EFT7973	09/02/2017	MAGIQ SOFTWARE LTD	MAGIQ DOCUMENTS SOFTWARE LICENSE FEE 01/03/17 TO 31/05/17	\$ 5,282.20
EFT7974	09/02/2017	MARKETFORCE	ADVERTISING DCEO POSITION 14/01/17	\$ 1,590.64
EFT7975	09/02/2017	MICHAEL JOHN SWEENEY	REIMBURSEMENT OF 12 MONTH GYM MEMBERSHIP AS PER EMPLOYMENT CONDITIONS	\$ 240.00
EFT7976	09/02/2017	ROSALIE PECH EVA ARCHITECT	REIMBURSEMENT OF CONSULTANT FEES PAID TO WABCA BUILDING CERTIFIERS IN THE MATTER OF THE NORTHOVER ART GALLERY AT 101 ROBINSON ROAD BROOKTON AS PER COUNCIL RESOLUTION OCM20.10.16	\$ 1,650.00



EFT7977	09/02/2017	SHIRE OF BEVERLEY	TOWN PLANNING SCHEME BROOKTON BEVERLEY FINAL INVOICE DECEMBER 2016 TO JANUARY 2017	\$ 5,092.89
EFT7978	09/02/2017	SHIRE OF BROOKTON	MASTERCARD PURCHASES JANUARY 2017	\$ 1,229.84
EFT7979	09/02/2017	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 170.00
EFT7980	09/02/2017	STUMPY'S GATEWAY ROADHOUSE	CATERING LUNCH TO WELCOME NEW CEO & PETOL	\$ 334.77
EFT7981	09/02/2017	TOTALLY CONFIDENTIAL RECORDS	STORAGE OF ARCHIVE BOXES	\$ 128.70
EFT7982	09/02/2017	TRAVIS EVA	COUNCILLOR MEETING FEES OCTOBER 2016 TO DECEMBER 2016	\$ 660.80
EFT7983	09/02/2017	WA ASPHALT	SUPPLY AND LAY 10MM BLACK GRANITE ASPHALT	\$ 13,795.00
EFT7984	09/02/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES JANUARY 2017	\$ 1,425.87
EFT7985	09/02/2017	WESFARMERS KLEENHEAT GAS PTY LTD	GAS CYLINDER CHARGES SHIRE OWNED BUILDINGS	\$ 207.90
EFT7986	09/02/2017	WHEATBELT ELECTRICS	CONNECTION OF POWER DOME TO UNITS 2 MONTGOMERY STREET	\$ 1,265.00
EFT7987	09/02/2017	WINDSOR D & J	REPAIRS TO WB EVA PAVILION & GYM	\$ 2,007.50
EFT7988	09/02/2017	XYLEM WATER SOULTIONS AUSTRALIA LIMITED	INSPECTION AND REPORT ON CONDITION OF PUMP STATION	\$ 2,518.56
EFT7989	16/02/2017	AMAZING 50'S CATERING	CATERING 6 FEBRUARY 2017	\$ 450.00
EFT7990	16/02/2017	AUSTRALIAN TAX COLLEGE	2017 FBT TRAINING SFO	\$ 594.00
EFT7991	16/02/2017	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT WAGES	\$ 84.86
EFT7992	16/02/2017	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & PETROL PURCHASES JANUARY 2017	\$ 7,599.46
EFT7993	16/02/2017	LYN KAY	CIRCUIT CLASSES & GYM INDUCTIONS AT BROOKTON ALL HOURS GYM 03/02/17 & 10/02/17	\$ 480.00
EFT7994	16/02/2017	PACIFIC BRANDS WORKWEAR	UNIFORM PURCHASES WATO	\$ 52.80
EFT7995	16/02/2017	TJ & ML WILKINSON & SONS	DEVELOPMENT AND PROVISION OF AN AGE FRIENDLY COMMUNITY PLAN FOR THE SHIRE OF BROOKTON	\$ 5,500.00
EFT7996	27/02/2017	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 529.33
EFT7997	27/02/2017	ALLMARK & ASSOCIATES PTY LTD	DRESSED JARRAH DESK NAME PLATE CEO	\$ 88.00
EFT7998	27/02/2017	ARMADALE MOWER WORLD & SERVICE CO	DUST BAG	\$ 319.50
EFT7999	27/02/2017	B & N EYRE BROOKTON NEWSAGENCY	STATIONARY & PAPERS JANUARY 2017	\$ 248.10
EFT8000	27/02/2017	BROOKTON COMMUNITY RESOURCE CENTRE	QUARTERLY LIBRARY CONTRIBUTION JANUARY 2017 TO MARCH 2017	\$ 6,875.00
EFT8001	27/02/2017	BROOKTON RURAL TRADERS	HARDWARE & RURAL PURCHASES DECEMBER 2016	\$ 5,219.19
EFT8002	27/02/2017	BROOKTON SUPERMARKET	CARPET CLEANER HIRE, GAS BOTTLES, CLEANING PRODUCTS, MILK & COFFEE	\$ 554.76
EFT8003	27/02/2017	CJD EQUIPMENT	SERVICE & REPAIRS TO GRADER	\$ 2,665.96
EFT8004	27/02/2017	COOTE MOTORS	PENRITE 10W40 20L & AIR HOSES	\$ 212.30
EFT8005	27/02/2017	COUNTRY COPIERS	COPIER MONTHLY READING JANUARY 2017	\$ 161.63
EFT8006	27/02/2017	COURIER AUSTRALIA	FRIEGHT	\$ 88.35
EFT8007	27/02/2017	CREATIVEADM	MARKETING AND COMMUNICATIONS PLAN FINAL INVOICE	\$ 3,025.00
EFT8008	27/02/2017	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN COLLECTION & BROOKTON TIP SITE 27/12/16 TO 31/01/17	\$ 14,608.62
EFT8009	27/02/2017	H RUSHTON & CO	VEHCILE REPAIRS & MAINTENANCE	\$ 1,406.25
EFT8010	27/02/2017	IXOM	SERVICE FEE CHLORINE GAS BOTTLES	\$ 84.57
EFT8011	27/02/2017	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2016/2 26/11/2016 TO 09/12/16 & CERTIFICATE OF TITLE 2523/471 A860	\$ 104.75
EFT8012	27/02/2017	MOORE STEPHENS	BUDGET WORKSHOP 2017 GO 23RD FEBRUARY 2017	\$ 893.20
EFT8013	27/02/2017	PACIFIC BRANDS WORKWEAR	STAFF UNIFORMS AO & WATO	\$ 562.95
EFT8014	27/02/2017	SERVICWEST	IT SUPPORT 10/01/17 31/01/17	\$ 1,024.32

EFT8015	27/02/2017	SHIRE OF MUNDARING	RECOUP PRORATA LONG SERVICE LEAVE D COURTIN	\$ 8,379.88
EFT8016	27/02/2017	STUMPY'S GATEWAY ROADHOUSE	DIESEL & UNLEADED PETROL	\$ 159.66
EFT8017	27/02/2017	TOTALLY CONFIDENTIAL RECORDS	STORAGE OF ACHIVE BOXES	\$ 128.70
EFT8018	27/02/2017	TUTT BRYANT EQUIPMENT	CHECK & REPAIR START FAULT	\$ 929.78
			<b>TOTAL EFT</b>	<b>\$374,739.14</b>

Chq/EFT	Date	Name	Description	Amount
18011	09/02/2017	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY JANUARY 2017	\$ 61.75
18012	09/02/2017	BUILDING COMMISSION	BUILDING COMMISSION LEVY JANUARY 2017	\$ 279.33
18013	09/02/2017	KIM MILLS	COUNCILLOR MEETING FEES OCTOBER 2016 TO DECEMBER 2016	\$ 1,251.68
18014	09/02/2017	LOUISE SHEREE ALLINGTON	COUNCILLOR MEETING FEES OCTOBER 2016 TO DECEMBER 2016	\$ 900.00
18015	09/02/2017	NEIL WALKER	COUNCILLOR MEETING FEES OCTOBER 2016 TO DECEMBER 2016	\$ 1,200.00
18016	09/02/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 160.00
18017	09/02/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 270.00
18018	09/02/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 160.00
18019	09/02/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 370.00
18020	09/02/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 160.00
18021	09/02/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 270.00
18022	09/02/2017	SYNERGY	STREETLIGHT & SWIMMING POOL ELECTRICITY	\$ 4,346.05
18023	09/02/2017	THERESA FANCOTE	COUNCILLOR MEETING FEES OCTOBER 2016 TO DECEMBER 2016	\$ 700.00
18024	09/02/2017	WATER CORPORATION OF WA	VARIOUS SHIRE OWNED BUILDING, PARK & GARDEN WATER USAGE & SERVICE CHARGES	\$ 8,083.49
18025	27/02/2017	WHITTINGTON HOLDINGS (1981) PTY LTD	3100 METRES OF GRAVEL	\$ 5,115.00
18026	27/02/2017	SYNERGY	STREETLIGHT ELECTRICITY	\$ 4,800.90
18027	27/02/2017	TELSTRA CORPORATION	MOBILE TELEPHONE, ADMINISTRATION, SWIMMING POOL, DEPOT & IPAD ACCOUNTS	\$ 2,039.23
18028	27/02/2017	WATER CORPORATION OF WA	WATER USAGE MEMORIAL PARK	\$ 4,987.13
			<b>TOTAL CHEQUE</b>	<b>\$ 35,154.56</b>
			<b>TOTAL MUNICIPAL</b>	<b>\$409,893.70</b>

**DIRECT DEBITS FOR FEBRUARY 2017**

SALARIES & WAGES	\$	73,754.23
MERCHANT FEES	\$	445.49
SUPERANNUATION	\$	12,030.46
<b>TOTAL</b>	<b>\$</b>	<b>86,230.18</b>

SHIRE OF BROOKTON		
CREDIT CARD PURCHASES CEO		
Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
1/1/17	BUNNINGS	\$ 39.24
5/1/17	WESTNET - DEPOT	\$ 49.95
5/1/17	WESTNET - ADMINISTRATION	\$ 109.95
10/1/17	SAFETY CULTURE -IAUDITOR SUBSCRIPTION	\$ 13.20
12/1/17	AWARDS & TROPHIES - AUSTRALIA DAY AWARDS	\$ 210.40
15/1/17	SEEK - ADVERTISING DCEO	\$ 434.50
18/1/17	STUMPY'S ROADHOUSE	\$ 36.40
25/1/17	DEPARTMENT OF TRANSPORT - RETAINING OF NUMBER PLATES PAV1	\$ 25.30
27/1/17	DEPARTMENT OF TRANSPORT - LICENSING OF PRADO	\$ 113.60
27/1/17	DEPARTMENT OF TRANSPORT - TRANSFER OF NUMBER PLATES PAV1	\$ 25.30
29/1/17	SMARTSHEET SUBSCRIPTION 27/01/17 TO 26/01/18	\$ 168.00
31/12/16	CARD FEE	\$ 4.00
	<b>TOTAL</b>	<b>\$ 1,229.84</b>

## 13.03.17 GOVERNANCE

### 13.03.17.01 PROPOSED EXTENSION OF CONTRACT – WASTE AND RECYCLING COLLECTION

<b>File No:</b>	ADM0266
<b>Date of Meeting:</b>	16 March 2017
<b>Location/Address:</b>	Brookton Townsite
<b>Name of Applicant:</b>	Great Southern Waste Disposal
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Kelly D'Arcy – Governance Officer
<b>Authorising Officer:</b>	Ian D'Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Reports:</b>	19 November 2009

#### **Summary of Item:**

For Council to consider a short-term extension to the existing contract for the 240 litre mobile garbage bin waste and recycling collection to 30 June 2017

#### **Description of Proposal:**

As with the landfill management contract, this proposal involves a short extension to the existing service contract for continued collection of the towns refuse and recycling to allow for the call and evaluation of quotes in accordance with legislative requirements, and similarly offer of a new five (5) year contract for this service, including the option to extend for a further five (5) year period, at the discretion of Council.

#### **Background:**

The last time tenders were called for this service was in October 2009, which resulted in a contract being awarded in February 2010 to Great Southern Waste Disposal (GSWD) to undertake collection of putrescible and recyclable waste.

Consistent with the landfill contract, this contract was offered for an initial two (2) year period, with a further two (2) year option. The option was subsequently exercised in September 2012 and terminated in February 2015. A second extension was granted by the then CEO for a remaining two year period and technically expired on 19 February 2017.

With this acknowledged, the new CEO upon commencement this year sought the acceptance of GSWD to entertain a short-term extension to the service, acknowledging the existing contract was due to expire and the need to allow sufficient time for a fresh tender/quotation process to be conducted, as required by the *Local Government Act, 1995*.

A copy of the letter of acceptance from GSWD for an extension to the service is provided at **Attachment 13.03.17.01(a)**

In light of this situation, Council's acknowledgement of continuation of contractual agreement offered by the CEO, and endorsement to extend the existing contract for waste collection services (without alteration) to the 30 June 2017 is now sought.

#### **Consultation:**

Consultation has been conducted with GSWD providing written confirmation of their willingness to continuing the current contractual arrangement until 30 June 2017.

**Statutory Environment:**

The Council is compelled to adhere to the provisions of the *Local Government Act 1995* (the Act) when dealing with the provision of services through an external entity.

Specifically, Section 3.57 of the Act requires a local government to obtain quotes, or alternatively call for tenders, before it can enter into a contract for the supply of goods or services. This is detailed further under Regulation 11(1) of the Local Government (Functions and General) Regulations 1996, which states that goods or services exceeding \$150,000 in value must be awarded through a formal tender process.

However, Council can exercise an exemption under Regulation 11(2)(b) for the supply of the goods or services through the WALGA Preferred Supplier Program.

**Relevant Plans and Policy:**

There are no relevant plans or policies that apply to this matter.

**Financial Implications:**

The 2016/2017 Adopted Budget has a total allocation of \$85,530 for refuse and recycling collection (COA E101020 Job TIPOP IE code 610 Refuse – Removal Contract and IE code 614 Refuse – Kerbside Recycling).

To date the following has been budgeted and expended:

<b>Budget</b>	<b>Actual Expense</b>	<b>Available Budget</b>
IE Code 610 \$33,930	\$17,774.85	\$16,155.15
IE Code 614 \$51,600	\$22,926.79	\$28,673.21

This is covering the period from July 2016 to February 2017 inclusive (eight months). This has resulted in a remaining budget allocation of \$16,155.15 for refuse collection and \$28,673.21 for recycling collection, deemed sufficient funds to ensure continued service under the current contract for the balance of the year (four months).

**Risk Assessment:**

It has been assessed the level of risk in relation to this matter is high.

This is qualified by a general understanding that collection of putrescible waste is fundamental to core business of Local Government, and any disruption or failure to deliver this service is likely to be unpopular with local residents and businesses that heavily rely on their road side waste collection services. Further, it should be noted that acceptance by GSWS to agree to the continuity of service beyond the contract expiry date has ensured the road side waste collection services has continued to be maintained for the Brookton townsite over the past month.

Therefore, should Council not support the proposed contract 'extension' as recommended, there is likely to be significant impact on the local community, notwithstanding the contract has technically expired.

Furthermore, similar to the landfill management contract, this matter and the officer recommendation are also premised on:

- The need to urgently call for and evaluate quotes for continued services, which will take some time to process;
- Allowing sufficient time for a new contractor to mobilise should GSWD not be the selected as the preferred contractor, based on the requirement of achieving 'value for

money’;

- A possible increase in cost/monthly service charges arising from the quotations that is not currently accommodated in the 2016/17 Budget.

### **Community & Strategic Objectives:**

This proposal aligns with the Shire of Brookton Strategic Community Plan under:

Outcome 2.4: Sustainable waste management.

- Strategy 2.4.1: Update and implement the Shire’s Waste Management Plan.
- Strategy 2.4.2: Develop Community based waste management initiatives and opportunities.

### **Comment**

Due to considerable disruption to the Shire’s administration over the past 12 months there are a number of matters that have inadvertently been overlooked. One of these matters involves the pending expiration of the current waste and recycling collection contract, which should have been addressed in late 2016. However, notwithstanding recent difficulties, it is important this matter be progressed in a compliant manner, and without significant disruption to the community. To achieve this, it is viewed a short-term extension to the existing contract is the best approach, as it will:

- Enable sufficient time to run a tender or a WALGA e-Quote process for the awarding of a new long term contract, with an option to extend further if desired; and
- Ensure continuity of service for the community within the current budget allocation until the end of this financial year.

Accordingly, it is recommended the Council:

1. Note the current waste and recycling collection contract with GSWS has technically expired, and endorse the CEO’s action in exercising discretion outside of delegation to have the service continue in the best interests of the local community;
2. Grant approval for a short-term extension to the existing waste and recycling collection contract until 30 June 2017, without amendment; and
3. Call for quotations under the WALGA Preferred Suppliers Program for provision of the waste and recycling collection modelled on the daft selection criteria provided at **Attachment 13.03.17.01(b)**, and provision a five (5) year performance contract, incorporating the option to extend for a further five (5) year period at the discretion of the Local Government.

### **OFFICER’S RECOMMENDATION**

***That Council:***

- 1) Note the current waste and recycling collection contract with GSWS has technically expired, and endorse the CEO’s action in exercising discretion, outside of delegation, to have the service continue in the best interests of the local community;***
- 2) Approve an amendment to extend the time for the current Waste and Recycling Collection Contract (granted to Great Southern Waste Disposal) to expire 30 June 2017, and inform Great Southern Waste Disposal of this decision.***

- 3) Endorse the draft selection criteria presented as Attachment 13.03.17.01 (b) to this report for the provision of Waste and Recycling Collection, and proceed to call for quotations pursuant to Regulation 11(2)(b) of the Local Government (Functions and General) Regulations 1996 for the provision of Waste and Recycling Collection service based on a five (5) year performance contract, with the option to extend for a further five (5) year period at the discretion of Council (or delegate).**

(Requires an Absolute Majority vote)

**Attachments**

**Attachment 13.03.17.01(a)**

**Attachment 13.03.17.01(b)**



ABN: 30 058 506 341

20th February, 2017

PO Box 271,  
Narrogin WA 6312

Phone: 0429 813096  
Email: jayoak@bigpond.com

Dear Mr D'Arcy,

***Re: Extension of Waste and Recycling Collection Contract & Extension of  
Landfill Site Management Contract***

Great Southern Waste Disposals are responding in relation to your correspondence dated 14th February, and 16th February 2017 as requested.

Great Southern Waste Disposal wishes to advise that they are happy to confirm they will continue their current contract arrangements for the Collection of Waste and Recycling Contract from 17th February until 30th June 2017 without any amendment.

Great Southern Waste Disposal also wishes to confirm that they will continue their current contract arrangements for the Management of the Brookton Landfill Site from 20th March until 30th June 2017 without any amendment.

Yours sincerely

Kevin Timms  
Director  
Great Southern Waste Disposals

## SELECTION CRITERIA – WASTE AND RECYCLING

### COMPLIANCE CRITERIA

Description of Compliance Criteria	
(a) Compliance with the Specification contained in the Request.	Yes / No
(b) Compliance with the Conditions of Tendering this Request.	Yes / No
(e) Compliance with and completion of the Price Schedule.	Yes / No

### QUALITATIVE CRITERIA

<p><b>A) Relevant Experience &amp; Reputation</b> Describe your experience in completing similar projects. Tenderers must, as a minimum, address the following information and label it “<b>Relevant Experience</b>”:</p> <p>(a) Provide details of similar work;            (b) Provide scope of the Tenderer’s involvement including details of outcomes;            (c) Provide details of issues that arose during the project and how these were managed;            (d) Demonstrate sound judgement and discretion;            (e) Demonstrate competency and proven track record of achieving outcomes;            (f) References from past and present clients;</p>	<b>Weighting 40%</b>	
	<b>“Relevant Experience”</b>	<b>Tick if attached</b> <input type="checkbox"/>
<p><b>C) Tenderer’s Resources &amp; Availability</b> Tenderers should demonstrate their ability to supply and sustain the necessary:</p> <p>(a) Plant, equipment and materials; and            (b) Any contingency measures or back up of resources including personnel (where applicable).</p> <p>As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it “<b>Tenderer’s Resources</b>”.</p>	<b>Weighting 30%</b>	
	<b>“Tenderer’s Resources”</b>	<b>Tick if attached</b> <input type="checkbox"/>
<b>D) Price</b>	<b>Weighting 30%</b>	



## 13.03.17.02 PROPOSED EXTENSION OF CONTRACT – LANDFILL SITE MANAGEMENT

<b>File No:</b>	ADM0460
<b>Date of Meeting:</b>	16 March 2017
<b>Location/Address:</b>	lot/street/ locality
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Kelly D'Arcy – Governance Officer
<b>Authorising Officer:</b>	Ian D'Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Reports:</b>	19 November 2009

### Summary of Item:

For Council to consider a short-term extension to the existing contract for the landfill site management to 30 June 2017

### Description of Proposal:

This proposal involves a short extension to the existing service contract for continued management of the Shire's landfill facility to allow for the call and evaluation of quotes in accordance with legislative requirements, and offer of a new five (5) year contract for this service, including the option to extend for a further five (5) year period, at the discretion of Council.

### Background:

The last time tenders were called for this service was in October 2009, which resulted in a contract being awarded in March 2010 to Great Southern Waste Disposal (GSWD) to manage the landfill site.

Under this contract GSWD was offered a two (2) year contract, with a further two (2) year option. The option was exercised September 2012 with the expiry date being March 2015. Upon expiration of the contract the a further extension was granted by the then CEO for a two year period with an expiry date 19 March 2017.

With this matter only being brought to the attention of the new CEO upon commencement in February of this year, there a need for an extension to be granted by Council to the existing contract to allow for fresh tender/quotation process to be conducted, as required by the Local Government Act 1995.

In light of this the CEO has requested and received from GSWD confirmation of their availability and willingness to serve an extension to the contract until 30 June 2017. This will ensure continuation in operations and management of the landfill facility until the end of the financial year, should Council support this approach. A copy of the letter from GSWD is provided at **Attachment 13.03.17.02(a)**

To this end, Council's consideration of this matter and endorsement to extend the existing contract without alteration to the 30 June 2017 is now sought.

### Consultation:

As mentioned, consultation has been undertaken with GSWD, including written confirmation being received in continuing the current contractual arrangement until 30 June 2017.

**Statutory Environment:**

The Council is compelled to adhere to the provisions of the *Local Government Act 1995* (the Act) when dealing with the provision of services through an external entity.

Specifically, Section 3.57 of the Act requires a local government to obtain quotes, or alternatively call for tenders, before it can enter into a contract for the supply of goods or services. This is detailed further under Regulation 11(1) of the Local Government (Functions and General) Regulations 1996, which states that goods or services exceeding \$150,000 in value must be awarded through a formal tender process.

However, Council can exercise an exemption under Regulation 11(2)(b) for the supply of the goods or services through the WALGA Preferred Supplier Program.

**Relevant Plans and Policy:**

There are no relevant plans or policies that apply to this matter.

**Financial Implications:**

The 2016/2017 Adopted Budget has a total allocation of \$79,248 for refuse site management (COA E101020 Job TIPOP IE code 613 Refuse – Site Supervision).

To date an amount of \$41,214.56 has been expended covering the period from July 2016 to February 2017 inclusive (eight months). This has resulted in a remaining budget allocation of \$38,033.44, deemed sufficient funds to ensure continued service under the current contract for the balance of the year (four months).

**Risk Assessment:**

It has been assessed the level of risk is high should Council not grant the recommended contract extension. This assessment is based on the following:

- The need to urgently call for and evaluate quotes for continued services, which will take time to process, and in the interim, likely to bring about disruption to service delivery;
- Allowing sufficient time for a new contractor to mobilise should GSWD not be the selected as the preferred contractor, based on the requirement of achieving 'value for money';
- A possible increase in cost/monthly service charges arising from the quotations that is not currently accommodated in the 2016/17 Budget.

**Community & Strategic Objectives:**

This proposal aligns with the Shire of Brookton Strategic Community Plan under:

Outcome 2.4: Sustainable waste management.

Strategy 2.4.1: Update and implement the Shire's Waste Management Plan.

Strategy 2.4.2: Develop Community based waste management initiatives and opportunities.

**Comment**

Due to considerable disruption to the Shire's administration over the past 12 months there are a number of matters that have inadvertently been overlooked. One of these matters involves the pending expiration of the current landfill management contract, which should have been addressed in late 2016. However, notwithstanding recent difficulties, it is important this matter be progressed in a compliant manner, and without significant disruption to the community. To achieve this, it is viewed a short-term extension to the existing contract is the best approach, as it will:

- Enable sufficient time to run a tender or a WALGA e-Quote process for the awarding of a new long term contract, with option to extend further if desired; and
- Ensure continuity of service for the community within the current budget allocation until the end of this financial year.

Accordingly, it is recommended the Council:

1. Grant approval for a short-term extension to the existing landfill contract until 30 June 2017, without amendment; and
2. Call for quotations under the WALGA Preferred Suppliers Program for provision of the Land Fill Management Services modelled on the draft selection criteria provided at **Attachment 13.03.17.02(b)**, and provision a five (5) year performance contract, incorporating the option to extend for a further five (5) year period at the discretion of the Local Government.

### **OFFICER'S RECOMMENDATION**

***That Council:***

- 1) ***Approve an amendment to extend the time for the current Landfill Site Management Contract (granted to Great Southern Waste Disposal) to expire 30 June 2017, and inform Great Southern Waste Disposal of this decision.***
- 2) ***Endorse the draft selection criteria presented as Attachment 13.03.17.02(b) to this report for the provision of Landfill Site Management, and proceed to call for quotations pursuant to Regulation 11(2)(b) of the Local Government (Functions and General) Regulations 1996 for the provision of Landfill Site Management service based on a five (5) year performance contract, with the option to extend for a further five (5) year period at the discretion of Council (or delegate).***

(Requires an Absolute Majority vote)

### **Attachments**

***Attachment 13.03.17.02(a)***

***Attachment 13.03.17.02(b)***



ABN: 30 058 506 341

20th February, 2017

PO Box 271,  
Narrogin WA 6312

Phone: 0429 813096  
Email: jayoak@bigpond.com

Dear Mr D'Arcy,

***Re: Extension of Waste and Recycling Collection Contract & Extension of  
Landfill Site Management Contract***

Great Southern Waste Disposals are responding in relation to your correspondence dated 14th February, and 16th February 2017 as requested.

Great Southern Waste Disposal wishes to advise that they are happy to confirm they will continue their current contract arrangements for the Collection of Waste and Recycling Contract from 17th February until 30th June 2017 without any amendment.

Great Southern Waste Disposal also wishes to confirm that they will continue their current contract arrangements for the Management of the Brookton Landfill Site from 20th March until 30th June 2017 without any amendment.

Yours sincerely

Kevin Timms  
Director  
Great Southern Waste Disposals

## SELECTION CRITERIA – LANDFILL MANAGEMENT

### COMPLIANCE CRITERIA

Description of Compliance Criteria	
(a) Compliance with the Specification contained in the Request.	Yes / No
(b) Compliance with the Conditions of Tendering this Request.	Yes / No
(e) Compliance with and completion of the Price Schedule.	Yes / No

### QUALITATIVE CRITERIA

<p><b>A) Relevant Experience &amp; Reputation</b> Describe your experience in completing similar projects. Tenderers must, as a minimum, address the following information and label it <b>“Relevant Experience”</b>:</p> <p>(g) Provide details of similar work; (h) Provide scope of the Tenderer’s involvement including details of outcomes; (i) Provide details of issues that arose during the project and how these were managed; (j) Demonstrate sound judgement and discretion; (k) Demonstrate competency and proven track record of achieving outcomes; (l) References from past and present clients;</p>	<b>Weighting 40%</b>	
	<b>“Relevant Experience”</b>	<b>Tick if attached</b> <input type="checkbox"/>
<p><b>C) Tenderer’s Resources &amp; Availability</b> Tenderers should demonstrate their ability to supply and sustain the necessary:</p> <p>(c) Plant, equipment and materials; and (d) Any contingency measures or back up of resources including personnel (where applicable).</p> <p>As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it <b>“Tenderer’s Resources”</b>.</p>	<b>Weighting 30%</b>	
	<b>“Tenderer’s Resources”</b>	<b>Tick if attached</b> <input type="checkbox"/>
<b>D) Price</b>	<b>Weighting 30%</b>	

**13.03.17.03 CEO REPORT ON REGULATION 17 OF THE LOCAL GOVERNMENT  
(AUDIT) REGULATIONS 1996**

**File No:** ADM0333  
**Date of Meeting:** 16 March 2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Name of Owner:** Shire of Brookton  
**Author/s:** Kelly D'Arcy – Governance Officer  
**Authorising Officer:** Ian D'Arcy – Chief Executive Officer  
**Declaration of Interest:** Nil  
**Voting Requirements:** Simple Majority  
**Previous Reports:** 20 October 2016

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**Summary of Item:**

This report relates to Regulation 17 of the Local Government (Audit) Regulations 1996 (Regulations) which requires the Chief Executive Officer (CEO) to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance at least once every two calendar years.

A review of the Shire of Brookton's systems has been conducted and in the opinion of the responsible officer it is considered that further review needs to be undertaken to assess and determine measures to be taken to mitigate the Shire risk.

**Description of Proposal:**

The purpose of this report is to request the Council endorse the review to date in relation to legislative compliance.

**Background:**

In February 2013 amendments to the *Local Government (Audit) Regulations 1996* extended the functions of local government Audit Committees. These functions (Regulation 17) included receiving a biennial report on the appropriateness and effectiveness of the local government's systems in regard to risk management, internal control and legislative compliance.

The initial review was undertaken in December 2014 and was presented to the Audit Committee on 18 December 2014 with the recommendations from the Committee being endorsed by Council at its ordinary meeting held on the same day. A further report should have been presented to Council prior to 31 December 2016. Unfortunately, due to some senior staff positions being vacant the assessment and report was not presented by the due date.

In picking up on this matter by the current CEO it has been identified the Local Government Insurance Service (LGIS) conducted a review of the risk management systems for the Shire of Brookton in October 2016. This culminated in a 'Risk Management Framework Report' being prepared and presented to the then Acting CEO.

This document consists of the following:

- Risk Management Policy
- Risk Management Procedures
- Risk Assess and Acceptance Criteria
- A template for Risk Profiling and
- Risk Theme Definitions

A copy of the LGIS Framework Report and Risk Profiling Template is provided at **Attachment 13.03.17.03(a)** and **Attachment 13.03.17.03(b)** respectively.

**Consultation:**

Consultation has been undertaken in house with confirmation from various officers in regards to compliance requirements being met, or not.

**Statutory Environment:**

In accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996* a local government's CEO is to review at least once every two years, the appropriateness and effectiveness of the local government's systems and procedures with regard to risk management, internal control and legislative compliance.

**Relevant Plans and Policy:**

The Council has a Risk Management Policy 2.7 adopted in October 2016. This policy forms part of the risk management framework pertinent to this report.

**Financial Implications:**

Nil

**Risk Assessment:**

There is a risk that Council will be in breach of its statutory obligations should it not complete and adopt the CEO's Report on Audit Regulation 17. Accordingly, it has been assessed that the level of risk is high.

**Community & Strategic Objectives:**

There are no specific implications relevant to the Strategic Community Plan (2013-2023) or the Corporate Business Plan (2015-2019).

**Comment**

The cursory review of the Shire obligations under Regulation 17 has recently been instigated. As reflected in the Background Section of this report, while a Risk Management Policy and Procedures review has been performed by LGIS (the Shire's insurance agency) in October 2016, further work needs to be undertaken for Council to be fully informed on the level of exposure to identified risks, and remedial actions that can be applied to minimise or mitigate specific areas of concern.

In this regard a full review should be performed guided by the "Department of Local Government and Communities' Operational Guideline Number 09 – Audit in Local Government" (Guideline), acknowledging that some works has already been progressed. This view is based on a preliminary assessment that affords a broad understanding that some of the Shire's operations are generally lacking or previously have been identified as inadequate. With this in mind, the CEO will implement over the coming year further investigations and corrective actions to remedy these inadequacies in consultation with the Council's Audit Committee.

**OFFICER AND AUDIT COMMITTEE RECOMMENDATION**

***That Council:***

- 1. Pursuant to Regulation 17 of the Local Government (Audit) Regulations 1996 accept this report and attachments as CEO's Audit Regulation 17 Report 2016.***
- 2. Note that further works are to be performed over the coming 12 month period to undertake a holistic Risk Management and Internal Audit assessment of the Shire's***

***operations in consultation with the Council's Audit Committee and using the Risk Management Framework Report and Risk Profiling Template as provided by LGIS.***

**Attachments**

***Presented under separate cover***

***Attachment 13.03.17.03(a) - LGIS Risk Management Framework Report***

***Attachment 13.03.17.03(b) - LGIS Risk Profiling Template***



## 13.03.17.04 2016 COMPLIANCE AUDIT RETURN

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16 March 2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Kelly D'Arcy – Governance Officer
<b>Authorising Officer:</b>	Ian D'Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Reports:</b>	Nil

### **Summary of Item:**

This report relates to Council's adoption of the Shire of Carnarvon annual Compliance Audit Return for 2016.

### **Description of Proposal:**

Description or N/A

### **Background:**

On an annual basis respective Western Australia Local Governments are required under legislation to complete an annual Compliance Audit Return that largely represents a self-audit of the Shires compliance.

Each Local Government must complete a Compliance Audit Return for the period 1 January to 31 December against the checklist of statutory compliance issues included in the 2016 return. Once completed, the Compliance Audit Return is to be;

- (a) presented at a meeting of the Council;
- (b) adopted by the Council; and
- (c) the adoption recorded in the minutes of the meeting at which it is adopted.

After the Compliance Audit Return has been presented to the Council at the March Ordinary Council Meeting, a certified copy of the Return along with the relevant section of the minutes and any additional information explaining or qualifying the compliance audit is to be submitted to the Director General, Department of Local Government by 31 March 2017.

A copy of the Compliance Audit Return 2016 is provided at **Attachment 13.03.17.04**

### **Consultation:**

Consultation has been undertaken in house with confirmation from various officers in regards to compliance requirements being met, or not.

### **Statutory Environment:**

The Council is obliged to complete and submit the Brookton Compliance Audit Return 2016 in accordance with the *Local Government Act 1995* - s7.13(1)(i), and the Local Government (Audit) Regulations 1996, Regulations 13, 14 and 15.

### **Relevant Plans and Policy:**

Nil

**Financial Implications:**

Nil

**Risk Assessment:**

There is a risk that Council will be in breach of its statutory obligations should it not complete and adopt the Carnarvon - Compliance Audit Return 2016. Accordingly, it has been assessed that the level of risk is high.

**Community & Strategic Objectives:**

There are no specific implications relevant to the Strategic Community Plan (2013-2023) or the Corporate Business Plan (2015-2019).

**Comment**

The Compliance Audit Return is seen as an internal control monitoring process and as such is a useful tool for the Chief Executive Officer to report to Council and the Department for Local Government and Communities on performance against the Shire's statutory obligations.

In general, it has been assessed that the performance of the Shire of Brookton generally accords with the statutory compliance requirements under the *Local Government Act, 1995* and subsidiary legislation.

**OFFICER'S AND AUDIT COMMITTEE'S RECOMMENDATION*****That Council :***

- 1. Pursuant to Regulation 14(3) of the Local Government (Audit) Regulations 1996 adopt the Brookton– Compliance Audit Return 2016 as presented in Attachment 13.03.17.04 of this report***
- 2. Forward a certified copy of the Shire of Brookton– Compliance Audit Return 2016 to the 'Executive Director' of the Department of Local Government and Communities in accordance with Regulation 15(1) of the Local Government (Audit) Regulations 1996.***

**Attachments**

***Attachment 13.03.17.04***

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

## Brookton - Compliance Audit Return 2016

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2016.	N/A	No major trading undertakings occurred in 2016	Kelly D'Arcy
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2016.	N/A	No major trading undertakings occurred in 2016	Kelly D'Arcy
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2016.	N/A	No major trading undertakings occurred in 2016	Kelly D'Arcy
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2016.	N/A	No major trading undertakings occurred in 2016	Kelly D'Arcy
5	s3.59(5)	Did the Council, during 2016, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A	No major trading undertakings occurred in 2016	Kelly D'Arcy



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes	Council Resolution 14.11.15.03	Kelly D'Arcy
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Kelly D'Arcy
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Kelly D'Arcy
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Kelly D'Arcy
5	s5.18	Has Council reviewed delegations to its committees in the 2015/2016 financial year.	Yes	Council Resolution 13.05.16.01	Kelly D'Arcy
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Kelly D'Arcy
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Kelly D'Arcy
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Kelly D'Arcy
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	No	Could find no evidence of letters/notification to delegated employees.	Kelly D'Arcy
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Kelly D'Arcy
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Kelly D'Arcy
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2015/2016 financial year.	Yes	Council Resolution 13.05.16.01	Kelly D'Arcy
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	No	Can find no evidence of register of exercised delegated power.	Kelly D'Arcy
Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Kelly D'Arcy
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Kelly D'Arcy



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Kelly D'Arcy
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A	No new elected members in the 2016 year.	Kelly D'Arcy
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Kelly D'Arcy
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2016.	Yes		Kelly D'Arcy
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2016.	Yes		Kelly D'Arcy
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes	The DCEO signed the CEO's notification not the President.	Kelly D'Arcy
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Kelly D'Arcy
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Kelly D'Arcy
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Kelly D'Arcy
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Kelly D'Arcy
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Kelly D'Arcy
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Kelly D'Arcy



No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Kelly D'Arcy
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Kelly D'Arcy

**Disposal of Property**

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Kelly D'Arcy
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Kelly D'Arcy

**Elections**

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A	No elections held in 2016 year.	Kelly D'Arcy

**Finance**

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Kelly D'Arcy
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A	No delegated authority exists for Audit Committee.	Kelly D'Arcy
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	Moore Stephens Auditors appointed. Mr Godwin - 310219 Mr Tomasi - 15724 Mr Chai - 299761	Kelly D'Arcy
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Kelly D'Arcy



No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government within 30 days of completion of the audit.	Yes		Kelly D'Arcy
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government by 31 December 2016.	Yes		Kelly D'Arcy
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	No actions listed in Auditors Report.	Kelly D'Arcy
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A	No actions listed in Auditors Report.	Kelly D'Arcy
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	No actions listed in Auditors Report.	Kelly D'Arcy
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Kelly D'Arcy
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Kelly D'Arcy
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Kelly D'Arcy
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Kelly D'Arcy
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Kelly D'Arcy



Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	No	Employments Committee set the approved process in consultation with WALGA.	Kelly D'Arcy
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes		Kelly D'Arcy
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	Yes		Kelly D'Arcy
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	Yes	WALGA completed the due diligence after conducting interviews.	Kelly D'Arcy
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Kelly D'Arcy
Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	CEO complaints officer.	Kelly D'Arcy
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Kelly D'Arcy
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Kelly D'Arcy
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Kelly D'Arcy
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Kelly D'Arcy
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Kelly D'Arcy





Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject Functions and General Regulation 11(2)).	Yes		Kelly D'Arcy
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A	No multiple contracts entered into.	Kelly D'Arcy
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Kelly D'Arcy
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Kelly D'Arcy
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A	no variations occurred.	Kelly D'Arcy
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Kelly D'Arcy
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A	no tender submissions rejected	Kelly D'Arcy
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Kelly D'Arcy
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Kelly D'Arcy
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Kelly D'Arcy
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A	No EOIs called for the 2016 year.	Kelly D'Arcy
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A	No EOIs called for the 2016 year.	Kelly D'Arcy



No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A	No EOIs called for the 2016 year.	Kelly D'Arcy
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A	No EOIs called for the 2016 year.	Kelly D'Arcy
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	No Pre-qualified Suppliers called for the 2016 year.	Kelly D'Arcy
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A	No Pre-qualified Suppliers called for the 2016 year.	Kelly D'Arcy
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A	No Pre-qualified Suppliers called for the 2016 year.	Kelly D'Arcy
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A	No Pre-qualified Suppliers called for the 2016 year.	Kelly D'Arcy
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A	No Pre-qualified Suppliers called for the 2016 year.	Kelly D'Arcy
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A	No Pre-qualified Suppliers called for the 2016 year.	Kelly D'Arcy
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A	No Pre-qualified Suppliers called for the 2016 year.	Kelly D'Arcy
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A	No Pre-qualified Suppliers called for the 2016 year.	Kelly D'Arcy



No	Reference	Question	Response	Comments	Respondent
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	No Regional Price Preference Policy exists.	Kelly D'Arcy
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A	No Regional Price Preference Policy exists.	Kelly D'Arcy
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Kelly D'Arcy

I certify this Compliance Audit return has been adopted by Council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor / President, Brookton

\_\_\_\_\_  
Signed CEO, Brookton

## 13.03.17.05 ANNUAL BUDGET REVIEW

<b>File No:</b>	ADM 0175
<b>Date of Meeting:</b>	16 March 2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Kelly D'Arcy – Governance Officer
<b>Authorising Officer:</b>	Ian D'Arcy - CEO
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	Nil

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### **Summary of Item:**

This report presents a review of the 2016/2017 Budget as required by regulation and seeks variation to the allocation of funds where considered necessary for operational purposes.

### **Description of Proposal:**

This proposal involves review of the budgeted income and expenditure for the current fiscal year, and present adjustments to accommodate the operations of the Shire over the coming four (4) month period.

### **Background:**

A budget review is a detailed comparison of the year to date actual results with the adopted or amended budget. It establishes whether a local government is meeting its budget commitments and is receiving income and incurring expenditure in accordance with the adopted or amended budget.

It is a legislative requirement for Council to review its annual Budget between 1 January & 31 March under the Local Government (Financial Management) Regulations, 1996 – see Statutory Section below.

In conducting a review of the Budget there are a number of amendments that have been identified and are required to accommodate unforeseen situations, as well as grant variations, reallocation of works and services, and other requirements of an operational nature since the Original 2016/17 Budget was adopted.

These variations with accompanied explanation are provided in **Attachment 13.03.17.05**.

### **Consultation:**

A number of staff has been consulted in performing the Budget Review process.

### **Statutory Environment:**

The *Local Government Act, 1995* and subsidiary Financial Regulations require each Local Government to review its annual budget between 1 January and 31 March in each year.

Specifically, Regulation 33A of the Local Government (Financial Management) Regulations, 1996 states:

*“33A Review of budget*

*(1) Between 1 January and 31 March in each financial year a local government is to*

- carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
- a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
  - b) consider the local government's financial position as at the date of the review; and*
  - c) review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
- \*Absolute majority required.***
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.”*

**Relevant Plans and Policy:**

Nil.

**Financial Implications:**

The net effect of the proposed changes will have a non-material change on the budgeted closing position.

**Risk Assessment:**

Should the Council not adopt the proposed variations there is risk of over expenditure occurring on some line items in the 2016/17 Budget, which technically constitutes a breach of the Local Government legislation, and additionally, could result a deficiency in funds to complete specific projects or tasks.

Therefore, it is assess the level of Risk is 'High'.

**Community & Strategic Objectives:**

Nil

**Comment**

The overall result indicates the Shire is exercising sound fiscal control. The major changes to the adopted budget are a response to the changing service requirements of Council's asset base and are largely based on unforeseen expenditure at the time the 2016/17 budget was adopted.

In addition to the Statutory Budget Review, the Shire is required to address the variation between the anticipated surplus and the actual, determined at the completion of Council's 2015/2016 audit.

Council had anticipated a surplus of \$549,059 as stated in the 2016/2017 annual budget, however upon completion of Council's end of year audit and finalisation of the annual financial report, the actual surplus to Council was \$572,848. This has resulted in a variation increase of \$23,790 to the opening financial balance and was adjusted in the November budget amendments and is being reported at this time for the Council's information.

**OFFICER'S RECOMMENDATION**

***That Council:***

- 1. Pursuant to Regulation 33A of the Local Government (Financial Management) Regulations 1996, adopt the 2016/2017 budget review for the period ending 28 February 2017 and the budget variations as listed.**
- 2. Forward a copy of the review and Statements of Financial Activity to the Department of Local Government.**

(Requires an Absolute Majority vote)

### **Attachments**

**Attachment 13.03.17.05**

COA	DESCRIPTION	BUDGET VARIATION	COMMENT
E031020	RATE - GENERAL OPERATING EXPENSES	(6,520.00)	Budget Decrease due to less than Anticipated Legal costs
E136090	ECONOMIC DEVELOPMENT	5,000.00	Budget Increase Reallocation of funds for Building Rebate Lot 100 Korrnong
E033020	GENERAL OPERATING EXPENSES	2,000.00	Budget Increase due to greater than anticipated bank fees.
E073020	SAD GENERAL OPERATING EXPENSES	400.00	Budget Increase additional cost x-ray machine removal
E073480	SAD BUILDING MAINTENANCE	550.00	Budget Increase due to greater than anticipated maintenance charges
E111020	WBOP WB EVA PAVILION	500.00	Budget Increase due to greater than anticipated expenses
E132500	TOUR DEPRECIATION	50.00	Budget Increase due to greater than anticipated depreciation
E086010	AGED CARE INITIATIVES	5,240.00	Budget Increase due to greater than anticipated costs
I086030	AGED CARE INITIATIVES REIMBURSEMENTS	(7,220.00)	Budget added due to not being in adopted budget
E104030	TPB GENERAL OPERATING EXPENSES	(17,107.00)	Budget Decrease less than anticipated expenses as no planner on staff
I132010	CARAVAN DUMP POINT	5,300.00	Budget Decrease - Grant not forthcoming
E042499	ADMIN LOSS ON SALE OF ASSET	9,307.00	Budget Increase due to lesser than anticipated trade CEO vehicle
E122030	INFRA BRIDGE MAINTENANCE	2,500.00	Budget Increase due to greater than anticipated maintenance
E113030	OTH-REC SPORT CLUBS	(2,000.00)	Budget Decrease Bowling Club due to misallocation of Funds
E116020	REC GENERAL OPERATING EXPENSES	2,000.00	Budget Increase Men Shed due to misallocation of Funds
E112020	POOL GENERAL OPERATING EXPENSES	6,000.00	Budget Increase due to greater use of casual lifeguards
E112480	POOL BUILDING MAINTENANCE	(6,000.00)	Budget decrease reallocation of funds to E112020
E112020	SWIMMING POOL GENERAL OPERATING	32,000.00	Budget Increase Pool Grant expenditure not in adopted budget
I112020	POOL GRANTS & SUBSIDIES	(32,000.00)	Budget Increase Pool Grant being received
E148020	UNCLAS INSURANCE CLAIMS EXPENSE	(63,607.00)	Budget Decrease due to claim being settled no expense to Shire
I148020	UNCLAS REIMBURSEMETNS	63,607.00	Budget decrease due to claim being settled no reimbursement to Shire
		0.00	

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

Nil

**15.03.17 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**16.03.17 CONFIDENTIAL REPORTS**

**17.03.17 NEXT MEETING & CLOSURE**

The next Ordinary meeting of the Council will be on Thursday 20 April 2017, commencing at 12.30 pm.