



ORDINARY MEETING OF COUNCIL AGENDA

15 June 2017

**14 White Street
Brookton, WA 6306**

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 15 June 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

9 June 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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1.06.17 DECLARATION OF OPENING/ATTENDANCE

2.06.17 ANNOUNCEMENT OF VISITORS

3.06.17 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.06.17 PUBLIC QUESTION TIME

5.06.17 APPLICATIONS FOR LEAVE OF ABSENCE

6.06.17 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7.06.17 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

ORDINARY COUNCIL MEETING MINUTES – 18 MAY 2017

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Thursday 18 May 2017, be confirmed as a true and correct record of the proceedings.

SIMPLE MAJORITY VOTE REQUIRED

8.06.17 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

(Includes Condolences)

9.06.17 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

Item no.	Members/Officers	Type of Interest	Nature of Interest

10.06.17 TECHNICAL & DEVELOPMENT SERVICES REPORTS

10.06.17.01 REQUEST FOR TENDER (RFT) 01-2017– CARTAGE TRUCK HIRE

Date of Meeting:	15 June 2017
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Ian D’Arcy – Chief Executive Officer
Authorising Officer	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Reports:	N/A

Summary of Item:

For Council to consider a formal request for tender submissions to provide a contractual cartage service for a period of 3 years involving road building and earth works materials associated with the Shire’s operations and activities.

Description of Proposal:

The intent of this report is to initiate a process for the provision of truck cartage services in relation to carting of road building and earth works materials, and supply of water for the Shire of Brookton to largely support:

- Road construction and maintenance;
- Footpath construction and maintenance;
- Building construction and maintenance;
- Parks and garden operations and maintenance; and
- Other cartage as required by the Shire’s Works Department.

Additionally, it is expected the materials to be carted under contractual agreement will include, but not be limited to:

- General earth fill material;
- Rock;
- Sand;
- Gravels and road base material;
- Building and demolition rubble;
- Aggregates;
- Non-potable water for road construction and dust suppression; and
- Over burden material.

The tender documentation prescribes cartage services using the following truck combinations based on an hourly or tonnage rate, and delivery of service within a prescribe time frame:

- semi side tipper trucks consisting of a prime mover and side tipping trailers;
- rigid body trucks for cartage of water with a minimum 12,000 litre holding capacity with rear discharge bar and side spray boom;
- Prime Mover and trailer to a configuration of 27 metres in length (Pocket Road Train) for the cartage of bulk materials.

Additionally, the awarded contract will also include provision for the Shire to use its own cartage trucks and equipment at the sole and absolute discretion of the Shire CEO.

A copy of the tender specification particular to the above mentioned works can be provided to Councillors on request.

Background:

It has come to the attention of officers that the Shire's use of Cartage Truck Hire provided by local contractors, together with the supply of other goods and services, has exceeded an expenditure threshold of \$150,000 over the past ten years (see Comment Section of this report).

As reflected in the Statutory Environment Section below, the Council is compelled to conduct a formal tender process for the cartage of materials.

Consultation:

Consultation has been limited to in-house discussion between relevant officers on the basis of needing to achieve compliance with the Shire's statutory obligations.

Statutory Environment:

The Council is required to conform to Section 3.57 of the *Local Government, Act 1995* (the Act). This section of the Act stipulates the local government is 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. In calling for a public tender the Council is required to adhere to Regulation 14 of this legislation.

An exception in the regulations is that Council can use the WALGA pre-qualified list of suppliers and avoid calling tenders, however this would exclude local cartage truck hire companies.

Relevant Plans and Policy:

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

Financial Implications:

There are no adverse financial implications for the Shire in relation to this proposal.

Rather, a competitive tender process leading to a three (3) year contract is likely to secure the best possible price within the current market, coupled with quality and reliability of service that should amount to 'value for money' for the Brookton rate payers.

Risk Assessment:

The level of risk is assessed as high, and Council could be in breach of the legislative standards should it not proceed with a formal tender process.

Further, in light of recent occurrences by other Local Governments in not adhering to and achieving compliance against the statutory procurement processes (as prescribed under the *Local Government Act, 1995*), it is understood the State Government together with the Crime and Corruption Commission is presently showing particular interest in organisations that are found not to be compliant in the area of Local government operations.

Community & Strategic Objectives

This proposal aligns with the broad intent of the Shire of Brookton Strategic Community Plan 2013 - 2023, although primarily it relates to achieving

- Value for money for the Brookton rate payers; and
- Statutory compliance by performing a fair and equitable process.

Comment

From an officer perspective the legislation is considered ambiguous. This is due to there being no specified timeframe upon which the \$150,000 purchasing threshold applies.

The Department of Local Government and Communities has advocated that all Local Governments need to conduct competitive purchasing processes, and enter into contracts for continued supply of goods and services based what is deemed a 'reasonable' period of time as Council will appreciate the word 'reasonable' is subjective and open to legal interpretation.

Therefore, most Local Governments exercise discretion in a cautionary manner by opting for contract arrangements through formal procurement processes. Usually, this applies to large single purchases in excess of the prescribed threshold or for the continued supply of goods or services anticipated (accumulatively in cost) to surpass the threshold over a period of time of between 10 – 15 years, which (arguably) is considered 'reasonable'.

Based on this understanding, this Council will need to consider contract arrangements for not only Cartage Truck Hire, but also other goods/services, including the supply of road building materials and acquisition of plumbing and electrical services over the coming months.

In this instance the contract will be exclusive to the successful tenderer based on fixed hourly or tonnage rates and delivery of performance, but will not prevent:

- The Shire from using an alternative truck hire company, should the successful Contractor not be able to supply or meet performance expectations or timeframes.
- The successful Contractor from sub-contracting to another supplier as or when required, providing the price and performance/delivery standards align to the contract conditions. In this context the Shire Administration will need to sanction the nominated sub-contractor.

OFFICER'S RECOMMENDATION

That Council call for tender submissions under a formal 'Request for Tender (RFT) 01-2017' to be conducted in accordance with Section 3.57 of the Local Government Act, 1995 and Regulation 14 of the Local Government (Functions and General) Regulations, 1996 for Cartage Truck Hire, based on:

1) A formal contractual arrangement being executed for:

- a) An initial three (3) year period, with the option to extend for a further twelve (12) months at the discretion of Council (or delegate).***
- b) Provision of the following truck and trailer combinations calculated on an hourly or tonnage basis, excluding GST:***
 - ***semi side tipper trucks consisting of a prime mover and side tipping trailers;***
 - ***rigid body trucks for cartage of water with a minimum 12,000 litre holding capacity with rear discharge bar and side spray boom;***

- **Prime Mover and trailer to a configuration of 27 metres in length (Pocket Road Train) for the cartage of bulk materials.**

2) Conformity with the Compliance Criteria of the formal tender documentation, and the following Selection Criteria being used to assess the RFT 01-2017 submissions:

Qualitative Selection Criteria	Weighting
Relevant Experience in completing/supplying similar services, including a minimum of two (2) referees.	30%
Respondent's Resources including: ; a) The provision of qualified personnel; b) Truck and Trailer configurations and age/condition of such ; and c) Contingency measures to address interruption of service delivery	40%
Pricing, including: a) Price structure for various truck/trailer configurations b) Hourly hire prices without GST	30%

11.06.17 COMMUNITY SERVICES REPORTS

11.06.17.01 FLYING OF FLAGS POLICY

File No:	ADM 0342
Date of Meeting:	Thursday 15 June 2017
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Carina Whittington, Community Services Manager
Authorising Officer:	Ian D'Arcy, Chief Executive Officer
Declaration of Interest:	Neither the Officer nor Authorising Officer has any impartiality, financial or proximity interest that requires disclosure.
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

It is recommended that Council adopt an updated policy to guide the flying of flags at Council facilities.

Description of Proposal:

Council currently has a simple policy that covers the flying of the Australian flag from the Administration Centre flag-pole. It is recommended that a new policy be adopted that covers other Council facilities, and is updated to reflect the addition of extra flag poles at the Administration Centre.

Background:

In late February 2017 correspondence was received from a Brookton resident requesting consideration for the addition of two more flag poles to allow the flying of the State and Aboriginal flags.

The correspondence was tabled and discussed at the March Council Briefing Forum where Council directed staff to prepare a draft policy, and submit quotes for capital purchase of the additional flag poles to the 2018-19 budget process. The matter was further discussed at the May 2017 briefing forum where Council indicated a preference for the Australian flag to be flown on all business days, and additional flags, including the State and Aboriginal Flag, to be flown on significant occasions or as requested. The draft policy also included direction for other Council facilities not included in Council's existing Administration Centre Flag Pole policy.

The draft policy included as **Attachment 11.06.17.01** reflects this direction from Council.

Consultation:

There has been no broad community consultation specifically in relation to this item.

On the 1 June 2017, Community Services Manager Carina Whittington met with Seabrook Aboriginal Corporation chairperson Faye Slater with regards to the proposed policy. It was indicated at that meeting that Mrs Slater felt their members would have a preference for the Aboriginal flag to be flown on all business days, not just Reconciliation Week. The next meeting of Seabrook is not scheduled until the 14 June 2017. There may be further correspondence to table subsequent to that meeting where the proposed policy will be discussed.

Information is provided below on other Wheatbelt Shires (those who responded) along with other Brookton community and council owned venues.

SHIRE	SHIRE ADMINISTRATION CENTRE
Quairading	Yes Council flies the Aboriginal flag daily along with the Australian Flag
Pingelly	Yes. Australian & Aboriginal Flag (not the WA)
Corrigin	The Shire of Corrigin does not fly the Aboriginal Flag at the Shire office nor at special occasions.
Wongan-Ballidu	Yes Flies both the Aboriginal and Australian flags at the Shire offices
Goomalling	Yes The Shire permanently displays the Aboriginal flag on the main street with the Australian and Western Australian flag.
Northam	Admin office – yes
Merredin	Shire of Merredin does not fly the Aboriginal flag at the Administration Centre - only on special occasions
West Arthur	Only have one flagpole at the Shire Office so only fly the Australian flag.
Narrogin	Yes The Shire of Narrogin, during office hours, flies the Aboriginal flag alongside the Australian flag immediately outside the Shire offices.

SHIRE VENUE	FLAG STATUS
Shire Admin	One flag pole that is dated and could do with replacement. Unlit. Australian flag raised and lowered each business day.
Memorial Park	One flag pole recently purchased by RSL and installed by Shire. Vandalproof. Illuminated at night. Australian flag remains raised year round. Flag replaced each Australia Day.
WB Eva Pavilion	One flag pole (old telegraph pole). Users raise flag at their own discretion.
Brookton Aquatic Centre	No flag pole.
Brookton Memorial Hall	No flag pole.
Depot	No flag pole.
Brookton Country Club	Has 3 flagpoles located around the outside of the bowling greens.
Saddleback Medical Centre	No flag pole
Kalkarni Residency	No flag pole
Caravan Park	Flag pole at caretakers van.
CRC (Library)	No flag pole.

COMMUNITY VENUE	COMMENT
Police Station	One flag pole.
Brookton DHS	One flag pole, with another purchased but not yet installed, with the intention of flying the Aboriginal flag alongside on days of significance.
Brookton Post Office	No flag pole
Seabrook Aboriginal Corporation	A flag pole has been purchased with intention of flying the Aboriginal Flag, however it has not yet been installed.
RSL Hall	One flag pole – Australian flag flown on Australia Day, Anzac Day, Vietnam Veterans Day, Remembrance Day,
CWA	No flag pole.

Statutory Environment:

Flag raising protocol and order of precedence of flags is guided by the Australian National Flag protocol. (<https://www.dpmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>)

Relevant Plans and Policy:

There is a current Council policy that covers the flying of flags from the Administration Centre flag pole. (Policy 1.3)

Objective:

To provide direction on the use of the Australian Flag at the Administration Office.

Procedure:

The flagpole located at the Administration Centre is reserved for the flying of the Australian flag.

The Australian flag is to be flown each day during office hours.

Flag protocol will be in accordance with the Australian Government "It's an Honour" guidelines.

Financial Implications:

There are no implications for the Council's Budget or Long Term Financial Plan.

Council had initially indicated during briefing forum discussions that the capital costs of installing additional flag poles be considered in the 2018-19 budget. A grant funding opportunity was identified, and subsequently an application was successful, to secure funding via the Department of Prime Minister and Cabinet under National Reconciliation Week 2017 program. This funding will cover the purchase costs of three new flagpoles for the Administration Centre, with work due to be completed this month, and funding acquitted by the end of June 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:

While there is no specific reference to this matter, the Shire of Brookton Strategic Community Plan 2015-2023 includes *Outcome 1.4 – a vibrant and inclusive community*.

Comment

The draft policy included as **Attachment 11.06.17** was drafted consistent with the guidance provided by Council during briefing forum discussion. Subsequent to those discussions Shire staff has secured funding to cover the financial impact of additional flagpoles under a National Reconciliation Week grant. In that grant application, it was noted "*Recognising these flags by raising them alongside the Australian flag each day offers acceptance and reconciliation to the local Aboriginal and Torres Strait Islander people.*" It was indicated through the application that the intention was to fly the Aboriginal flags alongside the Australian flag each day.

A further condition of the grant was to work closely with our local Aboriginal population in organising a community flag raising event. While meeting with Seabrook Aboriginal Corporation chair Faye Slater, she indicated that their members would likely have a preference for the flag to flown each business day.

While Council's original direction was to fly the additional flags on significant occasions, taking into account these last two points, an alternate recommendation is provided for Council's consideration.

OFFICER'S RECOMMENDATION

That Council:-

- 1. Rescind current Council Policy 1.3 Administration Centre Flag Pole.**
- 2. Adopt Flying of Flags Policy as included as Attachment 11.06.17.01.**

ALTERNATE RECOMMENDATION

That Council:-

- 1. Rescind current Council Policy 1.3 Administration Centre Flag Pole.**
- 2. Adopt Flying of Flags Policy as included as Attachment 11.06.17.01 with the following alternate text:**

Administration Building

Flags at the Administration Building will be flown during normal business hours. Flag flying will be in accordance with the National Flag protocol. The Australian flag, Western Australian flag and Aboriginal flag will be flown each business day.

Attachments

Attachment 11.06.17.01 – Flying of Flags Policy

Title:	Flying of Flags		
Policy Owners:	Chief Executive Officer		
Policy Origin:			
Statutory Environment:			
Council Adoption	Date:		Resolution #:
Last Amended	Date:		Resolution #:
Review Date:			

Objective:

To provide direction on the flying of flags at Council properties that is consistent with Australian Government protocols and meets community expectations.

Policy:

Flag raising protocol and order of precedence of flags will be guided by the Australian National Flag protocol.

(<https://www.dpmmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>)

Administration Building

Flags at the Administration Building will be flown during normal business hours. Flag flying will be in accordance with the National Flag protocol. The Australian flag will be flown each business day.

During significant events, or on request, three flags will be flown – being the Australian Flag, Western Australian Flag and Aboriginal Flag.

Council Chambers

The Australian National Flag and Western Australian State Flag will be presented on wall mounted flag poles. No other flags will be permitted to be flown from these poles.

Memorial Park

The Australian National Flag will be flown permanently at the illuminated flag-pole in Memorial Park. The Brookton Sub-branch of RSL will oversee flag protocols on Anzac Day and Remembrance Day. No other flags will be permitted to be flown from this pole.

WB Eva Pavilion

The flag-pole at WB Eva Pavilion will be available to users of the facilities for presentation of club or event related flags. This can include sponsors flags. If the Australian flag is flown, it is

expected that flag protocols will be adhered to. No political, religious or flags that may be offensive in nature are to be flown.

Other facilities & requests for temporary flying of alternative flags.

- Leased facilities: - flag flying at Council properties leased to third parties will be at the discretion of the lessee, but should not breach National Protocol;
- Caravan Park: - the only flag permitted to be flown from the pole in the caravan park is the Australian Flag following the flag protocol.
- Requests for other flags: - requests for the flying of alternative flags will be considered by the Shire President and Chief Executive Officer.

Half Masting

The flags at the Administration building will be flown at half-mast when:

- Directed by the Australian or State Governments, as notified via the Commonwealth Flag Network.
- Directed by the Shire President on the passing of a local or former resident.
- Flags at other locations will not be half-masted.

11.06.17.02 LES MCMULLEN MEMORIAL RECREATION GRANTS

File No:	ADM 0176
Date of Meeting:	Thursday 15 June 2017
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Carina Whittington, Community Services Manager
Authorising Officer:	Ian D'Arcy, Chief Executive Officer
Declaration of Interest:	Neither the Officer nor Authorising Officer has any impartiality, financial or proximity Interest that requires disclosure.
Voting Requirements:	Simple Majority
Previous Report:	13.09.16.02 Amendment from one to two rounds per year

Summary of Item:

It is recommended that the Les McMullen Memorial Recreation Grants be open to applications at any time.

Description of Proposal:

It is proposed that the Les McMullen Memorial Recreation Grants be an open or 'rolling' grant process where clubs may apply at any time throughout the year.

The annual amount available would remain at \$1000 per club in any financial year, with the total available set on review of the annual statement and balance available.

The current committee is comprised of nominated Councillors as well as two community members. The committee meetings to consider applications generally last under 15 minutes, so is quite feasible to convene in conjunction with existing Council commitments so as not to impose unduly on the committee members.

Background:

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

The Committee has been operating under these terms since establishment. In recent times the annual grant round has been opening usually in February, with applications closing in either April or May with the Committee meeting in May to consider applications.

The annual grant allocation has been fully subscribed once since establishment. In 2015 there were no applications received by closing date, with a late application considered in June. The Les McMullen Memorial Recreation Grants Committee recommended to Council in May 2016 that a second round of grants be offered annually. This was implemented in September 2016. There were no applications for the April/May round in 2017.

Consultation:

Staff have previously consulted with local sporting club members informally as to possible reasons for lack of uptake of the Les McMullen Grants. It was suggested by several people that perhaps the clubs

that are out of season when the grants are open are not in an active position to pursue grant opportunities. At the recent WB Eva Pavilion User Group Committee meeting, those present thought that a rolling round would be more practicable.

Statutory Environment:

Local Government Act 1995 s. 5.8 to s. 5.25 details the establishment, composition and conduct of committees. The recommendation included in this report is consistent with the requirements of the Act and does not alter the conduct or composition of this Committee.

Relevant Plans and Policy:

The Terms of Reference of the Committee has been established under *Council Policy 1.2 Council Committee's Terms of Reference*. This was updated in 2016, and reads as follows:

d) *Les McMullen Memorial Recreation Grants Committee (CM 220/96 – May 1996)*

Council delegates its authority and power to the Les McMullen Memorial Recreation Grants Committee to award grants to eligible sporting bodies in accordance with the provisions of the estate of the late Mr Les McMullen.

The delegated authority appears in the Delegations Register as below:

1.36 Committee – Les McMullen Memorial Recreation Grants

Date Adopted	-	May 1996
Date Reviewed	-	May 2016
Authority	-	Local Government Act 1995 S5.17
References	-	Local Government Act 1995 S3.18 Council Policy 1.2 Council Committees

Delegation

Council delegates its authority and power to the Les McMullen Memorial Recreation Grants Committee to award grants to eligible sporting bodies in accordance with the provisions of the estate of the late Mr Les McMullen.

Conditions

Compliance with the provisions of the estate of the late Mr Les McMullen.

The change in policy and delegations adopted in September 2016 removed the word annual, allowing for multiple grant rounds, or rolling grant rounds under the amended policy.

Financial Implications:

There are no financial implications relative to this issue. It is considered that the additional time in administering a rolling round is not significant, being a minor and established programme.

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:

There are no Strategic Community Plan or Corporate Business Plan references relevant to this report.

Comment

The Les McMullen Memorial Recreation Grants are a minor grant programme that requires minimal administration. It is an accessible and convenient grant for our community groups to access, consistent with the wishes of the benefactor. It is generally accessed by some of our smaller clubs without capacity for income generation enabling their projects to proceed.

The proposal of rolling grants will further enhance the accessibility of the grant programme, without undue impost on administration or the committee.

OFFICER'S RECOMMENDATION

That Council:

- 1. Open the Les McMullen Memorial Recreation Grants programme to allow for applications throughout the year.**

Attachments

11.06.17.02 - Les McMullen Memorial Recreation Grants Application Form

**2017 LES MCMULLEN
MEMORIAL RECREATION GRANTS**



Applications are invited from sporting bodies local to the Shire of Brookton for the 2017 Les McMullen Memorial Recreation Grants. Grants will be awarded on a **dollar for dollar** basis, with the exception of perpetual trophies, where no contribution is required by the applicant. Eligible sporting bodies must be operational, based within the Shire of Brookton and must have a majority of members being ordinary residents of the Shire of Brookton. The sporting body need not be incorporated to be eligible.

The following areas will be considered for funding:

- Purchase of sporting equipment, subject to the Committee's approval;
- Perpetual trophies (limit of one per sporting club with no contribution being required by the club);
- Professional coaching and training;
- Sporting events of a significant nature (eg state-wide competition);
- Improvement of sporting facilities.

The following areas will not be considered for funding:

- Maintenance or ongoing expenses (eg. ground hire fees, affiliation fees);
- Projects that have already commenced or been completed;
- Development of privately owned facilities;
- Purchase of land, landscaping, carparks or access roads;
- Arts, music, craft facilities or activities;
- Facilities or fixtures for the purpose of serving alcohol.

The Les McMullen Memorial Recreation Grants Committee may consider the funding of other purposes than those specified. The total grant pool for 2017 is \$5,000 and the maximum grant for each individual club is \$1,000 total annually (20% of total grant pool).

Applicants are strongly encouraged to consider purchasing from local businesses.

APPLICATIONS CAN BE MADE AT ANY TIME.

Grants will be awarded in accordance with the provisions of the Estate of the Late Mr Les McMullen, which is administered by the Shire of Brookton. Grant allocations are final and no appeals against the committee's decision will be considered.

PO Box 42 - Brookton WA 6306
T: 9646 1106 F: 9642 1173 E: mail@brookton.wa.gov.au

**2017 LES MCMULLEN MEMORIAL RECREATION GRANTS
APPLICATION FORM**



Name of Sporting Body.....

Postal Address.....Post Code.....

Contact.....Position.....

Phone.....Fax.....

What have the membership numbers of your Club been over the past 3 years?

2014:..... 2015:..... 2016:.....

Is your club incorporated? Yes/No

Is your club affiliated with a state association? Yes/No

If yes, what is the name of your state association?

PROJECT DETAILS

Project name

Project location (address)

Description of project (Please be specific & include additional pages if necessary)

.....
.....
.....
.....

Who owns the land on which your project will be located?

.....

Grant amount sought: \$

Total amount of project: \$

Place state how the balance of the project will be funded?

.....

SIGNED: _____
(President, Secretary or Treasurer)

Please enclose a copy of your previous year's financial statements, a list of current members and all quotes relevant to your application. Applications submitted without these requirements will not be considered.

12.06.17 FINANCE & ADMINISTRATION REPORT

12.06.17.01 LIST OF ACCOUNTS FOR PAYMENT

File No:	N/A
Date of Meeting:	15/06/17
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Corinne Kemp – Finance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no financial interest in this matter.
Voting Requirements:	Simple Majority
Previous Report:	18/05/17

Summary of Item:

The list of accounts for payment to 31st May 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 12.06.17.01.

To 31st May 2017

Municipal Account

Direct Debits	\$101,839.68
EFT	\$487,183.15
Cheques	\$9,701.38
Trust Account	\$330.00

OFFICER'S RECOMMENDATION

That with respect to the list of accounts for payment, Council: note the payments authorised under delegated authority and detailed below and in the List of Accounts 31st May 2017, per the summaries included in Attachment 12.06.17.01.

To 31 May 2017

Municipal Account

Direct Debits	\$101,839.68
EFT	\$487,183.15
Cheques	\$9,701.83
Trust Account	\$330.00

Attachments

Attachment 12.06.17.01

MAY 2017 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 15 JUNE 2017

ATTACHMENT 12.05.17.01A

Chq/EFT	Date	Name	Description	Amount
1060	10/05/2017	BROOKTON COMMUNITY RESOURCE	BOND REFUND HIRE OF COMMUNITY BUS	\$ 330.00
			TOTAL TRUST	\$ 330.00

Chq/EFT	Date	Name	Description	Amount
EFT8148	11/05/2017	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 920.67
EFT8149	11/05/2017	AMAZING 50'S CATERING	CATERING FOR COUNCIL MEETING 20/04/2017	\$ 300.00
EFT8150	11/05/2017	APV VALUERS AND ASSET MANAGEMENT	FAIR VALUE LAND AND BUILDING 10% STARTUP FEE	\$ 1,620.30
EFT8151	11/05/2017	ASB MARKETING	6 X LADIES STUDIO JACKETS	\$ 603.57
EFT8152	11/05/2017	AUSTRALASIAN PERFORMING RIGHTS	LICENSE FEES BROOKTON MEMORIAL HALL 01/06/17 TO 31/05/18	\$ 255.02
EFT8153	11/05/2017	AVON PAPER SHRED	PAPER SHREDDING - 240LITRES	\$ 77.00
EFT8154	11/05/2017	BAPTISTCARE	SOLOMAN AGED CARE BED	\$ 2,819.25
EFT8155	11/05/2017	BROOKTON AUSKICK FOOTBALL CLUB - JUNIOR	KIDSPORT VOUCHERS	\$ 605.00
EFT8156	11/05/2017	BROOKTON WOMEN'S HOCKEY CLUB INC	KIDSPORT VOUCHERS X 2 - CURLEY & UGLE	\$ 582.00
EFT8157	11/05/2017	CHILD SUPPORT AGENCY EMPLOYER	PAYROLL DEDUCTIONS	\$ 346.28
EFT8158	11/05/2017	COLAS	SUPPLY AND SPRAY CORBERDING ROAD	\$ 17,473.50
EFT8159	11/05/2017	COURIER AUSTRALIA	FREIGHT	\$ 98.21
EFT8160	11/05/2017	GIDANGA HOUSE	ACCOMMODATION INTERIM AUDIT 10TH APRIL 2017	\$ 160.00
EFT8161	11/05/2017	JOHN HUGHES SKIPPER MITSUBISHI	2017 MITSUBISHI TRITON GLX 4X4 UTILITY	\$ 15,582.35
EFT8162	11/05/2017	KATRINA LOUISE CRUTE	COUNCILLOR MEETING FEES 01/01/17 TO 30/03/17	\$ 2,245.30
EFT8163	11/05/2017	KYM TERENCE WILKINSON	COUCILLOR SITTING FEES JANUARY 2017 TO MARCH 2017	\$ 2,725.00
EFT8164	11/05/2017	LAURIES MOWING	KALKARNI RESIDENCY GARDENING	\$ 440.00
EFT8165	11/05/2017	MOORE STEPHENS	AUDIT OF FINAL ACQUITTAL REPORT - CLGF GROUP HOUSING MONTGOMERY STREET UNITS	\$ 1,870.00
EFT8166	11/05/2017	NARROGIN SMASH REPAIRS	EXCESS PAYABLE FOR ZURICH CLAIM # 633554665 PU1 MITSUBISHI UTE	\$ 300.00
EFT8167	11/05/2017	NEIL WALKER	COUNCILLOR MEETING FEES 01/01/17 TO 30/03/17	\$ 850.00
EFT8168	11/05/2017	OFFICEWORKS BUSINESS DIRECT	STATIONARY	\$ 299.46
EFT8169	11/05/2017	PH & KE GOW	SUBDIVISION OF UNIT 1, 4 MATTHEW STREET	\$ 3,858.94
EFT8170	11/05/2017	RESCUE MY CONCRETE PTY LTD	RAILWAY STATION CONCRETE AREA - SECOND AND	\$ 5,783.58
EFT8171	11/05/2017	SHIRE OF BROOKTON	MASTERCARD PURCHASES APRIL 2017	\$ 442.17
EFT8172	11/05/2017	SHIRE OF BROOKTON	MASTERCARD FEES APRIL 2017	\$ 4.00
EFT8173	11/05/2017	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 105.00
EFT8174	11/05/2017	TRAVIS EVA	COUNCILLOR MEETING FEES 01/01/17 TO 30/03/17	\$ 800.00
EFT8175	11/05/2017	UPPER GREAT SOUTHERN JUNIOR HOCKEY ASSOCIATION	KIDSPORT VOUCHERS	\$ 528.00
EFT8176	11/05/2017	WA LOCAL GOVERNMENT ASSN	INTEGRATED STRATEGIC PLANNING COURSE - FO & SFO	\$ 100.00
EFT8177	11/05/2017	WA TREASURY CORPORATION	LOAN REPAYMENTS - RECREATION PLAN & COUNTRY CLUB SSL	\$ 65,222.77
EFT8178	11/05/2017	WESTRAC EQUIPMENT PTY LTD	COIL ASSEMBLY FOR PL6	\$ 1,331.88
EFT8179	11/05/2017	SMS DIESEL SPARES PTY LTD	OY15BFTEX ENGINE ASSY	\$ 8,580.00
EFT8180	31/05/2017	ARM SECURITY	ALARM MONITORING CHARGES FROM 1 APRIL 2017 TO 30 JUNE 2017	\$ 185.90
EFT8181	31/05/2017	AUSTRALIA POST	POSTAGE APRIL 2017	\$ 202.17
EFT8182	31/05/2017	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY & PAPERS APRIL 2017	\$ 1,306.23
EFT8183	31/05/2017	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGMENT FEES MAY 2017	\$ 231,757.54
EFT8184	31/05/2017	BELL FIRE EQUIPMENT CO P/L	EXTINGUISHER ROUTINE SERVICE APRIL 2017 SHIRE OWNED BUILDINGS	\$ 1,677.50

EFT8185	31/05/2017	BROOKTON DELI	CHICKEN & 2 SALADS FOR 10 PEOPLE - COUNCIL MEETING	\$ 180.00
EFT8186	31/05/2017	BROOKTON PLUMBING	REPAIR TOILET AT DEPOT	\$ 250.00
EFT8187	31/05/2017	CONTAINER TRADERS	20' SEA CONTAINER FOR DEPOT	\$ 2,640.00
EFT8188	31/05/2017	COOTE MOTORS	VEHICLE REPAIRS & MAINTENANCE	\$ 1,910.86
EFT8189	31/05/2017	COUNTRY COPIERS	MONTHLY COPIER READING APRIL 2017	\$ 246.29
EFT8190	31/05/2017	COURIER AUSTRALIA	FREIGHT	\$ 50.90
EFT8191	31/05/2017	FRANK ELECTRICAL SERVICES	UPGRADE OF POWER AT THE CARAVAN PARK	\$ 3,928.00
EFT8192	31/05/2017	GREAT SOUTHERN FUEL SUPPLIES	DIESEL DELIVERED APRIL 2017	\$ 6,780.19
EFT8193	31/05/2017	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN PICKUP & BROOKTON TIPSITE 28/02/17 TO 28/03/17	\$ 11,481.56
EFT8194	31/05/2017	H RUSHTON & CO	VEHICLE REPAIRS & MAINTENANCE	\$ 1,304.95
EFT8195	31/05/2017	INDUSTRIAL AUTOMATION GROUP PTY LTD (WATERMAN IRRIGATION)	SUPPLY, ELECTRICAL INSTALLATION AND COMMISSIONING OF STAND PIPE OUTLET	\$ 13,780.80
EFT8196	31/05/2017	IXOM	CHLORINE CYLINDER SERVICE FEE	\$ 81.84
EFT8197	31/05/2017	LANDGATE (DOLA)	RURAL UV GENERAL REVALUATION 2016/2017 & GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE G2017/2 25/02/17 TO 24/03/17	\$ 6,897.59
EFT8198	31/05/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY	\$ 220.00
EFT8199	31/05/2017	LESLIE ROBERT EYRE	SHIRE OVAL CONTRACT APRIL 2017	\$ 400.00
EFT8200	31/05/2017	LM PAVING	LABOUR AND EARTHWORKS BRICK PAVING FOOTPATHS - BROOKTON TRAIN STATION	\$ 1,650.00
EFT8201	31/05/2017	LYN KAY	CIRCUIT CLASSES AT BROOKTON ALL HOURS GYM & GYM INDUCTIONS	\$ 390.00
EFT8202	31/05/2017	NARROGIN CARPETS & CURTAINS	SUPPLY AND INSTALL HOME DECOR PLANKS TO UNIT 1/ 4 MATTHEWS ST	\$ 3,010.00
EFT8203	31/05/2017	NOVUS AUTOGLASS PINGELLY	FRONT WINDSCREEN 2016 TOYOTA PRADO - SUPPLY AND FIT	\$ 350.00
EFT8204	31/05/2017	OFFICEWORKS BUSINESS DIRECT	WHITE BOARD	\$ 49.95
EFT8205	31/05/2017	RA-AN ENTERPRISES	GRAVEL PUSHING BROOKTON-KWEDA ROAD	\$ 3,234.00
EFT8206	31/05/2017	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC MANAGEMENT - BROOKTON KWEDA ROAD	\$ 4,828.87
EFT8207	31/05/2017	STABILISED PAVEMENTS OF AUSTRALIA PTY LTD	STABILISATION WORKS - CORBERDING ROAD	\$ 50,238.11
EFT8208	31/05/2017	STAR TRACK EXPRESS	FREIGHT	\$ 95.16
EFT8209	31/05/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 04/04/17 TO 04/05/17	\$ 935.00
EFT8210	31/05/2017	WA LOCAL GOVERNMENT ASSN	INTEGRATED STRATEGIC PLANNING - K WILKINSON	\$ 50.00
EFT8211	31/05/2017	WESTRAC EQUIPMENT PTY LTD	PARTS FOR L6	\$ 11.79
EFT8212	31/05/2017	ZIRCODATA	STORAGE OF ARCHIVE BOXES	\$ 128.70
TOTAL EFT				\$ 487,183.15

Chq/EFT	Date	Name	Description	Amount
18072	11/05/2017	BUILDING COMMISSION	BUILDING SERVICES LEVY APRIL 2017	\$ 226.60
18073	11/05/2017	KIM MILLS	COUNCILLOR MEETING FEES 01/01/17 TO 30/03/17	\$ 568.76
18074	11/05/2017	LANGLEY MANAGEMENT PTY LTD	RATES REFUND FOR ASSESSMENT A2812	\$ 939.45
18075	11/05/2017	LOUISE SHEREE ALLINGTON	COUNCILLOR MEETING FEES 01/01/17 TO 30/03/17	\$ 200.00
18076	11/05/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 160.00
18077	11/05/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 150.00
18078	11/05/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 160.00
18079	11/05/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 150.00
18080	11/05/2017	SYNERGY	ELECTRICITY CARAVAN PARK, OVAL & PAVILION	\$ 1,253.35
18081	11/05/2017	TELSTRA CORPORATION	IPHONE - DCEO	\$ 999.00
18082	11/05/2017	THERESA FANCOTE	COUNCILLOR MEETING FEES 01/01/17 TO 30/03/17	\$ 200.00
18083	11/05/2017	WATER CORPORATION OF WA	REPAIR PIPE 70 CORBERDING ROAD	\$ 569.07
18084	31/05/2017	BARRETT'S ARCHITECTURAL PRODUCTS AND URBAN LOCKSMITHING	ADDITIONAL KEYS - WB EVA PAVILION	\$ 198.00
18085	31/05/2017	DIRECT OFFICE FURNITURE	DESK PARTITIONS	\$ 594.00
18086	31/05/2017	SYNERGY	STREETLIGHT ELECTRICITY 03/04/17 TO 02/05/17	\$ 3,333.60
TOTAL CHQ				\$ 9,701.83
TOTAL MUNICIPAL				\$ 496,884.98

DIRECT DEBITS FOR MAY 2017	
SALARIES & WAGES	\$ 88,329.15
MERCHANT FEES	\$ 238.11
SUPERANNUATION	\$ 13,272.42
TOTAL	\$ 101,839.68

TERM DEPOSIT TRANSFERS FOR MAY 2017	
RESERVES TRANSFERS IN	\$ -
RESERVES TRANSFERS OUT	\$ -
RESERVES (INTEREST)	\$ -
TRUST	\$ -
TOTAL	\$ -

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO		
DATE	DESCRIPTION	AMOUNT
4/04/17	JUST CUTS	\$ 62.00
5/4/17	WESTNET - DEPOT	\$ 49.95
5/4/17	WESTNET - ADMINISTRATION	\$ 109.95
7/4/17	BROOKTON PINGELLY COMMUNITY BANKY - LICENSING	\$ 25.30
8/4/17	SAI GLOBAL - SWIMMING POOL FENCING STANDARD	\$ 82.17
12/4/17	SAFETY CULTURE -IAUDITOR SUBSCRIPTION	\$ 13.20
14/4/17	BROOKTON PINGELLY COMMUNITY BANKY - LICENSING	\$ 16.60
15/4/17	EOT TRAINING - WHITE CARD COURSE	\$ 75.00
30/3/17	CARD FEE X 2	\$ 8.00
TOTAL		\$ 442.17

SHIRE OF BROOKTON CREDIT CARD PURCHASES DCEO		
DATE	DESCRIPTION	AMOUNT
29/4/17	CARD FEE	\$ 4.00
TOTAL		\$ 4.00

12.06.17.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2017

File No:	N/A
Date of Meeting:	08/06/2017
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Senior Finance Officer Kelly D’Arcy – Governance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	There is no previous meeting reference

Summary of Item:

The Statement of Financial Activity for the period ended 31 May 2017 is presented to council.

Description of Proposal:

That Council receive the Statement of Financial Activity for the period ended 31 May 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).

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 being presented prior to the formal end-of-year budget process to ensure that Budget integrity is maintained and expenditure is authorised.

OFFICER'S RECOMMENDATION

That Council

- 1. Receive the Monthly Statement of Financial Activity for the period ending 31 May 2017 as presented in Attachment 12.06.17.02(a).***
- 2. Pursuant to section 6.8 of the Local Government Act 1995, authorise the schedule of variations to the 2016/17 Budget, as presented in Attachment 12.06.17.02(b).***

Attachments

Attachments 12.06.17.02(a)

Attachments 12.06.17.02(b)

Shire of Brookton
MONTHLY FINANCIAL REPORT
For the Period Ended 31 May 2017

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Statement of Financial Activity by Function & Activity

Statement of Financial Activity by Nature & Type

Note 1 - Major Variances

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Note 11 - Kalkarni Financial Report

Note 12 - WB Eva Pavilion and Gymnasium Operating Statement

Note 13 - Sewerage Operating Statement

Note 14 - Brookton Caravan Park & Acquatic Centre Financial Reports

Note 15 - Road Program

Note 16 - Capital Works Program

Note 17 - Grants Register

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

General User Input

Local Government Name
Last Year (-2)
Last Year (-1)
Current Year

Current Reporting Period
Start of Current Financial Year
End of Financial Year

Data to appear in the Report

Shire of Brookton	
2014-15	
2015-16	
2016-17	
For the Period Ended 31 May 2017	
01-Jul-16	
30-Jun-17	

Material Threshold

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

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

Material Variances Symbol

Above Budget Expectations
Below Budget Expectations

▲	
▼	

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

Statement of Financial Activity

Month	Operating Expenses		Operating Revenue		Capital Expenses		Capital Revenue	
	Budget 2016-17	Actual 2016-17	Budget 2016-17	Actual 2016-17	Budget 2016-17	Actual 2016-17	Budget 2016-17	Actual 2016-17
Jul	888,924	540,725	349,615	330,060	59,086	59,393	0	50,000
Aug	1,777,848	1,749,310	1,385,706	1,265,637	69,086	74,959	50,000	50,000
Sep	2,675,245	2,323,456	1,930,906	1,877,505	1,024,604	185,218	334,334	53,895
Oct	3,567,169	2,909,007	2,455,168	2,240,839	1,379,242	370,330	420,328	53,895
Nov	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	6,955,735	6,391,202	5,169,494	4,904,182	3,017,213	1,222,034	883,030	122,352
Apr	7,726,379	7,051,755	5,667,315	5,275,201	3,507,034	1,916,950	1,090,371	253,169
May	8,498,791	7,731,057	6,379,607	6,153,503	3,710,626	2,136,497	1,098,216	276,334
Jun								

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

Note 3 - 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	979,863	1,831,612	1,132,006
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	1,290,467	1,097,925	1,593,419
Apr	898,436	1,097,925	937,948
May	979,863	1,020,965	1,132,006
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	56
Aug	13	10
Sep	76	72
Oct	79	76
Nov	78	82
Dec	84	84
Jan	88	90
Feb	92	91
Mar	97	93
Apr	97	97
May	98	98
Jun		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 May 2017

Note	Adopted Annual Budget	Amended Budget November OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)
Operating Revenues	\$		\$	\$	\$	%
Governance	36,054	36,054	33,050	16,931	(16,119)	(48.77%)
General Purpose Funding	1,118,337	1,118,337	1,102,768	1,058,677	(44,091)	(4.00%)
Law, Order and Public Safety	34,763	34,763	31,834	28,633	(3,201)	(10.05%)
Health	2,509	2,509	2,288	1,014	(1,274)	(55.68%)
Education and Welfare	3,719,654	3,726,874	3,416,281	3,410,894	(5,387)	(0.16%)
Housing	82,562	121,268	111,166	93,048	(18,118)	(16.30%)
Community Amenities	520,003	479,002	474,436	446,529	(27,907)	(5.88%)
Recreation and Culture	177,790	177,790	169,682	76,437	(93,245)	(54.95%)
Transport	978,168	978,168	896,654	908,663	12,009	1.34%
Economic Services	87,775	82,475	75,592	64,861	(10,731)	(14.20%)
Other Property and Services	165,475	71,868	65,857	47,815	(18,042)	(27.40%)
Total (Excluding Rates)	6,923,090	6,829,107	6,379,607	6,153,503	(226,105)	(3.54%)
Operating Expense						
Governance	(680,722)	(803,706)	(736,450)	(592,729)	143,721	(19.52%)
General Purpose Funding	(230,073)	(225,553)	(206,712)	(203,112)	3,600	(1.74%)
Law, Order and Public Safety	(218,386)	(218,386)	(200,187)	(145,071)	55,117	(27.53%)
Health	(51,035)	(51,985)	(47,619)	(23,080)	24,539	(51.53%)
Education and Welfare	(3,856,839)	(3,862,079)	(3,540,207)	(3,517,513)	22,694	(0.64%)
Housing	(126,435)	(126,435)	(115,555)	(107,813)	7,742	(6.70%)
Community Amenities	(617,463)	(563,263)	(516,054)	(351,393)	164,661	(31.91%)
Recreation and Culture	(805,635)	(835,369)	(765,259)	(724,747)	40,512	(5.29%)
Transport	(3,870,659)	(2,420,445)	(2,218,667)	(2,041,149)	177,518	(8.00%)
Economic Services	(158,894)	(139,684)	(128,523)	(94,230)	34,293	(26.68%)
Other Property and Services	(89,365)	(25,758)	(23,558)	69,779	93,337	(396.20%)
Total	(10,705,506)	(9,272,663)	(8,498,791)	(7,731,057)	767,735	9.03%
Funding Balance Adjustment						
Add back Depreciation	4,023,244	2,570,580	2,356,365	2,070,982	(285,383)	(12.11%)
Adjust (Profit)/Loss on Asset Disposal	(9,248)	(9,248)	(8,477)	6,749	15,226	(179.61%)
Movement in Non Cash Provisions	0	0	0	0	0	
Net Operating (Ex. Rates)	231,580	117,776	228,703	500,177	271,474	118.70%
Capital Revenues						
Proceeds from Disposal of Assets	264,000	264,000	122,936	122,936	0	0.00%
Self-Supporting Loan Principal	38,036	38,036	31,697	38,036	6,339	20.00%
Transfer from Reserves	1,099,300	1,132,300	943,583	115,362	(828,221)	(87.77%)
Total	1,401,336	1,434,336	1,098,216	276,334	(821,882)	
Capital Expenses						
Land and Buildings	(1,086,600)	(1,172,090)	(1,074,416)	(169,018)	905,398	(84.27%)
Plant and Equipment	(540,500)	(508,500)	(466,125)	(81,847)	384,278	(82.44%)
Furniture and Equipment	(202,243)	(211,498)	(193,873)	(8,500)	185,373	(95.62%)
Infrastructure Assets - Roads & Bridges	(1,266,600)	(1,266,600)	(1,161,050)	(1,151,417)	9,633	(0.83%)
Infrastructure Assets - Sewerage	(213,680)	(213,680)	(195,873)	(116,217)	79,656	(40.67%)
Infrastructure Assets - Parks	(30,000)	(30,000)	(27,500)	0	27,500	(100.00%)
Repayment of Debentures	(122,136)	(122,136)	(111,958)	(122,136)	(10,178)	9.09%
Transfer to Reserves	(586,657)	(523,452)	(479,831)	(487,361)	(7,531)	1.57%
Total	(4,048,416)	(4,047,956)	(3,710,626)	(2,136,497)	1,574,129	(42.42%)
Net Capital	(2,647,080)	(2,613,620)	(2,612,410)	(1,860,162)	752,247	(28.80%)
Total Net Operating + Capital	(2,415,500)	(2,495,844)	(2,383,707)	(1,359,985)	1,023,721	(42.95%)
Rate Revenue	1,917,236	1,917,236	1,917,406	1,919,143	1,737	0.09%
Opening Funding Surplus(Deficit)	549,058	572,848	572,848	572,848	(23,790)	(4.15%)
Closing Funding Surplus(Deficit)	50,793	(5,760)	106,547	1,132,006	1,001,669	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 31 May 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 \$
REVENUES FROM ORDINARY ACTIVITIES					
Rates	1,917,236	1,917,236	1,917,323	1,919,143	1,820
Operating Grants, Subsidies and Contributions	3,812,835	3,812,835	3,579,218	3,562,758	(16,460)
Fees and Charges	1,499,148	1,500,764	1,402,650	1,362,179	(40,471)
Interest Earnings	199,619	199,619	182,963	151,032	(31,931)
Other Revenue	309,101	218,802	200,486	155,483	(45,003)
	7,737,938	7,649,255	7,282,639	7,150,595	(132,044)
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs	(1,183,719)	(1,228,375)	(1,125,417)	(1,059,584)	65,833
Materials and Contracts	(4,968,682)	(4,935,637)	(4,523,809)	(4,164,852)	358,957
Utilities	(158,895)	(144,895)	(132,616)	(115,135)	17,481
Depreciation	(4,023,244)	(2,570,580)	(1,341,081)	(2,070,982)	(729,901)
Interest Expenses	(122,249)	(122,249)	(40,750)	(93,705)	(52,955)
Insurance	(213,229)	(213,429)	(213,229)	(198,062)	15,167
Other Expenditure	(14,202)	(14,202)	(17,578)	(841)	16,737
	(10,684,221)	(9,229,367)	(7,394,480)	(7,703,161)	(308,682)
	(2,946,283)	(1,580,112)	(111,841)	(552,567)	(440,726)
Non-Operating Grants, Subsidies & Contributions	1,071,854	1,066,554	973,167	900,634	(72,533)
Profit on Asset Disposals	30,534	30,534	27,973	21,416	(6,557)
Loss on Asset Disposals	(21,285)	(30,592)	(28,028)	(27,895)	133
NET RESULT	(1,865,180)	(513,617)	861,271	341,589	(519,683)

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)
Program by Nature and Type
For the Period Ended 31 May 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
REVENUES FROM ORDINARY ACTIVITIES						
Rates	1,917,236		1,917,323	1,919,143	1,820	48%
Operating Grants, Subsidies and Contributions	1,034,979		1,032,850	1,033,079	229	26%
Fees and Charges	817,593		777,891	737,420	(40,471)	18%
Interest Earnings	199,619		182,963	151,032	(31,931)	4%
Other Revenue	309,101		200,486	155,483	(45,003)	4%
	4,278,527		4,111,513	3,996,157	(115,356)	100%
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs	(1,183,719)		(1,125,417)	(1,059,584)	65,833	24%
Materials and Contracts	(1,505,962)		(1,349,648)	(1,019,134)	330,515	23%
Utilities	(158,895)		(132,616)	(115,135)	17,481	3%
Depreciation	(3,835,228)		(1,106,061)	(1,900,033)	(793,972)	43%
Interest Expenses	(116,391)		(33,427)	(90,330)	(56,903)	2%
Insurance	(198,229)		(183,229)	(183,608)	(379)	4%
Other Expenditure	(14,202)		(17,578)	(841)	16,737	0%
	(7,012,625)		(3,947,976)	(4,368,666)	(420,689)	100%
	(2,734,099)		163,536	(372,509)	(536,045)	
Non-Operating Grants, Subsidies & Contributions	1,071,854		973,167	900,634	(72,533)	
Profit on Asset Disposals	30,534		27,973	21,416	(6,557)	
Loss on Asset Disposals	(21,285)		(28,028)	(27,895)	133	
NET RESULT	(1,652,996)		1,136,648	521,646	(615,002)	

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 1: MAJOR VARIANCES

OPERATING REVENUE (EXCLUDING RATES)

Governance

This variance represents one off revenue received in 15/16 but unlikely to be received in 16/17.

General Purpose Funding

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

Law, Order and Public Safety

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

Health

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

Education and Welfare

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

Housing

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

There are a number of factors that relate to this variance, the main drivers are the Lotterywest Grant and Nature Play grant yet to be identified. These projects are unlikely to be completed in 16/17.

Transport

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

Economic Services

There are two main factors contributing to being under budget the main drivers being decrease in caravan park income and Rural Drum Muster not completed in 2016/17.

Other Property and Services

The variance is due to private works income and reimbursements under budget

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 allocation 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

There are a number of factors contributing to this but the main drivers are lower than expected operationng costs for the Brookton Aquatic Centre & Parks & Gardens.

Transport

There are a number of factors contributing to this but the main drivers are a Infra Depn allocation rates this is to be reviewed, along with lower than expected operating costs for town Street Maintenance

Economic Services

This variance represents the Rural Drum Muster not completed in 16/17 along with Economic Development Strategy not yet commenced.

Other Property and Services

There are a number of factors contributing to this but the main drivers is the impact of fair value depreciation - POC , along with 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

Final transfers to Reserves 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

A portion of Reserve Transfers completed April 2017, the remainder will occur towards the end of the financial year.

OTHER ITEMS

Rate Revenue

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

Opening Funding Surplus(Deficit)

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

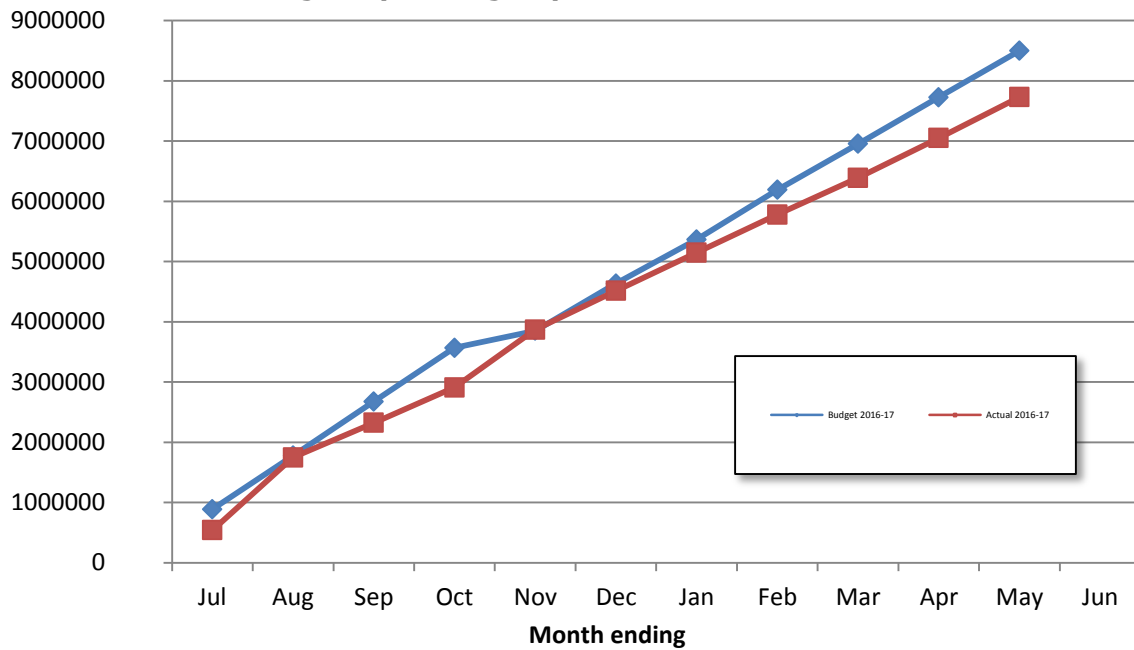
Closing Funding Surplus (Deficit)

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

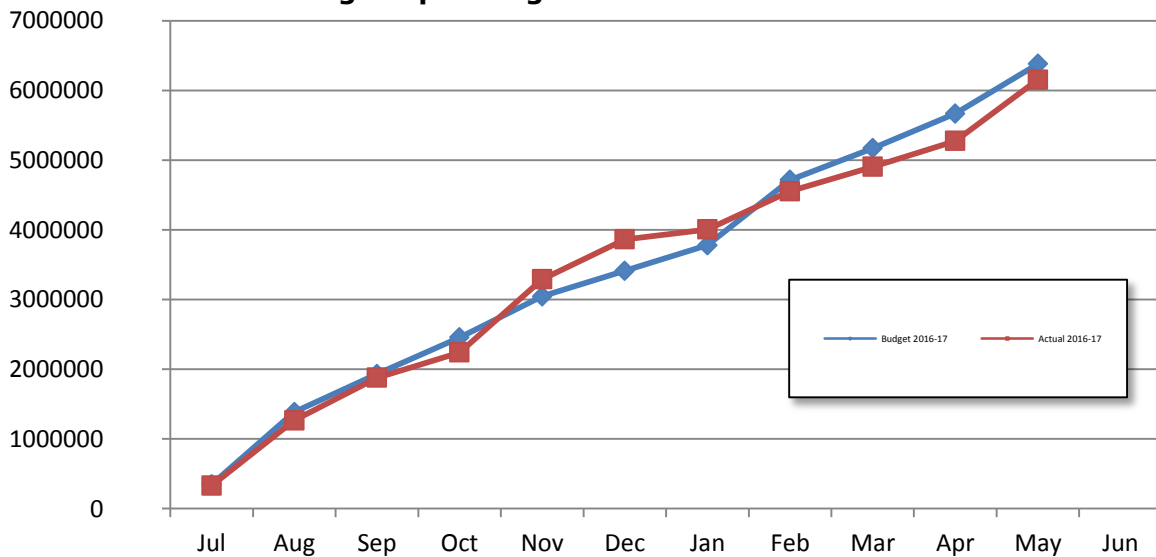
Note 2 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



Comments/Notes - Operating Expenses

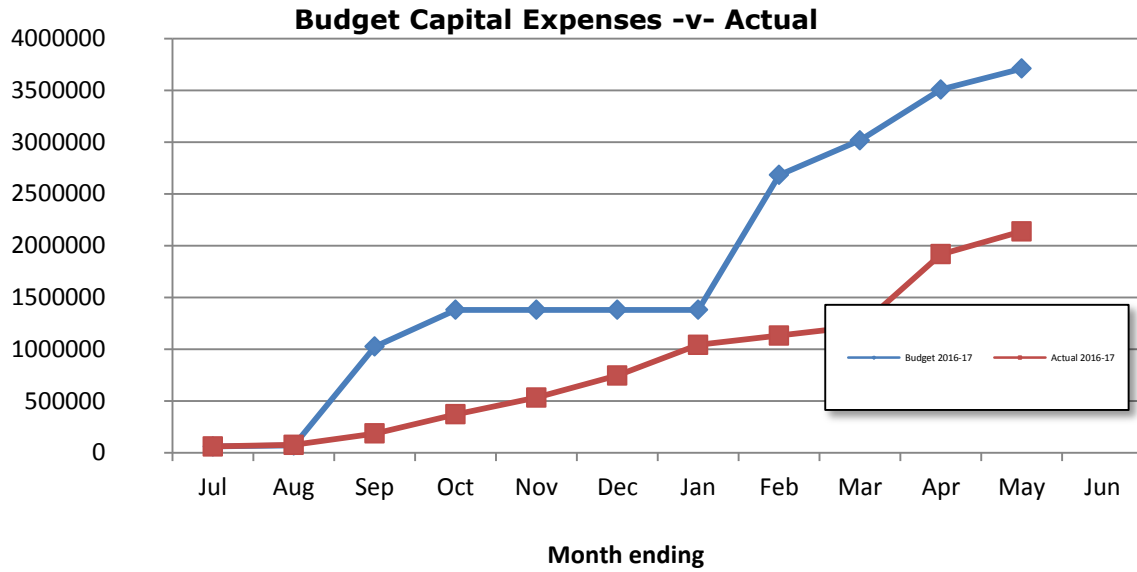
Budget Operating Revenues -v- Actual



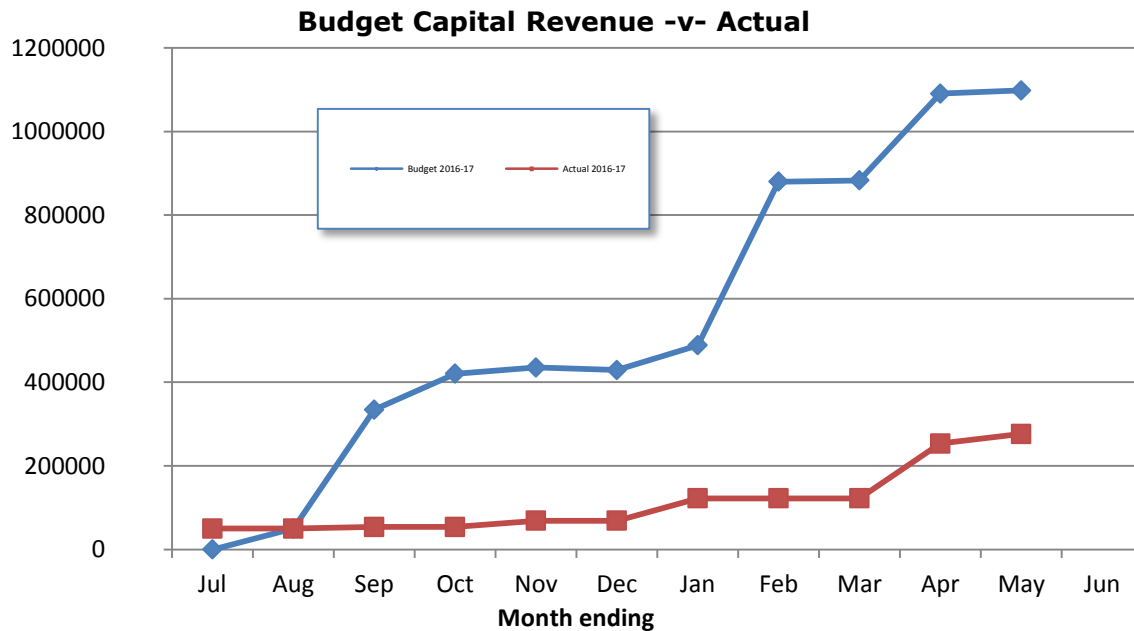
Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

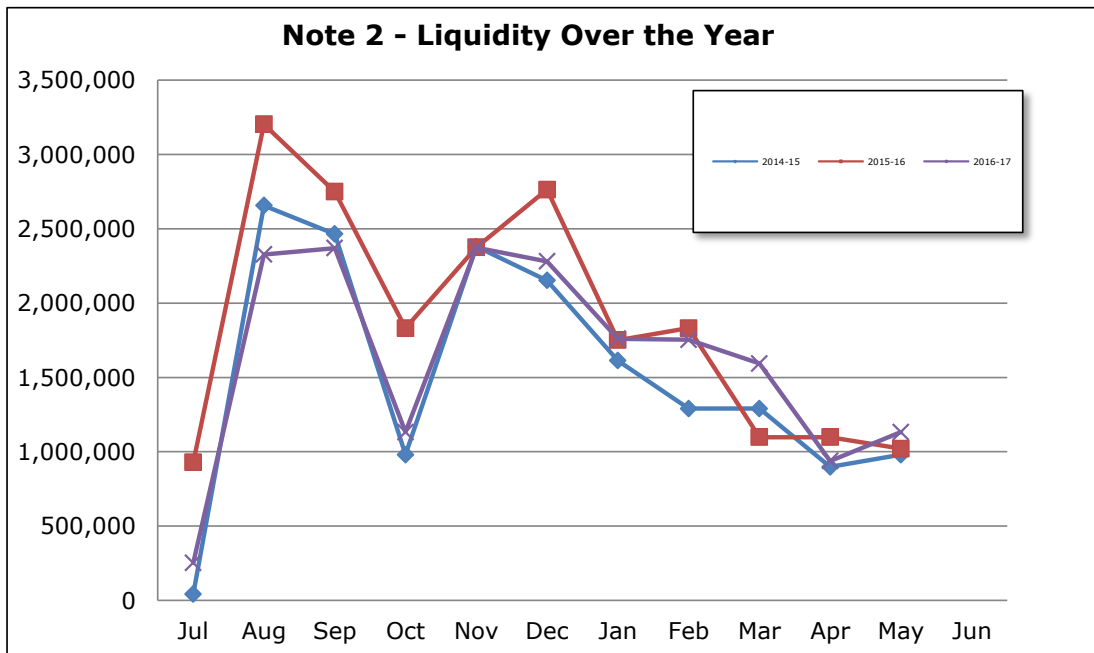


Comments/Notes - Capital Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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
	\$	\$	\$	\$
Current Assets				
Cash Unrestricted	1,366,274	1,148,649	1,001,731	772,890
Cash Restricted	3,593,936	2,918,484	2,596,705	3,221,937
Receivables	3,261,328	1,562,409	1,028,505	1,529,647
Prepayments & Accruals	0	0	0	177,156
Inventories	16,232	12,124	12,048	16,373
	8,237,770	5,641,666	4,638,989	5,718,003
Less: Current Liabilities				
Payables and Provisions	(3,511,828)	(1,702,217)	(1,062,421)	(1,923,218)
	(3,511,828)	(1,702,217)	(1,062,421)	(1,923,218)
Less: Cash Restricted	(3,593,936)	(2,918,484)	(2,596,705)	(3,221,937)
Net Current Funding Position	1,132,006	1,020,965	979,863	572,848



Comments - Net Current Funding Position

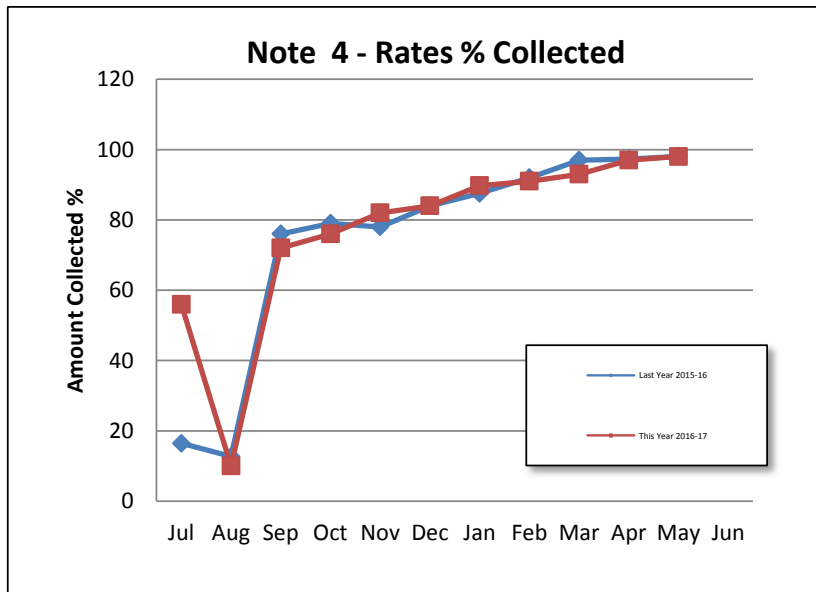
**Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017**

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish

Opening Arrears Previous Years Rates, Sewerage & Rubbish Levied this year
Less Collections to date
Equals Current Outstanding

	Current 2016-17	Previous 2015-16
	\$	\$
Opening Arrears Previous Years Rates, Sewerage & Rubbish Levied this year	12,339	48,284
<u>Less</u> Collections to date	(2,214,549)	(2,121,441)
Equals Current Outstanding	43,516	42,673
Net Rates Collectable	43,516	42,673
% Collected	98.07%	98.03%

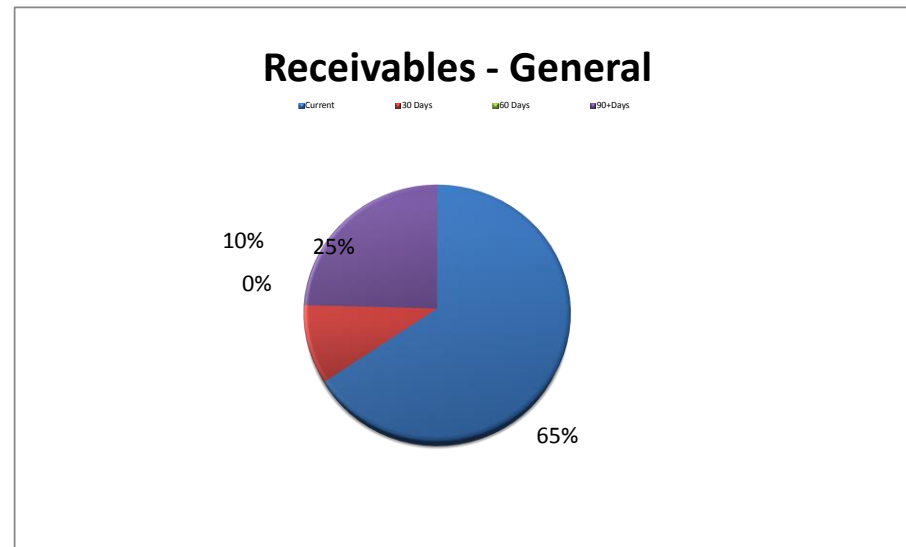


Comments/Notes - Receivables Rates, Sewerage and Rubbish

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	31,583	4,766	0	11,847
Total Outstanding				48,196

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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	455	2,500	2,500	2,500	0	0	0	25,724	25,724	25,504
Bridge Construction Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Brookton Heritage/Museum Reserve	34,353	1,031	694	2,500	2,500	2,500	0	0	0	37,884	37,884	37,547
Caravan Park Reserve	127,936	3,838	2,584	0	0	0	(15,300)	(15,300)	(5,300)	116,474	116,474	125,220
Cemetery Reserve	20,921	628	423	0	0	0	0	0	0	21,549	21,549	21,344
Community Bus Reserve	57,160	1,715	1,155	5,000	5,000	5,000	0	0	0	63,875	63,875	63,315
Drainage Reserve						0	0	0	0	0	0	0
Furniture and Equipment Reserve	23,982	719	484	40,000	40,000	40,000	0	0	0	64,701	64,701	64,467
Health & Aged Care Reserve	777,991	23,340	15,715	50,000	50,000	50,000	(165,000)	(165,000)	0	686,331	686,331	843,706
Housing Reserve	754,115	22,623	15,233	15,000	15,000	15,000	(780,000)	(795,000)	0	11,738	(3,262)	784,347
Kweda Hall Reserve	22,548	676	455	2,500	2,500	2,500	0	0	0	25,724	25,724	25,504
Land Development Reserve	126,049	3,781	2,546	0	0	0	0	0	0	129,830	129,830	128,595
Madison Square Units Reserve	17,235	517	348	0	0	0	0	0	0	17,752	17,752	17,583
Municipal Buildings & Facilities Reserve	115,626	3,469	2,336	100,000	100,000	100,000	0	(18,000)	0	219,095	201,095	217,962
Plant and Vehicle Reserve	494,514	14,835	9,989	100,000	32,280	32,280	0	0	0	609,349	541,629	536,783
Railway Station Reserve	22,548	676	455	2,500	2,500	2,500	(18,000)	(18,000)	0	7,724	7,724	25,504
Rehabilitation & Refuse Reserve	40,355	1,211	815	5,000	5,000	5,000	0	0	0	46,566	46,566	46,170
Road and Bridge Infrastructure Reserve	187,018	5,611	3,778	100,000	100,000	100,000	0	0	0	292,629	292,629	290,796
Saddleback Building Reserve	48,828	1,465	986	0	0	0	0	0	0	50,293	50,293	49,814
Saddleback Vehicle & Equipment Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Sewerage Scheme Reserve	125,338	3,760	2,532	65,000	65,000	65,000	0	0	0	194,098	194,098	192,870
Sport & Recreation Reserve	10,124	304	205	0	0	0	0	0	0	10,428	10,428	10,329
Staff Vehicle Reserve	0	4,262	2,870	0	0	0	0	0	0	4,262	4,262	2,870
Townscape and Footpath Reserve	142,080	0	0	0	0	0	(100,000)	(100,000)	(98,435)	42,080	42,080	43,645
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0	0	0	0
Developer Contribution - Roads	0	0	0	0	4,515	0	0	0	0	0	0	0
Water Harvesting Reserve	50,665	1,520	1,023	0	0	0	(21,000)	(21,000)	(11,627)	31,185	31,185	40,062
	3,221,936	96,657	65,081	490,000	426,795	422,280	(1,099,300)	(1,132,300)	(115,362)	2,709,293	2,608,573	3,593,936

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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	\$ 37,695		\$ 27,364	\$ (10,332)
23,025	22,000	(1,027)	DCEO Vehicle				0
30,075	55,000	24,925	Lot 100 Korrnong Drive	30,075		50,000	19,925
28,918	22,000	(6,918)	Shire Planner Vehicle	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	26,597		15,455	(11,143)
			2014 3.5T Polmac Fuel Trailer	6,624		7,845	1,221
254,750	264,000	9,248	Totals	129,685		122,936	(6,749)

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Amended Budget Nov OCM	Actual	Variance
	\$		\$	\$
Property, Plant & Equipment				
Land and Buildings	1,086,600	1,172,090	169,018	1,003,072
Plant & Equipment	540,500	508,500	81,847	426,653
Furniture & Equipment	202,243	211,498	8,500	202,998
Infrastructure				
Roadworks & Bridge Works	1,266,600	1,266,600	1,151,417	115,183
Parks & Gardens	30,000	30,000	0	30,000
Sewerage & Drainage	213,680	213,680	116,217	97,463
Totals	3,339,623	3,402,368	1,526,999	1,875,369

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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 \$
Self Supporting Loans												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	130,452	-	12,783	12,783	117,669	117,669	8,647	9,458
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	39,429	-	7,904	7,904	31,525	31,525	1,369	2,445
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	292,939	-	17,349	17,349	275,590	275,590	18,468	22,032
Governance												
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
Education & Welfare												
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
Housing												
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
Community Amenities												
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
Transport												
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
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	728,458	-	43,143	43,143	685,315	685,315	45,924	54,784
					1,729,926	-	122,136	122,136	1,607,790	1,607,790	93,705	122,249

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 8: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Cash at Bank - Operating Account	1.50%	187,758				187,758	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	1,178,516				1,178,516	Bendigo	
Trust Cash at Bank	1.50%			35,723		35,723	Bendigo	
(b) Term Deposits								
Reserves	2.35%		3,593,936			3,593,936	Bendigo	02/07/2017
Les McMullen Trust	2.80%			6,760		6,760	Bendigo	26/06/2017
(c) Investments								
Bendigo Bank Shares					5,000	5,000		
Total		1,366,274	3,593,936	42,483	5,000	5,007,693		

Comments/Notes - Investments

Investment Management Strategy for Kalkarni Bonds

The total bond/RAD amounts (\$2,981,972) are invested by Baptistcare with Bankwest for a term of 90 days at the rate of 2.55% with a maturity date of 3rd July 2017.

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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
				\$	\$	\$	\$
	Adopted Budget Net Asset Surplus 30 June 2017		Opening Surplus(Deficit)				50,793
	Additional Muni Surplus Carried Forward 1 July 2016				23,790		74,583
	Infrastructure Depreciation	Nov 17 OCM	Non Cash Item	1,452,714			74,583
	Brookton Caravan Park Operating Expenses	Nov 17 OCM	Operating Expenses		24,259		98,842
	R2R - Brookton Kweda Road	Nov 17 OCM	Capital Expenses		41,500		140,342
	R2R - Gartrell Road	Nov 17 OCM	Capital Expenses			(15,500)	124,842
	R2R - Robinson Road	Nov 17 OCM	Capital Expenses			(26,000)	98,842
	Purchase Land and Buildings	Nov 17 OCM				(15,000)	83,842
	Transfer from Housing Reserve	Nov 17 OCM			11,000		94,842
	Purchase CEO Vehicle	Nov 17 OCM				(5,000)	89,842
	Admin Employee Expenses	Nov 17 OCM				(113,680)	(23,838)
	TPS Employee Costs	Nov 17 OCM			44,722		20,884
	Purchase Planner Vehicle	Nov 17 OCM			37,000		57,884
	TPS Member Contribution	Nov 17 OCM				(41,002)	16,882
	TPS General Operating Expenses	Nov 17 OCM				(10,000)	6,882
	TPS Vehicle Costs	Nov 17 OCM			1,975		8,857
	TBP Operating Expenses	Nov 17 OCM			394		9,251
	Rec Employee Costs	Nov 17 OCM			2,766		12,017
	PWOH Employee Costs	Nov 17 OCM			3,605		15,622
	Transfer to Plant Reserve	Nov 17 OCM			67,720		83,342
	Purchase Furniture and Equipment	Nov 17 OCM				(9,255)	74,087
	Private Works Income	Nov 17 OCM				(30,000)	44,087
	Pool Grants	Nov 17 OCM				(32,000)	12,087
	Madison Square Rental Income	Nov 17 OCM			12,116		24,203
	Staff Housing Reimbursements	Nov 17 OCM			7,090		31,293
	Staff Rental Revenue	Nov 17 OCM			19,500		50,793
	Closing Funding Surplus (Deficit)			1,452,714	297,437	(297,437)	50,793

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	0L01631	230	780,000	791,000	11,000	Split Housing Budget as per Housing Development Plan
CEO Vehicle	E042531	502	-50,000	-55,000	-5,000	To enable upgrade as per new CEO contract
Members Operating Expenses	E041020	338	-16,000	-11,000	5,000	Contra adjustment for Christmas Party expenses. Donation to Social Club
Members Operating Expenses	E041020	391	0	-5,000	-5,000	Contra adjustment for Christmas Party expenses. Donation to Social Club
Admin Employee Expenses	E042010	305	-13,905	-12,405	1,500	Reduction of \$1500 in FBT as a result of Donation to Social Club
						Favourable Adjustment recognising housing subsidy of \$125pw x 52 weeks x 3 staff. Subsidy was
Staff Rental Revenue	I091010	125	21,060	40,560	19,500	recognised as expense in budget but no contra income budget.
Staff Housing - Reimbursements	I091030	160	1,000	8,090	7,090	Reimbursement for Gardening Services x 5
Madison Square Rental Revenue	I092010	126	24,622	36,738	12,116	JVA Commonwealth Rent Assistance additional rent
Pool Grants and Subsidies	I112020	160	32,000	0	-32,000	High probability that operating grant will require contra expenditure
Private Works	I141010	130	65,562	35,562	-30,000	Over-budgeted income from private works
Purchase Furniture and Equipment	E042520	501	0	-9,255	-9,255	Upgrade manual hard drives in 13 PCs and RAM + Purchase of 1 new PC as per quote from JH
Regional Town Planning Scheme						
Vehicle Costs	E103015	315	-3,950	-1,975	1,975	Scheme to cease 31 December 2016
General Operating Expenses	E103020	327	0	-10,000	-10,000	Establish consultancy/gazettal budget
TPS Member Contribution	I103010	160	82,004	41,002	-41,002	Scheme to cease 31 December 2016
Purchase Vehicle	E104530	502	-37,000	0	37,000	Assets to be wound up
TPS Employee Costs	E103010	300	-77,187	-42,786	34,401	Wages - prorata
TPS Employee Costs	E103010	301	-7,760	-3,880	3,880	Superannuation -prorata
TPS Employee Costs	E103010	303	-6,283	-3,142	3,141	Annual Leave - prorata
TPS Employee Costs	E103010	317	-3,142	-628	2,514	Public Holidays - prorata
TPS Employee Costs	E103010	316	-1,571	-785	786	Sick Leave - prorata
Salaries and Wages Reconciliation						
Admin Employee Costs	E042010	300	-549,181	-631,143	-81,962	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	301	-69,684	-80,383	-10,699	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	303	-52,488	-73,202	-20,714	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	317	-26,045	-26,587	-542	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	316	-12,124	-13,387	-1,263	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	300	-26,680	-21,016	5,664	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	301	-727	-2,344	-1,617	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	303	0	-2,230	-2,230	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	317	0	-949	-949	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	316	0	-474	-474	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Rec Employee Costs	E116010	300	-19,142	-14,820	4,322	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Rec Employee Costs	E116010	301	0	-1,556	-1,556	Salaries and Wages Reco - Total \$108k Unfavourable Movement
PWOH Employee Costs	E142010	300	-79,843	-76,238	3,605	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Transfer to Plant Reserve	0L01622	520	-100,000	-32,280	67,720	Reduce Transfer to Plant Reserve to Offset Unfavourable Budget Movement
			-4,108,624	-2,655,910	0	

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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 31 May 2017
	\$	\$	\$	\$
Housing Bonds	180	2,860	(3,040)	0
Other Bonds	10,120	11,375	(8,895)	12,600
Rates Incentive Prize	200	200	(200)	200
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	6,760	275	0	7,035
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
	40,308	14,710	(12,535)	42,483

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 31 May 2017

Note 11: Kalkarni Aged Care Facility

	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) g	Var. % (b)-(a)/(b) g
Operating Revenue					
Fees & Charges	\$ 681,555	\$ 624,759	\$ 624,759	0	0.00%
Grants & Subsidies	2,777,856	2,546,368	2,529,680	(16,688)	(0.66%)
Total Revenue	3,459,411	3,171,127	3,154,438	(16,688)	(0.53%)
Operating Expenses					
Building Maintenance	0	0	0	0	0.00%
Interest Expenses	(5,858)	(5,370)	(3,375)	1,995	(37.15%)
Insurance Expenses	(15,000)	(15,000)	(14,454)	546	(3.64%)
Building Maintenance	(18,200)	(16,683)	(22,754)	(6,071)	36.39%
Loss on Sale of Asset	0	0	0	0	0.00%
Depreciation	(188,016)	(172,348)	(170,949)	1,399	(0.81%)
ABC Administration Expenses	(22,345)	(20,483)	(20,557)	(74)	0.36%
Contract Expenses	(3,422,176)	(3,136,995)	(3,102,407)	34,588	(1.10%)
Total Expenses	(3,671,595)	(3,366,879)	(3,334,496)	32,383	0.96%
Operating Surplus (Deficit)	(212,184)	(195,752)	(180,058)	15,694	8%
Excluding Non Cash Adjustments					
Add back Depreciation	188,016	172,348	170,949	(1,399)	(0.81%)
Adjust (Profit)/Loss on Asset Disposal	0	0	0	0	0.00%
Net Operating Surplus (Deficit)	(24,168)	(23,404)	(9,108)	14,296	(61.08%)
Capital Revenues					
KBC Capital Income	260,243	238,556	238,556	(0)	(0.00%)
Transfer from Reserves	780,000	0	0	0	0.00%
Total	1,040,243	238,556	238,556	(0)	(0)
Capital Expenses					
Land and Buildings	(165,000)	0	(50,470)	(50,470)	0.00%
Plant and Equipment	0	0	0	0	0.00%
Furniture and Equipment	(192,243)	0	(8,500)	(8,500)	0.00%
Repayment of Debentures	(7,356)	(3,627)	(7,356)	(3,729)	0.00%
Transfer to Reserves	(37,623)	0	(30,233)	(30,233)	0.00%
Total	(402,222)	(3,627)	(96,559)	(92,932)	(39.56%)
Net Capital	638,021	234,929	141,997	(92,932)	(39.56%)
Closing Funding Surplus(Deficit)	613,853	211,525	132,889	(78,636)	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 31 May 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 \$
REVENUES FROM ORDINARY ACTIVITIES				
Hire Fees - WB Eva Pavilion	3,000	2,250	4,290	2,040
Sporting Club Fees	4,500	3,375	4,537	1,162
Gymnasium Income	14,500	10,875	10,929	54
	22,000	16,500	19,756	3,256
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(6,863)	(6,291)	(10,858)	(4,567)
Materials and Contracts	(8,200)	(7,517)	(5,909)	1,608
Utilities	(4,000)	(4,125)	(2,626)	1,499
Interest Expenses	(54,784)	(50,219)	(45,924)	4,295
Insurance	(5,500)	(5,042)	(3,742)	1,300
General Operating Expenses	(9,418)	(8,633)	(11,368)	(2,735)
Gymnasium Operating	(11,185)	(10,241)	(3,294)	6,947
	(88,766)	(81,827)	(80,426)	1,401
	(66,766)	(65,327)	(60,670)	4,657
NET RESULT	(66,766)	(65,327)	(60,670)	4,657

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 31 May 2017

Note 13 Sewerage Operating Statement

NOTE	2016/17 Adopted Budget \$	2016/17 YTD Budget \$	2016/17 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges	1,500	1,500	1,416	(84)
Annual Sewerage Rates	152,587	152,587	154,775	2,188
	154,087	154,087	156,191	2,104
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(2,734)	(2,506)	(1,112)	1,394
Materials and Contracts	(36,280)	(33,257)	(16,730)	16,526
Utilities	(6,000)	(5,500)	(4,945)	555
Depreciation	(88,284)	(80,927)	(51,008)	29,920
Interest Expenses	(4,101)	(3,759)	(2,362)	1,397
Insurance	(250)	(250)	(243)	7
General Operating Expenses	(3,785)	(3,469)	(1,412)	2,058
Allocation of Administration Expense	(12,013)	(8,009)	(3,602)	4,407
	(153,447)	(137,677)	(81,414)	56,263
	640	16,410	74,777	58,368
Add Back Depreciation	88,284	80,927	51,008	(29,920)
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	(65,000)	-	-	-
Transfer from Sewerage and Drainage Reserve	-	-	-	-
NET RESULT	23,924	97,337	125,785	28,448

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 Aquatic Centre
For the Period Ended 31 May 2017

Note	Adopted Annual Budget	Amended Budget Nov OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
	\$		\$	\$	\$	%
Note 14 (a): Brookton Caravan Park						
Operating Revenue						
Caravan Park Fees	50,300	45,000	41,250	32,149	(9,101)	(22.06%)
Total Revenue	50,300	45,000	41,250	32,149	(9,101)	(22.06%)
Operating Expenses						
Brookton Caravan Park	(65,173)	(40,914)	(59,742)	(35,688)	24,055	0.00%
Caravan Park Depreciation	(527)	(577)	(529)	(819)	(290)	54.85%
Caravan Park Abc Administration Expenses	(10,572)	(10,572)	(9,691)	(9,726)	(35)	0.00%
Total	(76,272)	(52,062)	(69,962)	(46,232)	23,730	33.92%
Operating Surplus (Deficit)	(25,972)	(7,062)	(28,712)	(14,083)	14,629	51%
Excluding Non Cash Adjustments						
Add back Depreciation	527	577	529	819	290	54.85%
Net Operating Surplus (Deficit)	(25,445)	(6,486)	(28,183)	(13,264)	14,919	(52.93%)
Note 14 (b): Brookton Aquatic Centre						
Operating Revenue						
POOL Fees & Charges	12,500	12,500	9,375	10,403	1,028	0.00%
POOL GRANTS & SUBSIDIES	32,000	32,000	29,333	32,000	2,667	0.00%
Total Revenue	44,500	44,500	38,708	42,403	3,694	0
Operating Expenses						
POOL Employee Costs	(500)	(500)	(458)	(582)	(123)	26.91%
POOL General Operating Expenses	(80,780)	(118,780)	(108,882)	(80,452)	28,430	(26.11%)
POOL Building Maintenance	(18,848)	(12,848)	(11,778)	(43,290)	(31,512)	267.55%
POOL Depreciation	(24,674)	(24,674)	(22,618)	(22,646)	(28)	0.12%
POOL Abc Administration Expenses	(36,280)	(36,280)	(33,257)	(33,377)	(120)	0.36%
Total	(161,083)	(193,083)	(176,993)	(180,347)	(3,354)	(1.89%)
Operating Surplus (Deficit)	(116,583)	(148,583)	(138,285)	(137,944)	340	0%
Excluding Non Cash Adjustments						
Add back Depreciation	24,674	24,674	22,618	22,646	28	0.00%
Net Operating Surplus (Deficit)	(91,909)	(123,909)	(115,666)	(115,298)	369	0%

**Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 31 May 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	116,538	52%					77,614			15,000	129,796
Rural Road Maintenance	360,334	360,334	339,813	94%						325,234			35,100
Bridge Maintenance	61,355	63,855	63,476	99%									61,355
R2R Work Schedule													
Brookton - Kweda Road	544,035	502,535	484,886	96%	470,503								32,032
Gartrell Road	0	15,500	15,389	99%	15,500								
Robinson Road	0	26,000	314	1%	26,000								
Other Construction													
Buckingham Road	0	0	600	0%									
Grosser Street	5,586	5,586	0	0%									5,586
Montgomery Street	0	0	3,881	0%									
Reynolds Street	56,652	56,652	50,018	88%									56,652
RRG Approved Projects													
Alderside - Pingelly Road	141,960	141,960	74,805	53%			94,640						47,320
Brookton - Kweda Road	263,823	263,823	290,440	110%			112,407	63,476					87,940
Corberding Road	154,544	154,544	132,649	86%			103,028						51,516
	1,810,699	1,813,199	1,572,810	87%	512,003	0	310,075	63,476	77,614	325,234	0	15,000	507,297

Unspent R2R 15/16
Need to upload into IMS

33.33% Claim first 40% + direct grant
33.33%
33.33%

Must exceed R2R Reference Amount \$293k

Note 16

**Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 31 May 2017**

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	10,431	51%	2,490		18,000		20,490
Kalkarni Backup Power Supply	115,000	115,000	43,976	38%			115,000		115,000
Kalkarni Land Purchase	50,000	50,000	6,494	13%			50,000		50,000
Montgomery St Clgf Housing Construction	780,000	20,000	20,301	102%			20,000		20,000
Unit 1 4 Matthew Street	0	10,000	1,929	19%			10,000		10,000
Unit 2 4 Matthew Street	0	10,000	1,929	19%			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	72,794	73%			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	0	0%			18,000		18,000
Caravan Park - Dump Point	10,600	10,600	11,162	105%		5,300	5,300		10,600
Kalkarni Residency Furniture and Equipment/Upgrades	192,243	192,243	8,500	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	29,107	7%	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	290,440	110%	87,940	175,883			263,823
Corberding Road	154,544	154,544	132,649	86%	51,516	103,028			154,544
Brookton-Kweda Road	544,035	502,535	484,886	96%	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			0
Grosser Street	5,586	5,586	0	0%	5,586				5,586
Montgomery Street	0	0	3,881	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	109,590	73%	45,000	100,000	5,000		150,000
Nature Play	30,000	30,000	0	0%		30,000			30,000
	3,389,623	3,402,368	1,526,999	45%	1,011,214	1,071,854	1,132,300	187,000	3,402,368

1,218,439 Budget Capex Schedule
207,225 Variance - Sale Proceeds
1,011,214

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Grants, Subsidies and Contributions Register
For the Period Ended 31 May 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)	(2,529,680)	91%
Rural Water Planning	Happy Valley Bore Field	Non Operating	(100,000)	(100,000)	(100,000)	(100,000)	(85,000)	85%
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)	(334,017)	89%
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)	-	-	-	-	0%
WA Grants Commission	GPG Grants Commission - General	Operating	(606,728)	(606,728)	Recurrent	(606,728)	(604,469)	100%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(325,234)	(325,234)	Recurrent	(325,234)	(325,593)	100%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(25,403)	(25,403)	Recurrent	(25,403)	(25,403)	100%
Main Roads WA	Direct Grant	Operating	(77,614)	(77,614)	Recurrent	(77,614)	(77,614)	100%
			(4,884,689)	(4,879,389)		(4,798,389)	(4,463,392)	91%

COA	Job	Description	Current Budget	YTD Actual	Changes in Net Assets	New Budget	Comments
1031020		RATE Other Rates Income	-\$24,916.00	-\$10,965.02	\$10,000.00	-\$14,916.00	Decrease Funds unlikely to be received Increase Budget as 17/18 Advance payment received 16/17 Fin
1032010		GPG Grants Commission - General	-\$606,728.00	-\$604,469.00	-\$313,290.00	-\$920,018.00	Year Increase Budget as 17/18 Advance payment received 16/17 Fin
1032020		GPG Grants Commission - Roads	-\$325,234.00	-\$325,593.00	-\$167,442.00	-\$492,676.00	Year Decrease Funds unlikely to be received due reduced interest
1033020		GENFIN Interest On Investments	-\$110,938.31	-\$73,421.06	\$29,998.31	-\$80,940.00	rates
1041020		MEMB REIMBURSEMENTS & DONATIONS	-\$2,000.00	\$0.00	\$2,000.00	\$0.00	decrease as previous year we hosted a zone meeting decrease several one off items previous year unlikely to receive
1042030		ADMIN REIMBURSEMENTS & DONATIONS	-\$19,900.00	-\$10,349.07	\$9,500.00	-\$10,400.00	this year
1042040		ADMIN OTHER REVENUE	-\$13,636.00	-\$6,251.83	\$7,000.00	-\$6,636.00	decrease budget unlikely to receive
1051010		FIRE FEES & CHARGES	-\$1,000.00	\$0.00	\$1,000.00	\$0.00	unlikely to receive as we are now into winter
1051040		FIRE FINES & PENALTIES	-\$560.00	\$0.00	\$560.00	\$0.00	unlikely to receive as we are now into winter
1052010		ANIM FEES & CHARGES	-\$7,800.00	-\$3,280.63	\$3,000.00	-\$4,800.00	decrease animal registration unlikely to receive Reduce Budget unlikely to receive 9 Inspections budgeted only
1072010		HEA-BK Fees & Charges	-\$1,407.00	-\$424.00	\$900.00	-\$507.00	1 done
1084030		KALC Reimbursements Received	\$0.00	-\$7,660.00	-\$7,700.00	-\$7,700.00	create budget as no current budget exists
1086030		AGED CARE INITIATIVES REIMBURSEMENTS	-\$7,220.00	-\$10,240.00	-\$3,500.00	-\$10,720.00	increase budget greater than expected income decrease as income overstated in adopted budget and TP no
1091010		STAFFH RENTAL REVENUE	-\$40,560.00	-\$14,921.51	\$20,000.00	-\$20,560.00	long on staff
1091030		STAFFH REIMBURSEMENTS & DONATIONS	-\$8,090.00	-\$2,289.26	\$5,000.00	-\$3,090.00	decrease as staff not using gardening service
1092010		HOUSE MADISON SQUARE RENTAL INCOME	-\$36,738.00	-\$26,085.24	\$7,500.00	-\$29,238.00	decrease as only approx \$5,000 due in
1092011		OTHER HOUSING - RENTAL INCOME	-\$35,880.00	-\$48,738.56	-\$13,000.00	-\$48,880.00	increase budget expecting further income in
1092030		HOUSE REIMBURSEMENTS & DONATIONS	\$0.00	-\$653.20	-\$750.00	-\$750.00	add budget
1101010		REFUSE FEES & CHARGES	-\$180.00	-\$299.09	-\$150.00	-\$330.00	increase budget bulk bin usage
1102011		SEWERAGE RATES CHARGES	-\$152,586.69	-\$154,775.18	-\$2,300.00	-\$154,886.69	increase budget additional property connected
1103010		TPS MEMBER CONTRIBUTION	-\$41,002.00	-\$25,082.87	\$15,900.00	-\$25,102.00	decrease budget as no long host Planner
1104010		TPB FEES & CHARGES	-\$5,500.00	-\$1,193.00	\$3,000.00	-\$2,500.00	decrease as unlikely to reach budget
1105010		AMEN FEES & CHARGES	-\$6,500.00	-\$6,857.78	-\$500.00	-\$7,000.00	increase budget
1111012		HALLS FEES & CHARGES WB EVA PAVILION	-\$3,000.00	-\$4,290.00	-\$1,500.00	-\$4,500.00	increase budget greater pavillion usage Decrease - Lotterywest Grant (Expenditure Capital E113512)
1111020		HALLS GRANTS & SUBSIDIES	-\$51,000.00	\$0.00	\$51,000.00	\$0.00	not received
E113512		OTH-REC WB Eva Pavilion Refurbishment	\$57,000.00	\$0.00	-\$51,000.00	\$6,000.00	Reduce Budget as grant not applied for Contra I111020
1112010		POOL Fees & Charges	-\$12,500.00	-\$10,402.70	\$2,000.00	-\$10,500.00	decrease budget as pool has closed for season decrease as 30k grant not received Contra E115550 & add 5k
1113020		OTH-REC GRANTS & SUBSIDIES	-\$30,000.00	-\$5,000.00	\$25,000.00	-\$5,000.00	budget for Flag Poles Grant Contra E115040
E115550		PURCHASE RECREATION IMPROVEMENTS	\$30,000.00	\$0.00	-\$30,000.00	\$0.00	Reduce Budget as no grant received Contra I113020
E115040		OTH-CULT COMMUNITY EVENTS	\$5,400.00	\$3,184.74	\$5,000.00	\$10,400.00	Increase Budget Flag Pole Grant Received Contra I113020 Decrease as Insurance Country Club included in I042030 &
1113030		OTH-REC REIMBURSEMENTS & DONATIONS	-\$7,000.00	\$0.00	\$7,000.00	\$0.00	Mens Shed on charges posted to I113010
1116010		GENERAL INCOME	-\$14,800.00	-\$4,365.42	\$2,300.00	-\$12,500.00	reduce as triathlon not held
1116030		REC Reimbursements & Donations	\$0.00	\$1,500.00	-\$1,500.00	-\$1,500.00	Healthway refund for cnx'd Triathlon Contra E
1131010		RURAL DRUM MUSTER	-\$6,000.00	\$0.00	\$6,000.00	\$0.00	decrease budget as highly unlikely to receive funds this fin year
E131010		RURAL DRUM MUSTER	\$5,898.00	\$0.00	-\$6,000.00	-\$102.00	decrease budget as not occurring this fin year Contra I131010
1132010		TOUR FEES & CHARGES	-\$45,000.00	-\$33,074.34	\$10,000.00	-\$35,000.00	decrease budget unlikely to receive as only 4 weeks left
1134010		BUILD-B FEES & CHARGES	-\$4,680.20	-\$6,011.67	-\$1,500.00	-\$6,180.20	increase - as greater number of building licence received
1136499		ECON Profit On Sale Of Asset	-\$24,925.00	-\$19,924.98	\$5,000.00	-\$19,925.00	decrease as loss on asset less than anticipated

I141010	PRWKOP106	Private Works - Vehicle Recovery	-\$35,562.00	\$0.00	\$35,562.00	\$0.00	Decrease as over budgeted unlikely to receive
I141010	PRWKOP198	Private Works - T & R Homes	\$0.00	-\$956.45	-\$960.00	-\$960.00	increase budget - unexpected funds received
I141010	PRWKOP199	Private Works - D Morrision	\$0.00	-\$259.09	-\$260.00	-\$260.00	increase budget - unexpected funds received
I142030		PW-OH Reimbursements & Donations	-\$5,300.00	-\$70.00	\$5,000.00	-\$300.00	decrease budget unlikely to receive
I143030		POC REIMBURSEMENTS & DONATIONS	-\$22,472.00	-\$15,751.80	\$5,000.00	-\$17,472.00	decrease budget - ATO clearing for BAS - Fuel Credits:
I143499		POC Profit On Sale Of Asset	-\$5,190.79	-\$1,221.17	\$3,000.00	-\$2,190.79	decrease as vehicle not being changed over this fin year
E042531		ADMIN Purchase CEO Vehicle	\$55,000.00	\$52,740.07	-\$2,260.00	\$52,740.00	Reduce Budget as vehicle purchased
E042532		ADMIN Purchase DCEO Vehicle	\$36,000.00	\$0.00	-\$36,000.00	\$0.00	Reduce Budget and Carryover to 17/18 budget
							Alter budget to correct error in adopted budget and reduce generator portion as under budget & reduce land portion move
E084510		KALC PURCHASE LAND AND BUILDINGS	\$165,000.00	\$51,040.78	-\$5,357.00	\$159,643.00	to 17/18
E084520		KALC PURCHASE FURNITURE & EQUIPMENT	\$192,243.00	\$8,500.00	-\$79,643.00	\$112,600.00	decrease budget to correct error in adopted budget
							Reduce Budget as generator under budget and land sales
OL01711		TRANSFER TO MUNI - HEALTH & AGED CARE RESV	-\$165,000.00	\$0.00	\$85,000.00	-\$80,000.00	occurring 17/18 budget
							Decrease budget and move to 17/18 budget not constructed
E092510		PURCHASE LAND AND BUILDINGS	\$795,000.00	\$24,160.20	-\$730,000.00	\$65,000.00	this fin year
OL01631		TRANSFER TO MUNI - HOUSING RESERVE	-\$791,000.00	\$0.00	\$730,000.00	-\$61,000.00	Reduce Budget and Carryover to 17/18 budget
							Reduce Budget Drainage work carried over to 17/18 Budget &
E102541		SEW INFRASTRUCTURE - RENEWAL	\$63,680.00	\$6,627.24	-\$57,000.00	\$6,680.00	chlorinator unit cost less
OL01921		TRANSFER TO MUNI - WATER HARVESTING SCHEME	-\$21,000.00	\$11,627.00	\$9,000.00	-\$12,000.00	Chlorinator unit cost less
E042520		PURCHASE FURNITURE & EQUIPMENT	\$9,255.00	\$0.00	-\$9,255.00	0.00	Reduce Budget and Carryover to 17/18 budget
E106540		ENVIR INFRASTRUCTURE	\$150,000.00	\$112,065.97	-\$38,000.00	112,000.00	Reduce Budget and Carryover to 17/18 budget
							Reduce Budget Works completed under other budget
E115510		PURCHASE LAND AND BUILDINGS	\$18,000.00	\$0.00	-\$18,000.00	0.00	allocation budget
OL01881		TRANSFER TO MUNI - RAILWAY STATION RESERVE	-\$18,000.00	\$0.00	\$18,000.00	0.00	Reduce budget funds not required
							increase budget as power upgrade coded incorrectly in adopted
E132510		Purchase Land and Buildings	\$10,600.00	\$11,161.82	\$700.00	11,300.00	Power upgrade cost less
E132520		PURCHASE FURNITURE & EQUIPMENT	\$10,000.00	\$0.00	-\$10,000.00	0.00	item moved to E132510
							Reduce budget as power upgrade and dump point installed
OL01841		TRANSFER TO MUNI - CARAVAN PARK RESERVE	-\$15,300.00	\$5,300.00	\$10,000.00	-\$5,300.00	under budget
							Reduce budget as WS Car moved to 17/18 savings Foreman
E143530		Purchase Plant & Equipment	\$417,500.00	\$29,107.27	-\$62,000.00	355,500.00	Vehicle
E031020		RATE General Operating Expenses	\$14,780.00	\$12,808.01	-\$1,500.00	\$13,280.00	reduce budget as less than anticipated costs
E041020		MEMB GENERAL OPERATING EXPENSES	\$67,698.00	\$43,629.52	-\$10,000.00	\$57,698.00	reduce budget as less than anticipated costs
E041030		MEMB COUNCILLORS FEES/EXPENSES/ALLOWANCES	\$40,395.00	\$22,489.78	-\$5,000.00	\$35,395.00	reduce budget as less than anticipated costs
E042480	ADMIOF	Administration Centre	\$56,080.86	\$32,208.61	-\$15,000.00	\$41,080.86	reduce budget as less than anticipated costs
E051010	FIREOP	Fire Fighting	\$627.70	\$1,364.37	\$1,000.00	\$1,627.70	increase budget as insufficient budget allocation
E051020		FIRE GENERAL OPERATING EXPENSES	\$3,315.00	\$1,039.00	-\$1,000.00	\$2,315.00	decrease budget as overstated budget allocation
E051500		FIRE DEPRECIATION	\$65,407.72	\$23,397.67	-\$35,000.00	\$30,407.72	reduce budget as depreciation reduced due to fair value
E084480	KAL1	Kalkarni Residency	\$18,200.00	\$22,754.37	\$30,000.00	\$48,200.00	increase budget due to unexpected expenditure
E091060	U1MSUOP	U1 4 Matthew Street	\$6,627.00	\$7,894.76	\$1,500.00	\$8,127.00	increase budget as unexpected expenses
							increase budget as unexpected expenses gardening due to unit
E091061	U2MSUOP	U2 4 Matthew Street	\$7,490.00	\$11,605.44	\$4,200.00	\$11,690.00	being vacant
E092010	U1MSOP	Unit 1 Madison Square Units	\$8,966.79	\$4,571.67	-\$2,000.00	\$6,966.79	Decrease budget reallocate to other units
E092010	U2MSOP	Unit 2 Madison Square Units	\$2,986.79	\$3,467.77	\$500.00	\$3,486.79	increase budget reallocation for other units
E092010	U3MSOP	Unit 3 Madison Square Units	\$2,986.79	\$3,206.97	\$250.00	\$3,236.79	increase budget reallocation for other units
E092010	U4MSOP	Unit 4 Madison Square Units	\$2,987.69	\$4,103.65	\$1,250.00	\$4,237.69	increase budget reallocation for other units
E092011	U12MONOP	U1 2 Montgomery St	\$3,412.58	\$3,657.39	\$500.00	\$3,912.58	increase budget reallocation for other unit
E092011	U22MONOP	U2 2 Montgomery St	\$3,412.58	\$2,391.03	-\$500.00	\$2,912.58	decrease budget reallocate to other unit
E101020	TIPOP	Refuse Site	\$171,696.68	\$116,688.00	-\$15,000.00	\$156,696.68	decrease budget over estimated in adopted budget
E102020	SEWEOP	Sewerage Treatment Works	\$49,048.57	\$24,528.04	-\$15,000.00	\$34,048.57	decrease budget as overstated budget allocation

E103010	TPS EMPLOYEE COSTS	\$74,595.50	\$57,805.88	-\$15,000.00	decrease budget as no planner on staff and no further costings
E103020	TPS GENERAL OPERATING EXPENSES	\$12,355.00	\$670.26	-\$5,000.00	\$59,595.50 to be posted \$7,355.00 decrease budget as not likely to use full budget amount
E104030	TPB GENERAL OPERATING EXPENSES	\$60,656.00	\$19,729.49	-\$40,000.00	\$20,656.00 decrease budget road dedications not to occur this fin year
E107020	WAHPOP2 Water Harvesting Project Operating	\$4,230.00	\$597.05	-\$3,000.00	\$1,230.00 reduce budget as less than anticipated costs
E111010	MHALLOP Memorial Hall	\$31,157.15	\$21,570.32	-\$5,000.00	\$26,157.15 reduce budget as less than anticipated costs
E112010	POOL Employee Costs	\$500.00	\$581.69	\$80.00	\$580.00 increase budget to cover over expenditure
E112020	POOLGO Swimming Pool General Operating	\$118,780.00	\$81,092.94	-\$5,000.00	\$113,780.00 decrease budget as less than anticipated costs
E116020	GYMOP Gymnasium Operating	\$11,184.53	\$3,380.56	-\$5,000.00	\$6,184.53 decrease budget as less than anticipated costs
E116020	KIDSPO Kid Sport Vouchers - Dsr Funded	\$0.00	\$2,882.00	\$3,000.00	\$3,000.00 increase budget due to miss allocation
E117010	RECPRO Recreation Progrmas	\$3,500.00	\$4,543.92	\$1,150.00	\$4,650.00 increase budget insufficient in original allocation
E122010	INFRA TOWN STREET MAINTENANCE	\$222,410.28	\$128,673.88	-\$70,000.00	\$152,410.28 decrease budget as unlikely to expend
E136060	ECON NEW BUSINESS INCENTIVES	\$8,877.00	\$5,530.41	-\$2,000.00	\$6,877.00 decrease budget as less than anticipated costs
E142010	TOOLBOX Toolbox Meetings	\$400.00	\$824.96	\$500.00	\$900.00 increase budget insufficient in original allocation
E142010	TRAINOP Staff Training -Works	\$20,499.00	\$32,905.58	\$11,000.00	\$31,499.00 increase budget insufficient in original allocation
E143020	POC GENERAL OPERATING EXPENSES	\$219,183.18	\$156,825.49	-\$40,000.00	\$179,183.18 decrease budget as less than anticipated costs
E148020	UNCLAS Insurance Claims Expense	\$3,343.00	\$0.00	-\$3,000.00	\$343.00 decrease budget as unlikely to expend
				-\$757,016.69	

13.06.17 GOVERNANCE**13.06.17.01 PROPOSED LEASE OF LOT 464 (CROWN RESERVE 47072) AND LOT 254 (CROWN RESERVE 9635) YEO AND TAYLOR ROADS BROOKTON**

File No:	ADM 0300
Date of Meeting:	15/06/2017
Location/Address:	Lot 464 (Crown Reserve 47072) and Lot 254 (Crown Reserve 9635) Yeo and Taylor Roads Brookton
Name of Applicant:	CBH Group
Name of Owner:	Shire of Brookton
Author/s:	Kelly D'Arcy – Governance Officer
Authorising Officer:	Ian D'Arcy – Chief Executive Officer
Declaration of Interest:	The authors of the report has no interest in this item
Voting Requirements:	Simple majority
Previous Report:	18/05/2017

Summary of Item:

This item relates to a proposal by CBH Group to expand its existing Brookton grain storage and handling facility through the lease and possible future acquisition of Lot 464 (Crown Reserve 47072) and Lot 254 (Crown Reserve 9635) Yeo and Taylor Roads Brookton. Both parcels of land are vested with the Shire of Brookton.

Upon assessment of a formal request from the CBH Group, it is recommended Council support the proposal by CBH to lease the subject land from the Shire initially, subject to:

- Consent from the Minister for Lands to entertain the requested to lease;
- A formal process of disposal of land being administered by the Shire in accordance with provisions of the *Local Government Act, 1995*;
- All statutory applications being lodged by CBH and approvals granted by relevant government agencies in relation to both parcels of land.

Description of Proposal:

As outlined in the summary above and the letter received from the CBH Group (refer to **Attachment 13.06.17.01(a)**), this proposal involves a request to lease the majority of Lot 464 (approx. 11.3 ha) and whole of 254 (approx. 4.3 ha) to accommodate future expansion of the CBH grain storage and handling facility in Brookton.

To illustrate, **Figure 1** below affords an understanding of location of the respective allotments in relation to the existing CBH facility.



Figure 1 – Proposed Lease Area by CBH Group

Background:

Conflict of Interest

The Council will recall this item was presented at the May 2017 Ordinary Meeting, where the proposal was not considered due to three of the four Councillors present individually declaring a financial interest as a shareholder in the CBH Group, and subsequently leaving the meeting.

As a result, the Shire President announced there was the lack of a quorum and confirmed the item would need to be re-presented to Council at the next available meeting, conditional on the Minister for Local Government allowing elected members to freely vote on the proposal.

Following the Council meeting, the CEO:

- Advised a CBH Group representative of the pending issue and subsequent deferment until the matter can be resolved with the Minister.
- Sought the required exemption for the Minister under Sections 5.69(3) of the *Local Government Act, 1995* for Councillors Walker, Mills, Wilkinson and Eva to be able to vote on the matter.

Reserve Management Orders

Presently, the Shire holds the Management Orders over both Lots/Reserves, with the power to lease to a third party for a period of up to 21 years with the approval from the Minister for Lands.

With this acknowledged Lot 254 (Reserve 9635) has reserve purpose of 'Use and Requirements of the Shire of Brookton', which includes the storage of hazardous materials and chemicals on site. In light of this, the Council has previously leased Lot 254 to accommodate various 'Rural Industry' activities.

Conversely, Lot 464 (Reserve 47072) is a revegetated *former* landfill site, with the same designated purpose under the Management Order granted to the Shire.

Current and Proposed Land Use Zoning

Currently Lot 254 is zoned 'Public Purposes' under the Shire of Brookton Town Planning Scheme (TPS) No. 3, while the Council's Local Planning Strategy and draft Local Planning Scheme (LPS) No. 4 promotes this lot to be rezoned 'General Industry'.

As for Lot 464 (Reserve 47072), this parcel of land is currently zoned 'Rural Townsite' and 'Recreation' under the Shire TPS No.3, and similarly is proposed to be rezoned to 'General Industry' under the new draft LPS No.4.

It should be noted the proposed change in zoning aligns with the Shire Local Planning Strategy 2014 direction and designation.

In consideration of proposed expansion of the CBH Grain Storage Facilities, both the existing and amended zoning can accommodate this form of development under the land use classification of 'Industry', which is designated as a 'permitted' land use.

Surrounding Land Use

Adjoining to the north of the proposed lease area is ten residential properties that are presently zoned 'Rural Townsite'. All of these properties (bounded by Richardson, Lefroy, and Sewel Streets, and Taylor Road) appear to be well established for lifestyle purposes and are proposed to be rezoned to 'General Industry' in the new LPS No.4. The existing CBH facility adjoins these lots to the north and currently experience the commercial activities of CBH year round.

At present these landowners may not be aware of the proposed change in land use zoning, as promoted under LPS No. 4, or the intent by CBH to secure and possibly develop the adjoining land as outlined in **Attachment 13.06.17.01(a)** and in this report.

Development Interests

Over time, and more recently, there has been a number of parties interested in acquiring Lot 254. This includes previous use for fumigation and storage of chemicals, interest in establishing an intermodal transport hub, and the Shire having recently written to the Minister of Lands in March 2016 expressing an interest in purchasing Lot 254. A response to this request was received on the 5th April 2017 detailing the State Government's willingness to progress a land sale subject to extinguishment of Native Title at the Shire's cost, including Council indemnifying the State Government, Department and Minister for Lands against any financial claim for compensation. With this acknowledged and there being private interest in securing the subject land through lease and/or purchase, a letter has been sent to the Minister withdrawing the Shire's interest in purchasing Lot 254. A copy of this letter is provided at **Attachment 13.06.17.01(b)**.

To this end, the Council is now in receipt of the formal request from CHB Group (as already outlined) that forms the basis of this report.

Consultation:

Consultation has been entertained at the officer level only. This has involved an enquiry on the availability and suitability of the subject land from the CBH Group in October 2016, and subsequently responded to in March 2017.

Notwithstanding, there is a need to receive comments from the adjoining landowners, specifically from those who own lifestyle properties located between the existing and proposed expanded CBH facility. This can occur at any time before a formal lease agreement is executed, including as part of the Land Disposal process under Section 3.58(3)(a) of the *Local Government Act, 1995* – see Statutory Environment below.

Statutory Environment:

Under the respective Reserve Management Orders the Shire has the power to lease both lots for a term not exceeding 21 years.

Additionally, Section 3.58 of the *Local Government Act, 1995* prescribes the conditions applicable to entertaining a formal lease agreement, as follows:

3.58 Disposal of Property

- (1) *In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.*

- (2) *Except as stated in this section, a local government can only dispose of property to —
(a) the highest bidder at public auction; or
(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
(a) it gives local public notice of the proposed disposition —
(i) describing the property concerned; and
(ii) giving details of the proposed disposition; and
(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

And

- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
(a) the names of all other parties concerned; and
(b) the consideration to be received by the local government for the disposition; and
(c) the market value of the disposition —*

- (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
- (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

Relevant Plans and Policy:

There is no existing Council Policy affected by this proposal.

Further, the Council's Local Planning Strategy advocates Lots 254 and 464 to be set aside and rezoned to 'General Industry', which is proposed in the Council's draft LPS No. 4.

Financial Implications:

It is viewed that all costs associated with the disposal/lease process, including valuation and legal agreements, should be borne by the applicant and not by the ratepayers given the commercial nature of the request. Therefore the cost to the Shire should be limited to officer's time in facilitation and administering the formal process to be followed by the Local Government.

Risk Assessment:

It is assessed there is a low level of risk to this organization in relation to this request, providing Council adheres to the disposal process as prescribed by legislation, and gives due consideration to possible impacts that could arise accounting for existing residential landuse.

Community & Strategic Objectives:

This proposal aligns with the following outcomes and strategies identified in the Shire's Community Strategic Plan 2013 – 2023:

Outcome 4.3: Viable businesses with opportunities for local employment

Strategy 4.3.1: Develop, maintain and strengthen relationships with local and regional businesses.

Strategy 4.3.2: Promote and encourage existing and new businesses and industries.

Outcome 4.4: Availability of land for housing and industrial development.

Strategy 4.4.1: Promote and facilitate the release of land for industrial purposes.

Comment

From a planning perspective the CBH Group's request to lease Lots 254 and 464 clearly aligns with advice from officers and respective amendments endorsed by Council to change the land use zoning to 'General Industry'.

Furthermore, it is recognized the Shire does not appear to have a need for either Lot 254 or Lot 464 for the foreseeable future. This is confirmed by the Shire's records that reflect a trend of leasing Lot 254 to commercial users, and its strategic planning that promotes a change in zoning to accommodate future industrial development.

In light of this, it is viewed that the CHB Group's request can potentially be entertained.

However, it is recommended any support be conditional on the following requirements being met, listed as follows:

1. Further written confirmation from CBH accepting all costs associated with:
 - a) The land disposal process enacted by Council under Section 3.58 (3)(a) and (4) of the *Local Government Act, 1995*. This may include a licenced valuation, preparation of lease agreement and statutory advertising costs;
 - b) Due diligence in relation to obtaining all relevant and necessary approvals, permits and clearances pertinent to both allotments to accommodate its future expansion plans. This includes environmental, contamination, land clearing, planning and building approvals/permits and vehicle access, including applicable fees;
 - c) Initial construction and/or upgrading of the local road network and vehicle access pertinent to the existing, and future development of Lots 254 and 464 , and a willingness to contribute to road maintenance through a formal deed of agreement or similar. It is noted such an agreement will need to be negotiated to ensure an equitable arrangement for both parties;
 - d) Preparation of a Management Plan that addresses potential impacts and management strategies applicable to dust, noise, and traffic/transport movement, as well as truck/trailer parking.

2. The Council being satisfied the future expansion of the Grain Storage Facility (including transport linkages) will not present a significant adverse impact of the local amenity. This is particularly pertinent to the 10 residential properties between the existing and proposed grain storage bins, and the local road/transport network.

3. The Minister for Lands approving of the proposed lease arrangement as required by the respective Management Orders.

Following discussion with the Shire President, it is also desired for the CBH Group to be invited to informally meet with Council at Corporate Briefing Session to provide an overview of its future plans for Brookton as a strategic grain storage facility.

OFFICER'S RECOMMENDATION

That Council:

1. ***Advise the CBH Group it is prepared to support a formal lease agreement of Lot 464 (Crown Reserve 47072) and Lot 254 (Crown Reserve 9635) Yeo and Taylor Roads Brookton , subject to the following requirements being met:***
 - a) ***Written confirmation from CBH confirming acceptance all costs associated with:***
 - i. ***The land disposal process to be enacted by Council under Section 3.58 (3)(a) and (4) of the Local Government Act, 1995.***
 - ii. ***Due diligence including all relevant and necessary approvals, permits and clearances pertinent to both lots, including payment of all applicable fees.***
 - iii. ***Initial construction and/or upgrading of the local road network and vehicle access pertinent to the existing, and future development of lots 254 and 464 to the Shire's specifications, and a willingness to contribute to road maintenance through a formal deed of agreement, or similar.***
 - iv. ***Preparation of a management plan that addresses potential impacts and management strategies applicable to dust, noise, and traffic/transport movement, as well as truck/trailer parking.***

 - b) ***The Council being satisfied the future expansion of the Grain Storage Facility (including transport linkages) will not present a significant adverse impact on the local amenity of the area.***

- c) The Minister for Lands granting approval to the proposed lease arrangement prior to a formal agreement being executed.*
- 2. Invite the CBH Group to attend a Council Corporate Briefing Session to provide an overview of its future plans for Brookton as a strategic grain storage facility.*

Attachments

Attachment 13.06.17.01(a)

Attachment 13.06.17.01(b)



Our Ref: STORE Id 11845644
Your Ref: Email 5/4 /17
Contact: Lee Nilan
Dir: 9237 9740

COOPERATIVE BULK HANDLING LTD
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13 April 2017

Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Attn: Kelly D'Arcy

BROOKTON LOT 464 (RESERVE 47072) AND 254 (RESERVE 9635) YEO/TAYLOR RD

We write in regard to CBH's initial enquiries to the Shire on the availability and viability of the proposed use of Brookton Lots 464 and 254 vested in the Shire of Brookton and also further to the Shire of Brookton's email of 5 April 2017.

As part of CBH's ongoing endeavours to find suitable land for expansion of the CBH Brookton grain storage and handling facility to cater for additional grain open bulkhead storage; the Shires former planner identified land vested in the Shire of Brookton (being Reserves 47072 & 9635 Yeo Rd/Taylor Rd comprising approximately 33 hectares) as a potential expansion area for CBH.

CBH Operations wish to formally request the Shires consideration for the potential use of this land vested in the Shire for future grain storage and handling purposes, which CBH understands is proposed to be rezoned to "General Industry" under the Shires local planning strategy.

The use of this uncleared land as to the viability to be able to build and to obtain all required clearances will be subject to further due diligence reviews by CBH, including design considerations for linkages back to the current CBH Brookton site. If there are significant barriers presented to developing this site as part of the due diligence review process, be it flora and fauna issues or others, CBH will review the suitability of the site.

The initial step however is to seek the Shires consideration and support for use of this land by CBH (be it lease initially under the vesting order with CBH's intention to seek freehold should all due diligence matters line up).

In response to the points raised in the Shires email of 5 April 2017, CBH can advise as follows:

- 1. Confirmation the Shire is likely to support a long term lease with CBH, given the draft Local Planning Scheme No.4 which proposes to zone the subject land to "general industry". However the Council can only entertain a lease up to 21 years subject to the Minister of Lands approval.***

CBH understand the current Shire restrictions on leasing for a term up to 21 years and would consider a lease in the short term however CBH's preferred long term view would be to acquire freehold title to these land parcels.

- 2. The flora and fauna review is likely to be required to ensure there is no listed endangered species present and likely to be affected by future development.*

CBH is currently arranging for quotes to identify scope and costs for such flora and fauna reviews. It is then intended for a staged approach to be taken including an initial desktop flora and fauna review to determine initial viability. Should initial results seem favourable; CBH would proceed further with further flora and fauna reviews then to a formal clearing permit application lodgement stage.

- 3. Generally the grant of planning approval constitutes the clearing of land however, given the subject land is reserved for different purposes it is recommended that a formal clearing permit be obtained prior to any works being undertaken.*

As per above, CBH understands a clearing permit will need to be sought as part of the due diligence process to determine viability of land to clear, which CBH accepts.

- 4. Refer to dot point 1 regarding the leasing of the land. CBH would need to approach the Minister of Lands with a formal request to purchase the land. It is noted that the Shire has initiated dialogue with Department of Lands in regard to the possible freehold and sale of Reserve 9635 (Lot 254) with possible future acquisition.*

CBH notes that the Shires vesting authority is for leasing up to 21 years. As noted above, CBH's preference is to own land freehold where it has significant infrastructure built and as such will concurrently approach the Department of Lands (Minister of Lands) with a formal request to purchase the land upon positive response from the Shire of Brookton. It could be a matter of CBH leasing first whilst the process to freehold is undertaken should all parties be in agreement in principle.

- 5. Your assessment is correct in that the land is proposed to be rezoned to "general industry" under the draft Local Planning Scheme No. 4. This document should be released for public comment in the coming months.*

The Shires comments are noted.

Please refer to the attached overhead photo, deposited plan 36174 and local planning strategy highlighting the land area in question.

Should you require further information, please do not hesitate to contact Mr Lee Nilan on 9237 9740 / email lee.nilan@cbh.com.au or CBH's Project Manager for Brookton, Mr Peter Anderson on 9416 6286 / peter.anderson@cbh.com.au

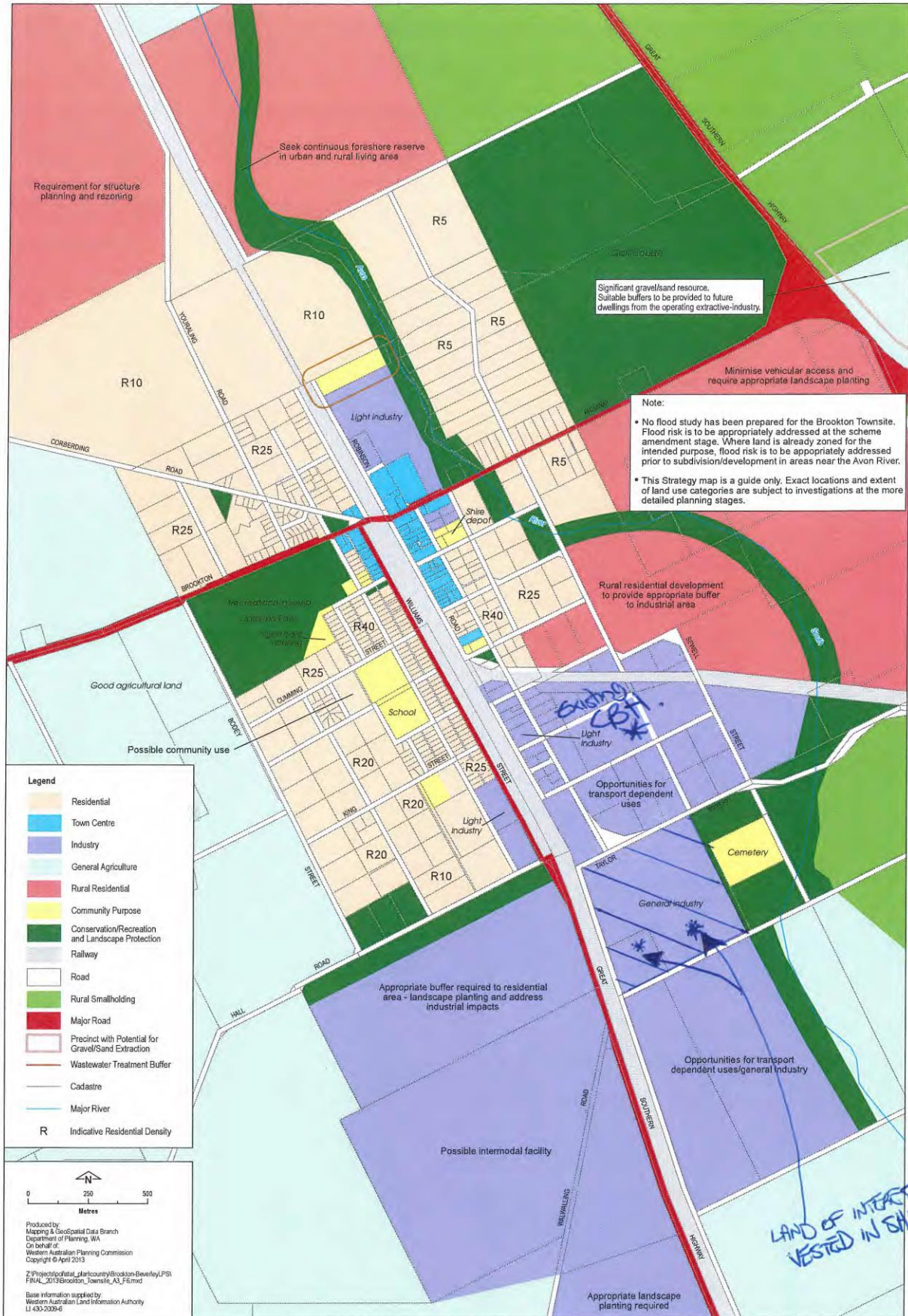
For- *Co-operative Bulk Handling Ltd*



Lee Nilan
Property & Land Specialist

Cc: Mr Gavin Bignell - CBH Kwinana Zone Manager
Mr Peter Anderson - CBH Project Manager
Mr Graham Penter - CBH Environmental & Sustainability Manager

Brookton and Beverley Local Planning Strategy



Strategy Plan - Brookton Townsite

Figure 6



Government of Western Australia
Department of Lands

11 - 5 APR 2017

BY: Apm0300

Our ref: 11063-1904/Job No. 164523
Enquiries: Henry Thomason Ph. (08) 6552 4430
Email: henry.thomason@lands.wa.gov.au

Chief Executive Officer
Shire of Brookton
14 White Street
BROOKTON WA 6306

Sent via email to: mail@brookton.wa.gov.au

Dear Sir/Madam

REQUEST TO PURCHASE RESERVE 9635, LOT 254, DP85816 – SHIRE OF BROOKTON

I refer to your letter dated 30 March 2016 (DOC ID: 4570) requesting to purchase Reserve 9635.

Reserve 9635 over Lot 254 on Deposited Plan 85816 is set aside for the purpose of "Use and Requirements of the Shire of Brookton" with a Management Order in the favour of the Shire of Brookton (The Shire).

Please be advised that this land is the subject of a native title claim (WAD6274/1998 - Gnaala Karla Booja). Accordingly, to purchase this parcel of land in freehold will trigger the 'Future Act' process pursuant to the *Native Title Act 1993 (NTA)*. In order to proceed with a future act, the Shire will need to indemnify and keep indemnified the Minister for Lands, Department of Lands and the State of Western Australia against any and all claims that may arise from the compulsory taking of all rights and interests in the land in order to confer a right over that land to the Shire.

The Shire will also need to adhere to s165(4) of the *Land Administration Act 1997* and provide a statement to the Minister for Lands, via this Department, as to how the Taking of all rights and interest in the land will confer a social and/or economic benefit to the region, locale and/or State. The above mentioned process can take from 12 to 18 months.

Should the Shire wish to proceed with a future act pursuant to the NTA, please provide a council resolution as per below:

The Shire of Brookton agrees that it will indemnify and keep indemnified the State of Western Australia, the Department of Lands and the Minister for Lands (**Indemnified Parties**) and hold them harmless from and against all liabilities, obligations, costs, expenses or disbursements of any kind including, without limitation, compensation payable to any party as a result of the compulsory acquisition of any interests (whether native title or non-native title) in the Crown land located within Reserve 9635, Lot 254 on

Deposited Plan 85816 (Land) under the *Land Administration Act 1997* or the *Native Title Act 1993* (NTA) which may be imposed on, or incurred by the Indemnified Parties relating to or arising directly or indirectly from the acquisition of the Land.

The Shire will also need to provide the details of their preferred surveyor and agree to all costs associated with the preparation and survey of the area required.

Alternatively, the Shire may wish to hold the matter in abeyance until there is further clarity on the South West Settlement ILUAs.

If you have any queries contact me on 6552 4430.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Henry Thomason', written over a light blue horizontal line.

Henry Thomason
State Land Officer
27 March 2017

13.06.17.02 BROOKTON COUNTRY CLUB – LICENCE AGREEMENT

File No:	ADM 0583
Date of Meeting:	15/06/2017
Location/Address:	Reserve 50860 Great Southern Highway
Name of Applicant:	Brookton Country Club
Name of Owner:	Shire of Brookton
Author/s:	Kelly D’Arcy – Governance Officer
Authorising Officer:	Ian D’Arcy – CEO
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	23/05/2015 and 20/08/2015

Summary of Item:

Council has been requested to consider entering into a Licence agreement with the Brookton Country Club in accordance with the terms and conditions contained in the attached draft licence document.

This report now seeks final authorisation from Council to execution of the licence agreement for Reserve 50860 Great Southern Highway to allow for continued cropping by the Brookton Country Club.

Description of Proposal:

This report relates to formalising a Licence Agreement with the Brookton Country Club Inc. for the cropping of Reserve 50860 (Lot 502), which is currently vested in the Shire of Brookton.

A copy of the draft Licence Agreement is included as **Attachment 13.06.17.02** to this report.

This licencing of the Reserve 50860 will need to be advertised as per the disposal of property under Section 3.58 of the *Local Government Act, 1995*.

Background:

Following the co-location of the Brookton Bowling Club and Brookton Golf Club, it was intended a Lease Agreement would be entered into with the new managing body, being the Brookton Country Club Inc.

On this understanding, the Council endorsed the preparation of a draft Lease Agreement in 2008, however, the document was not progressed at the time.

The draft Lease was raised again in 2015 and presented to Council for approval at its July 2015 meeting, but was laid on the table due to the lack of a quorum being achieved. Again, the document was presented to Council at its August 2015 meeting for consideration where the Council endorsed the grant of the Lease Agreement with the County Club. This document was recently executed in March 2017 by the Shire President and CEO. Although, due to the extended timeframe and land dealings, Reserve 50860 needed to be excised from the lease document. This occurred because of the changes to Reserve 50860 (Lot 502), which is vested in the Shire for the purposes of “Cropping and Research” with a power to Licence for any term not exceeding five years. To progress the Licence Agreement, approval will need to be sought from the Minister of Lands following Council endorsement. The balance of the reserve will remain covered by the original lease document, with retained power to lease for a period of up to 21 years, also subject to approval from the Minister of Lands.

Therefore, in the context of this report the Council only needs to consider the grant of a formal Licence in favour of the Brookton Country Club for cropping purposes on Lot 502.

Consultation:

Ongoing consultation has been undertaken with members of the Brookton Country Club Committee on this matter.

Statutory Environment:

The matter of granting a Licence may be entertained by Council under the *Land Adminstrating Act, 1997* acknowledging Ministerial approval is also required under Section 91 of this legislation.

Council also needs to be mindful the Licence Agreement needs to be considered under Section 3.58 of the *Local Government Act, 1995* – disposal of property. Specifically, Clause 30 of the *Local Government (Functions and General) Regulations, 1996* applies, which basically qualifies this matter as an exempt disposition as the Country Club is an incorporated community group.

Relevant Plans and Policy:

There are no plans or policies applicable to this proposal.

Financial Implications:

If Council endorses the proposed draft Licence there will be a small cost associated with staff time to finalise the Licence. This cost is absorbed into employee wages.

Risk Assessment:

There is a risk to the Brookton Country Club that should a Licence Agreement not be supported by Council then the Club will need to cease cropping activities, and identify an alternative source of income.

Community & Strategic Objectives:

This proposal generally aligns with the Shire of Brookton Strategic Community Plan 2013 – 2023 under:

Outcome 3.1 –

Assets and infrastructure that support long term community needs.

Outcome 3.3 –

Shire buildings and facilities that meet current and future community needs.

Comment

As already mentioned, the purpose of the Licence Agreement is to provide the Brookton Country Club with formal tenure over the land that they manage for the purpose of providing funds to supplement the recreation and social activities for the community.

It is viewed that Community Groups, such as the Brookton Country Club, investigate and secure ways in which they can be independent and sustainable over the long term. The opportunity to crop land to derive an income is one such measure that aids in achieving this outcome.

Importantly, it is acknowledged the licence terms and conditions sets out each party's responsibilities in relation to the management and operation of the land within the leased area, and on this basis it is recommended the Council agree to execution of the Licence.

OFFICER'S RECOMMENDATION***That Council:***

- 1. Endorse the grant and execution of the Licence Agreement (as provided at Attachment 13.06.17.02 to this report) in favour of the Brookton Country Club Inc. for the sole purpose of***

cropping Lot 502 Brookton Highway, Brookton for a period of five (5) years; and

- 2. Refer the Licence Agreement to the Minister for Lands for final approval in accordance with Section 91 of the Land Administration Act, 1997.*

Attachments

Attachment 13.06.17.02 – Draft Brookton Country Club Licence Agreement

Attachment 13.06.17.02



Management Licence
for use of
Reserve 50860
Lot 502 Great Southern Highway
Brookton

Between
The Shire of Brookton
and
The Brookton Country Club

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Details

Parties

Shire of Brookton

of PO Box 42, Brookton, Western Australia, 6306
(Shire)

Brookton Country Club

of PO Box 190, Brookton, Western Australia, 6306

Background

- A The Shire is the management body of the Reserve 50860, known as the Reserve.
- B The Shire has agreed to grant to the Country Club a licence to use the Reserve, described in **Item 1** of the schedule, together with any additional rights that are specified in this Licence.
- C The Shire and the Country Club enter into this agreement to set out the terms and conditions of their agreement.

Agreed terms

1. Definitions

In this Licence, unless otherwise required by the context or subject matter:

CEO means the Chief Executive Officer of the Shire;

Commencement Date means the date that the Licence commences;

CPI means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics;

Country Club means the Brookton Country Club to which this licence is granted;

Licence means this deed as supplemented, amended or varied from time to time;

Licensed Area means those parts of the Reserve that the Country Club is permitted to use in accordance with the terms of this Licence, as specified in **Item 1** of the Schedule;

Licence Fee means the fee stipulated in **Item 5** of the Schedule;

Minister for Lands means the Minister for Lands in her or his capacity as the body corporate continued under section 7 of the *Land Administration Act 1997*;

Outgoings means

- (a) local government rubbish collection charges for the Reserve (only if applicable);
- (b) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and excess water charges (only if applicable);
- (c) any other consumption charge or cost, statutory impost or other obligation incurred or payable by the Shire in respect of the Reserve.

Reserve means Reserve 50860 – Lot 502 Great Southern Highway Brookton;

Schedule means the schedule to this Licence;

Shire means the Shire of Brookton and its employees and agents; and any other local government authority of the district which may at any time in the future replace the Shire of Brookton

Term means the period of time for which the Licence is granted.

2. Licence condition upon Minister for Lands' consent

This Licence is subject to and conditional on the approval of the Minister for Lands under the *Land Administration Act 1997*.

3. Grant of Licence

Licence of Licensed Areas

The Shire grants a licence to the Country Club to use, under the terms and conditions provided for in this agreement, the Licensed Area for the Term.

4. Country Club's Obligations

Licence Fee for Licensed Areas

- (1) The Country Club must pay annually in advance the Licence Fee for the Licensed Area.
- (2) Unless otherwise agreed by the Shire, the Licence Fee will be reviewed on the dates specified in Item 7 of the Schedule by CPI. A rent review based on CPI may (at the Shire's discretion) increase the amount of Rent payable during the immediately preceding period by the percentage of any increase in CPI having regard to the quarterly CPI published immediately prior to the later of the Commencement Date or the last Rent Review Date as the case may be and the quarterly CPI published immediately prior to the relevant Rent Review Date. If there is a decrease in CPI having regard to the relevant CPI publications the Rent payable from the relevant Rent Review Date will be the same as the Rent payable during the immediately preceding period.
- (3) If any GST is payable on the Licence Fee or any other supply made as a result of this Licence, the Country Club must pay that GST.

Permitted Purpose of Licensed Area

The Country Club agrees to ensure that the use of the Licensed Area and the Reserve is at all times consistent with the Permitted Purpose.

Condition of Reserve and Licensed Area

The Licensed Area is made available to the Country Club in the condition that it is in at the Commencement Date.

Compliance with Legislation

The Country Club agrees to comply with all laws, local laws and regulations in respect of the Country Club's use of any part of the Reserve.

No alterations Capital Upgrades and/or Replacement

- (4) The Shire is not obliged to make any alterations to the Licensed Area.
- (5) Any alteration, capital upgrades/replacements or installation effected by the Country Club will be at the sole cost of the Country Club. All alterations must fully comply with all building codes, planning and other relevant legislation (e.g. building permits, planning approvals, demolition licences).
- (6) The Country Club agrees that if it effects any alteration or installation in a manner that does not meet the Shire's standards, the Shire may, at the Country Club's cost, take any action the Shire considers necessary to remove or rectify the alteration or installation, and the cost of doing so will be a liquidated debt payable by the Country Club on demand and recoverable in a Court of competent jurisdiction.

Indemnity

- (7) The Country Club agrees to indemnify the Shire and the Minister for Lands from and against all claims, demands, writs, actions and suits of any kind which may be brought or made against the Shire and/or the Minister for Lands as a result of the Country Club's use of the Licensed Area, or its access to the Reserve.
- (8) The Country Club agrees that the Shire or the Minister for Lands will not be responsible for, or liable in any way in regard to, any property of the Country Club, or its members, that might be brought onto the Reserve as a result of the Country Club's use of the Licensed Area.

Insurance

- (1) The Country Club must take out and maintain for the Term, a public liability insurance policy with an insurer approved by the Shire.
- (2) The insurance policy identified in paragraph (1) above must cover both the Shire and the Country Club for any public liability claim that arises out of, or is connected in any way with, the Country Club's use of the Licensed Area.
- (3) The amount of the cover given by the insurance policy identified in paragraph (1) above must be a minimum of \$10,000,000 for any one claim or such greater amount as the Shire may reasonably require from time to time.

Entry and Inspection

The Country Club must permit the Shire to enter the Licensed Area at any reasonable time to inspect and view the area, or to rectify any breach of the conditions of this Licence.

Outgoings

The Country Club will be responsible to pay all Outgoings for the Reserve.

Subletting, Assignment or Hire

The Country Club may assign or sublet the Licensed Area, subject to prior agreement with the Shire.

Country Club's equipment and possessions

The Country Club acknowledges that it is responsible to obtain all relevant insurances to cover any damage and/or theft to its property. The Shire does not take any responsibility for the loss or damage of the Country Club's property.

5. Shire's Obligations

Country Club responsible for Outgoings

Subject to clause 4, the Country Club agrees to be responsible for the Outgoings for the Reserve.

6. Default

- (1) This Licence is granted subject to the terms and conditions in this agreement and any failure by the Country Club to comply with any of those terms or conditions may result in the termination of the Licence by the Shire.
- (2) To terminate the Licence the Shire must give the Country Club a written notice stipulating the default and requiring the Country Club to remedy the default within one month of the service of the notice.
- (3) If the default is not remedied to the satisfaction of the Shire within one month of the service of a notice under paragraph (2) above the Licence will be terminated on the date of the expiration of the notice without prejudice to any rights the Shire may have under this agreement.
- (4) A notice under paragraph (2) above is to be sent by registered post to the Country Club at the address given in this agreement and will be deemed to have been served on the date it would have been delivered in the ordinary course of the post.

7. Dispute Resolution

- (1) Any dispute between the Country Club and the Shire in regard to anything arising from the Licence is to be addressed in the first instance by a meeting between representatives of the Country Club, appointed for that purpose, and the representatives of the Shire of Brookton, appointed for that purpose.

- (2) If the dispute cannot be resolved, in a manner that is satisfactory to both parties through such a meeting, the Country Club agrees that the CEO of the Shire will have the power to make a final determination in resolution of the dispute, but only after giving due consideration to all of the matters discussed at the meeting referred to in paragraph (1) above and setting out in writing the reasons for his or her decision.

8. Acknowledgements

The Country Club acknowledges and agrees that:

- (a) this Licence will automatically terminate if the management order that the Shire holds the Reserve under is revoked;
- (b) if the Licence is terminated in accordance pursuant to paragraph (a) above the Country Club will not be entitled to any form of compensation or damages as a result of the termination; and

9. General Provisions

Acts by Agents

All acts and things which the Shire is required to do under this Licence may be done by the Shire, the CEO, an officer or the agent, solicitor, contractor or employee of the Shire.

Governing Law

This Licence is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

Severance

If any part of this Licence is or becomes void or unenforceable, that part is or will be severed from this Licence to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

Variation

This Licence may be varied only by deed executed by the parties subject to such consents as are required by this Licence or at law.

Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Licence do not, to the fullest extent permitted by law, apply to limit the terms of this Licence.

Further Assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Licence.

Interpretation

- (1) In this Licence, unless expressed to the contrary -

- (a) words importing -
 - (i) the singular includes the plural and vice versa; and
 - (ii) a gender or genders include each other gender;
- (b) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;
- (c) a reference to -
 - (i) a natural person includes a body corporate or local government;
 - (ii) a body corporate or local government includes a natural person;
 - (iii) a professional body includes a successor to or substitute for that body;
 - (iv) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
 - (v) a statute, includes an ordinance, code, regulation, award, town planning scheme, regulation, local law, by-law, requisition, order or other statutory instruments made under any of them and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;
 - (vi) a right includes a benefit, remedy, discretion, authority or power;
 - (vii) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
 - (viii) this Licence or provisions of this Licence or any other deed, agreement, instrument or contract includes a reference to -
 - (A) both express and implied provisions; and
 - (B) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
 - (ix) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
 - (x) anything (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a Country Club of things or persons is a reference to any one or more of them; and
 - (xi) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Licence;
- (d) the covenants and obligations on the part of the Country Club not to do or omit to do any act or thing include -

- (i) covenants not to permit that act or thing to be done or omitted to be done by an person authorised by the Country Club; and
 - (ii) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;
 - (e) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions; and
 - (f) if a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.
- (2) Except in the Schedule, headings do not affect the interpretation of this Licence.

Schedule

- Item 1 Licensed Area
Reserve 50860 (Lot 502 Great Southern Highway, Brookton) and shown on the map labelled as **Annexure 1**.
- Item 2 Commencement Date
1 January 2016
- Item 3 Term
5 years
- Item 4 Other Amenities
Nil
- Item 5 Licence Fee
An annual fee set at a commencement amount of \$100.00 to be reviewed annually at the time Council considers its Budget for the forthcoming year.
- Item 6 Permitted purpose
Cropping
- Item 7 Licence Fee Review Dates
Each anniversary of the Commencement Date.

Signing page

EXECUTED

2017

THE COMMON SEAL of the Shire of Brookton was affixed by authority of a resolution of the Council in the presence of -

President Sign

President Name

Chief Executive Officer Sign

Chief Executive Officer Name

THE COMMON SEAL of Brookton Country Club

was hereunto affixed pursuant to the constitution of the Brookton Country Club in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the Brookton Country Club indicated under his or her name-

President Sign

Secretary Sign

Name:

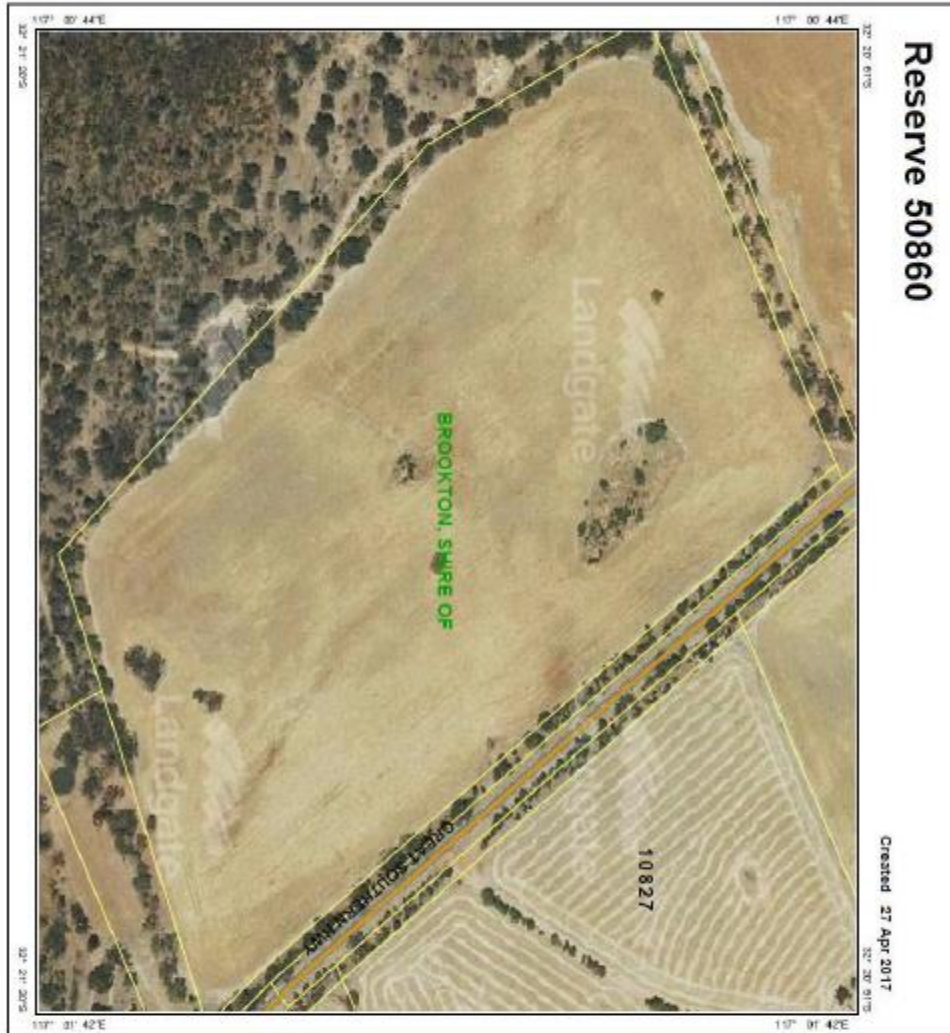
Name:

Address:

Address:

Minister for Lands Consent

Annexure 1 – Sketch of Licensed Area



Scale: 1:3,000

Description

Lot 500
Country Club
Licence

Map Projection: GDA 94 (.au/1.0/)

Datum: Geocentric Datum of Australia
1994

1 Midland Square
Midland WA 6015
(08) 9273 7341
customerservice@landgate.wa.gov.au
www.landgate.wa.gov.au



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13.06.17.03 PROPOSED OFFROAD MOTORCYCLE EVENT – BROOKTON OVAL

File No:	ADM 0622
Date of Meeting:	15/06/2017
Location/Address:	Lot 456, Brookton Highway - Brookton Town Oval
Name of Applicant:	Decima Johns, Dirt High Promotions
Name of Owner:	Shire of Brookton
Author/s:	Kelly D’Arcy – Governance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The authorising officer and author of this report has no interest in this item
Voting Requirements:	Officer Recommendation 1 - Simple Majority Officer Recommendation 2 - Absolute Majority
Previous Report:	3/06/2017

Summary of Item:

An application has been received to conduct a non-commercial Off-road Motorcycle Event at the Brookton Oval Reserve 43158 (Lot 456 Brookton Highway), and various other private farm locations.

Whilst Planning Approval is no longer required for this type of public event (refer to Statutory Section below), Council as the Management Authority for the Brookton Oval Reserve is required to consent to respective use of the land, and may set any conditions it deems reasonable in ensuring the event is conducted in a professional and safe manner.

Description of Proposal:

This proposal entails one stage of the ‘Pony Express Motorcycle Event’ to be held on Saturday 8 and Sunday 9 July 2017 on the Brookton Oval Reserve and adjoining farmland. The application states the event will be run under permit from Motorcycling Australia and conducted in accordance with the Australian Rules of Competition, with a Public Liability Cover of \$50,000,000.

In summary, the motocross racing will span across juniors to adults, and be conducted during the day and early evening commencing. Other activities proposed includes:

- over-night camping on the oval for approximately 200 people on the Saturday night, with use of the WB Eva Pavilion facilities;
- a one man band playing in the evening;;
- use of the pavilion canteen to serve food.

Figures 1 and 2 below provides an understanding of the track layout and overnight camping.

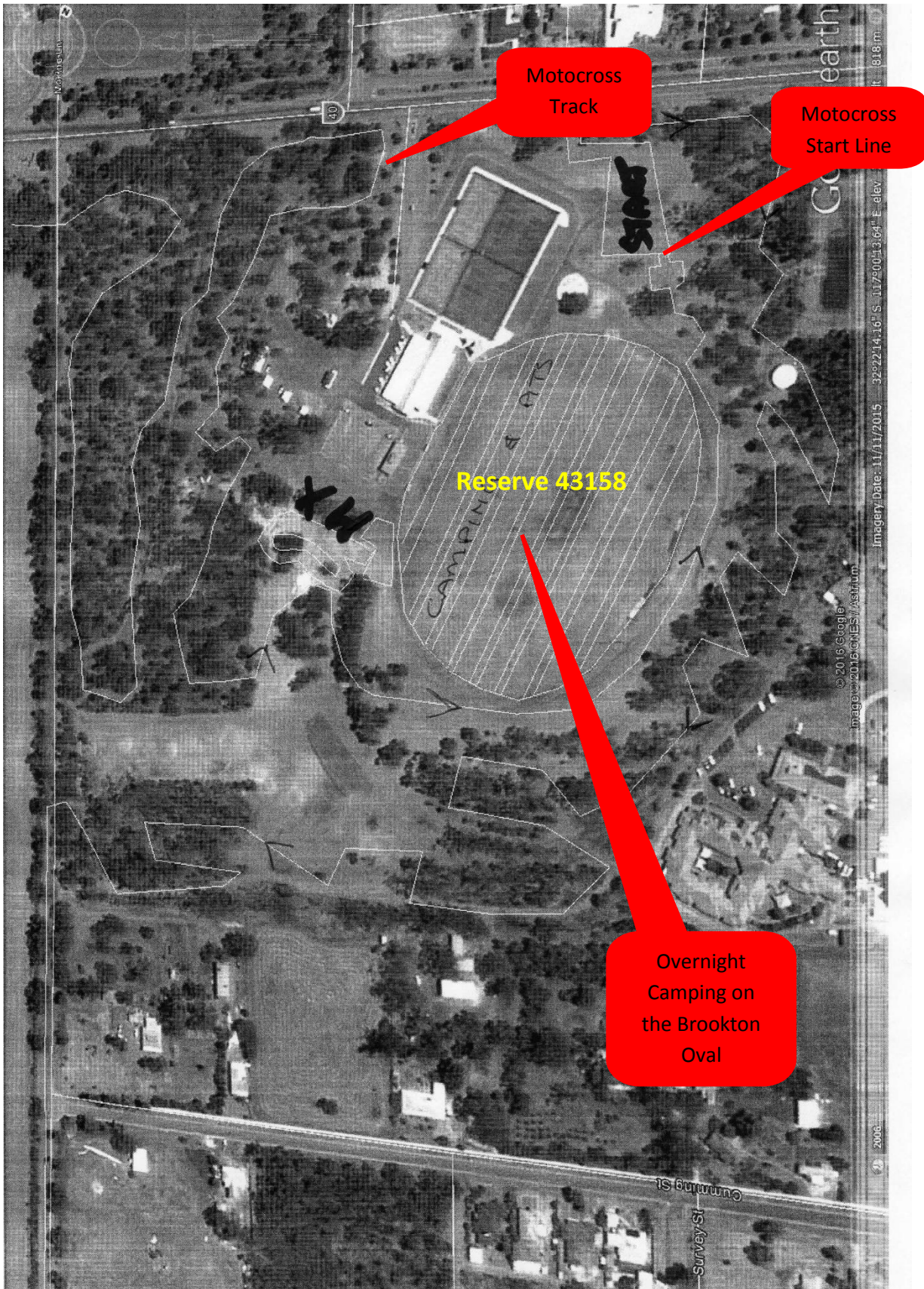


Figure 1 – Aerial Photo of Brookton Oval Reserve 43158 with track layout and oval camping



Figure 2 – Aerial Photo of Complete Track Layout

Background:

As the Council will recall this event was conducted in 2016 with this proposal mimicking the first stage of the ‘Pony Express Motorcycle Event’.

Given its success, it is proposed to again hold the non-commercial Motorcycle Event at the same venues in this Shire.

To this end, the Brookton townsite stage of the Motorcycle Event is proposed to occur on the 8 and 9 July 2017.

A copy of the Application letter, Emergency and Risk Management Plan and the track area map are attached for reference and labeled “**Attachment 13.06.17.03(a) and 13.06.17.03(b)**” respectively.

Consultation:

At the time of writing this report there has been no public consultation.

Importantly, should Council support progression of this stage of the event the organisers at a minimum should notify the surrounding residents in writing at least 7 days out from the event weekend of the pending activities. This should include the permanent residents at the Brookton Caravan Park, as well as the Baptistcare Management at Kalkarni, the Brookton Senior Citizens Homes Committee, and individual residents along Brookton Highway and Whittington Street.

Statutory Environment:

The Brookton Oval Reserve 43158 is Crown Land vested in the Shire for the primary purpose of recreational pursuits and activities under the *Land Administration Act, 1997*. Specifically, Section 46(7) of this legislation, together with the assigned Management Order for the Reserve, empowers the Council to determine the type of activities and set conditions. It is for this reason the event application is presented to Council for consideration.

As for the new Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Part 7, cl. 61 (2) (d) stipulates that events of less than 48 hours no longer require planning approval.

In regards to a reducing the camping fees (see Financial Implications Section below) the Council may consider at concession pursuant to Section 6.2(b) of the *Local Government Act, 1995* that affords Council the ability to waive payments as outlined below:

6.12. Power to defer, grant discounts, waive or write off debts

(1) *Subject to subsection (2) and any other written law, a local government may —*

(a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*

(b) *waive or grant concessions in relation to any amount of money; or*

(c) *write off any amount of money,*

which is owed to the local government.

** Absolute majority required.*

Relevant Plans and Policy:

There are no Plans or Policy that applies to this matter.

Financial Implications:

In order to camp on the oval it is recommended that Council allow for use of the showers and ablution facilities at both the Caravan Park and Pavilion, with the cost of \$5.00 per head being imposed on the estimated 200 over-night campers for the Saturday night. This equates to an up-front charge/payment of \$1,000 from the event organiser for camping.

Presently the charge for an un-powered site at the caravan Park is \$22.00 per night, which generally equates to \$11.00 per person. This largely represents a significant discount, which can be entertained by Council.

This will cover the Shire's cost of cleaning, utility charges, provision of addition rubbish bins and inspection time by officers following the event.

Further, there may be a small financial implication for officer's time for traffic management, such as road closures.

Risk Assessment:

The applicant has submitted an Emergency and Risk Management Plan (ERMP) for the event addressing possible identified risks and proposed mitigation measures. These include, amongst others:

- Emergency Evacuation;
- Fire Management;
- First Aid and Ambulance Services;
- Toilet Facilities, etc.

Community & Strategic Objectives:

This proposal aligns with the following outcomes and strategies identified in the Shire's Community Strategic Plan 2013 – 2023:

Outcome 1.1: Community well-being through quality sports, recreation and leisure opportunities.

Strategy 1.1.1: Update and implement the Sport and Recreation Plan.

Strategy 1.1.2: Support and promote sporting and recreational activities in collaboration with clubs and groups to attract participants and increase the utilisation of facilities.

Outcome 1.4: A vibrant and inclusive community.

Strategy 1.4.1: Promote community and cultural events.

Comment

Given the temporary nature of the proposed activity and the previous event held at this location last year that did not yield significant complaint, it is unlikely there will be a considerable and lasting disturbance to the character or amenity of the area.

With this acknowledged, the Council needs to be satisfied the event is run in a professional manner, and the Shire and community are not exposed to a high level of risk given the nature of this event.

Therefore, in Council consenting to the use of the Brookton Oval Reserve, including the use for overnight camping, it is recommended conditions be imposed that mitigates the potential risks and places responsibility on the event organiser to manage and maintain the facility.

OFFICER'S RECOMMENDATION 1

That Council pursuant to Section 46(7) of the Land Administration Act, 1997 grant consent to Dirt High Promotions to use of the Brookton Oval Reserve 43158 (Lot 456 Brookton Highway) for the 'Pony Express Motorcycle Event' to be conducted on Saturday 8 and Sunday 9 July 2017, inclusive of overnight camping on the Brookton Oval for the Saturday night, subject to the following requirements being met:

1. Letter being submitted prior to the event being conducted indemnifying the Shire of Brookton against all liability and any claim arising from the event;

2. The warm up, practice and completion times to occur between the following hours:

Saturday 8 July 2017 – 8.00 am to 7.00 pm

Sunday 9 July 2017 – 8.00 am to 5.00 pm

3. Written notification of the event to adjoining and nearby residents, including those residents at the Caravan Park, Kalkarni and Senior Citizen homes and those residences along Brookton Highway and Whittington Street that adjoin Reserve 43158, at least 7 days prior providing a copy of the event program;

4. Adherence to the submitted Risk Management Plan and all measures and actions contained therein, including an onsite ambulance or other medical facility with qualified/trained staff, dust control measures, clear delineation of the track and spectator viewing points with marshalling, and;

5. ***Event organizer being responsible for clean-up, and restoring the oval to initial condition, including responsibility for any repairs to the oval reticulation and grassed surface.***

(Simple majority required)

OFFICER'S RECOMMENDATION 2

That Council in accordance with Section 6.2(b) of the Local Government Act, 1995 grant a financial concession to the overnight camping fee, from \$22.00 for an unpowered site to a fixed upfront payment of \$1,000 (incl. GST) for use of the Brookton Oval (including use of the Caravan Park and Pavilion shower and ablution facilities) for up to 200 people calculated on \$5.00 per person, with such payment being made prior to the Offroad Motorcycle Event.

(Absolute majority required)

Attachments

Attachment 13.06.17.03(a) - Letter of Application

Attachment 13.06.17.03(b) - Risk Management Plan

DIRT HIGH PROMOTIONS

1/17 Canvale Road
CANNING VALE 6155
Tel: 08 9455 2351
Mob: 0438 360 571

willie@williethomson.com
www.williethomson.com

ABN 90 063 103 56

04th May 2017

Shire of Brookton
PO Box 42
BROOKTON WA 6306

Att: Shire Planner

**Re: Proposed Non Commercial Motorcycle Activity
Various locations throughout the municipality**

Hi Planning,

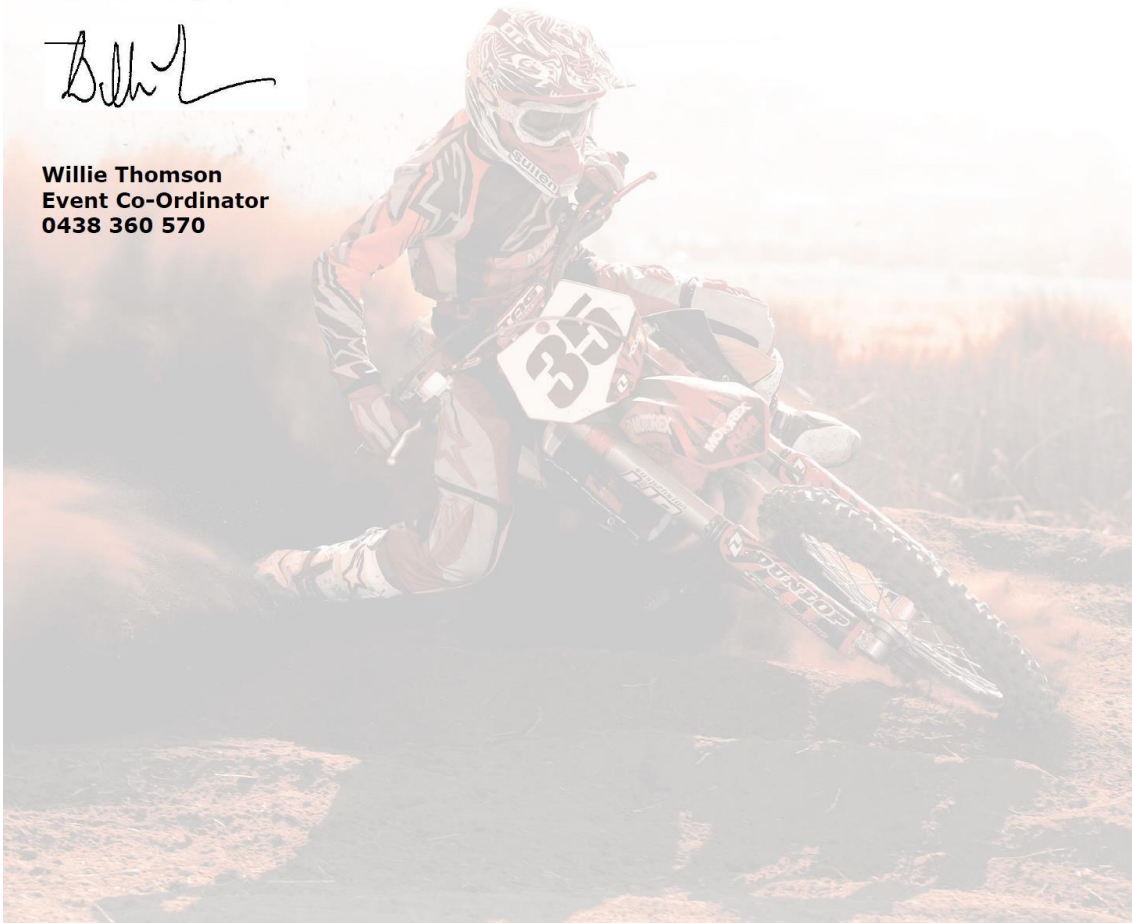
I want to disclose some general information on how the events in 2017 will work.

If there is any further information you require please do not hesitate to give me a call.

Yours Sincerely



**Willie Thomson
Event Co-Ordinator
0438 360 570**



Type of event:	Pony Express Motorcycle Event
Date of event:	08 th -09 th July 2017 02 nd – 03 rd September 2017
Area Required:	Bassett and Takarangi Farms (July) Brookton Football Oval (July) Overingtons Farm (September)
Access Required:	Friday of each event (10-20 people) to mark out track and set up area. Monday, Finish tidying up and Inspection by owner of farm.
Parking:	All parking will be within the property and controlled by voluntary marshalls.
Toilets:	A minimum of 6 portable toilets will be provided.
Animals:	No dogs or pets will be allowed.
Alcohol:	August Bar and Food will be run from the Pavillion at the Brookton Oval September small Bar and Food area will be run by a local sporting club
Food Catering:	As Above
Brookton Oval:	Camping will be on the oval, it is expected that patrons will start to arrive on Friday afternoon, we will require the use of the ablution block with showers and toilets. On that Saturday afternoon after the juniors have returned, the Classic MX club will have a non competitive demonstration 4:00pm - 6:30pm (daylight) on a short track marked out in accompanying map. A football kicking competition hosted by Ex Eagles player Troy Wilson will be organised in front of the pavillion. In the evening a band will provide entertainment for the campers and towns people. Bar and Food will be sold by the Football Club.
Event Guidelines:	The event will be run under permit from Motorcycling Australia and run in accordance with the Australian Rules of Competition.
Event Promotion:	Local Community news & Peel Region Sept Sport will be advised. The event will be promoted through local businesses and motorcycle shops between Perth and Bunbury.
Event Sponsorship:	Main Sponsors are KTM Australia.
Public Liability Cover:	\$50,000,000 AON Insurance & Motorcycling Australia

**Willie Thomson
Dirt High Promotions**

*Unit 1/17 Canvale Road Canning Vale 6155
Ph: 9455 2359
Fax: 9456 3179*

Wt1@bigpond.com
manager@ttautoservices.com

**Brookton Pony Express
2017**

Emergency and Risk Management Plan

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Date of the Event: 08th and 09th July 2017

Name of Event: Brookton Pony Express

Location of Event: 11228 Brookton Highway

Organiser: Willie Thomson
Lot 34 Kowin Court Cardup 6122
Ph: 0438360570

Insurance: The event organizer is to ensure that adequate and comprehensive insurance coverage is provided for the event and all aspects of the event, including structural liability, personal injury for spectators and competitors to the satisfaction of the landowner or his agent.

Attachments:

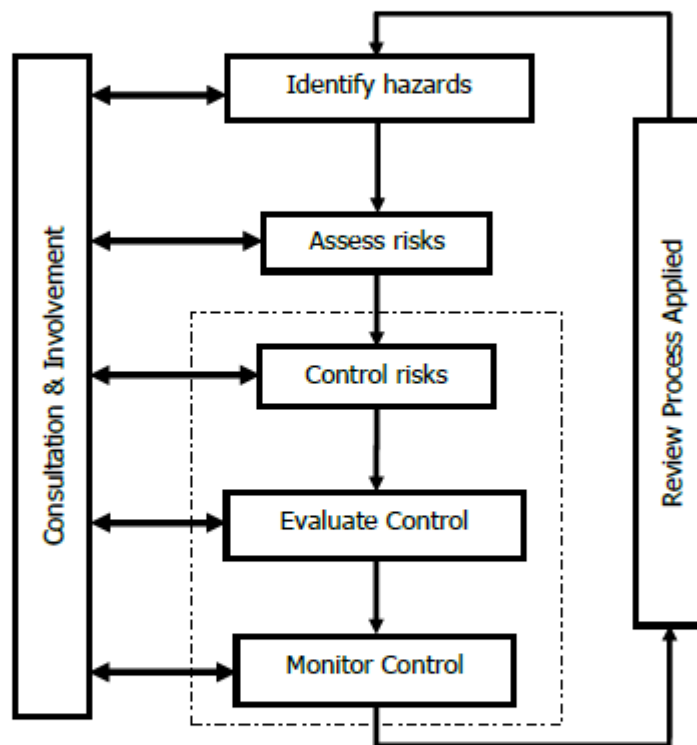
Event Details:

This event is a permitted Motorcycling Australia event and is conducted as per the regulations and rules laid down in the Manual for Motorcycle Sport. Officials from the Affiliated State Controlling Body (MAWA) will be at the event both before and during to oversee the setup and running.

Risk Management Process

The Risk Management process involves the Identification of Hazards and Impacts, the Assessment of their associated risks, the conception, development and implementation of risk control measures, the evaluation of the implemented risk control measures, the ongoing monitoring of the risk control measures and the review of the risk management activity applied to the Hazards and Impacts. Providing for consultation and involvement of interested parties throughout this process is critical to the successful reduction of health, safety and environment risks.

The philosophy and methods of emergency risk management are a blend of traditional emergency management and the risk management approaches outlined in AS/NZS ISO 31000:2009 Risk management.



**DETAILED EMERGENCY & RISK MANAGEMENT
PLANS & REQUIREMENTS:**

Building & Structural Integrity:

Any structure greater than 25sqm, require Council approval prior to any works being carried out on the site. Structures which are constructed during the event will be portable sun shade type of structures. All structures must be firmly secured using pegs. All portable structures will be inspected prior to the running of the event and at regular intervals to ensure that the safety of people under or near them is not jeopardised.

Risk	Cause	Risk Mitigation/Control	Responsibility
Injury or loss of human life. Damage to assets, resources, amenities or any other property.	(1) Structural collapse. (2) Dangerous structure or development. (3) Unlawful or unauthorized structure or development. (4) Dangerous or reckless behaviour.	(1) Council approval received as requirements for portable structures. (2) All structures are required to be constructed, assembled and used in accordance with the manufacturers guidelines and all relevant statutory or regulated standards and safety requirements (3) All structures are required to be occupied or used in a safe manner. (4) Natural or unforeseen causes.	Event organiser. Display holders and all other entertainment providers. Local Government.

Camping:

Overnight camping by competitors may only be permitted if authorised by the event organisers. Security personnel will be available for the duration of the event.

Risk	Cause	Risk Mitigation/Control	Responsibility
Fire incident. Health & hygiene related incidents. Traffic incidents. Personal injury.	As defined in specific incident related plans.	As defined in specific incident related plans.	As defined in specific incident related plans.
Anti social, dangerous or reckless behaviour	(1) Excess consumption of alcohol. (2) Use of mind altering substances. (3) Associated with dangerous or reckless use of motor vehicles. (4) Other more complex social or personal issues.	(1) Diffuse situation by peer group or security personnel. (2) Removal of offenders from venue. (3) Arrest and charges by WA Police for more serious offences.	Event organizer Event security WA Police

Competitors Safety:

Event competitors expect to operate in an environment as safe as practicable considering the nature of the event. It is the responsibility of the event organizers to ensure that adequate signage and barriers are provided to separate spectators from the competitors and competition areas. "Competitor only" areas are to be clearly sign posted and supervised

All competitors will attend a riders briefing prior to the event where all rules and safety requirement will be explained in detail. All riders are required to wear approved safety equipment including but not limited to motorcycle boots, goggles, chest guard, pants, long sleeved shirt and helmets which are designed to the required Australian Standard (AS 1698:2006). Helmets must display the Australian Standard sticker and pass a visual inspection.

All motor cycles will be inspected prior to the event to ensure that they are in a satisfactory condition. All machine examiners shall have the required qualifications.

Risk	Cause	Risk Mitigation/Control	Responsibility
Injury to competitor.	(1) Competition injury. (2) Anti social behaviour. (3) Natural causes. (4) Traffic Incident. (5) Unsafe behaviour.	(1) Medical assessment and first aid treatment. (2) Medical evacuation. (3) Appropriate personal protection and safety equipment. (4) Discretionary precautions by competitor in relation to the event and competition (5) Signage and supervision provided to exclude access by spectators to competition areas and other areas as required. (6) The consumption of alcohol or any other mind altering substance by competitors before or during competition is prohibited.	(1) St John Ambulance (Aust). (2) Competitor. (3) Event Organiser.

Dust Control:

Due to the inherent weather conditions experienced in the region, particularly relating to easterly winds, dust control measures will be required to be undertaken, and will require the track and any competition area to be maintained in a damp condition as to reduce the creation of excess dust within the venue. A sufficient supply of water will be available through the property water supply and water trucks.

Risk	Cause	Risk Mitigation/Control	Responsibility
Dust causing health and visibility problems	(1) Dry ground conditions. (2) Wind conditions. (3) Land use.	Maintain arena and competition areas in a state of dampness by providing a supply of water and an appropriate vehicle fitted with spray bars or watering devices.	Event organiser
Dust causing visibility concerns	(1) Dry ground conditions.	Maintain arena and competition areas in a	Event organiser

on nearby roads.	(2) Wind conditions. (3) Land use.	state of dampness by providing a supply of water and an appropriate vehicle fitted with spray bars or watering devices.	
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Electricity Supplies:

There is no mains power available at the venue. All power will be 240 volts supplied by generators which will be located within the venue.

Footnotes:

(1) All Electrical works and installations are to be undertaken by a licensed Electrician.

(2) During the hours of darkness all event staff, security personnel and emergency services personnel will be required to carry a torch.

Risk	Cause	Risk Mitigation/Control	Responsibility
Death or injury from electrocution.	(1) Unsafe practices. (2) Unsafe installation. (3) Faulty power source. (4) Faulty power leads. (5) Unsafe behaviour. (6) Inappropriate power leads or power source location. (7) Power overload.	(1) Compliance with safety standards. (2) Compliance with manufacturer's specifications. (3) Safe and appropriate location of power leads. (4) Safe and appropriate location of power sources. (5) All associated equipment and leads to be maintained in a safe and operable condition. (6) Appropriate signage or warning labels to be displayed. (7) All generators and appliances to be "in test" date. (8) Generators to be shut down for refuelling. (9) All portable electrical equipment to be inspected and tested as per AS3760:2003	Event Organiser
Causing a grass / scrub fire.	(1) Unsafe practices. (2) Unsafe installation. (3) Faulty power source. (4) Faulty power leads. (5) Unsafe behaviour. (6) Inappropriate power leads or power source location. (7) Power overload	(1) Compliance with safety standards. (2) Compliance with manufacturer's specifications. (3) Safe and appropriate location of power leads. (4) Safe and appropriate location of power sources. (5) All associated equipment and leads to be maintained in a safe and operable condition. (6) Appropriate signage or warning labels to be	Event Organiser

		displayed. (7) All generators and appliances to be "in test" date. (8) Appropriate fire appliances to be readily available, in date and manned. (9) Generators to be shut down for refuelling.	
Causing a fire within a facility or structure.	(1) Unsafe practices. (2) Unsafe installation. (3) Faulty power source. (4) Faulty power leads. (5) Unsafe behaviour. (6) Inappropriate power lead or power source location. (7) Poor connections, (8) Unsafe use. (9) Faulty appliances. (10) Power overload	(1) Compliance with safety standards. (2) Compliance with manufacturer's specifications. (3) Safe and appropriate location of power leads. (4) Safe and appropriate location of power sources. (5) All associated equipment and leads to be maintained in a safe and operable condition. (6) Appropriate signage or warning labels to be displayed. (7) All generators and appliances to be "in test" date. (8) Appropriate fire appliances to be readily available, in date and manned. (9) All facilities and assets are to be fitted with in date fire extinguishers. (10) Generators to be shut down for refuelling.	Event Organiser. Vendors, Asset controllers.
Emergency Power Supply.	Total loss of power.	In the event of a total power loss, priority will be given to, in order: (1) Restore communications. (2) Restore lighting.	Event Organiser.

Environmental Conditions:

Due to the location of the venue, nature of the event, topography of the land, prevailing weather conditions and soil type, consideration and implementation of environmental management conditions is required. On completion of the event, the event organiser shall ensure that the land is returned back to its previous condition so far as practicable. Disposable rubbish bags will be provided to all competitors upon arriving at the event to place their personnel rubbish into.

Risk	Cause	Risk Mitigation/Control	Responsibility
Land Degradation and	(1) Nature of event. (2) Nature and condition	(1) Restoration of land after the event.	Event Organiser.

Soil Erosion.	of the land and prevailing weather conditions.	(2) Sound land use practices.	Land owner.
Human effluent disposal.	(1) Numbers of people attending event. (2) The number and type of ablution facilities provided.	In accordance with "Toilet Facilities Risk Plan".	Event Organiser.
Pollution and health related risks from the storage of; (1) Hazardous materials, (2) Dangerous goods	Storage, use and disposal of flammable, perishable materials and dangerous goods.	(2) All hazardous materials or Dangerous goods are to be stored, used and disposed of in accordance with the relevant regulations and specifications.	Event Organiser.

Emergency Evacuation:

In the event that the property, site or venue needs to be evacuated, there is a need to provide guidelines for a safe and orderly evacuation from the site. A decision to evacuate the site will generally be made by the senior WA Police Officer on site, the Event Organiser or the senior member of a recognized Emergency Service Organisation such as FESA Fire Services or the State Emergency Service, or a combination of these agencies and individuals. The reason to evacuate will generally be in relation to an incident or event not directly linked with the event such as the site being under imminent threat from a Bush Fire, Severe Storm.

There may be other reasons for evacuation as determined by the relevant Incident Controller or Hazard Management Authority. As displayed on the site plan, an evacuation will generally be made to the west of the site where Evacuation and Traffic Management can be more easily controlled and defined. The overall responsibility for Traffic management off site will be WA Police and Traffic Management on site will be undertaken by FESA SES or Fire Services personnel assisted by event staff. After all spectators have been evacuated from the site the highest priority should be given to evacuating all livestock and any other animal from the site.

Evacuation procedures shall be communicated to all personnel attending the event via the PA system provided for race commentary.

The event organiser will ensure adequate lighting is available for personnel in attendance during the evenings.

Risk	Cause	Risk Mitigation/Control	Responsibility
Threat to Human life - Death or injury.	(1) Bushfire. (2) Cyclone. (3) Severe or extreme weather conditions. (4) Hazardous Materials incident. (5) Threat or Act of Terrorism. (6) Other reasons as determined by a specific Hazard Management Authority	(1) Determine threat effect. (2) Decision to; (a) Evacuate the Site. (b) Provide incident response & control. (c) Check for a suitable refuge. (3) Communicate decision. (4) Prepare to evacuate site. (5) Supervise orderly evacuation. (6) Inspect and ensure site clear of all unauthorized persons.	Event Organiser. WA Police. Hazard Management Authorities.

Confusion in Evacuation. Traffic Incidents. Excessive time to evacuate.	(1) Failure to communicate decision clearly. (2) Inadequate signage. (3) Inadequate supervision. (4) Inadequate evacuation planning. (5) Insufficient or incorrect parking and traffic control. (6) Insufficient available human resources. (7) Human factors such as fear, lack of consideration or thought for others, physical disability. (8) Mechanical failure.	(1) Determine threat direction. (2) Determine threat timing. (3) Clearly Communicate decision. (4) Adequate human resources to supervise and control evacuation. (5) Resources deployed in the correct location to supervise and control evacuation. (6) Traffic control personnel to ensure exit routes remain clear of obstacles. (7) Equipment available to create exit routes if required.	Event Organiser. WA Police. Hazard Management Authorities.
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Fencing, Gates and Lighting

For the safety of spectators, staff and members of the public, there is a need to establish barriers to separate the public from competitors and some attractions, therefore the following requirements are to be established and maintained.

Risk	Cause	Risk Mitigation/Control	Responsibility
Personal injury, Damage to assets.	(1) Inadequate or insufficient protective barriers and fences to separate spectators from competitors. (2) Damaged or unattended gates, fences or barriers to restrict access to the competition area. (3) Unsecured livestock permitted to wander at large throughout the venue. (4) Poor or inadequate lighting	(1) Provide and maintain protective barriers, fencing and gates at least 3 meters from the competition area to separate spectators and competitors in accordance with recognized regulations and standards. (2) Maintain all barriers, fences and gates as to a condition and standard as to separate spectators and competitors. (3) All access gates to the competition area are to be manned and supervised during competition events. (4) All livestock holding facility gates are to be secured whilst livestock are held in the facility. (5) Check the condition of all barriers, fences and gates prior to the running of an event, and repair or rectify damage as required. (6) Portable lighting will be supplied and maintained	Event Organiser. Event Staff

		to ensure all areas have adequate lighting.	
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Food Facilities:

There will be a number of food vendors operating on site during the event, these vendors will need to be identified to comply with all food safety and food standards requirements and other requirements as determined by the Health (Food Hygiene) Regulations and Councils Environmental Health Services.

Risk	Cause	Risk Mitigation/Control	Responsibility
Food poisoning.	(1) Poor hygiene standards. (2) Contaminated food. (3) Inappropriate cooking or refrigeration temperatures. (4) Exposure of food to wind, sun and other environmental conditions.	(1) Ensure all food vendors are licensed and comply with all food safety standards and requirements. (2) Identify and close down offending or suspect vendor. (3) Ensure all food is prepared, displayed and stored in hygienic conditions. (4) Ensure all food is prepared, displayed and stored at the correct temperature. (5) Alert first aid post and ensure appropriate medical requirements are undertaken. (6) Report incident to the Councils Environmental Health Services for investigation.	Individual Food Vendors: Event Organiser; Councils Environmental Health Services: St John Ambulance (Aust).

Fire Management:

The following plans and information are provided as an enforceable guideline. Under no circumstance will open fires be allowed during the duration of the event. The local fire service shall be available to ensure immediate control of any fire observed.

Risk	Cause	Risk Mitigation/Control	Responsibility
Personal injury, burns or loss of life. (1) Grass or scrub fire. (2) Gas fire or explosion. (3) Motor Vehicle fire. (4) Structural fire.	(1) The willful, unauthorised and unlawful starting of a fire or fires. (2) Careless, reckless and dangerous behaviour. (3) Motor vehicle or related incident; collision, brakes, catalytic converter, faulty electrical or mechanical	(1) Fire and emergency services are to be called out or advised on the outbreak of any fire. (2) Attendance at all times by at least one major fire appliance during periods of high, very high or extreme fire danger. (3) Advise and arrange availability of fire appliances with local fire brigades.	Event Organiser. Senior Fire Services Officer. Event security. Event staff. Land Owner / Controller
Loss of structure or assets.			

<p>Spread of fire to adjoining and other lands.</p> <p>Livestock injury, burns and death.</p> <p>Property loss from a major bushfire incident</p>	<p>components.</p> <p>(4) Fault, failure or breakdown of infrastructure, appliances, utilities, services and supplies.</p> <p>(6) Extreme weather conditions (lightning strike).</p> <p>(7) Natural or unforeseen causes.</p> <p>(8) Failure to immediately extinguish a fire or cool a heat source.</p> <p>(9) Failure to maintain control of a fire.</p> <p>(10) Lack of fire fighting appliances, extinguishers or adequate fire planning.</p>	<p>Senior fire services officer on site.</p> <p>(4) All flammable and hazardous materials or dangerous goods are to be stored, used and disposed of in accordance with the relevant regulations, statutes and specifications.</p> <p>(5) In the event of a major fire incident, evacuation is to be considered and planned for.</p> <p>(6) Adequate and sustainable supply of water for fire fighting purposes.</p>	<p>Spectators & visitors.</p>
<p>Spread of fire from adjoining properties and other lands.</p>	<p>(1) The willful, unauthorised and unlawful starting of a fire or fires.</p> <p>(2) Inadequate fire breaks or fire hazard reduction works.</p> <p>(3) Motor vehicle, mechanical or transport related incident.</p> <p>(4) Fault, failure or breakdown of infrastructure, utilities and services.</p> <p>(5) Extreme weather conditions (lightning strike, wind strength & direction).</p> <p>(6) Natural or unforeseen causes.</p> <p>(7) Failure to immediately extinguish a fire or cool a heat source.</p> <p>(8) Failure to maintain control of a fire.</p> <p>(9) Lack of fire fighting appliances, extinguishers or adequate fire planning.</p>	<p>(1) Fire and emergency services are to advise the event organizer of the outbreak of any fire which may threaten the event, and thereafter maintain communication with the event organiser.</p> <p>(2) Adherence to and enforcement of all fire regulations and statutes applicable to the event, infrastructure and assets.</p> <p>(3) Attendance of fire services as required by the nature, proximity and size of the fire.</p> <p>(4) If the threat of fire is determined as imminent or severe, the Senior Fire Services or Police Officer on site or by advice or direction received from the Fire Incident Controller may instruct the event organizer to cause a cancellation or evacuation of the event, venue or land.</p> <p>(6) All flammable and hazardous materials or dangerous goods are to be stored, used and disposed of in accordance with the relevant</p>	<p>Fire Service agencies & authorities.</p> <p>Event Organiser.</p> <p>Senior Fire Services Officer.</p> <p>Event security.</p> <p>Event staff.</p> <p>Land Owner / Controller</p> <p>Spectators & visitors.</p>

		regulations, statutes and specifications. (11) Adequate and sustainable supply of water for fire fighting purposes.	
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First Aid and Ambulance Support:

The nature of this event has inherent risks, particularly to competitors, for the safety, medical wellbeing and health of all participants and competitors, there is a requirement to establish a first aid posts at the venue. There is also sun and heat related health risks, these are reduced by personnel protection precautions; however consideration by event organisers is also required.

During the running of any high risk event, it is strongly recommended that an Ambulance be located on the site, or on immediate standby to attend the site. An Ambulance will be on site during the running of this event.

Risk	Cause	Risk Mitigation/Control	Responsibility
Life threatening injuries, medical condition or death.	(1) Competition related incident. (2) Traffic incident. (3) Reckless, dangerous or anti social behaviour. (4) Sun & heat exposure. (5) Alcohol or drug related condition. (6) Natural causes or existing medical condition. (7) Failure to take precautionary measures and personal protection measures. (8) Failure to adhere with signage and directions. (9) Natural and unforeseen risks.	(1) Take all reasonable measures to remove or reduce the risk. (2) Provision of a first aid post and ambulance support. (3) Undertake personal protective measures such as required safety equipment, appropriate clothing, sunscreen, hat, consumption of water. (4) Adherence to posted signs and warnings and compliance with directions given by staff, venue security and emergency services personnel. (5) Remove, rectify, modify or provide direction on any identified risk or threat.	Event organiser. Individual competitors. Spectators. St John Ambulance (Aust)
Minor injuries or medical condition.	(1) Competition related incident. (2) Traffic incident. (3) Reckless, dangerous or anti social behaviour. (4) Sun & heat exposure. (5) Alcohol or drug related condition. (6) Natural causes or existing medical condition. (7) Failure to take precautionary measures and personal protection measures.	(1) Take all reasonable measures to remove or reduce the risk or threat. (2) Accept the risk. (3) Provision of a first aid post and ambulance support. (4) Undertake personal protective measures such as required safety equipment, appropriate clothing, sunscreen, hat, consumption of water. (5) Adherence to posted signs and warnings and compliance with directions	Event organiser. Individual competitors. Spectators. St John Ambulance (Aust)

	(8) Failure to adhere with signage and directions. (9) Natural and unforeseen risks.	given by staff, venue security and emergency services personnel. (6) Remove, rectify, modify or provide direction on any identified risk or threat.	
Routine first aid attendance and treatment.	(1) Failure to take precautionary measures and personal protection measures. (2) Failure to adhere with signage and directions. (3) Natural and unforeseen risks. (4) Reckless or anti social behaviour or practice.	(1) Accept the risk. (2) Provision of a first aid post. (3) Undertake personal protective measures such as appropriate clothing, sunscreen, hat, consumption of water. (4) Adherence to posted signs and warnings and compliance with directions given by staff, venue security and emergency services personnel. (5) Remove, rectify, modify or provide direction on any identified risk or threat.	Event organiser. Individual competitors. Spectators. St John Ambulance (Aust)
Medical & first aid protocol.	Injury, illness or medical condition.	(1) Provide immediate first aid as required. (2) Provide referral or immediate transport to the nearest medical facility or hospital. (3) In the event of a serious life threatening injury, air support is to be requested and a marked helicopter landing point is to be established on the adjoining land directly to the north of the venue.	Event organiser. Individual competitors. Spectators. St John Ambulance (Aust) FESA

Parking:

Spectator & Competitor parking areas and locations are identified on the site plan and are to be established and supervised in accordance with the site plan.

Risk	Cause	Risk Mitigation/Control	Responsibility
Fire.	(1) Vehicle brakes & catalytic converters.	(1) Designated parking areas to be grazed or slashed and free of grasses or flammable materials above 10 centimetres in height.	Event organizer.
Motor vehicle incidents.	(2) Reckless, dangerous or alcohol related behaviour.	(2) Vehicle parking to be in accordance with the approved site plan.	Event staff / security.
Reduced parking capacity.	(3) Poor or inadequate parking supervision, planning or direction.	(3) Planned, co ordinate and supervised parking	Parking co-ordinator & teams.
Evacuation access points congested or			

blocked. Volunteer Parking assistant impacted by moving vehicle		operations. (4) Clear access to evacuation points to be maintained at all times. (5) Adequate numbers of personnel supplied to provide parking direction and support.	

Security:

The event organiser is to ensure that adequate private security personnel are employed and will be responsible for crowd control, crowd behaviour and ensuring that spectators and visitors to the event behave in an orderly and safe manner. Security personnel will be responsible for the eviction of any person or persons determined as acting in a manner as to endanger the safety and well being of others, disturbing the entertainment and amenity of other persons or as determined by the event organiser. WA Police are only to be called upon if an incident or situation is determined as serious or an incident is escalating beyond the control of organized security or management, or if a public officer or emergency services person is prevented from undertaking a statutory or regulatory duty.

Risk	Cause	Risk Mitigation/Control	Responsibility
Minor or low level incidents which would include; (1) Assault not occasioning harm. (2) Traffic and motor vehicle incidents within the property with no serious damage. (3) Reckless behaviour (4) Unlawful entry. (5) Evicting offending persons. (6) Anti social behaviour	(1) Anti social behaviour. (2) Unsafe behaviour. (3) Failure to obey signage and directions. (4) Excess consumption of alcohol or use of drugs. (5) Minor incidents associated with the reckless use of motor vehicles on the property. (6) Other more complex social or personal issues. (7) Or any other incident as determined by the event organizer or senior private security person on site.	(1) WA Police are to be advised of the event and briefed by the event organizer prior to the running of the event. (2) Diffuse situation by peer group or security personnel. (3) Removal of offenders from venue. (4) Request WA Police presence on site if it is anticipated that an incident will escalate beyond the control of event organizer, staff and private security.	Event organizer. Event staff. Event security. WA Police.
Serious incidents which would include (1) any criminal act. (2) Dangerous behaviour. (3) Serious MV incidents. (4) Assault	(1) Anti social behaviour. (2) Unsafe behaviour. (3) Failure to obey signage and directions. (4) Excess consumption of alcohol or use of	(1) WA Police are to be advised of the event and briefed by the event organizer prior to the running of the event. (2) Event organiser, private security personnel, emergency services persons are	Event organizer. Event staff. Event security. WA Police.

occasioning harm. (5) Animal cruelty. (6) Drug related matters. (7) Escalating civil disturbance.	drugs. (5) Incidents associated with the dangerous use of motor vehicles on the property or in public places. (6) Incidents associated with the unlawful, reckless or dangerous use of motor vehicles in public places. (7) Other more complex social or personal issues. (8) Theft or unlawful use of another person's property. (8) Or any other incident, event, cause or effect as determined by a WA Police Officer.	request WA Police presence at the site with details of an incident. (3) Arrest and charges by WA Police for more serious offences.	
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Spectators:

Motorcycle Racing and associated events are generally a low risk activity for spectators, the predominant exposure to any risk will be from external or indirect sources such as, fire, traffic management incidents, which are covered in other areas of this plan. To assist and provide guidance in the area;

(a) Event organisers are to ensure adequate signage is provided to separate spectators from the competition arena. Competitors only" areas or any other area as determined by the event organizers or property owner as being an unacceptable or unnecessary risk to spectators or any other person.

(b) Spectators are to be advised and made aware that Motorcycling and associated sports may pose a risk and that all care and precautions should be taken, in particular:

- (1) Spectators are not permitted to enter any area marked as "Competitors" or Staff Only".
- (2) Parents must ensure children are supervised at all times
- (3) Hats, appropriate clothing and sunscreen should be used at all times during daylight hours to reduce the effects of sun & heat exposure and to reduce the chances of exposure to skin cancer.
- (4) Adequate supplies of water should be kept and consumed to avoid the effects of heat and sun.
- (5) Any person intoxicated or acting in a manner endangering other people or acting in a manner determined as "anti social behaviour" will be removed from the event and venue and may be dealt with by WA Police.

Risk	Cause	Risk Mitigation/Control	Responsibility
Exposure, Sunstroke, Heatstroke or Sunburn.	(1) Excessive exposure to environmental elements. (2) Inadequate personal protection measures. (3) Unexpected or	(1) Undertake adequate personal protection measures such as; appropriate clothing, hat, sunscreen, drinking water and shelter.	(1) Individual spectators (2) St John Ambulance (Aust)

	adverse weather conditions.	(2) Attend first aid post for diagnosis and treatment. (3) Attend medical facility. (4) Drinking fluids available from food facilities.	(3) Event organiser
(1) Injury to unsupervised children. (2) Search for lost child. (3) Children wandering at large and in competition area.	Failure to adequately supervise children.	(1) Parent or guardian to provide strict and constant supervision of children. (2) Provision of adequate and appropriate signage. (3) Attendance at First Aid facility. (4) Provision of adequate fencing and briefing to event staff members. (5) Undertake Land search if required.	(1) Parent or guardian. (2) St John Ambulance (Aust) (3) Event organizer (4) WA Police/SES
1) Injury to spectators. (2) Spectator with medical condition.	(1) Traffic Incident. (2) Anti social behaviour. (3) Spectator in restricted area. (4) Natural causes. (5) Unsafe behaviour.	(1) Medical assessment and first aid treatment of injuries. (2) Medical evacuation. (3) Removal or arrest of anti social elements. (4) Signage and supervision provided to exclude access by spectators to competition areas and other areas as required.	(1) Event organizer /security. (2) Spectator (3) WA Police (4) St John Ambulance (Aust).

Toilet Facilities:

Portable toilet facilities will be provided for use by all personnel attending the event. Toilet facilities will be located for easy and safe access for all. Adequate toilet paper will be provided and maintained during the event. Toilets shall be maintained in a clean and hygienic conditioned as far as practicable.

Risk	Cause	Risk Mitigation/Control	Responsibility
(1) Excessive numbers of people waiting to use facilities.	(1) Inadequate number of facilities provided. (2) Facilities poorly located.	(1) Provide numbers of facilities appropriate to the numbers expected at the event. (2) Plan the location of facilities to the land topography, numbers and location of spectators and to the populous areas	Event organizer Councils Environmental Health services.
Contamination of the land by human waste.	(1) Overflowing or full reservoirs. (2) Blocked toilets. (3) Lack of flushing agents. (4) Incorrect location of facilities.	(1) Ensure that the facilities are maintained to a hygienic and the manufacturer standards. (2) Provide numbers of facilities appropriate to the numbers expected at	Event organizer Councils Environmental Health services

	(5) Inadequate numbers of facilities provided, increase use of existing facilities.	the event. (3) Plan the location of facilities to the land topography, numbers and location of spectators and to the populous areas	
Spread of infection, bacteria or disease.	(1) Lack of flushing agents. (2) Lack of anti bacterial and cleaning agents. (3) Failure to adequately maintain or clean facility.	(1) Ensure an adequate supply of toilet paper, cleaning and hygiene products (2) Ensure that the facilities are maintained to a hygienic and the manufacturer's standards. (3) Provision of adequate flushing and cleaning agents.	Event organizer Councils Environmental Health services
Odour pollution.	(1) Lack of flushing agents. (2) Lack of anti bacterial and cleaning agents. (3) Failure to adequately maintain or clean facility.	(1) Ensure an adequate supply of toilet paper, cleaning and hygiene products (2) Ensure that the facilities are maintained to a hygienic and the manufacturer's standards. (3) Provision of adequate flushing and cleaning agents.	Event organizer Councils Environmental Health services
Volunteer Facility Cleaner	Verbal abuse from patrons	(1) Ensure induction from team leader to not engage.	Event Organizer Security Volunteer Team Leader

Traffic Management:

Event organizers may make contact with the WA Police and arrange a site visit with the OIC to establish a traffic management plan for the event.

Risk	Cause	Risk Mitigation/Control	Responsibility
Injury or the loss of life of humans	(1) Non compliance with provisions of road traffic statutes and regulation.	(1) Provision of sufficient and clear signage.	Road users/Drivers / riders.
Property damage.	(2) Negligent, dangerous or reckless behaviour.	(2) Signage established in correct locations to enable adequate visibility and braking distances on the highway and site roads approaches.	Event organizer.
Motor vehicle collision on site.	(3) Natural or unforeseen causes.	(3) First aid post located on site.	Event staff / security.
Motor vehicle collision on the adjoining highway, entrance and access roads to the property.	(4) Failure to adequately supervise and direct parking and access operations.	(4) Sufficient staff to manage and supervise	WA Police.

	(5) Mechanical failure. (6) Inadequate or poorly located signage.	site access and parking operations.	
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Volunteer Track Marshals

To ensure the safety of track marshals whilst carrying out their volunteer duties.

Risk	Cause	Mitigation Control	Responsibility
Impact of Volunteer by Motorcycle	Marshal stepping out onto track. Motorcyclist cutting corners onto infield	A) Induction given to all marshals by Race Official B) Induction is documented and signed by Race Official and marshals C) Only safe infield areas allocated to corner marshals D) All marshal to wear Hi-Vis clothing E) Marshals not to leave designated area until relief personnel arrive	Race Officials Marshals Marshals team leader
Marshall dehydration	Long Shift	Welfare delivery Personnel Rotation	Team Leader for Track Marshals

Waste Management:

To ensure that the venue remains clean, free of odours and vermin and relatively free of flies, the following waste management requirements are to be implemented and maintained throughout the event.

Risk	Cause	Risk Mitigation/Control	Responsibility
Litter	(1) Insufficient supply of mobile garbage bins. (2) Location of mobile garbage bins and the skip. (3) Mobile garbage bins not being emptied at regular intervals. (4) Poor human behaviour.	(1) Visitors are responsible for disposing of their rubbish and litter in the bins provided. (2) The site is to be maintained in a clean and litter free condition at all times. (3) The site is to be clear of all litter, rubbish, disused materials and rubbish receptacles within 48 hours of the completion of the event.	Event Organiser Spectators. Security staff.

Water Supply:

An adequate supply of water is to be available at all times and maintained throughout the event.

Risk	Cause	Risk Mitigation/Control	Responsibility
Dehydration of spectators and competitors.	(1) Extreme, adverse or hot weather conditions. (2) Water supply.	(1) Ensure the availability of sufficient water supplies at all times during the event via food vendors.	Event organizer. Spectators.
Fire management.	(1) Extreme, adverse or hot weather conditions. (2) Water supply.	(1) Identify all nearby bulk water supplies for fire fighting purposes. (2) Ensure the availability of sufficient water supplies at all times during the event for fire fighting purposes.	Event organizer. Fire services authorities.
Dust management issues.	(1) Extreme, adverse or hot weather conditions. (2) Water supply.	(1) Ensure the availability of sufficient water supplies. (2) Ensure the availability of appliances to enable the ground to be maintained in a damp condition at all times during competition.	Event organizer.

EMERGENCY & RISK MANAGEMENT CHECKLIST

(a) To be completed by the event organizer.

(b) This checklist is to be completed prior to the event commencing and maintained at the management centre for the duration of the event.

- | | | | |
|------|---|----------------------|--------------------------|
| (1) | Planning Application | Date submitted _____ | <input type="checkbox"/> |
| (2) | Planning Approval | Date approved _____ | <input type="checkbox"/> |
| (3) | Building Application / Approval (if applicable) | | <input type="checkbox"/> |
| | Building & Structural Integrity | | <input type="checkbox"/> |
| (4) | Councils Environmental Health Services | | <input type="checkbox"/> |
| | Toilet Facilities | | <input type="checkbox"/> |
| | Camping | | <input type="checkbox"/> |
| | Dust Control Measures | | <input type="checkbox"/> |
| | Potable Water Supplies | | <input type="checkbox"/> |
| | Electricity Supplies | | <input type="checkbox"/> |
| | Environmental & Waste Management Measures | | <input type="checkbox"/> |
| | Food Facilities and Premises | | <input type="checkbox"/> |
| (5) | Councils Ranger Services | | <input type="checkbox"/> |
| | Parking Management Plan | | <input type="checkbox"/> |
| | Livestock Management Plan | | <input type="checkbox"/> |
| | Bio security Management | | <input type="checkbox"/> |
| | Fencing & Gates | | <input type="checkbox"/> |
| (6) | Councils Fire & Emergency Services Officer | (site meeting) | <input type="checkbox"/> |
| | Emergency & Risk Management Plan | | <input type="checkbox"/> |
| | Emergency Services Response Plan | | <input type="checkbox"/> |
| | Inc; WASES, Fire Services. | | |
| (7) | OIC WA Police | (site meeting) | <input type="checkbox"/> |
| | Evacuation Management | | <input type="checkbox"/> |
| | Security & Crowd Control Management | | <input type="checkbox"/> |
| | Traffic Management | | <input type="checkbox"/> |
| (8) | First Aid and St John Ambulance Support | | <input type="checkbox"/> |
| (9) | Insurance Coverage | | <input type="checkbox"/> |
| (10) | Weather Forecast | | <input type="checkbox"/> |

Signed: _____ Date completed: _____

14.06.17 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

16.06.17 CONFIDENTIAL REPORTS

17.06.17 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on Thursday 20th July 2017 commencing at 12.30 pm.