



ORDINARY MEETING OF COUNCIL AGENDA

(Revised Agenda to include item 12.08.17.03 - Statement of Financial Activity for June 2017)

17 August 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 17 August 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
11/08/2017

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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1.08.17	DECLARATION OF OPENING/ATTENDANCE
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6.08.17	PETITIONS/DEPUTATIONS/PRESENTATIONS
7.08.17	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

ORDINARY COUNCIL MEETING MINUTES – 20 JULY 2017

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Thursday 20 July 2017, be confirmed as a true and correct record of the proceedings.

SIMPLE MAJORITY VOTE REQUIRED

EMPLOYMENT COMMITTEE MEETING MINUTES – 20 JULY 2017

That the minutes of the Employment Committee meeting held in the Shire of Brookton Council Chambers, on Thursday 20 August 2017, be confirmed as a true and correct record of the proceedings.

SIMPLE MAJORITY VOTE REQUIRED

SPECIAL MEETING OF COUNCIL MINUTES – 27 JULY 2017

That the minutes of the Special Meeting of Council held in the Shire of Brookton Council Chambers, on Thursday 27 July 2017, be confirmed as a true and correct record of the proceedings.

SIMPLE MAJORITY VOTE REQUIRED

SPECIAL MEETING OF COUNCIL MINUTES – 31 JULY 2017

That the minutes of the Special Meeting of Council held in the Shire of Brookton Council Chambers, on Monday 31 July 2017, be confirmed as a true and correct record of the proceedings.

SIMPLE MAJORITY VOTE REQUIRED

LES MCMULLEN COMMITTEE MEETING MINUTES – 14 AUGUST 2017

That the minutes of the Les McMullen Committee meeting held in the Shire of Brookton Council Chambers, on Friday 11 August 2017, be received by Council.

SIMPLE MAJORITY VOTE REQUIRED

8.08.17 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

(Includes Condolences)

9.08.17 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

File No:	P902
Date of Meeting:	17/08/2017
Location/Address:	Lot 233 (Hn. 91) Copping Road, Brookton
Name of Applicant:	Balco Holdings Pty Ltd
Name of Owner:	Balco Holdings Pty Ltd
Author/s:	Kelly D’Arcy – Governance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author does not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	No previous report

Summary of Item:

This item relates to a proposal by Balco Holdings to construct a canter lever roof extending off the existing operations building. The extension is to protect employees whilst loading and unloading vehicles.

Description of Proposal:

An application for development approval has been received from Balco Holdings Pty Ltd for the construction of a canter levered roof extending affixed to the existing operations building. The Balco hay processing facility is located at Lot 233 Copping Road, as shown in **Figure 1** below:



Figure 1 – Aerial Photo – Location of Balco Hay Facility – Lot 233 Copping Road



Figure 2 – Aerial Photo – Site Layout of Balco Hay Facility – Lot 233 Copping Road

Background:

Balco Holdings Pty Ltd has operated from the Copping Road premises for several years, with the hay processing and storage facility consisting of four industrial size hay storage sheds and an operations building, as reflected in **Figure 2** above. The steel structure is to be clad in zincalume corrugated iron to match the existing finish of the operations building.

In summary the proposed roof structure is located on the west side and spans the full width of the operations building at 41 meters, with an overall height of 6.9 meters measured for from ground level. The depth of the new structure is understood to be 6 meters to provide protection over the existing doors for weather protection, while increasing the area of usable operational space for the loading and unloading vehicles.

The following plans (**Figures 3 and 4**) provide a graphical illustration of the proposed canter levered roof structure.

DALCO HOLDINGS, - PLAN OF EXISTING BUILDING

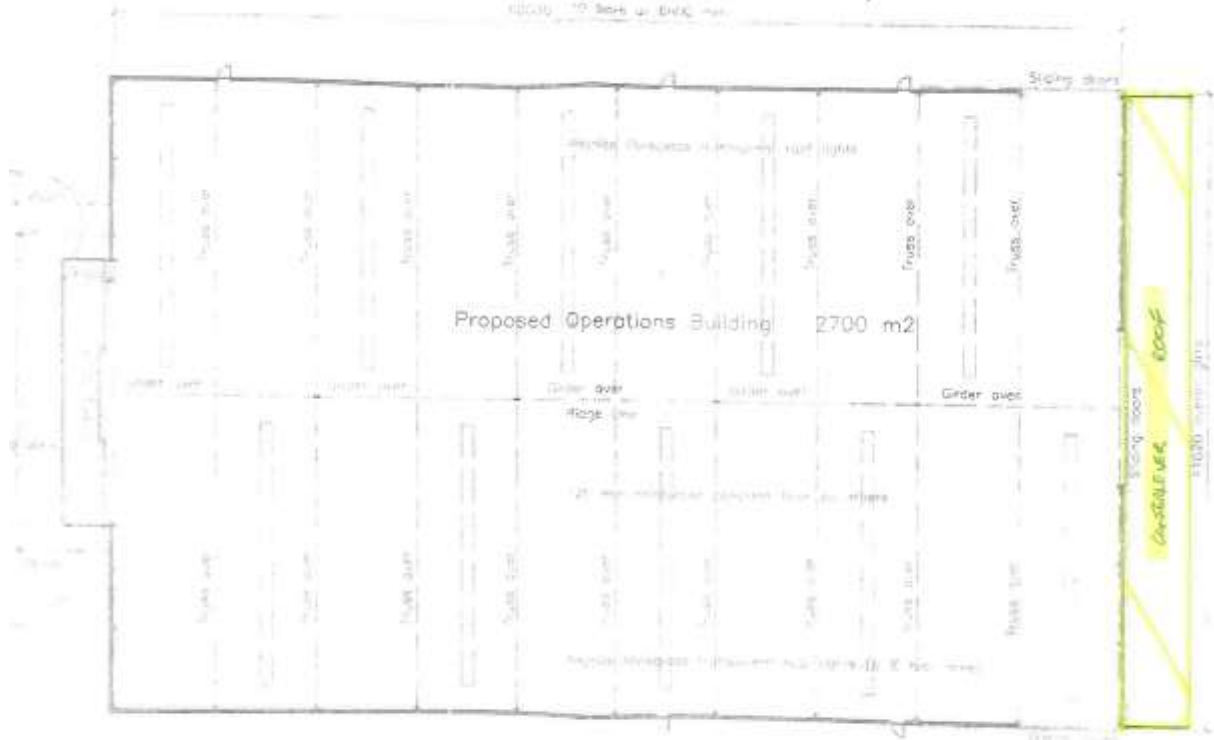


Figure 3 – Floor Plan of Existing Operations Building and Proposed Canter Level Roof Structure

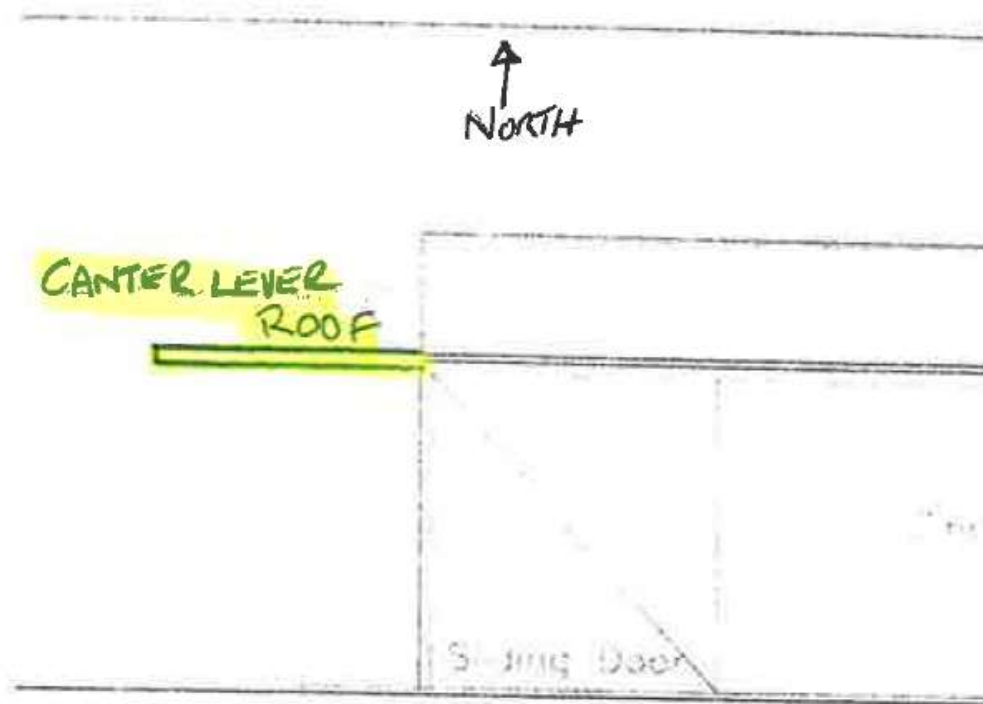


Figure 4 – Side Elevation of Existing Operations Building and Proposed Canter Level Roof Structure

Consultation:

Consultation on this proposal has been entertained at the officer level only.

Statutory Environment:

Lot 233 Copping Road is zoned 'Farming' under the Shire's TPS No.3, with the proposed roof structure assessed as part of the existing 'Rural Industry' land-use classification. In this context a 'Rural Industry' use is shown 'AA' in Table 1 of the TPS, affording Council the authority to exercise its discretion to approve or refuse the application.

Further, Council is empowered to determine the application pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations, 2015.

Relevant Plans and Policy:

There are no plans or policy statement applicable to this proposal.

Financial Implications:

There are no financial implications relative to this application.

Risk Assessment:

The risk applicable to this application and the Shire is deemed negligible and therefore assessed as very low.

Community & Strategic Objectives:

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

Outcome 4.1: A diverse and strong economic base.

4.1.3: Support planning and design that encourages economic growth.

Comment

The proposed canter level roof, from a planning perspective is assessed as value adding to an already existing 'Rural Industry' use approved by Council, being the hay production/processing business, with no identifiable adverse effects on amenity of the local area.

In light of this, it is recommended the Council grant planning approval for the Canter Lever roof structure.

OFFICER'S RECOMMENDATION

That Council pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015, grant planning approval for a canter lever roof structure extending off the existing operations building at Lot 233 (91) Copping Road, Brookton, subject to the following:

Conditions:

- 1. Development shall accord to the terms of the application as approved herein inclusive of all plans and specifications endorsed as part of this approval.***

Advice Notes:

- a) Should construction of the canter levered roof structure have not commenced within a 2 year period, this approval will deemed to have lapsed with further application required and approval granted by Council.***
- b) The applicant is advised a building Permit is required prior to commencement of any building works.***

11.08.17.01 BROOKTON & SEABROOK CRICKET CLUBS CRICKET NETS

File No:	ADM 0007
Date of Meeting:	17/08/2017
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Vicki Morris - DCEO
Authorising Officer:	Ian D'Arcy - CEO
Declaration of Interest:	None
Voting Requirements:	Simple majority
Previous Report:	N/A

Summary of Item:

Council has recently received an application from the Brookton Cricket Club Inc (on behalf of both the Brookton and Seabrook Cricket Clubs) to seek a grant from the Department of Sport and Recreation for the construction of two new cricket practice nets at the Town Oval. This report is seeking Council endorsement of the proposal and support for the Cricket Club to submit the application for grant funding under the Community Sporting and Recreational Facilities Fund (CSRFF) funding program.

Description of Proposal:

The proposal is to construct two new cricket practice nets for both cricket clubs to use and for members of the public to use. **Figure 1** below is an extract from the application that provides an understanding of the location of the proposed practice nets in relation to the oval, pavilion, tennis/netball courts and existing practice pitches:



Figure 1 – Extract from CSRFF Application

Background:

The Brookton and Seabrook Cricket Clubs currently have practice cricket pitches on the Town Oval boundary. The nets are in need of major repair and the turf is also worn.

The netting is moved around as required, but this is causing issues especially when other oval users

require the space. The pitches are also not available to use during matches for practice and hit ups and bowling. The pitches require two adults to move the nets making the flexibility of these nets almost impossible for junior members to move them.

The construction of the new nets will enable all the cricket clubs to use the facilities all year round and allow for greater lighting and pavilion usage during the extended training hours.

Consultation:

Representatives of both the cricket clubs came to the Shire to discuss the proposal with the CEO and the DECO. Since this time, the Brookton Cricket Club Inc. has taken the initiative, on behalf of both cricket clubs, to consult with staff from the Shire on the location and opportunities for in kind support.

Consultation was also undertaken with relevant sporting associations (Western Australian Cricket Association) and the Department of Sport and Recreation (Ms. Jenifer Collins).

Statutory Environment:

There is no specific legislation that applied to this matter.

However, as part of the application process clubs and organisations are required to obtain the local government's support. Additionally, Council as custodian of the Recreation Reserve and owner of the sporting facilities needs to grant consent to any new facilities prior to establishment.

Relevant Plans and Policy:

The Shire of Brookton Sport and Recreation Plan 2015 carries relevant to this proposal.

Financial Implications:

The contribution and overall budget for the project is yet to be confirmed, pending clarification for the Cricket Clubs.

However, the Cricket Clubs have requested that Council provide "in kind" support for the project in the form of providing expertise, material and equipment in the form of assisting with earthworks and culvert construction and electrical supply. As outlined above, the dollar value of Council's contribution is estimated at \$7000.00 with this amount to be covered by the current budget allocation for the Town Oval maintenance. Council has not been requested to provide a direct cash contribution.

Risk Assessment:

There is a risk should the grant not be forthcoming that the current issues with the cricket nets will continue for another season. This will have an impact on the wear and tear of the current nets and continue to mean that the cricket clubs must keep constantly erecting and removing the netting, restrict community and club member usage and restrict the players not being able to hit up and practice bowling during matches and at training sessions.

Community & Strategic Objectives:

This proposal and request for a grant clearly falls within the Strategic Community Plan objective 1.1.2, outlined as follows:

Strategic Community Plan 2013-2023 – 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"

Comment

The Brookton Cricket Club Inc. (on behalf of both cricket clubs within the Shire of Brookton) have taken the initiative and sought grant funding from the Department of Sport and Recreation for the construction of two new cricket nets to replace the old existing cricket practice nets.

Both cricket clubs have committed their club funds and their member's time to facilitate this project if the grant application is successful.

Shire staff have also assisted with facilitation of this grant proposal, and fully support the grant application and the project more generally.

The Cricket Clubs are now seeking formal Council support and endorsement of their CSRFF grant application to part fund the proposed cricket nets.

OFFICER'S RECOMMENDATION

That Council endorse the Brookton Cricket Club Inc. Community Sporting and Recreational Fund (CSRFF) grant application to be lodged with the Department of Sport and Recreation for the construction of two new cricket nets at the Town Oval in Brookton.

Confidential Attachment - Presented Under Separate Cover

Attachment 11.08.17.01 - Brookton Cricket Club Inc – CSRFF Small Grants Application

12.08.17 FINANCE & ADMINISTRATION REPORT

12.08.17.01 LIST OF ACCOUNTS FOR PAYMENT

File No:	N/A
Date of Meeting:	17/08/17
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:	20/07/17

Summary of Item:

The list of accounts for payment to 31st July 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 authorized 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 Councils bank accounts are listed below and detailed within Attachment 12.08.01.

To 31st July 2017

Municipal Account

Direct Debits \$103,681.16

EFT \$832,577.12

Cheques \$15,322.33

Trust Account \$1,368.40

OFFICER'S RECOMMENDATION

That with respect to the list of accounts for payment, Council: note the payments authorized under delegated authority and detailed below and in the List of Accounts 31st July 2017, per the summaries included in Attachment 12.08.17.01(A)

To 31st July 2017

Municipal Account

Direct Debits – \$103,681.16

EFT \$532,577.12

Cheques \$15,322.33

Trust Account \$1,368.40

Attachments

Attachment 12.08.17.01

JULY 2017 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 17 AUGUST 2017
ATTACHMENT 12.08.17.01A

Chq/EFT	Date	Name	Description	Amount
1070	25/07/2017	DEPARTMENT OF COMMERCE	AGI BURMAS BOND FOR UNIT 2/28 WILLIAMS ST	\$ 538.40
1071	25/07/2017	MISS BOBBI JANE WHEELER	BOND REFUND FOR GYM KEY	\$ 30.00
1072	25/07/2017	WHEATBELT NRM INC	BOND REFUND HIRE OF PAVILION	\$ 800.00
			TOTAL TRUST	\$ 1,368.40

Chq/EFT	Date	Name	Description	Amount
EFT8296	03/07/2017	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 475.55
EFT8297	03/07/2017	APV VALUERS AND ASSET MANAGEMENT	FAIR VALUE LAND AND BUILDING	\$ 7,291.35
EFT8298	03/07/2017	ARM SECURITY	ALARM MONITORING CHARGES 01/07/17 TO 30/09/17	\$ 185.90
EFT8299	03/07/2017	BROOKTON PLUMBING	INVESTIGATE AND REPAIR KITCHEN URN	\$ 490.60
EFT8300	03/07/2017	BROOKTON RURAL TRADERS	HARDWARE & RURAL SUPPLIES JUNE 2017	\$ 8,325.24
EFT8301	03/07/2017	BROOKTON TYRE SERVICE	WHEEL ALIGNMENT PU21	\$ 88.00
EFT8302	03/07/2017	BROOKTON WOMEN'S HOCKEY CLUB	KIDSPORT VOUCHERS	\$ 390.00
EFT8303	03/07/2017	BW JAMES TRANSPORT	FREIGHT	\$ 95.15
EFT8304	03/07/2017	DIGGA WEST & EARTHPARTS WA	BIGFOOT TRENCHER	\$ 5,280.00
EFT8305	03/07/2017	FIRE & SAFETY SCAVENGER	HI VIS VESTS	\$ 37.40
EFT8306	03/07/2017	FLEET FITNESS	NEW SEAT FOR RECUMBENT R60 EXERCISE BIKE	\$ 99.00
EFT8307	03/07/2017	HITACHI CONSTRUCTION MACHINERY (AUST) PTY LTD	JOHN DEER 670G GRADER	\$ 256,850.00
EFT8308	03/07/2017	LANDGATE	COUNTRY SOUTHERN URBAN UV REVALUATION 2016/2017	\$ 165.00
EFT8309	03/07/2017	NELSON TRANSPORT	CARTAGE OF 10MM GRANITE EX BYFORD	\$ 12,870.00
EFT8310	03/07/2017	PH & KE GOW	SURVEY OF ROAD WIDENING EX LOTS 6766, 8346, 6545, 4090 AND 93 BROOKTON KWEDA ROAD.	\$ 16,093.00
EFT8311	03/07/2017	SERVICEWEST	IT SERVICE & SUPPORT JUNE 2017	\$ 1,408.00
EFT8312	03/07/2017	SGS	WATER TESTING	\$ 176.00
EFT8313	03/07/2017	SHIRE OF PINGELLY	COMMUNITY BUS REPAIR	\$ 6,208.44
EFT8314	03/07/2017	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	SEATS, BENCHES, TABLE & 6 BINS	\$ 15,589.97
EFT8315	03/07/2017	ZIRCODATA	STORAGE OF ARCHIVE BOXES	\$ 128.70
EFT8351	12/07/2017	AIR RESPONSE	INSPECT AND REPAIR DUCTED AIR CONDITIONING/HEATING	\$ 417.76
EFT8352	12/07/2017	AMAZING 50'S CATERING	CATERING FOR COUNCIL MEETING 15/06/17	\$ 300.00
EFT8353	12/07/2017	AQUASOL	LIQUID CHLORINE & FLUCCULANT	\$ 2,299.00
EFT8354	12/07/2017	B & N EYRE BROOKTON NEWSAGENCY	STATIONARY & PAPER PURCHASES JUNE 2016	\$ 376.74
EFT8355	12/07/2017	BAPTISTCARE	2 DOOR VERTICAL FREEZER	\$ 5,582.50
EFT8356	12/07/2017	BOC GASES	ARGOSHIELD UNIVERSAL E2 SIZE	\$ 98.25
EFT8357	12/07/2017	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT	\$ 3,173.54
EFT8358	12/07/2017	BROOKTON RURAL TRADERS	HARDWARE, RURAL SUPPLIES, COMPRESSER & CHAINSAWS	\$ 4,651.11
EFT8359	12/07/2017	BROOKTON SUPERMARKET	WATER, COFFEE, MILO, TEA, COFFEE, CLEANING PRODUCTS & KEY CUTTING	\$ 269.04
EFT8360	12/07/2017	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 346.28
EFT8361	12/07/2017	COLAS	EMULSION SUPPLY	\$ 2,128.50
EFT8362	12/07/2017	COUNTRY COPIERS	MONTHLY COPIER READING	\$ 476.19
EFT8363	12/07/2017	COURIER AUSTRALIA	FREIGHT	\$ 13.95
EFT8364	12/07/2017	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & PETROL PURCHASES JUNE 2017	\$ 8,777.83
EFT8365	12/07/2017	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN PICKUP & BROOKTON TIPSITE 30/05/17 TO 27/06/17	\$ 12,251.56
EFT8366	12/07/2017	H RUSHTON & CO	MACHINERY REPAIRS & MAINTENANCE JUNE 2017	\$ 2,154.10

EFT8367	12/07/2017	HANSON CONSTRUCTION MATERIALS PTY LTD	WASHED GRANITE	\$ 10,167.10
EFT8368	12/07/2017	HI CONSTRUCTIONS AUST PTY LTD	RESTORATION OF MEMORIAL HALL MAIN DOORS	\$ 5,780.50
EFT8369	12/07/2017	IAN D'ARCY	REIMBURSEMENT OF ELECTRICITY AS PER UTILITY ALLOWANCE IN EMPLOYMENT CONTRACT	\$ 368.71
EFT8370	12/07/2017	JASON SIGNMAKERS	SALVAGE OF TOWN AND SHIRE MAP IMAGES	\$ 484.00
EFT8371	12/07/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY 27/06/17	\$ 220.00
EFT8372	12/07/2017	LESLIE ROBERT EYRE	SHIRE OVAL CONTRACT JUNE 2017	\$ 400.00
EFT8373	12/07/2017	MARKETFORCE	TENDER RFT 01/2017 ADVERTISING WEST AUST WEDNESDAY 28 JUNE 2017 EDITION	\$ 270.70
EFT8374	12/07/2017	MIRACLE RECREATION EQUIPMENT	SUPPLY AND INSTALLATION OF FIBREGLASS DOUBLE WAVE SLIDE	\$ 3,817.00
EFT8375	12/07/2017	PINGELLY TIMES	ADVERTISING 2017 BROOKTON MUD RUN	\$ 15.00
EFT8376	12/07/2017	SHARYN OLSEN	REFUND OF RENT PAYED AS PREMISES VACATED	\$ 255.71
EFT8377	12/07/2017	SHIRE OF BROOKTON	MASTERCARD PURCHASES JUNE 2017	\$ 178.39
EFT8378	12/07/2017	SHIRE OF BROOKTON	MASTERCARD PURCHASES JUNE 2017	\$ 1,701.36
EFT8379	12/07/2017	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 125.00
EFT8380	12/07/2017	SOUTH REGIONAL TAFE	N10323 - CONTROL PLANT PESTS & DISEASES.	\$ 728.20
EFT8381	12/07/2017	SOUTHERN CROSS AUSTEREO	RADIO ADVERTISING	\$ 152.90
EFT8382	12/07/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 21/06/17 TO 30/06/17	\$ 584.37
EFT8383	12/07/2017	WA TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE ACCRUAL PERIOD ENDING 30/06/17	\$ 5,652.87
EFT8384	25/07/2017	ALLMARK & ASSOCIATES PTY LTD	ARTWORK, NAME PLATES & TIMBER HONOUR BOARD GRAPHICS	\$ 757.90
EFT8385	25/07/2017	APV VALUERS AND ASSET MANAGEMENT	FAIR VALUE LAND AND BUILDING	\$ 810.15
EFT8386	25/07/2017	AUSTRALIA POST	POSTAGE JUNE 2017	\$ 307.20
EFT8387	25/07/2017	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES JULY 2017	\$ 224,263.80
EFT8388	25/07/2017	BEVERLEY JUNIOR SPORTING COUNCIL	KIDSPORT VOUCHERS	\$ 280.00
EFT8389	25/07/2017	BROOKTON DELI	CATERING FOR JUNE ORDINARY COUNCIL MEETING 15 JUNE 2017	\$ 88.00
EFT8390	25/07/2017	GIRL GUIDES WA INC	KIDSPORT VOUCHERS	\$ 950.00
EFT8391	25/07/2017	GO GO ON-HOLD	ON-HOLD MESSAGES	\$ 828.00
EFT8392	25/07/2017	IT VISION	UPGRADE TO SYNERGYSOFT & AMEND TEMPLATES	\$ 909.68
EFT8393	25/07/2017	IXOM	CHLORINE CYLINDER SERVICE FEE SWIMMING POOL	\$ 81.84
EFT8394	25/07/2017	JASON SIGNMAKERS	PRODUCTION OF STREET BLADE DESIGN & ADDITIONAL ARTWORK FOR SHIRE AND TOWN MAPS	\$ 2,418.90
EFT8395	25/07/2017	LANDGATE	VALUATION ROLLS MINING TENEMENTS & RURAL UV INTERIM VALUATION SHARED	\$ 326.00
EFT8396	25/07/2017	LGIS INSURANCE	PROPERTY, WORKCARE, CRIME & BUSHFIRE INSURANCE	\$ 93,492.31
EFT8397	25/07/2017	LGIS INSURANCE BROKING	MOTOR VEHICLE, MARINE CARGO, TRAVEL, PERSONAL ACCIDENT, SALARY CONTINUANCE, CYBER & MANAGMENT LIABILITY INSURANCE	\$ 40,533.90
EFT8398	25/07/2017	LYN KAY	CIRCUIT CLASSES AT BROOKTON ALL HOURS GYM	\$ 780.00
EFT8399	25/07/2017	MIARUNGING ESTATE	GRAVEL FOR CORBERDING ROAD	\$ 11,550.00
EFT8400	25/07/2017	NISBETS AUSTRALIA PTY LTD	UTILITY TROLLEY	\$ 145.63
EFT8401	25/07/2017	PH & KE GOW	FEATURE AND CONTOUR SURVEY OF 8	\$ 1,100.00
EFT8402	25/07/2017	SHIRE OF NARROGIN	INVESTIGATE AND PROVIDE REPORT ON IT NETWORK	\$ 561.00
EFT8403	25/07/2017	STRUCETERRE CONSULTING ENGINEERS	GEOTECHNICAL REPORT FOR LOT 104 #8 AVONBANK CLOSE, BROOKTON	\$ 3,135.00

EFT8404	25/07/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 03/07/17 TO 10/07/17	\$ 561.00
EFT8405	25/07/2017	WA TREASURY CORPORATION	LOAN REPAYMENTS FOR LOANS 79, 80 & 75	\$ 40,646.95
EFT8406	25/07/2017	WESFARMERS KLEENHEAT GAS PTY LTD	GAS CYLINDERS CHARGES AT WB EVA PAVILION	\$ 227.70
EFT8407	25/07/2017	ZACKS COMMERCIAL ARTS	BUSINESS CARDS, MICROFIBRE CLOTHS, TELEGRAPH NOTES & ENVELOPES	\$ 1,228.00
EFT8408	25/07/2017	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	STORAGE OF ARCHIVE BOXES JUNE 2017	\$ 128.70
TOTAL EFT				\$ 832,577.12

Chq/EFT	Date	Name	Description	Amount
18109	03/07/2017	BROOKTON PINGELLY FOOTBALL CLUB	KIDSPORT VOUCHERS	\$ 290.00
18110	03/07/2017	CASH - SHIRE OF BROOKTON	PETTY CASH REIMBURSEMENT	\$ 46.75
18111	03/07/2017	DEPARTMENT OF TRANSPORT	TRANSFER OF FIRETENDER 1EYN644	\$ 16.40
18112	03/07/2017	RESOURCES SAFETY DEPT OF MINES & PETROLEUM	DANGEROUS GOODS SITE LICENCE - KALKARNI RESIDENCY	\$ 199.00
18113	03/07/2017	ST JOHN AMBULANCE ASSN	FIRST AID KIT SERVICING	\$ 416.62
18114	03/07/2017	WATER CORPORATION OF WA	WATER USAGE OVAL & SENIOR CITIZENS	\$ 552.72
18121	12/07/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTION	\$ 320.00
18122	12/07/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTION	\$ 150.00
18123	12/07/2017	SOLARGAIN PV PTY LTD	INSTALL 26.46KWP SOLAR SYTEM TO ADMINISTRATION OFFICE	\$ 8,519.50
18124	25/07/2017	COMMISSIONER OF STATE REVENUE	RETURN OF PENSIONER REBATE A503 INELIGIBLE 2015-2016 & 2016-2017	\$ 245.81
18125	25/07/2017	SYNERGY	STREETLIGHT ELECTRICITY 25/05/17 TO 24/06/17	\$ 3,383.00
18126	25/07/2017	TELSTRA CORPORATION	TELEPHONE - ADMINISTRATION BUILDING, DEPOT, SWIMMING POOL, MOBILE & IPAD ACCOUNTS	\$ 861.69
18127	25/07/2017	WATER CORPORATION OF WA	CORPORATE REALESTATE LEASE L2362 - HAPPY VALLEY 01/06/17 TO 31/12/17	\$ 320.84
TOTAL CHQ				\$ 15,322.33
TOTAL MUNICIPAL				\$ 847,899.45

DIRECT DEBITS FOR JULY 2017	
SALARIES & WAGES	\$ 89,689.09
MERCHANT FEES	\$ 150.90
SUPERANNUATION	\$ 13,841.17
TOTAL	\$ 103,681.16

TERM DEPOSIT TRANSFERS FOR JULY 2017	
RESERVES OPENING BALANCE	\$ 3,593,935.95
RESERVES TRANSFERS IN	\$ 102,950.00
RESERVES TRANSFERS OUT	\$ 213,098.00
RESERVES (INTEREST)	\$ 20,977.48
TOTAL	\$ 3,504,765.43

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO		
DATE	DESCRIPTION	AMOUNT
10/6/17	WESTNET - DEPOT	\$ 49.95
10/6/17	WESTNET - ADMINISTRATION	\$ 109.95
23/6/17	SAFETY CULTURE -IAUDITOR SUBSCRIPTION	\$ 13.20
30/6/17	CARD FEES	\$ 5.29
TOTAL		\$ 178.39

SHIRE OF BROOKTON CREDIT CARD PURCHASES DCEO		
DATE	DESCRIPTION	AMOUNT
13/06/17	WA COMMUNITY ENGAGEMENT SUMMIT REGISTRATION - PO	\$ 1,595.00
22/06/17	LG BETTER PRACTICE GROUP WORKSHOP REGISTRATION - DCEO	\$ 50.00
22/06/17	LG BETTER PRACTICE GROUP WORKSHOP REGISTRATION - GO	\$ 50.00
30/06/17	CARD FEES	\$ 6.36
TOTAL		\$ 1,701.36

12.08.17.02 ASSET WRITE-OFF – FAIR VALUE

File No:	N/A
Date of Meeting:	17 August 2017
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Deanne Sweeney – Senior 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:	There is no previous meeting reference

Summary of Item:

This report recommends that Council approve the removal of 21 items of land and buildings with a total written down value of \$254,053.67(asset # 6278, 6990 & 6679), along with 1 items of furniture and fittings with a written down value of \$27,593.90(asset # 7026) from the Fixed Asset Register with 15 items to be recorded on Council’s Asset Inventory Listing

Description of Proposal:

In April 2016 the accounting policy was amended to increase the capitalisation threshold to \$5,000. Therefore, fixed assets with a written down value under \$5,000 will be recorded on Council’s Inventory Asset Listing rather than being continued to be depreciated in Council’s financial statements. To remove these items it requires them to be written off the balance sheet. Unintentionally asset number 6278 toilet block, 6990 water tank and 6679 Aldersyde Hall with a written down value of \$254,053.67 was included as part of the fair value revaluation. It has been discovered that these assets on Reserve number 16825 is not vested in the Shire of Brookton, and therefore is not the property of the shire. It has been established that these assets are in fact the property of the Aldersyde Hall Committee. This has resulted in a loss on disposal of assets of \$281,647.57 a detailed in attachment 12.08.17.03.

Background:

In July 2012 the Local Government (Financial Management) Regulations 1996 were amended and the measurement of non-current assets at fair value became mandatory. This prompted a review of the accounting policy and capitalisation threshold surrounding the classification and depreciation of fixed assets.

Consultation:

Nil.

Statutory Environment:

Regulation 17A of the Local Government (Financial Management) Regulations 1996.

Relevant Plans and Policy:

Significant Accounting Policies.

Financial Implications:

As a result of asset # 6278, 6990, 6679 & 7026 disposed of from the asset register, there will be an unbudgeted \$281,647.57 write off incurred in the financial statements.

This will not impact on the cash position of the Shire in any way as any profit(loss) on the sale/write off of assets are added back in the cash flow and rate setting statement. However, there will be a budget variation of \$281,647.57 required as a result of the write off of these assets in the financial statements.

Risk Assessment:

No risk identified

Community & Strategic Objectives:

Plan (2013 – 2023)

Not applicable

Comment

The report has been prepared in accordance with statutory requirements.

OFFICER'S RECOMMENDATION

That Council

- 1. Approve the write-off of 22 assets totaling \$281,647.57, with 15 items to be recorder on Council's Asset Inventory Listing presented in Attachment 12.08.17.02.***

Attachments

Attachment 12.08.17.02

Attachment 12.08.17.02

Asset #	Asset Description	Date Acquired	Current Value	Depreciation	Written Down Value
6260	SEAT - BROOKTON AQUATIC CENTRE	31/08/1995	\$ -	\$ -	\$ -
6288	RECREATION GROUND TICKET BOX (ENTRY TURNSTYLE)	30/11/1994	\$ -	\$ -	\$ -
6503	STORAGE SHED - BROOKTON REFUSE SITE	30/06/1999	\$ -	\$ -	\$ -
6635	WATER TANK - TREATMENT WORKS	30/06/2003	\$ -	\$ -	\$ -
6954	SHEDS X 2 - TREATMENT WORKS	30/06/2014	\$ -	\$ -	\$ -
6963	WATER TANK - BROOKTON COUNTRY CLUB	30/06/2014	\$ -	\$ -	\$ -
6969	PICNIC SETTING - BROOKTON COUNTRY CLUB	30/06/2014	\$ -	\$ -	\$ -
6985	STORAGE SHED - KALKARNI RESIDENCY/SADDLEBACK LODGE	30/06/2014	\$ -	\$ -	\$ -
6988	FENCING - OLD BOWLING CLUB MENS SHED	30/06/2014	\$ -	\$ -	\$ -
6989	FENCING - CARAVAN PARK	30/06/2014	\$ -	\$ -	\$ -
6991	LIGHTING - KWEDA HALL	30/06/2014	\$ -	\$ -	\$ -
7002	MULTI CELL CHLORINE GAS DETECTION/WARNING SYSTEM	31/05/2015	\$ -	\$ -	\$ -
7003	TOWNSCAPE - ROBINSON ROAD	31/05/2015	\$ -	\$ -	\$ -
7007	2100MM REFILL DRINKING STATION AND DRAINAGE PIT	30/06/2015	\$ -	\$ -	\$ -
7008	FUEGO 240LTR BIN SURROUNDS AND GRAPHICS	30/06/2015	\$ -	\$ -	\$ -
BC0858	ATLAS FENCING - TUBULAR FENCING @1.8M HIGH	26/07/2013	\$ -	\$ -	\$ -
6278	TOILET BLOCK - ALDERSYDE	30/06/2017	\$ 23,886.23	\$ 20.08	\$ 23,866.15
6990	WATER TANK - ALDERSYDE HALL	30/06/2017	\$ 2,587.50	\$ 4.87	\$ 2,582.63
6679	ALDERSYDE HALL	30/06/2017	\$ 227,984.40	\$ 379.51	\$ 227,604.89
7026	MAGIQ - ELECTRONIC RECORDS SYSTEM	30/06/2016	\$ 30,951.85	\$ 3,357.95	\$ 27,593.90
					\$ 281,647.57

File No:	N/A
Date of Meeting:	17/08/2017
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Deanne Sweeney – Senior 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:	There is no previous meeting reference

Summary of Item:

The Statement of Financial Activity for the period ended 30 June 2017 is presented to council.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 30 June 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.

OFFICER'S RECOMMENDATION

That Council

- 1. Receive the Monthly Statement of Financial Activity for the period ending 30 June 2017 presented in Attachment 12.08.17.03.***

Attachments

Attachment 12.08.17.03

Shire of Brookton
MONTHLY FINANCIAL REPORT
For the Period Ended 30 June 2017

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**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 30 June 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	9,081,360	8,777,436	7,086,239	7,403,255	3,685,498	2,643,619	1,259,224	478,949

**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	1,115,010	1,831,612	1,248,508
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	1,115,010	572,848	1,248,508

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

Note 4 - Rates and Rubbish Collection History

Month	Last Year 2015-16 %	This Year 2016-17 %
	Jul	16
Aug	13	10
Sep	76	72
Oct	79	76
Nov	78	82
Dec	84	84
Jan	88	90
Feb	92	91
Mar	97	93
Apr	97	97
May	98	98
Jun	99	98

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 June 2017

Note	Adopted Annual Budget	Amended Budget November & June OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Operating Revenues	\$		\$	\$	\$	%	
Governance	36,054	17,554	17,554	17,531	(23)	(0.13%)	
General Purpose Funding	1,118,337	1,559,071	1,559,071	1,577,863	18,793	1.21%	
Law, Order and Public Safety	34,763	30,203	30,203	29,296	(907)	(3.00%)	
Health	2,509	1,609	1,609	1,074	(535)	(33.27%)	
Education and Welfare	3,719,654	3,738,074	3,738,074	4,069,702	331,628	8.87%	
Housing	82,562	102,518	102,518	107,238	4,720	4.60%	
Community Amenities	520,003	463,052	463,052	460,505	(2,547)	(0.55%)	
Recreation and Culture	177,790	93,490	93,490	83,661	(9,828)	(10.51%)	
Transport	978,168	978,168	978,168	929,398	(48,770)	(4.99%)	
Economic Services	87,775	62,975	62,975	68,218	5,242	8.32%	
Other Property and Services	165,475	39,526	39,526	58,769	19,244	48.69%	▲
Total (Excluding Rates)	6,923,090	7,086,239	7,086,239	7,403,255	317,016	4.47%	
Operating Expense							
Governance	(680,722)	(773,706)	(773,706)	(645,350)	128,356	(16.59%)	▲
General Purpose Funding	(230,073)	(224,053)	(224,053)	(229,494)	(5,440)	2.43%	
Law, Order and Public Safety	(218,386)	(183,386)	(183,386)	(161,571)	21,816	(11.90%)	▼
Health	(51,035)	(51,985)	(51,985)	(47,470)	4,515	(8.69%)	
Education and Welfare	(3,856,839)	(3,892,079)	(3,892,079)	(4,010,193)	(118,114)	3.03%	
Housing	(126,435)	(132,135)	(132,135)	(123,966)	8,169	(6.18%)	
Community Amenities	(617,463)	(470,263)	(470,263)	(382,006)	88,257	(18.77%)	▼
Recreation and Culture	(805,635)	(832,365)	(832,365)	(790,960)	41,405	(4.97%)	▼
Transport	(3,870,659)	(2,420,445)	(2,420,445)	(2,167,930)	252,515	(10.43%)	▼
Economic Services	(158,894)	(106,684)	(106,684)	(106,373)	312	(0.29%)	
Other Property and Services	153,040	5,742	5,742	(112,125)	(117,868)	(2052.58%)	▼
Total	(10,463,102)	(9,081,360)	(9,081,360)	(8,777,436)	303,924	3.35%	
Funding Balance Adjustment							
Add back Depreciation	4,023,244	2,535,580	2,535,580	2,262,893	(272,687)	(10.75%)	▼
Adjust (Profit)/Loss on Asset Disposal	(9,248)	(9,248)	(9,248)	32,475	41,723	(451.16%)	
Movement in Non Cash Provisions	0	0	0	0	0		
Net Operating (Ex. Rates)	473,984	531,211	531,211	921,187	389,976	73.41%	▲
Capital Revenues							
Proceeds from Disposal of Assets	264,000	264,000	210,888	210,888	0	0.00%	
Self-Supporting Loan Principal	38,036	38,036	38,036	38,036	0	0.00%	
Transfer from Reserves	1,099,300	1,010,300	1,010,300	230,025	(780,275)	(77.23%)	▼
Total	1,401,336	1,312,336	1,259,224	478,949	(780,275)		
Capital Expenses							
Land and Buildings	(1,086,600)	(1,103,790)	(1,103,790)	(250,281)	853,509	(77.33%)	▼
Plant and Equipment	(540,500)	(408,240)	(408,240)	(412,820)	(4,580)	1.12%	
Furniture and Equipment	(202,243)	(112,600)	(112,600)	(13,575)	99,025	(87.94%)	▼
Infrastructure Assets - Roads & Bridges	(1,266,600)	(1,266,600)	(1,266,600)	(1,210,809)	55,791	(4.40%)	▼
Infrastructure Assets - Sewerage	(213,680)	(118,680)	(118,680)	(121,144)	(2,464)	2.08%	
Infrastructure Assets - Parks	(30,000)	0	(30,000)	0	30,000	(100.00%)	▼
Repayment of Debentures	(122,136)	(122,136)	(122,136)	(122,136)	(0)	0.00%	
Transfer to Reserves	(586,657)	(523,452)	(523,452)	(512,854)	10,597	(2.02%)	▼
Total	(4,048,416)	(3,655,498)	(3,685,498)	(2,643,619)	1,041,878	(28.27%)	
Net Capital	(2,647,080)	(2,343,162)	(2,426,274)	(2,164,670)	261,603	(10.78%)	
Total Net Operating + Capital	(2,173,096)	(1,811,951)	(1,895,063)	(1,243,483)	651,579	(34.38%)	
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)	293,198	678,133	595,191	1,248,508	629,527		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 30 June 2017

NOTE	2016/17	2016/17	2016/17	2016/17	Variance
	Adopted Budget \$	Amended Budget November OCM	YTD Budget \$	YTD Actual \$	YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES					
	1,917,236	1,917,236	1,917,236	1,919,143	1,907
	3,812,835	4,293,567	4,293,567	4,306,754	13,187
	1,499,148	1,452,412	1,452,412	1,797,137	344,725
	199,619	169,621	169,621	176,018	6,397
	309,101	157,552	157,552	160,066	2,514
	7,737,938	7,990,387	7,990,387	8,359,117	368,730
EXPENSES FROM ORDINARY ACTIVITIES					
	(941,315)	(1,222,864)	(1,222,864)	(1,190,912)	31,953
	(4,968,682)	(4,792,295)	(4,792,295)	(4,817,323)	(25,028)
	(158,895)	(142,028)	(142,028)	(131,810)	10,218
	(4,023,244)	(2,535,580)	(1,341,081)	(2,262,893)	(921,812)
7	(122,249)	(122,249)	(40,750)	(120,798)	(80,048)
	(213,229)	(208,846)	(213,229)	(198,062)	15,167
	(14,202)	(14,202)	(19,202)	(1,566)	17,636
	(10,441,816)	(9,038,064)	(7,771,448)	(8,723,363)	(951,915)
	(2,703,878)	(1,047,677)	218,938	(364,246)	(583,185)
	1,071,854	990,554	990,554	941,683	(48,871)
6	30,534	22,534	22,534	21,598	(936)
6	(21,285)	(30,592)	(30,592)	(54,073)	(23,481)
NET RESULT	(1,622,776)	(65,181)	1,201,434	544,962	(656,472)

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)
Program by Nature and Type
For the Period Ended 30 June 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		1,917,236	1,919,143	1,907	42%
Operating Grants, Subsidies and Contributions	1,034,979		1,515,711	1,528,945	13,234	33%
Fees and Charges	817,593		770,857	785,187	14,330	17%
Interest Earnings	199,619		169,621	176,018	6,397	4%
Other Revenue	309,101		157,552	160,066	2,514	4%
	4,278,527		4,530,976	4,569,358	38,382	100%
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs	(941,315)		(1,222,864)	(1,190,912)	31,953	24%
Materials and Contracts	(1,505,962)		(1,329,574)	(1,191,687)	137,886	24%
Utilities	(158,895)		(142,028)	(131,810)	10,218	3%
Depreciation	(3,835,228)		(1,090,393)	(2,076,346)	(985,953)	42%
Interest Expenses	(116,391)		(32,939)	(115,054)	(82,115)	2%
Insurance	(198,229)		(183,229)	(183,608)	(379)	4%
Other Expenditure	(14,202)		(19,202)	(1,566)	17,636	0%
	(6,770,221)		(4,020,229)	(4,890,983)	(870,754)	100%
	(2,491,694)		510,747	(321,625)	(832,372)	
Non-Operating Grants, Subsidies & Contributions	1,071,854		990,554	941,683	(48,871)	
Profit on Asset Disposals	30,534		22,534	21,598	(936)	
Loss on Asset Disposals	(21,285)		(30,592)	(54,073)	(23,481)	
NET RESULT	(1,410,592)		1,493,243	587,583	(905,659)	

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

Note 1: MAJOR VARIANCES

OPERATING REVENUE (EXCLUDING RATES)

Governance

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

General Purpose Funding

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

Law, Order and Public Safety

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

Health

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

Education and Welfare

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

Housing

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

Community Amenities

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

Recreation and Culture

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

Transport

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

Economic Services

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

Other Property and Services

The variance is due to private works income completed in June 17 which was unbudgeted along with Paid parental Leave

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 being reviewed for the 2017/18 budget.

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 lower than expected operating costs for refuse general collection along with 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 operating 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 in the 2017/18 budget, along with lower than expected operating costs for town Street Maintenance

Economic Services

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

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

The main factor is less than expected proceeds of sale for plant & equipment.

Self-Supporting Loan Principal

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

Transfer from Reserves

Transfer only occur for the amount actually spent. Therefore this variance represents some projects which we did not completed - Staff housing Koornong (\$770840) and Railway Station (\$18000) shire funds not required.

CAPITAL EXPENSES

Land and Buildings

The reduction here is a combination of projects that will now be undertaken in the 17/18 year - completion of Kalkarni Generator, Staff housing, excision of land - Kalkarni and spend under the expected budget on capital items for Kalkarni Aged Residential Facility.

Plant and Equipment

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

Furniture and Equipment

This variance to budget is lower than expected purchases for Kalkarni of furniture & equipment.

Infrastructure Assets - Roads & Bridges

The reduction here is a combination of projects that were not undertaken in 2016/17year - Grosser street shire funded and Robinson Road R2R

Infrastructure Assets - Sewerage

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

Infrastructure Assets - Parks

This budget is for the Nature Play Playground, however no grant was sourced for this Project.

Repayment of Debentures

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

Transfer to Reserves

The factor is lower than expected interest rates for 2016/17.

OTHER ITEMS

Rate Revenue

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

Opening Funding Surplus(Deficit)

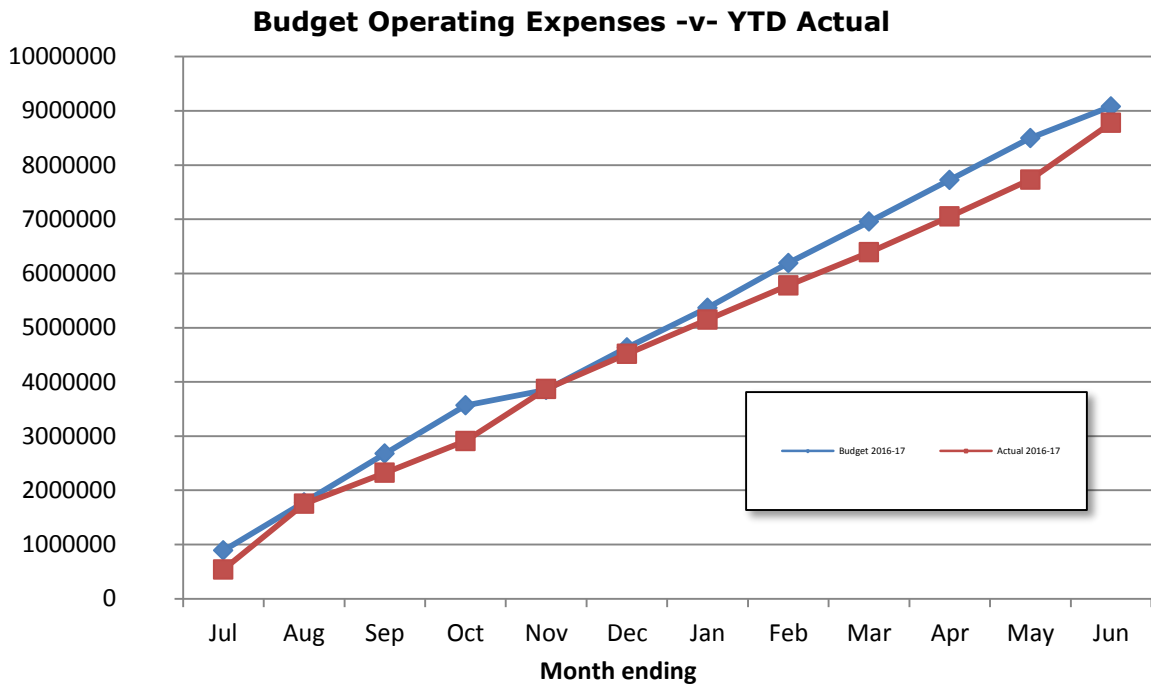
Within variance threshold of \$10,000 or 10%

Closing Funding Surplus (Deficit)

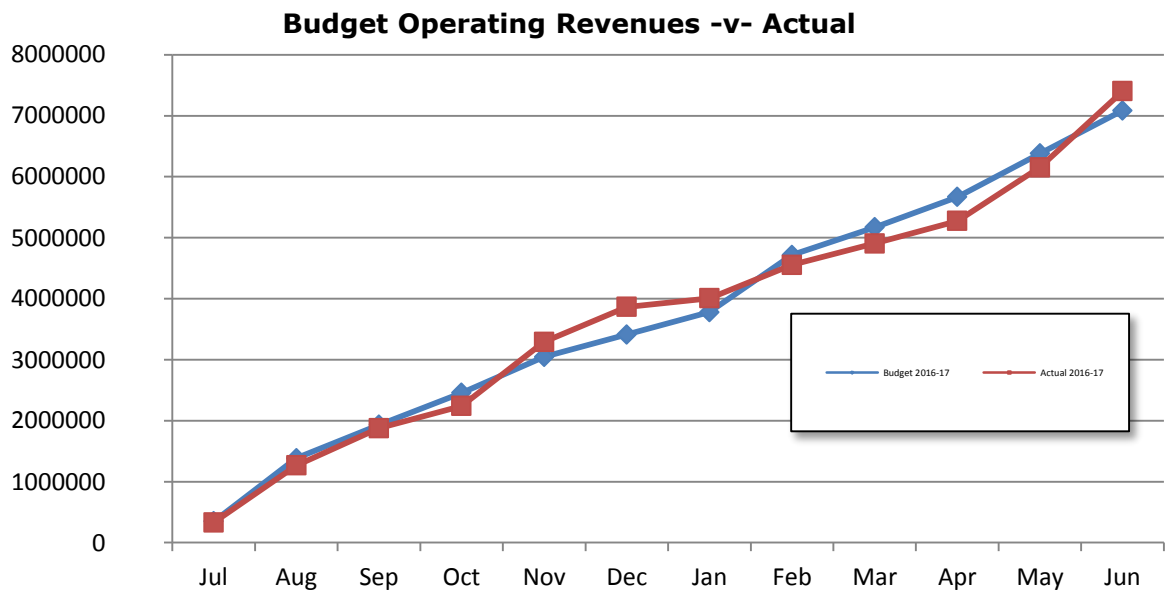
Within variance threshold of \$10,000 or 10%

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

Note 2 - Graphical Representation - Source Statement of Financial Activity



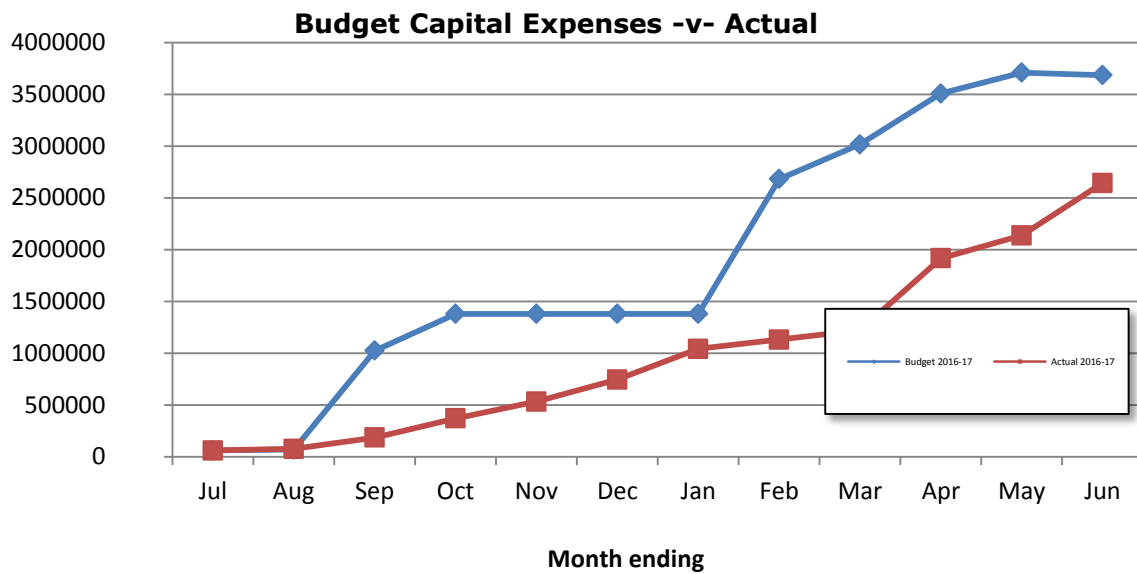
Comments/Notes - Operating Expenses



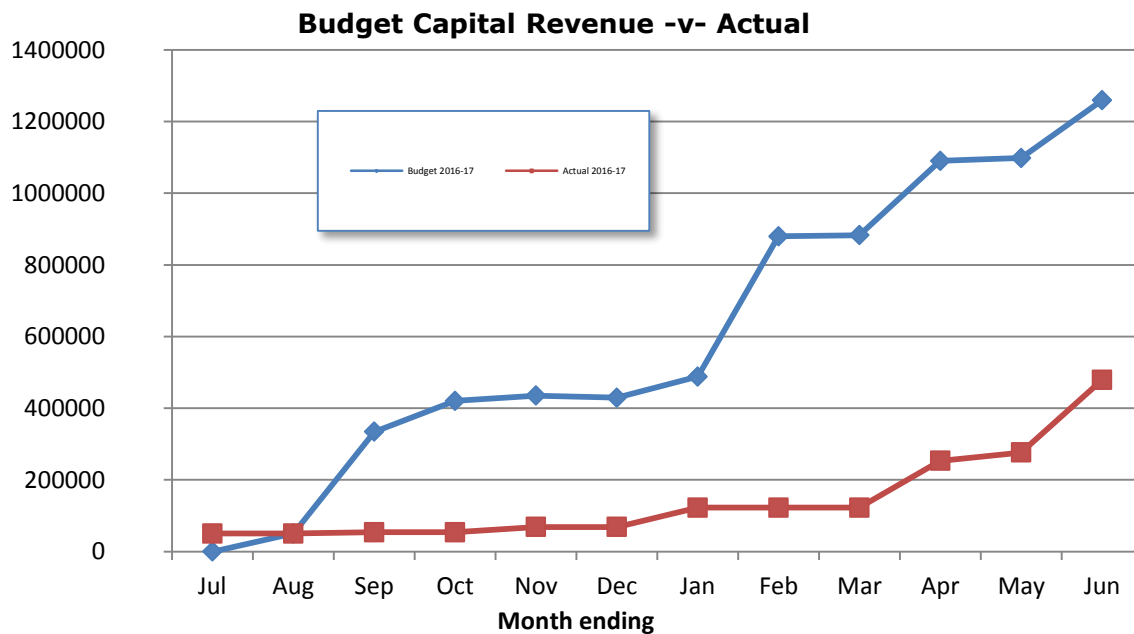
Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

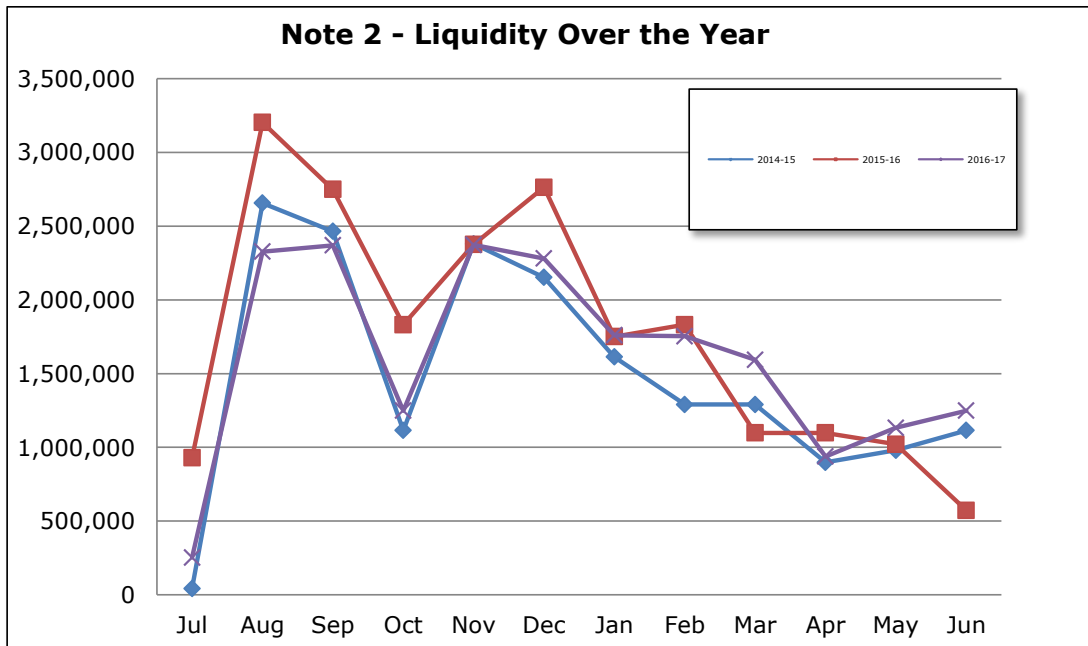


Comments/Notes - Capital Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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	1,624,466	772,890	1,393,864
	Cash Restricted	3,504,765	3,221,937	2,559,953
	Receivables	3,751,821	1,700,684	1,070,723
	Prepayments & Accruals	0	0	0
	Inventories	15,421	16,373	10,485
		8,896,473	5,711,885	5,035,025
Less: Current Liabilities				
	Payables and Provisions	(4,143,200)	(1,917,100)	(1,360,061)
		(4,143,200)	(1,917,100)	(1,360,061)
	Less: Cash Restricted	(3,504,765)	(3,221,937)	(2,559,953)
	Net Current Funding Position	1,248,508	572,848	1,115,010
				572,848



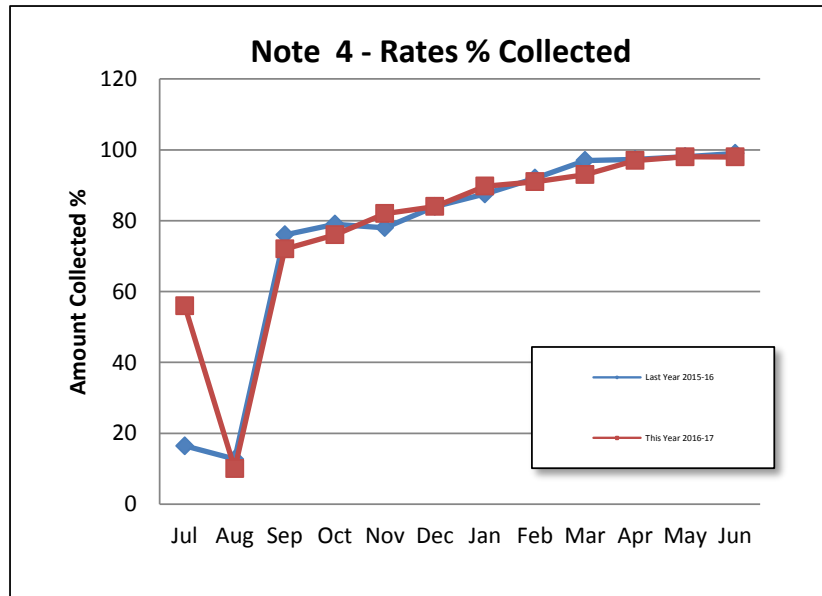
Comments - Net Current Funding Position

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish

	Current 2016-17	Previous 2015-16
	\$	\$
Opening Arrears Previous Years Rates, Sewerage & Rubbish Levied this year	12,339	48,284
Less Collections to date	(2,214,518)	(2,150,299)
Equals Current Outstanding	43,547	13,815
 Net Rates Collectable	 43,547	 13,815
% Collected	98.07%	99.36%

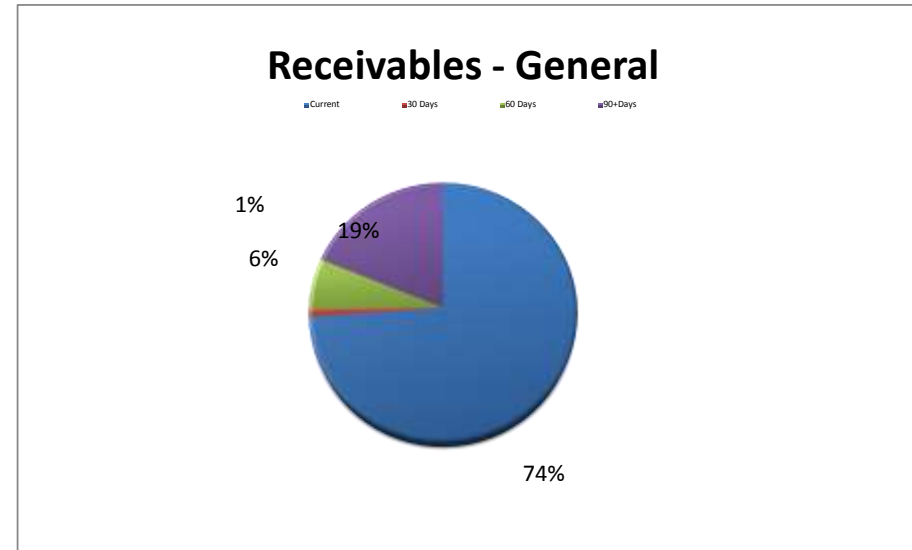


Comments/Notes - Receivables Rates, Sewerage and Rubbish

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	43,907	517	3,798	11,177
Total Outstanding				59,399

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 30 June 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	\$ 609	\$ 2,500	\$ 2,500	\$ 2,500	\$ 0	\$ 0	\$ 0	\$ 25,724	\$ 25,724	\$ 25,657
Bridge Construction Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Brookton Heritage/Museum Reserve	34,353	1,031	920	2,500	2,500	2,500	0	0	0	37,884	37,884	37,773
Caravan Park Reserve	127,936	3,838	3,317	0	0	0	(15,300)	(5,300)	(8,871)	116,474	126,474	122,382
Cemetery Reserve	20,921	628	551	0	0	0	0	0	0	21,549	21,549	21,472
Community Bus Reserve	57,160	1,715	1,536	5,000	5,000	5,000	0	0	0	63,875	63,875	63,696
Drainage Reserve						0	0	0	0	0	0	0
Furniture and Equipment Reserve	23,982	719	873	40,000	40,000	40,000	0	0	0	64,701	64,701	64,855
Health & Aged Care Reserve	777,991	23,340	20,367	50,000	50,000	50,000	(165,000)	(80,000)	(71,185)	686,331	771,331	777,173
Housing Reserve	754,115	22,623	19,810	15,000	15,000	15,000	(780,000)	(795,000)	(24,160)	11,738	(3,262)	764,765
Kweda Hall Reserve	22,548	676	609	2,500	2,500	2,500	0	0	0	25,724	25,724	25,657
Land Development Reserve	126,049	3,781	3,320	0	0	0	0	0	0	129,830	129,830	129,370
Madison Square Units Reserve	17,235	517	454	0	0	0	0	0	0	17,752	17,752	17,689
Municipal Buildings & Facilities Reserve	115,626	3,469	3,540	100,000	100,000	100,000	0	(18,000)	(18,000)	219,095	201,095	201,166
Plant and Vehicle Reserve	494,514	14,835	13,221	100,000	32,280	32,280	0	0	0	609,349	541,629	540,015
Railway Station Reserve	22,548	676	609	2,500	2,500	2,500	(18,000)	0	0	7,724	25,724	25,657
Rehabilitation & Refuse Reserve	40,355	1,211	1,093	5,000	5,000	5,000	0	0	0	46,566	46,566	46,448
Road and Bridge Infrastructure Reserve	187,018	5,611	5,529	100,000	100,000	100,000	0	0	0	292,629	292,629	292,547
Saddleback Building Reserve	48,828	1,465	1,286	0	0	0	0	0	0	50,293	50,293	50,114
Saddleback Vehicle & Equipment Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Sewerage Scheme Reserve	125,338	3,760	3,693	65,000	65,000	65,000	0	0	0	194,098	194,098	194,031
Sport & Recreation Reserve	10,124	304	267	0	0	0	0	0	0	10,428	10,428	10,391
Staff Vehicle Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Townscape and Footpath Reserve	142,080	4,262	3,164	0	0	0	(100,000)	(100,000)	(96,182)	46,342	46,342	49,062
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0	0	0	0
Developer Contribution - Roads	0	0	27	0	4,515	4,515	0	0	0	0	0	0
Water Harvesting Reserve	50,665	1,520	1,265	0	0	0	(21,000)	(12,000)	(11,627)	31,185	40,185	40,303
	3,221,936	96,657	86,059	490,000	426,795	426,795	(1,099,300)	(1,010,300)	(230,025)	2,709,293	2,730,573	3,500,223

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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	113,678		87,500	(26,178)
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)
0	0	0	Misc Small Items	0		452	452
0	0	0	2014 3.5T Polmac Fuel Trailer	6,624		7,845	1,221
254,750	264,000	9,248	Totals	243,363		210,888	(32,475)

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Amended Budget Nov OCM	Actual	Variance
	\$		\$	\$
Property, Plant & Equipment				
Land and Buildings	1,086,600	1,103,790	250,281	853,509
Plant & Equipment	540,500	408,240	412,820	(4,580)
Furniture & Equipment	202,243	112,600	13,575	99,025
Infrastructure				
Roadworks & Bridge Works & Footpaths	1,266,600	1,266,600	1,210,809	55,791
Parks & Gardens	30,000	0	0	30,000
Sewerage & Drainage	213,680	118,680	121,144	92,536
Totals	3,339,623	3,009,910	2,008,629	1,126,281

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

Note 7: INFORMATION ON BORROWINGS

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-16 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
							Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
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	9,421	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	2,254	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	21,878	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	4,125	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	5,744	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	9,477	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	4,021	4,101
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	157,810	-	12,137	12,137	145,673	145,673	9,477	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	54,401	54,784
					1,729,926	-	122,136	122,136	1,607,790	1,607,790	120,798	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 30 June 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%	290,453				290,453	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.70%	1,334,013				1,334,013	Bendigo	
Trust Cash at Bank	1.50%			35,723		35,723	Bendigo	
(b) Term Deposits								
Reserves	2.30%		3,504,765			3,504,765	Bendigo	02/10/2017
Les McMullen Trust	2.40%			7,224		7,224	Bendigo	26/06/2018
(c) Investments								
Bendigo Bank Shares					5,000	5,000		
Total		1,624,466	3,504,765	42,947	5,000	5,177,178		

Comments/Notes - Investments

Investment Management Strategy for Kalkarni Bonds

The total bond/RAD amounts (\$3,276,560.07) as at 31/05/17 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 30 June 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)	\$	\$	\$	\$
	Additional Muni Surplus Carried Forward 1 July 2016				23,790		293,198
	Infrastructure Depreciation	Nov 17 OCM	Non Cash Item	1,452,714			316,988
	Brookton Caravan Park Operating Expenses	Nov 17 OCM	Operating Expenses		24,259		316,988
	R2R - Brookton Kweda Road	Nov 17 OCM	Capital Expenses		41,500		341,247
	R2R - Gartrell Road	Nov 17 OCM	Capital Expenses			(15,500)	382,747
	R2R - Robinson Road	Nov 17 OCM	Capital Expenses			(26,000)	367,247
	Purchase Land and Buildings	Nov 17 OCM				(15,000)	341,247
	Transfer from Housing Reserve	Nov 17 OCM			11,000		326,247
	Purchase CEO Vehicle	Nov 17 OCM				(5,000)	337,247
	Admin Employee Expenses	Nov 17 OCM				(113,680)	332,247
	TPS Employee Costs	Nov 17 OCM			44,722		218,567
	Purchase Planner Vehicle	Nov 17 OCM			37,000		263,289
	TPS Member Contribution	Nov 17 OCM				(41,002)	300,289
	TPS General Operating Expenses	Nov 17 OCM				(10,000)	259,287
	TPS Vehicle Costs	Nov 17 OCM			1,975		249,287
	TBP Operating Expenses	Nov 17 OCM			394		251,262
	Rec Employee Costs	Nov 17 OCM			2,766		251,656
	PWOH Employee Costs	Nov 17 OCM			3,605		254,422
	Transfer to Plant Reserve	Nov 17 OCM			67,720		258,027
	Purchase Furniture and Equipment	Nov 17 OCM				(9,255)	325,747
	Private Works Income	Nov 17 OCM				(30,000)	316,492
	Pool Grants	Nov 17 OCM				(32,000)	286,492
	Madison Square Rental Income	Nov 17 OCM			12,116		254,492
	Staff Housing Reimbursements	Nov 17 OCM			7,090		266,608
	Staff Rental Revenue	Nov 17 OCM			19,500		273,698
	Net Adjustments As per budget review	Jun 17 OCM			722,017		293,198
	Net Adjustments As per budget review	Jun 17 OCM		35,000			1,015,215
	Closing Funding Surplus (Deficit)			1,487,714	1,019,454	(297,437)	1,015,215

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	ROBR2R	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 30 June 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 30 June 2017
	\$	\$	\$	\$
Housing Bonds	180	2,860	(3,040)	0
Other Bonds	10,120	13,724	(10,785)	13,058
Rates Incentive Prize	200	200	(200)	200
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	6,760	464	0	7,224
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	(4,915)	(1)
Unclaimed Money	0	0	0	0
	40,308	17,248	(18,940)	38,615

1. Developer Road Contributions are:

T129 Allington - Grosser Street -\$1.00 Rounding

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 30 June 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	Var.
Operating Revenue	\$	\$	\$	\$	%	
Fees & Charges	681,555	681,555	1,011,950	330,395	48.48%	
Grants & Subsidies	2,777,856	2,777,856	2,777,809	(47)	(0.00%)	
Total Revenue	3,459,411	3,459,411	3,789,759	330,348	9.55%	
Operating Expenses						
Building Maintenance	0	0	0	0	0.00%	
Interest Expenses	(5,858)	(5,858)	(5,744)	114	(1.95%)	
Insurance Expenses	(15,000)	(15,000)	(14,454)	546	(3.64%)	
Building Maintenance	(18,200)	(18,200)	(30,622)	(12,422)	68.25%	
Loss on Sale of Asset	0	0	0	0	0.00%	
Depreciation	(188,016)	(188,016)	(186,547)	1,469	(0.78%)	▼
ABC Administration Expenses	(22,345)	(22,345)	(23,253)	(908)	4.06%	▼
Contract Expenses	(3,422,176)	(3,422,176)	(3,571,761)	(149,585)	4.37%	
Total Expenses	(3,671,595)	(3,671,595)	(3,832,381)	(160,786)	(4.38%)	
Operating Surplus (Deficit)	(212,184)	(212,184)	(42,621)	169,563	80%	▼
Excluding Non Cash Adjustments						
Add back Depreciation	188,016	188,016	186,547	(1,469)	(0.78%)	▼
Adjust (Profit)/Loss on Asset Disposal	0	0	0	0	0.00%	
Net Operating Surplus (Deficit)	(24,168)	(24,168)	143,926	168,094	(695.52%)	▼
Capital Revenues						
KBC Capital Income	260,243	260,243	260,243	(0)	(0.00%)	
Transfer from Reserves	780,000	0	24,160	24,160	0.00%	
Total	1,040,243	260,243	284,403	24,160	(0)	
Capital Expenses						
Land and Buildings	(165,000)	0	(91,815)	(91,815)	0.00%	
Plant and Equipment	0	0	0	0	0.00%	
Furniture and Equipment	(192,243)	0	(13,575)	(13,575)		
Repayment of Debentures	(7,356)	(3,627)	(7,356)	(3,729)	0.00%	
Transfer to Reserves	(37,623)	0	(34,810)	(34,810)		
Total	(402,222)	(3,627)	(147,556)	(143,929)		
Net Capital	638,021	256,616	136,847	(119,769)	(46.67%)	
Closing Funding Surplus(Deficit)	613,853	232,448	280,773	48,325		

**Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 30 June 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	3,000	5,335	2,335
Sporting Club Fees	4,500	4,500	4,537	37
Gymnasium Income	14,500	14,500	11,465	(3,035)
	22,000	22,000	21,337	(663)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(6,863)	(6,863)	(12,162)	(5,299)
Materials and Contracts	(8,200)	(8,200)	(6,842)	1,358
Utilities	(4,000)	(4,500)	(3,097)	1,403
Interest Expenses	(54,784)	(54,784)	(54,401)	383
Insurance	(5,500)	(5,500)	(3,742)	1,759
General Operating Expenses	(9,418)	(9,418)	(12,555)	(3,136)
Gymnasium Operating	(11,185)	(6,185)	(3,620)	2,564
	(88,766)	(89,266)	(92,798)	(3,533)
	(66,766)	(67,266)	(71,461)	(4,195)
NET RESULT	(66,766)	(67,266)	(71,461)	(4,195)

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 30 June 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	154,887	154,775	(112)
	154,087	156,387	156,191	(196)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(2,734)	(2,734)	(1,176)	1,558
Materials and Contracts	(36,280)	(21,280)	(19,310)	1,970
Utilities	(6,000)	(6,000)	(5,803)	197
Depreciation	(88,284)	(88,284)	(55,607)	32,677
Interest Expenses	(4,101)	(4,101)	(4,021)	80
Insurance	(250)	(250)	(243)	7
General Operating Expenses	(3,785)	(3,785)	(1,315)	2,470
Allocation of Administration Expense	(12,013)	(8,009)	(3,602)	4,407
	(153,447)	(134,442)	(91,076)	43,366
	640	21,944	65,115	43,170
Add Back Depreciation	88,284	88,284	55,607	(32,677)
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	110,229	120,722	10,493

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

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

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

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Acquatic Centre
For the Period Ended 30 June 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	35,000	35,000	35,211	211	0.60%
Total Revenue	50,300	35,000	35,000	35,211	211	0.60%
Operating Expenses						
Brookton Caravan Park	(65,173)	(40,914)	(40,914)	(39,026)	1,888	0.00%
Caravan Park Depreciation	(527)	(577)	(577)	(912)	(335)	58.14%
Caravan Park Administration Expenses	(10,572)	(10,572)	(10,572)	(11,001)	(429)	0.00%
Total	(76,272)	(52,062)	(52,062)	(50,940)	1,123	2.16%
Operating Surplus (Deficit)	(25,972)	(17,062)	(17,062)	(15,729)	1,334	8%
Excluding Non Cash Adjustments						
Add back Depreciation	527	577	577	912	335	58.14%
Net Operating Surplus (Deficit)	(25,445)	(16,486)	(16,486)	(14,817)	1,669	(10.12%)
Note 14 (b): Brookton Acquatic Centre						
Operating Revenue						
POOL Fees & Charges	12,500	10,500	10,500	10,403	(97)	0.00%
POOL GRANTS & SUBSIDIES	32,000	32,000	32,000	32,000	0	0.00%
Total Revenue	44,500	42,500	42,500	42,403	(97)	0
Operating Expenses						
POOL Employee Costs	(500)	(580)	(580)	(582)	(2)	0.29%
POOL General Operating Expenses	(80,780)	(113,780)	(113,780)	(82,180)	31,600	(27.77%)
POOL Building Maintenance	(18,848)	(12,848)	(12,848)	(44,142)	(31,293)	243.55%
POOL Depreciation	(24,674)	(24,674)	(24,674)	(24,674)	0	0.00%
POOL Administration Expenses	(36,280)	(36,280)	(36,280)	(37,754)	(1,474)	4.06%
Total	(161,083)	(188,163)	(188,163)	(189,332)	(1,169)	(0.62%)
Operating Surplus (Deficit)	(116,583)	(145,663)	(145,663)	(146,930)	(1,266)	0%
Excluding Non Cash Adjustments						
Add back Depreciation	24,674	24,674	24,674	24,674	0	0.00%
Net Operating Surplus (Deficit)	(91,909)	(120,989)	(120,989)	(122,255)	(1,266)	0%

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 30 June 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	\$ 137,646	62%	\$	\$	\$	\$	\$ 77,614	\$	\$	\$ 15,000	\$ 129,796
Rural Road Maintenance	360,334	360,334	307,167	85%						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	507,584	101%	470,503								32,032
Gartrell Road	0	15,500	15,389	99%	15,500								
Robinson Road	0	26,000	0	0%	26,000								
Other Construction													
Buckingham Road	0	0	600	0%									
Grosser Street	5,586	5,586	0	0%									5,586
Montgomery Street	0	0	82	0%									
Reynolds Street	56,652	56,652	48,621	86%									56,652
RRG Approved Projects													
Alderside - Pingelly Road	141,960	141,960	101,185	71%			94,640						47,320
Brookton - Kweda Road	263,823	263,823	292,881	111%			112,407	63,476					87,940
Corberding Road	154,544	154,544	146,033	94%			103,028						51,516
	1,810,699	1,813,199	1,620,664	90%	512,003	0	310,075	63,476	77,614	325,234	0	15,000	507,297

**Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 30 June 2017**

Note 16

Description	Adopted Annual Budget	Amended Budget Nov OCM	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
Administration Office - Solar Panels	0	20,490	18,176	89%	2,490		18,000		20,490
Kalkarni Residency Capital Provision	79,643	79,643	43,976	38%	79,643				79,643
Kalkarni Backup Power Supply	115,000	115,000	41,345	83%			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	3,135	0%			755,000		755,000
ICT Upgrade	0	0	0	0%	9,255				9,255
Townscape - Robinson Road	100,000	100,000	96,578	97%			100,000		100,000
Memorial Hall Renewal	6,000	6,000	5,255	88%	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 & Power Upgrade	10,600	10,600	11,162	105%		5,300	5,300		10,600
Kalkarni Residency Furniture and Equipment/Upgrades	112,600	112,600	13,575	12%	112,600				112,600
Caravan Park - Upgrade Power Supply	10,000	10,000	0	0%			10,000		10,000
CEO Vehicle	50,000	52,740	52,740	100%	52,740			25,000	77,740
DCEO Vehicle	36,000	36,000	0	0%	36,000			22,000	58,000
Shire Planner Vehicle	37,000	0	0	0%	0			0	0
Transport Plant and Equipment (Grader, PWS Ute, Foreman Ute)	417,500	417,500	360,080	86%	417,500			140,000	557,500
Aldersyde-Pingelly Rd	141,960	141,960	101,185	71%	47,320	94,640			141,960
Brookton-Kweda Road - Road Widening To Mourambine Junction	263,823	263,823	292,881	111%	87,940	175,883			263,823
Corberding Road	154,544	154,544	146,033	94%	51,516	103,028			154,544
Brookton-Kweda Road	544,035	502,535	507,584	101%	32,032	470,503			502,535
Gartrell Road	0	15,500	15,389	99%	0	15,500			15,500
Robinson Road	0	26,000	0	0%	0	26,000			26,000
Buckingham Road	0	0	600	0%	0				0
Grosser Street	5,586	5,586	0	0%	5,586				5,586
Montgomery Street	0	0	82	0%	0				0
Reynolds Street	56,652	56,652	48,621	86%	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	114,517	76%	45,000	100,000	5,000		150,000
Nature Play	30,000	30,000	0	0%		30,000			30,000
	3,309,980	3,390,853	2,008,629	61%	1,195,954	1,071,854	1,132,300	187,000	3,587,108

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Grants, Subsidies and Contributions Register
For the Period Ended 30 June 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)	(2,777,809)	100%
Rural Water Planning	Happy Valley Bore Field	Non Operating	(100,000)	(100,000)	(100,000)	(100,000)	(95,000)	95%
Lotterywest	WB Eva Grant	Non Operating	(51,000)	-	-	-	-	0%
Department of the Prime Minister	Flag Pole Grant	Non Operating	(30,000)	(5,000)	-	-	(5,000)	100%
Main Roads WA	Regional Road Group	Non Operating	(373,551)	(373,551)	(373,531)	(373,551)	(360,066)	96%
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)	(920,018)	Recurrent	(606,728)	(919,298)	100%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(325,234)	(492,676)	Recurrent	(325,234)	(506,630)	103%
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)	(5,284,121)		(4,798,389)	(5,248,437)	107%

13.08.17 GOVERNANCE**13.08.17.01 BROOKTON & DISTRICTS HISTORICAL SOCIETY - RESERVE FUNDS**

File No:	ADM 0017
Date of Meeting:	17/08/2017
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Vicki Morris - DCEO
Authorising Officer:	Ian D'Arcy - CEO
Declaration of Interest:	None
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Item:

Council has recently received a request from the Brookton & Districts Historical Society Inc (Historical Society) requesting that the Shire provide funds from the Municipal Buildings Reserve for repairs and maintenance on the damp course and brick work on the north side of the Museum and Heritage Centre building.

Description of Proposal:

The Historical Society has advised the Shire that the damp course and brick work on the north side of the building housing the Museum and Heritage centre requires conservation and restoration work.

The building is owned by the Shire and the Shire has a responsibility to ensure that the building is fit for purpose.

The Historical Society is seeking Shire reserve funds to carry out this work and they have requested that this funding so that in September 2017 the works can be scheduled with the relevant trades people.

Background:

The current north wall of the building housing the Museum and Heritage centre in Robinson Road, Brookton is deteriorating and requires specialist restoration work.

The Historical Society currently occupies the building.

The Historical society have sought quotations from specialist trades people and the quotation is an appendix to this report.

Consultation:

The Historical Society have written to the Shire with the request for restoration funds. They have also consulted with representatives from the appropriate specialist companies to undertake such work.

Statutory Environment:

N/A

Relevant Plans and Policy:

N/A

Financial Implications:

The Municipal Building Reserve has been set aside for the purposes of "upgrading of Shire owned public and community buildings and facilities".

The request from the Historical Society and the purpose of the proposed use of the funds fits with the purpose of the reserve.

The reserve currently has a balance of \$219,095.00 in the Reserve. The Historical Society are requesting \$6300.00 +GST for the works.

Risk Assessment:

There is a risk that the wall and the damp will significantly deteriorate the wall and escalate in costs if the funds are not released to enable repair work.

Council has a responsibility to ensure that repairs and maintenance to the public building are carried out in a timely manner.

Community & Strategic Objectives:

N/A

Comment

The Historical Society have notified Council of the need to have work undertaken on the brick wall on the north side of the building that currently houses the Museum and Heritage Centre.

The work will assist in the restoration of the brick wall and assist in halting further damage, from rising damp, of the north side of the building.

OFFICER'S RECOMMENDATION

"That Council agrees to release \$7000.00 from the Municipal Buildings Reserve and transfer this amount to the Brookton & District Historical Society Inc for the repairs and maintenance of the north wall of the building housing the Museum and Heritage Centre."

(Absolute Majority Vote required)

Attachments

Attachment 13.08.17.01(a) – Letter from Brookton & Districts Historical Society Inc

Attachment 13.08.17.01(b) - Quotation from the Roof & Wall Doctor

Brookton & Districts Historical Society (Inc)

Museum & Heritage Centre

POST OFFICE BOX 125 BROOKTON W.A. 6306

ABN: 39 634 285 971 Phone: 0427 334 051 Email: brooktonmuseum@gmail.com

PRESIDENT: Ellen Parrick. SECRETARY: Carol Bond. TREASURER: Katrina Crute.

14/07/2017

Shire of Brookton Councillors
CEO Ian D'Arcy
P.O. Box 42
Brookton W.A. 6306

RE: Museum Building Conservation – North Wall

Dear Sir

The Historical Society would like to access funds from the Museum Building Reserve to have much needed work undertaken on the damp course and brickwork on the north side of the building.

In the past, the Roof and Wall Doctor has undertaken similar work on the building and hence the members of the Historical Society asked that company for a quote to undertake this round of conservation.

Kevin Croon from the Roof and Wall Doctor visited the Museum in July last year and emailed a quote of \$6300.00 plus GST. I spoke to Kevin this morning (Friday 14th) and he confirmed the quote still stands at the same price.

The Historical Society is requesting \$6930.00 for the conservation work to be undertaken in September this year.

Should you wish to visit the Museum to see the deterioration of the north wall, I would be willing to meet with you at the Museum. Alternatively, I could take photos and email them to you.

Yours faithfully

Ellen Parrick
President/Curator

Good Afternoon Ellen,

Thank you for showing me the walls of the old police station. Specifically we looked at the rear wall which ran east west approximately 10 meters long. We also looked at the shorter wall that runs south north approximately 4 meters long.

Therefore I am providing our quotation to restore the walls described above. The rest of the building was in very good condition except for a small amount of fretting around each end, which we would take care of.

Our quotation is as follows.

1. Write up Safe Work plan and provide pedestrian safety as required.
2. Supply labour and materials and insert a new damp proof course for the 14 meters of the wall.
3. Supply labour, enter the cavity, and clear all debris currently blocking the brick cavity wall.
4. Supply labour and turn or reverse the 15 worst fretted bricks.
5. Reinstate the loose vents.
6. Supply labour and lime putty mortar, and re point the currently fretted courses.
7. Clean up the site and remove all rubbish.
8. Provide all transport, travel and accommodation costs for the wall restorer.
9. Provide 10,000,000 Public Liability Insurance and Workers Compensation Insurance.

Our price for the above works is 6,300 + GST of 630 making a total of 6,930.

As I advised Lime Putty is a very fragile product and needs a period of approximately 21 days to cure. Therefore the most advantageous time to carry out the work would be over the next few months prior to the onset of summer.

Should you proceed with The Roof & Wall Doctor then you would need to assign a person to keep the new Lime Putty work damp. This would mean that twice a day for 21 days water needs to be sprayed lightly onto the wall to aid in the curing process.

You may find out more about us on our website and you can call me direct on my mobile 0418-931-409.

Day Book 99, Page 62

Kind Regards,

Kevin Croon



The Roof & Wall Doctor
16 Essex Street
FREMANTLE WA 6160

Office:- (08) 9430-6553
Direct:- (08) 9335-1319
Fax:- (08) 9430-6554
Email:- roofandwalldoc@iinet.net.au

Website:- www.roofandwalldoc.com.au

Builders Registration No. 13172

File No:	N/A
Date of Meeting:	17/08/2017
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Vicki Morris - DCEO
Authorising Officer:	Ian D'Arcy - CEO
Declaration of Interest:	None
Voting Requirements:	Simple majority
Previous Report:	July 2017

Summary of Item:

Council has recently reviewed its policies and as part of that review is required to review and/or replace policies that were obsolete or outdated.

The Records Information Policy replaces a number of previous Management Polices that were obsolete and not relevant. This items is required under the State records Act 2000 and is also a requirement of the National Archives Australia (NAA). Council is also required to review its Recordkeeping Plan as part of the IPR review process. However this document is the strategic high level policy required while the Recordkeeping Plan will focus on the requirements for good record keeping in accordance with ISO 15489.

Description of Proposal:

N/A

Background:

Council is required under the State Records Act 2000 to have a Records policy that complies with ISO 15489 and the State Records Act 2000 (WA).

In the current Recordkeeping Plan for the Shire there is little or no reference to the strategic policy required to be adopted by Council and as required by the National Archives of Australia as well as the State Records Act 2000 (WA).

Consultation:

Consultation was undertaken with all staff and relevant stakeholders such as the State Records Office.

Statutory Environment:

State Records Act 2000
National Archives Australia

Relevant Plans and Policy:

Shire of Brookton Recordkeeping Plan 2010

Recordkeeping policy review 2015.

Financial Implications:

No financial implication for the introduction or adoption of this policy.

Risk Assessment:

Council are required to have a recordkeeping policy in accordance with the relevant legislation. Failure

to have a policy and an up to date plan is a non-compliance issue with the State Records Act 2000.

The fact that the Shire's recordkeeping plan is well out of date does not however mean that the Shire is not complying "in principle" with the requirements for good records keeping.

Community & Strategic Objectives:

Recordkeeping plans are required to be developed in line with the State Records Act 2000 and form part of the suite of documents required under Local Government legislation to be reviewed every 5 years by every local government authority.

The Recordkeeping Plan for the Shire of Brookton requires review but the overarching records policy, that must identify and describe in broad strategic terms the records keeping recommends of the organisation within the business and regulatory environment in which we operate, must be developed.

Council must have an overarching records management policy. This is a requirement of the legislation.

The review of the recordkeeping plan will become part of the documents to be reviewed as part of the IPR framework. This is the reason that the policy is being presented to Council at this meeting.

Comment

The Records Information Management policy provides Council with the strategic overarching policy that identifies and describes the organization's broad record keeping requirement under legislation. The Recordkeeping Plan for the Shire of Brookton should detail the historical background of the Shire, the mission statement and the functions and activities required to ensure compliance with the State Records Act 2000.

OFFICER'S RECOMMENDATION

"That Council adopts the Records Information management Policy as attached to this report"

Attachments

Attachment 13.08.17.02 - Records & Information Management Policy

SHIRE OF BROOKTON

RECORDS INFORMATION MANAGEMENT POLICY

Records and Information Management Policy

PURPOSE

To define accountabilities and responsibilities for the implementation and ongoing development of records and information management across the Shire. To support the Shire's commitment to the management of its records and information.

POLICY STATEMENT

The Shire's records and information will be managed as core strategic assets essential to the business of the Shire.

Ownership and proprietary interest of records and information created or received during the course of business is vested in the Shire.

The Shire is committed to developing and implementing records and information management practices which support the Shire's business and legislative requirements.

The Shire will retain and dispose of its records and information in accordance with the retention and disposal schedules approved by the State Records Office.

The Shire is committed to capturing and preserving records and information of significant historical or cultural value to the Shire and the State.

RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE MONITORING

Chief Executive Officer

The CEO is responsible for ensuring the Shire's compliance with the State Records Act 2000 including the principles and standards established by the State Records Office.

Managers/Supervisors

All Managers and supervisors are responsible for fostering and supporting a culture that promotes good recordkeeping and information management practices, and ensuring that staff and contractors in their area are aware of, understand and comply with records and information management policies and procedures.

The DCEO is responsible for developing and implementing policies, procedures, systems, tools and techniques, training and support programs, and monitoring compliance with records and information management policies and directives, and advising staff of any risks associated with non-compliance.

Staff, Consultants, Contractors and Volunteers.

All staff, consultants, contractors and volunteers are responsible for creating, collecting, classifying, securing, keeping and disposing of records and information relating to the business activities they perform, in accordance with this policy and any supporting procedures.

SCOPE OF POLICY

This policy applies to the Brookton Shire community, including Council members, staff, Shire associates, Shire controlled entities and all persons performing duties or services for the Shire, whether as a visitor, an appointee, consultants, contractors or volunteers.

DEFINITIONS

Records are Records Information in any format, created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. (AS ISO 15489: Records Management)

Retention and Disposal Schedules

A systematic listing of categories, or series, of records created and/or kept by an organisation that plans the life of those records from creation to ultimate disposal. (State Records Commission Standard 3: Appraisal of Records)

SUPPORTING PROCEDURES

Records and Information Management Procedures (as contained in the Administration Procedure Manual)

RELATED DOCUMENTS/LINKS

Recordkeeping Plan

Disclosure of Personal Information Procedures

Western Australian Shire Sector Disposal Authority

Electronic Transactions Act 2011 (WA)

Evidence Act 1906 (WA) Freedom of Information Act 1992 (WA)

State Records Act 2000 (WA)

Australian/International Standard ISO/AS 15489: Records Management

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Council/ Management	Approval/Resolution Number	Key Changes & Notes
New					

13.08.17.03 AUTHORISATION OF DUAL FIRE CONTROL OFFICERS

File No:	ADM 0191
Date of Meeting:	17 August 2017
Location/Address:	N/A
Name of Applicant:	Shire of Pingelly
Name of Owner:	N/A
Author/s:	Ian D'Arcy - CEO
Authorising Officer:	Ian D'Arcy - CEO
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

In accordance with legislative requirements the Council is required to formally appoint its Bushfire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisation under *Bush Fires Act 1954*, in fulfilling their duty.

Description of Proposal:

This report seeks Council's consideration to appointing Dual Fire Control Officers from the Shire of Pingelly.

Background:

Council has been requested by the Shire of Pingelly to appoint Dual Fire Control Officers under the *Bush Fires Act, 1954* to empower these volunteers to act in their appointed roles across the municipal boundary.

This includes the appointment of the following people in the capacity of Dual Fire Control Officer:

- Mr Rodney Leonard Shaddick
- Mr Robert Alexander Kirk
- Mr Jeffrey Bernard Edwards
- Mr Victor Arthur Lee
- Mr Malcolm Leslie Cunningham
- Mr Adam Lindsay Watts

A copy of this letter from the Shire of Pingelly is provided at **Attachment 13.07.17.01**.

Consultation:

There has been no consultation in relation to this matter.

Statutory Environment:

As mentioned the appointment of a Dual Fire Control Officer for the 2017/18 Bush Fire season is undertaken in accordance with Section 38 of the *Bush Fires Act, 1954*.

Relevant Plans and Policy:

There are no plans or policies applicable to this proposal.

Financial Implications:

There is no impost on the Shire's finances in relation to this matter.

Risk Assessment:

Without the required authorisation from Council there is a perceived high level risk in relation to the duties performed by the newly appointed Dual Fire Control Officers, which could be deemed unlawful and potentially invalid should their actions be challenged through a judicial process.

Community & Strategic Objectives:

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

Outcome 5.3: Effective and efficient corporate and administrative services.

Comment

Nil.

OFFICER'S RECOMMENDATION

That Council appoint under Section 38 of the Bush Fires Act, 1954 the following people from the Shire of Pingelly as authorised officers in the capacity of Dual Fire Control Officer for the 2017/18 Bush Fire Season:

- ***Mr Rodney Leonard Shaddick***
- ***Mr Robert Alexander Kirk***
- ***Mr Jeffrey Bernard Edwards***
- ***Mr Victor Arthur Lee***
- ***Mr Malcolm Leslie Cunningham***
- ***Mr Adam Lindsay Watts***

Attachments

Attachment 13.08.17.03

YOUR REF:
OUR REF: ADM0313/OCR17558
ENQUIRIES: Sheryl Squiers

RECEIVED
20 JUL 2017
BY: ADM 0191



17 July 2017

Mr I D'arcy
Chief Executive Officer
Shire of Brookton
14 White Street
BROOKTON WA 6306

ABN 30 389 182 782
17 Queen Street Pingelly
Western Australia 6308
Telephone: (08) 9887 1066
Facsimile: (08) 9887 1453
Email: admin@pingelly.wa.gov.au
Website: www.pingelly.wa.gov.au

Dear Ian

Appointment of Dual Fire Control Officers 2017-18

Council is seeking the appointment of the following Dual Fire Control Officers with the Shire of Brookton for the 2017-18 fire season:

Rodney Leonard Shaddick
Robert Alexander Kirk
Jeffrey Bernard Edwards
Victor Arthur Lee
Malcolm Leslie Cunningham
Adam Lindsay Watts

If Council's request is approved, please arrange the necessary local advertising.

Should you have any questions in regard to this matter, please contact Sheryl Squiers, Administration Officer Technical on (08) 9887 1066 or email aot@pingelly.wa.gov.au.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Barry Gibbs', written over a light blue circular stamp.

Barry Gibbs
Acting Chief Executive Officer

13.08.17.04 ANNUAL REVIEW – SHIRE OF BROOKTON DELEGATION REGISTER

File No:	N/A
Date of Meeting:	17 August 2017
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Ian D’Arcy - CEO
Authorising Officer:	Ian D’Arcy - CEO
Declaration of Interest:	The author does not have an interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Item:

The Council is obligated to review its Delegation Register annually. Accordingly, this report seeks Council adoption of this document with amendment.

Description of Proposal:

This item serves as a holistic annual review of Council’s delegations of authority as required by legislation.

Background:

Western Australian Local Governments are empowered under various pieces State Government legislation to perform certain duties and exercise certain powers. This includes the Chief Executive Officer (CEO) and other officers of Local Governments to perform certain duties, but often the legislation (particularly the *Local Government Act, 1995*) defaults to the Local Government Council to perform the specific function or task.

With this acknowledged, the *Local Government Act, 1995* in the main affords Council the ability to delegate some of its powers and duties to the CEO or to a Committee in order to expedite the effective operations and implementation of the Shire’s functions, and broad array of legislation as prescribed. However, a requirement of Council delegating its authority is that a ‘Register of Delegations’ needs to be maintained and reviewed annually by Council.

Therefore, the purpose of this report is complete the review of delegated authority to the CEO and Committees of Council, as discussed, to satisfy the provisions of the *Local Government Act 1995*.

A copy of the existing Delegations Register is provided at **Attachment 13.08.17.04 (a)** under separate cover while a revised delegation register with amendment is offered at **Attachment 13.08.17.04 (b)** under separate cover.

Consultation:

Discussion has been entertained with Council at its Corporate Briefing Forum (CBF) in relation to amending the delegated authority.

Statutory Environment:

In the first instance, Council is empowered pursuant to Sections 5.16 and 5.42 of the *Local Government Act 1995* to delegate roles and responsibilities. The Act also allows the Chief Executive Officer to sub-delegate any of his/her powers to another employee with the sub-delegations to be in writing.

Additionally, the Chief Executive Officer may under the *Local Government Act 1995* place conditions on any sub-delegation passed onto another Shire employee.

Further, the *Local Government Act, 1995* under Section 5.46(2) states the Council must review its Delegation Register annually. However, if no amendments are made to the existing register a vote by **simple majority** can apply. Conversely, Section 5.42 (1) of the *Local Government Act, 1995* states that any decision to amend or revoke a delegation by a Local Government is to be by an **absolute majority**.

Relevant Plans and Policy:

There are no plans or policies applicable to this proposal.

Financial Implications:

There is no impost on the Shire's finances in relation to this matter.

Risk Assessment:

Should this review not be completed, it will be deemed the Council will have to honour its obligations under the *Local Government Act, 1995* as reflected in the Statutory Section of this report.

Further, there is an high level of risk that without an appropriate delegation and sub-delegation, the organization will struggle to operate effectively and efficiently, with an adverse effect likely on the delivery of services and good governance to the community.

Community & Strategic Objectives:

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

Outcome 5.3: Effective and efficient corporate and administrative services.

Comment

The Delegation Register is to formalize the Council's "day to day" functions/operations through empowerment of staff or a Committee of Council to operate efficiently, effectively and productively in the interest of good governance. However, it is important the level of delegation does not extend beyond:

- The level of permissibility and empowerment afforded under Section 5.42 of the *Local Government Act, 1995*;
- The Council losing (or perceived to be losing) control of its responsibilities under applied legislation with a formed view by some people that the CEO in particular is performing the role of Council in its entirety.

It is also pertinent that such delegations to staff on "day to day" matters are reported back to Council to ensure the grant of delegated authority is not misused and abused in any way. Should Council not be satisfied in this regard, it may at any time amend or remove the delegation to the CEO or another officer.

With this in mind, it is recommended Council adopt the Delegation Register (including sub-delegations) with amendments as presented in **Attachment 13.08.17.04(b)** to align with current legislative requirements.

OFFICER'S RECOMMENDATION

That Council in accordance with Section 5.46(2) of the Local Government Act, 1995 adopt the Shire of Brookton Delegation Register – August 2017, as presented in Attachment 13.08.17.04(b) to this report under separate cover.

(Absolute majority vote required)

Attachments - Presented Under Separate Cover

Attachment 13.08.17.04(a) - Existing Delegations Register

Attachment 13.08.17.04(b) – Draft Delegation Register

13.08.17.05 ANNUAL REVIEW – SHIRE OF BROOKTON POLICIES

File No:	N/A
Date of Meeting:	17 August 2017
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Ian D’Arcy - CEO
Authorising Officer:	Ian D’Arcy - CEO
Declaration of Interest:	The author does not have an interest in this matter
Voting Requirements:	Simple Majority for Officer Recommendations 1 and 3 Absolute Majority for Officer Recommendation 2
Previous Report:	N/A

Summary of Item:

The Council is obligated to review its Policies on a regular basis, and desirable every two years to ensure these documents are contemporary and aligns with legislation and strategic direction set by Council.

Accordingly, this report is seeking review and adoption of a single policy manual, inclusive of amendments to, and rescission of, respective policies that are considered obsolete, impractical or technically unlawful.

Description of Proposal:

This report relates to a holistic review of Council’s Corporate, Management and Local Planning Policies.

Background:

In light a recent change in Senior Management, and following review of Council’s Delegation Register, a thorough review of Council’s policies is required.

Notably, Council has two Policy Manuals, being:

- Shire of Brookton Corporate Policy Manual 2016
- Shire of Brookton Management Policies and Procedures Manual 2016

Accordingly, this review is to largely negate any confusion and ensure Council Policies are contemporary, and lawfully aligned to the strategic direction and delegated authority as set by Council.

A copy of the respective Policy Manuals for reference is provided under separate cover as:

- **Attachment 13.08.17.05 (a) – Shire of Brookton Corporate Policy Manual 2016**
- **Attachment 13.08.17.05 (b) - Shire of Brookton Management Policy and Procedures Manual 2016**
- **Attachment 13.08.17.05 (c) – Shire of Brookton Policy Manual – August 2017**

Consultation:

Discussion has been entertained with Council at its Corporate Briefing Forum (CBF) in relation to reviewing each existing policy, and its legitimacy assessed against current legislation and relevance from a contemporary perspective.

Statutory Environment:

In Council considering this matter, it needs to be mindful of the legislative requirements in relation to adoption of policies, outlined as follows:

Local Government Act 1995

Council Corporate Policies can be adopted by simple majority vote pursuant to 2.7(2)(b) of the *Local Government Act, 1995*.

However an exception to this is the adoption of Executive Policy 1.18 - Appointment of Acting CEO. This Policy is effectively a standing appointment that will require an absolute majority vote of Council.

Planning and Development Act 2005

Council's Local Planning Policies are adopted under the *Planning and Development Act, 2005* with specific reference to Schedule 2, Part 2, Division 2 of the Planning and Development (Local Planning Schemes) Regulations, 2015.

In accordance with this section the Council is obliged to adhere to clauses 4, 5 and 6 of this Part of the Regulations.

Relevant Plans and Policy:

There are no plans or policies applicable to this proposal at present.

Financial Implications:

There is no impost on the Shire's finances in relation to this matter other than the administrative cost and expense associated with advertising those Local Planning Policies that are being amended or rescinded.

Risk Assessment:

Should this review not be completed, it will be deemed the Council will have to honour its obligations under the *Local Government Act, 1995* to ensure its Policies are contemporary and relevant to delivering good governance.

Further, upon assessment there it is viewed that a number of the Policies contradict (or replicate) legislation, presenting a situation of potentially acting unlawfully if acted on.

Community & Strategic Objectives:

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

Outcome 5.3: Effective and efficient corporate and administrative services.

Comment

Upon review at an officer level it has become apparent these documents have evolved over time resulting in unnecessary duplication and presenting as a hybrid mix of policies, procedures or guidelines.

Furthermore, the use of two separate policy manuals while well intended has over a number of years resulted in confusion for the administration.

As expressed in the Risk Assessment section of this report, there is some concern over the legal stature and relevance of some policies, prompting the need for an 'overhaul' and subsequent move to adopting one Policy Manual structured around the following sections:

- Executive - addresses human resource and Council matters.
- Governance – covers finance and operational compliance matters.
- Development – incorporates Planning, Building Environmental Health policies.
- Infrastructure – covers road works, traffic management, plant/equipment policies.
- Regional – entertains across boundaries approaches and initiatives.

Once adopted by Council, it is intended new policies will gradually be presented to Council for consideration and determination on merit to be incorporated into the new Policy Manual – August 2017. This includes a specific policy that outlines Council’s commitment to a thorough review of the Policy Manual on a staggered basis every two years, to follow the Local Government elections. This will ensure incoming Councillors will be presented with the opportunity to become familiar with the local policy framework that falls under the responsibility of Council.

The only exception to this will be this year, where the incoming Council will be briefed on the adopted Policy Manual – August 2017, and thereafter be engaged in the adoption of the new policies being presented to Council.

OFFICER’S RECOMMENDATION 1

That Council in accordance with Section 2.7(2)(b) of the Local Government Act, 1995:

- 1. Revoke existing policies 1.1 to 1.36; 2.1 to 2.21; and 4.1 as detailed in the Shire of Brookton Corporate Policy Manual 2016; and existing policies 1.1 to 1.48 of the Shire of Brookton Management Policy and Procedures Manual 2016, duly presented in Attachment 13.07.17.04(a) and Attachment 13.08.17.04(b) respectively to this report under separate cover;***
- 2. Adopt the new policies 1.1 to 1.17; 1.19 to 1.21; 2.1 to 2.26; 4.1 to 4.9 as detailed in the Shire of Brookton Policy Manual - August 2017, presented as Attachment 13.08.17.05(c) to this report under separate cover.***

(Simple Majority required)

OFFICER’S RECOMMENDATION 2

That Council in accordance with Section 2.7(2)(b) and Section 5.36(1) of the Local Government Act, 1995:

- 1. Revoke existing policy 2.22 – Appointment of Acting CEO detailed in the Shire of Brookton Corporate Policy Manual 2016, presented in Attachment 13.08.17.05(a) to this report under separate cover.***
- 2. Adopt the new policy 1.18 - Appointment of Acting CEO detailed in the Shire of Brookton Policy Manual – August 2017, presented as Attachment 13.08.17.05(c) to this report under separate cover.***

(Absolute Majority required)

OFFICER’S RECOMMENDATION 3

That Council in accordance with Schedule 2, Part 2, Division 2 of the Planning and Development (Local Planning Schemes) Regulations, 2015:

- 1. Revoke under Clause 6(b) the existing Local Planning Policies 3.1 to 3.15 as presented in 13.08.17.04(a) to this report under separate cover, and advertise the revocation decision on the Shire Website, Facebook page; and Brookton Telegraph news publication.***
- 2. Adopt under clause 5(2) new Local Planning Policies 3.1 to 3.10 as presented in Attachment 13.08.17.04(c) to this report under separate cover.***

(Simple Majority required)

Attachments - Presented Under Separate Cover

Attachment 13.08.17.05 (a) – Shire of Brookton Corporate Policy Manual 2016

Attachment 13.08.17.05 (b) - Shire of Brookton Management Policy and Procedures Manual 2016

Attachment 13.08.17.05 (c) – Shire of Brookton Policy Manual – August 2017

14.08.17 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

16.08.17 CONFIDENTIAL REPORTS

Council close the meeting to the public in accordance with Section 5.23 (2) (e) (ii) as this item relates to a matter that if disclosed would reveal information that has a commercial value to the tenders.

16.08.17.01 TRUCK HIRE - REQUEST FOR TENDERS - RFT 01-2017; RFT 02-2017; RFT 03-2017

16.08.17.02 PROPOSED LAND ACQUISITION – LOTS 8 – 26 KOORRNONG DRIVE BROOKTON

17.08.17 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on Thursday 21 September 2017 commencing at 5.00 pm.