



(Revised Agenda to include item - 13.09.17.10 - Report of Returning Officer – 2017 Local Government Elections)

ORDINARY MEETING OF COUNCIL AGENDA

21 September 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 21st September 2017 in the Council Chambers at the Shire Administration Centre commencing at 5.00 pm.

The business to be transacted is shown in the Agenda.

Ian D’Arcy
CHIEF EXECUTIVE OFFICER
15/09/2017

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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1.09.17 DECLARATION OF OPENING/ATTENDANCE

2.09.17 ANNOUNCEMENT OF VISITORS

3.09.17 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.09.17 PUBLIC QUESTION TIME

Mr Graham Wearne –Submitted via email -Mr Wearne requested the following questions to be tabled.

Question: *Does the Shire of Brookton Council have any intention to even consider changing the date or name or theme of Australia Day, as is being considered by other Local Government Councils in WA and interstate?*

Question: *If WALGA was to notify the Shire of Brookton of its (WALGA's) support to change Australia Day as above, would it automatically be binding on Shire of Brookton to act accordingly without consulting Brookton residents?*

5.09.17 APPLICATIONS FOR LEAVE OF ABSENCE

6.09.17 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.09.17 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.09.17.01 ORDINARY COUNCIL MEETING MINUTES – 17 AUGUST 2017

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Thursday 17 August 2017, be confirmed as a true and correct record of the proceedings.

SIMPLE MAJORITY VOTE REQUIRED

7.09.17.02 BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES – 14 SEPTEMBER 2017

That the minutes of the Bush Fire Advisory Committee held in the Shire of Brookton Council Chambers, on Thursday 14 September 2017, be received by Council.

SIMPLE MAJORITY VOTE REQUIRED

8.09.17 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

(Includes Condolences)

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

Disclosure of Financial & Proximity Interests

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

Disclosure of Interest Affecting Impartiality

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

Financial, Proximity and Impartiality Interests

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

10.09.17 TECHNICAL & DEVELOPMENT SERVICES REPORTS

10.09.17.01 PROPOSED OUTBUILDINGS – EXCESS OF AGGREGATE FLOOR AREA

File No:	P403
Date of Meeting:	21/09/17
Location/Address:	Lot 20 (Hn 47) Corberding Road, Brookton
Name of Applicant:	Geoffrey R Forward
Name of Owner:	Geoffrey R Forward
Author/s:	Kelly D’Arcy – Governance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no interest in this item, although it should be noted the applicant is an employee of the Shire
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

Council is in receipt of a Development Application for two (2) outbuildings on Lot 20 Corberding Road, Brookton. Pertinent to the application is a request from the landowner seeking a concession to the aggregate outbuilding area. This is due to the application failing to comply with the maximum total area of all outbuildings, as required under the Shire’s ‘Outbuildings’ Policy and the Residential Design Codes.

Noting the written support received from surrounding landowners, the rationale provided by the landowner, the overall area of Lot 20, and that the proposed outbuildings are well set back from neighbouring residents, it is recommended that the provisions of the Policy be waived and Development Approval be granted subject to conditions.

Description of Proposal:

This proposal involves erection of two (2) outbuildings/sheds on Lot 20 Corberding Road, Brookton to be used for restoration and storage of vintage motor vehicles by the land-owner.

The proposed outbuildings will each be 12.0 metres long and 9.0 metres wide, with a floor area of 108m². Both buildings have a respective wall height of 4.0 metres and ridge height 4.875 metres. The application states the outbuildings are to be clad using cream colorbond on the walls and trimming, with a zincalume clad roof.

The submitted site plan, floor plan and elevations are provided at **Attachments 10.09.17.01(a) and 10.09.17.01(b)**.

As shown in the site plan, the respective outbuildings are to be located in the South-South-Western (SSW) rear corner of the lot, and set back approximately 30 metres from the rear of the dwelling. One of the outbuildings is to be setback 2.0 metres from the SSW side boundary, and the second outbuilding is located towards the centre of the South-Western portion of the property. See **Figure 1** below is a site map showing outbuilding locations.



Figure 1 – Proposed Location of Outbuildings

Background:

The subject Lot is zoned 'Residential R12.5' under Town Planning Scheme No. 3 (TPS3) and has an area of 9705 m². Already sited on the property is two existing sheds with a total aggregate area of 174 m², utilised as museum and vintage workshop areas for restoration of motor vehicles. The two additional new sheds are to extend/increase the storage capacity for the vintage/restored vehicles and increase the workshop area to restore more vehicles with the landowner contemplating retirement in a few years. Examples of vehicles are provided in **Attachment 10.09.17.01(c)**.

In support of the application the landowner has consulted with the adjoining property owners, who have offered their support for the increased aggregate outbuilding area and the respective placement of both new outbuildings on Lot 20 by signing the submitted site plan.

Consultation:

Applicant has already consulted with the adjoining owners and obtained their support.

Statutory Environment:

This proposal needs to be considered under the Shire of Brookton Town Planning Scheme (TPS) 3, Residential Design Codes and Council's Outbuilding Policy 3.6.

In this context, a lot zoned 'Residential R12.5' with a typical land area of 800 m² average has a maximum
Shire of Brookton, Agenda Ordinary Meeting of Council, 21 September 2017.

outbuilding area of 60 m², unless otherwise specified under an adopted Local Planning Policy. With the Council having an outbuildings policy, the allowable aggregate shed size/area has been increased to 75 m². The following table is an extract from the Outbuilding Policy 3.6 that details the applicable standards for a 'Residential 12.5' zoned property:

Zone	Maximum Total area of All outbuildings on the lot (m²)	Maximum individual area of proposed outbuilding (m²)	Maximum Wall Height (m)	Maximum Roof height (m)
Residential R10 and above	75	75	3.0	4.0

However, notwithstanding the above, the Council is not bound by this policy and can exercise discretion should it be satisfied the proposal is warranted and accords with the fundamental principles of proper and orderly planning.

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

Relevant Plans and Policy:

Council's Outbuilding Policy 3.6 applies to this matter – refer to commentary in Statutory Environment section, above.

Financial Implications:

A Planning Fee as per the Shire's Fees and Charges has been paid.

Risk Assessment:

The Council needs to be mindful that it does not set an undesirable precedent upon which others can argue for the same entitlement, with little or no relevant justification. On assessment of this application, it is viewed that the risk is low and can be entertain on merit – see Comment Section below.

Community & Strategic Objectives:

It is viewed this proposal does not implicate or compromise any community or strategic objectives for Brookton, including the development and release of land for future residential housing – see comment section below.

Comment

There are a number of matters from a planning perspective that are pertinent to this proposal that warrant special consideration in determining this application, listed as follows:

1. Lot 20 with a land area of 9705 m² and zoning of 'Residential R12.5' has the potential to be subdivided to yield up to 10 lots with an average size of 800 m² accounting roads and public open space. This means the current land area is 12 times the size of a standard 'Residential R12.5' zoned lot that is permitted to accommodate an outbuilding with a maximum floor area of 75 m².
2. The proponent has indicated he does not seek to subdivide Lot 20 at any time in the foreseeable future. Notwithstanding, it is accepted that the proposed buildings can in any event be easily dismantled and relocated off site to allow for subdivision of this land in the future.
3. The proposed sheds are positioned on the property to be well removed from the street and adjoining residences and exceeds the prescribe boundary setback distance of 1.0 meter, as prescribed by the Residential Design Codes.
4. Importantly, the adjoining landowners have provided their support for the application. This

presents as an acknowledgement that neither building is likely to present a visual amenity or over-shadowing issue given the overall size of Lot 20 and with the buildings clad in a cream colorbond finish.

5. The landowner has presented sound rationale for the need to increase the aggregate floor area to support his museum and workshop areas. Although, it is assessed that some constraint will need to be imposed on the use of the workshop to preserve the local amenity, acknowledging the activity is based on entertaining a hobby use as opposed to operating a commercial business which would present a different perspective. On this basis, it is considered that Council will not set an undesirable precedent in determining this application on its merit.

Therefore, in consideration of the above it is recommended that the Outbuildings Policy be waived and Council grant development approval, subject to conditions.

OFFICER'S RECOMMENDATION

That Council grant planning approval for two outbuildings (requiring an increase in the aggregate outbuilding area) on Lot 20 Corberding Road, Brookton pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the following:

Conditions

1. ***If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of two (2) years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.***
2. ***The erection of the two outbuildings shall be carried out in accordance with the terms of the application as approved herein including all stamp approved plans that form part of this Planning Approval.***
3. ***The applicant shall implement landscape screening (tree planting) along the western and eastern boundaries of the property immediately adjacent to each outbuilding or in line of sight of a neighbouring residence to assist in softening the visual appearance of each outbuilding.***
4. ***The outbuildings shall not be used for commercial or industrial activity, or residential occupation.***
5. ***The use of electrical machinery, tools and other equipment associated with the restoration of heritage motor vehicles shall only be conducted on a 'hobby' basis and be limited to the hours of 8.00am to 6.00pm daily, unless otherwise approved by the Chief Executive Officer (or delegate).***
6. ***External walls shall be clad with a non-reflective Colorbond finish to the satisfaction of the Chief Executive Officer (or delegate).***
7. ***All stormwater runoff from the respective outbuildings shall be retained onsite and disposed in a manner that does not cause erosion.***

Advice Notes1.

The following advice notes are offered in addition to the notes provided in Form 4 of Clause 86 of the Deemed Provisions on the approval granted in condition(s) above:

- a. ***This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Services Act 2016. It is the responsibility of the Applicant to***

determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Carnarvon Building and Environmental Health sections on (08) 9642 1106.

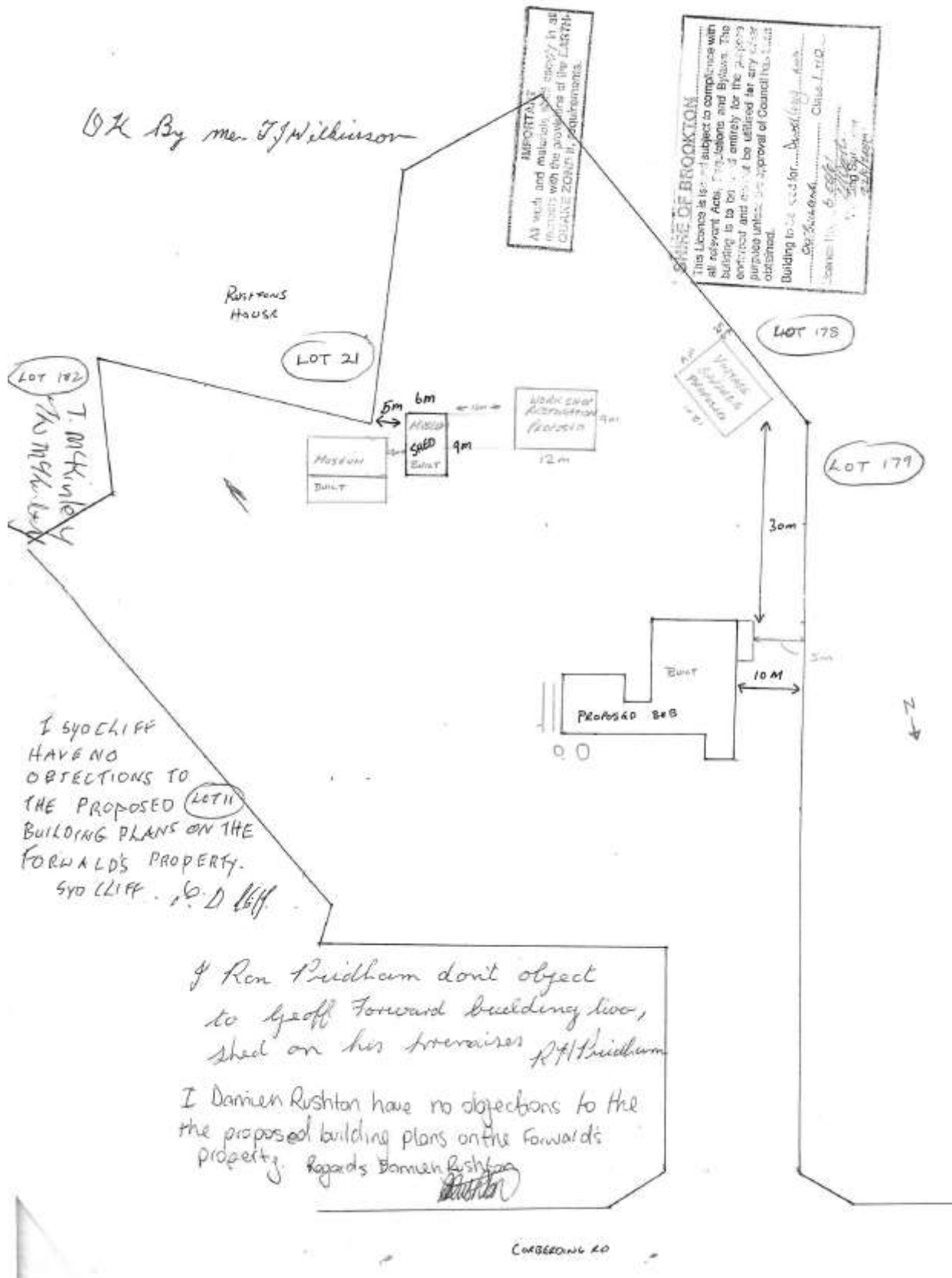
- b. Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.*
- c. The applicant is advised a building Permit is required prior to commencement of any building works.*
- d. The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website – www.sat.justice.wa.gov.au.*

Attachments

Attachment 10.09.17.01(a) – Site Plan & Neighbour Consent.

Attachment 10.09.17.01(b) – Floor Plan and Elevation.

Attachment 10.09.17.01(c) – Vehicle Examples.



9100 (INTERNAL)
4500

X-BRACING TYP.

TYP. 2 SLAB EDGE

FOUNDATION PLAN
SCALE: 1:100

SHIRE OF SHARK BAY
BUILDING DEPARTMENT
P.O. BOX 126, DENHAM 6537

APPLICATION NO. _____
LICENSE NO. _____
SUBJECT: CONDITIONS
BUILDING SURVEYOR _____
DATE _____

(CONTACT)
HOMES & GARAGES GERALDTON
KIM MURPHY
P.O. BOX 123, DENHAM,
SHARKS BAY

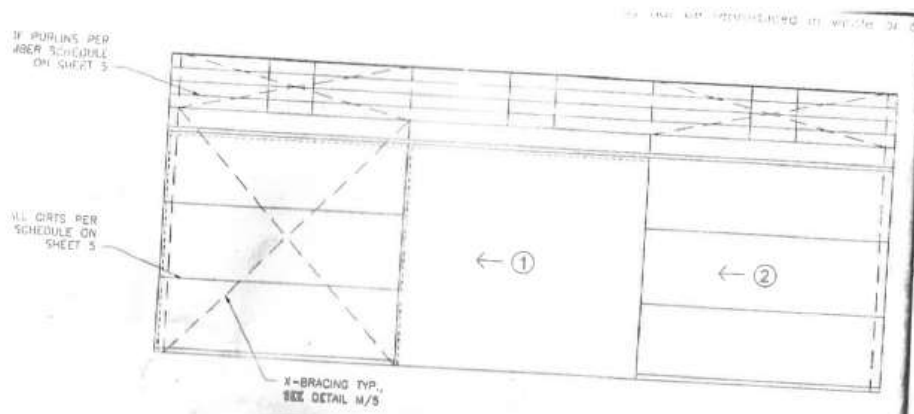
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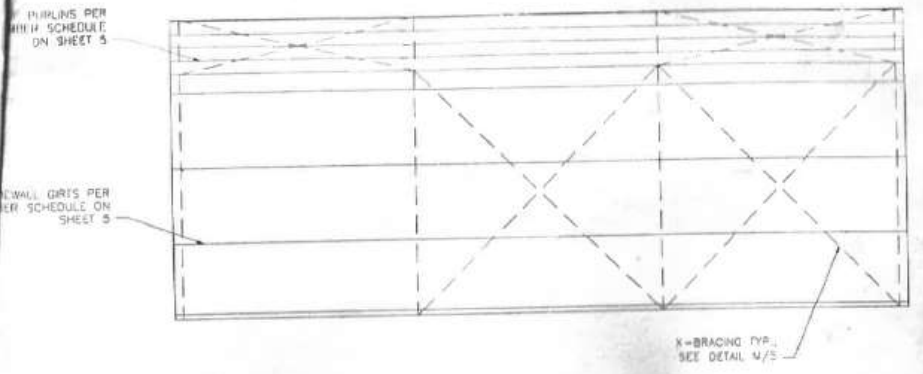
A B CONSULTING ENGINEERS
Structural & Civil
Andrew Matiukevitch
MIEAust. CPEng (Regd. NPER - 3 Structural)
Practising Structural Engineer R.P.E.D. No. 4748
Building Designer/Structural Certifier
SAS Reg. no. 008501

Registered Professional Engineer 341550
Mr Andrew Matiukevitch
MIEAust. CPEng (Structural)

Signature: _____
Registered on _____

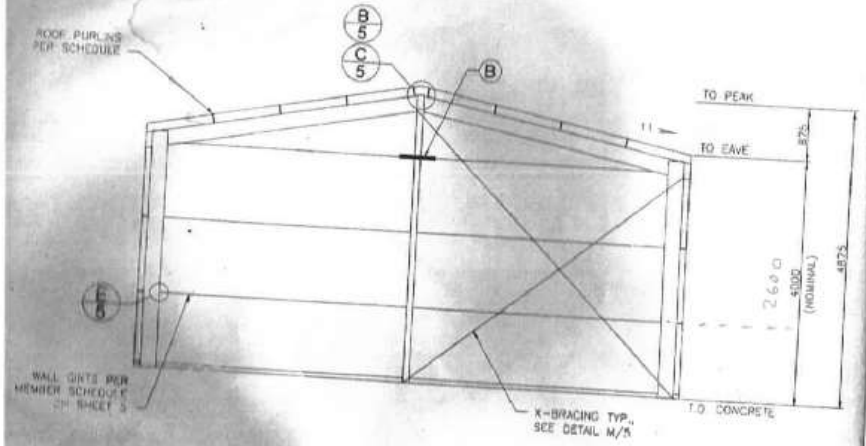


1
2
SIDEWALL EXTERIOR ELEVATION
SCALE: 1 = 100

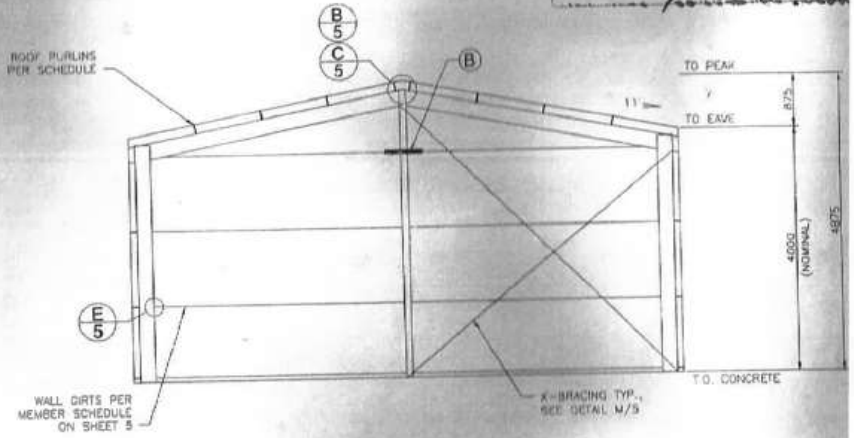


2
2
SIDEWALL EXTERIOR ELEVATION
SCALE: 1 = 100

SHIRE OF SHARK BAY
BUILDING DEPARTMENT
P.O. BOX 126, DENHAM
APPLICATION NO. 1/
LICENSE NO. 2984
SUBJECT TO CONDITIONS
OF APPROVAL
BUILDING SURVEYOR
DATE 16/12/04



4
ENDWALL INTERIOR ELEVATION





11.09.17 COMMUNITY SERVICES REPORTS

Nil

12.09.17 FINANCE & ADMINISTRATION REPORT**12.09.17.01 LIST OF ACCOUNTS FOR PAYMENT**

File No:	N/A
Date of Meeting:	21/09/17
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:	17/08/17

Summary of Item:

The list of accounts for payment to 31 August 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 12.09.01A.

To 31st August 2017

Municipal Account

Direct Debits \$152,240.05

EFT \$341,569.78

Cheques \$24,374.54

Trust Account \$4,210.00

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 August 2017, per the summaries included in Attachment 12.09.17.01(A)

To 31st August 2017

Municipal Account

Direct Debits – \$152,240.05

EFT \$341,569.78

Cheques \$24,374.54

Trust Account \$4,210.00

Attachments

Attachment 12.09.17.01

AUGUST 2017 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 21 SEPTEMBER 2017
ATTACHMENT 12.09.17.01A

Chq/EFT	Date	Name	Description	Amount
1073	09/08/2017	MICHELLE CLARKE	BOND REFUND FOR RENTAL OF UNIT 5/28 WILLIAMS	\$ 500.00
1074	28/08/2017	BROOKTON COUNTRY CLUB	2017 LES MCMULLEN GRANT, REFUND FOR HIRE OF COMMUNITY BUS & PAVILION	\$ 1,460.00
1075	28/08/2017	BROOKTON CRICKET CLUB	2017 LES MCMULLEN GRANT - CONSTRUCTION OF CRICKET PRACTICE NETS	\$ 1,000.00
1076	28/08/2017	ICON AGRICULTURE	BOND REFUND FOR HIRE OF COMMUNITY ROOM	\$ 250.00
1077	28/08/2017	SEABROOK CRICKET CLUB	2017 LES MCMULLEN GRANT - CONSTRUCTION OF CRICKET PRACTICE NETS	\$ 1,000.00
TRUST TOTAL				\$ 4,210.00

Chq/EFT	Date	Name	Description	Amount
EFT8409	11/08/2017	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 897.35
EFT8410	11/08/2017	B & N EYRE BROOKTON	PAPERS AND STATIONARY SUPPLIES JULY 2017	\$ 2,124.79
EFT8411	11/08/2017	BAPTISTCARE	OPERATING & MANAGEMENT FEES AT KALKARNI RESIDENCY AUGUST 2017	\$ 224,263.80
EFT8412	11/08/2017	BROOKTON RURAL TRADERS	HARDWARE & RURAL SUPPLIES AUGUST 2017	\$ 2,263.47
EFT8413	11/08/2017	BROOKTON TYRE SERVICE	TYRES PCP3 & PU30	\$ 689.49
EFT8414	11/08/2017	BURGESS RAWSON (WA) PTY LTD	WATER USAGE AT RAILWAY STATION	\$ 18.16
EFT8415	11/08/2017	CARINA WHITTINGTON	REIMBURSEMENT OF TRAVEL & PARKING AT DAIP DEVELOPMENT WORKSHOP	\$ 270.58
EFT8416	11/08/2017	CENTRAL COUNTRY ZONE OF	ANNUAL SUBSCRIPTION 2017/2018	\$ 4,158.00
EFT8417	11/08/2017	CHILD SUPPORT AGENCY EMPLOYER SERVICES (J ANDERSON)	PAYROLL DEDUCTIONS	\$ 346.28
EFT8418	11/08/2017	CLAW ENVIRONMENTAL	COLLECTION OF DRUMS FROM 2017	\$ 2,561.57
EFT8419	11/08/2017	COATES HIRE OPERATIONS PTY LIMITED	GENERATOR FOR SEWERAGE TREATMENT PLANT PUMP DUE TO PRE PLANNED POWER OUTAGE. 25/07/2017 TO 27/07/2017	\$ 680.70
EFT8420	11/08/2017	COUNTRY COPIERS	MONTHLY COPIER READING JULY 2017	\$ 914.64
EFT8421	11/08/2017	COURIER AUSTRALIA	FREIGHT	\$ 65.75
EFT8422	11/08/2017	COURTNEY FULWOOD	REIMBURSEMENT FOR CLEANING PRODUCTS FOR UNITS 5 & 6 WILLIAMS ST BROOKTON	\$ 48.09
EFT8423	11/08/2017	FLICK WASHROOM SERVICES	DISPOSAL OF SANITARY BINS & INTERNAL TOILET	\$ 2,727.22
EFT8424	11/08/2017	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & PETROL JULY 2017	\$ 8,664.04
EFT8425	11/08/2017	H RUSHTON & CO	VEHICLE REPAIRS & MAINTENANCE JULY 2017	\$ 1,033.55
EFT8426	11/08/2017	HANSON CONSTRUCTION MATERIALS PTY LTD	WASHED GRANITE FOR YORK WILLIAMS ROAD	\$ 3,280.42
EFT8427	11/08/2017	IAN D'ARCY	REIMBURSEMENT OF LOCAL GOVERNMENT WEEK MEALS FOR COUNCIL DUE TO ISSUE WITH SHIRE MASTERCARD PIN NUMBER ISSUE. REIMBURSEMENT OF RELOCATION EXPENSES	\$ 4,805.85
EFT8428	11/08/2017	IT VISION USER GROUP	IT VISION USER GROUP MEMBERSHIP FEE 2017/18	\$ 715.00
EFT8429	11/08/2017	IXOM	SERVICE FEE - CHLORINE GAS BOTTLES SWIMMING	\$ 84.57
EFT8430	11/08/2017	JH COMPUTER SERVICES	IT SUPPORT	\$ 132.00
EFT8431	11/08/2017	JR & A HERSEY PTY LTD	GUIDE POSTS & DELINEATORS	\$ 4,796.00
EFT8432	11/08/2017	KATRINA LOUISE CRUTE	COUNCILLOR MEETING FEES APRIL 2017 TO JUNEN 2017 INCLUDING PRESIDENTS ALLOWANCE	\$ 3,275.00
EFT8433	11/08/2017	KIM MILLS AND CO	COUNCILLOR MEETING FEES APRIL 2017 TO JUNE 2017	\$ 803.36
EFT8434	11/08/2017	KYM TERENCE WILKINSON	COUNCILLOR PAYMENT APRIL 2017 TO JUNE 2017 INCLUDING MISSED MEETING AND TRAVEL PAYMENT FROM PREVIOUS QUARTERS	\$ 2,974.27

EFT8435	11/08/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY	\$ 1,100.00
EFT8436	11/08/2017	LGRCEU	PAYROLL DEDUCTIONS	\$ 41.00
EFT8437	11/08/2017	LHAAC	ANALYTICAL SERVICES	\$ 500.50
EFT8438	11/08/2017	MCINTOSH & SON	SOLENOID FOR SELF LEVELLER.	\$ 525.68
EFT8439	11/08/2017	NARROGIN TOYOTA	SERVICE 1BO	\$ 323.96
EFT8440	11/08/2017	NEIL WALKER	COUNCILLOR MEETING FEES APRIL 2017 TO JUNE 2017	\$ 843.75
EFT8441	11/08/2017	NICHOLLS BUS & COACH SERVICE	INSPECTION OF COMMUNITY BUS	\$ 158.05
EFT8442	11/08/2017	OUR COMMUNITY PTY LTD	ANNUAL SUBSCRIPTION 2017/18	\$ 330.00
EFT8443	11/08/2017	PROMPT SAFETY SOLUTIONS	PROMPT SAFETY SOLUTIONS - AUGUST 2017 TO AUGUST 2018 - 12 MONTHS	\$ 1,100.00
EFT8444	11/08/2017	QUALITY TRANSPORT	JASON SIGNMAKERS	\$ 22.00
EFT8445	11/08/2017	RAMM	RAMM ANNUAL SUPPORT AND MAINTENANCE FEE 1/07/17 TO 30/06/18	\$ 6,866.97
EFT8446	11/08/2017	SAFEROADS	VARIABLE MESSAGE BOARD SIGN SOFTWARE - ANNUAL SUBSCRIPTION	\$ 877.80
EFT8447	11/08/2017	SHIRE OF BROOKTON	MASTERCARD PURCHASES JULY 2017	\$ 492.98
EFT8448	11/08/2017	SHIRE OF BROOKTON	MASTERCARD PURCHASES JULY 2017	\$ 256.48
EFT8449	11/08/2017	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 130.00
EFT8450	11/08/2017	SOUTHERN CROSS AUSTERO	ADVERTISING ON RADIOWEST	\$ 128.70
EFT8451	11/08/2017	STUMPY'S GATEWAY ROADHOUSE	PETROL PURCHASES JULY 2017	\$ 204.24
EFT8452	11/08/2017	TRAVIS EVA	COUNCILLOR MEETING FEES & TRAVEL APRIL 2017 TO JUNE 2017	\$ 530.40
EFT8453	11/08/2017	VICKI MORRIS	REIMBURSEMENT OF FURNITURE FOR UNIT 5 & UNIT 6 28 WILLIAMS ST BROOKTON DUE TO ISSUES WITH SHIRE MASTERCARD PIN NOT WORKING	\$ 2,299.00
EFT8454	11/08/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 17/07/17 TO 27/07/17	\$ 467.50
EFT8455	11/08/2017	WA LOCAL GOVERNMENT ASSN	SUBSCRIPTIONS 2017/18 INCLUDING LOCAL LAWS SERVICE, GOVERNANCE, ENVIRONMENTAL PLANNING TOOL, EMPLOYEE RELATIONS, COUNCIL CONNECT, PROCURMENT, ASSOCIATION MEMBERSHIP & TAX SERVICES	\$ 24,206.30
EFT8456	11/08/2017	WHEATBELT ELECTRICS	DIAGNOSE AND REPAIR FAILED SUBMAINS TO PAVILLION DUE TO WATER INGRESS	\$ 7,899.28
EFT8457	11/08/2017	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	STORAGE OF ARCHIVE BOXES	\$ 128.70
EFT8458	30/08/2017	AUSTRALIA POST	POSTAGE JULY 2017	\$ 248.96
EFT8459	30/08/2017	BEVERLEY MENS SHED INC.	RAILWAY PLATFORM SIGNS	\$ 350.00
EFT8460	30/08/2017	BROOKTON PLUMBING	INSPECTION AND PUMP OUT OF BLOCKED SEPTICS & TOILETS AT THE WB PAVILION, REPAIR TOILETS AT CARAVAN PARK & WATER METER REPAIR AT MADISON SQUARE UNITS	\$ 2,357.20
EFT8461	30/08/2017	BROOKTON SUPERMARKET	CLEANING PRODUCTS, CARPET CLEANER, COFFEE, SUGAR, TEA & MILK	\$ 445.02
EFT8462	30/08/2017	BW JAMES TRANSPORT	FREIGHT	\$ 315.00
EFT8463	30/08/2017	COURIER AUSTRALIA	FREIGHT	\$ 66.96
EFT8464	30/08/2017	FIRE & SAFETY SCAVENGER	CLEAR SAFETY OVER GLASSES AND SMOKE SAFETY OVER GLASSES	\$ 49.50
EFT8465	30/08/2017	GIRL GUIDES WA INC	KIDSPORT VOUCHERS	\$ 900.00
EFT8466	30/08/2017	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN PICKUP & BROOKTON TIP SITE 27/06/17 TO 25/07/17	\$ 9,985.58
EFT8467	30/08/2017	HEALTHWAY	REFUND OF GRANT FOR BROOKTON MUD RUN 2017 DUE TO CANCELLATION OF THE EVENT	\$ 1,650.00
EFT8468	30/08/2017	J MAC ENGINEERING PINGELLY	CHECKER PLATE FOR DRAIN COVER	\$ 178.29
EFT8469	30/08/2017	JH COMPUTER SERVICES	FIXING REMOTE ACCESS ISSUES	\$ 44.00

EFT8470	30/08/2017	JR & A HERSEY PTY LTD	RAGS, FUSES, SPRAY MARKERS, GLOVES & DUSK MASKS	\$ 691.68
EFT8471	30/08/2017	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL	\$ 140.50
EFT8472	30/08/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 03/08/17 TO 08/08/17	\$ 818.12
EFT8473	30/08/2017	WESFARMERS KLEENHEAT GAS PTY LTD	CYLINDER SERVICE CHARGE KALKARNI RESIDENCY	\$ 75.90
EFT8474	30/08/2017	WHEATBELT ELECTRICS	REPAIR & REPLACE SEWERAGE PUMP & REPAIR POWER UNIT 6 / 28 WILLIAM ST	\$ 1,225.83
EFT TOTAL				\$ 341,569.78

Chq/EFT	Date	Name	Description	Amount
18128	11/08/2017	AGI BURMAS	REIMBURSEMENT OF RENT 17/07/17 TO 30/07/17 INVOICE 16 RAISED FOR THE INCORRECT AMOUNT	\$ 111.90
18129	11/08/2017	BROOKTON MENS SHED	COUNCIL CONTRIBUTION 2017/18 AS PER LEASE AGREEMENT	\$ 3,000.00
18130	11/08/2017	BUILDING COMMISSION	BUILDING SERVICES LEVY JULY 2017	\$ 169.95
18131	11/08/2017	DEPARTMENT OF TRANSPORT	LICENSE OF 1TND460 TRAILER - 12 MONTHS	\$ 25.10
18132	11/08/2017	GLADYS MABEL FLEAY	RATES REFUND FOR ASSESSMENT A38 KOKEBY ROAD BROOKTON 6306	\$ 85.31
18133	11/08/2017	LOUISE SHEREE ALLINGTON	COUNCILLOR MEETING FEES APRIL 2017 TO JUNE 2017	\$ 500.00
18134	11/08/2017	MALCOLM ERNEST FLEAY	RATES REUFND FOR ASSESSMENT A38 KOKEBY ROAD BROOKTON 6306	\$ 85.32
18135	11/08/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 370.00
18136	11/08/2017	SYNERGY	ELECTRICITY - STREETLIGHTS, POOL, CARAVAN ARK, OVAL, SALINITY PUMP, DEPOT, MEMORIAL PARK, MEMORIAL HALL, RAILWAY STATION, MADISON SQUARE, SEERAGE PUMP, ADMINISTRATION, MENS SHED, HARVESTING DAM & U1 / 4 MATTHEWS ST	\$ 8,926.55
18137	11/08/2017	TRUCKLINE	QUICK RELEASE VALVE FOR T10	\$ 22.14
18138	11/08/2017	WATER CORPORATION OF WA	WATER USAGE KALKARNI RESIDENCY, CARAVAN PARK, SENIOR CITIZEN HOMES, MADISON SQUARE, MEMORIAL HALL, ADMINISTRATION, POOL, MEMORIAL HALL, DEPOT, STANDPIPE, MADISON SQUARE UNITS, MENS SHED, U2 / 4 MATTHEWS ST, 23 WHITTINGTON ST & 10 MARSH AVE	\$ 5,252.91
18139	11/08/2017	WHEATBELT NRM INC	IN ERROR	\$ 154.00
18140	14/08/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 564.29
18141	30/08/2017	BROOKTON PHARMACY	SHARPS DISPOSAL KITS FOR VEHICLES	\$ 31.80
18142	30/08/2017	SYNERGY	ELECTRICITY CARAVAN PARK, OVAL & PAVILION 12/07/17 TO 09/08/17	\$ 1,172.45
18143	30/08/2017	TELSTRA CORPORATION	TELEPHONE ACCOUNTS ADMINISTRATION BUILDING, DEPOT, MOBILE TELEPHONES, IPADS & SWIMMING POOL	\$ 849.54
18144	30/08/2017	TRUCKLINE	CLUTCH BOOSTER	\$ 165.94
18145	30/08/2017	WATER CORPORATION OF WA	LEGAL FEES FOR LOT 1 GREAT SOUTHERN HIGHWAY - L2362	\$ 2,887.34
CHQ TOTAL				\$ 24,374.54
MUNICIPAL				\$ 365,944.32

DIRECT DEBITS FOR AUGUST 2017	
SALARIES & WAGES	\$ 131,430.25
MERCHANT FEES	\$ 90.20
SUPERANNUATION	\$ 20,719.60
TOTAL	\$ 152,240.05

TERM DEPOSIT TRANSFERS FOR AUGUST 2017	
RESERVES OPENING BALANCE	NIL
RESERVES TRANSFERS IN	NIL
RESERVES TRANSFERS OUT	NIL
RESERVES (INTEREST)	NIL
TOTAL	\$ -

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO		
DATE	DESCRIPTION	AMOUNT
5/7/17	WESTNET - DEPOT	\$ 49.95
5/7/17	WESTNET - ADMINISTRATION	\$ 109.95
5/7/17	STICKYTICKETS - MUD RUN CANCELLATION FEE	\$ 79.38
11/7/17	SAFETY CULTURE -AUDITOR SUBSCRIPTION	\$ 13.20
30/7/17	CARD FEES	\$ 4.00
	TOTAL	\$ 256.48

SHIRE OF BROOKTON CREDIT CARD PURCHASES DCEO		
DATE	DESCRIPTION	AMOUNT
12/07/17	FOI CONFERENCE - DCEO	\$ 99.00
25/07/17	DEPARTMENT OF TRANSPORT - COMMUNITY BUS PERMIT	\$ 29.80
27/07/17	DEPARTMENT OF TRANSPORT - LICENSING COMMUNITY BUS	\$ 303.30
27/07/17	OFFICE SUPPLIES - STATIONARY	\$ 56.88
30/07/17	CARD FEES	\$ 4.00
	TOTAL	\$ 492.98

12.09.17.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIODS ENDED 31 JULY AND 31 AUGUST 2017

File No:	N/A
Date of Meeting:	21/09/17
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kelly D’Arcy – Governance Officer Deanne Sweeney – Senior Finance Officer
Authorising Officer:	Vicki Morris – Deputy Chief Executive Officer
Declaration of Interest:	The authors have 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 periods ended 31 July and 31 August 2017 are presented to council.

Description of Proposal:

That Council receive the Statement of Financial Activity for the periods ended 31 July and 31 August 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

Recommendation to be bold italics –

That Council receives the Statement of Financial Activity for the periods ending 31 July and 31 August 2017.

Attachments

Attachment 12.09.17.02(a) – July Financial Report

Attachment 12.09.17.02(b) – August Financial Report

Shire of Brookton
MONTHLY FINANCIAL REPORT
For the Period Ended 31 July 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	
2015-16	
2016-17	
2017-18	
For the Period Ended 31 July 2017	
01-Jul-17	
30-Jun-18	

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 2017-18	Actual 2017-18	Budget 2017-18	Actual 2017-18	Budget 2017-18	Actual 2017-18	Budget 2017-18	Actual 2017-18
Jul	738,620	505,995	492,939	39,299	1,026,499	26,484	54,267	100
Aug								
Sep								
Oct								
Nov								
Dec								
Jan								
Feb								
Mar								
Apr								
May								
Jun								

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

Note 3 - Net Funding Current Position

Month	Actual 2015-16 \$('000s)	Actual 2016-17 \$('000s)	Actual 2017-18 \$('000s)
Jul	959,987	267,469	907,333
Aug			
Sep			
Oct			
Nov			
Dec			
Jan			
Feb			
Mar			
Apr			
May			
Jun			

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

Note 4 - Rates and Rubbish Collection History

Month	Last Year 2016-17 %	This Year 2017-18 %
Jul	56	21
Aug		
Sep		
Oct		
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
Jun		

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

	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)
Note				9	9
Operating Revenues	\$	\$	\$	\$	%
Governance	18,190	1,514	0	(1,514)	(100.00%)
General Purpose Funding	615,274	51,269	1,136	(50,133)	(97.78%)
Law, Order and Public Safety	37,730	3,143	8,553	5,410	172.12%
Health	2,200	182	30	(152)	(83.52%)
Education and Welfare	4,058,507	338,208	12,198	(326,010)	(96.39%)
Housing	92,300	7,690	7,100	(590)	(7.67%)
Community Amenities	349,954	29,160	220	(28,940)	(99.25%)
Recreation and Culture	79,992	6,661	3,073	(3,588)	(53.87%)
Transport	572,849	47,737	0	(47,737)	(100.00%)
Economic Services	54,440	4,534	4,512	(22)	(0.48%)
Other Property and Services	34,100	2,841	2,478	(363)	(12.79%)
Total (Excluding Rates)	5,915,536	492,939	39,299	(453,640)	(92.03%)
Operating Expense					
Governance	(771,621)	(64,277)	(45,610)	18,667	(29.04%)
General Purpose Funding	(257,789)	(21,479)	(10,299)	11,180	(52.05%)
Law, Order and Public Safety	(117,754)	(9,813)	(19,741)	(9,928)	101.17%
Health	(54,452)	(4,535)	(1,897)	2,638	(58.17%)
Education and Welfare	(3,731,832)	(310,979)	(115,354)	195,625	(62.91%)
Housing	(175,784)	(14,611)	(8,059)	6,552	(44.84%)
Community Amenities	(438,065)	(36,486)	(17,856)	18,630	(51.06%)
Recreation and Culture	(886,708)	(73,841)	(37,941)	35,900	(48.62%)
Transport	(2,119,467)	(176,616)	(200,215)	(23,599)	13.36%
Economic Services	(179,293)	(14,930)	(4,534)	10,396	(69.63%)
Other Property and Services	(132,947)	(11,053)	(44,489)	(33,436)	302.50%
Total	(8,865,712)	(738,620)	(505,995)	232,625	31.49%
Funding Balance Adjustment					
Add back Depreciation	1,936,295	161,358	178,307	16,949	10.50%
Adjust (Profit)/Loss on Asset Disposal	12,817	1,068	(100)	(1,168)	(109.36%)
Movement in Non Cash Provisions	0	0	0	0	
Net Operating (Ex. Rates)	(1,001,064)	(83,254)	(288,489)	(205,234)	246.51%
Capital Revenues					
Proceeds from Disposal of Assets	48,978	100	100	0	0.00%
Self-Supporting Loan Principal	0	0	0	0	0.00%
Transfer from Reserves	650,000	54,167	0	(54,167)	0.00%
Total	698,978	54,267	100	(54,167)	
Capital Expenses					
Land and Buildings	(709,000)	(59,083)	0	59,083	(100.00%)
Plant and Equipment	(97,000)	(8,083)	0	8,083	(100.00%)
Furniture and Equipment	(99,500)	(8,292)	0	8,292	(100.00%)
Infrastructure Assets - Roads & Bridges	(1,028,414)	(85,701)	(186)	85,516	(99.78%)
Infrastructure Assets - Sewerage	(65,000)	(5,417)	(812)	4,604	(85.01%)
Infrastructure Assets - Parks	0	0	0	0	0.00%
Repayment of Debentures	(130,130)	(10,844)	(25,486)	(14,642)	135.02%
Transfer to Reserves	(849,079)	(849,079)	0	849,079	0.00%
Total	(2,978,123)	(1,026,499)	(26,484)	1,000,015	(97.42%)
Net Capital	(2,279,145)	(972,233)	(26,384)	945,849	(97.29%)
Total Net Operating + Capital	(3,280,209)	(1,055,487)	(314,873)	740,614	(70.17%)
Rate Revenue	2,037,402	2,037,402	0	(2,037,402)	(100.00%)
Opening Funding Surplus(Deficit)	1,222,206	1,222,206	1,222,206	0	0.00%
Closing Funding Surplus(Deficit)	(20,601)	2,204,121	907,333	(1,296,788)	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 31 July 2017

NOTE	2017/18 Adopted Budget \$	2017/18 Amended Budget	2017/18 YTD Budget \$	2017/18 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES					
Rates	2,037,402	2,037,402	-	-	-
Operating Grants, Subsidies and Contributions	3,571,354	3,571,354	297,611	263,687	(33,924)
Fees and Charges	1,543,835	1,543,835	128,641	(255,295)	(383,936)
Interest Earnings	195,746	195,746	16,310	26,262	9,952
Other Revenue	112,169	112,169	9,342	5,208	(4,134)
	7,460,506	7,460,506	451,904	39,861	(412,043)
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs	(1,514,122)	(1,514,122)	(126,093)	(105,515)	20,578
Materials and Contracts	(4,932,476)	(4,932,476)	(410,984)	(123,206)	287,778
Utilities	(149,894)	(149,894)	(12,465)	(3,509)	8,956
Depreciation	(1,936,295)	(1,936,295)	(645,432)	(178,307)	467,125
Interest Expenses	(113,800)	(113,800)	(37,933)	6,279	44,213
Insurance	(180,181)	(180,181)	(180,181)	(101,737)	78,443
Other Expenditure	(10,629)	(10,629)	(883)	(662)	221
	(8,837,396)	(8,837,396)	(1,413,971)	(506,657)	907,314
	(1,376,889)	(1,376,889)	(962,067)	(466,796)	495,271
Non-Operating Grants, Subsidies & Contributions	487,432	487,432	40,618	-	(40,618)
Profit on Asset Disposals	-	-	-	100	100
Loss on Asset Disposals	(12,817)	(12,817)	(1,067)	-	1,067
NET RESULT	(902,274)	(902,274)	(922,516)	(466,696)	455,820

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)
Program by Nature and Type
For the Period Ended 31 July 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	2,037,402		-	-	-	0%
Operating Grants, Subsidies and Contributions	562,005		46,832	8,524	(38,308)	16%
Fees and Charges	798,775		66,553	13,012	(53,541)	25%
Interest Earnings	195,746		16,310	26,262	9,952	50%
Other Revenue	112,169		9,342	5,208	(4,134)	10%
	3,706,097		139,037	53,006	(86,031)	100%
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs	(1,514,122)		(126,093)	(105,515)	20,578	27%
Materials and Contracts	(1,431,764)		(119,258)	(25,366)	93,892	6%
Utilities	(149,894)		(12,465)	(3,509)	8,956	1%
Depreciation	(1,776,428)		(578,820)	(170,188)	408,633	43%
Interest Expenses	(108,347)		(35,661)	6,705	42,366	-2%
Insurance	(165,681)		(151,181)	(94,511)	56,670	24%
Other Expenditure	(10,629)		(883)	(662)	221	0%
	(5,156,864)		(1,024,361)	(393,045)	631,317	100%
	(1,450,766)		(885,325)	(340,039)	545,286	
Non-Operating Grants, Subsidies & Contributions	487,432		40,618	-	(40,618)	
Profit on Asset Disposals	-		-	100	100	
Loss on Asset Disposals	(12,817)		(1,067)	-	1,067	
NET RESULT	(976,151)		(845,774)	(339,939)	505,835	

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

Note 1: MAJOR VARIANCES

OPERATING REVENUE (EXCLUDING RATES)

Governance

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

General Purpose Funding

Grant funding for General & Roads not yet received an ex Gratia rates not yet raised.

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

Kalkarni end of year adjustment income for 16/17 received in 17/18

Housing

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

Community Amenities

The variance is due to the 2017/18 Refuse and Sewerage rates yet to be raised.

Recreation and Culture

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

Transport

Grant Funding yet to be received.

Economic Services

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

Other Property and Services

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

OPERATING EXPENSES

Governance

The over budget expenditure is due to timing issue of creditor invoices for subscription.

General Purpose Funding

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

Law, Order and Public Safety

Timing issue of Insurance premiums invoices for 2017/18

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 main factors contributing to this is a timing issue with the Refuse Site creditor invoices.

Recreation and Culture

Accrued interest on loans brought to account 30/06/17 will self correct.

Transport

Insurance expense spread over 12 months - will self correct.

Economic Services

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

Other Property and Services

Insurance expense spread over 12 months - will self correct.

CAPITAL REVENUE

Proceeds from Disposal of Assets

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

Self-Supporting Loan Principal

Budget profile calculated over 12 month - Will self correct

Transfer from Reserves

A portion of Reserve Transfers will be completed at maturity 02/10/17, the remainder will occur towards the end of the financial year.

CAPITAL EXPENSES

Land and Buildings

No purchases to date.

Plant and Equipment

No purchases to date.

Furniture and Equipment

No purchases to date.

Infrastructure Assets - Roads & Bridges

Road construction program not yet commenced.

Infrastructure Assets - Sewerage

Minimal purchases to date.

Infrastructure Assets - Parks

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

Repayment of Debentures

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

Transfer to Reserves

A portion of Reserve Transfers will be completed at maturity 02/10/17, the remainder will occur towards the end of the financial year.

OTHER ITEMS

Rate Revenue

Rates for the 2017/18 rating year yet to be raised.

Opening Funding Surplus(Deficit)

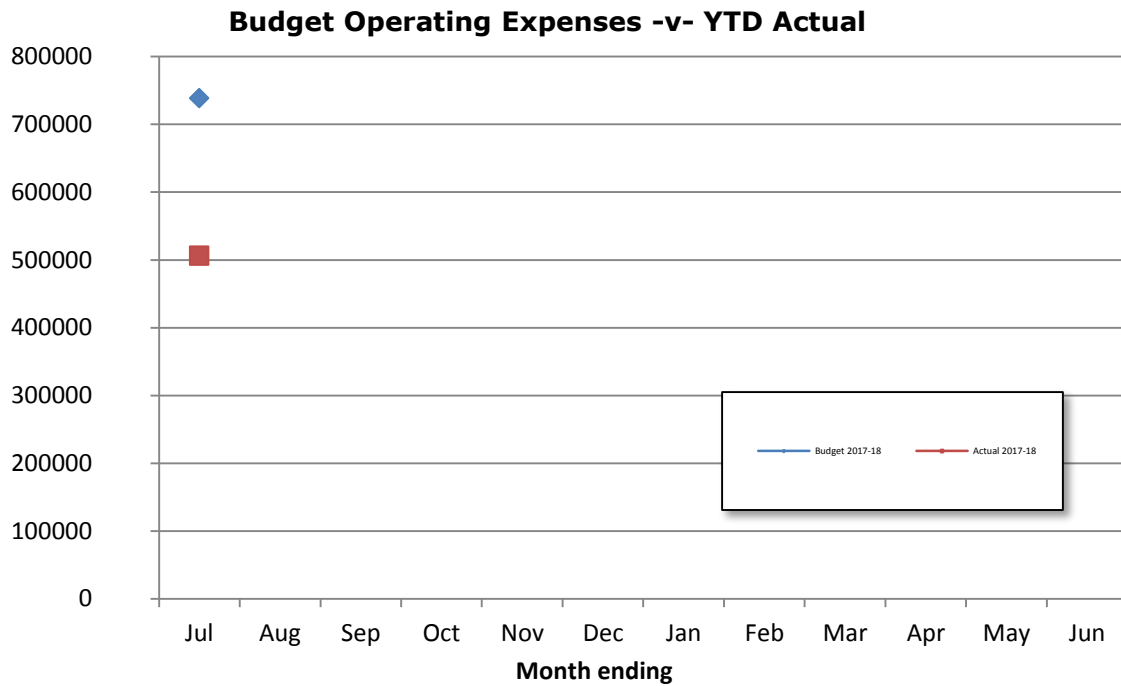
Within variance threshold of \$10,000 or 10%

Closing Funding Surplus (Deficit)

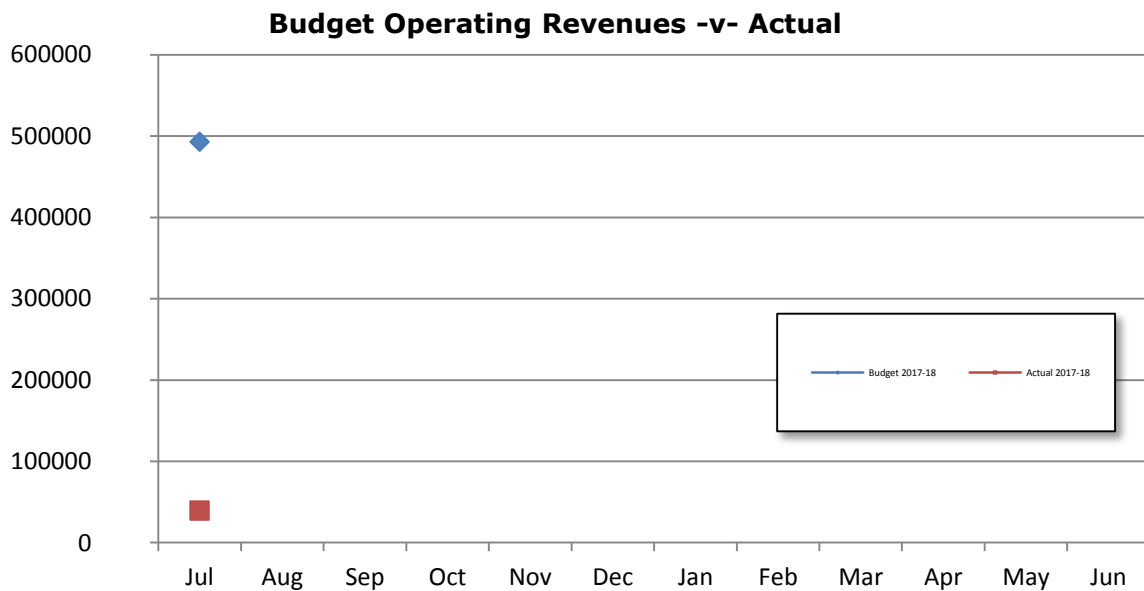
Within variance threshold of \$10,000 or 10%

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



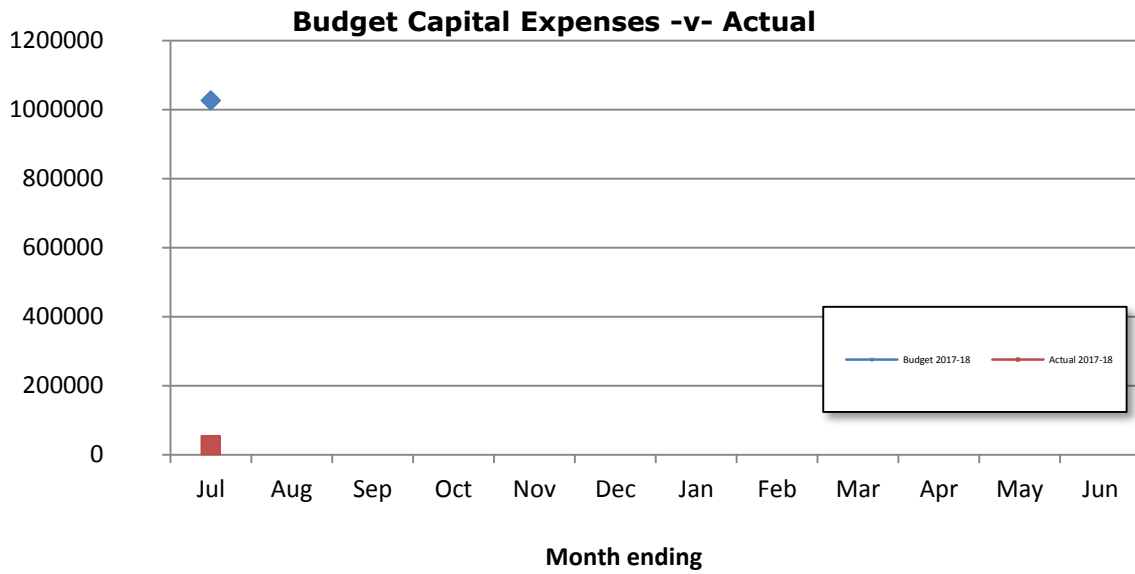
Comments/Notes - Operating Expenses



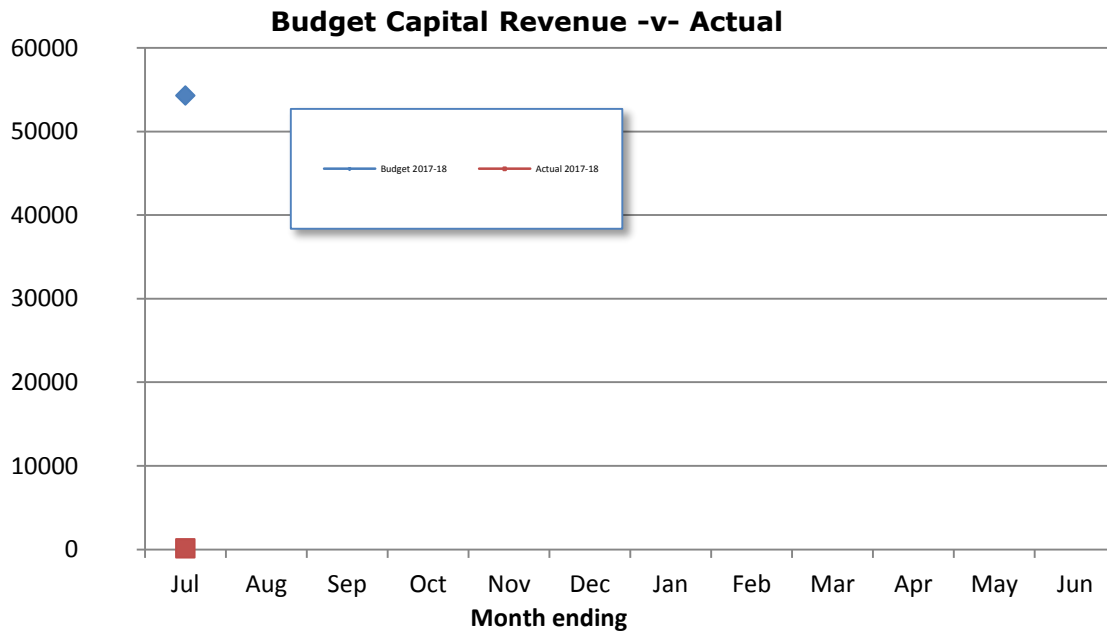
Comments/Notes - Operating Revenues

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

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

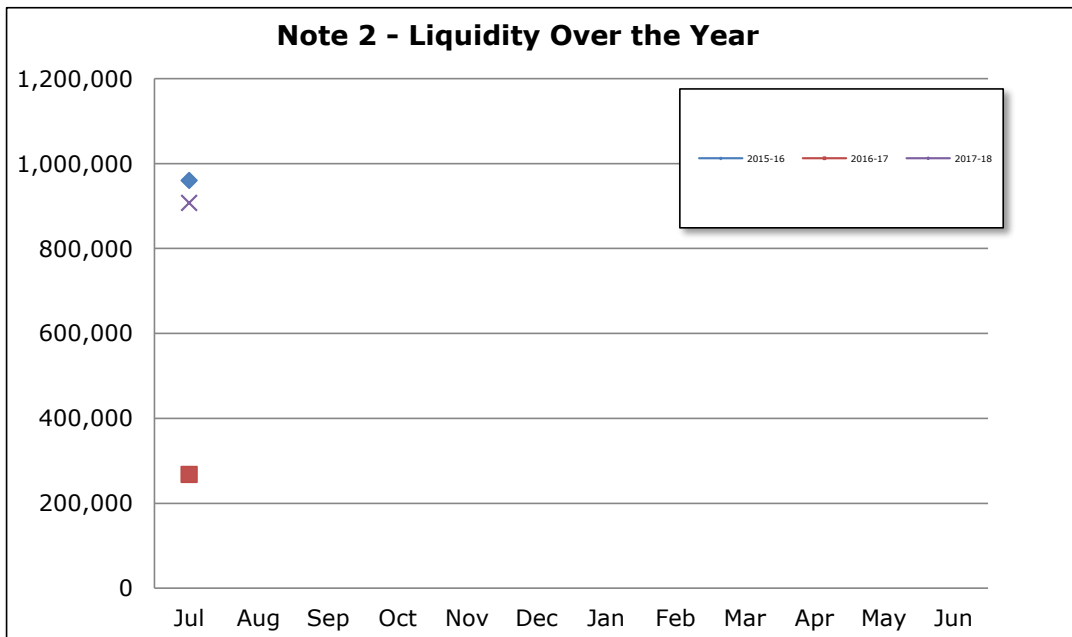


Comments/Notes - Capital Revenues

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

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
2017-18				
Note	This Period	Same Period 2016/17	Same Period 2015/16	Surplus C/F 1 July 2017
	\$	\$	\$	\$
Current Assets				
Cash Unrestricted	1,014,629	349,789	853,445	1,624,466
Cash Restricted	3,504,765	3,221,937	2,559,953	3,504,765
Receivables	3,359,453	1,799,134	1,144,588	3,731,222
Prepayments & Accruals	0	0	0	0
Inventories	15,421	16,373	10,485	15,421
	7,894,268	5,387,233	4,568,472	8,875,874
Less: Current Liabilities				
Payables and Provisions	(3,482,170)	(1,897,827)	(1,048,531)	(4,148,903)
	(3,482,170)	(1,897,827)	(1,048,531)	(4,148,903)
Less: Cash Restricted	(3,504,765)	(3,221,937)	(2,559,953)	(3,504,765)
Net Current Funding Position	907,333	267,469	959,987	1,222,206



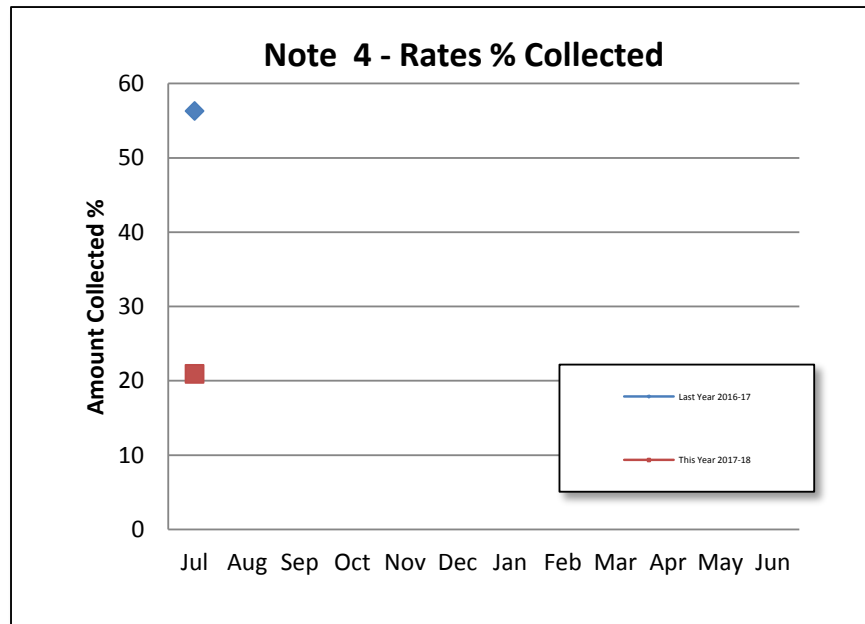
Comments - Net Current Funding Position

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

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish

	Current 2017-18	Previous 2016-17
Opening Arrears Previous Years Rates, Sewerage & Rubbish Levied this year	\$ 30,159	\$ 12,339
Less Collections to date	0	0
Equals Current Outstanding	(6,305)	(6,947)
Net Rates Collectable	23,855	5,392
% Collected	20.90%	56.30%

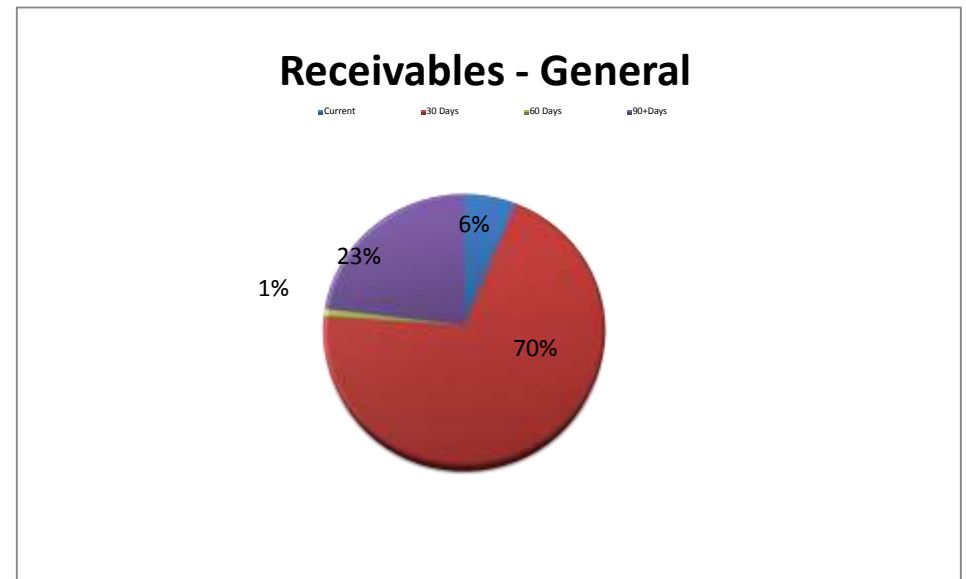


Comments/Notes - Receivables Rates, Sewerage and Rubbish

Shire of Brookton, Agenda Ordinary Meeting of Council, 21 September 2017.

Receivables - General	Current	30 Days	60 Days	90+Days
	\$ 2,765	\$ 31,150	\$ 367	\$ 10,273
Total Outstanding				44,554

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

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

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aldersyde Hall Reserve (Not Shire Vested Property)	25,657	586	0	0	0	0	0	26,243	25,657
Bridge Construction Reserve	0	0	0	0	0	0	0	0	0
Brookton Heritage/Museum Reserve	37,773	862	0	3,200	0	0	0	41,835	37,773
Caravan Park Reserve	122,382	2,794	0	3,200	0	0	0	128,376	122,382
Cemetery Reserve	21,471	490	0	650	0	0	0	22,611	21,471
Community Bus Reserve	63,696	1,454	0	6,900	0	0	0	72,050	63,696
Drainage Reserve	0	0	0	0	0	0	0	0	0
Furniture and Equipment Reserve	64,855	1,480	0	12,000	0	0	0	78,336	64,855
Health & Aged Care Reserve	777,172	17,740	0	65,000	0	(180,000)	0	679,912	777,172
Housing Reserve	764,764	17,457	0	240,000	0	(450,000)	0	572,221	764,764
Kweda Hall Reserve	25,657	586	0	3,200	0	0	0	29,443	25,657
Land Development Reserve	129,369	2,953	0	4,000	0	0	0	136,322	129,369
Madison Square Units Reserve	17,689	404	0	600	0	0	0	18,693	17,689
Municipal Buildings & Facilities Reserve	201,167	4,592	0	36,500	0	0	0	242,259	201,167
Plant and Vehicle Reserve	540,015	12,326	0	110,000	0	0	0	662,341	540,015
Railway Station Reserve	25,657	586	0	3,200	0	0	0	29,443	25,657
Rehabilitation & Refuse Reserve	46,448	1,060	0	6,000	0	0	0	53,508	46,448
Road and Bridge Infrastructure Reserve	292,547	6,678	0	18,900	0	0	0	318,125	292,547
Saddleback Building Reserve	50,113	1,144	0	1,500	0	0	0	52,757	50,113
Saddleback Vehicle & Equipment Reserve	0	0	0	0	0	0	0	0	0
Sewerage & Drainage Infrastructure Reserve	194,032	4,429	0	65,000	0	(15,000)	0	248,461	194,032
Sport & Recreation Reserve	10,391	237	0	1,000	0	0	0	11,629	10,391
Staff Vehicle Reserve	0	0	0	0	0	0	0	0	0
Townscape and Footpath Reserve	49,063	1,120	0	1,500	0	0	0	51,683	49,063
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0
Developer Contribution - Roads	4,542	104	0	0	0	0	0	4,646	4,542
Water Harvesting Reserve	40,302	920	0	1,000	0	(5,000)	0	37,222	40,302
Brookton Aquatic Reserve	0	0	0	65,729	0	0	0	65,729	0
Cash Contingency Reserve	0	0	0	200,000	0	0	0	200,000	0
	3,504,765	80,000	0	849,079	0	(650,000)	0	3,783,844	3,504,765

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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)
23,317	22,000	(1,317)	DCEO Vehicle	\$		\$	0
23,465	16,978	(6,487)	Works Supervisors Ute				0
15,013	10,000	(5,013)	Parks & Garden 4 x 2 - PU30				0
0	0	0	Sale of Suplus /Unwanted Equipment - Depot	0		100	100
61,795	48,978	(12,817)	Totals	0		100	100

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Amended Budget Nov OCM	Actual	Variance
	\$		\$	\$
Property, Plant & Equipment				
Land and Buildings	709,000	709,000	0	709,000
Plant & Equipment	97,000	97,000	0	97,000
Furniture & Equipment	99,500	99,500	0	99,500
Infrastructure				
Roadworks & Bridge Works & Footpaths	1,028,414	1,028,414	186	1,028,228
Parks & Gardens	0	0	0	0
Sewerage & Drainage	65,000	65,000	812	64,188
Totals	1,998,914	1,998,914	998	1,997,916

Comments - Capital Acquisitions

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

Note 7: INFORMATION ON BORROWINGS

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-17 \$	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	117,669	-	-	13,659	117,669	104,010	(347)	8,504
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	31,525	-	4,125	8,371	27,400	23,154	157	1,929
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	275,589	-	-	18,576	275,589	257,013	(2,446)	20,699
Governance												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	56,258	-	2,191	4,453	54,067	51,805	311	3,938
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	88,287	-	3,834	7,776	84,453	80,511	426	5,452
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	145,673	-	6,326	12,830	139,347	132,843	702	8,996
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	61,801	-	2,684	5,443	59,117	56,358	298	3,817
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	145,673	-	6,326	12,830	139,347	132,843	702	8,996
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	685,315	-	-	46,193	685,315	639,122	(6,083)	51,468
					1,607,790	-	25,486	130,130	1,582,304	1,477,660	(6,279)	113,800

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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%	163,585				163,585	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.70%	851,043				851,043	Bendigo	
Trust Cash at Bank	1.50%			30,183		30,183	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		1,014,629	3,504,765	37,407	5,000	4,561,801		

Comments/Notes - Investments

Investment Management Strategy for Kalkarni Bonds

The total bond/RAD amounts (\$3,272,118.81) as at 30/06/17 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 31 July 2017

Note 10: TRUST FUND

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

Description	Opening Balance For the Period 1 July 2016	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 July 2017
	\$	\$	\$	\$
Housing Bonds	0	0	0	0
Other Bonds	13,058	160	(1,368)	11,850
Rates Incentive Prize	200	0	0	200
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	7,224	0	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	(1)	0	0	(1)
Unclaimed Money	0	0	0	0
	38,615	160	(1,368)	37,407

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 31 July 2017

Note 11: Kalkarni Aged Care Facility

	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)
Note				9	9
Operating Revenue	\$	\$	\$	\$	%
Fees & Charges	745,060	62,088	(268,307)	(330,395)	(532.14%)
Grants & Subsidies	3,009,349	250,779	255,163	4,384	1.75%
Total Revenue	3,754,409	312,867	(13,144)	(326,012)	(104.20%)
Operating Expenses					
Building Maintenance	0	0	0	0	0.00%
Interest Expenses	(5,452)	(454)	(426)	29	(6.32%)
Insurance Expenses	(14,500)	(14,500)	(7,227)	7,273	(50.16%)
Building Maintenance	(24,830)	(2,069)	(14)	2,056	(99.34%)
Loss on Sale of Asset	0	0	0	0	0.00%
Depreciation	(159,868)	(13,322)	(8,119)	5,203	(39.06%)
ABC Administration Expenses	(28,499)	(2,375)	(1,786)	589	(24.80%)
Contract Expenses	(3,447,383)	(287,282)	(96,041)	191,241	(66.57%)
Total Expenses	(3,680,532)	(320,003)	(113,612)	206,390	64.50%
Operating Surplus (Deficit)	73,877	(7,135)	(126,756)	(119,621)	-1676%
Excluding Non Cash Adjustments					
Add back Depreciation	159,868	13,322	8,119	(5,203)	(39.06%)
Adjust (Profit)/Loss on Asset Disposal	0	0	0	0	0.00%
Net Operating Surplus (Deficit)	233,745	6,187	(118,637)	(124,824)	(2017.50%)
Capital Revenues					
KBC Capital Income	304,098	25,342	25,342	1	0.00%
Transfer from Reserves	450,000	0	0	0	0.00%
Total	754,098	25,342	25,342	1	0
Capital Expenses					
Land and Buildings	(259,000)	0	0	0	0.00%
Plant and Equipment	0	0	0	0	0.00%
Furniture and Equipment	(99,500)	0	0	0	0.00%
Repayment of Debentures	(7,776)	(3,627)	(3,834)	(207)	0.00%
Transfer to Reserves	(257,457)	0	0	0	0.00%
Total	(623,732)	(3,627)	(3,834)	(207)	0.00%
Net Capital	130,366	21,715	21,508	(206)	(0.95%)
Closing Funding Surplus(Deficit)	364,110	27,902	(97,129)	(125,031)	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 31 July 2017

Note 12 WB Eva Pavilion Operating Statement

NOTE	2017/18 Adopted Budget \$	2017/18 YTD Budget \$	2017/18 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Hire Fees - WB Eva Pavilion	3,180	3,180	-	(3,180)
Sporting Club Fees	4,770	4,770	-	(4,770)
Gymnasium Income	11,060	11,060	741	(10,319)
	19,010	19,010	741	(18,269)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(12,550)	(1,046)	(469)	577
Materials and Contracts	(8,445)	(704)	-	704
Utilities	(4,210)	(351)	(71)	280
Interest Expenses	(51,468)	(4,289)	6,083	10,372
Insurance	(4,785)	(399)	(1,871)	(1,472)
General Operating Expenses	(12,820)	(1,068)	(390)	678
Gymnasium Operating	(11,980)	(997)	(148)	849
	(94,278)	(7,856)	3,282	11,139
	(75,268)	11,154	4,023	(7,130)
NET RESULT	(75,268)	11,154	4,023	(7,130)

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

Note 13 Sewerage Operating Statement

NOTE	2017/18 Adopted Budget \$	2017/18 YTD Budget \$	2017/18 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges	1,590	1,590	-	(1,590)
Annual Sewerage Rates	160,990	160,990	-	(160,990)
	162,580	162,580	-	(162,580)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(1,200)	(100)	(3)	98
Materials and Contracts	(60,630)	(5,053)	(5)	5,047
Utilities	(5,950)	(496)	-	496
Depreciation	(45,146)	(3,762)	(4,672)	(909)
Interest Expenses	(3,817)	(318)	(298)	20
Insurance	(245)	(245)	(121)	124
General Operating Expenses	(1,330)	(111)	(2)	109
Allocation of Administration Expense	(16,485)	(10,990)	(2,629)	8,361
	(134,802)	(21,074)	(7,730)	13,344
	27,778	141,506	(7,730)	(149,236)
Add Back Depreciation	45,146	3,762	4,672	909
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	15,000	-	-	-
NET RESULT	22,924	145,268	(3,058)	(148,326)

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

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

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

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Acquatic Centre
For the Period Ended 31 July 2017

Note	Adopted Annual Budget 2017/18	Amended Budget	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	40,000	40,000	3,333	3,844	510	15.31%
Total Revenue	40,000	40,000	3,333	3,844	510	15.31%
Operating Expenses						
Brookton Caravan Park	(54,914)	(54,914)	(4,576)	(1,249)	3,327	0.00%
Caravan Park Depreciation	(766)	(766)	(64)	(89)	(25)	38.78%
Caravan Park Abc Administration Expenses	(14,808)	(14,808)	(1,234)	(928)	306	0.00%
Total	(70,488)	(70,488)	(5,874)	(2,266)	3,608	61.43%
Operating Surplus (Deficit)	(30,488)	(30,488)	(2,541)	1,578	4,119	162%
Excluding Non Cash Adjustments						
Add back Depreciation	766	766	64	89	25	38.78%
Net Operating Surplus (Deficit)	(29,722)	(29,722)	(2,477)	1,666	4,143	(167.28%)
Note 14 (b): Brookton Acquatic Centre						
Operating Revenue						
POOL Fees & Charges	10,500	10,500	875	0	(875)	0.00%
POOL GRANTS & SUBSIDIES	32,000	32,000	2,667	0	(2,667)	0.00%
Total Revenue	42,500	42,500	3,542	0	(3,542)	0
Operating Expenses						
POOL Employee Costs	(515)	(515)	(43)	0	43	(100.00%)
POOL General Operating Expenses	(88,013)	(88,013)	(7,334)	(34)	7,300	(99.53%)
POOL Building Maintenance	(45,760)	(45,760)	(3,813)	(1,903)	1,910	(50.09%)
POOL Depreciation	(22,646)	(22,646)	(1,887)	(1,006)	881	(46.69%)
POOL Abc Administration Expenses	(44,704)	(44,704)	(3,725)	(2,801)	924	(24.80%)
Total	(201,638)	(201,638)	(16,803)	(5,745)	11,058	65.81%
Operating Surplus (Deficit)	(159,138)	(159,138)	(13,261)	(5,745)	7,516	0%
Excluding Non Cash Adjustments						
Add back Depreciation	22,646	22,646	1,887	1,006	(881)	0.00%
Net Operating Surplus (Deficit)	(136,492)	(136,492)	(11,374)	(4,739)	6,635	0%

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 31 July 2017

Note 15

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Federal Funding		State Funding				Own Source Funding		
					R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni
	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Town Street Maintenance	204,998	204,998	6,912	3%					79,057				125,941
Rural Road Maintenance	440,455	440,455	39,495	9%						325,234			115,221
Bridge Maintenance	65,670	65,670	13,178	20%									65,670
R2R Work Schedule													
Brookton - Kweda Road	180,019	180,019	0	0%			180,019						
Other Construction													
Brookton - Kweda Road	19,861	19,861	0	0%									19,861
King Street	103,814	103,814	0	0%									103,814
Reynolds Street	9,280	9,280	0	0%									9,280
Whittington Street	255,280	255,280	0	0%									255,280
RRG Approved Projects													
York - Williams Road	460,160	460,160	0	0%	460,160								0
	1,739,537	1,739,537	59,585	3%	460,160	0	180,019	0	79,057	325,234	0	0	695,067

Note 16

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

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
DCEO Vehicle	39,000	39,000	0	0%	39,000			22,000	39,000
Kalkarni Residency Capital Provision	79,000	79,000	0	0%	79,000				79,000
Kalkarni Backup Power Supply	30,000	30,000	0	0%			30,000		30,000
Kalkarni Land Purchase	150,000	150,000	0	0%			150,000		150,000
Sewerage - Gravel Resheet Pond Batters	15,000	15,000	0	0%			15,000		15,000
Works Supervisor Vehicle	33,000	33,000	0	0%	33,000			17,000	33,000
Parks & Garden 4 x 2	25,000	25,000	0	0%	25,000			10,000	25,000
8 Avonbank Close Brookton - Residence	450,000	450,000	0	0%			450,000		450,000
Kalkarni Residency Furniture and Equipment	99,500	99,500	0	0%	99,500				99,500
Brookton-Kweda Road - Construct & Prime 1km and Reseal 2km	180,019	180,019	0	0%		180,019			180,019
York-Williams Road - Gravel Sheet & Prime Road North	460,160	460,160	0	0%		460,160			460,160
Brookton-Kweda Road - Shire Funded Construction	19,861	19,861	0	0%	19,861				19,861
King Street - Shire Funded Construction	103,814	103,814	0	0%	103,814				103,814
Reynolds Street - Shire Funded Construction	9,280	9,280	0	0%	9,280				9,280
Whittington Street - Shire Funded Construction	255,280	255,280	0	0%	255,280				255,280
Happy Valley Bore Field	50,000	50,000	812	2%	45,000		5,000		50,000
	1,998,914	1,998,914	812	0%	708,735	640,179	650,000	49,000	1,998,914

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Grants, Subsidies and Contributions Register
For the Period Ended 31 July 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	(3,009,349)	(3,009,349)	Recurrent	(3,009,349)	(255,163)	8%
Main Roads WA	Regional Road Group	Non Operating	(307,413)	(307,413)	(373,531)	(307,413)	-	0%
Federal Government	Roads to Recovery	Non Operating	(180,019)	(180,019)	(512,003)	(180,019)	-	0%
WA Grants Commission	GPG Grants Commission - General	Operating	(291,210)	(291,210)	Recurrent	(291,210)	-	0%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(158,158)	(158,158)	Recurrent	(158,158)	-	0%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(33,580)	(33,580)	Recurrent	(33,580)	(8,524)	25%
Main Roads WA	Direct Grant	Operating	(79,057)	(79,057)	Recurrent	(79,057)	-	0%
			(4,058,786)	(4,058,786)		(4,058,786)	(263,687)	6%

Shire of Brookton
MONTHLY FINANCIAL REPORT
For the Period Ended 31 August 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

Material Threshold

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

Material Variances Symbol

Above Budget Expectations
Below Budget Expectations

Data to appear in the Report

Shire of Brookton	
	2015-16
	2016-17
	2017-18
For the Period Ended 31 August 2017	
	01-Jul-17
	30-Jun-18

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

	▲
	▼

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

Statement of Financial Activity

Month	Operating Expenses		Operating Revenue		Capital Expenses		Capital Revenue	
	Budget 2017-18	Actual 2017-18	Budget 2017-18	Actual 2017-18	Budget 2017-18	Actual 2017-18	Budget 2017-18	Actual 2017-18
Jul	738,620	505,995	492,939	39,299	1,026,499	26,484	54,267	100
Aug	1,477,240	1,292,930	985,879	983,188	1,203,920	34,812	108,433	100
Sep								
Oct								
Nov								
Dec								
Jan								
Feb								
Mar								
Apr								
May								
Jun								

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

Note 3 - Net Funding Current Position

Month	Actual 2015-16 \$('000s)	Actual 2016-17 \$('000s)	Actual 2017-18 \$('000s)
Jul	959,987	267,469	907,333
Aug	3,210,319	2,326,820	3,295,912
Sep			
Oct			
Nov			
Dec			
Jan			
Feb			
Mar			
Apr			
May			
Jun			

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

Note 4 - Rates and Rubbish Collection History

Month	Last Year 2016-17 %	This Year 2017-18 %
Jul	56	21
Aug	10	14
Sep		
Oct		
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
Jun		

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

Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)
	\$	\$	\$	\$	%
Operating Revenues					
Governance	18,190	3,028	6,345	3,317	109.53%
General Purpose Funding	615,274	102,538	114,158	11,620	11.33%
Law, Order and Public Safety	37,730	6,286	9,048	2,762	43.94%
Health	2,200	364	255	(109)	(29.95%)
Education and Welfare	4,058,507	676,416	347,193	(329,223)	(48.67%)
Housing	92,300	15,380	14,939	(441)	(2.87%)
Community Amenities	349,954	58,320	341,641	283,321	485.81%
Recreation and Culture	79,992	13,322	4,969	(8,353)	(62.70%)
Transport	572,849	95,475	128,546	33,071	34.64%
Economic Services	54,440	9,068	7,921	(1,147)	(12.65%)
Other Property and Services	34,100	5,682	8,173	2,491	43.84%
Total (Excluding Rates)	5,915,536	985,879	983,188	(2,691)	(0.27%)
Operating Expense					
Governance	(771,621)	(128,554)	(122,089)	6,465	(5.03%)
General Purpose Funding	(257,789)	(42,958)	(26,875)	16,083	(37.44%)
Law, Order and Public Safety	(117,754)	(19,626)	(27,458)	(7,832)	39.91%
Health	(54,452)	(9,070)	(5,463)	3,607	(39.77%)
Education and Welfare	(3,731,832)	(621,958)	(412,594)	209,364	(33.66%)
Housing	(175,784)	(29,222)	(32,403)	(3,181)	10.89%
Community Amenities	(438,065)	(72,972)	(43,484)	29,488	(40.41%)
Recreation and Culture	(886,708)	(147,682)	(101,869)	45,813	(31.02%)
Transport	(2,119,467)	(353,232)	(448,459)	(95,227)	26.96%
Economic Services	(179,293)	(29,860)	(18,007)	11,853	(39.70%)
Other Property and Services	(132,947)	(22,106)	(54,229)	(32,123)	145.31%
Total	(8,865,712)	(1,477,240)	(1,292,930)	184,309	12.48%
Funding Balance Adjustment					
Add back Depreciation	1,936,295	322,716	356,613	33,897	10.50%
Adjust (Profit)/Loss on Asset Disposal	12,817	2,136	(100)	(2,236)	(104.68%)
Movement in Non Cash Provisions	0	0	0	0	
Net Operating (Ex. Rates)	(1,001,064)	(166,509)	46,771	213,280	(128.09%)
Capital Revenues					
Proceeds from Disposal of Assets	48,978	100	100	0	0.00%
Self-Supporting Loan Principal	0	0	0	0	0.00%
Transfer from Reserves	650,000	108,333	0	(108,333)	0.00%
Total	698,978	108,433	100	(108,333)	
Capital Expenses					
Land and Buildings	(709,000)	(118,167)	0	118,167	(100.00%)
Plant and Equipment	(97,000)	(16,167)	0	16,167	(100.00%)
Furniture and Equipment	(99,500)	(16,583)	0	16,583	(100.00%)
Infrastructure Assets - Roads & Bridges	(1,028,414)	(171,402)	(7,723)	163,679	(95.49%)
Infrastructure Assets - Sewerage	(65,000)	(10,833)	(1,602)	9,231	(85.21%)
Infrastructure Assets - Parks	0	0	0	0	0.00%
Repayment of Debentures	(130,130)	(21,688)	(25,486)	(3,798)	17.51%
Transfer to Reserves	(849,079)	(849,079)	0	849,079	0.00%
Total	(2,978,123)	(1,203,920)	(34,812)	1,169,108	(97.11%)
Net Capital	(2,279,145)	(1,095,486)	(34,712)	1,060,775	(96.83%)
Total Net Operating + Capital	(3,280,209)	(1,261,995)	12,060	1,274,055	(100.96%)
Rate Revenue	2,037,402	2,037,402	2,061,647	24,244	1.19%
Opening Funding Surplus(Deficit)	1,222,206	1,222,206	1,222,206	0	0.00%
Closing Funding Surplus(Deficit)	(20,601)	1,997,613	3,295,912	1,298,299	

**Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 31 August 2017**

NOTE	2017/18 Adopted Budget \$	2017/18 Amended Budget	2017/18 YTD Budget \$	2017/18 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES					
Rates	2,037,402	2,037,402	2,037,403	2,061,647	24,244
Operating Grants, Subsidies and Contributions	3,571,354	3,571,354	595,222	621,571	26,349
Fees and Charges	1,543,835	1,543,835	257,282	162,780	(94,502)
Interest Earnings	195,746	195,746	32,620	53,018	20,398
Other Revenue	112,169	112,169	18,684	17,435	(1,249)
	7,460,506	7,460,506	2,941,211	2,916,451	(24,760)
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs	(1,514,122)	(1,514,122)	(252,186)	(297,635)	(45,449)
Materials and Contracts	(4,932,476)	(4,932,476)	(821,968)	(525,320)	296,648
Utilities	(149,894)	(149,894)	(24,930)	(17,904)	7,026
Depreciation	(1,936,295)	(1,936,295)	(645,432)	(356,613)	288,818
Interest Expenses	(113,800)	(113,800)	(37,933)	6,279	44,213
Insurance	(180,181)	(180,181)	(180,181)	(101,737)	78,443
Other Expenditure	(10,629)	(10,629)	(1,766)	(662)	1,104
	(8,837,396)	(8,837,396)	(1,964,395.54)	(1,293,592)	670,803
	(1,376,889)	(1,376,889)	976,815	1,622,859	646,043
Non-Operating Grants, Subsidies & Contributions	487,432	487,432	81,236	128,546	47,310
Profit on Asset Disposals	-	-	-	500	500
Loss on Asset Disposals	(12,817)	(12,817)	(2,134)	-	2,134
NET RESULT	(902,274)	(902,274)	1,055,917	1,751,905	695,987

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)
Program by Nature and Type
For the Period Ended 31 August 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	2,037,402		2,037,403	2,061,647	24,244	79%
Operating Grants, Subsidies and Contributions	562,005		93,664	119,843	26,179	5%
Fees and Charges	798,775		133,105	368,999	235,894	14%
Interest Earnings	195,746		32,620	53,018	20,398	2%
Other Revenue	112,169		18,684	17,435	(1,249)	1%
	3,706,097		2,315,476	2,620,942	305,466	100%
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs	(1,514,122)		(252,186)	(297,635)	(45,449)	34%
Materials and Contracts	(1,431,764)		(238,516)	(140,607)	97,909	16%
Utilities	(149,894)		(24,930)	(17,904)	7,026	2%
Depreciation	(1,776,428)		(565,498)	(340,375)	225,123	38%
Interest Expenses	(108,347)		(35,207)	6,705	41,912	-1%
Insurance	(165,681)		(151,181)	(94,511)	56,670	11%
Other Expenditure	(10,629)		(1,766)	(662)	1,104	0%
	(5,156,864)		(1,269,284)	(884,988)	384,295	100%
	(1,450,766)		1,046,193	1,735,954	689,761	
Non-Operating Grants, Subsidies & Contributions	487,432		81,236	128,546	47,310	
Profit on Asset Disposals	-		-	500	500	
Loss on Asset Disposals	(12,817)		(2,134)	-	2,134	
NET RESULT	(976,151)		1,125,295	1,865,000	739,705	

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

Note 1: MAJOR VARIANCES

OPERATING REVENUE (EXCLUDING RATES)

Governance

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

General Purpose Funding

Financial Assistance Grants Funding allocation Timing issue

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

Kalkarni end of year adjustment income for 16/17 received in 17/18

Housing

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

Community Amenities

Budget Profiling - spread over 12 months will self correct

Recreation and Culture

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

Transport

Grant Funding yet to be received.

Economic Services

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

Other Property and Services

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

OPERATING EXPENSES

Governance

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

General Purpose Funding

Timing issue of rates collection fees not yet being administered. Budget Profiling incorrect

Law, Order and Public Safety

Timing issue of Insurance premiums invoices for 2017/18

Health

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

Education and Welfare

Timing issue Kalkarni contract fee creditor invoicing

Housing

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

Community Amenities

There main factors contributing to this is a timing issue with the Refuse Site creditor invoices.

Recreation and Culture

Accrued interest on loans brought to account 30/06/17 will self correct.

Transport

Budget profiling - Insurance expense spread over 12 months - will self correct.

Economic Services

Budget profiling - expenses spread over 12 months will self correct

Other Property and Services

Budget profiling - Insurance expense spread over 12 months - will self correct.

CAPITAL REVENUE

Proceeds from Disposal of Assets

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

Self-Supporting Loan Principal

Budget profile calculated over 12 month - Will self correct

Transfer from Reserves

A portion of Reserve Transfers will be completed at maturity 02/10/17, the remainder will occur towards the end of the financial year.

CAPITAL EXPENSES

Land and Buildings

No purchases to date.

Plant and Equipment

No purchases to date.

Furniture and Equipment

No purchases to date.

Infrastructure Assets - Roads & Bridges

Road construction program not yet commenced.

Infrastructure Assets - Sewerage

Minimal purchases to date.

Infrastructure Assets - Parks

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

Repayment of Debentures

Budget profile calculated over 12 month - Will self correct

Transfer to Reserves

A portion of Reserve Transfers will be completed at maturity 02/10/17, the remainder will occur towards the end of the financial year.

OTHER ITEMS

Rate Revenue

Ex gracia Rates for the 2017/18 rating year.

Opening Funding Surplus(Deficit)

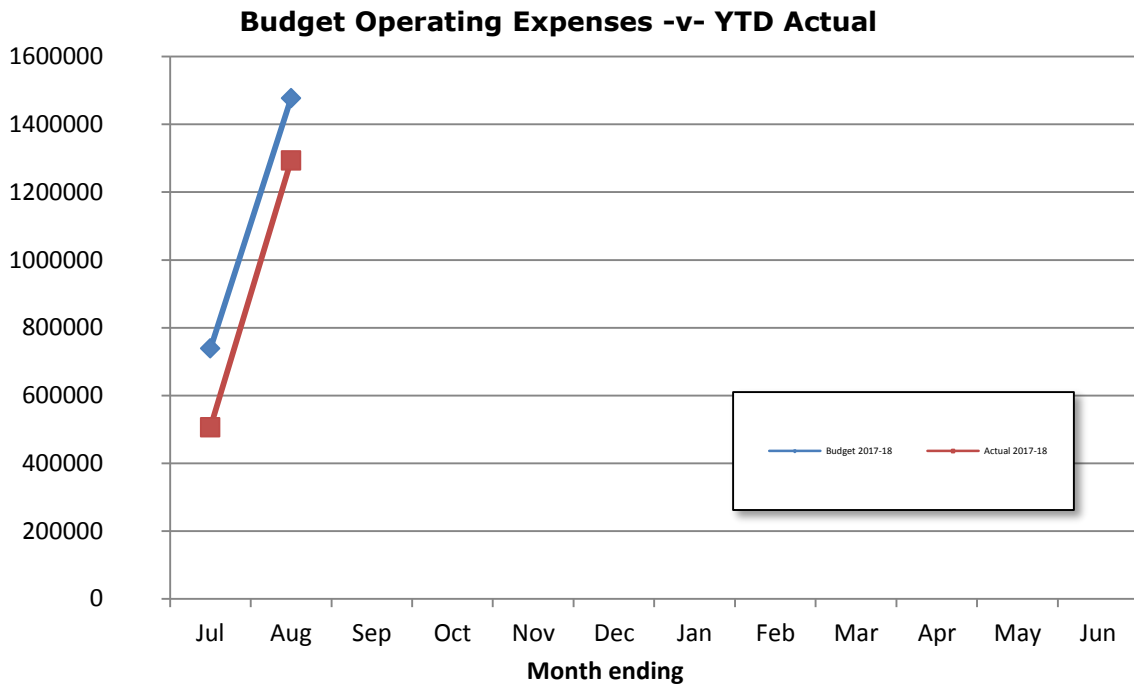
Within variance threshold of \$10,000 or 10%

Closing Funding Surplus (Deficit)

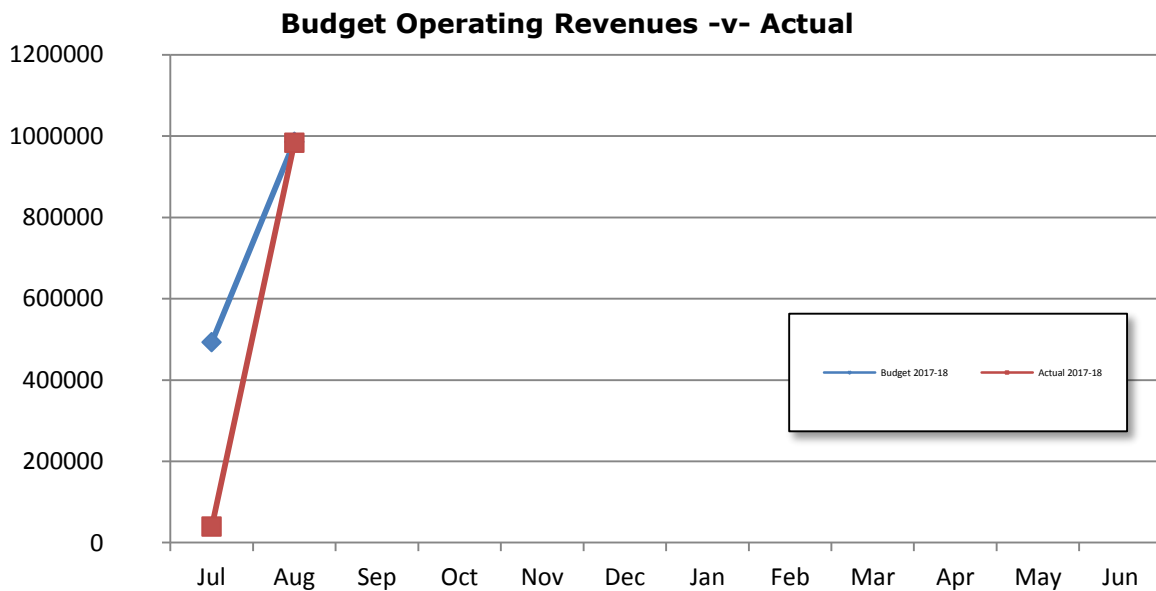
Within variance threshold of \$10,000 or 10%

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



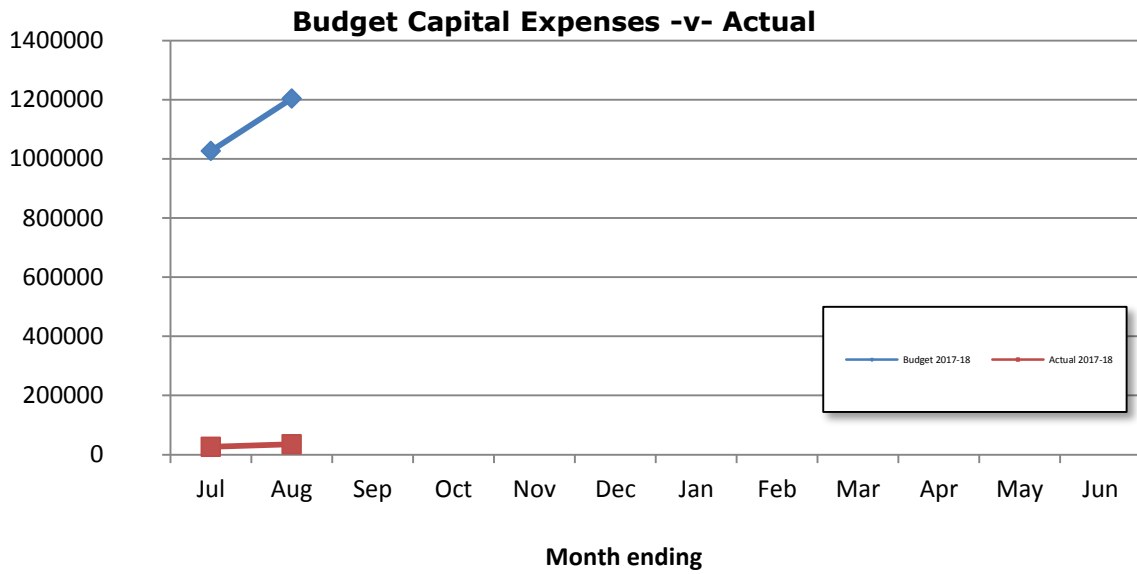
Comments/Notes - Operating Expenses



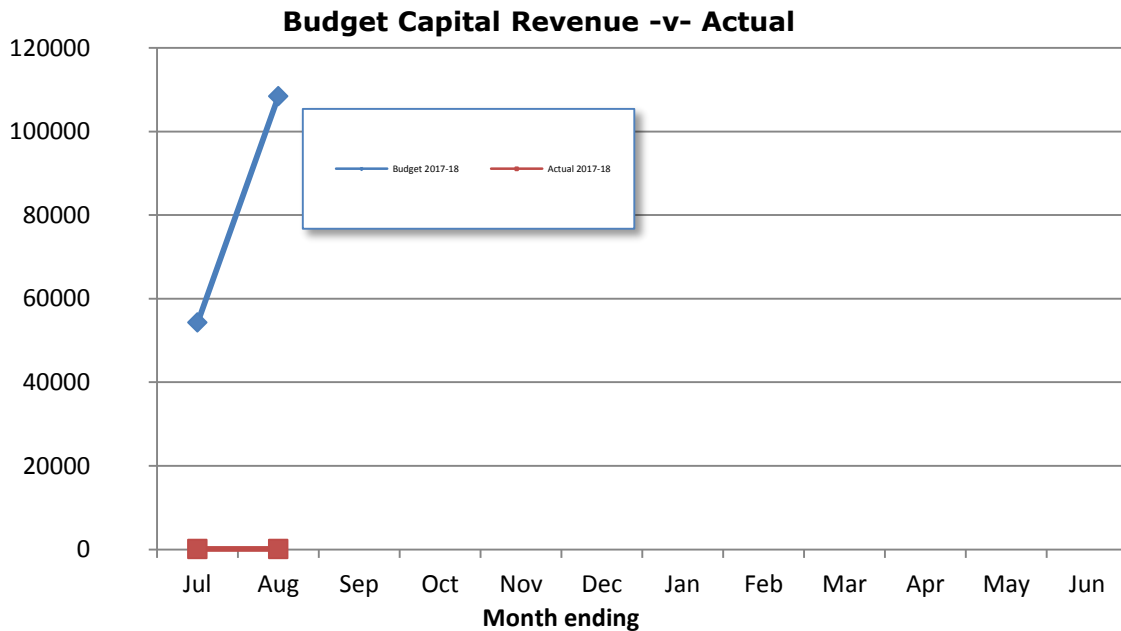
Comments/Notes - Operating Revenues

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

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

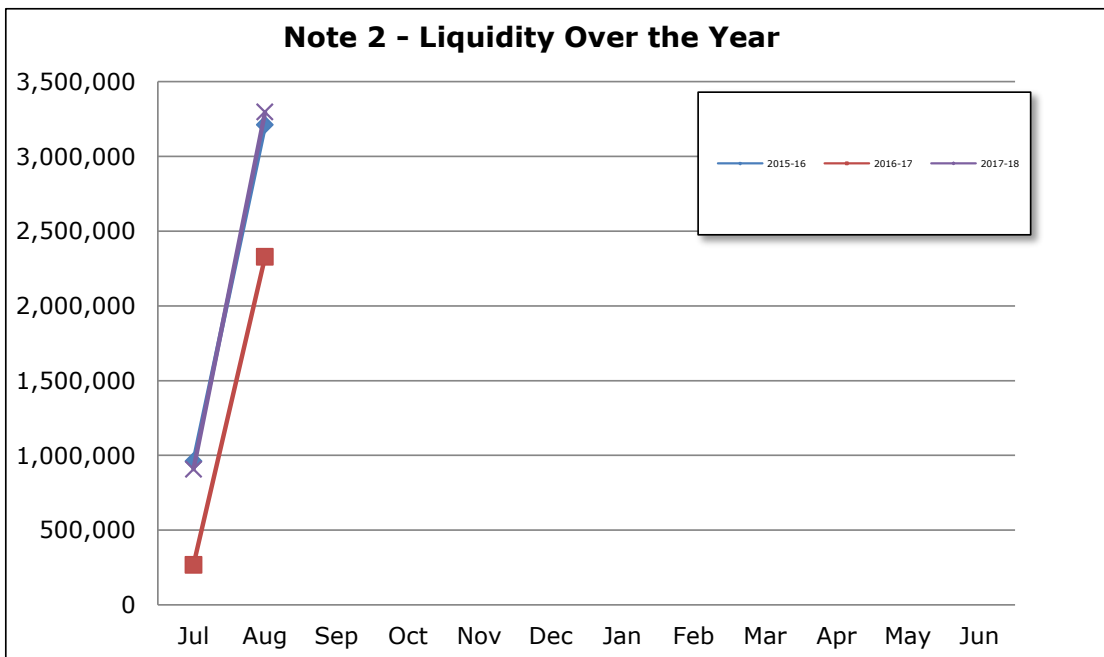


Comments/Notes - Capital Revenues

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

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
2017-18				
Note	This Period	Same Period 2016/17	Same Period 2015/16	Surplus C/F 1 July 2017
	\$	\$	\$	\$
Current Assets				
Cash Unrestricted	1,322,640	542,331	1,341,305	1,624,466
Cash Restricted	3,504,765	3,221,937	2,559,953	3,504,765
Receivables	5,549,705	3,752,318	2,941,163	3,731,222
Prepayments & Accruals	0	0	0	0
Inventories	15,959	17,016	14,394	15,421
	10,393,068	7,533,602	6,856,815	8,875,874
Less: Current Liabilities				
Payables and Provisions	(3,592,391)	(1,984,845)	(1,093,984)	(4,148,903)
	(3,592,391)	(1,984,845)	(1,093,984)	(4,148,903)
Less: Cash Restricted	(3,504,765)	(3,221,937)	(2,559,953)	(3,504,765)
Net Current Funding Position	3,295,912	2,326,820	3,202,878	1,222,206



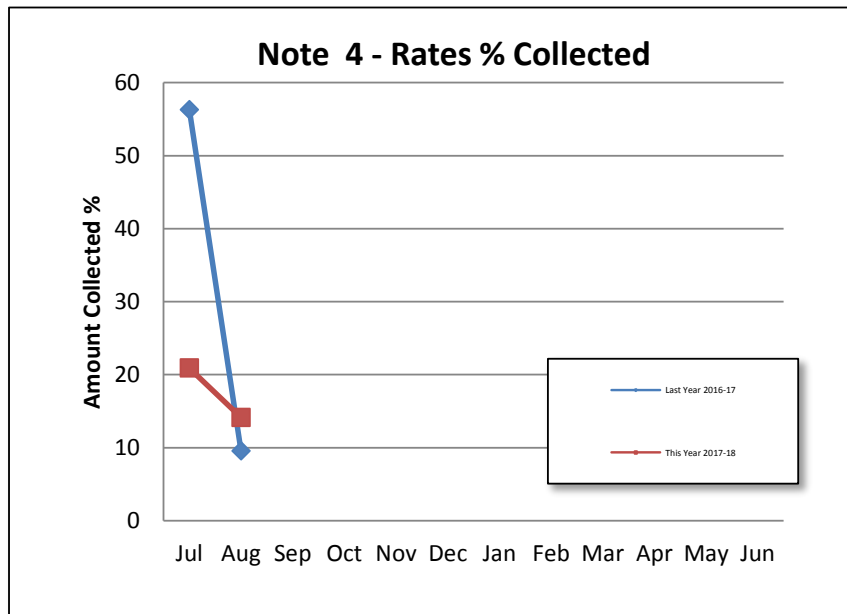
Comments - Net Current Funding Position

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

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish

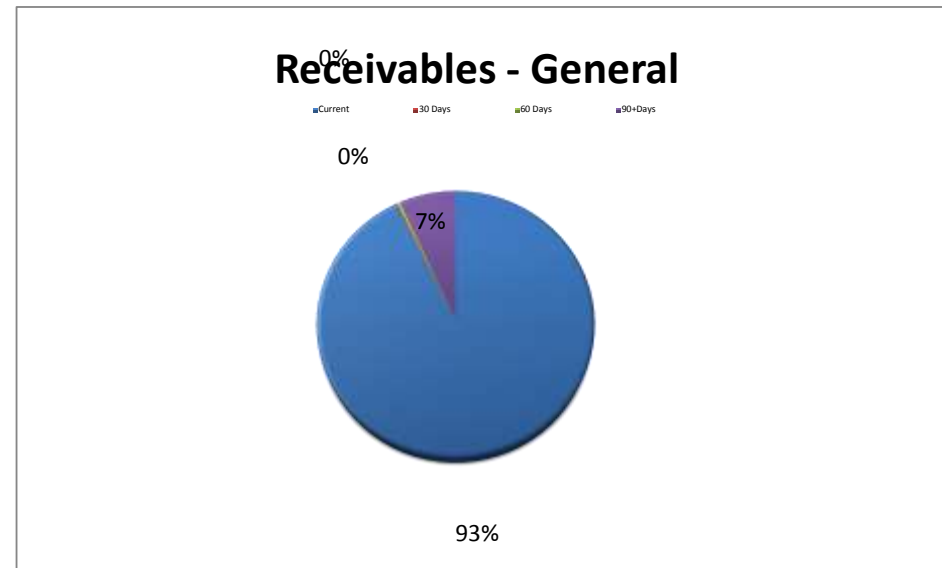
	Current 2017-18	Previous 2016-17
	\$	\$
Opening Arrears Previous Years	30,159	12,339
Rates, Sewerage & Rubbish Levied this year	2,402,631	2,240,640
Less Collections to date	(343,753)	(214,749)
Equals Current Outstanding	2,089,037	2,038,230
Net Rates Collectable	2,089,037	2,038,230
% Collected	14.13%	9.53%



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	139,944	310	564	10,273
Total Outstanding				151,091

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

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

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aldersyde Hall Reserve (Not Shire Vested Property)	25,657	586	0	0	0	0	0	26,243	25,657
Bridge Construction Reserve	0	0	0	0	0	0	0	0	0
Brookton Heritage/Museum Reserve	37,773	862	0	3,200	0	0	0	41,835	37,773
Caravan Park Reserve	122,382	2,794	0	3,200	0	0	0	128,376	122,382
Cemetery Reserve	21,471	490	0	650	0	0	0	22,611	21,471
Community Bus Reserve	63,696	1,454	0	6,900	0	0	0	72,050	63,696
Drainage Reserve	0	0	0	0	0	0	0	0	0
Furniture and Equipment Reserve	64,855	1,480	0	12,000	0	0	0	78,336	64,855
Health & Aged Care Reserve	777,172	17,740	0	65,000	0	(180,000)	0	679,912	777,172
Housing Reserve	764,764	17,457	0	240,000	0	(450,000)	0	572,221	764,764
Kweda Hall Reserve	25,657	586	0	3,200	0	0	0	29,443	25,657
Land Development Reserve	129,369	2,953	0	4,000	0	0	0	136,322	129,369
Madison Square Units Reserve	17,689	404	0	600	0	0	0	18,693	17,689
Municipal Buildings & Facilities Reserve	201,167	4,592	0	36,500	0	0	0	242,259	201,167
Plant and Vehicle Reserve	540,015	12,326	0	110,000	0	0	0	662,341	540,015
Railway Station Reserve	25,657	586	0	3,200	0	0	0	29,443	25,657
Rehabilitation & Refuse Reserve	46,448	1,060	0	6,000	0	0	0	53,508	46,448
Road and Bridge Infrastructure Reserve	292,547	6,678	0	18,900	0	0	0	318,125	292,547
Saddleback Building Reserve	50,113	1,144	0	1,500	0	0	0	52,757	50,113
Saddleback Vehicle & Equipment Reserve	0	0	0	0	0	0	0	0	0
Sewerage & Drainage Infrastructure Reserve	194,032	4,429	0	65,000	0	(15,000)	0	248,461	194,032
Sport & Recreation Reserve	10,391	237	0	1,000	0	0	0	11,629	10,391
Staff Vehicle Reserve	0	0	0	0	0	0	0	0	0
Townscape and Footpath Reserve	49,063	1,120	0	1,500	0	0	0	51,683	49,063
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0
Developer Contribution - Roads	4,542	104	0	0	0	0	0	4,646	4,542
Water Harvesting Reserve	40,302	920	0	1,000	0	(5,000)	0	37,222	40,302
Brookton Aquatic Reserve	0	0	0	65,729	0	0	0	65,729	0
Cash Contingency Reserve	0	0	0	200,000	0	0	0	200,000	0
	3,504,765	80,000	0	849,079	0	(650,000)	0	3,783,844	3,504,765

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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)
23,317	22,000	(1,317)	DCEO Vehicle	\$		\$	0
23,465	16,978	(6,487)	Works Supervisors Ute				0
15,013	10,000	(5,013)	Parks & Garden 4 x 2 - PU30				0
0	0	0	Sale of Suplus /Unwanted Equipment - Depot	0		100	100
61,795	48,978	(12,817)	Totals	0		100	100

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Amended Budget Nov OCM	Actual	Variance
	\$		\$	\$
Property, Plant & Equipment				
Land and Buildings	709,000	709,000	0	709,000
Plant & Equipment	97,000	97,000	0	97,000
Furniture & Equipment	99,500	99,500	0	99,500
Infrastructure				
Roadworks & Bridge Works & Footpaths	1,028,414	1,028,414	7,723	1,020,691
Parks & Gardens	0	0	0	0
Sewerage & Drainage	65,000	65,000	1,602	63,398
Totals	1,998,914	1,998,914	9,325	1,989,589

Comments - Capital Acquisitions

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

Note 7: INFORMATION ON BORROWINGS

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-17 \$	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	117,669	-	-	13,659	117,669	104,010	(347)	8,504
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	31,525	-	4,125	8,371	27,400	23,154	157	1,929
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	275,589	-	-	18,576	275,589	257,013	(2,446)	20,699
Governance												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	56,258	-	2,191	4,453	54,067	51,805	311	3,938
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	88,287	-	3,834	7,776	84,453	80,511	426	5,452
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	145,673	-	6,326	12,830	139,347	132,843	702	8,996
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	61,801	-	2,684	5,443	59,117	56,358	298	3,817
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	145,673	-	6,326	12,830	139,347	132,843	702	8,996
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	685,315	-	-	46,193	685,315	639,122	(6,083)	51,468
					1,607,790	-	25,486	130,130	1,582,304	1,477,660	(6,279)	113,800

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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%	570,964				570,964	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.70%	751,675				751,675	Bendigo	
Trust Cash at Bank	1.50%			27,283		27,283	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		1,322,640	3,504,765	34,507	5,000	4,866,912		

Comments/Notes - Investments

Investment Management Strategy for Kalkarni Bonds

The total bond/RAD amounts (\$3,267,655.59) as at 31/07/17 are invested by Baptistcare with Bankwest for a term of 120 days at the rate of 2.44% with a maturity date of 8th November 2017.

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

Note 10: TRUST FUND

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

Description	Opening Balance For the Period 1 July 2016	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 August 2017
	\$	\$	\$	\$
Housing Bonds	0	0	0	0
Other Bonds	13,058	1,470	(2,578)	11,950
Rates Incentive Prize	200	0	0	200
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	7,224	0	(3,000)	4,224
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	(1)	0	0	(1)
Unclaimed Money	0	0	0	0
	38,615	1,470	(5,578)	34,507

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 31 August 2017

Note 11: Kalkarni Aged Care Facility

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
Operating Revenue		\$	\$	\$	\$	%
Fees & Charges		745,060	124,177	(206,219)	(330,396)	(266.07%)
Grants & Subsidies		3,009,349	501,558	501,728	170	0.03%
Total Revenue		3,754,409	625,735	295,509	(330,226)	(52.77%)
Operating Expenses						
Building Maintenance		0	0	0	0	0.00%
Interest Expenses		(5,452)	(909)	(426)	483	(53.16%)
Insurance Expenses		(14,500)	(14,500)	(7,227)	7,273	(50.16%)
Building Maintenance		(24,830)	(4,138)	(1,224)	2,914	(70.42%)
Loss on Sale of Asset		0	0	0	0	0.00%
Depreciation		(159,868)	(26,645)	(16,238)	10,406	(39.06%)
ABC Administration Expenses		(28,499)	(4,750)	(4,090)	659	(13.88%)
Contract Expenses		(3,447,383)	(574,564)	(379,399)	195,165	(33.97%)
Total Expenses		(3,680,532)	(625,505)	(408,604)	216,901	34.68%
Operating Surplus (Deficit)		73,877	230	(113,095)	(113,325)	49371%
Excluding Non Cash Adjustments						
Add back Depreciation		159,868	26,645	16,238	(10,406)	(39.06%)
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%
Net Operating Surplus (Deficit)		233,745	26,874	(96,857)	(123,731)	(460.41%)
Capital Revenues						
KBC Capital Income		304,098	50,683	50,684	1	0.00%
Transfer from Reserves	5	450,000	0	0	0	0.00%
Total		754,098	50,683	50,684	1	0
Capital Expenses						
Land and Buildings	6	(259,000)	0	0	0	0.00%
Plant and Equipment	6	0	0	0	0	0.00%
Furniture and Equipment	6	(99,500)	0	0	0	0.00%
Repayment of Debentures	7	(7,776)	(3,627)	(3,834)	(207)	0.00%
Transfer to Reserves	5	(257,457)	0	0	0	0.00%
Total		(623,732)	(3,627)	(3,834)	(207)	
Net Capital		130,366	47,056	46,850	(206)	(0.44%)
Closing Funding Surplus(Deficit)		364,110	73,930	(50,007)	(123,937)	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 31 August 2017

Note 12 WB Eva Pavilion Operating Statement

NOTE	2017/18 Adopted Budget \$	2017/18 YTD Budget \$	2017/18 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Hire Fees - WB Eva Pavilion	3,180	3,180	73	(3,107)
Sporting Club Fees	4,770	4,770	675	(4,095)
Gymnasium Income	11,060	11,060	1,109	(9,951)
	19,010	19,010	1,856	(17,154)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(12,550)	(2,092)	(2,154)	(63)
Materials and Contracts	(8,445)	(1,408)	(9,351)	(7,943)
Utilities	(4,210)	(702)	(470)	231
Interest Expenses	(51,468)	(8,578)	6,083	14,661
Insurance	(4,785)	(798)	(1,871)	(1,073)
General Operating Expenses	(12,820)	(2,137)	(1,984)	153
Gymnasium Operating	(11,980)	(1,994)	(428)	1,566
	(94,278)	(15,713)	(9,747)	5,966
	(75,268)	3,297	(7,890)	(11,187)
NET RESULT	(75,268)	3,297	(7,890)	(11,187)

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

Note 13 Sewerage Operating Statement

NOTE	2017/18	2017/18	2017/18	Variance
	Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges	1,590	1,590	-	(1,590)
Annual Sewerage Rates	160,990	160,990	162,210	1,220
	162,580	162,580	162,210	(370)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(1,200)	(200)	(234)	(34)
Materials and Contracts	(60,630)	(10,105)	(1,708)	8,397
Utilities	(5,950)	(992)	(908)	84
Depreciation	(45,146)	(7,524)	(9,343)	(1,819)
Interest Expenses	(3,817)	(636)	(298)	338
Insurance	(245)	(245)	(121)	124
General Operating Expenses	(1,330)	(222)	(333)	(111)
Allocation of Administration Expense	(16,485)	(10,990)	(2,629)	8,361
	(134,802)	(30,914)	(15,574)	15,339
	27,778	131,666	146,636	14,969
Add Back Depreciation	45,146	7,524	9,343	1,819
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	15,000	-	-	-
NET RESULT	22,924	139,191	155,979	16,788

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

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

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

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Aquatic Centre
For the Period Ended 31 August 2017

Note	Adopted Annual Budget 2017/18	Amended Budget	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	40,000	40,000	6,667	7,142	476	7.13%
Total Revenue	40,000	40,000	6,667	7,142	476	7.13%
Operating Expenses						
Brookton Caravan Park	(54,914)	(54,914)	(9,152)	(8,420)	733	0.00%
Caravan Park Depreciation	(766)	(766)	(128)	(177)	(50)	38.78%
Caravan Park Abc Administration Expenses	(14,808)	(14,808)	(2,468)	(2,125)	343	0.00%
Total	(70,488)	(70,488)	(11,748)	(10,722)	1,026	8.73%
Operating Surplus (Deficit)	(30,488)	(30,488)	(5,081)	(3,580)	1,501	30%
Excluding Non Cash Adjustments						
Add back Depreciation	766	766	128	177	50	38.78%
Net Operating Surplus (Deficit)	(29,722)	(29,722)	(4,954)	(3,403)	1,551	(31.31%)
Note 14 (b): Brookton Aquatic Centre						
Operating Revenue						
POOL Fees & Charges	10,500	10,500	875	0	(875)	0.00%
POOL GRANTS & SUBSIDIES	32,000	32,000	5,333	0	(5,333)	0.00%
Total Revenue	42,500	42,500	6,208	0	(6,208)	0
Operating Expenses						
POOL Employee Costs	(515)	(515)	(86)	0	86	(100.00%)
POOL General Operating Expenses	(88,013)	(88,013)	(14,669)	(226)	14,443	(98.46%)
POOL Building Maintenance	(45,760)	(45,760)	(7,627)	(3,248)	4,378	(57.41%)
POOL Depreciation	(22,646)	(22,646)	(3,774)	(2,012)	1,762	(46.69%)
POOL Abc Administration Expenses	(44,704)	(44,704)	(7,451)	(6,416)	1,034	(13.88%)
Total	(201,638)	(201,638)	(33,606)	(11,902)	21,704	64.58%
Operating Surplus (Deficit)	(159,138)	(159,138)	(27,398)	(11,902)	15,496	0%
Excluding Non Cash Adjustments						
Add back Depreciation	22,646	22,646	3,774	2,012	(1,762)	0.00%
Net Operating Surplus (Deficit)	(136,492)	(136,492)	(23,624)	(9,890)	13,733	0%

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 31 August 2017

Note 15

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Federal Funding		State Funding			Own Source Funding			
					R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni
	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	
Town Street Maintenance	204,998	204,998	32,071	16%					79,057			125,941	
Rural Road Maintenance	440,455	440,455	115,638	26%						325,234		115,221	
Bridge Maintenance	65,670	65,670	13,178	20%								65,670	
R2R Work Schedule													
Brookton - Kweda Road	180,019	180,019	828	0%			180,019						
Other Construction													
Brookton - Kweda Road	19,861	19,861	0	0%								19,861	
King Street	103,814	103,814	0	0%								103,814	
Reynolds Street	9,280	9,280	0	0%								9,280	
Whittington Street	255,280	255,280	0	0%								255,280	
RRG Approved Projects													
York - Williams Road	460,160	460,160	6,710	1%	460,160							0	
	1,739,537	1,739,537	168,425	10%	460,160	0	180,019	0	79,057	325,234	0	0	695,067

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

Note 16

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
DCEO Vehicle	39,000	39,000	0	0%	39,000			22,000	39,000
Kalkarni Residency Capital Provision	79,000	79,000	0	0%	79,000				79,000
Kalkarni Backup Power Supply	30,000	30,000	0	0%			30,000		30,000
Kalkarni Land Purchase	150,000	150,000	0	0%			150,000		150,000
Sewerage - Gravel Resheet Pond Batters	15,000	15,000	0	0%			15,000		15,000
Works Supervisor Vehicle	33,000	33,000	0	0%	33,000			17,000	33,000
Parks & Garden 4 x 2	25,000	25,000	0	0%	25,000			10,000	25,000
8 Avonbank Close Brookton - Residence	450,000	450,000	0	0%			450,000		450,000
Kalkarni Residency Furniture and Equipment	99,500	99,500	0	0%	99,500				99,500
Brookton-Kweda Road - Construct & Prime 1km and Reseal 2km	180,019	180,019	828	0%		180,019			180,019
York-Williams Road - Gravel Sheet & Prime Road North	460,160	460,160	6,710	1%		460,160			460,160
Corberding Road - Fix Road Failures	0	0	114	0%	114				114
Brookton-Kweda Road - Shire Funded Construction	19,861	19,861	0	0%	19,861				19,861
Montgomery - Fix Road Failures	0	0	72	0%	72				72
King Street - Shire Funded Construction	103,814	103,814	0	0%	103,814				103,814
Reynolds Street - Shire Funded Construction	9,280	9,280	0	0%	9,280				9,280
Whittington Street - Shire Funded Construction	255,280	255,280	0	0%	255,280				255,280
Happy Valley Bore Field	50,000	50,000	1,602	3%	45,000		5,000		50,000
	1,998,914	1,998,914	9,325	0%	708,921	640,179	650,000	49,000	1,999,100

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Grants, Subsidies and Contributions Register
For the Period Ended 31 August 2017

Note 17

Funding Provider	Project	Operating/Non-	Budget	Amended Budget	Amount Applied	Amount	Amount	% Received
			\$	\$	\$	\$	\$	
Federal Government	KBC Grants & Subsidies	Subsidy	(3,009,349)	(3,009,349)	Recurrent	(3,009,349)	(501,728)	17%
Main Roads WA	Regional Road Group	Non Operating	(307,413)	(307,413)	(373,531)	(307,413)	(122,965)	40%
Federal Government	Roads to Recovery	Non Operating	(180,019)	(180,019)	(512,003)	(180,019)	(5,581)	3%
WA Grants Commission	GPG Grants Commission - General	Operating	(291,210)	(291,210)	Recurrent	(291,210)	(72,829)	25%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(158,158)	(158,158)	Recurrent	(158,158)	(38,490)	24%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(33,580)	(33,580)	Recurrent	(33,580)	(8,524)	25%
Main Roads WA	Direct Grant	Operating	(79,057)	(79,057)	Recurrent	(79,057)	-	0%
			(4,058,786)	(4,058,786)		(4,058,786)	(750,117)	18%

12.09.17.03 FEE WAIVER/DISCOUNT REQUEST - BROOKTON FAMILY FESTIVAL 2018

File No:	ADM 0552
Date of Meeting:	21/09/17
Location/Address:	Reserve 43158
Name of Applicant:	Scripture Union - Janice March – Brookton Family Festival 2018
Name of Owner:	Shire of Brookton
Author/s:	Kelly D’Arcy – Governance Officer
Authorising Officer:	Vicki Morris – Deputy Chief Executive Officer
Declaration of Interest:	The author has no interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

Council is in receipt of a request from the organising committee of the Brookton Family Festival 2018 seeking consideration for a discounted rate for hire for various facilities being utilised during the six (6) day festival in January 2018.

The committee has also requested a memorandum of understanding be drafted on the basis of this being recognised as an annual event.

Description of Proposal:

This proposal involves a request to waive hire fees for the 2018 Brookton Family Festival in consideration of community benefits.

Background:

A sub group of the Scripture Union, which is a not for profit organisation, has been running the Brookton Family Festival since 2011. The event scheduled for January 2018, it is envisaged that around 30 people will be camping at the Brookton Caravan Park, as well as using the WB Eva Pavilion for organised morning and afternoon activities.

It is understood the organisers from Scripture Union do not receive any payment, with all program costs funded through donations and the organisers own pockets. The events are offered free of charge to participants from the broader community.

The program outlines morning events for younger children and evening events for teenagers. A free bus service is also offered to transport participants from Pingelly for the weekday events. A program of events is provided at **Attachment 12.09.17.03** for the Council’s information.

Consultation:

There has been no consultation, to date, on this matter but the event has been a regular occurrence in Brookton for a number of years.

Statutory Environment:

Section 6.12 (1)(b) of the *Local Government Act 1995* grants authority to Council to waive or grant concessions in relation to hire fees.

Relevant Plans and Policy:

No relevant plans or policy applicable to this matter.

Financial Implications:

Under the Council's Schedule of Fees and Charges, the Organising Committee of the Brookton Family Festival 2018 has been quoted the following, plus a \$250 refundable bond that is held in trust:

Facility Hire six days @ \$154 per day	=	\$ 924.00
Oval Hire six days @ \$130 per day	=	\$ 780.00
Camping five nights @ \$22 per night per site (30 people – 5 per site = 6 sites)	=	\$ 660.00 ----- \$2,364.00

A discount of the above fees has been requested so the financial implication will depend on the amount of discount applied. That is, if Council applied a 50% discount the implication of the fees and charges budget would be a reduction of \$1,182.00.

It should be noted that the percentage of waiver (if entertained) is at the Council's discretion.

Risk Assessment:

There is no perceived risk to the Shire, other than a marginal impact on the Shire's finances.

Community & Strategic Objectives:

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

Outcome 1.4: A vibrant and inclusive community.

Strategy 1.4.1: Promote community and cultural events.

Comment

As stated prior, the organising Committee are a volunteer group that do not draw any payment for their time and efforts. It is acknowledge the committee actually funds part of the program from their own pockets and the balance is funded through the sourcing of small donations. This coupled with the continuity of this event since 2011 and broad benefit delivered to local youth, it is recommended that Council apply a 50% discount for the overnight camping and hire fees for the WB Eva Pavilion and Brookton Oval in accommodating the 2018 Brookton Family Festival.

OFFICER'S RECOMMENDATION

That Council:

1. Pursuant to Section 6.12 (1)(b) of the Local Government Act, 1995 award a 50% discount to the Scripture Union Brookton Family Festival 2018, outlined as follows:

<i>Fee</i>	<i>Full Rate</i>	<i>Discounted Rate of 50%</i>
<i>Facility hire fee</i>	<i>\$154 per day</i>	<i>\$77 per day</i>
<i>Oval Hire fee</i>	<i>\$130 per day</i>	<i>\$65per day</i>
<i>Camping fee</i>	<i>\$22 per site per night</i>	<i>\$11 per site per night</i>

2. Request staff prepare a draft Memorandum of Understanding (MOU) with the Scripture Union for the annual Brookton Family Festival outlining the Shire's support and detailing an ongoing commitment to reduced charges for the event.

Attachments

Attachment 12.09.17.03



All activities and events are free. Please contact
Janice Marsh on 0420 997 907 for more information.





Programs:

Tuesday 16th January - Family Movie Night at 6:30pm

Wednesday 17th January - Kid's Club for children aged 5-12 at 8:45am - 11:45am
Youth Club for teens aged 13-18 at 6:30pm - 8:30pm

Thursday 18th January - Kid's Club for children aged 5-12 at 8:45am - 11:45am
Youth Club for teens aged 13-18 at 6:30pm - 8:30pm

Friday 19th January - Kid's Club for children aged 5-12 at 8:45am - 11:45am
Family Quiz Night at 6:30pm

Saturday 20th January - Family Festival at 9:30am - 12:00pm

Sunday 21st January - Combined Church Service at 9:00am



Bus Service:

We will be running a bus service for those participating in our Kid's Club/Youth Club program, who are needing transport from Pingelly to W.B. Eva Pavilion, Brookton and back.

Wednesday, Thursday and Friday Kid's Club morning program:

Bus leaves at 8:30am sharp from Uniting Church at 29 Paragon Street, Pingelly to W.B. Eva Pavilion
Bus leaves 11:45am sharp from W.B. Eva Pavilion to Uniting Church at 29 Paragon Street, Pingelly

Wednesday and Thursday Youth Club Evening Program:

Bus leaves at 6:00pm sharp from Uniting Church at 29 Paragon Street, Pingelly to W.B. Eva Pavilion
Bus leaves at 8:45pm sharp from W.B. Eva Pavilion to Uniting Church at 29 Paragon Street, Pingelly

The team comes under the banner of Scripture Union. SU is a worldwide, interdenominational, Christian organisation dedicated to serving families, children and young people.

Members of our team have run children holiday programs in Brookton in 2011, 2012, 2013, 2014, 2015, 2016 and 2017. All team members have a Working with Children Check card.

13.09.17.01 REQUEST FOR TENDER RFT 04/2017 – CONSTRUCTION OF SHIRE HOUSE

File No:	ADM 0633
Date of Meeting:	21/09/17
Location/Address:	Lot 104 (Hn. 8) Avonbank Close, Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kelly D’Arcy – Governance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

This report seeks the Council’s endorsement for the initiation of a Request for Tender “RFT 04/2017 - Construction Staff House – Avonbank Close” as specified in the tender schedule and for the selection criteria to be included in the Tender

Under Section 3.57 of the *Local Government Act 1995* and Regulation 14(2a) of the Local Government (Functions and General) Regulations 1996, local governments are required to establish, in writing, tender selection criteria prior to calling tenders and these must be included in the tender documentation.

Description of Proposal:

The proposal is to construct a new house that incorporates the principles of sustainable design on Lot 104 Avonbank Close, Brookton as shown in **Figures 1, 2, 3** and **4** below.



Figure 1 – Location Plan

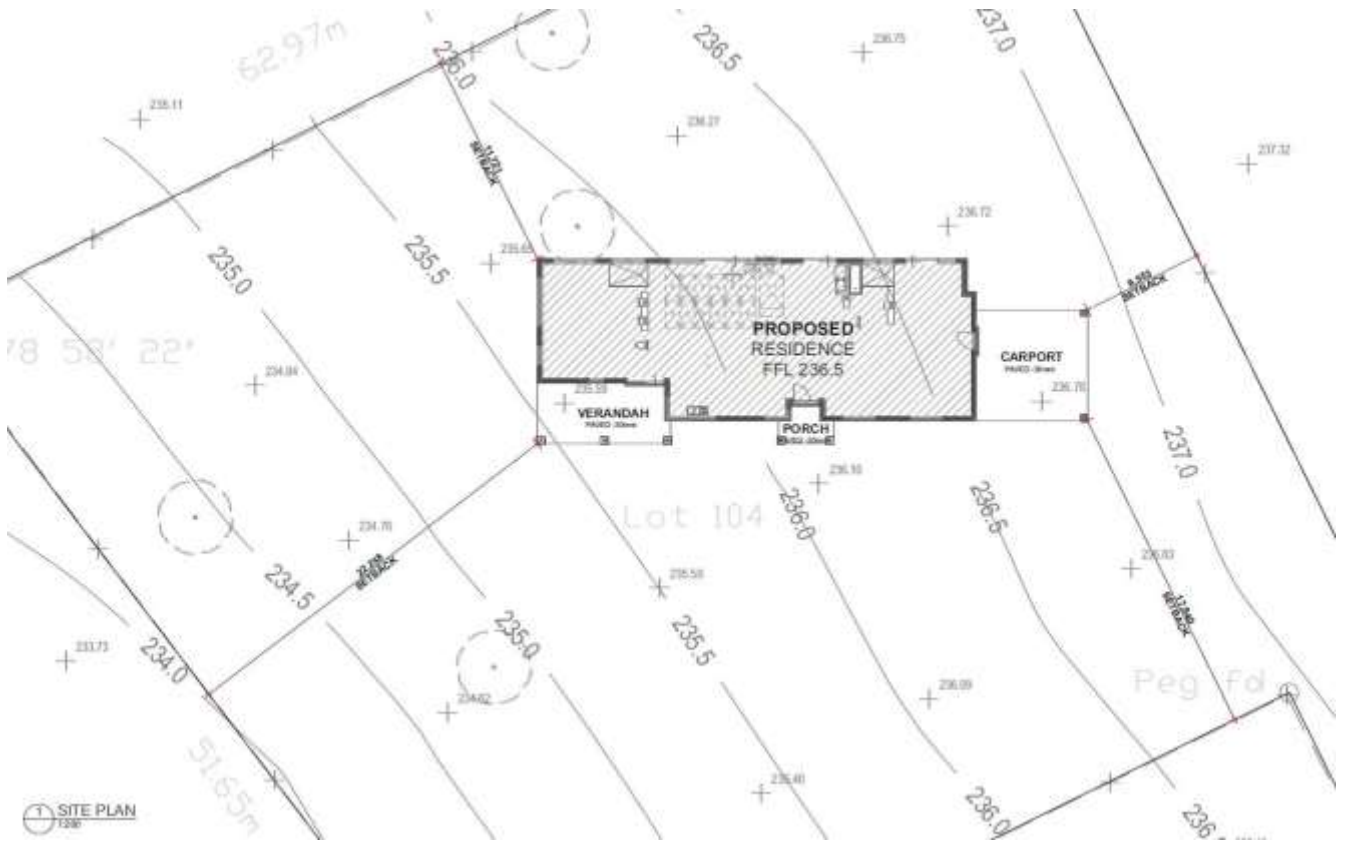


Figure 2 – Site Plan

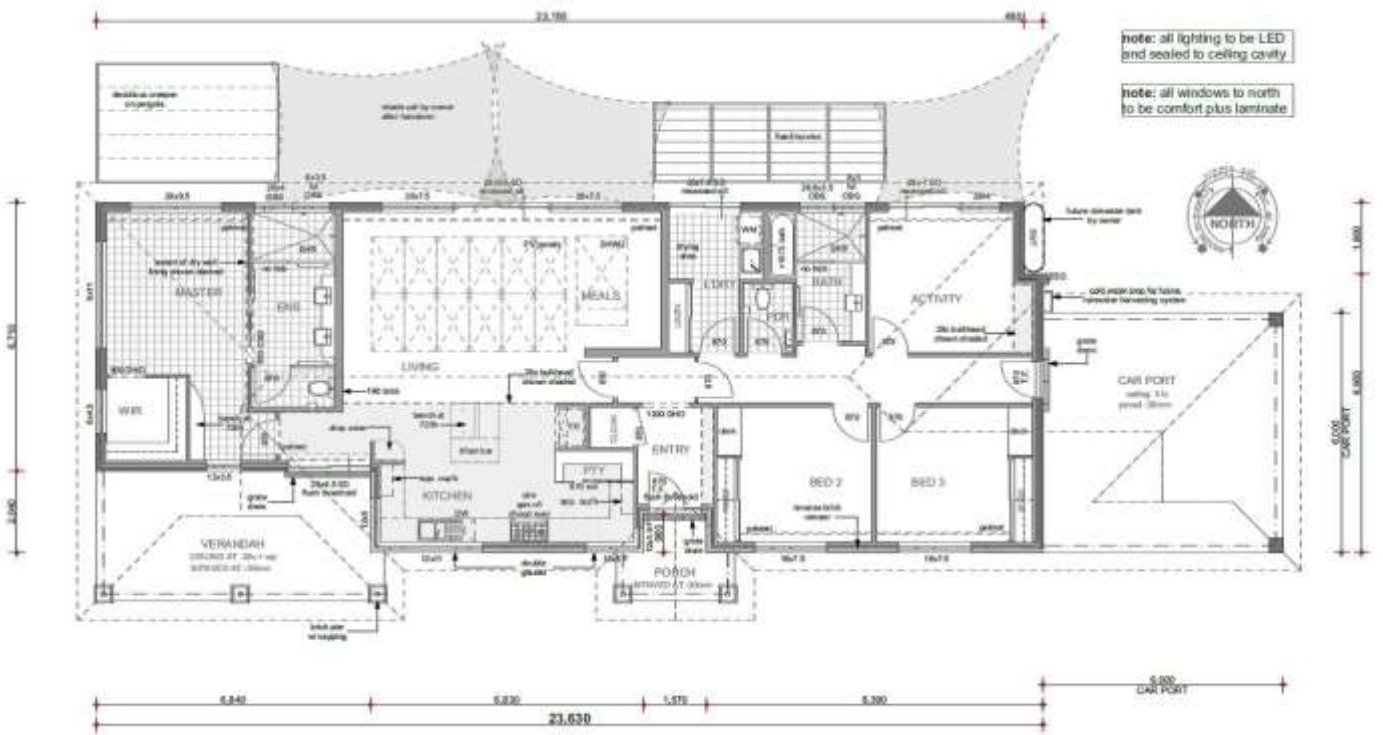


Figure 3 – Floor Plan



Figure 4 – Front, Side and Rear Elevations

Background:

Council has endorsed the Housing Development Plan which advocates the construction and sale of houses over a fifteen (15) year period. Under the development plan it is depicted to construct a 3 x 2 unit and a 4 x 2 house in the 2016/17 financial year.

However, at the March 2017 Council Corporate Briefing Forum (CBF) discussion ensued on building one house only, with the view to incorporating sustainable housing design principles. Following this discussion a specialist designer, Mr Griff Morris from Solar Dwellings, was engaged to draft the conceptual design as shown in **Figures 2, 3** and **4** above. A number of further discussions were entertained with Councillors, including a presentation from Mr Morris explaining the sustainable principles and benefits to be realised from this approach. The discussions also focused on acceptance of external presentation of the house to finalise the design as an executive style solar passive residence designed to suit the needs of a family.

Council has also allocated funding in the current 2017/18 budget to construct the new house as outlined in the Financial Implications section of this report. With this in mind to progress to the construction phase, a tender is required to be called.

Consultation:

Consultation has been conducted with Councillors, Project Officer, CEO and house designer.

Statutory Environment:

Under Section 3.57 of the *Local Government Act 1995* and Regulation 14(2a) of the Local Government (Functions and General) Regulations 1996, local governments are required to establish, in writing, tender selection criteria prior to calling tenders and these must be included in the tender documentation.

Specifically, Part 4 (Tenders) of the Local Government (Functions and General) Regulations 1996 applies. In particular, Regulation 14 (2a) states:

14. Publicly inviting tenders, requirements for

(2a) "If a Local Government -

(a) is required to invite a Tender; or

(b) not being required to invite a Tender, decides to invite a Tender.

The Local Government must, before Tenders are publicly invited, determine in writing the criteria for deciding which Tender should be accepted."

Relevant Plans and Policy:

This project generally aligns with Council's Housing Plan 2016 – 2031, albeit this project was scheduled to be constructed in the 2016/17 financial year, but due to change in staff resulted in delay and will now roll over into the 2017/18 and 2018/19 financial years.

Financial Implications:

An allocation of funding is set aside for the call of tenders under COA E042020.321 in the current budget.

The construction of a new eco-friendly house is provided for in the existing budget under COA E092510 with funds taken from the Housing Reserve account. Respectively, the tender process will provide clarification on the cost of construction evaluated against the allocated budget for this project.

Risk Assessment:

The risk at this stage applies to the tender process being conducted in accordance with the legislative requirements, which is presently assessed as low.

Community & Strategic Objectives:

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

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

Strategy 4.4.3: Support housing development in the Shire to increase the affordability of housing and accommodation.

Comment

As previously discussed with Council, the house design has been modelled on the eco-friendly sustainable concept to showcase the Shire of Brookton's commitment to protect the environment and focus on minimum usage of consumable energy.

Additionally, the project is intended to seize opportunities in educating others to adopt a more
Shire of Brookton, Agenda Ordinary Meeting of Council, 21 September 2017.

sustainable approach to building design and construction, as well as simultaneously promoting the attributes of Brookton as a desirable place to live, work, play and invest. It is hoped this will be achieved through a level of sponsorship secured from possible stakeholders, such building material supply companies that could potentially offset some of the cost, and again yield a level of promotion and exposure for Brookton that would otherwise not be available if building a conventional staff house.

However, notwithstanding the above this report merely seeks Council endorsement to initiate the formal tender process to secure a suitably qualified and experienced builder.

OFFICER’S RECOMMENDATION

That Council pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996:

- 1. Endorse the conceptual design plans, as provided in Figures 3 and 4 to this report, for the purpose of calling for tenders for ‘Construction of Shire House’ at Lot 104 Avonbank Close, Brookton.***
- 2. Call for Request for Tender RFT 04/2017 for ‘Construction of Shire House’ on Lot 104 Avonbank Close, Brookton.***
- 3. Endorse the Qualitative Evaluation Criteria for RFT 04/2017 as follows:***

Qualitative Selection Criteria	Weighting
<i>Building Experience</i> <ul style="list-style-type: none"> <i>• Company prolife, builders registration, and experience in building sustainable eco-friendly houses</i> <i>• List of recent building construction works in the past 2 years based on eco-friendly sustainable building principles</i> <i>• Confirmation these projects were delivered on time and within budget, and if not, why not?</i> <i>• A minimum of two (2) referees</i> 	<i>25%</i>
<i>Company Capacity</i> <ul style="list-style-type: none"> <i>• The provision of trade qualified personnel, plant, equipment and</i> <i>• Ability and commitment to complete construction works to specification within a twelve (12) month period from issuance of a building permit</i> 	<i>15%</i>
<i>Demonstrated Understanding and Flexibility</i> <ul style="list-style-type: none"> <i>• Written understanding and compliance of the plans and specifications that form part of the tender documents</i> <i>• Identification of any works considered necessary, but not detailed or listed in the plans and specifications</i> <i>• Preparedness to amend or alter the build, including change in design and materials, and arrangement for the Shire to source its own materials/perform its own works.</i> 	<i>10%</i>
<i>Price</i> <ul style="list-style-type: none"> <i>• Total building construction costs (including GST) that accord with the building plans and specifications as part of the tender document.</i> 	<i>50%</i>

**13.09.17.02 SHIRE OF BROOKTON INTEGRATED PLANNING AND REPORTING FRAMEWORK REVIEW
PROJECT BRIEF**

File No:	ADM 0256
Date of Meeting:	21/09/17
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
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
Previous Report:	N/A

Summary of Item:

This proposal relates to endorsement of the draft Project Brief that seeks engagement of a suitably qualified consultant to perform public consultation and preparation of a revised Strategic Community Plan and Corporate Business Plan, as part of the Shire's Integrated Planning and Reporting Framework Review process, required to be conducted under legislation.

Description of Proposal:

To undertake a major four year review of the Strategic Community Plan and Corporate Business Plan in line with legislative requirements and community expectations.

Background:

The Department of Local Government, Sport and Cultural Industries (DLGSCI) Integrated Planning and Reporting (IPR) Framework requires all local governments to prepare a Strategic Community Plan (SCP) and other accompanying integrated plans, including the:

- Shire of Brookton Corporate Business Plan (CBP)
- Shire of Brookton Long Term Financial Plan (LTFP)
- Shire of Brookton Asset Management Plan (AMP)
- Shire of Brookton Workforce Plan (WP)

Specifically these plans are 'desktop' reviewed every 2 years, with major review of the Community Strategic Plan (being the over-arching document) to be completed every 4 years.

In consideration of the above, a minor "desktop" review of the SCP for the Shire was completed in May 2015, two years after the initial adoption of the SCP by Council in 2013. In accordance with the IPR timetable, the Shire was scheduled to complete the pending major review of the SPC in the first half of 2017, and lodged the document with the DLGSCI by 30 June 2017. As this did not occur due to administration difficulties, Council resolved to inform the DLGSCI it would be proceeding with the IPR review process in the second half of the 2017/18 financial year, which was formally acknowledged by the Department.

Accordingly, discussion has been entertained with Councillors on the pending review of the SCP, with completion of a Project Brief presented as **Attachment 13.09.17.02** to this report for Council's consideration and endorsement. Additionally, the draft IPR Project Brief also advocates the formation of

a Project Management Team and Working Group of Council, with a define purpose of guiding the review process.

Statutory Environment:

The legislative requirement for IPR is contained in Section 5.56(1) of the *Local Government Act, 1995* and the regulations under Section 5.56 (2) of the Act. These sections also outline the minimum requirements required to achieve compliance with these sections, as explained in the Background Section of this report.

Relevant Plans and Policy:

As mentioned, the IPR process will initially involve consideration and review of a number of integrated plans that are listed in the Background Section of this report.

Financial Implications:

The 2017/18 municipal budget allocates \$45,000 (Excl. GST) under COA E042020 / Job 327 for the IPR process.

Risk Assessment:

Should the SCP and CBP review not proceed at this time, it is assessed the risk is high predicated on Council having blatantly breached of the legislation.

Community & Strategic Objectives:

The SPC is pivotal to determining and mapping the future direction of the Shire premised on community expectations, and the allocation and prioritisation of resources. It is therefore important the SPC is able to project with clarity:

- Effective use of Shire resources based on priority and sound planning;
- Fundamental decision making aligned to community expectations and aspirations;
- Effective delivery of services and infrastructure within the capacity of the Shire;
- Strategic planning premised on factual information (data and research);
- Certainty and confidence from a social and economic perspective over the short to medium term;
- A suite of outcomes incorporating social, economic, environmental and good governance principles;
- Place-based plans, issues-based strategies, corporate business planning, informing strategies and systematic operational planning.

Following the review of the SCP and CBP, Council will be able to better understand the community aspirations and views and will be able to plan and deliver outcomes for the local community over the next two to four years.

Comment

While there has been a delay in fulfilling the obligations to review the IPR, there is considered benefit having Strategic Review aligned with the election cycle, as this will enable the Council post-election to quickly get behind the 'steering wheel' of strategic direction which is at the heart of its governance role. With this noted, the key to success of the Review process is engagement and 'buy-in' by key stakeholders and the local community at large. Therefore, the Project Brief has been prepared with emphasis on consultation within a framework of what is expected by the Shire, without attempting to limit or inhibit innovation by the selected consultant.

Additionally, it is viewed the project should consist of:

- a) A Project Management Team (PMT) headed by the Deputy CEO with support from Economic Development Officer. The purpose of this team is to manage the appointed consultant on daily basis, and present as a point of contact for members of the community; and
- b) A dedicated Working Group of Council to provide oversight and guidance across the review process in line with the endorsed Project Brief, and act as a 'sounding board' for the consultant and PMT.

OFFICER'S RECOMMENDATION

That Council endorse:

- 1) ***The draft Shire of Brookton Strategic Community Plan and Corporate Business Plan Project Brief as provided in Attachment 13.09.17.02 of this report.***
- 2) ***Establishment an Integrated Planning and Reporting Framework Working Group to oversee the review of the Shire of Brookton Strategic Community Plan and Corporate Business Plan, with the Working Group consisting of:***
 - ***Elected Members x 2 (Cr _____ [Chair]/ Cr _____)***
 - ***Chief Executive Officer***
 - ***Deputy Chief Executive Officer***
 - ***Economic Development Officer***
 - ***Other Shire Officers co-opted, as required***

(Simple majority vote required)

Attachments

Attachment 13.09.17.02



**Integrated Planning and Reporting Framework Review
Project Brief – August 2017**

**Strategic Community Plan 2017-2027
Corporate Business Plan 2017 - 2027**

1.0 PURPOSE

The purpose of this brief is to outline the scope of works, including key considerations, suggested methodology, expected outputs and administration applicable to the preparation of a 10 year Strategic Community Plan and 4 year Corporate Business Plan for the Shire of Brookton. For the purpose of this Project Brief, these documents are referred to as the 'Plans'.

2.0 BACKGROUND

All local governments are required to plan for the future of their district under section 5.56 (1) of the *Local Government Act, 1995*. One of the minimum requirements of this section of the legislation is the development of a Strategic Community Plan and Corporate Business Plan. The Shire of Brookton first adopted a Strategic Community Plan in 2013 with a subsequent desk top review in 2015. The Council is now required to undertake a major review of the Plans in the interest of and betterment for the Brookton community.

In consideration of this project it should be noted the Shire of Brookton encompasses an area of 1626 sq km and the townsite of Brookton is situated 134 kms from the Perth CBD. The Shire has a population of 975 with a median age of 48 with 10.8% of the population being Aboriginal or Torres Strait Islander people. (2016 census data).

3.0 AIM

To meet the legislative requirements of the Local Government Act, the Shire is seeking the services of a suitably qualified and experienced consultant to prepare a 10 year Strategic Community Plan and 4 year Corporate Business Plan that details and prioritises the community's vision for the future highlighting what is important to the community in achieving its vision. This will be developed through a documented engagement process with Council, the Administration, the community and other stakeholder organisations taking into account a range of key considerations, including but not limited to those listed in section 4.0 of this Project Brief.

4.0 KEY CONSIDERATIONS

There are a number of key considerations that need to be canvassed in the development of the Strategic Community Plan and Corporate Business Plan, including:

4.1 Contemporary Approach

A contemporary approach is required for delivery of this Project, with consideration to:

- Instilling expectations that are realistic and practical;
- Being proactive in identifying a 'point of difference' for the Shire;
- Opening people's minds to possibilities and being considerate of all ideas;
- An awareness of the ever changing nature of external influences (pestle report), including:
 - Technology
 - Politics
 - Legislation and Legal
 - Environmental
 - Social
 - Economy
- An assigned focused on' best practice';
- Maintaining a high level of accountability and transparency;
- Being interactive and integrated;
- Collaborating with others.

4.2 Changing Community

This project needs to account for:

- a) how the community is changing over time with respect to demography, the nature of economic activity and people's expectations;
- b) Technology that is changing the way we communicate, interact and do business with each other. The future may require different assets and services in consideration of pending 'Digital Disruption'.
- c) Opportunities and challenges facing the Shire of Brookton community looking forward.

4.3 Resource considerations

Similarly, this project needs to account for:

- a) Current and future resource capacity of the Shire, both from a financial and human perspective.
- b) The expectations being assessed and prioritised to ensure that they are achievable and do not exceed the capacity and resources available to the Shire;
- c) Uncertainties where projects are subject to grant funding should be acknowledged, and funding partners should be identified, where deemed appropriate and practical.

4.4 Community Engagement

- a) The Local Government (Administration) Regulations require the Plans to be developed through a documented community engagement process, which involves at least 10% of community members and is conducted by at least 2 mechanisms.
- b) In consideration of a) above, the engagement must include:
 - i. Community members, businesses and local organisations;
 - ii. Council and Shire employees;
 - iii. Other external stakeholder agencies and organisations.
 - iv. A mechanism to determine an even spread of representation of stakeholders and measure their engagement and/or awareness of the process.
- c) The community/stakeholder engagement must also:
 - i. Embrace various mediums of communication that best align with different demographics across the community to deliver a holistic level of consultation. It is suggested the following mediums may be used:
 - Group Forums
 - One on One meetings

- On-line surveys
 - Focus groups
 - Social and print media
- ii. Solicit broad response to formed questions that stimulates personal sentiment and captures individual strategic vision projecting forward 10 years. Such questions (prepared by the consultant with assistance from the Shire Project Management) should effectively canvas the areas of:
- Heritage and character
 - Tradition and 'point of difference'
 - External influence and technological innovation
 - Fiscal ability and financial viability
 - Economic vision, industry trends and commercial realities
 - Service delivery and importance
 - Asset preservation and renewal
 - Community capacity and resilience
 - Transition and transformation in relation to change
 - Civic leadership and good governance

4.5 External Factors

This project needs to be cognisant of:

- a) A range of relevant external factors including relevant plans of State and Commonwealth agencies;
- b) Detailing appropriate key partners and possible funding sources;
- c) The influences of 'Digital Disruption' and what this means for the local Brookton community.

4.6 Strategic Performance Measures

- a) The Plans need to be clear about how their progress will be monitored, measured and reported to Council and the community.
- b) Such measures identified must be tangible and achievable by the Shire.

4.7 Strategic Risks

- a) Internal and external risks associated with achieving the organisations long term objectives need to be identified and assessed.
- b) Determining and assessing the risks needs to account for the Shire's capacity to deliver realistic outcomes on its own or through arranged partnerships.

4.8 Shire Infrastructure Review and Prioritisation

This project needs to clarify:

- a) The significance and community value of Shire buildings to enable prioritisation of long term preservation and future asset provision
- b) Community expectations and overall sentiment in relation to improved facilities weighted against increased cost.

4.9 Service Provision

This project needs to qualify:

- a) The key activities and services of the Shire need to be connected to the community vision, aspirations and objectives.
- b) Community expectations regarding core and non-core business activities for the Shire of Brookton.
- c) Community priorities as to levels of service delivery weighted against increased cost.

4.10 Final Report

The Final report is to provide a practical strategic document that contains achievable and realistic outcomes for the community.

5.0 METHODOLOGY

The following outlines suggested methodology for the preparation of the Strategic Community Plan and Corporate Business Plan:

5.1 Inception Meeting

Meeting with Shire Project Working Group for clarification on the project scope and expected milestones and outputs, followed by a separate meeting (same day) with all Councillors to provide an overview of the adopted methodology to be applied, including community engagement and schedule timeline.

5.2 Literature/Statistical review

This should involve the collation of baseline data. This includes demographic trends, review of previous strategic plans and documents, account for technological advancements and associated business trends, applicable to the Shire of Brookton.

5.3 Consultation with key stakeholders

The consultation with Community members, businesses and local organisations, Council and Shire staff and other external stakeholder agencies and organisations should incorporate (across a range of mediums) a holistic engagement process.

5.4 Compilation of key findings

A documented summary of key findings forwarded to the Project Working Group for endorsement prior to preparation of the draft Strategic Community Plan and Corporate Business Plan.

5.5 Presentation of draft Strategic Community Plan and Corporate Business Plan

The draft Strategic Community Plan and Corporate Business Plan to be presented to the Project Management Team to review with feedback/required changes provided, as required.

5.6 Presentation final Strategic Community Plan and Corporate Business Plan

The Final Strategic Community Plan and Corporate Business Plan are to be presented to the Project Management Team.

6.0 ADMINISTRATION

Unless otherwise agreed, the following shall apply:

6.1 Project Management

a) This project will be co-ordinated by an internal Integrated Planning Review (IPR) Working Group, consisting of:

- Elected Members x 2 (Chair)
- Chief Executive Officer
- Deputy Chief Executive Officer

- Economic Development Officer
- Other Officers co-opted as required

b) The designated project manager and principal contact is the Shire Deputy Chief Executive Officer (DECO), assisted by the Economic Development Officer (EDO), who will be responsible for the day-to-day project/contract management functions.

6.2 Timeframe

The following is a projected timeframe and indicative dates based on a project completion within a six (6) month period from the inception meeting date:

- First week in October 2017 – Conduct inception meetings with Shire representatives.
- Third week in October 2017 – Commence community and stakeholder engagement processes (6 weeks).
- First week in December 2017 – Conclude community and stakeholder engagement.
- Second week in December 2017 – Present Summary Report of Key Findings from literature review and consultation processes.
- First week in February 2018 – Present draft Strategic Community Plan and Corporate Business Plan to Shire for review and feedback.
- First week in March 2018 - Present Final Strategic Community Plan and Corporate Business Plan for adoption by Council.

Submissions are to acknowledge the abovementioned timeframe.

6.3 Selection Criteria and Weighting

All submissions will be evaluated against the following qualitative selection criteria:

Qualitative Selection Criteria	Weighting
Understanding – Clear appreciation of Project Brief illustrated throughout the submitted fee proposal.	20%
Relevant Experience – Demonstrated experience in performing similar Integrated Planning Review and community/stakeholder engagement processes- must include minimum of three (3) other clients as business referees.	30%
Methodology – Detail of approach to deliver holistic and interactive community/stakeholder engagement processes, and deliver of concise plans within defined timeframes.	35%
Qualified Personnel – Demonstration of individual roles, specific skills, experience and qualifications with defined level of commitment to the project.	15%

6.4 Pricing

The following applies to the pricing structure for this project:

- The total funding allocation for this project is **\$40,000 (ex GST)**.

- b) Submissions must include all disbursement costs (ex GST) within the total cost to account for travel and meal expenses, online community consultation and survey costs, telephone, photocopy and other administration costs.
- c) The Shire at its cost will:
 - Provide copies of all relevant strategic plans and documents pertinent to this project in electronic format or hard copy;
 - Provide self-contained two bedroom accommodation (excluding linen), as required;
 - Provide public meeting facilities/venues inclusive of refreshments, as required;
 - A specialist public address speaker if required;
 - Arrange notification and advertising across all forms of Community Engagement as adopted by the IPR Working Group;
 - Assist with the consultation processes, as required.

6.5 Payment

Payment for this project is to be based on the following schedule:

Payment	Milestone	Percentage
1	Inception Meeting	20%
2	Completion of Community Engagement	30%
3	Submission of draft Strategic Community Plan	35%
4	Submission of final Strategic Community Plan	15%

6.6 Intellectual Property Rights

The Intellectual property rights to all original material, plans or documents produced as a result of this project shall remain the property of the Shire of Brookton.

6.7 Other Processes

The successful consultant will need to be cognisant of other processes being conducted by the Shire, including:

- a) Shire of Brookton draft Local Planning Scheme (LPS) No.4 - Advertising of the Shire draft LPS seeking public submissions, as required by legislation, will be conducted in a concurrent manner with the IPR. In this regard, the Shire will make every effort to inform the community of the respective consultation processes to avoid any confusion.
- b) Shire of Brookton Economic Development Plan (EDP) - Formation of a draft EDP founded on, and aligned to community aspirations and specific findings of the IPR process. It is expected preparation of the EDP will immediately follow the IPR consultation, with a focus on detail short economic initiatives and long term projects assessed as viable, and can realistically be delivered by the Shire independently, in partnership with other key stakeholders or by the private sector with Local Government support. A separate fee proposal may be sought for assistance with this project.

13.09.17.03 RFT 05/2017 – SHIRE CLEANING SERVICES

File No:	ADM 0630
Date of Meeting:	21/09/17
Location/Address:	Various Civic Buildings and Shire Houses
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Courtney Fulwood – Executive Officer
Authorising Officer:	Ian D’Arcy - CEO
Declaration of Interest:	The author does not have an interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

This item seeks Council approval to initiate a formal tender process calling for submissions from experienced persons to perform routine cleaning duties of Council’s civic buildings, and staff houses as required, over a three (3) year contractual period with possible extension.

Description of Proposal:

As above.

Background:

The Shire is looking to efficiently manage the cleaning of Council’s civic buildings and staff houses by packaging all cleaning works and sourcing a suitable contractor, rather than managing three casual/part time staff members.

Over the past few years the current staff cleaning arrangements has incurred conflict due to cleaning staff requiring annual leave during the school holidays, with insufficient relief cleaning staff able to cover the required duties for cleaning. Presently the cleaning works is distributed across two part-time cleaning staff where a selective approach has been entertained resulting in difficulties managing the respective employees performance. In part, this is due to lack of capacity by one of the employees to satisfactorily fulfil all of the cleaning duties due to physical and health limitations that has emerged in recent times.

Furthermore, it is understood that this employee propose to move overseas in the near future that has enhanced the opportunity to review the Shire’s approach and rationalise its cleaning program.

Statutory Environment:

Section 3.57 of the *Local Government Act, 1995* requires a local government to obtain quotes, or alternatively call for tenders, before it can enter into a contract for the supply of goods or services. This is detailed further under Regulation 11(1) of the Local Government (Functions and General) Regulations 1996, which states that goods or services exceeding \$150,000 in value must be awarded through a formal tender process.

Therefore, it is promoted that Council call tenders for cleaning services in accordance with this legislation.

Relevant Plans and Policy:

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

Financial Implications:

Presently the Shire incurs a cost of \$37,814.40 through the payment of wages (including on-costs) for its cleaning services annually, which is included in the 2017/2018 budget. This cost is based on 28 hours cleaning per week, and does not include one-off cleans that are required from time to time.

On projection, a revised cleaning schedule has been prepared that will require 24 hours of cleaning per week across all of Council's civic buildings. This includes additional duties to be performed that in the past has been over looked, but does not involve the cleaning of Council's units, which will be covered through the rental accommodation rate.

Furthermore, the change to a set contractual arrangement should also present an additional cost benefit by reducing staff time in managing multiple cleaning staff.

Risk Assessment:

There is minimal risk identified relating to the possibility of no tender submissions being received in conformity with the tender requirements and allocated budget. Should this occur, a further review of this service will need to be performed by staff.

Community & Strategic Objectives:

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

Comment

From an employee perspective it is considered appropriate that Council favourably consider contracting out its cleaning services for a minimum 3 year period, given the past difficulties in managing and coordinating causal cleaning staff.

It is viewed that this approach will deliver a number of improvements and efficiencies to the cleaning regime or the Shire's civic buildings and houses, including:

- A redistribution of cleaning hours for to deliver where most needed (ie Administration Office cleaning changed to 3 days per week instead of 5 that currently occurs).
- Increasing monthly cleaning of some buildings to include external pressure clean and cobweb removal.
- Increasing annual cleaning requirements to include steam cleaning of carpets, cleaning of exhausts, vents and light fittings etc.
- Cleaning of short term accommodation units after each use and after long term rental vacations.

OFFICER'S RECOMMENDATION

That Council call for tender submissions under a formal 'Request for Tender (RFT) 05-2017' to be conducted in accordance with Section 3.57 of the Local Government Act, 1995 and Regulation 14 of the Local Government (Functions and General) Regulations, 1996 for Shire Cleaning Services, based on:

- 1) The formal contract parameters in relation to RFT 05-2017 Shire Cleaning Services being set at an initial three (3) year period, with the option to extend for a further twelve (12) months at the discretion of Council (or delegate) .***
- 2) Conformity with the Compliance Criteria of the formal tender documentation, and the following Selection Criteria being used to assess the RFT 05-2017 submissions:***

Qualitative Selection Criteria	Weighting
<i>Relevant Experience in completing/supplying similar services, including a minimum of two (2) referees.</i>	20%
<i>Respondent's Resources including:</i> <i>a) The provision of experienced personnel to cover all of the prescribed cleaning program/specification that forms part of this tender</i> <i>b) The provision of suitable equipment to fulfil all of the cleaning requirements</i> <i>c) The provision of a suitable vehicle</i>	30%
<i>Pricing, including:</i> <i>a) Hourly rate price including GST</i>	40%
<i>Previous experience:</i> <i>a) With the Shire of Brookton</i> <i>b) Within the local area (adjoining Shires)</i> <i>c) The registered business is based in the Shire of Brookton</i>	5% 2.5% 2.5%

13.09.17.04 WHEATBELT SOUTH REGIONAL ROAD GROUP CHAIRPERSON HONORARIUM

File No:	ADM 0125
Date of Meeting:	21/09/17
Location/Address:	N/A
Name of Applicant:	Shire of Cuballing
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:

The item relates to a request from the Shire of Cuballing seeking the support of the Wheatbelt South Regional Road Group (WBS RRG) members for payment of an honorarium to the Chairperson as part compensation for investment of time in performing the role.

Description of Proposal:

This proposal involves a voluntary contribution of \$100 from member Councils on the WBS RRG toward a \$1,800 honorarium for the chairperson of the WBS RRG.

Background:

The Council is in receipt of an email request from the Shire of Cuballing seeking support of the Wheatbelt South Regional Road Group (WBS RRG) members at the last Regional Road Group meeting.

While the Shire of Brookton was not in attendance and the minutes are yet to be released, it is understood the following motion was considered and past requesting a contribution payment to an honorarium for the Chairperson as part compensation for the investment of time in performing the role.

The rationale for the request as provided by the Shire of Cuballing is outlined as follows:

“The Chairperson of the Wheatbelt South Regional Road Group (WBS RRG) is a time consuming, volunteer role that delivers significant outcomes for members of the WBS RRG.

The role will always be additional to the considerable activities required as a Councillor of a member Shire.

The role of Chairperson of the WBS RRG requires:

- attending and chairing 2 or 3 WBS RRG meetings per year;*
- attending and chairing 2 or 3 WBS RRG Technical Group meetings per year;*
- attending and representing the WBS RRG at an annual meeting of all RRG Chairs;*
- actively participating and represent the WBS RRG in projects such as the Secondary Freight Network project; and*
- prepare and present a report on WBS RRG activities to 5 Central Country Zone Meetings each year.*

An Honorarium is not expected to cover the full cost to the recipient but be a recognition for the effort completed and a contribution to the expense of completing the activities required.

The honorarium of \$1,800 per year represents a contribution of \$100 per year from each WBS RRG member Council.

Without the WBS RRG having financial capability, it is envisaged that the WBS RRG member Councils could pay an invoice from the Shire of which the WBS RRG is a Councillor. The Shire of which the WBS RRG Chairperson is a Councillor could then pay the WBS RRG Chairperson through their Elected Member payment system."

Consultation:

There has been no consultation in relation to this matter.

Statutory Environment:

There is no specific statutory environment to this request.

Relevant Plans and Policy:

There are no plans or policies applicable to this proposal.

Financial Implications:

Council has discretionary funding to cover this expense, if supported. This funding can be taken from COA E041040 - Members Community Donations that has a present budget allocation of \$8,000.

Risk Assessment:

On assessment there is negligible risk in relation to this matter.

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

It is acknowledged that the proposed honorarium is not expected to cover the full cost to the recipient, although it will provide a level of recognition for the effort undertaken and constitute as payment for some of the expense incurred in carrying out the duties and activities required by the role.

It is therefore recommended the Council honour this request and contribute \$100 to this position, with payment made upon invoice from the Shire of Cuballing that in turn will pay the Chairperson through their Elected Member payment system.

OFFICER'S RECOMMENDATION

That Council authorise the annual payment of \$100.00 towards the honorarium of \$1,800 for the Wheatbelt South Regional Road Group Chairperson, with the payment to be taken from COA E041040 in the 2017/18 budget.

13.09.17.05 RFT 06/2017 – SUPPLY OF BITUMINOUS SEALING PRODUCTS/WORKS

File No:	ADM 0632
Date of Meeting:	21/17
Location/Address:	Shire of Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
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
Previous Report:	N/A

Summary of Item:

This item seeks Council approval to initiate a formal tender process calling for submissions from experienced companies for supply of bituminous sealing products/works as required over a three (3) year contractual period.

Description of Proposal:

As above.

Background:

In accordance with Council’s records the Shire’s roads works/resealing programs has largely involved to seeking of quotes for the supply of bitumen products and services. However, over time the expenditure threshold of \$150,000 under the Local Government Act has been exceeded, raising the need for Council to conduct a formal tender process for the continued delivery of this service.

Statutory Environment:

Section 3.57 of the *Local Government Act, 1995* requires a local government to obtain quotes, or alternatively call for tenders, before it can enter into a contract for the supply of goods or services. This is detailed further under Regulation 11(1) of the Local Government (Functions and General) Regulations 1996, which states that goods or services exceeding \$150,000 in value must be awarded through a formal tender process.

Council does have the option under the legislation to seek quotes from a Western Australian Local Government Association (WALGA) pre-qualified supplier list, or conversely opt for calling of tenders in-house as a separate formal process, with the view of offering a fixed term supply contract.

Relevant Plans and Policy:

There are no plans or policies applicable to this matter.

Financial Implications:

From a financial perspective the supply of bitumen products and services is accommodated in Council’s annual budget through the endorsed road works and resealing programs.

Risk Assessment:

Importantly, the Shire is compelled to call for tender submissions (or quotes through WALGA) from suppliers to negate a high risk of breaching the legislation.

Community & Strategic Objectives:

Largely, the tender process aligns with the broad intent of the Shire of Brookton Strategic Community

Plan 2013 -2023, in seeking to achieve:

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

Comment

As already stated, Council needs to conform to the requirements of the Local Government (Functions and General) Regulations 1996 in relation to the purchase of goods and services.

In acknowledging this, it is important Council set the qualitative selection criteria to ensure an equitable approach, and subsequent assessment of the submissions is achieved. Once the tender process is concluded an evaluation report and recommendation will be presented to Council to award a contract to the successful tenderer for the supply of bitumen services over 3 year period.

For the record, the specification applicable to this tender will default to technical standards from Main Roads WA and the Australian Standards for bitumen products, and the following schedule of rates per square meter will be requested as part of the tender process:

<i>Schedule of Rates</i>	<i>Tendered Rate</i>
Reseal Class 170 bitumen seal (blend 98/2/.05 meg@ 2 L/m ² hot – 1 visit @ area 2000 x 7 (m ²))	\$/m ²
Prime Class 170 bitumen seal (blend 95/5/.05 meg@ 1.6 L/m ² hot – 3 visits @ area 6000 x 7 (m ²))	\$/m ²
Rate for spreader truck to suit application of Reseal and Prime	\$/hr
Note – All aggregates supplied by the Shire of Brookton	

OFFICER’S RECOMMENDATION

That Council:

- 1) **Call for tender submissions under formal ‘Request for Tender (RFT) 06-2017 - Supply of Bituminous Sealing Products/Works to be conducted in accordance with Section 3.57 of the Local Government Act, 1995 and Regulation 14 of the Local Government (Functions and General) Regulations, 1996.**
- 2) **Endorse the following Qualitative Selection Criteria to be used in assessing RFT 06-2017 submissions:**

<i>Qualitative Selection Criteria</i>	<i>Weighting</i>
Relevant Experience in completing/supplying similar services, including a minimum of two (2) referees.	20%
Respondent’s Resources including: <ul style="list-style-type: none"> a) The provision of qualified personnel; b) Truck and Trailer configurations and age/condition of such ; and c) Contingency measures to address interruption of service delivery 	20%

<p>Methodology detailing:</p> <p>a) Work outputs required for the effective performance to the contract objectives, and in particular compliance with relevant Bituminous Sealing standards;</p> <p>b) Indicate resource usage, scheduling, specialised equipment or resources to be utilised; and</p> <p>c) Detail how your organisation will ensure that a commitment to safety of staff and the public is upheld at all times.</p>	<p>20%</p>
<p>Pricing, including completion of Price Schedule as detailed in the Tender document</p>	<p>40%</p>

- 3) Set the formal contract parameters in relation to RFT 06-2017 - Supply of Bituminous Sealing Products/Works to an initial three (3) year period, with the option to extend for a further twelve (12) months at the discretion of Council (or delegate).**

13.09.17.06 CONTIGUOUS RATING – WITHIN THE SHIRE OF BROOKTON POLICY

File No:	N/A
Date of Meeting:	21 September 2017
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kelly D’Arcy – Governance Officer
Authorising Officer:	Vicki Morris - DCEO
Declaration of Interest:	None
Voting Requirements:	Simple majority
Previous Report:	July 2017

Summary of Item:

This report seeks Council’s consideration to adopt a draft Policy for contiguous rating within the Shire of Brookton that establishes a framework and sets clear guidelines for the rating of properties that are adjoining (Contiguous).

Description of Proposal:

The draft Contiguous Rating Policy with the Shire of Brookton Policy primarily seeks to ensure a framework exists to manage the rating of properties that are contiguous within the Shire boundaries.

Background:

Currently the Shire has a number of properties that are being contiguously valued, and therefore contiguously rated, based on the following criteria:

1. The subject land is contiguous by the very nature of adjoining boundaries;
2. The subject land is used for one purpose (ie agriculture); and
3. The subject land falls under the same ownership.

However, in order to provide guidance to staff and indirectly to ratepayers on Contiguous Rating this draft Policy seeks to detail the abovementioned criteria to ensure a level of consistency across Unimproved Value (UV) properties and Gross Rental Value (GRV) property valuations.

Further, the draft policy also provides clear definition and specific documentation requiring ratepayers to prove eligibility for contiguous rating to ensure that the Policy is accurately applied.

Consultation:

Consultation has been undertaken with senior finance staff, management, Valuer Generals Office and Landgate.

Statutory Environment:

The Policy has been drafted taking into account Sections 4(1), 18 & 23 of the *Valuation of Land Act 1978*.

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

Relevant Plans and Policy:

The Shire has an existing ‘Policy 2.15 - Contiguous Rating – Shire Boundary Properties’. However, this policy does not address contiguous rating wholly within the Shire and across UV and GRV ratable properties.

Shire of Brookton, Agenda Ordinary Meeting of Council, 21 September 2017.

Financial Implications:

If eligible properties are approved for contiguous rating, an interim revaluation on these properties could result in a reduction in rates income for the Shire. It should also be noted that the Valuer General's Office charges Council's for their independent interim rates valuations resulting in a further cost to Council.

Risk Assessment:

There is no perceived risk in relation to this matter at this time.

Community & Strategic Objectives:

Broadly, the preparation of this Policy accords with the following outcome of the Council's Strategic Community Plan 2013 – 2023:

Outcome 5.3: Effective and efficient corporate and administrative services.

Comment

From an operational perspective it is desired that standards are prescribed by Council in relation to the application of contiguous rating through a defined policy. It is important for staff to apply the contiguous rating parameters on a consistent and accurate basis for properties within the Shire boundaries to instill a consistent standard and approach to the Shire's contiguous rating processes.

OFFICER'S RECOMMENDATION

That Council in accordance with Section 7(2)(b) of the Local Government Act, 1995 adopt the Contiguous Rating – Within the Shire of Brookton Policy as presented in Attachment 13.09.17.06 to this report.

Attachments

Attachment 13.09.17.06 - Contiguous Rating – Within the Shire of Brookton Policy

Draft Policy

2.28 Contiguous Rating – Within the Shire of Brookton

Policy Owners:	Chief Executive Officer		
Policy Origin:			
Statutory Environment:	Valuation of Land Act 1978		
Council Adoption:	Date:		Resolution #:
Last Amended:	Date:		Resolution #:
Review Date:			

Objective:

To provide guidance and clarity on the treatment of contiguous valuation of land requests for Unimproved Valuations (UV) and Gross Rental Valuations (GRV) made to the Valuer Generals Office.

Policy:

Contiguous rural land held in the same ownership, used and occupied as one property and which would reasonably be expected to sell as one holding, can be rated as a single entity. This Policy is to be exercised in accordance with the Valuation of Land Act 1978, Sections 4(1), 18, 23 and that final approval is granted by the CEO.

Definitions

“Contiguous”

Case law has generally applied a strict definition of “contiguous” or “adjoining” that requires land to physically abut or touch. However, for the purposes of this policy a wider interpretation which acknowledges the practical aspects of land utilisation and farming operations applies:

- a) Where survey boundaries abut or adjoin.
- b) Where locations or lots are separated by a road, drain or watercourse reserve, they may be deemed contiguous.
- c) Where a property is actively used as one and would reasonably be expected to sell as one landholding, even though boundaries do not strictly adjoin, the property may be deemed contiguous.

“Same Ownership”

- a) Identical names as per Certificates of Title.
- b) Where names on the certificates of title for contiguous lots have common however not identical parties, the Shire of Brookton may endorse specific family names as being the “owner” for entry in the Shire’s valuation rolls.

Principles*“Group Valuations for Contiguous Unimproved Valuation (UV) Properties”*

An application is to be made to the Valuer Generals Office on land/location/lots that meet all of the following requirements:

1. Land/location/lots are contiguous;
2. The land/location/lots are used for one purpose; and
3. The land/location/lots are under the same ownership.

And must provide the following documentation:

1. A statutory declaration detailing the land is used for one purpose; and
2. Copies of Certificates of Titles.

“Group Valuations for Contiguous Gross Rental Valuation (GRV) Properties”

An application is to be made to the Valuer Generals Office on land/location/lots that meet all of the following requirements:

1. Land/location/lots are contiguous;
2. The land/location/lots are used for one purpose; and
3. The land/location/lots are under the same ownership/management.

And must provide the following documentation:

1. A statutory declaration detailing the land is used for one purpose; and
2. Copies of Certificates of Titles.

Principles

To be exercised in accordance with the valuation of Land Act 1978, Sections 4(1), 18, 23 and that the final approval is granted by the CEO.

13.09.17.07 COMMUNITY CITIZENSHIP AWARDS 2018

File No:	ADM 0336
Date of Meeting:	21/09/2017
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:

Australia Day WA calls for its participating local governments to nominate members of the community for 4 awards recognizing community achievements either on an individual or group level.

The Shire of Brookton is not a member of the Australia Day WA group for 2017/2018 however, this does not stop Council from seeking expressions of interest and running its own ceremony and event on Australia Day 2018. This matter is entirely up to Council and is in no way associated with Australia Day WA.

Each year on Australia Day, many Local Governments hold Australia Day award ceremonies (as well as Citizenship ceremonies) to recognize the contributions made by individuals and members of the community. The Citizen of the Year awards gives Local Government the opportunity to acknowledge the contribution and celebrate the active citizenship of Western Australians at a local community level.

The awards recognize the individuals and groups who make a contribution during the current year and celebrate those organizations who have given outstanding service to the community for a number of years.

The areas where individual or groups may have made a contribution include areas such as; education, health, fund-raising, charitable and voluntary services, business, sports, arts, the environment, or social inclusion. In essence any area that contributes to the advancement and well-being of the community.

This report recommends the Council calls for nominations by the community for the Awards to be held in January 2018.

Description of Proposal:

N/A

Background:

Council, although not a member of the Australia Day WA organisation in 2017-2018 year, can still call for nominations from members of the public for awards to recognize their contribution to the Shire of Brookton community.

There are generally 4 award categories for Australia Day WA, however, Council Policy 1.10 prescribes 3 categories listed as follows:

- *Citizen of the Year Award.*
- *Young Citizens of the Year Award (must be under 30 years of age on January 26 of each year).*

- *Community Event or Voluntary Act of the Year Award.*

The Policy also stipulates the following requirements to eligibility, nomination and selection outlined below:

Eligibility Criteria

- *Citizen of the Year Award: to be eligible, the person must be an Australian citizen.*
- *Young Citizen of the Year Award: to be eligible, the person must be an Australian citizen under 30 years of age on January 26 each year.*
- *Community Event or Voluntary Act of the Year Award: this is presented to the person/group who has staged the most outstanding community event or individual act during the past year.*

Nomination

- *A person may be nominated by another person in the community or nominate their self.*
- *Such nomination is to be submitted on the appropriate form by the due date for consideration by the selection panel, and must address the Selection Criteria as outlined below.*

Selection Criteria

The selection criteria for Citizen and Young Citizen of the Year awards are:

- *Demonstrating a significant contribution to the community.*
- *Being an inspirational role model for the community.*
- *The scope of impact the individual's contribution on the local government area.*

Additionally, the selection criteria for the community event or the individual voluntary act of the Year are:

- *The quality of the event or nature of the individual voluntary act.*
- *The scope of impact the event or act has had on the local government area.*
- *The event's or individual's lasting contribution to the community.*

In addition to the above, regard must be given to the nominees achievements in the year immediately prior to receiving the award as well as their past achievements and ongoing contribution to the community.

Further, Council also needs to ensure that the eligibility criteria for any awards are met and due regard is also given to the Australia Day WA guidelines that specifies;

- Nominees should reside or work principally within the Shire of Brookton,
- Awards can be made posthumously in recognition of recent achievements,
- A community group must be more than 2 people,
- A person may receive an award on more than one occasion in recognition of the particularly outstanding community contribution and involvement in an alternative initiative,
- Nominations must be apolitical in their nature and should not in any way bring the Shire of Brookton or the intent of the awards program into disrepute.
- Current elected Council members, members of State Parliament and members of the Commonwealth Government are not eligible.

Consultation:

Consultation has not been undertaken to date. Council may determine how it wishes to consult with the community and via what methods.

Statutory Environment:

N/A

Relevant Plans and Policy:

This matter aligns with Council Policy 1.10 – Australia Day Awards as referenced in the Background Section of this report.

Financial Implications:

Council has a small budget allocation to conduct a community event scheduled for Australia Day 2018.

However, Council will need to be mindful of the amount of expenses it wishes to incur for items, such as specific presentations for any awards. Where such awards can be produced “in-house” this will reduce the costs for the actual event.

Risk Assessment:

There are no identified risks with this proposal.

Community & Strategic Objectives:

The recognition of members of the Shire of Brookton community is an important part of community life within the Shire.

The principles of the awards fall within the Strategic Objective of 1.4 – A Vibrant and inclusive community and more specific for the both strategy 1.4.1 Promote community and cultural events and Strategy 1.4.2 promote and support community groups, volunteerism and promote increased participation.

Comment

The Australia Day awards are a way for the Shire to formally recognize individuals and the community groups who contribute to the overall wellbeing of the community and community life and have made a significant contribution to the Shire of Brookton in the preceding year.

In determining the award recipients, it is recommended that Council initiate this process acknowledging the new Awards Committee will be determined following the Local Government Elections on the 21st October 2017 that will comprise of 2 Councillors, the Community Services Manager and the DCEO to assess the nominations against the Australia Day section criteria and make a formal recommendation to Council.

It is also worth noting that Council is not obliged to award any individual or community group with any award should they deem that they have not satisfied the criteria for the awards.

It is therefore recommended that Council calls for nominations from the community for all 3 categories, closing on 31 October 2017. The Awards Committee will then assess the nominations received and then make a final recommendation to Council at the Ordinary Meeting of Council in November 2017. Council will then determine the awards to be presented at the Australia Day celebrations in January 2018.

OFFICER'S RECOMMENDATION

That Council formally call for nominations from the Shire of Brookton community for the following Australia Day Award categories, with such nominations to be lodged on the prescribed nomination form by 4.00 pm on 31 October 2017, and accord with the eligibility and selection criteria under Council Policy 1.10 and WA guidelines:

Categories

- a) Citizen of the Year Award.***
- b) Young Citizens of the Year Award (must be under 30 years of age on January 26 of each year).***
- c) Community Event or Voluntary Act of the Year Award.***

13.09.17.08 WORKING FROM HOME POLICY

File No:	N/A
Date of Meeting:	21/09/2017
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
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 reviewed its policies and as part of the process moving forward is now requested to consider new policies that address the needs of the organisation and community.

One of these needs is a 'Working from Home Policy' previously discussed with Council at a Corporate Briefing Session. Lacking in the initial draft policy was the need to address the situation where a staff member may be caring on a temporary basis for an immediate family member due to illness or injury, and afford that employee the opportunity can work from home in the interim period as part of carer's responsibilities.

Accordingly, the initial draft document has been amended to incorporate a degree of flexibility and choice to staff members concerning working arrangements that better balance the demands of the workplace with the needs of the employee on a personal level.

Description of Proposal:

This proposal involves preparation of a draft Council Policy that accommodates flexible working arrangements for Shire employees in consideration of their personal circumstances.

A copy of draft Working from Home Policy is provided as **Attachment 13.09.17.08** to this report.

Background:

As Council is aware, from time to time, the situation arises for the need of flexible working arrangements for staff to reasonably work from home. The reasons for requesting working from home are varied and many, but primarily revolve around caring for immediate family members when ill or injured or where a staff member has requested that they be able to work from home on a semi-permanent arrangement due to location and job tasks.

Council is not mandated to provide for such working arrangements and some staff and jobs do not allow for working from home, but on the whole most Local Governments generally try to be as flexible as possible for staff where it can reasonably be accommodated. In this regard, staff members and their supervisor need to work together closely to establish the requirements of working from home that generally requires discussions around a staff member's needs and the Shire's requirements. As such, considerations for working from home can include (but are not limited to):

- The job type (can the job be done off site, is access required to services, facilities etc.);
- The circumstances surrounding the request (illness, accident, carer's duties, etc.);
- The length of time for any arrangements (medical, career requirements, project tasks, etc.);
- The ability of the staff member to be flexible in achieving outcomes; and
- Service levels required by Council.

Such a policy will provide staff with opportunities to review their personal and professional circumstances, and assist Council in managing those staff who wish to have the opportunity to work from home in certain circumstances in the short term, return to work after an extended period, or for those staff who may be wishing to transition to retirement.

Consultation:

Consultation has been undertaken with all administrative staff. This policy primarily applies to office based administrative staff, however, it is not intended to preclude any staff member from requesting a working from home arrangement.

Statutory Environment:

This policy has its principles ingrained in the following legislation:

- The Local Government Act 1995 (WA).
- Equal Opportunity Act 1984 (WA).
- Occupational Health and Safety Act 1984 (WA).
- Shire of Brookton Equal Opportunity and Valuing Diversity Policy.
- Shire of Brookton Occupational Health and Safety Manual.
- Shire of Brookton Staff Grievance Policy & Staff Grievance Procedure.
- The Western Australian Local Government Award
- Worksafe WA
- Fair Work Act 2009 (Commonwealth)

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

Relevant Plans and Policy:

Pertinent to this proposal is the Shire of Brookton Workforce Plan 2015-2019. Also, it is intended to prepare a Working from Home Procedure and Arrangements Schedule in consultation with staff.

Financial Implications:

There is no apparent financial implication relating to the introduction or adoption of this policy.

Risk Assessment:

As part of the policy, it is a requirement to have an assessment of the staff members home and equipment conducted to ensure that there is no risk of injury to the staff member.

Part of the procedures for this policy, the checklist for the equipment and space utilized by the staff member within the home needs to be assessed.

The Councils OHS requirements also apply to any staff member working from home to ensure the level of risk is understood and minimized where practical.

Community & Strategic Objectives:

The objective of this policy is to provide employees with work life balance options, flexibility and choice that better enhances the demands of the workplace with personal circumstances. This policy fits within the Workforce Plan and the need to attract and retain staff, as well as making the Shire a more attractive place to work when the Shire offers family friendly opportunities to all employees.

Part of being an attractive and competitive employer involves:

Shire of Brookton, Agenda Ordinary Meeting of Council, 21 September 2017.

- The provision of work life balance policies that help to retain staff,
- The attraction of carers and parents who may have been out of the workforce due to carers responsibilities,
- Staff who may wish to combine work, study and/or leisure.

It is in the best interest of the Shire to be able to offer employees the opportunity to work from home and to remain connected to their place of work. This is also about minimizing, as much as possible, the disruptions that illness or carers responsibilities can often bring. The Policy also fits within the Strategic Community Plan 2013-2023 – Outcome 5.2.2 – Develop and maintain a Workforce Plan for current and future workforce needs.

Comment

It is recommended that Council adopt this policy with it to be reviewed on a yearly basis to ensure continued compliance with relevant legislation.

Working from home arrangements and flexible working opportunities are about a person's ability to manage their own paid work commitments with career goals, personal, community and cultural responsibilities. It is also about an individual having opportunities to manage the combination of paid work and other opportunities.

The issues for all staff will be managed on a case by case basis as every individual's needs are unique. Further, any requests for working from home arrangements be assessed against the Policy, but ultimately the final decision will rest with the CEO.

OFFICER'S RECOMMENDATION

That Council in accordance with Section 7(2)(b) of the Local Government Act, 1995 adopt the Working from Home Policy as provided as Attachment 13.09.17.01 to this report.

Attachments

Attachment 13.09.17.08 – Working from home policy

Draft Policy

2.29 WORKING FROM HOME

Policy Owners:	Chief Executive Officer		
Policy Origin:			
Statutory Environment:	<i>Equal Opportunity Act 1984 (WA)</i> <i>Occupational Health and Safety Act 1984 (WA)</i> <i>Working from Home Procedure & Arrangements Schedule</i> <i>Shire of Brookton Equal Opportunity and Valuing Diversity Policy</i> <i>Shire of Brookton Occupational Health and Safety Manual</i> <i>Shire of Brookton Staff Grievance Policy & Staff Grievance Procedure</i> <i>The Western Australian Local Government Award</i> <i>Worksafe WA</i> <i>Fair Work Act 2009 (Commonwealth)</i>		
Council Adoption:	Date:		Resolution #:
Last Amended:	Date:		Resolution #:
Review Date:			

OBJECTIVE:

To outline the policy for staff seeking to enter into a fixed-term working from home arrangement. The policy and associated procedure assists staff and their managers to clearly set in place a working from home arrangement as part of a staff member's overall negotiated flexible working arrangement.

POLICY:

The Shire of Brookton is committed to policies and procedures which support flexibility in the workplace. The Shire of Brookton recognises that there are circumstances where allowing a staff member to regularly work from home may assist the staff member to balance his/her work, health issues and/or family or other responsibilities. However, the Shire of Brookton also recognises that it is not always appropriate for a staff member to carry out part or all of his/her duties from home and there are reasons why approval of a Working from Home Arrangement may be refused or limited

PRELIMINARY CONSIDERATIONS

In all cases where a staff member is seeking to enter into a Working from Home Arrangement, the staff member and his/her Manager must consult and take into account the following:

Eligibility - The Manager must examine the request for a Working from Home Arrangement in the context of the:

1. Shire of Brookton's Equal Opportunity and Diversity Policy and the broader responsibility to consider flexible working arrangements (where the request is related to family responsibilities) under the Western Australia Equal Opportunity Act 1984 and under the Fair Work Act 2009 (Commonwealth);
2. The suitability of the staff member's job;
3. The reasons for the staff member wanting to work from home;
4. The ability of the staff member to complete the work within the agreed Hours of Work detailed in relevant Awards or Agreements;
5. The delegation of work from / to the staff member;

6. The effect on co-workers and customers of the Shire of Brookton;
7. The proposed methods for monitoring and assessing the staff member's work;
8. The days and hours of the proposed Working from Home Arrangement in the context of the staff member's overall working days and hours and in accordance with relevant Awards and Agreements;
9. The staff member having a suitable Home-Office; and
10. The equipment and resources necessary for the staff member to effectively work from home.

SUITABILITY

The Manager should consider the general nature and requirements of the staff member's work duties and the staff member's ability to work autonomously. A staff member who requires close supervision or close interaction with other staff may not be suitable for the independent nature of a Working from Home Arrangement.

Duties considered suitable for a Working from Home Arrangement may include; research, project preparation, project design and programming, policy writing, projects, report and grant writing, and planning.

Such duties would usually be definable, office-based tasks involving minimal face-to-face contact with other staff or customers of the Shire of Brookton. Such duties should be ones which are unlikely to cause a risk to the staff member's health or safety.

Duties involving manual handling are unlikely to be suitable for a Working From Home Arrangement. Any Working from Home Arrangement must be able to be discharged during the agreed Hours of Work, as detailed in the relevant Awards or Agreements.

Staff members and managers may seek advice from WALGA or LGIS regarding the suitability of the proposed Working from Home Arrangement.

CARER RESPONSIBILITIES AND MEDICAL CONDITIONS

A Working from Home Arrangement may assist the staff member to discharge carer responsibilities or to manage a long term health issue. However, the staff member must be able to carry out his/her work at home as efficiently and effectively as an equivalent staff member working on Shire of Brookton premises. A staff members seeking a Working from Home Arrangement to assist with the management of a long term health issue must provide written advice from a recognised medical practitioner in the form of a letter or detailed medical certificate.

WORKCOVER

A staff member who is Working From Home under an approved Working from Home Arrangement will be covered by the Shire of Brookton's WorkCover insurance if performing Shire of Brookton work in accordance with the Working from Home Arrangement in his/her Home-Office.

APPROVAL OF A WORKING FROM HOME ARRANGEMENT

Each request for a Working from Home Arrangement must be considered on a case-by-case basis and approved by the staff member's manager and in accordance with relevant Awards and Agreements.

Managers may seek advice from WALGA or LGIS at any step of the process in approving, modifying or denying a proposed Working from Home Arrangement. Before the Shire of Brookton will approve a Working from Home Arrangement, the staff member and his/her

manager must follow the procedure for approval as outlined in the Working from Home Procedure. As part of the approval process, the staff member must enter into a Working from Home Agreement with the Shire of Brookton. The terms and conditions of the Working from Home Agreement are as set out in the Agreement and as outlined in Terms and Conditions of a Working from Home Arrangement of the Working from Home Procedure.

Any Working From Home Arrangement must have an end conclusion. If the staff member requires an extension of the arrangement, then this must be requested in writing at least fourteen (14) days prior to the expiration of the current Arrangement. Working From Home

Arrangements are not permanent. Any Working From Home Arrangement cannot be any longer than a continuous period of six (6) months and is subject to review on a case by case basis.

The final approval for any Working From Home Arrangement rests with the CEO.

RESPONSIBILITY

- The DCEO has responsibility for the review and implementation of the Working from Home procedure.
- Managers/Supervisors have responsibility for considering all home-based work requests in accordance with this Policy and for approving or denying a Working from Home Arrangement and a proposed Home-Based Work Agreement in the first instance.
- The OH&S representative/s has responsibility for providing advice, when requested, to the staff member or the staff member's manager, on the completed Working from Home Arrangement Self-Assessment Checklist checking for Occupational Health and Safety and any other considerations and providing a referral to a list of external experts who could conduct Site Inspections.
- The CEO has ultimate responsibility for approving or denying Working from Home Agreements.

SCOPE OF POLICY

The policy applies to all staff of the Shire of Brookton seeking to enter into a regular arrangement to carry out part of his/her duties from home, for a specified period of time.

DEFINITIONS

Agreed Working from Home Hours: Days, times and/or hours of work agreed between the Manager and the staff member for the staff member to carry out his/her duties at the Home-Office.

Home Office: The area designated by the staff member within the staff member's home as the worksite in which the Staff Member will carry out the home-based work as per the Working from Home Arrangement.

Hours of Work Ordinary hours to be worked by a staff member, as detailed in relevant Awards or Agreements.

Manager: The CEO, DCEO or any Supervisor who has the responsibility for the management of the staff member.

Qualified Representative: An independent person, persons or organisation appointed by the Shire of Brookton to undertake Site Inspections of the Home Office on request, this may include the services of WALGA or LGIS.

Agreed Working from Home Hours: Days, times and/or hours of work agreed between the Manager and the staff member for the staff member to carry out his/her duties at the Home-Office. The Qualified Representative will be sourced from preferred suppliers and will be on the list of Approved Occupational Rehabilitation Service Providers recognised by Worksafe WA.

Site Inspection: An inspection of the Home Office carried out by a Qualified Representative appointed by the Shire of Brookton to ensure the Home Office meets OHS standards. Any costs related to site inspections is to be negotiated between the Shire and the staff member requesting the Working from Home Arrangement.

Staff Member: Any person who is an employee of the Shire of Brookton including, for the purpose of this Procedure, contracted staff, seeking to enter into a Working from Home Arrangement.

Working From Home Arrangement: An approved arrangement for a staff member to regularly carry out defined duties from his/her Home-Office during the Agreed Working from Home Hours, on an ongoing basis or for a specified period of time however no longer than a continuous period of 6 months, the terms of which are set out in a Working from Home Agreement entered into between the staff member and the Shire of Brookton.

Working from Home Arrangement Self-Assessment Checklist & Occupational Health and Safety and Other Considerations: A checklist completed by the staff member confirming that their Home Office meets occupational health and safety requirements and identifies any possible risks associated with the Home Office. This document must be satisfactorily completed before the Home Office is considered suitable for the proposed Working from Home Agreement.

13.09.17.09 CHANGE OF ORDINARY COUNCIL MEETING DATE IN OCTOBER AND DECEMBER 2017 AND CHRISTMAS SHIRE CLOSE DOWN 2017-2018

File No:	
Date of Meeting:	21/09/2017
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
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:

This report is separated into two sections for clarity.

The first section relates to the proposed changes to meeting dates for the October and December 2017 Ordinary Council meetings. The second part of this report relates to the closure of the Shire between the Christmas 2017 and New Year's Day 2018, and the arrangements for this proposal.

The report recommends that the Ordinary Meeting of Council be moved to 26 October 2017 and the December Ordinary Meeting of Council be moved to 14 December 2017.

Further the report also recommends that the Shire be closed between Monday 25 December 2017 and reopen on Tuesday 2 January 2018.

Description of Proposal:

As above.

Background:

Council has scheduled its Ordinary Meeting in October on the 19th October 2017. However, with the Local Government election scheduled to be held on Saturday 21 October 2017, Council is required by the *Local Government Act, 1995* to have a Special meeting of Council as soon as practicable after the election to swear in successful candidates. The Special Meeting of Council is tentatively scheduled for Thursday 26 October 2017, which is 1 week after the scheduled Ordinary Meeting.

This means that Council would be holding two meetings in October, exactly 1 week apart.

Therefore, the proposal is that Council move the Ordinary Meeting of Council to October 26 2017 and conduct a Special Meeting of Council for the swearing in of newly elected representatives prior to the Ordinary Meeting of Council.

The advantage of this is that the Shire is not paying two sets of sitting fees for the month of October, an approximate cost saving of \$2929.00.

The other advantage is that elected members do not have to come back to Council twice in the same month, and within a week of another scheduled meeting.

Also, Council has scheduled its December 2017 Ordinary Meeting for the 21st of the month. In light of this being so close to Christmas, it is recommended that Council agree to move this meeting back 1

week to the 14 December 2017. The advantages is that staff can upload and complete the meeting minutes in plenty of time that otherwise would not occur until after the 1st January 2018. In addition, any actions arising from the December Ordinary meeting can be actioned, or the relevant correspondence or advice can be sent to customers, in advance of the Christmas break. It also means that staff have time to deal with any emerging or arising issues in the week before the Christmas break. As Christmas Day falls on the Monday immediately in the following week, it does not leave time for the Council minutes and final follow ups to be completed in one day.

As for the office closure, it is a common practice and tradition amongst many WA Locals Governments that staff be granted leave for the period between the Christmas and New Year's Day, with the Shire of Brookton having generally closed the Administration building and Depot for this period.

Accordingly, this report seeks Council's consideration to officially close for the Christmas & New Year period from 4.30pm Friday 22 December 2017 and resume business (both Depot and Administration Office) on Tuesday 2 January 2018.

Consultation:

Consultation has been undertaken with relevant staff and management.

Statutory Environment:

N/A

Relevant Plans and Policy:

N/A

Financial Implications:

The potential cost savings in moving the October 2017 Ordinary Meeting date (as detailed in the Table 1 below) is \$2929.00, based on the average cost of Councilors and Staff expenses for each Ordinary Meeting of Council (not including any Committee Meetings scheduled). It should be noted this is premised on full attendance of persons and an aggregate of attendance fees, catering and travel costs incurred.

Table 1

Councillor sitting fees (\$200 x 7)	\$ 1400.00 (as set fees)
Shire Presidents Fee (\$400 x 1)	\$ 400.00 (as set fees)
Deputy Shire President Fee (\$375 x 1)	\$ 375.00 (as set fees)
Refreshments/Dinner/Beverages (x7 Crs)	\$ 210.00 (based on current rates of \$30 pp)
Refreshments/Dinner/Beverages (x3 Staff)	\$ 90.00 (based on current rates of \$30 pp)
Average Travel costs (all Councillors)	\$ 454.00 ((based on an average 3 month period)
TOTAL	\$2929.00

As for the December 2017 Ordinary Meeting, there are no financial implications in changing the meeting date from 21 December to 14 December 2017.

In regard to the Christmas/New Year closure, there is a very limited financial implication for the budget, with the majority of staff granted a leave entitlement during this period through their employment arrangement, with only a small number of employees to take annual leave during this period.

It is proposed that staff leave and other benefits will be considered at part of discussion on Shire Workforce Plan.

Risk Assessment:

There are no immediate risks in approving this item.

Community & Strategic Objectives:

N/A

Comment

This report recommends minor changes to meeting dates in October and December 2017 that will yield financial benefit and administrative efficiencies to the organisation through the proposed changes.

Additionally, it will ensure Councillors are not unduly inconvenienced or disrupted in their business or personal activities in October by having to attend two meetings on different days, when the formalities of swearing in elected members (including the election of President and Deputy President) and the Ordinary Meeting agenda can be accommodated on the same day.

In regard to the Christmas and New Year period closure, it is suggested the Community are accustomed to this occurrence, although the closure will be widely promoted and arrangements put in place for urgent matters to be addressed.

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

- 1. Agree to move the scheduled Ordinary Meeting of Council for October 2017 from October 19, 2017 to October 26, 2017;***
- 2. Agree to move the scheduled Ordinary Meeting of Council for 21 December to 14 December 2017;***
- 3. Close the Shire service centers (Depot and the Administration Buildings) from 4.30pm Friday 22 December 2017 with the Depot to re-open at 7.30 am and Administration at 8.00 am on Tuesday 2 January 2018; and***
- 4. Conduct the appropriate advertising & notifications in relation to Recommendations 1 – 3 above.***

13.09.17.10 REPORT OF THE RETURNING OFFICER – 2017 LOCAL GOVERNMENT ELECTIONS

File No: ADM 0628
Date of Meeting: 21/09/2017
Author/s: Ian D’Arcy – Returning Officer for Shire of Brookton
Signature of Returning Officer



Summary of Item:

This report is to brief elected members on the nomination of candidates in relation to the 2017 Local Government Elections (schedule to be conducted on 21st October 2017) and provide an overview of statistics and outcome in relation to the Election.

Background:

As Council is aware the 2017 Local Government Elections formally commenced with the Shire of Brookton having five Elected Member positions vacant. This consists of three 4 year terms and two 2 year terms as a result of two recent resignations. All positions are representative of the whole of the Brookton District as the Shire no longer entertains a Ward System.

As part of the Election process notification of enrolment of owners and occupiers was published through various mediums between 26th August 2017 and 1st September 2017.

A candidate information pack was prepared and information session convened on Tuesday 5th September 2017, with only one candidate attending the session and four packs being collected.

The call for nominations of candidates for elected member positions subsequently opened at 8.00 am on 1st September 2017 and closed at 4.00 pm 14th September 2017. Simultaneously, the respective residents, and owners and occupiers roles were prepared.

Results and Statistics

The formal nomination period yielded three candidates from a total of nine hundred and fifty seven eligible voters. The respective candidates and their terms are listed below:

- Mrs Katrina Crute - 4 year term
- Mrs Theresa Fancote - 4 year term
- Mr Kim Mills - 4 year term

Given the result, all three candidates are elected unopposed for their specified terms. Accordingly, there is no requirement for a ‘in person’ election to be conducted on Saturday 21st October 2017. However, there is a need to fill the other two vacant positions through an extraordinary election.

Consultation:

N/A

Statutory Environment:

For this election the CEO acted as the Returning Officer, with the election to be conducted on the basis of electors voting in person (not postal) in accordance with Part 4 of the *Local Government Act 1995* and *Local Government (Elections) Regulations 1997*.

Given the outcome, as detailed in the Results and Statistics Section of this report, the nominated *Shire of Brookton, Agenda Ordinary Meeting of Council, 21 September 2017.*

candidates are elected unopposed pursuant to Section 4.57(2)(a), with public notification to this effect to occur, and additional notice to be provided to the Minister for Local Government with 14 days using Form 20 of the Local Government (Elections) Regulations 1997.

Section 4.57(2)(b) of the Act also prescribes an extraordinary election is now required to fill the remaining two offices as if they had become vacant on the day after the close of nominations, being the 15th September 2017. In this circumstance Section 4.9 of the Act states:

4.9. Election day for extraordinary election

(1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed —

(a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or

(b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).

(2) The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.

Relevant Plans and Policy:

N/A

Financial Implications:

It is estimated the cost of the ordinary election is approximately \$3,500 excluding staff time, with this amount to be confirmed as not all invoices have been received. Notwithstanding, this amount will be deducted from the initial budget allocation of \$13,500 for election expenses (COA E041020.604) leaving approximately \$10,000 to conduct an extraordinary election.

Risk Assessment:

Council is compelled by legislation to conduct an extraordinary for the remaining two elected member positions. There is an inherently high risk of breaching the legislation should a date for this election not be fixed within one month and conducted within four months from the positions being declared vacant, being 15 September 2017.

Should either of the remaining two elected member seats not be filled during the extraordinary election, the Council may then (in accordance with Section 4.57(3) of the *Local Government Act, 1995*) approach and appoint a suitably qualified and capable candidate to the position by a vote of absolute majority.

Conversely, the Council may request the Local Government Advisory Board undertake a review of the number of positions if a suitable candidate is not identified, or is not accepting of appointment.

Community & Strategic Objectives:

This matter is integral to the Shire of Brookton Strategic Community Plan 2013 -2023, in seeking to achieve Outcome 5.1: Effective leadership and governance.

Comment

As Council can appreciate, there has been little interest expressed from members of the community in serving on Council, as evident by those being re-elected unopposed and two elected member positions

still vacant.

Unfortunately, this has generated requirement for an extraordinary election to be called at additional cost, but more importantly, the lack of interest does not reflect well on the local community's commitment to ensuring strongly leadership in its Council to guide the Shire of Brookton residents through a period of transformational change of the next 4 years.

Notwithstanding this view, the Council or the Shire President needs to determine the appropriate date for an extraordinary election to be conducted. Selection of a date must allow sufficient time for the election to be arranged, being mindful the allocation of time to conduct an ordinary election is 80 days, while the legislation prescribes an extraordinary election must be conducted with 122 days (4 months).

With this acknowledged and also accounting for harvest, the Christmas/New Year period, and Schools Holidays, on projection the Council could consider an extraordinary election date being:

1. Saturday 13th January 2018 - This would result in the nomination period for candidates to occur Friday 1st December 2017, 44 days prior, and close of Friday 8th December 2017, some 37 days prior; or
2. Saturday 9th December 2017 – This would result in the nomination period for candidates occurring on Thursday 26th October 2017, 44 days prior, and close of Friday 2nd November 2017, some 37 days prior.

It is viewed the first option presents the best time line for preparation of the election and avoids the harvest and Christmas/New Year period, although it is acknowledged the 13th January 2018 is midway through school holidays while option.

OFFICER'S RECOMMENDATION

That Council:

1. ***Note the Returning Officer's Report on the 2017 Local Government Elections;***
2. ***In accordance with Section 4.9 (1)(b) of the Local Government Act, 1995 fix Saturday _____ as the date for the Shire of Brookton extraordinary election to fill the two vacant elected member positions (two 2 year terms).***
3. ***Report the date of the extraordinary election to the Minister for Local Government, Heritage, Culture and The Arts and the Department Local Government Sport and Cultural Industries.***

14.09.17 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

16.09.17 CONFIDENTIAL REPORTS

SOLUTION TO CLOSE MEETING

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 land owner.

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

17.09.17 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on Thursday 19th October 2017 commencing at 5.00 pm.