



## **ORDINARY MEETING OF COUNCIL AGENDA**

**(Revised Agenda to withdraw item 11.11.17.01)**

**16 November 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 16 November 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**  
10/11/2017

### **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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**1.11.17 DECLARATION OF OPENING/ATTENDANCE**

**2.11.17 ANNOUNCEMENT OF VISITORS**

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

**4.11.17 PUBLIC QUESTION TIME**

**5.11.17 APPLICATIONS FOR LEAVE OF ABSENCE**

**6.11.17 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**7.11.17 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**7.11.17.01 ORDINARY COUNCIL MEETING MINUTES – 30 OCTOBER 2017**

*That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Monday 30<sup>th</sup> October 2017, be confirmed as a true and correct record of the proceedings.*

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

(Includes Condolences)

**9.11.17 DISCLOSURE OF INTERESTS**

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

**Disclosure of Financial & Proximity Interests**

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

**Disclosure of Interest Affecting Impartiality**

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

**Financial, Proximity and Impartiality Interests**

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

**10.11.17 TECHNICAL & DEVELOPMENT SERVICES REPORTS****11.11.17 COMMUNITY SERVICES REPORTS**

Item 11.11.17.01 - Draft Disability Access And Inclusion Plan 2018-23 For Public Comment has been withdrawn from the Agenda by the Chief Executive Officer and is to be presented at a later meeting.

**11.11.17.01 DRAFT DISABILITY ACCESS AND INCLUSION PLAN 2018-23 FOR PUBLIC COMMENT**

<b>File No:</b>	ADM 0267
<b>Date of Meeting:</b>	16/11/2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Carina Whittington, Community Services Manager
<b>Authorising Officer:</b>	Ian D'Arcy, Chief Executive Officer
<b>Declaration of Interest:</b>	Neither the Officer nor Authorising Officer has any impartiality, financial or proximity interest that requires disclosure.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	11.07.13.01 Disability Access and Inclusion Plan 2013-2018 Adoption

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**Summary of Item:**

Under the Disability Services Act 1993 local government authorities are required to develop and implement a Disability Access and Inclusion Plan. The Shire of Brookton's previous plan covered 2013-2018 and a draft plan has been developed for 2018-2023.

It is recommended that Council adopt the draft plan for public comment purposes.

## 12.11.17 FINANCE & ADMINISTRATION REPORT

### 12.11.17.01 LIST OF ACCOUNTS FOR PAYMENT

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16/11/17
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Corinne Kemp – Finance Officer
<b>Authorising Officer:</b>	Ian D’Arcy– Chief Executive Officer
<b>Declaration of Interest:</b>	The author has no financial interest in this matter.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	26/10/17

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

The list of accounts for payment to 31<sup>st</sup> October 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 12.11.01A.

To 31<sup>st</sup> October 2017

*Shire of Brookton, Agenda Ordinary Meeting of Council, 16 November 2017.*

***Municipal Account***

Direct Debits	\$108,407.89
EFT	\$357,642.60
Cheques	\$35,116.97
<b><i>Trust Account</i></b>	<b>\$960.00</b>

**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 31<sup>st</sup> October 2017, per the summaries included in Attachment 12.11.17.01A***

***To 31<sup>st</sup> October 2017***

***Municipal Account***

<b><i>Direct Debits –</i></b>	<b><i>\$108,407.89</i></b>
<b><i>EFT</i></b>	<b><i>\$357,642.60</i></b>
<b><i>Cheques</i></b>	<b><i>\$35,116.97</i></b>
<b><i>Trust Account</i></b>	<b><i>\$960.00</i></b>

**Attachments**

***Attachment 12.11.17.01A***

**OCTOBER 2017 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 16 NOVEMBER 2017  
ATTACHMENT 12.11.17.01A**

Chq/EFT	Date	Name	Description	Amount
1080	10/10/2017	TERESA PROSSER	BOND REFUND HIRE OF PAVILION	\$ 500.00
1081	12/10/2017	RENAE CLARKE	BOND REFUND FOR MEMORIAL HALL EVENT CANCELLATION	\$ 400.00
1082	31/10/2017	CHRISTOPHER PAYNE	GYM KEY BOND REFUND	\$ 30.00
1083	31/10/2017	RACHEL ROBERTSON	GYM KEY BOND REFUND	\$ 30.00
<b>TOTAL TRUST</b>				<b>\$ 960.00</b>

Chq/EFT	Date	Name	Description	Amount
EFT8540	11/10/2017	BROOKTON COMMUNITY RESOURCE CENTRE	QUARTERLY LIBRARY CONTRIBUTION JULY 2017 TO SEPTEMBER 2017	\$ 6,875.00
EFT8541	12/10/2017	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 963.38
EFT8542	12/10/2017	AMAZING 50'S CATERING	CATERING SHIRE COUNCIL DINNER	\$ 207.00
EFT8543	12/10/2017	AQUASOL	LIQUID CHLORINE & FLOCCULANT	\$ 1,991.00
EFT8544	12/10/2017	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES OCTOBER 2017	\$ 224,263.80
EFT8545	12/10/2017	BROOKTON PLUMBING	REPAIR TOILET AT PUBLIC TOILETS	\$ 110.00
EFT8546	12/10/2017	BURGESS RAWSON (WA) PTY LTD	WATER USAGE AT RAILWAY STATION	\$ 10.52
EFT8547	12/10/2017	CHILD SUPPORT AGENCY EMPLOYER SERVICES (J ANDERSON)	PAYROLL DEDUCTIONS	\$ 346.28
EFT8548	12/10/2017	CORINNE KEMP	REIMBURSEMENT OF TRAVEL & PARKING FOR LGIS RISK MANAGMENT TRAINING	\$ 254.19
EFT8549	12/10/2017	HANSON CONSTRUCTION MATERIALS PTY LTD	59.84 TONNE OF WASHED GRANITE FOR YORK WILLIAMS ROAD UPGRADE	\$ 2,264.35
EFT8550	12/10/2017	ISWEEP TOWN & COUNTRY	TOWN STREET SWEEPING	\$ 1,485.00
EFT8551	12/10/2017	J & E MOBILE WHEEL ALIGNMENTS	WHEEL ALIGNMENT COMMUNITY BUS	\$ 235.00
EFT8552	12/10/2017	KIDSAFE	ANNUAL PLAYGROUND INSPECTIONS	\$ 1,320.00
EFT8553	12/10/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY	\$ 660.00
EFT8554	12/10/2017	LGIS INSURANCE	PROPERTY, WORKCARE, & LIABILITY INSURANCE	\$ 86,866.35
EFT8555	12/10/2017	LYN KAY	CIRCUIT CLASSES A BROOKTON ALL HOURS & GYM INDUCTION	\$ 270.00
EFT8556	12/10/2017	MAJOR MOTORS PTY LTD	REPAIRS & MAINTENANCE PF8	\$ 1,290.65
EFT8557	12/10/2017	MOORE STEPHENS	AUDIT OF FINAL ACQUITTAL REPORT WRGS ROBINSON ROAD UPGRADE	\$ 935.00
EFT8558	12/10/2017	WA LOCAL GOVERNMENT ASSN	INTRODUCTION TO LOCAL GOVERNMENT & PROCUREMENT TRAINING	\$ 643.50
EFT8559	12/10/2017	WHEATBELT ELECTRICS	REPLACE TREATMENT DAM TRANSFER PUMP & COMMISSION	\$ 3,410.00
EFT8560	20/10/2017	AUSTRALIA POST	POSTAGE SEPTEMBER 2017	\$ 315.42
EFT8561	20/10/2017	B & N EYRE BROOKTON NEWSAGENCY	NEWSPAPERS & STATIONERY SEPTEMBER 2017	\$ 538.00

EFT8562	20/10/2017	CONTRACT AQUATIC SERVICES	ANNUAL SERVICING OF EQUIPMENT, OFF SEASON TURNS & POOL STARTUP	\$ 5,005.00
EFT8563	20/10/2017	IXOM	CHLORINE GAS FEE SWIMMING POOL 01/09/17 TO 30/09/17	\$ 81.84
EFT8564	20/10/2017	JH COMPUTER SERVICES	ACER TRAVELMATE COMPUTER, MOUSE & KEYBOARD	\$ 2,717.22
EFT8565	20/10/2017	LYN KAY	GYM INDUCTIONS, KIDS BOOTCAMP & CIRCUIT CLASSES	\$ 405.00
EFT8566	20/10/2017	NEW PARDIGM FOUNDATION	CHILDREN'S WEEK BEATBOX WORKSHOPS 23/10/17	\$ 1,100.00
EFT8567	20/10/2017	SHIRE OF BEVERLEY	CENTRAL COUNTRY ZONE GOLF DAY @ BEVERLEY REGISTRATION	\$ 120.00
EFT8568	20/10/2017	SHIRE OF BROOKTON	MASTERCARD PURCHASES	\$ 275.49
EFT8569	20/10/2017	SHIRE OF BROOKTON	MASTERCARD PURCHASES	\$ 362.55
EFT8570	20/10/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 04/10/17 TO 10/10/17	\$ 561.00
EFT8571	20/10/2017	WHITTINGTON HOLDINGS (1981) PTY LTD	RATES REFUND FOR ASSESSMENT A803 BOWRING ROAD BROOKTON 6306	\$ 569.61
EFT8572	20/10/2017	ZIRCODATA	STORAGE OF ARCHIVE BOXES SEPTEMBER 2017	\$ 128.70
EFT8573	25/10/2017	ADVANTAGE SETTLEMENTS	LOT 6766, BROOKTON KWEDA RD, BROOKTON	\$ 6,512.95
EFT8574	25/10/2017	BOC GASES	CONTAINER SERVICE FEES SEPTEMBER 2017	\$ 38.87
EFT8575	25/10/2017	BROOKTON AUSKICK FOOTBALL CLUB JUNIOR	KIDSPORT VOUCHERS	\$ 490.00
EFT8576	25/10/2017	BROOKTON DELI	CATERING FOR COUNCIL MEETING & LUNCH	\$ 318.00
EFT8577	25/10/2017	BROOKTON HISTORICAL SOCIETY	REIMBURSEMENT OF ELECTRICAL REPAIRS AS PART OF ROOF REPAIRS AT MUSEUM	\$ 140.80
EFT8578	25/10/2017	CARINA WHITTINGTON	REIMBURSEMENT OF PARKING FOR ABCD WORKSHOP 20/10/17	\$ 18.40
EFT8579	25/10/2017	COURIER AUSTRALIA	FREIGHT	\$ 158.10
EFT8580	25/10/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY	\$ 440.00
EFT8581	25/10/2017	LGRCEU	PAYROLL DEDUCTION	\$ 41.00
EFT8582	25/10/2017	LYN KAY	CIRCUIT CLASSES 12/10/17 & 19/10/17 & 1 GYM INDUCTION	\$ 270.00
EFT8583	25/10/2017	NARROGIN TOYOTA	SERVICE TOYOTA PRADO & MAZDA CX5	\$ 773.88
EFT8584	25/10/2017	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 130.00
EFT8585	25/10/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 29/09/17 TO 02/10/17	\$ 1,729.75
<b>TOTAL EFT</b>				<b>\$ 357,642.60</b>

Chq/EFT	Date	Name	Description	Amount
18169	12/10/2017	AG ATKINS CARPENTER	CONCRETE PATHS AT MONTGOMERY ST UNITS	\$ 2,992.00
18170	12/10/2017	BROOKTON COUNTRY CLUB	REIMBURSEMENT OF DIESEL BUS WAS NOT FULL ON COLLECTION	\$ 74.75
18171	12/10/2017	BROOKTON HISTORICAL SOCIETY	REPAIRS TO BROOKTON MUSEUM ROOF BY THE ROOF & WALL DOCTOR	\$ 6,930.00



18172	12/10/2017	BROOKTON TENNIS CLUB	DRUM MUSTER COLLECTION DONATION	\$ 1,519.10
18173	12/10/2017	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY SEPTEMBER 2017	\$ 51.75
18174	12/10/2017	BUILDING COMMISSION	BUILDING SERVICES LEVY SEPTEMBER 2017	\$ 56.65
18175	12/10/2017	FREDERICK JOHN & KAYE LYNETTE GILLHAM	RATES REFUND FOR ASSESSMENT A2776 1 KOORRNONG DRIVE BROOKTON 6306	\$ 290.06
18176	12/10/2017	GL BLAKEY & SL GLADWELL	RATES REFUND FOR ASSESSMENT A470 46 GAYNOR STREET BROOKTON 6306	\$ 443.54
18177	12/10/2017	SOLAR DWELLINGS	PROGRESS CLAIM CONCEPT DESIGN, DESIGN SPECIFICATIONS AND COSTING DRAWINGS	\$ 4,500.00
18178	12/10/2017	SYNERGY	ELECTRICITY CARAVAN PARK, OVAL, PAVILION, SALINITY PUMP, SWIMMING POOL, DEPOT, MEMORIAL PARK, MEMORIAL HALL RAILWAY STATION, MADISON SQUARE, SEWERAGE PUMP, ADMINISTRATION, MENSSED, WATER HARVESTING DAM, U1 4 MATTHEWS ST	\$ 6,062.95
18179	12/10/2017	WATER CORPORATION OF WA	WATER KALKARNI, MADISON SQUARE PARK, MEMORIAL PARK, ADMINISTRATION, HWY GARDEN, DEPOT, STANDPIPE, MADISON SQUARE UNITS, MENSSED, U1 4 MATTHEWS, 23 WHITTINGTON ST, 10MARSH AVE & U2 4 MATTHEWS ST	\$ 3,902.32
18180	20/10/2017	ALWYNE QUARTERMAINE	CANCELLATION OF BURIAL PLOT RESERVATION	\$ 142.00
18181	20/10/2017	CASH SHIRE OF BROOKTON	CASH FLOAT FOR SWIMMING POOL 2017/18 SEASON	\$ 150.00
18182	20/10/2017	SYNERGY	STREETLIGHT ELECTRICITY 25/08/1724/09/17	\$ 3,433.75
18183	20/10/2017	TELSTRA CORPORATION	TELEPHONE ADMINISTRATION, DEPOT & SWIMMING POOL	\$ 529.43
18184	20/10/2017	WATER CORPORATION OF WA	WATER USAGE AT CARAVAN PARK & PAVILION	\$ 66.39
18185	25/10/2017	AG ATKINS CARPENTER	SUPPLY CEMENT	\$ 2,584.00
18186	25/10/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 200.00
18187	25/10/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 216.43
18188	25/10/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 200.00
18189	25/10/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 180.00
18190	25/10/2017	WATER CORPORATION OF WA	WATER SERVICE CHARGES 25 WHITTINGTON ST	\$ 41.85
18191	25/10/2017	WESTERN POWER	CONNECTION SERVICE CHARGE HAPPY VALLEY	\$ 550.00
<b>TOTAL CHQ</b>				<b>\$ 35,116.97</b>
<b>TOTAL MUNICIPAL</b>				<b>\$ 392,759.57</b>

DIRECT DEBITS FOR OCTOBER 2017	
SALARIES & WAGES	\$ 90,574.07
MERCHANT FEES	\$ 3,196.99
SUPERANNUATION	\$ 14,636.83
<b>TOTAL</b>	<b>\$ 108,407.89</b>

TERM DEPOSIT TRANSFERS FOR OCTOBER 2017	
RESERVES OPENING BALANCE	\$ 3,504,765.43
RESERVES TRANSFERS IN	\$ 544,079.00
RESERVES TRANSFERS OUT	\$ 23,346.00
RESERVES (INTEREST)	\$ 20,331.92
<b>TOTAL</b>	<b>\$ 4,045,830.35</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO		
DATE	DESCRIPTION	AMOUNT
3/9/17	WESTNET	\$ 343.90
12/9/17	SAFETYCULTURE	\$ 13.20
30/9/17	CARD FEES	\$ 5.45
<b>TOTAL</b>		<b>\$ 362.55</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES DCEO		
DATE	DESCRIPTION	AMOUNT
20/09/17	GPS LOGBOOK	\$ 258.00
29/09/17	CARD FEES	\$ 17.49
<b>TOTAL</b>		<b>\$ 275.49</b>

**12.11.17.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2017**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16/11/2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Deanne Sweeney – Senior Finance Officer Kelly D’Arcy – Governance Officer
<b>Authorising Officer:</b>	Vicki Morris – Deputy Chief Executive Officer
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	There is no previous meeting reference

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**Summary of Item:**

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

**Description of Proposal:**

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

The Monthly Financial Report has been prepared in accordance with statutory requirements. A Schedule of Budget Variations are being presented to ensure that Budget integrity is maintained and expenditure is authorised.

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

- 1. Receive the Monthly Statement of Financial Activity for the period ending 31 October 2017 as presented in Attachment 12.11.17.02A.***
- 2. Pursuant to section 6.8 of the Local Government Act 1995, authorise the schedule of variations to the 2017/18 Budget, as presented in Attachment 12.11.17.02B.***

**Attachments*****Attachment 12.11.17.02A******Attachment 12.11.17.02B***

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

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Statement of Financial Activity by Function & Activity

Statement of Financial Activity by Nature & Type

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Note 12 - WB Eva Pavilion and Gymnasium Operating Statement

Note 13 - Sewerage Operating Statement

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Note 15 - Road Program

Note 16 - Capital Works Program

Note 17 - Grants Register

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

**General User Input**

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

**Data to appear in the Report**

<b>Shire of Brookton</b>	
	<b>2015-16</b>
	<b>2016-17</b>
	<b>2017-18</b>
	<b>For the Period Ended 31 October 2017</b>
	<b>01-Jul-17</b>
	<b>30-Jun-18</b>

**Material Threshold**

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

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

**Material Variances Symbol**

Above Budget Expectations  
Below Budget Expectations

	<b>▲</b>
	<b>▼</b>



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

**Note 3 - Net Funding Current Position**

<b>Month</b>	<b>Actual 2015-16 \$('000s)</b>	<b>Actual 2016-17 \$('000s)</b>	<b>Actual 2017-18 \$('000s)</b>
Jul	<b>959,987</b>	<b>267,469</b>	<b>907,333</b>
Aug	<b>3,210,319</b>	<b>2,326,820</b>	<b>3,295,912</b>
Sep	<b>2,749,446</b>	<b>3,435,041</b>	<b>3,600,791</b>
Oct	<b>2,375,371</b>	<b>1,972,833</b>	<b>2,372,296</b>
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**

<b>Month</b>	<b>Last Year 2016-17 %</b>	<b>This Year 2017-18 %</b>
Jul	<b>56</b>	<b>21</b>
Aug	<b>10</b>	<b>14</b>
Sep	<b>72</b>	<b>72</b>
Oct	<b>76</b>	<b>78</b>
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
Jun		



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

	Adopted Annual Budget	Amended Budget - Oct 17 OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)
Note					9	9
	\$		\$	\$	\$	%
<b>Operating Revenues</b>						
Governance	18,190	18,190	11,565	10,605	(960)	(8.30%)
General Purpose Funding	615,274	615,274	169,923	149,103	(20,820)	(12.25%)
Law, Order and Public Safety	37,730	37,730	20,070	19,767	(303)	(1.51%)
Health	2,200	2,200	728	949	221	30.36%
Education and Welfare	4,058,507	4,058,507	1,391,500	1,280,261	(111,239)	(7.99%)
Housing	92,300	92,300	30,760	33,205	2,445	7.95%
Community Amenities	349,954	349,954	343,875	350,443	6,568	1.91%
Recreation and Culture	79,992	79,992	26,644	14,351	(12,293)	(46.14%)
Transport	572,849	572,849	190,950	128,546	(62,404)	(32.68%)
Economic Services	54,440	54,440	19,726	20,414	688	3.49%
Other Property and Services	34,100	34,100	11,364	19,783	8,419	74.08%
<b>Total (Excluding Rates)</b>	<b>5,915,536</b>	<b>5,915,536</b>	<b>2,217,105</b>	<b>2,027,427</b>	<b>(189,678)</b>	<b>(8.56%)</b>
<b>Operating Expense</b>						
Governance	(771,621)	(822,798)	(287,174)	(224,483)	62,691	(21.83%)
General Purpose Funding	(257,789)	(257,789)	(83,455)	(68,754)	14,701	(17.62%)
Law, Order and Public Safety	(117,754)	(117,754)	(39,251)	(46,683)	(7,432)	18.93%
Health	(54,452)	(54,452)	(12,335)	(12,223)	112	(0.91%)
Education and Welfare	(3,731,832)	(3,731,832)	(1,247,294)	(1,209,637)	37,657	(3.02%)
Housing	(175,784)	(175,784)	(63,420)	(53,773)	9,647	(15.21%)
Community Amenities	(438,065)	(438,065)	(144,828)	(94,704)	50,124	(34.61%)
Recreation and Culture	(886,708)	(1,116,511)	(526,330)	(486,064)	40,266	(7.65%)
Transport	(2,119,467)	(2,119,467)	(703,267)	(803,253)	(99,986)	14.22%
Economic Services	(179,293)	(179,293)	(63,117)	(38,927)	24,190	(38.33%)
Other Property and Services	(132,947)	(132,947)	(46,181)	(104,533)	(58,352)	126.36%
<b>Total</b>	<b>(8,865,712)</b>	<b>(9,146,692)</b>	<b>(3,216,653)</b>	<b>(3,143,035)</b>	<b>73,617</b>	<b>2.29%</b>
<b>Funding Balance Adjustment</b>						
Add back Depreciation	1,936,295	1,936,295	645,432	706,162	60,730	9.41%
Adjust (Profit)/Loss on Asset Disposal	12,817	293,797	97,932	280,880	182,948	186.81%
Movement in Non Cash Provisions	0	0	0	0	0	
<b>Net Operating (Ex. Rates)</b>	<b>(1,001,064)</b>	<b>(1,001,064)</b>	<b>(256,184)</b>	<b>(128,566)</b>	<b>127,618</b>	<b>(49.81%)</b>
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	48,978	48,978	100	100	0	0.00%
Self-Supporting Loan Principal	0	0	0	4,125	4,125	0.00%
Transfer from Reserves	650,000	656,300	216,667	23,346	(193,321)	0.00%
<b>Total</b>	<b>698,978</b>	<b>705,278</b>	<b>216,767</b>	<b>27,571</b>	<b>(189,195)</b>	
<b>Capital Expenses</b>						
Land and Buildings	(709,000)	(715,300)	(236,333)	(46,874)	189,459	(80.17%)
Plant and Equipment	(97,000)	(97,000)	(32,333)	0	32,333	(100.00%)
Furniture and Equipment	(99,500)	(99,500)	(33,167)	0	33,167	(100.00%)
Infrastructure Assets - Roads & Bridges	(1,028,414)	(1,028,414)	(342,805)	(139,212)	203,593	(59.39%)
Infrastructure Assets - Sewerage	(65,000)	(65,000)	(21,667)	(2,706)	18,961	(87.51%)
Infrastructure Assets - Parks	0	0	0	0	0	0.00%
Repayment of Debentures	(130,130)	(130,130)	(43,377)	(57,317)	(13,941)	32.14%
Transfer to Reserves	(849,079)	(849,079)	(849,079)	(564,411)	284,668	0.00%
<b>Total</b>	<b>(2,978,123)</b>	<b>(2,984,423)</b>	<b>(1,558,760)</b>	<b>(810,520)</b>	<b>748,240</b>	<b>(48.00%)</b>
<b>Net Capital</b>	<b>(2,279,145)</b>	<b>(2,279,145)</b>	<b>(1,341,994)</b>	<b>(782,949)</b>	<b>559,045</b>	<b>(41.66%)</b>
<b>Total Net Operating + Capital</b>	<b>(3,280,209)</b>	<b>(3,280,209)</b>	<b>(1,598,178)</b>	<b>(911,515)</b>	<b>686,663</b>	<b>(42.97%)</b>
Rate Revenue	2,037,402	2,037,402	2,037,402	2,061,605	24,203	1.19%
Opening Funding Surplus(Deficit)	1,222,206	1,222,206	1,222,206	1,222,206	0	0.00%
<b>Closing Funding Surplus(Deficit)</b>	<b>(20,601)</b>	<b>(20,601)</b>	<b>1,661,431</b>	<b>2,372,296</b>	<b>710,866</b>	

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

NOTE	2017/18 Adopted Budget \$	2017/18 Amended Budget	2017/18 YTD Budget \$	2017/18 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>					
Rates	2,037,402	2,062,402	2,062,403	2,061,605	(798)
Operating Grants, Subsidies and Contributions	3,571,354	3,571,354	1,158,601	1,056,178	(102,423)
Fees and Charges	1,543,835	1,543,835	745,980	670,364	(75,616)
Interest Earnings	195,746	195,746	103,908	134,607	30,699
Other Revenue	117,169	117,169	46,138	32,894	(13,244)
	7,465,506	7,490,506	4,117,030	3,955,648	(161,382)
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>					
Employee Costs	(1,515,102)	(1,521,282)	(508,444)	(496,587)	11,857
Materials and Contracts	(4,931,496)	(4,925,156)	(1,600,990)	(1,437,343)	163,648
Utilities	(149,894)	(150,054)	(48,213)	(33,853)	14,360
Depreciation	(1,936,295)	(1,936,295)	(645,432)	(706,162)	(60,730)
Interest Expenses	(113,800)	(113,800)	(37,933)	(27,112)	10,821
Insurance	(180,181)	(180,181)	(180,181)	(160,602)	19,578
Other Expenditure	(10,629)	(10,629)	(3,983)	(1,057)	2,926
	(8,837,396)	(8,837,396)	(3,025,175.70)	(2,862,717)	162,459
	(1,371,889)	(1,346,889)	1,091,854	1,092,931	1,077
Non-Operating Grants, Subsidies & Contributions	487,432	487,432	162,472	133,546	(28,926)
Profit on Asset Disposals	-	-	-	500	500
Loss on Asset Disposals	(12,817)	(293,797)	(286,129)	(280,980)	5,149
<b>NET RESULT</b>	(897,274)	(1,153,254)	968,198	945,997	(22,201)

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)**  
**Program by Nature and Type**  
**For the Period Ended 31 October 2017**

	2016/17 Adopted Budget \$	2016/17 Amended Budget November OCM	2016/17 YTD Budget \$	2016/17 YTD Actual \$	Variance YTD Budget vs YTD Actual \$	Actuals as % of Total
<b>REVENUES FROM ORDINARY ACTIVITIES</b>						
Rates	2,037,402		2,062,403	2,061,605	(798)	74%
Operating Grants, Subsidies and Contributions	562,005		155,485	128,238	(27,247)	5%
Fees and Charges	798,775		497,627	422,012	(75,614)	15%
Interest Earnings	195,746		103,908	134,607	30,699	5%
Other Revenue	117,169		46,138	32,894	(13,244)	1%
	3,711,097		2,865,560	2,779,355	(86,205)	100%
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>						
Employee Costs	(1,515,102)		(508,444)	(496,587)	11,857	30%
Materials and Contracts	(1,430,784)		(434,086)	(287,749)	146,337	17%
Utilities	(149,894)		(48,213)	(33,853)	14,360	2%
Depreciation	(1,776,428)		(538,853)	(673,947)	(135,094)	40%
Interest Expenses	(108,347)		(34,298)	(26,686)	7,612	2%
Insurance	(165,681)		(151,181)	(146,149)	5,032	9%
Other Expenditure	(10,629)		(3,983)	(1,057)	2,926	0%
	(5,156,864)		(1,719,058)	(1,666,030)	53,029	100%
	(1,445,766)		1,146,502	1,113,326	(33,176)	
Non-Operating Grants, Subsidies & Contributions	487,432		162,472	133,546	(28,926)	
Profit on Asset Disposals	-		-	500	500	
Loss on Asset Disposals	(12,817)		(286,129)	(280,980)	5,149	
<b>NET RESULT</b>	(971,151)		1,022,845	966,392	(56,454)	

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

**Note 1: MAJOR VARIANCES**

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**OPERATING REVENUE (EXCLUDING RATES)**

**Governance**

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

**General Purpose Funding**

There are a couple of factors that relate to this variance, with the main drivers relating to rate other income & SSL interest this is a timing issue and will self correct.

**Law, Order and Public Safety**

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

**Health**

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

**Education and Welfare**

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

**Housing**

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

**Community Amenities**

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

**Recreation and Culture**

This variance relates to the Dept of Sport & Rec pool grant profiling. This grant will not be received in 17/18 and a budget variation is to be completed.

**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**

There a number of factors that relate to this variance, but the main driver relates to employee salaries and wages for two vacant positions

**General Purpose Funding**

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

**Law, Order and Public Safety**

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

**Health**

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

**Education and Welfare**

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

**Housing**

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

**Community Amenities**

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

**Recreation and Culture**

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

**Transport**

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

**Economic Services**

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

**Other Property and Services**

There a number of factors that relate to this variance, the main driver is the 17/18 insurance allocation 17/18 Budget Profiling - spread over 12 months will self correct

## **CAPITAL REVENUE**

### **Proceeds from Disposal of Assets**

This variance has resulted from the writeoff of assets for the Aldersyde Hall and not vested in the Shire of Brookton. This is a profiling issue and will self correct.

### **Self-Supporting Loan Principal**

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

### **Transfer from Reserves**

A portion of Reserve Transfers will be completed at maturity 02/01/18, the remainder will occur towards the end of the financial year.

## **CAPITAL EXPENSES**

### **Land and Buildings**

Underbudget as capital program yet to substantially commence.

### **Plant and Equipment**

No purchases to date.

### **Furniture and Equipment**

No purchases to date.

### **Infrastructure Assets - Roads & Bridges**

Underbudget as capital program yet to substantially commence.

### **Infrastructure Assets - Sewerage**

Underbudget as capital program yet to substantially commence.

### **Infrastructure Assets - Parks**

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 02/01/18, the remainder will occur towards the end of the financial year.

## **OTHER ITEMS**

### **Rate Revenue**

Ex gratia Rates for the 2017/18 rating year.

### **Opening Funding Surplus(Deficit)**

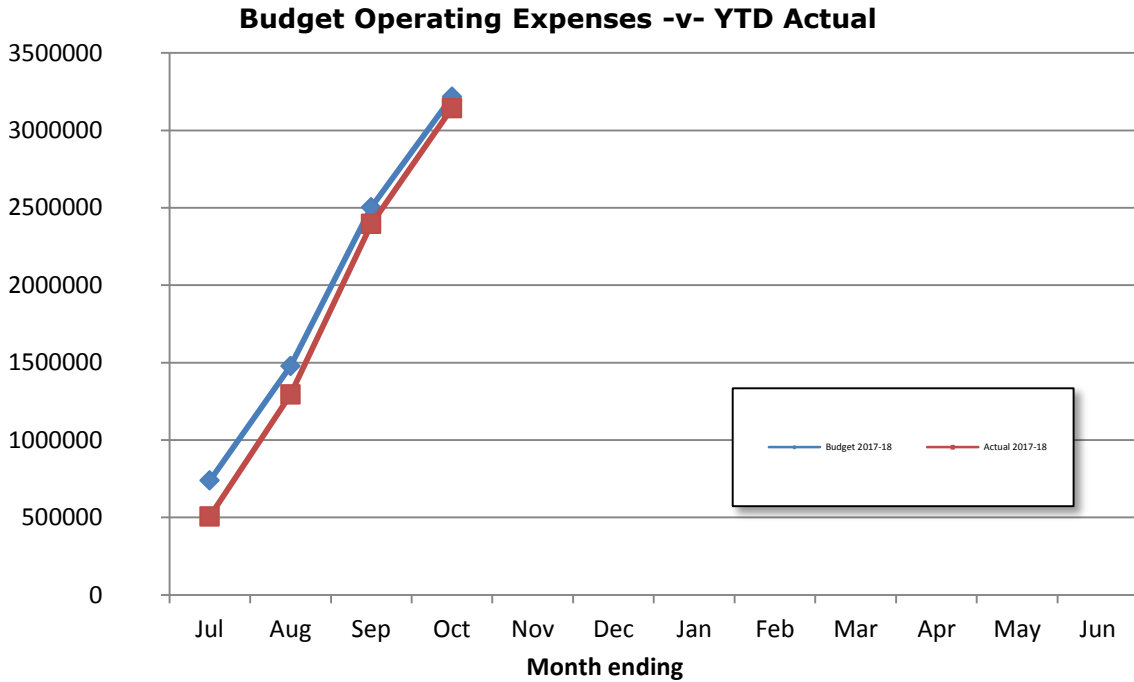
Within variance threshold of \$10,000 or 10%

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

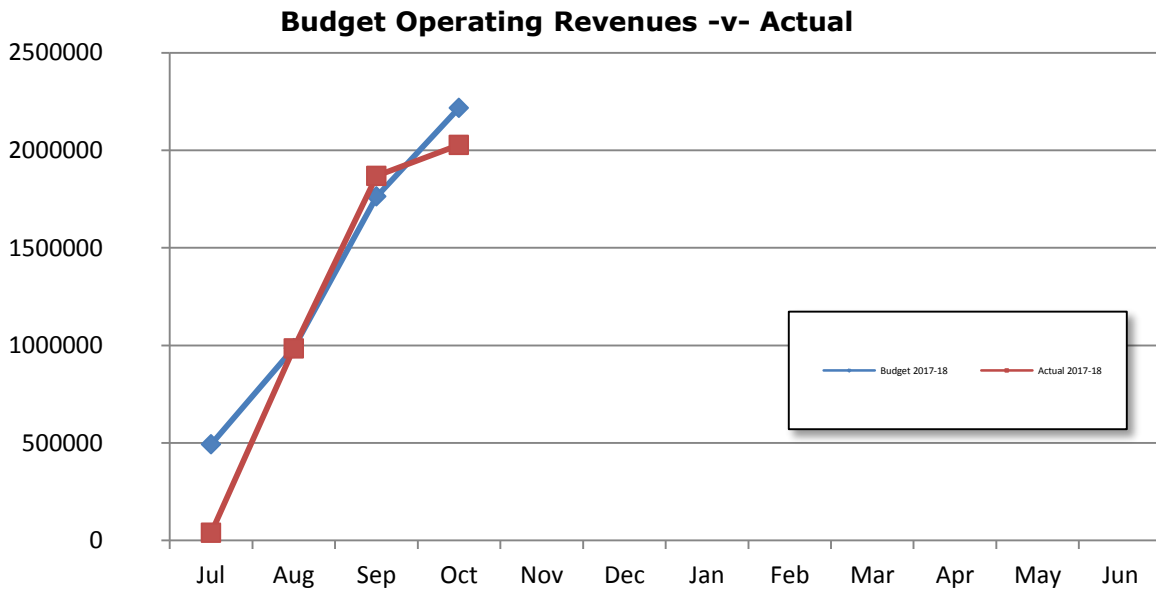
Within variance threshold of \$10,000 or 10%

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

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



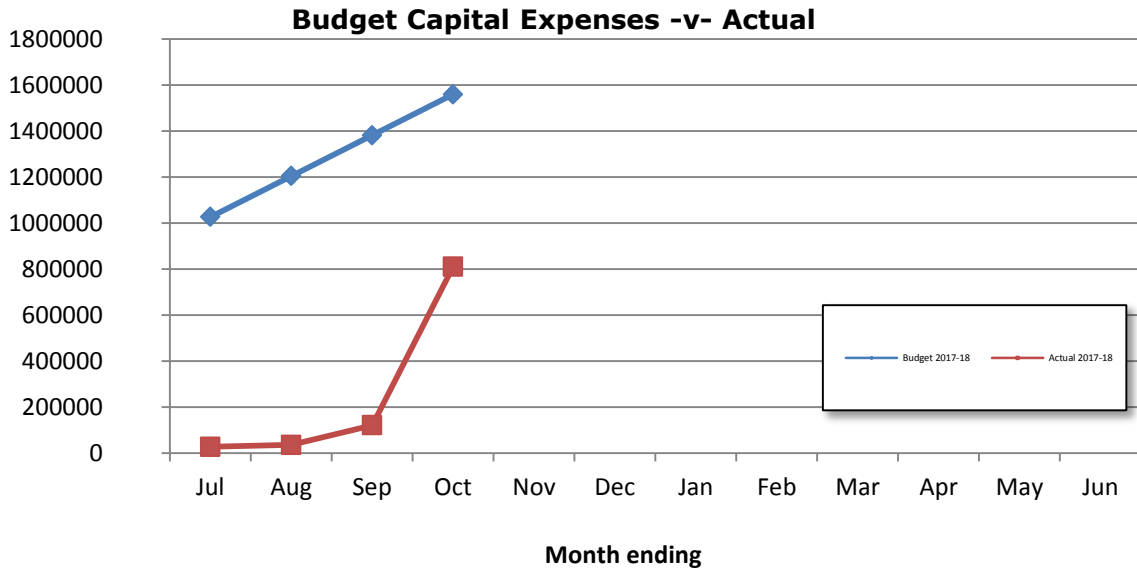
**Comments/Notes - Operating Expenses**



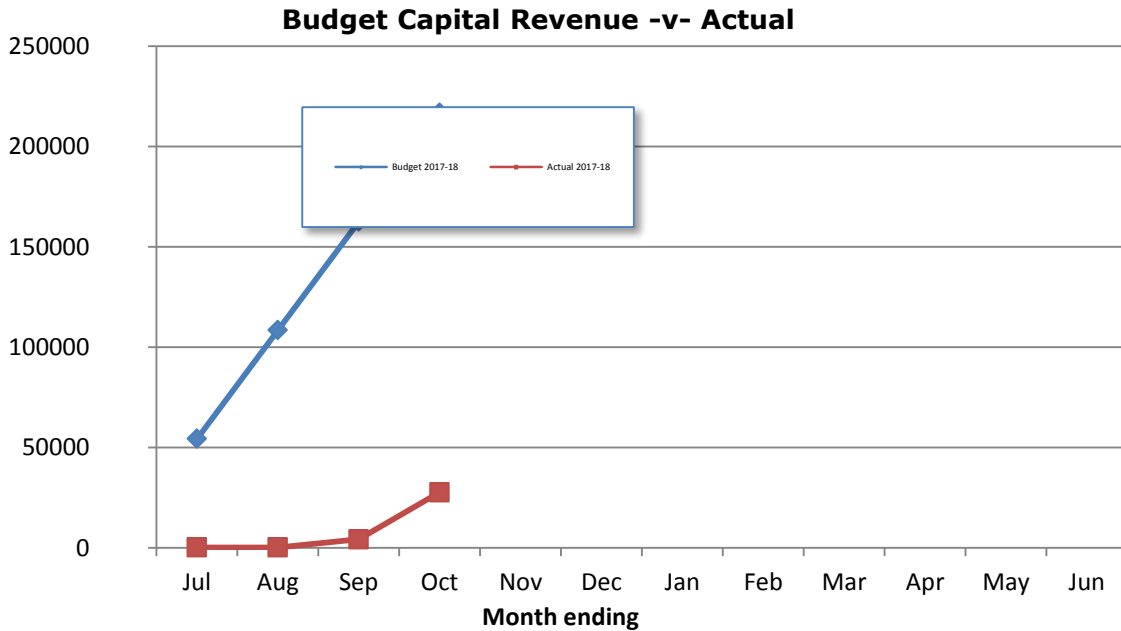
**Comments/Notes - Operating Revenues**

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

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



**Comments/Notes - Capital Expenses**

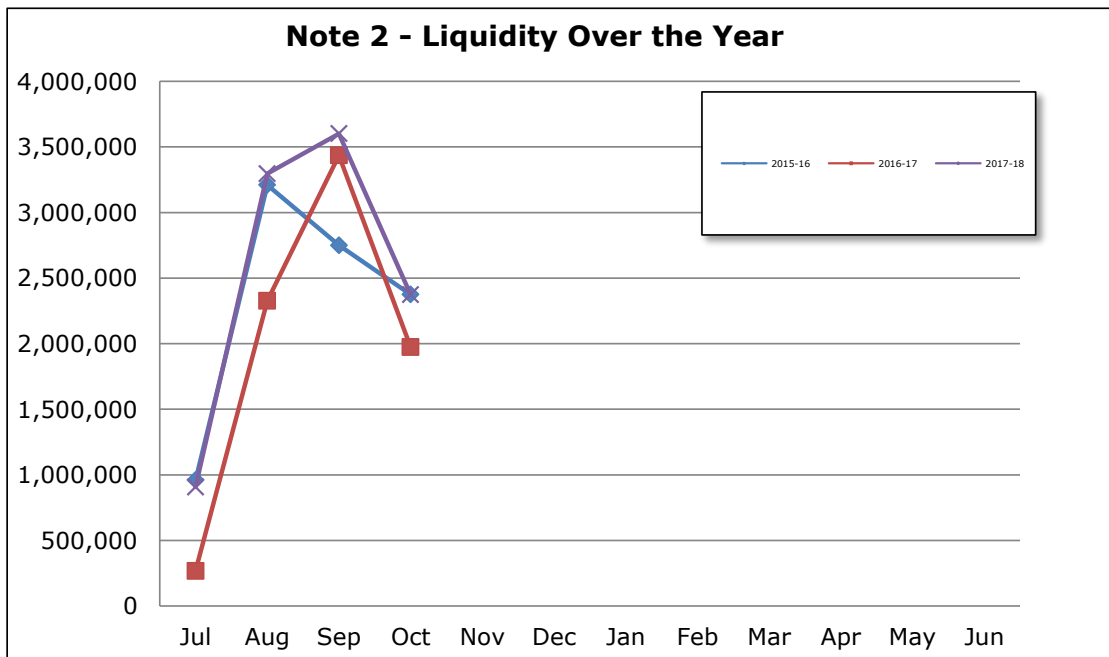


**Comments/Notes - Capital Revenues**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 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
	\$	\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2,127,697	1,583,827	2,157,387	1,624,466
Cash Restricted	4,045,830	3,244,209	2,559,953	3,504,765
Receivables	3,829,401	3,526,029	1,351,965	3,731,222
Prepayments & Accruals	0	0	0	0
Inventories	7,473	15,058	15,093	15,421
	<b>10,010,401</b>	<b>8,369,123</b>	<b>6,084,398</b>	<b>8,875,874</b>
<b>Less: Current Liabilities</b>				
Payables and Provisions	<b>(3,592,275)</b>	<b>(3,152,081)</b>	<b>(1,149,074)</b>	<b>(4,148,903)</b>
	<b>(3,592,275)</b>	<b>(3,152,081)</b>	<b>(1,149,074)</b>	<b>(4,148,903)</b>
Less: Cash Restricted	<b>(4,045,830)</b>	<b>(3,244,209)</b>	<b>(2,559,953)</b>	<b>(3,504,765)</b>
<b>Net Current Funding Position</b>	<b>2,372,296</b>	<b>1,972,833</b>	<b>2,375,371</b>	<b>1,222,206</b>



**Comments - Net Current Funding Position**



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

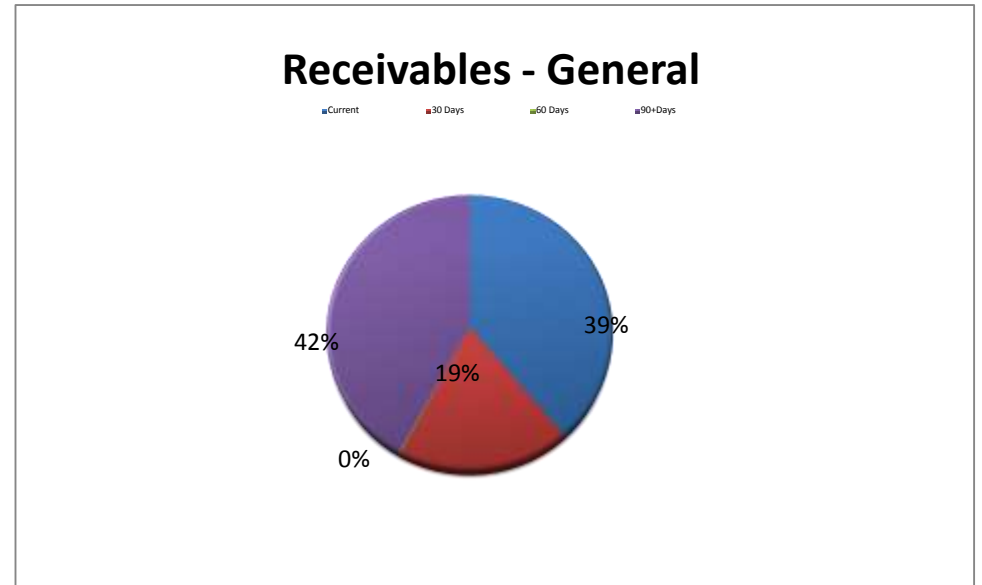
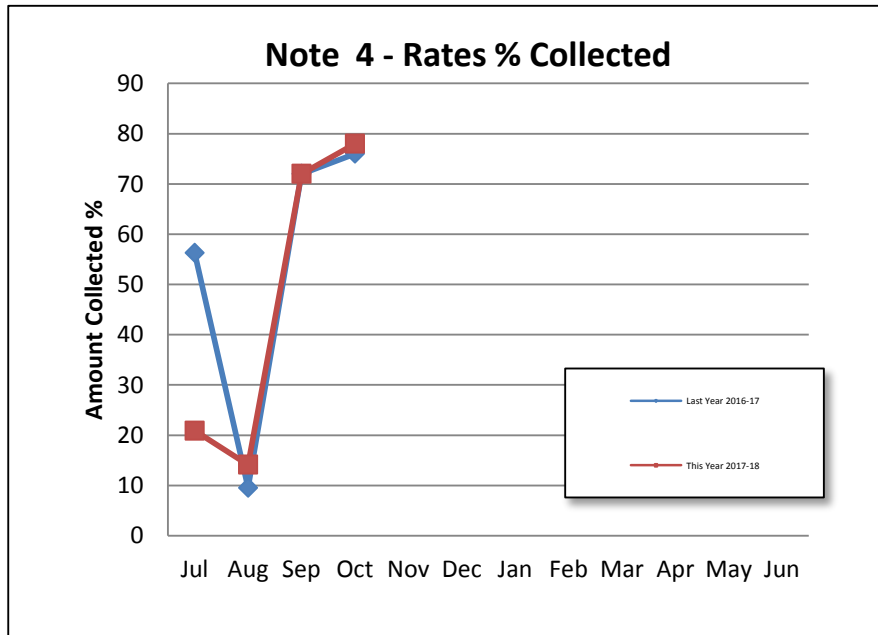
**Note 4: RECEIVABLES**

**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	2,403,183	2,240,145
Less Collections to date	(1,898,798)	(1,714,613)
Equals Current Outstanding	<b>534,545</b>	<b>537,871</b>
<b>Net Rates Collectable</b>	534,545	537,871
% Collected	78.03%	76.12%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	9,706	4,740	36	10,519
<b>Total Outstanding</b>				<b>25,002</b>

**Amounts shown above include GST (where applicable)**



**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 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 (-)	Amended Budget Aug OCM	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
							Transfers Out (-)			
	\$	\$	\$	\$	\$	\$		\$	\$	\$
Aldersyde Hall Reserve (Not Shire Vested Property)	25,657	586	149	0	0	0	0	0	26,243	25,806
Bridge Construction Reserve	0	0	0	0	0	0	0	0	0	0
Brookton Heritage/Museum Reserve	37,773	862	219	3,200	3,200	0	0	0	41,835	41,192
Caravan Park Reserve	122,382	2,794	710	3,200	3,200	0	0	0	128,376	126,292
Cemetery Reserve	21,471	490	125	650	650	0	0	0	22,611	22,246
Community Bus Reserve	63,696	1,454	370	6,900	6,900	0	0	0	72,050	70,965
Drainage Reserve	0	0	0	0	0	0	0	0	0	0
Furniture and Equipment Reserve	64,855	1,480	376	12,000	12,000	0	0	0	78,336	77,232
Health & Aged Care Reserve	777,172	17,740	4,509	65,000	65,000	(180,000)	0	(23,346)	679,912	823,335
Housing Reserve	764,764	17,457	4,437	240,000	0	(450,000)	0	0	572,221	769,201
Kweda Hall Reserve	25,657	586	149	3,200	3,200	0	0	0	29,443	29,006
Land Development Reserve	129,369	2,953	751	4,000	4,000	0	0	0	136,322	134,120
Madison Square Units Reserve	17,689	404	103	600	600	0	0	0	18,693	18,392
Municipal Buildings & Facilities Reserve	201,167	4,592	1,167	36,500	36,500	0	(6,300)	0	235,959	238,834
Plant and Vehicle Reserve	540,015	12,326	3,133	110,000	110,000	0	0	0	662,341	653,148
Railway Station Reserve	25,657	586	149	3,200	3,200	0	0	0	29,443	29,006
Rehabilitation & Refuse Reserve	46,448	1,060	269	6,000	6,000	0	0	0	53,508	52,718
Road and Bridge Infrastructure Reserve	292,547	6,678	1,697	18,900	18,900	0	0	0	318,125	313,144
Saddleback Building Reserve	50,113	1,144	291	1,500	1,500	0	0	0	52,757	51,904
Saddleback Vehicle & Equipment Reserve	0	0	0	0	0	0	0	0	0	0
Sewerage & Drainage Infrastructure Reserve	194,032	4,429	1,126	65,000	0	(15,000)	0	0	248,461	195,157
Sport & Recreation Reserve	10,391	237	60	1,000	1,000	0	0	0	11,629	11,452
Staff Vehicle Reserve	0	0	0	0	0	0	0	0	0	0
Townscape and Footpath Reserve	49,063	1,120	285	1,500	1,500	0	0	0	51,683	50,847
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0	0
Developer Contribution - Roads	4,542	104	26	0	0	0	0	0	4,646	4,569
Water Harvesting Reserve	40,302	920	234	1,000	1,000	(5,000)	0	0	37,222	41,536
Brookton Aquatic Reserve	0	0	0	65,729	65,729	0	0	0	65,729	65,729
Cash Contingency Reserve	0	0	0	200,000	200,000	0	0	0	200,000	200,000
	<b>3,504,765</b>	<b>80,000</b>	<b>20,332</b>	<b>849,079</b>	<b>544,079</b>	<b>(650,000)</b>	<b>(6,300)</b>	<b>(23,346)</b>	<b>3,777,544</b>	<b>4,045,830</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 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
0	0	0	16x Land & Building written out to Inventory List	0		0	0
0	0	0	F & F Asset # 7026 written out to Inventory List	27,331		0	(27,331)
0	0	0	Toilet Block Aldersyde Hall as per Council Reso	23,846		0	(23,846)
0	0	0	Water Tank Aldersyde Hall as per Council Reso	2,578		0	(2,578)
0	0	0	Aldersyde Hall	227,225		0	(227,225)
<b>61,795</b>	<b>48,978</b>	<b>(12,817)</b>	<b>Totals</b>	<b>280,980</b>		<b>100</b>	<b>(280,880)</b>

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Amended Budget	Actual	Variance
	\$		\$	\$
<b>Property, Plant &amp; Equipment</b>				
Land and Buildings	709,000	715,300	46,874	668,426
Plant & Equipment	97,000	97,000	0	97,000
Furniture & Equipment	99,500	99,500	0	99,500
<b>Infrastructure</b>				
Roadworks & Bridge Works & Footpaths	1,028,414	1,028,414	139,212	889,202
Parks & Gardens	0	0	0	0
Sewerage & Drainage	65,000	65,000	2,706	62,294
<b>Totals</b>	<b>1,998,914</b>	<b>2,005,214</b>	<b>188,792</b>	<b>1,816,422</b>

Comments - Capital Acquisitions

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 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 \$
<b>Self Supporting Loans</b>												
*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	-	9,129	18,576	266,460	257,013	7,130	20,699
<b>Governance</b>												
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
<b>Education &amp; Welfare</b>												
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
<b>Housing</b>												
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
<b>Community Amenities</b>												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	61,801	-	2,684	5,443	59,117	56,358	298	3,817
<b>Transport</b>												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	145,673	-	6,326	12,830	139,347	132,843	702	8,996
<b>Recreation and Culture</b>												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	685,315	-	22,702	46,193	662,613	639,122	17,732	51,468
					1,607,790	-	57,317	130,130	1,550,473	1,477,660	27,112	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 October 2017**

**Note 8: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
Municipal Cash at Bank - Operating Account	0.00%	165,493				165,493	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.70%	1,962,204				1,962,204	Bendigo	
Trust Cash at Bank	0.00%			36,337		36,337	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	2.25%		4,045,830			4,045,830	Bendigo	02/01/2018
Les McMullen Trust	2.40%			7,224		7,224	Bendigo	26/06/2018
(c) <b>Investments</b>								
Bendigo Bank Shares					5,000	5,000		
<b>Total</b>		<b>2,127,697</b>	<b>4,045,830</b>	<b>43,561</b>	<b>5,000</b>	<b>6,222,088</b>		

**Comments/Notes - Investments**

**Investment Management Strategy for Kalkarni Bonds**

The total bond/RAD amounts (\$3,223,228.32) as at 30/09/17 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 October 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 October 2017
	\$	\$	\$	\$
Housing Bonds	0	0	0	0
Other Bonds	13,058	4,860	(3,938)	13,980
Rates Incentive Prize	200	0	(200)	0
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
	<b>38,615</b>	<b>4,860</b>	<b>(7,138)</b>	<b>36,337</b>

**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 October 2017**

**Note 11: Kalkarni Aged Care Facility**

	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
Note						
<b>Operating Revenue</b>	\$	\$	\$	\$	%	
Fees & Charges	745,060	248,353	248,352	(1)	(0.00%)	
Grants & Subsidies	3,009,349	1,003,116	927,941	(75,176)	(7.49%)	
<b>Total Revenue</b>	<b>3,754,409</b>	<b>1,251,470</b>	<b>1,176,293</b>	<b>(75,177)</b>	<b>(6.01%)</b>	
<b>Operating Expenses</b>						
Building Maintenance	0	0	0	0	0.00%	
Interest Expenses	(5,452)	(1,817)	(426)	1,392	(76.58%)	
Insurance Expenses	(14,500)	(14,500)	(14,454)	46	(0.32%)	
Building Maintenance	(24,830)	(8,277)	(3,238)	5,039	(60.88%)	
Loss on Sale of Asset	0	0	0	0	0.00%	
Depreciation	(159,868)	(53,289)	(32,215)	21,074	(39.55%)	▼
ABC Administration Expenses	(28,499)	(9,500)	(8,150)	1,350	(14.21%)	
Contract Expenses	(3,447,383)	(1,149,128)	(1,138,206)	10,922	(0.95%)	
<b>Total Expenses</b>	<b>(3,680,532)</b>	<b>(1,236,511)</b>	<b>(1,196,687)</b>	<b>39,823</b>	<b>3.22%</b>	
<b>Operating Surplus (Deficit)</b>	<b>73,877</b>	<b>14,959</b>	<b>(20,395)</b>	<b>(35,354)</b>	<b>236%</b>	▼
<b>Excluding Non Cash Adjustments</b>						
Add back Depreciation	159,868	53,289	32,215	(21,074)	(39.55%)	▼
Adjust (Profit)/Loss on Asset Disposal	0	0	0	0	0.00%	
<b>Net Operating Surplus (Deficit)</b>	<b>233,745</b>	<b>68,248</b>	<b>11,820</b>	<b>(56,428)</b>	<b>(82.68%)</b>	
<b>Capital Revenues</b>						
KBC Capital Income	304,098	101,366	101,368	2	0.00%	
Transfer from Reserves	450,000	0	0	0	0.00%	
<b>Total</b>	<b>754,098</b>	<b>101,366</b>	<b>101,368</b>	<b>2</b>	<b>0</b>	
<b>Capital Expenses</b>						
Land and Buildings	(259,000)	0	(37,846)	(37,846)	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)	(3,888)	(3,834)	54	0.00%	
Transfer to Reserves	(257,457)	0	(4,437)	(4,437)		
<b>Total</b>	<b>(623,732)</b>	<b>(3,888)</b>	<b>(46,117)</b>	<b>(42,229)</b>		
<b>Net Capital</b>	<b>130,366</b>	<b>97,478</b>	<b>55,251</b>	<b>(42,227)</b>	<b>(43.32%)</b>	
<b>Closing Funding Surplus(Deficit)</b>	<b>364,110</b>	<b>165,726</b>	<b>67,071</b>	<b>(98,655)</b>		



**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**WB Eva Pavilion by Nature and Type**  
**For the Period Ended 31 October 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 \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Hire Fees - WB Eva Pavilion	3,180	3,180	353	(2,827)
Sporting Club Fees	4,770	4,770	675	(4,095)
Gymnasium Income	11,060	11,060	3,510	(7,550)
	<b>19,010</b>	<b>19,010</b>	<b>4,537</b>	<b>(14,473)</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(12,550)	(4,183)	(4,107)	76
Materials and Contracts	(8,445)	(2,815)	(14,910)	(12,095)
Utilities	(4,210)	(1,403)	(572)	832
Interest Expenses	(51,468)	(17,156)	(17,732)	(576)
Insurance	(4,785)	(1,595)	(3,742)	(2,147)
General Operating Expenses	(12,820)	(4,273)	(3,851)	422
Gymnasium Operating	(11,980)	(3,988)	(982)	3,006
	<b>(94,278)</b>	<b>(31,426)</b>	<b>(44,913)</b>	<b>(13,487)</b>
	<b>(75,268)</b>	<b>(12,416)</b>	<b>(40,376)</b>	<b>(27,960)</b>
<b>NET RESULT</b>	<b>(75,268)</b>	<b>(12,416)</b>	<b>(40,376)</b>	<b>(27,960)</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Sewerage Programm by Nature and Type**  
**For the Period Ended 31 October 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 \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Sewerage Connection Fees and Charges	1,590	1,590	-	(1,590)
Annual Sewerage Rates	160,990	160,990	162,804	1,814
	<b>162,580</b>	<b>162,580</b>	<b>162,804</b>	<b>224</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(1,200)	(400)	(249)	151
Materials and Contracts	(60,630)	(20,210)	(7,584)	12,626
Utilities	(5,950)	(1,983)	(2,398)	(414)
Depreciation	(45,146)	(15,049)	(18,536)	(3,487)
Interest Expenses	(3,817)	(1,272)	(298)	974
Insurance	(245)	(245)	(243)	2
General Operating Expenses	(1,330)	(443)	(346)	97
Allocation of Administration Expense	(16,485)	(10,990)	(2,629)	8,361
	<b>(134,802)</b>	<b>(50,592)</b>	<b>(32,282)</b>	<b>18,310</b>
	<b>27,778</b>	<b>111,988</b>	<b>130,522</b>	<b>18,534</b>
Add Back Depreciation	45,146	15,049	18,536	3,487
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	-	-	-
<b>NET RESULT</b>	<b>22,924</b>	<b>127,036</b>	<b>149,058</b>	<b>22,022</b>

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

2016/17 - 47,680  
2017/18 - 100,000  
2018/19 - 100,000  
2019/20 - 100,000  
2020/21 - 100,000  
2021/22 - 100,000  
2022/23 - 100,000  
2023/24 - 100,000  
2024/25 - 100,000  
2025/26 - 150,000  
2026/27 - 400,000

**Total - 1,397,680 or approx. \$140k per annum**

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

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

Note	Adopted Annual Budget 2017/18	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
	\$		\$	\$	\$	%
<b>Note 14 (a): Brookton Caravan Park</b>						
<b>Operating Revenue</b>						
Caravan Park Fees	40,000	40,000	13,333	15,342	2,009	15.07%
<b>Total Revenue</b>	<b>40,000</b>	<b>40,000</b>	<b>13,333</b>	<b>15,342</b>	<b>2,009</b>	15.07%
<b>Operating Expenses</b>						
Brookton Caravan Park	(54,914)	(54,914)	(18,305)	(13,124)	5,181	0.00%
Caravan Park Depreciation	(766)	(766)	(255)	(352)	(96)	37.66%
Caravan Park Abc Administration Expenses	(14,808)	(14,808)	(4,936)	(4,235)	701	0.00%
<b>Total</b>	<b>(70,488)</b>	<b>(70,488)</b>	<b>(23,496)</b>	<b>(17,710)</b>	<b>5,786</b>	24.63%
<b>Operating Surplus (Deficit)</b>	<b>(30,488)</b>	<b>(30,488)</b>	<b>(10,163)</b>	<b>(2,367)</b>	<b>7,795</b>	<b>77%</b>
<b>Excluding Non Cash Adjustments</b>						
Add back Depreciation	766	766	255	352	96	37.66%
<b>Net Operating Surplus (Deficit)</b>	<b>(29,722)</b>	<b>(29,722)</b>	<b>(9,907)</b>	<b>(2,016)</b>	<b>7,891</b>	<b>(79.65%)</b>
<b>Note 14 (b): Brookton Aquatic Centre</b>						
<b>Operating Revenue</b>						
POOL Fees & Charges	10,500	10,500	3,500	535	(2,965)	0.00%
POOL GRANTS & SUBSIDIES	32,000	32,000	10,667	0	(10,667)	0.00%
<b>Total Revenue</b>	<b>42,500</b>	<b>42,500</b>	<b>14,167</b>	<b>535</b>	<b>(13,632)</b>	<b>0</b>
<b>Operating Expenses</b>						
POOL Employee Costs	(515)	(515)	(172)	0	172	(100.00%)
POOL General Operating Expenses	(88,013)	(88,013)	(29,338)	(2,037)	27,301	(93.06%)
POOL Building Maintenance	(45,760)	(45,760)	(15,253)	(23,061)	(7,808)	51.19%
POOL Depreciation	(22,646)	(22,646)	(7,549)	(3,992)	3,557	(47.12%)
POOL Abc Administration Expenses	(44,704)	(44,704)	(14,901)	(12,784)	2,118	(14.21%)
<b>Total</b>	<b>(201,638)</b>	<b>(201,638)</b>	<b>(67,213)</b>	<b>(41,874)</b>	<b>25,339</b>	37.70%
<b>Operating Surplus (Deficit)</b>	<b>(159,138)</b>	<b>(159,138)</b>	<b>(53,046)</b>	<b>(41,339)</b>	<b>11,707</b>	<b>0%</b>
<b>Excluding Non Cash Adjustments</b>						
Add back Depreciation	22,646	22,646	7,549	3,992	(3,557)	0.00%
<b>Net Operating Surplus (Deficit)</b>	<b>(136,492)</b>	<b>(136,492)</b>	<b>(45,497)</b>	<b>(37,347)</b>	<b>8,150</b>	<b>0%</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Road Program**  
**For the Period Ended 31 October 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	\$ 58,865	29%	\$	\$	\$	\$	\$ 79,057	\$	\$	\$	\$	125,941
Rural Road Maintenance	440,455	440,455	152,078	35%						325,234				115,221
Bridge Maintenance	65,670	65,670	26,897	41%										65,670
<b>R2R Work Schedule</b>														
Brookton - Kweda Road	180,019	180,019	6,865	4%			180,019							
<b>Other Construction</b>														
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
Montgomery Street	0	0	81									81		-81
<b>RRG Approved Projects</b>														
York - Williams Road	460,160	460,160	132,036	29%	460,160									0
Aldersyde-Pingelly Road	0	0	116										116	-116
Corberding Road	0	0	114										114	-114
	<b>1,739,537</b>	<b>1,739,537</b>	<b>377,052</b>	<b>22%</b>	<b>460,160</b>	<b>0</b>	<b>180,019</b>	<b>0</b>	<b>79,057</b>	<b>325,234</b>	<b>0</b>	<b>311</b>	<b>694,756</b>	

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

**Note 16**

Description	Adopted Annual Budget	Amended Budget Aug OCM	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
DCEO Vehicle	39,000	39,000		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	23,346	16%			30,000		30,000
Kalkarni Land Purchase	150,000	150,000	14,500	10%			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%	33,000			17,000	33,000
Parks & Garden 4 x 2	25,000	25,000		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	6,865	4%		180,019			180,019
York-Williams Road - Gravel Sheet & Prime Road North	460,160	460,160	132,036	29%		460,160			460,160
Corberding Road - Fix Road Failures	0	0	114	#DIV/0!	114				114
Aldersyde-Pingelly Road -	0	0	116		116				116
Brookton-Kweda Road - Shire Funded Construction	19,861	19,861	0	0%	19,861				19,861
Montgomery - Fix Road Failures	0	0	81	#DIV/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	2,706	5%	45,000		5,000		50,000
SOLAR PANELS - Admin Office	0	0	2,600	#DIV/0!	2,600				2,600
roof Repair - Brookton Police Musuem	0	6,300	6,428	102%			6,300		6,300
	<b>1,998,914</b>	<b>2,005,214</b>	<b>188,792</b>	<b>9%</b>	<b>711,637</b>	<b>640,179</b>	<b>656,300</b>	<b>49,000</b>	<b>2,008,116</b>

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

Note 17

Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget 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)	(927,941)	31%
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)	(16,919)	50%
Main Roads WA	Direct Grant	Operating	(79,057)	(79,057)	Recurrent	(79,057)	-	0%
			<b>(4,058,786)</b>	<b>(4,058,786)</b>		<b>(4,058,786)</b>	<b>(1,184,724)</b>	<b>29%</b>

**Budget Amendments**

			Original 17/18 Budget	Amended 17/18 Budget	Changes in Net Assets	Non-Cash Changes
<b>IE Code</b>						
E042600	225	LOAN PAYMENT 75 GEN	\$0.00	\$4,452.51	\$4,452.51	not included in the 17/18 adopted budget
E084600	225	LOAN PAYMENT PART 80 GEN	\$0.00	\$7,775.86	\$7,775.86	not included in the 17/18 adopted budget
E091600	225	LOAN PAYMENT PART 80 GEN	\$0.00	\$12,830.16	\$12,830.16	not included in the 17/18 adopted budget
E102600	225	LOAN PAYMENT PART 80 GEN	\$0.00	\$5,443.10	\$5,443.10	not included in the 17/18 adopted budget
E143600	225	LOAN PAYMENT PART 80 GEN	\$0.00	\$12,652.08	\$12,652.08	not included in the 17/18 adopted budget
0L01961		TRANSFER TO MUNI - CASH CONTINGENCY RESERVE GEN	\$0.00	(\$43,153.71)	(\$43,153.71)	Transfer from Contingency Reserve to offset unfavourable budget movement
					<u>\$0.00</u>	
<b>Budget Amendments for Insurance Claims and Unexpected Expenditure not included in the 2017/18 Adopted Budget</b>						
E111020	379	HALLS WB EVA PAVILLION GEN	\$6,900.00	\$17,701.16	\$10,801.16	\$4,801.16 Insurance Claim Reimbursement and unexpected expenditure of \$5,500.00 Sewerage Pump replacement, & \$500 Shade Sail Repair
E042510	500	PURCHASE LAND AND BUILDINGS GEN	\$0.00	\$2,600.00	\$2,600.00	Unexpected expense to move Solar Inverter box (OSH Requirement)
E042020	336	ADMIN GENERAL OPERATING EXPENSES GEN	\$15,000.00	\$13,374.00	(\$1,626.00)	Decrease budget to offset unexpected expenses not included in 2017/18 Budget
E116020	379	REC GENERAL OPERATING EXPENSES GEN	\$0.00	\$1,500.00	\$1,500.00	MUDRUN - Healthway sponsorship in and out for 2014/18
I116010	169	GENERAL INCOME GEN	\$0.00	(\$1,500.00)	(\$1,500.00)	MUDRUN – Healthway sponsorship in and out for 2014/18
I148020	161	UNCLAS REIMBURSEMENTS GEN	\$0.00	(\$6,724.19)	(\$4,801.16)	Insurance Claim Reimbursement
	160	UNCLAS REIMBURSEMENTS GEN			(\$1,924.00)	Income from Parental Leave Payments and Unclaimed monies
I031015	104	RATE - Interim/Back Rates GEN	\$0.00	(\$150.00)	(\$150.00)	
I084030	166	KALC Reimbursements Received GEN	\$0.00	(\$4,400.00)	(\$4,400.00)	Reimbursement from Kalkarni for Laurie's Gardening
I143499	210	POC Profit On Sale Of Asset GEN	\$0.00	(\$500.00)	(\$500.00)	Sale of Surplus Depot Items
					<u>\$0.00</u>	
<b>Budget Amendments for Self Supporting Loans Not included in Adopted 2017/18 Budget - Nil Cash impact on budget</b>						
E033600	225	SSL PAYMENTS 78 SENIOR CITIZENS HOMES GEN	\$0.00	\$13,658.69	\$13,658.69	not included in the 17/18 adopted budget
E033601	225	SSL PAYMENTS 79 MULTIFUNCTIONAL CENTRE GEN	\$0.00	\$8,370.81	\$8,370.81	not included in the 17/18 adopted budget
E033602	225	SSL PAYMENTS 82 BOWLS/GOLF CLUBS GEN	\$0.00	\$18,575.84	\$18,575.84	not included in the 17/18 adopted budget
I033610	226	FIN PRINCIPAL REPAYMENT - S/S LOAN 78 - BSCHI GEN	\$0.00	(\$13,658.69)	(\$13,658.69)	not included in the 17/18 adopted budget
I033611	226	FIN PRINCIPAL REPAYMENT - S/S LOAN 79 - MMM GEN	\$0.00	(\$8,370.81)	(\$8,370.81)	not included in the 17/18 adopted budget
I033612	226	FIN PRINCIPAL REPAYMENT - S/S LOAN 82 - BOWLS/GOLF GEN	\$0.00	(\$18,575.84)	(\$18,575.84)	not included in the 17/18 adopted budget
					<u>\$0.00</u>	
<b>Budget Amendments DSR Pool Grant</b>						
E086010	379	AGED CARE INITIATIVES GEN	\$10,000.00	\$0.00	(\$10,000.00)	Dept Sport & Rec REFUND OF UNEXPENDED CPRP GRANT MONIES - COMMUNITY POOL REVITALISATION PROGRAM 2015/16
E111010	379	HALLS WB EVA PAVILLION GEN	\$20,300.00	\$16,240.00	(\$4,060.00)	Dept Sport & Rec REFUND OF UNEXPENDED CPRP GRANT MONIES - COMMUNITY POOL REVITALISATION PROGRAM 2015/16
E112480	379	POOL Building Maintenance GEN	\$38,250.00	\$52,310.00	\$14,060.00	Unexpected Return of 15/16 under expended grants monies not included in the 2017/18 budget
E112480	379	POOL Building Maintenance GEN	\$52,310.00	\$20,310.00	(\$32,000.00)	offset against income item I112020.160 as grant has been withdrawn by State Govt
I112020	160	POOL GRANTS & SUBSIDIES GEN	(\$32,000.00)	\$0.00	\$32,000.00	Dept of Sport and Rec – Pool Grant not available 17/18
					<u>\$0.00</u>	
<b>Non-Cash - ABC Allocations - Budget Amendments</b>						
E091999	800	STAFFH Abc Administration Expenses	\$11,874.52	\$31,000.00		\$19,125.48 To correct inbalance in the ABC Allocation in adopted budget
E131999	800	RURAL Abc Administration Expenses	\$1,257.30	\$3,700.00		\$2,442.70 To correct inbalance in the ABC Allocation in adopted budget
E042999	800	ADMIN Less: Abc Expenses Allocated	(\$1,397,001.95)	(\$1,394,122.59)		\$2,879.36 To correct inbalance in the ABC Allocation in adopted budget
					<u>\$24,447.54</u>	

**13.11.17 GOVERNANCE****13.11.17.01 DRAFT POLICY 2.31 – EMPLOYEE LEAVE**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16/11/2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D’Arcy - CEO
<b>Authorising Officer:</b>	Ian D’Arcy - CEO
<b>Declaration of Interest:</b>	The author has an interest in this matter as an affected employee
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

This report relates to the preparation of a draft Council Policy addressing some elements of entitlement, allocation and use of personal, annual and other leave to ensure equity, clarity and consistency in the taking of leave by employees.

**Description of Proposal:**

As above.

**Background:**

A number of matters have emerged in relation to employee leave prompting the need for a Council Policy to be prepared.

Predominantly these matters involve the need for a consistent approach to:

- The wellbeing of Shire employees as a whole;
- The taking of personal leave in an accountable, transparent and genuine manner;
- The operational needs of the organisation, when approving accrued leave;
- The management of excessive amounts of annual leave accumulated by an employee and the financial liability placed on the organisation;
- Application of leave in a fair and equitable manner for all employees.

Accordingly, this draft Policy seeks to address these matters, and also present opportunity for employees to gain additional leave benefits, without significant burden to the Shire’s operational needs or finances. This includes the following opportunities:

- A partial pay-out of excess accumulated annual leave;
- The purchase of an additional week of annual leave, or exchange of leave loading entitlement for the same;
- The potential to take ‘leave without pay’, or at half pay, under specific circumstances such as a protracted illness and medical treatment;
- The recognition and taking of accrued time in lieu;
- The allocation of additional leave to those employees who currently do not receive this benefit.



A copy of draft Policy 2.31 – Employee Leave is provided at **Attachment 13.11.17.??** for the Council’s consideration.

**Consultation:**

Consultation has been entertained with most staff in relation to this matter.

**Statutory Environment:**

This Policy needs to be adopted in accordance with Section 2.7(2)(b) of the *Local Government Act 1995*, and read in consideration of the Local Government Industry Award 2010 and National Employment Standards. This policy cannot disadvantage any member of staff in accordance with the principle requirements of the *Fair Work Act 2009*.

**Relevant Plans and Policy:**

Nil.

**Financial Implications:**

While the intent is to provide clarity and afford additional benefit to the employee, there is some cost to the organisation with the ‘additional leave’ component of the Policy being applied more consistently to all employees. Presently the budget already factors in the financial cost for the two days to be taken during the usual Christmas/New Year closure.

**Risk Assessment:**

In the absence of this Policy there is an assessed risk in relation to lack of clarity and inconsistency with the taking of various types of leave.

**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**

Importantly, this Policy will go a long way in providing clarity and improving the overall management of employee leave allocations and the taking of such. Therefore, it is recommended the Council adopt this Policy as presented.

**OFFICER’S RECOMMENDATION**

***That Council pursuant to Section 2.7(2)(b) of the Local Government Act, 1995 adopt Policy 2.31 – Employee Leave as presented in Attachment 13.11.17.01 to this report.***

**Attachments**

***Attachment 13.11.17.01***

## 2.31 – Employee Leave

<b>Policy Owners:</b>	Chief Executive Officer		
<b>Policy Origin:</b>			
<b>Statutory Environment:</b>	Local Government Industry Award 2010 (as amended) National Employment Standards Fair Work Act 2009		
<b>Council Adoption:</b>	<b>Date:</b>		<b>Resolution #:</b>
<b>Last Amended:</b>	<b>Date:</b>		
<b>Review Date:</b>	November 2019		

### Objective:

The objective of this policy is to afford structure and clarity around the taking of personal leave, particularly sick leave, by individual employees to ensure that equity, accountability and consistency in approach and procedure is achieved, and afford some additional benefit to the taking of other forms of leave.

### Definitions:

- *Employee* means an employee of the Shire of Brookton currently that is on the payroll on a full-time and part-time basis.
- *Immediate Family Member* means an employee's spouse or de facto partner and their child, parent, grandparent, grandchild, sibling.
- *Personal leave* means sick leave, carer's leave, compassionate leave, but not annual leave or long service leave.
- *Annual Leave* means the amount of hours or days an employee of the organisation is permitted to be away from their employment position on full pay for the purpose taking a break or holiday.
- *Leave without Pay* means an approved temporary absence from the employee's position in a no-pay status as requested by the employee.

### Policy:

#### 1.0 Personal Leave

##### 1.1 The Shire acknowledges:

- Personal leave entitlements will be paid to an employee in accordance with the Local Government Award 2010 and the related procedure.
- An employee's anniversary of appointment is the basis point for accrual of personal leave.
- An employee can take personal/carer's leave if he/she or an immediate family member is sick, injured or has an unexpected emergency.

- 1.2 An employee seeking approval for personal (sick) leave is to submit a medical certificate, or statutory declaration or other supporting evidence of illness:
- a) For absences greater than 2 days; and
  - b) Where the staff member has exceeded 2 periods of sick leave (minimum 1 day) in any one year from the date of the staff member's anniversary of appointment.
- 1.3 An employee seeking approval for personal leave may also be required to submit a medical certificate, statutory declaration or other supporting evidence of illness:
- a) For a single day of leave on a Monday or Friday, immediately before or after a public holiday or rostered day off;
  - b) If the supervisor considers that the staff member is taking a series of single day's personal leave to a pattern, or on a regular or frequent basis.
- 1.4 An employee that does not accord with statement 1.2, or a request under statement 1.3, may be subject to review of conducted and potential disciplinary action in accordance with the applicable legislation.
- 1.5 An employee who has used all of their personal leave entitlements will be placed on leave without pay for up to 4 weeks, with the matter to be re-assessed by the CEO beyond this period.

## 2.0 Annual Leave

- 2.1 The Chief Executive Officer may exercise discretion and:
- a) Decline an employee's request to take annual leave where there is an immediate or projected operational need.
  - b) Direct an employee where an employee's entitled annual leave entitlement is assessed as a financial liability for the organisation to:
    - i. take annual leave; or
    - ii. prepare an 'annual leave clearance plan'; or
    - iii. consider a partial pay-out of the employee's annual leave (see statement 2.2 below).
- 2.2 An employee may request in writing a 'pay out' of annual leave entitlement where;
- a) The employee has completed 3 years of full time employment with the Shire.
  - b) The employee's annual leave entitlement exceeds 190 hours.
  - c) The 'pay out' amount does not exceed 50% of the employee's total annual leave entitlement (ie 4 weeks) and does not contravene the provisions of the Award.
  - d) The employee acknowledges through execution of a deed that the Shire is

not responsible for any taxation implications that may arise for the employee as a result of the 'pay out' of annual leave.

- e) The 'pay out' of annual leave by the Shire is to be:
  - i. formally applied for and approved by the employee's line Manager and endorsed by the CEO at least 1 month prior to the employees employment anniversary date;
  - ii. transacted upon a written agreement (deed of payment) being duly executed by both the employee and the Chief Executive Officer.

2.3 An employee may purchase through a written request an additional annual leave entitlement from the Shire under the following conditions:

- a) The purchase of additional annual leave by the employee is at the employee's 'standard' hourly rate up to a maximum of 5 working days per year (leave loading does not apply).
- b) The payment of additional annual leave by the employee:
  - i. must be completed prior to the leave being taken;
  - ii. may be deducted (subject to written consent) from the employee's fortnightly pay over a period of no greater than 12 months, and for a period as agreed with the CEO.
- c) The taking of additional annual leave:
  - i. is to be formally applied for and approved by the Chief Executive Officer at least 1 month prior to the leave being taken; and
  - ii. must be taken within a 12 month period.

2.4 An employee may request an increase in their annual leave allocation by an additional one week (pro-rata) based on a full waiver of their current 17.5% leave loading entitlement, subject to the following conditions:

- a) The request must be presented to the CEO through a written application;
- b) A deed of acceptance must be executed between the employee and CEO acknowledging the agreed amendment will constitute a change in employment conditions that is binding on both parties.

### 3.0 Leave Without Pay or Accrued Leave at ½ Pay

3.1 An employee may request to take 'leave without pay' or 'entitled leave' at ½ pay (typically this would apply to an extended illness period or the like), subject to:

- a) The employee having completed 3 years of full time employment with the organisation.
- b) The request for un-paid or at ½ pay leave not exceeding 6 months.
- c) In the case of an application for leave without pay, the employee's applicable leave entitlements (accrued annual leave and entitled long service leave) having been exhausted prior.

- d) The department or section of the organisation is not likely to be compromised in its performance (ie can back fill the position) during the period upon which the leave period is requested.
- e) The employee providing a written assurance that a minimum 2 month notice period will be given should the employee decide not to return from leave.

#### 4.0 Time in Lieu/Rostered Days Off/Flexi Time

- 4.1 All full time depot based employees are entitled to one rostered day off every two weeks structured on working 76 hours each pay period, with the nominated day determined by the Chief Executive Officer.
- 4.2 All full time administration office employees, other than Chief Executive Officer and Deputy Chief Executive Officer, are entitled to one rostered day off every four weeks structured on working 80 hours each pay period.

Accrual of time in lieu hours must not exceed 30.4 hours (ie 4 days) in total, unless prior written approval has been obtained from the CEO.

- 4.3 An employee may be able to vary their standard starting and finishing times at the discretion of their direct line manager and depending on their responsibilities and duties so long as the employee commences and finishes between the hours of 6.00 am to 6.00 pm.

#### 5.0 Additional Leave

- 5.1 All employees are granted 2 additional Local Government Recreation (LGR) leave days per annum on a pro-rata basis that must be taken during the Council approved Shire closure period between Christmas and New Year each year.

*Note: This Policy does not override the Local Government Industrial Award 2010, National Employment Standards, Fair Work Act 2009 or individual employment letters or contracts. Where this is a conflict between this policy and the various Awards and relevant employment legislation, the Award and relevant legislation shall apply.*

## 13.11.17.02 ANNUAL REVIEW – SHIRE OF BROOKTON CODE OF CONDUCT

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16/11/2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D’Arcy - CEO
<b>Authorising Officer:</b>	Ian D’Arcy - CEO
<b>Declaration of Interest:</b>	The author has an interest in this matter as an affected employee
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

### **Summary of Item:**

This report relates to a review of Shire of Brookton Code of Conduct as required by legislation.

### **Description of Proposal:**

As above.

### **Background:**

It is a requirement of the *Local Government Act, 1995* that each local government review its Code of Conduct within the twelve (12) month period post each ordinary election.

The Shire of Brookton Code of Conduct was last reviewed in 2015.

### **Consultation:**

Consultation has not been entertained in relation to this matter.

### **Statutory Environment:**

As mentioned the Code of Conduct needs to be re-affirmed in accordance with Section 5.103(2) of the Local Government Act (1995), and Regulation 34B and 34C of the Local Government (Administration) Regulations (1996).

Additionally, Councillors and staff are bound by the Local Government (Rules of Conduct) Regulations, 2007.

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

Council’s Social Media Policy 1.14 has relevance to proposed amendments to the Shire of Brookton Code of Conduct.

### **Financial Implications:**

Nil.

### **Risk Assessment:**

Should this review not be completed, it will be deemed Council has not honour its obligations under the *Local Government Act, 1995* to ensure Code of Conduct is contemporary and relevant to delivering good governance.

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

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

*Shire of Brookton, Agenda Ordinary Meeting of Council, 16 November 2017.*

*Outcome 5.3: Effective and efficient corporate and administrative services.*

### **Comment**

A copy of the revised Code of Conduct is provided at **Attachment 13.11.17.02** to this report.

Council will note changes are recommended, as highlighted in red text. These changes predominantly focus on:

- a) the inclusion of contractors (ie Building/Environmental Health and Rangers) being required to abide by the Code of Conduct when representing the Shire;
- b) reinforcement of Councillors need to support the Council decision/position irrespective of personal views;
- c) the conduct of Shire Representatives in relation to use of social media.

Additionally, given the Local Government elections the following extract from the legislation is provided to remind Councillors of the expectations under the *Local Government Act 1995*:

#### *General principles to guide the behaviour of council members*

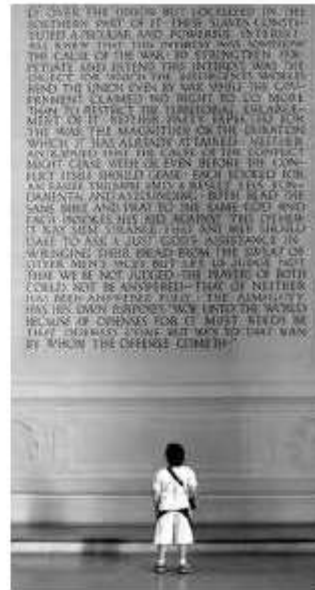
- (1) *General principles to guide the behaviour of Council Members include that a person in his or her capacity as a Council Member should —*
  - (a) *act with reasonable care and diligence; and*
  - (b) *act with honesty and integrity; and*
  - (c) *act lawfully; and*
  - (d) *avoid damage to the reputation of the local government; and*
  - (e) *be open and accountable to the public; and*
  - (f) *base decisions on relevant and factually correct information; and*
  - (g) *treat others with respect and fairness; and*
  - (h) *not be impaired by mind affecting substances.*
- (2) *The general principles referred to in subregulation (1) are for guidance of Council Members but it is not a rule of conduct that the principles be observed.*

#### **OFFICER'S RECOMMENDATION**

***That Council pursuant to Section 5.103 of the Local Government Act 1995, endorse the Shire of Brookton Code of Conduct for Elected Members, Committee Members, Staff and Contractors, as presented in Attachment 13.11.17.02.***

#### **Attachments**

***Attachment 13.11.17.02***



# Shire of Brookton Code of Conduct

Reviewed: *November 2017*



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## CODE OF CONDUCT FOR ELECTED MEMBERS STAFF AND CONTRACTORS

### PREAMBLE

The Model Code of Conduct provides Council Members, Committee Members and staff in Local Government **together with Contractors working for the Local Government** with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Model Code is complementary to the principles adopted in the Local Government Act and regulations which incorporate four fundamental aims to result in:-

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Council Members, Committee Members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

### STATUTORY ENVIRONMENT

This Model Code of Conduct observes statutory requirements of the *Local Government Act 1995* (S 5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

### RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

#### 1. ROLES

##### 1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the Local Government Act 1995 follows:

*"A Councillor—*

- (a) represents the interests of electors, ratepayers and residents of the district;*

- (b) provides leadership and guidance to the community in the district;*
- (c) facilitates communication between the community and the council;*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a Councillor by this Act or any other written law."*

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members' activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through integration of environmental protection, social advancement and economic prosperity.

## **1.2 Role of Staff**

The role of staff is determined by the functions of the CEO as set out in S 5.41 of the Local Government Act 1995: -

*"The CEO's functions are to —*

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law, and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO."*

### 1.3 Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

*"(1) The council —*

- (a) directs and controls the local government's affairs; and*
- (b) is responsible for the performance of the local government's functions.*
- (2) without limiting subsection (1), the council is to —*
  - (a) oversee the allocation of the local government's finances and resources; and*
  - (b) determine the local government's policies."*

### 1.4 Relationships between Council Members, Staff and Contractors

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff **and contractors**. That teamwork will only occur if Council Members, staff **and contractors** have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff **and contractors** to carry out particular functions;
- refrain from publicly criticising staff **and contractors** in a way that casts aspersions on their professional competence and credibility

## 2. CONFLICT AND DISCLOSURE OF INTEREST

### 2.1 Conflict of Interest

- (a) Council Members, Committee Members, staff **and contractors** will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract **or other business** with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Council Members, Committee Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).

- (d) Council Members, Committee Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti- discriminatory legislation.
- (f) A person contracting to the Local Government shall make a disclosure in regard to dealings with other bodies, entities, companies or persons also involved in dealings with the local Government where there is a real or perceived conflict of interest.

## 2.2 Financial Interest

Council Members, Committee Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

## 2.3 Disclosure of Interest

*Definition :*

*In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 –*

*“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- (a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest -
  - (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the meeting immediately before the matter is discussed.
- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter-
  - (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the time the advice is given.
- (c) A requirement described under items (a) and (b) excludes an interest referred to in S 5.60 of the Local Government Act 1995.



- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -
  - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
  - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then -
  - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (g) If -
  - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
  - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
  - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

### 3. PERSONAL BENEFIT

#### 3.1 Use of Confidential Information

Council Members, Committee Members, staff **and contractors** will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

#### 3.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation, unless otherwise agreed by separate contract.

#### 3.3 Improper or Undue Influence

Council Members, staff **and contractors** will not take advantage of their position to improperly influence other Council Members or staff in the performance of their duties

or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

### 3.4 Gifts

*Definitions:*

*In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -*

*"activity involving a local government discretion" means an activity -*

- (a) that cannot be undertaken without an authorisation from the local government;*
- or*
- (b) by way of a commercial dealing with the local government;*

*"gift" has the meaning given to that term in S 5.82(4) except that it does not include -*

- (a) a gift from a relative as defined in S 5.74(1); or*
- (b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

*"notifiable gift", in relation to a person who is an employee, means -*

- (a) a gift worth between \$50 and \$300; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

*"prohibited gift", in relation to a person who is an employee, means -*

- (a) a gift worth \$300 or more; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

- (a) A person who is an employee is to refrain from accepting a prohibited gift from a person who:
  - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an employee and who accepts a notifiable gift from a person who:
  - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion, must notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include:

- (i) the name of the person who gave the gift; and
- (ii) the date on which the gift was accepted; and
- (iii) a description, and the estimated value, of the gift; and
- (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
- (v) if the gift is a notifiable gift under paragraph (b) of the definition of "notifiable gift" (whether or not it is also a notifiable gift under paragraph (a) of that definition):
  - (1) a description; and
  - (2) the estimated value; and
  - (3) the date of acceptance,

of each other gift accepted within the 6 month period.

- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

#### **4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF**

##### **4.1 Personal Behaviour**

- (a) Council Members, Committee Members, staff **and contractors** will:
  - (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
  - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
  - (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
  - (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
  - (v) always act in accordance with their obligation of fidelity to the Local Government.



- (b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

#### 4.2 Honesty and Integrity

Council Members, Committee Members, staff and contractors will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee or contractor to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

#### 4.3 Performance of Duties

- (a) While on duty, staff and contractors will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

#### 4.4 Compliance with Lawful Orders

- (a) Council Members, Committee Members, staff and contractors will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Council Members, Committee Members, staff and contractors will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

#### 4.5 Administrative and Management Practices

Council Members, Committee Members, staff and contractors will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

#### 4.6 Corporate Obligations

- (a) Standard of Dress

Council Members, Committee Members, staff and contractors are expected to comply with neat and responsible dress standards at all times. Accordingly:

- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
- (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff and contractors.

(b) Communication and Public Relations

- (i) It is the role of the President to communicate with the media for and on behalf of the Council, in accordance with 2.8(d) of the Act. The CEO may communicate with the media when delegated to do so in accordance with 5.41(f) of the Act. Councillors are entitled to express their own view provided they clearly make it known that they are not speaking for, or on behalf of, the Council. Whilst expressing their personal views, Councillors must not reflect on any Council decisions, including the decision making process of other Councillors or Staff.

Staff and contractors, are not permitted to communicate with, or present information to the media, unless authorised to do so under the provisions of this code or the Act.

- (ii) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional at all times.
- (iii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members ~~should~~ need to acknowledge that:
  - as a member of the Council there is respect for the decision making processes of the Council, which is based on a decision of the majority of the Council;
  - information of a confidential nature ~~ought~~ must not be communicated until it is no longer treated as confidential;
  - information relating to decisions of the Council on approvals and permits ~~and so on ought~~ are only be communicated in an official capacity by a designated officer of the Council;
  - information concerning adopted policies, procedures and decisions of the Council ~~is~~ are to be conveyed accurately.
- (iv) Committee Members must accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

(c) Use of Social Media

- (i) Use of the Shire's Social Media shall be limited to:
- An authorised Shire Representative (Councillor, staff member, contractor) as determined by the Chief Executive Officer in writing.
  - The dissemination of information only, unless otherwise approved by the Shire President or the Chief Executive Officer.
  - Information from the Shire of Camarvon or from another agency or organization where the information relates to the response and recovery processes applicable to a natural event or an emergency.
- (ii) An authorised Shire Representative may only disclose publicly available information (excludes confidential, proprietary, private or legal matters) on Social Media, and must not cite, post or reference material from a third party, although applicable to the Shire, without approval from that third party and their Executive Manager.
- (iii) A Shire Representative must not publicly disclose any internal information via social media that may adversely affect the Shire's customer relations or public/corporate image.
- (iv) A Shire Representative when using Social Media shall at all times be accurate and factual, respectful and courteous, and mindful of:
- Their obligation of fidelity to the Shire;
  - The Council's Social Media Policy 1.14;
  - Possible implications under other legislation and common law (ie not illegal, libelous, discriminatory, defamatory, abusive or obscene); and
  - Not bringing Council's integrity into disrepute or harm the operations or reputation of the organisation.
- (v) Council Members, Committee Members, staff and contractors in using Social Media in their own personal time must not refer to or comment on local government business, activities or other Shire Representatives without first having obtained authorisation from the Shire President or Chief Executive Officer.

#### 4.7 Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. ~~It is important that~~ **Importantly**, Council Members **need to**:

- (a) clearly understand the basis of their appointment; and
- (b) provide regular reports on the activities of the organisation.

## 5. DEALING WITH COUNCIL PROPERTY

### 5.1 Use of Local Government Resources

Council Members, staff **and contractors** will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

### 5.2 Travelling and Sustenance Expenses

Council Members, Committee Members and staff **will may** only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provisions of the Local Government Act.

### 5.3 Access to Information

- (a) Staff **will must** ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members **will must** ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

### 5.4 Council's Own Activities

**Councillors and Staff must ensure that Council impartially and properly assesses its own applications (ie planning, building and subdivision) consistent with the scope and standard of the normal assessment applied to private proposals or applications.**



### 13.11.17.03 BROOKTON COMMUNITY CHRISTMAS PARTY AND ROAD CLOSURE

<b>File No:</b>	ADM 0316
<b>Date of Meeting:</b>	16/11/2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D'Arcy - CEO
<b>Authorising Officer:</b>	Ian D'Arcy - CEO
<b>Declaration of Interest:</b>	The author has an interest in this matter as an affected employee
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

#### Summary of Item:

The Brookton Community Christmas Party is proposed to be held by the Shire with community involvement on Friday 22 December 2017 commencing at 3:30pm until approximately 7:30pm. As Council is custodian of the Robinson Road Reserve, and holds a lease over the Old Railways Station (portion of Lot 143), there is a need for Council to approve the event and also undertake to close a section of Robinson Road to vehicular traffic for the duration of the event.

In this regard the aerial photo in **Figure 1** depicts the event area, including road closure.



**Figure 1** – Aerial Photo of Brookton Town Centre

#### Description of Proposal:

As above.

**Background:**

The Council has for some years conducted a Christmas Party for the local community in the main street of Brookton that has involved the closure of portion of Robinson Road from Gill Rural Centre to the Brookton IGA. The closure allowed for the safe conduct of festivities, children's entertainment and Santa's arrival for the benefit of the children.

The event has received broad support from the community in past years, with the program of activities to be relatively consist this year.

**Consultation:**

Consultation has occurred involving an informal working group under the auspice of Council consisting of Shire representatives, business owners and the Community Resource Centre co-ordinator. This group has been co-ordinating the Community Christmas Party through a collaborative approach and has met on a number of occasions.

**Statutory Environment:**

Council may, pursuant to Section 3.50 of the *Local Government Act 1995*, 'Closing Thoroughfares', close any thoroughfare that it manages to the passage of vehicles, wholly or partially, for a period not exceeding 4 weeks.

Further, Council as custodian of the road reserve and adjoining Lot 143 may approve this event under Section 46(7) of the *Land Administration Act, 1997*.

**Relevant Plans and Policy:**

Nil.

**Financial Implications:**

Council has set aside a budget allocation of \$3,000 under COA E115040 for this event, with other contribution received from local businesses. Further, staff time is utilised for the organisation, set up and pack up of the event

**Risk Assessment:**

Measures are to be taken to minimise risk associated with this event. Primarily this involves closure of the road reserve, and requesting CBH train movements are rescheduled to avoid travelling through Brookton during the event. Should these steps not be taken the level of risk and exposure to Council is assessed as high.

Another matter that has been

**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.

1.4.1 Promote community and cultural events

**Comment**

As reflected above, the Brookton Community Christmas has become a prominent part of the annual events calendar for Brookton that has broad support from local business and community at large.

However, while this event has been well received in the past there is significant risk and exposure to

Council if the event is not well co-ordinated, particularly in relation to train movements occurring during event times. Therefore, it is imperative for the success of this event that matters, such as the road closure and reschedule of train movements, are adequately addressed to ensure the main street activities are conducted in a safe manner.

On all accounts these matters have been identified and are in the process of being done in time for the Christmas Party. Therefore, it is recommended Council grant its approval for the event to be conducted as proposed, subject to the key measures of a temporary road closure and confirmation of train movements being scheduled to avoid conflict with the event times.

As for the licencing and consumption of alcohol with the area of closed road and Old Railway Station, this is a matter that technically needs to be addressed by the Bedford Arms Hotel should they wish to extend their licence. In this context Council will need to be agreeable to the extension, but is not in a position to hold its own temporary licence as it is not intending to sell alcohol.

### **OFFICER'S RECOMMENDATION**

***That Council:***

- 1. Pursuant to Section 46(7) of the Land Administration Act, 1997 consent to the Brookton Community Christmas Party on Friday 22 December 2017 between the times of 3:30pm to 7:30pm, subject to:***
  - a) The portion of Robison Road between from Gill Rural Centre to the Brookton IGA being temporarily closed with preparation of an appropriate traffic management plan in accordance with to Section 3.50 of the Local Government Act, 1995;***
  - b) Written confirmation being received from CHB that train movements will not be conducted during the specified times for the Brookton Community Christmas Party.***
- 2. Support the Bedford Arms Hotel to temporary extend their liquor licence within the closed road area immediately adjacent to the hotel and Old Railway Station should an application be lodged with Racing Gaming and Liquor Western Australia.***

**14.11.17 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****15.11.17 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****16.11.17 CONFIDENTIAL REPORTS****RESOLUTION TO CLOSE MEETING**

*Council close the meeting to the public in accordance with Section 5.23 (2) (a) as this item relates to a matter that if disclosed would reveal information of a matter affecting an employee or employees.*

**16.11.17.01 PROPOSED ORGANISATIONAL STRUCTURE**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16/11/2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D'Arcy - CEO
<b>Authorising Officer:</b>	Ian D'Arcy - CEO
<b>Declaration of Interest:</b>	The author has an interest in this matter as an affected employee
<b>Voting Requirements:</b>	Officer Recommendation 1 - Absolute majority Officer Recommendation 2 – Simple majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

This report relates to a review of the Shire's Organisational Structure as part of the Shire of Brookton Workforce Plan, and the changing needs, increasing levels of governance and compliance, recent staff departures, and movement of some services to external contract delivery.

**17.11.17 NEXT MEETING & CLOSURE**

The next meeting will be held Thursday 14<sup>th</sup> December 2017.