



**Shire of Brookton**

## **ORDINARY COUNCIL MEETING**

### **MINUTES**

**Thursday 16 June 2016**

These minutes were confirmed by Council as a true and correct record of the Ordinary Council meeting held on 16 June 2015.

**Presiding Member:**.....**Date:**.....

#### **Disclaimer**

The purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25(e)) establish procedures for revocation or revision of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Brookton expressly disclaims liability for any loss or damage suffered by any person as a result or relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council Meeting.

**Shire of Brookton**  
**Ordinary Meeting of Council held 16 June 2016.**  
**Commencing at 12.30 pm.**

**TABLE OF CONTENTS**

**Contents**

<b>1.06.16</b>	<b>DECLARATION OF OPENING / ATTENDANCE / APOLOGIES .....</b>	<b>4</b>
<b>2.06.16</b>	<b>ANNOUNCEMENT OF VISITORS.....</b>	<b>4</b>
<b>3.06.16</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....</b>	<b>4</b>
<b>4.06.16</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>4</b>
<b>5.06.16</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>4</b>
<b>6.06.16</b>	<b>PETITIONS/ DEPUTATIONS / PRESENTATION</b>	
<b>7.06.16</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....</b>	<b>5</b>
<b>8.06.16</b>	<b>ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION .....</b>	<b>5</b>
<b>9.06.16</b>	<b>DECLARATIONS BY MEMBERS &amp; OFFICERS .....</b>	<b>5</b>
<b>10.06.16</b>	<b>TECHNICAL &amp; DEVELOPMENT SERVICES REPORT</b>	
<b>10.6.16.1</b>	<i>DEVELOPMENT APPLICATION – SPECIAL EVENT – BROOKTON MUD RUN 2016 – VARIOUS LOTS – BROOKTON COUNTRY CLUB</i>	
<b>10.6.16.2</b>	<i>DEVELOPMENT APPLICATION – MOTORCYCLE EVENT – BROOKTON OVAL &amp; VARIOUS OTHER LOTS</i>	
<b>11.06.16.</b>	<b>COMMUNITY SERVICE REPORT.....</b>	
	<i>11.06.16.01 FEASIBILITY STUDY ON REGIONAL GOVERNANCE MODEL FOR WHEATBELT EARLY CHILDHOOD EDUCATION AND CARE (ECEC) CENTRES</i>	

<b>12.06.15</b>	<b>FINANCE &amp; ADMINISTRATION REPORT</b>	
12.6.16.1	LIST OF ACCOUNTS FOR PAYMENT .....	45
12.6.16.2	FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIODS 31 MAY 2016	
12.6.16.3	SCHEDULE OF FEES AND CHARGES 2016/17	
12.02.16.04	BUDGET AMENDMENT – KALKARNI AGED RESIDENTIAL FACILITY	
12.06.16.05	ASSET WRITE-OFFS BELOW CAPITALISATION THRESHOLD	
<b>13.06.15</b>	<b>GOVERNANCE.....</b>	
13.6.16.1	MAKING OF HEALTH LOCAL LAW 2016	
13.6.16.2	WHEATBELT FREIGHT PLAN	
13.6.16.3	FINANCIAL MANAGEMENT REVIEW - 2016	
13.6.16.4	BROOKTON MENS SHED – DONATION OF COMMUNITY BUS HIRE	
<b>14.06.15.</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....</b>	
<b>15.06.16.</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING – ELECTED MEMBERS, OFFICERS</b>	
<b>16.06.16.</b>	<b>CONFIDENTIAL REPORT .....</b>	
<b>17.06.16.</b>	<b>NEXT MEETING &amp; CLOSURE .....</b>	

## **1.06.16 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES**

The Chief Executive Officer opened the meeting at 12.30pm and welcomed Councillors and staff.

### **Attendance**

#### Elected Members

Cr KT Wilkinson

Shire President (Presiding Member)

Cr KL Crute

Cr LS Allington

Cr TM Eva

Cr R T Fancote

Cr KH Mills

#### Staff

Darren Friend

Chief Executive Officer

Evelyn Arnold

Deputy Chief Executive Officer

Carina Whittington

Community Services Manager

Gail Lilly

Executive Support and

Administration Officer

#### Members of the Public

#### Apologies

#### Leave of Absence

Cr NC Walker

## **2.06.16 ANNOUNCEMENT OF VISITORS**

Guy Teede

## **3.06.16 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

NIL

## **4.06.16 PUBLIC QUESTION TIME**

Question was raised by Mr Teede what work was being done at the depot on the Roller and why wasn't the Buy Local Policy being adhered to giving local businesses the business opportunity. Mr Teede was asked if he had responded to the letter and subsequent phone discussion with the CEO regarding an apology to the Works Supervisor, Mr Teede didn't recall the letter that was sent, The Shire President handed a copy of the letter to Mr Teede. Mr Teede raised the question of his Building Application and believed the reason for the lack of forthcoming business was as a direct result of this issue.

The question was raised concerning signage on the roads when road works were being undertaken this is an OH&S issue. The Depot Workshop was also mentioned.

## **5.06.16 APPLICATIONS FOR LEAVE OF ABSENCE**

NIL

## **6.06.16 PETITIONS/ DEPUTATIONS / PRESENTATION**

## **7.06.16      CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **Council Resolution**

#### **7.06.16.01**

**Moved Cr Crute      Seconded Cr Mills**

**That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers on Thursday 15 October 2015 be confirmed as a true and correct records of proceedings.**

**CARRIED 6-0**

### **Council Resolution**

#### **7.06.16.02**

**Moved Cr Allington      Seconded Cr Crute**

**That the minutes of the Special Council meeting held in the Shire of Brookton Council Chambers on Monday 30 May 2016 be confirmed as a true and correct records of proceedings.**

**CARRIED 6-0**

## **8.06.16      ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

### **Condolences**

## **9.06.16      DECLARATIONS BY MEMBERS & OFFICERS**

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

### **Financial, Proximity and Impartiality Interests**

<b>Item no.</b>	<b>Members</b>	<b>Type of Interest</b>	<b>Nature of Interest</b>
10.06.16.02	Cr T Eva	Impartiality	Friend of the organiser
13.06.16.04	Darren Friend	Financial	Donation Supporter

## 10.6.16 TECHNICAL & DEVELOPMENT SERVICES REPORTS

### 10.6.16.1 DEVELOPMENT APPLICATION – SPECIAL EVENT – BROOKTON MUD RUN 2016 – VARIOUS LOTS – BROOKTON COUNTRY CLUB

**AUTHORS NAME AND POSITION:** Stefan de Beer  
Shire Planner

**NAME OF APPLICANT/RESPONDENT:** Brookton Mud Run Organising Committee

**DATE REPORT WRITTEN:** 3 June 2016

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** 10.08.15.02

#### **SUMMARY:**

Council is requested to consider a Development Application for a Special Event, the *Brookton Mud Run 2016*, scheduled for the 7<sup>th</sup> August 2016. It will be recommended the application be approved.

#### **Background:**

The *Brookton Mud Run 2016* is proposed to be held at the Brookton Country Club (Reserve 6068 – lots 500, 501 & 503, and Reserve 22703 – lot 302) on the 7<sup>th</sup> August 2016. A successful Mud Run event was held at the subject premises on 4<sup>th</sup> October 2015.

#### **Detail:**

The Shire of Brookton Town Planning Scheme No 3 (TPS 3), in Clause 2.3 states:

*'Where an application for planning approval is made with respect to land within a local reserve, the Council shall have regard to the ultimate purpose intended for the reserve and the Council shall in the case of land reserved for the purposes of a public authority confer with that authority before granting its approval.'*

Under Certificate of Crown Land Title, Reserve 6068 is reserved for the purpose of 'Landscape Protection – Timber & Common' & Reserve 22703 is reserved for the purpose of 'Recreation'.

In their submission to the Shire, the Brookton Mud Run Organising Committee addresses a number of vital issues relevant to the management and logistical arrangements for the event on the day. Their self-explanatory submission and the accompanying map are enclosed herewith.

It is submitted that conditionally approving the event will enable the Shire to address any concerns that might be arising from the implementation of the Planning Approval.

#### **Statutory and Legal Considerations:**

The application may be approved at Council's discretion under the Shire of Brookton Town Planning Scheme No. 3.

#### **Policy Considerations:**

There are no Policy implications relative to this application.

**Financial Implications:**

There are no financial implications relative to this application.

**Strategic Community Plan (2013 – 2023):**

No specific implication relative to this application.

**Corporate Business Plan (2015 – 2019):**

No specific implication relative to this application.

**Local Planning Strategy:**

No specific implication relative to this application.

**Officers Comment:**

It is submitted that the development proposal will contribute to the image of Brookton in a positive way and will contribute to economic diversification as well as tourism development. It is also submitted that the proposal fits in perfectly with the intent and purpose of the Reserves, and will be recommended for approval.

**Voting Requirements:**

Simple Majority Required

**Officer's recommendation:**

That Council resolve to approve the Special Event (Brookton Mud Run) scheduled for the 7th of August 2016 on Lots 500, 501, 503 (Reserve 6068) and lot 302 (Reserve 22703), subject to the following conditions and advice notes:

**Conditions:**

1. Development shall be carried out only in accordance with the terms of the application and submissions as approved herein and any approved plan.
2. This approval is for activities occurring on the 7<sup>th</sup> of August 2016.
3. Food Stalls and Food preparation shall be carried out in accordance with the Shire of Brookton's Guidelines for temporary Food Stalls.
4. Toilet facilities shall be supplied and managed in accordance with the relevant Health Guidelines.
5. The selling of alcoholic beverages shall be done from the designated licenced area at the Brookton Country Club only.
6. Evidence of sufficient insurance shall be submitted to the Shire Planner no later than one week prior to the event.
7. Within 7 days of the conclusion of the event the site shall be made neat and tidy to the satisfaction of the Shire.

**Advice Notes:**

1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.

**Council Resolution**

**10.06.16.01**

**Moved Cr Mills**

**Seconded Cr Allington**

**That Council resolve to approve the Special Event (Brookton Mud Run) scheduled for the 7<sup>th</sup> of August 2016 on Lots 500, 501, 503 (Reserve 6068) and lot 302 (Reserve 22703), subject to the following conditions and advice notes:**

**Conditions:**

- 1. Development shall be carried out only in accordance with the terms of the application and submissions as approved herein and any approved plan.**
- 2. This approval is for activities occurring on the 7<sup>th</sup> of August 2016.**
- 3. Food Stalls and Food preparation shall be carried out in accordance with the Shire of Brookton's Guidelines for temporary Food Stalls.**
- 4. Toilet facilities shall be supplied and managed in accordance with the relevant Health Guidelines.**
- 5. The selling of alcoholic beverages shall be done from the designated licenced area at the Brookton Country Club only.**
- 6. Evidence of sufficient insurance shall be submitted to the Shire Planner no later than one week prior to the event.**
- 7. Within 7 days of the conclusion of the event the site shall be made neat and tidy to the satisfaction of the Shire.**

**Advice Notes:**

- 1 Noting in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carry out of the development.**

**CARRIED 6-0**



# **BROOKTON MUD RUN**



PLANNING APPLICATION

7<sup>th</sup> August 2016

The Brookton Mud Run is run by the Shire of Brookton and a Volunteer Organising Committee. This is our second year and we will be expanding the number of obstacles on our course with the intention that this will be an annual event. This year's mud run will be held on the 7<sup>th</sup> August 2016 starting at 10:00am and finishing at approximately 4:00pm.

The mud run will be held in the bush reserve at the Brookton Country Club being lot 500 Great Southern Hwy and lots 302, 501 & 503 Brookton Hwy.

We are expecting approximately 200 entrants as well as up to 200 spectators to attend. The event will include local community groups and clubs who will be helping on the day in exchange for donations towards their group.

The Brookton Mud Run is a participation event promoting physical activity with our intention being to run an event that is focussed on Fun, Mud, Friendship & Laughter aimed at our youth and young adults aged 12 to 24.

We are seeking approval by Council for use of Council Facilities at the Brookton Country Club.

## **Food & Drink Stalls**

Food and drink will be offered for purchase on the day by local community groups. All food stall holders will comply with the Shire of Brookton Guidelines for Temporary Food Stalls Associated with Special Events on being approved by the Organising Committee.

## **Temporary Structures**

Temporary shade shelters 3m x 3m & 3m x 6m will be used for change rooms, registration area as well as for shade protection for spectators. All Shade Shelters will be secured by pegs & will be removed at the conclusion of the mud run event on the 7<sup>th</sup> August 2016 by the organising committee.

## **Parking**

Parking is available in front of the Brookton Country Club building, on the vacant land as marked on the Course Map & with overflow parking at Koornong. Parking Marshalls will be at parking sites on the day and the Shire will be notified on their appointment.

## **Toilet & Shower Facilities**

5 portable toilets will be available for participants at the event as well as toilet facilities being available for spectators at the Brookton Country Club. The Brookton Country Club also has universal access toilet facilities. Cold outside showers will be available to competitors along with a changing area to wash off excess mud. Hot showers may be available to competitors at the discretion of the Brookton Country Club.

## **Liquor License**

The Brookton Country Club will be providing alcoholic beverages from their licensed area inside the club house. The Brookton Country Club has a liquor license and all alcohol will be served by qualified members of the club.

## **Insurance**

Insurance for the Mud Run will be by LGIS insurance under the Shire of Brookton Liability Insurance Policy.

## **Fire Control**

The Brookton Volunteer Fire Brigade will be attending the Brookton Mud Run and several water carrying vehicles will be onsite. The Evacuation Point for the event will be in the car park at the front of the Country Club Building.

## **Provision of First Aid**

The Brookton St John Ambulance will be in attendance at the mud run. The first aid station will be set up near the start/finish line however all obstacles are accessible by emergency services via fire tracks throughout the reserve. Course Marshalls stationed at each obstacle will be in constant radio contact with organisers in case of emergency.

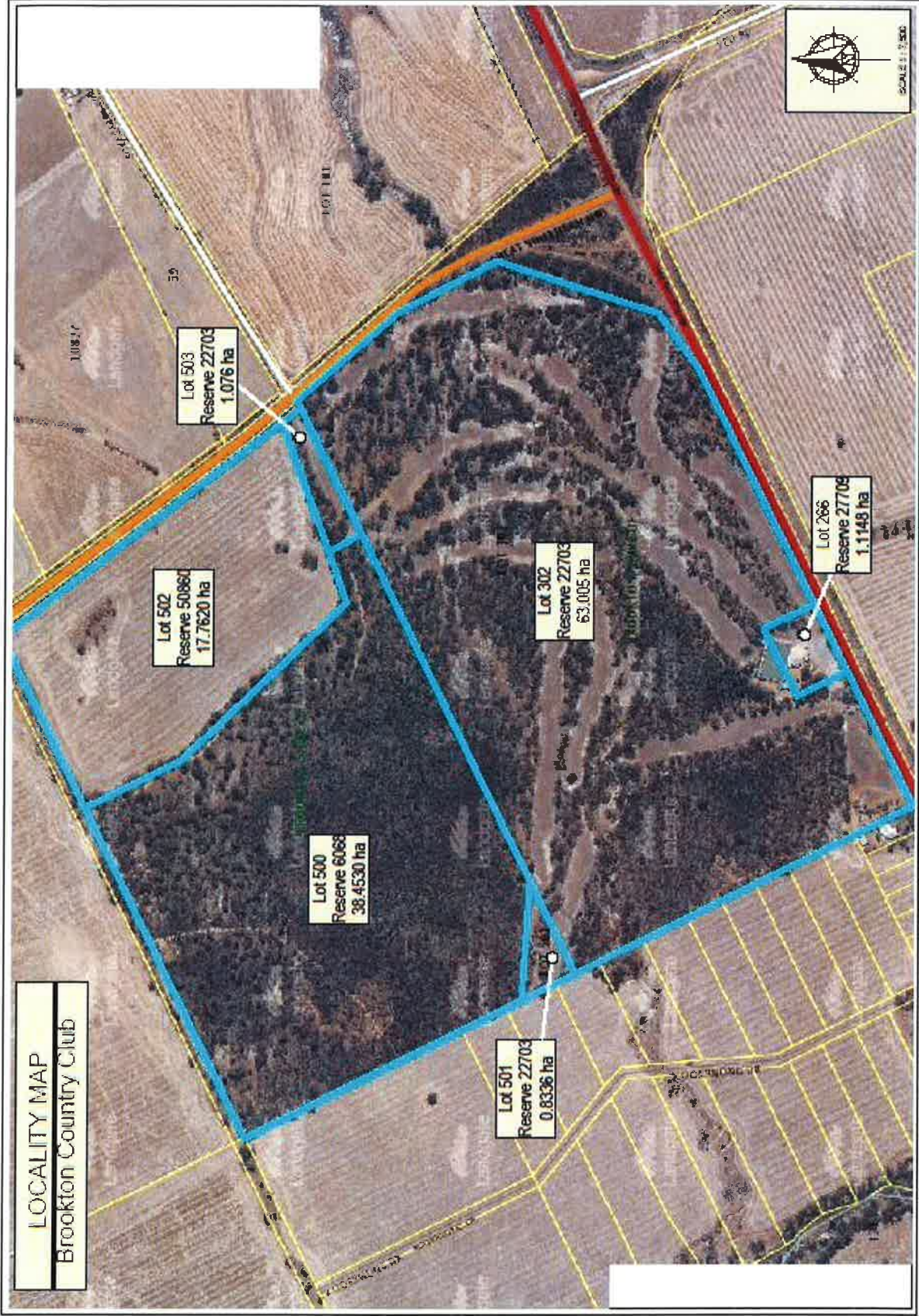
## **Provision of Water**

Water will be available from the Brookton Country Club and also at water stations along the mud run course. Bottled water will also be offered to competitors at completion of the mud run course. As per liquor license requirements free water will be available inside the licensed bar area.

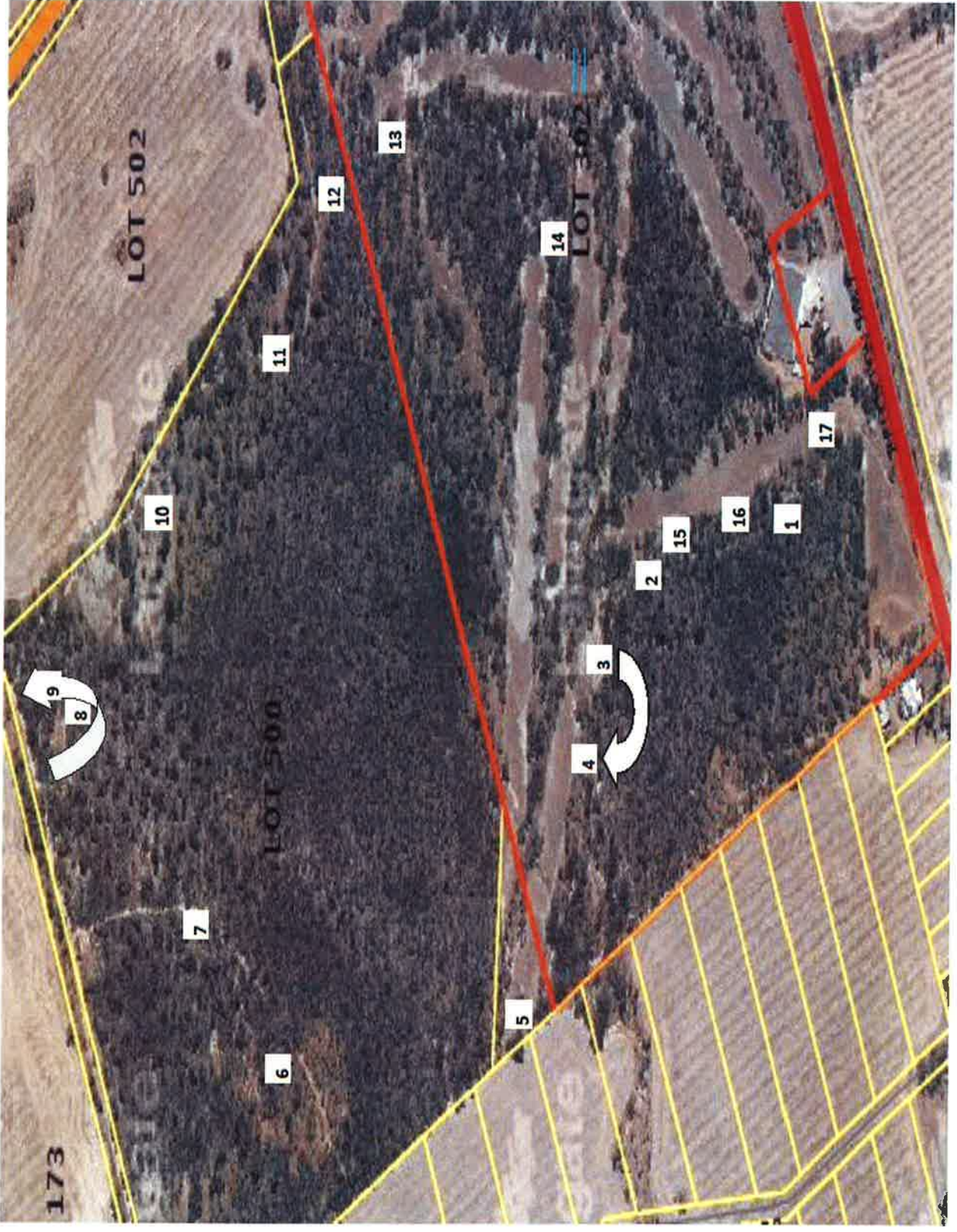
## **Site Clean Up**

Clean up will be conducted at the conclusion of the event by the organising committee and volunteer members of the community. All rubbish bins will be removed from the Country Club on Monday 8<sup>th</sup> August 2016 by Shire of Brookton Works Crew Staff.









OBSTACLES

- 1.
- 2.
- 3.
- 4.
- 5.
6. Mud Crawl
7. Lyre Run
8. Creek Crossing
9. Creek Bank Crawl
10. Wai Omb
11. Under Over Poles
12. Slide & Wade
13. Slippery Slide
14. Hay Bale Omb
15. Pipe Crawl
16. Mud Hills
17. Pole Crawl
- Oimbing Frame
- Slime Crawl
- Oimbing Wall
- Ice Bath
- Foam Slide

**10.06.16.02 DEVELOPMENT APPLICATION – MOTORCYCLE EVENT –BROOKTON  
OVAL & VARIOUS OTHER LOTS**

**AUTHORS NAME  
AND POSITION:** Stefan de Beer Shire  
Planner

**NAME OF APPLICANT/  
RESPONDENT:** Willie Thomson - Dirt High  
Promotions

**DATE REPORT WRITTEN:** 3 June 2016

**DISCLOSURE OF INTEREST:** The author has no financial interest in  
this matter

**PREVIOUS MEETING REFERENCE:** No previous meeting reference

**SUMMARY:**

An application has been received to conduct a non-commercial Motorcycle Event at the Brookton Oval (lot 456 Brookton Highway), and various other lots. It will be recommended the application is approved.

**Background:**

It is proposed to hold a non-commercial Motorcycle Event at Lot 456 Brookton Highway (Brookton Oval) & Lots 3173, 3162, 3304, 4691, 8335 & 7685, Brookton. The event is proposed to occur on the 13<sup>th</sup> & 14<sup>th</sup> August 2016, and would be similar to events that were previously held by the same promoter on other properties within the Shire (Smart Road/Southern Branch Road event 2014).

Apart from the Brookton Oval (Zoned Reserve), the other subject properties are zoned *Farming*, are partly cleared and vacant.

A copy of the Application letter, Emergency and Risk Management Plan and other documentation are enclosed for ease of reference.

**Details:**

The proposal entails a '*Pony Express Motorcycle Event*' to be held on Saturday 13<sup>th</sup> and Sunday 14<sup>th</sup> August 2016, and other associated activities as described in the application documentation. Track mark-out is envisaged to commence on Friday 12<sup>th</sup> August 2016 with Monday 15<sup>th</sup> August 2016 set aside for tidying up and inspection by farm's owners.

The event will be run under permit from *Motorcycling Australia* and run in accordance with the Australian Rules of Competition, with Public Liability Cover of \$50,000,000.

In relation to the *Farming* Zoned land, the subject of this application, the proposed land use is a *use not listed* under the Shire of Brookton's Town Planning Scheme No. 3 (TPS 3) Table 1 – Zoning Table and cannot be reasonably determined as falling within the interpretation of one of the existing uses. Therefore the provisions contained in Clause 3.6.5 of TPS 3 must be followed.

In relation to the part of the event proposed to be held on the Brookton Oval (Lot 456 Brookton Highway - Reserve 43158), Council's discretion is required when determining an application for planning approval.

**Statutory and Legal Considerations:**

Provided Council determines the land use is consistent with the objectives and purposes of the zones as discussed above, the application complies with the Shire of Brookton's Town Planning Scheme No. 3.

**Policy Considerations:**

There is no council policy relative to this issue.

**Consultation:**

Surrounding affected land owners likely to be affected by the event were invited to comment. An advertisement to this effect had also been published in the *Brookton Telegraph*. No submissions were received.

**Financial Implications:**

There are no financial implications relative to this issue.

**Strategic Plan Considerations:**

**Strategic Community Plan (2013 – 2023):**

- No specific implication relative to this application.

**Corporate Business Plan (2013 – 2017):**

- No specific implication relative to this application.

**Local Planning Strategy:**

- No specific implication relative to this application.

**Officer's Comment:**

**Clause 3.6.5 of TPS 3**

As a land use, *'not listed'* under TPS 3, prior to determining the application, Council must determine that the proposed use may be consistent with the objectives and purposes of the zone. Should Council consider the proposal is consistent with the objectives and purposes of the zone Council may, at its discretion, permit the land use. At Council's discretion advertising may be required prior to determining the application.

Also, in relation to the Brookton Oval Land, in terms of the Shire of Brookton Town Planning Scheme No 3 (TPS 3), Clause 2.3 states that:

*'Where an application for planning approval is made with respect to land within a local reserve, the Council shall have regard to the ultimate purpose intended for the reserve and the Council shall in the case of land reserved for the purposes of a public authority confer with that authority before granting its approval.'*

Under Certificate of Crown Land Title, Reserve 43158 is reserved for the purpose of *'Recreation, Tourism, Health, Civic and Community Purposes'*.

**Planning intent for the zone**

In relation to the farming zoned land, it is the opinion of staff that the land use is consistent with the objectives and purposes of the zone. Given the temporary nature of the proposal it is unlikely there will be any substantial negative impact on rural character, amenity or agricultural production in the surrounding area. Therefore it will be recommended the proposal be determined to be consistent with the objectives and purposes of the zone.



In so far as the Brookton Oval Reserve land is concerned, it is considered that the proposed development is in harmony with the purpose and intent of the Reserve.

### **Character and Amenity**

Given the temporary nature of the proposed activity and specific location it is unlikely there will be any substantial disturbance to the character or amenity of the area.

The main potential disturbance to amenity would be from noise and traffic. To ensure such amenity disturbance is minimised, should Council approve the application, hours of operation could be restricted as a condition of approval.

### **Emergency and Risk Management**

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

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

Should Council approve the application, adherence to the ERMP will be recommended to be made a condition of Planning Approval.

### **Conclusion**

The application to conduct a motorcycle event is supported because:

- Any negative external impact will be limited;
- Previous events similar in nature has been conducted without incident; and
- Recommended conditions of approval are anticipated to address matters of concern.

Therefore it will be recommended the application be approved.

### **Voting Requirements:**

Simple Majority Required.

### **Officer's Recommendation:**

**That Council determine that the land use is consistent with the objectives and purposes of the Farming Zone, and approve a Motorcycle Event at Lot 456 Brookton Highway (Brookton Oval Reserve) & Lots 3173, 3162, 3304, 4691, 8335 & 7685, Brookton, subject to the following conditions and advice notes:**

**Conditions:**

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.
2. This approval is for activities occurring between and including 12<sup>th</sup> and 15<sup>th</sup> August 2016, as described in the application documentation.
3. Ablution facilities that comply with the Shire of Brookton's Environmental Health requirements shall be available on site at all times during the event.
4. Motorcycle activity shall only occur between the hours of 9.00am and 6.30pm on the 13<sup>th</sup> August 2016 and between 9.00am and 4.00pm on 14<sup>th</sup> of August 2016.
5. The risk mitigation, control and responsibilities as prescribed in the Emergency and Risk Management Plan (ERMP) shall be complied with at all times during the event.
6. A person appropriately qualified in first aid shall be on site at all times during the event.

**Advice Notes:**

1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.

**Council Resolution**

**10.06.16.02**

**Moved Cr Crute      Seconded Cr Fancote**

That Council determine that the land use is consistent with the objectives and purposes of the Farming Zone, and approve a Motorcycle Event at Lot 456 Brookton Highway (Brookton Oval Reserve) & Lots 3173, 3162, 3304, 4691, 8335 & 7685, Brookton, subject to the following conditions and advice notes:

**Conditions:**

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.
2. This approval is for activities occurring between and including 12<sup>th</sup> and 15<sup>th</sup> August 2016, as described in the application documentation.
3. Ablution facilities that comply with the Shire of Brookton's Environmental Health requirements shall be available on site at all times during the event.
4. Motorcycle activity shall only occur between the hours of 9.00am and 6.30pm on the 13<sup>th</sup> August 2016 and between 9.00am and 4.00pm on 14<sup>th</sup> of August 2016.
5. The risk mitigation, control and responsibilities as prescribed in the Emergency and Risk Management Plan (ERMP) shall be complied with at all times during the event.
6. A person appropriately qualified in first aid shall be on site at all times during the event.

**Advice Notes:**

Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.

**CARRIED 6-0**



1/17 Cervale Road  
CANNING VALE 6155  
Tel: 08 9405 2556  
Mob: 0438 360 570

[willie@williethompson.com](mailto:willie@williethompson.com)  
[www.williethompson.com](http://www.williethompson.com)

AGM 16/06/2016

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21 April 2016

Shire of Brookton  
PO Box 42  
BROOKTON WA 6306

Att: Mr Stefan De Beer  
Shire Planner

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

Hi Stefan,

I want to disclose some general information on how the events in 2016 will work.

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

Yours Sincerely

A handwritten signature in black ink, appearing to read "Willie Thomson", with a long horizontal stroke extending to the right.

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

<b>Type of event:</b>	Pony Express Motorcycle Event
<b>Date of event:</b>	06th September 2015 Seniors, Sunday, 9am-4pm

# **Willie Thomson Dirt High Promotions**

*Unit 1/17 Canvale Road Canning Vale 6155*

*Ph: 9455 2359*

*Fax: 9456 3179*

[Wt1@bigpond.com](mailto:Wt1@bigpond.com)  
[willie@ttautoservices.com](mailto:willie@ttautoservices.com)

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## **Brookton Pony Express 2016**

### **Emergency and Risk Management Plan**

## Contents

Event Information.....	3
Risk Management Process.....	4

### Detailed Emergency Management Plans and Requirements

Building & Structural Integrity.....	5
Camping.....	5
Competitor Safety.....	6
Dust Control.....	6
Electricity Supplies.....	7
Environmental Conditions.....	8
Emergency Evacuation.....	9
Fencing, Gates and Lighting.....	10
Food Facilities.....	11
Fire Management.....	12
First and Ambulance.....	13
Parking.....	14
Security.....	15
Spectator Safety.....	16
Toilet Facilities.....	17
Traffic Management.....	18
Volunteer Track Marshals .....	18
Waste Management.....	19
Water Supplies.....	19

### Appendices

Emergency Risk Management Checklist.....	20
--	----

**Date of the Event:**  
**13-14th of August 2016**

**Name of Event:**                    **Brookton Pony Express**

**Location of Event:**                **11228 Brookton Highway**

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

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

**Attachments:**

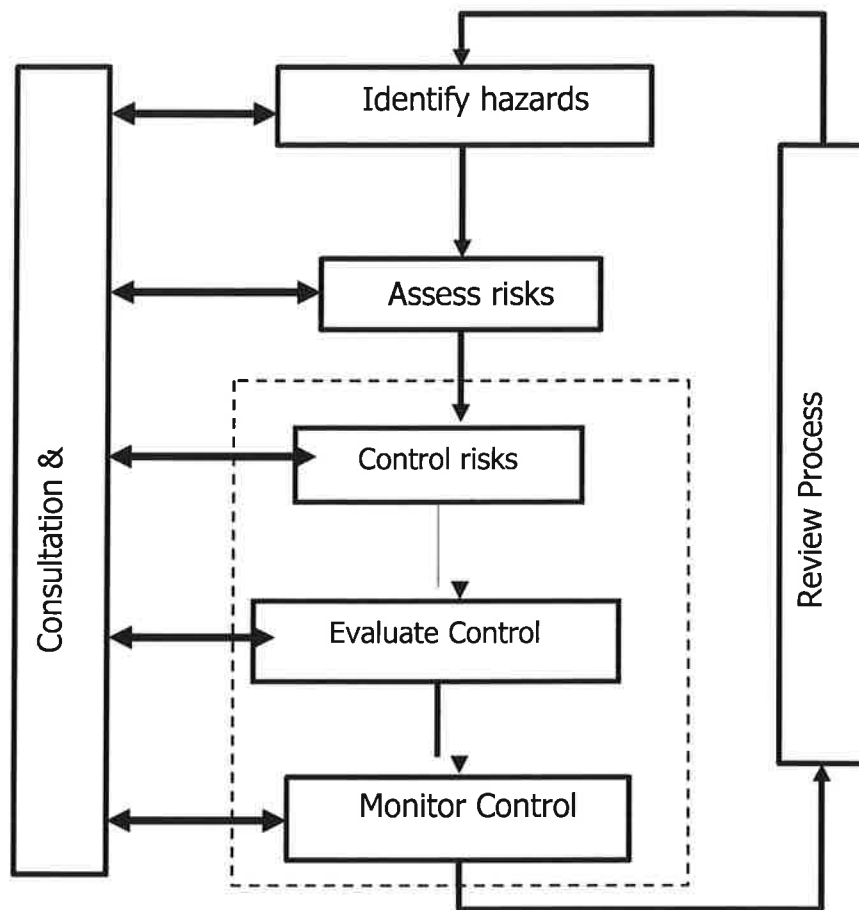
**Event Details:**

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

## Risk Management Process

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

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



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

### **Building & Structural Integrity:**

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

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

### **Camping:**

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

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



### **Competitors Safety:**

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

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

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

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

### **Dust Control:**

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

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

Dust causing visibility concerns on nearby roads.	(1) Dry ground conditions. (2) Wind conditions. (3) Land use.	Maintain arena and competition areas in a state of dampness by providing a supply of water and an appropriate vehicle fitted with spray bars or watering devices.	Event organiser
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### **Electricity Supplies:**

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

Footnotes:

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

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

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

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

### **Environmental Conditions:**

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

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

### **Emergency Evacuation:**

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

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

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

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

<b>Risk</b>	<b>Cause</b>	<b>Risk Mitigation/Control</b>	<b>Responsibility</b>
Threat to Human life - Death or injury.	(1) Bushfire. (2) Cyclone. (3) Severe or extreme weather conditions. (4) Hazardous Materials incident. (5) Threat or Act of Terrorism. (6) Other reasons as determined by a specific Hazard Management Authority	(1) Determine threat effect. (2) Decision to; (a) Evacuate the Site. (b) Provide incident response & control. (c) Check for a suitable refuge. (3) Communicate decision. (4) Prepare to evacuate site. (5) Supervise orderly	Event Organiser.  WA Police.  Hazard Management Authorities.
		evacuation. (6) Inspect and ensure site clear of all unauthorized persons.	
Confusion in Evacuation. Traffic Incidents. Excessive time to evacuate.	(1) Failure to communicate decision clearly. (2) Inadequate signage. (3) Inadequate supervision. (4) Inadequate evacuation planning. (5) Insufficient or incorrect parking and traffic control. (6) Insufficient available human resources. (7) Human factors such as fear, lack of consideration or thought for others, physical disability. (8) Mechanical failure.	(1) Determine threat direction. (2) Determine threat timing. (3) Clearly Communicate decision. (4) Adequate human resources to supervise and control evacuation. (5) Resources deployed in the correct location to supervise and control evacuation. (6) Traffic control personnel to ensure exit routes remain clear of obstacles. (7) Equipment available to create exit routes if required.	Event Organiser.  WA Police.  Hazard Management Authorities.

### **Fencing, Gates and Lighting**

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

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

### **Food Facilities:**

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

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

#### **Fire Management:**

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

<b>Risk</b>	<b>Cause</b>	<b>Risk Mitigation/Control</b>	<b>Responsibility</b>
Personal injury, burns or loss of life. (1) Grass or scrub fire. (2) Gas fire or explosion. (3) Motor Vehicle fire. (4) Structural	(1) The wilful, unauthorised and unlawful starting of a fire or fires. (2) Careless, reckless and dangerous behaviour. (3) Motor vehicle or related incident;	(1) Fire and emergency services are to be called out or advised on the outbreak of any fire. (2) Attendance at all times by at least one major fire appliance during periods of high, very high or extreme fire danger.	Event Organiser.  Senior Fire Services Officer.  Event security.  Event staff.

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



		dangerous goods are to be stored, used and disposed of in accordance with the relevant regulations, statutes and specifications. (11) Adequate and sustainable supply of water for firefighting purposes.	
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### **First Aid and Ambulance Support:**

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

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

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

	<p>(7) Failure to take precautionary measures and personal protection measures.</p> <p>(8) Failure to adhere with signage and directions.</p> <p>(9) Natural and unforeseen risks.</p>	<p>consumption of water.</p> <p>(5) Adherence to posted signs and warnings and compliance with directions given by staff, venue security and emergency services personnel.</p> <p>(6) Remove, rectify, modify or provide direction on any identified risk or threat.</p>	
Routine first aid attendance and treatment.	<p>(1) Failure to take precautionary measures and personal protection measures.</p> <p>(2) Failure to adhere with signage and directions.</p> <p>(3) Natural and unforeseen risks.</p> <p>(4) Reckless or anti-social behaviour or practice.</p>	<p>(1) Accept the risk.</p> <p>(2) Provision of a first aid post.</p> <p>(3) Undertake personal protective measures such as appropriate clothing, sunscreen, hat, consumption of water.</p> <p>(4) Adherence to posted signs and warnings and compliance with directions given by staff, venue security and emergency services personnel.</p> <p>(5) Remove, rectify, modify or provide direction on any identified risk or threat.</p>	<p>Event organiser.</p> <p>Individual competitors.</p> <p>Spectators.</p> <p>St John Ambulance (Aust.)</p>
Medical & first aid protocol.	Injury, illness or medical condition.	<p>(1) Provide immediate first aid as required.</p> <p>(2) Provide referral or immediate transport to the nearest medical facility or hospital.</p> <p>(3) In the event of a serious life threatening injury, air support is to be requested and a marked helicopter landing point is to be established on the adjoining land directly to the north of the venue.</p>	<p>Event organiser.</p> <p>Individual competitors.</p> <p>Spectators.</p> <p>St John Ambulance (Aust.)</p> <p>DFES</p>

### **Parking:**

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

<b>Risk</b>	<b>Cause</b>	<b>Risk Mitigation/Control</b>	<b>Responsibility</b>
Fire.	(1) Vehicle brakes & catalytic converters.	(1) Designated parking areas to be grazed or slashed and free of grasses or flammable materials above 10 centimetres in height.	Event organiser.
Motor vehicle incidents.	(2) Reckless, dangerous or alcohol related behaviour.	(2) Vehicle parking to be	Event staff / security.
Reduced parking capacity.	(3) Poor or inadequate parking supervision,		Parking co-ordinator & teams.

Evacuation access points congested or blocked.  Volunteer Parking assistant impacted by moving vehicle	planning or direction.	in accordance with the approved site plan. (3) Planned, co-ordinate and supervised parking operations. (4) Clear access to evacuation points to be maintained at all times. (5) Adequate numbers of personnel supplied to provide parking direction and support.	
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### **Security:**

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

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

<p>Serious incidents which would include</p> <ul style="list-style-type: none"> <li>(1) Any criminal act.</li> <li>(2) Dangerous behaviour.</li> <li>(3) Serious MV incidents.</li> <li>(4) Assault occasioning harm.</li> <li>(5) Animal cruelty.</li> <li>(6) Drug related matters.</li> <li>(7) Escalating civil disturbance.</li> </ul>	<ul style="list-style-type: none"> <li>(1) Anti-social behaviour.</li> <li>(2) Unsafe behaviour.</li> <li>(3) Failure to obey signage and directions.</li> <li>(4) Excess consumption of alcohol or use of drugs.</li> <li>(5) Incidents associated with the dangerous use of motor vehicles on the property or in public places.</li> <li>(6) Incidents associated with the unlawful, reckless or dangerous use of motor vehicles in public places.</li> <li>(7) Other more complex social or personal issues.</li> <li>(8) Theft or unlawful use of another person's property.</li> <li>(8) Or any other incident, event, cause or effect as determined by a WA Police Officer.</li> </ul>	<ul style="list-style-type: none"> <li>(1) WA Police are to be advised of the event and briefed by the event organiser prior to the running of the event.</li> <li>(2) Event organiser, private security personnel, emergency services persons are request WA Police presence at the site with details of an incident.</li> <li>(3) Arrest and charges by WA Police for more serious offences.</li> </ul>	<p>Event organiser.</p> <p>Event staff.</p> <p>Event security.</p> <p>WA Police.</p>
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### **Spectators:**

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

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

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

- (1) Spectators are not permitted to enter any area marked as "Competitors" or Staff Only".
- (2) Parents must ensure children are supervised at all times
- (3) Hats, appropriate clothing and sunscreen should be used at all times during daylight hours to reduce the effects of sun & heat exposure and to reduce the chances of exposure to skin cancer.
- (4) Adequate supplies of water should be kept and consumed to avoid the effects of heat and sun.

- (5) Any person intoxicated or acting in a manner endangering other people or acting in a manner determined as “anti-social behaviour” will be removed from the event and venue and may be dealt with by WA Police.

<b>Risk</b>	<b>Cause</b>	<b>Risk Mitigation/Control</b>	<b>Responsibility</b>
Exposure, Sunstroke, Heatstroke or Sunburn.	(1) Excessive exposure to environmental elements. (2) Inadequate personal protection measures. (3) Unexpected or adverse weather conditions.	(1) Undertake adequate personal protection measures such as; appropriate clothing, hat, sunscreen, drinking water and shelter. (2) Attend first aid post for diagnosis and treatment. (3) Attend medical facility. (4) Drinking fluids available from food facilities.	(1) Individual spectators  (2) St John Ambulance (Aust.)  (3) Event organiser
(1) Injury to unsupervised children. (2) Search for lost child. (3) Children wandering at large and in competition area.	Failure to adequately supervise children.	(1) Parent or guardian to provide strict and constant supervision of children. (2) Provision of adequate and appropriate signage. (3) Attendance at First Aid facility. (4) Provision of adequate fencing and briefing to event staff members. (5) Undertake Land search if required.	(1) Parent or guardian.  (2) St John Ambulance (Aust.)  (3) Event organiser  (4) WA Police/SES
1) Injury to spectators. (2) Spectator with medical condition.	(1) Traffic Incident. (2) Anti-social behaviour. (3) Spectator in restricted area. (4) Natural causes. (5) Unsafe behaviour.	(1) Medical assessment and first aid treatment of injuries. (2) Medical evacuation. (3) Removal or arrest of anti-social elements. (4) Signage and supervision provided to exclude access by spectators to competition areas and other areas as required.	(1) Event organiser /security.  (2) Spectator  (3) WA Police  (4) St John Ambulance (Aust.).

### **Toilet Facilities:**

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

<b>Risk</b>	<b>Cause</b>	<b>Risk Mitigation/Control</b>	<b>Responsibility</b>
(1) Excessive numbers of people waiting to use facilities.	(1) Inadequate number of facilities provided. (2) Facilities poorly located.	(1) Provide numbers of facilities appropriate to the numbers expected at the event. (2) Plan the location of	Event organiser  Councils Environmental Health services.

		facilities to the land topography, numbers and location of spectators and to the populous areas	
Contamination of the land by human waste.	(1) Overflowing or full reservoirs. (2) Blocked toilets. (3) Lack of flushing agents. (4) Incorrect location of facilities. (5) Inadequate numbers of facilities provided, increase use of existing facilities.	(1) Ensure that the facilities are maintained to a hygienic and the manufacturer standards. (2) Provide numbers of facilities appropriate to the numbers expected at the event. (3) Plan the location of facilities to the land topography, numbers and location of spectators and to the populous areas	Event organiser  Councils Environmental Health services
Spread of infection, bacteria or disease.	(1) Lack of flushing agents. (2) Lack of anti-bacterial and cleaning agents. (3) Failure to adequately maintain or clean facility.	(1) Ensure an adequate supply of toilet paper, cleaning and hygiene products (2) Ensure that the facilities are maintained to a hygienic and the manufacturer's standards. (3) Provision of adequate flushing and cleaning agents.	Event organiser  Councils Environmental Health services
Odour pollution.	(1) Lack of flushing agents. (2) Lack of anti-bacterial and cleaning agents. (3) Failure to adequately maintain or clean facility.	(1) Ensure an adequate supply of toilet paper, cleaning and hygiene products (2) Ensure that the facilities are maintained to a hygienic and the manufacturer's standards. (3) Provision of adequate flushing and cleaning agents.	Event organiser  Councils Environmental Health services
Volunteer Facility Cleaner	Verbal abuse from patrons	(1) Ensure induction from team leader to not engage.	Event Organiser  Security  Volunteer Team Leader

### **Traffic Management:**

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

<b>Risk</b>	<b>Cause</b>	<b>Risk Mitigation/Control</b>	<b>Responsibility</b>
Injury or the loss of life of humans  Property damage.  Motor vehicle collision on site.  Motor vehicle collision on the adjoining highway, entrance and access roads to the property.	(1) Non-compliance with provisions of road traffic statutes and regulation. (2) Negligent, dangerous or reckless behaviour. (3) Natural or unforeseen causes. (4) Failure to adequately supervise and direct parking and access operations. (5) Mechanical failure. (6) Inadequate or poorly located signage.	(1) Provision of sufficient and clear signage. (2) Signage established in correct locations to enable adequate visibility and braking distances on the highway and site roads approaches. (3) First aid post located on site. (4) Sufficient staff to manage and supervise site access and parking operations.	Road users/Drivers / riders.  Event organiser.  Event staff / security.  WA Police.

### **Volunteer Track Marshals**

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

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

### **Waste Management:**

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

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

### **Water Supply:**

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

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



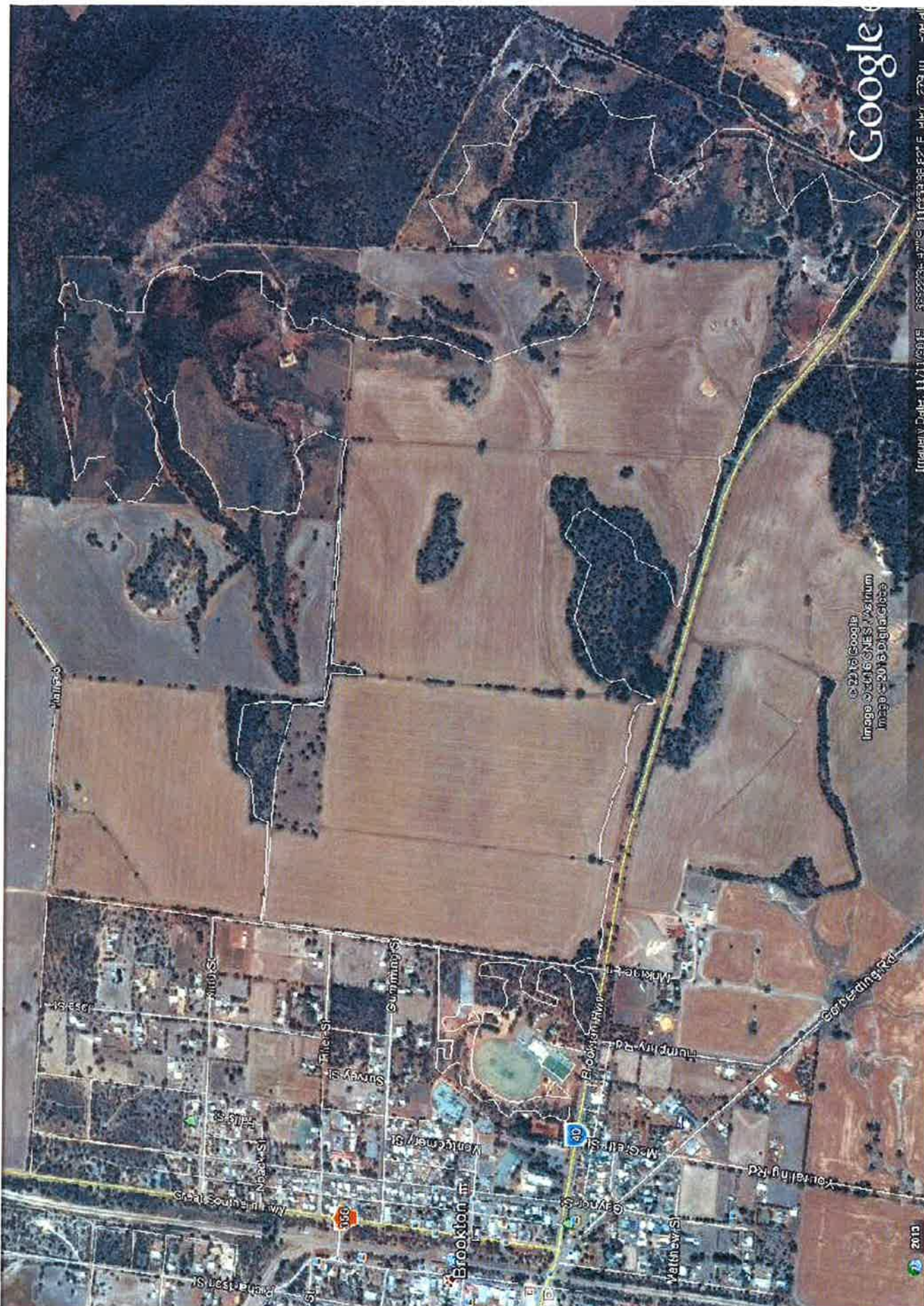
## **EMERGENCY & RISK MANAGEMENT CHECKLIST**

(a) To be completed by the event organiser.

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

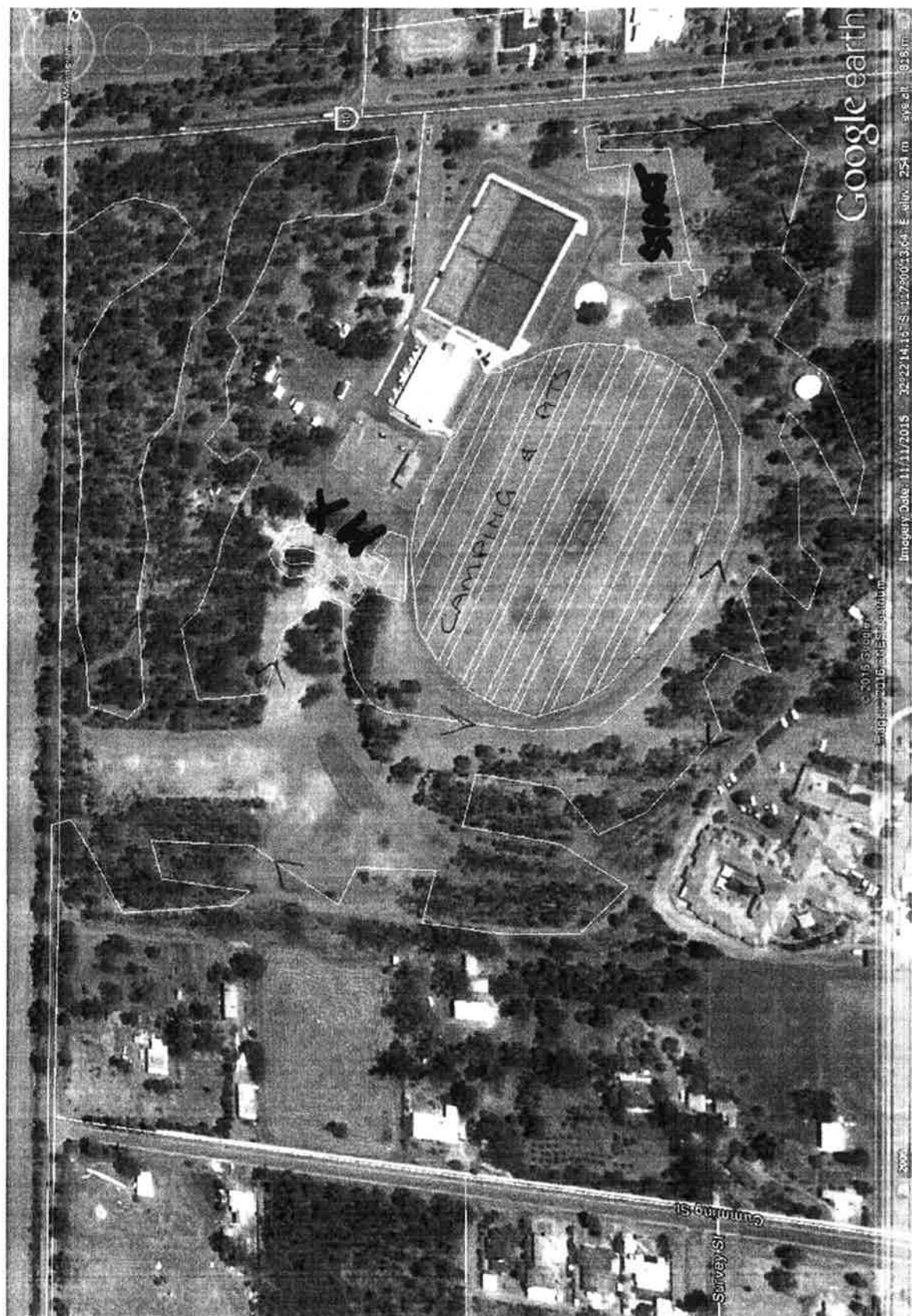
- |      |   |                      |                          |                          |
|------|---|----------------------|--------------------------|--------------------------|
| (1)  | Planning Application                            | Date submitted _____ | <input type="checkbox"/> |          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

Signed: \_\_\_\_\_ Date completed; \_\_\_\_\_



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Image © 2016 DigitalGlobe





Google earth

Imagery Date: 11/11/2015 20:22 14.15 S 122:29:00.364 E elev: 254 m eye alt: 919 m

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Survey St  
Cunning St

## **11.6.16 COMMUNITY SERVICES REPORTS**

### **11.6.16.1 FEASIBILITY STUDY ON REGIONAL GOVERNANCE MODEL FOR WHEATBELT EARLY CHILDHOOD EDUCATION AND CARE (ECEC) CENTRES**

**FILE REFERENCE:** ADM0602

**AUTHORS NAME  
AND POSITION:** Fleur Wilkinson  
Project Officer

**NAME OF APPLICANT/  
RESPONDENT:** Shire of Brookton

**DATE REPORT WRITTEN:** 8 June 2016

**DISCLOSURE OF INTEREST:** The author has no financial interest  
in this matter.

**PREVIOUS MEETING REFERENCE:** CBF November 2014

**SUMMARY:** The Shire of Brookton, on behalf of Not for Profit Wheatbelt ECEC Services, obtained grant funding to undertake a feasibility study looking at a Regional Model of Governance and Management. Phase one of the project is now complete and the report is available to Council in addition to an independent Benefits Assessment report.

#### **Background:**

Council received a letter from the Management Committee of Milly Molly Mandy's in November 2014 requesting assistance with determining requirements for a more sustainable model of management. At this forum *"Council agreed that the balance of the 2014/15 funding could be used to conduct a review of the centre and develop a sustainability framework/ model. The model should include a regional resource sharing component if possible."* In December 2014 Jill Cameron was commissioned to provide a report to Council on suitable options for future management of the service. In this report were details of a successful regional model of management operated by Lady Gowrie in Tasmania.

RDA Wheatbelt (who developed the Regional Children's Services Plan for the Wheatbelt), assisted in gathering together a representative group of services at a workshop in May 2015. At this workshop there was a general consensus that the current management model is not working and the group agreed for the Shire of Brookton to submit a funding application to cover the cost of undertaking a feasibility study to look at a more sustainable model of management for community run ECEC Services in the Wheatbelt. We were successful in obtaining funding from the Department of Local Government and Communities (DLGC) and Lotterywest and Jill Cameron and Associates were commissioned to undertake the work

## Details:

The project commenced with the collection and analysis of data provided by services to inform an understanding of service operations and finances and compare with services in the Lady Gowrie Tasmania Cluster model.

The project findings include the following:

- Many services in the region are operating with a deficit.
- Without the Commonwealth sustainability grants, the deficits would be significantly higher. For 7 services their deficit would be greater than \$50,000.
- In most services, income received from fees is less than the cost of paying staff.
- The average income Centres are receiving from fees as a percentage of the maximum they could receive if full, is 47%. i.e. utilisation is less than 50% of capacity.

The consultants have proposed a new centralised governing organisation that operates using a cluster model similar to that at Lady Gowrie Tasmania. The central organisation would be the approved provider for all services and would include the following:

- A board of management that includes people with specific skills sets such as financial, legal, human resources, marketing, ECEC, School education and a representative from each cluster in the region.
- Three clusters based around Narrogin, Merredin and Wongan Hills. Each cluster will have a Cluster Manager who provides educational leadership for the services as well as performance management, rostering, utilisation, Occupational Health and safety and team meetings.
- Each service will retain a service leader who will develop relationships with families and staff, have responsibility for the curriculum and liaise with the Cluster manager.
- A centralised office will have a General Manager, Finance Manager and an Administrator. Most financial and administrative functions as well as governance functions will be managed from this central point.
- Local consultative committees from each service willing to provide feedback to the larger organisation and fundraise for equipment.

The proposal for a new centralised governing organisation includes the following assumptions:

- Number of places, opening hours and daily fees remain unchanged
- Utilisation is increased to the same as Lady Gowrie Tasmania's average of 65%
- Local finance and administrative management costs are removed and 50% of Directors time is removed (assumed to be administrative).
- A fee of \$375 per place per annum is allocated against each service. i.e. for Milly Molly Mandy's this would be \$7,125 p.a.
- Narrogin Regional Childcare Service will consider constituting the basis of a larger, regional management organisation.

Based on these assumptions, most services would have an operating surplus.

The full report is attached in two parts **ATTACHMENTS 11.06.16.01A and 11.06.16.01B**

Part of the project included an independent assessment of the model proposal and an indication of the net community benefit that the proposal might achieve. With funding from the Department for Local Government and Communities, RPS Australia East were contracted to undertake this assessment. They have determined that *“there is therefore a strong case for undertaking the required investment to support the aims of this model.”* RPS state that *“the proposed model is expected to generate substantial economic returns equivalent to \$65.4 million.”* This is based on values attributed to savings in Government grants, improvements to children’s health and wellbeing and increased workforce participation. The full report is **ATTACHMENT 11.06.16.01C**.

Jill Cameron and Associates have outlined a broad implementation plan which has been developed into a more detailed project plan as part of the funding application for phase two of the project. Phase two involves discussion of a detailed merger proposal with individual services and the continuation of support from Local Governments for provision of current infrastructure in the form of an MOU. Phase two also involves the creation of the organisational structure for the new lead agency including the new board of management and the operational management team and associated policies and procedures. Clusters will be introduced into the new organisation one at a time to allow for implementation issues to be raised and resolved in a manageable way. A due diligence process will start with the Narrogin Cluster which will include Milly Molly Mandy’s. The services in this cluster will be the first to merge, should they be willing.

The outcome of the funding application for phase two is expected before 30 June 2016. Phase three of the project will involve the appointment of the management team and implementation of the Narrogin cluster, followed by the other two clusters. It is envisaged that the phase three funding application will be completed by the new governing organisation and not the Shire of Brookton.

#### **Statutory and Legal Considerations:**

Nil

#### **Policy Considerations:**

Nil

#### **Consultation:**

All not for profit ECEC services in the Wheatbelt were consulted. All 43 Wheatbelt Local Governments were kept informed about the project and those with a vested interest were involved in the process. Throughout the project there has been extensive consultation with stakeholders including funders and the project Reference Group made up of representatives from Wheatbelt Development Commission, Department of Education, Department of Local Government and Communities, WALGA, Wheatbelt Organisation of Children’s Services and RDA Wheatbelt. and the Hon. Mia Davies MLA.

#### **Financial Implications:**

Phase one of the project was fully funded by the Department of Local Government and Communities and Lotterywest. A funding application has been submitted for the full cost of phase two of the project to the Department of Local Government and Communities.

#### **Strategic Community Plan (2013 – 2023):**

Strategy 1.3.1: Provide ongoing support for child care facilities and services

**Corporate Business Plan (2015-2019):**

Strategy 1.3.4: Work towards a regional solution for Early Childhood Education and Care (ECEC) services

**Officer's Comment:**

The proposed model has been identified as having potential for a large economic and social impact on communities across the entire Wheatbelt. From a local perspective, the expected benefits will be a reduced burden on volunteers, a reduced need for governance support from Council and an improved service with better outcomes for the community.

**Voting Requirements:**

Simple Majority Required

**Officer's Recommendation:**

**That Council accepts the “Feasibility of a New Governance and Management Model for Wheatbelt ECEC Services” report (Parts 1 and 2) from Jill Cameron and Associates as well as the “Net Community Benefits Assessment” from RPS Australia East.**

**Council Resolution**

**11.06.16.01**

**Moved Cr Crute**

**Seconded Cr Allington**

**That Council accepts the “Feasibility of a New Governance and Management Model for Wheatbelt ECEC Services” report (Parts 1 and 2) from Jill Cameron and Associates as well as the “Net Community Benefits Assessment” from RPS Australia East.**

**CARRIED 6-0**

## 12.06.16 FINANCE & ADMINISTRATION REPORT

### 12.06.16.01 LIST OF ACCOUNTS FOR PAYMENT

#### FILE REFERENCE:

**AUTHORS NAME  
AND POSITION:** Corinne Kemp  
Finance Officer

**NAME OF APPLICANT/  
RESPONDENT:** Shire of Brookton

**DATE REPORT WRITTEN:** 8<sup>th</sup> June 2016

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** There is no previous meeting reference.

#### **SUMMARY:**

The List of Accounts for payment to 31 May 2016 is presented to Council for inspection.

#### **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 separate attachment.

#### **Detail:**

Totals of all payments from each of Council's bank accounts are listed below and detailed within Attachment 12.06.16.01A.

To 31 May 2016

#### **Municipal Account**

Direct Debits	\$	100,457.83
EFT	\$	464,493.38
Cheques	\$	26,990.37
<b>Trust Account</b>	<b>\$</b>	<b>2,611.08</b>

#### **Statutory and Legal Considerations:**

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

#### **Policy Considerations:**

Policy No. 4.4 of the Council Policy Manual states that the Chief Executive Officer is authorised to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved budget.

#### **Financial Implications:**

There are no financial implications relevant to this report.



**Strategic Community Plan (2013 – 2023)**

No reference

**Corporate Business Plan (2015-2019)**

No reference

**Voting Requirements:**

Simple Majority.

**Officer's Recommendation:**

That Council notes the payments authorised under delegated authority and detailed below and in the List of Accounts 31 May 2016, per the summaries included in Attachment 12.06.16.01A in accordance with the Local Government (Financial Management) Regulations 1996:

**To 31 May 2016:*****Municipal Account*****Direct Debits** \$100,457.83**EFT** \$464,493.38**Cheques** \$26,990.37***Trust Account*** \$2,611.08**Council Resolution****12.06.16.01****Moved Cr Mills****Seconded Cr Eva**

That Council notes the payments authorised under delegated authority and detailed below and in the List of Accounts 31 May 2016, per the summaries included in Attachment 12.06.16.01A in accordance with the Local Government (Financial Management) Regulations 1996:

**To 31 May 2016*****Municipal Account*****Direct Debits** \$100,457.83**EFT** \$464,493.38**Cheques** \$26,990.37***Trust Account*** \$2,611.08**CARRIED 6-0**

## MAY 2016 LIST OF ACCOUNTS DUE &amp; SUBMITTED TO COUNCIL 16 JUNE 2016

## ATTACHMENT 12.06.16.01A

Chq/EFT	Date	Name	Description	Amount
998	11/05/2016	BROOKTON OLD TIME MOTOR SHOW	BOND REFUND HIRE OF MEMORIAL HALL & PAVILION FOR 2016 MOTOR SHOW	\$ 800.00
999	11/05/2016	CASH - SHIRE OF BROOKTON	BOND DUDUCTION FOR CLEANING & REPAIRS AT UNIT 6 28 WILLIAM ST	\$ 89.00
1000	11/05/2016	HOUSING AUTHORITY	BOND REFUND UNIT 6 28 WILLIAM ST - CHIANNE COLE	\$ 631.00
1001	17/05/2016	CBH MERREDIN	BOND REFUND HIRE OF WB EVA PAVILION	\$ 110.00
1002	17/05/2016	PATRICK JACKAMARRA	BOND REFUND HIRE OF MEMORIAL HALL	\$ 110.00
1003	31/05/2016	BROOKTON AUSKICK FOOTBALL CLUB	2016 LES MCMULLEN GRANT - PURCHASE JUMPERS & COACH TRAINING	\$ 379.00
1004	31/05/2016	BROOKTON NETBALL CLUB	2016 LES MCMULLEN GRANT - PURCHASE OF NETS, FIRST AID KIT, NETBALLS & SPORTS BAG	\$ 162.08
1005	31/05/2016	BROOKTON TENNIS CLUB	2016 LES MCMULLEN GRANT - REPAIR OF TENNIS NETS	\$ 330.00
<b>TOTAL TRUST</b>				<b>\$ 2,611.08</b>

Chq/EFT	Date	Name	Description	Amount
EFT7298	03/05/2016	1 STOP RECORDS CONSULTING	RECORD MANAGMENT CONSULTING 18/04/16 TO 27/04/16	\$ 1,534.50
EFT7299	03/05/2016	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 375.02
EFT7300	03/05/2016	AIR RESPONSE	REPAIR FRIDGE UNIT 6/28 WILLIAM STREET	\$ 299.49
EFT7301	03/05/2016	ALAN ATKINS	CONCRETE FOOT PATHS - WHITE ST & TILLER ST	\$ 28,785.68
EFT7302	03/05/2016	AMAZING 50'S CATERING	COUNCIL DINNER CATERING	\$ 330.00
EFT7303	03/05/2016	AUSTRALIA POST	POSTAGE MARCH 2016	\$ 243.97
EFT7304	03/05/2016	AVON PAPER SHRED	PAPER SHREDDING	\$ 154.00
EFT7305	03/05/2016	BROOKTON PLUMBING	REPAIR SPLIT PIPE NEAR ABLUTION BLOCK	\$ 247.50
EFT7306	03/05/2016	CHILD SUPPORT AGENCY EMPLOYER	PAYROLL DEDUCTIONS	\$ 365.05
EFT7307	03/05/2016	COURIER AUSTRALIA	FREIGHT	\$ 143.38
EFT7308	03/05/2016	DEANNE SWEENEY	REIMBURSEMENT OF TRAVEL FOR FTB WORKSHOP 28/04/16	\$ 242.54
EFT7309	03/05/2016	GIDANGA HOUSE	ACCOMMODATION 13TH & 14TH APRIL 2016 - FINANCIAL MANAGEMENT REVIEW MOORE STEPHENS	\$ 320.00
EFT7310	03/05/2016	GREAT SOUTHERN WASTE DISPOSAL	REPLACEMENT BIN UNIT 6 / 28 WILLIAMS ST	\$ 110.00
EFT7311	03/05/2016	H RUSHTON & CO	TWO-WAY DISPLAY PACKS, WINDOW GLASS, WINDSCREEN, BATTERIES & HOSES	\$ 1,757.40
EFT7312	03/05/2016	JH COMPUTER SERVICES	NETGEAR ETHERNET SWITCH	\$ 70.00
EFT7313	03/05/2016	JR & A HERSEY PTY LTD	PROTECTIVE EQUIPMENT & GUIDE POSTS	\$ 1,326.32
EFT7314	03/05/2016	KELYN TRAINING SERVICES	RENEWAL OF TRAFFIC MANAGEMENT COURSE OUTSIDE STAFF	\$ 1,050.00
EFT7315	03/05/2016	LANDGATE	RURAL UV GENERAL REVALUATION 2015/2016	\$ 6,152.85
EFT7316	03/05/2016	LGRCEU	PAYROLL DEDUCTIONS	\$ 51.60
EFT7317	03/05/2016	MAGIQ SOFTWARE LTD	MAGIQ SOFTWARE SUITE LICENCE	\$ 4,719.00
EFT7318	03/05/2016	PACIFIC BRANDS WORKWEAR	EMPLOYEE UNIFORMS	\$ 20.35
EFT7319	03/05/2016	SANCTUARY GOLF RESORT	ACCOMODATION - PWS	\$ 220.00
EFT7320	03/05/2016	SERVICEWEST	PROGRAM AND INSTALL MODEM	\$ 852.50
EFT7321	03/05/2016	SGS	WATER SAMPLE TESTING	\$ 176.00
EFT7322	03/05/2016	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 140.00
EFT7323	03/05/2016	SHIRE OF KULIN	REGIONAL ROAD GROUP CRASH TRAILER PROJECT	\$ 1,100.00
EFT7324	03/05/2016	STEVE DAVIS - BUILDER	REPAIR LOCK IN REAR FLYSCREEN DOOR	\$ 139.70
EFT7325	03/05/2016	STUMPY'S GATEWAY ROADHOUSE	DIESEL & UNLEADED PETROL	\$ 367.01
EFT7326	03/05/2016	SUPALUX PTY LTD	PAINTING LINES - ROBINSON RD	\$ 1,842.50
EFT7327	03/05/2016	THE WEST AUSTRALIAN	ADVERTISING	\$ 789.30
EFT7328	03/05/2016	WA CONTRACT RANGER SERVICES	RANGER SERVICES 11/04/16 TO 21/04/16	\$ 696.57
EFT7329	03/05/2016	WANNEROO TROPHY SHOP	TRIATHLON MEDALS	\$ 275.18
EFT7330	03/05/2016	WEST AUSTRALIAN NEWSPAPERS	ADVERTISING	\$ 230.40
EFT7331	03/05/2016	WESTERN POWER	UPGRADE OF ROBINSON RD STREET LIGHTING & REPOSITION POWER PILLAR MONTGROMERY ST	\$ 27,900.00
EFT7332	03/05/2016	WHEATBELT ELECTRICS	REPAIR KITCHEN LIGHT UNIT 1/28 WILLIAM STREET & LOST POWER AT RAILWAY STATION	\$ 232.93

EFT7333	10/05/2016	JIMS TREE & STUMP REMOVAL	STUMP GRINDING	\$ 2,590.50
EFT7334	10/05/2016	JR & A HERSEY PTY LTD	GUIDE POSTS	\$ 209.00
EFT7335	10/05/2016	SHIRE OF BROOKTON	MASTERCARD PURCHASES APRIL 2016 INCLUDING WESTNET & SURVEY MONKEY	\$ 187.90
EFT7336	10/05/2016	SHIRE OF BROOKTON	MASTERCARD PURCHASES APRIL 2016 INCLUDING SAI GLOBAL & PAGODA RESORT	\$ 807.26
EFT7337	10/05/2016	UPPER GREAT SOUTHERN JUNIOR	KIDSPORT VOUCHERS	\$ 600.00
EFT7338	10/05/2016	WA TREASURY CORPORATION	LOAN REPAYMENTS FOR RECREATION PLAN & COUNTRY CLUB	\$ 65,222.77
EFT7339	10/05/2016	WINDSOR D & J	INSPECT WATER LEAK IN PAVILION ROOF	\$ 127.05
EFT7340	23/05/2016	1 STOP RECORDS CONSULTING	RECORD MANAGEMENT CONSULTING 2/05/16 TO 10/05/16	\$ 1,534.50
EFT7341	23/05/2016	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 123.92
EFT7342	23/05/2016	ALLTOILETS	2 X PORTABLE TOILETS	\$ 5,929.00
EFT7343	23/05/2016	AQUASOL	FLOCCULANT & CHLORINE	\$ 4,345.00
EFT7344	23/05/2016	ASSET INFRASTRUCTURE MANAGEMENT	ROMAN II TRAINING AND IMPROVEMENT PLAN	\$ 3,300.00
EFT7345	23/05/2016	AUSTRALASIAN PERFORMING RIGHTS	LICENSE FEES 01/06/16 TO 31/05/17 - MEMORIAL HALL	\$ 251.86
EFT7346	23/05/2016	B & N EYRE BROOKTON NEWSAGENCY	NEWSPAPER & STATIONERY PURCHASES APRIL 2016	\$ 523.04
EFT7347	23/05/2016	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES MAY 2016	\$ 243,558.80
EFT7348	23/05/2016	BOC GASES	OXYGEN	\$ 24.15
EFT7349	23/05/2016	BRIAN WILLIAMS	HIRE SIDE TIPPER TO CART GRAVEL GARTRELL ROAD	\$ 4,125.00
EFT7350	23/05/2016	BROOKTON DELI	LUNCH AND AFTERNOON TEA FOR APRIL COUNCIL MEETING	\$ 316.00
EFT7351	23/05/2016	BROOKTON SUPERMARKET	COFFEE, MILK & REFRESHMENTS FOR COUNCIL	\$ 253.85
EFT7352	23/05/2016	COUNTRY COPIERS	MONTHLY METER READING	\$ 506.97
EFT7353	23/05/2016	COURIER AUSTRALIA	FRIEGHT	\$ 53.72
EFT7354	23/05/2016	GILL RURAL TRADERS	HARDWARE & RURAL SUPPLIES APRIL 2016	\$ 3,791.39
EFT7355	23/05/2016	GREAT SOUTHERN FUEL SUPPLIES	DIESEL DELIVERED APRIL 2016	\$ 6,472.96
EFT7356	23/05/2016	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN PICKUP & BROOKTON TIP SITE 29/03/16 TO 26/04/16	\$ 11,134.72
EFT7357	23/05/2016	H RUSHTON & CO	TYRES , BRAKE FLUID, MICROPHONE & GREASE GUN	\$ 2,998.35
EFT7358	23/05/2016	INGREYS	SERVICE & REPAIRS - 19BO	\$ 473.98
EFT7359	23/05/2016	IXOM	RENTAL FEE FOR CHLORINE GAS CYLINDERS	\$ 81.84
EFT7360	23/05/2016	JASON SIGNMAKERS	TRAFFIC HAZARD SIGNS	\$ 638.00
EFT7361	23/05/2016	LANDGATE	TITLE AND SURVEY CERTIFICATE OF TITLE 2788/942, 2788/940 & 2788/941 & RURAL UV'S CHARGEABLE SCHEDULE R2016/4 19/03/16 TO 01/04/16	\$ 359.20
EFT7362	23/05/2016	LYN KAY	CIRCUIT CLASSES & GYM INDUCTIONS 14/04/16 TO 21/04/16 & 28/04/16 TO 05/05/16	\$ 540.00
EFT7363	23/05/2016	MOORE STEPHENS	INTERIM AUDIT & FINANCIAL MANAGMENT REVIEW 2015/2016	\$ 16,269.00
EFT7364	23/05/2016	NARROGIN PETALS & BLOOM FORIST	WREATHS FOR ANZAC DAY	\$ 210.00
EFT7365	23/05/2016	REGIONAL ANTENNAS	REPAIR OF TV CONNECTION UNIT 5 28 WILLIAMS ST	\$ 165.00
EFT7366	23/05/2016	SHIRE OF PINGELLY	MAINTENANCE & REPAIRS PT7, T13, PU30 &PTR4	\$ 1,631.92
EFT7367	23/05/2016	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL PURCHASES APRIL 2016	\$ 111.25
EFT7368	23/05/2016	THE WEST AUSTRALIAN	NOTICE OF ANNUAL ELECTORS MEETING	\$ 153.60
EFT7369	23/05/2016	TOTALLY CONFIDENTIAL RECORDS	STORAGE OF ARCHIVE BOXES APRIL 2016	\$ 116.69
EFT7370	23/05/2016	WA CONTRACT RANGER SERVICES	RANGER SERVICES 28/04/16 TO 12/05/16	\$ 631.12

EFT7371	23/05/2016	WA LOCAL GOVERNMENT ASSN	PLANNING PRACTICES IN LOCAL GOVERNMENT COURSE - PPO & ADVERTISING	\$ 145.08
EFT7372	23/05/2016	WHEATBELT ELECTRICS	ATTEND TO EXPOSED WIRES AT SWIMMING POOL & REPAIR LEAKING AIR CONDITIONER AT ADMINISTRATION BUILDING	\$ 400.40
EFT7373	23/05/2016	YORK COMMUNITY MATTERS	ADVERTISING	\$ 317.85
<b>TOTAL EFT</b>				<b>\$ 464,493.38</b>

Chq/EFT	Date	Name	Description	Amount
17817	03/05/2016	A HOBBS	REIMBURSEMENT OF INSURANCE CLAIM #633499153	\$ 90.60
17818	03/05/2016	AINSLEY COUSINS	REFUND TRIATHLON ENTRY FEES AS TRIATHLON CANCELLED	\$ 50.00
17819	03/05/2016	GIRL GUIDES WA INC	KIDSPORT VOUCHER	\$ 200.00
17820	03/05/2016	PARKLAND MAZDA	SERVICE & REPAIRS - 7 BO	\$ 370.00
17821	03/05/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 366.34
17822	03/05/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 340.00
17823	03/05/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 324.34
17824	03/05/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 340.00
17825	03/05/2016	SYNERGY	ELECTRICITY CARAVAN PARK, OVAL & WB EVA PAVILION	\$ 1,611.15
17826	03/05/2016	TELSTRA CORPORATION	MOBILE TELEPHONE 0429998533	\$ 120.00
17827	03/05/2016	WATER CORPORATION OF WA	WATER MAIN LINK FEE - MONTGOMERY ST & WATER USAGE AT CARAVAN PARK	\$ 1,090.57
17828	10/05/2016	GIRL GUIDES WA INC	KIDSPORT VOUCHERS	\$ 400.00
17829	11/05/2016	ATO	FBT FINAL CONTRIBUTION 2015/16	\$ 3,817.17
17830	23/05/2016	GIRL GUIDES WA INC	KIDSPORT VOUCHER	\$ 200.00
17831	23/05/2016	RC & N WILLIAMS & SON	GRAVEL FOR BROOKTON KWEDA ROAD	\$ 12,375.00
17832	23/05/2016	SYNERGY	ELECTRICITY STREETLIGHTS -25/03/16 TO 24/04/16	\$ 3,275.20
17833	23/05/2016	TELSTRA CORPORATION	MOBILE, IPAD, ADMINISTRATION BUILDING, DCEO RESIDENCE, SWIMMING POOL & DEPOT TELEPHONE ACCOUNTS	\$ 1,681.50
17834	23/05/2016	WATER CORPORATION OF WA	WATER SERVICE CHARGES UNIT 1 & UNIT 2 2 MONTGOMERY ST 01/05/16 TO 30/06/16	\$ 338.50
<b>TOTAL CHQ</b>				<b>\$ 26,990.37</b>
<b>TOTAL MUNICIPAL</b>				<b>\$ 491,483.75</b>

DIRECT DEBITS FOR MAY 2016	
SALARIES & WAGES	\$ 83,333.69
MERCHANT FEES	\$ 298.01
SUPERANNUATION	\$ 16,826.13
<b>TOTAL</b>	<b>\$ 100,457.83</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
3/04/16	WESTNET - DEPOT	\$ 49.95
	WESTNET - ADMINISTRATION	\$ 109.95
3/4/16	SURVEY MONKEY	\$ 24.00
29/4/16	CARD FEE	\$ 4.00
<b>TOTAL</b>		<b>\$ 187.90</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES DCEO Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
24/3/16	SAI GLOBAL - WA STANDARDS AS1684-1-2001	\$ 262.05
15/4/16	PAGODA RESORT - MANAGMENT & FINANCIAL WORKSHOP DCEO	\$ 541.21
29/4/16	CARD FEE	\$ 4.00
<b>TOTAL</b>		<b>\$ 807.26</b>

## 12.6.16.2 FINANCIAL STATEMENTS – STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIODS 31 MAY 2016

### FILE REFERENCE:

**AUTHORS NAME AND POSITION:** Evelyn Arnold  
Deputy Chief Executive Officer

**NAME OF APPLICANT/RESPONDENT:** Shire of Brookton

**DATE REPORT WRITTEN:** 7<sup>th</sup> June 2016

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** There is no previous meeting reference.

### SUMMARY:

The Statement of Financial Activity for the period 31 May 2016 is presented to Council.

### 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.

### Detail:

Councillors have been provided with completed Statement of Financial Activity for the period ended 31 May 2016 (Attachment 12.05.16.02A).

The comments on any significant budget variances are provided within Note 9 of the financial statements.

### Statutory and Legal Considerations:

Section 6.4 of the *Local Government Act 1995*.

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

### Policy Considerations:

There is no Council Policy relative to this issue.

### Consultation:

There has been no consultation in this matter.

### Financial Implications:

There are no financial implications relevant to this report.

### Strategic Community Plan (2013 – 2023)

No reference

**Corporate Business Plan (2015-2019)**

No reference

**Voting Requirements:**

Simple Majority.

**Officer's Recommendation:**

**That Council receives the Statement of Financial Activity for the period ended 31 May 2016 attachment 12.06.16.02A.**

**Council Resolution**

**12.06.16.02A**

**Moved Cr Mills      Seconded Cr Crute**

**That Council receives the Statement of Financial Activity for the period ended 31 May 2016 attachment 12.06.16.02A.**

**CARRIED 6-0**

**Shire of Brookton**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 May 2016**

**TABLE OF CONTENTS**

Statement of Financial Activity by Function & Activity

Statement of Financial Activity by Nature & Type

Note 1 - Graphical Representation of Statement of Financial Activity

Note 2 - Net Current Funding Position

Note 3 - Major Variances

Note 4 - Receivables

Note 5 - Cash Backed Reserves

Note 6 - Capital Disposals and Acquisitions

Note 7 - Information on Borrowings

Note 8 - Cash and Investments

Note 9 - Budget Amendments

Note 10 - Trust Fund

Note 11 - Kalkarni Financial Report



**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 May 2016**

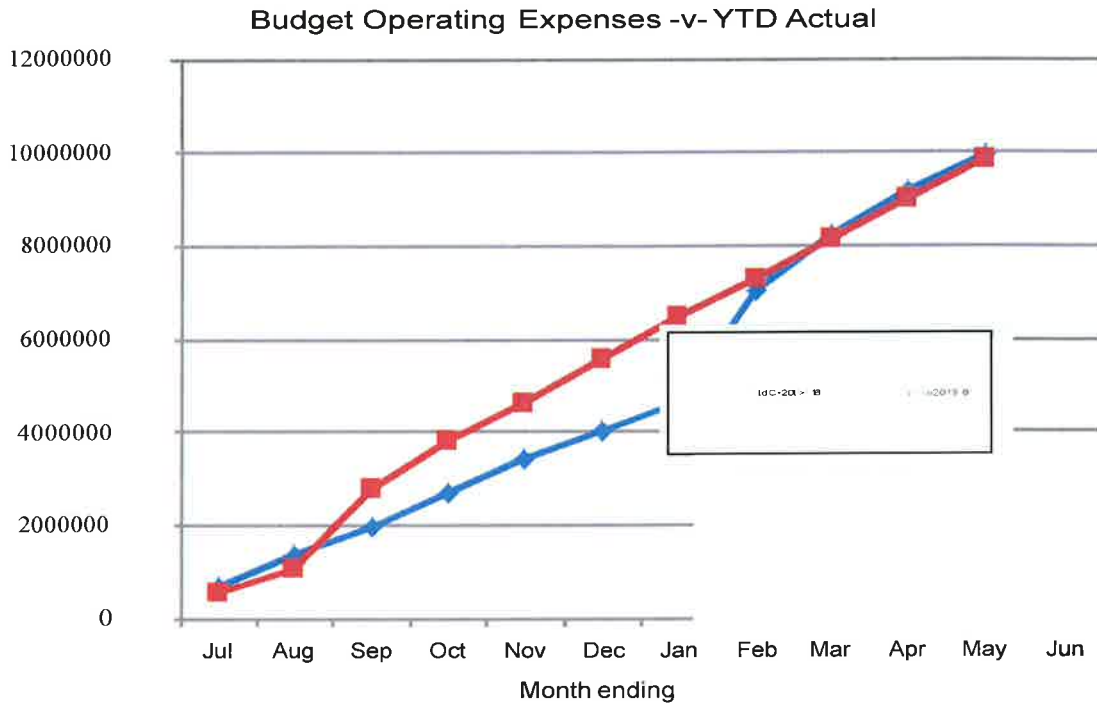
	Note	Current Annual Budget 3	Projected Year End Actual	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	\$	%	
Governance		39,292	39,292	35,992	30,486	(5,506)	(15.30%)	
General Purpose Funding		631,917	631,917	614,055	589,171	(24,884)	(4.05%)	
Law, Order and Public Safety		40,494	40,494	53,404	384,725	331,321	620.40%	▲
Health		2,467	2,467	2,255	625	(1,630)	(72.30%)	
Education and Welfare		3,951,522	3,951,522	3,627,703	3,389,205	(238,498)	(6.57%)	▼
Housing		67,378	67,378	67,378	77,181	9,803	14.55%	
Community Amenities		600,027	600,027	586,758	515,788	(70,970)	(12.10%)	▼
Recreation and Culture		164,456	164,456	148,996	80,707	(68,289)	(45.83%)	▼
Transport		842,547	842,547	809,248	783,683	(25,565)	(3.16%)	▼
Economic Services		60,704	60,704	54,153	49,468	(4,685)	(8.65%)	
Other Property and Services		156,279	156,279	116,220	108,319	(7,901)	(6.80%)	
<b>Total (Excluding Rates)</b>		<b>6,557,083</b>	<b>6,557,083</b>	<b>6,116,162</b>	<b>6,009,357</b>	<b>(106,805)</b>	<b>(1.75%)</b>	
<b>Operating Expense</b>								
Governance		(667,000)	(667,000)	(534,558)	(525,911)	8,647	(1.62%)	
General Purpose Funding		(226,720)	(226,720)	(199,507)	(197,918)	1,589	(0.80%)	
Law, Order and Public Safety		(270,779)	(270,779)	(231,394)	(193,952)	37,442	(16.18%)	▲
Health		(56,803)	(56,803)	(47,487)	(49,880)	(2,393)	5.04%	
Education and Welfare		(3,991,534)	(3,991,534)	(3,596,651)	(3,618,676)	(22,025)	0.61%	▲
Housing		(194,042)	(194,042)	(166,148)	(170,382)	(4,234)	2.55%	
Community Amenities		(606,189)	(606,189)	(465,961)	(447,076)	18,885	(4.05%)	
Recreation and Culture		(856,696)	(856,696)	(759,857)	(740,580)	19,277	(2.54%)	
Transport		(4,338,586)	(4,338,586)	(3,690,375)	(3,709,024)	(18,649)	0.51%	
Economic Services		(152,717)	(152,717)	(132,907)	(102,907)	30,000	(22.57%)	▲
Other Property and Services		(107,545)	(107,545)	(80,157)	(86,978)	(6,821)	8.51%	
<b>Total</b>		<b>(11,468,610)</b>	<b>(11,468,610)</b>	<b>(9,905,002)</b>	<b>(9,843,284)</b>	<b>61,718</b>	<b>0.62%</b>	
<b>Funding Balance Adjustment</b>								
Add back Depreciation		4,720,254	4,720,254	3,976,658	3,973,987	(2,671)	(0.07%)	
Adjust (Profit)/Loss on Asset Disposal	6	68,572	68,572	67,268	217,492	150,224	223.32%	▲
<b>Net Operating (Ex. Rates)</b>		<b>(122,701)</b>	<b>(122,701)</b>	<b>255,086</b>	<b>357,552</b>	<b>102,467</b>	<b>40.17%</b>	
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	6	636,000	636,000	547,909	547,909	0	0.00%	
Self-Supporting Loan Principal		35,629	35,629	29,549	29,549	0	0.00%	
Transfer from Reserves	5	682,627	682,627	128,000	128,000	0	0.00%	
<b>Total</b>		<b>1,354,256</b>	<b>1,354,256</b>	<b>705,458</b>	<b>705,458</b>	<b>0</b>	<b>0.00%</b>	
<b>Capital Expenses</b>								
Land and Buildings	6	(1,196,878)	(1,196,878)	(520,000)	(514,956)	5,044	(0.97%)	
Plant and Equipment	6	(547,000)	(547,000)	(415,000)	(765,168)	(350,168)	84.38%	▼
Furniture and Equipment	6	(36,750)	(36,750)	(50,000)	(54,600)	(4,600)	9.20%	
Infrastructure Assets - Roads & Bridges	6	(1,042,170)	(1,042,170)	(935,000)	(938,185)	(3,185)	0.34%	
Infrastructure Assets - Sewerage	6	(143,547)	(143,547)	(127,057)	(127,057)	(0)	0.00%	
Infrastructure Assets - Parks	6	(30,000)	(30,000)	0	0	0		
Repayment of Debentures	7	(114,637)	(114,637)	(114,111)	(114,111)	(0)	0.00%	
Transfer to Reserves	5	(1,021,799)	(1,021,799)	(490,000)	(486,530)	3,470	(0.71%)	
<b>Total</b>		<b>(4,132,781)</b>	<b>(4,132,781)</b>	<b>(2,651,168)</b>	<b>(3,000,607)</b>	<b>(349,439)</b>	<b>13.18%</b>	
<b>Net Capital</b>		<b>(2,778,525)</b>	<b>(2,778,525)</b>	<b>(1,945,710)</b>	<b>(2,295,149)</b>	<b>(349,439)</b>	<b>17.96%</b>	
<b>Total Net Operating + Capital</b>		<b>(2,901,226)</b>	<b>(2,901,226)</b>	<b>(1,690,624)</b>	<b>(1,937,597)</b>	<b>(246,972)</b>	<b>14.61%</b>	
Rate Revenue		1,786,216	1,786,216	1,789,993	1,791,638	1,645	0.09%	
Opening Funding Surplus(Deficit)		1,118,789	1,118,789	1,115,010	<b>1,115,010</b>	0	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>3,779</b>	<b>3,779</b>	<b>1,214,379</b>	<b>969,051</b>	<b>(245,327)</b>	<b>(20.20%)</b>	

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Program by Nature and Type**  
**For the Period Ended 31 May 2016**

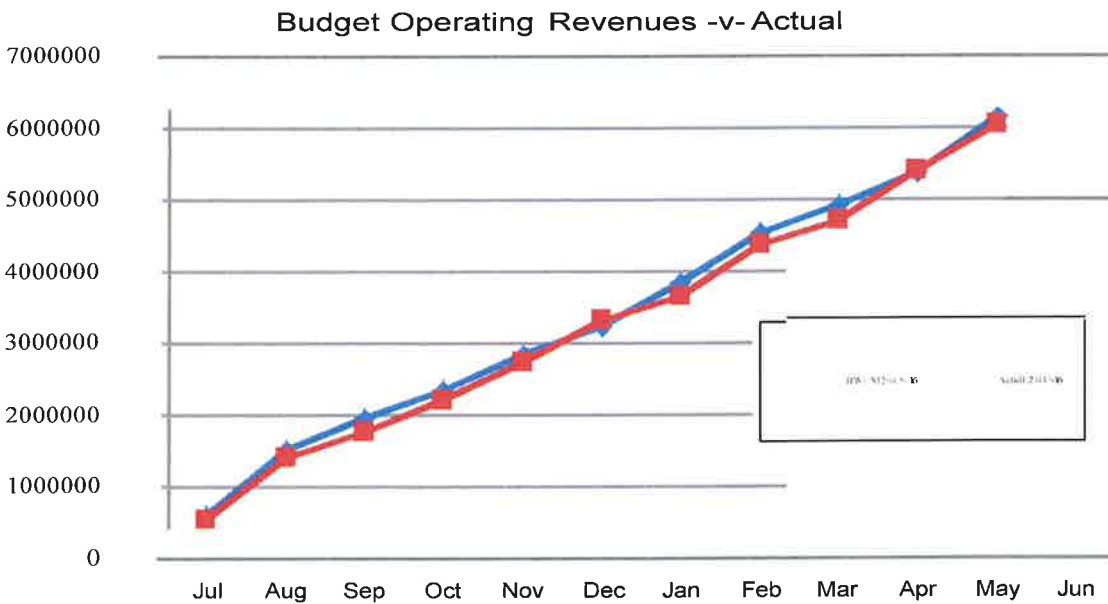
NOTE	2015/16	2015/16	2015/16	2015/16	2015/16	Variance
	Current Budget	Projected Year	YTD Budget	YTD Actual	YTD Budget vs	
	\$	End Actual	\$	\$	YTD Actual	\$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>						
Rates	1,789,993	1,789,993	1,789,993	1,791,638		1,645
Operating Grants, Subsidies and Contributions	3,412,432	3,412,432	3,378,062	3,383,271		5,209
Fees and Charges	1,443,221	1,443,221	1,372,952	1,335,191		(37,761)
Interest Earnings	175,867	175,867	136,212	132,241		(3,970)
Other Revenue	360,534	360,534	240,490	216,072		(24,418)
	7,182,047	7,182,047	6,917,709	6,858,413		(59,296)
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>						
Employee Costs	(1,162,231)	(1,162,231)	(1,020,379)	(1,022,569)		(2,191)
Materials and Contracts	(4,905,406)	(4,905,406)	(4,316,622)	(4,244,323)		72,299
Utilities	(172,417)	(172,417)	(145,049)	(141,216)		3,833
Depreciation	(4,720,254)	(4,720,254)	(3,976,658)	(3,973,987)		2,671
Interest Expenses	(130,793)	(130,793)	(92,893)	(100,465)		(7,572)
Insurance	(161,940)	(161,940)	(148,445)	(140,185)		8,260
Other Expenditure	(13,525)	(13,525)	(4,398)	(1,122)		3,276
	(11,266,566)	(11,266,566)	(9,704,444)	(9,623,867)		80,577
	(4,084,519)	(4,084,519)	(2,786,735)	(2,765,453)		21,281
<b>Non-Operating Grants, Subsidies &amp; Contributions</b>						
	1,031,559	1,031,559	945,596	940,657		(4,939)
Profit on Asset Disposals	10,901	10,901	-	1,925		1,925
Loss on Asset Disposals	(79,472)	(79,472)	(219,417)	(219,417)		-
	(3,121,531)	(3,121,531)	(2,060,556)	(2,042,288)		18,267
<b>NET RESULT</b>						

Shire of Brookton  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2016

Note 1- Graphical Representation - Source Statement of Financial Activity

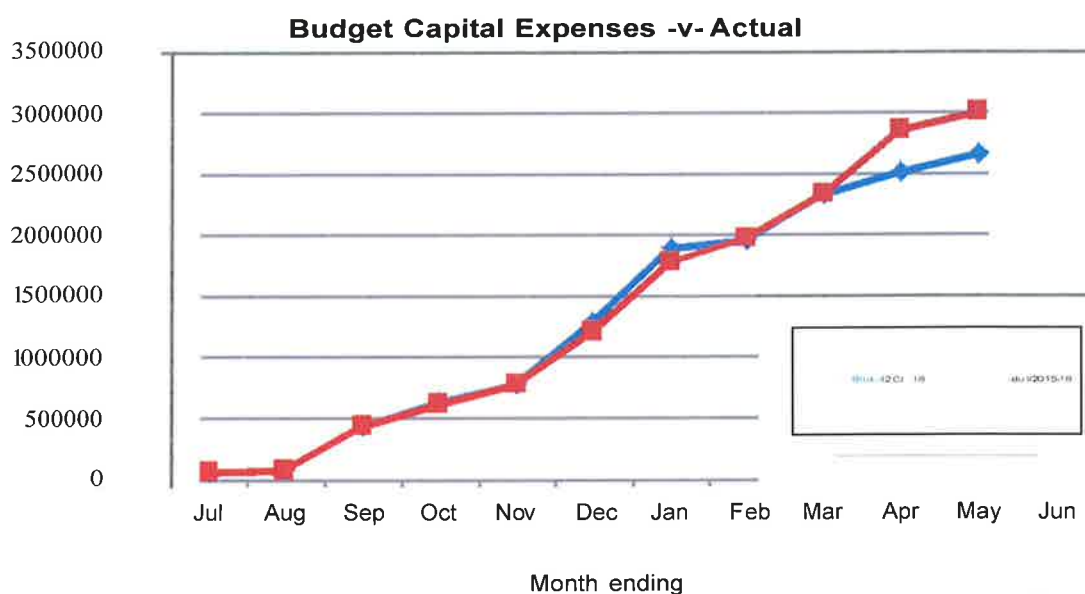


Comments/Notes- Operating Expenses

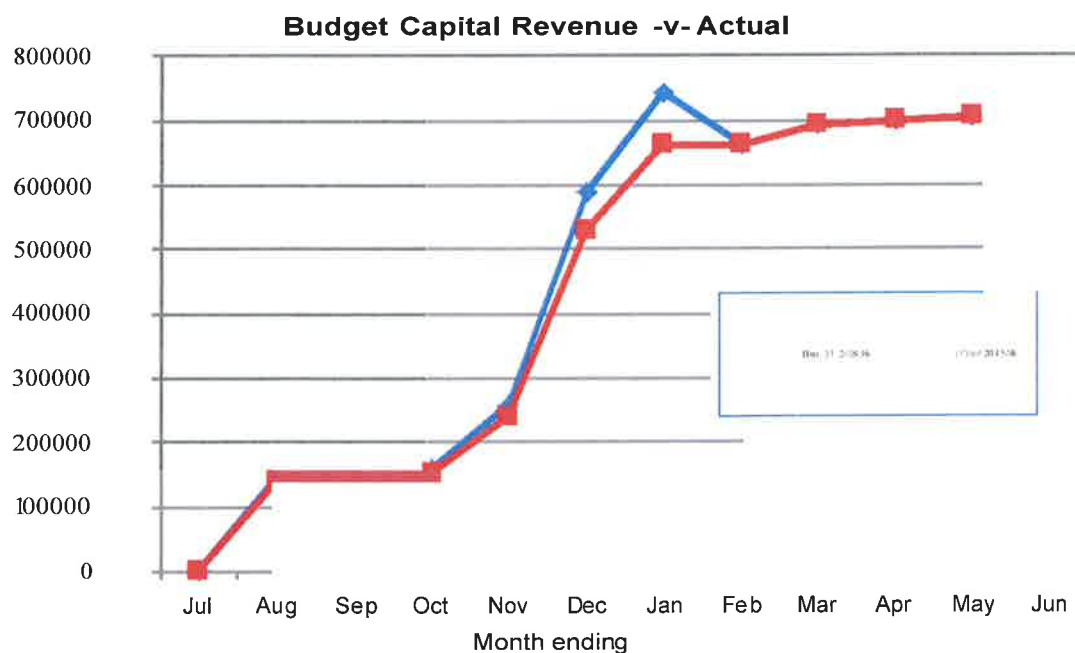


**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

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



**Comments/Notes- Capital Expenses**



**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**Note 2: NET CURRENT FUNDING POSITION**

**Current Assets**

Cash Unrestricted  
Cash Restricted  
Receivables  
Prepayments & Accruals  
Inventories

**Less: Current Liabilities**

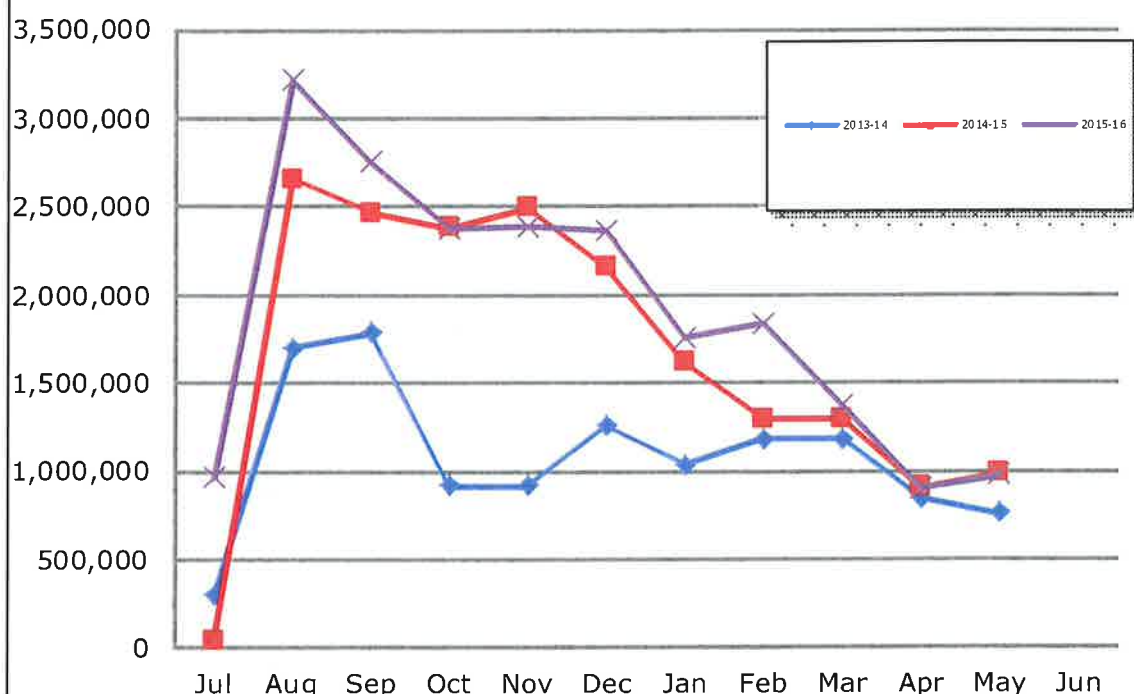
Payables and Provisions

Less: Cash Restricted

**Net Current Funding Position**

Positive=Surplus (Negative=Deficit)			
2015-16			
Note	This Period	Same Period 2014/15	Same Period 2013/14
	\$	\$	\$
	<b>1,148,649</b>	1,001,731	744,111
	<b>2,918,484</b>	2,596,705	2,236,318
	<b>1,536,447</b>	1,028,505	854,659
	<b>0</b>	0	0
	<b>12,124</b>	12,048	22,306
	<b>5,615,704</b>	4,638,989	3,857,394
	<b>(1,728,168)</b>	(1,062,421)	(866,065)
	<b>(1,728,168)</b>	(1,062,421)	(866,065)
	<b>(2,918,484)</b>	(2,596,705)	(2,236,318)
	<b>969,052</b>	<b>979,863</b>	<b>755,011</b>

**Note 2 - Liquidity Over the Year**



**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**Note 3: MAJOR VARIANCES**

**Comments/Reason for Variance**

**OPERATING REVENUE (EXCLUDING RATES)**

**Governance**

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

**General Purpose Funding**

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

**Law, Order and Public Safety**

The receipt of a new fire tender is classified as a non cash financial contribution. The resulted in a favourable variance of \$347k.

**Health**

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

**Education and Welfare**

The subsidy income for Kalkarni Aged Care Facility is less than budgeted expectation (\$223K). However, the forecasted position received from Baptisitcare, indicates that budget targets will be achieved.

**Housing**

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

**Community Amenities**

Forecasted Revenue reflects the expected grant of \$60k fro Happy Valley Bore Field project. This project will now be carried over to 16/17 budget.

**Recreation and Culture**

The variance between budget and actual here is because the budget reflects income from grants to complete capital projects on the WB Eva Pavilion and Nature Play Park. Applications for these grants are pending.

**Transport**

This variance reflects that the final calim for the Regional Raod Group funding has not yet been processed.

**Economic Services**

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

**Other Property and Services**

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

**OPERATING EXPENSES**

**Governance**

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

**General Purpose Funding**

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

**Law, Order and Public Safety**

This variance is being driven by lower than estimated depreciation figure (\$40k).

**Health**

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

**Education and Welfare**

The reduction in expenditure here relates to lower than expected contract costs for Kalkarni Aged Residential Facility (\$93k). This has been offset by the loss on disposal of assets as a result of a change in capitalisation threshold.

**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**

This underspend reflects a budget expectation that the \$25k for the Economic Development Strategy would have been spent in the first 6 months of the year.

**Other Property and Services**

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

## **CAPITAL REVENUE**

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

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

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

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

### **Transfer from Reserves**

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

## **CAPITAL EXPENSES**

### **Land and Buildings**

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

### **Plant and Equipment**

The Variance here reflects the capitalisation of the new Fire Tender. This was not included in the annual budget nor the budget review.

### **Furniture and Equipment**

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

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

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

### **Infrastructure Assets - Sewerage**

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

### **Repayment of Debentures**

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

### **Transfer to Reserves**

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

## **OTHER ITEMS**

### **Rate Revenue**

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

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

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

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

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

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**Note 4: RECEIVABLES**

**Receivables - Rates, Sewerage and Rubbish**

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

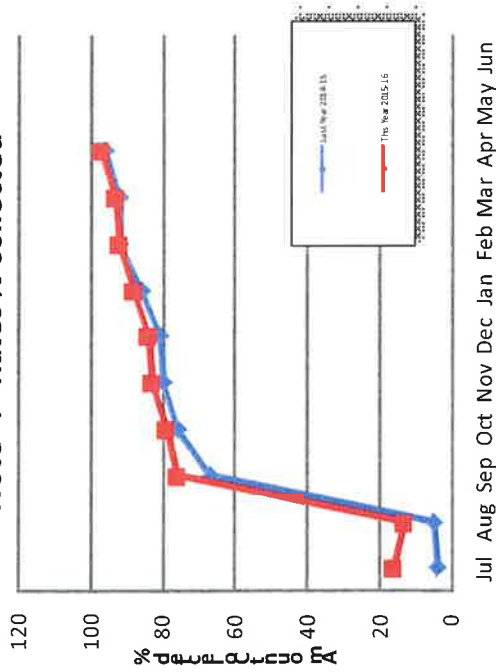
**Net Rates Collectable**  
 % Collected

Current 2015-16	Previous 2014-15
\$ 48,284	\$ 41,705
2,115,830	1,925,127
<b>(2,121,441)</b>	<b>(1,902,056)</b>
<b>42,673</b>	<b>64,776</b>
42,673	64,776
98.03%	96.71%

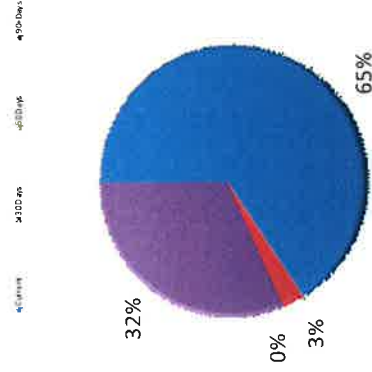
Receivables - General	Current	30 Days	60 Days	90+Days
	\$ 25,337	\$ 1,012	\$ 0	\$ 12,372
<b>Total Outstanding</b>				<b>38,721</b>

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

**Note 4 - Rates % Collected**



**Receivables - General**





**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Vehicle Reserve	354,660	10,640	7,547	100,000	0	(85,000)	0	380,300	362,207
Housing Reserve	310,210	9,306	9,531	485,000	430,000	(40,000)	0	764,516	749,741
Furniture and Equipment Reserve	13,597	408	289	10,000	0	0	0	24,005	13,886
Municipal Buildings & Facilities Reserve	83,312	2,499	1,773	30,000	0	0	0	115,811	85,085
Townscape and Footpath Reserve	235,807	7,074	5,018	0	0	(200,000)	0	42,881	240,825
Land Development Reserve	122,707	3,681	2,611	0	0	0	0	126,388	125,318
Sewerage and Drainage Scheme Reserve	199,455	5,984	3,372	50,000	0	(150,000)	(128,000)	105,439	74,827
Road and Bridge Infrastructure Reserve	45,568	1,367	970	10,000	0	0	0	56,935	46,538
Health & Aged Care Reserve	708,616	21,258	15,078	50,000	0	(145,000)	0	634,874	723,694
Community Bus Reserve	50,770	1,523	1,080	5,000	0	0	0	57,293	51,850
Sport & Recreation Reserve	9,856	296	210	0	0	0	0	10,152	10,066
Rehabilitation & Refuse Reserve	34,410	1,032	732	5,000	0	0	0	40,442	35,142
Saddleback Building Reserve	47,533	1,426	1,011	0	0	0	0	48,959	48,544
Caravan Park Reserve	124,544	3,736	2,650	0	0	0	0	128,280	127,194
Brookton Heritage/Museum Reserve	31,005	930	660	2,500	0	0	0	34,435	31,665
Kweda Hall Reserve	19,513	585	415	2,500	0	0	0	22,598	19,928
Aldersyde Hall Reserve	19,513	585	415	2,500	0	0	0	22,598	19,928
Railway Station Reserve	19,513	585	415	2,500	0	(18,000)	0	4,598	19,928
Madison Square Units Reserve	16,778	503	357	0	0	0	0	17,281	17,135
Cemetery Reserve	63,264	1,898	1,346	0	0	(51,080)	0	14,082	64,610
Water Harvesting Reserve	49,322	1,480	1,049	0	0	(26,000)	0	24,802	50,371
	<b>2,559,953</b>	<b>76,799</b>	<b>56,530</b>	<b>755,000</b>	<b>430,000</b>	<b>(715,080)</b>	<b>(128,000)</b>	<b>2,676,672</b>	<b>2,918,483</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**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)
\$	\$	\$		\$	\$	\$
31,978	40,000	8,022	CEO Vehicle			0
26,519	25,000	(1,519)	DCEO Vehicle			0
231,000	330,000	99,000	8 Marsh Avenue	291,485	290,000	(1,485)
115,500	145,000	29,500	7 Montgomery Street	176,490	140,000	(36,490)
29,385	22,000	(7,385)	Shire Planner Vehicle			0
110,439	100,000	(10,439)	Grader D Series	116,292	87,000	(29,292)
25,301	22,000	(3,301)	Works Supervisors Ute	21,895	20,909	(986)
7,121	10,000	2,879	Single Cab Utility	8,076	10,000	1,924
0	0	0	Furniture and Equipment WDV Below Cap	128,949	0	(128,949)
			Plant and Equipment WDV Below Cap	22,213		(22,213)
<b>577,243</b>	<b>694,000</b>	<b>116,757</b>	<b>Totals</b>	<b>765,401</b>	<b>547,909</b>	<b>(217,492)</b>

Comments - Capital Disposal

Summary Acquisitions	Adopted Budget		
	Budget	Actual	Variance
	\$	\$	\$
<b>Property, Plant &amp; Equipment</b>			
Land and Buildings	1,202,878	514,956	687,922
Plant & Equipment	607,000	765,168	(158,168)
Furniture & Equipment	21,750	54,600	(32,850)
<b>Infrastructure</b>			
Roadworks & Bridge Works	1,031,390	938,185	93,206
Parks & Gardens	30,000	0	30,000
Sewerage & Drainage	166,000	127,057	38,943
<b>Totals</b>	<b>3,059,018</b>	<b>2,399,966</b>	<b>659,053</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**Note 7: INFORMATION ON BORROWINGS**

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-15 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
							Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	142,415	-	11,963	11,963	130,452	130,452	9,468	9,518
*Loan 79 Multifunctional Family Centre	Purchase of the Building Extension and Refurbishment of the Club House	1/08/2020	15	5.82	46,892	-	7,463	7,463	39,429	39,429	1,654	2,681
*Loan 82 Country Club		15/11/2027	20	6.95	309,142	-	15,678	16,203	293,464	292,939	20,045	21,461
Governance												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	64,357	-	3,921	3,921	60,436	60,436	2,590	4,150
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	102,601	-	6,959	6,959	95,642	95,642	3,634	5,771
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	169,292	-	11,482	11,482	157,810	157,810	5,996	9,522
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	71,821	-	4,871	4,871	66,950	66,950	2,544	4,040
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	169,292	-	11,482	11,482	157,810	157,810	5,996	9,522
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	768,751	-	40,293	40,293	728,458	728,458	48,538	53,360
					1,844,563	0	114,111	114,637	1,730,452	1,729,926	100,465	120,025

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

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**Note 8: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
Municipal Cash at Bank - Operating Account	1.50%	136,074				136,074	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	1,012,575				1,012,575	Bendigo	
Trust Cash at Bank	1.50%			32,567		32,567	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	2.85%		2,918,484			2,918,484	Bendigo	02/06/2016
Les McMullen Trust	2.70%			7,431		7,431	Bendigo	26/06/2016
(c) <b>Investments</b>								
Bendigo Bank Shares					5,000	5,000		
<b>Total</b>		1,148,649	2,918,484	39,998	5,000	4,112,131		

**Comments/Notes - Investments**

**Investment Management Strategy for Kalkarni Bonds**

The total bond/RAD amounts are invested with Bankwest for a term of 271 days at the rate of 3.08% with a maturity date of 03 January 2017.

[illegible]

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**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 2015	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 May 2016
	\$	\$	\$	\$
Housing Bonds	1,080	2,820	(3,000)	900
Other Bonds	11,430	13,955	(15,895)	9,490
Rates Incentive Prize	0	200	(200)	0
Staff AFL Tipping	200	0	(200)	0
Les McMullen Sporting Grants	7,431	0	(871)	6,560
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	5,411	0	(5,411)	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	4,915	0	0	4,915
Unclaimed Money	430	0	(430)	0
	<b>49,030</b>	<b>16,975</b>	<b>(26,007)</b>	<b>39,998</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Kalkarni Aged Care Facility**  
**For the Period Ended 31 May 2016**

**Note 11: Kalkarni Aged Care Facility**

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
<b>Operating Revenue</b>		\$	\$	\$	\$	%	
Fees & Charges		730,448	669,577	669,578	0	0.00%	
Grants & Subsidies		2,966,461	2,719,256	2,484,000	(235,256)	(8.65%)	
Reimbursements & Donations		250	229	0	(229)	(100.00%)	
Other Income		3,333	3,055	0	(3,055)	(100.00%)	
<b>Total Revenue</b>		<b>3,700,492</b>	<b>3,392,118</b>	<b>3,153,578</b>	<b>(238,540)</b>	<b>(7.03%)</b>	
<b>Operating Expenses</b>							
Building Maintenance		0	0	0	0	0.00%	
Interest Expenses		(5,771)	(5,290)	(3,634)	1,656	(31.31%)	
Insurance Expenses		(17,000)	(17,000)	(14,311)	2,689	(15.82%)	
Building Maintenance		(47,700)	(43,725)	(20,018)	23,707	(54.22%)	▼
Loss on Sale of Asset		0	0	(87,234)	(87,234)	0.00%	
Depreciation		(199,200)	(182,600)	(185,206)	(2,606)	1.43%	
ABC Administration Expenses		(21,559)	(19,762)	(18,764)	998	(5.05%)	
Contract Expenses		(3,594,909)	(3,295,333)	(3,198,320)	97,013	(2.94%)	▼
<b>Total Expenses</b>		<b>(3,886,139)</b>	<b>(3,563,711)</b>	<b>(3,527,487)</b>	<b>36,224</b>	<b>1.02%</b>	
<b>Operating Surplus (Deficit)</b>		<b>(185,647)</b>	<b>(171,594)</b>	<b>(373,910)</b>	<b>(202,316)</b>	<b>-118%</b>	
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		199,200	182,600	185,206	2,606	1.43%	
Adjust (Profit)/Loss on Asset Disposal		0	0	(87,234)	(87,234)	0.00%	
<b>Net Operating Surplus (Deficit)</b>		<b>13,553</b>	<b>11,007</b>	<b>(275,938)</b>	<b>(286,945)</b>	<b>(2606.95%)</b>	
<b>Capital Revenues</b>							
KBC Capital Income		184,830	169,428	169,427	(0)	(0.00%)	
Transfer from Reserves	5	145,000	0	0	0	0.00%	
<b>Total</b>		<b>329,830</b>	<b>169,428</b>	<b>169,427</b>	<b>(0)</b>	<b>(0)</b>	
<b>Capital Expenses</b>							
Land and Buildings	6	(252,330)	(30,000)	(28,461)	1,539	0.00%	
Plant and Equipment	6	0	0	0	0	0.00%	
Furniture and Equipment	6	0	(25,000)	(23,391)	1,609		
Repayment of Debentures	7	(6,959)	(6,959)	(6,959)	0	0.00%	
Transfer to Reserves	5	(71,258)	(17,715)	(15,078)	2,637		
<b>Total</b>		<b>(330,547)</b>	<b>(79,674)</b>	<b>(73,889)</b>	<b>5,785</b>		
<b>Net Capital</b>		<b>(717)</b>	<b>89,754</b>	<b>95,538</b>	<b>5,785</b>	<b>6.44%</b>	
<b>Closing Funding Surplus(Deficit)</b>		<b>12,836</b>	<b>100,760</b>	<b>(180,400)</b>	<b>(281,160)</b>		



### 12.6.16.3 SCHEDULE OF FEES AND CHARGES 2016/17

#### FILE REFERENCE:

**AUTHORS NAME  
AND POSITION:** Evelyn Arnold  
Deputy Chief Executive Officer

**NAME OF APPLICANT/  
RESPONDENT:** Not Applicable

**DATE REPORT WRITTEN:** 7<sup>th</sup> June 2016

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** None

#### **SUMMARY:**

This report recommends that Council adopts the proposed schedule of fees and charges for the 2016/17 year.

#### **Background:**

In accordance with Section 6.16 of the *Local Government Act 1995*, a Local Government may impose and recover a fee or charge for any goods or service it provides or proposes to provide. Fees and charges are to be imposed (generally) when adopting the budget and must be resolved by an absolute majority.

In determining the amount of a fee or charge for a service or goods a local government is required to take into account the following factors (s 6.17) –

- (a) The cost to the local government of providing the service or goods;
- (b) The importance of the service or goods to the community; and
- (c) The price at which the service or goods could be provided by an alternative provider.

Fees and charges can be imposed or amended during the year but only by an absolute majority decision of Council.

#### **Detail:**

A schedule of the proposed fees and charges for 2016/17 is provided as a separate attachment (12.06.16.03A) to this report. The majority of Council controlled fees have been increased by 6% (rounded to the nearest dollar) in line with the Long Term Financial Plan assumptions. The exceptions to this are as follows;

- Community Group Facility Hire fees which have not been increased.
- Gym membership - removal of the sporting group discount has been offset by a slight reduction in the annual membership fee.
- Seasonal Gym Membership has been removed.
- The annual charges for the sporting groups have been not been increased;
- The annual fee for the Brookton Patch Work and Craft group have not been increased.
- Caravan Park fees have not been increased – feedback from customers indicates for the facilities offered this is the maximum fee the market will accept.
- The admission charges for the Swimming Pool have not been increased.



**Statutory and Legal Considerations:**

Section 6.16 of the *Local Government Act 1995* enables a local government to impose and recover a fee or charge for any goods or service it provides or proposes to provide.

Section 6.19 of the *Local Government Act 1995* requires public notice if fees and charges are amended or adopted after the budget has been adopted.

**Policy Considerations:**

There are no Policy Implications relative to this issue.

**Consultation:**

The schedule of fees and charges has been reviewed by all staff with a view to ensuring that the structure and make-up of the fees and charges was reasonable and practical.

**Financial Implications:**

In reviewing these fees and charges consideration was given to the Long Term Financial Plan which assumes a 6% increase.

**Strategic Community Plan (2013 – 2023)**

There are no references that relate to this report.

**Corporate Business Plan (2015-2019)**

There are no references that relate to this report.

**Officer's Comment:**

In reviewing these fees and charges the intention is to maintain a balance between cost recovery and provision of services and facilities at an affordable rate to the community. This process is part of an ongoing review to ensure the future sustainability of shire assets.

**Voting Requirements:**

Absolute Majority.

**Officer's Recommendation:****That Council:**

1. That Council adopts and incorporates the proposed schedule of fees and charges as presented into the 2016/17 Budget document.
2. That the proposed fees and charges take effect on 1 July 2016.
3. That the availability of the 2016/17 schedule of fees and charges is advertised in the Brookton Telegraph.

**SEPARATE ATTACHMENT 12.06.16.03A****Council Resolution:****12.06.16.03A****Moved Cr Crute****Seconded Cr Mills**

1. That Council adopts and incorporates the proposed schedule of fees and charges as presented into the 2016/17 Budget document.
2. That the proposed fees and charges take effect on 1 July 2016.
3. That the availability of the 2016/17 schedule of fees and charges is advertised in the Brookton Telegraph.

**CARRIED ABSOLUTE MAJORITY 6-0**

**Moved Cr Crute                      Seconded Cr Eva –**  
**1.10pm**  
**Suspend Standing Orders to facilitate discussion**  
**CARRIED 6-0**

**Moved Cr Mills                      Seconded Cr Fancote**  
**1.20pm**  
**Resume Standing Orders**  
**CARRIED 6.0**

## 12.02.16.04 BUDGET AMENDMENT – KALKARNI AGED RESIDENTIAL FACILITY

### FILE REFERENCE:

**AUTHORS NAME  
AND POSITION:** Evelyn Arnold  
Deputy Chief Executive Officer

**NAME OF APPLICANT/  
RESPONDENT:** Not Applicable

**DATE REPORT WRITTEN:** 7<sup>th</sup> June 2016

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** There is no previous meeting reference.

### **SUMMARY:**

This report recommends the expenditure of \$3,395 (excluding GST) for the purchase of a new bed for the Kalkarni Aged Residential Facility, be approved.

### **Background:**

As part of the budget requests for 2016/17 it was requested that some existing furniture and beds be replaced. As part of this process four beds were identified as no longer fit for purpose.

### **Detail:**

With the Kalkarni facility currently at capacity, it was identified that this replacement of the bed could not wait until a budget was adopted in July.

## Statutory and Legal Considerations:

### *Local Government Act 1995*

#### **6.8. Expenditure from municipal fund not included in annual budget**

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

*\* Absolute majority required.*

- (1a) In subsection (1) —  
**additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government —
  - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

*[Section 6.8 amended by No. 1 of 1998 s. 19.]*

#### **Policy Considerations:**

There are no policy implications.

#### **Consultation:**

Consultation was undertaken with the management and staff at Kalkarni.

#### **Financial Implications:**

There is a current budget provision in the 2015/16 budget of \$117,330 of which \$51,852 has been spent leaving a balance of \$65,478. It is proposed that the \$3,395 be deducted from this allocation.

#### **Strategic Community Plan (2013 – 2023)**

Not applicable

#### **Corporate Business Plan (2015-2019)**

No reference

#### **Officer's Comment:**

The replacement of the bed was unavoidable as it would restrict the facility obtaining and maintaining full occupation.

**Voting Requirements:**

Absolute Majority.

**Officer's Recommendation:**

**That Council approves the budget amendment allocating \$3,395 to replace a bed at the Kalkarni Aged Residential Facility.**

**Council Resolution:**

**12.06.16.04**

**Moved Cr Crute**

**Seconded Cr Fancote**

**That Council approves the budget amendment allocating \$3,395 to replace a bed at the Kalkarni Aged Residential Facility.**

**CARRIED ABSOLUTE MAJORITY 6.0**

## 12.06.16.05 ASSET WRITE-OFFS BELOW CAPITALISATION THRESHOLD

### FILE REFERENCE:

<b>AUTHORS NAME AND POSITION:</b>	Deanne Sweeney Senior Finance Officer
<b>NAME OF APPLICANT/ RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	01 June 2016
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	There is no previous meeting reference.

### SUMMARY:

This report recommends that Council approve the removal of 15 items plant and equipment with a total written down value of \$22,213.08, along with 64 items of furniture and fittings with a written down value of \$128,949.94 from the Fixed Asset Register to be recorded on Council's Asset Inventory Listing.

### Background:

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

### Detail:

In April 2016 the accounting policy was amended to increase the capitalisation threshold to \$5,000. Therefore, fixed assets with a written down value under \$5,000 will be recorded on Council's Inventory Asset Listing rather than being continued to be depreciated in Council's financial statements. To remove these items requires them to be written off the balance sheet. This has resulted in a loss on disposal of assets of \$151,163 detailed in attachment 12.06.16.05A.

### Statutory and Legal

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

### Policy Considerations:

Significant Accounting Policies.

### Consultation:

Nil

**Financial Implications:**

The loss on disposal of \$151,163.02 reflects the transfer of assets from the Fixed Asset Register to the Asset Inventory Listing. This is a non cash item which is added back in the cash flow and rate setting statement. However, there will be a budget variation required as a result of the write off of these assets in the financial statements.

**Strategic Community Plan (2013 – 2023)**

Not applicable

**Corporate Business Plan (2015-2019)**

No reference

**Officer's Comment:**

Not applicable.

**Voting Requirements:**

Absolute majority

**Officer's Recommendation:**

That Council approves the write off of assets with a total written down value of \$151,163.02 as detailed in attachment 12.06.16.05A

**Council Resolution**

**12.06.16.05A**

**Moved Cr Eva**

**Seconded Cr Fancote**

That Council approves the write off of assets with a total written down value of \$151,163.02 as detailed in attachment 12.06.16.05A

**CARRIED ABSOLUTE MAJORITY 6-0**

## GOVERNANCE

### 13.6.16.1 MAKING OF HEALTH LOCAL LAW 2016

FILE REFERENCE: N/A

AUTHORS NAME AND POSITION: Darren Friend  
CEO

NAME OF APPLICANT/  
RESPONDENT: Shire of Brookton

DATE REPORT WRITTEN: 3 June 2016

DISCLOSURE OF INTEREST: The author has no financial interest in this matter

PREVIOUS MEETING REFERENCE: 18 June 2015

#### SUMMARY

For Council to:

- (1) consider the submissions (if any) received on the proposed *Health Local Law 2016* and determine if any amendment(s) are required to the proposed local law as a result of the submissions received;
- (2) Make the *Shire of Brookton Health Local Law 2016*, incorporating all amendments;
- (3) Obtain the Executive Director, Public Health, consent to make the local law;
- (4) Authorise the local law's gazettal in the *Government Gazette*;
- (5) Give public notice (after gazettal), of the date the *Shire of Brookton Health Local Law 2016* will come into effect;
- (6) Submit the local law to the Joint Standing Committee on Delegated Legislation for review; and
- (7) Authorise the affixing of the Common Seal to the *Shire of Brookton Health Local Law 2016*.

#### Attachments:

Shire of Brookton Health Local Law 2016.

#### Background:

At its ordinary meeting held on 18 June 2015 Council resolved to commence the process to make a Health local law.

The procedure for making Health local laws requires Council to advertise state-wide, advising of its intention to make a local law, and invite submissions to be made on the proposed local law for a six-week (42 day) period. At the closure of the submission period, Council is to consider all submissions before making a local law.



After resolving to make the local law, Council must obtain consent from the Executive Director Public Health for the local law, before the local law is published in the *Government Gazette*. Copies are then to be provided to the relevant Ministers. Copies of the local law along with the completed Explanatory Memorandum are to be forwarded to the Joint Standing Committee on Delegated Legislation for review.

Public notice of the title and summary of the purpose and effect of the local law is to occur after its gazettal.

The submission period for public comment closed on 2 September 2015.

### **Comment:**

The proposed *Shire of Brookton Health Local Law 2016* is shown as an attachment to this report.

Council advertised, both locally and state-wide, for public comment on the draft Health Local Law 2015. At the closure of the submission period, one submission had been received from the Department of Health.

The comments contained in the submissions, along with the proposed action to be taken are detailed in the table below:

CLAUSE NO.	HEADING	PROPOSED AMENDMENT	SHIRE'S POSITION
1.2	Part 1	Commencement is superfluous and can be deleted.	Noted - Commencement date has been removed from local law.
1.5	Part 1	The definition of " <b>cooking facilities</b> " is too ambiguous. It is not required and should be deleted. The term "cooking facilities" is only used in Clause 2.15 and is adequately defined for the purposes of that Clause in Subclause 2.15 (5).	Noted - Definition has been deleted from Clause 1.5.
1.5	Part 1	The definition of " <b>nuisance</b> " does not accord with the head of power in PART VII of the Health Act.	Noted - A revised nuisance definition has been inserted in Clause 1.5.
N/A	Division 2 of Part 3	The title of Division 2 should be " <b>Ventilation of houses</b> "	Noted - Division heading amended accordingly.
Clause 3.5	Part 3	Change "dwelling house" to "house" in each of the seven places it is used. It is not appropriate to restrict the application of Division 2 to just "dwelling houses". In the Health Act, "dwelling houses" are a subset of "houses" and the terms are not interchangeable.	Noted - Clause 3.5 redrafted to remove the word 'dwelling'.

3.6	Part 3	Change "dwelling house" to "house" in each of the seven places it is used. It is not appropriate to restrict the application of Division 2 to just "dwelling houses". In the Health Act, "dwelling houses" are a subset of "houses" and the terms are not interchangeable.	Noted - Clause 3.6 redrafted to remove the word 'dwelling'.
3.7	Part 3	Change "dwelling house" to "house" in each of the places it is used. It is not appropriate to restrict the application of Division 2 to just "dwelling houses". In the Health Act, "dwelling houses" are a subset of "houses" and the terms are not interchangeable.	Noted - Clause 3.7 redrafted to remove the word 'dwelling'.
3.8	Part 3	Change "dwelling house" to "house" in each of the places it is used. It is not appropriate to restrict the application of Division 2 to just "dwelling houses". In the Health Act, "dwelling houses" are a subset of "houses" and the terms are not interchangeable.	Noted - Clause 3.8 redrafted to remove the word 'dwelling'.
5.11(2)	Part 5	Change the word "Subsection" to "Subclause" to conform to the format adopted for this proposed local law.	Noted - 'Subsection' replaced with subclause.
5.16	Part 5	In Table 3, the row heading "50 to 500 pigs" should be the heading "50 to 499 pigs".	Noted - Heading changed as requested.
5.16	Table 3	Parliament's Joint Standing Committee on Delegated Legislation has recently highlighted a disparity in Tables 2 and 3 in Part 5. Change "300m" to "1,000m" in each of the cells of column B - "Isolated rural dwellings, dairies and industries". The third cell in the column is erroneously printed as "3000m", this should also be changed to "1000m".	Noted - Table 3 amended as requested.

6.4	Part 6	In the first line of Clause 6.4, the comma after the word "flies" would be better placed after the preceding word "EHO".	Noted - Clause amended as suggested.
6.4	Part 6	The words "of flies" apply to all three paragraphs, so they must be removed from paragraph (c) and placed on the next line, aligned with "Where" the first word of the clause, so that they apply to all three paragraphs.	Noted - Clause amended as suggested.
7.1(1)(b)	Part 7	In paragraph (b), the words ""or both, to the satisfaction of an EHO." should start on the next line and be aligned with "The", the first word of subclause (1), so that they apply to both paragraphs, (a) and (b) and not just to (b).	Noted - Clause amended as suggested.
7.3(3)	Part 7	In Subclause 7.3 (3), in subparagraph (ii), the words ""within the time and in the manner specified in the notice." should start on the next line and be aligned with "the", the first word before "EHO", so that they apply to both subparagraphs, (i) and (ii) and not just to (ii).	Noted - Clause amended as suggested.
8.7(2)(c)	Part 8	Change the word "Police" to "Police Service" as this is the correct name for the police.	Noted - Clause amended as suggested.
9.16(1)	Part 9	In Subclause 9.16 (1), in the second line a comma should be inserted after the third word "on".	Noted - Clause amended as suggested.
Schedule 2		In Schedule 2, the first column headings "Number" and "Area" are misaligned. They need to be moved to the right so that they are above their respective columns.	Noted - Clause amended as suggested.
Consent Page		An example consent page is provided for consideration.	Noted - Revised consent page inserted into local law.

The attached local law incorporating all identified amendments is not considered significantly different than the proposed local law that was advertised for public comment, permitting Council to proceed with adopting the local law.

The purpose of the *Shire of Brookton Health Local Law 2016* is to provide a statutory means of effectively controlling issues which have the potential to adversely impact on the health and well-being of the community.

The effect of the *Shire of Brookton Health Local Law 2016* is to allow health related issues to be sufficiently controlled so as to provide an acceptable standard for the maintenance of public health in the community and to remove obsolete and out-dated local laws relating to the district.

## **Statutory Environment: Local Government Act 1995**

### **Subdivision 2 — Local laws made under any Act**

#### **3.11. Subdivision applies to local laws made under any Act**

This Subdivision applies to local laws made under this Act and the procedure for making them and, unless a contrary intention appears in that other Act, to local laws made under any other Act, and the procedure for making them.

#### **3.12. Procedure for making local laws**

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
  - (a) give Statewide public notice stating that —
    - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
    - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
    - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
  - and
  - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.

*\* Absolute majority required.*
- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give local public notice —
  - (a) stating the title of the local law; and

- (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - (c) advising that copies of the local law may be inspected or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —  
**making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.
- [Section 3.12 amended by No. 1 of 1998 s. 8; No. 64 of 1998 s. 6; No. 49 of 2004 s. 16(4) and 23.]*

### **3.13. Procedure where significant change in proposal**

If during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.

### **3.14. Commencement of local laws**

- (1) Unless it is made under section 3.17, a local law comes into operation on the 14th day after the day on which it is published in the *Gazette* or on such later day as may be specified in the local law.
  - (2) A local law made under section 3.17 comes into operation on the day on which it is published in the *Gazette* or on such later day as may be specified in the local law.
- [Section 3.14 amended by No. 1 of 1998 s. 9.]*

### **3.15. Local laws to be publicized**

A local government is to take reasonable steps to ensure that the inhabitants of the district are informed of the purpose and effect of all of its local laws.

### **3.16. Periodic review of local laws**

- (1) Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.
- (2) The local government is to give Statewide public notice stating that —
  - (a) the local government proposes to review the local law; and
  - (b) a copy of the local law may be inspected or obtained at any place specified in the notice; and
  - (c) submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.
- (2a) A notice under subsection (2) is also to be published and exhibited as if it were a local public notice.
- (3) After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.

- (4) When its council has considered the report, the local government may determine\* whether or not it considers that the local law should be repealed or amended.

*\* Absolute majority required.*

*[Section 3.16 amended by No. 64 of 1998 s. 7; No. 49 of 2004 s. 24.]*

**Health Act 1911**  
**Food Act 2008**  
**Food Standards Code**

**Policy Implications:**

There are no policy implications for this item.

**Financial Implications:**

Advertising costs of approximately \$600 associated with state-wide advertising.  
Gazettal costs are approximately \$100 per page.

**Consultation:**

A public consultation period was undertaken for a period of 42 days.

In addition, comments were sought from the relevant Ministers (Local Government and Health).

**Strategic Plan Implications:**

There are no strategic plan implications relative to this issue.

**Voting Requirements:**

Absolute Majority Required.

**Attachment 13.06.01A Brookton Draft Health Local Law Recommendation:****That Council**

1. Notes the comments from the Department of Health in relation to the proposed *Shire of Brookton Health Local Law 2015*;
2. Resolves to make the *Shire of Brookton Health Local Law 2016*, as contained in the Attachment, in accordance with Section 342 of the *Health Act 1911* and Section 3.12 of the *Local Government Act 1995*;
  - (a) the purpose of which is to provide a statutory means of effectively controlling issues which have the potential to adversely impact on the health and well-being of the community; and
  - (b) the effect is to allow health related issues to be sufficiently controlled so as to provide an acceptable standard for the maintenance of public health in the community and to remove obsolete and out-dated local laws relating to the district.
3. Provide a copy of the adopted *Shire of Brookton Health Local Law 2016* to the Executive Director, Public Health, for Consent.
4. Upon consent being received from the Executive Director, Public Health, publish the *Shire of Brookton Health Local Law 2016* in the *Government Gazette* and provide copies of the local law to the Minister for Local Government and Communities, and the Minister for Health.
5. Give state wide public notice after gazettal of the local law advising the title and summary purpose and effect of the gazetted local law.
6. Submit a copy of the gazetted local law, explanatory memoranda and associated documentation to the Joint Standing Committee on Delegated Legislation for review.
7. Authorise the affixing of the Common Seal to the *Shire of Brookton Health Local Law 2016*.

**Council Resolution**

**13.06.16.01A**

**Moved Cr Crute**

**Seconded Cr Mills**

**That Council**

- 1. Notes the comments from the Department of Health in relation to the proposed *Shire of Brookton Health Local Law 2015*;**
- 2. Resolves to make the *Shire of Brookton Health Local Law 2016*, as contained in the Attachment, in accordance with Section 342 of the *Health Act 1911* and Section 3.12 of the *Local Government Act 1995*;  
(a) the purpose of which is to provide a statutory means of effectively controlling issues which have the potential to adversely impact on the health and well-being of the community; and  
(b) the effect is to allow health related issues to be sufficiently controlled so as to provide an acceptable standard for the maintenance of public health in the community and to remove obsolete and out-dated local laws relating to the district.**
- 3. Provide a copy of the adopted *Shire of Brookton Health Local Law 2016* to the Executive Director, Public Health, for Consent.**
- 4. Upon consent being received from the Executive Director, Public Health, publish the *Shire of Brookton Health Local Law 2016* in the *Government Gazette* and provide copies of the local law to the Minister for Local Government and Communities, and the Minister for Health.**
- 5. Give state wide public notice after gazettal of the local law advising the title and summary purpose and effect of the gazetted local law.**
- 6. Submit a copy of the gazetted local law, explanatory memoranda and associated documentation to the Joint Standing Committee on Delegated Legislation for review.**
- 7. Authorise the affixing of the Common Seal to the *Shire of Brookton Health Local Law 2016*.**

**CARRIED 6-0**



## 13.06.16.02 WHEATBELT FREIGHT PLAN

FILE REFERENCE:	N/A
AUTHORS NAME AND POSITION:	Darren Friend CEO
NAME OF APPLICANT/ RESPONDENT:	Shire of Brookton
DATE REPORT WRITTEN:	7 June 2016
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
PREVIOUS MEETING REFERENCE:	N/A

### SUMMARY

Council is being requested via Main Roads WA and WALGA to confirm which roads/routes within its local road network should be classified as collector routes as part of the Wheatbelt Freight Plan.

### Background:

In late 2014 Wheatbelt South Regional Road Group (WBS RRG) requested WALGA to facilitate a workshop to discuss and identify ways to address a number of cross-Shire border Restricted Access Vehicle (RAV) access issues with the aim of creating a clearer continuous freight network in the Wheatbelt.

The workshop in the South was replicated by a similar workshop for Wheatbelt North Regional Road Group (WBN RRG). These workshops were also attended by managers from Main Roads Wheatbelt Region and Heavy Vehicle Services.

At these workshops sub-groups marked up maps indicating issues with the current freight network and identifying aspirational freight routes for the future.

WALGA compiled the data gathered at these workshops and it was passed onto Main Roads Wheatbelt in February 2016.

WALGA, Heavy Vehicle Services and Main Roads Wheatbelt have been discussing what actions need to be taken to clarify and rationalise the freight network in the Wheatbelt and discussions have been held with both the Department of Transport and Wheatbelt Development Commission.

### Details:

Three workstreams have been agreed upon to progress the Plan. The third of these workstreams involves Local Governments as individual entities having direct input into the production of a plan for a secondary road freight network in the Wheatbelt.

MRWA has requested that Council confirms its collector roads/routes and to address any of the clashes identified in their comments.

To provide guidance on identification of the proposed collector roads, MRWA has requested;

- Each route must connect to the Main Roads network
- Each Sub-Group must identify no more than 10 collector routes
- Parallel collector routes must be at least 20km apart

Wherever possible, Restricted Access Vehicles should be using Main Roads controlled routes across the Wheatbelt region.

Council may choose to delegate to its WBS RRG delegates to work collaboratively with the sub-group in providing collective feedback to the Northam regional office of Main Roads WA.

## **Statutory and Legal Considerations: Local Government Act 1995**

### **Part 3 — Functions of local governments**

#### ***What this Part is about***

*This Part describes the functions of a local government and deals with some important issues that the performance of those functions may involve.*

*In particular —*

- (a) *Division 1 describes the general function of a local government and contains some other general provisions;*
- (b) *Divisions 2 and 3 deal with legislative and executive functions respectively;*
- (c) *Division 4 allows functions to be performed by regional local governments.*

### **Division 1 — General**

#### **3.1. General function**

- (1) The general function of a local government is to provide for the good government of persons in its district.
- (2) The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.
- (3) A liberal approach is to be taken to the construction of the scope of the general function of a local government.

## **Main Roads Act 1930**

### **Part 6 — Secondary roads**

*[Heading inserted by No. 19 of 2010 s. 44(2).]*

#### **24. Declaration of secondary roads; local governments' functions as to secondary roads**

- (1) The Governor, on the recommendation of the Commissioner, may —
  - (a) declare any road to be a secondary road for the purposes of this Act;
  - (b) authorise and empower the Commissioner to provide and construct any secondary road.
- (2) A declaration made under this section may be revoked or varied by the Governor on the recommendation of the Commissioner.
- (3) In considering whether to make any recommendation to the Governor that any road should be declared to be a secondary road, the Commissioner shall take into account —
  - (a) the funds available or likely to be available for secondary roads;
  - (b) whether the road is or will be in the near future a feeder route connecting producing areas with a highway or main road or with their market outlets or connecting centres of population;
  - (c) whether the road is, or will be, the main means of access to a national park, scenic reserve or site, or seaside resort, andbefore making any recommendation the Commissioner shall consult with the local government.
- (4) The powers of a local government over a secondary road shall not be deemed to be taken away by this Act and the Commissioner may enter into agreements with local governments for the construction of secondary roads or any parts of a secondary road.
- (5) The local government of a district in which a secondary road or any part of a secondary road is situated shall be responsible for maintaining such secondary road or part; but where a secondary road, or part of a secondary road, follows the common boundary of 2 districts, the cost of the maintenance shall be apportionable between the local governments of those districts and the Commissioner may determine the respective liabilities of each local government.
- (6) Where a local government fails to maintain to the satisfaction of the Commissioner any construction works carried out by the Commissioner on a secondary road, the Commissioner may, by notice in writing, direct the local government to carry out the works of maintenance specified in the notice within the period limited by the notice.

- (7) Where a local government fails to comply with a direction given under subsection (6), the Commissioner may carry out such works and any expenses so incurred by the Commissioner shall be repaid by the local government to the Commissioner, and, if not repaid within 3 months after demand by the Commissioner, shall be deemed a debt due and payable to Her Majesty enforceable in the name of Her Majesty against the local government and the revenues of the local government.
- (8) All moneys repaid by, or recovered from a local government under this section shall be credited to the Main Roads Trust Account.

[Section 24 inserted by No. 96 of 1975 s. 21; amended by No. 25 of 1982 s. 5; No. 14 of 1996 s. 4; No. 49 of 1996 s. 64; No. 77 of 2006 Sch. 1 cl. 104(11).]

## **26. Powers of Commissioner etc. as to secondary roads**

The Minister, the Commissioner, and the officers acting under this Act shall have the same powers with regard to secondary roads as are by this Act conferred on them regarding highways and main roads, and the provisions of this Act regarding highways and main roads, shall, as far as practicable, apply *mutatis mutandis* to secondary roads.

[Section 26 amended by No. 96 of 1975 s. 23; No. 10 of 1996 s. 19.]

## **Road Traffic (Vehicles) Act 2012**

### **Subdivision 2 — Modification of mass or dimension requirements for certain vehicles**

#### **32. Terms used**

In this Subdivision —

**order** means an order mentioned in section 34(1)(a) by which a mass or dimension requirement is modified;

**permit** means a permit mentioned in section 34(1)(b) by which a mass or dimension requirement is modified;

**vehicle** means a vehicle of a class prescribed for the purposes of this definition.

#### **33. Modification of mass or dimension requirements for prescribed vehicles**

- (1) The Commissioner of Main Roads may modify a mass or dimension requirement that applies to —
- a vehicle; or
  - the load of a vehicle; or
  - a vehicle and its load.
- (2) A modification of a mass requirement may impose a higher maximum mass than that permitted under the requirement but the higher maximum mass must not exceed the GCM, the GVM or any other mass limit specified by the manufacturer.
- (3) A modification of a dimension requirement may impose a higher maximum width, height or length than that permitted under the requirement.
- (4) The Commissioner of Main Roads is not to modify a mass or dimension requirement that applies to a vehicle that is also a heavy vehicle of a prescribed class or its load unless on or before the day on which the modification takes effect there is a person who is accredited under Division 4 in relation to the vehicle.

- (5) The Minister may declare, in writing in accordance with the regulations, that subsection (4) does not apply to a vehicle, or vehicles of a class, specified by the Minister in the declaration.
- (6) A modification of a mass or dimension requirement has effect for the term specified in the order or permit.

#### **34. Order or permit for modification**

- (1) A modification of a mass or dimension requirement —
    - (a) if made on the volition of the Commissioner of Main Roads, is to be by order published in the *Gazette*; or
    - (b) if made on the application of a person, is to be by permit issued to the applicant.
  - (2) The driver of a vehicle in respect of which, or in respect of the load of which, a mass or dimension requirement has been modified under a permit —
    - (a) must carry in the vehicle a copy of the permit; and
    - (b) must produce a copy of the permit if directed by a police officer to do so.
- Penalty: a fine of 20 PU.

#### **35. Application of modified mass or dimension requirement**

- (1) An order or permit may specify that a modified mass or dimension requirement applies or does not apply —
  - (a) to a specified vehicle or to each vehicle of a specified class; or
  - (b) on a specified road; or
  - (c) in a specified part of the State; or
  - (d) if a specified requirement is complied with; or
  - (e) in other specified circumstances.
- (2) In subsection (1) —  
***specified*** means specified in the order or permit.
- (3) The regulations may prescribe matters that are to be taken to apply, or to not apply to —
  - (a) all orders or orders of a class specified in the regulations; or
  - (b) all permits or permits of a class specified in the regulations.

#### **36. Compliance with orders, permits**

- (1) A person connected with a vehicle in respect of which, or in respect of the load of which, a mass or dimension requirement has been modified under an order or permit must comply with each provision of the order or permit.  
Penalty:
  - (a) for failure to comply with a provision of an order or permit about a road on which the vehicle can or cannot be driven, the penalty is that which would have applied to an offence under section 29(1) if the mass or dimension requirement had not been modified;
  - (b) for failure to comply with any other provision of an order or permit, a fine of 100 PU, but the minimum penalty is a fine of 12 PU.

- (2) A person who is convicted of an offence under section 29(1) involving a failure to comply with a mass or dimension requirement that has been modified under an order or permit cannot also be convicted of an offence under subsection (1) that arose out of a failure to comply with a provision of the order or permit.

### 37. Regulations about modifying mass or dimension requirements

The regulations may provide for —

- (a) applications for mass or dimension requirements to be modified; and
- (b) the submission of information and documentation in support of applications; and
- (c) the grounds for modifying mass or dimension requirements; and
- (d) the matters to be taken into account by the Commissioner of Main Roads when deciding an application to modify a mass requirement in relation to the transportation of grain to a bulk handler, including any matters that a bulk handler requires a transporter of grain to comply with as part of the bulk handler's business practices; and
- (e) the content of orders and permits; and
- (f) applications for, and other matters relating to, the variation of the modification of a mass or dimension requirement; and
- (g) the suspension or cancellation of a modification of a mass or dimension requirement; and
- (h) fees for applications mentioned in paragraphs (a) and (f).

## Division 3 — Access restrictions on certain vehicles that comply with mass or dimension requirements

### 38. Terms used

In this Division —

**access approval** means an approval given by the Commissioner of Main Roads under section 40;

**complying restricted access vehicle** means a vehicle that —

- (a) conforms with each mass or dimension requirement applying to the vehicle or its load or to the vehicle and its load; and
- (b) is prescribed as a vehicle that cannot be on a road without an access approval;

**order** means an order mentioned in section 41(1)(a) by which an access approval is given;

**permit** means a permit mentioned in section 41(1)(b) by which an access approval is given;

**road** includes part of a road.

### 39. Restriction on access of complying restricted access vehicles to certain roads

- (1) A person connected with a complying restricted access vehicle commits an offence if the vehicle is on a road without an access approval for the vehicle to be on the road.  
Penalty: a fine of 100 PU, but the minimum penalty is a fine of 20 PU.
- (2) In a prosecution for an offence under subsection (1) the person charged has the benefit of the reasonable steps defence.

- (3) A person connected with a complying restricted access vehicle must comply with an order or permit relating to the vehicle.

Penalty: a fine of 100 PU, but the minimum penalty is a fine of 12 PU.

#### **40. Access approvals**

- (1) The Commissioner of Main Roads may give an access approval for a complying restricted access vehicle to be on a road.
- (2) The Commissioner of Main Roads is not to give an access approval for a complying restricted access vehicle that is also a heavy vehicle of a prescribed class or its load unless on or before the day on which the access approval takes effect there is a person who is accredited under Division 4 in relation to the vehicle.
- (3) The Minister may declare, in writing in accordance with the regulations, that subsection (2) does not apply to a vehicle, or vehicles of a class, specified by the Minister in the declaration.
- (4) An access approval has effect for the term specified in the order or permit.

#### **41. Order or permit for access approval**

- (1) An access approval —
  - (a) if given on the volition of the Commissioner of Main Roads, is to be by order published in the *Gazette*; or
  - (b) if given on the application of a person, is to be by permit issued to the applicant.
- (2) The driver of a vehicle in respect of which an access approval has been given under a permit —
  - (a) must carry in the vehicle a copy of the permit; and
  - (b) must produce a copy of the permit if directed by a police officer to do so.

Penalty: a fine of 20 PU.

#### **42. Application of access approvals**

- (1) An order or permit may specify that an access approval applies or does not apply —
  - (a) to a specified complying restricted access vehicle or to each complying restricted access vehicle of a specified class; or
  - (b) to a specified road or each specified road; or
  - (c) at a specified time or during specified periods; or
  - (d) if a specified requirement is complied with; or
  - (e) in other specified circumstances.
- (2) In subsection (1) —  
**specified** means specified in the order or permit.
- (3) The regulations may prescribe matters that are to be taken to apply, or to not apply to —
  - (a) all orders or orders of a class specified in the regulations; or
  - (b) all permits or permits of a class specified in the regulations.

### 43. Regulations about giving access approvals

The regulations may provide for —

- (a) applications for access approvals to be given; and
- (b) the submission of information and documentation in support of applications; and
- (c) the grounds for giving access approvals; and
- (d) the content of orders and permits; and
- (e) applications for, and other matters relating to, the variation of an access approval; and
- (f) the suspension or cancellation of an access approval; and
- (g) fees for applications mentioned in paragraphs (a) and (e).

#### Policy Considerations:

Council policy 1.22 relates:-

<b>Title:</b>	<b>1.22 Restricted Access Vehicles</b>			
<b>Policy Owners:</b>				
<b>Policy Origin:</b>				
<b>Statutory Environment:</b>	<i>Road Traffic Act 1974; Road Traffic (Vehicle Standards) Rules and Regulations 2002</i>			
<b>Council Adoption:</b>	<b>Date:</b>		<b>Resolution #:</b>	
<b>Last Amended:</b>	<b>Date:</b>		<b>Resolution #:</b>	
<b>Review Date:</b>	<b>June 2014</b>			

#### Objective:

To regulate Restricted Access Vehicles (RAV's) movements on local roads in the Shire of Brookton.

Main Roads WA (MRWA) to take over full responsibility for managing and enforcing all RAV approvals on Shire roads.

#### Policy:

- MRWA to assess and upgrade all current RAV 3 local roads to RAV 4
- MRWA to retain all Type A and B Low Volume (LV) conditions as they currently apply to local roads.
- Applicants seeking to operate (RAV ) on local roads are to be advised as follows:
  - Approval is only valid on the Shire of Brookton local roads listed on the Permit Network 4 Permitted Road Table published on the MRWA website
  - Applicants are required to view the MRWA website to familiarise themselves with the LV conditions and abide by them.



**Consultation:**

Councillors

**Financial Implications:**

There may be some implied Financial Implications relevant to this report

**Strategic Community Plan (2013 – 2023)**

There are no specific implications relevant to this report.

**Corporate Business Plan (2015-2019)**

There are no specific implications relevant to this report

**Officer's Comment:**

In the opinion of staff, the current RAV permit system, when enforced works well. Unfortunately this system relies upon an "honour" type system by permit holders or RAV operators in which roads they use. MRWA Heavy Vehicle Operations (HVO) has as few as eight teams who patrol the state conducting inspections.

It may be opportune for Council to provide its input on updating this control mechanism via the use of GPS/satellite technology in Restricted Access Vehicles which immediately informs MRWA as the controlling agency of infractions.

Coupled with this initiative should be a significantly higher penalty system as the system currently used has a very low deterrent factor. Operators know their chances of getting caught are very low and should they eventually be penalised, the costs gained in any short-cuts taken significantly outweigh any fines incurred.

**Voting Requirements:**

Absolute Majority

**Officer's Recommendation:**

**That Council delegates authority via its Main Roads WA Wheatbelt South Regional Road Group representatives to work with the sub-group on collector routes to provide feedback to the regional offices of Main Roads WA in the development of the Wheatbelt Freight Plan. Attachment 13.06.16.02A**

**Council Resolution**

**13.06.16.02**

**Moved Cr Fancote**

**Seconded Cr Eva**

**That Council delegates authority via its Main Roads WA Wheatbelt South Regional Road Group representatives to work with the sub-group on collector routes to provide feedback to the regional offices of Main Roads WA in the development of the Wheatbelt Freight Plan. Attachment 13.06.16.02A**

**CARRIED 6-0**

## 13.06.16.02 FINANCIAL MANAGEMENT REVIEW - 2016

**FILE REFERENCE:** N/A

**AUTHORS NAME AND POSITION:** Darren Friend  
CEO

**NAME OF APPLICANT/RESPONDENT:** Shire of Brookton

**DATE REPORT WRITTEN:** 1 June 2016

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**PREVIOUS MEETING REFERENCE:** N/A

### **SUMMARY**

The four-yearly Financial Management Review has been completed and is now presented to Council for adoption.

### **Background:**

The four-yearly Financial Management Review (FMR) was conducted on-site in April by Council's Auditors Moore Stephens in conjunction with their interim audit visit.

A copy of the review is shown as a separate attachment to this report.

### **Details:**

In accordance with the provisions of clause 5 (2)(c) of the Local Government (Financial Management) Regulations 1996, Council must undertake a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government at least every four years and report on the findings.

Whilst the report indicates that overall, the systems and procedures in place are effective, some specific areas have been commented on.

### **4.4 RATES**

The rate notice or accompanying information did not include a brief statement that rebates to pensioners and seniors under the Rates and Charges (Rebates and Deferments) Act 1992 are funded by the Government of Western Australia as required by Local Government (Financial Management) Regulation 56(4) (ha).

### **CEO Comment:**

The template used has been amended to ensure future compliance.

#### **4.10 COST AND ADMINISTRATION OVERHEAD ALLOCATIONS**

The Shire's cost and administration allocation system was examined to determine if indirect costs have been properly reallocated to various jobs/programs. This included review of the allocation basis or rates used to ensure they are appropriate and regularly reviewed.

During our review, the following matter was noted:

- Public works overhead costs were over allocated by \$65,157; and
- Plant operating costs were under allocated by \$47,389

#### **CEO Comment:**

The comments provided in the report are valid to a point but a net difference of \$17,768 in relation to a budget provision of \$923,000 across the two areas represents a differential of less than 2%.

#### **4.13 FINANCIAL REPORTS**

The annual report for the year ended 30 June 2015 did not contain an overview of the plan for the future of the district and details of entries made during the financial year in the register of complaints as required by Section 5.53 (2) of the Local Government Act.

#### **CEO Comment:**

Auditor's comments noted and future Annual Reports will contain the required information to ensure compliance with statutory requirements.

#### **4.14 FINANCIAL INTEREST REGISTER**

Four annual returns had sections which had been left blank.

One annual return was not lodged by 31 August 2015.

#### **CEO Comment:**

Procedures have been put in place from an Administration perspective to mitigate future occurrences.

#### **4.20 GENERAL COMPLIANCE AND OTHER MATTERS**

The compliance audit return was not lodged with the Department of Local Government and Communities (DLGC) by 31 March 2016 as required by Audit Regulation 15.

#### **CEO Comment:**

The oversight this year was immediately corrected and the Shire President advised.

Procedures have been put in place from an Administration perspective to mitigate future occurrences.

**Statutory and Legal Considerations:  
Local Government Act 1995**

**Division 4 — General financial provisions**

**6.5. Accounts and records**

The CEO has a duty —

- (a) to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government; and
- (b) to keep the accounts and records up to date and ready for inspection at any time by persons authorised to do so under this Act or another written law.

**6.10. Financial management regulations**

Regulations may provide for —

- (a) the security and banking of money received by a local government; and
- (b) the keeping of financial records by a local government; and
- (c) the management by a local government of its assets, liabilities and revenue; and
- (d) the general management of, and the authorisation of payments out of —
  - (i) the municipal fund; and
  - (ii) the trust fund,of a local government.

**Local Government (Financial Management) Regulations 1996 Part**

**2 — General financial management — s. 6.10**

**5. CEO's duties as to financial management**

- (1) Efficient systems and procedures are to be established by the CEO of a local government —
  - (a) for the proper collection of all money owing to the local government; and
  - (b) for the safe custody and security of all money collected or held by the local government; and
  - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and

- (d) to ensure proper accounting for municipal or trust —
  - (i) revenue received or receivable; and
  - (ii) expenses paid or payable; and
  - (iii) assets and liabilities;and
- (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and
- (f) for the maintenance of payroll, stock control and costing records; and
- (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.

(2) The CEO is to —

- (a) ensure that the resources of the local government are effectively and efficiently managed; and
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

*[Regulation 5 amended in Gazette 31 Mar 2005 p. 1047 and 1053.]*

**Policy Considerations:**

There are no Policy Considerations relevant to this report

**Consultation:**

Nil

**Financial Implications:**

There are no Financial Implications relevant to this report

**Strategic Community Plan (2013 – 2023)**

There are no specific implications relevant to this report.

**Corporate Business Plan (2015-2019)**

There are no specific implications relevant to this report

**Officer's Comment:**

**Voting Requirements:**

Absolute Majority

**Officer's Recommendation:**

**That Council receives the four-yearly Financial Management Review (FMR), shown as a separate attachment to this report and notes the Chief Executive Officer's comments relating to the matters noted within the review.**

**Council Resolution**

**13.06.16.03**

**Moved Cr Mills**

**Seconded Cr Allington**

**That Council receives the four-yearly Financial Management Review (FMR), shown as a separate attachment to this report and notes the Chief Executive Officer's comments relating to the matters noted within the review.**

**CARRIED ABSOLUTE MAJORITY 6-0**

#### 13.6.16.4 BROOKTON MENS SHED – DONATION OF COMMUNITY BUS HIRE

**FILE REFERENCE:** N/A

**AUTHORS NAME AND POSITION:** Darren Friend  
CEO

**NAME OF APPLICANT/RESPONDENT:** Shire of Brookton

**DATE REPORT WRITTEN:** 9 June 2016

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter  
The author has an impartiality interest in this matter

**PREVIOUS MEETING REFERENCE:** N/A

The author declares an impartiality interest in this item as he is a supporter of and makes regular donations to the Royal Flying Doctor Service (RFDS).

#### **SUMMARY**

The Brookton Men's Shed has requested that Council donate the hire costs associated with the use of the Community Bus and Trailer to raise funds for the Royal Flying Doctor Service (RFDS).

#### **Background:**

The Brookton Men's Shed has advised that they will be conducting a fundraising walk to Pingelly on Wednesday 23 June 2016 and have requested the donation of the use of the Community Bus and Trailer. The associated costs of the donation amount to under \$100.

#### **Details:**

Brookton Men's Shed members will be walking from Brookton to Pingelly to meet and have lunch with the Pingelly Men's Shed. The bus and trailer will carry support items, safety signage and refreshments.

The walk will be a relay where members walk a kilometre at a time then rest on the bus and be replaced by another member through to Pingelly.

The event will be advertised in the Brookton Telegraph seeking \$5 sponsorship donations with all funds raised going to the RFDS.

## Statutory and Legal Considerations: Local Government Act 1995

### Part 3 — Functions of local governments

#### *What this Part is about*

*This Part describes the functions of a local government and deals with some important issues that the performance of those functions may involve.*

*In particular —*

- (a) Division 1 describes the general function of a local government and contains some other general provisions;*
- (b) Divisions 2 and 3 deal with legislative and executive functions respectively;*
- (c) Division 4 allows functions to be performed by regional local governments.*

### Division 1 — General

#### 3.1. General function

- (1) The general function of a local government is to provide for the good government of persons in its district.
- (2) The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.
- (3) A liberal approach is to be taken to the construction of the scope of the general function of a local government.

#### 6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

*\* Absolute majority required.*

- (1a) In subsection (1) —

**additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.

- (2) Where expenditure has been incurred by a local government —
  - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

*[Section 6.8 amended by No. 1 of 1998 s. 19.]*

#### Policy Considerations:

Council policy 1.29 has some relation to this matter:-



<b>Title:</b>	<b>1.29 Waiving and/or Discounting of Hire Fees and Charges</b>			
<b>Policy Owners:</b>				
<b>Policy Origin:</b>				
<b>Statutory Environment:</b>	<b>Local Government Act 1995 – S6.12(1)(b)</b>			
<b>Council Adoption:</b>	<b>Date:</b>	<b>18 February 2016</b>	<b>Resolution #:</b>	
<b>Last Amended:</b>	<b>Date:</b>		<b>Resolution #:</b>	
<b>Review Date:</b>				

**Objective:**

To Provide guidance to the Chief Executive Officer in the hiring and use of Council buildings, facilities and/or plant for fundraising/charitable/community events and functions.

**Policy:**

The following criteria must be met prior to consideration of the waiving or discounting of any hire charges:-

The organisation making the application must be based in the Shire of Brookton or have representation at a local level.

The event being undertaken must be for the benefit of local residents.

If the event is for a fundraising activity, a local organisation must be the recipient or a registered charity.

Examples of annual functions are, but not limited to:-

1. Annual Seniors Dinner.
2. Locally based Organisation Annual fundraiser.

Examples of major milestone events are, but not limited to:-

1. A Church Centenary Celebration.
2. Brookton DHS 30<sup>th</sup> Anniversary School/Student Reunion.
3. A Sporting Body/Club milestone (i.e. 75<sup>th</sup> anniversary of formation).

The CEO is delegated authority to determine the suitability of the application for the use of Council owned/managed facilities and plant. Maximum funding per applicant is \$250.

The CEO is to provide Council with details of delegations made in accordance with this policy

**Delegation 1.42 also applies:-**

**1.42 Requests for Donations**

**Date Adopted - February 2010**

**Date Reviewed - June 2016**

**Authority - Local Government Act 1995 S 5.42**

**References - n/a**

**Delegation**

Council delegates its authority and power to the Chief Executive Officer to determine requests for financial assistance from community organisations and events by way of cash donations.

**Conditions**

- Donations up to the value of \$500 can be made available where a not-for-profit group or individual can demonstrate significant direct benefit to the community.
- The total of any cash donations made under this delegated authority in any one year shall not exceed the amount provided for that purpose in Council's Budget without formal Council approval.

**Consultation:**

Councillors

**Financial Implications:**

Council has funds remaining within its Members Community Donations provision.

**Strategic Community Plan (2013 – 2023)**

There are no specific implications relevant to this report.

**Corporate Business Plan (2015-2019)**

There are no specific implications relevant to this report

**Officer's Comment: Voting**

**Requirements:**

Absolute Majority

**Officer's Recommendation:**

1. That Council donates the hire of the Community Bus, Trailer and fuel to the Brookton Men's Shed for their fundraising walk to Pingelly on Wednesday 23 June 2016.
2. That Council requests that the bond of \$330 for the hire of the Community Bus is paid in accordance with the hire agreement.

**Council Resolution**

**13.06.16.04**

**Moved Cr Crute**

**Seconded Cr Eva**

1. That Council donates the hire of the Community Bus, Trailer and fuel to the Brookton Men's Shed for their fundraising walk to Pingelly on Wednesday 23 June 2016.
2. That Council requests that the bond of \$330 for the hire of the Community Bus is paid in accordance with the hire agreement.

**CARRIED 6-0**

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

**15.06.16 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION  
OF MEETING (Late Reports)**

**16.06.16.0    CONFIDENTIAL REPORT**

***Under the Local Government Act 1995, Part 5, and Section 5.23, states in part:***

- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:***
  - (a) a matter affecting an employee or employees;***
  - (b) the personal affairs of any person;***
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;***
  - (d) legal advice obtained, or which may be obtained by the local government and which relates to a matter to be discussed at the meeting;***
  - (e) a matter that if disclosed, would reveal***
    - (i) a trade secret***
  - (ii) information that has a commercial value to a person or***
  - (iii) information about the business, professional, commercial or financial affairs of a person,***
    - Where the trade secret or information is held by, or is about, a person other than the local government.***
- (f) a matter that if disclosed, could be reasonably expected to:***
  - (i) Impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;***
  - (ii) Endanger the security of the local government's property; or***
  - (iii) Prejudice the maintenance or enforcement of any lawful measure for protecting public safety;***
  - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1981; and***
  - (h) such other matters as may be prescribed.***