



## **ORDINARY COUNCIL MEETING**

### **MINUTES**

**17 May 2018**

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on ...../...../.....

**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 17 May 2018**  
**Commenced at 5.00 pm**

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## **1.05.18 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

### **Attendance**

The Presiding Member opened the meeting at 5.00pm and welcomed Councillors and Staff.

## **2.05.18 RECORD OF ATTENDANCE/APPOLOGIES/APPROVED LEAVE OF ABSENCE**

### Elected Members (Voting)

Cr KL Crute	(Shire President)
Cr NC Walker	(Deputy Shire President)
Cr KH Mills	
Cr RT Fancote	
Cr LR Eyre	

### Staff (Non Voting)

Ian D'Arcy	Chief Executive Officer
Vicki Morris	Deputy Chief Executive Officer
Courtney Fulwood	Executive Officer
Danni Chard	Customer Service and Administration Officer

### Apologies

Cr TM Eva

### Leave of absence

CR CE Hartl

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

Nil

## **4.05.18 PUBLIC QUESTION TIME**

Nil

## **5.05.18 APPLICATIONS FOR LEAVE OF ABSENCE**

### **OCM 05.18-01**

#### **COUNCIL RESOLUTION**

#### **MOVED CR EYRE SECONDED CR MILLS**

*That Council grant a leave of absence to Cr Crute for the June 2018 Ordinary Meeting of Council.*

**CARRIED BY SIMLE MAJORITY VOTE 5-0**

## **6.05.18 PETITIONS/DEPUTATIONS/PRESENTATIONS**

## **7.05.18 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**7.05.18.01 ORDINARY MEETING OF COUNCIL – 19 APRIL 2018****OCM 05.18-02****COUNCIL RESOLUTION****MOVED CR MILLS SECONDED CR FANCOTE**

*That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Thursday 19 April 2018, be confirmed as a true and correct record of the proceedings.*

**CARRIED BY SIMPLE MAJORITY VOTE 5-0**

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

Condolences – Colleen Line (Nee Gill)

**9.05.18 DISCLOSURE OF INTERESTS**

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

**Disclosure of Financial & Proximity Interests**

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

**Disclosure of Interest Affecting Impartiality**

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

**Financial, Proximity and Impartiality Interests**

Item no.	Members/Officers	Type of Interest	Nature of Interest
15.05.18.01	Cr Kim Mills	Financial	Shareholder of CBH Group
11.05.18.01	Cr Kim Mills	Impartial	Chairperson of Brookton Community Resource Centre
15.05.18.01	Cr Neil Walker	Financial	Beneficiary in two companies that hold shares with CBH Group
13.05.18.02	Cr Katrina Crute	Impartial	Beneficiary in attending the ALGA National Assembly representing the Shire of Brookton

10.05.18.01 PROPOSED SECOND DWELLING – LOCATION 7454 CORBERDING ROAD BROOKTON

<b>File No:</b>	A763
<b>Date of Meeting:</b>	17/05/2018
<b>Location/Address:</b>	Location 7454 Corberding Road, Brookton
<b>Name of Applicant:</b>	Mr Bob Choong
<b>Name of Owner:</b>	Deaken and Associates Pty Ltd
<b>Author/s:</b>	Ian D'Arcy – CEO
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	The author has no interest in this matter
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

This report relates to an application seeking Planning Approval for second dwelling for the purpose of workers accommodation to support the existing olive processing plant on Location 7454 Corberding Road Brookton, with it recommended planning consent be granted by Council.

**Description of Proposal:**

This application entails a new 3 bedroom/2 bathroom transportable house to be sited adjacent to the existing manager's residence on Location 7454. **Figure 1** below provides an understanding of the location of the new dwelling on the subject property:

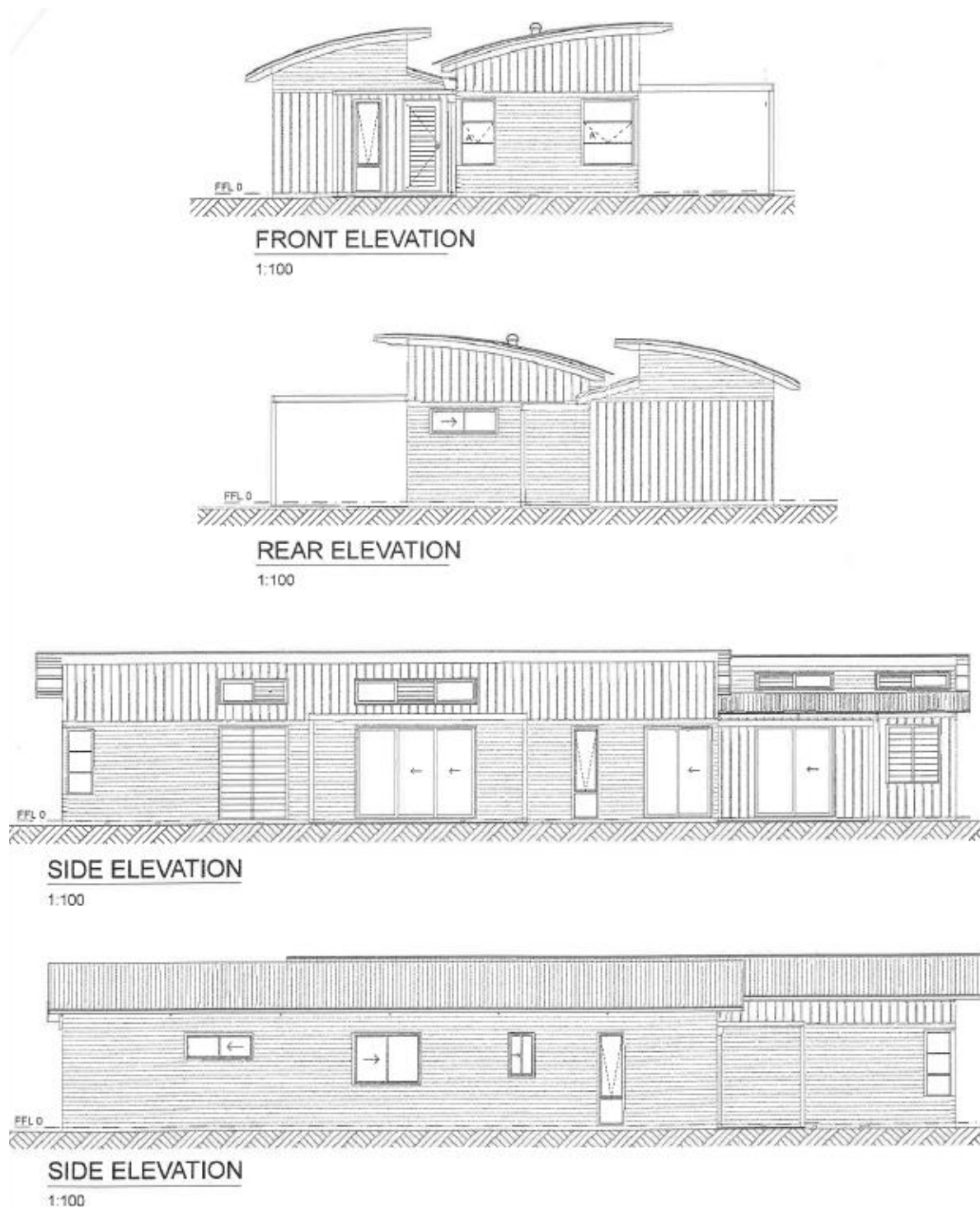
**Figure 1 – Location/Site Plan**



The proposed new dwelling is to be located on the western side of the existing residence, some 370 metres from the Corberding Road boundary.

In context, the proposed second dwelling is of modular light weight construction to be transported to site, is designed with a curved roof and externally clad using custom orb steel cladding on the horizontal, and other particle board cladding on the vertical to achieve a contemporary finish.

Elevations of the proposed dwelling is provided at **Figure 2** below.



**Figure 2 – Elevations of the Proposed Second Dwelling**

**Background:**

As evident in **Figure 1** the subject property has been established as a commercial Olive Farm with extensively planting. It is understood the rationale for the second dwelling is to house workers associated with this enterprise.

**Consultation:**

This application has not been the subject of any consultation.

**Statutory Environment:**

Council is required to assess the proposed development in accordance with the provisions of the Shire of Brookton Town Planning Scheme No.3, including assessment of land use zoning, prescribed minimum boundary setbacks, and consideration of amenity concerns.

Further, the Shire of Brookton Town Planning Scheme No.3 specifically prescribes in relation to the construction of a second dwelling:

1. In *Table 1 – Zoning Table* that a ‘Single House’ is an ‘AA’ use within the ‘Farming’ zone. This means planning approval can be granted at the Council’s discretion, with or without conditions being imposed. To the contrary, Council may also refuse to grant planning approval should it not be satisfied the proposal accords the orderly and proper planning for the locality that may include conflict of land use, environmental or amenity concerns.
2. Under Clause 3.4.2 that Council can also exercise its discretion to approve (or not) more than one house of a property in the ‘Farming’ Zone. For ease of reference this clause is quoted below:

*3.4.2 Within the Farming Zone, the Council will not generally support the erection of more than one single dwelling per lot. Council may support additional dwellings in cases where it is clearly demonstrated that the development is required for farm management purposes, the siting of the development is to Council’s satisfaction and the total number of dwellings on the lot does not exceed four (4).*

In consideration of the above Location 7454 is zoned ‘Farming’ under TPS No.3 and accommodates an established horticultural pursuit in the form of an olive grove being an ‘Intensive Agriculture’ land use.

By extension the TPS also specifies an ‘Ancillary Use’ to mean “*a use (or development) which is incidental to the predominant use of the land and buildings.*” In accordance with this definition the olive oil processing plant and associated buildings, including the additional house, can be approved by Council with due regard given to clause 3.4.2.

With reference to boundary setbacks, *Table 2 – Development Standards/Requirements* prescribes the following minimum boundary setback distances for the ‘Farming’ zone:

Front Boundary	- 35 metres
Rear Boundary	- 10 metres
Side Boundary	- 10 metres

As for amenity, Section 5.3 of TPS No.3 states:

### 5.3 APPEARANCE OF BUILDING

- 5.3.1 *A person shall not without the approval of the Council erect or commence to erect a building which by virtue of colour or type of materials, architectural style, height, bulk or ornamental or general appearance has in the opinion of the Council an exterior design which is out of harmony with the exterior designs of existing buildings or is likely to injure the amenity of the locality.*

In regard to Bushfire Risk Management, Part 10A of the Planning and Development (Local Planning Schemes) Regulations, 2015 requiring a Bushfire Attack Level (BAL) Assessment to be completed to Australian Standard 3959.

In consideration of the above and assessment of the application, the Council may grant (or refuse) planning approval for the proposed second dwelling pursuant to Schedule 2, Part 10A of the Planning and Development (Local Planning Schemes) Regulations, 2015.

**Relevant Plans and Policy:**

There is not relevant plans or policy applicable to this application.

**Financial Implications:**

There are no financial implications for the Shire, other than receipt of the planning application fee.

**Risk Assessment:**

There is negligible to no risk in regard to this application providing the Council adheres to the legislative provisions under the *Planning and Development Act, 2005*, Planning and Development (Local Planning Scheme) Regulations 2015 and the Shire of Brookton Town Planning Scheme No.3.

However, should Council determine the application outside of the regulatory planning framework, there is a potential risk the Council may be challenged on appeal in the State Administrative Tribunal requiring Council to defend its decision.

**Community & Strategic Objectives:**

This proposal aligns to number 2. – Small to Medium Enterprise under the BROOKTON 20 as detailed in the Next Generation BROOKTON Strategic Community Plan 2027>.

**Comment**

It is assessed the application accords to the land-use zoning, complies with the minimum boundary setbacks as prescribed, and is sufficiently positioned on Location 7454 where no amenity issues are evident in relation to neighbouring properties and adjoining public road.

Further, it is acknowledged:

- a) The Bushfire Attack Level (BAL) assessment has determined the proposal as 'BAL-LOW' in consideration of the topography being relatively flat to sloping (up to 20 degrees), and a separation distance of 98 metres from Class G – Grassland. This usually means the risk is sufficient to warrant some construction requirements, such as ember protection (where possible) to limit a bushfire attack. While, there are no conditions recommended on the BAL assessment, further analysis of the BAL will be conducted, and if necessary conditions imposed at the time of the building application being processed.
- b) The Olive Grove as an established commercial enterprise, that represents reasonable justification to support the grant of planning approval for a second dwelling to meet a workers' accommodation need.



### **OFFICER'S RECOMMENDATION**

*That Council grant Planning Approval for a second Dwelling on Location 7454 Corberding Road Brookton pursuant to Schedule 2, Clause 68 of the a Planning and Development (Local Planning Schemes) Regulations, 2015 and subject to the following conditions and advice notes:*

#### **Conditions**

- a) If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of two (2) years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.*
- b) The erection of the of the Second dwelling shall generally be carried out in accordance with the terms of the application as approved herein including all stamp approved plans that form part of this Planning Approval.*

#### **Advice Notes**

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

- i. This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Services Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Brookton Building Section on (08) 9642 1106.*
- ii. Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.*
- iii. The applicant is advised a building Permit is required prior to commencement of any building works. In this regard the applicant is also informed that conditions relating to BAL assessment may result in conditions being imposed at the building permit stage to mitigate the risk for burning embers as part of a preventative approach to bushfire attack.*
- iv. The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website – [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).*

**COUNCIL RESOLUTION**

**MOVED CR WALKER SECONDED CR MILLS**

*That Council grant Planning Approval for a second Dwelling on Location 7454 Corberding Road Brookton pursuant to Schedule 2, Clause 68 of the a Planning and Development (Local Planning Schemes) Regulations, 2015 and subject to the following conditions and advice notes:*

**Conditions**

- a) If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of two (2) years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.*
- b) The erection of the of the Second dwelling shall generally be carried out in accordance with the terms of the application as approved herein including all stamp approved plans that form part of this Planning Approval.*

**Advice Notes**

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

- i. This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Services Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Brookton Building Section on (08) 9642 1106.*
- ii. Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.*
- iii. The applicant is advised a building Permit is required prior to commencement of any building works. In this regard the applicant is also informed that conditions relating to BAL assessment may result in conditions being imposed at the building permit stage to mitigate the risk for burning embers as part of a preventative approach to bushfire attack.*
- iv. The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website – [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).*

**CARRIED BY SIMLE MAJORITY VOTE 5-0**

#### 10.05.18.02 AUTHORISATION OF DUAL FIRE CONTROL OFFICERS

<b>File No:</b>	ADM 0191
<b>Date of Meeting:</b>	17/05/2018
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Wandering
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D'Arcy - CEO
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

#### Summary of Item:

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

#### Description of Proposal:

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

#### Background:

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

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

- Mr GR Parsons
- Mr P Monk

A copy of this letter from the Shire of Wandering is provided at **Attachment 10.05.18.02.**

#### Consultation:

There has been no consultation in relation to this matter.

#### Statutory Environment:

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

#### Relevant Plans and Policy:

There are no plans or policies applicable to this proposal.

#### Financial Implications:

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

**Risk Assessment:**

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

**Community & Strategic Objectives:**

This proposal relates to delivery of core business and services for the BROOKTON Community.

**Comment**

Nil.

**OFFICER'S RECOMMENDATION**

*That Council appoints under Section 38 of the Bush Fires Act, 1954 the following people from the Shire of Wandering as authorised officers in the capacity of Dual Fire Control Officer for 2018/19 Bush Fire Season:*

- *Mr GR Parsons*
- *Mr P Monk*

**Attachments**

**Attachment 10.05.18.02**

**OCM 05.18-04**

**COUNCIL RESOLUTION**

**MOVED CR EYRE      SECONDED CR MILLS**

*That Council appoints under Section 38 of the Bush Fires Act, 1954 the following people from the Shire of Wandering as authorised officers in the capacity of Dual Fire Control Officer for 2018/19 Bush Fire Season:*

- *Mr GR Parsons*
- *Mr P Monk*

**CARRIED BY SIMLE MAJORITY VOTE 5-0**



WANDERING ROAD DISTRICT  
ESTABLISHED 1874  
FIRST SETTLEMENT  
JANUARY, 1861  
PLEASE ADDRESS ALL  
CORRESPONDENCE TO THE  
CHIEF EXECUTIVE OFFICER  
TELEPHONE: (08) 9884 1056  
FACSIMILE: (08) 9884 1510  
EMAIL: [reception@wandering.wa.gov.au](mailto:reception@wandering.wa.gov.au)

YOUR REF:  
OUR REF: 4.1.1  
ENQUIRIES: Amanda O'Halloran

26 April 2018

Mr Ian D'arcy  
Chief Executive Officer  
14 White Street  
BROOKTON WA 6306

Dear Ian

**APPOINTMENT OF DUAL FIRE CONTROL OFFICERS**

Council wishes to inform you of the following Dual Fire Control Officers with the Shire of Brookton:

Mr GR Parsons  
Mr P Monk

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

Should you have any questions in regard to this matter, the Shire Office on (08) 9884 1056 or email [admin@wandering.wa.gov.au](mailto:admin@wandering.wa.gov.au)

Yours faithfully

A handwritten signature in black ink, appearing to read 'A O'Halloran', is written over a horizontal line.

Amanda O'Halloran  
Chief Executive Officer

## 11.05.18 COMMUNITY SERVICES REPORTS

### 11.05.18.01 FEE WAIVER REQUEST - BROOKTON CRC – NATIONAL VOLUNTEER WEEK EVENT

<b>File No:</b>	ADM0060
<b>Date of Meeting:</b>	17/05/2018
<b>Location/Address:</b>	Reserve 43158
<b>Name of Applicant:</b>	Brookton Community Resource Centre
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Ian D'Arcy – Chief Executive Officer
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	The author has no interest in this item
<b>Voting Requirements:</b>	Absolute majority
<b>Previous Report:</b>	N/A

#### Summary of Item:

Council is in receipt of a request from the Manager of the Brookton Community Resource Centre seeking consideration for a waiver (or discounted rate) on the hire fee for the WB Eva Pavilion in relation to a National Volunteer Week Event scheduled for between 21<sup>st</sup> May to 28<sup>th</sup> May 2018.

#### Description of Proposal:

As above.

#### Background:

As stated in the letter received (refer to **Attachment 11.05.18.01**) the Brookton CRC is seeking to conduct an event involving a series of activities in recognition of National Volunteer Week and the local volunteers who devote much of their time to serving the Brookton Community.

The letter indicates the event will be conducted across at some time during the week and include an externally facilitated Well Being Matters Session and Laughter Yoga Class, as well as opportunity to socialise and interact with these activities supported through funding received from Lotterywest and Volunteering WA.

The letter also requests Council's consideration to the waiving or possible discount of hire fees for the WB Eva Pavilion and Brookton Oval, as a contribution.

It should be noted the CRC's request is not dissimilar to the Scripture Union request for their Family Festival activities held in January each year.

#### Consultation:

There has been no consultation on this matter.

#### Statutory Environment:

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

#### Relevant Plans and Policy:

No relevant plans or policy applicable to this matter.

**Financial Implications:**

Under the Council's Schedule of Fees and Charges, the hire fee for the WB Eva Pavilion is \$154 for the day, while the cost to hire the oval is \$130 per day. Any waiver or discount will amount to a few hundred dollars depending on the decision of Council and extent of the hire.

In any event, the financial implication will not be significant, and should be weighed against the many hours offered by volunteers at no cost.

**Risk Assessment:**

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

**Community & Strategic Objectives:**

This request broadly aligns to the numbers 9 and 16 of the Brookton 20, as detailed in the Next Generation BROOKTON Strategic Community Plan 2017> and listed below:

- 9. Community Engagement
- 16. Community Activity and Visitor Eventing

**Comment**

In most circumstances the Council has adhered to charging hire fees for use of the WB Eva Pavilion and Brookton Oval, albeit sometimes at a discounted rate, to offset the cost borne by the rate payers in maintaining the facilities.

The more recent example is the similar request and consideration to discounting the hire fees for the Scripture Union Brookton Family Festival held in January 2018. In this instance the Council offered a 50% discount.

To be consistent, and acknowledging the worthy cause, it is recommended Council offer the same discount to the Brookton CRC for the National Volunteer Week Event 2018.

**OFFICER'S RECOMMENDATION**

*That Council pursuant to Section 6.12 (1)(b) of the Local Government Act, 1995 award a 50% discount on the following fees for the Brookton CRC's National Volunteer Week Event between 21 to 28 May 2018, outlined as follows:*

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

**Attachments****Attachment 11.05.18.01**

**COUNCIL RESOLUTION****MOVED CR EYRE      SECONDED CR WALKER**

***That Council pursuant to Section 6.12 (1)(b) of the Local Government Act, 1995 award a 50% discount on the following fees for the Brookton CRC's National Volunteer Week Event between 21 to 28 May 2018, outlined as follows:***

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

**CARRIED BY ABSOLUTE MAJORITY VOTE 5-0**





89 Robinson Road  
PO Box 137 BROOKTON WA 6306  
P: 08 9642 1377 F: 08 9642 1395  
E: brookton@crc.net.au

10<sup>th</sup> May 2018

Mr Ian D'Arcy  
Chief Executive Officer  
Shire of Brookton  
White Street, Brookton WA 6306

Mr D'Arcy,

R.E. National Volunteer Week Event

The Brookton Community Resource Centre have been lucky enough to receive a small amount of funding from Volunteering WA and Lotterywest to hold an event, or series of events, during National Volunteer Week, between the 21<sup>st</sup> and 28<sup>th</sup> May 2018. Our plan is to organize a facilitator to travel down from Perth to present a Well Being Matters session followed by a Laughter Yoga class. After the facilitator's presentation is completed, we would offer light refreshments for participants with the chance to catch up with other likeminded volunteers and enjoy a relaxing few hours. We are hoping to be able to use either the town oval, or the grass in front of the WB Eva Pavilion for this event.

I ask that you please consider a request from the Brookton CRC to the Shire of Brookton for the hire fee of these facilities to be waived or discounted on this occasion in exchange for the Shire of Brookton being named as a sponsor for the event and your logo being used on all promotional materials. This would allow us to hold more than one event to thank our many volunteers during National Volunteer Week.

If you require further information, please do not hesitate to get in contact with me.

Looking forward to hearing from you.

Kind regards,



Katie Rigg  
Centre Manager  
Brookton Community Resource Centre



## 12.05.18 FINANCE & ADMINISTRATION REPORT

### 12.05.18.01 LIST OF ACCOUNTS FOR PAYMENT

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	17/05/18
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Corinne Kemp – Finance Officer
<b>Authorising Officer:</b>	Ian D’Arcy– Chief Executive Officer
<b>Declaration of Interest:</b>	The author has no financial interest in this matter.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	19/04/18

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

The list of accounts for payment to 30<sup>th</sup> April 2018 are presented to council for inspection.

#### **Description of Proposal:**

N/A

#### **Background:**

In accordance with *Local Government (Financial Management) Regulations 1996 Clause 13 (1)* schedules of all payments made through Council’s bank accounts are presented to the Committee and to Council for inspection. Please refer to the separate attachment.

#### **Consultation:**

N/A

#### **Statutory Environment:**

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

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

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

#### **Financial Implications:**

There are no financial implications relevant to this report.

#### **Risk Assessment:**

No Risk Identified

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

No Reference

#### **Comment**

Totals of all payments from each of Councils bank accounts are listed below and detailed within **Attachment 12.05.18A.**

To 30<sup>th</sup> April 2018

**Municipal Account**

Direct Debits	\$93,826.40
EFT	\$377,447.04
Cheques	\$31,426.28
<b>Trust Account</b>	<b>\$0.00</b>

**OFFICER'S RECOMMENDATION**

*That with respect to the list of accounts for payment, Council: note the payments authorized under delegated authority and detailed below and in the List of Accounts 30th April 2018, per the summaries included in Attachment 12.05.18.01A.*

To 30<sup>th</sup> May 2018

**Municipal Account**

Direct Debits –	\$93,826.40
EFT	\$377,447.04
Cheques	\$31,426.28
<b>Trust Account</b>	<b>\$0.00</b>

**Attachments**

**Attachment 12.05.18.01A**

**OCM 05.18-06**

**COUNCIL RESOLUTION**

**MOVED CR FANCOTE SECONDED CR EYRE**

*That with respect to the list of accounts for payment, Council: note the payments authorized under delegated authority and detailed below and in the List of Accounts 30th April 2018, per the summaries included in Attachment 12.05.18.01A.*

To 30<sup>th</sup> May 2018

**Municipal Account**

Direct Debits –	\$93,826.40
EFT	\$377,447.04
Cheques	\$31,426.28
<b>Trust Account</b>	<b>\$0.00</b>

**CARRIED BY SIMPLE MAJORITY VOTE 5-0**

## APRIL 2018 LIST OF ACCOUNTS DUE &amp; SUBMITTED TO COUNCIL 17TH MAY 2018

## ATTACHMENT 12.05.18.01A

Chq/EFT	Date	Name	Description	Amount
EFT9018	06/04/2018	AQUASOL	LIQUID CHLORINE & FLOCCULANT	\$ 1,815.00
EFT9019	06/04/2018	ARM SECURITY	ALARM MONITORING CHARGES APRIL 2018 TO JUNE 2018	\$ 185.90
EFT9020	06/04/2018	BROOKTON PLUMBING	ISOLATE BROKEN HOT WATER SYSTEM & REPLACE WITH NEW SYSTEM UNIT 8 / 40 WHITE ST, REPAIR TAPS & TOILET MADISON SQUARE UNITS	\$ 1,529.00
EFT9021	06/04/2018	BROOKTON TYRE SERVICE	TYRE BALANCING - COMMUNITY BUS	\$ 55.00
EFT9022	06/04/2018	BURGESS RAWSON (WA) PTY LTD	WATER USAGE AT RAILWAY STATION 16/01/18 TO 16/03/18	\$ 640.79
EFT9023	06/04/2018	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 336.22
EFT9024	06/04/2018	COLAS	BITUMEN SEALING BROOKTON KWEDA ROAD	\$ 25,318.54
EFT9025	06/04/2018	HOLCIM (AUSTRALIA) PTY LTD	S40 CONCRETE FOR CULVERT - 2M3	\$ 1,277.76
EFT9026	06/04/2018	IXOM	SERVICE FEE - CHLORINE GAS BOTTLES BROOKTON AQUATIC CENTRE	\$ 84.57
EFT9027	06/04/2018	JASON SIGNMAKERS	SIGNS	\$ 239.25
EFT9028	06/04/2018	LGRCEU	PAYROLL DEDUCTIONS	\$ 41.00
EFT9029	06/04/2018	MOORE STEPHENS	COST OVERRUNS RELATING TO THE 2017 YEAR END AUDIT	\$ 2,299.00
EFT9030	06/04/2018	P & C ELECTRICAL CONTRACTING PTY LTD	INSTALL TELEVISION ARIEL & REPLACE LIGHT SWITCH TO UNIT 4/28 WILLIAMS STREET,	\$ 729.45
EFT9031	06/04/2018	QUALITY TRANSPORT	FREIGHT - JASON SIGNMAKERS	\$ 53.68
EFT9032	06/04/2018	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 130.00
EFT9033	06/04/2018	WA CONTRACT RANGER SERVICES	RANGER SERVICES 15/03/18 TO 19/03/18	\$ 607.75
EFT9034	06/04/2018	ZIRCODATA	STORAGE OF ARCHIVE BOXES	\$ 59.63
EFT9035	13/04/2018	BROOKTON PLUMBING	OUTFLOW METER & SLOENOID BLADDER - SEWERAGE	\$ 440.00
EFT9036	13/04/2018	KATRINA LOUISE CRUTE	REIMBURSEMENT FOR PURCHASE OF ELECTRONIC DEVICE AS PER BUDGET	\$ 850.00
EFT9037	13/04/2018	LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	RETURN OF FUNDS TO CLGF FOR THE YOUTH DEVELOPMENT SCHOLARSHIP PROGRAM FOR J PAIN AS STUDIES NOT UNDERTAKEN	\$ 3,559.60
EFT9038	13/04/2018	SHIRE OF BROOKTON	MASTERCARD PURCHASES APRIL 2018	\$ 589.60
EFT9039	13/04/2018	SHIRE OF BROOKTON	MASTERCARD PURCHASES MARCH 2018	\$ 1,003.00
EFT9040	13/04/2018	SJ ROADWORKS	TRAFFIC MANAGEMENT PLAN 2018 - BROOKTON OLD TIME MOTOR SHOW	\$ 264.00
EFT9041	13/04/2018	VICKI MORRIS	REIMBURSEMENT OF PROFESSIONAL DEVELOPMENT ALLOWANCE FOR TRAINING AS PER EMPLOYMENT CONTRACT	\$ 3,000.00
EFT9042	18/04/2018	AFGRI EQUIPMENT	PARTS AND REPAIRS FOR PM8	\$ 142.10
EFT9043	18/04/2018	AMPAC DEBT RECOVERY	RATES DEBT COLLECTION MARCH 2018 - A767	\$ 568.26
EFT9044	18/04/2018	AUSTRALIA POST	POSTAGE MARCH 2018	\$ 197.81
EFT9045	18/04/2018	AVON PAPER SHRED	PAPER SHREDDING	\$ 170.00
EFT9046	18/04/2018	B & N EYRE BROOKTON NEWSAGENCY	PAPERS & STATIONARY PURCHASES MARCH 2018	\$ 161.15
EFT9047	18/04/2018	BAPTISTCARE	KALKARNI RESIDENCY & MANAGMENT FEES APRIL 2018	\$ 224,263.80
EFT9048	18/04/2018	BOC GASES	OXYGEN, ACETYLENE & ARGOSHIELD	\$ 52.54
EFT9049	18/04/2018	BROOKTON COMMUNITY RESOURCE CENTRE	QUARTERLY LIBRARY CONTRIBUTION APRIL TO JUNE 2018	\$ 6,625.00
EFT9050	18/04/2018	BROOKTON MULTIFUNCTIONAL CENTRE	EXECUTIVE SUPPORT MARCH 2018	\$ 933.62
EFT9051	18/04/2018	BROOKTON PLUMBING	SUPPLY AND INSTALL NEW NON RETURN VALVES AND FITTINGS FOR NEW STAND PIPE AT EFFLUENT POND FROM HAPPY VALLEY	\$ 6,600.00

EFT9052	18/04/2018	BROOKTON ROADHOUSE	UNLEADED PETROL	\$ 22.57
EFT9053	18/04/2018	BROOKTON RURAL TRADERS	HARDWARE & RURAL PURCHASES MARCH 2018	\$ 2,483.82
EFT9054	18/04/2018	BROOKTON SUPERMARKET	TEA, COFFEE, SUGAR, CLEANING PRODUCTS & KEY CUTTING	\$ 128.20
EFT9055	18/04/2018	BROOKTON TYRE SERVICE	PUNCTURE REPAIR - COMMUNITY BUS	\$ 75.90
EFT9056	18/04/2018	COLAS	BROOKTON KWEDA ROAD RESEAL	\$ 28,166.99
EFT9057	18/04/2018	COURIER AUSTRALIA	FREIGHT	\$ 131.66
EFT9058	18/04/2018	DANA GOLDMAN	REIMBURSEMENT OF GYM MEMBERSHIP AS PER LETTER OF OFFER	\$ 250.00
EFT9059	18/04/2018	DMC CLEANING	SHIRE CLEANING SERVICES 01/03/18 TO 31/03/18	\$ 4,307.33
EFT9060	18/04/2018	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & UNLEADED PETROL	\$ 10,438.54
EFT9061	18/04/2018	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH COLLECTION & BROOKTON TIP SITE 27/02/18 TO 27/03/18	\$ 10,645.58
EFT9062	18/04/2018	GREEN ELEVEN	STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REVIEW PHASE 4	\$ 6,270.00
EFT9063	18/04/2018	H RUSHTON & CO	REPAIRS & MAINTENANCE PT13, PT10 & PT11	\$ 705.30
EFT9064	18/04/2018	HILLS CONCRETE PRODUCTS	BUILD AND GALVANISE 2 HEAVY DUTY TRUSSES	\$ 10,648.00
EFT9065	18/04/2018	IAN D'ARCY	REIMBURSEMENT FOR THE PURCHASE OF GIFT CARDS FOR DEPARTING STAFF MEMENER AS PER POLICY 1.16	\$ 1,300.00
EFT9066	18/04/2018	IRIS CONSULTING GROUP PTY LTD	RECORDS MANAGEMENT TRAINING - CORRECT ALLOCATIONS	\$ 420.00
EFT9067	18/04/2018	JR & A HERSEY PTY LTD	GUIDE POSTS & DELINEATORS	\$ 2,962.19
EFT9068	18/04/2018	LESLIE ROBERT EYRE	SHIRE OVAL CONTRACT MARCH 2018	\$ 400.00
EFT9069	18/04/2018	LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	RETURN OF FUNDS TO CLGF FOR THE YOUTH DEVELOPMENT SCHOLARSHIP PROGRAM FOR EO AS STUDIES NOT UNDERTAKEN	\$ 1,417.90
EFT9070	18/04/2018	LYN KAY	CIRCUIT CLASSES & GYM INDUCTIONS 12/04/18	\$ 150.00
EFT9071	18/04/2018	NARROGIN FURNISHING - FURNITURE COURT	VINYL TILE LOOSELAY - UNIT 2 MADISON SQUARE	\$ 950.00
EFT9072	18/04/2018	OFFICEWORKS BUSINESS DIRECT	STATIONARY	\$ 304.11
EFT9073	18/04/2018	SHIRE OF PINGELLY	REPAIRS & MAINTENANCE PT10, L6 & U23	\$ 7,284.58
EFT9074	18/04/2018	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL PURCHASE FEBRUARY & MARCH 2018	\$ 251.10
EFT9075	18/04/2018	WA CONTRACT RANGER SERVICES	RANGER SERVICES 27/03/18 TO 04/04/18	\$ 514.25
EFT9076	18/04/2018	WA LOCAL GOVERNMENT ASSN	DEALING WITH DIFFICULT CUSTOMERS COURSE - AO	\$ 997.00
EFT9077	24/04/2018	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT CANBERRA REGISTRATION - C CRUTE	\$ 1,099.00
EFT9078	24/04/2018	LYN KAY	CIRCUIT CLASSES AT BROOKTON ALL HOURS GYM	\$ 300.00
<b>TOTAL EFT</b>				<b>\$377,447.04</b>

Chq/EFT	Date	Name	Description	Amount
18281	06/04/2018	BUILDING COMMISSION	BUILDING SERVICES LEVY MARCH 2018 - A265 & A561	\$ 363.55
18282	06/04/2018	CASH - SHIRE OF BROOKTON	PETTY CASH REIMBURSEMENT	\$ 22.65
18283	06/04/2018	KWIK KOPY PERTH CBD	FRIDGE MAGNETS - VINTAGE CAR SHAPE	\$ 2,508.00
18284	06/04/2018	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 200.00
18285	06/04/2018	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 560.00
18286	06/04/2018	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 200.00
18287	06/04/2018	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 560.00

18288	06/04/2018	SYNERGY	ELECTRICITY CARAVAN PARK, OVAL, PAVILION, DEPOT, MEMORIAL PARK, MEMORIAL HALL, RAILWAY STTION, MADISON SQUARE, SEWERAGE PUMP, ADMINISTRATION, DCEO RESIDENCE, MENS SHED & WATER HARVESTING DAM	\$ 4,900.55
18289	06/04/2018	WATER CORPORATION OF WA	WATER USAGE KALKARNI RESIDENCY, OVAL, MADISON SQUARE, MEMORIAL HALL, ADMINISTRATION, SWIMMING POOL, MEMORIAL PARK, DEPOT, STANDPIPE, HIGHWAY GARDENS, MENSSHED, 4 MATTHEWS ST, 23 & 25 WHITTINGTON ST, 10MARSH AVE & 40 WHITE ST UNITS	\$ 13,164.72
18290	18/04/2018	BROOKTON MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL - AO & CLO	\$ 240.00
18291	18/04/2018	SYNERGY	ELECTRICITY BROOKTON SWIMMING POOL, STREETLIGHTS & WHITE ST UNITS	\$ 7,786.85
18292	18/04/2018	TELSTRA CORPORATION	TELEPHONES - MOBILE, IPADS, ADMINISTRATION, DEPOT & SWIMMING POOL	\$ 919.96
<b>TOTAL CHQ</b>				<b>\$ 31,426.28</b>
<b>TOTAL MUNICIPAL</b>				<b>\$408,873.32</b>

DIRECT DEBITS FOR MARCH 2018	
SALARIES & WAGES	\$ 80,297.59
MERCHANT FEES	\$ 300.58
SUPERANNUATION	\$ 12,898.23
CLASSIC FUNDING GROUP	\$ 330.00
<b>TOTAL</b>	<b>\$ 93,826.40</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO		
DATE	DESCRIPTION	AMOUNT
3/03/18	Westnet	\$ 159.90
10/3/18	Safetyculture	\$ 13.20
21/3/18	Seek - BMO Position Advertising	\$ 412.50
27/2/18	Fees	\$ 4.00
<b>TOTAL</b>		<b>\$ 589.60</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES DCEO		
DATE	DESCRIPTION	AMOUNT
24/03/18	Inspire Education - Certificate IV Human Resources FO	\$ 999.00
30/3/18	Fees	\$ 4.00
<b>TOTAL</b>		<b>\$ 1,003.00</b>

**12.05.18.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2018**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	17/05/2018
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Deanne Sweeney – Senior Finance Officer
<b>Authorising Officer:</b>	Vicki Morris – Deputy Chief Executive Officer
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	There is no previous meeting reference

**Summary of Item:**

The Statement of Financial Activity for the period ended 30 April 2018 is presented to council.

**Description of Proposal:**

That Council receive the Statement of Financial Activity for the period ended 30 April 2018 as presented.

**Background:**

In accordance with regulation 34 of the Local Government (Financial Management) Regulations 1996, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council.

**Consultation:**

Reporting officers receive monthly updates as to tracking of expenditure and income.

**Statutory Environment:**

Section 6.4 of the *Local Government Act 1995*.

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

Section 6.8 of the *Local Government Act 1995*

**Relevant Plans and Policy:**

There is no Council Policy relative to this issue.

**Financial Implications:**

The Budget is regularly monitored on at least a monthly basis, by the CEO, Deputy CEO, Senior Finance Officer, with Responsible Officers also required to review their particular line items for anomalies each month, with a major review required by law, between 1 January and 31 March of each year pursuant to the Local Government (Financial Management) Regulations 1996 (Regulation 33A).

**Risk Assessment:**

No risk identified

**Community & Strategic Objectives:**

Responsible financial management is critical to deliver on the Strategic Community Plan.

The Corporate Business Plan determines the local government's resource allocations which form the construction of the Annual Budget. The financial statements thus measure performance against the Corporate Business Plan by providing comparatives against the Annual Budget.

## **Comment**

The Monthly Financial Report has been prepared in accordance with statutory requirements.

## **OFFICER'S RECOMMENDATION**

*That Council*

- 1. Receive the Monthly Statement of Financial Activity for the period ending 30 April 2018 as presented in Attachment 12.05.18.02.*

## **Attachments**

**Attachment 12.05.18.02**

**OCM 05.18-07**

**COUNCIL RESOLUTION**

**MOVED CR MILLS      SECONDED CR FANCOTE**

*That Council*

- 1. Receive the Monthly Statement of Financial Activity for the period ending 30 April 2018 as presented in Attachment 12.05.18.02.*

**CARRIED BY SIMPLE MAJORITY VOTE 5-0**



## **For the Period Ended 30 April 2018**

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Statement of Financial Activity by Function & Activity

Statement of Financial Activity by Nature & Type

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Note 16 - Capital Works Program

Note 17 - Grants Register

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

**General User Input**

Local Government Name

Last Year (-2)

Last Year (-1)

Current Year

Current Reporting Period

Start of Current Financial Year

End of Financial Year

**Data to appear in the Report**

**Shire of Brookton**

**2015-16**

**2016-17**

**2017-18**

**For the Period Ended 30 April 2018**

**01-Jul-17**

**30-Jun-18**

**Material Threshold**

Material Amount Income

**\$10,000**

Material Amount Expenditure

**\$10,000**

Material Percentage Income

**10.00%**

Material Percentage Expenditure

**10.00%**

**Material Variances Symbol**

Above Budget Expectations

▲

Below Budget Expectations

▼

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

**Statement of Financial Activity**

Month	Operating Expenses Budget 2017-18	Operating Expenses Actual 2017-18	Operating Revenue Budget 2017-18	Operating Revenue Actual 2017-18	Capital Expenses Budget 2017-18	Capital Expenses Actual 2017-18	Capital Revenue Budget 2017-18	Capital Revenue Actual 2017-18
Jul	738,620	505,995	492,939	39,299	1,026,499	26,484	54,267	100
Aug	1,477,240	1,293,313	985,879	984,212	1,203,920	34,812	108,433	100
Sep	2,504,169	2,395,614	1,763,154	1,868,903	1,381,340	120,516	162,600	4,225
Oct	3,222,256	3,143,035	2,217,105	2,027,427	1,558,760	810,520	216,767	27,571
Nov	3,953,930	3,804,448	2,699,729	2,579,908	1,736,306	900,860	270,933	27,571
Dec	4,801,594	4,430,694	3,188,852	3,415,988	1,926,927	1,029,692	291,636	43,817
Jan	5,530,372	5,125,366	3,622,990	3,556,866	2,106,568	1,549,456	403,353	93,399
Feb	6,232,622	5,755,644	4,160,540	4,162,369	2,286,210	1,703,372	460,904	97,644
Mar	7,010,786	6,407,391	4,590,796	5,005,409	2,465,851	1,839,525	518,454	97,644
Apr	7,731,905	7,104,842	5,025,948	6,334,792	2,677,172	3,243,117	615,732	355,136
May								
Jun								

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

**Note 3 - Net Funding Current Position**

Month	Actual 2015-16 \$('000s)	Actual 2016-17 \$('000s)	Actual 2017-18 \$('000s)
Jul	959,987	267,469	907,333
Aug	3,210,319	2,326,820	3,295,912
Sep	2,749,446	3,435,041	3,600,791
Oct	2,375,371	1,972,833	2,372,296
Nov	2,384,784	2,372,945	2,381,438
Dec	2,763,219	2,281,134	2,654,977
Jan	1,750,990	1,758,100	1,808,505
Feb	1,831,612	1,755,236	1,794,385
Mar	1,097,925	1,584,583	2,027,029
Apr	1,097,925	1,098,687	1,687,514
May			
Jun			

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

**Note 4 - Rates and Rubbish Collection History**

Month	Last Year 2016-17 %	This Year 2017-18 %
Jul	56	21
Aug	10	14
Sep	72	72
Oct	76	78
Nov	82	83
Dec	84	85
Jan	90	91
Feb	91	93
Mar	93	96
Apr	97	97
May		
Jun		

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 April 2018**

	Note	Adopted Annual Budget	Amended Budget -	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
<b>Operating Revenues</b>		\$		\$	\$	\$	%	
Governance		18,190	18,190	15,769	20,235	4,466	28.32%	
General Purpose Funding		615,274	615,274	466,335	457,368	(8,967)	(1.92%)	
Law, Order and Public Safety		37,730	37,730	37,680	39,292	1,612	4.28%	
Health		2,200	2,200	1,820	959	(861)	(47.31%)	
Education and Welfare		4,058,507	4,062,907	3,386,480	4,560,073	1,173,593	34.66%	▲
Housing		92,300	92,300	75,240	85,256	10,016	13.31%	▲
Community Amenities		349,954	359,625	357,649	363,709	6,060	1.69%	
Recreation and Culture		79,992	49,492	42,550	46,337	3,787	8.90%	
Transport		572,849	669,468	557,890	663,208	105,318	18.88%	▲
Economic Services		54,440	57,440	48,900	46,265	(2,635)	(5.39%)	
Other Property and Services		34,100	41,325	35,635	52,089	16,454	46.17%	▲
<b>Total (Excluding Rates)</b>		<b>5,915,536</b>	<b>6,005,952</b>	<b>5,025,948</b>	<b>6,334,792</b>	<b>1,308,844</b>	<b>26.04%</b>	
<b>Operating Expense</b>								
Governance		(771,621)	(804,046)	(671,910)	(515,870)	156,040	(23.22%)	▲
General Purpose Funding		(257,789)	(257,789)	(169,587)	(174,783)	(5,196)	3.06%	
Law, Order and Public Safety		(117,754)	(132,242)	(110,201)	(104,472)	5,729	(5.20%)	
Health		(54,452)	(53,239)	(33,608)	(26,073)	7,535	(22.42%)	
Education and Welfare		(3,731,832)	(3,658,014)	(3,051,652)	(2,997,742)	53,910	(1.77%)	
Housing		(175,784)	(183,454)	(145,850)	(105,101)	40,748	(27.94%)	
Community Amenities		(438,065)	(424,387)	(344,288)	(270,662)	73,626	(21.39%)	
Recreation and Culture		(886,708)	(1,053,257)	(927,184)	(859,404)	67,780	(7.31%)	
Transport		(2,119,467)	(2,402,447)	(2,013,943)	(1,785,979)	227,964	(11.32%)	
Economic Services		(179,293)	(196,092)	(136,726)	(88,331)	48,395	(35.40%)	
Other Property and Services		(132,947)	(168,882)	(126,956)	(176,424)	(49,468)	38.96%	▼
<b>Total</b>		<b>(8,865,712)</b>	<b>(9,333,851)</b>	<b>(7,731,905)</b>	<b>(7,104,842)</b>	<b>627,064</b>	<b>8.11%</b>	
<b>Funding Balance Adjustment</b>								
Add back Depreciation		1,936,295	2,124,698	1,770,582	1,744,337	(26,245)	(1.48%)	
Adjust (Profit)/Loss on Asset Disposal	6	12,817	294,257	245,214	281,440	36,226	14.77%	▲
Movement in Non Cash Provisions		0	0		36,512	36,512		
<b>Net Operating (Ex. Rates)</b>		<b>(1,001,064)</b>	<b>(908,943)</b>	<b>(690,161)</b>	<b>1,292,239</b>	<b>1,982,400</b>	<b>(287.24%)</b>	
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	6	48,978	48,978	40,227	40,227	0	0.00%	
Self-Supporting Loan Principal		0	40,605	33,838	33,663	(175)	(0.52%)	
Transfer from Reserves	5	650,000	789,671	541,667	281,246	(260,421)	(48.08%)	▼
<b>Total</b>		<b>698,978</b>	<b>879,255</b>	<b>615,732</b>	<b>355,136</b>	<b>(260,596)</b>		
<b>Capital Expenses</b>								
Land and Buildings	6	(709,000)	(756,615)	(630,513)	(1,257,174)	(626,662)	99.39%	
Plant and Equipment	6	(97,000)	(97,000)	(80,833)	(60,980)	19,854	(24.56%)	
Furniture and Equipment	6	(99,500)	(61,485)	(82,917)	0	82,917	(100.00%)	
Infrastructure Assets - Roads & Bridges	6	(1,028,414)	(1,045,466)	(871,222)	(812,293)	58,928	(6.76%)	
Infrastructure Assets - Sewerage	6	(65,000)	(65,000)	(54,167)	(25,566)	28,601	(52.80%)	
Infrastructure Assets - Parks	6	0	0	0	0	0	0.00%	
Repayment of Debentures	7	(130,130)	(130,130)	(108,442)	(123,188)	(14,746)	13.60%	
Transfer to Reserves	5	(849,079)	(981,073)	(849,079)	(963,915)	(114,836)	13.52%	
<b>Total</b>		<b>(2,978,123)</b>	<b>(3,136,769)</b>	<b>(2,677,172)</b>	<b>(3,243,117)</b>	<b>(565,945)</b>	<b>21.14%</b>	
<b>Net Capital</b>		<b>(2,279,145)</b>	<b>(2,257,514)</b>	<b>(2,061,440)</b>	<b>(2,887,980)</b>	<b>(826,541)</b>	<b>40.10%</b>	
<b>Total Net Operating + Capital</b>		<b>(3,280,209)</b>	<b>(3,166,458)</b>	<b>(2,751,601)</b>	<b>(1,595,742)</b>	<b>1,155,859</b>	<b>(42.01%)</b>	
Rate Revenue		2,037,402	2,061,425	2,037,402	2,061,050	23,647	1.16%	
Opening Funding Surplus(Deficit)		1,222,206	1,222,206	1,222,206	1,222,206	0	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(20,601)</b>	<b>117,173</b>	<b>508,007</b>	<b>1,687,514</b>	<b>1,179,506</b>		

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Program by Nature and Type**  
**For the Period Ended 30 April 2018**

NOTE	2017/18 Adopted Budget \$	2017/18 Amended Budget	2017/18 YTD Budget \$	2017/18 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>					
Rates	2,037,402	2,061,425	2,061,425	2,061,050	(375)
Operating Grants, Subsidies and Contributions	3,571,354	3,537,827	2,923,929	2,882,468	(41,461)
Fees and Charges	1,543,835	1,551,507	1,352,564	1,399,317	46,753
Interest Earnings	195,746	195,746	153,820	160,998	7,178
Other Revenue	117,169	97,794	83,075	1,265,456	1,182,381
	7,465,506	7,444,299	6,574,813	7,769,288	1,194,475
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>					
Employee Costs	(1,514,122)	(1,530,312)	(1,226,695)	(1,035,000)	191,695
Materials and Contracts	(4,932,476)	(4,920,011)	(4,057,405)	(3,677,172)	380,233
Utilities	(149,894)	(150,547)	(123,397)	(117,910)	5,487
Depreciation	(1,936,295)	(2,124,698)	(645,432)	(1,744,337)	(1,098,905)
Interest Expenses	(113,800)	(113,800)	(37,933)	(83,349)	(45,415)
Insurance	(180,181)	(172,357)	(180,181)	(160,602)	19,578
Other Expenditure	(25,629)	(25,629)	(8,915)	(1,056)	7,859
	(8,852,396)	(9,037,354)	(6,279,957.71)	(6,819,426)	(539,469)
	(1,386,889)	(1,593,055)	294,855	949,862	655,006
Non-Operating Grants, Subsidies & Contributions	487,432	622,578	519,640	622,578	102,938
Profit on Asset Disposals	-	500	500	3,975	3,475
Loss on Asset Disposals	(12,817)	(293,797)	(291,877)	(285,416)	6,461
<b>NET RESULT</b>	<b>(912,274)</b>	<b>(1,263,774)</b>	<b>523,119</b>	<b>1,290,999</b>	<b>767,881</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)**  
**Program by Nature and Type**  
**For the Period Ended 30 April 2018**

	2016/17 Adopted Budget \$	2016/17 Amended Budget November OCM	2016/17 YTD Budget \$	2016/17 YTD Actual \$	Variance YTD Budget vs YTD Actual \$	Actuals as % of Total
<b>REVENUES FROM ORDINARY ACTIVITIES</b>						
Rates	2,037,402		2,061,425	2,061,050	(375)	44%
Operating Grants, Subsidies and Contributions	562,005		416,138	413,195	(2,944)	9%
Fees and Charges	798,775		731,681	778,437	46,756	17%
Interest Earnings	195,746		153,820	160,998	7,178	3%
Other Revenue	117,169		83,075	1,265,456	1,182,381	27%
	3,711,097		3,446,139	4,679,135	1,232,996	100%
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>						
Employee Costs	(1,514,122)		(1,226,695)	(1,035,000)	191,695	27%
Materials and Contracts	(1,431,764)		(1,140,146)	(813,232)	326,913	21%
Utilities	(149,894)		(123,397)	(117,910)	5,487	3%
Depreciation	(1,776,428)		(511,268)	(1,664,717)	(1,153,449)	43%
Interest Expenses	(108,347)		(31,572)	(80,243)	(48,670)	2%
Insurance	(165,681)		(151,181)	(146,149)	5,032	4%
Other Expenditure	(25,629)		(8,915)	(1,056)	7,859	0%
	(5,171,864)		(3,193,173)	(3,858,306)	(665,133)	100%
	(1,460,766)		252,966	820,829	567,862	
Non-Operating Grants, Subsidies & Contributions	487,432		519,640	622,578	102,938	
Profit on Asset Disposals	-		500	3,975	3,475	
Loss on Asset Disposals	(12,817)		(291,877)	(285,416)	6,461	
<b>NET RESULT</b>	(986,151)		481,229	1,161,966	680,737	

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 1: MAJOR VARIANCES**

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**OPERATING REVENUE (EXCLUDING RATES)**

**Governance**

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

**General Purpose Funding**

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

**Law, Order and Public Safety**

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

**Health**

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

**Education and Welfare**

This variance is due to the gifted cash & Building Asset from Brookton Senior Citizens Independent Living Units - 40 White Street & 33 Whittington Street, Brookton.

**Housing**

This variance is due to the increase of rentals at Madison Square Units.

**Community Amenities**

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

**Recreation and Culture**

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

**Transport**

This variance is due to a timing issue for grant money received

**Economic Services**

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

**Other Property and Services**

The main factor is the increase in private works completed in 2017/18.

**OPERATING EXPENSES**

**Governance**

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

**General Purpose Funding**

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

**Law, Order and Public Safety**

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

**Health**

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

**Education and Welfare**

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

**Housing**

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

**Community Amenities**

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

**Recreation and Culture**

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

**Transport**

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

**Economic Services**

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

**Other Property and Services**

There a number of factors that relate to this variance, but the main drivers relates to Increased private works and payout of unallocated wages.

## **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**

Majority of the Reserve Transfers have been compelled at maturity on 02/04/18, the variance relates to the deferment of the Shire house at Avon Bank Close in 2017/18.

## **CAPITAL EXPENSES**

### **Land and Buildings**

Relates to the deferment of the construction of the Shire house at Avon Bank Close.

### **Plant and Equipment**

Two vehicles purchased with the remaining POC vehicle to be deferred.

### **Furniture and Equipment**

No purchases to date.

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

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

### **Infrastructure Assets - Sewerage**

Underbudget as capital program yet to substantially commence.

### **Infrastructure Assets - Parks**

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

### **Repayment of Debentures**

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%

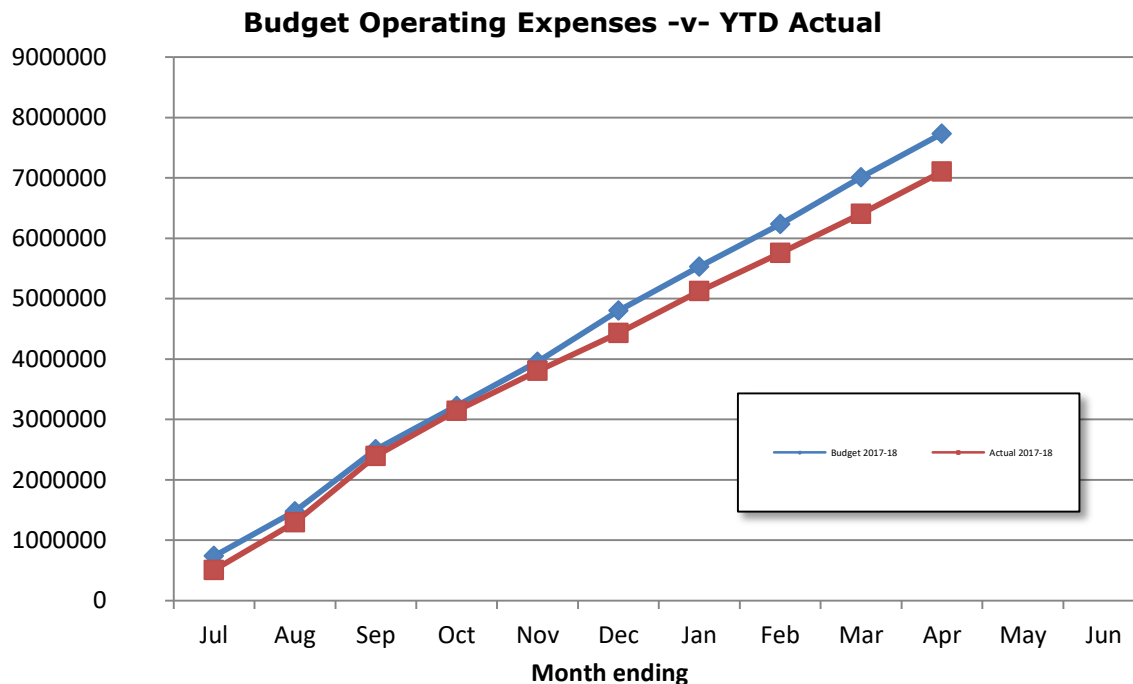
### **Closing Funding Surplus (Deficit)**

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

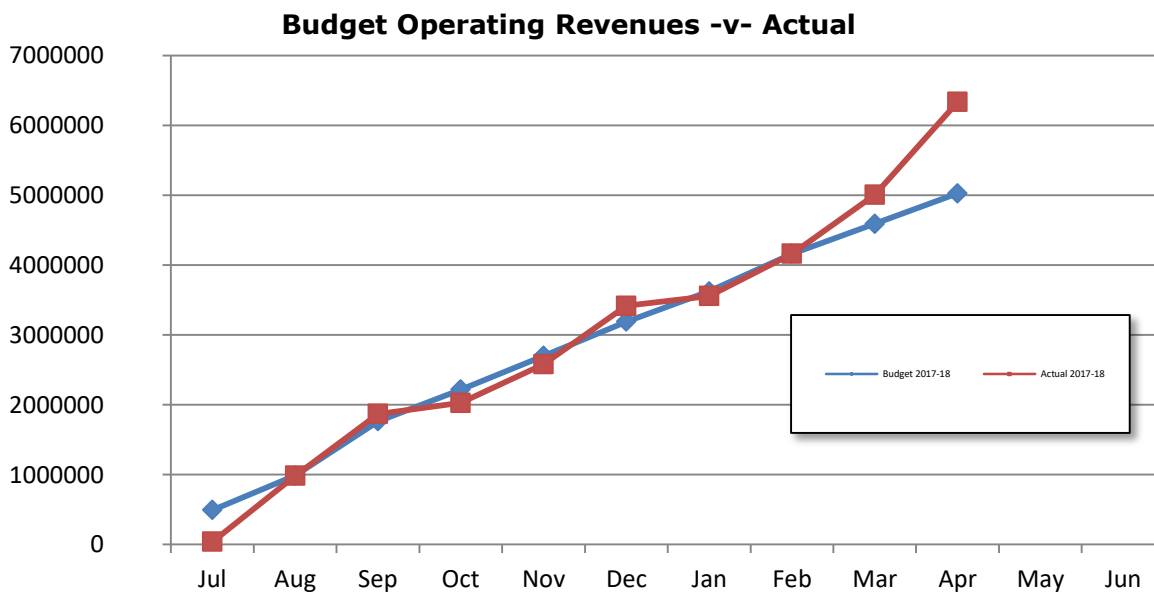


**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

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

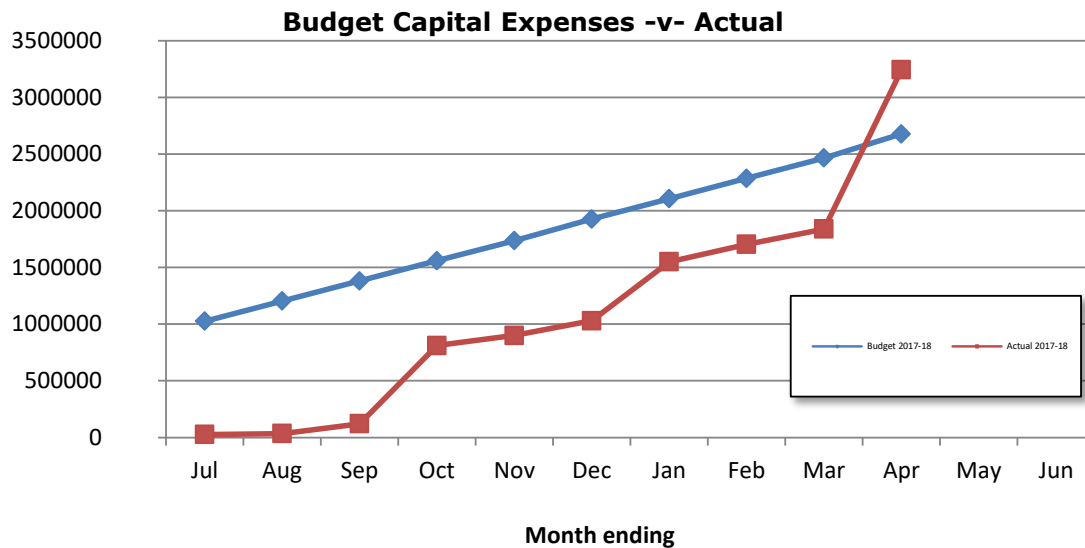


**Comments/Notes - Operating Expenses**

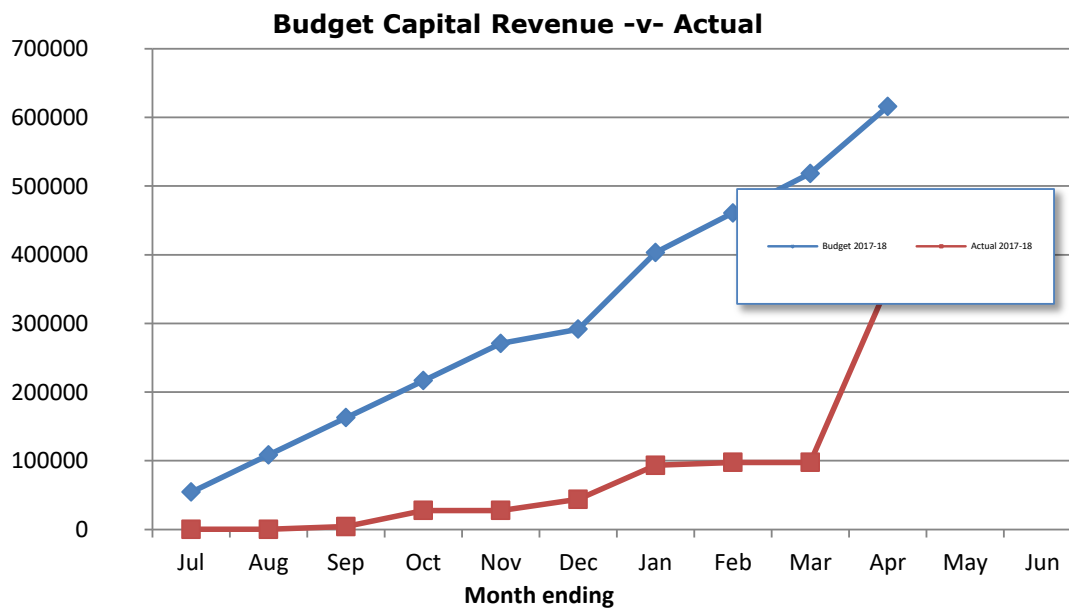


**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

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



Comments/Notes - Capital Expenses



Comments/Notes - Capital Revenues

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 3: NET CURRENT FUNDING POSITION**

**Current Assets**

Cash Unrestricted  
Cash Restricted  
Receivables  
Prepayments & Accruals  
Inventories

**Less: Current Liabilities**

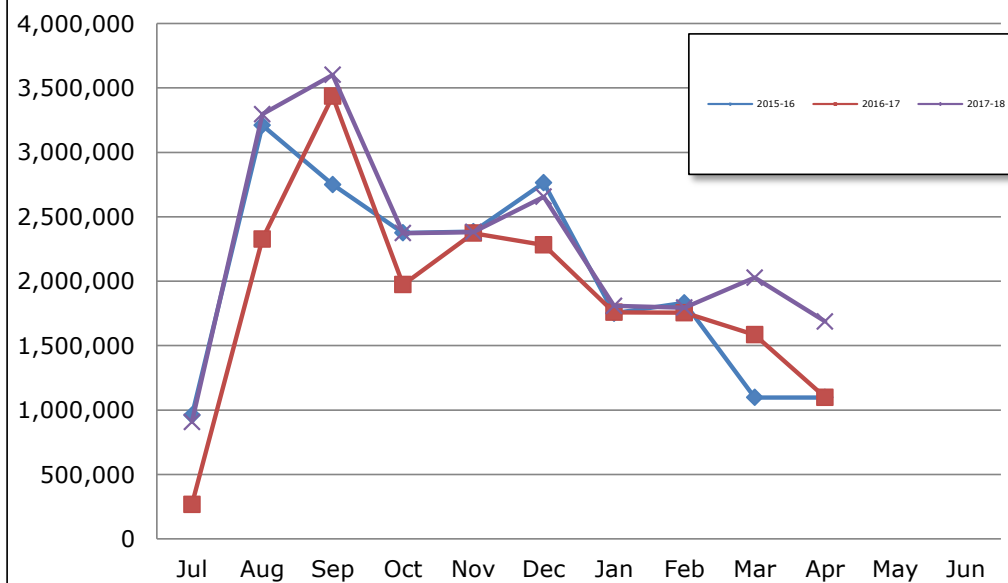
Payables and Provisions

Less: Cash Restricted

**Net Current Funding Position**

Positive=Surplus (Negative=Deficit)				
2017-18				
Note	This Period	Same Period 2016/17	Same Period 2015/16	Surplus C/F 1 July 2017
	\$	\$	\$	\$
	1,729,165	897,727	1,121,515	1,624,466
	4,187,435	3,593,936	2,918,484	3,504,765
	3,549,988	3,316,522	1,534,940	3,731,222
	0	0	0	0
	18,098	14,687	12,501	15,421
	9,484,685	7,822,872	5,587,439	8,875,874
	(3,609,736)	(3,130,249)	(1,571,031)	(4,148,903)
	(3,609,736)	(3,130,249)	(1,571,031)	(4,148,903)
	(4,187,435)	(3,593,936)	(2,918,484)	(3,504,765)
	1,687,514	1,098,687	1,097,925	1,222,206

**Note 2 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**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 2017-18	Previous 2016-17
\$	\$
30,159	12,339
2,402,785	2,245,726
(2,360,403)	(2,190,473)
<b>72,541</b>	<b>67,592</b>
72,541	67,592
97.02%	97.01%

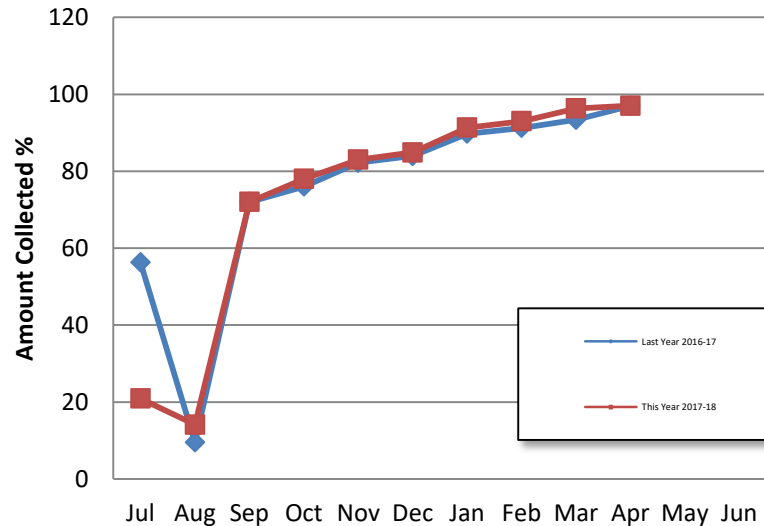
**Receivables - General**

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
94,741	2,129	2,222	10,172
			<b>109,263</b>

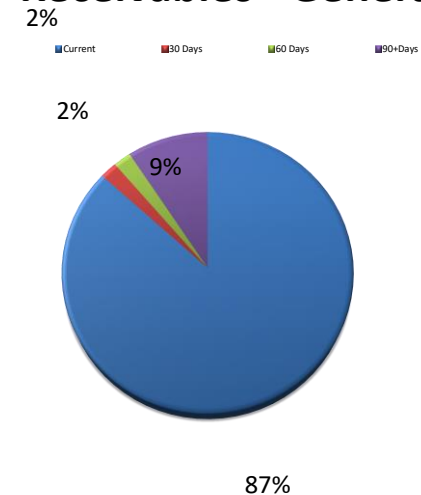
**Total Outstanding**

**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 30 April 2018**

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Amended Budget Dec OCM Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Amended Budget Aug , Nov, Dec, Feb & Mar OCM Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$		\$	\$		\$	\$	\$
Aldersyde Hall Reserve (Not Shire Vested Property)	25,657	586	149	0		0	0	0	0	26,243	25,806
Bridge Construction Reserve	0	0	0	0		0	0	0	0	0	0
Brookton Heritage/Museum Reserve	37,773	862	681	3,200		3,200	0	0	0	41,835	41,654
Caravan Park Reserve	122,382	2,794	2,126	3,200		3,200	0	0	0	128,376	127,708
Cemetery Reserve	21,471	490	374	650		650	0	0	0	22,611	22,495
Community Bus Reserve	63,696	1,454	1,165	6,900		6,900	0	0	0	72,050	71,761
Drainage Reserve	0		0			0	0	0	0	0	0
Furniture and Equipment Reserve	64,855	1,480	1,242	12,000		12,000	0	0	0	78,336	78,097
Health & Aged Care Reserve	777,172	17,740	13,738	65,000		65,000	(180,000)	(25,000)	(168,146)	834,912	687,765
Housing Reserve	764,764	17,457	14,389	240,000		240,000	(450,000)	0	0	572,221	1,019,153
Kweda Hall Reserve	25,657	586	474	3,200		3,200	0	0	0	29,443	29,331
Land Development Reserve	129,369	2,953	2,254	4,000		4,000	0	0	0	136,322	135,624
Madison Square Units Reserve	17,689	404	309	600		600	0	0	0	18,693	18,598
Municipal Buildings & Facilities Reserve	201,167	4,592	3,809	36,500		36,500	0	(7,000)	(6,428)	235,259	235,048
Plant and Vehicle Reserve	540,015	12,326	10,455	110,000		110,000	0	0	0	662,341	660,470
Railway Station Reserve	25,657	586	474	3,200		3,200	0	0	0	29,443	29,331
Rehabilitation & Refuse Reserve	46,448	1,060	860	6,000		6,000	0	0	0	53,508	53,309
Road and Bridge Infrastructure Reserve	292,547	6,678	5,208	18,900	131,994	131,994	0	0	0	431,219	429,749
Saddleback Building Reserve	50,113	1,144	873	1,500		1,500	0	0	0	52,757	52,486
Saddleback Vehicle & Equipment Reserve	0	0	0	0		0	0	0	0	0	0
Sewerage & Drainage Infrastructure Reserve	194,032	4,429	3,313	65,000		0	(15,000)	0	0	248,461	197,345
Sport & Recreation Reserve	10,391	237	189	1,000		1,000	0	0	0	11,629	11,580
Staff Vehicle Reserve	0	0	0	0		0	0	0	0	0	0
Townscape and Footpath Reserve	49,063	1,120	855	1,500		1,500	0	0	0	51,683	51,417
Unspent Grants & Contributions	0	0	0	0		0	0	0	0	0	0
Developer Contribution - Roads	4,542	104	78	0		0	0	(2,000)	(2,000)	4,646	2,620
Water Harvesting Reserve	40,302	920	699	1,000		1,000	(5,000)	0	0	37,222	42,002
Brookton Aquatic Reserve	0	0	737	65,729		65,729	0	0	0	65,729	66,466
Cash Contingency Reserve	0	0	2,292	200,000		200,000	0	(105,671)	(104,672)	94,329	97,620
	<b>3,504,765</b>	<b>80,000</b>	<b>66,742</b>	<b>849,079</b>	<b>131,994</b>	<b>897,173</b>	<b>(650,000)</b>	<b>(139,671)</b>	<b>(281,246)</b>	<b>3,939,267</b>	<b>4,187,435</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 6: CAPITAL DISPOSALS AND ACQUISITIONS**

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value		Proceeds	Profit (Loss)
23,317	22,000	(1,317)	DCEO Vehicle	\$		\$	\$
23,465	16,978	(6,487)	Works Supervisors Ute	23,253		18,818	(4,435)
15,013	10,000	(5,013)	Parks & Garden 4 x 2 - PU30	17,434		20,909	3,475
0	0	0	Sale of Suplus /Unwanted Equipment - Depot	0		500	500
0	0	0	16x Land & Building written out to Inventory Listing Following FV	0		0	0
0	0	0	F & F Asset # 7026 written out to Inventory Listing as per Council	27,331		0	(27,331)
0	0	0	Toilet Block Aldersyde Hall as per Council Resolution 12.08.17.0	23,846		0	(23,846)
0	0	0	Water Tank Aldersyde Hall as per Council Resolution 12.08.17.0	2,578		0	(2,578)
0	0	0	Aldersyde Hall	227,225		0	(227,225)
<b>61,795</b>	<b>48,978</b>	<b>(12,817)</b>	<b>Totals</b>	<b>321,667</b>		<b>40,227</b>	<b>(281,440)</b>

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Amended Budget	Actual	Variance
<b>Property, Plant &amp; Equipment</b>	\$		\$	\$
Land and Buildings	709,000	756,615	1,257,174	(500,559)
Plant & Equipment	97,000	97,000	60,980	36,020
Furniture & Equipment	99,500	61,485	0	61,485
<b>Infrastructure</b>				
Roadworks & Bridge Works & Footpaths	1,028,414	1,045,466	812,293	233,173
Parks & Gardens	0	0	0	0
Sewerage & Drainage	65,000	65,000	25,566	39,434
<b>Totals</b>	<b>1,998,914</b>	<b>2,025,566</b>	<b>2,156,014</b>	<b>(130,448)</b>

Comments - Capital Acquisitions

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 7: INFORMATION ON BORROWINGS**

					Principal 1-Jul-17 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	117,669	-	6,716	13,659	110,953	104,010	4,032	8,504
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	31,525	-	8,371	8,371	23,154	23,154	1,069	1,929
	Extension and Refurbishment of the Club House											
*Loan 82 Country Club		15/11/2027	20	6.95	275,589	-	18,576	18,576	257,013	257,013	17,343	20,699
Governance												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	56,258	-	4,453	4,453	51,805	51,805	2,250	3,938
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	88,287	-	7,776	7,776	80,511	80,511	3,106	5,452
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	145,673	-	12,830	12,830	132,843	132,843	5,125	8,996
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	61,801	-	5,443	5,443	56,358	56,358	2,174	3,817
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	145,673	-	12,830	12,830	132,843	132,843	5,125	8,996
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	685,315	-	46,193	46,193	639,122	639,122	43,125	51,468
					1,607,790	-	123,188	130,130	1,484,602	1,477,660	83,349	113,800

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

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 8: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
Municipal Cash at Bank - Operating Account	0.00%	169,314				169,314	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.70%	1,427,626				1,427,626	Bendigo	
Municipal Cash at Bank - Independent Living Units	1.00%	132,224				132,224	Bendigo	
Trust Cash at Bank	0.00%			31,193		31,193	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	2.25%		4,187,435			4,187,435	Bendigo	02/07/2018
Les McMullen Trust	2.40%			7,224		7,224	Bendigo	26/06/2018
(c) <b>Investments</b>								
Bendigo Bank Shares					10,000	10,000		
<b>Total</b>		1,729,165	4,187,435	38,417	10,000	5,965,016		

**Comments/Notes - Investments**

**Investment Management Strategy for Kalkarni Bonds**

The total bond/RAD amounts (\$3,974,234.80) as at 31/03/18 are invested by Baptistcare with NAB for a term of 120 days at the rate of 2.47% with a maturity date of 8th March 2018.



**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 9: BUDGET AMENDMENTS**

**Amendments to original budget since budget adoption. Surplus/(Deficit)**

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Adopted Budget Net Asset Surplus 30 June 2017</b>			\$	\$	\$	\$
E115510	Land & Building & Furniture & Fitting Asset Disposal	OCT 17 OCM	Opening Surplus(Deficit)				<b>1,222,206</b>
	Wall Repairs - Brookton Police Museum	AUG 17 OCM	Non Cash Item	280,980		7,000	<b>1,222,206</b>
0L01661	Wall Repairs - Brookton Police Museum - Transfer from Reserves	AUG 17 OCM	Capital Expenses				<b>1,215,206</b>
E042600	LOAN PAYMENT 75 GEN - Not included in the 17/18 adopted budget	Nov17 OCM	Capital Revenue		7,000		<b>1,222,206</b>
E084600	LOAN PAYMENT PART 80 GEN - Not included in the 17/18 adopted budget	Nov17 OCM	Capital Expenses			4,453	<b>1,217,753</b>
E091600	LOAN PAYMENT PART 80 GEN - Not included in the 17/18 adopted budget	Nov17 OCM	Capital Expenses			7,776	<b>1,209,978</b>
E102600	LOAN PAYMENT PART 80 GEN - Not included in the 17/18 adopted budget	Nov17 OCM	Capital Expenses			12,830	<b>1,197,147</b>
E143600	LOAN PAYMENT PART 80 GEN - Not included in the 17/18 adopted budget	Nov17 OCM	Capital Expenses			5,443	<b>1,191,704</b>
0L01961	TRANSFER TO MUNI - CASH CONTINGENCY RESERVE GEN - Transfer from Contingency Reserve to offset unfavourable budget movement - Loans	Nov17 OCM	Capital Expenses			12,652	<b>1,179,052</b>
E111020	HALLS WB EVA PAVILLION GEN - Unexpected Expenditure not included in the 2017/18 Adopted Budget	Nov17 OCM	Capital Revenue		43,154		<b>1,222,206</b>
E042510	PURCHASE LAND AND BUILDINGS GEN - Unexpected expense to move Solar Inverter box (OSH Requirement)	Nov17 OCM	Operating Expenses			10,801	<b>1,211,405</b>
E042020	ADMIN GENERAL OPERATING EXPENSES GEN - Decrease budget to offset unexpected expenses not included in 2017/18 Budget	Nov17 OCM	Capital Expenses			2,600	<b>1,208,805</b>
E116020	REC GENERAL OPERATING EXPENSES GEN - MUDRUN - Healthway sponsorship	Nov17 OCM	Operating Expenses		1,626		<b>1,210,431</b>
I116010	GENERAL INCOME GEN - MUDRUN - Healthway sponsorship	Nov17 OCM	Operating Expenses			1,500	<b>1,208,931</b>
I148020	UNCLAS REIMBURSEMENTS GEN -Parental Leave Payments and Unclaimed monies along with insurance claim reimbursement	Nov17 OCM	Operating Revenue		1,500		<b>1,210,431</b>
I031015	RATE - Interim/Back Rates GEN	Nov17 OCM	Operating Revenue		6,725		<b>1,217,156</b>
I084030	KALC Reimbursements Received GEN - Reimbursement from Kalkarni for Laurie's Gardening	Nov17 OCM	Operating Revenue		150		<b>1,217,306</b>
I143499	POC Profit On Sale Of Asset GEN - Sale of Surplus Depot Items	Nov17 OCM	Operating Revenue		4,400		<b>1,221,706</b>
E033600	SSL PAYMENTS 78 SENIOR CITIZENS HOMES GEN - not included in the 17/18 adopted budget	Nov17 OCM	Operating Revenue		500		<b>1,222,206</b>
E033601	SSL PAYMENTS 79 MULTIFUNCTIONAL CENTRE GEN - not included in the 17/18 adopted budget	Nov17 OCM	Capital Expenses			13,659	<b>1,208,547</b>
E033602	SSL PAYMENTS 82 BOWLS/GOLF CLUBS GEN - not included in the 17/18 adopted budget	Nov17 OCM	Operating Expenses			8,371	<b>1,200,177</b>
I033610	FIN PRINCIPAL REPAYMENT - S/S LOAN 78 - BSCHI GEN - not included in the 17/18 adopted budget	Nov17 OCM	Capital Expenses			18,576	<b>1,181,601</b>
I033611	FIN PRINCIPAL REPAYMENT - S/S LOAN 79 - MMM GEN - not included in the 17/18 adopted budget	Nov17 OCM	Capital Revenue		13,659		<b>1,195,259</b>
I033612	FIN PRINCIPAL REPAYMENT - S/S LOAN 82 - BOWLS/GOLF GEN - not included in the 17/18 adopted budget	Nov17 OCM	Capital Revenue		8,371		<b>1,203,630</b>
E086010	AGED CARE INITIATIVES GEN - Dept Sport & Rec Refund of unexpended CPRP grant monies - community pool revitalisation program 2015/16	Nov17 OCM	Capital Revenue		18,576		<b>1,222,206</b>
E111010	HALLS WB EVA PAVILLION GEN - - Dept Sport & Rec Refund of unexpended CPRP grant monies - community pool revitalisation program 2015/16	Nov17 OCM	Operating Expenses		10,000		<b>1,232,206</b>
E112480	POOL Building Maintenance GEN - Unexpected Return of 15/16 under expended grants monies not included in the 2017/18 budget	Nov17 OCM	Operating Expenses		4,060		<b>1,236,266</b>
E112480	POOL Building Maintenance GEN - 17/18 Pool grant withdrawn by State Govt	Nov17 OCM	Operating Expenses			14,060	<b>1,222,206</b>
I112020	POOL GRANTS & SUBSIDIES GEN - Dept of Sport and Rec - Pool Grant not available 17/18	Nov17 OCM	Operating Expenses		32,000		<b>1,254,206</b>
E091999	STAFFH Abc Administration Expenses - To correct inbalance in the ABC Allocation in adopted budget	Nov17 OCM	Operating Revenue			32,000	<b>1,222,206</b>
E131999	RURAL Abc Administration Expenses - To correct inbalance in the ABC Allocation in adopted budget	Nov17 OCM	Non Cash Item	19,125			<b>1,222,206</b>
E042999	ADMIN Less: Abc Expenses Allocated - To correct inbalance in the ABC Allocation in adopted budget	Nov17 OCM	Non Cash Item	2,443			<b>1,222,206</b>
	LSL Provision Current To Non-Current 16/17 as per Auditor request 01/12/17	Nov17 OCM	Non Cash Item	2,879			<b>1,222,206</b>
E111050	HALLS Aldersyde Hall GEN - Playground inspection	Auditor Request	Non Cash Item	36,512			<b>1,222,206</b>
E116600	Aldersyde Hall	Dec 17 OCM	Operating Expenses			315	<b>1,221,891</b>
E042480	LOAN PAYMENT 81 - Not included in 17/18 adopted budget	Dec 17 OCM	Capital Expenses			46,193	<b>1,175,698</b>
E105010	ADMINISTRATION CENTRE - Increased budget due to Contractal Cleaning Services	Dec 17 OCM	Operating Expenses			2,364	<b>1,173,334</b>
	PUBLIC TOILETS ROBINSON ROAD - Increased budget due to Contractal Cleaning Services	Dec 17 OCM	Operating Expenses			1,085	<b>1,172,249</b>

E111010	MEMORIAL HALL -Increased budget due to Contractal Cleaning Services	Dec 17 OCM	Operating Expenses		455	<b>1,171,794</b>
E111020	WB EVA PAVILION - Increased budget due to Contractal Cleaning Services	Dec 17 OCM	Operating Expenses		3,400	<b>1,168,394</b>
E116020	GYMNASIUM OPERATING - Increased budget due to Contractal Cleaning Services	Dec 17 OCM	Operating Expenses		304	<b>1,168,090</b>
E132010	CARAVAN PARK - Increased budget due to Contractal Cleaning Services	Dec 17 OCM	Operating Expenses		3,488	<b>1,164,602</b>
E142480	SHIRE DEPOT - Increased budget due to Contractal Cleaning Services	Dec 17 OCM	Operating Expenses		304	<b>1,164,298</b>
0L01961	TRANSFER TO MUNI FROM CASH CONTINGENCY - Transfer from Contingency Reserve to offset unfavourable budget movement	Dec 17 OCM	Capital Revenue	61,518		<b>1,225,816</b>
E042020	RESERVE ADMIN GENERAL OPERATING EXPENSES - No further expense expected for 17/18 (Ins less rebate \$6421.50-\$5885.12=\$536.38)	Dec 17 OCM	Operating Expenses	5,890		<b>1,231,706</b>
E104030	TPB GENERAL OPERATING EXPENSES - adjustment due to under spend to offset unfavourable budget movement	Dec 17 OCM	Operating Expenses	5,000		<b>1,236,706</b>
E104030	TPB GENERAL OPERATING EXPENSES - adjustment due to under spend to offset unfavourable budget movement	Dec 17 OCM	Operating Expenses	5,000		<b>1,241,706</b>
E104030	TPB GENERAL OPERATING EXPENSES - adjustment due to under spend to offset unfavourable budget movement	Dec 17 OCM	Operating Expenses	2,500		<b>1,244,206</b>
I122010	INFRA MRWA Direct Grant GEN - Decreased as State Gov reduced Grant by 42.4%	Dec 17 OCM	Operating Revenue		33,527	<b>1,210,679</b>
I132010	TOUR FEES & CHARGES GEN - Increase budget due to increase in patronage of Caravan Park	Dec 17 OCM	Operating Revenue	3,000		<b>1,213,679</b>
I106020	ENVIR GRANTS & SUBSIDIES GEN - Happy Valley Bore final grant payment missed in adopted 17/18 budget	Dec 17 OCM	Operating Revenue	5,000		<b>1,218,679</b>
I101010	REFUSE FEES & CHARGES GEN - Increase budget due to additional cardboard recycling bins collection fees	Dec 17 OCM	Operating Revenue	2,400		<b>1,221,079</b>
I031040	RATE Less: Rebate Allowed GEN - Increase budget due to third property being contiguously rated	Dec 17 OCM	Operating Revenue	1,127		<b>1,222,206</b>
E121560	ROADS TO RECOVERY GEN - increased expenditure allocation from R2R funding body	Dec 17 OCM	Capital Expenses		130,146	<b>1,092,060</b>
E121565	OTHER ROAD CONSTRUCTION GEN (King Street Widen & Prime) - budget allocation transferred to Reserve and expenditure deferred to 18/19 fin year	Dec 17 OCM	Capital Expenses	103,814		<b>1,195,874</b>
E121565	OTHER ROAD CONSTRUCTION GEN (Reynold Street) - budget allocation transferred to Reserve and expenditure deferred to 18/19 fin year	Dec 17 OCM	Capital Expenses	9,280		<b>1,205,154</b>
0L01702	Transfer to Road and Bridge Reserve - adjustment due to increase in R2R funding allocation 17/18 year	Dec 17 OCM	Capital Expenses		113,094	<b>1,092,060</b>
I121560	INFRA Roads To Recovery GEN - adjustment due to increase in R2R funding allocation 17/18 year	Dec 17 OCM	Operating Revenue	130,146		<b>1,222,206</b>
E042500	ADMIN Depreciation - Asset # 6251 \$7389 & #6857 \$47204 per annum moved from admin to staff housing	Dec 17 OCM	Operating Expenses	(22,645)		<b>1,222,206</b>
E042500	Depn ADMIN Depreciation - PAV115 16/17 incorrectly posted to IE 451 corrected 17/18	Dec 17 OCM	Operating Expenses	6,167		<b>1,222,206</b>
E051500	FIRE DEPRECIATION - 16/17 Actual \$25492	Dec 17 OCM	Operating Expenses	14,488		<b>1,222,206</b>
E084500	KALC Depreciation - 16/17 Actual \$182,785.32 & FV has impacted on depn rates	Dec 17 OCM	Operating Expenses	(60,184)		<b>1,222,206</b>
E084500	KALC Depreciation - 16/17 Actual \$3421.64	Dec 17 OCM	Operating Expenses	(2,671)		<b>1,222,206</b>
E084500	KALC Depreciation - 16/17 Actual \$340.52	Dec 17 OCM	Operating Expenses	37		<b>1,222,206</b>
E091500	STAFFH Depreciation - 16/17 Actual \$5711.24 includes asset # 6251 & 6857	Dec 17 OCM	Operating Expenses	(8,122)		<b>1,222,206</b>
E092500	HOUSE Depreciation - 16/17 Actual \$9424.18 included incorrect allocation for 8 Avonbank Close	Dec 17 OCM	Operating Expenses	(7,734)		<b>1,222,206</b>
E101500	REFUSE Depreciation - 16/17 Actual \$2544.88 impact from FV	Dec 17 OCM	Operating Expenses	(1,136)		<b>1,222,206</b>
E102500	SEW Depreciation - 16/17 Actual \$55606.76	Dec 17 OCM	Operating Expenses	10,854		<b>1,222,206</b>
E105500	AMEN Depreciation - 16/17 Actual \$3156.94 impact from FV	Dec 17 OCM	Operating Expenses	(2,121)		<b>1,222,206</b>
E112500	POOL Depreciation - 16/17 Actual \$24674.46 impact from FV	Dec 17 OCM	Operating Expenses	(9,646)		<b>1,222,206</b>
E113500	OTH-REC Depreciation - 16/17 Actual \$135987.18 impact from FV	Dec 17 OCM	Operating Expenses	(50,687)		<b>1,222,206</b>
E113500	OTH-REC Depreciation - 16/17 Actual \$127.44	Dec 17 OCM	Operating Expenses	13		<b>1,222,206</b>
E115500	OTH-CULT Depreciation - 16/17 Actual \$2674.85 impact from FV	Dec 17 OCM	Operating Expenses	3,253		<b>1,222,206</b>
E116500	REC Depreciation - 16/17 Actual \$1699.95 impact from FV	Dec 17 OCM	Operating Expenses	(1,560)		<b>1,222,206</b>
E122500	INFRA Depreciation - 16/17 Actual \$1587855.37 16/17 additions	Dec 17 OCM	Operating Expenses	282,980		<b>1,222,206</b>
E132500	TOUR Depreciation - 16/17 Actual \$911.95 impact from FV	Dec 17 OCM	Operating Expenses	334		<b>1,222,206</b>
E136500	ECON Depreciation - 16/17 Actual \$724.92 impact from FV	Dec 17 OCM	Operating Expenses	535		<b>1,222,206</b>
E142500	PW-OH Depreciation - 16/17 Actual \$ 2324.82 impact from FV	Dec 17 OCM	Operating Expenses	1,336		<b>1,222,206</b>
E143500	POC Depreciation - 16/17 Actual \$128023.04	Dec 17 OCM	Operating Expenses	34,912		<b>1,222,206</b>
E111010	HALLS MEMORIAL HALL GEN - 2017/18 LGIS Liability has agreed to provide this cover to members for no contribution	Mar 18 OCM	Operating Expenses	828		<b>1,223,034</b>
E111010	HALLS MEMORIAL HALL GEN -Postage & Freight not required as allocated through ABC allocations	Mar 18 OCM	Operating Expenses	124		<b>1,223,158</b>
E111020	HALLS WB EVA PAVILLION GEN - 2017/18 LGIS Liability has agreed to provide this cover to members for no contribution	Mar 18 OCM	Operating Expenses	1,035		<b>1,224,193</b>
E112480	POOL BUILDING MAINTENANCE GEN - increase in budget to allow for the schools swimming lessons donation of pool manager time	Mar 18 OCM	Operating Expenses	2,200		<b>1,221,993</b>
E092011	OTHER HOUSING GEN - charging of rates not allowed for in the adopted budget 23 & 25 Whittington Street	Mar 18 OCM	Operating Expenses	4,400		<b>1,217,593</b>

E073020	SAD GENERAL OPERATING EXPENSES GEN - Amount set for medical equipment removal not require as completed 16/17 fin year	Mar 18 OCM	Operating Expenses	1,213			<b>1,218,806</b>
E104030	TPB GENERAL OPERATING EXPENSES GEN- Postage & freight, advertising & Printing & stationery not required as allocated through ABC allocations & decrease budget transfer funds to Boyagin Rock Eco Tourism project	Mar 18 OCM	Operating Expenses	9,860			<b>1,228,666</b>
E112010	POOL Employee Costs GEN - pool is fully operated and managed by contractors not required	Mar 18 OCM	Operating Expenses	515			<b>1,229,181</b>
E116020	REC GENERAL OPERATING EXPENSES GEN - Unplanned for works due to water leak	Mar 18 OCM	Operating Expenses		700		<b>1,228,481</b>
E113030	OTH-REC SPORT CLUBS GEN - Repairs to roof and removal of Evaporative aircon after storm demolished	Mar 18 OCM	Operating Expenses		200		<b>1,228,281</b>
E142020	PW-OH GENERAL OPERATING EXPENSES GEN - Postage & freight & refreshments & receptions not required as allocated through ABC allocations	Mar 18 OCM	Operating Expenses	654			<b>1,228,935</b>
E081020	EDUC GENERAL OPERATING EXPENSES GEN - Incorrectly allocated using 16/17 figures, project completed in the 16/17 year	Mar 18 OCM	Operating Expenses	1,000			<b>1,229,935</b>
E132020	TOUR AREA PROMOTION GEN - Increase in budget - Boyagin Rock Eco Tourism Project	Mar 18 OCM	Operating Expenses		10,000		<b>1,219,935</b>
I104010	TPB FEES & CHARGES GEN - Increase in budget due to an increase of planning fees being recouped	Mar 18 OCM	Operating Revenue	2,271			<b>1,222,206</b>
E084520	KALC PURCHASE FURNITURE & EQUIPMENT GEN - Reallocated from Furniture & Equipment to Land & Buildings	Apr 18 OCM	Capital Expenses	38,015			
E084510	KALC PURCHASE LAND AND BUILDINGS GEN - Reallocated from Furniture & Equipment to Land & Buildings	Apr 18 OCM	Capital Expenses		38,015		
E091063	STAFFH 6/28 WILLIAMS ST GEN - Reallocation from William Street Units to common area at Madison Square units	Apr 18 OCM	Operating Expenses	2,500			<b>1,224,706</b>
E092010	HOUSE MADISON SQUARE UNITS GEN - Reallocation from William Street Units to common area at Madison Square units	Apr 18 OCM	Operating Expenses		2,500		<b>1,222,206</b>
<b>Closing Funding Surplus (Deficit)</b>				<b>530,343</b>	<b>544,410</b>	<b>544,410</b>	<b>1,222,206</b>

Classifications Pick List
Operating Revenue
Operating Expenses
Capital Revenue
Capital Expenses
Budget Review
Opening Surplus(Deficit)
Non Cash Item

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2018**

**Note 10: TRUST FUND**

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

Description	Opening Balance For the Period 1 July 2016	Amount Received	Amount Paid	Closing Balance For the Period Ended 30 April 2018
	\$	\$	\$	\$
Housing Bonds	0	1,648	(448)	<b>1,200</b>
Other Bonds	13,058	11,320	(10,238)	<b>14,140</b>
Rates Incentive Prize	200	0	(200)	<b>0</b>
Staff AFL Tipping	0	0	0	<b>0</b>
Les McMullen Sporting Grants	7,224	120	(3,000)	<b>4,344</b>
Gnulla Child Care Facility	3,073	0	0	<b>3,073</b>
Wildflower Show Funds	1,240	0	0	<b>1,240</b>
Kalkarni Resident's Accounts	0	0	0	<b>0</b>
Public Open Space Contributions	13,820	0	0	<b>13,820</b>
Developer Road Contributions	(1)	0	0	<b>(1)</b>
Unclaimed Money	0	30	0	<b>30</b>
	<b>38,615</b>	<b>13,118</b>	<b>(13,887)</b>	<b>37,847</b>

**1. Developer Road Contributions are:**

T129 Allington - Grosser Street -\$1.00 Rounding

Road Contributions are required to be transferred out of Trust into Reserve/Muni for designated purpose.

**2. Public Open Space Contribution:**

T148 - Paul Webb \$13,820

Contribution to be retained in Trust as required under the Planning and Development Act 2005.

It is to be investigated whether funds can be applied against POS projects such as the Robinson Street Development.

**3. Gnulla Child Care Facility**

This is an aged transaction. Consider transferring funds to Muni once a designated project has been identified.

**4. Housing Bond**

Bond is to either be refunded, expended or transferred to the Bonds Authority.

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Kalkarni Aged Care Facility**  
**For the Period Ended 30 April 2018**

**Note 11: Kalkarni Aged Care Facility**

	Note	Adopted Annual Budget	Amended Budget - Nov OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
<b>Operating Revenue</b>		\$		\$	\$	\$	%	
Fees & Charges		745,060	745,060	620,883	620,880	(3)	(0.00%)	
Grants & Subsidies		3,009,349	3,009,349	2,507,791	2,469,273	(38,518)	(1.54%)	
<b>Total Revenue</b>		<b>3,754,409</b>	<b>3,754,409</b>	<b>3,128,674</b>	<b>3,090,153</b>	<b>(38,521)</b>	<b>(1.23%)</b>	
<b>Operating Expenses</b>								
Building Maintenance		0	0	0	0	0	0.00%	
Interest Expenses		(5,452)	(5,452)	(4,544)	(3,106)	1,437	(31.64%)	
Insurance Expenses		(14,500)	(14,500)	(14,500)	(14,454)	46	(0.32%)	
Building Maintenance		(24,830)	(24,830)	(20,692)	(5,943)	14,749	(71.28%)	
Loss on Sale of Asset		0	0	0	0	0	0.00%	
Depreciation		(159,868)	(97,050)	(80,875)	(79,620)	1,255	(1.55%)	▼
ABC Administration Expenses		(28,499)	(28,499)	(23,749)	(19,122)	4,627	(19.48%)	
Contract Expenses		(3,447,383)	(3,447,383)	(2,872,819)	(2,838,875)	33,945	(1.18%)	
<b>Total Expenses</b>		<b>(3,680,532)</b>	<b>(3,617,714)</b>	<b>(3,017,178)</b>	<b>(2,961,120)</b>	<b>56,058</b>	<b>1.86%</b>	
<b>Operating Surplus (Deficit)</b>		<b>73,877</b>	<b>136,695</b>	<b>111,496</b>	<b>129,033</b>	<b>17,537</b>	<b>-16%</b>	▼
<b>Excluding Non Cash Adjustments</b>								
Add back Depreciation		159,868	97,050	80,875	79,620	(1,255)	(1.55%)	▼
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0	0.00%	
<b>Net Operating Surplus (Deficit)</b>		<b>233,745</b>	<b>233,745</b>	<b>192,371</b>	<b>208,653</b>	<b>16,282</b>	<b>8.46%</b>	
<b>Capital Revenues</b>								
KBC Capital Income		304,098	304,098	253,415	253,420	5	0.00%	
Transfer from Reserves	5	180,000	205,000	0	168,146	168,146	0.00%	
<b>Total</b>		<b>484,098</b>	<b>509,098</b>	<b>253,415</b>	<b>421,566</b>	<b>168,151</b>	<b>0</b>	
<b>Capital Expenses</b>								
Land and Buildings	6	(259,000)	(259,000)	(215,833)	(168,146)	47,687	0.00%	
Plant and Equipment	6	0	0	0	0	0	0.00%	
Furniture and Equipment	6	(99,500)	(99,500)	(82,917)	0	82,917		
Repayment of Debentures	7	(7,776)	(7,776)	(3,888)	(7,776)	(3,888)	0.00%	
Transfer to Reserves	5	(82,740)	(82,740)	(68,950)	(78,738)	(9,789)		
<b>Total</b>		<b>(449,016)</b>	<b>(449,016)</b>	<b>(371,588)</b>	<b>(254,661)</b>	<b>116,927</b>		
<b>Net Capital</b>		<b>35,082</b>	<b>60,082</b>	<b>(118,173)</b>	<b>166,905</b>	<b>285,078</b>	<b>(241.24%)</b>	
<b>Closing Funding Surplus(Deficit)</b>		<b>268,827</b>	<b>293,827</b>	<b>74,198</b>	<b>375,559</b>	<b>301,361</b>		

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**WB Eva Pavilion by Nature and Type**  
**For the Period Ended 30 April 2018**

**Note 12 WB Eva Pavilion Operating Statement**

NOTE	2017/18	2017/18	2017/18	Variance
	Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$	\$	\$	\$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Hire Fees - WB Eva Pavilion	3,180	2,385	3,085	700
124 Sporting Club Fees	4,770	3,578	5,369	1,792
139 Gymnasium Income	11,060	8,295	9,888	1,593
	<b>19,010</b>	<b>14,258</b>	<b>18,342</b>	<b>4,085</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(12,550)	(10,458)	(9,775)	683
Materials and Contracts	(8,445)	(18,872)	(20,395)	(1,523)
Utilities	(4,210)	(3,508)	(2,329)	1,180
Interest Expenses	(51,468)	(42,890)	(43,125)	(235)
Insurance	(4,785)	(3,988)	(3,742)	246
General Operating Expenses	(12,820)	(10,683)	(9,543)	1,140
Gymnasium Operating	(11,980)	(10,152)	(2,593)	7,559
	<b>(94,278)</b>	<b>(90,399)</b>	<b>(88,908)</b>	<b>1,491</b>
	<b>(75,268)</b>	<b>(76,142)</b>	<b>(70,566)</b>	<b>5,576</b>
<b>NET RESULT</b>	<b>(75,268)</b>	<b>(76,142)</b>	<b>(70,566)</b>	<b>5,576</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Sewerage Programm by Nature and Type**  
**For the Period Ended 30 April 2018**

**Note 13 Sewerage Operating Statement**

NOTE	2017/18 Adopted Budget \$	2017/18 YTD Budget \$	2017/18 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Sewerage Connection Fees and Charges	1,590	1,590	472	(1,118)
Annual Sewerage Rates	160,990	160,990	162,804	1,814
	<b>162,580</b>	<b>162,580</b>	<b>163,276</b>	<b>696</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(1,200)	(1,000)	(925)	75
Materials and Contracts	(60,630)	(50,525)	(28,932)	21,593
Utilities	(5,950)	(4,958)	(5,242)	(284)
Depreciation	(45,146)	(46,667)	(45,377)	1,289
Interest Expenses	(3,817)	(3,180)	(2,174)	1,006
Insurance	(245)	(245)	(243)	2
General Operating Expenses	(1,330)	(1,108)	(1,016)	92
Allocation of Administration Expense	(16,485)	(9,616)	(2,629)	6,987
	<b>(134,802)</b>	<b>(117,300)</b>	<b>(86,538)</b>	<b>30,762</b>
	<b>27,778</b>	<b>45,280</b>	<b>76,738</b>	<b>31,458</b>
Add Back Depreciation	45,146	46,667	45,377	(1,289)
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	(65,000)	(48,750)	-	-
Transfer from Sewerage and Drainage Reserve	15,000	11,250	-	-
<b>NET RESULT</b>	<b>22,924</b>	<b>54,447</b>	<b>122,115</b>	<b>30,169</b>

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

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

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

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

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Brookton Caravan Park and Brookton Aquatic Centre**  
**For the Period Ended 30 April 2018**

	Note	Adopted Annual Budget 2017/18	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
<b>Note 14 (a): Brookton Caravan Park</b>		\$		\$	\$	\$	%
<b>Operating Revenue</b>							
Caravan Park Fees		40,000	43,000	35,833	35,621	(212)	(0.59%)
<b>Total Revenue</b>		<b>40,000</b>	<b>43,000</b>	<b>35,833</b>	<b>35,621</b>	<b>(212)</b>	<b>(0.59%)</b>
<b>Operating Expenses</b>							
Brookton Caravan Park		(54,914)	(58,402)	(48,668)	(27,731)	20,938	0.00%
Caravan Park Depreciation		(766)	(1,100)	(917)	(869)	48	(5.23%)
Caravan Park Abc Administration Expenses		(14,808)	(14,808)	(12,340)	(9,936)	2,404	0.00%
<b>Total</b>		<b>(70,488)</b>	<b>(74,310)</b>	<b>(61,925)</b>	<b>(38,535)</b>	<b>23,390</b>	<b>37.77%</b>
<b>Operating Surplus (Deficit)</b>		<b>(30,488)</b>	<b>(31,310)</b>	<b>(26,092)</b>	<b>(2,914)</b>	<b>23,178</b>	<b>89%</b>
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		766	1,100	917	869	(48)	(5.23%)
<b>Net Operating Surplus (Deficit)</b>		<b>(29,722)</b>	<b>(30,210)</b>	<b>(25,175)</b>	<b>(2,046)</b>	<b>23,130</b>	<b>(91.87%)</b>
<b>Note 14 (b): Brookton Aquatic Centre</b>							
<b>Operating Revenue</b>							
POOL FEES & CHARGES		10,500	10,500	8,750	9,531	781	0.00%
POOL GRANTS & SUBSIDIES		32,000	0	0	0	0	0.00%
<b>Total Revenue</b>		<b>42,500</b>	<b>10,500</b>	<b>8,750</b>	<b>9,531</b>	<b>781</b>	<b>0</b>
<b>Operating Expenses</b>							
POOL Employee Costs		(515)	0	0	0	0	#DIV/0!
POOL GENERAL OPERATING EXPENSES		(88,013)	(90,213)	(75,177)	(73,336)	1,842	(2.45%)
POOL BUILDING MAINTENANCE		(45,760)	(27,820)	(23,183)	(28,039)	(4,856)	20.95%
POOL Depreciation		(22,646)	(13,000)	(10,833)	(9,866)	967	(8.93%)
POOL Abc Administration Expenses		(44,704)	(44,704)	(37,253)	(29,996)	7,258	(19.48%)
<b>Total</b>		<b>(201,638)</b>	<b>(175,737)</b>	<b>(146,447)</b>	<b>(141,237)</b>	<b>5,210</b>	<b>3.56%</b>
<b>Operating Surplus (Deficit)</b>		<b>(159,138)</b>	<b>(165,237)</b>	<b>(137,697)</b>	<b>(131,706)</b>	<b>5,991</b>	<b>0%</b>
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		22,646	22,646	10,833	9,866	(967)	0.00%
<b>Net Operating Surplus (Deficit)</b>		<b>(136,492)</b>	<b>(142,591)</b>	<b>(126,864)</b>	<b>(121,840)</b>	<b>5,024</b>	<b>0%</b>



**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Road Program**  
**For the Period Ended 30 April 2018**

**Note 15**

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Federal Funding		State Funding				Own Source Funding		
					R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni
	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Town Street Maintenance	204,998	204,998	122,670	60%					45,530				159,468
Rural Road Maintenance	440,455	440,455	244,500	56%						158,158			282,297
Bridge Maintenance	65,670	65,670	26,897	41%									65,670
<b>R2R Work Schedule</b>													
Brookton - Kweda Road	199,880	330,026	316,013	96%	310,165								19,861
<b>Other Construction</b>													
Brookton - Kweda Road	0	0	0										0
King Street	103,814	0	0										0
Reynolds Street	9,280	0	0										0
Whittington Street	255,280	255,280	42,983	17%									255,280
<b>RRG Approved Projects</b>													
York - Williams Road	460,160	460,160	453,297	99%			307,413						152,747
	<b>1,739,537</b>	<b>1,756,589</b>	<b>1,206,360</b>	<b>69%</b>	<b>310,165</b>	<b>0</b>	<b>307,413</b>	<b>0</b>	<b>45,530</b>	<b>158,158</b>	<b>0</b>	<b>0</b>	<b>935,323</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Capital Works Program**  
**For the Period Ended 30 April 2018**

**Note 16**

Description	Adopted Annual Budget	Amended Budget Aug OCM	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
DCEO Vehicle	39,000	39,000	30,222	77%	39,000			22,000	39,000
Kalkarni Residency Capital Provision	79,000	79,000	0	0%	79,000				79,000
Kalkarni Backup Power Supply	30,000	30,000	23,346	16%			30,000		30,000
Kalkarni Land Purchase	150,000	150,000	144,800	97%			150,000		150,000
Sewerage - Gravel Resheet Pond Batters	15,000	15,000	0	0%			15,000		15,000
Works Supervisor Vehicle	33,000	33,000	30,758	93%	33,000			17,000	33,000
Parks & Garden 4 x 2	25,000	25,000	0	0%	25,000			10,000	25,000
8 Avonbank Close Brookton - Residence	450,000	450,000	0	0%			450,000		450,000
Kalkarni Residency Furniture and Equipment	99,500	99,500	0	0%	99,500				99,500
Brookton-Kweda Road - Construct & Prime 1km and Reseal 2km	180,019	330,026	316,013	96%	19,861	310,165			330,026
York-Williams Road - Gravel Sheet & Prime Road North	460,160	460,160	453,297	99%	152,747	307,413			460,160
Brookton-Kweda Road - Shire Funded Construction	19,861	0	0		0				0
King Street - Shire Funded Construction	103,814	0	0		0				0
Reynolds Street - Shire Funded Construction	9,280	0	0	0%	0				0
Whittington Street - Shire Funded Construction	255,280	255,280	42,983	17%	255,280				255,280
Happy Valley Bore Field	50,000	50,000	25,566	51%	45,000		5,000		50,000
SOLAR PANELS - Admin Office	0	2,600	2,600	100%	2,600				2,600
Independent Living Units 40 White St & 3 Whittington St - Gifted from Brookton Senior Citizens	0	0	1,080,000		1,080,000				1,080,000
Roof Repair - Brookton Police Musuem	0	7,000	6,428	92%			7,000		7,000
	<b>1,998,914</b>	<b>2,025,566</b>	<b>2,156,014</b>	<b>108%</b>	<b>1,830,988</b>	<b>617,578</b>	<b>657,000</b>	<b>49,000</b>	<b>3,105,566</b>

2,025,566 Budget Capex Schedule  
194,578 Variance - Sale Proceeds  
1,830,988

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Grants, Subsidies and Contributions Register**  
**For the Period Ended 30 April 2018**

**Note 17**

Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget OCM	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
			\$	\$	\$	\$	\$	
Federal Government	KBC Grants & Subsidies	Subsidy	(3,009,349)	(3,009,349)	Recurrent	(3,009,349)	(2,469,273)	82%
Department of Water	ENVIR Gants & Subsidies	Subsidy	-	(5,000)	(5,000)	(5,000)	(5,000)	
Main Roads WA	Regional Road Group	Non Operating	(307,413)	(307,413)	(373,531)	(307,413)	(307,413)	100%
Federal Government	Roads to Recovery	Non Operating	(180,019)	(310,165)	(512,003)	(310,165)	(310,165)	100%
WA Grants Commission	GPG Grants Commission - General	Operating	(291,210)	(291,210)	Recurrent	(291,210)	(218,486)	75%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(158,158)	(158,158)	Recurrent	(158,158)	(115,469)	73%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(33,580)	(33,580)	Recurrent	(33,580)	(33,709)	100%
Main Roads WA	Direct Grant	Operating	(79,057)	(45,530)	Recurrent	(45,530)	(45,530)	100%
			<b>(4,058,786)</b>	<b>(4,160,405)</b>		<b>(4,160,405)</b>	<b>(3,505,046)</b>	<b>86%</b>

**13.05.18.01 ANNUAL REVIEW – SHIRE OF BROOKTON DELEGATION REGISTER**

<b>File No:</b>	NA
<b>Date of Meeting:</b>	17/05/2018
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D'Arcy - CEO
<b>Authorising Officer:</b>	Ian D'Arcy - CEO
<b>Declaration of Interest:</b>	The author does not have an interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

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

**Description of Proposal:**

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

**Background:**

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

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

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

A copy of the existing Delegations Register with suggested amendments highlighted in orange and red text is provided at **Attachment 13.05.18.01**.

There are no new delegations being sought with the proposed amendments presented to provide greater clarity. In particular, this is emphasised in in Delegation 1.34 – Execution of Leases. This delegation has been amended to also include licences and contract agreements, including extension thereof where there is provision to do so providing there has not been any prior adverse management or performance concerns.

Other amendments are largely minor wording changes or improvements.

**Consultation:**

As the proposed amendments to the current Delegation Register are relatively minor, there has been no prior discussion on this matter.

**Statutory Environment:**

Council is empowered pursuant to Sections 5.16 and 5.42 of the *Local Government Act 1995* to delegate many of its roles and responsibilities. The Act also allows the Chief Executive Officer to sub-delegate any of his/her powers to another employee with the sub-delegations to be in writing. Additionally, the Chief Executive Officer may under the *Local Government Act 1995* place conditions on any sub-delegation passed onto another Shire employee.

Further, Section 5.46(2) of the *Local Government Act, 1995* states the Council must review its Delegation Register annually. However, if no amendments are made to the existing register a vote by simple majority can apply.

Conversely, Section 5.42 (1) details that any decision to amend or revoke a delegation by a Local Government is to be by an absolute majority.

**Relevant Plans and Policy:**

There are no plans or policies applicable to this proposal.

**Financial Implications:**

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

**Risk Assessment:**

There is a risk that Council in not reviewing its delegations as required by legislation will be deemed to be in breach of the *Local Government Act, 1995*.

Further, without an appropriate level of delegation and sub-delegation, the organization will find it difficult to operate in an effective and efficient manner.

**Community & Strategic Objectives:**

This proposal relates to delivery of core business and services for the BROOKTON Community and aligns to the principles of good governance as required by legislation.

**Comment**

As Council will appreciate, the grant of delegation is to assist in streamlining the 'day to day' business of the organisation as opposed to relying on (waiting on) Council meetings to be convened, and multiple reports having to be written. However, it is important the level of delegation does not extend beyond:

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

It is also pertinent that such delegations to staff are reported back to Council to ensure the grant of delegated authority is not misused and abused in any way. Should Council be of the view that delegation has been extended too far, it may at any time amend or remove the delegation to the CEO or another officer.

With this in mind, it is recommended Council adopt the Delegation Register (including sub-delegations) with amendments as presented in **Attachment 13.05.18.01** to align with current legislative requirements.

### **OFFICER'S RECOMMENDATION**

*That Council in accordance with Section 5.46(2) of the Local Government Act, 1995 adopt the Shire of Brookton Delegation Register – May 2018 (inclusive of amendments), as presented in Attachment 13.05.18.01 to this report.*

### **Attachments presented under separate cover**

#### **Attachment 13.05.18.01**

**<http://www.brookton.wa.gov.au/documents/614/17-may-2018-ordinary-council-attachment-13.05.18.01>**

#### **OCM 05.18-08**

##### **COUNCIL RESOLUTION**

**MOVED CR WALKER    SECONDED CR MILLS**

*That Council suspend standing orders to facilitate discussion.*

**CARRIED BY SIMPLE MAJORITY VOTE 5-0**

#### **OCM 05.18-09**

##### **COUNCIL RESOLUTION**

**MOVED CR MILLS    SECONDED CR FANCOTE**

*That Council resume standing orders.*

**CARRIED BY SMPLE MAJORITY VOTE 5-0**

#### **OCM 05.18-10**

##### **COUNCIL RESOLUTION**

**MOVED CR FANCOTE SECONDED CR WALKER**

*That Council in accordance with Section 5.46(2) of the Local Government Act, 1995 adopt the Shire of Brookton Delegation Register – May 2018 (inclusive of amendments, including delegation 1.30 being deleted from the delegation register), as presented in Attachment 13.05.18.01 to this report.*

**CARRIED BY ABSOLUTE MAJORITY VOTE 5-0**

(Note to minute: The Council discussed the importance of leases, licences and contract documents, and formed the view these types of legal agreements should not be a delegated function to the CEO, but rather be presented to Council in every instance for oversight, review and endorsement, including use of the Common Seal)

Cr Crute (Shire President) declared an impartial interest in item 13.05.18.02 and remained in the meeting.

**13.05.18.02 ATTENDANCE AT AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION'S 2018 NATIONAL GENERAL ASSEMBLY AND COUNCIL JUNE ORDINARY MEETING BY MEANS OF INSTANTENOUS COMMUNICATION - CR CRUTE**

<b>File No:</b>	ADM 0445
<b>Date of Meeting:</b>	17/05/2018
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Cr Crute – Shire President
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D'Arcy – Chief Executive Officer
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	The author has no interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

This report relates to a request from Councillor Crute to attend:

1. The Australian Local Government Association's 2018 National General Assembly in Canberra from Sunday 17<sup>th</sup> June 2018 to Wednesday 20<sup>th</sup> June 2018; and
2. The June 2018 Ordinary Council Meeting from Melbourne by instantaneous communication (telephone hook-up) that requires Council's consent under the *Local Government Act, 1995*.

**Description of Proposal:**

As above.

**Background:**

The Australian Local Government Association's 2018 National General Assembly is Australia's largest and most influential annual gathering of Local Government representatives. It is understood this year's conference theme – Australia's future: make it local – reflects not just the wide scope and importance of Local Government, but its ability to influence and affect fundamental change and improvement at the community level. A copy of the National Assembly Program is provided at **Attachment 13.05.18.02**

While in Canberra, the intent is for the Shire President to not only attend the Local Government National Assembly, but also advocate to federal politicians bureaucrats on the merits of the Agricultural Secondary Freight Network Project and the Shire of Brookton Wellness Hub Project.

Following the National Assembly the Shire President is then scheduled to fly to Melbourne on Thursday 21<sup>st</sup> June 2018, the day of the Ordinary Council meeting. In order to attend the meeting by telephone the Council needs to endorse the request of the Shire President.

**Consultation:**

Attendance by the Shire President at the Australian Local Government Association's 2018 National General Assembly was discussed with Councillors during its April 2018 Corporate Briefing Forum.

In regard to Cr Crute attending the June 2018 Ordinary Meeting, this matter has only been discussed with the CEO.

**Statutory Environment:**

The Council is required to determine the Shire President's requests in accordance with the *Local Government Act, 1995* and subsidiary legislation.

Specifically, Council needs to:

- a) endorse the expenditure of Council training and conference attendance for individual elected members in accordance with Council Policy – See 'Relevant Plans and Policy' section below; and
- b) consider the attendance of the June Council Meeting by telephone pursuant to Section 5.25(1)(ba) of the *Local Government Act, 1995* and Regulations 14A of the Local Government (Administration) Regulations, 1996.

In this context Regulation 14A states:

***Regulation 14A - Attendance at Meetings by means of Instantaneous Communication***

- (1) *A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if -*
  - a) *the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting;*
  - b) *the person is in a suitable place; and*
  - c) *the council has approved\* of the arrangement.*
- (2) *A council cannot give approval under subregulation (1)(c) if to do so would mean that at more than half of the meetings of the council, or committee, as the case may be, in that financial year, a person who was not physically present was taken to be present in accordance with this regulation.*
- (3) *A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.*
- (4) *In this regulation –*

***"suitable place"*** means a place that the council has approved\* as a suitable place for the purpose of this regulation and that is located –

- a) *in a townsite or other residential area; and*
- b) *150km or further from the place at which the meeting is to be held under regulation 12, measured along the shortest road route ordinarily used for travelling;*

***"townsite"*** has the same meaning given to that term in the Land Administration Act 1997 section 3(1).

**\* Absolute Majority Required.**

**Relevant Plans and Policy:**

Applicable to this matter is *Council Policy 1.16 - Training Sessions Conferences Meeting Seminars – Elected Members* that states in part:

- 1) *Proposed attendance at any training sessions, conferences, meetings or seminars by an Elected Member beyond a 500 kilometre radius of Brookton shall be subject to special request to Council for endorsement.*



Further, the policy states:

7. *All Elected Members shall present to Council a summary of their experience and learnings at the next available Corporate Briefing Forum following attendance at the training session, conference, meeting or seminar.*

**Financial Implications:**

As with all conferences for elected members the costs of registration, travel, accommodation and meals (excluding alcohol) is covered by the Shire. In consideration of attendance at the Local Government Nation Assembly the projected cost is \$2,600. This is accommodated under COA: E041020 in the 2017/18 budget that has a current balance of \$31,404 remaining.

There is no project cost for attendance by instantaneous communication other than the telephone call. The sitting fees remain unchanged.

**Risk Assessment:**

There are no specific risks identified in relation to this item.

**Community & Strategic Objectives:**

As this matter relates to the Wellness Hub Project and improving service delivery by the Shire, it is viewed this proposal aligns with a broad number of the BOOKTON 20 objectives as detailed in the Next Generation Brookton Strategic Community Plan 2017 – 2027, and the Next Generation BROOKTON Corporate Business Plan. These objectives are listed below:

1. Small to Medium Enterprise
2. Social Innovation

**Comment**

The request to attend the Local Government National Assembly is comparable to the cost of an elected member attending the WALGA Annual State Conference. However, it is viewed that some real tangible benefits that may be gained by the Shire President traveling to Canberra. These include:

- a) Obtaining a better understanding of the issues confronting and trends encountered by Local Government at the national level;
- b) Another voice to promote Western Australia, including the promotion of the Secondary Agricultural Freight Network that is in need of State and Commonwealth funding assistance;
- c) The promotion of the Council's Wellness Hub Project on a regional scale, with the opportunity (if possible) to talk to relevant Ministers, Shadow Ministers and senior bureaucrats given the emerging importance.

In consideration c) above, it is hoped that a Baptistcare representative can join the Shire President to jointly pursue discussions on the Wellness Hub concept with the DCEO also in attendance to assist in 'opening doors' with senior bureaucrats and officials within the Commonwealth Departments of Health and Aged Care.

In relation to the attendance at the Council meeting by the Shire President via mobile telephone, the details are:

*Hotel: Oaks on Market Hotel*  
*Address: 60 Market Street, Melbourne*  
*Phone: 0439 373 282*

As detailed in the legislation the Council needs to determine by a vote of absolute majority if the Shire President can attend by telephone taking into consideration the suitability of the location, being the Oaks on Market Hotel, as an 'other residential area'.

#### **OFFICER'S RECOMMENDATION 1**

*That Council endorse the attendance of Councillor Crute as the Shire of Brookton representative at the Australian Local Government Association (ALGA) 2018 National General Assembly being held in Canberra from Sunday 17<sup>th</sup> June 2018 to Wednesday 20<sup>th</sup> June 2018, including the all costs associated with registration, travel, accommodation and meals.*

#### **OFFICER'S RECOMMENDATION 2**

*That Council pursuant to Regulation 14A of the Local Government (Administration) Regulations, 1996 grant approval for Councillor Crute to attend the Ordinary Meeting of Council on Thursday 21<sup>st</sup> June 2018 by means of instantaneous communication (mobile telephone) from the following suitable place:*

Hotel:                Oaks on Market Hotel  
Address:            60 Market Street, Melbourne

The CEO informed the Council that subsequent to the preparation of this report it had been identified in Government Bulletin 7 – August 2014 that the Department of Local Government's view is that the definition of 'or other residential area', would have be interpreted as being limited to a place of the same kind as a 'townsite' in Western Australia. Therefore the second Officer Recommendation should not be entertained by Council.

#### **Attachments**

#### **Attachment 13.05.18.02**

#### **OCM 05.18-11**

#### **COUNCIL RESOLUTION**

**MOVED CR EYRE        SECONDED CR WALKER**

*That Council endorse the attendance of Councillor Crute as the Shire of Brookton representative at the Australian Local Government Association (ALGA) 2018 National General Assembly being held in Canberra from Monday 18<sup>th</sup> June 2018 to Wednesday 20<sup>th</sup> June 2018, including the all costs associated with registration, travel, accommodation and meals.*

**CARRIED BY SIMLE MAJORITY VOTE 5-0**

(Note to minute: Cr Katrina Crute (Shire President) corrected the Officer's recommendation 1 with the correct date for the Local Government Association (ALGA) 2018 National General Assembly.)

#### **OCM 05.18-12**

#### **COUNCIL RESOLUTION**

**MOVED                SECONDED**

*That Council pursuant to Regulation 14A of the Local Government (Administration) Regulations, 1996 grant approval for Councillor Crute to attend the Ordinary Meeting of Council on Thursday 21<sup>st</sup> June 2018 by means of instantaneous communication (mobile telephone) from the following suitable place:*

Hotel:                Oaks on Market Hotel  
Address:            60 Market Street, Melbourne

(Note to minute: The Council acknowledged the Department of Local Government's interpretation of attending a Council meeting by telephone is only permitted within Western Australia and therefore did not vote on Officer Recommendation 2.)

ALGA's National General Assembly Program

**Attachment 13.05.18.02**

Page 2 of 4

**Sunday 17 June 2018**

8.00am Registration Opens

5.00pm Welcome Reception

**Monday 18 June 2018**

8.00am Registration Opens

9.00am Opening Ceremony

9.20am ALGA President's Opening

9.30am Government Address

The Hon Malcolm Turnbull MP, Prime Minister  
(invited)

10.00am MORNING TEA

10.30am Keynote Address: The Australian Political  
Landscape

David Speers, Political Editor, SKY NEWS

11.00am Keynote Address: The Case of Gender  
Diversity in Local Government

Virginia Haussegger, Australian Journalist,  
Media Commentator and Television Presenter

11.30am Panel Session - Changing Political Culture

12.30pm LUNCH - Sponsored by JLT



(<http://www.au.jlt.com/>)

1.30pm Panel Session - Balancing Innovation and the  
Public Interest

3.00pm AFTERNOON TEA

3.30pm Debate on Motions

Stephen Jones MP, Shadow Minister for

Shadow Minister for Regional Services,  
Territories and Local Government (invited)

5.00pm Close Day 1

7.00pm NETWORKING DINNER, National Arboretum



(<https://greenfrogsystems.com.au/>)

**Tuesday 19 June 2018**

- 8.00am Registration Opens
- 9.00am **Keynote Address: Population and the Policy Imperative**  
Bernard Salt, Author and Columnist
- 9.45am **Panel Session - Building Tomorrow's Communities: Livability**
- 10.30am **MORNING TEA**
- 11.00am Debate on Motions
- 12.30pm **LUNCH - Sponsored by BMW**



(<https://www.bmw.com.au/>)

- 1.30pm **Concurrent Sessions**
- Energy and climate Change
- Arts and Culture
- Digital Technology
- Recycling and Waste
- 3.00pm **AFTERNOON TEA**
- 3.30pm The Hon Bill Shorten MP, Leader of the Opposition
- 4.00pm Debate on Motions
- 5.00pm Close Day 2
- 7.00pm **NGA DINNER, Australian Institute of Sport**

**Wednesday 20 June 2018**

- 9.00am **Setting ALGA's Election Priorities**
- 9.30am Panel of Mayors - Local Government and the Federal Election
- 10.30am **MORNING TEA**
- 11.00am Panel Session - How to Create Resilient Local Communities
- 12.30pm ALGA President's Close
- LUNCH**

### 13.05.18.03 DRAFT POLICY 2.32 – EMPLOYEE REMUNERATION

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	17/05/2018
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D’Arcy – Chief Executive Officer
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	The author’s position is referred to in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

#### Summary of Item:

This item requests Council’s consideration to adoption of draft Policy 2.32 – Employee Remuneration as a step to addressing inequities and providing a clear and consistent approach to the setting of remuneration for new employees, inclusive of benefits.

#### Description of Proposal:

As above.

#### Background:

This draft Policy has been prepared in response to inconsistencies with remuneration levels and salary packages paid to employees. It has been observed that differing employment arrangements has evolved over time, mainly attributed to the lack of a suitable framework to guide the setting of remuneration when recruiting staff.

It is intended this draft Policy will better align employee remuneration to industry expectations when recruiting new staff, and within reason provide a consistent and equitable approach to setting of remuneration levels.

A copy of draft Policy 2.32 – Employee Remuneration is provided at **Attachment 13.05.18.03**.

#### Consultation:

This policy has previously been discussed with Councillors at it April 2018 Corporate Briefing Forum.

#### Statutory Environment:

Council’s role in determining the Local Government’s Policies is defined in Section 2.7(2)(b) of the *Local Government Act (1995)*.

#### Relevant Plans and Policy:

There are a number of policies that integrate with this policy, including:

- ✓ Policy 1.11 – Senior Employees
- ✓ Policy 1.18 – Appointment of Acting CEO
- ✓ Policy 2.17 – Salary Sacrifice
- ✓ Policy 2.30 – Light Vehicles
- ✓ Policy 2.31 – Employee Leave

#### Financial Implications:

If adopted, this policy will result in adjustment to the matching contribution for voluntary

superannuation with an increase from 1% to 4% and therefore will required an allocation in the 2018/19 budget of approximately \$10,000 which may or may not be drawn upon in its entirety as the scheme is based on matching contributions.

**Risk Assessment:**

As already highlighted, a distortion exists in the remuneration paid to employees, particularly those benefits such as staff housing allowances and voluntary superannuation. Presently, some staff receive greater benefits than others without documented rationale to support the grant of benefits. Therefore, it is intended policy 2.32 will address this matter and eliminate the current risk of inequity.

**Community & Strategic Objectives:**

This proposal relates to delivery of core business and services for the BROOKTON Community and aligns to the qualified projects and initiatives under the BOOKTON 20 objectives detailed in the Next Generation Brookton Strategic Community Plan 2017 – 2027 and the Next Generation BROOKTON Corporate Business Plan.

**Comment**

As discussed with Council at the April 2018 CBF, there is a need for a more structured approach to:

- setting remuneration levels and associated benefits when recruiting new Shire employees;
- performing additional duties when an employee is requested to 'acting up' for an extended period to cover another (usually more senior) position;
- circumstance relating to pay increases based on sound rationale and justification;
- address and continue to stay abreast of industry remuneration standards; and
- most of all, provide a balanced, fair and equitable salary and wages structure in recognition of detailed level of knowledge, expertise and formal qualifications.

Accordingly, it is viewed that draft Policy 2.32 is a step forward in addressing the above requirements with a high level of clarity.

However, there is one matter that Council is requested to give particular consideration to, that being the allocation of a housing subsidy to Shire Employees. Typically, Local Governments in more remote parts of Western Australia pay a housing allowance to all staff to assist with the higher costs of living. While there is sound justification applied by the more remote Local Governments, it is difficult to provide the same rationale for the Shire of Brookton, given its proximity to the metropolitan area and there being a lack of substantiated criteria detailing where the allowance should apply as part of a salary/remuneration package. Usually Local Governments in regional Western Australia irrespective of location offer this form of incentive where there is a need to provide a competitive salary package (usually includes a vehicle with private use and subsidised housing) to attract the best candidates. Although, it is acknowledged that these types of benefits do apply to all positions and can vary based on skill, expertise and other the specific requirements.

For the Shire of Brookton, this is not evident with the Council presently paying some employees a housing allowance of \$125 p/w (in one instance two employees receive the same allowance while living in the one residence) and others of equivalent standing not receiving any allowance. This presents a number of implications, including inequity, distortion of remuneration not applied to any documented criteria, and overall low employee morale.

Therefore, it is recommended Council adopt the draft Remuneration Policy as a framework for the future recruitment of employees, acknowledging this policy is not intended to adversely affect existing individual employment arrangements, but may result in some adjustments moving forward.

### **OFFICER'S RECOMMENDATION**

*That Council pursuant to Section 2.7(2)(b) of the Local Government Act (1995) adopt Policy 2.32 – Employee Remuneration (as presented in Attachment 13.05.18.03 to this report) acknowledging some adjustment will be offered to existing employee remuneration, mainly in relation to the percentage of voluntary contribution superannuation up to 4%, with an allocation for this provision to be included in the 2018/19 draft Budget.*

### **Attachments**

#### **Attachment 13.05.18.03**

### **OCM 05.18-13**

#### **COUNCIL RESOLUTION**

**MOVED CR MILLS      SECONDED CR EYRE**

*That Council pursuant to Section 2.7(2)(b) of the Local Government Act (1995) adopt Policy 2.32 – Employee Remuneration (as presented in Attachment 13.05.18.03 to this report) acknowledging some adjustment will be offered to existing employee remuneration, mainly in relation to the percentage of voluntary contribution superannuation up to 4%, with an allocation for this provision to be included in the 2018/19 draft Budget.*

**CARRIED BY SIMPLE MAJORITY VOTE 5-0**

## 2.32 – Employee Remuneration (draft)

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

**Objectives:**

This Policy seeks to establish respective levels of remuneration for Shire employees through a 'banding' structure accounting for:

- Salary and other benefits commensurate with, or better than, Local Government Industry Award and Standards in an attempt to be competitive in attracting and retaining quality skilled and experienced staff;
- The need for Management to be consistent in offering employment packages, whilst also recognising varying levels of qualifications, experience and skills offered by individual employees;
- The opportunity for individual employees to advance, based on achieved professional development, delivered performance, personal dedication and loyalty to the organisation.

**Definitions:**

For the purpose of this policy:

**Higher Duties** – means the performance of additional duties performed by a more senior officer or Manager within the organisation.

**Higher Duties Payment** – means the payment of an additional cash salary, but does not include other remuneration benefits.

**Remuneration** – means the employee's gross cash salary and other benefits as prescribed in the Remuneration Schedule.

**Salary** – means the employee's gross cash salary.

**Policy Statements:**

1.0 This policy acknowledges pre-existing remuneration benefits offered to some employees that:

- a) Do not accord with this remuneration framework.
- b) Will remain in place for the duration of the individual's employment, or as otherwise negotiated to align with this policy.

2.0 The CEO when determining the remuneration level and benefits for a position shall have regard for the Shire of Brookton Remuneration Schedule 2018 appended to this policy.



- 3.0 An employee is to be remunerated within the designated Band and associated level for their position based on their skills, qualifications, and/or experience taking in to consideration the defined responsibilities outlined in the relevant Position Description (PD).
- 4.0 Future employment within Band 2 is to be offered on a Local Government employment performance contract, if determined as a 'Senior Employee' by Council under Section 5.37 of the *Local Government Act 1995*, with the period of the contract to be determined by the CEO not exceeding 5 years.
- 5.0 Future employment within Bands 3 to 6 shall be offered on a fixed term appointment basis, with the term of employment to be determined by the CEO not exceeding 5 years.
- 6.0 All employees must meet three or more of criteria a) to e) below, with a rating of successful or above on the most recent employee performance appraisal within the last 12 months. Conversely, an increase in remuneration may be awarded in consideration of criteria f) or g) where satisfactory evidence is provided:
- a) A significant increase in service or productivity through innovation.
  - b) Outstanding administrative performance or productivity as documented in the employees personnel file.
  - c) Demonstrated positive attitude and spirit of service and cooperation.
  - d) A substantial contribution to the goals of the organisation or specific area through the performance of special assignments/projects or the provision of exceptional customer service not previously included in performance objectives and where the outcome is considered successful.
  - e) The attainment of a higher level of education or professional development related to the current position or recognised as being otherwise valuable to the organisation.
  - f) To correct a salary or pay inequity or salary compression within the organisation.
  - g) To address a job market salary discrepancy for the position, provided there is consistently high performance.

Performance bonuses as previously paid are no longer awarded.

- 7.0 Any movement in remuneration (salary and /or benefits) between a Band and Level under this policy must align to, and not conflict with, the *Local Government Industry Award 2010 (as amended)* and National Employment Standards.
- 8.0 An employee shall be paid higher duties when requested to 'act' in, or assume many of the responsibilities of, a more senior position (other than the CEO position Refer to Policy 1.18) for a period exceeding two (2) days on a continuous basis.

The higher duties shall be paid at:

- a) 70% of the cash salary difference between the employee and senior position, where one employee is requested to perform higher duties;
- b) 35% of the cash salary difference between the employee and senior position, where more than one employee is requested to perform higher duties; or
- c) As may be determined by the CEO, where special circumstances warrant a higher percentage to be paid.

**Applications:**

- This policy applies to all permanent full time, and part-time employees on a pro-rata basis.
- For casual employees, only the (cash) salary range applies inclusive of all casual loadings.
- This policy does not apply to contractors or consultants engaged to fulfil a particular task or responsibility.
- This policy must be reviewed and amended as required to account for any change to legislative standards, including (but not limited to) decisions handed down by the Fair Work Commission.

## Shire of Brookton Remuneration Schedule 2018

BAND	EMPLOYEE CATEGORY	SALARY RANGE (Cash Component)	SALARY LEVELS (Commence at**)		SUPER CONT. (Optional)	VEHICLE PRIVATE USE (as per Council Policy)	HOUSING SUBSIDY	UTILITIES SUBSIDY	A/LEAVE & ACRUED TIME	MINIMUM AWARD LEVEL
1	Chief Executive Officer (LG Contract*)	Refer Salary & Wages Tribunal Schedule	Local Government Level 4 Negotiable		Negotiated	Unrestricted in WA	Staff executive house @ \$75 p/w	\$2,000	5 weeks – No loading + EDOs as negotiated	N/A
2	Manager (LG Contract*)	\$92,000 - \$110,000	4	\$110,000	Up to 4% matching	Unrestricted in WA	Staff house @ \$75 p/w	\$2,000	5 weeks – No loading + 5 EDOs	10-11
	3		\$104,000							
	2		\$98,000							
	1		\$92,000							
3	Snr. Tech Officer / Supervisor / Coordinator	\$69,000 - \$84,000	4	\$84,000	Up to 4% matching	No	No	No	4 weeks + 17.5% loading + RDOs***	8-9
	3		\$79,000							
	2		\$74,000							
	1		\$69,000							
4	Snr. Admin/ Finance / Tech Officer	\$56,000 - \$65,000	4	\$65,000	Up to 4% matching	No	No	No	4 weeks + 17.5% loading + accrued RDOs***	6-7
	3		\$62,000							
	2		\$59,000							
	1		\$56,000							
5	Admin Officer/ Finance Officer / GSO	\$44,000- \$53,000	4	\$53,000	Up to 4% matching	No	No	No	4 weeks + 17.5% loading + accrued RDOs***	3-5
	3		\$50,000							
	2		\$47,000							
	1		\$44,000							
6	Cadet / Trainee / Apprentice	\$38,000 - \$42,000	4	\$42,500	Up to 4% matching	No	No	No	4 weeks + 17.5% loading + accrued RDOs***	1-2
	3		\$41,000							
	2		\$39,500							
	1		\$38,000							
* Designated Senior Officer under LG Act, as determined by Council. **Cash salary excludes 9.5% mandatory superannuation - CEO to determine the commencement remuneration level based on qualifications, experience and expertise. *** Refer to Council Policy 2.31 for RDO accrual.										

#### 13.05.18.04 NEXT GENERATION BROOKTON ADVISORY GROUPS - DRAFT TERMS OF REFERENCE

<b>File No:</b>	ADM 0142
<b>Date of Meeting:</b>	17/05/2018
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Ian D'Arcy - Chief Executive Officer
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	The author has no interest in this item.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

#### Summary of Item:

This report relates to the draft Terms of Reference for the three nominated Advisory Groups that are integral to the 'Innovations Pathway' linking the Strategic Community Plan (SCP) to the Corporate Business Plan (CBP).

#### Description of Proposal:

This proposal involves a draft Terms of Reference for each of the following Next Generation Brookton Advisory Groups for the Council's consideration and endorsement, provided as Attachments to this report:

- Innovations Advisory Group Terms of Reference (**Attachment 13.05.18.04A**)
- Strategic Business Advisory Group Terms of Reference (**Attachment 13.05.18.04B**)
- Community Enterprise Advisory Group Terms of Reference (**Attachment 13.05.18.04C**)

#### Background:

As part of the review of the Shire of Brookton Integrated Planning and Reporting Framework involving a redraft of the SCP and CBP, an Innovations Pathway has been developed. This pathway consists of three designated Advisory Groups, each with a designated purpose outlined below and included in the respective Terms of Reference:

#### 1. Next Generation BROOKTON **Innovations** Advisory Group

**Purpose** - The Next Generation BROOKTON Innovations Advisory Group is the first primary filter for receiving, analysing and vetting of ideas and suggested projects from the Brookton community. Assessment by the Advisory Group is performed against the BROOKTON 20 and the 'Live, Work and Visit' objectives of the Brookton Community Strategic Community Plan (SCP).

*This Group is also chartered to further investigate ideas, set direction for each idea to evolve as a qualified project and perform referral of qualified projects to other Next Generation BROOKTON Advisory Groups, or directly to Council.*

#### 2. Next Generation BROOKTON **Strategic Business** Advisory Group

**Purpose** - The Next Generation BROOKTON Strategic Business Advisory Group has been formed to operate under the auspice of the Shire Council to provide advice and recommendations, as well as co-ordinate and oversee major projects of a commercial or economic nature for the betterment of the BROOKTON economy and community.

*Such projects are listed in the Shire of Brookton Corporate Business Plan, or may arise through the 'Innovations Pathway' and the BROOKTON Book of Initiatives.*

### **3. Next Generation BROOKTON Community Enterprise Advisory Group**

**Purpose** - *The Next Generation BROOKTON Community Enterprise Advisory Group has been formed to operate under the auspice of the Shire Council to co-ordinate and oversee community projects listed in the Shire of Brookton Corporate Business Plan, or arising from 'Innovations Pathway' and the BROOKTON Book of Initiatives. Such projects may include (but are not limited to) civic projects and initiatives that involve direct participation from key community representatives.*

*This Advisory Group is to consist of 8 members plus an ex-officio, with ability to co-opt others at the discretion of the Chairperson.*

The make-up of each Advisory Group is to consist of elected members, staff and community representatives as detailed in each of the Terms of Reference.

#### **Consultation:**

The Innovations Pathway and forming of the respective Advisory Groups has been discussed with, and formally reported to Council, as part of the adoption process for the SCP and CBP.

#### **Statutory Environment:**

While technically an Advisory Group does not form a Committee of Council under Section 5.8 of the *Local Government Act, 1995* it is considered important the conduct of each of the Groups generally aligns to the protocols of a Committee through an adopted Terms of Reference endorsed by Council.

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

As mentioned the relevant plans applicable to this matter include the SCP and CBP.

#### **Financial Implications:**

As stated in the draft Terms of Reference a sitting fee (as adopted by Council annually) is to be paid to elected members for their attendance at Advisory Group meetings. This not a mandatory payment, but one that falls to the discretion of Council.

At present a sitting fee payment of \$100 per elected member for each Advisory Group meeting has been set. On estimate it is anticipated the Innovations Advisory Group will meet 5 times a year, while the Strategic Business Advisory Group and Community Enterprise Advisory Group will meet 2 times. On projection, this equates to \$2,700 that will be included in the draft 2018/19 budget for Council's consideration.

#### **Risk Assessment:**

Without a Terms of Reference setting the 'boundaries' for each Advisory Group there is a moderate risk of individual members, or the Group as a whole, lacking understanding of the respective Group's purpose, and inadvertently act in contravention of the legal protocols of the Local Government Act and subsidiary legislation.

To mitigate this risk it is important a Terms of Reference is set and understood by members of each of the Advisory Groups.

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

The matter directly relates to the Integrated Planning and Reporting framework and the stated objectives of the SCP and CBP. The Advisory Groups are an integral part of the 'Innovations Pathway' where their success is paramount to an integrated approach to empowering the community to assist in the delivery of its aspirations.

### **Comment**

While this report and officer recommendation promotes endorsement of the attached draft Terms of Reference for each Advisory Group, the process moving forward is equally important.

Therefore, it is intended following actions are to follow:

1. Advertising for nomination and subsequent appointment of community representatives. It is intended that will occur over the coming month through a 'mail out' of the SCP, CBP and accompanying Books' to all residents.
2. A public launch of the documents with presentation and promotion of the process. This is to be performed at the WB Eva pavilion towards the end of May or early June 2018.
3. Submissions to be received from members of the community seeking to participate of one of the Advisory Groups. These will be presented to Council at a Special Meeting convened in early to mid-June 2018 to select the Advisory Group members, including the allocation of elected members.
4. Inaugural meetings for the Advisory Groups. This should commence in July 2018 with the Innovations Advisory Group initially assessing the listed proposals in the Book of Ideas. The other two Advisory Groups will revert to oversight and providing guidance on the projects listed in the CBP.

### **OFFICER'S RECOMMENDATION**

*That Council endorse the draft Terms of Reference for the following Advisory Groups that form an integral part of the 'Innovations Pathway' between the Next Generation BROOKTON Strategic Community Plan and Corporate Business Plan:*

- *Innovations Advisory Group Terms of Reference – May 2018 (presented as Attachment 13.05.18.04A to this report)*
- *Strategic Business Advisory Group Terms of Reference – May 2018 (presented as Attachment 13.05.18.04B to this report)*
- *Community Enterprise Advisory Group Terms of Reference – May 2018 (presented as Attachment 13.05.18.04C to this report)*

### **Attachments**

**Attachment 13.05.18.04A – Innovations Advisory Group Terms of Reference**

**Attachment 13.05.18.04B – Strategic Business Advisory Group Terms of Reference**

**Attachment 13.05.18.04C – Community Enterprise Advisory Group Terms of Reference**

**COUNCIL RESOLUTION**

**MOVED CR MILLS      SECONDED CR FANCOTE**

*That Council endorse the draft Terms of Reference for the following Advisory Groups that form an integral part of the 'Innovations Pathway' between the Next Generation BROOKTON Strategic Community Plan and Corporate Business Plan:*

- *Innovations Advisory Group Terms of Reference – May 2018 (presented as Attachment 13.05.18.04A to this report)*
- *Strategic Business Advisory Group Terms of Reference – May 2018 (presented as Attachment 13.05.18.04B to this report)*
- *Community Enterprise Advisory Group Terms of Reference – May 2018 (presented as Attachment 13.05.18.04C to this report)*

**CARRIED BY SIMPLE MAJORITY VOTE 5-0**



## **Next Generation BROOKTON Innovations Advisory Group**

### **Terms of Reference**

#### **Purpose**

The Next Generation BROOKTON Innovations Advisory Group is the first primary filter for receiving, analysing and vetting of ideas and suggested projects from the Brookton community. Assessment by the Advisory Group is performed against the BROOKTON 20 and the 'Live, Work and Visit' objectives of the Brookton Community Strategic Community Plan (SCP).

This Group is also chartered to further investigate ideas, set direction for each idea to evolve as a qualified project, and perform referral of qualified projects to other Next Generation BROOKTON Advisory Groups, or directly to Council.

#### **Representation**

Membership of Next Generation BROOKTON Innovations Advisory Group is to consist of representation from the Local Government and various community members, as selected by Council. The make-up is to include:

- Councillor (Chair)
- Councillor
- Councillor
- Deputy Chief Executive Officer
- Senior Governance Officer
- Community Representative (Aboriginal)
- Community Representative
- Community Representative
- Community Representative
- Special Projects and IPR Officer (*ex officio*)

The Chair may co-opt other members at his/her discretion as deemed appropriate.

The appointment of all positions is for period of typically 2 years to align with the Ordinary Local Government Election cycle.



## Meetings

The Innovations Advisory Group meetings shall be conducted in an open manner, and consist of:

1. Convening meetings with the venue, day and time set by the Chair to achieve the highest possible attendance.
2. The meeting arrangements to be the responsibility of the *ex-officio*.
3. Recording of notes to be presented to Council at its next available Corporate Business Forum (CBF) .
4. The conduct of the meeting to performed generally in accordance with Shire meeting procedures detailed in Council *Policy 1.17 – Standing Orders and Meeting Protocol for Local Government*.
5. Elected Members being eligible for payment of a sitting fee, as set by Council.

## Terms of Reference

The Innovations Advisory Group:

1. Is to first and foremost act in the best interest of the BROOKTON community.
2. Does not constitute a Committee of Council pursuant to section 5.8 of the *Local Government Act, 1995*.
3. Shall act in an advisory capacity so as to facilitate communication and exchange of information between members in relation to assessment and qualification of projects and initiatives (community or economic) for referral hereby assist in the delivery of project outcomes.
4. Is not authorised to make decisions in relation to projects or initiatives that commit the Shire of Brookton and/or other Key Stakeholders financially or otherwise.
5. Is to assess ideas and suggested projects against the BROOKTON 20 and the 'Live, Work and Visit' objectives as detailed in the Next Generation BROOKTON Strategic Community Plan, and determine the appropriate status, direction and placement of each in consideration of the '*Innovations Pathway*';
6. Is to offer sound advice and direction to proponents and other Advisory Groups;
7. Is to declare all financial and/or proximity interests within the defined project areas;
8. Is to maintain a standard of professionalism and confidentiality applicable to any material or documentation of a sensitive nature either marked or declared confidential by the Chair of this Advisory Group.
9. May through the Chair co-opt other Shire staff, elected members, government agency employees or other stakeholders. Such action is to involve consultation with the Chief Executive Officer.



## Next Generation BROOKTON Strategic Business Advisory Group

### Terms of Reference

#### Purpose

The Next Generation BROOKTON Strategic Business Advisory Group has been formed to operate under the auspice of the Shire Council to provide advice and recommendations, as well as co-ordinate and oversee major projects of a commercial or economic nature for the betterment of the BROOKTON economy and community.

Such projects are listed in the Shire of Brookton Corporate Business Plan, or may arise through the 'Innovations Pathway' and the BROOKTON Book of Initiatives.

Principally, this Advisory Group is to encompass a number of strategic key partners, and consist of no more than 8 regular members plus an *ex officio*, with ability to co-opt others at the discretion of the Chairperson.

#### Representation

Membership of Next Generation BROOKTON Strategic Business Advisory Group is to consist of representation from the Local Government and various other stakeholders, as listed below:

- Councillor (Chair)
- Councillor
- Chief Executive Officer
- Deputy Chief Executive Officer
- Retail Industry Representative
- Agricultural Industry Representative
- Aged Care Industry Representative
- Education Representative
- Cultural Representative
- Special Projects and IPR Officer (*ex officio*)

The Chair may co-opt other members at his/her discretion as deemed appropriate.

The appointment of all positions is for period of typically 2 years to align with the Ordinary Local Government Election cycle.

## Meetings

The Strategic Business Advisory Group meetings shall be conducted in an open and transparent manner, and consist of:

1. The convening of 'open' meetings with the venue, day and time set by the Chair to achieve the highest possible attendance.
2. The recording of notes to be presented to Council at its next available Corporate Business Forum (CBF).
3. The meeting arrangements is to be the responsibility of the *ex-officio*.
4. The conduct of the meeting to performed generally in accordance with Shire meeting procedures detailed in Council Policy 1.17 – Standing Orders and Meeting Protocol for Local Government.
5. Elected Members being eligible for payment of a sitting fee, as set by Council.
6. The Chairperson 'closing' the meeting for matters deemed 'commercially sensitive'.

## Terms of Reference

The Strategic Business Advisory Group:

1. Is to first and foremost act in the best interest of the BROOKTON community.
2. Does not constitute a Committee of Council pursuant to section 5.8 of the *Local Government Act 1995*.
3. Shall act in an advisory capacity so as to facilitate communication and exchange information between members in relation to assessment and facilitation of projects and other business or economic initiatives, and thereby assist in the delivery of project outcomes.
4. Is not authorised to make decisions in relation to projects or initiatives that may commit the Shire Council and/or other Key Stakeholders or Partners financially or otherwise.
5. Is to offer guidance and advice on projects and ensure direction and progress of works aligns to the BROOKTON 20 and the 'Live, Work and Visit' objectives, as detailed in the Next Generation BROOKTON Strategic Community Plan.
6. Is to consider projects or initiatives initially assessed by the Next Generation Brookton Innovations Advisory Group, unless otherwise determined by Council.
7. Is to provide input, assistance and form recommendations towards specific project initiatives for consideration by Council.
8. Is to offer direction to specifically formed 'Project Management Teams' in formulating recommendations to Council.

9. Is to declare all financial and/or proximity interests within the defined project areas.
10. Is to maintain a standard of professionalism and confidentiality applicable to any material or documentation of a sensitive nature either marked or declared confidential by the Chair of this Advisory Group or any specifically formed project coordination working group as recommended by this Group and endorsed by Council.
11. May through the Chair co-opt other Shire staff, elected members, government agency employees or other stakeholders. Such action is to involve consultation with the Chief Executive Officer.

DRAFT



## **Next Generation BROOKTON Community Enterprise Advisory Group**

### **Terms of Reference**

#### **Purpose**

The Next Generation BROOKTON Community Enterprise Advisory Group has been formed to operate under the auspice of the Shire Council to co-ordinate and oversee community projects listed in the Shire of Brookton Corporate Business Plan, or arising from 'Innovations Pathway' and the BROOKTON Book of Initiatives. Such projects may include (but are not limited to) civic projects and initiatives that involve direct participation from key community representatives.

This Advisory Group is to consist of 8 members plus an *ex-officio*, with ability to co-opt others at the discretion of the Chairperson.

#### **Representation**

Membership of Next Generation BROOKTON Community Enterprise Advisory Group is to consist of representation from the Local Government and various other community stakeholders, as listed below:

- Councillor (Chair)
- Councillor
- Deputy Chief Executive Officer
- Community Liaison Officer
- Community Representative (Seniors)
- Community Representative (Youth)
- Community Representative (Sport and Recreation)
- Community Representative (Arts and Culture)
- Special Projects and IPR Officer (*ex officio*)

The Chair may co-opt other members at his/her discretion as deemed appropriate.

The appointment of all positions is for period of (typically) 2 years aligned to the ordinary Local Government election cycle.



## Meetings

The Community Enterprise Advisory Group meetings shall be conducted in an open and transparent manner, and consist of:

1. The convening of 'open' meetings with the venue, day and time determined by the Chair to achieve the highest possible attendance.
2. The meeting arrangements to be the responsibility of the *ex-officio*.
3. The recording of notes to be presented to Council at its next available Corporate Business Forum (CBF).
4. The conduct of the meeting to be performed generally in accordance with Shire meeting procedures detailed in *Council Policy 1.17 – Standing Orders and Meeting Protocol for Local Government*.
5. Elected Members being eligible for payment of a sitting fee, as set by Council and amended from time to time.

## Terms of Reference

The Community Enterprise Advisory Group:

1. Is to first and foremost act in the best interest of the BROOKTON community.
2. Does not constitute a Committee of Council pursuant to section 5.8 of the *Local Government Act 1995*.
3. Shall act in an advisory capacity so as to facilitate communication and exchange information between members in relation to assessment and facilitation of community projects and initiatives, and thereby assist in the delivery of project outcomes.
4. Is not authorised to make decisions in relation to projects or initiatives that may commit the Shire Council and/or other community groups or organisations financially or otherwise.
5. Is to offer guidance and advice, and ensure direction and progress of works holistically aligns to the BROOKTON 20 and the 'Live, Work and Visit' objectives as detailed in the Next Generation BROOKTON Strategic Community Plan.
6. Is consider projects or initiatives assessed and qualified by the Next Generation BROOKTON Innovations Advisory Group, unless otherwise determined by Council.
7. Is to give consideration to and provide input, assistance and form recommendations towards specific project initiatives for consideration by Council.
8. Is to offer direction on the formation of specific Project Management Working Groups (usually applies to Major Projects).
9. Is to declare all financial and/or proximity interests within the scope of this Terms of Reference;
10. Is to maintain a standard of professionalism and confidentiality applicable to any material or documentation of a sensitive nature either marked or declared confidential

by the Chair of this Advisory Group, or any specifically formed project coordination working group as recommended by this Group and endorsed by Council.

11. May through the Chair co-opt other Shire staff, elected members, government agency employees or other stakeholders. Such action is to involve consultation with the Chief Executive Officer.

DRAFT

**13.05.18.05 REVIEW OF POLICY 1.16 – TRAINING SESSIONS CONFERENCES MEETING SEMINARS – ELECTED MEMBERS AND WA LOCAL GOVERNMENT CONVENTION 2018**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	17/05/2018
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D'Arcy – Chief Executive Officer
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	The author's position is referenced in the revised Policy 1.16
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

**Summary of Item:**

This item relates to:

1. A review and proposed amendment to Council Policy 1.16 that details the parameters for elected members attending training, conferences and seminars.
2. Nomination of elected members attending the WA Local Government Convention 2018.

**Description of Proposal:**

As above.

**Background:**

As most of Council will recall, Policy 1.16 was amended in August 2017 as part of an overall review of Council's policies. At that time the changes mainly centred on the level of entitlement of, and benefit to, elected members and their partners to attend seminars and conferences weighted against the cost to the ratepayer. This culminated the Policy prescribing limits on the number of elected members attending the annual WALGA Local Government Convention to four, plus the CEO.

The policy is now being re-presented to Council for further amendment based on the principal of achieving 'value for money' in consideration of expending public funds and delivering a better return.

A copy of the Policy 1.16 with proposed amendments highlighted in orange and red text is provided at **Attachment 13.05.18.05**.

Further in consideration of this policy, Council is also requested to nominate its representatives to attend the WA Local Government Convention 2018 in early August 2018.

The program outline for this conference is outlined below:



## **WA LOCAL GOVERNMENT CONVENTION 2018**

### *Program Overview*

*The Convention will be held at the Perth Convention and Exhibition Centre (PCEC)  
from Wednesday, **1 August** to Friday, **3 August** 2018*

*Under the theme **Ready and Relevant**, the 2018 WA Local Government Convention will once again bring together several hundred senior Local Government Council representatives from across the State.*

#### **Wednesday, 1 August**

*9:15am - 12:30pm State and Local Government Forum*

*1:30pm - 5:00pm AGM*

*5:00pm - 6:30pm Opening Welcome Reception*

#### **Thursday, 2 August**

*9:00am - 5:00pm Conference Sessions*

*7:00pm - 11:00pm Gala Dinner*

#### **Friday, 3 August**

*8:00am - 9:15am Convention Breakfast*

*9:30am - 3:30pm Conference Sessions*

*Entries in the Banners in the Terrace Competition will be displayed along St Georges and Adelaide Terraces from Sunday, 22 July – Saturday, 4 August. The Convention will be held at the Perth*

The deadline for registrations is Tuesday, 3<sup>rd</sup> July 2018.

#### **Consultation:**

There has been minimal conversation the Shire President in relation to the respective matters.

#### **Statutory Environment:**

Council's role in determining the Local Government's Policies is defined in Section 2.7(2)(b) of the *Local Government Act (1995)*.

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

There are no specific plans or policies that apply to this proposal. Policy 1.16 is read independently.

#### **Financial Implications:**

There is no cost implication to amending Policy 1.16.

However, with attendance at the WA Local Government Convention the Council expended an amount of \$7,113.36 for four Councillors to attend. This cost includes registration, accommodation and meals for three Councillors, and registration, travel and some meals for the other Councillor. Should all four elected members have required accommodation and meals the cost would have increased to approximately \$7,600.00, being \$1,900 each excluding travel.

Similarly, the CEO also attended the Convention at a further cost of approximately \$1,900, elevating the

overall expense to approximately \$9,500 for the two and half day Convention.

However, it should be noted the cost can vary depending on the selection of individual professional development sessions and attendance of the WALGA Gala Dinner, and ALGWA and Convention Breakfasts by elected members.

For the 2018 Convention, being convened in August this year, one Council delegate will cost a minimum \$1,475 for registration, plus extras. On projection, and depending on variable costs, it is expected the average cost per Council delegate will increase this year to over \$2,000.

To better appreciate the 'extras' costs for the coming Local Government Convention program please go to <https://www.walga.asn.au/LGC18> for the complete Convention program.

**Risk Assessment:**

The assessment of risk in relation to these two matters (Policy review and WA Convention) is determined as low. Largely, the risk relates to public perception and acceptance of receiving 'value for money' in attending respective training sessions, conferences and seminars. Essentially, what is deemed reasonable and of value.

**Community & Strategic Objectives:**

This proposal relates to the fostering of personal development of elected members in effectively fulfilling their public duties for the BROOKTON Community, and aligns to the implementation of a good governance framework as required by legislation.

**Comment**

As already mentioned, the rationale for recommending further amendment to Council Policy 1.16 is to achieve:

- a) greater 'value for money' in regards to the ratepayers money; and
- b) ensure Councillors attend training, conferences or seminars ideally align to individual development, and that can potentially yield benefit for the Shire.

This means Council taking a different view and approach to 'investing' in elected members by attending other forums (not just the WALGA Conference) that more directly align to local issues and present greater opportunities at a local or regional level, as is the case with the Shire President's request to attend the AGLA National Assembly – see Agenda Item 13.05.18.02

This is to not to de-value of the WA Local Government Convention, but rather, broaden the opportunity for Councillors to attend training and conferences that better align to individual interests and/or community need.

Further, the attendance of the CEO at the annual WALGA Convention is not always warranted given the cost. Arguably, this should be left open to be determined between the CEO AND Shire President based on the level of benefit likely to be realised, either professionally or for the betterment of the organisation and local community.

Therefore, it is recommended the Council endorse revised Policy 1.16, and proceed to confirm the representative attendance of elected members at the WA Local Government Convention 2018.

**OFFICER'S RECOMMENDATION**

*That Council:*

1. *In consideration of Section 2.7(2)(b) of the Local Government Act (1995) adopt revised Council Policy 1.16 - Training Sessions Conferences Meeting Seminars – Elected Members as presented in Attachment 13.05.18.05 to this report.*
2. *Endorse attendance of the following elected members at the 2018 WA Local Government Convention between Wednesday 1<sup>st</sup> August to Friday 3<sup>rd</sup> August 2018:*

*Cr Katrina Crute – Shire President (voting delegate)*

*Cr Neil Walker – Deputy Shire President (voting delegate)*

*Cr \_\_\_\_\_*

### **Attachments**

#### **Attachment 13.05.18.05**

#### **OCM 05.18-15**

##### **COUNCIL RESOLUTION**

**MOVED CR FANCOTE SECONDED CR EYRE**

*That Council suspend standing orders to facilitate discussion.*

**CARRIED BY SIMPLE MAJORITY VOTE 5-0**

#### **OCM 05.18-16**

##### **COUNCIL RESOLUTION**

**MOVED CR WALKER SECONDED CR EYRE**

*That Council resume standing orders.*

**CARRIED BY SIMPLE MAJORITY VOTE 5-0**

#### **OCM 05.18-17**

##### **COUNCIL RESOLUTION**

**MOVED CR MILLS SECONDED CR WALKER**

*That Council:*

1. *In consideration of Section 2.7(2)(b) of the Local Government Act (1995) adopt revised Council Policy 1.16 - Training Sessions Conferences Meeting Seminars – Elected Members as presented in Attachment 13.05.18.05 to this report.*
2. *Endorse attendance of the following elected members at the 2018 WA Local Government Convention between Wednesday 1<sup>st</sup> August to Friday 3<sup>rd</sup> August 2018:*

*Cr Katrina Crute – Shire President (voting delegate)*

*Cr Neil Walker – Deputy Shire President (voting delegate)*

*Cr Chris Hartl (to be confirmed)*

**CARRIED BY SIMPLE MAJORITY VOTE 5-0**

## 1.16 Training Sessions Conferences Meeting Seminars – Elected Members

<b>Policy Owners:</b>	Chief Executive Officer			
<b>Policy Origin:</b>				
<b>Statutory Environment:</b>	<i>Local Government Act 1995</i>			
<b>Council Adoption:</b>	<b>Date:</b>		<b>Resolution #:</b>	108/04
<b>Last Amended:</b>	<b>Date:</b>	Aug 2017 May 2018	<b>Resolution #:</b>	
<b>Review Date:</b>	May 2019			

### Objective:

To encourage Council members to attend appropriate training sessions, conferences, meetings or seminars to assist them in gaining knowledge to perform their duties and detail the entitlements and financial commitments in relation to the attendance.

### Policy:

1. Proposed attendance at any training sessions, conferences, meetings or seminars by an Elected Member beyond a 500 kilometre radius of Brookton shall be subject to special request to Council for endorsement. Such request must include an outline of the course **and associated benefits to the elected member's role and/or the organisation. Such opportunities are encouraged where tangible benefits can be realised.**
2. Each Elected Member is encouraged to attend training sessions on an annual basis. Each new Councillor will be asked to make a commitment to undertaking at least two training courses within the first six months of taking office. The first course recommended to be undertaken will be *Councillor Roles and Responsibilities* followed by their choice to suit individual needs and aspirations. Where feasible the venue for these courses will be a local Shire or a regional centre.
3. **Council will send three Elected Members to the WALGA Local Government Convention each year, inclusive of the two voting delegates and one other. Preference is given to the Shire President and Deputy Shire President, and newly elected Councillors. The CEO (or delegate) may attend the WALGA state conference as determined between the CEO and Shire President.**
4. Each Councillor is entitled and encouraged to attend the WALGA conference, at least once during their term of appointment. Partners are permitted to accompany Elected Members during the WALGA State Conference, inclusive of accommodation and meals.
5. Council will pay for registration, travel and accommodation costs, as well as breakfasts, evening meals and non-alcoholic beverages for Councillors during attendance at relevant training sessions, conferences, meetings and seminars ~~within a 500 kilometre radius of Brookton~~. Costs for breakfasts, evening meals and non-alcoholic beverages is capped at \$110 per Councillor per day and partner for Local Government Week, but excludes a Regional Dinner.

6. Council will only pay for alcoholic beverages (excluding spirits) during the WALGA State Conference for Elected Members with the amount limited to \$20 per Councillor and their partner per day.
7. All other costs incurred will be the responsibility of each individual Councillor.
8. All Elected Members shall present to Council a summary of their experience and learnings at the next available Corporate Briefing Forum following attendance at the training session, conference, meeting or seminar.

**14.05.18 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****15.05.18 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****OCM 05.18-17****COUNCIL RESOLUTION****MOVED CR WALKER SECONDED CR EYRE**

*That Council accept an item of urgent new business under item 15.05.18.01.*

**CARRIED BY SIMPLE MAJORITY VOTE 5-0**

CR Walker and CR Mills declared a financial interest in item 15.05.18.01 and left the meeting at 5.50pm.

**15.05.18.01 REQUEST FOR EXTENSION TO PLANNING APPROVAL 2016/002 – APPROVED LODGING HOUSE – LOT 54 LEFROY STREET BROOKTON**

<b>File No:</b>	P0337
<b>Date of Meeting:</b>	17/05/2018
<b>Location/Address:</b>	Lot 54 (Hn. 17) Lefroy St, Brookton
<b>Name of Applicant:</b>	Dylan Wray
<b>Name of Owner:</b>	Cooperative Bulk Handling Ltd
<b>Author/s:</b>	Kelly D'Arcy – Senior Governance Officer Ian D'Arcy - Chief Executive Officer
<b>Authorising Officer:</b>	Ian D'Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	The authors have no declarations of interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	19/05/2016

**Summary of Item:**

Council is in receipt of correspondence seeking an extension of the timeframe for commencement of development of the Lodging House located at Lot 54 Lefroy Street. This report recommends that Council grant the extension to Planning Approval 2016/002 as requested.

**Description of Proposal:**

The proposal is a request to extend the current Planning Approval 2016/002 issued to the CBH Group for the construction of seasonal staff accommodation on Lot 54 Lefroy Street for a further 12 months.

**Background:**

Council at its Ordinary Meeting on the 19<sup>th</sup> May 2016 granted conditional planning approval for a 16 person Lodging House in the form a mini worker's camp to accommodate CBH'S seasonal workforce. Copy of the planning approval, including the approved plans is provided at **Attachment 15.05.18.01B**.

It should be noted that Condition 1 of this Planning Approval specifies the planning approval is valid for a period of 2 years from the date of consent. However, without a building permit having been obtained and with the development not having substantially progressed (this is usually interpreted as site works completed and floor constructed), the planning approval is scheduled to lapse on the 18<sup>th</sup> May 2018. Should this occur a 'fresh' application would need to be submitted, including payment of another planning application fee.

In light of this the applicant has requested Council's favourable consideration to extend the approval as reflected in the applicant's email in **Attachment 15.05.18.01A**.

**Consultation:**

In consideration of this request consultation has occurred with the CEO.

**Statutory Environment:**

The Shire of Brookton Town Planning Scheme No. 3 does not contain a clause addressing the request for an extension. However, Regulation 77(1)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015 allows for amending or cancelling development approvals.

*77. Amending or cancelling development approval*

*(1) An owner of land in respect of which development approval has been granted by the local government may make an application to the local government requesting the local government to do any or all of the following —*

*(a) to amend the approval so as to extend the period within which any development approved must be substantially commenced;*

**Relevant Plans and Policy:**

There are no policy implications relative to this matter.

**Financial Implications:**

There are no financial implications relative to this matter.

**Risk Assessment:**

There is not risk to the Shire in relation to this matter.

**Community & Strategic Objectives:**

This proposal aligns to number 2. – Small to Medium Enterprise under the BROOKTON 20 as detailed in the Next Generation BROOKTON Strategic Community Plan 2027>.

**Comment**

Without sound reasoning (from a planning perspective) it is viewed the Council will be hard pressed to not support the request from CHB.

However, while an extension to the planning approval can be supported, this should be accompanied by an approach to CBH expressing Council's desire to engage with the larger commercial businesses in regard to establishing a workers' accommodation facility that broadly meets the need of a range industries within the Shire of Brookton. This is listed as a major project in the Next Generation BROOKTON Corporate Business Plan, with the Council's role being facilitation.

Further, it is viewed that such a facility could be sited in a more suitable and attractive setting removed from the industrial activity of the CBH Grain Loading Facility and other commercial/industrial sites.

**OFFICER'S RECOMMENDATION**

***That Council:***

- 1. Pursuant to Regulation 77 (1) (a) of the Planning and Development (Local Planning Schemes) Regulations 2015, grant a further 12 month extension (until 18<sup>th</sup> May 2019) for Planning Approval 2016/002 issued to the CBH Group Ltd for a lodging House to be established on Lot 54*

*Lefroy Street Brookton.*

- 2. Inform the CBH Group of its decision as detailed in 1. above.*
- 3. Invite CBH to participate in discussions with other key stallholders on the possible establishment of a 'co-operative' accommodation facility that could meet the needs of a range of industries within the Shire of Brookton.*

**Attachments**

**Attachment 15.05.18.01A – Email request**

**Attachment 15.05.18.01B – Copy of Planning Approval 2016/002**

**OCM 05.18-18**

**COUNCIL RESOLUTION**

**MOVED CR EYRE      SECONDED CR FANCOTE**

***That Council:***

- 1. Pursuant to Regulation 77 (1) (a) of the Planning and Development (Local Planning Schemes) Regulations 2015, grant a further 12 month extension (until 18<sup>th</sup> May 2019) for Planning Approval 2016/002 issued to the CBH Group Ltd for a lodging House to be established on Lot 54 Lefroy Street Brookton.***
- 2. Inform the CBH Group of its decision as detailed in 1. above.***
- 3. Invite CBH to participate in discussions with other key stallholders on the possible establishment of a 'co-operative' accommodation facility that could meet the needs of a range of industries within the Shire of Brookton.***

**CARRIED BY SIMLE MAJORITY VOTE 3-0**



**From:** Dylan Wray  
**To:** [Kelly D"Arcy](#)  
**Cc:** [Kieran Hunt](#)  
**Subject:** Extension of DA 2016/002 - 17 Lefroy Street, Brookton  
**Date:** Monday, April 16, 2018 12:04:37 PM  
**Attachments:** [Planning Approval Granted Lodging House Brookton.pdf](#)

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Hi Kelly,

As discussed, the attached Development Approval is due to expire on the 19<sup>th</sup> May 2018. To avoid delays with the building works, we would like to request a 12 month extension to enable us to lodge the building permit in the coming months.

Please advise if you require any further information in order for the extension to be granted. Appreciate any assistance in the matter and look forward to your response in due course.

Kind Regards,



**Dylan Wray**

Town Planner/ Bushfire Consultant

**Resolve Group Pty Ltd**

Suite 3/48 Kishorn Road, Applecross WA 6153

PO Box 957 Canning Bridge LPO, Applecross WA 6153

T: +61 (8) 9364 3395 M: +61 400 323 940

E: [dylan.wray@resolvegroup.com.au](mailto:dylan.wray@resolvegroup.com.au)

W: [www.resolvegroup.com.au](http://www.resolvegroup.com.au)

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Cr Mills and Cr Walker returned to the meeting at 5.51pm

## **16.05.18 CONFIDENTIAL REPORTS**

### **OCM 05.18-19**

#### **COUNCIL RESOLUTION**

#### **MOVED CR FANCOTE SECONDED CR MILLS**

*That Council close the meeting at 5.52pm to the public in accordance with Section 5.23 (2) (a) as this item relates to a matter that if disclosed would reveal information of a matter affecting an employee or employees.*

**CARRIED BY SIMPLE MAJORITY VOTE 5-0**

## **16.05.18.01 PROPOSED ORGANISATIONAL STRUCTURE – MAY 2018**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	17/05/2018
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D'Arcy - CEO
<b>Authorising Officer:</b>	Ian D'Arcy - CEO
<b>Declaration of Interest:</b>	The author has an interest in this matter as an affected employee
<b>Voting Requirements:</b>	Officer Recommendation 1 – Absolute majority Officer Recommendation 2 - Simple majority
<b>Previous Report:</b>	N/A

### **Summary of Item:**

This report relates to a review of the Shire's Organisational Structure in consideration of:

- Recent staff departures;
- The need to review and amend the Shire of Brookton Workforce Plan to align with the recently adopted Strategic Community Plan and Corporate Business Plan;
- The changing and increasing need for the Shire to adequately address its corporate governance obligations.

**OCM 05.18-20****COUNCIL RESOLUTION****MOVED CR MILLS      SECONDED CR CRUTE**

*That Council endorse the Organisational Structure - May 2018, as presented in Attachment 16.05.18.02 to this report, inclusive of the following:*

- 1. The Salary and Wages Budget for 2018/19 to reflect the revised Organisation Structure – May 2018, inclusive of position adjustments and voluntary redundancy payments as prescribed in this report.*
- 2. The allocation of up to \$35,000 from the Plant and Vehicles Reserve to be set aside in the 2018/19 budget for the purchase or lease for 3 years of a suitable vehicle for the Manager Infrastructure and Regulatory Services position.*

**CARRIED BY ABSOLUTE MAJORITY VOTE 5-0**

**OCM 05.18-21****COUNCIL RESOLUTION****MOVED CR MILLS      SECONDED CR FANCOTE**

*That Council in accordance with Section 5.37(1) of the Local Government Act, 1995 amend the designation of Senior Employees for the Shire of Brookton as follows, to be reflected in Council Policy 1.11 – Senior Employees:*

**Remove**                      - Deputy Chief Executive Officer  
                                     - Principal Works Supervisor

**Designate**                   - Manager Corporate and Community Services (Deputy CEO)  
                                     - Manager Infrastructure and Regulatory Services

**CARRIED BY SIMPLE MAJORITY VOTE 5-0**

**OCM 05.18-22****COUNCIL RESOLUTION****MOVED CR MILLS      SECONDED CR FANCOTE**

*That Council re-open the meeting from behind closed doors, the time being 6.00 pm, and advise the public component of any resolutions passed behind closed doors.*

**CARRIED BY SIMPLE MAJORITY VOTE 5-0**

**17.05.18      NEXT MEETING & CLOSURE**

The next Ordinary meeting of the Council will be held on Thursday 21<sup>st</sup> June 2018 commencing at 5.00 pm.

There being no further business the Shire President closed meeting at 6.01pm.