

SHIRE OF BROOKTON
ORDINARY COUNCIL MEETING
AGENDA
16 February 2017



12.00	pm	LUNCH
12.30	pm	COUNCIL MEETING
3.30	pm	AFTERNOON TEA
4.00	pm	COUNCIL BRIEFING FORUM
6.30	pm	DINNER

SHIRE OF BROOKTON
ORDINARY COUNCIL MEETING

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 16 February 2017 in the Council Chambers at the Shire Administration Centre commencing at 12.30 pm.

The business to be transacted is shown in the Agenda.

Ian D’Arcy
CHIEF EXECUTIVE OFFICER

9 February 2017

DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Brookton warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Brookton for any act, omission or statement or intimation occurring during a Council meeting.

1.02.17 DECLARATION OF OPENING/ATTENDANCE

Attendance

The Presiding Member opened the meeting at 12..... pm and welcomed Councillors and Staff.

Elected Members (Voting)

Cr KT Wilkinson Shire President (Presiding Member)
Cr KL Crute
Cr TM Eva
Cr RT Fancote
Cr NC Walker
Cr KH Mills

Staff (Non Voting)

Ian D'Arcy Chief Executive Officer
Carina Whittington Community Services Manager
Courtney Fulwood Acting Executive Support and Administration Officer

Public

Apologies

Cr L Allington

Leave of Absence

2.02.17 ANNOUNCEMENTS OF VISITORS

3.02.17 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.02.17 PUBLIC QUESTION TIME

5.02.17 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Allington has requested leave of absence for the March, April and May Meetings of the Council.

OFFICER RECOMMENDATION

That Cr Allington be granted leave of absence from Council for the March, April and May 2017 meetings.

SIMPLE MAJORITY VOTE REQUIRED

6.02.17 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7.02.17 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER RECOMMENDATION

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Thursday 15 December 2016, be confirmed as a true and correct record of the proceedings.

SIMPLE MAJORITY VOTE REQUIRED

OFFICER RECOMMENDATION

That the minutes of the Annual Electors meeting held in the Shire of Brookton Council Chambers, on Thursday 15 December 2016, be confirmed as true and correct record of the proceedings.

SIMPLE MAJORITY VOTE REQUIRED

8.02.17 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

(Includes Condolences)

9.02.17 DISCLOSURE OF INTERESTS

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

Disclosure of Financial & Proximity Interests

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

Disclosure of Interest Affecting Impartiality

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

Financial, Proximity and Impartiality Interests

Item no.	Members/Officers	Type of Interest	Nature of Interest
13.01.17.03	Dale Stewart	Financial	Employee to whom the Policy may relate
13.01.17.03	Ian D'Arcy	Financial	Employee to whom the Policy may relate
13.01.17.04	Ian D'Arcy	Financial	Employee that may benefit / disbenefit from a decision to not appoint / appoint, the Electoral Commission.

10.02.17 TECHNICAL & DEVELOPMENT SERVICES REPORTS

10.02.17.01 DEVELOPMENT APPLICATION – OUTBUILDING (SHED) – 162 (LOT 102), BROOKTON HWY, BROOKTON

File No: A&P2578/4674
Applicant/ Proponent: C & K Mills
Subject Land/ Locality: 162 (Lot 102) Brookton Hwy, Brookton
Date: 10 January 2017
Author: Dale Stewart, Acting Chief Executive Officer
Authorising Officer: Ian D’Arcy, Chief Executive Officer
Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion: Quasi-Judicial – when Council determines an application/matter that directly affects a person’s right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under the Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Attachments: Yes
1. Development Application

OFFICER RECOMMENDATION

That Council grant Planning Approval for an Outbuilding at 162 (Lot 102) Brookton Hwy, Brookton, subject to the following conditions and advice notes:

Conditions:

- 1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.**
- 2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.**
- 3. The outbuilding shall not be used for commercial or industrial activity or residential occupation.**
- 4. External walls are to be clad with a non reflective finish, such as Colorbond or similar approved material, in a colour which is in harmony with the existing built form in the area, to the satisfaction of the Chief Executive Officer (or delegate).**
- 5. All stormwater runoff from the shed shall be retained onsite and disposed in a manner that does not cause erosion.**

Advice Notes:

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

- ii. **The applicant is advised a building Permit is required prior to commencement of any building works.**
- iii. **The Council notes that the applicant owns an existing residential property in the Brookton Townsite and intends to lodge a development application for a residential dwelling on the property within the foreseeable future.**

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

It is proposed to construct an Outbuilding at 162 (Lot 102) Brookton Hwy, Brookton that will require a variation of the Council Policy on Outbuildings in two respects. It is recommended that the application be approved.

BACKGROUND

The subject site is 4,026 m² in extent, zoned *Residential R10/R25* and does not presently contain a single dwelling nor any other outbuildings. This aspect is contrary to Council Policy: Outbuildings, which, pursuant to objective 5 of the Policy, seeks to ensure that outbuildings are not used as de-facto dwellings.

Provision 7.6 of the Policy states; *“The construction of an outbuilding on vacant land within the Residential, Rural Residential and Rural Townsite Zones will not be permitted without an application for the construction of a residence having been approved and construction having commenced.”*

The wall and roof height are both in keeping with the maximums of the Policy for the zone at 3 m and 3.5 m respectively.

Pursuant to the Policy, and without Council discretion and decision to vary application of the Policy in this instance, the maximum footprint area is limited to 75 m². The proposed outbuilding is to have a footprint area of 135 m² and be of cream colorbond with green trimmings.

The setbacks of 3 m to the side and 8 m from the rear and 18 from the primary frontage (bearing in mind the property is a battle-axe) all comply with the Residential Design Codes.

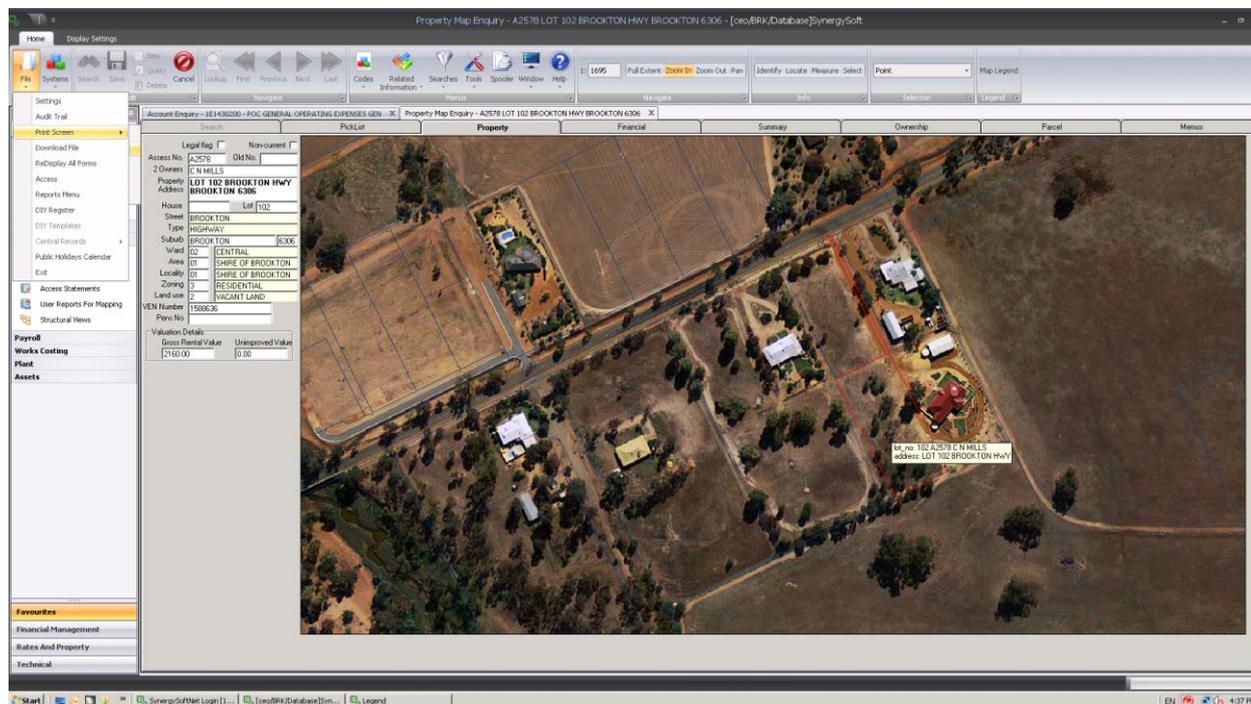
By way of precedent, the Council approved an outbuilding of 180 m² on a nearby similarly zoned property on Rogers Court in 2015, which brought the total footprint of outbuildings on that property to a total of 222 m², without neighbour concerns at the time or subsequently. Sheds on nearby properties zoned similarly are of similar size and scale or larger to that proposed. The key issue for Council consideration is that of the precedent of approving a shed without a dwelling or a dwelling application being concurrently applied for.

The applicant assures the officer that it his intention to construct a dwelling on the property within the next two – four years dependent upon family circumstances (ageing mother). The applicant currently resides in another property in the townsite of Brookton and states that he has no intention of utilising the shed for habitation purposes, nor of on selling the property without a dwelling on the property.

As a rear battle-axe, and with a house on the lot in front and to the sides, the property is situated such that it and the shed will be difficult to see from the Highway. This, together with the fact that it has been confirmed that officers inadvertently provided the applicant with verbal advice that the shed shouldn't be a problem (not knowing or checking that there wasn't a dwelling on the property), led the applicant to acquire (in kit form) the shed in advance of

development consent being obtained. The applicant realises that this was dangerous (acting on verbal advice) and has subsequently been correctly advised that the shed, on a residential zoned property without a dwelling, is contrary to Council Policy.

COMMENT



The application is being referred to Council as certain elements of the design, as described above, are beyond the maximum allowed under Council's Outbuilding Policy in the *Residential R10* Zone. The proposed outbuilding is to be used for storage of a domestic workshop, vehicle and general household storage in excess of that stored at the applicants existing house in the townsite.

It is not considered that the proposed location of the outbuilding on the lot nor the size will have a negative impact on amenity or streetscape. The outbuilding will be clad in Colorbond and screened from the Highway by other houses and trees.

It is submitted that the limited visibility of the proposed structure from Brookton Highway and the location of existing buildings and vegetation will further limit any negative impact on the amenity of the area.

In the opinion of the officer the size of the outbuilding will have marginal impact, and as a result of its location in relation to other existing buildings on adjoining sites, as well as its sites specific location, and the size of the subject lot, will not be a contender to create an unwanted precedent. It is considered to be in pace with the character and planning intent for the area and is therefore recommended for approval, notwithstanding that a residential dwelling is not currently being applied for.

CONSULTATION

The application was referred to the immediate surrounding neighbours and the following comments were received by the close of submissions (27 January 2017);

Name	Property	Submitter Comments	Officer Comments
EA Amos	166 Brookton Hwy	No Objection to the	Noted

		proposal	
PA Meecham	164 Brookton Hwy (Lot 103)	No Objection to the proposal	Noted
L & C Eyre	Lot 100 Brookton Hwy	No Objection to the proposal	Noted

LEGISLATIVE IMPLICATIONS

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

POLICY IMPLICATIONS

Council's Outbuilding Policy relates and discretion is sought to vary its application in this instance with respect to both size and the matter of there being no concurrent residential dwelling application.

FINANCIAL IMPLICATIONS

There are no implications for the Council's Budget or Long Term Financial Plan.

STRATEGIC IMPLICATIONS

There are no relevant Community Strategic Plan strategies however outcome 3.4 states:

Appropriate development which is diverse in nature and protects local heritage.

SUSTAINABILITY IMPLICATIONS

Environmental

There are no significant identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation, particularly given the neighbors are not objecting to the proposal.

Risk

Risk	That the size of the outbuilding creates a precedent.	That the approval of the outbuilding without a dwelling application creates a precedent that will bind the Council with subsequent applications.
Risk Likelihood (based on	Unlikely (2)	Possible (3)

history and with existing controls)		
Risk Impact / Consequence	Minor (2)	Minor (2)
Risk Rating (Prior to Treatment or Control	Low (1-4)	Medium (5-9)
Principal Risk Theme	Engagement practices	Engagement practices
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation	Accept Officer Recommendation with risk controls in place.

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 4 and 6 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

It is not recommended this item be added to the Shire's Risk Register, nor that a Risk Treatment Plan be required.

CONCLUSION

Notwithstanding the precedent that may exist with approving an outbuilding without a residential dwelling applicant being made concurrent – the Council has at least one existing similar residential zoned precedent (with lot 283 King St, Brookton for example) of where a shed has been constructed and the applicant has now advised that they will not be proceeding with construction of the dwelling (despite the development application being applied for, paid for and approved).

In this instance, the application is from an existing resident who owns and occupies an existing dwelling, intends to construct a dwelling in 2-4 years, with the shed well located away from visibility from anyone other than the adjoining neighbors. This is added to by the fact that Council Officers inadvertently misled the applicant about the likelihood of success of his development application, who relied upon that advice to acquire the shed in advance of receiving development approval. Whilst this should not be seen as a reason to now approve the application, it provides sufficient reasoning to explain why the Council might be inclined to support this application on this occasion (over another in time).

Development Application

No. DJD 4415

ASSOCIATE RECEIVED
COUNCIL OF BROOKTON

3 - NOV 2016

SHIRE OF BROOKTON TOWN PLANNING SCHEME NO. 3
APPLICATION FOR DEVELOPMENT APPROVAL

2015
SP

Owner Details		
Name: COLIN NOEL & KAREN ANN MILLS		
ABN: (if applicable)		
Address: 35 WOLBERDING RD BROOKTON Postcode: 6506		
Phone:	Fax:	Email:
Work:		colan@bigpond.net.au
Home: 08 96421040		
Mobile: 0402 919381		
Contact person for correspondence:		
The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2		
Signature: <i>[Signature]</i>	Date: 9-10-16	
Signature: <i>K.A. Mills</i>	Date: 9-10-16	
Applicant details (if different from owner)		
Name:		
Address:		
Postcode:		
Phone:	Fax:	Email:
Work:		
Home:		
Mobile:		
Contact person for correspondence:		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. Yes No		
Signature:	Date:	
Property details		
Lot No: 102 BUCKINGHAM HWY	House/Street No:	Location No:
Diagram or Plan No: 52743	Certificate of Title Vol. No: 2648	Folio: 499
Title encumbrances (e.g. easements, restrictive covenants):		

Elevate

all verbal
talks
Sept 16

Tier
v
Stage

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

Step 11

Step 12

Step 13

Step 14

Step 15

Step 16

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Step 98

Step 99

Step 100

Street name: <i>BROOKTON HWY</i>	Suburb: <i>BROOKTON</i>
Nearest street intersection:	

Proposed development

Nature of development:

Use
 Works
 Works and use

STORAGE ONLY USE

Is an exemption from development claimed for part of the development? Yes **(No)**

If yes, is the exemption for:

Use
 Works

Description of proposed works and/or land use:
TO BUILD A SHED

Description of exemption claimed (if relevant): *NA*

Nature of any existing buildings and/or land use: *NIL / RESIDENTIAL*

Approximate cost of proposed development: *\$18,000*

Estimated time of completion: *APRIL 17*

OFFICE USE ONLY

Lodgement Date: Property Assessment No.:

Fee Payable: Payment Date: Receipt No:

CHECK LIST FOR SUPPORTING DOCUMENTS

SITE PLANS

- Three (3) copies of the site plan with the proposed development at a scale of not less than 1:500
- Scale to be notated
- North point
- Street Name – Lot number and if appropriate house number
- Location of existing and proposed buildings on site
- Means of access (crossover, driveway, etc.)

PLANS of BUILDINGS (IF REQUIRED)

- Three (3) copies of Floor and Elevation plans at a scale of not less than 1:200
- Scale to be notated

HOME OCCUPATIONS, COTTAGE INDUSTRIES or LAND USE APPLICATIONS

- Details of the proposal
- Hours of operation (including operating times during the day and days of operation during the week)
- Location of the proposal on site (see Site Plans)
- Details of access and parking (see Site Plans)

Should an Application for Development Approval not contain all the requirements, as detailed above, it will be considered incomplete and will not be accepted by the Shire of Brookton.

ECLIPSE | CONSULTING ENGINEERS

Ref. : ASHJD30397-001-sdc

29 September 2016

Attention: Graeme O'Malley

Fielders Australia
PO Box 378
MELROSE PARK SA 5039

Dear Graeme,

**Engineering Certification of Structural Adequacy
Proposed 9.0m Span x 15.0m Long x 3.0m High Garage
For Colin Mills at Lot 102 Brookton Highway, Brookton, WA
For Region A Terrain Category 2 Importance Level 2**

As requested, the structural design of the above building was carried out by ECLIPSE Consulting Engineers Pty Ltd, as detailed in the following documentation:

- ECLIPSE Consulting Engineers Drawings: 4879: S01-E to S06-E dated May 2011
9.0m Span Premier Gable Garage

The structure has been designed in accordance with the following Australian Standards:

- AS/NZS 1170.0 - Structural Design Actions - Part 0 : General principles
- AS/NZS 1170.1 - Structural Design Actions - Part 1 : Permanent, imposed and other actions
- AS/NZS 1170.2 - Structural Design Actions - Part 2 : Wind action
- AS 1170.4 - Structural Design Actions - Part 4 : Earthquake actions in Australia
- AS 3600 - Concrete Structures
- AS 4100 - Steel Structures
- AS/NZS 4600 - Cold-Formed Steel Structures
- AS/NZS 1252 - High Strength Bolts

The following parameters have been used for the design of the building:

- | | |
|----------------------------------|---|
| • Wind Category: | Region A, Terrain Category 2, Importance Level 2 |
| • Internal Pressures: | C _{pi} = +0.2, -0.3 |
| • Wind Speed Multipliers : | M _{z,cat} = 0.92, M _s = 1.00, M _r = 1.00 |
| • Wind Speed (V _s *): | V _s * = 45 m/s, V _{es} = 37 m/s |
| • Earthquake Hazard Factor (z): | 0.11 |
| • Site Soil Classification: | A, S & M |

The design was found to be structurally adequate incorporating the following amendments:

- The Shed at 3.75m Bays shall be specified as per 4.0m Bays specifications with no modifications.

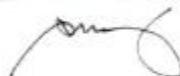
All other member sizes, details, etc. shall be in accordance with the above documentation.

I hereby certify, for & on behalf of ECLIPSE Consulting Engineers Pty Ltd, that the structural design of the above buildings has been carried out in accordance with the Building Code of Australia. I certify that the above referenced building will be structurally adequate for its intended purpose when constructed in accordance with the above nominated documents incorporating the nominated changes and adopting good construction practices.

I certify that I am a fully qualified and practising structural engineer in accordance with the requirements of the Building Code of Australia and The Institution of Engineers, Australia.

Yours faithfully,

ECLIPSE Consulting Engineers Pty Ltd

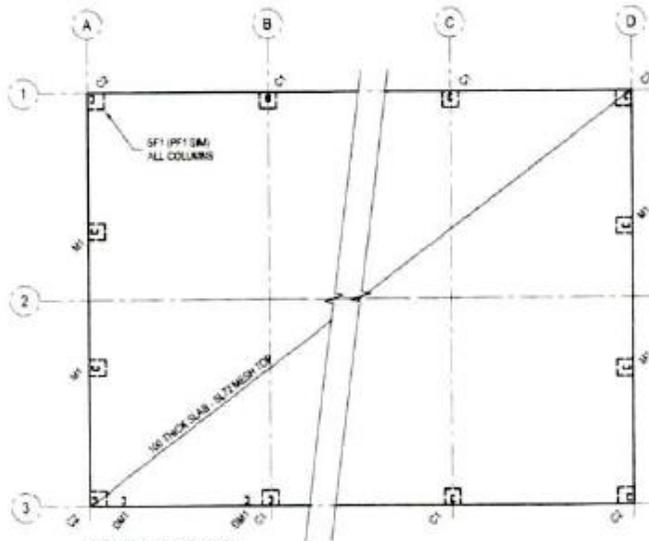


Stephen Healey
BE(Hons) MIEAust CPEng
PRINCIPAL

Eclipse Consulting Engineers Pty Ltd
304/12 Century Cct,
Norwest Central,
BAULKHAM HILLS NSW 2153

Phone : (02) 9894 8500
Fax : (02) 8850 0212
info@eclipse-consulting.com.au
www.eclipse-consulting.com.au

REGION A 9.0m PREMIER GABLE GARAGE - FULLY ENCLOSED



FOOTING & SLAB PLAN
 1:100
 PROVIDE SAWS JOINTS IN SLAB AT 400 MAX CTRS.
 PROVIDE CONTROL JOINTS IN SLAB AT 1000 MAX CTRS.
 REFER TO TYPICAL DETAILS.

These slab dimensions are not to be used for construction purposes. Full slab measurements for construction purposes will be issued on manufacturing drawings only

GENERAL
 THIS DRAWING SHALL BE READ IN CONJUNCTION WITH ALL OTHER CONSULTANTS' DRAWINGS & SPECIFICATIONS.
 ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE STATED. DO NOT SCALE THESE DRAWINGS.
 DIMENSIONS MAY VARY FROM THESE STANDARDS. IT IS THE BUILDERS RESPONSIBILITY TO VERIFY ALL DIMENSIONS.
 THE STRUCTURE SHALL BE MAINTAINED IN A STABLE CONDITION DURING CONSTRUCTION WITH NO PARTS BEING OVERSTRESSED.

CERTIFICATION
 THIS DRAWING IS ONLY VALID IF ISSUED WITH NO UNLAWFUL AMENDMENTS OR ALTERATIONS AND BEARS AN ORIGINAL QUALIFYING SIGNATURE.

DESIGN
 THIS STRUCTURE HAS BEEN DESIGNED IN ACCORDANCE WITH THE FOLLOWING STANDARDS:
 AS/NZS 1170.1 - Wind & Live Loads
 AS/NZS 1170.2 - Wind Loads (Region A-CAT 2) - Tornado Category 2 & 3
 AS/NZS 4576 - Cold-Formed Steel Structure
 AS/NZS 1 - Steel Deck & Top

STRUCTURAL STEEL
 ALL STRUCTURAL STEEL FRAMING SHALL BE MANUFACTURED FROM SHIP SHAPABLE STEEL (SAND CONFORMING TO AS187) UNLESS NOTED OTHERWISE (LINO).
 ALL WELDS SHALL BE MIN 6MM & TENS SCREENS SHALL BE NO 10 GAUGE LINO.
 ALL BOLTS SHALL BE SH45 - BE WIND TIGHTENED LINO.
 PURLINS & GUTTS TO BE LAPPED AT 4X SPACERS & C/C COLUMNS AS PER MANUFACTURERS SPECIFICATIONS.
 ALL SHEETING SHALL BE FITTED AS PER MANUFACTURERS SPECIFICATIONS.

FOUNDATION MATERIAL
 NO GEO-TECHNICAL INVESTIGATION HAS BEEN CARRIED OUT. LINO THE SITE IS ASSUMED TO HAVE A MINIMUM SAFE BEARING CAPACITY OF 100 kPa.
 ONLY DENSE SAND & CLAY SOIL FOUNDATION TYPES ARE COVERED BY THESE DRAWINGS. IF DIFFERENT SITE CONDITIONS ARE ENCOUNTERED THEN THE DESIGNER MAY REQUIRE GEO-TECHNICAL INVESTIGATION.
 THE CLEARING & SUBGRADE SHALL BE COMPACTED BY A MIN OF 3 PASSES WITH A VIBRATING ROLLER (15t) UNTIL THE SUB GRADE SHALL BE COMPACTED TO A MIN OF 10% STANDARD VIBRATORY DENSITY (14.10) WITHIN 0.5% OF THE OPTIMUM MOISTURE CONTENT IN ACCORDANCE WITH AS108.

FOOTINGS & SLABS
 ALL FOOTINGS SHALL BE FOUNDED IN NATURAL MATERIAL WITH ALL TOPSOIL REMOVED (SEMI) NO FOOTINGS SHALL BE FOUNDED ON FILL MATERIAL.
 FLOOR SLABS SHALL BE POURED ON A 100mm CLEAR SAND BED.
 FLOOR SLABS SHALL BE 100mm THICK WITH 60% WASH TOP LINO AND THE FLOOR SLAB HAVE BEEN DESIGN FOR A MAX LIVE LOAD OF 2 kPa.

CONCRETE
 ALL CONCRETE WORK SHALL BE IN ACCORDANCE WITH AS1080.
 CONCRETE STRENGTH SHALL BE 25 MPa FOR FOOTINGS & 20 MPa FOR SLAB.
 CONCRETE SHALL HAVE A MINIMUM SLUMP OF 20 & MAXIMUM AGGREGATE SIZE OF 20 (TYPE A) CEMENT.
 ALL SLABS SHALL BE CURED IN ACCORDANCE WITH GOOD PRACTICE.

DESIGN CRITERIA SUMMARY:
 INTERNAL PRESSURE: $C_{pi} = +0.20, -0.30$
 IMPORTANCE LEVEL: 2
 ROOF PITCH: 7.5 TO 15.0 DEGREES

DYNABOLT PINNED BASE DESIGN

9.0m GARAGE - FOOTING SCHEDULE (Region A - Tornado Category 2 & 3)

MARK	SECTION DESCRIPTION	SOIL TYPE	PINNED BASE		RIGID BASE	
			Reg A, TC3	Reg A, TC2	Reg A, TC3	Reg A, TC2
			PF1	PAD FOOTING (0.50 x 0.70) (NO SLAB)	SAND 700 SQ. x 700	800 SQ. x 800
		CLAY 400 SQ. x 500	450 SQ. x 500	550 SQ. x 450	600 SQ. x 700	600 SQ. x 700
PF2	PAD FOOTING (0.50 x 0.70) (NO SLAB)	SAND 600 SQ. x 600	700 SQ. x 700	600 SQ. x 600	700 SQ. x 700	700 SQ. x 700
		CLAY 400 SQ. x 500	400 SQ. x 500	400 SQ. x 500	400 SQ. x 500	400 SQ. x 500
BP1	BORED PIER (0.70 x 0.70) (NO SLAB)	SAND 450 0. x 1000	450 0. x 1100	450 0. x 1100	450 0. x 1200	450 0. x 1300
		CLAY 450 0. x 900	450 0. x 1000	450 0. x 900	450 0. x 900	450 0. x 900
BP2	BORED PIER (0.70 x 0.70) (NO SLAB)	SAND 450 0. x 1000	450 0. x 1100	450 0. x 1100	450 0. x 1200	450 0. x 1300
		CLAY 450 0. x 900	450 0. x 1000	450 0. x 900	450 0. x 900	450 0. x 900
SF1	SLAB FOOTING (0.50 x 0.70) (WITH A 100 SLAB)	SAND 600 SQ. x 600	700 SQ. x 700	750 SQ. x 800	850 SQ. x 900	850 SQ. x 900
		CLAY 400 SQ. x 500	450 SQ. x 500	550 SQ. x 450	600 SQ. x 700	600 SQ. x 700
SF2	SLAB FOOTING (0.50 x 0.70) (WITH A 100 SLAB)	SAND 450 SQ. x 500	600 SQ. x 600	450 SQ. x 500	600 SQ. x 600	600 SQ. x 600
		CLAY 400 SQ. x 500	400 SQ. x 500	400 SQ. x 500	400 SQ. x 500	400 SQ. x 500
SP1	BORED PIER (0.70 x 0.70) (WITH A 100 SLAB)	SAND 450 0. x 1000	450 0. x 1100	450 0. x 1100	450 0. x 1200	450 0. x 1300
		CLAY 450 0. x 900	450 0. x 1000	450 0. x 900	450 0. x 900	450 0. x 900
SP2	BORED PIER (0.70 x 0.70) (WITH A 100 SLAB)	SAND 450 0. x 1000	450 0. x 1100	450 0. x 1100	450 0. x 1200	450 0. x 1300
		CLAY 450 0. x 900	450 0. x 1000	450 0. x 900	450 0. x 900	450 0. x 900

A3 ORIGINAL SIZE

REV	AMENDMENT DESCRIPTION	DATE
E	ISSUED FOR APPROVAL	17.05.11

ECLIPSE CONSULTING ENGINEERS
 Eclipse Consulting Engineers Pty Ltd
 288/12 Conroy Drive
 Newmarket QLD 4051
 Phone: 07 5494 9300
 Fax: 07 5490 0212
 Email: info@eclipsece.com.au
 www.eclipsece.com.au



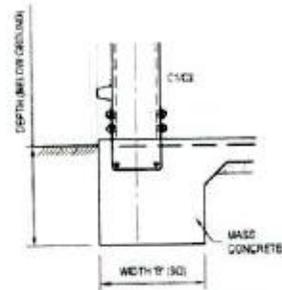
CLIENT
FIELDERS Endurance STRUCTURES

PROJECT:
 Colin Mills
 SITE ADDRESS:
 Lot 102 Brookton Highway,
 Brookton, WA

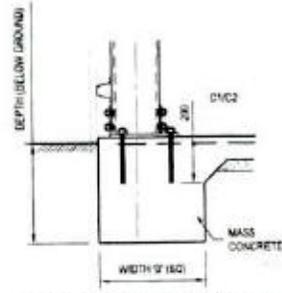
BUILDING TYPE:
 9m SPAN PREMIER GABLE GARAGE
 7.5° to 15° ROOF PITCH
 3.0m, 3.5m, 4.0m Bays - FULLY ENCLOSED
 Region A1-A7, TC2 & TC3, Imp 2

DESIGNER: SWH
 SHEET No: 1
 DRAWN: N.J.M.D
 No. IN SET: 6
 DATE: MAY 2011
 SCALE: 1:100
 ORG No: 4879 - S01 - E

REGION A 9.0m PREMIER GABLE GARAGE - FULLY ENCLOSED



ALTERNATIVE CAST-IN BRACKET DETAIL #1
1:20

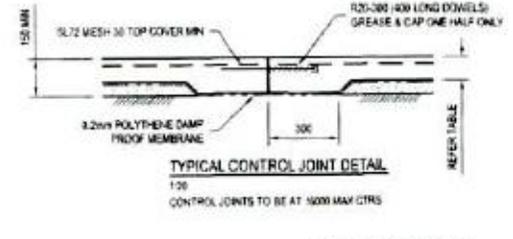


ALTERNATIVE RIGID BRACKET DETAIL #2
1:20

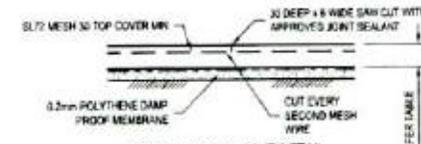


ALTERNATIVE COLUMN IN GROUND DETAIL #3
1:20

RIGID BASE ALTERNATIVES

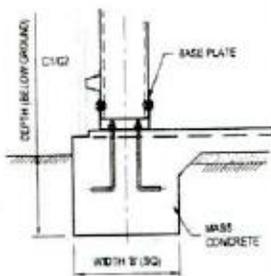


TYPICAL CONTROL JOINT DETAIL
1:20
CONTROL JOINTS TO BE AT 1600 MAX CTRS



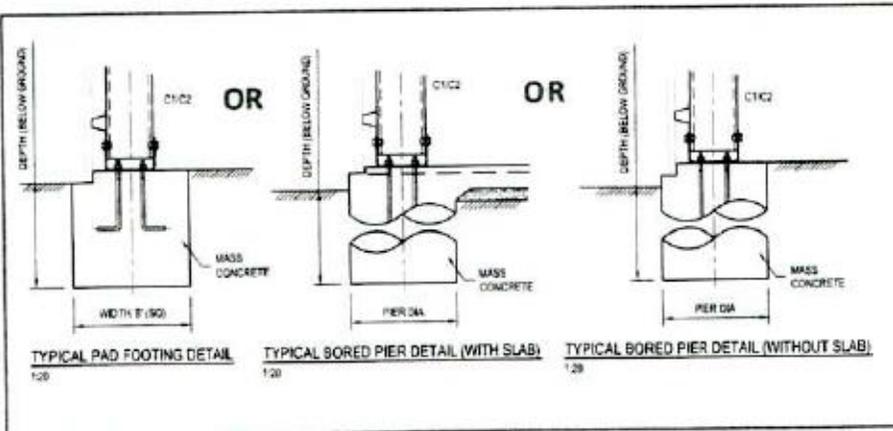
TYPICAL SAWN JOINT DETAIL
1:20
SAWN JOINTS TO BE AT 4000 MAX CTRS

DYNABOLT PINNED BASE DESIGN



TYPICAL SLAB FOOTING DETAIL
1:20

PIN BASE ALTERNATIVES
HD BOLT SHOWN
DYNA BOLT & CHEMSET ALSO AVAILABLE



TYPICAL PAD FOOTING DETAIL
1:20

TYPICAL BORED PIER DETAIL (WITH SLAB)
1:20

TYPICAL BORED PIER DETAIL (WITHOUT SLAB)
1:20

A3 ORIGINAL SIZE

REV.	AMENDMENT DESCRIPTION	DATE
E	ISSUED FOR APPROVAL	17 AS 11

ECLIPSE CONSULTING ENGINEERS

ECLIPSE Consulting Engineers Pty Ltd
 10/11 Century Drive
 Brookton Centre
 100/100 HILLS VIEW DRIVE
 Brookton WA 6150
 Phone: 08 9454 4500
 Fax: 08 9454 0212
 info@eclipse-engineers.com.au
 www.eclipse-engineers.com.au



CLIENT:
FIELDERS Endurance STRUCTURES

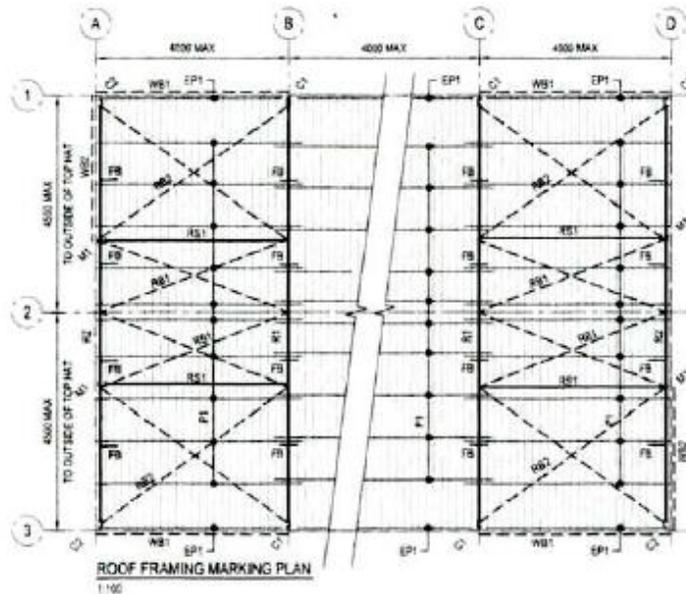
PROJECT:
Colin Mills
 SITE ADDRESS:
Lot 102 Brookton Highway,
 Brookton, WA
 REF No. ASHJD30397

BUILDING TYPE:
9m SPAN PREMIER GABLE GARAGE
 7.5° to 15° ROOF PITCH
 3.0m x 3.5m x 4.0m Bays - FULLY ENCLOSED
 Region A1-A7, TC2 & TC3 Imp 2

FOOTING DETAILS

DESIGN: SWH	SHEET No: 2
DRAWN: N.M.D	No. IN SET: 6
DATE: MAY 2011	SCALE: 1:20
DRG No: 4879 - S02 - E	

REGION A 9.0m PREMIER GABLE GARAGE - FULLY ENCLOSED

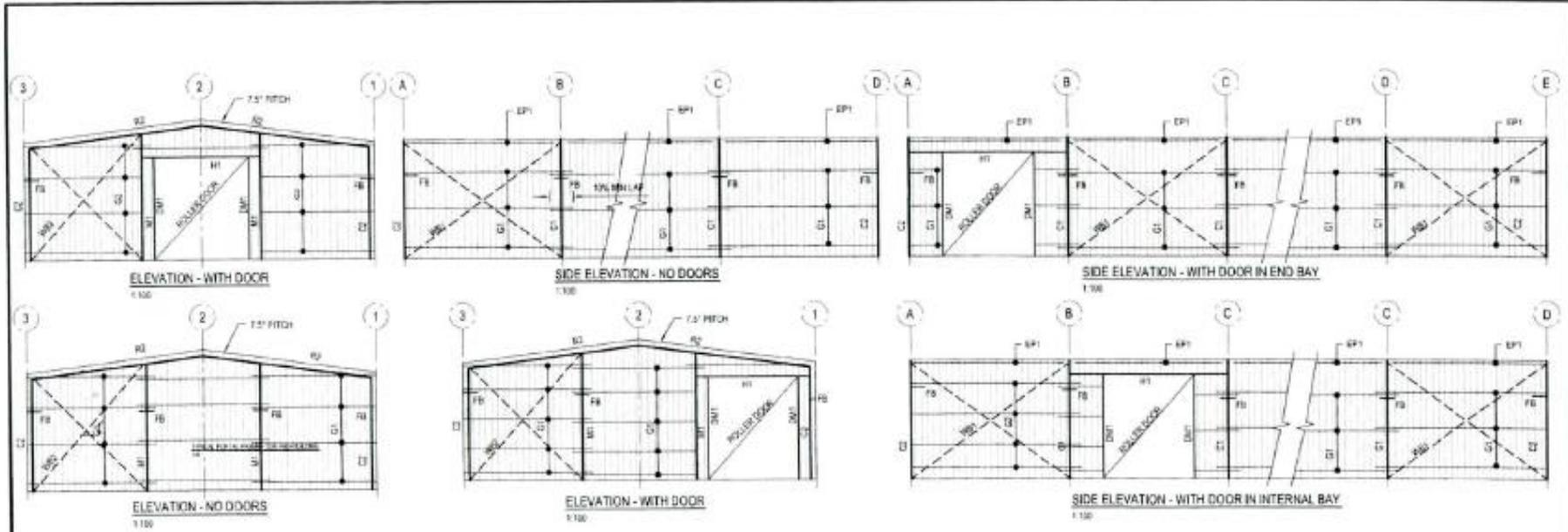


FRAME MEMBER SCHEDULE - FULLY ENCLOSED STRUCTURE - 3.0m, 3.5m, 4.0m BAYS												
MARK	ITEM	WALL HEIGHT	Region A-A7 TCC						Region A-A7 TCC			
			3.0m BAYS		3.5m BAYS		4.0m BAYS		3.0m BAYS		4.0m BAYS	
			FRAMED*	RIGID*	FRAMED*	RIGID*	FRAMED*	RIGID*	FRAMED*	RIGID*	FRAMED*	RIGID*
C1	COLUMN	300	C1504	C1504	C1504	C1504	C1504	C1504	C1504	C1504	C1504	C1504
		360	C1504	C1505	C1505	C1505	C2004	C1504	C2004	C1504	C2004	C1504
		420	C2004	C1505	C2004	C1504	C2004	C1504	C2004	C2004	C2004	C2004
		480	C2004	C1504	C2004	C1504	C2004	C1504	C2004	C2004	C2004	C2004
		600	C2004	C2004	C2004	C2004	C2004	C2004	C2004	C2004	C2004	C2004
C2	COLUMN	300	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502
		360	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502
		420	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502
		480	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502
		600	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502
R1	RAFTER	300	C1504	C1504	C2004	C1504	C2004	C1504	C2004	C1504	C2004	C2004
		360	C1504	C1505	C2004	C1505	C2004	C1505	C2004	C1505	C2004	C2004
		420	C2004	C1505	C2004	C1505	C2004	C1505	C2004	C1505	C2004	C2004
		480	C2004	C1505	C2004	C1505	C2004	C1505	C2004	C1505	C2004	C2004
		600	C2004	C1505	C2004	C1505	C2004	C1505	C2004	C1505	C2004	C2004
R2	RAFTER	3000-6000	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	
		3000	-	-	-	-	-	-	-	-	-	-
KB	KNEE BRACE	3000	-	-	-	-	-	-	-	-	-	
		3000-6000	-	-	-	-	-	-	-	-	-	
M1	MULLION	300	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	
		360	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	
		420	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	
		480	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	
		600	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	
DM1	DOOR MULLION	300	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	
		360	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	
		420	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	
		480	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	
		600	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	Z1502	
DH1	DOOR HEADER	300	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	
		360	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	
		420	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	
		480	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	
		600	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	
RB1	ROOF STRUT	3000 - 6000	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	
		3000	-	-	-	-	-	-	-	-	-	
EP1	EAVES FURLEN	3000 - 6000	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	C1502	
		3000	-	-	-	-	-	-	-	-	-	
RB1	ROOF BRACING	3000 - 6000	32 x 1.6 STRAP	32 x 1.6 STRAP	32 x 1.6 STRAP	32 x 1.6 STRAP	32 x 1.6 STRAP	32 x 1.6 STRAP	32 x 1.6 STRAP	32 x 1.6 STRAP	32 x 1.6 STRAP	
		3000 - 6000	32 x 1.6 STRAP	32 x 1.6 STRAP	32 x 1.6 STRAP	32 x 1.6 STRAP	32 x 1.6 STRAP	32 x 1.6 STRAP	32 x 1.6 STRAP	32 x 1.6 STRAP	32 x 1.6 STRAP	
WB1	WALL BRACING	3000 - 6000	32 x 1.2 STRAP	32 x 1.2 STRAP	32 x 1.2 STRAP	32 x 1.2 STRAP	32 x 1.2 STRAP	32 x 1.2 STRAP	32 x 1.2 STRAP	32 x 1.2 STRAP	32 x 1.2 STRAP	
		6000	32 x 1.8 STRAP	32 x 1.8 STRAP	32 x 1.8 STRAP	32 x 1.8 STRAP	32 x 1.8 STRAP	32 x 1.8 STRAP	32 x 1.8 STRAP	32 x 1.8 STRAP	32 x 1.8 STRAP	
WB2	WALL BRACING	3000 - 6000	25 x 1.0 STRAP	25 x 1.0 STRAP	25 x 1.0 STRAP	25 x 1.0 STRAP	25 x 1.0 STRAP	25 x 1.0 STRAP	25 x 1.0 STRAP	25 x 1.0 STRAP	25 x 1.0 STRAP	
		6000	32 x 1.2 STRAP	32 x 1.2 STRAP	32 x 1.2 STRAP	32 x 1.2 STRAP	32 x 1.2 STRAP	32 x 1.2 STRAP	32 x 1.2 STRAP	32 x 1.2 STRAP	32 x 1.2 STRAP	

* FRAMED BASE HAS NO KNEE BRACE.
* RIGID BASE HAS KNEE BRACE FOR WALL HEIGHTS OF 3.0m AND ABOVE. SEE SHEET 8.

A3 ORIGINAL SIZE

							PROJECT: Colin Mills SITE ADDRESS: Lot 102 Brookton Highway, Brookton, WA REF No: ASHD30397		BUILDING TYPE: 9m SPAN PREMIER GABLE GARAGE 7.5° to 15° ROOF PITCH 3.0m, 3.5m, 4.0m Bays - FULLY ENCLOSED Region A1-A7, TCC 2 & TCC 3, Imp 2 FRAMING PLAN		DESIGN: SWH DRAWN: N.M.D. DATE: MAY 2011 DRG No: 4879 - S03 - E		SHEET No: 3 No. IN SET: 6 SCALE: 1:100	
ISSUED FOR APPROVAL 17.05.11							PROJECT: Colin Mills SITE ADDRESS: Lot 102 Brookton Highway, Brookton, WA REF No: ASHD30397		BUILDING TYPE: 9m SPAN PREMIER GABLE GARAGE 7.5° to 15° ROOF PITCH 3.0m, 3.5m, 4.0m Bays - FULLY ENCLOSED Region A1-A7, TCC 2 & TCC 3, Imp 2 FRAMING PLAN		DESIGN: SWH DRAWN: N.M.D. DATE: MAY 2011 DRG No: 4879 - S03 - E		SHEET No: 3 No. IN SET: 6 SCALE: 1:100	



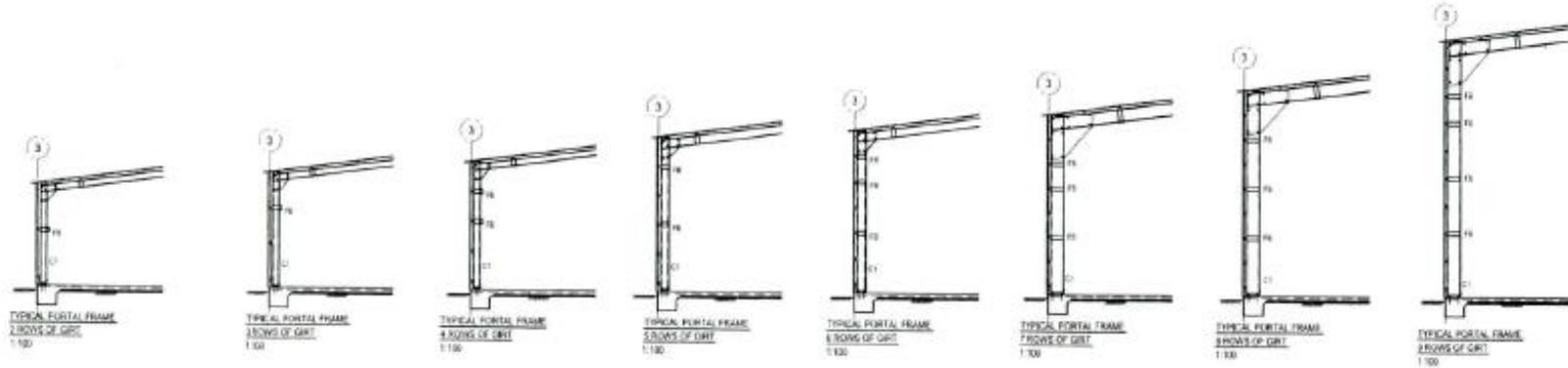
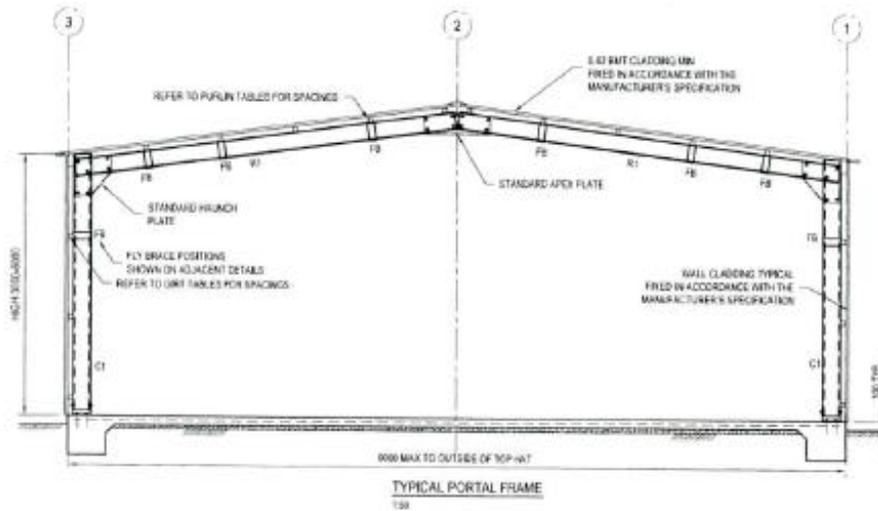
SHEETING SCHEDULE - FULLY ENCLOSED STRUCTURE, MAXIMUM PURLIN & GIRT SPACING

POSITION	SHEETING TYPE	SPAN	Region A, TC2		Region A, TC2		
			Region A, TC2	Region A, TC2	Region A, TC2	Region A, TC2	
ROOF	0.42 BMT S-RB	END	900	900			
		INTERNAL	1200	1200			
	0.42 BMT T-L S	END	1300	1300			
		INTERNAL	1900	1900			
		0.38 BMT S-RB	END	2110	1790		
			INTERNAL	2490	2240		
WALL	0.38 BMT T-L S	END	2030	2340			
		INTERNAL	3300	2720			
	0.38 BMT L-ORB	END	1400	1150			
		INTERNAL	1700	1010			
		SINGLE SPAN	END	1760	1010		
			INTERNAL	1760	1010		

PURLIN AND GIRT SCHEDULE - FULLY ENCLOSED STRUCTURE

MARK	ITEM	SPAN (mm)	MAXIMUM TOP RAY SPACING (mm) - 1.3mm MIN. INTERNAL FRAME MEMBER THICKNESS, 1.2mm MIN. END FRAME MEMBER THICKNESS			
			Region A1-A7, TC2		Region A1-A7, TC2	
			T864, G75	T864, T30	T864, G75	T864, T30
P1	PURLIN 10% LAP MIN. 15° ROOF PITCH	2350	1440	1900	870	1510
		2250	1520	1760	850	1290
		2150	1210	1620	810	1090
		2050	1070	1380	770	940
		1950	940	1170	630	790
		1850	840	1040	590	710
G1	GIRT - 10% LAP MIN.	2350	1840	2480	1240	1670
		2250	1930	2270	1120	1520
		2150	1740	2060	1020	1360
		2050	1580	1770	910	1160
		1950	1430	1620	800	1020
		1850	1300	1460	750	910
G2	SINGLE SPAN GIRT	2350	1800	2440	1200	1640
		2250	1650	2220	1100	1490
		2150	1500	2000	1000	1340
		2050	1350	1780	900	1190
		1950	1200	1620	800	1040
		1850	1050	1460	700	890

							PROJECT: Colin Mills SITE ADDRESS: Lot 102 Brookton Highway, Brookton, WA REF No: ASH030397		BUILDING TYPE: 9m SPAN PREMIER GABLE GARAGE 7.5° TO 15° ROOF PITCH 3.0m x 3.5m x 4.3m Bays - FULLY ENCLOSED Region A1-A7, TC2 & TC3, Imp 2		DESIGN: SWH DRAWN: N.M.D. DATE: MAY 2011 DRG No: 4879 - S04 - E		SHEET No: 4 No. IN SET: 6 SCALE: 1:100	
ECLIPSE Consulting Engineers Pty Ltd 2/5-11 LINDSEY DRIVE BROOKTON WA 6163 Tel: (08) 9488 8888 Fax: (08) 9488 0212 www.eclipse-engineers.com.au							BUILDING TYPE: ELEVATIONS		DESIGN: SWH		SHEET No: 4			
REV. AMENDMENT DESCRIPTION DATE							BUILDING TYPE: ELEVATIONS		DESIGN: SWH		SHEET No: 4			



NOTE : PINNED BASE HAS NO KNEE BRACE.

		ECLIPSE CONSULTING ENGINEERS <small>ECLIPSE Consulting Engineers Pty Ltd 10/11 Collins Street Melbourne VIC 3000 Australia</small>		 <small>MEMBER OF</small>		CLIENT: FIELDERS Endurance STRUCTURES		PROJECT: Colin Mills SITE ADDRESS Lot 102 Brookton Highway, Brookton, WA REF No. ASH030397		BUILDING TYPE: 8m SPAN PREMIER GABLE GARAGE 7.5° to 15° ROOF PITCH 3.0m x 3.5m 4.0m Bays - FULLY ENCLOSED Region A1-A7, Tc2 & Tc3, Imp 2		DESIGN: SWH DRAWN: N.M.D. DATE: MAY 2011 DRG No.: 4879 - S05 - E		SHEET No.: 5 No. IN SET: 6 SCALE: 1:100, 1:50	
REV.	AMENDMENT DESCRIPTION	DATE													
E	ISSUED FOR APPROVAL	17.06.11													

35 Corberding Rd,
Brookton WA 6306
30 October 2016

Shire Planner,
Shire of Brookton
PO Box 42
Brookton WA 6306

Dear Sir,

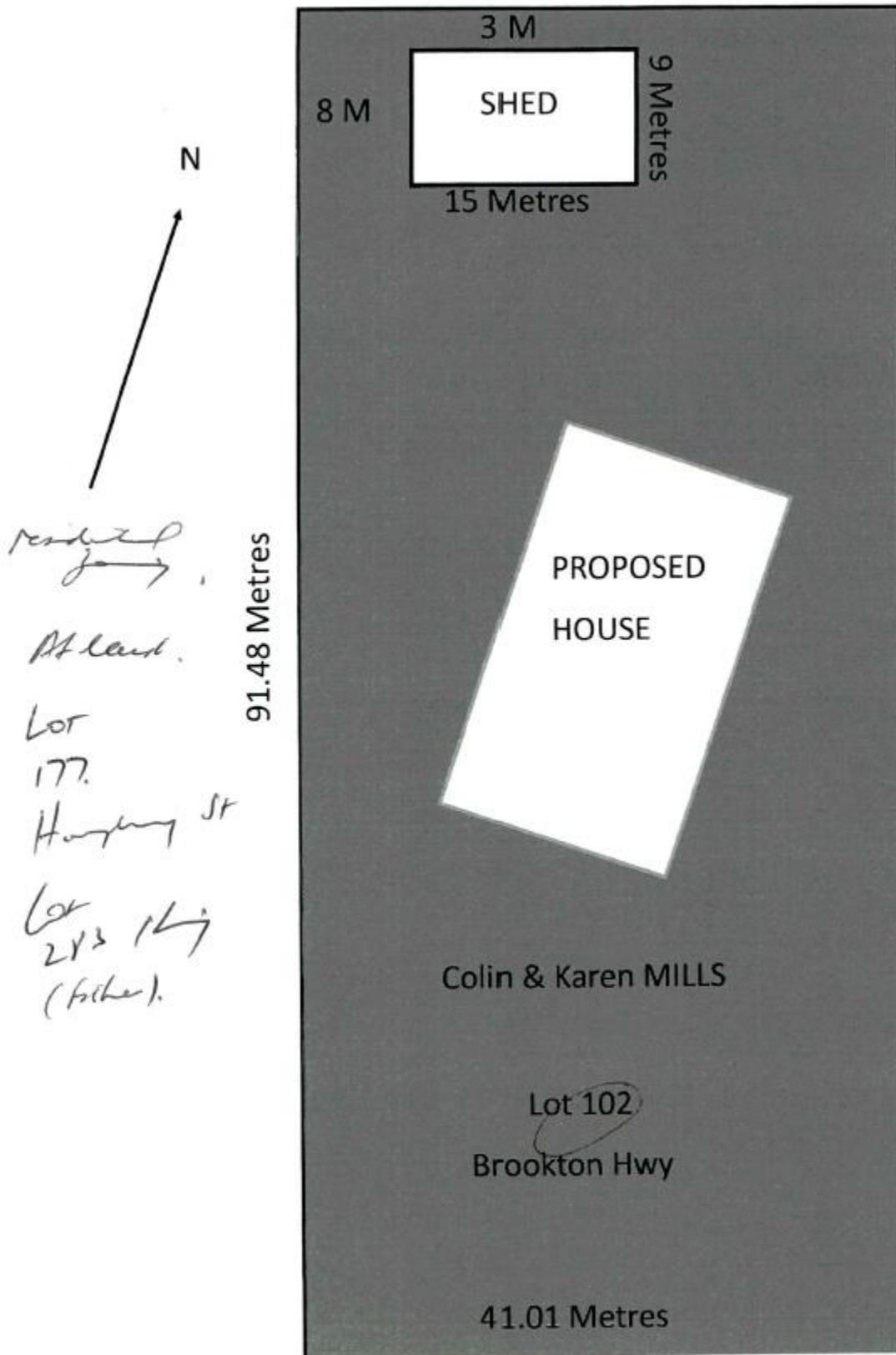
I wish to apply for a permit to erect a shed on our block Lot 102 Brookton Hwy. The shed is 15 metres by 9 metres. I intend to use it to store one of our vehicles and store excess items from our house and shed, plus have a functional workshop for our town use. The shed will be a cream colourbond with green trimmings

Required documents will be with this letter.

Yours faithfully,

Colin Mills







Shire of Brookton

TAX INVOICE/RECEIPT

ABN 74 164 408 055
 14 White Street PO Box 42 Brookton WA 6306
 Telephone: (08) 9642 1106 Facsimile: (08) 9642 1173
 Email: mail@brookton.wa.gov.au

REPRINT

Payer: COLIN MILLS
 35 CORBERDING RD
 BROOKTON WA 6306

Receipt Number: 19787

Receipt Date : 10.01.17

Receipt Type	Detail	Amount
Miscellaneous	A2578 LOT 102 BROOKTON H'WY DEVELOPMENT APPLICATION FEE COLIN MILLS Account: 111040100	\$147.00

* GST Exclusive Charge	\$147.00	Total	\$147.00
* GST	\$0.00	Tendered	\$147.00
		Change Given	\$0.00
Cash	Cheque	Other	Round Amount
\$ 0.00	\$ 147.00	\$ 0.00	\$0.00

11.02.17 COMMUNITY SERVICES REPORTS

11.02.17.01 WB EVA PAVILION USER GROUP COMMITTEE

File No:	1216
Applicant/ Proponent:	Not applicable
Subject Land/ Locality:	WB Eva Pavilion
Date:	23 January 2017
Author:	Dale Stewart, Acting Chief Executive Officer Carina Whittington, Community Services Manager
Authorising Officer:	Ian D'Arcy, Chief Executive Officer
Disclosure of Interest from Author:	Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion:	<input checked="" type="checkbox"/> Executive – the substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing the Chief Executive Officer, setting and amending budgets.

Attachments:

1. WB Eva Pavilion User Group Committee Draft Terms of Reference (Charter)

OFFICER RECOMMENDATION

That with respect to the WB Eva Pavilion, Council:

1. Pursuant to Section 5.8 of the Local Government Act 1995, establish the WB Eva Pavilion User Group Committee with Committee Members and Terms of Reference (Charter) as per attachment 1 and;
2. Appoint Cr.....and Cr..... as the Proxy, and the Community Services Manager as the Council's representatives on the Committee and;
3. Request the CEO to;
 - a. Write to users as identified in the Charter seeking their groups appointed representative and proxy delegate and;
 - b. Set a date for the inaugural meeting of the Committee for late March 2017 and;
4. Amend Policy 1.2 Council Committees – Terms of Reference to reflect this resolution and;
5. Review the need for continuation of the Committee following 6 months of operations of the Committee and the October local government elections and;

ABSOLUTE MAJORITY VOTE REQUIRED

SUMMARY

This report recommends that the Council establish a user group or management committee to manage competing and / or ongoing requests of users of the facility.

BACKGROUND

The WB Eva Pavilion is a new building (officially opened January 2014) situated on portion of Reserve 43158, managed by the Shire of Brookton on behalf of the Crown (State of WA), for the

purposes of recreation, tourism, health, civic and community purposes and includes the power to lease.

The only formal 'interest' over the premises, is a lease, dated October 2009, with a commencement date of 17 October 2009, for a 21 year term, between the Brookton Tennis Club (as lessee) and the Shire (as lessor).

The Pavilion is a relatively new multi-use / shared facility which initially experienced normally expected 'teething' problems with minor maintenance matters. Many of these were finalised within the defects period. There are some minor works outstanding including memorabilia cabinets, purchase of new chairs and tables, community life member honour board, community premiership honour board and exterior facility signage. There are some new requests for minor upgrades for needs not identified or known during the design phase. There is some residual discontent with requests that have previously been considered and not supported by Council.

COMMENT

A Management Committee, or User Committee, will help ensure that outstanding matters are tracked and or elevated to completion and or dismissed as appropriate, with high level engagement from the users underpinning the management's decision making.

The creation of a user group or management committee operating without the governing legislation of the Local Government Act 1995 is an option – for example as a short term working group created or approved by the CEO. However it is considered preferable that the Committee is formalised as a Committee of Council for an initial 6 month period, or at least until after the October election, where all Council Committees / Committee Members cease.

Day to day issues and facility management will continue to rest with the Shire through its officers.

The proposed roles and responsibilities of the parties / membership is as proposed in the attached Charter. The membership of a User Group Committee (or similar) are detailed in the attached Charter, together with the process for users to be accepted into the Committee.

CONSULTATION

Extensive community consultation with relevant user groups occurred during the project planning of the new WB Eva Pavilion and resulted in the preferred management option of the Shire continuing the operation and facility management of the new building, with an informal user group meeting every six months at the change of sporting seasons. These meetings were commenced initially but have not occurred for some time. No terms of reference have been previously established.

There are some ongoing issues and works that have been raised with Council, most recently at the Annual Electors meeting. A formal user group will provide a conduit for these issues to be raised, prioritised and escalated as required and will provide for ongoing consultation.

LEGISLATIVE IMPLICATIONS

The Local Government Act 1995, section 5.8 to 5.25, governs the establishment and processes relating to Council Committees and Membership.

POLICY IMPLICATIONS

Council's existing Policy 1.2 Council Committees – Terms of Reference, exists, but does not cover this proposed Committee.

Council officers will need to embed this Committee, with its Terms of Reference (Charter), into that Policy, should it create the Committee.

FINANCIAL IMPLICATIONS

Establishment of a Council Committee or User Group should have no financial impact, unless the Council delegates executive or administrative functions, such as purchasing. That is not intended, nor proposed. There will be an additional impost with meeting attendance fees for the elected member's delegate, should the Council determine that this a Council Committee or is a type that its elected member delegate should receive meeting fees for.

STRATEGIC IMPLICATIONS

Goal 1 – Community, "A vibrant, safe and inclusive community", is supported by adoption of the officer recommendation.

1.1: Community well-being through quality sports, recreation and leisure opportunities.

- 1.1.2: Support and promote sporting and recreational activities in collaboration with clubs and groups to attract participants and increase the utilisation of facilities.

SUSTAINABILITY IMPLICATIONS

Environmental

There are no identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are predicted positive social impacts with adoption of the officer's recommendation to establish a User Group. A User Group will ensure that users requests are documented (e.g. with status reports), and thereafter processes put in place to elevate requests to completion or determination (that may include referral / rejection).

Risk

Risk	That the Council creates a User Group Committee without managing expectations of what it can achieve / or is expected of it.	That Council does not create a User Group Committee of any sort and does not deal with the perceived or actual outstanding matters in a timely manner and users expectations fester.
Risk Likelihood (based on	Possible (3)	Possible (3)

history and with existing controls)		
Risk Impact / Consequence	Minor (2)	Minor (2)
Risk Rating (Prior to Treatment or Control)	Medium (5-9)	Medium (5-9)
Principal Risk Theme	Engagement practices	Engagement practices
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation and create a guiding charter	Accept Officer Recommendation to create a User Committee or similar

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk ratings of 6 and 6 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17, will require a specific risk treatment plan to be developed.

It is not recommended this item be added to the Shire's Risk Register, nor that a Risk Treatment Plan be required.

CONCLUSION

The WB Eva Pavilion has been in operation as a new facility for approximately 3 years, and whilst well utilised, has a number of competing groups and perceived outstanding completion issues.

A User Group Committee, or similar, will assist the administration with prioritising agreed projects, the timing of budgeted tasks and or allocating future budget requests.

A User Group Committee may also be a conduit to such community concerns between the Council and the Community.



WB Eva Pavilion User Group Committee Charter

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Brookton WB Eva Pavilion User Group Committee, established by Council (the Shire of Brookton), pursuant to Section 5.8 of the Local Government Act 1995.

1.0 NAME

The name of the Committee shall be the Shire of Brookton WB Eva Pavilion User Group Committee, hereinafter referred to in its abbreviated form as the Committee.

2.0 ESTABLISHMENT

The Committee is established pursuant to Section 5.8 of the Local Government Act 1995.

3.0 DISTRICT

The Committee shall operate within the local government boundaries of the Shire of Brookton.

4.0 GUIDING PRINCIPLES

This Committee is established with the guiding principles in accordance with the Local Government Act 1995, sections 5.8 through to 5.25.

5.0 VISION

Our vision is for the WB Eva Pavilion to be well maintained and accessible for users and well utilised by a broad range of community and private uses.

6.0 TERMS OF REFERENCE

6.1 The role of the Committee is to provide *guidance* to the Council, through its Councillor representative and the Officer of the Council serving the Committee, on the day to day management of the WB Eva Pavilion and its surrounds.

6.2 Guidance may be in the form of recommending changes in the management of the WB Eva Pavilion, in relation to the following;

- Usage
- Terms & Conditions
- Policies & Procedures
- Maintenance
- Capital Works

6.3 Management of the WB Eva Pavilion remains the responsibility of the Council, through the Chief Executive Officer or that officer's delegate.

6.4 Assisting the Council with dispute resolution and conflict between users and or uses.

7.0 MEMBERSHIP

Membership of the Committee will comprise of a total of 9 members consisting of the predominate regular users as follows;

- 1 x Councillor – Presiding Member
- 1 x representative of the Brookton Tennis Club
- 1 x representative of the Brookton Woman's Hockey Club (inc Juniors)
- 1 x representative of the Auskick Football (juniors)
- 1 x representative of the Brookton-Pingelly Football Club
- 1 x representative of the Brookton Cricket Club
- 1 x representative of the Seabrook Cricket Club
- 1 x representative of the Brookton Playgroup
- 1 x representative of the Brookton Patchwork & Craft Group

To encourage ongoing freshness of approach and ideas, Council encourages organisations to appoint a different member representative of their group every 2 years. Groups are entitled to appoint one delegate and one proxy with only one member present entitled to vote.

8.0 MEETINGS

8.1 Annual General Meeting:

Nil.

The Committee is either re-established or disbanded following each ordinary election of the Council, at the discretion of the Council.

8.2 Committee Meetings:

Meetings shall be held;

- not more frequently than every 3 months, unless a special meeting of the Committee is called by specific resolution of the Committee for the specified purpose(s) and;
- not less frequently than every 6 months.

8.3 Quorum (S 5.15 and S5.19):

The quorum for any meeting of the WB Eva Pavilion User Group Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

8.4 Voting:

Shall be in accordance with the Local Government Act, Section 5.21 with all members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the LGA). Officers of Council servicing the Committee are not entitled to vote unless specifically approved under the charter.

Decisions of the Committee, other than confirming the previous minutes or purely administrative in nature, are to be referred to the Shire of Brookton, where the CEO or his delegate will consider those recommendations before deciding on implementation or referral to Council as the officer deems appropriate.

8.5 Minutes:

Shall be in accordance with the Local Government Act, Section 5.22.

8.6 Who acts if no presiding member?

Shall be in accordance with the Local Government Act, Section 5.14.

8.7 Meetings

Meetings shall be generally open to the public pursuant to the Local Government Act, Section 5.23.

8.8 Public Question Time

The Committee if empowered with any delegated powers will allow for Public Question Time at the start of its Meetings in accordance with the Local Government Act, Section 5.24.

8.9 Members Conduct

Members of the Committee are bound by the:

- Provisions of Section 5.65 of the Local Government Act 1995;
- Shire of Brookton Standing Orders Local Law or governing Meeting Procedures Policy;
- Shire of Brookton Code of Conduct (amended from time to time);
- Rules of Conduct Legislation; and
- Clause 34C of the Local Government (Administration Regulations) 1996;

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee of the Local Government or a Community Member.

Note however that community members *are not* bound to declare impartiality interests, unlike Councillors and Employees of Local Government, nor are they bound by the Rules of Conduct Legislation.

8.10 Secretary

The Chief Executive Officer or that Officer's nominee from time to time (currently the Community Services Manager) will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes and serving the Committee generally.

8.11 Presiding Person

The members will appoint the Presiding Person and if required Deputy of the Committee pursuant to the Local Government Act 1995, Section 5.12 and pursuant to this charter, it is Council's request that the Committee elect an Elected Member to the role of Presiding Person.

8.12 Meeting Attendance Fees

The Councillor representative will be entitled to a meeting attendance fee pursuant to any fee adopted by the Council from time to time.

8.13 Amendments to the Charter

Whilst there are some limitations to amendments to the charter imposed by legislation, should it be desirable, the Committee may recommend changes to the Charter, including altering the membership to suit changing regular users from time to time, to Council as it sees fit.

9.0 DELEGATED AUTHORITY OF THE COMMITTEE

Nil.

Adopted by Council / Resolution No.

11.02.17.02 AGE FRIENDLY COMMUNITY PLAN

File No: 1221
Applicant/ Proponent: Not applicable to this report
Subject Land/ Locality: Not applicable to this report
Date: 31/01/2017
Author: Carina Whittington, Community Services Manager
Authorising Officer: Ian D'Arcy, Chief Executive Officer
Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, financial or proximity interest that requires disclosure.
Authority/Discretion: Executive – the substantial direction setting and oversight role of the Council.

Attachments:

1. Age Friendly Community Plan 2017-2022 ([Separate Attachment 11.02.17.02A](#))

OFFICER RECOMMENDATION

That with respect to age friendly community planning, Council:

1. **Adopt the Age Friendly Community Plan 2017-2022.**

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

An Age Friendly Community Plan has been developed with funding from the Department of Local Government and Communities and includes strategies and actions to be implemented over a five year period. The aim of an age friendly community plan is to optimise opportunities for health, participation and security in order to enhance the quality of life as people age.

Council endorsed the draft plan at the December 2016 Ordinary Meeting of Council. The draft plan has been made available for public comment and is now presented for final adoption.

BACKGROUND

In January 2014, the Shire of Brookton, Beverley and Pingelly created the BBP Aged Care Partnership (BBP) to address community concerns about the future care of older residents as the general population ages, people live longer and the individuals needs for care extends over more years than it once did. In February 2015, the BBP engaged Verso Consulting to develop an Infrastructure and Services Audit Report which investigated the capacity of the three Shires in partnership to care for their aged populations and assessed the likely future needs as the population grows and ages. A recommendation from this report included ensuring that the BBP partnership develops and continually improves the aged friendliness of the communities.

The State Government has recognised the importance of assisting local governments to plan in a consistent manner for age friendly communities and has committed funds to help with this process. The Shires of Brookton and Pingelly applied for funding to develop individual age

friendly community plans and were successful in receiving funding from the Department of Local Government and Communities.

An age friendly community is one which:

- recognises the great diversity among older people;
- promotes their inclusion and contribution in all areas of community life;
- respects their decisions and lifestyle choices; and
- anticipates and responds to ageing-related needs and preferences.

COMMENT

The 4-step planning process was used to develop this plan. A collaborative process involving service providers and seniors themselves was used to gain an understanding of the community needs. This included a contextual review, audit of the age-readiness of the community, engagement with stakeholders and development and prioritisation of strategies and actions over a five year period.

CONSULTATION

Extensive consultation occurred during the development of the draft plan including:

- A survey which was distributed electronically and provided in paper form at several locations.
- A senior's focus group was formed from self-nominations through the survey process, and workshops conducted with this group.
- One on one meetings with various service providers.
- A reference group which included the Shire of Brookton Acting CEO, Community Services Manager and Deputy Shire President met with the consultant to discuss scope, review recommendations and assign priorities for the recommendations.

The process and questions used for consultation purposes were based on the Department for Communities – Age Friendly Communities, A Western Australian Approach Guide.

Following Council's endorsement at the December 2016 Ordinary Meeting of Council, the draft plan was widely advertised for public comment. This included The Brookton Telegraph, and online via our website, community e-news and social media. Hard copies were available from the Shire Administration and Brookton Public Library. The public comment period opened on 21 December and closed at 4.00pm Friday 27 January 2017.

One submission was received from the Wheatbelt Development Commission. Their response spoke positively of the plan, and emphasised the need for planning for our older population. They included the following suggestions:

<i>"Including measurable outcomes and outputs for each of the Strategies, so that the plan can be evaluated effectively;</i>	Comment: Agreed and included.
<i>Include the WA Country Health Service (WACHS) as a partner when addressing strategies that impact health services for older people;</i>	Comment: Shire of Brookton is not covered by the WA Country Health Service. Silverchain is the contracted health service provider and is included as partner in health service strategies.
<i>Include the Wheatbelt Aged Care Assessment Team (ACAT) as a partner when addressing strategies that impact home care packages; and</i>	Comment: Agreed and included.

Due to the length of the document, we suggest the use of an executive summary when engaging with stakeholders in the future”.

Comment: Agreed and included.

LEGISLATIVE IMPLICATIONS

There are no legislative issues relevant to this report.

POLICY IMPLICATIONS

The recommendation in this report relates to Policy 1.27 – Aged Care, which specifies that the Shire will conduct Aged Friendly Audits, particularly to focus on elements not addressed in the Infrastructure & Services Audit (being the report from Verso undertaken for the BBP alliance).

The final plan will become an informing strategy for the Strategic Community Plan.

FINANCIAL IMPLICATIONS

There are no direct financial implications with the adoption of the Brookton Age Friendly Community Plan 2017-2022. However as the plan will then become one of the ‘informing plans’ as part of the Integrated Planning and Reporting Framework, any initiatives included in the plan will need to be costed and integrated with the long term financial plan, and will be subject to annual budget approval processes.

The cost of the development of the plan was funded by a grant from the Department of Local Government and Communities with acquittal required by March 2017.

STRATEGIC IMPLICATIONS

Under the integrated strategic planning framework all Council plans are required to be integrated with the Council’s corporate business plan, long term financial plan, and workforce plan. Upon final adoption of the plan, initiatives contained within the plan will need to flow through any other relevant plans.

The areas of the Strategic Community Plan to which the Age Friendly Community Plan is most relevant, relate to goal 1 of the SCP being “a vibrant, safe and inclusive community”. The relevant outcomes within this area are as follows:

- Outcome 1.1 - Community well-being through quality sports, recreation and leisure opportunities.
- Outcome 1.3 – Healthcare and family support services which support the needs of the community.
- Outcome 1.4 – A vibrant and inclusive community
- Outcome 1.5 – A safe community
- Outcome 1.6 – Quality of life for the aged and disabled

The area of the Corporate Business Plan to which the Age Friendly Community Plan specifically links is as follows:

- Strategy 1.6.2 – Support the development of Aged Friendly Communities. An activity aimed at achieving this is “support initiatives from the Wheatbelt Aged Care Solutions Report and BBP facilities and services audit.

The Age Friendly Community Plan is consistent with the Wheatbelt Development Commission Blueprint aspiration of creating diverse, safe, healthy and resilient communities where services and infrastructure reflect the needs and aspirations of current and future residents

SUSTAINABILITY IMPLICATIONS

Environmental

There are no significant identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

The Wheatbelt Development Commission Blueprint outcome 3.3 indicates that "community amenity contributes to community well-being and liveability and creates economic opportunity".

Social

The aim of an age friendly community is to optimise opportunities for health, participation and security in order to enhance the quality of life as people age. An age friendly community benefits everyone in the community, not only older people, as it creates a culture of inclusion enjoyed by people of all ages and abilities.

Risk

Risk	That Council does not adopt the Age Friendly Community Plan and accordingly has less strategic direction in relation to aged services.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Impact / Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control)	Low (1-4)
Principal Risk Theme	Engagement practices
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment.

A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

It is not recommended this item be added to the Shire's Risk Register, nor that a Risk Treatment Plan be required.

CONCLUSION

Age Friendly Community Plans are now a common plan in the suite of informing plans for Council. The three Shires of the BBP are concurrently completing Aged Friendly Community Plans as an alliance activity.

This plan has been prepared using the Department for Communities Guide to ensure consistency with other LGA plans. Feedback received during the public comment period has been incorporated where appropriate.

12.02.17 FINANCE & ADMINISTRATION REPORT

12.02.17.01 LIST OF ACCOUNTS FOR PAYMENT – DECEMBER 2016

File No: 4909
Applicant/ Proponent: Not applicable
Subject Land/ Locality: Not applicable
Date: 8/02/2017
Author: Corinne Kemp, Finance Officer
Authorising Officer: Ian D'Arcy, Chief Executive Officer
Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion: Information Purposes - includes items provided to Council for information purposes only, that do not require a decision of Council (i.e. - for 'noting').
Attachments:
1. List of accounts for payment – December 2016

OFFICER RECOMMENDATION

That with respect to the list of accounts for payment, Council: Note the payments authorized under delegated authority and detailed below and in the List of Accounts 31 December 2016, per the summaries included in Attachment 12.02.17.01A

To 31st December 2016

Municipal Account

Direct Debits	\$	89,942.39
EFT	\$	571,657.15
Cheques	\$	19,626.46
<i>Trust Account</i>	\$	2,715.20

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

The List of Accounts for payment 31 December 2016 are presented to Council for inspection.

BACKGROUND

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

COMMENT

Totals of all payments from each of Council's bank accounts are listed below and detailed within Attachment 12.02.17.01A.

To 31st December 2016

Municipal Account

Direct Debits	\$	89,942.39
EFT	\$	571,657.15
Cheques	\$	19,626.46
Trust Account	\$	2,715.20

LEGISLATIVE IMPLICATIONS

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this report.

STRATEGIC IMPLICATIONS

The Strategic Community Plan has goals number 5 being that the Shire of Brookton will have a good governance and efficient organisation.

SUSTAINABILITY IMPLICATIONS*Environmental*

There are no significant identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Risk

Risk	That Council refuse to accept the payment listing
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Impact / Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control)	Low (1-4)
Principal Risk Theme	Failure to fulfil Compliance requirements

Risk (Controls proposed)	Action or Treatment	Plan	Accept Officer Recommendation
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Risk Matrix

Consequence Likelihood		Insignifican	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

CONCLUSION

The List of Accounts for payment to 31 December 2016 are presented to Council for inspection and questions are encouraged of the officers prior to the meeting where practical.

LIST OF ACCOUNTS FOR PAYMENT – DECEMBER 2016

DECEMBER 2016 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 16 FEBRUARY 2016

ATTACHMENT 12.02.17.01A

Chq/EFT	Date	Name	Description	Amount
1038	13/12/2016	AMY ROBSON	OVERPAYMENT OF PET BOND REFUND	\$ 80.00
1039	13/12/2016	DAWSONS FUNERAL HOME	HALL HIRE REFUND BOYCE SERVICE	\$ 110.00
1040	13/12/2016	DEPARTMENT OF COMMERCE	HOUSING BOND UNIT 4 / 28 WILLIAMS ST BROOKTON AMY ROBSON	\$ 1,665.20
1041	13/12/2016	DESMOND DARRYL PIKE	GYM KEY BOND RETURN	\$ 30.00
1042	22/12/2016	BALCO AUSTRALIA PTY LTD	BOND REFUND FOR HIRE OF PAVILION	\$ 400.00
1043	22/12/2016	MARGARET FAY SKANE	GYM KEY BOND REFUND	\$ 30.00
1044	22/12/2016	TEGAN SIMMONS	BOND REFUND FOR HIRE OF PAVILION	\$ 400.00
TOTAL TRUST				\$ 2,715.20

Chq/EFT	Date	Name	Description	Amount
EFT7837	13/12/2016	ALLCOM COMMUNICATIONS	ANTENNA	\$ 4,708.00
EFT7838	13/12/2016	B & N EYRE BROOKTON NEWSAGENCY	STATIONARY & PAPERS NOVEMBER 2016	\$ 1,171.50
EFT7839	13/12/2016	BAPTISTCARE	WALL MOUNTED AIR CONDITIONER UNITS	\$ 19,260.41
EFT7840	13/12/2016	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	DONATION FOR COOKING OF SAUSAGE SIZZLE AT BROOKTON COMMUNITY CHRISTMAS PARTY	\$ 250.00
EFT7841	13/12/2016	BROOKTON PLUMBING	UNBLOCK SEPTIC AT BROOKTON AQUATIC CENTRE	\$ 517.00
EFT7842	13/12/2016	CARINA WHITTINGTON	REIMBURSEMENT OF DECORATIONS FOR COMMUNITY CHRISTMAS PARTY	\$ 69.93
EFT7843	13/12/2016	CONTRACT AQUATIC SERVICES	CONTRACT MANAGEMENT FEE DECEMBER 2016 & BLANKET ROLLER MODIFICATIONS	\$ 13,519.00
EFT7844	13/12/2016	COOTE MOTORS	O RINGS	\$ 12.74
EFT7845	13/12/2016	COUNTRY COPIERS	MONTHLY PHOTOCOPIER READING NOVEMBER 2016	\$ 519.62
EFT7846	13/12/2016	DFES	2016/17 EMERGENCY SERVICES LEVY QUARTER 2	\$ 15,704.10
EFT7847	13/12/2016	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & PETROL PURCHASES NOVEMBER 2016	\$ 8,497.19
EFT7848	13/12/2016	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN PICK UP, BULK RECYCLE & BROOKTON TIPSITE 25/10/16 TO 29/11/16	\$ 12,002.28
EFT7849	13/12/2016	HANSON CONSTRUCTION MATERIALS PTY LTD	WASHED SINGLE SIZE GRANITE	\$ 6,237.66
EFT7850	13/12/2016	JASON SIGNMAKERS	TTOP BOLLARDS & ROAD SIGNS	\$ 1,001.22
EFT7851	13/12/2016	KATRINA LOUISE CRUTE	JULY 2016 SEPTMEBER 2016 MEETING ATTENDANCE & TRAVEL ALLOWANCE	\$ 1,245.80
EFT7852	13/12/2016	KYM TERENCE WILKINSON	JULY 2016 SEPTMEBER 2016 MEETING ATTENDANCE	\$ 1,700.00
EFT7853	13/12/2016	LANDGATE	LIST OF ALL RESERVES IN THE SHIRE OF BROOKTON	\$ 201.30
EFT7854	13/12/2016	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY DECEMBER 2016	\$ 440.00
EFT7855	13/12/2016	LM PAVING	WHITE ST FOOTPATH UPGRADE	\$ 32,000.00
EFT7856	13/12/2016	LYN KAY	CIRCUIT CLASSES AT BROOKTON ALL HOURS GYM	\$ 360.00
EFT7857	13/12/2016	MAD COW ENTERTAINMENT COMPANY OF WA	FLYWALL INFLATABLE FOR COMMUNITY CHRISTMAS PARTY	\$ 675.00

EFT7858	13/12/2016	NARROGIN GLASS	FIT 2 SHEETS OF GLASS TO LOADER CAB	\$ 308.00
EFT7859	13/12/2016	PERTH PARTY ANIMALS	ANIMAL FARM, PONY RIDES, BOUNCY CASTLE & SUMO SUITS FOR COMMUNITY CHRISTMAS PARTY	\$ 650.00
EFT7860	13/12/2016	POP MAGIC	MAGICAL ENTERTAINMENT MAGIC SHOW AND BALLOON TWISTING	\$ 687.50
EFT7861	13/12/2016	SHIRE OF BROOKTON	MASTERCARD PURCHASES NOVEMBER 2016	\$ 177.10
EFT7862	13/12/2016	STUMPY'S GATEWAY ROADHOUSE	DIESEL & UNLEADED PETROL PURCHASES NOVEMBER 2016	\$ 212.53
EFT7863	13/12/2016	TIANCO TRANSPORT	DELIVERY OF BLUEMETAL	\$ 858.94
EFT7864	13/12/2016	WA CONTRACT RANGER SERVICES	RANGER SERVICES 25/11/16 TO 09/12/16	\$ 1,098.62
EFT7865	13/12/2016	WA TREASURY CORPORATION	BROOKTON SENIOR CITIZEN HOMES SSL LOAN REPAYMENT	\$ 10,680.78
EFT7866	13/12/2016	WHEATBELT ELECTRICS	REPAIR FAULTY LIGHT FIXTURE UNIT 3/28 WILLIAMS ST BROOKTON WA 6306	\$ 267.30
EFT7867	13/12/2016	WINDSOR D & J	REPLACE DOOR ON DEPOT AFTER BREAK IN	\$ 253.00
EFT7868	22/12/2016	AMAZING 50'S CATERING	CATERING COUNCIL MEETING 15 DECEMBER 2016	\$ 420.00
EFT7869	22/12/2016	AMPAC DEBT RECOVERY	RATES DEBT RECOVERY NOVEMBER 2016	\$ 3,376.92
EFT7870	22/12/2016	AUSTRALIA POST	POSTAGE NOVEMBER 2016	\$ 198.15
EFT7871	22/12/2016	AVON PAPER SHRED	PAPER SHREDDING	\$ 77.00
EFT7872	22/12/2016	BAPTISTCARE	MANAGEMENT & OPERATING FEES KALKARNI RESIDENCY DECEMBER 2016 & DINING CHAIRS	\$ 239,657.54
EFT7873	22/12/2016	BRIAN WILLIAMS	WATER TRUCK HIRE	\$ 9,256.50
EFT7874	22/12/2016	BROOKTON DELI	CATERINGCOUNCIL MEETING 15 DEC 2016	\$ 328.00
EFT7875	22/12/2016	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT WAGES	\$ 84.86
EFT7876	22/12/2016	BROOKTON PLUMBING	ALDERSYDE HALL PUMP OUT OF SEPTIC TANK	\$ 771.00
EFT7877	22/12/2016	BROOKTON ROADHOUSE	PETROL NOVEMBER 2016	\$ 46.00
EFT7878	22/12/2016	BROOKTON SUPERMARKET	MILK, COFFEE, GAS BOTTLES, KEY CUTTING WATER & COOLDRINK	\$ 515.39
EFT7879	22/12/2016	BW JAMES TRANSPORT	FREIGHT	\$ 65.82
EFT7880	22/12/2016	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 346.28
EFT7881	22/12/2016	COLAS	BITUMEN SEALING WORK BROOKTON KWEDA RD	\$ 33,947.43
EFT7882	22/12/2016	COURIER AUSTRALIA	FREIGHT	\$ 20.62
EFT7883	22/12/2016	CUTTING EDGES PTY LTD	CUTTING EDGES & BOLTS	\$ 806.98
EFT7884	22/12/2016	GILL RURAL TRADERS	OUTSIDE STAFF WORKWEAR & PROTECTIVE CLOTHING & HARDWARE PURCHASES NOVEMBER 2016	\$ 5,569.17
EFT7885	22/12/2016	GJ SEEBER PLUMBERS & GASFITTERS	BACKFLOW TEST DEVICE OF LENNARD ST STANDPIPE	\$ 203.50
EFT7886	22/12/2016	H RUSHTON & CO	CATERPILLAR LOADER PL6 WINDOW	\$ 1,223.80
EFT7887	22/12/2016	HANSON CONSTRUCTION MATERIALS PTY LTD	WASHED GRANITE	\$ 2,073.06
EFT7888	22/12/2016	IXOM	SERVICE FEE CHLORINE GAS BOTTLES	\$ 81.84
EFT7889	22/12/2016	JILL CAMERON AND ASSOCIATES	A PROJECT TO DEVELOP A REGIONAL MODEL OF GOVERNANCE FOR WHEATBELT ECEC SERVICES	\$ 29,700.00

EFT7890	22/12/2016	JR & A HERSEY PTY LTD	SAFETY EQUIPMENT	\$ 809.03
EFT7891	22/12/2016	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE 12/03/16 TO 04/11/16 & RURAL UV'S CHARGEABLE SCHEDULES R2016/9 & R2016/10	\$ 250.58
EFT7892	22/12/2016	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY 16/12/16	\$ 220.00
EFT7893	22/12/2016	LYN KAY	CIRCUIT CLASSES AT BROOKTON GYM 08/12/16 TO 15/12/16	\$ 240.00
EFT7894	22/12/2016	MOORE STEPHENS	AUDIT SERVICES PROVIDED YEAR ENDED 30 JUNE 2016	\$ 11,341.00
EFT7895	22/12/2016	RESOLUTE AUSTRALIA CIVIL CONTRACTORS PTY LTD	WATER MAIN EXTENSION LOT 391 MONTGOMERY ST	\$ 650.38
EFT7896	22/12/2016	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC MANGEMENT SERVICES FOR REYNOLDS STREET	\$ 893.20
EFT7897	22/12/2016	SERVICWEST	IT SUPPORT	\$ 908.16
EFT7898	22/12/2016	SGS	WATER SAMPLING	\$ 567.60
EFT7899	22/12/2016	SHIRE OF BROOKTON SOCIAL CLUB	DONATION TO SOCIAL CLUB 201617 COUNCIL RESOLUTION 12.11.16.02 & PAYROLL DEDUCTIONS	\$ 630.00
EFT7900	22/12/2016	SIGMA CHEMICALS	PHOTOMETER TEST TABS FOR SWIMMING POOL	\$ 232.10
EFT7901	22/12/2016	SOUTH REGIONAL TAFE	FIRST AID COURSE	\$ 249.80
EFT7902	22/12/2016	STABILISED PAVEMENTS OF AUSTRALIA PTY LTD	MOORUMBINE ROAD STABILISATION	\$ 70,217.40
EFT7903	22/12/2016	TOTALLY CONFIDENTIAL RECORDS	STORAGE OF ARCHIVE BOXES NOVEMBER 2016	\$ 128.70
EFT7904	22/12/2016	WA FIRE APPLIANCES	TANK SENSOR	\$ 428.46
EFT7905	22/12/2016	WESFARMERS KLEENHEAT GAS PTY LTD	GAS CYLINDER FEES	\$ 207.90
TOTAL EFT				\$ 552,030.69

Chq/EFT	Date	Name	Description	Amount
17977	13/12/2016	BROOKTON NOMINEES PTY LTD ATF BROOKTON PROPERTY TRUST	RATES REFUND FOR ASSESSMENT A2833	\$ 218.16
17978	13/12/2016	BUILDING COMMISSION	BUILDING SERVICES LEVY NOVEMBER 2016	\$ 462.65
17979	13/12/2016	CAROLYN WATTS	REIMBURSEMENT OF EXPENSES FOR EARLY YEARS NETWORK ACTIVITY	\$ 195.90
17980	13/12/2016	KIM MILLS	JULY 2016 SEPTMEBER 2016 MEETING ATTENDANCE	\$ 900.00
17981	13/12/2016	LOUISE SHEREE ALLINGTON	JULY 2016 SEPTMEBER 2016 MEETING ATTENDANCE	\$ 700.00
17982	13/12/2016	NEIL WALKER	JULY 2016 SEPTMEBER 2016 MEETING ATTENDANCE	\$ 700.00
17983	13/12/2016	SYNERGY	ELECTRICITY 09/09/16 TO 21/11/16 SWIMMING POOL, CARAVAN PARK, OVAL & PAVILION	\$ 1,830.35
17984	13/12/2016	TELSTRA CORPORATION	MOBILE & IPAD ACCOUNTS	\$ 1,073.47
17985	13/12/2016	THERESA FANCOTE	JULY 2016 SEPTMEBER 2016 MEETING ATTENDANCE	\$ 800.00

17986	13/12/2016	TRAVIS EVA	JULY 2016 SEPTMEBER 2016 MEETING ATTENDANCE & TRAVEL ALLOWANCE	\$ 830.40
17987	13/12/2016	WATER CORPORATION OF WA	WATER USAGE & SERVICE CHARGES OVAL, OVAL GARDENS, PAVILION & CARAVAN PARK	\$ 686.07
17988	22/12/2016	BROOKTON MEATS	VOUCHER TO STEWART GEARY FOR OVERSEEING CARAVAN PARK & PUBLIC TOILETS & SAUSAGES	\$ 91.00
17989	22/12/2016	BROOKTON MEDICAL PRACTICE	PREEMPLOYMENT MEDICAL	\$ 120.00
17990	22/12/2016	SHIRE OF BROOKTON	MADISON SQUARE UNITS RATES & SEWERAGE	\$ 6,105.12
17991	22/12/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 160.00
17992	22/12/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 259.70
17993	22/12/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 160.00
17994	22/12/2016	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 617.95
17995	22/12/2016	SYNERGY	STREETLIGHT ELECTRICITY 25/10/16 TO 24/11/16	\$ 3,117.10
17996	22/12/2016	TELSTRA CORPORATION	TELEPHONE ADMINISTRATION, DCEO RESIDENCE, DEPOT & SWIMMING POOL	\$ 598.59
TOTAL CHEQUE				\$ 19,626.46
TOTAL MUNICIPAL				\$ 571,657.15

DIRECT DEBITS FOR DECEMBER 2016	
SALARIES & WAGES	\$ 76,669.78
MERCHANT FEES	\$ 392.01
SUPERANNUATION	\$ 12,880.60
TOTAL	\$ 89,942.39

TERM DEPOSIT TRANSFERS FOR DECEMBER 2016	
RESERVES (INTEREST)	NIL
TRUST	NIL
TOTAL	\$ -

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
4/11/16	WESTNET - DEPOT	\$ 49.95
	WESTNET - ADMINISTRATION	\$ 109.95
10/11/16	SAFETY CULTURE -IAUDITOR SUBSCRIPTION	\$ 13.20
29/9/16	CARD FEE	\$ 4.00
TOTAL		\$ 177.10

12.02.17.02 LIST OF ACCOUNTS FOR PAYMENT – JANUARY 2017

File No: 4913
Applicant/ Proponent: Not applicable
Subject Land/ Locality: Not applicable
Date: 8/02/2017
Author: Corinne Kemp, Finance Officer
Authorising Officer: Ian D'Arcy, Chief Executive Officer
Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion: Information Purposes - includes items provided to Council for information purposes only, that do not require a decision of Council (i.e. - for 'noting').
Attachments:
1. List of accounts for payment – January 2017

OFFICER RECOMMENDATION

That with respect to the list of accounts for payment, Council: Note the payments authorized under delegated authority and detailed below and in the List of Accounts 31 January 2017, per the summaries included in Attachment 12.02.17.01A

To 31st January 2017

Municipal Account

Direct Debits	\$	127,464.64
EFT	\$	442,592.00
Cheques	\$	77,202.95
Trust Account	\$	2,120.00

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

The List of Accounts for payment 31 January 2017 are presented to Council for inspection.

BACKGROUND

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

COMMENT

Totals of all payments from each of Council's bank accounts are listed below and detailed within Attachment 12.02.17.01A.

To 31st January 2017

Municipal Account

Direct Debits	\$	127,464.64
EFT	\$	442,592.00

Cheques	\$	77,202.95
Trust Account	\$	2,120.00

LEGISLATIVE IMPLICATIONS

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this report.

STRATEGIC IMPLICATIONS

The Strategic Community Plan has goals number 5 being that the Shire of Brookton will have a good governance and efficient organisation.

SUSTAINABILITY IMPLICATIONS

Environmental

There are no significant identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Risk

Risk	That Council refuse to accept the payment listing
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Impact / Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control)	Low (1-4)
Principal Risk Theme	Failure to fulfil Compliance requirements
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood	Insignificant		Minor	Moderate	Major	Catastrophic
	1	2	3	4	5	
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

CONCLUSION

The List of Accounts for payment to 31st January 2017 are presented to Council for inspection and questions are encouraged of the officers prior to the meeting where practical.

LIST OF ACCOUNTS FOR PAYMENT – JANUARY 2017

JANUARY 2017 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 16 FEBRUARY 2016

ATTACHMENT 12.02.17.01A

Chq/EFT	Date	Name	Description	Amount
1045	16/01/2017	ELLEN WALKER	GYM KEY BOND REFUNDED KEY RETURNED 09/01/2017	\$ 30.00
1046	16/01/2017	MEAGAN MORRISON	GYM KEY BOND REFUNDED KEY RETURNED 10/01/2017	\$ 30.00
1047	24/01/2017	DEPARTMENT OF COMMERCE	BOND LODGEMENT U2 4 MATTHEW ST BROOKTON HOUSING AUTHORITY	\$ 2,060.00
TOTAL TRUST				\$ 2,120.00

Chq/EFT	Date	Name	Description	Amount
EFT7906	05/01/2017	ARM SECURITY	ALARM MONITORING CHARGES 01/01/17 TO 31/03/17	\$ 185.90
EFT7907	05/01/2017	B & N EYRE BROOKTON NEWSAGENCY	STATIONARY & PAPERS DECEMBER 2016	\$ 72.54
EFT7908	05/01/2017	BRIAN WILLIAMS	WATER TRUCK HIRE BROOKTON KWEDA ROAD	\$ 2,843.50
EFT7909	05/01/2017	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT WAGES	\$ 169.72
EFT7910	05/01/2017	BROOKTON PLUMBING	CARAVAN PARK DUMP POINT, REPAIRS TO SEWERAGE PLANT & HOT WATER REPAIRS AT UNIT 1 MADISON SQUARE	\$ 9,580.90
EFT7911	05/01/2017	COLAS	BITUMEN SEALING	\$ 64,267.50
EFT7912	05/01/2017	COURIER AUSTRALIA	FREIGHT	\$ 127.05
EFT7913	05/01/2017	CREATIVEADM	MARKETING AND COMMUNICATIONS PLAN	\$ 9,625.00
EFT7914	05/01/2017	ELEESHA COOTE	TRAVEL REIMBURSEMENT FOR FIRE HANDS ON DAY	\$ 56.24
EFT7915	05/01/2017	FLEET COMMERCIAL GYMNASIUMS	ANNUAL SERVICE OF EQUIPMENT BROOKTON ALL HOURS GYM	\$ 610.50
EFT7916	05/01/2017	H RUSHTON & CO	TYRES, RADIATOR & FILTERS	\$ 3,959.45
EFT7917	05/01/2017	ISWEEP TOWN & COUNTRY	SWEEPING OF TOWN	\$ 1,485.00
EFT7918	05/01/2017	J MAC ENGINEERING PINGELLY	SHAFT	\$ 188.52
EFT7919	05/01/2017	JASON SIGNMAKERS	TOWN CENTRE, BOUNDARY & ROAD SIGNS	\$ 1,497.43
EFT7920	05/01/2017	JH COMPUTER SERVICES	IT SUPPORT DECEMBER 2016	\$ 278.08
EFT7921	05/01/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY	\$ 440.00
EFT7922	05/01/2017	MIDLAND BRICK	SUPPLY AND DELIVERY OF PAVERS ROBINSON ROAD	\$ 4,911.19
EFT7923	05/01/2017	ROYAL LIFE SAVING	COST SHARE TRAVEL FOR CODE OF PRACTICE SAFETY ASSESSMENT	\$ 195.00
EFT7924	05/01/2017	SHIRE OF PINGELLY	FIRST AID TRAINING OUTSIDE STAFF	\$ 289.80
EFT7925	05/01/2017	STABILISED PAVEMENTS OF AUSTRALIA PTY LTD	REYNOLD STREET FULL WIDTH BETWEEN MONGER STREET AND BROOKTON HIGHWAY	\$ 21,340.00
EFT7926	05/01/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 15/12/16 TO 23/12/16	\$ 514.25
EFT7927	05/01/2017	WA LOCAL GOVERNMENT ASSN	LOCAL RECOVERY TRAINING CR FANCOTE	\$ 984.50
EFT7928	05/01/2017	WA TREASURY CORPORATION	LOANS GOVERNMENT GUARANTEE FEE 31/12/16	\$ 5,931.05

EFT7929	05/01/2017	WESFARMERS KLEENHEAT GAS PTY LTD	CYLINDER SERVICE CHARGES U1 & U2/ 4 MATTHEWS ST	\$ 103.95
EFT7930	05/01/2017	WHEATBELT ELECTRICS	REPAIR POWER AT OVAL PUMP	\$ 761.75
EFT7931	19/01/2017	AUSTRALIA POST	POSTAGE CHARGES DECEMBER 2016	\$ 283.55
EFT7932	19/01/2017	BAPTISTCARE	OPERATING AND MANAGEMENT FEES JANUARY 2017	\$ 231,757.54
EFT7933	19/01/2017	BROOKTON DELI	REFRESHMENTS FOR MINISTERIAL VISIT, CATERING FOR COUNCIL MEETING & LOLLY BAGS FOR COMMUNITY CHRISTMAS PARTY	\$ 538.00
EFT7934	19/01/2017	BROOKTON SUPERMARKET	GAS BOTTLES, KEY CUTTING, DECORATION FOR COMMUNITY CHRISTMAS PARTY, TEA, COFFEE & MILK	\$ 495.50
EFT7935	19/01/2017	COOTE MOTORS	FIRE TENDER REPAIRS	\$ 313.45
EFT7936	19/01/2017	COURIER AUSTRALIA	FREIGHT	\$ 10.30
EFT7937	19/01/2017	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & PETROL PURCHASES DECEMBER 2016	\$ 4,435.85
EFT7938	19/01/2017	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN COLLECTION, BULK RECYCLE & TIPSITE	\$ 11,437.56
EFT7939	19/01/2017	LANDGATE	RURAL UV'S CHARGEABLE & GRV VALUATIONS	\$ 129.40
EFT7940	19/01/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY	\$ 220.00
EFT7941	19/01/2017	MCPEST PEST CONTROL	ANNUAL TERMITE INSPECTION & SPRAYING OF SHIRE BUILDINGS	\$ 4,125.00
Chq/EFT	Date	Name	Description	Amount
EFT7942	19/01/2017	SGS	WATER TESTING SEWERAGE TREATMENT PLANT	\$ 352.00
EFT7943	19/01/2017	SIGNS PLUS	STAFF NAME BADGES	\$ 32.00
EFT7944	19/01/2017	UNIQUE STROKES WA	PAINT INTERIOR U1 / 4 MATTHEWS STREET, BROOKTON	\$ 2,480.00
EFT7945	19/01/2017	WA TREASURY CORPORATION	LOAN REPAYMENTS FOR ADMINISTRATION EXTENSIONS, BMFC, KALKARNI RESIDENCY, SEWERAGE EXTENSION, STAFF HOUSING & GRADER	\$ 46,578.00
EFT7946	24/01/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY	\$ 440.00
EFT7947	24/01/2017	LM PAVING	SUPPLY & LAY 363SQM CONCRETE MONTGOMERY STREET FOOTPATH	\$ 8,545.03
TOTAL EFT				\$ 442,592.00

Chq/EFT	Date	Name	Description	Amount
17997	05/01/2017	BROOKTON MEATS	BBQ SAUSAGES FOR COMMUNITY CHRISTMAS PARTY	\$ 157.25
17998	05/01/2017	SOLARGAIN PV PTY LTD	INSTALL 26.46KWP SYSTEM FOR ADMINISTRATION OFFICE PART PAYMENT	\$ 2,049.00
17999	05/01/2017	SYNERGY	ELECTRICITY CARAVAN PARK, OVAL & PAVILION	\$ 2,131.05
18000	05/01/2017	TELSTRA CORPORATION	MOBILE PHONE 0429998533	\$ 120.00
18001	05/01/2017	WATER CORPORATION OF WA	WATER USAGE CARAVAN PARK & PAVILION	\$ 214.32
18002	13/01/2017	LM PAVING	SUPPLY AND LAY CONCRETE WITH EARTHWORKS AND REMOVAL OF BITUMEN & DIRT AT RAILWAY STATION	\$ 34,985.73

18003	13/01/2017	SHIRE OF BROOKTON	MASTERCARD PAYMENT DECEMBER 2016	\$ 1,249.15
18004	19/01/2017	BROOKTON MEDICAL PRACTICE	PREEMPLOYEMNT MEDICAL	\$ 120.00
18005	19/01/2017	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY DECEMBER 2016	\$ 51.75
18006	19/01/2017	BUILDING COMMISSION	BUILDING SERVICES LEVY DECEMBER 2016	\$ 1,027.57
18007	19/01/2017	TELSTRA CORPORATION	TELSTRA MOBILE & IPAD CHARGES DECEMBER 2016	\$ 1,939.01
18008	24/01/2017	NARROGIN TOYOTA	2016 TOYOTA PRADO	\$ 27,914.08
18009	24/01/2017	SYNERGY	SYNERGY POWER USAGE NOV 16 TO JAN 17 VARIOUS SHIRE PROPERTIES	\$ 5,174.26
18010	24/01/2017	WATER CORPORATION OF WA	WATER USAGE 09/11/16 16/01/17 U2 4 MATTHEW STREET, BROOKTON	\$ 69.78
TOTAL CHEQUES				\$ 77,202.95
TOTAL MUNICIPAL				\$ 519,794.95

DIRECT DEBITS FOR JANUARY 2017	
SALARIES & WAGES	\$ 109,431.80
MERCHANT FEES	\$ 110.63
SUPERANNUATION	\$ 17,922.21
TOTAL	\$ 127,464.64

TERM DEPOSIT TRANSFERS FOR DECEMBER 2016	
RESERVES (INTEREST)	NIL
TRUST	NIL
TOTAL	\$ -

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
2/12/2016	BOFFINS BOOKSHOP - PARKS & GARDENS TRAINING BOOKS	\$ 237.35
3/12/16	WESTNET - DEPOT	\$ 49.95
	WESTNET - ADMINISTRATION	\$ 109.95
10/12/16	SAFETY CULTURE -IAUDITOR SUBSCRIPTION	\$ 13.20
10/12/16	ASTHMA FOUNDATION - ASTHMA KIT FOR SWIMMING POOL	\$ 48.50
13/12/16	BCF - GIFT FOR DEPARTING TOWN PLANNER	\$ 200.00
22/12/16	BROOKTON NEWSAGENCY - GIFT IN LEIU OF CARETAKING CARAVAN PARK & PUBLIC TOILETS S GEARY	\$ 46.20
31/12/16	MANDURAH AUTO - SERVICE 1BO	\$ 540.00
31/12/16	CARD FEE	\$ 4.00
TOTAL		\$ 1,249.15

**12.02.17.03 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31
DECEMBER 2016 AND 31 JANUARY 2017**

File No: 1339
Applicant/ Proponent: Shire of Brookton
Subject Land/ Locality: Not Applicable
Date: 9/02/2017
Author: Deanne Sweeney, Senior Finance Officer
Authorising Officer: Ian D'Arcy, Chief Executive Officer
Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion: Executive – the substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing the Chief Executive Officer, setting and amending budgets.

Attachments:

1. Monthly Financial Reports (presented under separate cover)

OFFICER RECOMMENDATION

That with respect to the Statement of Financial Activity for the period ended 31 December 2016 and 31 January 2017, Council:

1. **Receive the Monthly Financial Reports as presented under separate cover which are inclusive of the Statement of Financial Activity and;**
2. **Note that there are no proposed Budget variations requiring Council approval this month.**

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

The Statement of Financial Activity and informing notes for the period ended 31 December 2016 and 31 January 2017 are presented to Council pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

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.

COMMENT

The Monthly Financial Report for the Period Ended 31 December 2016 and 31 January 2017 have been prepared and are presented to Council as an attachment to this report.

The monthly financial report is based on a template that is widely used by the local government sector in Western Australia and includes information that is typically included in the Annual

Budget and Annual Report. Importantly the Statement of Financial Activity reconciles all financial transactions against movement in the Balance Sheet; this is captured in Note 3 Net Current Funding Position.

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

CONSULTATION

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

LEGISLATIVE IMPLICATIONS

The Monthly Financial Report has been prepared pursuant to section 6.4 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Section 6.8 of the *Local Government Act 1995* details the requirements where expenditure from the municipal fund has not been included in the Annual Budget.

Section 6.11 of the *Local Government Act 1995* deals with the establishment of Reserve Accounts.

Subdivision 2 of Part 6 of the *Local Government Act 1995* deals with the imposition of Fees and Charges.

POLICY IMPLICATIONS

There are no Council Policy implications that are relevant to this item.

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).

Future Budget variations potentially required and to be monitored by staff include;

- Splitting the General Ledger No. I033020 General Interest between IE Code 140 (Municipal Fund) and 142 (Reserve Funds). Total Budget for 2016/17 against IE Code 140 is \$110,938.
 - Impact: Nil – simply a reallocation between accounts to reflect a more transparent allocation.
- Reviewing Department advice with respect to the Swimming Pool Grant and the eligibility of required expenditure of \$30,000.
 - Impact: potential windfall of some component (percentage) and / or the ability to perform essential or desirable, but not budgeted maintenance or improvement works on a prioritised basis.
- Accounting for a required \$5,000 Housing Incentive payment for a sale of a lot in the Koornong Estate.
 - Impact: Unbudgeted – funds to be identified.

STRATEGIC IMPLICATIONS

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.

SUSTAINABILITY IMPLICATIONS

Environmental

There are no significant identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Risk

Risk	That Council refuse to receive the Monthly Financial Report.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Impact / Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control)	Low (1-4)
Principal Risk Theme	Failure to fulfil Compliance requirements
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

It is not recommended this item be added to the Shire's Risk Register, nor that a Risk Treatment Plan be required.

CONCLUSION

The Monthly Financial Report has been prepared in accordance with statutory requirements. A Schedule of Budget Variations is not required for this month.

Shire of Brookton

MONTHLY FINANCIAL REPORT

For the Period Ended 31 December 2016

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Note 8 - Cash and Investments

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Note 15 - Road Program

Note 16 - Capital Works Program

Note 17 - Grants Register

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

General User Input

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

Data to appear in the Report

Shire of Brookton
2014-15
2015-16
2016-17
For the Period Ended 31 December 2016
01-Jul-16
30-Jun-17

Material Threshold

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

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

Material Variances Symbol

Above Budget Expectations
 Below Budget Expectations

▲
▼

31/12/2016

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

Statement of Financial Activity

Month	Operating Expenses		Operating Revenue		Capital Expenses		Capital Revenue	
	Budget 2016-17	Actual 2016-17	Budget 2016-17	Actual 2016-17	Budget 2016-17	Actual 2016-17	Budget 2016-17	Actual 2016-17
Jul	888,924	540,725	349,615	330,060	59,086	59,393	0	50,000
Aug	1,777,848	1,749,310	1,385,706	1,265,637	69,086	74,959	50,000	50,000
Sep	2,675,245	2,323,456	1,930,906	1,877,505	1,024,604	185,218	334,334	53,895
Oct	3,567,169	2,909,007	2,455,168	2,240,839	1,379,242	370,330	420,328	53,895
Nov	3,851,848	3,869,964	3,044,664	3,290,709	1,379,242	532,597	435,141	68,707
Dec	4,633,085	4,514,603	3,411,922	3,864,083	1,379,242	744,732	429,112	68,707
Jan								
Feb								
Mar								
Apr								
May								
Jun								

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

Note 2 - Net Funding Current Position

Month	Actual 2014-15 \$('000s)	Actual 2015-16 \$('000s)	Actual 2016-17 \$('000s)
Jul	42,756	928,555	252,685
Aug	2,656,260	3,202,878	2,326,820
Sep	2,464,408	2,749,446	2,370,041
Oct	2,152,049	2,763,219	2,281,134
Nov	2,380,552	2,375,371	2,372,945
Dec	2,152,049	2,763,219	2,281,134
Jan			
Feb			
Mar			
Apr			
May			
Jun			

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

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

	Note	Adopted Annual Budget	Amended Budget November OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) g	Var. % (b)-(a)/(b) g
Operating Revenues		\$		\$	\$	\$	%
Governance		36,054	36,054	12,018	11,317	(701)	(5.83%)
General Purpose Funding		1,118,337	1,118,337	559,142	526,020	(33,122)	(5.92%)
Law, Order and Public Safety		34,763	34,763	17,364	11,068	(6,296)	(36.26%)
Health		2,509	2,509	1,248	894	(354)	(28.37%)
Education and Welfare		3,719,654	3,719,654	1,859,820	2,037,153	177,333	9.53%
Housing		82,562	121,268	60,636	48,433	(12,203)	(20.12%)
Community Amenities		520,003	479,002	451,656	428,781	(22,874)	(5.06%)
Recreation and Culture		177,790	145,790	32,376	56,651	24,275	74.98%
Transport		978,168	978,168	326,056	683,625	357,569	109.66%
Economic Services		87,775	87,775	43,878	39,281	(4,597)	(10.48%)
Other Property and Services		165,475	135,475	47,728	20,860	(26,868)	(56.29%)
Total (Excluding Rates)		6,923,090	6,858,794	3,411,922	3,864,083	452,161	13.25%
Operating Expense							
Governance		(680,722)	(812,405)	(416,292)	(391,045)	25,247	(6.06%)
General Purpose Funding		(230,073)	(230,073)	(115,002)	(123,287)	(8,285)	7.20%
Law, Order and Public Safety		(218,386)	(218,386)	(72,795)	(94,033)	(21,238)	29.17%
Health		(51,035)	(51,035)	(25,500)	(13,232)	12,268	(48.11%)
Education and Welfare		(3,856,839)	(3,856,839)	(1,928,394)	(1,989,740)	(61,346)	3.18%
Housing		(126,435)	(126,435)	(63,030)	(68,102)	(5,072)	8.05%
Community Amenities		(617,463)	(580,370)	(290,040)	(225,076)	64,964	(22.40%)
Recreation and Culture		(805,635)	(802,869)	(401,148)	(381,640)	19,508	(4.86%)
Transport		(3,870,659)	(2,417,945)	(1,208,934)	(1,219,896)	(10,962)	0.91%
Economic Services		(158,894)	(134,634)	(67,266)	(50,905)	16,361	(24.32%)
Other Property and Services		(90,158)	(86,553)	(44,684)	42,353	87,037	(194.78%)
Total		(10,706,299)	(9,317,544)	(4,633,085)	(4,514,603)	118,482	2.56%
Funding Balance Adjustment							
Add back Depreciation		4,023,244	2,570,530	1,341,081	1,135,621	(205,460)	(15.32%)
Adjust (Profit)/Loss on Asset Disposal	6	(9,248)	(9,248)	(3,083)	(19,925)	(16,842)	546.36%
Movement in Non Cash Provisions		0	0	0	0	0	
Net Operating (Ex. Rates)		230,787	102,532	116,835	465,175	348,341	298.15%
Capital Revenues							
Proceeds from Disposal of Assets	6	264,000	264,000	50,000	50,000	0	0.00%
Self-Supporting Loan Principal		38,036	38,036	12,679	18,707	6,029	47.55%
Transfer from Reserves	5	1,099,300	1,110,300	366,433	0	(366,433)	(100.00%)
Total		1,401,336	1,412,336	429,112	68,707	(360,405)	
Capital Expenses							
Land and Buildings	6	(1,136,600)	(1,151,600)	(378,867)	(45,847)	333,020	(87.90%)
Plant and Equipment	6	(540,500)	(508,500)	(180,167)	0	180,167	(100.00%)
Furniture and Equipment	6	(202,243)	(211,498)	(67,414)	(7,182)	60,233	(89.35%)
Infrastructure Assets - Roads & Bridges	6	(1,266,600)	(1,266,600)	(422,200)	(556,533)	(134,333)	31.82%
Infrastructure Assets - Sewerage	6	(213,680)	(213,680)	(71,227)	(52,797)	18,429	(25.87%)
Infrastructure Assets - Parks	6	(30,000)	(30,000)	(10,000)	0	10,000	(100.00%)
Repayment of Debentures	7	(122,136)	(122,136)	(53,815)	(60,101)	(6,286)	11.68%
Transfer to Reserves	5	(586,657)	(518,937)	(195,552)	(22,272)	173,280	(88.61%)
Total		(4,098,416)	(4,022,951)	(1,379,242)	(744,732)	634,510	(46.00%)
Net Capital		(2,697,080)	(2,610,615)	(950,130)	(676,024)	274,105	(28.85%)
Total Net Operating + Capital		(2,466,293)	(2,508,083)	(833,295)	(210,849)	622,446	(74.70%)
Rate Revenue		1,917,236	1,917,236	1,917,738	1,919,135	1,398	0.07%
Opening Funding Surplus(Deficit)		549,058	549,058	572,848	572,848	(23,790)	(4.15%)
Closing Funding Surplus(Deficit)	2	0	(41,790)	1,657,291	2,281,134	600,054	

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

	NOTE	2016/17 Adopted Budget \$	2016/17 Amended Budget November OCM	2016/17 YTD Budget \$	2016/17 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES						
Rates		1,917,236	1,917,236	1,917,738	1,919,135	1,398
Operating Grants, Subsidies and Contributions		3,812,835	3,812,835	1,945,218	2,113,306	168,088
Fees and Charges		1,499,148	1,500,764	912,500	894,182	(18,318)
Interest Earnings		199,619	199,619	99,792	71,306	(28,486)
Other Revenue		309,101	243,189	121,560	94,716	(26,844)
		7,737,938	7,673,642	4,996,807	5,092,646	95,839
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs		(1,184,512)	(1,222,143)	(612,176)	(742,326)	(130,150)
Materials and Contracts		(4,968,682)	(4,969,307)	(2,484,270)	(2,345,866)	138,404
Utilities		(158,895)	(156,405)	(78,090)	(54,018)	24,072
Depreciation		(4,023,244)	(2,570,530)	(1,341,081)	(1,135,621)	205,460
Interest Expenses	7	(122,249)	(122,249)	(40,750)	(33,259)	7,491
Insurance		(213,229)	(213,229)	(213,229)	(198,062)	15,167
Other Expenditure		(14,202)	(14,202)	(7,086)	(414)	6,672
		(10,685,014)	(9,268,065)	(4,776,682)	(4,509,565)	267,116
		(2,947,076)	(1,594,423)	220,125	583,081	362,955
Non-Operating Grants, Subsidies & Contributions		1,071,854	1,071,854	289,422	670,647	381,225
Profit on Asset Disposals	6	30,534	30,534	15,258	19,925	4,667
Loss on Asset Disposals	6	(21,285)	(21,285)	(10,632)	-	10,632
NET RESULT		(1,865,973)	(513,321)	514,173	1,273,653	759,479

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)
Program by Nature and Type
For the Period Ended 31 December 2016

	2016/17	2016/17	2016/17	2016/17	Variance	Actuals
	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Budget vs	as % of
	\$	November OCM	\$	\$	YTD Actual	Total
REVENUES FROM ORDINARY ACTIVITIES						
Rates	1,917,236		1,917,738	1,919,135	1,398	60%
Operating Grants, Subsidies and Contributions	1,034,979		556,290	551,113	(5,178)	17%
Fees and Charges	817,593		571,722	553,405	(18,318)	17%
Interest Earnings	199,619		99,792	71,306	(28,486)	2%
Other Revenue	309,101		121,560	94,716	(26,844)	3%
	4,278,527		3,267,102	3,189,675	(77,427)	100%
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs	(1,184,512)		(612,176)	(742,326)	(130,150)	28%
Materials and Contracts	(1,505,962)		(752,910)	(622,171)	130,739	23%
Utilities	(158,895)		(78,090)	(54,018)	24,072	2%
Depreciation	(3,835,228)		(1,184,401)	(1,041,793)	142,608	39%
Interest Expenses	(116,391)		(35,868)	(32,800)	3,067	1%
Insurance	(198,229)		(183,229)	(183,608)	(379)	7%
Other Expenditure	(14,202)		(7,086)	(414)	6,672	0%
	(7,013,419)		(2,853,760)	(2,677,130)	176,630	100%
	(2,734,892)		413,342	512,545	99,203	
Non-Operating Grants, Subsidies & Contributions	1,071,854		289,422	670,647	381,225	
Profit on Asset Disposals	30,534		15,258	19,925	4,667	
Loss on Asset Disposals	(21,285)		(10,632)	-	10,632	
NET RESULT	(1,653,789)		707,390	1,203,117	495,727	

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

Note 1: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE (EXCLUDING RATES)

Governance

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

General Purpose Funding

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

Law, Order and Public Safety

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

The revised Budget - November 2016 included additional revenue for staff housing rental budgeted prior expense, but no contra income budget & JVA commonwealth rent assistance

Community Amenities

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

Recreation and Culture

Grant Funding not yet received - see Note 17 & Budget Review November 2017 \$32K

Transport

This variance represents a timing difference. Grants from both State and Commonwealth for road construction have not yet been received in full.

Economic Services

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

Other Property and Services

Private works income and reimbursements under budget

OPERATING EXPENSES

Governance

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

General Purpose Funding

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

Law, Order and Public Safety

The over budget variance is being driven by ABC allocations rates will be reviewed at next quarterly budget review.

Health

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

Education and Welfare

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

Housing

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

Community Amenities

There are a number of factors contributing to this but the main drivers are a timing difference for creditor invoices and the impact of fair value on the sewerage depreciation figure decreasing. These changes could not have been predicted at the time that the budget was adopted.

Recreation and Culture

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

Transport

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

Economic Services

This variance represents a timing difference. Economic Development Strategy not yet commenced.

Other Property and Services

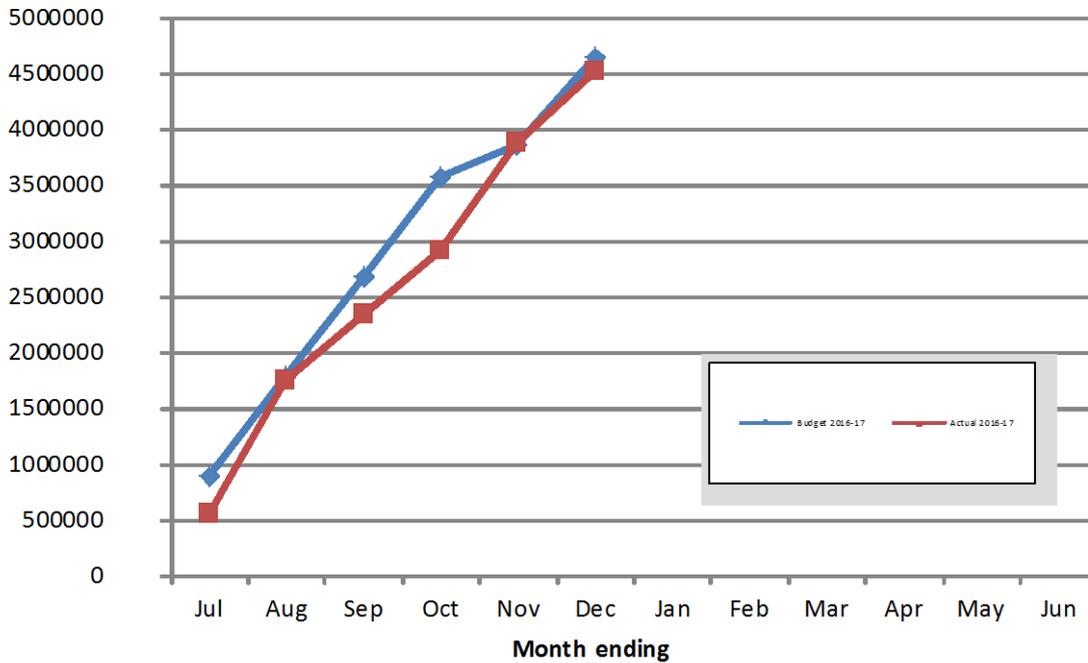
There are a number of factors contributing to this but the main drivers being a timing issue for annual insurance premiums, and salaries and wages for leave provisions paid out.

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
Reserve Transfers will occur towards the end of the financial year.
CAPITAL EXPENSES
Land and Buildings
Underbudget as capital program yet to substantially commence.
Plant and Equipment
Underbudget as capital program yet to substantially commence.
Furniture and Equipment
Underbudget as capital program yet to substantially commence.
Infrastructure Assets - Roads & Bridges
Underbudget as capital program yet to substantially commence.
Infrastructure Assets - Sewerage
Underbudget as capital program yet to substantially commence.
Infrastructure Assets - Parks
Underbudget as capital program yet to substantially commence.
Repayment of Debentures
Within variance threshold of \$10,000 or 10%
Transfer to Reserves
Reserve Transfers will occur towards the end of the financial year.
OTHER ITEMS
Rate Revenue
Within variance threshold of \$10,000 or 10%
Opening Funding Surplus(Deficit)
Within variance threshold of \$10,000 or 10%
Closing Funding Surplus (Deficit)
Within variance threshold of \$10,000 or 10%

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

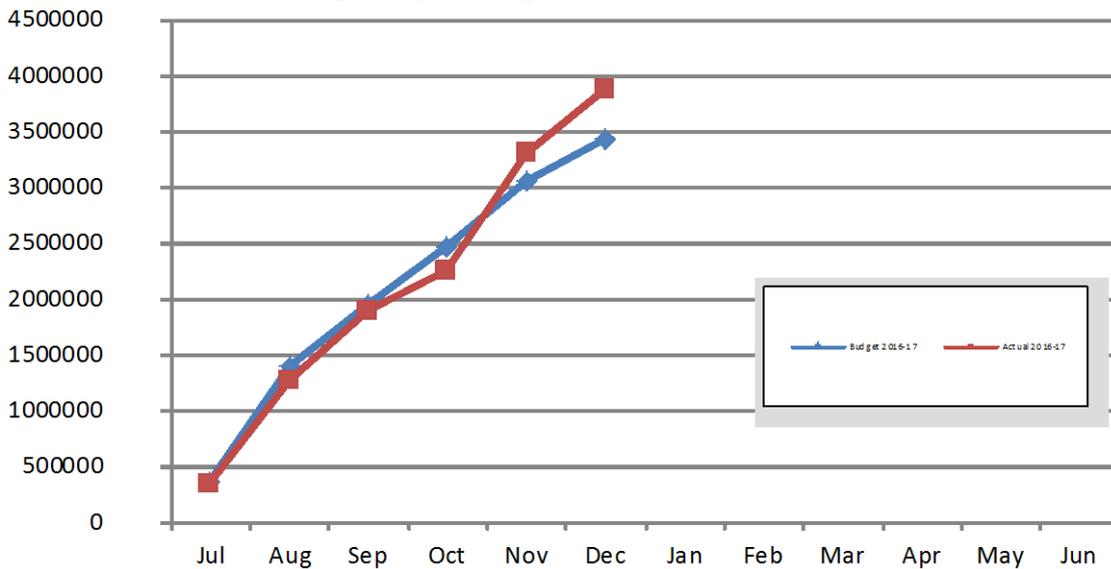
Note 2 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



Comments/Notes - Operating Expenses

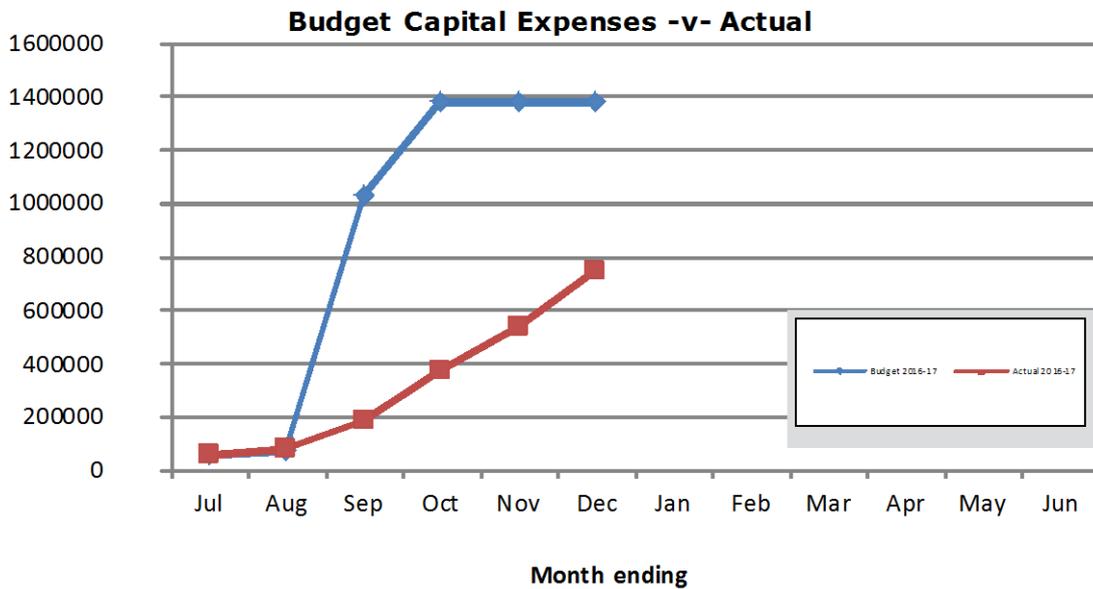
Budget Operating Revenues -v- Actual



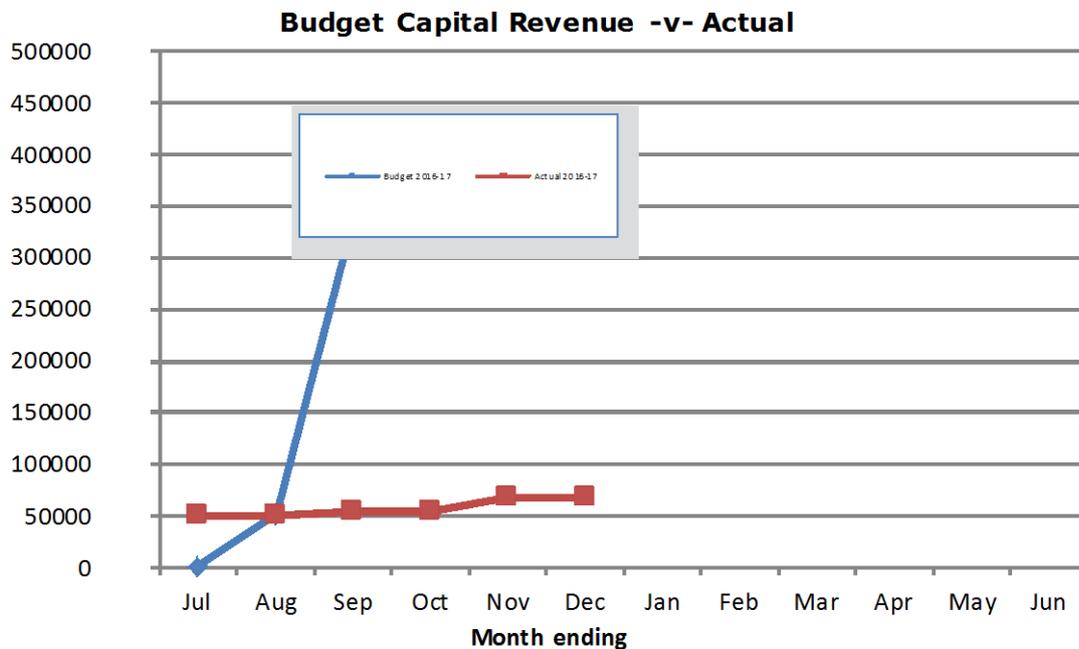
Comments/Notes - Operating Revenues

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

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses



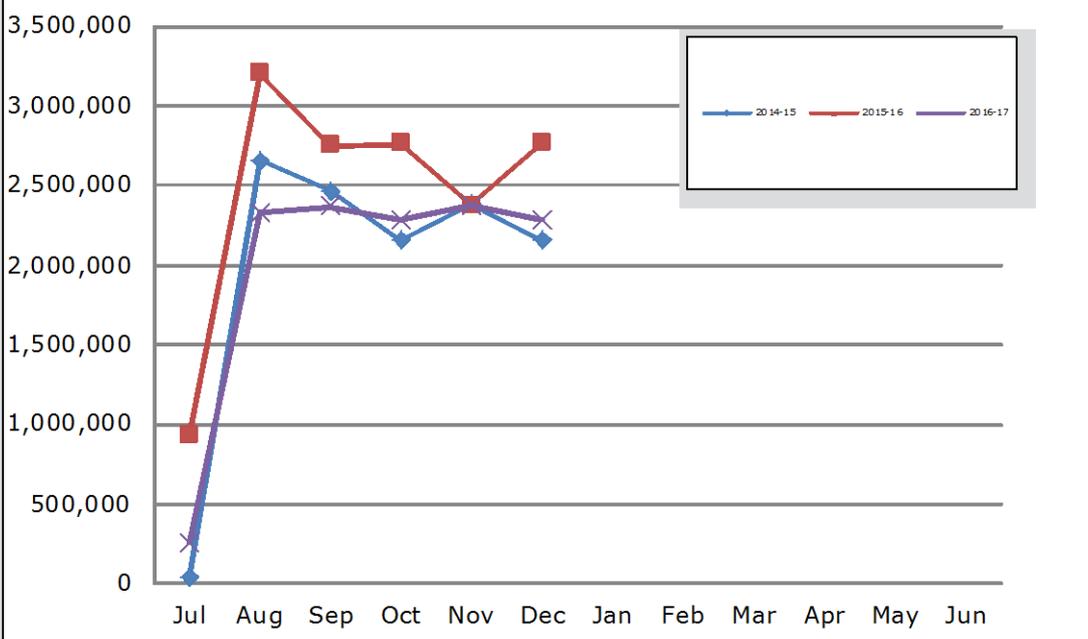
Comments/Notes - Capital Revenues

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

Note 3: NET CURRENT FUNDING POSITION

	Note	Positive=Surplus (Negative=Deficit)			Surplus C/F 1 July 2016
		2016-17			
		This Period	Same Period 2015/16	Same Period 2014/15	
		\$	\$	\$	\$
Current Assets					
Cash Unrestricted		2,116,547	2,423,240	1,934,535	772,890
Cash Restricted		3,244,209	2,559,953	2,464,050	3,221,937
Receivables		3,349,166	1,675,677	1,165,898	1,529,647
Prepayments & Accruals		0	0	0	177,156
Inventories		15,927	19,820	19,185	16,373
		8,725,848	6,678,690	5,583,668	5,718,003
Less: Current Liabilities					
Payables and Provisions		(3,200,505)	(1,355,517)	(967,569)	(1,923,218)
		(3,200,505)	(1,355,517)	(967,569)	(1,923,218)
Less: Cash Restricted		(3,244,209)	(2,559,953)	(2,464,050)	(3,221,937)
Net Current Funding Position		2,281,134	2,763,219	2,152,049	572,848

Note 2 - Liquidity Over the Year



Comments - Net Current Funding Position

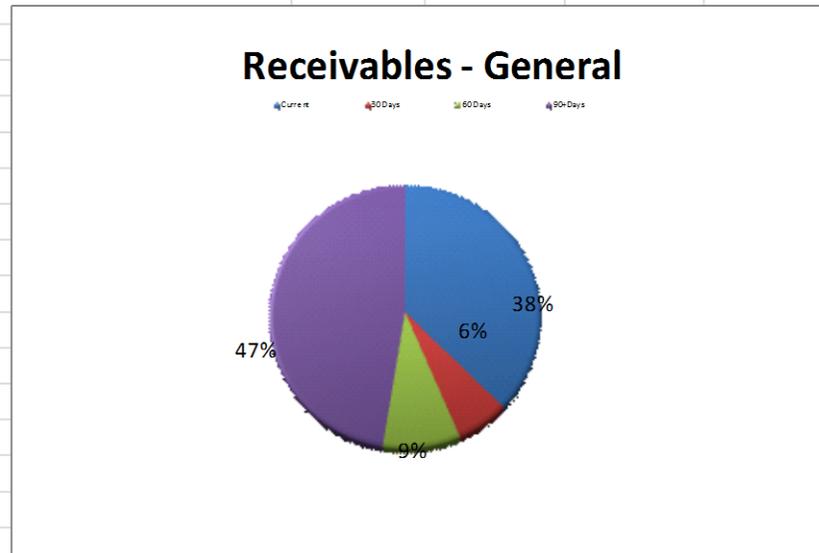
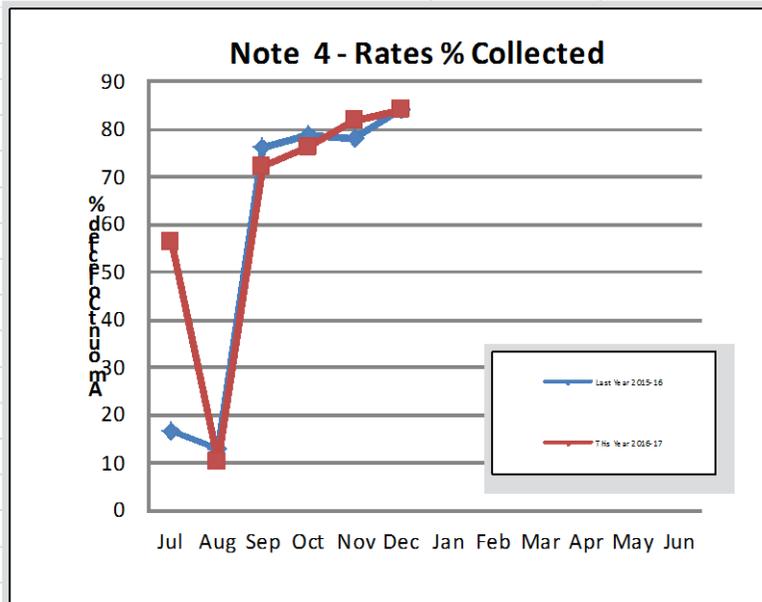
Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish	Current 2016-17	Previous 2015-16
	\$	\$
Opening Arrears Previous Years	12,339	48,284
Rates, Sewerage & Rubbish Levied this year	2,245,638	2,115,830
Less Collections to date	(1,896,322)	(1,815,414)
Equals Current Outstanding	361,655	348,700
Net Rates Collectable	361,655	348,700
% Collected	83.98%	83.89%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	8,490	1,385	2,030	10,753
Total Outstanding				22,658

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

Main Roads Funding Recoups (\$136,433) make up the bulk of the receivables

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

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Amended Budget Nov OCM Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Amended Budget Nov OCM Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Amended Budget Nov Closing Balance
	\$	\$	\$	\$		\$	\$		\$	\$	
Aldersyde Hall Reserve	22,548	676	156	2,500	2,500	0	0	0	0	25,724	25,724
Bridge Construction Reserve	0	0	0	0	0	0	0	0	0	0	0
Brookton Heritage/Museum Reserve	34,353	1,031	237	2,500	2,500	0	0	0	0	37,884	37,884
Caravan Park Reserve	127,936	3,838	884	0	0	0	(15,300)	(15,300)	0	116,474	116,474
Cemetery Reserve	20,921	628	145	0	0	0	0	0	0	21,549	21,549
Community Bus Reserve	57,160	1,715	395	5,000	5,000	0	0	0	0	63,875	63,875
Drainage Reserve										0	0
Furniture and Equipment Reserve	23,982	719	166	40,000	40,000	0	0	0	0	64,701	64,701
Health & Aged Care Reserve	777,991	23,340	5,378	50,000	50,000	0	(165,000)	(165,000)	0	686,331	686,331
Housing Reserve	754,115	22,623	5,213	15,000	15,000	0	(780,000)	(791,000)	0	11,738	738
Kweda Hall Reserve	22,548	676	156	2,500	2,500	0	0	0	0	25,724	25,724
Land Development Reserve	126,049	3,781	871	0	0	0	0	0	0	129,830	129,830
Madison Square Units Reserve	17,235	517	119	0	0	0	0	0	0	17,752	17,752
Municipal Buildings & Facilities Reserve	115,626	3,469	799	100,000	100,000	0	0	0	0	219,095	219,095
Plant and Vehicle Reserve	494,514	14,835	3,418	100,000	32,280	0	0	0	0	609,349	541,629
Railway Station Reserve	22,548	676	156	2,500	2,500	0	(18,000)	(18,000)	0	7,724	7,724
Rehabilitation & Refuse Reserve	40,355	1,211	279	5,000	5,000	0	0	0	0	46,566	46,566
Road and Bridge Infrastructure Reserve	187,018	5,611	1,293	100,000	100,000	0	0	0	0	292,629	292,629
Saddleback Building Reserve	48,828	1,465	338	0	0	0	0	0	0	50,293	50,293
Saddleback Vehicle & Equipment Reserve	0	0	0	0	0	0	0	0	0	0	0
Sewerage Scheme Reserve	125,338	3,760	866	65,000	65,000	0	0	0	0	194,098	194,098
Sport & Recreation Reserve	10,124	304	70	0	0	0	0	0	0	10,428	10,428
Staff Vehicle Reserve	0	4,262	982	0	0	0	0	0	0	4,262	4,262
Townscape and Footpath Reserve	142,080	0	0	0	0	0	(100,000)	(100,000)	0	42,080	42,080
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0	0	0
Water Harvesting Reserve	50,665	1,520	350	0	0	0	(21,000)	(21,000)	0	31,185	31,185
	3,221,936	96,657	22,272	490,000	422,280	0	(1,099,300)	(1,110,300)	0	2,709,293	2,630,573

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

Note 6: CAPITAL DISPOSALS AND ACQUISITIONS

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value		Proceeds	Profit (Loss)
\$	\$	\$		\$		\$	\$
24,582	25,000	418	CEO Vehicle				0
23,025	22,000	(1,027)	DCEO Vehicle				0
30,075	55,000	24,925	Lot 100 Kormong Drive	30,075		50,000	19,925
28,918	22,000	(6,918)	Shire Planner Vehicle				0
102,744	100,000	(2,744)	Grader D Series				0
30,597	20,000	(10,597)	Works Supervisors Ute				0
14,809	20,000	5,191	Dual Cab Utility - Foreman				0
254,750	264,000	9,248	Totals	30,075		50,000	19,925

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Amended Budget Nov OCM	Actual	Variance
	\$		\$	\$
Property, Plant & Equipment				
Land and Buildings	1,136,600	1,151,600	45,847	1,090,753
Plant & Equipment	540,500	508,500	0	540,500
Furniture & Equipment	202,243	211,498	7,182	195,061
Infrastructure				
Roadworks & Bridge Works	1,266,600	1,266,600	556,533	710,067
Parks & Gardens	30,000	30,000	0	30,000
Sewerage & Drainage	213,680	213,680	52,797	160,883
Totals	3,389,623	3,381,878	662,359	2,727,264

Comments - Capital Acquisitions

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

Note 7: INFORMATION ON BORROWINGS

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-16 \$	New Loans \$	Principal Repayments		Principal Outstanding		Int Repa \$
							Actual \$	Budget \$	Actual \$	Budget \$	
Self Supporting Loans											
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	130,452	-	6,286	12,783	124,166	117,669	4,011
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	39,429	-	3,895	7,904	35,534	31,525	195
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	292,939	-	8,526	17,349	284,413	275,590	7,579
Governance											
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	60,436	-	2,056	4,178	58,380	56,258	333
Education & Welfare											
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	95,642	-	3,627	7,356	92,015	88,286	459
Housing											
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	157,810	-	5,984	12,137	151,826	145,673	757
Community Amenities											
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	66,950	-	2,539	5,149	64,411	61,801	321
Transport											
Loan 80 Grader	New Grader	1/02/2026	25	5.63	157,810	-	5,984	12,137	151,826	145,673	757
Recreation and Culture											
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	728,458	-	21,203	43,143	707,255	685,315	18,848
					1,729,926	-	60,101	122,136	1,669,825	1,607,790	33,259

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

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

Note 8: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Cash at Bank - Operating Account	1.50%	80,660				80,660	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	2,035,887				2,035,887	Bendigo	
Trust Cash at Bank	1.50%			34,818		34,818	Bendigo	
(b) Term Deposits								
Reserves	2.65%		3,244,209			3,244,209	Bendigo	02/04/2017
Les McMullen Trust	2.80%			6,760		6,760	Bendigo	26/06/2017
(c) Investments								
Bendigo Bank Shares					5,000	5,000		
Total		2,116,547	3,244,209	41,578	5,000	5,407,333		

Comments/Notes - Investments

Investment Management Strategy for Kalkarni Bonds

The total bond/RAD amounts (\$2,791,606) are invested by Baptistcare with Bankwest for a term of 271 days at the rate of 3.08% with a maturity date of 3rd January 2017.

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

Note 9: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Adopted Budget Net Asset Surplus 30 June 2017		Opening Surplus(Deficit)				549,058
	Additional Muni Surplus Carried Forward 1 July 2016				23,790		572,848
	Infrastructure Depreciation	Nov 17 OCM	Non Cash Item	1,452,714			572,848
	Brookton Caravan Park Operating Expenses	Nov 17 OCM	Operating Expenses		24,259		597,107
	R2R - Brookton Kweda Road	Nov 17 OCM	Capital Expenses		41,500		638,607
	R2R - Gartrell Road	Nov 17 OCM	Capital Expenses			(15,500)	623,107
	R2R - Robinson Road	Nov 17 OCM	Capital Expenses			(26,000)	597,107
	Purchase Land and Buildings	Nov 17 OCM				(15,000)	582,107
	Transfer from Housing Reserve	Nov 17 OCM			11,000		593,107
	Purchase CEO Vehicle	Nov 17 OCM				(5,000)	588,107
	Admin Employee Expenses	Nov 17 OCM				(113,680)	474,427
	TPS Employee Costs	Nov 17 OCM			44,722		519,149
	Purchase Planner Vehicle	Nov 17 OCM			37,000		556,149
	TPS Member Contribution	Nov 17 OCM				(41,002)	515,147
	TPS General Operating Expenses	Nov 17 OCM				(10,000)	505,147
	TPS Vehicle Costs	Nov 17 OCM			1,975		507,122
	TBP Operating Expenses	Nov 17 OCM			394		507,516
	Rec Employee Costs	Nov 17 OCM			2,766		510,282
	PWOH Employee Costs	Nov 17 OCM			3,605		513,887
	Transfer to Plant Reserve	Nov 17 OCM			67,720		581,607
	Purchase Furniture and Equipment	Nov 17 OCM				(9,255)	572,352
	Private Works Income	Nov 17 OCM				(30,000)	542,352
	Pool Grants	Nov 17 OCM				(32,000)	510,352
	Madison Square Rental Income	Nov 17 OCM			12,116		522,468
	Staff Housing Reimbursements	Nov 17 OCM			7,090		529,558
	Staff Rental Revenue	Nov 17 OCM			19,500		549,058
	Solar Panels Administration Office	Dec 17 OCM	Capital Expenses			(20,490)	528,568
	Closing Funding Surplus (Deficit)			1,452,714	297,437	(317,927)	528,568

Classifications Pick List

- Operating Revenue
- Operating Expenses
- Capital Revenue
- Capital Expenses
- Budget Review
- Opening Surplus(Deficit)
- Non Cash Item

Schedule of Proposed Budget Variations - Oct 31 Financial Statements

Account Description	GL/JOB	IE Code	Original Budget	Proposed Budget	Change in Net Assets	Explanation
Infrastructure Depreciation	E122500	454	-3,152,714	-1,700,000	Non-Cash	Adjustment due to new depreciation calculations following 15/16 Audit
Carried Forward Surplus			549,058	572,848	23,790	Audited Carried Forward Surplus
Brookton Caravan Park Operating Expenses	E132010	801	-19,884	0	19,884	PWOHs of \$20k to be eliminated
Brookton Caravan Park Operating Expenses	E132011	379	-14,585	-10,210	4,375	\$4375 reduction in materials and contracts budget
R2R - Brookton-Kweda Road	BRKWR2R	504	-544,035	-502,535	41,500	Adjust Budget for expenditure on Gartrell and Robinson Road
R2R - Gartrell Road	GARTR2R	504	0	-15,500	-15,500	Establish Budget
R2R - Robinson Road	ROBIR2R	504	0	-26,000	-26,000	Establish Budget
Purchase Land and Buildings	E092510	500	-780,000	0	780,000	Split Housing Budget as per Housing Development Plan
Montgomery St Housing Construction	MONCLGF	500	0	-20,000	-20,000	Split Housing Budget as per Housing Development Plan
4 Matthew Street Subdivision/Rezoning	NEW	500	0	-20,000	-20,000	Split Housing Budget as per Housing Development Plan
New Dwelling - To Be Determined	NEW	500	0	-305,000	-305,000	Split Housing Budget as per Housing Development Plan
New Dwelling - Koormong	NEW	500	0	-450,000	-450,000	Split Housing Budget as per Housing Development Plan
Transfer from Housing Reserve	OL01631	230	780,000	791,000	11,000	Split Housing Budget as per Housing Development Plan
CEO Vehicle	E042531	502	-50,000	-55,000	-5,000	To enable upgrade as per new CEO contract
Members Operating Expenses	E041020	338	-16,000	-11,000	5,000	Contra adjustment for Christmas Party expenses. Donation to Social Club
Members Operating Expenses	E041020	391	0	-5,000	-5,000	Contra adjustment for Christmas Party expenses. Donation to Social Club
Admin Employee Expenses	E042010	305	-13,905	-12,405	1,500	Reduction of \$1500 in FBT as a result of Donation to Social Club
Staff Rental Revenue	I091010	125	21,060	40,560	19,500	Favourable Adjustment recognising housing subsidy of \$125pw x 52 weeks x 3 staff. Subsidy was recognised as expense in budget but no contra income budget.
Staff Housing - Reimbursements	I091030	160	1,000	8,090	7,090	Reimbursement for Gardening Services x 5
Madison Square Rental Revenue	I092010	126	24,622	36,738	12,116	JVA Commonwealth Rent Assistance additional rent
Pool Grants and Subsidies	I112020	160	32,000	0	-32,000	High probability that operating grant will require contra expenditure
Private Works	I141010	130	65,562	35,562	-30,000	Over-budgeted income from private works
Purchase Furniture and Equipment	E042520	501	0	-9,255	-9,255	Upgrade manual hard drives in 13 PCs and RAM + Purchase of 1 new PC as per quote from JH
Regional Town Planning Scheme						
Vehicle Costs	E103015	315	-3,950	-1,975	1,975	Scheme to cease 31 December 2016
General Operating Expenses	E103020	327	0	-10,000	-10,000	Establish consultancy/gazettal budget
TPS Member Contribution	I103010	160	82,004	41,002	-41,002	Scheme to cease 31 December 2016
Purchase Vehicle	E104530	502	-37,000	0	37,000	Assets to be wound up
TPS Employee Costs	E103010	300	-77,187	-42,786	34,401	Wages - prorata
TPS Employee Costs	E103010	301	-7,760	-3,880	3,880	Superannuation - prorata
TPS Employee Costs	E103010	303	-6,283	-3,142	3,141	Annual Leave - prorata
TPS Employee Costs	E103010	317	-3,142	-628	2,514	Public Holidays - prorata
TPS Employee Costs	E103010	316	-1,571	-785	786	Sick Leave - prorata
Salaries and Wages Reconciliation						
Admin Employee Costs	E042010	300	-549,181	-631,143	-81,962	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	301	-69,684	-80,383	-10,699	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	303	-52,488	-73,202	-20,714	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	317	-26,045	-26,587	-542	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	316	-12,124	-13,387	-1,263	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	300	-26,680	-21,016	5,664	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	301	-727	-2,344	-1,617	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	303	0	-2,230	-2,230	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	317	0	-949	-949	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	316	0	-474	-474	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Rec Employee Costs	E116010	300	-19,142	-14,820	4,322	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Rec Employee Costs	E116010	301	0	-1,556	-1,556	Salaries and Wages Reco - Total \$108k Unfavourable Movement
PWOH Employee Costs	E142010	300	-79,843	-76,238	3,605	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Transfer to Plant Reserve	OL01622	520	-100,000	-32,280	67,720	Reduce Transfer to Plant Reserve to Offset Unfavourable Budget Movement
			-4,108,624	-2,655,910	0	

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

Note 10: TRUST FUND

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

Description	Opening Balance For the Period 1 July 2016	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 December 2016
	\$	\$	\$	\$
Housing Bonds	180	800	(980)	0
Other Bonds	10,120	7,675	(5,625)	12,170
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	6,760	0	0	6,760
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	0	0	0	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	4,915	0	(400)	4,515
Unclaimed Money	0	0	0	0
	40,308	8,475	(7,205)	41,578

1. Developer Road Contributions are:

T129 Allington - Grosser Street \$2,515

T99 Chittleborough - Chittleborough Road \$2,000

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

2. Public Open Space Contribution:

T148 - Paul Webb \$13,820

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

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

3. Gnulla Child Care Facility

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

4. Housing Bond

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

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

Note 11: Kalkarni Aged Care Facility						
	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) g	Var. % (b)-(a)/(b) g
Operating Revenue		\$	\$	\$	\$	%
Fees & Charges		681,555	340,778	340,778	0	0.00%
Grants & Subsidies		2,777,856	1,388,928	1,562,194	173,266	12.47%
Total Revenue		3,459,411	1,729,706	1,902,971	173,266	10.02%
Operating Expenses						
Building Maintenance		0	0	0	0	0.00%
Interest Expenses		(5,858)	(2,929)	(459)	2,470	(84.34%)
Insurance Expenses		(15,000)	(15,000)	(14,454)	546	(3.64%)
Building Maintenance		(18,200)	(9,100)	(13,380)	(4,280)	47.03%
Loss on Sale of Asset		0	0	0	0	0.00%
Depreciation		(188,016)	(94,008)	(93,828)	180	(0.19%)
ABC Administration Expenses		(22,345)	(11,172)	(13,548)	(2,375)	21.26%
Contract Expenses		(3,422,176)	(1,711,088)	(1,696,767)	14,321	(0.84%)
Total Expenses		(3,671,595)	(1,843,298)	(1,832,435)	10,862	0.59%
Operating Surplus (Deficit)		(212,184)	(113,592)	70,536	184,128	162%
Excluding Non Cash Adjustments						
Add back Depreciation		188,016	94,008	93,828	(180)	(0.19%)
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%
Net Operating Surplus (Deficit)		(24,168)	(19,584)	164,363	183,947	(939.27%)
Capital Revenues						
KBC Capital Income		260,243	130,122	130,121	(0)	(0.00%)
Transfer from Reserves	5	780,000	0	0	0	0.00%
Total		1,040,243	130,122	130,121	(0)	(0)
Capital Expenses						
Land and Buildings	6	(165,000)	0	(29,150)	(29,150)	0.00%
Plant and Equipment	6	0	0	0	0	0.00%
Furniture and Equipment	6	(192,243)	0	(7,182)	(7,182)	
Repayment of Debentures	7	(7,356)	(3,627)	(3,627)	0	0.00%
Transfer to Reserves	5	(37,623)	0	(5,213)	(5,213)	
Total		(402,222)	(3,627)	(45,172)	(41,545)	
Net Capital		638,021	126,495	84,950	(41,545)	(32.84%)
Closing Funding Surplus(Deficit)		613,853	106,911	249,313	142,403	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 31 December 2016

Note 12 WB Eva Pavilion Operating Statement

	NOTE	2016/17 Adopted Budget \$	2016/17 YTD Budget \$	2016/17 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES					
Hire Fees - WB Eva Pavilion		3,000	2,000	2,408	408
Sporting Club Fees		4,500	-	2,375	2,375
Gymnasium Income		14,500	1,000	5,051	4,051
		22,000	3,000	9,833	6,833
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(6,863)	(3,432)	(5,859)	(2,428)
Materials and Contracts		(8,200)	(4,100)	(1,170)	2,930
Utilities		(4,000)	(2,000)	(1,332)	668
Interest Expenses		(54,784)	(27,392)	(18,848)	8,544
Insurance		(5,500)	(2,750)	(3,742)	(992)
General Operating Expenses		(9,418)	(4,709)	(6,269)	(1,560)
Gymnasium Operating		(11,185)	(5,586)	(1,231)	4,355
		(88,766)	(44,383)	(37,220)	7,163
		(66,766)	(41,383)	(27,387)	13,996
NET RESULT		(66,766)	(41,383)	(27,387)	13,996

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 31 December 2016

Note 13 Sewerage Operating Statement

NOTE	2016/17 Adopted Budget \$	2016/17 YTD Budget \$	2016/17 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges	1,500	1,500	1,180	(320)
Annual Sewerage Rates	152,587	152,587	154,775	2,188
	154,087	154,087	155,955	1,868
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(2,734)	(1,367)	(781)	586
Materials and Contracts	(36,280)	(18,140)	(14,807)	3,333
Utilities	(6,000)	(3,000)	(3,385)	(385)
Depreciation	(88,284)	(44,142)	(28,228)	15,914
Interest Expenses	(4,101)	(2,050)	(321)	1,729
Insurance	(250)	(250)	(243)	7
General Operating Expenses	(3,785)	(1,892)	(1,061)	831
Allocation of Administration Expense	(12,013)	(12,013)	(3,602)	8,411
	(153,447)	(82,855)	(52,428)	30,427
	640	71,232	103,527	32,296
Add Back Depreciation	88,284	44,142	28,228	(15,914)
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	(65,000)	-	-	-
Transfer from Sewerage and Drainage Reserve	-	-	-	-
NET RESULT	23,924	115,374	131,755	16,382

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	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.
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	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Aquatic Centre
For the Period Ended 31 December 2016

	Note	Adopted Annual Budget	Amended Budget Nov OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
		\$		\$	\$	\$	%
Note 14 (a): Brookton Caravan Park							
Operating Revenue							
Caravan Park Fees		50,300	50,300	25,150	14,924	(10,226)	(40.66%)
Total Revenue		50,300	50,300	25,150	14,924	(10,226)	(40.66%)
Operating Expenses							
Brookton Caravan Park		(65,173)	(40,914)	(32,587)	(18,234)	14,352	0.00%
Caravan Park Depreciation		(527)	(527)	(263)	(432)	(169)	64.11%
Caravan Park Abc Administration Expenses		(10,572)	(10,572)	(5,286)	(6,410)	(1,124)	0.00%
Total		(76,272)	(52,012)	(38,136)	(25,076)	13,060	34.25%
Operating Surplus (Deficit)		(25,972)	(1,712)	(12,986)	(10,153)	2,833	22%
Excluding Non Cash Adjustments							
Add back Depreciation		527	527	263	432	169	64.11%
Net Operating Surplus (Deficit)		(25,445)	(1,186)	(12,723)	(9,720)	3,002	(23.60%)
Note 14 (b): Brookton Aquatic Centre							
Operating Revenue							
POOL Fees & Charges		12,500	12,500	6,250	6,917	667	0.00%
POOL GRANTS & SUBSIDIES		32,000	0	16,000	32,000	16,000	0.00%
Total Revenue		44,500	12,500	22,250	38,917	16,667	0
Operating Expenses							
POOL Employee Costs		(500)	(500)	(250)	(396)	(146)	58.31%
POOL General Operating Expenses		(80,780)	(80,780)	(40,390)	(30,917)	9,473	(23.45%)
POOL Building Maintenance		(18,848)	(18,848)	(9,424)	(8,948)	476	(5.06%)
POOL Depreciation		(24,674)	(24,674)	(12,337)	(12,439)	(101)	0.82%
POOL Abc Administration Expenses		(36,280)	(36,280)	(18,140)	(21,997)	(3,857)	21.26%
Total		(161,083)	(161,083)	(80,542)	(74,696)	5,846	7.26%
Operating Surplus (Deficit)		(116,583)	(148,583)	(58,292)	(35,779)	22,513	0%
Excluding Non Cash Adjustments							
Add back Depreciation		24,674	24,674	12,337	12,439	101	0.00%
Net Operating Surplus (Deficit)		(91,909)	(123,909)	(45,954)	(23,340)	22,614	0%

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 31 December 2016

Note 15

Description	Adopted Annual Budget	Amended Budget Nov OCM	YTD Actual	% Completed	Federal Funding		State Funding			Own Source Funding			
					R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni
	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	
Town Street Maintenance	222,410	222,410	75,504	34%					77,614			15,000	129,796
Rural Road Maintenance	360,334	360,334	241,229	67%						325,234			35,100
Bridge Maintenance	61,355	61,355	63,476	103%									61,355
R2R Work Schedule													
Brookton - Kweda Road	544,035	502,535	128,266	26%	470,503								32,032
Gartrell Road	0	15,500	15,389	99%	15,500								
Robinson Road	0	26,000	27,522	106%	26,000								
Other Construction													
Buckingham Road	0	0	600	0%									
Grosser Street	5,586	5,586	0	0%									5,586
Montgomery Street	0	0	2,719	0%									
Reynolds Street	56,652	56,652	15,425	27%									56,652
RRG Approved Projects													
Alderside - Pingelly Road	141,960	141,960	35,861	25%			94,640						47,320
Brookton - Kweda Road	263,823	263,823	269,592	102%			112,407	63,476					87,940
Corberding Road	154,544	154,544	0	0%			103,028						51,516
	1,810,699	1,810,699	875,583	48%	512,003	0	310,075	63,476	77,614	325,234	0	15,000	507,297

Unspent R2R 15/16
Need to upload into IMS

33.33% Claim first 40% + direct grant
33.33%
33.33%

Must exceed R2R Reference Amount \$293k

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 31 December 2016

Note 16

Description	Adopted Annual Budget	Amended Budget Nov OCM	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
Kalkarni Land Purchase and Backup Power Supply	165,000	165,000	29,150	18%			165,000		165,000
Montgomery St Clgf Housing Construction	780,000	20,000	16,197	81%			20,000		20,000
Unit 1 4 Matthew Street	0	10,000	0	0%			10,000		10,000
Unit 2 4 Matthew Street	0	10,000	0	0%			10,000		10,000
New Construction x 2	0	755,000	0	0%			755,000		755,000
ICT Upgrade	0	9,255	0	0%	9,255				9,255
Townscape - Robinson Road	100,000	100,000	500	1%			100,000		100,000
Memorial Hall Renewal	6,000	6,000	0	0%	6,000				6,000
WB Eva Pavillion Refurbishment	57,000	57,000	0	0%	6,000	51,000			57,000
Railway Station Refurbishment	18,000	18,000	0	0%			18,000		18,000
Caravan Park - Dump Point	10,600	10,600	0	0%		5,300	5,300		10,600
Kalkarni Residency Furniture and Equipment/Upgrades	192,243	192,243	7,182	4%	192,243				192,243
Caravan Park - Upgrade Power Supply	10,000	10,000	0	0%			10,000		10,000
CEO Vehicle	50,000	55,000	0	0%	30,000			25,000	55,000
DCEO Vehicle	36,000	36,000	0	0%	14,000			22,000	36,000
Shire Planner Vehicle	37,000	0	0	0%	0			0	0
Transport Plant and Equipment (Grader, PWS Ute, Foreman Ute)	417,500	417,500	0	0%	277,500			140,000	417,500
Aldersyde-Pingelly Rd	141,960	141,960	35,861	25%	47,320	94,640			141,960
Brookton-Kweda Road - Road Widening To Mourambine Junction	263,823	263,823	269,592	102%	87,940	175,883			263,823
Corberding Road	154,544	154,544	0	0%	51,516	103,028			154,544
Brookton-Kweda Road	544,035	502,535	128,266	26%	32,032	470,503			502,535
Gartrell Road	0	15,500	15,389	99%	0	15,500			15,500
Robinson Road	0	26,000	27,522	106%	0	26,000			26,000
Buckingham Road	0	0	600	0%	0				0
Grosser Street	5,586	5,586	0	0%	5,586				5,586
Montgomery Street	0	0	2,719	0%	0				0
Reynolds Street	56,652	56,652	15,425	27%	56,652				56,652
Footpath Construction	100,000	100,000	61,160	61%	100,000				100,000
Sewer Infrastructure (Chlorinator + Asset Renewal)	63,680	63,680	0	0%	47,680		16,000		63,680
Happy Valley Bore Field	150,000	150,000	52,797	35%	45,000	100,000	5,000		150,000
Nature Play	30,000	30,000	0	0%		30,000			30,000
	3,389,623	3,381,878	662,359	20%	1,008,724	1,071,854	1,114,300	187,000	3,381,878
					1,218,439	Budget Capex Schedule			
					209,715	Variance - Sale Proceeds			
					1,008,724				

Shire of Brookton

STATEMENT OF FINANCIAL ACTIVITY

Grants, Subsidies and Contributions Register

For the Period Ended 31 December 2016

Note 17

Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget Nov OCM	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
			\$	\$	\$	\$	\$	
Federal Government	KBC Grants & Subsidies	Subsidy	(2,777,856)	(2,777,856)	Recurrent	(2,777,856)	(1,562,194)	56%
Rural Water Planning	Happy Valley Bore Field	Non Operating	(100,000)	(100,000)	(100,000)	(100,000)	(65,000)	65%
Lotterywest	WB Eva Grant	Non Operating	(51,000)	(51,000)	-	-	-	0%
To be Identified	Nature Play Grant	Non Operating	(30,000)	(30,000)	-	-	-	0%
Main Roads WA	Regional Road Group	Non Operating	(373,551)	(373,551)	(373,531)	(373,551)	(124,030)	33%
Federal Government	Roads to Recovery	Non Operating	(512,003)	(512,003)	(512,003)	(512,003)	(481,617)	94%
To be Identified	Caravan Park Dump Point	Non Operating	(5,300)	(5,300)	-	-	-	0%
WA Grants Commission	GPG Grants Commission - General	Operating	(606,728)	(606,728)	Recurrent	(606,728)	(302,235)	50%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(325,234)	(325,234)	Recurrent	(325,234)	(162,797)	50%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(25,403)	(25,403)	Recurrent	(25,403)	(8,468)	33%
Main Roads WA	Direct Grant	Operating	(77,614)	(77,614)	Recurrent	(77,614)	(77,614)	100%
			(4,884,689)	(4,884,689)		(4,798,389)	(2,783,953)	57%

Shire of Brookton

MONTHLY FINANCIAL REPORT

For the Period Ended 31 January 2017

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

General User Input

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

Data to appear in the Report

Shire of Brookton
2014-15
2015-16
2016-17
For the Period Ended 31 January 2017
01-Jul-16
30-Jun-17

Material Threshold

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

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

Material Variances Symbol

Above Budget Expectations
 Below Budget Expectations

▲
▼

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

Statement of Financial Activity

Month	Operating Expenses		Operating Revenue		Capital Expenses		Capital Revenue	
	Budget 2016-17	Actual 2016-17	Budget 2016-17	Actual 2016-17	Budget 2016-17	Actual 2016-17	Budget 2016-17	Actual 2016-17
Jul	888,924	540,725	349,615	330,060	59,086	59,393	0	50,000
Aug	1,777,848	1,749,310	1,385,706	1,265,637	69,086	74,959	50,000	50,000
Sep	2,675,245	2,323,456	1,930,906	1,877,505	1,024,604	185,218	334,334	53,895
Oct	3,567,169	2,909,007	2,455,168	2,240,839	1,379,242	370,330	420,328	53,895
Nov	3,851,848	3,869,964	3,044,664	3,290,709	1,379,242	532,597	435,141	68,707
Dec	4,633,085	4,514,603	3,411,922	3,864,083	1,379,242	744,732	429,112	68,707
Jan	5,365,904	5,181,253	3,779,180	4,010,213	1,379,242	1,008,772	488,257	122,352
Feb								
Mar								
Apr								
May								
Jun								

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

Note 2 - Net Funding Current Position

Month	Actual 2014-15 \$('000s)	Actual 2015-16 \$('000s)	Actual 2016-17 \$('000s)
Jul	42,756	928,555	252,685
Aug	2,656,260	3,202,878	2,326,820
Sep	2,464,408	2,749,446	2,370,041
Oct	2,152,049	2,763,219	2,281,134
Nov	2,380,552	2,375,371	2,372,945
Dec	2,152,049	2,763,219	2,281,134
Jan	1,612,969	1,750,990	1,758,100
Feb			
Mar			
Apr			
May			
Jun			

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

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

	Note	Adopted Annual Budget	Amended Budget November OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) g	Var. % (b)-(a)/(b) g
Operating Revenues		\$		\$	\$	\$	%
Governance		36,054	36,054	12,018	11,714	(304)	(2.53%)
General Purpose Funding		1,118,337	1,118,337	574,669	530,220	(44,449)	(7.73%)
Law, Order and Public Safety		34,763	34,763	20,258	19,636	(622)	(3.07%)
Health		2,509	2,509	1,456	894	(562)	(38.60%)
Education and Welfare		3,719,654	3,719,654	2,169,790	2,149,302	(20,488)	(0.94%)
Housing		82,562	121,268	70,742	56,810	(13,932)	(19.69%)
Community Amenities		520,003	479,002	456,212	429,199	(27,013)	(5.92%)
Recreation and Culture		177,790	145,790	37,772	62,490	24,718	65.44%
Transport		978,168	978,168	326,056	683,625	357,569	109.66%
Economic Services		87,775	87,775	51,191	44,147	(7,044)	(13.76%)
Other Property and Services		165,475	135,475	59,016	22,177	(36,839)	(62.42%)
Total (Excluding Rates)		6,923,090	6,858,794	3,779,180	4,010,213	231,034	6.11%
Operating Expense							
Governance		(680,722)	(791,915)	(461,769)	(431,724)	30,045	(6.51%)
General Purpose Funding		(230,073)	(230,073)	(134,169)	(139,126)	(4,957)	3.69%
Law, Order and Public Safety		(218,386)	(218,386)	(72,795)	(105,785)	(32,989)	45.32%
Health		(51,035)	(51,035)	(29,750)	(15,500)	14,250	(47.90%)
Education and Welfare		(3,856,839)	(3,856,839)	(2,249,793)	(2,295,011)	(45,218)	2.01%
Housing		(126,435)	(126,435)	(73,535)	(84,787)	(11,252)	15.30%
Community Amenities		(617,463)	(580,370)	(338,380)	(256,650)	81,730	(24.15%)
Recreation and Culture		(805,635)	(802,869)	(468,006)	(429,481)	38,525	(8.23%)
Transport		(3,870,659)	(2,417,945)	(1,410,423)	(1,412,460)	(2,037)	0.14%
Economic Services		(158,894)	(134,634)	(78,477)	(59,396)	19,081	(24.31%)
Other Property and Services		(90,158)	(86,553)	(48,807)	48,669	97,476	(199.72%)
Total		(10,706,299)	(9,297,054)	(5,365,904)	(5,181,253)	184,652	3.44%
Funding Balance Adjustment							
Add back Depreciation		4,023,244	2,570,530	1,341,081	1,326,748	(14,333)	(1.07%)
Adjust (Profit)/Loss on Asset Disposal	6	(9,248)	(9,248)	(3,083)	(3,172)	(90)	2.91%
Movement in Non Cash Provisions		0	0	0	0	0	
Net Operating (Ex. Rates)		230,787	123,022	(248,726)	152,536	401,262	(161.33%)
Capital Revenues							
Proceeds from Disposal of Assets	6	264,000	264,000	99,636	99,636	0	0.00%
Self-Supporting Loan Principal		38,036	38,036	22,188	22,716	528	2.38%
Transfer from Reserves	5	1,099,300	1,128,300	366,433	0	(366,433)	(100.00%)
Total		1,401,336	1,430,336	488,257	122,352	(365,905)	
Capital Expenses							
Land and Buildings	6	(1,136,600)	(1,172,090)	(378,867)	(59,762)	319,105	(84.23%)
Plant and Equipment	6	(540,500)	(508,500)	(180,167)	(52,740)	127,427	(70.73%)
Furniture and Equipment	6	(202,243)	(211,498)	(67,414)	(7,182)	60,233	(89.35%)
Infrastructure Assets - Roads & Bridges	6	(1,266,600)	(1,266,600)	(422,200)	(729,142)	(306,942)	72.70%
Infrastructure Assets - Sewerage	6	(213,680)	(213,680)	(71,227)	(52,797)	18,429	(25.87%)
Infrastructure Assets - Parks	6	(30,000)	(30,000)	(10,000)	0	10,000	(100.00%)
Repayment of Debentures	7	(122,136)	(122,136)	(53,815)	(84,877)	(31,062)	57.72%
Transfer to Reserves	5	(586,657)	(518,937)	(195,552)	(22,272)	173,280	(88.61%)
Total		(4,098,416)	(4,043,441)	(1,379,242)	(1,008,772)	370,470	(26.86%)
Net Capital		(2,697,080)	(2,613,105)	(890,984)	(886,419)	4,565	(0.51%)
Total Net Operating + Capital		(2,466,293)	(2,490,083)	(1,139,710)	(733,883)	405,827	(35.61%)
Rate Revenue		1,917,236	1,917,236	1,917,655	1,919,135	1,481	0.08%
Opening Funding Surplus(Deficit)		549,058	549,058	572,848	572,848	(23,790)	(4.15%)
Closing Funding Surplus(Deficit)	2	0	(23,790)	1,350,792	1,758,100	383,518	

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

	NOTE	2016/17 Adopted Budget \$	2016/17 Amended Budget November OCM	2016/17 YTD Budget \$	2016/17 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES						
Rates		1,917,236	1,917,236	1,917,655	1,919,135	1,481
Operating Grants, Subsidies and Contributions		3,812,835	3,812,835	2,178,822	2,148,840	(29,982)
Fees and Charges		1,499,148	1,500,764	1,010,530	989,332	(21,197)
Interest Earnings		199,619	199,619	116,424	76,801	(39,623)
Other Revenue		309,101	243,189	141,820	99,399	(42,421)
		7,737,938	7,673,642	5,365,250	5,233,506	(131,744)
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs		(1,184,512)	(1,222,143)	(710,881)	(826,642)	(115,761)
Materials and Contracts		(4,968,682)	(4,969,307)	(2,898,315)	(2,690,648)	207,667
Utilities		(158,895)	(156,405)	(91,105)	(61,199)	29,906
Depreciation		(4,023,244)	(2,570,530)	(1,341,081)	(1,326,748)	14,333
Interest Expenses	7	(122,249)	(122,249)	(40,750)	(55,061)	(14,311)
Insurance		(213,229)	(213,229)	(213,229)	(198,062)	15,167
Other Expenditure		(14,202)	(14,202)	(8,267)	(414)	7,853
		(10,685,014)	(9,268,065)	(5,303,628)	(5,158,774)	144,854
		(2,947,076)	(1,594,423)	61,622	74,733	13,110
Non-Operating Grants, Subsidies & Contributions		1,071,854	1,071,854	289,863	675,647	385,784
Profit on Asset Disposals	6	30,534	30,534	17,801	20,195	2,394
Loss on Asset Disposals	6	(21,285)	(21,285)	(12,404)	(16,753)	(4,349)
NET RESULT		(1,865,973)	(513,321)	356,882	753,822	396,940

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

	2016/17	2016/17	2016/17	2016/17	Variance	Actuals
	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Budget vs	as % of
	\$	November OCM	\$	\$	YTD Actual	Total
					\$	
REVENUES FROM ORDINARY ACTIVITIES						
Rates	1,917,236		1,917,655	1,919,135	1,481	59%
Operating Grants, Subsidies and Contributions	1,034,979		558,406	554,580	(3,826)	17%
Fees and Charges	817,593		612,956	591,759	(21,197)	18%
Interest Earnings	199,619		116,424	76,801	(39,623)	2%
Other Revenue	309,101		141,820	99,399	(42,421)	3%
	4,278,527		3,347,261	3,241,673	(105,588)	100%
EXPENSES FROM ORDINARY ACTIVITIES						
Employee Costs	(1,184,512)		(710,881)	(826,642)	(115,761)	27%
Materials and Contracts	(1,505,962)		(878,394)	(682,223)	196,171	23%
Utilities	(158,895)		(91,105)	(61,199)	29,906	2%
Depreciation	(3,835,228)		(1,168,733)	(1,217,113)	(48,379)	40%
Interest Expenses	(116,391)		(35,380)	(51,686)	(16,307)	2%
Insurance	(198,229)		(183,229)	(183,608)	(379)	6%
Other Expenditure	(14,202)		(8,267)	(414)	7,853	0%
	(7,013,419)		(3,075,989)	(3,022,884)	53,105	100%
	(2,734,892)		271,271	218,789	(52,483)	
Non-Operating Grants, Subsidies & Contributions	1,071,854		289,863	675,647	385,784	
Profit on Asset Disposals	30,534		17,801	20,195	2,394	
Loss on Asset Disposals	(21,285)		(12,404)	(16,753)	(4,349)	
NET RESULT	(1,653,789)		566,531	897,878	331,347	

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

Note 1: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE (EXCLUDING RATES)

Governance

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

General Purpose Funding

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

Law, Order and Public Safety

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

This variance represents a decrease in rental revenue due to vacant staff housing over recruitment period for senior staff

Community Amenities

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

Recreation and Culture

This variance represents a timing difference pool subsidy 16/17

Transport

This variance represents a timing difference. Grants from both State and Commonwealth for road construction have not yet been received in full.

Economic Services

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

Other Property and Services

Private works income and reimbursements under budget

OPERATING EXPENSES

Governance

There are a number of factors contributing to being under budget but the main driver is a timing issue for Councillor Sitting Fees.

General Purpose Funding

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

Law, Order and Public Safety

The over budget variance is being driven by ABC allocations rates will be reviewed at the next quarterly budget review.

Health

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

Education and Welfare

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

Housing

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

Community Amenities

There are a number of factors contributing to this but the main drivers are a timing difference for creditor invoices and the impact of fair value on the sewerage depreciation figure decreasing and Town Planning scheme conclusion and Shire Planner position not replaced. These changes could not have been predicted at the time that the budget was adopted.

Recreation and Culture

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

Transport

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

Economic Services

This variance represents a timing difference. Economic Development Strategy not yet commenced.

Other Property and Services

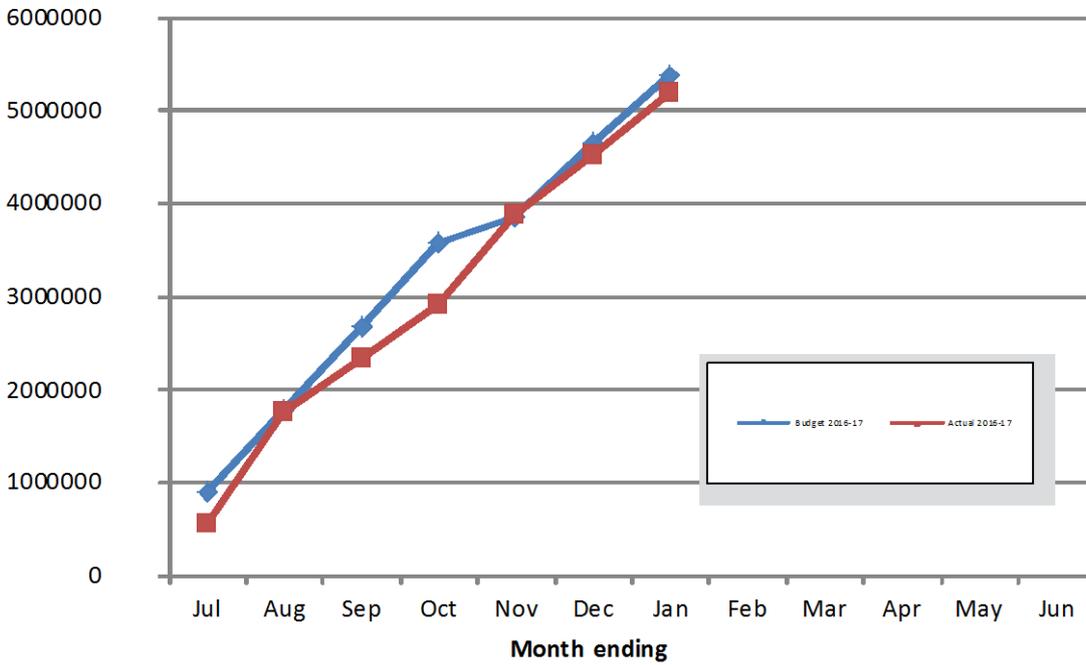
There are a number of factors contributing to this but the main drivers being a timing issue for annual insurance premiums, and salaries and wages for leave provisions paid out.

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
Reserve Transfers will occur towards the end of the financial year.
CAPITAL EXPENSES
Land and Buildings
Underbudget as capital program yet to substantially commence.
Plant and Equipment
Underbudget as capital program yet to substantially commence.
Furniture and Equipment
Underbudget as capital program yet to substantially commence.
Infrastructure Assets - Roads & Bridges
Underbudget as capital program yet to substantially commence.
Infrastructure Assets - Sewerage
Underbudget as capital program yet to substantially commence.
Infrastructure Assets - Parks
Underbudget as capital program yet to substantially commence.
Repayment of Debentures
This variance represents a timing difference of loan repayments.
Transfer to Reserves
Reserve Transfers will occur towards the end of the financial year.
OTHER ITEMS
Rate Revenue
Within variance threshold of \$10,000 or 10%
Opening Funding Surplus(Deficit)
Within variance threshold of \$10,000 or 10%
Closing Funding Surplus (Deficit)
Within variance threshold of \$10,000 or 10%

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

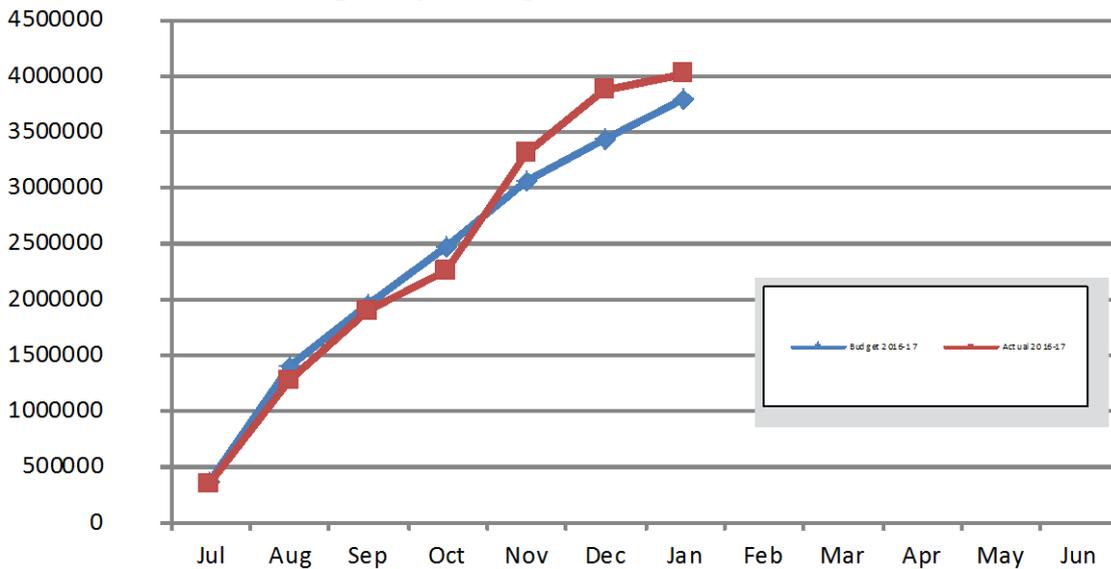
Note 2 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



Comments/Notes - Operating Expenses

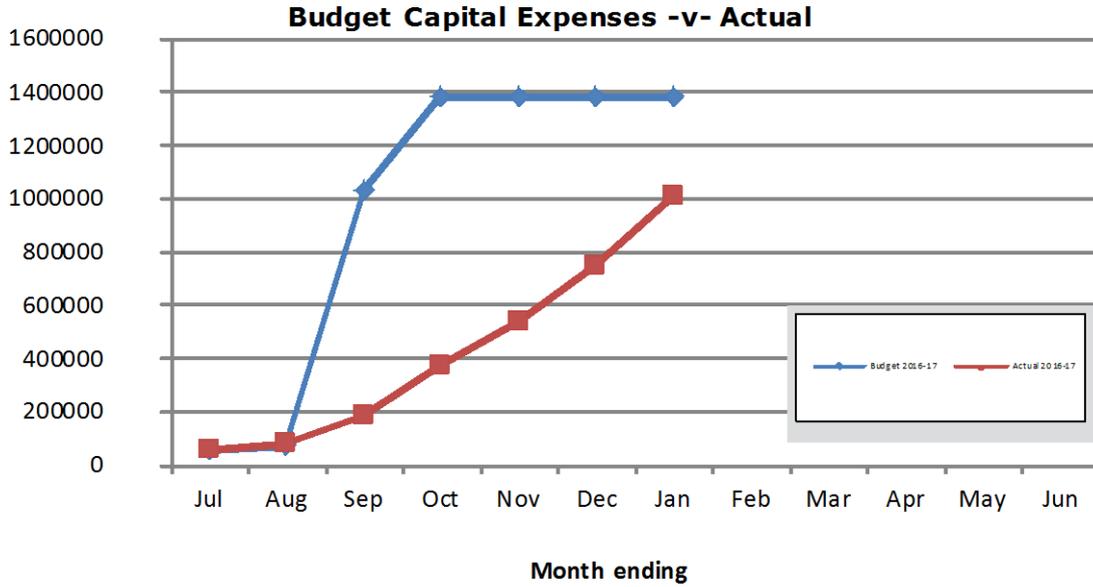
Budget Operating Revenues -v- Actual



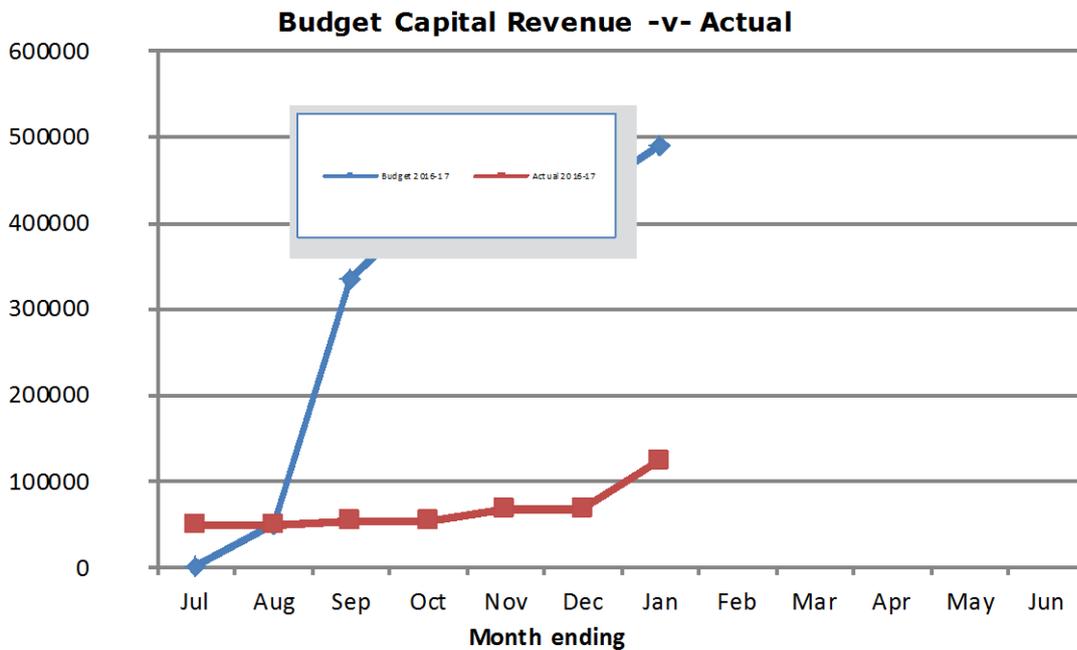
Comments/Notes - Operating Revenues

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

Note 1 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

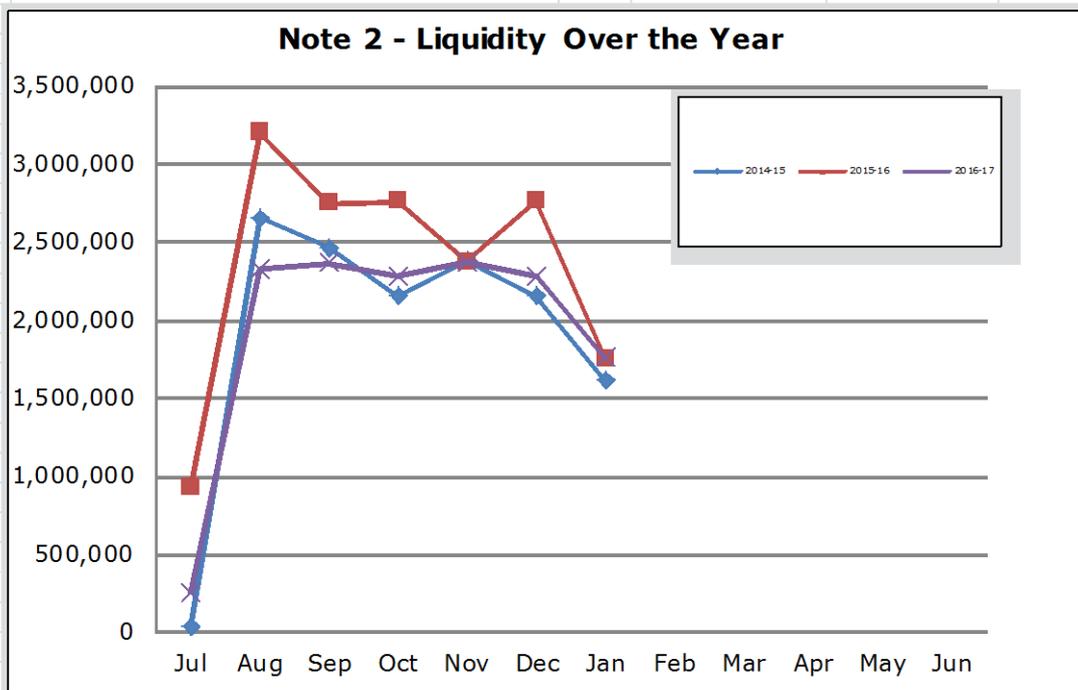


Comments/Notes - Capital Revenues

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

Note 3: NET CURRENT FUNDING POSITION

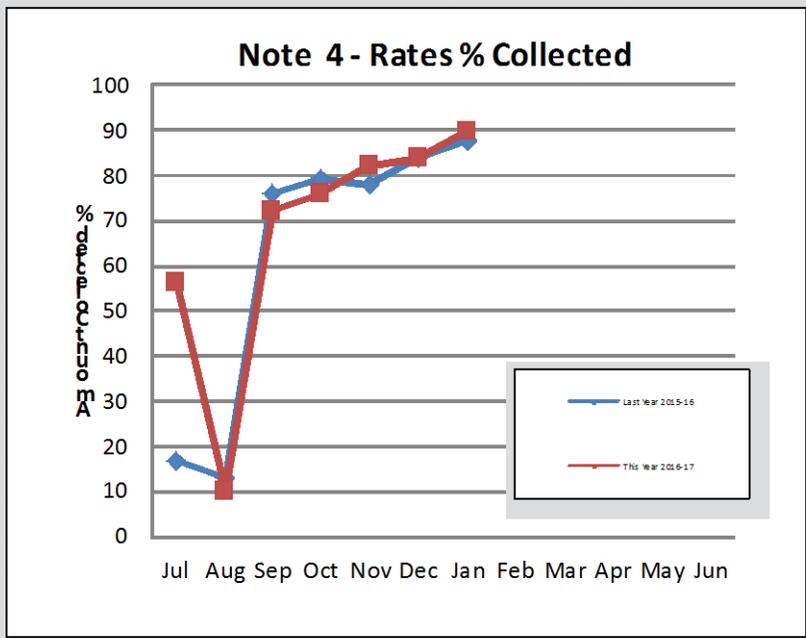
	Note	Positive=Surplus (Negative=Deficit)			Surplus C/F 1 July 2016
		2016-17			
		This Period	Same Period 2015/16	Same Period 2014/15	
		\$	\$	\$	\$
Current Assets					
Cash Unrestricted		1,710,882	1,646,181	1,524,308	772,890
Cash Restricted		3,244,209	2,898,732	2,484,856	3,221,937
Receivables		3,260,991	1,700,413	1,073,488	1,529,647
Prepayments & Accruals		0	0	0	177,156
Inventories		14,915	10,841	18,841	16,373
		8,230,996	6,256,167	5,101,493	5,718,003
Less: Current Liabilities					
Payables and Provisions		(3,228,688)	(1,606,445)	(1,003,669)	(1,923,218)
		(3,228,688)	(1,606,445)	(1,003,669)	(1,923,218)
Less: Cash Restricted		(3,244,209)	(2,898,732)	(2,484,856)	(3,221,937)
Net Current Funding Position		1,758,100	1,750,990	1,612,969	572,848



Comments - Net Current Funding Position

Note 4: RECEIVABLES

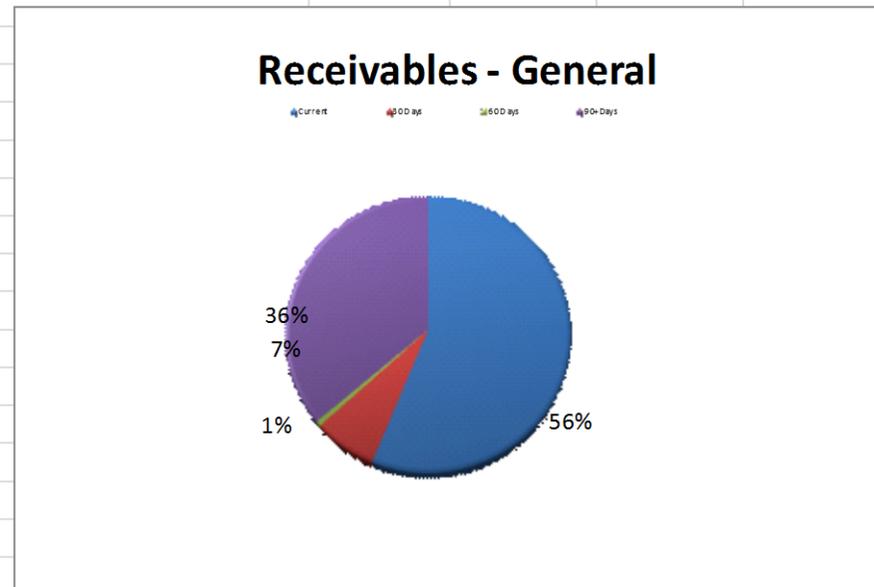
Receivables - Rates, Sewerage and Rubbish	Current 2016-17	Previous 2015-16
	\$	\$
Opening Arrears Previous Years	12,339	48,284
Rates, Sewerage & Rubbish Levied this year	2,245,664	2,115,830
Less Collections to date	(2,026,379)	(1,894,435)
Equals Current Outstanding	231,624	269,679
Net Rates Collectable	231,624	269,679
% Collected	89.74%	87.54%



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	17,461	2,170	180	11,260
Total Outstanding				31,071

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

Main Roads Funding Recoups (\$136,433) make up the bulk of the receivables

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

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Amended Budget Nov OCM Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Amended Budget Nov & Dec OCM Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Amended Budget Nov OCM Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aldersyde Hall Reserve	22,548	676	156	2,500	2,500	0	0	0	0	25,724	25,724
Bridge Construction Reserve	0	0	0	0	0	0	0	0	0	0	0
Brookton Heritage/Museum Reserve	34,353	1,031	237	2,500	2,500	0	0	0	0	37,884	37,884
Caravan Park Reserve	127,936	3,838	884	0	0	0	(15,300)	(15,300)	0	116,474	116,474
Cemetery Reserve	20,921	628	145	0	0	0	0	0	0	21,549	21,549
Community Bus Reserve	57,160	1,715	395	5,000	5,000	0	0	0	0	63,875	63,875
Drainage Reserve							0	0	0	0	0
Furniture and Equipment Reserve	23,982	719	166	40,000	40,000	0	0	0	0	64,701	64,701
Health & Aged Care Reserve	777,991	23,340	5,378	50,000	50,000	0	(165,000)	(165,000)	0	686,331	686,331
Housing Reserve	754,115	22,623	5,213	15,000	15,000	0	(780,000)	(791,000)	0	11,738	738
Kweda Hall Reserve	22,548	676	156	2,500	2,500	0	0	0	0	25,724	25,724
Land Development Reserve	126,049	3,781	871	0	0	0	0	0	0	129,830	129,830
Madison Square Units Reserve	17,235	517	119	0	0	0	0	0	0	17,752	17,752
Municipal Buildings & Facilities Reserve	115,626	3,469	799	100,000	100,000	0	0	(18,000)	0	219,095	201,095
Plant and Vehicle Reserve	494,514	14,835	3,418	100,000	32,280	0	0	0	0	609,349	541,629
Railway Station Reserve	22,548	676	156	2,500	2,500	0	(18,000)	(18,000)	0	7,724	7,724
Rehabilitation & Refuse Reserve	40,355	1,211	279	5,000	5,000	0	0	0	0	46,566	46,566
Road and Bridge Infrastructure Reserve	187,018	5,611	1,293	100,000	100,000	0	0	0	0	292,629	292,629
Saddleback Building Reserve	48,828	1,465	338	0	0	0	0	0	0	50,293	50,293
Saddleback Vehicle & Equipment Reserve	0	0	0	0	0	0	0	0	0	0	0
Sewerage Scheme Reserve	125,338	3,760	866	65,000	65,000	0	0	0	0	194,098	194,098
Sport & Recreation Reserve	10,124	304	70	0	0	0	0	0	0	10,428	10,428
Staff Vehicle Reserve	0	4,262	982	0	0	0	0	0	0	4,262	4,262
Townscape and Footpath Reserve	142,080	0	0	0	0	0	(100,000)	(100,000)	0	42,080	42,080
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0	0	0
Water Harvesting Reserve	50,665	1,520	350	0	0	0	(21,000)	(21,000)	0	31,185	31,185
	3,221,936	96,657	22,272	490,000	422,280	0	(1,099,300)	(1,128,300)	0	2,709,293	2,612,573

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

Note 6: CAPITAL DISPOSALS AND ACQUISITIONS

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value		Proceeds	Profit (Loss)
\$	\$	\$		\$		\$	\$
24,582	25,000	418	CEO Vehicle	37,695		27,364	(10,332)
23,025	22,000	(1,027)	DCEO Vehicle				0
30,075	55,000	24,925	Lot 100 Korrnong Drive	30,075		50,000	19,925
28,918	22,000	(6,918)	Shire Planner Vehicle	28,694		22,273	(6,421)
102,744	100,000	(2,744)	Grader D Series				0
30,597	20,000	(10,597)	Works Supervisors Ute				0
14,809	20,000	5,191	Dual Cab Utility - Foreman				0
254,750	264,000	9,248	Totals	96,464		99,636	3,172

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Amended Budget Nov & Dec OCM	Actual	Variance
	\$		\$	\$
Property, Plant & Equipment				
Land and Buildings	1,136,600	1,172,090	59,762	1,112,328
Plant & Equipment	540,500	508,500	52,740	455,760
Furniture & Equipment	202,243	211,498	7,182	204,316
Infrastructure				
Roadworks & Bridge Works	1,266,600	1,266,600	729,142	537,458
Parks & Gardens	30,000	30,000	0	30,000
Sewerage & Drainage	213,680	213,680	52,797	160,883
Totals	3,389,623	3,402,368	901,623	2,500,745

Comments - Capital Acquisitions

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

Note 7: INFORMATION ON BORROWINGS

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-16 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
							Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	130,452	-	6,286	12,783	124,166	117,669	4,464	9,458
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	39,429	-	7,904	7,904	31,525	31,525	1,369	2,445
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	292,939	-	8,526	17,349	284,413	275,590	8,585	22,032
Governance												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	60,436	-	4,178	4,178	56,258	56,258	2,424	4,239
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	95,642	-	7,356	7,356	88,286	88,286	3,375	5,858
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	157,810	-	12,137	12,137	145,673	145,673	5,568	9,666
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	66,950	-	5,149	5,149	61,801	61,801	2,362	4,101
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	157,810	-	12,137	12,137	145,673	145,673	5,568	9,666
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	728,458	-	21,203	43,143	707,255	685,315	21,347	54,784
					1,729,926	-	84,877	122,136	1,645,049	1,607,790	55,061	122,249

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

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

Note 8: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Cash at Bank - Operating Account	1.50%	253,788				253,788	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	1,457,094				1,457,094	Bendigo	
Trust Cash at Bank	1.50%			35,478		35,478	Bendigo	
(b) Term Deposits								
Reserves	2.65%		3,244,209			3,244,209	Bendigo	02/04/2017
Les McMullen Trust	2.80%			6,760		6,760	Bendigo	26/06/2017
(c) Investments								
Bendigo Bank Shares					5,000	5,000		
Total		1,710,882	3,244,209	42,238	5,000	5,002,329		

Comments/Notes - Investments

Investment Management Strategy for Kalkarni Bonds

The total bond/RAD amounts (\$2,000,000) are invested by Baptistcare with Bankwest for a term of 271 days at the rate of 3.08% with a maturity date of 3rd January 2017. The remaining is invested at 2.65% with a maturity date of 7th March 2017.

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

Note 9: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Adopted Budget Net Asset Surplus 30 June 2017		Opening Surplus(Deficit)				549,058
	Additional Muni Surplus Carried Forward 1 July 2016				23,790		572,848
	Infrastructure Depreciation	Nov 17 OCM	Non Cash Item	1,452,714			572,848
	Brookton Caravan Park Operating Expenses	Nov 17 OCM	Operating Expenses		24,259		597,107
	R2R - Brookton Kweda Road	Nov 17 OCM	Capital Expenses		41,500		638,607
	R2R - Gartrell Road	Nov 17 OCM	Capital Expenses			(15,500)	623,107
	R2R - Robinson Road	Nov 17 OCM	Capital Expenses			(26,000)	597,107
	Purchase Land and Buildings	Nov 17 OCM				(15,000)	582,107
	Transfer from Housing Reserve	Nov 17 OCM			11,000		593,107
	Purchase CEO Vehicle	Nov 17 OCM				(5,000)	588,107
	Admin Employee Expenses	Nov 17 OCM				(113,680)	474,427
	TPS Employee Costs	Nov 17 OCM			44,722		519,149
	Purchase Planner Vehicle	Nov 17 OCM			37,000		556,149
	TPS Member Contribution	Nov 17 OCM				(41,002)	515,147
	TPS General Operating Expenses	Nov 17 OCM				(10,000)	505,147
	TPS Vehicle Costs	Nov 17 OCM			1,975		507,122
	TBP Operating Expenses	Nov 17 OCM			394		507,516
	Rec Employee Costs	Nov 17 OCM			2,766		510,282
	PWOH Employee Costs	Nov 17 OCM			3,605		513,887
	Transfer to Plant Reserve	Nov 17 OCM			67,720		581,607
	Purchase Furniture and Equipment	Nov 17 OCM				(9,255)	572,352
	Private Works Income	Nov 17 OCM				(30,000)	542,352
	Pool Grants	Nov 17 OCM				(32,000)	510,352
	Madison Square Rental Income	Nov 17 OCM			12,116		522,468
	Staff Housing Reimbursements	Nov 17 OCM			7,090		529,558
	Staff Rental Revenue	Nov 17 OCM			19,500		549,058
	Solar Panels Administration Office	Dec17 OCM	Capital Expenses			(20,490)	528,568
	Closing Funding Surplus (Deficit)			1,452,714	297,437	(317,927)	528,568

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

Schedule of Proposed Budget Variations - Oct 31 Financial Statements

Account Description	GL/JOB	IE Code	Original Budget	Proposed Budget	Change in Net Assets	Explanation
Infrastructure Depreciation	E122500	454	-3,152,714	-1,700,000	Non-Cash	Adjustment due to new depreciation calculations following 15/16 Audit
Carried Forward Surplus			549,058	572,848	23,790	Audited Carried Forward Surplus
Brookton Caravan Park Operating Expenses	E132010	801	-19,884	0	19,884	PWOHs of \$20k to be eliminated
Brookton Caravan Park Operating Expenses	E132011	379	-14,585	-10,210	4,375	\$4375 reduction in materials and contracts budget
R2R - Brookton-Kweda Road	BRKWR2R	504	-544,035	-502,535	41,500	Adjust Budget for expenditure on Gartrell and Robinson Road
R2R - Gartrell Road	GARTR2R	504	0	-15,500	-15,500	Establish Budget
R2R - Robinson Road	ROBIR2R	504	0	-26,000	-26,000	Establish Budget
Purchase Land and Buildings	E092510	500	-780,000	0	780,000	Split Housing Budget as per Housing Development Plan
Montgomery St Housing Construction	MONCLGF	500	0	-20,000	-20,000	Split Housing Budget as per Housing Development Plan
4 Matthew Street Subdivision/Rezoning	NEW	500	0	-20,000	-20,000	Split Housing Budget as per Housing Development Plan
New Dwelling - To Be Determined	NEW	500	0	-305,000	-305,000	Split Housing Budget as per Housing Development Plan
New Dwelling - Koormong	NEW	500	0	-450,000	-450,000	Split Housing Budget as per Housing Development Plan
Transfer from Housing Reserve	OL01631	230	780,000	791,000	11,000	Split Housing Budget as per Housing Development Plan
CEO Vehicle	E042531	502	-50,000	-55,000	-5,000	To enable upgrade as per new CEO contract
Members Operating Expenses	E041020	338	-16,000	-11,000	5,000	Contra adjustment for Christmas Party expenses. Donation to Social Club
Members Operating Expenses	E041020	391	0	-5,000	-5,000	Contra adjustment for Christmas Party expenses. Donation to Social Club
Admin Employee Expenses	E042010	305	-13,905	-12,405	1,500	Reduction of \$1500 in FBT as a result of Donation to Social Club
Staff Rental Revenue	I091010	125	21,060	40,560	19,500	Favourable Adjustment recognising housing subsidy of \$125pw x 52 weeks x 3 staff. Subsidy was recognised as expense in budget but no contra income budget.
Staff Housing - Reimbursements	I091030	160	1,000	8,090	7,090	Reimbursement for Gardening Services x 5
Madison Square Rental Revenue	I092010	126	24,622	36,738	12,116	JVA Commonwealth Rent Assistance additional rent
Pool Grants and Subsidies	I112020	160	32,000	0	-32,000	High probability that operating grant will require contra expenditure
Private Works	I141010	130	65,562	35,562	-30,000	Over-budgeted income from private works
Purchase Furniture and Equipment	E042520	501	0	-9,255	-9,255	Upgrade manual hard drives in 13 PCs and RAM + Purchase of 1 new PC as per quote from JH
Regional Town Planning Scheme						
Vehicle Costs	E103015	315	-3,950	-1,975	1,975	Scheme to cease 31 December 2016
General Operating Expenses	E103020	327	0	-10,000	-10,000	Establish consultancy/gazettal budget
TPS Member Contribution	I103010	160	82,004	41,002	-41,002	Scheme to cease 31 December 2016
Purchase Vehicle	E104530	502	-37,000	0	37,000	Assets to be wound up
TPS Employee Costs	E103010	300	-77,187	-42,786	34,401	Wages - prorata
TPS Employee Costs	E103010	301	-7,760	-3,880	3,880	Superannuation - prorata
TPS Employee Costs	E103010	303	-6,283	-3,142	3,141	Annual Leave - prorata
TPS Employee Costs	E103010	317	-3,142	-628	2,514	Public Holidays - prorata
TPS Employee Costs	E103010	316	-1,571	-785	786	Sick Leave - prorata
Salaries and Wages Reconciliation						
Admin Employee Costs	E042010	300	-549,181	-631,143	-81,962	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	301	-69,684	-80,383	-10,699	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	303	-52,488	-73,202	-20,714	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	317	-26,045	-26,587	-542	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Admin Employee Costs	E042010	316	-12,124	-13,387	-1,263	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	300	-26,680	-21,016	5,664	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	301	-727	-2,344	-1,617	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	303	0	-2,230	-2,230	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	317	0	-949	-949	Salaries and Wages Reco - Total \$108k Unfavourable Movement
TBP Operating Expenses	E104030	316	0	-474	-474	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Rec Employee Costs	E116010	300	-19,142	-14,820	4,322	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Rec Employee Costs	E116010	301	0	-1,556	-1,556	Salaries and Wages Reco - Total \$108k Unfavourable Movement
PWOH Employee Costs	E142010	300	-79,843	-76,238	3,605	Salaries and Wages Reco - Total \$108k Unfavourable Movement
Transfer to Plant Reserve	OL01622	520	-100,000	-32,280	67,720	Reduce Transfer to Plant Reserve to Offset Unfavourable Budget Movement
			-4,108,624	-2,655,910	0	

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

Note 10: TRUST FUND

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

Description	Opening Balance For the Period 1 July 2016	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 January 2017
	\$	\$	\$	\$
Housing Bonds	180	2,860	(3,040)	0
Other Bonds	10,120	8,395	(5,685)	12,830
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	6,760	0	0	6,760
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	0	0	0	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	4,915	0	(400)	4,515
Unclaimed Money	0	0	0	0
	40,308	11,255	(9,325)	42,238

1. Developer Road Contributions are:

T129 Allington - Grosser Street \$2,515

T99 Chittleborough - Chittleborough Road \$2,000

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.

STATEMENT OF FINANCIAL ACTIVITY
Kalkarni Aged Care Facility
For the Period Ended 31 January 2017

Note 11: Kalkarni Aged Care Facility						
	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
Operating Revenue		\$	\$	\$	\$	%
Fees & Charges		681,555	397,574	397,574	0	0.00%
Grants & Subsidies		2,777,856	1,620,416	1,594,260	(26,156)	(1.61%)
Total Revenue		3,459,411	2,017,990	1,991,834	(26,156)	(1.30%)
Operating Expenses						
Building Maintenance		0	0	0	0	0.00%
Interest Expenses		(5,858)	(3,417)	(3,375)	42	(1.24%)
Insurance Expenses		(15,000)	(15,000)	(14,454)	546	(3.64%)
Building Maintenance		(18,200)	(10,617)	(14,380)	(3,763)	35.45%
Loss on Sale of Asset		0	0	0	0	0.00%
Depreciation		(188,016)	(109,676)	(109,636)	41	(0.04%)
ABC Administration Expenses		(22,345)	(13,035)	(15,241)	(2,206)	16.93%
Contract Expenses		(3,422,176)	(1,996,269)	(1,978,804)	17,465	(0.87%)
Total Expenses		(3,671,595)	(2,148,014)	(2,135,889)	12,125	0.56%
Operating Surplus (Deficit)		(212,184)	(130,024)	(144,056)	(14,032)	-11%
Excluding Non Cash Adjustments						
Add back Depreciation		188,016	109,676	109,636	(41)	(0.04%)
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%
Net Operating Surplus (Deficit)		(24,168)	(20,348)	(34,420)	(14,072)	69.16%
Capital Revenues						
KBC Capital Income		260,243	151,808	151,808	(0)	(0.00%)
Transfer from Reserves	5	780,000	0	0	0	0.00%
Total		1,040,243	151,808	151,808	(0)	(0)
Capital Expenses						
Land and Buildings	6	(165,000)	0	(29,150)	(29,150)	0.00%
Plant and Equipment	6	0	0	0	0	0.00%
Furniture and Equipment	6	(192,243)	0	(7,182)	(7,182)	
Repayment of Debentures	7	(7,356)	(3,627)	(7,356)	(3,729)	0.00%
Transfer to Reserves	5	(37,623)	0	(5,213)	(5,213)	
Total		(402,222)	(3,627)	(48,901)	(45,274)	
Net Capital		638,021	148,181	102,908	(45,274)	(30.55%)
Closing Funding Surplus(Deficit)		613,853	127,833	68,488	(59,346)	

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

Note 12 WB Eva Pavilion Operating Statement

	NOTE	2016/17 Adopted Budget \$	2016/17 YTD Budget \$	2016/17 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES					
Hire Fees - WB Eva Pavilion		3,000	2,000	3,048	1,048
Sporting Club Fees		4,500	-	2,375	2,375
Gymnasium Income		14,500	1,000	7,021	6,021
		22,000	3,000	12,444	9,444
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs		(6,863)	(4,004)	(6,791)	(2,787)
Materials and Contracts		(8,200)	(4,783)	(1,520)	3,263
Utilities		(4,000)	(2,333)	(1,730)	603
Interest Expenses		(54,784)	(31,957)	(21,347)	10,611
Insurance		(5,500)	(3,208)	(3,742)	(533)
General Operating Expenses		(9,418)	(5,494)	(7,199)	(1,705)
Gymnasium Operating		(11,185)	(6,517)	(2,045)	4,472
		(88,766)	(51,780)	(42,329)	9,451
		(66,766)	(48,780)	(29,885)	18,895
NET RESULT		(66,766)	(48,780)	(29,885)	18,895

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

Note 13 Sewerage Operating Statement

NOTE	2016/17	2016/17	2016/17	Variance
	Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges	1,500	1,500	1,180	(320)
Annual Sewerage Rates	152,587	152,587	154,775	2,188
	154,087	154,087	155,955	1,868
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(2,734)	(1,595)	(870)	725
Materials and Contracts	(36,280)	(21,163)	(15,670)	5,493
Utilities	(6,000)	(3,500)	(4,210)	(710)
Depreciation	(88,284)	(51,499)	(32,984)	18,515
Interest Expenses	(4,101)	(2,392)	(2,362)	30
Insurance	(250)	(250)	(243)	7
General Operating Expenses	(3,785)	(2,208)	(1,138)	1,069
Allocation of Administration Expense	(12,013)	(12,013)	(3,602)	8,411
	(153,447)	(94,620)	(61,079)	33,541
	640	59,466	94,876	35,409
Add Back Depreciation	88,284	51,499	32,984	(18,515)
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	(65,000)	-	-	-
Transfer from Sewerage and Drainage Reserve	-	-	-	-
NET RESULT	23,924	110,965	127,860	16,894

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	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.
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	

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

	Note	Adopted Annual Budget	Amended Budget Nov OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
Note 14 (a): Brookton Caravan Park		\$		\$	\$	\$	%
Operating Revenue							
Caravan Park Fees		50,300	50,300	29,342	19,201	(10,141)	(34.56%)
Total Revenue		50,300	50,300	29,342	19,201	(10,141)	(34.56%)
Operating Expenses							
Brookton Caravan Park		(65,173)	(40,914)	(38,018)	(22,221)	15,797	0.00%
Caravan Park Depreciation		(527)	(527)	(307)	(505)	(198)	64.37%
Caravan Park Abc Administration Expenses		(10,572)	(10,572)	(6,167)	(7,211)	(1,044)	0.00%
Total		(76,272)	(52,012)	(44,492)	(29,937)	14,555	32.71%
Operating Surplus (Deficit)		(25,972)	(1,712)	(15,150)	(10,735)	4,415	29%
Excluding Non Cash Adjustments							
Add back Depreciation		527	527	307	505	198	64.37%
Net Operating Surplus (Deficit)		(25,445)	(1,186)	(14,843)	(10,230)	4,613	(31.08%)
Note 14 (b): Brookton Acquatic Centre							
Operating Revenue							
POOL Fees & Charges		12,500	12,500	6,250	9,647	3,397	0.00%
POOL GRANTS & SUBSIDIES		32,000	0	18,667	32,000	13,333	0.00%
Total Revenue		44,500	12,500	24,917	41,647	16,731	0
Operating Expenses							
POOL Employee Costs		(500)	(500)	(292)	(1,027)	(735)	252.10%
POOL General Operating Expenses		(80,780)	(80,780)	(47,122)	(31,819)	15,302	(32.47%)
POOL Building Maintenance		(18,848)	(18,848)	(10,995)	(9,559)	1,436	(13.06%)
POOL Depreciation		(24,674)	(24,674)	(14,393)	(14,534)	(141)	0.98%
POOL Abc Administration Expenses		(36,280)	(36,280)	(21,164)	(24,746)	(3,582)	16.93%
Total		(161,083)	(161,083)	(93,965)	(81,685)	12,280	13.07%
Operating Surplus (Deficit)		(116,583)	(148,583)	(69,049)	(40,038)	29,011	0%
Excluding Non Cash Adjustments							
Add back Depreciation		24,674	24,674	14,393	14,534	141	0.00%
Net Operating Surplus (Deficit)		(91,909)	(123,909)	(54,655)	(25,504)	29,151	0%

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

Note 15

Description	Adopted Annual Budget	Amended Budget Nov OCM	YTD Actual	% Completed	Federal Funding		State Funding			Own Source Funding				
					R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions		Muni
	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$		
Town Street Maintenance	222,410	222,410	111,516	50%					77,614			15,000	129,796	
Rural Road Maintenance	360,334	360,334	260,528	72%						325,234			35,100	
Bridge Maintenance	61,355	61,355	63,476	103%									61,355	
R2R Work Schedule														
Brookton - Kweda Road	544,035	502,535	254,912	51%	470,503								32,032	Unspent R2R 15/16
Gartrell Road	0	15,500	15,389	99%	15,500									Need to upload into IMS
Robinson Road	0	26,000	31,987	123%	26,000									
Other Construction														
Buckingham Road	0	0	600	0%										
Grosser Street	5,586	5,586	0	0%									5,586	
Montgomery Street	0	0	3,538	0%										
Reynolds Street	56,652	56,652	15,425	27%									56,652	
RRG Approved Projects														
Alderside - Pingelly Road	141,960	141,960	35,861	25%			94,640						47,320	33.33% Claim first 40% + direct grant
Brookton - Kweda Road	263,823	263,823	272,177	103%			112,407	63,476					87,940	33.33%
Corberding Road	154,544	154,544	820	1%			103,028						51,516	33.33%
	1,810,699	1,810,699	1,066,229	59%	512,003	0	310,075	63,476	77,614	325,234	0	15,000	507,297	Must exceed R2R Reference Amount \$293k

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

Note 16

Description	Adopted Annual Budget	Amended Budget Nov & Dec OCM	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
Kalkarni Land Purchase and Backup Power Supply	165,000	165,000	29,150	18%			165,000		165,000
Montgomery St Clgf Housing Construction	780,000	20,000	16,197	81%			20,000		20,000
Unit 1 4 Matthew Street	0	10,000	0	0%			10,000		10,000
Unit 2 4 Matthew Street	0	10,000	0	0%			10,000		10,000
New Construction x 2	0	755,000	0	0%	4,000		751,000		755,000
ICT Upgrade	0	9,255	0	0%	9,255				9,255
Solar Panels Administration Office	0	20,490	2,049	10%	2,490		18,000		20,490
Townscape - Robinson Road	100,000	100,000	500	1%			100,000		100,000
Memorial Hall Renewal	6,000	6,000	0	0%	6,000				6,000
WB Eva Pavillion Refurbishment	57,000	57,000	0	0%	6,000	51,000			57,000
Railway Station Refurbishment	18,000	18,000	4,275	24%			18,000		18,000
Caravan Park - Dump Point	10,600	10,600	7,591	72%		5,300	5,300		10,600
Kalkarni Residency Furniture and Equipment/Upgrades	192,243	192,243	7,182	4%	192,243				192,243
Caravan Park - Upgrade Power Supply	10,000	10,000	0	0%			10,000		10,000
CEO Vehicle	50,000	55,000	52,740	96%	30,000			25,000	55,000
DCEO Vehicle	36,000	36,000	0	0%	14,000			22,000	36,000
Shire Planner Vehicle	37,000	0	0	0%	0			0	0
Transport Plant and Equipment (Grader, PWS Ute, Foreman Ute)	417,500	417,500	0	0%	277,500			140,000	417,500
Aldersyde-Pingelly Rd	141,960	141,960	35,861	25%	47,320	94,640			141,960
Brookton-Kweda Road - Road Widening To Mourambine Junction	263,823	263,823	272,177	103%	87,940	175,883			263,823
Corberding Road	154,544	154,544	820	1%	51,516	103,028			154,544
Brookton-Kweda Road	544,035	502,535	254,912	51%	32,032	470,503			502,535
Gartrell Road	0	15,500	15,389	99%	0	15,500			15,500
Robinson Road	0	26,000	31,987	123%	0	26,000			26,000
Buckingham Road	0	0	600	0%	0				0
Grosser Street	5,586	5,586	0	0%	5,586				5,586
Montgomery Street	0	0	3,538	0%	0				0
Reynolds Street	56,652	56,652	15,425	27%	56,652				56,652
Footpath Construction	100,000	100,000	98,435	98%	100,000				100,000
Sewer Infrastructure (Chlorinator + Asset Renewal)	63,680	63,680	0	0%	47,680		16,000		63,680
Happy Valley Bore Field	150,000	150,000	52,797	35%	45,000	100,000	5,000		150,000
Nature Play	30,000	30,000	0	0%		30,000			30,000
	3,389,623	3,402,368	901,623	27%	1,015,214	1,071,854	1,128,300	187,000	3,402,368
					1,218,439	Budget Capex Schedule			
					203,225	Variance - Sale Proceeds			
					1,015,214				

Shire of Brookton								
STATEMENT OF FINANCIAL ACTIVITY								
Grants, Subsidies and Contributions Register								
For the Period Ended 31 January 2017								
Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget Nov OCM	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
			\$	\$	\$	\$	\$	
Federal Government	KBC Grants & Subsidies	Subsidy	(2,777,856)	(2,777,856)	Recurrent	(2,777,856)	(1,589,260)	57%
Rural Water Planning	Happy Valley Bore Field	Non Operating	(100,000)	(100,000)	(100,000)	(100,000)	(65,000)	65%
Lotterywest	WB Eva Grant	Non Operating	(51,000)	(51,000)	-	-	-	0%
To be Identified	Nature Play Grant	Non Operating	(30,000)	(30,000)	-	-	-	0%
Main Roads WA	Regional Road Group	Non Operating	(373,551)	(373,551)	(373,531)	(373,551)	(124,030)	33%
Federal Government	Roads to Recovery	Non Operating	(512,003)	(512,003)	(512,003)	(512,003)	(481,617)	94%
To be Identified	Caravan Park Dump Point	Non Operating	(5,300)	(5,300)	-	-	-	0%
WA Grants Commission	GPG Grants Commission - General	Operating	(606,728)	(606,728)	Recurrent	(606,728)	(302,235)	50%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(325,234)	(325,234)	Recurrent	(325,234)	(162,797)	50%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(25,403)	(25,403)	Recurrent	(25,403)	(16,935)	67%
Main Roads WA	Direct Grant	Operating	(77,614)	(77,614)	Recurrent	(77,614)	(77,614)	100%
			(4,884,689)	(4,884,689)		(4,798,389)	(2,819,487)	58%

12.02.17.04 FINANCIAL RESERVES POLICY

File No:	1339
Applicant/ Proponent:	Not applicable
Subject Land/ Locality:	Not applicable
Date:	9 January 2017
Author:	Dale Stewart, Acting Chief Executive Officer
Authorising Officer:	Ian D'Arcy, Chief Executive Officer
Disclosure of Interest from Author:	Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion:	<input checked="" type="checkbox"/> Executive – the substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing the Chief Executive Officer, setting and amending budgets.

Attachments: Nil

OFFICER RECOMMENDATION

That with respect to Financial Reserves, Council;

- 1) Adopt the Financial Reserves Policy as a Corporate Policy of the Council, as detailed within the Officers Report, noting that change of purpose of any existing Reserve Fund different to that adopted with the 2016/16 Budget, or at the Council Meeting of the 17 November 2016, will only come into effect if so adopted with the 2017/18 Budget Adoption and;**
- 2) Request the Chief Executive Officer to transfer the three (3) developer contributions currently held in Trust and totaling \$4,914.50 that relate to developer or subdivision contributions for Roads, Footpaths or Drainage (but not Public Open Space), to the new Reserve entitled 'Developer Contributions'.**

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

The Acting Chief Executive Officer proposes that the Council adopt a new policy relating to Financial Reserves.

The Financial Reserves Policy is to provide a framework for the establishment and ongoing management of Financial (cash backed) Reserves.

BACKGROUND

Policies are adopted by Council and establish guidelines or provide direction for the Shire's activities and actions. Policies are defined as the principles and intent behind the programs that a local government implements. A policy can also be a general plan or approach to a specific need, problem or issue. The need for such a Policy was highlighted by the Acting CEO and Acting DCEO in earlier Briefing Forums of the Council.

COMMENT

The Financial Reserves Policy is to provide a framework for the establishment and ongoing management of Financial (or what is often called 'cash backed') Reserves.

The Policy provides direction on what reserves should exist and for what purpose, how they should be managed, how new reserves are set up, how interest earned is applied and any associated minimum balances (or targets) for these reserves. While setting of targets for reserve balances may be considered financially responsible it should be noted that they should be considered hand in hand with the Shire's Long Term Financial Plan (LTFP), income strategies and operating and capital expenditure, all of which affect the Shire's long term financial position.

Funds should not be put in reserves at the cost of urgently required asset renewal needs. There is a strong focus on asset management and the Shire's focus on bridging the asset renewal gap through the use of Reserves.

Councillors will note the amendment recommended to the Health and Aged Care Reserve to remove the 'Saddleback Medical Centre' from the purpose. The Council already has a Saddleback Building Reserve, so this appears to be an unnecessary and confusing duplication.

CONSULTATION

The draft policy has had input and feedback from the following:

- Chief Executive Officer and
- Deputy CEO.

LEGISLATIVE IMPLICATIONS

Local Government Reserves are dealt with in accordance with section 6.11 (Part 6, Division 4) of the Local Government Act 1995 and in accordance with the Local Government (Financial Management) Regulations 1996. There is no relevant legislation relating to creation or adoption of a Policy on the matter however.

POLICY IMPLICATIONS

The proposed Policy is as follows;

Policy Objective

The objective of the Financial Reserves Policy is to provide a framework for the establishment and ongoing management of Financial Reserves.

Policy Content

The Shire has established a number of Reserves for the purpose of setting aside funds for specific purposes with clear linkages to the adopted strategies and plans of the Shire.

Reserves may be utilised only for the purpose for which they were created. As part of the ongoing management of the Financial Reserves, each Reserve will be reviewed on an annual basis as part of Budget preparation to ensure that the purpose of the Reserve is still current and maintains clear linkages with the adopted strategies and plans of the Shire. The Local Government Act and Regulations prescribe the necessary steps should the Shire seek to change the purpose of a Reserve or expend Reserve funds for an alternative purpose.

Reserves may be externally restricted (external funding requirement to restrict funds in a Reserve) or internally restricted (Shire funds).

Officers will ensure that all interest earnings from Reserve fund investments will be budgeted to be applied to the relevant Reserve fund, and then if so budgeted, transferred at least once per annum.

Officers will ensure that all proposed transfers to Reserves, established by the annual depreciation (where applicable) and or calculation basis and aspirational targets determined below, will be considered for inclusion in each draft Budget (draft 1).

As a general rule, all transfers to and or from the Reserves will be debited and credited as necessary and not reflect a net transfer. In other words – both the credit (to the Reserve – for example the deemed depreciation amount) and the debit (draw from the Reserve – for example to reimburse the Municipal Fund acquisition) will be journaled, to reflect the principles detailed within the Policy.

Prior to the creation of a Reserve, Council shall adopt operating parameters in relation to the Reserve which set out:

- The purpose of the Reserve;
- The basis of calculation for any transfer to and / or from the Reserve; and
- The proposed allocation of any unexpended balance remaining in the Reserve following completion of any particular project.

Reserve funds may only be expended by an absolute majority resolution of Council, typically encompassed by the adoption of the Budget or subsequent Budget Reviews.

Notwithstanding the above, and the stated specific purpose of a particular Reserve Fund, the Council reserves the right to temporarily utilise some or any of the Reserve Funds for the purposes of offsetting overdraft interest expenses that would have otherwise been incurred by the Municipal Fund, should the need arise, which typically would be between the months of May through to the end of September of any given year, before the majority of the years rates are received (thus avoiding the need for a Municipal Fund Overdraft Facility). A statement to this effect will be included in the Annual Budget Reserves Note.

Each month the financial report presented to Council is to include a schedule of Reserves, showing:

- Opening Balance at 1 July;
- Budgeted and Actual Transfers to Reserves;
- Budgeted and Actual Transfers from Reserves;
- Budgeted (Estimated) Closing Balance at 30 June; and
- Current Balance.

Current (2016/17) Financial Reserves of the Shire of Brookton

Reserve Name	Purpose	Calculation Basis	Aspirational Target Balance
(a) Staff Housing Reserve	To fund the acquisition, renewal, upgrading or construction of Staff Housing to meet present and future workforce	Transfers to and from the Reserve will be based upon the Housing Development Strategy amended from time to time and include the transfer to	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.

	<i>requirements of the Council.</i>	<i>the Reserve of all Staff Housing sales (after expenses) and a minimum of 2.5% of the capital value (being the estimated annual depreciation).</i>	<i>Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>
<i>(b) Plant and Vehicle Reserve</i>	<i>To fund the purchase of motor vehicles, plant or equipment as approved in the Plant Replacement Program and that are licensed.</i>	<i>Transfers to and from the Reserve will be based on the adopted 10 Year Plant and Vehicle Replacement Program and include the transfer to the Reserve of 100% of the estimated annual depreciation and Transfers from the Reserve of the new acquisitions after trade, if any.</i>	<i>Sufficient to achieve the cyclical needs of the 10 Year Plant and Vehicle Replacement Program.</i>
<i>(c) Furniture and Equipment Reserve</i>	<i>To fund the replacement of major items of furniture and equipment, including ICT.</i>	<i>Transfers to and from the Reserve will be based on the Furniture & Equipment Replacement Program and include the transfer to the Reserve of 100% of the estimated annual depreciation and Transfers from the Reserve of the new acquisitions after trade, if any.</i>	<i>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.</i> <i>Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>
<i>(d) Municipal Buildings Reserve</i>	<i>To fund the acquisition, renewal, upgrading or construction of Shire owned buildings and facilities</i>	<i>Transfers to the Reserve will be based upon a minimum of 2.5% of the capital value (being the estimated average annual depreciation relating to the existing buildings).</i>	<i>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.</i> <i>Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>
<i>(e) Land Redevelopment Reserve</i>	<i>To fund land for the purposes of future development.</i>	<i>Transfers to and from the Reserve will be based upon identified strategic acquisitions and development needs.</i>	<i>To be identified as required.</i>

<i>(f) Townscape and Footpath Reserve</i>	<i>To fund the construction of major townscape works and or upgrade of footpaths.</i>	<i>Transfers to and from the Reserve will be based upon identified strategic needs.</i>	<i>To be identified as required.</i>
<i>(g) Road and Bridges Infrastructure Reserve</i>	<i>To fund the construction of roads and bridges within the Shire.</i>	<i>Transfers to the Reserve will be based upon the estimated annual depreciation. Transfers from the Reserve will be to support matching road grants and / or to meet preservation and / or enhancement needs.</i>	<i>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans. Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>
<i>(h) Community Bus Reserve</i>	<i>To fund the ongoing replacement of the Brookton Community Bus.</i>	<i>Transfers to and from the Reserve will be based on the adopted 10 Year Plant and Vehicle Replacement Program and include the transfer to the Reserve of 100% of the estimated annual depreciation and Transfers from the Reserve of the new acquisitions after trade, if any.</i>	<i>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans. Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>
<i>(i) Sewerage Scheme Reserve (OCM 17/11/16)</i>	<i>To fund the expansion, ongoing renewal, maintenance and asset management needs of the Brookton Sewerage Scheme.</i>	<i>Transfers to and from the Reserve will be based upon the principle of the Scheme being self-funding, with transfers to the Reserve based on the estimated average annual depreciation relating to the existing infrastructure and transfers from the Reserve being made to fund necessary expenditure to maintain or service the Scheme. If there is a surplus of income over expenditure (inclusive of any administration</i>	<i>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans. Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>

		<p>allocation and depreciation) in any given year, the Council, as asset owner / operator, is entitled to draw a maximum of 3% Return on Investment (ROI) per annum (of the Asset Value of the Scheme) out of any such surplus, before the net transfer to the Reserve is calculated. The Council is not entitled to claim a ROI in the event that the Scheme in any year makes a loss, unless the Council has achieved a balance of the reserve equating to an Asset Sustainability Ratio of at least 90% (relating to the Scheme).</p>	
(j) Health & Aged Care Reserve	To fund the development and or refurbishment of the Saddleback Medical Centre and / or Kalkarni Residency.	Transfers to the Reserve will be based upon a minimum of 2.5% of the capital value (being the estimated average annual depreciation relating to the existing buildings).	<p>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.</p> <p>Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</p>
(k) Sport and Recreation Reserve	To fund new, renewal, upgrades, or major maintenance of sporting and recreation infrastructure.	Transfers to the Reserve will be based upon a minimum of 2.5% of the capital value (being the estimated average annual depreciation relating to the existing buildings).	<p>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.</p> <p>Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</p>
(l) Rehabilitation Refuse & Gravel Reserve	To fund the rehabilitation or major upgrades of the	Transfers to the Reserve will be based the whole of life	Sufficient to ensure adequate funding of annual renewal

	<i>Brookton Refuse Site and or to rehabilitate former Gravel Pits.</i>	<i>management of the Refuse Site and the Rehabilitation Plans for the Site.</i>	<i>requirements set out in Council's Asset Management Plans. Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>
<i>(m) Saddleback Building Reserve</i>	<i>To fund renewal, upgrades or major maintenance of the Saddleback Medical Centre.</i>	<i>Transfers to the Reserve will be based upon a minimum of 2.5% of the capital value (being the estimated average annual depreciation relating to the existing buildings and infrastructure).</i>	<i>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans. Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>
<i>(n) Caravan Park Reserve</i>	<i>To fund renewal, upgrades or major maintenance of the Brookton Caravan Park.</i>	<i>Transfers to the Reserve will be based upon a minimum of 2.5% of the capital value (being the estimated average annual depreciation relating to the existing buildings and infrastructure). The ultimate aim of this Reserve is that it to be self-funding from income after meeting operational and renewal expenses.</i>	<i>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans. Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>
<i>(o) Brookton Museum/Heritage Reserve</i>	<i>To fund renewal, upgrades or major maintenance of the Brookton Museum.</i>	<i>Transfers to the Reserve will be based upon a minimum of 2.5% of the capital value (being the estimated average annual depreciation relating to the existing buildings and infrastructure).</i>	<i>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans. Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>
<i>(p) Kweda Hall Reserve</i>	<i>To fund renewal, upgrades or major maintenance of the Kweda Hall.</i>	<i>Transfers to the Reserve will be based upon a minimum of 2.5% of the capital value (being the</i>	<i>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset</i>

		<i>estimated average annual depreciation relating to the existing buildings). Transfers from the Reserve will be used to reimburse matching capital expenditure incurred from the Municipal Fund, spent on the Hall in conjunction with the Community.</i>	<i>Management Plans. Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>
<i>(q) Aldersyde Hall Reserve</i>	<i>To fund renewal, upgrades or major maintenance of the Aldersyde Hall.</i>	<i>Transfers to the Reserve will be based upon a minimum of 2.5% of the capital value (being the estimated average annual depreciation relating to the existing buildings). Transfers from the Reserve will be used to reimburse matching capital expenditure incurred from the Municipal Fund, spent on the Hall in conjunction with the Community.</i>	<i>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans. Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>
<i>(r) Railway Station Reserve</i>	<i>To fund renewal, upgrades or major maintenance of the Railway Station and or Platform.</i>	<i>Transfers to the Reserve will be based upon a minimum of 2.5% of the capital value (being the estimated average annual depreciation relating to the existing buildings).</i>	<i>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans. Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>
<i>(s) Maddison Square Units Reserve</i>	<i>To fund renewal, upgrades or major maintenance of the Joint Venture Housing Units (4) and Business Employee Units (2).</i>	<i>Transfers to the Reserve will be based upon a minimum of 2.5% of the capital value (being the estimated average annual depreciation relating to the existing buildings). Nb: Compliance with the Department of Housing Joint Venture</i>	<i>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans. Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>

		<i>Agreement with respect to retention monies in a dedicated reserve is required.</i>	
<i>(t) Cemetery Reserve</i>	<i>To fund renewal, upgrades or major maintenance of the Brookton Cemetery.</i>	<i>Transfers to the Reserve will be based upon a minimum of 2.5% of the capital value (being the estimated average annual depreciation relating to the existing structures, roadways, and infrastructure).</i>	<i>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans. Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>
<i>(u) Water Harvesting Reserve</i>	<i>To fund renewal, upgrades or major maintenance of the water harvesting scheme infrastructure.</i>	<i>Transfers to the Reserve will be based upon a minimum of 2.5% of the capital value (being the estimated average annual depreciation relating to the structures, pipes, buildings, plant and equipment).</i>	<i>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans. Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>
<i>(v) Aquatic Centre Reserve (new)</i>	<i>To fund renewal, replacement, upgrades or major maintenance of the Brookton Aquatic Centre.</i>	<i>Transfers to the Reserve will be based upon a minimum of 3.33% of the capital value (being the estimated average annual depreciation relating to the structures, buildings, plant and equipment).</i>	<i>Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans. Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.</i>
<i>(w) Employee Statutory Entitlements Reserve (new)</i>	<i>To fund the statutory obligations and liability of the employer in relation to employees annual leave and or long service leave entitlements.</i>	<i>Transfers to and from the Reserve will be based upon projected end of year non-current liabilities relating to employee leave entitlements.</i>	<i>100% of non-current employee leave liabilities as reported in the Council's Annual Financial Statements (the Provisions Note).</i>
<i>(x) Developer Contributions (new)</i>	<i>To hold contributions applied to a development via a Development Application or</i>	<i>As applied in accordance with the Local Planning Scheme and Town Planning Regulations.</i>	<i>Not applicable.</i>

	<p><i>Subdivision Approval pending determination by Council of its application to the specific works.</i></p> <p><i>Nb: Public Open Space (POS) contributions are to be retained in the Trust Fund of the Council.</i></p>		
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FINANCIAL IMPLICATIONS

Adoption or not of the Policy, will have no financial impact on the 2016/17 Budget, but will inform Officers and Councillors in framing the 2017/18 and subsequent Budgets (the Long Term Financial Plan).

The recommended funding levels - transferring the equivalent value of depreciation of the relating assets, to the relevant reserves, will have a financial impact if this is to be achieved in one financial year. The intent of the Policy to create aspirational (and hoping eventually realistic) targets and settings that inform elected members, the community and officers of the basis for transfers to and from the financial reserves – not to blindly follow them if the targets cannot be achieved in year one or, indeed, any given year.

The view of the author is that these targets are not unrealistic – if one comes from the perspective that, as far as practical, all deemed depreciation is ‘transferred’ to the relevant reserve (via Municipal) and then ‘drawn’ down at the end of the year to fund required the asset preservation works (maintenance) for that year. If assets are being maintained at optimum level, then eventually equilibrium funding will be achieved (the net draw equals or is lower than the net transfer). It is simply a mindset change – that you utilise the reserves to ‘live within your means’ and draw upon your ‘bank accounts’, via the Municipal Fund, for investing in assets (preserving / renewing / enhancing / building new).

Such a process (via this informing / guiding policy) helps ‘quarantine’ expenditure commitments to maintain existing assets, over what might be classed as ‘discretionary expenditure’ and or creating new assets.

The Plant and Vehicle Reserve is an example where this is achievable with current funding, albeit that the full value of the depreciation is not (in the current Budget) being transferred to Reserve and then ‘drawn out’ to fund the net vehicles acquisitions. In other words the transfer to reserve isn’t occurring and the transfer from reserve isn’t occurring – it is netted off. A more informative way of achieving this is to budget to transfer the full deemed depreciation value *to the Reserve* and then draw *from the reserve* (to repay the Municipal Fund) the difference between the trades and the acquisitions during the year. In such a way the organisation is ‘trained’ to live within its means, and optimal (10 year average) funding levels are established, however the Council of the day is still given absolute discretion, via the annual Budget adoption.

The Sewerage Scheme Reserve is almost functioning in this same way. The net annual depreciation is transferred to the reserve and capital expenditure needed to preserve the asset is drawn back again in the same year – a book entry if you will – but important nonetheless. The Scheme is almost self fundable with a slight increase in the transfer to the reserve necessitating a slight - estimated at 10% - increase in the total annual sewerage rate income.

STRATEGIC IMPLICATIONS

The Strategic Community Plan Goal 3 Built Environment and Infrastructure is supported with the adoption of the Policy as follows;

3.3: Shire buildings and facilities that meet current and future community needs.

- 3.3.1: Maintain buildings and facilities in accordance with the Asset Management Plan.

SUSTAINABILITY IMPLICATIONS

Environmental

There are no significant identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Risk

Risk	The risk of not adopting such a policy is that there will be no formal guidelines and/or direction provided by Council for the Shire's activities and actions in regard to Reserves.
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Impact / Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control)	Medium (5-9)
Principal Risk Theme	Asset Sustainability practices
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood	Insignificant		Minor		Moderate		Major		Catastrophic	
	1	2	3	4	5	6	7	8	9	10
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)				
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)				
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)				
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)				
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)				

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 6 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

It is not recommended this item be added to the Shire's Risk Register, nor that a Risk Treatment Plan be required.

CONCLUSION

The principle and intent of this Policy is to not only guide and direct financial operations, but to also inform and provide certainty to the Long Term Financial Plan, associated scenario modelling and the Annual Budget. Adopting this Policy will also provide a clear direction for the Shire in identifying targets that should be achieved.

13.02.17 GOVERNANCE

13.02.17.01 MEETING PROCEDURES(STANDING ORDERS)LOCAL LAW

File No:	1437
Applicant/ Proponent:	Acting Chief Executive Officer
Subject Land/ Locality:	Not applicable
Date:	12 January 2017
Author:	Dale Stewart, Acting Chief Executive Officer
Authorising Officer:	Ian D'Arcy, Chief Executive Officer
Disclosure of Interest from Author:	Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion:	<input checked="" type="checkbox"/> Legislative – includes adopting local laws, town planning schemes and policies. Review when Council reviews decision made by Officers.

Attachments: Yes

1. WALGA Model Local Government (Council Meetings) Local Law
(Separate Attachment 13.02.17.01A)
2. Shire of Brookton Standing Orders Local Law (sic) 2000
(Separate Attachment 13.02.17.01B)
3. Local Government Operational Guidelines Number 06 Disruptive Behaviour by the Public at Council Meetings

OFFICER RECOMMENDATION

That with respect to a Meeting Procedures (Standing Orders) Local Law, Council:

1. Note that the Shire of Brookton (Draft Model No. 4) Standing Orders Local Law, gazetted on 29 August 1963, were repealed by a resolution of Council and subsequent government gazette on the 1 June 2012 and;
2. Adopt as a ***Policy of the Council*** the Shire of Brookton Standing Orders Local Law 2000, as detailed in attachment number 2 (that has never been promulgated as law) and;
3. Consider the adoption of a new Standing Orders Local Law, following review of the operation of the Policy, referred to in point 2 above, after the 2017 Shire of Brookton Local Government Election.

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

The report highlights that the Council does not currently operate with any relevant local law governing meeting procedures, other than the general common law principles, general police powers and trespass laws and the general provisions of the Local Government Act 1995, and recommends adopting a Policy in the interim, and to review the need for a local law, following the election in October 2017.

BACKGROUND

The Council's previous Standing Orders Local Law, was gazetted (made law) on 29 August 1963 and survived unaltered, until their repeal by Council (through subsequent government gazettal) on the 1 June 2012. Since that time, the Council has been operating under the false presumption that it has a Local Law in place, presumed by the author to be the purported Shire of Brookton Standing Orders Local Law 2000, which have never been promulgated (adopted by resolution after advertising and gazetted as law).

The author can find reports to the Council that recommend the adoption of the local law, but these ultimately were not effected, with advice received from the consultant of the time, that indicated that the Council, via workshops, believed that it did not require a local law for meeting procedures. Regardless of whether that is fact or not, the Council does not have a meeting procedures local law, nor any guiding policies, only generalist provisions in the Act regarding the conduct of members and keeping of minutes etc.

COMMENT

The author is of the view that meeting procedures governed by 'law', are ultimately desirable, in the event that there may be a raucous member of the public, or indeed elected member, that needs to be controlled (via a law), however, general provisions to maintain order exist under common law, the Local Government Act 1995, the Local Government (Administration) Regulations 1996, the Local Government (Rules of Conduct) Regulations 2007 and or the Shire of Brookton Local Government Property Local Law 2012.

The application of a standing orders local law – as law, as opposed to as a policy of the Council, has two primary benefits; the first that there is a financial penalty (fine) that can be imposed at law of typically anywhere from \$1,000 to \$5,000 per breach and; secondly, that an offence under a meeting procedures local law can be classified by the Rules of Conduct Panel as a minor breach (by an elected member).

Both of these applications are rare in local government, but nonetheless important in some instances. "You don't know that you will need it until or unless you do", so to speak.

Adoption of meeting procedures as a policy, only allows for the Presiding Person (Chair) (typically the Shire President or Deputy), or Committee Chair (where Standing Orders are not normally rigidly, if at all, applied) 'control' or power to deal with unruly behavior(s) through the goodwill of the elected members or committee members (participants). At the end of the day, when was the last time – at the Shire Brookton – that an elected member of member of the gallery disobeyed a direct order or request or the ruling of the Presiding Person or Council or Committee?

Additional information on dealing with disruptive behaviour's by the Public at Council Meetings is also covered very well under the Department of Local Government and Communities (DLGC) Operational Guidelines Number 06, which outlines the process for the Presiding Person and or CEO to deal with such matters under existing laws, without the need for a standing orders local law.

CONSULTATION

The Councillors ultimately need to be comfortable with laws or rules or policies governing meeting procedures of Council Meetings or Committee Meetings involving Councillors, staff and or members of the public.

LEGISLATIVE IMPLICATIONS

With respect to meeting procedures relating to the Council or Council Committee Meetings, the Local Government Act 1995, sections 2.8, 5.6, 5.25, and Division 9 (Conduct of certain officials) and the Local Government (Administration) Regulations 1996 and Rules of Conduct Regulations 2007 relate.

DLGC Local Government Operational Guideline Number 06 'Disruptive Behaviour by the Public at Council Meetings' provides existing quality guidance to Presiding Persons and or the CEO.

Sections 5.30 and 5.31 (of the Act) govern and provide adequate guidance regarding governing and conducting Electors Meetings.

POLICY IMPLICATIONS

The Council's adopted Code of Conduct provides guidance as to the general behaviour's expected of elected members and employees.

A new policy of the Council is however recommended to guide the Chair (Presiding Person) of Council and Committee Meetings relating to the preferred meeting procedures to be followed (by members).

The standing orders, adopted as a policy, can subsequently be easily altered or 'tweaked' to suit local circumstances without costly and time prohibitive local law advertising / amendment procedures.

If the principle of adopting standing orders as a policy is accepted by the Council, then the primary question that remains, is; what is the content / detail of the policy?

The existing Shire of Brookton Standing Orders 'Local Law' (sic) 2000 could be adopted or the WALGA Model adopted. At the end of the day, through adoption as a policy, either 'base' can be easily and readily changed and they are very similar in content.

For ease and 'transition' (retaining the status quo), the existing local law that has been utilised by successive Council's, Councillors and the Presiding Persons, since at least 2012, is proposed (unaltered). If Councillors wish to amend any of the content, they can do as easily as passing a resolution - as opposed to advertising the proposed change, seeking submissions, referring it to the Department, engaging a consultant, passing another resolution, referring it to the Standing Committee on Delegated Legislation, seeking approval, and then gazetting it and advertising it (some 6 months later).

The presumption of the officer, for ease of bringing the matter to the Council for deliberation, is that the existing standing orders are well understood (by the Presiding Person and or the Elected Members) and working well.

FINANCIAL IMPLICATIONS

If done in-house (and in the officers view there is no reason that this shouldn't be the case), the cost of adopting a standing orders local law, with initial advertising, gazettal and subsequent advertising would be in the vicinity of \$2,000 (if adopting another local government's or a model substantially by reference, rather than printing the entire local law).

The process from commencement to conclusion, would involve significantly greater administrative time, over adoption as a policy, and would take in the order of 6 months, before being promulgated as law.

Adoption of a policy would have no cost and be of immediate effect.

STRATEGIC IMPLICATIONS

Under Goal 5 of the Strategic Community Plan: 'Governance and Organisation', the following Outcomes and Strategies and relate and are supported by adoption of the officer's recommendation;

5.1: Effective leadership and governance.

- 5.1.4: Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting their role.

SUSTAINABILITY IMPLICATIONS

Environmental

There are no identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant social impacts arising from adoption of the officer's recommendation as, in the authors view, most members of the public and or elected members would be of the understanding (through common law and or respect for the rule of law) that they the 'ruling' of Presiding Person at a Meeting convened by the Council, would be 'lawfully' made (notwithstanding that there may be no local laws that govern the basis for the ruling or process to follow).

Risk

Risk	That the Council has no standing orders local laws, nor policies to guide meeting procedures and, as a result, Presiding Persons, Officers and or Elected Members lack guidance in procedures to follow at Council or Committee Meetings.
Risk Likelihood (based on history and with existing controls)	Almost Certain (5)
Risk Impact / Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control)	High (10-16)
Principal Risk Theme	Failure to fulfil Compliance requirements
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation to either adopt standing orders meeting procedures as a local law and or as a policy of the Council.

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 15 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

It is not recommended this item be added to the Shire’s Risk Register, nor that a Risk Treatment Plan be required, if the Officer Recommendation is endorsed.

CONCLUSION

In summary – the author is of the view that;

- provisions exist to deal with unruly behaviour of the public, and unruly behaviour of elected members is rare or nonexistent (?) and best dealt by ‘peer pressure’ through mutual respect and good faith between elected members and the public, not local law enforcement and;
- a local law operating as though it was a law, but being merely a policy of the Council, should suffice.



Government of **Western Australia**
Department of **Local Government and Communities**

A large, stylized blue geometric pattern consisting of many small triangles of varying shades of blue, arranged in a triangular shape pointing to the right.

Local Government Operational Guidelines

Number 06 – December 2005

Disruptive Behaviour by the Public at Council Meetings

1. Introduction

In recent years, a small number of local governments in Western Australia have experienced disruptive behaviour in ordinary and committee meetings by one or more members of the public. In the majority of cases the behaviour was of short duration and while members of council and staff were made uncomfortable business could continue. Unfortunately, in a few instances, this behaviour became so bad that normal business could not proceed until the offending parties left, or were removed from, the chamber. This guideline provides advice on the options available to councils when members of the public exhibit ongoing disruptive behaviour in meetings.

The *Local Government Act 1995* (the Act) promotes participation of the community in council meetings through public question time and observation of the decision-making process which should be conducted in an open and transparent way. It is important that council meetings be conducted in an atmosphere of inclusiveness and openness to foster productive relationships with the community. Public question time plays an important part in achieving these objectives by providing an opportunity for the public to seek council responses on issues that are of interest to them. It is at this time in the agenda that most difficulties are likely to arise. This guideline should be read in conjunction with Guideline No. 3 "Managing Public Question Time".

To a large extent, the general conduct of a council meeting, particularly during public question time, depends upon mutual respect and good faith between elected members and the public.

There can be instances at a council meeting where a member of the public fails to show respect or consideration for the presiding member, elected members, council staff and other members of the public. Such disruptive behaviour makes the conduct of council business more difficult and stressful, reducing the efficiency and effectiveness of council meetings. Disruptive behaviour also denies other members of the public the opportunity to participate in and observe council proceedings.

The following are examples of inappropriate behaviour:

- constant interjection, particularly when the presiding member or elected members present at the meeting are speaking;
- members of the public calling for points of order;
- booing individual members or the council;
- contemptuous laughter or derisive comments at decisions or during debate;
- refusal to give up the floor to allow other members of the public to ask questions or demanding to ask questions before others in contradiction of an order by the presiding person;
- refusal to accede to a presiding member's instructions, particularly when asked to desist from disruptive behaviour;
- use of abusive and/or inflammatory language when addressing council with a question or making a statement;
- unnecessarily repetitive questioning; and
- aggressive/threatening behaviour towards either elected members, council staff or members of the public.

2. Dealing with Disruptive Behaviour by Members of the Public

Instances where a member of the public behaves inappropriately during a council meeting and refuses to accede to the directions of the presiding person can be stressful for councillors, council staff and other people.

Most of the interjections whether from an individual or a group will be of limited duration as they will relate to one item in which they have a particular interest. In such cases the advice is for the council, and in particular, the presiding person, to behave with dignity. This can be done by effectively ignoring the interjection and moving on with the business of the day. If the interjections continue it may be appropriate to ask the offending parties to cease. In many cases other members of the public gallery will support the presiding person and ask the disruptive person(s) to quieten down.

If the disruptive behaviour does not cease then a very useful tool is for an adjournment for a specific time period to be called. In such cases the Chief Executive Officer (CEO) should discuss the situation with the offending parties during the adjournment and ask them to behave appropriately in a place of government. The Mayor or President and other elected members should retain the dignity of their office by not interacting in any way with the interjectors during the adjournment. It would be appropriate when resuming for the presiding person to issue a warning that further continuation of the disruptive behaviour will lead to stronger action.

If after resuming the meeting the disruptive behaviour continues it would be appropriate for the presiding person to again adjourn the meeting and instruct the CEO to ask the offending person or persons to leave the premises. The CEO must take this action as while the presiding person is in charge of the meeting, it is the CEO who, through section 5.41(d) of the Act, has control or management of the local government's buildings, including the council chamber and meeting rooms and is the "person in authority" in relation to Section 70A of the Criminal Code.

Once the meeting has been adjourned the CEO would advise the person or persons that they are requested to leave the premises and that if they remain they will be committing the offence of trespass under Section 70A of the Criminal Code and could be prosecuted. The request to leave should be in the nature of a firm demand indicating that the request is not open for debate. Should the person or persons refuse to leave the CEO should advise them that the Police will be called to apprehend them and the local government will instigate legal proceedings.

Depending on the nature and intensity of the disruptive behaviour the presiding person may decide that more warnings will be issued before asking the CEO to request the person or persons to leave or the Police being called.

If the person or persons refuse to leave, under Section 49 of the *Police Act 1892* the CEO, or a person authorised by him or her, may apprehend and detain any person found committing an offence punishable in a summary manner until the person can be delivered into the custody of the Police.

It is advisable that on all occasions the assistance of the Police be the preferred action. The power to apprehend and detain is not a power to eject a person from a meeting. Apprehending and detaining a person would be impractical in circumstances where the Police cannot attend to arrest the person for some considerable time.

Local governments considering using the power of apprehension and detention should seek legal advice in advance, particularly in relation to the handling of a person being apprehended. The potential for a person being liable to prosecution for an unlawful assault when using physical force to apprehend a person cannot be excluded.

A Police Officer has the power under section 50(1) of the *Police Act 1892* to order a person to leave a public place if he or she suspects that the person "is hindering, obstructing or preventing any lawful activity that is being, or is about to be, carried out by another person".

Prosecution for a breach of section 70A of the Criminal Code may be commenced by an employee of a local government who is acting in the course of his or her duties, a person authorised in writing by the local government or a Police Officer. A prosecution is initiated by a prosecution notice under section 24 of the *Criminal Procedure Act 2004*.

Section 70A of the Criminal Code authorises the CEO to request a person to leave not only the building where the meeting is taking place, but also the local government property. This would address the situation where a person leaves the meeting but waits outside to challenge the elected members or staff after the meeting.

3. Attachment

Sections 49 and 50 of the Police Act 1892

Police and property owners may apprehend offenders; police may search vehicles and people for stolen property.

Any person found committing any offence punishable in a summary manner may be taken into custody without a warrant by any officer or constable of the Police Force, or may be apprehended by the owner of the property on or with respect to which the offence shall be committed, or by his servant, or any person authorised by him, and may be detained until he can be delivered into the custody of a constable, to be dealt with according to law; and every police officer or constable may also stop, search, and detain any cart, carriage, or vehicle, in or upon which there shall be reason to suspect that anything stolen or unlawfully obtained may be found, and also any person who may be reasonably suspected of having or conveying in any manner anything stolen or unlawfully obtained; and any person to whom any property or liquor shall be offered to be sold, pawned, or delivered (if he shall have reasonable cause to suspect that any offence has been committed with respect to such property or liquor, or that the same, or any part thereof, has been stolen, or otherwise unlawfully obtained, or is intended to be used for an unlawful purpose), may apprehend and detain the person offering any such property or liquor as aforesaid, and as soon as may be deliver him into the custody of a constable, together with such property or liquor, to be dealt with according to law; and every person taken into custody without warrant for any offence against the provisions of

this Act, or for any offence punishable in a summary manner, shall be detained in custody until he can be dealt with according to law.

Police may order suspects and others to move on

- (1) A police officer may order a person who is in a public place, or in a vehicle, vessel or aircraft used for public transport, to leave it, or a part of it specified by the officer, if the officer reasonably suspects that the person –
- (a) is doing an act –
 - (i) that involves the use of violence against a person;
 - (ii) that will cause a person to use violence against another person;
 - or
 - (iii) that will cause a person to fear violence will be used by a person against another person;
 - (b) is just about to do an act that is likely to –
 - (i) involve the use of violence against a person;
 - (ii) cause a person to use violence against another person; or
 - (iii) cause a person to fear violence will be used by a person against another person;
 - (c) is committing any other breach of the peace;
 - (d) is hindering, obstructing or preventing any lawful activity that is being, or is about to be, carried out by another person;
 - (e) intends to commit an offence; or
 - (f) has just committed or is committing an offence.
- (2) A police officer giving an order under subsection (1) may in addition do either or both of the following –
- (a) order the person to go beyond a reasonable distance from a place, or the part of a place, set by the officer;
 - (b) order the person to obey the order or orders for a period set by the officer; but the period must not be longer than 24 hours.
- (3) For the purpose of giving an order under this section to a person whose personal details (as defined in section 16 of the *Criminal Investigation (Identifying People) Act 2002*) are unknown to the officer, a police officer may request the person to give the officer any or all of the person's personal details.
- (4) If a request is made under subsection (3), section 16 of the *Criminal Investigation (Identifying People) Act 2002* applies to and in relation to the request in the same way as it applies to a request made under subsection (2) of that section.
- (5) Any order given under this section to a person must –
- (a) be in writing in a form approved by the Commissioner of Police; and
 - (b) be served on the person by giving it to the person in person or, if the person refuses to accept it, by leaving it near the person and orally drawing his or her attention to it.
- (6) A person who, without reasonable excuse, does not comply with an order given by a police officer under this section commits an offence. Penalty: imprisonment for 12 months and a fine of \$12 000.

(7) This section does not prevent a police officer charging a person with an offence without having exercised a power in this section.

Section 70A of the Criminal Code

70A. Trespass

- (1) In this section – “person in authority”, in relation to a place, means –
- (a) in the case of a place owned by the Crown, or an agency or instrumentality of the Crown – the occupier or person having control or management of the place or a police officer; or
 - (b) in any other case –
 - (i) the owner, occupier or person having control or management of the place; or
 - (ii) a police officer acting on a request by a person referred to in subparagraph (i);

“police officer” means a person who holds an appointment under Part I, III or IIIA of the *Police Act 1892*, other than a police cadet;

“trespass” on a place, means –

- (a) to enter or be in the place without the consent or licence of the owner, occupier or person having control or management of the place;
- (b) to remain in the place after being requested by a person in authority to leave the place; or
- (c) to remain in a part of the place after being requested by a person in authority to leave that part of the place.

(2) A person who, without lawful excuse, trespasses on a place is guilty of an offence and is liable to imprisonment for 12 months and a fine of \$12 000.

(3) In a prosecution for an offence under subsection (2), the accused has the onus of proving that the accused had a lawful excuse.

[Section 70A inserted by No. 70 of 2004 s. 6.]

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

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Translating and Interpreting Service (TIS) – Tel: 13 14 50

13.02.17.02 DEVELOPMENT ASSESSMENT PANEL NOMINATIONS

File No: 1622
Applicant/ Proponent: Department of Planning
Subject Land/ Locality: Whole Shire
Date: 5 January 2017
Author: Dale Stewart, Acting Chief Executive Officer
Authorising Officer: Ian D'Arcy, Chief Executive Officer
Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion: Executive – the substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing the Chief Executive Officer, setting and amending budgets.

Attachments: Nil

OFFICER RECOMMENDATION

That Council submits to the Minister of Planning the following Local Government nominations to serve upon the Mid-West / Wheatbelt (Central) Development Assessment Panel (DAP):

1. Local DAP members – Cr and Cr
2. Alternate DAP members – Cr..... and Cr..... .

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

Two Councillor Members and two alternate Councillor Members are required to be nominated to the Minister for Planning for the Mid-West / Wheatbelt (Central) Development Assessment Panel.

The Department of Planning have written to Local Governments seeking nominations for 2 Development Assessment Panel (DAP) members and 2 alternate members (4 in total). Council can re-nominate the same Councillors currently serving as DAP members or it may wish to forward new nominations.

BACKGROUND

As Councillors may be aware, Development Assessment Panels (DAP) member appointments expire on 26 April 2017.

Members whose term has expired will be eligible for re-consideration at this time. Under regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations), the Shire of Brookton is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on the Mid-West / Wheatbelt (Central) DAP as required. The local government nominations process require online submissions at the following [link](#).

Nominations are required to be received by 28 February 2017.

Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 April 2020. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a **mandatory requirement**, pursuant to the DAP regulations, that all DAP members attend training **before they can sit on a DAP and determine applications**. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.

When selecting nominees, the Council should consider that local government elections may result in a change to DAP membership if current councillors, who are DAP members, are not re-elected. If members are not re-elected, the local government will need to re-nominate for the Minister's consideration. DAP members are entitled to be paid for their attendance at DAP meetings and training, unless they fall within a class of persons excluded from payment. Further details can be found in the *Premier's Circular – State Government Boards and Committees Circular (2010/02)*.

Further information is available [online](#).

COMMENT

On 24 March 2011 the *Planning and Development (Development Assessment Panels) Regulations 2011* (the Regulations) commenced operation, leading to the creation of 15 DAPs across the state. This has subsequently been consolidated to nine (9) across the State.

The Mid-West / Wheatbelt (Central) DAP is one of nine (9) across the State and consists of 5 members:

- Chairperson (a specialist member);
- 2 specialist members;
- 2 local government representatives from the relevant Local Government;
- 1 specialist member proxy*;
- 1 local government proxy from each local government*.

(* the proxies will only be used when there is failure to reach a quorum)

The Regulations prevent a DAP member from attending DAP meetings without first completing mandatory training. It is unclear whether any previous nominated Brookton Councillors have attended this training. In the event that Council wishes to forward new nominations as DAP members, all nominees will be required to attend the DAP training (dates and times to be advised) prior to participating in a DAP Meeting. Timing of training is not always conducive to meeting the timing obligations of the statutory times involved with DAPs so this should be taken into account.

The State Government ascertains that DAP's provide the following:

“Development assessment panels are a mix of independent experts and elected representatives, created to be the decision making body for development applications. These panels will have the power to determine applications for development approval, instead of the relevant decision making authority, for development of a certain class and value. The objectives of the proposed development assessment panel model are to:

- streamline the determination process for particular types of development applications, by eliminating the requirement for dual approval under both the local and region schemes;
- involve independent technical experts in the determination process;
- encourage an appropriate balance between independent professional advice and local

- representation in decision-making for significant projects; and
- reduce the number of complex development applications being determined by local governments, to allow local governments to focus their resources on strategic planning.

CONSULTATION

The Regulations were originally formulated with the assistance of a working group comprising representatives from WALGA, the Property Council and the Planning Institute of Western Australia. The introduction of DAPs was opposed by the WA Local Government Association and many Local Governments as it was considered that DAPs will:

- slow the planning system in Western Australia;
- be less democratic than the current Local Government process;
- be more open to corruption than the current Local Government system;
- lead to expensive and unworkable outcomes;
- not lead to better informed decision making;
- add financial burden to Local Governments;
- lead to increased fees and charges for landowners and developers;
- make the response to appeal process unworkable;
- disadvantage the regions; and
- reduce local input and representation.

LEGISLATIVE IMPLICATIONS

The Planning and Development (Development Assessment Panel) Regulations 2011 relate.

Regulation 30 states;

“Training of DAP members

- (1) A person who is appointed as a DAP member cannot perform any functions as a member of that DAP until the Director General is of the opinion that the member has satisfactorily completed the training for DAP members provided by the department.
- (2) Subject to subregulation (3), a DAP member who satisfactorily completes training for DAP members provided by the department is entitled to be paid the amount specified in Schedule 2 item 7.
- (3) Unless the Minister has given written consent to the payment, the amount referred to in subregulation (2) is not payable to a DAP member who is —
 - (a) an employee as defined in the *Public Sector Management Act 1994*; or
 - (b) an employee of a department or other agency of the Commonwealth; or
 - (c) a local government employee; or
 - (d) a judicial officer or retired judicial officer; or
 - (e) an employee of a public academic institution.”

Regulation 31, Fees and allowances for DAP members relates.

Accordingly, elected members seeking to nominate need to declare a financial interest, *were it not for operation of Section 5.63(g) of the Local Government Act 1995*, which states that an elected member *need not declare an interest* if a relevant person who has any of the following interests in a matter — :

“an interest arising only because the relevant person is, or intends to become, a member, office bearer, officer or employee of a department of the Public Service of the State or Commonwealth or a body established under this Act or any other written law”;

Schedule 2 — Fees for DAP members

[r. 30 and 31]

1.	Fee for presiding member per meeting to determine development applications	\$700
2.	Fee for any other member per meeting to determine development applications	\$425
3.	Fee per meeting for presiding member to determine applications to amend or cancel determination	\$200
4.	Fee per meeting for any other member to determine applications to amend or cancel determination	\$100
5.	Fee for presiding member attending proceeding in State Administrative Tribunal	\$700
6.	Fee for any other member attending proceeding in State Administrative Tribunal	\$425
7.	Fee for training for DAP members	\$400
8.	Fee for re-training for DAP members	\$200
9.	Fee for presiding member to determine dispute as to compliance with notice	\$200

POLICY IMPLICATIONS

There are no known relevant Policy Implications.

FINANCIAL IMPLICATIONS

There are no known relevant financial implications upon the Councils Budget nor Long Term Financial Plan as the fees payable to DAP members are payable by the Department of Planning.

STRATEGIC IMPLICATIONS

The Officer Recommendation supports the following Strategic Community Plan Strategy and action;

3.4: Appropriate development which is diverse in nature and protects local heritage.

- 3.4.1: Actively work with other government bodies on state and regional planning and development issues.

SUSTAINABILITY IMPLICATIONS

Environmental

There are no significant identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Risk

Risk	That the Council doesn't appoint any or sufficient members, requiring the Minister for Planning to appoint an elector of the Shire, leaving the Council 'per se' unrepresented.	That nominated elected members do not undertake the training and cannot sit in assessment of an application(s), leaving the Council unrepresented.
Risk Likelihood (based on history and with existing controls)	Possible (3)	Possible (3)
Risk Impact / Consequence	Moderate (3)	Moderate (3)
Risk Rating (Prior to Treatment or Control)	Medium (5-9)	Medium (5-9)
Principal Risk Theme	Engagement practices	Engagement practices
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation	Accept Officer Recommendation and ensure that elected members nominated attend the required training in a timely manner.

Risk Matrix

Consequence Likelihood	Insignificant		Minor		Moderate		Major		Catastrophic	
	1	2	3	4	5	6	7	8	9	10
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)				
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)				
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)				
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)				
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)				

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 9 and 9 has been determined for this item. Any items with a risk rating over 10 (considered to be

high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

It is not recommended this item be added to the Shire's Risk Register, nor that a Risk Treatment Plan be required.

CONCLUSION

Up to four (4) nominated elected members are required to be nominated.

13.02.17.03 REVIEW OF EMPLOYEE SERVICE, GRATUITY AND FAREWELL POLICIES

File No: 1232
Applicant/ Proponent: Nil
Subject Land/ Locality: Not Applicable
Date: 23/12/2016
Author: Dale Stewart, Acting Chief Executive Officer
Authorising Officer: Ian D'Arcy, Chief Executive Officer
Disclosure of Interest from Author: The Author and Authorising Officer declares a Financial Interest as potential beneficiaries under an employee gratuity Policy.
Authority/Discretion: Executive – the substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing the Chief Executive Officer, setting and amending budgets.

Attachments: Nil

OFFICER RECOMMENDATION

That Council with respect gratuitous payments to employees;

- 1. Adopt the 'Gratuity Payments Policy' as included within the report. It is noted that this policy before, being implemented, will be advertised in a newspaper circulating within the district, for information only, pursuant to section 5.50 (1) of the Local Government Act; and**
- 2. Adopt the draft Recognition of Service Policy as outlined in the Policy implications section of this report.**

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

The report seeks a review of the Councils employee cessation of service gratuity processes and recommends adoption (after advertising) of two new policies.

BACKGROUND

The Council doesn't currently have a gratuity policy (and is required to have one by law) and nor a length of service recognition policy.

COMMENT

Consideration of a new gratuity policy, can also deal with recognition of service of existing employees, and should probably be as much as able, be commensurate with the principles of conservative application of public monies rather than attempting to compete with other industries or private practice.

Policies that deal with the training and retention of valuable employees should be the focus of the Councils human resource investments.

It is the view of the author that employees do not work for the gratuity on cessation of employment, but certainly appreciate recognition of length of service (whilst still working) and at

least some form of appreciation or recognition at the end of a lengthy period of service. This recognition does not necessarily have to be monetary.

CONSULTATION

Prior to implementing such a policy it must be advertised (for notation as opposed to public comment) pursuant to Section 5.50 of the Local Government Act 1995.

LEGISLATIVE IMPLICATIONS

https://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_551_homepage.html

Section 5.50(1) of the Local Government Act 1995 states:

- “(1) *A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out —*
- (a) *the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and*
- (b) *the manner of assessment of the additional amount,*
and cause local public notice to be given in relation to the policy.”

Local Government Administration Regulations Section 19A Payment to Employee in addition to contract or award – s.5.50(3) states;

1. *“The value of a payment or payments made under section 5.50(1) and (2) to an employee whose employment with a local government finishes after 1 January 2010 is not to exceed in total –*
 - (a) *If the person accepts voluntary severance by resigning as an employee, the value of the person’s final annual remuneration; or*
 - (b) *In all other cases, \$5,000.”*
2. *In this regulation –*
“Final annual remuneration” in respect of a person means the value of the annual remuneration paid or payable, to the person by the local government which employed that person immediately before the person’s employment with the local government finished.

Council may make a payment to a retiring employee that exceeds this policy amount however, before such payment is made, public notice is to be given in relation to the payment to be made in accordance with Section 5.50(2) of the Local Government Act 1995.

POLICY IMPLICATIONS

The Council does not currently have a Policy that governs the matter.

A Policy as below is recommended.

GRATUITY PAYMENTS POLICY

Objective

To ensure all Local Government staff are familiar with the legislative requirements regarding gratuities for the formal recognition of satisfactory and extended service by Local Government employees.

Policy

- Where the Chief Executive Officer or a valued employee leaves their employment or is made redundant, they will be given a token of appreciation in the form of a good or service in order to thank the employee for their past commitment to the Local Government.
- The aim of this policy is to establish guidelines for the consideration of Gratuity Payments to employees in accordance with s. 5.50 of the Local Government Act 1995 ('the Act').

Pursuant to s. 5.50 of the Act, this gratuity policy outlines the circumstances in which gratuity payments may be made to an employee. These payments, when made, are in addition to any amount which the employee is entitled to under a contract of employment, enterprise agreement or award. This policy shall not be considered as a contractual entitlement under the employment relationship.

NOTE: As required by s 5.50 of the Act this policy was advertised through Local Public Notice and prior to adoption and the Local Government has not made any payments to employees prior to the giving of the public notification.

Reg 19A Restrictions on gratuity payments to employees (operates from 1 January 2010)

- A new regulation is proposed to limit the monetary value of gratuities paid to employees who are finishing employment with a Local Government to \$5,000, or where the person accepts voluntary severance by resigning, the amount of the person's final annual remuneration.
- This limit shall only apply to employees whose employment with a Local Government finishes after 1 January 2010. This provides a five-year phase in for this limitation.

Procedure

Eligibility to Gratuity Payments

It is the position of the Local Government that when an employee's services are ceasing with the Local Government for any of the reasons identified below, the employee will be entitled to a gratuity payment as outlined within this policy based on the completed years of service:

- Resignation (not as a result of any performance management or investigation being conducted by the Local Government);
- Retirement; or
- Redundancy.

The Gratuity Payment identified within this policy does not apply to an employee who has been dismissed by the Local Government for any reason other than redundancy.

Number of Years' Service	Amount of Gratuity
Continuous service less than 2 years	A Statement of Service and a gift, or contribution towards a gift, to the value of \$40 (based on \$20 per year)
Continuous service greater than 2 years and up to 5 years	A Statement of Service and a gift, or contribution towards a gift, to the value of \$100 (based on \$20 per year)
Continuous service greater than 5 years and up to 10 years	Certificate of Appreciation and a gift to the value of \$300 (based on \$30 per year)

	Items to be presented to the employee by the Chief Executive Officer, or nominated representative at a function to be determined by the Chief Executive Officer.
10 to a maximum of 15 Years Continuous Service	\$40 per year of continuous service up to a maximum of \$600 Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the Chief Executive Officer in conjunction with the Shire President.
15 to a maximum of 20 Years Continuous Service	\$50 per year of continuous service up to a maximum of \$1,000.00 Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the Chief Executive Officer in conjunction with the Shire President.
Above 20 Years' Service	\$60 per year of continuous service up to a maximum of \$2,000.00 Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the Chief Executive Officer in conjunction with the Shire President.

The Chief Executive Officer is authorised to approve payments in accordance with the limits prescribed by this policy. Funds will be allocated as part of the Local Government's budget preparation process.

Determining Service

For the purpose of this policy, continuous service shall deem to include:

- a) Any period of absence from duty of annual leave, long service leave, accrued paid bereavement leave, accrued paid personal leave and public holidays.
- b) Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee but only to the extent of three months in each calendar year but not including leave without pay or parental leave.
- c) Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of one year.

For the purpose of this policy, continuous service shall not include:

- a) Any period of unauthorised absence from duty unless the Local Government determines otherwise.
- b) Any period of unpaid leave unless the Local Government determines otherwise.
- c) Any period of absence from duty on Parental Leave unless the Local Government determines otherwise.

Financial Liability for Taxation

The employee accepts full responsibility for any taxation payable on the Gratuity Payment, and agrees to fully indemnify the Local Government in relation to any claims or liabilities for taxation in relation to the Gratuity Payment.

Payments in addition to this Policy

The Local Government agrees not to make any payment in addition to that contained within this policy until the Policy has been amended to reflect the varied amount and caused local public notification to be given in relation to the variation.

Financial Implications

The Local Government acknowledges that at the time of the policy's introduction they were fully aware of the financial implications to the Local Government and that the financial implications had been investigated based on the current workforce position.

Variation to Policy

This policy may be varied or cancelled from time to time at the discretion of Chief Executive Officer after the endorsement by Council.

The Local Government is committed to taking reasonable action to ensure that any variation or cancellation to this policy is notified to all employees prior to the variation taking effect, including (but not limited to) notifying all employees via normal correspondence of the variation including the proposed reasons for such variation.

Responsible Officer

The Chief Executive Officer is the responsible officer for implementing this policy.

FINANCIAL IMPLICATIONS

The proposed policies will have a negligible financial impact upon the Councils current and future Budgets. The estimated annual (average) Budget allocation provision for implementation of the Policy is \$1,000.

By way of information and potential short term impact (cost or effect), the Council currently has two employees with length of service over 20 years (21 And 22), with another at 14 and another at 9.

STRATEGIC IMPLICATIONS

The Policies are supportive of the objectives of Outcome 5.2 of the Community Strategic Plan states:

“Committed and skilled staff members in a supportive environment.”

SUSTAINABILITY IMPLICATIONS

Environmental

There are no identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no known economic considerations relating to the report or officer recommendation.

Social

Whilst most businesses in private enterprise do not have a 'gratuity' policy, local authorities in WA are required to have one if they make any cash or gift contribution above the employees award entitlement.

Ideally therefore such a policy should reflect as much as can be determined 'community expectations' about how they, if they were in the role of employer, in control of a 'public purse' would give as gratuities on a consistent and transparent basis (an advertised public policy).

Risk

Risk	That Council wishes to make a payment to acknowledge an employees valued service but is unable to do so, due to the failure to have a legal Policy.
Risk Likelihood (based on history and with existing controls)	Almost Certain (5)
Risk Impact / Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control)	High (10-16)
Principal Risk Theme	Failure to fulfil Compliance requirements
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 10 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

It is not recommended this item be added to the Shire's Risk Register, nor that a Risk Treatment Plan be required.

CONCLUSION

In summary, this is a policy the Shire does not currently have and it is required by law.

File No: 1362
 Applicant/ Proponent: Shire of Brookton
 Subject Land/ Locality: Local Government Ordinary Elections 2017
 Date: 31/01/2017
 Author: Dale Stewart, Acting Chief Executive Officer
 Authorising Officer: Ian D'Arcy, Chief Executive Officer
 Disclosure of Interest from Author: The author doesn't have any impartiality, Financial or Proximity Interests that requires disclosure.

The Authorising Officer has a Financial Interest, in that he would be entitled to be paid as Retuning Officer for the Election day, should the Council not appoint the Electoral Commissioner as being responsible for conducting the election.

Authority/Discretion: Executive – the substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing the Chief Executive Officer, setting and amending budgets.

Attachments: Nil

OFFICER RECOMMENDATION

That with respect to Local Government Ordinary Election for 2017, Council:

1. **Declare, in accordance with section 4.20(1) of the *Local Government Act 1995*, the Chief Executive Officer to be responsible for the conduct of the 2017 ordinary election, together with any other elections or polls which may be required.**
2. **Note, in accordance with section 4.61 of the *Local Government Act 1995*, that the method of conducting the election will be as an in-person election and not a postal election.**

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

Council is requested to consider appointing either the CEO or the Electoral Commissioner to be responsible for conducting the 2017 election and that the method of conducting the election either as an in-person election or by postal voting.

BACKGROUND

The next local government ordinary elections are being held on 21 October 2017. The Electoral Commissioner has already written to Council providing his agreement to be responsible for the conduct of the 2017 election in accordance with section 4.20(4) of the *Local Government Act 1995*.

COMMENT

The 2013 election was authorised to be conducted by the Electoral Commissioner, with the method being by Postal Voting. The author is of the understanding that the 2015 election was

not held, due to nominations not exceeding vacancies and, whilst a Council resolution could not be found for that election year, the author believes that the Council chose (by default) to conduct that election that year, as an in-house and in-person election.

Councillors Crute, Fancote and Wilkinson are due for election in 2017, assuming there are no other extra-ordinary vacancies (three (3) vacancies).

CONSULTATION

The Electoral Commissioner has provided advice that he is willing to be appointed to the role.

LEGISLATIVE IMPLICATIONS

Local Government Act 1995, Sections 4.20(1)(4) and 4.61(1)(2).

The Council must make a decision with respect to the appointment of the Commissioner, by no later than 80 days prior to the election.

If it fails, or decides not to, then the CEO is the Returning Officer and the election is by default, an in-person election.

POLICY IMPLICATIONS

There are no policy implications relevant to this recommendation.

FINANCIAL IMPLICATIONS

The *estimated* cost for the 2017 election, if conducted as a postal ballot (by the Commissioner) is \$13,000 including GST, which has been based on the following assumptions:

- 770 electors
- Response rate of approximately 60%
- 3 vacancies
- Count to be conducted at the offices of the Shire of Brookton
- Appointment of a local Returning Officer
- Regular Australia Post delivery service to apply.

This cost estimate includes a proposed increase in the postage rate by Australia Post effective from 4 January 2017. An additional amount of \$210 will be incurred if the Council decides to opt for the Australia Post Priority Service for the lodgement of election packages. Recent experiences with Australia Post (of the Electoral Commissioner) indicate that Councils should seriously consider using the regular mail delivery service for the lodgement of the election packages. The additional cost of priority mail does not significantly speed up the delivery of the election packages.

The cost will *also* require provision of at least one Council officer and the venue (the Shire office) and non statutory (local) advertising.

The alternate – is that the Council undertakes the election in-house (as an in-person election), and the Council saves the \$13,000, but incurs additional 'labour' costs associated with an estimated 3 officers (2 more than otherwise required) to be in attendance during the day (from approximately 7am until 7pm - if an election is held).

In the opinion of the author, the officers in attendance would need to be the CEO (as the default Returning Officer unless another is appointed by the Council) and two others.

The estimated cost of the Council performing the task in-house is \$3,000, being advertising and labour costs.

STRATEGIC IMPLICATIONS

Goal 5 from the Council's Strategic Community Plan states: *Good governance and an efficient organisation.*

SUSTAINABILITY IMPLICATIONS

Environmental

There are no identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no identifiable economic impacts arising from adoption of the officer's recommendation.

Social

The question of appointing the Electoral Commissioner to conduct the election, which in turn will result in the election (if one is held) being a postal election may have social implications in that;

- People will be able to make their vote via post earlier than being required to attend in person on a set day;
- Typically greater turnouts occur with postal voting than in-person and;
- People tend to 'trust' the independence' of the Electoral Commissioner over Council staff undertaking the election in-house and;
- People will not have the opportunity to 'come together' on Election Day where otherwise they might not.

Risk

Risk	That the Council does not make a decision by the due date and the Council has no option to conduct the election in-person, itself.	That the Council appoints the Electoral Commissioner and there is no election, resulting in costs incurred that it might have saved.
Risk Likelihood (based on history and with existing controls)	Unlikely (2)	Possible (3)
Risk Impact / Consequence	Insignificant (1)	Insignificant (1)
Risk Rating (Prior to Treatment or Control)	Low (1-4)	Low (1-4)
Principal Risk Theme	Engagement practices	Asset Sustainability practices
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 & 3 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

It is not recommended this item be added to the Shire's Risk Register, nor that a Risk Treatment Plan be required.

CONCLUSION

In summary, there is a cost differential of approximately \$10,000 to \$11,000 (extra) in selecting the Electoral Commissioner to conduct the election.

The question is whether that is that worth the investment to;

- increase the turnout from approximately 50% to say 60% (the Council has 770 electors in total, were they all to vote) and or to;
- increase voter trust in the process (if that is a current concern or perception) and or to;
- free up some of the valuable (and relatively expensive) CEO's time?

If there is no election, the Council in appointing the Electoral Commissioner, will have incurred approximately 40% of the proportionate and 'sunk' costs', or \$5,200, for little benefit (includes some statutory advertising, that the Council would have had to incur regardless).

For these reasons, the author is of the opinion that the election should be conducted in-house.

Alternatively, should the Council wish to appoint the Electoral Commissioner, the following motion would be appropriate (absolute majority vote required);

That with respect to Local Government Ordinary Election for 2017, Council:

1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2017 ordinary election together with any other elections or polls which may be required.
2. Decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be as a postal election.

13.02.17.05 AUTHORITY TO ISSUE CERTIFICATES UNDER SECTIONS 24 & 30(2) OF THE PUBLIC HEALTH ACT 2016

File No: 1482
Applicant/ Proponent: Shire of Brookton
Subject Land/ Locality: Whole Shire
Date: 18 January 2017
Author: Dale Stewart, Acting Chief Executive Officer
Authorising Officer: Ian D'Arcy, Chief Executive Officer
Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion: Executive – the substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing the Chief Executive Officer, setting and amending budgets.

Attachments: Nil

OFFICER RECOMMENDATION

That with respect to the Public Health Act 2016, Council:

- 1. In accordance with section 21(1) (b)(i) of the Public Health Act 2016, delegate to the Chief Executive Officer the authority to issue certificates of authority under sections 24 and 30(2) of the Public Health Act 2016.**
- 2. Note that the delegation will become effective when the provisions of the Public Health Act 2016 are operable.**
- 3. Appoint the Environmental Health Building Officer as an authorised person for the purposes of issuing asbestos infringements under the Health (Asbestos) Regulations 1992 and Part 2 of the Criminal Procedure Act 2004.**

SIMPLE MAJORITY VOTE REQUIRED

SUMMARY

The Department of Health (DoH) are transitioning from the *Health Act 1911* to the *Public Health Act 2016*. The DoH is taking a five staged approach to the transition which will take three to five years.

Stage three involves key elements of the administrative framework provided in the *Public Health Act 2016* to come into operation. This includes the change in terminology, designation of authorised officers and reporting changes. Council is requested to create a new delegation to the Chief Executive Officer to issue certificates of authority under the *Public Health Act 2016*.

BACKGROUND

The *Public Health Act 2016* is now in force in Western Australia and repeals most of the *Health Act 1911*. As there is a significant amount of work required to transition to the new *Public Health Act 2016* the Acts will be progressively introduced over the next three to five years. The DOH has broken the transition into five stages.

Stage one and two involved the *Public Health Act 2016* coming into operation. Stage three involves the change in terminology, designation of authorised officers and reporting changes.

Stage four involves additional provisions coming into operation that does not affect the Shire's operations.

Stage five is the final stage where the *Public Health Act 2016* is in full operation which will require implementation from the Shire; however DoH will work closely with all local governments in the lead up to stage five.

COMMENT

The current stage that is about to be implemented is stage three, which changes the way officers are authorised under the *Public Health Act 2016*. Current officers authorised under the *Health Act 1911* will automatically transition to be authorised under the *Public Health Act 2016*, however need to be issued with certificate of authority cards. A delegation is required to give the CEO the authority to issue the certificate of authority cards on behalf of the local government.

The legislation that will come into effect to initiate stage three is anticipated to come into operation in January 2017. Creating the delegation now, immediately on or after the legislation coming into effect, will ensure there is a smooth transition for the Shire's authorised officers, to ensure there is no disruption to the officers exercising their duties.

CONSULTATION

The Department of Health have an in-depth consultation process with the transition of the Act and provide regular fact sheets to local governments. The Shire's Building and Environmental Health Officer has been the point of contact in the process for the Shire.

LEGISLATIVE IMPLICATIONS

Section 5.42 of the *Local Government Act 1995* states that a delegation under the *Local Government Act 1995* or the *Planning and Development Act 2005* needs to be made by an absolute majority vote by Council. As this delegation sits outside of these requirements, only a simple majority vote is required.

Council has the ability under section 21(1)(b)(i) of the *Public Health Act 2016*, to delegate the issuing of the certificates of authority regulated under section 30(2) of the *Public Health Act 2016* to the Chief Executive Officer, or another officer, so designated by the local government. The CEO may on delegate, in accordance with regulations.

The link to the relevant legislation follows;

HTTPS://WWW.SLP.WA.GOV.AU/LEGISLATION/STATUTES.NSF/MAIN_MRTITLE_13791_HOMEPAGE.HTML

POLICY IMPLICATIONS

There are no relevant or proposed policy implications for this item.

FINANCIAL IMPLICATIONS

There are no financial implications relating to this item.

STRATEGIC IMPLICATIONS

Goal 1 of the Strategic Community Plan applies as the creation of this delegation which helps achieve 'A vibrant, safe and inclusive community'.

SUSTAINABILITY IMPLICATIONS

Environmental

There are no significant identifiable natural or built environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Risk

Risk	That the delegation not be provided to the CEO and therefore the Shire's CEO or Building and Environmental Health Officer will not be issued with certificates of authority.
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Impact / Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control)	Medium (5-9)
Principal Risk Theme	Failure to fulfil Compliance requirements
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption,

compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 6 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

It is not recommended this item be added to the Shire's Risk Register, or that a Risk Treatment Plan be required.

CONCLUSION

It is recommended that a delegation be created to assist with the transition from the Health Act 1911 to the Public Health Act 2016, noting that it will not be operational until the new legislation comes into effect.

13.02.17.06 RECREATIONAL VEHICLE (RV) FRIENDLY TOWN DESIGNATION

File No: 1257
Applicant/ Proponent: Campervan and Motorhome Club of Australia Limited (CMCA)
Subject Land/ Locality: Brookton Townsite
Date: 16 January 2017
Author: Dale Stewart, Acting Chief Executive Officer
Authorising Officer: Ian D'Arcy, Chief Executive Officer
Disclosure of Interest from Author: Neither the Officer nor Authorising Officer have any impartiality, Financial or Proximity Interest that requires disclosure.
Authority/Discretion: Executive – the substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing the Chief Executive Officer, setting and amending budgets.

Attachments: Yes

1. Location Pictures

OFFICER RECOMMENDATION

That with respect to seeking for Brookton Townsite to be recognised as a Recreational Vehicle Friendly Town (RV Friendly Town™), the Council, prior to considering adoption of the below proposal, advertise the concept (and referencing the content of the informing report) for a minimum period of 30 days to the public in general and, specifically to the business community and adjoining and adjacent landowners, seeking their comments.

Proposal

That the Council;

- 1. Request accreditation and designation as a Recreational Vehicle Friendly Town (RV Friendly Town™), from the Campervan and Motorhome Club of Australia Limited (CMCA) and;**
- 2. Request provision of RV Friendly Town™ signs from CMCA for erection within the town entrances / precinct and;**
- 3. Note that the Town currently provides signed, dedicated and accessible long vehicle parking within the town centre, with close access to the general shopping area, for groceries and fresh produce and also the Saddleback Medical Centre and Brookton Pharmacy for health and medical needs and;**
- 4. Agrees to provide free access to the potable water supply for RVs and Caravans immediately adjacent to the Dump Point adjoining the Brookton Caravan Park and;**
- 5. Agrees to provide free access to the Dump Point adjoining the Brookton Caravan Park and;**
- 6. Note that long term parking (under three months) for self-contained RVs is encouraged and permissible at the Brookton Caravan Park, paying the scheduled fee and;**
- 7. Ensure that the proposed town map at the Rotunda on Robinson Rd and the existing one on the Northam Cranbrook Rd, opposite the Brookton Fire & Rescue**

and St Johns Ambulance, shows essential facilities, including the locations of short and long term parking areas, the RV Friendly™ site, the Dump Point and potable water and;

8. Provide short term, low cost overnight parking (no longer than 48 hours) for **self-contained** RVs, within close proximity to the Brookton Town Centre (CBD) at Lions Park, on the Banks of the Avon River on Brookton Highway (the RV Friendly™ site) and;
9. Review the activity and sites operations after 12 months and;
10. Adopt a fee of \$Nil per night for the RV Friendly™ site for the remainder of the 2016/17 Financial Year, following publication (notification) of the fee in the Brookton Telegraph.

ABSOLUTE MAJORITY VOTE REQUIRED

SUMMARY

This report recommends that the Council seek for the Brookton Townsite to be designated and recognised as Recreational Vehicle (RV) friendly (RV Friendly™), by the Campervan and Motorhome Club of Australia Limited (CMCA), through recognition of existing services supplied by the Shire and Town and permitting RVs to camp (stay overnight) in the Lions Park for periods up to 48 hours, free of charge.

BACKGROUND

The question of whether the Council should be RV Friendly designated, arose at a Briefing Forum (of the Council) in September 2016, and also at the October 2016 Plant & Works Committee, when it (the Committee) viewed the Lions Park and recent bridge works at the Avon River.

COMMENT

With the recent completion of the Dump Point on the perimeter (outside) of the Caravan Park (with potable source), as well as the recent works to improve the CBD (Robinson Rd) with designated long vehicle parking (day parking), the only aspect not available for automatic qualification as RV Friendly™ (for RVs), is free or low cost 'overnight' parking. Typically \$10 per night is considered acceptable as low cost.

The Plant & Works Committee (in October) considered Lion's Park to be acceptable, as well as near to the existing Caravan Park. The Acting CEO met with the State Representative of the CMCA recently and looked at numerous sites around town, including near the Aquatic Centre (White St Precinct), the CBD (Robinson Rd), Caravan Park surrounds and Railway Reserve generally opposite the Brookton Club Hotel. The representative agreed that the best site 'by far' was the scenic and quiet area within the undeveloped Lions Park. No facilities exist within the Park (which meant no maintenance issues for the Council) and yet it is close enough for people to walk to the CBD, and not interfere with the amenity of adjoining or nearby houses and would eminently be suitable to qualify for RV Designation status.

Locating such a site near the existing Caravan Park was not recommended, to ensure that there was 'separation' of paid customers and non-paying RV sites. RVs must have their own toilet and shower on board for example. Conversely, locating RV's near the Caravan Park would undoubtedly lead to abuse of the 'free service' and lead to conflict between paying customers utilising the ablutions, and those that might seek to use the facilities when they weren't entitled to.

In the opinion of the author, the advantages and disadvantages of Brookton being recognised as RV Friendly™ (not specifically relating to Lions Park alone) includes;

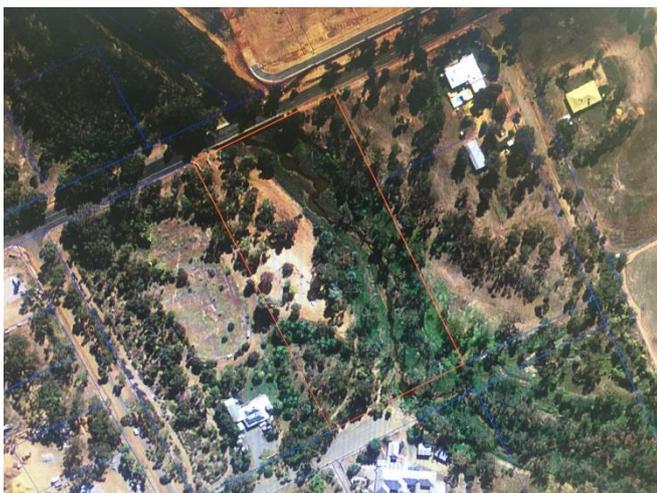
Advantages (and Benefits)

- Lions Park is currently undeveloped and, in the opinion of the author, underperforming / underutilised
- The Council can review the operation of the approval at any time in the event of complaints, conflicting use or overuse
- The towns CBD businesses may benefit from increased patronage
- The town may receive increased traveller throughput by recognition on a national site with over 66,000 members
- Only vehicles that are self-contained are permitted to use the site overnight, who might otherwise not stay in the town (nor the Caravan Park)
- Persons staying longer than 48 hours will be self managing - people will 'dob them in' to the Shire. If they do stay longer, then they, in theory, are 'purchasing local produce' that they wouldn't be otherwise if they were 'bypassing' Brookton in favour of free camping or staying at another Town's designated site.
- There is no additional cost to maintain the site (there are no ablution or bbq facilities).

Disadvantages (and Risks)

- Potential for refuse to be left around
- The potential need to 'police' RVs that stay longer than 48 hours
- Potential loss of revenue to the Caravan Park (owned and operated by the Council)
- Potential noise disturbance from 'revellers'
- Potential generator noise from RVs to nearby homes
- The Park might be too popular and 'locals' or other users cant access the park as easily
- Cost of purchasing and installing appropriate Shire informational signage at the RV Friendly™ site.

In summary, the author is of the view that the advantages of the site outweigh the disadvantages for the benefit to the Town overall, and should therefore be explored by advertising the proposal and proposed location for community (and nearby / adjoining neighbour) comment.



The locations of the RV sites in Beverley and Pingelly are;

- Adjoining the Caravan Park in Beverley and;
- Lukin St, in Pingelly

The author is advised that neither site have led to neighbour or general nuisance complaints.

From Pingelly;

“So far we haven’t received any complaints about generator noise or staying too long. Generally, the people staying are over 55 and quite respectful of their surroundings. We also have signs that advise it’s strictly for recreational vehicles only and no tents are allowed.

The RV site is maximum stay of 48 hours and is free of charge but we do have a donation box (we have a box where they fill out details do a survey, leave their details, town information and events etc).

The RV site is on the other side of the river, Lukin Street, away from the Caravan Park. The RV site is approximately 600m walk into town.

To date it appears to be working well, and we still get good numbers in the Caravan Park.”

The following additional information, taken from the CMCA website <https://www.cmca.net.au/> may also assist inform Councillors;

“The RV Friendly program is a Campervan and Motorhome Club of Australia Limited (CMCA) initiative aimed at assisting recreational vehicle (RV) consumers as they journey throughout this wonderful country. This includes motorhomers, campervaners and caravanners.

We support freedom of choice when camping overnight and believes that RV travellers should have access to an appropriate accommodation mix, such as low cost and commercial options. This includes greater access to state and national parks, the development of regional and rural rest areas, and access to community land.

The RV Friendly Town™ and RV Friendly Destination programs offer business owners the opportunity to be innovative in meeting the needs of RV tourists, while at the same time growing their businesses.

RV Friendly Town™ (RVFT)

An RV Friendly Town™ is one that has met a set of guidelines to ensure they provide a certain amount of amenities, and a certain level of services for these travellers. When RV tourists enter a town displaying the RVFT sign, they know they will be welcome, certain services will be provided for them that may not be available in other centres, and they will have access to a safe place to stay overnight, and possibly for a longer period.

Essential

- *Provision of appropriate parking within the town centre, with access to a general shopping area for groceries and fresh produce.*
- *Provision of short term, low cost overnight parking (24/48 hours) for self-contained RVs, as close as possible to the CBD.*
- *Access to potable water.*
- *Access to a free dump point at an appropriate location.*

Desirable

- *Provision of long term parking for self-contained RVs.*
- *Access to medical facilities or an appropriate emergency service.*
- *Access to a pharmacy or a procedure to obtain pharmaceutical products.*
- *Visitor Information Centre (VIC) with appropriate parking facilities.”*

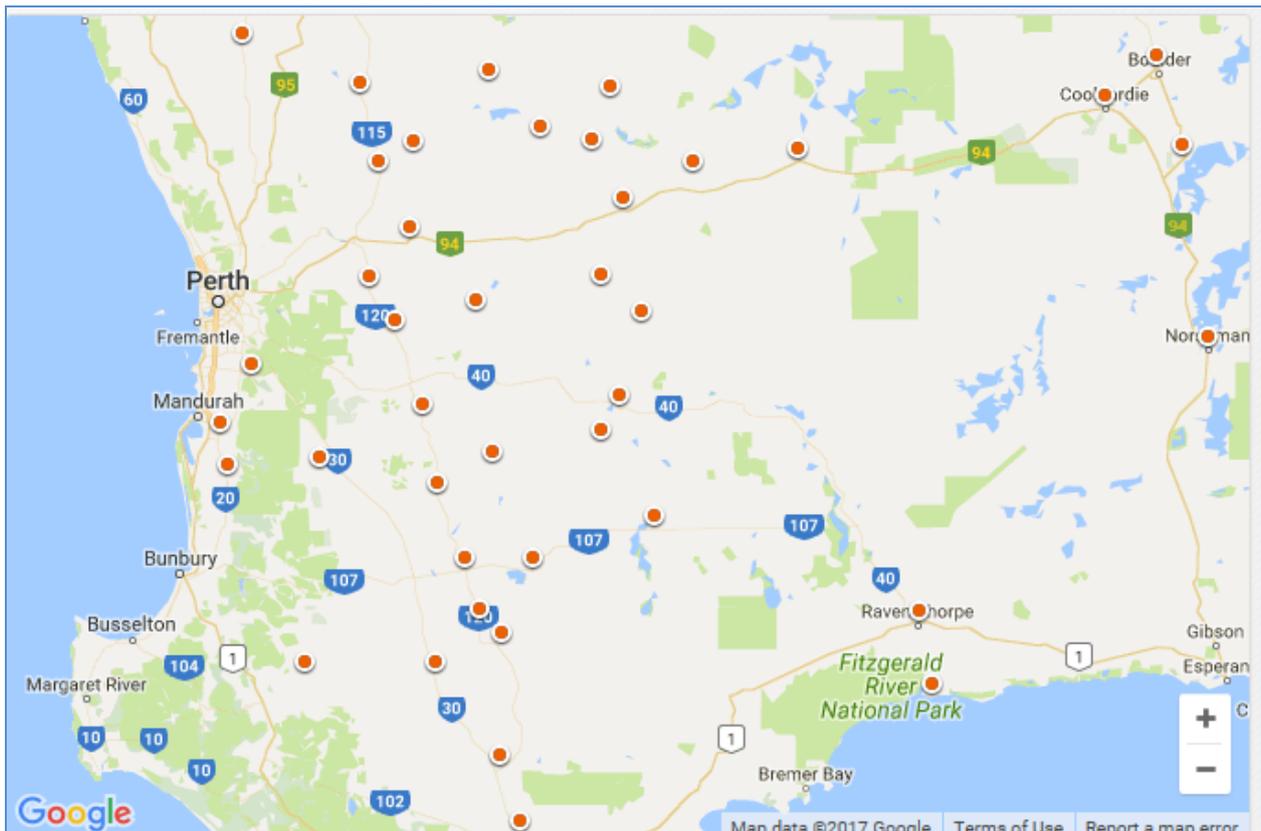
- VIC to provide a town map showing essential facilities, such as short and long term parking areas, dump point and potable water.
- RV Friendly Town™ signs to be erected within the town precinct.”



Towns in WA that meet the accreditation standard set by the Association are listed on the website (link) and the following map (showing the southwest portion of WA only).

It includes York, Beverley, and Pingelly on the Northam-Cranbrook Highway and Kondinin on the Brookton Highway.

<https://www.cmca.net.au/services/rv-friendly/rv-friendly-towns/280-western-australia-1>



With over 66,000 members, the CMCA states that it is the largest RV Club in the southern hemisphere.

The Campervan and Motorhome Club of Australia Limited (CMCA), has established the Self Contained Vehicle (SCV) Policy and Leave No Trace® (LNT) Code of Conduct.

CMCA states that it has long been at the forefront of promoting environmentally responsible camping and overnighting.

The SCV policy and LNT Code of Conduct is a means of demonstrating to Councils and other authorities that self-contained vehicles need not have a negative impact on the environment, even if a campsite has no facilities (such as proposed at Lions Park, Brookton).

Members who participate in the LNT program must have a vehicle that meets the requirements of the CMCA SCV policy for the holding of fresh, grey and black water, as well as storage capacity for garbage waste.

To qualify, a self-contained vehicle must retain all waste within the confines of the vehicle, and leave no trace of its visit to a site. Vehicle owners must sign a declaration that they will comply with the SCV policy and abide by the LNT Code of Conduct. Vehicles that have qualified for the program will display an accreditation card on their vehicle. This satisfies proof by the vehicle owner of their participation in the program should any verification be required by controlling authorities.

CMCA states that it *“acknowledges that it is a privilege for mobile travellers to be allowed access to controlled areas, and will strive to develop and maintain the credibility and integrity of the SCV policy and LNT Code of Conduct. The efforts of CMCA in promoting responsible travel will not only benefit its members and all RV travellers, but will bring considerable benefits to local councils and communities who provide facilities for our use and enjoyment.”*

A Recreational Vehicle by definition under the ‘free’ (or low cost) designation in a RV Friendly site, must therefore be fully self-contained (on board toilet / shower with grey water collection device).

CONSULTATION

The Acting CEO consulted with the CEO’s of the adjoining Shires of Beverley and Pingelly regarding the operations of their respective RV Friendly sites as to noise, ranger, neighbour complaints etc, with both officers informing that they have never received any valid complaints (that they are aware of).

That notwithstanding, the officer is of the view that the proposal - to be an RV Friendly™ Town and more importantly, the proposed location in Lions Park, should be advertised to the community for general comment and specifically to the adjoining and adjacent residents, seeking their comments, before determining the final location and / or conditions or constraints, that might be required to address any perceived concerns.

LEGISLATIVE IMPLICATIONS

Reserve 2762, comprises 2.0234 ha, with management order in the name of the Shire of Brookton for the purposes of recreation. In the opinion of the author, the use is consistent therefore with both the management order and the Local Planning Scheme Reserve zoning designation of recreation.

The Local Government Act 1995 relates to the setting of fees and charges and determining the fees that relate (section 6.16 and 6.17) (and an absolute majority decision is required to set a fee).

The Caravan Park and Camping Grounds Act 1995 relates only if the intended usage is greater than 72 hours. Landowner permission (that of the local government in this case) is permissible if the usage is no longer than 72 hours.

It is proposed to limit usage to 48 hours, although the Council is at liberty to alter this to nil, 24 or up to 72 hours.

POLICY IMPLICATIONS

There are no current Council Policies that directly relate.

The Shire of Brookton has a key role in the local and regional economy. The community has highlighted economic development as a priority and Council is committed to achieving “*A strong and sustainable local economy*” as detailed in the Strategic Community Plan.

Interestingly however, Council Policy 1.24 *Economic Development*, makes no mention of tourism as a key opportunity to attract more economic activity or business to the economy. This is also recognised by the fact that the Council currently has no *economic* alliances or allegiances with any entities or organisations outside of the Shire (just the CRC internally). For clarity, the Beverley Brookton Pingelly (BBP) Aged Housing Alliance is noted as a specific alliance relative to aging and aged housing, and not a broader economic development role. Similarly, the Regional Childcare Governance Model is purely for a specific purpose relating to Childcare services.

The Acting CEO makes the observation that’s this anomaly should be corrected with appropriate alliances and or developed through the proposed Economic Development Strategy.

The key comparative advantages of the Brookton Townsite (in terms of Tourism at least) are undoubtedly the proximity to Perth for day trips and return trips through the scenic and Saturday and Sunday ‘open’ Avon Arc towns, and the juncture of two highways, one leading to the internationally recognised and iconic landmark feature, Wave Rock, at Hyden.

FINANCIAL IMPLICATIONS

The cost of creating (having it designated), the RV Friendly™ site is only the cost of purchasing and erecting appropriate signage defining the ‘rules’ (leave no trace) and type of vehicle (fully self-contained) and is estimated at \$300. The cost of an RV directional sign at the entrance of Lions Park another \$200.

The CMCA provides typically two entrance signs denoting the townsite as being RV Friendly™ and an additional sign, (for the third primary Town entrance) would cost in the vicinity of an additional \$300.

Provision of free access to the dump point and potable water supply are already in place (installed and completed in December 2016).

Promotion of the site will be free of charge via social media, wikicamps entries and website information and thereafter ‘word of mouth’.

There is expected to be negligible, if any, lost revenue from the Caravan Park, as free camping self-contained ‘RV’ ers typically utilise free camp spots outside of townsites now. Encouraging them to stay within the town environs, will at least provide some economic opportunity for businesses to capitalise on.

Provision of updated visitor maps opposite the Fire Station and also at the Rotunda on Robinson Rd, is covered via existing proposals for the Robinson Road Precinct upgrade.

Charging \$10 per night per RV is considered counterproductive at this stage.

Having a donation box is possible; however the cost of collection and or the risk of theft is seen as prohibitive. This could be monitored and reviewed after 12 months of operations. Initial expected revenue might be in the order of \$1,000 per annum, however, the cost of collecting this revenue (and the cost of a secure lock box) would outweigh the benefit in the initial stages of the sites usage.

Policing of the site will be administrative in nature, no direct cost and 'self-policing'.

In summary, the total outlay of up to \$1,000 (for purchase and erection of signage), is seen as small investment to encourage visitation and recognition as the townsite as RV Friendly and potentially, to attract many hundreds of annual additional visitors that might stay one to two nights, and in doing so, purchase small ancillary items or food or meals during their stay.

The cost of the outlay can be accommodated within the existing improvement, marketing and promotional budgets of the Caravan Park.

STRATEGIC IMPLICATIONS

The Strategic Community Plan's Goal 4 and the overarching Vision is assisted with the proposal;

Brookton – A thriving, accessible and diversified economy with a friendly and welcoming community

Goal 4: Local Economy and Business

A strong and sustainable local economy.

4.3: Viable businesses with opportunities for local employment

4.3.1: Develop, maintain and strengthen relationships with local and regional businesses.

4.3.2: Promote and encourage existing and new businesses and industries.

SUSTAINABILITY IMPLICATIONS

Environmental

The location of an RV Friendly™ site needs to be in an area that larger, mobile home or towed rigs / caravans can easily manoeuvre and be in reasonably close (walking distance) to amenities such as shops. They do not require access to toilets or showers as they are all self-contained.

The presence at Lions Park of no facilities, but a shady, quiet spot, underutilised, cleared and scenic, makes for an ideal location. Adjoining houses are separated by vegetation, the river and or some way off, that noise from generators and or people laughing in small groups, shouldn't cause any amenity concerns. Access to the site is acceptable from the State representative without modification required.

Economic

Registering the Town of Brookton as a designated and approved RV Friendly™ Town means that it will fill the gap on the Northam – Cranbrook Highway heading north or south, and

importantly be a gateway to Wave Rock, being the first (or last) stop - depending upon travelling east or West, on the Brookton Hwy – as a free stop with close by amenities (shops, cafe, fuel and take away food and or a hotel meal. Accessing 66,000 members of the Association, their Wanderer magazine, and being on their web site (and no doubt thereafter, the wikicamps app / website, will further visitation and the appeal of the site.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation, although any concerns can be highlighted and or addressed as required, following the public submission period.

Risk

Risk	That Council adopts the proposal without advertising or seeking comment either as to the principle and or the specifics of the recommended site, and receives criticism for not engaging appropriately.
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Impact / Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control)	Medium (5-9)
Principal Risk Theme	Engagement practices
Risk Action Plan (Controls or Treatment proposed)	Accept Officer Recommendation to advertise the proposal and site and consider any submissions received before deliberating further.

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 6 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

It is not recommended this item be added to the Shire's Risk Register, nor that a Risk Treatment Plan be required.

CONCLUSION

The recommendation is to advertise the proposal for community and adjoining / adjacent comments for a minimum period of at least 30 days.

At the conclusion of that period, the Council will be in a better position to determine what conditions or constraints might be required to address or manage any concerns highlighted in relation to either the principle and or the proposed site.

The concept of being RV Friendly™, not dissimilar to the former 'aussie host' wave that swept throughout the Wheatbelt years ago, is one of the Council, business community and community in general, demonstrating that it embraces the principle of encouraging visitation and recognising the travelling public as additional economic activity and potential future investors / return visitors and or residents.

For a one-off small investment, the officers view is that it will help ensure that the vision of;

“A thriving, accessible and diversified economy with a friendly and welcoming community”

is attained more readily.



14.02.17 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

14.02.17.01 MEETING FEES

Councillor Crute submits the notice of motion;

COUNCILLOR NOTICE OF MOTION & OFFICER RECOMMENDATION

That with respect to Elected Member Meeting Fees for the 2016/17 Financial Year, the Council;

1. Note the resolution of 21 July 2016, to make payments to elected members for eligible mileage claims, meetings fees for attending Council Meetings and or Council Committee Meetings and;
2. Approve, pursuant to section 5.98 (2A) of the Local Government Act 1995, and regulation 30 (3A) of the Local Government (Administration) Regulations 1996, effective from the date of this resolution, to also make payments to Council appointed representatives or delegates, or in lieu of that elected member, the Council appointed proxy as follows;
 - a. WALGA Zone Meetings - \$150 per attendance.
 - b. Regional road Group - \$150 per attendance.
 - c. External (not Council controlled or established) Committees, Working Groups or similar meetings as long as they are minuted, which also confirms attendance - \$50 per attendance.

SIMPLE MAJORITY VOTE REQUIRED

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

Nil

16.02.17 CONFIDENTIAL REPORTS

Nil

17.02.17 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be on Thursday 16 March 2017, commencing at 12.30 pm.

There being no further business to discuss, the Presiding Member closed the meeting at...pm.