



## **ORDINARY COUNCIL MEETING**

### **AGENDA**

**20 April 2017**

<b>12.00</b>	<b>pm</b>	<b>LUNCH</b>
<b>12.30</b>	<b>pm</b>	<b>COUNCIL MEETING</b>
<b>3.30</b>	<b>pm</b>	<b>AFTERNOON TEA</b>
<b>4.00</b>	<b>pm</b>	<b>COUNCIL BRIEFING FORUM</b>
<b>6.30</b>	<b>pm</b>	<b>DINNER</b>

**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 20 April 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**

12 April 2017

**DISCLAIMER**

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

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<b>1.04.17</b>	<b>DECLARATION OF OPENING/ATTENDANCE</b>
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<b>2.04.17</b>	<b>ELECTION OF SHIRE PRESIDENT</b>
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Following the resignation of Cr Kym Wilkinson as the Shire President at the March 2017 Council Ordinary Meeting there is a need to elect a new Shire President (and if necessary a Deputy Shire President).

For the past month Cr Crute, as the current Deputy Shire President, has assumed the role of the Shire President in accordance with Section 5.34 of the *Local Government Act, 1995*.

In light of the above, nominations for the office of Shire President are now being called.

The process for determining the result of any election for the position of Shire President (in the event of there being more than one accepted nomination) needs to be in accordance with Schedule 2.3 of the *Local Government Act, 1995*.

Desirably, a nomination should be made in writing on the designated 'Nomination of Shire President Form' (see **Attachment 2.04.17**), which can be submitted to the CEO at any time prior to the meeting or during the meeting up until the nominations are declared closed. It should also be noted that nominations can also be made orally to the CEO at the call for any other nominations during the meeting.

The Councillor nominated must advise the CEO, either orally (to be recorded in the minutes) or in writing by signing the nomination form that he or she is accepting of the nomination for the position.

Voting for the position is to be by secret ballot and all Councillors in attendance must vote.

The Councillor elected as the Shire President will be announced by the CEO and will then assume the role of Chair (being the Presiding Officer) upon being declared elected and having completed the Declaration of Office.

Should the need arise, a call for nomination of Deputy Shire President is to be conducted as the next order of business, and is to follow the nomination and election process as outlined above.

# SHIRE OF BROOKTON

## Nomination Form

### ELECTION OF SHIRE PRESIDENT

Local Government District – Brookton  
Election Date – 20<sup>th</sup> April 2017

Date.....

Chief Executive Officer  
Shire of Brookton  
P O Box 42  
BROOKTON WA 6303

I Councillor.....hereby nominate Councillor ..... for the position of Shire President for the Shire of Brookton.

\_\_\_\_\_Signature

### ACCEPTANCE OF NOMINATION

I Councillor.....hereby accept the nomination for the position of Shire President.

\_\_\_\_\_Signature of Nominee

<b>3.04.17</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b>
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Nil

<b>4.04.17</b>	<b>PUBLIC QUESTION TIME</b>
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<b>5.04.17</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE</b>
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<b>6.04.17</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS</b>
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Nil

<b>7.04.17</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>
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**AUDIT COMMITTEE MEETING MINUTES – 17 NOVEMBER 2016**

That the minutes of the Audit Committee meeting held in the Shire of Brookton Council Chambers, on Tuesday 17 November 2016 be confirmed as true and correct record of proceedings.

**SIMPLE MAJORITY VOTE REQUIRED**

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**AUDIT COMMITTEE MEETING MINUTES – 16 MARCH 2017**

That the minutes of the Audit Committee meeting held in the Shire of Brookton Council Chambers, on Thursday 16 March 2017 be confirmed as a true and correct record of proceedings.

**SIMPLE MAJORITY VOTE REQUIRED**

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**ORDINARY COUNCIL MEETING MINUTES – 16 MARCH 2017**

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Thursday 16 March 2017, be confirmed as a true and correct record of the proceedings.

**SIMPLE MAJORITY VOTE REQUIRED**

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**BUSH FIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING – 30 MARCH 2017**

That the minutes of the Bush Fire Advisory Committee meeting held in the Shire of Brookton Council Chambers, on Thursday 30 March 2017 be received to Council as a record of proceedings.

**SIMPLE MAJORITY VOTE REQUIRED**

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**BUSH FIRE ADVISORY COMMITTEE – 30 MARCH 2017**

That the minutes of the Bush Fire Advisory Committee meeting held in the Shire of Brookton Council Chambers, on Thursday 30 March 2017 be received to Council as a record of proceedings.

**SIMPLE MAJORITY VOTE REQUIRED**

#### **8.04.17 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

(Includes Condolences)

#### **9.04.17 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**

<b>Item no.</b>	<b>Members/Officers</b>	<b>Type of Interest</b>	<b>Nature of Interest</b>

## 10.04.17 TECHNICAL & DEVELOPMENT SERVICES REPORTS

### 10.04.17.01 PROPOSED PURCHASE OF LOT 511 ON DEPOSITED PLAN 406799 WHITTINGTON STREET BROOKTON

<b>File No:</b>	A2371
<b>Date of Meeting:</b>	20 April 2017
<b>Location/Address:</b>	Lot 511 on Deposited Plan 406799 Whittington Street Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Department of Lands
<b>Author/s:</b>	Ian D'Arcy – Chief Executive Officer Kelly D'Arcy – Governance Officer
<b>Authorising Officer</b>	Ian D'Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	The author has no interest in this matter
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Reports:</b>	20 August 2015

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#### Summary of Item:

This report relates to the proposed acquisition of Lot 511 Whittington Street, Brookton by the Shire, and a recent offer received from the Department of Lands in this regard for the Council's consideration.

#### Description of Proposal:

For Council to consider the purchase of approximately a 1.5 hectare parcel of land as a green (freehold) title, being Lot 511 that accommodates the Kalkarni Residential Aged Housing Facility and Saddleback Medical Centre.

A copy of the Department of Land's letter of offer is presented at **Attachment 10.04.17.01**

#### Background:

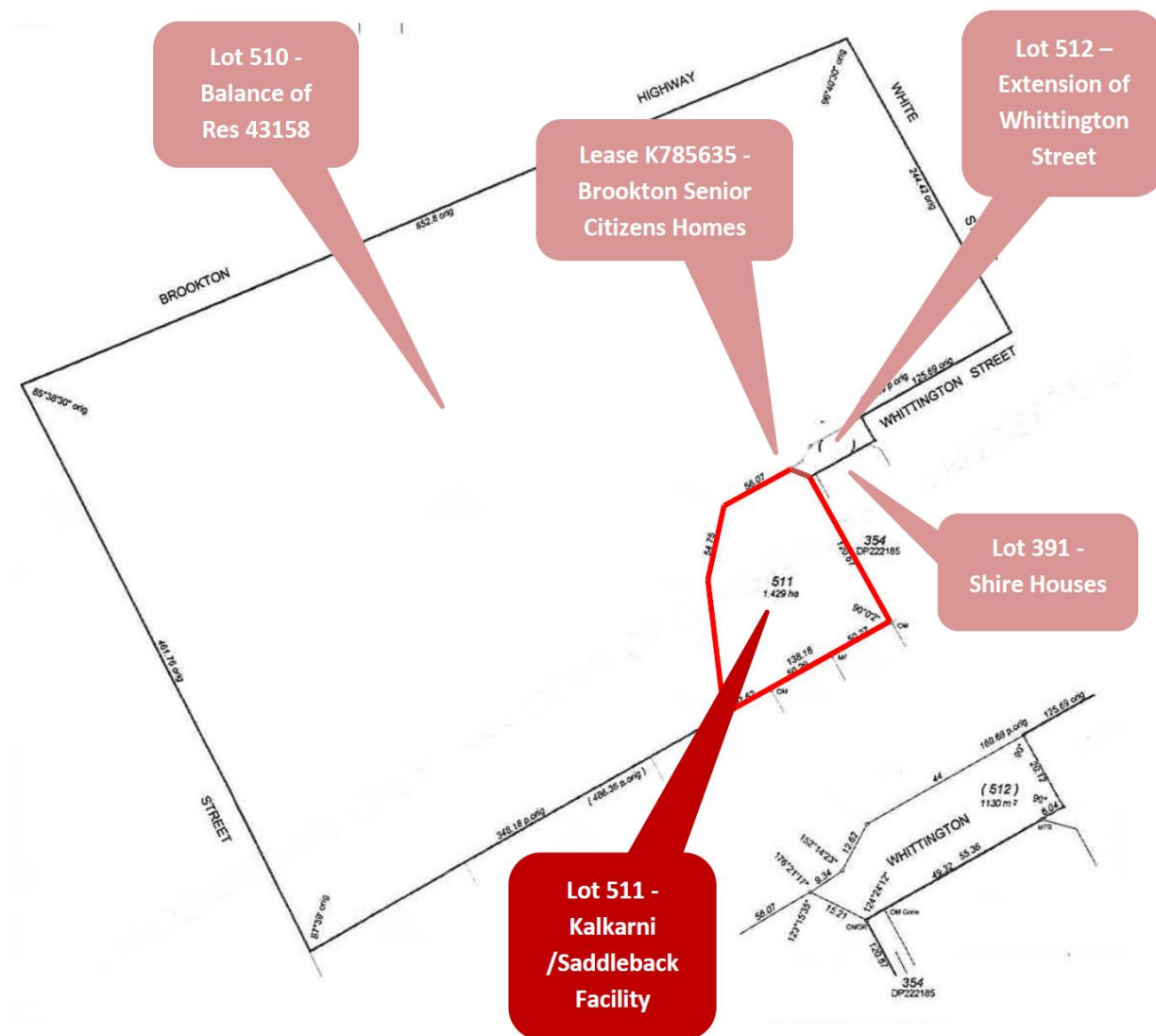
At the August 2015 ordinary meeting, the Council formally resolved to request the Department of Lands:

- a) Create a separate allotment in freehold tenure for the purpose of accommodating the existing Kalkarni Residency and Saddleback Medical Centre, with capacity for future expansion; and
- b) Grant Council first right of refusal in acquiring this land.

This request culminated in Lot 511 (at 1.429 hectares in area) being excised from the parent Lot 456 - Crown Reserve 43158 that also accommodates the Brookton recreational grounds, swimming pool complex, caravan park and Shire Administration Centre.

**Figure 1** below affords an understanding of Reserve 43158 illustrating the configuration of:

- ✓ Lot 510 (balance Crown Reserve 43158) that encompasses the recreation grounds, caravan park, community pool Shire Administration Office, and Senior Citizen's Independent Living Units;
- ✓ Lot 511 that accommodates the existing aged housing and medical centre development;
- ✓ Lot 512 that extends the road access to Lot 511 and Lot 391;
- ✓ Lot 391 that accommodates existing Shire houses.



**Figure 1** – Extract from DP 406799 Lot Configuration

Following the subdivision process and creation of Lot 511 as freehold land, a letter was subsequently received from the Department of Lands in October 2016, requesting the Council's position on proceeding with the purchase Lot 511 for \$145,000 (excl. GST).

The letter also states the offer to purchase is conditional on:

- The offered price being valid for 12 months from October 2016;
- The partial surrender of lease K785635 in favour of the Brookton Senior Citizens Homes Inc. for the existing Independent Living Units;
- A statutory declaration from the Shire that details in relation to Lot 511 and Lot 512:
  - ✓ The respective interests that presently exists;
  - ✓ Any contamination that may exist.

### **Consultation:**

As reflected above, consultation has been conducted with the Department of Lands and Elected Members at briefing sessions.

### **Statutory Environment:**

This land transaction is supported by Section 86(c) of the *Land Administration Act 1997*, which

states:

**86. Sale etc. of Crown land by private treaty to Commonwealth etc.**

The Minister may sell by private treaty the fee simple in, or lease, Crown land —

- (a) to the Commonwealth or to another State or to a Territory; and
- (b) to any instrumentality of the Commonwealth or of a State or Territory empowered to purchase land; and
- (c) subject to the Local Government Act 1995, to any local government.

Specifically, Section 3.59 the Local Government Act 1995 prescribes the parameters upon which the Council can entertain land transactions. In this regard Section 3.59(1) affords the following definitions:

**major land transaction** means a land transaction other than an exempt land transaction if the total value of —

- (a) the consideration under the transaction; and
- (b) anything done by the local government for achieving the purpose of the transaction,

is more, or is worth more, than the amount prescribed for the purposes of this definition;

**land transaction** means an agreement, or several agreements for a common purpose, under which a local government is to —

- (a) acquire or dispose of an interest in land; or
- (b) develop land;

In consideration of the above, Regulation 8A(1) of the Local Government (Function and General) Regulations, 1996 defines a major land transaction for the Shire of Brookton as the lessor of \$2 million or 10% of the Shire's operating expenditure for the last financial year. Further, Regulation 8A(2) states:

**8A. Amount prescribed for major land transactions; exempt land transactions prescribed (Act s. 3.59)**

(2) A land transaction is an exempt land transaction for the purposes of section 3.59 of the Act if —

- (a) the total value of —
  - (i) the consideration under the transaction; and
  - (ii) anything done by the local government for achieving the purpose of the transaction,

is more, or is worth more, than the amount prescribed under subregulation (1); and

- (b) the Minister has, in writing, declared the transaction to be an exempt transaction because the Minister is satisfied that the amount by which the total value exceeds the amount prescribed under subregulation (1) is not significant taking into account —

- (i) the total value of the transaction; or
- (ii) variations throughout the State in the value of land.

In consideration of the above legislation this proposal is deemed a standard land transaction for

the purchase of Lot 511, and does not require approval from the Minister for Local Government in order for Council to proceed with the acquisition. However, in on selling Lot 511 the Council may need to comply with the provisions of a Major Land transaction under Section 3.59 of the *Local Government Act, 1995* and Regulation 8 of the Local Government (Function and General) Regulations, 1996 below:

**8. Exempt land transactions prescribed (Act s. 3.59)**

- (1) *A land transaction is an exempt land transaction for the purposes of section 3.59 of the Act if the local government enters into it —*
  - (a) without intending to produce profit to itself; and
  - (b) without intending that another person will be sold, or given joint or exclusive use of, all or any of the land involved in the transaction.
- (2) *For the purposes of subregulation (1)(b) a person is given joint use of land if the land is to be jointly used for a common purpose by the local government and that person (whether or not other persons are also given joint use of the land).*

As the Council may on-sell Lot 511 (inclusive of improvements) that could yield a profit, and additionally afford exclusive use to the purchaser for the delivery of residential aged care and medical services, there is need to conform to Section 3.59. This includes the preparation of a business case to support the sale. It should be noted that this understanding has been confirmed verbally with the Shire's auditors.

**Relevant Plans and Policy:**

There are no relevant plans or policies that apply to this matter.

**Financial Implications:**

As mentioned, the State Government's offer to Council for the purchase Lot 511 is presented at \$145,000 (excl. GST). Under the current 206/17 budget an amount of \$50,000 has been allocated (COA E084510), which, based on the current offer, is insufficient for Council to progress the land purchase.

Therefore, should Council agree to the acquisition it will need to increase the allocation in the next financial year budget to cover the asking price, and other land acquisition/conveyancing costs. On projection it is suggest that this amount be \$155,000 (excl. GST).

Further, should Council desire to progress the on selling of Lot 511, an additional allocation of funds will be required in the coming budget to obtain another valuation (inclusive of land, buildings and infrastructure) and prepare a business case as required by the *Local Government Act, 1995*. It is suggested the allocation for disposal should therefore be \$25,000 (excl. GST).

**Risk Assessment:**

There is no identified risk that specifically applies to the purchase of Lot 511 per se.

However, as previously discussed with Council, there is an apparent risk with the Shire of Brookton being the licence holder for the Kalkarni residential aged care facility and the current management arrangement assigned to Baptistcare, being the operators of this facility. Residential high end aged care is not core business of Local Government, where specialised skills, understanding and knowledge is needed to ensure a quality standard of service.

In light of this, it is viewed the freehold tenure will provide Council with the opportunity to exit from being involved in the delivery of high end aged care, by potentially on selling the property to a professional organisation (such as Baptistcare) that specialises in this form of business, thus removing all risk to the Shire.

## **Community & Strategic Objectives:**

Broadly, this initiative aligns with the following outcome and strategies outlined the Council's Strategic Community Plan 2015:

### ***Outcome 1.6: Quality of life for the aged and disabled.***

*Strategy 1.6.1: Provide ongoing support for aged care planning, facilities and services to meet our community needs.*

*Strategy 1.6.2: Support the development of Aged Friendly Communities.*

## **Comment**

It is viewed the purchase price of Lot 511 at \$145,000 (excl. GST) is fair and reasonable in consideration of the Shire being the asset owner of the existing infrastructure and buildings.

With this acknowledged, the Council could counter offer at a lower purchase price premised on the considerable social benefit and service provided by the Shire over the past 15 years in regards to the Kalkarni and Saddleback facilities. However, it is anticipated the State Government is unlikely to reduce the asking price below its current valuation, given the State Government's current financial position. In this regard the officer recommendation reflects acceptance of the asking price.

Further, it is promoted that Council continue to progress the acquisition of this land as a priority, as this will potentially:

- Pave the way for the property to be on-sold to an appropriate aged care service provider;
- Present an opportunity for Council to negate its current risk; and
- Yield a financial return, with use of these funds to benefit the Brookton community in other ways.

In regard to the partial surrender of Lease K785635, it is suggested this measure is required in light of Lot 512 being created that has changed the access arrangements, and generated the need to review the tenure arrangements for the existing Independent Living Units, presently owned by the Brookton Senior Citizens Homes Inc. Dialog has already commenced in this regard.

As for the provision of a statutory declaration in relation to Lot 511 and Lot 512, this is reasonably common in relation to this form of arrangement.

## **OFFICER'S RECOMMENDATION**

### ***That Council:***

- 1. Pursuant to Section 3.59 the Local Government Act, 1995 proceed with the acquisition of Lot 511 Whittington Street Brookton from the State Government for \$145,000 (excl. GST) as offered by the Department of Lands, including:***
  - a) Confirmation of the partial surrender of Lease K785635; and***
  - b) A statutory declaration being prepared and executed by the CEO that details the respective interests, and there being no known contamination in relation to Lot 511 and Lot 512.***
- 2. Acknowledge in on selling Lot 511 that it will need to comply with the provisions for a 'Major Land Transaction' as prescribed by Section 3.59 the Local Government Act, 1995 or conversely seek an exemption under Regulation 8A of the Local Government (Function and General) Regulations, 1996 from the Minister for Local***

**Government for the proposed land transaction, premised on the potential for:**

- a) The sale price to be within close range of the prescribe threshold for a Major Land Transaction under Regulation 8A(1) of the Local Government (Function and General) Regulations, 1996;**
  - b) Lot 511 to be on-sold to an appropriate aged care service provider;**
  - c) Council to negate its current risk in relation to the current aged care arrangement;**
  - d) Council to yield a financial return, with future use of these funds to benefit the Brookton community.**
- 3. Allocate for consideration as part of the 2017/18 budget deliberations \$155,000 (excl. GST) for the acquisition, and \$25,000 (excl. GST) for future disposal under COA E084510 for Lot 511 Whittington Street, Brookton.**

(Absolute majority vote required)

**Attachments**

**Attachment 10.04.17.01**



Government of Western Australia  
Department of Lands  
Regional and Metropolitan Services

Our ref: 1911/1992v2 (Job No.152293)  
Enquiries: Neville Watson, ph (08) 6552 4632  
Fax: (08) 6552 4417  
neville.watson@lands.wa.gov.au

Chief Executive Officer  
Shire of Brookton  
14 White Street  
BROOKTON WA 6306

Attention: Stefan de Beer

Dear Sir

**PROPOSED EXCISION OF LAND COMPRISING SITE OF SHIRE OF BROOKTON  
'KALKARNI/SADDLEBACK' FACILITIES FROM RESERVE 43158 IN BROOKTON**

I refer to the Shire of Brookton's (Shire) previous correspondence concerning the above and write to advise the following with respect to now progressing this matter.

Following the issue of survey instructions, the new survey plan required in the process of excising land from Reserve 43158, required for creation of a new lot comprising the site of the Shire's 'Kalkarni/Saddleback' complex, has been prepared and is now available for this purpose. I enclose a copy of new Deposited Plan (DP) 406799, for your information, which provides for the redescription of Reserve 43158 to now comprise Lot 510 on the new plan.

Lot 511 is to be created as a separate lot to facilitate the sale and transfer of this land in freehold to the Shire, pursuant to s.86 of the *Land Administration Act 1997* (LAA). Please note also that the new plan provides for creation of a dedicated access road, shown as Lot 512 on the plan (extension of Whittington Street). I advise that new DP 406799 has been placed 'In Order For Dealings' (IOFD) and is now available for the purposes outlined in this letter.

I also write to advise that the valuation advice required in the land sale and transfer process has now been provided by Landgate's Valuation Services and is approved by my assistant manager (valid for 12 months). *The valuation is at \$145,000.00 plus 10% (\$14,500.00) GST, totalling \$159,500.00 (inclusive of GST).*

Subject to the Department of Lands (DoL) receiving confirmation in writing that the Shire wishes to proceed with the purchase of the available land, I will then arrange submission of the valuation (sale price) seeking approval of DoL's Executive Director Regional and Metropolitan Services Division (RMS) of the sale price mentioned. Please note that other costs involved in the sale process, being DoL document preparation and Landgate registration fees, will also apply to the sale and transfer process, and are payable by the Shire. The Shire will be formally advised of these costs, in due course, at the formal offer stage of the sale process.

Gordon Stephenson House, 140 William Street Perth Western Australia 6000 PO Box 1143 West Perth Western Australia 6872  
Telephone (08) 6552 4400 Facsimile (08) 6552 4417 Freecall: 1800 735 784 (Country only)  
Email: [info@lands.wa.gov.au](mailto:info@lands.wa.gov.au) Website: [www.lands.wa.gov.au](http://www.lands.wa.gov.au)  
ABN: 66 565 723 484

The Shire is advised that new DP 406799 also provides for the 'Partial Surrender of Lease K785635', as specified in the 'IOFD' 'box' (item 2). Note that the Shire is responsible for complying with this requirement, including any Landgate fees applicable in the registration of this particular document.

Finally, I advise that DoL requires the Shire, as the management body of Reserve 43158, to provide a 'Statutory Declaration' advising/confirming any interests existing in the reserve land the subject of the excision/sale proposal (ie., new Lot 511 on DP 406799) or, alternatively, that no interests have been granted, as the case may be? In addition, a second 'Stat. Dec.' is required advising/confirming that there are no contamination issues with respect to the land comprising new Lot 511, or alternatively detailing any contamination that may exist on the subject land, again as the case may be? Also, please include new Lot 512 on DP 406799 (road extension) in the declarations. Note that the two 'declarations' required can be combined in the one 'Stat. Dec.', if the Shire wishes?

Please don't hesitate to call me direct on telephone 6552 4632 if you have any questions concerning this process, or require additional information.

Yours faithfully

  
NEVILLE WATSON  
**STATE LAND OFFICER**  
**GOLDFIELDS ESPERANCE AND WHEATBELT**

14 October, 2016

152293 (nw05)

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## 10.04.17.02 BUSH FIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING

**File No:** ADM 0360  
**Date of Meeting:** 20/04/2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Name of Owner:** N/A  
**Author/s:** Courtney Fulwood – Executive Officer  
**Authorising Officer:** Ian D'Arcy – Chief Executive Officer  
**Declaration of Interest:** If any  
**Voting Requirements:** Simple  
**Previous Report:** N/A

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### Summary of Item:

This item relates to;

1. Endorse the minutes of the Bush Fire Advisory Committee (BAFC) Annual General Meeting (AGM)
2. Notation of the appointed members to the BFAC in accordance with Shire of Brookton by-law relating to the establishment and equipment of Bush Fire Brigades 1993 (the Local Law).
3. Amending the 'Terms of Reference' for the BFAC to remove any ambiguity.

### Description of Proposal:

Refer to summary above.

### Background:

The Bush Fire Advisory Committee was formed at the 2013 April Meeting of Council to oversee the three (3) brigades in the Brookton District – being Central, East and West.

Each brigade appoints Fire Control Officers (FCO's), Captain, Vice-Captain and Lieutenants. Fire Tender Drivers are also nominated during the course of the AGM in accordance with section 2.2 of the Local Law.

The role of the Bush Fire Advisory Committee is to advise Council on all matters in relation to:

- the prevention, controlling and extinguishing of bush fires
- prosecutions for breaches of the Bush Fire Act
- the formation of Bush Fire Brigades
- the co-ordination of the efforts and activities of the Bush Fire Brigades
- any other matter relating to bush fire control.

Furthermore, the BAFC is required to operate as a Committee of Council in line with the Local Law and Terms of Reference set by Council. It has been identified that the terms of reference for the BAFC is contradictory as it references different process under the Local Government Act 1995 and Bushfires Act 1954.

### Consultation:

N/A

### Statutory Environment:

This matter is addressed under section 5.8 of the Local Government Act 1995, Bushfires Act 1954 as amended and section 2.2 of the Local Law applicable to the BFAC.

**Relevant Plans and Policy:**

There is no Council Policy relative to this report.

**Financial Implications:**

There are no financial implications relative to this report.

**Risk Assessment:**

On assessment should council not endorse the nominated members of the BFAC at their AGM there is a risk that implications could arise from a legal and insurance perspective.

**Community & Strategic Objectives:**

This initiative aligns with the following outcome and strategy outlined the Council's Strategic Community Plan 2015:

Outcome 1.5: A safe community

Strategy 1.5.2: Support the community in emergency and fire management planning and preparedness.

**Comment**

It is recommended that Council endorse the minutes of the BFAC AGM on the 30<sup>th</sup> March 2017 and additionally note the nominated officers to the various Bush Fire Brigade Positions.

Also it is opportune for Council to review and amend the 'Terms of Reference' for the BFAC to ensure clarity in regards to the structure and function of the BFAC as an advisory committee of Council under the Local Government Act 1995. This is viewed as important as there has been some level of confusion over the statutory framework for this committee.

**OFFICER'S RECOMMENDATION**

***That Council: -***

- 1. Endorse the minutes of the Bush Fire Advisory Committee Annual General Meeting provided in attachment 10.04.17.02a;***
- 2. Note; pursuant to section 2.2 of the Shire of Brookton by-law relating to the establishment and equipment of Bush Fire Brigades 1993 the following Volunteer Bush Fire Brigade positions, members, fire tender drivers and dual bush fire control officers as provided in attachment 10.04.17.02b; and***
- 3. Endorse the amended Terms of Reference for the Bush Fire Advisory Committee as provided in attachment 10.04.17.02c to this report.***

**Attachments**

***Attachment 10.04.17.02a – Presented under separate cover***

***Attachment 10.04.17.02b***

***Attachment 10.04.17.02c***

**Second Schedule  
Form 12  
BUSH FIRES ACT 1954  
REGULATION 41  
REGISTER OF BUSH FIRE BRIGADES**

Registration Date (AGM)	30 March 2017
Shire/Town of	Shire of Brookton
Chief Bushfire Control Officer (CBFCO)	Murray Hall
Deputy Chief Bushfire Control Officer (DCBFCO)	Travis Eva
Central Brookton Brigade Captain	Troy Bassett
Central Brookton Brigade Vice-Captain	Andrew Pike
Central Brookton Brigade FCO's	Les Eyre, Murray Hall, William Wilkinson, Neville Messenger, Ashley Hobbs, Blair Montague
Central Brookton Brigade Lieutenants	Graeme Bassett, Barry Coote, Steve Whittington, Brett Whittington, Richie Bassett, Brad Bassett, Lance Marchesi, Andrew Pike, Ashley Hobbs, Blair Montague
BFAC Brigade Members	Troy Bassett, Ashley Hobbs
BFAC Brigade Proxy	Andrew Pike
BFAC VFRS Members	William Wilkinson
BFAC VFRS Proxy	Scott Atkins
East Brookton Brigade Captain	Bevan Walters
East Brookton Brigade Vice-Captain	Dennis Wilkinson
East Brookton Brigade FCO's	Bevan Walters, Dennis Wilkinson, Darrell Turner, Travis Eva
East Brookton Brigade Lieutenants	Rodney Bowring, Brad Mills, Gavin Whittington, Michael Eva, Geoff McInnes
BFAC Members	Bevan Walters, Dennis Wilkinson
BFAC Proxy	Geoff McInnes
West Brookton Brigade Captain	Tim Evans
West Brookton Brigade Vice-Captain	Jamie Blight
West Brookton Brigade FCO's	Ross Evans, Mark Whittington and Len Simmons, Tim Evans, Jamie Blight
West Brookton Brigade Lieutenants	Peter Brechin, Warren Craig, Colin Butcher, Norm Beecroft, Rob Blight, Peter Roberts, Mark Blechynden, Rick Meecham, Eric Pech, Gavin Craig, Toby Blechynden
BFAC Members	Tim Evans, Jamie Blight
BFAC Proxy	Ross Evans, Mark Whittington, Len Simmons
Junior Deputy Chief Fire Control Officers	Blair Montague
Harvest Ban and Fire Weather Officer	CBFCO

Deputy Harvest Ban and Fire Weather Officer		DCBFCO
Officers authorised to issue Burning Permits		All qualified Fire Control Officers
Officer authorised to issue Clover Burning Permits		All qualified Fire Control Officers
Dual Fire Control Officers	Shire of Beverley	Bevan Walters, Mark Whittington
	Shire of Corrigin	Bevan Walters, Darrell Turner, Travis Eva, Len Simmons
	Shire of Pingelly	Bevan Walters, Murray Hall, Ross Evans, Dennis Wilkinson, Tim Evans
	Shire of Quairading	Darrell Turner, Travis Eva
	Shire of Wandering	Len Simmons, Ross Evans, Tim Evans

**Central Brookton Brigade Tender Drivers:**

Michael Eva, Rodney Bowring, John Bowring, Wayne Bowron, Murray Hall, Mark Whittington, Rodney White, Mark Gill, George Nelson, Damian Rushton, William Wilkinson, Neville Messenger, Lance Marchesi, Rick Freebody, Ashley Hobbs, Brad Bassett, Troy Bassett, Andrew Pike, Michael Sweeney, Des Pike, Blair Montague, Jason Bassett, Daniel Bassett, Matthew Coote, Scott Atkins, Wayne Thompson.

**East Brookton Brigade Tender Drivers:**

Noel Powell, Kim Mills, Rodney Bowring, Shane Bowron, Travis Eva, Brad Mills, Darrell Turner, Dennis Wilkinson, Bevan Walters, Gavin Whittington, Paul Wilkinson, Wayne Bowron, John Bowring, Geoff McInnes, Garry Eva, Don Eva, Graham Sudholz, Ben Sudholz, Jordan Spark, Suzanne Turner (subject to license check & membership form).

**West Brookton Brigade Tender Drivers:**

**West Tender No. 1;**

Warren Craig, Mark Whittington, Steve Rayner, Frank Nazar, Mark Blechynden, Jamie Blight, Peter Brechin, Chris Rayner, Rick Meecham, Eric Pech, Fred Whittington, Tim Evans, Rex Smith, Callum Pech, Ross Evans, Damian Morrison, Noel Ferguson, Toby Blechynden and David Cliff, Nigel Morrison (Subject to license).

**West Tender No. 2;**

Len Simmons, Norm Beecroft, Brian Schilling, Ed Kendle, Brett Hutchison, Damian Morrison, Noel Ferguson, Christine Schilling, Ross Evans, Jaime Speedy, David Cliff, Craig May, Andrew Schilling, Andrew de Gruchy.

All designated Fire Tender Drivers are authorised to alternate between West Tenders 1 and 2, Town Tender and East Tender.

Signature – Chief Executive Officer – Ian D’Arcy



## **Shire of Brookton Bush Fire Advisory Committee (BFAC) Terms of Reference**

### **Establishment**

The Shire of Brookton Bush Fire Advisory Committee (BFAC) is formed in accordance with section 5.8 of the *Local Government Act 1995* (prevailing legislation), and *Bush Fires Act 1954* and *Shire of Brookton by-law relating to the establishment and equipment of Bush Fire Brigades 1993*.

### **Role of the Committee**

The Role of the Bush Fire Advisory Committee is to advise Council on all matters in relation to:

- the prevention, controlling and extinguishing of bush fires
- prosecutions for breaches of the Bush Fire Act
- the formation of Bush Fire Brigades
- the co-ordination of the efforts and activities of the Bush Fire Brigades
- any other matter relating to bush fire control.

### **Composition of Committee**

The committee membership will comprise of:

- a) a Shire Councilor nominated by the Council and a Deputy member
- b) the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer (s) as appointed from time to time by the Council
- c) two representatives from the Bush Fire Brigades registered with the Shire and one Deputy member
- d) two Officers from Brookton Volunteer Fire and Rescue Services and one Deputy member

### **Authority**

The BFAC Committee:

1. shall act in an advisory capacity so as to facilitate communication, exchange information between members and afford recommendations to Council in relation to its function;
2. is not authorised to make decisions that commit the Council, financially or otherwise;
3. is to first and foremost act in the best interest of the Shire of Brookton community;
4. as individual Committee members is to declare all financial and/or proximity interests within the defined scope and function of the Committee as prescribed in this Terms of Reference; and
5. is to maintain a standard of professionalism and confidentiality applicable to any material or documentation of a sensitive nature either marked or declared confidential by the Chairperson of the Committee.

### **Quorum**

A Quorum shall consist of at least one half (minimum 4) of the Voting Committee (a) to (d) above inclusive.

### **Chairperson**

In the absence of the Chairman and the Deputy, the Committee may elect one of the members present to chair the meeting.

### **Voting Rights**

At meetings of the Committee each member shall have one vote.

The Chairman shall exercise a deliberative vote and may exercise a casting vote if necessary.

Observers and Ex officio members will not vote on any matter.

### **Terms of Office**

Nomination for membership of the Committee shall be submitted by the Shire's registered Bush Fire Brigades to Council not later than September 30 in each year, and if a Brigade fails or neglects to do so by the time, the Council may appoint Brigade members to the Committee. The term of office of each Committee member shall be for two years, expiring on the next ordinary Election Day. Retiring Committee members are eligible for re appointment.

### **Meetings**

Ordinary meetings of the Committee shall be held in the months of April (incorporating the Annual General Meeting) and October each year. Special meeting of the Committee may be convened **by the Chair**.

### **Observers**

Observers may attend meetings of the Committee with the prior permission of the Chairman but will not be permitted to speak on any matter unless invited to do so by the Chairman.

### **Co-opted Members**

The Committee may co-opt DFES staff, volunteers or external expertise. Co-opted members have full participation but no voting rights.

### **Minutes**

A copy of the minutes of Committee meetings shall be submitted to **the next available Ordinary Meeting of Council**. ~~Councillors via Council's Briefing Forum~~. Copies of the BFAC minutes shall be distributed to Advisory Committee Members within one calendar month.

This item has been revised to accurately reflect recommended roads in the Secondary Freight Route Project for the Shire of Brookton, inclusive of Dangin Meares Road together with the Aldersyde - North Road, Aldersyde - Pingelly Road and York - Williams Road.

#### **10.04.17.03 SECONDARY FREIGHT ROUTE PROJECT**

**File No:** ADM 0219  
**Date of Meeting:** 20 April 2017  
**Location/Address:** Various Roads – Wheatbelt Regions North and South  
**Name of Applicant:** Regional Development Australia - Wheatbelt  
**Name of Owner:** Wheatbelt Regional Road Groups North and South  
**Author/s:** Ian D'Arcy – Chief Executive Officer  
**Authorising Officer:** Ian D'Arcy – Chief Executive Officer  
**Declaration of Interest:** The author has no interest in this matter  
**Voting Requirements:** Simple majority  
**Previous Reports:** N/A

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

This proposal relates to progression of Phase 5 of the Secondary Freight Route Project that involves preparation of grant application under the Commonwealth Government '*Building Better Regions Fund*' (BBRF). In order to prepare the grant application Regional Development Australia - Wheatbelt, responsible for preparing the application, is seeking contribution funding from respective Local Governments involved in this project, should other funding sources prove unsuccessful.

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

Broadly, the Secondary Freight Network Project seeks to establish a common Restricted Access Vehicle (RAV) road standard across municipal boundaries to aid in the safe and efficient movement of freight. At this stage, respective Local Governments are being requested to confirm the local road(s) to be included in the project, and commit to 'last resort' co-contribution funding for preparation of a feasibility assessment and cost benefit analysis to support the BBRF grant application.

In total it is estimated that funding for this stage (Phase 5) of the project will amount to \$2,000,000. To this end, a copy of correspondence received from Regional Development Australia that affords a better understanding of the project and scope of works is included at **Attachment 10.04.17.03a**.

#### **Background:**

Through various Regional Road Group forums and Sub-Group meetings the idea of a Secondary Road Network was formed to move freight effectively and efficiently from farming properties to main arterial roads. It was quickly identified that this required a consistent Restricted Access Vehicle (RAV) standard of road classification to be applied across municipal boundaries within the Wheatbelt.

In light of this the Dangin - Meares Road, Aldersyde - North Road, Aldersyde – Pingelly Road and York – Williams Road has been floated for this Local Government as a main collector roads of interest, with a need to upgrade these roads to an appropriate RAV 4 standard. If funded this would allow significant grain and stock traffic to move fluidly through to Brookton Highway in predominantly a north-south direction.

However, preliminary compilation of the broader road network has recently generated concerns by the Deputy Shire President. These concerns suggest the project has strayed from the initial

core focus and intent of achieving effective connectivity as a Secondary Freight Network to basically establishing a wish list of road upgrades for Local Governments. This culminated in these concerns being raised at the Hotham Dale Regional Sub-Group meeting, and subsequently being forwarded to the Wheatbelt South Regional Road Group for consideration at its most recent meeting on 4<sup>th</sup> April 2017.

A copy of the listed concerns is provided at **Attachment 10.04.17.03b** to this report.

Arising from the Regional Road Group meeting was acceptance of these concerns, with acknowledgement and commitment to refocus the project. This included clarification of selected roads by each Local Government, based on genuine need to achieve connectivity, and that contribution funding from each Local Government would only be sought if all other sources of funding, including Regional Roads funding, could not be secured.

Accordingly, this report now seeks Council endorsement for:

1. Inclusion of Dangin - Meares Road together with Aldersyde - North Road, Aldersyde – Pingelly Road and York – Williams Road as the Shire of Brookton's selected collector roads in Secondary Freight Route Project; and
2. An allocation of \$20,000 contribution funding in the draft 2017/18 Budget for Phase 5 of the Secondary Freight Route Project.

#### **Consultation:**

This project to date has been widely discussed at:

- Various Wheatbelt Regional Road Group and Sub-Group meetings;
- Western Australian Local Government Association Country Zone meetings;
- Council Briefing Forums; and
- Other State Government meetings;

And;

- 42 Local Governments across the Wheatbelt North and South;
- Main Roads WA;
- Western Australian Local Government Association; and
- Regional Development Australia (Wheatbelt).

However, one of the concerns raised has been a lack of co-ordinated consultation and information flow. It is viewed that this has led to the focus and intent of the project becoming distorted.

#### **Statutory Environment:**

At this stage there is no statutory requirements applicable to this matter, other than forecasting an allocation of contribution funding in the draft 2017/18 budget.

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

Whilst there are no known policy implications in relation to this item, identification of collector roads/routes in the Shire will enable Council to progress to the preparation of a policy along with a roads hierarchy upon completion of this stage of the project.

#### **Financial Implications:**

As stated, should Council support progression of Phase 5 it is possible that funding may need to be sourced directly from local government, as a last resort. In this regard, it would be appropriate for Council to consider inclusion of up to \$20,000 in the 2017/2018 Annual Budget as a contribution towards the preparation of a business case and cost benefit analysis for the

## Secondary Freight Route Project.

### **Risk Assessment:**

There is no identified level of risk at this stage.

However, the Council should be mindful of potential financial burden to Shire of Brookton ratepayers in upgrading local roads to a higher RAV standard to aid in the broader movement of freight across districts. This could result in the majority of benefit being received by constituents in other neighbouring Local Governments.

The risk in this situation is possible long term implications in relation to maintenance and financial impost that, whilst achieving connectivity in the efficient movement of freight, could also generate an inequity.

From this perspective it is desired that once the project is planned and costed, the 'ownership' of the Secondary Freight Network should transfer to Main Roads WA to maintain, either directly or contracted back to respective Local governments with committed funding support.

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

This initiative aligns with the following outcome and strategy outlined in the Council's Strategic Community Plan 2015:

#### **Outcome 3.2: Safe and well maintained transport infrastructure.**

Strategy 3.2.2: Collaborate with neighboring Shires to advocate funding for the development of the regional road network.

### **Comment**

It is understood the Wheatbelt North Regional Road Group members at a meeting last month committed to make a co-contribution in the 2017/18 Annual Budget of up to \$20,000 in the absence of other funding sources.

Similarly, it is understood that many of the other Wheatbelt South Regional Road Group members have already committed to the same arrangement of funding. However, this was seen by this Local Government as premature until the various matters of concern could be discussed.

Therefore, following the Wheatbelt South Regional Road Group at its meeting on 4 April 2017, it is accepted many of the concerns raised by the Shire of Brookton have or are being addressed. To this end, it is reasonable for Council to support progression of Phase 5 of the Secondary Freight Route Project.

## **REVISED OFFICER'S RECOMMENDATION**

### ***That Council:***

- 1. Support Phase 5 of the Secondary Freight Route Project, including preparation of an application by Regional Development Australia (Wheatbelt) seeking funding through the Federal Government's 'Building Better Regions Fund'.***
- 2. Endorse the inclusion of Dangin - Meares Road together with the Aldersyde - North Road, Aldersyde – Pingelly Road and York – Williams Road as the Shire of Brookton's selected collector roads in the Secondary Freight Route Project.***
- 3. Endorse (as worst case scenario) an allocation of \$20,000 co-contribution funding in the draft 2017/18 Budget for Phase 5 of the Secondary Freight Route Project, should co-contributions for the project from Main Roads WA or any other funding source not prove successful.***

### **Attachments**

***Attachment 10.04.17.03a***

***Attachment 10.04.17.03b***



23<sup>rd</sup> January 2017

Ms Lyn Baker and Mr Rick Storer  
Presidents  
Wheatbelt Road Group North and South  
Via Email:  
[storerf@koorda.wa.gov.au](mailto:storerf@koorda.wa.gov.au)  
[relbaker@bigpond.com](mailto:relbaker@bigpond.com)

RDA Wheatbelt Inc  
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ABN: 30 580 026 380

Dear Lyn and Rick,

**Re: Proposal to Submit for funding to progress the strategic work of Road Groups North and South via the Building Better Regions Fund**

As you are aware, RDA Wheatbelt, on behalf of Road Groups North and South, currently has an application with Regional Grant Scheme (RGS) seeking \$300,000 towards road planning (specifically the assessment of what is required to bring the identified priority secondary freight routes to standard).

As forecast in the application, the \$300,000, should it be approved, is insufficient to complete the work which is estimated by Main Roads to cost around \$2m. Until all of this is complete it is not possible to build a business case to support a funding application for Capital works. That is we are unable to compete on a federal stage for the significant road funds available.

The Building Better Regions Fund (BBRF) may provide another opportunity for this planning work to be progressed.

The BBRF provides an opportunity to:

- a. **Leverage** the RGS funds (should it be approved) with the agreement of the Wheatbelt Development Commission into a larger project to complete the road planning work for the secondary freight network
- b. Have an **alternative funding source** for the road planning work should the RGS application be declined.

Should Road Groups North and South wish it, the Committee of RDA Wheatbelt proposes to assist this regional project by funding the preparation of the BBRF application seeking funds to complete the planning phase of the secondary freight routes. This work would be completed in two phases:

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*Phase 1: Scoping*

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- a. Assessment of the condition of the existing road network (based on available data supplemented with consultation and field investigations) covering the identified secondary freight network.

- b. Development of transport modelling to inform scope and design criteria.
- c. Development and agreement as to the scope and standards required across the 80+ routes.
- d. Development of concept design to facilitate a P50 cost estimate for the 80+ routes (including methodology to determine costings across a large road network with limited data).
- e. Assessment and prioritization of routes for a program of delivery including supporting justification for costs and benefits within a business case framework.

The cost estimating process for this phase will require input from a number of disciplines including the following consultants;

- geotechnical
- environmental
- consultation
- transport and traffic engineering
- civil engineering

RDA Wheatbelt will meet the costs of Phase 1 above.

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### *Phase 2: Preparation of Business Case and BBRF application*

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This phase is used to undertake the work required to compile the evidence and complete the business case to support the submission for the required funding amount (determined from Phase 1).

Completion of this Phase is subject to finalisation of the required co-contributions based on the figure calculated in Phase 1. That is, the RDA Wheatbelt Committee has agreed to pay for this Phase to be completed *subject to* the agreement of Road Groups North and South in relation to meeting the required minimum co-contribution level.

The required co-contributions are set by the Federal Government based on the physical location of the benefit of the project. For areas classified as Remote or Very Remote the required co-contribution is 25% of the project amount (ie. \$1 for every \$3 of grant funding). For other classifications it is \$1 for \$1. Within the Wheatbelt region the following Shires are classified as remote or very remote:

Parts of Merredin	Kondinin
Parts of Moora	Lake Grace
Parts of Wickepin	Mount Marshall
Parts of Wongan-Ballidu	Mukinbudin
Bruce Rock	Narembeen
Corrigin	Nungarin
Dalwallinu	Trayning
Dumbleyung	Westonia
Koorda	Yilgarn
Kulin	

Should the majority of the road work NOT be in these shires but be within the remaining Wheatbelt Shires, the classification of the project would not be able to achieve a Remote status and so would require a \$1 for \$1 co-contribution. The correct classification of the project

would be calculated under Phase 1 of the project. Co-contributions can be made subject to approval of the grant.

Tasks to complete Phase 2 include the following:

1. undertake problem definition and needs assessment
2. develop opportunity statement based on potential benefits of the project
3. quantify benefits of undertaking the work against the following areas:
  - a. Criteria 1: Economic Benefit
  - b. Criteria 2: Social Benefit
4. provide Input as necessary into the following areas
  - a. Criteria 3: Value for Money
  - b. Criteria 4: Project Delivery
5. collation of business case and supporting evidence for inclusion in BBRF application.

### **In Order to Proceed**

We regret that the time frames for the BBRF are very tight with the final application required to be lodged by 31 March 2017. The work needed to be completed to get to this stage is expected to take every bit of the two months to prepare.

If Road Groups North and South would like to proceed we would need to clarify the following:

1. Who will be the applicant? An applicant is required to be the Named Applicant. The Applicant will have responsibility for the governance of the project (should it be approved) and will be required to be a financial co-contributor in their own right (no specific amount specified in the guidelines, but must be something). The applicant is required to be either a Local Government or a Not for Profit organization.
2. Do Road Groups North and South agree with the proposed idea of applying through the BBRF – ie. Is the proposal put forward by RDA Wheatbelt supported?
3. The extent of desk top work able to be completed to support this proposal depends on the quality of the data available from the LGA network. It would be good to understand if the following information is available:
  - a. Traffic Modelling: Shapefile or equivalent showing:
    - i. count size data locations
    - ii. type of count (class or axle)
    - iii. age of data (year of collection)
    - iv. availability of historic data to help understand historic growth
    - v. duration of data collection
    - vi. latitude/longitude of count location
  - b. At a broader level, shapefile or equivalent showing:
    - i. the actual projects (the routes)
    - ii. existing road width (formation and seal width)
    - iii. existing road condition, seal, unsealed, and age
    - iv. any drainage assets eg. Register of culverts
    - v. location and number of intersection and driveway connections along routes
    - vi. current RAV networks (I have obtained this listing from Main Roads).

In relation to the data above, it would be good to have a sample of a ROMAN I/II or RAM data extract to understand the information available – if this is able to be provided to Anthony Wood at BGE Engineering via [anthony.wood@bgeeng.com](mailto:anthony.wood@bgeeng.com) that would be most appreciated.

Last week I met with Paul Mott from Main Roads (Heavy Vehicle). He advised that Main Roads have reviewed the Secondary Freight Network proposed by the Wheatbelt and have made some recommended changes which are currently with Craig Manton (copy is attached for your reference) for confirmation.

Paul has agreed to contribute data towards this BBRF application should Road Groups North and South wish to proceed, including what components of the assessments Main Roads is likely to achieve without the additional funding over the next year. Paul did indicate to me that they expected to liaise directly with Local Governments on an individual basis over the progress of works under the secondary freight route. I am putting Paul in touch with our road consultants to ascertain what data files might be able to be shared. This will reduce both the time and the potential cost of the application.

It would be appreciated if you could consider this proposal *at your earliest convenience* and provide confirmation of points 1-3 above together with a sample data file (if available).

Further detailed information on the Building Better Regions Fund (Community Investment Stream ) is available from <https://www.business.gov.au/Assistance/Building-Better-Regions-Fund/Building-Better-Regions-Fund-Community-Investments>

Yours sincerely



Juliet Grist  
Executive Officer  
T: 0428 372 179  
E: [juliet.grist@rdawheatbelt.com.au](mailto:juliet.grist@rdawheatbelt.com.au)

## WHEATBELT NORTH AND SOUTH SECONDARY FREIGHT NETWORK PROJECT

Comments raised by the Shire of Brookton:

*“The Shire of Brookton acknowledges the collective desire of the North and South Wheatbelt Shires to progress a Secondary Freight Network, however, would like to flag a number of concerns, as outlined below :*

- **Project Aim** - *When this project was first floated at the RRG level the intent was to address gaps in freight movement through communities in the Wheatbelt, not freight movements within our communities. The initial idea was to fix some of the east/west and north/south freight links that either have too low RAV rating or that are multiple RAV ratings on one road. When the map is looked at the Wheatbelt North portion appears very strategically focused on selected roads that will enhance the flow of freight across the region. However, the Wheatbelt South portion of the map illustrates a more entwined upgrade of the road network that presented as more a wish list to have local roads upgraded that appears to depart somewhat from the initial project aim.*
- **Draft Network Map** – *This map details roads not identified by the Shire of Brookton with one of these roads is already a RAV 7 upgraded as part of the Grain Freight Funding a number of years ago. The Shire is not supportive of the addition of these roads because Council has not been consulted with consideration being given to the long term maintenance costs that could prove a burden on rate payers when there are state roads running parallel to the local roads added. Accordingly, the Shire is only in support of the D M being included.*
- **Timeframe** – *It would appear to the Shire of Brookton that this grant application is being prepared in haste, with participating Local Governments being requested to supply information and commit to this project without a complete understanding of process and project implications.*
- **Contribution Funding** – *The Local Governments are once again being asked to commit approx. \$30,000 in the 17/18 budget for a project that is not identified in our Integrated Planning Framework, including respective long term financial plan. For the Shire of Brookton the current requested contribution equates to approximately 1 1/5% rate increase, while one of the neighbouring LGs is likely to incur a 3% rate increase to fund this contribution for a business case proposal, let alone the contribution funding for design and construction of multiple roads within a LG district to a consistent RAV standard based on, at best, a 1 to 3 contribution dollar ratio. It is unlikely the Shire of Brookton and most of its neighbours could conceivably afford and sustain this level of infrastructure improvement.*
- **Data Collection** - *Is it not possible for a large part of the information gathering and road selection can be done without significant funding investment. The Shire of Brookton understands that WALGA is looking at initiating a project that involves collating information on road condition as part of the formula already used for road funding allocation. Therefore, it is suggested that a more co-ordinated approach be taken to sourcing relevant information without significant cost to individual LGs.*

- **Road Priority** - The Shire of Brookton holds the view that selection of roads as part of a Secondary Freight Route is paramount to the success of attracting funding for an effective Secondary Freight Network, and avoid unnecessary long term cost implications for ratepayers across the respective LGs. It is strongly advocated that we all need to make sure that our communities will be happy to have increased volumes of traffic on those roads acknowledging there is no cost recovery from the users. In this regard the selection of roads should center around, where possible, moving the freight task as quickly as possible onto a State Road, to minimise the impact on ratepayers with the long term asset maintenance cost. However, it is also acknowledged that some LGs don't have state roads traversing their districts.
- **Duplication** – The Shire of Brookton is of the understanding that Main Roads WA have also announced commodity route funding in the order of \$42m. Whilst it is appreciated that each application is assessed on merit under this funding, there is potential for some of the roads identified in the Secondary Freight Route to be identified and qualify for the commodity route funding.
- **Nominated Applicant/Project Manager** - It is understood that the Better Regions funding application will need to have a nominated project manager/champion. It is assumed this will be an LG who has the capacity to manage the application process and project delivery that is likely to involve:
  - ✓ engagement and oversight of project consultants responsible for the analytical assessment;
  - ✓ management of the expenditure;
  - ✓ achievement of milestones in accordance with the prescribed scope of works;
  - ✓ communications and reporting with the other LGs and the funding body;
  - ✓ final acquittal of the project .

*The Shire of Brookton believes that this detail needs to be determined prior to any funding application being lodged.*

- **Communications** – The Shire of Brookton is not conversant nor satisfied with the current approach, reporting regime and flow of information, and therefore suggests that if the application is to be progressed each participating LG will benefit from having a designated point of contact so that information doesn't have to filter up and down through the RRG or the Subgroups, which will prove to be time consuming and inefficient."

## 11.04.17 COMMUNITY SERVICES REPORTS

Nil

## 12.04.17 FINANCE & ADMINISTRATION REPORT

### 12.04.17.01 LIST OF ACCOUNTS FOR PAYMENT

**File No:** N/A  
**Date of Meeting:** 20/04/2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Name of Owner:** N/A  
**Author/s:** Corinne Kemp – Finance Officer  
**Authorising Officer:** Ian D'Arcy – Chief Executive Officer  
**Declaration of Interest:** The author has no financial interest in this matter.  
**Voting Requirements:** Simple Majority  
**Previous Report:** 16/03/2017

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

The list of accounts for payment to 31<sup>st</sup> March 2017 are presented to Council for inspection.

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

N/A

#### **Background:**

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

#### **Consultation:**

N/A

#### **Statutory Environment:**

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

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

Policy No. 4.4 of the Council Policy Manual states that the Chief Executive Officer is 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.

#### **Risk Assessment:**

No risk identified

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

No reference

**Comment**

Totals of all payments from each of Council's bank accounts are listed below and detailed within Attachment 12.04.17.01A.

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

***Municipal Account***

Direct Debits \$89,265.72

EFT \$354,313.36

Cheques \$20,183.60

***Trust Account*** \$720.00

**OFFICER'S RECOMMENDATION**

***That with respect to the list of accounts for payment, Council: note the payments authorised under delegated authority and detailed below and in the List of Accounts 31 March 2017, per the summaries included in Attachment 12.04.17.01.***

To 31 March 2017

***Municipal Account***

***Direct Debits*** \$89,265.72

***EFT*** \$354,313.36

***Cheques*** \$20,183.60

***Trust Account*** \$720.00

**Attachments**

***Attachment 12.04.17.01***

**MARCH 2017 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 20 APRIL 2017**  
**ATTACHMENT 12.04.17.01A**

Chq/EFT	Date	Name	Description	Amount
1054	20/03/2017	BROOKE ASHLEIGH RUSHTON	BOND REFUND - GYM KEY	\$ 30.00
1055	20/03/2017	DEPARTMENT OF COMMERCE	LODGE MENT OF VARIATION OF BOND - B SIMMON	\$ 360.00
1056	20/03/2017	NATALIE RAE ATKINS	BOND REFUND - HIRE OF COMMUNITY BUS	\$ 330.00
			TOTAL TRUST	\$ 720.00

Chq/EFT	Date	Name	Description	Amount
EFT8019	09/03/2017	AMAZING 50'S CATERING	CATERING FOR COUNCIL MEETING 16/02/17	\$ 240.00
EFT8020	09/03/2017	AMPAC DEBT RECOVERY	RATES DEBT RECOVERY FEBRUARY 2017	\$ 602.10
EFT8021	09/03/2017	AQUASOL	FLOCCULANT & CHLORINE	\$ 1,595.00
EFT8022	09/03/2017	AUSTRALIA POST	POSTAGE JANUARY 2017	\$ 138.63
EFT8023	09/03/2017	AUSTRALIAN KEY STORAGE SOLUTIONS PTY LTD	KEVRON ID45 KEY TAGS	\$ 115.80
EFT8024	09/03/2017	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY & PAPERS FEBRUARY 2017	\$ 1,011.00
EFT8025	09/03/2017	BAPTISTCARE	8KG COMMERCIAL WASHING MACHINE	\$ 2,800.00
EFT8026	09/03/2017	BROOKTON TYRE SERVICE	TYRES & FITTING	\$ 1,680.80
EFT8027	09/03/2017	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 346.28
EFT8028	09/03/2017	CJD EQUIPMENT	TRAVEL FOR REPAIRS TO PG7 UNDER WARRANTY	\$ 431.20
EFT8029	09/03/2017	CONTRACT AQUATIC SERVICES	CONTRACT MANAGEMENT FEE FEBRUARY 2017	\$ 13,079.00
EFT8030	09/03/2017	COUNTRY COPIERS	COPIER MONTHLY READING JANUARY 2017	\$ 682.79
EFT8031	09/03/2017	DEANNE SWEENEY	REIMBURSEMENT OF TRAVEL - 2017 FBT WORKSHOP 23/02/17	\$ 223.86
EFT8032	09/03/2017	FL COSTELLO & CO PTY LTD	MTG TOOL-ELECTRONIC DROP	\$ 50.66
EFT8033	09/03/2017	GRANTS EMPIRE	GRANT APPLICATION - BBP ILU PROJECT	\$ 4,983.00
EFT8034	09/03/2017	GREAT SOUTHERN WASTE DISPOSAL	HOUSEHOLD & RECYCLE RUBBISH BIN PICK UP & BROOKTON TIPSITE	\$ 12,031.56
EFT8035	09/03/2017	ISWEEP TOWN & COUNTRY	SWEEPING OF TOWN STREETS AFTER STORM	\$ 1,485.00
EFT8036	09/03/2017	JH COMPUTER SERVICES	MICROSOFT PUBLISHER FOR PO COMPUTER	\$ 165.00
EFT8037	09/03/2017	JR & A HERSEY PTY LTD	GUIDE POSTS X 100 & SAFETY EQUIPMENT	\$ 1,856.98
EFT8038	09/03/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY 01/03/17	\$ 220.00
EFT8039	09/03/2017	LESLIE ROBERT EYRE	OVAL CONTRACT JANUARY & FEBRUARY 2017	\$ 800.00
EFT8040	09/03/2017	LM PAVING	BROOKTON RAILWAY STATION PAVING, EARTHWORKS & REMOVAL OF RUBBLE	\$ 9,200.00
EFT8041	09/03/2017	LYN KAY	CIRCUIT CLASSES & GYM INDUCTIONS 23/02/17	\$ 300.00
EFT8042	09/03/2017	MARKET CREATIONS	WEBSITE UPDATE - APPLY NEW BRAND	\$ 429.00
EFT8043	09/03/2017	MCPEST PEST CONTROL	TREATING OF TREES AT CARAVAN PARK	\$ 880.00
EFT8044	09/03/2017	PIANO MAGIC	ANNUAL TUNE OF PIANO IN MEMORIAL HALL	\$ 260.00
EFT8045	09/03/2017	SHIRE OF BROOKTON	MASTERCARD PURCHASES FEBRUARY 2017 INCLUDING WESTNET, SEEK & ST ANNES FLORIST	\$ 988.10

EFT8046	09/03/2017	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 105.00
EFT8047	09/03/2017	TIANCO TRANSPORT	SUPPLY 80 CUBIC METRES OF SAND	\$ 264.00
EFT8048	09/03/2017	TUTT BRYANT EQUIPMENT	AIR-CONDITIONER COMPRESSOR AND BELT	\$ 2,993.60
EFT8049	09/03/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 08/02/17 TO 17/02/17	\$ 420.75
EFT8050	09/03/2017	WANNEROO TROPHY SHOP	MEDALLION ENGRAVED INSERTS FOR 2017	\$ 291.95
EFT8051	22/03/2017	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 396.82
EFT8052	22/03/2017	AMPAC DEBT RECOVERY	RATE DEBT RECOVERY JANUARY 2017	\$ 198.00
EFT8053	22/03/2017	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES MARCH 2017	\$ 231,757.54
EFT8054	22/03/2017	BEDFORD ARMS HOTEL	2 X CARTONS GREAT NORTHERN BEER	\$ 110.00
EFT8055	22/03/2017	BROOKTON CLUB HOTEL	ASSORTED WINES	\$ 160.00
EFT8056	22/03/2017	BROOKTON DELI	CATERING - COUNCIL MEETING 16/02/17	\$ 260.00
EFT8057	22/03/2017	BROOKTON PLUMBING	INSTALL NEW HOT WATER SYSTEM - UNIT 1/28 WILLIAMS ST, REPAIR RETIC LEAK, LEAKING ROOF AT ADMINISTRATION BUILDING & TOILET CISTERN	\$ 2,377.00
EFT8058	22/03/2017	BROOKTON SUPERMARKET	BISCUITS, FINISH TABLETS, LOLLIES, COFFEE, CHIPS & CHEESE	\$ 394.77
EFT8059	22/03/2017	CARINA WHITTINGTON	REIMBURSEMENT - STOP WATCHES FOR BROOKTON TRIATHLON	\$ 99.90
EFT8060	22/03/2017	CONTRACT AQUATIC SERVICES	CONTRACT MANAGEMENT FEE MARCH 2017	\$ 13,079.00
EFT8061	22/03/2017	COUNTRY COPIERS	MONTHLY COPIER READING FEBRUARY 2017	\$ 363.97
EFT8062	22/03/2017	COURIER AUSTRALIA	FREIGHT	\$ 50.52
EFT8063	22/03/2017	DEANNE SWEENEY	REIMBURSEMENT OF TRAVEL & PARKING AT MONTHLY FINANCIAL REPORTING COURSE	\$ 260.74
EFT8064	22/03/2017	DFES	2016/17 EMERGENCY SERVICES LEVY	\$ 15,704.10
EFT8065	22/03/2017	FLICK WASHROOM SERVICES ( ISS	SANITARY BIN SERVICING 6 MONTHS	\$ 2,727.22
EFT8066	22/03/2017	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & PETROL PURCHASES FEBRUARY	\$ 11,879.84
EFT8067	22/03/2017	IXOM	SERVICE FEE - CHLORINE GAS BOTTLES	\$ 76.38
EFT8068	22/03/2017	JOYCE DOMINIC	REIMBURSEMENT OF RENT U2 28 WILLIAMS ST - VACATED 21/02/17	\$ 18.26
EFT8069	22/03/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY	\$ 440.00
EFT8070	22/03/2017	LYN KAY	CIRCUIT CLASSES AT BROOKTON ALL HOURS	\$ 240.00
EFT8071	22/03/2017	MOORE STEPHENS	R2R - REGIONAL HOUSING 2012/13 GROUP	\$ 1,155.00
EFT8072	22/03/2017	NISBETS AUSTRALIA PTY LTD	LATTE MUGS - PAVILION	\$ 156.60
EFT8073	22/03/2017	RESCUE MY CONCRETE PTY LTD	RAILWAY STATION RAMP CONCRETE WORKS	\$ 5,783.58
EFT8074	22/03/2017	SERVICEWEST	IT SUPPORT - FEBRUARY 2017	\$ 424.16
EFT8075	22/03/2017	SGS	WATER TESTING	\$ 585.20
EFT8076	22/03/2017	STUMPY'S GATEWAY ROADHOUSE	DIESEL & UNLEADED PETROL	\$ 283.31
EFT8077	22/03/2017	TUTT BRYANT EQUIPMENT	AIR-CONDITIONER VALVE	\$ 59.54
EFT8078	22/03/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 22/02/17 TO 13/03/17	\$ 1,332.36
EFT8079	22/03/2017	WA LOCAL GOVERNMENT ASSN	FINANCIAL FUNDAMENTALS - MONTHLY	\$ 1,012.00
EFT8080	22/03/2017	WHEATBELT ELECTRICS	INSTALL OF AIR CONDITIONER AT DEPOT, REPAIR SENSOR LIGHT UNIT 5-28 WILLIAMS ST & LIGHT SWITCH UNIT 2/4 MATTHEWS ST	\$ 1,473.29
EFT8081	22/03/2017	WINDSOR D & J	REPAIR WATER LEAK AT WB EVA PAVILION & TERMITE DAMAGE TO LAUNDRY AT CARAVAN PARK	\$ 783.20
<b>TOTAL EFT</b>				<b>\$ 354,313.36</b>

Chq/EFT	Date	Name	Description	Amount
18029	09/03/2017	BUILDING & CONSTRUCTION INDUSTRY	BCITF LEVY PAYMENT FEBRUARY 2017	\$ 101.75
18030	09/03/2017	BUILDING COMMISSION	BUILDING COMMISSION LEVY PAYMENT	\$ 245.30
18031	09/03/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 100.00
18032	09/03/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 160.00
18033	09/03/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 150.00
18034	09/03/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 160.00
18035	09/03/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 150.00
18037	22/03/2017	FREDERICK JOHN & KAYE LYNETTE GILLHAM	A2776 - 1 KOORRNONG DRIVE REBATE FOR CONSTRUCTING A HOUSE WITHIN 24 MONTHS OF SETTLEMENT	\$ 5,000.00
18038	22/03/2017	MED AND DENT WA	REMOVE AND DISPOSE OF DENTAL XRAY	\$ 1,595.00
18039	22/03/2017	SHIRE OF BROOKTON	PAYMENT OF SHIRE INVOICE 5797 JOYCE DOMINIC U6 28 WILLIAMS ST	\$ 136.03
18040	22/03/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 100.00
18041	22/03/2017	SYNERGY	STREETLIGHT ELECTRICITY 07/02/17 TO	\$ 3,333.60
18042	22/03/2017	TELSTRA CORPORATION	IPAD & MOBILE TELEPHONES & ADMINISTRATION BUILDING TELEPHONES	\$ 1,138.56
18043	22/03/2017	TRUCKLINE	ELECTRICAL PARTS & FILTERS	\$ 809.91
18044	22/03/2017	WINDSOR LODGE COMO	ACCOMMODATION & MEALS - FINANCIAL FUNDAMENTALS - MONTHLY ANNUAL REPORTING SFO D SWEENEY 9TH MARCH 2017	\$ 210.00
18045	31/03/2017	DEPARTMENT OF TRANSPORT	FLEET LICENSING OF SHIRE OWNED VEHICLES 01/04/17 TO 31/03/18	\$ 6,793.45
<b>TOTAL CHEQUE</b>				<b>\$ 20,183.60</b>
<b>TOTAL MUNICIPAL</b>				<b>\$ 374,496.96</b>

DIRECT DEBITS FOR MARCH 2017	
SALARIES & WAGES	\$ 76,858.81
MERCHANT FEES	\$ 150.64
SUPERANNUATION	\$ 12,256.27
<b>TOTAL</b>	<b>\$ 89,265.72</b>

TERM DEPOSIT TRANSFERS FOR MARCH 2017	
RESERVES (INTEREST)	NIL
TRUST	NIL
<b>TOTAL</b>	<b>\$ -</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
2/2/17	WESTNET - DEPOT	\$ 49.95
2/2/17	WESTNET - ADMINISTRATION	\$ 109.95
8/2/17	KOJONUP B AND B - TRAINING ACCOMODATION	\$ 100.00
10/2/17	SAFETY CULTURE -IAUDITOR SUBSCRIPTION	\$ 13.20
23/2/17	ST ANNES FLORIST	\$ 113.00
24/2/17	SEEK	\$ 297.00
26/2/17	SEEK	\$ 297.00
27/2/17	CARD FEE X 2	\$ 8.00
<b>TOTAL</b>		<b>\$ 988.10</b>

## 12.03.17.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2017

**File No:** N/A  
**Date of Meeting:** 11 April 2017  
**Location/Address:** N/A  
**Name of Applicant:** Shire of Brookton  
**Name of Owner:** Shire of Brookton  
**Author/s:** Deanne Sweeney – Senior Finance Officer  
**Authorising Officer:** Ian D'Arcy – Chief Executive Officer  
**Declaration of Interest:** The author has no financial interest in this matter  
**Voting Requirements:** Simple Majority  
**Previous Report:** There is no previous meeting reference

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### **Summary of Item:**

The Statement of Financial Activity for the period ended 31 March 2017 are presented to council.

### **Description of Proposal:**

That Council receive the Statement of Financial Activity for the period ended 31 March 2017.

### **Background:**

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

### **Consultation:**

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

### **Statutory Environment:**

Section 6.4 of the *Local Government Act 1995*.

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

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

There is no Council Policy relative to this issue.

### **Financial Implications:**

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

### **Risk Assessment:**

No risk identified

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

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

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

**Comment**

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

**OFFICER'S RECOMMENDATION**

***That Council receive the Statement of Financial Activity for the period ending 31 March 2017.***

**Attachments**

***Attachments 12.04.17.02***

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

<b>Shire of Brookton</b>
<b>2014-15</b>
<b>2015-16</b>
<b>2016-17</b>
<b>For the Period Ended 31 March 2017</b>
<b>01-Jul-16</b>
<b>30-Jun-17</b>

**Material Threshold**

Material Amount Income

Material Amount Expenditure

Material Percentage Income

Material Percentage Expenditure

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

**Material Variances Symbol**

Above Budget Expectations

Below Budget Expectations

<b>▲</b>
<b>▼</b>

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

**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	5,365,911	5,149,373	3,779,180	4,006,717	1,379,242	1,040,651	488,257	122,352
Feb	6,192,017	5,781,245	4,717,502	4,554,640	2,681,967	1,130,588	879,860	122,352
Mar	6,955,735	6,391,202	5,169,494	4,904,182	3,017,213	1,222,034	883,030	122,352
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	1,290,467	1,831,612	1,593,419
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	1,759,604
Feb	1,290,467	1,831,612	1,753,268
Mar	1,290,467	1,097,925	1,593,419
Apr			
May			
Jun			

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

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

Month	Last Year 2015-16 %	This Year 2016-17 %
Jul	16	56
Aug	13	10
Sep	76	72
Oct	79	76
Nov	78	82
Dec	84	84
Jan	88	90
Feb	92	91
Mar	97	93
Apr		
May		
Jun		

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

	Note	Adopted Annual Budget	Amended Budget November OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
<b>Operating Revenues</b>		\$		\$	\$	\$	%
Governance		36,054	36,054	27,041	13,033	(14,008)	(51.80%)
General Purpose Funding		1,118,337	1,118,337	838,713	534,594	(304,119)	(36.26%)
Law, Order and Public Safety		34,763	34,763	26,046	19,861	(6,185)	(23.75%)
Health		2,509	2,509	1,872	964	(908)	(48.50%)
Education and Welfare		3,719,654	3,726,874	2,795,139	2,996,805	201,666	7.21%
Housing		82,562	121,268	90,954	74,066	(16,888)	(18.57%)
Community Amenities		520,003	479,002	465,324	425,993	(39,331)	(8.45%)
Recreation and Culture		177,790	177,790	72,558	74,014	1,456	2.01%
Transport		978,168	978,168	733,626	683,625	(50,001)	(6.82%)
Economic Services		87,775	82,475	61,848	51,880	(9,968)	(16.12%)
Other Property and Services		165,475	101,868	56,374	29,348	(27,026)	(47.94%)
<b>Total (Excluding Rates)</b>		<b>6,923,090</b>	<b>6,859,107</b>	<b>5,169,494</b>	<b>4,904,182</b>	<b>(265,313)</b>	<b>(5.13%)</b>
<b>Operating Expense</b>							
Governance		(680,722)	(803,712)	(602,550)	(511,532)	91,018	(15.11%)
General Purpose Funding		(230,073)	(225,553)	(169,128)	(159,503)	9,625	(5.69%)
Law, Order and Public Safety		(218,386)	(218,386)	(163,790)	(124,463)	39,327	(24.01%)
Health		(51,035)	(51,985)	(38,961)	(19,953)	19,008	(48.79%)
Education and Welfare		(3,856,839)	(3,862,079)	(2,896,524)	(2,911,156)	(14,632)	0.51%
Housing		(126,435)	(126,435)	(94,545)	(98,722)	(4,177)	4.42%
Community Amenities		(617,463)	(563,263)	(422,226)	(300,211)	122,015	(28.90%)
Recreation and Culture		(805,635)	(838,135)	(628,173)	(560,607)	67,566	(10.76%)
Transport		(3,870,659)	(2,420,445)	(1,815,273)	(1,713,274)	101,999	(5.62%)
Economic Services		(158,894)	(138,944)	(105,395)	(80,283)	25,112	(23.83%)
Other Property and Services		(89,365)	(25,758)	(19,170)	88,500	107,670	(561.66%)
<b>Total</b>		<b>(10,705,506)</b>	<b>(9,274,695)</b>	<b>(6,955,735)</b>	<b>(6,391,202)</b>	<b>564,533</b>	<b>8.12%</b>
<b>Funding Balance Adjustment</b>							
Add back Depreciation		4,023,244	2,570,580	1,927,935	1,691,770	(236,165)	(12.25%)
Adjust (Profit)/Loss on Asset Disposal	6	(9,248)	(9,248)	(6,936)	(3,172)	3,764	(54.26%)
Movement in Non Cash Provisions		0	0	0	0	0	
<b>Net Operating (Ex. Rates)</b>		<b>231,580</b>	<b>145,744</b>	<b>134,758</b>	<b>201,577</b>	<b>66,819</b>	<b>49.58%</b>
<b>Capital Revenues</b>							
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	28,527	22,716	(5,811)	(20.37%)
Transfer from Reserves	5	1,099,300	1,132,300	754,867	0	(754,867)	(100.00%)
<b>Total</b>		<b>1,401,336</b>	<b>1,434,336</b>	<b>883,030</b>	<b>122,352</b>	<b>(760,678)</b>	
<b>Capital Expenses</b>							
Land and Buildings	6	(1,136,600)	(1,151,600)	(863,700)	(109,471)	754,229	(87.33%)
Plant and Equipment	6	(540,500)	(508,500)	(381,375)	(52,740)	328,635	(86.17%)
Furniture and Equipment	6	(202,243)	(211,498)	(158,624)	(7,182)	151,442	(95.47%)
Infrastructure Assets - Roads & Bridges	6	(1,266,600)	(1,266,600)	(949,950)	(886,068)	63,882	(6.72%)
Infrastructure Assets - Sewerage	6	(213,680)	(213,680)	(160,260)	(59,425)	100,835	(62.92%)
Infrastructure Assets - Parks	6	(30,000)	(30,000)	(22,500)	0	22,500	(100.00%)
Repayment of Debentures	7	(122,136)	(122,136)	(91,602)	(84,877)	6,725	(7.34%)
Transfer to Reserves	5	(586,657)	(518,937)	(389,203)	(22,272)	366,931	(94.28%)
<b>Total</b>		<b>(4,098,416)</b>	<b>(4,022,951)</b>	<b>(3,017,213)</b>	<b>(1,222,034)</b>	<b>1,795,180</b>	<b>(59.50%)</b>
<b>Net Capital</b>		<b>(2,697,080)</b>	<b>(2,588,615)</b>	<b>(2,134,183)</b>	<b>(1,099,681)</b>	<b>1,034,502</b>	<b>(48.47%)</b>
<b>Total Net Operating + Capital</b>		<b>(2,465,500)</b>	<b>(2,442,871)</b>	<b>(1,999,425)</b>	<b>(898,104)</b>	<b>1,101,321</b>	<b>(55.08%)</b>
Rate Revenue		1,917,236	1,917,236	1,917,489	1,918,675	1,186	0.06%
Opening Funding Surplus(Deficit)		549,058	572,848	549,058	572,848	(23,790)	(4.33%)
<b>Closing Funding Surplus(Deficit)</b>	2	<b>793</b>	<b>47,212</b>	<b>467,122</b>	<b>1,593,419</b>	<b>1,078,717</b>	

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

NOTE	2016/17	2016/17	2016/17	2016/17	Variance
	Adopted Budget	Amended Budget November OCM	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$		\$	\$	\$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>					
Rates	1,917,236	1,917,236	1,917,489	1,918,675	1,186
Operating Grants, Subsidies and Contributions	3,812,835	3,812,835	2,879,020	2,834,137	(44,883)
Fees and Charges	1,499,148	1,530,764	1,229,081	1,179,330	(49,751)
Interest Earnings	199,619	199,619	149,688	85,902	(63,786)
Other Revenue	309,101	218,802	164,034	113,971	(50,063)
	7,737,938	7,679,255	6,339,311	6,132,015	(207,297)
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>					
Employee Costs	(1,183,719)	(1,247,606)	(935,100)	(925,965)	9,135
Materials and Contracts	(4,968,682)	(4,909,938)	(3,681,891)	(3,415,589)	266,302
Utilities	(158,895)	(153,395)	(114,876)	(87,420)	27,456
Depreciation	(4,023,244)	(2,570,580)	(1,341,081)	(1,691,770)	(350,689)
Interest Expenses	(122,249)	(122,249)	(40,750)	(55,061)	(14,311)
Insurance	(213,229)	(213,429)	(213,229)	(198,062)	15,167
Other Expenditure	(14,202)	(14,202)	(14,382)	(582)	13,800
	(10,684,221)	(9,231,399)	(6,341,309)	(6,374,449)	(33,140)
	(2,946,283)	(1,552,144)	(1,998)	(242,435)	(240,437)
Non-Operating Grants, Subsidies & Contributions	1,071,854	1,066,554	892,167	670,647	(221,520)
Profit on Asset Disposals	30,534	30,534	22,887	20,195	(2,692)
Loss on Asset Disposals	(21,285)	(30,592)	(22,932)	(16,753)	6,179
<b>NET RESULT</b>	<b>(1,865,180)</b>	<b>(485,648)</b>	<b>890,124</b>	<b>431,655</b>	<b>(458,470)</b>

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

	2016/17	2016/17	2016/17	2016/17	Variance	Actuals as
	Adopted Budget	Amended Budget November OCM	YTD Budget	YTD Actual	YTD Budget vs YTD Actual	% of Total
	\$		\$	\$	\$	
<b>REVENUES FROM ORDINARY ACTIVITIES</b>						
Rates	1,917,236		1,917,489	1,918,675	1,186	57%
Operating Grants, Subsidies and Contributions	1,034,979		795,628	559,580	(236,048)	17%
Fees and Charges	817,593		717,914	668,163	(49,751)	20%
Interest Earnings	199,619		149,688	85,902	(63,786)	3%
Other Revenue	309,101		164,034	113,971	(50,063)	3%
	4,278,527		3,744,753	3,346,292	(398,461)	100%
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>						
Employee Costs	(1,183,719)		(935,100)	(925,965)	9,135	25%
Materials and Contracts	(1,505,962)		(1,084,850)	(841,813)	243,037	23%
Utilities	(158,895)		(114,876)	(87,420)	27,456	2%
Depreciation	(3,835,228)		(1,137,397)	(1,552,048)	(414,651)	43%
Interest Expenses	(116,391)		(34,403)	(51,686)	(17,283)	1%
Insurance	(198,229)		(183,229)	(183,608)	(379)	5%
Other Expenditure	(14,202)		(14,382)	(582)	13,800	0%
	(7,012,625)		(3,504,238)	(3,643,123)	(138,885)	100%
	(2,734,099)		240,515	(296,831)	(537,347)	
Non-Operating Grants, Subsidies & Contributions	1,071,854		892,167	670,647	(221,520)	
Profit on Asset Disposals	30,534		22,887	20,195	(2,692)	
Loss on Asset Disposals	(21,285)		(22,932)	(16,753)	6,179	
<b>NET RESULT</b>	<b>(1,652,996)</b>		1,132,637	377,258	<b>(755,379)</b>	

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

**Note 1: MAJOR VARIANCES**

**Comments/Reason for Variance**

**OPERATING REVENUE (EXCLUDING RATES)**

**Governance**

This variance represents a timing issue with rebates to be received.

**General Purpose Funding**

Grant Funding not yet received - see Note 17

**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**

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

**Transport**

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

**Economic Services**

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

**Other Property and Services**

Private works income and reimbursements under budget

**OPERATING EXPENSES**

**Governance**

There are a number of factors contributing to being under budget but the main drivers are councillor training fee & conference expenses.

**General Purpose Funding**

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

**Law, Order and Public Safety**

The under budget variance is being driven by depreciation allocation rates this is to be reviewed.

**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**

This variance represents a timing difference for other contractors and materials.

**Transport**

This variance represents a timing difference for contractor invoices.

**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 is the impact of fair value depreciation - POC, along 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)**

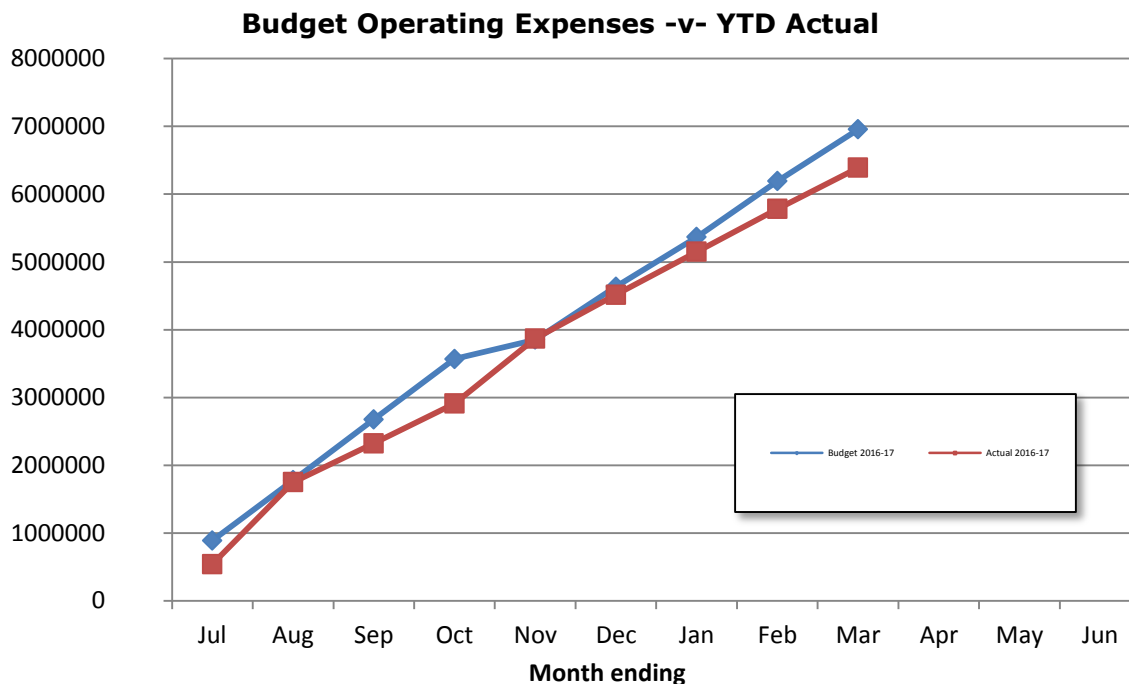
Within variance threshold of \$10,000 or 10%

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

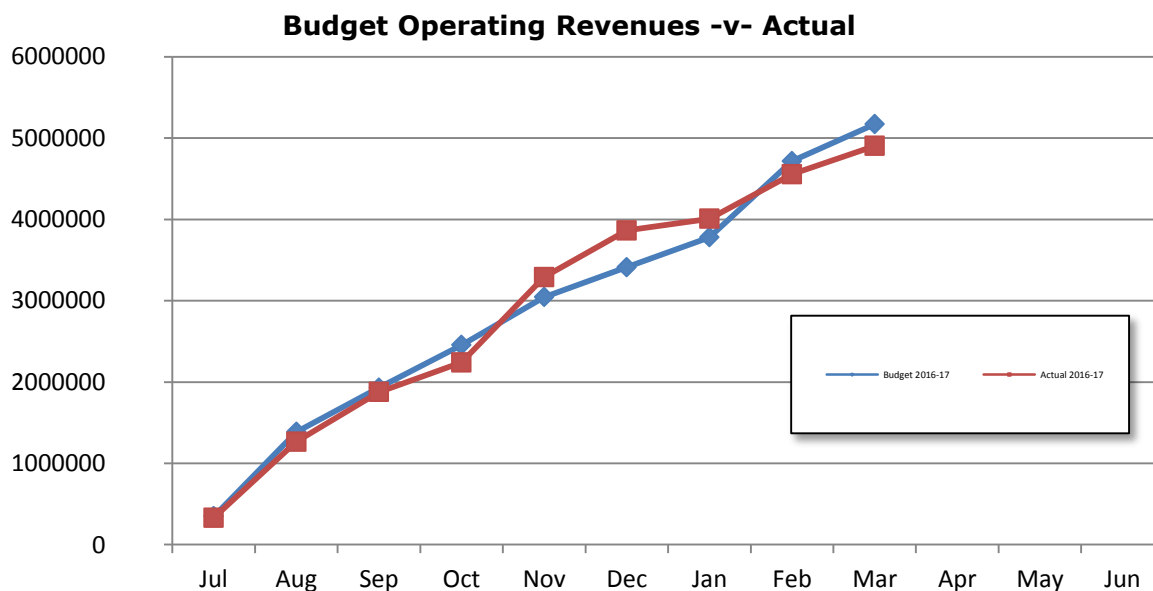
Within variance threshold of \$10,000 or 10%

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

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



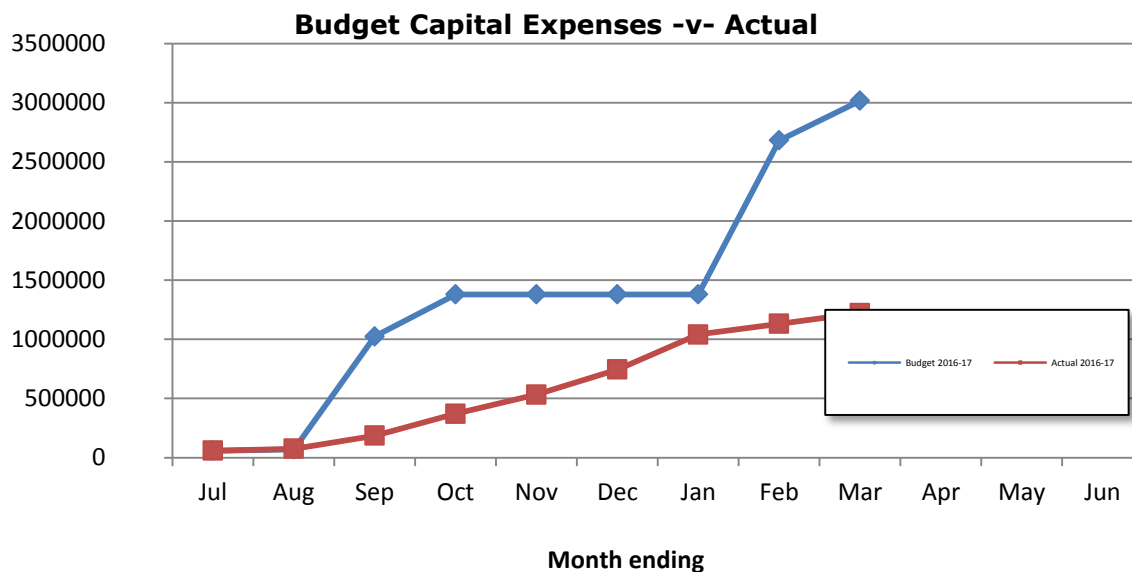
**Comments/Notes - Operating Expenses**



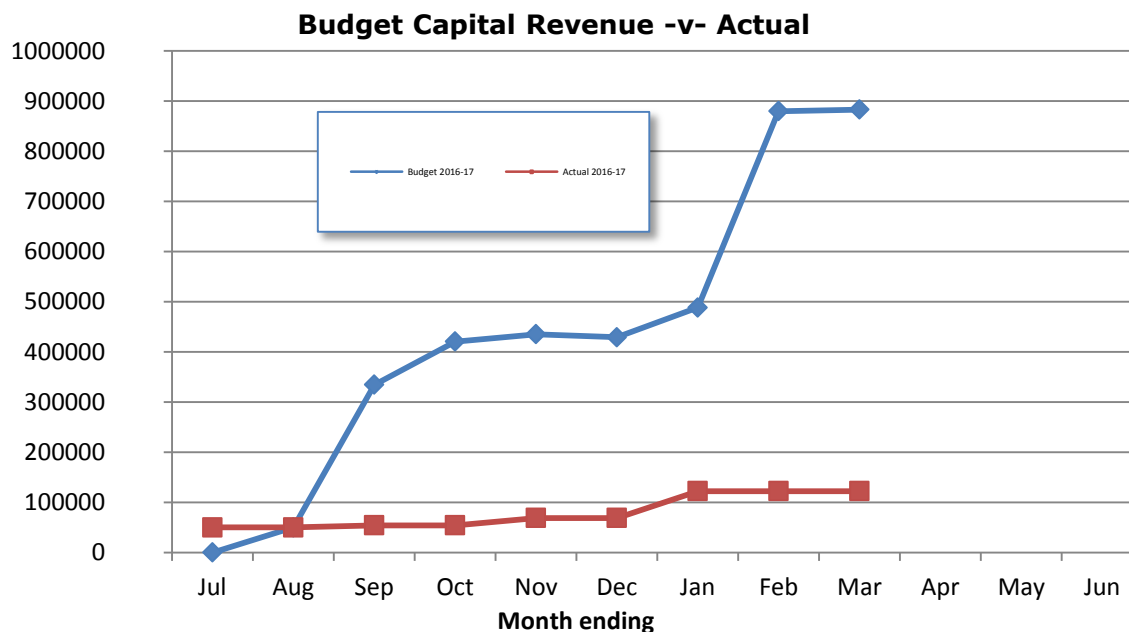
**Comments/Notes - Operating Revenues**

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

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



**Comments/Notes - Capital Expenses**

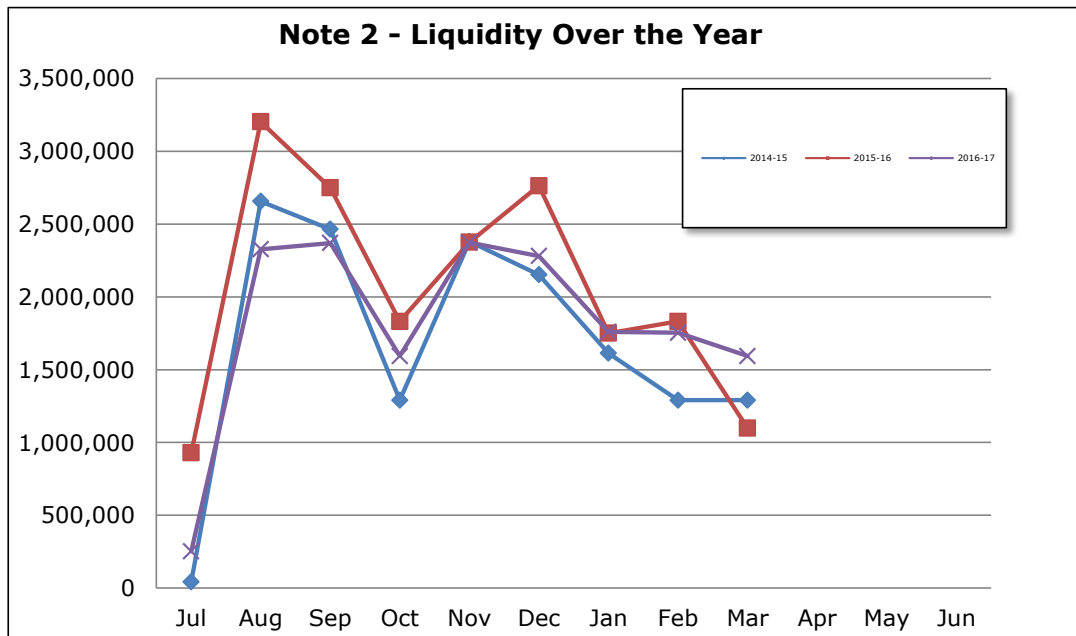


**Comments/Notes - Capital Revenues**

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

**Note 3: NET CURRENT FUNDING POSITION**

Positive=Surplus (Negative=Deficit)				
2016-17				
Note	This Period	Same Period 2015/16	Same Period 2014/15	Surplus C/F 1 July 2016
	\$	\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	1,613,094	1,121,515	1,367,557	772,890
Cash Restricted	3,244,209	2,918,484	2,596,705	3,221,937
Receivables	3,164,599	1,534,940	947,181	1,529,647
Prepayments & Accruals	0	0	0	177,156
Inventories	16,934	12,501	8,992	16,373
	<b>8,038,835</b>	<b>5,587,439</b>	4,920,435	5,718,003
<b>Less: Current Liabilities</b>				
Payables and Provisions	(3,201,208)	(1,571,031)	(1,033,263)	(1,923,218)
	<b>(3,201,208)</b>	<b>(1,571,031)</b>	(1,033,263)	(1,923,218)
Less: Cash Restricted	<b>(3,244,209)</b>	<b>(2,918,484)</b>	(2,596,705)	(3,221,937)
<b>Net Current Funding Position</b>	<b>1,593,419</b>	<b>1,097,925</b>	<b>1,290,467</b>	<b>572,848</b>



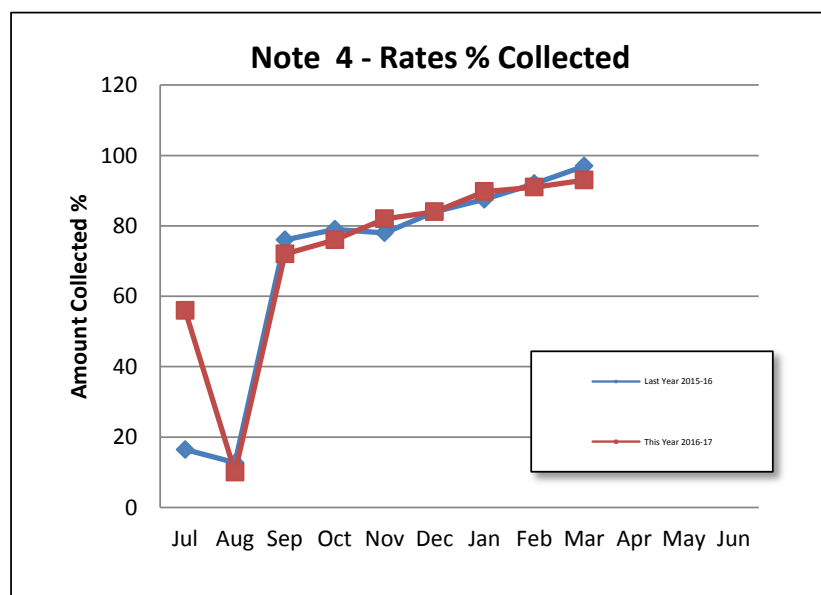
**Comments - Net Current Funding Position**

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

**Note 4: RECEIVABLES**

**Receivables - Rates, Sewerage and Rubbish**

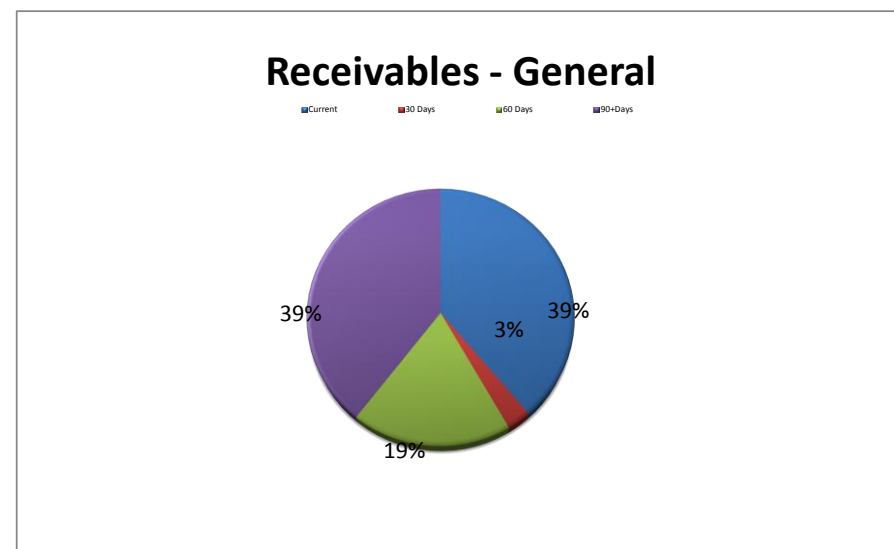
	Current 2016-17	Previous 2015-16
	\$	\$
Opening Arrears Previous Years	12,339	48,284
Rates, Sewerage & Rubbish Levied this year	2,245,204	2,115,830
<u>Less</u> Collections to date	(2,107,699)	(2,105,358)
<b>Equals Current Outstanding</b>	<b>149,844</b>	<b>58,756</b>
<b>Net Rates Collectable</b>	149,844	58,756
% Collected	93.36%	97.28%



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	10,701	787	5,182	10,866
<b>Total Outstanding</b>				<b>27,535</b>

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 March 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	Actual YTD Closing Balance
	\$	\$	\$	\$		\$	\$		\$	\$		\$
Aldersyde Hall Reserve	22,548	676	156	2,500	2,500	0	0	0	0	25,724	25,724	22,704
Bridge Construction Reserve	0	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	34,591
Caravan Park Reserve	127,936	3,838	884	0	0	0	(15,300)	(15,300)	0	116,474	116,474	128,821
Cemetery Reserve	20,921	628	145	0	0	0	0	0	0	21,549	21,549	21,066
Community Bus Reserve	57,160	1,715	395	5,000	5,000	0	0	0	0	63,875	63,875	57,555
Drainage Reserve						0	0	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	24,148
Health & Aged Care Reserve	777,991	23,340	5,378	50,000	50,000	0	(165,000)	(165,000)	0	686,331	686,331	783,369
Housing Reserve	754,115	22,623	5,213	15,000	15,000	0	(780,000)	(795,000)	0	11,738	(3,262)	759,328
Kweda Hall Reserve	22,548	676	156	2,500	2,500	0	0	0	0	25,724	25,724	22,704
Land Development Reserve	126,049	3,781	871	0	0	0	0	0	0	129,830	129,830	126,920
Madison Square Units Reserve	17,235	517	119	0	0	0	0	0	0	17,752	17,752	17,354
Municipal Buildings & Facilities Reserve	115,626	3,469	799	100,000	100,000	0	0	(18,000)	0	219,095	201,095	116,425
Plant and Vehicle Reserve	494,514	14,835	3,418	100,000	32,280	0	0	0	0	609,349	541,629	497,932
Railway Station Reserve	22,548	676	156	2,500	2,500	0	(18,000)	(18,000)	0	7,724	7,724	22,704
Rehabilitation & Refuse Reserve	40,355	1,211	279	5,000	5,000	0	0	0	0	46,566	46,566	40,634
Road and Bridge Infrastructure Reserve	187,018	5,611	1,293	100,000	100,000	0	0	0	0	292,629	292,629	188,311
Saddleback Building Reserve	48,828	1,465	338	0	0	0	0	0	0	50,293	50,293	49,165
Saddleback Vehicle & Equipment Reserve	0	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	126,205
Sport & Recreation Reserve	10,124	304	70	0	0	0	0	0	0	10,428	10,428	10,194
Staff Vehicle Reserve	0	4,262	982	0	0	0	0	0	0	4,262	4,262	982
Townscape and Footpath Reserve	142,080	0	0	0	0	0	(100,000)	(100,000)	0	42,080	42,080	142,080
Unspent Grants & Contributions	0	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	51,016
	<b>3,221,936</b>	<b>96,657</b>	<b>22,272</b>	<b>490,000</b>	<b>422,280</b>	<b>0</b>	<b>(1,099,300)</b>	<b>(1,132,300)</b>	<b>0</b>	<b>2,709,293</b>	<b>2,608,573</b>	<b>3,244,208</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 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 Kornong 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
<b>254,750</b>	<b>264,000</b>	<b>9,248</b>	<b>Totals</b>	<b>96,464</b>		<b>99,636</b>	<b>3,172</b>

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Amended Budget Nov OCM	Actual	Variance
<b>Property, Plant &amp; Equipment</b>	\$		\$	\$
Land and Buildings	1,136,600	1,151,600	109,471	1,027,129
Plant & Equipment	540,500	508,500	52,740	487,760
Furniture & Equipment	202,243	211,498	7,182	195,061
<b>Infrastructure</b>				
Roadworks & Bridge Works	1,266,600	1,266,600	886,068	380,532
Parks & Gardens	30,000	30,000	0	30,000
Sewerage & Drainage	213,680	213,680	59,425	154,255
<b>Totals</b>	<b>3,389,623</b>	<b>3,381,878</b>	<b>1,114,885</b>	<b>2,274,738</b>

Comments - Capital Acquisitions

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

**Note 7: INFORMATION ON BORROWINGS**

					Principal 1-Jul-16 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	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
	Extension and Refurbishment of the Club House											
*Loan 82 Country Club		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 March 2017**

**Note 8: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
Municipal Cash at Bank - Operating Account	1.50%	154,191				154,191	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	1,458,903				1,458,903	Bendigo	
Trust Cash at Bank	1.50%			35,278		35,278	Bendigo	
(b) <b>Term Deposits</b>								
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) <b>Investments</b>								
Bendigo Bank Shares					5,000	5,000		
<b>Total</b>		1,613,094	3,244,209	42,038	5,000	4,904,340		

**Comments/Notes - Investments**

**Investment Management Strategy for Kalkarni Bonds**

The total bond/RAD amounts (\$2,948,296) are invested by Baptistcare with Bankwest for a term of 90 days at the rate of 2.67% with a maturity date of 3rd April 2017.

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 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
	<b>Adopted Budget Net Asset Surplus 30 June 2017</b>		Opening Surplus(Deficit)	\$	\$	\$	\$
	Additional Muni Surplus Carried Forward 1 July 2016						<b>793</b>
	Infrastructure Depreciation	Nov 17 OCM	Non Cash Item		23,790		<b>24,583</b>
	Brookton Caravan Park Operating Expenses	Nov 17 OCM	Operating Expenses	1,452,714	24,259		<b>24,583</b>
	R2R - Brookton Kweda Road	Nov 17 OCM	Capital Expenses		41,500		<b>48,842</b>
	R2R - Gartrell Road	Nov 17 OCM	Capital Expenses			(15,500)	<b>90,342</b>
	R2R - Robinson Road	Nov 17 OCM	Capital Expenses			(26,000)	<b>74,842</b>
	Purchase Land and Buildings	Nov 17 OCM	Capital Expenses			(15,000)	<b>48,842</b>
	Transfer from Housing Reserve	Nov 17 OCM			11,000		<b>33,842</b>
	Purchase CEO Vehicle	Nov 17 OCM				(5,000)	<b>44,842</b>
	Admin Employee Expenses	Nov 17 OCM				(113,680)	<b>39,842</b>
	TPS Employee Costs	Nov 17 OCM			44,722		<b>(73,838)</b>
	Purchase Planner Vehicle	Nov 17 OCM			37,000		<b>(29,116)</b>
	TPS Member Contribution	Nov 17 OCM				(41,002)	<b>7,884</b>
	TPS General Operating Expenses	Nov 17 OCM				(10,000)	<b>(33,118)</b>
	TPS Vehicle Costs	Nov 17 OCM			1,975		<b>(43,118)</b>
	TBP Operating Expenses	Nov 17 OCM			394		<b>(41,143)</b>
	Rec Employee Costs	Nov 17 OCM			2,766		<b>(40,749)</b>
	PWOH Employee Costs	Nov 17 OCM			3,605		<b>(37,983)</b>
	Transfer to Plant Reserve	Nov 17 OCM			67,720		<b>(34,378)</b>
	Purchase Furniture and Equipment	Nov 17 OCM				(9,255)	<b>33,342</b>
	Private Works Income	Nov 17 OCM				(30,000)	<b>24,087</b>
	Pool Grants	Nov 17 OCM				(32,000)	<b>(5,913)</b>
	Madison Square Rental Income	Nov 17 OCM			12,116		<b>(37,913)</b>
	Staff Housing Reimbursements	Nov 17 OCM			7,090		<b>(25,797)</b>
	Staff Rental Revenue	Nov 17 OCM			19,500		<b>(18,707)</b>
	<b>Closing Funding Surplus (Deficit)</b>			<b>1,452,714</b>	<b>297,437</b>	<b>(297,437)</b>	<b>793</b>

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
Montomery 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 - Koornong	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
						Favourable Adjustment recognising housing subsidy of \$125pw x 52 weeks x 3 staff. Subsidy was
Staff Rental Revenue	I091010	125	21,060	40,560	19,500	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
<b>Regional Town Planning Scheme</b>						
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
<b>Salaries and Wages Reconciliation</b>						
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
			<b>-4,108,624</b>	<b>-2,655,910</b>	<b>0</b>	

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 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 March 2017
	\$	\$	\$	\$
Housing Bonds	180	2,860	(3,040)	0
Other Bonds	10,120	10,465	(8,235)	12,350
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
	<b>40,308</b>	<b>13,325</b>	<b>(11,875)</b>	<b>41,758</b>

**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 March 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
<b>Operating Revenue</b>		\$	\$	\$	\$	%
Fees & Charges		681,555	511,166	511,166	0	0.00%
Grants & Subsidies		2,777,856	2,083,392	2,274,557	191,165	9.18%
<b>Total Revenue</b>		<b>3,459,411</b>	<b>2,594,558</b>	<b>2,785,723</b>	<b>191,165</b>	<b>7.37%</b>
<b>Operating Expenses</b>						
Building Maintenance		0	0	0	0	0.00%
Interest Expenses		(5,858)	(4,394)	(3,375)	1,019	(23.19%)
Insurance Expenses		(15,000)	(15,000)	(14,454)	546	(3.64%)
Building Maintenance		(18,200)	(13,650)	(17,726)	(4,076)	29.86%
Loss on Sale of Asset		0	0	0	0	0.00%
Depreciation		(188,016)	(141,012)	(139,722)	1,290	(0.92%)
ABC Administration Expenses		(22,345)	(16,759)	(17,717)	(959)	5.72%
Contract Expenses		(3,422,176)	(2,566,632)	(2,538,333)	28,299	(1.10%)
<b>Total Expenses</b>		<b>(3,671,595)</b>	<b>(2,757,446)</b>	<b>(2,731,326)</b>	<b>26,120</b>	<b>0.95%</b>
<b>Operating Surplus (Deficit)</b>		<b>(212,184)</b>	<b>(162,888)</b>	<b>54,397</b>	<b>217,285</b>	<b>133%</b>
<b>Excluding Non Cash Adjustments</b>						
Add back Depreciation		188,016	141,012	139,722	(1,290)	(0.92%)
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%
<b>Net Operating Surplus (Deficit)</b>		<b>(24,168)</b>	<b>(21,876)</b>	<b>194,118</b>	<b>215,994</b>	<b>(987.36%)</b>
<b>Capital Revenues</b>						
KBC Capital Income		260,243	195,182	195,182	(0)	(0.00%)
Transfer from Reserves	5	780,000	0	0	0	0.00%
<b>Total</b>		<b>1,040,243</b>	<b>195,182</b>	<b>195,182</b>	<b>(0)</b>	<b>(0)</b>
<b>Capital Expenses</b>						
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)	
<b>Total</b>		<b>(402,222)</b>	<b>(3,627)</b>	<b>(48,901)</b>	<b>(45,274)</b>	
<b>Net Capital</b>		<b>638,021</b>	<b>191,555</b>	<b>146,281</b>	<b>(45,274)</b>	<b>(23.63%)</b>
<b>Closing Funding Surplus(Deficit)</b>		<b>613,853</b>	<b>169,679</b>	<b>340,400</b>	<b>170,721</b>	

**Shire of Brookton  
STATEMENT OF FINANCIAL ACTIVITY  
WB Eva Pavilion by Nature and Type  
For the Period Ended 31 March 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 \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Hire Fees - WB Eva Pavilion	3,000	2,250	3,854	1,604
Sporting Club Fees	4,500	3,375	4,537	1,162
Gymnasium Income	14,500	10,875	10,007	(868)
	<b>22,000</b>	<b>16,500</b>	<b>18,399</b>	<b>1,899</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(6,863)	(5,147)	(8,903)	(3,755)
Materials and Contracts	(8,200)	(6,150)	(4,841)	1,309
Utilities	(4,000)	(3,375)	(2,100)	1,275
Interest Expenses	(54,784)	(41,088)	(21,347)	19,741
Insurance	(5,500)	(4,125)	(3,742)	384
General Operating Expenses	(9,418)	(7,064)	(9,401)	(2,337)
Gymnasium Operating	(11,185)	(8,379)	(2,919)	5,460
	<b>(88,766)</b>	<b>(66,949)</b>	<b>(50,334)</b>	<b>16,616</b>
	<b>(66,766)</b>	<b>(50,449)</b>	<b>(31,935)</b>	<b>18,514</b>
<b>NET RESULT</b>	<b>(66,766)</b>	<b>(50,449)</b>	<b>(31,935)</b>	<b>18,514</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Sewerage Programm by Nature and Type**  
**For the Period Ended 31 March 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 \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Sewerage Connection Fees and Charges	1,500	1,500	1,180	(320)
Annual Sewerage Rates	152,587	152,587	154,775	2,188
	<b>154,087</b>	<b>154,087</b>	<b>155,955</b>	<b>1,868</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(2,734)	(2,050)	(1,078)	973
Materials and Contracts	(36,280)	(27,210)	(14,257)	12,953
Utilities	(6,000)	(4,500)	(4,212)	288
Depreciation	(88,284)	(66,213)	(41,847)	24,366
Interest Expenses	(4,101)	(3,075)	(2,362)	713
Insurance	(250)	(250)	(243)	7
General Operating Expenses	(3,785)	(2,838)	(1,382)	1,457
Allocation of Administration Expense	(12,013)	(8,009)	(3,602)	4,407
	<b>(153,447)</b>	<b>(114,146)</b>	<b>(68,983)</b>	<b>45,163</b>
	<b>640</b>	<b>39,940</b>	<b>86,972</b>	<b>47,032</b>
Add Back Depreciation	88,284	66,213	41,847	(24,366)
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	-	-	-	-
<b>NET RESULT</b>	<b>23,924</b>	<b>106,153</b>	<b>128,819</b>	<b>22,666</b>

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

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

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

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

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

Note	Adopted Annual Budget	Amended Budget Nov OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
<b>Note 14 (a): Brookton Caravan Park</b>	\$		\$	\$	\$	%
<b>Operating Revenue</b>						
Caravan Park Fees	50,300	45,000	33,750	25,411	(8,339)	(24.71%)
<b>Total Revenue</b>	<b>50,300</b>	<b>45,000</b>	<b>33,750</b>	<b>25,411</b>	<b>(8,339)</b>	<b>(24.71%)</b>
<b>Operating Expenses</b>						
Brookton Caravan Park	(65,173)	(65,173)	(48,880)	(29,410)	19,470	0.00%
Caravan Park Depreciation	(527)	(577)	(433)	(644)	(211)	48.80%
Caravan Park Abc Administration Expenses	(10,572)	(10,572)	(7,929)	(8,382)	(454)	0.00%
<b>Total</b>	<b>(76,272)</b>	<b>(76,322)</b>	<b>(57,241)</b>	<b>(38,436)</b>	<b>18,805</b>	<b>32.85%</b>
<b>Operating Surplus (Deficit)</b>	<b>(25,972)</b>	<b>(31,322)</b>	<b>(23,491)</b>	<b>(13,025)</b>	<b>10,466</b>	<b>45%</b>
<b>Excluding Non Cash Adjustments</b>						
Add back Depreciation	527	577	433	644	211	48.80%
<b>Net Operating Surplus (Deficit)</b>	<b>(25,445)</b>	<b>(30,745)</b>	<b>(23,059)</b>	<b>(12,382)</b>	<b>10,677</b>	<b>(46.30%)</b>
<b>Note 14 (b): Brookton Acquatic Centre</b>						
<b>Operating Revenue</b>						
POOL Fees & Charges	12,500	12,500	9,375	10,403	1,028	0.00%
POOL GRANTS & SUBSIDIES	32,000	32,000	24,000	32,000	8,000	0.00%
<b>Total Revenue</b>	<b>44,500</b>	<b>44,500</b>	<b>33,375</b>	<b>42,403</b>	<b>9,028</b>	<b>0</b>
<b>Operating Expenses</b>						
POOL Employee Costs	(500)	(500)	(375)	(582)	(207)	55.12%
POOL General Operating Expenses	(80,780)	(118,780)	(89,085)	(70,639)	18,446	(20.71%)
POOL Building Maintenance	(18,848)	(12,848)	(9,636)	(10,603)	(966)	10.03%
POOL Depreciation	(24,674)	(24,674)	(18,506)	(18,523)	(17)	0.09%
POOL Abc Administration Expenses	(36,280)	(36,280)	(27,210)	(28,767)	(1,557)	5.72%
<b>Total</b>	<b>(161,083)</b>	<b>(193,083)</b>	<b>(144,813)</b>	<b>(129,114)</b>	<b>15,699</b>	<b>10.84%</b>
<b>Operating Surplus (Deficit)</b>	<b>(116,583)</b>	<b>(148,583)</b>	<b>(111,438)</b>	<b>(86,711)</b>	<b>24,727</b>	<b>0%</b>
<b>Excluding Non Cash Adjustments</b>						
Add back Depreciation	24,674	24,674	18,506	18,523	17	0.00%
<b>Net Operating Surplus (Deficit)</b>	<b>(91,909)</b>	<b>(123,909)</b>	<b>(92,932)</b>	<b>(68,188)</b>	<b>24,743</b>	<b>0%</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Road Program**  
**For the Period Ended 31 March 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	\$ 101,322	46%	\$	\$	\$	\$	\$ 77,614	\$	\$	\$ 15,000	\$ 129,796
Rural Road Maintenance	360,334	360,334	302,271	84%						325,234			35,100
Bridge Maintenance	61,355	63,855	63,476	99%									61,355
<b>R2R Work Schedule</b>													
Brookton - Kweda Road	544,035	502,535	337,626	67%	470,503								32,032
Gartrell Road	0	15,500	15,389	99%	15,500								
Robinson Road	0	26,000	314	1%	26,000								
<b>Other Construction</b>													
Buckingham Road	0	0	600	0%									
Grosser Street	5,586	5,586	0	0%									5,586
Montgomery Street	0	0	3,806	0%									
Reynolds Street	56,652	56,652	50,018	88%									56,652
<b>RRG Approved Projects</b>													
Alderside - Pingelly Road	141,960	141,960	74,805	53%			94,640						47,320
Brookton - Kweda Road	263,823	263,823	290,440	110%			112,407	63,476					87,940
Corberding Road	154,544	154,544	14,635	9%			103,028						51,516
	<b>1,810,699</b>	<b>1,813,199</b>	<b>1,254,702</b>	<b>69%</b>	<b>512,003</b>	<b>0</b>	<b>310,075</b>	<b>63,476</b>	<b>77,614</b>	<b>325,234</b>	<b>0</b>	<b>15,000</b>	<b>507,297</b>

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

**Note 16**

Description	Adopted Annual Budget	Amended Budget Nov OCM	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
Administration Office - Solar Panels	0	20,490	2,049	10%	2,490		18,000		20,490
Kalkarni Land Purchase and Backup Power Supply	165,000	165,000	22,656	14%			165,000		165,000
	165,000	165,000	6,494	4%					0
Montgomery St Clg Housing Construction	780,000	20,000	17,462	87%			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	53,220	53%			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	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	74,805	53%	47,320	94,640			141,960
Brookton-Kweda Road - Road Widening To Mourambine Junction	263,823	263,823	290,440	110%	87,940	175,883			263,823
Corberding Road	154,544	154,544	14,635	9%	51,516	103,028			154,544
Brookton-Kweda Road	544,035	502,535	337,626	67%	32,032	470,503			502,535
Gartrell Road	0	15,500	15,389	99%	0	15,500			15,500
Robinson Road	0	26,000	314	1%	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	3,806	0%	0				0
Reynolds Street	56,652	56,652	50,018	88%	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	6,627	10%	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
	<b>3,554,623</b>	<b>3,567,368</b>	<b>1,114,885</b>	<b>31%</b>	<b>1,011,214</b>	<b>1,071,854</b>	<b>1,132,300</b>	<b>187,000</b>	<b>3,402,368</b>

1,218,439 Budget Capex Schedule  
207,225 Variance - Sale Proceeds  
1,011,214

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

**Note 17**

Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget Nov OCM	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
			\$	\$	\$	\$	\$	
Federal Government	KBC Grants & Subsidies	Subsidy	(2,777,856)	(2,777,856)	Recurrent	(2,777,856)	(2,274,557)	82%
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)	-	-	-	-	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%
			<b>(4,884,689)</b>	<b>(4,879,389)</b>		<b>(4,798,389)</b>	<b>(3,504,784)</b>	<b>72%</b>

## 12.04.17.03 OVERVIEW OF BUDGET 2017/2018 PROCESS

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	20 April 2017
<b>Location/Address:</b>	Shire of Brookton
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Vicki Morris – Deputy Chief Executive Officer
<b>Authorising Officer</b>	Ian D'Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	The author has no interest in this matter
<b>Voting Requirements:</b>	Simple majority
<b>Previous Reports:</b>	N/A

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### Summary of Item:

The Shire of Brookton is required under the *Local Government Act 1995* to adopt a budget by 31 August each year.

This report is to inform Council of the proposed timetable for the Annual Budget adoption including the consultation process undertaken to date.

### Description of Proposal:

This report details the projected time table to prepare the 2017/18 Annual Budget.

### Background:

All local governments are required to adopt an annual budget in accordance with Part 6, Division 2 of the *Local Government Act 1995*, Part 3 of the *Local Government (Financial Management) Regulations 1996*, the Australian Accounting Standards and the Australia Standards Board Interpretations.

Council staff have formed an internal budget team and commenced informal budget preparations for the budget 2017/2018 and associated documents. As part of the process the team has commenced discussions with Depot staff and Councillors by initially seeking input into key priorities for the 2017/2018 budget.

The budget team have already identified a number of key budget projects for the 2017/2018 Annual Budget and have viewed the requests for operational and capital items for the next financial year.

Council officers have also commenced data entry into the standard templates for the 2017/2018 year using the actual figures (from 31 March 2017) for the 2016/2017 year as the basis for review. The Long Term Financial Plan (LTFP) also informs the 2017/2018 Annual Budget and again, officers have commenced data entry into the worksheets with this information for comparison purposes.

It is anticipated that Council officers will be able to review an internal draft of the 2016/2017 Budget and the new 2017/2018 Annual Budget by the end of May 2017. It is also anticipated that the Council briefing session scheduled for 18 May will be taken up with a discussion about the 2017/2018 budget with Council and officers.

In many cases, the final figures that Council relies upon to assist with the final budget will not be available until early to late May 2017. This includes figures such as statutory building and planning fees which are determined by the State Government and Fair Value figures which, at

this stage, are not expected to be available until end of June 2017.

However, Council will be able to have some initial discussion about the financial aspects of the budget at the May 2017 briefing session and this will assist all staff and Council in understanding the issues and impacts on the 2017/2018 Annual Budget.

Rate modelling and other predictable figures will be finalized by mid to end of June 2017 and will inform the final draft budget for Council to consider at the June 2017 meeting of Council.

At this stage, the budget team are anticipating that Council would formally adopt the Annual Budget 2017/2018 at the July 2017 meeting of Council.

This timetable allows for consultation and communication for both Council and the general community, and allows staff the opportunity to ensure the Annual Budget is a well-considered and complete document.

### **Consultation:**

To date the following people have been consulted:

- All Senior Staff (internal)
- Budget Team (internal)
- Councillors – with a request for “wish list” items not already identified

### **Statutory Environment:**

Legislation covering the Annual Budget is included in the following:

- The *Local Government Act 1995* (Part 6, Division 2)
- The *Local Government (Financial Management) Regulations 1996* (Part 3)
- The Australian Accounting Standards
- The Australian Standards Board Interpretations & References across the Local Government legislation as contained in certain Acts and Regulations such as Dog regulation 2013 and so on. All of the legislation applicable to Local Government contains some financial aspects within it that must be considered as part of the Annual Budget.

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

Not applicable.

### **Financial Implications:**

There are no applicable financial implications in relation to the Annual Budget time table.

### **Risk Assessment:**

As mentioned the Council is required to have the 2017/18 Annual Budget adopted by the 31 August 2017. In this regard the projected time table is to ensure the budget process accords with the statutory time frame for adoption. Therefore, at this stage the assessed risk is deemed low.

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

Fundamental to delivery of community objectives and strategies is adoption of a balanced Annual Budget for each year.

Accordingly, the time table for the 2017/18 Annual Budget is predicated on consideration of the Integrated Planning Framework and an inclusive process with staff and elected members to ensure the community and strategic objectives are appropriately considered.

## **Comment**

The Annual Budget for the preparation of the 2017/2018 financial year is a collaborative effort between staff and Council.

The consultation and communication for the 2017/2018 budget process has been more inclusive and collaborative. This is because staff identified that there were gaps in their knowledge about the budget process and in many cases many staff did not understand the way the budget was formulated and then collated.

In addition, the process for this year aims to ensure that the knowledge and information is spread across a number of staff and not just a few.

## **OFFICER'S RECOMMENDATION**

***That Council receives and notes the 2017/2018 budget timetable and the overview of the 2017/2018 budget process as outlined in the Background Section of this report, and presented in the timetable summary below:***

***Draft 2017/18 Budget Time Table (Summary)***

<b><i>Budget Milestone</i></b>	<b><i>Projected Date</i></b>
<b><i>1. Commence preparation – Budget team meets weekly</i></b>	<b><i>31 March 2017</i></b>
<b><i>2. Request budget submissions - Councillors/Staff (2 weeks for lodgment)</i></b>	<b><i>01 April 2017</i></b>
<b><i>3. Council discussion / bus tour (TBC)</i></b>	<b><i>18 May 2017</i></b>
<b><i>4. Finalise initial draft</i></b>	<b><i>31 May 2017</i></b>
<b><i>5. Council review - draft Budget – includes fee setting /rates modelling</i></b>	<b><i>15 June 2017</i></b>
<b><i>6. Council Adoption</i></b>	<b><i>20 July 2017</i></b>

## 13.04.17 GOVERNANCE

### 13.04.17.01 REQUESTS FROM BROOKTON & DISTRICTS HISTORICAL SOCIETY INC.

<b>File No:</b>	ADM 0017
<b>Date of Meeting:</b>	20 April 2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Brookton & Districts Historical Society Inc.
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Ian D'Arcy – Chief Executive Officer
<b>Authorising Officer</b>	As above
<b>Declaration of Interest:</b>	The author has no interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Reports:</b>	N/A

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#### Summary of Item:

This report relates to correspondence received from the Brookton & Districts Historical Society Inc. seeking Council consideration to two requests, listed as follows:

1. Donation of the Honour Rolls from the Town/Lesser Hall including the hand painted Roll of Honour to the Historical Society for inclusion in the Collection of Brookton's heritage.
2. An additional plaque provided by the Shire with names of the men not included on the existing plaque who were killed in action in World War One.

The officer recommendation advocates conditional support for both requests.

#### Description of Proposal:

As outlined above.

#### Background:

The Council is in receipt a letter from Mrs Ellen Parrick, President and Curator of the Brookton & Districts Historical Society.

This letter details concern over the current condition of the various Brookton Honour Roles that lists the brave men from this district who enlisted to fight for Australia in World War One. Mrs Parrick respectfully highlights that these pieces have been hanging in the Brookton Lessor for many years with an apparent lack of attention, and mounting concern over varying degrees of deterioration. In light of this, the letter requests Council's consideration to donating the Honour Roles to the Brookton Historical Society for their conservation and safe keeping on behalf of the local community.

Further, the letter also details an oversight with an omission of names from the Shire's remembrance plaque that lists those men who lost their lives from this district in World War One. In this regard, Mrs Parrick on behalf of the Brookton Historical Society, is requesting assistance from Council to acquire a new bronze plaque with the names of those men inadvertently left off the existing plaque.

A copy of this letter is provided as **Attachment 13.04.17.01** to this report.

**Consultation:**

Mrs Parrick has discussed the respective requests as outlined above with the CEO prior to this letter being lodged.

**Statutory Environment:**

There is no specific legislation that applies to this matter.

**Relevant Plans and Policy:**

There is no specific plans or policies that applies to this matter.

**Financial Implications:**

It is understood the Historical Society is not seeking financial assistance with conservation works for the respective Honour Roles, but rather custodianship.

Regarding the new bronze plaque, financial assistance is being sought in an amount of \$1,000 - \$2,000 depending on size. However, these funds are not currently budgeted for this financial year, and therefore will require consideration in the coming 2017/18 Budget deliberations.

Ideally though, the securing of a grant funding application is preferred, with a preliminary enquiry already made with the Commonwealth Department of Veteran Affairs in relation to 'Saluting Their Service Commemorative Grants Program'.

**Risk Assessment:**

There is a high risk with failure to conserve the Honour Roles resulting in these items deteriorating significantly over a period of time.

**Community & Strategic Objectives:**

This initiative aligns with the following outcome and strategy outlined the Council's Strategic Community Plan 2015:

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

*Strategy 3.4.2: Support the conservation and maintenance of heritage buildings, heritage items and places of interest*

**Comment**

With the Shire lacking the resources and expertise to maintain the various Honour Roles, the Brookton Historical Society's request to transfer ownership to this community group (which holds particular interest in preserving the Shire's history) is considered logical.

Although, should Council give favour to this request, there is a need to ensure security of ownership of the respective Honour Roles in the broad interest of the local community, and descendants of those men who enlisted. It is suggested this can be done through a specific condition applied to a Council motion in support of transfer of ownership to, and written acceptance from, the Brookton Historical Society. It is suggested this condition be worded as follows:

*"At any time should of the Brookton and Districts Historical Society Inc. cease to operate in an effective manner (ie maintain membership to operate as an incorporated body), the Historical Society must return the Role of Honour and Honour Roles to the Shire of Brookton at no cost."*

With reference to the additional remembrance plaque in recognition of the local men who enlisted but did not return from World War One, it is considered appropriate for staff to attempt

to secure the funds through an external grant in the first instance, with Council allocating sufficient funds in the draft 2017/18 Budget in the event that a grant application does not prove successful.

**OFFICER'S RECOMMENDATION**

***That Council, in relation to the letter of request received from the Brookton & Districts Historical Society Inc.;***

- 1. Entertain the request to transfer ownership of the hand printed Role of Honour and Honour Role Boards to the Historical Society for conservation and safe keeping, subject to written acceptance of the following condition:***

***“At any time should of the Brookton & Districts Historical Society Inc. cease to operate in an effective manner (ie maintain membership to operate as an incorporated body), the Historical Society must return the ownership of Honour Roles to the Shire of Brookton at no cost.”***

- 2. Note that Shire staff are presently seeking grant funds for the purchase of an additional bronze remembrance plaque in recognition of the local men who enlisted, but did not return from World War One and are not listed on the current plaque;***
- 3. Allocate an amount of \$2,000 in the draft 2017/18 Budget for consideration of purchasing the bronze remembrance plaque should the respective grant funding application(s) referred to in recommendation 2 above not prove successful.***

**Attachments**

***Attachment 13.04.17.01***

## Brookton & Districts Historical Society (Inc)

Museum & Heritage Centre

POST OFFICE BOX 125 BROOKTON W.A. 6306

ABN: 39 634 285 971 Email: brooktonmuseum@gmail.com

RECEIVED  
- 5 APR 2017

BY: .....

03/04/2017

Shire of Brookton Councillors  
C.E.O. Mr. Ian D'Arcy

### RE: Rolls of Honour and War Memorial WW1 Plaque

Dear Sir,

In late 2015 the Historical Society sort Council permission to remove the World War One hand painted Roll of Honour from the foyer of the Town Hall as it was in very poor condition and was in need of urgent conservation. The Historical Society feels that had the Honour Roll been monitored over the years, it wouldn't have deteriorated to the point it where it was almost beyond repair.

We are requesting Council considers donating the four Honour Rolls that hang in the Town/Lesser Hall along with the hand painted Roll of Honour to the Historical Society to be included as a part of the Collection of Brookton's heritage. Our Curators would set up a program whereby the Honour Rolls would be cleaned and photographed twice a year. On each inspection, a Condition Report would be written. Should any conservation work be required the Historical Society would engage a qualified Conservator to do the work.

The members of the Historical Society acknowledge the significance of these Honour Rolls to the community of Brookton and to that end we suggest they all remain in situ, except the hand painted Roll. Due to its delicate condition, the Historical Society has had a framed copy of the artwork made to hang in the Lesser Hall. We would store the original in an archival box in the Museum and it would be made available for display on special occasions if required.

We will add a clause to the Bylaws of our Rules of Association that lists the Rolls of Honour and states that in the event of the Historical Society ceasing operation and the Collection dispersed, the Rolls of Honour are to be returned to the Shire of Brookton.

During my research of the people from Brookton who enlisted in World War One, I discovered that the names of the men on the War Memorial, who were Killed in Action, are incomplete. The Historical Society requests Council considers having another plaque made similar to the one already in place with the remaining names of the men from Brookton who paid the ultimate price. We suggest the plaque could be dedicated on ANZAC Day 2018.

If required, I am available to attend a Council meeting to answer any questions about the proposals set out in this letter. Please find enclosed a list of the names for the new plaque on the War Memorial, a photo of the existing plaque and photos of Honour Rolls hanging in the Town/Lesser Hall.

Your faithfully



Ellen Parrick  
President/Curator  
Phone: 0427 334 051



1914 - 1918

**ADDITIONAL NAMES**

ALLEN, R.  
 BATEMAN, C.E.  
 BROWN, T. A.  
 CURLEWIS, G. L.  
 DOLLING, A. H.  
 ELLINGWORTH, C. H.  
 FAIRHEAD, L. C.  
 FORBES, F.  
 GRIFFIN, E.  
 KELLOW, S.  
 LAWRENCE, H. T.  
 MORAN, A. S.  
 O'DONNELL, A. J.  
 SHADDICK, W. S.  
 SUTHERS, W.  
 TELFER, W.  
 WHITE, A. H.



<b>File No:</b>	ADM0142
<b>Date of Meeting:</b>	20 April 2017
<b>Location/Address:</b>	Shire of Brookton
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Vicki Morris – Deputy Chief Executive Officer
<b>Authorising Officer</b>	Ian D'Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	The author has no interest in this matter
<b>Voting Requirements:</b>	Simple majority
<b>Previous Reports:</b>	N/A

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**Summary of Item:**

The Shire of Brookton is seeking an extension of time from the Department of Local Government and Communities (the Department) to complete its major review of the Strategic Community Plan 2013-2023 (SCP). The Shire's major review of the Strategic Community Plan 2013-2023 was scheduled to be completed and lodged with the State Government by 30 June 2017.

However, no financial allocation or plan has been developed or adopted to facilitate such a review. Given this, it is a requirement that Council seek and extension of time from the State Government in order to properly conduct such a major review of the key document for Council.

Further, in conducting a major review of the SCP, there is an expectation that additional resources and costs to cover consultation and communication is required. Accordingly, this report promotes an allocation be provided for in the 2016/2017 budget. The additional expenditure requested is to assist Council to complete this review.

**Description of Proposal:**

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

**Background:**

The Shire of Brookton developed its Strategic Community Plan 2013-2023 in April 2013 as part of the suite of documents that every Local Government authority across Western Australia were required to complete as part of the Integrated Planning and Reporting (IPR) framework.

The IPR was introduced to Local Government by the introduction of regulations under Section 5.56(2) of the *Local Government Act, 1995* and formed part of the State Government's Local Government Reform Program. All Local Governments were required to have their first suite of IPR documents in place by 1 July 2013.

The minimum requirements to meet the intent of Section 5.56(2) is the development of a Strategic Community Plan and the Corporate Business Plan.

A further requirement of the IPR was that every two years, a local government authority would complete a minor review of the plan, and then every four years complete a major review of the plan.

A minor "desktop" review of the SCP for the Shire of Brookton was completed in May 2015, two years after the initial adoption of the SCP that was subsequently adopted by Council.

In accordance with the IPR timetable, the Shire of Brookton was scheduled to complete a major review of the Strategic Community Plan in the first half of 2017, and for this to be lodged with the Department of Local Government and Communities by 30 June 2017.

However, in the 2016/2017 budget, there appears to be no financial allocation for a major review of the Strategic Community Plan and no information or plan appears to have been developed to commence consultation or to project manage a major review process.

#### **Consultation:**

To date, no plans have been developed to commence consultation with the community, elected members or staff to review the SCP.

Ideally, a community communication plan would be endorsed by Council and would include consultation processes such as workshops and forums, perhaps even a survey, to identify the aspirations, issues and opportunities across the Shire.

In preparing this report, no consultation has taken place to commence the review of the SCP. This is the first communication and consultation with Council on this matter.

#### **Statutory Environment:**

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

There are also separate provisions regulating the Annual Budget and Annual Report in the *Local Government Act, 1995* under sections 6.2 and 5.53 respectively.

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

Not applicable.

#### **Financial Implications:**

It is recommended that an amount of \$65,000.00 be allocated in the 2017/2018 Annual Budget to cover the cost of external expertise required to assist the Shire in conducting a major review of the SCP. This is a conservative and cautious estimated initial cost. Officers may request additional funding from Council as part of the mid-year budget review.

#### **Risk Assessment:**

In light of not progressing the Strategic Community Plan and the Corporate Business Plan reviews the Council is at risk of breaching the legislation. However, ministerial consent for an extension of time will negate this risk, and further, assist in aligning the process with the new incoming Council in October 2017.

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

The Strategic Community Plan is a way of allocating and prioritising resources and activities that have been identified by the community. It ensures that resources are used effectively and the SCP guides the short and long term decisions of the Council. Sound strategic planning can create certainty about what the community can reasonably expect in the short – medium term based on the data and research known at the time of consultation.

The SCP also provides the platform on which all decisions made by elected members should be based and is the major key driving planning document for the Shire.

The SCP should have the following outcomes:

- Demonstrates long term planning,
- That strategies are based on relevant and current information and not fictitious information with no basis in fact,
- Takes into account elements such as demographics, industry trends, international, national and state and regional strategic issues that are facing the community,
- Presents a baseline figure on which to project the future financial position over a 10 year period,
- Includes a long term community vision and priority,
- Demonstrates Council's focus on achieving outcomes that are based on social, economic, environmental and good governance principles,
- Outline's the resources implications,
- Outline's the Council's strategic performance measures and
- Is used as the key driver for the development of place-based plans, issues-based strategies, corporate business planning, informing strategies and systematic operational planning.

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

### **Comment**

This would be the first major review of the Shire of Brookton Strategic Community Plan since its initial adoption by Council, and it is reasonably expected that there would be considerable community consultation and input by stakeholders within the community for such a review. Given this, there should have been some funds set aside for preparing community consultation and consideration of the Plan and a consultation plan developed for the review.

Importantly, the SCP provides Council with community direction as to where to allocate the Shires limited resources to make sure that the community is provided with the services it needs, while ensuring that the Shire is sustainable into the future. It also establishes the community's vision for the Shire of Brookton's future and helps to inform other key strategies and plans (such as the asset management plan, the workforce plan and other area/place/regional plans).

Similarly, the Corporate Business Plan is an internal business planning tool that translates Council priorities into operations within the resources available. This plan provides detail in delivering services, operations and projects of Council within a defined period accounting for associated costs.

The major review of the SCP is essential to ensure that the views of the community reflect the future for the Shire. It also guides elected members in understanding the intent and direction of the community views and assists in developing and informing the Shire's work over the next two years until the next review. The next review (scheduled for 2019) would be a minor or desktop review.

It is therefore pertinent that the Shire write to the Director of the Department of Local Government and Communities seeking an extension of time to complete the major review of the SCP as it is impossible for the Shire, within the current limited resources, to complete a review that would satisfy both the community at large and the Department.

In theory, the communication and consultation process for the community will take some time and additional resources. A project of this nature should have commenced the consultation process in November/December of the previous year (2016) and would have reviewed the results of any survey's, focus groups or any other forms of consultation in March/April of 2017 ready for the Council to consider the feedback. Such a timeframe would have enabled the

Council to make the necessary amendments of the SCP and the other associated key strategic documents in time for lodging with the State Government by 30 June 2017 in accordance with the legislative requirements.

However, as already mentioned, it appears that no plan or funds have been allocated to the 2016/2017 year to conduct a major SCP review and as a result, the Shire of Brookton will not be able to lodge the reviewed SCP as required by the legislation.

### **Conclusion**

The SCP is the major long term key strategic planning document for the Shire. It is important that Council seek an extension of time from the Department in order to undertake good quality community consultation and to demonstrate to the Department that the Shire of Brookton believes that this process is important for the future of the community. Seeking additional time to consult with the community is an important aspect of the process and one that the Shire considers to be important not to rush.

In addition, allocating the financial resources for such a project is also important, and the allocation of \$65,000.00 in the 2017/2018 budget reflects Council's commitment to delivering a SCP and the Corporate Business Plan that reflects the aspirations and the needs of the community of Brookton.

### **OFFICER'S RECOMMENDATION**

***That Council:***

- 1. Formally write to Director of the Department of Local Government and Communities seeking an extension of time until 31 December 2017 to complete the major review of the Shire of Brookton's Strategic Community Plan 2013-2023.***
- 2. Allocate an amount of \$65,000.00 for consideration in the 2017/2018 Budget to cover the cost of external consultants to assist the Shire to consult, communicate and review the Strategic Community Plan and Corporate Business Plan.***
- 3. Initiate the development of an Economic Development Strategic Plan in conjunction with the major review of the Strategic Community Plan as a key strategic document for 2017/2018 and accompanying Corporate Business Plan.***

<b>14.04.17</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
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<b>15.04.17</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING</b>
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<b>16.04.17</b>	<b>CONFIDENTIAL REPORTS</b>
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Nil

<b>17.04.17</b>	<b>NEXT MEETING &amp; CLOSURE</b>
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The next Ordinary meeting of the Council will be on Thursday 18<sup>th</sup> May 2017, commencing at 12.30 pm.