



## **ORDINARY COUNCIL MEETING**

### **MINUTES**

**30 October 2017**

**(Meeting resumed from 26 October 2017)**

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

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

#### **Disclaimer**

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

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

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

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

**Shire of Brookton**  
**Ordinary Meeting of Council held 30 October 2017**  
**Commenced at 5.00 pm**

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## **1.10.17 DECLARATION OF OPENING/ATTENDANCE**

### **Attendance**

The Presiding Member at 5.00pm declared that the meeting resume from adjournment on Thursday 26<sup>th</sup> October 2017, and welcomed Councillors and Staff.

#### Elected Members (Voting)

Cr KL Crute (Shire President)  
Cr NC Walker (Deputy Shire President)  
Cr TM Eva  
Cr KH Mills  
Cr RT Fancote

#### Staff (Non Voting)

Ian D'Arcy Chief Executive Officer  
Vicki Morris Deputy Chief Executive Officer  
Courtney Fulwood Executive Officer

## **2.10.17 ANNOUNCEMENT OF VISITORS**

Nil

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

Nil

## **4.10.17 PUBLIC QUESTION TIME**

Nil

## **5.10.17 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

## **6.10.17 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

## **7.10.17 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **OCM 07.10-1**

#### **COUNCIL RESOLUTION**

**MOVED CR EVA                      SECONDED CR WALKER**

*That Council agrees to move the following items 7.10.17.01, 7.10.17.02 and 7.10.17.03 on en-bloc.*

### **7.10.17.01 BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES – 14 SEPTEMBER 2017**

*That the minutes of the Bush Fire Advisory Committee held in the Shire of Brookton Council Chambers, on Thursday 14 September 2017, be received by Council.*

### **7.10.17.02 ORDINARY COUNCIL MEETING MINUTES – 21 SEPTEMBER 2017**

*That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Thursday 21 September 2017, be confirmed as a true and correct record of the proceedings.*

**7.10.17.03 ORDINARY COUNCIL MEETING MINUTES – 26 OCTOBER 2017**

*That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Thursday 26 October 2017, be confirmed as a true and correct record of the proceedings.*

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

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

Condolences were expressed for the following people who have sadly passed away.

1. Joy Gericke
2. Victor Buckingham

**9.10.17 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>
Nil			

10.10.17.01 PROPOSED OUTBUILDING EXTENSION – EXCESS OF AGGREGATE FLOOR AREA

<b>File No:</b>	P2601
<b>Date of Meeting:</b>	26 October 2017
<b>Location/Address:</b>	Lot 307 Hn. 18 Gaynor Street, Brookton
<b>Name of Applicant:</b>	Ross McGrath
<b>Name of Owner:</b>	Ross McGrath
<b>Author/s:</b>	Kelly D’Arcy – Governance Officer
<b>Authorising Officer:</b>	Ian D’Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	29 June 2009

**Summary of Item:**

An application for development approval has been received from Mr Ross McGrath requesting Council’s consideration for the approval of an extension to his exist outbuilding.

**Description of Proposal:**

The applicant proposes to construct a 4.0 metre wide open ended extension to his existing shed that is some located at Lot 307 Gaynor Street, Brookton.

**Figure 1** below details the property, including the house and existing shed location. The extension is to be utilised as a carport with the north western side enclosed. A site plan and elevations are provided at **Attachment 10.10.17.01 A** and **B** to this report.



**Figure 1** – Aerial Extracted from Landgate

**Background:**

Lot 307 is zoned 'Residential R10/25' and is 1906 m<sup>2</sup> in area. This property presents with an existing dwelling constructed in the front portion of the property, and an outbuilding some 16 metres towards the rear. The proposed extension to be positioned on the north-west side of the existing shed will achieve a setback distance of some 6.5 metres from side boundary.

Under the Shire's Outbuilding Policy the maximum floor area for a single outbuilding is 75 m<sup>2</sup> and the maximum total area of all outbuildings is 75m<sup>2</sup>. The existing outbuilding has a floor area of 64.4 m<sup>2</sup>, the proposed extension's floor area is 28 m<sup>2</sup> and the combined total floor area equates to 92.4 m<sup>2</sup>.

**Consultation:**

No consultation has occurred in relation to this proposal.

**Statutory Environment:**

This proposal needs to be considered under the Shire of Brookton Town Planning Scheme (TPS) 3, Residential Design Codes and Council's Outbuilding Policy 3.6.

Specifically, Council Policy 3.6 affords an aggregate outbuilding/shed size area of 75 m<sup>2</sup> with a maximum wall height 3.0 and roof height (measured to the apex) or 4.0 metres as reflected in the following table extracted from the policy.

Zone	Maximum Total area of All outbuildings on the lot (m <sup>2</sup> )	Maximum individual area of proposed outbuilding (m <sup>2</sup> )	Maximum Wall Height (m)	Maximum Roof height (m)
Residential R10 and above	75	75	3.0	4.0

However, notwithstanding the above, the Council is not bound by this policy and can exercise discretion should it be satisfied the proposal is warranted and accords with the fundamental principles of proper and orderly planning of the locality.

Further, the Council is empowered to determine Development Applications pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations, 2015.

**Relevant Plans and Policy:**

Council's Outbuilding Policy 3.6 applies to this matter – refer to commentary in Statutory Environment section, above.

**Financial Implications:**

A Planning Fee as per the Shire's Fees and Charges has been paid.

**Risk Assessment:**

The Council needs to be mindful that it does not set an undesirable precedent upon which others can argue for the same entitlement, with little or no relevant justification. On assessment of this application, it is viewed that the risk is low and can be entertain on merit.

**Community & Strategic Objectives:**

It is viewed this proposal does not implicate or compromise any community or strategic objectives for Brookton, including the development and release of land for future residential housing – see comment section below.

## **Comment**

Given the size of Lot 307 at 1906 m<sup>2</sup> (some 2.5 times the size of an average R10 residential allotment); the location of the existing outbuilding to the rear of the property; and the proposed carport extension being open ended and 6.5 metres from north western boundary, it is assessed the impact on adjoining neighbours to be legible from an amenity perspective.

Therefore, it is recommended the prescribed maximum floor area of 75m<sup>2</sup> under the Council's Outbuildings Policy 3.6 be relaxed in favour of granting development approval for the proposed carport extension to the existing shed, with a total aggregate outbuilding area of 92.4 m<sup>2</sup>.

## **OFFICER'S RECOMMENDATION**

*That Council grant planning approval for a carport extension to the existing outbuilding/shed on Lot 307 Gaynor Street, Brookton pursuant to Schedule 2 Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 subject to the following:*

### **Conditions**

- 1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of two (2) years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.*
- 2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.*
- 3. The approved carport structure shall be clad with consistent material to match the existing outbuilding/shed building.*
- 4. All stormwater runoff from the carport extension shall be retained onsite and disposed in a manner that does not cause erosion.*

### **ADVICE NOTES**

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

- a. This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire's Building sections on (08) 9642 1106.*
- b. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.*
- c. The applicant is advised a Building Permit is required prior to commencement of any building works.*
- d. Please be advised that you have a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website – [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).*

***That Council grant planning approval for a carport extension to the existing outbuilding/shed on Lot 307 Gaynor Street, Brookton pursuant to Schedule 2 Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the following:***

**Conditions**

- 1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of two (2) years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.***
- 2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.***
- 3. The approved carport structure shall be clad with consistent material to match the existing outbuilding/shed building.***
- 4. All stormwater runoff from the carport extension shall be retained onsite and disposed in a manner that does not cause erosion.***

**Advice Notes**

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

- a. This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire's Building sections on (08) 9642 1106.***
- b. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.***
- c. The applicant is advised a Building Permit is required prior to commencement of any building works.***
- d. The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website – [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).***

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

**11.10.17 COMMUNITY SERVICES REPORTS**

Nil

**12.10.17 FINANCE & ADMINISTRATION REPORT****12.10.17.01 LIST OF ACCOUNTS FOR PAYMENT**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	26 October 2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Corinne Kemp – Finance Officer
<b>Authorising Officer:</b>	Ian D’Arcy– Chief Executive Officer
<b>Declaration of Interest:</b>	The author has no financial interest in this matter.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	21 September 2017

**Summary of Item:**

The list of accounts for payment to 30<sup>th</sup> September 2017 are presented to council for inspection.

**Description of Proposal:**

N/A

**Background:**

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

**Consultation:**

N/A

**Statutory Environment:**

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

**Relevant Plans and Policy:**

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

**Financial Implications:**

There are no financial implications relevant to this report.

**Risk Assessment:**

No Risk Identified

**Community & Strategic Objectives:**

No Reference

**Comment**

Totals of all payments from each of Councils bank accounts are listed below and detailed within Attachment 12.10.01A.

To 30<sup>th</sup> September 2017

**Municipal Account**

Direct Debits	\$100,973.76
EFT	\$246,138.09
Cheques	\$54,342.30
<b>Trust Account</b>	<b>\$600.00</b>

OFFICER'S RECOMMENDATION

*That with respect to the list of accounts for payment, Council: note the payments authorized under delegated authority and detailed below and in the List of Accounts 30<sup>th</sup> September 2017, per the summaries included in Attachment 12.10.17.01.*

To 30<sup>th</sup> September 2017

*Municipal Account*

<i>Direct Debits –</i>	<i>\$100,973.76</i>
<i>EFT</i>	<i>\$246,138.09</i>
<i>Cheques</i>	<i>\$54,342.30</i>
<i>Trust Account</i>	<i>\$600.00</i>

**OCM 07.10-3**

**COUNCIL RESOLUTION**

**MOVED CR WALKER                      SECONDED CR EVA**

*That with respect to the list of accounts for payment, Council: note the payments authorized under delegated authority and detailed below and in the List of Accounts 30<sup>th</sup> September 2017, per the summaries included in Attachment 12.10.17.01.*

To 30<sup>th</sup> September 2017

**Municipal Account**

<b>Direct Debits –</b>	<b>\$100,973.76</b>
<b>EFT</b>	<b>\$246,138.09</b>
<b>Cheques</b>	<b>\$54,342.30</b>
<b>Trust Account</b>	<b>\$600.00</b>

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

## SEPTEMBER 2017 LIST OF ACCOUNTS DUE &amp; SUBMITTED TO COUNCIL 23 OCTOBER 2017

## ATTACHMENT 12.10.17.01A

Chq/EFT	Date	Name	Description	Amount
1078	05/09/2017	DIRT HIGH PROMOTIONS	BOND REFUND FOR HIRE OF PAVILION & OVAL	\$ 400.00
1079	27/09/2017	RB & AE STEMAN	RATES INCENTIVE PRIZE WINNER 2017/18	\$ 200.00
			<b>TOTAL TRUST</b>	<b>\$ 600.00</b>
Chq/EFT	Date	Name	Description	Amount
EFT8475	05/09/2017	AMAZING 50'S CATERING	CATERING FOR JULY COUNCIL MEETING	\$ 390.00
EFT8476	05/09/2017	AVON PAPER SHRED	REMOVE AND REPLACE TWO FULL SHREDDING	\$ 160.00
EFT8477	05/09/2017	B & N EYRE BROOKTON NEWSAGENCY	STATIONARY & PAPERS AUGUST 2017	\$ 454.15
EFT8478	05/09/2017	BROOKTON DELI	LUNCH FOR COUNCIL MEETING 20 JULY 2017	\$ 162.50
EFT8479	05/09/2017	BROOKTON PLUMBING	REPLACE SEWERAGE PUMP WB EVA PAVILION	\$ 1,386.00
EFT8480	05/09/2017	BROOKTON TYRE SERVICE	PUNCTURE REPAIR PT13	\$ 38.50
EFT8481	05/09/2017	CHARLENE HAYDEN PHOTOGRAPHY	COUNCILLOR PHOTOS	\$ 65.00
EFT8482	05/09/2017	CHILD SUPPORT AGENCY EMPLOYER	PAYROLL DEDUCTIONS	\$ 519.42
EFT8483	05/09/2017	CIVIL CONTRACTORS FEDERATION WA	C DEVENISH CERT II CIVIL CONSTRUCTION TUITION & RESOURCE FEES	\$ 295.42
EFT8484	05/09/2017	COURIER AUSTRALIA	FREIGHT	\$ 22.80
EFT8485	05/09/2017	HANSON CONSTRUCTION MATERIALS	32.24 TONNE OF 10MM WASHED GRANITE	\$ 1,127.75
EFT8486	05/09/2017	HOLDENS ELECTRICAL CONTRACTING	ELECTRICAL WORKS FOR INSTALLATION OF BACKUP POWER GENERATOR	\$ 25,681.00
EFT8487	05/09/2017	IXOM	SERVICE FEE CHLORINE GAS BOTTLES	\$ 84.57
EFT8488	05/09/2017	KYM TERENCE WILKINSON	REIMBURSEMENT FOR COUNCIL DINNER	\$ 78.77
EFT8489	05/09/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY AUGUST	\$ 660.00
EFT8490	05/09/2017	LGRCEU	PAYROLL DEDUCTION	\$ 102.50
EFT8491	05/09/2017	LYN KAY	CIRCUIT CLASSES & GYM INDUCTIONS AUGUST	\$ 630.00
EFT8492	05/09/2017	NARROGIN TOYOTA	REPLACE BATTERY IN KEY	\$ 10.00
EFT8493	05/09/2017	QUALITY PRESS	RESPONSE VEHICLE IDENTIFIER STICKERS	\$ 41.25
EFT8494	05/09/2017	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 195.00
EFT8495	05/09/2017	SOUTH REGIONAL TAFE	Y058244 J ANDERSON & Y058271 T LUNN	\$ 747.32
EFT8496	05/09/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 17/08/17 TO 25/08/17	\$ 467.50
EFT8497	05/09/2017	WA LOCAL GOVERNMENT ASSN	WA LOCAL GOVERNMENT WEEK CONVENTION REGISTRATONS	\$ 7,551.00
EFT8506	15/09/2017	SHIRE OF BROOKTON	MASTERCARD PURCHASES AUGUST 2017	\$ 271.10
EFT8507	15/09/2017	SHIRE OF BROOKTON	MASTERCARD PURCHASES AUGUST 2017	\$ 2,513.11
EFT8508	15/09/2017	SOLARGAIN PV PTY LTD	RELOCATION AND THEFT PREVENTION CAGE FOR SOLAR PANEL INVERTER UNIT.	\$ 2,860.00
EFT8509	19/09/2017	AFGRI EQUIPMENT	SERVICE REELS AND BLADES AS REQUIRED. CHECK CYLINDERS, SHARPEN BLADES, CUTTING BOTTOM PLATES	\$ 1,356.60
EFT8510	19/09/2017	AUSTRALIA POST	POSTAGE AUGUST 2017	\$ 767.18
EFT8511	19/09/2017	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGMENT FEES SEPTEMBER 2017	\$105,168.90
EFT8512	19/09/2017	BOC GASES	OXYGEN, ACETYLENE & AGROSHIELD	\$ 173.32
EFT8513	19/09/2017	BROOKTON PLUMBING	FIT PUMP AT SEWERAGE PLANT	\$ 220.00
EFT8514	19/09/2017	BROOKTON RURAL TRADERS	HARDWARE & RURAL SUPPLIES AUGUST 2017	\$ 1,527.50
EFT8515	19/09/2017	BROOKTON SUPERMARKET	GAS BOTTLES FOR CARAVAN PARK, MILK, BISCUITS, TISSUES ETC	\$ 494.57
EFT8516	19/09/2017	BROOKTON TYRE SERVICE	4 KUMHO DRIVE TYRES INC FITTING AND DISPOSAL	\$ 1,738.00
EFT8517	19/09/2017	CJD EQUIPMENT	1500 HOUR SERVICE GRADER	\$ 5,333.17
EFT8518	19/09/2017	COUNTRY COPIERS	MONTHLY COPIER READING AUGUST 2017	\$ 1,567.62
EFT8519	19/09/2017	COURIER AUSTRALIA	FREIGHT	\$ 31.32
EFT8520	19/09/2017	COURTNEY FULWOOD	REIMBURSEMENT FOR LINEN & BIN FOR UNITS 5 & 6 / 28 WILLIAMS ST	\$ 288.00
EFT8521	19/09/2017	DATAMARS	DOG & CAT REGISTRATION TAGS	\$ 446.51
EFT8522	19/09/2017	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	10% DEPOSIT FOR PURCHASE OF FREEHOLD LOT 511 ON DEPOSITED PLAN 406799	\$ 15,950.00

EFT8523	19/09/2017	DFES	2017/18 ESL	\$ 16,536.50
EFT8524	19/09/2017	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & PETROL AUGUST 2017	\$ 6,116.28
EFT8525	19/09/2017	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN PICKUP & BROOKTON TIP SITE 25/07/17 TO 29/08/17	\$ 13,479.07
EFT8526	19/09/2017	H RUSHTON & CO	VEHICLE REPAIRS & MAINTENANCE AUGUST 2017	\$ 2,283.30
EFT8527	19/09/2017	HOLCIM (AUSTRALIA) PTY LTD	INTERLOCKING JOINT CLASS 2 PIPES INCLUDING DELIVERY	\$ 14,228.50
EFT8528	19/09/2017	JASON SIGNMAKERS	SIGNS	\$ 107.25
EFT8529	19/09/2017	LANDGATE (DOLA)	RURAL UV INTERIM VALUATION SHARED SCHEDULE R2017/18 24/06/17 TO 04/08/17	\$ 80.90
EFT8530	19/09/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY	\$ 440.00
EFT8531	19/09/2017	LYN KAY	CIRCUIT CLASSES A BROOKTON ALL HOURS GYM	\$ 120.00
EFT8532	19/09/2017	SGS	WATER TESTING AT SEWERAGE POND	\$ 309.10
EFT8533	19/09/2017	SHIRE OF PINGELLY	VEHICLE MAINTENANCE & REPAIRS	\$ 6,227.27
EFT8534	19/09/2017	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL	\$ 53.65
EFT8535	19/09/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 31/08/17 TO 15/09/17	\$ 958.37
EFT8536	19/09/2017	WA LOCAL GOVERNMENT ASSN	STAFF TRAINING COURSES GO, SFO & FO & COUNCIL CONNECT SUBSCRIPTION	\$ 3,213.00
EFT8537	19/09/2017	WESFARMERS KLEENHEAT GAS PTY LTD	CYLINDER SERVICE CHARGES WHITTINGTON ST HOUSES	\$ 151.80
EFT8538	19/09/2017	WINDSOR D & J	INSPECT FOR CAUSE OF MOISTURE IN ROOF AT UNIT 6/28 WILLIAMS ST	\$ 127.05
EFT8539	19/09/2017	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	STORAGE OF ARCHIVE BOXES AUGUST 2017	\$ 128.70
			<b>TOTAL EFT</b>	<b>\$246,138.09</b>

Chq/EFT	Date	Name	Description	Amount
18146	05/09/2017	BROOKTON HISTORICAL SOCIETY	ANNUAL CONTRIBUTION 2017/2018	\$ 1,699.50
18147	05/09/2017	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY AUGUST 2017	\$ 51.75
18148	05/09/2017	BUILDING COMMISSION	BUILDING SERVICES LEVY AUGUST 2017	\$ 56.65
18149	05/09/2017	DEPARTMENT OF TRANSPORT	LICENSING PF10	\$ 200.35
18150	05/09/2017	RAC BUSINESS WISE	ROAD SIDE ASSISTANCE FOR PAV1, PAV3 & PCB1	\$ 392.90
18151	05/09/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 200.00
18152	05/09/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 150.00
18153	05/09/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 200.00
18154	05/09/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 150.00
18155	05/09/2017	SHIRE OF BROOKTON	2017/18 RATES & SEWERAGE SHIRE OWNED PROPERTIES	\$ 21,679.02
18156	05/09/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 200.00
18157	05/09/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 216.43
18158	05/09/2017	SHIRE OF CORRIGIN	WBS RRG CHAIRPERSON HONORARIUM	\$ 100.00
18162	19/09/2017	BARRETT'S ARCHITECTURAL PRODUCTS AND URBAN LOCKSMITHING	REPLACE BENT PLAYGROUP STORE ROOM KEY	\$ 35.75
18163	19/09/2017	BROOKTON COUNTRY CLUB	ANNUAL SHIRE CONTRIBUTION 2017/18	\$ 11,000.00
18164	19/09/2017	COLIN YOUNG	RATES REFUND FOR ASSESSMENT A122 YOUNG ROAD BROOKTON 6306	\$ 725.90
18165	19/09/2017	RENAE CLARKE	REFUND OF HIRE FEE FOR MEMORIAL HALL 23/09/17 EVENT CANCELLED	\$ 154.00
18166	19/09/2017	SYNERGY	STREETLIGHT ELECTRICITY 01/08/17 TO 01/09/17	\$ 3,433.75
18167	19/09/2017	TELSTRA CORPORATION	MOBILE, ADMINISTRATION, SWIMMING POOL, DEPOT & IPAD ACCOUNTS	\$ 1,602.30
18168	20/09/2017	ATO	BAS TAX LIABILITY AUGUST 2017	\$ 12,094.00
			<b>TOTAL CHEQUE</b>	<b>\$ 54,342.30</b>
			<b>TOTAL MUNICIPAL</b>	<b>\$300,480.39</b>

Shire of Brookton, Unconfirmed minutes Ordinary meeting of Council, 30 October 2017.

DIRECT DEBITS FOR SEPTEMBER 2017	
SALARIES & WAGES	\$ 86,858.95
MERCHANT FEES	\$ 243.95
SUPERANNUATION	\$ 13,870.86
<b>TOTAL</b>	<b>\$ 100,973.76</b>
TERM DEPOSIT TRANSFERS FOR SEPTEMBER 2017	
RESERVES OPENING BALANCE	NIL
RESERVES TRANSFERS IN	NIL
RESERVES TRANSFERS OUT	NIL
RESERVES (INTEREST)	NIL
<b>TOTAL</b>	<b>\$ -</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO		
DATE	DESCRIPTION	AMOUNT
3/08/17	WESTNET - DEPOT	\$ 49.95
3/8/17	WESTNET - ADMINISTRATION	\$ 139.95
6/8/17	MERCURE HOTEL - I D'ARCY	\$ 40.00
10/8/17	SAFETY CULTURE -IAUDITOR SUBSCRIPTION	\$ 13.20
10/8/17	PINGELLY HOTEL - WINE	\$ 24.00
30/8/17	CARD FEES	\$ 4.00
	<b>TOTAL</b>	<b>\$ 271.10</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES DCEO		
DATE	DESCRIPTION	AMOUNT
6/08/17	MERCURE HOTEL - LOCAL GOVERNMENT WEEK ACCOMODATION	\$ 455.85
6/08/17	MERCURE HOTEL - LOCAL GOVERNMENT WEEK ACCOMODATION	\$ 653.39
6/08/17	MERCURE HOTEL - LOCAL GOVERNMENT WEEK ACCOMODATION	\$ 582.48
6/08/17	MERCURE HOTEL - LOCAL GOVERNMENT WEEK ACCOMODATION	\$ 653.39
24/08/17	AVELING - WHITE CARD - D GOLMAN	\$ 65.00
26/08/17	ROYAL LIFESAVING - SUBSCRIPTION	\$ 99.00
30/08/17	CARD FEES	\$ 4.00
	<b>TOTAL</b>	<b>\$ 2,513.11</b>

**12.10.17.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 SEPTEMBER 2017**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	26 October 2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Deanne Sweeney – Senior Finance Officer
<b>Authorising Officer:</b>	Vicki Morris – Deputy Chief Executive Officer
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	There is no previous meeting reference

**Summary of Item:**

The Statement of Financial Activity for the period ended 30 September 2017 is presented to council.

**Description of Proposal:**

That Council receive the Statement of Financial Activity for the period ended 30 September 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.

*Shire of Brookton, Unconfirmed minutes Ordinary meeting of Council, 30 October 2017.*

OFFICER'S RECOMMENDATION

*That Council receives the Statement of Financial Activity for the periods ending 30 September 2017.*

**OCM 07.10-4**

**COUNCIL RESOLUTION**

**MOVED CR FANCOTE**

**SECONDED CR MILLS**

*That Council receives the Statement of Financial Activity for the periods ending 30 September 2017.*

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

# Shire of Brookton

## MONTHLY FINANCIAL REPORT

**For the Period Ended 30 September 2017**

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Note 17 - Grants Register

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

**General User Input**

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

**Data to appear in the Report**

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

**Material Threshold**

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

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

**Material Variances Symbol**

Above Budget Expectations  
 Below Budget Expectations

<b>▲</b>	
<b>▼</b>	

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

**Statement of Financial Activity**

Month	Operating Expenses		Operating Revenue		Capital Expenses		Capital Revenue	
	Budget 2017-18	Actual 2017-18	Budget 2017-18	Actual 2017-18	Budget 2017-18	Actual 2017-18	Budget 2017-18	Actual 2017-18
Jul	738,620	505,995	492,939	39,299	1,026,499	26,484	54,267	100
Aug	1,477,240	1,293,313	985,879	984,212	1,203,920	34,812	108,433	100
Sep	2,215,859	2,395,614	1,478,818	1,868,903	1,381,340	120,516	162,600	4,225
Oct								
Nov								
Dec								
Jan								
Feb								
Mar								
Apr								
May								
Jun								

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

**Note 3 - Net Funding Current Position**

<b>Month</b>	<b>Actual 2015-16 \$('000s)</b>	<b>Actual 2016-17 \$('000s)</b>	<b>Actual 2017-18 \$('000s)</b>
Jul	<b>959,987</b>	<b>267,469</b>	<b>907,333</b>
Aug	<b>3,210,319</b>	<b>2,326,820</b>	<b>3,295,912</b>
Sep	<b>2,749,446</b>	<b>3,435,041</b>	<b>3,450,791</b>
Oct			
Nov			
Dec			
Jan			
Feb			
Mar			
Apr			
May			
Jun			

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

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

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

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 September 2017**

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		18,190	4,542	6,548	2,006	44.16%	
General Purpose Funding		615,274	153,807	125,049	(28,758)	(18.70%)	▼
Law, Order and Public Safety		37,730	9,429	9,250	(179)	(1.89%)	
Health		2,200	546	909	363	66.48%	
Education and Welfare		4,058,507	1,014,624	1,189,667	175,043	17.25%	▲
Housing		92,300	23,070	22,834	(236)	(1.02%)	
Community Amenities		349,954	87,480	342,677	255,197	291.72%	▲
Recreation and Culture		79,992	19,983	9,743	(10,240)	(51.24%)	▼
Transport		572,849	143,212	128,546	(14,666)	(10.24%)	▼
Economic Services		54,440	13,602	16,699	3,097	22.77%	
Other Property and Services		34,100	8,523	16,981	8,458	99.24%	
<b>Total (Excluding Rates)</b>		<b>5,915,536</b>	<b>1,478,818</b>	<b>1,868,903</b>	<b>390,085</b>	<b>26.38%</b>	
<b>Operating Expense</b>							
Governance		(771,621)	(192,831)	(185,000)	7,831	(4.06%)	▲
General Purpose Funding		(257,789)	(64,437)	(44,297)	20,140	(31.26%)	
Law, Order and Public Safety		(117,754)	(29,438)	(37,194)	(7,756)	26.35%	
Health		(54,452)	(13,605)	(7,332)	6,273	(46.11%)	
Education and Welfare		(3,731,832)	(932,937)	(901,637)	31,300	(3.35%)	
Housing		(175,784)	(43,833)	(40,054)	3,779	(8.62%)	
Community Amenities		(438,065)	(109,458)	(66,717)	42,741	(39.05%)	
Recreation and Culture		(886,708)	(221,523)	(385,153)	(163,630)	73.87%	
Transport		(2,119,467)	(529,848)	(627,479)	(97,631)	18.43%	
Economic Services		(179,293)	(44,790)	(24,932)	19,858	(44.33%)	
Other Property and Services		(132,947)	(33,159)	(75,818)	(42,659)	128.65%	▼
<b>Total</b>		<b>(8,865,712)</b>	<b>(2,215,859)</b>	<b>(2,395,614)</b>	<b>(179,755)</b>	<b>(8.11%)</b>	
<b>Funding Balance Adjustment</b>							
Add back Depreciation		1,936,295	484,074	528,523	44,449	9.18%	
Adjust (Profit)/Loss on Asset Disposal	6	12,817	3,204	280,880	277,676	8665.89%	▲
Movement in Non Cash Provisions		0	0	0	0		
<b>Net Operating (Ex. Rates)</b>		<b>(1,001,064)</b>	<b>(249,763)</b>	<b>282,692</b>	<b>532,455</b>	<b>(213.18%)</b>	
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	6	48,978	100	100	0	0.00%	
Self-Supporting Loan Principal		0	0	4,125	4,125	0.00%	
Transfer from Reserves	5	650,000	162,500	0	(162,500)	0.00%	
<b>Total</b>		<b>698,978</b>	<b>162,600</b>	<b>4,225</b>	<b>(158,375)</b>		
<b>Capital Expenses</b>							
Land and Buildings	6	(709,000)	(177,250)	(40,446)	136,804	(77.18%)	
Plant and Equipment	6	(97,000)	(24,250)	0	24,250	(100.00%)	
Furniture and Equipment	6	(99,500)	(24,875)	0	24,875	(100.00%)	
Infrastructure Assets - Roads & Bridges	6	(1,028,414)	(257,104)	(52,668)	204,435	(79.51%)	
Infrastructure Assets - Sewerage	6	(65,000)	(16,250)	(1,915)	14,335	(88.21%)	
Infrastructure Assets - Parks	6	0	0	0	0	0.00%	
Repayment of Debentures	7	(130,130)	(32,533)	(25,486)	7,046	(21.66%)	
Transfer to Reserves	5	(849,079)	(849,079)	0	849,079	0.00%	
<b>Total</b>		<b>(2,978,123)</b>	<b>(1,381,340)</b>	<b>(120,516)</b>	<b>1,260,824</b>	<b>(91.28%)</b>	
<b>Net Capital</b>		<b>(2,279,145)</b>	<b>(1,218,740)</b>	<b>(116,291)</b>	<b>1,102,449</b>	<b>(90.46%)</b>	
<b>Total Net Operating + Capital</b>		<b>(3,280,209)</b>	<b>(1,468,503)</b>	<b>166,401</b>	<b>1,634,904</b>	<b>(111.33%)</b>	
Rate Revenue		2,037,402	2,037,402	2,062,184	24,782	1.22%	
Opening Funding Surplus(Deficit)		1,222,206	1,222,206	1,222,206	0	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(20,601)</b>	<b>1,791,105</b>	<b>3,450,792</b>	<b>1,659,686</b>		

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Program by Nature and Type**  
**For the Period Ended 30 September 2017**

	NOTE	2017/18 Adopted Budget \$	2017/18 Amended Budget	2017/18 YTD Budget \$	2017/18 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>						
Rates		2,037,402	2,037,402	2,037,403	2,062,184	24,781
Operating Grants, Subsidies and Contributions		3,571,354	3,571,354	892,833	1,045,620	152,787
Fees and Charges		1,543,835	1,543,835	385,923	582,748	196,825
Interest Earnings		195,746	195,746	48,930	85,596	36,666
Other Revenue		117,169	117,169	29,274	26,556	(2,718)
		7,465,506	7,465,506	3,394,363	3,802,704	408,341
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>						
Employee Costs		(1,514,122)	(1,514,122)	(378,279)	(405,904)	(27,625)
Materials and Contracts		(4,932,476)	(4,932,476)	(1,232,952)	(1,063,473)	169,479
Utilities		(149,894)	(149,894)	(37,395)	(21,178)	16,217
Depreciation		(1,936,295)	(1,936,295)	(645,432)	(528,523)	116,909
Interest Expenses	7	(113,800)	(113,800)	(37,933)	6,279	44,213
Insurance		(180,181)	(180,181)	(180,181)	(101,737)	78,443
Other Expenditure		(10,629)	(10,629)	(2,649)	(761)	1,888
		(8,837,396)	(8,837,396)	(2,514,820.54)	(2,115,296)	399,525
		(1,371,889)	(1,371,889)	879,542	1,687,408	807,865
Non-Operating Grants, Subsidies & Contributions		487,432	487,432	121,854	128,546	6,692
Profit on Asset Disposals	6	-	-	-	500	500
Loss on Asset Disposals	6	(12,817)	(12,817)	(3,201)	(280,980)	(277,779)
<b>NET RESULT</b>		<b>(897,274)</b>	<b>(897,274)</b>	998,195	1,535,473	537,278

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)**  
**Program by Nature and Type**  
**For the Period Ended 30 September 2017**

	2016/17	2016/17	2016/17	2016/17	Variance	Actuals
	Adopted Budget	Amended Budget November OCM	YTD Budget	YTD Actual	YTD Budget vs YTD Actual	as % of Total
	\$		\$	\$	\$	
<b>REVENUES FROM ORDINARY ACTIVITIES</b>						
Rates	2,037,402		2,037,403	2,062,184	24,781	77%
Operating Grants, Subsidies and Contributions	562,005		140,496	119,843	(20,653)	4%
Fees and Charges	798,775		199,658	396,484	196,826	15%
Interest Earnings	195,746		48,930	85,596	36,666	3%
Other Revenue	117,169		29,274	26,556	(2,718)	1%
	3,711,097		2,455,761	2,690,663	234,902	100%
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>						
Employee Costs	(1,514,122)		(378,279)	(405,904)	(27,625)	33%
Materials and Contracts	(1,431,764)		(357,774)	(199,906)	157,868	16%
Utilities	(149,894)		(37,395)	(21,178)	16,217	2%
Depreciation	(1,776,428)		(552,176)	(504,427)	47,749	41%
Interest Expenses	(108,347)		(34,753)	6,705	41,458	-1%
Insurance	(165,681)		(151,181)	(94,511)	56,670	8%
Other Expenditure	(10,629)		(2,649)	(761)	1,888	0%
	(5,156,864)		(1,514,206)	(1,219,981)	294,225	100%
	(1,445,766)		941,555	1,470,682	529,127	
Non-Operating Grants, Subsidies & Contributions	487,432		121,854	128,546	6,692	
Profit on Asset Disposals	-		-	500	500	
Loss on Asset Disposals	(12,817)		(3,201)	(280,980)	(277,779)	
<b>NET RESULT</b>	(971,151)		1,060,208	1,318,747	258,540	

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2017**

**Note 1: MAJOR VARIANCES**

**OPERATING REVENUE (EXCLUDING RATES)**

**Governance**

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

**General Purpose Funding**

Interest on investment not yet received maturity date 02/10/17

**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**

Kalkarni end of year adjustment income for 16/17 received in 17/18

**Housing**

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

**Community Amenities**

Sewerage & Refuse Rates raised 17/18 Budget Profiling - spread over 12 months will self correct

**Recreation and Culture**

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

**Transport**

Grant Funding yet to be received.

**Economic Services**

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

**Other Property and Services**

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

**OPERATING EXPENSES**

**Governance**

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

**General Purpose Funding**

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

**Law, Order and Public Safety**

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

**Health**

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

**Education and Welfare**

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

**Housing**

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

**Community Amenities**

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

**Recreation and Culture**

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

**Transport**

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

**Economic Services**

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

**Other Property and Services**

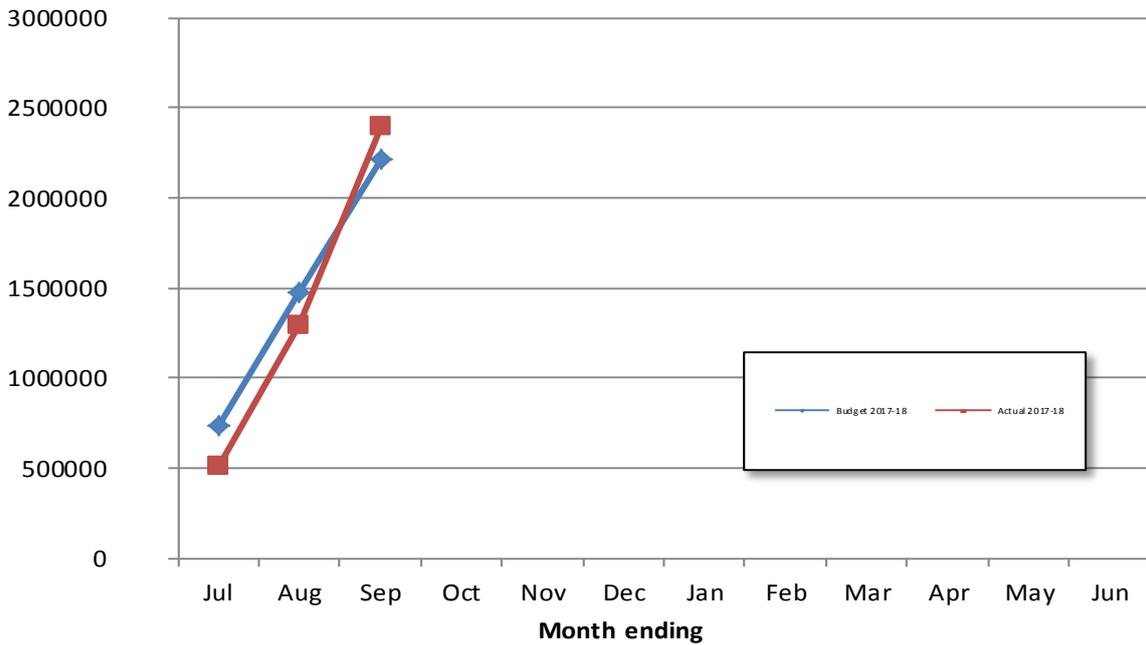
There a number of factors that relate to this variance, the main driver is the 17/18 insurance allocation 17/18 Budget Profiling - spread over 12 months will self correct

<b>CAPITAL REVENUE</b>
<b>Proceeds from Disposal of Assets</b>
Within variance threshold of \$10,000 or 10%
<b>Self-Supporting Loan Principal</b>
Budget profile calculated over 12 month - Will self correct
<b>Transfer from Reserves</b>
A portion of Reserve Transfers will be completed at maturity 02/10/17, the remainder will occur towards the end of the financial year.
<b>CAPITAL EXPENSES</b>
<b>Land and Buildings</b>
Underbudget as capital program yet to substantially commence.
<b>Plant and Equipment</b>
No purchases to date.
<b>Furniture and Equipment</b>
No purchases to date.
<b>Infrastructure Assets - Roads &amp; Bridges</b>
Underbudget as capital program yet to substantially commence.
<b>Infrastructure Assets - Sewerage</b>
Underbudget as capital program yet to substantially commence.
<b>Infrastructure Assets - Parks</b>
Within variance threshold of \$10,000 or 10%
<b>Repayment of Debentures</b>
Budget profile calculated over 12 month - Will self correct
<b>Transfer to Reserves</b>
A portion of Reserve Transfers will be completed at maturity 02/10/17, the remainder will occur towards the end of the financial year.
<b>OTHER ITEMS</b>
<b>Rate Revenue</b>
Ex gracia Rates for the 2017/18 rating year.
<b>Opening Funding Surplus(Deficit)</b>
Within variance threshold of \$10,000 or 10%
<b>Closing Funding Surplus (Deficit)</b>
Within variance threshold of \$10,000 or 10%

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2017**

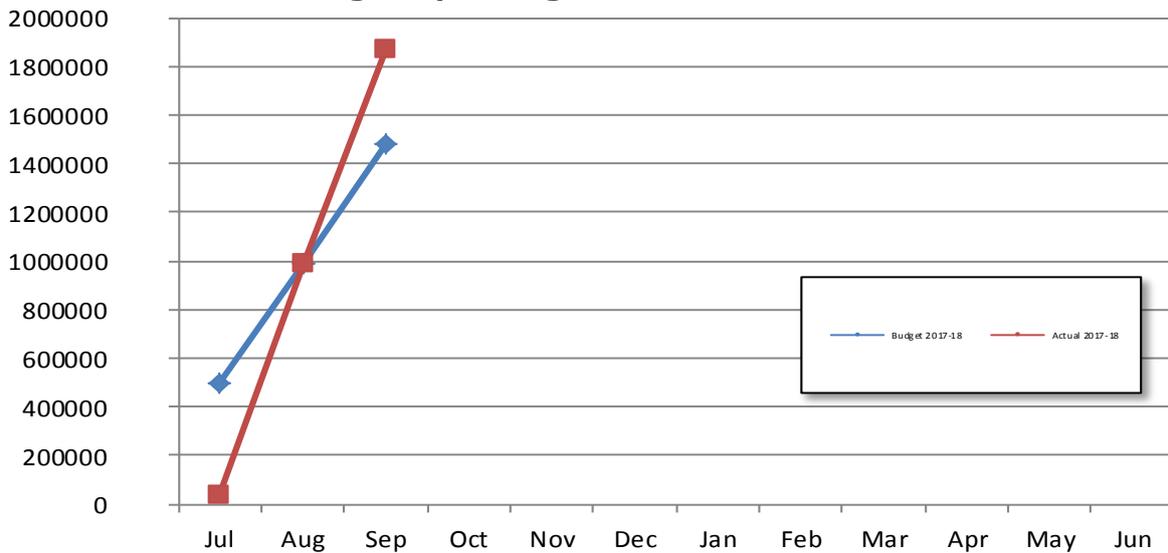
**Note 2 - Graphical Representation - Source Statement of Financial Activity**

**Budget Operating Expenses -v- YTD Actual**



**Comments/Notes - Operating Expenses**

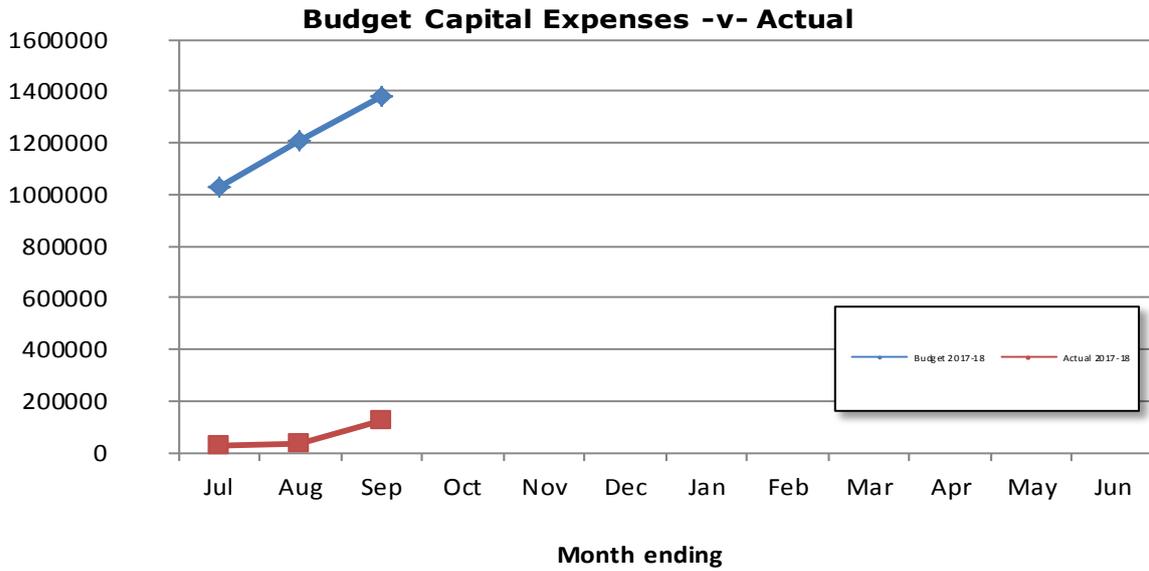
**Budget Operating Revenues -v- Actual**



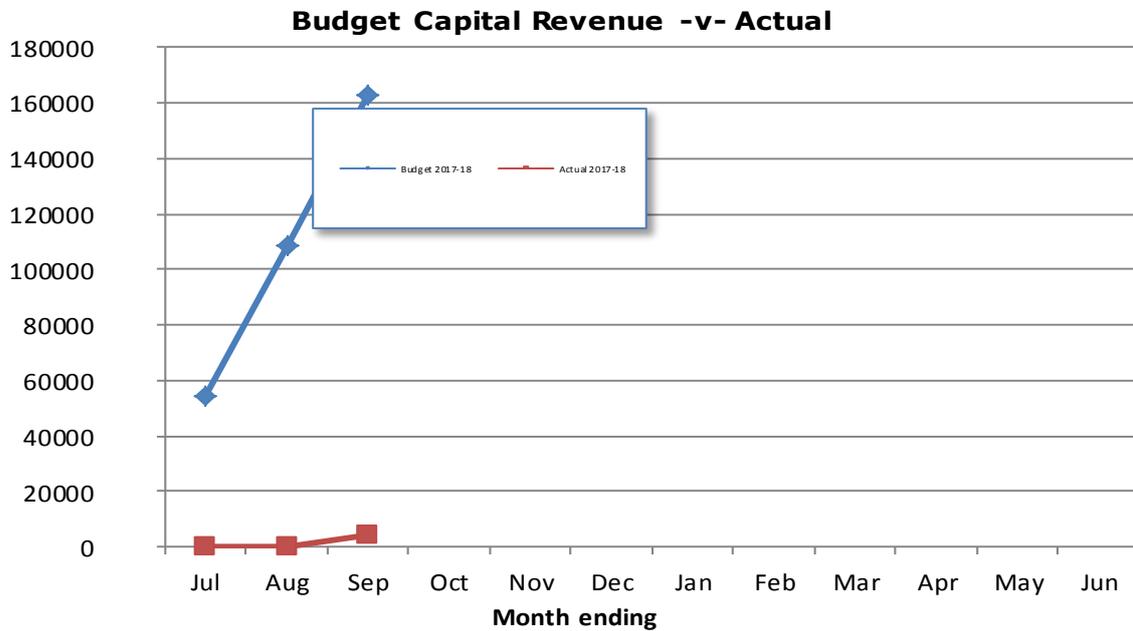
**Comments/Notes - Operating Revenues**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2017**

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



**Comments/Notes - Capital Expenses**

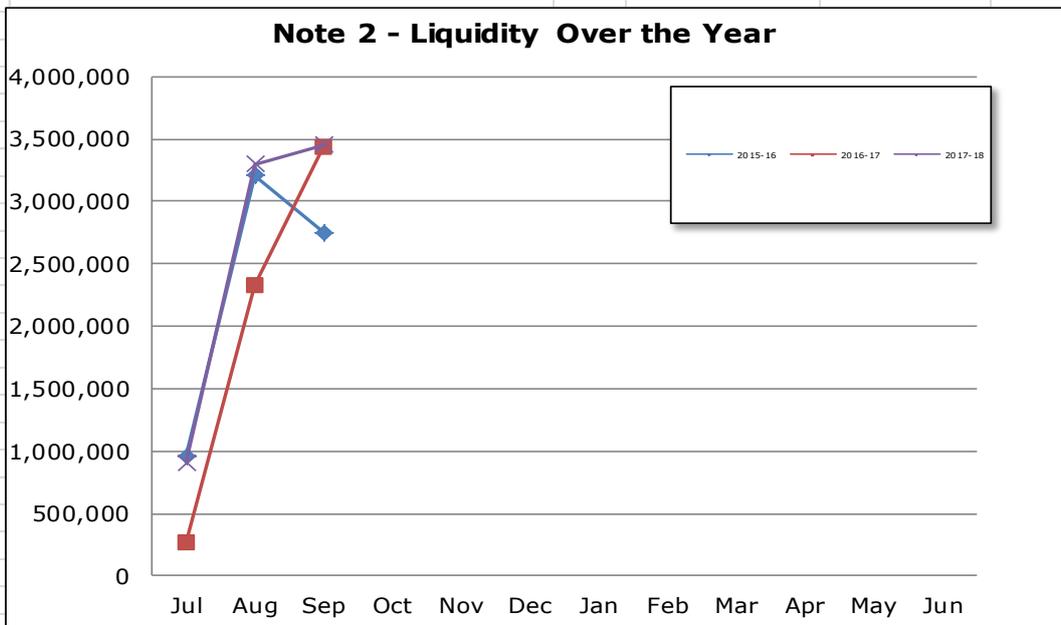


**Comments/Notes - Capital Revenues**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2017**

**Note 3: NET CURRENT FUNDING POSITION**

	Note	Positive=Surplus (Negative=Deficit)			Surplus C/F 1 July 2017
		2017-18 This Period	Same Period 2016/17	Same Period 2015/16	
		\$	\$	\$	\$
<b>Current Assets</b>					
Cash Unrestricted		2,928,604	1,756,629	2,258,781	1,624,466
Cash Restricted		3,504,765	3,221,937	2,559,953	3,504,765
Receivables		3,998,833	3,679,656	1,566,502	3,731,222
Prepayments & Accruals		0	0	0	0
Inventories		14,341	13,851	11,409	15,421
		<b>10,446,544</b>	<b>8,672,072</b>	<b>6,396,645</b>	<b>8,875,874</b>
<b>Less: Current Liabilities</b>					
Payables and Provisions		(3,490,987)	(2,015,094)	(1,087,246)	(4,148,903)
		<b>(3,490,987)</b>	<b>(2,015,094)</b>	<b>(1,087,246)</b>	<b>(4,148,903)</b>
Less: Cash Restricted		(3,504,765)	(3,221,937)	(2,559,953)	(3,504,765)
<b>Net Current Funding Position</b>		<b>3,450,791</b>	<b>3,435,041</b>	<b>2,749,446</b>	<b>1,222,206</b>



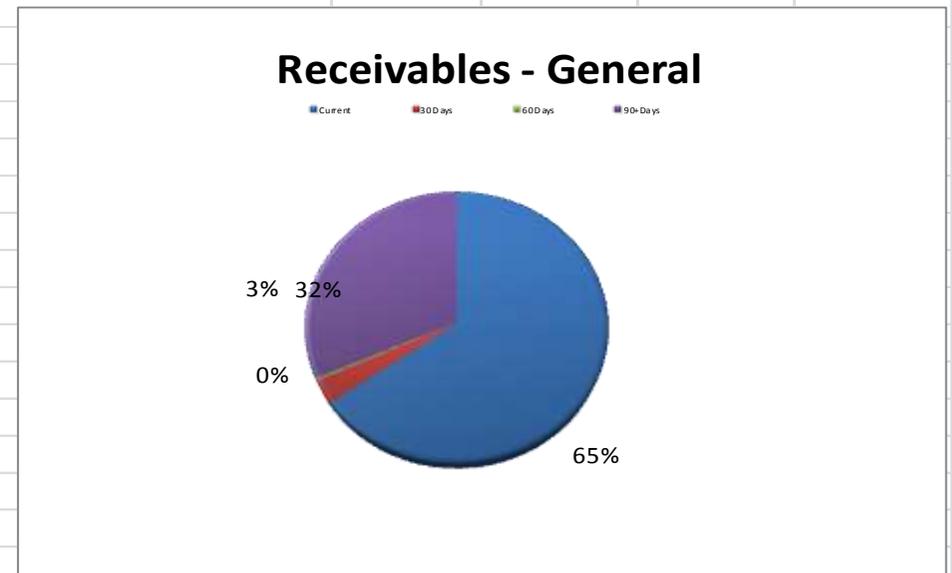
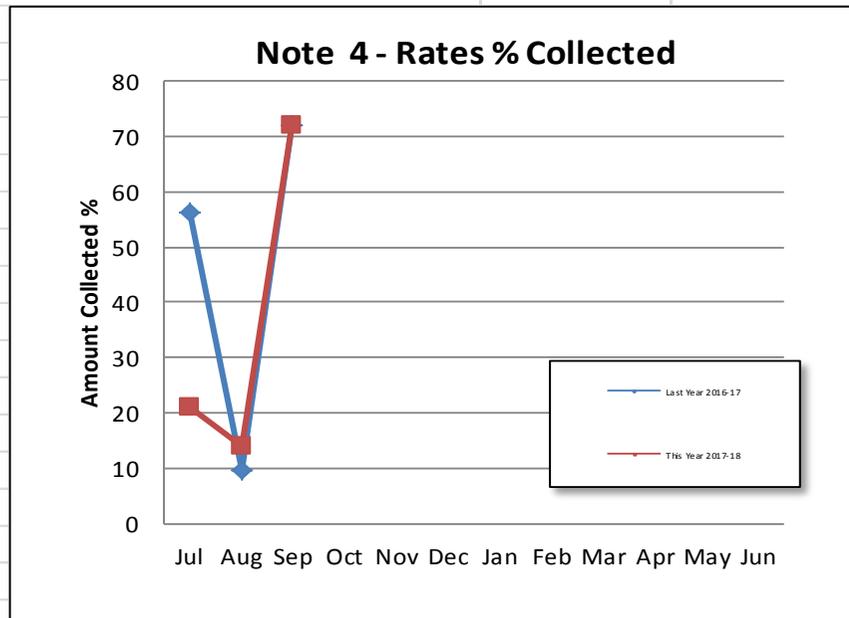
**Comments - Net Current Funding Position**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2017**

**Note 4: RECEIVABLES**

Receivables - Rates, Sewerage and Rubbish	Current 2017-18	Previous 2016-17
	\$	\$
Opening Arrears Previous Years	30,159	12,339
Rates, Sewerage & Rubbish Levied this year	2,403,762	2,240,640
Less Collections to date	(1,759,781)	(1,620,013)
<b>Equals Current Outstanding</b>	<b>674,141</b>	<b>632,966</b>
<b>Net Rates Collectable</b>	674,141	632,966
% Collected	72.30%	71.91%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	19,968	885	84	9,703
<b>Total Outstanding</b>				<b>30,640</b>
<b>Amounts shown above include GST (where applicable)</b>				



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2017**

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Amended Budget Aug OCM Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$		\$	\$	\$
Aldersyde Hall Reserve (Not Shire Vested Property)	25,657	586	0	0	0	0	0	0	26,243	25,657
Bridge Construction Reserve	0	0	0	0	0	0	0	0	0	0
Brookton Heritage/Museum Reserve	37,773	862	0	3,200	0	0	0	0	41,835	37,773
Caravan Park Reserve	122,382	2,794	0	3,200	0	0	0	0	128,376	122,382
Cemetery Reserve	21,471	490	0	650	0	0	0	0	22,611	21,471
Community Bus Reserve	63,696	1,454	0	6,900	0	0	0	0	72,050	63,696
Drainage Reserve	0				0	0	0	0	0	0
Furniture and Equipment Reserve	64,855	1,480	0	12,000	0	0	0	0	78,336	64,855
Health & Aged Care Reserve	777,172	17,740	0	65,000	0	(180,000)	0	0	679,912	777,172
Housing Reserve	764,764	17,457	0	240,000	0	(450,000)	0	0	572,221	764,764
Kweda Hall Reserve	25,657	586	0	3,200	0	0	0	0	29,443	25,657
Land Development Reserve	129,369	2,953	0	4,000	0	0	0	0	136,322	129,369
Madison Square Units Reserve	17,689	404	0	600	0	0	0	0	18,693	17,689
Municipal Buildings & Facilities Reserve	201,167	4,592	0	36,500	0	0	(6,300)	0	235,959	201,167
Plant and Vehicle Reserve	540,015	12,326	0	110,000	0	0	0	0	662,341	540,015
Railway Station Reserve	25,657	586	0	3,200	0	0	0	0	29,443	25,657
Rehabilitation & Refuse Reserve	46,448	1,060	0	6,000	0	0	0	0	53,508	46,448
Road and Bridge Infrastructure Reserve	292,547	6,678	0	18,900	0	0	0	0	318,125	292,547
Saddleback Building Reserve	50,113	1,144	0	1,500	0	0	0	0	52,757	50,113
Saddleback Vehicle & Equipment Reserve	0	0	0	0	0	0	0	0	0	0
Sewerage & Drainage Infrastructure Reserve	194,032	4,429	0	65,000	0	(15,000)	0	0	248,461	194,032
Sport & Recreation Reserve	10,391	237	0	1,000	0	0	0	0	11,629	10,391
Staff Vehicle Reserve	0	0	0	0	0	0	0	0	0	0
Townscape and Footpath Reserve	49,063	1,120	0	1,500	0	0	0	0	51,683	49,063
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0	0
Developer Contribution - Roads	4,542	104	0	0	0	0	0	0	4,646	4,542
Water Harvesting Reserve	40,302	920	0	1,000	0	(5,000)	0	0	37,222	40,302
Brookton Aquatic Reserve	0	0	0	65,729	0	0	0	0	65,729	0
Cash Contingency Reserve	0	0	0	200,000	0	0	0	0	200,000	0
	<b>3,504,765</b>	<b>80,000</b>	<b>0</b>	<b>849,079</b>	<b>0</b>	<b>(650,000)</b>	<b>(6,300)</b>	<b>0</b>	<b>3,777,544</b>	<b>3,504,765</b>

Shire of Brookton, Unconfirmed minutes Ordinary meeting of Council, 30 October 2017.

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2017**

**Note 6: CAPITAL DISPOSALS AND ACQUISITIONS**

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal		
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)
				\$		\$
23,317	22,000	(1,317)	DCEO Vehicle			0
23,465	16,978	(6,487)	Works Supervisors Ute			0
15,013	10,000	(5,013)	Parks & Garden 4 x 2 - PU30			0
0	0	0	Sale of Suplus /Unwanted Equipment - Depot	0	100	100
0	0	0	16x Land & Building written out to Inventory Li	0	0	0
0	0	0	F & F Asset # 7026 written out to Inventory Lis	27,331	0	(27,331)
0	0	0	Toilet Block Aldersyde Hall as per Council Res	23,846	0	(23,846)
0	0	0	Water Tank Aldersyde Hall as per Council Res	2,578	0	(2,578)
0	0	0	Aldersyde Hall	227,225	0	(227,225)
<b>61,795</b>	<b>48,978</b>	<b>(12,817)</b>	<b>Totals</b>	<b>280,980</b>	<b>100</b>	<b>(280,880)</b>

**Comments - Capital Disposal**

Summary Acquisitions				
	Budget	Amended Budget Nov OCM	Actual	Variance
	\$		\$	\$
<b>Property, Plant &amp; Equipment</b>				
Land and Buildings	709,000	709,000	40,446	668,554
Plant & Equipment	97,000	97,000	0	97,000
Furniture & Equipment	99,500	99,500	0	99,500
<b>Infrastructure</b>				
Roadworks & Bridge Works & Footpaths	1,028,414	1,028,414	52,668	975,746
Parks & Gardens	0	0	0	0
Sewerage & Drainage	65,000	65,000	1,915	63,085
<b>Totals</b>	<b>1,998,914</b>	<b>1,998,914</b>	<b>95,030</b>	<b>1,903,884</b>

**Comments - Capital Acquisitions**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2017**

**Note 7: INFORMATION ON BORROWINGS**

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-17 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
							Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Self Supporting Loans</b>												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	117,669	-	-	13,659	117,669	104,010	(347)	8,504
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	31,525	-	4,125	8,371	27,400	23,154	157	1,929
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	275,589	-	-	18,576	275,589	257,013	(2,446)	20,699
<b>Governance</b>												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	56,258	-	2,191	4,453	54,067	51,805	311	3,938
<b>Education &amp; Welfare</b>												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	88,287	-	3,834	7,776	84,453	80,511	426	5,452
<b>Housing</b>												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	145,673	-	6,326	12,830	139,347	132,843	702	8,996
<b>Community Amenities</b>												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	61,801	-	2,684	5,443	59,117	56,358	298	3,817
<b>Transport</b>												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	145,673	-	6,326	12,830	139,347	132,843	702	8,996
<b>Recreation and Culture</b>												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	685,315	-	-	46,193	685,315	639,122	(6,083)	51,468
					1,607,790	-	25,486	130,130	1,582,304	1,477,660	(6,279)	113,800

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

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 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%	596,467				596,467	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.70%	2,332,138				2,332,138	Bendigo	
Trust Cash at Bank	1.50%			36,507		36,507	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	2.30%		3,504,765			3,504,765	Bendigo	02/10/2017
Les McMullen Trust	2.40%			7,224		7,224	Bendigo	26/06/2018
(c) <b>Investments</b>								
Bendigo Bank Shares					5,000	5,000		
<b>Total</b>		2,928,604	3,504,765	43,731	5,000	6,482,100		

**Comments/Notes - Investments**

**Investment Management Strategy for Kalkarni Bonds**

The total bond/RAD amounts (\$3,263,170.98) as at 31/08/17 are invested by Baptistcare with Bankwest for a term of 120 days at the rate of 2.44% with a maturity date of 8th November 2017.



**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 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 30 September 2017
	\$	\$	\$	\$
Housing Bonds	0	0	0	0
Other Bonds	13,058	4,070	(2,978)	14,150
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	7,224	0	(3,000)	4,224
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	0	0	0	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	(1)	0	0	(1)
Unclaimed Money	0	0	0	0
	<b>38,615</b>	<b>4,070</b>	<b>(6,178)</b>	<b>36,507</b>

**1. Developer Road Contributions are:**

T129 Allington - Grosser Street -\$1.00 Rounding

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

**2. Public Open Space Contribution:**

T148 - Paul Webb \$13,820

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

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

**3. Gnulla Child Care Facility**

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

**4. Housing Bond**

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

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Kalkarni Aged Care Facility**  
**For the Period Ended 30 September 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	Var.
<b>Operating Revenue</b>		\$	\$	\$	\$	%	
Fees & Charges		745,060	186,265	186,264	(1)	(0.00%)	
Grants & Subsidies		3,009,349	752,337	925,777	173,440	23.05%	
<b>Total Revenue</b>		<b>3,754,409</b>	<b>938,602</b>	<b>1,112,041</b>	<b>173,439</b>	<b>18.48%</b>	
<b>Operating Expenses</b>							
Building Maintenance		0	0	0	0	0.00%	
Interest Expenses		(5,452)	(1,363)	(426)	937	(68.77%)	
Insurance Expenses		(14,500)	(14,500)	(7,227)	7,273	(50.16%)	
Building Maintenance		(24,830)	(6,208)	(2,238)	3,970	(63.95%)	
Loss on Sale of Asset		0	0	0	0	0.00%	
Depreciation		(159,868)	(39,967)	(24,096)	15,871	(39.71%)	▼
ABC Administration Expenses		(28,499)	(7,125)	(6,481)	643	(9.03%)	▼
Contract Expenses		(3,447,383)	(861,846)	(854,848)	6,998	(0.81%)	▼
<b>Total Expenses</b>		<b>(3,680,532)</b>	<b>(931,008)</b>	<b>(895,315)</b>	<b>35,693</b>	<b>3.83%</b>	
<b>Operating Surplus (Deficit)</b>		<b>73,877</b>	<b>7,594</b>	<b>216,726</b>	<b>209,132</b>	<b>-2754%</b>	▼
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		159,868	39,967	24,096	(15,871)	(39.71%)	▼
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%	
<b>Net Operating Surplus (Deficit)</b>		<b>233,745</b>	<b>47,561</b>	<b>240,822</b>	<b>193,260</b>	<b>406.34%</b>	▲
<b>Capital Revenues</b>							
KBC Capital Income		304,098	76,025	76,026	2	0.00%	
Transfer from Reserves	5	450,000	0	0	0	0.00%	
<b>Total</b>		<b>754,098</b>	<b>76,025</b>	<b>76,026</b>	<b>2</b>	<b>0</b>	
<b>Capital Expenses</b>							
Land and Buildings	6	(259,000)	0	(37,846)	(37,846)	0.00%	
Plant and Equipment	6	0	0	0	0	0.00%	
Furniture and Equipment	6	(99,500)	0	0	0	0.00%	
Repayment of Debentures	7	(7,776)	(3,627)	(3,834)	(207)	0.00%	
Transfer to Reserves	5	(257,457)	0	0	0	0.00%	
<b>Total</b>		<b>(623,732)</b>	<b>(3,627)</b>	<b>(41,680)</b>	<b>(38,053)</b>		
<b>Net Capital</b>		<b>130,366</b>	<b>72,398</b>	<b>34,346</b>	<b>(38,052)</b>	<b>(52.56%)</b>	
<b>Closing Funding Surplus(Deficit)</b>		<b>364,110</b>	<b>119,959</b>	<b>275,167</b>	<b>155,209</b>		

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**WB Eva Pavilion by Nature and Type**  
**For the Period Ended 30 September 2017**

**Note 12 WB Eva Pavilion Operating Statement**

	NOTE	2017/18 Adopted Budget \$	2017/18 YTD Budget \$	2017/18 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>					
Hire Fees - WB Eva Pavilion		3,180	3,180	213	(2,967)
Sporting Club Fees		4,770	4,770	675	(4,095)
Gymnasium Income		11,060	11,060	2,050	(9,010)
		19,010	19,010	2,937	(16,073)
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>					
Employee Costs		(12,550)	(3,138)	(3,003)	135
Materials and Contracts		(8,445)	(2,111)	(10,858)	(8,747)
Utilities		(4,210)	(1,053)	(470)	582
Interest Expenses		(51,468)	(12,867)	6,083	18,950
Insurance		(4,785)	(1,196)	(1,871)	(675)
General Operating Expenses		(12,820)	(3,205)	(2,792)	413
Gymnasium Operating		(11,980)	(2,991)	(645)	2,346
		(94,278)	(23,569)	(12,911)	10,659
		(75,268)	(4,559)	(9,974)	(5,414)
<b>NET RESULT</b>		<b>(75,268)</b>	<b>(4,559)</b>	<b>(9,974)</b>	<b>(5,414)</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Sewerage Program by Nature and Type**  
**For the Period Ended 30 September 2017**

**Note 13 Sewerage Operating Statement**

NOTE	2017/18 Adopted Budget \$	2017/18 YTD Budget \$	2017/18 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Sewerage Connection Fees and Charges	1,590	1,590	-	(1,590)
Annual Sewerage Rates	160,990	160,990	162,804	1,814
	<b>162,580</b>	<b>162,580</b>	<b>162,804</b>	<b>224</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(1,200)	(300)	(234)	66
Materials and Contracts	(60,630)	(15,158)	(2,236)	12,922
Utilities	(5,950)	(1,488)	(908)	580
Depreciation	(45,146)	(11,287)	(13,864)	(2,578)
Interest Expenses	(3,817)	(954)	(298)	656
Insurance	(245)	(245)	(121)	124
General Operating Expenses	(1,330)	(333)	(333)	(0)
Allocation of Administration Expense	(16,485)	(10,990)	(2,629)	8,361
	<b>(134,802)</b>	<b>(40,753)</b>	<b>(20,623)</b>	<b>20,130</b>
	<b>27,778</b>	<b>121,827</b>	<b>142,181</b>	<b>20,354</b>
Add Back Depreciation	45,146	11,287	13,864	2,578
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	(65,000)	-	-	-
Transfer from Sewerage and Drainage Reserve	15,000	-	-	-
<b>NET RESULT</b>	<b>22,924</b>	<b>133,114</b>	<b>156,045</b>	<b>22,931</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

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.

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

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Brookton Caravan Park and Brookton Acquatic Centre**  
**For the Period Ended 30 September 2017**

	Note	Adopted Annual Budget 2017/18	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
<b>Note 14 (a): Brookton Caravan Park</b>		\$		\$	\$	\$	%
<b>Operating Revenue</b>							
Caravan Park Fees		40,000	40,000	10,000	11,801	1,801	18.01%
<b>Total Revenue</b>		<b>40,000</b>	<b>40,000</b>	<b>10,000</b>	<b>11,801</b>	<b>1,801</b>	<b>18.01%</b>
<b>Operating Expenses</b>							
Brookton Caravan Park		(54,914)	(54,914)	(13,729)	(9,909)	3,820	0.00%
Caravan Park Depreciation		(766)	(766)	(192)	(263)	(71)	37.29%
Caravan Park Administration Expenses		(14,808)	(14,808)	(3,702)	(3,368)	334	0.00%
<b>Total</b>		<b>(70,488)</b>	<b>(70,488)</b>	<b>(17,622)</b>	<b>(13,540)</b>	<b>4,083</b>	<b>23.17%</b>
<b>Operating Surplus (Deficit)</b>		<b>(30,488)</b>	<b>(30,488)</b>	<b>(7,622)</b>	<b>(1,738)</b>	<b>5,884</b>	<b>77%</b>
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		766	766	192	263	71	37.29%
<b>Net Operating Surplus (Deficit)</b>		<b>(29,722)</b>	<b>(29,722)</b>	<b>(7,431)</b>	<b>(1,475)</b>	<b>5,955</b>	<b>(80.15%)</b>
<b>Note 14 (b): Brookton Acquatic Centre</b>							
<b>Operating Revenue</b>							
POOL Fees & Charges		10,500	10,500	2,625	178	(2,447)	0.00%
POOL GRANTS & SUBSIDIES		32,000	32,000	8,000	0	(8,000)	0.00%
<b>Total Revenue</b>		<b>42,500</b>	<b>42,500</b>	<b>10,625</b>	<b>178</b>	<b>(10,447)</b>	<b>0</b>
<b>Operating Expenses</b>							
POOL Employee Costs		(515)	(515)	(129)	0	129	(100.00%)
POOL General Operating Expenses		(88,013)	(88,013)	(22,003)	(359)	21,644	(98.37%)
POOL Building Maintenance		(45,760)	(45,760)	(11,440)	(3,735)	7,705	(67.35%)
POOL Depreciation		(22,646)	(22,646)	(5,662)	(2,986)	2,676	(47.26%)
POOL Administration Expenses		(44,704)	(44,704)	(11,176)	(10,167)	1,009	(9.03%)
<b>Total</b>		<b>(201,638)</b>	<b>(201,638)</b>	<b>(50,409)</b>	<b>(17,247)</b>	<b>33,162</b>	<b>65.79%</b>
<b>Operating Surplus (Deficit)</b>		<b>(159,138)</b>	<b>(159,138)</b>	<b>(39,784)</b>	<b>(17,069)</b>	<b>22,716</b>	<b>0%</b>
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		22,646	22,646	5,662	2,986	(2,676)	0.00%
<b>Net Operating Surplus (Deficit)</b>		<b>(136,492)</b>	<b>(136,492)</b>	<b>(34,123)</b>	<b>(14,083)</b>	<b>20,040</b>	<b>0%</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Road Program**  
**For the Period Ended 30 September 2017**

Note 15

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Federal Funding		State Funding				Own Source Funding		
					R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni
	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Town Street Maintenance	204,998	204,998	46,653	23%					79,057				125,941
Rural Road Maintenance	440,455	440,455	142,892	32%						325,234			115,221
Bridge Maintenance	65,670	65,670	13,178	20%									65,670
<b>R2R Work Schedule</b>													
Brookton - Kweda Road	180,019	180,019	828	0%			180,019						
<b>Other Construction</b>													
Brookton - Kweda Road	19,861	19,861	0	0%									19,861
King Street	103,814	103,814	0	0%									103,814
Reynolds Street	9,280	9,280	0	0%									9,280
Whittington Street	255,280	255,280	0	0%									255,280
Montgomery Street	0	0	81									81	-81
<b>RRG Approved Projects</b>													
York - Williams Road	460,160	460,160	51,530	11%	460,160								0
Aldersyde-Pingelly Road	0	0	116									116	-116
Corberding Road	0	0	114									114	-114
	<b>1,739,537</b>	<b>1,739,537</b>	<b>255,390</b>	<b>15%</b>	<b>460,160</b>	<b>0</b>	<b>180,019</b>	<b>0</b>	<b>79,057</b>	<b>325,234</b>	<b>0</b>	<b>311</b>	<b>694,756</b>

<b>Shire of Brookton</b>									
<b>STATEMENT OF FINANCIAL ACTIVITY</b>									
<b>Capital Works Program</b>									
<b>For the Period Ended 30 September 2017</b>									
Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
DCEO Vehicle	39,000	39,000		0%	39,000			22,000	39,000
Kalkarni Residency Capital Provision	79,000	79,000	0	0%	79,000				79,000
Kalkarni Backup Power Supply	30,000	30,000	23,346	16%			30,000		30,000
Kalkarni Land Purchase	150,000	150,000	14,500	10%			150,000		150,000
Sewerage - Gravel Resheet Pond Batters	15,000	15,000	0	0%			15,000		15,000
Works Supervisor Vehicle	33,000	33,000		0%	33,000			17,000	33,000
Parks & Garden 4 x 2	25,000	25,000		0%	25,000			10,000	25,000
8 Avonbank Close Brookton - Residence	450,000	450,000	0	0%			450,000		450,000
Kalkarni Residency Furniture and Equipment	99,500	99,500	0	0%	99,500				99,500
Brookton-Kweda Road - Construct & Prime 1km and Reseal 2km	180,019	180,019	828	0%		180,019			180,019
York-Williams Road - Gravel Sheet & Prime Road North	460,160	460,160	51,530	11%		460,160			460,160
Corberding Road - Fix Road Failures	0	0	114	0%	114				114
Aldersyde-Pingelly Road -	0	0	116						
Brookton-Kweda Road - Shire Funded Construction	19,861	19,861	0	0%	19,861				19,861
Montgomery - Fix Road Failures	0	0	81	0%	72				72
King Street - Shire Funded Construction	103,814	103,814	0	0%	103,814				103,814
Reynolds Street - Shire Funded Construction	9,280	9,280	0	0%	9,280				9,280
Whittington Street - Shire Funded Construction	255,280	255,280	0	0%	255,280				255,280
Happy Valley Bore Field	50,000	50,000	1,915	4%	45,000		5,000		50,000
SOLAR PANELS - Admin Office	0	0	2,600	0%	2,600				2,600
	<b>1,998,914</b>	<b>1,998,914</b>	<b>95,030</b>	<b>5%</b>	<b>711,521</b>	<b>640,179</b>	<b>650,000</b>	<b>49,000</b>	<b>1,999,100</b>

<b>Shire of Brookton</b>								
<b>STATEMENT OF FINANCIAL ACTIVITY</b>								
<b>Grants, Subsidies and Contributions Register</b>								
<b>For the Period Ended 30 September 2017</b>								
<b>Note 17</b>								
<b>Funding Provider</b>	<b>Project</b>	<b>Operating/Non-Operating</b>	<b>Adopted Annual Budget</b>	<b>Amended Budget OCM</b>	<b>Amount Applied For</b>	<b>Amount Approved</b>	<b>Amount Invoiced/Received</b>	<b>% Received</b>
			<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
Federal Government	KBC Grants & Subsidies	Subsidy	(3,009,349)	(3,009,349)	Recurrent	(3,009,349)	(925,777)	31%
Main Roads WA	Regional Road Group	Non Operating	(307,413)	(307,413)		(307,413)	(122,965)	40%
Federal Government	Roads to Recovery	Non Operating	(180,019)	(180,019)	(512,003)	(180,019)	(5,581)	3%
WA Grants Commission	GPG Grants Commission - General	Operating	(291,210)	(291,210)	Recurrent	(291,210)	(72,829)	25%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(158,158)	(158,158)	Recurrent	(158,158)	(38,490)	24%
DFES	ESL Grant - Emergency Services Lewy - Operating	Operating	(33,580)	(33,580)	Recurrent	(33,580)	(8,524)	25%
Main Roads WA	Direct Grant	Operating	(79,057)	(79,057)	Recurrent	(79,057)	-	0%
			<b>(4,058,786)</b>	<b>(4,058,786)</b>		<b>(4,058,786)</b>	<b>(1,174,166)</b>	<b>29%</b>

### 12.10.17.03 BUDGET VARIATION - ASSET WRITE-OFF – FAIR VALUE

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	26/10/2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Deanne Sweeney – Senior Finance Officer
<b>Authorising Officer:</b>	Vicki Morris – Deputy Chief Executive Officer
<b>Declaration of Interest:</b>	The author has no financial interest in this matter
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	16/08/17

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

This item relates to a budget variation request of \$281,647.57 as detailed in a report previously presented to Council on 16 August 2017.

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

Council approved the removal of 21 items of land and buildings with a total written down value of \$254,053.67 (asset # 6278, 6990 & 6679 – Aldersyde Hall, Toilet Block and Water Tank), along with 1 items of furniture and fittings with a written down value of \$27,593.90 (asset # 7026) from the Fixed Asset Register with 15 items recorded on Council's Asset Inventory Listing. The assets on Reserve number 16825 (#6278, #6990 and #6679) are not vested in the Shire of Brookton, and are therefore not the property of the Shire. It has been established that these assets are in fact the property of the Aldersyde Hall Committee. This has resulted in a loss on disposal of assets of \$281,647.57 which was omitted unintentionally from the Officer's Recommendation in the original report to Council.

#### **Background:**

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

#### **Consultation:**

Nil.

#### **Statutory Environment:**

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

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

Significant Accounting Policies.

#### **Financial Implications:**

As a result of asset numbers # 6278, #6990, #6679 & #7026 disposed of from the asset register, there will be an unbudgeted \$281,647.57 write off incurred in the financial statements.

This will not impact on the cash position of the Shire in any way as any profit (loss) on the sale/write off of assets are added back in the cash flow and rate setting statement. However, there will be a budget variation of \$281,647.57 required as a result of the write off of these assets in the financial statements.

#### **Risk Assessment:**

No risks identified

*Shire of Brookton, Unconfirmed minutes Ordinary meeting of Council, 30 October 2017.*

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

Not applicable

**Comment**

The report has been prepared in accordance with statutory requirements and is to correct an anomaly in the asset write off for Fair Value.

**OFFICER'S RECOMMENDATION**

*That Council*

1. *Approve the budget variation for the write off of 22 assets totaling \$281,647.57, with 15 items recorded on Council's Asset Inventory Listing.*

**OCM 07.10-5**

**COUNCIL RESOLUTION**

**MOVED CR WALKER**

**SECONDED CR EVA**

***That Council;***

1. ***Approve the budget variation for the write off of 22 assets totaling \$281,647.57, with 15 items recorded on Council's Asset Inventory Listing.***

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

**13.10.17 GOVERNANCE****13.10.17.01 DRAFT POLICY 1.22 - AASB124 RELATED PARTY DISCLOSURE**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	26 October 2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Kelly D’Arcy – Governance Officer
<b>Authorising Officer:</b>	Vicki Morris - DCEO
<b>Declaration of Interest:</b>	The author has no interest in this matter
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	Nil

**Summary of Item:**

This report seeks Council’s consideration to adopt the draft Policy 1.22 - AASB124 Related Party Disclosure Policy in accordance with the Australian Accounting Standard AASB 124.

A copy of the draft Policy is provided at **Attachment 13.10.17.01A**.

**Description of Proposal:**

To implement a policy that guides the statutory compliance of Australian Accounting Standard Board’s requirements for declaration of related party interests to be disclosed, and ensure a level of transparency and understanding of Elected Member and Senior Employee relationships pertinent to the Local Government’s business interests and dealings.

**Background:**

The Australian Accounting Standards Board (AASB) released the new standard AASB 124 in March 2015. This new standard applies to the declaration of related party disclosures for not-for-profit entities, including local governments. The operative date that this standard came into effect for Local Governments on 1<sup>st</sup> July 2016, with the first reporting date for inclusion of AASB 124 being June 30<sup>th</sup> 2017. In the Annual Financial Statements contained within the Council Annual Report for consideration by ratepayers and residents, it is now a requirement for all Local Governments to disclose related party relationships, transactions and outstanding balances, including commitments in its Annual Report, applicable to senior employees and elected members. These disclosures are effectively subject to audit to ensure each Local Government is meeting this statutory obligation and providing a level of transparency.

In summary, the disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

This change and the legislation encourages each Council to establish a policy to define the parameters for related party disclosures and the level of disclosure and reporting to comply with Accounting Standard AASB 124 – Related Party Disclosures. Key Management Personnel identified (as mentioned this includes Councillors and Senior Staff) are subject to Related Party Disclosures, which means that each person will need to declare their relationships, and Council will then be required to disclose this information together with related transactions of the Local Government for the public record.

However, it should be noted that the Annual Financial Report will only provide information at a summary level of the financial remuneration of related parties, Key Management Personnel, and the financial value of transactions with related parties such as goods or services purchased from businesses operated by related parties.

Individual financial details of related parties are not disclosed to the public during the reporting process, only the aggregated information is included in the financial reports. An example of how the information will appear is provided at **Figure 1** below.

#### EXAMPLE DISCLOSURE

##### Key Management Personnel Compensation Disclosure

The totals of remuneration paid to KMP of the City/Town/Shire during the year are as follows:

	2017	2016
	\$	\$
<i>AASB 124.17(a)</i> Short-term employee benefits	AAA	EEE
<i>AASB 124.17(b)</i> Post-employment benefits	BBB	FFF
<i>AASB 124.17(c)</i> Other long-term benefits	CCC	GGG
<i>AASB 124.17(d)</i> Termination benefits	DDD	HHH
Total KMP compensation	<u>ZZZ</u>	<u>XXX</u>

##### Short-term employee benefits

These amounts include all salary, paid leave benefits, fringe benefits and cash bonuses awarded to KMP.

Details in respect to fees and benefits paid to Councilors may be found at Note XX.

##### Post-employment benefits

These amounts are the current-year's estimated cost of providing for the City/Town/Shire's superannuation contributions made during the year.

##### Other long-term benefits

These amounts represent long service benefits accruing during the year.

##### Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

#### Figure 1 – Example Disclosure.

The information collated and aggregated for the Annual Financial Report is usually obtained from a number of sources, however, the most significant of these is the Related Party Declaration form. This is included as **Attachment 13.10.17.01 B** to this report, extracted from Guidance Note 31 as published by Moore Stephens (WA) Pty Ltd.

It should be noted that the draft Policy has been modelled on the Department of Local Government, Sports and Cultural Industries implementation guide. This guide details a recommended approach (including adoption of a dedicated Policy) and puts in context the objective, extent and level of involvement of KMPs and applicable exemptions, including Ordinary Citizen Transactions (OTC) from disclosure requirements.

Specifically, OTCs are those transactions provided on terms and conditions no different to those applying to the general public, and are unlikely to influence the decisions that users of the Shire's financial statements make. These Ordinary Citizen Transactions include the following:

- Paying rates; fines or penalties;
- Paying application fees for licences, approvals or permits;
- Using Shire owned and operated facilities such as halls, recreation centres, aquatic centres, libraries, parks, ovals, public open space, transfer stations and landfill sites (whether a fee is charged or not).
- Attending Shire functions that are open to the public.

The exclusion of the above from related party transactions effectively limits the related party transactions to be declared and disclosed to the following:

- purchases of sales or goods (finished or unfinished);
- purchases or sales of property or other assets;
- rendering or receiving services;
- leases;
- transfers of research and development;
- transfers under licence agreements;
- transfers under finance arrangements (including loans and equity contributions in cash or kind);
- provisions of guarantees or collateral;
- commitments to do something if a particular event occurs or does not occur in the future, including execution of contracts (recognised or unrecognised); and
- settlement of liabilities on behalf of Council or by Council on behalf of the related party.

**Consultation:**

Consultation has been undertaken with Council through its Corporate Briefing Forum to gain an understanding of Australian Accounting Standard AASB 124. Also further discussion has been occurred with CEO and the Deputy CEO in preparing this draft Policy.

**Statutory Environment:**

The *Local Government Act, 1995 (Act)* requires each Local Government to comply with the Australian Accounting Standards, and prepare policies in the interest of delivering good governance for the district.

In this context this draft Policy has been prepared pursuant to Section 2.7 of the Act, and the Australian Accounting Standards Board - AASB 124 - Related Party Disclosures provisions.

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

The introduction of the new Policy will have no direct financial impacts on the budget. Rather, the cost relates to the individual's time in completing a disclosure form.

**Risk Assessment:**

There is a notable risk that should Council as a whole, or individual Key Management Personnel (Elected Members and Senior Employees as nominated in the Policy) not fulfil its obligations in relation to the prescribed disclosures, it will be perceived that a breach of the legislation will have occurred.

**Community & Strategic Objectives:**

Broadly, the preparation of this Policy accords with the following outcome of the Council's Strategic Community Plan 2013 – 2023:

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

## **Comment**

As previously mentioned, not-for-profit organisations now need to include within their Annual Financial Statements reference to any related party transactions. This will result in the objective of the standard being met and ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position may have been affected by influence of related parties and associated transactions.

This means that users of the Council's Annual Financial Report will become aware of any relationships that may affect the financial position of the Shire.

To this end, it is promoted that a Policy be adopted by Council to assist in providing a level of clarity around the stated requirements of Australian Accounting Standard AASB 124.

## **OFFICER'S RECOMMENDATION**

*That Council:*

- 1. Adopt the draft Policy 1.22 - AASB124 Related Parties Disclosure as provided in Attachment 13.10.17.01 A to this report.*
- 2. Endorse the requirement for the Related Parties Disclosure Return to be completed on a monthly basis for all Key Management Personnel as identified in Policy 1.22.*

## **OCM 07.10-6**

### **COUNCIL RESOLUTION**

**MOVED CR WALKER**

**SECONDED CR FANCOTE**

*That Council:*

- 1. Adopt the draft Policy 1.22 - AASB124 Related Parties Disclosure as provided in Attachment 13.10.17.01 A to this report.*
- 2. Endorse the requirement for the Related Parties Disclosure Return to be completed on a monthly basis for all Key Management Personnel as identified in Policy 1.22.*

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

## 13.10.17.02 ATTENDANCE AT THE NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS 2017

<b>File No:</b>	ADM
<b>Date of Meeting:</b>	26 October 2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Cr Crute
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D'Arcy - CEO
<b>Authorising Officer:</b>	Ian D'Arcy - CEO
<b>Declaration of Interest:</b>	The author has no interest in this item
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	N/A

### Summary of Item:

The item relates to Council acknowledgement of attendance by Cr Crute at the National Local Roads and Transport Congress 2017, being conducted in Albany from Monday 6<sup>th</sup> November to Wednesday 8<sup>th</sup> November 2017.

### Description of Proposal:

The conference program is outlined in **Attachment 13.10.17.02**.

### Background:

With Australia's transport system presently lagging and also projected to change (ie, current trialling of electric and automated vehicles) there is an increasing need for local government to keep abreast of and adapt to change in the face of:

- Community and industry demands;
- Rapid advances in technology;
- Decreases in road funding sources and availability;
- Changes in community expectation and need ; and
- Competing priorities for funding across an array of municipal services.

Accordingly, this conference presents an opportunity for Council to build on its present awareness and knowledge of the current and projected transport and road infrastructure landscape that will ensure the Shire of Brookton is adequately informed of the challenges that lay ahead in maintaining and improving its local road network.

### Consultation:

There has been no consultation in relation to this matter.

### Statutory Environment:

There is no specific statutory environment to this request.

### Relevant Plans and Policy:

Pertinent to this matter is 'Council Policy 1.16 - Training Sessions Conferences Meeting Seminars – Elected Members'.

The objective of Policy 1.16 is:

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

*Shire of Brookton, Unconfirmed minutes Ordinary meeting of Council, 30 October 2017.*

Further, this Policy also states:

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

Given Albany is less than 500 kms from Brookton, it should be noted that registration of this course has already been made prior to this matter being presented to Council for noting.

The Policy advocates:

- a) Council will pay for registration, travel and accommodation costs, as well as breakfasts, evening meals and non-alcoholic beverages for Councillors during attendance at a conference; and
- b) Each Elected Member is required to present to Council a summary of their experience and learnings at the next available Corporate Briefing Forum following attendance at the conference.

**Financial Implications:**

Council has discretionary funding under COA E041020 - Job 326 (Elected Member Conference Expenses) of \$12,500 that can accommodate the cost of attendance to this forum, which is approximately \$800 inclusive of registration, accommodation (for one night), meals and travel.

**Risk Assessment:**

On assessment there is negligible risk in relation to this matter.

**Community & Strategic Objectives:**

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

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

*Strategy 3.2.1: Lobby the State government and Commercial Enterprises for sealing of priority roads.*

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

*Outcome 5.1: Effective leadership and governance.*

*Strategy 5.1.1: Represent and promote the Shire in Regional, State and National forums.*

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

**Comment**

Given the importance of the local road network projecting forward, and the need to keep abreast of changes to political priorities and funding availability, it is considered appropriate for Cr Crute (as Council's current Regional Road Representative) attend this forum.

**OFFICER'S RECOMMENDATION**

*That Council note Cr Crute's attendance at the National Local Roads and Transport Congress 2017, being conducted in Albany from Monday 6<sup>th</sup> November to Wednesday 8<sup>th</sup> November 2017, with the payment for the conference, travel and meal expenses to be taken from Elected Member Conference Expenses (COA E041020 - Job 326) in the 2017/18 budget.*

**COUNCIL RESOLUTION**

**MOVED CR WALKER**

**SECONDED CR EVA**

***That Council note Cr Crute's attendance at the National Local Roads and Transport Congress 2017, being conducted in Albany from Monday 6<sup>th</sup> November to Wednesday 8<sup>th</sup> November 2017, with the payment for the conference, travel and meal expenses to be taken from Elected Member Conference Expenses (COA E041020 - Job 326) in the 2017/18 budget.***

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

**13.09.17.03 LES MCMULLEN MEMORIAL RECREATION GRANTS FUND**

<b>File No:</b>	ADM 0176
<b>Date of Meeting:</b>	26 October 2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D'Arcy - CEO
<b>Authorising Officer:</b>	Ian D'Arcy - CEO
<b>Declaration of Interest:</b>	The author has no interest in this item
<b>Voting Requirements:</b>	Officer Recommendation 1 - 1/3 Council vote Officer Recommendation 2 - Absolute majority vote Officer Recommendation 3 - Absolute majority vote
<b>Previous Report:</b>	Report to Les McMullen Memorial Recreation Grants Committee 11 August 2017

**Summary of Item:**

The item relates to the proposed 'winding-up' of Les McMullen Memorial Recreation Grants Fund that, notwithstanding its effectiveness in supporting the local Brookton sports community, but is now depleted with limited residual funds remaining.

**Description of Proposal:**

This proposal seeks to bring to conclusion the Les McMullen Memorial Grants Funding Program by allocating the remaining funds to Shire of Brookton Sport and Recreation Reserve where it can be utilised for future sport and recreation infrastructure.

**Background:**

Leslie McMullen was a local identity and keen sportsman who enjoyed playing tennis, association cricket and golf. On his passing, Les McMullen bequeathed an amount of \$43,000 to benefit all sporting bodies in Brookton through a dedicated Memorial Recreation Grants Fund, to be administered by a number of trustees and Council representatives. In response the Council initially entrusted responsibility to its Recreation and Building Committee to administer the grant funding program under delegated authority in 1995. This committee has since been named the Les McMullen Memorial Grants Committee.

Notably, applications were traditionally called from local recreation groups and organisations in the month of February of each year, and ordinarily, were referred to the Les McMullen Memorial Recreation Grants Committee for assessment based on a matching funding and other qualitative criteria. However, due to a poor response in recent years the Council in June of this year resolved to vary the submission period allowing applications to be lodged at any time. This resulted in a small number of funding applications being submitted and awarded over the past few months. Additionally, some of the grant funds has also been allocated to perpetual honor boards to be installed in the WB Eva Pavilion, and new signage recognizing the generosity of Les McMullen toward the Brookton Sporting Community to be installed at the new cricket practice nets.

Accordingly, the Balance 7,223.79 of the fund was reduced with the following allocations being approved by the Committee:

- Brookton County Club \$1000.00
- Brookton Cricket Club \$1000.00

*Shire of Brookton, Unconfirmed minutes Ordinary meeting of Council, 30 October 2017.*

- Seabrook Cricket Club \$1000.00
- Life Member Board \$1000.00
- Premiership Board \$1000.00
- Les McMullen signage \$1,000.00 (guesstimate – no quotes sought)

Residual amount <b>\$1,223.79</b>
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Additionally, the position of ‘winding up’ the funding program was presented as an officer recommendation to the Les McMullen Memorial Recreation Grants Committee at its 11<sup>th</sup> August 2017. Effectively, the recommendation sought to:

1. Endorse the transfer all remaining residual funds (\$1,223.79) to the Shire of Brookton Sport and Recreation Reserve where it could be utilised for future sport and recreation infrastructure; and
2. Wind-up/close the Les McMullen Memorial Recreation Grants Funding Program, with the minutes recognising the generous contribution by the late Les McMullen in funding improvement to sport and recreational facilities of the betterment of the Brookton community.

However, the Committee held a different position on this matter where it resolved at the meeting as follows:

**Moved: Laurie Lupton                      Seconded: Cr Louise Allington**

***That the fund continue until a balance of less than \$200 remains, after which the balance be transferred to the Shire of Brookton Sport and Recreation Reserve where it will be utilised for future sport and recreation infrastructure.***

**CARRIED 4-0**

**Moved: Laurie Lupton                      Seconded: Cliff Fishlock**

***That the next grant round be capped at \$500 per application.***

**CARRIED 4-0**

In response to the Committee’s decisions (as outlined above), the CEO and Shire President has subsequently discussed and agreed that this matter should be referred to Council for further consideration given the associated cost implications for the Shire in administering the remaining residual grant funds.

**Consultation:**

As reflected above.

**Statutory Environment:**

Should Council support the officer recommendation it will need to formally revoke the Les McMullen Memorial Recreation Grants Committee’s motions pursuant to Section 5.25(1)(e) of the *Local Government Act, 1995* and Regulation 10 of the Local Government (Administration) Regulations, 1996 which requires an absolute majority vote of Council.

In this regard the Council must:

1. Move to accept a rescission or change of motion with the support of at least 1/3 of the Council, inclusive of the mover (Reg.10(1)(b); then
2. Move to rescind or change the motion by an absolute majority of Council (Reg.10(2)(b); and finally
3. Move a new motion.

**Relevant Plans and Policy:**

There are no specific policies applicable to winding up the Les McMullen Memorial Recreation Grants Fund.

**Financial Implications:**

As already indicated, the residual grant funding presently sits at \$1,223.79 with the Les McMullen Memorial Recreation Grants Committee resolving to accept maximum grant applications of up to \$500 until the remaining balance is reduced to less than \$200, upon which the program is to be brought to a conclusion.

In consideration of this position it is viewed that the Committee decisions may prove to be a financial burden. This position is formed on the understanding that at least 3 separate funding applications will require 2 or 3 Committee meetings to be called. Should this be correct it is anticipated the cost to the Shire in conducting the required Committee meetings (inclusive of administrative time to undertake evaluations and agenda reports, recoding of minutes, payment of funds, etc and the payment of sitting fees to least two Elected Members) would likely exceed the value of the respective grant applications, and waste productive officer time for negligible reward to the applicant.

**Risk Assessment:**

On assessment there is minor risk that the Council could incur an unnecessary loss both financially and productively.

**Community & Strategic Objectives:**

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

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

**Comment**

While it is appreciated the decisions of the Les McMullen Memorial Recreation Grants Committee has been made in the broad interest of supporting the various local sporting clubs and groups, from an officer perspective there no value in the Council continuing to administer a grant funding program if the process effectively constitutes a burden.

Therefore, it is recommended the Council:

- a) Rescind Committee's motions to continue the grants funding program;
- b) Resolve to redirect the residual funds of \$1,223.79 from the grants fund to the Shire of Brookton Sport and Recreation Reserve; and
- c) Thank the Les McMullen Memorial Recreation Grants Committee Members for their contribution in determining the many and deserving grant funding applications.

**OFFICER'S RECOMMENDATION 1**

*That Council accept to revoke the motions passed by the Les McMullen Memorial Recreation Grants Committee at its meeting on the 11<sup>th</sup> August 2017, as outlined in Officer Recommendation 2 below.*

(Min. 1/3 Council vote required)

**OFFICER'S RECOMMENDATION 2**

*That Council revoke the following motions passed by the Les McMullen Memorial Recreation Grants Committee at its meeting on the 11<sup>th</sup> August 2017:*

- 1. That the fund continue until a balance of less than \$200 remains, after which the balance be transferred to the Shire of Brookton Sport and Recreation Reserve where it will be utilised for future sport and recreation infrastructure.*
- 2. That the next grant round be capped at \$500 per application.*

(Absolute majority vote required)

**OFFICER'S RECOMMENDATION 3**

*That Council:*

- 1. Wind-up the Les McMullen Memorial Recreation Grants Funding Program with the remaining residual funds (\$1,223.79) being transferred to the Shire of Brookton Sport and Recreation Reserve to be utilised for future sport and recreation infrastructure;*
- 2. Write a letter of appreciation to the external members of the Les McMullen Memorial Recreation Grants Committee for their contribution over the years in determining the allocation of grants funding; and*
- 3. Formally recognise through this motion the generous contribution made by the late Les McMullen in funding improvement to sport and recreational facilities for the betterment of the Brookton sporting community.*

**OCM 07.10-8**

**COUNCIL RESOLUTION**

**MOVED CR WALKER SECONDED CR FANCOTE**

***That Council lay item 13.09.17.03 on the table to allow further consideration of the funding program, with this matter to be presented back to Council at the December 2017 Ordinary Council Meeting.***

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

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

Nil

**15.10.17 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

The CEO requested Council consider to a late item relating to the existing Tennis Club Lease Agreement 2009.

**OCM 07.10-9**

**COUNCIL RESOLUTION**

**MOVED CR EVA SECONDED CR MILLS**

*That Council accept late item 15.10.17.01 Brookton Tennis Club Lease Agreement.*

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

**OCM 07.10-10**

**COUNCIL RESOLUTION**

**MOVED CR MILLS SECONDED CR EVA**

*That Council Suspend Standing Orders to receive a briefing and facilitate discussion item 15.10.17.01.*

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

**OCM 07.10-11**

**COUNCIL RESOLUTION**

**MOVED CR WALKER SECONDED CR MILLS**

*That Council resume standing orders.*

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

#### 15.10.17.01 BROOKTON TENNIS CLUB LEASE AGREEMENT

<b>File No:</b>	ADM
<b>Date of Meeting:</b>	30 October 2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Brookton Tennis Club Committee
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D'Arcy - CEO
<b>Authorising Officer:</b>	Ian D'Arcy - CEO
<b>Declaration of Interest:</b>	The author has no interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

#### Summary of Item:

Refer to Description of proposal below.

#### Description of Proposal:

The report relates to the current Brookton Tennis Club Lease Agreement that incorporates the existing four tennis and two multi-purpose courts, and the WB Eva Pavilion (excluding external verandah areas), and involves a request from the Brookton Tennis Club to:

- a) Entertain a new lease over the existing four tennis courts, two multi-purpose courts and north western portion of the WB Eva Pavilion, consisting of the community room and adjacent covered verandah area; and
- b) Extinguish the current lease agreement that dates back to February 2010 upon execution of a new lease as referred to in a) above.

A copy of the Tennis Club's letter of request is provided as **Attachment 15.10.17.01A**, while **Figure 1** below illustrates the existing leased area, and **Figure 2** shows the new proposal as presented in Brookton Tennis Club letter.



**Figure 1 – Current Tennis Club Lease Area**



**Figure 2 – Proposed Tennis Club Lease Area**

**Background:**

In 2009 the Shire Council granted the Brookton Tennis Club a long term lease for tenure over the synthetic tennis courts, multi-use courts and WB Eva Pavilion as part of a co-located plan to achieve shared use of the new sporting facility at the time. Then in preparing for a WB Eva Pavilion User Group Meeting in September of this year, a review of the lease was undertaken by Shire management to ensure familiarity of the document. In reading the lease agreement it was realised that both parties (Shire and Tennis Club) were not adhering to the provisions of the lease that affords priority management rights and responsibilities to the Tennis Club.

This matter was subsequently brought to the attention of Shire President who proceeded to cancel the user group meeting and convene a meeting with the Brookton Tennis Club. This meeting was held on Wednesday 18<sup>th</sup> Oct 2017 to clarify the responsibilities placed on both parties. In summary, the points raised during the meeting were:

- An acknowledgement of 'exclusive' use afforded to the Tennis Club of the 4 synthetic tennis courts and 'priority' use over the multi-courts and WB Eva Pavilion;
- The Shire's interpretation that the lease appears to be based on a commercial agreement modified to suit the Tennis Club;
- The document is ambiguous and could be subject to debate/dispute between the two parties;
- The existing agreement imposes an array of responsibilities on the Tennis Club, including the need for public liability insurance, and payment of rent, outgoings, cleaning, and general maintenance/up keep of the building;
- Tennis Club does not carry any public liability insurance (minimum \$10m) specific to the Pavilion, as required by the lease leaving Committee members potentially exposed to personal liability.
- The Tennis Club members believe the current lease does not reflect the original intent to relocate as agreed between the two parties in 2009.
- The Tennis Club should discuss their position with members, as both parties are legally bound to adhere to this current lease agreement.
- There is an opportunity for the Tennis Club to request Council consideration to terminate the lease agreement given it is onerous and unrealistic nature, and start again with a new agreement that better represents the Tennis Club's need, without impinging on other users of the WB Eva Pavilion.
- Any replacement agreement would need to accommodate the Tennis Club's restricted club liquor licence.

It was also acknowledged at the meeting that the current lease agreement grants authority to the Brookton Tennis Club to install the various sporting club honour boards in the WB Eva Pavilion.

Upon conclusion, it was agreed that the Tennis Club representatives would need to discuss the status and implications of the existing lease agreement with their members.

Subsequently, a letter has now been received from the Brookton Tennis Club seeking Council's consideration to progressing this matter, including continuity of maintaining the Tennis Club's liquor licence. Following receipt, enquiries have been conducted with the Racing, Gaming and Liquor Section of the Department of Local Government, Sport and Cultural Industries to gain a thorough understanding of how a new agreement can be structure. This is discussed further in the Comment Section of this report.

**Consultation:**

As mentioned in the Background Section of this report.

**Statutory Environment:**

The dealings on this matter relates to:

- Sections 18 and 41 of the *Land Administration Act, 1997* in relation to the requirement for ministerial approval to lease Crown Land;
- Section 3.58 of the *Local Government Act, 1995* pertinent to the disposal (lease) of property under the Shire's control; and
- Section 81Q (Part IIIA) of the Transfer of Land Act 1893 that applies to the registration of a lease.

**Relevant Plans and Policy:**

There is no specific plan or policy of Council that applies to this matter.

**Financial Implications:**

There are a number of matters considered pertinent to the financial implications, listed as follows:

**1. Self-Supporting Loan**

While not applicable to the lease agreement, it is reported that the initial construction of the tennis courts appeared to involve the requirement for a self-supporting loan to the value of \$130,000 (excl. GST). This was recently identified on the Department of Sport and Recreation website, with subsequent investigation suggesting this loan was to be paid by the Brookton Tennis Club to the Shire, but was never administered. This failure appears to be the fault of the Shire administration at the time that has led to a financial impost being placed on the Shire through raising and paying off the funds.

**2. Existing Lease Agreement**

It is noted the Shire has been funding all operational and general maintenance costs for the pavilion (excluding external areas) and courts, when arguably, this responsibility presently rests with the Brookton Tennis Club under the terms of their existing lease agreement.

While a calculation has not yet been undertaken as to what the revenue (hire fee income) and expenses (power, water, general repairs or replacement, cleaning, etc.) are since inception of the current lease agreement, and construction of the respective facilities, it should be noted that provision does exist within in existing lease agreement for monetary adjustment to be performed either way.

Furthermore, enforcement of the existing lease would also mean the Council no longer sets/charges fees for use of the pavilion and multi-use courts, but similarly, the Shire would not incur ongoing expenditure for annual operational and general maintenance

**3. New Lease Agreement**

A new agreement will result in additional cost, although assistance can be sought through the Shire's insurers to draft the required documentation at minimal cost, which is not expected to be exceed \$1500. Such cost can be accommodated under COA E042020 – Job 336 – Administration Legal Expenses.

**Risk Assessment:**

It is assessed a high level of risk applies to the existing lease agreement, with potential implications for both the Shire and Tennis Club. This primarily relates to the current lack of public liability insurance cover (minimum \$10m) required to be held and maintained by the Tennis Club on an annual basis. Without this insurance, it is possible the Tennis Club Committee members could be personally liable should a serious incident or accident occur in the WB Eva Pavilion. Similarly, the Shire may also be implicated by a claim as it is required to enforce the insurance provisions of the lease.

In discussion with Council's insurers, it has been suggested Council needs to entertain a new agreement that dissolves this issue and others with the current lease.

Additionally, with the Tennis Club being assigned the right to use and manage of the facilities there is minor risk others could be denied access should there be need to increase hire fees by the Tennis Club to cover its costs, rendering use of the Pavilion largely unaffordable for many users with an unrealistic expectation the Shire can step in to resolve this matter.

Further, there is concern to the Tennis Club may not have the required capacity and/or desire to fund and administer the use of the Pavilion for the betterment of other users.

**Community & Strategic Objectives:**

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

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

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

**Comment**

In light of the current lease being unsuitability and problematic for both parties and inequitable to other users of the WB Eva Pavilion, it is recommended Council agree to termination with the view to entertaining a more practical arrangement with the Tennis Club.

In this context, the Tennis Club is seeking a new lease over the tennis and multi-use courts, and community room kitchen and adjacent external verandah areas that accords with their tennis season, and accommodates the existing Restricted Club Liquor Licence. This is subject to the new lease being prepared and executed before the existing agreement is terminated.

To the contrary, staff are of the view that a better arrangement based of practicality and equity should be entertained by Council that consists of:

- a) A lease agreement over the existing four synthetic tennis courts for an annual payment of \$100 (incl. GST) that provides exclusivity and applies full management responsibility to the Tennis Club, inclusive of routine maintenance, repair and replacement of the court surface, equipment, fencing and lighting;
- b) A standard annual booking over the multi-use courts and payment of the applicable hire fee as set by Council through its annual fees and charges for the duration of the tennis season (includes start/finish dates, and week days/times);
- c) An assured (fixed) annual booking over the use of the community room, kitchen and adjacent verandah areas of the WB Eva Pavilion, and payment of the applicable hire fee as set by Council

through its fees and charges for the duration of the tennis season, coupled with execution of an 'Evidence of Exclusive Right of Occupancy and Profit Sharing' agreement as provided by Racing, Gaming and Liquor – refer to **Attachment 15.10.17.01B** and **Attachment 15.10.17.01C** to this report.

This approach is largely premised on acknowledgement that:

- The four synthetic courts have been purposely constructed for tennis only, justifying an assignment of exclusivity to the Tennis Club through a new formal lease agreement.
- The multi-use courts and WB Eva Pavilion has been constructed to benefit a broad range of users, and therefore the tenure and management should rest with the Shire administration, or a designated representative committee, as determined by Council.

However, it is also accepted the Tennis Club requires a level of security over the northern end of the Pavilion in order to maintain their liquor licence. In recognition of this it is viewed the attached 'Evidence of Exclusive Right of Occupancy and Profit Sharing' agreement is adequate to meet the liquor licence requirements. Similarly, this form of agreement will allow for the subject pavilion areas to be used by others, when not required by the Tennis Club.

#### OFFICER'S RECOMMENDATION

*That Council:*

1. *Acknowledge receipt of the letter from the Brookton Tennis Club Inc., as provided in Attachment 15.10.17.01(a), and note the request to terminate the current Lease Agreement (October 2009) over the tennis and multi-use courts, and WB Eva Pavilion, condition upon the signing of a new lease between both parties that encompasses the tennis and multi-use courts, and northern end WB Eva Pavilion (inclusive of the community room, kitchen and adjacent verandah areas) with the opportunity to retain the existing Restricted Club (Liquor) Licence.*
2. *Inform the Brookton Tennis Club Inc. that in consideration of this request it is prepared to:*
  - a) *Terminate the current Lease Agreement (October 2009) over the tennis and multi-use courts, and WB Eva Pavilion to come into effect upon written confirmation to the acceptance of this motion being received by the Shire CEO;*
  - b) *Entertain:*
    - i. *A lease agreement over the existing four synthetic tennis courts for an annual payment of \$100 (incl. GST) that provides exclusivity and applies full management responsibility to the Brookton Tennis Club Inc. that includes relevant insurance cover and all routine maintenance, repair and replacement of the court surface, equipment, fencing and lighting, etc.;*
    - ii. *A standard annual booking over the multi-use courts and payment of the applicable hire fee as set by Council through its annual fees and charges for the duration of the tennis season (includes start/finish dates, and week days/times);*
    - iii. *An assured (fixed) annual booking and exclusive first right of use of the northern end (community room, kitchen and adjacent verandah areas) of the WB Eva Pavilion:*

- *Applicable to the following seasonal period from 1<sup>st</sup> October to 25<sup>th</sup> April on:*
  - *each Thursday from 11.00 am to 11.00 pm;*
  - *each Friday from 11.00 am – 3.00 pm;*
  - *each Saturday from 12.30 pm to 11.00pm;*
  - *each Sunday from 11.00 am to 11.00 pm; and*
  
- *Subject to:*
  - *The Shire being able to accept bookings from other users when the northern end of the WB Eva Pavilion is not being utilised by the Tennis Club as part of its playing fixtures or affiliated tournaments;*
  - *Cooperation with other users of the pavilion (ie Cricket) to allow limited access and use of the kitchen and outside BBQ facilities;*
  - *Payment of the applicable hire fee as set by Council through its fees and charges for the duration of the tennis season as detailed above; and*
  - *Execution of an ‘Evidence of Exclusive Right of Occupancy and Profit Sharing’ agreement (as provided by Racing, Gaming and Liquor and presented at Attachment 15.10.17.01C) that accords with this decision.*

#### **OCM 07.10-12**

#### **COUNCIL RESOLUTION**

**MOVED CR MILLS      SECONDED CR EVA**

#### **That Council:**

- 1. Acknowledge receipt of the letter from the Brookton Tennis Club Inc., as provided in Attachment 15.10.17.01(a), and note the request to terminate the current Lease Agreement (October 2009) over the tennis and multi-use courts, and WB Eva Pavilion, condition upon the signing of a new lease between both parties that encompasses the tennis and multi-use courts, and northern end WB Eva Pavilion (inclusive of the community room, kitchen and adjacent verandah areas) with the opportunity to retain the existing Restricted Club (Liquor) Licence.**
  
- 2. Inform the Brookton Tennis Club Inc. that in consideration of this request it is prepared to:**
  - a) Terminate the current Lease Agreement (October 2009) over the tennis and multi-use courts, and WB Eva Pavilion to come into effect upon written confirmation to the acceptance of this motion being received by the Shire CEO;**
  
  - b) Entertain:**
    - i. A lease agreement over the existing four synthetic tennis courts for an annual payment of \$1,000 (excl. GST) that provides exclusivity and applies full management responsibility to the Brookton Tennis Club Inc. that includes relevant insurance cover and all routine maintenance, repair and replacement of the court surface, equipment, fencing and lighting, etc. The funds raised through this annual payment shall be placed in a Council reserve fund for the purpose of synthetic court surface replacement, with the Brookton Tennis Club expected to pay for any shortfall of funding.**

- ii. ***A standard annual booking over the multi-use courts and payment of the applicable hire fee as set by Council through its annual fees and charges for the duration of the tennis season (includes start/finish dates, and week days/times);***
  - iii. ***An assured (fixed) annual booking and exclusive first right of use of the northern end (community room, kitchen and adjacent verandah areas) of the WB Eva Pavilion:***
    - ***Applicable to the following seasonal period from 1<sup>st</sup> October to 25<sup>th</sup> April on:***
      - ***each Thursday from 11.00 am to 11.00 pm;***
      - ***each Friday from 11.00 am – 3.00 pm;***
      - ***each Saturday from 12.30 pm to 11.00pm;***
      - ***each Sunday from 11.00 am to 11.00 pm; and***
    - ***Subject to:***
      - ***The Shire being able to accept bookings from other users when the northern end of the WB Eva Pavilion is not being utilised by the Tennis Club as part of its playing fixtures or affiliated tournaments;***
      - ***Cooperation with other users of the pavilion (ie Cricket) to allow limited access and use of the kitchen and outside BBQ facilities;***
      - ***Payment of the applicable hire fee as set by Council through its fees and charges for the duration of the tennis season as detailed above; and***
      - ***Execution of an ‘Evidence of Exclusive Right of Occupancy and Profit Sharing’ agreement (as provided by Racing, Gaming and Liquor and presented at Attachment 15.10.17.01C) that accords with this decision.***
- 3. Delegate authority to the Chief Executive Officer to entertain negotiations in relation to point 2 above, with specific reference to point 2(b)(i) relating to the replacement of the synthetic court surface and the Brookton Tennis Clubs ability to satisfy this requirement.**

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

(Note to Minute: The Council amended the Officer’s Recommendation to:

- a) Require an increased financial contribution from, and place the onus on, the Tennis Club to be responsible for future replacement of the synthetic tennis courts, given these are ‘exclusive’ under an agreed lease; and
- b) Delegate authority to the CEO to work with the Tennis Club on the practicality of this determination, without eroding the intent of this motion.)

<b>16.10.17</b>	<b>CONFIDENTIAL REPORTS</b>
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Nil

<b>17.09.17</b>	<b>NEXT MEETING &amp; CLOSURE</b>
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The next Ordinary Meeting of the Council will be held on Thursday 16<sup>th</sup> November 2017 commencing at 5.00 pm.

There being no further business the meeting was closed at 5.55pm.

*Shire of Brookton, Unconfirmed minutes Ordinary meeting of Council, 30 October 2017.*