

ORDINARY MEETING OF COUNCIL

MINUTES

14 DECEMBER 2023

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 15/2/24

Presiding Member: *[Signature]* Date: 15 February 2024.

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.

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1.12.23	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS
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The President, Cr Crute, declared the Meeting open at 6:00pm.

On behalf of Council, I would like to acknowledge that this meeting is being held on the traditional lands of the Nyoongar People and pay respect to all Elders, past, present, and emerging. I wish to acknowledge and respects local people's continuing culture and the contribution they make to Country and its life.

2.12.23	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE
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Elected Members (Voting)

Cr KL Crute	President
Cr T D de Lange	Deputy President
Cr HA Bell	
Cr C Hayden	
Cr L McCabe	

Staff (Non-Voting)

Gary Sherry	Chief Executive Officer
Deanne Sweeney	Manager Corporate and Community
Sandie Spencer	Executive Governance Officer

Apologies

Les Vidovich	Manager of Infrastructure and Works
Kevin D'Alton	Manager Projects

Leave of Absence

Nil.

Members of the Public

Nil.

3.12.23 USE OF COMMON SEAL – NOVEMBER 2023

The Table below details the Use of Common Seal under delegated authority for the month of November 2023.

Use of Common Seal Register		
File Ref:	Purpose	Date Granted
Nil.		

4.12.23 DELEGATED AUTHORITY – ACTIONS PERFORMED

The Table below details the actions of Council performed under delegated authority.

Shire of Brookton, Delegation Register, 1.41 Building Matters – Permits, Certificates & Orders

BUILDING			
Permit No.	Lot & Street	Type of Building Work	Date Granted
7-23/24	16114 Corberding Road	New ancillary dwelling	6/12/2023

Shire of Brookton, Delegation Register, 1.37 Specific Provisions under the Town Planning Scheme No. 4.

PLANNING				
File Ref	Application Ref	Subject Land (Inc. Scheme No.)	Purpose	Date Granted
A503	P2023/015	121 Robinson Road	Training business, equipment hire and truck parking.	4/12/2023
A259	P2023/016	24 Williams Street	Ancillary accommodation units	4/12/2023

5.12.23 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.12.23 PUBLIC QUESTION TIME

Nil.

7.12.23 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

8.12.23 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

9.12.23 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**9.12.23.01 ORDINARY MEETING OF COUNCIL – 16 NOVEMBER 2023****OCM 12.23-01****COUNCIL RESOLUTION**

MOVED Cr Bell SECONDED Cr de Lange

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 16th November 2023, be confirmed as a true and correct record of the proceedings.

CARRIED BY SIMPLE MAJORITY VOTE 5/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Hayden, Cr McCabe
Against: Nil

9.12.23.02 LOCAL EMERGENCY MANAGEMENT COMMITTEE – 28 NOVEMBER 2023**OCM 12.23-02****COUNCIL RESOLUTION**

MOVED Cr Bell SECONDED Cr Hayden

That the minutes of the Local Emergency Management Committee meeting held in the Shire of Brookton Council Chambers, on 28th November 2023, be received by Council.

CARRIED BY SIMPLE MAJORITY VOTE 5/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Hayden, Cr McCabe
Against: Nil

10.12.23 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Cr Crute thanked all for their contribution over the year and wished everyone a Merry Christmas.

11.12.23 DISCLOSURE OF INTERESTS

Item no.	Members	Type of Interest	Nature of Interest
17.12.23.02	Cr de Lange	Financial	Is employed by the owner of 95 Brookton Highway that adjoins Lot 76 (No. 121) Brookton Highway, Brookton.
18.12.23.01	Cr Crute	Impartiality	Nominated a person for an award.
18.12.23.01	Cr Bell	Impartiality	Nominated a person for an award.
18.12.23.01	Cr Hayden	Impartiality	Nominated a person for an award.

12.12.23 TECHNICAL & DEVELOPMENT SERVICES REPORTS**12.12.23.01 SUBDIVISION APPLICATION WAPC 164217: LOTS 51 & 181 BOYAGARRA ROAD**

File No:	A2861 & A2799
Date of Meeting:	14 December 2023
Location/Address:	Lots 51 and 181, Boyagarra Road, Brookton
Name of Applicant:	Edge Planning & Property – Steve Thompson
Name of Owner:	Langley Management Pty Ltd
Author/s:	Stefan de Beer, Town & Regional Planner
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider an application for subdivision received as a referral from the Western Australian Planning Commission (WAPC), for the subdivision of lots 51 and 181 Boyagarra Road, Brookton. The Officer has recommended the Shire of Brookton Council resolve to recommend to the WAPC conditional approval for the proposed subdivision.

Description of Proposal:

The subdivision application proposes to subdivide lot 51 and lot 181 Boyagarra Road, Brookton, in order to create 8 resultant lots.

The **Parent Lots** are in extent as follows:

Lot 51:	53.0559 ha (131.10 acres)
Lot 181:	34.1793 ha (84.43 acres)

The **Resultant Lots** after subdivision will be in extent as follows (please also refer to attached Subdivision Plan):

Lot A:	6.7981 ha (16.79 acres)
Lot B:	5.9345 ha (14.66 acres)
Lot C:	7.352 ha (18.16 acres)
Lot D:	6.5884 ha (16.28 acres)
Lot E:	6.7556 ha (16.69 acres)
Lot F:	17.0893 ha (42.22 acres)
Lot G:	16.0054 ha (39.55 acres)
Lot H:	20.6311 ha (50.98 acres)

As part of the submission to the WAPC the applicant submitted a comprehensive memorandum in support of the proposal. The memorandum and other supporting documentation are attached and for the sake of brevity will not be repeated.

Background:

Shire of Brookton Local Planning Scheme No. 4 (LPS4), Amendment 1 recently rezoned the subjects lots from 'Rural' to 'Rural Smallholding' (Gazetted 6 October 2023). In support of Scheme Amendment 1, a Structure Plan was prepared pursuant to Clause 43 of LPS4. Structure plans are generally prepared to provide a framework for future subdivision and development.

As part of the abovementioned Amendment 1, Clause 54 was added to LPS4, quoted in italics below:

Development in the Rural Smallholdings Zone

- 1) *All dwellings and incidental development must:*
 - a) *be located within an approved building envelope (as may be shown on an approved Structure Plan or approved building envelope plan); or*
 - b) *if no building envelopes are identified, accord with the prescribed minimum boundary setbacks as prescribed in Table 5 of the Shire Local Planning Scheme No.4; or*
 - c) *be located in such other manner that may be identified on a Structure Plan.*
- 2) *Fencing:*
 - a) *must be of a standard 'farm style' post and wire construction.*
 - b) *is prohibited from being erected inside a defined 'Landscape Protection Zone Area' unless approved by the local government.*
 - c) *is permitted along the perimeter of a defined 'Landscape Protection Zone Area' but must incorporate at least one unlocked swing farm style gate for access purposes.*
- 3) *Dams are not permitted unless they are shown in an approved Structure Plan, or in circumstances where the proposed dam:*
 - a) *will not adversely affect environmental flows within the catchment or downstream of the dam;*
 - b) *will only capture sufficient water to be used for domestic requirements, and/or, for the irrigation of a domestic garden, or for the purposes of a water supply to an approved land-use on the site;*
 - c) *is an off stream dam; and*
 - d) *will not significantly or unreasonably diminish the flow of water for use by downstream users including the environment.*
- 4) *The landowner is responsible for managing and maintaining a 'Landscape Protection Zone Area' as shown on an approved Structure Plan, inclusive of:*
 - a) *Bushfire management through the performance of fire prevention and mitigation works in consultation with the Local Government.*
 - b) *Environmental repair (i.e. weed eradication, erosion works and revegetation planting) to affected areas.*
- 5) *Buildings, effluent disposal facilities and any other works on a lot must not be located or carried out in a Building Exclusion Area, as identified on any approved Structure Plan.*
- 6) *Prior to subdivision of land, the local government may recommend to the Western Australian Planning Commission that a notification be placed on the certificate(s) of title of lot(s) to advise prospective purchasers of potential hazards or factors that seriously affect the use and enjoyment of the land. This may include, but is not limited to, impacts due to proximity to agricultural operations and/or extractive industries, bushfire risk and associated management obligations and minimum catchment areas required for rainwater tanks.*

The majority of the above *Additional Site and Development Requirements* (pursuant to Schedule 1 in LPS4), can be considered at Development Application stage where each application is dealt with on its individual merits on the new individual lots.

Should Council however resolve to recommend approval to the WAPC for this Subdivision Application, it will be recommended that Conditions of Subdivision Approval be imposed that addresses the following aspects of the development as referenced in the above quoted Clause:

- The requirement for Building Envelopes as per the approved Structure Plan;
- Notifications on title to advise prospective purchasers of the following aspects:
 - Proximity of agricultural operations;
 - Proximity of extractive industries;
 - Bushfire Risks.

Consultation:

The Shire of Brookton is a referral party to the consideration of the subdivision application by the WAPC. No formal external consultation is expected to be done by the Local Government.

Statutory Environment:

Subdivision Applications are determined by the Western Australian Planning Commission (WAPC) in compliance with State Policies and the Shire of Brookton's planning framework, inclusive of amongst others the *Shire of Brookton Local Planning Strategy 2014*, and the *Shire of Brookton Local Planning Scheme No. 4*.

The Council's recommendation is considered by the WAPC when determining the application.

Relevant Plans and Policy:

Shire of Brookton Local Planning Strategy, 2014.

Local Planning Policy 3.2 – *Development Requirements for Rural Subdivision* (limited applicability)

Financial Implications:

There are no financial implications regarding this matter.

Risk Assessment:

It is considered that the proposal has insignificant risks.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

Proposal is considered to generally align with the intent of the following Strategic Documents:

- Brookton Strategic Community Plan 2022 - 2032 – *Delivering Growth for Brookton by 2026*
- Shire of Brookton's Corporate Business Plan - July 2022 to June 2032

Comment

The application for subdivision has been accompanied by thoroughly investigated specialist studies that confirms the suitability of the subject land for the subdivision proposed.

The proposal is considered to align with the purpose and intent of the Shire of Brookton Local Planning Strategy, 2014, and the LPS4. In terms of the latter, the following is specifically noted:-

The aims of the Shire of Brookton Local Planning Scheme No. 4 (LPS4) are, amongst others:

- (a) encourage and control the orderly development of the Brookton townsite and its surrounds;*
- (b) protect, conserve and enhance the region's environmental and heritage values and natural resources by promoting sustainable development;*
- (c) promote and enhance a high standard of residential, rural and rural living environments by providing for a range of compatible land uses and development with high levels of safety, amenity and servicing;*
- (d) avoid and minimise land use conflicts by providing a comprehensive planning framework that plans for sensitive land uses, facilities consistent planning decision-making and protects public health.*

The Zone Objectives for *Rural Smallholdings* as reflected in Table 2 of LPS4 –

- *To provide for lot sizes in the range of 4 ha to 40 ha.*
- *To provide for a limited range of rural land uses where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.*
- *To set aside areas for the retention of vegetation and landform or other features which distinguish the land.*

Further to LPS4, the following is noted –

Clause 46(2)(3) & (4) in Shire of Brookton Local Planning Scheme No.4 (LPS4) reads as follows:

- (2) In considering an application for development approval or subdivision the local government may require the identification of a building envelope(s).*
- (3) Where required, the location of a building envelope(s) is to address land capability and environmental values, including appropriate setback distances from water courses, bushfire risk and eroded/degraded areas.*
- (4) A building envelope(s) is to be of sufficient size to accommodate future development, including setback requirements for on-site wastewater disposal and bushfire risk requirements.*

Should Council resolve to recommend approval to the WAPC for the Subdivision Application, it will be recommended that appropriate conditions be imposed that address the matters highlighted in Clause 46 of LPS4 above, as also referenced in the background section of this report earlier.

It is furthermore submitted that the application as presented complies with all relevant State Planning Policies, where applicable, as referenced in the supporting memorandum.

The proposed conditions for subdivision approval are considered to address any matters of concern.

In summary, the proposal is supported as it is consistent with the planning framework. The subject lots are considered suitable and capable to accommodate the intended land use. The application is considered consistent with the principles of orderly and proper planning.

OFFICER'S RECOMMENDATION

That Council recommend to the Western Australian Planning Commission that application No. 164217 for the subdivision of Lot 51 and Lot 181 Boyagarra Road, Brookton, be approved subject to the following conditions:

Conditions:

- 1) A notification, pursuant to Section 165 of the Planning and Development Act 2005/Section 70A of the Transfer of Land Act 1893 is to be placed on the certificates of title of the proposed lots. Notice of this notification is to be included on the diagram or plan of survey (deposited plan).
The notification is to state as follows:
"The use of this lot may be affected by 24-hour operation of machinery, aerial spraying and generation of other noise, dust and odours arising from agricultural operations being carried out on surrounding land holdings."
- 2) A notification, pursuant to Section 165 of the Planning and Development Act 2005/Section 70A of the Transfer of Land Act 1893 is to be placed on the certificates of title of the proposed lots. Notice of this notification is to be included on the diagram or plan of survey (deposited plan).
The notification is to state as follows:
"The use of this lot may be affected by operation of machinery, generation of noise and dust arising from extractive industry operations being carried out in proximity to the lot."
- 3) Prior to commencement of subdivisional works, a detailed plan identifying building envelopes on all lots on the approved plan of subdivision is to be prepared in consultation with the local government to ensure the appropriate siting of development.
- 4) A restrictive covenant pursuant to Section 129BA of the Transfer of Land Act 1893 is to be placed on the certificates of title of the proposed lots advising of the existence of a restriction on the use of the land. Notice of this restriction is to be included on the diagram or plan of survey (deposited plan). The restrictive covenant is to state as follows:
"No development is to take place outside the defined building envelopes, unless otherwise approved by the local government."

- 5) A revegetation plan being prepared, approved and implemented for the revegetation of areas near the seasonal water course, with appropriate native species, to the specifications and satisfaction of the Local Government.

A notification, pursuant to Section 165 of the Planning and Development Act 2005, is to be placed on the certificates of title of the proposed lots advising of the existence of a hazard or other factor.

- 6) Notice of this notification is to be included on the diagram or plan of survey (deposited plan).

The notification is to state as follows:

“This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and is subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land including the requirement to have additional dedicated water supply for bushfire fighting located on the lot.”

- 7) Suitable arrangements being made with the local government for the provision of vehicular crossovers to service the lots shown on the approved plan of subdivision.

(Simple majority vote required)

ALTERNATIVE OFFICER'S RECOMMENDATION

That Council recommend to the Western Australian Planning Commission that application No. 164217 for the subdivision of Lot 51 and Lot 181 Boyagarra Road, Brookton, be approved subject to the following conditions:

Conditions:

- 1) A notification, pursuant to Section 165 of the Planning and Development Act 2005/Section 70A of the Transfer of Land Act 1893 is to be placed on the certificates of title of the proposed lots. Notice of this notification is to be included on the diagram or plan of survey (deposited plan).

The notification is to state as follows:

“The use of this lot may be affected by 24-hour operation of machinery, aerial spraying and generation of other noise, dust and odours arising from agricultural and extractive industry operations being carried out on surrounding land holdings.”

- ~~2) A notification, pursuant to Section 165 of the Planning and Development Act 2005/Section 70A of the Transfer of Land Act 1893 is to be placed on the certificates of title of the proposed lots. Notice of this notification is to be included on the diagram or plan of survey (deposited plan).~~

~~The notification is to state as follows:~~

~~“The use of this lot may be affected by operation of machinery, generation of noise and dust arising from extractive industry operations being carried out in proximity to the lot.”~~

- 32) Prior to commencement of subdivisional works, a detailed plan identifying building envelopes on all lots on the approved plan of subdivision is to be prepared in consultation with the local government to ensure the appropriate siting of development.
- ~~4) A restrictive covenant pursuant to Section 129BA of the Transfer of Land Act 1893 is to be placed on the certificates of title of the proposed lots advising of the existence of a restriction on the use of the land. Notice of this restriction is to be included on the diagram or plan of survey (deposited plan). The restrictive covenant is to state as follows:~~
- ~~“No development is to take place outside the defined building envelopes, unless otherwise approved by the local government.”~~
- 35) A revegetation plan being prepared, approved and implemented for the revegetation of areas near the seasonal water course, with appropriate native species, to the specifications and satisfaction of the Local Government.
- 46) A notification, pursuant to Section 165 of the Planning and Development Act 2005, is to be placed on the certificates of title of the proposed lots advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan).
The notification is to state as follows:
“This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and is subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land including the requirement to have additional dedicated water supply for bushfire fighting located on the lot.”
- 57) Suitable arrangements being made with the local government for the provision of **unsealed** vehicular crossovers to service the lots shown on the approved plan of subdivision.

OCM 12.23-03

COUNCIL RESOLUTION

MOVED Cr de Lange SECONDED Cr Bell

That Council recommend to the Western Australian Planning Commission that application No. 164217 for the subdivision of Lot 51 and Lot 181 Boyagarra Road, Brookton, be approved subject to the following conditions:

Conditions:

- 1) ***A notification, pursuant to Section 165 of the Planning and Development Act 2005/Section 70A of the Transfer of Land Act 1893 is to be placed on the certificates of title of the proposed lots. Notice of this notification is to be included on the diagram or plan of survey (deposited plan).
The notification is to state as follows:***

“The use of this lot may be affected by 24-hour operation of machinery, aerial spraying and generation of other noise, dust and odours arising from

agricultural and extractive industry operations being carried out on surrounding land holdings.”

- 2) Prior to commencement of subdivisional works, a detailed plan identifying building envelopes on all lots on the approved plan of subdivision is to be prepared in consultation with the local government to ensure the appropriate siting of development.***
- 3) A revegetation plan being prepared, approved and implemented for the revegetation of areas near the seasonal water course, with appropriate native species, to the specifications and satisfaction of the Local Government.***
- 4) A notification, pursuant to Section 165 of the Planning and Development Act 2005, is to be placed on the certificates of title of the proposed lots advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan).
The notification is to state as follows:
“This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and is subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land including the requirement to have additional dedicated water supply for bushfire fighting located on the lot.”***
- 5) Suitable arrangements being made with the local government for the provision of unsealed vehicular crossovers to service the lots shown on the approved plan of subdivision.***

CARRIED BY SIMPLE MAJORITY VOTE 4/1

For: Cr Crute, Cr de Lange, Cr Bell, Cr Hayden

Against: Cr McCabe

Attachments

- Attachment 12.12.23.01A – Memorandum in support of Subdivision: Edge Planning & Property.**
- Attachment 12.12.23.01B – Proposed Subdivision Plan.**
- Attachment 12.12.23.01C – Bushfire Management Plan and BAL Contour Plan.**
- Attachment 12.12.23.01D – Environmental Assessment Report and Site Soil Evaluation.**
- Attachment 12.12.23.01E – Report on late winter groundwater levels for on-site sewage disposal.**



Ms Sam Fagan
Secretary
Western Australian Planning Commission
Submitted via eLodgement

Dear Sam

PROPOSED SUBDIVISION – LOTS 51 AND 181 BOYAGARRA ROAD, BROOKTON

1. INTRODUCTION

Edge Planning & Property act on behalf of the landowner, Langley Management Pty Ltd. We have been instructed by our client to prepare and lodge a subdivision application for the site. In support of our application, please find enclosed the following:

- A completed on-line Form 1A Application for Approval of Freehold or Survey-Strata Subdivision and associated checklist;
- A copy of the Certificate of Titles;
- The landowners' signed letter of consent;
- The subdivision plan;
- Environmental Assessment and Site and Soil Evaluation by Bio Diverse Solutions;
- Supplementary late winter inspection report by Perth Geotechnics;
- Bushfire Management Plan and BAL Contour Plan by Bio Diverse Solutions;
- This correspondence detailing the merits of the application; and
- Payment of \$4178 which is the prescribed WAPC fee for the application.

2. THE SITE AND ITS CONTEXT

Cadastral details for the site are summarised below in Table 1.

Table 1 – Cadastral Details					
Lot	Diagram	Volume	Folio	Area	Owner
Lot 51 Boyagarra Road	DP76005	2834	784	53.0559 hectares	Langley Management Pty Ltd
Lot 181 Boyagarra Road	DP50016	2652	971	34.1793 hectares	Langley Management Pty Ltd

The site is located approximately 3 kilometres north-east of the Brookton townsite.



www.edgeplanning.com.au
134 Hare Street, Mount Clarence, Albany, WA 6330
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ABN: 51 473 192 534

The site adjoins and is near a range of uses including rural smallholding, rural, golf course and industry – extractive.

The site has the following characteristics and features:

- The site is bounded by the Great Southern Highway to the west, Boyagarra Road to the north, Lots 814 and 816 to the south and rural land to the east;
- It has a combined area of 87.23 hectares;
- It is used for rural (cropping) purposes;
- It is dissected by a seasonal watercourse which limits practical vehicular access to the area south of the seasonal watercourse;
- It is largely cleared. The main area of native vegetation adjoins the seasonal watercourse. The vegetation in the seasonal watercourse is degraded due to past clearing and agricultural practices;
- The site has a gentle gradient which slopes from approximately 265 metres AHD in the north-east corner to approximately 247 metre AHD on the western boundary;
- The Corigin Area Land Resources Survey, by the former Department of Agriculture, sets out that the site (northern and central sections) is predominantly within the Pingelly system. This is described as 'Granitic and colluvial slopes with sandy and loamy duplexes and red/brown loams. York Gum and Wandoo Woodland'. There are other soils associated with the seasonal watercourse where no development is proposed;
- It is not on the Department of Water and Environmental Regulation's Contaminated Site Database;
- The Department of Planning, Lands and Heritage's Aboriginal Heritage Inquiry System at <https://maps.dpa.wa.gov.au/ahis/> reveals there are no Registered Aboriginal Sites applying to the subject land; and
- It does not contain any structure or place of non-indigenous heritage significance on the Shire of Brookton Municipal Inventory (heritage survey) or on the Shire's Heritage List.

Background information is outlined in the Environmental Assessment and Site Soil Evaluation by Bio Diverse Solutions.

3. THE PROPOSAL

The subdivision proposes a simple design to create 8 rural smallholding lots ranging between approximately 5.9 hectares to 20.6 hectares. The subdivision design responds to the site's opportunities and constraints, the planning framework and landowner requirements. Building envelopes are outlined.

All lots have vehicle access to Boyagarra Road other than the proposed Lot 'H'. Lot 'H' will access the Great Southern Highway in a suitable location that maximises sight distances, minimises clearing and avoids low-lying land near the seasonal watercourse.

The building envelopes address matters including land use compatibility, flood risk and setbacks for on-site sewage disposal from the seasonal watercourse.

4. PLANNING FRAMEWORK

The application and site are subject to various planning documents. The application has taken account and suitably addresses the following:

- *State Planning Strategy 2050* - sets a broad strategic plan for Western Australia built on sustained growth and prosperity. The Strategy highlights the importance of job creation and supports developing strong and resilient regions. The Strategy also supports a diverse, liveable, connected and collaborative State;
- *State Planning Policy 1 State Planning Framework Policy*;
- *State Planning Policy 2 Environment and Natural Resources*;
- *State Planning Policy 2.5 Rural Planning*;

- State Planning Policy 3.7 Planning in Bushfire Prone Areas – the site is partly classified as a Bushfire Prone Area as shown at <https://maps.slp.wa.gov.au/landgate/bushfireprone/>. A Bushfire Management Plan and BAL Contour Plan are enclosed. This assessment addresses SPP 3.7 and the Guidelines for Planning in Bushfire Prone Areas;
- State Planning Policy No. 3 Urban Growth and Settlement;
- State Planning Policy 5.4 Road and Rail Noise – details are outlined in section 5.5.3 of this correspondence;
- Government Sewerage Policy;
- EPA Guidance Statements including Guidance Statement 33 – Environmental Guidance for Planning and Development and Guidance Statement 3 – Separation Distances between Industrial and Sensitive Land Uses;
- Wheatbelt Regional Planning and Infrastructure Framework;
- Wheatbelt Regional Blueprint;
- Shire of Brookton-Beverley Local Planning Strategy - the Brookton Strategy Plan shows the site as Rural Smallholding; and
- Shire of Brookton Local Planning Scheme No. 4 (LPS4) - the site is zoned 'Smallholding'. Sections of LPS4 relevant to the application include:
 - Clause 9 which includes to facilitate the growth of the Brookton townsite;
 - Clause 16 outlines zone objectives. The objective for the 'Rural Smallholding' zone includes to provide lot sizes in the range of 4ha to 40ha; and
 - Table 5 – General development requirements – this sets out minimum setbacks in the Rural Smallholding zone with a 20m front setback and 10m side and rear setbacks.

5. PLANNING CONSIDERATIONS AND PLANNING JUSTIFICATION

5.1 Suitability of the site for rural smallholding subdivision

Scheme Amendment No. 1 recently rezoned the site from 'Rural' to 'Rural Smallholding'. A Local Structure Plan was prepared as part of Scheme Amendment No. 1 to provide a framework for future subdivision and development.

The site is suitable for the rural smallholding subdivision and associated development. Reasons include:

- The application is consistent with the planning framework including the zoning, the Local Structure Plan along with site characteristics;
- The site is located near the Brookton townsite;
- The lots are capable and suitable of accommodating a dwelling and shed and on-site wastewater with the generous sized building envelopes;
- The proposed subdivision is compatible with adjoining and nearby uses.
- Traffic impacts will be manageable, and traffic can readily be accommodated on Boyagarra Road;
- Other than Lot 'H', there is no direct access to Great Southern Highway. There is no direct access to Brookton-Corrigin Road;
- The subdivision/development will be appropriately serviced;
- The site has been previously cleared and it contains minimal environmental assets other than near the seasonal watercourse. Key environmental assets, including water resources and native vegetation, can be suitably conserved;
- The site is not subject to heritage constraints nor is it located in a public drinking water source area;
- The technical investigations confirm subdivision/development will address on-site sewage disposal requirements and bushfire risks;
- It assists to provide a variety of housing and lifestyle choices near Brookton; and
- The proposal will complement Brookton increasing its overall viability, vitality and prosperity, increasing the economic viability of existing services and adding to the range of services that can be provided.

5.2 Bushfire management

A Bushfire Management Plan and BAL Contour Plan were prepared by Bio Diverse Solutions. The Bushfire Management Plan addresses *State Planning Policy 3.7 Planning in Bushfire Prone Areas* and the *Guidelines for Planning in Bushfire Prone Areas*.

Bio Diverse Solutions conclude that subdivision/development on the site will meet the Guidelines' acceptable solutions for:

- Element 1 - Location;
- Element 2 - Siting and Design of Development;
- Element 3 - Vehicular Access; and
- Element 4 - Water.

The application is accordingly consistent with *State Planning Policy No. 3.7 Planning in Bushfire Prone Areas* and that the application meets the acceptable solutions in the *Guidelines for Planning in Bushfire Prone Areas*. This includes that proposed lots have generous areas at BAL-29 or below.

5.3 On-site sewage disposal

Bio Diverse Solutions have prepared an Environmental Assessment and Site Soil Evaluation which addresses the *Government Sewerage Policy*. This was complemented with a late winter inspection report by Perth Geotechnics. In summary, the assessment results were:

- The site is suitable for the receipt of on-site sewage disposal;
- 8 of the 9 test pits had clearance in excess of at least 1 metre between the highest groundwater level and the natural ground level. The test pit on Lot 'A' was 0.8m below the ground surface;
- Subject to the location of the final land application area, there may be need to bring in a modest amount of suitable fill to provide clearance from the highest groundwater level on Lot 'A'. Given the generous size of the lots, the modest fill will not impact the area's amenity or landscape values;
- The Phosphorous Retention Index results reveal the soils have a high PRI to fix nutrients; and
- The soils have a range of permeability.

It is noted that:

- The proposed lot sizes are generous, between 5.9 – 20.6 hectares with an average of 10.9 hectares, which will provide space to accommodate and treat on-site sewage disposal;
- It is expected that most lots will be serviced with standard septic tanks/leach drains;
- The site is not classified as sewage sensitive;
- There is scope for on-site sewage disposal to be located around 150-250 metres or more from the seasonal watercourse on most lots. All lots can achieve a separation of 100 metres from the seasonal watercourse;
- Based on the *Corrigin Area Land Resources Survey* and the SSE, site conditions in the building envelopes have appropriate capability for rural smallholding subdivision/development; and
- There will be a further need to address on-site sewage and gain Shire approval at the development or building permit stages.

5.4 Water management

5.4.1 Stormwater

There is a requirement that stormwater from the subdivision and future development on the site is effectively managed. This can be readily achieved noting the generous lot sizes (average of 10.9 hectares and minimum of 5.9 hectares) and soil types.

Subdivision/development is required to ensure that stormwater is designed to ensure that post development run-off rates are no greater than pre-development run-off rates. It is expected that this will be achieved through measures including rainwater tanks, soakwells and swales.

There is also the opportunity to revegetate where appropriate.

5.4.2 Water supply

Based on WAPC policy, rural smallholding lots (4 – 40 hectares) do not need to be connected to the reticulated (scheme) water system. Potable water will be through rainwater capture and storage, with landowners installing rainwater tanks associated with future dwellings and outbuildings.

Based on clause 44 of LPS4, there is a requirement that each dwelling is provided with a minimum tank capacity of 120,000 litres with an additional 15,000 litres dedicated to fire fighting purposes.

5.5 Environmental impacts

5.5.1 Overview

The Environmental Assessment and Site Soil Evaluation by Bio Diverse Solutions is enclosed.

It is expected that the subdivision/development will have negligible environmental impacts for reasons including:

- The site has been cleared other than near the seasonal watercourse. The remaining native vegetation can be conserved through locating development in the building envelopes;
- Most native vegetation is degraded due to past stocking. While noting this, there is an opportunity to revegetate the seasonal watercourse and install fencing parallel with the watercourse;
- Key environmental assets, including water resources, can be suitably addressed through appropriate servicing, design and management;
- The site is not within a public drinking water source area;
- There are appropriate setbacks between future development areas and main roads to reduce noise impacts to manageable levels (refer to the building envelopes);
- Site conditions are appropriate for on-site sewage disposal;
- It will be appropriately serviced including that stormwater will be effectively managed;
- The site is not classified as a contaminated site by the Department of Water and Environmental Regulation; and
- It will be subject to subdivision and development conditions.

5.5.2 Hydrology and flood risks

There is a seasonal watercourse in the southern portion of the site. The seasonal watercourse dissects the site and it connects to the Avon River.

The site is south of the Brookton Happy Valley Water Reserve which is identified as a Public Drinking Water Source Area (PDWSA). Due to the separation distance and topography, development on the site will not impact on the PDWSA.

The seasonal watercourse is subject to localised flood risk. While there is no available flood mapping, a precautionary approach has been adopted based on site inspection which is reflected in the proposed building envelopes. The building envelopes are not impacted by flooding as they are high in the landscape and are generally located approximately 150 - 250 metres from the seasonal watercourse.

5.5.3 State Planning Policy 5.4 Road and Rail Noise

State Planning Policy 5.4 Road and Rail Noise (SPP 5.4) relates to a portion of the site due to the Great Southern Highway and the Brookton-Corrigin Road.

The trigger distance area is outlined at <https://espatial.dplh.wa.gov.au/PlanWA/Index.html?viewer=PlanWA>. This relates to the former alignment of the section of Brookton-Corrigin Road adjoining the site and not the current alignment.

The requirements of SPP 5.4 are addressed through opportunities to locate dwellings at least 150m from the Great Southern Highway and the Brookton-Corrigin Road. Based on Table 5 of the Road and Noise Guidelines, there is scope for future dwellings will achieve a target noise of 55dB outdoor during the day.

The building envelope on Lot 'A' provides a 120m setback from the western boundary with a separation distance of approximately 130m to the Great Southern Highway. There is scope within the building envelope for a dwelling to be 150m from the Great Southern Highway.

Lot 'H' has a 160m setback from the southern boundary and is has a separation distance of approximately 240m from Brookton-Corrigin Road.

Other lots have significant separation distances from the Great Southern Highway and from Brookton-Corrigin Road.

Based on Table 5 of the Guidelines, no further measures are required for noise sensitive development. It is expected there may be a need to include a notification on the title for proposed Lot 'A' and Lot 'H'.

5.6 Traffic

The site is readily accessible to the Brookton townsite and other facilities/services.

The site adjoins the sealed Boyagarra Road and the Great Southern Highway.

The site does not have legal vehicle access to Brookton-Corrigin Road.

The existing road network and intersections have sufficient capacity to address the modest additional traffic generation from the proposed subdivision/development. The subdivision/development will have limited impacts on local roads, including on traffic flow. Additionally, there are appropriate vehicle sight distances at the intersections.

Main Roads WA have previously supported in principle, access from proposed Lot 'H' to Northam Cranbrook Road (Great Southern Highway). The location and design of the access is expected to be determined as a condition of the subdivision application.

It is expected a subdivision condition will prevent direct vehicle access between Lot 'A' and the Northam Cranbrook Road (Great Southern Highway).

5.7 Planning justification

The planning justification for the subdivision application is summarised below:

- The application is consistent with the planning framework;
- The subdivision respects the area's context and neighbouring properties;
- The subdivision will maintain the existing character and amenity of the area;
- Bushfire requirements address State Planning Policy No. 3.7 Planning in Bushfire Prone Areas and the Guidelines for Planning in Bushfire Prone Areas;

- A land application area can be provided on each lot which addresses the Government Sewerage Policy;
- The site contains limited environmental assets and the development will not create environmental impacts;
- It is expected a subdivision condition will require revegetation near the seasonal watercourse;
- The site is not subject to heritage constraints; and
- The application is consistent with the principles of orderly and proper planning.

6. Conclusion

The application is consistent with the planning framework and is both suitable and capable of accommodating rural smallholding subdivision/development. Accordingly, Edge Planning & Property respectfully request that the WAPC grant conditional approval to this subdivision application.

7. Next steps

Please contact me on 0409107336 or steve@edgeplanning.com.au should you have any questions, seek clarification or require additional information.

On behalf of our client, Edge Planning & Property look forward to the WAPC's favourable response to the application and receiving conditional approval at the WAPC's earliest possible convenience.

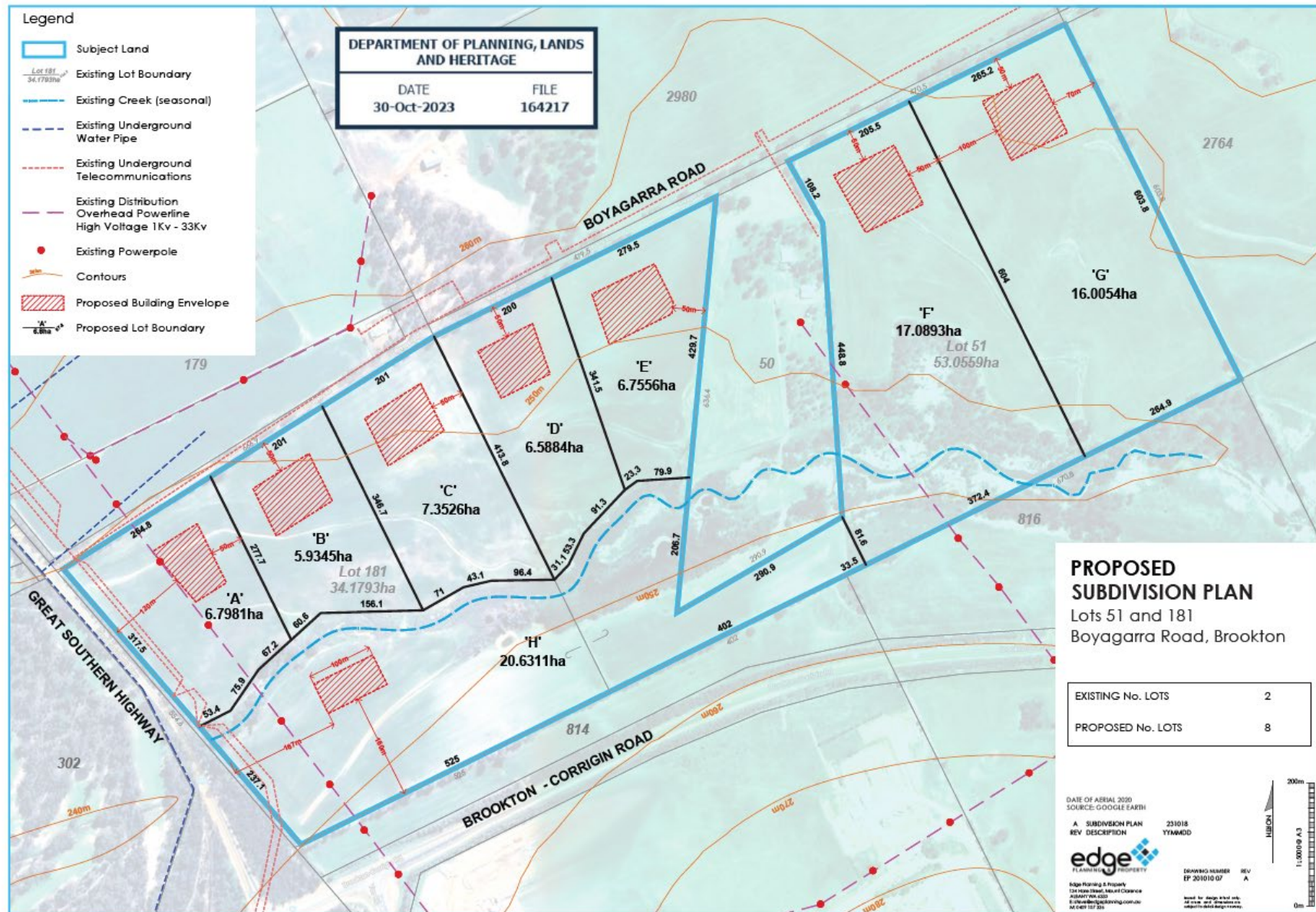
Yours sincerely



Steve Thompson
SENIOR PARTNER

27 October 2023

Enc.



Bushfire Management Plan and BAL Contour Plan

Site Details					
Address:	Lot 51 and 181 Boyagarra Road				
Suburb:	Brookton	State:	W.A.	Postcode	6306
Local Government Area:	Shire of Brookton				
Description of Building Works:	N/A				
Stage of WAPC Planning	Rezoning/Subdivision Application				

Report Details			
Report / Job Number:	EPP006	Report Version:	Final
Assessment Date:	26 February 2021	Report Date:	31 January 2022
BPAD Practitioner	Kathryn Kinnear (Level 2)	Accreditation No.	BPAD 30794



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Appendix: B: Schedule 1 - WAPC Asset Protection Zone (APZ) standards to apply

1. Introduction

Langley Management Pty Ltd commissioned Bio Diverse Solutions (Bushfire Consultants) to prepare a Bushfire Management Plan (BMP) to accompany a scheme amendment to the Shire of Brookton Local Planning Scheme No. 4 for the rezoning of Lots 51 and 181 Boyagarra Road, Brookton from Rural to Rural Smallholdings and to support an associated structure plan.

The BMP is prepared to assess the proposal to ensure it is consistent with the current and endorsed Guidelines for Planning in Bushfire Prone Areas Vers 1.3 (WAPC, 2017), State Planning Policy 3.7 (WAPC, 2015) and the Department of Planning, Lands and Heritage.

1.1 Location

The Subject Site is located to the northeast of the Brookton Townsite in the Shire of Brookton as shown on Figure 1.



Figure 1: Location Mapping

1.2 Development Proposal

The development proposal includes rezoning and the subsequent development of 8 Rural residential lots (A-H) ranging in size from 5.9 to 20.6ha as shown on the subdivision concept plan (Figure 2).

1.3 Bushfire Prone Area

The publicly released Bushfire Prone Area Mapping (OBRM, 2019) shows that the majority of the site is located within a Bushfire Prone Area (within 100m of >1ha of bushfire prone vegetation) and as such is subject to a planning assessment of the bushfire risks. Bushfire Prone Area Mapping (OBRM, 2019) is shown in Figure 3.



Figure 2: Bushfire Prone Areas (OBRM, 2019)

1.4 Statutory Framework

This document and the recommendations contained within are aligned to the following policy and guidelines:

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Scheme) Regulations 2015;*
- *State Planning Policy (SPP) 3.7 Planning in Bushfire Prone Areas 2015;*
- *Guidelines for Planning in Bushfire Prone Areas v1.3 2017;*
- *Building Act 2011;*
- *Building Regulations 2012;*
- *Building code of Australia (National Construction Code);*
- *Fire and Emergency Services Act 1998.*
- *AS3959-2018 "Construction of Buildings in Bushfire Prone Areas" current and endorsed standards;*
- *Bushfires Act 1954;* and
- *Shire of Brookton Fire Control Information 2020/2021*

1.5 Suitably Qualified Bushfire Consultant

This BMP has been prepared by Kathryn Kinnear. Kathryn Kinnear (nee White), has 10 years operational fire experience with the (formerly) DEC (1995-2005) and has the following accreditation in bushfire management:

- Incident Control Systems;
- Operations Officer;
- Prescribed Burning Operations;
- Fire and Incident Operations;
- Wildfire Suppression 1, 2 & 3;
- Structural Modules – Hydrants and hoses, Introduction to Structural Fires, and Fire extinguishers; and
- Ground Controller.

Kathryn Kinnear currently has the following tertiary Qualifications:

- BAS Technology Studies & Environmental Management;
- Diploma Business Studies; and
- Graduate Diploma in Environmental Management.

Kathryn Kinnear is an accredited Level 2 Bushfire Practitioner (Accreditation No: BPAD30794). Bio Diverse Solutions are Silver Corporate Members of the Fire Protection Australia Association and Kathryn is a suitably qualified Bushfire Practitioner to prepare this Bushfire Management Plan.

2 Environmental Considerations

2.1 Native Vegetation – modification and clearing

There is no vegetation clearing proposed as part of the rezoning and subsequent subdivision as the majority of the site consists of paddock grasses. The existing creek-line vegetation will remain uncleared.

2.2 Revegetation or landscaping

Some revegetation will occur around the creek line to create a 15m vegetation buffer on either side of the creek for bank stabilisation as per the Environmental Assessment Report (BDS, 2021). The revegetation buffer will include planting of sedges, grasses and shrubs up to 2m to maintain a Shrubland Type C vegetation type. Trees are to be planted 10m spacings to maintain the current vegetation type and structure.

3 Bushfire Assessment Results

The bushfire assessment for this site has followed the Bushfire Attack Level Assessment process and included:

- Vegetation classification to AS3959;
- Assessment of the Subject Site to 150m from the building; and
- Allocation of category of Bushfire Hazard Level (BHL).

3.1 Assessment Inputs

Bushfire Assessment inputs for the site has been calculated using the Method 1 BAL Assessment procedure as outlined in AS3959-2018. This incorporates the following factors:

- WA adopted Fire Danger Index (FDI), being FDI 80;
- Vegetation Classes;
- Slope under classified vegetation; and
- Distance between proposed development site and classified vegetation.

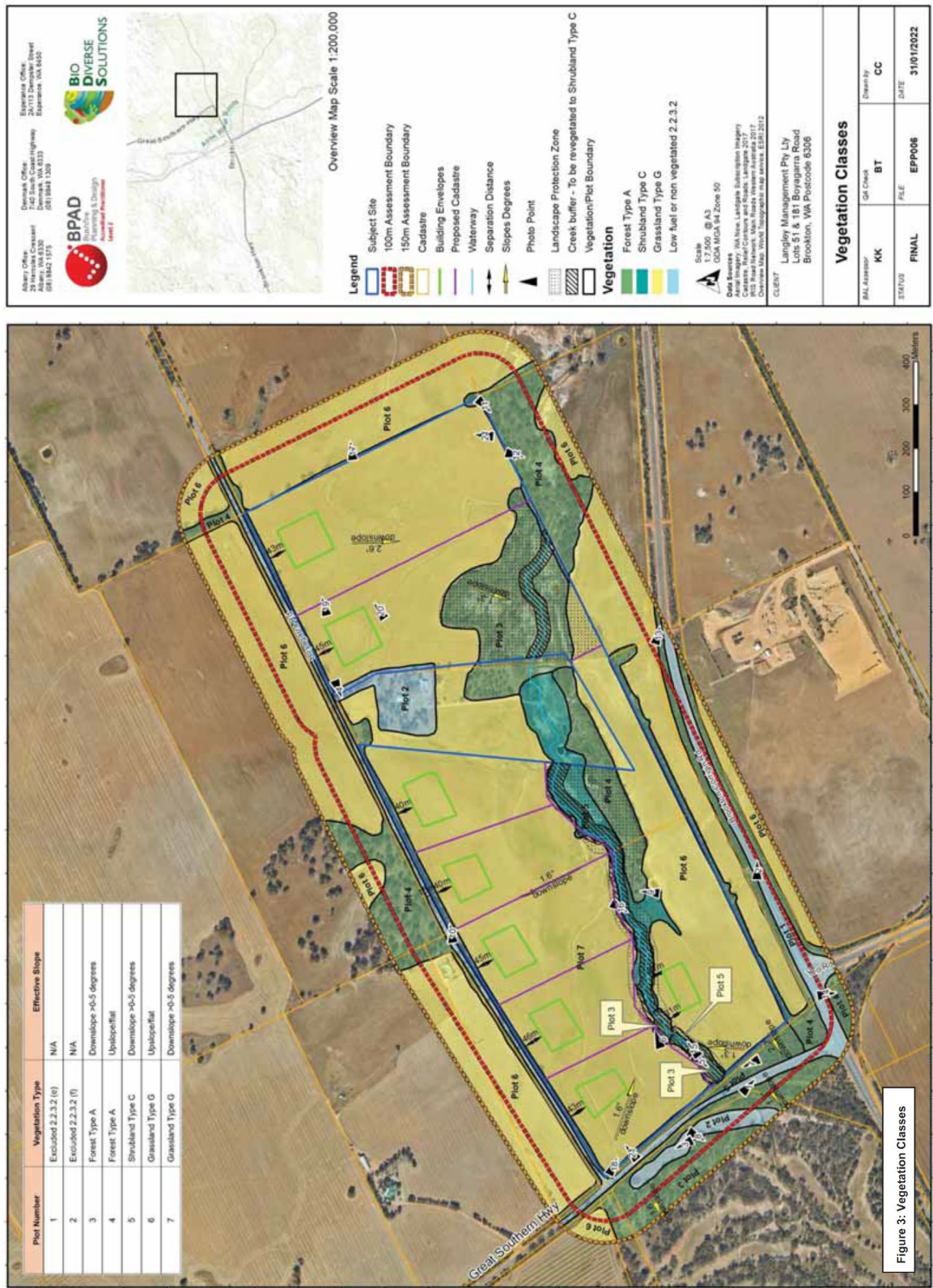
3.1.1 Vegetation Classification

Site assessment occurred on the 26th February 2021 by Kathryn Kinnear (BPAD 30794). All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified in the following pages and shown on the Vegetation Classes Maps on the following pages.

A summary of the Plot data assessed as per Clause 2.2.3 of AS 3959-2018 is provided below in Table 1 below, detailed plot data is provided in Appendix A.

Table 1: Vegetation Classification Table (in accordance with AS 3959-2018)

Plot Number	Vegetation Type	Effective Slope
1	Excluded 2.2.3.2 (e)	N/A
2	Excluded 2.2.3.2 (f)	N/A
3	Forest Type A	Downslope >0-5 degrees
4	Forest Type A	Upslope/flat
5	Shrubland Type C	Downslope >0-5 degrees
6	Grassland Type G	Upslope/flat
7	Grassland Type G	Downslope >0-5 degrees



3.2 Assessment Outputs

The BHL process provides an indication of the likely impact of a bushfire event as it interacts with the bushfire hazards within and adjacent to the site. The BHL is a measure of the likely intensity of a bushfire and the likely level of bushfire attack on a site by categorizing the hazard (WAPC, 2017). The allocation of category of the bushfire hazard is determined as per Table 3 of the Guidelines for Planning in Bushfire Prone Areas (WAPC, 2017). Refer to Figure 5 below.

Table 3: BHL and classified vegetation (as per AS-3959)

HAZARD LEVEL	CHARACTERISTICS
Extreme	<ul style="list-style-type: none"> Class A: Forest Class B: Woodland (05) Class D: Scrub Any classified vegetation with a greater than 10 degree slope
Moderate	<ul style="list-style-type: none"> Class B: Open woodland (06), Low woodland (07), Low open woodland (08), Open shrubland (09)* Class C: Shrubland Class E: Mallee/Mulga Class G: Grassland, including sown pasture and crops Vegetation that has a low hazard level but is within 100 metres of vegetation classified as a moderate or extreme hazard, is to adopt a moderate hazard level.
Low	<ul style="list-style-type: none"> Low threat vegetation may include areas of maintained lawns, golf courses, public recreation reserves and parklands, vineyards, orchards, cultivated gardens, commercial nurseries, nature strips and windbreaks. Managed grassland in a minimal fuel condition (insufficient fuel is available to significantly increase the severity of the bushfire attack). For example, short-cropped grass to a nominal height of 100 millimetres. Non-vegetated areas including waterways, roads, footpaths, buildings and rock outcrops.

Figure 4: BHL Assessment allocation of category (WAPC, 2017)

Potential Bushfire Impacts - BHL allocation

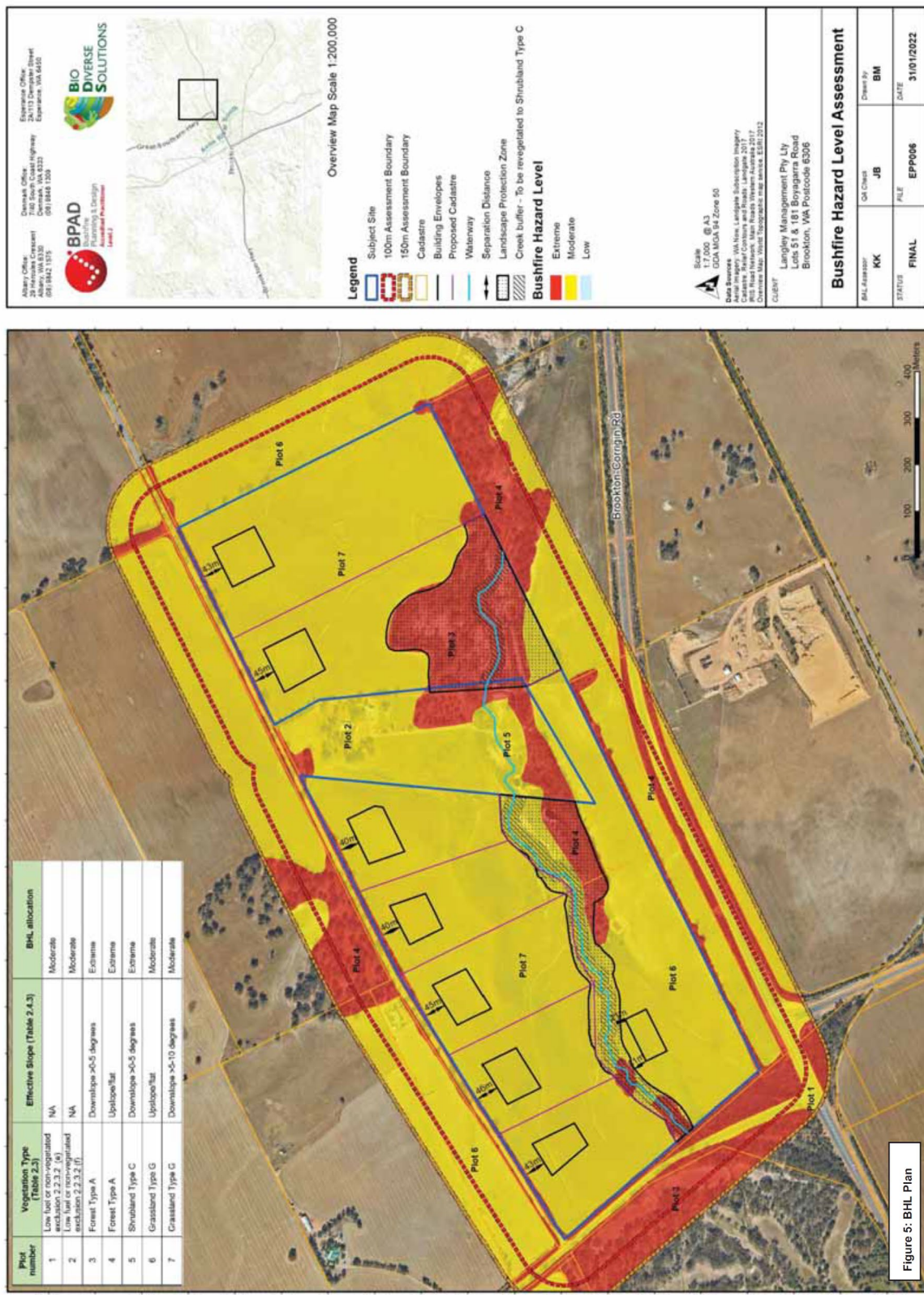
The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below in Table 2 and shown on the Figure 6: BHL mapping.

Table 2: Potential Bushfire impacts to BHL Methodology

Plot number	Vegetation Type (Table 2.3)	Effective Slope (Table 2.4.3)	BHL allocation
1	Low fuel or non-vegetated exclusion 2.2.3.2 (e)	NA	Moderate
2	Low fuel or non-vegetated exclusion 2.2.3.2 (f)	NA	Moderate
3	Forest Type A	Downslope >0-5 degrees	Extreme
4	Forest Type A	Upslope/flat	Extreme
5	Shrubland Type C	Downslope >0-5 degrees	Extreme
6	Grassland Type G	Upslope/flat	Moderate
7	Grassland Type G	Downslope >5-10 degrees	Moderate

Comments on BAL calculation & methodology

- Method 1 (AS3959-2018) Simplified procedure was used for vegetation classification and BHL Assessment process;
- The BHL Map was prepared by an Accredited Level 2 Bushfire Planning Practitioner (BPAD30794) and has been prepared in accordance with Department of Planning (WAPC) Guidelines for Planning in Bushfire Prone Areas (Version 1.3, 2017);
- Structure plan is based on plan of subdivision as supplied by proponent (Figure 2); and
- Subject Site is located in a Bushfire Prone Area, see Figure 3 (OBRM, 2019).



4 Identification of bushfire hazard issues

4.1 Bushfire hazard level

The identified bushfire risks associated with the Subject Site include the Forest Type A and Shrubland Type C within the creek line which connects to denser creek line vegetation (Forest Type A) east of the site and Forest Type A within the Brookton Golf Course to the west of the site. Other bushfire risks (to a lesser extent) to the Subject Site include the Forest Type A within the road reserves surrounding the site, a patch of Forest Type A to the north of the site and the paddock grasses within the Subject Site and surrounding the site. Under hot, dry and unstable conditions (Severe to Catastrophic bushfire weather) the Subject Site is most at risk from bushfire from these areas.

The creek area is proposed to be revegetated to stabilise the banks and provide connectivity to the adjacent vegetated areas. A revegetation area of 15m either side (30m in total) is proposed as part of the subdivision (BDS, 2021). The creek line revegetation has been accounted for in the BMP and adequate setbacks can be achieved. BAL 29 or less can be achieved on all the lots in the allocated Building envelopes (BE's).

The BE's are to be maintained in a low fuel condition to WAPC APZ Schedule 1 standards (See Appendix B) at all times with a minimum setback to Grassland Type G from proposed buildings to 20m to maintain BAL 12.5.

4.2 Access

Access from Lots A to G will be via Boyagarra Road and from Lot H will be via the Great Southern Hwy. Boyagarra Road provides access and egress in two directions; to the north east towards Yenyening Lakes Reserve and to the south west connecting to the Great Southern Highway which then provides access to north and to the south (towards the Brookton Township).

4.3 Water Supply

There is no reticulated water supply currently available to the site. A strategic supply is located to the west of the Subject Site within the Brookton Township. A standalone 10,000L water supply for bushfire fighting shall be located on each proposed lot and conditioned through the WAPC condition process.

5 Assessment against the Bushfire Protection Criteria

5.1 Compliance table

The Guidelines for Planning in Bushfire Prone Areas (WAPC, 2017) outlines bushfire protection criteria which subdivision and development proposals are assessed for compliance. The bushfire protection criteria (Appendix 4, WAPC, 2017) are performance-based criteria utilised to assess bushfire risk management measures and they outline four elements, being:

- Element 1: Location
- Element 2: Siting and Design of Development;
- Element 3: Vehicle Access; and
- Element 4: Water.

5.2 Compliance Table

The Subject Site and the subdivision plan will be assessed and are required to meet the “Acceptable Solutions” of each element of the bushfire mitigation measures (WAPC, 2017). The proposal will be assessed against all elements of the bushfire protection criteria, refer to Table 3.

Table 3: Bushfire protection criteria applicable to the site

Element	Acceptable Solution	Applicable or not Yes/No	Proposal meets Acceptable Solution
Element 1 – Location	A1.1 Development Location	Yes	<p>Compliant</p> <p>All proposed new lots have the ability to have a building located within the lot that will be subject to a BHL of "moderate". The BE on Lot H in the south of the Subject Site can achieve a BAL rating of BAL-29 or lower depending on the final placement of the building in the BE. Lots A-G in the north of the site can achieve BAL-19 or lower depending on the final placement of the building in the BE. A minimum setback to Grassland Type G from proposed buildings to 20m is required to maintain BAL 12.5. Detailed BAL Assessments are required in subsequent stages of planning depending on final placement of building in the BE</p> <p>Revegetation of the creek line will not impact the BAL rating on each lot given the size of the proposed lots.</p> <p>Proposal meets Acceptable Solution A1.1.</p>
Element 2 – Siting and Design	A2.1 Asset Protection Zone (APZ)	Yes	<p>Compliant</p> <p>The proposal can meet compliance by ensuring future building work on the lot/s can have established around them an APZ of the required dimensions to achieve BAL-29 or lower. APZ areas will be contained solely within the individual lots in the BE's and will be managed to WAPC Schedule 1 standards as presented in Appendix B of this report. Future landowner/s will have the responsibility of continuing to manage the required APZ in a low threat state including ongoing compliance with the local government's annual firebreak notice.</p> <p>Proposal meets Acceptable Solution A2.1.</p>
Element 3 – Vehicular Access	A3.1 Two Access Routes	Yes	<p>Compliant</p> <p>Access from Lots A to G will be via Boyagarra Road which provides access to the east and west. Access from Lot H will be via the Great Southern Highway which provides access and egress in two directions (north and south).</p>
	A3.2 Public Road	No	No public roads are proposed. Not assessed to A3.2.
	A3.3 Cul-de-sacs	No	No Cul-de-sacs proposed. Not assessed to A3.3.
	A3.4 Battle axes	No	No Battle axes are proposed. Not assessed to A3.4.
Element 3 – Vehicular Access	A3.5 Private driveways	Yes	<p>Compliant.</p> <p>Internal driveways are to be installed by the new lot owner when the building location is defined and are to meet minimum technical requirements as shown in Table 4.</p> <p>Proposal meets Acceptable Solution A3.5.</p>



Element	Acceptable Solution	Applicable or not Yes/No	Proposal meets Acceptable Solution
Element 3 – Vehicular Access cont.	A3.6 Emergency Access Ways	No	No emergency access ways are proposed. Not assessed to A3.6.
	A3.7 Fire Service Access Ways	No	No FSA's are proposed. Not assessed to A3.7.
	A3.8 Firebreaks	Yes	Compliant Firebreaks were noted surrounding the Subject Site to the north, east, south and west. Proposed lots shall be managed to the current Shire of Brookton Fire Information Notice. Proposal meets Acceptable Solution A3.8.
Element 4 – Water	A4.1 Reticulated areas	No	Not assessed to A4.1.
	A4.2 Non-reticulated areas	No	Not assessed to A4.2.
	A4.3 Individual lots in non-reticulated areas	Yes	A strategic supply is located in the Brookton Township which is less than 5km from the site. It is further recommended that a standalone 15,000L supply is located on each lot and conditions through the WAPC conditions process.

Further to the provisions of Element 2 in Table 3 above, the following vehicular access standards (Table 4 and Figure 8) are to apply to the holiday park internal driveway standards.

Table 4: Vehicular Access Technical Requirements (WAPC, 2017)

Technical requirements	Private Driveways
Minimum trafficable surface (m)	4
Horizontal clearance (m)	6
Vertical clearance (m)	4.5
Maximum grades	1 in 10
Minimum weight capacity (t)	15
Maximum crossfall	1 in 33
Curves minimum inner radius (m)	8.5

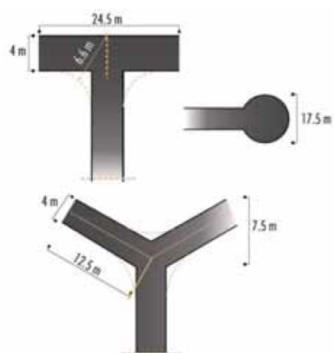


Figure 22: Design requirements for a private driveway longer than 50 metres
Turning areas should allow type 3 & 4 fire appliances to turn safely

Figure 6: Turn around Standards

5.3 Other bushfire mitigation measures

The bushfire risk assessment (Section 4.0) has outlined the extreme bushfire risks for the site the future development of new facilities. The following section outlines additional measures to assist in mitigating the bushfire risk for the proposed development.

5.3.1 Maintain fire prevention measures

There is little control of offsite ignition sources, however the following is recommended to be undertaken by the developer while in ownership of the land and any subsequent lot owners.

Prior to the bushfire season (October) the following activities are undertaken in BE's:

- Mowing, slashing and brush cutting (noting illegal to do so on Total fire ban days); and
- Maintenance of driveway access into and out of the site.

During the summer bushfire season (1st December to 30th April inclusive) maintenance activities internal to the site should be planned and risk assessed prior to commencement. This includes but not limited to:

- Mowing, slashing and brush cutting (noting illegal to do so on Total fire ban days);
- Welding, grinding and hot works (not undertaken on Total fire ban days) ;
- Temporary green waste disposal areas and green waste dumps – ensure piles are not exceeding 1.5m high and have bare mineral earth surrounding (min of 10m); and
- A water tender (min of 200L) fast attack unit is on site during the fire season.

The Site Construction manager (during construction periods of the subdivision) in consultation with developer are responsible for safety in during the bushfire season and are to ensure safety of the site and adjacent properties at all times from potential ignition sources during any construction periods.

5.3.2 Barrier Fencing

In November 2010 the Australian Bushfire CRC issued a "Fire Note" (Bushfire CRC, 2010) which outlined the potential for residential fencing systems to act as a barrier against radiant heat, burning debris and flame impingement during bushfire. The research aimed to observe, record, measure and compare the performance of commercial fencing of Colourbond steel and timber (treated softwood and hardwood).

The findings of the research found that:

".. Colourbond steel fencing panels do not ignite and contribute significant heat release during cone calorimeter exposure" (exposure to heat)

.."Colourbond steel (fencing) had the best performance as a non-combustible material. It maintained structural integrity as a heat barrier under all experimental exposure conditions, and it did not spread flame laterally and contribute to fire intensity during exposure"

It is also noted that non-combustible fences are recommended by WAPC (APZ standards: Fences and sheds within the APZ are constructed using non-combustible materials e.g. colourbond iron, brick, limestone, metal post and wire). The developer will be encouraged to build Colourbond or non-combustible fences where applicable.

5.3.3 Evaporative Air Conditioners

Evaporative air conditioning units can catch fire as a result of embers from bushfires entering the unit. These embers can then spread quickly through the home causing rapid destruction. It can be difficult for fire-fighters to put out a fire in the roof spaces of homes.

It is also recommended that the future owners:

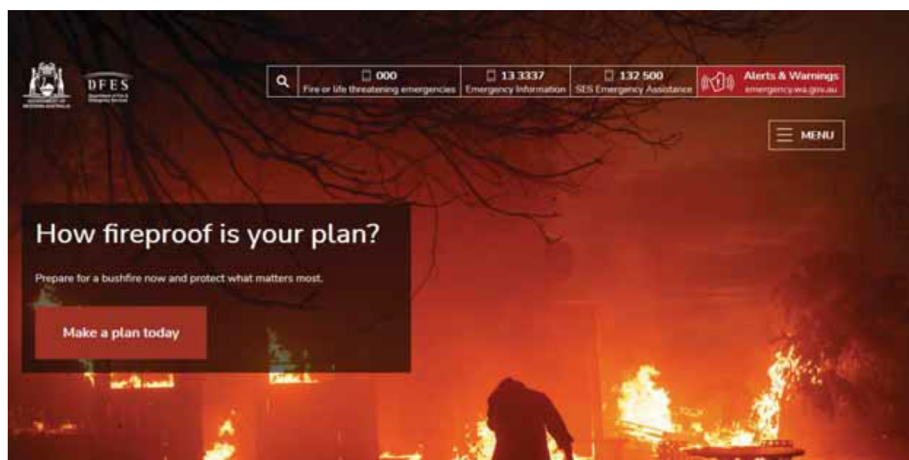
- Ensure that suitable external ember screens are placed on roof top mounted evaporative air conditioners compliant with AS3959-2018 (current and endorsed standards) and that the screens are checked annually; and
- Maintain evaporative air conditioners regularly as per DFES recommendations, refer to the DFES website for further details: <http://www.dfes.wa.gov.au>

5.3.4 Individual fire plan

Residents should prepare their own individual fire plans, as they need to make a commitment to develop a bushfire survival plan detailing preparations and actions to take if a bushfire threatens. By compiling information as outlined above, the individual lot owner can be prepared for their response in a bushfire emergency. Home owners should not rely on emergency personnel to attend their home and thus it is stressed to prepare an individual bushfire emergency plan regarding their intentions and property. This Bushfire Management Plan is not an individual bushfire emergency plan. More information can be gained from the DFES website (s):

www.dfes.wa.gov.au

www.emergency.wa.gov.au



(DFES, 2021)

The DFES FDR ratings and warning systems are shown over the page on Figure 8.



Figure 7: DFES Warning Systems

6 Implementation Actions

The responsibilities of the developer(s), Landowners and local government are shown in Table 5, 6 and 7.

6.1 Future Lot owner's Responsibility

It is recommended the future property owners shall be responsible for the following:

Table 5: Implementation actions future lot owners.

Future Lot owner – Ongoing management				
No	Implementation Action	Initial	Annual	All times
1	Undertake a BAL Assessment by an accredited BPAD practitioner on any proposed habitable buildings and build to AS3959 as it applies to their property.	✓		
2	Establish/maintain APZ's in allocated BE's to the standard stated in this BMP, see Appendix B Schedule 1 Standards for Asset Protections Zones.	✓		✓
3	Maintain individual lots fuel load in accordance with the Shire of Brookton's fire control information 2020/2021, Schedule 1 Standards for Asset Protections Zones (Appendix B) along with the Shire of Brookton Bushfire Risk Management Plan 2021-2026 (as amended).		✓	
4	A driveway cross over to be designated/ installed for access into the lots to the minimum technical standards as required by WAPC. To be demonstrated to Shire of Brookton at planning approval/building approval stages.	✓		✓
5	A standalone 15,000L supply is located on each lot and maintained accordingly	✓		✓
6	Any fencing of the Landscape Protection Zone erected by the landowner must incorporate an unlocked swing farm gate for ease of access.	✓		✓

6.2 Developer's responsibility

It is recommended the developer be responsible for the following:

Table 6: Implementation actions current land owners/developer.

Developer – Prior to issue of titles		
No	Implementation Action	Subdivision Clearance
1	Continue to manage lots in ownership as per the Shire of Brookton Fire Control Information until sold and titles relinquished.	✓
2	Ensure prospective buyers are aware of the BHL and the approved Bushfire Management Plan.	✓
3	Prior to sale of proposed lots, the subject site is to be compliant with the relevant local government's annual firebreak notice issued under s33 of the Bushfires Act 1954.	✓
4	A Section 165 Notification to be included on the title of all new lots advising the land is within a bushfire prone area.	✓

6.4 Local Government Responsibility

It is recommended the local government be responsible for the following:

Table 7: Implementation actions Shire of Brookton.

LGA– Clearance of conditions		
No	Implementation Action	Subdivision Clearance
1	Request BAL certification at Building Approval stages on any proposed habitable buildings. Buildings to be located in BAL 29, BAL 19 and BAL 12.5 zones in the BE's. Increased construction standards to BAL and AS3959 applies to buildings located in the WA bushfire Prone Area Mapping.	✓
2	A driveway cross over to be designated/ installed for access into the lots to the minimum technical standards as required by WAPC. To be demonstrated to Shire of Brookton at Planning approval/building approval stages.	✓
3	Monitor landowner compliance with the Bushfire Management Plan and the annual Shire of Brookton Fire Control Information 2020/2021.	✓

7 Disclaimer

The recommendations and measures contained in this assessment report are based on the information available at the time of writing following the instructions of the regulatory authorities and following the requirements of the Australian Standards 3959-2018 – Building in Bushfire Prone Areas, WAPC State Planning Policy 3.7 (WAPC, 2015), WAPC Guidelines for Planning in Bushfire Prone Areas (WAPC, 2017) Vers 1.3, and applying best practise as described by the Fire Protection Association Australia. These are considered the minimum standards required to balance the protection of the dwellings and occupants with the aesthetic and environmental conditions required by local, state and federal government authorities. They DO NOT guarantee that a building will not be destroyed or damaged by a bushfire, people injured, or fatalities occur either at the site or while evacuating. All surveys and forecasts, projections and recommendations made in this assessment report and associated with this proposed development are made in good faith on the basis of the information available to the fire protection consultant at the time of assessment. The achievement of the level of implementation of fire precautions will depend amongst other things on actions of the landowner or occupiers of the land, over which the bushfire consultant has no control. Notwithstanding anything contained within, the consultant/s will not, except as the law may require, be liable for any loss or other consequences (whether or not due to negligence of the bushfire consultant) arising out of the services rendered by the consultant.

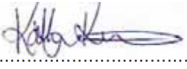
AS3959-2018 disclaimer: It should be borne in mind that the measures contained within this Standard (AS3959-2018) cannot guarantee that a building will survive a bushfire event on every occasion. This is substantially due to the unpredictable nature and behaviour of fire and extreme weather condition.

Building to AS3959-2018 is a standard primarily concerned with improving the ability of buildings in designated bushfire prone areas to better withstand attack from bushfire thus giving a measure of protection to the building occupants (until the fire front passes) as well as to the building itself.

(AS3959, 2018)

8 Certification

I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level (s) stated in this document have been prepared in accordance with the requirements of AS 3959-2018 and the

SIGNED, ASSESSOR:  DATE: 22/06/2021

Kathryn Kinnear, Bio Diverse Solutions

Accredited Level 2 Bushfire Practitioner (Accreditation No: BPAD30794)



9 Revision Record

Revision	Prepared By	Summary	Reviewed By	Date
Draft Id 11/05/2021	Kathryn Kinnear	Internal QA review	Bianca Theyer	11/05/2021
FINAL Id 22/06/2021	Kathryn Kinnear	Issued to client	Jason Benson	31/01/2022
FINAL Id 10/02/2022	Kathryn Kinnear	Mapping adjustments, Added Vegetation Retention Zone.		10/02/2022
FINAL Id 15/02/2022	Kathryn Kinnear	Report adjustments		15/02/2022

10 References

AS3959-2018 Australian Standard, *Construction of buildings in bushfire-prone areas*, Building Code of Australia, Primary Referenced Standard, Australian Building Codes Board and Standards Australia.

Bureau of meteorology (BoM) (2020) rainfall and climate data accessed online from:
<http://www.bom.gov.au/climate/data/>

Edge Planning and Property (2014) *Shire of Brookton and Beverley Local Planning Strategy*. Available online through the Shire of Brookton website.

Shire of Brookton Fire Control Information 2020/2021, accessed online.

Shire of Brookton Risk Management Plan (2021)

Office of Bushfire Risk management (OBRM) (2019). Map of Bushfire Prone Areas. Data retrieved from State Land Information Portal (SLIP) <https://maps.slip.wa.gov.au/landgate/bushfireprone/>

Western Australian Planning Commission (WAPC) (2015). State Planning Policy 3.7 Planning in Bushfire Prone

Western Australian Planning Commission (WAPC) (2017). Guidelines for Planning in Bushfire Prone Areas Version 1.3. Western Australian Planning Commission and Department of Planning WA, Government of Western Australia.

11 Appendices

Appendix: A: Vegetation Classifications to AS3959-2018

Appendix: B: Schedule 1 - WAPC Asset Protection Zone (APZ) standards to apply

Appendix A

Vegetation Classifications to AS3959-2018

Vegetation classification to AS3959-2018

Site Details			
Address:	Lot 51 and 181 Boyagarra Road		
Suburb:	Brookton	State:	W.A.
Local Government Area:	Shire of Brookton		
Stage of WAPC Planning	Rezoning/Subdivision Application		

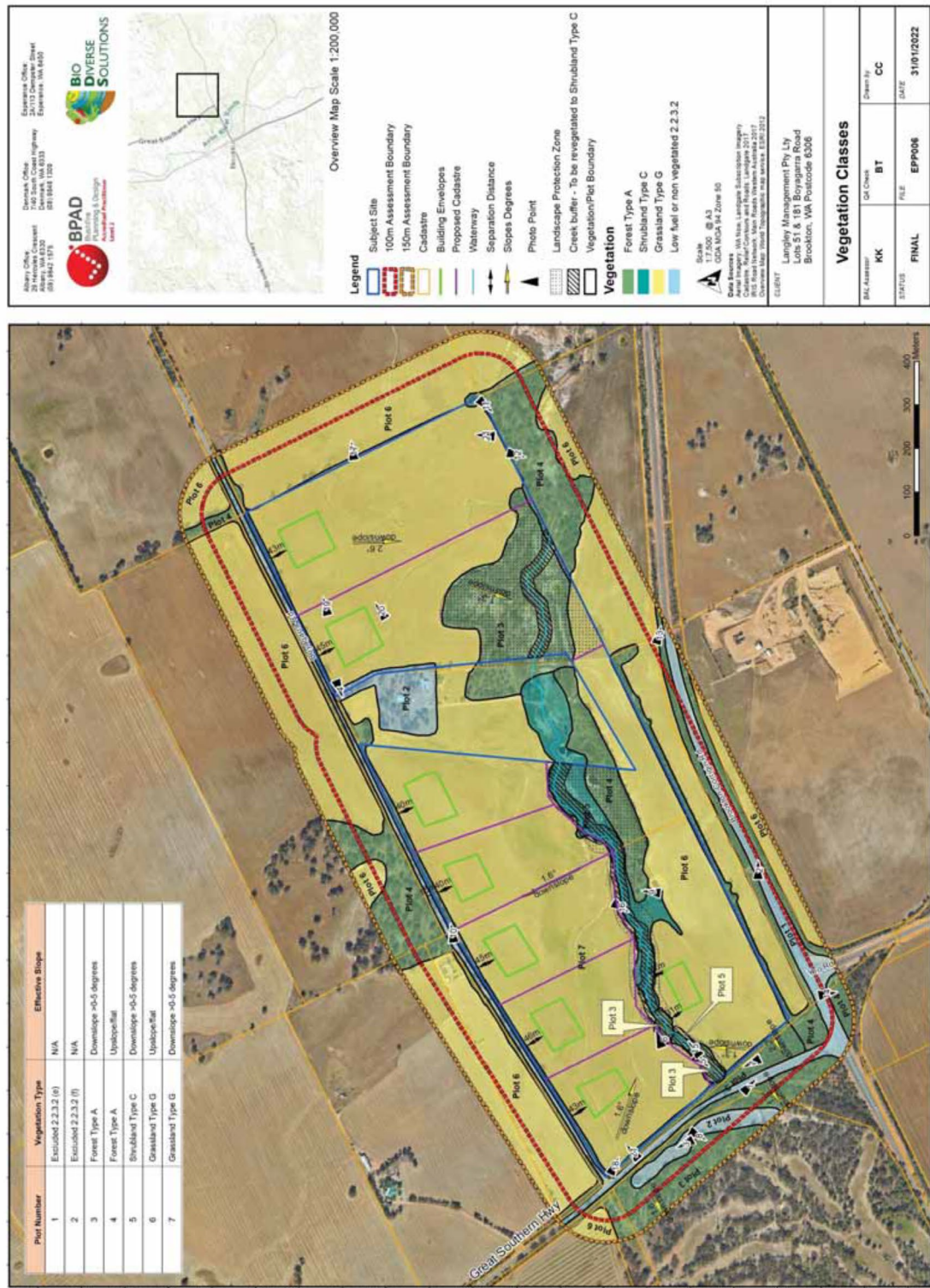
BMP Plan Details			
Report / Job Number:	EP006	Report Version:	Final
Assessment Date:	26 February 2021	Report Date:	10 February 2022
BPAD Practitioner	Kathryn Kinnear	Accreditation No.	BPAD 30794

Vegetation Classification

Site assessment occurred on the 21st March 2021 by Kathryn Kinnear (BPAD 30794). All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified in Table 1 and shown on the Vegetation Classes Map Page 3.

Table 8: Vegetation Classification Table (in accordance with AS 3959-2018)

Plot number	Vegetation Type (Table 2.3)	Slope (Table 2.4.3)
1	Excluded 2.2.3.2 (e)	N/A
2	Excluded 2.2.3.2 (f)	N/A
3	Forest Type A	Downslope >0-5 degrees
4	Forest Type A	Upslope/flat
5	Shrubland Type C	Downslope >0-5 degrees
6	Grassland Type G	Upslope/flat
7	Grassland Type G	Downslope >0-5 degrees






Plot	1	Classification or Exclusion Clause	Low fuel or non-vegetated areas exclusion 2.2.3.2 (e)
			<p>Location: External to the Subject Site, includes public roads surrounding the site.</p> <p>Description: Roads, driveways, buildings, and other hardstand areas as per Exclusion 2.2.2.3 (e) of AS3959-2018.</p>

Photo Id 1: View to the southeast along Great Southern Highway located west of the Subject Site

Plot	1 cont.	Classification or Exclusion Clause	Low fuel or non-vegetated areas exclusion 2.2.3.2 (e)
			<p>Additional Photo of Plot 1.</p>

Photo Id 2: View to the east along Brookton-Corrigin Road located south of the Subject Site.

Plot	2	Classification or Exclusion Clause	Low fuel or non-vegetated areas exclusion 2.2.3.2 (f)
			<p>Location: External to the Subject Site within adjacent property with dwelling and to the west within the Brookton Golf Course.</p> <p>Description: Maintained gardens and lawns in APZ areas surrounding existing buildings and golf course to the west of the Subject Site. Excluded as per AS3959 exclusion clause 2.2.3.2 (f) of AS3959.</p> <p>Available fuel loading: <2 t/ha.</p>
Photo 1d 3: View to the north northwest of golf fairway within the Brookton Golf Course located to the west of the Subject Site.			
Plot	2 cont.	Classification or Exclusion Clause	Low fuel or non-vegetated areas exclusion 2.2.3.2 (f)
			Additional Photo of Plot 2.
Photo 1d 4: View to the west southwest of maintained windbreak and driveway in neighbouring property, located in the north outside of the Subject Site boundary.			


Plot	3	Classification or Exclusion Clause	Forest Type A
			<p>Location: Internal to Subject Site, within the creek line in the east of the site and two small areas in the creekline in the far west of the site.</p> <p>Separation Distance: 0m.</p> <p>Description: York Gum Woodland - <i>Eucalyptus loxophleba</i> (York Gum) with isolated <i>Allocasuarina</i> sp. and <i>Acacia lasiocalyx</i> shrubland and a closed, dense non-native grassy understory.</p> <p>Average vegetation height: 6-10m.</p> <p>Vegetation Coverage: 30-70% foliage cover.</p> <p>Available fuel loading: 25-35t/ha.</p> <p>Effective slope: Downslope >0-5 degrees.</p>

Photo Id 5: View to the southwest of Forest Type A within creek line in the west of the Subject Site.


Plot	3 cont.	Classification or Exclusion Clause	Forest Type A
			<p>Additional Photo of Plot 3.</p>

Photo Id 6: View to the east of Forest Type A within creek line in the west of the Subject Site.

Plot	3 cont.	Classification or Exclusion Clause	Forest Type A
			Additional Photo of Plot 3.
<p>Photo 1d 7: View to the north north-west of Forest Type A within Great Southern Highway road reserve located to the west of the Subject Site.</p>			
Plot	3 cont.	Classification or Exclusion Clause	Forest Type A
			Additional Photo of Plot 3.
<p>Photo 1d 8: View to the southwest of Forest Type A within the golf course located to the west of the Subject Site.</p>			


Plot	4	Classification or Exclusion Clause	Forest Type A
			<p>Location: Internal to the site along the southern extent of the creek-line and external to the site within the golf course to the west, road reserves surrounding the site and an area to the north in adjacent property.</p> <p>Separation Distance: 0m and 15m to the north (within adjacent property).</p> <p>Description: York Gum Woodland - <i>Eucalyptus loxophleba</i> (York Gum) with isolated <i>Allocasuarina</i> sp. and <i>Acacia lasiocalyx</i> shrubland and a closed, dense non-native grassy understory.</p> <p>Average vegetation height: 6-10m.</p> <p>Vegetation Coverage: 30-70% foliage cover.</p> <p>Available fuel loading: 25-35t/ha.</p> <p>Effective slope: Upslope/flat.</p> <p>Note: Borderline Woodland Type B but precautionary principle applied.</p>

Photo Id 9: View to the north of Forest Type A adjacent to the creek line located within the central, western area of the Subject Site. Note post fire regeneration of saplings.




Plot	4 cont.	Classification or Exclusion Clause	Forest Type A
			Additional Photo of Plot 4.

Photo Id 10: View to the east of Boyagarra Road reserve vegetation along the northern fence line located to the north of the Subject Site.

Plot	4 cont.	Classification or Exclusion Clause	Forest Type A
			
<p><i>Photo 1d 11: View to the southwest of Forest Type A within creek line along south-eastern boundary of Subject Site.</i></p>			
Plot	4 cont.	Classification or Exclusion Clause	Forest Type A
			
<p><i>Photo 1d 12: View to the south southwest of Forest Type A to the south of the Subject Site within creek line.</i></p>			

Plot	4 cont.	Classification or Exclusion Clause	Forest Type A
			Additional Photo of Plot 4.
Photo Id 13: View to the east southeast of Forest Type A along Brookton-Corrigin Road to the south of the Subject Site.			
Plot	4 cont.	Classification or Exclusion Clause	Forest Type A
			Additional Photo of Plot 4.
Photo Id 14: View to the south of Forest Type A within property to the southwest of the Subject Site.			


Plot	5	Classification or Exclusion Clause	Shrubland Type C
			<p>Location: Internal to the Subject Site along the creek line.</p> <p>Separation Distance: 0m.</p> <p>Description: Dominated by <i>Juncus acutus</i>, (Invasive Spiny Rush) sedgeland in the semi-perennial wetter portion of the creek-line area.</p> <p>Average vegetation height: 1-2m.</p> <p>Vegetation Coverage: >30% foliage cover.</p> <p>Available fuel loading: 25t/ha.</p> <p>Effective slope: Downslope >0-5 degrees.</p>

Photo Id 15: View to the northeast of shrubland vegetation within creek line in the west of the Subject Site.


Plot	5 cont.	Classification or Exclusion Clause	Shrubland Type C
			<p>Additional Photo of Plot 4.</p>

Photo Id 16: View to the southwest of shrubland vegetation within creek line in the west of the Subject Site.


Plot	6	Classification or Exclusion Clause	Grassland Type G
			<p>Location: Internal to the Subject Site in the south and in adjacent agricultural properties to the north, east and south.</p> <p>Separation Distance: 0m.</p> <p>Description: Grazed paddocks consisting predominantly of harvested dryland cropping.</p> <p>Average vegetation height: 300mm.</p> <p>Vegetation Coverage: <10% trees.</p> <p>Available fuel loading: 4.5t/ha.</p> <p>Effective slope: Upslope/flat.</p>

Photo Id 17: View to the east of cropping in paddock located to the east of the Subject Site.


Plot	7	Classification or Exclusion Clause	Grassland Type G
			<p>Location: Internal to the Subject Site north of the creekline.</p> <p>Separation Distance: 0m.</p> <p>Description: Grazed paddocks consisting predominantly of harvested dryland cropping.</p> <p>Average vegetation height: 300mm.</p> <p>Vegetation Coverage: <10% trees.</p> <p>Available fuel loading: 4.5t/ha.</p> <p>Effective slope: Upslope/flat.</p>

Photo Id 18: View to the east southeast of cropping paddock in the west of the Subject Site.

Plot	7 cont.	Classification or Exclusion Clause	Grassland Type G
			Additional Photo of Plot 7.

Photo Id 19: View to the east-northeast of cropping paddock within the northeast of the Subject Site.

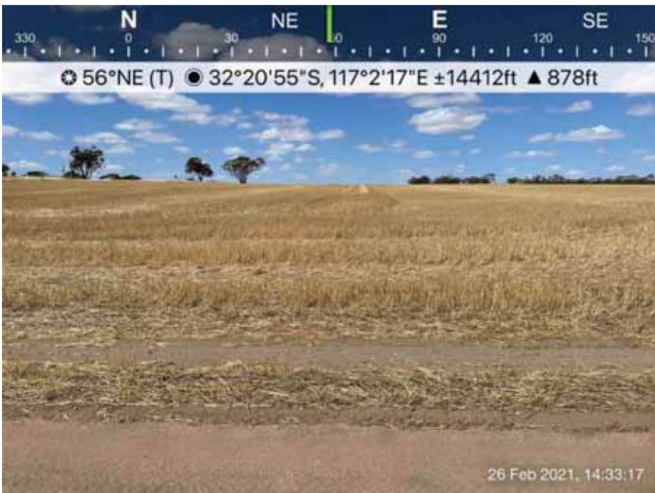

Plot	7 cont.	Classification or Exclusion Clause	Grassland Type G
			Additional Photo of Plot 7.

Photo Id 20: View to the northeast of cropping paddock in the east of the Subject Site.


Plot	7 cont.	Classification or Exclusion Clause	Grassland Type G
			Additional Photo of Plot 7.
Photo Id 21: View to the northeast of cropping paddock in the west of the Subject Site.			

COMMENTS ON VEGETATION CLASSIFICATIONS:

- Distances from vegetation were made based on surface fuels to edge of lot (subject site) boundary;
- Effective slopes were measured in the field using a Nikon Forestry Pro and represented on the respective plots;
- Method 1 (AS3959-2018) Simplified procedure was used for vegetation classification Assessment process;
- All vegetation was classified within the subject site and within 150m of the lot boundaries to AS3959 Table 2.3; and
- The perimeter of the vegetation was measured using field GPS and notations on field GIS maps.

CERTIFICATION

I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level stated above in accordance with the requirements of AS 3959-2018.

SIGNED, ASSESSOR:  DATE: 31/01/2022

Kathryn Kinnear , Bio Diverse Solutions
Accredited Level 2 BAL Assessor (Accreditation No: BPAD30794)

**REVISION RECORD**

Revision	Prepared By	Summary	Reviewed By	Date
Draft Id 2/06/2021	Kathryn Kinnear	Internal Review	Bianca Theyer	22/06/2021
Final Id 22/06/2021	Kathryn Kinnear	Final Issued to Client	Kathryn Kinnear	31/01/2022



Appendix B

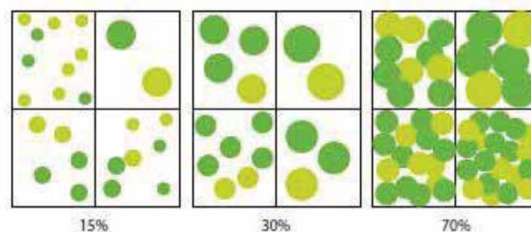
WAPC Asset Protection Zone (APZ) standards to apply

ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

- **Fences:** within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.
- **Objects:** within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.
- **Fine Fuel load:** combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.
- **Trees (> 5 metres in height):** trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and/or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.

Figure 18: Tree canopy cover – ranging from 15 to 70 per cent at maturity



- **Shrubs (0.5 metres to 5 metres in height):** should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m² in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees.
- **Ground covers (<0.5 metres in height):** can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.
- **Grass:** should be managed to maintain a height of 100 millimetres or less.

Lot 51 & 181
Boyagarra Road,
Brookton WA 6306

Environmental Assessment Report and Site Soil Evaluation



Bio Diverse Solutions

Final v. 1

22/06/2021

DOCUMENT CONTROL

TITLE

Lot 51 & 181 Boyagarra Road, Brookton Environmental Assessment Report and Site Soil Evaluation

Author (s): Chiquita Cramer and Katie White

Reviewer (s): Kathryn Kinnear and Steve Thompson

Job No.: EP006

Client: Langley Management Pty Ltd

REVISION RECORD

Revision	Summary	Prepared By	Reviewed By	Date
Draft v. 1	Internal QA review	C. Cramer	K. Kinnear	4/05/2021
Draft v. 2	Updated with comments from Edge Planning and Property	C. Cramer	S. Thompson	17/05/2021
FINAL	Provided to client	C. Cramer	S. Thompson, K. White & Kathryn Kinnear	22/06/2021



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Appendix B – Soil permeability and PRI testing results

1. Introduction

The Environmental Division at Bio Diverse Solutions was commissioned by Edge Planning and Property on behalf of their client to prepare an Environmental Assessment Report (EAR) and Site Soil Evaluation (SSE) at Lots 51 and 181 Boyagarra Road, Brookton (here in referred to as the Subject Site). This EAR and SSE has been prepared to support a scheme amendment and associated structure plan for rezoning of the Subject Site from 'Rural' to 'Rural Smallholding'. The purpose of this document is to assess the environmental values of the Subject Site, the potential impacts of the proposed rezoning and subsequent subdivision on the environment and determine the suitability of the Subject Site for onsite effluent disposal.

1.1. Alignment to Legislation, Policy and Guidelines

In assessing the proposed rezoning of the Subject Site, Bio Diverse Solutions has prepared this report aligned to the following legislation, policies and guidelines:

- *Biosecurity and Agriculture Management Act 2007 (BAM Act);*
- *Environmental Protection Act 1986;*
- *Environmental and Protection and Biodiversity Conservation Act 1999 (EPBC Act);*
- *Biodiversity and Conservation Act 2016;*
- *Conservation and Land Management Act 1980 (CALM Act);*
- *Water and Rivers Commission Act 1995;*
- *DPAW Spill Management Brochure;*
- *Government Sewerage Policy (2019); and*
- *AS/NZS 1547:2012 On-site Domestic Wastewater Management.*

2. Background

2.1. Site Details

The Subject Site is defined as Lots 51 and 181 Boyagarra Road and is located approximately 2.8km north-east of the Brookton townsite (Figure 1). The Subject Site consists of 85.4 hectares and is zoned as "Rural" under the Shire of Brookton Local Planning Scheme No. 4 and allocated as Rural Smallholding in the Shire's Local Planning Strategy (DPLH, 2019b). The Subject Site is bound by the Brookton-Corrigin Road to the south, Great Southern Hwy and the Brookton golf course to the west, Boyagarra Road to the north and adjoining farmland to the east.



Figure 1: Location Plan

2.2. Existing Land Uses

Currently the Subject Site is being utilised for general agriculture (mixed rotation cropping and livestock) as shown on Figure 2, with no residential dwellings located within the Subject Site. There is a seasonal creek-line running from east to west through the centre of the Subject Site, that is surrounded by degraded remnant vegetation (Figure 3). Within the outer extents of the creek-line there are a few small dams used for livestock.



Figure 2: Photographs of the cleared areas within the Subject Site, showing general agricultural purposes.



Figure 3: Photographs of the creek-line within the Subject Site, showing the presence of a mixed vegetation buffer.

2.3. Adjacent Land Uses and Tenure

The Subject Site is located within an agricultural area, with agricultural properties immediately to the north, east and south, and the Brookton Golf Course and further afield the outer extents of the Brookton townsite to the west. Directly to the south of the Subject Site and the Brookton-Corrigin Road there is a sand and gravel extraction mine.

3. Planning Proposal

It is proposed the Subject Site be rezoned from 'Rural' to 'Rural Smallholding', allowing for the subdivision of the site into smaller rural residential lots. The current concept plan for the Subject Site shows the subdivision of the Subject Site into 8 lots varying in size from 5.9ha to 20.6ha. The current subdivision concept plan for the site is shown on Figure 4.

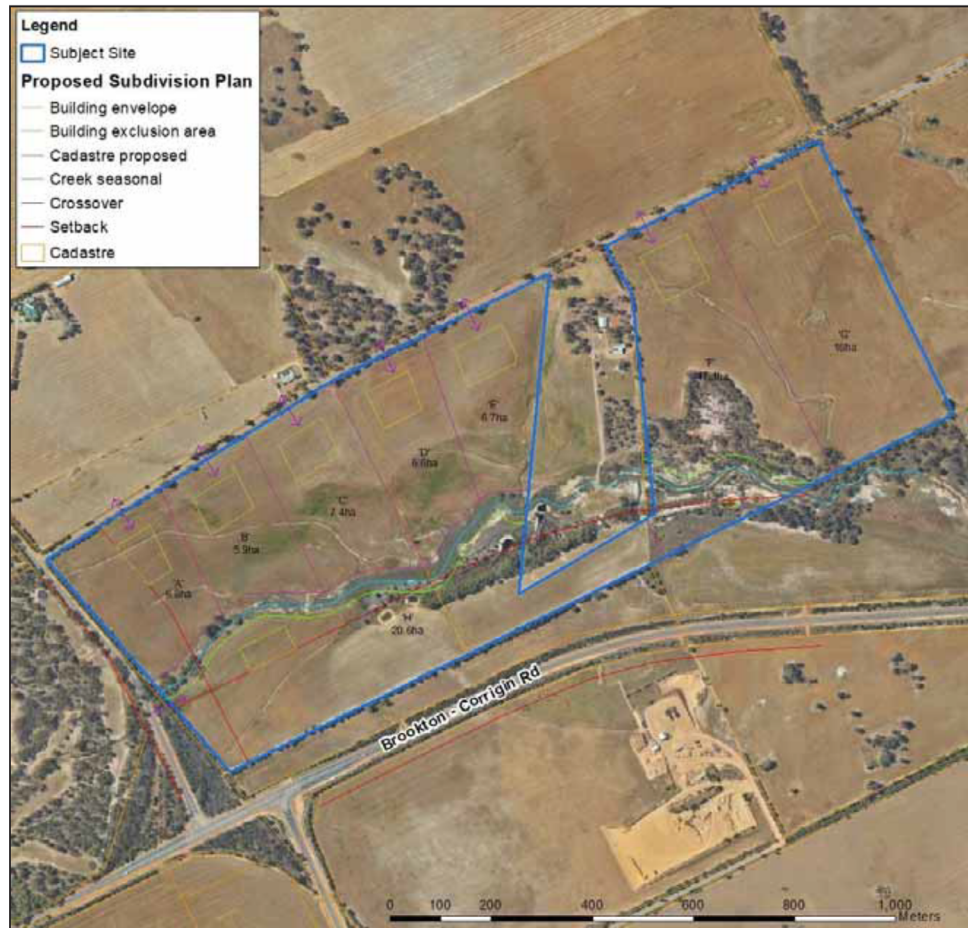


Figure 4: Subdivision concept plan for the Subject Site

4. Desktop Assessment

A desktop assessment of relevant government databases was conducted to assess the environmental values of both the Subject Site and the surrounding area. This assessment was conducted to various levels, ranging from state-wide to area specific information and includes information on climate, geology and soils, environmentally sensitive areas, acid sulfate soils, public drinking water areas, surface water hydrology and aboriginal heritage.

4.1. Climate

The nearest Bureau of Meteorology (BoM) operational station is Brookton (Site No. 010524). The average maximum temperature here is 24.4°C whilst the average minimum temperature is 9.7°C. The average annual rainfall for the station is 448mm, with the majority of rainfall occurring between May and August (BoM, 2021).

4.2. Topography

The property is located in an undulating landscape in the Brookton area. The Subject Site slopes from the external boundaries down to the seasonal creek-line area, from a high point of 262m AHD to a low point of 242m AHD. The topographic contours for the site are shown on Figure 5.



Figure 5: Topographic contours of Lot 51 and 181 Boyagarra Rd, the Subject Site.

4.3. Geology and Soils

Database searches show the Subject Site lies within the Pingelly System (257Pn). The system is described as “Uplands surrounding Brookton and Pingelly with isolated lateritic remnants expressing as breakaways and soils formed from fresh rock and colluvium, with laterite developing on these parent materials in places.” (DPIRD, 2017a). Geological mapping is depicted in Figure 6.

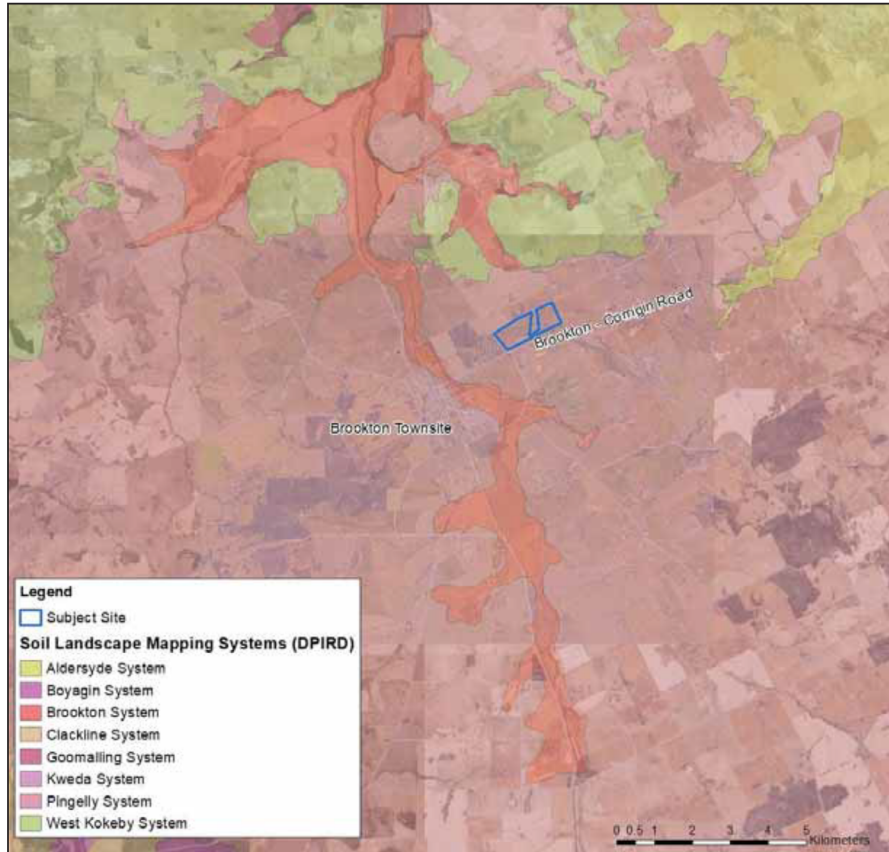


Figure 6: Geology and soils of the broader Brookton area, where the Subject Site is located.

4.4. Hydrology

The Subject Site is located within the Southern Zone of Rejuvenated Drainage (HZ12_SZRD) hydrological zone, which is described by the Department of Primary Industries and Regional Development (2017b) as; ‘Erosional surface of gently undulating rises to low hills. Continuous stream channels that flow in most years. Colluvial processes are active. Soils formed in colluvium or in-situ weathered rock.’ The hydrological zone mapping is shown on Figure 7.

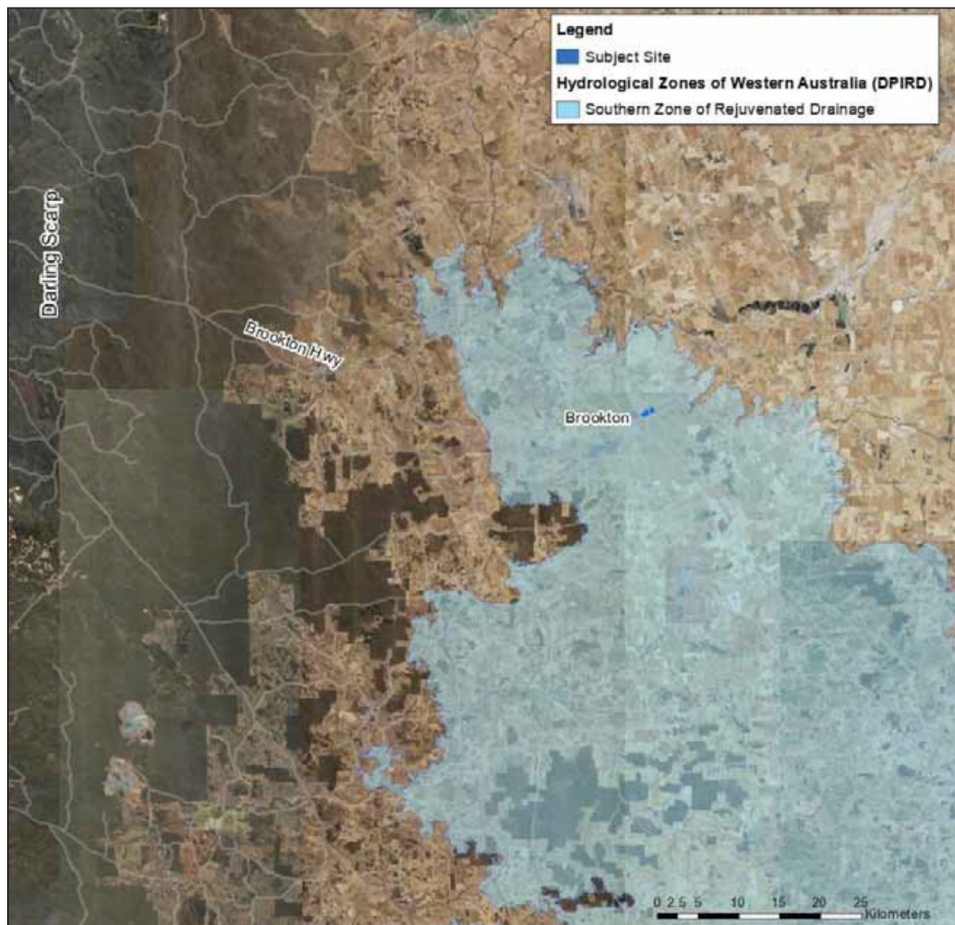


Figure 7: Hydrological zones of the wider area where the Subject Site is located.

There is one minor non-perennial water course within the Subject Site that runs from east to west, through the southern portion of the Subject Site. Other than a few small farm dams within the seasonal creek-line, there is no water bodies directly present or within the vicinity of the Subject Site. The surface water hydrology for the Subject Site is shown on Figure 8. Surface water flow from the Subject Site generally drains in a south-westerly direction towards the seasonal creek-line, with the smaller southern portion of the Subject Site draining in a north-westerly direction towards the creek-line.

The nearest major water course to the Subject Site is the Avon River South, which lies approximately 1.2km to the west and south-west of the Subject Site. The Avon River South flows north towards the Avon River, which ultimately discharges to the Swan River.

The property is not located within a Public Drinking Water Source Area (PDWA; DWER, 2018a). The nearest PDWSA is located approximately 2kms to the north, identified as the Brookton Happy Valley Water Reserve drinking water source protection area.

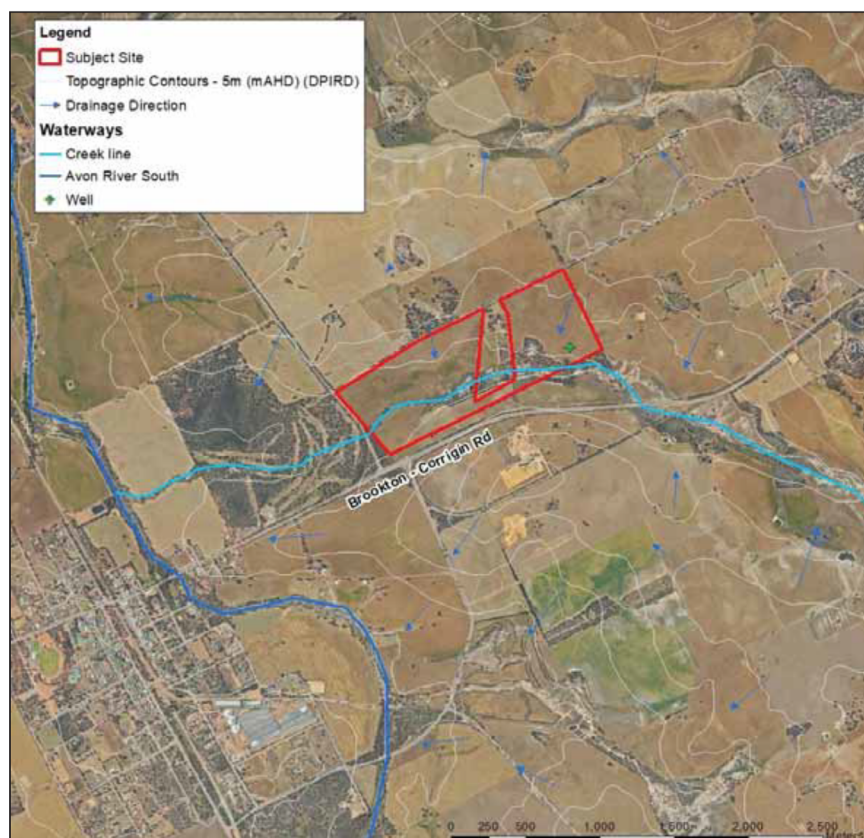


Figure 8: Surface water hydrology of the Subject Site, highlighting the surface water features.

4.5. Acid Sulfate Soils

Database searches show there are no recorded acid sulfate soils present within the site (DWER, 2017).

4.6. Remnant Vegetation

The property lies within the Avon Wheatbelt AVW02 IBRA subregion. Hearn et al (2002) describes the IBRA region as “area of active drainage dissecting a Tertiary plateau in Yilgarn Craton. Gently undulating landscape of low relief. Proteaceous scrubheaths, rich in endemics, on residual lateritic uplands and derived sandplains; mixed eucalypt, *Allocasuarina huegeliana* and Jam-York Gum woodlands on Quaternary alluvials and eluvials. Within this, AW2 is the erosional surface of gently undulating rises to low hills with abrupt breakaways. Continuous stream channels that flow in most years. Colluvial processes are active. Soil formed in colluvium or in-situ weathered rock. Includes woodland of Wandoo, York Gum and Salmon Gum with Jam and Casuarina.”

The vegetation has been mapped on a broad scale by J.S. Beard (Shepherd et al. 2002) in the 1970's, where a system was devised for state-wide mapping and vegetation classification based on geographic, geological, soil, climate structure, life form and vegetation characteristics (Sandiford and Barrett, 2010). Vegetation units were regarded as associations and were grouped into Vegetation Systems representing a particular pattern of association distribution within a given area. A GIS search of J.S. Beards (Beard et al. 2013) vegetation classification places the subject site within one System and Vegetation Association (Source Pre-European dataset, DPIRD, 2017d):

- **System Association Name:** Pingelly.

- **Vegetation Association Number:** 352.
- **Structure Description:** Woodland other.
- **Floristic Description:** Wheatbelt; York gum, Salmon Gum etc. *Eucalyptus loxophleba*, *E. salmonophloia*.
- **Remnant Vegetation by Beard Association Rarity in LGA:** 9.58% remaining (GoWA, 2019).
- **Remnant Vegetation by Beard Association Rarity in IBRA Region:** 17.27% (GoWA, 2019).

4.7. Significant Flora and Fauna

Desktop inventory of potential threatened and priority flora and fauna species likely to occur within 10km of the Subject Site was undertaken using the following databases:

- 10km NatureMap Database Search (combined data from DBCA, WA Museum and WA Herbarium; DBCA, 2021b); and
- 10km Protected matters search tool (DAWE, 2021).

Based on results from the above databases, 28 conservation significant flora species and 20 conservation significant fauna species (terrestrial species only) have been recorded within 10km of the property. Additionally, there was one threatened ecological community recorded within 10 km of the site. The full species list and further details compiled from all available data is present in Appendix A. It is noted that the species list includes species that would likely not occur in the property due to a lack of suitable habitat and the degraded nature of the Subject Site. The data also includes very old records and in some cases the species in question may have become locally or regionally extinct.

The conservation significance of flora and fauna species has been assessed using data from the following sources:

- *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). Administered by the Australian Government Department of Agriculture, Water and Environment (DAWE, 2021);
- *Biodiversity Conservation Act 2016* (BC Act). Administered by the Western Australian Department of Biodiversity Conservation and Attractions (DBCA); and
- DBCA Priority Flora list. A non-legislative list maintained by DBCA for management purposes (DBCA, 2021a).

4.8. Environmentally Sensitive Areas

Database searches show there are no environmentally sensitive areas present within the Subject Site (DPIRD, 20221).

4.9. Heritage

A search of the Department of Agriculture, Water and Environment Protected Matters Search Tool (DAWE, 2021) was conducted and no heritage listed areas were identified for the Subject Site or within the vicinity of the Subject Site.

5. Site Assessment

A site assessment of the Subject Site was conducted on the 26th February of 2021 by Kathryn Kinnear (Bio Diverse Solutions leading Principal Environmental Consultant and Director). This assessment included ground truthing of desktop findings. No detailed flora, vegetation and fauna surveys were undertaken, as no intact remnant vegetation within the property is proposed to be cleared as part of the subdivision. If clearing of native vegetation is proposed in the future, further detailed flora, fauna and vegetation surveys are required. Broad vegetation assessment and general comments on condition of remnant vegetation and stands of paddock trees of the property are provided.

5.1. Vegetation Communities

Scattered isolated *Eucalyptus* trees are present within the agricultural paddocks, which do not form a continuous or remnant piece of vegetation. They do provide habitat and other benefits to fauna, as described in Section 5.3.

Native vegetation is present directly in the vicinity of the non-perennial creek-line, forming a buffer varying in width. A recent fire within the area resulted in a significant germination event of *Eucalyptus* sp., likely from the mature trees present on site, indicating there is capacity for regeneration with native vegetation. It is likely prior to disturbance and degradation, the York Gum Woodland vegetation community may have met the Threatened Ecological Community criteria for the 'Eucalypt Woodlands of the Western Australian Wheatbelt', but no longer is in recognisable due to disturbance and the degraded condition. Three distinct vegetation units were present, which are described below at a basic structural formation level, with their location shown on Figure 9:

- York Gum Woodland (Figure 10) - *Eucalyptus loxophleba* (York Gum) Woodland (20-50% crown cover) with isolated *Allocasuarina* sp. and *Acacia lasiocalyx* shrubland and a closed, dense non-native grass understory. Dominant species described likely do not reflect pre-European vegetation community and are persistent relics remaining in the degraded state.
- Dense stand of juvenile *Eucalyptus* sp. (Figure 11) – community responding from a recent fire (circa 2015-2016), and is a likely an alternate stable state of the York Gum Woodland Community. This indicates that the vegetation area surrounding the creek-line has an active soil seed bank and has capacity to respond to rehabilitation efforts.
- *Juncus acutus* sedgeland (Figure 12) – Dominant *Juncus acutus*, Invasive Spiny Rush, sedgeland in the semi-perennial wetter portion of the creek-line area. Isolated native species present, but community dominated by the non-native *J. acutus*.

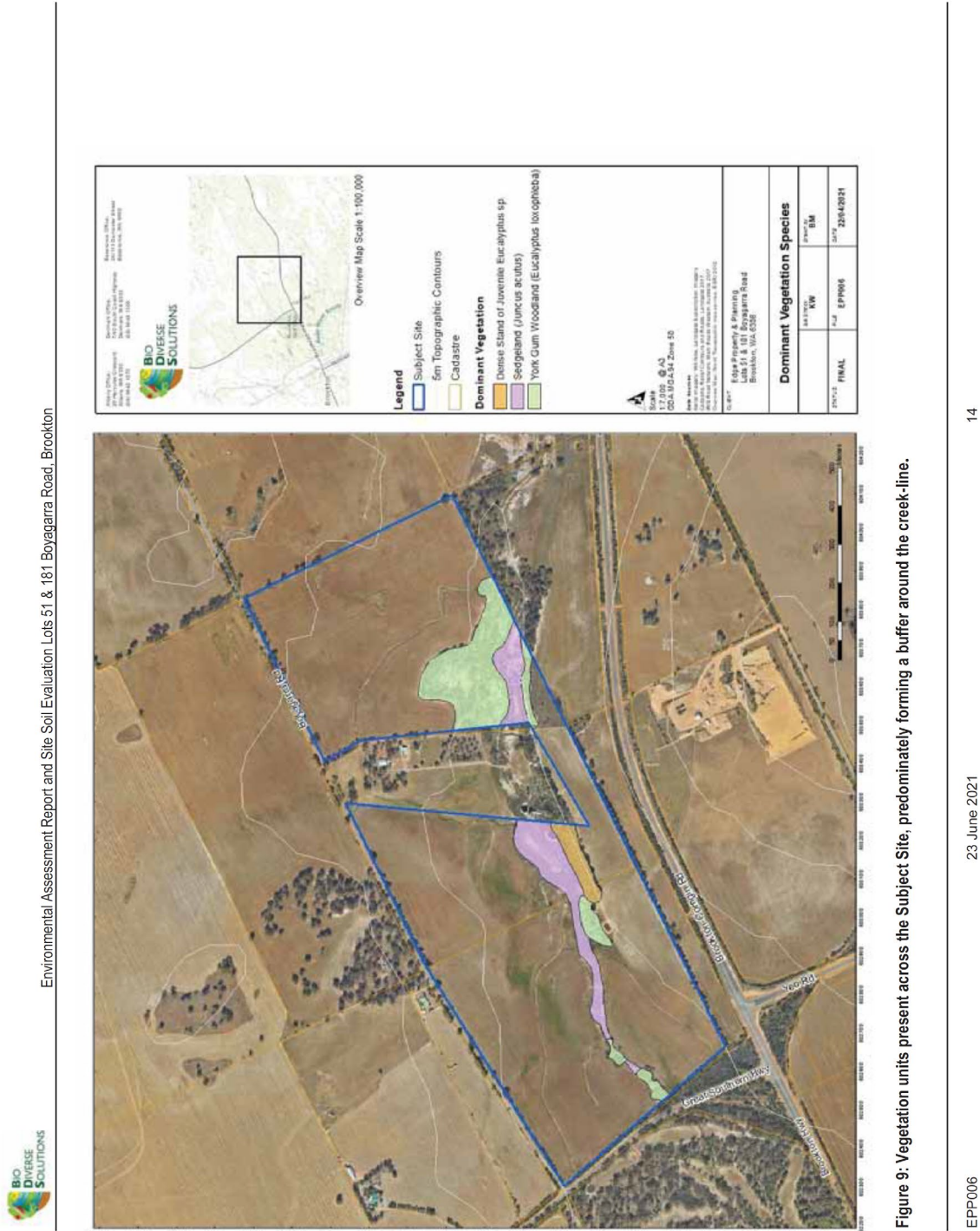




Figure 10: York Gum Woodland Vegetation unit within the Subject Site.



Figure 11: Dense stand of juvenile *Eucalyptus* sp. within the Subject Site.



Figure 12: *Juncus acutus* sedgeland vegetation unit within the creek-line.

5.2. Vegetation Condition

Remnant native vegetation ranged from Degraded to Completely Degraded across the Subject Site (Table 1). The primary factor for degradation resulting in a degraded status, was the high weed burden dominated by agricultural associated grasses and the *Juncus acutus* in the sedgeland. Progressive disturbances, likely from the surrounding agricultural land uses, has resulted in a lack of distinct vegetation structure that renders it difficult to recognise the pre-European native vegetation community.

Table 1. Condition rating scale for native vegetation (Keighery, 1994).

Vegetation Condition Rating	Description
Pristine	Pristine or nearly so, no obvious signs of disturbance.
Excellent	Vegetation structure intact, disturbance affecting individual species and weeds are non-aggressive species.
Very good	Vegetation structure altered, obvious signs of disturbance.
Good	Vegetation structure significantly altered by very obvious signs of multiple disturbances. Retains basic vegetation structure or ability to regenerate to it.
Degraded	Basic vegetation structure severely impacted by disturbance. Scope for regeneration but not to a state approaching good condition without intensive management.
Completely Degraded	Vegetation structure not intact; the area completely or almost completely without native species.

5.3. Fauna

The majority of the site has been historically and extensively cleared and as a result significant fauna habitat has been removed. Opportunistic Fauna sightings were recorded during the Broad Scale Vegetation Survey within the creek line vegetation. There was no native fauna or evidence of native fauna observed on site or adjacent to the site. Bird foraging and nesting is the only anticipated habitat in the highly disturbed landscape.

5.4. Soil Testing

A soil investigation was conducted as part of the site assessment on the 26th February 2021. The soil testing was conducted to assess the suitability of the site for the proposed rezoning and subsequent subdivision and development, including suitability for onsite effluent disposal. Six test pits were constructed within the Subject Site, using a post hole digger to a depth of 600mm. The location of the test pits was selected based on the proposed subdivision plan and likely location of the building envelopes. The location of the test pits is shown on Figure 13. Soil testing was not conducted south of the creek line however a visual inspection across the site and a review of the aerial imagery shows the soil types found north of the creek likely extend south of the creek.



Figure 13: Test pit locations within the Subject Site, determined by proposed subdivision plan and location of building envelopes.

5.3.1 Soil Testing Results

Soil testing showed that three soil types were identified across the Subject Site; a topsoil of sand over a layer of sandy loam, over sandy clay (TP1 & TP2), a topsoil of sand, over loamy sandy gravel (TP3 & TP4) and a topsoil of sand over a cemented silt layer over clay/sandy clay. Further detail on soil profiles encountered at the Subject Site are presented in Table 2. Photographs showing the three soil types are shown in Figures 14 -16.



Figure 14: Photographs at soil type at TP2



Figure 15: Photographs of soil type at TP3



Figure 16: Photographs of soil type at TP6

Table 2: Soil profiles

Test pit	Depth of profile (mm)	Soil Description
Test Pit 1	<ul style="list-style-type: none"> 0-50 50-350 350-600 	<ul style="list-style-type: none"> Dark brown sandy top soil with organic matter Brown sandy loam, minor pebbles Grey mottled, orange/red sandy clay
Test Pit 2	<ul style="list-style-type: none"> 0-150 150-325 325-600 	<ul style="list-style-type: none"> Dark grey sandy top soil Brown sandy loam Mottled red sandy clay, minor clay
Test Pit 3	<ul style="list-style-type: none"> 0-50 50-600 	<ul style="list-style-type: none"> Brown sandy gravel Light brown loamy gravel rocks (10-35mm)
Test Pit 4	<ul style="list-style-type: none"> 0-120 120-400 400-600 	<ul style="list-style-type: none"> Grey sand Brown sandy gravel, dry Orange loamy gravel, pebbles (5-15mm)
Test Pit 5	<ul style="list-style-type: none"> 0-150 150-270 270-600 	<ul style="list-style-type: none"> Dark brown sandy clay, minor pebbles Dark brown cemented silt Brown clay
Test Pit 6	<ul style="list-style-type: none"> 0-120 120-300 300-600 	<ul style="list-style-type: none"> Brown silty sand Brown cemented silt Brown mottled, orange/pink sandy clay

5.3.2 Phosphorus Retention Index

Phosphorous Retention Index (PRI) is the ability of soils to absorb nutrients and heavy metals within the soil (soil microbe disinfecting ability). Soils with a PRI less than 1 have a very poor ability to retain nutrients and heavy metals, whilst soils with a PRI of >5 having a high ability to retain nutrients and heavy metals. PRI testing was conducted by CSBP Laboratory on soil samples from each test pits. The PRI results are shown in Table 3. The clays/sandy clays and loamy gravels at the site were found to have a very high PRI and therefore a very high ability to fix nutrients and heavy metals. The PRI results found at the Subject Site are ideal for the retention and removal of possible nutrients and heavy metals within the effluent water.

Table 3: Phosphorous Retention Index (PRI) Results

Test pit	Depth of profile (mm)	PRI Result
Test Pit 1	500-600	459.5
Test Pit 2	500-600	156.7
Test Pit 3	500-600	56.9
Test Pit 4	400-600	192
Test Pit 5	270-600	259.7
Test Pit 6	300-600	116.1

5.3.3 Soil Permeability

Silts and clay soils generally record low permeability results whereas coarse sands generally record high permeability, as shown below in Figure 17.

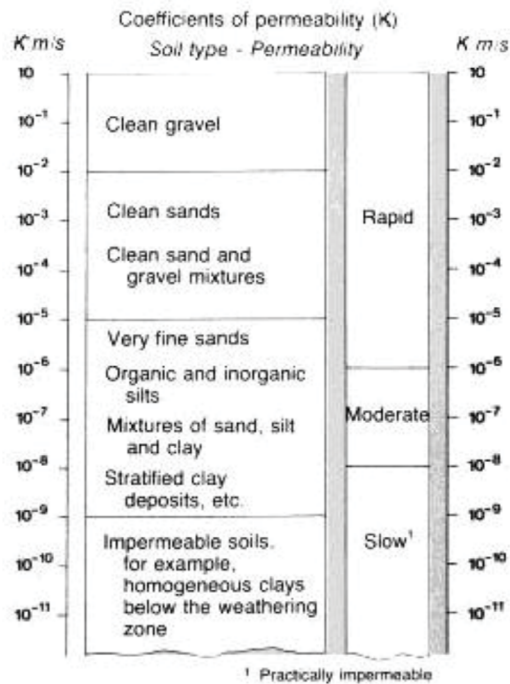


Figure 17: Generalised Permeability - Hydraulic Conductivity of soil types

Permeability testing conducted by Liquid Labs WA using the Falling Head test was conducted on a sample from 0-600mm below ground level within Test Pit 1 and Test Pit 3. The permeability rate for Test Pit 1 was found to be 5.97×10^{-11} m/sec (5.15×10^{-6} m/day) which is typical of clay soil types, with the permeability classified as slow and practically impermeable as per Figure 17. The permeability rate for Test Pit 3 was found to be 8.23×10^{-9} m/sec (7.11×10^{-4} m/day) and classified as slow as per Figure 17. The permeability testing results are presented in Appendix A.

5.5. Hydrology

A hydrological assessment of the Subject Site was also conducted on the 26th February 2021. The site was found to be very dry consistent with the time of year and there was no water within the creek line other than that in the man-made dams along the fringe of the creek. There was also no evidence of any other drainage network or water bodies other than the previously identified non-perennial creek, making it evident on the site that surface water, that did not infiltrate at source drained towards this creek. A photograph of the creek and one of the man-made dams are shown in Figure 18.



Figure 18: Photographs showing the dry creek bed and one of the man-made dams within the creek line.

Groundwater was difficult to investigate onsite as there were no groundwater monitoring or production bores on site or expressions of groundwater to the surface evident. A groundwater measurement was taken from a well on the site and found to be 3m below ground level. The location of the well is shown on Figure 8, giving an indication of the depth of groundwater across the site. An image of the well is shown on Figure 19.



Figure 19: Photograph within the well showing the groundwater level

6. Environmental Consideration

6.1. Geology, geomorphology and soils

The main potential impacts to soil associated with the subdivision and subsequent development associated with the site includes:

- Disturbance to acid sulphate soils (ASS) during the construction phase of the development;
- Movement of sediment during construction and building establishment;
- The potential for increased human usage of the creek area following development of the surrounding area, which may result in disturbance to the soil surface through trampling; and
- Soil contamination as a result of residential living and onsite effluent disposal.

Given building and development will be limited to the designated building envelopes located a significant distance from the creek and generally at the high point on each proposed lot, disturbance of soils within the creek-line is unlikely.

The Subject Site has not been mapped for ASS risk, however, given groundwater levels are likely to be significantly lower than surface level given the elevation of the proposed building envelopes and the soil was found to have a low organic matter content, it is likely areas outside of the creek-line have a moderate to low risk of ASS occurring at depths of greater than 3m. The excavations on site are likely to be limited to shallow services (power and water) and housing footing, which are unlikely to be significant disturbance for ASS to develop.

6.2. Hydrology

The main impact to hydrology, in particular the creek-line, running through the Subject Site (Figure 8) is likely to be deterioration in surface water and groundwater quality as a result of the below factors:

- Disturbance to ASS during the construction phase of the development (as discussed in Section 6.1);
- Movement of sediment and other contaminants during the establishment of the development;
- Stormwater run-off of litter, nutrients and other pollutants into the creek;
- Excessive change to surface water volumes and velocities;
- Dewatering activities which have the potential to mobilise nutrient-rich water into surface water bodies, increasing nitrogen and phosphorus loads that may lead to algae growth problems;
- Dewatering activities that have the potential to release toxic metals and arsenic due to the disturbance of acid sulphate soils; and
- Decline in groundwater and surface water quality due to fertiliser and chemical use and onsite effluent disposal.

Building and development on the Subject Site will be limited to building envelopes, which are located a significant distance from the creek-line. It is likely that given the scale of the development (8 potential dwellings) and the distance of the future buildings from the creek that the development of the lots will have minimal impact on surface water quantity and flows within the creek. The majority of runoff from the buildings is likely to discharge downstream of the buildings within the paddock areas where it is likely to be lost via infiltration, evaporation and/or transpiration. It is only likely that in extremely rare high intensity rainfall events that runoff from buildings within the site will be discharged to the creek.

6.3. Vegetation and flora

Aspects of the rezoning and subsequent subdivision and development that may potentially affect vegetation in the area includes:

- The potential for increased usage of the creek-line area for recreational activities following development of the area. This will likely lead to trampling of any native vegetation, with excessive amounts effectively leading to incidental clearing;
- Introduction or spread of invasive species, which have the potential to further degrade the creek-line via outcompeting native vegetation and reducing habitat quality for native fauna. Propagules may be carried on vehicles, equipment, domestic animals and shoes any time the creek-line area is accessed, such as during construction, revegetation activities or recreational activities after the subdivision development has occurred. It also may be introduced through the use of inappropriate and invasive non species in landscaping or inappropriate disposal of green waste;
- Introduction and spread of disease (especially *Phytophthora cinnamomi* Dieback), which has the potential to further reduce species diversity, by killing susceptible species. The water mould can be transferred through infected soil and vegetative material on vehicles and equipment when accessing the site.

6.4. Fauna

Given that most of the Subject Site is relatively degraded (farmland without intact native vegetation), the impact on fauna directly within the Subject Site and more broadly within the general vicinity is likely to be negligible. The most likely potential impacts on fauna as a result of the proposed development include:

- Loss of the mature *Eucalyptus* trees within the agricultural paddock areas, which may have some roosting habitat value for cockatoos and arboreal mammals in the area;
- Possible increase in introduced pest densities following development as a result of greater access to the creek line vegetation and an increased potential for 'escaped pets'; and
- An increase in noise, light and dust emissions during construction and residential living.

6.5. Biosecurity considerations

Phytophthora cinnamomi, otherwise known as Dieback, is a soil borne water mould. It is causing large scale death of vegetation across Western Australia and is identified as one of the key threatening processes for biodiversity. Over 40% of Western Australia's native plant species are susceptible to Dieback. Human-induced spread of *P. cinnamomi* is generally through the movement of infected soil, be it a large scale (for example, soil brought in for infill) or small scale (for example, soil brought in unknowingly on machinery, shoes etc.) incidents.

A survey for the presence of *P. cinnamomi* was not conducted for the purposes of this report. Due to the degraded nature of vegetation and absence of susceptible and indicator species, no incidental observations were taken. It is possible that both Dieback and Chytrid are already present throughout the development area. However, there is a risk that new strains or new infections could result as a result of poor hygiene practices during construction activities, revegetation activities and road design. Additionally, management of any mechanisms of spreading soil or vegetative material needs to carefully consider how to not spread plant pathogens from the development area to other locations.

6.6. Fire

Numerous bushfire risks associated with the Subject Site were identified:

- The continuous vegetation within the creek line from the east;
- The vegetation from within the Brookton golf course;
- Road reserves from the west;
- To a lesser extent, paddock grasses from every direction; and
- A patch of remanent vegetation to the north of the site.

Under hot, dry and unstable conditions (Severe to Catastrophic/bushfire weather) these areas pose significant bushfire threats to the site. A detailed Bushfire Management Plan (BDS, 2021) has been prepared to guide the Scheme Amendment process and future subdivision. The BMP will be the guiding report for fire management during and post construction of the proposed development.

The BMP (BDS, 2021) addresses all aspects of fire management including asset protection zones around buildings, access to and from the site in the event of a fire and water supply. The BMP also takes into account any revegetation strategies documented in this report.

6.7. Aboriginal heritage

It is unlikely that items of significance of Aboriginal Heritage will be disturbed through construction activities, given the development proposal will be located within the existing disturbed within the Subject Site. Contractors should be educated on recognising significant Aboriginal Heritage markers, materials and items, and anything suspected of being of Aboriginal Heritage Significance discovered during construction / groundwork activities is to be notified to relevant authorities immediately. Additionally, an enquiry under the Aboriginal Heritage Inquiry System (DPLH, 2021), indicated that there were no registered or lodged Aboriginal Heritage Sites at the Subject Site.

7. Onsite Effluent Disposal Suitability

The health and environmental requirements for wastewater treatment and disposal for developments not serviced by deep sewerage systems are contained in the *Government Sewerage Policy* (DPLH, 2019a). The Subject Site is situated in an area that does not have deep or reticulated sewerage and therefore onsite sewerage is required. The *Government Sewerage Policy* (DPLH, 2019a) states minimum requirements apply for all on-site sewage disposal systems.

The Subject Site is not located in a Sewage Sensitive Area or a Priority Drinking Water Source Area. It is proposed the Subject Site be divided into eight lots as shown on the Subdivision Concept Plan (Figure 2). The Subdivision Concept Plan shows the location of the proposed building envelopes for each lot, which also indicates the approximate location of the effluent disposal systems. The Subject Site is capable of being divided into multiple lots, with each lot achieving the minimum requirements for onsite sewage disposal systems as identified in the *Government Sewerage Policy* (DPLH, 2019a).

The general slope of the Subject Site is approximately 2% and does not exceed the minimum grade requirements (1:5 or 20%) for onsite effluent disposal as outlined in Table 3 of the *Government Sewerage Policy* (DPLH, 2019a).

As shown in Section 5.2 the soils at the Subject Site were found to be a topsoil of sand over a layer of sandy loam, over sandy clay (TP1 & TP2), a topsoil of sand over loamy/sandy gravel (TP3 & TP4) and a topsoil of sand over a cemented silt layer over clay/sandy clay (TP5 & TP6). Permeability results show the permeability on the site to be extremely low, to enable use of such soils for onsite effluent disposal, special design requirements and distribution techniques or soil modification procedures are necessary but achievable to ensure the rate of percolation of effluent through the soil is less than the effluent generation rate. The most suitable system in this instance is a subsurface irrigation system (inverted leach drains). This type of system utilises shallow trenches laid in a suitable depth of good quality topsoil and perforated pressure lines which are nestled in a distribution pipe within the trenches. The PRI of the soils across the site were found to be relatively high which provides opportunity for nutrient and heavy metal removal from the effluent water prior to entering the groundwater.

Groundwater was not encountered in any of the six test pits to the depth of the holes (600mm) and whilst database searches show no groundwater information in the area a well on site adjacent to the creek showed groundwater at 3m BGL. Given the building envelopes will be situated higher in the landscape than the well it is unlikely the maximum groundwater table in the location of the building envelopes and land application areas is within 2 metres of the ground surface.

The *Government Sewerage Policy* (DPLH, 2019a) states that onsite effluent disposal system shall be located a minimum of 100m from waterways or significant wetlands. Proposed building envelopes within lots A-G are all greater than 100m from the creek line running through the Subject Site and there are no other waterways or wetlands within the vicinity of the Subject Site. The proposed building envelope on Lot H is closer than 100m from the creek line due to a required building setback to the sand/gravel extraction mine to the south of the Subject Site. In this instance the effluent disposal can be achieved outside of the 100m creek buffer south of the building whilst the building envelope remains within the 100m creek buffer, outside of the sand/gravel extraction setback.

Each proposed lot (Figure 2) at the Subject Site meets the minimum requirements that apply for onsite effluent disposal, as outlined in the *Government Sewerage Policy* (DPLH, 2019a). Table 4 outlines a summary of policy and compliance of the site to minimum requirements.

Table 4: Minimum requirements for all on-site wastewater disposal systems and design specific standards

Site Feature	Minimum Requirement	Requirement met
Separation from waterways	A wellhead protection zone or on Crown land within a reservoir protection zone; 100 metres of the high-water mark of a reservoir or 100 metres of any bore used for public drinking water supply (a wellhead protection zone or reservoir protection zone has not been assigned or where existing lots would be rendered undevelopable by the wellhead protection zone).	Yes The Subject Site is not located within a Public Drinking Water Source Area (PDWSA; DWER, 2018a) nor associated wellhead protection zones. The nearest PDWSA (Brookton Happy Valley Water Reserve drinking water source) is approximately 2kms away.
	30 metres of a private bore used for household/ drinking water purposes.	Yes There are no known private production bores within use within the Subject Site. The Water Information Reporting database (DWER, 2021) does not show any private production bores within the vicinity of the Subject Site. Any future private production bores installed on the lots shall be at least 30m from land application areas.
	100 metres of a waterway or significant wetland and not within a waterway foreshore area or wetland buffer. The separation distance should be measured outwards from the outer edge of riparian or wetland vegetation.	Yes There is sufficient space for each proposed lot to achieve greater than 100m separation between the creek-line and the building envelopes/ land application areas.
	100 metres of a drainage system that discharges directly into a waterway or significant wetland without treatment.	Yes There is sufficient space for each proposed lot to achieve greater than 100m separation between the creek-line and the building envelopes/ land application areas.
	Any area subject to inundation and/or flooding in a 10 per cent Annual Exceedance Probability (AEP) rainfall event.	The building envelopes are situated between 244 and 260m AHD and are not subjected to flooding, there is significant slope from the building envelopes to the creek line allowing for adequate drainage from the site. There is no evidence of flooding outside of the creek-line.

Site Feature	Minimum Requirement	Requirement met
Separation from groundwater – outside of public drinking water source areas.	Where land is not within a public drinking water source area or a sewage sensitive area, the discharge point of the on-site sewage system should be located the following distances above the highest groundwater level: <ul style="list-style-type: none"> • for loams and heavy soils, at least 0.6 metres • for gravels, at least one metre • for sands, at least 1.5 metres. Where a nutrient retentive secondary treatment system is used, at least 0.6 metres. 	Yes The groundwater was not encountered in any of the 6 test pits to a depth of 600mm depth, a level taken from near the creek line showed groundwater to be 3m BGL. The building envelopes are located in the highest point of each lot, with the exception of Lot H (which is still >2m higher than the creek line). There is no evidence at the Subject Site which suggests a groundwater table close to the ground surface.
Land Application Area	A land application area should be provided for all development in accordance with tables 2 and 3 of this schedule for the disposal of sewage.	Yes A land application area shall be provided determined by the <i>Government Sewage Policy</i> (DPLH, 2019a), ASINZS 1547:2012 (SA, 2021). The land application area shall be confirmed upon final placement of the dwellings.
	The land application area includes the area restricted to the distribution of treated sewage only and should be kept free of any temporary or permanent structures.	Yes To be determined upon final placement of the house. The land application area shall be placed in an area so that requirements are met. Site plan to be forwarded to the Shire of Brookton prior to approval.
	Activities within the land application area shall not interfere with the function of the current and future land application system and people should avoid potential contact with effluent residues. Unless allowed for in the design, the land application area should: <ul style="list-style-type: none"> • not be built on or paved in a manner which precludes reasonable access; • not be subject to vehicular traffic (other than a pedestrian-controlled lawnmower); • not be subject to regular foot traffic such as pathways and clothes line areas; and • should be kept in a manner which enables servicing and maintenance of the disposal system. 	Yes To be determined upon final placement of the house. The land application area must be placed in an area so that requirements are met. Site plan to be forwarded to Shire of Brookton prior to approval.
Gradient of the land application area	Where slope exceeds one in five (1:5), the land application area should be engineered to prevent run-off from the land application area. Surface contours should be provided on the site plan.	Yes Slopes across the site do not exceed 1:5 gradient. Natural and finished gradients of land application areas shall not exceed 1:5 gradient. Site plan to be forwarded to the Shire of Brookton prior to approval.
Location of land application area within building envelope	Local government may approve the location of land application areas outside building envelopes where proposed location meets requirements outlined above.	Noted

8. Management and monitoring commitments

8.1. Geology, geomorphology and soils

Objectives: Protect soil structure within the Subject Site, in particular the creek-line to prevent sedimentation and disturbance of ASS.

Management Strategies: Exposed soil during construction and revegetation activities can be subject to water erosion and prevailing winds if left unmanaged. Management strategies to be employed at the Subject Site includes:

- Program construction and development activities so that areas of exposed soil are minimised during times of the year when the potential for erosion is high;
- Stabilise the site and install and maintain erosion controls so that they remain effective during any pause in construction; this is particularly important if the building project stops during the wetter months;
- Use stabilisation techniques such as the use of sediment traps, mulching or the use of geo-fabrics to reduce sediment and waste run off from the building site post construction activities;
- Mulch and roughen cleared slopes and stockpiles where no works are planned for more than 28 days;
- Cultivate disturbed surfaces with native vegetation to increase infiltration of rainfall and decrease the velocity of water moving off the building site towards the creek;
- Establish an effective creek vegetation buffer of at least 15 m on either side of the creek-line to assist in capturing sediment prior to entering the creek and stabilising creek banks, the vegetation buffer is shown on Figure 20;
- Ensure that contingency plans are in place for high intensity low occurrence storm events;
- Mound and contour the soil perpendicular to water flow during any revegetation activities to reduce potential siltation of the creek line fringes and to assist in trapping water for seedling germination and growth.

Monitoring: Visually monitor the effects of erosion within the site, in particular the creek-line during and following construction and revegetation activities. Continually assess the effectiveness of sediment control measures and make necessary improvements.

Contingency measures: Should sedimentation/siltation be observed within the fringing creek-line vegetation, implement additional sediment control measures.

Performance criteria: No observed sedimentation/ siltation within the creek line as a result of construction or revegetation activities.



Figure 20: Proposed creek line 15m revegetation buffer (either side of creek)

8.2. Hydrology

Objectives: Maintain or improve both surface water and groundwater quality and quantity in terms of flows, nutrient loading, algae, heavy metals and other pollutants.

Management Strategies: Stormwater runoff from the site has the potential to impact on water quality and quantity in the creek line, with aquatic ecosystems known to be highly susceptible to damage from eroded soil and other contaminants from construction sites (DoW 2012). Hydrological management strategies for the site include:

- Program construction and development activities so that the area of exposed soil is minimised during times of the year when the potential for erosion is high;
- Stormwater control and treatment devices to be installed prior to any construction works;
- Install rock structures in areas where high water flows are expected, this will retard water-flow and reduce erosion;
- Minimise the quantity of uncontaminated stormwater entering the cleared construction area, this can be achieved by constructing cut-off or intercept drains to redirect stormwater away from the cleared area to stable (vegetated) areas or effective treatment installations;
- Promotion of endemic native plants, drought tolerant gardens and fertiliser wise practices to new residents, to reduce nutrient export from the site within surface water run-off;

- Establish an effective creek buffer of at least 15 m on either side of the creek-line, to reduce velocity of stormwater runoff and prevent scouring and erosion of creek banks;
- Provide at least 100m between land application areas for effluent disposal and fringing creek-line vegetation; and
- Promote infiltration/evaporation at source through the use of soak-wells and stormwater diversion to garden beds and planted trees.

Monitoring: Inspection and maintenance program to ensure the efficiency of stormwater diversion structures during construction. Visual inspection of water quality upstream, downstream and within the creek, looking for algae blooms, discoloration and sedimentation.

Contingency measures: Investigate and address the cause of any significant increase or decrease in creek flows or increase in algae blooms, discoloration or sedimentation that are unlikely to be a natural variation arising from seasonal fluctuation.

Performance criteria: No significant increase or decrease in the quantity of groundwater or surface water that can't be accounted for naturally. No significant and sustained increases in nutrients, acidity or heavy metals within the creek line. No algal blooms as a result of excess nutrients.

8.3. Vegetation and significant flora

Objectives: Maintain or improve vegetation condition, habitat quality and floristic diversity within the creek-line and across the site.

Management Strategies: Management strategies most likely to be effective for the Subject Site include:

- Establish an effective vegetated creek buffer of at least 15 m on either side of the creek-line;
- Fence the creek-line buffer from stock to prevent grazing on native grasses, emerging seedlings and limit spread of weeds and diseases;
- Revegetate area identified as the creek buffer using local provenance species, such as scattering seed or planting of tubestock native seedlings. This particularly needs to occur within the creek-line perennial water area if *Juncus acutus* non-native sedges are removed as invasive species control, which effectively removes the dominant cover (see section 5.3.2);
- Revegetation to include scrub planting in the creekline and tree spacing of 10m so to not increase the bushfire risk to the area (see Section 8.7).
- Cool burn only applicable to the understory to promote germination and control weeds;
- Management of weeds within the creek and surrounding areas during and following construction to minimise competition when revegetating and increase likelihood of success;
- Promote use of native vegetation for landscaping to reduce potential garden escapes into the wetland and increased high nutrient fertiliser use, which has the potential to kill native species;
- Construct a physical barrier between housing and the creek-line to discourage green waste disposal and dumping of other waste; and
- Facilitate formal access to the creek via pathways/tracks to reduce vegetation trampling and soil damage arising from increased visitation.

Monitoring: Monitor the survival rate of revegetation plantings. Revegetation areas will be monitored and maintained for two years following planting to ensure the performance criterion is met (below).

Contingency measures: Infill revegetation plantings as required based on stocking/ survival levels.

Performance criteria: Effective revegetation with a stocking level of at least 1 stem/ m² of a native species across all vegetation units present.

8.4. Weed management

Objectives: Reduce the risk of weed infestation within areas of identified native vegetation remnants along the creek-line to increase current condition of vegetation present and increase likelihood of success of revegetation and flora considerations, see Section 8.3 for further details.

Management Strategies: Management strategies shall include:

- Successive treatment over 12 months at three-month intervals to control the staged germination of many invasive species;
- Smothering techniques, such as laying black plastic for lengths of time to smother grass and sedges;
- Repetitive 'cool' burns to the grasses and sedges that only apply to the understory layer;
- Controlled grazing of grassed areas to reduce the weed burden prior to setting seed; and
- Riparian-friendly grass selective herbicide application to pastoral grasses in the summer month. This is recommended as the least environmentally friendly option and must be applied outside of any time that water is present within the creek-line or frog breeding times.

Monitoring: Monitor the overall cover and dominance of non-native species, primarily the grasses and the sedge, *Juncus acutus*. Areas will be monitored intensely prior to any revegetation efforts, being a key component of success of revegetation. Following revegetation, continual monitoring of invasive species will be required due to the surrounding land use of agriculture, which will likely result in regular invasion until a mature vegetation community is established.

Contingency measures: Investigate and employ a different technique of weed control, as described and listed above.

Performance criteria: Weed cover is reduced to below 40% within the creek line. *Juncus acutus* is displaced as the dominant species and a higher diversity of native riparian sedges and other forms are present.

8.5. Biosecurity management

Objectives: Reduce the risk of dieback or other plant pathogen spreading to and from the Subject Site.

Management Strategies: *Phytophthora cinamommi* (dieback) or other plant pathogens has not been surveyed and is unknown if it is present on-site. However, appropriate hygiene principles are recommended to apply during the development phase. These could include:

- Earth moving vehicles and equipment are to be cleaned prior to entering site;
- Earth moving vehicles and equipment are to be cleaned prior to exiting the site, which may involve a water cart onsite to remove the bulk of soil and prevent spreading the disease offsite;
- All personnel have a Hygiene Kit for clean down of shoes when entering areas of native vegetation, including brushes and solution of 7:3 methylated spirits to water;
- Access to the site will be controlled (fenced and gated and locked when unattended);
- Road and transport vehicles are to be restricted to defined roads, loading and turn around areas.
- Operate in dry soil conditions to limit the spread of mud and infected soil;
- Top soil movement/export from the bare paddock areas into the creek-line is not undertaken to prevent spread of weeds and diseases; and
- Top soil export from the subdivision to other areas within the subdivision (i.e. cut and fill) can occur however not be exported off site to "Greenfield areas" without disease testing.

Monitoring: Monitor the cleaning and movement of vehicles into and from the site, observe machinery for bulk soil around under carriage, tyre and wheel arches. Monitor health of vegetation within the creek-line, for any signs of increased plant death.

Contingency measures: Investigate and employ more stringent vehicle cleaning and movement regimes than those listed above.

Performance criteria: No spreading of dieback or other plant pathogens to and from the site.

8.6. Fauna

Objectives: Maintain or improve the quality of fauna habitat within the Subject Site.

Management Strategies:

- Mature isolated *Eucalypt* trees (those with trunk circumference >500mm) within the agricultural paddocks will be retained, where this is consistent with fire management requirements and does not pose a hazard to future residents;
- Prior to commencement of the Subject Site development, all mature Eucalypts identified for retention as habitat trees will be clearly marked and information relayed to site contractors;
- Creek-line vegetation will not be cleared maintaining habitat for native fauna and macroinvertebrates and care should be taken not to dispose of construction waste in areas where this could affect the quality of the creek-line vegetation;
- If during site works, there is any evidence of threatened fauna present appropriate government agencies or other environmental companies should be notified and work cease until a site assessment has been undertaken;
- Any native fauna found injured during site operations should be taken to a designated veterinary clinic or a DBCA nominated wildlife carer;
- Any trenching required for services should be kept open for only as long as necessary and suitable escape ramps and bridging be provided if the site is to be left unattended for extended periods, allowing fauna to escape from the trench. Significant sized trenches should be inspected for fauna immediately prior to filling;
- Future lot owners should be encouraged to retain, maintain and/or plant additional native vegetation on their property if practical and consistent with fire management requirements for the area, providing wildlife habitat in their gardens;
- Encourage responsible pet ownership by pet owners through information presented at sale;
- Discourage green waste disposal and dumping of other waste within the creek-line;
- Adhere to soil, hydrology and vegetation management strategies to reduce the potential impact, which affect fauna habitat quality.

Monitoring: All personnel onsite to opportunistically note any evidence of threatened fauna within the work area and report this to the project's Environmental Officer or Site Manager. Open trenches to be inspected for fauna immediately prior to filling.

Contingency measures: If during site works, there is any evidence of threatened fauna present then the Environmental Officer or Site Manager should be notified and work cease until a site assessment has been undertaken. Should fauna be detected within trenches, they should be removed by an experienced fauna handler prior to site work continuing.

Performance criteria: As many possible isolated *Eucalyptus* trees present within agricultural paddocks are retained. No fauna deaths as a result of site works. No observed sedimentation/ siltation, vegetation damage or waste dumping within the creek-line area as a result of construction or revegetation activities, leading to retention of fauna habitat.

8.7. Fire Management

Objectives: Prevent uncontrolled fire within the Subject Site during construction and development and reduce bushfire risks to future residents.

Management Strategies: There is a low potential risk of fire from construction activities. However, the following management strategies will be applied to the Subject Site to address this risk and the potential risk of fire from surrounding vegetated areas and private lands:

- Ensure bushfire control measures are in place during construction, such as a mobile firefighting unit parked on bare ground, in or near the construction area for quick access at all times during construction (BMP recommendation, 2021, also see section 5.3 of the BMP for management actions pre and during fire season);
- Revegetation of the creek buffer to include sedges, grasses and shrubs up to 2 metres in height to maintain a Shrubland Type C vegetation type, which is much lower threat than a Forest Type A. Trees are to be planted 10m spacings to maintain the current vegetation type and structure;
- Compliance with Harvest and Vehicle Movement Bans issued by the local government under the *Bush Fires Regulations 1954*; and
- Subject Site maintained in accordance with the Shire of Brookton Fire Control Information Brochure.

Monitoring: All personnel to be aware of fire risks and immediately report fires onsite or offsite

Contingency measures: If during site works, there is any evidence of fire, the fire control office should be notified and work cease until effective fire suppression has been undertaken.

Performance criteria: No uncontrolled bushfires within the Subject Site during construction.

A Bushfire Management Plan for the site identifying the key bushfire risks and planning concerns for the Subject Site has also been prepared by Bio Diverse Solutions (BDS, 2021).

8.8. Cultural Heritage

There is likely to be no more cultural heritage management requirements, please see Section 6.7. However, if there is any evidence or suspicion of cultural heritage considerations being required, it is recommended the relevant native title authority is engaged.

8.9. Environmental Incidents

An important aspect in the environmental program is management of non-conformance or incidents. An environmental incident is an event which could result in pollution to the local environment. The planning of site works and methodology aims to limit the risk and harm of subdivision operations/works impacting on-site or off-site.

If an incident or event occurs, it should be emphasised to all personnel working on site that all incidents are documented. Investigations should be conducted and action plans established in order to ensure the event does not happen again.

1.1.1 Corrective and Preventative actions

An Environmental Investigation should include the following basic elements:

- Identify the cause of the incident;
- Identifying and implementing the necessary corrective action;
- Identifying the personnel responsible for carrying out corrective action;
- Implementing or modifying controls necessary to avoid repetition; and
- Recording changes in written procedures required.

This should occur immediately from an incident occurring. It is recommended if an environmental incident occurs an Environmental Consultant is appointed to address the issue immediately and give advice on remedial actions.

1.1.2 Spill Management Procedures

The following information is from the DEC Spill Management Brochure (DEC, 2011). This shall be the methodology employed should a spill from fuel or chemical occur.

Dealing with minor spills

A small spill is considered to be a spill of 5 litres or less providing the product is not concentrated. For concentrated products of any quantity the spill must be treated as a large spill.

- 1. Assess safety.** Make sure that people are kept clear, and that you have the right training and equipment to deal with the spill.
- 2. Stop the source.** Providing it is safe to do so, stop the spill at its source. This may involve righting an overturned container or sealing holes or cracks in containers.
- 3. Contain and clean up the spill.** The spill should be mopped up immediately.
- 4. Record the spill.** Record when, what, how and where the spill occurred, clean up measures undertaken and the names of any witnesses. Also make note of what changes can be made when handling, transporting or storing chemicals to ensure a similar incident does not happen again.

Dealing with Major Spills

A large spill is considered to be anything over 5 litres or concentrated chemicals of any volume.

- 1. Assess safety.** Make sure that people are kept clear, and that you have the right training and equipment to deal with the spill.
- 2. Consult the Material Safety Data Sheet (MSDS).** The MSDS will have instructions on how to deal with specific chemical spills.
- 3. Put on protective clothing.** If necessary, put on gloves and goggles, a mask and an apron.
- 4. Stop the source.** Providing it is safe to do so, stop the spill at its source. This may involve righting an overturned container or sealing holes or cracks in containers.
- 5. Contain and control the flow.** The spill should be prevented from filtrating into the ground or entering the stormwater system. The outer edge of the spill should be dammed with rags, blankets, sand, sands bags, mops and/or absorbent booms.
- 6. Clean up the spill.** Promptly cover the spill using absorbent materials such as the correct absorbent granules for the product (Note that some strong acids will react with some types of granules and sawdust), sand and rags, being mindful not to splash the spill. Using a dustpan or spade, the absorbent granules or sand must then be scooped up and placed into a container. This waste material is not to be buried or thrown into the environment. The method of disposing this waste will depend on the amount and the type of chemical that was spilt. The Department of Environment Controlled Waste Section will advise on the appropriate disposal of hazardous substances. There are several contractors that will dispose of contaminated substances and soils. All contact phone numbers can be found below
- 7. Notify the appropriate authority.** If the spill does enter a stormwater drain or open ground, the Department of Environment and your local council must be notified. Please refer to the phone numbers listed below. If there is a hazard to health or property, call Fire and Rescue on 000 immediately.
- 8. Record the incident.** Record what, how and where the spill occurred and the names of any witnesses. Also make note of what changes can be made when handling, transporting or storing chemicals to ensure a similar incident does not happen again.

Who to call in an emergency

All hours phone numbers

Life / property emergencies: Ambulance, Fire or Police	000
Pollution emergencies - Department of Water and Environment Regulation	1300 784 782
Poisons Information Centre	13 11 26
Water Corporation – Emergencies and water service difficulties	13 13 75

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Appendices

Appendix A – Compiled species list of threatened ecological communities, fauna and flora recorded within a 10km radius of the subject site

Nt. Conservation status is described as Critically Endangered (Cr En), Vulnerable (Vu), Endangered (En), Priority (P), Threatened (T) and Extinct (Ex). Data sets interrogated included the National Protected Matters Search (DAWE, 2021) and Nature map (DBCA, 2021b).

Form	Species or Community	Common Name	Conservation Status	Data source
Threatened Ecological Communities	Eucalyptus woodlands of the Western Australian Wheatbelt		Cr En	DAWE
	<i>Acridis hypoleucos</i>	Common Sandpiper	Migratory	DAWE
	<i>Calidris acuminata</i>	Sharp-tailed Sandpiper	Migratory	DAWE
	<i>Calidris ferruginea</i>	Curlfew Sandpiper	Cr En; Migratory	DAWE
	<i>Calidris melanotos</i>	Pectoral Sandpiper	Migratory	DAWE
Birds	<i>Calyptrorhynchus banksii</i>	Forest Red-Tailed Black Cockatoo, Kararak	Vu	DAWE
	<i>Calyptrorhynchus latirostris</i>	Carnaby's Cockatoo, Short-billed Cockatoo	En	DAWE; DBCA
	<i>Falco hypoleucos</i>	Grey Falcon	Vu	DAWE
	<i>Falco peregrinus</i> subsp. <i>macropus</i>	Peregrine Falcon	Specially Protected	DBCA
	<i>Leipoa ocellata</i>	Malleefowl	Vu	DAWE
	<i>Motacilla cinerea</i>	Grey Fantail	Migratory	DAWE
	<i>Platycercus icterotis</i> subsp. <i>xanthogenys</i>	Western Rosella	P4	DBCA
	<i>Rostratula australis</i>	Australian Painted Snipe	En	DAWE
	<i>Bellongia lesuevei</i> subsp. <i>graii</i>	Inland Boodie, Burrowing Inland Bellong	Ex	DBCA
	<i>Bellongia penicillata</i> subsp. <i>ogilbyi</i>	Woylie, Brush-tailed Bellong	T	DBCA
Mammals	<i>Dasyurus geoffroyi</i>	Chudditch, Western Quoll	Vu	DAWE
	<i>Isodon fusciventer</i>	Quenda, Southwestern Brown Bandicoot	P4	DBCA
	<i>Macrotis lagotis</i>	Bilby, Dalgyle, Ninu	T	DBCA
	<i>Mynecobius fasciatus</i>	Numbat, Walpurti	T	DBCA
	<i>Phascogale calura</i>	Red-tailed Phascogale, Red-tailed Wambenger, Kenngoor	Vu; Specially Protected	DAWE; DBCA
	<i>Acanthopis antarcticus</i>	Southern Death Adder	P3	DBCA
	<i>Acacia adjutrices</i>		P3	DBCA
	<i>Acacia brachypoda</i>	Western Wheatbelt Wattle	En	DAWE

Acacia cochlocarpa subsp. chochlocarpa	Spiral Fruited Wattle	En	DAWE
Andersonia gracilis	Slender Andersonia	En	DAWE
Anigozanthos bicolor subsp. exstans		P3	DBCA
Banksia oligantha	Wagin Banksia	En	DAWE
Beaufortia burbridgeae	Column Beaufortia	P3	DBCA
Boronia capitata subsp. capitata		En	DAWE
Caladenia hoffmannii	Hoffman's Spider Orchid	En	DAWE
Caladenia williamsiae	William's Spider Orchid	En	DAWE; DBCA
Daviesia nudiflora subsp. drummondii		P3	DBCA
Diuris micrantha	Dwarf Bee Orchid	Vu	DAWE
Eucalyptus exilis	Boyagin Mailee	P4	DBCA
Gastrolobium stipulare		P4	DBCA
Grevillea christineae	Christine's Grevillea	En	DAWE
Grevillea roycei		P3	DBCA
Grevillea scapigera	Corrigin Grevillea	En	DAWE
Hakea aculeata	Column Hakea	Vu	DAWE; DBCA
Hibbertia glomerata subsp. wandoo		P3	DBCA
Lasiopetalum pterocarpum		T	DBCA
Lasiopetalum rotundifolium	Round-leaf Lasiopetalum	En	DAWE; DBCA
Lasiopetalum sp. Weam Reserve		P2	DBCA
Lepidosperma sp. Meckering		P3	DBCA
Leucopogon audax		P2	DBCA
Roycea pycnophylloides	Saltmat	En	DAWE
Stylidium tenuicarpum		P4	DBCA
Thomasia mortana	Hill Thomasia	Vu	DAWE; DBCA
Verticordia fimbrialepis subsp. fimbrialepis	Shy Feather Flower	En	DAWE

Appendix B

Falling Head Permeability Test Reports (Liquid Labs WA)

PRI Results (CSBP)



Customer Bio Diverse Solutions

Job EPP006

Date Rec'd 19/03/2021

Lab Number	Name	Code	Customer	Depth	Phosphorus Retention Index
RGS21174	TP1 500-600	EPP006	BBDS	0-10	459.5
RGS21175	TP2	EPP006	BBDS	0-10	156.7
RGS21176	TP3 50-600	EPP006	BBDS	0-10	56.9
RGS21177	TP4 400-600	EPP006	BBDS	0-10	192.0
RGS21178	TP5 270-600	EPP006	BBDS	0-10	259.7
RGS21179	TP6 300-600	EPP006	BBDS	0-10	116.1



FALLING HEAD PERMEABILITY TEST REPORT

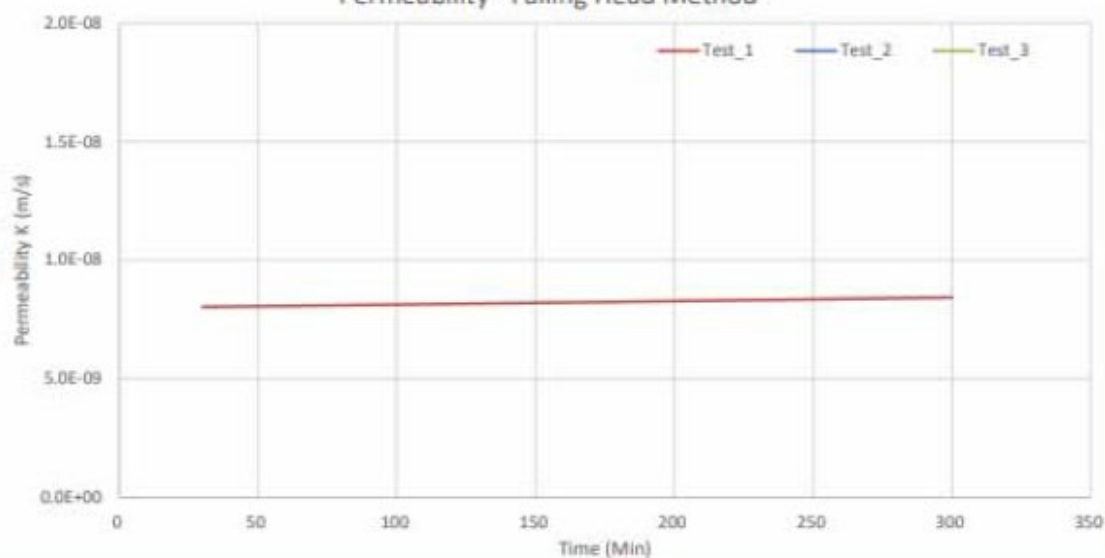
AS 1289.6.7.2, 2.1.1, 5.2.1

Client	Bio Diverse Solutions	Ticket No.	54598
Client Address	5a 209 Chester Pass Rd, Milpara, WA 6330	Report No.	LLS20/1343 _1_FHPERM
Project	Boyagarra Rd	Sample No.	LLS20/1343
Location	Brookton WA	Sampled By	Client
Sample Identification	Test Pit 3 - 0mm to 600mm		
Sampling Method:	Sampled by Client, Tested as Received	Date Tested	13-16/04/2021

Specimen conditions at test

Laboratory Density Ratio (%)	94.9	Laboratory Moisture Ratio (%)	96.4
Compactive Effort	Modified	% Retained on 19mm Sieve	0.0
Surcharge (kPa)	3	Date tested	13-16/04/2021

Permeability - Falling Head Method



Coefficient of Permeability K_{20} (m/s)

8.23E-09

Comments:



Accredited for compliance with ISO/IEC 17025 - Testing

Accreditation No. 19872

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† NATA Accreditation does not cover the performance of this service

Approved Signatory

Name Wilhem Picard
Function Senior Technician
Issue Date 28-April-2021



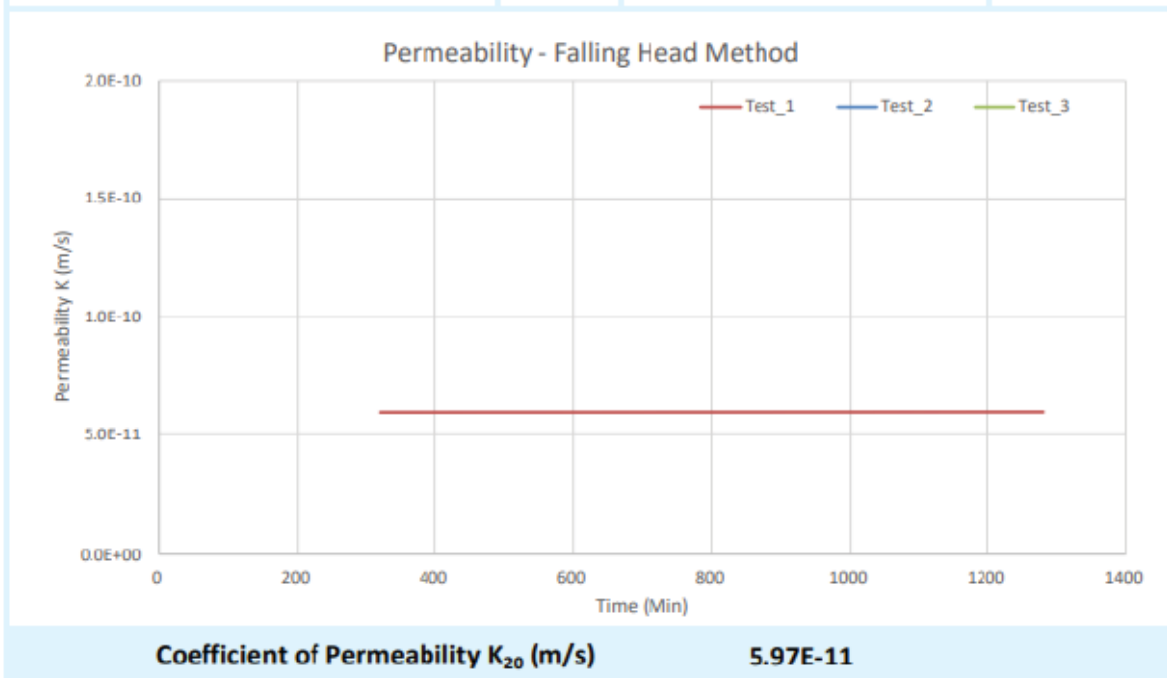
FALLING HEAD PERMEABILITY TEST REPORT

AS 1289.6.7.2, 2.1.1, 5.2.1

Client	Bio Diverse Solutions	Ticket No.	S4598
Client Address	5a 209 Chester Pass Road, Milpara, WA 6330	Report No.	LLS20/1342_1_FHPERM
Project	Boyagarra Rd	Sample No.	LLS20/1342
Location	Brookton WA	Sampled By	Client
Sample Identification	Test Pit 1 - 0mm to 600mm		
Sampling Method:	Sampled by Client, Tested as Received	Date Tested	13-20/04/2021

Specimen conditions at test

Laboratory Density Ratio (%)	94.9	Laboratory Moisture Ratio (%)	102.0
Compactive Effort	Modified	% Retained on 19mm Sieve	0.0
Surcharge (kPa)	3	Date tested	13/04/2021



Comments:



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† NATA Accreditation does not cover the performance of this service

Approved Signatory

Name Wilhem Picard
Function Senior Technician
Issue Date 30-April-2021



Perth Geotechnics

ABN: 74 660 182 061
PO Box 165, Gosnells WA 6990
P: 08 6396 2675, M: 0430 130 677
E: info@perthgeotechnics.com.au

Reference: SSE222723PG_Rev 0

Project: Lots 51 & 181 Boyagarra Road Brookton - supplementary advice for on-site sewage disposal

Site: Lots 51 & 181 Boyagarra Road, Brookton WA.

06 October 2023

To,
Rob Langley

Dear Sir,

RE: Late winter inspection of groundwater levels for on-site sewage disposal.

1.0 Background

Environmental Impact Assessment and Site and Soil Evaluation (SSE) report relating to on-site sewage disposal on the above-mentioned lots was undertaken by Bio Diverse Solution (BDS Report 2021, Report Reference No. EP006, Rev- Final V1, dated 22 June 2021).

A soil investigation was conducted by BDS Report as part of the site assessment on the 26th February 2021, which was in the end of a dry season. Six (6) Test Pits (TPs) were drilled within the Subject Site, using a post hole digger to a depth of 600mm. The location of the test pits was selected based on the proposed subdivision plan and likely location of the building envelopes. The site test plan was given in Figure 13 of the SSE report. The site was found to be underlain by the following soil units:

- Sandy topsoil with organic matter
- Sandy loam trace pebbles
- Sandy clay and clay.

No groundwater was encountered in any of the TPs within the investigation depth of 0.6 m. However, there was a well at south-east corner of the site which was holding groundwater during that time. The depth of groundwater measured in February 2021 was 3 m below the existing ground.

The relevant reviewing agencies support the SSE report (BDS Report 2021). Their only concern was that the test pits were undertaken in February, which may not represent the maximum onsite groundwater level. The Department of Health and Shire require inspection of groundwater levels for on-site sewage disposal application during the late winter (reference: the supplied Schedule of Submissions by the Dept. of Health and Shire). This information/evidence will be supporting the subdivision application.

Client has engaged Perth Geotechnics (PG) to undertake an additional investigation to assess the groundwater level and commentary relevant to the SSE guidelines.

2.0 Site Investigation During Late Winter

During the mid-September 2023, the client has organised an excavator to excavate a total of nine (9) Test Pits (TPs). These TPs were excavated near the proposed building envelope of each subdivided lot. A senior geotechnical engineer from PG inspected the excavated TPs and logged their soil profiles. The following table (Table 1) shows the summary of the TPs excavated in mid-September. TP location plan is included in Appendix A.

Table 1. Test Pit Investigation Summary-September 2023

TP ID (Lot No)	Depth & Soil Profile Description	TP Termination Depth (m)	Groundwater Depth (m)
TP1(Lot G)	0-1.3 m – Gravelly Sandy Clay (CI)	1.3	Not encountered
TP2 (Lot F)	0-0.1 m - Silty Sand (SM) 0.1-1.45 m - Gravelly Sandy Clay (CI)	1.45	Not encountered
TP3(Lot E)	0-0.1 m – Gravelly Silty Sand (SM) 0.1-0.6 m – Sandy Gravel (GP) 0.6-1.0 m – Clayey Sandy Gravel (GC)	1.0	Not encountered
TP4(Lot D)	0-0.1 m – Gravelly Silty Sand (SM) 0.1-0.5 m – Sandy Gravel (GP) 0.5-1.2 m – Gravelly Sandy Clay (CI)	1.2	Not encountered
TP5 (Lot C)	0-0.7 m – Sandy Gravel (GP) 0.7-1.3 m - Gravelly Sandy Clay (CI)	1.3	Not encountered
TP6 (Lot B)	0-0.1 m – Gravelly Silty Sand (SM) 0.1-0.6 m – Sandy Gravel (GP) 0.6-1.0 m – Clayey Sandy Gravel (GC)	1.0	Not encountered
TP7 (Lot A)	0-0.1 m – Gravelly Silty Sand (SM) 0.1-0.4 m – Sandy Gravel (GP) 0.4-1.0 m – Sandy Clay with Gravel (CI)	1.0	Not encountered
TP8 (Lot H)	0-0.2 m – Gravelly Silty Sand (SM) 0.2-0.7 m – Sandy Gravel (GP) 0.7-1.6 m – Gravelly Sandy Clay (CI)	1.0	Not encountered
TP9 (N-W corner)	0-0.1 m – Gravelly Silty Sand (SM) 0.1-0.5 m – Sandy Gravel (GP) 0.5-1.0 m – Sandy Clay with Gravel (CI)	1.0	0.8 m bgl

Ground profile comprised of:

- Top sandy soil layer, overlying
- Gravelly sandy clay (loam).

Depth of the TPs ranged between 1 m and 1.45 m. All of the test pits were found to be dry within the depth of excavation, except for one, TP9, which was excavated at the 'land reserve area' located at the north-western corner of the whole site. Water was found to be accumulated in TP9 at 0.8 m depth below the ground surface. Photo can be seen in Appendix B of this report.

3.0 Groundwater Level and Vertical Setback Distance

During the time of additional site investigation in mid-September 2023, groundwater was not encountered in any of the BH that were excavated next to each of the proposed 8 building envelopes or Land Application Area (LAA). It should be noted that the depth of excavation

was varied between 1 m and 1.45 m. In TP9, which was excavated at north-west corner of the site, groundwater was observed at 0.8 m depth below the ground surface.

As per *Government Sewerage Policy* (DPLH 2019), the groundwater in the proposed LAA should be deeper than the vertical setback distance of 1.5 m. That means vertical setback criterion of 1.5 m from the disposing point of the treated effluent to the groundwater level has to be fulfilled.


The site is underlain by shallow groundwater, depth of between 0.8 m and 3 m (reference, TP9 at the north-west corner and the Well at the south west corner). Since the depth of 8 TPs was less than 1.5 m, it is still unclear if the groundwater at the 8xLAA locations is at or deeper than the 1.5 m offset criteria.

Additional fill material (preferably SAND (SP)) may be required to import to each building site to fulfill the vertical setback criterion of 1.5 m from the disposing point of the treated effluent to the groundwater level. Thickness of required fill can be estimated once the groundwater level of each LAA site is known.

4.0 Closure

If you have any clarifications related to the letter report or we can be of further assistance, please do not hesitate to contact Perth Geotechnics or the undersigned.

For and on behalf of Perth Geotechnics



Mohammad Amzad Hossain
Sr Geotechnical Engineer
Perth Geotechnics

Appendices:

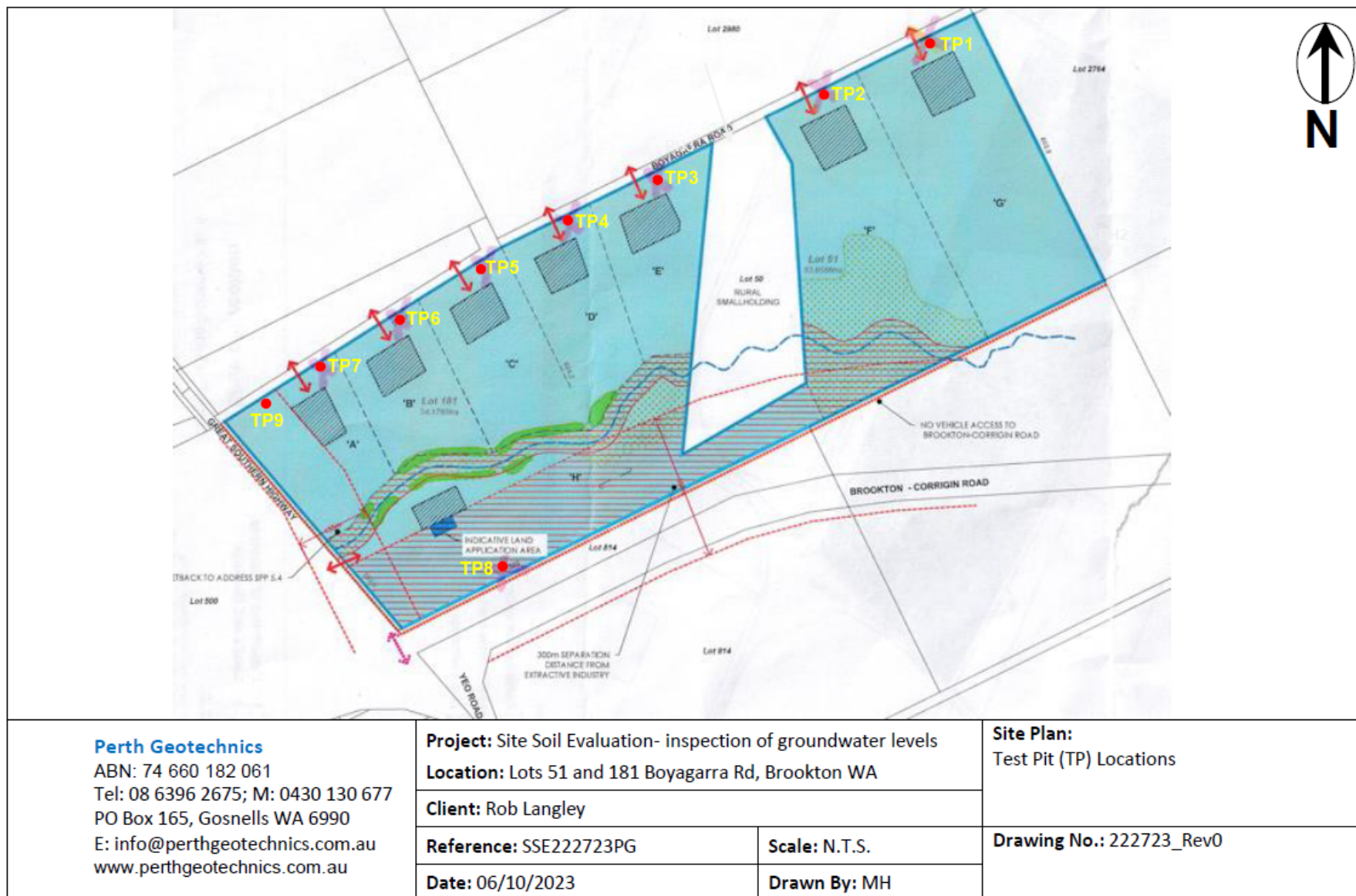
Appendix A – Site Test Plan

Appendix B – Test Pit Photos



Perth Geotechnics

APPENDIX – A SITE TEST PLAN





Perth Geotechnics

APPENDIX – B

TEST PIT PHOTOS



Photo 1: The Site near Block G, is looking from northern-west side



Photo 2: Soil Profile at Test Pit 1 (TP1)- Block G, Groundwater not observed



Photo 3: Soil Profile at Test Pit 1 (TP2)- Block F, Groundwater not observed



Photo 4: Soil Profile at Test Pit 3 (TP3)- Block E, Groundwater not observed



Photo 5: The Site near Block D, is looking from northern-west side



Photo 6: Soil Profile at Test Pit 4 (TP4)- Block D, Groundwater not observed



Photo 7: Soil Profile at Test Pit 5 (TP5)- Block C, Groundwater not observed



Photo 8: Soil Profile at Test Pit 6 (TP6)- Block B, Groundwater not observed



Photo 9: Soil Profile at Test Pit 7 (TP7)- Block A, Groundwater not observed



Photo 10: Soil Profile at Test Pit 9 (TP9)- land reserve area, Groundwater observed at 0.8m depth



Photo 11: The Site near Block H, is looking from southern-east side



Photo 12: Soil Profile at Test Pit 8 (TP8)- Block H, Groundwater not observed

12.12.23.02 PROPOSAL TO SELL: 50 WHITE STREET, BROOKTON – BOEKEMANS GRAZING CO PTY LTD

File No:	A454 - 50 White Street
Date of Meeting:	14 th December 2023
Location/Address:	50 White Street
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kevin D'Alton – Manager Projects
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	OCM 11.23-05 - 16 November 2023

Summary of Item:

Council is to consider the proposal to sell property situated at 50 White Street, Brookton to Boekemans Grazing Co. Pty Ltd (Boekemans).

Description of Proposal:

Boekemans have been seeking to acquire residential property in Brookton for the development of suitable housing for their staff.

Boekemans approached the Shire of Brookton and staff reviewed the 50 White Street property. This property meets their requirements. Boekemans are seeking to secure the purchase in the company name to ensure accommodation for their staff.

After advertising this proposal, Council received comment included at Attachment 12.12.23.02A indicating that Council should retain the 50 White Street property for the construction of Shire owned housing.

Staff have discussed a fair market value with Boekemans for an amount of \$45,000.00. This amount is considered market value.

Background:

Council owns freehold 50 White Street Brookton. 50 White Street is a residential lot of 1,009 m² in area and is suitably configured, serviced and zoned to support a Grouped Dwelling (unit) development.

Council purchased this property in 2020 for \$32,000. At that time Council had a proposal to construct four 2x1 key worker accommodation units on the site for an indicative cost of \$800,000.

The 50 White Street property has been valued as part of Council's regular valuation schedule at \$40,350.

At the November 2023 Ordinary Meeting Council resolved at OCM 11.23-05:

That Council:

1. propose for Council to sell 50 White Street to Boekemans Grazing Co Pty Ltd for \$45,000; and

2. propose that any sale of 50 White Street to Boekemans Grazing Co Pty Ltd will include a development condition requiring substantial commencement of a residential premise within 2 years of any date of sale, and
3. give local public notice of the proposed disposition of 50 White Street to Boekemans Grazing Co Pty Ltd, inviting comment on the proposal.

Consultation:

Council has advertised the proposed sale of 50 White Street to Boekemans.

Statutory Environment:

Local Government Act 1995

3.58. Disposing of property

- (1) In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include—
 - (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

Relevant Plans and Policy: Nil

Financial Implications:

The sale of the property to Boekemans will generate approximately \$2,000.00 a year in rates for Council on the undeveloped land. The property was purchased in 2020 for \$32,000.00 and the offer to purchase price is \$45,000.00 which will generate \$13,000.00 profit for Council.

The costs of any construction and applications will be borne by Boekemans.

Risk Assessment:

Staff believe that the risks associated with the Officer's Recommendation are minor and unlikely to occur.

Council may consider including a development clause in the sale of the property, requiring Boekemans to develop the property within 2 years from the date of sale.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

The proposal to sell a residential property to Boekemans, assists the strategic objectives of Brookton's 2020 including:

1. New and Secondary Industry - BROOKTON enhances, attracts, and diversifies its big business
2. Small to Medium Enterprise - BROOKTON'S small to medium businesses are celebrated, prosperous and diverse.

Comment

The proposal to sell a vacant residential property to Boekemans will provide income to meet ongoing expenses associated with the property. The proposal will also assist a local business to accommodate an employee in Brookton.

There has been the opportunity for public comment, and the Shire has received the comment included at Attachment 12.12.23.02A.

OFFICER'S RECOMMENDATION

That Council accept the offer to sell Unit 50 White Street to Boekemans Grazing Co Pty Ltd for \$45,000.00 subject to the inclusion of a condition of sale that Boekemans Grazing Co Pty Ltd will achieve substantial commencement of residential premises within 2 years of any date of sale.

(Simple Majority Vote Required)

OCM 12.23-04

COUNCIL RESOLUTION

MOVED Cr de Lange SECONDED Cr McCabe

That Council accept the offer to sell Unit 50 White Street to Boekemans Grazing Co Pty Ltd for \$45,000.00 subject to the inclusion of a condition of sale that Boekemans Grazing Co Pty Ltd will achieve substantial commencement of residential premises within 2 years of any date of sale.

CARRIED BY SIMPLE MAJORITY VOTE 5/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Hayden, Cr McCabe

Against: Nil

Attachment

Attachment 12.12.23.02A - Public response - email - Theresa Fancote

From: Theresa Fancote
Sent: Wednesday, 29 November 2023 11:22 AM
To: Administration Officer <mail@brookton.wa.gov.au>
Subject: Sale of land 50 White Street

Thanks for the opportunity to comment

I would prefer council to actively build more housing of our / your own. Don't sell this block. We /you are struggling to attract employees and keep them so we need to build our own shire staff housing.

At least two or more units can easily be built on this block.

Use some Kalkarni money to build.

If staff don't need them then rent to whoever wants them.

Council previously considered building prior to Covid when our focus changed to the caravan park.

Many years ago when I was P & C president I lobbied education department and council about housing. They subsequently built the teachers housing as is now. Housing needs to be upgraded to entice and or keep employees coming to the country.

Kind regards
Theresa Fancote

12.12.23.03 REQUEST TO MODIFY DEVELOPMENT CONDITIONS ON DUST MONITORING FOR GRAIN RECEIVAL AND STORAGE FACILITY – LOT 100 RICHARDSON STREET, BROOKTON

File No:	A338/P2642
Date of Meeting:	14 December 2023
Location/Address:	Lot 100 on Deposited Plan 37403 Richardson Street, Brookton
Name of Applicant:	CBH Group
Name of Owner:	CBH Group
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Various including 15 August 2019, 19 September 2019 and 19 March 2020

Summary of Item:

Council has received a request to vary development conditions relating to dust monitoring for CBH's existing grain receival and storage facility at Lot 100 Richardson Street, Brookton.

Description of Proposal:

Recent correspondence from CBH plus the CBH Brookton Ambient Air Quality Report (Dust Management Plan) are attached. The Dust Management Plan monitored and assessed dust from the grain receival and storage operations, along with associated reporting, to determine compliance against air quality standards.

Background:

The Council granted two Development Approvals for CBH's Brookton Receival and Storage Site on 15 August 2019 (as amended on 19 September 2019) and on 19 March 2020. Condition 9 was imposed on 15 August 2019 which was retained and renumbered on 19 September 2019. Condition 4 was imposed as part of additional storage capacity on 19 March 2020. Condition '9' and '4' of these Development Approvals state:

9. *The existing Dust Management Plan shall be revised within six (6) months from the date of this approval to include both the existing and proposed grain receival and storage operations on Lot 100 and Lot 550, with incorporation of routine monitoring and reporting to ensure compliance with the air quality standards - refer to Advice Note F.*
4. *The increase in grain storage capacity shall require monitoring of air quality on a daily basis, with results lodged with the Local Government monthly.*

CBH recently requested that these conditions be deleted and be replaced with the following condition:

The Dust Management Plan for the site shall be implemented to the satisfaction of the Shire. The Dust Management Plan shall be updated to include a requirement to retain dust monitor DT1-SPEC 25. Dust monitoring results are to be reported on an annual basis.

CBH have undertaken dust monitoring over an extended period and have provided the Shire with monitoring data for review. The results indicate there were no dust exceedances attributed to CBH's operations.

The Shire has received two dust complaints in the last two years. This includes from a resident to the north of CBH's site which was associated with rail out loading.

Consultation:

No consultation has been undertaken with the recent request from CBH.

Statutory Environment:

The site is zoned 'General Industry' in the *Shire of Brookton's Local Planning Scheme No.4*.

Schedule 2, Part 9, Clause 77 of the *Planning and Development (Local Planning Schemes) Regulations, 2015* provides the Council the ability to relax or amend the conditions placed on a development approval. Specifically, the request from CBH can be considered under Clause 77 (3), which states that 'the local government may waive or vary a requirement in Part 8 or this Part in respect of an application if the local government is satisfied that the application relates to a minor amendment to the development approval.'

CBH can apply to the State Administrative Tribunal (SAT) for a Right of Review on the Council's decision on this request to amend or delete the development conditions.

SAT and other appeal bodies in Australia have generally adopted the approach taken in *Newbury DC v Secretary of State for the Environment (1981) AC578* when considering the validity of conditions. This decision holds that in order to be valid, a condition must:

- Be imposed for a planning purpose;
- Fairly and reasonably relate to the development considered; and
- Be reasonable, i.e. the condition is not so unreasonable that no reasonable planning authority could have imposed it.

Relevant Plans and Policy:

There are no specific plans or policy documents that apply to this application.

Financial Implications:

There are no specific financial implication that applies to this matter, other than a right of review (appeal right) to SAT, should the applicant choose to exercise this option.

Risk Assessment:

The risk is not deemed to be significant given:

- CBH are required to implement the Dust Management Plan and ensure air quality standards are maintained to satisfactory levels;
- The findings of the Dust Management Plan which confirms air quality standards, to date, are in accordance with EPA *Guidance Statement No. 18: Prevention of Air Quality Impacts from Land Development Sites*;
- CBH's request is adjusting the frequency of reporting to the Shire; and
- CBH's commitment to retain a dust monitor and report to the Shire annually.

There is a medium risk that the applicant may request a review of the Council's decision to SAT.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal aligns with Council's *Strategic Community Plan 2022-2032* including the Growth Pillar of 'A well-recognised business and agricultural hub.'

Comment:

CBH's request to delete and modify conditions is supported. This will see the retention of a dust monitor to the north of CBH's facility. It is suggested this provides effective ongoing monitoring of dust. This is with a goal of achieving an ongoing compliant level of air quality which addresses prescribed standards.

CBH are aware of the importance of maintaining dust standard compliance given previous community concerns. Air quality is required to be managed to the required environmental and health standards.

Initially it was appropriate for monthly reporting to the Shire to ensure the required standard of air quality was being maintained. The change to annual reporting, to the Shire, is supported noting there is no evidence of dust exceedances associated with CBH's operations.

If written complaints on dust are received by the Shire or CBH, then an assessment can be undertaken by CBH's environmental consultant and as required, mitigation measures undertaken.

The request from CBH to delete and modify conditions does not negate other conditions of the development approvals.

OFFICER'S RECOMMENDATION

That Council modify development conditions for CBH's Grain Receival and Storage Facility at Lot 100 on Deposited Plan 37403 Richardson Street, Brookton pursuant to Schedule 2, Part 9, Clause 77 of the Planning and Development (Local Planning Schemes) Regulations 2015 as follows:

A) delete Conditions '9' and '4' follows:

9. The existing Dust Management Plan shall be revised within six (6) months from the date of this approval to include both the existing and proposed grain receival and storage operations on Lot 100 and Lot 550, with incorporation of routine monitoring and reporting to ensure compliance with the air quality standards - refer to Advice Note F.
4. The increase in grain storage capacity shall require monitoring of air quality on a daily basis, with results to be lodged with the Local Government monthly.

B) add the following condition:

The Dust Management Plan for the site shall be implemented to the satisfaction of the local government. The Dust Management Plan shall be updated to include a requirement to retain dust monitor DT1-SPEC 25. Dust monitoring results are to be reported on an annual basis to the local government.

C) renumber conditions accordingly; and

D) other development conditions and advice continue to apply.

(Simple majority Vote required)

OCM 12.23-05

COUNCIL RESOLUTION

MOVED Cr de Lange SECONDED Cr McCabe

That Council modify development conditions for CBH's Grain Receival and Storage Facility at Lot 100 on Deposited Plan 37403 Richardson Street, Brookton pursuant to Schedule 2, Part 9, Clause 77 of the Planning and Development (Local Planning Schemes) Regulations 2015 as follows:

A) delete Conditions '9' and '4' follows:

- 9. The existing Dust Management Plan shall be revised within six (6) months from the date of this approval to include both the existing and proposed grain receival and storage operations on Lot 100 and Lot 550, with incorporation of routine monitoring and reporting to ensure compliance with the air quality standards - refer to Advice Note F.***
- 4. The increase in grain storage capacity shall require monitoring of air quality on a daily basis, with results to be lodged with the Local Government monthly.***

B) add the following condition:

The Dust Management Plan for the site shall be implemented to the satisfaction of the local government. The Dust Management Plan shall be updated to include a requirement to retain dust monitor DT1-SPEC 25. Dust monitoring results are to be reported on an annual basis to the local government.

C) renumber conditions accordingly; and

D) other development conditions and advice continue to apply.

CARRIED BY SIMPLE MAJORITY VOTE 5/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Hayden, Cr McCabe

Against: Nil

Attachments

Attachment 12.12.23.03A – Letter from CBH

Attachment 12.12.23.03B – CBH Ambient Air Quality Report



Enq: Aaron Lohman
Direct Line: 9237 9611
Email: aaron.lohman@cbh.com.au
Our Ref: 1706442066-13872

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ABN 29 256 604 947
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Perth WA 6000 Australia
GPO Box L886
Perth WA 6842 Australia
Telephone
+61 8 9237 9600
Grower Service Centre
1800 199 083
cbh.com.au

7 October 2023

Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Dear Sir

**ONGOING DUST MONITORING
CBH GROUP BROOKTON RECEIVAL SITE**

I refer to various correspondence and the Shire of Brookton's (Shire) letter dated 23 October 2023 regarding dust monitoring at CBHs Brookton Receival Site.

As discussed previously the Shire granted two Development Approvals for the Brookton Receival Site on 19 August 2019 (as amended on 23 September 2019) and 23 March 2020. Condition '9' and '4' of these Development Approvals are respectively as follows:

9. *The existing Dust Management Plan shall be revised within six (6) months from the date of this approval to include both the existing and proposed grain receival and storage operations on Lot 100 and Lot 550, with incorporation of routine monitoring and reporting to ensure compliance with the air quality standards - refer to Advice Note F.*
4. *The increase in grain storage capacity shall require monitoring of air quality on a daily basis, with results lodged with the Local Government monthly.*

In respect to the above-mentioned conditions, CBH has undertaken dust monitoring over an extended period. The results indicate that there were no dust exceedances attributed to CBH's operations. The Shire has also received the monitoring data for review.

We understand that notwithstanding the above, that the Shire is recently in receipt of a dust complaint from a resident to the north of CBH's site. It is understood that the dust complaint is associated with rail out loading.

We further note that a complaint was made by a local resident in 2022 in respect to dust over Christmas period. The Coffey dust report attached to the incident concludes that no dust limits were exceeded from December 2021 to February 2022.

In terms of the conditions of Development Approval as discussed earlier in this advice it is requested these conditions be deleted, and replaced with the following condition:

The Dust Management Plan for the site shall be implemented to the satisfaction of the Shire. The Dust Management Plan shall be updated to include a requirement to retain dust monitor DT1-SPEC 25. Dust monitoring results are to be reported on an annual basis.

The above retains dust monitoring at the site and ongoing implementation of the Dust Management Plan. This is considered to be a reasonable approach to dust management for the site given that no substantiated complaints or dust exceedances associated with CBH operations were reported as part of ongoing monitoring.

In terms of the conditions of Development Approval Schedule 2 Clause 77 (1) (c) of the *Planning and Development (Local Planning Schemes) Regulations 2015* allows for the Shire to amend or deletion of conditions of Development Approval.

We trust this is sufficient to allow for the matter to proceed further and we would be pleased to discuss the matter further at your earliest convenience.

Should you have any queries please do not hesitate to contact the undersigned at your earliest convenience.

Yours sincerely
For CBH Group



Aaron Lohman
PRINCIPAL – PLANNING AND APPROVALS



CBH Brookton Ambient Air Quality

12 Month Summary Report

Co-operative Bulk Handling (CBH) Limited



Reference: 754-PEREN300084_R01

26 July 2022

CBH BROOKTON AMBIENT AIR QUALITY

12 Month Summary Report

Report reference number: 754-PEREN300084_R01_12MonthSummary_Rev1.IFU

26 July 2022

PREPARED FOR

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QUALITY INFORMATION

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1. INTRODUCTION

Co-operative Bulk Handling (CBH) Limited have engaged Tetra Tech Coffey Pty Ltd (Tetra Tech) to undertake ambient air quality monitoring for airborne particulates on an annual basis and present data summary reports on a quarterly frequency for the Brookton Grain Receival Site. This report presents the summary results of dust monitoring activities completed in the previous 12 months of ambient air quality monitoring at the Brookton Grain Receival Site, Lot 550 Sewell Street, Brookton, Western Australia (WA) (hereafter referred to as the 'Site').

2. OBJECTIVES

The overarching objective of the project is to gather a scientifically robust, rationalised and compliant data set related to ambient air quality for the last 12-month period at the Brookton CBH Site. A factual report will be written and provided to the local Shire to inform them of the overall results of the monitoring and sources of the recorded dust concentrations, exceedances and any known reasons.

3. LEGISLATIVE FRAMEWORK, STANDARDS AND GUIDANCE

Ambient air quality is legislated nationally under the Environmental Protection Act 1986 and National Environmental Protection Council Act 1994 (Cwlth) and locally under the National Environmental Protection Council (Western Australia) Act 1996 (WA) where it is administered by DWER. The documents (current) which govern the monitoring and management of ambient air quality including nuisance and fugitive dust emissions in WA are as follows:

- National Environmental Protection (Ambient Air Quality) Measure, Standards for fine particulates, 2016 (AAQ NEPM)
- A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites, remediation and other related activities, March 2011 (DWER)
- Department of Water and Environmental Regulation. Guideline: Air emissions. Joondalup, Western Australia, October 2019 (DWER)
- AS/NZS3580.1.1:2016 Methods for sampling and analysis of ambient air, Guide to siting air monitoring equipment, Standards Australia Ltd, 2016

It should be noted that DWER previously released a Draft Guideline: Dust Emissions in 2021 for public comment which is specifically aimed at providing guidance on DWER's requirements for the analysis of dust emission impact from activities at prescribed premises. Following the public comment period DWER have withdrawn the Draft Guideline to address a series of comments received and the date for implementation of this guideline is currently unknown.

4. ADOPTED TARGET CRITERIA

In accordance with the above legislative requirements and the guidelines established in the AAQ NEPM the following criteria was adopted, for a one day (24 hour) average standard:

- Total Suspended Particulate (TSP) of 90 µg/m³.

5. METHODOLOGY

5.1 SAMPLING EQUIPMENT

Three remote-telemetry DustTrak 8530 aerosol monitors (denoted as DT1, DT3 and DT5) were installed on mounting poles at a height of approximately 1.8 m, close to, boundary locations for Lot 100 and Lot 550 to continuously record ambient dust particle concentrations during ongoing operations. Each DustTrak is stored within a weatherproof enclosure which includes full remote telemetry capabilities for real-time data upload to web user interface. Dust particle monitoring comprised particulate matter for Total Suspended Particulate (TSP).

Ambient air monitoring can be heavily influenced by climatic factors. Meteorological monitoring equipment is monitored via a weather station which was installed adjacent to DT5 to log temperature, humidity, wind speed and wind direction to aid in interpretation of dust monitoring results.

The monitors were programmed to issue a warning if predefined dust concentrations were exceeded, allowing the implementation of contingency and mitigation measures to reduce the concentration of airborne particulates to within acceptable levels.

5.2 MONITORING LOCATIONS

Dust monitoring has been undertaken on the northern and eastern sides of Lot 100 and the north side of Lot 550. The test locations are illustrated in Figure A and Figure B, and were selected based on the following characteristics:

- Two sample locations will be positioned on the perimeter of the existing bins and loading facility to assess prevailing winds from the south and to the east (Lot 100)
- One background monitoring station (Lot 550)
- Achieving 180 degrees of unrestricted airflow around the sample inlet
- Maintaining a clear sky angle of 120°. The monitors are set more than 10 meters from any objects exceeding 2 meters above the height of the sample inlet.
- The absence of structure or trees between source and inlet.
- Suitable access for installation and decommissioning
- No security issues identified at these locations

Readings for TSP concentrations and meteorological data will be undertaken continuously at 15-minute intervals, 24 hours per day.

A description of the monitoring is outlined in Table A:.

Table A: DustTrak Locations

LOT ID	DustTrak ID	Location Description
LOT 100	DT1	Northern site boundary, nearby to Horizontal Storage Sheds (HOR)
	DT3	Western Boundary, adjacent to silos and residential buildings
LOT 550	DT5	Northern site boundary



Figure A: Monitoring Locations (LOT 100)



Figure B: Monitoring Locations (LOT 550)

5.3 QUALITY ASSURANCE AND CONTROL

Quality Assurance and Control measure which were implemented during the assessment are summarised below:

- The air monitoring program was undertaken in with consideration to the specification which are outlined in the following guidance:
 - National Environmental Protection (Ambient Air Quality) Measure, 2016
 - AS/NZS 3580.1.1:2016 *Methods for sampling and analysis of ambient air Part 1.1 Guide to siting air monitoring equipment*
 - AS/NZS 3580.10.1:2016 *Methods for sampling and analysis of ambient air - Determination of particulate matter - Deposited matter - Gravimetric method*
- Suitably qualified and experienced professionals undertook the environmental site assessments with fieldwork conducted and/or supervised by a qualified Tetra Tech scientist
- All equipment was calibrated according to the manufacturer's instructions and undertaken by suitably qualified and experienced professionals.

6. RESULTS

6.1 CALIBRATION AND MAINTENANCE OUTCOMES

Quarterly calibration of equipment has been undertaken according to the manufacturer's instructions with all calibration being undertaken by suitably qualified and experienced professionals, calibration was completed on 24 June 2021, 14 September 2021, 9 December 2021 and 28 April 2022. Calibration certificates have been included as Appendix B.

Calibration and maintenance events that were undertaken within the monitoring period include the following:

- Issues with DT3 were detected on the 20 July 2021 with low voltage alarms being triggered, this resulted in the DT3 recording dust concentrations at zero. A CBH technician went out to DT3 on the 9 August 2021 to replace the battery, however, minor dropouts were still being recorded. Quarterly calibration was done on the 15 September 2021 which resolved the issue, removing nearby vegetation gave the solar panel sufficient rechargeability
- Dust blockage alarms were triggered on DT1 and DT3 on the 25 December 2021, 6 January 2022 to 11 January 2022. This resulted in the DT1 and DT3 incorrectly recording dust concentrations at maximum values (163,202 $\mu\text{g}/\text{m}^3$ to 400,000 $\mu\text{g}/\text{m}^3$). DT5 simultaneously recorded values ranging from 5 $\mu\text{g}/\text{m}^3$ to 20 $\mu\text{g}/\text{m}^3$ a more realistic result. A CBH technician on site inspected the DustTrak unit and found it to be blocked by spider nests and insects remains, once these were cleared the system returned to normal operation
- A separate but similar event as above happened within DT5 on the 18, 19 and 20 May 2022, with a flow blockage alarm being triggered. This resulted in the DT5 incorrectly recording dust concentrations at maximum values (477 $\mu\text{g}/\text{m}^3$ to 221,523 $\mu\text{g}/\text{m}^3$). DT1 and DT3 simultaneously recorded values ranging from 10 $\mu\text{g}/\text{m}^3$ to 23 $\mu\text{g}/\text{m}^3$. A CBH technician on site cleared the system returning it to normal operational values.

6.2 WEATHER STATION RESULTS

Table B shows the overall Windrose results for each month (July 2021 to June 2022), detailing the direction of prevailing winds for the weather station located on DT5. All DustTrak units are appropriately positioned to

measure downwind dust concentrations and potential offsite exposure at the adjacent residential properties and within the Brookton Townsite during these wind conditions.

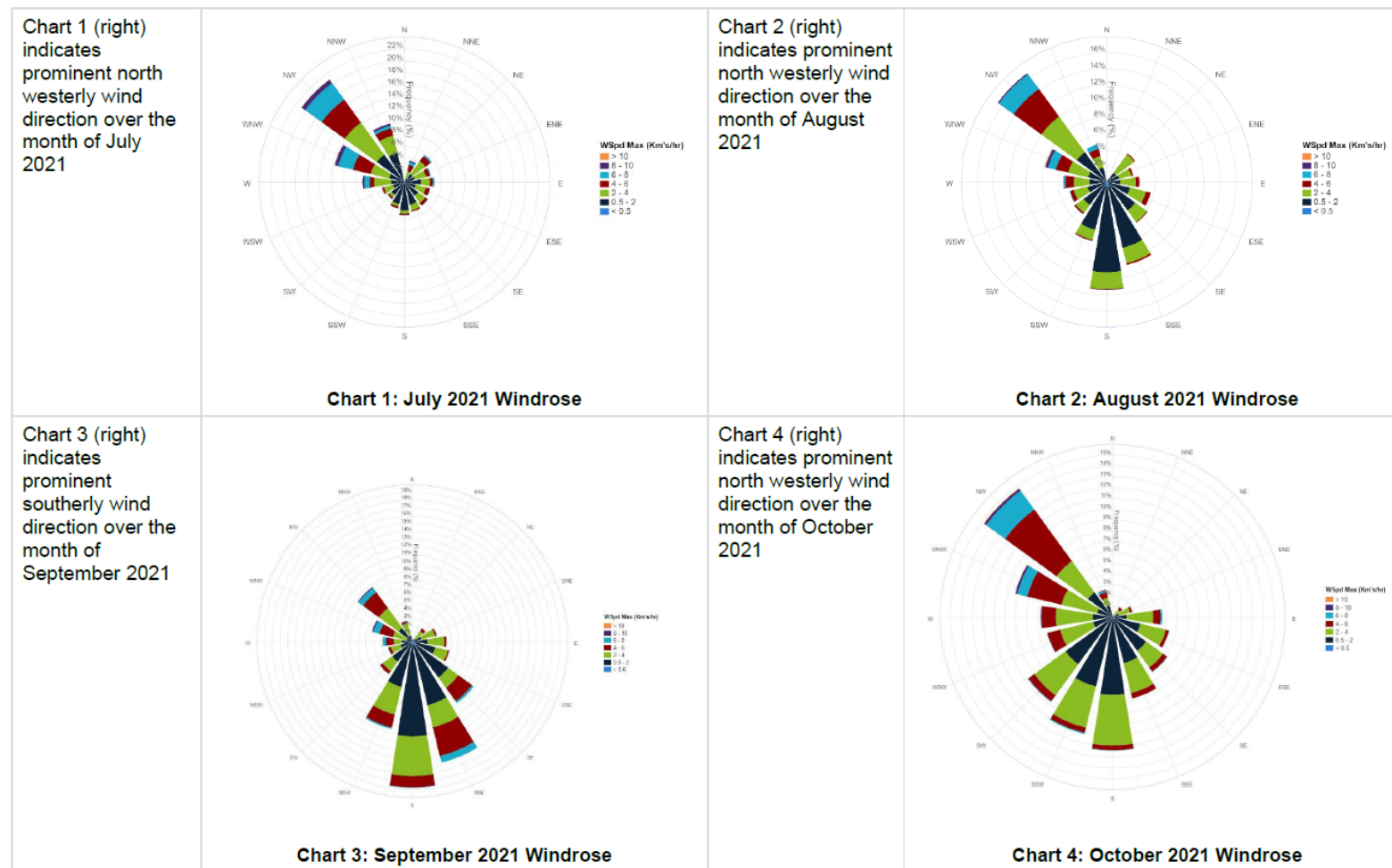
Table B: Monthly Windrose Data

Chart 5 (right) indicates prominent south-south easterly wind direction over the month of November 2021

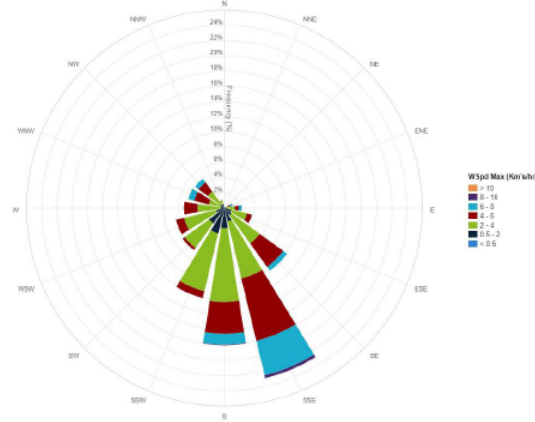


Chart 5: November 2021 Windrose

Chart 6 (right) indicates prominent south-south easterly wind direction over the month of December 2021

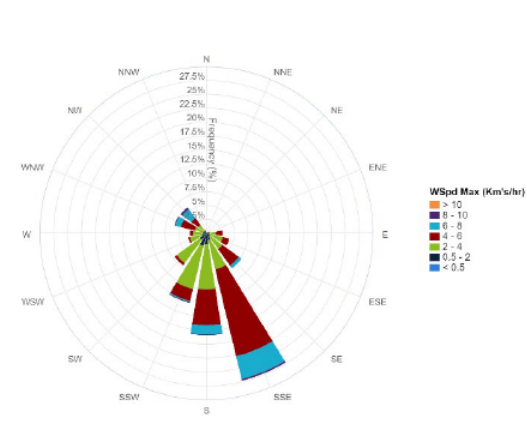


Chart 6: December 2021 Windrose

Chart 7 (right) indicates prominent south-south easterly wind direction over the month of January 2022

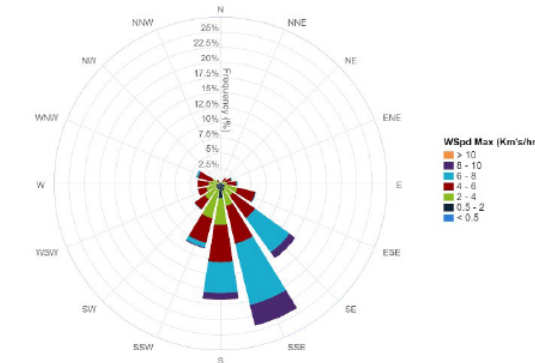


Chart 7: January 2022 Windrose

Chart 8 (right) indicates prominent south-south easterly wind direction over the month of February 2022

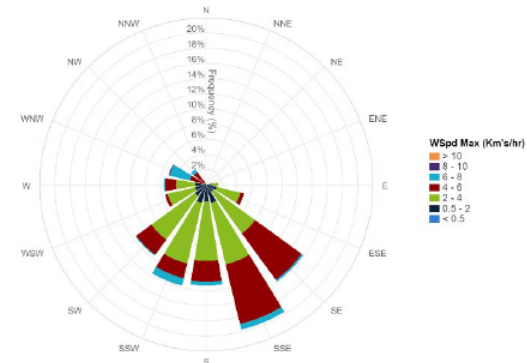
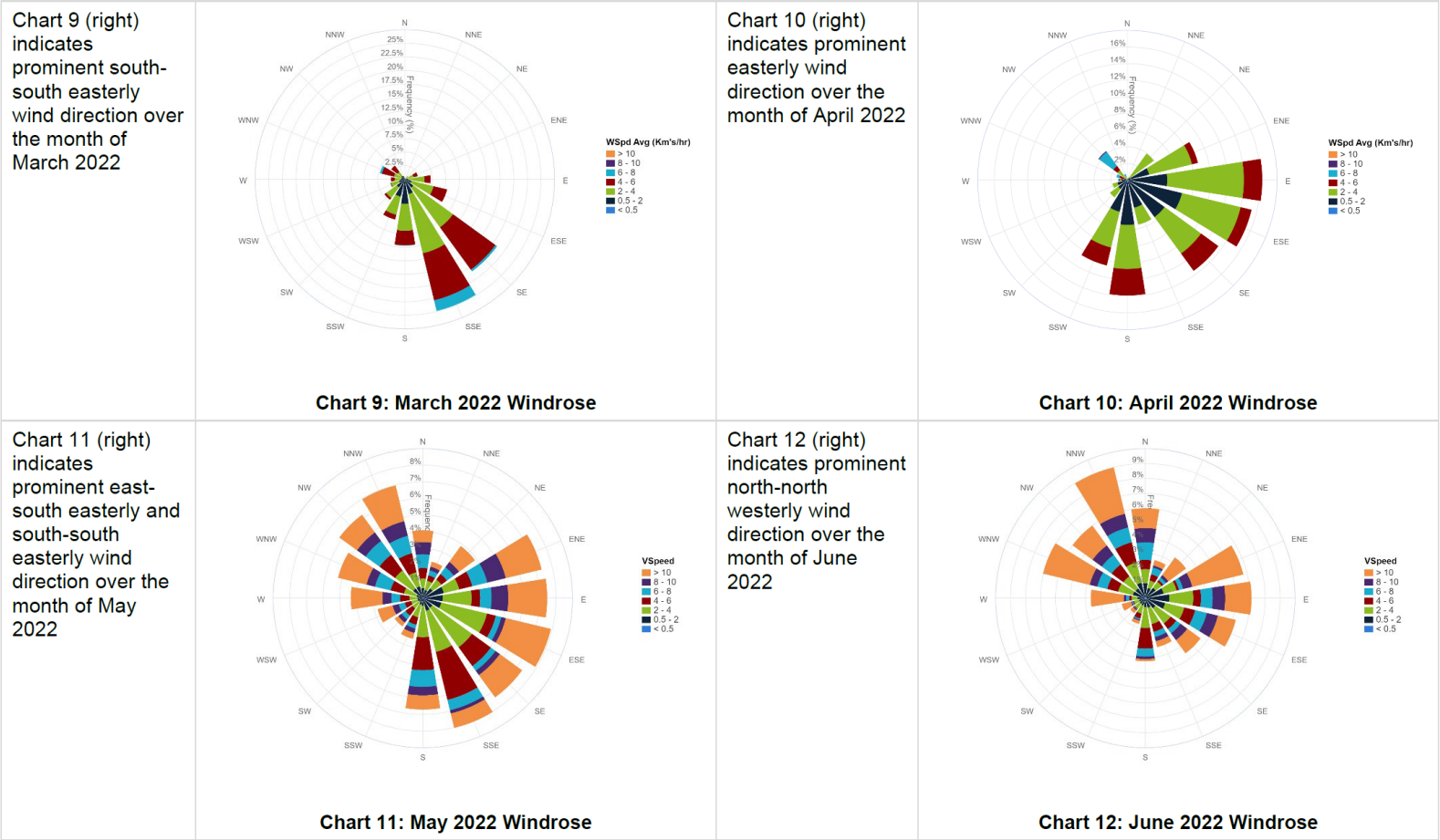
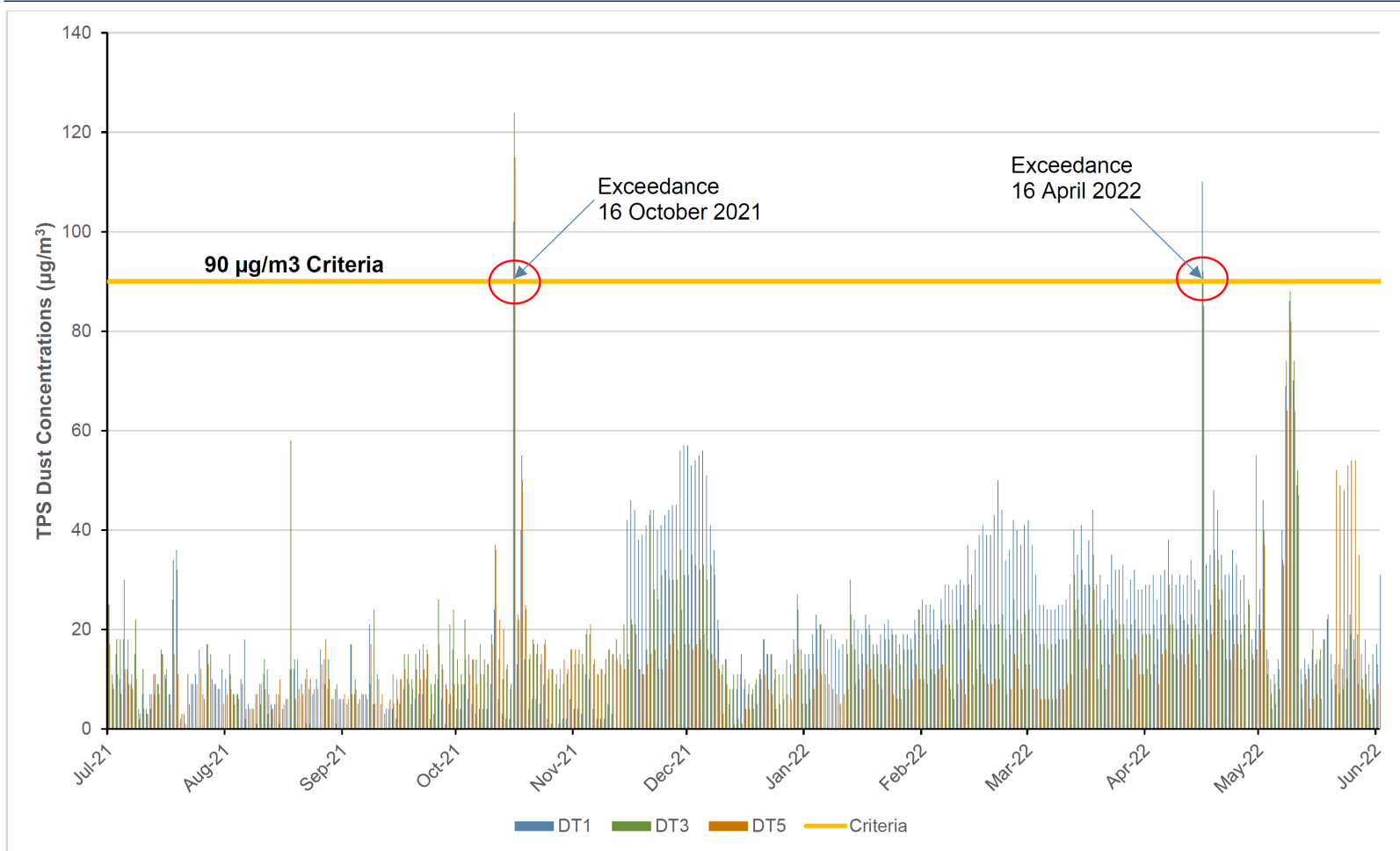


Chart 8: February 2022 Windrose



6.3 DUSTTRAK RESULTS

The average TSP concentrations (i.e., calculated over a 24-hour monitoring period for each calendar day) from each sampling location is illustrated on Graph A and tabulated in Appendix A. The data anomalies were removed for graphing purposes for Graph A, however, they are still highlighted orange in Appendix A table and discussed in Section 6.1.



Graph A: Dust Concentrations (24hr Average) July 2021 to June 2022

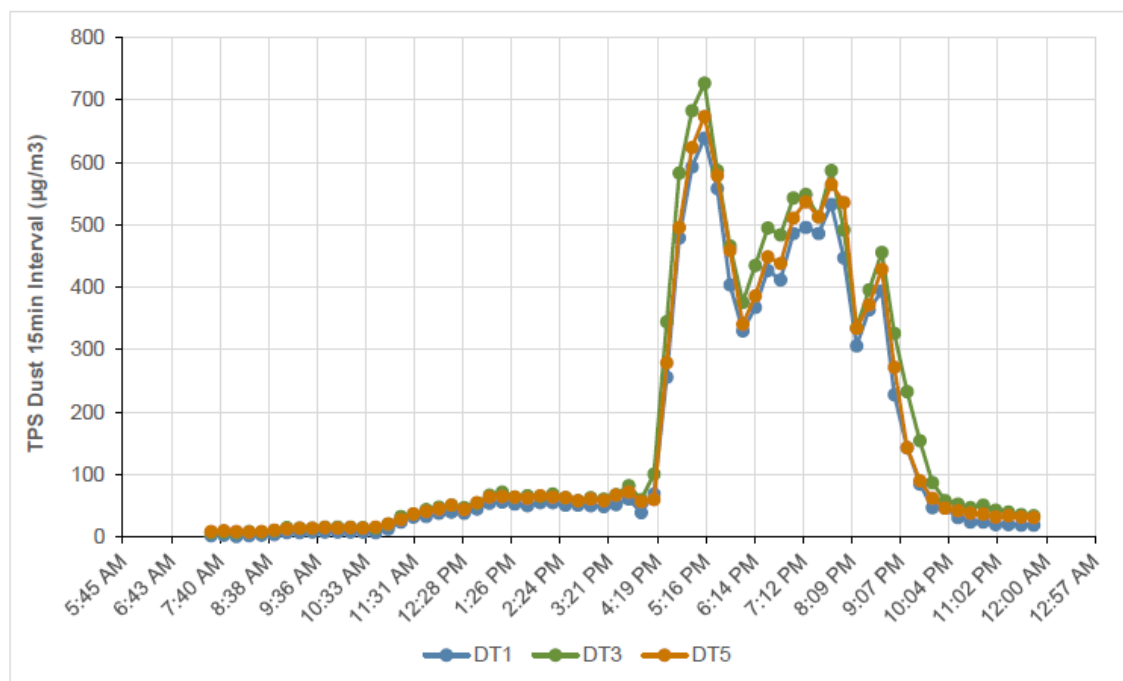
7. DISCUSSION OF EXCEEDANCES

Throughout the monitoring period July 2021 to June 2022, the one-day (24 hour) calendar day average limit for TSP of 90 $\mu\text{g}/\text{m}^3$ (0.09 mg/m^3) was exceeded on two occasions, once during the month of October 2021 and again in April 2022.

7.1 OCTOBER 2021 EXCEEDANCE

When the monthly data was calculated and an exceedance was noted, an email was sent to the CBH Brookton site contacts to see if any onsite activities could have contributed to the higher dust levels across the site. It was noted at the time of the exceedance 16 October 2021 no onsite activities could have contributed to dust levels at DT1, DT3 and DT5, due to the time being after work hours.

The breakdown of 15-minute interval data at DT1, DT3 and DT5 showed short duration spikes recorded between 5pm and 10pm compared to the remaining 24hr period. Shown in Graph B.



Graph B: Dust Concentrations 15minute Intervals for DT1, DT3, DT5

During 16 October 2021, a predominant north-westerly wind direction was recorded shown in Figure C, which suggests that dust is possibly associated with prescribed burns being undertaken by DFES throughout the wheatbelt during the day of the recorded exceedances. Indicative burning locations are located up-wind of the grain receipt site shown in Figure D (Source: [DFES](#)). The breakdown of data intervals indicated consistent higher amount of dust throughout the 24hr period compared to the rest of the monitored data, possibly showing the influence local prescribed burns could be having over a 24hr period when wind direction is in the direct pathway of the site.

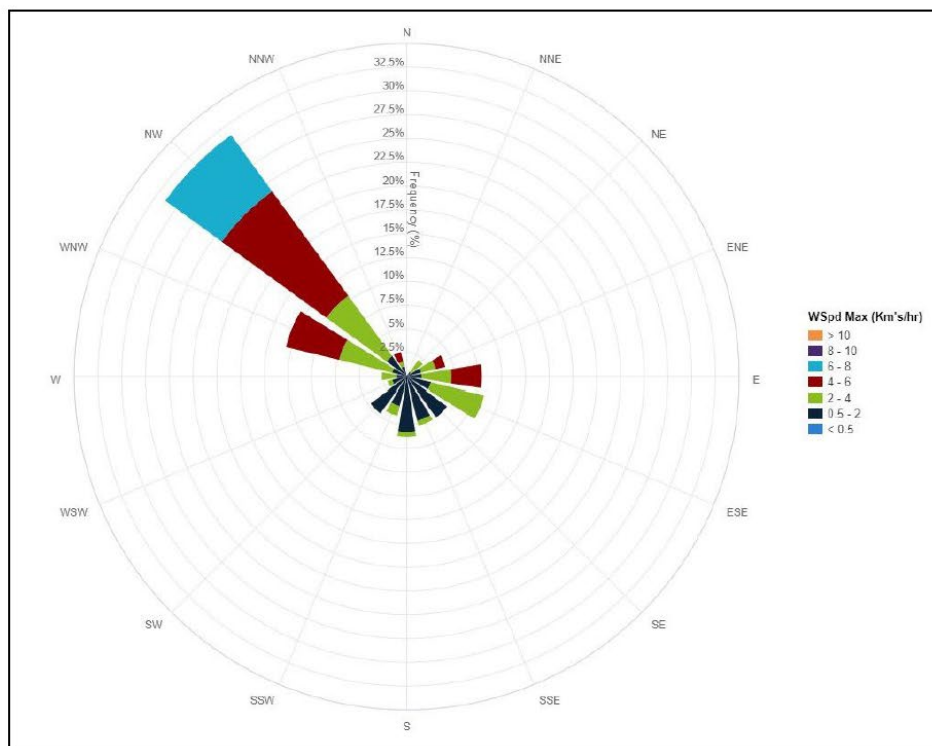


Figure C: 16 October 2021 Windrose

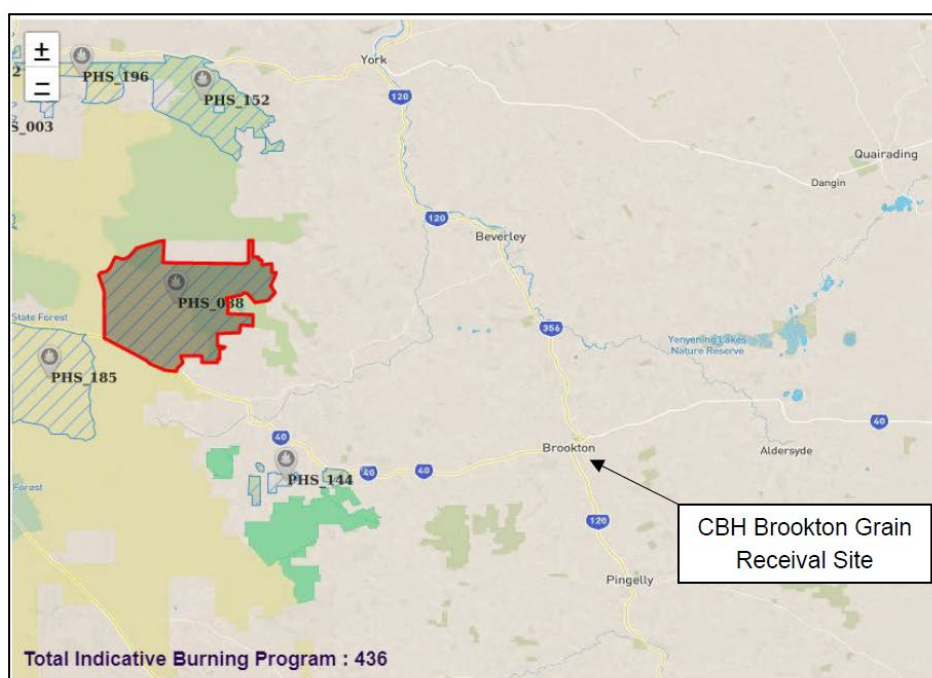
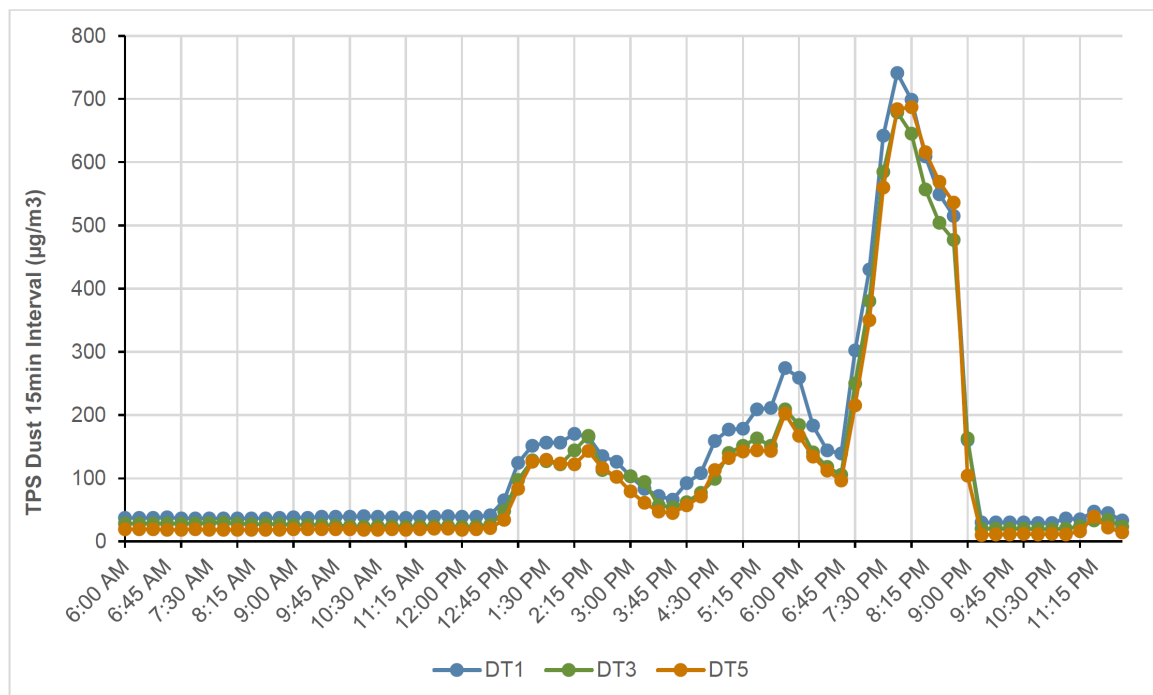


Figure D: Indicative Prescribed Burning Locations

7.2 APRIL 2022 EXCEEDANCE

When the monthly data was calculated and an exceedance was noted, an email was sent to the CBH Brookton site contacts to see if any onsite activities could have contributed to the higher dust levels across the site. It was noted at the time of the exceedance 16 April 2022, site activities could have contributed to dust levels at DT1, DT3 and DT5, the Engineering team confirmed that site contractors had been working onsite. This includes cleaning up drains and re-establishing drainage batters, so possibly a dust generating activity.

However, the breakdown of 15-minute interval data at DT1, DT3 and DT5 shows short duration spikes recorded between 1pm and 9pm compared to the remaining lower concentration over the 24hr period. Confirming that during work hours there was less dust concentration, with most of the dust that contributed to the exceedance was recorded after work hours, shown in Graph C.



Graph C: TPS Dust 15-minute Intervals for DT1, DT3 & DT5

Other off-site activities contributed to the 24hr exceedances, CBH site contact confirmed that during April and May 2022 monitoring periods, local paddock stubble burning was taking place. The timing of the spikes is when farmers light up paddock stubble, generally late in the afternoon when wind is light, which has been the case throughout April and May 2022.

Additionally, DT5 recorded spikes from 21 May to 27 May 2022, due to isolated burning and prevailing winds directed over LOT 550 (eastern boundary). However, reduced concentrations of dust were recorded in DT1 and DT3 located on LOT 100 (western boundary), no 24hr exceedances were recorded from DT5 during these spikes.

8. CONCLUSION

Based on the assessment undertaken throughout July 2021 to June 2022, the following is concluded and recommended:

- Ongoing meteorological monitoring confirms that the DustTrak's are appropriately positioned to measure boundary dust concentrations nearby to adjacent sensitive land uses
- The adopted criteria of 90 $\mu\text{g}/\text{m}^3$ for TSP (calculated as the average over a 24-hour period) was exceeded on the 16 October 2021 and 16 April 2022. Possible causes being DFES prescribed burning and paddock stubble burning nearby to the site
- No other dates were exceeded during the month of July 2021, August 2021, September 2021, November 2021, December 2021, January 2022, February 2022, March 2022, May 2022 and June 2022

If you have any queries, please do not hesitate to contact the undersigned on +61 6218 2100.

Regards,



Paul Meyer
Environmental Scientist



Bernie Weekes
Principal Environmental Consultant

APPENDIX A: DUST CONCENTRATIONS (24HR AVERAGE)

Dust Concentrations
24hr Average (µg/m3)

Date	DT1	DT3	DT5
01-07-21 0:00	25	25	17
02-07-21 0:00	11	9	8
03-07-21 0:00	15	18	11
04-07-21 0:00	10	18	7
05-07-21 0:00	18	30	12
06-07-21 0:00	12	18	9
07-07-21 0:00	9	11	8
08-07-21 0:00	15	22	10
09-07-21 0:00	4	2	3
10-07-21 0:00	7	12	4
11-07-21 0:00	4	3	3
12-07-21 0:00	7	4	7
13-07-21 0:00	11	7	11
14-07-21 0:00	9	9	7
15-07-21 0:00	16	15	15
16-07-21 0:00	11	10	12
17-07-21 0:00	7	7	5
18-07-21 0:00	26	34	15
19-07-21 0:00	36	32	11
20-07-21 0:00	2	0	3
21-07-21 0:00	3	0	1
22-07-21 0:00	11	0	5
23-07-21 0:00	9	0	9
24-07-21 0:00	11	0	9
25-07-21 0:00	16	0	12
26-07-21 0:00	7	0	6
27-07-21 0:00	17	17	13
28-07-21 0:00	15	0	10
29-07-21 0:00	9	0	9
30-07-21 0:00	8	0	8
31-07-21 0:00	12	0	5
01-08-21 0:00	10	0	7
02-08-21 0:00	15	11	8
03-08-21 0:00	7	7	5
04-08-21 0:00	7	7	6
05-08-21 0:00	10	0	9
06-08-21 0:00	18	2	4
07-08-21 0:00	5	0	4
08-08-21 0:00	4	0	4
09-08-21 0:00	7	1	7
10-08-21 0:00	9	5	9
11-08-21 0:00	11	14	8
12-08-21 0:00	12	3	7
13-08-21 0:00	5	4	4
14-08-21 0:00	5	0	7
15-08-21 0:00	7	1	10
16-08-21 0:00	4	0	5
17-08-21 0:00	6	0	6
18-08-21 0:00	12	58	12
19-08-21 0:00	12	14	6
20-08-21 0:00	14	0	8
21-08-21 0:00	9	0	7
22-08-21 0:00	10	1	12
23-08-21 0:00	8	1	10
24-08-21 0:00	7	0	8
25-08-21 0:00	10	0	8

Legend		
Non - Exceedance	Exceedance	Data Error

Dust Concentrations
24hr Average (µg/m3)

Date	DT1	DT3	DT5
26-08-21 0:00	16	0	13
27-08-21 0:00	14	9	18
28-08-21 0:00	8	14	10
29-08-21 0:00	6	0	6
30-08-21 0:00	8	1	9
31-08-21 0:00	6	0	6
01-09-21 0:00	6	0	7
02-09-21 0:00	5	0	6
03-09-21 0:00	17	17	7
04-09-21 0:00	7	10	8
05-09-21 0:00	5	0	6
06-09-21 0:00	7	0	7
07-09-21 0:00	7	0	6
08-09-21 0:00	21	9	17
09-09-21 0:00	5	24	5
10-09-21 0:00	11	0	10
11-09-21 0:00	5	0	7
12-09-21 0:00	3	0	4
13-09-21 0:00	4	0	6
14-09-21 0:00	4	11	5
15-09-21 0:00	2	10	6
16-09-21 0:00	5	10	10
17-09-21 0:00	8	15	12
18-09-21 0:00	10	15	9
19-09-21 0:00	5	10	8
20-09-21 0:00	6	15	12
21-09-21 0:00	7	16	10
22-09-21 0:00	7	17	12
23-09-21 0:00	10	16	15
24-09-21 0:00	2	9	7
25-09-21 0:00	3	9	11
26-09-21 0:00	10	26	17
27-09-21 0:00	6	13	12
28-09-21 0:00	1	9	8
29-09-21 0:00	5	21	7
30-09-21 0:00	16	24	9
01-10-21 0:00	4	14	9
02-10-21 0:00	4	11	9
03-10-21 0:00	9	22	14
04-10-21 0:00	6	15	11
05-10-21 0:00	5	14	14
06-10-21 0:00	3	14	9
07-10-21 0:00	4	17	11
08-10-21 0:00	4	11	14
09-10-21 0:00	4	13	13
10-10-21 0:00	9	19	17
11-10-21 0:00	24	37	36
12-10-21 0:00	6	14	22
13-10-21 0:00	3	10	20
14-10-21 0:00	2	12	13
15-10-21 0:00	2	8	9
16-10-21 0:00	102	124	115
17-10-21 0:00	13	23	22
18-10-21 0:00	40	55	50
19-10-21 0:00	14	25	24
20-10-21 0:00	4	14	15

Legend		
Non - Exceedance	Exceedance	Data Error

Dust Concentrations
24hr Average (µg/m3)

Date	DT1	DT3	DT5
21-10-21 0:00	6	18	17
22-10-21 0:00	6	15	17
23-10-21 0:00	5	13	15
24-10-21 0:00	9	17	18
25-10-21 0:00	2	10	12
26-10-21 0:00	1	12	12
27-10-21 0:00	0	9	11
28-10-21 0:00	1	8	12
29-10-21 0:00	2	9	14
30-10-21 0:00	2	11	12
31-10-21 0:00	6	16	16
01-11-21 0:00	4	13	16
02-11-21 0:00	4	13	16
03-11-21 0:00	3	15	13
04-11-21 0:00	11	19	20
05-11-21 0:00	10	19	21
06-11-21 0:00	4	13	14
07-11-21 0:00	2	11	11
08-11-21 0:00	2	12	12
09-11-21 0:00	2	11	14
10-11-21 0:00	5	16	16
11-11-21 0:00	3	15	15
12-11-21 0:00	0	18	14
13-11-21 0:00	0	15	13
14-11-21 0:00	0	21	12
15-11-21 0:00	42	15	14
16-11-21 0:00	46	22	21
17-11-21 0:00	44	21	19
18-11-21 0:00	38	12	12
19-11-21 0:00	39	11	11
20-11-21 0:00	41	16	13
21-11-21 0:00	43	44	15
22-11-21 0:00	44	28	16
23-11-21 0:00	40	26	12
24-11-21 0:00	41	31	12
25-11-21 0:00	43	32	14
26-11-21 0:00	44	30	17
27-11-21 0:00	45	30	19
28-11-21 0:00	45	30	16
29-11-21 0:00	56	36	24
30-11-21 0:00	57	31	17
01-12-21 0:00	57	31	17
02-12-21 0:00	53	35	16
03-12-21 0:00	54	33	17
04-12-21 0:00	55	32	18
05-12-21 0:00	56	33	19
06-12-21 0:00	51	30	16
07-12-21 0:00	41	33	15
08-12-21 0:00	36	31	14
09-12-21 0:00	22	20	12
10-12-21 0:00	11	13	3
11-12-21 0:00	14	14	9
12-12-21 0:00	5	8	0
13-12-21 0:00	8	11	1
14-12-21 0:00	8	11	2
15-12-21 0:00	11	15	1

Legend		
Non - Exceedance	Exceedance	Data Error

Dust Concentrations
24hr Average (µg/m3)

Date	DT1	DT3	DT5
16-12-21 0:00	8	10	4
17-12-21 0:00	7	9	4
18-12-21 0:00	7	8	4
19-12-21 0:00	9	10	5
20-12-21 0:00	11	12	10
21-12-21 0:00	18	18	11
22-12-21 0:00	15	15	8
23-12-21 0:00	15	15	7
24-12-21 0:00	10	12	4
25-12-21 0:00	163202	11	5
26-12-21 0:00	400000	11	6
27-12-21 0:00	400000	14	7
28-12-21 0:00	291932	13	6
29-12-21 0:00	18	15	11
30-12-21 0:00	27	24	16
31-12-21 0:00	16	12	5
01-01-22 0:00	15	11	5
02-01-22 0:00	15	12	6
03-01-22 0:00	19	15	8
04-01-22 0:00	23	20	12
05-01-22 0:00	21	21	11
06-01-22 0:00	20	249027	11
07-01-22 0:00	18	400000	9
08-01-22 0:00	19	400000	8
09-01-22 0:00	18	400000	7
10-01-22 0:00	16	400000	5
11-01-22 0:00	17	303190	7
12-01-22 0:00	18	15	8
13-01-22 0:00	30	23	17
14-01-22 0:00	22	16	9
15-01-22 0:00	20	13	10
16-01-22 0:00	19	15	8
17-01-22 0:00	23	20	13
18-01-22 0:00	21	19	12
19-01-22 0:00	17	15	10
20-01-22 0:00	17	15	9
21-01-22 0:00	19	13	8
22-01-22 0:00	21	18	13
23-01-22 0:00	22	18	12
24-01-22 0:00	20	19	7
25-01-22 0:00	19	15	6
26-01-22 0:00	17	13	6
27-01-22 0:00	19	16	8
28-01-22 0:00	19	16	8
29-01-22 0:00	18	16	10
30-01-22 0:00	22	19	13
31-01-22 0:00	24	24	10
01-02-22 0:00	26	21	10
02-02-22 0:00	25	19	9
03-02-22 0:00	25	19	12
04-02-22 0:00	24	17	11
05-02-22 0:00	20	18	12
06-02-22 0:00	26	22	13
07-02-22 0:00	29	21	10
08-02-22 0:00	29	21	8
09-02-22 0:00	28	20	6

Legend		
Non - Exceedance	Exceedance	Data Error

Dust Concentrations
24hr Average (µg/m3)

Date	DT1	DT3	DT5
10-02-22 0:00	29	22	9
11-02-22 0:00	30	25	10
12-02-22 0:00	29	21	7
13-02-22 0:00	37	29	16
14-02-22 0:00	31	22	9
15-02-22 0:00	36	24	12
16-02-22 0:00	39	25	13
17-02-22 0:00	41	21	11
18-02-22 0:00	39	20	9
19-02-22 0:00	39	21	9
20-02-22 0:00	43	21	10
21-02-22 0:00	50	21	10
22-02-22 0:00	44	23	13
23-02-22 0:00	34	18	7
24-02-22 0:00	36	19	8
25-02-22 0:00	42	26	15
26-02-22 0:00	40	22	12
27-02-22 0:00	37	19	8
28-02-22 0:00	41	23	13
01-03-22 0:00	42	24	13
02-03-22 0:00	37	20	8
03-03-22 0:00	31	19	8
04-03-22 0:00	25	17	6
05-03-22 0:00	25	17	6
06-03-22 0:00	24	16	6
07-03-22 0:00	24	17	6
08-03-22 0:00	24	17	6
09-03-22 0:00	25	18	8
10-03-22 0:00	25	18	8
11-03-22 0:00	26	18	9
12-03-22 0:00	29	20	11
13-03-22 0:00	40	31	24
14-03-22 0:00	35	26	18
15-03-22 0:00	41	32	23
16-03-22 0:00	29	21	12
17-03-22 0:00	38	29	20
18-03-22 0:00	44	35	28
19-03-22 0:00	29	21	10
20-03-22 0:00	31	22	13
21-03-22 0:00	26	19	8
22-03-22 0:00	29	20	13
23-03-22 0:00	35	24	19
24-03-22 0:00	32	22	15
25-03-22 0:00	32	21	15
26-03-22 0:00	33	21	14
27-03-22 0:00	26	18	8
28-03-22 0:00	30	21	14
29-03-22 0:00	32	22	15
30-03-22 0:00	28	20	11
31-03-22 0:00	28	19	11
01-04-22 0:00	29	19	12
02-04-22 0:00	29	19	11
03-04-22 0:00	31	21	13
04-04-22 0:00	26	18	9
05-04-22 0:00	31	23	15
06-04-22 0:00	32	23	16

Legend		
Non - Exceedance	Exceedance	Data Error

Dust Concentrations
24hr Average (µg/m3)

Date	DT1	DT3	DT5
07-04-22 0:00	38	29	21
08-04-22 0:00	31	21	15
09-04-22 0:00	29	20	14
10-04-22 0:00	31	23	15
11-04-22 0:00	29	22	13
12-04-22 0:00	31	21	15
13-04-22 0:00	34	23	18
14-04-22 0:00	30	21	13
15-04-22 0:00	28	19	10
16-04-22 0:00	110	92	85
17-04-22 0:00	33	22	16
18-04-22 0:00	35	25	19
19-04-22 0:00	48	36	29
20-04-22 0:00	44	34	26
21-04-22 0:00	35	28	18
22-04-22 0:00	31	22	14
23-04-22 0:00	31	22	14
24-04-22 0:00	36	23	17
25-04-22 0:00	33	23	17
26-04-22 0:00	30	19	12
27-04-22 0:00	31	21	14
28-04-22 0:00	10	26	25
29-04-22 0:00	18	15	14
30-04-22 0:00	20	55	16
01-05-22 0:00	23	28	20
02-05-22 0:00	46	40	37
03-05-22 0:00	16	11	14
04-05-22 0:00	10	7	4
05-05-22 0:00	11	9	5
06-05-22 0:00	14	12	8
07-05-22 0:00	40	34	33
08-05-22 0:00	69	74	64
09-05-22 0:00	86	88	82
10-05-22 0:00	70	74	64
11-05-22 0:00	49	52	47
12-05-22 0:00	12	9	6
13-05-22 0:00	14	11	10
14-05-22 0:00	13	12	4
15-05-22 0:00	16	20	6
16-05-22 0:00	13	14	7
17-05-22 0:00	14	16	6
18-05-22 0:00	18	18	477
19-05-22 0:00	22	23	221523
20-05-22 0:00	15	10	195911
21-05-22 0:00	13	9	52
22-05-22 0:00	13	7	49
23-05-22 0:00	12	8	48
24-05-22 0:00	16	10	53
25-05-22 0:00	23	19	54
26-05-22 0:00	18	14	54
27-05-22 0:00	19	9	35
28-05-22 0:00	15	10	8
29-05-22 0:00	18	11	6
30-05-22 0:00	13	7	5
31-05-22 0:00	15	8	6
01-06-22 0:00	17	13	9

Legend		
Non - Exceedance	Exceedance	Data Error

Dust Concentrations
24hr Average (µg/m3)

Date	DT1	DT3	DT5
02-06-22 0:00	31	32	13
03-06-22 0:00	16	10	6
04-06-22 0:00	17	10	6
05-06-22 0:00	16	12	7
06-06-22 0:00	12	7	3
07-06-22 0:00	11	5	2
08-06-22 0:00	10	4	2
09-06-22 0:00	10	4	2
10-06-22 0:00	11	7	4
11-06-22 0:00	11	6	3
12-06-22 0:00	16	11	7
13-06-22 0:00	18	15	8
14-06-22 0:00	18	21	5
15-06-22 0:00	20	18	8
16-06-22 0:00	41	37	21
17-06-22 0:00	37	36	16
18-06-22 0:00	14	10	4
19-06-22 0:00	13	10	4
20-06-22 0:00	34	38	8
21-06-22 0:00	31	28	11
22-06-22 0:00	26	27	6
23-06-22 0:00	17	12	6
24-06-22 0:00	14	8	5
25-06-22 0:00	15	11	4
26-06-22 0:00	24	23	4
27-06-22 0:00	21	25	9
28-06-22 0:00	17	11	7
29-06-22 0:00	10	5	2
30-06-22 0:00	12	8	4
01-07-22 0:00	16	11	4

Legend		
Non - Exceedance	Exceedance	Data Error

DustTrak Service Report

ECO-FOR-022



Date	24/06/2021	Company	Coffey - CBH Brookton
Start Time	12:32	HIREPOS OC#	45143
Finish Time	13:40	Station	DT1 SPEC25
Serial Number	8530154512 DT1011-K	Technician	Markus Krebs

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	No	

2) DustTrak Readings (pre-service)				
Dust reading (DustTrak / Logger)	0.007	mg/m3	Logger	0.007
Zero Check (Filter Attached)	0.006	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow (1.7 L/min - 8520 & 3.0L/m -8530)	2.9	L/min		

3) Maintenance	Serviced or replaced	Comment	
Inlet head (every visit)	Serviced		
Water trap (every visit)	Serviced		
Impactor plate (if fitted)	n/a	Particle size	TSP
Internal filters	Checked	Filter colour	light grey

4) Service	Comment
Leak check (does unit shutdown & restart?)	Yes
Zero calibration	Yes
Flow calibrated	No
Does unit run after power-up?	Yes

5) DustTrak Readings (post-service)				
Dust reading (DustTrak / Logger)	0.003	mg/m3	Logger	0.003
Zero Check (Filter Attached)	0.000	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow (1.7 L/min - 8520 & 3.0L/m -8530)	2.9	L/min		

6) Calibration					
Calibration date	12/12/2019				
Pump run time	12239	hours	Cum Mass	25.3	mg
Date filter last changed	10/03/2021	Cum Filter Mass		11.2	mg

7) System Voltages					
Solar (V)	14.44	Solar panel rating (Watt)	150	Angle (deg)	21 / North
Battery (V)	14.26	Solar panel open circuit (V)	21.34	Time	13:05
Load (V)	14.22	Solar panel short circuit (A)	2.121	Weather	cloudy

8) Recommendations for Next Site Visit or Comments	
Replaced small O-ring of DustTrak inlet. Removed light blockage inside omnidirection inlet. Replaced broken cable tie on mast.	

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DustTrak Service Report

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Date	24/06/2021	Company	Coffey - CBH Brookton
Start Time	9:00	HIREPOS OC#	45143
Finish Time	10:15	Station	DT3 SPEC16 Smith Street
Serial Number	8530170410 DT1015	Technician	Markus Krebs

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	No	

2) DustTrak Readings (pre-service)				
Dust reading (DustTrak / Logger)	0.035	mg/m3	Logger	0.035
Zero Check (Filter Attached)	0.012	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow (1.7 L/min - 8520 & 3.0L/m -8530)	3.1	L/min		

3) Maintenance	Serviced or replaced	Comment	
Inlet head (every visit)	Serviced		
Water trap (every visit)	Serviced		
Impactor plate (if fitted)	n/a	Particle size	TSP
Internal filters	Checked	Filter colour	light beige

4) Service	Comment
Leak check (does unit shutdown & restart?)	Yes
Zero calibration	Yes
Flow calibrated	No
Does unit run after power-up?	Yes

5) DustTrak Readings (post-service)				
Dust reading (DustTrak / Logger)	0.012	mg/m3	Logger	0.012
Zero Check (Filter Attached)	0.000	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow (1.7 L/min - 8520 & 3.0L/m -8530)	3.1	L/min		

6) Calibration					
Calibration date	28/02/2020				
Pump run time	17078	hours	Cum Mass	14.7	mg
Date filter last changed	24/06/2021	Cum Filter Mass		0.0	mg

7) System Voltages					
Solar (V)	12.64	Solar panel rating (Watt)	150	Angle (deg)	21 / North
Battery (V)	12.63	Solar panel open circuit (V)	21.48	Time	9:35
Load (V)	12.63	Solar panel short circuit (A)	1.91	Weather	fog

8) Recommendations for Next Site Visit or Comments	
filter was replaced last visit but forgot to update DustTrak, done today. Replaced small O-ring of inlet. Terminated solar cable connection with ferrules onto controller. RTU time adjusted to real time. Next visit bring cable gland for solar cable.	

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DustTrak Service Form

ECO-FOR-022



Date	24/06/2021	Company	Coffey CBH Brookton
Start Time	10:24	HIREPOS OC#	45143
Finish Time	11:50	Station	DT5 SPEC22 WSTN
Serial Number	8530101810 DT2A	Technician	Markus Krebs

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	No	

2) DustTrak Readings (pre-service)					
Dust reading (DustTrak / Logger)	0.010	mg/m3	Logger	0.0100	
Zero Check (Filter Attached)	0.010	mg/m3			
Full scale check (generate some dust)	failed	found spider blocked inlet nozzle			
Flow (1.7 L/min - 8520 & 3.0L/m -8530)	3.1	L/min			-

3) Maintenance	Serviced or replaced	Comment	
Inlet head (every visit)	Serviced		
Water trap (every visit)	Serviced	dry	
Impactor plate (if fitted)	Checked	Particle size	TSP
Internal filters	Checked	Filter colour	beige

4) Service	Comment
Leak check (does unit shutdown & restart?)	Yes
Zero calibration	Yes
Flow calibrated	No
Does unit run after power-up?	Yes

5) DustTrak Readings (post-service)					
Dust reading (DustTrak / Logger)	0.004	mg/m3	Logger	0.004	
Zero Check (Filter Attached)	0.000	mg/m3			
Full scale check (generate some dust)	> 1 passed	mg/m3			
Flow (1.7 L/min - 8520 & 3.0L/m -8530)	3.1	L/min			

6) Calibration					
Calibration date	19/09/2019				
Pump run time	4925	hours	Cum Mass	22.5	mg
Date filter last changed	10/03/2021		Cum Filter Mass	16.0	mg

7) System Voltages					
Solar (V)	14.52	Solar panel rating (Watt)	150	Angle (deg)	20 deg / N
Battery (V)	14.42	Solar panel open circuit (V)	20.98	Time	11:13
Load (V)	14.42	Solar panel short circuit (A)	6.64	Weather	clear sky

8) Recommendations for Next Site Visit or Comments
DustTrak is due for cal, exchange next visit. Small spider removed from DustTrak inlet.

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Weather Station Service Form

ECO-FOR-023



Date	24/06/2021	Company	Coffey CBH Brookton
Start Time	10:24	HIREPOS OC#	45143
Finish Time	11:35	Station	DT5 SPEC22 WSTN
Serial Number	K2040022 WS4-K	Technician	Markus Krebs

1) Visual Inspection of Equipment		Comment
Is the mast in good condition	Yes	
Is the instrument securely mounted	Yes	
Is the North orientation still valid	Yes	
Has the pole/cabinet orientation changed	No	

2) Weather Readings (pre-service)				
Ambient Temperature (A207)	10.2	deg C	Check instr	12.0
Relative Humidity (A208)	84.6	%	Check instr	post fog
Barometric Pressure (A209)	1000.4	hPa	Check instr	999
Wind Direction (A202)	304	deg	Observation	North West
Wind Speed (A205)	4.0	km/h	Observation	very light
Rainfall (A210)	0.0	mm	Observation	dry

3) Maintenance	Serviced or replaced	Comment
Instrument North orientation	Checked	
Pole/cabinet orientation	Checked	
Data transmission	Checked	confirmed by TC

4) Weather Readings (post-service)				
Ambient Temperature (A207)	10.4	deg C	Check instr	12.1
Relative Humidity (A208)	83.7	%	Check instr	post fog
Barometric Pressure (A209)	1000.4	hPa	Check instr	999
Wind Direction (A202)	280	deg	Observation	West
Wind Speed (A205)	4.3	km/h	Observation	light
Rainfall (A210)	0.6	mm	Observation	cleaning

5) Recommendations for Next Site Visit or Comments
Removed cobweb from weather station head, caused 0.6mm rainfall. Replaced broken cable tie on mast.

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DustTrak Service Report

ECO-FOR-022



Date	14/09/2021	Company	Coffey - CBH Brookton
Start Time	13:40	HIREPOS OC#	45706
Finish Time	14:55	Station	DT1 SPEC25
Serial Number	8530154512 DT1011-K	Technician	Markus Krebs

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	No	

2) DustTrak Readings (pre-service)				
Dust reading (DustTrak / Logger)	0.004	mg/m3	Logger	0.004
Zero Check (Filter Attached)	0.001	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow (1.7 L/min - 8520 & 3.0L/m -8530)	2.9	L/min		

3) Maintenance	Serviced or replaced	Comment	
Inlet head (every visit)	Serviced		
Water trap (every visit)	Serviced		
Impactor plate (if fitted)	n/a	Particle size	TSP
Internal filters	Checked	Filter colour	light grey

4) Service	Comment
Leak check (does unit shutdown & restart?)	Yes
Zero calibration	Yes
Flow calibrated	No
Does unit run after power-up?	Yes

5) DustTrak Readings (post-service)				
Dust reading (DustTrak / Logger)	0.001	mg/m3	Logger	0.001
Zero Check (Filter Attached)	0.000	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow (1.7 L/min - 8520 & 3.0L/m -8530)	2.9	L/min		

6) Calibration					
Calibration date	12/12/2019				
Pump run time	14208	hours	Cum Mass	27.1	mg
Date filter last changed	10/03/2021	Cum Filter Mass		14.2	mg

7) System Parameters					
Solar (V)	19.53	Solar panel rating (Watt)	150	Angle / Dirn	21 / North
Battery (V)	14.01	Solar panel open circuit (V)	21.5	Time	14:26
Load (V)	14.01	Solar panel short circuit (A)	6.71	Weather	clear sky
		System current drain (A)	0.68	RSSI (dB)	75

8) Recommendations for Next Site Visit or Comments	
cleaned top of enclosure from duck debris, mounted and secured rock on top of enclosure to stop ducks sitting on it. Moved solar panel away from mast to stop duck droppings landing on it.	

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DustTrak Service Report

ECO-FOR-022



Date	14/09/2021	Company	Coffey - CBH Brookton
Start Time	8:40	HIREPOS OC#	45706
Finish Time	11:05	Station	DT3 SPEC16 Smith Street
Serial Number	8530170410 DT1015	Technician	Markus Krebs

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	No	

2) DustTrak Readings (pre-service)				
Dust reading (DustTrak / Logger)	-0.001	mg/m3	Logger	-0.001
Zero Check (Filter Attached)	-0.007	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow (1.7 L/min - 8520 & 3.0L/m -8530)	3.0	L/min		

3) Maintenance	Serviced or replaced	Comment	
Inlet head (every visit)	Serviced		
Water trap (every visit)	Serviced		
Impactor plate (if fitted)	n/a	Particle size	TSP
Internal filters	Checked	Filter colour	light grey

4) Service	Comment
Leak check (does unit shutdown & restart?)	Yes
Zero calibration	Yes
Flow calibrated	No
Does unit run after power-up?	Yes

5) DustTrak Readings (post-service)				
Dust reading (DustTrak / Logger)	0.005	mg/m3	Logger	0.005
Zero Check (Filter Attached)	0.000	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow (1.7 L/min - 8520 & 3.0L/m -8530)	3.0	L/min		

6) Calibration					
Calibration date	28/02/2020				
Pump run time	18215	hours	Cum Mass	27.1	mg
Date filter last changed	24/06/2021	Cum Filter Mass		2.5	mg

7) System Parameters					
Solar (V)	14.05	Solar panel rating (Watt)	150	Angle / Dirn	21 / North
Battery (V)	13.95	Solar panel open circuit (V)	21.26	Time	9:41
Load (V)	13.94	Solar panel short circuit (A)	5.515	Weather	clear sky
		System current drain (A)	0.62	RSSI (dB)	67

8) Recommendations for Next Site Visit or Comments					
Found DustTrak running but solar panel output is low, only 0.467A @ 08:56 clear sky. Found bottom section of panel shaded by dandyline flowers. Cleared area around panel, panel output improved to 5.5A. Met Sean Webb from CBH Forrestfield on site. Asked for dust data access.					

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DustTrak Service Report

ECO-FOR-022



Date	14/09/2021	Company	Coffey CBH Brookton
Start Time	11:45	HIREPOS OC#	45706
Finish Time	12:55	Station	DT5 SPEC22 WSTN
Serial Number	8530200203 DT1017 IN	Technician	Markus Krebs

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	No	

2) DustTrak Readings (pre-service)				
Dust reading (DustTrak / Logger)	-	mg/m3	Logger	-
Zero Check (Filter Attached)	-0.004	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow (1.7 L/min - 8520 & 3.0L/m -8530)	2.9	L/min		

3) Maintenance	Serviced or replaced	Comment	
Inlet head (every visit)	Serviced		
Water trap (every visit)	Serviced		
Impactor plate (if fitted)	n/a	Particle size	TSP
Internal filters	Checked	Filter colour	light grey

4) Service	Comment
Leak check (does unit shutdown & restart?)	Yes
Zero calibration	Yes
Flow calibrated	No
Does unit run after power-up?	Yes

5) DustTrak Readings (post-service)				
Dust reading (DustTrak / Logger)	0.002	mg/m3	Logger	0.002
Zero Check (Filter Attached)	0.000	mg/m3		
Full scale check (generate some dust)	>1 passed	mg/m3		
Flow (1.7 L/min - 8520 & 3.0L/m -8530)	2.9	L/min		

6) Calibration					
Calibration date	7/01/2020				
Pump run time	10245	hours	Cum Mass	27.8	mg
Date filter last changed	11/03/2021	Cum Filter Mass		9.0	mg

7) System Parameters					
Solar (V)	18.02	Solar panel rating (Watt)	150	Angle / Dirn	19 / North
Battery (V)	14.08	Solar panel open circuit (V)	19.91	Time	12:30
Load (V)	14.07	Solar panel short circuit (A)	8.15	Weather	clear sky
		System current drain (A)	0.64	RSSI (dB)	79

8) Recommendations for Next Site Visit or Comments	
This unit installed as replacement for DT2A which is due for calibration.	

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DustTrak Service Form

ECO-FOR-022



Date	14/09/2021	Company	Coffey CBH Brookton
Start Time	11:45	HIREPOS OC#	45706
Finish Time	12:55	Station	DT5 SPEC22 WSTN
Serial Number	8530101810 DT2A OUT	Technician	Markus Krebs

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	No	

2) DustTrak Readings (pre-service)					
Dust reading (DustTrak / Logger)	0.005	mg/m3	Logger	0.005	
Zero Check (Filter Attached)	0.002	mg/m3			
Full scale check (generate some dust)	>1 passed				
Flow (1.7 L/min - 8520 & 3.0L/m -8530)	3.0	L/min			-

3) Maintenance	Serviced or replaced	Comment	
Inlet head (every visit)	Serviced		
Water trap (every visit)	Serviced	dry	
Impactor plate (if fitted)	n/a	Particle size	TSP
Internal filters	Checked	Filter colour	grey

4) Service		Comment
Leak check (does unit shutdown & restart?)	Yes	
Zero calibration	No	unit removed for calibration
Flow calibrated	No	
Does unit run after power-up?	Yes	

5) DustTrak Readings (post-service)					
Dust reading (DustTrak / Logger)	-	mg/m3	Logger	-	
Zero Check (Filter Attached)	-	mg/m3			
Full scale check (generate some dust)	-	mg/m3			
Flow (1.7 L/min - 8520 & 3.0L/m -8530)	-	L/min			

6) Calibration					
Calibration date	19/09/2019				
Pump run time	6893	hours	Cum Mass	22.5	mg
Date filter last changed	10/03/2021		Cum Filter Mass	16.0	mg

7) System Parameters					
Solar (V)	18.02	Solar panel rating (Watt)	150	Angle / Dirn	20 / North
Battery (V)	14.08	Solar panel open circuit (V)	19.91	Time	12:30
Load (V)	14.07	Solar panel short circuit (A)	8.15	Weather	clear sky
		System current drain (A)	0.62	RSSI (dB)	79

8) Recommendations for Next Site Visit or Comments					
DustTrak is due for calibration, exchange with DT1017.					

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Weather Station Service Form

ECO-FOR-023



Date	14/09/2021	Company	Coffey CBH Brookton
Start Time	11:45	HIREPOS OC#	45706
Finish Time	11:35	Station	DT5 SPEC22 WSTN
Serial Number	K2040022 WS4-K	Technician	Markus Krebs

1) Visual Inspection of Equipment		Comment
Is the mast in good condition	Yes	
Is the instrument securely mounted	Yes	
Is the North orientation still valid	Yes	
Has the pole/cabinet orientation changed	No	

2) Weather Readings (pre-service)				
Ambient Temperature (A207)	20.4	deg C	Check instr	21.0
Relative Humidity (A208)	29.5	%	Check instr	-
Barometric Pressure (A209)	988.6	hPa	Check instr	988
Wind Direction (A202)	277	deg	Observation	West
Wind Speed (A205)	2.6	km/h	Observation	gentle breeze
Rainfall (A210)	0.0	mm	Observation	dry

3) Maintenance	Serviced or replaced	Comment
Instrument North orientation	Checked	
Pole/cabinet orientation	Checked	
Data transmission	Checked	confirmed by TC

4) Weather Readings (post-service)				
Ambient Temperature (A207)	20.5	deg C	Check instr	21.1
Relative Humidity (A208)	30.2	%	Check instr	-
Barometric Pressure (A209)	988.7	hPa	Check instr	988
Wind Direction (A202)	341	deg	Observation	West North
Wind Speed (A205)	1.3	km/h	Observation	light breeze
Rainfall (A210)	0.1	mm	Observation	cleaning

5) Recommendations for Next Site Visit or Comments
Cleaning of weather station head caused 0.1mm rainfall. Cleaned solar panel and cleared from plant growth at bottom end.

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DustTrak Service Report

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Date	9/12/2021	Company	Coffey - CBH Brookton
Start Time	11:30	HIREPOS OC#	46556
Finish Time	12:50	Station Name	DT1 SPEC25 Pond
Serial Number	8530103808 IN	Technician	Markus Krebs
Asset Number	DT106		

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	No	

2) DustTrak Readings (pre-service)				
Dust reading (DustTrak / Logger)	-	mg/m3	Logger	-
Zero Check (Filter Attached)	0.000	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow 3.0L/m (+/- 0.1)	3.0	L/min		

3) Maintenance	Serviced or replaced	Comment	
Inlet head (every visit)	Serviced	large cobweb & spider removed	
Water trap (every visit)	Serviced		
Impactor plate (if fitted)	Serviced/Replaced/Checked	Particle size	not fitted
Internal filters	Checked	Filter colour	clear

4) Service	Comment
Leak check (does pump stop & restart?)	Yes
Zero calibration	No
Flow calibrated	No
Does unit run after power-up?	Yes

5) DustTrak Readings (post-service)				
Dust reading (DustTrak / Logger)	0.005	mg/m3	Logger	0.005
Zero Check (Filter Attached)	0.000	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow 3.0L/m (+/- 0.1)	3.0	L/min		

6) Calibration					
Calibration date	8/10/2021				
Pump run time	5721	hours	Cum Mass	0.0	mg
Date filter last changed	8/10/2021		Cum Filter Mass	0.0	mg

7) System Parameters					
Solar (V)	18.76	Solar panel rating (Watt)	150	Angle / Dirn	21 / North
Battery (V)	13.83	Solar panel open circuit (V)	19.5	Time	11:53
Load (V)	13.83	Solar panel short circuit (A)	8.1	Weather	clear sky
		System Current Drain (A)	0.66	RSSI (dB) < -107	-71

8) Recommendations for Next Site Visit or Comments					
FW 3.4, RTU Li backup battery is 2.998V, removed dry grass around dust monitor.					

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DustTrak Service Report

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Date	9/12/2021	Company	Cofey - CBH Brookton
Start Time	11:30	HIREPOS OC#	46556
Finish Time	12:50	Station Name	DT1 SPEC25 Pond
Serial Number	8530154512 OUT	Technician	Markus Krebs
Asset Number	DT1011-K		

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	No	

2) DustTrak Readings (pre-service)					
Dust reading (DustTrak / Logger)	0.035	mg/m3	Logger		0.035
Zero Check (Filter Attached)	0.030	mg/m3			
Full scale check (generate some dust)	> 1 passed	mg/m3			
Flow 3.0L/m (+/- 0.1)	3.0	L/min			

3) Maintenance	Serviced or replaced	Comment	
Inlet head (every visit)	Serviced	large cobweb and spider removed	
Water trap (every visit)	Serviced		
Impactor plate (if fitted)	Serviced/Replaced/Checked	Particle size	not fitted
Internal filters	Checked	Filter colour	grey

4) Service		Comment
Leak check (does pump stop & restart?)	Yes	
Zero calibration	No	unit removed for calibration
Flow calibrated	No	
Does unit run after power-up?	Yes	

5) DustTrak Readings (post-service)					
Dust reading (DustTrak / Logger)	-	mg/m3	Logger		-
Zero Check (Filter Attached)	-	mg/m3			
Full scale check (generate some dust)	-	mg/m3			
Flow 3.0L/m (+/- 0.1)	-	L/min			

6) Calibration					
Calibration date	12/12/2019				
Pump run time	16268	hours	Cum Mass	33.5	mg
Date filter last changed	10/03/2021		Cum Filter Mass	20.5	mg

7) System Parameters					
Solar (V)	18.76	Solar panel rating (Watt)	150	Angle / Dirn	21 / North
Battery (V)	13.83	Solar panel open circuit (V)	19.5	Time	11:53
Load (V)	13.83	Solar panel short circuit (A)	8.1	Weather	clear sky
		System Current Drain (A)	0.73	RSSI (dB) < -107	-77

8) Recommendations for Next Site Visit or Comments					
removed spider from inside of user replaceable filter, removed small bugs from inside filter mesh					

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DustTrak Service Report

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Date	9/12/2021	Company	Coffey - CBH Brookton
Start Time	13:10	HIREPOS OC#	46556
Finish Time	14:45	Station Name	DT3 SPEC16 Smith Street
Serial Number	8530101810 IN	Technician	Markus Krebs
Asset Number	DT2A		

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	No	

2) DustTrak Readings (pre-service)				
Dust reading (DustTrak / Logger)	-	mg/m3	Logger	-
Zero Check (Filter Attached)	0.000	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow 3.0L/m (+/- 0.1)	2.9	L/min		

3) Maintenance	Serviced or replaced	Comment	
Inlet head (every visit)	Serviced	cobweb removed	
Water trap (every visit)	Serviced		
Impactor plate (if fitted)	Serviced/Replaced/Checked	Particle size	not fitted
Internal filters	Checked	Filter colour	clear

4) Service		Comment
Leak check (does pump stop & restart?)	Yes	
Zero calibration	Yes	
Flow calibrated	No	
Does unit run after power-up?	Yes	

5) DustTrak Readings (post-service)				
Dust reading (DustTrak / Logger)	0.005	mg/m3	Logger	0.005
Zero Check (Filter Attached)	0.000	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow 3.0L/m (+/- 0.1)	2.9	L/min		

6) Calibration					
Calibration date	1/10/2021				
Pump run time	6894	hours	Cum Mass	0.0	mg
Date filter last changed	1/10/2021		Cum Filter Mass	0.0	mg

7) System Parameters					
Solar (V)	18.59	Solar panel rating (Watt)	150	Angle / Dirn	21 / North
Battery (V)	13.71	Solar panel open circuit (V)	19.3	Time	13:28
Load (V)	13.70	Solar panel short circuit (A)	8.7	Weather	high cloud
		System Current Drain (A)	0.69	RSSI (dB) < -107	-73

8) Recommendations for Next Site Visit or Comments					
FW 3.4, RTU Li backup battery = 3.090V. Removed dry grass around dust monitor.					

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DustTrak Service Report

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Date	9/12/2021	Company	Coffey - CBH Brookton
Start Time	13:10	HIREPOS OC#	46556
Finish Time	14:45	Station Name	DT3 SPEC16 Smith Sreet
Serial Number	8530170410 OUT	Technician	Markus Krebs
Asset Number	DT1015		

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	No	

2) DustTrak Readings (pre-service)					
Dust reading (DustTrak / Logger)	0.036	mg/m3	Logger		0.036
Zero Check (Filter Attached)	0.020	mg/m3			
Full scale check (generate some dust)	> 1 passed	mg/m3			
Flow 3.0L/m (+/- 0.1)	2.9	L/min			

3) Maintenance		Serviced or replaced	Comment	
Inlet head (every visit)		Serviced	cobweb removed	
Water trap (every visit)		Serviced		
Impactor plate (if fitted)	Serviced/Replaced/Checked	Particle size		not fitted
Internal filters	Checked	Filter colour		grey

4) Service		Comment
Leak check (does pump stop & restart?)	Yes	
Zero calibration	No	unit removed for calibration
Flow calibrated	No	
Does unit run after power-up?	Yes	

5) DustTrak Readings (post-service)					
Dust reading (DustTrak / Logger)	-	mg/m3	Logger		-
Zero Check (Filter Attached)	-	mg/m3			
Full scale check (generate some dust)	-	mg/m3			
Flow 3.0L/m (+/- 0.1)	-	L/min			

6) Calibration					
Calibration date	28/02/2020				
Pump run time	20281	hours	Cum Mass	32.3	mg
Date filter last changed	24/06/2021		Cum Filter Mass	10.2	mg

7) System Parameters					
Solar (V)	18.59	Solar panel rating (Watt)	150	Angle / Dirn	21 / North
Battery (V)	13.71	Solar panel open circuit (V)	19.3	Time	13:28
Load (V)	13.70	Solar panel short circuit (A)	8.7	Weather	high cloud
		System Current Drain (A)	0.69	RSSI (dB) < -107	-73

8) Recommendations for Next Site Visit or Comments					
FW 3.4, removed small spider from filter mesh					

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DustTrak Service Report

ECO-FOR-022



Date	9/12/2021	Company	Coffey - CBH Brookton
Start Time	8:50	HIREPOS OC#	46556
Finish Time	10:50	Station Name	DT5 SPEC22 Weather Station
Serial Number	8530122716 IN	Technician	Markus Krebs
Asset Number	DT109K		

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	No	

2) DustTrak Readings (pre-service)				
Dust reading (DustTrak / Logger)	-	mg/m3	Logger	-
Zero Check (Filter Attached)	0.004	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow 3.0L/m (+/- 0.1)	2.9	L/min		

3) Maintenance	Serviced or replaced	Comment	
Inlet head (every visit)	Serviced	removed cobweb	
Water trap (every visit)	Serviced		
Impactor plate (if fitted)	Serviced/Replaced/Checked	Particle size	not fitted
Internal filters	Checked	Filter colour	clear

4) Service	Comment
Leak check (does pump stop & restart?)	Yes
Zero calibration	Yes
Flow calibrated	No
Does unit run after power-up?	Yes

5) DustTrak Readings (post-service)				
Dust reading (DustTrak / Logger)	0.005	mg/m3	Logger	0.001
Zero Check (Filter Attached)	-0.001	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow 3.0L/m (+/- 0.1)	2.9	L/min		

6) Calibration					
Calibration date	8/10/2021				
Pump run time	0	hours	Cum Mass	0.0	mg
Date filter last changed	8/10/2021		Cum Filter Mass	0.0	mg

7) System Parameters					
Solar (V)	17.25	Solar panel rating (Watt)	150	Angle / Dirn	29 / North
Battery (V)	13.90	Solar panel open circuit (V)	19.9	Time	9:07
Load (V)	13.90	Solar panel short circuit (A)	6.3	Weather	clear sky
		System Current Drain (A)	0.67	RSSI (dB) < -107	-83

8) Recommendations for Next Site Visit or Comments					
FW 3.0, RTU Li backup battery = 3.119V, removed dry grass around dust monitor					

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DustTrak Service Report

ECO-FOR-022



Date	9/12/2021	Company	Coffey - CBH Brookton
Start Time	8:50	HIREPOS OC#	46556
Finish Time	10:50	Station Name	DT5 SPEC22 Weather Station
Serial Number	8530200203 OUT	Technician	Markus Krebs
Asset Number	DT1017		

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	No	

2) DustTrak Readings (pre-service)				
Dust reading (DustTrak / Logger)	0.013	mg/m3	Logger	0.013
Zero Check (Filter Attached)	0.010	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow 3.0L/m (+/- 0.1)	2.9	L/min		

3) Maintenance	Serviced or replaced	Comment	
Inlet head (every visit)	Serviced	removed cobweb	
Water trap (every visit)	Serviced		
Impactor plate (if fitted)	Serviced/Replaced/Checked	Particle size	not fitted
Internal filters	Checked	Filter colour	grey

4) Service	Comment
Leak check (does pump stop & restart?)	Yes
Zero calibration	No
Flow calibrated	No
Does unit run after power-up?	Yes

5) DustTrak Readings (post-service)				
Dust reading (DustTrak / Logger)	-	mg/m3	Logger	-
Zero Check (Filter Attached)	-	mg/m3		
Full scale check (generate some dust)	-	mg/m3		
Flow 3.0L/m (+/- 0.1)	-	L/min		

6) Calibration					
Calibration date	7/01/2020				
Pump run time	12305	hours	Cum Mass	31.1	mg
Date filter last changed	11/03/2021		Cum Filter Mass	15.6	mg

7) System Parameters					
Solar (V)	17.25	Solar panel rating (Watt)	150	Angle / Dirn	29 / North
Battery (V)	13.90	Solar panel open circuit (V)	19.9	Time	9:07
Load (V)	13.90	Solar panel short circuit (A)	6.3	Weather	clear sky
		System Current Drain (A)	0.66	RSSI (dB) < -107	-82

8) Recommendations for Next Site Visit or Comments					

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Weather Station Service Report

ECO-FOR-023



Date	9/12/2021	Company	Coffey - CBH Brookton
Start Time	8:50	HIREPOS OC#	46556
Finish Time	10:50	Station	DT5 SPEC22 Weather Station
Serial Number	K2040023	Technician	Markus Krebs
Asset Number	WS-3K		

1) Visual Inspection of Equipment		Comment
Is the mast in good condition	Yes	
Is the instrument securely mounted	Yes	
Is the North orientation still valid	Yes	
Has the pole/cabinet orientation changed	No	

2) Weather Readings (pre-service)				
Ambient Temperature	31.3	deg C	Check instr	32.1
Relative Humidity	18.2	%	Check instr	-
Barometric Pressure	983.7	hPa	Check instr	983
Wind Direction	90	deg	Observation	East
Wind Speed	13.8	km/h	Observation	gentle breeze
Rainfall	0.6	mm	Observation	cleaning
Rain 24h	-	mm	Observation	-
Dew Point	-	deg C	Observation	-

3) Maintenance		Serviced or replaced	Comment
Instrument North orientation		Checked	
Pole/cabinet orientation		Checked	
Data transmission		Checked	

4) Weather Readings (post-service)				
Ambient Temperature	31.1	deg C	Check instr	32.0
Relative Humidity	17.9	%	Check instr	-
Barometric Pressure	983.5	hPa	Check instr	983
Wind Direction	81	deg	Observation	ENE
Wind Speed	16.5	km/h	Observation	mod. breeze
Rainfall	0.0	mm	Observation	nil
Rain 24h	-	mm	Observation	-
Dew Point	-	deg C	Observation	-

7) System Parameters					
Solar (V)	17.25	Solar panel rating (Watt)	150	Angle / Dirn	29 / North
Battery (V)	13.90	Solar panel open circuit (V)	19.9	Time	9:07
Load (V)	13.90	Solar panel short circuit (A)	6.3	Weather	clear sky
		System Current Drain (A)	0.67	RSSI (dB)	-83

5) Recommendations for Next Site Visit or Comments					

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DustTrak Service Report

ECO-FOR-022



Date	28/04/2022	Company	Tetra Tech Coffey - CBH Brookton
Start Time	11:08	HIREPOS OC#	47706
Finish Time	12:25	Station Name	DT1 SPEC25 Pond
Serial Number	8530103808	Technician	Markus Krebs
Asset Number	DT106		

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	Yes	Filter error

2) DustTrak Readings (pre-service)				
Dust reading (DustTrak / Logger)	0.036	mg/m3	Logger	0.036
Zero Check (Filter Attached)	0.033	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow 3.0L/m (+/- 0.1)	3.1	L/min		

3) Maintenance		Serviced or replaced	Comment
Inlet head (every visit)		Serviced	
Water trap (every visit)		Serviced	
Impactor plate (if fitted)	Serviced/Replaced/Checked	Particle size	not fitted
Internal filters	Checked	Filter colour	clear

4) Service		Comment
Leak check (does pump stop & restart?)	Yes	
Zero calibration	Yes	
Flow calibrated	No	
Does unit run after power-up?	Yes	

5) DustTrak Readings (post-service)				
Dust reading (DustTrak / Logger)	0.008	mg/m3	Logger	0.008
Zero Check (Filter Attached)	0.000	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow 3.0L/m (+/- 0.1)	3.1	L/min		

6) Calibration					
Calibration date	8/10/2021				
Pump run time	9079	hours	Cum Mass	5400	mg
Date filter last changed	28/04/2022		Cum Filter Mass	0.0	mg

7) System Parameters					
Solar (V)	13.81	Solar panel rating (Watt)	150	Angle / Dirn	21 / North
Battery (V)	13.78	Solar panel open circuit (V)	21.3	Time	11:55
Load (V)	13.78	Solar panel short circuit (A)	2.1	Weather	cloudy
		System Current Drain (A)	0.63	RSSI (dB) < -107	-69

8) Recommendations for Next Site Visit or Comments					
reset filter concentration which cleared filter error. Removed midges from filter mesh.					

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DustTrak Service Report

ECO-FOR-022



Date	28/04/2022	Company	Tetra Tech Coffey - CBH Brookton
Start Time	12:50	HIREPOS OC#	47706
Finish Time	14:10	Station Name	DT3 SPEC16 Smith Street
Serial Number	8530101810	Technician	Markus Krebs
Asset Number	DT2A		

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	Yes	Filter error

2) DustTrak Readings (pre-service)				
Dust reading (DustTrak / Logger)	0.019	mg/m3	Logger	0.019
Zero Check (Filter Attached)	0.016	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow 3.0L/m (+/- 0.1)	3.0	L/min		

3) Maintenance	Serviced or replaced	Comment	
Inlet head (every visit)	Serviced	inlet blocked, cobweb removed	
Water trap (every visit)	Serviced		
Impactor plate (if fitted)	Serviced/Replaced/Checked	Particle size	not fitted
Internal filters	Checked	Filter colour	light grey

4) Service	Comment
Leak check (does pump stop & restart?)	Yes
Zero calibration	Yes
Flow calibrated	No
Does unit run after power-up?	Yes

5) DustTrak Readings (post-service)				
Dust reading (DustTrak / Logger)	0.004	mg/m3	Logger	0.004
Zero Check (Filter Attached)	0.000	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow 3.0L/m (+/- 0.1)	3.0	L/min		

6) Calibration					
Calibration date	1/10/2021				
Pump run time	10252	hours	Cum Mass	9300	mg
Date filter last changed	28/04/2022		Cum Filter Mass	0.0	mg

7) System Parameters					
Solar (V)	13.58	Solar panel rating (Watt)	150	Angle / Dirn	21 / North
Battery (V)	13.55	Solar panel open circuit (V)	20.5	Time	13:05
Load (V)	13.54	Solar panel short circuit (A)	1.6	Weather	dark clouds
		System Current Drain (A)	0.62	RSSI (dB) < -107	-67

8) Recommendations for Next Site Visit or Comments					
reset filter concentration which cleared filter error. Removed midges from filter mesh.					

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DustTrak Service Report

ECO-FOR-022



Date	28/04/2022	Company	Tetra Tech Coffey - CBH Brookton
Start Time	8:40	HIREPOS OC#	47706
Finish Time	10:58	Station Name	DT5 SPEC22 Weather Station
Serial Number	8530122716	Technician	Markus Krebs
Asset Number	DT109K		

1) Visual Inspection of Equipment		Comment
Instrument power on	Yes	
Is the inlet free of obstructions	Yes	
Is the inlet tube clear of any kinks	Yes	
Any service warnings	No	

2) DustTrak Readings (pre-service)				
Dust reading (DustTrak / Logger)	0.017	mg/m3	Logger	0.017
Zero Check (Filter Attached)	0.008	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow 3.0L/m (+/- 0.1)	2.9	L/min		

3) Maintenance	Serviced or replaced	Comment	
Inlet head (every visit)	Serviced	removed cobweb	
Water trap (every visit)	Serviced		
Impactor plate (if fitted)	Serviced/Replaced/Checked	Particle size	not fitted
Internal filters	Checked	Filter colour	light grey

4) Service	Comment
Leak check (does pump stop & restart?)	Yes
Zero calibration	Yes
Flow calibrated	No
Does unit run after power-up?	Yes

5) DustTrak Readings (post-service)				
Dust reading (DustTrak / Logger)	0.009	mg/m3	Logger	0.009
Zero Check (Filter Attached)	0.000	mg/m3		
Full scale check (generate some dust)	> 1 passed	mg/m3		
Flow 3.0L/m (+/- 0.1)	2.9	L/min		

6) Calibration					
Calibration date	8/10/2021				
Pump run time	3357	hours	Cum Mass	7.1	mg
Date filter last changed	8/10/2021		Cum Filter Mass	7.1	mg

7) System Parameters					
Solar (V)	13.74	Solar panel rating (Watt)	150	Angle / Dirn	19 / North
Battery (V)	13.66	Solar panel open circuit (V)	21.2	Time	8:55
Load (V)	13.68	Solar panel short circuit (A)	4.5	Weather	clear sky
		System Current Drain (A)	-	RSSI (dB) < -107	-81

8) Recommendations for Next Site Visit or Comments					
cracked O-ring replaced on omnidirectional inlet, CV6000 RTU firmware upgraded.					

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Weather Station Service Report

ECO-FOR-023



Date	28/04/2022	Company	Tetra Tech Coffey CBH Brookton
Start Time	8:40	HIREPOS OC#	47706
Finish Time	10:58	Station	SPEC22 DT5 WSTN
Serial Number	K2040022 IN	Technician	Markus Krebs
Asset Number	WS4-K SDI-12		

1) Visual Inspection of Equipment		Comment
Is the mast in good condition	Yes	
Is the instrument securely mounted	Yes	
Is the North orientation still valid	Yes	
Has the pole/cabinet orientation changed	No	

2) Weather Readings (pre-service)				
Ambient Temperature	19.1	deg C	Check instr	20.0
Relative Humidity	52.2	%	Check instr	-
Barometric Pressure	983.8	hPa	Check instr	983
Wind Direction	269	deg	Observation	west
Wind Speed	10.4	km/h	Observation	light breeze
Rainfall	0.00	mm	Observation	nil
Rain 24h	0.00	mm	Observation	nil
Dew Point	-	deg C	Observation	-

3) Maintenance	Serviced or replaced	Comment
Instrument North orientation	Serviced	
Pole/cabinet orientation	Checked	
Data transmission	Serviced	

4) Weather Readings (post-service)				
Ambient Temperature	19.1	deg C	Check instr	20.0
Relative Humidity	52.0	%	Check instr	-
Barometric Pressure	983.8	hPa	Check instr	983
Wind Direction	265	deg	Observation	west
Wind Speed	17.4	km/h	Observation	fresh breeze
Rainfall	0.00	mm	Observation	nil
Rain 24h	0.00	mm	Observation	nil
Dew Point	9.2	deg C	Observation	-

7) System Parameters					
Solar (V)	13.74	Solar panel rating (Watt)	150	Angle / Dirn	19 / North
Battery (V)	13.66	Solar panel open circuit (V)	21.2	Time	8:55
Load (V)	13.68	Solar panel short circuit (A)	4.5	Weather	clear sky
		System Current Drain (A)	-	RSSI (dB)	-81

5) Recommendations for Next Site Visit or Comments	
Installed WS3-K today running SDI-12. Installed link H1 in CV6000 RTU.	

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Weather Station Service Report

ECO-FOR-023



Date	28/04/2022	Company	Tetra Tech Coffey CBH Brookton
Start Time	8:40	HIREPOS OC#	47706
Finish Time	10:58	Station	SPEC22 DT5 WSTN
Serial Number	K2040022 IN	Technician	Markus Krebs
Asset Number	WS4-K SDI-12		

1) Visual Inspection of Equipment		Comment
Is the mast in good condition	Yes	
Is the instrument securely mounted	Yes	
Is the North orientation still valid	Yes	
Has the pole/cabinet orientation changed	No	

2) Weather Readings (pre-service)				
Ambient Temperature	19.1	deg C	Check instr	20.0
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Wind Direction	269	deg	Observation	west
Wind Speed	10.4	km/h	Observation	light breeze
Rainfall	0.00	mm	Observation	nil
Rain 24h	0.00	mm	Observation	nil
Dew Point	-	deg C	Observation	-

3) Maintenance	Serviced or replaced	Comment
Instrument North orientation	Serviced	
Pole/cabinet orientation	Checked	
Data transmission	Serviced	

4) Weather Readings (post-service)				
Ambient Temperature	19.1	deg C	Check instr	20.0
Relative Humidity	52.0	%	Check instr	-
Barometric Pressure	983.8	hPa	Check instr	983
Wind Direction	265	deg	Observation	west
Wind Speed	17.4	km/h	Observation	fresh breeze
Rainfall	0.00	mm	Observation	nil
Rain 24h	0.00	mm	Observation	nil
Dew Point	9.2	deg C	Observation	-

7) System Parameters					
Solar (V)	13.74	Solar panel rating (Watt)	150	Angle / Dirn	19 / North
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5) Recommendations for Next Site Visit or Comments	
Installed WS3-K today running SDI-12. Installed link H1 in CV6000 RTU.	

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LIMITATIONS

IMPORTANT INFORMATION ABOUT YOUR TETRA TECH COFFEY ENVIRONMENTAL REPORT

Introduction

This report has been prepared by Tetra Tech Coffey for you, as Tetra Tech Coffey's client, in accordance with our agreed purpose, scope, schedule and budget.

The report has been prepared using accepted procedures and practices of the consulting profession at the time it was prepared, and the opinions, recommendations and conclusions set out in the report are made in accordance with generally accepted principles and practices of that profession.

The report is based on information gained from environmental conditions (including assessment of some or all of soil, groundwater, vapour and surface water) and supplemented by reported data of the local area and professional experience. Assessment has been scoped with consideration to industry standards, regulations, guidelines and your specific requirements, including budget and timing. The characterisation of site conditions is an interpretation of information collected during assessment, in accordance with industry practice.

This interpretation is not a complete description of all material on or in the vicinity of the site, due to the inherent variation in spatial and temporal patterns of contaminant presence and impact in the natural environment. Tetra Tech Coffey may have also relied on data and other information provided by you and other qualified individuals in preparing this report. Tetra Tech Coffey has not verified the accuracy or completeness of such data or information except as otherwise stated in the report. For these reasons the report must be regarded as interpretative, in accordance with industry standards and practice, rather than being a definitive record.

Your report has been written for a specific purpose

Your report has been developed for a specific purpose as agreed by us and applies only to the site or area investigated. Unless otherwise stated in the report, this report cannot be applied to an adjacent site or area, nor can it be used when the nature of the specific purpose changes from that which we agreed.

For each purpose, a tailored approach to the assessment of potential soil and groundwater contamination is required. In most cases, a key objective is to identify, and if possible quantify, risks that both recognised and potential contamination pose in the context of the agreed purpose. Such risks may be financial (for example, clean up costs or constraints on site use) and/or physical (for example, potential health risks to users of the site or the general public).

Limitations of the Report

The work was conducted, and the report has been prepared, in response to an agreed purpose and scope, within time and budgetary constraints, and in reliance on certain data and information made available to Tetra Tech Coffey.

The analyses, evaluations, opinions and conclusions presented in this report are based on that purpose and scope, requirements, data or information, and they could change if such requirements or data are inaccurate or incomplete.

This report is valid as of the date of preparation. The condition of the site (including subsurface conditions) and extent or nature of contamination or other environmental hazards can change over time, as a result of either natural processes or human influence. Tetra Tech Coffey should be kept apprised of any such events and should be consulted for further investigations if any changes are noted, particularly during construction activities where excavations often reveal subsurface conditions.

In addition, advancements in professional practice regarding contaminated land and changes in applicable statutes and/or guidelines may affect the validity of this report. Consequently, the currency of conclusions and recommendations in this report should be verified if you propose to use this report more than 6 months after its date of issue.

The report does not include the evaluation or assessment of potential geotechnical engineering constraints of the site.

Interpretation of factual data

Environmental site assessments identify actual conditions only at those points where samples are taken and on the date collected. Data derived from indirect field measurements, and sometimes other reports on the site, are interpreted by geologists, engineers or scientists to provide an opinion about overall site conditions, their likely impact with respect to the report purpose and recommended actions.

Variations in soil and groundwater conditions may occur between test or sample locations and actual conditions may differ from those inferred to exist. No environmental assessment program, no matter how comprehensive, can reveal all subsurface details and anomalies. Similarly, no professional, no matter how well qualified, can reveal what is hidden by earth, rock or changed through time.

The actual interface between different materials may be far more gradual or abrupt than assumed based on the facts obtained. Nothing can be done to change the actual site conditions which exist, but steps can be taken to reduce the impact of unexpected conditions.

For this reason, parties involved with land acquisition, management and/or redevelopment should retain the services of a suitably qualified and experienced environmental consultant through the development and use of the site to identify variances, conduct additional tests if required, and recommend solutions to unexpected conditions or other unrecognised features encountered on site. Tetra Tech Coffey would be pleased to assist with any investigation or advice in such circumstances.

Recommendations in this report

This report assumes, in accordance with industry practice, that the site conditions recognised through discrete sampling are representative of actual conditions throughout the investigation area. Recommendations are based on the resulting interpretation.

Should further data be obtained that differs from the data on which the report recommendations are based (such as through excavation or other additional assessment), then the recommendations would need to be reviewed and may need to be revised.

Report for benefit of client

Unless otherwise agreed between us, the report has been prepared for your benefit and no other party. Other parties should not rely upon the report or the accuracy or completeness of any recommendation and should make their own enquiries and obtain independent advice in relation to such matters.

Tetra Tech Coffey assumes no responsibility and will not be liable to any other person or organisation for, or in relation to, any matter dealt with or conclusions expressed in the report, or for any loss or damage suffered by any other person or organisation arising from matters dealt with or conclusions expressed in the report.

To avoid misuse of the information presented in your report, we recommend that Tetra Tech Coffey be consulted before the report is provided to another party who may not be familiar with the background and the purpose of the report. In particular, an environmental disclosure report for a property vendor may not be suitable for satisfying the needs of that property's purchaser. This report should not be applied for any purpose other than that stated in the report.

Interpretation by other professionals

Costly problems can occur when other professionals develop their plans based on misinterpretations of a report. To help avoid misinterpretations, a suitably qualified and experienced environmental consultant should be retained to explain the implications of the report to other professionals referring to the report and then review plans and specifications produced to see how other professionals have incorporated the report findings.

Given Tetra Tech Coffey prepared the report and has familiarity with the site, Tetra Tech Coffey is well placed to provide such assistance. If another party is engaged to interpret the recommendations of the report, there is a risk that the contents of the report may be misinterpreted and Tetra Tech Coffey disowns any responsibility for such misinterpretation.

Data should not be separated from the report

The report as a whole presents the findings of the site assessment and the report should not be copied in part or altered in any way. Logs, figures, laboratory data, drawings, etc. are customarily included in our reports and are developed by scientists or engineers based on their interpretation of field logs, field testing and laboratory evaluation of samples. This information should not under any circumstances be redrawn for inclusion in other documents or separated from the report in any way.

This report should be reproduced in full. No responsibility is accepted for use of any part of this report in any other context or for any other purpose or by third parties.

Responsibility

Environmental reporting relies on interpretation of factual information using professional judgement and opinion and has a level of uncertainty attached to it, which is much less exact than other design disciplines. This has often resulted in claims being lodged against consultants, which are unfounded. As noted earlier, the recommendations and findings set out in this report should only be regarded as interpretive and should not be taken as accurate and complete information about all environmental media at all depths and locations across the site.

13.12.23 COMMUNITY SERVICES REPORTS

Nil.

14.12.23 CORPORATE SERVICES REPORTS

14.12.23.01 LIST OF PAYMENTS – NOVEMBER 2023

File No:	N/A
Date of Meeting:	14 December 2023
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Kathy Muller – Finance Administration Officer - Creditors
Authorising Officer:	Deanne Sweeney - Manager Corporate and Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item.
Voting Requirements:	Simple Majority
Previous Report:	16 November 2023

Summary of Item:

The purpose of this report is to present the list of payments for the month of November 2023, as required under the *Local Government (Financial Management) Regulations 1996*.

Description of Proposal:

The accounts paid under Delegation 1.1, Power to Make Payments, are included at within Attachment 14.12.23.01A.

Contained within Attachment 14.12.23.01B is a detailed transaction listing of credit card expenditure paid for the period ended 30 November 2023.

Contained within Attachment 14.12.23.01C is a detailed transaction listing of fuel purchasing card expenditure paid for the period ended 30 November 2023.

Background:

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

Consultation:

There has been no consultation on this matter.

Statutory Environment:

Local Government (Financial Management) Regulations 1996

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

- (a) the payee's name; and
- (b) the amount of the payment; and
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction; and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under sub-regulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

13A. *Payments by employees via purchasing cards*

- (1) *If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —*
 - (a) *the payee's name;*
 - (b) *the amount of the payment;*
 - (c) *the date of the payment;*
 - (d) *sufficient information to identify the payment.*
- (2) *A list prepared under subregulation (1) must be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

Local Government (Administration) Regulations 1996

13. *Publication of unconfirmed minutes of meetings (Act s. 5.25(1)(i))*

- (1) *The CEO must publish on the local government's official website —*
 - (a) *the unconfirmed minutes of each council and committee meeting that is open to members of the public;*

Relevant Plans and Policy:

The Chief Executive Officer, under relevant delegation, is authorised to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved and adopted budget.

Financial Implications:

No financial implications have been identified at the time of preparing this report.

Risk Assessment:

The risk in relation to this matter is assessed as 'Medium' on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements. Shire Officers provide a full detailed listing of payments made in a timely manner.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This item relates to delivery of core business and services detailed in the Shire of Brookton Strategic Community Plan – June 2032, duly appended to the BROOKTON Corporate Business Plan July 2022 to June 2032.

Comment:

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be provided to Council, where such delegation is made.

OFFICER'S RECOMMENDATION

That Council receive:

1. the list of accounts, totalling \$962,221.03 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the month of November 2023, as contained within Attachment 14.12.23.01A; and
2. the list of credit card transactions, totalling \$1,228.51 paid in November 2023, as contained within Attachment 14.12.23.01B; and
3. the list of fuel card transactions, totalling \$1,342.59 paid in November 2023, as contained within Attachment 14.12.23.01C.

(Simple majority vote required)

COUNCIL RESOLUTION

MOVED Cr Bell

SECONDED Cr Hayden

That Council receive:

- 1. the list of accounts, totalling \$962,221.03 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of November 2023, as contained within Attachment 14.12.23.01A; and***
- 2. the list of credit card transactions, totalling \$1,228.51 paid in November 2023, as contained within Attachment 14.12.23.01B; and***
- 3. the list of fuel card transactions, totalling \$1,342.59 paid in November 2023, as contained within Attachment 14.12.23.01C.***

CARRIED BY SIMPLE MAJORITY VOTE 5/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Hayden, Cr McCabe

Against: Nil

Attachments

Attachment 14.12.23.01A – List of Payments for November 2023.

Attachment 14.12.23.01B – List of Credit Card Transactions for November 2023.

Attachment 14.12.23.01C – List of fuel Card Transactions for November 2023.

List of Payments for November 2023

Chq/EFT	Date	Name	Description	Amount
EFT15033	03/11/2023	AC ELECTRICS WA	SEWERAGE TREATMENT PLANT - DEPOSIT FOR PURCHASE OF FLOW METER FOR WASTEWATER DAM, INVESTIGATE PLANT PUMP NOT WORKING - BYPASSED DAM FLOAT VALVE	\$2,332.00
EFT15034	03/11/2023	ALDERSYDE AGRICULTURAL HALL INC	HIRE OF ALDERSYDE HALL FOR BUSHFIRE TRAINING COURSE - 24.10.2023	\$300.00
EFT15035	03/11/2023	AUSTRALIA POST	POSTAGE AND MAILING COSTS - CRC OFFICE AND ADMINISTRATION OFFICE - SEPTEMBER 2023	\$422.50
EFT15036	03/11/2023	BROOKTON 24/7 TOWING	30KVA GENERATOR PSP13 - SERVICE AND INSPECTION INCLUDES PARTS AND TRAVEL, MULCHER PMUL - SERVICE AND INSPECTION INCLUDES FILTER, PM9 CUB CADET RIDE ON MOWER - REPAIR NOISE AND VIBRATION PROTECTION GUARD, TRITON UTE PU35 - CHECK 4G AUTOMATIC VEHICLE LOCATION SETUP AND FIT WITH NEW 4G STICKER, FIRE TENDER PF10 - REPLACE 3G TRACKER WITH 4G TRACKER, TRITON UTE PAV 3 - 35000KM LOGBOOK SERVICE INCLUDES FILTERS AND OIL	\$1,780.90
EFT15037	03/11/2023	BROOKTON PLUMBING	SEWERAGE TREATMENT PLANT - REMOVE PUMP AND DROP OFF AT SERVICE CENTRE, PICK UP PUMP AND REINSTALL AT SEWERAGE TREATMENT PLANT INCLUDES TRAVEL AND MATERIALS, CARAVAN PARK - EMPTY OUT CARAVAN PARK DUMP POINT, UNIT 3 MADISON SQUARE COMMUNITY HOUSING UNITS - SERVICE SHOWER AND BASIN TAPS, AQUATIC CENTRE - DIG UP AND REPLACE SPRINKLER HEADS INCLUDES LABOUR AND MATERIALS	\$6,303.40
EFT15038	03/11/2023	BROOKTON PROFESSIONAL SERVICES CENTRE	CRC OFFICE - OFFICE RENT 01.11.2023 - 30.11.2023	\$991.10
EFT15039	03/11/2023	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$281.99
EFT15040	03/11/2023	COLIN DUDLEY YOUNG	RATES REFUND FOR CONTIGUOUS CONCESSION ASSESSMENT A122 - YOUNG ROAD BROOKTON	\$438.22

Chq/EFT	Date	Name	Description	Amount
EFT15041	03/11/2023	EASY AS ELECTRICAL SOLUTIONS PTY LTD	UNIT 3/40 WHITE STREET - SUPPLY AND INSTALL 5KW REVERSE CYCLE AC, 23 WHITTINGTON STREET - SUPPLY AND INSTALL 3.5KW MHI AC UNIT	\$5,335.00
EFT15042	03/11/2023	FLASH AS TRANSPORT	YORK - WILLIAMS ROAD WORKS - SUPPLY SINGLE SIDE TIPPER AND DRIVER FOR 40HRS OVER PERIOD 11.10.2023 - 16.10.2023, HIRE OF SINGLE SIDE TIPPER 20HRS OVER PERIOD 26/10/2023 - 27/10/2023	\$9,900.00
EFT15043	03/11/2023	FLICK ANTICIMEX	ANNUAL CHARGES - PROVIDE 4 WEEKLY SERVICING OF SANITARY DISPOSAL UNITS AT CRC OFFICE, - 01/04/2023 - 31/03/2024	\$408.69
EFT15044	03/11/2023	GARY SHERRY	CEO G. SHERRY - REIMBURSEMENT OF 50% ELECTRICITY COSTS AS PER EMPLOYMENT CONTRACT - 26.07.2023-21.09.2023	\$161.65
EFT15045	03/11/2023	GREAT SOUTHERN SUPPLIES T/AS G&M DETERGENTS	CLEANING SUPPLIES ORDER - CARAVAN PARK - ITEMS INCLUDE TOILET CLEANER, GLOVES AND DISINFECTANT - OCTOBER 2023	\$178.45
EFT15046	03/11/2023	GREAT SOUTHERN WASTE DISPOSAL	MONTHLY CHARGES - KERBSIDE RUBBISH COLLECTION X 4 WEEKS, KERBSIDE RECYCLING COLLECTION X 2 WEEKS, REFUSE SITE LABOUR HOURS X 108, REFUSE SITE MACHINE HOURS X 12, BULK WASTE BIN COLLECTION X 6, BULK RECYCLING COLLECTION X 6 BINS - 31.08.2023-28.09.2023	\$13,918.08
EFT15047	03/11/2023	INNKEEPER SUPPLY COMPANY PTY LTD	CARAVAN PARK - SUPPLY AND DELIVER 4 X COMPENDIUMS FOR CHALETs	\$170.50
EFT15048	03/11/2023	INTEGRATED ICT	MONTHLY CHARGES - ADMINISTRATION OFFICE TELEPHONY FEES - OCTOBER 2023	\$491.24
EFT15049	03/11/2023	KERRY ANDERSON	CARAVAN PARK REFUND - REFUND OF POWERED CARAVAN SITE AS BOOKED TWICE DUE TO ONLINE BOOKING SYSTEM ERROR	\$33.00
EFT15050	03/11/2023	LGIS INSURANCE	INSURANCE PREMIUMS - ADJUSTMENT TO WORKERS COMPENSATION INSURANCE FOR PERIOD 30.06.2022 - 30.06.2023	\$11,918.45
EFT15051	03/11/2023	LGRCEU	PAYROLL DEDUCTIONS	\$132.00
EFT15052	03/11/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF TRAINING - MCC D. SWEENEY - "PEOPLE AND CULTURE NETWORK: A LEADERSHIP PERSPECTIVE" 29/11/2023	\$70.00

Chq/EFT	Date	Name	Description	Amount
EFT15053	03/11/2023	MCPEST PEST CONTROL	SPIDER AND PEST SPRAYING - ADMIN OFFICE, DEPOT, POOL, WB EVA PAVILION, OVAL SHEDS, BCI BUILDING, CRC OFFICE, HISTORICAL MUSEUM, KWEDA HALL, CARAVAN PARK, ALL SHIRE HOUSES AND UNITS - OCTOBER 2023	\$3,795.00
EFT15054	03/11/2023	METTREX	CARAVAN PARK REFUND - REFUND OF POWDERBARK CHALET FOR 24/10/2023 - NO LONGER NEEDED CANCELLED WITHIN APPROVED TIMEFRAME	\$142.00
EFT15055	03/11/2023	MONIQUE MENZ	STAFF REIMBURSEMENT - ONLINE FIRE WARDEN TRAINING COURSE. REIMBURSEMENT OF OUT-OF-POCKET COST INCURRED WHILST RUNNING CRC SCHOOL HOLIDAY PROGRAM INCLUDES PURCHASE OF POPCORN, ICY POLES, AND JUICE BOXES	\$103.49
EFT15056	03/11/2023	RURAL TRAFFIC SERVICES PTY LTD	YORK-WILLIAMS ROAD WORKS - SUPPLY 2 X TRAFFIC CONTROLLERS, 2 X VEHICLES, AND TRAFFIC LIGHTS FOR 8 X DAYS 11.10.2023 - 20.10.2023	\$16,675.89
EFT15057	03/11/2023	SHANAE D'VAUZ	CARAVAN PARK REFUND - REFUND OF WANDOO CHALET X 1 NIGHT ON 28/10/2023 - CANCELLED WITHIN APPROVED TIMEFRAME	\$194.00
EFT15058	03/11/2023	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$410.00
EFT15059	03/11/2023	SHIRE OF KONDININ	STAFF TRAINING PARKS & GARDENS LH K. LILY - KIDS SAFE PLAYGROUND MAINTENANCE WORKSHOP 07.09.2023	\$400.00
EFT15060	03/11/2023	THE LOCAL GUYS - TEST AND TAG WA TNT	AQUATIC CENTRE - RCD TESTING, ELECTRICAL TEST AND TAG, FIRE EXTINGUISHER TESTING AND SUPPLY 1 X NEW FIRE EXTINGUISHER - OCTOBER 2023	\$449.35
EFT15061	03/11/2023	TOLL TRANSPORT PTY LTD	DELIVERY CHARGES - DELIVERY OF CORSIGN PRODUCTS FROM GNAGARA TO SHIRE OFFICE, DELIVERY OF POOL WATER SAMPLES FROM BROOKTON POOL TO PATHWEST NEDLANDS, DELIVERY OF DFES ACCESS STICKERS FROM WELSHPOOL TO SHIRE OFFICE	\$131.04
EFT15062	03/11/2023	WA CONTRACT RANGER SERVICES	MONTHLY CHARGES - RANGER SERVICES PROVIDED 12.75 HOURS ON 11.10.2023, 12.10.2023, 16.10.2023, 23.10.2023	\$1,332.38
EFT15063	03/11/2023	WALLIS COMPUTER SOLUTIONS	ADMINISTRATION OFFICE - NEW DYNABOOK LAPTOPS MCC, CEO, SFO, FO-CREDITORS INCLUDES TRAVEL AND SETUP COSTS	\$13,248.66

Chq/EFT	Date	Name	Description	Amount
EFT15064	03/11/2023	WINDSOR D & J	UNIT 6/28 WILLIAMS STREET - REPAIR AND FIX PAINT AND PANEL DAMAGE IN CARPORT, CARAVAN PARK - REPAIR AND PAINT DAMAGE TO BEDROOM WALL IN SHEOAK CHALET	\$649.88
EFT15065	10/11/2023	3E ADVANTAGE PTY LTD	MONTHLY CHARGES - CRC OFFICE AND ADMINISTRATION OFFICE PRINTING AND PHOTOCOPIER FEES - OCTOBER 2023	\$3,088.18
EFT15066	10/11/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	LOADER PL7 - INVESTIGATE HYDRAULIC FAULT, COMPLETE LOADER BOOM CALIBRATION INCLUDES TRAVEL	\$717.20
EFT15067	10/11/2023	AMPAC DEBT RECOVERY	DEBT RECOVERY COSTS - A111 AND A388 - 01.10.2023 - 31.10.2023	\$1,446.01
EFT15068	10/11/2023	BEDFORD ARMS HOTEL	SUPPLY CATERING FOR RETIREMENT PARTY FOR CR N. WALKER 19.10.2023, SUPPLY CATERING FOR CBF MEETING - 02.11.2023	\$1,480.00
EFT15069	10/11/2023	BOC GASES	SHIRE DEPOT - RENTAL FOR GAS CYLINDERS OXYGEN, ACETYLENE, ARGOSHIELD - OCTOBER 2023	\$56.25
EFT15070	10/11/2023	BROOKTON 24/7 TOWING	FIRE TENDER PF10 - SERVICE AND INSPECTION AS PER DFES LIST INCLUDES TRAVEL, SKID STEER PTR4 - PICK UP MACHINE AND INVESTIGATE HYDRAULIC ISSUE, CLEAN AND REPLACE SAFETY SENDER UNIT INCLUDES TOWING FEE	\$2,398.00
EFT15071	10/11/2023	BROOKTON PLUMBING	6 MATTHEW ST - CLEAR LINE AND FIND SEPTIC TANK, PUMP OUT TANK INCLUDES TRACKING AND DUMPING FEES, RPZD BACKFLOW TESTING -METER BC1842027 AND EK20001898 (TOWN OVAL AND WHITTING STREET UNITS), ADMINISTRATION OFFICE - RE WIRE RETICULATION CONTROL BOX, CARAVAN PARK - REPLACE INLET VALVE AND COLD WATER CONNECTION VALVE IN MEN'S TOILET BLOCK	\$2,160.00
EFT15072	10/11/2023	COLGAN INDUSTRIES PTY LTD	MEMORIAL HALL ROOF WORKS - SECOND PROGRESS CLAIM AS PER RFT-02-2023	\$176,702.54
EFT15073	10/11/2023	DFES	PAYMENT OF EMERGENCY SERVICES LEVY FOR 2023/2024 FY FOR VARIOUS SHIRE BUILDINGS	\$2,261.10
EFT15074	10/11/2023	FUEL DISTRIBUTORS OF WA	BULK FUEL DELIVERY - 5800L OF DIESEL DELIVERED TO SHIRE DEPOT ON 12.10.2023	\$11,793.20
EFT15075	10/11/2023	GLOBAL SPILL AND SAFETY PTY LTD	ROBINSON ROAD PUBLIC TOILET RENOVATIONS - SUPPLY NEW SPILL CREW SAFETY CABINET	\$1,994.77

Chq/EFT	Date	Name	Description	Amount
EFT15076	10/11/2023	GREAT SOUTHERN FUEL SUPPLIES	MONTHLY FUEL CARD PURCHASES - CESM J. CARROL, MCC D. SWEENEY, CEO G. SHERRY, MIW, L. VIDOVICH – OCTOBER 2023	\$1,342.59
EFT15077	10/11/2023	GREAT SOUTHERN SUPPLIES T/AS G&M DETERGENTS	AQUATIC CENTRE - CLEANING SUPPLIES, ITEMS INCLUDE URINAL SCREEN, TOILET CLEANER, DISINFECTANT 5L - OCTOBER 2023	\$341.05
EFT15078	10/11/2023	GREENFIELD TECHNICAL SERVICES	RAMM DATABASE UPDATES - ROAD FLOOD DAMAGE ASSESSMENT AND REVIEW OF EVIDENCE BY CIVIL ENGINEER	\$8,914.60
EFT15079	10/11/2023	JTAGZ	SUPPLY AND DELIVER COLOURED DOG TAGS FOR REGISTRATION - 200 X YELLOW 2026, 200 X RED 2027, 200 X BLUE 2028	\$325.60
EFT15080	10/11/2023	LGIS INSURANCE	INSURANCE – AMOUNT REMAIN EAP SERVICE FOR 177 PERSONS - SHIRE EMPLOYEES, VOLUNTEER BUSHFIRE OFFICERS AND ELECTED MEMBERS - 01.07.2023 - 30.06.2024	\$143.54
EFT15081	10/11/2023	METAL ARTWORK BADGES	CREATE DESK NAME PLATE BASE IN SOLID JARRAH X 10 - FOR SHIRE COUNCILLORS	\$449.90
EFT15082	10/11/2023	NEW GROUND WATER SERVICES PTY LTD	SUPPLY EXTENSION TO HAPPY VALLEY WATER SYSTEM PROJECT - COMPLETE EXTENSION OF RETICULATION INFRASTRUCTURE PART 1	\$157,872.00
EFT15083	10/11/2023	NEXIA PERTH PTY LTD	PROVIDE AUDIT SERVICES FOR LRCI REPORT AND RTR REPORT 2023 - OCTOBER 2023	\$2,772.00
EFT15084	10/11/2023	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDER - CRC OFFICE AND ADMINISTRATION OFFICE - ITEMS INCLUDE PAPER, PENS, BLU TAC, POST IT NOTES, LEVER ARCH FILES AND CLIP FOLDERS	\$264.56
EFT15085	10/11/2023	PINGELLY-BROOKTON PHYSIOTHERAPIST	COMMUNITY GYM - ON SITE INDUCTION X 4 PERSON - 05.10.2023 AND 26.10.2023	\$120.00
EFT15086	10/11/2023	READY INDUSTRIES PTY LTD	ROBINSON ROAD PUBLIC TOILET UPGRADES - HIRE OF TEMPORARY FENCES INCLUDING 50M OF FENCE, 7 SUPPORTS STAYS AND DELIVERY FEE	\$1,455.30
EFT15087	10/11/2023	RURAL TRAFFIC SERVICES PTY LTD	YORK - WILLIAMS RD WORKS - SUPPLY 2 X TRAFFIC CONTROLLER VEHICLES AND SIGNS FOR 44.25HR AND TRAFFIC LIGHTS FOR 4 DAYS OVER PERIOD 24.10.2023 - 27.10.2023	\$9,203.37
EFT15088	10/11/2023	SEABROOK ABORIGINAL CORPORATION	ANNUAL LEASE FEES FOR LEASE OF GLENROY FRAM, LE-03 WATER RESUE POND - 01.11.2023 - 31.10.2024	\$2,400.02

Chq/EFT	Date	Name	Description	Amount
EFT15089	10/11/2023	SHERRIN RENTALS PTY LTD	YORK - WILLIAMS RD WORKS - HIRE OF WATER TRUCK FOR 9 DAYS, HIRE OF MULTI ROLLER FOR 8 DAYS, HIRE OF SMOOTH DRUM ROLLER FOR 8 DAYS OVER PERIOD 18.10.2023 - 31.10.2023	\$11,605.00
EFT15090	10/11/2023	SHRED-X PTY LTD	MONTHLY CHARGES - HIRE OF SECURE DOCUMENT STORAGE BIN - NOVEMBER	\$13.00
EFT15091	10/11/2023	STEVE DAVIS BUILDER	ROBINSON ROAD TOILET UPGRADES - ADDITIONAL WORK REQUIRED INCLUDING REMOVAL AND REPLACEMENT OF EXISTING DOORS, NEW LED LIGHTS AT FRONT DOORS, FIT NEW BABY CHANGE TABLE, FIT AIRCELL INSULATION UNDER ROOF, FIT 2 NEW MIRRORS, SUPPLY ELECTRICIAN TO DO ALL ELECTRICAL WORK IN TOILET BLOCK, FRONT GARDEN WORKS INCLUDING REMOVAL OF ALL BUSHES AND SUPPLY AND POSITION MULCH	\$14,723.00
EFT15092	10/11/2023	STUMPY'S GATEWAY ROADHOUSE	MONTHLY PURCHASES - FUEL PURCHASES FOR SMALL EQUIPMENT - PARKS AND GARDENS, WORKS, AND POOL - SEPTEMBER 2023	\$307.44
EFT15093	10/11/2023	UNIQUE BINDING PS &NB PTY LTD	SUPPLY 1MM BLACK CRYSTAL BINDING COVERS X 100	\$201.00
EFT15094	10/11/2023	WESFARMERS KLEENHEAT GAS PTY LTD	UNITS 1 - 4/28 WILLIAMS STREET - ANNUAL EQUIPMENT SERVICE CHARGE 45KG GAS CYLINDERS - 2023-2024	\$400.40
EFT15095	14/11/2023	LACHLAN MCCABE	REFUND OF COUNCILLOR ELECTION NOMINATION FEE	\$100.00
EFT15096	14/11/2023	STENNIE PAGADUT	REFUND OF COMMUNITY GYM KEY BOND - KEY RETURNED 9.11.2023 KEY NUMBER 12-65	\$70.00
EFT15097	14/11/2023	TAMARA LILLY	REFUND OF COUNCILLOR ELECTION NOMINATION FEE	\$100.00
EFT15098	17/11/2023	AUSTRALIA POST	MONTHLY CHARGES - ADMINISTRATION AND CRC OFFICE - POSTAGE AND MAILING CHARGES - OCTOBER 2023	\$798.92
EFT15099	17/11/2023	B & N EYRE BROOKTON NEWSAGENCY	MONTHLY PURCHASES - CRC AND ADMINISTRATION OFFICE - PURCHASES INCLUDE PAPER, SHEET PROTECTORS, GIFT CARD, LAMINATING POUCHES, BLU TAC, MAILING LABELS - OCTOBER 2023	\$499.49
EFT15100	17/11/2023	BRYCE DOUGLAS POVEY	STAFF REIMBURSEMENT OF PRE-EMPLOYMENT MEDICAL AND POLICE CLEARANCE	\$245.70
EFT15101	17/11/2023	BURGESS RAWSON (WA) PTY LTD	MONTHLY CHARGES - RAILWAY YARD - WATER USAGE CHARGES - 12.09.2023 - 06.11.2023	\$1,084.88

Chq/EFT	Date	Name	Description	Amount
EFT15102	17/11/2023	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$281.99
EFT15103	17/11/2023	EDGE PLANNING & PROPERTY	MONTHLY CHARGES - TOWN PLANNING SERVICES PROVIDED 15.75HRS FOR THE MONTH OF OCTOBER	\$2,416.83
EFT15104	17/11/2023	LANDGATE (DOLA)	ONLINE PURCHASE OF COPY OF TRANSFER OF LAND ACT DOCUMENT - 06.09.2023	\$30.50
EFT15105	17/11/2023	LGRCEU	PAYROLL DEDUCTIONS	\$132.00
EFT15106	17/11/2023	NIKITA OSGOOD	STAFF REIMBURSEMENT FOR BIN CLEANERS PURCHASED ONLINE FOR SHIRE USE - 27.10.2023	\$109.99
EFT15107	17/11/2023	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDER FOR UPCOMING STAFF WORKSHOP - ITEMS INCLUDE BUTCHERS PAPER, SHARPIES, LABELS, AND EASEL PAD	\$164.89
EFT15108	17/11/2023	RESONLINE	MONTHLY CHARGES - CARAVAN PARK ONLINE BOOKING MANAGEMENT SYSTEM - OCTOBER 2023	\$242.00
EFT15109	17/11/2023	ROYAL LIFE SAVING	AQUATIC CENTRE - ANNUAL SUBSCRIPTION – "WATCH AROUND WATER" PROGRAM	\$239.80
EFT15110	17/11/2023	RURAL TRAFFIC SERVICES PTY LTD	YORK-WILLIAMS ROAD - SUPPLY 3 X TRAFFIC CONTROLLERS WITH VEHICLES AND SIGNS, HIRE TRAFFIC LIGHTS FOR 5 X DAYS OVER PERIOD 30.10.2023 - 03.11.2023	\$15,508.60
EFT15111	17/11/2023	SEABROOK ABORIGINAL CORPORATION	SUPPLY 3 X WORKERS TO ASSIST PARKS AND GARDENS CREW WITH CLEAN UP OF GARDENS NEAR CEMETERY, STUMPY'S ROADHOUSE, PUMA ROADHOUSE, HAIRDRESSER AND BROOKTON TYRE - OCTOBER 2023	\$7,029.00
EFT15112	17/11/2023	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$410.00
EFT15113	17/11/2023	SHIRE OF TRAYNING	PAYMENT OF SHIRE OF BROOKTON CONTRIBUTION TO LONG SERVICE LEAVE - S. THOMSON 79 WEEKS	\$3,722.10
EFT15114	17/11/2023	WA CONTRACT RANGER SERVICES	MONTHLY CHARGES - RANGER SERVICES PROVIDED 10HRS OVER 3 DAYS ON 02.11.2023, 07.11.2023, 08.11.2023	\$1,045.00
EFT15115	17/11/2023	WALLIS COMPUTER SOLUTIONS	SUPPLY, DELIVER AND SETUP NEW LAPTOP FOR CR L. MCCABE INCLUDES SURGE PROTECTOR, CARY CASE, AND SOFTWARE INSTALLATION, SUPPLY AND INSTALL ADOBE PRO LICENCES FOR CRAO M. MENZ AND ARO S. FISHER - 7 MONTHS 19.10.2023 - 26.05.2024	\$3,407.10
EFT15116	17/11/2023	WATER CORPORATION OF WA	MONTHLY CHARGES - WATER USAGE AND SERVICE FEE - CRC OFFICE - AUGUST, SEPT, OCT	\$123.54

Chq/EFT	Date	Name	Description	Amount
EFT15117	17/11/2023	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	FINANCE DEPARTMENT - RETRIEVAL OF ARCHIVE BOX FROM OFF SITE STORAGE FOR AUDIT OF CLEANER TIMESHEETS INCLUDES DELIVERY, MONTHLY CHARGES - STORAGE OF ARCHIVE BOXES OFFSITE - OCTOBER 2023	\$191.39
EFT15118	24/11/2023	AQUATIC SERVICES WA PTY LTD	AQUATIC CENTRE - SUPPLY POOL CHEMICALS INCLUDING CALCIUM HYPOCHLORITE, HYDROCHLORIC ACID, SODIUM BISULPHATE, CYANURIC ACID	\$665.50
EFT15119	24/11/2023	AVON TRADING CO	SERVICE CROMELLINS GENERATOR INCLUDES REPLACEMENT SWITCH, NEW OIL, NEW SPARK PLUG, AND STATER ROPE	\$290.58
EFT15120	24/11/2023	BRANDWORX AUSTRALIA	SUPPLY, EMBROIDER AND DELIVER NEW STAFF UNIFORMS FOR ADMINISTRATION STAFF - OCTOBER 2023	\$3,636.39
EFT15121	24/11/2023	BROOKTON 24/7 TOWING	TRUCK PT12 - REMOVE AND REPLACE AIR FILTER, TRAILER PPT2 - EXAMINE AND ADJUST BRAKE SHOES, FIX AIR LEAK, REPLACE GEAR KNOB, CUT RESET LINE AND NEW FITTINGS	\$729.30
EFT15122	24/11/2023	BROOKTON COUNTRY CLUB	HIRE OF BROOKTON COUNTRY CLUB FOR TEAM WORKSHOPS - 08.11.2023 AND 22.11.2023	\$330.00
EFT15123	24/11/2023	BROOKTON DISTRICT HIGH SCHOOL	DONATION TO BROOKTON DISTRICT HIGH SCHOOL 2023 END OF YEAR PRESENTATION NIGHT BOOK AWARDS - 05.12.2023	\$200.00
EFT15124	24/11/2023	BROOKTON MEATS	SUPPLY SAUSAGES FOR WORKS TEAM TOOLBOX MEETING - 27.10.2023	\$27.70
EFT15125	24/11/2023	BROOKTON TYRE SERVICE	GRADER PG9 - SUPPLY AND FIT NEW TYRE INCLUDING DISPOSAL OF OLD TYRE AND NEW O RINGS, MAZDA CX-8 PAV 6 - SUPPLY AND FIT 4 X NEW GOOD YEAR TYRES, TRITON UTE PU34 - SUPPLY AND FIT NEW TYRE INCLUDES BALANCING AND DISPOSAL, SUPPLY SHIRE OF BROOKTON POLO SHIRTS FOR 8 X STAFF, RAILWAY STATION UPGRADES - SUPPLY NEW VINYL BANNER ADVERTISING STEPS IN UPCOMING WORKS, AQUATIC CENTRE - PRINT AND DELIVER COVER UP STICKER TO UPDATE POOL ENTRY PRICES FOR 2023.2024 SEASON, SUPPLY SIGNAGE FOR POOL 2 X "DEEP WATER", 2 X "SHALLOW WATER", 2 X "DROP OFF", 4 X "WATCH AROUND WATER"	\$6,492.98

Chq/EFT	Date	Name	Description	Amount
EFT15126	24/11/2023	BUILDING & ENERGY	MONTHLY FEE - BUILDING SERVICES LEVY COLLECTED FOR THE MONTH OF AUGUST - 2 X LEVY'S COLLECTED	\$1,179.98
EFT15127	24/11/2023	CORSIGN WA PTY LTD	SUPPLY AND DELIVER 12 X "SCOOP THE POOP" SIGNS FOR TOWN PARKS, 2 X STREET NAME PLATES "MATTHEW RD"	\$426.80
EFT15128	24/11/2023	DARRY'S PLUMBING & GAS DARR BEST PLUMBING PTY LTD	CARAVAN PARK - 3 MONTHLY SERVICE OF ATU SYSTEM - NOVEMBER 2023	\$363.00
EFT15129	24/11/2023	FLASH AS TRANSPORT	YORK-WILLIAMS ROAD - MOVE GRAVEL TO SITE FOR ROAD WORKS 20HRS TOTAL OVER PERIOD 30.10.2023 - 31.10.2023, CARTAGE OF WATER TANKS FORM DANGIN MEARS ROAD TO YORK-WILLIAMS ROAD TOTAL OF 4 HOURS - 01.11.2023	\$4,065.00
EFT15130	24/11/2023	H RUSHTON & CO	SUPPLY 200L OF ADBLUE FOR TIP TRUCK PT14 AND LOADER PL7	\$440.00
EFT15131	24/11/2023	LES VIDOVICH	STAFF REIMBURSEMENT OF INTERNET EXPENSES AS PER EMPLOYMENT CONTRACT - OCTOBER 2023	\$85.27
EFT15132	24/11/2023	NOURISH BROOKTON	MONTHLY PURCHASES - ADMINISTRATION OFFICE, CRC OFFICE, SHIRE DEPOT, CARAVAN PARK - ITEMS INCLUDE TEA, COFFEE, SUGAR, MILO, MILK, COUNCIL MEETING REFRESHMENTS, KEY CUTTING, TOOLBOX MEETING REFRESHMENTS - OCTOBER 2023	\$527.34
EFT15133	24/11/2023	PETER YENDLE	REFUND OF POWERED SITE - CANCELLED DUE CANCELLATION OF WEDDING BN:11907640 07.10.2023 - 09.10.2023 CANCELLED WITHIN APPROVED TIMEFRAME	\$54.00
EFT15134	24/11/2023	RURAL TRAFFIC SERVICES PTY LTD	YORK-WILLIAMS ROAD - SUPPLY 3 X TRAFFIC CONTROLLERS, 2 X VEHICLES AND SIGNS FOR 38.25 HOURS AND HIRE OF TRAFFIC LIGHT SYSTEM FOR 4 X DAYS 07.11.2023 - 10.11.2023	\$11,443.66
EFT15135	24/11/2023	WALLIS COMPUTER SOLUTIONS	IT SUPPORT ANNUAL SUBSCRIPTIONS - MANAGED SERVICE AGREEMENT "ITS GOLD", INFRASTRUCTURE AGREEMENT BKP DATTO, SOPHOS UTM SOLUTION, DOMOTS NETWORK MONITORING, SYNERGYSOFT AGREEMENT, KDMARC MANAGEMENT AND REPORTING - 01.11.2023-31.10.2024"	\$71,953.53

Chq/EFT	Date	Name	Description	Amount
EFT15136	30/11/2023	ABCO WATER SYSTEMS	SEWERAGE TREATMENT WORKS - SITE VIST TO EVALUATE EVAPORATION POND AND IDENTIFY SOLUTION FOR DESLUDGING INCLUDES TRAVEL AND WRITTEN REPORT	\$4,286.04
EFT15137	30/11/2023	AC ELECTRICS WA	SEWERAGE TREATMENT PLANT - SUPPLY AND REPLACE FLOW METER AT DAM, SUPPLY AND INSTALL NEW SWITCH FOR PUMP IN SHED, ADMINISTRATION OFFICE - REPLACE FAULTY LIGHT SWITCHES IN OFFICE, CARAVAN PARK - INSPECT AND REPAIR POWER OUTLET IN BAY 6A, REPLACE GPO	\$1,156.55
EFT15138	30/11/2023	ALLMARK & ASSOCIATES PTY LTD	SUPPLY ACRYLIC NAME PLATES AND AFFIX TO TIMBER DESK BLOCKS X 2 - CR L. MCCABE, CR T. DE LANGE - NOVEMBER 2023	\$114.40
EFT15139	30/11/2023	BROOKTON 24/7 TOWING	TRAILER PPT8 - SUPPLY AND FIT FUEL HOSE AND CLAMPS, MAZDA CX-30 PAV 5 - 52 000KM LOGBOOK SERVICE	\$745.80
EFT15140	30/11/2023	BROOKTON PLUMBING	CARAVAN PARK – PUMP OUT DUMP POINT, INVESTIGATE WASTEWATER PIPE ON WITHALL STREET TO SEARCH FOR LEAKS, NO LEAKS FOUND, AQUATIC CENTRE - UNBLOCK MEN’S TOILET DRAIN, 7/40 WHITE STREET - INVESTIGATE GROUND HOLES AT UNIT FOR PLUMBING ISSUES, NONE FOUND BACKED FILLED HOLES	\$1,281.50
EFT15141	30/11/2023	BROOKTON PROFESSIONAL SERVICES CENTRE	MONTHLY FEE - OFFICE RENT FOR CRC - 01.12.2023 - 31.12.2023	\$991.10
EFT15142	30/11/2023	BROOKTON TYRE SERVICE	CUB CADET MOWER PM9 - REPAIR PUNCTURE TO TYRE, FIT AND STRIP TYRE - 30.10.2023	\$101.20
EFT15143	30/11/2023	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$281.99
EFT15144	30/11/2023	COPYRIGHT AGENCY LTD	ANNUAL SUBSCRIPTION - COPYRIGHT LICENCE LOCAL GOVERNMENT PACKAGE - 06.01.2024 - 05.01.2025	\$1,752.67

Chq/EFT	Date	Name	Description	Amount
EFT15145	30/11/2023	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	CRC OFFICE - PURCHASE OF GRAB RAILS FOR CRC BUILDING, AQUATIC CENTRE - POOL HOSES AND PIPES, CONNECTIONS, CLAMPS AND FITTINGS FOR POOL CHEMICAL DOSING OVER-FLOW SYSTEM, MONTHLY PURCHASES - WORKS DEPARTMENT, PARKS AND GARDENS TEAM, ADMINISTRATION OFFICE, CRC, AQUATIC CENTRE ITEMS INCLUDE TURF PAINT, PVC PIPES, VARIOUS SMALL TOOLS, MOWER BLADES, WEED N FEED, POOL CHEMICALS, NUTS AND BOLTS - OCTOBER 2023	\$2,201.80
EFT15146	30/11/2023	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	ANNUAL SUBSCRIPTION - BROOKTON WASTEWATER TREATMENT PLANT LICENCE FEE - 27.11.2023 - 26.11.2024	\$869.00
EFT15147	30/11/2023	EASTERN HILLS CHAINSAWS AND MOWERS	PURCHASE OF NEW CHAINSAWS X 3 FOR SHIRE WORKS DEPARTMENT, SERVICE AND CHAIN SHARPENING OF 2 X CHAINSAW INCLUDING NEW STARTER ROPE, SPARK PLUG, AND HELICOIL THREAD.	\$3,217.65
EFT15148	30/11/2023	FLASH AS TRANSPORT	YORK-WILLIAMS ROAD - SUPPLY SINGLE SIDE TIPPER TRUCK AND DRIVER FOR GRAVEL CARTAGE - 12 DAYS OVER THE PERIOD 08.11.2023 - 24.11.2023	\$13,530.00
EFT15149	30/11/2023	GREAT SOUTHERN SUPPLIES T/AS G&M DETERGENTS	MONTHLY CLEANING ORDER - CARAVAN PARK, SHIRE DEPOT, ADMINISTRATION OFFICE, WB EVA PAVILION, AND ROBINSON ROAD PUBLIC TOILETS - NOVEMBER 2023	\$424.75
EFT15150	30/11/2023	GREAT SOUTHERN WASTE DISPOSAL	MONTHLY CHARGES - KERBSIDE RUBBISH COLLECTION X 4 WEEKS, KERBSIDE RECYCLING COLLECTIONS X 2 WEEKS, LANDFILL SITE LABOUR CHARGES X 27 HOURS, LANDFILL SITE MACHINE HIRE HOURS X 12, BULK WASTE COLLECTIONS X 12 BINS, BULK RECYCLING COLLECTION X 14 BINS - OCTOBER 2023	\$15,018.08
EFT15151	30/11/2023	KEVIN D'ALTON	STAFF REIMBURSEMENT - 50% REIMBURSEMENT OF ELECTRICITY USAGE AS PER EMPLOYMENT CONTRACT - 17.09.2023 - 17.10.2023	\$87.16
EFT15152	30/11/2023	LGRCEU	PAYROLL DEDUCTIONS	\$132.00
EFT15153	30/11/2023	ONE DEGREE ADVISORY	VALUES LED PROGRAM FOR ALL SHIRE STAFF AND COUNCILLORS - SECOND PAYMENT 45%	\$8,674.88

Chq/EFT	Date	Name	Description	Amount
EFT15154	30/11/2023	RSEA PTY LTD	WORKS DEPARTMENT - SUPPLY AND DELIVER FULL BODY PADDED HARNESS, MASTER LOCK OUT OF SERVICE TAG X 25, 100PK ELECTROLYTE DRINK MIXES FOR OUTDOOR CREW	\$703.16
EFT15155	30/11/2023	RURAL TRAFFIC SERVICES PTY LTD	YORK-WILLIAMS ROAD - SUPPLY 2 X TRAFFIC CONTROLLER AND VEHICLES FOR 33.5 HRS OVER 4 DAYS AND HIRE OF TRAFFIC LIGHTS FOR 3 X DAYS - 21.11.2023 - 24.11.2023, SUPPLY 2 X TRAFFIC CONTROLLER AND VEHICLES FOR 16HRS OVER 2 DAYS AND HIRE OF TRAFFIC LIGHTS FOR 2 DAYS - 13.11.2023, 14.11.2023	\$9,223.01
EFT15156	30/11/2023	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$410.00
EFT15157	30/11/2023	SIGMA CHEMICALS	AQUATIC CENTRE - SUPPLY AND DELIVER WATER TESTING CHEMICALS - 4 X BOX OF DPD TABLETS, 4 X BOX PHENOL RED TABLETS - OCTOBER 2023	\$249.70
EFT15158	30/11/2023	THE LOCK MAN SECURITY	COMMUNITY GYM - INSTALL AND PROGRAM NEW ELECTRONIC LOCK ON INTERNAL GYM DOOR	\$685.00
EFT15159	30/11/2023	WA CONTRACT RANGER SERVICES	RANGER SERVICES PROVIDED 6 HRS OVER 2 DAYS - 13.11.2023 AND 20.11.2023	\$627.00
EFT15160	30/11/2023	WALLIS COMPUTER SOLUTIONS	CRC - UPGRADE COMPUTER NUMBER LP38 IN CRC CONFERENCE ROOM INCLUDES NEW CONNECTIONS, SUPPLY AND INSTALL ADOBE PRO SUBSCRIPTION – CRC ADMINISTRATION OFFICER N. OSGOOD	\$1,296.90
DD7137.1	01/11/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE CHARGES - UNITS 1- 8/40 WHITE STREET - SUPPLY PERIOD: 26 JUL 2023 - 05 OCT 2023	\$2,430.18
DD7142.1	06/11/2023	TELSTRA CORPORATION	SEWERAGE PUMP STATION ALARM USAGE & SERVICE CHARGES 16 OCT TO 15 NOV 2023	\$4.99
DD7145.1	07/11/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEE CARAVAN PARK, WB EVA PAVILION, TOWN OVAL - 13.09.2023 - 11.10.2023	\$2,354.01
DD7154.1	14/11/2023	SHIRE OF BROOKTON - MASTERCARD - CEO	MONTHLY CREDIT CARD PURCHASES - CEO G. SHERRY - OCTOBER 2023	\$788.51
DD7154.2	14/11/2023	SHIRE OF BROOKTON - MASTERCARD - CESM	MONTHLY CREDIT CARD PURCHASES - CESM J. CARROLL - OCTOBER 2023	\$27.95
DD7154.3	14/11/2023	SHIRE OF BROOKTON - MASTERCARD - MCC	MONTHLY CREDIT CARD PURCHASES - MCC D. SWEENEY - OCTOBER 2023	\$174.00

Chq/EFT	Date	Name	Description	Amount
DD7154.4	14/11/2023	SHIRE OF BROOKTON - MASTERCARD - MIW	MONTHLY CREDIT CARD PURCHASES - MIW L. VIDOVIK - OCTOBER 2023	\$238.05
DD7160.1	14/11/2023	BRET EVENIS SUPERANNUATION	PAYROLL DEDUCTIONS	\$475.55
DD7160.2	14/11/2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$8,023.47
DD7160.3	14/11/2023	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$362.71
DD7160.4	14/11/2023	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$956.76
DD7160.5	14/11/2023	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$190.97
DD7160.6	14/11/2023	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$1,629.16
DD7160.7	14/11/2023	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$327.48
DD7160.8	14/11/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$87.92
DD7160.9	14/11/2023	MYNORTH SUPER WEALTH PERSONAL SUPERANNUATION AND PERSONAL FUND	SUPERANNUATION CONTRIBUTIONS	\$303.22
DD7168.1	16/11/2023	TELSTRA CORPORATION	MONTHLY CHARGES - TELSTRA PHONE USAGE CHARGES ADMINISTRATION OFFICE AND CRC OFFICE - OCTOBER 2023	\$343.16
DD7184.1	24/11/2023	WATER CORPORATION OF WA	6/28A WILLIAMS ST, 28B WILLIAMS STREET, 10 MARSH AVE, 23 WHITTINGTON STREET, 25 WHITTINGTON STREET, UNITS 1-4/28 WILLIAMS STREET - WATER SERVICE CHARGES 01.11.23 TO 31.12.23, WATER USAGE CHARGES 12.09.2023 - 07.11.2023	\$1,006.58
DD7185.1	21/11/2023	TELSTRA CORPORATION	MONTHLY CHARGES - STAFF MOBILE PHONES PLANS BMO, CEO, PWS, MIW, MCC, MP, CARAVAN PARK CARETAKER, CESM, AQUATIC CENTRE SUPERVISOR, WORKS LH, PARKS AND GARDENS LH - OCTOBER 2023	\$689.21
DD7193.1	28/11/2023	WATER CORPORATION OF WA	MONTHLY CHARGES - MEMORIAL PARK, SHIRE DEPOT, 25MM STANDPIPE AND 50MM STANDPIPE - WATER USAGE CHARGES 12.09.2023 - 06.11.2023, SERVICE CHARGES 01.11.2023 - 31.12.2023	\$5,194.79
DD7195.1	28/11/2023	BRET EVENIS SUPERANNUATION	PAYROLL DEDUCTIONS	\$475.35
DD7195.2	28/11/2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$8,081.07
DD7195.3	28/11/2023	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$362.71
DD7195.4	28/11/2023	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$956.76

Chq/EFT	Date	Name	Description	Amount
DD7195.5	28/11/2023	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$283.19
DD7195.6	28/11/2023	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$1,616.38
DD7195.7	28/11/2023	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$327.48
DD7195.8	28/11/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$117.50
DD7195.9	28/11/2023	MYNORTH SUPER WEALTH PERSONAL SUPERANNUATION AND PERSONAL FUND	SUPERANNUATION CONTRIBUTIONS	\$303.22
DD7200.1	29/11/2023	WATER CORPORATION OF WA	MONTHLY CHARGES - WATER USAGE FEE - MADISON SQUARE PARK, UNITS 1-8/40 WHITE STREET, BROOKTON AQUATIC CENTRE, ADMINISTRATION OFFICE, MEMORIAL HALL - 12.09.2023 - 07.11.2023	\$6,952.48
DD7201.1	29/11/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEE - TOWN STREET LIGHTS X 184 - 25.09.2023 - 24.10.2023	\$7,561.26
1140.1	01/11/2023	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$50.00
1141.1	03/11/2023	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$5.83
1141.1	03/11/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$6.82
1141.1	02/11/2023	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$38.90
1141.1	02/11/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.38
1142.1	09/11/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.25
1142.1	10/11/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.99
1142.1	10/11/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.75
1144.1	14/11/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$6.40
1145.1	15/11/2023	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$29.62
1145.1	15/11/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.75
1145.1	16/11/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$18.21
1146.1	17/11/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.05

Chq/EFT	Date	Name	Description	Amount
1148.1	21/11/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.49
1150.1	23/11/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$16.87
1150.1	24/11/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.16
1152.1	28/11/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.75
1153.1	29/11/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.38
1154.1	30/11/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	2.92
1154.1	30/11/2023	CBA MERCHA - BANK FEE - MERCHANT FEE	GST ON MERCHANT FEE BROUGHT TO ACCOUNT AT EOM	563.17
PAYJRUN*1174	31/10/2023	SALARIES & WAGES	WEEK 10 - PPE 31/10/2023	\$63,285.32
PAYJRUN*1176	14/11/2023	SALARIES & WAGES	WEEK 12 - PPE 14/11/2023	\$62,709.56
PAYJRUN*1178	28/11/2023	SALARIES & WAGES	WEEK 14 - PPE 28/11/2023	\$63,843.82
			TOTAL	\$962,221.03

List of Credit Card Transactions Paid in November 2023

Shire of Brookton - Bendigo Bank Mastercard – MIW

Direct Debit	Date	Description	Amount
DD7154.4	14/11/2023	BENDIGO BANK CARD FEE	\$ 4.00
		DEPARTMENT OF TRANSPORT - REMAKE LICENCE PLATE FOR NEW HINO WATER TRUCK	\$46.50
		DEPARTMENT OF TRANSPORT - LICENCE FEE FOR 5MTHS FOR NEW HINO WATER TRUCK	\$187.55
		TOTAL	\$238.05

Shire of Brookton - Bendigo Bank Mastercard - CESM

Direct Debit	Date	Description	Amount
DD7154.2	14/11/2023	BENDIGO BANK CARD FEE	\$4.00
		BROOKTON RURAL TRADERS - HDMI CABLE NEEDED FOR BUSHFIRE TRAINING COURSE	\$23.95
		TOTAL	\$27.95

Shire of Brookton - Bendigo Bank Mastercard - MCC

Direct Debit	Date	Description	Amount
DD7154.3	14/11/2023	BENDIGO BANK CARD FEE	\$4.00
		ST JOHN AMBULANCE - SENIOR FIRST AID TRAINING COURSE - CRC ADMIN OFFICER N. OSGOOD	\$170.00
		TOTAL	\$174.00

Shire of Brookton - Bendigo Bank Mastercard - CEO

Direct Debit	Date	Description	Amount
DD6594.1	14/11/2023	BENDIGO BANK CARD FEE	\$4.00
		DEPARTMENT OF PREMIER AND CABINET - SHIRE OF BROOKTON LOCAL PLANNING SCHEME NO. AMENDMENT NO 1. GAZETTAL PUBLICATION	\$285.60
		WESTERN POWER - FEE FOR APPLICATION FOR ELECTRICAL CONNECTION - BROOKTON EAST FIRE STATION SITE	\$498.91
		TOTAL	\$788.51

List of Fuel Card Transactions Paid in November 2023**Shire of Brookton – Great Southern Fuels Card – MIW**

Direct Debit	Date	Description	Amount
EFT15076	10/11/2023	21.10.2023 BP BALDIVIS NORTH 56.20L OF DIESEL @ \$2.209	\$124.15
		BP PLUS FEE X 1	\$0.38
		TOTAL	\$124.53

Shire of Brookton - Great Southern Fuel Card - CESM

Direct Debit	Date	Description	Amount
EFT15076	10/11/2023	01.10.2023 BP BULL CREEK - 46.3L OF ULT DIESEL @ \$2.21	\$102.50
		10.10.2023 BP WILLIAMS - 23.77L OF DIESEL @ \$2.138	\$50.84
		13.10.2023 BP WILLIAMS - 52.62L OF DIESEL @ \$2.119	\$111.50
		13.10.2023 BP NARROGIN - 57.63L OF ULSD 10PPM @ \$2.189	\$126.15
		16.10.2023 PINGELLY OPT- 38.31L OF ULSD 10PPM @ \$2.189	\$83.86
		18.10.2023 PINGELLY OPT- 61.40L OF ULSD 10PPM @ \$2.159	\$132.56
		22.10.2023 BP NARROGIN - 34.87L OF ULSD 10PPM @ \$2.159	\$75.28
		25.10.2023 PINGELLY OPT- 32.59L OF ULSD 10PPM @ \$2.149	\$70.04
		27.10.2023 BP NARROGIN- 35.25L OF ULSD 10PPM @ \$2.158	\$76.10
		BP PLUS CARD FEE X 1	\$0.38
		TOTAL	\$829.21

Shire of Brookton - Great Southern Fuel Card - MCC

Direct Debit	Date	Description	Amount
EFT15076	10/11/2023	1.10.2023 BP KARRAGULLEN 38.55L OF UNLEADED @ \$1.99	\$77.02
		09.10.2023 BP BROOKTON 33.51L OF UNLEADED @ \$2.25	\$75.40
		19.10.2023 BP BROOKTON 42.66L OF UNLEADED @ \$2.25	\$95.99
		26.10.2023 BP BROOKTON 18.95L OF UNLEADED @ \$2.25	\$42.64
		31.10.2023 BP BROOKTON 42.62L OF UNLEADED @ \$2.25	\$95.90
		BP PLUS FEE X 5	\$1.90
		TOTAL	\$388.85

14.12.23.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2023
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File No:	N/A
Date of Meeting:	14 December 2023
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Charlotte Cooke – Senior Finance Officer
Authorising Officer:	Deanne Sweeney - Manager Corporate & Community
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	31/10/2023

Summary of Item:

The Statement of Financial Activity for period ending 30 November 2023 together with associated commentaries are present for Council’s consideration.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 30 November 2023, as presented.

Background:

In accordance with regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council. December and January’s reports are presented in February as Council does not meet in January.

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as they prescribed.

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

Relevant Plans and Policy:

There is no Council Policy relevant to this item.

Financial Implications:

The Budget is regularly monitored on at least a monthly basis, by the Chief Executive Officer, the Manager Corporate & Community and the Senior Finance Officer. Responsible Officers are 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).

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within attachment 14.12.23.02A.

Risk Assessment:

The risk in relation to this matter is assessed as 'Low' on the basis that if Council does not receive the Monthly Financial Reports for the month reported leading to the Shire not meeting legislative requirements on financial reporting. The risk identified would be failure to fulfil statutory regulations or compliance requirements.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

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.

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the contract services supports the following Business Unit and Functions:

18. *Financial Control*
 - 18.2 *Conduct external/internal audits and reporting*
 - 18.4 *Review/Manage financial investments*
 - 18.5 *Process rates, other revenues, timely payments*

Comment

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

OFFICER'S RECOMMENDATION

That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the 30 November 2023, in as presented in attachment 14.12.23.02A.

(Simple majority vote required)

OCM 12.23-07**COUNCIL RESOLUTION**

MOVED Cr de Lange **SECONDED** Cr McCabe

That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the 30 November 2023, in as presented in attachment 14.12.23.02A.

CARRIED BY SIMPLE MAJORITY VOTE 5/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Hayden, Cr McCabe

Against: Nil

Attachments

Attachment 14.12.23.02A – Statement of Financial Activity for the period ended 30 November 2023.



SHIRE OF BROOKTON

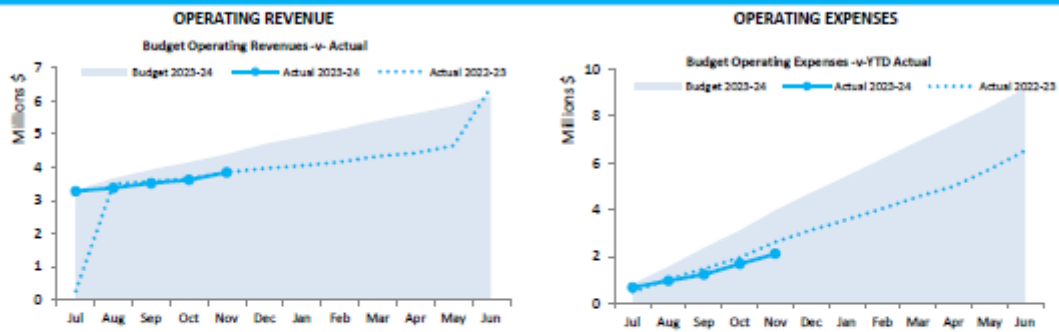
MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 30 NOVEMBER 2023

*LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

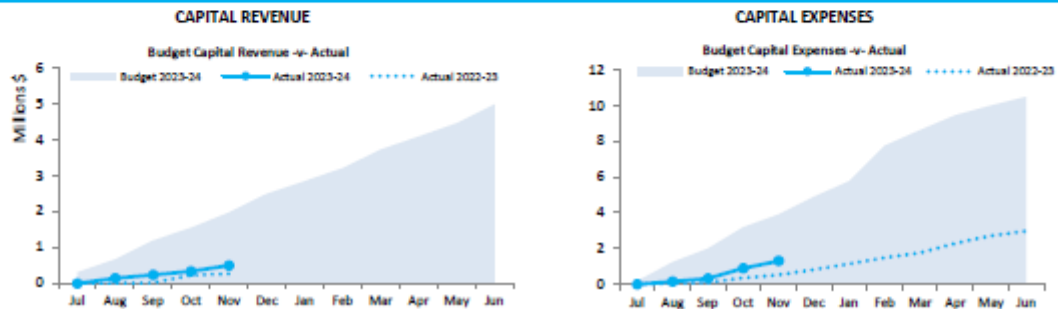
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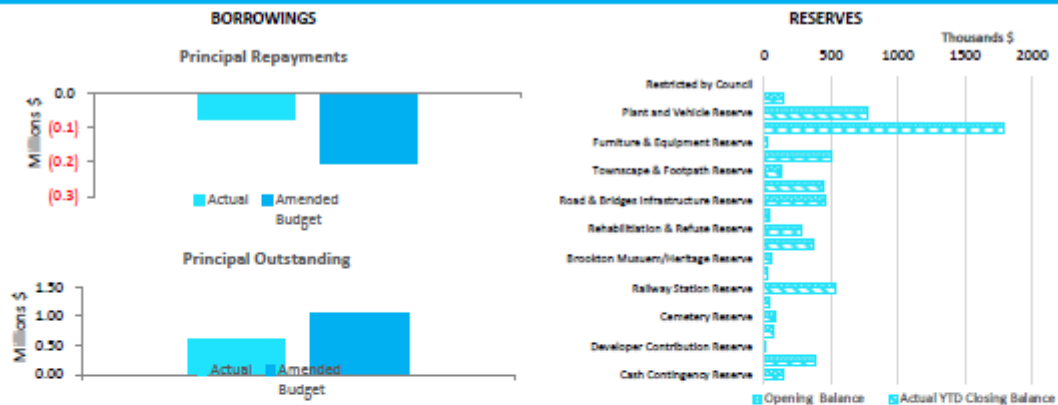
OPERATING ACTIVITIES



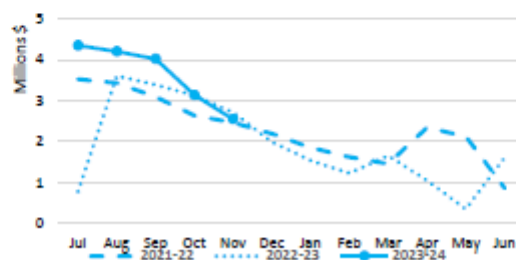
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.50 M	\$1.50 M	\$1.60 M	\$0.10 M
Closing	\$0.00 M	\$0.74 M	\$2.55 M	\$1.82 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$15.36 M	% of total
Unrestricted Cash	\$2.60 M	16.9%
Restricted Cash	\$12.75 M	83.1%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.20 M	% Outstanding
Trade Payables	\$0.05 M	
0 to 30 Days		100.0%
Over 30 Days		(0.0%)
Over 90 Days		0.5%

Refer to Note 5 - Payables

Receivables		
	\$1.10 M	% Collected
Rates Receivable	\$0.66 M	79.8%
Trade Receivable	\$0.44 M	% Outstanding
Over 30 Days		48.8%
Over 90 Days		1.4%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.75 M)	\$1.35 M	\$1.90 M	\$0.55 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$2.71 M	% Variance
YTD Budget	\$2.71 M	0.1%

Refer to Statement of Financial Activity

Grants, Subsidies and Contributions		
YTD Actual	\$0.33 M	% Variance
YTD Budget	\$0.95 M	(64.7%)

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.64 M	% Variance
YTD Budget	\$0.60 M	6.3%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$5.94 M)	(\$2.27 M)	(\$0.88 M)	\$1.39 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.08 M	%
Adopted Budget	\$0.18 M	(53.2%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$1.46 M	% Spent
Adopted Budget	\$10.49 M	(86.1%)

Refer to Note 8 - Capital Acquisitions

Capital Grants and Contributions		
YTD Actual	\$0.50 M	% Received
Adopted Budget	\$4.21 M	(88.2%)

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$5.19 M	\$0.15 M	(\$0.08 M)	(\$0.23 M)

Refer to Statement of Financial Activity

Borrowings		
Principal repayments	\$0.07 M	
Interest expense	\$0.01 M	
Principal due	\$0.59 M	

Refer to Note 9 - Borrowings

Reserves		
Reserves balance	\$12.75 M	
Interest earned	\$0.00 M	0.0%

Refer to Note 11 - Cash Reserves

Lease Liability		
Principal repayments	\$0.00 M	
Interest expense	\$0.00 M	
Principal due	\$0.02 M	

Refer to Note 10 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST REVENUE

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION

Depreciation expense raised on all classes of assets. Excluding Land.

FINANCE COSTS

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

BY NATURE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance % ((c) - (b))/(b)	Var.
	Note	(a)	(b)	(c)	(c) - (b)		
		\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
Rates		2,711,103	2,711,103	2,712,814	1,711	0.06%	
Grants, subsidies and contributions	13	2,199,065	948,811	334,730	(614,081)	(64.72%)	▼
Fees and charges		846,688	598,240	635,894	37,654	6.29%	
Interest revenue		161,449	37,882	42,471	4,589	12.11%	
Other revenue		237,641	99,303	105,571	6,268	6.31%	
Profit on disposal of assets	7	845	845	17,646	16,801	1988.26%	▲
		6,156,791	4,396,184	3,849,126	(547,058)	(12.44%)	
Expenditure from operating activities							
Employee costs		(2,425,436)	(1,044,305)	(987,711)	56,594	5.42%	
Materials and contracts		(3,876,751)	(1,632,868)	(600,306)	1,032,562	63.24%	▲
Utility charges		(225,310)	(93,755)	(79,177)	14,578	15.55%	▲
Depreciation		(2,176,012)	(906,595)	(195,935)	710,660	78.39%	▲
Finance costs		(72,257)	(36,455)	(14,350)	22,105	60.64%	▲
Insurance expenses		(233,965)	(211,371)	(236,132)	(24,761)	(11.71%)	▼
Other expenditure		(76,305)	(24,673)	(13,769)	10,904	44.20%	▲
Loss on disposal of assets	7	(82,068)	(34,195)	(9,021)	25,174	73.62%	▲
		(9,168,104)	(3,984,217)	(2,136,401)	1,847,816	(46.38%)	
Non-cash amounts excluded from operating activities	1(a)	2,257,235	939,945	187,310	(752,635)	(80.07%)	▼
Amount attributable to operating activities		(754,078)	1,351,912	1,900,035	548,123	40.54%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	4,343,445	1,702,526	496,814	(1,205,712)	(70.82%)	▼
Proceeds from disposal of assets	7	180,000	74,995	84,318	9,323	12.43%	
Proceeds from financial assets at amortised cost - self supporting loans	9	27,988	13,994	0	(13,994)	(100.00%)	
		4,551,433	1,791,515	581,132	(1,210,383)	(67.56%)	
Outflows from investing activities							
Payments for inventories, property, plant and equipment and infrastructure	8	(10,491,256)	(4,062,731)	(1,457,635)	2,605,096	64.12%	▲
		(10,491,256)	(4,062,731)	(1,457,635)	2,605,096	(64.12%)	▲
Amount attributable to investing activities		(5,939,823)	(2,271,216)	(876,503)	1,394,713	(61.41%)	▲
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	9	600,000	250,000	0	(250,000)	(100.00%)	▼
Transfer from reserves	11	16,616,616	0	0	0	0.00%	
		17,216,616	250,000	0	(250,000)	(100.00%)	▼
Outflows from financing activities							
Repayment of borrowings	9	(202,168)	(96,887)	(74,708)	22,179	22.89%	▲
Payments for principal portion of lease liabilities	10	(1,515)	(1,515)	(1,515)	0	0.01%	
Transfer to reserves	11	(11,821,760)	0	0	0	0.00%	
		(12,025,443)	(98,402)	(76,223)	22,179	(22.54%)	▲
Amount attributable to financing activities		5,191,173	151,598	(76,223)	(227,821)	(150.28%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Net current assets at start of financial year - surplus/(deficit)	1(c)	1,502,728	1,502,728	1,604,206	101,478	6.75%	
Amount attributable to operating activities		(754,078)	1,351,912	1,900,035	548,123	40.54%	
Amount attributable to investing activities		(5,939,823)	(2,271,216)	(876,503)	1,394,713	(61.41%)	▲
Amount attributable to financing activities		5,191,173	151,598	(76,223)	(227,821)	(150.28%)	
Net current assets at end of financial year - surplus/(deficit)	1(c)	0	735,022	2,551,515	1,816,493	(247.13%)	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 17 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	Administration and operations of facilities and services to members of Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.	Rates, general purpose grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
HEALTH To provide an operational framework for good community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.
EDUCATION AND WELFARE The Shire of Brookton provides low cost housing and Seniors accommodation units.	Support and provide assistance to senior citizens and other voluntary services.
HOUSING Provision and maintenance of rental housing to staff and non-staff tenants.	Provision and maintenance of rental housing to staff and non-staff tenants.
COMMUNITY AMENITIES Provision and maintenance of a sewerage overflow system; street; household and commercial refuse collection; refuse disposal site; administration of a town planning scheme; public conveniences and Brookton cemetery.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning scheme, cemetery and public conveniences
RECREATION AND CULTURE To establish and manage efficiently infrastructure and resources which will help the social well To establish and manage efficiently infrastructure and resources which will help the social well being of the community.	Maintenance of halls, aquatic centre, recreation centre and reserves, parks and gardens, library service, cultural and heritage services and facilities.
TRANSPORT Construction and maintenance of RAV network including traffic signs, footpaths, bridges, culverts and other drains, street cleaning and lighting of streets. Townscape projects and the maintenance of a works depot.	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
ECONOMIC SERVICES Tourism and promotion of Brookton, operation of Brookton Caravan Park, building control and land care development of the Brookton district.	Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and stand pipes. Building control.
OTHER PROPERTY AND SERVICES Private works and indirect cost allocation pools for plant operation and public works.	Private works operations, public works operation, plant operation costs, gross salaries and wages.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

BY PROGRAM

	Note	Adopted Annual Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var. ▲▼	Significant Var. \$
OPERATING ACTIVITIES								
Revenue from operating activities								
Governance		15,490	9,010	15,663	6,653	73.84%	▲	
General Purpose Funding - Rates	6	2,711,103	2,711,103	2,712,814	1,711	0.06%	▲	
General Purpose Funding - Other		180,694	45,984	82,769	36,785	80.00%	▲	\$
Law, Order and Public Safety		321,864	122,858	136,444	13,586	11.06%	▲	\$
Health		300	125	195	70	56.37%	▲	
Education and Welfare		54,205	22,580	22,566	(14)	(0.06%)	▼	
Housing		117,137	48,800	39,259	(9,541)	(19.55%)	▼	
Community Amenities		438,067	428,612	442,203	13,591	3.17%	▲	
Recreation and Culture		49,645	19,609	17,367	(2,242)	(11.43%)	▼	
Transport		1,886,218	844,998	125,447	(719,551)	(85.15%)	▼	\$
Economic Services		358,868	132,845	227,360	94,515	71.15%	▲	\$
Other Property and Services		23,200	9,660	27,038	17,378	179.90%	▲	\$
		6,156,791	4,396,184	3,849,126	(547,058)	(12.44%)	▼	
Expenditure from operating activities								
Governance		(283,302)	(169,107)	(221,892)	(52,785)	(31.21%)	▼	\$
General Purpose Funding		(516,771)	(216,174)	(136,013)	80,161	37.08%	▲	\$
Law, Order and Public Safety		(613,934)	(266,494)	(179,801)	86,693	32.53%	▲	\$
Health		(22,213)	(9,472)	(10,068)	(596)	(6.29%)	▼	
Education and Welfare		(148,672)	(64,884)	(46,080)	18,804	28.98%	▲	\$
Housing		(208,266)	(91,223)	(56,766)	34,457	37.77%	▲	\$
Community Amenities		(747,384)	(314,555)	(235,212)	79,343	25.22%	▲	\$
Recreation and Culture		(1,104,206)	(477,610)	(279,641)	197,969	41.45%	▲	\$
Transport		(4,701,763)	(1,964,910)	(612,203)	1,352,707	68.84%	▲	\$
Economic Services		(776,541)	(328,142)	(254,833)	73,309	22.34%	▲	\$
Other Property and Services		(45,052)	(81,646)	(103,893)	(22,247)	(27.25%)	▼	\$
		(9,168,104)	(3,984,217)	(2,136,401)	1,847,816	46.38%	▲	
Non-cash amounts excluded from operating activities	1(a)	2,257,235	939,945	187,310	(752,635)	(80.07%)	▼	
Amount attributable to operating activities		(754,078)	1,351,912	1,900,035	548,123	40.54%		
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	14	4,343,445	1,702,526	496,814	(1,205,712)	(70.82%)	▼	\$
Proceeds from Disposal of Assets	7	180,000	74,995	84,318	9,323	12.43%	▲	
Proceeds from financial assets at amortised cost - self supporting loans	9	27,988	13,994	0	(13,994)	(100.00%)	▼	\$
		4,551,433	1,791,515	581,132	(1,210,383)	(67.56%)	▼	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	8	(10,491,256)	(4,062,731)	(1,457,635)	2,605,096	64.12%	▲	\$
Payments for financial assets at amortised cost - self supporting loans	9	0	0	0	0			
		(10,491,256)	(4,062,731)	(1,457,635)	2,605,096	(64.12%)	▲	
Amount attributable to investing activities		(5,939,823)	(2,271,216)	(876,503)	1,394,713	(61.41%)	▲	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from New Debentures	9	600,000	250,000	0	(250,000)	(100.00%)	▼	\$
Transfer from Reserves	11	16,616,616	0	0	0			
Transfer from Restricted Cash - Other		0	0	0	0			
		17,216,616	250,000	0	(250,000)	(100.00%)	▼	
Outflows from financing activities								
Repayment of borrowings	9	(202,168)	(96,887)	(74,708)	22,179	22.89%	▲	\$
Payments for principal portion of lease liabilities	10	(1,515)	(1,515)	(1,515)	0	0.01%	▲	
Transfer to Reserves	11	(11,821,760)	0	0	0			
Transfer to Restricted Cash - Other		0	0	0	0			
		(12,025,443)	(98,402)	(76,223)	22,179	(22.54%)	▲	
Amount attributable to financing activities		5,191,173	151,598	(76,223)	(227,821)	(150.28%)	▼	
MOVEMENT IN SURPLUS OR DEFICIT								
Net current assets at start of financial year - surplus/(deficit)	1	1,502,728	1,502,728	1,604,206	101,478	6.75%	▲	
Amount attributable to operating activities		(754,078)	1,351,912	1,900,035	548,123	40.54%		
Amount attributable to investing activities		(5,939,823)	(2,271,216)	(876,503)	1,394,713	(61.41%)	▲	
Amount attributable to financing activities		5,191,173	151,598	(76,223)	(227,821)	(150.28%)		
Net current assets at end of financial year - surplus/(deficit)	1	0	735,022	2,551,515	1,816,493	(247.13%)	▲	

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 07 May 2023

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(845)	(845)	(17,646)
Add: Loss on asset disposals	7	82,068	34,195	9,021
Add: Depreciation on assets		2,176,012	906,595	195,935
Total non-cash items excluded from operating activities		2,257,235	939,945	187,310

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation*

32 to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening	Last Year Closing	Year to Date
		30 June 2023	30 June 2023	30 November 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(12,754,602)	(12,754,601)	(12,754,601)
Less: - Financial assets at amortised cost - self supporting loans	4	(27,988)	(27,988)	(27,988)
Add: Borrowings	9	151,836	151,836	77,128
Add: Lease liabilities	10	1,515	1,515	0
Total adjustments to net current assets		(12,629,239)	(12,629,238)	(12,705,462)

(c) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents	2	15,029,902	15,228,053	15,355,651
Financial assets at amortised cost	4	27,988	0	0
Rates receivables	3	105,844	105,844	614,326
Receivables	3	92,957	172,387	438,283
Other current assets	4	32,367	60,355	61,958

Less: Current liabilities

Payables	5	(327,235)	(358,512)	(196,869)
Borrowings	9	(151,836)	(151,836)	(77,128)
Contract liabilities	12	(477,426)	(477,426)	(595,340)
Lease liabilities	10	(1,515)	(1,515)	0
Provisions	12	(199,079)	(343,905)	(343,905)
Less: Total adjustments to net current assets	1(b)	(12,629,239)	(12,629,238)	(12,705,462)

Closing funding surplus / (deficit)		1,502,728	1,604,206	2,551,515
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CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

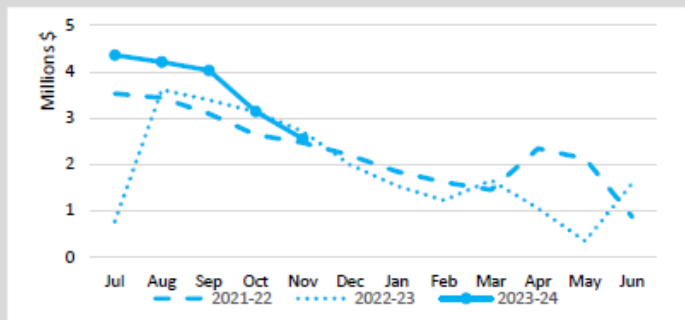
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 30/11/2022	Year to Date Actual 30/11/2023
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,473,451	3,467,037	2,601,049
Cash Restricted - Reserves	2	12,754,601	12,533,923	12,754,601
Receivables - Rates	3	105,844	633,980	614,326
Receivables - Other	3	172,387	195,778	438,283
Other Financial Assets	4	27,988	13,293	27,988
Inventories	4	32,367	16,405	33,970
		15,566,639	16,860,416	16,470,218
Less: Current Liabilities				
Payables	5	(345,942)	(90,870)	(181,919)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(477,426)	(1,279,377)	(595,340)
Bonds & Deposits	5	(12,570)	(1,335)	(14,950)
Loan and Lease Liability	9	(153,351)	(73,832)	(77,128)
Provisions	12	(343,905)	(230,492)	(343,905)
		(1,333,195)	(1,675,906)	(1,213,242)
Less: Cash Reserves	11	(12,754,601)	(12,533,923)	(12,754,601)
Add Back: Loan and Lease Liability		153,351	73,832	77,128
Less : Loan Receivable - clubs/institutions		(27,988)	(13,293)	(27,988)
Less : Land Held For Resale		0	0	0
Net Current Funding Position		1,604,206	2,711,126	2,551,515

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD

Surplus(Deficit)

\$2.55 M

Last Year YTD

Surplus(Deficit)

\$2.71 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash Floats	Cash and cash equivalents	450		450		N/A	NIL	On hand
At Call Deposits								
Municipal Cash At Bank	Cash and cash equivalents	442,295		442,295		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	343,964		343,964		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	1,000,000		1,000,000		WATC	4.30%	OCD
Municipal Term Deposit	Cash and cash equivalents	800,000		800,000		WATC	4.32%	13/12/2023
Bond Cash At Bank	Cash and cash equivalents	14,340		14,340		Bendigo	0.00%	N/A
Trust Cash At Bank	Cash and cash equivalents				13,820	Bendigo	0.00%	N/A
Term Deposits								
Reserves Cash At Bank	Cash and cash equivalents		10,754,601	10,754,601		Bendigo	4.30%	20/12/2023
Reserves Cash At Bank	Cash and cash equivalents	0	2,000,000	2,000,000		WATC	4.56%	20/12/2023
Total		2,601,049	12,754,601	15,355,651	13,820			
Comprising								
Cash and cash equivalents		2,601,049	12,754,601	15,355,651	13,820			
		2,601,049	12,754,601	15,355,651	13,820			

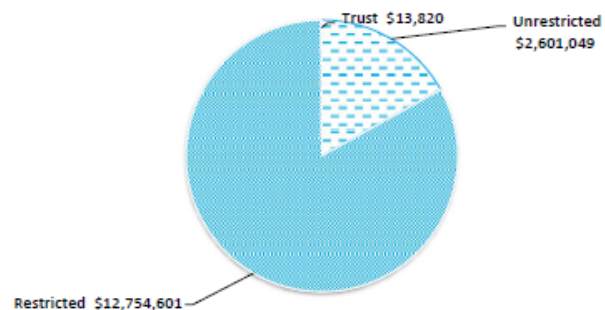
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

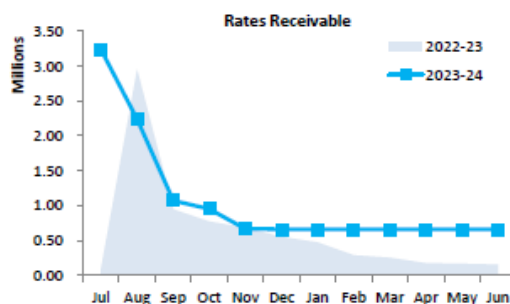
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Rates receivable	30 Jun 2023	30 Nov 2023
	\$	\$
Opening arrears previous years	153,188	155,777
Levied this year	2,975,379	3,136,391
Less - collections to date	(2,972,790)	(2,627,908)
Gross rates collectable	155,777	664,260
Net rates collectable	155,777	664,260
% Collected	95%	79.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(50)	118,254	57,344	51,800	3,140	230,488
Percentage	0.0%	51.3%	24.9%	22.5%	1.4%	
Balance per trial balance						
Sundry receivable						230,488
GST receivable						68,018
Other Receivables						60,347
Receivable - Employee Related Provisions - Current						79,430
Total receivables general outstanding						438,283

Amounts shown above include GST (where applicable)

KEY INFORMATION

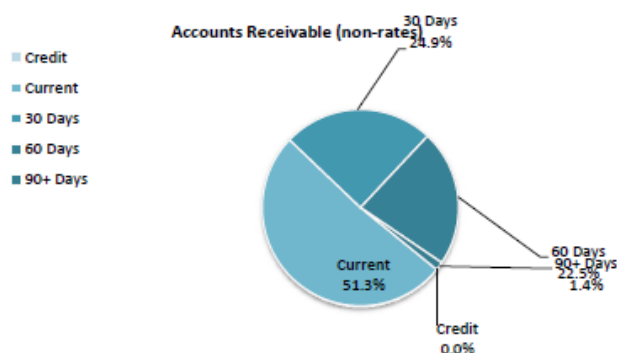
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 November 2023
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	27,988	0	0	27,988
Inventory				
Fuel and materials (including gravel)	32,367	1,603	0	33,970
Total other current assets	60,355	1,603	0	61,958
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

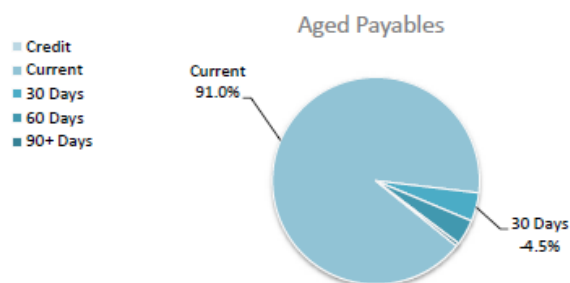
Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	46,219	(2,274)	2,024	250	46,219
Percentage	0%	100%	-4.9%	4.4%	0.5%	
Balance per trial balance						
Sundry creditors						46,219
Other creditors						50,380
ATO liabilities						28,656
Payroll creditors						39,496
Bonds and deposits held						14,950
Prepaid (Excess) Rates						17,168
Total payables general outstanding						196,869
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Residential	0.09930	249	2,965,255	294,450	0	0	294,450	294,450	0	0	294,450
Industrial	0.09930	5	78,870	7,832	0	0	7,832	7,832	0	0	7,832
Commercial	0.09930	20	651,728	64,717	0	0	64,717	64,717	0	0	64,717
GRV	0.09930	2	303,500	30,138	0	0	30,138	30,138	0	0	30,138
Unimproved value											
Unimproved	0.00721	204	268,792,000	1,937,990	0	0	1,937,990	1,937,990		0	1,937,990
Non Rateable											
Sub-Total		480	272,791,353	2,335,127	0	0	2,335,127	2,335,126	0	0	2,335,126
Minimum payment	Minimum \$										
Gross rental value											
Residential	885	67	178,520	59,295	0	0	59,295	59,295	0	0	59,295
Industrial	885	2	9,280	1,770	0	0	1,770	1,770	0	0	1,770
Commercial	885	11	60,396	9,735	0	0	9,735	9,735	0	0	9,735
GRV	885	1	7,000	885	0	0	885	885	0	0	885
Unimproved value											
Unimproved	1,480	178	19,776,354	263,440	0	0	263,440	263,440	0	0	263,440
Sub-total		259	20,031,550	335,125	0	0	335,125	335,125	0	0	335,125
		739	292,822,903	2,670,252	0	0	2,670,252	2,670,251	0	0	2,670,251
Discount							(2,150)				(438)
Amount from general rates							2,668,102				2,669,813
Ex-gratia rates (CBH)	Tonnage	2		43,001	0	0	43,001	43,001	0	0	43,001
Total general rates							2,711,103				2,712,814
Total		739					2,711,103				2,712,814

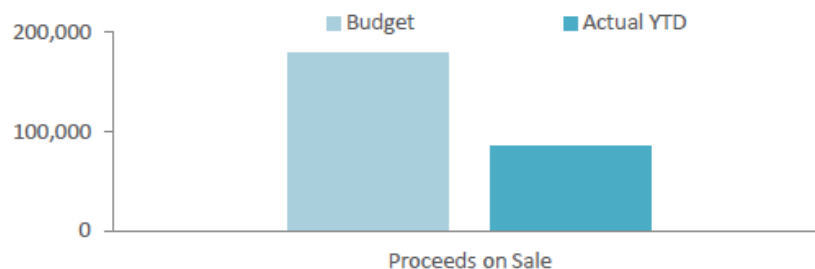
KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2023 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Law, order, public safety								
PU35	Mitsubishi Mr4W47 2019 Triton Ute	24,155	25,000	845	0	0	0	0	0
	Transport								
PT10	ISUZU GIGA TIPTRUCK-1CQL067	41,459	35,000	0	(6,459)	45,839	36,818	0	(9,021)
PT13	2011 ISUZU TIP TRUCK 4.5TONNE 1DUD178	10,575	10,000	0	(575)	10,575	27,727	17,152	0
PU36	2020 Mr Mitsubishi Triton Glx-R 4X4	27,823	25,000	0	(2,823)	0	0	0	0
PU33	Mitsubishi Mr4L20 Glx 4.2 Single Cab	15,000	15,000	0	0	0	0	0	0
PTR4	Case Skid Steer Sv185	18,766	15,000	0	(3,766)	0	0	0	0
PBH4	2012 Case 581Pc5 Backhoe - Bo5418	59,366	35,000	0	(24,366)	0	0	0	0
PCP3	Crendon Squirrel 5053D Cherry Picker	19,157	10,000	0	(9,157)	19,279	19,773	494	0
PT12	2010 Isuzu Giga 2 X 2 Hp Tip Body	44,922	10,000	0	(34,922)	0	0	0	0
		261,223	180,000	845	(82,068)	75,693	84,318	17,646	(9,021)



Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	6,011,341	6,011,341	2,411,773	472,053	(1,939,720)
Furniture and equipment	29,188	29,188	16,503	22,860	6,357
Plant and equipment	1,005,092	1,005,092	493,751	331,875	(161,876)
Infrastructure - roads	2,634,253	2,634,253	626,352	487,327	(139,025)
Infrastructure - sewerage	600,000	600,000	250,000	0	(250,000)
Infrastructure - water	211,382	264,352	264,352	143,520	(120,832)
Payments for Capital Acquisitions	10,491,256	10,544,226	4,062,731	1,457,635	(2,605,096)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	4,212,065	4,212,065	1,700,681	496,814	(1,203,867)
Borrowings	600,000	600,000	600,000	0	(600,000)
Other (disposals & C/Fwd)	160,000	160,000	74,995	84,318	9,323
Plant and Vehicle Reserve	815,776	815,776	0	0	0
Furniture & Equipment Reserve	21,000	21,000	0	0	0
Building and Facility Reserve	1,575,864	1,575,864	0	0	0
Infrastructure Reserve	302,677	302,677	0	0	0
Innovations & Development Reserve	2,457,201	2,457,201	0	0	0
			0	0	0
Contribution - operations	346,673	399,643	1,687,055	876,503	(810,552)
Capital funding total	10,491,256	10,544,226	4,062,731	1,457,635	(2,605,096)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

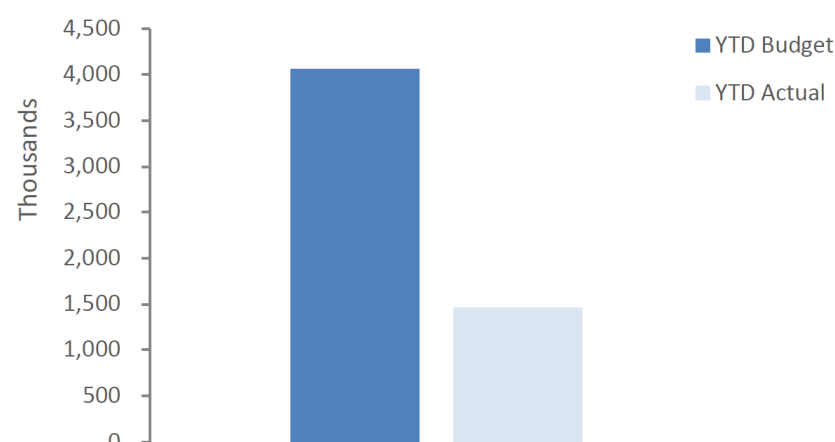
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

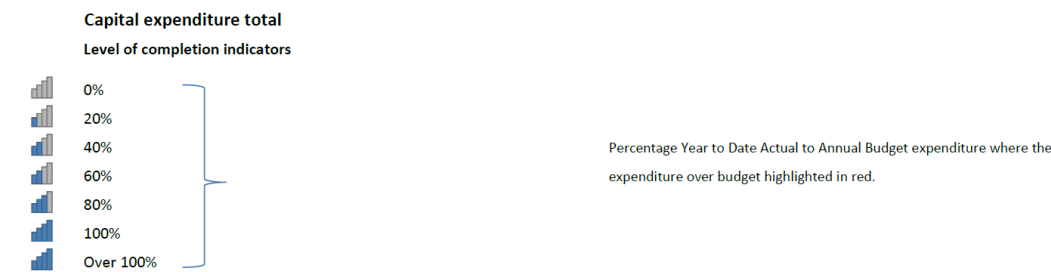
Initial recognition and measurement between

mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions





Level of completion indicator, please see table at the end of this note for further detail.

	Account Number	Job Number	Balance Sheet Category	Account/Job Description	Adopted		Amended		Variance (Under)/Over
					Budget	Budget	YTD Budget	YTD Actual	
					\$	\$	\$	\$	\$
	Buildings								
	E042510	ADMINCAP	9230	ADMINISTRATION OFFICE - CHAMBERS & ADMINISTRATION	(29,500)	(29,500)	(12,290)	0	12,290
	Total - Governance				(29,500)	(29,500)	(12,290)	0	12,290
	E054510	EBSHEDCAP	9230	EAST BROOKTON BFB SHED	(756,664)	(756,664)	(315,275)	(454)	(314,821)
	E054510	WBSHEDCAP	9230	WEST BROOKTON BFB - APPLIANCE BAY FACILITY AND AMEN	(621,850)	(621,850)	(259,100)	0	259,100
	Total - Law, Order & Public Safety				(1,378,514)	(1,378,514)	(574,375)	(454)	(55,721)
	Community Amenities								
	E104510	ROBICAP	9230	TOWNSCAPE - ROBINSON ROAD	(2,371)	(2,371)	(985)	(2,402)	1,417
	E105510	CEMABLU	9230	CEMETARY ABLUTION FACILITY	(93,818)	(93,818)	(39,090)	0	(39,090)
	E105510	ROBABLU	9230	ROBINSON ROAD TOILET UPGRADE - LRCI PHASE 3	(121,408)	(121,408)	(121,408)	(102,063)	(19,345)
	Total - Community Amenities				(217,597)	(217,597)	(161,483)	(104,465)	(57,018)
	Recreation And Culture								
	E111510		9230	PURCHASE BUILDINGS	(11,500)	(11,500)	(4,790)	0	(4,790)
	E111511	MHALLSFC	9230	MEMORIAL HALL RENEWALS	(1,206,480)	(1,206,480)	(502,700)	(229,183)	(273,517)
	E112510	POOLCAP	9230	POOL - CAPITAL	(107,000)	(107,000)	(89,165)	(118,000)	28,835
	E113510	MENSCAP	9230	MENSSHED - OLD BOWLING CLUB CAPITAL	(7,500)	(7,500)	(3,125)	0	(3,125)
	E115510	RWSTCAP	9230	RAILWAY STATION BUILDING REFURBISHMENT	(2,488,635)	(2,488,635)	(1,036,930)	(2,780)	1,034,150
	E116510	MEMPCAP	9230	MEMORIAL PARK CAPITAL	(20,955)	(20,955)	(8,730)	0	8,730
	Total - Recreation And Culture				(3,842,070)	(3,842,070)	(1,645,440)	(349,963)	790,283
	Economic Services								
	E132510		9230	PURCHASE BUILDINGS	(11,660)	(11,660)	(4,855)	0	(4,855)
	E136510		9230	PURCHASE BUILDINGS	(500,000)	(500,000)	0	0	0
	Total - Economic Services				(511,660)	(511,660)	(4,855)	0	(4,855)
	Other Property & Services								
	E142519		9230	SHIRE DEPOT IMPROVEMENTS	(32,000)	(32,000)	(13,330)	(17,171)	3,841
					0	0	0	0	0
	Total - Other Property & Services				(32,000)	(32,000)	(13,330)	(17,171)	3,841
	Total - Buildings				(6,011,341)	(6,011,341)	(2,411,773)	(472,053)	688,820
	Plant & Equipment								
	Law, Order & Public Safety								
	E055530		9234	PURCHASE PLANT & EQUIPMENT - BRMP & CESM	(72,116)	(72,116)	(72,116)	0	(72,116)
	Total - Law, Order & Public Safety				(72,116)	(72,116)	(72,116)	0	(72,116)
	Community Amenities								
	Total - Community Amenities				0	0	0	0	0
	Other Property & Services								
	E142530		9234	PURCHASE PLANT & EQUIPMENT	(7,200)	(7,200)	(7,200)	(7,200)	0
	E143530	EP001	9234	PURCHASE P&E - 2010 ISUZU GIGA 2 X 2 HP 6 WHEEL TIP BO	(324,435)	(324,435)	(324,435)	(324,675)	(240)
	E143530	EP002	9234	PURCHASE P&E - REPLACEMENT PTR4 CASE SKID STEER SV18	(85,000)	(85,000)	0	0	0
	E143530	EP003	9234	PURCHASE P&E - REPLACEMENT PBH4 2012 CASE 581PC5 B.	(190,000)	(190,000)	0	0	0
	E143530	LIGHTV1	9234	PURCHASE P&E - REPLACEMENT PU36 2020 MR MITSUBISHI	(50,000)	(50,000)	(50,000)	0	50,000
	E143530	LIGHTV2	9234	PURCHASE P&E - REPLACEMENT PU33 MITSUBISHI MR4L20	(40,000)	(40,000)	(40,000)	0	40,000
	E143530	TRUCKH	9234	PURCHASE P&E - TIP TRUCK HEAVY TANDEM AXLE	(236,341)	(236,341)	0	0	0
	Total - Other Property & Services				(932,976)	(932,976)	(421,635)	(331,875)	89,760
	Total - Plant & Equipment				(1,005,092)	(1,005,092)	(493,751)	(331,875)	17,644
	Furniture & Equipment								
	Governance								
	E042520	ELECCAP	9232	CAPEX - ELECTRONIC EQUIPMENT	(21,000)	(21,000)	(8,750)	(13,380)	4,630
	E042520	ITINFCAP	9232	IT INFRASTRUCTURE	(7,448)	(7,448)	(7,448)	(9,481)	(2,033)
	Total - Governance				(28,448)	(28,448)	(16,198)	(22,860)	2,597
	Recreation & Culture								
	E113520		9232	PURCHASE FURNITURE & EQUIPMENT	(740)	(740)	(305)	0	(305)
	Total - Recreation & Culture				(740)	(740)	(305)	0	(305)
	Total - Furniture & Equipment				(29,188)	(29,188)	(16,503)	(22,860)	2,292
	Infrastructure - Roads								
	Transport								
	E121555	YORKRRG	9250	YORK-WILLIAMS ROAD	(589,715)	(589,715)	(442,281)	(295,257)	(147,024)
	E121560	KINGR2R	9250	KING STREET	(36,936)	(36,936)	0	(35,228)	35,228
	E121560	BRKWR2R	9250	BROOKTON-KWEDA ROAD	(55,749)	(55,749)	0	0	0
	E121560	CORBR2R	9250	CORBERDING ROAD CAPITAL R2R	(15,753)	(15,753)	0	0	0
	E121560	MCGSR2R	9250	MCGRATH STREET R2R	(21,703)	(21,703)	0	0	0
	E121565	ROBIR2R	9250	ROBINSON ROAD	(24,000)	(24,000)	(24,000)	(24,527)	527
	E121565	COPPR2R	9250	COPPING ROAD R2R	(88,025)	(88,025)	(88,025)	(32,042)	(55,983)
	E121565	WALWR2R	9250	WALWALLING ROAD R2R	(72,048)	(72,048)	(72,046)	(72,484)	438
	E121565	WBSF1	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NE	(463,368)	(463,368)	0	(26,111)	26,111
	E121565	WBSF2	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NE	(1,199,943)	(1,199,943)	0	(1,678)	1,678
	E121570	BRIDGE05	9250	BRIDGE 3144 BROOKTON KWEDA ROAD	(5,829)	(5,829)	0	0	0
	E121570	BRIDGE06	9250	BRIDGE 3165A WALWALLING ROAD	(13,373)	(13,373)	0	0	0
	E121570	BRIDGE07	9250	BRIDGE 3163A JAENSCH ROAD	(23,998)	(23,998)	0	0	0
	E121570	BRIDGE08	9250	BRIDGE 4834 BROOKTON KWEDA ROAD	(23,813)	(23,813)	0	0	0
	Total - Transport				(2,634,253)	(2,634,253)	(626,352)	(487,327)	(139,025)
	Total - Infrastructure - Roads				(2,634,253)	(2,634,253)	(626,352)	(487,327)	(139,025)
	Infrastructure - Sewerage								
	Community Amenities								
	E102541	SEWPIPE	9254	SEWERAGE PIPE RELINING/UPGRADE	(600,000)	(600,000)	(250,000)	0	(250,000)
	Total - Community Amenities				(600,000)	(600,000)	(250,000)	0	(250,000)
	Total - Infrastructure - Sewerage				(600,000)	(600,000)	(250,000)	0	(250,000)
	Infrastructure - Water								
	Community Amenities								
	E107541	HVCAP01	9262	HAPPY VALLEY WATER EXTENSION MEMORIAL PARK,	(110,565)	(137,050)	(137,050)	(89,700)	(47,350)
		HVCAP02	9262	CARAVAN PARK & UPGRADE TOWN OVAL	(100,817)	(127,302)	(127,302)		(73,482)
	E107541			HAPPY VALLEY WATER EXTENSION CARAVAN PARK AND				(53,820)	
				MADISON SQUARE PARK					
	Total - Community Amenities				(211,382)	(264,352)	(264,352)	(143,520)	(120,832)
	Total - Infrastructure - Water				(211,382)	(264,352)	(264,352)	(143,520)	(120,832)
	Grand Total				(10,491,256)	(10,544,226)	(4,062,731)	(1,457,635)	198,898

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2023	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare														
Kalkarni Residency (20%)	80	34,443	0	0	0	(5,350)	(10,850)	(10,850)	29,094	23,593	23,593	(166)	(2,044)	(2,044)
Housing														
Staff Housing (33%)	80	56,832	0	0	0	(8,827)	(17,902)	(17,902)	48,005	38,930	38,930	(274)	(3,372)	(3,372)
Community amenities														
Sewerage (14%)	80	24,110	0	0	0	(3,745)	(7,595)	(7,595)	20,366	16,515	16,515	(116)	(1,431)	(1,431)
Effluent Loan	83	0	0	600,000	600,000	0	(50,332)	(50,332)	0	549,668	549,668	0	(24,874)	(24,874)
Recreation and culture														
Sport & Recreation	81	354,293		0	0	(34,205)	(69,599)	(69,599)	320,088	284,694	284,694	(11,047)	(26,031)	(26,031)
Other property and services														
Grader (33%)	80	56,832	0	0	0	(8,827)	(17,902)	(17,902)	48,005	38,930	38,930	(274)	(3,372)	(3,372)
		526,510	0	600,000	600,000	(60,953)	(174,180)	(174,180)	465,556	952,330	952,330	(11,877)	(61,124)	(61,124)
Self supporting loans														
General purpose funding														
Country Club	82	142,474		0	0	(13,755)	(27,988)	(27,988)	128,719	114,486	114,486	(1,806)	(10,469)	(10,469)
		142,474	0	0	0	(13,755)	(27,988)	(27,988)	128,719	114,486	114,486	(1,806)	(10,469)	(10,469)
Total		668,983	0	600,000	600,000	(74,708)	(202,168)	(202,168)	594,275	1,066,815	1,066,815	(13,683)	(71,593)	(71,593)
Current borrowings		151,836							77,128					
Non-current borrowings		517,147							517,147					
		668,983							594,275					

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

New borrowings 2023-24

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Effluent Loan	0	600,000	WATC	Debenture	10	152,064	3.81	0	(600,000)	0
	0	600,000				152,064		0	(600,000)	0

The Shire has no unspent debenture funds as at 30th June 2023, nor is it expected to have unspent funds as at 30th June 2024.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

FINANCING ACTIVITIES

NOTE 10

LEASE LIABILITIES

Movement in carrying amounts

Information on leases			New Leases			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Lease No.	1 July 2023	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities														
Re-Use Water Dam	LE-03	20,552	0	0	0	(1,515)	(1,515)	(1,515)	19,037	19,037	19,037	(667)	(664)	(664)
Total		20,552	0	0	0	(1,515)	(1,515)	(1,515)	19,037	19,037	19,037	(667)	(664)	(664)
Current lease liabilities		1,515							0					
Non-current lease liabilities		19,037							19,037					
		<u>20,552</u>							<u>19,037</u>					

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Leave Reserve	146,463	1,493	0	0	0	0	0	147,956	146,463
Plant and Vehicle Reserve	774,794	7,897	0	588,772	0	(975,776)	0	395,687	774,794
Land and Housing Development Reserve	1,785,748	0	0	0	0	(1,785,748)	0	(0)	1,785,748
Furniture & Equipment Reserve	30,256	308	0	97,000	0	(33,300)	0	94,264	30,256
Municipal Building & Facility Reserve	508,351	0	0	0	0	(508,351)	0	0	508,351
Townscape & Footpath Reserve	131,025	0	0	0	0	(131,025)	0	(0)	131,025
Sewerage Scheme Reserve	449,016	4,577	0	49,968	0	0	0	503,561	449,016
Road & Bridges Infrastructure Reserve	452,381	0	0	0	0	(452,381)	0	0	452,381
Sport & Recreation Reserve	32,719	0	0	0	0	(32,719)	0	(0)	32,719
Rehabilitation & Refuse Reserve	279,411	0	0	0	0	(279,411)	0	(0)	279,411
Caravan Park Reserve	373,341	0	0	0	0	(373,341)	0	0	373,341
Brookton Musuem/Heritage Reserve	48,777	0	0	0	0	(48,777)	0	0	48,777
Kweda Hall Reserve	19,025	0	0	0	0	(19,025)	0	(0)	19,025
Railway Station Reserve	526,287	0	0	0	0	(526,287)	0	(0)	526,287
Madison Square Units Reserve	32,351	330	0	208	0	0	0	32,889	32,351
Cemetery Reserve	84,276	0	0	0	0	(84,276)	0	0	84,276
Water Reserve	65,683	0	0	0	0	(65,683)	0	0	65,683
Developer Contribution Reserve	2,891	0	0	0	0	(2,891)	0	0	2,891
Brookton Aquatic Reserve	387,599	0	0	0	0	(387,599)	0	(0)	387,599
Cash Contingency Reserve	138,858	0	0	0	0	(138,858)	0	(0)	138,858
Future Fund Reserve	4,206,439	0	0	0	0	(4,206,439)	0	(0)	4,206,439
Innovations Fund Reserve	2,056,957	0	0	0	0	(2,056,957)	0	0	2,056,957
Brookton Community Resource Centre	221,954	2,262	0	0	0	0	0	224,216	221,954
Building and Facility Reserve	0	61,996	0	5,968,372	0	(1,575,864)	0	4,454,504	0
Infrastructure Reserve	0	9,174	0	883,215	0	(527,677)	0	364,712	0
Waste Reserve	0	0	0	710,872	0	0	0	710,872	0
Aged Housing Reserve	0	4,155	0	400,000	0	0	0	404,155	0
Innovations & Development Reserve	0	31,161	0	3,000,000	0	(2,457,201)	0	573,960	0
	12,754,601	123,353	0	11,698,407	0	(16,669,586)	0	7,906,775	12,754,601

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 Nov 2023
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		0	0	24,163	0	24,163
- Capital grant/contribution liabilities		477,426	0	471,968	(378,217)	571,177
Total other liabilities		477,426	0	496,131	(378,217)	595,339.99
Employee Related Provisions						
Annual leave		143,729	0	0	0	143,729
Long service leave		160,683	0	0	0	160,683
Provision for long service leave oncosts - Current		18,284	0	0	0	18,284
Provision for annual leave oncosts - Current		21,209	0	0	0	21,209
Total Employee Related Provisions		343,905	0	0	0	343,905
Total other current assets		821,331	0	496,131	(378,217)	939,245
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Nov 2023	Current Liability 30 Nov 2023	Adopted Budget Revenue	Adopted YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Governance								
Admin Grants & Subsidies	0	0	0	0	0	1,275	530	6,105
General purpose funding								
Grants Commission - General (WALGGC)	0	0	0	0	0	0	0	19,714
Grants Commission - Roads (WALGGC)	0	0	0	0	0	0	0	10,802
Law, order, public safety								
DFES Grant - Fire Mitigation Activity Fund	0	24,163	0	24,163	24,163	121,399	50,580	67,075
DFES Grant - ESL operating Grant	0	0	0	0	0	73,653	18,413	36,284
Recreation and culture								
Public Open Space Revenue	0	0	0	0	0	13,820	5,755	0
Transport								
DRFWA Grant Funding	0	0	0	0	0	1,775,000	739,580	0
MRWA Direct Grant Funding	0	0	0	0	0	105,418	105,418	107,801
Economic services								
Grant Revenue - Thank A Volunteer Event	0	0	0	0	0	1,000	415	0
Grant Revenue - Mental Health Week Event	0	0	0	0	0	4,000	1,665	0
Grant Revenue - Seniors Week Event	0	0	0	0	0	2,500	1,040	0
Revenue - Other Community Events	0	0	0	0	0	1,000	415	1,492
CRC Operating Grant Revenue	0	0	0	0	0	100,000	25,000	85,458
	0	24,163	0	24,163	24,163	2,199,065	948,811	334,730

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Nov 2023	Current Liability 30 Nov 2023	Adopted Budget Revenue	Adopted YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
General purpose funding								
LRCI - Replacement Public Bins - Robinson Road	0	0	0	0	0	4,114	1,028	0
LRCI - Waterless Public Toilet Cemetery	32,171	24,896	0	57,067	57,067	93,818	23,454	0
LRCI - Robinson Rd Toilets, Upgrade including Planting	44,235	24,219	(68,454)	0	0	121,408	30,352	68,454
LRCI - Park Furniture & Light Pole Railway Station Park	13,653	(12,913)	0	740	740	740	185	0
LRCI - Copping Road Reseal	0	1,273	(1,273)	0	0	1,273	318	1,273
LRCI - Lennard Street Reseal	0	10,777	(10,777)	0	0	10,777	2,694	10,777
LRCI - Strange Road Reseal	2,163	(2,163)	0	(0)	(0)	0	0	0
LRCI - CCTV - Brookton Hwy, Robinson Road & Recreation Ground	0	8,347	(8,347)	0	0	8,347	2,086	8,347
LRCI - Street Gardens - White & Cumming Streets Replace	48,255	(48,255)	0	0	0	0	0	0
Bottlebrush Trees								
WBDC - Railway Station Building Refurbishment	0	219,709	(2,780)	216,929	216,929	402,799	100,699	2,780
Railway Station Building Refurbishment Income	0	0	0	0	0	40,000	16,665	0
Law, order, public safety								
DFES Capital Grant Income (West Brookton BFB Shed)	261,195	0	0	261,195	261,195	548,101	228,375	0
Esl Grant - Emergency Services Levy - Capital East Brookton Shed	0	0	0	0	0	656,664	273,610	0
Community amenities								
DWER - Happy Valley Water extension #1	7,740	15,478	(23,218)	0	0	77,395	32,245	23,218
DWER - Happy Valley Water extension #2	7,057	14,115	(21,172)	0	0	70,572	29,405	21,172
R2R - Richardson Street - Reseal - Income	0	0	0	0	0	17,512	7,295	17,512.00
R2R - Severin Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	23,820	9,925	23,820.00
R2R - Glenester Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	35,857	14,940	35,857.00
R2R - Woods Loop Road - Income	0	0	0	0	0	45,871	19,110	41,408.00
WSFN - Dangin-Mears Road - Income	60,957	0	(25,711)	35,246	35,246	1,477,019	615,420	25,711
King Street - R2R Income	0	35,228	(35,228)	0	0	36,936	15,390	35,228
Brookton-Kweda Road - R2R Income	0	0	0	0	0	55,749	23,225	0
Corberding Road - R2R Income	0	0	0	0	0	15,753	6,560	0
Mcgrath Street - R2R Income	0	0	0	0	0	21,703	9,040	0
Robinson Road - R2R Income	0	24,000	(24,000)	0	0	24,000	10,000	24,000
Copping Road - R2R Income	0	0	0	0	0	88,025	36,675	0
Walwalling Road - R2R Income	0	0	0	0	0	72,048	30,020	0
York Williams Road Rrg	0	157,257	(157,257)	0	0	393,144	163,810	157,257
TOTALS	477,426	471,968	(378,217)	571,177.49	571,177	4,343,445	1,702,526	496,814

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**NOTE 15
BONDS & DEPOSITS AND TRUST FUNDS**

In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

Trust funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 30 Nov 2023
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Bus Bonds	1,730	1,050	(350)	2,430
Facility Hire Bonds	5,830	1,250	(750)	6,330
Gym Bonds	4,810	1,050	(480)	5,380
Other Bonds	200	200	(200)	200
Sub-Total	12,570	3,550	(1,780)	14,340
Trust Funds				
Public Open Space Contributions	13,820	0	0	13,820
Sub-Total	13,820	0	0	13,820
	26,390	3,550	(1,780)	28,160

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**NOTE 16
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption						0
							0
	Community Water Supply Program	OCM 10.23-02	Capital Expenses			(52,970)	(52,970)
	Transfer from Infrastructure	OCM 10.23-02	Capital Revenue		52,970		0
				0	52,970	(52,970)	0

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**NOTE 17
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
Revenue from operating activities	\$	%				
Grants, subsidies and contributions	(614,081)	(64.72%)	▼		Due to Accounting Standard AASB1058 recognition of revenue	
Profit on disposal of assets	16,801	1988.26%	▲	Profit on sale of PT13 budgeted amount was \$10,000, proceeds received \$27,727.27		
Expenditure from operating activities						
Materials and contracts	1,032,562	63.24%	▲	Variance due to budget profiling & no significant spending has occurred in FY23/24 to date		
Utility charges	14,578	15.55%	▲	Budget profiling for the Brookton Aquatic Centre & Depot Standpipe are the main cause of this variance. Will self correct		
Depreciation	710,660	78.39%	▲	Depreciation to be raised monthly once Annual Report 22/23 is signed off		
Finance costs	22,105	60.64%	▲	The variance relates to budget profiling as Effluent Loan 83 has not been drawn down		
Insurance expenses	(24,761)	(11.71%)	▼		Adjustment to 22/23 Workers Compensation & second instalment of Bridge Insurance. Will self correct	
Other expenditure	10,904	44.20%	▲	Budget profiling due to Members of Council payments made quarterly. Community Chest funds remain available		
Loss on disposal of assets	25,174	73.62%	▲	Disposal of PT10		
Non-cash amounts excluded from operating activities	(752,635)	(80.07%)	▼			Non-cash expense which is added back in the financial statement. The main variance relates to Depreciation, currently only ran for July 23 YTD
Investing activities						
Proceeds from capital grants, subsidies and contributions	(1,205,712)	(70.82%)	▼		Due to Accounting Standard AASB1058 recognition of revenue	
Payments for inventories, property, plant and equipment and infrastructure	2,605,096	64.12%	▲	A number of variances relate to FY 23/24 Capital projects which have not yet commenced or are in early stages of construction. Infrastructure - Brookton Railway station, Memorial Hall, Cemetery toilets , Oval reticulation, West Brookton Fire Shed, Rural Road & Bridge works		
Financing activities						
Proceeds from new debentures	(250,000)	(100.00%)	▼		The variance relates to the Effluent Scheme Upgrade loan not yet drawn down	
Repayment of borrowings	22,179	22.89%	▲	The variance is due to the YTD budget for Effluent Loan 83 not drawn down		

14.12.23.03 POLICY 2.30 LIGHT VEHICLES

File No:	N/A
Date of Meeting:	14 December 2023
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate and Community
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider the amended policy 2.30 Light Vehicles.

Description of Proposal:

The current Policy 2.30 Light Vehicles requires updating. The amended policy provides for an improved framework for the provision and management of the Shire of Brookton's fleet for both contractual arrangements and commuter use of vehicles.

A copy of the amended policy 2.30 Light Vehicles is detailed in Attachment 14.12.23.03A with amendments highlighted in red.

The amendments made to the Shire's current Light Vehicles Policy provides greater direction to staff regarding commuter use of Council's fleet and better reflects the contractual arrangements of staff.

Background:

Policy 2.30 Light Vehicles provides direction on the management and use of Council's light vehicles.

Consultation: Nil

Statutory Environment:

Amending Local Government's Policies is defined in Section 2.7(2)(b) of the Local Government Act, 1995.

Relevant Plans and Policy:

Council's "2.30 Light Vehicles Policy" is relevant to this report.

Financial Implications:

There are no known financial implications for the 2023/24 budget applicable to this policy.

Risk Assessment:

The risk associated with amending this policy policies is assessed as 'Medium' premised on ensuring reasonable clarity and alignment to best practice.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

There are no Community and Strategic Objectives relevant to this item.

Comment

The updating of policy 2.30 Light Vehicles reinforces and clarifies the employee's expectations regarding Council issued vehicles and use.

OFFICER'S RECOMMENDATION

That Council adopt the amended Policy 2.30 Light Vehicles, as presented in Attachment 14.12.23.03A.

(Simple majority vote required)

OCM 12.23-08

COUNCIL RESOLUTION

MOVED Cr Hayden SECONDED Cr Bell

That Council adopt the amended Policy 2.30 Light Vehicles, as presented in Attachment 14.12.23.03A.

CARRIED BY SIMPLE MAJORITY VOTE 5/0

***For: Cr Crute, Cr de Lange, Cr Bell, Cr Hayden, Cr McCabe
Against: Nil***

Attachments

Attachment 14.12.23.03A – Policy 2.30 Light Vehicles.

2.30 LIGHT VEHICLE

Directorate:	Corporate			
Statutory Environment:	<i>Fair Work Act 2009</i>			
Council Adoption:	Date:	May 2017	Resolution #:	
Last Amended:	Date:	Sept 2021	Resolution #:	OCM 09.21-11
Review Date:	June 2023 <u>December 2024</u>			

Objective:

This policy seeks to:

- Ensure Shire light vehicles are managed in a cost-effective manner providing maximum benefit to employees and the organization.
- Provide framework for the allocation, operation, management and change-over of light vehicles.
- Outline the assigned level of private use of a Shire motor vehicle to a Shire employee.
- Ensure the organisation's Fringe Benefits Tax obligations are met.

Definitions:

- **Allowance** means an annual vehicle allowance (as per ~~WALGA~~ light motor vehicle table) paid to an employee in lieu of private use of a Shire vehicle.
- **Assigned Employee** means an employee of the Shire, their partner and others as authorized by the CEO in accordance with this Policy.
- **CEO** means the Chief Executive officer of the Shire of Brookton.
- **Change Over** means the disposal and acquired replacement of a Shire vehicle.
- **CU** means commuter use to and from an employee's residence only, immediate before and after attending work, based on the most efficient and effective route.
- **Drivers Licence** means a Western Australia Class "C" driver's license issued the Department of Transport.
- **RU** means restricted private use within 500km radius of the Brookton Post Office or as determined by Contract and to a total of 40,000 kilometres per annum, based on 65% being private use. Vehicle use greater than ~~Beyond~~ 40,000 kilometres in a financial year the employee is to pay a weekly fee of \$153.00 towards the running costs of the vehicle until the end of that financial year.
- **Tool of Trade Vehicle** means a vehicle purchased by Council to meet a particular business need, including pool vehicles.
- **UWA** means unlimited use within Western Australia and includes periods of leave, excluding Long Service Leave.

Policy Statement/s:**1. General – Drivers**

- 1.1. Drivers of Shire vehicles must hold a valid Western Australian driver's license with their current residential address recorded through the Department of Transport as indicated on the license.
- 1.2. Employees must advise their line supervisor as soon as possible, if their driver's

license has expired or been cancelled for any reason.

- 1.3. Operating a Shire motor vehicle whilst disqualified from driving may subject the employee to serious disciplinary action that may include termination of employment.
- 1.4. The driving of the vehicle provided under this policy shall be limited to employees and elected members in performing Local Government business, unless the designated usage is UWA or RU which allows for the driving of the vehicle by the assigned employee and their spouse/ partner. Details of the spouse or partner must be provided to Council's insurer to enable coverage to be arranged.
- 1.5. The driving of a motor vehicle by a person on 'learner (L) plates' or 'Probation (P) plates' in relation to private use is not permitted.
- 1.6. Smoking is prohibited in all Shire vehicles.

2. General – Vehicle Use

- 1.7. All employees allocated a vehicle are held responsible for ensuring that the vehicle is maintained in a clean and roadworthy condition at all times, safeguarding the security and value of the Council asset and for minimising unnecessary insurance claims and repair costs.
- 1.8. Specifically, the employee allocated a vehicle is responsible for:
 - a) Ensuring that the vehicle is washed and cleaned internally and externally and kept clean and tidy at all times.
 - b) Checking tyre pressure on a regular basis in accordance with tyre pressure recommendations.
 - c) Checking engine oil, radiator coolant and battery levels on a regular basis.
 - d) Arranging servicing of the vehicle through the Shire's dedicated Fleet Management Officer.
 - e) Ensuring the vehicle is only driven by authorised drivers in accordance with this policy.
 - f) Payment of all fines relating to traffic offences committed by the respective driver.
 - g) Monitoring usage and recording of logbook details.
 - h) Ensuring any financial costs incurred due to the unlawful operation of the motor vehicle during business hours or private use is paid by the offending employee.
 - i) Ensuring under no circumstances that the vehicle is used for any business of a competitive nature for which the employee derives an income (or not), or, operates in contradiction of the employee's contract of employment.
 - j) Ensuring when using their vehicle so as not to cause any poor public relations for the Shire.
 - k) Ensuring the vehicle is garaged off the road at the employee's residence.
 - l) Ensuring the vehicle is to be available for the use of other staff during working hours when not in use by the assigned employee.

3. General – Authority

- 3.1 The Chief Executive Officer is authorized to manage this policy on behalf of Council, including the oversight of purchasing and assignment of motor vehicles in the interest of fit for purpose and operational effectiveness.
- 3.2 Vehicle extras/options (ie floor mats, seat covers etc.) can be approved at the discretion of the Chief Executive Officer, subject to budgetary constraints and

reasonable justification.

4. Fringe Benefits Tax (FBT)

- 4.1 All employees assigned a work vehicle are required to complete vehicle travel logbooks as directed to assist in the correct calculation of Fringe Benefits Tax (FBT).
- 4.2 An employee or elected member using a Shire vehicle is to ensure the details of usage is provided to the assigned officer to ensure the logbook accurately reflects the vehicle usage.

5. Fuel

- 5.1 All employees who drive a vehicle are required to use Council's current appointed distributor(s). Current odometer readings must be supplied when refuelling, where required.
- 5.2 The filling of portable fuel containers is not permitted unless prior authorisation has been obtained from the CEO, or the vehicle is out of fuel and cannot practically be refuelled from a fuel station bowser.

6. Insurance

- 6.1 In the event of an accident the Shire will meet the 'excess' payment of any claim, unless the employee's accident record becomes excessive or the circumstances warrant a payment in full or part by the employee due to poor driving/neglectful action.
- 6.2 In the event an officer's behaviour (traffic offence, e.g., drink-driving) invalidates the Shire's insurance, then the employee will become liable for the total damage claim to both the Council vehicle and other property involved. The same will apply to any form of malicious damage caused or performed by the employee.
- 6.3 The employee contribution in accordance with Statements 6.1 and 6.2 (above) shall be at Chief Executive Officer's discretion and will be subject to the provision of a police report if so required.

7. Vehicle Change Over

- 7.1 All motor vehicles are to be changed over at least every five (5) years ~~of age from date of purchase~~ or prior to an odometer reading between 90,000 kms and 99,000kms, whichever comes first.
- 7.2 The CEO may obtain quotes for change-over of a light vehicle at an earlier period (ie 15,000 km intervals) with the view to presenting this information to Council for consideration of changing a vehicle at minimal cost to the Shire or increased operational need.
- 7.3 When changing over a vehicle consideration shall be given to:
 - a) 'fit for purpose' to accord with operational need;
 - b) Time of purchase accounting for new model release and manufacture date of the vehicle to minimise vehicle depreciation;
 - c) FBT liability and payments having to be made by the Shire.

8. Private Use

- 8.1 All Shire vehicles are deemed to be 'pool vehicles' during normal business hours and are not 'exclusive' in use to an assigned employee or Department.
- 8.2 The following light vehicle use applies under this policy:

Group A Vehicle: Chief Executive Officer
Max. value of vehicle \$50k exc. GST) ~~Usage – Not Permitted – Allowance paid~~
In accordance with individual employee Contract of Employment and/or Letter of Offer.

Group B Vehicle: Authorised Managers/Supervisors
Max. value of vehicle - \$45k (excl. GST)
~~Usage – RU (future employment contracts shall favour an Allowance)~~
In accordance with individual employee Contract of Employment and/or Letter of Offer.

Group C Vehicle: Authorised Officers
Max. value of vehicle - \$40k (excl. GST) Usage – CU

- 8.3 Employees are not permitted to use a Shire vehicle for any purpose relating to the earning of income outside of Shire employment, or for any purpose which could be perceived as detrimental to the Shire's corporate image.
- 8.4 Shire fuel cards are to be used for the purchase of fuel and oils only.
- ~~8.5 Group C vehicles may be reassigned during periods of leave for the employee or for operational need as determined by the CEO.~~
- 8.6 The Chief Executive Officer may amend or withdraw an employee's private use should this policy be intentionally breached in the CEO's opinion.
- ~~8.7 Group B vehicles should be uniform in type and be rotated between assigned officers on a three (3) monthly basis to minimise the payment of FBT by the organisation.~~

9. Commuter Use

Commuter Use vehicles are defined as any business travel in the course of employment duties and private travel to and from work only. Employees who have commuting use of a shire vehicle would ordinarily reside within the boundaries of the Shire of Brookton or would require written approval by the Chief Executive Officer. To ensure the vehicle provided is exempt from FBT the following conditions apply:

- 9.1 Travel between home and work to be immediately before and after attending work and by the most direct practical route.
- 9.2 Incidental travel is permitted for:
- a. minor, infrequent and irregular travel – for example stop off at supermarket before or after work. The stops are to be for brief periods only and for no more than 30 minutes.
 - b. stops that are on the employee's direct route to or from work or their home and requires a minor deviation which adds no more than two kilometres to the ordinary length of the trip.
- 9.3 Any other private use outside incidental travel outlined above requires written approval of the Chief executive Officer.

- 9.4 Employees assigned a commuter use vehicle may be required to complete a vehicle travel logbook if directed.
- 9.5 The vehicle is not available for use during periods of an employee's leave: including long service leave, annual leave, parental leave and sick/carers leave. The vehicle must be returned to the Shire of Brookton unless otherwise approved.

10. Surrender of Entitlement

- 10.1 Upon termination of employment, an employee allocated a motor vehicle shall surrender all entitlements of vehicle use effective the day of separation from the Shire.
- 10.2 The employee must return the vehicle in a clean and tidy condition.

11. Assignment to Others

- 11.1 The CEO is authorised to temporarily assign the use of a Shire vehicle to a Councillor or Contractor to assist in performing a task/works on behalf of the Shire.
- 11.2 All care shall be taken by Councillor or Contractor in using a Shire vehicle, with written acknowledgement to the CEO of their review and understanding of this policy before access is provided to the vehicle.

15.12.23.01 CONDUCT OF ORDINARY ELECTION – WESTERN AUSTRALIAN ELECTORAL COMMISSION – THURSDAY 14TH MARCH 2024

File No:	GOV029A3
Date of Meeting:	14 th December 2023
Location/Address:	N/A
Name of Applicant:	Western Australian Electoral Commission
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer has an Impartiality Interest in this matter as the default Returning Officer by legislation
Voting Requirements:	Absolute Majority
Previous Report:	21 st September 2023

Summary of Report:

Council is to consider of the conduct of the 2024 Extra-Ordinary Election as a postal voting election by the Western Australian Electoral Commission (WAEC).

Description of Proposal:

The WAEC can conduct a Postal Voting election for the Shire of Brookton for the 2024 Ordinary Election.

The Shire of Brookton has received an estimate from the WAEC to complete the election for \$16,000 (GST Inclusive). The basis of the quotation is that:

- The Shire having 700 electors;
- A 55% response rate of electors;
- appointment of a local Returning Officer; and
- the count to be conducted at the Shire of Brookton using CountWA software.

The State Government is currently implementing reforms to the Local Government Act 1995, which include how elections are to be conducted. These cost increases arising from the proposed reforms have been included. The 2021 Ordinary Election cost \$14,634.54.

The WAEC estimate does not incorporate costs of:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising);
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns;
- Local government staff members to issue replacement votes; and
- the cost of any casual staff to assist the Returning Officer on election day or night. In the past one local government staff member worked in the polling place on election day at the Shire of Brookton's cost.

The WAEC have provided their *Written Agreement*, included at Attachment 15.12.23.01A, offering to hold a postal voting extraordinary election on Thursday 14th March 2024 and providing the cost estimate of \$16,000 to do this.

Background:

The WAEC has conducted the Local Government elections in the Shire of Brookton since 2008.

Key dates of the 2024 Extra-Ordinary Election process are:

- Close of Rolls 5pm, Wednesday 17th January 2024
- Candidate Nomination Commences Tuesday 23rd January 2024
- Candidate Nomination Close 4pm, Tuesday 30th January 2024
- Election Day Thursday 14th March 2024

The required statutory advertising and additional local advertising will be held during this time period.

Consultation:

Council has received correspondence from the WAEC, included at Attachment 15.12.23.01A.

The Shire will increasingly advertise the 2024 Extra-Ordinary Election up to the proposed election date.

Statutory Environment:

Local Government Act 1995

4.20 CEO to be returning officer unless other arrangements made

- (1) Subject to this section the CEO is the returning officer of a local government for each election.
- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* a person other than the CEO to be the returning officer of the local government for —
 - (a) an election; or
 - (b) all elections held while the appointment of the person subsists.

* Absolute majority required.

- (3) An appointment under subsection (2) —
 - (a) is to specify the term of the person's appointment; and
 - (b) has no effect if it is made after the 80th day before an election day.
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

* Absolute majority required.

- (5) A declaration under subsection (4) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (6) A declaration made under subsection (4) on or before the 80th day before election day cannot be rescinded after that 80th day.

4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —
postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or

voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.

(2) The local government may decide* to conduct the election as a postal election.

* Absolute majority required.

Relevant Plans and Policy: Nil

Financial Implications:

While the WAEC has provided an estimate, legislation requires that the WAEC charge the actual cost will be determined by the actual election. Should candidates be elected unopposed, the cost will be significantly less. If a large number of candidates nominate and/or the election has a higher turnout, the cost will be greater than the WAEC's estimate.

Council allocated \$20,000 2023/24 Council Budget for the conduct of elections. Council has not yet expended any funds against this allocation with the WAEC yet to invoice Council for completing the 2023 Ordinary Election in October 2023. This 2023 Ordinary Election is anticipated to cost in the vicinity of \$3,000.

Risk Assessment:

The reputational consequences of failing to properly conduct an election are a Major consequence for the Shire of Brookton. While Council could conduct a Voting in Person Election, staff are not experienced in conducting elections. The move to Optional Preferential voting increases the complexity of vote counting. The lack of staff experience and complex counting system has increased the risk of likelihood of issues arising with the conduct of a Voting in Person Election to Likely.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives: Nil

Comment

Most local governments have gravitated to using the WAEC to conduct postal elections because:

- Postal voting is seen as more convenient, and therefore more likely to engage the

- electorate and increase participation;
- The broader community places considerable weight on conduct and accountability in relation to an election process. The WAEC presents as impartial and therefor negates any perceptions of interference and conflict of interest by Shire staff; and
- The WAEC are experienced in delivering elections. This will be more important in with the move to the Optional Preferential Voting System.

OFFICER'S RECOMMENDATION - 1

That Council declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Western Australian Electoral Commissioner to be responsible for the conduct of the extra-ordinary election to be held on Thursday 14th March 2024.

(Absolute majority vote required)

OCM 12.23-09

COUNCIL RESOLUTION

MOVED Cr de Lange SECONDED Cr Bell

That Council declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Western Australian Electoral Commissioner to be responsible for the conduct of the extra-ordinary election to be held on Thursday 14th March 2024.

CARRIED BY ABSOLUTE MAJORITY VOTE 5/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Hayden, Cr McCabe

Against: Nil

OFFICER'S RECOMMENDATION - 2

That Council decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extra-ordinary election to be held on Thursday 14th March 2024 will be as a postal election.

(Absolute majority vote required)

OCM 12.23-10

COUNCIL RESOLUTION

MOVED Cr Bell SECONDED Cr McCabe

That Council decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extra-ordinary election to be held on Thursday 14th March 2024 will be as a postal election.

CARRIED BY ABSOLUTE MAJORITY VOTE 5/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Hayden, Cr McCabe

Against: Nil

Attachments

Attachment 15.12.23.01A – WAEC Correspondence



WESTERN AUSTRALIAN
Electoral Commission
LGE 028
191,435

Gary Sherry
Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Dear Mr Sherry,

Councillor vacancy – Local Government Extraordinary Election – Cost Estimate

I refer to your letter of 28 September 2023 confirming that you would like the Commission to undertake the extraordinary election for the Shire of Brookton.

As a month has passed since the vacancy has occurred, under section 4.9(3) of the Act I hereby fix 14th March 2024 as the date for your extraordinary election.

As you are aware, if a declaration has been made under section 4.20(4) of the *Local Government Act 1995*, the local government is required to meet the expenses of the Commissioner in connection with the election to the extent required by regulations.

As such, to assist with the Council's decision under section 4.20(4) of the *Local Government Act 1995*, the Commission has estimated the cost to conduct your Council's election as a postal election at approximately \$16,000 (inc GST) which is based on the following assumptions:

- 700 electors;
- response rate of approximately 55%;
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

Costs not included in this estimate:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising);
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns;
- local government staff members to issue replacement votes; and
- the cost of any casual staff to assist the Returning Officer on election day or night

This cost estimate is **not** to be taken as my written agreement to be responsible for the conduct of the local government extraordinary election for the Shire of Brookton in accordance with section 4.20(4) of the *Local Government Act 1995*.

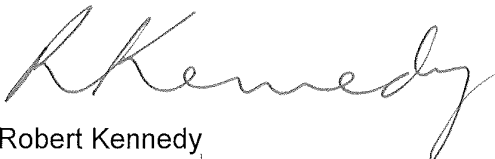
I will provide that written agreement upon receiving written confirmation from you that:

- A. Your Council agrees to the costs estimate of approximately \$16,000 as set out above; and
- B. You agree that, upon receiving my written agreement, the following two motions will be presented to your Council (**unchanged**):
 - 1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the extraordinary election;
 - 2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the extraordinary election will be as a postal election.

For the Commission to conduct the extraordinary election as a postal election, your Council will then need to pass the above two motions (**unchanged**) by an absolute majority *after* receiving my written agreement.

If you have any further queries, please contact lgelections@waec.wa.gov.au.

Yours sincerely



Robert Kennedy
ELECTORAL COMMISSIONER

10 November 2023

15.12.23.02 SHIRE OF BROOKTON LOCAL RECOVERY PLAN

File No:	EME015
Date of Meeting:	14 December 2023
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Sandie Spencer – Executive Governance Officer/Local Recovery Co-Ordinator
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author has no financial interest in this matter
Voting Requirements:	Simple majority
Previous Report:	N/A

Summary of Item:

Council is to consider the Shire of Brookton Local Recovery Plan (LRP) as endorsed by the Shire of Brookton Local Emergency Management Committee (LEMC) 28th November 2023.

Description of Proposal:

The Local Recovery Plan has been written specifically for the Shire of Brookton and is to be incorporated with the LEMA arrangements.

A copy of the Local Recovery Plan is provided in Attachment 15.12.23.02A.

Background:

The Emergency Management Act 2005 (WA) (the Act) defines recovery as ‘the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community psychosocial and economic wellbeing’.

During, and following, an emergency event, the Shire is the closest form of government to the local community and is in the best position to lead, manage and coordinate community recovery. State Government departments, supporting agencies, community members, community groups and community service organisations cooperate with or directly support the Shire.

The Local Recovery Plan has been written specifically for the Shire of Brookton and is to be incorporated with the LEMA arrangements.

A copy of the Local Recovery Plan is provided in Attachment 15.12.23.02A.

Consultation:

The Local Recovery Plan was presented to the Local Emergency Management Committee on the 28th November 2023. The Committee expressed support for the LRP to be presented to Council for adoption in LEMC 11.23-02:

That the Local Emergency Management Committee receives, and endorses the Local Recovery Plan, and suggests the plan is presented to Council for adoption, subject to minor changes.

Statutory Environment:*Emergency Management Act 2005***42. Reviewing and renewing local emergency management arrangements**

- (1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.
- (2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

Relevant Plans and Policy:

This matter aligns within the Local Emergency Management Arrangements within Shire of Brookton Corporate Compendium and aligns to Council Policy 2.8 - Risk Management.

Financial Implications: Nil.

Risk Assessment:

Should the Local Recovery Plan not be endorsed, there may be minor consequences arise in the unlikely likelihood that the current Local Recovery Plan is required for a response to a disaster.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This item relates to delivery of core business and services detailed in the Shire of Brookton Strategic Community Plan – June 2032, duly appended to the BROOKTON Corporate Business Plan July 2022 to June 2032.

Specifically, the proposal relates to:

Function 16.5 Local Emergency Management Improvement Program

Comment

The LEMC expressed support of the LRP and for the plan to be referred to Council for adoption.

OFFICER'S RECOMMENDATION

That Council adopts the Shire of Brookton Local Recovery Plan, as Included at Attachment 15.12.23.02A.

(Simple majority vote)

OCM 12.23-11

COUNCIL RESOLUTION

MOVED Cr de Lange SECONDED Cr Bell

That Council adopts the Shire of Brookton Local Recovery Plan, as Included at Attachment 15.12.23.02A.

CARRIED BY ABSOLUTE MAJORITY VOTE 5/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Hayden, Cr McCabe

Against: Nil

Attachments

Attachment 15.12.23.02A provided under separate cover – Shire of Brookton – Local Recovery Plan

16.12.23 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

17.12.23 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**17.12.23.01 URGENT BUSINESS – AUSTRALIA DAY AWARDS AND DEVELOPMENT APPLICATION CHANGE OF USE - 121 BROOKTON HIGHWAY**

File No:	COM002
Date of Meeting:	14 December 2023
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider reviewing urgent and confidential business relating to the Shire of Brookton's 2024 Australia Day Awards and the Development Application, change of use - 121 Brookton Highway.

Description of Proposal: Nil

Background:

Staff are attempting to have the Agenda prepared at least a week before each Council Meeting. In completing this schedule, business of an urgent nature will arise from time to time within the district, would be delayed by Council not considering the item.

Consultation: Nil

Statutory Environment: Nil

Relevant Plans and Policy:

Shire of Brookton Policy

1.17 STANDING ORDERS AND MEETING PROTOCOL LOCAL GOVERNMENT (Council Meetings)

5.4 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

Financial Implications: Nil

Risk Assessment:

Should the Council not support this item, there is a significant reputational risk arising from not considering the urgent business.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives: Nil

Comment: Nil

PRESIDING MEMBER'S RECOMMENDATION

That Council consider:

1. The urgent confidential business relating to the Shire of Brookton's 2024 Australia Day Awards; and
2. Urgent business relating to the Development Application, Change of Use – 121 Brookton Highway.

(Simple majority vote required)

OCM 12.23-12

COUNCIL RESOLUTION

MOVED Cr Bell

SECONDED Cr Hayden

That Council consider the:

1. **urgent confidential business relating to the Shire of Brookton's 2024 Australia Day Awards; and**
2. **urgent business relating to the Development Application, Change of Use – 121 Brookton Highway.**

CARRIED BY SIMPLE MAJORITY VOTE 5/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Hayden, Cr McCabe
Against: Nil

Cr de Lange declared an Indirect Financial Interest in that she is employed by the owner of 95 Brookton Highway that adjoins Lot 76 (No. 121) Brookton Highway, Brookton and left the Meeting at 6:28pm.

17.12.23.02 DEVELOPMENT APPLICATION - CHANGE OF USE – 121 BROOKTON HIGHWAY

File No:	A547
Date of Meeting:	14 December 2023
Location/Address:	Lot 76 (No. 121) Brookton Highway, Brookton
Name of Applicant:	Matthew & Jasmine Locke
Name of Owner:	Matthew & Jasmine Locke
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

Council is to consider a Development Application for a change of use of two sheds.

Description of Proposal:

The proposed Change of Use is for of two sheds (shown as shed 2 and shed 3 on the site plan included at Attachment 17.12.23.02) from personal storage to industry-light, trade supplies, trade display, office and warehouse/storage.

There is no change of use to shed 1 containing the existing tyre business.

Background:

The site is outlined on the location plan and is 14.6491 hectares in area. The existing buildings are within a bushfire prone area.

The Council, in issuing a previous development approval for the site, imposed a condition:

‘All vehicle accessing and exiting the business must do so via Brookton Highway with no vehicle access or exit permitted via Robinson Road and Young Crescent to a sealed standard.’

Consultation:

No consultation has occurred on this Development Application.

Statutory Environment:

The site is zoned ‘Rural Enterprise’ under Local Planning Scheme No. 4 (LPS4) and parts of the site are within Special Control Area 1 – Flood Prone Area. The existing buildings are located outside of Special Control Area 1 – Flood Prone Area.

The proposed uses are permitted, discretionary or incidental in the Rural Enterprise Zone. No uses require statutory advertising before determination of the Development Application.

The proposed uses are subject to various requirements in LPS4 including addressing amenity, carparking, servicing and managing stormwater.

Relevant Plans and Policy:

Local Planning Policies are relevant in assessing the Development Application. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Development Application.

Financial Implications:

There are no financial implications in relation to this matter other than receipt of the Development Application fee.

Risk Assessment:

There is a medium risk that the applicant may request a review of the Council's decision to the State Administrative Tribunal.

Consequence					
Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal aligns with Council's Strategic Community Plan 2027 including 'BROOKTON'S population has grown and diversified.'

Comment:

The Development Application is conditionally supported given:

- there are existing approved buildings;
- the development is consistent with the planning framework;
- there will not be fabrication occurring on the site;
- restricted access vehicles (RAVs) can enter and leave the site via Brookton Highway;
- there are no changes to the use of Young Crescent. This use is limited to emergency access only;
- it assists to diversify and grow the local economy; and
- recommended development conditions and advice can assist to control the use, address amenity, limit off-site impacts and seek effective management of the development.

The previous approval and conditions for the use of shed 1 continue to apply.

OFFICER'S RECOMMENDATION

That Council grant Development Approval for a change of use in shed 2 and shed 3 from personal storage to industry-light, trade supplies, trade display, office and warehouse/storage on Lot 76 on Deposited Plan 133964 (No. 121) Brookton Hwy, Brookton pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:

Conditions

1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. The applicant shall prepare and submit a Stormwater Management Plan, prior to the commencement of works, to the specification and satisfaction of the local government which sets out how stormwater will be addressed for the development (including stormwater from buildings, car parking, vehicle access and other impervious areas). Amongst matters, it is to minimise risks of spills from hydrocarbons and limit impacts on the Avon River. The approved Stormwater Management Plan to be implemented, to the satisfaction of the local government, prior to occupation of sheds 2 and 3. The stormwater infrastructure provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.
3. Sheds 2 and 3 are connected to an approved on-site wastewater treatment system prior to occupation to the satisfaction of the local government and/or the Department of Health.
4. Details are provided as to how trade waste will be managed prior to occupation to the satisfaction of the local government and/or the Department of Health. Approved trade waste measures are then implemented to the satisfaction of the local government and/or the Department of Health prior to occupation of sheds 2 and 3.
5. Measures shall be taken to minimise dust impacts associated with the operation to the satisfaction of the local government.
6. The vehicle access ways, vehicle manoeuvring areas and car parking spaces being designed, constructed (unsealed standard) and drained to the satisfaction of the local government prior to occupation. These areas shall be permanently maintained for vehicle parking, access and manoeuvring areas to the satisfaction of the local government.
7. The crossover to Brookton Highway is constructed (sealed) and drained to the satisfaction of the local government prior to occupation of sheds 2 and 3.
8. Vehicle access to/from Young Crescent is limited to emergency use only.

9. A Bushfire Emergency Evacuation Plan is to be prepared to the satisfaction of the local government and then implemented prior to occupation of sheds 2 and 3. All measures contained in the Plan are to be maintained to the satisfaction of the local government. The Bushfire Emergency Evacuation Plan is to be displayed in the sheds at all times.
10. Any lighting device shall be positioned and shielded so as not to cause any direct, reflected or incidental light beyond the property boundaries. Lighting should be designed in accordance with AS 4282-2019 Control of the Obtrusive Effects of Outdoor Lighting.
11. Toxic and hazardous chemicals are to be suitably stored at all times to the satisfaction of the local government.
12. No fabrication or associated uses are permitted.

Advice Notes

- A) The sheds are located within a designated bushfire prone area. A low fuel area should be maintained around the sheds at all times.
- B) The applicant is advised that the approved development must comply with all relevant provisions of the Health Act, 1911 (as amended), Health (Miscellaneous Provisions) Act 1911, the Public Health Act 2016, the Shire of Brookton Health Local Law and the Building Code of Australia.
- C) If an applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

(Simple majority Vote required)

OCM 12.23-13

COUNCIL RESOLUTION

MOVED Cr Bell

SECONDED Cr McCabe

That Council grant Development Approval for a change of use in shed 2 and shed 3 from personal storage to industry-light, trade supplies, trade display, office and warehouse/storage on Lot 76 on Deposited Plan 133964 (No. 121) Brookton Hwy, Brookton pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:

Conditions

- 1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.***

- 2. The applicant shall prepare and submit a Stormwater Management Plan, prior to the commencement of works, to the specification and satisfaction of the local government which sets out how stormwater will be addressed for the development (including stormwater from buildings, car parking, vehicle access and other impervious areas). Amongst matters, it is to minimise risks of spills from hydrocarbons and limit impacts on the Avon River. The approved Stormwater Management Plan to be implemented, to the satisfaction of the local government, prior to occupation of sheds 2 and 3. The stormwater infrastructure provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.**
- 3. Sheds 2 and 3 are connected to an approved on-site wastewater treatment system prior to occupation to the satisfaction of the local government and/or the Department of Health.**
- 4. Details are provided as to how trade waste will be managed prior to occupation to the satisfaction of the local government and/or the Department of Health. Approved trade waste measures are then implemented to the satisfaction of the local government and/or the Department of Health prior to occupation of sheds 2 and 3.**
- 5. Measures shall be taken to minimise dust impacts associated with the operation to the satisfaction of the local government.**
- 6. The vehicle access ways, vehicle manoeuvring areas and car parking spaces being designed, constructed (unsealed standard) and drained to the satisfaction of the local government prior to occupation. These areas shall be permanently maintained for vehicle parking, access and manoeuvring areas to the satisfaction of the local government.**
- 7. The crossover to Brookton Highway is constructed (sealed) and drained to the satisfaction of the local government prior to occupation of sheds 2 and 3.**
- 8. Vehicle access to/from Young Crescent is limited to emergency use only.**
- 9. A Bushfire Emergency Evacuation Plan is to be prepared to the satisfaction of the local government and then implemented prior to occupation of sheds 2 and 3. All measures contained in the Plan are to be maintained to the satisfaction of the local government. The Bushfire Emergency Evacuation Plan is to be displayed in the sheds at all times.**
- 10. Any lighting device shall be positioned and shielded so as not to cause any direct, reflected or incidental light beyond the property boundaries. Lighting should be designed in accordance with AS 4282-2019 Control of the Obtrusive Effects of Outdoor Lighting.**
- 11. Toxic and hazardous chemicals are to be suitably stored at all times to the satisfaction of the local government.**
- 12. No fabrication or associated uses are permitted.**

Advice Notes

- A) The sheds are located within a designated bushfire prone area. A low fuel area should be maintained around the sheds at all times.***
- B) The applicant is advised that the approved development must comply with all relevant provisions of the Health Act, 1911 (as amended), Health (Miscellaneous Provisions) Act 1911, the Public Health Act 2016, the Shire of Brookton Health Local Law and the Building Code of Australia.***
- C) If an applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.***

CARRIED BY SIMPLE MAJORITY VOTE 4/0

***For: Cr Crute, Cr Bell, Cr Hayden, Cr McCabe
Against: Nil***

Attachments

Attachment 17.12.23.02A – Location Plan.

Attachment 17.12.23.02B – Details from applicant.

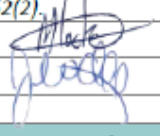
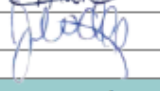








**LOCAL PLANNING SCHEME NO. 4
APPLICATION FOR DEVELOPMENT APPROVAL**

Land Owner Details			
Full Name: Matthew & Jasmine Locke			
ABN: (if applicable)			
Postal Address: 121 Brookton Hwy Brookton WA 6306			
Phone	Work: 08 9642 1177	Home:	Mobile:
Email: brooktontyreservice@outlook.com			
Contact Person for Correspondence: Jaz			
<i>The Signature of the owner(s) is required on this application in order for it to proceed. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>			
Signature: 			Date: 1/12/23
Signature: 			Date: 1/12/23
Applicant details (if different from owner)			
Name:			
Address:			
Phone	Work:	Home:	Mobile:
Email:			
Contact Person for Correspondence:			
It is accepted the information and plans provided with this application may be made available by the Local Government for Public viewing.			
Signature:			Date:
Property Details			
Lot No: 76	House/Street No: 121	Location No:	
Diagram or Plan No: 133964	Certificate of Title Vol. No: 2116	Folio: 228	
Title encumbrances (e.g. easements, restrictive covenants, etc):			
Street Name: Brookton Hwy		Suburb: Brookton	
Nearest street intersection: Richardson Street/Brookton Hwy			

Proposed Development	
Nature of Development, (Works, Land/Premise Use or Works and Use): <input type="checkbox"/> Works <input checked="" type="checkbox"/> Use <input type="checkbox"/> Works & Use	
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use	
Description of proposed works and/or land use: Together with current land use for Brookton tyre service (automotive); new proposed use - machinery sales parts service & repairs	
Nature of any existing buildings and/or land use: <ul style="list-style-type: none"> • Shed 1 (Brookton tyre service) • Shed 2 currently classed as garage/storage • Shed 3 currently classed as garage/storage 	
Approximate cost of proposed development (GST Exclusive): N/A	
Estimated time of completion: N/A	

CHECK LIST FOR SUPPORTING DOCUMENTS
SITE PLANS <ul style="list-style-type: none"> • Electronic delivery – One (1) copy of the site plan with the proposed development at a scale of not less than 1:500 • Hard Copy delivery - Two (2) copies of the site plan with the proposed development at a scale of not less than 1:500 • Scale to be notated • North point • Street Name – Lot number and if appropriate house number • Location of existing and proposed buildings on site • Means of access (crossover, driveway, etc.)
HOME OCCUPATIONS, COTTAGE INDUSTRIES or LAND USE APPLICATIONS <ul style="list-style-type: none"> • Details of the proposal • Hours of operation (including operating times during the day and days of operation during the week) • Location of the proposal on site (see Site Plans) • Details of access and parking (see Site Plans)
<p>Should an Application for Development Approval not contain all the requirements, as detailed above, it will be considered incomplete and will not be accepted by the Shire of Brookton.</p>

OFFICE USE ONLY	
Lodgment Date: _____	Property Assessment No.: _____
Fee Payable: _____	Payment Date: _____ Receipt No: _____

LOCKE DEVELOPMENT APPLICATION 2.121



121 Brookton Highway, Brookton Western Australia 6306

CONTENTS	
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PROPOSAL

MR & JD Locke are applying for a proposed land use amendment for 121 Brookton Hwy; The title has a current land use already approved by the Shire of Brookton: motor vehicle repair, together with this, the new proposed uses are as follows; warehouse/storage, industry-light, trade supplies, trade display and office.

The anticipation of future endeavours with potential businesses are still in planning stage at the time this proposal is written, and we seek to allow for active commercial businesses based in the wheatbelt to extend and improve current services within the Brookton and surrounding areas, supporting new employment and enticing families to come to our evolving community to assist in cementing Brookton's economic growth.

Our foundation of infrastructure together with our expanding business and others in the area is what will fortify Brookton's position in a sustainable future.

We look forward to the support of the Shire of Brookton and our Councillors.

CERTIFICATE OF TITLE

Owners: Mr Matthew & Mrs Jasmine Locke *ATTACHMENT 1 (3 Pages)*

LOCATION

121 Brookton Highway, Brookton Western Australia 6306. *ATTACHMENT 2*

SITE PLAN

ATTACHMENT 3

EXISTING BUILDINGS

ATTACHMENT 4

BUSINESS DESCRIPTION

Future Tentative business: Motor Vehicle Repair business focussing on agricultural repairs parts sales and service. (NO FABRICATION)

HOURS OF OPERATION

Standard Opening Times: Monday - Saturday 8am-5pm

In addition to regular services, providing an outside of regular hours repair service by appointment only; this is in line with The Department of Commerce restrictions and are for service/repairs only not standard retail sales. This is usually within periods of Seeding and Harvest to ensure our customers are provided with the best possible service within the community.

PARKING AREAS

Delineation measures for car parking are outlined on SITE PLAN - ATTACHMENT 3.

10 bays and extra overflow parking shown on plan in accordance with Shire of Brookton Local Planning Scheme NO 4 - Table 7 and the explanatory figure in Figure 1. Car parks consist of gravel compacted to road user standards. Accessible bays previously approved & shared with Shed 1 as per details below in Amenities.

All other areas utilised for the business are to a hardstand level. This ensures no dust impact to neighbouring properties.

AMENITIES

Amenities within Shed 1 are to be shared with Shed 2 & 3 and have written contract between if/any business working from Shed 2 & 3. These include regulation accessible bathroom facilities & accessible car parking bays.

Electrical Western Power connection is existing on site. Sheds 2 & 3 will be fitted out and connected by licenced Electrician once selected upon completion of structure build.

Water

Water Corporation connection is existing on site and was connected via licenced plumber.

Run off joined with existing provisions to tanks onsite.

Trade waste from servicing to be stored in separator pit as per regulation. (to be installed by licenced professional)

INTERNAL PLANS

Shed 2 Office & Storage | Shed 3 Workshop

ATTACHMENT 5

ZONING

Shire of Brookton Local Planning Scheme NO 4 - Part 3 - Zones and use of land.

Land-use Permissibility

Current land use classification of "Motor Vehicle Repair" (Rural Enterprise Zone "D").

The newly proposed land uses are:

Industry-light (Rural Enterprise Zone "P")

Trade supplies (Rural Enterprise Zone "P")

Trade display (Rural Enterprise Zone "P")

Office (Rural Enterprise Zone "I")

Warehouse/storage (Rural Enterprise Zone "D")

BUSINESS SIGNAGE

Panel Signage to be affixed to existing shed 2 & 3.

*If applicable - any road side signage will be submitted as a separate application.

ACCESS

Access to the property via Brookton Hwy as detailed on map *ATTACHMENT 2*. Access consists of gravel compacted to road user standards. Internal yard space allows RAV turnaround.

Young Cres is to be use as an emergency exit.

MAIN ROADS

Main Roads granted formal access to Brookton Highway from 121 Brookton Highway, Brookton Western Australia 6306.

ATTACHMENT 1

WESTERN



AUSTRALIA

REGISTER NUMBER 76/DP133964	
DUPLICATE EDITION 2	DATE DUPLICATE ISSUED 1/8/2005

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **2116** FOLIO **228**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 76 ON DEPOSITED PLAN 133964

REGISTERED PROPRIETOR: (FIRST SCHEDULE)

MATTHEW RUSSELL LOCKE
JASMINE DALE LOCKE
BOTH OF 73 KING STREET BROOKTON WA 6306
AS JOINT TENANTS

(T O734280) REGISTERED 14/5/2021

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

1. THE LAND THE SUBJECT OF THIS CERTIFICATE OF TITLE EXCLUDES ALL PORTIONS OF THE LOT DESCRIBED ABOVE EXCEPT THAT PORTION SHOWN IN THE SKETCH OF THE SUPERSEDED PAPER VERSION OF THIS TITLE.
2. B858313 EASEMENT TO SHIRE OF BROOKTON. SEE INSTRUMENT B858313. REGISTERED 5/2/1980.
3. C568946 EASEMENT TO MINISTER OF WATER RESOURCES. SEE SKETCH ON VOL 2116 FOL 228. REGISTERED 17/6/1983.
4. *O734281 MORTGAGE TO BENDIGO AND ADELAIDE BANK LTD REGISTERED 14/5/2021.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 2116-228 (76/DP133964)
PREVIOUS TITLE: 1543-841
PROPERTY STREET ADDRESS: 121 BROOKTON HWY, BROOKTON.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF BROOKTON

END OF PAGE 1 - CONTINUED OVER

LANDGATE COPY OF ORIGINAL NOT TO SCALE 22/07/2021 08:01 AM Request number: 62313600



www.landgate.wa.gov.a

RECORD OF CERTIFICATE OF TITLE

REGISTER NUMBER: 76/DP133964

VOLUME/FOLIO: 2116-228

PAGE 2

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING
 K868395

LANDGATE COPY OF ORIGINAL NOT TO SCALE 22/07/2021 08:01 AM Request number: 62313600


Landgate
www.landgate.wa.gov.au

Deposited Plan 133964

Lot	Certificate of Title	Lot Status	Part Lot
76	2116/228	Registered	

LANDGATE COPY OF ORIGINAL NOT TO SCALE 22/07/2021 08:01 AM Request number: 62313600



ATTACHMENT 2

MR & JD LOCKE
121 BROOKTON HWY BROOKTON WA

Location Plan



LOCATION PLAN
SCALE 1: 5000

EXISTING BUILDINGS

ROAD BASE

EXISTING LEACH DRAINS

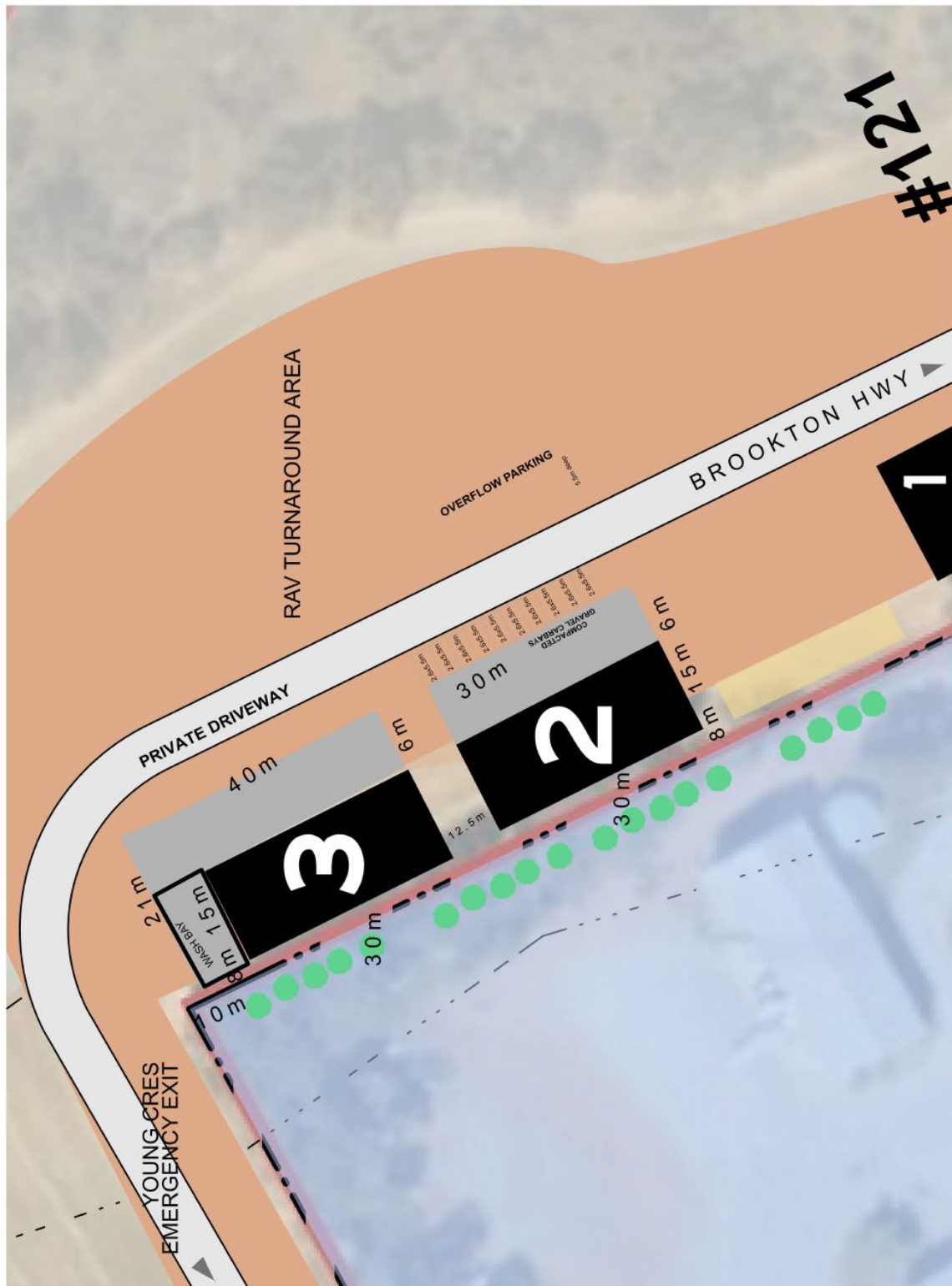
FLOOD ZONE

TITLE BOUNDARY

COMMERCIAL ZONING



ATTACHMENT 3



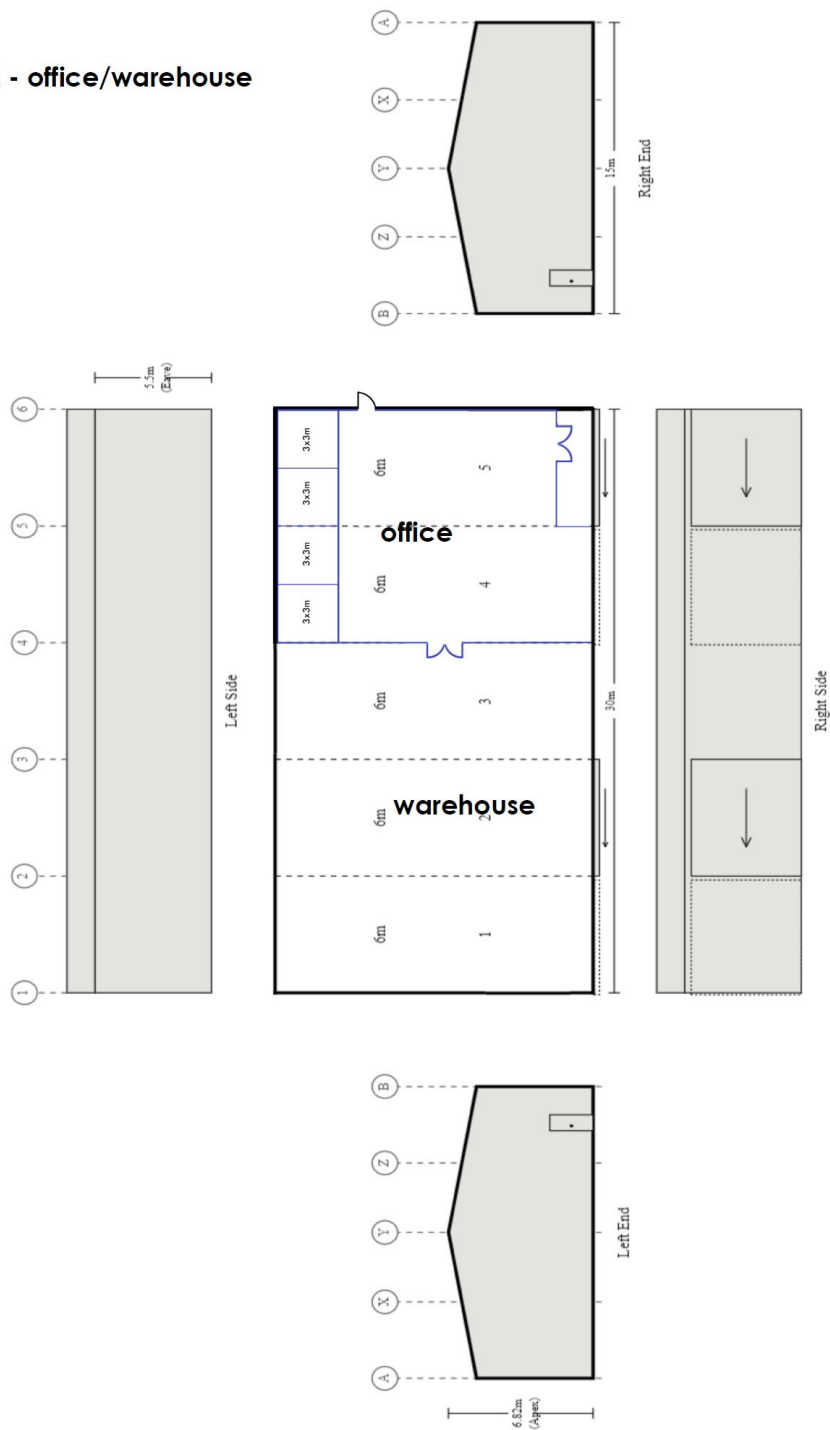
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ATTACHMENT 4

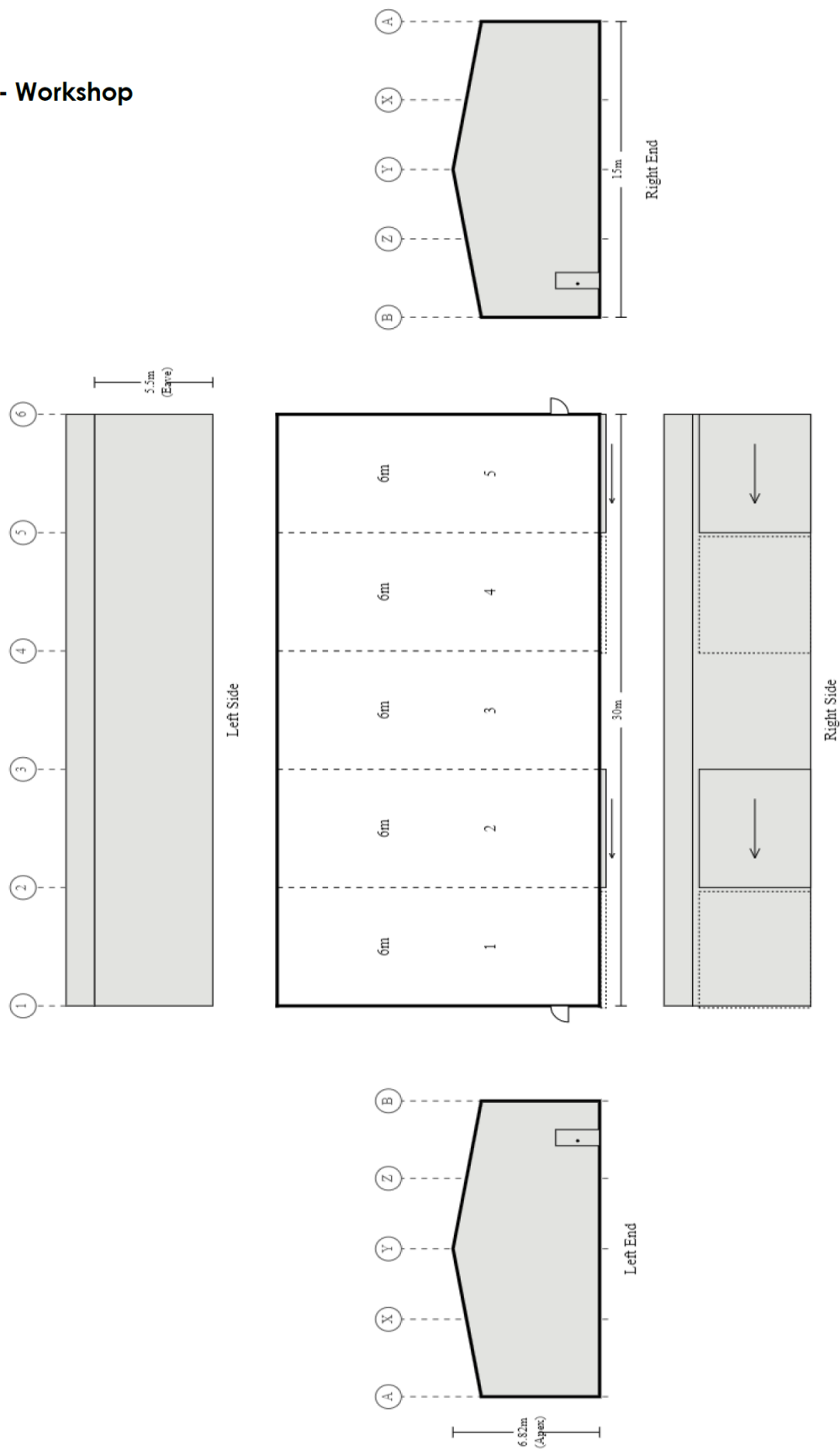


ATTACHMENT 5

SHED 2 - office/warehouse



SHED 3 - Workshop



Cr de Lange entered the Meeting at 6:44pm.

18.12.23	CONFIDENTIAL REPORTS
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OCM 12.23-14

COUNCIL RESOLUTION

MOVED Cr Hayden **SECONDED Cr McCabe**

That Council close the meeting to the public at 6:45pm in accordance with Section 5.23(2)(b) of the Local Government Act (1995) as Item 18.12.23.01 relates to the persons nominated for the Shire of Brookton Australia Day Awards 2024.

CARRIED BY SIMPLE MAJORITY VOTE 5/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Hayden, Cr McCabe

Against: Nil

Cr Crute declared an Impartiality Interest in that she has made a nomination to the Shire of Brookton Australia Day Awards 2024.

Cr Bell declared an Impartiality Interest in that he has made a nomination to the Shire of Brookton Australia Day Awards 2024.

Cr Hayden declared an Impartiality Interest in that she has made a nomination to the Shire of Brookton Australia Day Awards 2024.

18.12.23.01	CONFIDENTIAL - NOMINATIONS – AUSTRALIA DAY AWARDS 2024
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OCM 12.23-20

COUNCIL RESOLUTION

MOVED Cr Hayden **SECONDED Cr Bell**

That the meeting be opened to the public at 7:16 pm.

CARRIED BY SIMPLE MAJORITY VOTE 5/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Hayden, Cr McCabe

Against: Nil

19.12.23	NEXT MEETING & CLOSURE
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The next Ordinary meeting of the Council will be held on Thursday 15th February 2024 commencing at 6.00 pm.

There being no further business, President Cr Crute, declared the meeting closed at 7:16pm.