



## ORDINARY MEETING OF COUNCIL

### MINUTES

16 July 2020

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 20/8/20

Presiding Member: *[Signature]* Date: 20 August 2020

#### 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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Shire of Brookton  
Ordinary Meeting of Council held 16 July 2020  
Commenced at 6.00 pm

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**1.07.20 USE OF COMMON SEAL – JUNE 2020**

The Table below details the Use of Common Seal under delegated authority for the month of June 2020.

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

**2.07.20 DELEGATED AUTHORITY – ACTIONS PERFORMED – JUNE 2020**

The Table below details the actions of Council performed under delegated authority for the month June 2020.

Shire of Brookton, Delegation Register, 1.46 Building Matters – Permits, Certificates & Orders

BUILDING			
Application No.	Lot & Street	Type of Building Work	Date Granted
16-19.20	53 Nichols Road, Jelcobine	Patio	9 June 2020

Shire of Brookton, Delegation Register, 1.41 Specific Provisions under the Town Planning Scheme No. 4.

PLANNING				
File Ref	Application Ref	Subject Land (incl. Scheme No.)	Purpose	Date Granted

**3.07.20 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding member declared the meeting open at 6.05pm and thanked all in attendance.

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 respect local people's continuing culture and the contribution they make to Country and it's life.

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

Cr Crute	Shire President
Cr Walker	Deputy Shire President
Cr Lilly	
Cr Fancote	
Cr Watts	
Cr Macnab	
Cr Hartl	

Staff (Non-Voting)

Ian D'Arcy	Chief Executive Officer
Amy Eva	Manager Corporate and Community
Mikel Haramboure	Manager Infrastructure and Emergency
Danni Chard	Executive Governance Officer
Kylie Freeman	Administration and Records Officer

Members of the Public

Kerry Fisher	Roslyn Wright	Evelyn J Eva	Lindsay Eva	Jasmine Locke
Kerry Toop	Graeme Mercer	Belinda Mitchell	Lynne Bassett	Christine Hall

Tricia Stewart  
Lyn Pech  
Carol Bond

Dave Griffiths  
Eleesha Coote  
David Bond

Jamie Banks  
Matthew Coote  
Lyn Messenger

Lisa Johnson  
Tarah Seaman

Rosalie Pech Eva  
Charlene Hayden

Apologies

Nil.

Leave of Absence

Nil.

<b>5.07.20</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b>
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Nil.

<b>6.07.20</b>	<b>PUBLIC QUESTION TIME</b>
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Questions taken on Notice

Mr. David Bond

Question 1 - On what basis and knowledge of historical building and their importance, are these two comments made, “the need to one day replace the Memorial Hall”, and, the Railway Station is “basically at the end of its life cycle”

*CEO Response – The context of my comments in Item 13.07.20.01 relate to durability of design, construction, materials, and structural integrity and most importantly usefulness in relation to the intended purpose of each building. They do not relate to historical significance or importance, as inferred in your question.*

*As to comment on the Railway Station building specifically, the engineer from RC Consulting Engineers commented to me that this building is basically at the end of its life cycle. His comment was also not said in relation to historical significance or importance.*

Question 2 - Do the Councillors support these statements?

*Shire President’s Response – I am not knowledgeable on individual Councillors views and will not entertain an around the room response from each Councillor.*

*It appears your interpretation of the comments in Agenda Item 13.07.20.01 differ in context from that of the CEO’s.*

*I suggest you talk to each Councillor outside of this meeting to gain an understanding of their interpretation.*

Mrs. Lynne Bassett

Question 1 - Why were the ratepayers/residents not contacted by way of a mailout?

*Shire President Response – This was not a consideration in the consultation on this plan. Notwithstanding, various mediums have been used including electronic, social and print media.*

Question 2 - What studies have you done and what is the outcome regarding the financial return to the Ratepayers of Brookton from the renting of the chalets?

Shire President Response – *The Shire has not performed a cost analysis from a tourism perspective as there is little to no data available. However, the identification of chalets has arisen from:*

- *Number 8 and 19 of the Brookton 20 for the Strategic Community Plan 2017>*
- *Council's Corporate Business Plan <2021 that specifies Temporary Accommodation Village, and*

*A number of meetings over the past two and half years with Corporate Businesses that have pressed the need for seasonal accommodation with emphasis it is constraining economic growth.*

Question 3 - Why is there a need to replace the Memorial Hall? Is this the view of all Councillors or of the Officer responding?

Shire President Response – *As I have repeatedly stated publicly, there is still a process to be conducted on the Memorial Hall.*

*The identification of the Multi-use Hall has arisen from public consultation in 2017 with Sally Carbon resulting in this building being listed in the Shire Corporate Business Plan <2021.*

Question 4 - How can the Officer suggest that both the Shire and the community have been neglectful in not attending to routine and major maintenance of Shire owned assets namely the Memorial Hall and Lessor Hall and the Old Railway Station building?

Shire President Response – *It is completely unreasonable to suggest that all the current Council and Administration are fully to blame for the deterioration of these buildings, with many having been with the organization for less than 12 months.*

*The point made by the CEO is that residents/ratepayers at any time and particularly at an annual electors meeting could have pressed the issue of deterioration and lack of maintenance. Only since a fence has been erected around the Railway Station has the community become vocal. This is not to dismiss the Shire's failures, but in his view the community should have held the Shire to account in not fulfilling its obligations of maintenance of these buildings.*

Question 5 - How much money has been spent on repairs and maintenance to the Brookton Memorial Hall in the past 5 years and what maintenance/repairs were carried out?

Shire President Response – *This will need to be taken on notice for this information to be compiled.*

Question 6 - How much money has been spent of repairs and maintenance to the Old Railway Station building in the past 5 years and what maintenance/repairs were carried out?

Shire President Response – *This will need to be taken on notice for this information to be compiled.*

Question 7 - Does the Brookton Council have an Asset Management and Maintenance plan for Council owned assets and is this followed?

Shire President Response – *Yes, the Shire has Asset Management Plan 2016 - 2027.*

*Mostly it has not been followed as the document is deficient on detail of works to be performed and associated costs. A new plan is presently being prepared which is considerable task as it incorporates all Shire roads, drainage, sewerage, bridges, footpaths, buildings, playgrounds, etc.*

**Question 8** - How often does Council carry out inspections on Council owned assets?

*Shire President Response – The Shire has a dedicated maintenance officer who undertakes and oversees the maintenance on buildings on an annual basis. As for other infrastructure assets the Shire has recently employed a qualified civil engineer to manage all other assets, and co-ordinate the Asset Management Planning.*

**Question 9** - As the name suggests 'Brookton Memorial Hall' is a memorial to the members of our community who went to war, many never to return, to fight for what we have and enjoy today and I feel should be sacred to our community. Is it the view of all Councillors to demolish the Halls?

*Shire President Response – At this stage the Council has not made any determination of the future of the Memorial Hall, which as mentioned, will be the subject of a separate consultation process.*

**Question 10** - The Officer says that the Railway station building is 95 years old and basically at the end of its' life cycle. If it had been maintained, this building would stand for another 95 years. We can't just get rid of all our old buildings because their old, we'll have no historical buildings left in our town. Is it the view of all Councillors or the view of the Officer?

*Shire President Response – The future of the Railway Station is yet to be determined as explained in the officer's report. Notwithstanding, I expect the outcome of any decision will be based on the PTA's position and take account community's views through another separate consultation process.*

**Question 11** - What efforts have been made to contact the PTA and when did this contact occur? Narrogin is moving towards refurbishing and repairing their railway station building, Pingelly is in the process of doing theirs and Beverley has a great venue for performing arts in theirs, so they can be preserved.

*Shire President Response – The PTA were contacted in late May 2020 following a risk assessment of the building and advice from the Shire insurers which took some months. Follow up contact has subsequently been sought on the progress with the PTA and Councillors have been informed it is listed for consideration.*

*From discussion with other organisations it may be some months before a response is received.*

*Regarding the other Local Government Railway Station buildings, I am not familiar with their circumstances and don't believe it's this Council's role to comment.*

**Question 12** - The 'Officers Comments' are, I presume Ian's comments. Are they the view of the entire Council? How much Council consultation and discussion has occurred on this draft plan?

*Shire President Response – The comments in the report are the CEO's. It up to Councillors to accept the comments or not, and if warranted debate the suggestions and recommendations as part of the democratic process.*

*There appears to be a strongly held view in the community that the draft Reserve Management Plan has been prepared 'on the run' with little consultation in the past few months. To the contrary it is a product of the Shire's Integrated Planning Process and Innovations Pathway that commenced with Sally Carbon in 2017 and received input from over 200 community participants, as explained in the responses to your questions 2 and 3. Therefore, this Plan is basically a representation of the Community input.*

Question 13 - I can't see where there is mention of any library space. Have I missed it?

Shire President Response – *The draft Reserve Management Plan is a high level strategic document that offers guidance and doesn't include all aspects of the Shire services. This is not to say the Library may not be relocated in time at the discretion of Council.*

Question 14 - Why can't the funds currently proposed to be allocated to building 4 new chalets at the Caravan Park be directed to some much needed work on the Memorial & Lessor Halls? The criteria is .... *Funding is available to eligible councils for local infrastructure projects and other drought-relief activities. Project funding is intended to provide short-term support, including by boosting local employment and procurement, and addressing social and community needs.*

Would the refurbishment of the Halls qualify for this?

Shire President Response – *The grant funding from the Commonwealth Government can be allocated to a range of facilities, including the Memorial Hall.*

*However, I expect on the back of this process with much criticism that the broader community would want to have their say on refurbishment the Memorial Hall. While I understand the strong views have been expressed, this is not anywhere all the community.*

Question 15 – How will the chalets, if manufactured and delivered to site, stimulate our local economy?

Shire President Response – *This question will be taken on notice.*

### **Questions without notice from the gallery**

#### **Mr. Jamie Banks**

Question 1 - What research has been conducted to understand the implication that building Chalets at the caravan park will have on existing accommodation providers who are invested Shire of Brookton rate payers? Does the Shire understand that there are currently 28 accommodation rooms available in Brookton any given night which are a long way from full capacity and need to be utilised and supported.

Shire President Response – *This question will be taken on notice.*

Question 2 - Why is accommodation being built to satisfy a pressure that has been put on the shire by larger business in town to accommodate for their short term peak seasonal work?

Shire President Response – *This question will be taken on notice.*

Question 3 – If the intention is to build the chalets for the purpose of increasing tourism into Brookton, what reasoning has been put into by the Shire of Brookton to support the fact that the accommodation will also be used by seasonal workers which may have a detrimental effect on tourists choosing to utilise the chalets? For example, the Shire of Cranbrook caravan park is invested into by CBH and have ongoing social issues. Who will be responsible for managing seasonal workers whilst they are using the chalets and at what cost will this be to ratepayers?

Shire President Response – *This question will be taken on notice.*



Question 4 - What research and/or business plan has been done to justify the financial investment into the building of the chalets? Have you projected if the chalets will return a profit or will rate payers be left to have the burden of the financial costs of the chalets, eg. maintenance, lack of bookings, cleaning costs, caretaker, loan repayments (if any)?

Shire President Response – *This question will be taken on notice.*

Question 5 – Can the reserve plan be amended to forgo the chalet development and instead invest in improving the caravan park immensely with such facilities as a better laundry mat, rec room and campers kitchen, grassed camping areas, communal areas for guests to enjoy together?

Shire President Response – *This question will be taken on notice.*

**Ms. Kerry Toop**

Question 1 – The Shire has produced a plan that states that it has reviewed relevant background information. What did that background information consist of?

Shire President Response – *This question will be taken on notice.*

Question 2 – What statistical information did you collect or review in order to determine that there is a need to provide additional short term worker's accommodation?

Shire President Response – *This question will be taken on notice.*

Question 3 – How did you determine that the current providers are not meeting the short-term needs of workers and that there is a REAL need to provide additional accommodation?

Shire President Response – *This question will be taken on notice.*

Question 4 – Did you seek input from those providers to determine if their occupancy rates were above a particular threshold? If not, why not?

Shire President Response – *This question will be taken on notice.*

Question 5 – What data do you have in relation to tourism within the town?

Shire President Response – *This question will be taken on notice.*

Question 6 – How many caravanners stay in town longer than 24 hours?

Shire President Response – *This question will be taken on notice.*

Question 7 – Brookton's population as per the last ABS Census was 756 – 38 submissions equates to a 5% return. Even if you discount those persons under the age of 18, the return is still only 8%. Could the limited number of responses indicate that many residents did not know about the plan or the Shire's intentions and that perhaps the Shire's communication strategy did not work sufficiently well to properly inform the community?

Shire President Response – *This question will be taken on notice.*



## **Mr. Lindsay Eva**

**Question 1** – Why was the plan advertised in only one telegraph?

*Shire President Response – The plan was advertised in 2 telegraphs. 10<sup>th</sup> June 2020 and 24<sup>th</sup> June 2020.*

**Question 2** – The plan only appeared on Facebook on the 17<sup>th</sup> June 2020, is that correct? It appears this plan has been poorly advertised.

*Shire President Response – The Reserve Management Plan was advertised as per the following:*

### **Shire Website**

*Thursday 28<sup>th</sup> May 2020 – Media Release & Public Consultation pages*

**Facebook** (Brookton Shire & Brookton Community & Public Notices Pages)

*Wednesday, July 17<sup>th</sup> – direct link to Shire website*

*Thursday, June 4<sup>th</sup> – Reserve Management Submission Forms advertised*

*Thursday, May 28<sup>th</sup> – Public Advisory Notice*

### **Community Facebook Page**

*June 17<sup>th</sup> – Direct link to website media release*

*June 18<sup>th</sup> – Link to Narrogin Observer media release – Big plans for Brookton*

*June 19<sup>th</sup> – Barry Watts – Encouraging submissions on the Brookton Reserve management plan*

### **Telegraph**

*Wednesday, June 10<sup>th</sup> – Full page Public Advisory Notice*

*Wednesday, June 17<sup>th</sup> – Full page notice including reserve image*

### **Community E-News**

*Wednesday, April 29<sup>th</sup> – Grant application notice – Discusses the planning of the precinct and application to fund chalets*

*Wednesday, June 10<sup>th</sup> – Public Advisory notice with links to the website and submission forms*

*Wednesday, June 24<sup>th</sup> - Draft Brookton Reserve Notice*

**Emails** – sent by the Community Liaison Officer

*Email link to the webpage forwarded:*

*29/5 Media Release, Plan & Submission Form*

*Brookton Historical Society*

*Brookton Art's & Craft's/Brookton Patchwork & Craft*

*Brookton Auskick Football*

*Brookton Nandioot Girl Guides*

*Brookton County Club*

*Brookton CRC*

*Brookton Cricket Club*

*Brookton Netball Club*

*Brookton Photography and Art Exhibition Group*

*Brookton Pingelly Panthers Football Club*

*Brookton Women's Hockey Club/Brookton Junior Hockey*

*Brookton DHS @ Education*

*Brookton /Pingelly Karate Club*

*Dale River Tennis Club*

*Kweda Golf Club  
Seabrook Aboriginal Corporation  
Seabrook Cricket Club  
Jennifer & Danica Forward  
Brooke Rushton  
Daniel Gault  
Jamie Banks*

### **Meetings held**

*Arts Crafts & Patchwork – May 8th – Katrina, Sandie, Amy - Met with – Neil & Beryl + Judy Sudholz, + 2  
Tourism Group – June 22nd - Sandie, Debbie – Harold Bell, Nicolette Whittington, Gail Macnab, Theresa Fancote, Sharon Williams + 1 other  
Historical Society & CRC – May 11th – Katrina, Sandie, Amy - Julie Jefferson, Susan Turner  
Men's Shed & Community Garden Group -  
Youth Group – May 8th – Katrina, Sandie, Amy, Ian – Charlene & Tarlah  
Girl Guides – May 11th – Katrina, Sandie, Amy – Kate Walker  
February 3rd – Brookton Community Inc. @ Memorial Hall – Katrina, Ian, Debbie – Joy Reiter, Harold Bell, Ellen Walker, Gail Macnab,*

### **IPR Meetings**

*May 29th, 2019 & July 24th, 2019– Innovations meeting – Plan for precinct  
August 28th 2019 – CEAG Meeting – Plan for precinct  
July 29th, 2019 & February 17th, 2020 – BEAR Meeting – Plan for precinct – New Caravan Park/Accommodation Village*

**Question 3** – Regarding the Railway Station, what stage is the Shire at regarding the Railway Station Restoration?

*Shire President Response* – *There is a process to follow, the Council first had to consult with their insurers, and then the Public Transport Authority (PTA) which is where it currently sits.*

**Question 4** – Is there an expected timeframe?

*Shire President Response* – *There is no timeframe. We are currently awaiting on the PTA to respond.*

**Question 5** – Surely we can get some movement?

*Shire President Response* – *The Shire cannot make the process happen any quicker.*

**Question 6** – Why was the Dale Tennis Club contacted but not the Brookton Tennis Club?

*Shire President Response* – *I don't know.*

### **Ms. Charlene Hayden**

**Comment** – -On behalf of the Brookton Nyoongah Youth Group, I support this plan and the Youth Hub, as well as the consultation process with the Reserve.

Discussions have occurred with Cr Fancote and Cr Crute, the only Councillors who have met with the Youth Group to discuss the youth of the town. Being a Brookton Local where I was raised, the youth didn't have much. It is great to see the Youth Group being approached by Cr Fancote and Cr Crute to discuss a proactive approach to providing some infrastructure and activities for our Youth.

The Brookton district has a rich history, including the Railway Station, the farming and the culture.

**Mrs. Jasmine Locke**

Comment – I think 4 weeks was enough time for people to review the plan and write a submission on the plan. I am a local business owner and a mum. I do not have any concerns with the chalets, if anything, I think they add value to our town. They provide accessible accommodation (no stairs), as well as the fact that staying in a pub with a young family is not ideal. Without children, its no issue. We all care about the future of our community, which is why we are here.

*Shire President Response – Jaz, in relation to the plan can you share what the view is of those people under 50 years old that you know of?*

Jasmine – They support the plan, however, are aware that we can't please everyone. The plan is for our youth and for the future.

**Ms. Kerry Toop**

Comment – Young people balance the vision of the Community and the Noongars – before we brought the pub, both pubs had a history of bankruptcy, we are an aspirational business, and the proposed chalets can potentially change our income.

We currently offer short term accommodation for workers, which is stimulating economical growth with the potential to construct chalets on our property.

The Shire have reserves vested to them, which they don't pay rates for. The Shire should be supporting the businesses we currently have in town. The Brookton is working towards opening in 12 months.

**Mrs. Ros Wright**

Comment – I wish to congratulate Council on the plan, and the work that has gone into this. I previously worked for the Shire from 1989 to 2007, and the construction of chalets has been discussed since then. The plan does not suggest demolishing the existing Memorial Hall.

I have chosen to be a member of this community, I pay rates, previously was a part of a motivated mother's group, Landcare and other community groups.

My passions are to see Brookton develop for active, motivated people. My son often makes the comment that Brookton has a different feel about it. That is, it is not as structured for young families as some other similar sized local communities. Other Towns have infrastructure for the youth, why not Brookton?

Consultations are a great way to have different opinions, thoughts and suggestions constructively working together towards great ideas. This includes asking and answering tricky questions. Understand things take time.

Brookton is in our hearts – Be kind, have discussions, move forward. Have things for Kids to do.

**Mrs. Lynne Bassett**

Comment – My comments were not completely negative I am passionate about the Railway Station and the Memorial Hall. If we build a significant amount of infrastructure, who is going to pay for this? The rate payers. If you can't afford it, you can't have it.

**Questions on Notice**

**Cr Barry Watts**

Question 1 - Has the loop track been officially opened by the Council?

*Shire President Response – No.*

Question 2 - Is the track going to be fenced off to restrict anytime access?

*Shire President Response – No. Barrier fencing will be provided along Bodey Street to enhance safety as part of the draft 2020-21 budget. This is shown in the draft Reserve Management Plan that you endorsed with all other Councillors.*

Question 3 - Is the Park going to be under Supervision?

*Shire President's Response – No. The BMX track will mainly be unsupervised consistent with most playgrounds and skate parks around the State. However, there will be signage erected that outlines the requirements on using the BMX track in a safe manner.*

Question 4 - Is the Council liable for compensation for any accidents/injuries that occur?

*Shire President's Response – Only if Council does not honour its duty of care. I can confirm LGIS, the Shire's Insurers, has been consulted on the BMX track and advised that an inspection by an accredited person should be performed before the BMX is officially opened, and thereafter be maintained to an appropriate standard. We are currently waiting on an inspection being completed by Three Chillie Designs who specialise in BMX tracks and skate parks to satisfy this requirement.*

Question 5 - Are there going to be any Public Toilets or First Aid facilities?

*Shire President's Response – No. At this stage, the Council has not considered the need for public toilets and I expect if some-one is desperately in need of a toilet they could approach the caretaker at the Caravan Park to use the toilet there. The Caretaker is a very helpful person and I am very confident he would assist some-one in need.*

*Similarly, there is no current plan for first aid facilities. As mentioned, this BMX track is consistent with an un-supervised playground or skate park by a Local Government, and if necessary, I suggest help could be obtained from the caravan park next door.*

*Cr Watts, in future it would be beneficial for you to ask these questions and obtain clarification at the time matters are presented to Council for determination, and not afterwards. As you will recall, an agenda item*

*was presented at the April 2020 Council Ordinary Meeting where you voted in favour of this proposal. It now appears you have a reluctance to not support it?*

Cr Watt's Response - No Madam President your assumption is not correct.

*Public question time concluded at 6.58pm.*

<b>7.07.20</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE</b>
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Nil.

<b>8.07.20</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS</b>
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Nil.

<b>9.07.20</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>
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<b>9.07.20.01</b>	<b>ORDINARY MEETING OF COUNCIL – JUNE 2020</b>
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<b>OCM 07.20-01</b>
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**COUNCIL RESOLUTION**

**MOVED Cr Walker                SECONDED Cr Watts**

*That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 18<sup>th</sup> June 2020, be confirmed as a true and correct record of the proceedings.*

**CARRIED BY SIMPLE MAJORITY VOTE 7/0**

<b>9.07.20.02</b>	<b>LOCAL EMERGENCY MANAGEMENT COMMITTEE – JUNE 2020</b>
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<b>OCM 07.20-02</b>
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**COUNCIL RESOLUTION**

**MOVED Cr Fancote                SECONDED Cr Lilly**

*That the minutes of the Local Emergency Management Committee meeting held in the Shire of Brookton Council Chambers, on 23<sup>rd</sup> June 2020, be received by Council.*

**CARRIED BY SIMPLE MAJORITY VOTE 7/0**

<b>9.07.20.03</b>	<b>BUSHFIRE ADVISORY COMMITTEE – JUNE 2020</b>
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<b>OCM 07.20-03</b>
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**COUNCIL RESOLUTION**

**MOVED Cr Lilly                SECONDED Cr Hartl**

*That the minutes of the Bushfire Advisory Committee meeting held in the Shire of Brookton Council Chambers, on 30<sup>th</sup> June 2020, be received by Council.*

**CARRIED BY SIMPLE MAJORITY VOTE 7/0**

<b>10.07.20</b>	<b>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION</b>
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Nil.

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

**Disclosure of Financial & Proximity Interests**

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

**Disclosure of Interest Affecting Impartiality**

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

Item no.	Members/Officers	Type of Interest	Nature of Interest
15.07.20.03	Cr Lilly	Financial	Chair BCI, Community Garden member

**12.07.20 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****12.07.20.01 ELECTED MEMBER MOTION: DRAFT RESERVE 43158 MANAGEMENT PLAN – CR B WATTS**

<b>File No:</b>	ADM 0144
<b>Date of Meeting:</b>	16 July 2020
<b>Location/Address:</b>	Reserve 43158 (Lot 510) Whittington Street, Brookton
<b>Name of Applicant:</b>	N/A
<b>Elected Member:</b>	Cr Barry Watts
<b>Reporting Officer:</b>	Ian D’Arcy – Chief Executive Officer
<b>Interest:</b>	The Officer has a professional interest in this matter as the author of the draft Reserve Management plan and responsible for the public consultation process.

**Background:**

This report relates to an Elected Member motion for Council to convene a public meeting on draft Reserve 43158 Management Plan to explain the approach taken to public consultation and address the rationale behind the Plan.

**Statutory Environment:**

The preparation of the Reserve Management Plan has been performed under Section 49(1) of the *Land Administration Act, 1997*.

In relation to public consultation this has been aligned to Regulation 50(2) of the Planning and Development (Local Planning Scheme) Regulations, 2015. This is further canvassed in the Officer Comment section of this report.

**Relevant Plans and Policy:**

There is no policy or overarching plan that applies to this matter and the proposed Elected Member Motion.

**Financial Implications:**

There is no financial implication in relation to the Elected Member motion other than officer time and use of the meeting venue. These are considered negligible costs and are accommodated in the Council’s budget.

**Risk Assessment:**

It is assessed that there is a ‘Medium’ risk associated with the proposed Elected Member Motion for a public meeting, as it is possible the meeting may centre on matters not specifically pertinent to the draft Reserve Management Plan, which is fundamentally a strategic document that seeks to designate certain uses to within the Reserve.

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 proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – May 2018, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the Elected Member's motion aligns to:

*Function 23 – Facilities Management*

*Action 23.2 – Review Sport/Recreational Management Plan*

*Function 24 – Community*

*Action 24.1 - Support seniors, youth cultural, sport/recreational group activities*

### Elected Members Comment:

#### **Motion of Notice**

*I request that Council arranges a Town Hall Meeting in order to explain the Brookton Reserve 43158 Management Plan and answer elector's questions.*

#### **Rationale**

*In light of recent resident and ratepayer concerns, I believe that it is more than appropriate that the community see the Council as being open, accountable and transparent in its governance.*

*I believe Council needs to be completely open with the Community and a Town Hall Meeting would provide the appropriate forum for council to articulate the importance of the Plan, and its benefits to the wider community.*

*It is clear to me that the community feels very confronted/aggrieved by the way the plan has been presented to them from the feedback I have received.*

#### **Officer Comment**

While this draft Reserve Management Plan has been prepared under the *Land Administration Act, 1997* as reflected in the Statutory Section of this report, the length of time afforded by Council of 4 weeks for public comment on this Plan aligns to the specified timeframe of 28 days under Regulation 50 of the Planning and Development (Local Planning Scheme) Regulations, 2015. This regulation relates to the preparation of a Local Development Plan which is consistent with the draft Management Plan for Crown Reserve 43158. The wording of Regulation 50(2) is provided below:

50(2) *The local government must advertise the local development plan in one or more of the following ways —*

- a) by giving notice of the proposed plan to owners and occupiers who, in the opinion of the local government, are likely to be affected by the approval of the plan, including a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the notice is given to the person;*
- b) by publishing a notice of the proposed plan in a newspaper circulating in the Scheme area including a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the notice is published;*
- c) by publishing a notice of the proposed plan by electronic means in a form approved by the local government CEO including a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the notice is published;*
- d) by erection of a sign or signs in a conspicuous place on the land the subject of the proposed plan giving notice of the proposed plan for a period of not less than 14 days from the day on which the sign is erected including on each sign a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the sign is erected.*

As to the measures undertaken by the Shire Administration on formulating and inviting comment on this Plan the following has been performed by the Shire Administration:

#### Public Notification

- Website – notice published on May 28<sup>th</sup> immediately following Council’s motion to entertain public advertising for 4 weeks.
- Facebook (Brookton Shire & Brookton Community & Public Notices Pages) – publications on Wednesday, June 17<sup>th</sup>; Thursday, June 4<sup>th</sup> and Thursday, May 28<sup>th</sup>.
- Other Community Facebook pages on June 17<sup>th</sup> – Direct link to website media release; June 18<sup>th</sup> – Link to Narrogin Observer; June 19<sup>th</sup> – Barry Watts – Encouraging submissions be lodged.
- Telegraph – published Wednesday, June 10<sup>th</sup>; Wednesday, June 17<sup>th</sup>.
- Shire E-News – published Wednesday, May 29<sup>th</sup>; Wednesday, June 10<sup>th</sup>.  
` Wednesday, June 24<sup>th</sup>.
- Direct emails of Media Release, draft Management Plan & Submission Form sent on May 29<sup>th</sup> to a range community groups including:
  - Brookton Historical Society
  - Brookton Art’s & Craft’s/Brookton Patchwork & Craft
  - Brookton Auskick Football
  - Brookton Bandicoot Girl Guides
  - Brookton Country Club
  - Brookton CRC
  - Brookton Cricket Club
  - Brookton Netball Club
  - Brookton Photography and Art Exhibition Group

- Brookton Pingelly Panthers Football Club
- Brookton Women's Hockey Club/Brookton Junior Hockey
- Brookton DHS @ Education
- Brookton /Pingelly Karate Club
- Dale River Tennis Club
- Kweda Golf Club
- Seabrook Aboriginal Corporation
- Seabrook Cricket Club

#### Meetings with affected Community Groups

- Briefings held with the following Community Groups:
  - Arts Crafts & Patchwork – May 8<sup>th</sup>
  - Men's Shed, Community Garden Group, Youth Group - May 8<sup>th</sup>
  - Historical Society and CRC - May 11<sup>th</sup>
  - Girl Guides – May 11<sup>th</sup>
  - Tourism Group - June 22<sup>nd</sup>

#### Input for Advisory Groups

- Shire Advisory Group Meeting presentations and input on May 29<sup>th</sup>, 2019; July 24<sup>th</sup> 2019; August 28<sup>th</sup> 2019; July 29<sup>th</sup>, 2019; February 17<sup>th</sup>, 2020.

#### Verbal Communication

- Both Councillors and Shire Administration staff have sought to engage with and encourage input from a broad range of stakeholders within the Brookton Community using an indicative colored 'blob' plan to obtain preliminary understanding of community needs.

Contrary to suggestion the draft Reserve Management Plan has been poorly presented to the community, it is argued the preparation and promotion of this Plan has been adequate and well exceeds the Planning Regulations.

As to the time frame of four (4) weeks for formal advertising, this has also been achieved within relative compliance and is considered reasonable, particularly given the draft Plan is fundamentally a high level strategic planning instrument, prepared at a precinct scale that basically affords guidance on existing and future land use for a single parcel of land, being Crown Reserve 43158.

Furthermore, Council needs to be cognisant that any undue delay in this process may challenge grant funding with applied timelines being secured. Presently, there are some grant opportunities available worthy of pursuing, however the primary concern is a \$500,000 grant under the Commonwealth Government's Drought Communities Grant Program. This funding is relatively assured, is tied to the delivering economic benefit (such as caravan park accommodation) and must be expended by the end of June 2021, meaning time is critically important.

While this funding is not solely reliant on finalisation of the Reserve Management Plan, progression of the Plan will be of benefit in strengthening the Shire's application for this grant funding.

In regard to explanation on the draft Reserve Management Plan Council is referred to **Agenda Item 13.07.20.01.**

## **ELECTED MEMBER MOTION**

I request that Council arranges a Town Hall Meeting in order to explain the Brookton Reserve 43158 Management Plan and answer elector's questions.

**OCM 07.20-04**

### **COUNCIL RESOLUTION**

**MOVED Cr Watts**

**SECONDED Cr Macnab**

*I request that Council arranges a Town Hall Meeting in order to explain the Brookton Reserve 43158 Management Plan and answer elector's questions.*

**Carried 4/3**

**Voted For:** Cr Watts, Cr Macnab, Cr Lilly, Cr Hartl

**Voted Against:** Cr Crute, Cr Walker Cr Fancote

## 13.07.20 TECHNICAL & DEVELOPMENT SERVICES REPORTS

### 13.07.20.01 DRAFT RESERVE 43158 MANAGEMENT PLAN

<b>File No:</b>	ADM 0704
<b>Date of Meeting:</b>	16 July 2020
<b>Location/Address:</b>	Crown Reserve 43158 (Lot 510) Brookton Highway Brookton
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Ian D'Arcy – Chief Executive Officer
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	The author has no interest in this item.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	26 May 2020

#### Summary of Item:

This item relates to a draft Reserve Management Plan for the land bounded by White Street, Whittington Street, Bodey Street and Brookton Highway, and seeks Council consideration of submissions received from the local community and adoption of the Plan, with or without amendment.

A copy of each submission is presented as **Attachment 13.07.20.01A** to this report, while the advertised draft Management Plan is provided as **Attachment 13.07.20.01 B** under separate cover.

#### Proposal:

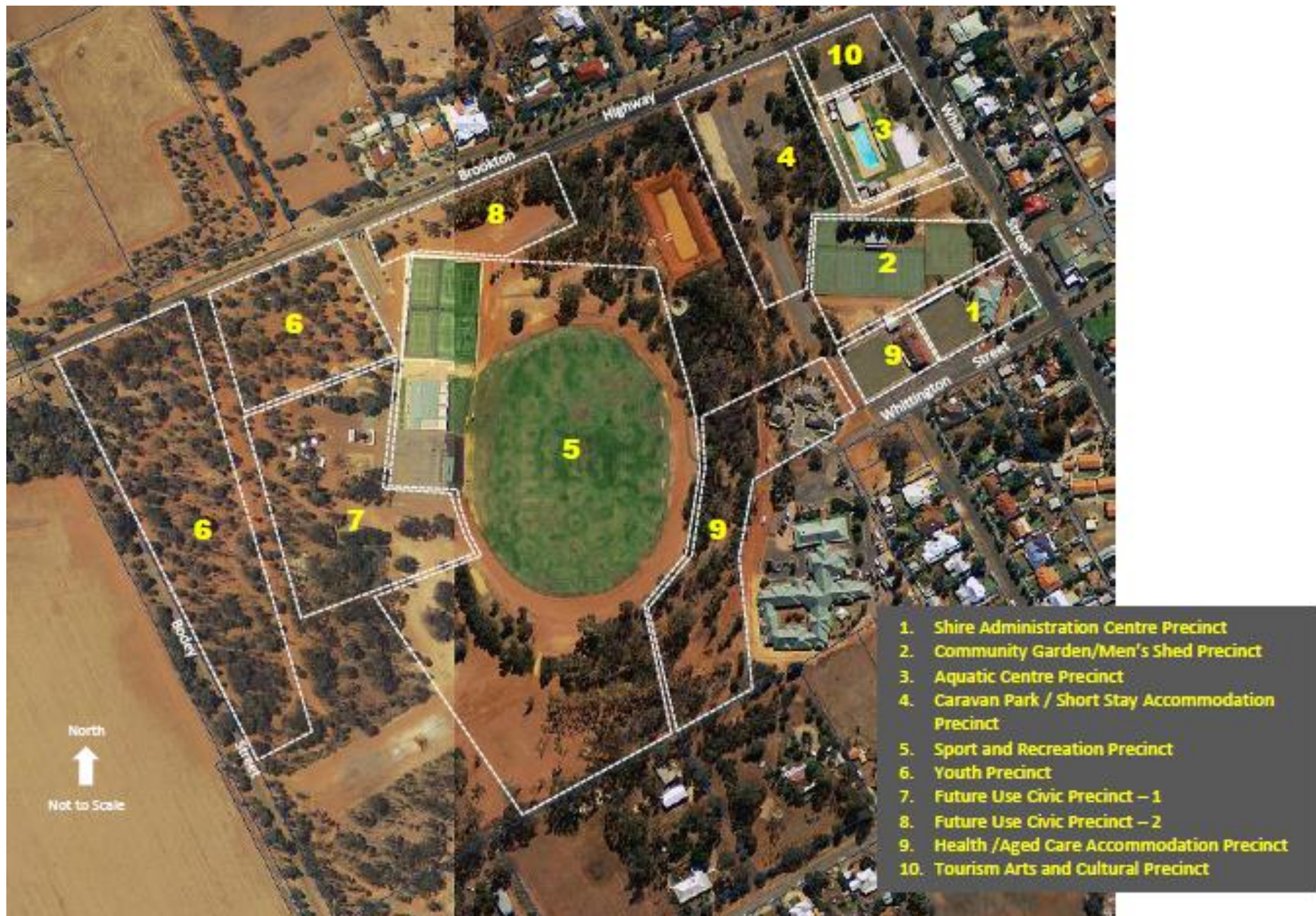
In summary the purpose of draft Reserve Management Plan is to:

1. Instil a vision for Reserve 43158 centred on:
  - a) Managing the respective uses, facilities and activities within the Reserve; and
  - b) Ensuring the provision of facilities accord with affordability and sustainability principles within the scope and capacity of the Shire over the long term.
2. Provide a strategic framework to guide the future planning, development and management of identified precincts over a projected 10-year period.

#### Background:

Through the Council's Integrated Planning and Reporting (IPR) framework and associated 'Innovations Pathway', a number of proposals had been put forward over the past 18 months prompting a need for strategic planning to be prepared that provides guidance on current and future use holistically for this land parcel. Subsequently a draft Management Plan advocating a coordinated and planned approach to existing and future use of the Reserve had been prepared promoting the creation of 10 precincts listed and illustrated in **Figure 1** below:





**Figure 1 – Precinct Plan**

The intent of this Plan is not to map in detail the proposed development within each precinct, but rather understand the purpose and footprint with general guidance for current and future use/development. This position is clearly articulated by the purpose of the Plan, which states the document is to afford a strategic guide with clear intent to:

- Support various opportunities for a wide range of users and visitors.
- Identify appropriate tenure where considered, manageable and sustainable.
- Enhance future access, circulation and permeability within the Reserve.
- Outline aged, tourist and workers' accommodation options and location for development.
- Instil social compatibility, synergy and equity in assignment of various precincts.
- Identify areas for environmental conservation and enhancement.
- Facilitate effective implementation.

In balancing the above considerations, the Management Plan has also sought to account for compatibility of land use, access to services, consideration of public safety and risk, and social equity.

### **Consultation:**

As outlined in the Elected Member Motion provided at **Agenda Item 12.07.20.01** of this Meeting Agenda, a reasonable level of engagement and consultation has been entertained, including:

- a) Input from multiple Community Groups and Council Advisory Groups.
- b) Public consultation from 26<sup>th</sup> May to the 25<sup>th</sup> June yielding 38 submissions presented in the Compilation of Submissions - **Attachment 13.07.20.01A**.

While many submissions have been critical of the time and method used in preparing and promoting the draft Reserve Management Plan, one submission has advocated the Council adopt a similar approach to guide future community consultation. It is noted in the Narrogin's Policy that section 3.4 relates to 'Statutory Engagement' where it states:

*"In these cases, the Shire will treat the prescribed level of community engagement as the minimum standard. The most common instance of this is in relation to development applications and other planning proposals. For planning proposals, the Shire relies on its policies, adopted under the Planning and Development Act, 2005 for guidance in regard to consultation and this will continue to be the basis on which the Shire engages with the community on planning matters."*

*Delivery of community engagement beyond legally required levels will depend on the decision to be made (or project or service to be delivered), the communities interest to participate, the need for Council to understand the community's view, and the opportunity for the community to influence the decision."*

Although Council does not have a Community Consultation or Engagement Policy, arguably this organisation's approach for this process aligns with the above policy statement, based on 38 submissions received that offer variable commentary and suggestion on what is a relative high-level strategic planning document.

### **Statutory Environment:**

Preparation of the Reserve Management Plan is performed under Section 49(1) of the *Land Administration Act, 1997*.

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

There are no current Plans and/or Policies specific to this matter. However, Council may want to consider a Consultation/Engagement Policy not dissimilar to the Shire of Narrogin's policy for future guidance.



### Financial Implications:

There is no financial implication for Council in relation to the preparation and adoption of the draft Reserve Management Plan.

However, the Council needs to be mindful the draft Plan does pre-empt future investment within the Reserve based on more detailed precinct plans some of which have been assessed and determination by Council. This includes the Community Garden Concept Plan submitted by Brookton Community Inc. and the Brookton Noongar Youth Group for the BMX (Pump) track. The draft 2020-21 budget has an indicative allocation for both Precincts as well as allocation for the for funding of a new Caravan Park, inclusive of a \$500,000 grant from the Commonwealth Government.

### Risk Assessment:

While there is no statutory or financial risk associated with the draft Management Plan, and no compulsion for Council to implement all of the Plan within the 10-year timeframe, there is a 'Medium' risk of fostering community expectation in adopting this Plan. In this context, Council does need to be mindful that some effort should be made to progress the Plan within affordable measures, once adopted.

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

### Community & Strategic Objectives:

This policy relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – May 2018, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the Reserve Management Plan in a strategic sense aligns to:

#### *Business Function 23 – Facilities Management*

### Comment:

With reference to the public submissions received from members of the community, these are provided in the Compilation of Submissions as **Attachment 13.07.20.01A** to this report. Below is a summary of the points raised considered pertinent and the officer's comment in relation to the specific land use precincts taking in consideration the submissions received. Specific comment on each submission and point raised is not offered, therefore Councillors are encouraged to read every submission to appreciate the individual perspectives being offered.

## 1. Shire Administration Centre Precinct



**Figure 2 – Shire Administration Centre – Precinct 1**

Comment Received (in summary)	Officer Response
a) It is suggesting future expansion of the Shire Administration Centre should occur to the northern side of the existing building fronting White Street.	a) While the comment of expanding the Administration Centre to the north appears reasonable, the Council has already leased this area to Brookton Community Inc. for the proposed community garden.
b) Why is it necessary to refurbish the Administration Centre?	b) Most of the refurbishment works have been completed to ensure better use the existing building floor area, establish a separate public entry to the Council Chambers to achieve a compliant level of disability access and security, and introduce improved technology for more efficiency. The remaining works will be completed in early 2020-21 financial year with ongoing maintenance to the building performed over time.
c) Why do we need both entries to require disability access?	c) In line with contemporary standards for disability access and inclusion independent access the Council Chambers is appropriate and warranted.
d) Why does the Administration Centre need an area for future expansion?	d) The allocation of land for expansion of the Shire Administration Centre is indicative to merely set direction as to where extension could strategically occur in long term. A lack of land provision would be short sighted with know what the future may hold.

## 2. Community Garden/Men's Shed Precinct



**Figure 3** – Community Garden/Men's Shed – Precinct 2

Comment Received (in summary)	Officer Response
<p>a) It would appear the proposed scale of the Community Garden is excessive, has not been appropriately considered as this location has soil deficiency and drainage issues, and likely to be a failure as people often lose interest in these types of projects leaving the ratepayers have to cover the cost.</p> <p>b) It is unclear as to why the Council is constructing a new Community Garden/ Men's Shed building when there are enough assets for the Shire to maintain, which has</p>	<p>a) Detail on how the Community Garden will be established and function primarily rests with the Community Garden Group. The Council is not intimately involved in the design and function. The Community Garden Group through an application to Council has already outlined their respective approach is based on:</p> <ul style="list-style-type: none"> <li>- Raised garden beds with imported soils.</li> <li>- Onsite water catchment and possible use of Happy Valley water.</li> <li>- Use of subsoil trickle irrigation systems.</li> <li>- Re-use of the old Tennis Clubhouse building, existing court surfaces and fencing.</li> </ul> <p>Further information on the detail should be obtained by contacting a Community Garden Committee Member.</p> <p>b) The view taken in discussing the needs for the Community Garden and preparing this draft Management Plan was that a purpose building is needed for both groups that reflects a shed structure. It needs to be acknowledged the Community Garden</p>

<p>poorly been done in the past.</p>	<p>Group will require a secure building for storage of materials (ie soil enhancing products) and equipment (garden tools, wheelbarrows, reticulation fittings, hoses, garden pots etc.), while the Men's Shed typically require a suitable workshop area with equipment (ie hand electrical tools, lathes, welders and the like) and the ability to store materials (timber, steel, paints, etc). It is also understood that additional building structures will be required in time such as garden sheds to support the activities of these two groups.</p> <p>While there is considerable criticism over the lack of attentiveness to maintaining the Shire's existing buildings (refer to comment under the subheading Other in this section of the report), some under-utilised, the selection of a barn style shed being provided by the Shire is based on:</p> <ul style="list-style-type: none"> <li>- The qualities of practicability, affordability, maintenance, and durability using low cost light frame construction.</li> <li>- Ease to internally configure and reconfigure the layout using non-load bearing walls.</li> <li>- This style being more aesthetic to a standard shed with capacity for mezzanine storage.</li> <li>- Long term adaptability for use of the building for other purposes if required.</li> <li>- Ease to dismantle and relocate if desired.</li> </ul>
<p>c) With poor membership numbers of both groups, why would Council be entertaining a new building?</p>	<p>c) It is viewed a purpose-built facility may assist in attracting membership. It is acknowledged that both groups have low membership numbers at present, however hoped appropriate facilities and the co-location will bolster membership to deliver a beneficial facility that has proven successful in other communities.</p>
<p>d) It is possible for the Community Garden to be established on the Railway Reserve as a more prominent location opposed to the current site.</p>	<p>d) The notion of the Railway Reserve accommodating a community garden does have some merit, although it is understood the Community Garden Group selected the current Precinct site due to the existing infrastructure (ie former tennis courts as a hard/level surface, existing fencing for security, existing former clubhouse building for re-use, available connection to reticulated power).</p>
<p>e) The proposed Men's Shed should be located in the General Industrial area.</p>	<p>e) Although the Men's Shed would be a reasonable fit in the industrial area, the intent is to achieve co-location with the Community Garden Group where support can be provided by each group on a reciprocal basis.</p>



### 3. Aquatic Centre Precinct



**Figure 4 – Aquatic Centre - Precinct 3**

Comment Received (in summary)	Officer Response
<p>a) This proposal limits the area for redevelopment and expansion in the Aquatic Centre in future, including limited parking for future swimming carnivals.</p> <p>b) There is a need for refurbishment of the Aquatic Centre with possible improvements including roof over changerooms, hot water showers, water park for young children that cannot swim, or at least provide new shade shelters, a water slide, refurbish the plant room, tiered seating, splash pad as some ideas.</p> <p>c) It is promoted the Gymnasium should be relocated to the Aquatic Centre Precinct as this will value</p>	<p>a) The Aquatic Centre Precinct has been left at its current footprint less the northern parking area due to the limited use of this facility. Following review of the admission statistics and discussion with Shire staff, this facility does not warrant significant expansion, however, it does require upgrade and enhancement. Approximately 15 vehicles at most, occupies the carpark during swimming carnivals. Notwithstanding, some reciprocal parking to the south is now suggested as an amendment to the draft Reserve Management Plan – see <b>Figure 6</b>.</p> <p>b) The suggested improvements offered across various submissions to enhance the swimming pool environment are worthy of consideration by Council as part of a separate Aquatic Centre review and Precinct plan that would fall under this over-arching Management Plan for Reserve 42158.</p> <p>c) Relocation of the Brookton Gymnasium to this Precinct as suggested in a couple of submissions is also a worthy of consideration. It is accepted this</p>

<p>add, improve management, and could also see a hydrotherapy pool in the future. This will also free up space at the WB Eva Pavilion for improved change room facilities, creche and playgroup.</p>	<p>initiative will assist in promoting use of the swimming pool and achieving improved management for the Gym. Further, it is acknowledged this proposal will free up more space at the WB Eva pavilion for use by other community groups and better support multiple sports being played simultaneously.</p>
<p>d) The outdoor board games should be located in the Main Street to be accessible to everyone and attract people to the Town Centre.</p>	<p>d) Suggestion of having outdoor board games in the town centre has some merit but presents some challenge regarding management and security of the equipment. If not securely fenced the equipment will need to be set up and pack up on a daily basis.</p>

#### 4. Caravan Park / Short Stay Accommodation Precinct



**Figure 5 – Caravan Park / Short Stay Accommodation - Precinct 4**

Comment Received (in summary)	Officer Response
<p>a) There is a lack of rationale for why this facility is being relocated at all.</p>	<p>a) The draft Management Plan has strategically positioned the new caravan park to be:</p> <ul style="list-style-type: none"> <li>- Within proximity to the Shire Administration Office and adjacent to a future tourism, arts and cultural building for management for convenience purposes, particularly given the new caravan park is to serve tourism and seasonal workforce demand, and the adjacent building could provide basic onsite management and information for this and other facilities/services.</li> <li>- In between the aquatic centre and other recreation facilities, and adjacent to the proposed community garden and within an easy walk to the town centre.</li> <li>- Within ease of access to the reticulated services, specifically sewerage, should there be proven demand for expansion into Stage 2 and 3.</li> </ul>
<p>b) Incorporating chalet accommodation in competition to</p>	<p>b) The provision of chalet accommodation has arisen through:</p>



<p>existing accommodation businesses – ratepayers funds should not be used for this purpose.</p>	<ul style="list-style-type: none"> <li>- Consultation over the past 18 months with Balco, CBH, Baptistcare, and UWA as corporate businesses that have significant investment in or near Brookton. These businesses assist in underpinning the economic fabric of Brookton and are vitally important to the future sustainability of Shire given they are major employers. With these corporate businesses heavily invested in their own operations and infrastructure they have sought co-operation from the Shire to provide an appropriate standard permanent and self-contained seasonal accommodation paid for on a commercial basis (rent) to assist in attracting, retaining, and housing staff. With Council’s assistance this will allow these businesses to expand their respective interests of operation that in turn will generate future employment resulting in flow on benefits.</li> </ul> <p>Accordingly, the construction of chalets units as part of the caravan park constitutes a collaborative approach to achieving this outcome with the view to strengthening the Shire’s economic viability, whilst providing a financial return to the ratepayers on its investment. It should be noted that these businesses have expressed the view through the Council’s Business Enterprise Advisory Reference Group (BEAR) that use of hotel accommodation for their workforce needs is generally not desired, although there are occasions when hotel accommodation is used in the absence of any alternative.</p> <ul style="list-style-type: none"> <li>- A desire to provide a broader range of short-stay accommodation that appeals to and encourages the travelling public to stop and enjoy Brookton and surrounds. This form of accommodation is different from the hotel / bed and breakfast style accommodation and offers greater choice for the travelling public. This does not preclude the provision of this form or accommodation by private businesses in the future and will meet the need at present. Concern is raised that some travellers by-pass Brookton as there is no self-contained accommodation available. It is understood the existing hotels mainly provide upstairs serviced accommodation with shared ablutions. This does not entirely meet the needs of the travelling public, where some elderly,</li> </ul>
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	<p>physical disabled, travelling with a pet, and young families will avoid stopping overnight in Brookton if this is not adequate accommodation to meet their needs.</p> <p>Furthermore, many local governments own and/or operate their own caravan parks with self-contained accommodation throughout Western Australia and across Australia. Often this occurs where there is also privately owned and operated hotel, motel and/or bed and breakfast accommodation. Examples of this includes the Shires of Beverley, Boddington, Broomehill- Tambellup, Busselton, Dandaragan, Kondinin, Kulin, Manjimup, Margaret River and Narrogin just to name just a few.</p> <p>If the Council holds a consistent view as implied in some submissions that basically:</p> <ul style="list-style-type: none"> <li>i. it has a conflict of interest in constructing Chalets using rate payer's funds,</li> <li>ii. needs to maintain separation between business and Local Government, and</li> <li>iii. not involve itself in any form of an existing or possible future commercial activity,</li> </ul> <p>then the Council should arguably divest its involvement in other activities of a commercial nature. This could include the caravan park, renting of worker's, social and aged person's housing (ILUs), leasing of commercial property, developing and/or selling residential lots, operating a gym and even a swimming pool as these can be construed as commercial that could generate a conflict of interest with the private sector, either now or in the future.</p> <p>For the most part Local Governments in regional areas are compelled to involve themselves in providing services in the absence of the private sector doing so to provide/support social and economic need. In this instance the proposed chalet units (four initially) is no different from the caravan bays currently provided by the Shire. Presently there is no provider of self-contained accommodation in Brookton, yet there is an immediate need to assist local business with this form of accommodation and enhance Brookton as a desired stop-over destination.</p>
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<p>c) The new facility as proposed should be retained in its current position or sited elsewhere within the Brookton townsite.</p>	<p>c) Opinion expressed that a new Caravan Park should be sited where the Shire Works Depot is currently located is reasonable, although Council in entertaining this proposal would need to adequately address:</p> <ul style="list-style-type: none"> <li>- Extension of current land tenure. Some of the Depot land is not formally vested with the Shire.</li> <li>- Change to the zoning and reserve designation/purpose for this land.</li> <li>- Removal of existing buildings and some infrastructure.</li> <li>- Site analysis in relation to possible contamination and if necessary remedial works.</li> <li>- Construction of a new Depot at reasonable cost.</li> </ul> <p>This could prove costly for rate payers and would require a minimum two to three years to allow for planning, site preparation and construction to achieve the desired outcome of a new caravan park.</p> <p>As to retaining the existing Caravan Park in the current location with a possible upgrade, this is also possible, although the existing location does present some challenges in relation to management and servicing, as prescribed in comment a) above.</p> <p>However, Council can amend the draft Plan with the view to retaining the Caravan Park bays in the current location with enhancement of facilities, and site the new chalet accommodation in this Precinct with a redesign of layout. This will alleviate many of the concerns raised yet still address in part the servicing and management requirements.</p>
<p>d) This Precinct is subject to water inundation as is the adjacent <i>former</i> tennis courts.</p>	<p>d) The advice on historic water drainage and inundation affecting this and the old tennis courts site is noted. It is proposed caravan park will predominantly consist of new prefabricated transportable buildings inclusive of engineered footings and connection to shallow trenched reticulated services (power, water and sewerage) that should not be significantly impacted by the high-water table. Notwithstanding, the advice supplied will be useful in performing geotechnical analysis and engineering design at the more detailed planning and building approval stages.</p>
<p>e) The proposed location is exposed to considerable Highway noise.</p>	<p>e) Noise emanating from Brookton Highway is acknowledged, however, the proposed site adjacent to the Aquatic Centre is not likely to be much different to the road noise levels experienced at</p>

f) The proposed Caravan Park is deficient with restricted unsealed access, and lack of space for manoeuvrability and parking for large vehicles.

existing facility and established residential houses fronting this road.

On observation the existing Caravan Park while further removed from Brookton Highway does experience noise from vehicles slowing and braking as the speed zone changes from the 80 to 50 km, and similarly experiences acceleration of vehicle leaving Brookton. To the contrary, the proposed caravan site receives a more constant passing traffic speed of 50 km per hour as vehicles have already adjusted their speed to be compliant.

Further, the Caravan Park (as a residential use) being so close to the highway is not any different from the houses on the opposite side of the Highway and along William Street. These residents manage to accept the passing traffic, however, should Council believe road noise is an issue then consideration should be given to comment c) above or siting the Chalet accommodation at the existing Caravan Park location.

f) Access for the proposed Caravan Park off White Street has been orientated for caravanners to park safely, however, the parking of larger vehicles has not been considered. This could be accommodated on the southern side of the new road access adjacent to the Community Garden as a dedicated parking area just off White Street that can be used for Community Garden and Aquatic Centre patrons during the day and also serve as over-night parking for large vehicles. This area is indicated in **Figure 6** below.



**Figure 6 – Reciprocal Parking Area**

Conversely, the separation of the Chalet accommodation from the caravan bays as per comment c) above or sitting the chalets at the

<p>g) The existing Caravan Park location is popular with individual visitors and caravan clubs who enjoy the ambience of the area and pleasant stroll to town.</p>	<p>caravan park to ensure additional area is available to the parking of large vehicles.</p> <p>g) The comments on popularity of the current caravan park location are acknowledged. The Plan does seek to retain the existing Caravan Park for use by Caravan Clubs and overflow accommodation for large events.</p>
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## 5. Sport and Recreation Precinct



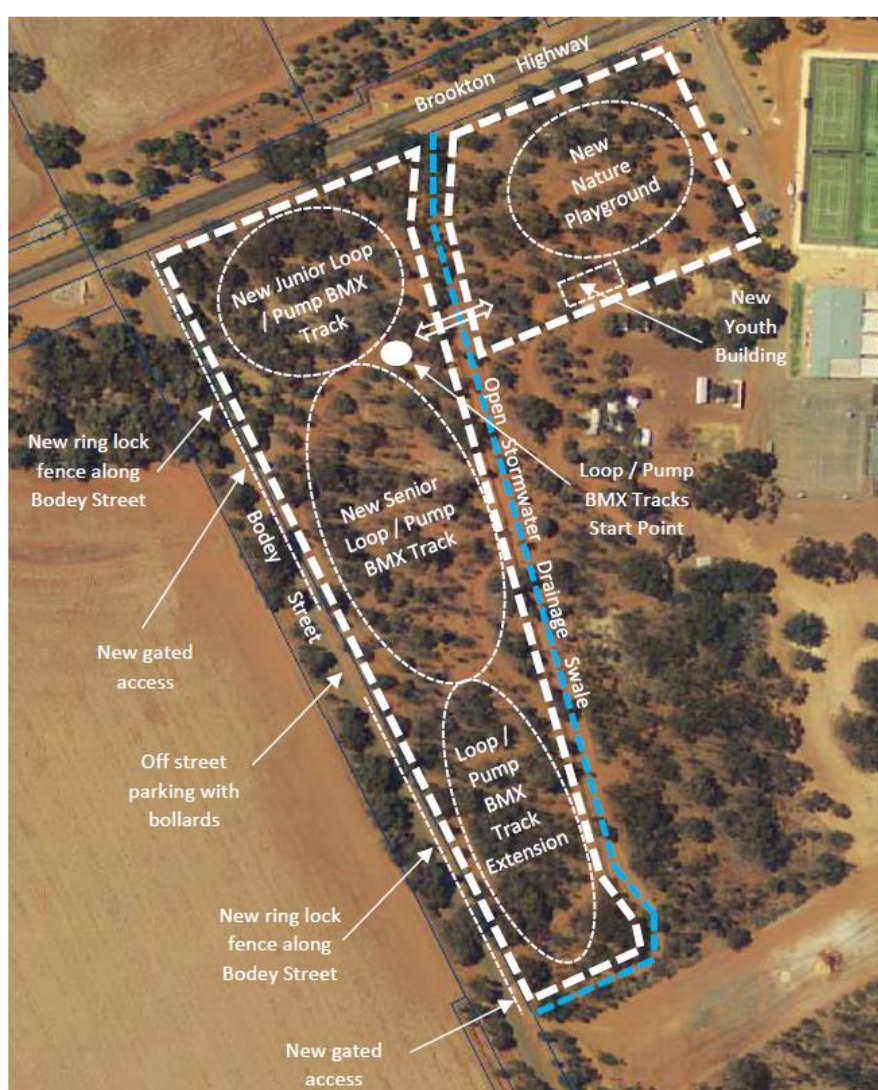
**Figure 7 – Sport and Recreation Precinct 5**

Comment Received (in summary)	Officer Response
<p>a) The existing WB Eva Pavilion should be extended, including additional changeroom facilities and provision of a creche, so that</p>	<p>a) Suggestion of extending the WB Eva Pavilion to incorporating additional change rooms and setting aside a room for a creche is supported.</p>



multiple sports and activities can be entertained simultaneously.	
b) There should be provision of a dedicated facility for Playgroup and early learning.	b) The proposal to relocate the Brookton Gymnasium to the Aquatic Centre has merit and is worthy of consideration, with the existing gym area being set aside for use by playgroup/early learning and creche or additional change rooms that will require further investigation.
c) Why is a second sports field required?	c) The identification of a second sports field is indicative to merely set direction as to where extension of outdoor sports could occur in the future.

## 6. Youth Precinct



**Figure 8 – Youth Precinct 6**

<b>Comment Received (in summary)</b>	<b>Officer Response</b>
a) The newly established BMX track presents as a 'rubbish tip' on the entry to the Brookton townsite, and should be sited in the General Industry area.	a) Suggestion the BMX track is visually a 'rubbish tip' is subjective. Notwithstanding, visual presentation on the entrance to Brookton can be enhanced through additional landscape screening implemented along Highway.

<p>b) A dedicated youth building is not warranted given the current population of Brookton. It will add to crowding of existing recreation facilities and be an additional maintenance burden for ratepayers.</p> <p>c) The Youth Precinct appears to be positioned on a location that is 'out of sight, out of mind' that may well lead to anti-social behaviour, is beyond walking distance to the town centre, and is not inclusive with other facilities such as the Brookton Aquatic Centre .</p> <p>d) The Council should be incorporating a 'All Ages Playground' into the Reserve Management Plan.</p>	<p>As to suggestion the BMX facility should be sited in the General Industry area, this would present grave safety concerns in the mixing children on push bikes with heavy commercial vehicles involved in general industry activities.</p> <p>b) Comment a dedicated youth building is not warranted is contrary to discussions with both the Brookton Noongar Youth Group and Brookton Bandicoot Girl Guides. The organisers of both groups have indicated support for a dedicate building due to their struggles to secure permanent suitable premises.</p> <p>Suggestion of over-crowding with construction of barn-style shed building as proposed is not accepted. The nature of construction is low cost, low maintenance, and adaptable (for other uses) to be placed in a location that does not interfere with other uses of the Reserve.</p> <p>c) Placement of the Youth Precinct is premised on this land being appropriately zoned as 'Recreation', the location being adjacent to existing sporting facilities (multi-use courts, oval, cricket nets) and infrastructure, and the nominated area presenting other opportunities, such as a natural setting and established shade trees. The nominated area also offers cleared areas (ie existing fire breaks as the BMX track) and frequent attendance by other users enhancing surveillance.</p> <p>Suggestion this Precinct will encourage anti-social behaviour is opposed. Rather, the offering of more facilities/activities for youth should assist in curbing disruptive behaviour.</p> <p>Also, the claim that the Youth Precinct needs to be easy walking distance of the town centre, and inclusive with the Brookton Aquatic Centre is questioned as to relevance.</p> <p>d) The current Stage 1 works of the BMX tracks has been implemented on a limited budget of less than \$10,000. The construction of an 'All Ages Playground' is a substantially larger and more encompassing investment. The Shire of Katanning's website states their 'All Ages Playground' cost \$5m.</p> <p>While this type of facility may prove popular, it is not recommended the Council invest in an 'All Ages Playground' due to other public asset priorities.</p>
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e) The introduction of a small skate park will value add to the facilities for youth and relocation of the proposed nature playground at the Future Civic Precinct – 2 allow for the BMX track to be expanded and visually more prominent form the Highway.	e) This suggestion of a future skate park is supported and should be identified within this precinct to further enhance the opportunities for youth in Brookton. This could be located adjacent to the Nature Playground.  The comment of moving the nature playground at the Future Civic Precinct – 2 does provide vision from the Highway but is devoid of a natural setting and shade. For this reason, preference should be given to retaining the nature playground in its nominated location.
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## 7. Future Use Civic Precinct – 1



**Figure 9 – Future Use Civic Precinct 8 – 1**

<b>Comment Received (in summary)</b>	<b>Officer Response</b>
a) Object to construction of a Multi-use Hall to replace the existing Memorial Hall given the heritage significance of this building and the Shire cannot properly maintain its existing buildings let alone more	a) The Multi-use Hall was identified through Council's Integrated Planning and Reporting Framework and preparation of the Strategic Community Plan before being included in Council's Corporate Business Plan. This proposed new building is earmarked as a possible replacement of the Memorial Hall should this

<p>new buildings.</p>	<p>be supported by the broader community and Council. This Plan merely indicates a proposed location and suggestion of the building function, if endorsed for constructed at some stage in the future.</p> <p>The intent, as has been discussed with Council, is to cost the refurbishment of the existing Memorial Hall as well as a concept plan of a new Multi-use Hall to be presented to the community for comment. The same process will also apply to the Railway Station building in due course acknowledging this building is not owned by the Shire.</p>
<p>b) Oppose construction of a separate building when the existing WB Eva building can be extended.</p>	<p>b) It is understood the Pavilion was designed for active sports, with other passive/social uses accommodated in Memorial Hall.</p> <p>Based on the need to one day replace the Memorial Hall the draft Plan advocates construction of a new building for activities other than active sports. Placement of this building is for reciprocal use of existing car park (former netball courts) allowing the Pavilion and new building to be used independently or in concert depending on the activities at the time.</p>
<p>c) Council needs to be aware of the old palm tree situated south of the existing Caravan Park, which was the house site of the Collards, who owned and operated the <i>former</i> Brookton Brickworks nearby.</p>	<p>c) This is information is noted and appreciated as there is only reference to the <i>former</i> Brookton Brickworks on the Shire Municipal Inventory but no specific detail nor reference of this tree.</p>

## 8. Future Use Civic Precinct – 2



**Figure 10** – Future Use Civic precinct 8 – 2

<b>Comment Received</b> (in summary)	<b>Officer Response</b>
a) This area should be set aside for large shows and events. b) It is suggested the nature playground be located in this Precinct for greater visibility from the Highway leaving the nominated location for expansion of the BMX track.	a) Noted. b) The intent with the nature playground is to place it in a natural setting amongst the trees for ambience and to utilise existing shade.



## 9. Health /Aged Care Accommodation Precinct



**Figure 11** – Health /Aged Care Accommodation Precinct 9

Comment Received (summary of)	Officer Response
a) Why is the Shire entertaining expansion of Kalkarni when it no longer owns this facility?	a) Precinct 9 is about opportunity Residential Aged Care to be expanded supported by respite accommodation, some ILU's and other allied health services to maintain economic viability, and hopefully evolve the concept of a 'wellness hub' for the betterment of the Region. If delivered, this will deliver significant health and aged care benefit, as well as generate local employment and training. The Shire's role is not to be the developer or operator but identify the land for this purpose that would then need to be acquired from the State Government.
b) The existing location is not within easy walking distance from the town centre/local shopping, inhibited by William Street and an active railway line	b) Contrary to the expressed view Precinct 9 is not within easy walking distance of the town centre/local shopping, the distance measured is approximately 410 metres. This generally aligns

<p>- consideration should be given to locating aged person accommodation with proximity to the town centre.</p>	<p>to the distance of 400 metres used as a <u>guide</u> prescribed by the Western Australian Planning Commission 'Liveable Neighbourhoods' urban planning policy.</p> <p>Also, it needs to be recognised:</p> <ul style="list-style-type: none"> <li>- The Precinct is an expansion of existing aged persons accommodation.</li> <li>- William Street and the railway line are existing constraints that should not inhibit this important accommodation and service provision for the betterment of the broader Wheatbelt Community into the future.</li> <li>- The Shire Local Planning Scheme provides for the development of Aged Person's Accommodation in Residential and Commercial zones in Brookton at a generous housing density to encourage this form of development, subject to adequate effluent disposal arrangements. This means this form of accommodation can be built on both sides of Brookton Highway and William Street in the future.</li> </ul>
<p>c) Reserve 43158 should not be used for expansion of Kalkarni when it could be sited on private land to the south.</p>	<p>c) There is opportunity for the operator to expand into privately owned land to the south in accordance with the Local Planning Scheme provisions as mentioned in comment b) above.</p> <p>The identification of Precinct 9 is about opportunity to enhance the existing development based on:</p> <ul style="list-style-type: none"> <li>- An existing outlook through the trees to the oval and pavilion. This is an active community space where aged care residents can enjoy the amenity as a spectator and experience the vibrancy and social interaction of activities such as football, cricket and the Old Time Motor Show (OTMS).</li> <li>- some of the proposed expansion area being infill to existing Aged Care Facility and Independent Living Units with opportunity to enjoy proximity to the proposed Community Garden and Men's Shed spaces and other civic and health services such as the Shire Administration Centre, Brookton Public Library, Senior Citizen's Hall and medical facilities.</li> </ul> <p>Importantly, it should be noted Precinct 9 aligns</p>

	<p>to concerns raised through the sale of Lot 511 (Saddleback/Kalkarni facilities) that aged care accommodation and medical/health services will be lost to Brookton and surrounding areas. To the contrary, the identification of this portion or Reserve 43158 is a pro-active step forward to facilitating and assisting in growing age care accommodation and health support in the form of a wellness hub for the betterment of the region. Also, to be noted that an expansion (including subdivision and development) will involve the aged care provider having to fund the costs land acquisition and construction, as well as purchase the existing ILUs.</p>
<p>d) The proposed expansion will impact the Curlew birds that breed in this locality where the remnant vegetation on the Reserve must be retained.</p>	<p>d) It is acknowledged the natural environment and wildlife are extremely important. Certainly, the identification of Precinct 9 is not about seeing the Curlew birds impacted. For the most part the subject area has a reasonable level of cleared undergrowth where sensitive development could occur accepting the birds need to be accommodated and some trees will need to be removed.</p> <p>Of note, dense remnant vegetation to the west and north of Precinct 9 is to be retained and the Curlew birds appear to be relatively adaptable and accommodating to activity, with events such as outdoor sports, motocross and the OTMS not significantly impacting their presence.</p>
<p>e) The proposed expansion of the Health/Aged Precinct will interfere with large shows/events such as the Old Time Motor Show (OTMS).</p>	<p>e) Respectfully, based on the 2018 OTMS event, it is unlikely expansion of age care accommodation and health services within proposed Precinct 9 will adversely affect future events on the Reserve. As mentioned, the land area within Precinct 9 will afford greater integration between the aged care and vibrancy of the events and sport activities.</p>
<p>f) The former Bowling Club should be retained, refurbished as a Senior Citizen's Centre, and continue to be owned by the Shire as a community asset.</p>	<p>f) Retention of former Bowling Club is noted.</p>
<p>g) Does the community want the independent units to be sold off to the</p>	<p>g) The identification is to set aside and land and 3 Mokine Independent Living Units (ILUs) to be</p>



aged care provider which looks like what is being proposed?	sold to facilitate expansion of the existing Aged Care Accommodation. Arguably the proceeds from this sale would in turn be used for the development of more ILU's in another part of town as promoted in other submissions.
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#### 10. Tourism Arts and Cultural Precinct



Figure 12 – Tourism, Arts and Cultural Precinct 10

Comment Received (summary of)	Officer Response
a) The Council should focus on maintaining and enhancing its existing buildings to accommodate the various community groups that have been referenced as potential co-occupants.	a) Presently the Shire Administration is reviewing its Asset Management to capture current condition of roads, buildings, other structures with the intent of establishing a long-term maintenance and replacement regime based on condition, financial capacity, practicality, and importance. With this acknowledged, occasionally buildings through poor condition and/or unsuitability become redundant. This can include being too small or large, or having poor location and/or amenity. Similarly, external funding is often not available to Local Government for restoration and/or refurbishment of old buildings unless the building is State Heritage Listed, and funding for new builds is often oriented to support



	<p>co-location of community groups. Notably, this appears to be the situation with the Brookton Bowling Club that has moved twice and now occupies a facility on a co-located basis with the Brookton Golf Club.</p> <p>On this basis the draft Management Plan advocates the possibility of new Tourism, Arts and Cultural building premised on the respective community groups have some common interest and having expressed 'in principle' to the Shire the possibility of relocating with a willingness to co-locate. This does not commit any of respective groups or the Shire Council but does flag a potential location and understanding of arrangement based on synergy from a strategic planning perspective.</p>
<p>b) The relocation of the Community Resource Centre (CRC), Arts and Crafts and Historical Society will have an adverse effect on vibrancy of the Town Centre/Main Street.</p>	<p>b) As mentioned, there is no compulsion or obligation for a community group to relocate, particularly those groups presently located in Robinson Street. Each group may choose to do so in the interest of their own needs.</p> <p>However, concern is raised that Community/ Not for Profit groups are viewed by some as vital to underpinning the economic prosperity of the Town Centre. To the contrary, the relocation of a community group can result in commercial space being made available for another retail business to be established, be it relocation of an existing business or establishment of a new business in Brookton.</p>
<p>c) The occupation of this Precinct will reduce much needed car parking for the Aquatic Centre.</p>	<p>c) The intent is to share the Aquatic Centre carpark and adjacent on street parking on a reciprocal basis with the Tourism, Arts and Cultural Precinct. At present, most of the sealed car parking area around the Aquatic Centre is not utilised at all, and in rationalising the car parking area the Shire's maintenance costs will ultimately be reduced and the existing car park fronting White Street can be formalised together with on street parking. Furthermore, additional parking can also be provided adjacent to the Community Garden - refer to Precinct 4, Officer Comment f), and <b>Figure 6</b> of this report.</p>
<p>d) The information provided suggests the Council has gone far beyond the visioning and strategic planning for this Precinct without the community, respective groups/stakeholders, such as the</p>	<p>d) Suggestion this Precinct has extended beyond a strategic/visionary document is incorrect.</p> <p>The information offered is:</p> <ul style="list-style-type: none"> <li>- Indicative to provide understanding of the intent and guidance on the possibility of a co-</li> </ul>

<p>Brookton Museum and Historical Society have not been consulted.</p>	<p>located/multi-purpose facility.</p> <ul style="list-style-type: none"> <li>- Consistent with the information provided for other Precincts that fall under the responsibility of the Council in the draft Plan, including the Caravan Park/Short Stay Accommodation Precinct, Youth Precinct, and Shire Administration Precinct.</li> </ul> <p>Furthermore, consultation has been entertained with the respective nominated groups on the possible construction of a Tourism, Arts and Cultural building in the future.</p>
<p>e) Adding a new cultural centre in front of the Aquatic Centre will detract for the view of the pool and be extremely close to the Highway.</p>	<p>e) The aesthetic presentation of the Aquatic Centre is subjective and construction of a new iconic building to the front of the Aquatic Centre may (but again subjective) improve the presentation and add visual value to the streetscape.</p>
<p>f) Concerned the area is too small for requirements of the proposed users, with a possible alternative location being part of Precinct 4 where the Caravan Park is proposed.</p>	<p>f) The concern and suggestion are noted and accepted. The future building design will need to 'fit' the land parcel accounting for functionality and occupant's needs. Expanding the development area and removing or reducing the caravan bays has merit.</p>

#### Response to Other Comments/Suggestions

##### a) Use of the word 'Reserve'

With reference to the word 'Reserve' in the draft Reserve Management Plan it is acknowledged this has generated some confusion for Indigenous people within the community, which was not intended. The word 'Reserve' is part of the technical description of both the subject land and the Crown Land in Richardson Street vested to the Seabrook Aboriginal Corporation. The unique identifier for both parcels of land is a number applied to the Reserve, which in this situation is 43158. The difficulty in moving away from using the word 'Reserve' is that it is specified in the legislative framework for the preparation of a 'Reserve Management Plan'.

##### b) Misunderstanding of Process

As a general comment some members of the community have broadly misunderstood the purpose of the Plan and the associated process.

The draft Reserve Management Plan has been prepared at the request of the Council's various advisory groups chartered to collaborate and provide input/advice on many and varied ideas submitted by members of the community that seek to enhance facilities for Brookton residents and visitors, and look forward with a vision to strategically achieving an orderly approach future development and management of the Reserve.

The intent and purpose of this draft Plan is not to facilitate discussion on detailed design and layout. Rather, the Management Plan is to present an indicative understanding on type and placement of

use coupled with identified infrastructure. After adoption of this Plan, more detailed conceptual plans will need to be prepared and then considered Council for endorsement.

c) Permanent Residents – Brookton Caravan Park

Intention is for permanent residents to remain in the existing Caravan Park location with the Shire not taking in any new permanent tenants in either the existing or the proposed facility.

d) Memorial Hall and Railway Station

One issue that appears central is the Shire's lack of attentiveness to maintaining the Memorial Hall and Railway Station building. While this may be the situation, it would also appear there is no acceptance that:

The deterioration of these buildings has occurred over the past 20 – 30 years where both the Shire and the community have been neglectful in not attending to routine and major maintenance. Particularly those members of the community who use these buildings need to share some of responsibility with past Council's and Administrations for not being pro-active in maintaining these buildings. It is unreasonable to suggest the current Council and Administration are at solely at fault for present condition of both buildings.

The Railway Station building is some 95 years old, basically it is at the end of its life cycle and is not (and cannot be) owned by the Shire. The Council only has permission to occupy/use this building for community benefit on a 10-year approval cycle. While acutely aware of its historic importance and prominence in the streetscape, it cannot proceed to restore this building without:

- approval from the Public Transport Authority (PTA) on any works moving forward.
- understanding of the cost to ratepayers, acknowledging the Railway Station building is technically not a Shire owned asset.
- understanding other implications in relation to risk, public liability, duty of care and insurance cover, as well as measures to mitigate the Shire's exposure.
- canvassing views of the broader community with options available to ensure an informed understanding of the community's position.

Community consultation will occur in relation to both buildings over the coming 12 months. The respective processes have previously been conveyed through media releases and in response to questions raised at the last Annual Electors meeting and individual correspondence, however there appears to be an unwillingness by some members of the community to accept the request by the Shire President for the Community to be patient.

e) Signage, Connectivity, Promotion

Suggestion the Reserve Management Plan should be broadly well connected by delineated and sign posted pathways within the Reserve and to the Town Centre is accepted. Under pinning the broader Plan by a promotional theme is likely to be addressed through a change to the Shire logo and colour scheme arising for the entry signage endorsed by Council last year.

f) Adequate Parking

Some submissions referenced a lack of parking being identified across the draft reserve Management Plan. This is usually outlined in the more a detailed Precinct Plans that is to be submitted for Council to assess and determine prior to development occurring.

**Conclusion:**

In consideration of the above comments it is recommended the following amendments in red text be

favourably considered in relation to the draft Reserve 43158 Management Plan, accepting:

- a) This Plan may be reviewed/amended at any time by Council.
- b) Council is not committed to deliver any of the prescribed works identified in this Plan.
- c) The Management Plan is to be read in conjunction with each Precinct Plan that affords more detail and is required to be endorsed by Council.

Amendments:

1. Shire Administration Centre Precinct

No Change.

Proposed Development	<ul style="list-style-type: none"><li>• Refurbish Council Chambers and Administration Office – Chambers entry, security, external lighting, painting, floor coverings.</li><li>• Directional signage to public Administration Centre and Council Chambers.</li><li>• Disability access – compliant for both entries.</li></ul>
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2. Community Garden/Men's Shed Precinct

No change.

Proposed Development	<p><u>Stage 1</u></p> <ul style="list-style-type: none"><li>• Existing former clubhouse building – to be gutted - by Shire.</li><li>• New Community Shed - by Shire.</li></ul> <p><u>Stage 2</u></p> <ul style="list-style-type: none"><li>• Refurbishment of <i>fmr.</i> clubhouse building - by Community Group.</li><li>• Fit-out of new Community Shed - shared use - by Community Groups - grants funding obtained where possible.</li></ul>
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3. Aquatic Centre Precinct

Amend this Precinct as illustrated below:

Proposed Development	<ul style="list-style-type: none"><li>• Orientate entry with new temporary path and signage.</li><li>• Upgrade eastern carparking area and pedestrian access.</li><li>• Upgrade ablution / changerooms - painting, roofing, <b>hot water showers.</b></li><li>• Convert volleyball area - new seating, shade and BBQ replacement, small playground, outdoor board game area with dual access.</li><li>• <b>Incorporate a new building to accommodate the gymnasium to be relocated from the WB Eva Pavilion.</b></li><li>• <b>Introduce new shade shelters, water slide, refurbish the plant room, tiered seating, and possible splash pad, small water park.</b></li></ul>
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**Figure 13 – Aquatic Centre Precinct - Revised**

#### 4. Future Use Civic Precinct – 1 Caravan Park / Short Stay Accommodation Precinct

Amend this Precinct to:

- Change title.
- Adjust boundary and area.
- Remove reference to short stay accommodation in Proposed Development as illustrated below.

Proposed Development	<ul style="list-style-type: none"> <li>• To be determined</li> </ul> <p><u>Stage 1</u></p> <ul style="list-style-type: none"> <li>• <del>4 x short stay holiday chalet units.</del></li> <li>• <del>10 x serviced caravan bays with concrete slabs.</del></li> <li>• <del>1 x ablution building – small laundry, male/female toilets, showers.</del></li> <li>• <del>4 x unpowered camp sites – parkland clearing, fill and lawn.</del></li> <li>• <del>1 x sullage dump point.</del></li> <li>• <del>Connection of services – reticulated power, water, sewerage.</del></li> <li>• <del>Fencing and landscaping buffer along Highway.</del></li> <li>• <del>Construct new access road – gravel standard.</del></li> <li>• <del>6 x additional chalet sites connected to services – preparation for Stage 2 – if within budget.</del></li> </ul> <p><u>Stage 2</u></p> <ul style="list-style-type: none"> <li>• <del>Up to 6 x short stay chalet units.</del></li> <li>• <del>Connection of services – reticulated power, water, sewerage.</del></li> <li>• <del>Associated landscaping.</del></li> <li>• <del>Bitumen seal pavement of new access road.</del></li> </ul> <p><u>Stage 3</u></p> <ul style="list-style-type: none"> <li>• <del>Additional chalet units and caravan bays as required – to be determined.</del></li> </ul>
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**Figure 14 – Future Use Civic Precinct – Revised**

#### 5. Sport and Recreation Precinct

Amend this Precinct to:

- Adjust the boundary and area.
- Incorporate reference to multi-use hall and improvements to the WB Eva Pavilion in Proposed Development as illustrated below.

<p><u>Proposed Development</u></p>	<ul style="list-style-type: none"> <li>• 4 x Additional Storage Units – same as existing – by Shire.</li> <li>• Line marking of eastern and southern parking areas – by Shire.</li> <li>• New Gardner's Shed – by Shire.</li> <li>• Multi-use hall with commercial kitchen and shaded alfresco - use for staged events, receptions, conventions, public meetings, assemblies, and other community gatherings, performing arts and movies, private functions and funerals – by Shire.</li> <li>• Extension of car parking area – bitumen, pave and line mark standard – by Shire.</li> <li>• Relocate gymnasium to Aquatic Centre and re-assign space.</li> <li>• Incorporate improvements to the WB Eva – includes female changerooms, creche, playgroup/early learning dedicated space.</li> </ul>
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**Figure 15 – Sport and Recreation Precinct - Revised**

## 6. Youth Precinct

Amend this Precinct to

- Incorporate small skate park in Proposed Development as illustrated below.

<p><u>Proposed Development</u></p>	<p><u>Stage 1</u></p> <ul style="list-style-type: none"> <li>• New pump/loop (BMX) track - constructed by Shire.</li> </ul> <p><u>Stage 2</u></p> <ul style="list-style-type: none"> <li>• Partial fencing along Bodey Street – by Shire.</li> <li>• <b>Landscape screening along Brookton Highway and the northern end of Bodey Street – by Shire.</b></li> <li>• Improvements to pump/loop track surrounds (parkland clearing, seating, drainage swale bridge, etc) – by Shire.</li> <li>• New Youth Building - constructed by Shire.</li> <li>• Fit out of building/immediate surrounds performed by Community Groups – grants funding obtained where possible.</li> </ul> <p><u>Stage 3</u></p> <ul style="list-style-type: none"> <li>• New nature playground - constructed by Shire - grants funding obtained where possible.</li> <li>• <b>Small skate park – constructed by Shire - Shire - grants funding obtained where possible</b></li> </ul>
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**Figure 16 – Youth Precinct - Revised**

7. Caravan Park and Short Stay Accommodation Future Use Civic Precinct – 1

Amend this Precinct to:

- Change title.
- Include upgrade of existing Caravan Park incorporating short stay chalet accommodation for tourist and seasonal worker's accommodation.
- Adjust the boundary placing the future Multi Use Building into Precinct 5.

<p>Proposed Development</p>	<ul style="list-style-type: none"> <li>• <del>Multi-use hall with commercial kitchen and shaded alfresco – use for staged events, receptions, conventions, public meetings, assemblies, and other community gatherings, performing arts and movies, private functions and funerals – by Shire.</del></li> <li>• <del>Extension of car parking area – bitumen pave and line mark standard – by Shire.</del></li> </ul> <p><u>Stage 1</u></p> <ul style="list-style-type: none"> <li>• 4 x short stay holiday chalet units.</li> <li>• Connection of services - reticulated power, water, sewerage.</li> <li>• Construct new access road – gravel standard.</li> <li>• Provision of a camp kitchen, electric BBQ and communal seating area</li> </ul> <p><u>Stage 2</u></p>
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	<ul style="list-style-type: none"> <li>• Up to 6 x short stay chalet units.</li> <li>• Connection of services - reticulated power, water, sewerage.</li> <li>• Associated landscaping.</li> <li>• Bitumen seal pavement of new access roads.</li> </ul>
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**Figure 17** – Caravan Park and Short Stay Accommodation Precinct - Revised

8. Future Use Civic Precinct – 2

No change.

Proposed Development	<ul style="list-style-type: none"> <li>• To be determined.</li> </ul>
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9. Health /Aged Care Accommodation Precinct

Amend this Precinct to:

- Adjust the boundary and reduce area to preserve remnant vegetation and breeding area of Curlew bird colony
- Include Shire to retain ownership of the proposed Senior Citizen Hall in Proposed Development as illustrated below.

Proposed Development	<ul style="list-style-type: none"> <li>• Refurbishment of <i>Fmr.</i> bowling club house to Senior Citizen Hall – <b>ownership to be retained by Shire.</b></li> <li>• New additional Independent Living Units on eastern portion of Precinct.</li> <li>• Extension to Kalkarni Residential Aged Care facility on north-western portion of Precinct.</li> </ul>
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**Figure 18 – Health and Aged Care Precinct - Revised**

#### 10. Tourism Arts and Cultural Precinct

Amend this Precinct to:

- Adjust the boundary and increase area fronting Brookton Highway.

<p><u>Proposed Development</u></p>	<ul style="list-style-type: none"> <li>• New purpose-built facility – by Shire - incorporates: <ul style="list-style-type: none"> <li>▪ public entry doors x 2.</li> <li>▪ communal reception/shop front and CRC office.</li> <li>▪ designated arts/crafts rooms x 2.</li> <li>▪ community meeting rooms x 1.</li> <li>▪ large Heritage display rooms, work room and designated storage area.</li> <li>▪ limited external heritage display.</li> <li>▪ amenity rooms - kitchen/general store/cleaner's room.</li> <li>▪ public ablutions - disability standard.</li> <li>▪ designated access to Aquatic Centre facility.</li> <li>▪ external tourist signage and wall mural.</li> <li>▪ demountable internal walls for future reconfiguration.</li> </ul> </li> <li>• Carparking – reciprocal with Aquatic Centre.</li> <li>• Landscape garden along Brookton Highway.</li> </ul>
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**Figure 19 – Tourism, Arts and Cultural Precinct 10 - Revised**

## 11. Other

Other amendments recommended include:

- a) Installation of a plaque (or similar) at the palm tree south of the exiting Caravan Park to recognise its historic importance in relation to the former owners of the Brookton Brickworks.
- b) Improved signage throughout the reserve underpinned by the theme “*Shire of Brookton – Growing the Future*”.
- c) A refresh of the main ‘Stan Wall’ entry to the sports ground and caravan park.
- d) Further investigation on the Curlew birds to better understanding their nature and breeding habits/requirements.

### **OFFICER RECOMMENDATION**

That Council:

1. Receives and acknowledges the public submissions as provided on Attachment 13.7.20.01A to this report.
2. Adopts pursuant to Section 49 of the *Land Administration Act, 1997* the draft Reserve 43158 Management Plan with the recommended changes, as detailed in the Conclusion Section this Report.

(Simple Majority Vote required)

**OCM 07.20-05**

**COUNCIL MOTION**

**MOVED Cr Crute      SECONDED Cr Walker**

**That Council:**

- 1. Receives and acknowledges the public submissions as provided on Attachment 13.7.20.01A to this report.**
- 2. Adopts draft Reserve 43158 Management Plan with the removal of any reference to the Multi-use Function Centre/Hall until the Council has consulted on the status of the Memorial Hall with the community.**

**AMENDMENT TO MOTION**

**MOVED Cr Hartl      SECONDED Cr Fancote**

- 2. Adopts draft Reserve 43158 Management Plan with the removal of any reference to:**
  - a) The Multi-use Function Centre/Hall until the Council has consulted on the status of the Memorial Hall with the community, and**
  - b) The chalet units.**

**LOST 4/3**

The substantive motion was put to the vote by the Presiding Member.

**LOST 2/5**

*Note to minute – The Council is of the view that neither the Officer recommendation nor the Substantive Motion and subsequent Amendment align with community expectation and support for the draft Reserve Management Plan.*

**Attachments – provided under separate cover**

**13.07.20.01A – Public Submissions received**

**13.07.20.01B – Draft Reserve 43158 Management Plan**



**14.07.20 COMMUNITY SERVICES REPORTS**

Nil.

**15.07.20 CORPORATE SERVICES REPORT****15.07.20.01 WRITE-OFF SMALL BALANCES – END OF YEAR RATES**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16 July 2020
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Lois Salkilld – Corporate Business Officer (Finance)
<b>Authorising Officer:</b>	Amy Eva – Manager Corporate & Community
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	There is no previous meeting reference

**Summary of Item:**

This report recommends a write-off of small balances totalling \$84.58 to be written off in accordance with section 6.12 (1) (c) of the *Local Government Act 1995*.

**Description of Proposal:**

As part of the Rates end of year process it is recommended to Council that it agrees to write-off small balances of \$5.00 and under per rates assessment. Details of the small balance write offs are supplied in the attached schedule titled 12.07.20.03 – Small Balance Write-Off's.

**Background:**

Section 6.12 of the *Local Government Act 1995* deals with the power to defer, grant discounts, waive or write off debts. The Shire has not issued a delegation to the CEO to write off small balances and as such this matter must be presented to Council for resolution.

**Consultation:**

Consultation with the Chief Executive Officer has occurred in regard to the write-off request.

**Statutory Environment:**

Section 6.12 (1) (c) of the *Local Government Act 1995* applies to small balance write-offs.

**Relevant Plans and Policy:**

There are no Council policy implications relative to this issue.

**Financial Implications:**

The financial implications are minor and covered in a standard budget provision for write offs of this nature.

**Risk Assessment:**

It is not recommended this item be added to the Shire's Risk Register.

**Community & Strategic Objectives:**

This item generally accordance with the Shires Corporate Compendium and relates to the management of finances for the Shire.

**Comment**

The report for write-off small balances is presented to Council for consideration.

**OFFICER'S RECOMMENDATION**

That Council approves the schedule of small balance write-off's totalling \$84.58 as per attachment 15.07.20.01A as part of Rates end of year processing.

*(Simple Majority Vote)*

**OCM 07.20-06****COUNCIL RESOLUTION**

**MOVED** Cr Macnab      **SECONDED** Cr Lilly

*That Council approves the schedule of small balance write-off's totalling \$84.58 as per attachment 15.07.20.01A as part of Rates end of year processing.*

**CARRIED BY SIMPLE MAJORITY VOTE 7/0**

**Attachments**

Attachment 15.07.20.01A

WRITE-OFF SMALL BALANCES – RATES END OF YEAR		
Assess #	Property Address	Value
A222	991 BROOKTON-KWEDA ROAD BROOKTON	\$ 0.09
A241	19 WHITE STREET BROOKTON	\$ 1.29
A2533	CHITTLEBOROUGH ROAD BROOKTON	\$ 1.36
A2544	901 BROOKTON-KWEDA ROAD BROOKTON	\$ 2.00
A2575	37 JOSE STREET BROOKTON	\$ 0.68
A2589	380 CORBERDING ROAD BROOKTON	\$ 0.78
A2592	CORBERDING ROAD BROOKTON	\$ 0.95
A2596	922 HILLCROFT ROAD BROOKTON	\$ 2.38
A2602	16 GAYNOR STREET BROOKTON	\$ 2.88
A2606	BROOKTON-KWEDA ROAD BROOKTON	\$ 0.47
A2620	55 CONNELLY ROAD BROOKTON	\$ 3.74
A2623	GLENESTER ROAD BROOKTON	\$ 0.95
A2660	NORTH MEARS ROAD BROOKTON	\$ 0.12
A2681	24 LENNARD STREET BROOKTON	\$ 2.95
A2683	39 MONGER STREET BROOKTON	\$ 2.68
A2684	27 MONGER STREET BROOKTON	\$ 3.77
A2747	62 REYNOLDS STREET BROOKTON	\$ 1.61
A2761	844 DAVIS ROAD BROOKTON	\$ 2.21
A2765	BARTRAM ROAD BROOKTON	\$ 1.77
A2777	3 KOORRNONG DRIVE BROOKTON	\$ 0.73
A2808	70 CORBERDING ROAD BROOKTON	\$ 0.31
A2809	BOYAGARRA ROAD BROOKTON	\$ 0.59
A2834	554 RAMSAY ROAD BROOKTON	\$ 0.13
A2875	55 STRANGE ROAD BROOKTON	\$ 0.53
A324	55 BROOKTON HIGHWAY BROOKTON	\$ 1.26
A335	9 WITHALL STREET BROOKTON	\$ 0.68
A35	309 ULBRICH ROAD BROOKTON	\$ 2.66
A36	WALWALLING ROAD BROOKTON	\$ 0.80
A360	18 MONTGOMERY STREET BROOKTON	\$ 1.68
A383	3 MONTGOMERY STREET BROOKTON	\$ 0.06
A386	65 WHITE STREET BROOKTON	\$ 4.40
A431	73 KING STREET BROOKTON	\$ 1.07
A488	2 SEWELL STREET BROOKTON	\$ 0.60
A510	133 ROBINSON ROAD BROOKTON	\$ 1.09
A511	36 WILLIAMS STREET BROOKTON	\$ 0.84
A532	57 RICHARDSON STREET BROOKTON	\$ 0.91
A536	22 MONTGOMERY STREET BROOKTON	\$ 2.89
A559	57 WITHALL STREET BROOKTON	\$ 1.27
A56	STRANGE ROAD BROOKTON	\$ 2.28
A589	92 WHITE STREET BROOKTON	\$ 2.33
A69	GREAT SOUTHERN HIGHWAY BROOKTON	\$ 0.37
A729	30 CORBERDING ROAD BROOKTON	\$ 2.48
A742	26 KING STREET BROOKTON	\$ 0.83
A760	GREAT SOUTHERN HIGHWAY BROOKTON	\$ 0.71
A775	322 LOCATION 9930 GARTRELL ROAD BROOKTON	\$ 1.48
A819	BROOKTON-KWEDA ROAD ALDERSYDE	\$ 1.77
A821	BROOKTON-KWEDA ROAD ALDERSYDE	\$ 1.33
A830	BROOKTON-KWEDA ROAD ALDERSYDE	\$ 1.77

A838	847 HILLCROFT ROAD BROOKTON	\$	2.27
A893	PAGES ROAD BROOKTON	\$	0.29
A898	153 WILLIAMS ROAD BROOKTON	\$	4.95
A921	26 RICHARDSON STREET BROOKTON	\$	0.76
A972	BOYAGARRA ROAD BROOKTON	\$	4.41
A982	145 BROOKTON HIGHWAY BROOKTON	\$	1.26
A99	PAGES ROAD BROOKTON	\$	0.11
		<b>\$</b>	<b>84.58</b>

## 15.07.20.02 STATEMENT OF FINANCIAL ACTIVITY

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16 July 2020
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Kelly D'Arcy – Senior Finance Officer
<b>Authorising Officer:</b>	Amy Eva - Manager Corporate and Community
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	There is no previous meeting reference

### Summary of Item:

The Statement of Financial Activity for the period ended 30 June 2020 is presented to Council.

### Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 30<sup>th</sup> June 2020, as presented.

### Background:

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

### Consultation:

Reporting officers receive monthly updates to track expenditure and income.

### Statutory Environment:

Section 6.4 of the *Local Government Act* 1995.

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

Section 6.8 of the *Local Government Act* 1995

### Relevant Plans and Policy:

There is no Council Policy relevant to this issue.

The Next Generation Brookton Corporate Compendium (May 2018) - Finance Activities.

### Financial Implications:

The Budget is regularly monitored on at least a monthly basis, by the CEO, Deputy CEO, Corporate Business Officer (Compliance & Finance). 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).

### Risk Assessment:

No risk identified as this is a reporting statement only in accordance with the regulations.

### Community & Strategic Objectives:

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

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

**Comment**

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

**OFFICER'S RECOMMENDATION**

*That Council receives the Monthly Statements of Financial Activity for the period ending 30<sup>th</sup> June 2020, as presented in Attachment 15.07.20.02A.*

**OCM 07.20-07**

**COUNCIL RESOLUTION**

**MOVED** Cr Watts                      **SECONDED** Cr Hartl

*That Council receives the Monthly Statements of Financial Activity for the period ending 30<sup>th</sup> June 2020, as presented in Attachment 15.07.20.02A.*

**CARRIED BY SIMPLE MAJORITY VOTE 7/0**

**Attachments**

**Attachment 15.07.20.02A**



# **Shire of Brookton**

## **MONTHLY FINANCIAL REPORT**

### **For the Period Ended 30 June 2020**

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**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 June 2020**

	Note	Adopted Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
<b>Operating Revenues</b>		\$		\$	\$	\$	%	
Governance		13,250	57,159	57,159	65,697	8,539	14.94%	
General Purpose Funding		1,203,944	1,203,944	1,203,944	1,205,710	1,766	0.15%	
Law, Order and Public Safety		29,743	53,521	53,521	61,417	7,896	14.75%	
Health		1,100	1,100	1,100	928	(172)	(15.60%)	
Education and Welfare		4,466,911	4,466,911	4,466,911	2,302,873	(2,164,038)	(48.45%)	▼
Housing		87,209	87,209	87,209	100,046	12,837	14.72%	▲
Community Amenities		414,478	424,478	424,478	382,586	(41,892)	(9.87%)	
Recreation and Culture		39,682	54,682	54,682	52,028	(2,654)	(4.85%)	
Transport		609,666	609,666	609,666	609,814	148	0.02%	
Economic Services		47,950	58,650	58,650	48,300	(10,350)	(17.65%)	▼
Other Property and Services		36,560	39,260	39,260	84,798	45,538	115.99%	▲
<b>Total (Excluding Rates)</b>		6,950,493	7,056,580	7,056,580	4,914,197	(2,142,382)	(30.36%)	
<b>Operating Expense</b>								
Governance		(577,418)	(585,418)	(585,418)	(533,302)	52,116	8.90%	
General Purpose Funding		(218,146)	(209,146)	(209,146)	(214,476)	(5,330)	(2.55%)	
Law, Order and Public Safety		(225,507)	(225,507)	(225,507)	(181,493)	44,014	19.52%	▲
Health		(74,104)	(74,104)	(74,104)	(47,701)	26,403	35.63%	▲
Education and Welfare		(4,559,009)	(4,483,091)	(4,483,091)	(2,544,416)	1,938,675	43.24%	▲
Housing		(207,570)	(207,571)	(207,571)	(162,271)	45,300	21.82%	▲
Community Amenities		(513,464)	(513,464)	(513,464)	(449,416)	64,048	12.47%	▲
Recreation and Culture		(998,079)	(1,003,839)	(1,003,839)	(957,129)	46,710	4.65%	
Transport		(3,450,540)	(3,450,540)	(3,450,540)	(3,018,103)	432,437	12.53%	▲
Economic Services		(188,441)	(215,441)	(215,441)	(192,495)	22,946	10.65%	▲
Other Property and Services		(22,729)	(75,163)	(75,163)	(189,671)	(114,508)	(152.35%)	▼
<b>Total</b>		(11,035,007)	#####	(11,043,284)	(8,490,474)	2,552,810	23.12%	
<b>Funding Balance Adjustment</b>								
Add back Depreciation		2,910,437	2,910,437	2,910,437	2,654,450	(255,987)	(8.80%)	
Adjust (Profit)/Loss on Asset Disposal	6	1,100	1,100	1,100	(11,555)	(12,655)	(1150.48%)	▼
Disposal of Minor Equipment		0	0	0	1,042	1,042	#DIV/0!	
Adjust (Profit)/Loss on Asset Revaluation		0	0	0				
Movement in Non Cash Provisions		0	0	0		0		
<b>Net Operating (Ex. Rates)</b>		(1,172,977)	(1,075,168)	(1,075,168)	(932,340)	141,786	(13.19%)	
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	6	93,000	93,000	93,000	7,256,521	7,163,521	(7702.71%)	
Proceeds from New Debentures	5	0		0	0	0	0.00%	
Self-Supporting Loan Principal		21,296	21,296	21,296	21,296	(0)	(0.00%)	
Transfer from Reserves	5	1,000,479	1,575,376	1,575,376	833,196	(742,180)	(47.11%)	▼
<b>Total</b>		1,114,775	1,689,672	1,689,672	8,111,012	6,421,341		
<b>Capital Expenses</b>								
Land and Buildings	6	(201,000)	(257,000)	(257,000)	(90,153)	166,847	64.92%	▲
Plant and Equipment	6	(521,440)	(510,000)	(510,000)	(657,662)	(147,662)	(28.95%)	▼
Furniture and Equipment	6	(100,000)	(115,000)	(115,000)	(80,982)	34,018	29.58%	▲
Infrastructure Assets - Roads & Bridges	6	(1,043,471)	(1,100,262)	(1,100,262)	(1,012,907)	87,355	7.94%	
Infrastructure Assets - Sewerage	6	(32,000)	(91,000)	(91,000)	(91,844)	(844)	(0.93%)	
Infrastructure Assets - Richardson St Footpath	6	(30,000)	(30,000)	(30,000)	(28,535)	1,465	4.88%	
Repayment of Debentures	7	(254,174)	(254,174)	(254,174)	(254,174)	(0)	(0.00%)	
Transfer to Reserves	5	(1,205,975)	(1,205,975)	(1,205,975)	(8,224,471)	(7,018,496)	(581.98%)	▼
<b>Total</b>		(3,388,060)	(3,563,411)	(3,563,411)	(10,440,728)	(6,877,317)	193.00%	
<b>Net Capital</b>		(2,273,285)	(1,873,740)	(1,873,740)	(2,329,715)	(455,976)	24.34%	
<b>Total Net Operating + Capital</b>		(3,446,262)	(2,948,907)	(2,948,907)	(3,262,055)	(314,190)	(10.65%)	
Rate Revenue		2,310,718	2,310,718	2,310,718	2,279,697	(31,021)	(1.34%)	
Opening Funding Surplus(Deficit)		1,135,542	1,133,017	1,133,017	1,133,017	2,525	0.22%	
<b>Closing Funding Surplus(Deficit)</b>	3	(2)	494,828	494,828	150,659	(342,686)		

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Program by Nature and Type**  
**For the Period Ended 30 June 2020**

NOTE	2019/20	2016/18	2019/20	2019/20	Variance
	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$	\$	\$	\$	\$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>					
Rates	2,310,718	2,310,718	2,310,718	2,279,697	(31,021)
Operating Grants, Subsidies and Contributions	4,459,590	4,474,690	4,498,468	2,883,735	(1,614,733)
Fees and Charges	1,648,336	1,648,336	1,672,036	1,177,329	(494,707)
Interest Earnings	220,264	220,264	220,264	121,464	(98,800)
Other Revenue	86,323	86,323	144,932	140,104	(4,828)
	8,725,231	8,740,331	8,846,418	6,602,328	(2,244,090)
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>					
Employee Costs	(1,649,585)	(1,649,587)	(1,649,587)	(1,536,648)	112,939
Materials and Contracts	(6,006,031)	(6,054,381)	(6,035,115)	(3,820,153)	2,214,962
Utilities	(174,264)	(174,264)	(197,246)	(167,962)	29,284
Depreciation	(2,910,437)	(2,910,437)	(2,910,437)	(2,654,450)	255,987
Interest Expenses	(94,529)	(94,181)	(94,181)	(88,155)	6,026
Insurance	(189,977)	(189,977)	(190,037)	(180,085)	9,952
Other Expenditure	(9,084)	(3,326)	(7,826)	(5,666)	2,160
	(11,033,907)	(11,076,153)	(11,084,429)	(8,453,118)	2,631,311
	(2,308,676)	(2,335,822)	(2,238,012)	(1,850,790)	387,221
Non-Operating Grants, Subsidies & Contributions	520,880	520,880	520,880	542,656	21,776
Profit on Asset Disposals	-	-	-	48,911	48,911
Loss on Asset Disposals	(1,100)	(1,100)	(1,100)	(37,355)	(38,455)
<b>NET RESULT</b>	<b>(1,788,896)</b>	<b>(1,816,042)</b>	<b>(1,718,232)</b>	<b>(1,296,579)</b>	<b>419,453</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2020**

**Note 1: MAJOR VARIANCES**

**Comments/Reason for Variance**

**OPERATING REVENUE (EXCLUDING RATES)**

**4 Governance**

**Various items including - prize from secondary freight, insurance claims, LGIS member rebate and Trust terminations per Auditors instructions**

**3 General Purpose Funding**

**Sale of Kalkarni**

**5 Law, Order and Public Safety**

**Additional funds received due to overspend previous year**

**7 Health**

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

**8 Education and Welfare**

**Kalkarni Sale**

**9 Housing**

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

**10 Community Amenities**

**Budget profile calculated over 12 mths Refuse & Sewerage rates - will self correct over time. Additional large planning fees received for CBH refurb.**

**11 Recreation and Culture**

**\$15,000 received over and above budget - Telegraph windup. Grant funds received for shadesails at oval.**

**12 Transport**

**Additional funds received for water usage from standpipe due to CBH refurb.**

**13 Economic Services**

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

**14 Other Property and Services**

**Profit on Sale of Asset - Loader greater than budgeted, Insurance claims received, Fees & Charges received not in adopted budget**

**OPERATING EXPENSES**

**4 Governance**

**Budget profiling calculated over 12 mths for 19/20 - will self correct over time**

**3 General Purpose Funding**

**Expenses to date, lower than anticipated**

**5 Law, Order and Public Safety**

**Budget profiling calculated over 12 mths for 19/20 - will self correct over time**

**7 Health**

**Saddleback General Operating Expenses - Drs contract invoices not yet paid**

**8 Education and Welfare**

**Kalkarni Sale - Budget amendments to be applied**

**9 Housing**

**Timing Issue - will self correct**

**10 Community Amenities**

**Underspend to date on Town Planning and general operating expenditure in general, with focus on Refuse and Sewerage - will self correct over time**

**11 Recreation and Culture**

**Underspend to date will self correct over time**

**12 Transport**

**Underspend to date will self correct over time**

**13 Economic Services**

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

**14 Other Property and Services**

**Employee costs up and loss on sale of asset significantly reflected here**

## **CAPITAL REVENUE**

### **Proceeds from Disposal of Assets**

**Significantly up due to sale proceeds from Kalkarni & Saddleback**

### **Self-Supporting Loan Principal**

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

### **Transfer from Reserves**

**Reserve Transfers will be completed at maturity.**

## **CAPITAL EXPENSES**

### **Land and Buildings**

**Timing Issue - will self correct**

### **Plant and Equipment**

**Timing Issue - will self correct**

### **Furniture and Equipment**

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

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

**Timing issue, work underway.**

### **Infrastructure Assets - Sewerage**

**Increased costs of CCTV assessment - timing issue will self correct**

### **Infrastructure Assets - Concrete Footpath (Richardson St)**

**Timing Issue - will self correct**

### **Repayment of Debentures**

### **Early Payout of Loans**

### **Transfer to Reserves**

**Significantly up due to sale proceeds from Kalkarni & Saddleback**

## **OTHER ITEMS**

### **Rate Revenue**

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

### **Opening Funding Surplus(Deficit)**

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

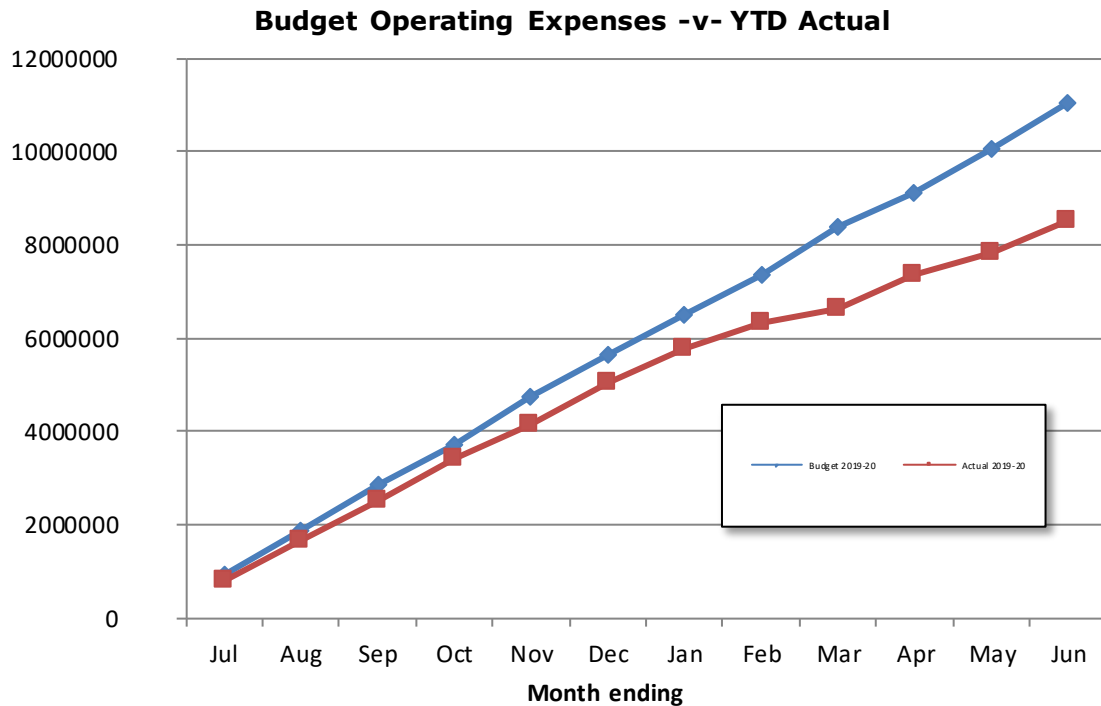
### **Closing Funding Surplus (Deficit)**

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

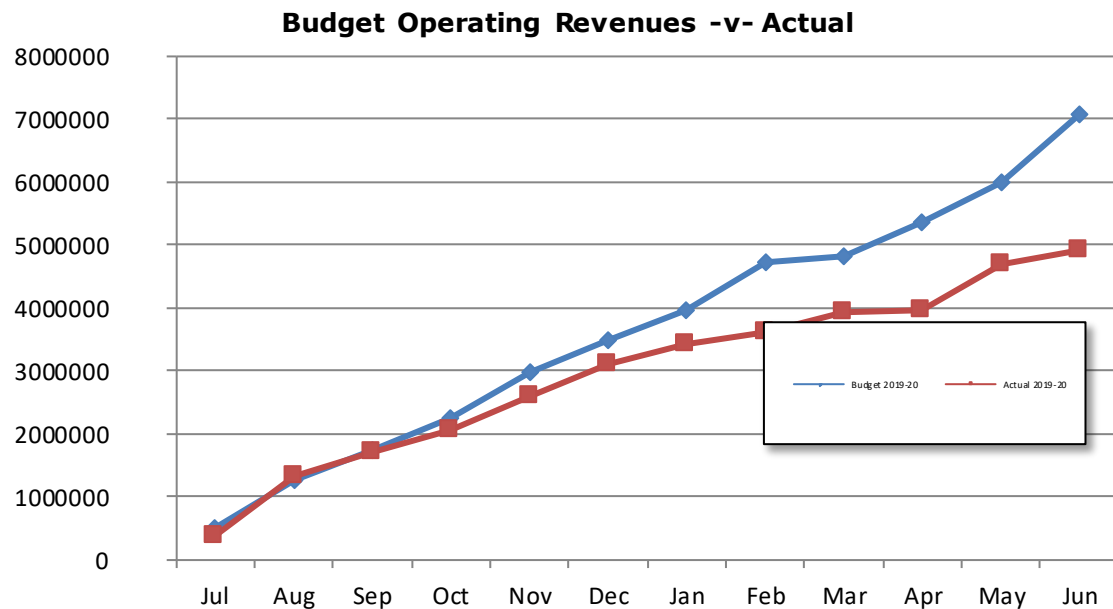


**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2020**

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



**Comments/Notes - Operating Expenses**

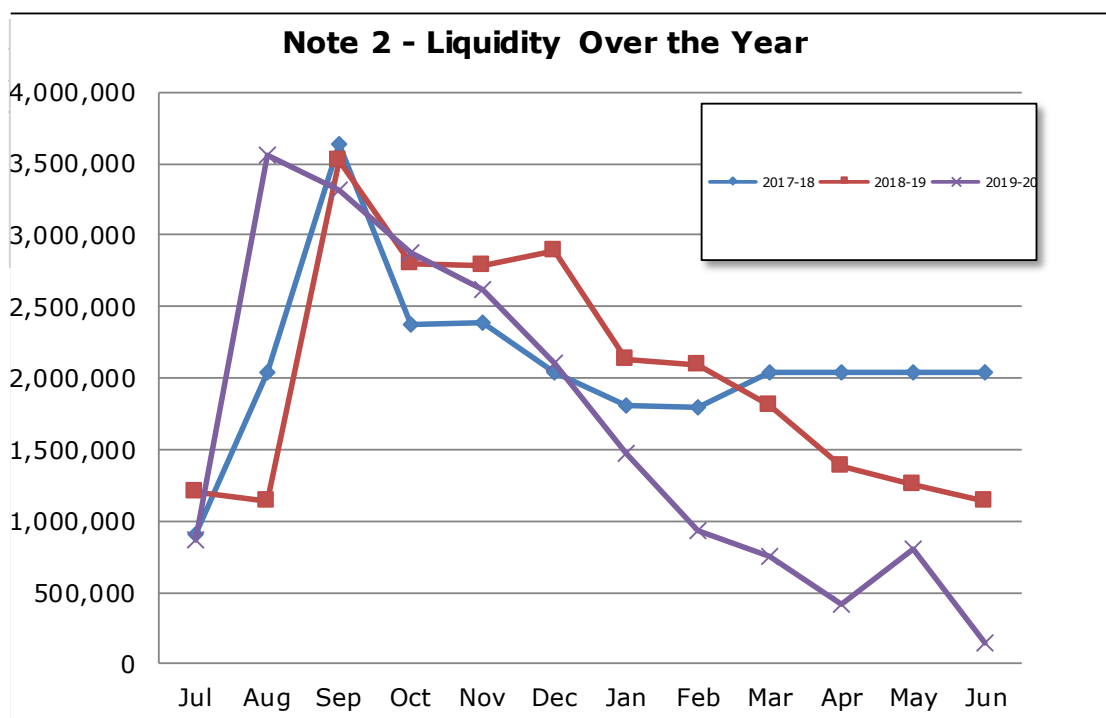


**Comments/Notes - Operating Revenues**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2020**

**Note 3: NET CURRENT FUNDING POSITION**

Positive=Surplus (Negative=Deficit)				
2019-20				
Note	This Period	Same Period 2018/19	Same Period 2017/18	Surplus C/F 1 July 2019
	\$	\$	\$	\$
<b>Current Assets</b>	<b>JUNE 2020</b>	<b>JUNE 2019</b>	<b>JUNE 2018</b>	
Cash Unrestricted	299,422	1,263,900	2,038,002	1,263,900
Cash Restricted	12,644,751	5,253,475	4,259,065	5,253,475
Receivables	165,415	4,146,803	3,476,552	4,146,803
Non-Cash provision movement	2,805	0	0	0
Inventories	18,574	16,487	16,322	16,487
	13,130,967	10,680,665	9,789,941	10,680,665
<b>Less: Current Liabilities</b>				
Payables and Provisions	(335,557)	(4,294,173)	(3,496,657)	(4,294,173)
	(335,557)	(4,294,173)	(3,496,657)	(4,294,173)
Less: Cash Restricted	(12,644,751)	(5,253,475)	(4,259,065)	(5,253,475)
<b>Net Current Funding Position</b>	<b>150,659</b>	<b>1,133,017</b>	<b>2,034,219</b>	<b>1,133,017</b>



**Comments - Net Current Funding Position**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2020**

**Note 4: RECEIVABLES**

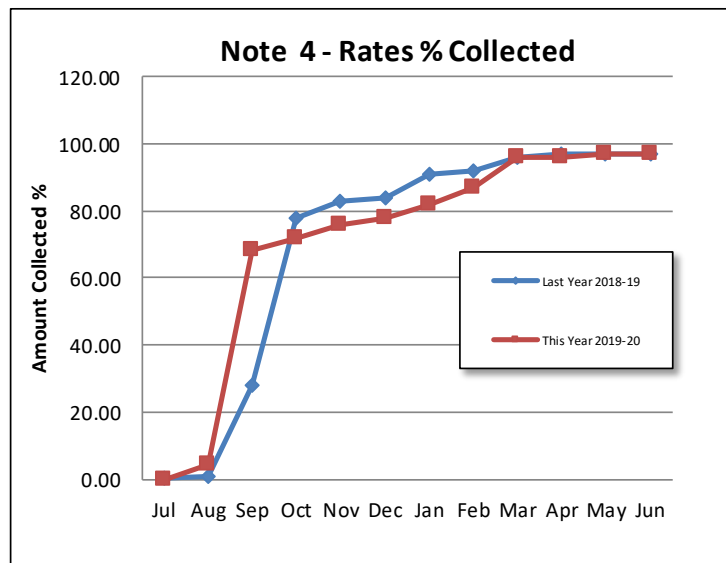
**Receivables - Rates, Sewerage and Rubbish**

Opening Arrears Previous Years  
 Rates, Sewerage & Rubbish Levied  
 this year  
Less Collections to date  
 Equals Current Outstanding

**Net Rates Collectable**

% Collected

	Current 2019-20	Previous Year 2018-19
Opening Arrears Previous Years	\$ 86,273	\$ 53,825
Rates, Sewerage & Rubbish Levied this year	2,628,610	2,645,818
<u>Less</u> Collections to date	(2,634,148)	(2,608,981)
<b>Equals Current Outstanding</b>	<b>80,735</b>	<b>90,662</b>
<b>Net Rates Collectable</b>	80,735	90,662
% Collected	97.03%	96.64%

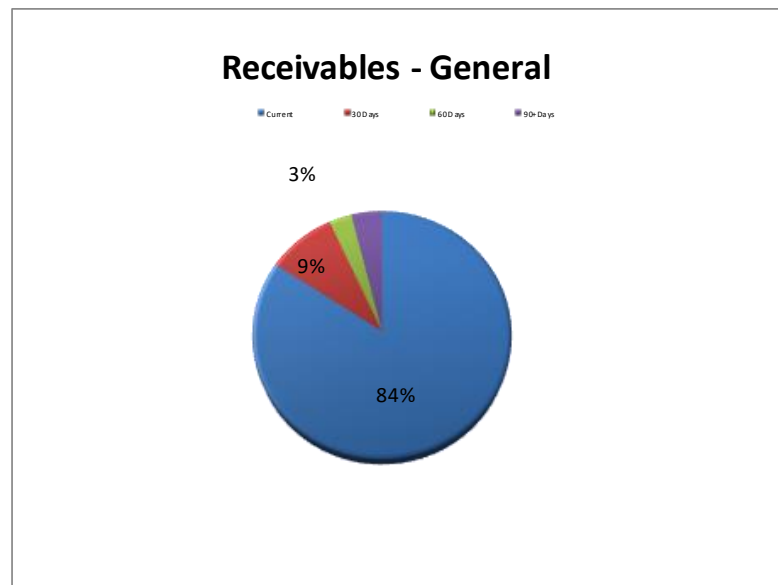


**Comments/Notes - Receivables Rates, Sewerage and Rubbish**

**Receivables - General**

	Current	30 Days	60 Days	90+Days
	\$ 7,572	\$ 803	\$ 262	\$ 355
<b>Total Outstanding</b>				<b>8,991</b>

**Amounts shown above include GST (where applicable)**



**Comments/Notes - Receivables General**

DFES Fire Mitigation Work	1,548.50
Baptistcare, 2 x House Rent	1,200.00
Brookton Pingelly Football Club, Annual Fee	700.00
Joan Francis, Rental and Electricity	725.57

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2020**

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	116,698	2,180	2,080	20,000	(20,000)	20,000		0		138,878	138,778
Plant and Vehicle Reserve and Community Bus Reserve	972,025	14,220	13,409	302,506	(302,506)	292,506	(502,506)	(935,992)	(491,001)	786,245	786,939
Land & Housing Development Reserve/Independent Living Units	1,335,350	24,956	21,714	205,781	(205,781)	180,781	(174,381)	(146,640)	(146,640)	1,391,706	1,391,206
Furniture and Equipment Reserve	80,392	1,502	802	20,000	(20,000)	0	(45,000)	(60,000)	(45,000)	56,894	36,194
Municipal Buildings & Facilities Reserve	329,433	4,522	5,803	50,000	(50,000)	50,000	(55,000)	(140,190)	(13,000)	328,955	372,236
Townscape and Footpath Reserve	103,203	989	1,865	20,000	(20,000)	20,000			0	124,192	125,068
Sewerage Scheme Reserve	368,937	6,895	6,488	55,000	(55,000)	55,000		(20,000)		430,832	430,425
Road and Bridge Infrastructure Reserve	399,046	8,267	8,741	220,000	(220,000)	220,000			0	627,313	627,787
Health & Wellbeing reserve	588,020	13,231	10,289	56,592	(56,592)	55,554	(100,000)	(100,000)	0	557,843	653,863
Sport & Recreation Reserve	26,206	490	419	5,000	(5,000)	5,000			0	31,696	31,625
Rehabilitation & Refuse Reserve	117,955	2,204	1,886	50,000	(50,000)	50,000			0	170,159	169,841
Saddleback Building Reserve	55,554	1,038	0			0	(56,592)	(55,554)	(55,554)	0	0
Caravan Park Reserve	141,635	2,647	2,264	10,000	(10,000)	10,000			0	154,282	153,899
Brookton Heritage/Museum Reserve	45,421	850	726	1,000	(1,000)	1,000			0	47,271	47,147
Kweda Hall Reserve	16,758	613	268	1,000	(1,000)	1,000			0	18,371	18,026
Aldersyde Hall Reserve	25,806	0	0			0			0	25,806	25,806
Railway Station Reserve	118,053	2,206	1,887	10,000	(10,000)	10,000	(35,000)	(35,000)	0	95,259	129,940
Madison Square Units Reserve	25,249	472	404	5,000	(5,000)	5,000			0	30,721	30,653
Cemetery Reserve	33,330	623	533	10,000	(10,000)	10,000			0	43,953	43,863
Water Harvesting Reserve	44,744	808	372	35,000	(35,000)	35,000	(32,000)	(32,000)	(32,000)	48,552	48,116
Developer Contribution	2,697	50	43			0			0	2,747	2,740
Cash Contingency Reserve	177,499	3,317	2,838	24,596	(24,596)	10,000		(50,000)	(50,000)	205,412	140,337
Brookton Aquatic Reserve	129,464	2,420	2,070	10,000	(10,000)	24,596			0	141,884	156,130
Capital Investment Reserve	0	0	0	0		7,084,132			0	0	7,084,132
Unspent Grants & Contributions	0	0				0			0	0	0
	<b>5,253,475</b>	<b>94,500</b>	<b>84,901</b>	<b>1,111,475</b>	<b>(1,111,475)</b>	<b>8,139,570</b>	<b>(1,000,479)</b>	<b>(1,575,376)</b>	<b>(833,196)</b>	<b>5,458,971</b>	<b>12,644,751</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2020**

**Note 6: CAPITAL DISPOSALS AND ACQUISITIONS**

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value		Proceeds	Profit (Loss)
				\$		\$	\$
55,000	65,000	10,000	PL6 Cat Loader	55,000		102,500	47,500
26,100	18,000	(8,100)	PT13 Single Axle Truck	0		0	0
13,000	10,000	(3,000)	PM8 John Deere Mower	13,000		5,700	(7,121)
	0	0	Sale of Depot Surplus Items	0		0	1,042
13,238	0	0	PT11 ISUZU NH NPR 200 TIPPER - BO5367	13,238		13,573	369
0	0	0	Kalkarni Agecare Facility & Saddleback Medical Centre	7,082,931		7,082,931	(0)
0	0	0	Mitsubishi Triton Ute PU117	33,727		16,364	(17,363)
0	0	0	Mitsubishi Triton Ute PU31	16,900		16,364	(536)
0	0	0	Mazda CX5	31,425		19,090	(12,335)
0	0	0		0		0	0
<b>107,338</b>	<b>93,000</b>	<b>(1,100)</b>		<b>7,246,221</b>		<b>7,256,521</b>	<b>11,555</b>

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Current Budget	Actual	Variance
	\$		\$	\$
<b>Property, Plant &amp; Equipment</b>				
Land and Buildings	201,000	257,000	90,153	166,847
Plant & Equipment	510,000	510,000	657,662	(147,662)
Furniture & Equipment	100,000	115,000	80,982	34,018
<b>Infrastructure</b>				
Roadworks & Bridge Works & Footpaths	1,043,471	1,100,262	1,012,907	87,355
Footpath Construction - Richardson Street	30,000	30,000	28,535	1,465
Sewerage & Drainage	32,000	91,000	91,844	(844)
<b>Totals</b>	<b>1,916,471</b>	<b>2,103,262</b>	<b>1,962,083</b>	<b>141,179</b>

Comments - Capital Acquisitions



**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2020**

**Note 7: INFORMATION ON BORROWINGS**

					Principal 1-Jul-19 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Self Supporting Loans</b>												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	89,416	-	89,416	89,416	(0)	82,931	6,485	6,485
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	-	-	-	-	-	-	-	-
	Extension and Refurbishment of the Club House											
*Loan 82 Country Club	Club House	15/11/2027	20	6.95	237,124	-	21,296	21,296	215,828	219,260	22,697	17,864
<b>Governance</b>												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	47,061	-	47,061	47,061	0	43,754	9,461	3,307
<b>Education &amp; Welfare</b>												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	72,291	-	8,689	8,689	63,602	67,800	2,528	4,491
<b>Housing</b>												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	119,280	-	14,337	14,337	104,943	111,871	4,152	7,409
<b>Community Amenities</b>												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	50,604	-	6,082	6,082	44,522	47,460	1,762	3,144
<b>Transport</b>												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	119,280	-	14,337	14,337	104,943	111,871	4,152	7,409
<b>Recreation and Culture</b>												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	589,663	-	52,956	52,956	536,707	545,243	36,918	44,420
					1,324,719	-	254,174	254,174	1,070,545	1,230,190	88,155	94,529

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

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2020**

**Note 8: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
Municipal Cash at Bank - Operating Account	0.00%	55,613				55,613	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.00%	221,994				221,994	Bendigo	
Municipal Cash at Bank - Independent Living Units	0.00%	14,835				14,835	Bendigo	
Bond Fund	0.00%	6,830				6,830	Bendigo	
Trust Cash at Bank	0.00%			20,790		20,790	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	1.20%		5,560,618			5,560,618	Bendigo	30/06/2020
Reserves	1.60%		7,084,132			7,084,132	Bendigo	20/08/2020
(c) Investments								
<b>Bendigo Bank Shares</b>					10,000	10,000	Bendigo	
Total		299,272	12,644,750	20,790	10,000	12,974,812		

Comments/Notes - Investments

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2020**

**Note 9: BUDGET AMENDMENTS**

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adj	Increase in Available Cas	Decrease in Available Ca	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Adopted Budget Net Asset Surplus 30 June 2019</b>		Opening Surplus(Deficit)				<b>1,135,542</b>
E111010	Additional inspections and rectification works	OCM12.19-08	Operating Expenses			10,400	<b>1,125,142</b>
E115010	Additional inspections and rectification works	OCM12.19-08	Operating Expenses			2,500	<b>1,122,642</b>
OL01661	Cover expenditure for Memorial Hall and Rail Station	OCM12.19-08	Capital Revenue		12,900		<b>1,135,542</b>
E113521	Replacement of Chairs at Pavillion	OCM12.19-08	Capital Expenses			10,000	<b>1,125,542</b>
I104010	Large development applications received not budgeted	OCM12.19-08	Operating Revenue		10,000		<b>1,135,542</b>
E042520	Server upgrade new cabling through office	OCM12.19-08	Capital Expenses			10,000	<b>1,125,542</b>
E042020	New laptops throughout office	OCM12.19-08	Operating Expenses			5,000	<b>1,120,542</b>
OL01641	Additional expenditure server upgrade and laptops	OCM12.19-08	Capital Revenue		15,000		<b>1,135,542</b>
E111020	Stronger Communities Grant - Shadesails over playground	OCM01.20-15	Operating Expenses			4,730	<b>1,130,812</b>
I115020	Stronger Communities Grant - Shadesails over playground	OCM01.20-15	Operating Revenue		4,730		<b>1,135,542</b>
E102020	CCTV investigation of sewerage pipeworks	OCM01.20-15	Operating Expenses			20,000	<b>1,115,542</b>
OL01691	CCTV investigation of sewerage pipeworks	OCM01.20-15	Capital Revenue		20,000		<b>1,135,542</b>
	Correction of Surplus after Audit of AFR 2018/2019		Opening Surplus(Deficit)			2,525	<b>1,133,017</b>
OL01961	Additional line and Fire service tank - Happy Valley	OCM10.19-05	Capital Revenue		50,000		<b>1,183,017</b>
E106540	Happy Valley - Addition line and fire service tank		Capital Expenses			50,000	<b>1,133,017</b>
E113510	Old Tennis Club Houese - Gut building including removal of asbestos	SCM04.20-01	Operating Expenses			10,000	<b>1,123,017</b>
E111511	Memorial Hall - Urgent Roof and gutter replacement	SCM04.20-01	Operating Expenses			20,000	<b>1,103,017</b>
E042510	Chambers - external front entry (disable ramp, pergola, courtyard fencing, seating, lighting and signage)	SCM04.20-01	Operating Expenses			12,000	<b>1,091,017</b>
E132020	Area Promotion - Tourist information bay upgrade and A3 tear off tourist maps	SCM04.20-01	Operating Expenses			4,000	<b>1,087,017</b>
E142510	Depot - Refurbishment of Transportable building as an office. Upgrade lighting throughout workshop to LED, purchase and install 40ft sea container as extension to workshop for storage.	SCM04.20-01	Capital Expenses			36,000	<b>1,051,017</b>
E142480	Installatoin of eye wash facility, removal of several trees, service roller doors, repairs to roof including damaged frames, saftey and security signage throughout depot and improvement of ITC connectivity.	SCM04.20-01	Operating Expenses			47,434	<b>1,003,583</b>
E142530	Automated fuel system - self bunded tank with monitoring systems.	SCM04.20-01	Capital Expenses			55,000	<b>948,583</b>
E116020	Pump Track Stage 1 earthworks for loop track performed in house	SCM04.20-01	Capital Expenses			5,000	<b>943,583</b>
E112530	Swimming pool - improvements including replacement media filter sand, back flushing and tank refurbishment	SCM04.20-01	Operating Expenses			16,000	<b>927,583</b>
E106540	Happy valley installatoin of new standpipe and automated water dispensing system	SCM04.20-01	Capital Expenses			9,000	<b>918,583</b>
E042534	Purchase of dual cab ute Purchase price \$35,000 less trade \$15,000 net cost \$20,000	SCM04.20-01	Capital Expenses			35,000	<b>883,583</b>
E053530	Purchase of new vehicle per Bushfire Risk Management Planning Program \$35,000 no trade	SCM04.20-01	Capital Expenses			35,000	<b>848,583</b>
E143530	Purchase of Grader, MIE vehicle, WCO vehicle and Leading hand vehicle	SCM04.20-01	Capital Expenses			475,000	<b>373,583</b>
OL01621	Transfer from Reserves to cover increase in budget requirements	SCM04.20-01	Capital Revenue		445,000		<b>818,583</b>
OL01661	Transfer from reserves to cover increase in budget requirements	SCM04.20-01	Capital Revenue		72,290		<b>890,873</b>
E031020	Reduced number of revaluations required this year, health check of rates system done inhouse	SCM04.20-01	Operating Expenses		9,000		<b>899,873</b>
E083020	Administration, Budget decrease rates dealt with as part of settlement of Kalkarni	SCM04.20-01	Operating Expenses		38,000		<b>937,873</b>
E084480	Property Sold 17/1/2020 no further maintenance required	SCM04.20-01	Operating Expenses		37,918		<b>975,791</b>
E084520	Property sold 17/1/2020 curtains for passageway not purchased	SCM04.20-01	Capital Expenses		10,000		<b>985,791</b>
E084510	Property sold 17/1/2020 upgrade of air conditioners included in settlement of property	SCM04.20-01	Capital Expenses		70,000		<b>1,055,791</b>
E114020	Unlikly to expend full budget	SCM04.20-01	Operating Expenses		12,140		<b>1,067,931</b>
E136010	Increase usage due to prolonged drought and construction usage	SCM04.20-01	Operating Expenses			23,000	<b>1,044,931</b>
E142020	Purchase of restricted Padlocks with 2 keys and 15 master keys to stop unauthorised access through unrecorded key cutting and possessions.	SCM04.20-01	Operating Expenses			5,000	<b>1,039,931</b>
I136010	Increase usage due to prolonged drought and construction usages.	SCM04.20-01	Operating Revenue		10,700		<b>1,050,631</b>
I042040	Purchase of restricted Padlocks with 2 keys and 15 master keys to stop unaithorised access through unrecorded key cutting and possessions.	SCM04.20-01	Operating Revenue		23,500		<b>1,074,131</b>
I054010	Increase usage due to prolonged drought and construction usages.	SCM04.20-01	Operating Revenue		6,722		<b>1,080,853</b>
I115030	LGIS Rebate not expected to be received	SCM04.20-01	Operating Revenue		15,000		<b>1,095,853</b>
I148030	Additional funds received due to overspend on previous year	SCM04.20-01	Operating Revenue		2,700		<b>1,098,553</b>
I041020	Funds received from the Shire of York after the windup of SEAROC group	SCM04.20-01	Operating Revenue		17,409		<b>1,115,961</b>
I055010	Increase for Bushfire Risk Management Planning Officer. Shire hosting DFES position.	SCM04.20-01	Operating Revenue		17,056		<b>1,133,017</b>
	<b>Closing Funding Surplus (Deficit)</b>			<b>0</b>	<b>900,064</b>	<b>902,589</b>	<b>1,133,017</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2020**

**Note 10: TRUST FUND**

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

Description	Opening Balance For the Period 1 July 2019	Amount Received	Amount Paid	Closing Balance For the Period Ended 30 June 2020
	\$	\$	\$	\$
Housing Bonds	1,200	0	(1,200)	0
Other Bonds	12,960	8,950	(15,770)	6,140
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	0	0	0	0
Gnulla Child Care Facility	3,073	0	(3,073)	0
Wildflower Show Funds	1,240	0	(1,240)	0
Kalkarni Resident's Accounts	0	0	0	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	(0.50)	0	0	(0.50)
Unclaimed Money	30	800	0	830
	<b>32,523</b>	<b>9,750</b>	<b>(21,483)</b>	<b>20,790</b>

**1. Developer Road Contributions are:**

T129 Allington - Grosser Street -\$1.00 Rounding

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

**2. Public Open Space Contribution:**

T148 - Paul Webb \$13,820

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

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

**3. Gnulla Child Care Facility**

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

**4. Housing Bond**

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

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Sewerage Programm by Nature and Type**  
**For the Period Ended 30 June 2020**

**Note 11 Sewerage Operating Statement**

NOTE	2019/20 Adopted Budget \$	2019/20 YTD Budget \$	2019/20 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Sewerage Connection Fees and Charges	1,590	1,590	472	(1,118)
Annual Sewerage Rates	203,265	203,265	178,335	(24,930)
	<b>204,855</b>	<b>204,855</b>	<b>178,807</b>	<b>(26,048)</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(1,119)	(1,119)	(2,945)	(1,826)
Materials and Contracts	(60,100)	(60,100)	(55,556)	4,544
Utilities	(8,050)	(8,050)	(3,361)	4,689
Depreciation	(39,788)	(39,788)	(36,862)	2,926
Interest Expenses	(3,144)	(3,144)	(1,762)	1,382
Insurance	(243)	(243)	(244)	(1)
General Operating Expenses	(1,434)	(1,434)	(3,832)	(2,398)
Allocation of Administration Expense	(38,985)	(38,985)	(39,285)	(300)
	<b>(152,863)</b>	<b>(152,863)</b>	<b>(143,846)</b>	<b>9,017</b>
	<b>51,992</b>	<b>51,992</b>	<b>34,961</b>	<b>(17,031)</b>
Add Back Depreciation	39,788	39,788	36,862	(2,926)
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	55,000	55,000	(55,000)	110,000
Transfer from Sewerage and Drainage Reserve	-	-	-	-
<b>NET RESULT</b>	<b>146,780</b>	<b>146,780</b>	<b>16,823</b>	<b>90,043</b>

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

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

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

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

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**WB Eva Pavilion by Nature and Type**  
**For the Period Ended 30 June 2020**

**Note 12 WB Eva Pavilion Operating Statement**

NOTE	2019/20	2019/20	2019/20	Variance
	Adopted Budget \$	YTD Budget \$	YTD Actual \$	YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Hire Fees - WB Eva Pavilion	2,980	2,980	2,680	(301)
Sporting Club Fees	5,500	5,500	3,605	(1,895)
Gymnasium Income	11,060	11,060	6,995	(4,065)
	<b>19,540</b>	<b>19,540</b>	<b>13,279</b>	<b>(6,261)</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(3,230)	(3,230)	(2,261)	969
Materials and Contracts	(34,410)	(34,410)	(46,083)	(11,673)
Utilities	(3,750)	(3,750)	(2,954)	796
Interest Expenses	(44,420)	(44,420)	(36,918)	7,502
Insurance	(4,777)	(4,777)	(4,700)	77
General Operating Expenses	(5,277)	(5,277)	(2,739)	2,538
Gymnasium Operating	(16,220)	(16,220)	(3,242)	12,978
	<b>(95,864)</b>	<b>(95,864)</b>	<b>(98,897)</b>	<b>209</b>
	<b>(76,324)</b>	<b>(76,324)</b>	<b>(85,618)</b>	<b>(6,052)</b>
<b>NET RESULT</b>	<b>(76,324)</b>	<b>(76,324)</b>	<b>(85,618)</b>	<b>(6,052)</b>



**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Brookton Caravan Park and Brookton Aquatic Centre**  
**For the Period Ended 30 June 2020**

	Note	Adopted Annual Budget 2019/20	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
<b>Note 13 (a): Brookton Caravan Park</b>		\$	\$	\$	\$	%
<b>Operating Revenue</b>						
Caravan Park Fees		35,000	35,000	32,507	(2,493)	(7.12%)
<b>Total Revenue</b>		<b>35,000</b>	<b>35,000</b>	<b>32,507</b>	<b>(2,493)</b>	<b>(7.12%)</b>
<b>Operating Expenses</b>						
Brookton Caravan Park	CARAOP	(26,245)	(26,245)	(19,265)	6,980	(26.60%)
Brookton Caravan Park	MARKOP	(4,000)	(8,000)	(3,295)		
Caravan Park Depreciation		(1,042)	(1,042)	(957)	85	(8.13%)
Caravan Park Admin Administration Expenses		(41,822)	(41,822)	(42,144)	(322)	0.77%
<b>Total</b>		<b>(73,109)</b>	<b>(77,109)</b>	<b>(65,661)</b>	<b>6,743</b>	<b>8.74%</b>
<b>Operating Surplus (Deficit)</b>		<b>(38,109)</b>	<b>(42,109)</b>	<b>(33,154)</b>	<b>4,250</b>	<b>10%</b>
<b>Excluding Non Cash Adjustments</b>						
Add back Depreciation		1,042	1,042	957	(85)	(8.13%)
<b>Net Operating Surplus (Deficit)</b>		<b>(37,067)</b>	<b>(41,067)</b>	<b>(32,197)</b>	<b>4,165</b>	<b>(10.14%)</b>
<b>Note 13 (b): Brookton Aquatic Centre</b>						
<b>Operating Revenue</b>						
POOL FEES & CHARGES		10,500	10,500	11,479	979	9.32%
POOL GRANTS & SUBSIDIES		0	0	0	0	0.00%
<b>Total Revenue</b>		<b>10,500</b>	<b>10,500</b>	<b>11,479</b>	<b>979</b>	<b>9.32%</b>
<b>Operating Expenses</b>						
POOL EMPLOYEE COSTS		0	0	0	0	0.00%
POOL GENERAL OPERATING EXPENSES		(97,850)	(97,850)	(94,259)	3,591	(3.67%)
POOL BUILDING MAINTENANCE		(15,756)	(15,756)	(32,599)	(16,843)	106.90%
POOL DEPRECIATION		(11,839)	(11,839)	(10,872)	967	(8.17%)
POOL ABC ADMINISTRATION EXPENSES		(32,411)	(32,411)	(32,661)	(250)	0.77%
<b>Total</b>		<b>(157,856)</b>	<b>(157,856)</b>	<b>(170,390)</b>	<b>(12,534)</b>	<b>(7.94%)</b>
<b>Operating Surplus (Deficit)</b>		<b>(147,356)</b>	<b>(147,356)</b>	<b>(158,911)</b>	<b>(11,555)</b>	<b>(7.84%)</b>
<b>Excluding Non Cash Adjustments</b>						
Add back Depreciation		11,839	11,839	10,872	(967)	(8.17%)
<b>Net Operating Surplus (Deficit)</b>		<b>(135,517)</b>	<b>(135,517)</b>	<b>(148,039)</b>	<b>(12,522)</b>	<b>(9.24%)</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Road Program**  
**For the Period Ended 30 June 2020**

**Note 14**

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Federal Funding		State Funding				Own Source Funding			
					R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni	
	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$	
Town Street Maintenance	213,058	213,058	191,711	90%	\$52,796	\$	\$		\$				213,058	
Rural Road Maintenance	568,329	568,329	424,521	75%									568,329	
Bridge Maintenance	121,966	121,966	66,964	55%									121,966	
													0	
R2R Work Schedule													0	
Brookton - Kweda Road	52,796	52,796	43,129	82%									0	
Yeo Road	109,662	109,662	104,559	95%									\$83,201	-83,201
Corberding Road	0	56,791	46,094	81%									\$56,175	616
													0	
Other Construction													0	
South Dale Road	124,035	124,035	82,815	67%								124,035		
King Street	29,030	29,030	23,803	82%								29,030		
Reynolds Street	173,000	173,000	153,201	89%								173,000		
Boyagarra Road	110,294	110,294	86,087	78%								110,294		
Noack Street	10,188	10,188	12,152	119%								10,188		
												0		
RRG Approved Projects												0		
York - Williams Road	434,466	434,466	461,068	106%			\$461,068						-26,602	
													0	
													0	
	1,946,824	2,003,615	1,696,102	87%	218,633	0	461,068	0	83,201	0	0	0	1,240,713	

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Capital Works Program**  
**For the Period Ended 30 June 2020**

**Note 15**

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
Admin Reception Remodel	55,000	55,000	14,583	27%			55,000		55,000
Weld Crack Kitchen Floor	10,000	10,000	14,200	142%			10,000		10,000
Staff Housing Lot 324 White Street	0	0	33,641	0%					0
Railway Barrier Fence	35,000	35,000	0	0%			35,000		35,000
Cemetery New Niche Wall And Shelter	10,000	10,000	6,790	68%	10,000				10,000
Aquatic Centre Masonary Repair	11,000	11,000	6,652	60%	11,000				11,000
40' Seacontainer	0	36,000	14,287	40%					
Upgrade Air Conditioning System	80,000	80,000	0	0%			80,000		80,000
Curtains Passageways and Activities area	10,000	10,000	0	0%			10,000		10,000
Admin Synergy Records Module	35,000	30,000	13,550	45%	30,000				30,000
Admin Server Upgrade	45,000	55,000	50,200	91%			55,000		55,000
Chairs for Pavillion	10,000	20,000	17,232	86%	20,000				20,000
Self Bunded Fuel Tank	0	0	49,840	100%					
Crew Cab 3 Tonne Truck	70,000	70,000	83,993	120%			70,000		70,000
Loader	290,000	290,000	295,000	102%			290,000		290,000
Skid Mounted Fibreglass Water Tank(JMAC)	27,000	27,000	22,399	83%	27,000				27,000
Truck mounted Vacuum Mulcher	18,000	18,000	11,000	61%	18,000				18,000
Road Broom	50,000	50,000	51,957	104%			50,000		50,000
3" Diesel Pump	0	0	2,694	0%	0		0		0
62" Zero Turn Mower	25,000	25,000	24,195	97%	25,000				25,000
Generators	\$30,000.00	\$30,000.00	18,189	61%	30,000				30,000
York-Williams Road	434,466	434,466	461,068	106%					0
Brookton-Kweda Road	52,796	52,796	43,129	82%		52,796			52,796
Corberding Road	0	56,791	46,094	81%		56,791			56,791
Noack Street	10,188	10,188	12,152	119%					0
Yeo Road	109,662	109,662	104,559	95%		109,662			0
South Dale Road	124,035	124,035	82,815	67%					0
King Street	29,030	29,030	23,803	82%					0
Reynolds Street	173,000	173,000	153,201	89%					0
Boyagarra Road	110,294	110,294	86,087	78%	278,766	464,705	300,000		1,043,471
Richardson Street	30,000	30,000	28,535	95%	30,000				30,000
Happy Valley Bore Field	32,000	91,000	91,844	101%			91,000		91,000
	<b>1,916,471</b>	<b>2,083,262</b>	<b>1,863,688</b>		<b>479,766</b>	<b>683,954</b>	<b>1,046,000</b>	<b>0</b>	<b>2,100,058</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Grants, Subsidies and Contributions Register**  
**For the Period Ended 30 June 2020**

**Note 16**

Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget OCM	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
			\$	\$	\$	\$	\$	
Federal Government	KBC Grants & Subsidies	Subsidy	(3,316,026)	(3,316,026)	Recurrent	(3,316,026)	(1,691,588)	51%
Main Roads WA	Regional Road Group	Non Operating	(302,247)	(302,247)	Recurrent	(302,247)	(302,247)	0%
Federal Government	Roads to Recovery	Non Operating	(218,633)	(218,633)	Recurrent	(218,633)	(218,623)	100%
WA Grants Commission	GPG Grants Commission - General	Operating	(668,176)	(668,176)	Recurrent	(668,176)	(707,973)	106%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(382,494)	(382,494)	Recurrent	(382,494)	(359,678)	94%
WA Grants Commission	GPG Grants Commission - Bridges	Operating	-	-	-	-	-	0%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(24,793)	(31,515)	Recurrent	(24,793)	(41,295)	167%
Main Roads WA	Direct Grant	Operating	(83,201)	(83,201)	Recurrent	(83,201)	(83,201)	100%
			<b>(4,995,570)</b>	<b>(5,002,292)</b>		<b>(4,995,570)</b>	<b>(3,404,605)</b>	<b>68%</b>

Cr Lilly declared a financial interest in Item 15.07.20.03 and left the meeting at 7.31pm.

<b>15.07.20.03 DROUGHT COMMUNITIES PROGRAM FUNDING APPLICATION</b>
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<b>File No:</b>	ADM 0708
<b>Date of Meeting:</b>	16 July 2020
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D’Arcy – Chief Executive Officer
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	The authors have no interests in this item
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	Nil

**Summary of Item:**

This item is for Council to determine the allocation of \$500,000 of grant funding from the Commonwealth Government’s Drought Communities Grant Program.

In summary the officer recommendation for this funding, supported by Council’s financial contribution, is to allocate Drought Funding for construction of:

- a) A new Community Garden/Men’s Shed; and
- b) Stage 1 of a new Brookton Caravan Park.

Further detail on both proposals is provided in the body of this report.

**Description of Proposal:**

As reflected above there are two distinct projects identified for allocation of the Drought Communities Grant Program, being a new co-located Men’s Shed/Community Garden building to support their respective activities, and a new caravan park with Stage 1 to consist of 4 chalet units, an ablution facility, 10 caravan bays with concrete pads and landscaping.

The following **Figures 1** and **2** extracted from the draft Reserve Management Plan for Crown Reserve 43158 provides an indicative understanding of both buildings.





**Figure 1** – Indicative design of Community Garden/Men's Shed Building



**Figure 3** – Indicative design of Chalet Building

### Background:

The Australian Government announced a commitment to provide funding for a number of Local Governments under the Drought Communities Program on January 28<sup>th</sup>, 2020 with the Shire of Brookton being nominated as one of them.

One of the criteria of the Drought Funding is that those Local Governments with a population of less than 1,000 residents, such as Brookton, may qualify for a \$500,000 grant, while those with over 1,000 residents could receive up to \$1,000,000 in Commonwealth Funding providing projects meet the balance of selection criteria for funding. With this in mind, recent discussions with Councillors has yielded two projects worthy of progressing, as identified in the Council's Integrated Planning and Reporting (IPR) process based on \$450,000 allocated to a new Caravan Park that includes chalet accommodation, and \$50,000 for construction of a co-located Community Garden / Men's Shed. Accordingly, this report now seeks Council's formal endorsement of the proposed allocation and lodgment of the Commonwealth Drought Funding Grant application.

### Consultation:

The Brookton Next Generation commenced as an innovation to bring about change for Brookton in line with community expectations. The program sought to give the Brookton community a foundation to voice their opinions or put innovative ideas to Council through the Book of Ideas. The Book of Ideas applications are then addressed within the IPR Structure via advisory group meetings appointed with a combination of Councillors, Shire Staff and Community Members.

The Brookton Community Garden/Men's Shed and new Brookton Caravan Park both being submissions on the Book of Ideas fall into Precincts within the draft Brookton Reserve 43158 Management Plan, and as such have progressed through an 'Innovations Pathway' that yielded broad support from members of the respective advisory groups. The draft Management Plan has subsequently been put forward to the Brookton community via the Telegraph, Facebook, the Shire of Brookton Website and electronically through the Community News, with Council having assessed submissions received in a separate report to this **Agenda Item 13.07.20.01**.

### Statutory Environment:

If the officer recommendation is supported the funding application will be lodged and if approved the allocation will formally be addressed as part of adopting the 2020-21 budget in accordance with Section 6.2 (1) of the *Local Government Act, 1995*.

Further, construction of the Caravan Park Chalets (will need to be progressed through a public tender process in accordance with Section 3.57 of the *Local Government Act, 1995* and Regulation 11 of the Local Government (Functions and General) Regulations, 1996.

Additionally, to progress development of the two projects the Council may delegate authority to the CEO pursuant to Section 5.42 of the *Local Government Act, 1995*.

### Relevant Plans and Policy:

The projects align to the draft Reserve 43158 Management Plan with the provision of chalet accommodation also aligned to the Council's Corporate Business Plan <2021.

### Financial Implications:

The placement of 4 Chalet Units at the existing Caravan Park together with construction of a Campers Kitchen facility is projected to be:

#### Caravan Park Chalet Buildings (Stage 1)

Description of Works	Drought Funding Grant	Shire of Brookton Contribution	Total
Soil condition analysis and site works x 4 sites	\$ 10,000		\$ 10,000
2 Bed chalet units x 4 (delivered/installed on site)	\$ 400,000		\$ 400,000
Chalet furnishings/fit out x 4	\$ 20,000		\$ 20,000
Utility connections x 4 sites (incl. retic power, water, sewerage)	\$ 20,000		\$ 20,000
Camper's Kitchen (including fit-out)		\$ 20,000	\$ 20,000
Paving, landscaping, bin storage, etc.		\$ 20,000	\$ 20,000
Project contingency		\$ 15,000	\$ 20,000
<b>Overall Total</b>	<b>\$ 450,000</b>	<b>\$ 55,000</b>	<b>\$ 485,000</b>

The Shire contribution is in the order of \$55,000 that would be drawn from Brookton Caravan Park

*Shire of Brookton, Ordinary Meeting of Council – 16 July 2020 Agenda*

Reserve. Presently this reserve has a balance of \$154,000 (rounded).

#### Co-located Community Garden/Men's Shed Building

Description of Works	Drought Funding Grant	Shire of Brookton Contribution	Total
Site works		\$ 2,500	\$ 2,500
Shed building (incl. delivery, erection, concrete floor)	\$ 50,000	\$ 25,000	\$ 75,000
Utility connections (incl. retic power, water, sewerage)		\$ 7,500	\$ 7,500
Basic Shed fit out (incl. kitchen, ablution)		\$ 7,500	\$ 7,500
Project contingency		\$ 7,500	\$ 7,500
<b>Overall Total</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 100,000</b>

Similarly, the Council's contribution of \$50,000 for this project is from the Municipal Building Reserve that has a closing balance for the 2019-20 financial year of \$329,433.45 and is also proposed to be topped up by a further \$300,000 in 2020-21 coming from re-allocation of Kalkarni funding.

#### **Risk Assessment:**

Risks associated with the allocation of funds is considered Low. While there may be some differing views on the proposed expenditure, predominantly the feedback from Council Advisory Groups has been positive, although there has been some opposition from local accommodation providers. As presented in other reports, the placement of chalets in Brookton will provide self-contained accommodation that is not currently available and will assist in offering a choice of accommodation for travelers and seasonal workers that will yield economic benefit for small business in the area.

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 proposal relates to:

1. The BROOKTON Strategic Community Plan <2027 and aligns to the following objectives of the BROOKTON 20:

3. Social Innovation
  4. Jobs and Volunteering
  8. Visitation and Transient Population
  9. Community Engagement
  10. Strategy and Reporting
  12. Measurement, Learning and Knowledge
  14. History, Heritage, Recreation and Culture
  16. Community Activity and Visitor Eventing
2. The delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – May 2018, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the application for a funding aligns to:

*Function 3 Integrated Planning and Reporting*

*Action 3.7 – Progress/project manage CBP ‘proponent’ listed projects*

*Function 24 Community Support*

*Action 24.6 – Support seniors, youth, culture, sport / recreation group activities*

#### **Comment**

As both projects have been identified through Council’s IPR processes, promoted with the community through advertising of the draft Reserve 43158 Management Plan, and accord to the set criteria detailed in the Drought Funding Grant program, it is recommended the Council proceed with lodgment of an application that aligns to this report.

Regarding the Officer Recommendation based on siting the proposed Chalets at the existing Caravan Park in reflection of an amendment as recommended on the draft Reserve 43158 Management Plan.

#### **OFFICER RECOMMENDATION**

That Council endorses:

1. Lodgment of the Drought Communities Grant Application premised on the following allocation of funds:
  - a) Community Garden / Men’s Shed \$ 50,000
  - b) Brookton Caravan Park – Stage 1 \$450,000
2. Allocation of the following contribution funding to also be included in the 2020-21 draft Budget:
  - a) Community Garden / Men’s Shed \$ 50,000 (Municipal Building & Facility Reserve)
  - b) Brookton Caravan Park – Stage 1 \$ 55,000 (Brookton Caravan Park Reserve)
3. The call for tendering of works pursuant to Section 3.57 of the Local Government Act, 1995 and Regulation 11 of the Local Government (Functions and General) Regulations, 1996 and quotes as per Council’s Procurement Policy 2.36 to construct/perform the following works once the Drought Communities Grant Application has been approved and associated documentation executed:
  - a) Construction (to BCA standards, engineering plans and specifications, and uniformity in design

characteristics), transportation and installation of 4 x prefabricated transportable chalet units in the following configurations to be sited at the Brookton Caravan Park:

- 2 x 2-bedroom/1-bathroom chalet units with laundry facilities and small covered verandah/patio
- 1 x 2-bedroom/1-bathroom chalet unit with laundry facilities and small covered verandah/patio to disability access standards
- 1 x 2-bedroom/2-bathrooms chalet unit with small covered verandah/patio

b) Fabrication and erection (to BCA standards, engineering plans and specifications) of a 12m long x 9m wide 'Barn' style shed, inclusive of meeting room with kitchenette and unisex ablution facilities (toilet, shower, wash basin) at the designated 'Community Garden' lease area and a camper's kitchen structure at the Brookton Caravan Park.

c) Installation (to specification) of 1 x concrete floor for Community Garden/Men's Shed and campers' kitchen.

d) Upgrade, installation and connection of utilities in accordance with site layout plans and statutory requirements to:

- 4 x chalet unit sites (retic power, water, effluent disposal)
- 1 x shed site (retic power, retic water, effluent disposal)
- 1 x campers' kitchen.

4. The following evaluation criteria and weighting being applied for the call for tender submissions for the construction of 4 chalet accommodation units at the Brookton Caravan Park:

Qualitative Criteria		Weighting
A	Relevant experience, resource capacity, reputation	10%
B	Understanding of specification	5%
C	Build and delivery timeframe (6 months)	10%
D	Price (construction, delivery, installation)	75%

5. Delegation to the CEO in accordance with Section 5.42 of the Local Government Act, 1995 for the following works to be performed by the Shire within the scope of funding and under the direction of the CEO (or his delegate):

- Preparation of detail site plans to scale and in conformity to legislative requirements
- Preparation of project specifications
- Project management and oversight
- Construction of road and pedestrian access and site works where applicable
- Landscape planting, reticulation, paving where applicable
- Signage
- Building colour schemes and furnishings in natural colours
- Other minor works particular to the two endorsed projects



**COUNCIL RESOLUTION**

**MOVED Cr Walker**

**SECONDED Cr Fancote**

*That this item be laid on the table.*

**CARRIED 4/2**

*Note to Minute: The Council deferred consideration of this matter to obtain a better understanding of the community's views on the chalet accommodation proposal.*

Cr Lilly returned to the meeting at 7.33pm.

#### **15.07.20.04 LIST OF ACCOUNTS OF PAYMENT**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16 July 2020
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Lois Salkilld – Finance Officer
<b>Authorising Officer:</b>	Amy Eva - Manager Corporate and Community
<b>Declaration of Interest:</b>	The author has no financial interest in this matter.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	17 <sup>th</sup> June, 2020

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

The list of accounts for payment to 30<sup>th</sup> June 2020 are presented to Council for inspection.

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

To approve the accounts for payment.

#### **Background:**

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

#### **Consultation:**

N/A

#### **Statutory Environment:**

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

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

The Chief Executive Officer, under relevant delegation, is authorized 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:**

There are no financial implications relevant to this report.

#### **Risk Assessment:**

No risks identified as this is an operational reporting requirement.

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

This activity is contained in the Corporate Compendium.

#### **Comment**

Totals of all payments from each of Councils bank accounts are listed below. The payment schedule is provided to Councilors' separately and not published on the Shire of Brookton website to mitigate against the potential of fraudulent activity that can arise from this practice. Members of the public can obtain the schedule from the Shire of Brookton Administration Office.

To 30<sup>th</sup> June 2020

**Municipal Account**

Cheque	\$ 0
Direct Debits	\$ 213,106.19
EFT	\$ 346,027.01

**Trust Account** \$ 0

**Bond Account** \$ 520.00

**OFFICER'S RECOMMENDATION**

That with respect to the list of accounts for payment, Council: Note the payments authorised under delegated authority and detailed below and in the List of Accounts 30<sup>th</sup> June 2020

Municipal Account

Direct Debits	\$ 213,106.19
EFT	\$ 346,027.01

Bond Account \$ 520.00

**OCM 07.20-09**

**COUNCIL RESOLUTION**

**MOVED Cr Fancote      SECONDED Cr Hartl**

*That with respect to the list of accounts for payment Council note the payments authorised under delegated authority and detailed below and in the List of Accounts dated 30<sup>th</sup> June 2020.*

Municipal Account

Direct Debits	\$ 213,106.19
EFT	\$ 346,027.01

**Bond Account** \$ 520.00

**CARRIED BY SIMPLE MAJORITY VOTE 7/0**

**Attachments**

Attachment 15.07.20.04A – List of Accounts for Payment

Members of the Public can obtain a copy of the List of Accounts schedule from the Shire Administration Office.

## 16.07.20 GOVERNANCE

### 16.07.20.01 AMENDMENT OF VARIOUS COUNCIL POLICIES

<b>File No:</b>	ADM 0660
<b>Date of Meeting:</b>	16 July 2020
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Danni Chard – Executive Governance Officer
<b>Authorising Officer:</b>	Ian D’Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	The author does not have a specific interest in this item The authorising officer has an interest in item 2.33 – Employee and Community Housing.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

#### Summary of Item:

This item seeks Council’s endorsement to amending the below policies and sign off on the 2020-21 bushfire notice:

- a) ‘Policy 2.33 – Employee and Community Housing’ to allow for a broader eligibility criterion for the Community Housing units as well as an increased inspection regime for the Shire owned and property managed units.
- b) ‘Policy 4.3 – Slasher & Rotary Mower Bans’ slight wording amendments, as well as update the advertising mediums used to communicate this information to the Community.
- c) ‘Policy 4.4 – Use of Council Equipment and Machinery for Bushfire Control’ to reflect suggested amendments to the criteria as to who is able to operate Shire machinery for bushfire control.
- d) ‘Policy 4.5 – Expenditure Limit – Bush Fire Control Officers’ to amend the selection of food and drinks that can be purchased.

#### Description of Proposal:

As above.

#### Background:

The following outlines in summary the reasons why the respective policies are presented to Council for amendment:

- a) Policy 2.33 – Employee and Community Housing - Following advertising of vacate housing units by the Shire Administration there has been limited response in conformity with the application criteria from for the Brookton Community. This has prompted a review of the criteria resulting in a number of changes to this policy being recommended as highlighted in red text in **Attachment 16.07.20.01A**. The purpose of the proposed changes to broaden the accessibility to qualify for Shire housing accommodation, as well as increase the inspection regime to align with industry standards under the Residential Tenancies legislation.

- b) Policy 4.3 – Slasher and Rotary Mower Bans – Ordinarily, a slasher & rotary mower ban is upheld during the months of November, December, January and February being the prohibited burning period of the bushfire season. The proposed amendments to this policy relate to clarity regarding Slasher and Rotary Mower Bans outside of the prohibited burning period when the Weather Bureau’s forecast is for high temperatures resulting in an extreme fire rating.

An understanding of the wording changes is incorporated in a copy of Policy 4.3 with amendments highlighted in red text as per **Attachment 16.07.20.01B**.

- c) Policy 4.4 – Use of Council Equipment and Machinery for Bushfire Control – The suggested amendments to this policy is to increase pool of people able to operate Shire owned equipment or machinery in a compliant manner taking into account insurance coverage for the Shire owned assets.

Similarly, a copy of this Policy with amendments highlighted in red text is presented as **Attachment 16.07.20.01C**.

- d) Policy 4.5 – Expenditure Limit – Bush Fire Control Officers – The suggested amendments to this policy is to provide further guidance on the purchase of fuel and refreshments for volunteers. The Chief Bush Fire Control Officer and registered Bush Fire Control Officers are authorised to purchase these items from local businesses with the proposed wording amendments provided additional clarity.

To this end, a copy of Policy 4.5 with amendments highlighted in red text is presented as **Attachment 16.07.20.01D**.

#### **Consultation:**

Consultation has previously been entertained on:

- Policy 2.33 – Employee and Community Housing – With Council at its Corporate Briefing Forum in June 2020.
- Policies 4.3, 4.4 and 4.5 – These policies have been discussed at the Bush Fire Advisory Committee meeting held on 30<sup>th</sup> June 2020, with the Shire President presiding over this meeting.
- Shire of Brookton Firebreak Notice 2020-21 – This notice has been reviewed at the recent Bushfire Advisory Committee meeting held on 30<sup>th</sup> June 2020.

#### **Statutory Environment:**

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

Consideration should also be entertained through Section 62 (1)(c) of the *Bush Fires Act*.

Further, the 2020-21 Fire Break Notice is endorsed by Council under Section 33 of the *Bush Fires Act 1954*.

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

There are no other existing plans or policies that apply to these matters.

### Financial Implications:

There will be no financial impacts should Council endorse the suggested changes to these policies and the Bushfire Notice, however, in reference to Policy 2.33 – a greater use of officer's time will occur, due to the increase in inspections on the Employee and Community Housing properties. Council needs to be aware that this amendment adds to administrative time that may result in other matters have to wait or deferred.

### Risk Assessment:

In Council accepting the suggested policy amendments the risk assessments, respectively are listed below:

- Policy 2.33 – with the proposed amendments to this policy the risk has been assessed as “Low”, with the proposed amendments having a minor and unlikely adverse impact renting and inspecting Shire housing accommodation.

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

- Policy 4.3 – Should Council decide not to progress with the suggested amendments to this policy, the risk has been assessed as “High”. Should a Slasher and/or Rotary Mower start a fire during a ‘extreme’ or above fire rated day, the potential for this to cause a widespread event could be major bordering on extreme.

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

- Policy 4.4 – If Council is to endorse the suggested amendments to this policy, the risk has also been assessed as “High”. It should be noted the potential insurance implications could see the equipment and/or the individual operating the equipment not be insured which would be significant for this organisation.



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

- Policy 4.5 – With the proposed amendments to this policy, the risk has been deemed as “Low” due to the approved expenditure being \$1,000 with the possibility of abusing the purchase of in-expensive goods occurring being insignificant and unlikely.

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

- Shire of Brookton Fire Break Notice 2020-21 – Failure to impose a Fire Break Notice/Order could very well present a significant issue in relation to preparedness for the coming bushfire season and the ability for the Shire to enforce a level of compliance in the interest of management what can be an ‘Severe’ risk.

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:**

The suggested policy updates align to the following:

- ✓ The BROOKTON Strategic Community Plan <2027 and aligns to the following objectives of the Brookton 20.
  - 4. Jobs and Volunteering
  - 19. Buildings
- ✓ The delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – May 2018, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, these policy amendments align to:

- 1. Governance
  - 1.1 Review policy manual
- 4. Property Management
  - 4.4 Review Shire Housing Strategy/property portfolio
- 8. Emergency Management
  - 8.7 Support Bushfire Volunteer Brigades/Volunteer Emergency Services
- 18. Financial Control
  - 18.9 Review insurance program
- 19. Risk Management
  - 19.3 Implement risk mitigation measures

### **Comment:**

The following comment is offered on each policy:

1. Policy 2.33 – Employee and Community Housing - During various advertising campaigns which have been undertaken by the Shire Administration for the Brookton Community Housing (and Senior Citizen Housing), there have been a limited number of suitable applicants.

The suggestion is to broaden the requirements for applicants to be currently residing within Western Australia, as well as subject to suitability, preference may be given to local/ex-local residents of the Shire of Brookton. The proposed policy amendment will allow more opportunities for people who are currently residing outside of the Central Wheatbelt area the opportunity to potentially relocate to Brookton.

Also, an increase in the inspection regime on the Shire owned housing is appropriate to ensure tenants are adhering to their obligations. The suggested inspection periods will bring this into line with industry standard, of quarterly (every 3 months) for the first 12 months of occupancy, expanding to 6 monthly inspection regimes thereafter.

2. Policy 4.3 – Slasher & Rotary Mower Bans – The proposed change to this policy is intended to remove ambiguity given the level of risk associated with extreme bushfire conditions. As mentioned, the changes have been reviewed by the Shire Bushfire Control Officers and a member

from the Department of Fire and Emergency Services (DFES).

3. Policy 4.4 – Use of Council Equipment and Machinery for Bushfire Control – Amendments this Policy are paramount to ensuring Shire machinery can be used in the most effective manner during a fire event without compromising the required level of insurance cover.

Importantly, the Council is ultimately responsible for attending to and managing bushfires within its assigned district, as required under the legislation, and therefore must be doing everything it can to assist the local Bushfire Brigades in attending to bushfire events. In light of this, amendments this policy goes some way to enhancing understanding on what the Council is prepared to do in this regard.

4. Policy 4.5 – Expenditure Limit – Bush Fire Control Officers – The suggested amendments to this policy, while minor, is to again afford clarity over the purchasing refreshments that offers a broader range of appeal while achieving an appropriate level of sustenance.
5. Shire of Brookton Fire Break Notice 2020-21 – This notice has reviewed but is not recommended for amendment from the previous 2019-20 Notice.

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

That Council pursuant to Section 2.7(2)(b) of the Local Government Act 1995 amends the following policies as presented in Attachments 16.07.20.01A, Attachments 16.07.20.01B, Attachments 16.07.20.01C, Attachments 16.07.20.01D, of this report:

1. Policy 2.33 – Employee and Community Housing
2. Policy 4.3 – Slasher & Rotary Mower Bans
3. Policy 4.4 – Use of Council Equipment and Machinery for Bushfire Control
4. Policy 4.5 – Expenditure Limit – Bush Fire Control Officers

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

That Council pursuant to Section 33 of the Bush Fires Act 1954 endorse the Shire of Brookton Fire Break Notice 2020-21 as presented in Attachment 15.07.20.01E to this report to be mail out with the Shire Rates Notice to owners of property within the Shire of Brookton district.

#### **OCM 07.20-10**

##### **COUNCIL RESOLUTION**

***MOVED Cr Lilly      SECONDED Cr Hartl***

***That Council pursuant to Section 2.7(2)(b) of the Local Government Act 1995 amends the following policies as presented in Attachments 16.07.20.01A, Attachments 16.07.20.01B, Attachments 16.07.20.01C, Attachments 16.07.20.01D, of this report:***

- 1. Policy 2.33 – Employee and Community Housing***
- 2. Policy 4.3 – Slasher & Rotary Mower Bans***
- 3. Policy 4.4 – Use of Council Equipment and Machinery for Bushfire Control***
- 4. Policy 4.5 – Expenditure Limit – Bush Fire Control Officers***

**CARRIED BY SIMPLE MAJORITY VOTE 7/0**

**COUNCIL RESOLUTION**

**MOVED Cr Walker                SECONDED Cr Watts**

***That Council pursuant to Section 33 of the Bush Fires Act 1954 endorse the Shire of Brookton Fire Break Notice 2020-21 as presented in Attachment 15.07.20.01E to this report to be mail out with the Shire Rates Notice to owners of property within the Shire of Brookton district.***

**CARRIED BY SIMPLE MAJORITY VOTE 7/0**

**Attachments**

16.07.20.01A – Policy 2.33 – Employee and Community Housing

16.07.20.01B – Policy 4.3 – Slasher & Rotary Mower Banks

16.07.20.01C – Policy 4.4 – Use of Council Equipment and Machinery for Bushfire Control

16.07.20.01D – Policy 4.5 – Expenditure Limit – Bush Fire Control Officers

16.07.20.01E – Shire of Brookton Fire Break Notice 2020-21

<b>2.33 EMPLOYEE AND COMMUNITY HOUSING</b>
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Directorate:	Corporate			
Statutory Environment:	Residential Tenancies Act 1987			
Council Adoption:	Date:	June 2018	Resolution #:	13.06.18.01
Last Amended:	Date:	July 2020	Resolution #:	
Review Date:	June 2021			

### 1. Introduction

This policy applies to Shire owned and managed properties, including employee and community housing dwelling and permanent caravan sites, but excludes the Kalkarni Residential Aged Care Facility.

The purpose of this policy is to establish processes and guidelines for the use of and the charges for residential properties, community housing dwellings and permanent caravan park sites, owned and controlled by the Shire.

### 2. Objectives

- 1.1 To meet employee needs for suitable housing within the scope of the Shire's capacity to do so.
- 1.2 To detail the eligibility criteria and confirm the priority allocation for Shire owner/managed housing available to the community.
- 1.3 To establish processes and guidelines for the use of Shire owned and managed housing.
- 1.4 To ensure that all individuals have an understanding of minimum housing standards for Shire facilities.

### 2. Allocation of Employee (Staff) Housing

- 2.1 Pursuant to 'Delegation 1.17 – Staff Housing' the CEO is empowered to make all arrangements in regard to allocation and maintenance of all Shire staff accommodation provided by Council.
- 2.2 The Shire does not routinely provide housing to employees. The provision of housing is at the Shire's discretion and is not an entitlement under any Employment Award.
- 2.3 To meet contractual requirements, the Shire may provide specified employees housing at a subsidised rental determined by Council.
- 2.4 Preference of Employee Housing is given to the following positions at a subsidised rental determined by Council:
  - Chief Executive Officer
  - Manager Corporate and Community Services (MCC)
  - Manager Infrastructure and Emergency Services (MIE)
  - Swimming Pool Manager

All other employee housing will be allocated by the CEO.

### 3. Allocation of Community Housing

#### 3.1 Eligibility Criteria – Senior Housing

For a Senior Citizen Community Housing Unit an applicant must satisfy the following criteria:

- Be listed on the Shire's 'Housing Requests Register'. If there is no waiting list a community housing unit will be allocated on a 'first come/first serve' basis.
- Be an Australian citizen or permanent resident, with proof of identity (ie passport, driver's license or similar).
- Be 55 years of age or above.
- **Currently residing within Western Australia**
- ~~Be living in the Central Wheatbelt Region.~~
- Be able to live 'independently' as assessed by a qualified medical practitioner or similar qualified person.
- **Subject to suitability preference may be given to local/ex-local residents of the Shire of Brookton.**

#### 3.2 Eligibility Criteria – Low Income Community Housing

For a Low Income Community Housing Unit an applicant must also meet the following:

- Be registered with the Department of Communities – Housing (Housing Authority) and satisfy all other criteria as set by the Department
- Be eligible at the time of application, while on the waiting list and before an offer of housing is made.

#### 3.3 Eligibility Criteria – Permanent Caravan Park Site

For a Permanent Caravan Park Site, the applicant must also meet the following:

- Be 16 years of age or above.
- Be living in the Central Wheatbelt Region and receive an income here.
- Earn no more than the current income limits as prescribed by the Department of Communities – Housing (Housing Authority) (as amended from time to time).
- Satisfy all other criteria as set by the WA Housing Authority.

#### 3.4 Housing Requests Register

The Executive Officer responsible for the management of Shire housing will maintain a Community Housing Requests Register.

To be listed on this register an applicant must complete and submit to the Executive Officer a 'Housing Application Form' that addresses the following:

- ✓ Applicant's name
- ✓ Applicant's contact details
- ✓ Date of application
- ✓ House/unit type requested
- ✓ Stated annual income at the time of registering interest
- ✓ Satisfaction completion of the required eligibility criteria evidence
- ✓ References of previous rentals

#### 3.5 Allocation Process

When a house, unit or caravan site becomes vacant, the Executive Officer will:

- a) Confirm with selected applicant(s) listed at the top of the Register their continued interest in a nominated house, unit, or caravan site;
- b) Seek input/assessment from the WA Housing Authority if warranted;
- c) Check references relating to previous rental history;



- d) Refer the matter to the Council's Housing Committee for review of the applications and determination of the allocation of housing based on assessment against applicable eligibility criteria, as detailed in this policy, and input from points b) and c) above.

#### 4. Council / Committee Discretion

- 4.1 The Council or Housing Committee (under delegated authority) reserves the right to terminate or not re-new a tenancy with the required notice served in accordance with legislation to make best use of Shire housing.

For example, where a single tenant occupies a multiple bedroom dwelling, Council or the Committee may seek to move this tenant to single bedroom unit to make the multiple bedroom dwelling available for family.

- 4.2 Should there be no immediate demand for Senior Citizen Housing, the Council or Housing Committee (under delegated authority) may exercise discretion in allocating a residential unit to:

- a) a person not assessed as a Senior Citizen under Section 4.1 of this policy; or
- b) a corporate entity with a business presence in the Brookton Shire;

providing any such arrangement under this provision is to be based on:

- i. the balance of this policy being satisfied (including provision 4.5, and Sections 6.0 – 10.0 inclusive); and
- ii. the rental arrangement structured on a periodic tenancy agreement and market rental rates.

- 4.3 The Council, as part of its annual budget process, will review the rental charges for all premises (excluding low income community housing), and may adjust the weekly rent to accord with market trends and average rental charges for the same or similar forms of accommodation in the market place.

- 4.4 This policy recognises Low Income Community Housing rental charges are assessed on 25% of the tenant's income and reviewed annually. The Community Housing applicants that are eligible to receive the Commonwealth Rent Assistance (CRA) and will be charged 100% of the entitled CRA in addition to the 25% of their income

#### 5. Residential Tenancy Agreements

- 5.1 Prior to being granted occupancy all selected tenants must:

- a) Sign a residential tenancy agreement and pay the required rent and bond monies in accordance with the provisions of the Residential Tenancy Act 1987.
- b) Participate in an initial condition inspection of the rental accommodation and execute a condition report prepared by the Shire that will form part of the tenancy agreement.

- 5.2 The following maximum terms for a tenancy shall apply:

- i. 12 months for a community housing tenancy agreement
- ii. Periodic (monthly) for an employee (staff) housing tenancy agreement

The CEO may exercise discretion to set a lesser tenancy term than the prescribed maximum, depending on individual circumstance and terminate a tenancy agreement by negotiation.

- 5.3 The tenant shall be responsible for payment of connection and supply of all utilities, unless otherwise:

- a) Agreed as part of an employment package;
- b) Related to the tenancy of a designated permanent caravan site that includes all utility costs;
- c) There is an inability for the utility provider or the Shire to determine individual consumption/usage.

## 6. Keeping of Pets

6.1 The keeping of pets may be permitted at the discretion of the CEO depending on the circumstances (ie type, size and number of pets).

6.2 Any consent granted may be:

- a) Subject to an addition bond payment;
- b) Revoked should damage to the premises be evident from the keeping of a pet(s) that extends beyond what is reasonable in the opinion of the CEO.

## 7. Smoking

Smoking is prohibited in any Shire residential rental property.

## 8. Property Inspections

8.1 All Shire housing is to be subject to a 'landlord' **quarterly** inspection ~~at 6 months in~~ year 1 and thereafter every ~~6 12~~ months for continued longer term tenancies. This excludes routine or urgent maintenance and repairs to be performed by the Shire.

8.2 The Shire is also responsible for inspecting the condition of the residences on a regular basis for maintenance, safety, building and health code compliance issues.

8.3 Inspections will be conducted by the Executive Officer who may be accompanied by another Officer at the direction of the CEO.

## 9. Property Maintenance and Up-keep

9.1 The tenant is responsible for the general condition and appearance of the premises. This includes but is not limited to general cleaning and upkeep of the interior, exterior and landscape, reasonable wear and tear excepted.

9.2 The Shire will perform all necessary maintenance and utility meter readings within the scope and responsibility as a 'landlord' defined under the Residential Tenancy Act, 1987.

9.3 The Shire is responsible for all major maintenance and repairs including but not limited to roofs, foundations, exterior wall structures and coverings. The CEO is to ensure all maintenance works to Shire residential property is performed in accordance its Asset Management Plan.

## 4.3 SLASHER &amp; ROTARY MOWER BAN

Directorate:	Regulatory			
Statutory Environment:	Bush Fires Act 1954			
Council Adoption:	Date:	Oct 2016	Resolution #:	13.10.16.01A
Last Amended:	Date:	July 2020	Resolution #:	
Review Date:	June 2021			

**Objective:**

The objective of this policy is to provide for the safety of residents and firefighters during the prohibited burning period.

**Policy:**

- a) A ban on the use of slashers and rotary mowers shall apply from 1 December to 28 February during the hours of 6:00am to 6:00pm and from 6:00pm on the day before an extreme or above, fire danger rating is forecast from Bureau of Meteorology ~~Total Fire Ban is imposed~~, unless the use is:
  - On a property within a townsite of any size that is reticulated or irrigated; or
  - On a property outside of the townsite that needs to be slashed or mowed and is irrigated or reticulated and is less than 1 hectare in area.
- b) The ban will be advertised as part of the Shire's Notes in the Brookton Telegraph, on the Shire's website, Facebook page and WhatsApp during November, December, January and February; and
- c) The Shire's Chief Bush Fire Control Officer be advised immediately of the decision to impose the ban for the 4-month period.

#### 4.4 USE OF COUNCIL EQUIPMENT AND MACHINERY FOR BUSHFIRE CONTROL

Directorate:	Infrastructure			
Statutory Environment:	Bush Fires Act 1954			
Council Adoption:	Date:		Resolution #:	
Last Amended:	Date:	July 2020	Resolution #:	
Review Date:	June 2021			

##### Objective:

To guide the use of Council equipment when fighting bushfires.

##### Procedure:

All Council equipment and machinery is available for usage in controlling bushfires within or bordering the district. Equipment and machinery ~~is~~ **are** to be utilised ~~only~~ by regular Shire operators, ~~or~~ **competent and capable** operators from other Local Governments, **or those registered with a Brookton Fire Brigade and currently holds the relevant qualification and experience to** operate such equipment or machinery to ensure appropriate insurance cover is maintained.

Application of this policy is at the discretion of the Shire President, Chief Executive Officer or Chief Bush Fire Control Officer, **once satisfied a person is suitably qualified as an operator.**

#### 4.5 EXPENDITURE LIMIT – BUSH FIRE CONTROL OFFICERS

Directorate:	Regulatory			
Statutory Environment:	Shire of Brookton Municipal Budget			
Council Adoption:	Date:		Resolution #:	
Last Amended:	Date:	July 2020	Resolution #:	
Review Date:	June 2021			

##### Objective:

To ~~control authorisation of~~ authorise Shire expenditure relating to the control of bushfires in the Shire of Brookton.

##### Policy:

The Chief Bush Fire Control Officer and registered Bush Fire Control Officers in charge of combating bush fires may commit up to \$1,000 of Shire funds for sustenance and fuel as considered necessary when attending to a bush fire under their control, without first having to obtain authorisation from the Shire President or the Chief Executive Officer, and subject to the following:

The expenditure is limited to purchases from the following retail businesses:

- Brookton IGA
- Stumpy's Gateway (BP) Roadhouse
- Brookton (Liberty) Roadhouse
- ~~Gill Rural Traders / Brookton Mitre 10 /~~ Brookton Rural Traders
- Brookton Deli

The Chief Bush Fire Control Officer or registered Bush Fire Control Officer is to sign for the goods in a legible manner or conversely obtain receipt from the retailer to be presented to the Shire Administration within the week following the bush fire incident.

The purchase of food is limited to bottled water, fruit and soft drinks, sandwiches and/or bread rolls, finger and reheated foods, tea bags, instant coffee, sugar, ~~hydrolytes/sport beverages~~ and milk, ~~biscuits and the like~~. The purchase of ~~alcohol, power and milk drinks along with~~ other food stuffs is not covered by this policy.

The Shire will not accept purchases that do not accord with provisions of this policy, unless otherwise authorised by the Shire President or the Chief Executive Officer.



**DATES TO REMEMBER**

Due to unseasonal weather conditions, these dates may be extended or shortened. You must check with the Shire of Brookton for further details.

<b>RESTRICTED BURNING TIMES</b> 19 <sup>th</sup> September to 14 <sup>th</sup> November <b>NO BURNING WITHOUT A PERMIT</b> Contact your local Fire Control Officer
<b>PROHIBITED BURNING</b> 15 <sup>th</sup> November to 28 <sup>th</sup> February <b>NO BURNING FIRES</b>
<b>RESTRICTED BURNING TIMES</b> 1 <sup>st</sup> March to 14 <sup>th</sup> April <b>NO BURNING WITHOUT A PERMIT</b> Contact your local Fire Control Officer
<b>BURN WITH CARE</b> 15 <sup>th</sup> April to 18 <sup>th</sup> September

Note: Fire Danger Rating for a particular day can overrule permits

**BURNING PERMITS** can be obtained from your local Fire Control Officer. Please remember the Fire Control Officers are volunteers.

**PLEASE PLAN AHEAD** do not contact a Fire Control Officer on the day you intend to burn and expect a permit, as it may not be granted. You must give notice to your neighbours and the Shire once the permit is granted.

**FIREBREAKS** must be completed before the 1<sup>st</sup> November and maintain compliance until the 15<sup>th</sup> April for each and every year.

**COMMUNICATIONS OF FIRE BAN**

All bans will be communicated via the Shires SMS system, Harvest and Ban Hotline (phone 9487 8128) or on the ABC local radio. If you are a farmer or contractor and would like to receive notification by SMS on Harvest and Vehicle Movement Ban please phone the Shire office on 9642 1106 with your name, organisation and mobile phone number.

BRIGADE CONTACT DETAILS		
FOR ALL EMERGENCIES		000
SHIRE OF BROOKTON		08 9642 1106
HARVEST BAN HOTLINE		08 9487 8128
Chief Bush Fire Control Officer	Murray Hall	0428 421 367
Deputy Chief Bush Fire Control Officer	Travis Eva	0428 421 642
Shire Ranger		0459 678 154
CENTRAL BRIGADE	Troy Bassett	0488 190 870
	Andrew Pike	0428 421 072
	Les Eyre	0418 946 910
	Ashley Hobbs	0429 421 379
	William Wilkinson	0429 426 022
	Neville Messenger	0417 180 830
EAST BRIGADE	Blair Montague	0428 929 421
	Bevan Walters	0427 426 061
	Darrell Turner	0429 426 014
	Dennis Wilkinson	0428 426 022
WEST BRIGADE	Tim Evans	0439 424 010
	Ross Evans	0418 935 927
	Len Simmons	0409 301 022
	Mark Whittington	0417 954 061
Jamie Blight		0428 584 256

Please ensure you have the following information before calling a Fire Control Officer

- Name & contact details of no less than three (3) able bodied persons who will be attending the fire at all times.
- The address the permit is to apply to.
- Firefighting equipment & resources to be present at the fire front.
- Size of burn to take place (area).
- Confirm that firebreaks are installed & a fire unit can access the area.

**FIRE CONTROL INFORMATION 2020/2021**

**FIRST AND FINAL NOTICE IS  
HEREBY SERVED TO ALL SHIRE OF  
BROOKTON RATE PAYERS AND  
RESIDENTS**

This Order sets out the measures that you must take to prepare your property for the fire season.

They are aimed at preventing the outbreak of a bush fire or preventing the spread or extension of a bush fire.

All owners and occupiers of land within the Shire's district are required to, before the 1<sup>st</sup> of November in each year, clear fire breaks and take measures in accordance with this order up to and including the 14<sup>th</sup> of April the following year.

**This Order constitutes the Shire of Brookton Fire Control Information Notice and is issued under Section 33(1) of the Bush Fires Act 1954.**

**Failure to comply may result in a \$5,000.00 penalty.**

<b>HARVEST BAN HOTLINE</b> 08 9487 8128
<b>TO REGISTER FOR SMS ALERTS</b> 08 9642 1106



### **TOWNSITE LAND**

*Is all land within the Brookton Townsite.*

All townsite properties equal to or less than 2,023 m<sup>2</sup> in size are required to be fire hazard reduced by:

- A. Reduction of the vegetation fire hazard to a maximum height of 75mm. All slashed material is to be removed.
- All townsite properties over 2,023 m<sup>2</sup> in size are required to be fire hazard reduced by:
  - A. Construction and maintenance of a 3m wide minimum bare earth unobstructed trafficable firebreak within 3.0m of the property boundaries (footpaths and roads or road verges are not to be accepted as firebreaks).
  - B. Reduction of the vegetation fire hazard to a maximum height of 75mm including the removal of slashed material, unless an exemption is granted by the Chief Executive Officer in consultation with the Chief Bush Fire Control Officer and VFRS Captain.

### **RURAL LAND**

*Is all land outside the Brookton Townsite.*

All rural properties equal to or less than 100 hectares in size are required to be fire hazard reduced by:

- A. Construction and maintenance of a 3.0m wide minimum bare earth unobstructed trafficable firebreak within 30.0m of the boundary of the property.
- B. Any activity that may start a fire on the property requires an operational independent mobile water filled firefighting unit with a water capacity of not less than 450 litres to be at the ready *throughout the restricted and prohibited burning period*. Trailer type units must be attached to a towing vehicle and slip-on units must be attached to the tray of the vehicle in accordance with manufacturer's instructions.
- C. Construction of a 5.0m wide minimum bare earth unobstructed trafficable firebreak within 15.0m of and surrounding all buildings, sheds, fuel storage including drums and flammable chemicals, silos and fodder stacks as well as hay stacks within a shed or within 400.0m from any infrastructure including operational generators and stationary motors.

All rural properties and aggregated land within the Shire of Brookton over 100 hectares in size are required to be fire hazard reduced by:

- A. Construction of a 5.0m wide minimum bare earth unobstructed trafficable firebreak within 15.0m of and surrounding all buildings, sheds, fuel storage including drums and flammable chemicals, silos and fodder stacks as well as hay stacks within a shed or within 400.0m from any infrastructure including operational

generators and stationary motors. Excluding seed cleaners as they are deemed part of the harvest operations.

- B. Provision on the property of an operational independent mobile water filled firefighting unit with a water capacity of not less than 450 litres to be at the ready *throughout the restricted and prohibited burning period*. Any activity that may start a fire must be accompanied by a trailer type unit that must be attached to a towing vehicle and/or a slip-on unit that must be attached to the tray of the vehicle in accordance with manufacturer's instructions.

Note:

- Hay and straw stacks in open paddock areas awaiting pickup and removal are not required to be surrounded by a firebreak.
- During any period when harvesting operations are being conducted an operational independent mobile firefighting unit must be located in the same paddock, or within 50.0m of the paddock and be kept full of water at all times. The responsibility to supply the firefighting unit is that of the landowner.
- Harvesting operations includes the use of augers and seed cleaning units, other than when used in a silo compound where surrounded by more than 15 metres cleared area.

### **PLANTATIONS**

*Is an area of planted trees, other than a windbreak, within the gazette townsites exceeding 3 hectares and outside of a townsite exceeding 10 hectares.*

- A. Boundary firebreaks: a 15.0m clear area is required on all boundaries of plantations and along public roads. This clear area must have a minimum trafficable surface of 5.0m minimum of clear bare earth and a minimum vertical clearance of 4.0m. The remaining 10m must be maintained in a low fuel condition, i.e. closely mowed, grazed or sprayed.
- B. Compartment firebreaks: internal firebreaks between compartments of up to 30 hectares must be a minimum of 6.0m wide and for compartments over 30 hectares a minimum of 10.0m wide. In all cases a 5.0m trafficable surface and a minimum 4.0m vertical clearance should be maintained to allow access by firefighting appliances.
- C. Firefighting water supplies: must be designed and constructed to enable heavy duty firefighting equipment to access the water supply in accordance with the DFES Guidelines for Plantation Fire Protection 2011 or as revised. A copy of these Guidelines is

available from the Shire Administration Office upon request.

- D. Firefighting equipment must be provided by the plantation owner to the minimum standards recommended in the DFES Guidelines for Plantation Fire Protection 2011 or as revised.
- E. Paragraphs A to D do not apply to established plantations which have received planning approval and have an approved fire management plan as part of that planning approval. Owners and managers of such plantations must comply with the conditions of their fire management plan.

### **HARVESTING MACHINES & HEADERS – REGULATIONS 38**

Pursuant to regulations 38 of the Bush Fires regulations 1954, a person shall not operate harvesting machinery or header in any crop during the prohibited burning times or restricted burning times set out unless a fire extinguisher is carried on the machine.

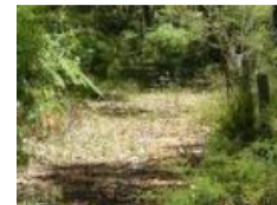
### **SLASHER AND ROTARY MOWER BAN**

A ban applies to the use of slasher and rotary mowers from 1<sup>st</sup> December to 28<sup>th</sup> February during the hours of 6:00am to 6:00pm and from 6.00pm on the day before an extreme or above, fire danger rating is forecast from Bureau of Meteorology, unless the use is:

- A. On a property within a townsite, of any size that is reticulated or;
- B. On a property outside the townsite, with the area being slashed or mowed is irrigated or reticulated and is less than 1 hectare.



*Compliant Firebreak*



*Non-Compliant  
Firebreak due to  
regrowth*

## 16.07.20.02 ELECTED MEMBER TRAINING REPORT

<b>File No:</b>	ADM 0402
<b>Date of Meeting:</b>	16 July 2020
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Danni Chard – Executive Governance Officer
<b>Authorising Officer:</b>	Ian D’Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

### Summary of Item:

This item is to report on the training Elected Members have completed within the 2019/20 financial year, as required by legislation.

### Description of Proposal:

All Local Governments are required to report back to the community on what training Councillors have undertaken during the financial year.

### Background:

Amendments to the *Local Government Act, 1995* was gazetted in 2019 requiring:

- a) All Councillor’s to undertake 5 mandatory training within the first 12 months of being elected or re-elected.
- b) An annual report to be prepared each July on the progress of training by each Councillor that is required to be presented on the Shire website and published in the Shire’s annual report for each financial year for public information.

### Consultation:

There has not been any consultation on this matter.

### Statutory Environment:

The requirement to publish the Elected Member’s completed training for the financial year is performed under Section 5.127 Report on Training *Local Government Legislation Amendment Act, 2019*. This Section states:

#### *5.127. Report on training*

- (1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.*
- (2) The CEO must publish the report on the local government’s official website within 1 month after the end of the financial year to which the report relates.*

### Relevant Plans and Policy:

This matter relates to “Policy 1.6 – Training Sessions Conferences Meeting Seminars – Elected Members”.

**Financial Implications:**

There are no financial implications in regard to this item.

**Risk Assessment:**

Should the Council not support this item, it will be in breach of the *Local Government Legislation Amendment Act 2019, Section 5.127 Report on training.*

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

**Community & Strategic Objectives:**

This proposal relates to the delivery of core business and services detailed in the Shire of Brookton, Council “Policy 1.6 – Training Sessions Conferences Meeting Seminars – Elected Members” and the Corporate Compendium – May 2018, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, this matter aligns with the following function and action under the Shire’s Corporate Compendium.

*1. Governance*

*1.6 Arrange elected member training/development*

**Comment**

The completed 2019/20 Elected Member Training register will be published on the Shire of Brookton’s website, as well as be published within the Shire of Brookton’s Annual Report.

**OFFICER RECOMMENDATION**

That Council adopts the Shire of Brookton Elected Member Training Register as presented in Attachment 16.07.20.02A for publication on the Shire website and in the Annual Report for the 2019-20 financial year.

**OCM 07.20-12**

**COUNCIL RESOLUTION**

**MOVED Cr Hartl      SECONDED Cr Fancote**

***That Council adopts the Shire of Brookton Elected Member Training Register as presented in Attachment 16.07.20.02A for publication on the Shire website and in the Annual Report for the 2019-20 financial year.***

**CARRIED BY SIMPLE MAJORITY VOTE 7/0**

**Attachments**

**Attachment 16.07.20.02A – Annual Report of Training conducted by Elected Members**

## Annual Report of Training conducted by Elected Members of the Shire of Brookton.

For Year ended 30<sup>th</sup> June 2020



Pursuant to Section 5.127 of the Local Government Legislation Amendment Act 2019:

- 1) A local government must prepare a report for each financial year on the training completed by Council Members in the financial year.
- 2) The CEO must publish the report on the Local Government's official website within 1 month after the end of the financial year to which the report relates.

Elected Member	Elected to Council	Training Course	Status	Mandatory (Yes/No)	Completion Date(s)
<b>Shire President Katrina Crute</b>	October 2017	Participate in Local Government Emergency Management Preparation	Completed	No	5 <sup>th</sup> March 2020
<b>Deputy Shire President Neil Walker</b>	October 2019	Understanding Local Government	Not Commenced	Yes	
		Serving on Council	Not commenced	Yes	
		Understanding Financial Reports & Budgets	Not Commenced	Yes	
		Meeting Procedures	Not Commenced	Yes	
		Conflicts of Interest	Not Commenced	Yes	
<b>Councillor Tamara Lilly</b>	October 2019	Understanding Local Government	Commenced	Yes	
		Serving on Council – Commenced	Commenced	Yes	
		Understanding Financial Reports & Budgets	Commenced	Yes	
		Meeting Procedures	Commenced	Yes	
		Conflicts of Interest	Not Commenced	Yes	
<b>Councillor Theresa Fancote</b>	October 2017	No training completed			
<b>Councillor Barry Watts</b>	October 2019	Understanding Local Government	Completed	Yes	9 <sup>th</sup> June 2020
		Serving on Council	Completed	Yes	9 <sup>th</sup> June 2020
		Understanding Financial Reports & Budgets	Completed	Yes	17 <sup>th</sup> June 2020
		Meeting Procedures	Completed	Yes	23 <sup>rd</sup> June 2020
		Conflicts of Interest	Completed	Yes	9 <sup>th</sup> June 2020

<b>Councillor Gail Macnab</b>	October 2019	Understanding Local Government	Completed	Yes	24 <sup>th</sup> November 2019
		Meeting Procedures	Completed	Yes	20 <sup>th</sup> January 2020
		Conflicts of Interest	Completed	Yes	21 <sup>st</sup> December 2019
		Serving on Council	Commenced	Yes	
		Understanding Financial Reports & Budgets	Commenced	Yes	
<b>Councillor Chris Hartl</b>	October 2019	Understanding Local Government	Commenced	Yes	
		Conflicts of Interest	Not Commenced	Yes	
		Understanding Financial Reports & Budgets	Not Commenced	Yes	

*All Elected Members were also reminded of their obligations under the Local Government Act 1995 during the year with respect to the following matters:*

- a) Primary and Annual Declarations of Financial Interest;*
- b) Compliance with the Shire of Brookton's Code of Conduct for Elected Members*
- c) Local Government Act 1995 – Rules of Conduct*



<b>17.07.20</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING</b>
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<b>18.07.20</b>	<b>CONFIDENTIAL REPORTS</b>
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<b>19.07.20</b>	<b>NEXT MEETING &amp; CLOSURE</b>
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There being no further business, the Presiding Member declared the meeting closed at 7.35 pm.

The next Ordinary meeting of the Council will be held on 20<sup>th</sup> August 2020 commencing at 6.00 pm.