



ORDINARY MEETING OF COUNCIL

REVISED AGENDA

The Agenda has been revised to include item:

16.07.20.02 – Elected Member Training Report

16 July 2020



NOTICE OF MEETING

16 July 2020

**14 White Street
Brookton, WA 6306**

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 16 July 2020 in the Council Chambers at the Shire Administration Centre commencing at 6.00 pm.

The business to be transacted is shown in the Agenda.

Ian D'Arcy
CHIEF EXECUTIVE OFFICER
10 July 2020

DISCLAIMER

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

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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 |
| Nil. | | | | |

3.07.20 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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**5.07.20 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****6.07.20 PUBLIC QUESTION TIME****7.07.20 APPLICATIONS FOR LEAVE OF ABSENCE****8.07.20 PETITIONS/DEPUTATIONS/PRESENTATIONS****9.07.20 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****9.07.20.01 ORDINARY MEETING OF COUNCIL – JUNE 2020**

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

9.07.20.02 LOCAL EMERGENCY MANAGEMENT COMMITTEE – JUNE 2020

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

9.07.20.03 BUSHFIRE ADVISORY COMMITTEE – JUNE 2020

That the minutes of the Bushfire Advisory Committee meeting held in the Shire of Brookton Council Chambers, on 30 June 2020, be received by Council.

10.07.20 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

11.07.20 DISCLOSURE OF INTERESTS

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

Disclosure of Financial & Proximity Interests

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

Disclosure of Interest Affecting Impartiality

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

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**

| | |
|---------------------------|--|
| File No: | ADM 0144 |
| Date of Meeting: | 16 July 2020 |
| Location/Address: | Reserve 43158 (Lot 510) Whittington Street, Brookton |
| Name of Applicant: | N/A |
| Elected Member: | Cr Barry Watts |
| Reporting Officer | Ian D'Arcy – Chief Executive Officer |
| Interest | 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 28th immediately following Council’s motion to entertain public advertising for 4 weeks.
- Facebook (Brookton Shire & Brookton Community & Public Notices Pages) – publications on Wednesday, July 17th; Thursday, June 4th and Thursday, May 28th.
- Other Community Facebook pages on June 17th – Direct link to website media release; June 18th – Link to Narrogin Observer; June 19th – Barry Watts – Encouraging submissions be lodged.
- Telegraph – published Wednesday, June 10th; Wednesday, June 17th.
- Shire E-News – published Wednesday, May 29th; Wednesday, June 10th.
` Wednesday, June 24th.
- Direct emails of Media Release, draft Management Plan & Submission Form sent on May 29th 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 8th
 - Men's Shed, Community Garden Group, Youth Group - May 8th
 - Historical Society and CRC - May 11th
 - Girl Guides – May 11th
 - Tourism Group - June 22nd

Input for Advisory Groups

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

13.07.20 TECHNICAL & DEVELOPMENT SERVICES REPORTS

13.07.20.01 DRAFT BROOKTON RESERVE 43158 MANAGEMENT PLAN – SCHEDULE OF SUBMISSIONS

| | |
|---------------------------------|---|
| File No: | ADM0704 |
| Date of Meeting: | 16 July 2020 |
| Location/Address: | Crown Reserve 43158 (Lot 510) Brookton Highway Brookton |
| Name of Applicant: | N/A |
| Name of Owner: | Shire of Brookton |
| Author/s: | Ian D’Arcy – Chief Executive Officer |
| Authorising Officer: | As above |
| Declaration of Interest: | The author has no interest in this item. |
| Voting Requirements: | Simple Majority |
| Previous Report: | 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:

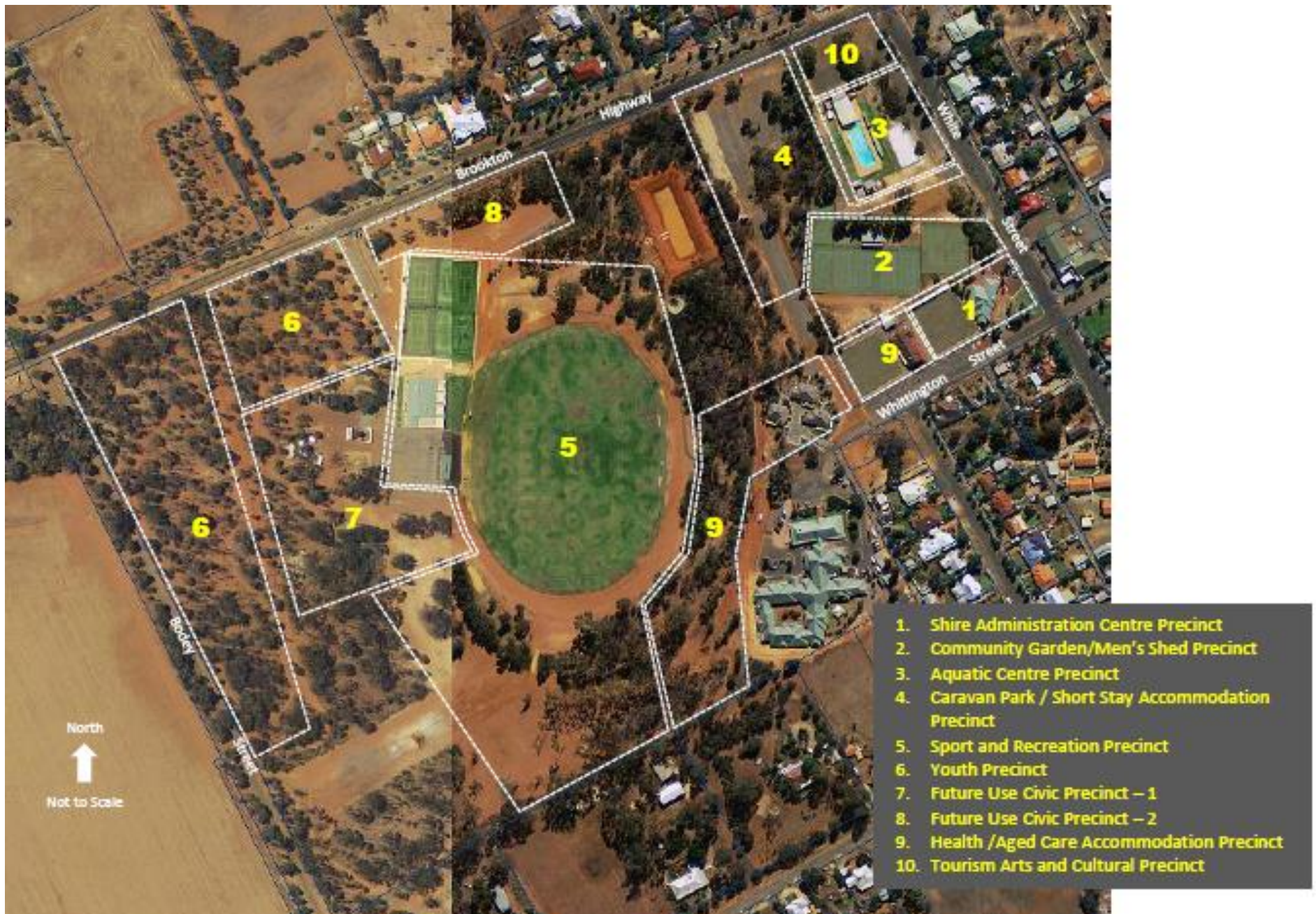


Figure 1 – Precinct Plan

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 26th May to the 25th 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

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

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</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"> - Raised garden beds with imported soils. - Onsite water catchment and possible use of Happy Valley water. - Use of subsoil trickle irrigation systems. - Re-use of the old Tennis Clubhouse building, existing court surfaces and fencing. <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</p> |

| | |
|--|---|
| <p>is constructing a new Community Garden/ Men's Shed building when there are enough assets for the Shire to maintain, which has poorly been done in the past.</p> | <p>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 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"> - The qualities of practicability, affordability, maintenance, and durability using low cost light frame construction. - Ease to internally configure and reconfigure the layout using non-load bearing walls. - This style being more aesthetic to a standard shed with capacity for mezzanine storage. - Long term adaptability for use of the building for other purposes if required. - Ease to dismantle and relocate if desired. |
| <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> |

| | |
|--|--|
| e) The proposed Men's Shed should be located in the General Industrial area. | 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. |
|--|--|

3. Aquatic Centre Precinct



Figure 4 – Aquatic Centre - Precinct 3

| Comment Received (in summary) | Officer Response |
|--|--|
| a) This proposal limits the area for redevelopment and expansion in the Aquatic Centre in future, including limited parking for future swimming carnivals. | 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 Figure 6 . |
| 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, | 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>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 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>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>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 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) 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>b) Incorporating chalet</p> | <p>a) The draft Management Plan has strategically positioned the new caravan park to be:</p> <ul style="list-style-type: none"> - 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. - 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. - Within ease of access to the reticulated services, specifically sewerage, should there be proven demand for expansion into Stage 2 and 3. <p>b) The provision of chalet accommodation has arisen</p> |

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| <p>accommodation in competition to existing accommodation businesses – ratepayers funds should not be used for this purpose.</p> | <p>through:</p> <ul style="list-style-type: none"> - 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. <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"> - 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 of 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 |
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| | <p>ablutions. This does not entirely meet the needs of the travelling public, where some elderly, 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"> i. it has a conflict of interest in constructing Chalets using rate payer's funds, ii. needs to maintain separation between business and Local Government, and iii. not involve itself in any form of an existing or possible future commercial activity, <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</p> |
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- f) The proposed Caravan Park is deficient with restricted unsealed access, and lack of space for manoeuvrability and parking for large vehicles.

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.



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| <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 style="text-align: center;">Figure 6 – Reciprocal Parking Area</p> <p>Conversely, the separation of the Chalet accommodation from the caravan bays as per comment c) above or sitting the chalets at the 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 |
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| a) The existing WB Eva Pavilion should be extended, including additional changeroom facilities and provision of a creche, so that multiple sports and activities can be entertained simultaneously. | a) Suggestion of extending the WB Eva Pavilion to incorporating additional change rooms and setting aside a room for a creche is supported. |
| 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

| Comment Received (in summary) | Officer Response |
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| <p>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.</p> <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</p> | <p>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> <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</p> |

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| <p>Playground’ into the Reserve Management Plan.</p> <p>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.</p> | <p>\$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> <p>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.</p> <p>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.</p> |
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7. Future Use Civic Precinct – 1



Figure 9 – Future Use Civic Precinct 8 – 1

| Comment Received (in summary) | Officer Response |
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| <p>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 new buildings.</p> <p>b) Oppose construction of a separate building when the existing WB Eva building can be extended.</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>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 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) 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) This 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

| Comment Received (in summary) | Officer Response |
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| 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 |
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| 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 | b) Contrary to the expressed view Precinct 9 is not within easy walking distance of the town centre/local shopping, the distance measured is |

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| <p>William Street and an active railway line</p> <ul style="list-style-type: none"> - consideration should be given to locating aged person accommodation with proximity to the town centre. | <p>approximately 410 metres. This generally aligns 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"> - The Precinct is an expansion of existing aged persons accommodation. - 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. - 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. |
| <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"> - 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). - 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. |

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| | <p>Importantly, it should be noted Precinct 9 aligns 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 of 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> |

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| g) Does the community want the independent units to be sold off to the aged care provider which looks like what is being proposed? | g) The identification is to set aside and land and 3 Mokine Independent Living Units (ILUs) to be 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 |
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| 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 |

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| | <p>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 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 Figure 6 of this report.</p> |
| <p>d) The information provided suggests</p> | <p>d) Suggestion this Precinct has extended beyond a</p> |

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| <p>the Council has gone far beyond the visioning and strategic planning for this Precinct without the community, respective groups/stakeholders, such as the Brookton Museum and Historical Society have not been consulted.</p> | <p>strategic/visionary document is incorrect.</p> <p>The information offered is:</p> <ul style="list-style-type: none"> - Indicative to provide understanding of the intent and guidance on the possibility of a co-located/multi-purpose facility. - 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. <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.

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

No change.

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

Amend this Precinct as illustrated below:

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

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

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| <p>Proposed Development</p> | <ul style="list-style-type: none"> • 4 x Additional Storage Units – same as existing – by Shire. • Line marking of eastern and southern parking areas – by Shire. • New Gardner’s Shed – by Shire. • 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. • Extension of car parking area – bitumen, pave and line mark standard – by Shire. • Relocate gymnasium to Aquatic Centre and re-assign space. • Incorporate improvements to the WB Eva – includes female changerooms, creche, playgroup/early learning dedicated space. |
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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"> • New pump/loop (BMX) track - constructed by Shire. <p><u>Stage 2</u></p> <ul style="list-style-type: none"> • Partial fencing along Bodey Street – by Shire. • Landscape screening along Brookton Highway and the northern end of Bodey Street – by Shire. • Improvements to pump/loop track surrounds (parkland clearing, seating, drainage swale bridge, etc) – by Shire. • New Youth Building - constructed by Shire. • Fit out of building/immediate surrounds performed by Community Groups – grants funding obtained where possible. <p><u>Stage 3</u></p> <ul style="list-style-type: none"> • New nature playground - constructed by Shire - grants funding obtained where possible. • Small skate park – constructed by Shire - Shire - grants funding obtained where possible |
|------------------------------------|---|



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"> • 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. • Extension of car parking area bitumen pave and line mark standard by Shire. <p><u>Stage 1</u></p> <ul style="list-style-type: none"> • 4 x short stay holiday chalet units. • Connection of services - reticulated power, water, sewerage. • Construct new access road – gravel standard. • Provision of a camp kitchen, electric BBQ and communal seating area |
|-----------------------------|---|

| | |
|--|---|
| | <p><u>Stage 2</u></p> <ul style="list-style-type: none"> • Up to 6 x short stay chalet units. • Connection of services - reticulated power, water, sewerage. • Associated landscaping. • Bitumen seal pavement of new access roads. |
|--|---|



Figure 17 – Caravan Park and Short Stay Accommodation Precinct - Revised

8. Future Use Civic Precinct – 2

No change.

| | |
|-----------------------------|---|
| <u>Proposed Development</u> | <ul style="list-style-type: none"> • To be determined. |
|-----------------------------|---|

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.

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



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



Figure 19 – Tourism, Arts and Cultural Precinct 10 - Revised

11. Other

Other amendments recommended include:

- 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.
- Improved signage throughout the reserve underpinned by the theme “*Shire of Brookton – Growing the Future*”.
- A refresh of the main ‘Stan Wall’ entry to the sports ground and caravan park.
- Further investigation on the Curlew birds to better understanding their nature and breeding habits/requirements.

OFFICER RECOMMENDATION

That Council:

- Receives and acknowledges the public submissions as provided on Attachment 13.7.20.01A to this report.***
- 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)

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**

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

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 |
| | | \$ | 84.58 |

15.07.20.02 STATEMENT OF FINANCIAL ACTIVITY

| | |
|---------------------------------|---|
| File No: | N/A |
| Date of Meeting: | 16 July 2020 |
| Location/Address: | N/A |
| Name of Applicant: | Shire of Brookton |
| Name of Owner: | Shire of Brookton |
| Author/s: | Kelly D'Arcy – Senior Finance Officer |
| Authorising Officer: | Amy Eva - Manager Corporate and Community |
| Declaration of Interest: | The authors have no financial interest in this matter |
| Voting Requirements: | Simple Majority |
| Previous Report: | 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 30th 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 30th June 2020, as presented in Attachment 15.07.20.02A.

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. |
|--|------|-----------------------|----------------|----------------|----------------|-------------------|----------------------|------|
| Operating Revenues | | \$ | | \$ | \$ | \$ | % | |
| 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% | ▲ |
| Total (Excluding Rates) | | 6,950,493 | 7,056,580 | 7,056,580 | 4,914,197 | (2,142,382) | (30.36%) | |
| Operating Expense | | | | | | | | |
| 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%) | ▼ |
| Total | | (11,035,007) | ##### | (11,043,284) | (8,490,474) | 2,552,810 | 23.12% | |
| Funding Balance Adjustment | | | | | | | | |
| 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 | 0 | | |
| Net Operating (Ex. Rates) | | (1,172,977) | (1,075,168) | (1,075,168) | (932,340) | 141,786 | (13.19%) | |
| Capital Revenues | | | | | | | | |
| 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%) | ▼ |
| Total | | 1,114,775 | 1,689,672 | 1,689,672 | 8,111,012 | 6,421,341 | | |
| Capital Expenses | | | | | | | | |
| 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%) | ▼ |
| Total | | (3,388,060) | (3,563,411) | (3,563,411) | (10,440,728) | (6,877,317) | 193.00% | |
| Net Capital | | (2,273,285) | (1,873,740) | (1,873,740) | (2,329,715) | (455,976) | 24.34% | |
| Total Net Operating + Capital | | (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% | |
| Closing Funding Surplus(Deficit) | 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 |
| | \$ | \$ | \$ | \$ | \$ |
| REVENUES FROM ORDINARY ACTIVITIES | | | | | |
| 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) |
| EXPENSES FROM ORDINARY ACTIVITIES | | | | | |
| 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) |
| NET RESULT | (1,788,896) | (1,816,042) | (1,718,232) | (1,296,579) | 419,453 |

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)

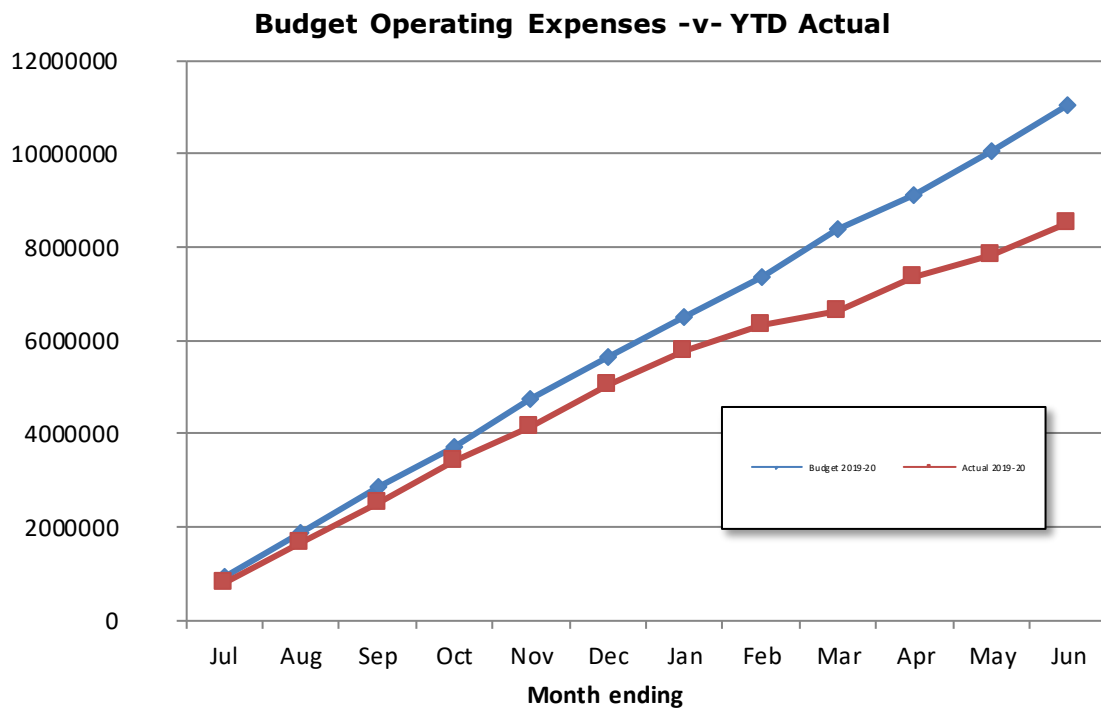
Within variance threshold of \$10,000 or 10%

Closing Funding Surplus (Deficit)

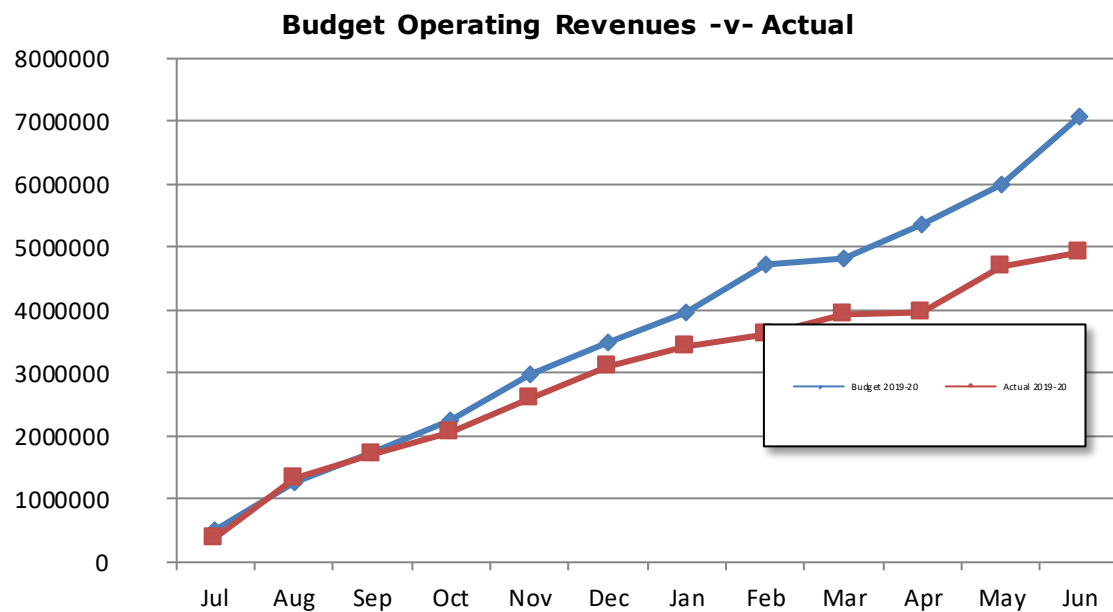
Within variance threshold of \$10,000 or 10%

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



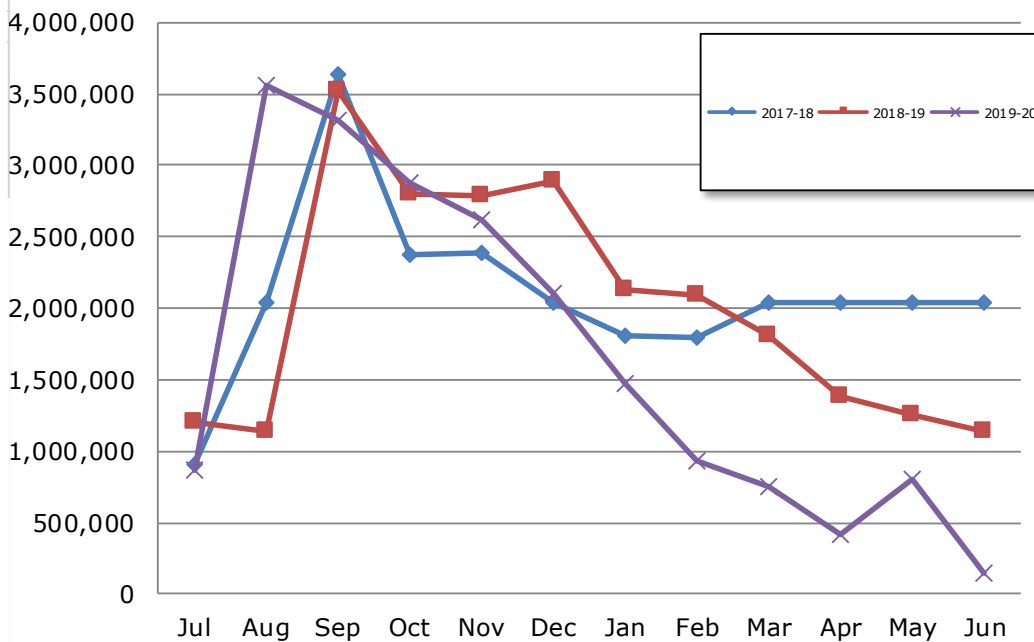
Comments/Notes - Operating Revenues

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 |
| | \$ | \$ | \$ | \$ |
| Current Assets | JUNE 2020 | JUNE 2019 | JUNE 2018 | |
| 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 |
| Less: Current Liabilities | | | | |
| 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) |
| Net Current Funding Position | 150,659 | 1,133,017 | 2,034,219 | 1,133,017 |

Note 2 - Liquidity Over the Year



Comments - Net Current Funding Position

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

Note 4: RECEIVABLES

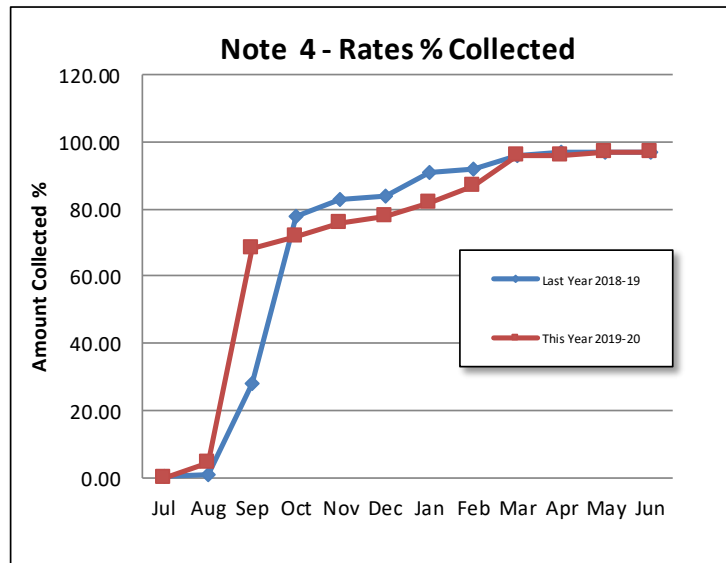
Receivables - Rates, Sewerage and Rubbish

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 |
|--------------------|--------------------------|
| \$ 86,273 | \$ 53,825 |
| 2,628,610 | 2,645,818 |
| (2,634,148) | (2,608,981) |
| 80,735 | 90,662 |
| 80,735 | 90,662 |
| 97.03% | 96.64% |



Comments/Notes - Receivables Rates, Sewerage and Rubbish

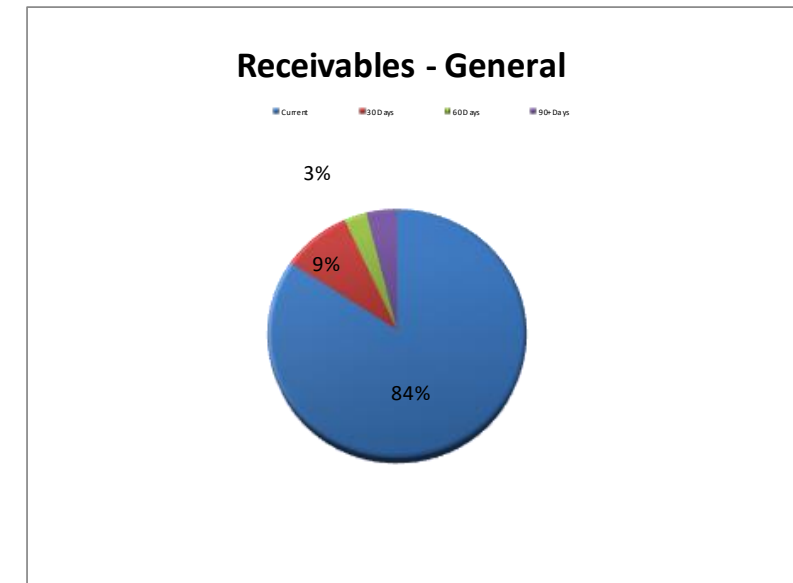
Shire of Brookton,

Receivables - General

Total Outstanding

Amounts shown above include GST (where applicable)

| Current | 30 Days | 60 Days | 90+Days |
|----------|---------|---------|--------------|
| \$ 7,572 | \$ 803 | \$ 262 | \$ 355 |
| | | | 8,991 |



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) | 0 | 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 |
| | 5,253,475 | 94,500 | 84,901 | 1,111,475 | (1,111,475) | 8,139,570 | (1,000,479) | (1,575,376) | (833,196) | 5,458,971 | 12,644,751 |

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 |
| | | | | | | | |
| 107,338 | 93,000 | (1,100) | | 7,246,221 | | 7,256,521 | 11,555 |

Comments - Capital Disposal

| Summary Acquisitions | | | | |
|---|------------------|------------------|------------------|----------------|
| | Budget | Current Budget | Actual | Variance |
| | \$ | | \$ | \$ |
| Property, Plant & Equipment | | | | |
| 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 |
| Infrastructure | | | | |
| 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) |
| Totals | 1,916,471 | 2,103,262 | 1,962,083 | 141,179 |

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 \$ |
| Self Supporting Loans | | | | | | | | | | | | |
| *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 | | 15/11/2027 | 20 | 6.95 | 237,124 | - | 21,296 | 21,296 | 215,828 | 219,260 | 22,697 | 17,864 |
| Governance | | | | | | | | | | | | |
| 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 |
| Education & Welfare | | | | | | | | | | | | |
| 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 |
| Housing | | | | | | | | | | | | |
| 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 |
| Community Amenities | | | | | | | | | | | | |
| 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 |
| Transport | | | | | | | | | | | | |
| 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 |
| Recreation and Culture | | | | | | | | | | | | |
| 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) Cash Deposits | | | | | | | | |
| 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) Term Deposits | | | | | | | | |
| 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 | | | | | | | | |
| Bendigo Bank Shares | | | | | 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) Adjust | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|-----------------|--|--------------------|--------------------------|-------------------------------------|----------------------------|----------------------------|--------------------------------|
| | | | | \$ | \$ | \$ | \$ |
| | Adopted Budget Net Asset Surplus 30 June 2019 | | Opening Surplus(Deficit) | | | | 1,135,542 |
| E111010 | Additional inspections and rectification works | OCM12.19-08 | Operating Expenses | | | 10,400 | 1,125,142 |
| E115010 | Additional inspections and rectification works | OCM12.19-08 | Operating Expenses | | | 2,500 | 1,122,642 |
| OL01661 | Cover expenditure for Memorial Hall and Rail Station | OCM12.19-08 | Capital Revenue | | 12,900 | | 1,135,542 |
| E113521 | Replacement of Chairs at Pavillion | OCM12.19-08 | Capital Expenses | | | 10,000 | 1,125,542 |
| I104010 | Large development applications received not budgeted | OCM12.19-08 | Operating Revenue | | 10,000 | | 1,135,542 |
| E042520 | Server upgrade new cabling through office | OCM12.19-08 | Capital Expenses | | | 10,000 | 1,125,542 |
| E042020 | New laptops throughout office | OCM12.19-08 | Operating Expenses | | | 5,000 | 1,120,542 |
| OL01641 | Additional expenditure server upgrade and laptops | OCM12.19-08 | Capital Revenue | | 15,000 | | 1,135,542 |
| E111020 | Stronger Communities Grant - Shadesails over playground | OCM01.20-15 | Operating Expenses | | | 4,730 | 1,130,812 |
| I115020 | Stronger Communities Grant - Shadesails over playground | OCM01.20-15 | Operating Revenue | | 4,730 | | 1,135,542 |
| E102020 | CCTV investigation of sewerage pipeworks | OCM01.20-15 | Operating Expenses | | | 20,000 | 1,115,542 |
| OL01691 | CCTV investigation of sewerage pipeworks | OCM01.20-15 | Capital Revenue | | 20,000 | | 1,135,542 |
| | Correction of Surplus after Audit of AFR 2018/2019 | | Opening Surplus(Deficit) | | | 2,525 | 1,133,017 |
| OL01961 | Additional line and Fire service tank - Happy Valley | OCM10.19-05 | Capital Revenue | | 50,000 | | 1,183,017 |
| E106540 | Happy Valley - Addition line and fire service tank | | Capital Expenses | | | 50,000 | 1,133,017 |
| E113510 | Old Tennis Club Houese - Gut building including removal of asbestos | SCM04.20-01 | Operating Expenses | | | 10,000 | 1,123,017 |
| E111511 | Memorial Hall - Urgent Roof and gutter replacement | SCM04.20-01 | Operating Expenses | | | 20,000 | 1,103,017 |
| E042510 | Chambers - external front entry (disable ramp, pergola, courtyard fencing, seating, lighting and signage) | SCM04.20-01 | Operating Expenses | | | 12,000 | 1,091,017 |
| E132020 | Area Promotion - Tourist information bay upgrade and A3 tear off tourist maps | SCM04.20-01 | Operating Expenses | | | 4,000 | 1,087,017 |
| 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 | 1,051,017 |
| 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 | 1,003,583 |
| E142530 | Automated fuel system - self bunded tank with monitoring systems. | SCM04.20-01 | Capital Expenses | | | 55,000 | 948,583 |
| E116020 | Pump Track Stage 1 earthworks for loop track performed in house | SCM04.20-01 | Capital Expenses | | | 5,000 | 943,583 |
| E112530 | Swimming pool - improvements including replacement media filter sand, back flushing and tank refurbishment | SCM04.20-01 | Operating Expenses | | | 16,000 | 927,583 |
| E106540 | Happy valley installatoin of new standpipe and automated water dispensing system | SCM04.20-01 | Capital Expenses | | | 9,000 | 918,583 |
| 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 | 883,583 |
| E053530 | Purchase of new vehicle per Bushfire Risk Management Planning Program \$35,000 no trade | SCM04.20-01 | Capital Expenses | | | 35,000 | 848,583 |
| E143530 | Purchase of Grader, MIE vehicle, WCO vehicle and Leading hand vehicle | SCM04.20-01 | Capital Expenses | | | 475,000 | 373,583 |
| OL01621 | Transfer from Reserves to cover increase in budget requirements | SCM04.20-01 | Capital Revenue | | 445,000 | | 818,583 |
| OL01661 | Transfer from reserves to cover increase in budget requirements | SCM04.20-01 | Capital Revenue | | 72,290 | | 890,873 |
| E031020 | Reduced number of revaluations required this year, health check of rates system done inhouse | SCM04.20-01 | Operating Expenses | | 9,000 | | 899,873 |
| E083020 | Administration, Budget decrease rates dealt with as part of settlement of Kalkarni | SCM04.20-01 | Operating Expenses | | 38,000 | | 937,873 |
| E084480 | Property Sold 17/1/2020 no further maintenance required | SCM04.20-01 | Operating Expenses | | 37,918 | | 975,791 |
| E084520 | Property sold 17/1/2020 curtains for passageway not purchased | SCM04.20-01 | Capital Expenses | | 10,000 | | 985,791 |
| E084510 | Property sold 17/1/2020 upgrade of air conditioners included in settlement of property | SCM04.20-01 | Capital Expenses | | 70,000 | | 1,055,791 |
| E114020 | Unlikly to expend full budget | SCM04.20-01 | Operating Expenses | | 12,140 | | 1,067,931 |
| E136010 | Increase usage due to prolonged drought and construction usage | SCM04.20-01 | Operating Expenses | | | 23,000 | 1,044,931 |
| 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 | 1,039,931 |
| I136010 | Increase usage due to prolonged drought and construction usages. | SCM04.20-01 | Operating Revenue | | 10,700 | | 1,050,631 |
| 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 | | 1,074,131 |
| I054010 | Increase usage due to prolonged drought and construction usages. | SCM04.20-01 | Operating Revenue | | 6,722 | | 1,080,853 |
| I115030 | LGIS Rebate not expected to be received | SCM04.20-01 | Operating Revenue | | 15,000 | | 1,095,853 |
| I148030 | Additional funds received due to overspend on previous year | SCM04.20-01 | Operating Revenue | | 2,700 | | 1,098,553 |
| I041020 | Funds received from the Shire of York after the windup of SEAROC group | SCM04.20-01 | Operating Revenue | | 17,409 | | 1,115,961 |
| I055010 | Increase for Bushfire Risk Management Planning Officer. Shire hosting DFES position. | SCM04.20-01 | Operating Revenue | | 17,056 | | 1,133,017 |
| | | | | | | | |
| | Closing Funding Surplus (Deficit) | | | 0 | 900,064 | 902,589 | 1,133,017 |

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 |
| | 32,523 | 9,750 | (21,483) | 20,790 |

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 \$ |
|---|---------------------------------|-----------------------------|-----------------------------|---|
| REVENUES FROM ORDINARY ACTIVITIES | | | | |
| Sewerage Connection Fees and Charges | 1,590 | 1,590 | 472 | (1,118) |
| Annual Sewerage Rates | 203,265 | 203,265 | 178,335 | (24,930) |
| | 204,855 | 204,855 | 178,807 | (26,048) |
| EXPENSES FROM ORDINARY ACTIVITIES | | | | |
| 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) |
| | (152,863) | (152,863) | (143,846) | 9,017 |
| | 51,992 | 51,992 | 34,961 | (17,031) |
| 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 | - | - | - | - |
| NET RESULT | 146,780 | 146,780 | 16,823 | 90,043 |

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 \$ |
| REVENUES FROM ORDINARY ACTIVITIES | | | | |
| 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) |
| | 19,540 | 19,540 | 13,279 | (6,261) |
| EXPENSES FROM ORDINARY ACTIVITIES | | | | |
| 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 |
| | (95,864) | (95,864) | (98,897) | 209 |
| | (76,324) | (76,324) | (85,618) | (6,052) |
| NET RESULT | (76,324) | (76,324) | (85,618) | (6,052) |

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 |
|---|--------|----------------------------------|-------------------|-------------------|-------------------------|----------------------------|
| Note 13 (a): Brookton Caravan Park | | | | | | |
| Operating Revenue | | \$ | \$ | \$ | \$ | % |
| Caravan Park Fees | | 35,000 | 35,000 | 32,507 | (2,493) | (7.12%) |
| Total Revenue | | 35,000 | 35,000 | 32,507 | (2,493) | (7.12%) |
| Operating Expenses | | | | | | |
| 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 Abc Administration Expenses | | (41,822) | (41,822) | (42,144) | (322) | 0.77% |
| Total | | (73,109) | (77,109) | (65,661) | 6,743 | 8.74% |
| Operating Surplus (Deficit) | | (38,109) | (42,109) | (33,154) | 4,250 | 10% |
| Excluding Non Cash Adjustments | | | | | | |
| Add back Depreciation | | 1,042 | 1,042 | 957 | (85) | (8.13%) |
| Net Operating Surplus (Deficit) | | (37,067) | (41,067) | (32,197) | 4,165 | (10.14%) |
| Note 13 (b): Brookton Aquatic Centre | | | | | | |
| Operating Revenue | | | | | | |
| POOL FEES & CHARGES | | 10,500 | 10,500 | 11,479 | 979 | 9.32% |
| POOL GRANTS & SUBSIDIES | | 0 | 0 | 0 | 0 | 0.00% |
| Total Revenue | | 10,500 | 10,500 | 11,479 | 979 | 9.32% |
| Operating Expenses | | | | | | |
| 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% |
| Total | | (157,856) | (157,856) | (170,390) | (12,534) | (7.94%) |
| Operating Surplus (Deficit) | | (147,356) | (147,356) | (158,911) | (11,555) | (7.84%) |
| Excluding Non Cash Adjustments | | | | | | |
| Add back Depreciation | | 11,839 | 11,839 | 10,872 | (967) | (8.17%) |
| Net Operating Surplus (Deficit) | | (135,517) | (135,517) | (148,039) | (12,522) | (9.24%) |

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% | | | | | | | | | 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% | \$52,796 | | | | | | | | 0 |
| Yeo Road | 109,662 | 109,662 | 104,559 | 95% | \$109,662 | | | | \$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 |
| | 1,916,471 | 2,083,262 | 1,863,688 | | 479,766 | 683,954 | 1,046,000 | 0 | 2,100,058 |

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% |
| | | | (4,995,570) | (5,002,292) | | (4,995,570) | (3,404,605) | 68% |

15.07.20.03 DROUGHT COMMUNITIES PROGRAM FUNDING APPLICATION

| | |
|---------------------------------|--|
| File No: | ADM 0708 |
| Date of Meeting: | 16 July 2020 |
| Location/Address: | N/A |
| Name of Applicant: | N/A |
| Name of Owner: | N/A |
| Author/s: | Ian D'Arcy – Chief Executive Officer |
| Authorising Officer: | As above |
| Declaration of Interest: | The authors have no interests in this item |
| Voting Requirements: | Simple majority |
| Previous Report: | 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

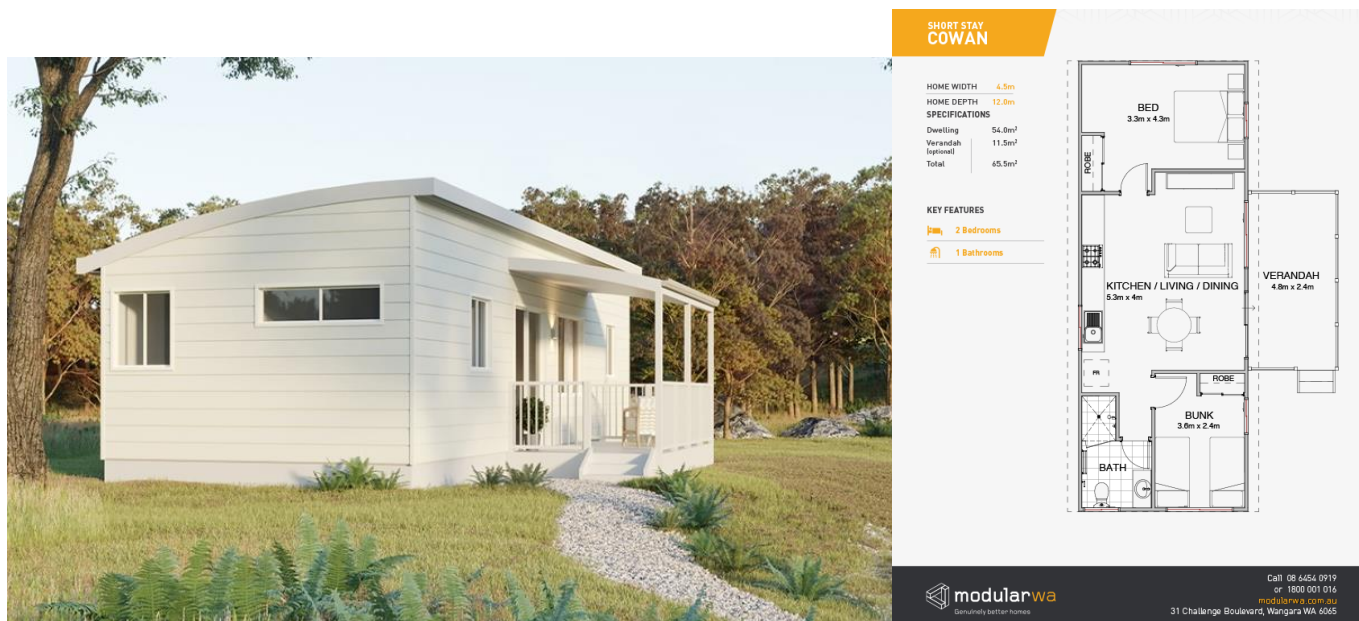


Figure 3 – Indicative design of Chalet Building

Background:

The Australian Government announced a commitment to provide funding for a number of Local Governments under the Drought Communities Program on January 28th, 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 |
| Overall Total | \$ 450,000 | \$ 55,000 | \$ 485,000 |

The Shire contribution is in the order of \$55,000 that would be drawn from Brookton Caravan Park 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 |
| Overall Total | \$ 50,000 | \$ 50,000 | \$ 100,000 |

Similarly, the Council's contribution of \$50,000 for this project is from the Municipal Building Reserve that

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

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**

15.07.20.04 LIST OF ACCOUNTS OF PAYMENT

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

Summary of Item:

The list of accounts for payment to 30th 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 30th 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 30th June 2020

Municipal Account

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

Bond Account \$ 520.00

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

| | |
|---------------------------------|---|
| File No: | ADM 0660 |
| Date of Meeting: | 16 July 2020 |
| Location/Address: | N/A |
| Name of Applicant: | N/A |
| Name of Owner: | N/A |
| Author/s: | Danni Chard – Executive Governance Officer |
| Authorising Officer: | Ian D’Arcy – Chief Executive Officer |
| Declaration of Interest: | 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. |
| Voting Requirements: | Simple Majority |
| Previous Report: | 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 30th 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 30th 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***

(Simple majority vote)

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.

(Simple majority vote)

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

2.33 EMPLOYEE AND COMMUNITY HOUSING

| | | | | |
|------------------------|---------------------------------------|-----------|---------------|-------------|
| Directorate: | Corporate | | | |
| Statutory Environment: | <i>Residential Tenancies Act 1987</i> | | | |
| 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 & 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: | <i>Bush Fires Act 1954</i> | | | |
| 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.

| |
|---|
| RESTRICTED BURNING TIMES 19 th September to 14 th November NO BURNING WITHOUT A PERMIT Contact your local Fire Control Officer |
| PROHIBITED BURNING 15 th November to 28 th February NO BURNING FIRES |
| RESTRICTED BURNING TIMES 1 st March to 14 th April NO BURNING WITHOUT A PERMIT Contact your local Fire Control Officer |
| BURN WITH CARE 15 th April to 18 th 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 1st November and maintain compliance until the 15th 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 |
| WEST BRIGADE | Dennis Wilkinson | 0428 426 022 |
| | 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 1st of November in each year, clear fire breaks and take measures in accordance with this order up to and including the 14th 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.

| |
|-----------------------------------|
| HARVEST BAN HOTLINE |
| 08 9487 8128 |
| TO REGISTER FOR SMS ALERTS |
| 08 9642 1106 |

TOWNSITE LAND

Is all land within the Brookton Townsite.

All townsite properties equal to or less than 2,023 m² 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 m² 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 gazetted 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.

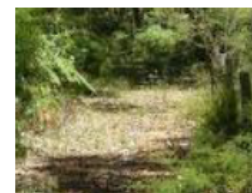
SLASHER AND ROTARY MOWER BAN

A ban applies to the use of slasher and rotary mowers from 1st December to 28th 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

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

Summary of 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.

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 30th 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) |
|---|--------------------|--|---------------|--------------------|----------------------------|
| Shire President Katrina Crute | October 2017 | Participate in Local Government Emergency Management Preparation | Completed | No | 5 th March 2020 |
| Deputy Shire President Neil Walker | 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 | |
| Councillor Tamara Lilly | 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 | |
| Councillor Theresa Fancote | October 2017 | No training completed | | | |
| Councillor Barry Watts | October 2019 | Understanding Local Government | Completed | Yes | 9 th June 2020 |
| | | Serving on Council | Completed | Yes | 9 th June 2020 |
| | | Understanding Financial Reports & Budgets | Completed | Yes | 17 th June 2020 |
| | | Meeting Procedures | Completed | Yes | 23 rd June 2020 |
| | | Conflicts of Interest | Completed | Yes | 9 th June 2020 |

| | | | | | |
|-------------------------------|--------------|---|---------------|-----|--------------------------------|
| Councillor Gail Macnab | October 2019 | Understanding Local Government | Completed | Yes | 24 th November 2019 |
| | | Meeting Procedures | Completed | Yes | 20 th January 2020 |
| | | Conflicts of Interest | Completed | Yes | 21 st December 2019 |
| | | Serving on Council | Commenced | Yes | |
| | | Understanding Financial Reports & Budgets | Commenced | Yes | |
| Councillor Chris Hartl | 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*

| | |
|-----------------|---|
| 17.07.20 | NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING |
|-----------------|---|

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|-----------------|-----------------------------|
| 18.07.20 | CONFIDENTIAL REPORTS |
|-----------------|-----------------------------|

| | |
|-----------------|-----------------------------------|
| 19.07.20 | NEXT MEETING & CLOSURE |
|-----------------|-----------------------------------|

The next Ordinary meeting of the Council will be held on 20 August 2020 commencing at 6.00 pm.