



ORDINARY MEETING OF COUNCIL

REVISED AGENDA

17 NOVEMBER 2022



PO Box 42, 14 White Street, Brookton WA 6306



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mail@brookton.wa.gov.au



www.brookton.wa.gov.au





NOTICE OF MEETING

17 November 2022

**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 17th November 2022 in the Council Chambers at the Shire Administration Centre commencing at 6.00 pm.

The business to be transacted is shown in the Agenda.

A handwritten signature in blue ink, appearing to read 'G Sherry', is positioned above the printed name.

Gary Sherry
CHIEF EXECUTIVE OFFICER
10 November 2022

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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1.11.22 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 its life.

2.11.22 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

Cr KL Crute (Shire President)
Cr NC Walker (Deputy Shire President)
Cr HA Bell
Cr CE Hartl
Cr C Hayden
Cr TD Lilly
Cr MG Macnab

Staff (Non-Voting)

Gary Sherry Chief Executive Officer
Deanne Sweeney Manager Corporate and Community
Les Vidovich Manager Infrastructure and Works
Kevin D'Alton Manager Projects
Sandie Spencer Executive Governance Officer

Apologies

Nil at this time

Leave of absence

Nil

Members of the Public

Nil at this time

3.11.22 USE OF COMMON SEAL – OCTOBER 2022

The Table below details the Use of Common Seal under delegated authority for the month of October 2022.

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

4.11.22 DELEGATED AUTHORITY – ACTIONS PERFORMED – OCTOBER 2022

The Table below details the actions of Council performed under delegated authority for the month October 2022.

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

BUILDING			
Permit No.	Lot & Street	Type of Building Work	Date Granted

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

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

5.11.22 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.11.22 PUBLIC QUESTION TIME

Nil at this time.

7.11.22 APPLICATIONS FOR LEAVE OF ABSENCE

Nil at this time.

8.11.22 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil at this time.

9.11.22 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.11.22.01 ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2022

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 20th October 2022, be confirmed as a true and correct record of the proceedings.

10.11.22 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil at this time.

11.11.22 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 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.

12.11.22 TECHNICAL & DEVELOPMENT SERVICES REPORTS**12.11.22.01 INCREASED RESTRICTED ACCESS VEHICLE COMBINATION – VARIOUS ROADS**

File No:	ROA016
Date of Meeting:	17 November 2022
Location/Address:	Various roads
Name of Applicant:	Tianco Transport
Name of Owner:	Timm Lange
Author/s:	Les Vidovich – Manager Infrastructure & Works
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Report:

This report seeks Council consideration of Restricted Access Network (RAV) 7 access to sections of local roads.

Background:

Correspondence has recently been received from Main Roads WA (MRWA) seeking Council support to reclassify several sections of its road network to a RAV 7 route.

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4020002	Boyagarra Rd (Brookton, Aldersyde)	0.00	20.46	Tandem Drive Network - 4	Tandem Drive Network – 7
4020001	Brookton - Kweda Rd (Brookton, Aldersyde, Kweda, Bulyee)	0.00	18.72	Tandem Drive Network - 4	Tandem Drive Network – 7
4020001	Brookton - Kweda Rd (Brookton, Aldersyde, Kweda, Bulyee)	18.72	25.84	Tandem Drive Network – 6	Tandem Drive Network – 7
4020008	Dangin - Mears Rd (South Quairading, Aldersyde, Kweda)	0.00	12.93	Tandem Drive Network - 4	Tandem Drive Network – 7
4020070	Fulwood Rd (Aldersyde, Brookton)	0.00	2.97	Tandem Drive Network – 6	Tandem Drive Network – 7
4020025	Jaensch Rd (Aldersyde)	0.00	5.76	Tandem Drive Network - 4	Tandem Drive Network – 7
4020026	Mills Rd (Aldersyde)	0.00	14.55	Tandem Drive Network - 4	Tandem Drive Network – 7
4020013	North Nalya Rd (Aldersyde)	0.00	5.99	Tandem Drive Network – 6	Tandem Drive Network – 7
4020059	Walters Rd (Aldersyde)	0.00	2.98	Tandem Drive Network - 0	Tandem Drive Network – 7

Any vehicle that is wider than 2.5 metres, higher than 4.3 metres, heavier than 42.5 tonnes or longer than 12.5 metres rigid or 19 metres combination, requires a permit to operate on the road network in Western Australia. Heavy vehicles or multi combination vehicles, such as those used in the general freight industry, currently need to apply to MRWA for a permit.

Roads which have previously not been approved by MRWA and are not under its control, will involve permission being obtained from the relevant owner prior to a permit being issued. In this case the local government and if no response is received, generally within four to six weeks, MRWA will assess, determine, and make the decision to approve on its own.

Most roads within the Shire of Brookton are rated for RAV 4, these vehicles are a truck and two trailers being a maximum of 27.5 metres in length with a total weight of 87.5 tonnes. Increasing a road to a RAV 5, 6 or 7 usage, will permit the driver to tow an additional third trailer.

Network RAV 4	Combinations are up to 27.5m in length, with a total mass of 87.5 tonnes
Network RAV 5	Combinations are between 27.5m to 36.5m in length, with a total mass of 84 tonnes
Network RAV 6	Combinations are between 27.5m to 36.5m in length, with a total mass of 87.5 tonnes
Network RAV 7	Combinations are between 27.5m to 36.5m in length, with a total mass of 107.5 tonnes

All roads previously mentioned except Walters Rd between Boyagarra and Brookton Corrigin roads are currently designated heavy haulage roads, therefore this matter is referred to Council for consideration.

Consultation:

This item was discussed at Councils briefing forum held on 20th October 2022 and the organisation that submitted the application will be notified of the outcome as per Councils resolution.

Statutory Environment:

The statutory legislation which controls the access of RAVs on local roads is the Road Traffic (Vehicles) Act 2012 and the Road Traffic (Vehicles) Regulations 2014.

Only MRWA can issue permits under the above legislation. Any conditions set must be adhered to at all times and are enforced by the WA Police and MRWA Heavy Vehicle Services.

Relevant Plans and Policy:

Council Policy 4.8 – “Restricted Access Vehicles”

Objective:

To regulate Restricted Access Vehicles (RAV’s) movements on local roads in the Shire of Brookton. Main Roads WA (MRWA) to take over full responsibility for managing and enforcing all RAV approvals on Shire roads.

Policy:

- MRWA to assess and upgrade all current RAV 3 local roads to RAV 4.
- MRWA to retain all Type A and B Low Volume (LV) conditions as they currently apply to local roads.
- Applicants seeking to operate (RAV) on local roads are to be advised as follows:
 1. Approval is only valid on the Shire of Brookton local roads listed on the Permit Network 4; Permitted Road Table published on the MRWA website.
 2. Applicants are required to view the MRWA website to familiarize themselves with the LV conditions and abide by them

Financial Implications:

There are no immediate financial implications, however a change in RAV Network Rating for any road has the potential to change road maintenance costs.

Risk Assessment:

The risk in relation to this matter is assessed as “Medium”.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
	Almost Certain	Medium	High	High	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 does not contain any notable community & strategic objectives.

Comment:

Any road is vulnerable to potholing, rutting or damage when used by a motor vehicle. Trucks however, have the most severe impact of all on bitumen surfaces, so reducing their numbers will assist in road preservation.

Using Multi Combination Vehicles, albeit larger and heavier, will decrease the number of truck movements. If Council was to restrict the size of the vehicle to be used, besides having an economic impact on the owner, the transport operator would still proceed with the delivery by using a smaller vehicle. This would increase the number of trucks using the road and increase the risk of road failures.

Staff has assessed each of the roads presented and support some of the proposed network changes. All roads and intersections, except Walters Road are designed and constructed to be of sufficient width and radius to cater for the configurations presented. The intersection of Brookton Corrigin and Walters Road is currently not built to this standard and should be removed from consideration.

Main Roads WA have also recently been in contact with the Shire of Brookton in respect to bridge number 3146A on Boyagarra Road. Due to necessary repairs on this structure it is proposed that a 2t load limit will be placed on the bridge unless repairs are performed. Staff are currently seeking quotations on the cost of these works. Main roads will assess the remaining bridge capacities once approval is obtained from the shire.

Approving any new configuration of heavy vehicle on the Shire's Road network sets the precedent for MRWA to extend that same level of access to all operators. If Council does not agree to a higher network level on a particular road for any reason, then the Shire has the option to withdraw and not support the application.

If a route is approved for RAV usage, Council can request that Main Roads set various permit conditions to ensure that its asset is preserved. Typical conditions of this type are listed below:

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
2. No operation on unsealed road segment when visibly wet, without road owner's approval.
3. Headlights must be switched on at all times.
4. Speed restrictions of 40 km/h or 60 km/h as determined from Appendix B.
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. For a single lane road, the road must not be entered until the driver has established via radio contact that there is no other RAV on the road travelling in the oncoming direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools directly and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/ pick-ups have been completed on the road.
8. Current written support from the road asset owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request.

Each of the roads assessed contain various conditions as mentioned below.

Boyagarra Rd –

- * No operation on unsealed road segment when visibly wet, without road owner's approval.
- * This section of road must not be used as a through route.
- * This section of road may be used as access to pick-up goods, deliver goods, or garage vehicles to properties located on this section of road, or on roads only accessible via this section of road.
- * Drivers must carry documentation as proof of local delivery, pickup or garaging address.
- * Maximum speed 60 km/h

Brookton - Kweda Rd –

- * Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).
- * Headlights to be switched on at all times
- * No operation on unsealed road segment when visibly wet, without road owner's approval.

Maximum speed 60 km/h

- * When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.

Dangin - Mears Rd –

- * No operation on unsealed road segment when visibly wet, without road owner's approval.
- * This section of road must not be used as a through route.
- * This section of road may be used as access to pick-up goods, deliver goods, or garage vehicles to properties located on this section of road, or on roads only accessible via this section of road.
- * Drivers must carry documentation as proof of local delivery, pickup or garaging address.
- * Maximum speed 60 km/h

Fulwood Rd –

- * All operators must carry written support from the road manager acknowledging the operator's use of the road.
- * Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).
- * Headlights to be switched on at all times
- * No operation on unsealed road segment when visibly wet, without road owner's approval.
- * Maximum speed 60 km/h
- * When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.

Jaensch Rd –

- * Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).
- * Headlights to be switched on at all times
- * No operation on unsealed road segment when visibly wet, without road owner's approval.
- * This section of road must not be used as a through route.
- * This section of road may be used as access to pick-up goods, deliver goods, or garage vehicles to properties located on this section of road, or on roads only accessible via this section of road.
- * Drivers must carry documentation as proof of local delivery, pickup or garaging address.
- * Maximum speed 60 km/h
- * When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.

Mills Rd –

- * Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).
- * For single lane road, the road must not to be entered until driver has established via radio contact that there is no other RAV on the road travelling in the oncoming direction.
- * Headlights to be switched on at all times

- * No operation on unsealed road segment when visibly wet, without road owner's approval.
- * Maximum speed 40 km/h
- * When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.

North Nalya Rd –

- * All operators must carry written support from the road manager acknowledging the operator's use of the road.
- * Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40).
- * Headlights to be switched on at all times
- * No operation on unsealed road segment when visibly wet, without road owner's approval.
- * This section of road must not be used as a through route.
- * This section of road may be used as access to pick-up goods, deliver goods, or garage vehicles to properties located on this section of road, or on roads only accessible via this section of road.
- * Drivers must carry documentation as proof of local delivery, pickup or garaging address.
- * Maximum speed 60 km/h
- * When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.

Walters Rd – Not a listed RAV route

It is recommended that these existing conditions remain on any permit issued by Main Roads. A copy of MRWA's email, attachments, along with a map of the proposed routes are included.

OFFICER'S RECOMMENDATION

That Council advises Main Roads Western Australia Heavy Vehicle Services that:

- 1. Council supports an increase to RAV 7 access on:**
 - a. Brookton Kweda Road - SLK 0 to 18.72**
 - b. Brookton Kweda Road - SLK 18.72 to 25.84**
 - c. Dangin Mears Road – SLK 0 to 12.93**
 - d. Fulwood Road – SLK 0 to 2.97**
 - e. Jaensch Road – SLK 0 to 5.76**
 - f. Mills Road – SLK 0 to 14.55**
 - g. North Nalya Road – SLK 0 to 5.99**

- 2. due to the current condition of Bridge 3146A on Boyagarra Road and the required upgrading of the intersection at Brookton Corrigin and Walters Road, Council does not support RAV 7 access on Boyagarra and Walters Roads at the present time; and**

- 3. Council supports the retention of the existing RAV access conditions on all the roads listed where a reclassification was sought.**

(Simple majority Vote required)

Attachments

Attachment 12.11.22.01A – Application

Attachment 12.11.22.02B – RAV Benefits



Application and Road Owner Support to Add or Amend a Road on a Restricted Access Vehicle Network

Main Roads Heavy Vehicle Services will consider adding a road to the Restricted Access Vehicle (RAV) Network provided support from the relevant road owner is obtained. This application must be completed by the applicant and forwarded to Main Roads who will liaise directly with the relevant road owner to ensure they have no objections to the access.

Applicant Details

Operator Name / Company	Tianco Transport		
Contact Name	Timm Lange	Contact Phone Number	[REDACTED]
Mobile Phone Number	[REDACTED]	Contact Fax Number	
Email Address	[REDACTED]		

RAV Length Category to be assessed

Tandem Drive RAV Categories 2-10 Refer to the **Prime Mover, Trailer or Truck, Trailer Operating Conditions** for approved combinations on our website.

RAV Category 7 (36.5m)

Tri Drive Categories 1-5 Refer to the **Tri Drive Prime Mover, Trailer or Tri Drive Truck, Trailer Operating Conditions** for approved combinations on our website.

PBS Categories Refer to the **WA Performance Based Standards (PBS) Scheme – Access Levels & Principles** on the **PBS** page on our website.

Other Categories (i.e. Oversize Road Train) Refer to the operating conditions of the particular **Permit Product** for approved combinations on our website

Concessional Mass Level to be assessed

Level 1 concessional mass is automatically applied when a road is approved on the relevant base Tandem Drive, Tri Drive or PBS Networks listed in the above section.

For Level 2 and 3 concessional mass, please select the requested level below. Refer to the **Operating Conditions** on the **AMMS** page on our website for approved combinations.

Concessional Mass Levels			
	Tandem Axle Group	Tri Axle Group	Quad Axle Group (PBS)
Level 1	17.0t	21.5t	24.0t
Level 2	17.0t	22.5t	27.0t
Level 3	17.5t	23.5t	28.5t

Requested Mass Level

Transport Task Details

Estimated Annual Tonnage (t) Estimated Loaded Movements (Please Select)

Roads to be assessed Please list all requested roads where RAV Access is required (including start and end points) and attach maps.

We are unable to provide annual tonnages or estimated loaded movements as the application is about gaining access to a number of farming enterprises to deliver and pickup bulk agricultural products over a year

1. Great Southern Highway (or Northam Cranbrook Road) from Brookton Highway Intersection North to Hay Plant
2. Boyagarra Road, Intersection of Northam Cranbrook Road, east to Intersection of Qualandary Road.
3. Walters Road, intersection of Brookton Highway, north to Boyagarra Road
4. Jaensch Road, intersection of Brookton Highway, north to Boyagarra Road T Junction.
5. Mills Road, intersection of Brookton Highway to intersection of Dangin Mears Road.
6. Dangin Mears Road, intersection of Brookton Highway to Shire of Quairading Boundary.
7. Fulwood Road, intersection of Brookton Highway south to Nalya Road North.
8. Nalya North Road, Intersection of Brookton Highway south to Brookton Kweda Road.
9. Brookton Kweda Road, Intersection of Yeo Road, East to Intersection of Aldersyde North Road.



Application and Road Owner Support to Add or Amend a Road on a Restricted Access Vehicle Network

Main Roads will liaise directly with the relevant road owner to complete this section.

Road Owner	<input type="text"/>		
Road Name	<input type="text"/>	Road Number	<input type="text"/>

Contact Details

Contact Name	<input type="text"/>	Position	<input type="text"/>
Contact Phone Number	<input type="text"/>	Contact Fax Number	<input type="text"/>
Mobile Phone Number	<input type="text"/>	Email Address	<input type="text"/>

Required Traffic Data

Please provide the AADT, Speed Limit and if the road is on a School Bus Route. If the application is for more than one road, please provide the AADT, speed limit and if the roads are on a School Bus Route for each road in comments box provided below.

Posted Speed Limit School Bus Route? Yes No

AADT

Annual Average Daily Traffic is determined by the total yearly two-way traffic volume divided by 365, expressed as vehicles per day(VPD). Please tick box below.

0 to 15 vpd
 16 to 30 vpd
 31 to 50 vpd
 51 to 75 vpd
 75 to 150 vpd
 150 to 500 vpd
 500 to 1000 vpd
 1000+ vpd

Comments: Please detail any community concerns, required conditions and other relevant information.
 If RAV access is endorsed, as the road owner please specify any access conditions that you would like Main Roads to consider (i.e. No operation on unsealed road when visibly wet, without road owner's approval, Headlights to be switch on at all times etc.)
If RAV access is not endorsed please provide reasoning behind your decision.
 NOTE - If condition CA07 (Current written support from the Road Asset Owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request.) is required, the road owner is responsible for the administration of condition CA07.

Road Owner Support

As the road owner you are required to conduct a preliminary assessment of the requested road/s to ensure there are no obvious issues that would deem RAV access unsuitable.

I support the above decisions, subject to Main Roads final approval.

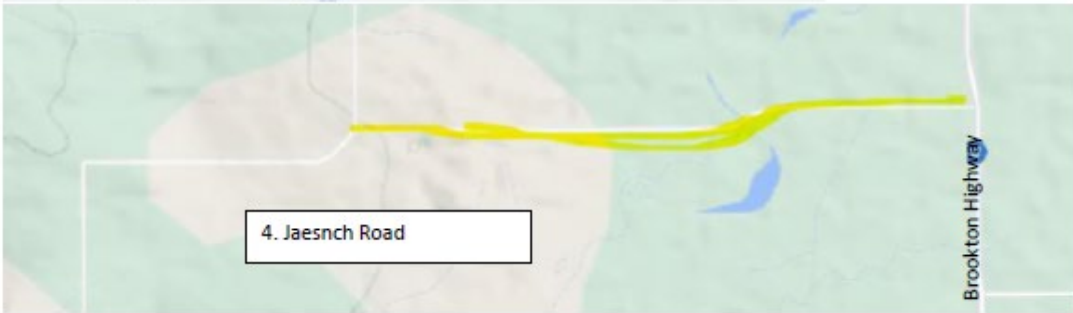
Signature _____ Date

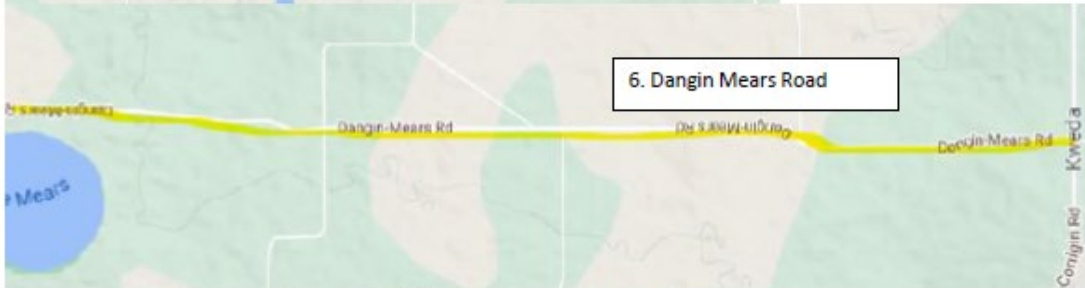
On behalf of

Email completed form to: hvsrouteassessments@mainroads.wa.gov.au
 Heavy Vehicle Services Main Roads WA
 PO Box 374 | WELSHPOOL DC | WA 6986 | Telephone 138 HVO (486) | Fax (08) 9475 8455
www.mainroads.wa.gov.au

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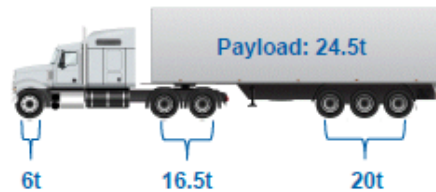




RAV Benefits

There is often a misconception that larger heavy vehicle combinations result in increased wear to the road infrastructure. Restricted Access Vehicles (RAV), such as a road trains, not only provide productivity benefits for the transport operator, a RAV reduces the number of trips required for a specific transport task, which consequently reduces carbon emissions, traffic congestion, crash risk exposure, heavy vehicle noise and pavement wear.

The following example explains how a RAV provides these benefits:



The above general access semi-trailer combination can carry a payload of approximately 24.5 tonnes with the axle loadings shown. To move 160 tonnes of product, this vehicle would need to make 7 trips.



The above RAV (double road train) can carry a payload of approximately 53.5 tonnes with the same axle loadings as the general access semi-trailer combination. To move 160 tonnes of product, this vehicle would need to make 3 trips.



The above RAV (triple road train) can carry a payload of approximately 82.5 tonnes with the same axle loadings as the general access semi-trailer combination. To move 160 tonnes of product, this vehicle would need to take 2 trips.

The RAVs shown in the above example are required to meet minimum axle spacing requirements, which allows for pavement recovery between the axle groups. As such, the impact on the pavement is actually reduced with a RAV, as there is more payload being moved with less axle loads.



Based on moving 160 tonnes of product.

12.11.22.02 CCTV SEWER NETWORK CONDITION INSPECTION, REPORTS & URGENT RELINING/REPLACEMENT WORKS

File No:	Not applicable
Date of Meeting:	17 November 2022
Location/Address:	Not applicable
Name of Applicant:	Not applicable
Name of Owner:	Not applicable
Author/s:	Les Vidovich – Manager Infrastructure & Works
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Report:

Council is to consider and award a contract for CCTV Condition Inspection, Reports & Urgent Relining Works on the Shire of Brookton's Sewer Network.

Background:

The towns sewer scheme was originally constructed in 1976 and is operated by the Shire of Brookton. This system includes a gravity fed reticulated system, one pumping station, and a treatment and evaporation pond.

At their March 2022 Ordinary Meeting Council resolved:

That Council, after reviewing the Expressions of Interest received for the Brookton Gravity Sewer Network Upgrade, selects:

1. Aaro Group;
2. Allpipe Technologies;
3. Interflow;
4. Pipeline Technics/Cleanflow Environmental Solutions; and
5. TDM;

as capable of satisfactorily supplying the goods or services associated with the Brookton Gravity Sewer Network Upgrade and will provide any Request of Tender for any Brookton Gravity Sewer Network Upgrade to only these selected businesses.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

All companies listed above were then sent the Request for Tender documentation. This tender covered a wide range of services, and these included:

1. Initial cleaning and pre-CCTV survey of all lines (approx. 3,200 Meters) - To include Inspection reports.
2. Rate for removal of excess roots & debris.
3. Robotic grinding and milling machine to cut back intruding connections.
4. Combo unit for High-Pressure cleaning, Vacuum and CCTV component.
5. Five year works schedule with cost estimate.
6. Urgent UV cured in-place Pipe Relining.
7. Urgent Sewer Pipe Replacement (150mm, if required)
8. Final CCTV survey and rehabilitation reports (after repair work)

Four submissions were received from the following:

1. Cleanflow Environmental – 7 Vulcan Road Rd, Canningvale, WA, 6155
2. Aaron Group – 23 Mandurah Rd, Kwinana, WA 6167

3. Allpipe Technologies – 1/110 Inspiration Dr, Wangara, WA 6065
4. TDM Group Australia – 2/22 Dillington Pass, Lansdale, WA 6065

Consultation:

Nil.

Statutory Environment:

Local Government Act (1995)

Section 3.57 Requires a local government to invite tenders, before entering into a contract of a prescribed kind for the supply of goods or services.

Local Government (Functions and General) Regulations (1996)

Part 4 Provision of Goods and Services – Provides the detail of when tenders are required to be called and the process for dealing with and awarding tenders.

Relevant Plans and Policy:

Council Policy 2.36 – “Procurement” was applied by staff when calling and assessing the tenders received.

Financial Implications:

Council has allocated \$650,000 in its 2022/23 Annual Budget to undertake the CCTV condition inspections; reports and any urgent relining/replacement works.

Risk Assessment:

The risk in relation to this matter is assessed as “Medium”.

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 does not contain any notable community & strategic objectives.

Comment

All tenders submitted comply with the tender requirements and have therefore been presented to Council for consideration. There is a prerequisite under the tender document that the contract will be awarded to an organisation whose tender is assessed as offering the best value for money outcome for the Shire of Brookton.

Tenders are evaluated using a point scoring system with scores being awarded based on an approved selection criteria. Each benchmark is weighted to reflect its relative importance and scores are then combined to yield a total. A higher score indicates a more favourable pricing structure for Council.

The criteria and results on which the tender is assessed are as follows:

Description of Qualitative Criteria	Weighting
Relevant Experience	30%
Demonstrated Experience	30%
Key Personnel Skills and Experience	20%
Respondents Resources	20%
Total Score	100%

Included at Confidential Attachment 12.11.22.02A is the Officer's review of each tenderer's costs and assessment of their ability to meet the selection criteria.

Based on the results shown, it is therefore recommended by staff that Council award the contract for the CCTV Condition Inspection, Reports & Urgent Relining Works on the Shire of Brookton's Sewer Network to Cleanflow Environment.

OFFICER'S RECOMMENDATION

That Council, having considered all Tenders received, accepts the Tender submitted from Cleanflow Environment for the CCTV Condition Inspection, Reports & Urgent Relining Works on the Shire of Brookton's Sewer Network as per their submitted schedule of rates:

Item Number	Works	Unit	Rate
1	<i>Initial cleaning and pre-CCTV survey of all lines (approx 3,200 Meters) - To include Inspection reports</i>	<i>LM</i>	<i>\$4.95</i>
2	<i>Rate for removal of excess roots & debris</i>	<i>HOUR</i>	<i>\$175</i>
3	<i>Robotic grinding with KRE robotic milling machine to cut back intruding connections</i>	<i>HOUR</i>	<i>\$225.00</i>
4	<i>Combo unit for High-Pressure cleaning, Vacuum and CCTV component</i>	<i>HOUR</i>	<i>\$320.00</i>
5	<i>Five year works schedule with cost estimate</i>	<i>To Be Included</i>	<i>N/A</i>
6	<i>Urgent UV cured in-place Pipe Relining</i>	<i>LM</i>	<i>\$248.00</i>
7	<i>Urgent Sewer Pipe Replacement (150mm, if required)</i>	<i>LM</i>	<i>\$11,500.00</i>
8	<i>Final CCTV survey and rehabilitation reports</i>	<i>LM</i>	<i>\$3.25</i>

(Simple Majority Vote required)

Attachments

Confidential Attachment 12.11.22.02A – Qualitative Criteria & Price Schedule Sewer Network

12.11.22.03 BROOKTON MEMORIAL HALL PROJECT – REVIEW OF DESIGN DEVELOPMENT AND COSTING
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File No:	COU-0007
Date of Meeting:	17 th November 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	20 October 2022 17 March 2022 21 May 2021 3 December 2020

Summary of Report:

Council is to review the Design Development and Cost Estimates of the Brookton Memorial Hall Project to determine future actions.

Description of Proposal:

Stephen Carrick Architects (SCA) have completed design development of the proposed upgrade of the Brookton Hall. The design broadly includes:

1. An upgrade of the hall structure including roofing, ceilings & foundations; refurbishing doors, windows and lights; upgrading the existing Ag Hall including installation of a ceiling; renovation of the toilets, installation of air conditioning;
2. An extension at the rear of the current stage to increase the ability of the hall to host theatre events;
3. An extension to the north end of the Agricultural Hall to make the room more usable and allow easy external access;
4. Installation of an external terrace on the east side of the hall
5. New toilets facilities to meet health regulations;
6. External works including playground, paving, sewerage connections etc. This importantly includes drainage to protect the hall structure.

This design broadly includes all of the specified requests arising through community consultation completed in 2021 and scope of works issued by Council to the architects.

The largest component of the proposed works is refurbishment of the existing Hall. The ongoing, capital maintenance of the building has not been completed and the structure of building is being threatened.

The additional, new components of the Hall project were to be the components of the program that attract significant grant funding. Completing capital maintenance will not attract grant funding.

Considering previous work by Council and the recent community consultation, two options appear as alternative for Council consideration.

Option 1 would be to end the Brookton Hall Adaption Project and look to conserve the

Brookton Hall at very near the current specification. This would involve Council completing individual renovation projects such as replacing the roof and existing ceilings, renovating the current toilets and completing structural repairs. Council would prioritise the key structural repairs first.

A Staff estimate of the costs associated with Option 1 is represented by the orange figure below.

Trade	Schematic Design Estimate	Design Development Cost Estimates	Design Development	Conservation Estimate
	Jul-21	Oct-22	With Reduced Scope	No Change to Current Standard
EXISTING BUILDING	\$1,777,900	\$2,316,000	\$2,219,900	\$1,863,395
EXTENSION TO EXISTING HALL	\$381,800	\$227,000		
EXTENSION AGRICULTURAL HALL		\$175,000	\$175,000	
NEW COVERED TERRACES	\$180,550	\$211,000		
NEW TOILETS	\$231,150			
EXTERNAL WORKS	\$861,600	\$766,000	\$766,000	\$111,216
CONSTRUCTION TOTAL	\$3,433,000	\$3,695,000	\$3,160,900	\$1,974,611
Special Provisions:	\$1,345,000	\$1,148,000	\$1,048,000	\$706,430
PROJECT TOTAL	\$4,778,000	\$4,843,000	\$4,208,900	\$2,681,041
AV & Equipment		\$100,000		
Kitchen Fit Out		\$188,000	\$188,000	\$188,000
Accessible Lifts				
Electrical Headworks		\$92,000	\$92,000	
External Septic		\$21,000	\$21,000	\$21,000
PROJECT TOTAL	\$4,778,000	\$5,244,000	\$4,509,900	\$2,890,041
Grant Funding		-\$1,500,000	-\$1,000,000	
COUNCIL FUNDING CONTRIBUTION		\$3,744,000	\$3,509,900	\$2,890,041

This option has significant risks and longer term cost implications. While the initial costs to Council would be less than the Adaption Project, there will be long term inefficiencies with this method. Splitting the works into project reduce the opportunities for efficiencies gained in completing two projects together. Staff will complete multiple purchasing processes.

There is risk with this option that Council will not complete the full range of works. This could occur with other, competing projects taking a priority in Council funding or Council's limited staff resources.

This option will also result in work commencing more quickly, but the outcome of the renovations is not going to improve the Halls services or its appearance.

Option 2 would be to continue the Adaption Project by:

1. Reducing the scope and attitude of minimising expenditure; and
2. achieving success in attracting grant funding to offset some of the additional cost.

A Staff estimate of the costs associated with Option 2 is represented by the green column costing in the costing summary.

Council can pursue grant funding from Lotterywest associated with the new additions to the Hall that:

- allows a shift of the Brookton CRC to operate from a refurbished Agricultural Hall;
- establish links to or uses by the local Noongar community;
- highlights the building being used for exercise and well being activities for seniors; and
- the conservation of the local heritage.

This option would require additional investment in pursuing grant funding.

This process would involve a higher cost, some of which would be offset by grant funding. At the point grant funding was not available or worthwhile, Council could return to the alternative Option 1.

Background:

As previously reported, the Shire of Brookton is at the 'crossroads' in addressing community need for a Hall, with the existing Memorial (Town) Hall buildings being presently underutilised, and requiring structural rejuvenation, and aesthetic enhancement.

Following an eight (8) week public consultation process to obtain input on the three possible options of:

1. Conserving the Memorial Hall;
2. Adapting the Memorial Hall; or
3. Demolishing and constructing a new hall;

Council selected the Adopting the Memorial Hall option at a Special Meeting on 3rd March 2021.

After refinement of the concept design through discussion with Elected Members, and the project Architects, in May 2021 Council decided:

That Council endorses:

1. The final design 'Option 2b - Memorial Hall Adaptation', as presented in Attachment 12.05.21.01A to this report.
2. Further discussion being entertained on:
 - a) An estimated \$3.43m of funding for 'Option 2b - Memorial Hall Adaptation' for possible inclusion in the 2021-22 and 2022-23 municipal budgets;
 - b) Progression of the schematic design of the Memorial Hall kitchen layout with an allocation of \$5,600 to be included in the 2021-22 budget; and
 - c) Possible inclusion of the cost for the kitchen fit out in the 2022-23 budget.
3. The actions, and indicative timelines, for redevelopment of the Memorial Hall (as provided below) through a possible staged approach should the \$3.43m of funding plus kitchen costs be included in the 2021-22 and 2022-23 budgets.

In March 2022 Council decided:

That Council:

1. confirms endorsement of the final design 'Option 2b - Memorial Hall Adaptation', as included at Attachment 17.03.22.02A: and
2. acknowledges the estimated \$3.43m of funding for 'Option 2b - Memorial Hall Adaptation' for possible inclusion in the future Council budgets and notes significant price increases since preparation of this estimate in 2021;
3. authorises development of the design of the Memorial Hall Adaption Project.

Council resolved to complete a short community consultation process to confirm the Brookton communities support for the Brookton Memorial Hall Adaption project at the current cost estimates. Council hosted a public meeting of attended by 75 local residents and received 44 written submissions.

The public meeting strongly supported Council moving to conserve the Brookton Hall at a reduced cost. While there was no meeting support for demolition of the Hall, some speakers did refer to improving aspects of the Hall to improve community use. The requirement for the hall to host large community events was a popular comment. Residents were concerned about the cost of the adaption process and the cost of future maintenance.

The 44 written submissions received, included at under separate Attachment 12.11.22.03A also strongly favoured Council reverting to a conservation of the Hall, rather than continuing an adaption process. The following table summarises the comment received. Some submissions selected multiple options.

Some submissions included significant, detailed commentary on their submission.

While some submissions favoured the conservation option, they also supported in their comment other options such as the still installing air conditioning, having the CRC operate from the Hall or improve the Hall kitchen.

Option	Option Selection	Include as important in retain or include						
		Air Con	Upgrade Toilets	New Toilets	Kitchen	Add Retain Stage	Include Gym	CRC
Support the Adaption Project with a \$6.199 Million Cost	0							
Support the Adaption Project with a \$5.244 Million Cost	0							
Support the Memorial Hall Adaption but with a reduced cost	10	1	2	0	3	3	0	1
Support the Memorial Hall being conserved for a reduced cost	33	3	4	1	7	6	1	5
Another option – demolition	1							
Another option –Build New at Pool	2							1
Another option –Build new at WB Eva Recreation	3							
Another option – Conserve with improved drainage	1		1		1			
TOTAL	50	4	7	1	11	9	1	7

Consultation:

In 2021 an eight (8) week public consultation process was completed, involving two (2) public presentations, and an address to Council, by the Architect together with a household letter drop, and promotion of the concept designs through various print, and electronic mediums.

Council then completed further public consultation on the proposed cost of the project. The cost of the project.

Council decided in October 2022 to complete a short Community Consultation involving:

1. Publication through letter drop and social media of a project summary information sheet, identifying:
 - a. the current design and cost estimates;
 - b. potential alternatives as included in this Report to Council;
2. holding a public meeting to discuss the current design;
3. seeking written community input.

The public meeting was attended by 75 local residents and 44 written submissions were received.

Statutory Environment:

There is no statutory framework in relation to this matter.

Relevant Plans and Policy:

Public consultation was conducted in accordance Policy 2.41 – Community Engagement.

Financial Implications:

In addition to capital expenditure the Shire is also has operating maintenance requirements for the Brookton Hall. This requirement includes:

Operating Expenditure	2021/22 Actual	2022/23 Budget
Salaries & Wages	2,118	6,721
Cleaning Consumables	1,087	2,174
Consultants/Contractors	645	1,290
Other Contracts & Materials	15,237	30,474
Electricity	1,704	3,408
Water	355	710
Reimbursements Paid	36	0
Property Insurance	4,928	11,800
Works Overheads Allocations	85	7,762
Plant Costs Allocations	0	5,843
Total Expenditure	26,195	70,182

Asset renewal expenditure should generally be in line with depreciation expense over the long term, to ensure the value of the asset is maintained. Depreciation on a Memorial Hall of \$6.2Million Hall would be calculated at \$74,698. This amount should be transferred to a financial reserve for future upgrades.

In 2021/22 Council also received \$1,773 in income from use of the Brookton Hall. This income related to 67 individual hiring events.

Risk Assessment:

There is an almost certain likelihood that the Brookton Hall will deteriorate in condition. While the consequences of the increased deterioration in the short term are minor, without Council addressing the issues, these consequences will increase in severity.

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

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

Community & Strategic Objectives:

This proposal relates to Council’s Next Generation BROOKTON Corporate Business Plan <2024 – Major Projects that lists ‘Brookton Multipurpose Function Centre – refurbish, Restored or new’, and Corporate Compendium public consultation on the Community Hall designs and costings also aligns to:

Business Function 9 – Asset Management

Action – 9.5 Prepare Asset Management Plan – Memorial Town Hall

Comment

Council needs to seek to obtain the best value for the expenditure of Council's funds. This search for the best value is required in the completing of works to renovate and or retain the Brookton Memorial Hall.

The Brookton Memorial Hall is not being significantly used by the community currently. The completion of the considerable conservation works does not provide any reason for the community to increase their use of the building. At this level of community use, is the expenditure required value for these Council's funds.

The Brookton Memorial Hall Adaption Project will allow for the Brookton CRC to operate from the building and attract increased community usage. Should Council be able to source grant funding to assist the project it will be possible to create significant increased value out of Council's expenditure.

OFFICER'S RECOMMENDATION

That Council:

- 1. *revise the scope of the Brookton Hall Adaption Project to include:***
 - a. *completing:***
 - i. *renovations to the existing buildings that include***
 - A. *the provision of air conditioning; and***
 - B. *upgrading the existing toilets;***
 - ii. *extension and upgrade of the Community Hall to allow the Brookton CRC to operate from the building;***
 - iii. *external site work's that allow at least improved drainage that protect the buildings in the future; and***
 - iv. *updating the Hall kitchen in line with community requirements;***
 - b. *Not completing:***
 - i. *extensions of the stage area;***
 - ii. *an upgrade of theatre lighting or installing additional audio visual equipment; and***
 - iii. *construction of a covered terrace;***
- 2. *seeking to obtain funding to complete the Memorial Hall Adaption Project; and***
- 3. *further review the project scope with an outcome on the funding application prior to completing a tender process.***

(Simple Majority Vote required)

ALTERNATIVE MOTION

That Council:

- 1. *cease the Brookton Hall Adaption Project; and***
- 2. *seek to conserve the Brookton Hall at very near the current specification without:***
 - a. *constructing a ceiling in the Agricultural Hall space; and***
 - b. *relocating the Brookton CRC to the Brookton Hall; and***
- 3. *complete individual Brookton Hall renovation projects over a number years that will include, but not be limited to:***
 - a. *replacement of the roof and ceiling repair;***
 - b. *repairing structural issues relating to foundations and brickwork;***

- c. renovation of the existing toilets;*
 - d. upgrading the Hall kitchen;*
 - e. installing additional heating and cooling; and*
 - f. improving the landscaping of the Hall;*
- as individual projects completed progressively over a number of years.*

Attachments

Attachment Under Separate Cover 12.11.22.03A – Memorial Hall Public Submission Forms

12.11.22.04 ELECTRIC VEHICLE CHARGING INFRASTRUCTURE PROJECT IN THE SHIRE OF BROOKTON – SITE SELECTION

File No:	
Date of Meeting:	17 th November 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is consider a location for the proposed EV charging station in Brookton and grant permission for Synergy to submit a network application to Western Power for the installation of Electric Vehicle chargers at the carpark on 104 Robinson Road, Brookton

Description of Proposal:

Shire of Brookton staff and Synergy have been reviewing potential locations for the location of an EV charging station in Brookton, identifying the a preferred location as the carpark on 104 Robinson Road, Brookton. A concept drawing that provides a preliminary overview of the location of the chargers, car bays and transformer which is subject to further detailed analysis and Western Power approval site is included at Attachment 12.11.22.04A.

A Network Connection Application is required for Western Power to undertake network augmentation works (upgrades) and provide Synergy with a network connection point for the EV chargers. To proceed with the Network Connection Application, Synergy require the Shire of Brookton to provide written approval and commit to the project being delivered at the above-mentioned location, subject to the execution of a Licensing Agreement.

In addition, we request that the Shire provide information to support the Network Connection Application such as site plans and maps that detail internal water reticulation, internal power, drainage, and road reserve layouts.

Synergy will provide a Development Application (DA) for this proposal as it is not exempt from development approval. The Shire will provide requirements, any information required to support the DA and confirmation of the process to sign the DA forms.

Background:

On 17 August 2021, the Western Australian (WA) Government announced Australia’s longest Electric Vehicle (EV) highway as part of the McGowan Government’s \$24.1 million EV Fund. The project, delivered by Synergy and Horizon Power, aims to deliver a network of EV fast chargers north to Kununurra, along the southwest coast to Eucla and east to Kalgoorlie.

The initiative is part of the State Government's Electric Vehicle Action Plan and is key to boosting EV uptake in WA which helps continue the transition to net zero carbon emissions by 2050

The project is proposes to establish a network of EV charging stations running from Kununurra (in the north) to Esperance (in the south) and Eucla (in the south east) and include the installation of up to 98 EV charging stations across the State by early 2024. Brookton is included as a site in the project.

Western Australia Electric Vehicle Charger Map



An artists impression of how the EV Charging stations will look is included at Attachment 12.11.22.04B

Consultation:

Shire staff have liaised with Synergy over the site selection and have commenced consultation with the Public Transport Authority.

Statutory Environment:

The proposed site is located in the rail reserve and is very near to the boundary of the Shire's lease.

Relevant Plans and Policy:

Town Planning Scheme No. 4

Financial Implications:

The EV Charging project will only require in-kind contributions from Council.

Risk Assessment:

Risks associated with this project relate to the siting of EV Charging station and obtaining required approvals in a timely fashion.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
	Almost Certain	Medium	High	High	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 provision of EV Charging infrastructure supports tourism and community service strategic objectives.

Comment: Nil.

OFFICER'S RECOMMENDATION

That Council:

- 1. Support the location of EV Charging infrastructure at the carpark on 104 Robinson Road, Brookton subject to approval of a Development Application and execution of a Licensing Agreement; and**
- 2. grant permission for Synergy to submit a network application to Western Power for the installation of Electric Vehicle chargers at the carpark on 104 Robinson Road, Brookton.**

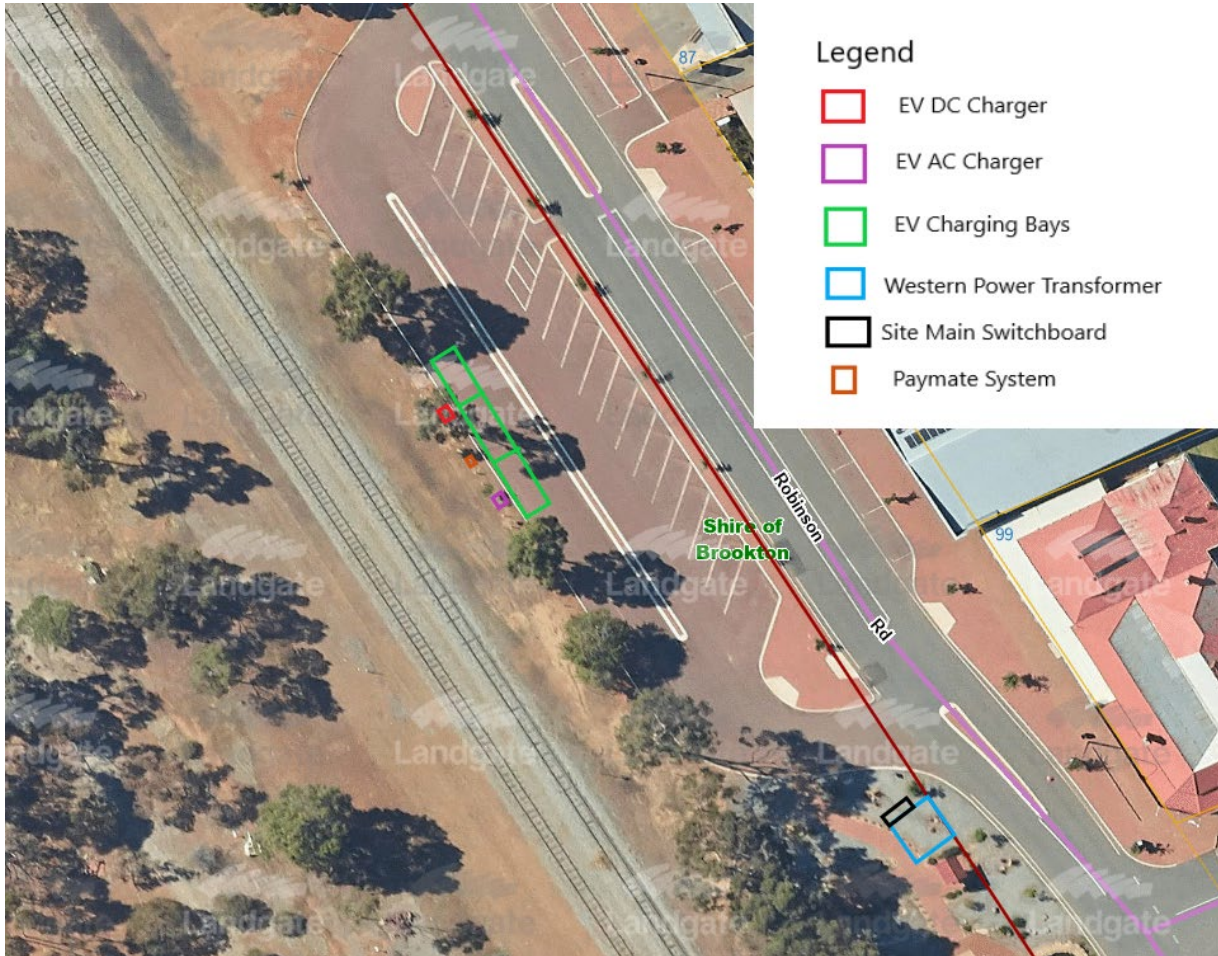
(Simple majority vote required)

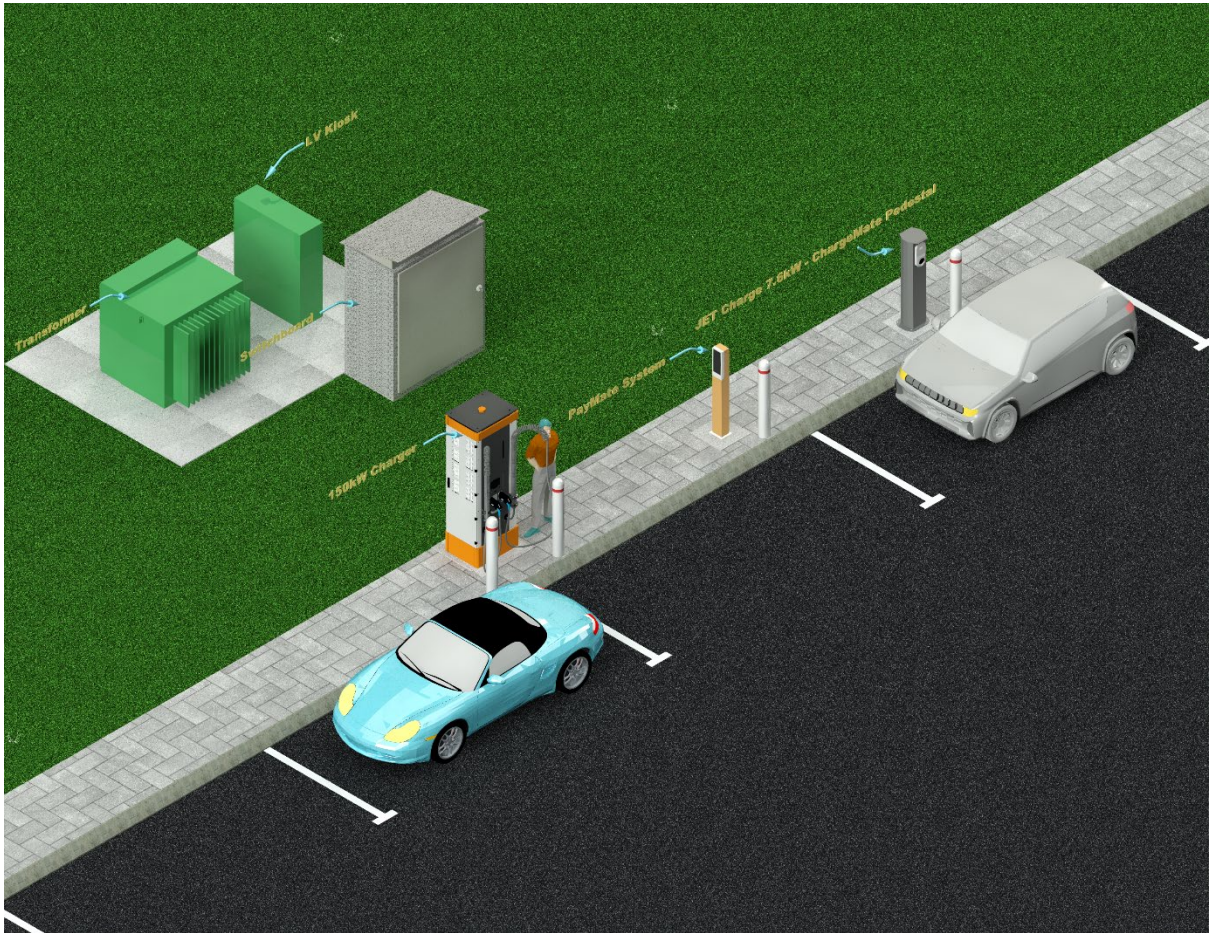
Attachments

Attachment 12.11.22.04A – Proposed Location of Charging Station

Attachment 12.11.22.04B – Artists Impression of Charging Station

Attachment 12.11.22.04A





13.11.22 COMMUNITY SERVICES REPORTS

Nil.

14.11.22 CORPORATE SERVICES REPORTS**14.11.22.01 POLICY 2.40 PENSIONER REBATES ON COMMERCIAL AND RURAL PROPERTIES**

File No:	N/A
Date of Meeting:	17 November 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate and Community
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Report:

Council is consider an amended policy 2.40 Pensioner Rebates on Commercial and Rural Properties.

Description of Proposal:

The current Policy 2.40 Pensioner Rebates on Commercial and Rural Properties requires review to ensure a fair and equitable process for calculating rate concessions on rural properties occupied by seniors or pensioners where there is curtilage, or dual/common use. For example, where a pensioner resides in a dwelling on land that is also used for commercial agricultural or farming purpose.

The concession options available, as outlined in the procedural manual, are to:

1. Grant no concession.
2. Grant a proportionate rebate based on the area used for residential purposes against that used for commercial or farm (income generating) purposes.
3. Grant a proportionate rebate by applying an arbitrary curtilage of two (2) hectares in respect of the residential component of the rated property.
4. Grant a concession based on a minimum rate or valuation-based rate irrespective of property size.
5. Grant a concession based on the total rates levied against the property

The most equitable method is to apply a proportionate rebate based on the area of land used solely for residential purposes (Option 2). If the area used for residential purposes cannot be determined, then an arbitrary two (2) hectares is to be used as permitted by the Office of State Revenue.

A copy of Policy 2.40 Pensioner Rebates on Commercial and Rural Properties is detailed in Attachment 14.11.22.01A and Pensioner Declaration Commercial & Farming Properties contained within Attachment 14.11.22.01B.

Background:

All rebates to pensioners and seniors under the Rates and Charges (Rebates and Deferments) Act 1992 are funded by the Government of Western Australia.

Council has an obligation to ensure rebates are calculated correctly and are applied in an equitable manner for all eligible ratepayers. The amendments made to the Shire's current pensioner rebates on commercial and rural properties policy provides guidance to staff for curtilage calculations.

Consultation:

Nil

Statutory Environment:

The *Rates and Charges (Rebates and Deferments) Act, 1992* defines the manner and circumstances under which a Local Authority is to apply pensioner concessions. State Revenue, as the statutory authority vested in administering this legislation has issued procedural guidelines for interpreting section 28 (2) of the Act, which provides for rebate apportionment where the applicant's land is used as the ordinary place of residence and it is not the sole use of that land.

Relevant Plans and Policy:

The recommendation proposes amendments to the existing Policy 2.40.

Financial Implications:

There are no financial implications as full rates are levied, the ratepayer must pay their portion prior to 30 June of each rating year and the Shire claims the rebate amount from the Office of State Revenue

Risk Assessment:

The proposed policy reduces the risk of inequality and perceived unfairness across all eligible concession holders.

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

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

Community & Strategic Objectives:

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the proposed amendments to the Policy aligns to the following Business Unit and Function:

1. *Governance*
 - 1.1 *Full Review Policy Manual*
18. *Financial Control*
 - 18.5 *Process Rates, Other Revenues and Timely Payments*

Comment:

This policy directs officers to use a formula where curtilage exists, so that all ratepayers are subject to the same calculation processes.

OFFICER'S RECOMMENDATION

That Council adopts the amended Policy 2.40 Pensioner Rebates on Commercial and Rural Properties included at Attachment 14.11.22.01A.

(Simple Majority Vote required)

Attachments

Attachment 14.11.22.01A – Policy 2.40 Pensioner Rebates on Commercial and Rural Properties.

Attachment 14.11.22.01B – Pensioner Declaration Commercial and Farming Properties.

2.40 PENSIONER REBATES ON COMMERCIAL AND RURAL PROPERTIES

Policy Owners:	Corporate			
Statutory Environment:	<i>Local Government Act 1995, Part 6, Division 6, Section 6.47 Rates and Charges (Rebates & Deferments) Act 1992, Section 28 (2)</i>			
Council Adoption:	Date:	May 2020	Resolution #:	OCM 05.20-07
Last Amended:	Date:		Resolution #:	
Review Date:	June 2023			

Objective:

To set the method of calculation for pensioner and seniors' rebates on properties where there is a curtilage or dual/commercial use such as farming and agricultural properties.

Policy:

Section 28(2) of the *Rates and Charges (Rebates and Deferments) Act 1992* provides that:

"Where although land is used as the ordinary place of residence of an applicant or registered person it is not the sole use of that land, the administrative authority may apportion the prescribed charge, and any rebate allowable, according to –

- (a) The extent to which the land is so used as a place of residence; and*
- (b) Any other use on a basis proportionate to the respective uses."*

This provision enables the Shire of Brookton to allow a concession, in an equitable way, to the part of the rates levied relating to the residential use of a commercial property, if the circumstances warrant. For example, a pensioner resides in a house located on land also used for agricultural or farming purposes.

Principles

Concessional rebates are applied in a fair and equitable manner for all concessional ratepayers (ie. Pensioner).

Provisions

A rebate shall only be applied if the resident has demonstrated they are entitled to such rebate by completing the appropriate application form, including provision of their concession details.

Calculations

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A Pensioner Declaration Commercial & Farming Properties form is to be completed to identify the percentage of land in use for residential purposes. If the area used for

residential purposes cannot be determined, then an arbitrary two (2) hectares is to be used as permitted by the Office of State Revenue.

If the ratepayer is eligible the Finance Officer is to use the following method to calculate the rebate to be applied:

The rates levied are to be portioned based on the respective areas

$$\left(\frac{\text{Area used for residential purposes only (Ha)}}{\text{Total area of property (Ha)}} \right) \times \text{Rates Levied (\$)} = \text{Portion of rates on which a concession can be applied (\$)}$$

For example if the rates levied are \$2,000, the total property area is 60 Ha and the area solely used for residential purposes is 5 Ha on which concession would be applied is as follows

$$\frac{5}{60} \times 2000 = 166.67$$

The concession is to be applied is \$166.67

If the ratepayer is a pensioner, and they are entitled to a 50% rebate, the rebate amount to be claimed from the Office of State revenue would be \$83.33 and senior 25% \$41.67, calculated as follows

Pensioner 50% rebate	166.67 x 0.50 = \$83.33
Senior 25% rebate	166.67 x 0.25 = \$41.67



Pensioner Declaration Commercial & Farming Properties

ASSESSMENT NUMBER: _____

OWNERS: _____

I/We hereby confirm that my property, at which I reside, is –

PROPERTY ADDRESS: - _____

- Used for residential purposes only
- Used for residential & commercial purposes
(If ticked please indicate the % of land used for residential purposes _____)

OWNER SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

This declaration forms part of your application for registration under the Rates and Charges (Rebates & Deferments) Act 1992. Any person who wilfully makes a false declaration in any declaration for registration under the Act, or who remains registered as a pensioner under the Act knowing that he or she is not qualified is guilty of an offence (Penalty \$1,000)

14.11.22.02 LIST OF PAYMENTS – OCTOBER 2022

File No:	N/A
Date of Meeting:	17 November 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Leigh Anderson – Finance Administration Officer - Creditors
Authorising Officer:	Deanne Sweeney - Manager Corporate and Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item.
Voting Requirements:	Simple Majority
Previous Report:	20 October 2022

Summary of Item

The purpose of this report is to present the list of payments for the month of October 2022, as required under the *Local Government (Financial Management) Regulations 1996*.

Description of Proposal

To present to Council, the accounts paid under Delegation 1.1, Power to Make Payments.

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.

Consultation

There has been no consultation on this matter.

Statutory Environment

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

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

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing –*
 - (a) *for each account which requires council authorisation in that month –*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction; and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*

- (3) A list prepared under sub-regulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Relevant Plans and Policy

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

Financial Implications

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

Risk Assessment

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

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

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

Community & Strategic Objectives

This item relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the contract services support the following Business Unit and Functions:

18. Financial Control
 - 18.2 Conduct external/internal audits and reporting
 - 18.5 Process rates, other revenues, timely payments

Comment

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

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.

Contained within Attachment 04.11.22.02B is a detailed transaction listing of credit card expenditure paid for the period ended 31 October 2022.

OFFICER'S RECOMMENDATION

That Council receive:

- 1. the list of accounts paid in October 2022 under delegated authority, totalling \$642,474.83, as contained within Attachment 14.11.22.02A, in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996; and*
- 2. the list of List of Credit Card Payments Paid in October 2022, contained within Attachment 14.11.22.02B.*

(Simple majority vote required)

Attachments

Attachment 04.11.22.02A – List of Payments for October 2022

Attachment 04.11.22.02B – List of Credit Card Transactions for October 2022

List of Payments for October 2022

Chq/EFT	Date	Name	Description	Amount
EFT13695	13/10/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	5000 HOUR SERVICE PG8 AS PER QUOTE	\$7,621.93
EFT13696	13/10/2022	ALLINGTON AGRI	2022 WINTER ROAD VERGE SPRAYING TO CONTROL WEEDS WITHIN THE BROOKTON SHIRE ROAD NETWORK	\$25,300.00
EFT13697	13/10/2022	AMAZING 50'S CATERING	COUNCIL CATERING DINNERS FOR SEPTEMBER COUNCIL MEETING	\$225.00
EFT13698	13/10/2022	APV VALUERS AND ASSET MANAGEMENT	VALUATIONS FOR 30 JUNE 2022 - FAIR VALUE - LAND ASSETS, BUILDING, OTHER INFRA, PARKS & GARDENS. INFRA ASSETS ROADS, BRIDGES, FOOTPATHS, DRAINAGE, SEWERAGE. INSURANCE - BUILDING, OTHER INFRA, PARKS AND GARDENS	\$19,531.06
EFT13699	13/10/2022	ARM SECURITY	ALARM MONITORING CHARGES OCTOBER TO DECEMBER 2022	\$196.13
EFT13700	13/10/2022	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY	\$971.22
EFT13701	13/10/2022	BENARA NURSERIES	12 X JACARANDA MIMOSIFOLIA 90LTR POT - RECREATION GROUND BEAUTIFICATION WORKS	\$3,160.30
EFT13702	13/10/2022	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH FAIR VALUE REVALUATION OF ASSETS	\$6,352.50
EFT13703	13/10/2022	BOC GASES	OXY BOTTLE HIRE SEPTEMBER 2022	\$54.66
EFT13704	13/10/2022	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICALS X 3	\$450.00
EFT13705	13/10/2022	BROOKTON PROFESSIONAL SERVICES CENTRE	BROOKTON CRC OFFICE RENT AS PER LEASE AGREEMENT	\$1,870.00
EFT13706	13/10/2022	BROOKTON TYRE SERVICE	TYRES FOR PU 1 WORKS COORDINATOR UTE	\$886.60
EFT13707	13/10/2022	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY PAYMENT REQUEST JUNE 2022 PROJECT NO 09.21-22 13690 STRANGE RD JELCOBINE	\$480.89
EFT13708	13/10/2022	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$381.16
EFT13709	13/10/2022	CITY OF KALAMUNDA	ADMINISTRATION FEE - APPLICATION PROCESSING BUILDING AND HEALTH ENQUIRIES - MEMORANDUM OF UNDERSTANDING	\$40.80
EFT13710	13/10/2022	CONPLANT PTY LTD	HIRE OF MULTI TYRED ROLLER FROM 1/08/22 TO 31/08/22	\$6,028.00
EFT13711	13/10/2022	DARRY'S PLUMBING & GAS	U2 4 MATTHEW STREET - SUPPLY AND INSTALL KITCHEN MIXER WITH LONG SWIVEL SPOUT	\$348.98
EFT13712	13/10/2022	EDGE PLANNING & PROPERTY	2022/23 TOWN PLANNING ADVICE SERVICES AS PER PROPOSAL AUGUST 2022	\$940.22

Chq/EFT	Date	Name	Description	Amount
EFT13713	13/10/2022	EMMA DRAPER	GYM INDUCTIONS AUGUST 2022	\$190.00
EFT13714	13/10/2022	FARM & TURF EQUIPMENT (WA)	REPAIRS TO CUB CADET MOWER PM9	\$1,542.75
EFT13715	13/10/2022	FULLPOWER ELECTRICS (WA) PTY LTD	SEWERAGE TREATMENT WORKS - CONNECT SECONDARY PUMP (TEMPORARY PUMP) TO CONTROL SYSTEM. CONTROL CABINET REPLACED ABB CONTACTOR, 240V RED STROBE LIGHT	\$4,665.01
EFT13716	13/10/2022	H RUSHTON & CO	DEVELOPMENT APPLICATION FEE PAID TWICE RECEIPT 35721 & INV 8766 A2891	\$1,957.00
EFT13717	13/10/2022	INDUSTRIAL AUTOMATION GROUP PTY LTD (WATERMAN IRRIGATION)	WATER INFRASTRUCTURE GEN SUPPLY AND INSTALL MOTORISED CONTROL VALVES, PROCESSOR IN CONTROL PANEL LINKED TO CENTRAL CONTROLLER VIA WIRELESS ROUTER. AS PER QUOTE REF: 11889-1 50% DEPOSIT	\$9,252.65
EFT13718	13/10/2022	INTEGRATED ICT	CRC MONTHLY NBN CONNECTION SEPTEMBER 22	\$93.72
EFT13719	13/10/2022	JES-KY BUILDING AND SUPPLIES	OVAL MAINTENANCE - MINI EXCAVATOR HIRE TO EXPOSE DAMAGED RETICULATION AT LIGHT TOWER CLOSEST TO THE TENNIS COURTS	\$4,460.50
EFT13720	13/10/2022	KENNEDYS TREE SERVICES	ROADSIDE PRUNING OF DANGIN MEARS ROAD FOR WHEATBELT SECONDARY FREIGHT PROJECT, INCLUDES TRAFFIC MANAGEMENT	\$45,870.00
EFT13721	13/10/2022	KWEDA GOLF CLUB	COMMUNITY CHEST FUND GRANT KWEDA GOLF CLUB FOR SECURITY CAMERAS AT KWEDA HALL	\$4,000.00
EFT13722	13/10/2022	LANDGATE (DOLA)	MINING TENEMENTS CHARGEABLE SCHEDULE NO. M2022/1 DATED 08/07/22 - 05/08/22	\$42.15
EFT13723	13/10/2022	LES VIDOVICH	REIMBURSEMENT OF TELSTRA EXPENSES AS PER MIW EMPLOYMENT CONTRACT - 03 SEPT - 02 OCT 2022	\$80.27
EFT13724	13/10/2022	LGRCEU	PAYROLL DEDUCTIONS	\$305.00
EFT13725	13/10/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG PROFESSIONALS WA - STATE CONFERENCE - EARLY BIRD REGISTRATION - CEO	\$1,320.00
EFT13726	13/10/2022	NARROGIN AUTO ELECTRICS	CABLING REPAIRS TO CESM VEHICLE PU35 - ABS HARNESS	\$232.83
EFT13727	13/10/2022	NARROGIN CARPETS & CURTAINS	UNIT 3 40 WHITE STREET BROOKTON SUPPLY & INSTALL ROLLER BLIND	\$335.50
EFT13728	13/10/2022	NOURISH BROOKTON	MONTHLY ADMIN & DEPOT & COUNCIL REFRESHMENTS, CLEANING PRODUCTS, 2 X SWING BINS AUGUST STATEMENT	\$500.52
EFT13729	13/10/2022	OFFICEWORKS BUSINESS DIRECT	5 DRAWER DESKTOP FILE, A4 SPIRAL NOTEBOOKS, 5 TAB DIVIDER, A4 DOCUMENT FRAME	\$74.13
EFT13730	13/10/2022	PINGELLY TYRE SERVICE	PG 9 GRADER TYRE REPAIR	\$132.00

Chq/EFT	Date	Name	Description	Amount
EFT13731	13/10/2022	QUALITY PRESS	DFES #15 PERMIT TO SET FIRE TO BUSH - PACK OF 5	\$1,138.50
EFT13732	13/10/2022	RICK GILL	REIMBURSEMENT - HOME HARDWARE RECEIPT 441643 REPLACEMENT CHAIR TROLLEY WHEEL AT MEMORIAL HALL	\$25.80
EFT13733	13/10/2022	SHADES R US	50% DEPOSIT SHADE SAIL REPAIRS BROOKTON POOL	\$1,166.00
EFT13734	13/10/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$60.00
EFT13735	13/10/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$480.00
EFT13736	13/10/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$60.00
EFT13737	13/10/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$930.00
EFT13738	13/10/2022	ST JOHN AMBULANCE ASSOCIATION	FIRST AID KIT SERVICING	\$2,020.60
EFT13739	13/10/2022	UDLA	MEMORIAL HALL TASK 2 DESIGN DEVELOPMENT LANDSCAPE DIRECTIONS FURTHER TO LIAISON WITH ARCHITECTS	\$2,200.00
EFT13740	13/10/2022	WA CONTRACT RANGER SERVICES	RANGER SERVICES INCLUDING TRAVEL SEPTEMBER 2022	\$1,045.00
EFT13741	13/10/2022	WESFARMERS KLEENHEAT GAS PTY LTD	U2, 2 MONTGOMERY ST 45KG CYLINDER SERVICE CHARGE	\$187.00
EFT13742	13/10/2022	WESTSCAN PTY LTD	RECREATION GROUND BEAUTIFICATION WORKS - SCANNING FOR UNDERGROUND SERVICES REGARDING JUBILEE TREE PLANTING	\$2,310.00
EFT13743	13/10/2022	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	STANDING ORDER - STORAGE OF ARCHIVE BOXES 26/08/22 - 25/09/22	\$49.20
EFT13744	20/10/2022	ATO	SEPTEMBER 2022 - BAS RETURN	\$32,836.00
EFT13745	20/10/2022	GREEN ELEVEN	STRATEGIC COMMUNITY PLAN - ENGAGEMENT STAGE 2021/22	\$7,865.00
EFT13746	28/10/2022	3E ADVANTAGE PTY LTD	PRINTING COSTS FOR PHOTOCOPIER BROOKTON CRC	\$1,718.47
EFT13747	28/10/2022	ALLMARK & ASSOCIATES PTY LTD	DESK NAME PLATE - COUNCIL X 3	\$141.35
EFT13748	28/10/2022	ANTHONY JOHN WARBY	RETURN OF BUILDING FEE PAID AS NOT CONTINUING WITH APPLICATION	\$56.65
EFT13749	28/10/2022	AUSTRALIA POST	MONTHLY POSTAGE COSTS FOR: SEPTEMBER 2022 SHIRE ADMIN & CRC	\$200.30
EFT13750	28/10/2022	B & N EYRE BROOKTON NEWSAGENCY	MONTHLY NEWSPAPER & PINGELLY TIMES ORDER	\$55.60
EFT13751	28/10/2022	BAILIWICK LEGAL	DUPLICATE PAYMENT OF INVOICE 8785 ON DEBTOR 466 PAID 05/10/22 & 17/10/22	\$90.00
EFT13752	28/10/2022	BL & VJ GROVER	WINNER 2022/2023 RATES INCENTIVE PRIZE DONATED BY KEATLEY WOOL & LIVESTOCK	\$300.00

Chq/EFT	Date	Name	Description	Amount
EFT13753	28/10/2022	BOB WADDELL & ASSOCIATES PTY LTD	MONTHLY FINANCIAL REPORTING TEMPLATE INCLUDING POPULATION AND RESTRUCTURE OF SYSTEM GENERAL LEDGER IN THE APPROPRIATE FORMAT FOR PRODUCTION OF FINANCIAL REPORTING	\$2,310.00
EFT13754	28/10/2022	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL RATES OFFICER	\$150.00
EFT13755	28/10/2022	BRIAN WILLIAMS	SUPPLY OF TWO SEMI SIDE TIPPERS TO CART GRAVEL FOR BROOKTON KWEDA ROAD \$140 P/H FROM THE 3RD OCTOBER TO 7TH OCTOBER	\$26,026.00
EFT13756	28/10/2022	BROOKTON 24/7 TOWING	LOGBOOK SERVICE (35,000 KMS) - TUESDAY 18/10/2022 PU1 19BO MITSUBISHI TRITON	\$589.60
EFT13757	28/10/2022	BROOKTON COUNTRY CLUB	SHIRE CONTRIBUTION 2022/2023	\$11,000.00
EFT13758	28/10/2022	BROOKTON PLUMBING	UNBLOCKAGE OF MALE PUBLIC TOILET ON ROBINSON ROAD	\$121.00
EFT13759	28/10/2022	BROOKTON RURAL TRADERS	WORKS & GARDEN DEPARTMENT VARIOUS HARDWARE, PLANT PARTS, PPE, GARDENING SUPPLY PURCHASES	\$2,647.79
EFT13760	28/10/2022	BROOKTON TYRE SERVICE	REPAIR PUNCTURE ON BH4 2012 CASE 581PC5 BACKHOE - BO5418	\$324.50
EFT13761	28/10/2022	BUILDING & ENERGY	BUILDING SERVICES LEVY JUNE TO AUGUST 2022	\$391.00
EFT13762	28/10/2022	CENTRAL COUNTRY ZONE OF WALGA	ANNUAL SUBSCRIPTION JULY 2022 TO JUNE 2023	\$2,200.00
EFT13763	28/10/2022	CHERYL ROBB	CANCELLED CARAVAN PARK BOOKING 37323 15/10/22 - 16/10/22	\$27.00
EFT13764	28/10/2022	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$190.58
EFT13765	28/10/2022	CORSIGN WA PTY LTD	ORANGE CONES AND GUIDEPOST FOR RRG, WBSF	\$4,691.50
EFT13766	28/10/2022	CUTTING EDGES EQUIPMENT PARTS PTY LTD	GRADER BLADE HT CURV (GREEN) X 40	\$5,951.00
EFT13767	28/10/2022	DARRY'S PLUMBING & GAS	SEWERAGE TREATMENT WORKS - SUPPLY AND INSTALL REPLACEMENT PUMP	\$5,842.36
EFT13768	28/10/2022	DFES	2022/23 ESL IN ACCORDANCE WITH THE FIRE & EMERGENCY SERVICES ACT 1998 PART 6A - EMERGENCY SERVICES LEVY - SECTION 36L & 36M ESL INCOME LOCAL GOVERNMENT	\$2,444.74
EFT13769	28/10/2022	EDGE PLANNING & PROPERTY	PLANNING SERVICES SEPTEMBER 2022 - 2022/23 TOWN PLANNING ADVICE SERVICES AS PER PROPOSAL	\$1,663.47
EFT13770	28/10/2022	FARM & TURF EQUIPMENT (WA)	CARRY OUT MAJOR SERVICE AND SHARPEN / SET 3 X CYLINDER REELS (INCLUDES PICK UP AND DELIVERY) TORO 3100 - D MOWER MODEL # 03170; SERIAL # 407124109	\$3,429.00

Chq/EFT	Date	Name	Description	Amount
EFT13771	28/10/2022	FUEL DISTRIBUTORS OF WA	7000 LITRES OF DIESEL DELIVERED TO THE SHIRE DEPOT 30/09/2022	\$13,949.04
EFT13772	28/10/2022	G & M DETERGENTS AND HYGIENE SERVICES	CLEANING SUPPLIES, JUMBO TOILET ROLLS, 5LT MAXI BOWL, 5LT GLASS & MIRROR FOR WB EVA PAVILION	\$256.00
EFT13773	28/10/2022	GLENDA OWEN	CARAVAN PARK BOOKING CANCELLATION 10728234 15/10/22	\$135.00
EFT13774	28/10/2022	GM & JE HALL	WINNER 2022/23 RATES INCENTIVE PRIZE DRAW DONATED BY MATTHEWS REALTY	\$200.00
EFT13775	28/10/2022	H RUSHTON & CO	COLLECT VIBE ROLLER FROM SOUTH ROAD AND RETURN TO SHIRE DEPOT	\$880.00
EFT13776	28/10/2022	HOSPITALITY & FOODSERVICE CONSULTANTS	MEMORIAL HALL KITCHEN DESIGN - SCHEMATIC DESIGN 50%	\$2,239.88
EFT13777	28/10/2022	INTEGRATED ICT	MANAGED SERVICE AGREEMENT	\$13,563.78
EFT13778	28/10/2022	JAYDEN WILLIAM BENNELL	POOL TOYS REIMBURSEMENT KMART RECEIPT	\$69.25
EFT13779	28/10/2022	JENNIE MASON	NATIONAL POLICE CLEARANCE REIMBURSEMENT	\$52.00
EFT13780	28/10/2022	JES-KY BUILDING AND SUPPLIES	SEWERAGE TREATMENT WORKS - PUMP OUT EFFLUENT TANK TO MAINTAIN LEVELS DURING PUMP REPAIRS	\$2,519.00
EFT13781	28/10/2022	LGRCEU	PAYROLL DEDUCTIONS	\$152.50
EFT13782	28/10/2022	MAJOR MOTORS PTY LTD	TECHNICIAN TO COME TO DEPOT (BROOKTON) TO INVESTIGATE COOLANT LEAKING - PT-12	\$1,173.62
EFT13783	28/10/2022	MCINTOSH & SON	2012 CASE 581PC5 BACKHOE - BO5418 REPAIRS PRE-START FAULT	\$11,213.61
EFT13784	28/10/2022	NARROGIN TOYOTA	20,000 KM SERVICE - 1BO - MAZDA CX-30	\$369.56
EFT13785	28/10/2022	NIXON MECHANICAL	SERVICE OF BOMAG R9 BO5416 AS PER QUOTE QU-0006	\$1,175.36
EFT13786	28/10/2022	NOURISH BROOKTON	MONTHLY ADMIN, CRC, DEPOT & COUNCIL REFRESHMENTS, CLEANING PRODUCTS, SEPTEMBER STATEMENT	\$236.62
EFT13787	28/10/2022	OCLC (UK) LTD	AMLIB LIBRARY MANAGEMENT SYSTEM MAINTENANCE SERVICE DATES 01/07/22 - 30/06/23	\$1,924.43
EFT13788	28/10/2022	QUAIRADING EARTHMOVING CO	DOZER HIRE - 3000M3 OF GRAVEL PUSHED UP FOR DANGIN MEARS ROAD	\$11,770.00
EFT13789	28/10/2022	QUALITY PRESS	PRINTING OF FIRE CONTROL INFORMATION BROCHURES	\$858.00
EFT13790	28/10/2022	QUREMED PTY LTD	OXY SOK SERVICE/REPAIR, INC 2X BODOK SEALS FOR SWIMMING POOL	\$243.20
EFT13791	28/10/2022	RESONLINE	CARAVAN PARK ONLINE BOOKING SYSTEM ROOM MANGER MONTHLY FEE REF 1187166 SEPTEMBER 2022	\$242.00
EFT13792	28/10/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$60.00
EFT13793	28/10/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$780.00
EFT13794	28/10/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$300.00

Chq/EFT	Date	Name	Description	Amount
EFT13795	28/10/2022	SHIRE OF NARROGIN	REGIONAL PLANNING OFFICER CHARGE OUT APRIL - AUGUST 2022 54.5 HRS & VEHICLE CHARGE OUT	\$3,489.00
EFT13796	28/10/2022	SIGNS PLUS	NAME BADGES - (MAGNET BACK) X 6 PLUS POSTAGE	\$95.00
EFT13797	28/10/2022	SIMS CIVIL	SUPPLY AND INSTALL HEADWALLS FOR CULVERTS ON BROOKTON- KWEDA ROAD	\$56,784.20
EFT13798	28/10/2022	STUMPY'S GATEWAY ROADHOUSE	BUSHFIRE SAFETY AWARENESS COURSE 2 SEPTEMBER 2022 - CATERING	\$479.12
EFT13799	28/10/2022	TEEDE'S AUTO ELECTRICS	M9 CUB CADET MOWER – CHECK & REPAIR STARTING FAULT, PLUS MATERIALS	\$720.00
EFT13800	28/10/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES CUTTING EDGE SUPPLIES FOR PM9 GRADER	\$728.91
EFT13801	28/10/2022	TUTT BRYANT EQUIPMENT	PARTS & REPAIRS FOR PR8 ANGULAR UNION, HANDLE HOOD, AIRBAG & IGNITION KEY	\$267.27
EFT13802	28/10/2022	WA CONTRACT RANGER SERVICES	RANGER SERVICES OCT 2022	\$1,515.25
EFT13803	28/10/2022	WA HINO SALES & SERVICES	ADBLUE FAULT ON DASH GAUGE NOT WORKING FIT SENSOR, NITROGEN OXIDE PART - PT14	\$2,244.10
EFT13804	28/10/2022	WA LOCAL GOVERNMENT ASSN	2022 WA LOCAL GOVERNMENT CONVENTION	\$4,800.00
EFT13805	28/10/2022	WA TREASURY CORPORATION	SCHEDULED PAYMENT FOR PERIOD 01.10.22 TO 30.12.22 - LOAN 81 & 82 GENERAL ANNUITY LENDING	\$65,222.77
EFT13806	28/10/2022	WESFARMERS KLEENHEAT GAS PTY LTD	45KG VAP CYL - FACILITY FEE / CYLINDER SERVICE CHARGE YR UNITS 1-4, 28 WILLIAMS STREET BROOKTON	\$374.00
EFT13807	28/10/2022	WINDSOR D & J	REMOTE DEPOT ACCESS DEVICE TO OBTAIN FUEL FOR OPERATIONS	\$297.00
EFT13808	28/10/2022	XYLEM WATER SOLUTIONS AUSTRALIA LIMITED	SEWERAGE TREATMENT WORKS - 1 X FLYGT NP1302-160-MT460- O3.1KW SUBMERSIBLE CABLE 2 X DISCHARGE CONNECTION 100 X 100MM DRILLED TABLE D 2 X CHEMICAL ANCHOR KITS M16 BOLT GUIDE BKT 3' & 4"	\$10,392.19
18513	28/10/2022	CASH - SHIRE OF BROOKTON	CASH REQUIRED FOR POOL FLOAT FOR 2022/23 SEASON	\$110.00
971.1	02/10/2022	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$1,810.49
971.1	03/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.05
971.1	03/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.51
972.1	04/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$6.55
972.1	04/10/2022	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$50.00
973.1	05/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.78

Chq/EFT	Date	Name	Description	Amount
973.1	06/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.75
974.1	07/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.72
974.1	10/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.03
975.1	11/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.90
975.1	13/10/2022	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$4.70
975.1	13/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$8.83
976.1	14/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.36
977.1	17/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.28
978.1	19/10/2022	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$3.20
978.1	19/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$5.80
979.1	20/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.99
979.1	20/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$20.68
980.1	21/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$10.25
980.1	21/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.98
981.1	24/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.25
982.1	25/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.18
983.1	27/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$12.93
984.1	28/10/2022	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$6.30
984.1	31/10/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.28
984.1	31/10/2022	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$264.22
DD6314.1	04/10/2022	EXPAND SUPER	SUPERANNUATION CONTRIBUTIONS	\$305.62
DD6314.2	04/10/2022	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS	\$841.69

Chq/EFT	Date	Name	Description	Amount
DD6314.3	04/10/2022	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$80.08
DD6314.4	04/10/2022	MACQUARIE SUPER ACCUMULATOR	PAYROLL DEDUCTIONS	\$176.08
DD6314.5	04/10/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$86.78
DD6314.6	04/10/2022	MYNORTH SUPER WEALTH PERSONAL SUPERANNUATION AND PERSONAL FUND	SUPERANNUATION CONTRIBUTIONS	\$261.85
DD6314.7	04/10/2022	BRET EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$344.85
DD6314.8	04/10/2022	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$5,764.35
DD6314.9	04/10/2022	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$876.61
DD6317.1	05/10/2022	SYNERGY	ELECTRICITY CHARGES CARAVAN PARK, WB EVA PAVILION, OVAL, 10 AUG- 13 SEPT 2022	\$1,488.91
DD6318.1	03/10/2022	WATER CORPORATION OF WA	WATER USAGE MADISON SQ PARK 07/07/22 - 9/9/22	\$1,434.86
DD6323.1	11/10/2022	SYNERGY	MEMORIAL HALL ELECTRICITY CHARGES 21 JULY - 16 SEPT 2022	\$305.36
DD6325.1	12/10/2022	SYNERGY	OVAL TANK/REC GROUND ELECTRICITY CHARGES 22 JULY - 19 SEPT 2022	\$2,640.88
DD6329.1	13/10/2022	SYNERGY	U5 28 WILLIAMS ST ELECTRICITY CHARGES 21 JULY - 16 SEPT 2022	\$344.14
DD6331.1	14/10/2022	SYNERGY	U1 4 MATTHEWS ST ELECTRICITY CHARGES 21 JUL - 16 SEPT 2022	\$3,314.51
DD6331.2	14/10/2022	SHIRE OF BROOKTON - MASTERCARD - MCC	CREDIT CARD FEE BENDIGO BANK	\$4.00
DD6331.3	14/10/2022	SHIRE OF BROOKTON - MASTERCARD - CEO	SEPTEMBER STATEMENT CREDIT CARD	\$1,311.88
DD6331.4	14/10/2022	SHIRE OF BROOKTON - MASTERCARD - MIE	SEPTEMBER STATEMENT BENDIGO BANK	\$120.25
DD6331.5	14/10/2022	SHIRE OF BROOKTON - MASTERCARD - CESM	SEPTEMBER STATEMENT CREDIT CARD CESM	\$35.51
DD6336.1	18/10/2022	EXPAND SUPER	SUPERANNUATION CONTRIBUTIONS	\$307.54
DD6336.2	18/10/2022	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS	\$841.69
DD6336.3	18/10/2022	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$118.55
DD6336.4	18/10/2022	MACQUARIE SUPER ACCUMULATOR	PAYROLL DEDUCTIONS	\$119.04
DD6336.5	18/10/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$120.28
DD6336.6	18/10/2022	MYNORTH SUPER WEALTH PERSONAL SUPERANNUATION AND PERSONAL FUND	SUPERANNUATION CONTRIBUTIONS	\$272.98
DD6336.7	18/10/2022	BRET EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$347.45

Chq/EFT	Date	Name	Description	Amount
DD6336.8	18/10/2022	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$5,803.22
DD6336.9	18/10/2022	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$878.94
DD6341.1	19/10/2022	SYNERGY	HAPPY VALLEY BORE FIELD ELECTRICITY CHARGES 14 JULY - 05 SEPT 2022	\$146.41
DD6343.1	17/10/2022	TELSTRA CORPORATION	TELSTRA MONTHLY ADMIN & CRC CHARGES	\$364.80
DD6352.1	24/10/2022	SYNERGY	ELECTRICITY CHARGES STREETLIGHTS 25 AUG - 24 SEPT 2022	\$3,686.08
DD6354.1	26/10/2022	SYNERGY	ELECTRICITY CHARGES UNITS 40 WHITE ST 21 JULY - 16 SEPT 2022	\$2,479.66
DD6358.1	21/10/2022	TELSTRA CORPORATION	MOBILE ACCOUNT CHARGES SEPT 2022	\$776.43
DD6314.10	04/10/2022	ROD EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$722.67
DD6314.11	04/10/2022	WA LOCAL GOVERNMENT SUPER PLAN	PAYROLL DEDUCTIONS	\$50.00
DD6314.12	04/10/2022	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$1,286.77
DD6314.13	04/10/2022	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$291.27
DD6314.14	04/10/2022	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$258.57
DD6336.10	18/10/2022	ROD EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$768.17
DD6336.11	18/10/2022	WA LOCAL GOVERNMENT SUPER PLAN	PAYROLL DEDUCTIONS	\$50.00
DD6336.12	18/10/2022	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$1,433.75
DD6336.13	18/10/2022	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$291.27
DD6336.14	18/10/2022	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$265.11
PAYJRUN*1094	4/10/2022	SALARIES & WAGES	WEEK 14 - PPE 04/10/2022	\$54,496.44
PAYJRUN*1096	18/10/2022	SALARIES & WAGES	WEEK 16 - PPE 18/10/2022	\$57,613.37
			TOTAL	\$642,474.83

List of Credit Card Transactions Paid in October 2022

Shire of Brookton - Bendigo Bank Mastercard – MIE

Direct Debit	Date	Description	Amount
DD6331.4	14/10/2022	BENDIGO BANK CARD FEE	\$4.00
		DPI VEHICLE REGISTRATION (PF11) 1HO1412 INSURANCE TO ALIGN WITH ALL OF FLEET 5 MONTHS 25 DAYS	\$105.95
		DPI VEHICLE REGISTRATION (PF11) 1HO1412 RECORDING FEE TO ALIGN WITH ALL OF FLEET 5 MONTHS 25 DAYS	\$10.30
		TOTAL	\$120.25

Shire of Brookton - Bendigo Bank Mastercard - CESM

Direct Debit	Date	Description	Amount
DD6331.5	14/10/2022	BENDIGO BANK CARD FEE	\$4.00
		IGA SUPPLIES FOR TRAINING COURSE, WATER, MILK, COFFEE	\$22.35
		IGA SUPPLIES FOR TRAINING COURSE PLATES	\$9.16
		TOTAL	\$35.51

Shire of Brookton - Bendigo Bank Mastercard - MCC

Direct Debit	Date	Description	Amount
DD6331.2	14/10/2022	BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$4.00

Shire of Brookton - Bendigo Bank Mastercard - CEO

Direct Debit	Date	Description	Amount
DD6331.3	14/10/2022	BENDIGO BANK CARD FEE	\$4.00
		CROWN PROMENADE ACCOMMODATION 2022 WA LOCAL GOVERNMENT CONVENTION	\$801.15
		CROWN PROMENADE ACCOMMODATION 2022 WA LOCAL GOVERNMENT CONVENTION	\$403.00
		AMPOL FUEL	\$103.73
		TOTAL	\$1,311.88

15.11.22 GOVERNANCE REPORTS

15.11.22.01 REVIEW OF DELEGATION OF AUTHORITY – PURCHASING AUTHORITY

File No:	ADM 0427
Date of Meeting:	17 th November 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Report:

The Council is to review a component of Council's Delegation Register with the employment of a Manager Projects.

Description of Proposal:

The Officer's Recommendation seeks to adjust Delegation 1.36 Purchasing Authority by providing purchasing authority to the Manger Projects to a limit of \$49,999. This authority is line with similar Shire of Brookton staff of a similar level.

Included in attachment 15.09.22.01A is the proposed amended delegation with the amendments and deletions highlighted.

Background:

Local Governments are authorised under various pieces of State Government legislation to perform certain duties and exercise certain powers. Under the Local Government Act, 1995 Council can delegate its authority the Chief Executive Officer (CEO).

Consultation:

As the proposed amendments to the current Delegation Register are relatively minor, there has been no prior discussion on this matter.

Statutory Environment:

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

1. A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

* Absolute majority required.

2. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.44. CEO may delegate powers and duties to other employees

1. A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
2. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Relevant Plans and Policy:

There are no plans or policies directly applicable to this report, however compliance with Council Policy is required with the exercise of delegated authority by staff.

Financial Implications:

There are no direct financial implications arising from this report.

Risk Assessment:

Risk exists for Council that:

- In not ensuring appropriate level of delegation and sub-delegation, and maintaining an up to date delegation register, the Shire of Brookton will find it difficult to operate in an effective and efficient manner.
- Officers who are delegated authority exceeding that authority.

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

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

Community & Strategic Objectives:

This proposal relates to delivery of Council business and services. This indirectly supports achieving community and strategic objectives.

Comment: Nil at this time

OFFICER'S RECOMMENDATION

That Council adopt the amended Council delegation 1.36 Purchasing Authority, as included at Attachment 15.11.22.01A.

(Absolute Majority Vote Required)

Attachments

Attachment 15.11.22.01A – Amended Delegation - 1.36 Purchasing Authority

1.36 Purchasing Authority

Delegator:	Council		
Express Power to Delegate:	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
Delegated to:	Chief Executive Officer		
Delegated Function:	Complete purchasing authority across all Budget lines (in accordance with Council's Policies and the tender threshold of \$249,999 (GST Exclusive).		
Conditions of Delegation:	Provision made for purchase in the Council's Budget. Compliance with Council Policy including but not limited to; ✓ 2.20 Purchasing.		
Delegation adopted by Council:	Meeting:	Date: 21 Oct 2021	Minute: OCM 10.21-08
Delegation reviewed by Council:	Meeting:	Date: 15 Sep 2022	Minute: OCM 09.22-10

Sub-delegator:	Chief Executive Officer		
Express Power to Sub-delegate:	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
Subdelegated to:	Complete purchasing authority across all Budget lines up to the following limits: ✓ Manager Corporate and Community \$49,999 ✓ Manager Infrastructure and Works \$49,999 ✓ Manager Projects \$49,999 ✓ Works Coordinator \$5,000 ✓ Building Maintenance Officer \$5,000 ✓ Executive Governance Officer \$3,000 ✓ CRC Coordinator \$3,000 ✓ Community Emergency Service Manager \$1,500		
Additional conditions of Sub-delegation:	For expediency and practicality, the above officers also have general purchasing authority, across all Budget lines, subject to provision being contained in the Budget, regardless of the relevant 'Responsible Officer'.		
Sub-delegation approved by:	Name:	Signature:	Date:

Compliance References:	✓ <i>Local Government Act, 1995</i> ✓ <i>Council Procurement Policy 2.36</i>
Record Keeping:	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
Version No.	13

15.11.22.02 SHIRE OF BROOKTON – STAFF UNIFORM – SHIRE BRANDED POLO SHIRT

File No:	GOV031A
Date of Meeting:	17 th November 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Direct Financial Interest – The author is a Shire of Brookton employee and the draft policy relates to the issuing of a benefit to the Shire employees
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider policy for Council to issue permanent Shire of Brookton employees with a Shire of Brookton branded polo shirt.

Description of Proposal:

The draft policy included at Attachment 15.11.22.02A, seeks for to provide permanent staff with a Shire of Brookton branded polo shirt.

Shire staff will be able to wear this shirt:

1. in administration work settings;
2. At work events where a casual clothing is suitable and safety clothing is not required. This could include training and conferences;
3. At functions where the employee wishes to represent the Shire of Brookton.

The provision of a Shire branded polo shirt to employees will hopefully

1. promote an acceptable, uniform appearance of Shire of Brookton staff to the general public;
2. promote the Shire of Brookton in local government settings attended by staff; and
3. demonstrate pride in the employee's employment with the Shire of Brookton

Background:

In the recent past the Shire of Brookton has facilitated the purchase of Shire branded polo shirts by Shire staff.

Consultation: Nil

Statutory Environment: Nil

Relevant Plans and Policy:

With Council approval the draft policy induced at Attachment 15.11.22.02A will be included in Council's policy manual.

Financial Implications:

Council has allocated resources to the purchase of staff uniforms. It is anticipated that this allocation will meet the requirements of the draft policy for 2022/23..

Risk Assessment:

Few consequences are anticipated and the outcomes would be minor in nature.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
	Almost Certain	Medium	High	High	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:

Uniform policy relates to delivery of core business and services.

Comment: Nil

OFFICER'S RECOMMENDATION

That Council adopt Policy included at Attachment 15.11.22.02A to regulate the issuing to permanent Shire of Brookton employees a Shire of Brookton branded polo shirt.

(Simple majority Vote required)

Attachments

Attachment 15.11.22.02A – Draft Policy 2.49 Shire of Brookton Staff Uniform – Polo Shirt

2.49 Shire of Brookton Staff Uniform – Shire Branded Polo Shirt

Directorate:	Executive			
Statutory Environment:	<i>Local Government Act, 1995</i>			
Council Adoption:	Date:		Resolution #:	
Last Amended:	Date:		Resolution #:	
Review Date:	June 2023			

Objective:

To have staff able to wear Shire clothing at work and suitable events so that they promote an acceptable uniform appearance to the general public and display pride in their employment with the Shire of Brookton.

Policy:

Council will provide staff with one Shire of Brookton branded polo shirt that includes the Shire of Brookton logo.

Guidelines

1. Staff eligible under this policy include all permanent and full time staff.
2. Staff not eligible under this policy include all casual part time and full time staff.
3. The Shire of Brookton will purchase and issue shirts in an efficient manner. Some newly employed staff may need to wait for a period until the Shire of Brookton completes an order.
4. The Shire of Brookton branded polo shirts may have additional logos added for relevant staff at the CEO's discretion. For example, Shire staff working from the Brookton CRC may also have the CRC logo included on the shirt.
5. Staff wishing to obtain additional shirts will be able to purchase these at cost price when the Shire of Brookton completes an order.
6. The purchase of additional shirts cannot be completed under Policy 2.48 Uniform Allowance.

16.11.22 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

17.11.22 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

17.11.22.01 URGENT BUSINESS – REQUEST TO WAIVE FEES – BROOKTON DISTRICT HIGH SCHOOL

File No:	COM002
Date of Meeting:	17 November 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate Community
Authorising Officer:	Deanne Sweeney – Manager Corporate Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider reviewing a request to consider a request to waive fees from Brookton District High School to use community bus.

Description of Proposal: Nil

Background:

Staff are attempting to have the Agenda prepared at least a week before each Council Meeting. In completing this schedule, business of an urgent nature will arise from time to time within the district, would be delayed by Council not considering the item.

Consultation: Nil

Statutory Environment: Nil

Relevant Plans and Policy:

Shire of Brookton Policy

1.17 STANDING ORDERS AND MEETING PROTOCOL LOCAL GOVERNMENT (Council Meetings)

5.4 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.

- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

Financial Implications: Nil

Risk Assessment:

Should the Council not support this item, there is a small reputational risk arising from not considering the urgent business.

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

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

Community & Strategic Objectives: Nil

Comment: Nil

PRESIDING MEMBER'S RECOMMENDATION

That Council consider the urgent business relating to a request to waive fees from Brookton District High School.

17.11.22.02 REQUEST FOR FEE WAIVER – BROOKTON DISTRICT HIGH SCHOOL

File No:	COM002
Date of Meeting:	17 November 2022
Location/Address:	N/A
Name of Applicant:	Brookton District High School
Name of Owner:	N/A
Author/s:	Kylie Freeman – Community Development Officer
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Report:

Council is to consider waiving of the adopted charge for the hire of the Shire of Brookton Community Bus by the Brookton District High School for transporting senior students to a school ball being held in Quairading on Friday 2nd December 2022.

Description of Proposal:

A copy of the request is included in attachment 17.11.22.02A.

Under the Council’s 2022-2023 Schedule of Fees and Charges, the following applies:

Particulars	Unit	Rate	GST	Charge
Full Hire *	Per Km	\$0.82	\$0.08	\$0.90
Minimum Hire *	Minimum	\$38.18	\$3.82	\$42.00

A bond of \$350.00 is held by the Shire of Brookton.

Should Council accept the Brookton District High School’s request that the hire fees be waived, Council would incur an approximate reduction of revenue of \$172 (estimated as 80km via State Route 40 and Dangin Mears Road twice). This full reduction cannot be calculated prior because of the distance travelled can only be accurately calculated after the event.

Background:

Attending a School Ball as a senior student is a right of passage that is increasing in popularity in Western Australian Schools.

Brookton District High School senior students have an opportunity to attend a school ball which is being hosted in Quairading. Each year, a school ball is hosted by either Quairading or Brookton District High Schools. A significant number of the Shire of Brookton District High School students who will attend are from disadvantaged backgrounds and may not be able to afford the additional expense of the hire of the community bus.

Consultation:

There has been no consultation regarding this matter.

Statutory Environment:

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may –
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

*Absolute majority required

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

Relevant Plans and Policy:

There are no relevant plans or policy applicable to this matter.

Financial Implications:

Resolution of the Officer’s Recommendation will reduce Shire income by an estimated \$144.

Risk Assessment:

The risk in relation to this matter is assessed as “Low”.

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

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

Community & Strategic Objectives:

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the proposal relates to:

- Function 24 Community Support
- Action 24.1 – Support community group activities

Comment

Reducing barriers for students to attend the Brookton District High School Ball increases the

potential for a successful School Ball event. A successful School Ball event will have positive impacts on the reputation of the Brookton District High School and education in Brookton.

OFFICER'S RECOMMENDATION

That Council waive the hire fee for hire of the Shire of Brookton Community Bus by the Brookton District High School on Friday 2nd December 2022 to attend the School Ball in Quairading.

(Vote by Absolute Majority required)

Attachments

Attachment 17.11.22.02A – Request from Brookton District High School

Gary Sherry

From: QUAIN Aoife [Brookton District High School] <aoife.quain@education.wa.edu.au>
Sent: Monday, 14 November 2022 9:37 AM
To: Administration Officer
Cc: Cr Tamara Lilly
Subject: School ball

To Whom it may concern,

I am writing to you today about you possibly donating your shire bus for our high school ball kids to attend the school ball in Quairading.

A lot of these students come from disadvantaged backgrounds and cannot afford the expensive of hire a bus. Which ultimately means they would be unable to attend, and this would be shame as this event is big occasion in a teenager's life.

Thank you for your consideration in advance.
Look forward to hearing from you soon.

Yours sincerely,
Aoife Quain
School chaplain
Brookton district high school
96425000

17.11.22.03 RFQ 5 – 2022 ARCHITECTURAL SERVICE FOR THE PROPOSED BROOKTON RAILWAY STATION REFURBISHMENT – NOVEMBER 2022

File No:	Not Applicable
Date of Meeting:	17 November 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Kevin D’Alton – Manager Projects
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council to consider and award a contract for the Design, Construction Cost Estimate, Detailed construction drawings and Tender Specifications, for the proposed refurbishment of the Brookton Railway Station from suitable qualified and experienced architects.

Description of Proposal:

As indicated in the RFQ document Council will award the contract to the respondent(s) who best demonstrate the ability to provide quality products and services at a competitive price.

The prices were assessed together with compliance and qualitative criteria to determine the most advantageous outcome to the Shire of Brookton.

The Shire of Brookton has adopted a best value for money approach to this procurement. Although price was considered, the submission containing the lowest price was not necessarily recommended, nor was the submission ranked the highest on the qualitative criteria.

The following evaluation methodology was used in respect of this procurement:

1. Submissions were checked for completeness and compliance. Submissions that did not contain all information requested within the RFQ may have been excluded from evaluation.
2. Submissions were assessed against the Qualitative Criteria.

The RFQ includes the following Qualitative Selection Criteria and weightings:

- Relevant Experience (35%)
- Demonstrated Understanding and Methodology (35%)
- Architects Resources (30%)

A table detailing the Officer’s assessment is included at Confidential Attachment 17.11.22.03A.

A table detailing the price’s submitted with quotations is included at Confidential Attachment 17.11.22.03B.

Background:

Shire of Brookton is at the ‘crossroads’ of addressing community need with the existing Railway Station buildings having experienced limited use in recent years and requiring rejuvenation structurally and aesthetically. The buildings have traditionally been central to the community’s social fabric but the facility is now aged, and through a lack of attentive maintenance presents as tied, outdated, and structurally unsound. This all has detracted from its meaningful purpose and earlier popularity.

In 2021 the Council engaged the services of an architect consultant to develop concept design options for the Brookton Railway Station. Following community consultation and submissions on the four options provided, in January 2022 Council endorsed option 1B.

Following statewide advertising an RFQ was sent out on the 15th October 2022 with a closing date of 8th November 2022. 5 submissions from Architectural Services were received by the closing date, which have been scored and ranked.

Consultation:

Council completed significant community consultation in the completing of a concept design.

Statutory Environment:

Nil

Relevant Plans and Policy:

Council Policy 2.36 – “Procurement” is applied by staff when calling for quotations

Financial Implications:

The financial commitment for the supply of Architectural Services is included in the relevant construction and operational budgets for this project.

Risk Assessment:

The risk in relation to this matter is assessed as “Medium”

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

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

Community & Strategic Objectives:

The upgrading and improvement of the Brookton Railway Station aligns with the Shire of Brookton's Corporate Business Plan.

Comment

Based on these evaluation completed in Confidential Attachment 17.11.22.03A, the Officer's Recommendation is that Council award the contract for the Architectural Service for the Proposed Brookton Railway Station Refurbishment - November 2022 to awarded to Stephen Carrick Architects for a lump sum fee of \$81,730 (GST Inclusive).

OFFICER'S RECOMMENDATION

That Council, having considered all quotations received, accepts the quotation submitted from Stephen Carrick Architects for the supply Architectural Service for the Proposed Brookton Railway Station Refurbishment 22/23 for a lump sum fee of \$81,730 (GST Inclusive).

(Simple majority Vote required)

Attachments

Confidential Attachment 17.11.22.03A – Qualitative Criteria & Price Schedule RFQ 5-2022 – Architectural Services for the Proposed Brookton Railway Station Refurbishment.

Confidential Attachment 17.11.22.03B – Submitted Pricing Breakdown

17.11.22.04 STRATEGIC COMMUNITY PLAN (SCP) JULY 2022 TO JUNE 2032

File No:	GOV025A
Date of Meeting:	17 November 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider adoption of a draft Strategic Community Plan July 2022 to June 2032.

Description of Proposal:

The draft Strategic Community Plan (SCP) 2022-2032 is the product of engagement with people from all walks of life and organisations within the community. Comments and ideas were sought from community members on topics such as why, as an individual, they like living in the Shire of Brookton, what they thought were the major focus areas for the Shire for the next ten years and, what their vision was for the Shire to form an updated Vision Statement.

Council appointed G11 Team to again review and prepare the SCP and CBP. As part of the SCP process the following meetings were held:

- A community workshop in April 2022;
- Discussions with key stakeholders;
- Two Council workshops were held in March and May 2022;
- Community input was sought through an online survey.

The draft SCP 2022 to 2032 is included in Separate Attachment 17.11.22.04A.

The draft SCP:

1. identifies five streams with 15 outcomes to achieve;
2. the business and agricultural hub stream includes objectives around new business, business growth and employment;
3. the stop over destination stream includes objectives around strategic identity, anytime visitation and peaked visitation;
4. the community spirit stream includes objectives around community connectedness, volunteer engagement and learning;
5. the celebrated life stream includes objectives around all age wellbeing, amenities and housing and accommodation; and
6. the celebrated place stream includes objectives around the built form, environment, and Brookton culture.

Background:

Every four years Council undertakes a comprehensive or major review of its Strategic Community Plan and creates an updated Plan that looks ahead over the next 10 years. The reviewed Plan takes into consideration contemporary factors and expectations that influence the way we live and how we want to live in the future.

The Strategic Community Plan is required to:

- set out the Vision, Aspirations and Objectives of the community in the district.
- be reviewed (major) at least every four years.
- consult with electors and ratepayers when reviewing or developing the Plan.
- have regard to the Shire's future resources and capacity, strategic performance indicators and demographic trends; and
- be adopted by an Absolute Majority of Council.

In consideration of the above, a major review of the SCP was completed in early 2018 and a minor "desktop" review of the SCP in 2020.

Consultation:

Community consultation outlined elsewhere was completed as part of the SCP review process.

Statutory Environment:

Section 5.56(1) and (2) of the *Local Government Act, 1995* requires each local government to prepare a 'plan for the future' of its district by developing plans in accordance with the Local Government (Administration) Amendment Regulations (No. 2) 2011; Division 3 — Planning for the future.

Specifically, Regulation 19C includes:

- (2) *A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) *A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) *A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) *In making or reviewing a strategic community plan, a local government is to have regard to —*
 - (a) *the capacity of its current resources and the anticipated capacity of its future resources; and*
 - (b) *strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
 - (c) *demographic trends.*
- (7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
**Absolute majority required.*

Relevant Plans and Policy:

Council Policy 2.42 *Integrated Planning and Reporting (IPR) And Annual Budget Preparation* is relevant to this report.

Financial Implications:

There are no direct financial implications associated with Council consideration of the draft SCP 2022-2032.

The Strategic Community Plan informs the Shire’s Long Term Financial Plan and Corporate Business Plan, which includes projects, programs, and services from the first four budget years.

Risk Assessment:

Risk is assessed as medium with major consequences for not completing the statutory compliance with the likelihood being 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

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 SCP 2022-2032 sets the strategic direction for the Brookton community.

Comment: Nil

OFFICER’S RECOMMENDATION

That Council adopt the Strategic Community Plan July 2022 to June 2032 included at Attachment 17.11.22.04A.

(Simple majority Vote required)

Attachments

Attachment Under Separate Cover 17.11.22.04A – Draft Strategic Community Plan 2022-2032

17.11.22.05 SHIRE OF BROOKTON CORPORATE BUSINESS PLAN 2022 TO 2032

File No:	GOV025B
Date of Meeting:	17 November 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

This report seeks Council review of the Shire of Brookton Corporate Business Plan (CBP) July 2022 to June 2032.

Description of Proposal:

A draft Shire of Brookton Corporate Business Plan (CBP) 2022 to 2032 is included at Attachment 17.11.22.05A.

This new CBP is completely aligned to the Community's vision statement created four years ago. It has a growth pillar to strategically grow business, visitation and liveability – as the community's vision statement lists. Extra to this, is a focus on community connectiveness, again as a result of community's feedback to each other. All community members, including those from the Shire of Brookton look forward to delivering the Strategic Community Plan 2022-2032.

The CBP 2022-2032 seeks to be an executable Plan that lists accountabilities, funding types, year to be delivered and measurables. Milestones will be promoted in advance, and successes highlighted at quarterly intervals. The open content of this plan is a first step in demonstrating greater transparency.

In addition to the community outcomes from the Strategic Community Plan 2022-2032, three Outcomes with Deliverables have been added to achieve a high performing Shire of Brookton.

Once adopted, the CBP 2022-2032 will be made available to the community on the Shire of Brookton website and Shire of Brookton staff.

In accordance with the Local Government (Administration) Regulations 1996, Regulation 19DA, the Corporate Business Plan will be reviewed annually, however the first revision will occur in early 2023 as part of the preparation of the 2023/24 Council Budget.

Background:

The Local Government (Administration) Regulations 1996 requires local governments to adopt a Strategic Community Plan and a CBP. Council is to consider a draft Strategic Community Plan 2022- 2032 in another report to this Council Meeting.

The draft CBP 2022-2032 has been completed in conjunction with the development of the draft Strategic Community Plan by Green11 consultancy.

Consultation:

The draft CBP is directly prepared from the draft Strategic Community Plan 2022-2032. Council completed significant community consultation in the Strategic Community Plan 2022-2032 process that included:

- A community workshop in April 2022;
- Discussions with key stakeholders;
- Two Council workshops were held in March and May 2022; and
- Community input was sought through an online survey.

Statutory Environment:

Section 5.56(1) and (2) of the *Local Government Act, 1995* requires each local government to prepare a 'plan for the future' of its district by developing plans in accordance with the Local Government (Administration) Amendment Regulations (No. 2) 2011; Division 3 — Planning for the future.

Specifically, Regulation 19DA where it relates to the CBP states:

- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

**Absolute majority required.*

Relevant Plans and Policy:

Council Policy 2.42 *Integrated Planning and Reporting (IPR) And Annual Budget Preparation* is relevant to this report.

Financial Implications:

There are no direct financial implications in relation to consideration of the draft CBP 2022-2032.

The draft CBP 2022-2032 informs the Shire of Brookton's Annual Budget.

Risk Assessment:

Risk is assessed as medium with major consequences for not completing the statutory compliance with the likelihood being unlikely.

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

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

Community & Strategic Objectives:

The CBP 2022-2032 identifies the key corporate goals that delivers the strategic direction for the Brookton community.

Comment

Nil

OFFICER'S RECOMMENDATION

That Council adopt the draft Corporate Business Plan 2022 to 2032 included at Attachment 17.11.22.05A.

(Simple majority Vote required)

Attachments

Attachment 17.11.22.05A – draft Corporate Business Plan July 2022 to June 2032

Corporate Business Plan July 2022 to June 2032

Shire of Brookton's response to the BROOKTON community's Strategic Community Plan.

Welcome to the
Shire of Brookton
Growing the Future

Shire of Brookton
Growing the future

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Acknowledgement of Country

The Shire of Brookton acknowledges the Traditional Custodians, the Wilman People, on whose land we are living and pay our respects to their Elders past, present and emerging.



Messages from our Shire President Katrina Chute

The community of BROOKTON has spoken and created The BROOKTON 15 – a series of 15 Outcomes it wishes to achieve over the next four years. The BROOKTON 15 appear in the Strategic Community Plan. In response, the Shire of Brookton has added three further Outcomes, to ensure it is best positioned to deliver upon the community's aspirations.

This new Corporate Business Plan is completely aligned to the Community's vision statement created four years ago. It has a growth pillar to strategically grow business, visitation and liveability – as the community's vision statement lists. Extra to this, is a focus on community connectiveness, again as a result of community's feedback to each other. All community members, including those from the Shire of Brookton look forward to delivering the Strategic Community Plan.

Message from our CEO Gary Sherry

During this strategic phase, the Shire of Brookton has taken a bold leap to ensure we all together execute the Plan. The writing of the Plan has shifted in form from an aspirational Plan to an executable Plan. Community members will notice the language used is as though we are in June 2026. The Shire of Brookton's Corporate Business Plan has accountabilities listed, funding types, year to be delivered and measurables. Milestones will be promoted in advance, and successes highlighted at quarterly intervals.

The open content of this plan is the first step in demonstrating greater transparency. Community members are invited to contribute to the delivery of the Strategic Community Plan. The Shire of Brookton aims to help this engagement over the next four-year phase. The Shire of Brookton has added three Outcomes with Deliverables to the community's plan segmented transparently to achieve a high performing Shire of Brookton.



The graphic features a blue background with a large circular image of a field at the bottom. On the left, three smaller circular images are arranged vertically: a tractor and combine harvester in a shed, a yellow 'OUT' sign on a post, and a woman coaching a child on a golf course. A central cluster of three overlapping circles (light blue, yellow, and green) is connected to the text by dotted lines. A large circular image on the right shows a group of nine people, including council members, waving in front of a brick building with a 'Brookton' sign.

Community Vision

BROOKTON is
a well-recognised business and agricultural hub,
a flourishing stop-over destination,
and a celebrated place to live.

Shire of Brookton Mission Statement

The Shire of Brookton Council has two reasons' for being.

To Sustain the Balance of BROOKTON

+ To Build a Bigger, Better BROOKTON



Success of The BROOKTON 20

The Community and Shire of Brookton successfully achieved 65% of the 2018 to 2022 Strategic Community Plan. Within the framework of The BROOKTON 20 most achievements were aligned to:

Outcome 14: History, heritage, recreation and culture.
Outcome 19: Buildings.
Outcome 4: Jobs and volunteering.

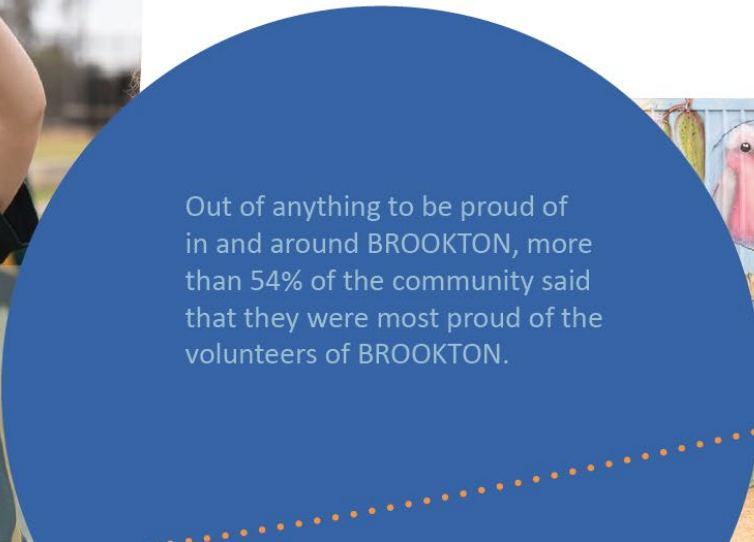
And the least achievements aligned to:

Outcome 1: New and secondary industry.
Outcome 5: Older population.
Outcome 15: Technology and automation.



Here is a list of most of the community's and Shire of Brookton's achievements.

- Seasonal accommodation chalets.
- Caravan park refurbishment and upgrades of the grounds.
- Bike track construction and expansion of recreation space.
- Boundary signage and branding, including licence plates.
- Country Club shed mural.
- Railway Station refurbishment design and engagement.
- Hall refurbishment design and engagement.
- Recreation Precinct plan advancement.
- Building of the Youth Shed.
- Building of the Men's Shed and Community Garden Shed.
- Creation of Community Garden.
- Creation of Brookton Community Inc.
- Community Chest Fund (creation and implementation)
- Successful grant funding for the Historical Society.
- A second hairdressing business opened.
- Brookton Tyres expansion.



Out of anything to be proud of in and around BROOKTON, more than 54% of the community said that they were most proud of the volunteers of BROOKTON.



- Coote Motors expansion.
- Rushton's expansion.
- Eagle Eye Engineering expansion.
- New medical centre.
- Two Doctors Surgeries.
- Brookton Country Club CSRFF funding for T boxes.
- Sale of Kalkarni.
- Student Council operating at Shire Council.
- Bedford Arms Hotel reopened.
- The Brookton opened as a B & B.
- Expansion of the Niche Wall.
- Power at Cricket nets and installation for bowling machine.
- Brookton Country Club - bowling green replacement.
- Gate and fencing installed at WB Eva Pavilion – playground.
- Happy Valley Water connected to School, and emergency fire fighting, and emergency watering of livestock.
- Works Depot upgraded.
- Pavilion playground shade structure upgraded.
- Footpath upgraded at Richardson and Lennard Streets.
- Gazebo installed at the Memorial Park.
- RV Lions Park upgrades.
- Tear-off tourism maps created.
- New display cabinets at WB Eva Pavilion.
- Brookton's first Aboriginal Councillor sworn into office 2021.
- REED Inc. took over management of Milly Molly Mandy's.
- Upgrade of Richardson Street.
- NBN Installations into WB Eva Pavilion and Shire Office.
- CBH Brookton was identified as a significant site with major upgrades undertaken.
- Brookton's Celebratory Moments Projects.
- Generator power supply at Shire Office, Pavilion and Country Club. Two generators purchased.
- Tianco Premium Grain Facility.
- Aldersyde Hall renovations including \$120 000 FRRR funding and Lotterywest funding.
- CWA kitchen and toilet renovations.
- New, yet short term, Egg Farm business.
- DFES Award recipients: William Wilkinson and Len Simmons.
- St John Award Recipients: Cliff Fishlock, Rob Stedman and Anne Stedman.
- Adoption of Reserve 43158 Management Plan 2020-2030 including Shire Administration, Community Garden, Aquatic Centre, Sport and Rec, Caravan Park, Youth, Health and Aged Care, Tourism.
- Brookton Business Retail/Frontage upgrades at Brookton Rural Traders, Brookton IGA, Brookton Deli, Office of Regional Architecture, Stumpy's, Liberty Roadhouse.
- No-cost relocation of Brookton Art and Crafts, and Brookton Op Shop from Railway Station.
- Brookton Community Inc – FRRR grant to fit out two new purpose build community sheds with whitegoods to both kitchens.
- Re-Branded Street Name Signage – replacement.
- Ownership independence of Aldersyde Agricultural Hall by the Aldersyde Community.
- Regenerative Agriculture Conference hosted at Brookton Memorial Town Hall.
- Brookton Community Garden – \$15 000 grant for infrastructure establishment.



Financial Trends

During community engagement for the Strategic Community Plan, community members requested an increase in financial transparency. In response, the Shire of Brookton wish to build upon their financial analysis and transparency. In June 2022, the following data is available to share.

Shire of Brookton Trends	2013	2017	2021	Trend
SoB workforce numbers (FTE's)	21.5	24.5	32.6	increasing
SoB total salary of workforce (\$)	1,368,336	1,630,679	2,376,619	increasing
SoB percentage of salary to expenditure	17%	19%	35%	increasing
SoB infrastructure assets (\$)	9,526,678	70,539,257	67,261,760	static
SoB property plant and equipment (\$)	12,481,223	25,115,645	17,899,231	decreasing
SoB cash backed reserves (\$)	2,814,073	3,504,765	11,626,742	increasing
SoB borrowings (\$)	2,053,169	1,610,790	945,116	decreasing
SoB annual rates revenue (\$)	1,464,761	1,889,411	2,333,089	increasing
SoB annual revenue (\$)	8,712,265	9,300,800	6,098,994	decreasing
SoB annual expenditure (\$)	7,889,078	8,602,566	6,771,166	decreasing
SoB ratio of rates to expenditure (%)	19%	22%	34%	increasing



BROOKTON is
a well-recognised business and agricultural hub, a flourishing stop-over destination, and a celebrated place to live.

Business and Agricultural hub

1.

New business

- 1.1 Industrial land project.
- 1.2 Education site advancement project.
- 1.3 BROOKTON business diversification program.
- 1.4 Renewables initiative project.

2.

Business growth

- 2.1 Commercial space project.
- 2.2 Business support program.
- 2.3 BROOKTON business program.

3.

Employment

- 3.1 Employment insights project.
- 3.2 Remote working attraction program.
- 3.3 Youth employment stimulus program.
- 3.4 Employment-of-the-future awareness project.
- 3.5 Childcare support program.

Stop-over destination

4.

Strategic identity

- 4.1 Significant assets program.
- 4.2 Significant stories program.
- 4.3 BROOKTON brand advancement program.

5.

Anytime visitation

- 5.1 BROOKTON TRAILS project.
- 5.2 Stage 2 caravan park project.
- 5.3 Visitor amenity advancement program.
- 5.4 Shire partnership tourism program.

6.

Peaked visitation

- 6.1 Local and visitor events program.
- 6.2 BROOKTON TRAILS activation program.
- 6.3 BROOKTON tourism products project.

Community Spirit

7.

Connected BROOKTON

- 7.1 BROOKTON communication advancement project.
- 7.2 Community Enterprise Advisory Group advancement program.
- 7.3 Community connectiveness program.

8.

Volunteer engagement

- 8.1 Volunteer support project.
- 8.2 Community readiness program.
- 8.3 Volunteer-of-the-future project.

9.

Learning community

- 9.1 Insights advancement system.
- 9.2 SCP performance and monitoring system.
- 9.3 Learning scholarship program.

Celebrated life

10.

All age wellbeing

- 10.1 Sport and recreation action program.
- 10.2 Aging-in-place program.
- 10.3 Community safety advancement program.
- 10.4 Community health program.
- 10.5 Disability and inclusion action program.

11.

Amenities

- 11.1 Water supply improvement project.
- 11.2 Power performance project.
- 11.3 Telecommunications connectivity program.
- 11.4 Sewerage expansion project.
- 11.5 Recycling and waste modernisation project.

12.

Housing and Accommodation

- 12.1 Short term housing project.
- 12.2 Housing development-ready land release project.
- 12.3 Diverse accommodation stimulus project.
- 12.4 Housing-of-the-future project.

13.

Built form

- 13.1 All-of-BROOKTON planning project.
- 13.2 Visitor Precinct Phase B project.
- 13.3 Civic Precinct redevelopment project.
- 13.4 Roads management system.

14.

Environment

- 14.1 Natural spaces enhancement project.
- 14.2 Streetscape beautification and branding project.
- 14.3 Natural Resources Management program.
- 14.4 Climate change contribution project.

15.

Cultural

- 15.1 Reconciliation Action Program.
- 15.2 BROOKTON cultural opportunities program.
- 15.3 Built form cultural activation project.

To Sustain the Balance of BROOKTON

+ To Build a Bigger, Better BROOKTON

High Performing Council

16.

Council operations

- 16.1 BROOKTON asset maintenance program.
- 16.2 CBP performance and monitoring system.
- 16.3 Council communications improvement project.
- 16.4 Records management project.
- 16.5 Local Emergency Management improvement project.
- 16.6 Governance and compliance improvement program.

17.

Council people and culture

- 17.1 Workforce culture program.
- 17.2 Elected Members development program.
- 17.3 Workforce structure program.
- 17.4 OSH systems implementation project.

18.

Council finances

- 18.1 Financial governance system.
- 18.2 Financial reporting improvement program.
- 18.3 Community's financial transparency program.
- 18.4 Focussed grant program.

Council Pillar - Council's contribution to BROOKTON's Strategic Community Plan

Shire of Brookton's new execution system of accountability.

An executable plan identifies specific outcomes and deliverables to be achieved by the end-date, in this case being June 2026. Each deliverable has a single point of accountability and a measurement to determine its completion. This plan helps to form a culture of accountability for all people involved with the plan. Within this type of planning execution can only exist on one piece (not many pieces) – the pieces are that sharp and succinct.

An executable plan is of value because all participants of the plan can see the whole and the segments at the same time. Executable plans create clarity by breaking down the overall plan into a number of succinct pieces. It is like seeing the entire jigsaw and the individual pieces at the same time.

Growth Pillar: A well-recognised business and agricultural hub



Outcomes	Deliverables	Funding type	Measurement	Measurement source	Accountability	Completed by			
						June-23	June-24	June-25	June-26
1. New business	1.1 Industrial land project	Reserves	>90% industrial land required is secured	9.1 Insights awareness system	CEO				●
	1.2 Education site advancement project	Community	>90% community satisfaction with education site (captured via survey)	Annual survey	CEO			●	
	1.3 BROOKTON Business diversification program	Existing	> 5 new businesses	9.1 Insights awareness system	MCC		●		
	1.4 Renewables initiative project	New	Impact of project completed: 10% reduction in greenhouse emissions from 2022	Climate change project data	CEO				●
2. Business growth	2.1 Commercial space project	Existing	>90% community satisfaction with commercial space (captured via survey)	Annual survey	CEO		●		
	2.2 Business support program	Existing	>90% of businesses satisfied with support provided (captured via survey)	Annual survey	MCC	●			
	2.3 BROOKTON business program	Existing	>75% community awareness of BROOKTON's business successes	Annual survey	MCC	●			
3. Employment	3.1 Employment insights project	Existing	> 90% collection of employment data	9.1 Insights awareness system	MCC	●			
	3.2 Remote working attraction program	Existing	% of BROOKTON residents working remotely (Captured via survey)	Annual survey	MCC				
	3.3 Youth employment stimulus program	Existing	95% eligible youth employed	Annual survey	MCC				
	3.4 Employment-of-the-future awareness project	Existing	>90% of community aware of employment trends (captured via survey)	Annual survey	MCC				●
	3.5 Childcare support program	New	% Parents satisfaction	Annual survey	MCC			●	

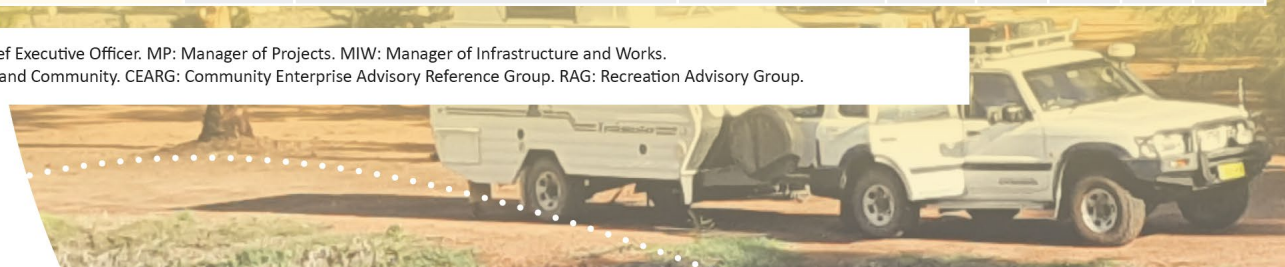
SP: Shire President. CEO: Chief Executive Officer. MP: Manager of Projects. MIW: Manager of Infrastructure and Works.
MCC: Manager of Corporate and Community. CEARG: Community Enterprise Advisory Reference Group. RAG: Recreation Advisory Group.

Growth Pillar:
A flourishing stop-over destination.



Outcomes	Deliverables	Funding type	Measurement	Measurement source	Accountability	Completed by			
						June-23	June-24	June-25	June-26
4. Strategic identity	4.1 Significant assets program	Existing	>90% of Brookton population aware of significant assets	Annual survey	MCC		●		
	4.2 Significant stories program	New	>90% of Brookton population aware of significant assets	Annual survey	MCC				●
	4.3 BROOKTON Brand advancement program	Existing	>90% brand awareness	Annual survey	MCC			●	
5. Anytime visitation	5.1 BROOKTON TRAILS project	Existing	10% annual increase in visitors stopping at Brookton to walk / ride trails	9.1 Insights awareness program	MCC		●		
	5.2 Stage 2 caravan park project	Existing	>90% customer satisfaction	9.1 Insights awareness program	MP		●		
	5.3 Visitor amenity advancement program	Existing	>90% of visitors are satisfied with amenities	9.1 Insights awareness program	MW		●		
	5.4 Shire partnership tourism program	Existing	10% increase in annual tourism	9.1 Insights awareness program	CEO				●
6. Peaked visitation	6.1 Local and visitor events program	Existing	10% increase in visitors annually	9.1 Insights awareness system	MCC	●			
	6.2 BROOKTON TRAILS activation program	New	10% annual increase in usage of trails	9.1 Insights awareness program	MCC		●		
	6.3 BROOKTON tourism products project	New	10% annual increase in purchase of products	9.1 Insights awareness program	MCC				●

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Growth Pillar:
Community Spirit.



Outcomes	Deliverables	Funding type	Measurement	Measurement source	Accountability	Completed by			
						June-23	June-24	June-25	June-26
7. Connected BROOKTON	7.1 BROOKTON communication advancement project	Existing	>90% satisfaction with communication	Annual survey	CEARG		●		
	7.2 COMMUNITY ENTERPRISE ADVISORY GROUP advancement program	Reserves	>90% satisfaction with advisory group	Annual survey	SP	●			
	7.3 Community connectiveness program	Existing	>90% satisfaction with community connection	Annual survey	CEARG			●	
8. Volunteer engagement	8.1 Volunteer support project	Existing	>90% satisfaction with volunteer support	Annual survey	MCC		●		
	8.2 Community readiness program	Existing	>90 % community readiness	Annual survey	CEO	●			
	8.3 Volunteer-of-the-future project	Existing	>90 % awareness of Volunteer needs	Annual survey	MCC				●
9. Learning community	9.1 Insights advancement system	New	100% of data captured	9.1 Insights awareness system	MCC			●	
	9.2 SCP performance and monitoring system	Existing	SCP scorecard updated on SOB website 6 x per year	SCP scorecard	CEO	●			
	9.3 Learning scholarship program	Existing	1 x scholarship per year	Annual scholarship application and selection	MCC		●		

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Growth Pillar:
Celebrated place to live. Celebrated Place.



Outcomes	Deliverables	Funding type	Measurement	Measurement source	Accountability	Completed by			
						June-23	June-24	June-25	June-26
10. All age wellbeing	10.1 Sport and recreation action program	Existing	5% annual increase in participation in sport and recreation	Annual survey	RAG	●			
	10.2 Aging-in-place program	Existing	5% annual increase in people over 70 years living in BROOKTON	9.1 Insights awareness system	MCC		●		
	10.3 Community safety advancement program	Existing	>95% of population feeling safe	Annual survey	CEO		●		
	10.4 Community health program	New	>95% of population satisfied with health services	Annual survey	MCC			●	
	10.5 Disability and inclusion action program	New	> 95% of people with disability feel included in the BROOKTON community	Annual survey	MCC	●			
11. Amenities	11.1 Water supply improvement project	Existing	>95% of BROOKTON population satisfied with water supply	Annual survey	MIW				●
	11.2 Power performance project	Existing	>95% of BROOKTON population satisfied with power supply	Annual survey	CEO				●
	11.3 Telecommunications connectivity program	Existing	>80% of BROOKTON population satisfied with telecommunications for residents, business and visitation.	Annual survey	CEO			●	
	11.4 Sewerage expansion project	Existing	Land has been released because of sewerage expansion	9.1 Insights awareness system	MIW				●
	11.5 Recycling and waste modernisation project	New	25% reduction in solid waste diversion to landfill	9.1 Insights awareness system	MIW			●	
12. Housing and accommodation	12.1 Short-term housing project	Existing	100% availability for accommodation in BROOKTON	9.1 Insights awareness system	CEO		●		
	12.2 Housing development-ready land release project	New	Required land is available for sale	9.1 Insights awareness system	CEO				●
	12.3 Diverse accommodation stimulus project	Existing	100% accommodation satisfaction	9.1 Insights awareness system	MP			●	
	12.4 Housing-of-the-future project	Existing	Long-term planning completed	9.1 Insights awareness system	MP				●

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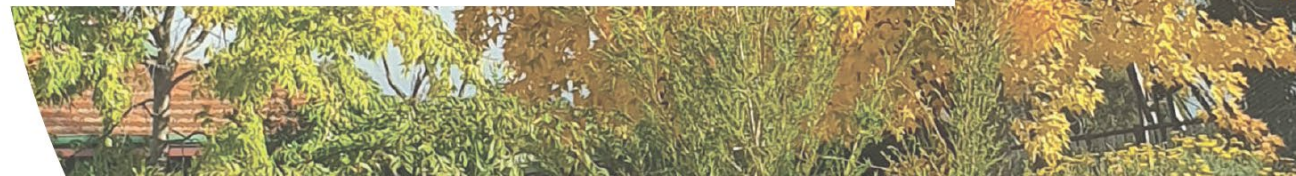


Growth Pillar:
Celebrated place to live. Celebrated Life.



Outcomes	Deliverables	Funding type	Measurement	Measurement source	Accountability	Completed by			
						June-23	June-24	June-25	June-26
13. Built form	13.1 All-of-BROOKTON planning project	Existing	>90% of BROOKTON population satisfied with Master Plan	Annual survey	CEARG	●			
	13.2 Visitor Precinct Phase B project	Reserves	>90% of BROOKTON population satisfied with visitor precinct	Annual survey	MP			●	
	13.3 Civic Precinct redevelopment project	Reserves	>90% of BROOKTON population satisfied with Civic precinct	Annual survey	MP		●		
	13.4 Roads management system	New	>90% of BROOKTON population satisfied with roads	Annual survey	MIW		●		
14. Environment	14.1 Natural spaces enhancement project	Community	>90% of BROOKTON population satisfied with natural spaces	Annual survey	MIW			●	
	14.2 Streetscape beautification and branding project	Existing	>90% of BROOKTON population satisfied with streetscape	Annual survey	MIW			●	
	14.3 Natural Resources Management program	Existing	Meeting or exceeding NRM Project compliance	*NRM Compliance document	MCC		●		
	14.4 Climate change contribution project	New	10% reduction in greenhouse emissions from 2022	9.1 Insights awareness system	CEO				●
15. Cultural	15.1 Reconciliation Action Program	Existing	Progressed through stages of RAP	9.1 Insights awareness system	CEO		●		
	15.2 BROOKTON cultural opportunities program	New	>90% of BROOKTON and visitors, satisfied with cultural opportunities across BROOKTON	Annual survey	MCC		●		
	15.3 Built-form cultural activation project	Reserves	>20% increase in activation of main built facilities around BROOKTON	9.1 Insights awareness system	MCC				

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Growth Pillar: High Performing Council



Outcomes	Deliverables	Funding type	Measurement	Measurement source	Accountability	Completed by			
						June-23	June-24	June-25	June-26
16. Council operations	16.1 BROOKTON Asset maintenance program	Existing	100% Benchmark achieved as required by the Integrated Planning and Reporting Advisory Standard 2016	*Asset maintenance scorecard	MIW	●			
	16.2 CBP Performance and Monitoring system	Existing	75% of deliverables on track reported on website	CBP Performance and Monitoring system	CEO	●			
	16.3 Council communications improvement project	Existing	>90% of community rate communication by the council as highly effective	Annual survey	CEO				●
	16.4 Records Management Project	Existing	100% compliance with Record Management Plan	*Records management audit	MCC			●	
	16.5 Local Emergency Management improvement project	Existing	100% compliance with LEM regulations	*LEM Compliance document	CEO		●		
	16.6 Governance & compliance improvement program	Existing	(>90% compliance with Annual governance audit) recommendation implemented	Compliance audit return	CEO		●		
17. Council people and culture	17.1 Workforce culture program	Existing	>90% Council employee satisfaction with culture	*Annual employee culture assessment	CEO		●		
	17.2 Elected Members Development Program	Existing	100% satisfaction with onboarding of elected members	*Annual elected members survey	SP		●		
	17.3 Workforce structure program	Existing	>95% of workforce structure operational	Organisational structure	MCC	●			
	17.4 OSH Systems Implementation Project	Existing	< 10 Lost time injury frequency rate (LTIFR)	OHS documentation	CEO			●	
18. Council finances	18.1 Financial governance system	Existing	100% Benchmark achieved as required by the Integrated Planning and Reporting Advisory Standard 2016	*Financial management review comparisons	MCC	●			
	18.2 Financial reporting improvement program	Existing	100% compliance with audit	Annual audit	MCC	●			
	18.3 Community's Financial transparency program	Existing	>90% of Community satisfied with financial transparency (CES)	Annual survey	MCC		●		
	18.4 Focussed Grant program	New	>75% prioritised grant applications successful	9.1 Insights awareness system	CEO			●	

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Integrated Planning and Reporting

Financial parameters during this four-year plan.

Financial resources are planned for in the 10 Year Long Term Financial Plan, which guides Shire of Brookton's annual budget. Council's annual budget process commences around May each year with the Budget normally adopted by Council at the July Council Meeting. The budget is created with two matters in mind; to achieve the community-formed Strategic Community Plan and to achieve the legislative requirements as stipulated in the Local Government Act.

Funding of the activities of the Council comes from rates, reserves, fees and charges, interest earnings, non-operating grants, operating grants, disposal of assets and loans. Unlike in the metropolitan area where 80% of the local government income typically comes from rates, the Shire of Brookton collects 40% of all income from rates. Non-operating grant funding is the next most significant source of Council income.

Most regional Council's attribute around 35% of revenue as rates. In the last strategic phase, Shire of Brookton sold Kalkarni. The sale proceeds of \$7 million can be seen as an irregular increase as cash backed reserves in the Financial Trends diagram on page 8 in this document. The Council believes that the proceeds of the sale of Kalkarni is 'the community's funds' and will be spent on 'community deliverables' identified through the Strategic Community Plan. All the funds are in Council's Reserves, which is the Council bank account, but included separately in Council's financial statements with a general identified purpose. This purpose could be Plant Reserve for plant replacement, Building Reserve for buildings. The funds are to be spent on projects that are consistent with the general identified Reserve purpose.

Workforce parameters during this four-year plan.

The Shire of Brookton's Council's mission statement is: To Sustain the Balance of BROOKTON + To Build a Bigger, Better BROOKTON. Often, in regional areas, the Strategic Community Plan is not achieved because the Council's workforce isn't able to perform both its legislative needs and the strategic needs of the community. Because the community and the Council in the Shire of Brookton have shifted to an executable planning method, it is now clear the type of workforce the Council requires to deliver on the community's Plan.

It is often difficult for a community to support growth in a Council workforce; however a high performing Council is exactly what a community needs to ensure growth. A strong robust Council workforce is more capable of achieving community's aspirations rather than an under resourced Council workforce. Investment in this Council's workforce through CBP Outcomes 16, 17 and 18 will result in better results for the community. Like all businesses, Local Government Authority's compliance needs have increased a great deal, thus a workforce to complete the compliance needs has increased too.



Shire of Brookton Integrated Planning sits under the Strategic Community Plan and the Corporate Business Plan.

Under the Local Government Act, there is much planning required by a Local Government Authority. Currently Shire of Brookton has the following plans up-to-date, in progress, outdated or non-existence. All plans fit under the Integrated Planning and Reporting framework with the community’s Strategic Community Plan being the governing plan.

Plans up-to-date	Plans in Progress, outdated or not in existence
Strategic Community Plan 2022 to 2032	Local Recovery Plan
Corporate Business Plan 2022 to 2026	Emergency Evacuation Plan
Reserve 43158 Management Plan 2020-2030	Strategic Resource Plan
Disability Access & Inclusion Plan 2018 – 2023	Workforce Plan
Age Friendly Community Plan 2017 – 2022	Sport and Recreation Plan 2006 – 2015
Housing Development Plan 2016 – 2031	Health Plan
Annual Budget	Waste Management Plan
Annual Report	Brookton Communications Plan 2011 – 2016
Delegation Register	Townscape Improvement Plan 2006
Emergency Management Plans	Civic Precinct Plan
• Animal Welfare Plan	ICT Plan
• Business Continuity Plan	Natural Resources Management Plan
• Local Emergency Management Arrangements	Climate Change Contribution Plan
Planning Scheme No. 4	Reconciliation Action Plan
Policy Manual	Economic Development Plan
Risk Management	Visitation Plan

Shire of Brookton new reporting process.

As part of the Shire of Brookton’s commitment to increased transparency and accountability, and inline with the Council’s fifth value of accountability, it is introducing a systematic approach monitoring progress. This Corporate Business Plan indicates the measurements, and measurement sources for each deliverable. Shire of Brookton will release quarterly progress reports to the community. At any point in time, the community will now know the success and progress of its Strategic Community Plan. The community can assist this process by providing insights to Shire of Brookton and joining in on the communication streams with Shire of Brookton, and within the community.





How to be involved

The Shire of Brookton Corporate Business Plan has been produced to achieve BROOKTON's Strategic Community Plan and its legislative needs.

The Shire of Brookton will monitor and release performance results on a quarter-by-quarter basis over the four-year strategic phase. Community members are encouraged to be involved as to 'how' to achieve each Deliverable in this current plan.

Shire of Brookton's next Corporate Business Plan will be created in 2026.

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18.11.22	CONFIDENTIAL REPORTS
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Nil

19.11.22	NEXT MEETING & CLOSURE
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The next Ordinary meeting of the Council will be held on Thursday 15th December 2022 commencing at 6.00 pm.