



ORDINARY MEETING OF COUNCIL

PUBLIC

MINUTES

19 AUGUST 2021

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 16/9/21.

Presiding Member: [Signature] Date: 16 September 2021

Disclaimer

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

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

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

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

Shire of Brookton
Ordinary Meeting of Council held 19 August 2021
Commenced at 6.00 pm

TABLE OF CONTENT

1.08.21	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2.08.21	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE.....	3
3.08.21	USE OF COMMON SEAL – JULY 2021.....	4
4.08.21	DELEGATED AUTHORITY – ACTIONS PERFORMED – JULY 2021	4
5.08.21	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	4
6.08.21	PUBLIC QUESTION TIME	4
7.08.21	APPLICATIONS FOR LEAVE OF ABSENCE.....	4
8.08.21	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	5
9.08.21	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	5
9.08.21.01	ORDINARY MEETING OF COUNCIL – 15 JULY 2021.....	5
9.08.21.02	AUDIT AND RISK COMMITTEE – 15 JULY 2021.....	5
10.08.21	ANNOUNCEMENTYS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	5
11.08.21	DISCLOSURE OF INTERESTS	6
12.08.21	TECHNICAL & DEVELOPMENT SERVICES REPORTS.....	6
13.08.21	COMMUNITY SERVICES REPORTS	7
13.08.21.01	COMMUNITY CHEST FUNDING APPLICATION – ANNUAL GRANTS – ALDERSYDE AGRICULTURAL HALL INCORPORATED	7
13.08.21.02	COMMUNITY CHEST FUND APPLICATION – ANNUAL GRANTS – BROOKTON COMMUNITY INCORPORATED.....	15
13.08.21.03	COMMUNITY CHEST FUNDING APPLICATION – ANNUAL GRANTS – BROOKTON COUNTRY CLUB	31
13.08.21.04	COMMUNITY CITIZENSHIP AWARDS 2022.....	46
14.08.21	CORPORATE SERVICES REPORTS.....	64
14.08.21.01	LIST OF ACCOUNTS FOR PAYMENT – JULY 2021.....	64
14.08.21.02	STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2021.....	67
15.08.21	GOVERNANCE	88
15.08.21.01	ADOPTION OF THE SHIRE OF BROOKTON BUSHFIRE RISK MANAGEMENT PLAN 2021-2026	88
16.08.21	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	93
17.08.21	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	93

17.08.21.01	APPOINTMENT OF AUTHORISED PERSON – ENVIRONMENTAL HEALTH OFFICER/ BUILDING SURVEYOR	93
18.08.21	CONFIDENTIAL REPORTS	97
18.08.21.01	APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER.....	97
18.08.21.02	CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS 2021.....	99
19.08.21	NEXT MEETING & CLOSURE	101

1.08.21 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 6.00pm.

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

2.08.21 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

Cr KL Crute	(Shire President)
Cr NC Walker	(Deputy Shire President)
Cr RT Fancote	
Cr TD Lilly	
Cr BK Watts	
Cr MG Macnab	

Staff (Non-Voting)

Ian D'Arcy	Chief Executive Officer	<i>(left the meeting at 6.09pm)</i>
Kellie Bartley	Manager Corporate and Community	<i>(left the meeting at 6.09pm)</i>
Danni Chard	Executive Governance Officer	

Apologies

Cr CE Hartl

Leave of absence

Members of the Public

Mr. Graeme Wearne	<i>(left the meeting at 6.01pm)</i>
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3.08.21 USE OF COMMON SEAL – JULY 2021

The Table below details the Use of Common Seal under delegated authority for the month of July 2021.

Use of Common Seal Register		
File Ref:	Purpose	Date Granted
IN21/3BC2B9DE	Stephen Carrick Architects Pty Ltd – Service Level Agreement	12 July 2021

4.08.21 DELEGATED AUTHORITY – ACTIONS PERFORMED – JULY 2021

The Table below details the actions of Council performed under delegated authority for the month July 2021.

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

BUILDING			
Application No.	Lot & Street	Type of Building Work	Date Granted
01.21-22	Lot 35 Railway Terrace Aldersyde	Additions	27 July 2021
02.21-22	Lot 391 Robinson Road, Brookton	Shed	12 July 2021
03.21-22	Brookton-Corrigin Road, Brookton	Yard Cover	14 July 2021
04.21-22	Brookton-Corrigin Road, Brookton	Shearing Shed	14 July 2021

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

PLANNING				
File Ref	Application Ref	Subject Land (incl. Scheme No.)	Purpose	Date Granted
A714	n/a	Lot 394 (Reserve 23384) Lefroy Street, Brookton	New Power Transmission Line and Associated vegetation Clearing	Letter dated: 30 July 2021

5.08.21 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.08.21 PUBLIC QUESTION TIME**Mr. Graeme Wearne**

Question tabled - Brookton Shire Council is requested to formally acknowledge and provide a written reply to the outstanding response to my initial request as at, 4 November 2018, whereby Shire was to advise what action has been taken to ensure there is no continuation of the illegal parking of the Brookton Plumbing septic truck on the public verge adjacent to the former company's property.

Response provided by Shire President

The Shire President informed Mr Wearne that his question is taken on notice and a formal written response will be forwarded to him and published in the next Council meeting Agenda.

Mr Graeme Wearne left the meeting at 6.01pm.

7.08.21 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

8.08.21 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

9.08.21 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**9.08.21.01 ORDINARY MEETING OF COUNCIL – 15 JULY 2021****OCM 08.21-01****COUNCIL RESOLUTION**

MOVED Cr Watts SECONDED Cr Macnab

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 15 July 2021, be confirmed as a true and correct record of the proceedings, with the following amendment:

- *Minute Number OCM 07.21-07, for the Attachment 14.07.21.04B, on page #9, due to an administration error.*

CARRIED BY SIMPLE MAJORITY VOTE 6/0

9.08.21.02 AUDIT AND RISK COMMITTEE – 15 JULY 2021**OCM 08.21-02****COUNCIL RESOLUTION**

MOVED Cr Lilly SECONDED Cr Walker

That the minutes of the Audit and Risk Committee meeting held in the Shire of Brookton Council Chambers, on 15 July 2021, be received by Council.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

10.08.21 ANNOUNCEMENTYS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

11.08.21 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.

Financial, Proximity and Impartiality Interests

Item no.	Members/Officers	Type of Interest	Nature of Interest
13.08.21.01	Cr Macnab	Financial	Treasure of Aldersyde Hall
13.08.21.02	Cr Lilly	Financial/ Proximity	BCI Committee (management) BCG Committee Member
13.08.21.03	Cr Walker	Financial	Chairperson of Country Club
13.08.21.03	Cr Crute	Financial	Executive Committee Member

12.08.21 TECHNICAL & DEVELOPMENT SERVICES REPORTS

Nil.

Cr Macnab declared a financial interest in Item 13.08.21.01 and left the meeting at 6.02pm.

13.08.21.01 COMMUNITY CHEST FUNDING APPLICATION – ANNUAL GRANTS – ALDERSYDE AGRICULTURAL HALL INCORPORATED

File No:	FIN008D
Date of Meeting:	19 August 2021
Location/Address:	N/A
Name of Applicant:	Aldersyde Agricultural Hall Incorporated
Name of Owner:	N/A
Author/s:	Sandie Spencer – Community Liaison Officer
Authorising Officer:	Kellie Bartley – Manager Corporate & Community
Declaration of Interest:	The author has no interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

This report relates to the application made by Aldersyde Agricultural Hall for the Community Chest Fund under the Policy 2.34 – Annual Grants – Section ‘Community Support Grants’.

The Aldersyde Agricultural Hall is seeking Council’s consideration for a grant of \$4,500.00 under the Community Chest Fund to provide financial support for the Meet and Greet Caravan Weekend to be held 10th – 12th September 2021.

The application from the Aldersyde Agricultural Hall is attached to this report as **Attachment 13.08.21.01A**.

Description of Proposal:

The Aldersyde Agricultural Hall Inc. is seeking financial support to assist in the preparation of the grounds, purchasing of cleaning, sundry and food items for the Meet and Greet Caravan weekend.

The Community Support Grant requires the community to group to match 1/3. The Aldersyde Agricultural Hall have demonstrated this and will be contributing \$5,200.00. This information is outlined on the income and expenditure on page 4 of the Community Chest Application.

Background:

The Council adopted a Council Policy – 2.34 - Community Funding and Donations Policy in June 2018 with amendments made in August 2019 and February 2020, recognising that community funding provides a significant opportunity to work collaboratively with local community groups, not-for-profit groups and individuals to facilitate and deliver projects and/or activities that have a number of community benefits, such as social inclusion and strengthening connections within the Shire.

The Aldersyde Hall is seeking funding under the Donations Policy ‘Annual Grants – Section ‘Community Support Grant’ allows a maximum of \$6,000 cash support per financial year. With matched funding of 1/3 – Community Group, 2/3 Shire Grant.

The grant money is intended to assist the Aldersyde Hall through enabling them to prepare the grounds, purchase cleaning and sundry items and hire of the ablutions and to also cover the cost of catering, of which volunteers will be cooking.

The Meet and Greet Caravan Weekend attracts approximately 40 to 50 caravaners and is a weekend to encourage and entertain city people in the country. Volunteers from the Brookton Community organise and conduct an array of tours and activities, to showcase the culture and history of the town and surrounds. These include wildflower trails, farm tours, a visit to Nine acre rock, Museum and church tour.

Consultation:

There has been consultation with the Manager Corporate and Community.

Statutory Environment:

Council is able to offer a donation or afford a financial grant through the adopted budget and policy framework for the Community Chest Fund, which have been endorsed under the relevant provisions of the *Local Government Act 1995*.

Relevant Plans and Policy:

Policy 2.34 – Community Funding and Donations is applicable to this application, with assessment against the relevant selection criteria detailed below:

Annual Grants:

Funding Category	Funding Amount	Guidelines
Community Support Grants	Maximum \$6,000 cash support per financial year. With matched funding of 1/3 – Community Group 2/3 Shire Grant	<ul style="list-style-type: none">• Only available to incorporated bodies• Available to applicants to support a community project, program, or event.• Applicants must demonstrate their ability to <u>match</u> Shire of Brookton grant support.• Applications can be made at any time throughout the year.

SELECTION CRITERIA (extracted from the Policy)

1. Only available to incorporated bodies.

The Aldersyde Agricultural Hall is an incorporated body.

2. Available to applicants to support a community project, program or event.

The event showcases the cultural and historical values and place of Brookton.

3. Applicants must demonstrate their ability to match Shire of Brookton grant support.

The Aldersyde Hall have demonstrated their ability to match the grant. This is outlined on page 4 of the Community Chest Application.

4. Applications can be made at any time throughout the year.

C. Recognition of Shire of Brookton support

The Shire of Brookton must be recognised for the support provided for all Annual Grants, Matched Funding Grants and Community Donations. Recognition requirements for all funding programs must be detailed to the Shire as part of the application process.

Financial Implications:

The Community Chest (COA E115050) set at \$40,000.

Risk Assessment:

The risk in relation to this matter with the Aldersyde Agricultural Hall Inc. is assessed as “Low” and whilst the provisions of the funding will assist to mitigate any further risks associated with this event.

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

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

Community & Strategic Objectives:

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

Specifically, the application for a funding donation aligns to:

Function 24 Community Support

Action 24.1 – Support community group activities

Comment:

The Aldersyde Agricultural Hall is managed by a dedicated group of volunteers, who host a number of events throughout the year to encourage visitors to Brookton. The community's goal were to bring local people together to create a sustainable community centre, look after one another and invite outsiders to visit the hall and surrounding area.

The benefits for the community capacity in this event will support various local businesses, increase the opportunity to take a view of Brookton from a historical, farming and tourism aspect whilst enjoying the caravan lifestyle in a rural setting.

On assessment the application has more than adequately addresses the stated criteria under Policy 2.34. It is recommended Council endorse the grant of \$4,500.00 from the Community Chest Fund.

OFFICER'S RECOMMENDATION

That Council in relation to the application from the Aldersyde Agricultural Hall under Council Policy 2.34 – Community Funding and Donations grant approval for a \$4,500.00 (excl. GST) financial grant from the Community Chest Fund.

(Simple majority vote required)

OCM 08.21-03

COUNCIL RESOLUTION

MOVED Cr Lilly SECONDED Cr Watts

That Council in relation to the application from the Aldersyde Agricultural Hall under Council Policy 2.34 – Community Funding and Donations grant approval for a \$4,500.00 (excl. GST) financial grant from the Community Chest Fund.

CARRIED BY SIMPLE MAJORITY VOTE 5/0

Attachment

Attachment 13.08.21.01A – Community Chest Fund Application – Aldersyde Agricultural Hall.

Community Chest Fund

Application Form

NAME OF ORGANISATION: Aldersyde Agricultural Hall Incorporated

CONTACT PERSON: Gail Macnab

POSITION: Treasurer

PHONE: 0456226674 FAX: _____

MOBILE: _____ EMAIL: gailmacnab@outlook.com

IS YOUR ORGANISATION INCORPORATED? ☒ YES ☐ NO

NAME OF PROJECT OR EVENT: Meet and Greet Caravan Weekend

ESTIMATED START DATE: 10th September 2021

ESTIMATED COMPLETION DATE: 12th September 2021

REQUESTED COMMUNITY CHEST FUNDS: \$4,500 -

COMMUNITY SUPPORT GRANT**1. BRIEF DESCRIPTION OF PROJECT/EVENT:**

ALDERSYDE AG HALL HOLDS A "MEET AND GREET" CARAVAN WEEKEND TO ENCOURAGE & ENTERTAIN CITY PEOPLE IN THE COUNTRY. THEY PARTAKE IN CAMP FIRES, VISIT A MUSEUM, WILDFLOWER TOURS, TOURISM SITES, VISIT A FARM TO SEE THE OLD & NEW MACHINERY AS WELL AS ENJOYING SOME HOME COOKED MEALS

2. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

FOOD, TOILET HIRE, MOWING GROUNDS, SUNDRY CLEANING ITEMS

3. HOW WILL YOUR PROJECT/EVENT BENEFIT THE BROOKTON COMMUNITY?

CARAVANNERS COME UP MOSTLY
ON THE FRIDAY NIGHT + STAY IN BROOKTON
GO OUT FOR COFFEE (DALE HAD TO GET EXTRA HELP)
GO TO THE HOTEL FOR DINNER OR
PURCHASE ITEMS FROM TGA. THIS ALSO PUTS
BROOKTON ON THE MAP FOR FUTURE
VISITS BY CARAVANNERS

4. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

WAS EMAILED TO MANY CARAVAN CLUBS,
FACEBOOK + WORD OF MOUTH

5. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP

It is a requirement of funding that the words "Sponsored by the Shire of Brookton" and the Shire's logo be displayed at your project/event.

Please advise the ways you will be able to acknowledge the Shire of Brookton's sponsorship:

- ☐ Display "Shire of Brookton" Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- ☒ Display the "Shire of Brookton" flag or banner at your event if possible. (Available from the Shire).
- ☒ Verbal announcements at the project/event.
- ☒ Other. - THE BROOKTON SHIRE BROCHURE IS IN THE WELCOME PACK

6. BUDGET ESTIMATES

NAME OF ORGANISATION: ALDERSYDE AGRICULTURAL HALL INC
NAME OF PROJECT/EVENT: ALDERSYDE MEET + GREET
CARAVAN WEEKEND

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions		Materials	
Sponsorship		Labour (Machinery Hire, Inkind)	4800-
Donations in cash		Hire of Equipment TOILETS	1500-
Other grants		Office/Administration	
Catering Sales		Venue hire	
Fees and Charges e.g. stalls		Advertising	
Gate/Door entry fees	5200	Catering Costs	3000-
		Entertainment	
Other Income (Please List)		Other Expenditure (Please List)	
		SUNDAY ITEMS -	400-
		Hand Clean, Paper,	
		Dish Detergent	
		Sundry Cleaning	
		Items	
Total of Community Chest Funds requested in cash*	4500-		
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)			
TOTAL INCOME	9700-	TOTAL EXPENDITURE	9700

YOUR INCOME MUST EQUAL YOUR EXPENDITURE

2020-2021,

7. DID YOUR ORGANISATION RECEIVE THE COMMUNITY CHEST FUNDING IN 2017/2018?

☐ YES

☒ NO

IF YES, WHAT WAS THE AMOUNT OF THE FUNDING? _____

8. PLEASE LIST BELOW ANY IN-KIND CONTRIBUTIONS IF APPLICABLE (e.g. volunteer or donated labour, materials etc.) HOWEVER, DO NOT INCLUDE IN YOUR BUDGET ABOVE.

Preparing the grounds - mowing, spraying, raking, burning. Volunteer caterers to prepare, cook, serve. Volunteer grounds people to park vans, receive registration & money. Volunteers to organise tours, Games & cleaning up after meals

9. FUNDING CONDITIONS:

- I. The grant funds will be expended on the agreed project only.
- II. The Shire of Brookton's support of the project will be acknowledged in any advertising or promotional activities related to the project.
- III. Two invitations will be sent to the Shire of Brookton for your event or project.
- IV. The project will conform to all relevant Bylaws and Acts in force at the time.
- V. Any unexpended grant funds will be returned to the Shire of Brookton.
- VI. The funds must be expended and acquitted by 30th June of the financial year in which they are received.
- VII. Invoices and receipts for the expenditure of the Community Chest funds must be provided to Council within three months of the completion of your project/event along with a brief report on your event or project which includes copies of any advertisements, posters, programmes or newspaper coverage.

PLEASE ENSURE YOU HAVE READ THE ABOVE GRANT CONDITIONS BEFORE SIGNING BELOW:

NAME OF ORGANISATION: Aldersyde Agricultural Hall Inc
 CONTACT PERSON: Gail Macnab
 ORGANISATION POSTAL ADDRESS: 21 Gaynor St Brookton
 ORGANISATION'S ABN: 52636 646 974
 REGISTERED FOR GST? ☒ YES ☐ NO

Our organisation agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

PRINT NAME: Gail Macnab
 POSITION: Treasurer
 SIGNATURE: MS Macnab
 DATE: 1/7/2021

Cr Macnab returned to the meeting at 6.03pm.

Cr Lilly declared a financial interest in Item 13.08.21.02 and left the meeting at 6.03pm.

13.08.21.02 COMMUNITY CHEST FUND APPLICATION – ANNUAL GRANTS – BROOKTON COMMUNITY INCORPORATED

File No:	FIN008D
Date of Meeting:	19 August 2021
Location/Address:	N/A
Name of Applicant:	Brookton Community Inc
Name of Owner:	N/A
Author/s:	Sandie Spencer – Community Liaison Officer
Authorising Officer:	Kellie Bartley – Manager Corporate & Community
Declaration of Interest:	The author has no interest in this item
Voting Requirements:	Simple
Previous Report:	N/A

Summary of Item:

This report relates to the application made by Brookton Community Incorporated (BCI) for the Community Chest Funding under the Policy 2.34 – Annual Grants – Section ‘Community and Strategic Partnership Grants’.

Brookton Community Inc is seeking Council’s consideration for a grant of \$2,530.00 under the Community Chest Fund to engage a consultant to develop a Strategic Plan.

The Community Chest Fund Application Form is contained in **Attachment 13.08.21.02A**.

Description of Proposal:

A consultant from 150square will develop the Strategic Plan, supported with an Implementation Plan, an Operations Plan and a full set of Policy documents as necessary for incorporated organisation operating with Western Australia.

Background:

The Council adopted a Community Funding and Donations Policy 2.34 in June 2018 with amendments made in August 2019 and February 2020, recognising that community funding provides a significant opportunity to work collaboratively with local community groups, not-for-profit groups and individuals to facilitate and deliver projects and/or activities that have a number of community benefits, such as social inclusion and strengthening connections within the Shire.

Brookton Community Inc. is seeking funding under the Donations Policy section ‘Annual Grants – Section ‘Community and Strategic Partnership Grants’ allows a maximum of \$10,000 cash support per financial year.

Brookton Community Inc is a volunteer incorporated body that governs local community groups such as Men’s Shed, Community Garden, Patchwork & Craft Group and Brookton Nyoongar Youth Group.

The grant money is intended to engage a consultant from 150square to develop and implement Strategic Plans for BCI. These are necessary documents for incorporated bodies operating within Western Australia, which include a Statement of Intent and any Not-For-Profit tools and guides to assist BCI to operate effectively and efficiently while minimising risk to all associated under Brookton Community Inc.

Consultation:

There has not been any consultation concerning the Brookton Community Inc. application.

Statutory Environment:

Council is able to offer a donation or afford a financial grant through the adopted budget and policy framework for the Community Chest Fund, which have been endorsed under the relevant provisions of the *Local Government Act 1995*.

Relevant Plans and Policy:

Policy 2.34 – Community Funding and Donations is applicable to this application, with assessment against the relevant selection criteria detailed below:

Annual Grants:

Funding category	Funding Amount	Guidelines
Community & Strategic Partnership Grants	Maximum of \$10,000 cash support per financial year.	<ul style="list-style-type: none"> Only available to groups and organisations within an incorporated body framework. Designed to increase community access to essential events, programs, capital projects and services with a broad benefit. Demonstrates a high level of community supports or need for the event, program, capital project or service. Organisations with existing partnerships will be required to provide proof of all acquittals for the previous funding term and an audited financial statement from the previous financial year as part of the application. Applications for this category are limited to one application per organisation every year Applications can be made at any time throughout the year.

*SELECTION CRITERIA (extracted from the Policy)**5. Only available to groups and organisations within an incorporated body framework.*

Brookton Community Inc is an incorporated body.

*6. Designed to increase community access to essential events, programs, capital projects and services with a broad benefit.**7. Demonstrates a high level of community supports or need for the event, program, capital project or service.*

The Strategic Plans is a number of important documents that will help BCI to operate effectively whilst minimising risk to all volunteers and voluntary groups associated within BCI.

8. Organisations with existing partnerships will be required to provide proof of all acquittals for the previous funding term and an audited financial statement from the previous financial year as part of the application.

N/A

9. Applications for this category are limited to one application per organisation every year.

This is the only application under this category of the Policy received for 2021.

10. Applications can be made at any time throughout the year.

C. Recognition of Shire of Brookton support

The Shire of Brookton must be recognised for the support provided for all Annual Grants, Matched Funding Grants and Community Donations. Recognition requirements for all funding programs must be detailed to the Shire as part of the application process.

Financial Implications:

The Community Chest (COA E115050) was set at \$40,000, and a maximum of \$10,000 per application as cash support per financial year.

Risk Assessment:

The risk in relation to this matter with Brookton Community Inc is assessed as “Low” however will provide a sound supporting documentation for the long term strategic direction to support BCI.

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

Comment:

On assessment the application adequately addresses the stated criteria under Council Policy 2.34 – Community Funding and Donations, it is recommended Council endorse the grant of \$2,530.00 from the Community Chest Fund.

OFFICER'S RECOMMENDATION

That Council in relation to the application from Brookton Community Inc. under Council Policy 2.34 – Community Funding and Donations grant approval for \$2,530.00 (excl. GST) financial grant from the Community Chest Fund to be used for engaging a consultant to prepare and implement Strategic Plans.

(Simple majority vote required)

OCM 08.21-04

COUNCIL RESOLUTION

MOVED Cr Walker

SECONDED Cr Fancote

That Council in relation to the application from Brookton Community Inc. under Council Policy 2.34 – Community Funding and Donations grant approval for \$2,530.00 (excl. GST) financial grant from the Community Chest Fund to be used for engaging a consultant to prepare and implement Strategic Plans.

CARRIED BY SIMPLE MAJORITY VOTE 5/0

Attachment

Attachment 13.08.21.02B – Community Chest Fund Application – Brookton Community Inc.



Community Chest Fund

Application Form

Before completing the application form: Please ensure you have read the Shire of Brookton Community Funding and Donations Policy and that your application meets the criteria outlined in the funding category.

NAME OF ORGANISATION: Brookton Community Inc

CONTACT PERSON: Joy Reiter

POSITION: Secretary

POSTAL ADDRESS: PO BOX 31 Brookton WA 6306

PHONE: _____ MOBILE: 0411448143

EMAIL: BCI_Secretary@outlook.com

ORGANISATION'S ABN: 25 679 014 767

REGISTERED FOR GST? ☐ YES ☒ NO

IS YOUR ORGANISATION INCORPORATED? ☒ YES ☐ NO

NAME OF PROJECT OR EVENT: BCI Business Plan & Governance Documents

ESTIMATED START DATE: September 2021

ESTIMATED COMPLETION DATE: September 2021

REQUESTED COMMUNITY CHEST FUNDS: \$2,300 +GST

Please tick which funding category you are applying for			
Annual Grants		Community Donations	
X	Community & Strategic Partnership Grants		Individual Donation
	Community Support Grants		Not for Profit Community groups member donation
	Equipment Purchase Grant		Not for Profit Community Organisation Utilities Financial Assistance Donation

1. BRIEF DESCRIPTION OF PROJECT/EVENT:

Brookton Community Inc (BCI) is still a new concept, in order to best support the current group/club membership under BCI and provide a good foundation as the organisation grows, the BCI committee sees the need for a full Business Plan and associated recommended governance documents to be created to support us in large grant funding opportunities. However, as a group of volunteers, it has proved challenging to find the time and expertise to complete these documents. We have identified a local Wheatbelt organisation, 150 Square, operated by Caroline Robinson, who also is part of the Wheatbelt Business Network, to support us in the preparation of our wider project scope.

2. WHAT WILL THE COMMUNITY CHEST FUNDS BE USED FOR?

Please see the attached quote. In summary, the Community Chest grant will fund the creation of BCI's Strategic Plan, supported with an Implementation Plan, an Operations Plan, a full set of Policy documents necessary for an incorporated organisation operating in Western Australia, a Statement of Intent and any Not-For-Profit tools and guides requested to assist our organisation to operate effectively and efficiently while minimising risk to all associated with BCI.

3. HOW WILL YOUR PROJECT/EVENT BENEFIT THE BROOKTON COMMUNITY?

BCI exists entirely to support local community groups and already supports a substantial portion of our wider shire demographic. As we grow, the benefits will grow with us. Our Council supporting a strong foundation to be established for BCI through this project, is an investment in the stability and longevity of Brookton's community groups and clubs, for now and future generations to come.

4. HOW DOES THIS PROJECT/EVENT ALIGN TO THE BROOKTON20

BCI sits well within many of the Brookton20 commitments. BCI is certainly a new-age volunteering model (4), supporting many diverse areas of the population (5,7,8), engaging the community and building the Brookton brand through events, activities and projects around town (9, 11, 14, 16) and will ultimately be revitalising old spaces and providing new spaces in town to gather for locals and visitors alike (18, 19). Individual groups will also be able to contribute to other areas of the Brookton20. For example, the Brookton Community Garden supporting resource maximisation and sustainability (17) leading by example by the use of wicking beds and teaching sustainable garden techniques and the Brookton Noongah Youth Group providing activities and outings for our Brookton youth to enhance their connection to Country (20).

5. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

This project will be seen by everyone who joins or thinks about joining BCI as these documents will form an integral part of how we operate. The Shire of Brookton will be acknowledged through the use of its logo to be placed on all documents, where appropriate, that are created for BCI as the funding body who enabled these structured documents to be in existence. Further to this, if successful, we will also share this sponsorship support on our social media pages, both BCI and the local groups where available.

As the project is not an event, in lieu of invitations, we are more than happy to share our completed project documents with the Community Liaison Officer of the Shire of Brookton, or other, as the Shire Administration deem appropriate.

6. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP

It is a requirement of funding that the words "Sponsored by the Shire of Brookton" and the Shire's logo be displayed at your project/event.

Please advise the ways you will be able to acknowledge the Shire of Brookton's sponsorship:

- ☐ Display "Shire of Brookton" Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.

G:/Master Documents/Forms/Finance/Community Chest Fund.docx

- ☐ Display the "Shire of Brookton" flag or banner at your event if possible. (Available from the Shire).
- ☐ Verbal announcements at the project/event.
- X Other.

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions		Materials	
Sponsorship		Labour	
Donations in cash		Hire of Equipment	
Other grants		Office/Administration	
Catering Sales		Venue hire	
Fees and Charges e.g. stalls		Advertising	
Gate/Door entry fees		Catering Costs	
		Entertainment	
Other Income (Please List)		Other Expenditure (Please List)	
		Scope of Work from 150 Square	2530
Total of Community Chest Funds requested in cash*			
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)			
TOTAL INCOME		TOTAL EXPENDITURE	2530

YOUR INCOME MUST EQUAL YOUR EXPENDITURE

PLEASE INCLUDE SUPPORTING DOCUMENTATION (letters of support, quotes etc)

7. HAS YOUR ORGANISATION RECEIVED COMMUNITY CHEST FUNDING IN THE PREVIOUS FINANCIAL YEAR ☐ YES ☒ NO

G:/Master Documents/Forms/Finance/Community Chest Fund.docx

HAS THE ACQUITTAL PROCESS BEEN COMPLETED?

☐ YES

☐ NO

IF YES, WHAT WAS THE AMOUNT AND WHAT WAS THE FUNDING FOR?

8. PLEASE LIST BELOW ANY IN-KIND CONTRIBUTIONS IF APPLICABLE (e.g. volunteer or donated labour, materials etc.) HOWEVER, DO NOT INCLUDE IN YOUR BUDGET ABOVE.

Our committee will be volunteering their time and giving their BCI knowledge in order to make this project happen. As much as the documents are being outsourced, the current BCI committee is integral in the forming of the information that will be included in these important foundation documents.

9. FUNDING CONDITIONS:


- I. The grant funds will be expended on the agreed project only.
- II. The Shire of Brookton's support of the project will be acknowledged in any advertising or promotional activities related to the project.
- III. Two invitations will be sent to the Shire of Brookton for your event or project.
- IV. The project will conform to all relevant Bylaws and Acts in force at the time.
- V. Any unexpended grant funds will be returned to the Shire of Brookton.
- VI. The funds must be expended and acquitted by 30th June of the financial year in which they are received.
- VII. Invoices and receipts for the expenditure of the Community Chest funds must be provided to Council within three months of the completion of your project/event along with a brief report on your event or project which includes copies of any advertisements, posters, programmes or newspaper coverage.

PLEASE ENSURE YOU HAVE READ THE ABOVE GRANT CONDITIONS BEFORE SIGNING BELOW:

Our organisation agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

PRINT NAME: Joy Reiter

POSITION: Secretary

SIGNATURE: 

DATE: August 2, 2021



SCOPE OF WORK BROOKTON COMMUNITY INC

www.150square.com.au

PO Box 309 Narembeen WA 6369
ABN 90 346 813 528



ABOUT US

The 150Square team live in and understand how the regions 'tick' and we have a strong desire to help the organisations we work with, using our experiences, knowledge and networks.

150Square was founded by Amanda Walker and Caroline Robinson and is built on the belief that an innovative, sustainable, rural Australia can be cultivated – by connected people and strategic partnerships that empower our communities to grow and thrive from within.

Living and working in the Wheatbelt region the 150Square team clearly understand the limitations and everyday challenges faced by businesses and communities in rural WA. However, they also recognise the many opportunities for growth.

WORKING ON THIS PROJECT

LEAD - CAROLINE ROBINSON GAICD, B.Comm, Dip Ed, Cert IV HR

Caroline is an advocate for rural communities and the businesses, leaders and organisations within them. She is solutions focused, a creative strategic and broad thinker, bringing networks, services and information from over 12yrs of experience that will benefit rural communities and the organisations within them to grow.

Caroline has a passion for assisting not for profit organisations and has strong skills in growing member based organisations. Caroline is also the founder and CEO of the Wheatbelt Business Network, the region's largest business association which supports business in the region and in 2020 celebrated 10yrs.

Caroline has skills in group and online facilitation, governance, strategic planning and human resources. Caroline holds a B.Commerce, Dip Education, Cert IV Human Resources and also is a graduate of the Australian Institute of Company Directors. She has held Board positions on the Rural Business Development Corporation, Avon Industrial Advisory Board and is the immediate past Secretary / Treasurer of the Regional Chambers of Commerce and Industry WA and Bendigo Bank Bruce Rock. Caroline is the current Vice President of the Eastern Districts Hockey Association.



Memberships: Director Institute, Our Community, Family Business Australia



RECENT WORK relevant to this scope

FACEY GROUP *Strategic Plan, Implementation Plan, Member Engagement Plan (2020)*

Working with the Committee and EO to develop a strategic plan, 12 month implementation plan and member engagement plan. In addition to working through a sustainable business model.

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURE

Deliverables: Wheatbelt Provision of Community Sport Report and region wide sport workshops (2019, 2020, 2021)

In partnership with the WAFC, WACFL, Netball WA and Hockey WA 150Square is leading an investigation into the common factors of success in winter sports clubs and associations in the Wheatbelt. Specifically, the investigation has considered the success factors of sports competitions and governance that has led to improved participation on and off the field and volunteer support. The project is now in the implementation phase.

GROWER GROUP ALLIANCE GOVERNANCE E COURSE (2021)

Content design and delivery of the online governance e-course for GGA Committees / Boards. Six modules over six months with supporting resources and phone support. 50 participants in 2021

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURE

Deliverables: Changemaker Series Online Workshops (2020)

The 150Square team partnered with the Department of Local Government, Sport and Cultural Industries to offer a Changemaker Series for clubs and associations online. The Series includes sessions on navigating through change and planning for success. The sessions were practical and were tailored to rural sports clubs and associations but are also relevant for any not for profit. They were delivered over June in 2020.

GREAT SOUTHERN TREASURES

Deliverables: Strategic Plan and Implementation Plan (2020)

Over a series of three months we have reviewed the governance and operations of the unincorporated tourism group and developed a strategic plan, activity plan and governance processes to become incorporated.

DOWERIN MACHINERY FIELD DAYS

Deliverables: Strategic Plan, Activity Plan and Org. Review (2020)

Significant review of the organisation, wc and infrastructure plan, member engage



SCOPE OF WORK

Stage 1 (1hr)

Phone call with BC Chair / nominated member of the Executive to establish context, what is already in place and gaps. Review of current governance documentation including constitution.

Stage 2 (7hrs)

Draft preparation of key governance documents as requested in initial consultation with Joy Reiter:

- OPERATIONS PLAN
- POLICIES - A full set of governance policies which outlines the framework for decision making. For example a meetings policy, delegation policy etc

Stage 3 (5hrs)

In person session with the Committee to develop:

- ONE PAGE STRATEGIC PLAN - A forward plan of between 3-5yrs which outlines the goals, strategies (actions) and measurements of the group.
- STATEMENT OF INTENT - A short summary of the groups purpose, intent and values

Deliverables:

- *Strategic Plan, supported with an implementation plan*
- *Operations Plan*
- *Policies*
- *Statement of Intent*
- *Any NFP tools and guides requested to assist the group*

Investment: \$2300

Please note that this quote includes all fees, all meetings, travel and all revisions of work.

Caroline Robinson

E caroline@150square.com.au

M 0403 225 900

PO Box 309, Narembeen WA 6369
Lot 1318 Sedgewick Rd, Woollocutty WA 6369

www.150square.com.au

Cr Lilly returned to the meeting at 6.04pm.

Cr Crute (Shire President) and Cr Walker (Deputy Shire President) both declared a financial interest in Item 13.08.21.03. With the Shire President and Deputy Shire President seeking to leave the room, a motion was called for another elected member to preside over the meeting for Item 13.08.21.03.

OCM 08.21-05

COUNCIL RESOLUTION

MOVED Cr Crute

SECONDED Cr Walker

That Council elects Cr Lilly to preside as the Chair over Item 13.08.21.03.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Cr Lilly assumed the chair, and both Cr Crute and Cr Walker left the meeting at 6.05pm.

13.08.21.03 COMMUNITY CHEST FUNDING APPLICATION – ANNUAL GRANTS – BROOKTON COUNTRY CLUB

File No:	FIN008D
Date of Meeting:	19 August 2021
Location/Address:	N/A
Name of Applicant:	Brookton Country Club
Name of Owner:	N/A
Author/s:	Sandie Spencer – Community Liaison Officer
Authorising Officer:	Kellie Bartley – Manager Corporate & Community
Declaration of Interest:	The author has no interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

This report relates to the application made by Brookton Country Club for the Community Chest Fund under the Policy 2.34 – Annual Grants – Section ‘Community Support Grants’.

The Brookton Country Club is seeking Council’s consideration for a grant of \$6,000.00 under the Community Chest Fund to engage an internationally renowned WA artist to design and paint a mural on the Country Club Shed.

The application from the Brookton Country Club is attached to this report as ***Attachment 13.08.21.03A***.

Description of Proposal:

The Brookton Country Club would like to engage an artist to paint a mural the shed wall that is facing Brookton Highway, which is approximately 27m x 6m.

The Community Support Grant requires the community to group to match 1/3. The Brookton Country Club have demonstrated this and will be contributing \$3,800.00. This information is outlined on the income and expenditure on page 4 of the Community Chest Application.

Background:

The Council adopted a Council Policy – 2.34 - Community Funding and Donations Policy in June 2018 with amendments made in August 2019 and February 2020, recognising that community funding provides a significant opportunity to work collaboratively with local community groups, not-for-profit groups and

individuals to facilitate and deliver projects and/or activities that have a number of community benefits, such as social inclusion and strengthening connections within the Shire.

The Brookton Country Club is seeking funding under the Donations Policy 'Annual Grants – Section 'Community Support Grant' allows a maximum of \$6,000 cash support per financial year. With matched funding of 1/3 – Community Group, 2/3 Shire Grant.

The grant money is intended to benefit the Brookton Country Club through engaging an international recognised Western Australian artist Sobrane Simocky to paint a mural on the shed wall facing Brookton Highway, which is anticipated to attract passing motorist and tourists passing through Brookton. This also presents a great opportunity to put Brookton on the map for cultural and arts. It will provide a wonderful opportunity to cross promote other sites whilst passing through Brookton.

The mural project has been presented in the Book of Ideas, a project within the Shire of Brookton Corporate Business Plan and aligns with the Brookton 20. The community has participated in a public ideas workshop.

Once the project is complete, it will be promoted on the Silos Art Trail Facebook page, where visitors plan trips around mural artwork, within the regions. Sobrane, promotes the location in which she is currently painting her murals.

Consultation:

There has been consultation with the Project and Grants Officer and Community Liaison Officer.

Statutory Environment:

Council is able to offer a donation or afford a financial grant through the adopted budget and policy framework for the Community Chest Fund, which have been endorsed under the relevant provisions of the *Local Government Act 1995*.

Relevant Plans and Policy:

Policy 2.34 – Community Funding and Donations is applicable to this application, with assessment against the relevant selection criteria detailed below:

Annual Grants:

Funding category	Funding Amount	Guidelines
Community Support Grants	Maximum \$6,000 cash support per financial year. With matched funding of 1/3 - Community Group 2/3 Shire Grant.	<ul style="list-style-type: none">• Only available to incorporated bodies.• Available to applicants to support a community project, program, or event.• Applicants must demonstrate their ability to <u>match</u> Shire of Brookton grant support.• Applications can be made at any time throughout the year.

SELECTION CRITERIA (extracted from the Policy)

11. Only available to incorporated bodies.

The Brookton Country Club is an incorporated body.

12. Available to applicants to support a community project, program or event.

This project was presented in the Book of Ideas and aligns with the Brookton 20.

13. Applicants must demonstrate their ability to match Shire of Brookton grant support.

The Brookton Country Club have demonstrated their ability to match the grant. This is outlined on page 4 of the Community Chest Application.

14. Applications can be made at any time throughout the year.

C. Recognition of Shire of Brookton support

The Shire of Brookton must be recognised for the support provided for all Annual Grants, Matched Funding Grants and Community Donations. Recognition requirements for all funding programs must be detailed to the Shire as part of the application process.

Financial Implications:

The Community Chest (COA E115050) set at \$40,000.

Risk Assessment:

The risk in relation to this matter with the Country Club is assessed as "Low".

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

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

Community & Strategic Objectives:

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

Specifically, the application for a funding donation aligns to:

Function 24 Community Support

Action 24.1 – Support community group activities

Comment:

The Brookton Country Club is a versatile recreation facility, which not only hosts several sporting groups, it is also a venue that is used for community meetings, professional development days and has hosted elected ministers of parliament to deliver forums. It is a venue that is visible to all passers-by on the

Brookton Highway. To have a mural that would attract tourism to the town benefits the whole community.

On assessment the application has more than adequately addresses the stated criteria under Policy 2.34 and has also aligned with the Brookton 20, the Shire of Brookton Business Plan and have also provided supporting documentation. It is recommended Council endorse the grant of \$6,000.00 from the Community Chest Fund.

OFFICER'S RECOMMENDATION

That Council in relation to the application from the Brookton Country Club under Council Policy 2.34 – Community Funding and Donations grant approval for a \$6,000.00 (excl. GST) financial grant from the Community Chest Fund.

(Simple majority vote required)

OCM 08.21-06

COUNCIL RESOLUTION

MOVED Cr Fancote SECONDED Cr Macnab

That Council in relation to the application from the Brookton Country Club under Council Policy 2.34 – Community Funding and Donations grant approval for a \$6,000.00 (excl. GST) financial grant from the Community Chest Fund.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

Attachment

Attachment 13.08.21.03A – Community Chest Fund Application – Brookton Country Club

Community Chest Fund

Application Form

NAME OF ORGANISATION: Brookton Country Club

CONTACT PERSON: Katrina Crute

POSITION: Secretary/ Treasurer

PHONE: _____ FAX: _____

MOBILE: 0439373282 EMAIL: mail@brooktoncountryclub.com.au

IS YOUR ORGANISATION INCORPORATED? ☒ YES ☐ NO

NAME OF PROJECT OR EVENT: Community Mural

ESTIMATED START DATE: 1/10/2021

ESTIMATED COMPLETION DATE: 31/10/2021

REQUESTED COMMUNITY CHEST FUNDS: \$6000 (Community Support Grant)

1. BRIEF DESCRIPTION OF PROJECT/EVENT:

Community mural to be painted on the side of the shed wall facing Brookton Hwy.

The mural is a long held idea that many people in the community have talked about for a very long time. It is a project in the Book of Ideas, it is in the SoB Corporate Business Plan & aligns with the Brookton 20.

2. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

It will pay for an internationally renowned WA artist to design & paint the mural.

www.sobrane.com.au.
attached ~~are~~ is her C.V.

3. HOW WILL YOUR PROJECT/EVENT BENEFIT THE BROOKTON COMMUNITY?

It is anticipated that the mural will be an attraction for tourists & people driving through Brookton. The community has already participated in a public ideas workshop. Once the mural is completed it will be promoted on Shire's Art Trail FB page where visitors plan trips around a mural artwork. The mural will depict the broader community as well as the sport played at the country club.

4. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

It will predominately be promoted on social media. It is hoped the mural will be painted during the Brookton Photographic & Art Exhibition thus will provide additional promotional opportunities as Sabrina promotes the location & painting of her murals.

5. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP

It is a requirement of funding that the words "Sponsored by the Shire of Brookton" and the Shire's logo be displayed at your project/event.

Please advise the ways you will be able to acknowledge the Shire of Brookton's sponsorship:

- ☒ Display "Shire of Brookton" Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- ☐ Display the "Shire of Brookton" flag or banner at your event if possible. (Available from the Shire).
- ☒ Verbal announcements at the project/event.
- ☐ Other.

6. BUDGET ESTIMATES

NAME OF ORGANISATION: Brookton Country Club
NAME OF PROJECT/EVENT: Community Mural

This mural presents a great opportunity to put Brookton on the map for cultural & the arts. It will provide a wonderful opportunity to cross promote other things to see & do whilst visiting or passing through.

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions	3800	Materials	
Sponsorship		Labour	
Donations in cash		Hire of Equipment	
Other grants		Office/Administration	
Catering Sales		Venue hire	
Fees and Charges e.g. stalls		Advertising	
Gate/Door entry fees		Catering Costs	
		Entertainment	
Other Income (Please List)		Other Expenditure (Please List)	
		Artist Fee	8000
		Paint	1200
		Scaffolding	300
		Travel	300
Total of Community Chest Funds requested in cash*	6000	(All Excl. GST)	
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)			
TOTAL INCOME	9800	TOTAL EXPENDITURE	9800

YOUR INCOME MUST EQUAL YOUR EXPENDITURE

7. DID YOUR ORGANISATION RECEIVE THE COMMUNITY CHEST FUNDING IN 2017/2018?

☐ YES

☒ NO

IF YES, WHAT WAS THE AMOUNT OF THE FUNDING? _____

8. PLEASE LIST BELOW ANY IN-KIND CONTRIBUTIONS IF APPLICABLE (e.g. volunteer or donated labour, materials etc.) HOWEVER, DO NOT INCLUDE IN YOUR BUDGET ABOVE.

Please see attached letter of support.

Shed is 27mtrs x 6mtrs. - So the mural will be significant in size & a great tourist stop location.

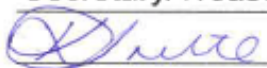
9. FUNDING CONDITIONS:

- I. The grant funds will be expended on the agreed project only.
- II. The Shire of Brookton's support of the project will be acknowledged in any advertising or promotional activities related to the project.
- III. Two invitations will be sent to the Shire of Brookton for your event or project.
- IV. The project will conform to all relevant Bylaws and Acts in force at the time.
- V. Any unexpended grant funds will be returned to the Shire of Brookton.
- VI. The funds must be expended and acquitted by 30th June of the financial year in which they are received.
- VII. Invoices and receipts for the expenditure of the Community Chest funds must be provided to Council within three months of the completion of your project/event along with a brief report on your event or project which includes copies of any advertisements, posters, programmes or newspaper coverage.

PLEASE ENSURE YOU HAVE READ THE ABOVE GRANT CONDITIONS BEFORE SIGNING BELOW:

NAME OF ORGANISATION: Brookton Country Club
CONTACT PERSON: Katrina Crute
ORGANISATION POSTAL ADDRESS: PO Box 190 Brookton WA 6306
ORGANISATION'S ABN: 23705669833
REGISTERED FOR GST? ☒ YES ☐ NO

Our organisation agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

PRINT NAME: Katrina Crute
POSITION: Secretary/Treasurer
SIGNATURE: 
DATE: 27.07.2021



Sobrane

48 Carnarvon Street
Broome, WA 6725
0438023394
gallerysobrane@gmail.com

ESTIMATE
EST00101

DATE
02/02/2021

TOTAL
AUD \$10,780.00

TO

Brookton Country Club

mail@brooktoncountryclub.com.au

DESCRIPTION	RATE	QTY	AMOUNT
Artist fee	\$8,000.00	1	\$8,000.00
Paint	\$1,200.00	1	\$1,200.00
Scaffold	\$300.00	1	\$300.00
Fuel	\$300.00	1	\$300.00
	SUBTOTAL		\$9,800.00
	TAX (10%)		\$980.00
I use the best quality exterior paints that have a 25 year life span. Deluxe, Taubmans and Solver.	TOTAL		AUD \$10,780.00

ACHIEVEMENTS

- 09/20** Book Illustration
- 09/20** Sobrane on the Red Couch – Series of mini documentaries on all things Sobrane
- 06/20** Created T.H.E.R.A.P.Y. online Exhibition and Auction House & filmed a short film production on the beach in Broome WA
- 08/19** Outdoor Gallery Exhibition & Fashion Parade – Sculptured Wire Dresses in collaboration with Matso's Brewery Broome WA
- 03/18** Artist in Residence – Cradle Mountain Wilderness Retreat TAS
- 06/17** Featured Artist at the Mt Eliza Art Show Glen Waverly VIC
- 06/17** Artist Residency – Cradle Mountain Wilderness Gallery TAS
- 06/17** Winner Small Business Development Corp. Award for Business – Broome Chamber of Commerce
- 05/17** Nomination Small Business Awards 2017 Broome Chamber of Commerce
- 08/16** Book Launch of Australian Birds Broome WA
- 06/15** ABC Promotion Documentary of Gallery Sobrane Opening aired nationwide
- 10/14** Artist Residency – Oct Arts CHINA
- 09/14** Artist in Residence – Perth Royal Show Perth WA
- 06/14** Arts Residency with Ecair MALAYSIA
- 04/14** Created & organised Broome Easter Arts Festival Broome WA
- 2010** Vancouver Arts Grant
- 2010** Selected for Rob McNamara Exhibition Melbourne VIC
- 2010** Emerging Artist Fund Grant WA
- 1989** Diploma Stage and Studio Design – Academy of Performing Arts Edith Cowan University WA
- 1986** Awarded Consecutive West Australian Art Awards - artwork exhibited in the Art Gallery of WA



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Sobrane



Sobrane has completed walls in Soriano nel Cimino Italy, Broome, Albany and Boyup Brook in Western Australia, Cradle Mountain in Tasmania and Tungamah, Numurkah and Bandalong in Victoria. Sobrane was the first Australian female site artist to paint a silo, actually two silos in Tungamah!

- 06/20 T.H.E.R.A.P.Y. Online Virtual Exhibition – Sobrane Auction House
Broome WA
- 09/19 Arnold Street Gallery Bendigo VIC
- 08/19 Outdoor Gallery Exhibition Matso's Brewery & Gallery
Sobrane Broome WA
- 06/19 Solo – Thienny Lee Gallery Sydney NSW
- 03/19 Solo – Kidogo Gallery Fremantle WA
- 03/18 Solo – Cradle Mountain Wilderness Gallery
- 06/17 Solo – MatEr Gallery Rome ITALY
- 06/17 Mt Eliza Art Show Glen Waverley VIC
- 06/17 Solo – Cradle Mountain Wilderness Gallery
TAS
- 03/17 Asia Contemporary Art Show HONG KONG
- 08/16 Asia Contemporary Art Show HONG KONG
- 06/16 Kangaroos Visit Australian Art Exhibit Assisi
ITALY
- 03/16 Kangaroos Visit Australian Art Exhibit San Eutizio
Soriano nel Cimino ITALY
- 01/16 Kangaroos Visit Australian Art Exhibit Parco dei
Cimini Soriano nel Cimino ITALY
- 12/15 Manyoung Gallery VIC
- 11/15 Kangaroos Visit Australian Art Exhibit Palazzo Veli Trastevere
Rome ITALY
- 09/14 Kidogo Art Gallery Fremantle WA
- 06/14 Pahang Arts Museum Kuantan MALAYSIA
- 06/14 7 Adam Gallery SINGAPORE

GALLERIES
& STUDIOS

- 08/19 Tungamah Gallery Tungamah
VIC
05/19 Sobrane Gallery Cairns QLD
12/17 Gallery Sobrane Carnarvon St
Broome WA
12/18 Pop-Up Gallery Avalon Beach
Sydney NSW
12/16 Studio & Gallery Tasmania
11/15 Bowral NSW
06/15 Gallery Sobrane Dampier Tce
Broome WA
2010 Brunswick St Gallery
Melbourne VIC



SILOS

09/19 Commission - 2nd Stage Tungamah 30 mtr Silos Tungamah VIC
02/18 Commission - Tungamah 30 mtr Silos Tungamah VIC

EXHIBITIONS CONT.

04/14 Pinctada Resort Broome WA
2013 Broome Civic Centre Broome WA
2013 Boranup Gallery Margaret River WA
2012 Jahroc Gallery Margaret River WA
2012 Solo – Ferngrove Winery for the Great Southern Art Trail Frankland River WA
2012 Solo – Malcolm Douglas Crocodile Park Broome WA
2011 Photography Exhibition Brunswick Street Gallery Melbourne VIC & TAP Gallery Surry Hills Sydney NSW
2011 Solo – TAP Gallery Surry Hills Sydney NSW
2011 Solo – 69 Smith Street Gallery Melbourne VIC
2010 69 Smith Street Gallery Melbourne VIC

2010 Fremantle Festival Artist and Exhibitor Henry Moore's Building Fremantle WA
2010 Solo – Vancouver Café Albany WA
2010 Rob McNamara Exhibition Melbourne VIC
2009 Solo – Gallery 500 Albany WA
2009 Solo – The Distillery Albany WA
2009 Solo – Great Southern Art Trail Denmark WA
2009 Solo – Mooved Gallery Denmark WA

MURALS / COMMISSIONS

10/20 Commission - Train Boyup Brook WA
09/20 Commission - Pearl Diver Broome WA
07/20 External wall Gallery Sobrane Broome WA
01/20 Commission - Yakamia Primary School Murals including Bandicoot, Redtails & Gecko Albany WA
12/19 Commission - Numurkah exterior wall Sugar Glider Numurkah VIC
12/19 Commission - Bundalong Tavern 40ft Sea Container & shed Draft Horse & Wild Horses Bundalong VIC
10/19 Commission Mielo Café Arcade 30mtr wall Numurkah VIC
09/19 Commission - Tungamah Hotel Draft Horse Mural full exterior wall Tungamah VIC
05/19 Large Council Wall Istituto Comprensivo "Viale Ernesto Monaci" Soriano nel Cimino ITALY
04/19 Commission - The Good Cartel Café Broome WA
03/18 Commission - Cradle Mountain Wilderness Gallery TAS



10/17 Commission - Port Hedland Army Barracks Port Hedland WA
04/17 Mecure Hotel Broome WA
11/16 Milk Factory Building Bowral NSW
11/16 Roebuck Primary School Roebuck WA
10/16 Internal Wall Mural Parco dei Cimino Soriano nel Cimino ITALY
10/16 Completion of Large Council Wall Soriano nel Cimino ITALY
07/16 Norforce Army Barracks Australian Army Broome WA
06/16 First phase of Large Council Wall Soriano nel Cimino ITALY
05/16 The Lockup Café Broome WA
03/16 The Good Cartel Café Broome WA

Shire of Brookton • 146 Lakeside Street • Brookton Western Australia 6325 • PH 08 92 41 1134
A/N • 08 92 41 1134 • E • shire@brookton.wa.gov.au • www.brookton.wa.gov.au





BROOKTON PHOTOGRAPHIC IMAGE AND ART GROUP

56 Williams Street. BROOKTON 6306

Letter in support of the Brookton Country Club's application for funding to paint a Mural

To whom it may concern:

On behalf of the Brookton Photographic Image and Art Group I write in support of the Brookton Country Club's application to employ a suitably qualified Artist to paint a Mural on the Club's equipment shed. The art will depict aspects of Brookton scenes and activities.

Members of the Brookton community will be providing ideas for the proposed mural; and will also be invited to actively participate in engaging with the artist during the painting of the mural.

The Photographic Image and Art Group was formed to support and involve Artists of the Brookton district in displaying their works and to encourage appreciation in Arts in the area.

It is envisaged that the painting of the Mural will be undertaken at the time of the next Exhibition later this year.

As the building where it is proposed to have the Mural painted is situated adjacent to a major highway into and out of Brookton, it will be an attraction for passing travellers to stop and appreciate the art.

I look forward to the Country Club receiving a favourable response to its application.

Yours sincerely,



Judy Williams

Chairperson.

8th March 2021



Cr Walker and Cr Crute returned to the meeting with Cr Lilly vacating and Cr Crute resuming the chair at 6.07pm.

13.08.21.04 COMMUNITY CITIZENSHIP AWARDS 2022

File No:	ADM 0336/CO-004A
Date of Meeting:	19 August 2021
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Sandie Spencer - Community Liaison Officer
Authorising Officer:	Kellie Bartley – Manager of Corporate and Community
Declaration of Interest:	The author has no interest in this item
Voting Requirements:	Simple majority
Previous Report:	N/A

Summary of Item:

Australia Day WA calls for participating local governments to nominate members of the community for awards recognising community achievements either on an individual or group level.

Although, the Shire of Brookton is not a member of the Australia Day WA group for 2021/2022, this does not prevent Council from seeking expressions of interest and conducting its own awards and event celebratory on Australia Day 2022.

This report recommends the Council call for nominations by the community for the Awards to be held in January 2022.

Description of Proposal:

This proposal is about recognition of individuals and groups who have made a 'marked' contribution over the past year and celebrate those organizations who have given outstanding service to the community for a number of years.

Background:

Council, although not a member of the Australia Day WA organization in 2021/2022 year, can still call for nominations from members of the public for awards to recognize their contribution to the Shire of Brookton Community.

Council Policy 1.10 prescribes 3 category awards listed as follows:

- *Citizen of the Year Award.*
- *Young Citizens of the Year Award (must be under 30 years of age on January 26 of each year).*
- *Community Event or Voluntary Act of the Year Award.*

A copy of the policy is included as **Attachment 13.08.21.04A** to this report, with the nomination forms also provided as **Attachment 13.08.21.04B**.

Consultation:

Consultation has been undertaken with relevant staff and the Shire President.

Statutory Environment:

N/A

Relevant Plans and Policy:

This matter aligns with Council Policy 1.10 – Australia Day Awards as referenced in the Background Section and provided as an attachment to this report.

Financial Implications:

The costs for Australia Day 2022 event, including provision of the category awards, set-up and festivities is covered by under COA 115040 – Job 338 that has a total budget allocation of \$12,700 for various community events and ceremonies. In previous years the cost has been approximately \$1,500.

Risk Assessment:

The risk in relation to this matter is considered 'low'. There are no identified risks with this proposal there have been discussion around ensuring the nominations are completed correctly and in full, which proven to be challenging for some members of the community in the past. Accordingly, it is promoted the Community Liaison Officer be made available to provide guidance in the completion on nomination forms which is supported by the Shire CEO.

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

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

Community & Strategic Objectives:

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

Specifically, the proposal relates to:

Function 24 Community Support
Action 24.2 – Co-ordinate Shire events

Comment

The Australia Day Awards are a way for the Shire to formally recognize individuals and Community Groups who contribute to the overall wellbeing and fabric of the Community through a significant contribution to the Shire in the preceding year.

In determining the award recipients, it is recommended that Council call for nominations for each category listed above, and confidentially assess the nominations against the relevant criteria as detailed in Policy 1.10.

Also, it is worth noting that Council is not obliged to offer any individual or community group with an award should assessment against the criteria not prove satisfactory.

It is therefore recommended the Council endorse the process calling for nominations from the community for all three award categories listed above, with nominations to be lodged on the prescribed form by Friday 29th October 2021.

At the conclusion of this period the Council (in confidence) will then assess all the nominations at its November 2021 Ordinary Meeting, and formally determine the winners of each of the award category to be presented at the Australia Day celebrations in January 2022. The winners of each Award will remain confidential until notified by the Shire President.

OFFICER'S RECOMMENDATION

That Council resolves to:

1. Call for nominations from the Shire of Brookton Community for the following Australia Day Award categories with such nominations to open on Friday 20th August 2021 and conclude at 4:15pm, Friday 29th October 2021:

Categories

- Citizen of the Year Award
 - Young Citizens of the Year Award (must be under 30 years of age on January 26)
 - Community Event/Voluntary Act of the Year Award
2. Publicise the Shire Community Liaison Officer is available to guide community members in completing the Awards Nomination Form in consideration of the stated criteria detailed in Policy 1.10 for the 2021 Community Awards.
 3. Establish an Evaluation Panel chaired by the Shire President with all other elected members invited to participate in reviewing submissions at a meeting convened on Tuesday 9th November 2021 at 5.00 pm (or as otherwise determined by the Shire President) to formulate a recommendation for Council's endorsement of the respective Community Award Recipients presented on Australia Day.

(Simple majority vote required)

COUNCIL RESOLUTION

MOVED Cr Walker

SECONDED Cr Macnab

That Council resolves to:

- 1. Call for nominations from the Shire of Brookton Community for the following Australia Day Award categories with such nominations to open on Friday 20th August 2021 and conclude at 4:15pm, Friday 29th October 2021:***

Categories

- Citizen of the Year Award***
 - Young Citizens of the Year Award (must be under 30 years of age on January 26)***
 - Community Event/Voluntary Act of the Year Award***
- 3. Publicise the Shire Community Liaison Officer is available to guide community members in completing the Awards Nomination Form in consideration of the stated criteria detailed in Policy 1.10 for the 2021 Community Awards.***
 - 4. Establish an Evaluation Panel chaired by the Shire President with all other elected members invited to participate in reviewing submissions at a meeting convened on Tuesday 9th November 2021 at 5.00 pm (or as otherwise determined by the Shire President) to formulate a recommendation for Council's endorsement of the respective Community Award Recipients presented on Australia Day.***

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Attachments

Attachment 13.08.21.04A – 2022 Australia Day Citizen of the Year Award Application Form

Attachment 13.08.21.04B – 2022 Australia Day Community Event of the Year Award Application Form

Attachment 13.08.21.04C – 2022 Australia Day Voluntary Act of the Year Award Application Form

Attachment 13.08.21.04D – 2022 Australia Day Young Citizen of the Year Award Application Form

2022 Australia Day Citizen of the Year Award



The Shire of Brookton is seeking nominations from members of the public for the 2022 Citizen of the Year Award, for achievements throughout the 2021.

Nominee:

Name:

Address:

Phone: Mobile:

Date of Birth/Age: Email:

Nominated by:

Name:

Organisation:

Address:

Phone: Mobile:

Email:

Referee: (other persons that may be contacted for further information about nominee)

Name:

Organisation:

Address:

Phone: Mobile:

Email:

Close of Nominations:

Nomination forms must be received by **4:15pm close of business 29th October 2021** to the Shire Administration Office via one of the following methods.

Email: mail@brookton.wa.gov.au

Hand Deliver: 14 White Street, Brookton WA 6306

Post: PO Box 42, Brookton WA 6306

Please write below a short description (500 words or less) on the contribution the nominee has made to the community. Include significant achievements and any other useful information that supports this nomination.
(please include duration & years i.e. 1980 – 1985 applicable to each contribution)

Please list any past and present membership of Community/Sporting/Professional Bodies etc
(please include office bearing positions held - if applicable)

Citizen of The Year Award – Criteria & Eligibility



****Nominations are based on achievements throughout the 2021 year, and the awards will be presented on Australia Day 2022.***

- a) *A nominee must be an Australian citizen.*
 - b) *The nominee must be a resident of the Brookton Shire Council local government area for the year immediately prior to granting of the Award.*
 - c) *The nominee must be at least 16 years of age on 26 January of the year in which the award is presented.*
 - d) *The nominee should be held in high regard in the community (e.g. significant contributor to the community, inspirational role model to the community, scope of impact of the individual's contribution).*
 - e) *The work performed by the nominee must principally be within the Brookton Shire Council local government area.*
 - f) *The nominee should have strong ethical and community values.*
 - g) *Regard will be given to the nominee's community activities in the year immediately prior to granting of the Award, as well as their past community service.*
 - h) *Shire of Brookton Councillors, sitting State and Federal politicians and current viceregal officers are not eligible.*
 - i) *A Shire of Brookton Council employee, whilst employed by the Council, is not eligible.*
 - j) *A person cannot receive a second award in the same category.*
 - k) *The name and contact details of at least one (1) referee must be supplied with the nomination.*
 - l) *The nomination should explain the achievements and background of the nominee, and the reasons for the nomination, and address as many of the following aspects as possible;*
 - I. *Personal, academic and professional achievements and commitment; past current and future.*
 - II. *Contribution in the relevant field i.e. how has the nominee "put back" into their field to benefit others.*
 - III. *Demonstrated leadership, innovation and creativity.*
 - IV. *Personal interests and community and voluntary involvement.*
 - V. *Contribution to the Shire of Brookton community.*
 - VI. *Future goals and likely impact.*
 - VII. *Degree of difficulty of the achievement and sacrifices made.*
 - VIII. *Previous Awards and recognitions.*
 - IX. *Nature and length of involvement.*
 - X. *Voluntary work beyond paid employment.*
 - XI. *Achievements as an individual or as part of a group or organisation.*
 - m) *One (1) award per ward in this Category may be awarded each year*
-

2022 Australia Day

Community Event of the Year Award



The Shire of Brookton is seeking nominations from members of the public for the 2022 Community Event of the Year Award, for events during 2021.

Community Event Nominated:

Event Name:

Organisation:

Venue of Event: Date of Event:

Name of person(s) representing the event: 1.

2. 3.

Address:

Phone: Mobile:

Email:

Nominated by:

Name:

Organisation:

Address:

Phone: Mobile:

Email:

Referee: (other persons that may be contacted for further information about nominee)

Name:

Organisation:

Address:

Phone: Mobile:

Email:

*Nomination forms must be received by **4:15pm close of business 29th October 2021** to the Shire Administration Office via one of the following methods.*

Hand Deliver: 14 White Street, Brookton WA 6306

Post: PO Box 42, Brookton WA 6306

Please write below a short description (500 words or less)
the purpose of event and the scope of impact that it had on the Community.

Community Event of the Year Award – Criteria & Eligibility



****Nominations are based on events held throughout the 2021 year, and the awards will be presented on Australia Day 2022.***

- a) The quality of the event*
 - b) The Award is granted to the "event" and not to the organizing committee.*
 - c) The purpose of the event must be community focused and not staged for personal or private reward or financial benefit.*
 - d) An event cannot receive a second award in this category.*
 - e) The scope of impact the event or act has had on the local government area including the achievements and reasons for the nomination must be explained.*
 - f) The event's lasting contribution to the community.*
-

**2022 Australia Day
Voluntary Act of the Year Award**



The Shire of Brookton is seeking nominations from members of the public for the 2022 Voluntary Act of the Year Award.

Nominee:

Name:.....

Address:.....

Phone: Mobile:

Date of Birth/Age:..... Email:

Nominated by:

Name:.....

Organisation:

Address:.....

Phone: Mobile:

Email:

Referee: (other persons that may be contacted for further information about nominee)

Name:.....

Organisation:

Address:.....

Phone: Mobile:

Email:

Close of Nominations:

Nomination forms must be received by 4:15pm close of business 29th October 2021 to the Shire Administration Office via one of the following methods.

Email: *mail@brookton.wa.gov.au*

Hand Deliver: *14 White Street, Brookton WA 6306*

Post: *PO Box 42, Brookton WA 6306*

Please write below a short description (500 words or less)
the scope of impact the voluntary act it had on the Community.

Voluntary Act Award – Criteria & Eligibility



****Nominations are based on events held throughout the 2021 year, and the awards will be presented on Australia Day 2022.***

- a) The nature of the individual voluntary act*
 - b) An act cannot receive a second award in this category*
 - c) The scope of impact the act has had on the local government area including the achievements and reasons for the nomination must be explained*
-

**2022 Australia Day
Young Citizen of the Year Award**



The Shire of Brookton is seeking nominations from members of the public for the 2022 Young Citizen of the Year Award.

Nominee:

Name:

Address:

Phone: Mobile:

Date of Birth/Age: Email:

Nominated by:

Name:

Organisation:

Address:

Phone: Mobile:

Email:

Referee: (other persons that may be contacted for further information about nominee)

Name:

Organisation:

Address:

Phone: Mobile:

Email:

Close of Nominations:

*Nomination forms must be received by **4:15pm close of business 29th October 2021** to the Shire Administration Office via one of the following methods.*

Email: *mail@brookton.wa.gov.au*

Hand Deliver: *14 White Street, Brookton WA 6306*

Post: *PO Box 42, Brookton WA 6306*

Please write below a short description (500 words or less) on the contribution the nominee has made to the community. Include significant achievements and any other useful information that supports this nomination.
(please include duration & years i.e. 1980 – 1985 applicable to each contribution)

Please list any past and present membership of Community/Sporting/Professional Bodies etc
(please include office bearing positions held - if applicable)

Young Citizen of The Year Award – Criteria & Eligibility



****Nominations are based on events held throughout the 2021 year, and the awards will be presented on Australia Day 2022.***

- a) *A nominee must be an Australian citizen.*
- b) *The nominee must be a resident of the Shire of Brookton local government area for the year immediately prior to granting of the Award.*
- c) *The nominee must be at least 16 years of age and no more than 30 years of age on 26th January of the year in which the award is presented.*
- d) *The nominee should have a proven record of achievement within the Shire of Brookton Council area.*
- e) *Regard will be given to participation in school activities, community involvement and charitable work, as well as work done to improve community life in the Brookton Shire Council area.*
- f) *Recognition by peers will be taken into account.*
- g) *Shire of Brookton Councillors, sitting State and Federal politicians and current viceregal officers are not eligible.*
- h) *A Shire of Brookton Council employee, whilst employed by the Council, is not eligible.*
- i) *A person cannot receive a second award in the same category.*
- j) *The name and contact details of at least one (1) referee must be supplied with the nomination.*
- k) *The nomination should explain the achievements and background of the nominee, and the reasons for the nomination, and address as many of the following aspects as possible;*
 - i. *Personal, academic and professional achievements and commitment; past current and future.*
 - ii. *Contribution in the relevant field i.e. how has the nominee "put back" into their field to benefit others.*
 - iii. *Demonstrated leadership, innovation and creativity.*
 - iv. *Personal interests and community and voluntary involvement.*
 - v. *Contribution to the Brookton Shire Council community.*
 - vi. *Future goals and likely impact.*
 - vii. *Degree of difficulty of the achievement and sacrifices made.*
 - viii. *Previous Awards and recognitions.*
 - ix. *Nature and length of involvement.*
 - x. *Voluntary work beyond paid employment.*
 - xi. *Achievements as an individual or as part of a group or organisation.*

One (1) award per ward in this Category may be awarded each year.

14.08.21.01 LIST OF ACCOUNTS FOR PAYMENT – JULY 2021

File No:	N/A
Date of Meeting:	19 August 2021
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Peta Harben – Finance Administration Officer
Authorising Officer:	Kellie Bartley – Manager Corporate and Community
Declaration of Interest:	The author has no financial interest in this matter.
Voting Requirements:	Simple Majority
Previous Report:	15 July 2021

Summary of Item:

The purpose of this report is to present to Council the list of accounts paid, for the month ending 31 July 2021, as required under the *Local Government (Financial Management) Regulations 1996*.

Description of Proposal:

To approve the accounts for payment.

Background:

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

Consultation:

There are no community engagement implications that have been identified as a result of this report or recommendation.

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 subregulation (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 authorized to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved and adopted budget.

Financial Implications:

There are no financial implications that have been identified as a result of this report or recommendation.

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.

The following table summaries the payments for the period by payment type, with full details of the accounts paid contained within **Attachment 14.08.21.01A**.

Payments up to 31 July 2021

Payment Type	Account Type	Amount (\$)
Automatic Payment Deductions (Direct Debits)	Municipal	\$150,333.09
Cheque Payments (cheque numbers issued)	Municipal	Nil
EFT Payments #12367 to #12432	Municipal	\$263,887.00
Sub Total	Municipal	\$414,220.09
EFT Payments – Nil	Trust	\$0.00
Sub Total	Trust	\$0.00
EFT Payments – Nil	Bond	\$0.00
Sub Total	Bond	\$0.00
Totals		\$414,220.09

Contained within **ATTACHMENT 14.08.21.01A** is a detailed transaction listing of credit card expenditure paid for the period ended 31 July 2021. This amount is included within the total payments, listed above.

OFFICER'S RECOMMENDATION

That Council accepts the list of accounts, totalling \$414,220.09 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the period ended 31 July 2021, as contained within Attachment 14.08.21.01A.

OCM 08.21-08

COUNCIL RESOLUTION

MOVED Cr Lilly SECONDED Cr Watts

That Council accepts the list of accounts, totalling \$414,220.09 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the period ended 31 July 2021, as contained within Attachment 14.08.21.01A.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Attachments

Attachment 14.08.21.01A – List of Accounts for July 2021

Members of the public can obtain a copy of the List of Accounts by contacting the Shire Administration Office.

14.08.21.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2021

File No:	N/A
Date of Meeting:	19 August 2021
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kelly D'Arcy – Senior Finance Officer Charlotte Cooke – Finance Officer
Authorising Officer:	Kellie Bartley – Manager Corporate & Community
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	There is no previous meeting reference

Summary of Item:

The Statement of Financial Activity for period ending 31 July 2021 together with associated commentaries are present for Council's consideration.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 31 July 2021, as presented.

Background:

In accordance with regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council. December and January's reports are presented in February as Council does not meet in January.

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as they prescribed.

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

Relevant Plans and Policy:

There is no Council Policy relevant to this item.

Financial Implications:

The Budget is regularly monitored on at least a monthly basis, by the Chief Executive Officer, the Manager Corporate & Community and the Senior Finance Officer. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review required by law, between 1 January and 31 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within **Attachment 14.08.21.02A**.

Risk Assessment:

The risk in relation to this matter is assessed as 'Low' on the basis that if Council does not receive the Monthly Financial Reports for the month reported leading to the Shire not meeting legislative requirements on financial reporting. The risk identified would be failure to fulfil statutory regulations or

compliance requirements.

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

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

Community & Strategic Objectives:

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

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

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

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

19. *Financial Control*
 - 18.2 *Conduct external/internal audits and reporting*
 - 18.4 *Review/Manage financial investments*
 - 18.5 *Process rates, other revenues, timely payments*

Comment

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

OFFICER'S RECOMMENDATION

That Council receives the Monthly Statements of Financial Activity for the 31 July 2021, in accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995 as presented in Attachment 14.08.21.02A.

(Simple majority vote required)

OCM 08.21-09

COUNCIL RESOLUTION

MOVED Cr Walker

SECONDED Cr Lilly

That Council receives the Monthly Statements of Financial Activity for the 31 July 2021, in accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995 as presented in Attachment 14.08.21.02A.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Attachments

Attachment 14.08.21.02A – Statement of Financial Activity

Shire of Brookton

MONTHLY FINANCIAL REPORT

For the Period Ended 31 July 2021

TABLE OF CONTENTS

Statement of Financial Activity by Function & Activity

Statement of Financial Activity by Nature & Type

Note 1 - Major Variances

Note 2 - Graphical Representation of Statement of Financial Activity

Note 3 - Net Current Funding Position

Note 4 - Receivables

Note 5 - Cash Backed Reserves

Note 6 - Capital Disposals and Acquisitions

Note 7 - Information on Borrowings

Note 8 - Cash and Investments

Note 9 - Budget Amendments

Note 10 - Trust Fund

Note 11 - Sewerage Operating Statement

Note 12 - WB Eva Pavilion and Gymnasium Operating Statement

Note 13 - Brookton Caravan Park & Acquatic Centre Financial Reports

Note 14 - Road Program

Note 15 - Capital Works Program

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 July 2021

	Note	Adopted Annual Budget	Current Budget	YTD Budget (a)	This Month	YTD Actual (b)	Var. \$ (b)-(a) (c)	Var. % (b)-(a)/(b) 9	Var.
Operating Revenues		\$		\$		\$	\$	%	
Governance		23,510	23,510	1,415	760	760	(655)	(46.29%)	
General Purpose Funding		1,886,516	1,886,516	2,181	2,378,572	1,575	(606)	(27.78%)	
Law, Order and Public Safety		315,963	315,963	14,543	712	712	(13,832)	(95.11%)	▼
Health		300	300	25	0	0	(25)	(100.00%)	
Education and Welfare		65,906	65,906	5,491	8,205	8,205	2,714	49.42%	
Housing		71,296	71,296	5,940	10,113	10,113	4,173	70.26%	
Community Amenities		404,681	404,681	33,720	391,472	391,472	357,752	1060.95%	▲
Recreation and Culture		36,101	36,101	3,005	603	603	(2,402)	(79.93%)	
Transport		684,303	684,303	56,540	149,982	149,982	93,442	165.27%	▲
Economic Services		100,160	100,160	8,345	9,245	9,245	900	10.78%	
Other Property and Services		27,000	27,000	2,248	0	0	(2,248)	(100.00%)	
Total (Excluding Rates)		3,615,736	3,615,736	133,453	2,949,664	572,667	439,214	329.11%	
Operating Expense									
Governance		(569,257)	(569,257)	(45,818)	(37,306)	(37,306)	8,512	18.58%	
General Purpose Funding		(250,387)	(250,387)	(18,517)	(13,380)	(13,380)	5,137	27.74%	
Law, Order and Public Safety		(470,954)	(470,954)	(48,150)	(25,718)	(25,718)	22,432	46.59%	▲
Health		(25,294)	(25,294)	(1,981)	(1,506)	(1,506)	475	23.99%	
Education and Welfare		(163,573)	(163,573)	(14,469)	(8,446)	(8,446)	6,023	41.62%	
Housing		(241,917)	(241,917)	(21,423)	(11,201)	(11,201)	10,222	47.72%	▲
Community Amenities		(573,400)	(573,400)	(46,348)	(17,616)	(17,616)	28,732	61.99%	▲
Recreation and Culture		(1,044,540)	(1,044,540)	(92,240)	(47,887)	(47,887)	44,353	48.08%	▲
Transport		(3,571,833)	(3,571,833)	(309,809)	(297,112)	(297,112)	12,697	4.10%	
Economic Services		(257,475)	(257,475)	(18,381)	(13,958)	(13,958)	4,423	24.06%	
Other Property and Services		(406,383)	(406,383)	(31,524)	(21,533)	(21,533)	9,991	31.69%	
Total		(7,575,013)	(7,575,013)	(648,660)	(495,663)	(495,663)	152,997	23.59%	
Funding Balance Adjustment									
Add back Depreciation		3,098,790	3,098,790	258,233		260,651	2,418	0.94%	
Adjust (Profit)/Loss on Asset Disposal	6	47,511	47,511	47,511		0	(47,511)	(100.00%)	▼
Correction of SSL78 adjustment		0	0	0		0	0		
Adjust (Profit)/Loss on Asset Revaluation		0	0	0		0	0		
Movement in Non Cash Provisions		0	0	0		0	0		
Net Operating (Ex. Rates)		(812,976)	(812,976)	(209,464)		337,655	547,118	(261.20%)	
Capital Revenues									
Proceeds from Disposal of Assets	6	122,000	122,000	0		22,727	22,727		
Proceeds from New Debentures	5	600,000	600,000	0		0	0	0.00%	
Self-Supporting Loan Principal		24,413	24,413	0		0	0		
Transfer from Reserves	5	2,406,197	2,406,197	200,516		0	(200,516)	(100.00%)	▼
Total		3,152,610	3,152,610	200,516		22,727	(177,789)		
Capital Expenses									
Land and Buildings	6	(1,514,000)	(1,514,000)	(14,332)		(84,593)	(70,261)	(490.24%)	▼
Plant and Equipment	6	(436,000)	(436,000)	(3,333)		0	3,333	100.00%	
Furniture and Equipment	6	(10,000)	(10,000)	0		0	0		
Infrastructure Assets - Roads & Bridges	6	(1,068,926)	(1,068,926)	(15,564)		(2,290)	13,274	85.29%	▲
Infrastructure Assets - Sewerage	6	(742,000)	(742,000)	(61,832)		(546)	61,286	99.12%	▲
Infrastructure Assets - Footpath	6	0	0	0		0	0		
Repayment of Debentures	7	(133,672)	(133,672)	0		(23,937)	(23,937)		
Principal elements of finance lease payments	7	(1,419)	(1,419)	0		0	0		
Transfer to Reserves	5	(1,791,777)	(1,791,777)	(149,315)		(194)	149,121	99.87%	▲
Total		(5,697,794)	(5,697,794)	(244,376)		(111,560)	132,816	(54.35%)	
Net Capital		(2,545,184)	(2,545,184)	(43,859)		(88,833)	(44,974)	102.54%	
Total Net Operating + Capital		(3,358,160)	(3,358,160)	(253,323)		248,822	502,144	198.22%	
Rate Revenue		2,373,107	2,373,107	124		2,376,997	2,376,873	1916833.31%	▲
Opening Funding Surplus(Deficit)		977,376	977,376	977,376		977,376	0	0.00%	
Closing Funding Surplus(Deficit)	3	(7,676)	(7,677)	724,177		3,603,195	2,879,018		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 31 July 2021

NOTE	2021/22 Adopted Budget \$	2021/22 Current Budget \$	2021/22 YTD Budget \$	2021/22 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES					
Rates	2,410,607	2,410,607	124	2,376,997	2,376,873
Operating Grants, Subsidies and Contributions	1,167,520	877,666	(450,190)	-	450,190
Fees and Charges	682,928	689,173	57,418	421,769	364,351
Interest Earnings	130,111	135,249	1,499	915	(584)
Other Revenue	197,836	162,795	3,555	-	(3,555)
	4,589,002	4,275,490	(387,594)	2,799,682	3,187,276
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs	(1,911,012)	(2,221,305)	(175,113)	(176,757)	(1,644)
Materials and Contracts	(1,531,907)	(1,711,166)	(115,739)	(54,137)	61,602
Utilities	(177,631)	(190,430)	(11,573)	(8,780)	2,793
Depreciation	(2,781,490)	(3,098,790)	(258,221)	(260,651)	(2,430)
Interest Expenses	(76,411)	(67,343)	(63)	4,662	4,725
Insurance	(193,031)	(230,897)	(83,051)	-	83,051
Other Expenditure	(112,453)	(850)	(28)	-	28
	(6,783,935)	(7,520,781)	(643,788)	(495,663)	148,125
	(2,194,933)	(3,245,291)	(1,031,382)	2,304,019	3,335,401
Non-Operating Grants, Subsidies & Contributions	740,579	1,713,243	520,880	149,982	(370,898)
Profit on Asset Disposals	-	-	-	-	-
Loss on Asset Disposals	(47,511)	(47,511)	(47,511)	-	47,511
NET RESULT	(1,501,865)	(1,579,559)	(558,013)	2,454,001	3,012,014

Note 1: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE (EXCLUDING RATES)

4 Governance

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

3 General Purpose Funding

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

5 Law, Order and Public Safety

Less than anticipated. Timing issue, will correct over time.

7 Health

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

8 Education and Welfare

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

9 Housing

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

10 Community Amenities

More than anticipated. Timing issue, will correct over time.

11 Recreation and Culture

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

12 Transport

More than anticipated. Timing issue, will correct over time.

13 Economic Services

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

14 Other Property and Services

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

OPERATING EXPENSES

4 Governance

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

3 General Purpose Funding

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

5 Law, Order and Public Safety

More than anticipated. Timing issue, will correct over time.

7 Health

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

8 Education and Welfare

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

9 Housing

More than anticipated. Timing issue, will correct over time.

10 Community Amenities

More than anticipated. Timing issue, will correct over time.

11 Recreation and Culture

More than anticipated. Timing issue, will correct over time.

12 Transport

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

13 Economic Services

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

14 Other Property and Services

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

CAPITAL REVENUE

Proceeds from Disposal of Assets

Less than anticipated. Timing issue, will correct over time.

Self-Supporting Loan Principal

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

Transfer from Reserves

Less than anticipated. Timing issue, will correct over time.

CAPITAL EXPENSES

Land and Buildings

Less than anticipated. Timing issue, will correct over time.

Plant and Equipment

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

Furniture and Equipment

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

Infrastructure Assets - Roads & Bridges

More than anticipated. Timing issue, will correct over time.

Infrastructure Assets - Sewerage

More than anticipated. Timing issue, will correct over time.

Repayment of Debentures

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

Transfer to Reserves

More than anticipated. Timing issue, will correct over time.

Note 1: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE (EXCLUDING RATES)

4 Governance

OTHER ITEMS

Rate Revenue

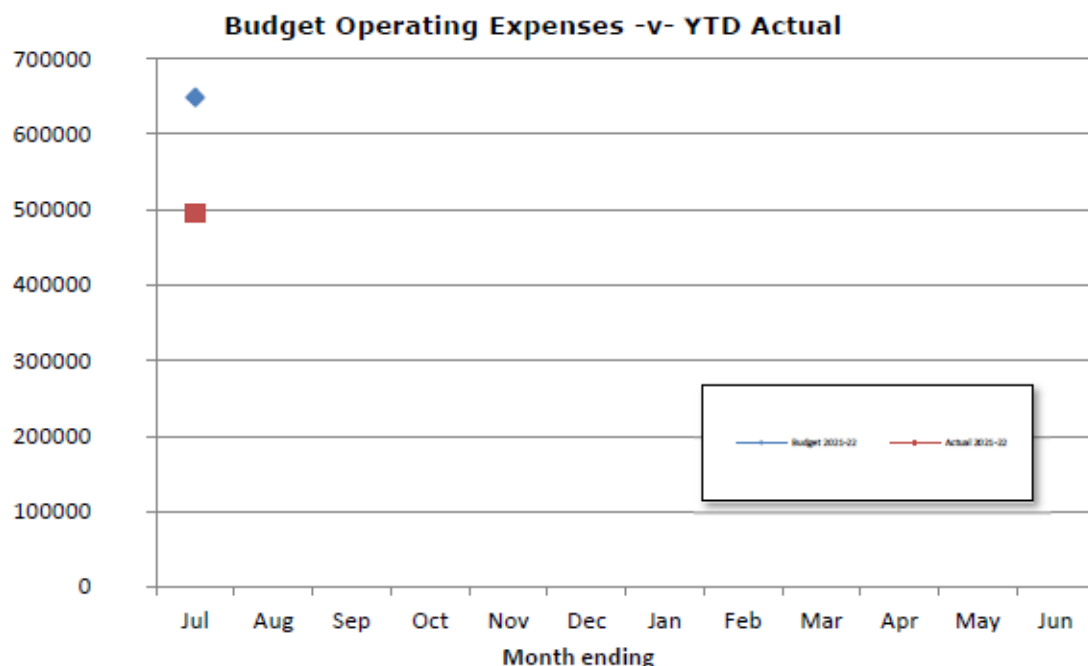
More than anticipated. Timing issue, will correct over time.

Closing Funding Surplus (Deficit)

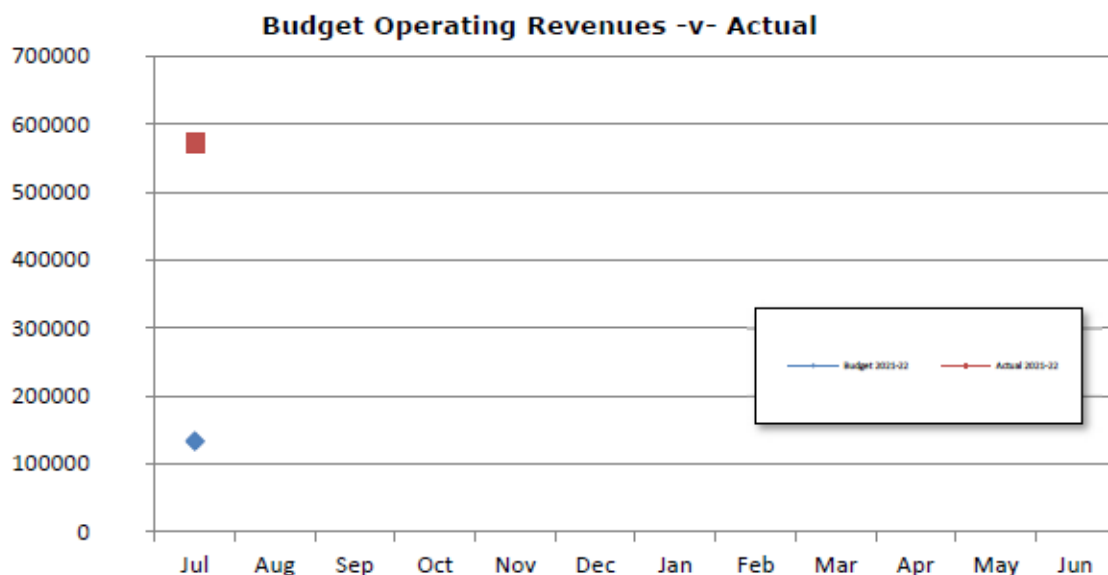
Within variance threshold of \$10,000 or 10%

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2021

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Operating Expenses

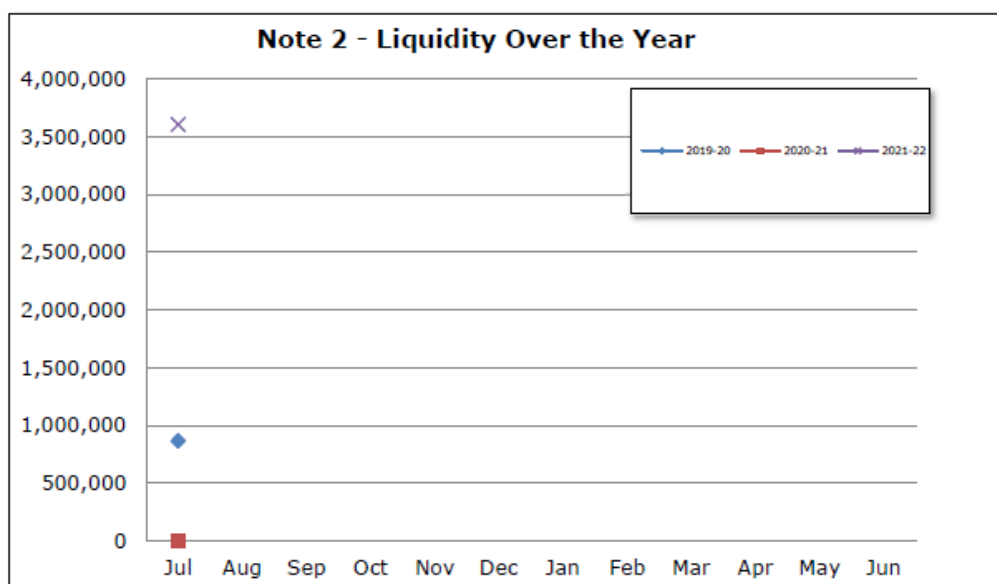


Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2021

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
2021-22				
Note	This Period	Same Period 2020/21	Same Period 2019/20	Surplus C/F 1 July 2021
	\$	\$	\$	\$
	July 2021	July 2020	July 2019	
Current Assets				
Cash Unrestricted	907,245		1,086,196	1,132,706
Cash Restricted	11,626,936		5,254,106	11,626,742
Receivables	2,986,108		4,005,605	120,462
Non Cash Movements			0	0
Inventories	27,060		9,652	27,060
	15,547,348		10,355,559	12,906,970
Less: Current Liabilities				
Payables and Provisions	(317,218)		(4,236,899)	(302,852)
	(317,218)		(4,236,899)	(302,852)
Less: Cash Restricted	(11,626,936)		(5,254,106)	(11,626,742)
Net Current Funding Position	3,603,195	no report 2020	864,554	977,376



Comments - Net Current Funding Position

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2021

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish

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

Net Rates Collectable
 % Collected

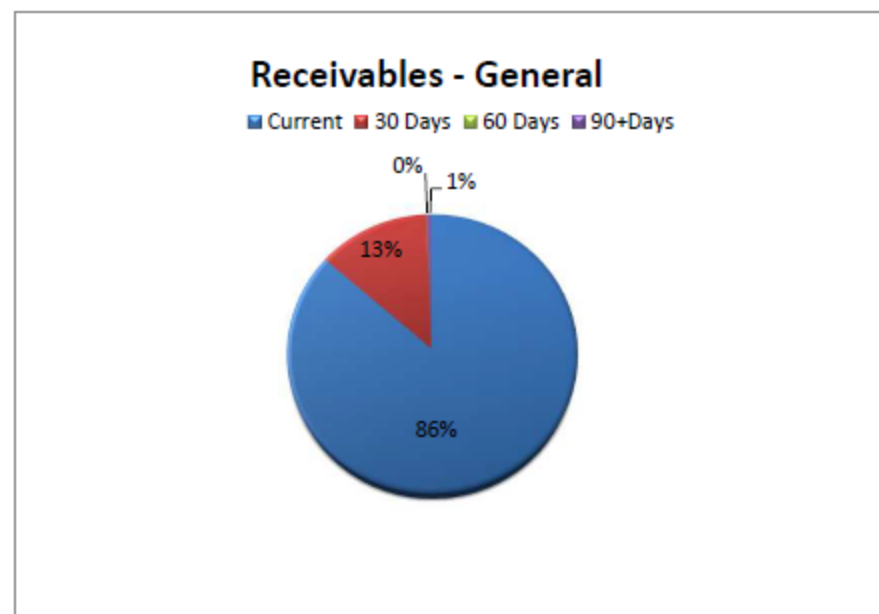
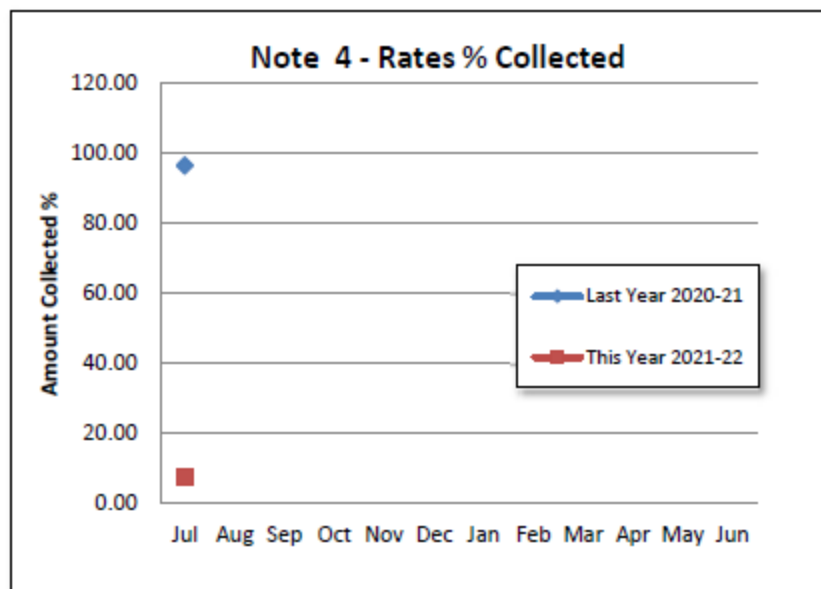
	Current 2021-22	Previous Year 2020-21
	\$	\$
Opening Arrears Previous Years	234,381	234,381
Rates, Sewerage & Rubbish Levied this year	2,795,089	2,703,069
<u>Less</u> Collections to date	(230,807)	(2,838,880)
Equals Current Outstanding	2,798,663	98,570
Net Rates Collectable	2,798,663	98,570
% Collected	7.62%	96.64%

Receivables - General

Total Outstanding

Amounts shown above include GST (where applicable)

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
177,374	26,520	120	1,234
			205,248



Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2021

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$		\$	\$		\$	\$	\$
Leave Reserve	138,778	1,111	5	0		0	0	0	0	139,889	138,783
Plant and Vehicle Reserve and Community Bus Reserve	751,938	2,699	12	545,000		0	(314,000)	0	0	985,637	751,950
Land & Housing Development Reserve/Independent Living Units	1,391,205	11,139	49	0		0	(30,000)	0	0	1,372,344	1,391,254
Furniture and Equipment Reserve	21,194	170	1	0		0	(10,000)	0	0	11,364	21,195
Municipal Buildings & Facilities Reserve	330,737	5,049	22	0		0	(180,000)	0	0	155,786	330,759
Townscape and Footpath Reserve	125,068	1,001	4	0		0	(47,000)	0	0	79,069	125,072
Sewerage Scheme Reserve	410,425	3,566	16	65,000		0	(50,000)	0	0	428,991	410,441
Road and Bridge Infrastructure Reserve	327,787	927	4	758,764		0	(484,433)	0	0	603,045	327,791
Health & Wellbeing reserve	553,863	4,415	19	0		0	(558,764)	0	0	(486)	553,882
Sport & Recreation Reserve	31,625	253	1	0		0	0	0	0	31,878	31,626
Rehabilitation & Refuse Reserve	169,841	1,708	7	55,000		0	(50,000)	0	0	176,549	169,849
Caravan Park Reserve	153,899	2,832	12	0		0	0	0	0	156,731	153,911
Brookton Heritage/Museum Reserve	47,148	378	2	0		0	0	0	0	47,526	47,150
Kweda Hall Reserve	18,026	144	1	0		0	0	0	0	18,170	18,027
Aldersyde Hall Reserve	25,806	0	0	0		0	0	0	0	25,806	25,806
Railway Station Reserve	129,940	2,641	12	200,000		0	(70,000)	0	0	262,581	129,952
Madison Square Units Reserve	30,653	245	1	0		0	0	0	0	30,898	30,654
Cemetery Reserve	43,863	246	1	50,000		0	(40,000)	0	0	54,109	43,864
Water Harvesting Reserve	48,116	877	4	0		0	(42,000)	0	0	6,993	48,120
Developer Contribution	2,740	22	0	0		0	0	0	0	2,762	2,740
Cash Contingency Reserve	140,336	1,054	5	0		0	0	0	0	141,390	140,341
Brookton Aquatic Reserve	156,130	3,650	16	25,000		0	(30,000)	0	0	154,780	156,146
Future Fund Reserve	7,084,132	32,779	0	0		0	0	0	0	7,116,911	7,084,132
Innovations Fund Reserve	0	16,107	0	0		0	(500,000)	0	0	(483,893)	0
	12,133,250	93,013	193.82	1,698,764	0	0	(2,406,197)	0	0	11,518,830	12,133,445

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2021

Note 6: CAPITAL DISPOSALS AND ACQUISITIONS

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value		Proceeds	Profit (Loss)
31,746	22,000	(9,746)	PAV4 - Commodore (MCC Vehicle)	\$ 31,603		\$ 22,727	\$ (8,876)
44,931	40,000	(4,931)	PAV118 -2018 FORD RANGER MC 2019	44,512			0
76,677	62,000	(14,677)		76,115		22,727	(8,876)

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Current Budget	Actual	Variance
Property, Plant & Equipment	\$		\$	\$
Land and Buildings	1,514,000	1,514,000	84,593	1,429,407
Plant & Equipment	436,000	436,000	0	436,000
Furniture & Equipment	10,000	10,000	0	10,000
Infrastructure				
Roadworks & Bridge Works & Footpaths	1,068,926	1,068,926	2,290	1,066,636
Footpath Construction - Richardson Street	0	0	0	0
Sewerage & Drainage	742,000	742,000	546	741,454
Totals	3,770,926	3,770,926	87,429	3,683,497

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2021**

Note 7: INFORMATION ON BORROWINGS

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-21 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
							Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans												
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	215,828	-	-	24,413	215,828	201,217	(1,713)	14,611
Education & Welfare												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	63,602	-	4,787	9,710	58,815	60,149	262	3,453
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	104,944	-	7,899	16,021	97,045	99,246	433	5,698
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	44,521	-	3,351	6,797	41,170	42,104	184	2,417
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	104,944	-	7,899	16,021	97,045	99,246	433	5,698
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	536,706	-	-	60,710	536,706	492,286	(4,261)	44,420
					1,070,545	-	23,937	133,672	1,046,608	994,248	(4,662)	76,297
Right of Use	Seabrook Dam										-	810
											(4,662)	77,107

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

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2021

Note 8: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Cash at Bank - Operating Account	0.00%	67,855				67,855	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.05%	829,570				829,570	Bendigo	
Bond Fund	0.00%	9,820				9,820	Bendigo	
Trust Cash at Bank	0.00%			13,820		13,820	Bendigo	
(b) Term Deposits								
Savings Account	0.05%		4,436,167			4,436,167	Bendigo	
Reserves	0.20%		7,190,768			7,190,768	Bendigo	20/06/2021
(c) Investments								
Bendigo Bank Shares					10,000	10,000	Bendigo	
Total		907,245	11,626,936	13,820	10,000	12,558,001		

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2021

Note 9: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Adopted Budget Net Asset Surplus 30 June 2021		Opening Surplus(Deficit)				977,376
	Closing Funding Surplus (Deficit)			0	0	0	977,376

Classifications Pick List
Operating Revenue
Operating Expenses
Capital Revenue
Capital Expenses
Budget Review
Opening Surplus(Deficit)
Non Cash Item

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2021

Note 10: TRUST FUND

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

Description	Opening Balance For the Period 1 July 2021	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 July 2021
	\$	\$	\$	\$
Public Open Space Contributions	13,820	0	0	13,820
	13,820	0	0	13,820

1. Public Open Space Contribution:

T148 - Paul Webb \$13,820

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

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 31 July 2021

Note 11 Sewerage Operating Statement

NOTE	2021/22 Adopted Budget \$	2021/22 YTD Budget \$	2021/22 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges	1,690	1,690	-	(1,690)
Annual Sewerage Rates	196,268	196,268	196,268	0
	197,958	197,958	196,268	(1,690)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(3,559)	(297)	(27)	270
Materials and Contracts	(51,200)	(4,267)	(5)	4,262
Utilities	(3,300)	(275)	-	275
Depreciation	(36,542)	(3,045)	(3,846)	(801)
Interest Expenses	(2,315)	(193)	(184)	9
Insurance	(322)	(27)	-	27
General Operating Expenses	(1,920)	(160)	(22)	138
Allocation of Administration Expense	(50,243)	(4,187)	(3,099)	1,087
	(149,401)	(12,450)	(7,182)	5,268
	48,557	185,508	189,087	3,579
Add Back Depreciation	36,542	3,045	3,846	801
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	(65,000)	(5,417)	-	(5,417)
Transfer from Sewerage and Drainage Reserve	50,000	50,000	-	50,000
NET RESULT	70,099	233,136	192,933	48,963
Capital Loan Repayments			(3,351)	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 31 July 2021

Note 12 WB Eva Pavilion Operating Statement

NOTE	2021/22	2021/22	2021/22	Variance
	Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$	\$	\$	\$
REVENUES FROM ORDINARY ACTIVITIES				
Hire Fees - WB Eva Pavilion	4,000	333	-	(333)
Sporting Club Fees	4,000	333	-	(333)
Gymnasium Income	7,000	583	477	(106)
	15,000	1,250	477	(773)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	-	-	-	-
Materials and Contracts	-	-	-	-
Utilities	-	-	-	-
Interest Expenses	(35,688)	(2,974)	4,261	7,235
Insurance	-	-	-	-
General Operating Expenses	-	-	-	-
Gymnasium Operating	(11,983)	(996)	(237)	760
	(35,688)	(2,974)	4,024	7,235
	(20,688)	(1,724)	4,501	6,462
NET RESULT	(20,688)	(1,724)	4,501	6,462

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Aquatic Centre
For the Period Ended 31 July 2021

	Note	Adopted Annual Budget 2021/22	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
Note 13 (a): Brookton Caravan Park		\$	\$	\$	\$	%
Operating Revenue						
Caravan Park Fees		85,000	7,083	8,785	1,701	24.02%
Total Revenue		85,000	7,083	8,785	1,701	24.02%
Operating Expenses						
Brookton Caravan Park	CARAOP	(75,846)	(6,321)	(3,573)	2,747	(43.47%)
Brookton Caravan Park	MARKOP	(2,000)	(167)	0		
Caravan Park Depreciation		(2,179)	(182)	(730)	(549)	302.07%
Caravan Park Admin Administration Expenses		(30,146)	(2,512)	(1,860)	652	(25.97%)
Total		(110,171)	(9,181)	(6,163)	2,851	31.06%
Operating Surplus (Deficit)		(25,171)	(2,098)	2,622	4,553	217%
Excluding Non Cash Adjustments						
Add back Depreciation		2,179	182	730	549	302.07%
Net Operating Surplus (Deficit)		(22,992)	(1,916)	3,352	5,101	(266.24%)
Note 13 (b): Brookton Aquatic Centre						
Operating Revenue						
POOL FEES & CHARGES		13,100	1,092	0	(1,092)	(100.00%)
POOL GRANTS & SUBSIDIES		0	0	0	0	0.00%
Total Revenue		13,100	1,092	0	(1,092)	(100.00%)
Operating Expenses						
POOL EMPLOYEE COSTS		(79,061)	(6,588)	(6,478)	110	0.00%
POOL GENERAL OPERATING EXPENSES		(49,439)	(4,120)	(801)	3,319	(80.55%)
POOL BUILDING MAINTENANCE		(15,978)	(1,332)	(1,347)	(16)	1.16%
POOL DEPRECIATION		(11,272)	(939)	(1,032)	(92)	9.83%
POOL ABC ADMINISTRATION EXPENSES		(30,146)	(2,512)	(1,860)	652	(25.97%)
Total		(185,896)	(15,491)	(11,518)	3,974	25.65%
Operating Surplus (Deficit)		(172,796)	(14,400)	(11,518)	2,882	20.01%
Excluding Non Cash Adjustments						
Add back Depreciation		11,272	939	1,032	92	9.83%
Net Operating Surplus (Deficit)		(161,524)	(13,460)	(10,486)	2,974	22.10%

Note 14

86

Note 15

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 31 July 2021

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding					
					Muni	Grants	Reserves	Sale of Assets	Loan	Total Funding
	\$	\$	\$		\$	\$	\$	\$		\$
Chambers & Reception Area Upgrade	35,000	35,000	0	0%			35,000			35,000
Robinson Road - StreetBins	17,000	17,000	0	0%			17,000			17,000
Landfill Ground Water Monitoring Bores x2	15,000	15,000	0	0%			15,000			15,000
Ablution Facility at Cemetery	30,000	30,000	0	0%			30,000			30,000
Memorial Hall upgrade/constuction works	1,000,000	1,000,000	0	0%		500,000	500,000			1,000,000
Railway Station Fencing, signage & crossing improvement	30,000	30,000	0	0%			30,000			30,000
Aquatic Centre Improvements	30,000	30,000	0	0%			30,000			30,000
Memorial Park Gazebo and Disable access	30,000	30,000	0	0%			30,000			30,000
Tourist Information Bay	17,000	17,000	0	0%	17,000					17,000
Caravan Park Upgrade Stage 1	180,000	180,000	59,777	33%		180,000				180,000
Depot Improvements	130,000	130,000	24,816	19%			130,000			130,000
Chambers Chairs x 24	10,000	10,000	0	0%			10,000			10,000
CEO Vehicle change over	45,000	45,000	0	0%			5,000	40,000		45,000
MCC Vehicle change over	36,000	36,000	0	0%			14,000	22,000		36,000
Water Tank & Wood Chipper 6"	50,000	50,000	0	0%			50,000			50,000
Single Axle Tipper small Parks & Garden (trade PT13)	65,000	65,000	0	0%			55,000	10,000		65,000
Tandem Truck (trade PT10)	200,000	200,000	0	0%			165,000	35,000		200,000
Parks and Garden (trade PU33)	40,000	40,000	0	0%			25,000	15,000		40,000
Brookton-Kweda Road	374,960	374,960	0	0%		374,960				374,960
Richardson Street	218,633	218,633	0	0%		218,633				218,633
Brookton-Kweda Road	186,779	186,779	0	0%			186,779			186,779
Davis Road	150,537	150,537	0	0%			150,537			150,537
Koormong Drive	59,117	59,117	0	0%			59,117			59,117
Lefroy Street	20,000	20,000	0	0%	20,000					20,000
Collard Street	10,000	10,000	0	0%	10,000					10,000
Cm Whithall, Corberding & Brookton Hwy	8,000	8,000	0	0%			8,000			8,000
Sewel Road - Closure	0	0	2,290							0
Drainage Works Various Roads	40,900	40,900	0	0%		10,900	30,000			40,900
Happy Valley Bore Field	92,000	92,000	546	1%		50,000	42,000			92,000
Upgrade- Refurb/Refining Pipe Network	650,000	650,000	0	0%			50,000		600,000	650,000
	3,770,926	3,770,926	87,429		47,000	1,334,493	1,667,433	122,000	600,000	3,770,926

15.08.21 GOVERNANCE

15.08.21.01 ADOPTION OF THE SHIRE OF BROOKTON BUSHFIRE RISK MANAGEMENT PLAN 2021-2026

File No:	EME001
Date of Meeting:	19 August 2021
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Ian D'Arcy - CEO
Authorising Officer:	As above
Declaration of Interest:	The author does not have an interest in this matter
Voting Requirements:	Simple majority
Previous Report:	N/A

Summary of Item:

This item relates to adoption of a draft 'Shire of Brookton Bushfire Risk Management (BRM) Plan 2021-2026' which has been recently reviewed and endorsed by the Office of Bushfire Risk Management (OBRM) – refer to **Attachment 15.08.21.01A**.

This BRM Plan fundamentally provides a tenure blind approach to bushfire risk and mitigation measures in relation to assets within the Shire. A copy of this Plan is provided under separate cover as **Attachment 15.08.21.01B**.

Description of Proposal:

As above.

Background:

The BRM Plan is a strategic plan and living document that all regional and remote Local Governments are required to produce under the State Hazard Plan for Fire and is developed in accordance with the 'Guidelines for Preparing a Bushfire Risk Management Plan', whilst also being consistent with the policies of the State Emergency Management Committee (SEMC).

This BRM Plan seeks to lay out the severity of bushfire risk in relation to identified assets within the Shire, and specifies to recommended treatments to be applied to effectively achieve a reasonable level of hazard reduction, through one or more mitigation measures. To this end, the BRM Plan is accompanied by a 'Treatment Schedule' that more specifically sets out the recommended program of mitigation/hazard reduction measures to be delivered in collaboration across multiple agencies and landowners (stakeholders), regardless of land tenure. Importantly, such treatments are prioritised based on severity of risk.

The BRM Plan also provides initial access to the State Government's Mitigation Activity Fund (MAF) available to be used on local government vested/managed land.

Expressly, the objectives of the BRM Plan as extracted from the document are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five year period.
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk.
- Facilitate the effective use of the financial and physical resources available for bushfire risk

management activities.

- d) Integrate bushfire risk management into the business processes of local government, landowners, and other agencies.
- e) Ensure there is integration between landowners and bushfire risk management programs and activities.
- f) Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

Mostly, the assessment has also taken into consideration the bushfire hazard of various assets based on the classification of vegetation, separation distance from such vegetation, and the slope rating of the topography. Based on this assessment a risk evaluation was formulated identifying the risk category and the treatment priority for each of the assets. Primarily, assets listed as high, very high and extreme will require fundamental works to be performed in accordance with the Treatment Schedule. This in many instances will involve consultation and collaboration with various stakeholders for effective implementation, and ideally requires implementation within six months of the BRMP being endorsed by Council, where possible.

Reporting of all initial works is presented to OBRM within a defined annual reporting framework.

Consultation:

Consultation in preparing the draft BRM Plan has occurred with relevant Administration staff, volunteers and DFES/OBRM.

Statutory Environment:

The BRM Plan has been prepared in accordance with the *Emergency Management Act, 2005* that states under Section 20 (4):

“A public authority that is given a role and responsibilities under a State Emergency Management Policy is to comply with the State Emergency Management Policy.”

Clause 2.2.8 of State Hazard Plan Fire outlines that Local Government’s identified as having high or extreme bushfire risk are required to develop an integrated BRM Plan outlining a strategy to treat or reduce bushfire related risk across all land tenures.

Relevant Plans and Policy:

The BRM Plan aligns to the annual Bushfire Notice sent to all landowners on an annual basis that compels specific mitigation measures (i.e. fire breaks) to be performed/implemented prior to commencement of each bushfire season. The BRM Plan takes a pro-active stance to elevating/increasing the preparedness of bushfire protection where possible and practical.

Financial Implications:

There is no financial impact imposed in relation to initial mitigation works performed by the Shire, as this organisation can secure grant funding for this purpose under the MAF initiative, with these funds able to be used for all land under the control of the Local Government.

However, this funding at this stage, does not extend beyond initial mitigation works or to other stakeholders such as private landowners and other Government Agencies, who are responsible to fund their own works.

Risk Assessment:

On assessment the risk is assessed as 'High' on the understanding the BRM Plan is a statutory requirement and integrally important to generating increased awareness and being better prepared for significant bushfires with elevating intensity and frequency attributed to climate change.

Importantly, the BRM Plan is designed to assist the Shire in providing treatments and controls for identified risks acknowledging the risk of bushfire will always exist. Therefore, the intent of BRM Plan is to identify those areas that remain at high bushfire risk and where planned mitigation works can help in managing and possibly reducing the risk to existing assets.

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 draft Policy aligns to the 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 <2024.

Specifically, this review accords to:

Function 8. Emergency Management

Action 8.5 Prepare Bushfire Mapping/Mitigation

Comment:

As outlined, the BRM Plan strategically seeks to facilitate a coordinated approach in the identification, assessment and treatment of assets exposed to bushfire risk.

Endorsement of this Plan will:

- Reflect a commitment by Council to working with landowners and other land managers/stakeholders on addressing severity of bushfires that poses an increasing threat to the Brookton Community and associated key assets.
- Ensure Council satisfies its obligations under State Hazard Plan and the *Emergency Management Act, 2005*.

OFFICER RECOMMENDATION

That Council:

1. Endorses the Shire of Brookton Bushfire Risk Management Plan 2021-2026 as presented as Attachment 15.08.21.01B to this report.
2. Supports the implementation of a coordinated, comprehensive, multi-agency Treatment Schedule in support of, and to be incorporated into, the Bushfire Risk Management Plan 2021-2026.
3. Authorises the CEO to progress funding applications under the State Government's Mitigation Activity Fund MAF initiative for the implementation of priority mitigation works.

(Simple majority vote required)

OCM 08.21-10

COUNCIL RESOLUTION

MOVED Cr Lilly SECONDED Cr Macnab

That Council:

- 1. Endorses the Shire of Brookton Bushfire Risk Management Plan 2021-2026 as presented as Attachment 15.08.21.01B to this report.***
- 2. Supports the implementation of a coordinated, comprehensive, multi-agency Treatment Schedule in support of, and to be incorporated into, the Bushfire Risk Management Plan 2021-2026.***
- 3. Authorises the CEO to progress funding applications under the State Government's Mitigation Activity Fund MAF initiative for the implementation of priority mitigation works.***

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Attachments

Attachment 15.08.21.01A – Endorsement letter Office of Bushfire Risk Management (OBRM) letter

Attachment provided under separate cover

Attachment 15.08.21.01B – Shire of Brookton Bushfire Risk Management Plan 2021 - 2026



Government of Western Australia
Department of Fire & Emergency Services



Our Ref: D00312
Your Ref: EME022

Ian D'Arcy
Chief Executive Officer
Shire of Brookton
PO Box 42
Brookton WA 6306

Dear Mr D'Arcy

**RE: SUBMISSION OF DRAFT BUSHFIRE RISK MANAGEMENT PLAN TO THE
OFFICE OF BUSHFIRE RISK MANAGEMENT (OBRM)**

Thank you for the revised draft Bushfire Risk Management Plan (BRM Plan) for the Shire of Brookton received on 13 July 2021.

I am pleased to inform you that the draft BRM Plan has been reviewed by OBRM and meets the required standard as per the *Bushfire Risk Management Planning – Guidelines for Preparing a Bushfire Risk Management Plan* (the Guidelines). The BRM Plan should now be presented to Council for approval and formal adoption. It would be appreciated if you would advise OBRM in writing of Council's approval of the BRM Plan.

Under the Guidelines released in 2020, local governments are required to provide the first year's schedule of treatments before receiving OBRM endorsement. I understand that your plan was developed during the transition to these Guidelines and, as such, an interim arrangement is in place. Under this arrangement, we ask that the Shire of Brookton enter the first year's schedule of treatments into the Bushfire Risk Management System within six months of receiving this letter. It is not necessary to provide further updates to OBRM if any treatments are subsequently added, edited, rescheduled or deleted from the schedule.

OBRM will correspond with you towards the end of each year regarding your local government's fuel management activities to assist in developing our annual *Fuel Management Activity Report* to Government.

Yours sincerely

Tim McNaught
DIRECTOR OBRM

14 July 2021

16.08.21 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

17.08.21 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**OCM 08.21-11****COUNCIL RESOLUTION****MOVED Cr Watts****SECONDED Cr Fancote**

That Council moves to consider items 17.08.21.01 as urgent business.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

**17.08.21.01 APPOINTMENT OF AUTHORISED PERSON – ENVIRONMENTAL HEALTH OFFICER/
BUILDING SURVEYOR**

File No:	REG-053
Date of Meeting:	19 August 2021
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	The authorising has no interest in this matter other than being responsible line manager
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

This Report addresses the need for Council to appoint Ms Laura Pikoss as an Authorised Person under various legislation applicable Environmental Health and Building Surveying within the jurisdiction of the Shire of Brookton.

Ms Pikoss is a qualified and experienced Environmental Health Officer (EHO) and Level 2 Building Surveyor having been previously employed by a number of local governments in these disciplines, including the City of Rockingham WA and Shoalhaven City Council NSW. More recently Laura has been employed by this organisation as a Bushfire Risk Management Officer working under the direction of the Department of Fire and Emergency Services.

Description of Proposal:

As above.

Background:

Mr Dave Hadden has been the Shire's designated EHO/Building Surveyor for the past three and half years but has unfortunately tabled his resignation due to increased demand from the other local governments he serves.

Importantly, the Shire has statutory responsibility and functions to deliver across the Health, Food and Building legislation that requires a suitably qualified EHO/Building Surveyor to be employed and authorised to exercise respective powers in accordance with relevant legislation. Therefore, need Council authorization and appointment to do so. Without an official appointment, the Council cannot enable its

legislative functions to be delivered in a lawful manner.

Accordingly, with the employment of a new EHO/Building Surveyor and departure of another, there is a need for Council to consider this report and grant authorisation to Ms Pikoss.

Consultation:

Consultation has not been entertained in relation to this matter.

Statutory Environment:

The authorisations will enable Ms Pikoss to perform the required health and building duties for the Shire under the following legislation:

- Shire of Brookton Health Local laws 2000
- *Building Act 2011*
- *Building Code of Australia and National Construction Code*
- *Environmental Protection Act 1986*
- *Food Act 2008*
- *Health (Miscellaneous Provisions) Act 1911*
- *Health Services Act 2016*
- *Local Government Act 1995*
- Subsidiary Legislation to the above Acts.
- Council Delegations
- 1.35 - Authorised Officers
- 1.41 - Building Matters – Permits, Certificates and Orders
- 1.42 - Building Matters – Building Authorisations
- 1.43 - Building Matters – Fines Penalties and Enforcement

Relevant Plans and Policy:

Nil.

Financial Implications:

Nil.

Risk Assessment:

Without appropriate authorisation Ms Pikoss cannot effectively and lawfully perform her duties, placing the Local Government at risk of breaching its statutory responsibilities. Accordingly, the risk is assessed as 'High'.

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

Risk Rating	Action

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

Community & Strategic Objectives:

This proposal relates to delivery of core business and services for the BROOKTON Community, and accordingly is listed in the Council Corporate Compendium October 2020, as follows:

5 Building Services

- 5.1 *Process building applications/ issue building permits*
- 5.2 *Conduct swimming inspections*
- 5.3 *Perform building inspections*

6 Environmental Health Services

- 6.1 *Register/inspect food premises*
- 6.2 *Process effluent disposal applications*
- 6.3 *Inspect Public Buildings*
- 6.4 *Investigate Health (nuisance) complaints*

Comment

It is considered an imperative that authorisations be granted to enable Officers to administer the Shire statutory obligations and duties under the various legislation as listed in the Statutory Section of this report.

OFFICER RECOMMENDATION

That Council:

1. Endorse Ms Laura Pikoss as an authorised Environmental Health Officer and Building Surveyor for the Shire of Brookton to affect the relevant provisions of the following legislation:
 - Shire of Brookton Health Local laws 2000
 - Building Act 2011
 - Building Code of Australia and National Construction Code
 - Environmental Protection Act 1986
 - Food Act 2008
 - Health (Miscellaneous Provisions) Act 1911
 - Health Services Act 2016
 - Local Government Act 1995
 - Subsidiary Legislation to the above Acts.
 - Council Delegations
 - 1.35 - Authorised Officers
 - 1.41 - Building Matters – Permits, Certificates and Orders
 - 1.42 - Building Matters – Building Authorisations

- 1.43 - Building Matters – Fines Penalties and Enforcement

2. Proceed to publish a notice in the local newspaper for this authorisation to take effect from the Monday 23rd August 2021.

(Simple majority vote required)

OCM 08.21-12

COUNCIL RESOLUTION

MOVED Cr Lilly SECONDED Cr Watts

That Council:

1. ***Endorse Ms Laura Pikoss as an authorised Environmental Health Officer and Building Surveyor for the Shire of Brookton to affect the relevant provisions of the following legislation:***
 - ***Shire of Brookton Health Local laws 2000***
 - ***Building Act 2011***
 - ***Building Code of Australia and National Construction Code***
 - ***Environmental Protection Act 1986***
 - ***Food Act 2008***
 - ***Health (Miscellaneous Provisions) Act 1911***
 - ***Health Services Act 2016***
 - ***Local Government Act 1995***
 - ***Subsidiary Legislation to the above Acts.***
 - ***Council Delegations***
 - ***1.35 - Authorised Officers***
 - ***1.41 - Building Matters – Permits, Certificates and Orders***
 - ***1.42 - Building Matters – Building Authorisations***
 - ***1.43 - Building Matters – Fines Penalties and Enforcement***
2. ***Proceed to publish a notice in the local newspaper for this authorisation to take effect from the Monday 23rd August 2021.***

CARRIED BY SIMPLE MAJORITY VOTE 6/0

OCM 08.21-13**COUNCIL RESOLUTION****MOVED Cr Walker SECONDED Cr Watts**

The Council close the meeting to the public in accordance with Section 5.23 (2) (a) as this item relates to a matter that if disclosed would reveal information of a matter affecting an employee or employees at 6.09pm

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Mrs. Kellie Bartley, and Mr. Ian D'Arcy left the meeting at 6.09pm.

18.08.21.01 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

File No:	Employee No.	<i>To be advised</i>
Date of Meeting:	19 August 2021	
Location/Address:	N/A	
Name of Applicant:	N/A	
Name of Owner:	N/A	
Author/s:	Ian D'Arcy – Chief Executive Officer	
Authorising Officer:	Cr Katrina Crute – Shire President	
Declaration of Interest:	Nil	
Voting Requirements:	Simple majority	
Previous Report:	N/A	

Summary of Item:

This report relates to the appointment of a person to the position of Acting Chief Executive Officer in accordance with the provisions of the *Local Government Act, 2005*.

OFFICER RECOMMENDATION

That Council endorses:

1. The appointment of Mr Paul Sheedy as Acting (Temporary) Chief Executive Officer with the Shire of Brookton in accordance with Sections 5.36(2) and 5.39(1a) of the Local Government Act, 1995 based on:
 - a) Mr Sheedy's professional experience and knowledge as a Chief Executive Officer with other Local Governments.
 - b) The term of employment to take effect from Friday 24th September 2021 until another person is appointed by Council and assumes the position Chief Executive Officer (CEO) in a permanent or acting capacity.
2. Pursuant to Western Australian Salaries and Allowances Tribunal Ruling (8th April 2020) the conditions of employment and remuneration as provided in Attachment 18.08.21.01B to this report.

(Absolute majority vote required)

That Council endorses:

- 1. The appointment of Mr Paul Sheedy as Acting (Temporary) Chief Executive Officer with the Shire of Brookton in accordance with Sections 5.36(2) and 5.39(1a) of the Local Government Act, 1995 based on:***
 - a) Mr Sheedy's professional experience and knowledge as a Chief Executive Officer with other Local Governments.***
 - b) The term of employment to take effect from Friday 24th September 2021 until another person is appointed by Council and assumes the position Chief Executive Officer (CEO) in a permanent or acting capacity.***
- 2. Pursuant to Western Australian Salaries and Allowances Tribunal Ruling (8th April 2020) the conditions of employment and remuneration as provided in Attachment 18.08.21.01B to this report.***

CARRIED BY ABSOLUTE MAJORITY VOTE 6/0

Confidential Attachments

Attachment 18.08.21.01A – Mr Sheedy's resume

Attachment 18.08.21.01B – Conditions of Employment and Remuneration

18.08.21.02 CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS 2021

File No:	ORG047
Date of Meeting:	19 August 2021
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Sylvana Caranna – Logo Appointments
Authorising Officer:	Cr Katrina Crute – Shire President
Declaration of Interest:	The author is a paid consultant and therefore has a financial interest. The authorising officer has an interest in common.
Voting Requirements:	Absolute Majority
Previous Report:	16 July 2021

Summary of Item:

This item is to ensure that Council meets the requirements of the Local Government (Administration) Amendment Regulations 2021 – Guidelines for the Local Government CEO Recruitment and Selection, Performance and Termination that were amended in February 2021 as the Council is now embarking on a CEO Recruitment process due to current CEO resignation.

The matters addressed in this report, includes:

1. CEO Recruitment Panel Members
2. Terms of reference for the Panel
3. Confidentiality Agreement for the Panel
4. CEO Position Description – revised
5. CEO Employment Contract – revised

CONSULTANT RECOMMENDATION

That Council:

1. Acknowledges and accepts the Employment Committee as per OCM 11.19.17 is replaced by CEO Recruitment Panel consisting of the following Elected Members plus Mrs. Kris Dewson-Hall and Mr. Peter Keogh as the independent members and Ms. Sylvana Caranna from Logo Appointments as the HR Consultant:

Cr _____

Chairperson

Cr _____

Cr _____

Cr _____

Cr _____

Cr _____

Cr _____

2. Endorses the Terms of Reference for the CEO Recruitment Panel (Item 2) as per attachment 19.08.21.02A and include the names of the Panel members as per Item 2.
3. Endorses the Confidentiality Agreement 2021 for the CEO Recruitment Panel as per attachment 19.08.21.02B and include the names of the Panel members as per Item 2.
4. Endorses the Position Description – revised – as per attachment 19.08.21.02C.

CONFIDENTIAL ITEM

5. Endorses the CEO Employment Contract Template – revised – as per attachment 19.08.21.02D.

(Absolute majority vote required)

OCM 08.21-15

COUNCIL RESOLUTION

MOVED Cr Crute

SECONDED Cr Lilly

That Council:

1. ***Acknowledges and accepts the Employment Committee as per OCM 11.19.17 is replaced by CEO Recruitment Panel consisting of the following Elected Members plus Mrs. Kris Dewson-Hall and Mr. Peter Keogh as the independent members and Ms. Sylvana Caranna from Logo Appointments as the HR Consultant:***
 - a. ***Cr Crute*** ***Chairperson***
 - b. ***Cr Walker***
 - c. ***Cr Lilly***
 - d. ***Cr Watts***
 - e. ***Cr Fancote***
 - f. ***Cr Hartl***
 - g. ***Cr Macnab***
2. ***Endorses the Terms of Reference for the CEO Recruitment Panel (Item 2) as per attachment 19.08.21.02A and include the names of the Panel members as per Item 2.***
3. ***Endorses the Confidentiality Agreement 2021 for the CEO Recruitment Panel as per attachment 19.08.21.02B and include the names of the Panel members as per Item 2.***
4. ***Endorses the Position Description – revised – as per attachment 19.08.21.02C.***

CONFIDENTIAL ITEM

5. ***Endorses the CEO Employment Contract Template – revised – as per attachment 19.08.21.02D.***

CARRIED BY SIMPLE MAJORITY VOTE 5/1

Confidential Attachments

18.08.21.02A – CEO Recruitment Panel – Terms of Reference 2011

18.08.21.02B – CEO Recruitment Panel – confidentiality agreement 2021

18.08.21.02C – CEO Position Description – revised

18.08.21.02D – CEO employment contract template – revised - CONFIDENTIAL

OCM 08.21-16

COUNCIL RESOLUTION

MOVED Cr Walker SECONDED Cr Lilly

That Council reopen the meeting to the public at 6.13pm.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

19.08.21 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on Thursday 16th September 2021 commencing at 6.00 pm.

There being no further business the meeting was closed at 6.13pm.