



ORDINARY MEETING OF COUNCIL

PUBLIC

AGENDA

19 NOVEMBER 2020



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NOTICE OF MEETING

19 NOVEMBER 2020

**14 White Street
Brookton, WA 6306**

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 19 November 2020 in the Council Chambers at the Shire Administration Centre commencing at 6.00 pm.

The business to be transacted is shown in the Agenda.

Ian D'Arcy
CHIEF EXECUTIVE OFFICER
13 November 2020

DISCLAIMER

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

TABLE OF CONTENT

1.11.20	USE OF COMMON SEAL – OCTOBER 2020	5
2.11.20	DELEGATED AUTHORITY – ACTIONS PERFORMED – OCTOBER 2020	5
3.11.20	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	5
4.11.20	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE.....	5
5.11.20	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	5
6.11.20	PUBLIC QUESTION TIME	5
7.11.20	APPLICATIONS FOR LEAVE OF ABSENCE.....	5
8.11.20	PETITIONS/DEPUTATIONS/PRESENTATIONS	5
9.11.20	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	5
9.11.20.01	ORDINARY MEETING OF COUNCIL – 15 OCTOBER 2020.....	5
10.11.20	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	6
11.11.20	DISCLOSURE OF INTERESTS	6
12.11.20	TECHNICAL & DEVELOPMENT SERVICES REPORTS.....	7
12.11.20.01	PROPOSED HOLIDAY ACCOMMODATION/NATURE BASED CAMPING AREA – LOCATION 3734 WILLIAMS ROAD, JELCOBINE	7
12.11.20.02	ASSET MANAGEMENT STRATEGY	29
13.11.20	COMMUNITY SERVICES REPORTS	30
14.11.20	CORPORATE SERVICES REPORT	30
14.11.20.01	LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM FUNDING – VARIOUS BUDGET AMENDMENTS.....	30
14.11.20.02	STATEMENT OF FINANCIAL ACTIVITY FOR THE PRIOD ENDED 31 OCTOBER 2020.....	37
14.11.20.03	LIST OF ACCOUNTS FOR PAYMENT	57
15.11.20	GOVERNANCE	59
15.11.20.01	AUTHORISATION OF BUSHFIRE CONTROL OFFICER.....	59
15.11.20.02	PROPOSED COMMUNITY ENGAGEMENT POLICY	61
15.11.20.03	SHIRE OF BROOKTON INTEGRATED PLANNING AND REPORTING FRAMEWORK REVIEW	70
16.11.20	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	80
16.11.20.01	NOTICE OF ELECTED MEMBERS MOTION – ELECTRONIC RECORDING OF ORDINARY COUNCIL MEETINGS – CR B WATTS	80
17.11.20	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	88
18.11.20	CONFIDENTIAL REPORTS	88
18.11.20.01	AUSTRALIA DAY AWARDS 2020	88
18.11.20.02	PROPOSED RESIDENTIAL TENANCY – UNIT 4/28 WILLIAMS STREET, BROOKTON	90

1.11.20 USE OF COMMON SEAL – OCTOBER 2020

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

Use of Common Seal Register		
File Ref:	Purpose	Date Granted
INT20/21417A28	Animal Welfare in Emergencies – Grant Agreement	20-10-2020
OUT20/28C1BBCF	Stephen Carrick Architects Pty Ltd - Service Level Agreement	21-10-2020

2.11.20 DELEGATED AUTHORITY – ACTIONS PERFORMED – OCTOBER 2020

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

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

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

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

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

3.11.20 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

4.11.20 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**5.11.20 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****6.11.20 PUBLIC QUESTION TIME****7.11.20 APPLICATIONS FOR LEAVE OF ABSENCE****8.11.20 PETITIONS/DEPUTATIONS/PRESENTATIONS****9.11.20 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****9.11.20.01 ORDINARY MEETING OF COUNCIL – 15 OCTOBER 2020**

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 15 October 2020, be confirmed as a true and correct record of the proceedings.

10.11.20	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION
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11.11.20	DISCLOSURE OF INTERESTS
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Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer at the commencement of the meeting and also prior to the item.

Disclosure of Financial & Proximity Interests

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

Disclosure of Interest Affecting Impartiality

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

12.11.20.01 PROPOSED HOLIDAY ACCOMMODATION/NATURE BASED CAMPING AREA – LOCATION 3734 WILLIAMS ROAD, JELCOBINE

File No:	A890
Date of Meeting:	19 November 2020
Location/Address:	Loc 3734 Williams Road Jelcobine
Name of Applicant:	As below
Name of Owner:	John and Natalie Hankinson
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	The author does not have an interest in this proposal
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

The Shire of Brookton is in receipt of a planning application seeking approval for holiday accommodation 3 chalets and six (6) camping sites to be established on Loc. 3734 Williams Road Jelcobine.

In consideration of the merits of this proposal against the planning framework, scale of the use, concern raised by adjoining landowners and the caravan and camping legislation it is recommended planning approval be granted by Council.

Description of Proposal:

This proposal consists of 3 holiday accommodation chalet units and 6 low key nature-based camping/caravan sites across four designated locations on Location 373 being a 60.70-hectare rural property. Respectively, **Figure 1** below illustrates the location of the subject property, while **Figure 2** present a configuration of Loc. 3734 and **Figure 3** shows the specific camp sites in relation to the existing access and manager's residence.

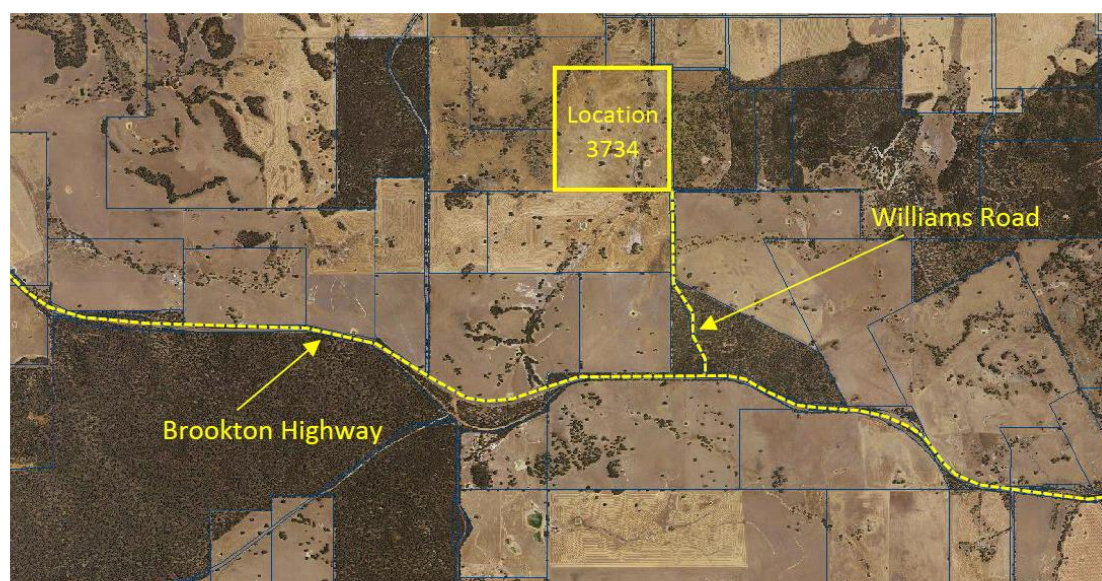


Figure 1 – Site Plan



Location

- Lot 125 Williams Road
- Jelcobine WA
- 150 Acre Property
- 75 km from Perth Metropolitan

OCCUPIED RESIDENTIAL
HOUSE



JELCOBINE HOMESTEAD

Figure 2 – Lot Configuration



Figure 3 – Indicative Illustration of Cabin

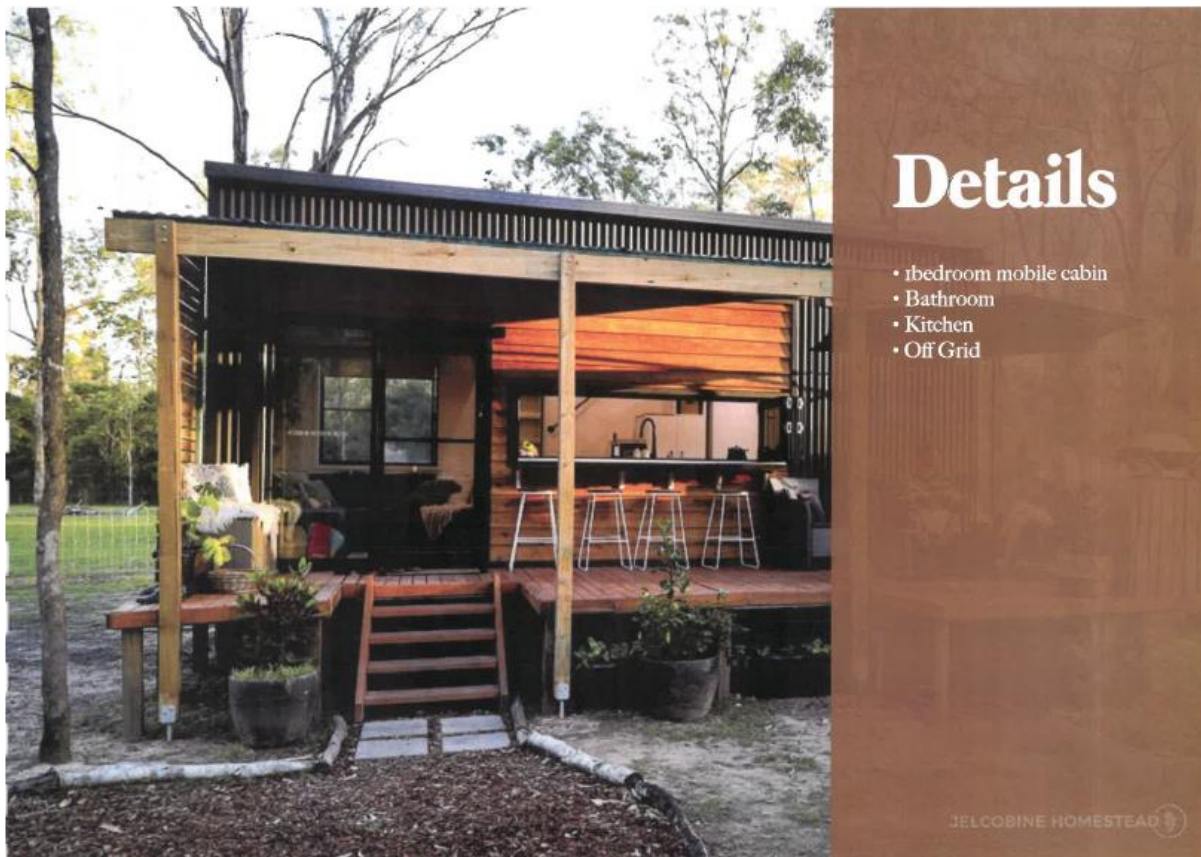


Figure 4 – Indicative Illustration of Cabin

This proposal is based on minimal provision of services that affords a basic camping experience in a number of natural settings.

A copy of the complete planning application is also presented as **Attachment 12.11.20.01A**.

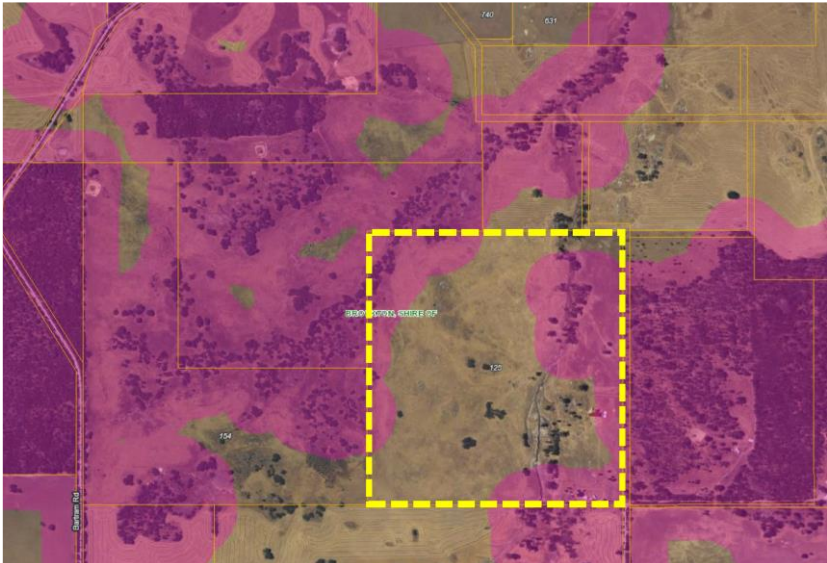
From discussion with the applicants:

- The Holiday Accommodation Cabins are based on two bedroom transportable units of approximately 4 metres in width and 8 metres in length (as illustrated in **Figures 3 and 4** above) connected to an approved effluent disposal system, a potable water supply from rainwater catchment and existing soaks on the western side of the water course, and solar power.
- The caravan/camp sites are positioned under an existing grove of gum trees along the water course that flows year-round, with a dump station positioned near the main house/manager's residence, as shown in **Figure 2** above.
- The internal roads to the proposed accommodation sites will be gravel paved with the creek crossing to be constructed using large concrete culverts.

Background:

On assessment, the subject property largely constitutes a 'lifestyle' lot with the following site characteristics:

Site Assessment	
Existing Development	<i>Loc. 3734 presently accommodates a residential dwelling and associated structures in close proximity.</i>
Existing Services	<i>Reticulated power and telecommunications are available at the existing residence. Water is based on roof catchment fed to water storage tanks and a dam located to the south of the existing residence.</i>

Vehicular Access	<i>Vehicle access is taken from Brookton Highway to Williams Road as shown in Figure 1. Brookton Highway is sealed with a dual carriageway accommodating a passing lane on the south side of the road. Williams Road is constructed to a base line gravel standard to a 6.0 metre width. The access road leading to existing homestead is a reasonable standard of driveway construction.</i>
Topography	<i>The property presents a broad level of undulation with a clearly defined water course that traverses the middle of the property in a north/south alignment.</i>
Vegetation	<i>Some small pockets of remnant vegetation is evident along the existing water course, but mostly the property is cleared arable pasture.</i>
Soil Type/s	<i>Variable – sandy soil along creek line and loam clay mix amongst granite outcrops and across pastoral areas.</i>
Surrounding Land-use	<i>The land adjoining on all boundaries is agricultural based predominantly used for cropping/grazing with the exception of the property immediately to the east being Loc. 18957 that is mainly vegetated and presents as a lifestyle property. The residence on this property is some 400+ metres to the east of the existing dwelling on Loc. 3734 and some further distance from the proposed cabins and caravan/camping sites.</i>
Bushfire Attack Level (BAL) Assessment	<p><i>Loc. 3734 partially falls within the Bushfire Prone Area as illustrated by a purple below. A BAL assessment may be required for the third (northern) cabin site on the property being with the fire prone area, however, is not required for the other cabin sites. The caravan/camping sites - see Figure 4 below.</i></p>  <p>Figure 4 – Bushfire Prone Map – Sourced from DEFS</p>

Consultation:

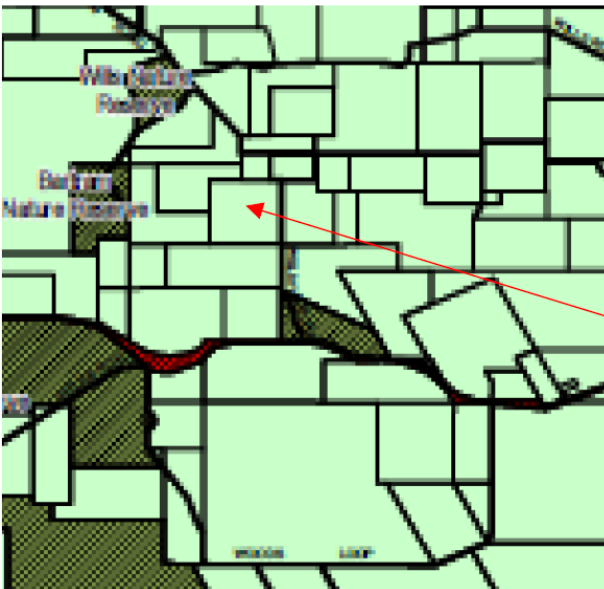
Upon receipt, the application was referred to adjoining landowners to comment on the proposal within a twenty-one days. At conclusion of the referral process a total of three submissions have been received, two in support and one seeking further clarification.

A copy of the respective submissions is provided as **Attachment 12.11.20.02A, 12.11.20.02B and Attachment 12.11.20.02C.**

Statutory Environment:

From a statutory perspective Holiday Accommodation and Caravan Park/Campground can be approved by Council following a public submission process. At the conclusion of advertising the Council is to have regard to the validity of the comments or concerns raised by members of the public.

To this end, the following table provides a summary of legal and other requirements in relation to this proposal:

Draft Shire of Brookton Local Planning Scheme (LPS) No.4 (Statutory instrument)	
Proposed Zoning	<p>'Rural' zone (green) – See extract of Zoning Map 4 below.</p>  <p>Figure 6 – Extract of draft Zoning Map 4</p>
Permissibility	<p>Table 1 – Zoning Table of draft LPS 4 specifies Holiday Accommodation (Chalets) and Caravan Park as an 'A' (discretionary following mandatory advertising) use. This means Council has the ability to exercise discretion on nature based camping use based on relevant planning considerations following a public submission process.</p>
Definitions	<p>The definitions for the respective land use in draft LPS 4 are:</p> <p>"caravan park means premises that are a caravan park as defined in the Caravan Parks and Camping Grounds Act 1995 section 5 (1)."</p> <p>See further comment on Caravan Parks and Camping Grounds Act 1995.</p> <p>"Holiday Accommodation means 2 or more dwellings on one lot used to provide short stay accommodation for persons other than the owner of the lot."</p>

Objectives - 16.2.4 Rural Zone	<p><i>The draft LPS 4 stipulates the objectives of the Rural Zone are:</i></p> <ul style="list-style-type: none"> <i>• To provide for the maintenance or enhancement of specific local rural character.</i> <i>• To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.</i> <i>• To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.</i> <i>• To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone.</i> <i>• <u>To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.</u></i>
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Planning and Development (Local Planning Scheme) Regulations 2015 (Statutory instrument)	
Schedule 2; Part 9; Clause 68(2)	<p><i>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration.</i></p>
Schedule 2; Part 9; Clause 76 (1) and (2)	<p><i>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use and or development of the land.</i></p>

Shire of Brookton and Beverley Local Planning Strategy – April 2014 (Strategic document)	
10.2 General Agriculture and Land Use (Page 51)	<p><i>Section 10.1 of the Shire of Brookton Local Planning Strategy states the Council will:</i></p> <p><i>a) Support initiatives to enhance the productivity of agricultural areas through:</i></p> <ul style="list-style-type: none"> <i>- Working to ensure that sufficient water supplies are made available to agriculture;</i> <i>- Minimising the impact of agricultural practices and extraction or use of natural resources on the environment;</i> <i>- Encouraging the establishment of value-adding industries in appropriate locations to maximise economic advantages to the district.</i> <p><i>Further, Section 10.2 stipulates that Council should take into account the following in considering development proposals:</i></p> <p><i>a) Discourage land uses unrelated to agriculture from locating on agricultural land (unless the proponent suitably demonstrates there are exceptional circumstances to the satisfaction of Council);</i></p> <p><i>b) Other elements of the Strategy including protecting environmental assets, servicing and landscape impact;</i></p>

	<p>c) Provide adequate separation distance between potential conflicting land uses. The proposed development or use should contain all potentially conflicting effects within the property on which it is located;</p> <p>d) Buffer distances to enable agricultural uses to continue to operate without undue restrictions. The buffers to agricultural land are accommodated within the site subject to the proposal and not within adjoining land;</p> <p>e) How the proposal will not detrimentally impact on existing agricultural operations and outline how the proposal will contribute to sustainable agricultural production in the area;</p> <p>f) Discourage development that may result in land and environmental degradation.</p>
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Caravan Parks and Camping Grounds Act 1995 (Statutory instrument)	
Clause 7.(1) Application for grant or renewal of licence	<p>Clause 7.(1) prescribes a licence must be obtained in addition to the grant of planning approval, as outlined below:</p> <p>7.(1) An application for the grant or renewal of a licence for a facility is to be —</p> <ul style="list-style-type: none"> (a) made to the local government in the appropriate prescribed form; and (b) accompanied by the appropriate fee prescribed; and (c) accompanied by any information that the local government reasonably requires for a proper consideration of the application.
Definition	caravan park means an area of land on which caravans, or caravans and camps, are situated for habitation;

Caravan Parks and Camping Grounds Regulations 1997 (Statutory instrument)	
Section 13. - Suitability of Land	Under this section the Local Government must be satisfied the subject land is suitable for camping before approval is granted under regulations 11(2) or 12(2) of this legislation, particularly with respect to safety, health and access to services.
Section 3. Terms Used	<p>nature based park means a facility in an area that —</p> <ul style="list-style-type: none"> (a) is not in close proximity to an area that is built up with structures used for business, industry or dwelling-houses at intervals of less than 100 m for a distance of 500 m or more; and (b) has been predominantly formed by nature; and (c) has limited or controlled artificial light and noise intrusion;
Schedule 7 – Div. 1 – General Provisions	For the most part the Local Government is granted discretion under the prescribed provisions 1 – 52 for a nature based park . These provision address the standards of access, facilities and services for caravan parks and camping grounds.

Relevant Plans and Policy:

There is no specific plan or policy that applies to this land use.

Financial Implications:

There is no specific financial implications applicable other than receipt of the planning application fee and future payment of annual \$200 Camping Ground Licence fee should Council approve this application.

Risk Assessment:

There is no identifiable risk in granting this planning approval other than the applicant may exercise a right of appeal with the State Administrative Tribunal (SAT) should there be a grievance against the Council decision on this proposal.

Community & Strategic Objectives:

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

Specifically, the proposed Nature Based Camping Ground application aligns to:

Function 2 – Land Use Planning

Action 2.3 – Process Development Applications

Comment**1. Public Submissions**

The following matters highlighted in blue italic text have been raised through the public submission period. A corresponding officer comment is also provided under each matter for Council's consideration.

a) Will there be pets allowed at the Caravan Park, with having dogs, cats this could harm wild life and stock.

Officer Comment – This is not a legitimate planning consideration in relation to this proposal. The accommodation of pets is regulated under the dog and cat legislation and may be accommodated at the discretion of the property/business owner as part of the Caravan Park operations.

b) Is this place going to be open 12 months of the year? Most tourist that have never been or lived in the country have no idea about Fire bans and Fire danger, Driving though paddocks, dropping lighters etc.

Officer Comment – With this classification of land use the grant of planning consent is usually for an indefinite period. However, the issue of a caravan park licence is limited to 12 months and is subject to renewal by the Shire on an annual basis.

With regard to the risk of a fire ban the responsibility for managing the movement of vehicles on the property when a ban is applied rests with the property/business owner, who needs to inform patrons of a ban in place and the implications that apply.

- c) *Where the cabins are going to be situated, people will need to drive through a creek to get [to] them. Will they be required to put dedicated road ways (culverts) in the creek line? As damage to this may stop the water flow to the farmers down stream.*

Officer Comment – Should planning consent be granted is recommended a condition of approval be applied requiring all internal roads within the property be constructed to an acceptable two wheel drive all weather access for the comfort and safety of patrons. This includes a dedicated crossing of the existing water course to a safe standard and does not inhibit the continued flow of water downstream.

- d) *Will this make a difference to the shooting of vermin on our properties?*

Officer Comment – This Caravan Park land use should not restrict current agricultural practices which need to be conducted in accordance with relevant legislation, including the use/discharge of firearms. With this said, as part of the management regime Caravan Park patrons need to be well informed of standard agricultural practices and risks that exist in a rural farming environment.

- e) *As there is chalets they will require septic tanks, is there controls in place to manage the ground water run off from these as there is 3 chalets at the present and this could contaminate ground water.*

Officer Comment – The chalets will need to be established with an approved on-site effluent disposal system as required under the *Health Act, 2016*.

- f) *As there is no toilets for campers (All caravans/campers don't have toilets) is there controls in place that there is no rubbish (toilet paper) through the bush and in paddocks?*

Officer Comment – Reference that all caravans do not have toilets is not an accurate statement as many do. Notwithstanding, at least one communal toilet and shower will need to be established for the caravan/camp sites as required under the Caravan Park and Camping Ground Regulations, 1997 if the proposed development is approved.

2. Other Considerations

As outlined in the statutory section of this report the applicant is required to obtain a second approval in the form an annual licence for the caravan/camping activity. Aside from the payment of the prescribe fee, the annual licence can also prescribe the standards to be applied to the camping activity. For the most part, given the proposal is nature based, this is at the discretion of Council under the guidance of the Caravan Parks and Camping Grounds Regulations, 1997.

Under Schedule 7 of the Regulations the following standards need to be given due consideration and are usually applied to a typical Caravan Park or Camping Ground development, but as mentioned discretion can be applied given this proposal is deemed a Nature Based facility.

Type of Regulatory Standards

- Number of people per site, length of stay and access for people with disabilities.
- Separation distances between sites.
- Buildings, fences and hard stands.
- Roads and parking.
- Recreational areas.
- Ablution and toilet facilities
- Laundry facilities.
- Washing up facilities for campers.
- Lighting.
- Fire fighting equipment.
- Electricity.
- Water supplies.
- Waste water, sewage and drainage.
- Miscellaneous matters such as rubbish disposal and telephone access.

Therefore, taking into account the scale and 'nature based' style of camping for this proposal, it is suggested the following standards should reasonably be applied to a Caravan Park/Camping Ground licence, with relevant advice being placed on the planning approval should Council support this application.

- a) The maximum number of campers per site is 10 people.
- b) The maximum stay is not to exceed 28 nights in any 3 month period.
- c) Each camp site is to:
 - Have a minimum area of 25m²
 - Be identified by a visible marker (1 to 6).
 - Be constructed to a compacted and levelled grass or gravel standard.
 - Be serviced by a 3.0 metre wide compacted gravel access road/track to 2 wheel drive all weather standard.
- d) At least one communal toilet and shower is to be provided for use by caravaners and campers.
- e) At least one operational trailer mounted fire-fighting unit (petrol driven) and one fire extinguisher to be available at the manager's residence and accessible at all times.
- f) At least one 20,000 litre potable rainwater storage tank with filling tap is to be provided for use by campers, with a valve and configured coupling suitable to taking of water in the event of a bush fire.
- g) At least two 80L rubbish bins to be provided at a designated location for use by campers.
- h) The provision of a hand-out pamphlet to caravaners and camper's that details:
 - a map of property with designated camp sites, potable water, toilet and shower and rubbish disposal bins;
 - emergency/management details and camping rules/directions, including anti-social behaviour, use of generators, trespass and taking of firewood on neighbouring properties, lighting of fires and fire bans, disposal of rubbish and general amenity and agricultural activities.
- i) Provision of signage that includes check-in office and directional to camp sites and communal camping facilities (ie shower/toilet, water supply, rubbish disposal etc.).

In regard to the standards of development it is recommended a number of conditions be applied that addresses the minimum requirements for internal road access, including the creek crossing, water

supply, fire management, and visitor information.

As a final comment the proposal reflects a typical farm-stay and nature-based caravan/camping development with the property ideally suited for this purpose. However, it is noted the public road access is in need for minor road widening and tree trimming which has been referred to the Manager Infrastructure and Emergency for attention.

OFFICER RECOMMENDATION

That Council grant planning approval for Holiday Accommodation and a Nature Based Caravan Park/Camping Area on Location 3734 Williams Road, Jelcobine pursuant to Schedule 2 Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the following:

Conditions

- 1. Should the use and associated development the subject of this approval, not be SUBSTANTIALLY COMMENCED within a period of two (2) years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, the use shall not be carried out without the further approval of the responsible authority having first been sought and obtained.***
- 2. Use and associated development of the approved Holiday Accommodation Cabins and Nature Based Caravan /Camping Area shall be carried out in accordance with the terms of the application as approved herein, and the respective location plans that form part of this approval.***
- 3. This approval is limited to the provision of three (3) park home type cabins and six (6) Caravan/ Camping sites, unless otherwise further approved by Council through a separate application for planning approval.***
- 4. The internal road access and network shall be constructed to a gravel paved 2 wheel drive all weather access standard to a minimum width of 4.0 metres to the satisfaction of the Local Government.***
- 5. The designated water course crossing shall:***
 - a) be engineered and constructed to a minimum 4.0 metre width and all-weather access standard to the satisfaction of the Local Government.***
 - b) not impede the flow of water downstream.***
- 6. Prior to issue of a building permit:***
 - a) A Bushfire Attack Level (BAL) assessment for Cabin No.3 shall be prepared and submitted to the Local Government for approval or conversely a revised site plan shall be lodged illustrating relocation of Cabin No.3 to be a minimum distance of 100 metres from the defined Bushfire Prone Area as shown of the Department of Fire and Emergency Services website.***
 - b) A floor plan and elevations of the park home cabin design at a 1:100 scale shall be submitted to the Local Government.***

Note: Once the plans submitted under this condition have endorsed they shall form part of this planning approval.

7. Each holiday accommodation cabin shall be:

- a) connected to and supported by an independent potable water supply with a minimum storage capacity of at least 20,000 litres.**
- b) provided with an 80 litre rubbish bin.**
- c) Include a map and information for visitors that includes emergency/management details, rules relating to anti-social behaviour, trespass and taking of fire wood on neighbouring properties, lighting of fires, disposal of rubbish and general amenity standards and agriculture practices on surrounding properties, and required caution in relation to the dual carriageway on Brookton Highway opposite the intersection with Williams Road.**

Advice Notes

The following advice notes are offered in addition to the notes provided in Form 4 of Clause 86 of the Deemed Provisions on the approval granted in condition(s) above:

- a. This approval does not confer approval under other relevant legislation, including but not limited to, the Caravan Park and Camping Grounds Act, 1995; the Building Act 2011 and Building Code of Australia and the Health Act, 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire on (08) 9642 1106.**
- b. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the approved use/development.**
- c. The cabin buildings must conform as a minimum to the prescribed standards of a Park Home structure for short stay accommodation purposes.**
- d. The applicant is advised of the need to lodge a formal application for an annual camping ground licence pursuant the Caravan Park and Camping Ground Regulations, 1997 prior to commencement of the camping activity.**
- e. The applicant is advised that the following conditions/standards will be applied at the annual camping ground licence:**
 - ✓ The maximum number of campers per site is 10 people.**
 - ✓ The maximum stay is not to exceed 28 nights in any 3 month period.**
 - ✓ Each camp site is to:**
 - Have a minimum area of 25m²**
 - Be identified by a visible marker (1 to 6).**
 - Be constructed to a compacted/levelled gravel or grass standard.**
 - Be serviced by a 4.0 metre wide compacted gravel access road to 2 wheel drive standard.**
 - ✓ At least one communal toilet and shower is to be provided for use by caravaners/campers.**
 - ✓ At least one operational trailer mounted fire-fighting unit (petrol driven) and one fire extinguisher to be available at the manager's residence and accessible at all times.**
 - ✓ At least one 20,000 litre potable rainwater storage tank with filling tap is to be provided for use by caravaners/campers.**
 - ✓ A least two 80L rubbish bins to be provided at a designated location for use by caravaners/campers.**
 - ✓ The provision of a hand-out pamphlet to caravaners and campers that details:**
 - a map of property with designated camp sites, potable water, toilet and shower and**

rubbish disposal bins;

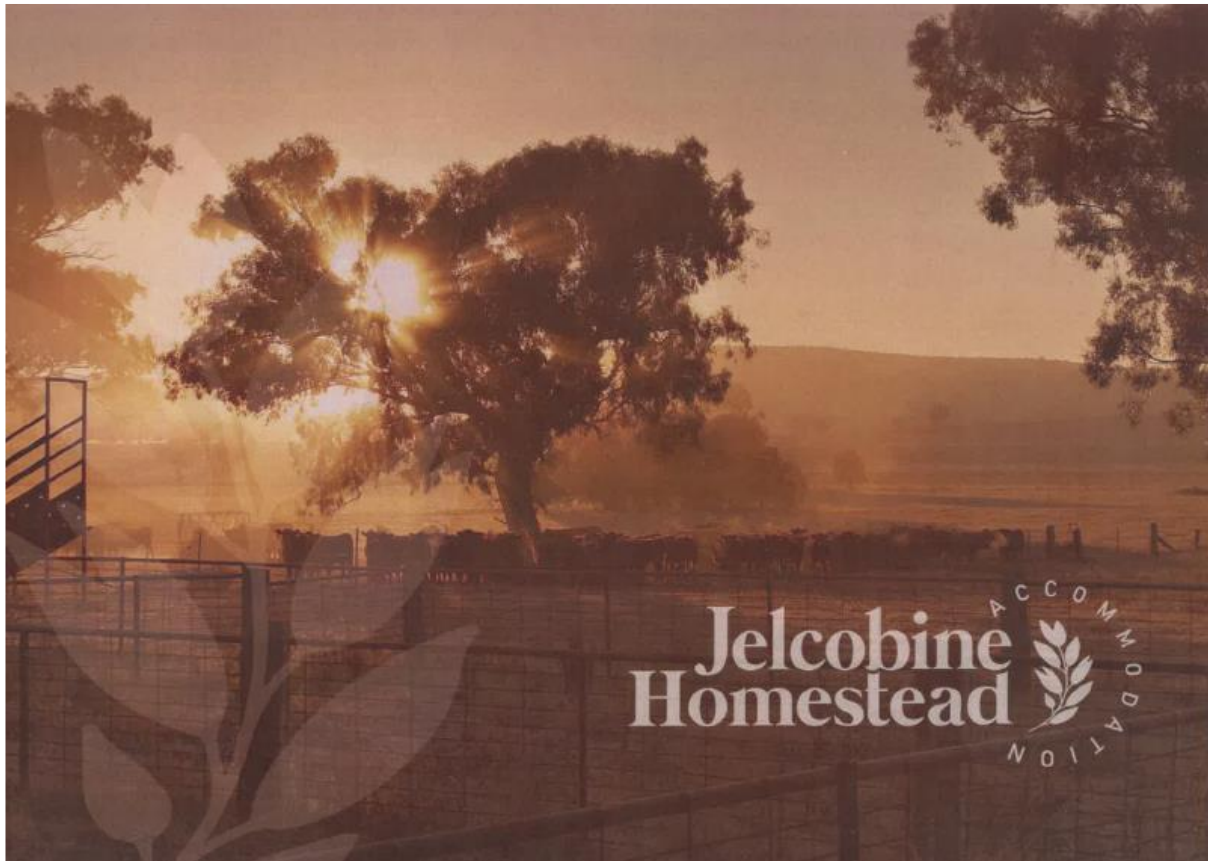
- *emergency/management details and camping rules/directions, including anti-social behaviour, use of generators, tress-pass and taking of firewood on neighbouring properties, lighting of fires, disposal of rubbish and general amenity standards and agriculture practices on surrounding properties, and required caution in relation to the dual carriageway on Brookton Highway opposite the intersection with Williams Road.*

✓ *Provision of signage that includes check-in office and directional to camp sites and communal camping facilities (ie shower/toilet, water supply, rubbish disposal etc.).*

f. Any external signage associated with the camping area shall be the subject of a separate planning application to the local government.

g. Should the applicant be aggrieved by the conditions of this planning approval, a right of appeal exists to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website – www.sat.justice.wa.gov.au.

(Simple majority vote required)



Location

- Lot 125 Williams Road
- Jelcobine WA
- 150 Acre Property
- 75 km from Perth Metropolitan

OCCUPIED RESIDENTIAL HOUSE



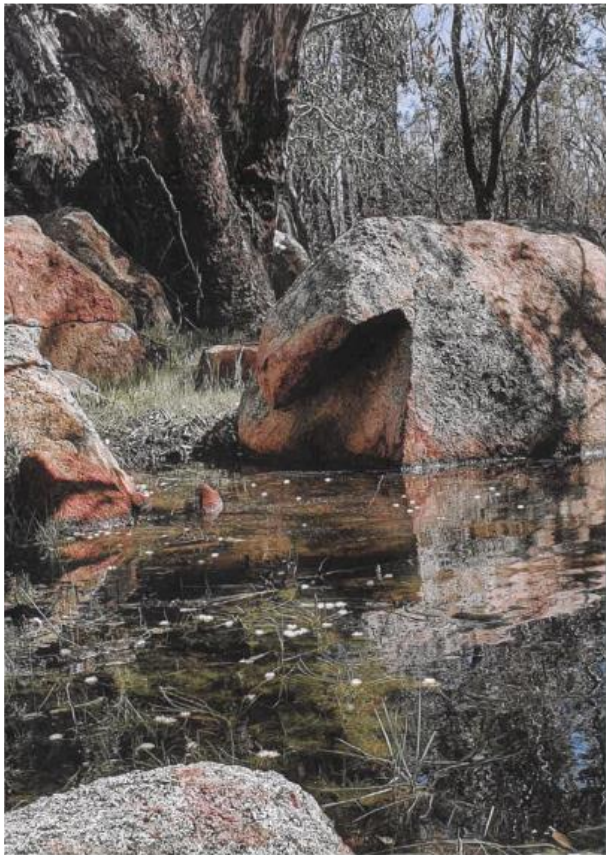
JELCOBINE HOMESTEAD



Details

- 1bedroom mobile cabin
- Bathroom
- Kitchen
- Off Grid

JELCOBINE HOMESTEAD



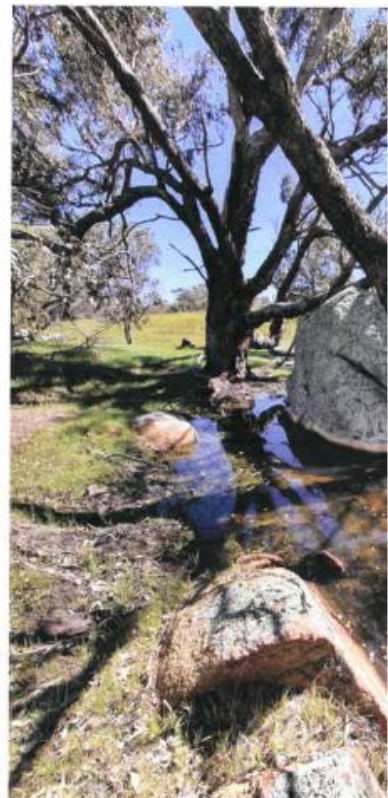
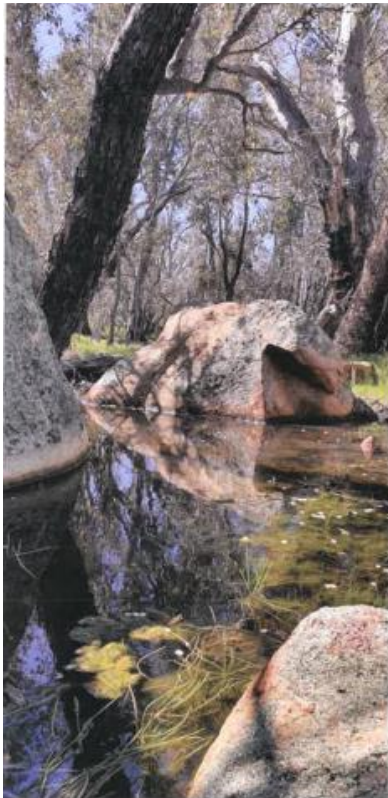
Mission

Less than an hour from Perth metropolitan area, Jelcobine Homestead will provide guests with beautiful scenic country experience in premium short term cabin accommodation.

Nestled off Brookton highway, Jelcobine Homestead will provide a tranquil country adventure for those wanting to escape the hustle and bustle of city life.

The farm will also allow for the stay of short term self contained caravans for those avid travellers that are already equipped for their stay.

JELCOBINE HOMESTEAD 



Target Audience



Couples

Targeting young, middle age and retired couples. Those looking for a getaway in the country side and experiencing the outdoors.



Families

Jelcobine Homestead will be family friendly and potentially provide hands on farm experiences for kids further down the line.



Tourists

People passing by who need a place to set up for the night as they continue on their travels through the Wheatbelt Region.

JELCOBINE HOMESTEAD

Town Benefits

Brookton is the Gateway to the Central South, and is strategically located bisecting the Brookton and Great Southern Highways.

Given that Brookton is a stop off for many people on their way to other tourist destinations throughout the Wheatbelt Region, Jelcobine Homestead will provide tourists another stop off point on their Journey.

Covid has encouraged WA to explore their own backyard which will ensure even more traffic passes through Brookton Highway. Providing another place to stay close to town will increase revenue distributed throughout local businesses.



Increased Traffic

Opportunity to capitalise on passer-by traffic as well as create new traffic on Brookton Highway.

Covid-19

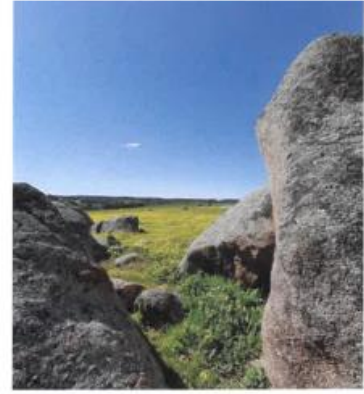
Given border closure and uncertainty around Covid-19 and its border restrictions, WA travel set to boom.

Boost Town Events

Provide more accommodation for out of town guests as well as boost marketing for them on Jelcobine Homestead social media and website.

Town Revenue Increase

Guests will head in to town to visit pub, petrol station, IGA etc.



Jelcobine Homestead

ACCOMMODATION

CONTACT DETAILS:
John Hankinson | 0418 912 875 | hankinsons@hotmail.com

Submission Form



Planning Application

Proposed Nature Based Caravan/Camping Area – Loc 3734 Williams Road Brookton

To: Chief Executive Officer
Shire of Brookton
PO Box 42
Brookton WA 6306

or email: mail@brookton.wa.gov.au

Please note – all information provided on this submission form will be published in the Shire of Brookton agenda and minutes relevant to this submission. Phone numbers and email addresses will be redacted for the Shire's website.

Name: Craig Stewart

Organisation/Company (if applicable): _____

Email: [REDACTED]

Please indicate your position: Support ☒ Object ☐ Indifferent ☐ Suggest Amendment/s ☐

Please state your interests, concerns, objections, support or suggested amendments, whether as a private citizen, or on behalf of a company or other organisation.

We are neighbours to the west and fully support this application

I have been looking at doing this and wish them well and will watch with interest

Good Luck

Signature: [REDACTED]

Date: 30/10/20

Please attach additional comment/pages if required.



Submission Form



Planning Application

Proposed Nature Based Caravan/Camping Area – Loc 3734 Williams Road Brookton

To: Chief Executive Officer
Shire of Brookton
PO Box 42
Brookton WA 6306

or email: mail@brookton.wa.gov.au

Please note – all information provided on this submission form will be published in the Shire of Brookton agenda and minutes relevant to this submission. Phone numbers and email addresses will be redacted for the Shire's website.

Name: FRED & WENDY WHITTINGTON

Organisation/Company (if applicable): ASSENT LAND OWNERS

Email: _____

Please indicate your position: Support ☒ Object ☐ Indifferent ☐ Suggest Amendment/s ☐

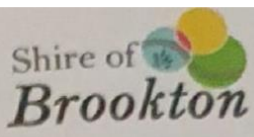
Please state your interests, concerns, objections, support or suggested amendments, whether as a private citizen, or on behalf of a company or other organisation.

SUBJECT TO STRICT FIRE RULES DURING SUMMER
MONTHS.

Signature: _____ Date: 30-10-2020

Please attach additional comment/pages if required.

Submission Form


 Shire of
Brookton

Planning Application

Proposed Nature Based Caravan/Camping Area – Loc 3734 Williams Road Brookton

To: Chief Executive Officer
 Shire of Brookton
 PO Box 42
 Brookton WA 6306

or email: mail@brookton.wa.gov.au

Please note – all information provided on this submission form will be published in the Shire of Brookton agenda and minutes relevant to this submission. Phone numbers and email addresses will be redacted for the Shire's website.

Name: Kevin Bartram

Organisation/Company (if applicable): _____

Email: _____

Please indicate your position: Support ☐ Object ☐ Indifferent ☐ Suggest Amendment/s ☐

Please state your interests, concerns, objections, support or suggested amendments, whether as a private citizen, or on behalf of a company or other organisation.

In all honestly I am undecided if I support or
Object to this. I have questions that I would
like answered before I can decide.
Please find attached a list of my concerns

Please find below a few of my concerns / questions that I have about the above proposal.

- Will there be pets allowed at the Caravan Park, with having dogs, cats this could harm wild life and stock.
- Is this place going to be open 12 months of the year? Most tourist that have never been or lived in the country have no idea about Fire bans and Fire danger, Driving through paddocks, dropping lighters ect.
- Where the cabins are going to be situated, people will need to drive through a creek to get them. Will they be required to put dedicated road ways (culverts) in the creek line? As damage to this may stop the water flow to the farmers down stream.
- Will this make a difference to the shooting of vermin on our properties?
- As there is chalets they will require septic tanks, is there controls in place to manage the ground water run off from these as there is 3 chalets at the present and this could contaminate ground water.
- As there is no toilets for the campers (All caravans/campers dont have toilets) is there controls in place that there is no rubbish (toilet paper) through the bush and in paddocks?

12.11.20.02 ASSET MANAGEMENT STRATEGY

File No:	A0334
Date of Meeting:	19 November 2020
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Brookton
Author/s:	Mikel Haramboure – Manager Infrastructure and Emergency
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author does not have an interest in this report.
Voting Requirements:	Simple Majority
Previous Report:	N/A

Item 12.11.20.02 – Asset Management Strategy has been withdrawn from the Agenda.

13.11.20 COMMUNITY SERVICES REPORTS

Nil.

14.11.20 CORPORATE SERVICES REPORT**14.11.20.01 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM FUNDING – VARIOUS BUDGET AMENDMENTS**

File No:	ADM 0127
Date of Meeting:	19 November 2020
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	The author has no interests in this item
Voting Requirements:	Absolute majority
Previous Report:	20 August 2020

Summary of Item:

This item primarily relates to a number of amendments to the 2020-21 Financial budget relating to:

- a) The Commonwealth Government's Local Roads and Community Infrastructure Program grant funding that involves reassignment of funds and additional funding to be received in early 2021.
- b) An increase in borrowings to perform a refurbishment of the Shire reticulated sewerage infrastructure, initially to be conducted in stages, but now to be entertained holistically as a single project.
- c) Enhancement of the Brookton Country Club building to support independent power generation given it is nominated as the second Evacuation Centre for the Shire in the event of a significant emergency.
- d) Allocate funds to address a number of maintenance items at the Brookton Aquatic Centre.

Explanation of these proposed budget amendments is detailed in the body of this report for the consideration and endorsement by Council.

Description of Proposal:

Specifically, this report relates to the following:

- a) Proposed redirection of \$131,540 of Local Roads and Community Infrastructure Program grant funding initially allocated to Shire Depot works and the redraw of the same amount of funds from Council's Municipal Buildings Reserve to cover the cost of these works, and an additional \$195,325 being offered to the Shire under the Local Roads and Community Infrastructure Program grant funding with these funds to be expended by the end of the 2021 calendar year. This bringing the total grant value to \$450,865 under this program.
- b) Extend the current budget allocation for full refurbishment of the Shire reticulated sewerage and effluent processing plant involving an increase in the State Treasury loan amount from \$300,000

to \$650,000.

- c) Proposed allocation of up to \$3,500 from the Cash Contingency Reserve for upgrade of power supply connection at the Brookton Country Club (second Shire Evacuation Centre) to accept an independent diesel generator supply.
- d) Proposed allocation of up to \$5,000 From the Aquatic Centre Reserve for repair / replacement / installation of pump and pipework seals and lighting, sump drainage and paving repairs.

Background:

The following provides background context to the respective requests for further amendment to the 2020-21 Municipal Budget:

a) Local Roads and Community Infrastructure Program

This funding has been granted in response to the COVID-19 pandemic and the need to provide stimulus to the Australian economy. The Commonwealth Government has moved to offer this grant funding to all Local Governments around Australia under the Local Roads and Community Infrastructure Program. Initially funding of \$255,540 has been offered and subsequently accepted by Council with the following endorsed allocation of expenditure in August of this year that constituted an amendment to the 2020-21 budget.

Schedule	Cost Centre	Description	Amount
12	YOURSFC	Yourling Road – extend bitumen seal 520 metres.	\$ 85,000
12	SEWESFC	Sewel Street Road Closure Improvements.	\$ 17,000
12	OTHERSFC	Corberding Road, Withall Street and Brookton Highway intersection and traffic management improvements.	\$ 22,000
14	E142519	Shire Depot Improvements (concrete floors to sheds, wash down facility, new site office and lunchroom, new fencing, sea container storage).	\$131,540
Total			\$255,540

However, correspondence has recently been received from the Department of Infrastructure, Transport, Regional Development and Communications advising that the Depot allocation of \$131,540 cannot be funded under this program. The reason given is the stated Depot works, while important, does not provide a direct community benefit. In light of this, the Council has been requested to resubmit an alternative project list that offers more direct benefit to the community. Accordingly, a recommended list of works is provided in the Financial Implications Section of this report.

Additionally, the Hon. Michael McCormack MP, Deputy Prime Minister and Minister For Infrastructure, Transport And Regional Development, and the Hon. Mark Coulton MP, Minister For Regional Health, Regional Communications and Local Government has recently written to the Shire President offering a further \$195,325 of funding under this program to come into effect on 1st January 2021. These funds will need to be expended and acquitted by the end of December 2021. Similarly, recommended items of expenditure are listed in the Financial Section of this report.

This means the Council has an amount of \$326,865 (\$131,540 + \$195,325) of grant funding under this Commonwealth program to allocated for expenditure as a budget amendment.

b) Shire Reticulated Sewerage Infrastructure Upgrade

As Council is aware, a CCTV camera inspection of the sewerage wastewater pipe network has been conducted over the past 18 months. The inspection has identified significant deterioration across the 6 kms of network, mostly brought about by age and infiltration of tree roots and the like.

Rectification works was initially planned across two stages based on the re-lining of existing pipes, with some sections of pipe may having to be replaced. However, recent failures or deficiency with some of the sewerage plant equipment has elevated the need to address the pipe network and plant infrastructure holistically. To this end, Council's consideration is sought to extend its borrowings to cover rejuvenation of the whole sewerage pipe network and upgrade/replacement of sewerage plant where required, with a 20 year State Treasury loan of \$650,000 (as opposed to \$300,000), and any additional funding required (following a call for tenders) being taken from the Sewerage Scheme Reserve.

c) Brookton Country Club – Power Supply Connection

As part of the Shire's Emergency Management Arrangements the Brookton Country Club building is listed as the second Evacuation Centre should the need arise in response to significant incident or event. However, to ensure full serviceability it is proposed this building be electrically wired to operate 'off grid' with the ability to plug in a diesel generator, as required. This would then align the Country Club Building to the WB Eva Pavilion and Shire Administration Office that have already been wired to operate during a power outage. Up to \$3,500 is proposed to be drawn from the Cash Contingency Reserve to address this need.

d) Brookton Aquatic Centre Maintenance

Following termination of the contracted management of the Brookton Aquatic Centre, a number of maintenance issues have been identified requiring attention. These items which had not previously been flagged by Contract Aquatics mainly relate to upgrade of lighting within the venue, particularly for the change rooms and plant room, a number of the seals to flanges and pumps, sump drainage, and kiosk building repairs. In total an amount of up to \$7,500 is being sought from the Brookton Aquatic Centre Financial Reserve.

Consultation:

Consultation has varied on the proposed amendments, and in particular the allocation of grant funds to various projects and works, and proposed remediation/refurbishment works of the Shire sewer system.

Statutory Environment:

The requested amendments to the 2020-21 budget can be enacted in accordance with Section 6.2 (1) of the *Local Government Act, 1995*.

Relevant Plans and Policy:

There are no local policies applicable to the proposed budget amendments.

In relation to relevant plans, in preparing this report reference has been made to the Shire's recently adopted Reserve 43158 Management Plan and the Shire's Emergency Management Arrangements.

Financial Implications:

a) Local Roads and Community Infrastructure Program

Simplistically the following financial implications apply to this funding:

- i. The current program of Depot works of \$131,000 be funded from the Municipal Buildings Reserve that has a projected balance of \$566,357.

- ii. Re-allocate the \$131,540 from the first round of this funding program to:

COA	Job No.	Description	Amount
E121565	BODESFC	6.0m seal - 500m Bodey Street (southern end)	\$87,000
E116510	NATPLACAP	Youth Precinct Enhancements (fencing, seating, bridge crossing, landscaping, nature play equipment)	\$44,540
E142519		Shire Depot Improvements – disallowed through the LRCIP Grant funding	- \$131,540
Total			\$0.00

- iii. Allocate the \$195,325 from the second round of this funding to:

COA	Job No.	Description	Amount
E132512		Caravan Park improvements (2 x 1 bed accommodation units, utility connections and furnishings, fencing, signage, bbq, lawn/retic, fire-ring, ablution refurbishment)	\$180,000
E112510	POOLCAP	Aquatic Centre improvements (new shade structures, paving upgrades),	\$10,000
E113020	RESEOP	Beautification Works - Reserve 43158 (mainly fronting Brookton Hwy- fencing, plants, retic and other materials)	\$5,325
I032070		Local Roads & Community Infrastructure Program Grant	-\$195,325
Total			\$0.00

b) Shire Reticulated Sewerage Infrastructure Upgrade

This item involves an increase in loan funds from \$300,000 (presently listed in the 2020-21 budget) to \$650,000 to complete a full upgrade of the sewerage infrastructure. It is proposed the State Treasury loan will span 20 years with repayments for the most part covered by the annual sewerage fees paid by ratepayers through the Sewerage Scheme Reserve.

c) Brookton Country Club – Power Supply Connection

The cost of up to \$3,500 taken from the Cash Contingency Reserve (which has a balance of \$121,000) is an estimate based on previous electrical works to the WB Eva Pavilion and Shire Administration Centre to ensure these buildings can function during a power outage. A more accurate quote will be obtained upon receipt of confirmation the Country Club Committee for the proposed works to proceed.

d) Brookton Aquatic Centre Maintenance

The projected cost of \$7,500 for maintenance works at the Aquatic Centre is to be drawn from the Brookton Aquatic Centre Reserve that has a projected balance of \$457,724.

Risk Assessment:

Risks associated with the allocation of funds varies, but for the most part are assessed as 'High' with varying degrees of consequence between moderate and major.

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

Comment

1. Local Roads and Community Infrastructure Program

The suggested allocation of funds from this grant opportunity is primarily based on alignment with current projects for ease of expenditure and provision of a structured and timely response to the Commonwealth Department of Infrastructure, Transport, Regional Development and Communications.

With this acknowledged, Council may wish to direct this funding to other project initiatives. However, in doing so, focus must be maintained on direct community benefit and the limited time to deliver outcomes and acquit the funds.

2. Shire Reticulated Sewerage Infrastructure Upgrade

This change is a logical approach given recent assessment of the sewerage system.

3. Brookton Country Club – Power Supply Connection

This is extremely important, particularly given the current circumstances of COVID-19 where the requirement for social distancing presently halves the capacity of the WB Eva Pavilion as an Evacuation Centre to a maximum of 75 people. With the ability to also use the Country Club building during an emergency event will assist the Shire in being prepared should evacuation of residents be required.

4. Brookton Aquatic Centre Maintenance

This request is merely in response to a lack of attentiveness on maintenance and is viewed as a priority to ensure the Aquatic Center lighting, security and swimming pool pump and filtration infrastructure achieved compliance and optimum performance standards.

OFFICER RECOMMENDATION

That Council pursuant to Section 6.2 (1) of the Local Government Act, 1995 endorses the following amendments to the 2020-21 Budget:

1. Allocate \$131,000 from the Municipal Buildings Reserve as follows

COA	Job No.	Description	Amount
OL02661		Transfer from Municipal Building Reserve	- \$131,000
E142519		Shire Depot Improvements (concrete floors to sheds, wash down facility, new site office and lunchroom, new fencing, sea container storage).	\$131,000
Total			\$0.00

2. Re-Allocate \$131,540 of Local Roads and Community Infrastructure Program grant funding (first round) to:

COA	Job No.	Description	Amount
E121565	BODESFC	6.0m seal - 500m Bodey Street (southern end)	\$87,000
E116510	NATPLACAP	Youth Precinct Enhancements (fencing, seating, bridge crossing, landscaping, nature play equipment)	\$44,540
E142519		Shire Depot Improvements – disallowed through the LRCIP Grant funding	- \$131,540
Total			\$0.00

3. Allocate the \$195,325 of Local Roads and Community Infrastructure Program from the (second round) once approved to:

COA	Job No.	Description	Amount
E132512		Caravan Park improvements (2 x 1 bed accommodation units, utility connections and furnishings, fencing, signage, bbq, lawn/retic, fire-ring, ablution refurbishment)	\$180,000
E112510	POOLCAP	Aquatic Centre improvements (new shade structures, paving upgrades)	\$10,000
E113020	RESEOP	Beautification Works - Reserve 43158 (mainly fronting Brookton Hwy- fencing, plants, retic and other materials)	\$5,325
I032070		Local Roads & Community Infrastructure Program Grant	-\$195,325
Total			\$0.00

4. Initiate New Loan funds through West Australian Treasury Corporation for \$650,000 - period of the loan = 20 years.

COA	Job No.	Description	Amount
E102541	SEWECAP	Full upgrade of the sewerage infrastructure (including plant) - Loan	\$650,000
I106700		New Loan Funds from WATC	-\$650,000
Total			\$0.00

5. Allocate up to \$3,500 from the Cash Contingency Reserve for Brookton Country Club – Power Supply Connection.

COA	Job No.	Description	Amount
E113030	COUNOP	Upgrade electrical wiring/connection to the Brookton Country Club building for independent diesel generation – second Evacuation Centre	\$3,500
OL01961		Transfer from Cash Contingency Reserve	-\$3,500
Total			\$0.00

6. Brookton Aquatic Centre Maintenance

Allocate \$5,000 from the Brookton Aquatic Centre Reserve to address a range of maintenance items.

COA	Job No.	Description	Amount
E112480	POOLOP	Various maintenance at the Brookton Aquatic Centre (includes electrical, lighting, drainage to changerooms and pump room, filtration and chlorination pipework maintenance, painting and security upgrades)	\$7,500
OL01951		Transfer from Aquatic Centre Reserve	-\$7,500
Total			\$0.00

(Absolute majority vote required)

14.11.20.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PRIOD ENDED 31 OCTOBER 2020

File No:	N/A
Date of Meeting:	19 November 2020
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kelly D’Arcy – Senior Finance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	There is no previous meeting reference

Summary of Item:

The Statement of Financial Activity for the period ended 31 October 2020 is presented to Council.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 31 October 2020, as presented.

Background:

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

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

Section 6.4 of the *Local Government Act 1995*.

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

Section 6.8 of the *Local Government Act 1995*

Relevant Plans and Policy:

There is no Council Policy relevant to this issue.

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

Financial Implications:

The Budget is regularly monitored on at least a monthly basis, by the CEO, and in the absence of a Manager Corporate & Community 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).

Risk Assessment:

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

Community & Strategic Objectives:

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

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

Corporate Business Plan by providing comparatives against the Annual Budget.

Comment

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

OFFICER'S RECOMMENDATION

That Council

1. **Receives the Monthly Statements of Financial Activity for the period ending 31 October 2020, as presented in Attachment 14.11.20.02A.**

Attachments

Attachment 14.11.20.02A

Shire of Brookton
MONTHLY FINANCIAL REPORT
For the Period Ended 31 October 2020

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 & Aquatic 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 October 2020

	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		\$ 43,050	43,050	\$ 8,668	5,888	\$ 9,446	778	8.97%	
General Purpose Funding		1,196,326	1,196,326	164,210	7,394	205,900	41,690	25.39%	▲
Law, Order and Public Safety		288,876	288,876	270,536	18,372	166,280	(104,256)	(38.54%)	▼
Health		300	300	0	0	0	0	0.00%	↑↑↑
Education and Welfare		68,982	68,982	22,992	6,827	23,508	516	2.25%	
Housing		87,278	87,278	29,088	8,853	28,405	(683)	(2.35%)	
Community Amenities		423,838	423,838	402,976	935	381,443	(21,533)	(5.34%)	
Recreation and Culture		39,131	39,131	13,032	26,418	31,080	18,048	138.49%	▲
Transport		684,343	684,343	226,176	0	85,010	(141,166)	(62.41%)	▼
Economic Services		53,150	53,150	17,712	4,356	20,949	3,237	18.27%	
Other Property and Services		45,700	45,700	15,228	0	21,500	6,272	41.19%	
Total (Excluding Rates)		2,930,974	2,930,974	1,170,618	79,043	973,521	(197,097)	(16.84%)	
Operating Expense									
Governance		(534,766)	(534,766)	(216,727)	(37,225)	(161,286)	55,441	25.58%	▲
General Purpose Funding		(347,370)	(347,370)	(67,530)	(22,641)	(62,648)	4,882	7.23%	
Law, Order and Public Safety		(508,549)	(508,549)	(170,043)	(21,498)	(107,737)	62,306	36.64%	▲
Health		(22,031)	(22,031)	(7,668)	(2,780)	(9,003)	(1,335)	(17.41%)	
Education and Welfare		(169,146)	(169,146)	(47,550)	(9,462)	(39,641)	7,909	16.63%	
Housing		(198,455)	(197,861)	(64,603)	(13,493)	(53,333)	11,270	17.45%	▲
Community Amenities		(558,565)	(570,460)	(211,242)	(32,609)	(169,777)	41,465	19.63%	▲
Recreation and Culture		(914,001)	(930,401)	(314,516)	(87,439)	(290,088)	24,428	7.77%	
Transport		(2,975,508)	(3,016,508)	(1,124,609)	(290,973)	(1,266,604)	(141,995)	(12.63%)	▼
Economic Services		(183,296)	(183,296)	(50,956)	(11,065)	(45,180)	5,776	11.34%	
Other Property and Services		(476,035)	(476,035)	(191,420)	19,198	(179,445)	11,975	6.26%	
Total		(6,887,722)	(6,845,470)	(2,466,864)	(509,987)	(2,384,742)	82,122	3.33%	
Funding Balance Adjustment									
Add back Depreciation		2,781,490	2,781,490	927,163		1,014,687	87,523	9.44%	
Adjust (Profit)/Loss on Asset Disposal	6	91,789	91,789	30,596		113,755	83,158	271.79%	▲
Net Operating (Ex. Rates)		(1,083,469)	(1,041,217)	(338,486)		(282,780)	55,707	(16.46%)	
Capital Revenues									
Proceeds from Disposal of Assets	6	145,000	145,000	133,000		133,000	0	0.00%	
Proceeds from New Debentures	5	0	0	0		0	0	0.00%	
Self-Supporting Loan Principal		22,801	22,801	0		0	0	0.00%	↑↑↑
Transfer from Reserves	5	3,887,306	3,887,306	1,295,769		306,306	(989,462)	(76.36%)	▼
Total		4,055,107	4,055,107	1,428,769		439,306	(989,462)		
Capital Expenses									
Land and Buildings	6	(226,000)	(226,000)	(59,000)		(3,995)	55,005	93.23%	▲
Plant and Equipment	6	(559,500)	(559,500)	(434,164)		(451,293)	(17,129)	(3.95%)	
Furniture and Equipment	6	(12,000)	(12,000)	(6,000)		(5,310)	690	11.50%	
Infrastructure Assets - Roads & Bridges	6	(1,123,247)	(1,123,247)	(281,858)		(51,034)	230,824	81.89%	▲
Infrastructure Assets - Sewerage	6	(373,000)	(373,000)	0		0	0	0.00%	↑↑↑
Repayment of Debentures	7	(125,429)	(125,429)	(62,713)		(61,716)	997	1.59%	
Principal elements of finance lease payments	7	(1,372)	(1,372)	0		0	0	0.00%	
Transfer to Reserves	5	(3,287,089)	(3,287,089)	(1,095,696)		(68,559)	1,027,138	93.74%	▲
Total		(5,707,637)	(5,707,637)	(1,939,431)		(641,907)	1,297,524	(66.90%)	
Net Capital		(1,652,530)	(1,652,530)	(510,663)		(202,601)	308,062	(60.33%)	
Total Net Operating + Capital		(2,735,999)	(2,693,747)	(849,149)		(485,380)	363,769	42.84%	
Rate Revenue		2,323,415	2,323,565	2,325,113		2,324,616	(497)	(0.02%)	
Opening Funding Surplus(Deficit)		412,583	412,583	412,583		412,583	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	42,401	1,888,547		2,251,819	363,272		

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Program by Nature and Type
For the Period Ended 31 October 2020

NOTE	2020/21 Adopted Budget \$	2020/21 Current Budget \$	2020/21 YTD Budget \$	2020/21 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES					
Rates	2,323,565	2,323,715	2,325,113	2,324,616	(497)
Operating Grants, Subsidies and Contributions	1,167,520	1,167,520	(8,788)	207,821	216,609
Fees and Charges	682,778	682,778	491,140	470,260	(20,880)
Interest Earnings	130,111	130,111	36,582	80,555	43,973
Other Revenue	197,836	91,396	20,364	40,227	19,863
	4,501,810	4,395,520	2,864,411	3,123,479	259,068
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs	(1,911,012)	(1,892,516)	(657,946)	(576,923)	81,023
Materials and Contracts	(1,531,907)	(1,562,722)	(580,536)	(463,563)	116,973
Utilities	(177,631)	(176,631)	(49,945)	(42,429)	7,516
Depreciation	(2,781,490)	(2,781,490)	(1,017,116)	(1,014,687)	2,429
Interest Expenses	(76,411)	(76,411)	(7,691)	(20,996)	(13,305)
Insurance	(193,031)	(193,031)	(106,185)	(152,391)	(46,206)
Other Expenditure	(112,453)	(1,500)	(1,164)	(0)	1,164
	(6,783,935)	(6,684,301)	(2,420,583)	(2,270,988)	149,596
	(2,282,125)	(2,288,781)	443,828	852,491	408,663
Non-Operating Grants, Subsidies & Contributions	740,579	740,579	520,880	174,659	(346,221)
Profit on Asset Disposals	12,000	12,000	4,000	-	(4,000)
Loss on Asset Disposals	(103,789)	(103,789)	(1,100)	(113,755)	(114,855)
NET RESULT	(1,633,335)	(1,639,991)	967,608	913,395	(56,413)

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

Interest on the Future fund term deposit missed in adopted budgeted & extra interim rates received.

5 Law, Order and Public Safety

Grant funding received for animal welfare after the adoption of the budget

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

Septic tank application fees are up from anticipated budget figure.

11 Recreation and Culture

Fees are down from anticipated budget figures, due to COVID19 shutdowns.

12 Transport

First 40% from RRG not yet claimed, budgeted to claim in August.

13 Economic Services

Drum muster from 2019/2020 received this financial year & Caravan Park fees greater than anticipated.

14 Other Property and Services

Property refund from 2019/2020 year due to sale of Kalkarni.

OPERATING EXPENSES

4 Governance

Wages under due to vacant positions

3 General Purpose Funding

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

5 Law, Order and Public Safety

Timing issue, will correct over time.

7 Health

Timing issue, will correct over time.

8 Education and Welfare

Timing issue, will correct over time.

9 Housing

Timing issue, will correct over time.

10 Community Amenities

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

11 Recreation and Culture

Timing issue, will correct over time.

12 Transport

Timing issue, will correct over time.

13 Economic Services

Unexpected expenditure Caravan Park septic/sewerage systems due to failure.

14 Other Property and Services

Wages under due to vacant positions

CAPITAL REVENUE

Proceeds from Disposal of Assets

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

Self-Supporting Loan Principal

Timing issue, will correct over time.

Transfer from Reserves

Note 1: MAJOR VARIANCES

Comments/Reason for Variance

OPERATING REVENUE (EXCLUDING RATES)

4 Governance

Timing issue, will correct over time. Transfers are only carried out when capital projects fully expended.

CAPITAL EXPENSES

Land and Buildings

Works commenced, variance is a timing issue and 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

Works commenced, variance is a timing issue and will correct over time

Infrastructure Assets - Sewerage

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

Repayment of Debentures

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

Transfer to Reserves

Timing issue, will correct over time.

OTHER ITEMS

Rate Revenue

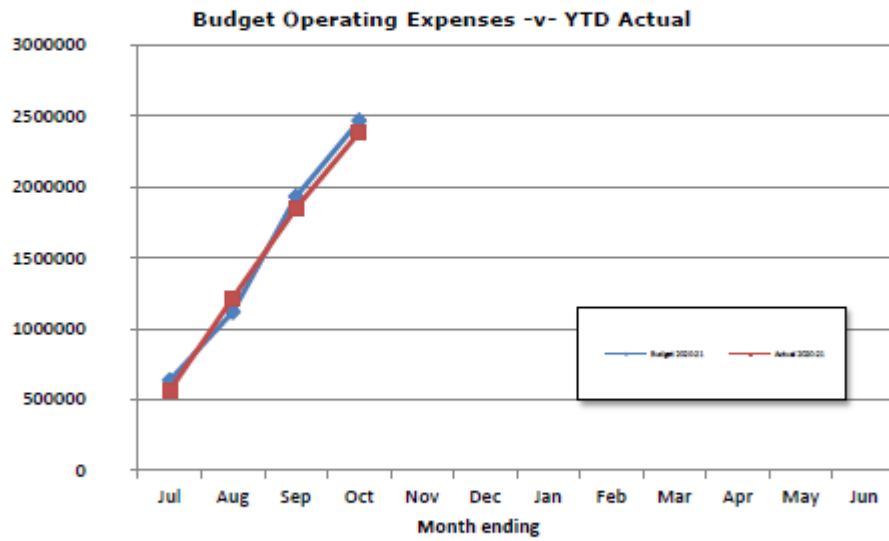
Will adjust as payments are made.

Closing Funding Surplus (Deficit)

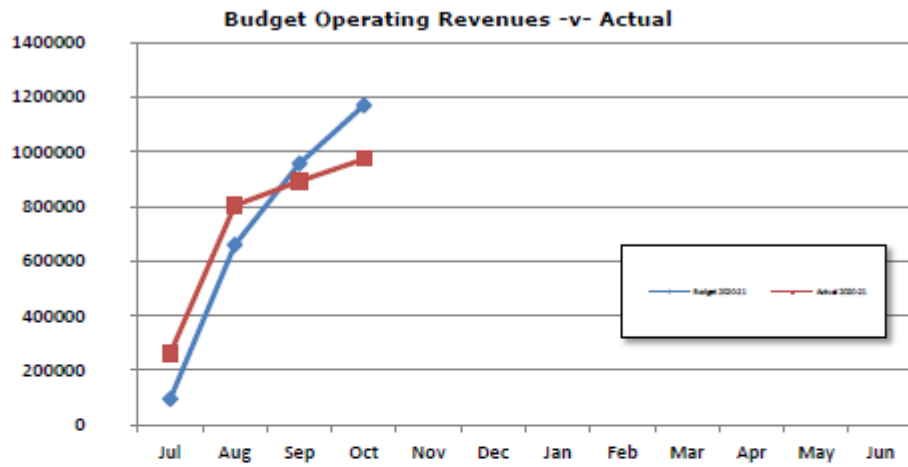
Will adjust as income and expenditure occur over the year

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2020

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Operating Expenses

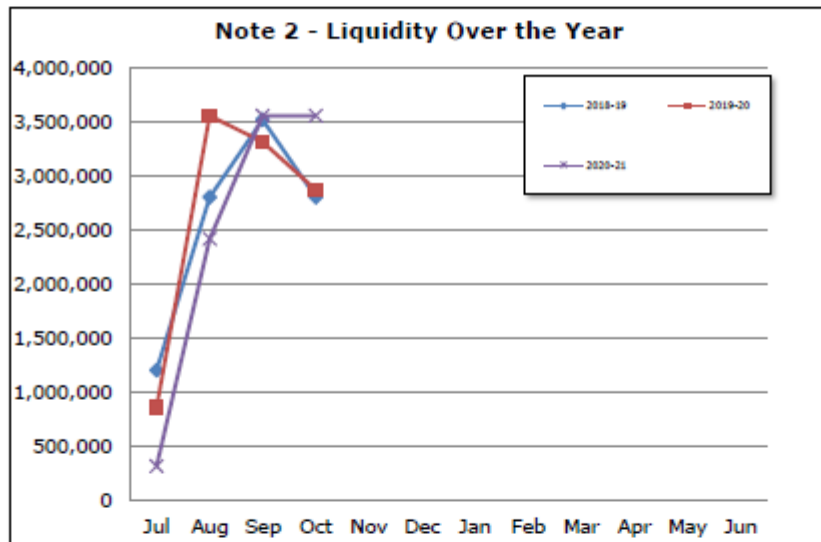


Comments/Notes - Operating Revenues

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2020

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
2020-21				
Note	This Period	Same Period	Same Period	Surplus C/F 1
	\$	2019/20	2018/19	July 2020
	Oct 2020	Oct 2019	Oct 2018	\$
Current Assets				
Cash Unrestricted	1,770,990	2,230,015	2,314,588	810,922
Cash Restricted	11,895,503	5,254,106	4,834,942	12,133,251
Receivables	811,679	3,976,270	4,836,498	125,586
Non-Cash provision movement	0	0	0	0
Inventories	17,384	26,922	29,144	16,298
	14,495,556	11,487,313	12,015,172	13,086,057
Less: Current Liabilities				
Payables and Provisions	(348,234)	(3,358,970)	(4,374,689)	(540,223)
	(348,234)	(3,358,970)	(4,374,689)	(540,223)
Less: Cash Restricted				
	(11,895,503)	(5,254,106)	(4,834,942)	(12,133,251)
Net Current Funding Position	2,251,819	2,874,237	2,805,541	412,583



Comments - Net Current Funding Position

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2020

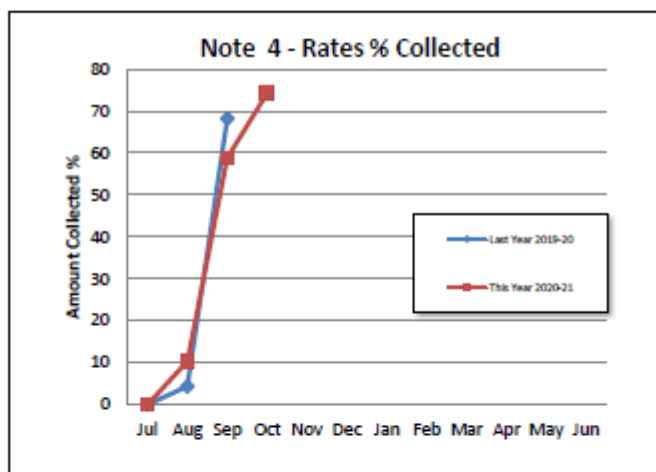
Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish

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

Net Rates Collectable
 % Collected

Current 2020-21	Previous Year 2019-20
\$	\$
234,381	86,273
2,698,016	2,641,408
(2,178,500)	(1,961,784)
753,897	765,897
753,897	765,897
74.29%	71.92%

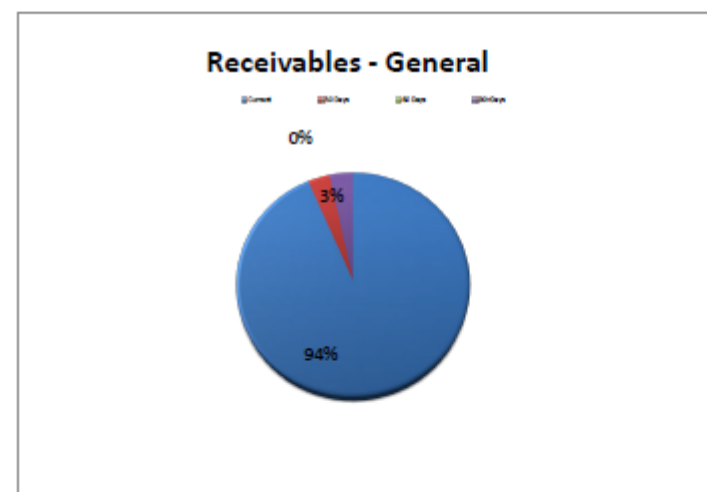


Comments/Notes - Receivables Rates, Sewerage and Rubbish

Receivables - General

Current 2020-21	30 Days	60 Days	90+Days
\$	\$	\$	\$
40,026	1,340	0	1,444
Total Outstanding			42,810

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2020

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$		\$	\$		\$	\$	\$
Leave Reserve	138,778	1,407	74	30,000		0		0		170,185	138,852
Plant and Vehicle Reserve and Community Bus Reserve	751,938	8,033	326	0		0	(414,500)		(280,500)	345,471	471,764
Land & Housing Development Reserve/Independent Living Units	1,391,205	14,201	739	0		0	0		0	1,405,406	1,391,944
Furniture and Equipment Reserve	21,194	369	11	0			0	0	0	21,563	21,205
Municipal Buildings & Facilities Reserve	330,737	3,800	176	269,000		0	(37,000)			566,537	330,913
Townscape and Footpath Reserve	125,068	1,277	66	0		0				126,345	125,134
Sewerage Scheme Reserve	410,425	4,394	218	35,000		0	(15,000)			434,819	410,643
Road and Bridge Infrastructure Reserve	327,787	6,408	174	0		0	(200,000)			134,195	327,961
Health & Wellbeing reserve	553,863	6,675	294	0		0	0	0	0	560,538	554,157
Sport & Recreation Reserve	31,625	323	17	0						31,948	31,642
Rehabilitation & Refuse Reserve	169,841	1,733	90	41,000						212,574	169,931
Caravan Park Reserve	153,899	1,571	82	200,000						355,470	153,981
Brookton Heritage/Museum Reserve	47,148	481	25	0						47,629	47,173
Kweda Hall Reserve	18,026	184	10	0						18,210	18,036
Aldersyde Hall Reserve	25,806	0	0				(25,806)		(25,806)	0	(0)
Railway Station Reserve	129,940	1,326	69	200,000			(35,000)			296,266	130,009
Madison Square Units Reserve	30,653	313	16	0						30,966	30,669
Cemetery Reserve	43,863	448	23	0			(25,000)			19,311	43,886
Water Harvesting Reserve	48,116	491	26	80,000			(55,000)		0	73,607	48,142
Developer Contribution	2,740	28	1							2,768	2,741
Cash Contingency Reserve	140,336	1,433	75	0						141,769	140,411
Brookton Aquatic Reserve	156,130	1,594	83	300,000						457,724	156,213
Future Fund Reserve	7,084,132	75,600	65,964	0		0	(3,080,000)			4,079,732	7,150,096
Innovations Fund Reserve	0	0		2,000,000						2,000,000	0
	12,133,250	132,089	68,558.68	3,155,000	0	0	(3,887,306)	0	(306,306)	11,533,033	11,895,502

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2020

Note 6: CAPITAL DISPOSALS AND ACQUISITIONS

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value		Proceeds	Profit (Loss)
222,543	133,000	(89,543)	PG7 Volvo Grader	\$ 222,543		\$ 133,000	\$ (89,543)
0	10,000	10,000	Side Winder Reel Mower				0
0	2,000	2,000	Single Cab Ute				0
14,246	0	(14,246)	Acer Server 2007				0
		0					0
		0					0
236,789	145,000	(91,789)		222,543		133,000	(89,543)

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Current Budget	Actual	Variance
Property, Plant & Equipment	\$		\$	\$
Land and Buildings	226,000	226,000	3,995	222,005
Plant & Equipment	559,500	559,500	451,293	108,207
Furniture & Equipment	12,000	12,000	5,310	6,690
Infrastructure				
Roadworks & Bridge Works & Footpaths	1,123,247	1,123,247	51,034	1,072,213
Footpath Construction - Richardson Street	0	0	0	0
Sewerage & Drainage	373,000	373,000	0	373,000
Totals	2,293,747	2,293,747	511,632	1,782,115

Comments - Capital Acquisitions

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2020

Note 7: INFORMATION ON BORROWINGS

					Principal 1-Jul-20 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Self Supporting Loans												
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	215,828	-	11,206	22,801	204,622	201,217	5,584	14,611
Education & Welfare												
Loan 80 Kalkami Residency	Kalkami Residence	1/02/2026	25	5.63	63,602	-	4,529	9,185	59,073	60,149	305	3,453
Housing												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	104,944	-	7,473	15,156	97,471	99,246	503	5,698
Community Amenities												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	44,521	-	3,170	6,430	41,351	42,104	213	2,417
Transport												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	104,944	-	7,473	15,156	97,471	99,246	503	5,698
Recreation and Culture												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	536,706	-	27,866	56,701	508,840	492,286	13,887	44,420
					1,070,545	-	61,716	125,429	1,008,829	994,248	20,996	76,297

(*) 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 October 2020

Note 8: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Cash at Bank - Operating Account	0.00%	34,195				34,195	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.00%	1,717,605				1,717,605	Bendigo	
Municipal Cash at Bank - Independent Living Units	0.00%	11,821				11,821	Bendigo	
Bond Fund	0.00%	7,370				7,370	Bendigo	
Trust Cash at Bank	0.00%			20,790		20,790	Bendigo	
(b) Term Deposits								
Savings Account	0.15%		4,745,407			4,745,407	Bendigo	
Reserves	0.75%		7,150,096			7,150,096	Bendigo	20/03/2021
(c) Investments								
Bendigo Bank Shares					10,000	10,000	Bendigo	
Total		1,770,990	11,895,503	20,790	10,000	13,697,283		
		-	0	-				

Comments/Notes - Investments

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2020

Note 9: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Adopted Budget Net Asset Surplus 30 June 2020		Opening Surplus(Deficit)				412,583
E116510	MSCGCAP - Community Garden/Mens shed building	OCM 08.20-13	Capital Expenses			110,000	302,583
E116510	YSHEDCAP - youth/Girl Guides building	OCM 08.20-13	Capital Expenses			100,000	202,583
E132512	Caravan Park Upgrade	OCM 08.20-13	Capital Expenses			335,000	(132,417)
I032060	Drought Communities Grant funding	OCM 08.20-13	Capital Revenue		500,000		367,583
0L01841	Trans to Muni from Caravan Park Reserve	OCM 08.20-13	Capital Revenue		35,000		402,583
0L01661	trans to Muni from Municipal Buildings Reserve	OCM 08.20-13	Capital Revenue		10,000		412,583
E121565	YOURSFC - Yourling Rd extend bitumen seal	OCM 08.20-14	Capital Expenses			85,000	327,583
E121565	SEWSFC - Sewel st road closure improvements	OCM 08.20-14	Capital Expenses			17,000	310,583
E121565	OTHERSFC - Corberding Rd, Withall St & Brookton Hwy intersection improvements	OCM 08.20-14	Capital Expenses			22,000	288,583
E142519	Shire Depot Improvements	OCM 08.20-14	Capital Expenses			131,540	157,043
I032070	Local Roads & Community Infrastrucutre Program funding	OCM 08.20-14	Capital Revenue		255,540		412,583
0L01951	Aquatic Centre Reserve	OCM 10.20-07	Capital Revenue		10,000		422,583
E112020	POOLGO - Aquatic Centre Equipment & Materials	OCM 10.20-07	Operating Expenses			10,000	412,583
0L01961	Cash Contingency Reserve	OCM 10.20-07	Capital Revenue		10,000		422,583
E101020	TIPOP - Landfill cover Material	OCM 10.20-07	Operating Expenses			10,000	412,583
0L01961	Cash Contingency Reserve	OCM 10.20-07	Capital Revenue		6,400		418,983
E111000	MHALLOP - Architectural Services	OCM 10.20-07	Operating Expenses			6,400	412,583
0L01701	Roads & Bridges Infrastructure Reserve	OCM 10.20-07	Capital Revenue		41,000		453,583
E122030	BRDGOP - Urgent repairs Bridge 3154A & 3158A	OCM 10.20-07	Operating Expenses			41,000	412,583
0L01961	Cash Contingency Reserve	OCM 10.20-07	Capital Revenue		4,407		416,990
E105030	Aplication Fee - Amend Happy Valey Water Licence	OCM 10.20-07	Operating Expenses			4,407	412,583
							412,583
							412,583
							412,583
	Closing Funding Surplus (Deficit)			0	872,347	872,347	412,583

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 October 2020

Note 10: TRUST FUND

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

Description	Opening Balance For the Period 1 July 2019	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 October 2020
	\$	\$	\$	\$
Housing Bonds	0	0	0	0
Other Bonds	6,140	0	0	6,140
Rates Incentive Prize	0	0	0	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	0	0	0	0
Gnulla Child Care Facility	0	0	0	0
Wildflower Show Funds	0	0	0	0
Kalkarni Resident's Accounts	0	0	0	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	0.00	0	0	0.00
Unclaimed Money	830	0	0	830
	20,790	0	0	20,790

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 Program by Nature and Type
For the Period Ended 31 October 2020

Note 11 Sewerage Operating Statement

NOTE	2020/21 Adopted Budget \$	2020/21 YTD Budget \$	2020/21 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges	650	650	708	58
Annual Sewerage Rates	203,265	203,265	194,636	(8,629)
	203,915	203,915	195,344	(8,571)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(16,350)	(5,450)	(472)	4,978
Materials and Contracts	(86,110)	(28,703)	(55,709)	(27,006)
Utilities	(5,600)	(1,867)	(727)	1,140
Depreciation	(42,067)	(14,022)	(14,413)	(391)
Interest Expenses	(2,723)	(908)	(213)	694
Insurance	(268)	(89)	(237)	(148)
General Operating Expenses	(13,907)	(4,636)	(568)	4,068
Allocation of Administration Expense	(45,800)	(15,267)	(12,712)	2,554
	(212,825)	(70,942)	(85,051)	(14,109)
	(8,910)	132,973	110,294	(22,680)
Add Back Depreciation	42,067	14,022	14,413	391
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	35,000	11,667	-	11,667
Transfer from Sewerage and Drainage Reserve	(15,000)	(15,000)	-	(15,000)
NET RESULT	53,157	143,662	124,707	(25,622)

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 31 October 2020

Note 12 WB Eva Pavilion Operating Statement

NOTE	2020/21 Adopted Budget \$	2020/21 YTD Budget \$	2020/21 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Hire Fees - WB Eva Pavilion	2,980	993	1,624	630
Sporting Club Fees	5,500	1,833	2,723	889
Gymnasium Income	7,500	2,500	2,341	(159)
	15,980	5,327	6,687	1,361
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	-	-	-	-
Materials and Contracts	-	-	-	-
Utilities	-	-	-	-
Interest Expenses	(40,047)	(13,349)	(13,887)	(538)
Insurance	-	-	-	-
General Operating Expenses	-	-	-	-
Gymnasium Operating	(8,977)	(2,488)	(991)	1,497
	(40,047)	(13,349)	(14,878)	(538)
	(24,067)	(8,022)	(8,190)	823
NET RESULT	(24,067)	(8,022)	(8,190)	823

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Aquatic Centre
For the Period Ended 31 October 2020

	Note	Adopted Annual Budget 2019/20	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
Note 13 (a): Brookton Caravan Park						
Operating Revenue		\$	\$	\$	\$	%
Caravan Park Fees		33,000	11,000	15,054	4,054	36.85%
Total Revenue		33,000	11,000	15,054	4,054	36.85%
Operating Expenses						
Brookton Caravan Park	CARAOP MARKOP	(22,888)	(7,629)	(11,262)	(3,633)	47.61%
Brookton Caravan Park		(8,000)	(2,667)	0		
Caravan Park Depreciation		(1,037)	(346)	(350)	(5)	1.35%
Caravan Park Admin Administration Expenses		(27,480)	(9,160)	(7,627)	1,533	(16.73%)
Total		(59,405)	(19,802)	(19,240)	(2,105)	(10.63%)
Operating Surplus (Deficit)		(26,405)	(8,802)	(4,186)	1,949	22%
Excluding Non Cash Adjustments						
Add back Depreciation		1,037	346	350	5	1.35%
Net Operating Surplus (Deficit)		(25,368)	(8,456)	(3,836)	1,954	(23.10%)
Note 13 (b): Brookton Aquatic Centre						
Operating Revenue						
POOL FEES & CHARGES		14,500	4,833	2,411	(2,422)	(50.12%)
POOL GRANTS & SUBSIDIES		0	0	0	0	0.00%
Total Revenue		14,500	4,833	2,411	(2,422)	(50.12%)
Operating Expenses						
POOL EMPLOYEE COSTS		(48,057)	(16,019)	(619)	15,400	0.00%
POOL GENERAL OPERATING EXPENSES		(25,500)	(11,833)	(13,782)	(1,949)	16.47%
POOL BUILDING MAINTENANCE		(16,998)	(5,666)	(4,128)	1,538	(27.14%)
POOL DEPRECIATION		(11,854)	(3,951)	(4,015)	(64)	1.62%
POOL ABC ADMINISTRATION EXPENSES		(27,480)	(9,160)	(7,627)	1,533	(16.73%)
Total		(129,889)	(46,630)	(30,172)	16,457	35.29%
Operating Surplus (Deficit)		(115,389)	(41,796)	(27,762)	14,035	33.58%
Excluding Non Cash Adjustments						
Add back Depreciation		11,854	3,951	4,015	64	1.62%
Net Operating Surplus (Deficit)		(103,535)	(37,845)	(23,746)	14,099	37.25%

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 31 October 2020

Note 14

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Federal Funding		State Funding				Own Source Funding		
					R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni
	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Town Street Maintenance	188,102	188,102	53,984	29%									188,102
Rural Road Maintenance	379,536	379,536	272,361	72%					84,910				294,626
Bridge Maintenance	63,016	104,016	27,974	27%									104,016
R2R Work Schedule													
Brookton - Kweda Road	218,633	218,633	130	0%	218,633								0
Other Construction													
Brookton-Kweda Road	162,080	162,080	0	0%							100,000		62,080
York-Williams Road	45,420	45,420	0	0%									45,420
Bartram Road	148,575	148,575	0	0%							50,000		98,575
Dale Kokeby Road	148,575	148,575	0	0%							50,000		98,575
Install & upgrade Headwalls to Culverts	24,964	24,964	0	0%									24,964
RRG Approved Projects													
Brookton-Kweda Road	324,150	324,150	50,904	16%			324,150						0
York-Williams Road	50,850	50,850	0	0%			50,850						
	1,753,901	1,794,901	405,353	23%	218,633	0	375,000	0	84,910	0	200,000	0	916,358

Note 15

**Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 31 October 2020**

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding					
					Muni	Grants	Reserves	Sale of Assets	Loan	Total Funding
	\$	\$	\$		\$	\$	\$	\$		\$
Chambers & Reception Area Upgrade	30,000	30,000	0	0%	30,000					30,000
Robinson Road - StreetBins	10,000	10,000	0	0%	10,000					10,000
Effluent Dosing Building/Shed	15,000	15,000	0	0%			15,000			15,000
Ablution Facility at Cemetery	25,000	25,000	0	0%			25,000			25,000
Railway Station Fencing and Lighting	35,000	35,000	0	0%			35,000			35,000
Youth Precinct - Fencing & Nature Play Area	50,000	50,000	0	0%			37,000			50,000
Aquatic Centre Improvements (new roof to Ablution)	24,000	24,000	3,995	17%	13,000					24,000
Memorial Park Gazebo and Disable access	22,000	22,000	0	0%	22,000					22,000
Tourist Information Bay	15,000	15,000	0	0%	15,000					15,000
Display Cabinet & Memorabilia Board	12,000	12,000	0	0%	12,000					12,000
John Deere 670GP Grader per RFQ05/2020	413,500	413,500	413,500	100%			280,500	133,000		413,500
Side Winder Reel Mower	52,000	52,000	0	0%			42,000	10,000		52,000
Single Cab Ute	10,000	10,000	0	0%			8,000	2,000		10,000
Dual Cab Ute - BRMPO & CESM	84,000	84,000	37,793	45%			84,000			84,000
Brookton-Kweda Road	324,150	324,150	50,904	16%		324,150				324,150
York-Williams Road	50,850	50,850	0	0%		50,850				50,850
Brookton-Kweda Road	218,633	218,633	130	0%		218,633				218,633
Brookton-Kweda Road	162,080	162,080	0	0%	100,873		61,207			162,080
York-Williams Road	45,420	45,420	0	0%	28,268		17,152			45,420
Bartram Road	148,575	148,575	0	0%	92,468		56,107			148,575
Dale Kokeby Road	148,575	148,575	0	0%	92,468		56,107			148,575
Install & upgrade Headwalls to Culverts	24,964	24,964	0	0%	15,537		9,427			24,964
Happy Valley Bore Field	55,000	55,000	0	0%			55,000			55,000
Upgrade Inflow Meter with Electromagnetic Metre	18,000	18,000	0	0%	18,000					18,000
Upgrade- Refurb/Refining Pipe Network	300,000	300,000	0	0%					300,000	300,000
	2,293,747	2,293,747	506,322	169%	473,614	593,633	781,500	145,000	300,000	2,293,747

\$511,631.80
\$5,310.00

2,293,747 Budget Capex Schedule

1,520,133 Variance - Grants & Reserves Funding - Sale of Assets
473,614 Muni Funding
300,000 New Loan
2,293,747

14.11.20.03 LIST OF ACCOUNTS FOR PAYMENT

File No:	N/A
Date of Meeting:	19 November 2020
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Charlotte Cooke – Finance Administration Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no financial interest in this matter.
Voting Requirements:	Simple Majority
Previous Report:	15 th October 2020

Summary of Item:

The list of accounts for payment to 31st October 2020 are presented to Council for inspection.

Description of Proposal:

To approve the accounts for payment.

Background:

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

Consultation:

N/A

Statutory Environment:

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

Relevant Plans and Policy:

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

Financial Implications:

There are no financial implications relevant to this report.

Risk Assessment:

No risks identified as this is an operational reporting requirement.

Community & Strategic Objectives:

This activity is contained in the Corporate Compendium.

Comment

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

To 31st October 2020

Municipal Account

Cheque	\$ 4,335.09
Direct Debits	\$ 157,577.44
EFT	\$ 185,931.97

Trust Account \$ 0

Bond Account \$ 120.00

OFFICER'S RECOMMENDATION

That with respect to the list of accounts for payment, Council: Note the payments authorised under delegated authority and detailed below and in the List of Accounts 31st October 2020

Municipal Account

Cheque	\$ 4,335.09
Direct Debits	\$ 157,577.44
EFT	\$ 185,931.97

Bond Account \$ 120.00

Attachments

Attachment 14.11.20.03A – List of Accounts

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

15.11.20 GOVERNANCE

15.11.20.01 AUTHORISATION OF BUSHFIRE CONTROL OFFICER

File No:	ADM 0137
Date of Meeting:	19 November 2020
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	N/A
Author/s:	Danni Chard – Executive Governance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

This report seeks Council appointing the Shire of Brookton’s new Community Emergency Service Manager (CESM), Mr. Jason Carrall, as a Bushfire Control Officer for the Shire of Brookton in accordance with legislative requirements.

Description of Proposal:

As above.

Background:

For many years the Council has sought to employ a CESM subject to financial support and guidance being provided by the state Government. Recently, through lobbying of the Minister for Emergency Services and Commissioner for the Department of Fire and Emergency Services (DFES), Council has finally secured the opportunity for this position to be shared with the neighbouring Local Governments of the Shires of Corrigin and Pingelly, and proceeded to employ Mr. Jason Carrall who has considerable Bushfire Management experience.

However, for this position to operate effectively each of the Local Government Councils needs to appoint the CESM position as an authorised Fire Control Officer under the *Bush Fires Act, 1954*. This will then ensure Mr Carrall is sufficiently empowered and the position is lawfully legitimised to function effectively during a major bushfire incident.

Consultation:

There has been limited consultation in relation to this matter with DEFS.

Statutory Environment:

The appointment of a Fire Control Officer is performed in accordance with Section 38 (1) of the *Bush Fires Act, 1954*.

Relevant Plans and Policy:

There is no specific plan or policy that relates to the appointment of a Fire Control Officer.

Financial Implications:

There is no impost on the Shire’s finances in relation to this matter.

Risk Assessment:

Without the required bushfire authorisation from Council there is high-level risk some duties performed by the newly appointed CESM could be deemed unlawful or potentially invalid. This could have consequences for each of the Local Government party to the employment of the CESM.

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.

This appointment aligns with Brookton's Corporate Compendium;

8. Emergency Management

8.7 Support Bushfire Volunteer Brigades/Volunteer Emergency Services

Comment

As the CESM's role is to manage each Council's Prevention, Preparedness, Response and Recovery functions for Emergency Management, it is crucial this role be appropriately empowered to act within the confines of applicable legislation.

Importantly the appointment as a Bushfire Control Officer will allow the CESM position to act decisively (following consultation with the Chief Bushfire Control Officer) when responding in the line of duty to a bushfire incident.

OFFICER RECOMMENDATION

That Council;

- 1. Appoints under Section 38(1) of the Bush Fires Act, 1954 Mr Jason Carrall (Community Emergency Service Manager) as an authorised officer in the capacity of a Fire Control Officer for the Shire of Brookton.***
- 2. Proceeds to publish a notice in the local newspaper (Brookton Telegraph) for this authorisation in accordance with Section 38 (2A) of the Bushfires Act, 1954 with the appointment to take effect from Monday 23rd November 2020.***

(Simple majority vote required)

15.11.20.02 PROPOSED COMMUNITY ENGAGEMENT POLICY

File No:	ADM 0564
Date of Meeting:	19 November 2020
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Danni Chard – Executive Governance Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

This report seeks Council consideration to a draft Community Engagement Policy that outlines the Shire’s strategies in engaging the community in the Shire’s services, planning and program delivery proposals.

Description of Proposal:

The policy addresses varying levels of most community engagement within the Shire depending on the nature and scale of the proposal and its impact or effect on the local community.

A copy of this draft policy is provided at **Attachment 15.11.20.02A**.

Background:

As part of the evolution many local governments has progressed to develop and adopt a Community Engagement policy that provides guidance of the level, type and method of consultation to be applied to various matters or proposals of public interest that may include, but are not limited to:

- Corporate business of the Local Government,
- Various land use proposals,
- Various strategic and financial planning proposals; and
- The Shire’s day-to day services and operations.

To ensure diverse and broad community engagement is undertaken the draft Policy 2.41 includes a “Levels of Engagement” table within the policy structure that attempts to align a balance level of consultation to the matter at hand.

Consultation:

A draft version of this policy was presented to Councillors at their Corporate Briefing Forum (CBF) held in October 2020.

Statutory Environment:

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

It is important to note that this policy if adopted will not negate nor alter statutory advertising and consultation processes as prescribed by legislation. For example, advertising periods and mediums in the *Planning and Development Act 2005*.

Relevant Plans and Policy:

This policy aligns with the Strategic Community Plan 2027>.

Brookton 20

9. Community Engagement

Financial Implications:

There are no financial implications in regard to this item.

Risk Assessment:

While there is no statutory or financial risk associated with this draft Community Engagement policy, there is a “Medium” risk that should Council not support its implementation consultation processes could potentially be inconsistent in their approach with criticism directed at Council from various members of the community.

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’s Corporate Compendium – May 2018, duly appended to the Next Generation BROOKTON Corporate Business Plan 2021.

Specifically, this draft policy aligns with:

Function 1 Governance

1.1 Review Policy Manual

Comment

As stated in the draft policy, the key objective is to ensure that Community Engagement encourages broad participation canvassing a diverse range of views and ideas that are included and considered in Council’s considerations and decisions. It is paramount the Council listens to the views of the Community and determines matters premised on being well informed. This does not mean the Council has to accept all comments and concerns raised, but rather should have due regard to the perspectives and views expressed. To this end, the attached draft policy will go a considerable way to achieving this outcome.

OFFICER RECOMMENDATION

That Council in accordance with Section 2.7(2)(b) of the Local Government Act 1995 adopts “Policy 2.41 – Community Engagement” as shown as attachment 15.11.20.02A to this report.

Attachments

Attachment 15.11.20.02A 2.41 - Community Engagement Policy



2.41 COMMUNITY ENGAGEMENT POLICY

Policy Owners:	Corporate			
Statutory Environment:				
Council Adoption:	Date:	October 2020	Resolution #:	
Last Amended:	Date:		Resolution #:	
Review Date:				

Objective:

This policy provides the framework and principles for undertaking community engagement to encourage participation and to strive to continuously improve its community engagement methods.

The outcomes and benefits of effective community engagement include:

- Increased community awareness about services, planning and program delivery;
- Increased awareness of community views and the issues that should be considered as part of the decision-making process;
- Increased awareness of the needs, priorities and diversity of the community, which in turn ensures that service provision and planning functions are aligned appropriately;
- Increased levels of community ownership and acceptance of decisions;
- Council and the community working together to address local issues where appropriate.

Statement:

Council will:

- Be open and honest about the purpose of any consultation activity to be transparent with its decision-making processes.
- Use a range of approaches to engage community views and enable everyone who is interested to contribute.
- Undertake to make balanced decisions using the outcomes of community engagement, whilst considering other influences such as budget constraints, identified risks, statutory obligations and strategic directions.

Whilst it is not always practical or appropriate to engage the community on all Council decisions, it is crucial that community members are sufficiently informed of major issues, plans, projects and all matters likely to affect them and have opportunities to participate meaningfully in community engagement processes.

Policy:

This policy applies to all facets of Council's operations including Council's corporate, land use, strategic and financial planning and our day to day services and activities.

This policy and the following community engagement principles underpin all of Council's community engagement processes and activities. These will guide Elected Members, employees, contractors and external consultants authorised to act on behalf of Council on best practice in engaging with the Community.

Principles:

The following principles are to be applied to all levels of community consultation:

- Detail why the Shire is engaging and what the community's role is in the engagement.
- Use simple language explaining the purpose of engagement premised on potential level of impact on the community, so the duration and level of community engagement can be set.
- Provide all information necessary so the community can make informed statements during the engagement process.
- Encourage broad community engagement to ensure that a diverse range of views and ideas are expressed and considered.
- Maintain transparency and explain the process to be undertaken.
- Engage across a range of diverse groups using a range of communication mediums (e.g. print media, social media, on-line survey etc) depending on the proposal.

Furthermore, the Shire will commence community engagement when:

- Council resolves to formally engage;
- Community engagement can enhance decision-making, project outcomes or future opportunities;
- There is legislation or policy requiring engagement or consultation.

Level of Engagement:

The following matrix is used to assist in determining the most suitable approach relative to the potential or likely "Level of Impact" of a project, plan, service or action.

As stated in the matrix there are 4 levels of engagement:

1. Inform
2. Consult
3. Involve
4. Collaborate

More than one level of engagement is generally required.

Expected level of impact	Criteria (one or more of the following)	Engagement approach generally taken	Level of engagement generally required	Engagement methods that should be used
High Shire wide	<p>High level of impact on all or a large part of the Shire of Brookton.</p> <p>Any significant impact on attributes that are considered to be of high value to the whole of the Shire, such as the</p>	<p>Early engagement with community and stakeholders.</p> <p>Involves a broad range of stakeholders and community members.</p> <p>Utilises a variety of engagement methods to give people who want to contribute, the opportunity to do so.</p>	<p>Inform</p> <p>Consult</p> <p>Involve</p> <p>Collaboration</p>	<p>Mail drop</p> <p>Media Release</p> <p>Brookton Telegraph</p> <p>Shire website</p> <p>Email</p>

	<p>natural environment or heritage.</p> <p>Likely high level of interest across the Shire.</p> <p>Potential high impact on state or regional strategies or directions.</p>	<p>Updates are provided to local community.</p> <p>Engagement plan developed in collaboration with the relevant departments and approved by the Chief Executive Officer.</p> <p>Budget allocated to deliver community engagement.</p> <p>Process is evaluated to assess the quality and overall effectiveness of the engagement and assist the Shire's commitment to continually improve our engagement practice.</p>		<p>Social Media (Facebook)</p> <p>Focus or Working Group depending on nature of proposal</p> <p>Surveys</p> <p>Feedback and submission forms</p> <p>Posters</p>
High Local	<p>– High level of impact on a local area, small community or user group(s) of a specific facility or service.</p> <p>Significant change to any facility or service to the local community.</p> <p>Potential for a high degree of community interest at the local level.</p>	<p>May range from seeking comment on a proposal to involving the community and stakeholders in discussion on proposed options.</p> <p>Comprehensive information is made available to the community to enable informed input.</p> <p>Uses a combination of engagement methods to encourage broad participation at different levels.</p> <p>Feedback is collated and made available (personal details: phone numbers, addresses, email addresses will not be published on the Shire's website).</p>	<p>Inform</p> <p>Consult</p> <p>Involve</p>	<p>Mail drop</p> <p>Media Releases</p> <p>Brookton Telegraph</p> <p>Shire website</p> <p>Email</p> <p>Social Media (Facebook)</p> <p>Possible Focus or Working Group depending on nature of proposal</p> <p>Surveys</p> <p>Feedback and submission forms</p> <p>Posters</p>
Low Shire wide	<p>– Lower level of impact across the Shire.</p>	<p>Approach may range from seeking comment on a proposal to involving the community and stakeholders in</p>	<p>Inform</p> <p>Consult</p>	<p>Mail drop</p> <p>Media Releases</p>

	<p>Level of interest among various communities or stakeholders.</p> <p>Potential for some, although not significant, impact on state or regional strategies or directions.</p>	<p>discussion and debate on proposed options.</p> <p>Ensures informed input through making comprehensive information available to the community.</p> <p>Uses a combination of engagement methods to encourage broad participation at different levels.</p> <p>Feedback is collated and made available.</p> <p>Updates are provided to the local community.</p>	Involve	<p>Brookton Telegraph</p> <p>Shire website</p> <p>Email</p> <p>Social Media (Facebook)</p> <p>Possible Focus or Working Group depending on nature of proposal</p> <p>Surveys</p> <p>Feedback and submission forms</p> <p>Posters</p>
Low Local	<p>Lower level of impact on a local area, small community or user group of a specific facility or service.</p> <p>Only a small change to a facility or service at the local level.</p> <p>Low interest at the local or user group level.</p>	<p>Approach consists of advising the community or stakeholders of a situation or proposal or informing of a decision or direction.</p> <p>Communication strategy that provides high quality, accessible information to those affected by and interested in the change or decision.</p> <p>Communication channels relevant to the target audience are used.</p>	Inform	<p>Mail drop</p> <p>Media Releases</p> <p>Brookton Telegraph</p> <p>Website</p> <p>Email</p> <p>Social media</p> <p>Advertising</p> <p>Posters</p>

Note: The Matrix does not negate nor alter statutory advertising and consultation processes as prescribed by legislation but may be applied as additional process depending of the nature of the matter or proposal.

No Consultation:

The Shire Administration will not engage community consultation when:

- A final decision has already been made by Council or another agency.
- Council cannot influence a decision by another agency or party.

- The decision to be made concerns a minor operational matter with minimal impact on the community and/or stakeholders.
- Implementing a project or decision that has already been subject to engagement.
- There is insufficient time due to legislative or legal constraints, or urgent safety issues to be addressed.

In these events, the Shire Administration may inform the community why the decision was made without community engagement.

Consultation Form:

The community engagement form template provided as Appendix 1 to this policy is to be used in receiving input for community members.

Submission Form



(Insert: SUBJECT of Community Engagement)

(Insert: Description of subject Community Engagement proposal)

To: Chief Executive Officer

Shire of Brookton

PO Box 42

Brookton WA 6306

or email: mail@brookton.wa.gov.au

Please note – all information provided on this submission form will be published in the Shire of Brookton agenda and minutes relevant to this submission. Phone numbers and email addresses will be redacted for the Shire's website.

Name: _____

Organisation/Company (if applicable): _____

Email: _____

Please indicate your position: Support ☐ Object ☐ Indifferent ☐ Suggest Amendment/s ☐

Please state your interests, concerns, objections, support or suggested amendments, whether as a private citizen, or on behalf of a company or other organisation.

Signature: _____ Date: _____

Please attach additional comment/pages if required.

15.11.20.03 SHIRE OF BROOKTON INTEGRATED PLANNING AND REPORTING FRAMEWORK REVIEW

File No:	ADM 0666
Date of Meeting:	19 November 2020
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:	Absolute Majority
Previous Report:	N/A

Summary of Item:

This item relates to review of the Shire Integrated Planning and Reporting (IPR) framework inclusive of:

- Next Generation BROOKTON Strategic Community Plan
- Shire of Brookton Corporate Business Plan and Corporate Compendium
- Shire of Brookton Innovations Pathway, including Shire of Brookton Book of Ideas and Book of Initiatives

Description of Proposal:

To undertake a minor review of the Strategic Community Plan and Corporate Business Plan in line with legislative requirements and community expectations.

Background:

The Department of Local Government, Sport and Cultural Industries (DLGSCI) Integrated Planning and Reporting (IPR) Framework requires all local governments to prepare and review a Strategic Community Plan (SCP) and other accompanying integrated plans, including the:

- Shire of Brookton Corporate Business Plan (CBP)
- Shire of Brookton Long Term Financial Plan (LTFP)
- Shire of Brookton Asset Management Plan (AMP)
- Shire of Brookton Workforce Plan (WP)

Specifically, the SCP (being the over-arching document) is 'desktop' reviewed every 2 years, with major (public consultation) review to be conducted every 4 years. The CBP and other associated Plans are reviewed annually.

In consideration of the above, a major review was completed in late 2017, early 2018. A minor "desktop" review of the SCP is now due together with the CBP plans and the Council's Innovation Pathway. This current review commenced in October 2020 with Councillors position being to not amend the SCP but proceed to endorse changes to the CBP and accompanying documents.

Accordingly, this report now seeks Council's endorsement of the amended documents presented as **Attachments 15.11.20.03C, 15.11.20.03D, 15.11.20.03E, 15.11.20.03F, 15.11.20.03G and 15.11.20.03H**, provided under separate cover.

As for the AMP, LTFP and WP these documents are under continuing review with it anticipated that these will be completed in the early 2021.

Consultation:

Shire of Brookton, Ordinary Meeting of Council, 19 November 2020, PUBLIC Agenda

A review was conducted by Councillors at a Special Corporate Briefing Forum (CBF) convened on Thursday 1st October 2020.

Of note a number of changes to the CBP emerged from this review that included additional Major and Minor projects being listed for consideration of delivery over the next 4 years, with the Council being the Proponent (P) and/or Facilitator (F). These projects have been extracted from the Book of Initiatives that forms part of the Innovations Pathway process.

Major Projects

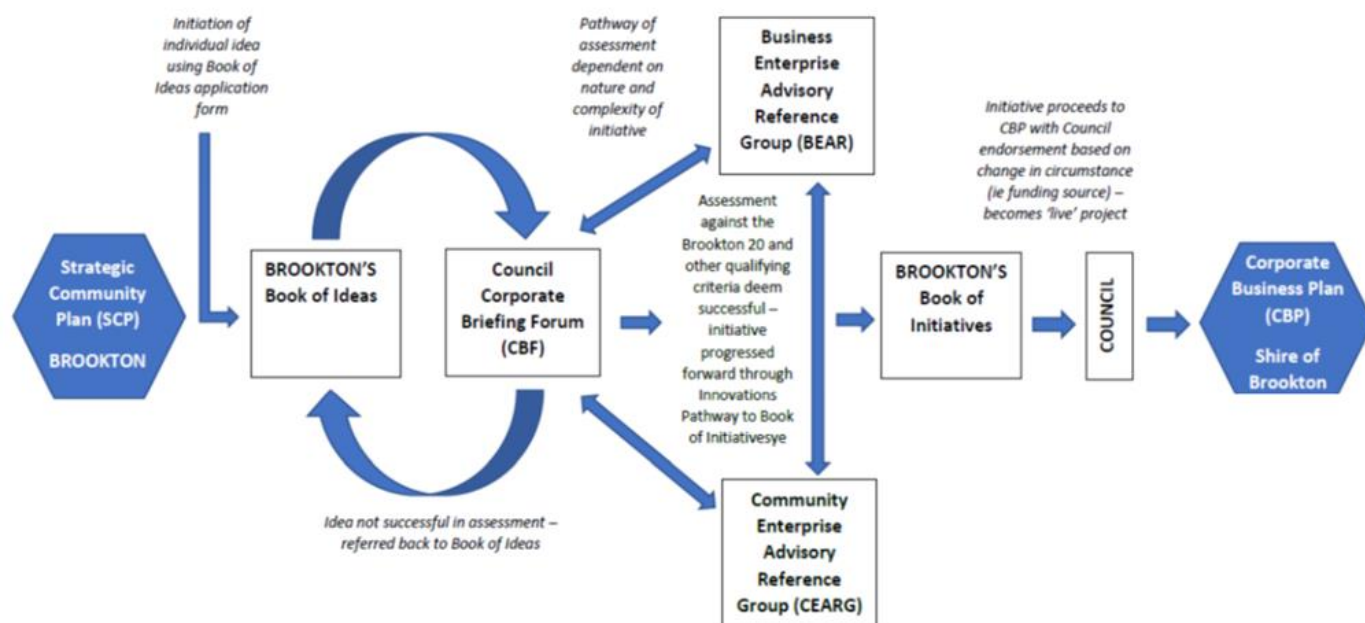
BROOKTON Regional Wellness Hub (F)
BROOKTON Multipurpose Function Centre (P)
BROOKTON Short-stay Accommodation (F) or (P)
BROOKTON Cultural Community and Recreation Precincts (P)
BROOKTON Innovative Agriculture (F)
BROOKTON Rental Housing Program (F) or (P)
BROOKTON Sustainable Energy Generation (F)
BROOKTON Commercial/Industrial Hub (F) or (P)

Minor Projects

BROOKTON Lifestyle Land Release (F)
BROOKTON Public Art (F)
BROOKTON Gym relocation to Aquatic Centre (P)
BROOKTON Youth Precincts (F) or (P)
BROOKTON Overarching Town Strategy (P)
BROOKTON Astro-Tourism (F)
BROOKTON RV Access (on both sides of Railway Line (P)
BROOKTON Community Car (F)
BROOKTON Cultural Walk Trails (F)
BROOKTON Town Entry Statement Town Signage (P)
BROOKTON Welcome Pack/New Resident & Caravan Park/Tourism (P)

Additionally, consideration was given to the effective of the Innovations Pathway with consensus the process should be retained but modified to reduce the number of advisory groups from 3 to 2 with enhanced membership. The following diagram provides an understanding of the revised Innovations Pathway Process.

INNOVATIONS PATHWAY (revised)



The Corporate Compendium was also reviewed and modified slightly to align with the Organisation's governance obligations and service delivery projected over the next 4 years.

Statutory Environment:

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

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

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

***Absolute majority required.**

The new regulations also require each local government to include any changes to its IPR plans in its annual report.

Relevant Plans and Policy:

As indicated, this primarily relates to the Council's CBP and Innovations Pathway documents.

Further a draft policy titled 'IPR Review and Annual Budget Preparation' has been prepared for consideration by the Audit and Risk Committee at its next meeting in December 2020.

Financial Implications:

There are no direct financial implications in relation to the IPR review process on this occasion. The subsequent changes to the CBP and associated documents need to be progressed through the annual budget processes.

Risk Assessment:

On assessment the risk is assessed as 'High' on the understanding the IPR review is a statutory process and presents as an integral part of the Local Government framework in relation to performance of good governance and delivery of services aligned to community expectations.

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 – May 2018, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, this review accords to:

Function 3. Integrated Planning and Reporting

- 3.1 Review / adoption Strategic Community Plan
- 3.2 Review / adoption Corporate Business Plan

Comment:

While the list of Major and Minor Projects in the CBP may appear ambitious, it should be acknowledged that in many circumstances their delivery is dependent on another organisation being a willing proponent and/or external funding being available.

As to revision of the Innovations Pathway, the reduction in number of Advisory Groups appears logical.

Further, it is recommended Council endorsed the attached Terms of Reference for each Advisory Group

including a change in title and membership, and proceed to:

- a) Endorse the appointment of Councillors to each Advisory Group.
- b) Call nominations from the community for representation on the CEAG.
- c) Call for names of representatives on the BEAR.

Community Enterprise Advisory Group (CEAG)

Shire President (Chair)

3 x Elected Members

2 x Staff

6 x Community Reps

Business Enterprise Advisory Reference Group (BEAR)

Shire President (Chair)

3 x Elected Members

2 x Staff

1 x Baptistcare

1 x BALCO

1 x CBH

1 x BBAG

1 X Seabrook

1 x Bendigo

1 x ARH

Ability to co-opt others

OFFICER RECOMMENDATION 1

That Council in accordance with Regulation 19DA(6) of the Local Government (Administration) Amendment Regulations (No. 2) 2011; Division 3 — Planning for the future adopts the modified Corporate Business Plan 2020 – 2024 and supporting Corporate Compendium 2020 as presented in Attachments 15.11.20.03D and 15.11.20.03D to this report.

(Absolute majority vote required)

OFFICER RECOMMENDATION 2

That Council endorses the revised Innovations Pathway as presented in body of this report.

(Simple majority vote required)

OFFICER RECOMMENDATION 3

That Council endorses the Terms of Reference for the Community Enterprise Advisory Group (CEAG) and the Business Enterprise Advisory Reference Group (BEAR as presented respectively in Attachments Attachment 15.11.20.03A and Attachment 15.11.20.03B to this report.

(Simple majority vote required)

OFFICER RECOMMENDATION 4

That Council appoints the following Elected Members to the Community Enterprise Advisory Group (CEAG) and the Business Enterprise Advisory Reference Group (BEAR):

CEAG

- **Cr Crute** **[Chair]**
- **Cr Lilly**
- **Cr Watts**
- **Cr Hartl**

BEAR

- **Cr Crute** **[Chair]**
- **Cr Walker**
- **Cr Fancote**
- **Cr MacNab**

(Simple majority vote required)

Attachments

Attachment 15.11.20.03A – Terms of Reference for the Community Enterprise Advisory Group (CEAG)

Attachment 15.11.20.03B – Terms of Reference for the Business Enterprise Advisory Reference Group (BEAR)

Attachment 15.11.20.03C – Next Generation BROOKTON Strategic Community Plan

Attachment 15.11.20.03D – Shire of Brookton Corporate Business Plan

Attachment 15.11.20.03E – Shire of Brookton Corporate Compendium

Attachment 15.11.20.03F – Shire of Brookton Innovations Pathway

Attachment 15.11.20.03G – Shire of Brookton Book of Ideas

Attachment 15.11.20.03H – Shire of Brookton Book of Initiatives

Attachments 15.11.20.03C to Attachment 15.11.20.03H are provided under separate cover.



Next Generation BROOKTON Community Enterprise Advisory Group (CEAG)

Terms of Reference

Purpose

The Next Generation BROOKTON Community Enterprise Advisory Group has been formed to operate under the auspice of the Shire Council to co-ordinate and oversee community projects listed in the Shire of Brookton Corporate Business Plan, or arising from 'Innovations Pathway' and the BROOKTON Book of Initiatives. Such projects may include (but are not limited to) civic projects and initiatives that involve direct participation from key community representatives.

This Advisory Group is to consist of 12 members plus an *ex-officio*, with ability to co-opt others at the discretion of the Chairperson.

Representation

Membership of Next Generation BROOKTON Community Enterprise Advisory Group is to consist of representation from the Local Government and various other community stakeholders, as listed below.

Shire President (Chair)
3 x Elected Members (one Deputy Chair)
2 x Staff (1 ex officio)
6 x Community Reps

The Elected Members and Chair are nominated by the Shire President for endorsement by Council. The community representatives are selected by the Chair, Deputy Chair and CEO following a public nomination process.

The Chair may co-opt other members at his/her discretion as deemed appropriate.

The appointment of all positions is for period of (typically) 2 years aligned to the ordinary Local Government election cycle.

Meetings

The Community Enterprise Advisory Group meetings shall be conducted in an open and transparent manner, and consist of:

- The convening of 'open' meetings with the venue, day and time determined by the Chair to achieve the highest possible attendance.
- The meeting arrangements to be the responsibility of the *ex-officio*.
- The recording of notes to be presented to Council at its next available Corporate Briefing Forum (CBF).
- The conduct of the meeting to be performed generally in accordance with Shire meeting procedures detailed in *Council Policy 1.17 – Standing Orders and Meeting Protocol for Local Government*.
- Elected Members being eligible for payment of a sitting fee, as set by Council and amended from time to time.

Terms of Reference

The Community Enterprise Advisory Group:

- a) Is to first and foremost act in the best interest of the BROOKTON community.
- b) Does not constitute a Committee of Council pursuant to section 5.8 of the *Local Government Act 1995*.
- c) Shall act in an advisory capacity so as to facilitate communication and exchange information between members in relation to assessment and facilitation of community projects and initiatives, and thereby assist in the delivery of project outcomes.
- d) Is not authorised to make decisions in relation to projects or initiatives that may commit the Shire Council and/or other community groups or organisations financially or otherwise.
- e) Is to offer guidance and advice and ensure direction and progress of works holistically aligns to the BROOKTON 20 and the 'Live, Work and Visit' objectives as detailed in the Next Generation BROOKTON Strategic Community Plan.
- f) Is to consider projects or initiatives assessed and qualified by the Next Generation BROOKTON Innovations Advisory Group, unless otherwise determined by Council.
- g) Is to give consideration to and provide input, assistance and form recommendations towards specific project initiatives for consideration by Council.
- h) Is to offer direction on the formation of specific Project Management Working Groups (usually applies to Major Projects).
- i) Is to declare all financial and/or proximity interests within the scope of this Terms of Reference.
- j) Is to maintain a standard of professionalism and confidentiality applicable to any material or documentation of a sensitive nature either marked or declared confidential by the Chair of this Advisory Group, or any specifically formed project coordination working group as recommended by this Group and endorsed by Council.
- k) May through the Chair co-opt other Shire staff, elected members, government agency employees or other stakeholders. Such action is to involve consultation with the Chief Executive Officer.



Next Generation BROOKTON Business Enterprise Advisory Reference Group (BEAR)

Terms of Reference

Purpose

The Next Generation BROOKTON Strategic Business Advisory Group has been formed to operate under the auspice of the Shire Council to provide advice and recommendations, as well as co-ordinate and oversee major projects of a commercial or economic nature for the betterment of the BROOKTON economy and community.

Such projects are listed in the Shire of Brookton Corporate Business Plan or may arise through the 'Innovations Pathway' and the BROOKTON Book of Initiatives.

Principally, this Advisory Group is to encompass a number of strategic key partners and consist of no more than 13 regular members plus an *ex officio*, with ability to co-opt others at the discretion of the Chairperson.

Representation

Membership of Next Generation BROOKTON Strategic Business Advisory Group is to consist of representation from the Local Government and various other stakeholders.

The Elected Members and Chair are nominated by the Shire President for endorsement by Council.

The make-up of this Group is to include:

- Shire President (Chair)*
- 3 x Elected Members (one Deputy Chair)*
- 2 x Staff (1 ex officio)*
- 1 x Baptistcare*
- 1 x BALCO*
- 1 x CBH*
- 1 x BBAG*
- 1 X Seabrook*
- 1 x Bendigo*
- 1 x ARH*

The Chair may co-opt other members at his/her discretion as deemed appropriate.

The appointment of all positions is for period of typically 2 years to align with the Ordinary Local Government Election cycle.

Meetings

The Strategic Business Advisory Group meetings shall be conducted in an open and transparent manner, and consist of:

- The convening of 'open' meetings with the venue, day and time set by the Chair to achieve the highest possible attendance.
- The recording of notes to be presented to Council at its next available Corporate Business Forum (CBF).
- The meeting arrangements is to be the responsibility of the *ex-officio*.
- The conduct of the meeting to performed generally in accordance with Shire meeting procedures detailed in Council Policy 1.17 – Standing Orders and Meeting Protocol for Local Government.
- Elected Members being eligible for payment of a sitting fee, as set by Council.
- The Chairperson 'closing' the meeting for matters deemed 'commercially sensitive'.

Terms of Reference

The Strategic Business Advisory Group:

- a) Is to first and foremost act in the best interest of the BROOKTON community.
- b) Does not constitute a Committee of Council pursuant to section 5.8 of the *Local Government Act 1995*.
- c) Shall act in an advisory capacity so as to facilitate communication and exchange information between members in relation to assessment and facilitation of projects and other business or economic initiatives, and thereby assist in the delivery of project outcomes.
- d) Is not authorised to make decisions in relation to projects or initiatives that may commit the Shire Council and/or other Key Stakeholders or Partners financially or otherwise.
- e) Is to offer guidance and advice on projects and ensure direction and progress of works aligns to the BROOKTON 20 and the 'Live, Work and Visit' objectives, as detailed in the Next Generation BROOKTON Strategic Community Plan.
- f) Is to consider projects or initiatives initially assessed by the Next Generation Brookton Innovations Advisory Group, unless otherwise determined by Council.
- g) Is to provide input, assistance and form recommendations towards specific project initiatives for consideration by Council.
- h) Is to offer direction to specifically formed 'Project Management Teams' in formulating recommendations to Council.
- i) Is to declare all financial and/or proximity interests within the defined project areas.
- j) Is to maintain a standard of professionalism and confidentiality applicable to any material or documentation of a sensitive nature either marked or declared confidential by the Chair of this Advisory Group or any specifically formed project coordination working group as recommended by this Group and endorsed by Council.
- k) May through the Chair co-opt other Shire staff, elected members, government agency employees or other stakeholders. Such action is to involve consultation with the Chief Executive Officer.

16.11.20 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**16.11.20.01 NOTICE OF ELECTED MEMBERS MOTION – ELECTRONIC RECORDING OF ORDINARY COUNCIL MEETINGS – CR B WATTS**

File No:	ADM 0144
Date of Meeting:	19 November 2020
Location/Address:	N/A
Name of Applicant:	N/A
Elected Member:	Cr Barry Watts
Reporting Officer:	Ian D'Arcy – Chief Executive Officer
Declaration of Interest:	The reporting officer has no interest in this matter.
Previous Report:	20 August 2020

Background:

This report relates to an Elected Member motion for Council to further consider the electronic recording of Ordinary Council Meetings including the purchase and installation of equipment.

The Council initially considered this motion at its August 2020 Ordinary Meeting where the following motion was not supported:

OCM 08.20-20**COUNCIL RESOLUTION**

MOVED Cr Watts **SECONDED Cr Lilly**

I request Council amends:

- a) The Shire of Brookton Standing Orders “S6.16 Recording of proceedings” to include the electronic audio recording of all future Ordinary Council Meetings of the Shire of Brookton; and***
- b) That the electronic recording of meetings be made available on the council’s website along with the Agenda, Minutes of the minute and Recorded proceedings.***

LOST 3/4

Note to Minute: The Elected Member motion was not supported due to the financial outlay being unsubstantiated at this stage, with further discussion warranted at a Corporate Briefing Forum.

Subsequently, Councillors received at the September 2020 Corporate Briefing Forum (CBF) further advice on this matter with presentation of a Local Government Update prepared by Dennis McLeod, a Senior Partner of McLeods Barristers and Solicitors. In summary this update highlights possible implications in recording and/or live streaming of Council Meetings that are worthy of consideration before proceeding to introduce electronic measures of recording meetings. An extract from the McLeods Barristers and Solicitors update is provided below:

Likely consequences of recording or live streaming of Council meetings

A possible effect of introducing that kind of scrutiny would be that the detailed thinking and reasoning of Council members would go underground. Rather than giving the benefit of their deliberations to the members of the public who care to attend a meeting, they may make their decisions for their own private reasons, and not attempt to explain or discuss those reasons in the public forum. That would be dramatically bad for the system of open local government. Another consequence would be to force Councils to do all their effective work, and to carry on their real debate, in non-formal Council briefing sessions or the like, which are not required to be open to the public. That could also be quite adverse for the system of open local government. More significantly, exposure to that level of scrutiny and risk is likely to function as a significant disincentive to persons interested in election to the office of councillor, which would undermine community participation in local government.

Other considerations

There are other considerations worthy of brief mention including:

- Members of the public, at Council meetings are able to speak in question time and on deputations or representations on issues arising at Council meetings. The Council has no control over their comments, but the recording and live streaming of the proceedings could result in the local government being liable in defamation for the republication of defamatory remarks, or being otherwise responsible for insulting or malicious comments.
- On listening to a recording of a Council meeting, it is often difficult to identify the person responsible for a particular comment. That is likely to lead to confusion and complications, with the local government being required to identify speakers in order to deal with complaints.
- To expect a local government to edit the recordings of meetings to guard against defamatory or otherwise hurtful comments, and to identify speakers, would place an unreasonable burden on the local government administration. There would be a further burden of work and expense in obtaining legal advice on possible defamation.
- A Council acts as a collegiate body. The views of individual Council members are for practical purposes irrelevant. The only view that counts is that expressed in a resolution of the Council. To record and stream live the comments of individual Council members during debate has the potential to deflect attention away from the most important statement on the topic, which is the resolution passed by the Council and any reasons it identifies for its decision.
- Even newspapers would not contemplate allowing its reporters to present their views on a topic in a direct recording of their thinking processes, without the opportunity for careful independent editing and the possibility of scrutiny by the newspaper's lawyers. That applies no matter how well the reporter may have researched the topic.
- The threat of Court action for defamation can be a very disturbing prospect for a Council member whose personal and family assets may be at risk. A wealthy/powerful or vexatious complainant may press even a bad action through lengthy and expensive litigation processes, and the fact that the action may ultimately fail is little consolation to a Council member whose life for months or years may be dominated by the presence and risks of the action.
- Any member of the public interested in an issue to be considered at a Council meeting can and generally will attend the meeting. Many of those who press for recording and live streaming of the proceedings online may be more interested in targeting Council members whose views they wish to criticise, than to inform themselves on the issues.

- Those concerned about the standard of debate at Council meetings are presumably intelligent and sensitive persons. They are the very people who should offer themselves for election to that important public service. That should improve the standard of debate far more effectively than recording and live streaming of meeting proceedings, and will be of more benefit to the public.

Conclusion

Those are some of the reasons for my view that Council meetings should not be streamed live online, with recordings made available to electors by uploading to the local government's website as soon as practical and maintained online as an archive. For the reasons I have discussed above, in my opinion the minutes of Council meetings should remain as the basic public record of meetings, without the additional processes of exposure and scrutiny which are being proposed by the local government critics.

I know that some local governments do record their meetings and then make the recordings available to the public on their website. That is a decision any Council can legitimately make, but it is another matter for Councils to have that regime imposed on them.

For further information in regard to the above, contact Denis McLeod on 9424 6201 or dmcleod@mcleods.com.au. The information contained in this update should not be relied upon without obtaining further detailed legal advice in the circumstances of each case.

Further, Councillors at the October 2020 CBF then considered and prepared a submission on the Local Government Review Panel's final report that includes 65 recommendations for a new Local Government Act in Western Australia. In particular recommendation 55 of the final report advocates:

Renewed Focus on Integrity

55. In relation to governance, the Panel recommends:

- a. Meeting procedures are standardised across all local governments, allowing for both a committee system and a public briefing system.*
- b. Elected members should be required to lodge a declaration of interest as well as a confirmation of impartiality prior to meetings.*
- c. Elected members who believe that they are unable to maintain impartiality on a particular matter should be permitted to withdraw from that part of the meeting provided a quorum is maintained.*
- d. All votes should be recorded in the minutes on each motion with details of how each councillor voted.*
- e. As a minimum, audio recordings of public parts of council meetings should be available on the local government's website when the minutes become available, with livestreaming to be encouraged.*
- f. CEO contracts should be standardised and consistent with the Public Sector Commission's policy and relevant conditions for public sector employees.*
- g. CEO contracts should be no more than five years and after two terms the local government must readvertise the position.*
- h. The department should facilitate additional oversight in the recruitment and management processes of CEOs. This could include representation on the selection panel and/or screening of applicants.*
- i. Primary and Annual Returns should include disclosure of membership of political parties and associations likely to be seen as exerting an influence on decision-making.*

Councillors in preparing a submission on the Local Government Review Panel's final report at the CBF expressed support for this recommendation.

Statutory Environment:

The *Local Government Act, 1995* specifically states in relation to the recording of minutes:

5.22.Minutes of council and committee meetings

- (1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

The Local Government (Administration) Regulations, 1996 then stipulates in relation to statutory recording of Council and Committee meetings:

11.Minutes, content of (Act s. 5.25(1)(f))

The content of minutes of a meeting of a council or a committee is to include —

- (a) the names of the members present at the meeting; and*
- (b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and*
- (c) details of each motion moved at the meeting, the mover and the outcome of the motion; and*
- (d) details of each decision made at the meeting; and*
- (da) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and*
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and*
- (f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest.*

Further, the 'Standing Orders and Meeting Protocol Local Government (Council Meetings) Policy' prescribes:

6.16 Recording of proceedings

- a) A person is not to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.*
- b) If the Council gives permission under subclause (1), the Presiding Member is to advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.*

Relevant Plans and Policy:

As reflected above the 'Standing Orders and Meeting Protocol Local Government (Council Meetings) Policy' applies to this matter and will need to be amended should the Council support the Elected

Member motion.

Such an amendment would likely constitute a third dot point inclusive of procedural use of recorded material consistent with other Local Government Authorities.

Financial Implications:

As previously reported, to accommodate the electronic recording of Council meetings the Council will need to commit \$20,000 in the municipal budget. This amount is based on a quote from Redfish technologies some three months back of \$18,740 with the balance of funding to be used for additional electrical and website configuration works.

An illustration of the recording system is presented **Figure 1**.

Should Council proceed the required funds can be drawn from the Furniture and Equipment Reserve that has a current balance of \$56,094.

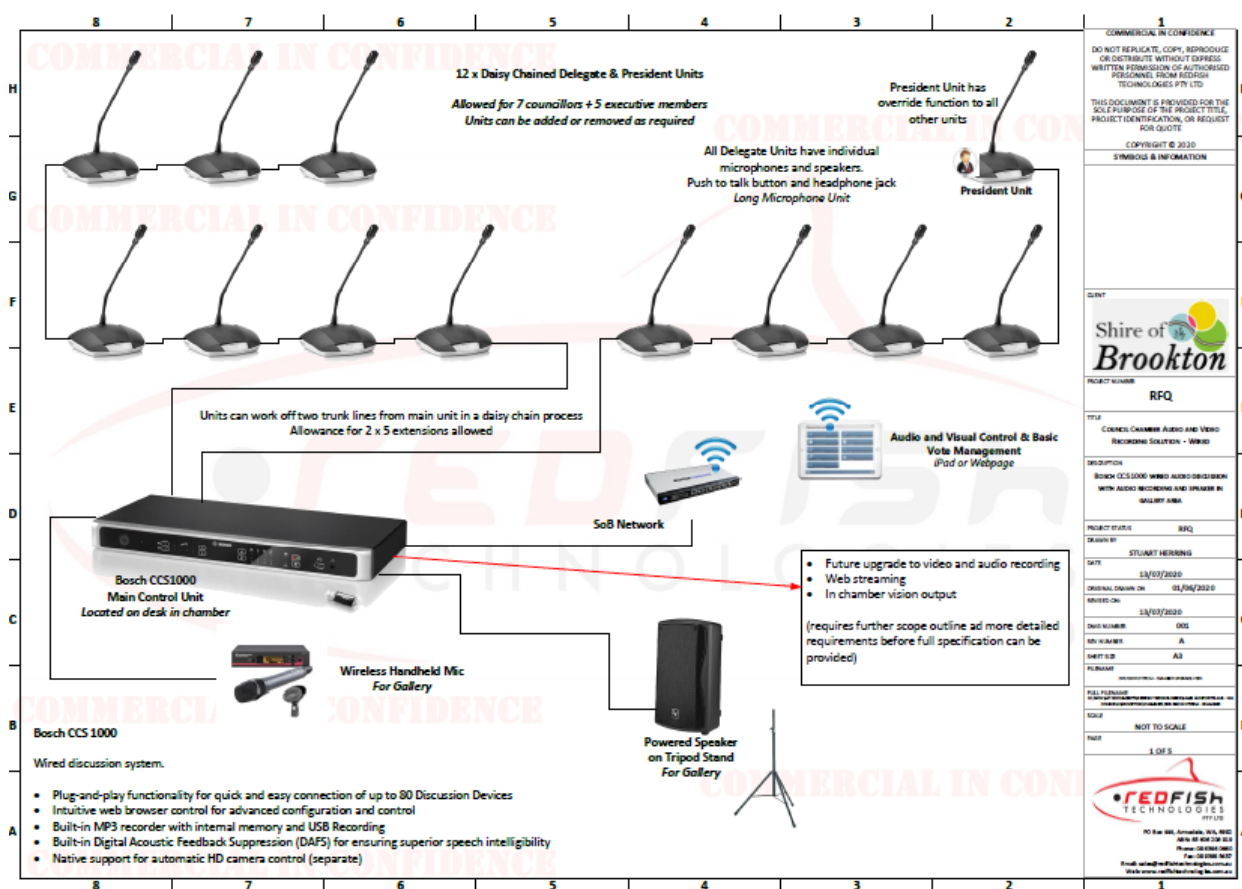


Figure 1 – Bosch CCS 1000 Wired Dictation System

Risk Assessment:

Since this matter was first raised with Council, the further information that has been previously presented to Councillors (as presented in the Background Section of this report) has changed the risk profile to 'Medium'.

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

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

Community & Strategic Objectives:

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

Specifically, the Elected Member's motion aligns to:

Function 23 – Facilities Management

Action 23.2 – Review Sport/Recreational Management Plan

Function 24 – Community

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

Elected Members Comment:

Please note that in light of the recent review recommendations as per 55. (e) in relation to governance, that the Local Government Review Panel made several recommendations, one (1) being -

“Renewed Focus on Integrity

55. In relation to governance, the Panel recommends:

e. As a minimum, audio recordings of public parts of council meetings should be available on the local government's website when the minutes become available, with livestreaming to be encouraged”; and

As such I am rescheduling my notice of Motion which was tabled and lost 3/4 at the Ordinary Council Meeting of the 20th of August 2020, of which three (3) months has now Lapsed since this motion was presented to the Chamber, to which I place on Notice the following Members Motion for the Ordinary Council Meeting of the 19th of November 2020.

I request that Council amends Standing Orders to include the electronic audio recording of all future Ordinary Council Meetings of the Shire of Brookton. That the electronic recording of meetings be made available on the council's website along with the Agenda, Minutes of the Minute and Recorded proceedings.

This will ensure that fully accurate account of all comments, suggestions, statements both public and Council Member and debates and procedures are recorded in the event clarification is required, and is in line with generally accepted principles of 'Open, Accountable and Transparent Governance procedures.

This will enable members of the public who are unable to attend to be able to listen to proceedings at their leisure and or for further clarification considering the diversity of our Ratepayers and Residents from the rural and urban areas of the Shire.

Special Note:

In addition, please note that in light of the recent review recommendations as per above, 55. (e) in relation to governance, that the Panel made several recommendations.

Move: Cr. Barry Watts

Seconder: Cr. Gail McNab

Officer Comment:

Councillors should be cognisant when reconsidering this matter that:

- a) The Local Government Review Panel Recommendation 55. is yet to be accepted and implemented by the State Government meaning at present there is no statutory obligation for Council meetings to be recorded, and
- b) Of the risks outlined in the advice offered by Mr. Dennis McLeod when determining this matter.

In light of the above, it may be appropriate to wait for the new Local Government Act to be further progressed with some certainty over the recording of Council meetings being optional or imposed as a mandatory requirement for Local Governments.

As previously reported:

1. The current process of manual recording meeting minutes without specific electronic (audio/visual) recording of dialog from meeting attendees does not mean the Council is not 'open, accountable and transparent' in its governance procedures. Importantly, all Ordinary Council Meetings are open to public attendance and publicised as such through various mediums locally with a minimum of 72 hours' notice as required by legislation. Furthermore, the Council and Administration's performance is continually assessed through regulatory auditing and review processes.
2. Notwithstanding audio recording (and live streaming) of Council meetings is an enhancement for community convenience, what is central to consideration of this matter is 'value for money'. The Shire of Brookton like many others is a small Local Government that is reasonably accessible, with the Council meeting time accommodating to most people attending meetings in person to

ask questions and/or listen to Council debate and determinations.

ELECTED MEMBER MOTION

I request that Council amends –

- a) Standing Orders [“S6.16 Recording of proceedings”] to include the electronic audio recording of all future Ordinary Council Meetings of the Shire of Brookton; and***
- b) That the electronic recording of meetings be made available on the council’s website along with the Agenda, Minutes of the Minute and Recorded proceedings.***

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

Nil.

18.11.20 CONFIDENTIAL REPORTS

That Council close the meeting to the public in accordance with:

- *Section 5.23 (3) as Item 18.11.20.01 relates to subsection (h), as this matter prescribed is based on the Council's desire to conceal the name of the Community Members/Group until the respective award presentations.*
- *Section 5.23 (2) (b) as Item 18.11.20.02 relates to a matter that if disclosed could reveal information of a matter affecting the personal affairs of another person.*

(Simple Majority Vote required)

18.11.20.01 AUSTRALIA DAY AWARDS 2020

File No:	ADM 0336
Date of Meeting:	10 November 2020
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Brookton
Author/s:	Sandie Spencer – Community Liaison Officer
Authorising Officer:	Ian D'Arcy – Chief Executive Officer
Declaration of Interest:	The author and authorising officer have no interest in this item.
Voting Requirements:	Simple majority vote required
Previous Report:	N/A

Summary of Item:

This item seeks to receive the Australia Day Panel notes for the meeting held on the 10th November 2020 and to endorse the recommendation for the 2020 Australia Day Awards.

AUSTRALIA DAY PANEL RECOMMENDATION 1

That Council endorse the recipient for the 2021 Citizen of the Year Award as reflected in the Comment Section of this report.

AUSTRALIA DAY PANEL RECOMMENDATION 2

That Council endorse the recipient for the 2021 Community Event of the Year Award as reflected in the Comment Section of this report.

AUSTRALIA DAY PANEL RECOMMENDATION 3

That Council endorse the recipient for the 2021 Voluntary Act of the Year Award as reflected in the Comment Section of this report.

Attachments**18.11.20.01A – Citizen of the Year Award – Criteria & Eligibility**

18.11.20.01B – Nomination – Citizen of the Year Award
18.11.20.01C– Nomination – Citizen of the Year Award
18.11.20.01D– Nomination – Citizen of the Year Award
18.11.20.01E – Community Event of the Year Award – Criteria & Eligibility
18.11.20.01F – Nomination – Community Event of the Year Award
18.11.20.01G – Nomination – Community Event of the Year Award
18.11.20.01H – Voluntary Act of the Year Award – Criteria & Eligibility
18.11.20.01I – Young Citizen of the Year Award – Criteria & Eligibility

18.11.20.02 PROPOSED RESIDENTIAL TENANCY – UNIT 4/28 WILLIAMS STREET, BROOKTON

File No:	ADM 0015
Date of Meeting:	19 November 2020
Location/Address:	Unit 4/28 Williams St – Community Housing
Name of Applicant:	1. Ms. Alyssa McGuire 2. Mr. Lance Bryant
Name of Owner:	Shire of Brookton
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	As above
Declaration of Interest:	Nil
Voting Requirements:	Simple majority
Previous Report:	N/A

Summary of Item:

This item relates to two applications received for tenancy of Unit 4/28 Williams Street, Brookton (Madison Square) and the Council's due consideration to each application.

OFFICER RECOMMENDATION

That Council in relation to the letting of Unit 4/28 William Street Brookton:

- 1. Dismisses Ms. McGuire's application premised on her history as a tenant with the Department of Communities.*
- 2. Accepts the application from Mr. Lance Bryant to occupy Unit No.4 at 28 Williams Street Brookton, subject to the:*
 - a) Execution of a 12-month Residential Tenancy Agreement at the rental set by Council for this unit.*
 - b) A condition assessment report being completed and accepted prior to occupancy occurring.*
 - c) Payment of the required bond monies of 4 weeks rent to be held with the Department of Mines, Industry Regulation and Safety; and*
 - d) Payment of 2 weeks rent in advance being paid to the Shire of Brookton.*
 - e) The payment of rent be automatically deducted via Centre-pay from Mr. Bryant's pension directly to the Shire of Brookton.*

Attachments

Attachment 18.11.20.02A

Attachment 18.11.20.02B

19.11.20	NEXT MEETING & CLOSURE
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The next Ordinary meeting of the Council will be held on 17 December 2020 commencing at 6.00 pm.