



ORDINARY MEETING OF COUNCIL

20 August 2020

Attachments provided under separate cover

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ATTACHMENT 05.08.20.03A MEMORIAL HALL EXPENDITURE

1E1110100 - HALLS MEMORIAL HALL GEN (ALL)

Date	Code	Description	IE	Debit	Credit	Mth	Year	Reference	Job
	BFWD								
01/07/2010	96507	MAKJAP PTY LTD TOWN HALL DRAINAGE DESIGN - FINAL DESIGN TOWN HALL DRAINAGE DESIGN - FINAL DESIGN	379	\$ 943.59		01	10/11	13095	MHALLOP - MEMORIAL HALL
26/07/2010	95634	HOST DIRECT CUTTING BOARDS - MEMORIAL HALL CUTTING BOARDS - MEMORIAL HALL & WB EVA PAVILION	340	\$ 49.70		01	10/11	9879	MHALLOP - MEMORIAL HALL
01/10/2010	95808	JIM'S PEST CONTROL PTY LTD ANNUAL TERMITE INSPECTION - VARIOUS SHIRE BUILDINGS ANNUAL TERMITE INSPECTION - VARIOUS SHIRE BUILDING, SPIDER TREATMENT - OLD POLICE MUSEUM & TREATMENT OF TERMITE ACTIVITY - KWEDA HALL	379	\$ 145.66		04	10/11	4021	MHALLOP - MEMORIAL HALL
04/11/2010	96295	FRANK ELECTRICAL SERVICES SUPPLY & FIT EXHAUST FAN TO KITCHEN - MEMORIAL HALL SUPPLY & FIT EXHAUST FAN TO KITCHEN - MEMORIAL HALL	379	\$ 450.00		05	10/11	5407	MHALLOP - MEMORIAL HALL
01/12/2010	96295	FRANK ELECTRICAL SERVICES FIT ANCHOR ROPE TO POWER LEAD & FIT BOX TO EARTH LEAD - MEMORIAL HALL FIT ANCHOR ROPE TO POWER LEAD & FIT BOX TO EARTH LEAD - MEMORIAL HALL	379	\$ 400.00		06	10/11	5406	MHALLOP - MEMORIAL HALL
10/12/2010	96295	FRANK ELECTRICAL SERVICES REPLACE 3 X DAMAGED SWITCHES ON CONTROL PANEL & CHANGE PLUG ON SPOTLIGHT - MEMORIAL HALL PROJECTOR ROOM REPLACE 3 X DAMAGED SWITCHES ON CONTROL PANEL & CHANGE PLUG ON SPOTLIGHT - MEMORIAL HALL PROJECTOR ROOM	379	\$ 260.00		06	10/11	5412	MHALLOP - MEMORIAL HALL
01/01/2011	96352	GILL RURAL TRADERS SCREEN DOOR - MEMORIAL HALL -	379	\$ 347.83		07	10/11	113972	MHALLOP - MEMORIAL HALL
08/03/2011	96612	PIANO MAGIC TUNE AND REPAIR LOCK ON PIANO - MEMORIAL HALL TUNE AND REPAIR LOCK ON PIANO - MEMORIAL HALL	379	\$ 309.09		09	10/11	11082	MHALLOP - MEMORIAL HALL
09/03/2011	96295	FRANK ELECTRICAL SERVICES DISCONNECT & REMOVE OLD EXIT SIGNS - MEMORIAL HALL DISCONNECT & REMOVE OLD EXIT SIGNS - MEMORIAL HALL	379	\$ 140.00		09	10/11	5444	MHALLOP - MEMORIAL HALL
01/04/2011	90156	BROOKTON NEWSAGENCY DRYCLEANING PIANO COVER - MEMORIAL HALL	379	\$ 20.00		10	10/11	82	MHALLOP - MEMORIAL HALL
21/04/2011	96295	FRANK ELECTRICAL SERVICES REMOVE AUDIOVISUAL PANEL FOR REPAIRS - MEMORIAL HALL REMOVE AUDIOVISUAL PANEL FOR REPAIRS - MEMORIAL HALL & DISCONNECT RAINWATER TANK PUMP - ADMIN OFFICE	379	\$ 80.00		10	10/11	5466	MHALLOP - MEMORIAL HALL
06/05/2011	90277	BELL FIRE EQUIPMENT CO P/L 6 MONTHLY INSPECTION OF ALL FIRE EQUIPMENT 6 MONTHLY INSPECTION OF ALL FIRE EQUIPMENT	379	\$ 101.00		11	10/11	93195	MHALLOP - MEMORIAL HALL
01/06/2011	96295	FRANK ELECTRICAL SERVICES REPLACE FUSE WITH CIRCUIT BREAKER FOR HOT WATER SYSTEM - MEMORIAL HALL REPLACE FUSE WITH CIRCUIT BREAKER FOR HOT WATER SYSTEM - MEMORIAL HALL	379	\$ 150.00		12	10/11	5485	MHALLOP - MEMORIAL HALL

23/06/2011	96772	NARROGIN ELECTRICAL APPLIANCE TESTING RCD & PAT TESTING VARIOUS SHIRE BUILDINGS RCD & PAT TESTING VARIOUS SHIRE BUILDINGS	379	\$	92.41	12	10/11	50	MHALLOP - MEMORIAL HALL
26/06/2011	96341	VIZCOM TECHNOLOGIES SERVICE AUDIO VISUAL SYSTEM - MEMORIAL HALL SERVICE AUDIO VISUAL SYSTEM - MEMORIAL HALL , SERVICE & REPROGRAM AUDIO VISUAL SYSTEM COUNCIL CHAMBERS	379	\$	389.50	12	10/11	6134	MHALLOP - MEMORIAL HALL
					\$ 3,878.78				
01/08/2011	96295	FRANK ELECTRICAL SERVICES CHECK SMOKE ALARM & REPLACE SOUND SYSTEM ELECTRICS - MEMORIAL HALL CHECK SMOKE ALARM & REPLACE SOUND SYSTEM ELECTRICS - MEMORIAL HALL	379	\$	150.00	02	11/12	5511	MHALLOP - MEMORIAL HALL
04/09/2011	90121	WINDSOR D & J REPAIR & PAINT WALL WHERE OLD EXIT SIGNS HAVE BEEN REMOVED - MHALLOP REPAIR & PAINT WALL WHERE OLD EXIT SIGNS HAVE BEEN REMOVED - MHALLOP	379	\$	371.00	03	11/12	1914	MHALLOP - MEMORIAL HALL
22/09/2011	96295	FRANK ELECTRICAL SERVICES REPLACE STARTERS, BALLASTS & TUBES MEMORIAL & LESSER HALL - PHOTO IMAGE & ART EXHIBITION REPLACE STARTERS, BALLASTS & TUBES MEMORIAL & LESSER HALL - PHOTO IMAGE & ART EXHIBITION	379	\$	1,180.00	03	11/12	5539	MHALLOP - MEMORIAL HALL
01/10/2011	95808	JIM'S PEST CONTROL PTY LTD ANNUAL TERMITE INSPECTION - VARIOUS SHIRE BUILDINGS ANNUAL TERMITE INSPECTION & TREATMENT - VARIOUS SHIRE BUILDINGS	379	\$	134.07	04	11/12	4540	MHALLOP - MEMORIAL HALL
10/10/2011	96286	SHIRE OF BROOKTON MASTERCARD PAYMENT - SEPTEMBER 2011 - DIFFUSER PANLES LIGHTS MEMORIAL HALL - ART EXHIBITION MASTERCARD PAYMENT - SEPTEMBER 2011	379	\$	145.00	04	11/12	101011	MHALLOP - MEMORIAL HALL
	96286	MASTERCARD PAYMENT - SEPTEMBER 2011 - COATES HIRE SCISSOR LIFT HIRE 21/09/11 & 22/09/11 MEMORIAL HALL - ART EXHIBITION MASTERCARD PAYMENT - SEPTEMBER 2011	379	\$	272.73		11/12		MHALLOP - MEMORIAL HALL
	96286	MASTERCARD PAYMENT - SEPTEMBER 2011 - COATES HIRE SCISSOR LIFT 23/09/11 MEMORIAL HALL - ART EXHIBITION MASTERCARD PAYMENT - SEPTEMBER 2011	379	\$	136.36		11/12		MHALLOP - MEMORIAL HALL
11/10/2011	95759	BROOKTON PLUMBING REPLACE INLET VALVE LADIES CISTERN - MEMORIAL HALL CLEAR BLOCKED DRAIN - CARAVAN PARK & REPALCE INLET VALVE LADIES CISTERN - MEMORIAL HALL	379	\$	119.00	04	11/12	2315	MHALLOP - MEMORIAL HALL
01/11/2011	90277	BELL FIRE EQUIPMENT CO P/L 6 MONTHLY FIRE EQUIPMENT INSPECTION - MEMORIAL HALL 6 MONTHLY FIRE EQUIPMENT INSPECTION	379	\$	83.30	05	11/12	95886	MHALLOP - MEMORIAL HALL
12/11/2011	95759	BROOKTON PLUMBING REPLACE SEALS ON 2 SETS OF TAPS - MEMORIAL HALL REPLACE SEALS ON 2 SETS OF TAPS - MEMORIAL HALL	379	\$	102.00	05	11/12	2339	MHALLOP - MEMORIAL HALL

05/12/2011	96295	FRANK ELECTRICAL SERVICES REPLACE SMOKE ALARM BATTERY - LESSER HALL REPLACE SMOKE ALARM BATTERY - LESSER HALL & REPAIR FLOODLIGHT - CARAVAN PARK	379	\$	90.00	06	11/12	5569	MHALLOP - MEMORIAL HALL
01/03/2012	96612	PIANO MAGIC PIANO TUNING MEMORIAL HALL PIANO TUNING MEMORIAL HALL	379	\$	309.09	09	11/12	12017	MHALLOP - MEMORIAL HALL
12/03/2012	96078	DANIELLE COURTIN REIMBURSEMENT - MATTRESS STORAGE COVER FOR FUMIGATION OF OTMS WOOLLEN HANGING - MEMORIAL HALL REIMBURSEMENT - MATTRESS STORAGE COVER FOR FUMIGATION OF OTMS WOOLLEN HANGING - MEMORIAL HALL	379	\$	13.75	09	11/12	120312	MHALLOP - MEMORIAL HALL
27/03/2012	96295	FRANK ELECTRICAL SERVICES CARRY OUT TESTING AND CHECKS TO COMPLY WITH 6 & 7 OF THE HEALTH DEPT REGULATIONS, REPLACE FAULTY FUSES AND POWER POINT HBEHING STAGE , FIT CIRCUIT BREAKERS, REMOVE & DISPOSE OF ASBESTOS LINING TO STAGE SWITCH BOARD - MEMORIAL HALL CARRY OUT TESTING AND CHECKS TO COMPLY WITH 6 & 7 OF THE HEALTH DEPT REGULATIONS, REPLACE FAULTY FUSES AND POWER POINT HBEHING STAGE , FIT CIRCUIT BREAKERS, REMOVE & DISPOSE OF ASBESTOS LINING TO STAGE SWITCH BOARD - MEMORIAL HALL	379	\$	320.00	09	11/12	5606	MHALLOP - MEMORIAL HALL
01/04/2012	96751	STEVE DAVIS - BUILDER REPAIR 2 X DOORS MEMORIAL HALL REPAIR 2 X DOORS MEMORIAL HALL	379	\$	80.00	10	11/12	10	MHALLOP - MEMORIAL HALL
01/05/2012	90439	AUSTRALASIAN PERFORMING RIGHTS PUBLIC PERFORMANCE LICENCE 01/06/12 - 31/05/13 - MEMORIAL HALL PUBLIC PERFORMANCE LICENCE 01/06/12 - 31/05/13 - MEMORIAL HALL	357	\$	227.84	11	11/12	01776890/00003	MHALLOP - MEMORIAL HALL
07/05/2012	90277	BELL FIRE EQUIPMENT CO P/L 6 MONTHLY FIRE EQUIPMENT INSPECTION 6 MONTHLY FIRE EQUIPMENT INSPECTION & 4 X NEW EXTINGUISHERS	379	\$	407.60	11	11/12	98984	MHALLOP - MEMORIAL HALL
	90277	6 MONTHLY FIRE EQUIPMENT INSPECTION & NEW EXTINGUISHERS 6 MONTHLY FIRE EQUIPMENT INSPECTION & 4 X NEW EXTINGUISHERS	379	\$	165.00				MHALLOP - MEMORIAL HALL
11/05/2012	90549	BROOKTON COMMUNITY RESOURCE CENTRE MEMORIAL HALL HIRE 12TH & 13TH MAY 2012 - EVENT CANCELLED MEMORIAL HALL HIRE 12TH & 13TH MAY 2012 - EVENT CANCELLED	390	\$	31.73	11	11/12	110512	MHALLOP - MEMORIAL HALL
01/06/2012	96078	DANIELLE COURTIN REIMBURSEMENT MOP HEAD - MEMORIAL HALL REIMBURSEMENT MOP HEAD - MEMORIAL HALL & NAPKINS - COUNCIL	379	\$	8.38	12	11/12	260512	MHALLOP - MEMORIAL HALL
01/06/2012	95296	SHIRE OF YORK HIRE OF SCISSOR LIFT - CLEAN LIGHTS & CEILING MEMORIAL HALL HIRE OF SCISSOR LIFT - CLEAN LIGHTS & CEILING MEMORIAL HALL	379	\$	50.00	12	11/12	3475	MHALLOP - MEMORIAL HALL
11/06/2012	96751	STEVE DAVIS - BUILDER REPAIR LOOSE ROOF SHEETS - MEMORIAL HALL REPAIR LOOSE ROOF SHEETS - MEMORIAL HALL	379	\$	90.91	12	11/12	20	MHALLOP - MEMORIAL HALL

11/06/2012	96751	STEVE DAVIS - BUILDER SUPPLY & FIT 2 NEW EXIT DOORS LESSER HALL SUPPLY & FIT 2 NEW EXIT DOORS LESSER HALL	379	\$	2,343.64	12	11/12	19	MHALLOP - MEMORIAL HALL
				\$	6,831.40				
06/07/2012	96751	STEVE DAVIS - BUILDER POSITION LOCK ON POWERBOARD DOOR - MEMORIAL HALL POSITION LOCK ON POWERBOARD DOOR - MEMORIAL HALL	379	\$	140.00	01	12/13	23	MHALLOP - MEMORIAL HALL
01/09/2012	95759	BROOKTON PLUMBING CLEAR BLOCKED KITCHEN SINK DRAIN- MEMORIAL HALL CLEAR BLOCKED KITCHEN SINK DRAIN- MEMORIAL HALL	379	\$	90.00	03	12/13	2612	MHALLOP - MEMORIAL HALL
03/10/2012	95808	JIM'S PEST CONTROL PTY LTD ANNUAL TRMITE INSPECTION & SPIDER SERVICE - MEMORIAL HALL ANNUAL TRMITE INSPECTION & SPIDER SERVICE & TREATMENT OF TERMITE ACTIVITY - DEPOT & KWEDA HALL	379	\$	159.00	04	12/13	5125	MHALLOP - MEMORIAL HALL
01/11/2012	90277	BELL FIRE EQUIPMENT CO P/L 6 MONTHLY FIRE INSPECTION - MEMORIAL HALL 6 MONTHLY FIRE INSPECTION	379	\$	83.30	05	12/13	00101827	MHALLOP - MEMORIAL HALL
01/01/2013	96295	FRANK ELECTRICAL SERVICES REPLACE GLOBES OVER STAGE - MEMORIAL HALL REPLACE GLOBES OVER STAGE - MEMORIAL HALL	379	\$	90.00	07	12/13	5686	MHALLOP - MEMORIAL HALL
01/02/2013	95808	JIM'S PEST CONTROL PTY LTD TREATMENT OF TERMITE ACTIVITY AT THE MEMORIAL HALL TREATMENT OF TERMITE ACTIVITY AT THE MEMORIAL HALL	379	\$	300.00	08	12/13	5317	MHALLOP - MEMORIAL HALL
01/03/2013	96612	PIANO MAGIC TUNE YAMAHA WX5 TO PITCH - PIANO MEMORIAL HALL TUNE YAMAHA WX5 TO PITCH - PIANO - MEMORIAL HALL	379	\$	209.09	09	12/13	12664	MHALLOP - MEMORIAL HALL
01/03/2013	96440	DARRY'S PLUMBING & GAS DARR BEST PLUMBING PTY LTD UNBLOCK TOILET AT MEMORIAL HALL UNBLOCK DRAIN CARAVAN PARK, UNBLOCK TOILET AT MEMORIAL HALL, INVESTIGATE LEAKING EFFLUENT LINE	379	\$	187.15	09	12/13	1902	MHALLOP - MEMORIAL HALL
09/04/2013	96946	IDA NEWTON PADDED COVER FOR HALL PIANO PADDED COVER FOR HALL PIANO	379	\$	300.00	10	12/13	13-3	MHALLOP - MEMORIAL HALL
01/05/2013	90439	AUSTRALASIAN PERFORMING RIGHTS LICENSE FEES FOR PUBLIC PERFORMANCE, COMMUNICATION OR REPRODUCTION OF COPYRIGHT MUSIC LICENSE FEES FOR PUBLIC PERFORMANCE, COMMUNICATION OR REPRODUCTION OF COPYRIGHT MUSIC	357	\$	216.00	11	12/13	01776890/00004	MHALLOP - MEMORIAL HALL
01/05/2013	96407	CASH - SHIRE OF BROOKTON 1 X KEYS CUT PETTY CASH REMIBURSEMENT FOR 07/02/2013 TO 30/04/2013	379	\$	4.14	11	12/13	APRIL 2013	MHALLOP - MEMORIAL HALL
01/05/2013	90277	BELL FIRE EQUIPMENT CO P/L SERVICING OF FIRE EXTINGUISHERS AND EQUIPMENT - MEMORIAL HALL SERVICING OF FIRE EXTINGUISHERS AND EQUIPMENT	379	\$	219.68	11	12/13	00104964	MHALLOP - MEMORIAL HALL
				\$	1,998.36				
06/10/2013	96864	WHEATBELT ELECTRICS REPAIR FAULTY FLOURO'S IN TOWN HALL FOR ART EXHIBITION REPAIR FAULTY FLOURO'S IN TOWN HALL FOR ART EXHIBITION	327	\$	143.00	04	13/14	611	MHALLOP - MEMORIAL HALL

15/10/2013	95759	BROOKTON PLUMBING REPAIR LEAK IN DISABLED TOILET AND MENS URINAL AT MEMORIAL HALL DIG UP AND REPAIR DRAIN AT CARAVAN PARK, REPLACE TAP TO REGULATOR & NEW PILLAR COCK IN LADIES HAND BASIN. REPAIR LEAKS IN DISABLED TOILET AT TOWN HALL & MENS URINAL	379	\$	152.50	04	13/14	00003057	MHALLOP - MEMORIAL HALL
05/11/2013	96295	FRANK ELECTRICAL SERVICES DICONNECT OLD STOVE, CONNECT NEW TURBO OVEN AT MEMORIAL HALL DICONNECT OLD STOVE, CONNECT NEW TURBO OVEN AT MEMORIAL HALL	379	\$	110.00	05	13/14	5732	MHALLOP - MEMORIAL HALL
07/11/2013	96995	KEITH THE MAINTENANCE MAN MEMORIAL HALL - REPLACE BOX GUTTER AT FRONT INCLUDES MATERIAL & LABOUR MEMORIAL HALL - REPLACE BOX GUTTER AT FRONT INCLUDES MATERIAL & LABOUR	379	\$	1,280.00	05	13/14	A0317	MHALLOP - MEMORIAL HALL
07/11/2013	95495	CATERLINK ALUMINIUM BAKING SHEETS 600 X 440 & GASTRONORM PANS 325X527X65MM DEEP FOR MEMORIAL HALL ALUMINIUM BAKING SHEETS & GASTRONORM PANS FOR WB EVA PAVILION & MEMORIAL HALL	379	\$	74.00	05	13/14	351580	MHALLOP - MEMORIAL HALL
07/11/2013	90277	BELL FIRE EQUIPMENT CO P/L SERVICE FIRE EXTINGUISHERS & FIRE BLANKETS AT MEMORIAL HALL SERVICE FIRE EXTINGUISHERS & FIRE BLANKETS AT ADMINISTRATION, MEMORIAL HALL, POOL, DEPOT, VEHICLES	379	\$	83.30	05	13/14	00107870	MHALLOP - MEMORIAL HALL
07/03/2014	96908	NARROGIN GLASS REGLAZE BROKEN WINDOWS AT MEMORIAL HALL REGLAZE BROKEN WINDOWS AT MEMORIAL HALL	379	\$	449.49	09	13/14	00036108	MHALLOP - MEMORIAL HALL
07/06/2014	95644	AIR RESPONSE CLEAR BLOCKED CONDENSER COIL MEMORIAL HALL CLEAR BLOCKED CONDENSER COIL MEMORIAL HALL	379	\$	179.81	12	13/14	144348A	MHALLOP - MEMORIAL HALL
07/06/2014	96664	HOCKING PLANNING & ARCHITECTURE DRAFT CONSERVATION MANAGEMENT PLAN PREPARATION FOR MEMORIAL HALL DRAFT CONSERVATION MANAGEMENT PLAN PREPARATION FOR MEMORIAL HALL	327	\$	10,200.00	12	13/14	2901	MHALLOP - MEMORIAL HALL
07/06/2014	90277	BELL FIRE EQUIPMENT CO P/L SERVICE FIRE EXTINGUISHERS & HOSE REELS MEMORIAL HALL SERVICE FIRE EXTINGUISHERS & HOSE REELS	379	\$	159.45	12	13/14	00110745	MHALLOP - MEMORIAL HALL
26/06/2014	96864	WHEATBELT ELECTRICS REPAIR MULTIPLE FAULTS TO LIGHTING CIRCUITS IN TOWN HALL REPAIR MULTIPLE FAULTS TO LIGHTING CIRCUITS IN TOWN HALL	379	\$	518.98	12	13/14	892	MHALLOP - MEMORIAL HALL
				\$	13,350.53				
04/11/2014	90704	OFFICEWORKS BUSINESS DIRECT 6 X ALUMINIUM CLIP FRAMES 6 X ALUMINIUM CLIP FRAMES	379	\$	299.89	05	14/15	30146685	MHALLOP - MEMORIAL HALL
04/11/2014	95808	JIM'S PEST CONTROL PTY LTD MEMORIAL HALL ANNUAL TERMITE INSPECTION & TREATMENT	379	\$	173.81	05	14/15	6016	MHALLOP - MEMORIAL HALL
04/11/2014	90277	BELL FIRE EQUIPMENT CO P/L MEMORIAL HALL SERVICE OF FIRE EQUIPMENT AS PER SERVICE AGREEMENT 3542	379	\$	90.80	05	14/15	00113271	MHALLOP - MEMORIAL HALL

05/11/2014	96612	PIANO MAGIC TUNING YAMAHA PIANO AT MEMORIAL HALL	379	\$	218.18	05	14/15	14056	MHALLOP - MEMORIAL HALL
		TUNING YAMAHA PIANO AT MEMORIAL HALL							
07/11/2014	96664	HOCKING PLANNING & ARCHITECTURE PREPARATION OF DRAFT CONSERVATION MANAGEMENT PLAN FOR MEMORIAL HALL PREPARATION OF DRAFT CONSERVATION MANAGEMENT PLAN FOR MEMORIAL HALL	327	\$	1,800.00	05	14/15	INV-2983	MHALLOP - MEMORIAL HALL
14/11/2014	95998	NARROGIN RETRAVISION REPAIRS & MAINTENANCE ON DISPLAY FRIDGE AT MEMORIAL HALL REPAIRS & MAINTENANCE ON DISPLAY FRIDGE AT MEMORIAL HALL	379	\$	255.45	05	14/15	60004478	MHALLOP - MEMORIAL HALL
01/04/2015	96612	PIANO MAGIC TUNE PIANO AT MEMORIAL HALL TUNE PIANO AT MEMORIAL HALL	379	\$	227.27	10	14/15	15242	MHALLOP - MEMORIAL HALL
01/05/2015	90439	AUSTRALASIAN PERFORMING RIGHTS LICENSE FEES - MEMORIAL HALL 01/06/15 TO 31/05/16 LICENSE FEES - MEMORIAL HALL 01/06/15 TO 31/05/16	379	\$	225.36	11	14/15	01776890/00006	MHALLOP - MEMORIAL HALL
06/05/2015	96864	WHEATBELT ELECTRICS REPAIR SMOKE ALARM AT MEMORIAL HALL REPAIR SMOKE ALARM AT MEMORIAL HALL, LIGHTS AT PUBLIC TOILETS & LIGHT IN RAILWAY STATION	379	\$	280.26	11	14/15	1248	MHALLOP - MEMORIAL HALL
07/05/2015	90277	BELL FIRE EQUIPMENT CO P/L 5 X L2 SERVICE, 1 X L4 SERVICE, 5 X TAMPER SEAL, 1X INFO SIGN, 1 X FIRE BLANKET FIRE SAFETY EQUIPMENT & FIRE EXTINGUISHER SERVICING	379	\$	182.90	11	14/15	00116120	MHALLOP - MEMORIAL HALL
18/05/2015	95759	BROOKTON PLUMBING TOILET REPAIRS - MEMORIAL HALL TOILET REPAIRS - PUBLIC TOILETS, MEMORIAL HALL & CARAVAN PARK	379	\$	319.00	11	14/15	IV00000003650	MHALLOP - MEMORIAL HALL
07/06/2015	96864	WHEATBELT ELECTRICS ANNUAL RCD/SMOKE ALARM RCD TESTING & REPAIRS TO SHIRE BUILDINGS	379	\$	100.00	12	14/15	1274	MHALLOP - MEMORIAL HALL
				\$	4,172.92				
01/07/2015	96640	DEPT OF RACING GAMING & LIQUOR RENEWAL OF PREMISES CERTIFICATE FOR MEMORIAL HALL 19/07/2015 TO 18/07/2020 RENEWAL OF PREMISES CERTIFICATE FOR MEMORIAL HALL 19/07/2015 TO 18/07/2020	379	\$	73.00	01	15/16	PERMIT	MHALLOP - MEMORIAL HALL
01/08/2015	96864	WHEATBELT ELECTRICS REPAIR DAMAGED HEATERS AT TOWN HALL/REPLACE DAMAGED SMOKE DETECTOR REPAIR DAMAGED HEATERS AT TOWN HALL & REPLACE DAMAGED SMOKE DETECTOR	379	\$	217.75	02	15/16	1314	MHALLOP - MEMORIAL HALL
16/08/2015	90121	WINDSOR D & J REPAIR LIFTING FLOORBOARDS AT THE MEMORIAL HALL REPAIR LIFTING FLOORBOARDS AT THE MEMORIAL HALL	379	\$	130.00	02	15/16	00002472	MHALLOP - MEMORIAL HALL
01/10/2015	96772	NARROGIN ELECTRICAL APPLIANCE TESTING PORTABLE ELECTRICAL APPLIANCE TESTING & TAGGING PORTABLE ELECTRICAL APPLIANCE TESTING & TAGGING	379	\$	138.00	04	15/16	278	MHALLOP - MEMORIAL HALL
09/10/2015	95067	JASON SIGNMAKERS MUSTER POINT SIGN MUSTER POINT SIGN - MEMORIAL HALL	379	\$	38.00	04	15/16	164029	MHALLOP - MEMORIAL HALL

01/11/2015	90277	BELL FIRE EQUIPMENT CO P/L SERVICE OF FIRE EMERGENCY EQUIPMENT SERVICE OF FIRE EMERGENCY EQUIPMENT	379	\$	83.32	05	15/16	0118846	MHALLOP - MEMORIAL HALL
09/11/2015	95759	BROOKTON PLUMBING REPAIR LEAKING TOILET IN LADIES RESTROOM AT THE BROOKTON MEMORIAL HALL 30/10/15 REPAIR LEAKING TOILET IN LADIES RESTROOM AT THE BROOKTON MEMORIAL HALL 30/10/15	379	\$	114.00	05	15/16	IV00000003859	MHALLOP - MEMORIAL HALL
25/11/2015	95759	BROOKTON PLUMBING HOT WATER SYSTEM - BASE OF SYSTEM LEAKING - JACK ATTENDED 9/11/15 HOT WATER SYSTEM - BASE OF SYSTEM LEAKING - JACK ATTENDED 9/11/15	379	\$	100.00	05	15/16	IV00000003884	MHALLOP - MEMORIAL HALL
08/12/2015	90121	WINDSOR D & J ATTEND TO LEAKING IN ROOF AT MEMORIAL HALL FOYER REPAIR LEAKING ROOF AT MEMORIAL HALL FOYER	379	\$	582.25	06	15/16	00002501	MHALLOP - MEMORIAL HALL
11/02/2016	96751	STEVE DAVIS - BUILDER REPAIR CEILING ABOVE STAIRWAY - MEMORIAL HALL REPAIR CEILING ABOVE STAIRWAY - MEMORIAL HALL	379	\$	1,900.00	08	15/16	42	MHALLOP - MEMORIAL HALL
01/03/2016		PIANO MAGIC - TUNE PIANO AT MEMORIAL HALL CORRECTION OF GST TREATMENT - PIANO MAGIC	379	\$	236.36	09	15/16	DS105	MHALLOP - MEMORIAL HALL
07/04/2016	97227	MCPEST PEST CONTROL MEMORIAL HALL \$250.00 TERMITE/SPRAY GENERAL PEST & TERMITE INSPECTIONS/TREATMENTS	379	\$	250.00	10	15/16	PEST CONTROL	MHALLOP - MEMORIAL HALL
01/05/2016	90439	AUSTRALASIAN PERFORMING RIGHTS LICENSE FEES 01/06/16 TO 31/05/17 MEMORIAL HALL LICENSE FEES 01/06/16 TO 31/05/17 MEMORIAL HALL	379	\$	228.96	11	15/16	01776890/00007	MHALLOP - MEMORIAL HALL
17/05/2016	90277	BELL FIRE EQUIPMENT CO P/L RESTOCK/INSPECT SAFETY EQUIPMENT INSPECT & REPLACE FIRE EXTINGUISHERS & SAFETY EQUIPMENT - POOL, OFFICE, HALL, STATION BUILDING, MENS SHED, DEPOT, CARAVAN PARK, PAVILION & VEHICLES	379	\$	95.30	11	15/16	00121864	MHALLOP - MEMORIAL HALL
21/05/2016	96864	WHEATBELT ELECTRICS REPAIRS TO POWER ISSUE AFTER POWER OUTAGE - MEMORIAL HALL REPAIRS TO POWER ISSUE AFTER POWER OUTAGE - MEMORIAL HALL	379	\$	150.00	11	15/16	1727	MHALLOP - MEMORIAL HALL
				\$	4,336.94				
01/11/2016	90277	BELL FIRE EQUIPMENT CO P/L SERVICE OF FIRE EQUIPMENT SERVICE OF FIRE EQUIPMENT AT SHIRE OWNED PREMISES & VEHICLES	379	\$	83.30	05	16/17	00124187	MHALLOP - MEMORIAL HALL
03/01/2017	97227	MCPEST PEST CONTROL TERMITE INSPECTION/SPRAYING ANNUAL TERMITE INSPECTION/SPRAYING VARIOUS SHIRE BUILDING	379	\$	300.00	07	16/17	03012017	MHALLOP - MEMORIAL HALL
		BEING CORRECTION OF GST TREATMENT - MEMORIAL HALL BEING CORRECTION OF GST TREATMENT - MEMORIAL HALL	381		-\$ 10.25				MHALLOP - MEMORIAL HALL
01/03/2017	96612	PIANO MAGIC ANNUAL TUNE OF PIANO IN MEMORIAL HALL ANNUAL TUNE OF PIANO IN MEMORIAL HALL	379	\$	236.36	09	16/17	16928	MHALLOP - MEMORIAL HALL

01/04/2017	96772	NARROGIN ELECTRICAL APPLIANCE TESTING TEST AND TAGGING - MEMORIAL HALL PORTABLE ELECTRICAL APPLIANCES TEST AND TAGGING SHIRE OWNED BUILDINGS	379	\$	102.00	10	16/17	398	MHALLOP - MEMORIAL HALL
01/05/2017	90439	AUSTRALASIAN PERFORMING RIGHTS LICENSE FEES BROOKTON MEMORIAL HALL 01/06/17 TO 31/05/18 LICENSE FEES BROOKTON MEMORIAL HALL 01/06/17 TO 31/05/18	379	\$	231.84	11	16/17	01776890/00008	MHALLOP - MEMORIAL HALL
01/05/2017	90277	BELL FIRE EQUIPMENT CO P/L EXTINGUISHER ROUTINE SERVICE APRIL 2017 EXTINGUISHER ROUTINE SERVICE APRIL 2017 SHIRE OWNED BUILDINGS	379	\$	443.60	11	16/17	00126869	MHALLOP - MEMORIAL HALL
				\$	1,013.80				
01/08/2017		WHEATBELT NRM HIRE OF PAVILION PAID TWICE IN ERROR CORRECTION OF GST TREATMENT - MEMORIAL HALL WHEATBELT NRM	379	\$	140.00	02	17/18	DS028	MHALLOP - MEMORIAL HALL
01/08/2017	96864	WHEATBELT ELECTRICS CHECK MEMORIAL HALL ELECTRICAL SWITCHBOARD FOR WATER DAMAGE AND ENSURE SAFE FOR BUILDER TO ASSESS AND REPAIR CEILING. CHECK MEMORIAL HALL ELECTRICAL SWITCHBOARD FOR WATER DAMAGE AND ENSURE SAFE FOR BUILDER TO ASSESS AND REPAIR CEILING.	379	\$	100.00	02	17/18	2139	MHALLOP - MEMORIAL HALL
01/08/2017	97301	BROOKTON RURAL TRADERS NIGHTLATCH RURAL & HARDWARE PURCHASES JULY 2017	379	\$	43.63	02	17/18	JULY 2017	MHALLOP - MEMORIAL HALL
09/08/2017	95759	BROOKTON PLUMBING LEAKING FEMALE TOILET AT THE MEMORIAL HALL LEAKING TOILET IN OLD ABOLITION BLOCK AT THE CARAVAN PARK	379	\$	103.50	02	17/18	00004559	MHALLOP - MEMORIAL HALL
01/01/2018	97227	MCPEST PEST CONTROL DECEMBER 2017 - GENERAL PEST TREATMENT AND TERMITED INSPECTION REPORT GENERAL PEST TREATMENT AND TERMITED INSPECTION REPORT SHIRE OWNED PROPERTIES	379	\$	400.00	07	17/18	15/12/17	MHALLOP - MEMORIAL HALL
01/01/2018	90277	BELL FIRE EQUIPMENT CO P/L SERVICE FIRE EXTINGUISHER - SERVICE FIRE BLANKET SERVICE FIRE EQUIPMENT AT SHIRE OWNED BUILDINGS & VEHICLES	379	\$	83.30	07	17/18	00129640	MHALLOP - MEMORIAL HALL
01/05/2018	90439	AUSTRALASIAN PERFORMING RIGHTS LICENCE FEE - MEMORIAL HALL LICENCE FEE - MEMORIAL HALL	379	\$	236.16	11	17/18	01776890	MHALLOP - MEMORIAL HALL
18/06/2018	90277	BELL FIRE EQUIPMENT CO P/L FIRE EXTINGUISHER AND EQUIPMENT SERVICING FIRE EXTINGUISHER AND EQUIPMENT SERVICING	379	\$	127.32	12	17/18	00132287	MHALLOP - MEMORIAL HALL
26/06/2018	96864	WHEATBELT ELECTRICS RCD AND SMOKE ALARM TESTING ANNUAL RCD AND SMOKE ALARM TESTING OF SHIRE BUILDINGS	379	\$	100.00	12	17/18	2596	MHALLOP - MEMORIAL HALL
				\$	1,333.91				
01/08/2018	96864	WHEATBELT ELECTRICS REPAIRS TO TOWN HALL LIGHTING REPAIRS TO TOWN HALL LIGHTING	379	\$	100.00	02	18/19	2640	MHALLOP - MEMORIAL HALL
01/08/2018	96908	NARROGIN GLASS 600 X 145 OBSCURE GLASS LOUVRE BLADES OBSCURE GLASS LOUVRE BLADES FOR MEMORIAL HALL	379	\$	15.64	02	18/19	00048080	MHALLOP - MEMORIAL HALL

14/08/2018	97417	TEST & TAG TRAINING ELECTRICAL TESTING AND TAGGING TAGS - MEMORIAL HALL ELECTRICAL TESTING AND TAGGING TAGS	379	\$	31.23	02	18/19	85561	MHALLOP - MEMORIAL HALL
01/10/2018	95615	MORRIS PEST & WEED CONTROL PTY LTD WINTER PEST INSPECTION REPORT TERMITE INSPECTION & REPORT OF SHIRE BUILDINGS	379	\$	276.00	04	18/19	181060	MHALLOP - MEMORIAL HALL
08/11/2018	90277	BELL FIRE EQUIPMENT CO P/L FIRE EQUIPMENT SERVICING 02/11/2018 FIRE EQUIPMENT SERVICING 02/11/2018	379	\$	70.00	05	18/19	00134178	MHALLOP - MEMORIAL HALL
01/12/2018	96908	NARROGIN GLASS REGLAZE VANDALIZED SLIDING WINDOW SASH MEMORIAL HALL REGLAZE VANDALIZED SLIDING WINDOW SASH MEMORIAL HALL	379	\$	112.15	06	18/19	00049150	MHALLOP - MEMORIAL HALL
01/02/2019	97475	TADROS ENGINEERING PTY LTD STRUCTURAL ASSESSMENT PER RFQ 02/2018 QUOTATION BRIEF SPECIFICATIONS DATED OCTOBER 2018 AND RESPONSE VP 124213 DATED 18/10/2018 STRUCTURAL ASSESSMENT PER RFQ 02/2018 QUOTATION BRIEF SPECIFICATIONS DATED OCTOBER 2018 AND RESPONSE VP 124213 DATED 18/10/2018	379	\$	3,675.00	08	18/19	0000180	MHALLOP - MEMORIAL HALL
01/03/2019	96612	PIANO MAGIC BIENNIAL TUNE OF MEMORIAL HALL PIANO BIENNIAL TUNE OF MEMORIAL HALL PIANO	379	\$	250.00	09	18/19	19022	MHALLOP - MEMORIAL HALL
15/04/2019	96864	WHEATBELT ELECTRICS ANNUAL RCD & SMOKE DETECTOR TESTING -MHALLOP ANNUAL RCD & SMOKE DETECTOR TESTING - U1MSOP	379	\$	100.00	10	18/19	2960	MHALLOP - MEMORIAL HALL
01/05/2019	90439	AUSTRALASIAN PERFORMING RIGHTS LICENCE AGREEMENT 1/6/2019 - 31/5/2020 LICENCE AGREEMENT 1/6/2019 - 31/5/2020	379	\$	241.20	11	18/19	01776890/00010	MHALLOP - MEMORIAL HALL
09/05/2019	97541	KEY CUTTING AT BUNNINGS REIMBURSEMENT FOR KEY CUTTING AT BUNNINGS	379	\$	16.36	11	18/19	09/05/19	MHALLOP - MEMORIAL HALL
17/06/2019	90277	BELL FIRE EQUIPMENT CO P/L FIRE EQUIPMENT SERVICING 14 JUNE 2019 FIRE EQUIPMENT SERVICING 14 JUNE 2019	379	\$	146.00	12	18/19	0094	MHALLOP - MEMORIAL HALL
				\$	5,033.58				
06/02/2019	96440	DARRY'S PLUMBING & GAS DARR BEST PLUMBING PTY LTD REPAIR LEAKING TOILET CISTERN - SUPPLY & REPLACE CISTERN OUTLET WASHET AND INLET VALVE REPAIR LEAKING TOILET CISTERN - SUPPLY & REPLACE	379	\$	269.35	02	19/20	5857	MHALLOP - MEMORIAL HALL
08/08/2019	97227	MCPEST PEST CONTROL ANNUAL TERMITE AND RODENT INSPECTION - MEMORIAL HALL ANNUAL TERMITE AND RODENT INSPECTION	379	\$	220.00	02	19/20	080819	MHALLOP - MEMORIAL HALL
26/07/2019	96864	WHEATBELT ELECTRICS MAKES SFE LIGHT FITTING FALLEN FROM BUILDING WITH EAVES SHEET MAKES SFE LIGHT FITTING FALLEN FROM BUILDING WITH EAVES SHEET	379	\$	107.49	04	19/20	3095	MHALLOP - MEMORIAL HALL
11/10/2019	90277	BELL FIRE EQUIPMENT CO P/L FIRE EQUIPMENT SERVICING 09/10/2019 FIRE EQUIPMENT SERVICING 09/10/2019	379	\$	70.00	05	19/20	1921	MHALLOP - MEMORIAL HALL
07/11/2019	97227	MCPEST PEST CONTROL MEMORIAL HALL SPIDER SPRAY	379	\$	300.00	05	19/20	7/11/19	MHALLOP - MEMORIAL HALL

01/12/2019	97571	RC CONSULTING ENGINEERS RAYMN PTY LTD OSA PRODUCTIONS TRUST MEMORIAL HALL - ENGINEERING FEASIBILITY REPORT. MEMORIAL HALL - ENGINEERING FEASIBILITY REPORT	379	\$	9,390.50	06	19/20	651	MHALLOP - MEMORIAL HALL
24/02/2020	96612	PIANO MAGIC BIENNIAL TUNING OF MEMORIAL HALL PIANO BIENNIAL TUNING OF MEMORIAL HALL PIANO	379	\$	272.73	08	19/20	20504	MHALLOP - MEMORIAL HALL
17/04/2020	97301	BROOKTON RURAL TRADERS DAVID GRAYS ANT DUST DAVID GRAYS ANT DUST	379	\$	8.14	11	19/20	D1280974	MHALLOP - MEMORIAL HALL
20/04/2020	97301	BROOKTON RURAL TRADERS ASSORTED HOUSEHOLD WASHERS ASSORTED HOUSEHOLD WASHERS	379	\$	6.83	11	19/20	D1281027	MHALLOP - MEMORIAL HALL
20/04/2020	97301	BROOKTON RURAL TRADERS CLEAR GLASS SILICONE CLEAR GLASS SILICONE	379	\$	10.90	11	19/20	D1281039	MHALLOP - MEMORIAL HALL
06/05/2020	90277	BELL FIRE EQUIPMENT CO P/L FIRE EQUIPMENT SERVICING - 01/05/2020	379	\$	80.00	11	19/20	4169	MHALLOP - MEMORIAL HALL
25/05/2020		JES-KY BUILDING REPLACE ROOF OVER TOILETS AND REPLACE GUTTERS	379	\$	16,080.00	11	19/20	KD201	MHALLOP - MEMORIAL HALL
25/05/2020	97574	O'BRIEN PLUMBING & GAS WA O'BRIEN & FAMILY SUPPLY & INSTALL VANDAL PROOF TAP TO SIDE ENTRANCE. SUPPLY & INSTALL VANDAL PROOF TAP TO SIDE ENTRANCE.	379	\$	80.00	11	19/20	0520	MHALLOP - MEMORIAL HALL
29/05/2020	96898	FULLPOWER ELECTRICS (WA) PTY LTD DISCONNECT FAULTY SMOKE DETECTOR NOT REQUIRED FOR COMPLIANCE. DISCONNECT FAULTY SMOKE DETECTOR NOT REQUIRED FOR COMPLIANCE.	379	\$	90.00	12	19/20	154672	MHALLOP - MEMORIAL HALL
29/05/2020	97672	F R GILMORE WEST COAST ASBESTOS REGISTERS CONDUCT ASBESTOS AND HAZARDOUS MATERIAL TESTING CONDUCT ASBESTOS AND HAZARDOUS MATERIAL TESTING	379	\$	275.00	12	19/20	62	MHALLOP - MEMORIAL HALL

\$ 27,260.94

\$ 69,211.16

CAPITAL WORKS

1E1115110 - MEMORIAL HALL - RENEWAL GEN (ALL)

Date	Code	Description	IE	Debit	Credit	Mth	Year	Reference
	BFW							
19/01/2009		Correction allocation security screens at Town Hall Correction allocation security screens at Town Hall	500	\$ 4,527.27		07	08/09	FW187
04/08/2010	10	XXX IOW PAY	300	\$ 67.25		02	10/11	20100728-20100810
	10	LABOH PAY	801	\$ 67.92				
04/08/2010	PU21	PLAN PLANT	802	\$ 30.00		02	10/11	20100728-20100810
10/08/2010	10	XXX 417 IOW	300	\$ 12.71		02	10/11	SHIREOFBROOKTON\FINANCEOFFICER
	10	LABOH IOW	801	\$ 12.84				

20/09/2010	10	XXX IOW PAY	300	\$	44.84	03	10/11	20100908-20100921
	10	LABOH PAY	801	\$	45.29			
20/09/2010	PU21	TOYOTA HILUX UTILITY BO-621 PLAN PLANT	802	\$	60.00	03	10/11	20100908-20100921
20/09/2010	PCS1	CHAINSaws PLAN PLANT	802	\$	1.00	03	10/11	20100908-20100921
21/09/2010	10	XXX 417	300	\$	6.58	03	10/11	SHIREOFBROOKTON\FINANCEOFFICER
	10	LABOH	801	\$	6.65			
21/09/2010	226	XXX IOW PAY	300	\$	18.57	03	10/11	20100908-20100921
	226	LABOH PAY	801	\$	18.76			
23/09/2010	96670	THE ROOF & WALL DOCTOR WALL RESTORATION MEMORIAL HALL WALL RESTORATION MEMORIAL HALL	379	\$	14,500.00	03	10/11	230910
22/09/2010	226	XXX IOW PAY	300	\$	41.79	04	10/11	20100922-20101005
	226	LABOH PAY	801	\$	42.21			
23/09/2010	226	XXX IOW PAY	300	\$	27.86	04	10/11	20100922-20101005
	226	LABOH PAY	801	\$	28.14			
24/09/2010	226	XXX IOW PAY	300	\$	27.86	04	10/11	20100922-20101005
	226	LABOH PAY	801	\$	28.14			
29/09/2010	226	XXX IOW PAY	300	\$	18.57	04	10/11	20100922-20101005
	226	LABOH PAY	801	\$	18.76			
30/09/2010	226	XXX IOW PAY	300	\$	18.57	04	10/11	20100922-20101005
	226	LABOH PAY	801	\$	18.76			
01/10/2010	226	XXX IOW PAY	300	\$	18.57	04	10/11	20100922-20101005
	226	LABOH PAY	801	\$	18.76			
05/10/2010	226	XXX 423	300	\$	15.10	04	10/11	SHIREOFBROOKTON\FINANCEOFFICER
	226	LABOH	801	\$	55.93			
	226	423	300	\$	10.07			
	226	423	300	\$	10.07			
	226	423	300	\$	6.71			
	226	423	300	\$	6.71			
	226	423	300	\$	6.71			
16/02/2011	235	XXX IOW PAY	300	\$	61.13	08	10/11	WEEK34
	235	LABOH PAY	801	\$	73.36			
16/02/2011	PU21	TOYOTA HILUX UTILITY BO-621 PLAN PLANT	802	\$	120.00	08	10/11	WEEK34
17/02/2011	235	XXX IOW PAY	300	\$	61.13	08	10/11	WEEK34
	235	LABOH PAY	801	\$	73.36			
18/02/2011	235	XXX IOW PAY	300	\$	122.27	08	10/11	WEEK34

	235	LABOH PAY	801	\$	146.72			
18/02/2011	PU21	TOYOTA HILUX UTILITY BO-621 PLAN PLANT	802	\$	120.00	08	10/11	WEEK34
18/02/2011	291	XXX IOW PAY	300	\$	40.00	08	10/11	WEEK34
	291	LABOH PAY	801	\$	48.00			
01/03/2011	96730	NARROGIN HIRE SERVICE & RETICULATION HIRE OF CONCRETE CUTTER HIRE OF CONCRETE CUTTER	379	\$	59.09	09	10/11	13004
01/08/2011	96352	GILL RURAL TRADERS DRAINAGE PIPE & FABRIC - MEMORIAL HALL - JUNE 2011 DRAINAGE PIPE & FABRIC - MEMORIAL HALL - JUNE 2011	500	\$	6,778.95	02	11/12	119739
01/08/2012	90478	ALAN GRAHAM ATKINS ERECT BLUE COLORBOND FENCE ON BOUNDARY OF MEMORIAL HALL AND 19 WHITE ST A 241 ERECT BLUE COLORBOND FENCE ON BOUNDARY OF MEMORIAL HALL AND 19 WHITE ST A 241	500	\$	2,975.00	02	12/13	609288
26/06/2017	97341	HI CONSTRUCTIONS AUST PTY LTD RESTORATION OF MEMORIAL HALL MAIN DOORS RESTORATION OF MEMORIAL HALL MAIN DOORS	500	\$	5,255.00	12	16/17	SB-1T
				\$	35,772.98			
OVERALL CAPITAL & MAINTENANCE WORKS				\$	104,984.14			

ATTACHMENT 05.08.20.03B RAILWAY STATION EXPENDITURE
1E1150100 - OTH-CULT RAILWAY STATION GEN (ALL)

Date	Code	Description	IE	Debit	Credit	Mth	Year	Reference	Job
	BFWD								
28/02/2007	90061	DAVIS RURAL CENTRE FLUORO TUBES - VANDALISM VARIOUS HARDWARE ITEMS	379	\$ 9.00		08	06/07	69384	RAILWAY - Brookton Railway Station
20/03/2007	90061	DAVIS RURAL CENTRE VANDALISM VARIOUS HARDWARE ITEMS	379	\$ 0.56		10	06/07	69387	RAILWAY - Brookton Railway Station
28/03/2007	90061	DAVIS RURAL CENTRE LIGHTS,GLOBES VARIOUS HARDWARE ITEMS	379	\$ 18.09		10	06/07	69389	RAILWAY - Brookton Railway Station
20/04/2007	90277	BELL FIRE EQUIPMENT CO P/L SERVICE AGREEMENT - FIRE EQUIPMENT IN ALL BUILDINGS SERVICE AGREEMENT - FIRE EQUIPMENT IN ALL BUILDINGS	379	\$ 130.00		10	06/07	70168	RAILWAY - Brookton Railway Station
31/05/2007	90061	DAVIS RURAL CENTRE VARIOUS HARDWARE ITEMS VARIOUS HARDWARE ITEMS	379	\$ 9.00		12	06/07	69395	RAILWAY - Brookton Railway Station
				\$ 166.65					
01/08/2007	95437	T AND A GLASSWORKS REPLACE GLASS IN SASH WINDOW BKT TRAIN STATION REPLACE GLASS IN SASH WINDOW BKT TRAIN STATION	379	\$ 120.91		02	07/08	2194	RAILWAY - Brookton Railway Station
01/08/2007	90061	DAVIS RURAL CENTRE VARIOUS HARDWARE ITEMS VARIOUS HARDWARE ITEMS	379	\$ 13.59		02	07/08	63505	RAILWAY - Brookton Railway Station
01/08/2007	90061	DAVIS RURAL CENTRE VARIOUS HARDWARE ITEMS VARIOUS HARDWARE ITEMS	379	\$ 9.00		02	07/08	63510	RAILWAY - Brookton Railway Station
14/09/2007	95437	T AND A GLASSWORKS REPAIR BROKEN WINDOW- PARENTING ROOM RAILWAY STATION REPAIR BROKEN WINDOW- PARENTING ROOM RAILWAY STATION	379	\$ 120.91		03	07/08	2279	RAILWAY - Brookton Railway Station
21/09/2007	95437	T AND A GLASSWORKS REPAIR BROKEN WINDOW- RAILWAY STATION REPAIR BROKEN WINDOW- RAILWAY STATION	379	\$ 120.91		03	07/08	2278	RAILWAY - Brookton Railway Station
10/10/2007	90277	BELL FIRE EQUIPMENT CO P/L SERVICE VARIOUS FIRE EXTINGUISHER SERVICE VARIOUS FIRE EXTINGUISHER	379	\$ 100.76		04	07/08	72899	RAILWAY - Brookton Railway Station
01/11/2007	95437	T AND A GLASSWORKS REPAIR RAILWAY STATION WINDOWS REPAIR RAILWAY STATION WINDOWS	379	\$ 428.64		05	07/08	2352	RAILWAY - Brookton Railway Station
01/11/2007	95808	JIM'S PEST CONTROL PTY LTD TERMITE INSPECTIONS TERMITE INSPECTIONS	379	\$ 156.63		05	07/08	2353	RAILWAY - Brookton Railway Station
01/12/2007	90061	DAVIS RURAL CENTRE VARIOUS HARDWARE PURCHASES VARIOUS HARDWARE PURCHASES	379	\$ 9.00		06	07/08	63526	RAILWAY - Brookton Railway Station

01/01/2008	90061	DAVIS RURAL CENTRE VARIOUS HARDWARE ITEMS VARIOUS HARDWARE ITEMS	340	\$	4.50	07	07/08	63532	RAILWAY - Brookton Railway Station
13/02/2008	95437	T AND A GLASSWORKS SECURITY SCREENS - RAILWAY STATION SECURITY SCREENS - RAILWAY STATION	379	\$	1,399.09	08	07/08	2353	RAILWAY - Brookton Railway Station
01/04/2008	90061	DAVIS RURAL CENTRE VARIOUS HARDWARE PURCHASES VARIOUS HARDWARE PURCHASES	379	\$	44.95	10	07/08	63546	RAILWAY - Brookton Railway Station
01/05/2008	90277	BELL FIRE EQUIPMENT CO P/L INSPECT & SERVICE ALL FIRE EXTINGUISHERS INSPECT & SERVICE ALL FIRE EXTINGUISHERS	379	\$	12.50	11	07/08	76103	RAILWAY - Brookton Railway Station
03/06/2008	96295	FRANK ELECTRICAL SERVICES PROVIDE CERTIFICATE OF CURRENCY RAILWAY STATION PROVIDE CERTIFICATE OF CURRENCY RAILWAY STATION	379	\$	80.00	12	07/08	5015	RAILWAY - Brookton Railway Station
					\$	2,621.39			
01/07/2008	90061	DAVIS RURAL CENTRE VARIOUS HARDWARE ITEMS VARIOUS HARDWARE ITEMS, COIL 2 INCH POLY PIPE & JOINERS	379	\$	13.59	01	08/09	63564	RWSTOP - BROOKTON RAILWAY STATION
01/10/2008	95808	JIM'S PEST CONTROL PTY LTD INSPECTION & SPIDER TREATMENTS TO SHIRE BUILDINGS INSPECTION & SPIDER TREATMENTS TO SHIRE BUILDINGS	379	\$	149.32	04	08/09	2822	RWSTOP - BROOKTON RAILWAY STATION
21/10/2008	90277	BELL FIRE EQUIPMENT CO P/L EXTINGUISHER ROUTINE SERVICE - SHIRE BUILDINGS & VEHICLES EXTINGUISHER ROUTINE SERVICE - SHIRE BUILDINGS & VEHICLES	379	\$	27.95	04	08/09	00078876	RWSTOP - BROOKTON RAILWAY STATION
25/11/2008	96352	GILL RURAL TRADERS VARIOUS HARDWARE PURCHASES VARIOUS HARDWARE PURCHASES	379	\$	8.14	05	08/09	96190	RWSTOP - BROOKTON RAILWAY STATION
01/06/2009	96352	GILL RURAL TRADERS VARIOUS HARDWARE PURCHASES VARIOUS HARDWARE PURCHASES	379	\$	25.45	12	08/09	101284	RWSTOP - BROOKTON RAILWAY STATION
01/06/2009	96352	GILL RURAL TRADERS VARIOUS HARDWARE PURCHASES ORBIT 4 STN OUTDOOR CONTROLLER - SHCOSFC1 & VARIOUS HARDWARE PURCHASES	379	\$	54.50	12	08/09	101698	RWSTOP - BROOKTON RAILWAY STATION
01/06/2009	96352	GILL RURAL TRADERS VARIOUS HARDWARE PURCHASES SHARPENING COMPOUND - PM6 & VARIOUS HARDWARE PURCHASES	379	\$	19.95	12	08/09	101763	RWSTOP - BROOKTON RAILWAY STATION
					\$	298.90			
01/08/2009	96352	GILL RURAL TRADERS VARIOUS HARDWARE PURCHASES VARIOUS HARDWARE PURCHASES	379	\$	59.81	02	09/10	102203	RWSTOP - BROOKTON RAILWAY STATION

01/10/2009	95808	JIM'S PEST CONTROL PTY LTD ANNUAL TERMITE INSPECTION & SPIDER TREATMENT VARIOUS SHIRE BUILDINGS & TREATMENT AT POLICE MUSEUM AND KWEDA HALL ANNUAL TERMITE INSPECTION & SPIDER TREATMENT VARIOUS SHIRE BUILDINGS & TREATMENT AT POLICE MUSEUM AND KWEDA HALL	379	\$	134.22	04	09/10	3448	RWSTOP - BROOKTON RAILWAY STATION
01/10/2009	96352	GILL RURAL TRADERS VARIOUS HARDWARE PURCHASES VARIOUS HARDWARE PURCHASES	379	\$	45.86	04	09/10	103703	RWSTOP - BROOKTON RAILWAY STATION
01/11/2009	96352	GILL RURAL TRADERS VARIOUS HADWARE SUPPLIES VARIOUS HADWARE SUPPLIES , PAINT - RRTLOP	379	\$	89.04	05	09/10	104995	RWSTOP - BROOKTON RAILWAY STATION
01/11/2009	96352	GILL RURAL TRADERS VARIOUS HARDWARE SUPPLIES VARIOUS HARDWARE SUPPLIES	379	\$	60.83	05	09/10	105505	RWSTOP - BROOKTON RAILWAY STATION
03/11/2009	90277	BELL FIRE EQUIPMENT CO P/L 6 MONTHLY INSPECTION OF FIRE EXTINGUISHERS 6 MONTHLY INSPECTION OF FIRE EXTINGUISHERS	379	\$	24.29	05	09/10	84770	RWSTOP - BROOKTON RAILWAY STATION
15/03/2010	96295	FRANK ELECTRICAL SERVICES SUPPLY & FIT 16 X SMOKE ALARMS & 2 X EXIT SIGNS - VARIOUS SHIRE BUILDINGS SUPPLY & FIT 16 X SMOKE ALARMS & 2 X EXIT SIGNS - VARIOUS SHIRE BUILDINGS	379	\$	466.66	09	09/10	5316	RWSTOP - BROOKTON RAILWAY STATION
01/04/2010	96352	GILL RURAL TRADERS VARIOUS HARDWARE SUPPLIES VARIOUS HARDWARE SUPPLIES	379	\$	4.18	10	09/10	109115	RWSTOP - BROOKTON RAILWAY STATION
27/04/2010	95808	JIM'S PEST CONTROL PTY LTD TERMITE TREATMENT - RAILWAY STATION TERMITE TREATMENT - RAILWAY STATION	379	\$	100.00	10	09/10	3871	RWSTOP - BROOKTON RAILWAY STATION
01/05/2010	90277	BELL FIRE EQUIPMENT CO P/L 6 MONTHLY INSPECTION OF ALL FIRE EQUIPMENT 6 MONTHLY INSPECTION OF ALL FIRE EQUIPMENT	379	\$	25.00	11	09/10	87537	RWSTOP - BROOKTON RAILWAY STATION
01/05/2010	96352	GILL RURAL TRADERS VARIOUS HARDWARE SUPPLIES VARIOUS HARDWARE SUPPLIES	379	\$	82.68	11	09/10	109142	RWSTOP - BROOKTON RAILWAY STATION
01/06/2010	96352	GILL RURAL TRADERS VARIOUS HARWARE SUPPIES - JUNE 2010 VARIOUS HARWARE SUPPIES - JUNE 2010	379	\$	14.50	12	09/10	109199	RWSTOP - BROOKTON RAILWAY STATION
				\$	1,107.07				
01/08/2010	90060	BROOKTON FARMERS COOPERATIVE (DO NOT USE) 10 X FENCE KNOBS RAILWAY STATION JULY 2010 10 X FENCE KNOBS RAILWAY STATION JULY 2010	379	\$	90.91	02	10/11	12257	RWSTOP - BROOKTON RAILWAY STATION

03/08/2010	96295	FRANK ELECTRICAL SERVICES REPLACE FAULTY TIME SWITCH FOR FLOOD LIGHT - RAILWAY STATION REPLACE FAULTY TIME SWITCH FOR FLOOD LIGHT - RAILWAY STATION	379	\$	300.00	02	10/11	5375	RWSTOP - BROOKTON RAILWAY STATION
01/10/2010	96314	BEVERLEY ELECTRICAL SERVICES CHECK RCD - RAILWAY STATION CHECK RCD - RAILWAY STATION & INSPECT SWITCHBOARD & UPGRADE TO INDIVIDUAL RCD - CARAVAN PARK	379	\$	40.00	04	10/11	2072	RWSTOP - BROOKTON RAILWAY STATION
01/10/2010	95808	JIM'S PEST CONTROL PTY LTD ANNUAL TERMITE INSPECTION - VARIOUS SHIRE BUILDING ANNUAL TERMITE INSPECTION - VARIOUS SHIRE BUILDING, SPIDER TREATMENT - OLD POLICE MUSEUM & TREATMENT OF TERMITE ACTIVITY - KWEDA HALL	379	\$	145.66	04	10/11	4021	RWSTOP - BROOKTON RAILWAY STATION
05/11/2010	90277	BELL FIRE EQUIPMENT CO P/L 6 MONTHLY FIRE EXTINGUISHER INSPECTION - RAILWAY STATION 6 MONTHLY FIRE EXTINGUISHER INSPECTION - VARIOUS SHIRE BUILDINGS & VEHICLES	379	\$	25.00	05	10/11	90447	RWSTOP - BROOKTON RAILWAY STATION
20/03/2011	90121	WINDSOR D & J REPLACE ROOF TILES RAILWAY STATION DUST STORM CLEANUP 29/01/11 REPAIR ROOF MENSshed, EAVE ON WB EVA PAVILION, REFIT WINDOW OLD HOSPITAL,REFIT GATE & REPAIR FENCE PUMP COMPOUND BBL,REPAIR & REPLACE ROOF TILES RAILWAY STATION,REPLACE METAL ARM BASKET BALL SWING ARM HARDCOURTSA DUST STORM CLEANUP 29/01/11 & 1 X M3 CONCRETE - CORDERDING RD	379	\$	205.00	09	10/11	1813	RWSTOP - BROOKTON RAILWAY STATION
01/04/2011	96352	GILL RURAL TRADERS VARIOUS HARDWARE PURCHASES - MARCH 2011 VARIOUS HARDWARE PURCHASES, PROTECTIVE CLOTHING & PARTS PM3 - MARCH 2011	379	\$	13.59	10	10/11	117526	RWSTOP - BROOKTON RAILWAY STATION
06/05/2011	90277	BELL FIRE EQUIPMENT CO P/L 6 MONTHLY INSPECTION OF ALL FIRE EQUIPMENT 6 MONTHLY INSPECTION OF ALL FIRE EQUIPMENT	379	\$	15.50	11	10/11	93195	RWSTOP - BROOKTON RAILWAY STATION
01/06/2011	96751	STEVE DAVIS - BUILDER REPAIR CEILING & DOOR IN A & C SHOP - RWSTOP REPAIR CEILING & DOOR IN A & C SHOP - RWSTOP & PLACE PEEPHOLE IN FRONT DOOR - UIMSOP	379	\$	300.00	12	10/11	274378	RWSTOP - BROOKTON RAILWAY STATION

23/06/2011	96772	NARROGIN ELECTRICAL APPLIANCE TESTING RCD & PAT TESTING VARIOUS SHIRE BUILDINGS RCD & PAT TESTING VARIOUS SHIRE BUILDINGS	379	\$	92.41	12	10/11	50	RWSTOP - BROOKTON RAILWAY STATION
29/06/2011	95342	CASH REIMBURSEMENT PETTY CASH 29/06/2011 - KEY CUT CRAFT ROOM RAILWAY STATION REIMBURSEMENT PETTY CASH 29/06/2011	379	\$	4.50	12	10/11	290611	RWSTOP - BROOKTON RAILWAY STATION
				\$	1,232.57				
01/07/2011	96295	FRANK ELECTRICAL SERVICES REPLACE FAULT RCD - RWSTOP REPLACE FAULT RCD - RWSTOP CARAOP 7MONOP 8MAROP SMCOP	379	\$	120.00	01	11/12	5505	RWSTOP - BROOKTON RAILWAY STATION
01/08/2011	96352	GILL RURAL TRADERS VARIOUS HARDWARE- JUNE 2011 VARIOUS HARDWARE,PARTS PU23, 2 X SOLENOID PIVOT VALVES ,2.5HP AIR COMPRESSOR - SEWEOP JUNE 2011	379	\$	6.82	02	11/12	117583	RWSTOP - BROOKTON RAILWAY STATION
01/09/2011	90121	WINDSOR D & J REPLACE POST ON SIGN - RWSTOP REPLACE POST ON SIGN - RWSTOP	379	\$	410.00	03	11/12	1908	RWSTOP - BROOKTON RAILWAY STATION
01/10/2011	95808	JIM'S PEST CONTROL PTY LTD ANNUAL TERMITE INSPECTION - VARIOUS SHIRE BUILDINGS ANNUAL TERMITE INSPECTION & TREATMENT - VARIOUS SHIRE BUILDINGS	379	\$	134.07	04	11/12	4540	RWSTOP - BROOKTON RAILWAY STATION
01/05/2012	96352	GILL RURAL TRADERS RETIC SUPPLIES - APRIL 2012 GENERAL HARDWARE & GARDEN SUPPLIES, PARTS PG5 & PT7, RETIC SUPPLIES - APRIL 2012	379	\$	12.73	11	11/12	126931	RWSTOP - BROOKTON RAILWAY STATION
01/05/2012	96352	GILL RURAL TRADERS GENERAL HARDWARE, GARDEN SUPPLIES - APRIL 2012 GENERAL HARDWARE, GARDEN SUPPLIES, 4 X SHEETS FORM PLY, 6 X REO BAR 16MM & 1 PALLET CEMENT, PARTS PT7, PM8 - APRIL 2012	379	\$	31.69	11	11/12	126933	RWSTOP - BROOKTON RAILWAY STATION
07/05/2012	90277	BELL FIRE EQUIPMENT CO P/L 6 MONTHLY FIRE EQUIPMENT INSPECTION 6 MONTHLY FIRE EQUIPMENT INSPECTION & 4 X NEW EXTINGUISHERS	379	\$	94.00	11	11/12	98984	RWSTOP - BROOKTON RAILWAY STATION
	90277	6 MONTHLY FIRE EQUIPMENT INSPECTION & NEW EXTINGUISHERS 6 MONTHLY FIRE EQUIPMENT INSPECTION & 4 X NEW EXTINGUISHERS	379	\$	165.00				RWSTOP - BROOKTON RAILWAY STATION
25/06/2012	96772	NARROGIN ELECTRICAL APPLIANCE TESTING RCD & PAT TESTING @ \$6.00 PER ITEM RCD & PAT TESTING 155 ITEMS @ \$6.00 PER ITEM	379	\$	49.70	12	11/12	91	RWSTOP - BROOKTON RAILWAY STATION
				\$	1,024.01				

01/07/2012	96352	GILL RURAL TRADERS VARIOUS HARDWARE SUPPLIES- BROMAKIL- JUNE 2012 VARIOUS HARDWARE & GARDEN SUPPLIES, PARTS - PT7 & PSP1 - JUNE 2012	379	\$	8.64	01	12/13	126954	RWSTOP - BROOKTON RAILWAY STATION
04/07/2012	96295	FRANK ELECTRICAL SERVICES SMOKE ALARM - RAILWAY STATION SMOKE ALARM - RAILWAY STATION & SECURITY LIGHT & TIMELOCK - ADMIN OFFICE	379	\$	60.00	01	12/13	5642	RWSTOP - BROOKTON RAILWAY STATION
03/10/2012	95808	JIM'S PEST CONTROL PTY LTD ANNUAL TRMITE INSPECTION & SPIDER SERVICE - RAILWAY STATION ANNUAL TRMITE INSPECTION & SPIDER SERVICE & TREATMENT OF TERMITE ACTIVITY - DEPOT & KWEDA HALL	379	\$	159.00	04	12/13	5125	RWSTOP - BROOKTON RAILWAY STATION
01/11/2012	90277	BELL FIRE EQUIPMENT CO P/L 6 MONTHLY FIRE INSPECTION - RAILWAY STATION 6 MONTHLY FIRE INSPECTION	379	\$	45.20	05	12/13	00101827	RWSTOP - BROOKTON RAILWAY STATION
	95917	62 DAYS: 02.11.12 - 02.01.13ACCOUNT FEE 62 DAYS: 02.11.12 - 02.01.13	380	\$	4.75				RWSTOP - BROOKTON RAILWAY STATION
01/03/2013	96352	GILL RURAL TRADERS HARDWARE, SUPPLIES, MAINTENANCE HARDWARE, SUPPLIES, MAINTENANCE	379	\$	46.88	09	12/13	136808	RWSTOP - BROOKTON RAILWAY STATION
01/05/2013	96407	CASH - SHIRE OF BROOKTON 2 X KEYS CUT PETTY CASH REMIBURSEMENT FOR 07/02/2013 TO 30/04/2013	379	\$	8.27	11	12/13	APRIL 2013	RWSTOP - BROOKTON RAILWAY STATION
01/05/2013	90277	BELL FIRE EQUIPMENT CO P/L SERVICING OF FIRE EXTINGUISHERS AND EQUIPMENT - RAILWAY STATION SERVICING OF FIRE EXTINGUISHERS AND EQUIPMENT	379	\$	28.44	11	12/13	00104964	RWSTOP - BROOKTON RAILWAY STATION
01/05/2013	96352	GILL RURAL TRADERS NIGHTLATCH TURPS, WASHERS, PAINT BRUSHES, BEETLE KILLER, SILICONE, PINE, NIGHTLATCH ETC	379	\$	31.35	11	12/13	137543	RWSTOP - BROOKTON RAILWAY STATION
01/05/2013	96352	GILL RURAL TRADERS TIMBER SCREWS SEEDS, TAP, RETICULATION SUPPLIES, FORM PLY, ANT DUST, WEED & FEED ETC	379	\$	7.26	11	12/13	137549	RWSTOP - BROOKTON RAILWAY STATION
				\$	399.79				
24/07/2013	96864	WHEATBELT ELECTRICS INSTALL RCD LIGHTING CIRCUITS AT BROOKTON TRAIN STATION LABOUR & PARTS INSTALL RCD LIGHTING CIRCUITS AT BROOKTON TRAIN STATION LABOUR & PARTS	327	\$	231.09	01	13/14	535	RWSTOP - BROOKTON RAILWAY STATION

07/10/2013	95808	JIM'S PEST CONTROL PTY LTD ANNUAL TERMITE INSPECTION AND SPRIDER SERVICES - RAILWAY STATION ANNUAL TERMITE INSPECTION AND SPRIDER SERVICES AT SHIRE PROPERTY'S INCLUDING MUSEUM	379	\$	152.38	04	13/14	5610	RWSTOP - BROOKTON RAILWAY STATION
	90593	PROPERTY INSURANCE 30/06/13 TO 30/06/14 BROOKTON RAILWAY STATION PROPERTY INSURANCE 30/06/13 TO 30/06/14 INSTALLMENT 2	410	\$	10.45				RWSTOP - BROOKTON RAILWAY STATION
	90593	PROPERTY INSURANCE 30/06/13 TO 30/06/14 BROOKTON RAILWAY STATION PROPERTY INSURANCE 30/06/13 TO 30/06/14 INSTALLMENT 2	410	\$	3.48				RWSTOP - BROOKTON RAILWAY STATION
07/11/2013	90277	BELL FIRE EQUIPMENT CO P/L SERVICE FIRE EXTINGUISHERS & FIRE BLANKETS RAILWAY STATION SERVICE FIRE EXTINGUISHERS & FIRE BLANKETS AT ADMINISTRATION, MEMORIAL HALL, POOL, DEPOT, VEHICLES	379	\$	23.80	05	13/14	00107870	RWSTOP - BROOKTON RAILWAY STATION
06/01/2014	96352	GILL RURAL TRADERS GATE LATCH SPRAY PAINT, TV, GATE LATCH, RETICULATION & PIPE	379	\$	8.17	07	13/14	142865	RWSTOP - BROOKTON RAILWAY STATION
08/01/2014	96295	FRANK ELECTRICAL SERVICES SUPPLY & REPLACE BROKEN LIGHT FITTING AT RAILWAY STATION SUPPLY & REPLACE BROKEN LIGHT FITTING AT RAILWAY STATION	379	\$	179.09	07	13/14	5748	RWSTOP - BROOKTON RAILWAY STATION
07/06/2014	90277	BELL FIRE EQUIPMENT CO P/L SERVICE FIRE EXTINGUISHERS & HOSE RAILWAY STATION SERVICE FIRE EXTINGUISHERS & HOSE REELS	379	\$	25.27	12	13/14	00110745	RWSTOP - BROOKTON RAILWAY STATION
	97063	RAILWAY STATION BUILDING PLATFORM PROPERTY INSURANCE 30/06/14 TO 30/06/15 FIRST INSTALMENT	410	\$	10.45				RWSTOP - BROOKTON RAILWAY STATION
	97063	RAILWAY STATION SHED PROPERTY INSURANCE 30/06/14 TO 30/06/15 FIRST INSTALMENT	410	\$	3.48				RWSTOP - BROOKTON RAILWAY STATION
	97063	RAILWAY PARK GAZEBO PROPERTY INSURANCE 30/06/14 TO 30/06/15 FIRST INSTALMENT	410	\$	41.78				RWSTOP - BROOKTON RAILWAY STATION
				\$	689.44				
16/07/2014	90121	WINDSOR D & J REPLACE SMOKE DETECTOR BATTERIES AT RAILWAY STATION REPLACE SMOKE DETECTOR BATTERIES AT RAILWAY STATION	379	\$	84.50	01	14/15	00002346	RWSTOP - BROOKTON RAILWAY STATION
20/07/2014	95759	BROOKTON PLUMBING REPAIR TOILET INCLUDING SEAT AT RAILWAY STATION TOILETS REPAIR TOILET INCLUDING SEAT AT RAILWAY STATION TOILETS	379	\$	125.00	01	14/15	00003328	RWSTOP - BROOKTON RAILWAY STATION

07/08/2014	95775	TASSIE'S PLUMBING REPAIR TOILETS AT RAILWAY STATION REPAIR TOILETS AT CARAVAN PARK, RAILWAY STATION, PUBLIC TOILETS & TOWN HALL	379	\$	138.90	02	14/15	00000007	RWSTOP - BROOKTON RAILWAY STATION
12/08/2014	96295	FRANK ELECTRICAL SERVICES REPAIR FLUORESCENT LIGHT AT RAILWAY STATION REPAIR FLUORESCENT LIGHT AT RAILWAY STATION	379	\$	80.00	02	14/15	5790	RWSTOP - BROOKTON RAILWAY STATION
17/08/2014	95759	BROOKTON PLUMBING REPAIR TOILETS AT RAILWAY STATION REPAIR TOILETS AT RAILWAY STATION	379	\$	107.00	02	14/15	00003336	RWSTOP - BROOKTON RAILWAY STATION
04/11/2014	95808	JIM'S PEST CONTROL PTY LTD RAILWAY STATION ANNUAL TERMITE INSPECTION & TREATMENT	379	\$	173.81	05	14/15	6016	RWSTOP - BROOKTON RAILWAY STATION
07/12/2014	96352	GILL RURAL TRADERS CAMLOCK, HOSE, COUPLER HARDWARE PURCHASES NOVEMBER 2014	379	\$	38.54	06	14/15	NOVEMBER 2012	RWSTOP - BROOKTON RAILWAY STATION
04/01/2015	96864	WHEATBELT ELECTRICS LIGHT CAGE AND LED FLOODLIGHT SUPPLY AND FIT LIGHT CAGE, FLOODLIGHT AT MEMORIAL PARK/RAILWAY STATION	379	\$	654.60	07	14/15	1108	RWSTOP - BROOKTON RAILWAY STATION
06/05/2015	96864	WHEATBELT ELECTRICS REPAIR LIGHT IN RAILWAY STATION REPAIR SMOKE ALARM AT MEMORIAL HALL, LIGHTS AT PUBLIC TOILETS & LIGHT IN RAILWAY STATION	379	\$	280.27	11	14/15	1248	RWSTOP - BROOKTON RAILWAY STATION
07/05/2015	90277	BELL FIRE EQUIPMENT CO P/L 2 X SERVICE, 2 X TAMPER SEAL FIRE SAFETY EQUIPMENT & FIRE EXTINGUISHER SERVICING	379	\$	27.80	11	14/15	00116120	RWSTOP - BROOKTON RAILWAY STATION
07/06/2015	96864	WHEATBELT ELECTRICS ANNUAL RCD/SMOKE ALARM RCD TESTING & REPAIRS TO SHIRE BUILDINGS	379	\$	100.00	12	14/15	1274	RWSTOP - BROOKTON RAILWAY STATION
				\$	1,810.42				
01/10/2015	96352	GILL RURAL TRADERS GATE LATCH HARDWARE & RURAL PURCHASES	379	\$	20.90	04	15/16	10034645	RWSTOP - BROOKTON RAILWAY STATION
	97063	RAILWAY STATION PROPERTY INSURANCE SECOND INSTALLMENT	410	\$	8.95				RWSTOP - BROOKTON RAILWAY STATION
	97063	RAILWAY STATION PROPERTY INSURANCE SECOND INSTALLMENT	410	\$	15.35				RWSTOP - BROOKTON RAILWAY STATION
	97063	INSURANCE PROPERTY INSURANCE SECOND INSTALLMENT	410	\$	5.91				RWSTOP - BROOKTON RAILWAY STATION
	97063	INSURANCE PROPERTY INSURANCE SECOND INSTALLMENT	410	\$	11.81				RWSTOP - BROOKTON RAILWAY STATION
	97063	INSURANCE PROPERTY INSURANCE SECOND INSTALLMENT	410	\$	5.91				RWSTOP - BROOKTON RAILWAY STATION

01/11/2015	90277	BELL FIRE EQUIPMENT CO P/L SERVICE OF FIRE EMERGENCY EQUIPMENT SERVICE OF FIRE EMERGENCY EQUIPMENT	379	\$	23.82	05	15/16	0118846	RWSTOP - BROOKTON RAILWAY STATION
01/04/2016	96864	WHEATBELT ELECTRICS REPAIR LOST POWER AT RAILWAY STATION - ROBINSON RD REPAIR LOST POWER AT RAILWAY STATION - ROBINSON RD	379	\$	104.75	10	15/16	1629	RWSTOP - BROOKTON RAILWAY STATION
17/05/2016	90277	BELL FIRE EQUIPMENT CO P/L RESTOCK/INSPECT SAFETY EQUIPMENT INSPECT & REPLACE FIRE EXTINGUISHERS & SAFETY EQUIPMENT - POOL, OFFICE, HALL, STATION BUILDING, MENS SHED, DEPOT, CARAVAN PARK, PAVILION & VEHICLES	379	\$	27.80	11	15/16	00121864	RWSTOP - BROOKTON RAILWAY STATION
01/06/2016	96352	GILL RURAL TRADERS CCA PINE HARDWARE & RURAL PURCHASES MAY 2016	379	\$	15.45	12	15/16	MAY 2016	RWSTOP - BROOKTON RAILWAY STATION
	96352	LIQUID NAILS & SCREWS HARDWARE & RURAL PURCHASES MAY 2016	379	\$	13.18				RWSTOP - BROOKTON RAILWAY STATION
30/06/2016	96352	GILL RURAL TRADERS DYNABOLTS HARDWARE & RURAL PURCHASES JUNE 2016	379	\$	0.68	12	15/16	JUNE 2016	RWSTOP - BROOKTON RAILWAY STATION
				\$	254.51				
03/08/2016	95759	BROOKTON PLUMBING BLOCKED TOILET AT RAILWAY STATION BLOCKED TOILET AT RAILWAY STATION	379	\$	125.00	02	16/17	IV00000004160	RWSTOP - BROOKTON RAILWAY STATION
01/09/2016	96352	GILL RURAL TRADERS PLANTS PLANTS FOR TOWN GARDENS	379	\$	106.82	03	16/17	AUGUST 2016	RWSTOP - BROOKTON RAILWAY STATION
	97063	BROOKTON RAILWAY STATION PLATFORM PROPERTY INSURANCE SECOND INSTALMENT	410	\$	9.04				RWSTOP - BROOKTON RAILWAY STATION
	97063	PIONEER PARK GAZEBO PROPERTY INSURANCE SECOND INSTALMENT	410	\$	15.51				RWSTOP - BROOKTON RAILWAY STATION
	97063	LIGHTING PIONEER PARK PROPERTY INSURANCE SECOND INSTALMENT	410	\$	5.96				RWSTOP - BROOKTON RAILWAY STATION
	97063	RETICULATION PIONEER PARK PROPERTY INSURANCE SECOND INSTALMENT	410	\$	11.93				RWSTOP - BROOKTON RAILWAY STATION
	97063	RAIL FENCING RAILWAY STATION PROPERTY INSURANCE SECOND INSTALMENT	410	\$	5.96				RWSTOP - BROOKTON RAILWAY STATION
01/11/2016	90277	BELL FIRE EQUIPMENT CO P/L SERVICE OF FIRE EQUIPMENT SERVICE OF FIRE EQUIPMENT AT SHIRE OWNED PREMISES & VEHICLES	379	\$	105.90	05	16/17	00124187	RWSTOP - BROOKTON RAILWAY STATION
01/11/2016	96352	GILL RURAL TRADERS ANCHOR WALLMATE HARWARE & RURAL PURCHASES OCTOBER 2016	379	\$	5.00	05	16/17	OCTOBER 2016	RWSTOP - BROOKTON RAILWAY STATION

03/01/2017	97227	MCPEST PEST CONTROL RAILWAY STATION PEST CONTROL ANNUAL PEST CONTROL - VARIOUS SHIRE BUILDINGS	379	\$	200.00	07	16/17	03012017-2	RWSTOP - BROOKTON RAILWAY STATION
01/03/2017		WHEATBELT ELECTRICS REPAIR FAULTY SMOKE DETECTOR RAILWAY STATION BEING CORRECTION OF GST TREATMENT - WHEATBELT ELECTRICS	379	\$	193.00	09	16/17	DS151	RWSTOP - BROOKTON RAILWAY STATION
01/05/2017	90277	BELL FIRE EQUIPMENT CO P/L EXTINGUISHER ROUTINE SERVICE APRIL 2017 EXTINGUISHER ROUTINE SERVICE APRIL 2017 SHIRE OWNED BUILDINGS	379	\$	143.90	11	16/17	00126869	RWSTOP - BROOKTON RAILWAY STATION
17/06/2017	97227	MCPEST PEST CONTROL TERMITE TREATMENT TERMITE TREATMENT	379	\$	500.00	12	16/17	17/06/17	RWSTOP - BROOKTON RAILWAY STATION
	97063	BROOKTON RAILWAY STATION - BUILDING/PLATFORM PROPERTY INSURANCE 30/06/17 TO 30/06/18 FIRST INSTALMENT	410	\$	9.04				RWSTOP - BROOKTON RAILWAY STATION
	97063	PIONEER PARK GAZEBO PROPERTY INSURANCE 30/06/17 TO 30/06/18 FIRST INSTALMENT	410	\$	15.51				RWSTOP - BROOKTON RAILWAY STATION
	97063	LIGHTING PROPERTY INSURANCE 30/06/17 TO 30/06/18 FIRST INSTALMENT	410	\$	5.96				RWSTOP - BROOKTON RAILWAY STATION
	97063	RETICULATION PROPERTY INSURANCE 30/06/17 TO 30/06/18 FIRST INSTALMENT	410	\$	11.93				RWSTOP - BROOKTON RAILWAY STATION
	97063	FENCING PROPERTY INSURANCE 30/06/17 TO 30/06/18 FIRST INSTALMENT	410	\$	5.96				RWSTOP - BROOKTON RAILWAY STATION
				\$	1,476.42				
01/08/2017	97339	BEVERLEY MENS SHED INC. RAILWAY PLATFORM SIGNS RAILWAY PLATFORM SIGNS	379	\$	350.00	02	17/18	102	RWSTOP - BROOKTON RAILWAY STATION
01/11/2017	97301	BROOKTON RURAL TRADERS PAINT, TURPENTINE HARDWARE & RURAL PURCHASES OCTOBER 2017	379	\$	184.54	05	17/18	OCTOBER 2017	RWSTOP - BROOKTON RAILWAY STATION
	97301	ELECTRICAL TAPE HARDWARE & RURAL PURCHASES OCTOBER 2017	379	\$	2.27				RWSTOP - BROOKTON RAILWAY STATION
01/01/2018	97227	MCPEST PEST CONTROL DECEMBER 2017 - GENERAL PEST TREATMENT AND TERMITED INSPECTION REPORT GENERAL PEST TREATMENT AND TERMITED INSPECTION REPORT SHIRE OWNED PROPERTIES	379	\$	200.00	07	17/18	15/12/17	RWSTOP - BROOKTON RAILWAY STATION
01/01/2018	90277	BELL FIRE EQUIPMENT CO P/L SERVICE FIRE EXTINGUISHER SERVICE FIRE EQUIPMENT AT SHIRE OWNED BUILDINGS & VEHICLES	379	\$	23.80	07	17/18	00129640	RWSTOP - BROOKTON RAILWAY STATION

05/02/2018	96767	ROSALIE PECH EVA ARCHITECT REIMBURSE PRO RATA UNUSED PORTION OF SUB LICENCE AGREEMENT AT BROOKTON RAILWAY STATION 21/12/17 TO 30/06/17 REIMBURSE PRO RATA UNUSED PORTION OF SUB LICENCE AGREEMENT AT BROOKTON RAILWAY STATION 21/12/17 TO 30/06/17	379	\$	351.61	08	17/18	REIMBURSEMEN T	RWSTOP - BROOKTON RAILWAY STATION
01/03/2018	95759	BROOKTON PLUMBING REPAIR RUNNING TOILET AT RAILWAY STATION REPAIR RUNNING TOILET AT RAILWAY STATION	379	\$	110.00	09	17/18	00004800	RWSTOP - BROOKTON RAILWAY STATION
01/03/2018	97301	BROOKTON RURAL TRADERS PINE HARDWARE & RURAL SUPPLIES FEBRUARY 2018	379	\$	76.32	09	17/18	FEBRUARY 2018	RWSTOP - BROOKTON RAILWAY STATION
	95865	FREIGHT CLEANING PRODUCTS	325	\$	10.98				RWSTOP - BROOKTON RAILWAY STATION
01/04/2018	97301	BROOKTON RURAL TRADERS PAINT HARDWARE & RURAL PURCHASES MARCH 2018	379	\$	68.17	10	17/18	MARCH 2018	RWSTOP - BROOKTON RAILWAY STATION
	97301	SCREWS HARDWARE & RURAL PURCHASES MARCH 2018	379	\$	8.64				RWSTOP - BROOKTON RAILWAY STATION
18/06/2018	90277	BELL FIRE EQUIPMENT CO P/L FIRE EXTINGUISHER AND EQUIPMENT SERVICING FIRE EXTINGUISHER AND EQUIPMENT SERVICING	379	\$	20.00	12	17/18	00132287	RWSTOP - BROOKTON RAILWAY STATION
26/06/2018	96864	WHEATBELT ELECTRICS RCD AND SMOKE ALARM TESTING ANNUAL RCD AND SMOKE ALARM TESTING OF SHIRE BUILDINGS	379	\$	90.91	12	17/18	2596	RWSTOP - BROOKTON RAILWAY STATION
30/06/2018	97320	SHARYN OLSEN REIMBURSEMENT OF FENCE POST TOPPERS FOR RAILWAY STATION FENCE REIMBURSEMENT OF FENCE POST TOPPERS FOR RAILWAY STATION FENCE	379	\$	160.00	12	17/18	REIMBURSEMEN T	RWSTOP - BROOKTON RAILWAY STATION
	97063	RAILWAY STATION PLATFORM INSURANCE PROPERTY	410	\$	20.44				RWSTOP - BROOKTON RAILWAY STATION
	97063	PIONEER PARK INSURANCE PROPERTY	410	\$	13.85				RWSTOP - BROOKTON RAILWAY STATION
	97063	LIGHTING PIONEER PARK INSURANCE PROPERTY	410	\$	3.24				RWSTOP - BROOKTON RAILWAY STATION
	97063	RETICULATION INSURANCE PROPERTY	410	\$	12.14				RWSTOP - BROOKTON RAILWAY STATION
	97063	FENCING INSURANCE PROPERTY	410	\$	6.95				RWSTOP - BROOKTON RAILWAY STATION
	95917	OVERDUE NOTICE FEE - RAILWAY STATION ELECTRICITY - RAILWAY STATION, OVERDUE NOTICE FEE	380	\$	5.25				RWSTOP - BROOKTON RAILWAY STATION
				\$	1,719.11				
01/10/2018	95615	MORRIS PEST & WEED CONTROL PTY LTD WINTER PEST INSPECTION REPORT TERMITE INSPECTION & REPORT OF SHIRE BUILDINGS	379	\$	226.00	04	18/19	181060	RWSTOP - BROOKTON RAILWAY STATION

01/10/2018	97301	BROOKTON RURAL TRADERS PAINT HARDWARE & RURAL PURCHASES	379	\$	102.71	04	18/19	251164	RWSTOP - BROOKTON RAILWAY STATION
	97301	PAINT BRUSH HARDWARE & RURAL PURCHASES	379	\$	4.54				RWSTOP - BROOKTON RAILWAY STATION
	97301	SILICONE HARDWARE & RURAL PURCHASES	379	\$	21.23				RWSTOP - BROOKTON RAILWAY STATION
	97301	GATE LATCH HARDWARE & RURAL PURCHASES	379	\$	13.40				RWSTOP - BROOKTON RAILWAY STATION
	97301	PADLOCK HARDWARE & RURAL PURCHASES	379	\$	25.45				RWSTOP - BROOKTON RAILWAY STATION
01/10/2018	97301	BROOKTON RURAL TRADERS PADLOCK HARDWARE & RURAL PURCHASES	379	\$	30.90	04	18/19	D1259663	RWSTOP - BROOKTON RAILWAY STATION
01/10/2018	97301	BROOKTON RURAL TRADERS BAIT STATION HARDWARE & RURAL PURCHASES SEPTEMBER 2018	379	\$	22.64	04	18/19	SEPTEMBER	RWSTOP - BROOKTON RAILWAY STATION
	97301	VALVES & ELECTRICAL TAPE HARDWARE & RURAL PURCHASES SEPTEMBER 2018	379	\$	13.09				RWSTOP - BROOKTON RAILWAY STATION
08/11/2018	90277	BELL FIRE EQUIPMENT CO P/L FIRE EQUIPMENT SERVICING 02/11/2018 FIRE EQUIPMENT SERVICING 02/11/2018	379	\$	20.00	05	18/19	00134178	RWSTOP - BROOKTON RAILWAY STATION
01/12/2018	96908	NARROGIN GLASS REPLACEMENT OF WINDOW AT NORTH END ROOM. REPLACEMENT OF WINDOW AT NORTH END ROOM OF RAILWAY STATION	379	\$	178.73	06	18/19	00049080	RWSTOP - BROOKTON RAILWAY STATION
01/02/2019	97475	TADROS ENGINEERING PTY LTD STRUCTURAL ASSESSMENT PER RFQ 02/2018 QUOTATION BRIEF SPECIFICATIONS DATED OCTOBER 2018 AND RESPONSE VP 124213 DATED 18/10/2018 STRUCTURAL ASSESSMENT PER RFQ 02/2018 QUOTATION BRIEF SPECIFICATIONS DATED OCTOBER 2018 AND RESPONSE VP 124213 DATED 18/10/2018	379	\$	3,675.00	08	18/19	0000180	RWSTOP - BROOKTON RAILWAY STATION
01/02/2019	97301	BROOKTON RURAL TRADERS EXTENSION LEAD RURAL & HARDWARE PURCHASES DECEMBER 2018	379	\$	18.17	08	18/19	DECEMBER 2018	RWSTOP - BROOKTON RAILWAY STATION
	97301	EXTENSION LEAD RURAL & HARDWARE PURCHASES DECEMBER 2018	379	\$	8.55				RWSTOP - BROOKTON RAILWAY STATION
	97301	ELECTRICAL TAPE RURAL & HARDWARE PURCHASES DECEMBER 2018	379	\$	6.82				RWSTOP - BROOKTON RAILWAY STATION
	97301	KEY TAGS RURAL & HARDWARE PURCHASES DECEMBER 2018	379	\$	1.21				RWSTOP - BROOKTON RAILWAY STATION
01/03/2019	96809	BROOKTON SUPERMARKET KEY CUTTING KEY CUTTING	379	\$	12.41	09	18/19	01/4209	RWSTOP - BROOKTON RAILWAY STATION
04/04/2019		POWER USAGE ACCOUNT 634202590 BEING POWER ACCOUNTS FOR PERIOD Jan 2019 to Mar 2019	380	\$	435.09	10	18/19	KD161	RWSTOP - BROOKTON RAILWAY STATION

15/04/2019	96864	WHEATBELT ELECTRICS ANNUAL RCD & SMOKE DETECTOR TESTING - RWSTOP ANNUAL RCD & SMOKE DETECTOR TESTING - U1MSOP	379	\$	100.00	10	18/19	2960	RWSTOP - BROOKTON RAILWAY STATION
17/06/2019	90277	BELL FIRE EQUIPMENT CO P/L FIRE EQUIPMENT SERVICING 14 JUNE 2019 FIRE EQUIPMENT SERVICING 14 JUNE 2019	379	\$	66.00	12	18/19	0094	RWSTOP - BROOKTON RAILWAY STATION
				\$	4,981.94				
03/07/2019		Brookton Railway Station BEING ALLOCATION OF INSURANCE PREMIUM 2019/2020 - Property	410	\$	444.80	01	19/20	KD021	RWSTOP - BROOKTON RAILWAY STATION
		Brookton Railway Station - General Purpose Building/Platform BEING ALLOCATION OF INSURANCE PREMIUM 2019/2020 - Property	410	\$	21.04				RWSTOP - BROOKTON RAILWAY STATION
		Pioneer Park - Timber framed metal clad gazebo on brick paving BEING ALLOCATION OF INSURANCE PREMIUM 2019/2020 - Property	410	\$	14.27				RWSTOP - BROOKTON RAILWAY STATION
		Lighting (Spot lights) - Pioneer Park BEING ALLOCATION OF INSURANCE PREMIUM 2019/2020 - Property	410	\$	3.33				RWSTOP - BROOKTON RAILWAY STATION
		Reticulation - Pioneer Park BEING ALLOCATION OF INSURANCE PREMIUM 2019/2020 - Property	410	\$	12.50				RWSTOP - BROOKTON RAILWAY STATION
		Timber and steel rail fencing - Brookton Railway Station BEING ALLOCATION OF INSURANCE PREMIUM 2019/2020 - Property	410	\$	7.15				RWSTOP - BROOKTON RAILWAY STATION
01/08/2019	97581	FLICK ANTICIMEX 6 MONTHS - SANITARY WASTE DISPOSAL AND BACTERIAL TREATMENTS 6 MONTHS - SANITARY WASTE DISPOSAL AND BACTERIAL TREATMENTS	379	\$	350.91	02	19/20	601021326	RWSTOP - BROOKTON RAILWAY STATION
08/08/2019	97227	MCPEST PEST CONTROL ANNUAL TERMITE AND RODENT INSPECTION - RAILWAY STATION, OPSHOP, ARTS & CRAFTS AND PARENTING ROOM. ANNUAL TERMITE AND RODENT INSPECTION	379	\$	165.00	02	19/20	080819	RWSTOP - BROOKTON RAILWAY STATION
	97227	ANNUAL TERMITE AND RODENT INSPECTION - RAILWAY STATION - TREATMENT REQUIRED - SPOT TREAT FENCE ANNUAL TERMITE AND RODENT INSPECTION	379	\$	55.00				RWSTOP - BROOKTON RAILWAY STATION

23/08/2019	97571	RC CONSULTING ENGINEERS RAYMN PTY LTD OSA PRODUCTIONS TRUST SITE VISIT - REPORT - BROOKTON RAILWAY STATION SITE VISIT - REPORT - BROOKTON RAILWAY STATION	379	\$	2,775.00	02	19/20 604	RWSTOP - BROOKTON RAILWAY STATION
04/09/2019	97571	RC CONSULTING ENGINEERS RAYMN PTY LTD OSA PRODUCTIONS TRUST BROOKTON RAILWAY STATION ADDENDUM T BROOKTON RAILWAY STATION ADDENDUM	379	\$	462.50	03	19/20 611	RWSTOP - BROOKTON RAILWAY STATION
06/09/2019	97584	TTFS GROUP PTY LTD BROOKTON RAILWAY STATION - TEMPORARY FENCING PANELS BROOKTON RAILWAY STATION	379	\$	4,146.40	03	19/20 12353	RWSTOP - BROOKTON RAILWAY STATION
13/09/2019	97301	BROOKTON RURAL TRADERS WASHER/PADLOCK/CABLE TIES WASHER/PADLOCK/CABLE TIES	379	\$	16.03	04	19/20 D1273351	RWSTOP - BROOKTON RAILWAY STATION
16/09/2019	96864	WHEATBELT ELECTRICS REPAIR WIRING AND LIGHTING INCLUDING THE SUPPLY OF FLOODLIGHTS AND PHOTOELECTRIC CELLS REPAIR WIRING AND LIGHTING INCLUDING THE SUPPLY OF FLOODLIGHTS AND PHOTOELECTRIC CELLS	379	\$	1,673.97	04	19/20 3155	RWSTOP - BROOKTON RAILWAY STATION
23/09/2019	96864	WHEATBELT ELECTRICS DISCONNECT POWER TO GOODS SHED AND RAILWAY STATION. DISCONNECT POWER TO GOODS SHED AND RAILWAY STATION.	379	\$	150.00	04	19/20 3163	RWSTOP - BROOKTON RAILWAY STATION
12/10/2019	97571	RC CONSULTING ENGINEERS RAYMN PTY LTD OSA PRODUCTIONS TRUST PROVIDE EXPECTED LIFE EXPECTANCY OF BUILDING PROVIDE EXPECTED LIFE EXPECTANCY OF BUILDING	379	\$	1,520.00	04	19/20 624	RWSTOP - BROOKTON RAILWAY STATION
20/10/2019	97571	RC CONSULTING ENGINEERS RAYMN PTY LTD OSA PRODUCTIONS TRUST BROOKOTN RAILWAY STATION - STRUCTURAL INSPECTION AND REVIEW ASBESTOS REPORTS BROOKOTN RAILWAY STATION - STRUCTURAL INSPECTION AND REVIEW ASBESTOS REPORTS BROOKOTN RAILWAY STATION - STRUCTURAL INSPECTION AND REVIEW ASBESTOS REPORTS	379	\$	2,005.00	04	19/20 627	RWSTOP - BROOKTON RAILWAY STATION
04/11/2019	97571	RC CONSULTING ENGINEERS RAYMN PTY LTD OSA PRODUCTIONS TRUST DESIGN DRAWINGS - RAILWAY STATION DESIGN DRAWINGS - RAILWAY STATION	379	\$	1,040.00	05	19/20 640	RWSTOP - BROOKTON RAILWAY STATION

23/11/2019	97571	RC CONSULTING ENGINEERS RAYMN PTY LTD OSA PRODUCTIONS TRUST STRUCTURAL ENGINEERING REPORT STRUCTURAL ENGINEERING REPORT	379	\$	2,127.50	05	19/20	648	RWSTOP - BROOKTON RAILWAY STATION
01/12/2019	97571	RC CONSULTING ENGINEERS RAYMN PTY LTD OSA PRODUCTIONS TRUST RAILWAY STATION - ENGINEERING FEASIBILITY REPORT. MEMORIAL HALL - ENGINEERING FEASIBILITY REPORT	379	\$	7,500.00	06	19/20	651	RWSTOP - BROOKTON RAILWAY STATION
18/12/2019	97625	BROOKTON ARTS & CRAFTS REIMBURSEMENT - REPAIRS TO BROKEN GLASS REIMBURSEMENT - REPAIRS TO BROKEN GLASS	379	\$	87.91	06	19/20	07	RWSTOP - BROOKTON RAILWAY STATION
01/02/2020	97581	FLICK ANTICIMEX 6 MONTHS - SANITARY WASTE DISPOSAL AND BACTERIAL TREATMENTS	379	\$	350.91	12	19/20	601072834C	RWSTOP - BROOKTON RAILWAY STATION
					\$ 24,929.22				
				Grand Total	\$ 42,711.44				

Brookton Reserve 43158 Management Plan

1	Jaz Locke	✓	
2	Graeme Mercer	✓	
3	Belinda Mitchell	✓	
4	Jo Walters	✓	
5	Janice Turrell	✓	
6	Gail Macnab	✓	Withdrawn
7	Lyn Pech	✓	
8	Lyn Bassett	✓	
9	Carol Bond	✓	
10	David Bond	✓	
11	Brad & Naomi Eyre	✓	
12	Joy Reiter	✓	
13	Christina Pech	✓	
14	Theresa Fancote	✓	Withdrawn
15	Niel Bartram	✓	
16	Kathryn Bassett	✓	
17	Judith Sudholz (x2)	✓ ✓	
18	Denise Strange	✓	
19	Beryl Carter	✓	
20	Kerry Toop & Graeme Stanley	✓	
21	Kristy Robertson	✓	
22	Neil and Julie Jefferson	✓	
23	Rosalie Pech Eva	✓	
24	Lyn Messenger	✓	
25	Seabrook Aboriginal Corporation	✓	
26	Jamie Banks & Lisa Johnson	✓	
27	Tim Lange	✓	
28	David Cliff	✓	
29	D & V Cliff	✓	
30	Thomas Crute	✓	
31	Gemma & Troy Bassett	✓	
32	Jan Eva	✓	
33	Kylie Freeman	✓	
34	Verity Trevenen	✓	
35	Dannielle Keatley	✓	
36	Susan Pike	✓	
37	Karry Fisher-Watts	✓ ✓	Withdrawn
38	Amy Eva	✓	



Integrated Planning and Reporting

Submission Form

Brookton Reserve 43158 Management Plan

Draft Reserve Management Plan for the land bounded by White Street, Whittington Street, Bodey Street and Brookton Highway, and Council seeks to consider submissions from the Local Community.

To: The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Jaz Locke
Organisation/Company (if applicable): LockeMess Design/Brookton Tyres
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.

I am very pleased with the plan and support it for all that
it is doing to improve Brookton.

*please see next page for 2.7 Future Use Civic Precinct - 1
suggestions

More info please:

Will the permanent residents of the caravan park also
be relocating? And if so will they have a specific location
within the new park?

Signature:  Date 8/6/20

Please attach additional comment if required.

G:\Master Documents\Forms\Council Property\Submission Form\IPR\Brookton Reserve 43158 Management Plan.docx

2.7 Future Use Civic Precinct - 1

I am sure that it has been discussed already, nevertheless, it would be great to see the current Pavillion extended and utilise the current ablutions (whether that be to the south or to the west of the current pavilion)

instead of building a separate building/hall further off to the side , this would give parents the opportunity to have children to be completing activities within close quarters, instead of having to find someone else to watch smaller children in the playground.

or if there was a reasoning behind the positioning of the new building can you please share. thankyou



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PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Graeme Mercer

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.

More land should be located with industrial - high meaning, making a
Shire Depot should be relocated to industrial area with capacity for 100
existing low capacity is full at current time
The and industrial district should be with better signage (main
youth precinct and area should not be relocated please see
youth district should be put not a discrimination site for two years
The four BMX tracks should be located in the industrial area
near existing BMX track on Bodey St or near school parking
at the school. Nature playground incorporated into sports precinct.
If Shire buildings that exist are underutilized and have no use, then
more won't help.

Signature: [Signature] Date 23-6-2020

Please attach additional comment if required.



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PO Box 42 Brookton WA 6306

or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Belinda Mitchell

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.

1. Shire cannot maintain current buildings so why are you wasting money on more buildings to maintain.

2. Why an expensive barn style when a mezanine will not be part of the shed.

3. Why build chalets when the shire is not in the business of accommodation. Previous Shire rejected approval for accom units to be built behind pub.

4. Why another reception hall when existing is under utilised.

5. Current Pump track on Brookton hwy looks like rubbish tip. This should have been placed in the industrial section of town.

6. The caravan park could be moved to the current shire depot local for easy access to town centre and river. Depot moved to industrial area.

7. Youth building, same as mens shed, why barn style when expensive and roof space not used.

I do agree a tourism building needs to be built. The train station needs to be repaired for tourist purpose only.

The public toilets opposite IGA need upgrading.

Signature: [Signature] Date 23/06/2020

Please attach additional comment if required.





Integrated Planning and Reporting

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PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Jo Walters

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.

attached

Signature: Jo Walters Date 23.06.2020

Please attach additional comment if required.

Review of Brookton Reserve Management Plan 2020 - 2040		
I would like consideration of submissions of such importance be suitably timed not to clash with the agricultural busiest times of the year.		
Precinct		Comments
1	Shire Admin	Good idea to allow space for expansion of administration building, suggestion consider north of existing, White Street
2	Men's shed/ Community garden	The indicative men's shed may be just a bit too much infrastructure "overload" with all the other infrastructure proposed for the area. The Community Garden is ok in this area, perhaps too much area, community groups whose numbers and interest could be challenged over time.
3	Aquatic centre	Good idea to relocate the entrance to White Street, install shaded tiered seating in pool area.
4	Caravan park/ short stay accom	Perhaps it would be ok to relocate the caravan park but the current location with bush setting is shaded, peaceful & has plenty of space for expansion, it doesn't actually move the caravan park very far from where it already is so don't understand why this should even be considered. As Brookton has a population of app 960, I do not believe we can maintain two caravan parks.
5	Sport and Rec	Add more change rooms to current building to better cater for female sports as should have been the case when the building was first constructed. Additional change rooms will provide flexibility for men's, women's & children's sports held on the same day and/or inter-town competitions. Fortunate we have enough space to allow for a future second sports field
6	Youth precinct	Good area for youth, with room for further development, youth need a "hangout area." For continuity success need managed structured events. Youth shed NOT placed near highway.
7	Future Use Civic Precinct 1	Looks like future multi-use hall would most likely replace current town Memorial Hall, the community need to be comfortable doing this.
8	Future Use Civic Precinct 2	
9	Health/Aged Care Accom	Is there a need for a senior citizen hall? It would be better to demolish the old bowling club building use the area for independent living units to be retained by the shire or sold into market. If a senior citizens hall is required by the aged care provider they can build it to service the need in a more appropriate location as part of any aged care expansion. Does the community want the independent units to be sold off to the aged care provider which looks like is being proposed? Any future expansion of the aged care Kalkarni should be looked at the vacant blocks south of the existing building & not north/west into the only natural bushland that is left to us & is the curlews mating & nesting place.

10	Tourism Arts and Cultural	Definitely make good use of our frontage exposure to the highway, it is the best we have going for Brookton, what does the shop" front" mean & how will it affect our local business? Does the historical society really want to relocate from the old police station museum? Add room for office rental.
Other Comments		
1 Cannot see where adequate parking is allowed for in any precinct		
2 Like to see buffer of low growing native plants extended from precinct 4 to Bodey Street.		
3 Replace rusty fence from White street to Bodey street along Brookton Highway		
4 New entrance to sporting ground incorporating the existing memorial to Stan Wall		



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To: The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: JANIRE TURRELL
Organisation/Company (if applicable): BROOKTON LINE DANCERS
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.

Can't find any provisions for a hall or stage in plan. So we would like to see the Memorial Hall maintained in a usable condition, example address fretting brickwork and general upkeep. The toilets require work. Also see the table.

P.L. O'Brien
L. Galland
D. Walker
M.J. Watson
Peggy Skene
Janet Headings
L.M. O'Brien
J. O'Brien
Hallington

Signature: [Signature] Date: 22/06/2020
Please attach additional comment if required.

J. O'Brien
P.O. Box
Lyn Peel.



Integrated Planning and Reporting

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

or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Lyn Peck

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.

1 The caravan park in its current location is often commented by travellers that they like and enjoy the location.

2 Adding a new cultural centre in front of the Aquatic centre would detract from the view of the pool and would be extremely close to the highway. What would happen in the future if the pool needed an upgrade?

3 What would happen to the building that the CRC uses at the moment- very comfortable and central to the town, it is of good construction? The library should be located in that building using staff that know library procedure and a much larger area for books than the small area at the shire- totally unsuitable for children to enter and not welcoming as a library should be

4. Can we justify a new shed for the Girl Guides and the Youth Group? - I would doubt it. Why not wait for a population increase then consider in the future a building. At the moment there are plenty of building underutilised that are perfectly suitable.

Lyn Peck

20/6/20

Please attach additional comment if required.

5. The community garden is in an area of Brookton that has severe drainage problems, causing rising damp and water problems, a continual problem at the old tennis courts, with sewerage. By creating a garden, assuming it requires watering, would add a huge amount of water to this area.
6. A new multi-purpose reception hall is placed to the South of the Pavilion- What type of building is this going to be used for? There should be no consideration to destroying the Memorial Hall and replacing it with a tin Shed that will provide nothing more. Surely the Memorial hall and its history should be of absolute importance to the Shire, both for what it means and its desired location and its huge size. You could never replace a building with its strong characters of a wooden floor and stage, a massive kitchen area and the lessor hall alongside. Nothing has been spent on the Memorial Hall and the Shire has allowed this historic Building to fade away. Jump on board and rejuvenate the building and landscape the outside and make it look like it means something. Build a patio or Shade area and create an atmosphere for visual impact of this building. The lessor Hall could be used by other groups. The town Hall is the only building than can accommodate large numbers of people in Brookton.
7. The oval area appears to be completely clogged with new buildings, what happens in the future if we have a show or Motor Show or Large event at the oval area, would they be able to park?
8. The bike track that has appeared on the western side of the oval has had the trees knocked down and on entry to Brookton along the Highway looks like someone has dumped old tyres and ripped up gravel. This area now needs to be landscaped from the Highway entry to the town. The bike track is far too close to the Hway and should have been taken back from view about twenty meters.
9. This draft design concept has not been advertised in any way to the residence of Brookton, people do not know anything about this at all and closes Friday week, surely this is not acceptable for something that involves a complete remodelled of the towns facilities over the next ten years. The community response to something like this should require at least 80 percent public comment to gather the thoughts of everyone, particularly the younger generation.
10. We have many building in Brookton that are not used to their full potential, they could be managed more attractively. An older style building does not mean it is time to knock it down- many visitors love to see old building in their former glory. I can't imagine that Brookton will have a population explosion any time soon to make full use of these facilities.
I would like to make a final comment that the Memorial Hall needs to be maintained and kept as it should be for future large functions and stage events.

LJRech LynRech.



Integrated Planning and Reporting

Submission Form

Received By Shire of Brookton	
24 JUN 2020	
File #	ADM 0704
Officer	CEO

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To: The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Lynne Bassett

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.

Please see attached pages of submission.

There is not enough room on this form.

Signature: _____

Date

23.6.2020

Please attach additional comment if required.

Q:\Media\Documents\Forms\Forms\Brookton\43158\Brookton Reserve 43158 Management Plan.docx

Submission Form
Brookton Reserve 43158 Management Plan
Submission from Lynne Bassett

What is the time frame for this Management Plan? On the front cover of the plan it refers to a 20 year plan and on page 2, 5 and 36 it is referred to as a 10 year plan.

2.1 Shire Administration Centre Precinct –

I agree to the plan to set the eastern bowling rink aside for any future expansion.

2.2 Community Garden / Men's Shed Precinct -

I don't agree with the future of this precinct. I can't see that building a new building for the Mens' Shed can be warranted with the very low numbers that are currently attending the Mens' shed. The site being used for a Community Garden is also questionable given that there was always problems with the septic system and drainage with the tennis club when they were using this site. Putting a garden area in will only increase the water usage and one would assume, create more drainage problems.

The former Tennis Clubhouse needs preserving for its' historical significance. It is the only stone building of this type that I can think of in the Brookton townsite. I stand to be corrected on this if there are others, but even if there are any others, I feel that this building has Heritage merit for our town.

2.3 Aquatic Centre Precinct – I agree that the ablution and change rooms are long overdue for an upgrade. I totally disagree that a new entry to the pool be via another (proposed) building on the north side of the present pool building.

2.4 Caravan Park / short stay accommodation Precinct –

I disagree with the relocation of the caravan park. Visitors comment on the lovely peaceful location of the existing caravan park being next to sporting venues and a short walk to town and not right on the highway. The proposed new caravan park is right on the highway so would have more road traffic noise. The WB Eva Pavilion is utilised by some caravan clubs for gatherings which brings more tourists to our town. It is very convenient having the Pavilion right next door. To maintain two facilities if a new caravan park is built will just be another drain on the ratepayers of this Shire. Keep the caravan park where it is and upgrade it.

2.5 Sport and Recreation Precinct –

I agree with more storage facilities for sporting clubs at the Oval.

2.6 Youth Precinct -

Hopefully the new pump track will be utilised by the youth of our Shire but I do think that it could have been better positioned. It seems too close to the highway and looks an eyesore coming into town. I think it would have been better positioned a little further from the highway so some landscaping can be done to make it look more attractive. It currently looks a bit like a dumping area for tyres!

Does the small number of Girl Guides warrant a big new shed? There is no size on the proposed new shed but by the look of the 'indicative' youth building it is very large.

2.7 Future Use Civic Precinct (1) -

Totally disagree with building a new hall. We have a beautiful historic Main and Lessor Hall (or it once used to be before it was allowed to fall into the current state of neglect by Council). Refurbish the existing hall and bring it back to its' former glory. It is a huge building with good stage area, good kitchen facilities and a Lessor Hall that could be utilised better. What is the trade off with the new building? A new 'tin shed'? If Council had listened to the community groups that use the WB Eva Pavilion before the new facility was built, we would have ended up with a more user friendly building than we currently have and there'd be no need to build another 'shed'. Council was very short sighted building the current WB Eva Pavilion the size it is. Community groups put a lot of time and effort into plans for what was needed by sporting groups that use this building and this advice was ignored. We now have a not so functional pavilion and Council is proposing to build another one! We do not need another hall, we already have one.

2.9 Health / Aged Care Accommodation Precinct -

I don't agree to the selling off of the former Bowling Clubhouse. This should be retained and refurbished as a Senior Citizens Centre but ownership retained by our Community. Once all these assets are sold off, we have no say in what the area/buildings are used for and who can and can't use them. In years gone by, this building was not only utilised by the Bowling Club as a Clubhouse for members, but was also used as an informal Senior Citizens Centre. Older residents of our town used to gather and play carpet bowls and cards on days when it was not being used by the bowlers so converting it to a Senior Citizens Centre is nothing new but we need to retain ownership so we can control its future uses and availability.

I'm not in total agreeance to selling off the eastern side of the town oval (bush) for private enterprise. Again, once we have sold the asset we have no control over who gets to use it. There is vacant land that may be able to be purchased on the commercial market on the southern side of Kalkarni, as can be seen on the aerial photo and this should be explored before we sell off more community owned assets.

2.10 Tourism Arts and Cultural Precinct -

I don't agree to building this. Apart from the fact that it would block the existing swimming pool, what do we need another building for?

- The CRC is located in a very accessible area in the main town centre – what becomes of this building if they were to move. An empty building in the main street is not attractive.
- Art and Craft are housed next to the Bendigo Bank. What becomes of this space if they move – another empty building in town
- Community meeting room x 1 – we have this already at the WB Eva Pavilion, we don't need another one
- The Historical Society is housed in an historical building. Make this area more user friendly for them
- If this new building goes ahead and access to the swimming pool is through it, who/what is going to monitor people coming and going
- Every group can't expect to have a building dedicated to them, make multiple use of the buildings we already have in this town and maintain them to a decent standard

This Reserve Management Plan appears to be a best kept secret. Many I have spoken to have not even heard about it. There seems to be a rush to push it through with only a 4 week community response timeframe. This is a major expenditure and remodelling for our Shire and I would have thought a mail-out informing every resident and ratepayer would have been a good idea to explain what the Council's plan is, and what will become of all the existing buildings that will become vacant. You only have to drive through most country towns to see what a street looks like with empty shops. Brookton would have to be one of the very few lucky ones that does not have empty shops in its' main street. It is not a welcoming sight for residents or tourists and as time goes by, these empty buildings fall further and further into a state of neglect because owners can't afford to maintain them if there is no rental income.

It seems to me that Council want to build all these new buildings and then they'll have an excuse to demolish our existing historical buildings ie the Town & Lessor Hall and the Railway Station building. I know that our Town & Lessor Hall and Railway station do not fall into this new precinct but you don't have to be that clever to work out what Council's plan appears to be. ie – knocking down our town hall and railway station. Correct me if I'm wrong.

If every old building was knocked down instead of maintaining them, there would be no history in this country. What if York and Beverley had decided that their town halls were old and got rid of them years ago? They are magnificent examples of architecture and history. I realise that our Halls are not in the same architectural league as York or Beverley's but they still hold significant history and sentiment.

These old buildings are OUR history. My family has lived in this district for over 100 years and I feel very sad that Council seems hell bent on destroying the visual history of our Shire. Most currently on Council and employees of the Shire are not descendants from the old pioneers of our district and possibly do not have the same attachment to our history. Pioneers of our district worked very hard in very hard times to scrape together the money to build our heritage buildings. The least we can do is preserve them and their history for generations to come. How is it that York and Beverley can maintain their significant heritage buildings and Brookton can't?

Where is all the money going to come from to build and maintain all these new facilities? Some may be grant money for the initial build but the bulk will fall onto the Ratepayers of this district. The population of Brookton is not exactly booming, in most instances I believe that most clubs and group numbers are in decline. Unless there is a major population explosion, the amount of buildings we have in our town caters for the current population.



Lynne Bassett

0419 421070

24.6.2020



Integrated Planning and Reporting

Submission Form

Received By Shire of Brookton
24 JUN 2020
File # ADM0704
Officer CEO

Brookton Reserve 43158 Management Plan

Draft Reserve Management Plan for the land bounded by White Street, Whittington Street, Bodey Street and Brookton Highway, and Council seeks to consider submissions from the Local Community.

To: The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: CAROL BOND

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.

I REALLY THINK THAT WITH ALL THESE PROPOSED BUILDINGS
SPREADING OUT AND FURTHER AWAY FROM THE CENTRE
OF TOWN IT WILL REALLY CHANGE THE ATMOSPHERE
OF OUR TOWN CENTRE WHICH CURRENTLY HAS SO MUCH
GOING FOR IT. ESPECIALLY ONCE THE RAILWAY STATION
IS FULLY RESTORED AS WELL AS THE MEMORIAL HALL.
THE 2014 CONSERVATION & MANAGEMENT PLAN REPORTED THAT
IT'S A VERY SPECIAL "HUB" INCLUDING THE HALL, SHIRE,
HOTEL & R.C. CHURCH . SEE PGS 2 & 3 ATTACHED

Signature: C.N. Bond

Date 24/06/2020

We need to keep as much bush as possible especially the need to protect our Curlews which are on the endangered list. The Curlews have lived in the bush surrounding the oval for many, many years. The visual aspect of the bush is also very important to us and people visiting.

2.4 Fig 18 The caravan park is in the best place where it is & can always be extended to the south. Talking to visitors who use the park, love it, as it's surrounded by bush, close to the W.B.Eva pavilion for them to socialize, and have celebrations such as "Christmas in July". They enjoy the stroll into town across our well kept oval which is also a great place for children to play in safety.

It's an ideal setup for groups such as the Scripture Union group that come up every summer holidays to entertain the children and young adults of Brookton and surrounding districts, close to the caravan park. There is a dump point already at the park. * Planners need to be very aware of the old palm tree situated south of the existing caravan park, which was the house site of the Collards, who owned and operated the Brookton Brickworks located nearby. The new bike track will be great for the children, as well as the new proposed "Nature Play Ground".

Having the proposed caravan by the pool with frontage onto the main highway will be very noisy with all the traffic, including large trucks travelling east and west. We have travelled 1,000's of kms all around Australia and always try to avoid parks on a main road. There needs to be plenty of room for drive-thru's.

2.6 Fig 34 Great to see that the proposed "Pump Track" has already been built. I'm sure that the surrounding bush will be tidied up so it is visually pleasing for people entering our town. Hopefully there will be signs put up that will tell people about this facility and that they are welcome to use it. I do hope that there will be toilet facilities up there open during the day, otherwise it will look like a travelling truck stop, which is not a pretty sight, not to mention the health risks. Not so sure about another building being proposed to be built there when it's also proposed that a large building is being proposed near the Community Garden and Mens Shed which could include the Guides & Youth Group.

2.7 Fig 45 The proposed plan to have another reception centre hall, south of the W.B.Eva pavilion, really amazes me. We have so many buildings in our great town that are more than able to cope with all that is needed.

With some innovative thinking and planning they will be able to be changed to make them grow into the future for what is perceived to be necessary.

The Memorial Hall really lends itself to have an extension on the north east side to incorporate the halls that are already there . The Shire's " Conservation and Management Plan " of 2014 speaks of the value of this building and also its importance and the good condition that it was in. Some annual maintenance would keep these buildings in the condition that they deserve to be kept in.

2.9 Fig 51 The expansion of Kalkarni would be more suitable going south than to spread into our valuable remnant bush land surrounding the oval . I am sure that with consultation with the owner of the land on the southern end of Kalkarni, this would be a far more suitable proposition. Spreading onto the land near the oval is again going to take away more land that will be used for parking , activities, displays , etc for when the next OTMS is held or other large shows that I am sure will be held in that area surrounding the football oval in the future .With football and other activities that are held on the oval it would be very noisy for the residents.

2.9 Fig 54. I strongly disagree with the proposal to build a large Tourism Arts and Cultural Centre in front of the swimming pool. The area along White St to the north of the shire council offices would be far more suitable with parking for the pool and the Tourism and Arts Centre combined.

The notes say that there will be designated arts/craft room x2 , does this mean that the Patchwork will be able to have a permanent home as the plan is to also make the current " BCI " building into a Snr Citizens Hall .If the Patchwork are given a room we would need a large space to house the equipment that we have purchased and to have a set up as we do now at the BCI building.

The proposal also indicates that the museum will be located there. I would much rather the museum remain where it is in the Old Police Station, especially as we are spending so much money there now, and it looks amazing. Maybe the members of the historical society could have special displays there at different times but they would have to be very well supervised at all times.

Thank you. Regards, Carol Bond .



Integrated Planning and Reporting

Submission Form

Brookton Reserve 43158 Management Plan

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To: The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: David Bond

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.

*note : Bkt Res Plan indicates 2020-2040 = 20 years not 10yrs. 1.3 Adjoining Land - mentions

residential & farmland but NO mention of Hall on the East boundary & it's possible uses.

1.4 Purpose of the Plan- says instil social compatability: NO mention of existing Hall ;

1.5 Planning Context : Dot pt 3. 4 weeks submission period not enough time to consider all

aspects of plan; badly advertised; catered to tech savvy people, not to older generations.

Letter drop would have been far better. PDF form useless. 2.0 Precincts: Existing capacity& cond

of buildings: Were other nearby buildings bordering the reserve, & their capacity discussed?

Remnant vegetation MUST be retained at all cost where possible. Parking needs will be under

pressure all over reserve; problems for OTMS and large shows. Comments continue pgs2,3,&4

Signature:

D. L. Bond

Date

24 /06/ 2020



2.2 Community Garden/ Mens Shed .

No mention of Patchwork Group who are currently using Mens Shed . Where will be their location for the future and will they a similar space?

2.3 Existing Development Aquatic Centre Accessibility

Comment Dot point 3 : Entry taken through a future Tourism Arts and Cultural Centre:

What does this imply? Pool frontage and exposure blocked by a building? Parking issues?

Building would be very close to highway, thus noise and traffic pollution may be a problem.

2.4 Caravan Park/Short Stay Accommodation .

Have caravan clubs and individual visitors been asked if they prefer the existing park in preference to a park closer to traffic and other activity?

Caravan clubs use the pavilion and oval for meeting & socialising .

Many individual caravaners say how the existing location is a great location, and is peaceful but relatively close to town . Also they enjoy the short walk into town and back.

Drive through bays in new area seem very tight and unworkable. * Needs research and feed back from successful parks.

Have the dimensions for the drive-through bays been determined and checked with other parks?

* Chalets will impact on hotels and B&B accommodation.

2.5 Sports & Rec Precinct :Will there be any open land left to hold Motor Shows; Machinery Shows; Cultural Shows? Are Sports Fields the only important part of a community? Many of our sporting clubs are suffering a decline in numbers and their existing buildings and amenities are under-utilised.

2.6 New Pump Loop Tracks are shown as proposed projects in this plan. Are they part of this draft plan, to have comment/ ideas input? Two of them look to be already built . They look to be good tracks , and hopefully will be used by many in the community. Just shows what can be done quickly if people are interested, and want to make it happen! Risk of accidents as a result of track designs and condition need to be thoroughly covered . No need for more youth buildings. So many under utilised buildings now. Nature playground fits well with existing Caravan Park (kids can play nearby).

2.7 The building of a Multi Use Reception Hall , south of the WB Eva pavilion, indicates that those drawing up this draft plan, feel that the Memorial Hall has no practical use or historical significance for the community. This has been accentuated by the Shire's total lack of maintenance and preservation of our historic buildings as valuable community assets and useful buildings. I am totally against the proposal of this planned hall.

The location of this hall is far away from the centre of town (see Pg4.), and I'm assuming, wont be as large as our existing halls. A far better solution would be to restore our historic halls to their former glory and find ways to increase their use. Our Hall is also there for emergencies , ie; Bushfire support/ accommodation/ food preparation, etc. What guarantee would we have that a new hall at the oval would be used any more than our existing hall?

2.8 Precinct -2 Leave this area for large shows . eg displays, sideshows, parking, etc.

2.9 Health /Aged Care This shows using up MORE of showgrounds space. Leave area for large shows, eg exhibits, demonstrations, equestrian, swap meets, etc.

* Suggest buying vacant land for expansion South of Kalkarni .

2.10 Tourism Arts and cultural Precinct

This building would block view of swimming pool and increase likely parking issues. It would be close to highway, getting noise and road pollution issues. Do the CRC and the Historical Society want to shift from where they are now located ? I assume not?

I think this building is unnecessary and just another building to staff and maintain.

The Lesser Hall would be suited for some of these groups to use. (see map att pg4..) Rooms could be added to North side of Lesser Hall for more groups to use. It has public ablutions; large kitchen; it could also have demountable internal walls for future reconfiguration. The Lesser Hall is within close proximity to highway, and, with good signage, would be easy to access with good parking space.

*Tourists really need to be attracted to main street . * Use Railway Station for tourism, a VERY suitable place, along with Op Shop & Craft Shop.

3.0 General Access & Connectivity - Memorial Hall is just over the road from the Shire Admin and is passed when walking to town. It MUST be part of this overall plan!

GENERAL COMMENTS: I am very disappointed that the Memorial Halls (which are part of our town's history, and are such important and useful buildings), are not even mentioned or considered, even as they border the reserve that's being discussed! I feel that the deadline for submissions should be extended, as so much more research is needed to obtain factual information , eg; correct sizes of buildings and spaces within them; critical distances for drive through caravan bays. I feel there will be more under-utilisation of existing buildings eg, CWA , RSL, Uniting Church (Guides), Country Club, WB Eva Pavilion, Noongar hall in King St, Lesser Hall, Memorial Hall, Brookton Railway Station, CRC, Old Bowling Club, Old Police Station.

Thank you for accepting my submission. Regards, David Bond 22/06/2020

D. 50.00. 1604.

SHOWING PROXIMITY OF MEMORIAL HALL TO RESERVE 43158

AND DISTANCE FROM PROPOSED MULTI-PURPOSE HALL 7.
AND TOURISM & ARTS BUILDING
10.



Figure 3 – Precinct Plan

Received By
Shire of Brookton
24 JUN 2020
File # ADM 0704
Officer CEO



Integrated Planning and Reporting

Submission Form

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To: The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Brad & Naomi Eyre

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.

Like the idea for the caravan park at the old fire track and can understand the reason for the Tourism Arts & Cultural,

but still think the Tourism Arts and Craft should remain in the main street to accommodate existing businesses.

Don't believe we need a Multi-purpose Reception Building/ Hall. Already have the WB pav, town hall and Country Club.

Signature: _____

Date

24.6.2020

Please attach additional comment if required.

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Received By
Shire of Brookton

24 JUN 2020

File # AOM0704
Officer CEO

Integrated Planning and Reporting

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To: The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Joy Reiter
Name: _____
Brookton Community Inc.
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.

On behalf of Brookton Community Inc. (BCI) we wish to express our support of the Reserve

Management Plan. We are excited to have BCI buildings and community spaces at the heart of this project. We are looking forward to seeing how this area grows. It is especially important to see spaces for all different ages and demographics represented. From our children and youth to our seniors, it looks like Brookton is preparing for the future. We're looking forward to making the community garden a place where everyone can gather, rest, engage and celebrate over the years to come.

Signature: _____

June 22, 2020
Date _____

Please attach additional comment if required.

1. Please attach additional comment if required. 2. Please attach additional comment if required. 3. Please attach additional comment if required. 4. Please attach additional comment if required. 5. Please attach additional comment if required. 6. Please attach additional comment if required. 7. Please attach additional comment if required. 8. Please attach additional comment if required. 9. Please attach additional comment if required. 10. Please attach additional comment if required.

Shire of BROOKTON

Integrated Planning and Reporting

Submission Form

Received By
Shire of Brookton

24 JUN 2020

File # ADM 0704

Officer CEO

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To: The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Christian Rech

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.

2.6. YOUTH PRECINCT - could a better building than a shed be constructed as a youth building? I feel that Brookton will end up with a lot of Sheds instead of some decent long-lasting buildings that the town needs.

2.7. Civic Precinct - How much use is the new Hall going to get with the Pavillion & Existing Town Hall? Refurbishment of existing Town Hall instead of building a new one should be prioritised

Signature: [Signature]

Date 24/6/2020

Please attach additional comment if required.



Integrated Planning and Reporting

Submission Form

Received By	Shire of Brookton
Date	25 JUN 2020
File #	ADM 0704
Officer	CEO

Brookton Reserve 43158 Management Plan

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To: The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: NIEL BARTON

Organisation/Company (if applicable): Patchwork & ARTS & CRAFT

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.

I Am interested in the project but hope the
rooms will be large enough for all.

Signature: Niel Barton Date 25-6-2020

Please attach additional comment if required.



Received By	Shire of Brookton
Date	25 JUN 2020
File #	ADM 0704
Officer	CEO

Integrated Planning and Reporting

Submission Form

Brookton Reserve 43158 Management Plan

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To: The Chief Executive Officer
Shire of Brookton
PO Box 42, Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Kathryn Bassett

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.

2.1 - Proposed development - refurbish council chambers & administration office;

We have historic buildings in town that require maintenance & attention to Our Historic Hall / Railway Station. Not part of the reserve management plan but buildings of significance.

2.2 - Community Garden / Mens Shed

Other groups may also benefit from this building, more general purpose, patchwork group have been sharing the current mens shed, girl guides may also be considered.

2.4 - Caravan Park/ Short Stay Accommodation

I feel that the current location is more appealing, quieter than being on the highway, Y&A Park is also utilized and future development could extend South. Town centre being a short pleasant walk.

Not in favour of the proposed 4 x Chalet accommodation as I feel that this would impact on our current accommodation, that being our 2 x hotels & B&B.

2.5 - Sport & Recreation Precinct

Is the proposed area for a second sports field necessary? this is the area that we use for the OTMS & any other machinery days or agricultural events.

Signature: [Signature] Date: 24/6/20

Please attach additional comment if required.

Submission Form Attachment pg 2

2.6 Youth Precinct

Work already carried out on two tracks ? This appears to be a good area, hopefully can be utilised by all local youths, maintained & kept neat. A nature playground would be a practical addition beside.
I don't think a youth building is required but maybe an ablution block built.

2.7 Future use Civic Precinct 1

Multi - use hall for all events you listed ????

It's a definite NO from me . Has our existing historical Memorial Hall been forgotten? Our Memorial Hall is in the 'heart' of our town..... It is in fact the 'Heart' of our town where all these functions you mentioned for the proposed Multi – use hall are already happening ! As indicated in my first comment in 2.1 this is where the focus should be, before all this new development is even considered.

2.8 Future use Civic Precinct 2

Just because it is vacant land why does development need to occur ? Again this is area that is used for events such as our OTMS & the like.

2.9 Health /Aged Care Accommodation

Kaikarni Aged Care Facility could expand on the South & not West as designated 9 on the Precinct plan Fig.3 as this nature reserve is the sanctuary of a group/flock of 'Curlews' that have inhabited this area for some years now. Our residents delight in seeing these birds, who, are far from shy and come up to the windows for some interaction with the residents during the day. So much so that the residents have adopted the name 'Curlews' when they represent the Aged Care games each year and have had special T shirts embossed with a picture of these birds.

2.10 Tourist Arts & Cultural Centre with Museum

Another building to maintain! I disagree with this proposal to be built in front of the swimming pool. The area designated for future development of the Council offices, West of existing offices could be the area for a tourist & Cultural centre.

I would like to see the museum located in the Old Police Station in the main street remain. This building has had some upgrade work done & is looking very fresh. I think this is a great location & another building with significant history.

Comments on closing – We have a town with so much history & character, we don't want to have this new proposed development detract from that. Please preserve what we already have. Please show regard for our town history by renovating and repairing our Memorial Hall & Railway Station.

Thank you

Kathy Bassett

<



Integrated Planning and Reporting

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Received By	Shire of Brookton
25 JUN 2020	
File #	ADM 0704
Officer	CEO

Submission Form

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Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: ~~SEAN~~ JUDITH SUDHOLTZ

Organisation/Company (if applicable): BOI PATCHWORK & CRAFT GROUP

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. ON BEHALF OF ABOVE

OUR GROUP SUPPORTS THE PROPOSAL
PROVIDED THE WORK SPACE WE ARE ALLOCATED
IS LARGE /SUFFICIENT FOR OUR NEED WITH
STORAGE FOR OUR SUPPLIES AND LONG ARM
QUILTING MACHINE

SECRETARY / TREASURER
Signature: [Signature] Date: 25-6-20

Please attach additional comment if required.



Integrated Planning and Reporting

Received By
Shire of Brookton
25 JUN 2020
File # ADM 0704
Officer CEO

Submission Form

Brookton Reserve 43158 Management Plan

Draft Reserve Management Plan for the land bounded by White Street, Whittington Street, Bodey Street and Brookton Highway, and Council seeks to consider submissions from the Local Community.

To: The Chief Executive Officer

Shire of Brookton


PO Box 42 Brookton WA 6306

or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: JUDITH SUDHOLTZ

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.

GREAT TO SEE SOME FUTURE PLANNING.
FOR OUR TOWN.

* CRAFT/CULTURAL/TOURISM HUB - GREAT IDEA AS
LONG AS THERE IS ENOUGH WORK SPACE FOR THE
PATCHWORK GROUP AND STORAGE.

* HEALTH AGED CARE - CONCERNED REGARDING THE
CURLEW BREEDING AREA BETWEEN THE OVAL
AND KALKARNI.

Signature:  Date 25-6-20

Please attach additional comment if required.



Integrated Planning and Reporting

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To: The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Denise STRANGE

Organisation/Company (if applicable): PATCHWORK GROUP

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.

As long as we have a large team to fill all
our gaps, which is quite a lot.

Signature: Denise V. Strange Date 25-6-20

Please attach additional comment if required.

Full Name (Printed): _____ If you have a company name, please print it here: _____ Reserve Management Plan



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To: The Chief Executive Officer
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PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: BERYL CARTER

Organisation/Company (if applicable): PATCHWORK

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.

AS LONG AS THE PATCHWORK ROOM IS
BIG ENOUGH FOR WHAT WE WANT.

Signature: B. Carter Date 25.6.20

Please attach additional comment if required.

Documents/Forms/Council Property/Submission Reserve



Integrated Planning and Reporting

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File #	ADM 0704
Officer	CEO

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To: The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Kerry Toop & Graham Stanley

Organisation/Company (if applicable): The Brookton

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.

Please see attached submission

Signature: [Signature]

Date

25/06/2020

Please attach additional comment if required.

Management

This submission discusses the Brookton Reserve 43158 Management Plan and how the plans align with the Shire of Brookton's earlier planning documents listed below.

1. Local Planning Strategy 2014
2. Age Friendly Community Plan
3. Next Generation BROOKTON Shire of Brookton's Corporate Business Plan < 2021

Within the Local Planning Strategy, the Shire of Brookton vision stated the following:

1.0 VISION

The Council's vision for the district is to:

"Support thriving, strong and sustainable communities and a diversified economy which are in harmony with productive agriculture and which value the natural environment, landscapes, heritage and culture."

The vision for the Shire of Brookton is:

"The vision for the Shire's future will centre on ensuring that the population, level of economic activity and services grow in a manner that retains the area's unique character and heritage values.

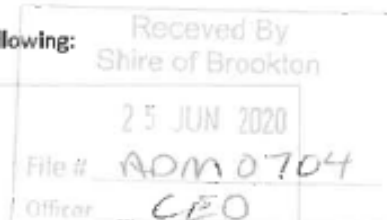
This will mean that we will need to invest resources into attracting aspirational businesses and residents, exploring alternative land development scenarios, forming strategic alliances and lobbying government agencies for additional funding and assistance.

As relatively new residents to the Shire, we would like to know what progress has occurred since the Local Planning Strategy 2014 was published and how the Brookton Reserve 43158 Management Plan will deliver on the strategies identified in the Local Planning Strategy, Corporate Business Plan, Age Friendly Community Plan and the Next Generation Brookton Book of Initiatives. We have attempted to locate information via your website that reports on the progress to date on the various projects identified in the documents named above but we were unable to source / locate the information.

We understand that individual concept plans will be submitted to the Shire for endorsement for each precinct and that the concept plans will build on the management plan and provide additional detail on implementation, management approach and maintenance programs. However, we believe that the Management Plan in its current form does not provide sufficient detail to allow members of the community to visualise the Shire's vision to become a well-recognised business and agricultural hub, a flourishing stop-over destination and a celebrated place to live.

A flourishing stop-over destination is a wonderful objective and would support the other elements of the Shire's vision. However a flourishing stop-over destination (facilitated by the construction of short term accommodation) should not cause the decline of existing businesses offering short term accommodation, employment and social opportunities for the community.

We are also concerned about the viability of the shopping precinct when various services are relocated. The CRC and the local history museum occupy premises within the shopping precinct. The CRC is located in an area that is front and centre and easily accessible to all community members. The relocation of the



CRC and other community groups could result in further segregation of services and impact on the usage of the CRC services and also leave the shopping precinct with 'gaps' and empty shop fronts.

Asset Management

The Management Plan does not include any detail as to how the Shire of Brookton's new infrastructure assets will be managed. However, given the condition of existing assets (owned and leased) we are concerned that the new infrastructure will be built to the detriment of existing assets. We are unsure if the Shire has an asset management plan for existing infrastructure because we could not locate one on your website.

The Town Hall and the Railway buildings are in a sorry state. They are 'sentimental' buildings that tell many stories and they have been allowed to slowly deteriorate over many years. We believe that the buildings are recoverable and that the Shire should concentrate on renewing these buildings and celebrating their contribution to the community. It is our opinion and belief that the Shire should utilise what it already has and explore options for repurposing the buildings and bringing them back to their former glory. The long-lived nature of existing infrastructure assets and the proposed new infrastructure means that planning must be based on a full understanding of the total costs throughout the lifecycle of the Shire's existing and proposed buildings that have been identified in the Management Plan.

The Brookton Beverley Local Planning Strategy promotes the concepts of sustainability, place making and community stakeholder ownership. It also reflects the objectives identified in the WAPC 'Liveable Neighbourhoods' operational policy that guides sustainable development. The Local Planning Strategy (2014) endorsed the development of communities that are well connected and safe for pedestrians, cyclists and residents.

'Liveable neighbourhoods' cluster groups around activity centres to ensure that no-one is isolated. This is particularly important for our aged and young community members. The Shire's Management Plan does not take into account the needs of our aged or our youth. It does not 'cluster' the groups but instead isolates groups from each other and the main shopping precinct.

The shopping precinct should be encouraged to tell its story. The Shire has an opportunity to support the owners and encourage revitalisation of the buildings and the historic value they present.

Our comments and objections relate to Precincts 4, 6 & 9

Precinct 4

Caravan Park / Short Stay Accommodation Precinct

We strongly object to the Shire's proposal to include up to 10 short term accommodation units for workers.

Graham and I purchased the Brookton Club Hotel two years ago and have worked tirelessly to renovate and restore the existing accommodation to a high standard. Our business has an excellent reputation for cleanliness, comfort, customer service and reliability. We believe that we are one of the aspirational business that the Shire of Brookton wanted to encourage. Jelocobine Farm is another.

We envisage opening a small bar serving craft beers, installing an in-house nano distillery and a café within the existing floor space. We want to share our vision with the Brookton community, surrounding town and tourists. Our 10 year plan includes building additional accommodation at the rear of the property that meet the needs of disabled persons and customers who want to experience high end accommodation within the town.

All of the above would encourage tourists to Brookton and assist the Shire to meet their vision of a flourishing stop-over destination. Many residents have described Brookton as a 'drive-thru' town. We believe that the Shire is well placed to work with and not against local businesses to develop tourist attractions that give tourists a reason to stop and stay in Brookton and not drive thru. Building short term chalets for workers is not facilitating tourism, it is facilitating accommodation for workers. Employers needing Accommodations should be responsible for the provision of suitable accommodation or and not rely on the Shire to support their accommodation need.

Our business will offer tourism opportunities that include annual high tea events, dinner parties on our balcony, cultural events that include guest musicians, Christmas in July, club functions and fun events that include murder mystery nights, jazz weekends, cooking classes and wedding packages. We will partner with other service providers to deliver tours, photographic opportunities (weddings) and real farm experiences.

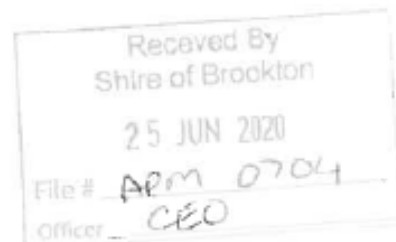
Tourists are our major customer segment and our accommodation is a major component of our business planning. If the Shire builds short term accommodation, the Bedford Arms, Gidanga House – B'n'B and our business 'The Brookton' will be financially disadvantaged.

We will seriously consider our long term commitment to Brookton if the Shire becomes a competitor. We pay rates, employ staff and contribute to the community through volunteering. The two hotels have a long history of bankruptcy. We want to turn that around! As ratepayers, we do not appreciate the added competition that the Shire would add to the mix. Roads, rubbish and rates are shire business. Short term worker's accommodation is not.

We do not have a problem with the Shire developing the caravan park. It is another asset that has been allowed to deteriorate. It is an embarrassment and should be revitalised. We think that the Shire should concentrate on turning the caravan park into an award winning facility that caravanners talk about. Build it and they will come – with their vans and tents.

It is the Shire's responsibility is to provide services to people and the community. It is not local government's role to build short term worker's accommodation that threatens the livelihood of existing businesses.

Short term accommodation is our bread and butter. It is our only income and pays for work to be done around the property. The building was neglected for decades and we are slowly transforming her room by room. We are committed to the town, the community and our building. However, we will not succeed if the Shire goes into direct competition with us.



Precinct 6

Youth Precinct

The placement of the Youth Precinct on the boundary also segregates and isolates the youth. Out of sight and out of mind creates opportunities for activities not in keeping with expected behaviours and could lead to anti-social behaviours. The location is also not within walking distance of the shopping precinct. Precincts that are activity based should be located within close proximity of each other. Consider locating the youth precinct alongside of the pool precinct. Build an activity hub that is accessible for all. Provide easy pedestrian access for our aged community and develop/rebuild the pool so it is modern, streamlined and welcoming. Don't just do a cosmetic fix. Katanning has built an adult park. It is a fabulous example of a 'can do' attitude and visitors to the town appreciate the park and the amenity it offers. The Shire could create an amazing space that is considerate of all demographics. Precinct 3 & 6 should be amalgamated to become a showcase activity area that is welcoming, designed with all demographics in mind and encourage tourists to stop, stay and enjoy.

Precinct 9

Health / Aged Care Accommodation Precinct

Placing the aged care accommodation in Precinct 9 does not ensure convenient access for pedestrians, particularly the aged within our community. Precinct 9 is not within easy walking distance to the Post Office, bank, hardware, café or local IGA store. All of the services are located on the other side of the railway line. This presents safety hazards for our aged as they have to cross a major highway and the railway line to reach the shopping precinct. This in itself is a deterrent for the aged and will not encourage walking as an activity or well-being. Locating the aged care accommodation next to Kalkarni may seem 'clever' but it could also be seen by some as the 'last stop' before their transition to Kalkarni (now owned and operated by Baptist Care) which is the 'last stop'.

The Shire's Age Friendly Community Plan states that "...that projected growth rates for the older population in regional WA are greater than for metropolitan areas and therefore there is a pressing need to address current issues and prepare for future demands". Consideration should be given to the placement of an aged care precinct that is located in close proximity to services, activities within easy access to those services. The Shire should consider developing connected footpaths that are easily traversed, increasing housing stock to meet the growing demands of ageing, indigenous population and older persons wanting to live in Brookton.

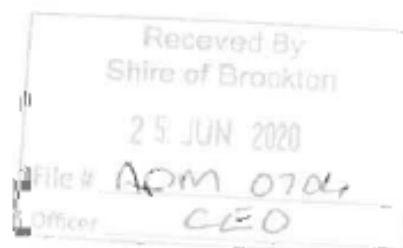
Why is the Shire considering an extension to Kalkarni Residential Aged Care facility when they no longer own the facility?

Summary

The Management Plan is a good starting point. The Plan demonstrates that the Shire is looking to the future. However, we believe that the ideology behind the plan needs to be re-considered and further exploration of the area and the proposed precincts should be completed before the first sod of earth is turned. Consultation with specialists who understand planning and community connectivity should be employed to review the Plan and consult with the community before commencing any works.

Thank you for the opportunity to submit our thoughts and objections.

Kerry Toop & Graham Stanley
24 Williams Street
Brookton 6306
[REDACTED]





Integrated Planning and Reporting

Submission Form

Received By Shire of Brookton	
25 JUN 2020	
File #	APM 0704
Officer	CEO

Brookton Reserve 43158 Management Plan

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To: The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Kristy Robertson

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.

See Attachment

Signature



Date

25/6/20

Agree with more aged care/independent living areas.

The pool area - I suggest instead of the game area maybe a water park for small kids? I can see the game pieces being vandalised and stolen and not really be used. Also better lawn/ synthetic turf around pool to reduce sand and grass in pool. Maybe some water slides? The blow up toys get used when we allowed to set them up however to me they are a disaster waiting to happen. Maybe slides a better idea? Maybe a water play area for little kids that cant swim. Definitely needs roof on change rooms, can we please have HOT showers, at the moment there is no hot water, not ideal when swimming lessons on in cold weather or for early morning swimming.



I don't see a need for a new hall. The money spent on building a new hall could be spent on renovating the existing hall and retain some history. And also how often is a hall actually used – can we justify building a new one??? I think we are well covered for function spaces for the size of our population. Pavilion, Existing Hall, Country Club. Its all well and good to build new spaces but if they aren't going to be used there is no point and just cost us money in maintenance.

How many more staff will be at the shire in the future? Justify a larger building for a small shire and population?

New caravan park – Is it ideal to have the entry off the main highway? Wouldn't it be better to have the entry/exit onto the highway? New road to gravel standard? – why wouldn't you use bitumen when you will be building a new facility do it properly to begin with, a gravel entry will just make it look unfinished and a half completed job. Maintaining existing caravan park facilities for maybe once a year usage? Is this viable?

The 2 proposed sheds, one for the mens shed/garden and one for the youth – make sure each group can full lock their areas away from the other groups. As well all know things get 'borrowed' and never returned so they need their own lockable areas.

Tourism Arts and Cultural Precinct – great ideas to have CRC here for tourist info and caravan booking.

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PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Rosalie Pech Eva

Organisation/Company (if applicable): Office of Regional Architecture

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.

PLEASE REFER ATTACHED...

Signature: Rosalie Pech Eva

Date: 24/06/2020.

Please attach additional comment if required.

BROOKTON RESERVE 43158 MANAGEMENT PLAN 2020 – 2040

Thank you for the opportunity to comment on the Brookton Reserve 43158 Management Plan 2020-2040. I have read the detail of the Plan with great interest, from the viewpoint of a community-member and as built-environment professional of 25 years' experience standing. In principal I support the development of an overall vision for future use of the Reserve, and the layout, site location, relationships between, and proposed development nominated for, the 10 individual land-use Precincts within the Reserve. This plan must be benchmarked against the criteria put forward by the Brookton 20 in the Brookton Strategic Community Plan 2027.

With respect to the adequacy of community consultation for the Reserve Management Plan 2020-2040, the current process falls far short of the standard required for a local government to comprehensively and thoroughly canvas community opinion about its content. I would refer you to the Town of Narrogin Community Consultation Policy, which sets a suitable standard for community engagement, and sets out the huge variety of modes and approaches which can usefully be undertaken to truly gauge community sentiment towards an issue. (Attached: Town of Narrogin Community Engagement Policy)

With respect to the Brookton Reserve 43158 Management Plan 2020-2040, my comments and suggested amendments relate to the proposed buildings on Precincts 5, 9, & 10:

5. Sport and Recreation Precinct

- *Multi-use hall with commercial kitchen and shaded alfresco - use for staged events, receptions, conventions, public meetings, assemblies, and other community gatherings, performing arts and movies, private functions, and funerals – by Shire.*

These functions duplicate those provided by the Brookton Memorial Hall complex, which is situated adjacent to and abutting the Reserve, and the existing WB Eva Pavilion on the Reserve, and therefore creates an unnecessary duplication of existing Buildings, which if effectively maintained and adapted can serve the community for years to come.

The Memorial Hall complex has apparently been neglected through lack of a timely and transparent use planning process, and its fabric is unsupported by appropriate maintenance & refurbishment to suit contemporary community needs, despite anecdotally widespread community affection for and support of its ongoing conservation and reuse. The current condition of the buildings and site represents a failure to adequately maintain the building fabric and surrounds, and to plan for its future redevelopment to serve changing community needs

The current and future use of the Memorial Hall complex asset should be interrogated, and extensive community consultation undertaken, by experienced built-environment practitioners with expertise in conservation and heritage building management, and subsequently adaptive reuse design with wide community consultation, should be undertaken. Dialogue about the future of the Memorial Hall complex needs to be happening concurrently with the Reserve Management Plan 2020-2040 as any speculation about relocating the traditional functions of the Memorial and Lesser Halls from a site which represents a major cultural heritage artefact for the Brookton community, should only occur with meaningful community consultation, lest failure to engage with the relevant issues results in demolition through neglect.

9. Health /Aged Care Accommodation Precinct

- *Refurbishment of Fmr. bowling club house to Senior Citizen Hall.*

I strongly support the adaptive reuse of the former Bowling Club as a Senior Citizens Club Rooms, and for it's use to be integrated into the provision of the range of aged and elder care services which Brookton service providers currently provide. Anecdotally, I have heard comment from community members that they fear a 'ghettoization' of age appropriate accommodation (as opposed to dispersing it throughout the townsite), and the lack of walkability between the proposed location of aged accommodation and essential services like the Pharmacy, Bank, Hairdresser and Butchers shops. Future detailed planning should accommodate these concerns. The dangers associated with both children and the elderly crossing both Williams Street and the Brookton Highway have also been highlighted to me as cause for concern.

10. Tourism Arts and Cultural Precinct

- *The purpose of this Precinct is to cater for tourist information and guidance, production and sale of local arts and crafts, display of historical and cultural information, provision of community services and information, and future entry to Aquatic Centre.*

These functions are currently housed in the Brookton CRC (currently housed in premises in Robinson Road), Brookton Museum & Historical Society (currently housed in the Old Police Station), Brookton Arts & Crafts (currently housed adjacent the Bendigo Bank, formerly in the Old Railway Station before it was closed to public access after being allowed to fall into disrepair after many years of neglect), and a Tourist Information point, which Brookton currently does not have, but was previously housed in the Old Railway Station).

Relocation and colocation of these functions will leave several existing buildings in the town centre empty. Nothing reveals more vividly the decline of a small Wheatbelt town than empty neglected buildings in the main shopping street. The Reserve Management Plan 2020-2040 should address the need to require, as a condition of planning at time of Concept development, concurrent planning for the future proposed use, maintenance, and management of the donor/abandoned premises.

There is no doubt that co-location and resource sharing, including of premises has many benefits in small communities with limited resources, but due consideration should NOW, during this early visioning and planning stage, be given to the future of the buildings and facilities vacated by each of the respective entities. I request that the Shire of Brookton proactively circumvent any such decline of the Town Centre by, simultaneously with carrying out broad precinct planning, create a future vision for the Brookton Memorial Hall buildings and site, and the Old Railway Station Building and surrounds.

It is obvious, due to the detailed listing of building characteristics, rooms types and details, that the proposed building on the site has gone far past the early stage visioning that should define a Management Plan. I refer to the listed characteristics of the proposed building:

- *New purpose-built facility – by Shire - incorporates:*
 - *public entry doors x 2.*
 - *communal reception/shop front and CRC office.*
 - *designated arts/crafts rooms x 2.*
 - *community meeting rooms x 1.*
 - *large Heritage display rooms, work room and designated storage area.*
 - *limited external heritage display.*
 - *amenity rooms – kitchen/general store/cleaner's room.*
 - *public ablutions – disability standard.*
 - *designated access to Aquatic Centre facility.*
 - *external tourist signage and wall mural.*
 - *dismountable internal walls for future reconfiguration.*

By the detail of the characteristics listed (2 public entry doors!), this building is much more than the broad-brush visioning and strategic framework that the management plan prologue claims. This level of detail is unsuited to the strategic nature of a Management Plan, being more suitable to a preliminary architectural Brief, which could only be arrived at after wide stakeholder consultation and community engagement. An appropriate level of stakeholder consultation, community engagement and consensus has not yet occurred, as anecdotally the Brookton Museum & Historical Society (currently housed in the Old Police Station) management committee and members are happy with their current accommodation, and fear for the future conservation of the Old Police Station complex if it were to be left unoccupied.

I hold the same fears for the Memorial Hall complex and the Old Railway Station, and would be keen to avoid this outcome by working proactively with the Shire of Brookton to build a better future for the Shire's culturally significant built heritage.

Rosalie Pech Eva
Director & Registered Architect
Office of Regional Architecture

24 July 2020

1.14 Community Engagement Policy

Statutory context

Local Government Act 1995 –

s.2.7 – adoption of policies

Integrated Planning and Reporting Guide and Framework

Corporate context

Nil

History

Adopted

25 September 2019

Policy statement

This policy outlines the purpose, principles and approach to community engagement to be taken by the Shire of Narrogin when engaging communities and stakeholders.

The policy will be applied by all employees and consultants appointed by the Shire when engaging those affected by and interested in decisions to be made by the Shire.

1. Purpose

The Shire of Narrogin is committed to providing opportunities for all members of the community to participate in civic decision-making processes.

The Shire recognises that the community is a source of knowledge and expertise, and this can be harnessed to help find solutions to local issues as well as complex Shire challenges.

Community engagement is a key part of our commitment to be a transparent and responsive organisation. Our objective is to make better decisions by giving a voice to communities and stakeholders on matters and topics that are of interest and important to them and to develop and encourage a culture which respects and welcomes community input.

2. Principles

The Shire of Narrogin's approach to community engagement is guided by the following principles:

2.1 We clearly communicate why we are engaging and the community's role in the engagement.

From the outset, we articulate the purpose of our engagement and what will happen as a result of any information gathered. We explain what level of influence the community, stakeholders and Council have on the decision to be made, and any associated limitations or constraints. We consider the requirements for each project and its level of potential impact on the community to determine the required level and timing of engagement. We provide all information necessary so participants can make informed choices.

2.2 We carefully consider who to engage.

Before we begin engaging, we identify communities and stakeholders who are directly involved, or likely to be affected by the project. On major projects that set a direction or define a position for the Shire, we encourage broad community participation to ensure that a diverse range of views and ideas are expressed and considered. We also consider barriers that prevent or deter people from participating in engagement activities and consider ways to minimise them.

2.3 We explain the process.

We aim to be transparent, and make our decision-making process clear. We do this by explaining upfront the process to be undertaken, identifying where there is opportunity for the community and stakeholders to have input, and where the decision-points are.

Where possible, we build on the outcomes of previous engagement. If the engagement crosses over with a previous engagement process, we explain the outcomes, identify how they relate to the current process and why a new process is required.

2.4 We carefully consider how to engage and ensure our processes, venues and information are accessible.

We recognise people engage with civic life in different ways depending on a number of factors, such as age, background and ability. We aim to be responsive to this broad spectrum of needs, and ensure there are multiple engagement methods in various settings, to achieve appropriate community participation.

We ensure our engagement is accessible by providing information in clear and easy to understand formats, or is available in alternative formats on request. Our engagement events and venues are designed to be accessible whenever practical and achievable.

2.5 We design our engagement to be engaging.

The Shire of Narrogin is working to continuously improve how we engage, and design approaches that are creative, relevant and engaging. We are open to new and innovative engagement methodologies, and we are working on ways to tailor our approach to draw people into the process and maximise the reach and impact of our engagement.

2.6 We complement our engagement with high quality communication.

We provide clear, comprehensive and accessible information, written in plain English, to stakeholders throughout the engagement process. Information about our engagement is available at Have Your Say on our website (<https://www.narrogin.wa.gov.au/have-your-say.aspx>) and through the Shire's usual communication channels.

2.7 We acknowledge contributions made during the engagement process and let participants know how their feedback was used in our decision-making.

We are transparent with the community about how their participation was considered, by reporting back what we heard from contributors and how their input has been incorporated in decision making. We share the results of engagement through Have Your Say - (<https://www.narrogin.wa.gov.au/have-your-say.aspx>)

We also advise contributors when the matter is to be considered by Council so they may attend Ordinary Council Meetings if they wish.

3. Approach**3.1 When we engage**

The Shire will engage with the community when:

- Council resolves formally to engage.
- A decision or plan will substantially impact the community and there is some part of the decision or plan that is negotiable.
- Stakeholders or the community have expressed an interest, or could be interested in a decision or plan where there is a range of potential outcomes.
- Community input can enhance decision-making, project outcomes or future opportunities.
- There is legislation, policy or an agreement requiring community engagement or consultation.

3.2 How we engage

The level of engagement will vary depending on the nature and complexity of the project or decision and will be guided by the Shire of Narrogin community engagement principles as set out above in Section 2 of this Policy.

Consideration is given to matters like community and stakeholder interest, political sensitivity, opportunities for partnerships, the level of impact, legislative requirements, time and resource and budget constraints. These considerations will guide how and when in the life of a project or decision community engagement may offer the greatest benefit.

Quality community engagement is well planned and executed, inclusive and accessible to all members of the community.

At times Council will engage the community on issues that are of importance or interest to a specific part of the community. In this instance, engagement will be targeted towards this group.

The Shire's engagement approach has four stages to ensure we deliver a consistent approach to engagement activities. This includes: a process of planning (developing an engagement plan); doing (preparing and engaging); reporting (analysing information and providing updates on the engagement) and evaluating (both the process and outcomes).

The purpose of the engagement and the type of input that will assist with the decision to be made, is reflected in the way community engagement is planned and reported. We carefully consider aspects of both qualitative input (such as trends and thoughts) and quantitative input (such as number of participants) when designing engagement methods and reporting back what we heard.

The following matrix is used to assist in determining the most suitable approach, relative to the likely 'level of impact' of a project, plan, service or action. As highlighted by this matrix, there are four levels of engagement: Inform, Consult, Involve, and Collaborate. More than one level of engagement is generally required, as there is likely to be movement back and forth through the different levels as the engagement is implemented, except in the case of projects or issues with only a low level of impact of a localised nature or if there is a statutory requirement to consult (see 3.4).

Expected level of impact	Criteria (one or more of the following)	Engagement approach generally taken	Level of engagement generally required	Examples of engagement methods the Shire may use
High – Shire wide	<p>High level of impact on all or a large part of the Shire of Narrogin.</p> <p>Any significant impact on attributes that are considered to be of high value to the whole of the Shire, such as the natural environment or heritage.</p> <p>Likely high level of interest across the Shire.</p> <p>Potential high impact on state or regional</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>Updates are provided to interested stakeholders and local community.</p> <p>Engagement plan developed in collaboration with the relevant departments and approved by the Chief Executive Officer.</p>	<p>Inform</p> <p>Consult</p> <p>Involve</p> <p>Collaborate</p>	<p>Mail drop</p> <p>Media Releases</p> <p>Narrogin Narrative</p> <p>Website</p> <p>Email</p> <p>Social Media</p> <p>Direct contact with critical stakeholders</p> <p>Focus groups</p>

	Potential for some, although not significant, impact on state or regional strategies or directions.	<p>information available to the community.</p> <p>Uses a combination of face to face and online engagement methods to encourage broad participation at different levels.</p> <p>Feedback is collated and made available to all stakeholders.</p> <p>Updates are provided to interested stakeholders and local community.</p>		<p>Website</p> <p>Email</p> <p>Social Media</p> <p>Surveys</p> <p>Online tools on Have Your Say</p> <p>Face to face at engagement events</p> <p>Pop ups at community events and spaces</p> <p>Feedback and submission forms</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>Narrogin Narrative</p> <p>Website</p> <p>Email</p> <p>Signage</p> <p>Social media Advertising</p>

3.3 When it is not effective or appropriate to engage

It is neither effective nor appropriate for the Shire to engage 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 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 will inform stakeholders why the decision has been made.

3.4 Statutory engagement

In some instances, the Shire of Narrogin is legally required to consult with the community. In these cases, the Shire will treat the prescribed level of community engagement as the minimum standard.

	strategies or directions.	<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>Workshops</p> <p>Working group</p> <p>Surveys</p> <p>Online tools on Have Your Say</p> <p>Face to face at engagement events</p> <p>Pop ups at community events and spaces</p> <p>Feedback and submission forms</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 face to face and online engagement methods to encourage broad participation at different levels.</p> <p>Feedback is collated and made available to all stakeholders.</p> <p>Updates are provided to interested stakeholders and local community.</p>	<p>Inform</p> <p>Consult</p> <p>Involve</p>	<p>Mail drop</p> <p>Media Releases</p> <p>Narrogin Narrative</p> <p>Surveys</p> <p>Online tools on Have Your Say</p> <p>Direct contact with critical stakeholders</p> <p>Face to face at engagement events</p> <p>Pop ups at community events and spaces</p> <p>Feedback and submission forms</p>
Low – Shire wide	<p>Lower level of impact across the Shire.</p> <p>Level of interest among various communities or stakeholder groups.</p>	<p>Approach may range from seeking comment on a proposal to involving the community and stakeholders in discussion and debate on proposed options.</p> <p>Ensures informed input through making comprehensive</p>	<p>Inform</p> <p>Consult</p> <p>Involve</p>	<p>Mail drop</p> <p>Media Releases</p> <p>Narrogin Narrative</p>

The most common instance of this is in relation to development applications and other planning proposals. For planning proposals, the Shire relies on its policies, adopted under the Planning and Development Act 2005, for guidance in regard to consultation and this will continue to be the basis on which the Shire engages with the community on planning matters.

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

3.5 Holiday periods and other seasonal times

The Shire will not commence an engagement process between the last Council meeting of the calendar year and the first Council meeting of the new-year, unless there is a legal requirement, Council direction or other unavoidable necessity to do so.

An additional 14 days will be added to any engagement period that falls between 15 December and 15 January and 7 days before and 7 days after Easter Sunday.

The Shire will be cognisant of not commencing an engagement process where the primary identified stakeholders and communities would seasonally, or culturally, be less likely to make comment.

Definitions and abbreviations

Engagement – The practice of actively bringing community voices into decisions that affect or interest them, using a range of methods.

Consultation – Seeking and receiving feedback or opinion, usually on a proposed plan or decision, e.g. seeking comment on a draft policy or concept.

Community – A general term for individuals and groups of people not part of an organised structure or group. They may be a community based on geography, or interest, or both, e.g. residents of Highbury, young people interested in skateboarding. The community is not restricted to ratepayers or residents of the Shire of Narrogin.

Stakeholders – People who are organised under the banner of a defined group or organisation, often providing representation to a broader group, e.g. Narrogin Chamber of Commerce, a local school or sporting group.

Engagement tools/methods – The things we use to activate community input, e.g. an invite for public comment, a workshop, an online survey, a community meeting.

Level of engagement – Refers to any one of five levels of engagement (inform, consult, involve, collaborate, empower) defined by the International Association of Public Participation (IAP2) Public Participation Spectrum to describe the community's role in any engagement programme. A complete description of the IAP2 Public Participation Spectrum can be found online at www.iap2.org.

Procedures

Forms and Templates

– End of Policy

Notes



Integrated Planning and Reporting

Submission Form

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Received By	Shire of Brookton
25 JUN 2020	
File #	ADM 0704
Officer	CEO

Brookton Reserve 43158 Management Plan

Draft Reserve Management Plan for the land bounded by White Street, Whittington Street, Bodey Street and Brookton Highway, and Council seeks to consider submissions from the Local Community.

To: The Chief Executive Officer

Shire of Brookton

PO Box 42 Brookton WA 6306

or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: LYN MESSENGER

Organisation/Company (if applicable): OVER BURDENED RATE PAYER

Email: _____

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

Some of it *SOME of it*

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

attached page.

Signature: Lyn Messenger Date 25-6-2020

Please attach additional comment if required.

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BROOKTON RESERVE 43158 SUBMISSION

- (1) No to (10) tourism and arts precinct, this area gets full of parking for swimming carnivals. I don't see anyone using the board game in Kalamunda. There is already a playground on the Memorial Park.
- (2) Leave the caravan ^{PARK} where it is now. It has a deeper buffer zone than the proposed site against road noise.
- (3) Proposed caravan site is a wet area—subsurface seepage from the under ground drain from west of the nursing home discharges there and the water plus rainfall from the Oval congregates there. The soil has a high moisture content all year. This is why fungus grew in the surface of the old tennis courts, warmth from the surface, moisture underneath. In 1962, a wet year (30 inches) the swimming pool was emptied for maintenance and it started to float. The subsurface seepage is still there, even in dry years. Also an underground fuel tank behind Cootes Motors floated out in that winter. This area is needed for the Old Time Motor Show parking.
- (4) The renovated Shire Office will need major work on it in about 20 years, depending on wet years. There are 3 shallow streams under it. There are signs already in the mortar. There is no damp course in the walls, I asked the builder—Spadacini from Northam about it.
- (5) The front wall of the Medical Centre and the paving at the main entrance to the Nursing home are showing signs of deterioration due to the water problem we have.
- (6) Build a larger shed etc at the present Museum, if needed, not in front of the swimming pool. Survey how much to be displayed.
- (7) Too many under utilized halls and club rooms in town and the need to be maintained by memberships. A Senior Citizens Centre like Narrogin has is not needed, just a another burden on ratepayers.
- (8) Guides to use the old Bowling Club building and maybe in conjunction with the Mens Shed, if not practical, locate a suitable structure to be a part of the old Tennis Club to use its conveniences for Mens Shed needs.
- (9) Travelling around Australia, I notice a lot of caravan parks next to Main roads or railway lines and the noise is not desirable at all, I've stayed in them, it's a NO NO
- (10) The subsurface water and brick building damage has never been addressed in Brookton. The perception is it's a rising water problem and it comes from the river. I've asked the Senior Hydrologist in the Dept of Agriculture—WA Dr Richard George to show me where water runs uphill, I'm willing to learn. They have since stopped talking about it. It runs down hill by my observations.
- (11) We can have a big spend up now for a feel good feeling and BURDEN ratepayers with the maintenance costs and staff, which is getting out hand now.

A.J. Messenger 25-6-2020



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Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: _____

Organisation/Company (if applicable): Seabrook Aboriginal Corporation

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.

Please see attached letter

Thank you

Signature: [Signature] Date 24/6/2020

Please attach additional comment if required.

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SEABROOK ABORIGINAL CORPORATION

PO Box 207
137 Robinson Road
BROOKTON WA 6306

24/6/2020

To : Shire of Brookton CEO

Re: Draft Reserve 43158 Management Plan 2020-2040

All of us here at Seabrook would like to congratulate the Shire in producing such a Management Plan which looks toward the future for Brookton.

The Directors of Seabrook are excited about the prospect of the Plan and how the local Noongar culture and peoples of Brookton could be incorporated within the Plan going forward.

Following our meeting of the Directors today there was one concern raised, and that is the term "Reserve" in the title. Talking to our local Noongar's they are confused by that term as for them it refers to what they know as their Reserve at the end of White St. They expressed concern that the Plan may involve modifying or developing that area of land in some way. A suggested amendment from our Directors is to either remove the term "Reserve" in the title, or clearly distinguish between what the Seabrook members understand as a Reserve and what the Shire understands as a Reserve. We acknowledge the number 43518 immediately following the word Reserve does distinguish it for anyone who is familiar with town planning terms and explanations, however for the lay person perhaps an alternate way of describing the location could be used.

In addition to the discussion regarding the wording of the title of the document, the Directors turned their attention to how Seabrook, representing the Noongar community, could perhaps be more involved in a part of the Plan. One suggestion which was raised, is to initiate discussions with the Shire about Seabrook making a significant financial contribution to the development of some aspects of the Plan in exchange for a guaranteed percentage of Noongar employment as part of the business development. Specifically, to be involved with the planned Tourism Arts and Cultural Precinct as described in point 2.10 page 32. Seabrook are concerned about the future of the next generation of our young people coming through the community and would see the great benefits of some level of guaranteed training/employment for their future. Interest in Aboriginal heritage, Spiritual sites, stories, art and language is increasing as one generation grows into the next. Seabrook want to be a part of that and also find a way of providing for the young people in the town of Brookton. Obviously there would be a lot of details to work through if this idea was pursued, so at this stage we are just asking for a meeting with the Shire to initiate this discussion and explore the possibility of a mutually beneficial agreement.

Yours sincerely

Nicolette Whittington – office manager (on behalf of the Directors of Seabrook Aboriginal Corporation)



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SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Jamie Banks & Lisa Johnson

Organisation/Company (if applicable): Bedford Arms Hotel

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.

See attached for additional comments

Signature: J Banks Lisa Johnson **Date** 25/06/2020

Please attach additional comment if required.

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In reference to precinct 2.4

Important points:

1. Brookton is a small rural town based predominately on agricultural business
2. We are very under serviced for both locals and tourists alike
3. Not enough research is being conducted or explained
4. We feel irresponsible spending of ratepayers money is not being considered carefully enough
5. Support growth and local business together.

We have both positive and negative opinions on aspects of this precinct plan.

We feel the Shire Of Brookton is wanting to implement some great things which we can support whilst also not considering the impact of some of their plans which we cannot support.

Our major objection is that to the investment of ratepayers money in upgrading the current caravan park to a new site and its offering of new onsite accomodation.

Brookton currently offers 3 privately invested businesses in The Brookton, Gidanga B&B and our own business in the Bedford Arms Hotel. Combined these 3 businesses offer 28 rooms for visitor, corporate clients and transit workers to the area of Brookton. The businesses are all offering very clean, comfortable and modern accomodation for guests to the area to enjoy and if the Shire Of Brookton was to sit with the three accomodation providers and understand the businesses struggles to obtain occupancy in our local area, the Shire Of Brookton would then sensibly reconsider their investment and reinvests the funds more sensibility in required avenues.

The Shire of Brookton putting further competition into our local business environment already saturated with accomodation is very unfair to the individuals that have brought private investment into town. We, as like other new local residents have purchased, built up and heavily invested in improving business and most importantly employ locally. We and the other businesses will find ourselves very disadvantaged should the shire become a major stakeholder in local accommodation options in implementing the caravan park onsite accomodation.

We provide accomodation to larger businesses in Brookton and appreciate their support & business in a small community. Such companies as CBH and Balco have been guests with us on occasions. These companies have major private investment in town and we know they are very supportive of our business and seeing local businesses stay alive in a town where there workforce live.

They also have investment in their own accomodation for their peak season and full time workforce. Something the ratepayers are not inconvenienced for.

The three accommodation providers to Brookton currently ensure Brookton has accommodation available and strive to make a local business and earn a living from. It makes no financial sense for the shire to use rate payers money and/or government grants to invest in different phases of a new caravan parks onsite accommodation and it would potentially run at a huge cost/loss for the rate payers. In the precinct plan it mentions that phase 1 would start with 3 onsite cabins which would be direct competition to the 3 other accommodation providers trying to build their business and have travellers stay in town and in our opinion this does not support local enterprise and private investment that is already here.



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PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Tim Lange

Organisation/Company (if applicable): _____

Email: Not Provided

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.

I support the Reserve Management Plan in principle, but suggest some alterations.

1. Combining buildings would reduce maintenance/construction costs.

2. Place the Men's Shed/Community Garden, Community Tourism & Arts along with the Caravan Park Caretaker in one facility within the area surrounding the dam.

3. Reducing parking surrounding the pool area could create issues when events are held at pool.

4. I also suggest caravan parking to be drive through wherever possible as the elderly have a reluctance or are have an aversion to reversing vehicles.

Signature: Tim Lange phone call

Date

25/06/2020

Please attach additional comment if required.

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Received By Shire of Brookton 26 JUN 2020 File # <u>ADM0704</u> Officer <u>CEO</u>
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SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: David Cliff

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: DCR Digitally signed by David Cliff
Date: 2020.06.25 19:23:58 +08'00' Date _____

Please attach additional comment if required.

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SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: D & V Cliff

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.

Signature: _____

Digitally signed by Valerie Cliff
Date: 2020.06.25 19:14:02 +08'00'

Date 25/6/20

Please attach additional comment if required.

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SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Thomas Crute

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.

As a private citizen who has grown up in the town it is refreshing and amazing to see the proposed plans to improve facilities available to everyone who lives in the town or may just be passing through. The proposed plans for the aquatic facilities are much needed, as someone who has swam and worked there. Would suggest that the plant room at the deep end of the 25m pool could do with some work and improvement, this would make it safer for the pool operator as well as easier to work within it. Praise is needed for the proposed plans of the short stay accommodation/caravan park to be placed directly next to the aquatic facilities, this would make it so much more convenient for passing families to get to the aquatic centre and use the new proposed BBQ area and playground. The proposed pump/loop track for BMX riders is a good idea, perhaps the shire could consider a small skatepark as well, if possible. The proposed development of the purpose built facility, it's a perfect idea. It'll mean that area will become a cultural and recreational hub for community members and passing travellers. All in all, the proposed developments within the reserve are a good thing for the community. I commend council and the Shire of Brookton for the plan.

Signature: Thomas Crute Date: 25/06/2020

Please attach additional comment if required.

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SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Gemma and Troy Bassett

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.

Please see attached Word document with suggested amendments and comments

Signature: Gemma Bassett Digitally signed by Gemma Bassett
Date: 2020.06.25 10:35:05 +08'00' Date 25/06/2020

Please attach additional comment if required.

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Review of Brookton Reserve Management Plan 2020 – 2040

Gemma and Troy Bassett

Firstly, congratulations to all those involved in the research that must have gone into this draft management plan and putting together such a clear document with the collated information. A management plan with various precinct plans is a very worthwhile document opposed to ad hoc development.

Not only does a Precinct Plan provide the guidance for community members and future Shire Councillors, but no doubt this will be highly favourable with external funding applications. Breaking down the area into precincts enables a staged approach to occur with development, permitting flexibility to alter the plan / developments as the needs of the community change.

Please see our comments below regarding different precincts and some suggested amendments.

	Precinct	Comments
1	Shire Admin	<p>Great idea to allow space for expansion of the administration building should it be required.</p> <p>Currently there is nothing in here for the development of a library, is this intended to be retained in the Shire office or will this move to a larger, purpose-built space?</p>
2	Mens shed/ Community garden	<p>There is a large area here for community groups whose numbers and interest could be challenged over time, especially with volunteers overseeing its management.</p> <p>With this in mind, are there community groups in place that have the capacity to continually maintain, and are aware that they will need to take ownership in the management of proposed building structure? (including the application to Grants) I agree, this is not something the shire should have to continually maintain.</p> <p>Has the location of the community garden considered utilising the railway reserve?</p>
3	Aquatic centre	<p>Relocation of the entrance to White street is a great idea.</p> <p>Some items for further consideration:</p> <ol style="list-style-type: none"> 1. Could shaded tiered seating be included in the new additions? 2. Inclusion of a splash pad / large slide / something that is eye catching from the Highway be included? This not only benefit locals but has the added benefit of drawing tourists. 3. Has the relocation of the gym to the aquatic centre been considered? This would open the opportunity for hydrotherapy / rehabilitation that utilises the pool and the gym in the future, and supports the idea behind expanding the 'health / aged care accommodation' precinct with the development of a wellness hub. This also frees up space in the pavilion for redevelopment.
4	Caravan park/ short stay accom	<p>For this precinct to accommodate seasonal workforce from the area, I cannot see the value in relocating the caravan park to a location with a smaller footprint and restricted access / turning points, namely, how and where will the road trains get into the facility to use the amenities and either stay the night in the accommodation or in their vehicle.</p>

		<p>I see the relocation of the caravan park an added unnecessary cost, especially as the relocating really isn't that far away from the current location, that possibly hinders the future use of the space.</p> <p>The space could be used to extend the number of aged care facilities, expand the aquatic centre (gym / rehabilitation centre) and expand the tourist / cultural centre building and parking.</p> <p>Could the proposed Stage 1 development occur in the current location, (precinct 7)?</p> <p>I agree with the chalet units, this provides a different sort of accommodation for tourists than that which is currently offered in town.</p>
5	Sport and Rec	<p>To cater for further expansion of active support and recreational space, I strongly believe the pavilion needs to have modifications to the current layout and this should be included in the management plan</p> <p>Pavilion Changes - The current changeroom structure does not support holding a mixed gender or aged sports event. For example, currently if football was to occur (with home and away teams or just two teams) there are no changerooms for females. Therefore, if a netball and football event / day were to occur, either the girls don't have access to showers, or 40-odd boys need to share the one change room.</p> <p>Can the management plan consider:</p> <ol style="list-style-type: none"> 1. Relocating the Gym to the aquatic centre (freeing space in the building), 2. Build an additional change room/s 3. Include a creche room / area. <p>Keeping in consideration space for a future second sport field (such as hockey) enabling events to occur simultaneously in the future.</p> <p>Great idea having more storage for various sporting groups. Could these be 'separated' so different sporting groups are unable to access each other's storage.</p>
6	Youth precinct	<p>Wonderful to have something like this in town for our Youth. I think it is great there will be somewhere for the girl guides and the Noongar youth group. My only concern is that this is 'too far' away from spectators. I think youth would benefit from being able to 'show off' their skills to passers-by and additionally will add in the 'public policing' of the area with increased visibility.</p> <p>Would it be possible to put the nature playground in the 'Future Use Civic Precinct - 2' freeing up the current proposed location to be included as a Loop / Pump track. Adding visibility to the youth area.</p> <p>Playgroup – would it be possible to include a facility to accommodate playgroup? It would be wonderful to have a location that enables a reduction in the packing away of toys and craft activities as is currently the practise with the hiring of the pavilion. Both neighbouring shires, Pingelly and Beverley, have been fortunate enough to accommodate playgroups in</p>

		such a space which makes for a more interactive playgroup session, less burden on parents and financially significantly reduced costs.
7	Future Use Civic Precinct 1	<p>I've mentioned above – I can't understand the benefits in relocating the caravan park. Is this for visual purposes?</p> <p>Is the intent that a multi-use hall will replace the current town hall?</p> <p>Opposed to having a separate building, could the pavilion be extended?</p>
8	Future Use Civic Precinct 2	Could there be an alteration in the plan for this location be utilized for the nature playground?
9	Health/Aged Care Accom	<p>Would be good to have area pencilled to expand the current health accommodation / aged care. Brookton's plan could be to move to provide more health and aged care, building our expansion models for the town based around this business strategy. Depending on the location of the caravan park, expansion could move within what is currently precinct 4.</p> <p>The senior citizens hall, is there a need for this? My concern is that this maybe another building for shire to maintain. The old bowling building maybe better to be demolished and the space utilised for more independent living units.</p> <p>Is the shire proposing the independent units to be sold off to the aged care provider?</p>
10	Tourism Arts and Cultural	<p>This is a fantastic idea. It would be wonderful to have a purpose built building to promote tourism and culture from within the area.</p> <p>Considerations for this building</p> <ol style="list-style-type: none"> 1. Who will be managing the building day to day? Is there an opportunity to utilise a current service (such as the CRC) to manage the building / visitors Monday-Friday? 2. Is there an opportunity to build a library (books and toys) into this structure? 3. Does this facility have direct access to the aquatic centre? If so, could this cause insurance concerns with the water body if people can access this at all times? 4. What does proposed "shop" front mean, and how will it affect local business? <p>Location consideration</p> <p>I can see the benefits of this building being in the current proposed location with great opportunity to capture tourists, but I do have concerns that this won't draw people to the main street (and subsequent businesses) in Brookton.</p> <p>Have other locations along Robinson Road been considered also?</p> <p>That said, if other locations have been considered and for the size and purpose of the building, Brookton hwy / white street maybe the best location.</p>

Other Comments

- a. Have any precinct plans been drafted at this date? (Referenced 1.6 Page 6)
- b. *3 General Access and Connectivity (of this precinct plan)* → This is a great idea, not only will it link all the different precinct areas, adding additional walkways will encourage locals and tourists to navigate the areas and supports healthy living. It would be great if there is signage to the different precinct areas included in this.
- c. Is there a link between the current main shopping and business precinct to this Reserve Management Plan and Precinct proposal? I can't see one and I'm keen to see and understand how these link in together.
- d. I've mentioned this above, there are no mention of playgroup /early years learning facilities. Is this something that could be incorporated?
- e. Will there be an opportunity to see the various responses received to the draft management plan, and how / if the plan will be altered to incorporate some of these?

Thanks again to all those involved in putting together this draft management plan.

Kind Regards,

Gemma and Troy Bassett



Integrated Planning and Reporting

Submission Form

Brookton Reserve 43158 Management Plan

Draft Reserve Management Plan for the land bounded by White Street, Whittington Street, Bodey Street and Brookton Highway, and Council seeks to consider submissions from the Local Community.

To: The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Jan Eva (GS)

Organisation/Company (if applicable): Ratepayer + in Organisation

Email: [Redacted]

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

Why were Public not given more time.
Please state your interests, concerns, objections, support or suggested amendments, whether as a private citizen, or on behalf of a company or other organisation.

Please see attached Document.

Thankyou

Signature: [Signature] Date 25.6.2020

Please attach additional comment if required.

G:/Master Documents/Forms/Council Property/Submission Form/IPR/Brookton Reserve 43158 Management Plan.docx

Jan and Lindsay Eva

To: sp@brookton.wa.gov.au CRWalker@brookton.wa.gov.au
CRFancote@brookton.wa.gov.au CRHartl@brookton.wa.gov.au
CrMacnab@brookton.wa.gov.au CrLilly@brookton.wa.gov.au
CrWatts@brookton.wa.gov.au

Subject: Brookton reserve suubmission from Jan Eva

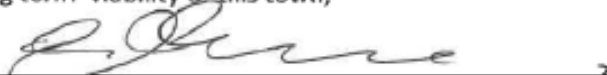
Brookton Reserve 43158 Management Plan 2020 : comments from Jan EVA

1. It was a poor way of informing Public this plan was available for comment , the very same problem that came up with sale of Kalkarni . When will Council learn to be up front and save a lot of angst in the Community. I am extremely disappointed at the time frame asking for Public comment as many of us do not use face book so did not hear about this till almost too late and lack of information in the local paper alerting us to this as we are busy too , so sometimes miss things unless given clear prompts.
2. You called for comment but have already done a lot of damage to the Reserve 43158 environment where bike tracks have already been placed in the bush clearing out much of the vegetation that the Curlew birds lived in . I have not heard the birds at night since this damage was done and know that many tourists who visit the caravan park enjoyed watching the birds and also residents of Kalkarni - it made Brookton camping unique and birds were an attraction in the Caravan Park and for Community going to and from the oval . these birds are loyal and mate for life and stay in their patch .
3. Where does this new Management plan fit in with the Shire Strategic plan that was done relatively recently blowing a lot of money and had many Community meetings ? No evidence of that relationship in the paper work presented to us to comment on.
4. Shire business is not running chalets as we have Accommodation Business's that have plans to add to current accommodation. Without functioning Businesses the Town dies regardless of a pretty plan as they also provide work opportunities.
5. We will never stay at any caravan park bang up against a highway due to traffic noise making sleep impossible . We are only a block off the highway and traffic noise loud enough . We have a list of towns due to proximity to high way that we will not stop at around this State so do not join that list . The thin tree buffer will not only be a minimal noise buffer but could disappear if some time in the future the highway has to be widened to cope with increased traffic flow through the town.
6. As people are using larger caravans the need for more a than adequate drive through is needed as we have observed many dramas and they also want to book double sites as well reducing income as refuse to pay form the double block so then go bush and litter the country side free camping .

7. Be a guest at night at my home to listen to the traffic noise at night
8. The plan does not allow for the 5,000 people parking that come to the Old Time Motor Show once all the areas are taken up in the plan, also very limiting parking if a Hub is put in front of the Pool, blocking view of passing traffic as many take advantage of the Pool through summer – visitor = money spent in our town. Town hall parking space for big events needs to be considered
9. Why wasn't the Town hall complex included in this Plan as was the Shire Office as we use Oval and Halls in conjunction with OTMS, Fire evacuation center etc for the district and close to Shire Office so communications are rapid.
10. What Environmental study was completed for this plan?
11. Guess what! the Shire has turned again, as removed the Exhibition shed; now plan to see Fig 45, you want to build another but we have THE TOWN HALL COMPLEX THAT COULD BE RE-ENERGISED AS HAVE MANY OTHER TOWNS - CLOSER TO TOWN MAIN STREET. than the oval
12. REMEMBER TRAVELLING PUBLIC ONLY STOP ONCE IN A TOWN FOR A TOILET, COFFEE, LOTTERY TICKET, OPPORTUNITY & CRAFT SHOP AND MAYBE FOR a 15 minute to half hour driving break - ask any bloke who is going from A – B so make the main street good value by putting the chess board on lawn area in front of railway station so travelling kids let of steam & local children can be seen when using chess game - case in point is volley ball court by pool locked up so not used. Speaking from experience and comments made by travelling public to volunteers at the Op Shop when passing through town.
13. Community garden, a) who is paying for the water for this garden? Water is becoming a luxury! What happens if taps, hoses are stolen, taps left on as happens at St Mark's and other public buildings - all taps been removed there and people come and fill up water containers - have done this also at the Museum & CWA rooms
 - b) who is going to maintain it and as water costly most of us only grow veges' in winter? Surely not expecting the Ratepayers to pick up the Tab? Those who garden there should pay the water.
 - c) what happens to this mess when the few who may be interested are too busy dealing with own back yards or too old /frail?
 - d) like a lot of wonderful ideas it is the carry on effort when the current ideas people move on - it happens promise you.
 - e) most people /residents have their own gardens to manage.
14. Why do we need a new Civic Center at Oval when with some smart updating the town hall complex could be made more multi functional and user friendly.
15. Why make a Seniors hall at the old bowling club, - just revamp the current Hall toilets and refurbish the Lesser hall into a seniors space as close to Kalkarni and seniors cottages and units and locals as can then go across the road to that miserable bit of space that is not inviting at the Shire office for a Library. I am absolutely disappointed that Professional people in the Shire Office could not have found a way/negotiated to keep Library at the Community Resource center as that has been a very backward step as a library is bigger than any volunteer personality problem as it affects the Town/district education and much more.
16. If the Main & Lesser hall was made more inviting with technology as well it could be used for conferences.

17. How disappointing it was at John Hayden's funeral that the screen etc did not work - get some quality equipment fitted that can take being used by multiple users = very user friendly with clear instructions . This memorial service was a perfect example of the whole hall complex in full use as is the only space in town to take this size crowd
18. It appears that grant money is only for new builds – it is about time Shire and others stand up and say keeping original buildings in good working order and revamping to meet the needs rather than wait till they are in poor condition and push for funding to be used to improve existing infrastructure rather than new as eventually that will need repairs too . Case in point is the WB pavilion, new but many problems and even as built did not had enough hooks for all the football team in the change rooms - gained less space for all the \$'s spent .
19. Why isn't there a Public meeting for informed constructive debate on the Reserve 43158 Management Plan rather than this apparent rush job once again?
20. There has unfortunately been as limited time to do justice to our Submission .

In the interests of the long term viability of this town,
Jan and Lindsay Eva





Integrated Planning and Reporting

Submission Form

Brookton Reserve 43158 Management Plan

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To: The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: KYLIE FREEMAN

Organisation/Company (if applicable): SHIRE OF BROOKTON

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.

Please refer to attached comments

Signature: [Signature] Date 25-06-2020

Please attach additional comment if required.

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INTEGRATED PLANNING AND REPORTING
BROOKTON RESERVE 43158 MANAGEMENT PLAN
SUBMISSION – KYLIE FREEMAN (RESIDENT)

2.3 AQUATIC CENTRE PRECINCT

My suggestion for consideration would be that the current Gymnasium be moved/incorporated into the Aquatic Centre, under the refurbishment plan. The reasoning behind this suggestion:

1. Management of the Aquatic Centre could manage the gymnasium. (I understand that it may be difficult to engage a contractor/employee as it is a position that only warrants say a six-month period).
2. Potential increase of membership for both the pool and the gymnasium by being in the same precinct. You could incorporate a glass wall looking out onto the pool. It may encourage gym users to utilise the pool after a workout. From very limited personal experience, after a gym work-out it was good to be able to finish off with a swim or spa.
3. Extended services/programs such as water aerobics may be offered which may lead to an increase in membership numbers also.
4. Adds a layer of protection/safety to gym users, as at present, the gym is unmanned and if someone was to have an accident, it may be hours before someone may be in attendance.

2.4 CARAVAN PARK/SHORT STAY ACCOMMODATION PRECINCT

I am in support of moving the existing caravan park to the proposed location. I believe that Brookton is ideally situated from Perth, not necessarily as a tourism destination but as a stop-over. Newbies to the caravanning world like to undertake a short trip for the first few times to learn about their van etc. and we are ideally placed. Irrespective of whether visitors stay a night or a couple of nights, it provides an opportunity for increased revenue for businesses and positive exposure for the Shire as a whole. Brookton is also ideally located for day trippers. Pull up at Brookton and do a day trip to Hyden (Wave Rock), Kulin (Waterpark) (Tin Horse Highway) etc.

I understand there may be some opposition from existing businesses that provide accommodation, however competition is healthy and:

1. Families with young children do not necessarily want to stay at a pub, where they are required to have multiple rooms or having to share a bathroom. In addition, there may be the issue of noise, as pubs host bands and other form. Religious beliefs can be a barrier for people staying at a pub.
2. Some travelers want a self-contained cabin etc, so they can prepare a meal, sit back in privacy and watch television, or to simply rest in a quiet area.
3. Not all existing accommodation is suitable for say families, as they may have to stay in more than one room, and or share bathrooms.
4. Not all means are provided at the existing locations, so families would be required to try and prepare something on a very small bench, or purchase food (which is not financially viable for some).
5. At this present time, the caravan lacks visual appeal to prospective visitors.

6. Being situated closer to "downtown" may be appealing to visitors. A shorter walk to the main street precinct.
7. The Aquatic Centre Manager could be engaged to be a caretaker of the caravan park. This would create a possible full-time position for the Manager, which could provide a larger "pool" of applicants, due to the position being full-time opposed to a six-month term.

2.5 SPORT AND RECREATIONAL PRECINCT

If the gymnasium is moved from the pavilion to the aquatic precinct, as suggested in above comments:

1. The additional space at the pavilion could be utilised for other purposes. (I am aware that some community members are unhappy about the changerooms at the pavilion – for example if we were hosting football and netball at the same time, the men and women would need to share the changerooms. With some renovation, the existing gym space may be able to be converted into changerooms.

2.6 YOUTH PRECINCT

Congratulations on the bike track. Even though I will not be using it personally (haha), I think it is a great investment for our younger people.

2.7 FUTURE USE CIVIC PRECINCT

I fully support the creation of a purpose-built venue for community groups and or for multi-purpose usage.

I understand the passion certain members of the community feel in relation to the existing community buildings, particularly the town hall. However, I believe some are confused when referencing "Historical Value" to the venue. In its true sense, the town hall does not have Historical Value. However, the history contained within the walls is of great value, together with the memories from events held there. Even as a child, I can recall many happy memories at functions held at the Hall, from weddings, engagements, Choral Society shows, dances, quiz nights and birthday parties.

I would much rather see an investment in building a new all-purpose building, instead of sinking large amounts of money into the existing building to upgrade and maintain an old building.

Even though I grew up in the area and I have many memories from those times, it is still my strong desire to see the Shire of Brookton progress into the future. We can retain our emotional historical values with photographs or displays.

My family have chosen to return to Brookton and to make this our home. We are not landholders, nor are we ratepayers but this does not mean that we have no "value". We contribute to the businesses in town, will belong to volunteer groups (in time) and promote Brookton in a positive way. To be dismissed by some of the old-time farming families is unfair and unjust. They have inherited their "right", but we have chosen our rights to be here.

2.10 TOURISM ARTS AND CULTURAL PRECINCT

I fully support the proposed development.

In summary, I would like to congratulate the Shire for the in-depth research they have undertaken in preparing this proposal. Rural towns, such as Brookton, cannot survive purely on agriculture any longer. We are ideally placed to encourage the development of tourism on many fronts and with the direction the Shire is proposing to take, this is a very positive initiative, that, if it comes to fruition, will assist in ensuring the longevity, vitality and validity of our Shire.

Thank you for the opportunity to submit my application.

Kind regards

Kylie Freeman



Integrated Planning and Reporting

Submission Form

Brookton Reserve 43158 Management Plan

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To: The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306 or email mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Verity Trevenen

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.

Please see my comments in the attached document

Signature: _____

Date

25/6/2020

Please attach additional comment if required.

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The Chief Executive Officer
Shire of Brookton
PO Box 42 Brookton WA 6306

RE: Brookton Reserve 43158 Management Plan

Thank you to all those involved in the development of the Brookton Reserve 43158 Management Plan. As a community member with a young family it is exciting to see future planning happening in the township of Brookton!

I would like to both offer my support as well as some suggestions to what is being proposed. On the whole, I like the delegation of the zones and their intended development. It will be nice to see some currently old and unappealing parts of town have a fresh new purpose. This will go a long way to improve the attractiveness of the town to commuters on the Brookton Hwy and hopefully appeal to tourists. I also like the idea of relocating the Caravan park. I feel the closer position to the centre of town will encourage people to venture into the main street and also increase use of our public facilities like the pool. The planned tourist precinct in this same area will be a great fit!

In terms of suggestions; I'd like to see this plan reflect Brookton and what makes our town unique and appealing. I believe this can be achieved by having a central theme underpinning all the proposed projects. The benefit will be that all development will visually flow together, as well as offer an exciting and unique experience for our community and visitors to the town. I would suggest using the slogan used on the new entrance signs "*Growing the future*". It lends itself to a few different interpretations that will fit with what the management plan proposes. With this in mind there are some important considerations:

- **Signage and access paths:** it would be great to see signage that is high quality and interactive in this precinct – and even better if it extended further and navigated people to the main street of town! Wayfinders can be really visually appealing, such a simple idea that has big impact. Having these be interactive and even educational would be an opportunity to incorporate the theme. Access paths that are well made and flow through the entire precinct and into the centre of town.
- **One design concept for all developments:** it's more visually appealing and will help with the area feeling like one space. How great would it be for the Caravan Park, Tourist Centre, Pool, Community Garden all to feel like one area that flowed together, as opposed to being group together but looking and feeling separate from one another.
- **Let's make it unique!** A nature playground – so great! Such a win for families in Brookton, and for travellers with kids! But, let's make it unique to Brookton. How can we incorporate the theme? Busselton has a ship, maybe we have a giant tractor? I don't know, but it's appealing to have something that represents our town, lets capitalise on our uniqueness! Same with the pool, a giant board game – awesome! How can we make it unique and reflect Brookton? Maybe the pieces are farm/native animals? Maybe the squares have fun facts about agriculture or our towns culture and history?

- **Advertise:** let's tell people what's on offer in our town on their drive in! billboards with photos of the pool, BMX track, nature playground, so people have made the decision they're going to stop in our town before they have arrived.

My final comment is around the New Tourism Arts and Cultural Building, I can't see any specific mention of having the Noongar Boodjar people of Brookton and their Arts, Culture, and History represented? Again, I think the theme *"Growing the future"* would fit really nicely here when it comes to cultural awareness within our town. I'm keen to see more specific details about what functions this building performs.

To me these are all critical elements that should be part of an initial plan. I think by having an overarching theme and packaging the plan all as one development - that flows together and represents our entire community - this plan can be something our town gets really excited about.

Thank you for your consideration!

Warm regards,

Verity Trevenen

Danni Chard

From: Ian D'Arcy
Sent: Friday, 26 June 2020 4:29 PM
To: Danni Chard
Subject: FW: Submission for plans for Brookton.



Ian D'Arcy
Chief Executive Officer

t: (08) 9642 1106 | m: 0427 421 032
e: ceo@brookton.wa.gov.au | w: www.brookton.wa.gov.au
a: 14 White St, Brookton WA 6306
p: PO Box 42, Brookton WA 6306

-----Original Message-----

From: Dannielle Keatley [REDACTED]
Sent: Friday, 26 June 2020 3:31 PM
To: Administration Officer <mail@brookton.wa.gov.au>; Ian D'Arcy <ceo@brookton.wa.gov.au>
Subject: Submission for plans for Brookton.

Hi,

I can't really see any negative aspects to the plans for Brookton.

I can only suggest a way to make these new areas 'flow' into our town centre.

Or could the machinery dealerships be positioned on the main Hwy. (more traffic viewing)

Then the crc/tourism down the Main Street to promote travellers down the main st.

I just feel our town doesn't flow with the traffic that comes down the Brookton hwy

But such excellent work so far!

A potty we couldn't click our fingers and it be all done and ready to use!! Hahah

Regards,
Dannielle Keatley
Sent from my iPhone

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Received By Shire of Brookton
29 JUN 2020
File # <u>ADM0704</u>
Officer <u>CEO</u>

Shire of Brookton – Integrated Planning and Reporting

Submission Form – Brookton Reserve 43158 Management Plan

To: The Chief Executive Officer, Shire of Brookton

Email: mail@brookton.wa.gov.au

SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

NAME: Susan Pike



My position is: OBJECT

As a private citizen and company rate payer in the Shire of Brookton I object to the submission period; being 4 weeks in June of which many are adhering to Covid19 restrictions by not meeting in groups; and how this significant Management Plan has been delivered to the community by electronic newsletter or/and reference in The Brookton Telegraph.

Community and personal engagement should be on various levels. Enlarged plans could have been displayed in the Town Hall, CRC, Shire Office or the Brookton District High School. This would provoke more responses especially if it were over a considered time and put in relation to all the other facilities that exist in the town site. If Refreshments were available the setting would be less intimidating and the community may engage in the Next Generation conversation with an open mind.

This plan has not indicated facilities currently in town which do, or/and could offer the same or more than what is in the Reserve 43158 Management Plan. E.g. The Memorial Town Hall has a large capacity.

1.5 Council to review and determine the validity of submissions received. Shire Administration to modify the draft Management Plan as directed by Council.

I would like to see a public viewing and an unthreatening forum in which the public can view the enlarged plans showing realistic dimensions in particular for vehicle access and parking, before Council finally adopt the draft Management Plan.

2.10 What specific Arts and Crafts are in question?

Cultural arts and crafts could be included or expanded into the Railway Station precinct, the 4 hectare Reserve in the care, control and management of Seabrook Aboriginal Corporation or the Town Hall precinct.

The Railway Station is an excellent location steeped in history as well as being the centre soul of the town. Visitors and volunteers are close to everything in the town, the drawback is Saturday morning closing of most of the shops. The outcome of repairs to the Railway Station precinct has not been disclosed to the community that I am aware. This building could be purchased from the Public Transport Authority (PTA) similar to some other Shires, ref Hon Darren West MLC.

Another Tourism potential would be to co-operate or/and collaborate with Seabrook Aboriginal Corporation to make better use of their facilities which could create opportunities for expansion and to display more than the proposed site.

The Town Hall precinct should be maintained, repaired or expanded to include future cultural, sport, social, or as need arises. It should not have been left off this plan which Council intends to present to the Department of Lands for its records. The Town Hall is a considerable size under cover function area and lends itself to many options. By leaving off, the department could assume there is not a significant hall suitable for civic functions. Future Grants or Submissions may be approved on the information already prepared and lodged.

There are a number of other halls and buildings around town which have historic significance, used by organisations and require upkeep for example Old Police Station, CWA and RSL Halls, Church/religious halls (6), Noongar Hall in King Street, Lesser Hall, Memorial Hall, Railway Station, Old Bowling Club, WB Eva Pavilion, Community Club. This plan looks to replicate or does Council wish to move or co-locate some to Reserve 43158?

Existing planning has taken into account facilities as they are or were. Subsequent Council decisions change the concept. For example moving the Bowling Club out of town meant there was almost nil regular activity within walking distance to the aged care accommodation options in town. The community were given the opportunity to choose the location and the overwhelming factor was being closer to the bowling club.

The proposed Caravan Park Entry and short term accommodation does not appear to accommodate the large trucks that currently pull into the caravan park. It appears we are pushing the caravan park into a confined space and more detail would need to be shown. I imagine more caravan and camping space should be planned not less.

Parking for the swimming pool looks to be reduced. Parking for events like The Old Time Motor Show could be compromised see Future use yet to be determined on page 28 Figure 48.

Shire Office shows expansion into the old bowling green. It could be argued less space will be required as more staff are shared between Shires or in fact another generation of rate payers demand an amalgamation of Shires. Less filing space should be required as more records are stored in the cloud. With expansion the Town Hall precinct could accommodate offices, perhaps the CRCI The library could be returned to the CRC.

Reference to Health/Aged Care Accommodation Precinct 2.9

I don't understand Council thinking in proposed development of the Kalkarni Residential Aged Care facility considering it does not now own the facility. The proposed area has remnant bushland which serves as a buffer between the oval and the facility as well as outlook for those rooms with a westerly aspect. There are water drainage issues in this area which I feel will discharge into the proposed caravan site.

While I commend Council on undertaking the Management Plan approach I object to the timeframe for public comment and no cost analysis, budgets or proposed consultants attached unless I have not been able to find them.

The overall plan looks cramped rather than an 'open country feel'.



Integrated Planning and Reporting

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SUBMISSION ON DRAFT RESERVE MANAGEMENT PLAN

Name: Amy Eva

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.

Please see attached.

Signature: [Signature] Date 25 JUNE 2020

Please attach additional comment if required.

G:/Master Documents/Forms/Council Property/Submission Form/IPR/Brookton Reserve 43158 Management Plan.docx



Submission Form - Brookton Reserve 43158 Management Plan

The Management Plan encourages connectivity between areas within the precinct and the wider community for example school, REED, Independent living units and Kalkarni residents.

Our Brookton Townsite takes very little time to walk/drive to the main street, pickup lunch, paper, and head on up to the community garden/oval for sports, CRC etc. I believe we need to look at our townsite as bigger and better than just the main street.

Shared sheds with like groups will provide our local volunteer groups with a 'home' that can be re-purposed should the groups needs change. Opting for a shed instead of building will minimize costs by also providing value to our community. Shared interest groups also minimize concerns and paperwork, in today's world with the requirements for Working with Children Cards, Insurance etc.

- Men's Shed/Community Garden – shared interest and an opportunity to work together.
- Youth Group/ Girl Guides – shared interest and an opportunity to work together.

Tourism Arts and Cultural Precinct

- Shared Volunteer pool by combining the CRC, Museum, Patchwork Ladies and Arts & Crafts all in one location we mitigate the decreasing volunteer pool. With an opportunity to have longer opening hours.
- Visitors to our town can access information, increased foot traffic for all the groups in one location.
- Ease of visibility on the highway and parking for caravans to attract people passing through.

Caravan Park – Short Term Accommodation

We have an opportunity to upgrade our caravan park with Grants that would encourage people to stay, spend money and explore our community. The proposed location of the caravan park encourages people to wander across to the proposed Tourism Arts and Cultural Precinct with ease of access to the pool and community garden.

As a local who has had to engage contractors for landscaping, pool installation we have had to provide accommodation as the owner of the business did not want his staff staying at the pub. Unfortunately, the accommodation was fully booked in town. I think it would be careless to build a caravan park without short term accommodation.

Amy Eva
25 June 2020



BROOKTON RESERVE 43158 MANAGEMENT PLAN 2020 – 2040



Shire of Brookton

May 2020

EXECUTIVE SUMMARY

The purpose of this Reserve Management Plan ('Management Plan') is to:

1. Instil a vision for Crown Reserve 43158 ('Reserve') centred on:
 - a) Managing the respective uses, facilities and activities within the Reserve, whilst taking into account aesthetic character and environmental context, servicing requirements, strong community associations and needs; and
 - b) Ensuring the provision of facilities accord with affordability and sustainability principles within the scope and capacity of the Shire over the long term.
2. Provide a strategic framework to guide the future planning, development and management of identified precincts in consideration of the Reserve's purpose and where possible principles of co-location, fit for purpose buildings, improved accessibility and permeability, vegetation retention and landscape enhancement, equitable management arrangements and future implementation of works.

In drafting this Plan there has been an attempt to:

- review relevant background information;
- assess the site's characteristics, existing uses, context and constraints;
- identify compatibilities and synergies between user groups and sharing of facilities;
- provide define precincts; and
- take into account feedback from Council and its Advisory Groups on various elements including the "look and feel" of various proposed precincts.

Accordingly the graphic shown in Figure 3 and subsequent Figures in this document identify:

- Designated precincts with prescribed use and development.
- Re-use of some existing buildings.
- Connectivity, including vehicle access, walk paths, strategic vehicle parking areas.
- Existing vegetation preservation, fire management and future areas of landscape enhancement.

Following final adoption the Management Plan should provide direction and the required guidance future use, development and management of Reserve 43158 for a period of 10 years, subject to periodical review and amendment by Council from time to time.

1.0 INTRODUCTION

1.1 Location and key features

The whole of Crown Reserve 43158 ('Reserve') is located within the Brookton townsite bordered by Brookton Highway to the north, Bodey Street to west, Whittington Street to the East, and White Street to the east. Existing use and development within the Reserve includes:

- Shire of Brookton Administration Centre (includes Council Chambers)
- Brookton Community Garden (includes Men's Shed)
- Brookton *former* Bowling Clubhouse Building and Greens
- Brookton Aquatic Centre
- Brookton *former* Bushfire Brigade Training Track
- Brookton Recreational Oval and Tennis Courts
- WB Eva Recreation Pavilion
- Brookton Caravan Park
- Mokine Senior Citizen Units x 3

Of note the Brookton Oval and surrounds, WB Eva Pavilion and Brookton Caravan Park have also been and are expected to be used for community events, such as the Brookton Old Time Motor Show event (Biennial) and the Pony Express Motocross event (Annual). Figure 1 below presents an aerial view of the Reserve and spatial understanding of existing facilities, infrastructure and remnant vegetation.



Figure 1 – Aerial of Existing Crown Reserve 43158 (Lot 510)

1.2 Purpose of reservation, date and management authority

Reserve 43158 has been vested in the Shire of Brookton ('Shire') since 1994, with a designated purpose of 'Recreation, Tourism, Health, Civic and Community uses'. A Management Order with the power to lease accompanies the vesting, with assigned responsibility to the Shire Council to manage the day to day use and development of the Reserve. A copy of the Reserve details is presented in Figure 2 below.

Reserve Details Report -43158

Reserve	43158	Legal Area (ha)	23.9015		
Name	N/A	Status	CURRENT		
Type	N/A	Current Purpose	RECREATION, TOURISM, HEALTH, CIVIC AND COMMUNITY PURPOSES		
File Number	01895-1915-0290 (H317557)				
Notes	WITH POWER TO LEASE FOR ANY TERM NOT EXCEEDING 21 YEARS, SUBJECT TO THE CONSENT OF THE MINISTER FOR LANDS				
Additional Reserve Information	RESERVE COMPRISES LOT 810 ON DP406739 (H818226)				

Class	Responsible Agency	Date of Last Change
C	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (DPS)	14/02/2018

Management Order	Document Number
VEST-SHIRE OF BROOKTON W P L (21YRS) APPROVAL OF MINISTER REQUIRED	H817561

Land Use
TOURISM PURPOSES
HEALTH PURPOSES
COMMUNITY CENTRE
CIVIC PURPOSES
RECREATION

Local Government Authority					
SHIRE OF BROOKTON					

CLT Number	Parcel Identifier	Street Address, Suburb	File Number	PIN	Area (m²)
LR3169/5	Lot 510 On Deposited Plan 405799	14 White Road, BROOKTON 6306	01911-1992	12254850	239015

Previous Certificates of Title		Status
LR3802/362		Cancelled

Document Number/Gazette Page	Date	Type	Text
H818226	29/01/2018	Current Area	23.9015

Figure 2 – Reserve Details

1.3 Characteristics of Boundaries/Tenures and Management of Adjoining Land

The surrounding land-use to the Reserve consists of residential development to the north, east and south. Arable broadacre farmland adjoins to the west.

Of note, the Kalkarni Residential Aged Care Facility and Saddleback Medical Centre is immediately adjacent to the Reserve on the southern boundary, while Brookton Highway immediately adjoins the northern boundary of the Reserve that presents specific consideration of vehicle access.

1.4 Purpose of the Management Plan

This Management Plan has been prepared and should broadly be accepted as strategic document that sets direction on variable use of the Reserve until 2030, with periodic review and amendment by Council as required. Its intention is to facilitate and guide future use commensurate with orderly planning and development, and appropriate tenure and management at an accepted precinct level.

More specifically, the Management Plan seeks to:

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

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

1.5 Planning Context

This Plan has been prepared pursuant to Section 49 of the *Land Administration Act 1997* and involves the following methodology:

- Preparation a draft Management Plan by the Shire Administration
- Council to endorse the draft Management Plan for public comment
- Call for public submissions over a period of four weeks
- Council to review and determine the validity of submissions received
- Shire Administration to modify the draft Management Plan as directed by Council
- Council to formally adopt the draft Management Plan
- A copy of the final Management Plan to be presented to Department of Lands for its records.

1.6 Structure of report

The Management Plan has been drafted to a precinct scale of planning and does not present detail on the layout and planning for each precinct. Therefore, this document should be read in conjunction with respective detailed 'Precinct Plans' as prepared by proponents and subsequently endorsed by Council from time to time.

2.0 PRECINCTS

The intention of dividing the Reserve into land-use precincts is to establish where possible an alignment of existing and proposed uses based on synergy, interface, and a practical level of compatibility. This has involved consideration being given to:

- The Reserve purposes (refer to Figure 2 of this document)
- Broad community benefit
- Current and projected future uses
- Existing capacity and condition of buildings, other facilities, structures, and associated infrastructure
- Current and projected access and parking needs
- Availability of utilities and services
- Existing storm water runoff and drainage
- Retention of existing remnant vegetation and proposed landscaping
- Projected future need and trends based on synergy and co-location principles
- Current and future land tenure arrangements
- Visual and social amenity

In all ten precincts have been identified as listed below and illustrated in Figure 3:

1. Shire Administration Centre Precinct
2. Community Garden/Men's Shed Precinct
3. Aquatic Centre Precinct
4. Caravan Park / Short Stay Accommodation Precinct
5. Sport and Recreation Precinct
6. Youth Precinct
7. Future Use Civic Precinct – 1
8. Future Use Civic Precinct – 2
9. Health /Aged Care Accommodation Precinct
10. Tourism Arts and Cultural Precinct

Each precinct is summarised under sections 2.1 to 2.10 of this document.

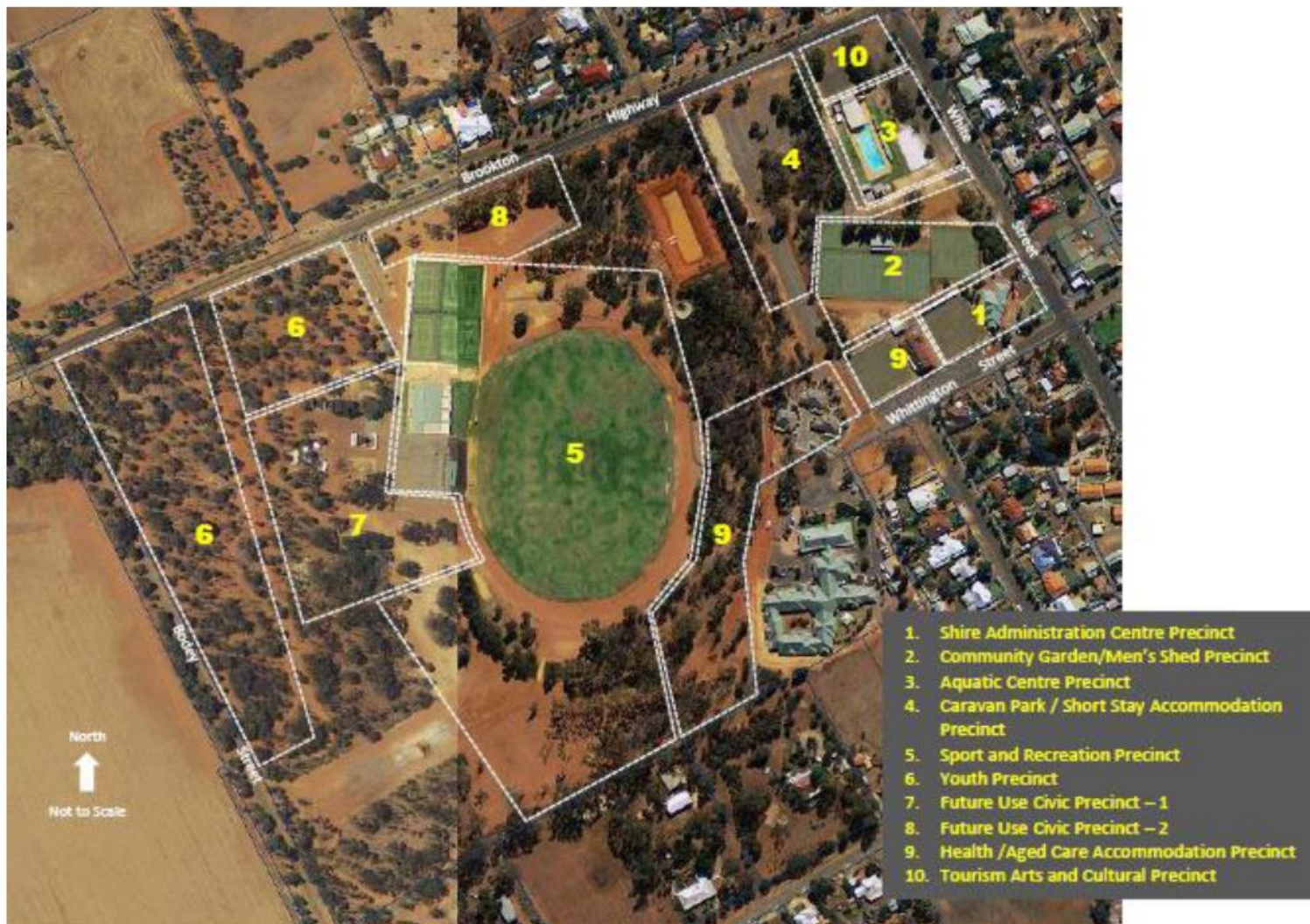


Figure 3 – Precinct Plan

2.1 Shire Administration Centre Precinct

The purpose of this Precinct is to accommodate the Shire Administration Offices, Council Chambers and Civic Library, as well as provide for future expansion as and when required.

The following Table and Figures 4 – 6 provide a summarised overview of this Precinct.

Precinct Summary

Location	<ul style="list-style-type: none"> • South east corner of Reserve 43518.
Site Area	<ul style="list-style-type: none"> • Approximately 0.45 hectare.
Precinct Interface	<ul style="list-style-type: none"> • Community Garden/Men's Shed Precinct to the north. • Aged Care Accommodation Precinct to the west.
Tenure	<ul style="list-style-type: none"> • Shire of Brookton – Vesting from Minister of Lands
Management	<ul style="list-style-type: none"> • Shire of Brookton – Management Order (Reserve 43158).
Accessibility	<ul style="list-style-type: none"> • Vehicle – existing - from Whittington and White Streets to bitumen paved standard. • Pedestrian – existing - brick paved standard. • Disability ramp to Administration Office main entrance – existing – non-compliant.
Services	<ul style="list-style-type: none"> • Reticulated power - connected. • Reticulated scheme water - connected. • Reticulated sewerage - connected. • ADSL and NBN telecommunications - connected. • Public car parking bitumen line marked standard – established.
Drainage	<ul style="list-style-type: none"> • Stormwater drainage – existing - connected to street.
Landscape Features	<ul style="list-style-type: none"> • Reticulated landscape gardens – existing - maintained by Shire of Brookton.
Constraints	<ul style="list-style-type: none"> • None identified.
Existing Development	<ul style="list-style-type: none"> • Shire Administration Building. • Council Chambers. • Former eastern bowling rink.
Proposed Development	<ul style="list-style-type: none"> • Refurbish Council Chambers and Administration Office – Chambers entry, security, external lighting, painting, floor coverings. • Directional signage to public Administration Centre and Council Chambers. • Disability access – compliant for both entries.
Comment	<ul style="list-style-type: none"> • Existing eastern bowling rink set aside for future expansion of the Shire Administration Centre - if /when required. • Existing garden area northern side to integrate with Community Garden development.



Figure 4 – Outline of Shire Administration Centre Precinct



Figure 5 – Admin. Building looking north west



Figure 6 – View of Precinct looking east

2.2 Community Garden/Men's Shed Precinct

The purpose of this Precinct is to afford a designated area and buildings required for a Community Garden and Men's Shed in a collocated setting.

The following Table and Figures 7 – 11 provide a summarised overview of this Precinct.

Precinct Summary

Location	<ul style="list-style-type: none"> • South east portion of Reserve 43518.
Site Area	<ul style="list-style-type: none"> • Approximately 0.85 hectare.
Precinct Interface	<ul style="list-style-type: none"> • Shire Administration Centre Precinct to the south. • Health Aged Care Precinct to the south. • Aquatic Precinct to the west.
Tenure	<ul style="list-style-type: none"> • Brookton Community Inc. (BCI) – lease agreement (5 + 5 years).
Management	<ul style="list-style-type: none"> • Brookton Community Garden and Brookton Men's Shed
Accessibility	<ul style="list-style-type: none"> • Vehicle – proposed from White Street and Whittington Street - initial paved standard – by Shire. • Pedestrian – brick paved or concrete standard – by Shire. • Disability access standards – to be incorporated - by Community Groups.
Services	<ul style="list-style-type: none"> • Reticulated power – existing – connected by BCI. • Reticulated scheme water – existing – connected by BCI. • Happy Valley water – pending - connected by Shire. • Reticulated sewerage – existing - connected - by Shire. • Public car parking - gravel standard – by Shire.
Drainage	<ul style="list-style-type: none"> • Stormwater drainage - part of Community Garden retention/harvesting for re-use - by Community Group.
Landscape Features	<ul style="list-style-type: none"> • Community Garden – pending - by Community Group.
Constraints	<ul style="list-style-type: none"> • None identified.
Existing Development	<ul style="list-style-type: none"> • Dis-used tennis courts, security fencing, <i>fmr.</i> clubhouse building.
Proposed Development	<p><u>Stage 1</u></p> <ul style="list-style-type: none"> • Existing former clubhouse building – to be gutted - by Shire. • New Community Shed - by Shire. <p><u>Stage 2</u></p> <ul style="list-style-type: none"> • Refurbishment of <i>fmr.</i> clubhouse building - by Community Group. • Fit-out of new Community Shed - shared use - by Community Groups - grants funding obtained where possible.
Comment	<ul style="list-style-type: none"> • New Community Shed – leased to BCI. • Garden layout and activities planned/implemented by Community Group – referred to approved Precinct Concept Plan.



Figure 7 – Outline of Community Garden / Men's Shed Precinct



Figure 8 – Community Garden Area looking north



Figure 9 – Garden Area looking west



Figure 10 – Indicative Community Shed



Figure 11 – Location: Community Shed looking east

2.3 Aquatic Centre Precinct

The purpose of this Precinct is to recognise the Brookton Aquatic Centre within the broader framework of this Reserve Management Plan.

The following Table and Figures 12 – 17 provide a summarised overview of this Precinct.

Precinct Summary

Location	<ul style="list-style-type: none"> North east portion of Reserve 43518.
Site Area	<ul style="list-style-type: none"> Approximately 0.57 hectare (approx.).
Precinct Interface	<ul style="list-style-type: none"> Tourism, Arts and Cultural Precinct to the north. Caravan Park/Short Stay Precinct to the west. Community Garden/Men's Shed Precinct to the south.
	<ul style="list-style-type: none"> Shire of Brookton – Vesting from Minister of Lands.
Management	<ul style="list-style-type: none"> Shire of Brookton – Management Order (Reserve 43158).
Accessibility	<ul style="list-style-type: none"> Vehicle – re-orientated from Brookton Highway to White Street using existing bitumen pavement - to be maintained/resurfaced and signpost and/or line marked. Pedestrian – temporary pathway from carpark to Aquatic Centre entry with directional signage – yet to be defined. Pedestrian -permanent access taken through future Tourism, Arts and Cultural Building in front (north) of existing Aquatic Centre entrance. Pedestrian – line marked/sign posted bitumen pathway from to proposed caravan park. Disability access standards – to be incorporated into future improvements.
Services	<ul style="list-style-type: none"> Reticulated power – existing – connected. Reticulated scheme water – existing – connected. Happy Valley water – pending - by Shire. Reticulated sewerage - existing - connected. Public car parking – existing - bitumen standard - to be maintained /line marked (including ACROD bays) by Shire.
Landscape Features	<ul style="list-style-type: none"> Predominantly lawn areas – minimal privacy screening
Constraints	<ul style="list-style-type: none"> Tree roots penetrate pool plumbing/drainage/pavement. Leaves dirty pool and clog filtration system / drainage.
Existing Development	<ul style="list-style-type: none"> 2 x swimming pools Kiosk and changerooms Security fencing. fixed and temporary shade structures Pump shed with chlorination and filtration infrastructure Masonry concourse and lawn areas Sand volleyball area. 2 x Bitumen car parking areas – not line marked.
Proposed Development	<ul style="list-style-type: none"> Orientate entry with new temporary path and signage. Upgrade eastern carparking area and pedestrian access. Improve ablution / changerooms - painting, roofing. Convert volleyball area - new seating, shade and BBQ replacement, small playground, outdoor board game area with dual access.
Comment	<ul style="list-style-type: none"> Entry taken through a future Tourism Arts and Cultural building.



Figure 12 – Outline of Aquatic Centre Precinct



Figure 13 – Aquatic centre building looking south east



Figure 14 – Main pool and concourse looking north

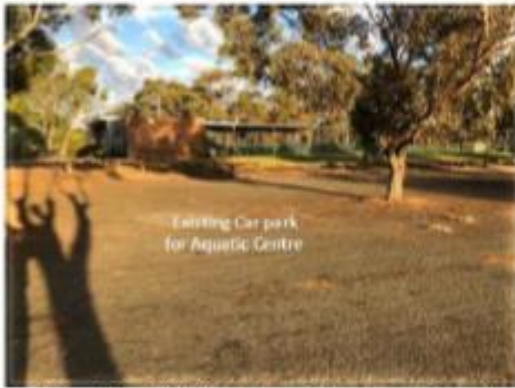


Figure 15 – White Street carpark looking north west



Figure 16 – White Street carpark looking south



Figure 17 – Indicative outdoor board game

2.4 Caravan Park / Short Stay Accommodation Precinct

The purpose of this Precinct is to provide for a new Caravan Park incorporating camp sites, caravan bays and chalet style accommodation for visitors and seasonal workforce needs associated with agriculture and corporate business.

The following Table and Figures 18 - 24 provide a summarised overview of this Precinct.

Precinct Summary

Location	<ul style="list-style-type: none"> North east portion of Reserve 43518.
Site Area	<ul style="list-style-type: none"> Approximately 1.58 hectares.
Precinct Interface	<ul style="list-style-type: none"> Tourism, Arts and Cultural Precinct to the east. Aquatic Centre Precinct to the east. Community Garden/Men's Shed Precinct to the south.
Tenure	<ul style="list-style-type: none"> Shire of Brookton – Vesting from Minister of Lands.
Management	<ul style="list-style-type: none"> Shire of Brookton – Management Order (Reserve 43158) – responsible for operations/bookings.
Accessibility	<ul style="list-style-type: none"> Vehicle - new - White Street through to <i>fmr</i> Fire Training Track – initial gravel pave standard – by Shire. Vehicle - existing – use <i>fmr</i> Bushfire Training Track / mixed-use sealed courts as internal roadways - signpost / line mark as required – by Shire. Pedestrian – new pathways caravan park to Aquatic Centre, oval/pavilion, community garden/Shire Administration Centre entry – includes directional signage – by Shire. Disability access standards – incorporated in one chalet unit and ablution block - BCA standards.
Services	<ul style="list-style-type: none"> Reticulated power – existing – extended / connected to 20 sites and ablution building – by Shire. Reticulated scheme water – existing – extended / connected to 20 sites and ablution building – by Shire. Happy Valley water – new - landscape watering - by Shire. Reticulated sewerage - existing - extended / connected to 20 sites and ablution building – by Shire.
Landscape Features	<ul style="list-style-type: none"> Vegetation – existing - retain - implement parkland clearing for camping sites – by Shire. Vegetation – new - landscape buffer along Brookton Highway - by Shire. Vegetation – new - landscaping around proposed chalet and ablution buildings and caravan sites for beautification and privacy. Vegetation – new - lawn to camping/tent sites.
Constraints	<ul style="list-style-type: none"> None identified
Existing Development	<ul style="list-style-type: none"> Dis-use bushfire training track and infrastructure and basketball/netball courts.
Proposed Development	<p><u>Stage 1</u></p> <ul style="list-style-type: none"> 4 x short stay holiday chalet units. 10 x serviced caravan bays with concrete slabs. 1 x ablution building - small laundry, male/female toilets, showers. 4 x unpowered camp sites - parkland clearing, fill and lawn. 1 x sullage dump point. Connection of services - reticulated power, water, sewerage.

	<ul style="list-style-type: none"> Fencing and landscaping buffer along Highway. Construct new access road – gravel standard. 6 x additional chalet sites connected to services - preparation for Stage 2 – if within budget. <p><u>Stage 2</u></p> <ul style="list-style-type: none"> Up to 6 x chalet units. Associated landscaping. Bitumen seal pavement of new access road. <p><u>Stage 3</u></p> <ul style="list-style-type: none"> Additional chalet units and caravan bays as required - to be determined.
Comment	<ul style="list-style-type: none"> Proposed development to support tourism / seasonal workforce needs - management/bookings by the Shire. Stage 2 and 3 based on demand. Existing Caravan Park adjacent to Pavilion retained/maintained as overflow for staged events.

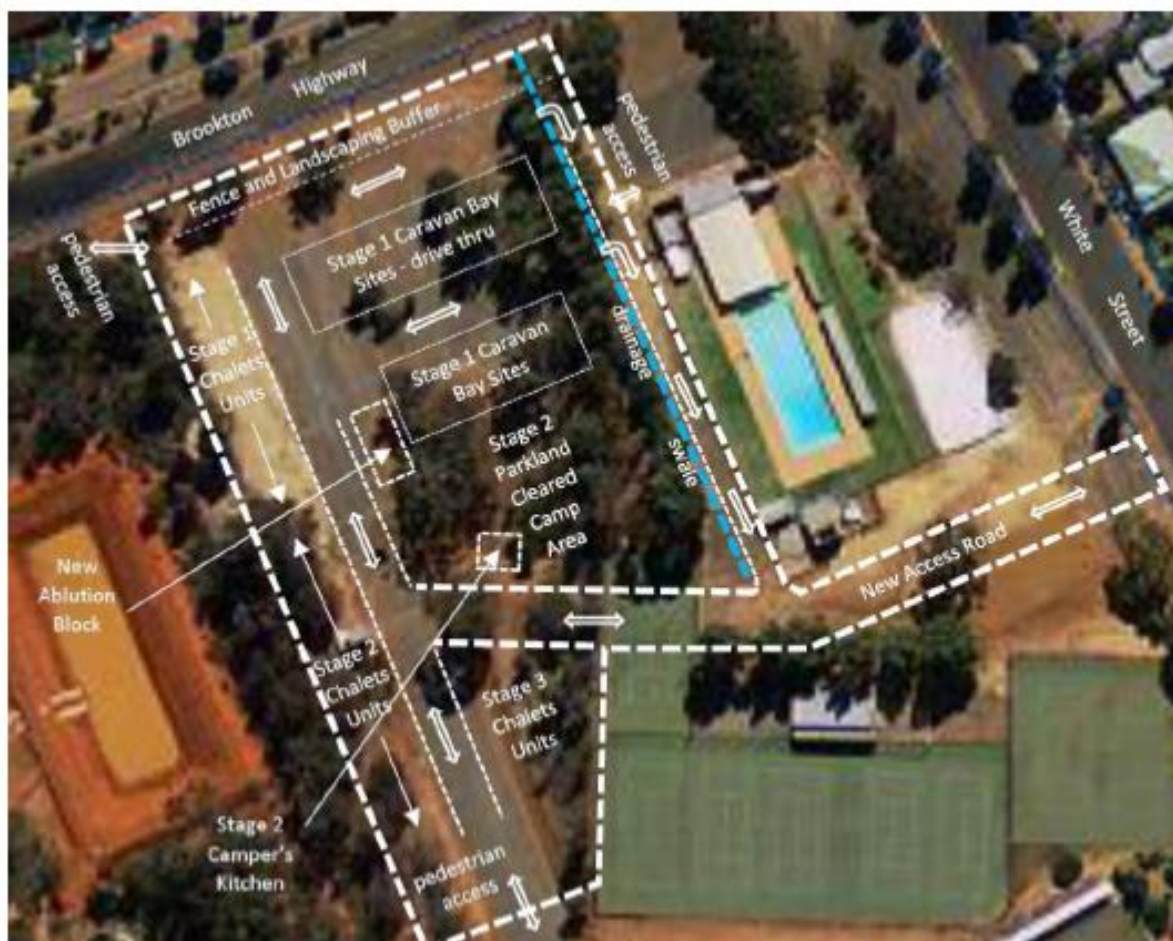


Figure 18 – Outline of Caravan Park / Season Workers Accommodation Precinct



Figure 19 – Chalet unit location looking north



Figure 20 – Chalet unit location looking north west



Figure 21 – Caravan Park looking east

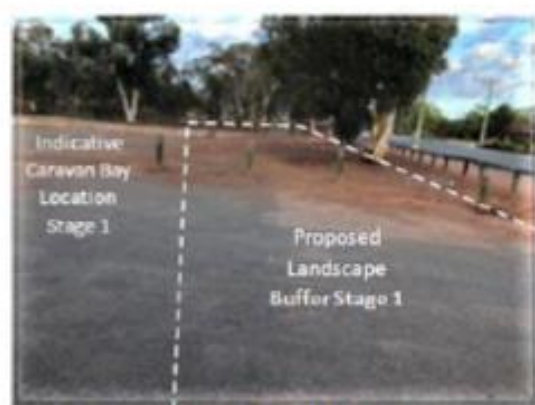


Figure 22 – Landscape buffer area looking west



Figure 23 – Internal access road looking north



Figure 24 – Indicative Chalet Building

2.5 Sport and Recreation Precinct

The purpose of this Precinct is to acknowledge and cater for further expansion of active support and recreational space and facilities, including staged public events.

The following Table and Figures 25 - 33 provide a summarised overview of this Precinct.

Precinct Summary

Location	<ul style="list-style-type: none"> Central portion of Reserve 43518.
Site Area	<ul style="list-style-type: none"> Approximately 7.069 hectares.
Precinct Interface	<ul style="list-style-type: none"> Youth Precinct to the north. Aged Care Accommodation Precinct to the south. Future Civic Precincts to the north and west.
Tenure	<ul style="list-style-type: none"> Shire of Brookton – Vesting from Minister of Lands. Brookton Tennis Club Inc. – Lease Agreement – 4 synthetic surface tennis courts.
Management	<ul style="list-style-type: none"> Shire of Brookton – Management Order (Reserve 43158) – responsible for management of all sports facilities other than synthetic surface tennis courts. Brookton Tennis Club Inc. – responsible for management/maintenance of synthetic surface tennis courts.
Accessibility	<ul style="list-style-type: none"> Vehicle – existing – primary access from Brookton Highway - bitumen paved standard – services multiple Precincts – secondary access from Bodey Street. Pedestrian – existing - bitumen and brick paved pathways to and within Precinct. Disability access standards existing to Pavilion, hard courts and green spaces.
Services	<ul style="list-style-type: none"> Reticulated power – existing – connected. Standby generation power – existing – connected to WB Eva Pavilion. Reticulated scheme water – existing – connected. Happy Valley water – existing – connected/used watering Brookton Oval. Reticulated sewerage - existing - connected. Public car parking – existing - bitumen standard (includes ACROD bays).
Landscape Features	<ul style="list-style-type: none"> Extensive lawn area – Brookton Oval. Garden areas – WB Eva Pavilion.
Constraints	<ul style="list-style-type: none"> Pavilion building being used for purposes other than sport and recreation.
Existing Development	<ul style="list-style-type: none"> 1x Multi-use Sports Oval – incorporates turf wicket and flood lighting - used for football, cricket, hockey, sports carnivals and major community events. 2 x Practice Cricket Nets – incorporates storage shed. 2 x Multi-Use Sports Courts – configured for netball, tennis, basketball. 4 x synthetic surface tennis courts – incorporates fencing and flood lighting.

	<ul style="list-style-type: none"> • 1 x Sports Pavilion - incorporates meeting rooms, kitchen, bar, change rooms, 24 hr gymnasium) - used in conjunction with oval and outdoor court activities, playgroup, civic meetings, funerals, community events and private parties. • 1 x Outdoor gym equipment area. • 1 x Children's playground – fenced and shaded. • 3 x Storage Units/ 1 x Storage Compound – used by Sporting Clubs for equipment storage. • 3 x Carparking Areas – bitumen sealed standard.
Proposed Development	<ul style="list-style-type: none"> • 4 x Additional Storage Units – same as existing – by Shire. • Line marking of eastern and southern parking areas – by Shire. • New Gardner's Shed – by Shire.
Comment	<ul style="list-style-type: none"> • Precinct incorporates area for future expansion/second sports field.



Figure 25 – Outline of Sport and Recreation Precinct



Figure 26 – WB Eva building looking west



Figure 27 – WB Eva building Looking north



Figure 28 – Synthetic tennis courts looking west



Figure 29 – Sports storage units looking north



Figure 30 – Brookton Oval looking south east



Figure 31 – East rec. expansion area looking south



Figure 32 – West rec. expansion area looking east



Figure 33 – Eastern carpark looking north

2.6 Youth Precinct

The purpose of this Precinct is to provide a designated area to accommodate future youth activities and purpose-built infrastructure.

The following table and Figures 34 - 44 provide a summarised overview of this Precinct and outlines the future development and management proposals.

Precinct Summary

Location	<ul style="list-style-type: none"> North west corner of Reserve 43518.
Site Area	<ul style="list-style-type: none"> Approximately 3.72 hectares
Precinct Interface	<ul style="list-style-type: none"> Recreation and Sport Precinct to the south. Future Civic Precincts to the south and east.
Tenure	<ul style="list-style-type: none"> Shire of Brookton – Vesting from Minister of Lands. Brookton Community Inc. (BCI) – Future lease agreement (5 + 5 years) - Youth Building.
Management	<ul style="list-style-type: none"> Shire of Brookton - Management Order (Reserve 43158) – open areas managed by Shire. Brookton Noongar Youth Group – Co-located youth building. Brookton Bandicoot Girl Guides - Co-located youth building.
Accessibility	<ul style="list-style-type: none"> Vehicle – existing - from Brookton Highway and Bodey Street - bitumen paved standard. Pedestrian - existing - bitumen paved standard to Precinct. Pedestrian - proposed within Precinct - gravel standard - by Shire. Disability access standards - proposed - incorporated into future development.
Services	<ul style="list-style-type: none"> Reticulated power – existing – connected by BCI. Reticulated scheme water – existing – connected by BCI. Sewerage – on site system - available - connected by Shire. Public car parking off Bodey Street - gravel standard – by Shire.
Landscape Features	<ul style="list-style-type: none"> Parkland clearing performed throughout Precinct.
Constraints	<ul style="list-style-type: none"> None identified.
Existing Development	<ul style="list-style-type: none"> None identified.
Proposed Development	<p><u>Stage 1</u></p> <ul style="list-style-type: none"> New pump/loop (BMX) track - constructed by Shire. <p><u>Stage 2</u></p> <ul style="list-style-type: none"> Partial fencing along Bodey Street – by Shire. Improvements to pump/loop track surrounds (parkland clearing, seating, drainage swale bridge, etc) – by Shire. New Youth Building - constructed by Shire. Fit out of building/immediate surrounds performed by Community Groups – grants funding obtained where possible. <p><u>Stage 3</u></p> <ul style="list-style-type: none"> New nature playground - constructed by Shire - grants funding obtained where possible.
Comment	<ul style="list-style-type: none"> New pump/loop track and nature play areas managed/maintained by Shire – public facility.

- New Youth Building - shared use by Noongar Youth Group / Bandicoot Girl Guides – leased by BCI.



Figure 34 – Youth Precinct



Figure 35 – Indicative BMX Loop Track



Figure 36 – Indicative BMX Pump Track



Figure 37 – Senior BMX Loop Track looking north



Figure 38 – Senior BMX Loop Track looking south



Figure 39 – Loop Track looking west



Figure 40 – Loc. youth building looking south east

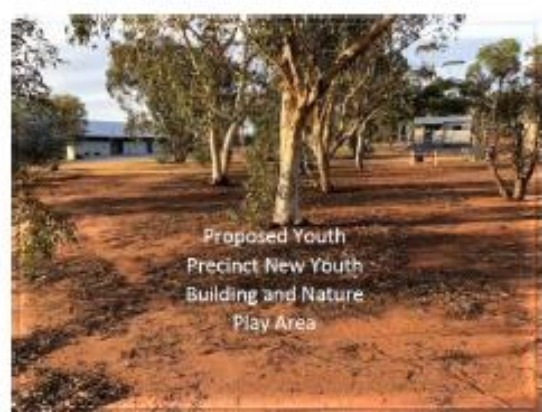


Figure 41 – Nature play area looking south



Figure 42 – Indicative Youth Building



Figure 43 – Nature play area looking south east



Figure 44 – Indicative Nature Playground

2.7 Future Use Civic Precinct - 1

The purpose of this Precinct is to retain the existing Caravan Parking for overflow use during community events and accommodate a future multi-purpose hall/reception building complimentary to the WB Eva Sports Pavilion.

The following Table and Figures 45 - 47 provides a summarised overview of this Precinct.

Precinct Summary

Location	<ul style="list-style-type: none"> Central on Reserve 43518.
Site Area	<ul style="list-style-type: none"> Approximately 1.78 hectares
Precinct Interface	<ul style="list-style-type: none"> Recreation and Sport Precinct to the south. Youth Precinct to the north and west.
Tenure	<ul style="list-style-type: none"> Shire of Brookton – Vesting from Minister of Lands.
Management	<ul style="list-style-type: none"> Shire of Brookton - Management Order (Reserve 43158)
Accessibility	<ul style="list-style-type: none"> Vehicle – existing - from Brookton Highway - bitumen paved standard. Pedestrian - existing - bitumen paved standard to Precinct. Pedestrian - proposed within Precinct - bitumen paved standard - by Shire. Disability access standards - proposed - incorporated into future development.
Services	<ul style="list-style-type: none"> Reticulated power to Caravan Park – existing – connected. Reticulated scheme water to Caravan Park – existing – connected. Sewerage – on site system for Caravan Park - available - connected by Shire. Public car parking off Bodey Street - gravel standard – by Shire.
Landscape Features	<ul style="list-style-type: none"> Remnant vegetation surrounding existing Caravan Park and future development area.
Constraints	<ul style="list-style-type: none"> None identified
Existing Development	<ul style="list-style-type: none"> Existing Caravan Park and associated facilities / infrastructure
Proposed Development	<ul style="list-style-type: none"> Multi-use hall with commercial kitchen and shaded alfresco - use for staged events, receptions, conventions, public meetings, assemblies, and other community gatherings, performing arts and movies, private functions and funerals – by Shire. Extension of car parking area – bitumen pave and line mark standard – by Shire.
Comment	<ul style="list-style-type: none"> Hall building design complimentary to WB Eva Pavilion – orientated for visual perspective over the existing oval and natural surrounds. Existing Caravan Park retained as overflow – used for major events (OTMS, Pony Express, etc.)



Figure 45 – Outline of Future Use Civic Precinct - 1

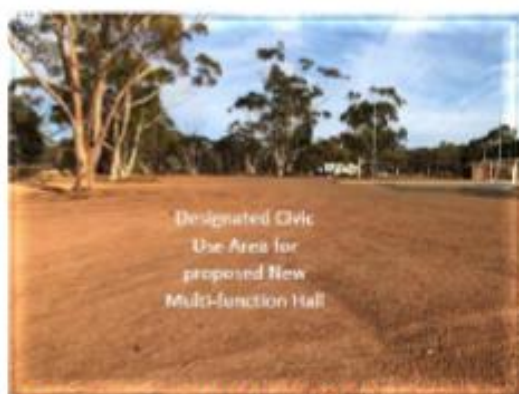


Figure 46 – Location of Multi-function hall looking west



Figure 47 – Location of Multi-function hall looking south

2.8 Future Use Civic Precinct - 2

The purpose of this Precinct is to set aside land with prominent highway frontage for future civic/commercial use appropriately aligned to the dedicated purpose of Reserve 43518.

The following Table and Figures 48 - 50 provide a summarised overview of this Precinct.

Precinct Summary

Location	<ul style="list-style-type: none">• Central on Reserve 43518.
Site Area	<ul style="list-style-type: none">• Approximately 0.89 hectare.
Precinct Interface	<ul style="list-style-type: none">• Recreation and Sport Precinct to the south.• Youth Precinct to the west.
Tenure	<ul style="list-style-type: none">• Shire of Brookton – Vesting from Minister of Lands with power to lease.
Management	<ul style="list-style-type: none">• Shire of Brookton - Management Order (Reserve 43158)
Accessibility	<ul style="list-style-type: none">• Vehicle – existing - from Brookton Highway - bitumen paved standard.• Pedestrian - existing - bitumen paved standard to Precinct.
Services	<ul style="list-style-type: none">• Reticulated power – existing – not connected.• Reticulated scheme water to Caravan Park – existing – not connected.• Sewerage – available – not connected.
Landscape Features	<ul style="list-style-type: none">• Remnant bushland vegetation adjoins to the east.
Constraints	<ul style="list-style-type: none">• None identified.
Existing Development	<ul style="list-style-type: none">• None – vacant land.
Proposed Development	<ul style="list-style-type: none">• To be determined.
Comment	<ul style="list-style-type: none">• None.



Figure 48 – Outline of Future Use Civic Precinct – 2



Figure 49 – Site perspective looking north west



Figure 50 – Site perspective Looking north

2.9 Health /Aged Care Accommodation Precinct

The purpose of this Precinct is to afford expansion of residential aged care and independent living accommodation and a communal senior citizen hall.

The following Table and Figure 51 -53 provides a summarised overview of this Precinct.

Precinct Summary

Location	<ul style="list-style-type: none"> Southern portion of Reserve 43518.
Site Area	<ul style="list-style-type: none"> Approximately 1.62 hectares.
Precinct Interface	<ul style="list-style-type: none"> Recreation and Sport Precinct to the west. Community Garden /Men's Shed Precinct to the north. Shire Administration Centre Precinct to the east.
Tenure	<ul style="list-style-type: none"> Shire of Brookton – Vesting from Minister of Lands.
Management	<ul style="list-style-type: none"> Shire of Brookton - Management Order (Reserve 43158).
Accessibility	<ul style="list-style-type: none"> Vehicle – existing - from Whittington Street - bitumen paved standard. Pedestrian - existing - bitumen paved standard pathway to Brookton Oval.
Services	<ul style="list-style-type: none"> Reticulated power – existing – connected - to Mokine Independent Living Units and <i>fmr.</i> Bowling Club Building. Reticulated scheme water– existing – connected - - to Mokine Independent Living Units and <i>fmr.</i> Bowling Club Building. Sewerage – available – not connected.
Landscape Features	<ul style="list-style-type: none"> Predominantly remnant bushland covering western portion of Precinct.
Constraints	<ul style="list-style-type: none"> Bushfire risk. Stormwater run-off / drainage considerations.
Existing Development	<ul style="list-style-type: none"> 3 x 3 bedroom Independent Living Units (ILUs). <i>Fmr.</i> bowling club house and bowling rink.
Proposed Development	<ul style="list-style-type: none"> Refurbishment of <i>Fmr.</i> bowling club house to Senior Citizen Hall. New additional Independent Living Units on eastern portion of Precinct. Extension to Kalkarni Residential Aged Care facility on southern portion of Precinct.
Comment	<ul style="list-style-type: none"> Precinct area to be excised on freehold basis – by Shire – <u>may</u> include <i>fmr.</i> bowling club building/Senior Citizen Hall. Land and buildings to be purchased by Aged Car Provider to expand accommodation/health facilities and develop Wellness Hub. Low key vehicle/pedestrian access between Mokine ILUs and <i>fmr.</i> bowling club building to be maintained for Community Garden/Men's Shed Precinct.

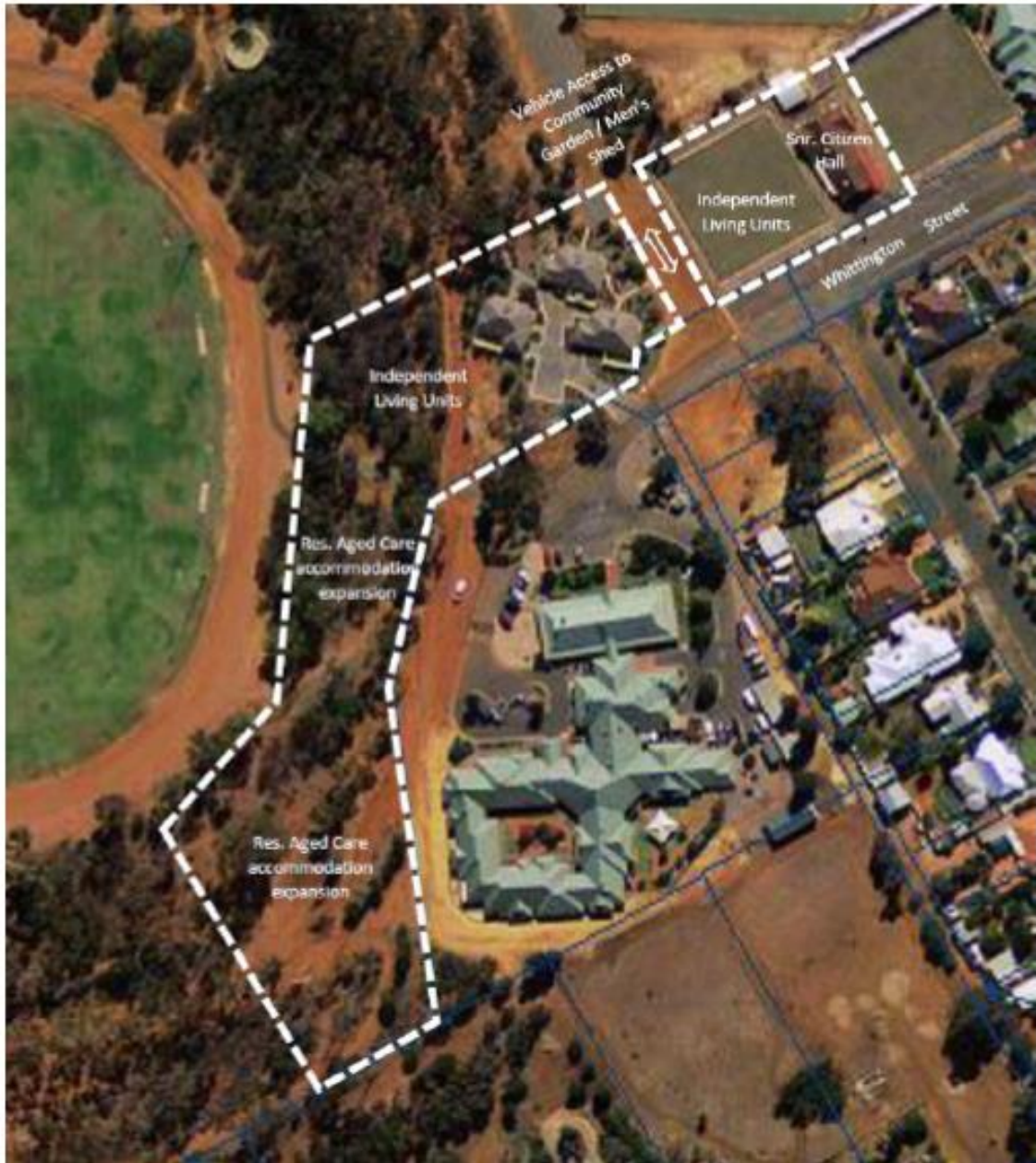


Figure 51 – Outline of Health / Aged Care Accommodation Precinct

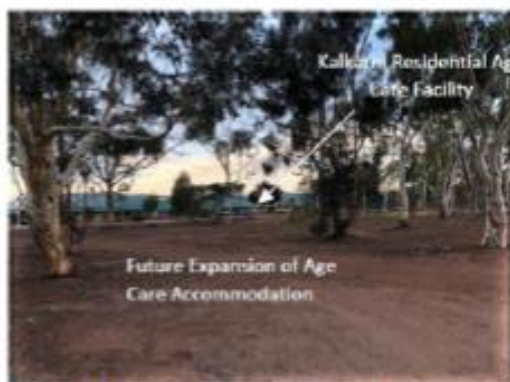


Figure 52 – Expansion area looking south



Figure 53 – Expansion area looking east

2.10 Tourism Arts and Cultural Precinct

The purpose of this Precinct is to cater for tourist information and guidance, production and sale of local arts and crafts, display of historical and cultural information, provision of community services and information, and future entry to Aquatic Centre.

The following Table and Figures 54 - 56 provide a summarised overview of this Precinct.

Precinct Summary

Location	<ul style="list-style-type: none"> North east corner of Reserve 43518.
Site Area	<ul style="list-style-type: none"> Approximately 0.26 hectare.
Precinct Interface	<ul style="list-style-type: none"> Aquatic Centre Precinct to the south. Caravan Park/Short Stay Precinct to the west.
Tenure	<ul style="list-style-type: none"> Shire of Brookton – Vesting from Minister of Lands.
Management	<ul style="list-style-type: none"> Shire of Brookton - Management Order (Reserve 43158).
Accessibility	<ul style="list-style-type: none"> Vehicle – reciprocal use with Aquatic Centre in the future - from White Street using existing bitumen pavement - to be maintained/resurfaced and signpost and/or line marked. Pedestrian - permanent access from car park through this precinct to Aquatic Centre entrance in the future – by Shire. Pedestrian – line marked/sign posted bitumen pathway from to proposed caravan park in the future – by Shire. Disability access standards – to be incorporated into future improvements.
Services	<ul style="list-style-type: none"> Reticulated power – existing – not connected. Reticulated scheme water – existing – not connected. Reticulated sewerage - existing – non connected. Public car parking – existing - bitumen standard - to be maintained /line marked (including ACROD bays) - by Shire.
Landscape Features	<ul style="list-style-type: none"> Mature trees – to be retained where possible.
Constraints	<ul style="list-style-type: none"> Non identified.
Existing Development	<ul style="list-style-type: none"> Existing Carpark – not delineated.
Proposed Development	<ul style="list-style-type: none"> New purpose-built facility – by Shire - incorporates: <ul style="list-style-type: none"> public entry doors x 2. communal reception/shop front and CRC office. designated arts/crafts rooms x 2. community meeting rooms x 1. large Heritage display rooms, work room and designated storage area. limited external heritage display. amenity rooms - kitchen/general store/cleaner's room. public ablutions - disability standard. designated access to Aquatic Centre facility. external tourist signage and wall mural. demountable internal walls for future reconfiguration. Carparking – reciprocal with Aquatic Centre. Landscape garden along Brookton Highway.

Comment	<ul style="list-style-type: none"> Proposal to accommodate multiple Community Groups (Historical Society, CRC, Patch Work) and perform various civic functions (tourist information, caravan park, library, pool, etc).
---------	--



Figure 54 – Outline of Tourism Arts and Cultural Precinct



Figure 55 – Site perspective looking north



Figure 56 – Site perspective looking north east

3.0 General Access and Connectivity

Vehicle

- Existing vehicle access within Reserve 43158 to be maintained to current standards.
- New access from White Street to Precincts 2 and 4 to be initially constructed to 6.0 m wide gravel standard and bitumen paved within 5 years.
- Brookton Highway access limited to existing Sport and Recreation entry to serve Precincts 5, 6, 7 and 8 – no other access supported.
- New gated access from Bodey Street to western portion of Precinct 6 for maintenance and emergency purposes.

Pedestrian

- Existing pedestrian access / walk paths within Reserve 43158 maintained to current standards.
- Extend pedestrian access / walk paths constructed to consistent standards with existing – staged over 10 years timeframe.
- Pedestrian access to Precinct 3 incorporated into development of Precinct 10.
- Timber pedestrian bridge over existing drainage swale within Precinct 6.



Figure 57 - Access and Connectivity Plan

4.0 Stormwater Drainage

- Existing stormwater drainage through watershed run-off and drainage swales to be maintained - by Shire.
- Drainage to be re-assessed as part of individual Precinct Concept Plans – 'open' drainage system to be modified over time to accommodate future development.
- Water retention and reuse to apply to individual developments where practical.



Figure 58 - Drainage Plan

5.0 Vegetation Retention/Enhancement and Fire Management

The following actions are to be entertained and progressively performed by the Shire:

- Un-designated areas of Reserve 43158 to be retained and managed as remnant bushland.
- Precincts 4, 6 and 7 to incur parkland clearing of undergrowth vegetation and dead trees to be performed and maintained as part of development of each Precinct.
- Assessment of 'dangerous' trees with necessary pruning to be performed.
- Landscape planting (native species) to be implemented along Brookton Highway for beautification and buffering within Precincts 4 and 10.
- Revegetation to be progressively implemented for stabilisation along the drainage swale between Precincts 6 and 7.
- Retention and maintenance of mature trees with the broader reserve for shade and aesthetics purposes, where possible.
- Maintenance grading of firebreaks to be implemented in September each year.
- Assessment and where necessary prescribed burning of remnant native vegetation within the Reserve to be conducted by the Shire's Chief Bushfire Control Officer every 5 years.

6.0 Preparation of Individual Precinct Concept Plans

A Precinct Concept Plan (layout plan) is to be prepared for each individual Precinct area and be submitted to the Shire Council for endorsement prior to the commencement of development.

The Precinct Concept Plan should consist of:

- A written outline of the proposed development including:
 - respective stages of implementation.
 - location, style, scale, and bulk of buildings and other structures within the Precinct area.
 - the management approach and maintenance programs applicable to the use(s) of the precinct.
- A Graphical illustration the overall concept drawn to a legible scale.

7.0 Management Plan Review

The timeframe of the Management Plan extends to 10 years up to the year 2030. Many changes can occur during this time including some unforeseen matters. The Shire considers it is important that the Management Plan remains relevant and "living". Accordingly, this Plan will be monitored and reviewed to reflect the ever-changing needs of the community and local planning/management context.

8.0 Endorsement

This Management Plan has been prepared pursuant to Section 49(1) of the *Land Administration Act 1997*.

Adopted for final endorsement by the Council of the Shire of Brookton at the meeting of the Council held on.....day of2020.

.....
Shire President

.....
Date

.....
Chief Executive Officer

.....
Date



Local Emergency Management Arrangements

November 2019

Adopted Council *** 2020
Res **/2020

Adopted by LEMC on ***** 2020

G:\MEETINGS\2020\08. August 2020\20 August 2020 - Ordinary Meeting of Council\Agenda\MCC\Shire of Brookton Local Emergency Management Arrangements - February 2020 (002).docx Updated: 6/05/2020

**SHIRE OF BROOKTON
EMERGENCY MANAGEMENT ARRANGEMENTS**

These arrangements have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Brookton Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

.....
Cr Katrina Crute
Chairperson Brookton LEMC

.....
Date

.....
Cr Katrina Crute
President, Shire of Brookton

.....
Date

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Distribution

Distribution List	
Organisation	No Copies
Shire of Brookton	3
Local Emergency Management Committee Members	1
Local Emergency Coordinator	1
Brookton Police Station	1
Department of Fire and Emergency Services Local Unit	1
Brookton Volunteer Bushfire Brigades	3
Department of Fire and Emergency Services District Office	1
Brookton St John Ambulance	1
District Emergency Management Coordinator	1
Department of Communities	1
WA Contract Ranger Services	1
Secretary State Emergency Management Committee (Electronic Copy)	1

Amendment Record

No.	Date	Amendment Details	By
1	Nov 19	Complete Re-write	LEMC
2	Jun 20	Endorsed by LEMC	LEMC
3			
4			
5			
6			
7			
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10			
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12			

GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the Glossary (State Emergency Management 'A Strategic Framework for Emergency Management in Western Australia' Glossary).

Bushfire: a fire involving grass, scrub or forest.

Community: a group with a commonality of association and generally defined by location, shared experience, or function.

Control: the overall direction of emergency management activities in an emergency. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation.

Emergency: the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

Emergency Management: the management of the adverse effects of an emergency including prevention, preparedness, response and recovery.

Hazard: an event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or prescribed in the Emergency Management Regulations 2006.

Hazard management agency (HMA): a public authority, or other person, prescribed by the Emergency Management Regulations 2006 to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

Incident: an emergency, which impacts upon a localized community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or State level.

Local Emergency Management Arrangements (LEMA): refers to this document and may also be referred to as 'these arrangements' or 'local arrangements'.

Local Emergency Management Committee (LEMC): established by the local government to advise and assist the local government in ensuring that LEMA are established for its district, to liaise with public authorities and other persons in the development, review and testing of LEMA and to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

Major incident: an event which requires response by police, emergency services and the community which may affect a wider area over a longer period of time but is not a declared emergency situation or state of emergency.

Operating procedures: prescribed routine action to be followed by staff during operations.

Plan: a formal record of agreed emergency management roles, responsibilities, strategies, systems, and arrangements.

Prevention: the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency;

Preparedness: preparation for response to an emergency;

Recovery: includes all activities to support affected communities in the reconstruction of physical infrastructure and the restoration of environmental, psychological, social, economic and physical wellbeing.

Relief: the provision of immediate shelter, life support and human needs to persons affected by, or responding to, an emergency. It includes the establishment, management and provision of services to emergency relief centers.

Resource: personnel and equipment available, or potentially available, for incident tasks.

Response: the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and

Risk: a concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.

- *The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood;*
- *A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and*
- *Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability*

Risk Management: the systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service
CEO	Chief Executive Officer
DC	Department for Communities
P&W	Department of Parks and Wildlife
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with s. 41(1) of the *Emergency Management Act 2005* and endorsed by the Brookton Local Emergency Management Committee and approved by the Shire of Brookton Council.

1.2 Community Consultation

These Arrangements have been developed in consultation with the Brookton Local Emergency Management Committee which includes local community representation. These Arrangements have been adopted by the Brookton Shire Council as representatives of the community.

Suggestions and comments from the community and stakeholders are encouraged. Please provide feedback by copying the relevant section, marking the proposed changes and addressing this to:

Chairperson
Shire of Brookton LEMC
PO Box 42
BROOKTON WA 6306

The Chairperson will refer any correspondence to the Local Emergency Management Committee for consideration.

1.3 Document Availability

Copies of Local Emergency Management Arrangements are available free of charge through the Shire of Brookton website, <http://www.brookton.wa.gov.au/documents>, and hard copies can be collected, during office hours, from the Shire of Brookton Administration Office located at 14 White Street, Brookton.

1.4 Area Covered (Context)

Brookton is a progressive rural community situated 138km from Perth, 69km's North of Narrogin and 90km's South of Northam.

Area of Shire	1626 square kilometres
Population	975
Distance from Perth	138km
Annual revenue	\$8,763,559
No. of Dwellings	506
Length of roads	205 km sealed 438 km unsealed
Localities	Aldersyde and Kweda
Local Industry	Agriculture, Steel Fabrication, Machinery Dealers,

1.5 Aim

The aim of the Shire of Brookton Local Emergency Management Arrangements is to set out a framework for all hazards emergency management.

1.6 Purpose

The purpose of these emergency management arrangements is to set out:

- the local government's policies for emergency management;
- the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- provisions about the coordination of emergency operations and activities relating to emergency management performed by the relevant persons;
- a description of emergencies that are likely to occur in the local government district;
- strategies and priorities for emergency management in the local government district;
- other matters about emergency management in the local government district prescribed by the regulations; and
- other matters about emergency management in the local government district the local government considers appropriate. (s. 41(2) of the Emergency Management Act).

1.7 Scope

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

- This document applies to the local government district of the Shire of Brookton;
- This document covers areas where the Shire of Brookton (Local Government) provides support to Hazard Management Agency (HMA) in the event of an incident;
- This document details the Shire of Brookton's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- The Shire Brookton's responsibility in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

1.8 Related Documents and Arrangements

1.8.1 Local Emergency Management Policies

The Shire of Brookton has established the Brookton Local Emergency Management Committee to advise and assist the Shire with the establishment and maintenance of the Local Emergency Management Arrangements.

1.8.2 Existing Plans and Arrangements

<i>Document</i>	<i>Owner</i>	<i>Location</i>	<i>Date</i>
<i>Local Emergency Management Plan</i>	<i>Shire of Brookton</i>	<i>G:\STRATEGIC PLANS & OPERATIONAL DOCUMENT – CURRENT/ EMERGENCY MANAGEMENT</i>	<i>2019</i>
<i>Local Recovery Plan</i>	<i>Shire of Brookton</i>	<i>G:\STRATEGIC PLANS & OPERATIONAL DOCUMENT – CURRENT/ EMERGENCY MANAGEMENT</i>	<i>2019</i>
<i>Risk Register</i>	<i>Shire of Brookton</i>	<i>G:\STRATEGIC PLANS & OPERATIONAL DOCUMENT – CURRENT/ EMERGENCY MANAGEMENT</i>	<i>2015</i>
<i>Welfare Support Plan</i>	<i>Department of Communities</i>	<i>G:\STRATEGIC PLANS & OPERATIONAL DOCUMENT – CURRENT/ EMERGENCY MANAGEMENT</i>	<i>2016</i>
<i>Emergency Contact Register</i>	<i>Annexure 3</i>	<i>G G:\STRATEGIC PLANS & OPERATIONAL DOCUMENT – CURRENT/ EMERGENCY MANAGEMENT</i>	
<i>Evacuation Plan</i>		<i>G:\STRATEGIC PLANS & OPERATIONAL DOCUMENT – CURRENT/ EMERGENCY MANAGEMENT</i>	<i>2019</i>
<i>Resource Register</i>	<i>Annexure 2</i>		<i>2019</i>
<i>Shire of Brookton Business Continuity Plan; Local Communications Strategy</i>		<i>G:\STRATEGIC PLANS & OPERATIONAL DOCUMENT – CURRENT/ EMERGENCY MANAGEMENT</i>	<i>2019</i>

1.9 Agreements, Understandings and Commitments

Parties to the Agreement	Aim of the Agreement	Special Considerations
Local Government MOU - Shires of Brookton, Beverley, Corrigin, Cuballing, Dumbleyung, Kulin, Lake Grace, Narrogin, Pingelly, Quairading, Wagin, Wandering, West Arthur, Wickepin, Williams	Basic framework for cooperation between LG's named to promote cooperation in a disaster event which affects one or more of the partnering LGs.	
Addendum to MOU above with Shires of Brookton, Pingelly, Wandering and Beverley.	Assistance in an emergency, sharing resources and staff.	

1.10 Special Considerations

Major influxes of tourists, seasonal conditions and other events that may need to be highlighted during an Emergency situation.

Special Considerations – Annexure 5 & 6.

1.11 Resources

Resource list - *Annexure 2*

1.12 Roles and Responsibilities

Local role	Description of responsibilities
Local Government	The responsibilities of the Shire of Brookton are defined in s.36 of Emergency Management Act 2005.
Local Emergency Coordinator	The responsibilities of the LEC are defined in s.36 of <u>The Act</u>
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
Local Government Welfare Liaison Officer	During an evacuation where a local government facility is utilised by Department of Communities to provide advice, information and resources regarding the operation of the facility.
Local Government Liaison Officer	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the Local Emergency Management Arrangements.
Local Government – Incident Management	Ensure planning and preparation for emergencies is undertaken

	<p>Implementing procedures that assist the community and emergency services deal with incidents</p> <p>Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</p> <p>Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires' emergency response capability.</p> <p>Liaise with the Incident Controller (provide Liaison Officer)</p> <p>Participate in the ISG and provide local support</p> <p>Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.</p>
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <p>Provide secretariat support including:</p> <ul style="list-style-type: none"> • Meeting agenda; • Minutes and action lists; • Correspondence; • Maintain committee membership contact register; <p>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;</p> <p>Annual Report;</p> <p>Annual Business Plan;</p> <p>Maintain Local Emergency Management Arrangements;</p> <p>Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</p> <p>Participate as a member of sub-committees and working groups as required.</p>
Agency role	
Controlling Agency	<p>A Controlling Agency is nominated to control the response activities to a specified type of emergency by;</p> <ul style="list-style-type: none"> • Undertaking all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • Controlling all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>

Hazard Management Agency	<p>A HMA is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4]</p> <p>Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s55 Act] • Declare / revoke emergency situation [s 50 & 53 Act] • Coordinate the development of the Westplan for that hazard [State EM Policy Section 1.5] <p>Ensure effective transition to recovery by local government.</p>
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)</p>

1.13 Local Emergency Management Committee

The Shire of Brookton has established a Local Emergency Management Committee (LEMC) under section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership should include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The functions of LEMC [s. 39 of the Emergency Management Act 2005] are to:

- advise and assist the local government in establishing local emergency management arrangements for the district;
- liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- carry out other emergency management activities as directed by State Emergency Management Committee or prescribed by regulations.

1.14 Controlling Agency

A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.

The function of a Controlling Agency is to;

- Undertake all responsibilities as prescribed in agency specific legislation for prevention and preparedness.
- Control all aspects of the response to an incident.
- During recovery the Controlling Agency will ensure effective transition to recovery by Local Government.

1.15 Hazard Management Agency

A hazard management agency is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.'* [EM Act 2005 s4]

The HMA's are prescribed in the Emergency Management Regulations 2006.

Their function is to:

- Undertake responsibilities where prescribed for these aspects [EM Regulations]
- Appointment of Hazard Management Officers [s55 Act]
- Declare / Revoke Emergency Situation [s 50 and 53 Act]
- Coordinate the development of the Westplan for that hazard [SEMP 2.2]
- Ensure effective transition to recovery by Local Government

1.16 Combat Agencies

A combat agency as prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under

any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

1.17 Support Organisation

A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

1.18 Public Authorities

A public Authority is established under section 3 of the Act. Under s35(6) the SEMC may specify both an area of the State and a public authority to exercise the functions of local government detailed under s36 of the Act. To date, the Rottnest Island Authority is the only agency that has been classed as a 'public authority'.

PART 2 – PLANNING (LEMC ADMINISTRATION)

This section outlines the minimum administration and planning requirements of the LEMC under the EM Act 2005 and policies.

2.1 LEMC Membership

- Chair – Shire President – Shire of Brookton
- CEO, Shire of Brookton
- Officer In Charge (OIC) Brookton Police
- St John Ambulance Brookton
- Brookton Volunteer Fire and Rescue
- Brookton Chief Bushfire Control Officer
- Principal Brookton District High School

Member names and details are contained with the contact details.

2.2 Meeting Schedule

The Shire of Brookton LEMC meets on the third Monday every three (3) months generally being:

- February/March
- June/July
- August/September
- November/December

2.3 LEMC Constitution and Procedures (s38(4) EM Act)

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

Every meeting:

- i. Confirmation of local emergency management arrangements contacts details and key holders;

- ii. Review of any post-incident reports and post exercise reports generated since last meeting;
- iii. Progress of emergency risk management process;
- iv. Progress of treatment strategies arising from emergency risk management process;
- v. Progress of development or review of local emergency management arrangements; and
- vi. Other matters determined by the local government.

First quarter:

- i. Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- ii. Begin developing annual business plan.

Second quarter:

- i. Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- ii. Finalisation and approval of annual business plan.

Third quarter:

Identify emergency management projects for possible grant funding.

Fourth quarter:

National and State funding nominations.

2.4 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within two weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The LEMC annual report is to contain, for the reporting period:

- a) A description of the area covered by the LEMC,
 - b) A description of activities undertaken by it, including:
 - i. the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
 - ii. a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),
 - iii. a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC,
 - iv. the level of development of the local emergency management arrangements for the area covered by the LEMC (e.g. draft, approved 2007, under review, last reviewed 2007),
 - v. the level of development of the local recovery plan for the area covered by the LEMC,
 - vi. the progress of establishing a risk register for the area covered by the LEMC, and
 - vii. a description of major achievements against the LEMC Annual Business Plan.
- the text of any direction given to it by:
the local government that established it.

the major objectives of the annual business plan of the LEMC for the next financial year.

2.5 The Annual Business Plan

State Emergency Management Policy 7.1 and State EM Preparedness Procedure 17 provides each LEMC will complete and submit to the DEMC an annual report at the end of each financial year.

One of the requirements of the Annual Report is to have a Business Plan. State EM Preparedness Procedure 17. From time to time the SEMC will establish a template Annual Business Plan for use by LEMC's.

A copy of the Annual Business Plan is available on request from the Executive Officer.

2.6 Emergency Risk Management

The Shire of Brookton last undertook an emergency risk assessment process in 2015. The Shire currently has AWARE funding to re-assess the risk which will be undertaken in 2020. On completion the updated risk register will be available from the Shire of Brookton.

2.7 Finance Arrangements

'State Emergency Management Policy section 5.12 – Funding for Emergency Response' outlines the responsibilities for funding during multi-agency emergencies. The Shire of Brookton is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Brookton occurs to ensure the desired level of support is achieved.

PART 3 – SUPPORT TO RESPONSE

3.1 Risks – Emergencies Likely to Occur

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	STATE HAZARD PLAN	Local Plan (Date)
Bushfire	Shire, DFES and P&W	DFES	Brookton VFRS, Brookton VBFB and P&W	Brookton SJA Pingelly VBFB Beverley VBFB Western Power	FIRE	
Structure Fire	DFES	DFES	Brookton VFRS	Brookton VBFB Brookton SJA Pingelly VFRS Western Power	FIRE	
Severe Storm	DFES	DFES	Brookton VFRS	Brookton VBFB Brookton SJA WA Police Western Power	STORM	
Earthquake	DFES	DFES	Pingelly SES	Brookton VFRS Brookton VBFB Brookton SJA WA Police Western Power	EARTHQUAKE	
Road Crash	WA Police	WA Police	Brookton VFRS	Brookton SJA DFES Brookton VFRS Beverley VFRS Pingelly VFRS MRWA Western Power	CRASH	
HazMat	DFES	DFES	Brookton VFRS	Brookton VBFB Pingelly VFRS WA Police	HAZMAT	
Flood	DFES	DFES	Brookton VFRS	Brookton VBFB WA Police	FLOOD	
Air Crash	WA Police	WA Police	Brookton VFRS	Brookton SJA Brookton VBFB	CRASH	
Human Epidemic	Department of Health	Department of Health	Department of Health	Pingelly Hospital Brookton SJA WA Police Local Government	HUMAN BIOSECURITY	
Animal Disease	DPIRD	DPIRD	DPIRD	WA Police Local Government	ANIMAL AND PLANT	

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					BIOSECURITY	
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These arrangements are based on the premise that the Controlling Agency is responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's and Combat agencies may require Shire of Brookton resources and assistance in emergency management.

3.2 Emergency Management Strategies and Priorities

Consistent with the State Emergency Management Framework this plan is based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans.

To ensure a timely response to any of the above risks, local or district contact details for each HMA are listed in the Contacts Directory which forms part of these arrangements.

Local EM strategies and priorities

Priority	Strategy
Level 1	Provide such assistance as may be required to support the resolution of an incident at the local level including: Personnel Equipment Local knowledge
Level 2	Provide such assistance as may be required to support the resolution of an incident at the local level including: Personnel Equipment Local knowledge Where an ISG is formed: <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer. • Make available to the HMA local facilities designated in this plan as welfare centers.

Level 3	<p>Provide such assistance as may be required to support the resolution of an incident at the local level including:</p> <p>Personnel Equipment Local knowledge</p> <p>Where an ISG is formed:</p> <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer. • Make available to the HMA local facilities designated in this plan as welfare centres. • Where an OASG is formed, provide a Local Government Liaison Officer.
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3.3 Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

3.3.1 Role

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

3.3.2 Triggers for an ISG

The triggers for an incident support group are defined in State Emergency Management Plan section 5.1.7 – 'Incident Coordination'.

These are:

- where an incident is designated as "Level 2" or higher; or
- Multiple agencies need to be coordinated.

3.3.3 Membership of an ISG

The Incident Support Group is made up of agencies /representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and the consequences caused by the emergency. Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

3.3.4 Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

3.3.5 Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet within the District.

Location One

Shire of Brookton

14 White Street, Brookton WA 6306

	Name	Phone	Phone
1 st Contact	Chief Executive Officer (CEO)	9642 1106	Annexure 3
2 nd Contact	Manager Infrastructure and Emergency	9642 1106	Annexure 3

Location Two

Brookton Volunteer Fire and Rescue Station

	Name	Phone/Mobile
1 st Contact	Chief Volunteer Bushfire Brigade	Annexure 3
2 nd Contact	Deputy Chief Bushfire Volunteer Fire Brigade	Annexure 3

3.3 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. **The provision of this information is the responsibility of the HMA.** This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIIMS Structure.

3.3.1 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

3.3.2 Local Systems

The Shire of Brookton has several local communication and information supply systems available for use. All facilities are accessible by contacting the Shire of Brookton – details are in the contact list provided as *Annexure 2*.

- SMS service,
- Email database,
- Shire Facebook account,
- Harvest Ban Hotline (phone message may be modified),

- Brookton Telegraph –local paper published fortnightly,
- School News – local school newsletter published fortnightly,
- ABC Radio – broadcasts on 558 am.

3.4 Critical Infrastructure

A list of local infrastructures considered critical to the community is listed in *Annexure 2*.

3.5 Evacuation

A range of hazards regularly pose a risk to communities throughout Western Australia. Evacuation of people from an area affected is one of the strategies that may be employed by relevant agencies to mitigate the potential loss of, or harm to, life. State Emergency Management Plan section 5.3.2 Community Evacuation

Evacuation is a risk management strategy which may need to be implemented, particularly regarding cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources.

These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The Controlling Agency will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

3.5.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

State Emergency Management Plan section 5.3.2 and State Emergency Management Policy 5.7 'Community Evacuation' should be consulted when planning evacuation.

Management

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

In most cases the WA Police may be the 'combat agency' for carrying out the evacuation.

Whenever evacuation is being considered the Department for Communities (DC) must be consulted during the planning stages. This is because DC have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

3.6 Special Needs Groups

Within the Shire of Brookton there are sections of the community that may require assistance during an emergency or evacuation. These are groups of people the controlling agency will need to consider and may need to make special arrangements for during an emergency.

Details of these groups are listed in *Annexure 5*.

3.7 Routes and Maps

A broad map of the Shire and townsite is located in *Annexure 1*. It should be noted that at certain times of the year unsealed roads may be closed or restricted due to rainfall in order to reduce the risk of damage to the road.

3.8 Welfare

The Department of Communities has the role of managing welfare. DC has a Local Welfare Plan for the Narrogin District which includes the Shire of Brookton which is available from the Department or the Shire of Brookton.

3.9 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

- Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director.
- Prepare, promulgate, test and maintain the Local Welfare Plans.
- Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee.
- Establish and maintain the Local Welfare Emergency Coordination Centre.
- Ensure personnel and organisations are trained and exercised in their welfare responsibilities.
- Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- Represent the department on the Incident Management Group when required

The Local Welfare Coordinator is identified in the contacts list.

3.10 Local Welfare Liaison Officer

The CEO, Manager Corporate and Community or the Manager Infrastructure and Emergency will be the local welfare liaison officer. The contact details are in the contact list. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centers such as building opening, closing, security and maintenance.

3.11 State and National Registration and Enquiry

When a large-scale emergency occurs and people are evacuated or become displaced, one of the areas the Department of Communities has responsibility for is recording who has been displaced and placing the information onto a State or National Register. This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved

Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

3.12 Animals (including assistance animals)

Domestic Animals may be housed temporarily at the WB Eva Oval and Caravan Park with owners.

3.13 Welfare Centres

The Local Welfare Plan details arrangements for the provision of welfare support. It highlights the following facilities as welfare centres. For further detail refer to this plan.

Community	Primary Centre	Address of Centre's	Capacity	Air conditioners / Fans	Key Contact
Brookton	WB Eva Pavilion	Brookton Highway, Brookton	100	Yes	Shire phone: 9642 1106 CEO – See <i>Annexure 3</i>
Brookton	Memorial Hall	Whittington Street, Brookton	100	No	Shire phone: 9642 1106 CEO - See <i>Annexure 3</i>
Brookton	District High School	20 Tiller Street, Brookton	75/200	Yes	School phone: 9642 5000 Principal – See <i>Annexure 3</i>
Brookton	Country Club	11027 Brookton Highway, Brookton	100	Yes	Katrina Crute Administrator 0439 373 282

PART 4 - RECOVERY

Please refer to the Shire of Brookton Local Recovery Management Plan.

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Part 5 - EXERCISING AND REVIEWING

5.1 The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising are also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is an HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

5.2 Frequency of Exercises

The State Emergency Management Preparedness Procedure 8: Local Emergency Management Arrangements requires the LEMC to exercise their arrangements on an annual basis.

5.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

5.4 Reporting of Exercises

The LEMC should report their exercise schedule to the relevant DEMC by the 1 May each year. The DEMC compiles the reports and send the dates to the Emergency Services Sub-committee to be included in the SEMC Annual Report (ref TP-1 'Annex B').

Once the exercises have been completed, they should be reported to the DEMC via the template found at Appendix C of State EM Procedure TP-1 'Exercise Management'. (SEMP 3.1 s.23)

5.5 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with *State Emergency Management Preparedness Procedure 8: Local Emergency*

Management Arrangements and replaced whenever the local government considers it appropriate).

According to *State Emergency Management Preparedness Procedure 8: Local Emergency Management Arrangements* the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly.
- a review is conducted after training that exercises the arrangements.
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

5.6 Review of Local Emergency Management Committee Positions

The Shire of Brookton in consultation with the parent organisation of members shall determine the term and composition of LEMC positions. *State Emergency Management Preparedness Procedure 8: Local Emergency Management Arrangements*⁹ provides a list of recommended members.

5.7 Review of Resources Register

The CEO shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

APPENDICES

Annexure 1: Map of the District



Annexure 2: Resources

NAME OF ORGANISATION: SHIRE OF BROOKTON

Personnel, Plant and Equipment Resources – updated February 2020.

Location:	14 White Street, Brookton	9642 1106
Depot:	Corner of Richardson Street and Lennard Road, Brookton	
Pool	Corner of White and Brookton Highway, Brookton	9642 1106
Contacts:	Ian D'Arcy – Chief Executive Officer	Mob: 0427 421 032
	Mikel Haramboure – Manager Infrastructure and Emergency	Mob: 0418 422 498
	Mat Mildwaters – Director Contract Aquatic Pool Management	Mob: 0428 498 304

Total Employed	Located	Full-time	Part-time
14	Shire Administration Office, 14 White Street, Brookton	14	0
8	Shire Depot, Brookton	8	0
1 (Contractor)	Pool, Corner of White and Brookton Highway, Brookton	1	

ITEM DESCRIPTION FLEET VEHICLES	NUMBER OF ITEMS	LOCATION
2018 FORD RANGER MC 2019.00 - CEO	1	14 White Street
2018 MAZDA CX-5 F 6AUTO MAXX PETROL AWD 2.5	1	14 White Street
2018 MQ MITSUBISHI TRITON 4X4 GLX DID AUTO DC-PU Dual Cab	1	Shire Depot, Brookton
2017 MITSUBISHI TRITON GLX 4X4 Single Cab	1	Shire Depot, Brookton
2018 MITSUBISHI TRITON MQ3L20 4 X 2 SINGLE CAB - MO	1	Shire Depot, Brookton
MITSUBISHI MR4L20 GLX 4.2 SINGLE CAB UTILITY	1	Shire Depot, Brookton
COMMUNITY BUS BO-563 25 Seat	1	Shire Depot, Brookton
2014 ISUZU FIRE TENDER FTS800 - EAST BROOKTON	1	
FIRE TENDER (P ROBERTS) 1BNP734	1	
FIRE TENDER ISUZU 2009 - CENTRAL BROOKTON- 1DCS131	1	
2012 ISUZU FIRETENDER WEST BRIGADE 1EHU591	1	
FIRE FIGHTING TRAILER	1	Shire Depot, Brookton
LARGE EQUIPMENT		
CRENDON SQUIRREL 5053D CHERRY PICKER	1	Shire Depot, Brookton
2012 CASE 581PCS BACKHOE - BO5418	1	Shire Depot, Brookton
GRADER	2	Shire Depot, Brookton
JOHN DEERE LOADER - 624L WHEEL LOADER	1	Shire Depot, Brookton
DEBRIS BILLY GOAT MOUNTED MULCHER	1	Shire Depot, Brookton
DEPOT TRAILER 6TA-124	1	Shire Depot, Brookton
PIG TRAILER	2	Shire Depot, Brookton
BARTCO PORTABLE TRAFFIC LIGHT SYSTEM & TRAILER	1 set	Shire Depot, Brookton
ROAD BROOM	1	Shire Depot, Brookton
GENERATOR DIESEL SILENT 156KVA 3 PHASE	1	Shire Depot, Brookton
GENERATOR DIESEL SILENT 50KVA 3 PHASE	1	Shire Depot, Brookton
2011 ISUZU TIP TRUCK 4.5TONNE 1DUD178 SINGLE AXLE TRUCK	1	Shire Depot, Brookton
PORTABLE MESSAGE BOARD TRAILER	2	Shire Depot, Brookton
2013 CASE SKID STEER SV185	1	Shire Depot, Brookton
SIX WHEEL TRUCK	3	Shire Depot, Brookton
5 TONNE CREW CAB TRUCK	1	Shire Depot, Brookton

NAME OF ORGANISATION: BROOKTON POLICE

Personnel, Plant and Equipment Resources – updated February 2020

Location:	9 Groser Street, Brookton	
Contact/s	SGT Shane HICKMAN	Work Mob: 0436 848 027

Item description	Located	Number of Items
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NAME OF ORGANISATION: BROOKTON AGED CARE/ HEALTH SERVICE

Personnel, Plant and Equipment Resources – updated February 2020

Location:	27 Whittington Street, Brookton	
Contact/s	Baptiscare	9642 0199
	Nursing Post & Health Service	9642 1888

Item description	Located	Number of Items
Personnel	Brookton	40
Fleet Vehicles	Brookton	2
Emergency Generator	Brookton	1
Disaster Box	Brookton	1
Water /Emergency	Brookton	4,000 gallons
Food Supplies	Brookton	1-week supply
Medical kit/Parry pack	Brookton	1
Photocopier Oxygen	Brookton	1 (various amounts of different sized bottles)
Communication Satellite Phone	Brookton	2 Handheld radio sets 1

NAME OF ORGANISATION: SHIRE OF BROOKTON BUSH FIRE SERVICE

Personnel, Plant and Equipment Resources – updated February 2020

Location:	Multiple	
Contact/s	Murray Hall, Chief FCO	Mob: 0428 421 367
	Travis Eva, Deputy Chief FCO	Mob: 0428 421 642

Item description	Located	Number of Items
2.4 Broadacre	Brookton Central Brigade, Brookton	1
2.4 Broadacre	Brookton West Brigade, Brookton	1
4.4 Broadacre	Brookton East Brigade, Brookton	1
2.4 Rural	Brookton West Brigade, Brookton	1

RADIOS		
<i>Central</i>		<i>Call Sign</i>
Les Eyre	FCO	CENTRAL 1
Graeme Bassett		CENTRAL 2
Murray Hall	CBFCO	CENTRAL 3
Murray Hall	BASE	MILROY BASE
Tender @ Fire Station		TOWN TENDER CENTRAL 4
Troy Bassett	FCO	CENTRAL 5
Brookton VFRS	Station	VFRS BASE
William Wilkinson	FCO	CENTRAL 6
<i>East</i>		<i>Call Sign</i>
Suzanne Turner	BASE	EAST BASE
Travis Eva	DCBFCO	EAST 2
Darrell Turner	FCO	EAST 3
Dennis Wilkinson	FCO	EAST 4
Bevan Walters	Captain	EAST 5
Fire Tender at Turners		EAST TENDER
<i>West</i>		<i>Call Sign</i>
Len Simmons - House	BASE	WEST BASE
Len Simmons - Ute	FCO	WEST 1
Mark & Denise Blechynden	BASE	
Tim Evans	Captain	WEST 2
Ross Evans	FCO	WEST 4
Tender at Craigs		WEST 5
Jamie Blight	FCO	WEST 6
Tender at Roberts		WEST 7
<i>Shire</i>		<i>Call Sign</i>
Office		HOTEL FOXTROT

NAME OF ORGANISATION: BROOKTON FIRE AND RESCUE SERVICE

Personnel, Plant and Equipment Resources – updated February 2020

Location:	Great Southern Highway, Brookton	
Contact/s	William Wilkinson	Mob: 0429 426 022

Item description	Located	Number of Items
HSR Medium Pump (1500l)	Brookton	1
Light Tanker (500l)	Brookton	1
2kVA Generator	Brookton	1
1kVA Generator	Brookton	1
Light Stands	Brookton	2
Vehicle Recovery Equipment	Brookton	1
Vehicle Rescue Equipment	Brookton	1
Oxy Viva	Brookton	1
Chainsaw	Brookton	1
Fire Station	Brookton	1

NAME OF ORGANISATION: ST JOHN AMBULANCE BROOKTON SUB CENTRE

Personnel, Plant and Equipment Resources – updated February 2020

Location:	Great Southern Highway, Brookton	
Contact/s	Cliff Fishlock, Ambulance Commander	
No. Career Staff		NIL
No. Qualified Volunteer Officers		11
No. Other Sub-Centre Members/Staff		6
No. With Emergency Management Training		4
Community Paramedic		1
SUB-CENTRE RESOURCES (please indicate the amount of the following resources available)		
Ambulances		2
4WD Ambulances/Vehicles		Nil
Mass Casualty Kits		1
Emergency Management Tabards		(MCK)
Satellite Telephones		Nil
Mobile Telephones (As listed on call card with SOC – Duress enabled)		2 (plus one spare)
Waern Radio (portable)		1
40 channel UHF cb radio in both vans 1199 and 1200		
OTHER LOCAL RESOURCES AVAILABLE Please indicate the number available of the following		

Hospital: 1x Aged care facility with nurse post. (If staffed)	Beds: 1 in Nursing post	Doctors: Nil
Nurses: 1 for Nursing post	First Aid Posts: Nil	
Health Response Team (Y/N) no	Industrial Paramedics: nil current	
First Aid Officers: no	Industrial Site Ambulances: Nil	
4WD Vehicles (hire or otherwise): 2 min	Buses: 1 community bus and 4 school buses	
Seaworthy Watercraft: Nil	Aircraft (fixed wing): nil but airfield with lighting	
Aircraft (rotary wing): Nil	Portable lighting: Nil	
Tents: Nil	Shelters: collapsible gazebo / shelter	
Back up oxygen supplies: 1 D + 1 C size (Also local BOC agent accessible)	Bottled water: On station and Supermarket	
Food: IGA supermarket (SJA account)	Clothing: op shop	

TRANSPORT RESOURCES

Personnel, Plant and Equipment Resources

OPERATOR/S	CONTACT	TELEPHONE	VEHICLES AND CAPACITY	REMARKS
Shire of Brookton	Shire Office Administration	9642 1106	1x 25 Seat Bus	Brookton
Ruth Turner	9642 1165		1x 21 Seat Bus 1x 20 Seat Bus 1x 11 Seat Bus	Brookton
Theresa Fancote	0418914705		1x 25 Seat Bus	Brookton

Annexure 3: Contact List

LEMC Contact List

Name	Organisation	Address	Telephone (w)	Telephone (h)	Mobile	Email
Councillor Katrina Crute	Shire President, Shire of Brookton				0439 373 282	sp@brookton.wa.gov.au
Ian D'Arcy	CEO, Shire of Brookton	14 White Street, Brookton			0427 421 032	ceo@brookton.wa.gov.au
Amy Eva	Shire of Brookton Emergency Recovery Coordinator and Local Welfare Coordinator	14 White Street, Brookton			0418 881 453	mcc@brookton.wa.gov.au
Shane Hickman	OIC, Brookton Police				0459 087 652	shane.hickman@police.wa.gov.au
William Wilkinson	Captain, Brookton Volunteer Fire and Rescue Service				0429 426 022	angeandwill@bigpond.com
Murray Hall	Chief Fire Control Officer, Brookton Bush Fire Brigade				0428 421 367	Murray@hillroy.com.au
Phil Crute	St John Ambulance, Forward Commander				0439 373 282	Brookton@stjohnambulance.com.au
Darren Simpson	Principal, Brookton District High School	20 Tiller Street, Brookton			0417 150 227	Darren.Simpson@education.wa.edu.au
Jo Spadaccini	District Emergency Service Officer – Wheatbelt,	Cnr Fitzgerald and	9621 0459	After Hours 1800 199 008	0429 102 614	joanne.spadaccini@cpfs.wa.gov.au

	Emergency Services Unit, Department of Communities	Gairdner Streets Northam				
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Additional Contacts

Name		Telephone (h)	Mobile	Email
Cr Katrina Crute	Shire President, Shire of Brookton	9642 1049	0439 373 282	sp@brookton.wa.gov.au
Cr Neil Walker	Deputy Shire President Shire of Brookton	9642 4018	0408 424 018	CRWalker@brookton.wa.gov.au
Cr Theresa Fancote	Councillor	9642 1269	0418 914 705	CRFancote@brookton.wa.gov.au
Cr Chris Hartl	Councillor	9642 4006	0429 182 109	CRHartl@brookton.wa.gov.au
Cr Tamara Lilly	Councillor		0419 111 300	CrLilly@brookton.wa.gov.au
Cr Gail MacNab	Councillor		0456 226 674	CrMacnab@brookton.wa.gov.au
Cr Barry Watts	Councillor	9490 3917	0435 751 713	CrWatts@brookton.wa.gov.au

Shire of Brookton Staff Contact List

Name	Position	Phone	Email
Ian D'Arcy	Chief Executive Officer	0427 421 032 9642 1106	ceo@brookton.wa.gov.au
Amy-Eva	Manager Corporate and Community	0428 656 457 9642 1106	mcc@brookton.wa.gov.au
Mikel Haramboure	Manager Infrastructure and Emergency	0418 422 498 9642 1106	mie@brookton.wa.gov.au
Rod Evenis	Works Coordinator	0428 972 968 9642 1144	depot@brookton.wa.gov.au
Kelly D'Arcy	Corporate Business Officer -Compliance	9642 1106	cbocf@brookton.wa.gov.au
Danni Chard	Executive Governance Officer	9642 1106	ego@brookton.wa.gov.au
Vacant	Customer Service Administration Officer	9642 1106	csao@brookton.wa.gov.au
Anthea Craig	Infrastructure Officer		io@brookton.wa.gov.au
Sharyn Olsen	Process Compliance Officer	9642 1106	pco@brookton.wa.gov.au
Sandie Spencer	Community Liaison Officer	0422 095 808 9642 1106	clo@brookton.wa.gov.au
Lois Salkild	Corporate Business Officer – Finance	9642 1106	cbof@brookton.wa.gov.au
Corinne Kemp	Corporate Business Officer – HR & Rates	9642 1106	cbohr@brookton.wa.gov.au
Debbie Spinks	Projects and Grants Officer	9642 1106	pgo@brookton.wa.gov.au
Anthea Craig	Emergency Support Officer	0402 732 956	eso@brookton.wa.gov.au
Rick Gill	Building Maintenance Officer	0407 471 267 9642 1106	mo@brookton.wa.gov.au
Dave Haddon	Environmental/Health Officer/Building Surveyor	0428 376 044	healthbuilding@leonora.wa.gov.au
George Linton	Volunteer Caravan Park Caretaker	0474 497 618	
Contract Aquatic Services - Matt	Aquatic Centre Management Contract Service	0428 498 304 Pool 9642 1112	contractaquatic@gmail.com
Matt Sharpe	WA Contract Ranger Service	0459 678 154	wacontractrangerservices@hotmail.com
Joe Anderson	Leading Hand - Parks and Gardens	0400 118 995	
Kenny Lundie	General Hand - Parks and Gardens	0474 101 378	
Darren Hepple	General Hand - Works	0437 555 626	
Craig Blakers	Leading Hand - Grader Operator	0412 708 783	
Tony Warby	General Hand - Works	0499 567 819	
Bret Evenis	General Hand - Works	0448 665 465	
Tate Lunn	General Hand - Works	0401 433 139	training@brookton.wa.gov.au
Market Creations	IT Provider –Collin Smith	0438 678 976 6168 1004	colin.smith@marketcreations.com.au

External Contact List

Agency	Key Contact	Phone
Brookfield Rail	Administration	9822 4631
	Northam Control	9822 4690 or 9822 4627
Brookton District High School	Administration	9842 5000
	Darren Simpson - Principal	0417 150 227
Brookton Police Station	Sergeant Shane Hickman - Officer in Charge	9842 1000 or 0459 087 652
Dept of Biodiversity, Conservation & Attractions	District Manager	9881 2000
Dept of Communities	Narrogin Office	9881 0123
	Crisis Care (24hrs)	1800 199 008
Dept of Fire & Emergency Services	Paul Blechynden - Area Officer	9881 1693 or 0427 580 481
	Communications	1800 198 140
	Duty Officer – Albany	9845 5000
Dept of Housing	Narrogin Office	9881 9400
	Freecall	1800 093 325
Dept of Primary Industries & Regional Development	Administration	9881 0222
Doctors Surgery	Brookton Medical Centre (Tues & Thurs) The Vines Medical	9842 1485 9468 3606
Kalkami Residency	June Harwood	9842 0199 or 0420 962 651
LGIS		
Local Emergency Management Committee	Katrina Crute - Chair	0439 373 282
Main Roads Western Australia	Narrogin Office	9881 0524
	After Hours Emergency Response	138 138 or 0408 310 989
Salvation Army	Marilyn and Peter McRae Narrogin Head Office	9881 4004 9227 7010
Silver Chain Nursing Post and Home & Community Care	Administration	9842 1005
St John's Ambulance	Administration	9842 1313
	Cliff Fishlock	0407 775 647
	Drew Richardson	0437 524 088

Telstra	Faults	132 999
	Shire Account Manager - Scott Walsh	9726 7323
Volunteer Bushfire Brigade	Murray Hall – Chief Bushfire Brigade Officer	0428 421 367
Volunteer Fire and Rescue Service	William Wilkinson - Captain	0429 426 022
	Dean Atkins - Apparatus Officer	0447 119 093
Water Corporation	Fault Reporting	13 13 75
Western Power	24/7 Emergency Line	13 13 51

Annexure 4: Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact Description
Fast Flow Water Tank	Robertson Street	Happy Valley Water	Shire	9642 1106	
Phone Tower	Brookton Dale Cobbering Road Latitude -32.3623 Longitude 116.3984		Optus	13 33 43	Loss of phone communications around town
Phone Tower	Near 26 Richardson Street Latitude -32.3681 Longitude 117.011	Telstra	Telstra	132203	Loss of phone communications to and from Brookton
NBN Co Siter	86 Richardson Street Latitude -32.3734 Longitude 117.014	NBN	NBN		Loss of phone communications to and from Brookton

Annexure 5: Special Needs Groups

Name	Description	Address	Contact 1	Contact 2	No. of People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Brookton District High School	Primary and High school	20 Tiller Street, Brookton	Darren Simpson 9642 5000	Administration 9642 5000	200	Evacuation Plan managed by Principal – copy not supplied.
	Independent Seniors Housing					No
Kalkarni	Aged Care		June Harwood			Evacuation Plan managed by HSM – copy not supplied.
REED Daycare Centre	Child Care Centre	58 Williams Street, Brookton	Centre Coordinator 9642 1037		22	No

Annexure 6: Special Considerations

Name	Description	Address	Contact 1	Contact 2	No. of People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Seasonal Hazard; Hay and Harvesting	Summer					
Brookton Old Time Motor Show	Bi-annual Event 28/3/2020	WB Eva Pavilion and Oval	Committee 9642 1377		3,500	
Brookton Pony Express			Willie Thomson			



Local Recovery Management Plan

Adopted Council * 2020
Res **/2020

Adopted by LEMC on **

1

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Recovery Plan - February 2020.doc Updated: 7/5/2020

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Distribution List	
Organisation	No Copies
Shire of Brookton	6
Brookton Police Station	1
Brookton Volunteer Bushfire Brigades	1
Brookton Volunteer Fire & Rescue	1
Brookton St John Ambulance	1
Chief Bush Fire Control Officer	1
District Emergency Management Committee	1
State Emergency Management Committee	1
Local Emergency Management Committee	1
Brookton Shire Ranger	1

Amendment Record

NO.	DATE	AMENDMENT DETAILS	DOCUMENT PREPARED BY
1	Nov 2019	Complete Review	LEMC
2		Endorsed by LEMC	LEMC
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

PART 1 – INTRODUCTION

Following the impact of a hazard on a community within the Shire of Brookton, there may be a need to assist the community to recover from the effects of the emergency. Recovery is a coordinated process of supporting the affected community in:

- a) Reconstruction of the physical infrastructure; and
- b) Restoration of emotional, social, economic and physical wellbeing.
- c) Social Environment – defined by relationships and connected by networks of communications, i.e. individuals, families and common interest groups that form whole communities
- d) Built Environment – human made assets that underpin the functioning of the community
- e) Economic Environment – economic recovery is critical to the whole-of-community recovery process
- f) Natural Environment – is considered in terms of impact on the air, water, land and soil, plants and animals.

The purpose of managing recovery is to assist the community attain a proper level of functioning as soon as possible. Recovery activities will normally commence in conjunction with response activities but will continue for an extended period after response activities have concluded.

1.1 AUTHORITY AND PLANNING RESPONSIBILITY

The Local Recovery Arrangements has been prepared in accordance with the Emergency Management Act 2005. They have been endorsed by the Shire of Brookton's Local Emergency Management Committee (LEMC) and the Shire of Brookton. They have been tabled for information and comment with the Great Southern District Emergency Management Committee.

Section 36b of the *Emergency Management Act 2005* states:

"It is a function of a local government – to manage recovery following an emergency affecting the community in its district;"

Section 41 (4) of the *Emergency Management Act 2005* states:

"Local emergency management arrangements are to include a recovery plan and the nomination of a recovery coordinator".

The preparation, maintenance and testing of the Recovery Plan is the responsibility of the Local government.

1.2 AIM

The aim of this document is to detail the recovery management arrangements for the Shire of Brookton to assist with the timely and effective coordination of reconstruction and restoration activities to improve the quality of life in an affected community, so that they can continue to function as part of the wider community.

1.3 SCOPE

The scope of these recovery Arrangements is limited to the boundaries of the Shire of Brookton. It details the recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

These arrangements are a support plan to the Shire of Brookton Local Emergency Management Arrangements.

1.4 OBJECTIVES

The objectives of the plan are to:

- prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency;
- establish a basis for coordination between agencies that may become involved in the recovery effort.
- provide a framework for recovery operation;
- provide guidelines for the operation of the recovery management arrangements.
- ensure effective and coordinated management of recovery within the Shire of Brookton;
- ensure the Plan complies with State Emergency Management Arrangements and
- identify the roles and responsibilities of Hazard Management Agency (HMA), emergency services, support organisations and the Shire of Brookton whilst promoting effective liaison between all organisations.

1.5 RECOVERY MANAGEMENT PRINCIPLES AND CONCEPTS

The arrangements comply with the recovery principles and concepts detailed in the State Emergency Management Plan (SEMC) 'Recovery Coordination' and the Australian Emergency Management Handbook 'Community Recovery'.

The National Principles for Disaster Recovery are:

- Understanding the context – successful recovery is based on an understanding of the community context.
- Recognising complexity – successful recovery acknowledges the complex and dynamic nature of emergencies and communities.
- Using community led approach – successful recovery is responsive and flexible engaging communities and empowering them to move forward.
- Ensuring coordination of all activities – successful recovery requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs.
- Employing effective communication - successful recovery is built on effective communication with affected communities and other stakeholders.
- Acknowledging and building capacity – successful recovery recognises, supports and builds on community and individual and organisational capacity.

As the recovery process involves individuals and communities, the following shall form the basis of recovery decision making and have been incorporated into the recovery management arrangements of this plan. (See Annexure 2)

The community has a right to be involved in the decision making and management of all aspects of the recovery process;

- The community has a 'right to know', as information is an essential part of the recovery process;
- Every person has a right to effective assistance until long-term recovery is achieved;
- Both the affected person and the community have a responsibility to account for financial and material resources used;
- The community has a right to know the criteria for the determination of financial support and grants; and
- The community has a right to expect the maintenance of family cohesion.

1.6 RELATED DOCUMENTS

To enable integrated and coordinated delivery of emergency management within the Shire of Brookton, these arrangements are consistent with West Australian Emergency Management Framework.

Reference should also be made to the;

- Department of Communities Local Welfare Support Plan
- Shire of Brookton Emergency Evacuation Plan
- Shire of Brookton Local Emergency Management Arrangements

PART 2 – PLANNING

2.1 APPOINTMENT

LOCAL RECOVERY COORDINATOR

The appointment of the Local Recovery Coordinator will be undertaken by Council resolution. The appointed Recover Coordinator is named in Annexure 1.

DEPUTY LOCAL RECOVERY COORDINATOR

The appointment of the Deputy Local Recovery Coordinator will be undertaken by Council resolution.

The appointed Deputy Recover Coordinator is named in Annexure 1.

RECOVERY COMMITTEE MEMBERS

The membership of the recovery committee will be determined by the recovery coordinator based on the community's needs following an emergency. Each emergency will be different and may require representation from different organisations.

TRAINING

At present the WA Local Government Association provides recovery management training.

2.2 ROLES AND RESPONSIBILITIES

LOCAL GOVERNMENT

The Shire of Brookton will undertake the following;

- Nominate a Recovery Coordinator and Deputy Local Recovery Coordinator.
- Be responsible for ensuring a co-ordinated recovery.
- Provide executive, communications and media support to the Recovery Committee.
- Provide staff and equipment for the Recovery Coordination Centre as required.
- Prepare, maintain and test these arrangements.
- Ensure the training, education and exercising of organisations and their personnel in the recovery management arrangements.
- Provide financial management support to the Recovery Committee.
- Prepare a Business Continuity Plan to accommodate a protracted Recovery process.
- Coordinate the promotion of community awareness with respect to the recovery arrangements.

LOCAL RECOVERY COORDINATOR / DEPUTY LOCAL RECOVERY COORDINATOR

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the Shire of Brookton, in conjunction with the Local Recovery Coordination Group. (Checklist see Annexure 3)

Functions

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordination Group;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordination Group;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordination Group and State Recovery Coordination Group, if established;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

2.3 LOCAL RECOVERY COORDINATION GROUP

The Local Recovery Coordination Group (LRCG) is to coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State Emergency Management Committee (SEMC) policies and the Local Recovery Arrangements.

Functions

- Establishing subcommittees as required;
- Assessing requirements, based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
 - takes account of the Shire of Brookton's long term planning and goals;
 - includes an assessment of the recovery needs and determines which recovery functions are still required;
 - develops a timetable and identifies responsibilities for completing the major activities;
 - considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people;

- allows full community participation and access; and
- allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted to best support the recovery of impacted communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure that recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
- Ensuring a coordinated multi agency approach to community recovery;
- Providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee; and
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

2.4 COMPOSITION OF LOCAL RECOVERY COORDINATION GROUP

The LRCG will be chaired by the Shire of Brookton Shire President, the Shire of Brookton CEO, or their nominee and have relevant community leaders as its members, including appropriate State Government Agency representatives. Where a LRCG is established a core group of key stakeholders will be represented on the committee supported by other organisations seconded as required. The membership of the LRCG is dynamic and will change with the needs of the community at various stages during the recovery process.

Where a LRCG is established to manage the local recovery process, the following structure will be implemented as appropriate to the situation.

- Chairperson (if not the President, or the CEO, then preferably a Councillor);
- Local Recovery Coordinator (should be different to Chairperson);
- Secretary (provided by LGA);
- Local Emergency Coordinator (OIC Police).
- Local Government Officers;
- Hazard Management Agency;
- Department of Health and or Local Environmental Health Officer;
- Department for Communities;
- Western Australian Police Service;
- Community representative/s;
- Chairpersons of sub-committees;
- Department of Primary Industries and Regional Development;
- Department of Biodiversity, Conservation and Attractions;
- Lifelines (power, water, gas, etc.);
- Main Roads;
- Department of Water and Environmental Regulation
- Regional Development Commission;
- Education/school representative;
- Community Groups;
- St John's Ambulance;

- Insurance representative;
- Other persons/organisations as identified.

2.5 RESPONSIBILITIES OF PARTICIPATING ORGANISATIONS

Local Government	<ul style="list-style-type: none"> • Ensuring that a Local Recovery Plan for its district is prepared, maintained and tested as required by Section 41(4) of the EM Act. • Appoint an LRC(s) as per Section 41(4) of the EM Act. • Chair the LRCC as per Section 36(b) of the EM Act. • Provide secretariat and administrative support the LRCC, as required. • Provide other representatives to the LRCC or its sub-committees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Health Officer, and Community Services). • Ensure the restoration/reconstruction of services/facilities normally provided by the LGA. • Identify community needs and resource availability. • Liaise, consult and negotiate on behalf of the affected community. • Manage Donated Goods.
Hazard Management Agency	<ul style="list-style-type: none"> • Provide a representative to the Local Recovery Committee. • Advise the Local Recovery Coordinator when an event threatens or has impacted the community. • Initiate the recovery process. • Participate in the development of the recovery plan. • Advise the Recovery Coordinator when withdrawing from the recovery process.

Department for Communities	<ul style="list-style-type: none"> • Provide a representative to the Local Recovery Committee; • Provide the welfare components of the recovery process including: <ul style="list-style-type: none"> - Emergency accommodation. - Emergency catering. - Emergency clothing and personal requisites. - Personal services (including counselling). - Registration and Inquiry. - Immediate financial assistance.
Lifeline Agencies	<ul style="list-style-type: none"> • Provide a representative to the Local Recovery Committee; • Undertake repairs and restoration of services; • Assist the recovery effort with resources and expertise available from within the service.
Pastoralists and Grazer's Association/Department of Agriculture	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Manage the provision of assistance to primary producers, particularly in relation to the Primary Producer package under the DRFAWA.
Main Roads WA	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Assess and report on damage to State/Federal road infrastructure that may impact on the community. • In conjunction with the LGA assist with assessment of damage to local roads and provide advice on road closures and alternate transport routes. • Assist the local government with the reopening and restoration of local roads including providing access to funding where available through the MRWA Flood damage to Local Roads Special Funding Assistance Program and/or the DRFAWA.
Regional Development Commission	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Assist with the assessment of the impact of the emergency on small business. • Provide advice on and facilitate access to available business support services/funding support, e.g. DRFAWA small business support measures.
Department of Education & Training	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required) • Provide advice on issues affecting the normal operation of schools, e.g. restrictions on student access or damage to school premises.

Local Health Services Provider (Department of Health or Local Environmental Health Officer)	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Advise on health issues arising from the emergency. • Coordinate the local health components of the recovery process.
Lord Mayor's Distress Relief Fund	<ul style="list-style-type: none"> • Liaise with the LRCC to assess the requirements for public donations and if required initiate "Calls for public donations" in accordance with SEMP 4.2 • As required set up a local appeals committee in conjunction with the LRCC. • Provide advice to the LRCC on criteria for, and assessment of, requests for financial assistance.

2.6 MANAGEMENT ARRANGEMENTS

LOCAL RECOVERY COORDINATION CENTRE

Recovery operations shall be managed by the Local Recovery Coordinator from the Local Recovery Centre.

The location of the Recovery Coordination Centre will be the administration office of the Shire of Brookton.

The Local Recovery Coordination Centre is where the Local Recovery Committee is based during an emergency and recovery phase and provides a focal point for a coordinated approach to recovery services.

The following communication systems are desirable when setting up an LRC (dependant on the scale of the incident):

- Phone;
- Fax; and
- Email.

It is preferred that each LRC will have the following facilities available (dependant on the scale of the incident):

- Meeting Rooms;
- Ablutions; and
- Kitchen/Food Preparation Area.

2.7 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS

3

Parties to the Agreement	Aim of the Agreement	Special Considerations
Local Government MOU - Shires of Brookton, Beverley, Corrigin, Cuballing, Dumbleyung, Kulin, Lake Grace, Narrogin, Pingelly, Quairading, Wagin, Wandering, West Arthur, Wickipin, Williams	Basic framework for cooperation between LG's named to promote cooperation in a disaster event which affects one or more of the partnering LGs.	

Addendum to MOU above with Shires of Brookton, Pingelly, Wandering and Beverley.	Assistance in an emergency, sharing resources and staff.	
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PART 3 – COMMENCING RECOVERY

3.1 ACTIVATION

The process for the activation of these arrangements is outlined in State Emergency Management Policy 4.4 Section 6 Recovery which provides;

- The Controlling Agency is responsible for the coordination of an assessment of all impacts relating to all recovery environments prior to cessation of the response, including a risk assessment and treatment plan to provide for safe community access to the affected area. Comprehensive impact information is required by local governments to assist in planning recovery activities.
- The Controlling Agency with responsibility for the response to an emergency must initiate recovery activity during the response to that emergency, as detailed in the State EM Plan (Section 6.4).
- In some circumstances, the State Government may have an increased role through the State Recovery Coordinator or establishment of a State Recovery Coordination Group and/or State Recovery Controller.

3.2 TRANSITION FROM RESPONSE

Recovery starts while response activities are still in progress, and key decisions taken during the response phase are likely to directly influence and shape recovery.

The LRC should be called together as soon as possible for a briefing of the emergency incident even in the response stage to detail the extent of contingencies to allow for smooth transition from response to recovery.

The Local Recovery Coordinator must be included in Incident Support Group meetings from the onset.

The Controlling Agency is responsible for commencing the recovery process. As the response to the incident concludes the recovery phase will be handed to the Shire of Brookton. A copy of the document is included in the Recovery Resource Book. The form will be used by both parties to affect the handover process.

It is envisaged that the recovery effort will be managed through regular coordinating meetings of the Local Recovery Coordination Group, twice a day initially, to ensure development, implementation and monitoring of the tactical recovery plan.

Where the decision is taken not to activate the plan or convene the Local Recovery Coordination Group because statutory agencies are coping with the situation, the Local Recovery Coordinator will monitor the situation and keep the Local Recovery Coordination Group advised accordingly.

3.3 IMPACT ASSESSMENT AND OPERATIONAL RECOVERY PLANNING

It is essential that the Controlling Agency coordinates conduct an assessment of the impacts, recovery and restoration requirements as soon as possible after the impact of the event.

Access to the affected area may be restricted by the HMA until it is determined to be safe to enter.

Sources that may assist in the collection of impact assessment data include the:

- Controlling Agency.
- Welfare agencies – to identify persons in need of immediate assistance.
- LGA building inspectors and engineers.
- Insurance assessors.
- Business associations, e.g. local chamber of commerce.
- Recovery Needs Assessment and Support Survey Form.

Following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure, and where significant reconstruction and restoration is required, an operational recovery plan should be prepared by the LRCG.

The operational recovery plan should provide a full description of the extent of the damage, including both social, economic, built and natural, and detail plans for restoration and reconstruction of the affected community. Each operational recovery plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption. As part of the overall impact assessment to assist in the operational recovery planning it may be appropriate to conduct a survey of people/families affected by the emergency. An **Action Recovery Plan Template is included in the Recovery Resource Book.**

3.4 RECOVERY COORDINATION CENTRE

A Recovery Coordination Centre should be established if extensive recovery activities are to be undertaken. The purpose of the Recovery Coordination Centre is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks

The location and details of the centre are included in Part 2.6 of these arrangements.

3.5 LOCAL RECOVERY COORDINATION GROUP

It may be appropriate to consider establishing one or more subcommittees to assist the Local Recovery Coordinator by addressing specific components of the recovery process.

The LRC should consider the following areas when recommending priorities and ensuring work is completed.

- Social environment effects
- Built environment effects
- Economic environment effects
- Natural environment effects

When identifying priorities consideration should be given to the risk evaluation criteria developed during the Emergency Risk Management process. (Risk Evaluation – community values).

The most commonly established sub-committees and their responsibilities are detailed Annexure 4 and below:

COMMUNITY (OR SOCIAL) SUBCOMMITTEE

Objectives

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event;
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing;
- To assess and recommend medium and long term priority areas to the Shire of Brookton for consideration to assist in the restoration and strengthening of community wellbeing; and
- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

ENVIRONMENT (OR NATURAL) SUBCOMMITTEE

Objectives

- To provide advice and guidance to assist in the restoration of the natural environment post the event;
- To facilitate understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on; and
- To assess and recommend medium and long term priority areas to the Shire of Brookton for consideration to assist in the restoration of the natural environment in the medium to long term.

INFRASTRUCTURE (OR BUILT) SUBCOMMITTEE

Objectives

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate;
- To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency; and
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

FINANCE (OR ECONOMIC) SUBCOMMITTEE

Objectives

- To assess and recommend priority recovery activities to assist with the direct and indirect impacts on the economic position of the area;
- Consider the need for an economic impact assessment;
- Consider participation of business and/or industry representatives in economic recovery decision making;
- Work with the insurance sector to coordinate insurance companies' response;
- Consider projects to ensure tourism viability is maintained;
- Support and promotion of the economic viability of affected community through short and long term projects;
- Coordination of supply and distribution of emergency fodder, water, fencing, agistment and other materials/services; and
- To provide advice on care and management of livestock, including feed, water, fencing, agistment and transport

3.6 CULTURAL AND SPIRITUAL FACTORS

Cultural and spiritual symbols provide an essential dimension to the recovery process. They provide a framework for meaning and evaluation of the emergency experience. These need to be managed as an integral part of recovery activities. The community will present its own symbols and rituals, probably beginning in the immediate aftermath. If these are recognised, supported and coordinated as part of the recovery process, which is owned by the community, they will provide the focus for cultural and spiritual activities.

These activities will assist in the long-term integration of the emergency into the history of the community. Often these activities can be conducted on anniversaries or other significant community occasions.

3.7 RECOVERY ACTIVITIES AND STRATEGIES

To assist the Local Recovery Coordinator and the Local Recovery Coordination Group a listing of recovery activities that may have to be undertaken together with suggested strategies has been listed below:

3.8 ACTIVITIES TO BE UNDERTAKEN BY THE LOCAL RECOVERY COORDINATION GROUP

SHORT TERM

- Counselling.
- Establish and managing emergency financial relief schemes.
- Surveying and assessing the damage to public and private property.
- Repairing and/or replacing public utilities, services and assets.
- Assisting with the repair or replacement of private property.
- Initiating programs to stimulate community morale and economic growth.
- Managing environmental rehabilitation programs.
- Coordinating recovery and research agencies.
- Revision of Land Use/Town Planning schemes.

3.9 STRATEGIES

COMMUNITY INVOLVEMENT STRATEGIES

- Maximise the use of local resources, groups and individuals.
- Promote community awareness and education.
- Involve people in their own and their community recovery.
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations.
- Create opportunities for local decision making.
- Ensure self-determination in restoration planning.
- Maintain a co-operative relationship between volunteers and imported specialists.
- Use local suppliers.
- Empower the community as quickly as possible.

RECOVERY ASSISTANCE STRATEGIES

- Provide for special needs of aged, ethnic, children etc.
- Make food, shelter, clothing, health and emergency finance available immediately.
- Deliver services in a simple and caring manner with minimal disruption to existing processes.
- Ensure welfare centre cater for privacy and individual care.
- Ensure emergency workers receive ongoing support, debriefing, relief and rest.
- Maximise financial aid and minimise material aid.

ACCOUNTABILITY STRATEGIES

- Ensure the affected community is involved in the allocation and distribution of material and financial resources.
- Assist the community in ensuring there is accountability in the use of resources.

STRATEGIES FOR GRANTS, LOANS AND GIFTS

- Ensure there is community involvement in determining criteria.
- Communicate entitlement criteria for financial support and grants immediately.
- Alterations to criteria must be communicated clearly to the community.
- Consider non-English speaking groups in designing information for grants.
- Maintain confidentiality.

STRATEGIES TO MAINTAIN FAMILY COHESION

- Keep families together during evacuation and resettlement.
- Ensure all policies and processes support the family's ability to recover.

3.10 PUBLIC INFORMATION

Successful communication in recovery is about connecting with people by enabling access to clear, relevant, targeted and high quality information to assist them build their own capacity and gain a greater understanding of community needs in the process. Good recovery communications is not only about sending information out, it's about engaging in two-way dialogue.

In the response phase public information primarily informs and reassures. In the recovery phase it is the mechanism by which the affected community and the wider public are encouraged to participate in the process of restoration and rehabilitation.

EFFECTIVE COMMUNICATION IN RECOVERY

- Messages need to be clear, relevant, accurate and timely;
- Communication needs to be two-way
- Information needs to be accessible to a wide-ranging audience, including those with special needs;
- Have well-structured communication networks, both with individuals and organisation; and
- Adopt strategies to reiterate key messages.

Messaging should consider:

- What we know;
- What we don't know;
- What we are doing; and
- What we want you to do.

Information may be made available to the public using a combination of the methods such as:

- One Stop Shop
- Door Knocks
- Outreach Programs
- Information Sheets
- Community Newsletters
- Public Meetings
- Noticeboards
- Email communication

- Websites
- Local newspapers
- Social media
- Radio and television
- Text messaging

MEDIA

During emergencies the media have a legitimate interest in obtaining prompt and accurate information. If media access to accurate information is restricted, rumour and speculation may be substituted for fact. Consequently, there is nothing to be gained by attempting to restrict media access. The media are also a vital link between recovery agencies and the public and provide an effective means of disseminating information. It is recommended that regular and scheduled media briefings be negotiated to suit the publishing and broadcasting timetables of the media.

Due to the fact that the recovery process will generally involve a range of different organisations, there is a need for coordination of information to the media to avoid confusion or conflict. The most effective means of dealing with this issue is through the nomination of a media liaison officer to represent the overall recovery process.

All media releases prepared by the Recovery Sub-Committee will be forwarded to the LRC for release by the Chairperson. If the recovery process is of such a nature that State involvement is required, reference should be made to State Support Plan – Emergency Public Information to ensure appropriate processes are followed and adhered to. The Communicating in Recovery Guidelines is a useful tool to assist.

VISITING VIPs

In addition to the level of media interest, there is also likely to be a number of visits to the affected area and a high level of interest in the recovery process from VIPs from government and a range of other agencies.

There are several issues that need to be considered by the recovery manager involved with, or responsible for hosting, such visits.

Effective briefings should be provided. These should include accurate and up-to-date information about estimated losses, assistance programs and financial assistance packages. This will ensure that any information relayed to the affected community or the media is accurate, reducing the risk of falsely raising expectations regarding such things as assistance measures, and reducing the risk of embarrassment. Some pre-visit briefing is also desirable to ensure that the visitor is well informed of the necessary information prior to arrival.

- Briefing of any visitors should also include details about the current state of the community, including the various emotions they may be experiencing as a result of the event, as well as identification of any existing sensitivities.
- Visitors should have a clear understanding of emergency management arrangements and protocols.
- Visitors should also be clearly briefed on the potential impact of their visit and their subsequent role in the recovery process. It should be emphasised that any information provided must be accurate, as the effects of inaccurate or ill-founded information on an affected community may reinforce the impact of the event.
- In the case of a disaster affecting more than one geographic area, care should be taken to ensure that communities are treated impartially, and visits are arranged accordingly.

Visits by Commonwealth and State Parliamentarians (including Ministers) should be discussed in advance with the LRC to ensure the visits are the most effective for both the community and the Member of Parliament.

INFORMATION SERVICES

The community recovery information services provided to affected people aim to lower anxiety levels and to restore a sense of predictability through accurate and credible information. Information services must be made available to assist and hasten recovery as well as the means of accessing those services.

The information provided should advise:

- the support, psychological, development and resource services available;
- where, when and how to access those services; and
- the psychological reactions commonly experienced by affected people.

The information should be provided at a "One Stop Shop" set up in a location to be determined and be available as soon as possible and provided and repeated through a range of information means.

The accessibility of the information to the people affected by the emergency is a major issue and actions need to ensure it is available to:

- the whole of the affected area;
- non-English speaking people;
- special needs groups and or individuals;
- isolated people and communities; and
- secondary victims.

PUBLIC MEETINGS

Various forms of public meetings provide an important part of the recovery process. Public meetings may be held soon after an emergency has taken place as a means of communicating information to an affected community regarding such things as the extent of the damage caused by the event and the services available through the range of recovery agencies. Representation of the various recovery agencies at a public meeting also gives the affected community an opportunity to identify those agencies providing services and to clarify important issues. Further public meetings may be held throughout the recovery process as the need arises.

Public meetings also provide the opportunity for members of an affected community to meet and for rumours, which are inevitable in the early part of the recovery process, to be dispelled. However, given the volatility that may be evident immediately following an emergency, it is critical that public meetings be carefully timed and managed by a facilitator skilled in dealing with any problems which may arise.

Public forums may also be organised to provide practical advice and discussion on a range of issues from personal needs to housing and rebuilding issues. The need for such forums is best identified by workers who have a direct understanding of emerging needs within a community.

Community recovery committees also provide an affected community with a mechanism to have an input into the management of the recovery process. These committees provide an important forum, ensuring local participation in the management of the recovery process.

The public information function should continue after the emergency response is over, lives are no longer at risk, and the state of emergency is over. The focus might change but the purpose of maintaining the flow of information remains

Points to Consider

- Appoint potential spokespeople to deal with the media
- Manage public information during the transition from response to recovery when handover completed from HMA.
- Identify priority information needs.
- Develop a comprehensive media/communication strategy.
- Coordinate public information through:
 - joint information centres
 - spokesperson/s
 - identifying and adopting key message priorities
 - using a single publicised website for all press releases
- Develop processes for:
 - media liaison and management (all forms e.g. print, and electronic)
 - briefing politicians
 - alternative means of communication e.g. public meetings, mailbox fliers, advertising
 - communicating with community groups
 - meeting specialist needs
 - formatting press releases
 - developing and maintaining a website
 - ensuring feedback is sought, integrated and acknowledged
- Monitor print and broadcast media, and counter misinformation.

3.11 ONE STOP SHOP

An effective method of providing the affected community with access to information and assistance is through the establishment of central information point and would include representatives from relevant recovery service providers to provide information and advice for the local community.

A One Stop Shop may be established in identified Council buildings, the location and contact details will be disseminated to the community when it is established.

3.12 MANAGING SPONTANEOUS VOLUNTEERS

LOCAL VOLUNTEER COORDINATOR (LVC)

Within the first few days of an emergency occurring, the Shire of Brookton may receive numerous offers of voluntary assistance. It is important to harness this enthusiasm so that offers, and opportunities are not lost.

There are likely to be two sources of volunteers:

- Clubs, community groups and other non-government organisations;
- Members of the general public.

Volunteers affiliated with an organisation will generally be managed by the organisation of membership and are likely to have specific skills to perform assigned roles (e.g. CWA, Lions Clubs, etc.).

Volunteers from the general public (individuals and private companies) who offer assistance on an ad-hoc basis require careful management and coordination. "Volunteer Information Forms" (refer to the Recovery Resource Book) must be completed by shire staff whenever an offer of assistance is made, and they should be forwarded to the LVC for consideration. Consideration should be given to establish a list of activities that could be undertaken by volunteers to assist in the recovery effort.

The LRC will initially be responsible for overseeing volunteer activities and if the event dictates the necessity to do so, the LRC will request the activation of the LVC.

REGISTRATION

For insurance purposes, it is paramount that any volunteer under the direction and control of the Shire of Brookton must be registered and signs on prior to participating in any task, with clear instructions disseminated and acknowledged. All volunteers must sign off on the completion of the volunteers shift.

It is the responsibility of the LVC to oversee the registration of all volunteers who are under the direction and control of the SOM, regardless of whether they are individuals or belong to a community group or club. This must occur during all recovery activities including emergency welfare centre activities on the "Volunteer Log Form" found in the Recovery Resource Book.

ALLOCATION OF TASKS

The LVC is responsible for matching volunteers' skills and resources to required tasks, bearing in mind the needs of the community and individuals. Tasks assigned must be meaningful with clearly defined roles and must be recorded against the respective volunteers "Volunteer Information Form". When tasked, the volunteer is to be given a copy of the "Volunteer Task Allocation Form" to ensure they have a clear understanding of the role to be undertaken. Refer to Local government Recovery Workbook Package for the "Volunteer Task Allocation Form".

The LRC or, if convened, the LRCC is responsible for creating the tasks to be allocated. All tasks allocated must be authorised by the LRC or, if convened, the LRCC to ensure the duplication of tasking is avoided.

HOURS OF DUTY

Where applicable, volunteers should be rostered on for periods of no longer than 8.5 hours at one time, followed by a minimum 10 hour rest period. Shifts should overlap by a minimum of 30 minutes to enable briefings and handovers to their relief to occur. Meal breaks should be planned for with the LVC responsible for all volunteer rostering. Refer to the Recovery Resource Book for the "Volunteer Roster Form". All rostering must be authorised by the LRC or, if convened, the LRCC to ensure the duplication of resources is avoided.

IDENTIFICATION

The LVC shall provide all volunteers with appropriate identification, the minimum standard being a name tag. The name tag must have the volunteer's full name, date and Volunteer Information Form Reference Number clearly identified.

OTHER

The LVC shall conduct regular briefing and debriefing of volunteers. Access to appropriate counselling must be provided to all workers, as an acknowledgement that high levels of both acute and ongoing stress, and direct exposure to trauma, may be experienced.

3.13 RECOVERY SPECIFIC RESOURCES

Please Refer to the Shire of Brookton Local Emergency Management Arrangements

- 3.13 Welfare Centres
- Appendices, Annexure 2,3 and 4.

PART 4 – FINANCIAL MANAGEMENT

4.1 FINANCIAL ARRANGEMENTS DURING AN EMERGENCY SITUATION

It should be recognised that in the event of an emergency there may be a need for the Shire of Brookton to undertake essential recovery activities during the emergency event, or as soon as possible after the emergency.

On these occasions the Shire of Brookton will need to act in its capacity as the agency responsible for Recovery without funding allocated within Council's Budget. Under Section 6.8 of the *Local Government Act 1995*, the Shire President may approve emergency expenditure where requested by the Chief Executive Officer:

- *A Shire of Brookton is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:*
- *is incurred in a financial year before the adoption of the annual budget by the Shire of Brookton;*
- *is authorised in advance by resolution*;* or
- *is authorised in advance by the shire president in an emergency.*

LOCAL GOVERNMENT POLICIES

For the Shire of Brookton policies and procedures as passed by Council relating to expenditure during an emergency refer to the Local Recovery Management Plan.

Disaster Recovery funding arrangements (DRFA)

Commencing 1 November 2018, the Commonwealth has introduced Disaster Funding Recovery Arrangements (DRFA) for the states and territories of Australia to provide financial assistance for eligible disaster events.

In Western Australia, the Disaster Recovery Funding Arrangements – Western Australia (DRFAWA) is administered by the Department of Fire and Emergency Services (DFES) and is Western Australia's application of the DRFA. The DRFAWA includes additional support measures the State government deems necessary to best support communities and businesses within Western Australia.

What is the aim of the DRFAWA?

Natural disasters or terrorist acts may result in large-scale expenditure by state governments in the form of disaster relief and recovery payments and infrastructure reconstruction. To assist with this burden, the Commonwealth has made arrangements to provide financial assistance to the states and territories in certain circumstances. Usually the assistance is in the form of partial reimbursement of state expenditure and estimated reconstruction costs.

What is an eligible disaster event?

A natural disaster or terrorist act for which:

- A coordinated multi-agency response was required, and

- It must be estimated that the cost of emergency assistance to individuals and communities, or damage to essential public assets will exceed \$240,000.

An eligible disaster event is:

- One, or a combination of the following rapid onset events:
 - Bushfire
 - Cyclone
 - Meteorite strike
 - Earthquake
 - Storm surge
 - Tornado
 - Flood
 - Landslide
 - Storm
 - Tsunami
- A terrorist act; whereby an action or a series of actions committed in Australia which the Commonwealth Minister has determined is a terrorist act.

Relief and Recovery Assistance Measures

The DRFAWA provides certain measures to support relief and recovery efforts following an eligible disaster. It is intended to complement other strategies including insurance, mitigation planning and activities to prevent disasters. Assets that can be insured are not covered by DRFAWA.

When an eligible event is declared, different assistance measures can be made available to individuals and communities to support them in their recovery from an eligible disaster; these four (4) main categories are:

- Category A – Emergency assistance for individuals, administered by the Department of Communities
- Category B – Financial support provided to the State, counter disaster operations and assistance for small business and primary producers. Administered by DFES with assistance from the appropriate State Government Departments
- Category C – Community Recovery Packages, (when severe impact) administered by DFES
- Category D – Exceptional Circumstances Measure, administered by DFES

Further information on DRFAWA can be found by visiting the DFES website at dfes.wa.gov.au or clicking [here](#).

4.2 APPEALS AND DONATIONS

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

LORD MAYORS DISTRESS RELIEF FUND

The Lord Mayor's Distress Relief Fund was established in 1961 to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia. The perpetual fund is a registered charitable body and has approval of the Australian Taxation Office for tax deductibility of contributions. Further information is available via their website: <http://appealswa.org.au/>

Donations of Cash: The Local Recovery Committee will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations.

Donations of Service and Labour: Any donations of services or labour to assist with the recovery from an emergency will be administered by the Shire of Brookton via the Local Recovery Committee in accordance with the Managing Spontaneous Volunteers section of these arrangements.

Donations of Goods: The donations of goods to assist victims to recover from an emergency may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

4.3 STATE LEVEL ASSISTANCE

State level assistance to community recovery will normally be provided by a range of State government agencies through direct representation on the LRC.

In conjunction with the Shire of Brookton's and the State Emergency Coordinator, the State Recovery Coordinator is to consider the level of State involvement required, based on a number of factors pertaining to the impact of the emergency.

These include:

- The capacity of the local governments involved to manage the recovery;
- The number of local governments affected; and
- The complexity and duration of the recovery.

4.4 STAND DOWN

The Local Recovery Coordinator shall progressively stand down participants and programs when they are no longer required

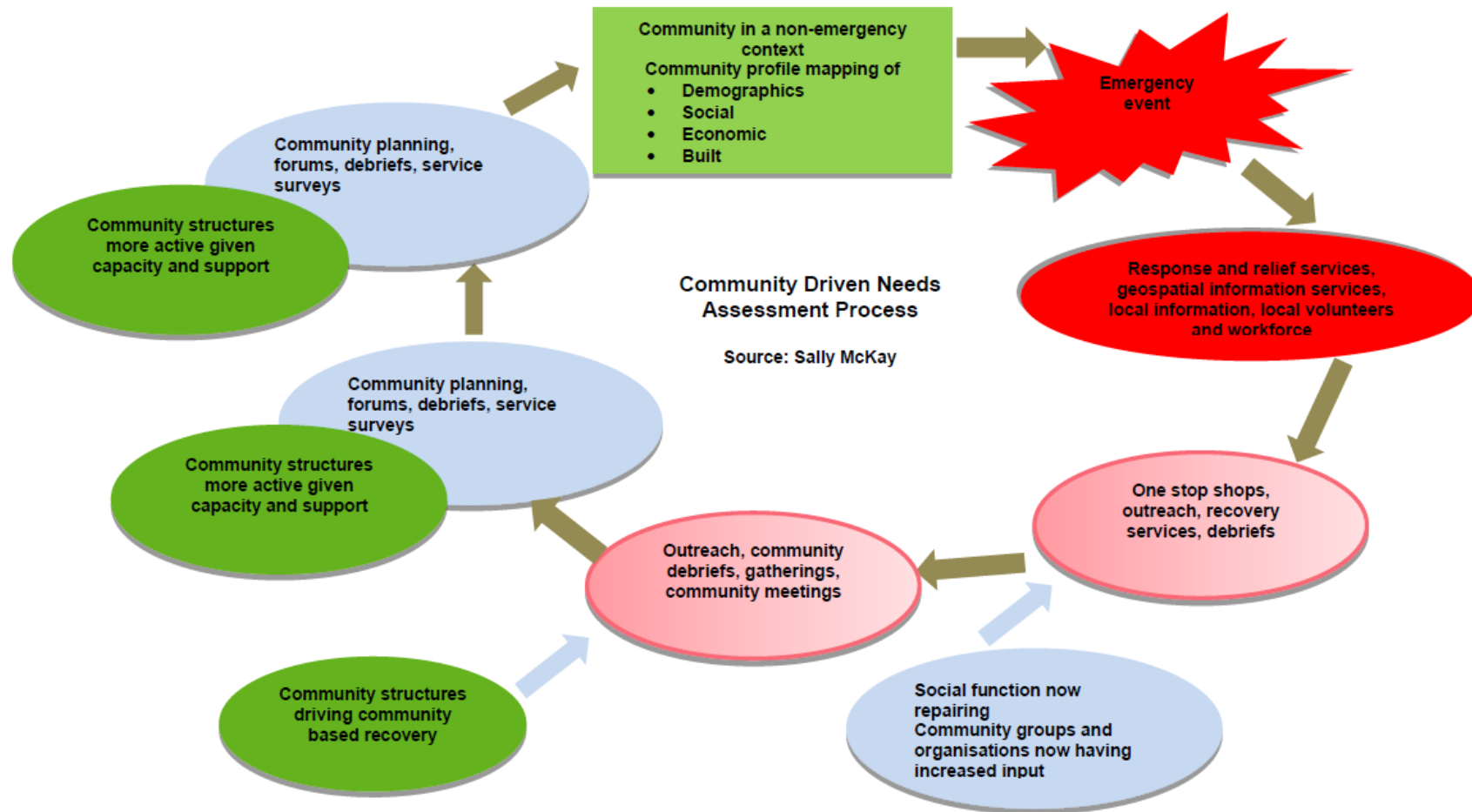
4.5 DEBRIEFING/POST OPERATIONS REPORT

The LRC will arrange to debrief all participants and organisations as soon as possible after stand down and prepare a report to the LEMC for review and update of the Local Recovery Plan. A copy of the report shall also be forwarded to the DEMC.

ANNEXURE 1 CONTACTS (RECOVERY SPECIFIC)

LR Coordinator	Amy Eva	1737 Brookton-Kweda Road, Brookton WA 6306	0418 881 453	clo@brookton.wa.gov.au
DLR Coordinator	Mikel Haramboure		0418 422 498	mirs@brookton.wa.gov.au
CEO	Ian D'Arcy		0427 421 032	ceo@brookton.wa.gov.au
Shire President	Katrina Crute		0439 373 282	sp@brookton.wa.gov.au

ANNEXURE 2 COMMUNITY DRIVEN NEEDS ASSESSMENT PROCESS



ANNEXURE 3 LOCAL RECOVERY COORDINATOR/COORDINATION GROUP ACTION CHECKLIST

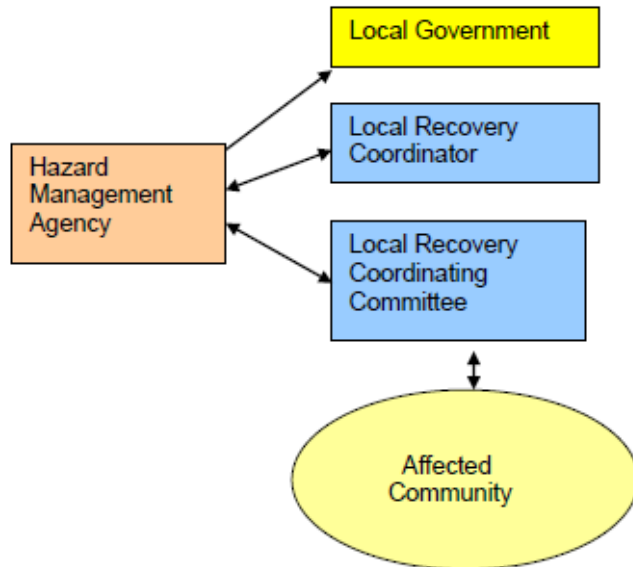
Task Description	Complete
Within 48 hours*	
Local Recovery Coordinator to contact and alert key local contacts	
Local Recovery Coordinator to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate	
Local Recovery Coordinator to receive an understanding of known or emerging impacts from the Controlling Agency	
Local Recovery Coordinator to determine the need for the Local Recovery Coordination Group to be convened and its members briefed, in conjunction with the local government	
Local Recovery Coordinator and the local government to participate in the determination of state involvement in conjunction with the State Recovery Coordinator	
Meet with specific agencies involved with recovery operations to determine actions.	
Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and the Shire of Brookton internal communication processes.	
Consider support required, for example resources to maintain a record of events and actions	
Within 1 week	
Participate in consultation on the coordination of completion of an Impact Statement by the Controlling Agency	
Activate a recovery coordination centre if required	
Identify special needs groups or individuals	
Determine the need to establish subcommittees, and determine functions and membership if necessary	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities	

Task Description	Complete
Within 1 week cont.	
Confirm whether the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements in WA (DRFAWA) and if so what assistance measures are available.	
Manage offers of assistance, including volunteers, material aid and donated money.	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Consider establishing a call centre with prepared responses for frequently asked questions	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services.	
Manage restoration of essential infrastructure/.	
Brief media on the recovery program.	
Within 12 months	
Determine longer-term recovery strategies	
Debrief recovery agencies and staff	
Implement transitioning to mainstream services	
Evaluate effectiveness of recovery within 12 months of the emergency. Recovery evaluations must be provided to the State Recovery Coordinator and SEMC for review.	

Timeframes are approximate only

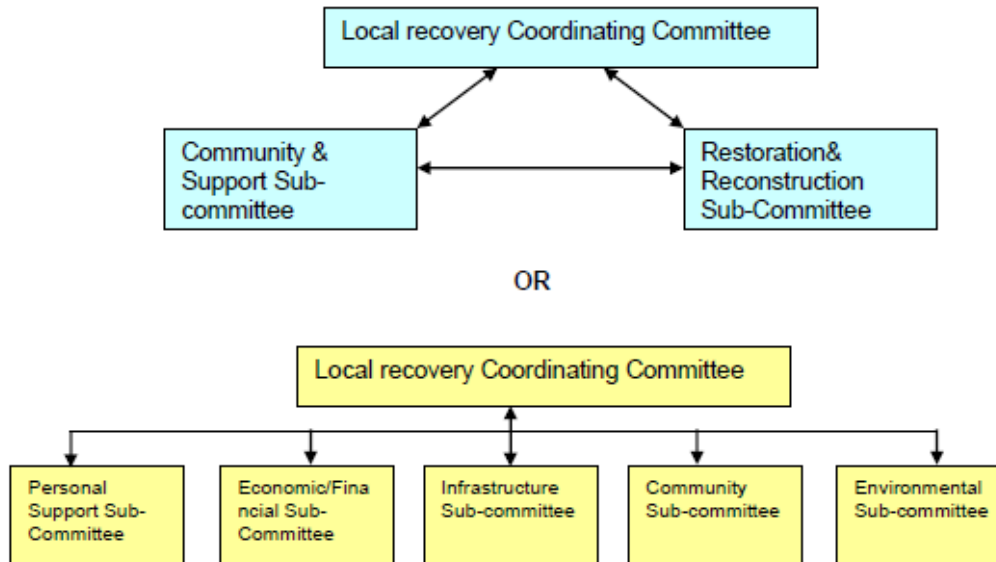
ANNEXURE 4 LOCAL RECOVERY COORDINATING COMMITTEE FLOWCHART

The following flow chart reflects the relationship between the Local Emergency Management Committee, the Local Recovery Coordination Committee and associated Sub-committees



Recovery Committee Structures

(Dependent upon community impact and complexity of event)



ANNEXURE 5 RECOVERY RESOURCES

Further information about recovery can be found at the following websites:

www.dfes.wa.gov.au/recovery

www.semc.wa.gov.au

<http://www.redcross.org.au/emergency-resources.aspx>

<https://www.disasterassist.gov.au/Pages/home.aspx>

<https://www.aidr.org.au/media/1488/handbook-2-community-recovery.pdf>

<https://semc.wa.gov.au/emergency-management/em-tools/Documents/CommunicatingInRecoveryGuidelines.pdf>

ANNEXURE 6 GLOSSARY OF TERMS AND ACRONYMS

The following terms apply throughout these arrangements

COMMUNITY EMERGENCY RISK MANAGEMENT- a systematic process that produces a range of measures which contribute to the wellbeing of communities and the environment. (See also – RISK MANAGEMENT)

DISASTER- See EMERGENCY.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE- is responsible for assisting in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted and has such other functions as are prescribed by the Regulations.

EMERGENCY- an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

EMERGENCY MANAGEMENT- is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to and recover from emergencies and disasters in both peace and war.

EMERGENCY MANAGEMENT CONCEPTS - the emergency management concepts for Western Australia are consistent with those of the commonwealth and in accordance with the *Emergency Management Regulations 2006*:

1. Prevention activities eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of damage likely to be incurred.
2. Preparedness activities focus on essential emergency response capabilities through the development of plans, procedures, organisation and management of resources, training and public education.

3. Response activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations.
4. Recovery activities support emergency affected communities in their construction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen the effects on the community.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures that on being implemented contributes to the safety and wellbeing of communities and the environment.

HAZARD – a situation or condition with potential of for loss or harm the community or the environment.

INCIDENT – an emergency, which impacts upon a localized community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or State level.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS – refers to this document and may also be referred to as ‘these arrangements’ or ‘local arrangements’.

LOCAL EMERGENCY MANAGEMENT COMMITTEE – is established by the local government and consists of a chairperson and other members appointed by the relevant local government with the Shire President/Mayor or person appointed by the Local Government as the chairperson of the committee. Functions of the Local Emergency Management Committee to advise the and assist the local government in ensuring that local emergency management arrangements are established for its district, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

RECOVERY - includes all activities to support affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economic and physical wellbeing.

RISK – a concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.

RISK MANAGEMENT – the systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to AS/NZS Standard 4360:1999 (Risk Management).

ACCRONYMS USED IN THESE ARRANGEMENTS

BoM	Bureau of Meteorology
CEO:	Chief Executive Officer
DCP:	Department for Child Protection
DEC:	Department of Environment and Conservation
DEMC:	District Emergency Management Committee
DET:	Department of Education and Training
EMWA:	Emergency Management Western Australia

LEC:	Local Emergency Coordinator
FESA:	The Fire and Emergency Services Authority
ISG:	Incident Support Group
LEMC:	Local Emergency Management Committee
LGA:	Local Government Authority
LGLO:	Local Government Liaison Officer
LGWLO:	Local Government Welfare Liaison Officer
LRC:	Local Recovery Coordinator
LRCC:	Local Recovery Coordinating Committee
OASG:	Operations Area Support Group
OIC:	Officer in Charge
SEMC:	State Emergency Management Committee
SEMP:	State Emergency Management Committee Policy
SES:	State Emergency Service
WAPol:	Western Australia Police Service

LOCAL LAW #1 & 5 LOCAL GOVERNMENT PROPERTY LOCAL LAW

LOCAL GOVERNMENT ACT 1995

SHIRE OF BROOKTON

LOCAL GOVERNMENT PROPERTY LOCAL LAW 2012

(Consolidated including amendments of Government Gazette 9 July 2013, Page 3047)

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Brookton resolved on 16 February 2012 to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law is cited as the *Shire of Brookton Local Government Property Local Law 2012*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Definitions

In this local law unless the context otherwise requires -

Act means the *Local Government Act 1995*;

applicant means a person who applies for a permit under clause 3.2;

authorised person means a person authorised by the local government under section 9.10 of the Act to perform any of the functions of an authorised person under this local law;

building means any building which is local government property and includes a –

- (a) hall or room;
- (b) corridor, stairway or annexe of any hall or room; and
- (c) jetty;

Code means the Code of Practice for the Design, Operation, Management and Maintenance of Aquatic Facilities as published by the Executive Director, Public Health, pursuant to the provisions of section 344A (2) of the *Health Act 1911*;

CEO means the chief executive officer or an acting chief executive officer of the local government;

commencement day means the day on which this local law comes into operation;

Council means the council of the local government;

date of publication means, where local public notice is required to be given of a matter under this local law, the date on which notice of the matter is published in a newspaper circulating generally throughout the district;

determination means a determination made under clause 2.1;

district means the district of the local government;

function means an event or activity characterised by all or any of the following –

- (a) formal organisation and preparation;
- (b) its occurrence is generally advertised or notified in writing to particular persons;
- (c) organisation by or on behalf of a club;
- (d) payment of a fee to attend it; and
- (e) systematic recurrence in relation to the day, time and place;

Health Act means the *Health Act 1911*;

liquor has the same meaning as is given to it in section 3 of the *Liquor Control Act 1988*;

local government means the Shire of Brookton;

local government property means anything except a thoroughfare –

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

local public notice has the same meaning as in section 1.7 of the Act;

Manager means the person for the time being employed by the local government to control and manage a pool area or other facility which is local government property and includes the person's assistant or deputy;

nuisance means–

- (a) any thing, condition, circumstance or state of affairs which is injurious or dangerous to the health of a reasonable person, or which has a disturbing effect on the state of reasonable physical, mental or social well-being of a person;
- (b) any thing a person does or permits or cause to be done which interferes with or is likely to interfere with the enjoyment or safe use by another person of any public place; and
- (c) any thing a person does on public or private land which detracts from or interferes with the enjoyment or value of lands owned by another person;

permit means a permit issued under this local law;

permit holder means a person who holds a valid permit;

person does not include the local government;

pool area means any swimming and wading pools and spas and all buildings, structures, fittings, fixtures, machinery, chattels, furniture and equipment forming part of or used in connection with such swimming and wading pools and spas which are local government property;

Regulations means the *Local Government (Functions and General) Regulations 1996*;

sign includes a notice, flag, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols;

trading means the selling or hiring, or the offering for sale or hire of goods or services, and includes displaying goods for the purpose of –

- (a) offering them for sale or hire;
- (b) inviting offers for their sale or hire;
- (c) soliciting orders for them; or
- (d) carrying out any other transaction in relation to them;

vehicle includes –

- (a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and
- (b) an animal being ridden or driven; and

waste includes matter–

- (a) whether liquid, solid, gaseous or radioactive and whether useful or useless, which is discharged into the environment; or
- (b) prescribed by regulations under the *Waste Avoidance and Resource Recovery Act 2007* to be waste.

1.4 Interpretation

In this local law, a reference to local government property includes a reference to any part of that local government property.

1.5 Application

This local law applies throughout the district.

1.6 Overriding power to hire or agree

Despite anything to the contrary in this local law, the local government may –

- (a) hire local government property to any person; or
- (b) enter into an agreement with any person regarding the use of any local government property.

PART 2 - DETERMINATIONS IN RESPECT OF LOCAL GOVERNMENT PROPERTY

Division 1 - Determinations

2.1 Determinations as to use of local government property

- (1) The local government may make a determination in accordance with clause 2.2 –
 - (a) setting aside specified local government property for the pursuit of all or any of the activities referred to in clause 2.7;
 - (b) prohibiting a person from pursuing all or any of the activities referred to in clause 2.8 on specified local government property;
 - (c) as to the matters in clauses 2.7(2) and 2.8(2); and
 - (d) as to any matter ancillary or necessary to give effect to a determination.
- (2) The determinations in Schedule 2 –
 - (a) are to be taken to have been made in accordance with clause 2.2;
 - (b) may be amended or revoked in accordance with clause 2.6; and
 - (c) have effect on the commencement day.

2.2 Procedure for making a determination

- (1) The local government is to give local public notice of its intention to make a determination.
- (2) The local public notice referred to in subclause (1) is to state that –
 - (a) the local government intends to make a determination, the purpose and effect of which is summarised in the notice;
 - (b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and
 - (c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.
- (3) If no submissions are received in accordance with subclause (2)(c), the Council is to decide to –
 - (a) give local public notice that the proposed determination has effect as a determination on and from the date of publication;
 - (b) amend the proposed determination, in which case subclause (5) will apply; or
 - (c) not continue with the proposed determination.
- (4) If submissions are received in accordance with subclause (2)(c) the Council is to –
 - (a) consider those submissions; and
 - (b) decide –
 - (i) whether or not to amend the proposed determination; or
 - (ii) not to continue with the proposed determination.
- (5) If the Council decides to amend the proposed determination, it is to give local public notice –
 - (a) of the effect of the amendments; and

- (b) that the proposed determination has effect as a determination on and from the date of publication.
- (6) If the Council decides not to amend the proposed determination, it is to give local public notice that the proposed determination has effect as a determination on and from the date of publication.
- (7) A proposed determination is to have effect as a determination on and from the date of publication of the local public notice referred to in subclauses (3), (5) and (6).
- (8) A decision under subclause (3) or (4) is not to be delegated by the Council.

2.3 Discretion to erect sign

The local government may erect a sign on local government property to give notice of the effect of a determination which applies to that property.

2.4 Determination to be complied with

A person shall comply with a determination.

2.5 Register of determinations

- (1) The local government is to keep a register of determinations made under clause 2.1, and of any amendments to or revocations of determinations made under clause 2.6.
- (2) Sections 5.94 and 5.95 of the Act are to apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

2.6 Amendment or revocation of a determination

- (1) The Council may amend or revoke a determination.
- (2) The provisions of clause 2.2 are to apply to an amendment of a determination as if the amendment were a proposed determination.
- (3) If the Council revokes a determination it is to give local public notice of the revocation and the determination is to cease to have effect on the date of publication.

Division 2 - Activities which may be pursued or prohibited under a determination

2.7 Activities which may be pursued on specified local government property

- (1) A determination may provide that specified local government property is set aside as an area on which a person may –
 - (a) bring, ride or drive an animal;
 - (b) take, ride or drive a vehicle, or a particular class of vehicle;
 - (c) fly or use a motorised model aeroplane;
 - (d) use a children's playground provided that the person is under an age specified in the determination, but the determination is not to apply to a person having the charge of a person under the specified age;
 - (e) deposit refuse, rubbish or liquid waste, whether or not of particular classes, and whether or not in specified areas of that local government property;
 - (f) play or practice –
 - (i) golf or archery;
 - (ii) pistol or rifle shooting, but subject to the compliance of that person with the *Firearms Act 1973*; or
 - (iii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property; and
 - (g) ride a bicycle, a skateboard, rollerblades, a sandboard or a similar device.

- (2) A determination may specify the extent to which and the manner in which an activity referred to in subclause (1) may be pursued and in particular –
 - (a) the days and times during which the activity may be pursued;
 - (b) that an activity may be pursued on a class of local government property, specified local government property or all local government property;
 - (c) that an activity is to be taken to be prohibited on all local government property other than that specified in the determination;
 - (d) may limit the activity to a class of vehicles, boats, equipment or things, or may extend it to all vehicles, boats, equipment or things;
 - (e) may specify that the activity can be pursued by a class of persons or all persons; and
 - (f) may distinguish between different classes of the activity.

2.8 Activities which may be prohibited on specified local government property

- (1) In this clause –

premises means a building, stadium or similar structure which is local government property, but not an open space such as a park or a playing field.
- (2) A determination may provide that a person is prohibited from pursuing all or any of the following activities on specified local government property –
 - (a) smoking on premises;
 - (b) riding a bicycle, a skateboard, rollerblades, a sandboard or a similar device;
 - (c) taking, riding or driving a vehicle on the property or a particular class of vehicle;
 - (d) riding or driving a vehicle of a particular class or any vehicle above a specified speed;
 - (e) the playing or practice of –
 - (i) golf, archery, pistol shooting or rifle shooting; or
 - (ii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
 - (f) the playing or practice of any ball game which may cause detriment to the property or any fauna on the property; and
 - (g) bring, ride or drive an animal.
- (3) A determination may specify the extent to which and the manner in which a person is prohibited from pursuing an activity referred to in subclause (2) and, in particular –
 - (a) the days and times during which the activity is prohibited;
 - (b) that an activity is prohibited on a class of local government property, specified local government property or all local government property;
 - (c) that an activity is prohibited in respect of a class of vehicles, boats, equipment or things, or all vehicles, boats, equipment or things;
 - (d) that an activity is prohibited in respect of a class of persons or all persons; and
 - (e) may distinguish between different classes of the activity.

Division 3 - Transitional

2.9 Signs taken to be determinations

- (1) Where a sign erected on local government property has been erected under a local law of the local government repealed by this local law, then it is to be taken to be and have effect as a determination on and from the commencement day, except to the extent that the sign is inconsistent with any provision of this local law or any determination made under clause 2.1.

- (2) Clause 2.5 does not apply to a sign referred to in subclause (1).

PART 3 - PERMITS

Division 1 - Preliminary

3.1 Application of Part

This Part does not apply to a person who uses or occupies local government property under a written agreement with the local government to do so.

Division 2 – Applying for a Permit

3.2 Application for permit

- (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).
- (2) An application for a permit under this local law shall -
 - (a) be in the form determined by the local government;
 - (b) be signed by the applicant;
 - (c) provide the information required by the form; and
 - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.
- (4) The local government may require an applicant to give local public notice of the application for a permit.
- (5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2) or where the requirements of subclause (3) or (4) have not been satisfied.

3.3 Decision on application for permit

- (1) The local government may –
 - (a) approve an application for a permit unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for a permit.
- (2) If the local government approves an application for a permit, it is to issue to the applicant, a permit in the form determined by the local government.
- (3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.
- (4) The local government may, at any time, amend a condition of approval and the amended condition takes effect when written notice of it is given to the permit holder.

Division 3 - Conditions

3.4 Conditions which may be imposed on a permit

- (1) Without limiting the generality of clause 3.3(1)(a), local government may approve an application for a permit subject to conditions relating to-
 - (a) the payment of a fee;
 - (b) compliance with a standard or a policy of the local government adopted by the local government;
 - (c) the duration and commencement of the permit;
 - (d) the commencement of the permit being contingent on the happening of an event;

- (e) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
 - (f) the approval of another application for a permit which may be required by the local government under any written law;
 - (g) the area of the district to which the permit applies;
 - (h) where a permit is issued for an activity which will or may cause damage to local government property, the payment of a deposit or bond against such damage; and
 - (i) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government.
- (2) Without limiting the generality of clause 3.3(1)(a) and subclause (1), the following paragraphs indicate the type and content of the conditions on which a permit to hire local government property may be issued –
- (a) when fees and charges are to be paid;
 - (b) payment of a bond against possible damage or cleaning expenses or both;
 - (c) restrictions on the erection of material or external decorations;
 - (d) rules about the use of furniture, plant and effects;
 - (e) limitations on the number of persons who may attend any function in or on local government property;
 - (f) the duration of the hire;
 - (g) the right of the local government to cancel a booking during the course of an annual or seasonal booking, if the local government sees fit;
 - (h) a prohibition on the sale, supply or consumption of liquor unless a liquor licence is first obtained for that purpose under the *Liquor Control Act 1988*;
 - (i) whether or not the hire is for the exclusive use of the local government property;
 - (j) the obtaining of a policy of insurance in the names of both the local government and the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer; and
 - (k) the provision of an indemnity from the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer.

3.5 Imposing conditions under a policy

- (1) In this clause –
- policy* means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 3.3(1)(a).
- (2) Under clause 3.3(1)(a) the local government may approve an application subject to conditions by reference to a policy.
 - (3) The local government must give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 3.3(2).
 - (4) An application for a permit shall not be taken to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.
 - (5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy shall be deemed to be information within section 5.94(u)(i) of the Act.

3.6 Compliance with conditions

Where an application for a permit has been approved subject to conditions, the permit holder shall comply with each of those conditions.

Division 4 - General

3.7 Agreement for building

Where a person applies for a permit to erect a building on local government property the local government may enter into an agreement with the permit holder in respect of the ownership of the materials in the building.

3.8 Duration of permit

A permit is valid for one year from the date on which it is issued, unless—

- (a) it is otherwise stated in this local law or in the permit; or
- (b) it is cancelled under clause 3.12.

3.9 Renewal of permit

- (1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.
- (2) The provisions of this Part apply to an application for the renewal of a permit as though it were an application for a permit.

3.10 Transfer of permit

- (1) An application for the transfer of a valid permit is to -
 - (a) be made in writing;
 - (b) be signed by the permit holder and the proposed transferee of the permit;
 - (c) provide such information as the local government may require to enable the application to be determined; and
 - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.
- (3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by an endorsement on the permit signed by the CEO.
- (4) Where the local government approves the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

3.11 Production of permit

A permit holder is to produce to an authorised person her or his permit immediately upon being required to do so by that authorised person.

3.12 Cancellation of permit

- (1) Subject to clause 7.1, a permit may be cancelled by the local government if the permit holder has not complied with a –
 - (a) condition of the permit; or
 - (b) determination or a provision of any written law which may relate to the activity regulated by the permit.
- (2) On the cancellation of a permit the permit holder -
 - (a) shall return the permit as soon as practicable to the CEO; and
 - (b) is to be taken to have forfeited any fees paid in respect of the permit.

Division 5 – When a permit is required

3.13 Activities needing a permit

- (1) A person shall not without a permit –
- (a) subject to subclause (3), hire local government property;
 - (b) advertise anything by any means on local government property;
 - (c) erect a structure for public amusement or for any performance, whether for gain or otherwise, on local government property;
 - (d) teach, coach or train, for profit, any person in a pool area or an indoor recreation facility which is local government property;
 - (e) plant any plant or sow any seeds on local government property;
 - (f) carry on any trading on local government property unless the trading is conducted -
 - (i) with the consent of a person who holds a permit to conduct a function, and where the trading is carried on under and in accordance with the permit; or
 - (ii) by a person who has a licence or permit to carry on trading on local government property under any written law;
 - (g) unless an employee of the local government in the course of her or his duties or on an area set aside for that purpose -
 - (i) drive or ride or take any vehicle on to local government property; or
 - (ii) park or stop any vehicle on local government property;
 - (h) conduct a function on local government property ;
 - (i) charge any person for entry to local government property, unless the charge is for entry to land or a building hired by a voluntary non-profit organisation;
 - (j) light a fire on local government property except in a facility provided for that purpose;
 - (k) parachute, hang glide, abseil or base jump from or on to local government property;
 - (l) erect a building or a refuelling site on local government property;
 - (m) make any excavation on or erect or remove any fence on local government property;
 - (n) erect or install any structure above or below ground, which is local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person;
 - (o) de-pasture any horse, sheep, cattle, goat, camel, ass or mule on local government property;
 - (p) deposit or store any thing on local government property;
 - (q) conduct or take part in any gambling game or contest or bet, or offer to bet, publicly; or
 - (r) erect, install, operate or use any broadcasting, public address system, loudspeaker or other device for the amplification of sound on local government property.
- (2) The local government may exempt a person from compliance with subclause (1) on the application of that person.
- (3) The local government may exempt specified local government property or a class of local government property from the application of subclause (1)(a).

3.14 Permit required to camp outside a facility

- (1) In this clause –
facility has the same meaning as is given to it in section 5(1) of the *Caravan Parks and Camping Grounds Act 1995*.
- (2) This clause does not apply to a facility operated by the local government.
- (3) Except in accordance with a permit, a person must not -

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- (a) camp on, lodge at or occupy any structure at night for the purpose of sleeping on local government property; or
 - (b) erect any tent, camp, hut or similar structure on local government property.
- (4) The maximum period for which the local government may approve an application for a permit in respect to paragraph (a) or (b) of subclause (3) is that provided in regulation 11(2)(a) of the *Caravan Parks and Camping Grounds Regulations 1997*.

3.15 Permit required for possession and consumption of liquor

- (1) A person, on local government property, shall not consume any liquor or have in her or his possession or under her or his control any liquor, unless –
- (a) that is permitted under the *Liquor Control Act 1988*; and
 - (b) a permit has been obtained for that purpose.
- (2) Subclause (1) does not apply where the liquor is in a sealed container.

3.16 Responsibilities of permit holder

A holder of a permit shall in respect of local government property to which the permit relates –

- (a) ensure that an authorised person has unobstructed access to the local government property for the purpose of inspecting the property or enforcing any provision of this local law;
- (b) leave the local government property in a clean and tidy condition after its use;
- (c) report any damage or defacement of the local government property to the local government; and
- (d) prevent the consumption of any liquor on the local government property unless the permit allows it and a licence has been obtained under the *Liquor Control Act 1988* for that purpose.

PART 4 - BEHAVIOUR ON ALL LOCAL GOVERNMENT PROPERTY

Division 1 - Behaviour on and interference with local government property

4.1 Behaviour which interferes with others

A person shall not in or on any local government property behave in a manner which –

- (a) is likely to interfere with the enjoyment of a person who might use the property;
- (b) interferes with the enjoyment of a person using the property; or
- (c) creates a nuisance.

4.2 Behaviour detrimental to property

(1) In this clause –

detrimental to the property includes –

- (a) removing any thing from the local government property such as a rock, a plant or a seat provided for the use of any person; and
- (b) destroying, defacing or damaging any thing on the local government property, such as a plant, a seat provided for the use of any person or a building.

(2) A person shall not behave in or on local government property in a way which is or might be detrimental to the property.

4.3 Taking or injuring any fauna

(1) In this clause –

animal means any living thing that is not a human being or plant; and

fauna means any animal indigenous to or which periodically migrates to any State or Territory of the Commonwealth or the territorial waters of the Commonwealth and includes, in relation to any such animal –

- (a) any class of animal or individual member;
- (b) the eggs or larvae; or
- (c) the carcass, skin, plumage or fur.

- (2) A person shall not, take, injure or kill or attempt to take, injure or kill any fauna which is on or above any local government property, unless that person is authorised under a written law to do so.

4.4 Intoxicated persons not to enter local government property

A person must not enter or remain on local government property while under the influence of liquor or a prohibited drug.

4.5 No prohibited drugs

A person shall not take a prohibited drug on to, or consume or use a prohibited drug on, local government property.

4.6 Animals

- (1) A person must not—
 - (a) tether any animal to a tree, shrub, tree guard, wall or fence; or
 - (b) permit any animal to enter upon or into any local government property, unless authorised by a permit.
- (2) The CEO or an authorised person may, by the placement of an approved sign, prohibit dogs from being in a children's playground or in the vicinity of a children's playground.
- (3) This clause does not apply to a guide dog used for the assistance of visually impaired persons and is subject to the provisions of section 8 of the *Dog Act 1976* and section 66J of the *Equal Opportunity Act 1984*.

4.7 Waste

A person must not deposit or discard waste on local government property except—

- (a) in a place or receptacle set aside by the CEO or an authorised person for that purpose and subject to any conditions that may be specified on the receptacle or a sign, such as a condition in relation to the type of waste that may be deposited; or
- (b) at the Brookton Waste Facility, Brookton Highway, Brookton and subject to directions issued from time to time by the CEO or an authorised person for the orderly and proper use of that waste facility in relation to hours of business, separation of waste into designated receptacles, prohibition of the deposit of certain types of refuse or waste, and conduct of persons or persons in charge of vehicles while on the site.

4.8 Refusal of entry to local government property

- (1) An authorised person may refuse to allow entry, or suspend admission, to any local government property by any person who he or she believes has behaved in a manner contrary to the provisions of this Part. Amended GG 9/7/13
- (2) This refusal or suspension can be for any period of up to 12 months as decided by that authorised person.
- (3) A decision made under this clause is a decision to which Part 7 applies. Amended GG 9/7/13

Division 2 - Signs

4.9 Signs

- (1) A local government may erect a sign on local government property specifying any conditions of use which apply to that property.

- (2) A person shall comply with a sign erected under subclause (1).
- (3) A condition of use specified on a sign erected under subclause (1) is –
 - (a) not to be inconsistent with any provision of this local law or any determination; and
 - (b) to be for the purpose of giving notice of the effect of a provision of this local law.

PART 5 – MATTERS RELATING TO PARTICULAR LOCAL GOVERNMENT PROPERTY

Division 1 - Swimming pool areas

5.1 When entry must be refused

- (1) A Manager or an authorised person shall refuse admission to a pool area any person who –
 - (a) in her or his opinion is –
 - (i) under the minimum age of that specified in the Code and who is unaccompanied by a responsible person over the age of that specified in the Code;
 - (ii) under the minimum age that specified in the Code and who is accompanied by a responsible person over the age of that specified in the Code where the responsible person is incapable of, or not providing, adequate supervision of, or care, for that person;
 - (iii) suffering from any contagious, infectious or cutaneous disease or complaint, or is in an unclean condition; or
 - (iv) under the influence of liquor or a prohibited drug; or
 - (b) is to be refused admission under and in accordance with a decision of the local government for breaching a clause of this local law.
- (2) If a person referred to in paragraph (a) or (b) of subclause (1) is in a pool area, a Manager of an authorised person must –
 - (a) direct the person to leave; and
 - (b) if the person refuses or fails to leave, remove the person or arrange for the person to be removed, from the pool area.

5.2 Consumption of food or drink may be prohibited

A person must not consume any food or drink in an area where consumption is prohibited by a sign.

Division 2 - Fenced or closed property

5.3 No entry to fenced or closed local government property

A person must not enter local government property which has been fenced off or closed to the public by a sign or otherwise, unless that person is authorised to do so by the local government.

Division 3 - Toilet blocks and change rooms

5.4 Only specified gender to use entry of toilet block or change room

- (1) Where a sign on a toilet block or change room specifies that a particular entry of the toilet block or change room is to be used by –
 - (a) females - then a person of the male gender must not use that entry of the toilet block or change room;
 - (b) males - then a person of the female gender must not use that entry of the toilet block or change room;
 - (c) families – then, where the toilet block or change room is being used by a family, only an immediate member of that family may use that entry of the toilet block or change room.
- (2) Paragraphs (a) and (b) of subclause (1) do not apply to a child, when accompanied by a parent, guardian or care giver, where the child is –
 - (a) under the age of 7 years; or

- (b) otherwise permitted by an authorised person to use the relevant entry.

5.5 Use of shower facilities

A person may use a shower facility in change rooms only on condition that –

- (a) the facilities must be used by the person only for the purposes of cleansing and washing themselves;
- (b) use of the facilities must be restricted to a maximum period of 15 minutes, or such lesser time as required by an attendant; or
- (c) the facilities must not be used for the purposes of laundering or washing any clothing or other articles.

PART 6 - FEES FOR ENTRY ON TO LOCAL GOVERNMENT PROPERTY

6.1 No unauthorised entry to function

- (1) A person shall not enter local government property on such days or during such times as the property may be set aside for a function for which a charge for admission is authorised, except –
 - (a) through the proper entrance for that purpose; and
 - (b) on payment of the fee chargeable for admission at the time.
- (2) The local government may exempt a person from compliance with subclause (1)(b).

PART 7 - OBJECTIONS AND REVIEW

7.1 Application of Division 1, Part 9 of the Act

When the local government makes a decision as to whether it will-

- (a) grant a person a permit or consent under this local law; or
- (b) renew, vary, or cancel a permit or consent that a person has under this local law.

the provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations apply to that decision.

PART 8 - MISCELLANEOUS

8.1 Authorised person to be obeyed

A person on local government property shall obey any lawful direction of an authorised person and shall not in any way obstruct or hinder an authorised person in the execution of her or his duties.

8.2 Persons may be directed to leave local government property

An authorised person may direct a person to leave, or temporarily suspend a person from, local government property where she or he reasonably suspects that the person has contravened a provision of any written law.

8.3 Disposal of lost property

An article left on any local government property, and not claimed within a period of 3 months, may be disposed of by the local government in any manner it thinks fit.

8.4 Liability for damage to local government property

- (1) In this clause –
 - costs of the local government includes its administrative costs.
- (2) Where a person unlawfully damages local government property, the local government may by notice in writing to that person require that person within the time required in the notice to, at the option of the local government, pay the costs of –
 - (a) reinstating the property to the state it was in prior to the occurrence of the damage; or
 - (b) replacing that property.

- (3) On a failure to comply with a notice issued under subclause (2), the local government may recover the costs referred to in the notice as a debt due to it.

PART 9 - ENFORCEMENT

Division 1 – Notices given under this local law

9.1 Offence to fail to comply with notice

Whenever the local government gives a notice under this local law requiring a person to do any thing, if a person fails to comply with the notice, that person commits an offence.

9.2 Local government may undertake requirements of notice

Where a person fails to comply with a notice referred to in clause 11.1, the local government may do the thing specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing.

Division 2 – Offences and penalties

Subdivision 1 - General

9.3 Offences and general penalty

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

Subdivision 2 – Infringement notices and modified penalties

9.4 Prescribed offences

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.
- (3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorised person should be satisfied that –
- (a) commission of the prescribed offence is a relatively minor matter; and
 - (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

9.5 Form of notices

- (1) For the purposes of this local law –
- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
 - (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
 - (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.
- (2) Where an infringement notice is given under section 9.16 of the Act in respect of an alleged offence against clause 2.4, the notice is to contain a description of the alleged offence.

Division 3 – Evidence in legal proceedings

9.6 Evidence of a determination

- (1) In any legal proceedings, evidence of a determination may be given by tendering the register referred to in clause 2.5 or a certified copy of an extract from the register.
- (2) It is to be presumed, unless the contrary is proved, that the determination was properly made and that every requirement for it to be made and have effect has been satisfied.
- (3) Subclause (2) does not make valid a determination that has not been properly made.

Schedule 1
PRESCRIBED OFFENCES

[cl. 9.4]

CLAUSE	DESCRIPTION	MODIFIED PENALTY \$
2.4	Failure to comply with determination	125
3.6	Failure to comply with conditions of permit	125
3.13(1)	Failure to obtain a permit	125
3.14(3)	Failure to obtain permit to camp outside a facility	125
3.15(1)	Failure to obtain permit for liquor	125
3.16	Failure of permit holder to comply with responsibilities	125
4.2(1)	Behaviour detrimental to property	350
4.5	Under influence of liquor or prohibited drug	125
4.6	Tethering animal to tree, etcetera, or permitting animal to enter local government property	125
4.7	Depositing or discarding waste on local government property	125
4.9(2)	Failure to comply with sign on local government property	125
5.6	Unauthorised entry to fenced or closed local government property	125
5.7	Gender not specified using entry of toilet block or change room	125
6.1(1)	Unauthorised entry to function on local government property	125
9.1	Failure to comply with notice	250
	All other offences not specified	125

Schedule 2
DETERMINATIONS

[cl2.1(2)]

The following determinations are to be taken to have been made by the local government under clause 2.1.

PART 1 – PRELIMINARY

1.1 Definitions

In these determinations unless the context otherwise requires –

"local law" means the *Local Government Property Local Law* made by the local government;

1.2 Interpretation

Unless the context otherwise requires, where a term is used but not defined in a determination and that term is defined in the local law then the term shall have the meaning given to it in the local law.

PART 2 – APPLICATION

2.1 Vehicles on local government property

- (1) Unless authorised by a permit or determination, a person must not take or cause a vehicle to be taken onto or drive on local government property unless –
 - (a) subject to subclause (3), the local government property is clearly designated as a road, access way or car park;
 - (b) the vehicle is driven by a local government employee, authorised person or contractor engaged by the local government, who is engaged in –
 - (i) providing a service or making a delivery in connection with the local government property; or
 - (ii) maintaining the local government property;
 - (c) the person is driving an emergency vehicle in the course of his or her duties; or
 - (d) the vehicle is a motorised wheel chair, and the driver of that vehicle is a disabled person.
- (2) A person must not drive a vehicle or allow a vehicle to be driven on local government property at a speed exceeding 10 kilometres per hour, or in such a manner as to cause danger, inconvenience or annoyance to any person;
- (3) Other than in accordance with paragraphs (b), (c) or (d) of subclause (1), a person must not drive a vehicle on local government property or part of it that is being used for a function for which a permit has been obtained unless permitted to do so by the permit holder of an authorised person

2.2 Activities prohibited on local government property

- (1) A person must not play or practise archery, pistol or rifle shooting on local government property except on land which is reserved by the Local government for that purpose, or as otherwise provided by a determination or permit.
- (2) A person must not, on any local government property, use or ride a bicycle or wheeled recreational device, or skateboard –
 - (a) inside or on the curtilage to, a building;
 - (b) in a pool area;
- (3) [deleted].

Amended GG 9/7/13

Dated 22 February 2012

The Common Seal of the Shire of Brookton was affixed by authority of a resolution of the Council in the presence of -

B. J. COOTE, Shire President

G. A. CLARK, Chief Executive Officer

LOCAL GOVERNMENT ACT 1995

SHIRE OF BROOKTON

ACTIVITIES ON THOROUGHFARES AND TRADING IN THOROUGHFARES AND PUBLIC PLACES LOCAL LAW 2012

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Brookton resolved on 19 April 2012 to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law is cited as the *Shire of Brookton Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2012*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Definitions

In this local law unless the context otherwise requires—

Act means the *Local Government Act 1995*;

applicant means a person who applies for a permit;

authorised person means a person appointed by the local government under section 9.10 of the Act to perform any of the functions of an authorised person under this local law;

bicycle has the meaning given to it in the Code;

built-up area has the meaning given to it in the Code;

bulk rubbish container means a bin or container designed or used for holding a substantial quantity of rubbish and which is unlikely to be lifted without mechanical assistance, but does not include a bin or container used in connection with the local government's regular domestic rubbish collection service;

carriageway has the meaning given to it in the Code;

CEO means the chief executive officer or and acting chief executive officer of the local government;

Code means the *Road Traffic Code 2000*;

commencement day means the day on which this local law comes into operation;

Council means the council of the local government;

crossing means a crossing giving access from a public thoroughfare to—

(a) private land; or

(b) a private thoroughfare serving private land;

crossover has the same meaning as crossing;

district means the district of the local government;

footpath has the meaning given to it in the Code;

garden means any part of a thoroughfare planted, developed or treated, otherwise than as a lawn, with one or more plants;

intersection has the meaning given to it in the Code;

kerb includes the edge of a carriageway;

lawn means any part of a thoroughfare which is planted only with grass, or with a similar plant, but will include any other plant provided that it has been planted by the local government;

liquor has the meaning given to it in section 3 of the *Liquor Control Act 1988*;

local government means the Shire of Brookton;

local government property means anything except a thoroughfare—

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an “otherwise unvested facility” within section 3.53 of the Act;

local planning scheme means a local planning scheme of the local government made under the *Planning and Development Act 2005*;

lot has the meaning given to it in the *Planning and Development Act 2005*;

nuisance means—

- (a) any thing, condition, circumstance or state of affairs which is injurious or dangerous to the health of a reasonable person, or which has a disturbing effect on the state of reasonable physical, mental or social well-being of a person;
- (b) any thing a person does or permits or causes to be done which interferes with or is likely to interfere with the enjoyment or safe use by another person of any public place; and
- (c) any thing a person does on public or private land which detracts from or interferes with the enjoyment or value of lands owned by another person;

owner or occupier in relation to land does not include the local government;

permissible verge treatment means any one of the 4 treatments described in clause 2.7(2), and includes any reticulation pipes and sprinklers;

permit means a permit issued under this local law;

permit holder means a person who holds a valid permit;

person does not include the local government;

premises for the purpose of the definition of “public place” in both this clause and clause 6.1, means a building or similar structure, but does not include a carpark or a similar place;

public place includes any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property, but does not include—

- (a) premises on private property from which trading is lawfully conducted under a written law; and
- (b) local government property;

Regulations means the *Local Government (Functions and General) Regulations 1996*;

sign includes a notice, flag, mark, structure or device on which may be shown words, numbers, expressions or symbols;

thoroughfare has the meaning given to it in the Act, but does not include a private thoroughfare which is not under the management control of the local government.

townsite means the townsites within the district which are—

- (a) constituted under section 26(2) of the *Land Administration Act 1997*; or
- (b) referred to in clause 37 of Schedule 9.3 of the Act;

vehicle includes—

- (a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and
- (b) an animal being ridden or driven,

but excludes—

- (a) a wheel-chair or any device designed for use by a physically impaired person on a footpath; and
- (b) a pram, a stroller or a similar device; and

verge means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare, but does not include any footpath.

PART 2—ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES

Division 1—General

2.1 General prohibitions

A person shall not—

- (a) plant any plant which exceeds or which may exceed 0.75m in height on a thoroughfare so that the plant is within 10m of an intersection, or plant any plant, other than grass and similar plants, within 6m of an intersection;
- (b) damage a lawn or a garden or remove any plant or part of a plant from a lawn or a garden unless —
 - (i) the person is the owner or the occupier of the lot abutting that portion of the thoroughfare and the lawn or the garden or the particular plant has not been installed or planted by the local government; or
 - (ii) the person is acting under the authority of a written law;
- (c) plant any plant (except grass or a similar plant) on a thoroughfare so that it is within 2m of a carriageway;
- (d) place on any footpath any fruit, fruit skins or other substance or fluid (whether vegetable or otherwise, but not water) which may create a hazard for any person using the footpath;
- (e) unless at the direction of the local government, damage, remove or interfere with any signpost, direction plate, guidepost, notice, shelter, shed, fence or any structure erected on a thoroughfare by the local government or a person acting under the authority of a written law;
- (f) play or participate in any game or sport so as to cause danger to any person or thing or impede the movement of vehicles or persons on a thoroughfare; or
- (g) within a mall, arcade or verandah of a shopping centre, ride any bicycle, skateboard, rollerblades or similar device.

2.2 Activities allowed with a permit—general

(1) A person shall not, without a permit—

- (a) dig or otherwise create a trench through or under a kerb or footpath;
- (b) subject to Division 3 of this Part, throw, place or deposit any thing on a verge except for

removal by the local government under a bulk rubbish collection, and then only during the period of time advertised in connection with that collection by the local government;

- (c) cause any obstruction to a vehicle or a person using a thoroughfare as a thoroughfare;
 - (d) cause any obstruction to a water channel or a water course in a thoroughfare;
 - (e) throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;
 - (f) damage a thoroughfare;
 - (g) light any fire or burn any thing on a thoroughfare other than in a stove or fireplace provided for that purpose or under a permit issued under clause 5.13;
 - (h) fell any tree onto a thoroughfare;
 - (i) unless installing a permissible verge treatment—
 - (i) lay pipes under or provide taps on any verge; or
 - (ii) place or install any thing on any part of a thoroughfare, and without limiting the generality of the foregoing, any gravel, stone, flagstone, cement, concrete slabs, blocks, bricks, pebbles, plastic sheeting, kerbing, wood chips, bark or sawdust;
 - (j) provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;
 - (k) on a public place use anything or do anything so as to create a nuisance;
 - (l) place or cause to be placed on a thoroughfare a bulk rubbish container; or
 - (m) interfere with the soil of, or anything in a thoroughfare or take anything from a thoroughfare.
- (2) The local government may exempt a person from compliance with subclause (1)-
- (a) if that person complies with a policy issued by the local government issued under clause 7.5 in relation to a specific activity in a thoroughfare, verge or footpath; or
 - (b) on the application of that person.
- 2.3 No possession and consumption of liquor on thoroughfare**
- (1) A person shall not consume any liquor or have in her or his possession or under her or his control any liquor on a thoroughfare unless—
- (a) that is permitted under the *Liquor Control Act 1988* or under another written law; or
 - (b) the person is doing so in accordance with a permit.
- (2) Subclause (1) does not apply where the liquor is in a sealed container.

Division 2—Verge treatments

Subdivision 1—Preliminary

2.4 Interpretation

In this Division, unless the context otherwise requires—

acceptable material means any material which will create a hard surface, and which appears on a list of acceptable materials maintained by the local government.

2.5 Application

This Division only applies to the townsite.

Subdivision 2—Permissible verge treatments

2.6 Permissible verge treatments

- (1) An owner or occupier of land which abuts on a verge may on that part of the verge directly in front of her or his land install a permissible verge treatment.
- (2) The permissible verge treatments are—
 - (a) the planting and maintenance of a lawn;
 - (b) the planting and maintenance of a garden provided that—
 - (i) clear sight visibility is maintained at all times for a person using the abutting thoroughfare in the vicinity of an intersection or bend in the thoroughfare; and
 - (ii) where there is no footpath, a pedestrian has safe and clear access of a minimum width of 2m along that part of the verge immediately adjacent to the kerb;
 - (c) the installation of an acceptable material; or
 - (d) the installation over no more than one third of the area of the verge (excluding any vehicle crossing) of an acceptable material in accordance with paragraph (c), and the planting and maintenance of either a lawn or a garden on the balance of the verge in accordance with paragraph (a) or (b).

2.7 Only permissible verge treatments to be installed

- (1) A person shall not install or maintain a verge treatment which is not a permissible verge treatment.
- (2) The owner and occupier of the lot abutting a verge treatment referred to in subclause (1) are each to be taken to have installed and maintained that verge treatment for the purposes of this clause and clause 2.8.

2.8 Obligations of owner or occupier

An owner or occupier who installs or maintains a permissible verge treatment shall—

- (a) keep the permissible verge treatment in a good and tidy condition and ensure, where the verge treatment is a garden or lawn, that a footpath on the verge and a carriageway adjoining the verge is not obstructed by the verge treatment;
- (b) not place any obstruction on or around the verge treatment;
- (c) not disturb a footpath on the verge;
- (d) ensure the verge treatment does not cause a sight distance obstruction to any person using a footpath on the verge or a carriageway or crossing adjoining the verge or in proximity to it;
- (e) ensure that the verge treatment does not damage or obstruct a drain, manhole, gully, inspection pit, channel, kerb, or tree planted by the local government; and
- (f) ensure that any sprinklers or pipes installed to irrigate a verge treatment:
 - (i) do not protrude above the level of the lawn when not in use,
 - (ii) are not used at such times so as to cause unreasonable inconvenience to pedestrians or other persons, and
 - (iii) do not otherwise present a hazard to pedestrians or other persons.

2.9 Notice to owner or occupier

The local government may give a notice in writing to the owner or the occupier of a lot abutting on a verge to make good, within the time specified in the notice, any breach of a provision of this Division.

Subdivision 3—Existing verge treatments

2.10 Transitional provision

(1) In this clause—

former provisions means the local law of the local government which permitted certain types of verge treatments, whether with or without the consent of the local government, and which was repealed by this local law.

(2) A verge treatment which—

- (a) was installed prior to the commencement day; and
- (b) on the commencement day is a type of verge treatment which was permitted under and complied with the former provisions,

is to be taken to be a permissible verge treatment for so long as the verge treatment remains of the same type and continues to comply with the former provisions.

Subdivision 4—Public works

2.11 Power to carry out public works on verge

Where the local government or an authority empowered to do so under a written law disturbs a verge, the local government or the authority—

- (a) is not liable to compensate any person for that disturbance;
- (b) may backfill with sand, if necessary, any garden or lawn; and
- (c) is not liable to replace or restore any—
 - (i) verge treatment and, in particular, any plant or any acceptable material or other hard surface; or
 - (ii) sprinklers, pipes or other reticulation equipment.

Division 3—Property numbers

Subdivision 1—Preliminary

2.12 Interpretation

In this Division, unless the context requires otherwise—

number means a number of a lot with or without an alphabetical suffix indicating the address of the lot by reference to a thoroughfare.

Subdivision 2—Assignment and marking of numbers

2.13 Assignment of numbers

The local government may assign a number to a lot in the district and may assign another number to the lot instead of that previously assigned.

Division 4—Fencing

2.14 Public place—Item 4(1) of Division 1, Schedule 3.1 of Act

The following places are specified as a public place for the purpose of item 4(1) of Division 1 of Schedule 3.1 of the Act—

- (a) a public place, as that term is defined in clause 1.4; and
- (b) local government property.

Division 5—Signs erected by the local government

2.15 Signs

- (1) A local government may erect a sign on a public place specifying any conditions of use which

apply to that place.

- (2) A person shall comply with a sign erected under subclause (1).
- (3) A condition of use specified on a sign erected under subclause (1) is to be for the purpose of giving notice of the effect of a provision of this local law.

2.16 Transitional

Where a sign erected on a public place has been erected under a local law of the local government repealed by this local law, then on and from the commencement day, it is to be taken to be a sign erected under clause 2.15 if—

- (a) the sign specifies a condition of use relating to the public place which gives notice of the effect of a provision of this local law; and
- (b) the condition of use specified is not inconsistent with any provision of this local law.

Division 6—Driving on a closed thoroughfare

2.17 No driving on closed thoroughfare

- (1) In this clause—

closed thoroughfare means a thoroughfare wholly or partially closed under section 3.50 or 3.50A of the Act.

- (2) A person shall not drive or take a vehicle on a closed thoroughfare unless—
 - (a) it is in accordance with any limits or exceptions specified in the order made under section 3.50 of the Act; or
 - (b) the person has first obtained a permit.

PART 3—ADVERTISING SIGNS ON THOROUGHFARES

Division 1—Preliminary

3.1 Interpretation

In this Part, unless the context otherwise requires—

advertising sign means a sign used for the purpose of advertisement and includes an “election sign”;

direction sign means a sign which indicates the direction of another place, activity or event, but does not include any such sign erected or affixed by the local government or the Commissioner of Main Roads;

election sign means a sign or poster which advertises any aspect of a forthcoming Federal, State or Local Government election;

portable direction sign means a portable free standing direction sign; and

portable sign means a portable free standing advertising sign.

Division 2—Permit

3.2 Advertising signs and portable direction signs

- (1) A person shall not, without a permit—
 - (a) erect or place an advertising sign on a thoroughfare; or
 - (b) post any bill or paint, place or affix any advertisement on a thoroughfare.
- (2) Notwithstanding subclause (1), a permit is not required in respect of a portable direction sign which neither exceeds 500mm in height nor 0.5 square metres in area, provided that the sign is placed or erected on a thoroughfare on an infrequent or occasional basis only to direct attention to a place, activity or event during the hours of that activity or event.

- (3) Notwithstanding subclause (1), a person shall not erect or place an advertising sign—
- (a) on a footpath;
 - (b) over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2.5m;
 - (c) on or within 3m of a carriageway;
 - (d) in any other location where, in the opinion of the local government, the sign is likely to obstruct lines of sight along a thoroughfare or cause danger to any person using the thoroughfare; or
 - (e) on any natural feature, including a rock or tree, on a thoroughfare, or on any bridge or the structural approaches to a bridge.

3.3 Matters to be considered in determining application for permit

In determining an application for a permit for the purpose of clause 3.2(1), the local government is to have regard to—

- (a) any other written law regulating the erection or placement of signs within the district;
- (b) the dimensions of the sign;
- (c) other advertising signs already approved or erected in the vicinity of the proposed location of the sign;
- (d) whether or not the sign will create a hazard to persons using a thoroughfare; and
- (e) the amount of the public liability insurance cover, if any, to be obtained by the applicant.

Division 3—Conditions on permit

3.4 Conditions on portable sign

If the local government approves an application for a permit for a portable sign, the application is to be taken to be approved subject to the following conditions—

- (a) the portable sign shall—
 - (i) not exceed 1m in height;
 - (ii) not exceed an area of 1 square metre on any side;
 - (iii) relate only to the business activity described on the permit;
 - (iv) contain letters not less than 200mm in height;
 - (v) not be erected in any position other than immediately adjacent to the building or the business to which the sign relates;
 - (vi) be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;
 - (vii) be secured in position in accordance with any requirements of the local government;
 - (viii) be placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to a place by any person; and
 - (ix) be maintained in good condition; and
- (b) no more than one portable sign shall be erected in relation to the one building or business.

3.5 Conditions on election sign

If the local government approves an application for a permit for the erection or placement of an election sign on a thoroughfare, the application is to be taken to be approved subject to the sign—

- (a) being erected at least 30m from any intersection;

- (b) being free standing and not being affixed to any existing sign, post, power or light pole, or similar structure;
- (c) being placed so as not to obstruct or impede the reasonable use of a thoroughfare, or access to a place by any person;
- (d) being placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing;
- (e) being maintained in good condition;
- (f) not being erected until the election to which it relates has been officially announced;
- (g) being removed within 24 hours of the close of polls on voting day;
- (h) not being placed within 100m of any works on the thoroughfare;
- (i) being securely installed;
- (j) not being an illuminated sign;
- (k) not incorporating reflective or fluorescent materials; and
- (l) not displaying only part of a message which is to be read with other separate signs in order to obtain the whole message.

PART 4—OBSTRUCTING ANIMALS, VEHICLES OR SHOPPING TROLLEYS

Division 1—Animals and vehicles

4.1 Leaving animal or vehicle in public place or on local government property

- (1) A person shall not leave an animal or a vehicle, or any part of a vehicle, in a public place or on local government property so that it obstructs the use of any part of that public place or local government property, unless that person has first obtained a permit or is authorised to do so under a written law.
- (2) A person will not contravene subclause (1) where the animal is secured or tethered for a period not exceeding 1 hour.
- (3) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.

4.2 Prohibitions relating to animals

- (1) In subclause (2), *owner*
in relation to an animal includes—
 - (a) an owner of it;
 - (b) a person in possession of it;
 - (c) a person who has control of it; and
 - (d) a person who ordinarily occupies the premises where the animal is permitted to stay.
- (2) An owner of an animal shall not—
 - (a) allow the animal to enter or remain for any time on any thoroughfare except for the use of the thoroughfare as a thoroughfare and unless it is led, ridden or driven;
 - (b) allow an animal which has a contagious or infectious disease to be led, ridden or driven in a public place;
 - (c) train or race the animal on a thoroughfare; or
 - (d) subject to subclause (4), allow an animal to excrete on a thoroughfare.
- (3) An owner of a horse shall not lead, ride or drive a horse on a thoroughfare in a built-up area,

unless that person does so under a permit or under the authority of a written law.

(4) An owner of an animal does not commit an offence if the excreta is immediately removed.

4.3 Removal of vehicle or animal

An authorised person may impound an animal or vehicle left in contravention of clause 4.1.

PART 5—ROADSIDE CONSERVATION

Division 1—Preliminary

5.1 Interpretation

In this Part—

MRWA means Main Roads Western Australia;

protected flora has the meaning given to it in section 6(1) of the *Wildlife Conservation Act 1950*;

rare flora has the meaning given to it in section 23F of the *Wildlife Conservation Act 1950*;

Roadside Conservation Committee means the Roadside Conservation Committee established under the Land Resource Policy Council within the Office of Premier and Cabinet; and

special environmental area means an area designated as such under clause 5.7.

5.2 Application

This Part does not apply to the townsite.

Division 2—Flora roads

5.3 Declaration of flora road

The local government may declare a thoroughfare which has, in the opinion of the local government, high quality roadside vegetation to be a flora road.

5.4 Construction works on flora roads

Construction and maintenance work carried out by the local government on a flora road is to be in accordance with the “Code of Practice for Roadside Conservation and Road Maintenance” prepared by the Roadside Conservation Committee.

5.5 Signposting of flora roads

The local government may signpost flora roads with the standard MRWA “flora road” sign.

5.6 Driving only on carriageway of flora roads

- (1) A person driving or riding a vehicle on a flora road shall only drive or ride the vehicle on the carriageway.
- (2) Subclause (1) does not apply where—
 - (a) conditions on the thoroughfare do not reasonably permit a vehicle to remain on the carriageway;
 - (b) there is no carriageway; or
 - (c) an exemption from the application of subclause (1) has been obtained from the local government.

Division 3—Special environmental areas

5.7 Designation of special environmental areas

The local government may designate a thoroughfare, or any part of a thoroughfare, as a special environmental area which—

- (a) as protected flora or rare flora; or
- (b) in the opinion of the local government, has environmental, aesthetic or cultural significance.

5.8 Marking of special environmental areas

The local government is to mark and keep a register of each thoroughfare, or part of a thoroughfare, designated as a special environmental area.

Division 4—Planting in thoroughfares

5.9 Permit to plant

A person shall not plant any plant or sow any seeds in a thoroughfare without first obtaining a permit.

5.10 Relevant considerations in determining application

In determining an application for a permit for the purpose of clause 5.9, the local government is to have regard to—

- (a) existing vegetation within that part of the thoroughfare in which the planting is to take place; and
- (b) the diversity of species and the prevalence of the species which are to be planted or sown.

Division 5—Clearance of vegetation

5.11 Permit to clear

A person shall not clear and maintain in a cleared state, the surface of a thoroughfare within 1m of that person's land without first obtaining a permit and any other approvals which may be required under any written law.

5.12 Application for permit

In addition to the requirements of clause 7.1(2), a person making an application for a permit for the purpose of clause 5.11 shall submit a sketch plan clearly showing the boundary of the person's land and the portions of the thoroughfare joining that person's land which are to be cleared.

Division 6—Fire management

5.13 Permit to burn thoroughfare

A person shall not burn part of a thoroughfare without first obtaining a permit or unless acting under the authority of any other written law.

5.14 Application for permit

In addition to the requirements of clause 7.1(2), an application for a permit for the purposes of clause 5.13 shall—

- (a) include a sketch plan showing the portions of a thoroughfare which are proposed to be burned; and
- (b) advise of the estimated fire intensity and the measures to be taken to protect upper storey vegetation from the burn.

5.15 When application for permit can be approved

The local government may approve an application for a permit for the purpose of clause 5.13 only if the burning of the particular part of the thoroughfare will—

- (a) reduce a fire hazard and alternative means of reducing that hazard, such as slashing or the use of herbicides, are considered by the local government to be not feasible or more detrimental to native flora and fauna than burning; or
- (b) in the opinion of the local government, be beneficial for the preservation and conservation

of native flora and fauna.

5.16 Prohibitions on burning

Subject to any other written law and notwithstanding anything to the contrary in this local law, an application for a permit for the purpose of clause 5.13 is not to be approved by the local government for burning between 31 August and 1 May of the following year where the intensity of the burn could damage native flora and fauna.

Division 7—Firebreaks

5.17 Permit for firebreaks on thoroughfares

A person shall not construct a firebreak on a thoroughfare without first obtaining a permit.

5.18 When application for permit cannot be approved

- (1) The local government is not to approve an application for a permit for the purpose of clause 5.17 where the thoroughfare is less than 20m wide.
- (2) Subclause (1) does not apply where the firebreak is, in the opinion of the local government, desirable for the protection of roadside vegetation.

Division 8—Commercial wildflower harvesting on thoroughfares

5.19 General prohibition on commercial wildflower harvesting

Subject to clause 5.20, a person shall not commercially harvest native flora on a thoroughfare.

5.20 Permit for revegetation projects

- (1) A person shall not collect seed from native flora on a thoroughfare without first obtaining a permit.
- (2) The local government may approve an application for a permit under subclause (1) only where—
 - (a) the seed is required for a revegetation project in any part of the district; and
 - (b) the thoroughfare, or the relevant part of it, is not a special environmental area.
- (3) Unless the local government specifically provides to the contrary on a permit, if the local government approves an application for a permit for the purpose of subclause (1) it is to be taken to be approved subject to the following conditions—
 - (a) the collection of the seed is to be carried out so as not to endanger the long time survival of the native flora on the thoroughfare; and
 - (b) any licence or approval which may be required under any other written law is to be obtained by the applicant.

PART 6—TRADING IN THOROUGHFARES AND PUBLIC PLACES

Division 1—Stallholders and traders

Subdivision 1—Preliminary

6.1 Interpretation

In this Division, unless the context otherwise requires—

Competition Principles Agreement means the Competition Principles Agreement executed by each State and Territory of the Commonwealth and the Commonwealth of Australia on 11 April 1995;

public place includes—

- (a) any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property; and
- (b) local government property,

but does not include premises on private property from which trading is lawfully conducted under a written law;

stall means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire;

stallholder means a person in charge of a stall;

stallholder's permit means a permit issued to a stallholder;

trader means a person who carries on trading;

trader's permit means a permit issued to a trader; and

trading includes—

- (a) the selling or hiring of, the offering for sale or hire of or the soliciting of orders for goods or services in a public place;
- (b) displaying goods in any public place for the purpose of—
 - (i) offering them for sale or hire;
 - (ii) inviting offers for their sale or hire;
 - (iii) soliciting orders for them; or
 - (iv) carrying out any other transaction in relation to them; and
- (c) the going from place to place, whether or not public places, and—
 - (i) offering goods or services for sale or hire;
 - (ii) inviting offers or soliciting orders for the sale or the hire of goods or services; or
 - (iii) carrying out any other transaction in relation to goods or services,but does not include—
- (d) the setting up of a stall or the conducting of a business at a stall under the authority of a stallholder's permit;
- (e) the selling or the offering for sale of goods and services to, or the soliciting of orders for goods and services from a person who sells those goods or services;
- (f) the selling or the offering for sale or hire by a person of goods of her or his own manufacture or services which he or she provides; and
- (g) the selling or hiring or the offering for sale or hire of—
 - (i) goods by a person who represents a manufacturer of the goods; or
 - (ii) services by a person who represents a provider of the services,which are only sold directly to consumers and not through a shop.

Subdivision 2—Permits

6.2 Stallholder's permit

- (1) A person shall not conduct a stall on a public place unless that person is—
 - (a) the holder of a valid stallholder's permit; or
 - (b) an assistant specified in a valid stallholder's permit.
- (2) Every application for a stallholder's permit shall—
 - (a) state the full name and address of the applicant;
 - (b) specify the proposed number of assistants to be engaged by the applicant in conducting the

stall, as well as their names and addresses if already engaged;

- (c) specify the proposed location of the stall;
- (d) specify the period of time for which the permit is sought, together with the proposed days and hours of operation;
- (e) specify the proposed goods or services to be sold or hired or offered for sale or hire from the stall; and
- (f) be accompanied by an accurate plan and description of the proposed stall.

6.3 Trader's permit

- (1) A person shall not carry on trading unless that person is—
 - (a) the holder of a valid trader's permit; or
 - (b) an assistant specified in a valid trader's permit.
- (2) Every application for a trader's permit shall—
 - (a) state the full name and address of the applicant;
 - (b) specify the proposed number of assistants, if any, to be engaged by the applicant in trading, as well as their names and addresses if already engaged;
 - (c) specify the location or locations in which the applicant proposes to trade;
 - (d) specify the period of time for which the permit is sought, together with the proposed days and hours of trading;
 - (e) specify the proposed goods or services which will be traded; and
 - (f) be accompanied by an accurate plan and description of any proposed structure or vehicle which may be used by the applicant in trading.

6.4 No permit required to sell newspaper

Notwithstanding any other provision of this local law, a person who sells, or offers for sale, a newspaper is not required to obtain a permit.

6.5 Exemptions from requirement to pay fee or to obtain a permit

- (1) In this clause—
 - charitable organisation* means an institution, association, club, society or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium; and
 - commercial participant* means any person who is involved in operating a stall or in conducting any trading activity for personal gain or profit.
- (2) The local government may waive any fee required to be paid by an applicant for a stallholder's permit or a trader's permit on making an application for or on the issue of a permit, or may return any such fee which has been paid, if the stall is conducted or the trading is carried on—
 - (a) on a portion of a public place adjoining the normal place of business of the applicant; or
 - (b) by a charitable organisation that does not sublet space to, or involve commercial participants in the conduct of a stall or trading, and any assistants that may be specified in the permit are members of that charitable organisation.
- (3) The local government may exempt a person or a class of persons, whether or not in relation to a specified public place, from the requirements of this Division.

Subdivision 3—Conduct of stallholders and traders

6.6 Conduct of stallholders and traders

- (1) A stallholder while conducting a stall or a trader while trading shall—
- (a) display her or his permit to do so in a conspicuous place on the stall, vehicle or temporary structure or if there is no stall, vehicle or temporary structure, carry the permit with her or him while conducting a stall or trading;
 - (b) not display a permit unless it is a valid permit; and
 - (c) when selling goods by weight, carry and use for that purpose, scales tested and certified in accordance with the provisions of the *Trade Measurement Administration Act 2006*.
- (2) A stallholder or trader shall not—
- (a) attempt to conduct a business within a distance of 300m of any shop or permanent place of business that is open for business and has for sale any goods or services of the kind being offered for sale by the stall holder or trader;
 - (b) deposit or store any box or basket containing goods on any part of a thoroughfare so as to obstruct the movement of pedestrians or vehicles;
 - (c) act in an offensive manner;
 - (d) use or cause to be used any apparatus or device including any flap or shelf, whereby the dimensions of a stall, vehicle or structure are increased beyond those specified in the permit; or
 - (e) in the case of a trader, carry on trading from a public place, unless there is adequate parking for customers' vehicles reasonably close to the place of trading.

Division 2—Outdoor eating facilities on public places

6.7 Interpretation

In this Division—

facility means an outdoor eating facility or establishment on any part of a public place, but does not include such a facility or establishment on private land;

permit holder means the person to whom a permit has been issued for the purpose of clause 6.8; and

public place has the meaning given to it in clause 6.1.

6.8 Permit required to conduct facility

A person shall not establish or conduct a facility without a permit.

6.9 Matters to be considered in determining application

In determining an application for a permit for the purpose of clause 6.8, the local government may consider in addition to any other matter it considers relevant, whether or not—

- (a) the facility is conducted in conjunction with and as an extension of food premises which abut on the Facility, and whether the applicant is the person conducting such food premises;
- (b) any abutting food premises are registered in accordance with the *Food Act 2008* and whether the use of the premises is permitted under the town planning scheme;
- (c) the facility will comply with the *Food Act 2008*;
- (d) users of the facility will have access to proper and sufficient sanitary and ablutionary conveniences;
- (e) the facility would—

- (i) obstruct the visibility or clear sight lines at an intersection of thoroughfares of any person; or
- (ii) impede pedestrian access; and
- (f) the tables, chairs and other equipment to be used may obstruct or impede the use of the public place for the purpose for which it was designed.

6.10 Obligations of permit holder

- (1) The permit holder for a facility shall—
 - (a) ensure that the facility is conducted at all times in accordance with the provisions of this local law and the *Food Act 2008*;
 - (b) ensure that the eating area is kept in a clean and tidy condition at all times;
 - (c) maintain the chairs, tables and other structures in the eating area in a good, clean and serviceable condition at all times;
 - (d) be solely responsible for all and any costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the facility; and
 - (e) be solely responsible for all rates and taxes levied upon the land occupied by the facility.
- (2) Whenever, in the opinion of the local government, any work is required to be carried out to a facility, the local government may give a notice to the permit holder for the facility to carry out that work within the time limited by the notice.
- (3) In subclause (2), *work* includes the removal, alteration, repair, reinstatement or reconstruction of any part of a public place arising from or in connection with the setting up or conduct of a facility.

6.11 Removal of facility unlawfully conducted

Where a facility is conducted without a permit, or in contravention of a condition of a permit, any tables, chairs, umbrellas or other equipment may be removed by an authorised person and impounded in accordance with the Act.

6.12 Use of facility by public

- (1) A person shall not occupy a chair or otherwise use the equipment in a facility the subject of a permit unless the person uses them for the purpose of consuming food or drinks provided by the facility.
- (2) A person shall leave a facility when requested to do so by the permit holder.

6.13 Temporary removal of facility may be requested

- (1) The permit holder for a facility is to temporarily remove the facility when requested to do so on reasonable grounds by an authorised person or a member of the Police Service or an emergency service in the event of an emergency.
- (2) The permit holder may replace the facility removed under subclause (1) as soon as the person who directed her or him to remove it allows it to be replaced.

PART 7—PERMITS

Division 1—Applying for a permit

7.1 Application for permit

- (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).
- (2) An application for a permit under this local law shall—

- (a) be in the form determined by the local government;
 - (b) be signed by the applicant;
 - (c) provide the information required by the form;
 - (d) contain any other information required, for that particular type of permit, under this local law; and
 - (e) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.
 - (4) The local government may require an applicant to give local public notice of the application for a permit.
 - (5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2).

7.2 Decision on application for permit

- (1) The local government may—
 - (a) approve an application for a permit unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for a permit.
- (2) If the local government approves an application for a permit, it is to issue to the applicant a permit in the form determined by the local government.
- (3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.
- (4) Where a clause of this local law refers to conditions which may be imposed on a permit or which are to be taken to be imposed on a permit, the clause does not limit the power of the local government to impose other conditions on the permit under subclause (1)(a).
- (5) Where a clause of this local law refers to the grounds on which an application for a permit may be or is to be refused, the clause does not limit the power of the local government to refuse the application for a permit on other grounds under subclause (1)(b).

7.3 Relevant considerations in determining application for permit

- (1) In determining an application for a permit, the local government is to have regard to –
 - (a) any relevant policy of the local government;
 - (b) the National Competition Principles Agreement;
 - (c) the desirability of the proposed activity;
 - (d) the location of the proposed activity; and
 - (e) such other matters as the local government may consider to be relevant in the circumstances of the case.
- (2) The local government may refuse to approve an application for a permit on any one or more of the following grounds –
 - (a) that the applicant has committed a breach of any provision of this local law or of any written law relevant to the activity in respect of which the permit is sought;
 - (b) that the applicant is not a desirable or suitable person to hold a permit; or
 - (c) such other grounds as the local government may consider to be relevant in the circumstances of the case.

Division 2—Conditions

7.4 Conditions which may be imposed on a permit

The local government may approve an application for a permit subject to conditions relating to—

- (a) the payment of a fee;
- (b) the duration and commencement of the permit;
- (c) the commencement of the permit being contingent on the happening of an event;
- (d) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
- (e) the approval of another application for a permit which may be required by the local government under any written law;
- (f) the area of the district to which the permit applies;
- (g) where a permit is issued for an activity which will or may cause damage to a public place, the payment of a deposit or bond against such damage;
- (h) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government; and
- (i) the provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder.

7.5 Imposing conditions under a policy

- (1) In this clause—

policy means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 7.2(1)(a).

- (2) Under clause 7.2(1)(a) the local government may approve an application subject to conditions by reference to a policy.
- (3) The local government is to give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 7.2(2).
- (4) An application for a permit is to be taken not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.
- (5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy is to be taken to be information within section 5.94(u)(i) of the Act.

7.6 Compliance with and variation of conditions

- (1) Where an application for a permit has been approved subject to conditions, or where a permit is to be taken to be subject to conditions under this local law, the permit holder shall comply with each of those conditions.
- (2) The local government may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

Division 3—General

7.7 Duration of permit

A permit is valid for one year from the date on which it is issued, unless it is—

- (a) otherwise stated in this local law or in the permit; or
- (b) cancelled under clause 7.11.

7.8 Renewal of permit

- (1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.
- (2) The provisions of—
 - (a) this Part; and
 - (b) any other provision of this local law relevant to the permit which is to be renewed, shall apply, with appropriate modifications, to an application for the renewal of a permit.

7.9 Transfer of permit

- (1) An application for the transfer of a valid permit is to—
 - (a) be made in writing;
 - (b) be signed by the permit holder and the proposed transferee of the permit;
 - (c) provide such information as the local government may require to enable the application to be determined; and
 - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.
- (3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by—
 - (a) an endorsement on the permit signed by the CEO; or
 - (b) issuing to the transferee a permit in the form determined by the local government.
- (4) Where the local government approves an application for the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

7.10 Production of permit

A permit holder is to produce to an authorised person her or his permit immediately upon being required to do so by that authorised person.

7.11 Cancellation of permit

- (1) Subject to clause 8.1, a permit may be cancelled by the local government on any one or more of the following grounds—
 - (a) the permit holder has not complied with a—
 - (i) condition of the permit; or
 - (ii) provision of any written law which may relate to the activity regulated by the permit; or
 - (b) if it is relevant to the activity regulated by the permit—
 - (i) the permit holder has become bankrupt, or gone into liquidation;
 - (ii) the permit holder has entered into any composition or arrangement with creditors; or
 - (iii) a manager, an administrator, a trustee, a receiver, or a receiver and manager is appointed in relation to any part of the permit holder's undertakings or property.
- (2) On the cancellation of a permit the permit holder—
 - (a) shall return the permit as soon as practicable to the local government; and
 - (b) is to be taken to have forfeited any fees paid in respect of the permit.

PART 8—OBJECTIONS AND REVIEW

8.1 Review of a decision

When the local government makes a decision—

- (a) under clause 7.2(1); or
- (b) as to whether it will renew, vary, or cancel a permit,

the provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations apply to that decision.

PART 9—MISCELLANEOUS NOTICES

9.1 Notice to redirect or repair sprinkler

Where a lawn or a garden is being watered with a sprinkler which is on the lawn or the garden, in a manner which causes or may cause an inconvenience or obstruction to any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting on the lawn or the garden, requiring the owner or the occupier or both to move or alter the direction of the sprinkler or other watering equipment.

9.2 Hazardous plants

- (1) Where a plant in a garden creates or may create a hazard for any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting on the garden to remove, cut, move or otherwise deal with that plant so as to remove the hazard.
- (2) Subclause (1) does not apply where the plant was planted by the local government.

9.3 Notice to repair damage to thoroughfare

Where any portion of a thoroughfare has been damaged, the local government may by notice to the person who caused the damage order the person to repair or replace that portion of the thoroughfare to the satisfaction of the local government.

9.4 Notice to remove thing unlawfully placed on thoroughfare

Where any thing is placed on a thoroughfare in contravention of this local law, the local government may by notice in writing to the owner or the occupier of the property which abuts on that portion of the thoroughfare where the thing has been placed, or such other person who may be responsible for the thing being so placed, require the relevant person to remove the thing.

PART 10—ENFORCEMENT

Division 1—Notices given under this local law

10.1 Offence to fail to comply with notice

Whenever the local government gives a notice under this local law requiring a person to do any thing, if the person fails to comply with the notice, the person commits an offence.

10.2 Local government may undertake requirements of notice

Where a person fails to comply with a notice referred to in clause 10.1, the local government may do the thing specified in the notice and recover from that person, as a debt, the costs incurred in so doing.

Division 2—Offences and penalties

Subdivision 1—General

10.3 Offences

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

- (2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

Subdivision 2—Infringement notices and modified penalties

10.4 Prescribed offences

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.
- (3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorised person should be satisfied that—
- (a) commission of the prescribed offence is a relatively minor matter; and
 - (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

10.5 Forms

Unless otherwise specified, for the purposes of this local law—

- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
- (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
- (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.

Schedule 1 - Prescribed offences

[cl. 10.4(1)]

CLAUSE	DESCRIPTION	MODIFIED PENALTY \$
2.1(a)	Plant of 0.75m in height on thoroughfare within 10m of intersection, or any plant other than grass or similar plant within 6m of an intersection	125
2.1(b)	Damaging lawn or garden	125
2.1(c)	Plant (except grass) on thoroughfare within 2m of carriageway	125
2.1(d)	Placing hazardous substance on footpath	200
2.1(e)	Damaging or interfering with signpost or structure on thoroughfare	350
2.1(f)	Playing games so as to impede vehicles or persons on thoroughfare	125
2.1(g)	Riding of bicycle, skateboard or similar device on mall or verandah of shopping centre	125
2.2(1)(a)	Digging a trench through a kerb or footpath without a permit	200
2.2(1)(b)	Throwing or placing anything on a verge without a permit	200
2.2(1)(c)	Causing obstruction to vehicle or person on thoroughfare without a permit	200
2.2(1)(d)	Causing obstruction to water channel on thoroughfare without a permit	250

2.2(1)(e)	Placing or draining offensive fluid on thoroughfare without a permit	250
2.2(1)(g)	Lighting a fire on a thoroughfare without a permit	350
2.2(1)(h)	Felling tree onto thoroughfare without a permit	200
2.2(1)(i)	Installing pipes or stone on thoroughfare without a permit	200
2.2(1)(j)	Installing a hoist or other thing on a structure or land for use over a thoroughfare without a permit	350
2.2(1)(k)	Creating a nuisance on a thoroughfare without a permit	200
2.2(1)(l)	Placing a bulk rubbish container on a thoroughfare without a permit	200
2.2(1)(m)	Interfering with anything on a thoroughfare without a permit	200
2.3(1)	Consumption or possession of liquor on thoroughfare	200
2.7(1)	Installation of verge treatment other than permissible verge treatment	250
2.8	Failure to maintain permissible verge treatment or placement of obstruction on verge	200
2.9	Failure to comply with notice to rectify default	200
2.15(2)	Failure to comply with sign on public place	125
2.17(2)	Driving or taking a vehicle on a closed thoroughfare	350
3.2(1)	Placing advertising sign or affixing any advertisement on a thoroughfare or verge without a permit	125
3.2(3)	Erecting or placing of advertising sign in a prohibited area	125
4.1(1)	Animal or vehicle obstructing a public place or local government property	125
4.2(2)(a)	Animal on thoroughfare when not led, ridden or driven	125
4.2(2)(b)	Animal on public place with infectious disease	125
4.2(2)(c)	Training or racing animal on thoroughfare	125
4.2(2)(d)	Failure to remove animal excreta	125
4.2(3)	Horse led, ridden or driven on thoroughfare in built-up area	125
5.6(1)	Driving a vehicle on other than the carriageway of a flora road	300
5.9	Planting in a thoroughfare without a permit	300
5.11	Failure to obtain a permit to clear a thoroughfare	500
5.13	Burning of a thoroughfare without a permit	500
5.17	Construction of firebreak on thoroughfare without a permit	500
5.19	Commercial harvesting of native flora on thoroughfare	500
5.20(1)	Collecting seed from native flora on thoroughfare without a permit	350
6.2(1)	Conducting of stall in public place without a permit	350
6.3(1)	Trading without a permit	350
6.6(1)(a)	Failure of stallholder or trader to display or carry permit	125
6.6(1)(b)	Stallholder or trader not displaying valid permit	125

6.6(1)(c)	Stallholder or trader not carrying certified scales when selling goods by weight	125
6.6(2)	Stallholder or trader engaged in prohibited conduct	125
6.8	Establishment or conduct of outdoor eating facility without a permit	350
6.10	Failure of permit holder of outdoor eating facility to comply with obligations	200
6.12(1)	Use of equipment or outdoor eating facility without purchase of food or drink from facility	125
6.12(2)	Failure to leave outdoor eating facility when requested to do so by permit holder	125
7.6	Failure to comply with a condition of a permit	200
7.10	Failure to produce permit on request of authorised person	125
10.1	Failure to comply with notice given under local law	200
	All other offences not specified	125

Dated 23 April 2012

The Common Seal of the Shire of Brookton was affixed by authority of a resolution of the Council in the presence of—

B COOTE, Shire President.
G CLARK, Chief Executive Officer.

DOG ACT 1976**SHIRE OF BROOKTON****DOGS LOCAL LAW**

(Consolidated including amendments of Government Gazette 6 March 2012, Page 897-899)

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DOG ACT 1976

SHIRE OF BROOKTON

DOGS LOCAL LAW

Under the powers conferred by the *Dog Act 1976* and under all other powers enabling it, the Council of the Shire of Brookton resolved on the 6 November 2001 to make the following local law.

PART 1—PRELIMINARY

Citation

1.1 This local law may be cited as the Shire of Brookton Dogs Local Law.

Repeal

1.2 The Shire of Brookton Dog Local Laws, published in the *Government Gazette* on 26 November 1993, are repealed.

Definitions

1.3 In this local law unless the context otherwise requires—

“Act” means the *Dog Act 1976*;

“authorized person” means a person authorized by the local government to perform all or any of the functions conferred on an authorized person under this local law;

“CEO” means the Chief Executive Officer, or an acting chief executive officer of the local government;

Amended GG 6/3/12

“dangerous dog” has the meaning given to it in the Act;

“district” means the district of the local government;

Amended GG 6/3/12

“local government” means the Shire of Brookton;

“local planning scheme” means a local planning scheme made by the local government under the *Planning and Development Act 2005*, or a town planning scheme which was made under the *Town Planning and Development Act 1928*, which applies throughout the whole or a part of the district;

Amended GG 6/3/12

“pound keeper” means a person authorized by the local government to perform all or any of the functions conferred on a “pound keeper” under this local law;

“restricted breed dog” has the meaning given to it in regulation 3 of the *Dog (Restricted Breeds) Regulations (No.2) 2002*;

Amended GG 6/3/12

“Regulations” means the *Dog Regulations 1976*;

“thoroughfare” has the meaning given to it in section 1.4 of the *Local Government Act 1995*; and

“townsite” means the townsites within the district which are –

- (a) constituted under section 26(2) of the *Land Administration Act 1995*; or
- (b) referred to in clause 37 of Schedule 9.3 of the *Local Government Act 1995*;

Amended GG 6/3/12

Application

1.4 This local law applies throughout the district.

PART 2—IMPOUNDING OF DOGS

Charges and costs

- 2.1 The following are to be imposed and determined by the local government under sections 6.16—6.19 of the *Local Government Act 1995*—
- (a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;
 - (b) the additional fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and
 - (c) the costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

Attendance of pound keeper at pound

- 2.2 The pound keeper is to be in attendance at the pound for the release of dogs at the times and on the days of the week as are determined by the CEO.

Release of impounded dog

- 2.3 (1) A claim for the release of a dog seized and impounded is to be made to the pound keeper or in the absence of the pound keeper, to the CEO.
- (2) The pound keeper is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of the pound keeper, satisfactory evidence of her or his ownership of the dog or of her or his authority to take delivery of it.

Amended GG 6/3/12

No breaking into or destruction of pound

- 2.4 A person who—
- (a) unless he or she is the pound keeper or a person authorized to do so, releases or attempts to release a dog from a pound; or
 - (b) destroys, breaks into, damages or in any way interferes with or renders not dog-proof—
 - (i) any pound; or
 - (ii) any vehicle or container used for the purpose of catching, holding or conveying a seized dog,
- commits an offence.

Penalty: Where the dog is a dangerous dog, \$2,000; otherwise \$1,000.

PART 3—REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

Dogs to be confined

- 3.1 (1) An occupier of premises on which a dog is kept must—
- (a) cause a portion of the premises within a townsite on which the dog is kept to be fenced in a manner capable of confining the dog;
 - (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;

Amended GG 6/3/12

- (c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises and is fitted with a proper latch or other means of fastening it;
- (d) ensure that every gate or door in the fence or wall is fitted with-
 - (i) A proper latch attached to the gate or door on the side of the fence or wall where the dog is normally kept;
 - (ii) an efficient self closing mechanism; and
 - (iii) a latch or other means which allows the gate to be locked.
- (e) maintain the fence and all gates and doors in the fence in good order and condition; and
- (f) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.

(2) Where an occupier fails to comply with subclause (1), he or she commits an offence.

Penalty: Where the dog kept is a dangerous dog, \$2,000; otherwise \$1,000.

Limitation on the number of dogs

- 3.2 (1) This clause does not apply to premises which have been—
- (a) licensed under Part 4 as an approved kennel establishment; or
 - (b) granted an exemption under section 26(3) of the Act.
- (2)
- (I) Other than in an area zoned 'Farmland' under the town planning scheme, the limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act, 2 dogs over the age of 3 months and the young of those dogs under that age.
 - (II) In an area zoned 'Farmland' under the town planning scheme, the limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act-
 - (a) as pets, 2 dogs over the age of 3 months and the young of those dogs under that age; and
 - (b) as working dogs, 3 dogs over the age of 3 months and the young of those dogs under that age.

PART 4—APPROVED KENNEL ESTABLISHMENTS

Interpretation

4.1 In this Part and in Schedule 2—

"licence" means a licence to keep an approved kennel establishment on premises;

"licensee" means the holder of a licence;

"premises", in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence; and

"transferee" means a person who applies for the transfer of a licence to her or him under clause 4.14.

Application for licence for approved kennel establishment

- 4.2 An application for a licence must be made in the form of that in Schedule 1, and must be lodged with the local government together with—
- (a) plans and specifications of the kennel establishment, including a site plan;
 - (b) copies of the notices to be given under clause 4.3;
 - (c) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare;
 - (d) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government; and
 - (e) the fee for the application for a licence referred to in clause 4.10(1).

Notice of proposed use

- 4.3 (1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged—
- (a) once in a newspaper circulating in the district; and
 - (b) to the owners and occupiers of any premises adjoining the premises.
- (2) The notices in subclause (1) must specify that—
- (a) any written submissions as to the proposed use are to be lodged with the CEO within 14 days of the date the notice is given; and
 - (b) the application and plans and specifications may be inspected at the offices of the local government.
- (3) Where—
- (a) the notices given under subclause (1) do not clearly identify the premises; or
 - (b) a notice given under subclause (1)(a) is of a size or in a location in the newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises, then the local government may refuse to determine the application for a licence until the notices or notice, as the case may be, is given in accordance with its directions.

Exemption from notice requirements

- 4.4 Where an application for a licence is made in respect of premises on which an approved kennel establishment is either a—
- (a) permitted use; or
 - (b) use which the local government may approve subject to compliance with specified notice requirements, under a town planning scheme, then the requirements of clauses 4.2(b), 4.3 and 4.5(a) do not apply in respect of the application for a licence.

When application can be determined

- 4.5 An application for a licence is not to be determined by the local government until—
- (a) the applicant has complied with clause 4.2;
 - (b) the applicant submits proof that the notices referred to in clause 4.3(1) have been given in accordance with that clause; and
 - (c) the local government has considered any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises.

Determination of application

- 4.6 In determining an application for a licence, the local government is to have regard to—
- (a) the matters referred to in clause 4.7;
 - (b) any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises;
 - (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
 - (d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
 - (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
 - (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

Where application cannot be approved

- 4.7 The local government cannot approve an application for a licence where—
- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a town planning scheme; or
 - (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

Conditions of approval

- 4.8 (1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.
- (2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 2.

Compliance with conditions of approval

- 4.9 A licensee who does not comply with the conditions of a licence commits an offence.

Penalty: Where a dog involved in the contravention is a dangerous dog, \$2,000 and a daily penalty of \$200; otherwise \$1,000 and a daily penalty of \$100.

Fees

- 4.10 (1) On lodging an application for a licence, the applicant is to pay a fee to the local government.
- (2) On the issue or renewal of a licence, the licensee is to pay a fee to the local government.
- (3) On lodging an application for the transfer of a valid licence, the transferee is to pay a fee to the local government.
- (4) The fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16—6.19 of the *Local Government Act 1995*.

Form of licence

- 4.11 The licence is to be in the form determined by the local government and is to be issued to the licensee.

Period of licence

- 4.12 (1) The period of effect of a licence is set out in section 27(5) of the Act.
- (2) A licence is to be renewed if the fee referred to in clause 4.10(2) is paid to the local government prior to the expiry of the licence.
- (3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

Variation or cancellation of licence

- 4.13 (1) The local government may vary the conditions of a licence.
- (2) The local government may cancel a licence—
- (a) on the request of the licensee;
 - (b) following a breach of the Act, the Regulations or this local law; or
 - (c) if the licensee is not a fit and proper person.
- (3) The date a licence is cancelled is to be, in the case of—
- (a) paragraph (a) of subclause (2), the date requested by the licensee; or
 - (b) paragraphs (b) and (c) of subclause (2), the date determined under section 27(6) of the Act.
- (4) If a licence is cancelled the fee paid for that licence is not refundable for the term of the licence that has not yet expired.

Transfer

- 4.14 (1) An application for the transfer of a valid licence from the licensee to another person must be—
- (a) made in the form determined by the local government;
 - (b) made by the transferee;
 - (c) made with the written consent of the licensee; and
 - (d) lodged with the local government together with—
 - (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence; and
 - (ii) the fee for the application for the transfer of a licence referred to in clause 4.10(3).
- (2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).
- (3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid licence.
- (4) Where the local government approves an application for the transfer of a valid licence, then on the date of approval, unless otherwise specified in the notice issued under clause 4.15(b), the transferee becomes the licensee of the licence for the purposes of this local law.

Notification

- 4.15 The local government is to give written notice to—
- (a) an applicant for a licence of the local government's decision on her or his application;

- (b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
- (c) a licensee of any variation made under clause 4.13(1);
- (d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
- (e) a licensee when her or his licence is renewed;
- (f) a licensee of the cancellation of a licence under clause 4.13(2)(a); and
- (g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.13(2), which notice is to be given in accordance with section 27(6) of the Act.

Inspection of kennel

4.16 With the consent of the occupier, an authorized person may inspect an approved kennel establishment at any time.

PART 5—DOGS IN PUBLIC PLACES

Places where dogs are prohibited absolutely

- 5.1 (1) Subject to section 8 of the Act and section 66J of the *Equal Opportunity Act 1984*, dogs are prohibited absolutely from entering or being in any of the following places—
- (a) a public building, unless permitted by a sign;
 - (b) a theatre or drive-in premises;
 - (c) all premises or vehicles classified as food premises or food vehicles under the *Food Act 2008*; and
 - (d) a public swimming pool.
 - (e) a public toilet block or changing room; and
 - (f) a cemetery, unless otherwise provided for in the local governments local law relating to cemeteries.
- (2) If a dog enters or is in a place specified in subclause (1), every person liable for the control of the dog at that time commits an offence.

Amended GG 6/3/12

Penalty: Where the dog is a dangerous dog, \$2,000; otherwise \$1,000.

Places which are dog exercise areas

- 5.2 (1) Subject to clause 5.1 and subclauses (2) and (3), for the purposes of sections 31 and 32 of the Act, the portions of reserve described below are designated as Dog Exercise Areas for the purposes of the Dog Act—
- Reserve No 19397: from the North East corner boundary to a line 100 metres South of and parallel for 250 metres along Brookton Highway to the Stan Wall Memorial entrance; and
 - Reserve 19397: From the South West corner boundary to a line 200 metres North and parallel for 300 metres to the Southern boundary of the reserve.
- (2) A thoroughfare is not a public place or class of public place which is a dog exercise area,
- (3) Subclause (1) does not apply to—
- (a) an area set aside by a wall or fence as a children's playground, or where there is no wall or fence, an area within 10 m of the edge of playing equipment or apparatus;
 - (b) an area within 10 m of the edge of a playing field being used for sporting or

other activities, as permitted by the local government, during the times of such use; or

- (c) a car park, access way or right of way.

Amended GG 6/3/12

PART 6—MISCELLANEOUS

Offence to excrete

- 6.1 (1) A dog must not excrete on—

- (a) any thoroughfare or other public place; or
- (b) any land which is not a public place without the consent of the occupier.

- (2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.

Penalty: \$200.

- (3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

PART 7—ENFORCEMENT

Interpretation

- 7.1 In this Part—

“infringement notice” means the notice referred to in clause 7.3; and

“notice of withdrawal” means the notice referred to in clause 7.6(1).

Modified penalties

- 7.2 (1) The offences contained in Schedule 3 are offences in relation to which a modified penalty may be imposed.
- (2) The amount appearing in the third column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if—
- (a) the dog is not a dangerous dog; or
 - (b) the dog is a dangerous dog, but an amount does not appear in the fourth column directly opposite that offence.
- (3) The amount appearing in the fourth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is a dangerous dog.

Issue of infringement notice

- 7.3 Where an authorized person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of Form 7 of the First Schedule of the Regulations.

Failure to pay modified penalty

- 7.4 Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

Payment of modified penalty

- 7.5 A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send

or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.

Withdrawal of infringement notice

- 7.6 (1) Whether or not the modified penalty has been paid, an authorized person may withdraw an infringement notice by sending a notice in the form of Form 8 of the First Schedule of the Regulations.
- (2) A person authorized to issue an infringement notice under clause 7.3 cannot sign or send a notice of withdrawal.

Service

- 7.7 An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

SCHEDULE 1

(clause 4.2)

Local laws relating to dogs

APPLICATION FOR A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

I/we (full name)

of (postal address)

(telephone number)

(facsimile number)

(E-mail address)

Apply for a licence for an approved kennel establishment at (address of premises)

For (number and breed of dogs)

* (insert name of person) will be residing at the premises on and from

(insert date)

* (insert name of person) will be residing (sufficiently close to the premises so

as to control the dogs and so as to ensure their health and welfare) at

..... (insert address of residence)

on and from (insert date).

Attached are—

- (a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
- (b) plans and specifications of the kennel establishment;
- (c) copy of notice of proposed use to appear in newspaper;
- (d) copy of notice of proposed use to be given to adjoining premises;
- (e) written evidence that a person will reside—
- (i) at the premises; or

- (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
(f) if the person in item (e) is not the applicant, written evidence that the person is a person in charge of the dogs.

Signature of applicant

.....
Date

* delete where inapplicable.

Note: a licence if issued will have effect for a period of 12 months—section 27.5 of the Dog Act.

OFFICE USE ONLY

Application fee paid on *[insert date]*.

SCHEDULE 2
(clause 4.8(1))

CONDITIONS OF A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

An application for a licence for an approved kennel establishment may be approved subject to the following conditions—

- (a) each kennel, unless it is fully enclosed, must have a yard attached to it;
- (b) each kennel and each yard must be at a distance of not less than—
 - (i) 25m from the front boundary of the premises and 5m from any other boundary of the premises;
 - (ii) 10m from any dwelling; and
 - (iii) 25m from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;
- (c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government to a height of no less than 2m;
- (d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;
- (e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;
- (f) the upper surface of the kennel floor must be—
 - (i) at least 100mm above the surface of the surrounding ground;
 - (ii) smooth so as to facilitate cleaning;
 - (iii) rigid;
 - (iv) durable;
 - (v) slip resistant;
 - (vi) resistant to corrosion;

Amended GG 6/3/12

- (vii) non-toxic;
 - (viii) impervious;
 - (ix) free from cracks, crevices and other defects; and
 - (x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;
- (g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of sewage in accordance with the health requirements of the local government;
 - (h) the kennel floor must have a durable upstand rising 75mm above the floor level from the junction of the floor and external and internal walls, or internal walls must be so constructed as to have a minimum clearance of 50mm from the underside of the bottom plate to the floor;
 - (i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;
 - (j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of—
 - (i) 2m; or
 - (ii) 4 times the height of the breed of dog in the kennel, when it is fully grown, measured from the floor to the uppermost tip of its shoulders while in a stationary upright position;
 - (k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheeted internally and externally with good quality new zincalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;
 - (l) all external surfaces of each kennel must be kept in good condition;
 - (m) the roof of each kennel must be constructed of impervious material;
 - (n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorized person;
 - (o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;
 - (p) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;
 - (q) suitable water must be available at the kennel via a properly supported standpipe and tap; and
 - (r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside—
 - (i) at the premises; or
 - (ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.
-

SCHEDULE 3
MODIFIED PENALTIES

[cl 7.2]

Offence	Nature of Offence	Modified Penalty \$	Dangerous of Restricted Breed Dog Modified Penalty \$
2.4(a)	Attempting to or causing the unauthorized release of a dog from a pound	200	400
2.4(b)&(c)	Interfering with any pound or vehicle used for the purposes of catching, holding or conveying dogs	200	
3.1	Failing to provide means for effectively confining a dog	100	200
3.2	Exceeding the number of dogs permitted to be kept at a premises	100	200
4.9	Failing to comply with the conditions of a licence	100 And a daily penalty of 10	200 And a daily penalty of 20
5.1(2)	Dog in a place from which prohibited absolutely	200	400
6.1(2)	Dog excreting in prohibited place	100	

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Dated 18th day of October 2001.

The Common Seal of the Shire of Brookton was affixed by authority of a resolution of the Council in the presence of:

R.L. COPPING, President.
J. N. CURLEY, Chief Executive Officer.

SHIRE OF BROOKTON

CEMETERIES LOCAL LAW 2000 (Consolidated)

ORIGINAL GAZETTAL DATE - 4 JANUARY 2002

AMENDMENTS – 6 March 2012

CEMETERIES ACT 1986 LOCAL GOVERNMENT ACT 1995

SHIRE OF BROOKTON

CEMETERIES LOCAL LAW 2002

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CEMETERIES ACT 1986 LOCAL GOVERNMENT ACT 1995

SHIRE OF BROOKTON

CEMETERIES LOCAL LAW 2002

PART 1—PRELIMINARY

Under the powers conferred by the *Cemeteries Act 1986* and the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Brookton resolved on 4th January 2002 to make the following local law.

1.1 Citation

This local law may be cited as the *Shire of Brookton Cemeteries Local Law 2002*.

1.2 Purpose and effect

- (1) The purpose of this local law is to provide for the orderly management of those cemeteries in accordance with established plans and to create offences for inappropriate behaviour within cemetery grounds.
- (2) The effect of this local law is that all persons in the administration of the cemeteries, burying deceased in the in the cemeteries, or otherwise providing services to or making use of the cemeteries, are to comply with the provisions of this local law.

1.3 Application

This local law applies throughout the district of the Shire of Brookton.

1.4 Interpretation

- (1) In this local law unless the context otherwise requires—

“Act” means the *Cemeteries Act 1986*;

“animal” means any animal;

“ashes” means so much of the remains of a dead body after the due processes of cremation as may be contained in a standard sized cremation urn;

“authorised officer” means an employee of the local government authorised by the local government for the purposes of performing any function or exercising any power conferred upon an authorised officer by this local law;

“burial” has the same meaning as is given to it in the Act;

“Cemetery” means the Shire of Brookton Cemetery of Brookton, which the Governor, by order, has placed under the care control and management of the Board;

“CEO” means the Chief Executive Officer or an acting Chief Executive Officer for the time being, of the Board;

“dead body” has the same meaning given to it in the Act;

“funeral” includes the burial of a dead body and all associated processions and ceremonials but does not include so much of the ceremonial that is solely a religious rite;

“funeral director” means a person holding a current funeral director’s licence;

“Board” means the Shire of Brookton

“grant” means a grant issued by the Board, of an exclusive right of burial in a grave;

“grave” means a specified area of the Cemetery for burial;

“guide dog” has the same meaning as is given to that expression in the Dog Act 1976;

“holder” in relation to a grant includes-

- (a) a person issued with a grant by the Board;
- (b) a person for the time being appearing to the Board to be the holder of a grant;

“local government” means the Shire of Brookton;

“memorial” means a memorial plaque or memorial as described in this local law or as otherwise approved by the local government;

“Minister” means the Minister for Local Government;

“monumental mason” means a person holding a current monumental mason’s licence;

“personal representative” means the administrator or executor of an estate of a deceased person;

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"remains" means ashes or what remains of a dead body after burial;

"set fee" refers to fees and charges set by a resolution of the Board and published in the Government Gazette, under section 53 of the Act;

"single funeral permit" means a permit issued by the Board under section 20 or 21 of the Act which entitles the holder to conduct at the cemetery a funeral of a person named in the permit;

- (2) Unless otherwise defined herein the terms and expressions used in this local law shall have the same meaning given to them in the Act;
- (3) Where a term is not defined in this local law, the Act or regulations, the term is to be taken from the Oxford Dictionary.

1.5 Repeal of local law

The following Local Laws are repealed -

Local Laws for the Management of Brookton Public Cemetery (Reserve 10520) published in the Government Gazette of 21 January 1910, as amended.

PART 2—ADMINISTRATION

2.1 Powers and Functions of CEO

Subject to any directions given by the Board, the CEO shall exercise all the powers and functions of the Board in respect of the cemetery.

PART 3—APPLICATION FOR FUNERALS

3.1 Grant of right of burial

The local government may issue to a person a grant of right of burial, for the term specified in the Act from time to time, upon-

- (a) written application by that person; and
- (b) payment of the set fee.

3.2 Application for burial

- (1) A person may apply for approval to bury a dead body in the cemetery in the form determined by the Board from time to time.
- (2) An application under subclause (1) is to be accompanied by the set fee.

3.3 Applications to be accompanied by certificates etc.

All applications referred to in clauses 3.2 shall be accompanied by either a medical certificate of death or a Coroner's order of burial, and a certificate issued under clause 3.3, in respect of the body.

3.4 Certificate of identification

- (1) After a dead body is placed in a coffin and prior to a dead body being removed to the cemetery, a person who personally knew the deceased shall identify the dead body and shall complete a certificate of identification in the form determined by the Board from time to time, unless—

- (a) In the opinion of the funeral director, the dead body is not in a fit state to be viewed; or
- (b) After reasonable effort the funeral director is unable to arrange for a person to identify the dead body.

- (2) Where—

- (a) In the opinion of the funeral director, the dead body is not in a fit state to be viewed; or
- (b) After reasonable effort the funeral director is unable to arrange for a person to identify the dead body,

then the "funeral director" shall complete a certificate in the form determined by the Board from time to time.

3.5 Minimum notice required

All bookings to hold a funeral shall be made with the Board at least 48 hours prior to the time proposed for burial on the application, otherwise an extra charge may be made.

3.6 Time for burials

- (1) A person shall only carry out a burial between the hours of 6:00am and 6:00pm Monday to Sunday.
- (2) A person shall not carry out a burial –
 - (a) on Christmas Day; or
 - (b) on Good Friday.

PART 4—FUNERAL DIRECTORS

4.1 Funeral Director's licence expiry

A funeral director's licence shall expire on the 30 June in each year.

4.2 Application for a single funeral permit

Every application for a single funeral permit made under section 20 or 21 of the Act shall include coffin specifications and details of the vehicle transporting the dead body to the gravesite.

4.3 Application may be refused

The Board may refuse an application for a single funeral permit if, in the opinion of the Board, either the coffin specifications or the details of the vehicle transporting the dead body to the gravesite are not structurally sound or are otherwise inadequate or inappropriate, or on any other grounds.

PART 5—FUNERALS

Division 1—General

5.1 Requirements for funerals and coffins

A person shall not bring a dead body into the cemetery unless—

- (a) the Board has approved an application for the burial of that dead body in accordance with Part 3 of this local law;
- (b) it is enclosed in a coffin which in the opinion of the Board is structurally sound and bears the name of the deceased person indelibly inscribed in legible characters on a plate on the coffin's lid; and
- (c) under the plate referred to in paragraph (b) there is a substantive lead strip bearing the surname of the deceased person stamped in legible characters, each character being not less than 10mm in height.

5.2 Funeral processions

The time fixed by the Board for any burial shall be the time at which the funeral procession is to arrive at the cemetery gates, and, if not punctually observed, then the applicant who applied to hold the funeral under clause 3.2 shall pay the set fee for being late.

5.3 Vehicle access and speed limitations

- (1) Subject to subclause 5.3(2), every funeral procession shall enter by the principal entrance, and no vehicle except the hearse, and official mourning coaches, shall be permitted to enter the interment area.
- (2) This clause shall not apply to persons using wheelchairs or motorised wheelchairs.
- (3) Vehicles shall proceed within the cemetery by the constructed roadway or other areas designated for the use of vehicles and shall not exceed the speed indicated by signs.

5.4 Conduct of funeral by Board

When conducting a funeral under section 22 of the Act the Board may—

- (a) require a written request for it to conduct a funeral to be lodged with it;
- (b) in its absolute discretion, charge any person requesting it to conduct a funeral the set fee for the conduct of that funeral by it;
- (c) where no fee or a reduced fee has been charged by it for the conduct of the funeral, determine the manner in which the funeral shall be conducted;
- (d) bury a dead body within cemeteries under the delegation of the Shire of Brookton and in conjunction with the *Cemeteries Act 1986*;
- (e) specify an area in the cemetery where the dead body is to be buried or the ashes placed;
- (f) conduct the funeral notwithstanding the failure of a person to make any application or to obtain any consent required under this local law;

- (g) do or require anything which it considers is necessary or convenient for the conduct of a funeral by it.

Division 2—Placement of Ashes

5.5 Disposal of ashes

- (1) A personal representative of a deceased person whose body has been cremated may apply, in an application under clause 3.2 or otherwise, for permission to dispose of the ashes in the cemetery and upon payment of the set fee the Board may grant permission for the ashes to be disposed of by one of the following methods—
Niche Wall, Family Grave, Scattering to the Winds, or other memorials approved by the Board.
- (2) Subject to subclauses (3) and (4), a person shall not place the ashes of a deceased person in the cemetery.
- (3) An authorised officer may place the ashes of a deceased person in a cemetery in accordance with the Board's approval provided—
 - (a) the person requesting the placement of the ashes has the permission of the Board; and
 - (b) the ashes are placed within an area set aside for that purpose by the Board.
- (4) An authorised officer may place the ashes of a deceased person within a grave in accordance with the Board approval, provided the person requesting the placement of the ashes has the written permission of the Board and the approval of the holder of the right of burial of the grave.

PART 6—BURIALS

6.1 Depth of graves

- (1) A person shall not bury a coffin within the cemetery so that the distance from the top of the coffin to the original surface of the ground is not less than 750mm.
- (2) A person, with the permission of the CEO or authorised officer may bury a coffin so that the distance from the top of the coffin to the original surface of the ground is not less than 600mm.
- (3) The permission of the authorised officer in subclause (2) will only be granted where in the opinion of the authorised officer exceptional circumstances require granting of that permission.

6.2 Re-opening a grave

- (1) Subject to subclause (2), if for the purpose of re-opening a grave in the Cemetery, the Board finds it necessary to remove plants, grass, shrubs or other like matter from the grave, then the person ordering the re-opening of that grave shall bear the cost of the removal and any necessary reinstatement.
- (2) If the Minister orders the exhumation of a body in accordance with section 58 of the Act, then the Minister may further order how and by whom the cost referred to in subclause (1) should be met.

6.3 Exhumation of a coffin

- (1) Subject to subclause (2), a person shall not exhume a coffin in the Cemetery for the purposes of re-burial within twelve (12) months after the date of its interment.
- (2) Subclause (1) shall not apply where the exhumation is ordered or authorised pursuant to the Act.
- (3) Subject to subclause (1) and (2) prior to any other exhumation, the holder of a grant must have applied in writing to the Board requesting the exhumation and the Board has authorised the exhumation.

6.4 Opening of Coffin

- (1) A person shall not open a coffin in the Cemetery unless –
 - (a) the coffin is opened for the purposes of the exhumation of a dead body; or
 - (b) that person has produced to the Board an order signed by the Commission of Police and the Board has approved the opening of that coffin.

PART 7—MEMORIALS AND OTHER WORK

Division 1—General

7.1 Application for monumental work

A Board may require the written consent of the holder of the right of burial of the grave to accompany an application under section 30 of the Act.

7.2 Placement of monumental work

Every memorial shall be placed on proper and substantial foundations as per the Board's specifications.

7.3 Removal of rubbish

All refuse, rubbish or surplus material remaining after memorial works are completed under a permit issued under section 30 of the Act shall be immediately removed from the cemetery by the person carrying out the same.

7.4 Operation of work

All material required in the erection and completion of any work shall, as far as possible, be prepared before being taken to the cemetery, and all materials required by tradesmen shall be admitted at such entrance as the CEO or an authorised officer shall direct.

7.5 Removal of sand, soil or loam

No sand, earth or other material shall be taken from any part of the cemetery for use in the erection of any memorial or work except with the written approval of the Board.

7.6 Hours of work

Persons shall not be permitted to carry out memorial or other work on graves within the cemetery other than during the hours of 8.00 a.m. and 6.00 p.m. on weekdays, and 8.00am and noon on Saturdays, without the written permission of the Board.

7.7 Unfinished work

Should any work by masons or others be not completed before 6:00.p.m. on weekdays and noon on Saturdays, they shall be required to leave the work in a neat and safe condition to the satisfaction of the CEO or an authorised officer.

7.8 Use of wood

No wooden fence, railing, cross or other wooden erection shall be allowed on or around any grave, without the prior approval of the Board.

7.9 Plants and trees

No trees or shrubs shall be planted on any grave or within the cemetery except such as shall be approved by the CEO.

7.10 Supervision

All workers, whether employed by the Board or by any other person, shall at all times whilst within the boundaries of the cemetery be subject to the supervision of the CEO or an authorised officer and shall obey such directions as the CEO or an authorised officer may give.

7.11 Minor maintenance and repair works

Persons shall be permitted to carry out minor maintenance and repair works, not of a structural nature, such as cleaning, touch up painting, etc. on graves, without seeking the approval of the Board.

7.12 Australian War Graves

Notwithstanding anything in this local law to the contrary, the Office of Australian War Graves—

- (a) may place a memorial on a military grave; and
- (b) is not required to pay the set fee for any memorial that is placed upon a military grave.

7.13 Placing of glass domes and vases

A person shall not place glass domes, vases or other grave ornaments outside the perimeter of a grave in the cemetery as defined in the plans kept and maintained under section 40 (2) of the Act;

Division 2— Memorial Plaque Section

7.14 Requirements of a memorial plaque

- (1) All memorial plaques placed in a memorial plaque section of the cemetery shall—
 - (a) be made of admiralty bronze or any other material approved by the Board; and
 - (b) not be less than the dimensions 380mm x 280mm, nor more than 560mm x 305mm.
- (2) All memorial plaques made of admiralty bronze shall—
 - (a) not exceed 20mm in thickness; and
 - (b) be placed upon a base mounting approved by the Board.
- (3) All memorial plaques made of stone shall—
 - (a) not exceed 50mm in thickness placed upon a base mounting approved by the Board; or
 - (b) not be less than 100mm in thickness if it is not to be placed upon a base mounting.

Division 3 - Licensing of Monumental Masons

7.15 Monumental mason's licence

- (1) The Board may upon receipt of an application in writing by any person and upon payment of the set fee issue to the applicant a monumental mason's licence.
- (2) A licence issued under subclause (1) authorises the holder to carry out monumental works within the cemetery subject to the provisions of this local law and such conditions as the Board shall specify upon the issue of that licence.

7.16 Expiry date, non-transferability

A monumental mason's licence—

- (a) shall, subject to clause 7.19 be valid from the date specified therein until the 30 June next following; and
- (b) is not transferable.

7.17 Carrying out monumental work

A person shall not carry out monumental work within the cemetery unless that person—

- (a) is the holder of a current monumental mason's licence issued pursuant to clause 7.15 or does so as the employee of a person who holds such a licence;
- (b) is authorised by the Board to do so; or
- (c) has received from the Board permission to do so during a funeral service.

7.18 Responsibilities of the holder of a monumental mason's licence

The holder of a monumental mason's licence shall be responsible for the compliance by every person purporting to be authorised to carry out monumental works within the cemetery pursuant to that licence with all the requirements and conditions of the licence, this local law and any other written law which may affect the carrying out of monumental works.

7.19 Cancellation of a monumental mason's licence

- (1) The Board may by notice in writing to the holder of a monumental mason's licence terminate the licence on any of the following grounds—
 - (a) that the holder of the licence has committed a breach of the requirements and conditions of the licence, this local law or any other written law which may affect the carrying out of monumental works;
 - (b) that, in the opinion of the Board, the conduct of the holder of the licence or any person in the employ of that holder in carrying out or attempting to carry out any works within the cemetery, is inappropriate or unbecoming; or
 - (c) that the holder of the licence has purported to transfer the licence issued to that holder.
- (2) Upon the termination of a monumental mason's licence under this clause no part of any fee paid for the issue of that licence is refundable by the Board.

PART 8—GENERAL

8.1 Animals and Guide Dogs

Subject to section 8 of the Dog Act and section 66J of the Equal Opportunity Act 1986, a person shall not bring an animal into or permit an animal to enter or remain in the cemetery, other than with the approval of the CEO or an authorised officer.

8.2 Damaging and removing of objects

Subject to clause 8.4, a person shall not damage, remove or pick any tree, plant, shrub or flower in the cemetery or any other object or thing on any grave or memorial or which is the property of the Board without the permission of the Board.

8.3 Flowers

- (1) All flowers must be placed in vases or receptacles;
- (2) No person shall plant trees, shrubs or plants in the Cemetery without the prior approval of the Board; and
- (3) A person may remove flowers from a grave or memorial and these are to be placed in a receptacle provided by the Board for that purpose.

8.4 Littering and vandalism

A person shall not—

- (a) break or cause to be broken any glass, ceramic or other material in or upon the cemetery;
- (b) discard, deposit, leave or cause to be discarded, deposited or left any refuse or litter in or upon the cemetery other than in a receptacle provided for that purpose.

8.5 Advertising

A person shall not carry on or advertise any trade, business or profession within the cemetery without the prior written approval of the Board which consent may be granted subject to such conditions as the Board thinks fit.

8.6 Obeying signs and directions

A person shall obey all signs displayed, marked, placed or erected by the Board within the cemetery and any other lawful direction by the CEO or an authorised officer.

8.7 Removal from the cemetery

Any person failing to comply with any provisions of this local law or behaving in a manner that in the opinion of the Board, the CEO or an authorised officer is inappropriate in the cemetery may in the addition to any penalty provided by this local law, be ordered to leave the cemetery by the Board, the CEO or an authorised officer.

8.8 Fireworks or firearms

- (1) A person shall not bring or discharge any fireworks within the Cemetery;
- (2) A person shall not bring or discharge any firearms within the Cemetery except in the case of a military funeral when firearms may be brought into the Cemetery and discharged by members of the Defence Force.

PART 9 - OFFENCES AND MODIFIED PENALTIES

9.1 General

A person who commits a breach of any provisions of this Local Law commits an offence and shall on conviction be liable to a penalty not exceeding \$500.00 and if the offence is a continuing one to a further penalty not exceeding \$20.00 for every day or part of a day during which the offence has continued.

9.2 Modified penalties

- (1) The offences specified in the Schedule 1 are offences which may be dealt with under section 63 of the Act.
- (2) The modified penalty payable in respect of an offence specified in the Schedule 1 is set out in the fourth column of the First Schedule.
- (3) The prescribed form of the infringement notice referred to in section 63(1) of the Act is set out in the Schedule 2.
- (4) The prescribed form of the notice withdrawing an infringement notice referred to in section 63(3) of the Act is set out in the Schedule 3.

Schedule 1 – Prescribed offences
CEMETERIES ACT, 1986
Shire of Brookton
CEMETERIES LOCAL LAW
MODIFIED PENALTIES [cl. 9.2(1)&(2)]

Item No.	Clause	Nature of Offence	Modified Penalty
1	5.3	Exceeding speed limit	\$100.00
2	5.3	Not driving on constructed vehicle areas	\$100.00
3	7.3	Not removing rubbish and surplus materials	\$100.00
4	7.7	Leaving uncompleted works in an untidy or unsafe condition	\$100.00
5	8.1(a)	Animal within cemetery	\$100.00
6	8.4	Littering and vandalism	\$100.00
7	8.5	Unauthorised advertising, and/or trading	\$100.00
8	8.6	Disobeying sign or lawful direction	\$100.00
9		All other offences not specified	\$100.00

Schedule 2 – Form 1
CEMETERIES ACT, 1986
Shire of Brookton
CEMETERIES LOCAL LAW
INFRINGEMENT NOTICE
[cl. 9.2(3)]

TO: _____
(Name)

(Address)

It is alleged that at _____: _____ hours on _____ day
of _____ 20_____ at _____

you committed the offence indicated below by an (x) in breach of clause of the *Shire of Brookton Cemeteries Local Law 2002*.

(Authorised Officer)

Offence

- ☐ Animal at large
☐ Not removing rubbish and surplus materials
☐ Exceeding speed limit
☐ Leaving uncompleted works in an untidy or unsafe condition
☐ Littering and Vandalism
☐ Unauthorised advertising or trading
☐ Not driving on constructed vehicle areas
☐ Disobeying sign or lawful direction
☐ Other Offence _____
\$ _____

You may dispose of this matter—

By payment of the penalty as shown within 21 days of the date of this notice (or the date of the giving of this notice if that is a different date) to the Chief Executive Officer of the *Shire of Brookton* at 14 White Street Brookton between the hours of 9 a.m. to 4.15 p.m. Monday to Friday.

Please make cheques payable to the Shire of Brookton. Payments by mail should be addressed to—

The Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

If the penalty is not paid within the time specified, then a complaint of the alleged offence may be made and heard and determined by a court.

Schedule 3 – Form 2
CEMETERIES ACT, 1986
Shire of Brookton
CEMETERIES LOCAL LAW
WITHDRAWAL OF INFRINGEMENT NOTICE
[cl. 9.2(4)]

No. _____

_____ Date ____/____/____

To ⁽¹⁾ _____

Infringement Notice No _____ dated ____/____/____ for the alleged offence of ⁽²⁾ _____

Penalty ⁽³⁾ \$ _____ is withdrawn.

(Delete whichever does not apply)

* No further action will be taken.

* It is proposed to institute court proceedings for the alleged offence.

(1) Insert name and address of alleged offender.

(2) Insert short particulars of offence alleged.

(3) Insert amount of penalty prescribed.

(Authorised Officer)

Dated: 19 December 2001

The Common Seal of the Shire of Brookton was affixed by authority of a resolution of the Council in the presence of -

RL Copping, President

IN Curley, CEO

AGRICULTURE AND RELATED RESOURCES PROTECTION ACT 1976

LOCAL GOVERNMENT ACT 1995

Shire of Brookton

PEST PLANTS LOCAL LAW 2012

Under the powers conferred by the *Agriculture and Related Resources Protection Act 1976*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Brookton resolved on 16 February 2012 to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law is cited as the *Shire of Brookton Pest Plants local law 2012*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Definitions

In this local law, unless the contrary intention appears —

district means the district of the local government;

local government means the Shire of Brookton;

Pest Plant means a plant described as a pest plant under clause 2.1.

1.4 Application

This local law applies throughout the district.

PART 2 – DESCRIPTION OF PEST PLANTS

2.1 Description of Pest Plants

Every plant described in Schedule 1 is a pest plant.

PART 3 - SERVING OF NOTICES

3.1 Serving of Notice

- (1) The local government may serve on the owner or occupier of private land within the district, a duly completed notice in the form of Schedule 2 requiring him to destroy, eradicate or otherwise control any pest plant on that land.
- (2) A person served with a notice under subclause (1) shall comply with that notice within the time and in the manner specified therein.

PART 4 - OFFENCES

4.1 Penalties

Where a person fails to comply with a notice under clause 3.1 served upon him, the local government may—

- (a) Without payment of any compensation in respect thereof, destroy, eradicate or control, as the case may be, any pest plant, the destruction, eradication or control of which was required by the notice; and
- (b) Recover in a court of competent jurisdiction from the person to whom the notice is directed, the amount of the expense of such destruction, eradication or control.

Schedule 1

Pest Plants

[cl. 2.1]

<u>Common Name</u>	<u>Scientific Name</u>
Caltrop	<i>Tribulus Terrestris</i> L.
Afghan Thistle	<i>Solanum hystrix</i> R. Br.
	<i>Solanum hoplopetalum</i> Bitter et Summ.
Sorrell	<i>Rumex Acetosella</i>

Schedule 2
Pest Plant Notice

[cl. 3.1]

No.

To

[Full name]

of

[Address]

You are given notice under the above local law that you are required to:

.....

[here specify whether required to destroy, eradicate or otherwise control]

the pest plant —

[Common Name]

[Scientific Name]

on

[here specify the land]

of which you are the

[owner or occupier]

This notice may be complied with by

[here specify manner of achieving destruction, eradication or control]

Such measures shall be commenced not later than

[Date]

and shall be completed by

[Date]

Upon failure to comply with this notice within the times specified, the local government may destroy, eradicate or control, as the case may be, any specified pest plant at your expense, and if necessary recover the same in a Court of competent jurisdiction.


Date of service of notice:

.....

Signature of authorised person

Dated 22 February 2012

The Common Seal of the Shire of Brookton was affixed by a resolution of Council in the presence of —


B J Coote, President


G A Clark, Chief Executive Officer



LOCAL GOVERNMENT ACT 1995

SHIRE OF BROOKTON

EXTRACTIVE INDUSTRIES AMENDMENT LOCAL LAW 2015

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Brookton resolved on 17 September 2015 to adopt the following local law.

1. Citation

This local law is cited as the *Shire of Brookton Extractive Industries Amendment Local Law 2015*.

2. Commencement

This local law comes into operation fourteen days after the date of its publication in the *Government Gazette*.

3 Principal local law

In this local law, the *Shire of Brookton Extractive Industries Local Law 2011* as published in the *Government Gazette* on 28 March 2011 is referred to as the principal local law. The principal local law is amended as follows.

4. Clause 1.3 deleted

Clause 1.3 is deleted.

5. Clause 1.5 amended

Clause 1.5(1)(d) is amended as follows-

- (a) by deleting 'is not sold and' following the word 'extracted'; and
- (b) by deleting 'an adjacent' and replacing with 'a'.

6. Clause 2.1 amended

Clause 2.1(a) is amended by inserting 'or an exemption specified in clause 1.4(2)' after the word 'licence'.

7. Clause 2.2 amended

Clause 2.2 is amended as follows-

- (a) delete subclause (1)(a)(ii);
- (b) in subclause (2) delete 'may' and replace with 'shall'.

8. Clause 2.3(1) amended

Clause 2.3(1) is amended as follows-

- (a) in paragraph (a)(v) insert 'and' following ';;';
- (b) in paragraph (a)(vi) delete 'existing on,';
- (c) in paragraph (a), delete subparagraphs (vii), (viii), (ix) and (x);
- (d) in paragraph (b), delete subparagraphs (i), (ii), (iii), (iv), (v) and (vi);
- (e) in paragraph (b)(viii), delete 'and the route or routes to be taken by those vehicles';
- (f) delete paragraph (b)(x);
- (h) in paragraph (b)(xi) insert 'and' following ';;';
- (i) in paragraph (b), delete subparagraphs (xii), (xiii) and (xiv);
- (j) in paragraph (c), delete subparagraphs (i), (ii), (iv) and (vi);
- (l) in paragraph (c)(iii) insert 'and' following 'and revegetated,';

- (m) in paragraph (c)(v) delete ‘;’ and replace with ‘.’;
 - (n) in paragraph (c), renumber subparagraph (iii) to (i) and (v) to (ii);
 - (o) delete paragraph (d);
 - (p) delete paragraph (e);
 - (q) in paragraph (i) insert ‘and’ following ‘;’;
 - (r) in paragraph (j) delete ‘;’ and replace with ‘.’;
 - (s) delete paragraph (k); and
 - (t) delete paragraph (l).
9. Clause 2.3(2) deleted
Clause 2.3(2) is deleted.
10. Clause 2.3(3) amended
Clause 2.3(3) is amended by deleting ‘paragraphs (b), (d), (e), and (l)’ and replacing with ‘paragraph (b)’.
11. Clause 3.1(4) amended
Clause 3.1(4) is amended as follows-
- (a) in paragraph (b) insert ‘and;’ following ‘;’;
 - (b) in paragraph (c) delete ‘; and’; and
 - (c) delete paragraph (d).
12. Clause 3.1(5) amended
Clause 3.1(5) is amended by deleting paragraphs (a), (g), (h), (j), (m), (o), (p), (q) and (r);
13. Clause 4.2(1) amended
Clause 4.2(1) is amended as follows-
- (a) in paragraph (d) delete ‘; or’ and replace with ‘.’; and
 - (b) delete paragraph (e).
14. Clause 6.2 amended
Delete clause 6.2 and replace with-
- 6.2 Prohibitions**
- A licensee shall not remove any trees or shrubs within 40 metres (or such lesser distance as may be allowed, in writing, by the local government) of the boundary of any thoroughfare on land in respect of which a licence has been granted, except for the purpose of constructing access thoroughfares, erecting buildings or installing plant for use in connection with the excavation and then only with the express approval of the local government and subject to any conditions which the local government may impose in accordance with clause 3.1.
15. Clause 6.3 amended
Delete clause 6.3 and replace with-
- 6.3 Blasting**
- A person shall not carry out or permit to be carried out any blasting in the course of excavating unless the blasting is carried out in strict accordance with the AS2187 SAA Explosives Code, the *Mines Safety and Inspection Act 1994*, the *Environmental Protection Act 1986*, and all relevant local laws of the local government.
16. Clause 6.4 amended
Delete clause 6.4 and replace with-

6.4 Obligations of the licensee

A licensee shall-

- (a) restore and reinstate the excavation site in accordance with the terms and conditions of the licence, the site plans and the works and excavation programme approved by the local government;
- (b) take all reasonable steps to prevent the emission of dust, noise, vibration and other forms of nuisance from the excavation site; and
- (c) otherwise comply with the conditions imposed by the local government in accordance with clause 3.1.

17. Clause 7.1 deleted

Clause 7.1 is deleted.

18. Clause 7.2 amended

Clause 7.2 is amended by deleting sub-clause (1) and replacing with-

- (1) In any case where the *Mines Safety and Inspection Act 1994* or the *Environmental Protection Act 1986* applies to any excavation carried on or proposed to be carried on at a site, the licensee in respect of that site shall comply with all applicable provisions of that Act or those Acts.

19. Clause 7.4 amended

Delete clause 7.4 and replace with-

7.4 Works to be carried out on cessation of operations

Where the carrying on of an extractive industry on the site permanently ceases or on the expiration or cancellation of the licence applicable to the site, whichever first occurs, the licensee shall, as well as complying with the provisions of clause 7.2-

- (a) restore and reinstate the excavated site in accordance with the proposals approved by the local government or in such other manner as the local government may subsequently agree in writing with the licensee; and
- (b) remove from the site all buildings, plant and equipment erected, installed or used for or in relation to the carrying on of an extractive industry on the site and fill all holes remaining after such removal to the level of the surrounding ground and compact such filled holes sufficiently to prevent settling.

20. Schedule amended

Delete the table in the Schedule and replace with-

Item	Clause	Description	Modified Penalty \$
1	2.1(a)	Carry on extractive industry without a valid and current licence or an exemption	500
2	2.1(b)	Carry on extractive industry in breach of terms and conditions	500
3	6.1	Excavate near boundary	250
4	6.2	Removal of trees or shrubs near within 40 metres of the	300

		boundary without approval	
5	6.4(c)	Failure to comply with conditions of licence imposed by the local government	500
6		All other offences not specified	200

Dated this 17th day of September 2015

The Common Seal of the Shire of Brookton was affixed by authority of a resolution of the Council in the presence of:

K WILKINSON, Shire President

DR STEWART, Chief Executive Officer

HEALTH ACT 1911

SHIRE OF BROOKTON

HEALTH LOCAL LAWS 2000

PRESENTED AT THE SHIRE OF BROOKTON ORDINARY
COUNCIL MEETING HELD 21 DECEMBER 2000

HEALTH ACT 1911

SHIRE OF BROOKTON
HEALTH LOCAL LAWS 2000

ARRANGEMENT

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- a. Repeal
- 1.3 Interpretation

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- ii. Dwelling House
- iii. Premises other than a Dwelling House
- iv. Outdoor Festivals
- v. Toilets
- 2.1.6 Temporary Works
- 2.1.7 Maintenance of Sanitary Conveniences and Fittings
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- 6.1.1 Interpretation
- 6.1.2 Fly breeding matter not to be left on Premises unless Covered or Treated
- 6.1.3 Measures to be taken by an Occupier
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- 6.2.2 Measures to be taken to prevent mosquitoes breeding
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- 6.3.1 Interpretation
- 6.3.2 Measures to be taken to eradicate Rodents
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- 6.4.1 Interpretation
- 6.4.2 Measures to be taken to eradicate Cockroaches

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- 6.5.1 Interpretation
- 6.5.2 Measures to be taken to keep premises free from Argentine Ants

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- 6.6.1 Interpretation
- 6.6.2 Measures to be taken to keep premises free from European Wasp Nests

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- 7.1.3 Insanitary houses, premises and things
- 7.1.4 Medical Officer may Examine Persons
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- 7.1.7 Declaration of infected house or premises
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- 7.2.1 Disposal of used condoms
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PART 8 - LODGING HOUSES

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- 8.1.2 Lodging House Not to be Kept Unless Registered
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- 8.2.1 General Construction Requirements
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- 8.2.3 Dining Room
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- 8.2.5 Sanitary Conveniences
- 8.2.6 Laundry
- 8.2.7 Fire Prevention and Control
- 8.2.8 Obstruction of Passages and Stairways
- 8.2.9 Fitting of Locks
- 8.2.10 Restriction on use of Rooms for Sleeping
- 8.2.11 Sleeping Accommodation, Short Term Hostels and Recreational Campsites
- 8.2.12 Furnishing etc. of Sleeping Apartments
- 8.2.13 Ventilation
- 8.2.14 Numbers to be Placed on Doors

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- 8.3.1 Keeper or Manager to Reside in the Lodging House
- 8.3.2 Register of Lodgers
- 8.3.3 Keeper Report
- 8.3.4 Certificate in Respect to Sleeping Accommodation
- 8.3.5 Duplicate Keys and Inspection
- 8.3.6 Room Occupancy
- 8.3.7 Maintenance of a Room by a Lodger or Resident
- 8.3.8 Cleaning and Maintenance Requirements
- 8.3.9 Responsibilities of Lodgers and Residents
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- 9.1.1 Interpretation
- 9.1.2 Consent to Establish an Offensive Trade
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- 9.2.1 Interpretation
- 9.2.2 Cleanliness
- 9.2.3 Rats and other Vectors of Disease
- 9.2.4 Sanitary Conveniences and Wash Basins
- 9.2.5 Painting of Walls etc.
- 9.2.6 Effluvia, Vapours, Gases or Dust
- 9.2.7 Offensive Material

- 9.2.8 Storage of Materials
- 9.2.9 Specified Offensive Trades
- 9.2.10 Directions
- 9.2.11 Other Duties of Occupier

Division 3 - Fish Premises

- 9.3.1 Interpretation
- 9.3.2 Duties of an Occupier
- 9.3.3 Disposal of Waste
- 9.3.4 Fish Containers

Division 4 - Laundries, Dry Cleaning Establishments and Dye Works

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- 9.4.2 Receiving Depot
- 9.4.3 Reception Room
- 9.4.4 Walls and Floors
- 9.4.5 Laundry Floor
- 9.4.6 Escape of Dust
- 9.4.7 Precautions Against Combustion
- 9.4.8 Trolleys
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PART 10 - OFFENCES AND PENALTIES

- 10.1.1 Penalties

SCHEDULES OF FORMS AND FEES

Schedule Number	Description
1	Application for Registration of a Lodging House
2	Certificate of Registration of a Lodging House
3	Notice of change of owner of a Lodging House
4	Register of Lodgers
5	List of Lodgers
6	Certificate of Sleeping Accommodation for a Lodging House
7	Application for Licence of a Morgue
8	Certificate of Licence of a Morgue
9	Application for Consent to Establish an Offensive Trade
10	Application for Registration of Premises for Offensive Trade
11	Certificate of Registration of Premises for Offensive Trade

HEALTH ACT 1911

SHIRE OF BROOKTON

HEALTH LOCAL LAWS 2000

Made by the Council of the Shire of Brookton.

PART 1 - PRELIMINARY

Citation

1.1 These Local-laws may be cited as "*The Shire of Brookton Health Local Laws 2000*".

Repeal

- 1.2 (1) The Health Local Laws adopted by the Shire of Brookton and published in the *Government Gazette* on 2 November 1934 and amended from time to time, are repealed;
- (2) The Health Local Laws adopted by the Shire of Brookton and published in the *Government Gazette* on 17 December 1948 and amended from time to time, are repealed;
- (3) The Health Local Laws adopted by the Shire of Brookton on 8 November 1956 and published in the *Government Gazette* on 28 May 1957 and amended from time to time, are repealed; and
- (4) The Health Local Laws adopted by the Shire of Brookton on 18 December 1969 and published in the *Government Gazette* on 9 February 1970 and amended from time to time, are repealed.

Interpretation

1.3 (1) In these Local-Laws, unless the context otherwise requires -

- "Act" means *Health Act 1911* and includes subsidiary legislation made under the *Health Act 1911*;
- "adequate supply of water" means a flow of water of not less than 0.076 litres per second;
- "approved" means approved by the Council of the Shire of Brookton;
- "AS" means Australian Standard published by the Standards Association of Australia;
- "Building Code" means the latest edition of the Building Code of Australia published from time to time by, or on behalf of, the Australian Building Codes Board, as amended from time to time, but not including explanatory information published with that Code.
- "Chief Executive Officer" means the Chief Executive Officer of the Shire of Brookton and includes an Acting Chief Executive Officer;
- "Council" means the Council of the Shire of Brookton;
- "district" means the district of the Shire of Brookton and includes any area placed under the jurisdiction of the Council pursuant to Section 22 of the Act;
- "dwelling house" means a place of residence or house containing at least one sleeping room and includes a room or outbuilding separate from, but ancillary to, the building in which the sleeping room is located;
- "Environmental Health Officer" means an Environmental Health Officer appointed by the Council under the Act and includes an Acting or Assistant Environmental Health Officer;
- "habitable room" means a room used for normal domestic activities; and
- (a) includes a bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, play-room, family room and sun-room; but
- (b) excludes a bathroom, laundry, water closet, pantry, walk-in wardrobe, corridor, lobby, photographic dark room, clothes-drying room, and other spaces of a specialised nature occupied neither frequently nor for extended periods;
- "hot water" means water at a temperature of at least 75 degrees Celsius;
- "Medical Officer" means the Medical Officer appointed by the Council under the Act and includes an Acting Medical Officer so appointed;
- "Principal Environmental Health Officer" means an Environmental Health Officer appointed by the Council to the office of Principal Environmental Health Officer and includes an Acting Principal Environmental Health Officer;
- "public place" includes every place to which the public ordinarily have access, whether by payment of a fee or not;

- "sanitary convenience" includes urinals, water closets, earth-closets, privies, sinks, baths, wash troughs, apparatus for the treatment of sewage, ash-pits, ash-tubs, or other receptacle for the deposit of ashes, faecal matter, or refuse, and all similar conveniences;
 - "sewage" means any kind of sewage, nightsoil, faecal matter or urine, and any waste composed wholly or in part of liquid;
 - "sewer" includes sewers and drains of every description, except drains to which the word "drain" as defined in the Act applies, also water channels constructed of stone, brick, concrete, or any other material, including the property of the Council;
 - "street" includes any highway, any public bridge, and any road, lane, footway, square, court, alley or passage, whether a thoroughfare or not;
 - "toilet" means a water closet, earth closet, privy or urinal and includes a room or cubicle in which one or more of these is located;
 - "water" means drinking water within the meaning of the Australian Drinking Water Guidelines - 1987 as published by the National Health and Medical Research Council; and
 - "window" means a glass panel, roof light, glass brick, glass louvre, glazed sash, glazed door, or other device which transmits natural light directly from outside a building to the room concerned when in the closed position.
- (2) Where in these Local-Laws, a duty or liability is imposed on an "owner or occupier", the duty or liability shall be deemed to be imposed jointly and severally on each of the owner or occupier.
- (3) Where under these Local-Laws an act is required to be done or forbidden to be done in relation to any premises, the owner or occupier of those premises has, unless the contrary intention appears, the duty of causing to be done the act so required to be done, or of preventing from being done the act so forbidden to be done, as the case may be.

PART 2 – SANITATION

Division 1 - Sanitary Conveniences

Interpretation

2.1.1 In this Part, unless the context otherwise requires:-

- "festival" includes a fair, function or event;
- "organiser" means a person -
 - (a) to whom approval has been granted by the Council to conduct the festival; or
 - (b) responsible for the conduct of the festival;
- "public sanitary convenience" means a sanitary convenience to which the public ordinarily have access, whether by payment of a fee or not; and
- "temporary sanitary convenience" means a sanitary convenience, temporarily placed for use by -
 - (a) patrons in conjunction with a festival; or
 - (b) employees at construction sites or the like.
- "urinal" may be -
 - (i) an individual stall or wall-hung urinal; or
 - (ii) each 600mm length of a continuous urinal through; or
 - (iii) a closet pan used in place of a urinal.

Dwelling House

- 2.1.2 (1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house unless it has at least one toilet.
- (2) A room in which a toilet is located shall have adequate lighting.

Premises other than a Dwelling House

- 2.1.3 (1) The owner of premises other than a dwelling house shall not use or occupy, or permit to be used or occupied, premises other than a dwelling house unless -
- (a) the premises have sanitary conveniences in accordance with the Building Code and this Part;
 - (b) the toilets required by this section are situated within 90m and are easily accessible to the persons for whom they are provided; and
 - (c) the premises have hand wash basins -
 - (i) in accordance with the Building Code;
 - (ii) for the use of persons employed or engaged on the premises;
 - (iii) provided with an adequate supply of water supplied by taps located over each basin;

- (iv) separate from any trough, sink or basin used in connection with any process carried out on the premises; and
 - (v) situated within or adjacent to the sanitary conveniences and easily accessible to the person for whom they are provided.
- (2) The occupier of premises other than a dwelling house shall ensure that -
- (a) clean toilet paper is available at all times in each cubicle;
 - (b) a sanitary napkin disposal facility is provided in each toilet set aside for the use of females; and
 - (c) each hand wash basin is provided with -
 - (i) an adequate supply of soap or other hand cleaning substances; and
 - (ii) hand drying facilities, situated adjacent to and visible from the hand basin.

Outdoor Festivals

2.1.4 (1) The organiser of an outdoor festival at which not more than 20,000 people are expected to attend shall provide sanitary conveniences in accordance with the following scale -

- (a) for the first 250 males -
 - (i) one water closet for each 150;
 - (ii) one urinal stall for each 50; and
 - (iii) one hand wash basin for each 50;
 - (b) for additional males -
 - (i) one water closet for each 200;
 - (ii) one urinal stall for each 100; and
 - (iii) one hand wash basin for each 200;
 - (c) for the first 250 females -
 - (i) one water closet for each 40; and
 - (ii) one wash hand basin for each 50;
 - (d) for additional females -
 - (i) one water closet for each 100; and
 - (ii) one wash hand basin for each 200.
- (2) Where, under subsection (1), the number of a particular sanitary convenience to be provided is not a whole number, that number shall be rounded up to the next higher whole number.
- (3) The organiser of an outdoor festival at which more than 20,000 people are expected to attend shall provide sanitary conveniences of a number as directed by the Principal Environmental Health Officer.

Toilets

- 2.1.5 (1) Toilets on premises shall be maintained in accordance with the following requirements -
- (a) the door to a toilet, other than an internal toilet, shall be properly screened to a continuous height of 1.8 metres from the floor;
 - (b) a toilet or its entrance which is visible from overlooking windows shall be properly screened;
- (2) Toilets on premises other than a dwelling house shall be maintained in accordance with the following additional requirements -
- (a) a toilet for the exclusive use of males shall not adjoin any toilet for the exclusive use of females unless the toilets are separated by a wall extending from floor to ceiling and of sufficient density to have a Sound Transmission Class of not less than 50 as required by AS1276;
 - (b) where more than one toilet is provided on the premises, the entrance to each toilet shall bear a suitable sign indicating for which sex its use is intended.

Temporary Works

2.1.6 A person who undertakes temporary work at any place shall ensure every temporary sanitary convenience is installed and maintained in accordance with the requirements of the *Health (Temporary Sanitary Conveniences) Regulations 1997*.

Maintenance of Sanitary Conveniences and Fittings

- 2.1.7 (1) The occupier of premises shall -
- (a) keep clean, in good condition and repair; and
 - (b) whenever required by an Environmental Health Officer, effectively disinfect and clean,
- all sanitary conveniences including sanitary fittings in or on the premises.
- (2) The owner of premises shall -
- (a) keep or cause to be kept in good repair; and

(b) maintain an adequate supply of water to,
all sanitary conveniences including sanitary fittings in or on the premises.

Ventilation of Toilets

2.1.8 (1) A toilet in any premises shall be ventilated in accordance with the *Sewage (Lighting, Ventilation and Construction) Regulations 1971* and the Building Code.

Public Sanitary Conveniences

2.1.9 (1) A person shall not -

- (a) foul
- (b) damage or vandalise; or
- (c) write on or otherwise deface,

a public convenience or sanitary fixtures or fittings or the premises in or on which the sanitary convenience is located.

(2) A person shall not live or sleep in the premises in which a public sanitary convenience is located or use it for a purpose other than that for which it was intended.

Lighting

2.1.10 The owner and occupier of a premises in which a sanitary convenience or a public sanitary convenience is located shall provide and maintain adequate electric lighting for persons using the convenience.

Installation

2.1.11 Every sanitary convenience shall be installed in accordance with the requirements of the *Metropolitan Water Supply Sewage and Drainage Act 1909* and shall have an adequate supply of water.

Division 2 - Bathroom, Laundries and Kitchens

Bathrooms

2.2.1 (1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a bathroom that -

- (a) is adequately lined with an impervious material and has an adequate ceiling;
- (b) complies with the *Health Act (Laundries and Bathrooms) Regulations*; and
- (c) is equipped with -
 - (i) a wash basin; and
 - (ii) either a shower in a shower recess or a bath.

(2) Deleted

(3) All baths, showers, hand basins and similar fittings shall be provided with an adequate supply of hot and cold water.

Laundries

2.2.2 (1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a laundry that -

- (a) is properly enclosed and roofed;
- (b) is adequately lined with an impervious material;
- (c) deleted;
- (d) deleted;
- (e) is not a room in which food is stored, prepared, served or consumed.
- (f) is provided with adequate ventilation.

(2) The laundry referred to in subsection (1) must conform to the provisions of the Building Code.

(3) Deleted.

(4) Deleted.

(5) Where, in any building, a laundry is situated adjacent to a kitchen or a room where food is stored or consumed, the laundry shall be separated from the kitchen by a wall extending from the floor to the roof or ceiling.

(6) Where there is an opening between a laundry and a kitchen or other room where food is stored or consumed, the opening shall -

- (a) not be more than 1220 millimetres wide; and
- (b) have a door which when closed shall completely fill the opening.

Washing or Keeping of Clothes in Kitchens

2.2.3 A person shall not in any kitchen or other place where food is kept -

- (a) wash or permit to be washed any clothing or bedding; or
- (b) keep or permit to be kept any soiled clothing or bedding.

Kitchens

2.2.4 (1) In this section, "a cooking facility" includes a stove, oven, facility or appliance used for or in connection with the cooking of food.

(2) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a kitchen equipped with -

- (a) an electric, gas, wood or other fuel burning stove;
- (b) an oven with a capacity of not less than 0.005 cubic metres per person usually accommodated in the house with a minimum capacity of 0.03 cubic metres; and
- (c) a sink which shall -
 - (i) be at least 380 millimetres long, 300 millimetres wide and 150 millimetres deep; and
 - (ii) have an adequate supply of hot and cold water.

(3) The occupier of a dwelling house shall ensure that the stove, oven and sink are kept clean, in good order and repair and fit for use.

(4) A cooking facility shall -

- (a) be installed in accordance with the requirements of the Office of Energy and the "Manufacturers' Specifications"; and

(b) not be installed or used in any room other than a kitchen.

(5) Where mechanical extraction is provided in a kitchen, the exhaust air shall be -

- (a) carried to the outside air as directly as practicable; and
- (b) boxed throughout.

(6) Mechanical ventilation shall be maintained in good working order and condition.

PART 3 - HOUSING AND GENERAL

Division 1 - Maintenance of Houses

Dwelling House Maintenance

3.1.1 The owner or occupier of a dwelling house shall maintain the dwelling house and any appurtenant buildings in sound condition and fit for use and, in particular, shall -

- (a) maintain all roofs, guttering and downpipes in sound weatherproof condition;
- (b) maintain any footings, foundations and walls, either external or internal, in a sound condition;
- (c) replace any missing, broken, decayed or termite-eaten timber or other deteriorated material in any veranda, roof, walls, steps, handrails, floors or their supports with material of sound quality;
- (d) comply with the directions of an Environmental Health Officer to treat the premises for the purpose of destroying any termites;
- (e) maintain any brick, stone, mortar or cement work in a sound condition;
- (f) maintain, repair or replace any flashings or ant caps which are missing or defective;
- (g) maintain all ventilators in good order and repair;
- (h) maintain all floors even and level in surface and free from cracks and gaps;
- (i) maintain all ceilings, internal wall finishes, skirtings, architraves and other fixtures and fittings complete and with smooth unbroken surfaces;
- (j) maintain all doors and windows in good working order and weatherproof condition;
- (k) retain all natural lighting free from any obstruction which would reduce the natural lighting, below the ratio of 10% of the floor area;
- (l) maintain all pipes, fittings and fixtures connected with water supply, drainage or sewerage so that they comply in all respects with the provisions of the *Metropolitan Water Supply, Sewerage and Drainage Act 1909* and any other legal requirements to which they are subject; and
- (m) maintain all electric wiring, gas services and fittings to comply in all respects with the requirements of the Office of Energy.

Maintenance of Guttering and Downpipes and Disposal of Rainwater

3.1.2 The owner or occupier of a house shall -

- (a) maintain all guttering, downpipes and drains on the premises in a good state of repair, clean and free from obstructions; and
- (b) not permit any rainwater from the premises to discharge onto or over a footpath or other property.

Division 2 - Ventilation of Houses

Exemption for Short Term Hostels and Recreational Campsites

3.2.1 This Division shall not apply to short term hostels and recreational campsites referred to in Division 1 of Part 8.

Overcrowding

3.2.2 The owner or occupier of a house shall not permit -

- (a) a room in the house that is not a habitable room to be used for sleeping purposes; or
- (b) a habitable room in the house to be used for sleeping purposes unless -
 - (i) for every person over the age of 10 years using the room there is at least 14 cubic metres of air space per person; and
 - (ii) for every person between the ages of 1 and 10 years there is at least 8 cubic metres of air space per person; or
- (c) any garage or shed to be used for sleeping purposes.

Calculated Sufficient Space

3.2.3 For the purpose of Section 3.2.2, in calculating the space required for each person -

- (a) each room shall be considered separately and sufficient space shall be allowed in each room for the number of persons present in the room at any one time; and
- (b) a deduction shall be made for the space occupied by furniture, fittings and projections of the walls into a room.

Ventilation

3.2.4 (1) A person shall not use or occupy, or permit to be used or occupied, a house unless the house is properly ventilated.

(2) For the purpose of subsection (1) a house shall be deemed to be properly ventilated if it complies with the Building Code, including the provision of -

- (a) natural ventilation; or
- (b) a mechanical ventilation or air-conditioning system complying with AS1668.2.

(3) The owner of a house provided with mechanical ventilation or an air-conditioning system shall ensure that the system is -

- (a) maintained in good working condition and in accordance with AS3666-1989; and
- (b) in use at all times the building is occupied.

(4) If, in the opinion of an Environmental Health Officer, a house is not properly ventilated, the Council may by notice require the owner of the house to -

- (a) provide a different, or additional method of ventilation; or
- (b) cease using the house until it is properly ventilated.

(5) the owner shall comply with a notice under subsection (4).

Sub-Floor Ventilation

3.2.5 The owner or occupier of a house shall make provision for sub-floor ventilation by ensuring that air bricks and other openings are kept clean of refuse, vegetation, building materials, dirt and the like.

Division 3 - Water Supply

Water Supply

3.3.1 (1) The owner of a house shall ensure that it is connected with a separate and independent water supply from the mains of a licensed water service operator or a water supply to the satisfaction of the Council.

(2) The water supply shall at all times deliver an adequate supply of drinking water to each tap in the house.

(3) The water supply to toilets, or for garden use may be from an alternative source, not necessarily drinking water.

Rain Water Tanks

3.3.2 The owner or occupier of a house where part of the water supply is drawn from a rain water tank shall-

- (a) maintain in a clean condition -
 - (i) the roof forming the catchment for the tank; and
 - (ii) the guttering and downpipes appurtenant to the roof;
- (b) ensure that each rain water tank is fitted with a tight-fitting mosquito proof cover which shall not be removed at any time except for the purpose of cleaning, repairing or maintaining the tank;
- (c) annually clean any tank which is used to store water for human consumption;
- (d) when directed by an Environmental Health Officer, empty, clean and disinfect any tank upon the premises, used to store water for human consumption.

Wells

3.3.3 The owner or occupier of any premises shall not use or permit for human consumption the use of the water from any bore or well unless the bore or well is -

- (a) at least 30 metres from any soak or other possible source of pollution unless otherwise approved by the Executive Director of Public Health; and
- (b) covered with a tight-fitting cover without openings of any sort other than those essential for the insertion of a pump.

Pollution

3.3.4 A person shall not deposit on any land, any sewage, offensive matter or any other thing which may pollute or render unfit for human consumption, water from a well or other underground source.

Division 4 - Secondhand Furniture, Bedding and Clothing

Prohibition of Sale

3.4.1 A person shall not offer for sale or sell any secondhand furniture, bedding or clothing which is filthy or infested with vectors of disease.

Prohibition of Possession

3.4.2 A dealer in secondhand furniture, bedding or clothing shall not have on any premises used for the operation of the business any secondhand furniture, bedding or clothing which is filthy or infested with vectors of disease.

Division 5 - Morgues

Application and Licensing of Morgues

3.5.1 (1) All morgues, other than those of any public hospital or any Council or police morgue, shall be licensed annually in accordance with the requirements of this Division.

- (2) An application for a licence of a morgue shall be -
 - (a) made by the applicant;
 - (b) made in the form prescribed in schedule (7); and
 - (c) forwarded to the Chief Executive Officer with the fee as fixed from time to time by Council under Section 344C of the Act.
- (3) A licence shall -
 - (a) be in the form prescribed in Schedule (8); and
 - (b) expire on 30 June next and after the date of its issue.
- (4) A licence shall not be granted in respect of any premises unless -
 - (a) provision has been made for the keeping of the bodies of the dead at a temperature not exceeding zero degrees Celsius;
 - (b) the walls are constructed of stone or brickwork or other approved material;
 - (c) the interior surface of all walls is covered with glazed tiles or is rendered impervious so as to be non-absorbent and washable;
 - (d) all floors are constructed of an approved impervious material, having a fall to an outlet discharging over a trapped gully; and

the premises are adequately ventilated by direct communication with the outside air.

PART 4 - WASTE FOOD AND REFUSE

Division 1 - Liquid Refuse

Interpretation

4.1.1 In this division, unless the context otherwise requires -

"liquid refuse" includes swimming pool discharges, all washings from windows, vehicles and carpet cleaning, overflow, bleed off, condensate and drainage from air conditioning equipment including evaporative coolers and other liquid used for cooling purposes;

"liquid waste" means bathroom, kitchen, scullery and laundry wastes, the contents of septic tanks, all washings from animal and poultry pens and any other domestic or trade wastes that are discharged by means of a drain to a receptacle for drainage; and

"approved carrier" means a carrier approved by the Council.

Deposit of Liquid Refuse

4.1.2 A person shall not deposit or cause or permit to be deposited liquid refuse or liquid waste -

- (a) on a street;
- (b) in a stormwater disposal system; or
- (c) on any land or place other than a place or depot duly authorised for that purpose.

Disposal of Liquid Waste

4.1.3 (1) The owner or occupier of premises shall -

- (a) provide, one of the methods prescribed in this section, for the disposal of all liquid waste produced on the premises; and
- (b) at all times maintain in good working order and condition any apparatus used for the disposal of liquid waste.

(2) Liquid waste shall be disposed of by one of the following methods -

- (a) discharging it into the sewerage system of a licensed water service operator in a manner approved by the licensed water service operator;
- (b) discharging it into an apparatus for the treatment of sewage and disposal of effluent and liquid waste approved by the Executive Director, Public Health or the Council;
- (c) collection and disposal at an approved liquid waste disposal site in a manner approved by the Executive Director Public Health.

Approval for Septic Tank Pumpouts and Removal of Liquid Waste

4.1.4 A person shall not -

- (a) unless he or she is an approved carrier;
- (b) without the written approval of the Council; and
- (c) except in accordance with any terms and conditions imposed by the Council or the Executive Director, Public Health in connection with the approval under paragraph (b),

collect, remove or dispose of the contents of a septic tank, the pumpouts from holding tanks or an apparatus for the treatment of sewage and other liquid wastes.

Application for Approval

4.1.5 (1) A carrier may apply in writing to the Council for approval to collect, remove or dispose of the contents of a septic tank, the pumpouts from holding tanks or an apparatus for the treatment of sewage.

(2) The Council may grant or refuse an application under this section subject to conditions relating to -

- (a) the time and method of collection, removal or disposal of the contents; or
- (b) the route to be followed by a vehicle used in collection, removal or disposal of the contents; or
- (c) the type of liquid waste that can be collected.

(3) Any conditions imposed by the Council under this section shall be -

- (a) specified in the written approval of the Council; and
- (b) in addition to any conditions imposed by the Executive Director of Public Health or conditions applying under any other law.

(4) The Council may from time to time vary conditions imposed by it under this section by giving written notice of the variation to the person to whom approval was given.

Provision of Quarterly Reports

4.1.6 The approved carrier may be required to provide Quarterly Reports to the Council containing accurate details of -

- (a) the date of servicing the liquid waste system;
- (b) the address or location of the involved property; and
- (c) the type of system serviced.

Division 2 - Disposal of Refuse

Interpretation

4.2.1 In this division, unless the context otherwise requires -

"building line" has the meaning given to it in and for the purposes of the *Local Government (Miscellaneous Provisions) Act 1960*;

"collection day" means the day of the week on which rubbish and refuse is collected and removed by the Council or its contractor;

"commercial waste" means refuse and other rubbish generated by or originating from commercial or industrial premises and includes trade refuse;

"domestic waste" means refuse and other rubbish generated by or emanating from residential premises and includes house refuse;

"public place" includes a street, way or place which the public are allowed to use, whether the street, way or place is or is not on private property;

"receptacle" means a polyethylene cart fitted with wheels, a handle and a lid and having a capacity of 120 litres or 240 litres, or other type of receptacle specified or approved by the Council;

"rubbish or refuse" includes any filth, dirt, ashes, vegetation, garden refuse, waste material, waste food, sludge, offensive matter, cinders, wood or metal shavings and sawdust but does not include liquid waste or liquid refuse;

"street" includes a highway and a thoroughfare which the public are allowed to use and includes every part of the highway or thoroughfare, and other things including bridges and culverts, appurtenant to it;

"street alignment" means the boundary between the land comprising a street and the land that abuts thereon, but where a new street alignment is prescribed under the *Local Government (Miscellaneous Provisions) Act 1960*, means the new street alignment so prescribed; and

"waste" means commercial or domestic waste or both as the context requires.

Receptacles

4.2.2 An owner or occupier of premises shall -

- (a) provide a receptacle, unless provided by Council or its agent, for the depositing of rubbish or refuse and maintain the receptacle in a serviceable condition;
- (b) at all times keep the lid of the receptacle closed except when depositing rubbish or refuse or cleaning the receptacle;
- (c) except for a reasonable period before and after collection time, keep the receptacle on the premises and located -
 - (i) behind the street alignment and so as not to be visible from a street or public place; or
 - (ii) in such other position as is approved by the Council;
- (d) on each collection day at or prior to 6.00am place the receptacle out in the street in a position, prescribed by the Council, where it is visible from the carriageway of the street or the right of way, but so that it does not obstruct any thoroughfare, land, footpath, cycleway or other carriageway and positioned with the handle facing away from the kerb line, or placed in such other position as is approved by the Council.

Exemption

4.2.3 (1) An owner or occupier of premises may apply in writing to the Council for an exemption from compliance with the requirements of Section 4.2.2 (c) or (d).

(2) The Council may grant or refuse, with or without conditions, an application for exemption from compliance under this Section.

(3) An exemption granted under this Section shall state -

- (a) the premises to which the exemption applies;
- (b) the period during which the exemption applies; and
- (c) any conditions imposed by the Council.

(4) The Council may rescind the exemption or from time to time vary conditions imposed by it under this Section by giving written notice of the variation to the person to whom the exemption was given.

Use of Receptacles

4.2.4 An owner or occupier of premises shall -

(a) not deposit or permit to be deposited in a receptacle -

- (i) more than 70 kilograms of rubbish or refuse;
 - (ii) hot or burning ash;
 - (iii) oil, motor spirit or other flammable liquid;
 - (iv) liquid paint or other solvent;
 - (v) bricks, concrete, building rubble, asbestos, earth or other like substances;
 - (vi) drugs, dressings, bandages, swabs or blood samples unless placed in a sealed impervious and leak-proof container;
 - (vii) hospital, medical, veterinary, laboratory or pathological substances containing blood unless placed in a sealed impervious and leak-proof container;
 - (viii) syringes, needles, surgical hardware, broken glass, sharps or other sharp objects;
 - (ix) cytotoxics, radioactive substances and dangerous chemicals;
 - (x) sewage, manure, nightsoil, faeces or urine;
 - (xi) any object which is greater in length, width or breadth than the corresponding dimension of the receptacle or which will not allow the lid of the receptacle to be tightly closed;
 - (xii) rubbish or refuse which is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious container; or
 - (xiii) hazardous products including ammunition and flares;
- (b) at all times keep the receptacle in a clean condition;
- (c) whenever directed to do so by an Environmental Health Officer, thoroughly clean, disinfect, deodorise and apply a residual insecticide to the receptacle;
- (d) take all reasonable steps to prevent -
- (i) fly breeding and keep the receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease; and
 - (ii) the emission of offensive and noxious odours from the receptacle; and
- (e) ensure that the receptacle does not cause a nuisance to the occupiers of adjoining premises.

Damage to Receptacles

4.2.5 A person shall not -

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by these Local-Laws or as authorised by the Council, remove a receptacle from any premises.

Use of Other Containers

4.2.6 (1) In the case of premises consisting of more than 3 dwellings, any premises used for commercial or industrial purposes or a food premises, the Council may authorise rubbish or refuse to be deposited in a container other than a receptacle.

(2) The owner or occupier of premises who is authorised under this Section to deposit rubbish or refuse in a container shall -

- (a) unless approved by the Council not deposit or permit to be deposited in the container anything specified in Section 4.2.4 (a) (ii) to (xiii);
 - (b) take all reasonable steps to prevent fly breeding in, and the emission of offensive or noxious odours from the container;
 - (c) whenever directed by an Environmental Health Officer to do so, thoroughly clean, disinfect, deodorise and apply a residual insecticide to the container;
 - (d) cause the container to be located on the premises in an enclosure constructed and located as approved by the Council;
 - (e) ensure that the container is not visible from the street but is readily accessible for the purposes of collection; and
 - (f) ensure that the container does not cause a nuisance to an occupier of adjoining premises.
- (3) An owner or occupier shall -
- (a) ensure that there are a sufficient number of containers provided to contain all rubbish and refuse which accumulates or may accumulate in or from the premises;
 - (b) ensure that each container on the premises -
 - (i) has a close fitting lid;
 - (ii) is constructed of non-absorbent and non-corrosive material; and
 - (iii) is clearly marked, for the use of, and is used only for, the temporary deposit of rubbish or refuse;
 - (c) keep or cause to be kept each container thoroughly clean and in good condition and repair;
 - (d) place any rubbish or refuse in, and only in, a container marked for that purpose;
 - (e) keep the cover on each container except when it is necessary to place something in, or remove something from, it; and
 - (f) ensure that each container is emptied at least weekly or as directed by the Council.

Suitable Enclosure

- 4.2.7 (1) An owner or occupier of premises -
- (a) consisting of more than three (3) dwellings; or
 - (b) used for commercial or industrial purposes, or a food premises shall if required by the Council provide a suitable enclosure for the storage and cleaning of receptacles on the premises.
- (2) An owner or occupier of premises required to provide a suitable enclosure under this Section shall keep the enclosure thoroughly clean and disinfected.
- (3) For the purposes of this Section, a "suitable enclosure" means an enclosure -
- (a) of sufficient size to accommodate all receptacles used on the premises but in any event having a floor area not less than a size approved by the Council;
 - (b) constructed of brick, concrete, corrugated compressed fibre cement sheet or other material of suitable thickness approved by the Council;
 - (c) having walls not less than 1.8 metres in height and having an access way of not less than 1 metre in width and fitted with a self closing gate;
 - (d) containing a smooth, non-slip and impervious floor -
 - (i) of not less than 75 millimetres in thickness; and
 - (ii) which is evenly graded to an approved liquid refuse disposal system;
 - (e) which is easily accessible to allow for the removal of the receptacles;
 - (f) provided with a ramp into the enclosure having a gradient no steeper than 1:8 unless otherwise approved by the Council; and
 - (g) provided with a tap connected to an adequate supply of water.

Deposit of Refuse

4.2.8 A person shall not deposit or cause or permit to be deposited any rubbish or refuse in or on any street or on any land other than a refuse disposal site.

Removal of Rubbish from Premises or Receptacle

- 4.2.9 (1) A person shall not remove any rubbish or refuse from premises unless that person is -
- (a) the owner or occupier of the premises;
 - (b) authorised to do so by the owner or occupier of the premises; or
 - (c) authorised in writing to do so by the Council.

(2) A person shall not, without the approval of the Council or the owner of a receptacle, remove any rubbish or refuse from the receptacle or other container provided for the use of the general public in a public place.

(3) Where the Council provides -

- (a) a collection service for recyclable material, the occupier of premises shall comply with and observe the directions given by the Council in relation to that collection;
- (b) a collection for bulk material, the occupier of premises shall comply with and observe the directions given by the Council in relation to that collection.

(4) Where additional collection services are provided upon request by the occupier of premises, fees as prescribed by the Council shall be paid.

Burning Rubbish or Refuse

4.2.10 (1) A person shall not -

- (a) without the approval of the Council; and
- (b) except in accordance with the terms and conditions to which the approval is subject, set fire to, or cause to be set on fire, any rubbish or refuse either -
 - (i) in any incinerator; or
 - (ii) on the ground.

(2) Subject to subsection (3), an approval of the Council is issued subject to the following conditions -

- (a) the material to be burnt -
 - (i) does not include any plastic, rubber, food scraps, green garden cuttings and other material which may become offensive when burnt; and
 - (ii) is of such quantity, or of such a nature, as to be unsuitable for removal by the Council's refuse collection service;
- (b) there is no other appropriate means of disposal;
- (c) burning shall not take place -
 - (i) during any period for which an air dispersion alert has been issued by the Bureau of Meteorology; or
 - (ii) where there is no current dispersion alert, outside the hours of 10.00am to 6.00pm;
- (d) an incinerator must meet the standards specified in A.S.1875-1976; and
- (e) an incinerator unit used for fire must be located -
 - (i) at least 3 metres from a fence, building or inflammable matter; and
 - (ii) in such a position so as not to create a nuisance or be offensive to other persons.

(3) Subject to the Fire Rules of the Local Fire Brigade issued by the Fire and Emergency Services Authority of Western Australia the Council may grant approval to clear by burning fire breaks or vacant blocks of grass, straw, hay undergrowth, herbage and other similar vegetation.

Rubbish Removal Vehicles

4.2.11 A vehicle used by the Council or its contractor for the collection and transport of rubbish shall -

- (a) be provided with a compartment in which all rubbish shall be deposited for removal, and of which the interior is constructed from or surfaced with impermeable material; and
- (b) have a cover over the compartment at all times when the vehicle is engaged in the transport of rubbish.

Method of Removal of Rubbish

4.2.12 A person engaged in the removal of rubbish from premises shall -

- (a) convey all rubbish from the receptacles of the occupier of the premises and deposit the rubbish in the portion of the collection vehicle intended to hold the rubbish; and
- (b) replace the receptacle in the position it was lifted from.

Rubbish Disposal Areas

4.2.13 The Town Site of Brookton is the prescribed area within which the provision of Section 112A of the Act shall operate and have effect.

Division 3 - Transport of Butchers' Waste

Interpretation

4.3.1 In this Division, unless the context otherwise requires -

"butchers' waste" includes animal skeletons, rib cages from a boning room and the inedible products of an abattoir.

Restriction of Vehicles

4.3.2 A person shall not use, for the transport of butchers' waste -

- (a) a vehicle or container not approved by the council; or
- (b) a vehicle used for the transport of food or drugs; or
- (c) anything intended to be used for the packing or handling of food or drugs.

Transport of Butchers' Waste

4.3.3 (1) A person shall not transport butchers' waste other than in -

- (a) a compartment complying with the following specifications -

- (i) all internal surfaces to be constructed of an approved, smooth, impervious material not less than 910 millimetres high;

- (ii) all joints to be sealed and made water-tight;

- (iii) the loading doors, if any, to be water-tight and kept closed at all times except when loading; and

- (iv) the top to be completely covered by a tarpaulin or other impervious material approved by Council, carried over, and secured to the outside of the walls at least 300 millimetres from the top so as to keep the load out of sight of the public; or

- (b) a sealed container fitted with a lid which can be tightly closed.

(2) A person shall not transport any butchers' waste in a vehicle unless the vehicle and its fittings, including the compartment or container referred to in this Section, are -

- (a) maintained in good order and condition; and

- (b) thoroughly cleaned at the conclusion of each day's work.

(3) A person shall not load, transport, or unload butchers' waste in a manner that is or maybe offensive due to -

- (a) the sight of animal skeletons, bones, offal or waste matter;

- (b) the odour of putrefaction, offal or waste matter; or

- (c) the presence of blood and particles of flesh or fat dropping onto the surface of the street pavement or ground.

PART 5 - NUISANCES AND GENERAL

Division 1 - Nuisances

Interpretation

5.1.1 In this Division, unless the context otherwise requires -

"fertiliser" includes manure.

Footpaths etc. to be kept clean

5.1.2 An owner or occupier of premises shall maintain any footpath, pavement, area or right of way immediately adjacent to the premises, clear of any rubbish, matter or things coming from or belonging to the premises.

Escape of Smoke etc.

5.1.3(1) Subject to subsection (2), an owner or occupier shall not cause or permit the escape of smoke, dust, sand, fumes, offensive or foul odours, liquid waste or liquid refuse from the premises in such quantity or of such nature as to cause or to be a nuisance.

(2) Subsection (1) does not apply to smoke from the chimney of a private dwelling house.

Public Vehicles to be kept clean

5.1.4 The owner or person in control of a public vehicle shall -

- (a) maintain the vehicle at all times -

- (i) in a clean condition; and

- (ii) free from vectors of disease; and

(b) whenever directed to do so by the Environment Health Officer, thoroughly clean and disinfect the vehicle as directed.

Prohibition against Spitting

5.1.5 A person shall not spit -

- (a) on a footpath, street or public place; or
- (b) in a train, bus or other public transport.

Transportation, Use and Storage of Offal, Blood, or other Offensive Matter

5.1.6 (1) A person shall not transport or store offal or blood, for the purpose of being used as manure, unless it has been sterilised by steam and properly dried.

(2) No person shall remove any offensive matter unless such offensive matter is carried in sealed containers to prevent the escape of any of the contents thereof, or the emission of any offensive odour therefrom.

(3) Every person using any sealed containers or vehicle for the removal of offensive matter shall keep such container or vehicle in a thoroughly clean condition and in good repair.

Use or Storage of Fertiliser

5.1.7 An owner or occupier of premises shall not use or keep for the purpose of use, as fertiliser any

- (a) pig manure;
- (b) human faeces; or
- (c) urine.

Storage and Dispatch of Artificial Fertiliser

5.1.8 An owner or occupier of premises where fertiliser is stored in bulk for sale shall -

- (a) keep all artificial fertiliser in a building -
 - (i) of which all internal surfaces are constructed of durable and non-absorbent materials, finished internally with a smooth surface;
 - (ii) that protects it from the absorption of moisture; and
 - (iii) that is adequately ventilated;
- (b) take adequate measures to prevent the emission of dust or offensive effluvia from the building; and
- (c) ensure that all artificial fertiliser despatched from the premises is handled and loaded in such a manner as to prevent any nuisance arising during transit.

Storage of Fertiliser in a House

5.1.9 The owner or occupier of a house where fertiliser or compost is stored or used shall -

- (a) prevent the escape of odours, dust or particles of fertiliser or compost;
- (b) treat the fertiliser or compost in such a manner as to effectively prevent it attracting or being a breeding place for flies or other vectors of disease; and
- (c) store only such amounts of fertiliser or compost -
 - (i) as can be readily used within a reasonable period; or
 - (ii) as may be directed by an Environmental Health Officer.

Vehicles Used for Transporting of Animals and Birds

5.1.10 No person having the control or management of any vehicle in which animals or birds are being or have been transported or confined shall allow such vehicle to stand within a townsite until the vehicle has been thoroughly cleaned.

Division 2 - Keeping of Animals and Birds

Interpretation

5.2.1 In this division, unless the context otherwise requires -

"animal" includes cats, dogs, rabbits and ferrets or the like; and

"bird" includes galahs, parrots, budgerigars, finches, pigeons and doves or the like.

Cleanliness

5.2.2 An owner or occupier of premises, excluding an extensive farming premises, in or on which an animal or bird is kept shall -

- (a) keep the premises free from excrement, filth, food waste and all other matter which is or likely to become offensive or injurious to health or to attract rats or other vectors of disease;

- (b) when so directed by an Environmental Health Officer, clean and disinfect the premises;
- (c) keep the premises, so far as possible, free from flies or other vectors of disease by spraying with a residual insecticide or other effective means; and
- (d) ensure the animal or bird kept is not causing a nuisance or is injurious, offensive or dangerous to health.

Animal Enclosures

5.2.3 (1) A person shall not keep or cause or permit to be kept any animals or birds on premises which are not effectively drained.

(2) The owner or occupier of premises, where animals or birds are kept shall, when directed by the Council, pave, grade and drain the floors of all structures and the surface of the ground of all enclosures used for the keeping of animals or birds.

Cats

5.2.4 (1) Subject to subsection (6), a person shall not, without an exemption in writing from the Council, keep more than 2 cats over the ages of 3 months on premises on any land within the District.

(2) An owner or occupier of premises may apply in writing to the Council for exemption from the requirements of subsection (1).

(3) the Council shall not grant an exemption under this Section unless it is satisfied that the number of cats to be kept will not be a nuisance or injurious or dangerous to health.

(4) An exemption granted under this Section shall specify -

- (a) the owner or occupier to whom the exemption applies;
- (b) the premises to which the exemption applies; and
- (c) the maximum number of cats which may be kept on the premises.

(5) A person who is granted an exemption under subsection (3) may be required by Council to:

- (a) provide for each cat kept at or on the premises, a properly constructed shelter with an enclosure complying with the following-
 - (i) each shelter shall have a floor area of not less than 0.5 square metres for each cat over the age of 3 months kept or to be kept therein; and
 - (ii) the area of the enclosure appurtenant to each shelter shall be not less than 3 times the area of the shelter;
- (b) ensure every shelter and enclosure is situated at a distance of not less than -
 - (i) 2 metres from the boundary of any lot not owned or occupied by the person by whom the cats are kept;
 - (ii) 10 metres from any dwelling, church, schoolroom, hall or premises in which food is manufactured, packed or prepared for human consumption;
- (c) keep all shelters, enclosures, yards and grounds in which cats are kept in a clean condition and free from vectors of disease at all times and clean, disinfect or otherwise deal with them as directed by an Environmental Health Officer from time to time.

(6) A person may keep more the 2 cats on premises used for veterinary purposes or as a pet shop.

Slaughter of Animals

5.2.5 (1) Subject to subsection (2), a person shall not slaughter any animal within the district.

(2) Subsection (1) does not apply to:

- (a) euthanasia of animals by veterinarians or other duly authorised persons;
- (b) slaughter of animals for the purposes of pet meat and game meat operations;
- (c) slaughter of animals for human consumption in abattoirs approved by the Council; and
- (d) farming or grazing property occupiers preparing meat for their own consumption.

Disposal of Dead Animals

5.2.6 (1) An owner or operator of a veterinary practice where dead animals are kept for more than 12 hours, shall refrigerate the carcass prior to its removal and disposal, at an approved disposal site.

(2) An owner or occupier of premises, other than a veterinary practice, on which there is a dead animal shall immediately remove the carcass for its disposal at an approved disposal site.

(3) An owner, or a person having the care, of any animal that dies or is killed in a public or private place shall immediately remove the carcass and arrange for its disposal at an approved disposal site.

Division 3 - Keeping of Large Animals

Interpretation

5.3.1 In this Division, unless the context otherwise requires -

"approved animal" includes a horse, cow or large animal the subject of an approval by Council under Section 5.3.2;

"cow" includes an ox, calf, or bull;

"horse" includes an ass, mule, donkey or pony; and

"large animal" includes a pig, sheep, goat, deer or camel.

Conditions for keeping of an animal

5.3.2 (1) An owner or occupier of premises, within a townsite that is not zoned 'Rural Residential', 'Rural Townsite', 'Special Rural' or 'Farming', shall not keep a horse, cow or large animal on those premises without approval of the Council.

(2) An owner or occupier of premises who keeps or permits to be kept an approved animal shall ensure -

(a) the premises has an area of not less than 0.2 hectares for the exclusive use of the approved animal; and

(b) the approved animal does not approach within 30 metres of a dwelling.

Stables

5.3.3 (1) The owner or occupier of premises within a townsite, who has an approved animal may provide for its use a stable which shall -

(a) not be situated within 30 metres of a house or other premises;

(b) have a proper separate stall -

(i) for each horse or cow; and

(ii) the floor area of which shall be a minimum of 6 square metres;

(c) have each wall and roof constructed of an approved impervious material;

(d) have on all sides of the building between the wall and the roof a clear opening of at least 150 millimetres in height;

(e) subject to subsection (3), have a floor, the surface of which shall -

(i) be at least 75 millimetre above the surface of the ground;

(ii) be constructed of cement, concrete or other similar impervious materials;

(iii) have a fall of 1 in 100 to a drain which shall empty into a trapped gully situated outside the stable and shall discharge in a manner approved by the Council.

(2) The owner or occupier of any premises on which a stable is located shall -

(a) maintain the stable in a clean condition and when so directed by an Environmental Health Officer, clean, wash and disinfect it;

(b) keep all parts of the stable so far as possible free from flies or other vectors of disease by spraying with a residual insecticide or other effective means; and

(c) when so ordered by an Environmental Health Officer, spray the stable or such parts as maybe directed, with a residual insecticide.

(3) A stable constructed with a sand floor may be permitted by the Council, subject to the following -

(i) the site must be well drained with the highest known water table at least 1.5 metres below the sand floor level, which may be achieved artificially;

(ii) a 300mm thick bed of crushed limestone shall be layed under the sand of the stable;

(iii) sand whether natural or imported, must be clean, coarse and free from dust;

(iv) the stable design must allow for the access of small earth moving machinery such as a skid steer loader, into each stall, to maintain the correct floor height;

(v) the minimum floor area of each stall shall be not less than 28 square metres and walls shall be not less than 3 metres vertically or 4 metres horizontally;

(vi) the roofed area of each stall shall not be less than 50 percent of the floor area of the stall.

Manure Receptacle

5.3.4 An owner or occupier of premises on which an approved animal is kept shall -

(a) provide in a position convenient to the stable a receptacle for manure, which is constructed of smooth, impervious, durable, easily cleanable materials and, provided with a tight-fitting cover, and with no part of the receptacle base being lower than the surface of the adjoining ground;

(b) keep the lid of the receptacle closed except when manure is being deposited or removed;

- (c) cause the receptacle to be emptied at least once a week and as often as may be necessary to prevent it becoming offensive or a breeding place for flies or other vectors of disease;
- (d) keep the receptacle so far as possible free from flies or other vectors of disease by spraying with a residual insecticide or other effective means; and
- (e) cause all manure produced on the premises to be collected daily, stored or removed so as to not cause a nuisance or present a hazard to health.

Division 4 - Keeping of Poultry and Pigeons

Interpretation

- 5.4.1 In this Division, unless the context otherwise requires -
 "poultry" includes bantams, ducks and other domestic fowls;

Limitation on Numbers of Poultry and Pigeons

- 5.4.2 An owner or occupier of premises within a townsite shall not keep a combined total of more than 20 poultry and pigeons without the approval of Council, on any one lot of land.

Conditions for Keeping Poultry in Limited Numbers

- 5.4.3 A person who keeps poultry or permits poultry to be kept shall ensure that -
- (a) no poultry is able to approach within 10 metres of a dwelling house, public building or premises where people are employed or where food is stored, prepared, manufactured or sold;
 - (b) all poultry is kept in a properly constructed and securely fastened structure or enclosure;
 - (c) the structure is in a yard having an otherwise unobstructed area of at least 30 square metres;
 - (d) no poultry is able to approach within 15 metres of a street other than a right of way unless, in the case of land at the junction of two or more streets, Council has approved a lesser distance; and
 - (e) all enclosures or cages within which poultry are kept shall be maintained at all times in a clean condition and shall be disinfected or otherwise dealt with in a way as directed by an Environmental Health Officer.

Roosters, Geese, Turkeys, Peafowl's and Gamebirds

- 5.4.4 (1) An owner or occupier of premises, within a townsite that is not zoned 'Rural Residential', 'Rural Townsite', 'Special Rural' or 'Farming', shall not, without approval of the Council, keep or permit to be kept on those premises, any more than one of the following fowl -

- (a) a rooster;
- (b) a goose or gander;
- (c) a turkey;
- (d) a peacock or peahen;
- (e) a gamebird (includes emus and ostriches)

- (2) The Council may upon written application, grant approval with or without conditions to the owner or occupier of premises to keep any one or more birds as specified in subsection (1) of this section.

- (3) A person who has been granted approval under this Section to keep a bird may keep the bird on the premises only while he is the occupier thereof.

- (4) The Council may revoke an approval granted under this Section if it is of the opinion that the keeping of the birds specified in the approval is causing a nuisance or is injurious, offensive or dangerous to health.

Pigeons or Doves

- 5.4.5 A person who keeps, or permits to be kept, pigeons or doves shall ensure that -

- (a) none is able to approach within 15 metres of a dwelling, public building or premises where people are employed or where food is stored, prepared, manufactured or sold; and
- (b) except where registered homing pigeons are freed for exercise, the pigeons or doves are kept in a properly constructed pigeon loft or dove cote that -
 - (i) is in a yard having an otherwise unobstructed area of at least 30 square metres; and
 - (ii) is maintained in such a manner so as not to create a nuisance by the emission of dust, effluvia or odours.

Removal of Non-Conforming Structure or Enclosure

5.4.6 (1) If a structure or enclosure is used for the keeping of poultry or pigeons or doves contrary to the provision of Section 5.4.3 and 5.4.5, the Council may direct the owner or occupier to remove it.

(2) An owner or occupier shall comply with a direction from the Council under this Section.

Restrictions on Pigeon Nesting or Perching

5.4.7 (1) The Council may order an owner or occupier of a house in or on which pigeons which are, or are in the habit of, nesting or perching to take adequate steps to prevent them continuing to do so.

(2) An owner or occupier shall comply with the Council order under this Section.

Division 5 - Feedlots

Interpretation

5.5.1 For the purpose of this division -

"feedlot" means a confined area with watering and feeding facilities where animals or birds are held and fed for the purpose of weight gain;

"animal" includes sheep, lambs, goats, deer, cattle and buffalo;

"birds" includes roosters, hens, geese, turkeys, ducks, poultry, emus and ostriches.

Premises to be approved

5.5.2 (1) No premises shall be used as a feedlot unless approved by Council;

(2) Subject to subsection (3), no premises shall be approved as a feedlot by Council unless every portion of such feedlot complies with the minimum separation distances listed in Table 1; and

(3) Sites unable to satisfy the separation requirements may be approved at the discretion of Council, if Council is satisfied that approving the feedlot will not give rise to a health nuisance.

Table 1. Required Buffer Distances for Feedlots

Buffer	
Townsite boundaries.....	5 000m
Isolated rural dwellings, dairies and industries.....	1 000m
Public roads and recreation areas.....	100m
Neighbouring rural property boundaries.....	50m
Major water course and water impoundments.....	300m
Bores, wells or soaks used for drinking, stock or irrigation.....	300m
Minor water courses.....	100m

Site Conditions

5.5.3 (1) The owner or occupier of the approved feedlot shall ensure the premises -

(a) is sited on gently sloping land, no greater than 1:20 but not less than 1:100;

(b) is sited on soils composed of sandy loam soils with sufficient infiltration to avoid surface ponding and run-off;

(c) has a minimum groundwater clearance of 3 metres;

(d) drainage diverts all uncontaminated stormwater from the general waste stream;

(e) has solid and liquid waste disposal arrangements that are not offensive or injurious to health.

(2) The owner or occupier of the approved feedlot shall take effective measures to prevent the discharge of dust which may involve -

(a) reducing the stocking rate immediately to a level that does not cause the discharge of dust; or

(b) stabilisation of the soil surface to a level that does not cause the discharge of dust; or

(c) provision of adequate windbreaks to effectively prevent the discharge of dust.

Division 6 - Piggeries

Interpretation

5.6.1 For the purpose of this division -

"intensive piggery" means pigs are housed, fed and watered in breeding and growing pens in sheds;

"piggery" in relation to premises shall include any portion of premises to which the pigs have access.

Premises to be Approved

5.6.2 (1) No premises shall be used as a piggery unless approved by Council;

(2) Subject to subsection (3), no premises shall be approved as a piggery by Council unless every portion of such piggery complies with the minimum separation distances listed in Table 2; or if it is an intensive piggery, the minimum separation distances listed in Table 3; and

(3) Sites unable to satisfy the separation requirements may be approved at the discretion of Council, if Council is satisfied that approving the piggery will not give rise to a health nuisance.

Table 2. Required Buffer Distances for Piggeries

Buffer	
Townsite boundaries.....	5 000m
Isolated rural dwellings, dairies and industries.....	1 000m
Public roads and recreation areas.....	100m
Neighbouring rural property boundaries.....	50m
Major water course and water impoundments.....	300m
Bores, wells or soaks used for drinking, stock or irrigation.....	300m
Minor water courses.....	100m

Site Conditions

i. The owner or occupier of premises shall take effective measures to prevent the discharge of dust which may involve -

- (b) reducing the stocking rate immediately to a level that does not cause the discharge of dust; or
- (c) stabilisation of the soil surface to a level that does not cause the discharge of dust; or
- (c) provision of adequate windbreaks to effectively prevent the discharge of dust.

Prevention of Nuisances

5.6.4 In order to prevent dust, offensive fumes and effluent becoming a nuisance to the health of the inhabitants of the district, an intensive piggery shall comply with the minimum separation distances listed in Table 3.

Table 3. Required Buffer Distances for Intensive Piggeries

	Townsite Boundaries	Isolated rural dwellings, dairies, industries	Public roads, recreation areas	Neighbouring rural property boundaries	Surface water supply catchments	Water-courses/rural water impoundments	Bores/wells/soaks Drinking water supply	Stock irrigation supply
Piggeries & facilities catering for more than 5000 pigs	5000m	300m	200m	50m	not permitted	300m	300m	100m
500-5000 pigs	3 500m	300m	150m	50m	not permitted	300m	300m	100m
50-500 pigs	2 000m	300m	100m	50m	not permitted	300m	300m	100m
less than 50 pigs	500m	300m	50m	50m	not permitted	200m	300m	100m
Land used to dispose of raw or partly treated wastes	1 000m	300m	100m	300m	not permitted	300m	300m	300m
Land used to dispose of effectively treated wastes	200m	50m	20m	20m	not permitted	100m	100m	100m

PART 6 - PEST CONTROL

Division 1 - Flies

Interpretation

6.1.1 In this Division, unless the context otherwise requires -

"flies" means any of the two-winged insects constituting the order Diptera commonly known as flies.

Fly breeding matter not to be left on Premises unless Covered or Treated

6.1.2 An owner or occupier of premises shall not place, throw or leave, or permit or cause to be placed, thrown or left, in, on or about the premises any matter or thing which is liable to attract or be a breeding place for flies, unless that matter or thing is covered, protected, treated or dealt with in such a manner as to effectively prevent it from attracting or being a breeding place for flies.

Measures to be taken by an Occupier

6.1.3 An owner or occupier of premises shall ensure that -

- (a) rubbish receptacles are kept clean and tightly sealed at all times except when refuse is being deposited or emptied;
- (b) food scraps and uneaten pet food are wrapped tightly and deposited in a rubbish receptacle without delay;
- (c) lawn clippings used on gardens as mulch are raked out thinly;

- (d) fertilisers are dug well into the soil;
- (e) compost heaps are kept well covered;
- (f) barbecues are kept clean and free from food scraps;
- (g) anything that is buried and may attract or be a breeding place for flies is covered with at least 100 millimetres of soil; and
- (h) excrement from pets is collected and properly disposed of without delay.

Officer may give Notice directing Measures to be Taken

6.1.4 Where in the opinion of an Environmental Health Officer, flies are prevalent or are breeding on any premises, the Environmental Health Officer may give to the owner or occupier of the premises notice in writing directing him or her to take, within the time specified in the notice, such measures as in the opinion of the Environmental Health Officer are necessary to -

- (a) control the prevalence;
- (b) effect the eradication; or
- (c) effectively prevent the breeding;

of flies.

Council may Execute Work and Recover Costs

6.1.5 (1) Where -

- (a) a person is required under this Division or directed by a notice given under section 6.1.4, to execute any work; and
- (b) that person fails or neglects to comply with the requirement,

the Council may execute the work and may recover from that person the cost of executing the work, in addition to any penalty for which that person may be liable under these Local Laws.

(2) The costs and expenses incurred by the Council in the execution of a power under subsection (1) may be recovered in a court of competent jurisdiction from the person referred to in subsection (1).

(3) The Council shall not be liable to pay compensation or damages of any kind to the person referred to in subsection (1) in relation to any action taken by the Council under this Section.

Division 2 - Mosquitoes

Interpretation

6.2.1 In this Division, unless the context otherwise requires -

"mosquitoes" means any of the two-winged insects constituting the family Diptera Culicidae commonly known as mosquitoes.

Measures to be taken to prevent mosquitoes breeding

6.2.2 (1) An owner or occupier of premises shall ensure that the premises are kept free from possible mosquito breeding sites and shall -

- (a) follow any direction of an Environmental Health Officer for the purpose of
 - (i) controlling the prevalence of mosquitoes;
 - (ii) eradication; or
 - (iii) effectively preventing the breeding of mosquitoes.
- (b) assist the Environmental Health Officer to locate any possible mosquito breeding sites that may be present in or about the premises.

(2) An owner or occupier of premises where water is kept in a horse trough, poultry drinking vessel or other receptacle shall -

- (a) frequently change the water; and
- (b) keep the water clean and free from vegetable matter and slime.

(3) An owner or occupier of premises where a septic tank is installed shall ensure the fixture is in sound condition at all times, and mesh having openings no larger than 1.2mm covers any educt vent to the system.

(4) An owner or occupier of land shall cause all drains and channels in or on the land to be kept in good order and free from obstruction.

Council may Execute and Recover Costs

6.2.3 (1) Where-

- (a) a person is required under this division or directed by a notice given under Section 6.2.2. to execute any work; and
- (b) that person fails or neglects to comply with the requirement,

the Council may execute the work and recover from that person the cost of executing the work, in addition to any penalty for which that person may be liable.

(2) The costs and expenses incurred by the Council in the execution of a power under Section (1) may be recovered in a court of competent jurisdiction from that person.

(3) The Council shall not be liable to pay compensation or damages of any kind to the person referred to in Section (1) in relation to any action taken by the Council.

Division 3 - Rodents

Interpretation

6.3.1 In this Division, unless the context otherwise requires -

"rodents" means those animals belonging to the order Rodentia and includes rats, mice and rabbits but does not include animals kept as pets in an enclosure designed for the purpose of keeping as pets animals of that kind.

Measures to be taken to eradicate Rodents

6.3.2 (1) An owner or occupier of premises shall at all times take effective measures to eradicate any rodents in or on the premises.

(2) An Environmental Health Officer may direct, orally or in writing, an owner or occupier of premises to take whatever action, in the opinion of the Environmental Health Officer, is necessary or desirable to prevent or deter the presence of rodents in or on the premises.

(3) An owner or occupier shall within the time specified comply with any direction given by an Environmental Health Officer under this Section.

Food and Wastes to be kept in rodent proof Receptacles

6.3.3 A person shall not place or cause to be placed in or on any premises, and an owner or occupier of premises shall not permit to remain in or on the premises -

(a) any food, refuse, or other waste matter which might attract rodents to the premises or which might afford harbourage for rodents; or

(b) any food intended for birds or other animals,

unless it is contained in a rodent proof receptacle or a compartment which is kept effectively protected against access by rodents.

Restrictions on the Keeping of Rodents

6.3.4 A person or body which keeps rodents shall -

(a) at all times ensure that all live rodents are kept in the effective control of a person or in locked cages; and

(b) if a rodent escapes, forthwith comply with the requirements of Section 6.3.2 and ensure that all reasonable steps are taken to destroy or recapture the rodent.

Food Premises etc. to be cleaned after Use

6.3.5 An owner or occupier of a food premises, theatre or place of entertainment, whether indoor or outdoor, shall cause the premises to be cleaned immediately after the last occasion on which the premises has been used on that day or, if the use extends after midnight, then immediately after that use.

Division 4 - Cockroaches

Interpretation

6.4.1 In this Division, unless the context otherwise requires -

"cockroach" means any of the various orthopterous insects commonly known as cockroaches.

Measures to be taken to eradicate Cockroaches

6.4.2 (1) An owner or occupier of premises shall take effective measures to eradicate any cockroaches in or on the premises.

(2) An Environmental Health Officer may direct, orally or in writing, an owner or occupier of premises to take whatever action that, in the opinion of the Environmental Health Officer, is necessary or desirable to prevent or deter the presence of cockroaches in or on the premises.

(3) An owner or occupier shall within the time specified comply with any direction given by an Environmental Health Officer under this Section.

Division 5 - Argentine Ants

Interpretation

6.5.1 In this Division, unless the context otherwise requires -

"Argentine Ant" means an ant belonging to the species *Iridomyrmex humilis*.

Measures to be taken to keep premises free from Argentine Ants

6.5.2 An owner or occupier of premises shall ensure that the premises are kept free from Argentine Ant colonies and shall -

- (a) take all steps to locate any nests, if Argentine Ants are noticed in, on or about the premises;
- (b) properly treat all nests of Argentine Ants with an approved residual based insecticide; and
- (c) whenever required by an Environmental Health Officer -
 - (i) treat any area or infestation with an insecticide referred to in paragraph (b); and
 - (ii) remove any objects, including timber, firewood, compost or pot plants in accordance with a direction from the Environmental Health Officer.

Division 6 - European Wasps

Interpretation

6.6.1 In this Division, unless the context otherwise requires -

"European Wasp" means a wasp *Vespula germanica*.

Measures to be taken to keep premises free from European Wasp Nests

6.6.2 An owner or occupier of premises shall ensure that the premises are kept free from European Wasp nests and shall -

- (a) follow any direction of an Environmental Health Officer for the purpose of destroying the wasps and their nest; and
- (b) assist an Environmental Health Officer to trace any nest that may be present in, on or about the premises.

Division 7 - Bee keeping

Interpretation

6.7.1 In this Division, unless the context otherwise requires -

"bees" means an insect belonging to any of the various hymenopterous insects of the super family Apoidea and commonly known as a bee.

Restrictions on keeping of Bees in Hives

6.7.2 (1) A person shall not keep or permit the keeping of bees anywhere within the district unless approval to do so has been given by the Council.

(2) If, in the opinion of an Environmental Health Officer, the approved bee hives are causing a nuisance, the Council may direct any bees or approved bee hives to be removed.

(3) A person shall comply with a direction within the time specified.

Division 8 - Arthropod Vectors of Disease

Interpretation

6.8.1 In this Division, unless the context otherwise requires -

"Arthropod vectors of disease" includes -

- (a) fleas (*Siphonaptera*);
- (b) bedbugs (*Cimex lectularius*);
- (c) crab lice (*Phthirus pubis*);
- (d) body lice (*Pediculus humanus var. corporis*);
- (e) head lice (*Pediculus humanus var. capitis*); and
- (f) deleted.

Responsibility of the Owner or Occupier

6.8.2 The owner or occupier of premises shall -

- (a) keep the premises and any person residing in or on the premises, free from any arthropod vectors of disease; and
- (b) comply with the direction of an Environmental Health Officer to treat the premises, or anything on the premises, for the purpose of destroying any arthropod vectors of disease.

PART 7 - INFECTIOUS DISEASES

Division 1 - General Provisions

Requirements for an owner or occupier to clean, disinfect and disinfect.

7.1.1 (1) The Council or an Environmental Health Officer may, by notice in writing, direct an owner or occupier of premises, within the time and in the manner specified in the notice, to clean, disinfect and disinfect -

- (a) the premises; or
 - (b) such things in or on the premises as are specified in the notice,
- or both, to the satisfaction of an Environmental Health Officer.
- (2) An owner or occupier shall comply with a notice given under subsection (1).

Environmental Health Officer may disinfect or disinfect premises

7.1.2 (1) Where the Council or the Medical Officer is satisfied that any case of infectious disease has occurred on any premises, the Council or the Medical Officer may direct an Environmental Health Officer, other Council officer or other person to disinfect and disinfect the premises or any part of the premises and anything in or on the premises.

(2) An owner or occupier of premises shall permit, and provide access to enable, an Environmental Health Officer, other Council officer or other person to carry out the direction given under subsection (1).

(3) The Council may recover, in a court of competent jurisdiction, the cost of carrying out the work under this Section from the owner or occupier of the premises in or on which the work was carried out.

(4) The Council shall not be liable to pay compensation or damages of any kind to the owner or occupier of premises in relation to any action taken by the Council or any of its staff or employees under this Section.

Insanitary houses, premises and things

7.1.3 (1) An owner or occupier of any house or premises shall maintain the house or premises free from any insanitary condition or thing.

(2) Where an Environmental Health Officer considers that a house is insanitary, the officer may, by notice in writing, direct an owner of the house, within the time and in the manner specified in the notice, to amend the house.

- (3) Where an Environmental Health Officer considers that -
- (a) a house or premises is not being maintained in a sanitary condition; or
 - (b) any thing is insanitary,

the officer may, by notice in writing, direct, as the case may be -

- (i) the owner or occupier of the house or premises to amend any insanitary condition; or
 - (ii) the owner or occupier of the thing to destroy or amend it,
- within the time and in the manner specified in the notice.

(4) A person to whom a notice has been given under subsections (2) or (3) shall comply with the terms of the notice.

Medical Officer may Examine Persons

7.1.4 The Medical Officer may enter any house and examine bacteriologically or otherwise any inmate of the house, or any person found thereon at the time, for the purpose of ascertaining whether the inmate or person is suffering from an infectious disease or is a medium for the transmission of an infectious disease, and the person shall submit to an examination and shall permit the medical officer to remove whatever specimens are considered necessary for proper examination.

Medical Officer may authorise disinfecting

7.1.5 (1) Where the Medical Officer believes that a person is or may be infected by an infectious disease, the Officer may direct the person to have his or her body, clothing and effects disinfected at a place and in a manner directed by the Medical Officer.

(2) A person shall comply with any direction of the Medical Officer under this Section.

Persons in contact with an infectious disease sufferer

7.1.6 If a person in any house is, or is suspected of, suffering from an infectious disease, any occupant of the house or any person who enters or leaves the house -

- (a) shall obey such instructions or directions as the Council or the Medical Officer may issue;

- (b) may be removed, at the direction of the Council or the Medical Officer to isolation in an appropriate place to prevent or minimise the risk of the infection spreading and if so removed, shall remain in that place until the Medical Officer otherwise directs.

Declaration of infected house or premises

7.1.7 (1) To prevent or check the spread of infectious disease, the Council or the Medical Officer may from time to time declare any house or premises to be infected.

(2) A person shall not enter or leave any house or premises declared to be infected without the written consent of the Medical Officer or an Environmental Health Officer.

Destruction of infected animals

7.1.8 (1) The Principal Environmental Health Officer, upon being satisfied that an animal is or may be infected or is liable to be infected or to convey infection may, by notice in writing, direct that the animal be examined by a registered veterinary officer and that all steps be taken to enable the condition to be controlled or eradicated or the animal destroyed and disposed of -

- (a) in the manner and within the time specified in the notice; and
(b) by the person in whose possession, or upon whose premises, the animal is located.

(2) A person who has in his or her possession or upon premises occupied by him or her, an animal which is the subject of a notice under subsection (1) shall comply with the terms of the notice.

Disposal of a body

7.1.9 (1) An occupier of premises in or on which is located the body of a person who has died of any infectious disease shall, subject to subsection (2), cause the body to be buried or disposed of in such manner, within such time and with such precautions as may be directed by the Medical Officer.

(2) A body shall not be removed from premises where death occurred except to a morgue.

Council may carry out work and recover costs

7.1.10 (1) Where -

- (a) a person is required under this Division or by a notice given under this Division, to carry out any work; and
(b) that person fails or neglects to comply with the requirement,

that person commits an offence and the Council may carry out the work or arrange for the work to be carried out by another.

(2) The costs and expenses incurred by the Council in the execution of a power under this Section may be recovered in a court of competent jurisdiction from the person referred to in subsection (1)(a).

(3) The Council shall not be liable to pay compensation or damages of any kind to the person referred to in subsection (1)(a) in relation to any action taken by the Council under this Section.

Division 2 - Disposal of used Condoms and Needles

Disposal of used condoms

7.2.1 (1) An occupier of premises on or from which used condoms are produced shall ensure that the condoms are -

- (a) placed in a sealed impervious container and disposed of in a sanitary manner; or
(b) disposed of in such a manner as may be directed by the Council.

(2) A person shall not dispose of a used condom in a public place except in accordance with subsection (1).

Disposal of used needles

7.2.2 A person shall not dispose of a used hypodermic syringe or needle in a public place unless it is placed in an impenetrable, leak-proof container and deposited in a refuse receptacle.

PART 8 - LODGING HOUSES

Division 1 - Registration

Interpretation

8.1.1 (1) In this Part, unless the context otherwise requires -

"bed" means a single sleeping berth only. A double bed provided for the use of couples, shall have the same floor space requirements as two single beds;

"bunk" means a sleeping berth comprising one of two arranged vertically;

"dormitory" means a building or room utilised for sleeping purposes at a short term hostel or recreational campsite;

"keeper" means a person whose name appears on the register of keepers, in respect of a lodging house, as the keeper of that lodging house;

"lodger" means a person who obtains, for hire or reward, board or lodging in a lodging house;

"lodging house" includes a recreational campsite, a serviced apartment and a short term hostel.

"manager" means a person duly appointed by the keeper in accordance with this Division to reside in, and have the care and management of, a lodging house;

"recreational campsite" means a lodging-house -

(a) situated on a campsite principally used for --

(i) recreational, sporting, religious, ethnic or educational pursuits; or

(ii) conferences or conventions.

and

(b) where the period of occupancy of any lodger is not more than 14 consecutive days;

and includes youth camps, youth education camps, church camps and riding schools;

"register of lodgers" means the register kept in accordance with Section 157 of the Act and this Part;

"resident" means a person, other than a lodger, who resides in a lodging house;

"serviced apartment" means a lodging house in which each sleeping apartment, or group of sleeping apartments in common occupancy, is provided with its own sanitary conveniences and may have its own cooking facilities;

"short term hostel" means a lodging house where the period of occupancy of any lodger is not more than 14 consecutive days and shall include youth hostels and backpacker hostels; and

"vector of disease" means an arthropod or rodent that transmits, by biological or mechanical means, an infectious agent from a source or reservoir to a person, and includes fleas, bedbugs, crab lice, lice and head lice.

(2) Where in this Part an act is required to be done or forbidden to be done in relation to any lodging house, the keeper of the lodging house has, unless the contrary intention appears, the duty of causing to be done the act so required to be done, or of preventing from being done the act so forbidden to be done, as the case may be.

Lodging House Not to be Kept Unless Registered

8.1.2 A person shall not keep or cause, suffer or permit to be kept a lodging house unless -

(a) the lodging house is constructed in accordance with the requirements of this Part;

(b) the lodging house is registered by the Council under Section 8.1.4;

(c) the name of the person keeping or proposing to keep the lodging house is entered in the register of keepers; and

(d) either -

(i) the keeper; or

(ii) a manager who, with the written approval of an Environmental Health Officer, has been appointed by the keeper to have the care and management of the lodging house; resides or intends to reside continuously in the lodging house whenever there is one or more lodgers in the lodging house.

Application for Registration

8.1.3 An application for registration of a lodging house shall be -

(a) in the form prescribed in Schedule (1);

(b) duly completed and signed by the proposed keeper; and

(c) accompanied by -

(i) the fee as fixed from time to time by Council under Section 344C of the Act; and

(ii) detailed plans and specification of the lodging house.

Approval of Application

8.1.4 The Council may approve, with or without conditions, an application under Section 8.1.3 by issuing to the applicant a certificate in the form prescribed in Schedule (2).

Renewal of Registration

8.1.5 A person who keeps a lodging house which is registered under this Part shall -

- (a) during the month of June in each year apply to the Council for the renewal of the registration of the lodging house; and
- (b) pay the fee as fixed from time to time by council under Section 344C of the Act at the time of making each application for renewal.

Notification upon Sale or Transfer

8.1.6 If the owner of a lodging house sells or transfers or agrees to sell or transfer the lodging house to another person, he or she shall, within 14 days of the date of sale, transfer or agreement, give to the Council written notice in the form prescribed in Schedule (3) of the full name, address and occupation of the person to whom the lodging house has been, or is to be sold or transferred.

Revocation of Registration

8.1.7 (1) Subject to subsection (3), the Council may, at any time, revoke the registration of a lodging house for any reason which, in the opinion of the Council, justifies the revocation.

(2) Without limiting the generality of subsection (1), the Council may revoke a registration upon any one or more of the following grounds -

- (a) that the lodging house has not, to the satisfaction of Council, been kept free from vectors of disease or in a clean, wholesome and sanitary condition;
 - (b) that the keeper has -
 - (i) been convicted of an offence against these local laws in respect of the lodging house;
 - (ii) not complied with a requirement of this Part; or
 - (iii) not complied with a condition of registration;
 - (c) that the Council, having regard to a report from the Police Service, is satisfied that the keeper or manager is not a fit and proper person; and
 - (d) that, by reason of alterations or additions or neglect to repair and renovate, the condition of the lodging house is such as to render it, in the opinion of an Environmental Health Officer, unfit to remain registered;
- (3) Before revoking the registration of a lodging house under this section, the Council shall give notice to the keeper requiring him or her, within a time specified in the notice, to show cause why the registration should not be revoked.
- (4) Whenever the Council revokes the registration of a lodging house, it shall give the keeper notice of the revocation and the registration shall be revoked as from the date on which the notice is served on the keeper.

Division 2 - Construction and Use Requirements

General Construction Requirements

8.2.1 The general construction requirements of a lodging house shall comply with the Building Code and the Act.

Kitchen

8.2.2 A keeper of a lodging house shall provide in that lodging house a kitchen which -

- (a) has adequate -
 - (i) food storage facilities and cupboards to prevent contamination of food, or cooking or eating utensils, by dirt, dust, flies or other vectors of disease of any kind; and
 - (ii) refrigerator space for storage of perishable goods;
- (b) may be required by Council to comply with the requirements of the *Health (Food Hygiene) Regulations 1993*.

Dining Room

- 8.2.3 The keeper of a lodging house shall provide in that lodging house a dining room -
- (a) located in close proximity to, or combined with, the kitchen;
 - (b) the floor area of which shall be 0.5 square metres per person or not less than 10 square metres whichever is the greater; and
 - (c) which shall be -
 - (i) adequately furnished to accommodate, at any one time, half of the number of lodgers; and
 - (ii) provided with a suitable floor covering.

Lounge Room

- 8.2.4 The keeper of a lodging house shall provide in that lodging house a lounge room -
- (a) with a floor area of -
 - (i) where the lounge is not combined with the dining room - not less than 0.6 square metres per person; or
 - (ii) where the lounge room is combined with a dining room - not less than 1.2 square metres per person, but in either case having a minimum of 13 square metres; and
 - (b) which shall be -
 - (i) adequately furnished to accommodate, at any one time, half of the number of lodgers; and
 - (ii) provided with a suitable floor covering.

Sanitary Conveniences

- 8.2.5 (1) A keeper shall maintain in good working order and condition and in convenient positions on the premises -
- (a) toilets; and
 - (b) bathrooms, each fitted with a wash basin and a shower or a bath in accordance with the requirements of the Building Code.
- (2) A bathroom or toilet which is used as a private bathroom or toilet to the exclusion of other lodgers or residents shall not be counted for the purposes of subsection (1).
- (3) Each bath, shower and hand wash basin shall be provided with an adequate supply of hot and cold water.
- (4) The walls of each shower and bath shall be of an impervious material to a minimum height of 1.8 metres above the floor level.
- (5) Each toilet and bathroom shall -
- (a) be situated, separated and screened as to ensure privacy;
 - (b) Deleted;
 - (c) have a distinct sign displayed in a prominent position denoting the sex for which the toilet or bathroom is provided; and
 - (d) be provided with adequate electric lighting.
- (6) paragraphs (b) and (c) of subsection (5) do not apply to a serviced apartment.

Laundry

- 8.2.6 (1) A keeper shall -
- (a) subject to subsection (2) --
 - (i) in the case of a recreational campsite, provide on the premises a laundry consisting of at least one 45 litre stainless steel trough; and
 - (ii) in any other case, provide on the premises a laundry unit for each 15 lodgers;
 - (b) at all times maintain each laundry in a proper sanitary condition and in good repair;
 - (c) provide an adequate supply of hot and cold water to each wash trough, sink and washing machine; and
 - (d) ensure that the floor area of each laundry is properly surfaced with an even fall to a floor waste.
- (2) An Environmental Health Officer may approve the provision of a reduced number of laundry units if suitable equipment of a commercial type is installed.
- (3) In this section --
- "laundry unit" means a group of facilities consisting of --
- (a) a washing machine with a capacity of not less than 4 kilograms of dry clothing;
 - (b) one wash trough of not less than 36 litres capacity, connected to both hot and cold water; and

- (c) either an electric drying cabinet or not less than 30 metres of clothes line, and for which a hot water system is provided that --
- (d) is capable of delivering 136 litres of water per hour at a temperature of at least 75°C for each washing machine provided with the communal facilities; and
- (e) has a delivery rate of not less than 18 litres per minute to each washing machine.

Fire Prevention and Control

8.2.7 (1) A keeper shall -

- (a) in each passage of the lodging house provide an emergency light -
 - (i) in such a position and of such a pattern, as shall be approved by an Environmental Health Officer; and
 - (ii) which shall be kept separate from the general lighting system and kept illuminated during the hours of darkness;
- (b) provide an approved fire blanket positioned within 2 metres of the cooking area in each kitchen;
- (c) ensure that each exit sign and fire fighting appliance is clearly visible, accessible and maintained in good working order at all times;
- (d) ensure all fire fighting equipment and fire detection and alarm systems are adequately maintained at all times in such a condition as will enable their proper performance.

(2) A keeper shall ensure that all buildings comprising the lodging house are fitted with fire protection equipment as advised by the Fire and Emergency Services Authority of Western Australia and approved by the Council.

Obstruction of Passages and Stairways

8.2.8 A keeper shall not cause, suffer or permit furniture, fittings or other things to be placed either temporarily or permanently in or on -

- (a) a stairway, stair landing, fire-escape, window or common passageway; or
- (b) part of the lodging house in common use or intended or adapted for common use,

in such a manner as to form an obstruction to the free passage of lodgers, residents or persons in or occupying the lodging house.

Fitting of Locks

8.2.9 A person shall not fit, or cause or permit to be fitted, to an exit door a lock or other device which prevents the door being opened from within a lodging house.

Restriction on use of Rooms for Sleeping

8.2.10 (1) Subject to subsection (3) and Section 8.3.10, a keeper shall not use or permit to be used as a sleeping apartment a room in a lodging house -

- (a) which contains food;
- (b) which contains or is fitted with a cooking appliance or kitchen sink;
- (c) which is used as a kitchen, scullery, store room, dining room, general sitting room, lounge room or for the preparation or storage of food;
- (d) which is not reasonably accessible without passing through a sleeping or other room in the private occupation of another person;
- (e) which, except in the case of a short term hostel or a recreational campsite, contains less than 5.5 square metres of clear space for each lodger occupying the room;
- (f) which is naturally illuminated by windows having a ratio of less than 0.1 square metre of unobstructed glass to every 1.0 square metre of floor area;
- (g) which is ventilated at a ratio of less than 0.5 square metre of unobstructed ventilating area to every 10 square metres of floor area;
- (h) in which the lighting or ventilation referred to in paragraphs (f) and (g) is obstructed or is not in good and efficient order;
- (i) which is not free from internal dampness;
- (j) of which any part of the floor is below the level of the adjoining ground; or
- (k) the floor of which is not fitted with an approved carpet or vinyl floor covering or other floor treatment approved by an Environmental Health Officer.

(2) For the purpose of this Section, two children under the age of 10 years shall be counted as one lodger.

(3) Paragraphs (a), (b) and (c) of subsection (1) shall not apply to a serviced apartment.

Sleeping Accommodation, Short Term Hostels and Recreational Campsites

8.2.11 (1) A keeper of a short term hostel or recreational campsite shall provide clear floor space of not less than -

- (a) 4 square metres per person in each dormitory utilising beds;
 - (b) 2.5 square metres per person in dormitories utilising bunks.
- (2) The calculation of floor space in subsection (1) shall exclude the area occupied by any large items of furniture, such as wardrobes, but may include the area occupied by beds.
- (3) The minimum height of any ceiling in a short term hostel or recreational campsite shall be 2.4 metres in any dormitory utilising beds, and 2.7 metres in any dormitory utilising bunks.
- (4) The minimum floor area requirements in subsection (1) will only apply if there is ventilation, separation distances, fire egress and other safety requirements in accordance with the Building Code.
- (5) The keeper of any short term hostel or recreational campsite shall provide -
- (a) fixed outlet ventilation at a ratio of 0.15 square metres to each 10 square metres of floor area of the dormitories, and shall ensure that dormitories are provided with direct ventilation to the open air from a point within 230 millimetres of the ceiling level through a fixed open window or vents, carried as direct to the open air as practicable;
 - (b) mechanical ventilation in lieu of fixed ventilation, subject to Council's approval.
- (6) The keeper of any short term hostel or recreational campsite shall provide -
- (a) beds with a minimum size of-
 - (i) in short term hostels - 800millimetres x 1.9 metres; and
 - (ii) in recreational campsites - 750 millimetres x 1.85 metres.
 - (b) storage space for personal effects, including backpacks, so that cleaning operations are not hindered and access spaces are not obstructed.
- (7) The keeper of any short term hostel or recreational campsite shall -
- (a) maintain at all times a minimum distance of 750 millimetres between beds, and a minimum distance of 900 millimetres between bunks;
 - (b) ensure that, where bed or bunk heads are placed against the wall on either side of a dormitory, there is a passageway of at least 1.35 metres between each row of beds and a passageway of at least 2 metres between each row of bunks and shall ensure that the passageway is kept clear of obstruction at all times; and
 - (c) ensure all doors, windows and ventilators are kept free of obstruction.
- (8) The keeper of any short term hostel or recreational campsite shall ensure that-
- (a) materials used in dormitory areas comply with AS 1530.2 and AS 1530.3 as follows-
 - drapes, curtains, blinds and bed covers - maximum Flammability Index of 6;
 - upholstery & bedding - a maximum Spread of Flame Index of 6;
 - a maximum Smoke Developed Index of 5; and
 - floor coverings - a maximum Spread of Flame Index of 7;
 - a maximum Smoke Developed Index of 5;
- Fire retardant coatings used to make a material comply with these indices must be-
- (i) certified by the manufacturer as approved for use with the fabric to achieve the required indices; and
 - (ii) certified by the manufacturer to retain its fire retardative effect after a minimum of 5 commercial dry cleaning or laundering operations carried out in accordance with AS 2001.5.4-1987, Procedure 7A, using ECE reference detergent; and
 - (iii) certified by the applicator as having been carried out in accordance with the manufacturer's specification;
- (b) emergency lighting is provided in accordance with the Building Code;
 - (c) a lodger or other person does not smoke in any dormitory, kitchen, dining room or other enclosed public place, within a short term hostel or recreational campsite;
 - (d) all mattresses in a short term hostel or recreational campsite are fitted with a mattress protector.

Furnishing etc. of Sleeping Apartments

8.2.12 (1) The keeper shall -

- (a) furnish each sleeping apartment with a sufficient number of beds and sufficient bedding of good quality;
 - (b) ensure that each bed -
 - (i) has a bed head, mattress and pillow; and
 - (ii) is provided with a pillow case, mattress cover, two sheets, two blankets or equivalent; and
 - (c) furnish each bedroom so that there are adequate storage facilities for belongings within the room.
- (2) The keeper shall not cause, suffer or permit any tiered beds or bunks to be used in a sleeping apartment other than in a lodging house used exclusively as a short term hostel or recreational campsite.
- (3) The sheets and blankets required to be provided by subsection (1)(b)(ii), shall be deemed to have been provided by the keeper, where the keeper offers them for hire to the lodgers. In such circumstances, each lodger must either provide his own clean sheets or hire them from the keeper.
- (4) In a short term hostel or recreational campsite, the storage facilities required by subsection (1)(c) may be located in a separate secure storage room or locker room.

Ventilation

8.2.13 (1) If, in the opinion of an Environmental Health Officer, a kitchen, bathroom, toilet, laundry or habitable room is not adequately or properly ventilated, he or she may direct the keeper to provide a different or additional method of ventilation.

- (2) The keeper shall comply with any direction given under subsection (1) within such time as directed.

Numbers to be Placed on Doors

8.2.14 (1) A keeper shall, place or cause to be placed on the outside of the doors of all rooms available to lodgers in the lodging house, serial numbers so that -

- (a) the number "1" is placed on the outside of the door of the room nearest to the front or main entry door of the lodging house; and
 - (b) the numbers continue in sequence throughout each floor (if there is more than one) of the lodging house.
- (2) The numbers to be placed on the doors under subsection (1) shall be -
- (a) not less than 40 millimetres in height;
 - (b) 1.5 metres from the floor; and
 - (c) permanently fixed either by being painted on the doors or by other legible means.

Division 3 - Management and Care

Keeper or Manager to Reside in the Lodging House

8.3.1 Whenever there is one or more lodgers in a lodging house, a keeper or manager shall -

- (a) reside continuously in the lodging house; and
- (b) not be absent from the lodging house unless he or she arranges for a reputable person to have the care and management of the lodging house.

Register of Lodgers

8.3.2 (1) A keeper shall keep a register of lodgers in the form prescribed in Schedule (4).

- (2) The Register of lodgers shall be -
 - (a) kept in the lodging house; and
 - (b) open to inspection at any time on demand by any member of the Police Service or by an Environmental Health Officer.

Keeper Report

8.3.3 A keeper shall, whenever required by the Council, report to the Council in the form prescribed in Schedule (5), the name of each lodger who lodged in the lodging house during the preceding day or night.

Certificate in Respect of Sleeping Accommodation

8.3.4 (1) An Environmental Health Officer may issue to a keeper a certificate, in respect of each room, which shall be in the form prescribed in Schedule (6).

- (2) The certificate issued under subsection (1) shall specify the maximum number of persons who shall be permitted to occupy each room as a sleeping apartment at any one time.

(3) When required by an Environmental Health Officer, a keeper shall exhibit the certificate issued under this section in a conspicuous place.

(4) A person shall not cause, suffer or permit a greater number of persons than is specified on a certificate issued under this Section to occupy the room to which it refers.

Duplicate Keys and Inspection

8.3.5 Each keeper and manager of a lodging house shall -

- (a) retain possession of a duplicate key to the door of each room; and
- (b) when required by an Environmental Health Officer, open the door of any room for the purpose of inspection by the Officer.

Room Occupancy

8.3.6 (1) A keeper shall not -

- (a) cause, suffer or permit more than the maximum number of persons permitted by the Certificate of Registration of the lodging house to be lodged at any one time in the lodging house;
 - (b) cause, suffer or permit to be placed or kept in any sleeping apartments -
 - (i) a larger number of beds; or
 - (ii) a larger quantity of bedding,than is required to accommodate and provide for the maximum number of persons permitted to occupy the sleeping apartment at any one time; and
 - (c) use or cause, suffer or permit to be used for sleeping purposes a room that -
 - (i) has not been certified for that purpose; and
 - (ii) the Council or Medical Officer has forbidden to be used as a sleeping apartment.
- (2) For the purpose of this Section, two children under 10 years of age shall be counted as one lodger.

Maintenance of a Room by a Lodger or Resident

8.3.7 (1) A keeper may permit, or contract with, a lodger or resident to service, clean or maintain the room or rooms occupied by the lodger or resident.

- (2) Where permission is given or a contract entered into under subsection (1), the keeper shall -
 - (a) inspect each room the subject of the permission or agreement at least once a week; and
 - (b) ensure that each room is being maintained in a clean and sanitary condition.
- (3) A lodger or resident who contracts with a keeper to service, clean or maintain a room occupied by him or her, shall maintain the room in a clean and sanitary condition.

Cleaning and Maintenance Requirements

8.3.8 (1) In this Section -

"bed linen" includes sheets, pillow cases, mattress protectors and mattress covers.

(2) A keeper of a lodging house shall -

- (a) maintain in a clean, sound and undamaged condition -
 - (i) the floor, walls, ceilings, woodwork and painted surfaces;
 - (ii) the floor coverings and window treatments; and
 - (iii) the toilet seats;
- (b) maintain in a clean condition and in good working order -
 - (i) all fixtures and fittings; and
 - (ii) windows, doors and furniture;
- (c) ensure that the internal walls of each bathroom and toilet have a smooth impervious washable surface;
- (d) whenever there is one or more lodgers in a lodging house, ensure that the laundry floor is cleaned daily;
- (e) ensure that -
 - (i) all bed linen, towels, and house linen in use is washed at least once a week;
 - (ii) within a reasonable time of a bed having been vacated by a lodger or resident, the bed linen is removed and washed;
 - (iii) a person does not occupy a bed which has been used by another person unless the bed has been provided with clean bed linen;
 - (iv) all beds, bedheads, blankets, rugs, covers, bed linen, towels and house linen are kept clean, in good repair and free from vectors of disease;

- (v) when any vectors of disease are found in a bed, furniture, room or sleeping apartment, immediate effective action is taken to eradicate the vectors of disease; and
- (vi) a room which is not free from vectors of disease is not used as a sleeping apartment;
- (f) when so directed by an Environmental Health Officer, ensure that -
 - (i) a room, together with its contents, and any other part of the lodging house, is cleaned and disinfected; and
 - (ii) a bed or other article of furniture is removed from the lodging house and properly disposed of;
- (g) ensure that the yard is kept clean at all times;
- (h) provide all bedrooms, passages, common areas, toilets, bathrooms and laundries with adequate lighting; and
- (i) comply with any direction, whether orally or in writing, given by an Environmental Health Officer.

Responsibilities of Lodgers and Residents

8.3.9 A lodger or resident shall not -

- (a) use any room available to lodgers -
 - (i) as a shop, store or factory; or
 - (ii) for manufacturing or trading services;
- (b) keep or store in or on the lodging house any goods or materials which are inflammable, obnoxious or offensive;
- (c) use a bath or wash hand basin other than for ablutionary purposes;
- (d) use a bathroom facility or fixture for laundry purposes;
- (e) use a sink installed in a kitchen or scullery for any purpose other than the washing and cleaning of cooking and eating utensils, other kitchenware and culinary purposes;
- (f) deposit rubbish or waste food other than into a proper rubbish receptacle;
- (g) in a kitchen or other place where food is kept -
 - (i) wash or permit the washing of clothing or bedding; or
 - (ii) keep or permit to be kept any soiled clothing or bedding;
- (h) subject to Section 8.3.10 -
 - (i) keep, store, prepare or cook food in any sleeping apartment; or
 - (ii) unless sick or invalid and unable to leave a sleeping apartment for that reason, use a sleeping apartment for dining purposes;
- (i) place or keep, in any part of a lodging house, any luggage, clothing, bedding or furniture, that is infested with vectors of disease;
- (j) store or keep items other than personal effects -
 - (i) in any kitchen, living or sleeping apartment so as to prevent the cleaning of the floors, walls, fittings or fixtures; or
 - (ii) in a sleeping apartment so as to decrease the air space to less than the minimum required by this Part;
- (k) obstruct or prevent the keeper or manager from inspecting or examining the room or rooms occupied by the lodger or resident; and
- (l) fix any fastener or change any lock to a door or room without the written approval of the keeper.

Approval for storage of food

8.3.10 (1) An Environmental Health Officer may -

- (a) upon written application from a keeper, approve the storage of food within a refrigerator or sealed container in a sleeping apartment; and
- (b) withdraw the approval if a nuisance or vector of disease infestation is found to exist in the lodging house.

- (2) The keeper of a serviced apartment may permit the storage and consumption of food within that apartment if suitable storage and dining facilities are provided.

PART 9 - OFFENSIVE TRADES

Division 1 - General

Interpretation

9.1.1 In this Part, unless the context otherwise requires -

"occupier" in relation to premises includes the person registered as the occupier of the premises specified in the Certificate of Registration;

"offensive trade" means any one or more of the trades, businesses or occupations usually carried on, in or connected with, the following works or establishments -

(a) fish processing premises, fish curing premises and shellfish and crustacean processing establishments;

(b) laundries, dry cleaning premises and dye works;

(c) any trade as defined by Section 186 of the Act; and

(d) any other trade that, unless preventive measures are adopted, may become a nuisance to the health of the inhabitants of the district; and

"premises" includes houses.

Consent to Establish an Offensive Trade

9.1.2 A person seeking the consent of the Council under Section 187 of the Act to establish an offensive trade shall make application in the form prescribed in Schedule (9) and in accordance with Council's Town Planning Scheme.

False Statement

9.1.3 A person who makes a false statement in an application under Section 9.1.2 shall be guilty of an offence.

Registration of Premises

9.1.4 An application for the registration of premises pursuant to Section 191 of the Act shall be-

(a) in the form prescribed in Schedule (10);

(b) accompanied by the fee prescribed in the *Offensive Trade (Fees) Regulations 1976* as amended from time to time; and

(c) lodged with the Chief Executive Officer.

Certificate of Registration

9.1.5 Upon the registration of premises for the carrying on of an offensive trade, the Council shall issue to the applicant a certificate in the form prescribed in Schedule (11).

Change of Occupier

9.1.6 Where there is a change of occupier of the premises registered pursuant to this Division, the new occupier shall forthwith notify the Chief Executive Officer in writing of such change.

Alterations to Premises

9.1.7 While any premises remain registered under this Division, a person shall not, without the written permission of the Council, make or permit any change or alteration whatever to the premises.

Occupier Includes Employee

9.1.8 Where in any Section contained in this Part, a duty is imposed upon the occupier of premises in or upon which an offensive trade is carried on, the reference to the occupier shall be interpreted to include the employees of the occupier and any employee committing a breach of any provision of this Part shall be liable to the same penalties as if he were the occupier.

Division 2 - General Duties of an Occupier

Interpretation

9.2.1 In this Division, unless the context otherwise requires -

"occupier" means the occupier, or where there is more than one occupier, each of the occupiers of the premises in or upon which an offensive trade is carried on; and

"the premises" means those premises in or upon which an offensive trade is carried on.

Cleanliness

9.2.2 The occupier shall -

- (a) keep or cause to be kept in a clean and sanitary condition and in a state of good repair the floors, walls and ceilings and all other portions of the premises;
- (b) keep or cause to be kept in a clean and sanitary condition and in a state of good repair all fittings, fixtures, appliances, machinery, implements, shelves, counters, tables, benches, bins, cabinets, sinks, drain boards, drains, grease traps, tubs, vessels and other things used on or in connection with the premises;
- (c) keep the premises free from any unwholesome or offensive odour arising from the premises;
- (d) maintain in a clean and tidy condition all yards, footpaths, passage ways, paved areas, stores or outbuildings used in connection with the premises; and
- (e) clean daily and at all times keep and maintain all sanitary conveniences and all sanitary fittings and grease traps on the premises in a clean and sanitary condition.

Rats and Other Vectors of Disease

9.2.3 The occupier shall -

- (a) ensure that the premises are kept free from rodents, cockroaches, flies and other vectors of disease; and
- (b) provide in and on the premises all effective means and methods for the eradication and prevention of rodents, cockroaches, flies and other vectors of disease.

Sanitary Conveniences and Wash Basins

9.2.4 The occupier shall provide on the premises in an approved position sufficient sanitary conveniences and wash hand basins, each with an adequate supply of hot and cold water for use by employees and by all other persons lawfully upon the premises.

Painting of Walls etc.

9.2.5 The occupier shall cause the internal surface of every wall, the underside of every ceiling or roof and all fittings as may be directed in and on the premises to be cleaned and painted when instructed by an Environmental Health Officer.

Effluvia, Vapours, Gases or Dust

9.2.6 The occupier shall provide, use and maintain in a state of good repair and working order, appliances and preventive measures capable of effectively destroying or of rendering harmless all offensive effluvia, vapours, dust or gases arising in any process of his business or from any material, residue or other substance which may be kept or stored upon the premises.

Offensive Material

9.2.7 The occupier shall -

- (a) provide on the premises impervious receptacles of sufficient capacity to receive all offensive material and trade refuse produced upon the premises in any one day;
- (b) keep air-tight covers on the receptacles, except when it is necessary to place something in or remove something from them;
- (c) cause all offensive material and trade refuse to be placed immediately in the receptacles;
- (d) cause the contents of the receptacles to be removed from the premises at least once in every working day or at such other intervals as may be approved or directed by an Environmental Health Officer; and
- (e) cause all receptacles after being emptied to be cleaned immediately with an efficient disinfectant.

Storage of Materials

9.2.8 The occupier shall cause all material on the premises to be stored so as not to be offensive or injurious to health whether by smell or otherwise and so as to prevent the creation of a nuisance.

Specified Offensive Trade

9.2.9 (1) For the purposes of this Section, "specified offensive trade" means one or more of the offensive trades carried on, in or connected with the following works or premises -

- (a) fish processing premises, fish curing premises, and shellfish and crustacean processing establishments; and

- (b) laundries, dry cleaning premises and dye works.
- (2) Where premises are used for or in relation to a specified offensive trade, the occupier shall -
 - (a) cause the floor of the premises to -
 - (i) be properly paved and drained with impervious material;
 - (ii) have a smooth surface; and
 - (iii) have a fall to a bucket trap or spoon drain in such a way that all liquids falling on the floor shall be conducted by the trap or drain to a drain inlet situated inside the building where the floor is situated;
 - (b) cause the angles formed by the walls with any other wall, and by the wall with the floor, to be coved to a radius of not less than 25 millimetres; and
 - (c) cause all liquid refuse to be -
 - (i) cooled to a temperature not exceeding 26 degrees Celsius and be in accordance with the *Metropolitan Water Supply, Sewerage and Drainage Board By-Laws 1981* before being discharged into any drain outlet from any part of the premises; and
 - (ii) directed through such screening or purifying treatment as an Environmental Health Officer may from time to time direct.

Directions

9.2.10 (1) An Environmental Health Officer may give to the occupier directions to prevent or diminish the offensiveness of a trade or to safeguard the public health.

- (2) The occupier shall comply with any directions given under this Section.

Other Duties of Occupier

9.2.11 In addition to the requirements of this Division, the occupier shall comply with all other requirements of this Part that apply to the particular offensive trade or trades conducted on the premises.

Division 3 - Fish Premises

Interpretation

9.3.1 In this Division, unless the context otherwise requires -

"fish premises" may include a fish processing establishment, fish curing establishment and a shellfish and crustacean processing establishment;

Duties of an Occupier

9.3.2 The occupier of a Fish premises shall -

- (a) not suffer or permit any decomposing fish to be kept on the premises where his trade is carried on for a longer period than is reasonably necessary to dispose of them;
- (b) cause all decomposing fish, to be immediately deposited in an impervious receptacle furnished with an airtight cover; and
- (c) cause the brine of pickle to be removed as often as is necessary to prevent it from becoming offensive.

Disposal of Waste

9.3.3 The occupier of a fish premises shall cause all offal and wastes, all rejected and unsaleable fish and any rubbish or refuse which is likely to be offensive or a nuisance to be -

- (a) placed in the receptacles referred to in 9.2.7 and disposed of in accordance with that Section; or
- (b) kept in a frozen state in an approved enclosure before its removal from the premises.

Fish Containers

9.3.4 The occupier of a fish premises shall not allow any container used for the transport of fish to -

- (a) remain on the premises longer than is necessary for it to be emptied; or
- (b) be kept so as to cause a nuisance or to attract flies.

Division 4 - Laundries, Dry Cleaning Establishments and Dye Works

Interpretation

9.4.1 In this Division, unless the context otherwise requires -

"dry cleaning establishment" -

- (i) means premises where clothes or other articles are cleaned by use of solvents without using water; but
- (ii) does not include premises in which perchlorethylene or arklone is used as dry cleaning fluid in a fully enclosed machine operating on a full cycle;

"dye works" means a place where articles are commercially dyed, but does not include dye works in which provision is made for the discharge of all liquid waste there from, into a public sewer;

"exempt laundromat" means a premises in which -

- (a) laundering is carried out by members of the public using, machines or equipment provided by the owners or occupiers of those establishments;
- (b) laundering is not carried out by those owners or occupiers for or on behalf of other persons;
- (c) provision is made for the discharge of all liquid waste therefrom into a public sewer;

"laundromat" means a public place with coin operated washing machines, spin dryers or dry cleaning machines; and

"laundry" means any places where articles are laundered for the purpose of trade but does not include an exempt laundromat.

Receiving Depot

9.4.2 An owner or occupier of premises shall not use or permit the premises to be used as a receiving depot for a laundry, dry cleaning establishment or dye works except with the written permission of the Council who may at any time by written notice withdraw such permission.

Reception Room

9.4.3 (1) The occupier of a laundry or dry cleaning establishment or dye works shall -

- (a) provide a reception room in which all articles brought to the premises for treatment shall be received and shall not receive or permit to be received any such articles except in that room; and
- (b) cause such articles as may be directed by an Environmental Health Officer to be thoroughly disinfected to the satisfaction of the officer.

(2) A person shall not bring or permit food to be brought into the reception room referred to in this Section.

Walls and Floors

9.4.4 The occupier of a laundry, dry cleaning establishment or dye works shall cause -

- (a) the internal surfaces of all walls to be rendered with a cement plaster with a steel float finish or other approved material to a height of 2 metres with a smooth impervious surface;
- (b) the floor to be constructed of concrete and finished with a smooth impervious surface; and
- (c) every floor and wall of any building on the premises to be kept at all times in good order and repair, so as to prevent the absorption of any liquid which may be splashed or spilled or may fall or be deposited on it.

Laundry Floor

9.4.5 The occupier of a laundry shall provide in front of each washing machine a non-corrosive grating, at least 910 millimetres in width and so constructed as to prevent any person from standing in water on the floor.

Escape of Dust

9.4.6 The occupier of a dry cleaning establishment shall provide effective means to prevent the escape into the open air of all dust or other material from the premises.

Precautions Against Combustion

9.4.7 The occupier of a dry cleaning establishment where volatile liquids are used shall take all proper precautions against combustion and shall comply with all directions given by an Environmental Health Officer for that purpose.

Trolleys

9.4.8 The occupier of a dry cleaning establishment shall -

- (a) provide trolleys for the use of transporting dirty and clean linen; and
- (b) ensure that each trolley is -
 - (i) clearly designated to indicate the use for which it is intended;
 - (ii) lined internally with a smooth impervious non-absorbent material that is easily cleaned; and
 - (iii) thoroughly cleaned and disinfected on a regular basis.

Sleeping on Premises

9.4.9 A person shall not use or permit any room in a laundry, dry cleaning establishment or dye works to be used for sleeping purposes.

PART 10 - OFFENCES AND PENALTIES

Division 1 - General

Penalties

10.1.1 (1) A person who contravenes a provision of these Local-Laws commits an offence.

(2) A person who commits an offence under subsection (1) is liable to -

- (a) a penalty which is not more than \$1,000 and not less than -
 - (i) in the case of a first such offence, \$100;
 - (ii) in the case of a second such offence, \$200; and
 - (iii) in the case of a third and subsequent such offence, \$500; and
- (b) if the offence is a continuing offence, a daily penalty which is not more than \$100 and not less than \$50 for each day during which the offence continues.

Schedule 1
Shire of Brookton
HEALTH ACT 1911
APPLICATION FOR REGISTRATION OF A LODGING HOUSE

To: Chief Executive Officer
Shire of Brookton

I/We.....
(Full name of applicant/s)
of.....

(Residential Address of Applicant/s)
apply for the registration of premises situated (or to be situated) at

as a lodging house to be classified as-

- * a lodging house;
- * a short term hostel
- * recreational campsite
- * serviced apartments

(Specify which is to apply)

and for my name to be entered in the Register as the keeper of a lodging house.

DESCRIPTION OF LODGING HOUSE

Number of stories.....

Rooms for private use

	Number	Area
Laundries/toilets/bathrooms
Bedrooms
Dining Rooms
Kitchens
Sitting Rooms
Other Rooms (Specify)

Rooms for lodgers

	Number	Area
Bedrooms
Dining Rooms
Kitchens
Sitting Rooms
Other Rooms (Specify)

Sanitary conveniences for male lodgers

	Number
Toilets
Urinals
Baths
Showers
Wash hand basins

Sanitary conveniences for female lodgers

	Number
Toilets
Baths
Showers
Wash hand basins

Laundry facilities

Number

Coppers
Washtroughs
Washing machines
Drying cabinets or clothes lines

Additional details

- (a) Lodgers meals will be provided by the manager/keeper/lodgers.
- (b) The keeper will/will not reside continuously on the premises.
- (c) Name and occupation of proposed manager if keeper resides elsewhere-
- (d) There will be family members residing on the premises with the manager/keeper.

Application fee of \$..... is attached.

.....
(Signature of Applicant/s)

.....
(Date)

Schedule 2
Shire of Brookton
HEALTH ACT 1911
CERTIFICATE OF REGISTRATION OF A LODGING HOUSE

This is to certify that the premises situated at
are registered as a lodging house and classified as-

- * a lodging house;
- * a short term hostel
- * recreational campsite, or
- * serviced apartments.

until 30 June, on the following conditions-

1. That....., whose name is entered on the register of keepers of the Shire of Brookton, continues to be the keeper of the lodging house;
2. That, appointed by the keeper to be the manager of the lodging house, continues to be the manager of the lodging house;
3. That the certificate of registration is not cancelled or revoked;
4. That the maximum number of rooms to be used as sleeping apartments for lodgers is; and
5. That the maximum number of lodgers on the premises shall not exceed.....

This certificate of registration is issued subject to the Health Act and the Shire of Brookton Local Laws and is not transferable.

Dated.....

.....
Environmental health Officer

Fee Received: \$.....

Schedule 3
Shire of Brookton
HEALTH ACT 1911
NOTICE OF CHANGE OF OWNER OF A LODGING HOUSE

To: Chief Executive Officer
Shire of Brookton

I/We.....
(Full name of applicant)
of.....
.....
(Residential address of applicant)
am/are the new owner/s of premises situated at.....
.....
which are registered in the name of.....
for the carrying on of the lodging house business.

.....
(Signature of applicant/s)

.....
(Date)

Schedule 4
Shire of Brookton
HEALTH ACT 1911
REGISTER OF LODGERS

Location of Lodging House.....

Date of Arrival	Name	Previous address	Signature	Room Number	Date of Departure
.....
.....
.....
.....

Schedule 5
Shire of Brookton
Health Act 1911
LIST OF LODGERS

TO: The Chief Executive Officer
Shire of Brookton

The following is the name of every person who resided in the lodging house at.....
.....
on the _____ day of _____

(Signed) _____
(Keeper)

Date: _____

Schedule 6
Shire of Brookton
Health Act 1911
CERTIFICATE OF SLEEPING ACCOMMODATION FOR A LODGING HOUSE

To:
(Name of Keeper)

of
(Address of Keeper)

For the registered lodging house situated at:

The rooms listed below are not to be occupied by more than the number of lodgers or residents indicated below.

ROOM NUMBER:	MAXIMUM OCCUPANCY
.....
.....
.....
.....
.....

Date:

.....
Environmental Health Officer

Schedule 7
Shire of Brookton
Health Act 1911
APPLICATION FOR LICENCE OF A MORGUE

To: Chief Executive Officer
Shire of Brookton

.....
(Full name in block letters)

of
(Residential Address)

apply to licence the premises listed below as a Morgue

Address of premises:

Name of premises:

Dated this day of

.....
(Signature of Applicant)

Schedule 8
Shire of Brookton
Health Act 1911
CERTIFICATE OF LICENCE OF A MORGUE

This is to certify the following premises is licensed as a Morgue from the

_____ day of _____ until 30th Day of June _____.

Address of premises:.....

Name of Premises:.....

Dated this _____ day of _____

Environmental Health Officer

Schedule 9
Shire of Brookton
Health Act 1911
APPLICATION FOR CONSENT TO ESTABLISH AN OFFENSIVE TRADE

To: Chief Executive Officer
Shire of Brookton

I/We, _____
(Full Name of Applicant/s)

of _____
(Residential Address of Applicant/s)

apply for consent to establish an offensive trade being

(Description of Offensive Trade)

in or upon _____
(Location of the House or Premises)

Notice of my/our intention to make this application was advertised in

(Name of Newspaper)

on _____
(Date of Advertisement)

Plans and specifications of the buildings proposed to be used or erected in connection with the proposed offensive trade are attached.

(Signature of Applicant/s)

(Date)

Schedule 10
Shire of Brookton
Health Act 1911

APPLICATION FOR REGISTRATION OF PREMISES FOR OFFENSIVE TRADE

To: Chief Executive Officer
Shire of Brookton

I/We, _____
(Full Name of Applicant/s)

of _____

(Residential Address of Applicant/s)

apply for registration, for the year ended _____

of _____
(Location of Premises)

being premises in or upon which there is (or is to be) carried on an offensive trade,
namely _____

(Description of Offensive Trade)

under the business name of _____

The prescribed registration fee \$ _____ is attached.

(Signature of Applicant/s)

(Date)

Schedule 11
Shire of Brookton
Health Act 1911
CERTIFICATE OF REGISTRATION OF PREMISES FOR OFFENSIVE TRADE

This is to certify that the premises situated at _____

of which _____ is the occupier;

are registered for the carrying on of the trade of _____

Trade Name _____

This registration expires on _____

Dated this _____ day of _____

Environmental Health Officer
Shire of Brookton

Passed at a meeting of the Council of the Shire of Brookton held on 21st day of December 2000.

The Common Seal of the Shire of Brookton was hereunto affixed in the presence of:
on this 1st day of March 2000.

.....
R L COPPING, SHIRE PRESIDENT

.....
I N CURLEY, CHIEF EXECUTIVE OFFICER

Consented to
EXECUTIVE DIRECTOR
PUBLIC HEALTH

dated this 28th day of March 2001.

BUSH FIRES ACT 1954
The Municipality for the Shire of Brookton

By-law relating to the establishment, maintenance and equipment of Bush Fire Brigades 1993

In pursuance of the power conferred upon it by the abovementioned Act, the Council of the abovementioned Municipality hereby records having resolved on the 3rd March, 1992 to make and submit for confirmation by the Governor By-laws relating to the establishment, maintenance and equipment of the Bush Fire Brigades of the Shire of Brookton.

1. The By-laws relating to the establishment, maintenance and equipment of Bush Fire Brigades for the Municipal District or any part of the Municipal District of Brookton gazetted on March 1, 1940 and as amended in the *Government Gazette* on April 30, 1943 are hereby repealed.

2. Bush Fire Brigades

2.1 Establishment of Brigades

- a. By resolution, the Council may establish, maintain and equip a Bush Fire Brigade under the provisions of the Bush Fires Act 1954 as amended, and Regulations thereunder. The Brigade shall be formed in accordance with these By-laws and a name shall be given to the Brigade. Details of the Bush Fire Brigade shall be held by the Council.
- b. A Bush Fire Brigade may be established for the whole of the Shire of any specified area thereof.

2.2 Appointment of Officers

Each Brigade shall hold an Annual General Meeting at which a Captain, First Lieutenant, Second Lieutenant, and such additional Lieutenants as deemed necessary, Equipment Officer, Secretary and Treasurer shall be elected. The Council shall be notified annually of the names of officers by way of "Form 12" contained in the second schedule of these By-laws.

2.3 Duties of Officers

Duties of all Brigade officers and Members shall be as detailed in the provisions of the Bush Fires Act 1954 and amended.

a. Captains and Lieutenants

The Captain shall have full control over the members of the brigade whilst engaged in firefighting and shall issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the 1st Lieutenant, the 2nd Lieutenant or Senior Officer of the Brigade present at the fire, shall exercise all the powers and duties of the Brigade Captain.

b. Secretary and/or Treasurer

Shall be responsible for administration in accordance with section 2.5 of these By-laws.

c. Equipment Officer

The Equipment Officer shall be responsible for the custody and maintenance in good order and condition of all equipment and appliances acquired by the Council for the purpose of the Brigade. The equipment shall be kept at a depot approved by the Brigade captain where, if possible, fire units can easily be called upon. If there is more than one such depot in the area, the equipment officer shall appoint at each depot a person to look after the equipment and have it ready for immediate use when required.

2.4 Brigade Membership

a. The membership of the Bush Fire Brigade consists of firefighting members.

b. Firefighting members shall be those person being members of either sex and being 15 years of age and over, and willing to render service when possible at any bush fire and who sign an undertaking in the form contained in the First Schedule of these By-laws.

c. the enrolment of persons as firefighting members shall in every case, be subject to the approval of the Council.

2.5 Administration Responsibilities

a. Meetings

- i. Brigade meetings shall be held as required, with a minimum quorum of 3 Brigade members to be present. The Council's Bush Fire Control Officer shall table the minutes of the meeting at the next following fire Advisory Committee Meeting.
- ii. An Officer of the Council may be present at any meeting of a Bush Fire Brigade.
- iii. The Brigade Secretary shall provide the Shire Clerk with advice of meetings at least seven days prior to the date of the meeting.

b. Membership

The Brigade Secretary shall maintain a register of all members and resignations of such members from the Brigade.

c. Secretary and/or Treasurer

Is responsible for all Brigade Administration matters which will include the following-

- i. Taking of Brigade Minutes
- ii. Maintaining Brigade Membership records.
- iii. Detailing revenue from all sources and expenditure made by the Brigades.
- iv. Receiving and answering correspondence as necessary.

3. Bush Fire Control Officers

3.1 Appointment

a. At the Annual General Meeting of each Bush Fire Brigade, one brigade member may be nominated to the Bush Fire Advisory Committee to serve as the Fire Control Officer until the next following Annual General Meeting.

b. The Council may appoint Bush Fire Control Officers in accordance with section 38 of the Bush Fires Act 1954 and such officers shall be issued with a Certificate of Appointment by the Council.

c. At a meeting of the Bush Fires Advisory Committee, the delegates present shall nominate to Council the names of Officers to the positions of Bush Fire Control Officers and Fire Weather Officer and Deputy.

3.2 Powers

The Council retains the express authority to appoint, determine and restrict the Powers of Bush Fire Control Officers. Such appointment will be in accordance with the requirements of the district and may prescribe an area over which the Bush Fire Control Officer shall have jurisdiction. Each Fire Control Officer so appointed shall be supplied with a copy of the Act and Regulations.

4. Finance

The expenditure incurred by Council in the purchase of equipment, payment for services and generally for the purpose of the Act, shall be a charge on the ordinary revenue of the Council and records of such expenditure shall be maintained in accordance with municipal audit requirements.

First Schedule

FORM OF ENROLMENT-FIRE FIGHTING MEMBER

I, _____ the undersigned hereby make application to be enrolled as a fire fighting member of the _____ Bush Fire Brigade.

My private address is: _____

My business address is: _____

I can be contacted by Telephone No: _____

I hereby declare that I am over _____ years of age and in good health.

On enrolment as a fire fighting member, I hereby undertake:

1. To promote the objects of the Brigade as far as shall in my power.
2. To be governed by the provisions of the constitution, such By-laws and Regulations as may from time to time be made thereunder.
3. To use my best endeavour to give assistance in firefighting measures when called upon on such occasions to obey all orders and instructions issued by duly authorised officers of the Brigade.

Applicants Signature: _____

Date: _____

(Detach This Portion)

Please list here any firefighting equipment owned by you.

Council/Brigade Secretary to retain this Portion.

Second Schedule
Form 12
BUSH FIRES ACT 1954
REGULATION 41
REGISTER OF BUSH FIRE BRIGADES

Registration Date _____
Shire/Town of _____ Bush Fire Brigade
Captain _____
Lieutenants:
1. _____
2. _____
3. _____
4. _____
Equipment Officer _____
Treasurer _____
Secretary _____
Signature _____
Shire Clerk.

Dated this 25th day of March 1993.

The Common Seal of the Shire of Brookton was hereunto affixed in the presence of-
GEOFF MATTHEWS, President.
IAN CURLEY, Shire Clerk.

Recommended-

R. L. WIESE, Minister for Emergency Services.

Approved by His Excellency the Governor in Executive Council this 25th day of May 1993.

D. G. BLIGHT, Clerk of the Council.

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

Directorate:	Executive			
Statutory Environment:	Nil			
Council Adoption:	Date:	Feb 2017	Resolution #:	13.02.17.03
Last Amended:	Date:	July 2019	Resolution #:	
Review Date:	June 2021			

Objective:

To provide rules and guidelines which apply to the conduct of meetings of the Council and its Committees, and to meetings with electors.

All meetings are to be conducted in accordance with the *Local Government Act, 1995* and all relevant subsidiary legislation, with this Policy intended to result in:

- a) Better decision-making by the Council and Committees;
- b) The orderly conduct of meetings dealing with Council business;
- c) Better understand of the process of conducting meetings; and
- d) The more efficient and effective use of time at meetings.

Framework:

Throughout this Policy, provisions of the Act and Regulations, and provisions of other legislation, are reproduced in a boxed format.

The purpose of reproducing these provisions is to assist the reader by giving a fuller picture of related legislative provisions that also apply to meetings of the Council, committees and electors.

The reproduced provisions of the Act and Regulations and other legislation:

- a) are to be treated as footnotes and are not part of this Policy (see section 32(2) of the Interpretation Act 1984); and
- b) reproduce only the provisions that were in force at the time that the Council resolved to adopt this Policy and therefore may not necessarily be correct at a future date.

1. Establishment and membership of committees:**1.1 Establishment of committees**

1. The establishment of committees is dealt with in the Act.
2. A Council resolution to establish a committee under section 5.8 of the Act is to include:
 - a) the terms of reference of the committee;
 - b) the number of council members, officers and other persons to be appointed to the committee;
 - c) the names or titles of the council members and officers to be appointed to the committee;

- d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
- e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

3. This Policy is to apply to the conduct of committee meetings.

1.2 Types of Committees

The types of committees are dealt with in the Act.

1.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

1.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

1.5 Appointment of committee members

The appointment of committee members is dealt with in the Act.

1.6 Tenure of committee membership

Tenure of committee members is dealt with in the Act.

1.7 Resignation of committee members

The resignation of committee members is dealt with in the Regulations.

1.8 Register of delegations to committees

The register of delegations to committees is dealt with in the Act.

1.9 Committees to report

A committee:

- a) Is answerable to the Council; and
- b) Is to report on its activities when, and to the extent, required by the Council.

2.1 Ordinary and Special Council meetings

- a) Ordinary and special Council meetings are dealt with in the Act.
- b) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- c) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

2.2 Calling Council meetings

The calling of Council meetings is dealt with in the Act.

2.3 Convening Council meetings

- a) The convening of a Council meeting is dealt with in the Act.
- b) Subject to subclause (3), the CEO is to give at least 72 hours notice, for the purposes of section 5.5, in convening a special meeting of the Council.

- c) Where, in the opinion of the Mayor/President or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

2.4 Calling committee meetings

The CEO is to call a meeting of any committee when requested by the Mayor/President, the Presiding Member of a committee or any two members of that committee.

2.5 Public notice of meetings

Public notice of meetings is dealt with in the Regulations.

Division 1: Who presides?

3.1 Who presides

Who presides at a Council meeting is dealt with in the Act.

3.2 When the Deputy Mayor/Deputy President can act

When the Deputy Mayor/Deputy President can act is dealt with in the Act.

3.3 Who acts if no Mayor/President

Who acts if there is no Mayor/President is dealt with in the Act.

3.4 Election of Presiding Members of committees

The election of Presiding Members of committees and their deputies is dealt with in the Act.

3.5 Election of Deputy Presiding Members of committees

The election of Deputy Presiding Members of committees is dealt with in the Act.

3.6 Functions of Deputy Presiding Members

The functions of Deputy Presiding Members are dealt with in the Act.

3.7 Who acts if no Presiding Member

Who acts if no Presiding Member is dealt with in the Act.

Division 2 - Quorum

3.8 Quorum for meetings

The quorum for meetings is dealt with in the Act.

3.9 Reduction of quorum for Council meetings

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

3.10 Reduction of quorum for committee meetings

The reduction of a quorum for committee meetings is dealt with in the Act.

3.11 Procedure where no quorum to begin a meeting

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

3.12 Procedure where quorum not present during a meeting

If at any time during a meeting a quorum is not present, the Presiding Member is:

- a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
- b) if a quorum is not present at the expiry of that period, the Presiding Member is to adjourn the meeting to some future time or date.

3.13 Names to be recorded

At any meeting:

- a) at which there is not a quorum present; or
- b) which is adjourned for want of a quorum,

the names of the Members then present are to be recorded in the minutes.

4.1 Business to be specified

1. No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the Presiding Member or the Council.
2. No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
3. Subject to subclause (4), no business is to be transacted at an adjourned meeting of the Council other than that:
 - a) specified in the notice of the meeting which had been adjourned; and
 - b) which remains unresolved.
4. Where a meeting is adjourned to the next ordinary meeting of the Council then, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports (Item 10) at that ordinary meeting.

4.2 Order of business

1. Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows:
 - a) Declaration of Opening/Announcement of Visitors
 - b) Announcements from the Presiding Member
 - c) Attendance
 - 1.1 Apologies
 - 1.2 Approved leave of absence
 - d) Declaration of Interest
 - e) Public Question Time
 - 1.1 Response to previous public questions taken on notice
 - 1.2 Public Question Time
 - f) Confirmation of minutes
 - g) Presentations
 - 1.1 Petitions
 - 1.2 Presentations
 - 1.3 Deputations (*can include a public statement by a member of the committee on matters of relevance to the business of the Local Government*)
 - 1.4 Delegates' reports
 - h) Method of dealing with agenda business
 - i) Reports
 - j) Applications for leave of absence
 - k) Motions of which previous notice has been given
 - l) Questions from Members without notice

- m) New business of an urgent nature introduced by decision of the meeting
 - n) Meeting closed to public
 - 1.1 Matters for which the meeting may be closed
 - 1.2 Public reading of resolutions that may be made public
 - o) Closure
 - 2. Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.
 - 3. In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed. *[See section 5.24 of the Act; and regulations 6 & 7 of the Regulations].*
- 4.3 Motions of which previous notice has been given**
- 1. Unless the Act, Regulations or this Policy otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
 - 2. A notice of motion under subclause (1) is to be given at least 7 clear working days before the meeting at which the motion is moved.
 - 3. A notice of motion is to relate to the good governance of the district.
 - 4. The CEO –
 - a) May, with the concurrence of the Mayor/President, may exclude from the notice paper and notice of motion deemed to be, or likely to involve, a breach of any part of this Policy or any other written law;
 - b) Will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
 - c) May, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
 - d) May provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
 - 5. A motion of which notice has been given is to lapse unless:
 - a) The Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
 - b) The Council on a motion agrees to defer consideration of the motion to a later stage or date.
 - 6. If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.
- 4.4 New business of an urgent nature**
- 1. In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.
 - 2. In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

4.5 Adoption by exception resolution

1. In this clause 'adoption by exception resolution' means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.
2. Subject to subclause (3), the Local Government may pass an adoption by exception resolution.
3. An adoption by exception resolution may not be used for a matter:
 - a) that requires a 75% majority or a special majority;
 - b) in which an interest has been disclosed;
 - c) that has been the subject of a petition or deputation;
 - d) that is a matter on which a Member wishes to make a statement; or
 - e) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

5.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

5.2 Meetings not open to the public

1. The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
2. The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
3. If a resolution under subclause (2) is carried:
 - a) the Presiding Member is to direct everyone to leave the meeting except:
 - the Members;
 - the CEO; and
 - any Officer specified by the Presiding Member; and
 - b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
4. A person who fails to comply with a direction under subclause (3)(a) may, by order of the Presiding Member, be removed from the meeting.
5. While the resolution under subclause (2) remains in force, the operation of clause 8.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.
6. A resolution under this clause may be made without notice.
7. Unless the Council resolves otherwise, once the meeting is reopened to members of the public, the Presiding Member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including a vote of a Member to be included in the minutes.

5.3 Question time for the public

Question time for the public is dealt with in the Act.

5.4 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in the Regulations.

5.5 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

5.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

5.7 Other procedures for question time for the public

1. A member of the public who raises a question during question time, is to state his or her name and address.
2. A question may be taken on notice by the Council for later response.
3. When a question is taken on notice the CEO is to ensure that:
 - a) a response is given to the member of the public in writing; and
 - b) a summary of the response is included in the agenda of the next meeting of the Council.
4. Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to:
 - a) declare that he or she has an interest in the matter; and
 - b) allow another person to respond to the question.
5. Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
6. Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
7. The Presiding Member may decide that a public question shall not be responded to where:
 - a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
 - b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
 - c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
8. A member of the public shall have two minutes to submit a question.
9. The Council, by resolution, may agree to extend public question time.
10. Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

5.8 Distinguished visitors

If a distinguished visitor is present at a meeting of the Council, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

5.9 Deputations

1. Any person or group wishing to be received as a deputation by the Council (including the making of a public statement) is to either :
 - a) apply, before the meeting, to the CEO for approval; or
 - b) with the approval of the Presiding Member, at the meeting, address the Council.
 2. The CEO may either:
 - a) approve the request and invite the deputation to attend a meeting of the Council;
 - b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- or
3. Unless the council resolves otherwise, a deputation invited to attend a Council or Committee meeting:
 - a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;
 - b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Presiding Member;
 - c) additional members of the deputation being allowed to speak with the leave of the Presiding Member.
 - d) Must only raise matters of relevance to the business of the Local Government, with authority afforded to the Presiding Member to deny comment should the matter not be pertinent; and
 - e) Must be courteous and respectful in its presentation.
 4. Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

5.10 Petitions

1. A petition is to -
 - a) be addressed to the Mayor/President;
 - b) be made by electors of the district;
 - c) state the request on each page of the petition;
 - d) contain the name, address and signature of each elector making the request, and the date each elector signed;
 - e) contain a summary of the reasons for the request; and
 - f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
2. Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause(3).
3. At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
 - a) the matter is the subject of a report included in the agenda; and
 - b) the Council has considered the issues raised in the petition.

5.11 Presentations

1. In this clause, a “presentation” means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
2. A presentation may be made to the Council at a meeting only with the prior approval of the CEO

5.12 Participation at committee meetings

1. In this clause a reference to a person is to a person who:
 - a) is entitled to attend a committee meeting;
 - b) attends a committee meeting; and
 - c) is not a member of that committee.
2. Without the consent of the Presiding Member, no person is to address a committee meeting.
3. The Presiding Member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
4. A person addressing the committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.
5. A person who fails to comply with a direction of the Presiding Member under subclause (4) may, by order of the Presiding Member, be removed from the committee room.
6. The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

5.13 Council meet to hear public submissions

1. Where an item on the agenda at a Council meeting is contentious and is likely to be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.
2. The CEO and the Mayor/President shall set the time and date of the meeting to provide the opportunity to be heard.
3. Where the Council resolves to meet to provide the opportunity to be heard under subclause (1), the Presiding Member shall:
 - a) instruct the CEO to provide local public notice of the time and date when the Council will meet to provide an opportunity to be heard;
 - b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied under clause 6.9 to make a deputation on the issue; and
 - c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
4. A meeting held under subclause (1) shall be conducted only to hear submissions. The council shall not make resolutions at a meeting to provide the opportunity to be heard.
5. At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.
6. A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the Presiding Member.
7. Once every member of the public has had the opportunity to make a submission the Presiding Member is to close the meeting.
8. The CEO is to ensure that a report is included on the agenda of the next Council meeting

summarising each submission made at the meeting.

9. The Council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

5.14 Public Inspection of agenda materials

The right of the public to inspect the documents referred to, and in accordance with, Regulation 14 of the Regulations may be exercised at Shire of Brookton and on the Local Government's website.

5.15 Confidentiality of information withheld

1. Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be:
 - a) identified in the agenda of a Council meeting under the item "Matters for which meeting may be closed";
 - b) marked "Confidential" in the agenda; and
 - c) kept confidential by Officers and Members until the Council resolves otherwise.
2. A member or an officer in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another member or an officer to the extent necessary for the purpose of carrying out his or her duties.
3. Subclause (2) does not apply where a member or officer discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

5.16 Recording of proceedings

1. 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.
2. 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.

5.17 Prevention of disturbance

1. A reference in this clause to a person is to a person other than a member.
2. A person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the Presiding Member.
3. A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
4. A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council.
5. A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.

6.1 Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.

1. A Member requesting general information from an Officer at a Council meeting may ask a question without notice and with the consent of the Presiding Member, may ask one or more further questions of that Officer or another Officer present at the meeting.
2. Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that -
 - a) the question be placed on notice for the next meeting of Council; and
 - b) the answer to the question be given to the Member who asked it within 14 days.
3. Every question and answer -
 - a) is to be brief and concise; and
 - b) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.
4. In answering any question, an Officer may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

7.1 Members to be in their proper places

1. At the first meeting held after each Election Day, the CEO is to allot, alphabetically by ward, a position at the Council table to each Member.
2. Each Member is to occupy his or her allotted position at each Council meeting.

7.2 Respect to the Presiding Member

After the business of a Council has been commenced, a Member is not to enter or leave the meeting without first paying due respect to the Presiding Member.

7.3 Titles to be used

A speaker, when referring to the Mayor/President, Deputy Mayor/Deputy President or Presiding Member, or a Member or Officer, is to use the title of that person's office.

7.4 Advice of entry or departure

During the course of a meeting of the Council, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time of entry or departure.

7.5 Members to indicate their intention to speak

A Member of the Council who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the Council.

7.6 Priority of speaking

1. Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.
2. A decision of the Presiding Member under subclause (1) is not open to discussion or dissent.
3. A Member is to cease speaking immediately after being asked to do so by the Presiding Member.

7.7 Presiding Member may take part in debates

The Presiding Member may take part in a discussion of any matter before the Council, subject to compliance with this Policy.

7.8 Relevance

1. A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
2. The Presiding Member, at any time, may:
 - a) call the attention of the meeting to:
 - (i) any irrelevant, repetitious, offensive or insulting language by a Member; or
 - (ii) any breach of order or decorum by a Member; and
 - b) direct that Member, if speaking, to discontinue his or her speech.
3. A Member is to comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.

7.9 Speaking twice

A Member is not to address the Council more than once on any motion or amendment except:

- a) as the mover of a substantive motion, to exercise a right of reply;
- b) to raise a point of order; or
- c) to make a personal explanation.

7.10 Duration of speeches

1. A Member is not to speak on any matter for more than 5 minutes without the consent of the Council which, if given, is to be given without debate.
2. An extension under this clause cannot be given to allow a Member's total speaking time to exceed 10 minutes.

7.11 No speaking after conclusion of debate

A Member is not to speak on any motion or amendment:

- a) after the mover has replied; or
- b) after the question has been put.

7.12 No interruption

A Member is not to interrupt another Member who is speaking unless:

- a) to raise a point of order;
- b) to call attention to the absence of a quorum;
- c) to make a personal explanation under clause 8.13; or
- d) to move a procedural motion that the Member be no longer heard (see clause 11(1)(e)).

7.13 Personal explanations

1. A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.
2. The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.
3. A Member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

7.14 No reopening of discussion

A Member is not to reopen discussion on any Council decision, except to move that the decision be revoked or changed (see Part 16).

7.15 Adverse reflection

1. A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed (see Part 16).
2. A Member is not:
 - a) to reflect adversely on the character or actions of another Member or Officer; or
 - b) to impute any motive to a Member or Officer,

unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.
3. A Member is not to use offensive or objectionable expressions in reference to any Member, Officer or other person.
4. If a Member specifically requests, immediately after their use, that any particular words used by a Member be recorded in the minutes:
 - a) the Presiding Member is to cause the words used to be taken down and read to the meeting for verification; and
 - b) the Council may, by resolution, decide to record those words in the minutes.

7.16 Withdrawal of offensive language

1. A Member who, in the opinion of the Presiding Member, uses an expression which:
 - a) in the absence of a resolution under clause 8.15:
 - (i) reflects adversely on the character or actions of another Member or Officer; or
 - (ii) imputes any motive to a Member or Officer; or
 - b) is offensive or insulting, must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.
2. If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

8.1 Presiding Member to preserve order

1. The Presiding Member is to preserve order, and, whenever he or she considers necessary, may call any Member to order.
2. When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.
3. Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 8.7, but to preserve order.

8.2 Point of order

1. A Member may object, by way of a point of order, only to a breach of:
 - a) any of this Policy; or
 - b) any other written law.
2. Despite anything in this Policy to the contrary, a point of order:
 - a) takes precedence over any discussion; and

- b) until determined, suspends the consideration or discussion of any other matter.

8.3 Procedures on a point of order

1. A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.
2. A Member interrupted on a point of order is to resume his or her seat until:
 - a) the Member raising the point of order has been heard; and
 - b) the Presiding Member has ruled on the point of order,

and, if permitted, the Member who has been interrupted may then proceed.

8.4 Calling attention to breach

A Member may, at any time, draw the attention of the Presiding Member to any breach of this Policy.

8.5 Ruling by the Presiding Member

1. The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
2. A ruling by the Presiding Member on a point of order:
 - a) is not to be the subject of debate or comment; and
 - b) is to be final unless the majority of Members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
3. Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that:
 - a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
 - b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

8.6 Continued breach of order

If a Member:

- a) persists in any conduct that the Presiding Member had ruled is out of order; or
- b) refuses to make an explanation, retraction or apology required by the Presiding Member under clause 9.5(3),

the Presiding Member may direct the Member to refrain from taking any further part in the matter under discussion, other than by voting, and the Member is to comply with that direction.

8.7 Right of Presiding Member to adjourn

1. For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
2. On resumption, the debate is to continue at the point at which the meeting was adjourned.
3. If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

9.1 Motions to be stated and in writing

Any Member who wishes to move a substantive motion or an amendment to a substantive motion:

- a) is to state the substance of the motion before speaking to it; and

- b) if required by the Presiding Member, is to put the motion or amendment in writing.

9.2 Motions to be supported

1. A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
2. A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

9.3 Unopposed business

1. Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any Member opposes it.
2. If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.
3. A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.
4. If a Member opposes a motion, the motion is to be dealt with under this Part.
5. This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting (see Part 16).

9.4 Only one substantive motion at a time

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time.

9.5 Order of call in debate

The Presiding Member is to call speakers to a substantive motion in the following order:

- a) the mover to state the motion;
- b) a seconder to the motion;
- c) the mover to speak to the motion;
- d) the seconder to speak to the motion;
- e) a speaker against the motion;
- f) a speaker for the motion;
- g) other speakers against and for the motion, alternating where possible; and
- h) mover takes right of reply which closes debate.

9.6 Limit of debate

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

9.7 Member may require question to be read

A Member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.

9.8 Consent of seconder required for alteration

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

9.9 Order of amendments

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

9.10 Form of an amendment

An amendment must add, delete, or substitute words to the substantive motion.

9.11 Amendment must not negate original motion

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

9.12 Relevance of amendments

Each amendment is to be relevant to the motion in respect of which it is moved.

9.13 Mover of motion may speak on amendment

Any Member may speak during debate on an amendment.

9.14 Effect of an amendment

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.

9.15 Withdrawal of motion or amendment

1. Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.
2. Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.

9.16 Right of reply

1. The mover of a substantive motion has the right of reply.
2. The mover of any amendment to a substantive motion has a right of reply.
3. The right of the reply may only be exercised:
 - a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
 - b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
4. After the mover of the substantive motion has commenced the reply:
 - a) no other Member is to speak on the question;
 - b) there is to be no further discussion on, or any further amendment to, the motion.
5. The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
6. At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

10.1 Permissible procedural motions

In addition to the right to move an amendment to a substantive motion (under Part 10), a Member may move the following procedural motions:

- a) that the meeting proceed to the next item of business;

- b) that the debate be adjourned;
- c) that the meeting now adjourn;
- d) that the question be now put;
- e) that the Member be no longer heard;
- f) that the ruling of the Presiding Member be disagreed with;
- g) that the meeting be closed to the public (see clause 6.2).

10.2 No debate

1. The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
2. The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

10.3 Who may move

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

10.4 Procedural motions - right of reply on substantive motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

10.5 Meeting to proceed to the next business

The motion "that the meeting proceed to the next business", if carried, has the effect that:

- a) the debate on the substantive motion or amendment ceases immediately;
- b) no decision is made on the substantive motion;
- c) the Council moves to the next item of business; and
- d) there is no requirement for the matter to be raised again for consideration.

10.6 Debate to be adjourned

A motion "that the debate be adjourned":

- a) is to state the time to which the debate is to be adjourned; and
- b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

10.7 Meeting now adjourn

1. A Member is not to move or second more than one motion of adjournment during the same sitting of the Council.
2. Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by exception resolution (see clause 5.5).
3. A motion "that the meeting now adjourn":
 - a) is to state the time and date to which the meeting is to be adjourned; and
 - b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
4. A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

10.8 Question to be put

1. If the motion "that the question be now put", is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.
2. If the motion "that the question be now put" is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.
3. This motion, if lost, causes debate to continue.

10.9 Member to be no longer heard

If the motion "that the member be no longer heard", is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

10.10 Ruling of the Presiding Member to be disagreed with

If the motion "that the ruling of the Presiding Member be disagreed with", is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

11.1 Disclosure of interests

Disclosure of interests is dealt with in the Act.

12

12.1 Question – when put

1. Immediately after the debate on any question is concluded and the right of reply has been exercised, the Presiding Member -
 - a) is to put the question to the Council; and
 - b) if requested by any Member, is to again state the terms of the question.
2. A Member is not to leave the meeting when the Presiding Member is putting any question.

12.2 Voting

Voting is dealt with in the Act and the Regulations.

12.3 Majorities required for decisions

The majorities required for decisions of the Council and committees are dealt with in the Act.

12.4 Method of taking vote

1. In taking the vote on any motion or amendment the Presiding Member:
 - a) is to put the question, first in the affirmative, and then in the negative;
 - b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
 - c) may accept a vote on the voices or may require a show of hands; and
 - d) is, subject to this clause, to declare the result.
2. If a Member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.

3. If a member of council or a committee specifically requests that there be recorded -
 - a) his or her vote; or,
 - b) the vote of all members present,

on a matter voted on at a meeting of the council or committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
4. If a Member calls for a division:
 - a) those voting in the affirmative are to pass to the right of the Chair; and
 - b) those voting in the negative are to pass to the left of the Chair.
5. For every division, the CEO is to record:
 - a) the name of each member who voted; and
 - b) whether he or she voted in the affirmative or negative.

13 Minutes of

13.1 Keeping of minutes

The keeping and confirmation of minutes are dealt with in the Act.

13.2 Content of minutes

1. The content of minutes is dealt with in the Regulations.
2. In addition to the matters required by regulation 11, the minutes of a Council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

13.3 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

13.4 Confirmation of minutes

1. When minutes of an ordinary meeting of the Council are distributed for consideration prior to their confirmation at the next meeting, if a Member is dissatisfied with the accuracy of the minutes, the Member may provide the Local Government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council.
2. At the next ordinary meeting of the Council, the Member who provided the alternative wording shall, at the time for confirmation of minutes -
 - a) state the item or items with which he or she is dissatisfied; and
 - b) propose a motion clearly outlining the alternative wording to amend the minutes.
3. Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

14 Adjournment of meeting

14.1 Meeting may be adjourned

The Council may adjourn any meeting:

- a) to a later time on the same day; or
- b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

14.2 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under this Policy:

- a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;

- b) debate is to be resumed at the next meeting at the point where it was
- c) interrupted; and
- d) the provisions of clause 8.9 [speaking twice] apply when the debate is resumed.

15 Revoking or changing decisions

15.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in Regulation 10 of the Regulations.

15.2 Limitations on powers to revoke or change decisions

1. Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision:
 - a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
 - b) where the decision is procedural in its form or effect.
2. The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

15.3 Implementing a decision

1. In this clause:
 - a) "authorisation" means a licence, permit, approval or other means of authorising a person to do anything;
 - b) "implement", in relation to a decision, includes:
 - i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
 - ii) take any other action to give effect to the decision; and
 - c) "valid notice of revocation motion" means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Policy and may be considered, but has not yet been considered, by the Council or a committee as the case may be.
2. Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
3. The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
4. A decision made at a meeting is not to be implemented by the CEO or any other person:
 - a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
 - b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.
5. The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation:
 - a) is to take effect only in accordance with this clause; and
 - b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

16 Suspension of Local Laws

16.1 Suspension of Local Laws

1. A Member may at any time move that the operation of one or more of the provisions of this Policy be suspended.
2. A Member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.
3. A motion under subclause (1) which is:
 - a) seconded; and
 - b) carried by an absolute majority,

is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

16.2 Where Local Laws do not apply

1. In situations where:
 - a) one or more provisions of this Policy have been suspended; or
 - b) a matter is not regulated by the Act, the Regulations or these Standing Orders, the Presiding Member is to decide questions relating to the conduct of the meeting.
2. The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

16.3 Cases not provided for in the Policy

The Presiding Member is to decide questions of order, procedure, debate, or otherwise in cases where this Policy, the Act or the Regulations are silent. The decision of the Presiding Member in these cases is final, except where a motion is moved and carried under clause 11.10.

17 Meetings of electors

17.1 Electors' general meetings

Electors' general meetings are dealt with in the Act.

17.2 Matters for discussion at electors' general meetings

The matters to be discussed at electors' general meetings are dealt with in the Regulations.

17.3 Electors' special meetings

Electors' special meetings are dealt with in the Act.

17.4 Requests for electors' special meetings

Requests for electors' special meetings are dealt with in the Regulations.

17.5 Convening electors' meetings

Convening electors' meetings is dealt with in the Act.

17.6 Who presides at electors' meetings

Who presides at electors' meetings is dealt with in the Act.

17.7 Procedure for electors' meetings

1. The procedure for electors' meetings is dealt with in the Act and the Regulations.
2. In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to this Policy.

17.8 Participation of non-electors

A person who is not an elector of the Local Government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.

17.9 Voting at electors' meetings

Voting at electors' meetings is dealt with in the Regulations.

17.10 Minutes of electors' meetings

Minutes of electors' meetings are dealt with in the Act.

17.11 Decisions made at electors' meetings

Decisions made at electors' meetings are dealt with in the Act.

18 Enforcement

18.1 Penalty for Breach

A person who breaches a provision of this Policy commits an offence.

Penalty: \$5,000.00 and a daily penalty of \$500.00.

18.2 Who can prosecute

Who can prosecute is dealt with in the Act.