



SPECIAL MEETING OF COUNCIL

MINUTES

25 MAY 2021

These minutes were confirmed by Council as a true and correct record of proceedings by the Special Council Meeting held on 17/06/2021

Presiding Member:  Date: 17/06/2021

Disclaimer

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

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

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Shire of Brookton
Special Meeting of Council held 25 May 2021
Commenced at 6.00 pm

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1.05.21 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 6.02pm.

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

2.05.21 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

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

Staff (Non-Voting)

Ian D'Arcy	Chief Executive Officer
Kellie Bartley	Manager Corporate and Community
Danni Chard	Executive Governance Officer

Apologies

Mikel Haramboure	Manager Infrastructure and Emergency
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Leave of absence

Nil.

Members of the Public

Mrs. Jan Eva
Mr. Lindsay Eva

3.05.21 PUBLIC QUESTION TIME

Nil.

4.05.21 APPLICATION FOR LEAVE OF ABSENCE

Nil.

5.05.21 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

6.05.21 DISCLOSURE OF INTERESTS

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

Disclosure of Financial & Proximity Interests

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

Disclosure of Interest Affecting Impartiality

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

Financial, Proximity and Impartiality Interests

Item no.	Members/Officers	Type of Interest	Nature of Interest
7.05.21.01	Cr Barry Watts	Impartiality	Chair of Friends of Brookton Railway Station Group
7.05.21.01	Cr Gail Macnab	Impartiality	Past member of Friends of Brookton Railway Station Group

7.05.21 REPORTS

Cr Macnab and Cr Watts declared impartiality interests in item 7.05.21.01. Cr Macnab left the room 6.04pm and did not participate in the discussion, nor vote on the item.

Cr Macnab informed Council she would not participate in discussions, or take part in voting, in relation to the Railway Station building, based on the general advice from McLeods Solicitors in relation to 'apprehended bias', and her former position on the Friends of the Brookton Railway Station Group.

Cr Watts requested Council to move a motion to remain within the room as an observer, whilst Council consider item 7.05.21.01. Cr Watts left the meeting at 6.05pm.

SCM 04.21-01

COUNCIL RESOLUTION

MOVED Cr Walker **SECONDED** Cr Hartl

That Council consent Councillors Macnab and Watts returning to the meeting and participating in discussion but abstain from voting on the item.

LOST BY SIMPLE MAJORITY VOTE 3/2

7.05.21.01 EVALUATION OF ARCHITECTURAL CONSULTANT SUBMISSIONS – BROOKTON RAILWAY STATION

File No.:	ADM0150
Date of Meeting:	25 May 2021
Location/Address:	Portion of Crown Reserves 10325 (Lot 143) and 14197 (Lot 306), Robinson Road, Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Public Transport Authority (PTA)
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer:	As above.
Declaration of Interest:	The author has no specific interest in this matter.
Voting Requirements:	Simple Majority
Previous Reports:	18 February 2021 and 15 April 2021

Summary of Item:

This report relates to evaluation of Architectural Consultant submissions against the concept design and costing project brief for the Brookton Railway Station Building (project brief) that details:

1. The scope of architectural services for three conceptual designs with associated costings for the station building.
2. A public consultation process to obtain local resident's views on the respective design options.

Description of Proposal:

The endorsed project brief presented as **Attachment 7.05.21.01A**:

1. Calls for three design options (as summarised below) with estimated costs for each design.
 - **Option 1 – Restoration – Existing Building** – Involves restoring the existing Railway Station building on a historical basis with removal of some internal walls (where possible) to improve

functionality and usability of existing floor area.

- **Option 2 – New Construction – Replica Building** – Involves demolition and construction of a new replica Railway Station building (new for old) based on the same external presentation (materials and colours) yet remodeled internally to achieve better functionality and usability.
- **Option 3 - New Construction - Replacement Building** – Involves demolition and construction of an alternate building that represents the existing Railway Station building - ie large open functional gazebo structure with a consistent roof line and multi-use open/semi enclosable floor area.

2. Prescribes a minimum six (6) week consultation process to ensure an appropriate level of engagement is entertained with the local community.

Background:

The Council at its 15th April 2021, Ordinary Council Meeting endorsed the project brief for the conceptual designs and costings of the Railway Station building. This subsequently triggered a call for quotes through the Western Australian Local Government Association (WALGA) e-quotes system from suitably qualified architects to lodge a submission (fee proposal) to perform the required works.

Following receipt of six submissions, by the due date, as outlined below, a panel of 3 staff have independently evaluated each of the submissions, with scores being collated to determine the preferred architectural consultancy.

The submissions have been received from:

- Element Advisory Pty Ltd
- Elite
- Topend Living
- Office of Regional Architecture Pty Ltd
- Peter Hobbs Architects
- Stephen Carrick Architects Pty Ltd

This agenda item seeks Council's endorsement and appointment of the selected architectural firm to perform the required works in accordance with the project brief.

A copy of the Evaluation Report for this project is presented as **Attachment 7.05.21.01B** to be tabled with Councillors under confidential cover.

Consultation:

The Councillors have been briefed on the evaluation process in relation to this proposal to ensure clear understanding of the selection criteria and the evaluation report.

Statutory Environment:

The process of evaluation and appointment of the successful consultant is conducted in accordance Regulation 11A of the Local Government (Functions and General) Regulations, 1996.

Furthermore, **Attachment 7.05.21.01B** is being table under confidential cover in accordance with principles of Section 5.23(2)(e) of the *Local Government Act, 1995*.

Relevant Plans and Policy:

The Request for Quotation (RFQ) process accords with Council Policy 2.36 – Procurement.

Financial Implications:

The Council at its 15th April 2021, Ordinary Council Meeting approved a budget variation of \$35,000 (excl. GST) to support the design, and costing process for the Railway Station building. The successful quotation is well within the budget allocation. In acknowledging this process will take some 5 months to complete, much of the allocated funding will need to be re-allocated to the 2021-22 budget should Council proceed to appoint an architectural consultancy firm for this process.

Risk Assessment:

Although there is no significant risk in relation to this process of an 'options' based approach the overall risk for the Railway Station till remains 'High' and 'Severe', due to:

1. The third-party liability imposed on the Shire under the current 'Licence to Occupy' agreement.
2. A very dilapidated Railway Station building that presents a public safety risk and also detracts from the Robinson Road streetscape, due to the temporary barrier fence currently in place.
3. A need for further works to be performed within the 'Licence to Occupy' area, to address liability concerns in relation to the active train line adjacent.

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

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

Community & Strategic Objectives:

This proposal relates to the Brookton 20, specifically aspirations:

- 14 – History, Heritage, Recreation and Culture
- 18 – Town Precinct
- 19 – Buildings

It also aligns to the delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2024 with reference to:

Function 9 Asset Management

Action 9.6 – Review Asset Management Plan – Brookton Railway Station and Surrounds

Comment:

As stated, and in accordance with the evaluation report, three staff with formal development qualifications and/or experience has independently assessed and scored the respective submissions across the stated qualitative criteria, as detailed in the project brief and outlined below.

5.3 Selection Criteria and Weighting

All submissions will be evaluated against the following qualitative selection criteria:

Qualitative Selection Criteria	Weighting
Understanding – Clear appreciation of Project Brief illustrated throughout.	10%
Relevant Experience – Demonstrated experience in performing similar - must include minimum of three (3) other clients as business referees.	20%
Methodology and Timeframe – Acceptance of the methodology and timeframes.	20%
Price – Total price for consultation, literature review, drafting and art works, and disbursement costs – see Section 6.4.	50%

Furthermore, the project brief also required each submission include a statement of declaration in relation to:

- Any real, or perceived, conflict of interest and/or bias, in relation to this project.
- Acceptance of intellectual property rights.

In consideration of the above, and reflected in the evaluation scoresheet, the panel is satisfied that Stephen Carrick Architects Pty Ltd:

- Offers the best value based on the qualitative selection criteria with weightings.
- Does not have a conflict of interest, nor a bias (or apprehended bias), in relation to the three design options, as detailed in the project brief.

OFFICER RECOMMENDATION

That Council in relation to RFQ 14/2021 for the Brookton Railway Station Concept Design and Costing works:

1. Accepts the Evaluation Report – May 2021 (Attachment 7.05.21.01B) for this project as a fair assessment of the Architectural Consultancy submissions that have been received.
2. Awards the contact to Stephen Carrick Architects Pty Ltd for the subject works to be performed in accordance with the Brookton Railway Station Concept Design and Costing Project Brief – April 2021 and their Submission Reference Number: VP238871 dated 08 May 2021.

That Council in relation to RFQ 14/2021 for the Brookton Railway Station Concept Design and Costing works:

- 1. Accepts the Evaluation Report – May 2021 (Attachment 7.05.21.01B) for this project as a fair assessment of the Architectural Consultancy submissions that have been received.***
- 2. Awards the contact to Stephen Carrick Architects Pty Ltd for the subject works to be performed in accordance with the Brookton Railway Station Concept Design and Costing Project Brief – April 2021 and their Submission Reference Number: VP238871 dated 08 May 2021.***

CARRIED BY SIMPLE MAJORITY VOTE 5/0

Attachments

Attachment included within Agenda:

Attachment 7.05.21.01A – Brookton Railway Station Concept Design & Costing – Architectural Consultants Brief – April 2021

Attachment to be tabled under separate confidential cover:

Attachment 7.05.21.01B – Evaluation Report



Brookton Railway Station Concept Design and Costing Architectural Consultants Brief – April 2021

1.0 PURPOSE

The purpose of this brief is to outline the scope of works for conceptual design, and costing, options for the Brookton Railway Station, and attract quotations from suitably qualified, and experienced architectural consultancies to:

- a) Progress conceptual design and costing works for the Brookton Railway Station building premised on the following Options.
- b) Facilitate a public consultation process to attract input and solicit the views of community members on the respective Options.
 - *Option 1 – Restoration – Existing Building*
 - *Option 2 – New Construction – Replica Building*
 - *Option 3 – New Construction – Replacement Building*

2.0 BACKGROUND

Brookton like many other towns in the Wheatbelt Region is founded on agricultural production, with rail transport being an integral part of the community's history. The Railway Station in particular, while a standard design for its era, very much forms the centre piece to the Brookton Town Centre with a visual prominence as part of the Robinson Road streetscape.

As present, the Railway Station building is located within a portion of Crown Reserve 10325 that falls to the care and control of the Public Transport Authority (PTA) under a Management Order granted by the Minister for Lands.

The PTA since 1988 has entertained a rolling 10 year 'Licence to Occupy' agreement with the Shire to allow the subject land and Railway Station Buildings to be used to the benefit of the Brookton community.

In recognition of the Railway Station building age at 96 years and its poor condition the Shire Council, cognisant on the need to preserve the building's history and streetscape presence, commissioned an Engineer to perform a structural assessment of the building in September 2019. The Engineer's assessment stated in part:

"Comprehensive assessment of the entire Railway Station building was not completed, therefore the structural integrity of every structural post and other structural components are unknown. Without a more comprehensive assessment the entire building should be closed and cordoned off denying public access."

This statement prompted the Council to immediately erect a safety barrier/fence around the Station building in the interest of public safety, and in acknowledgement of the Shire's (and PTA's) duty of care. The safety barrier is presently in place.

With this acknowledged, the PTA has recently agreed to relinquish its interest in the surplus Railway Station Building and surrounds, allowing for a change in land tenure through the creation of a new Crown Reserve vested in the Shire of Brookton. This request has recently been lodged with the Department of Lands in February 2021.

To provide further context regarding the Brookton Railway Station an aerial photo illustrating the location of the building is presented in **Figure 1**.

Figure 1 – Location Plan (NTS)



Figure 2 below is a listing of the Railway Station building and surrounds extracted from the Shire of Brookton Municipal Heritage Inventory 2015.

Figure 2 – Extract Place No.16 – Shire of Brookton Municipal Inventory



Place No: 16

Place No: 10

NAME OF PLACE		BROOKTON RAILWAY STATION GROUP		
Other names				
Address		Robinson Road		
Suburb/Town		BROOKTON		
Railway Reserve 10325	Lot 143	Plan/Diagram	C.T. Vol Fol	
CONSTRUCTION DATE		1924		
Original Use		Railway station		
Present Use				
Other Use				
CONSTRUCTION MATERIALS:				
Walls		Timber framed	Weatherboards	
Roof		Hipped	Marseille clay tiles	
Other				
ARCHITECTURAL STYLE:		Interwar period standard railway design		
DESCRIPTION:				
Railway station, goods shed, loading ramp, and various sites (migrants' barrack site, railway barracks site, water tank sites, CBH bin, sugar gum trees etc)				
The station building, a single storey building, is located central on the bitumen platform. It is predominately rectangular in form and comprises two separate buildings under the main roof, with an open (roofed) area in between.				
CONDITION	Good Poor			
INTEGRITY	High degree			
AUTHENTICITY	High degree			

STATEMENT OF SIGNIFICANCE (per Conservation Plan)

Brookton Railway Station comprising the platform, railway station building, goods shed, loading platform and crane, has cultural heritage significance for the following reasons:

- i. The development and demise Brookton Railway Station reflects the development of the town of Brookton and the railway system;
- ii. it demonstrates functions and a way of life no longer practiced;
- iii. it is highly valued by the Brookton community as an identifiable built representation of the significant railway presence in the town.
- iv. Each place within the group is valued for its individual aesthetic characteristics, and together they form a significant group;
- v. it is a representative example of a larger Type 2 station building reserved for junction stations, that was one of two new designs developed by the Railways Department in the 1920s for country stations; and
- vi. it is a landmark in the town and makes a significant contribution to the townscape and character of Brookton and to the local and the wider community's sense of place.

MANAGEMENT RECOMMENDATION

Grade B: Shire of Brookton 'Heritage List.' TPS: Development Application. Retain and conserve.

HISTORICAL NOTES (per Conservation Plan)

A railway station was in Brookton as early as c.1900 but by the early 1920s, pressure was on to upgrade and extend the facilities and a new brick railway station was called for. The railway turntable was a critical element of the junction function of Brookton Railway Station.

In 1924, this station was built further south in the railway reserve than the original station. The railway station was closed in 1984, and the Brookton community took responsibility in 1988. Various functions have taken place since that time, none requiring any change to the fabric of the place. Brookton Railway Station provides a focus in the main street, as a community function and tourism venue.

LISTINGS

State Heritage Office Database Nos.
 8833 Railway station, goods shed & loading ramp
 8848 Site of migrants' barracks
 8847 Site of railway barracks
 8825 Site of railway turntable
 8851 Site of CBH bin
 23842 Site of water tank
 23843 Site of water tank
 8831 Sugar Gum Trees

Shire of Brookton: 1996 Municipal Inventory Cat 2 TPS 1998

SUPPORTING INFORMATION/BIBLIOGRAPHY

Conservation Plan by L Gray for PTA 2004

DOCUMENT TYPE**3.0 KEY CONSIDERATIONS**

A brief description of the Options and key considerations are listed below:

- **Option 1 – Restoration – Existing Building** – Involves restoring the existing Railway Station building on a historical basis with removal of some internal walls (where possible) to improve functionality and usability of existing floor area.

Key Consideration(s)

- Reference to 2019 Engineering reports (structural integrity and rectification works - foundations, asbestos, white ant/dry rot, brittle/warped materials).
- Further analysis of foundations and existing materials.
- Incorporation of Brookton Railway Station storyline.

- **Option 2 – New Construction – Replica Building** – Involves demolition and construction of a new replica Railway Station building (new for old) based on the same external presentation (materials and colours) yet remodeled internally to achieve better functionality and usability.

Key Consideration(s)

- Demolition of existing building.
- External design to replicate previous building.
- Analysis and rectification of foundations.
- Use of light weight and durable construction materials.
- Internal floor area configured to for long term multiple use.
- Disability access.
- Incorporation of Brookton Railway Station storyline.

- **Option 3 - New Construction - Replacement Building** – Involves demolition and construction of an alternate building that represents the existing Railway Station building - ie large open functional gazebo structure with a consistent roof line and multi-use open/semi enclosable floor area.

Key Consideration(s)

- Demolition of existing building.
- New structure modelled on existing roof line.
- Minimum internal floor area of 200 m² – usable.
- Disability access.
- Configured/fit-out for multi-use - lighting/audio.
- Incorporation of Brookton Railway Station storyline.

4.0 METHODOLOGY AND DELIVERABLES

The following outlines a suggested methodology and expected deliverables for the preparation of the respective design options, as prescribed in Section 4.0 above:

4.1 Inception Meeting and Site Inspection

This involves a meeting and site inspection with Shire representatives to confirm the project scope and expected milestones and outputs.

4.2 Literature Review

This includes collation and review of existing plans and documentation pertinent to structural integrity and heritage value of existing Railway Station building.

4.3 Concept Plans

The successful candidate is to prepare conceptual sketch plans in colour for Options 1, 2 and 3 suitable for reproduction to an A3 scale by the Shire, together with estimated costings by a qualified quantity surveyor, for materials, and construction works, to arrive at an overall cost for each Option. These plans will be used to inform the public through the consultation process. As a minimum the plans are to consist of:

- 1 x Site Plan illustrating building, location and placement on the site in relation to the surrounding environs prepared to a scale of 1:200.
- 1 x Floor Plan prepared to a scale of 1:100 with specified room dimensions and outdoor areas.
- 2 x 3D External Elevation Plans offering different perspectives of each optional concept design from the front and side elevations.
- 1 x 3D Internal Elevation Plan offering a perspective for each optional concept.

The provision of estimate costs for each Option is to be provided based on the following breakdown to arrive at a final total:

- Statutory approvals.
- Engineering and architectural working drawings.
- Demolition and disposal works (where applicable).
- Foundation and drainage works.
- Building works (restoration and new).
- Construction contingency.

4.4 Community Consultation

The successful candidate must be available to attend 2 x public meetings, on the same day

(morning and evening), to present, impartially on the merits, and understanding of the indicative projected costs for each option.

4.5 Compilation of Key Findings

Upon completion of the consultation, the successful candidate is to review the public submissions received by the Shire, and provide advice on validity, and possible suggested changes, to concept designs, in consideration of community feedback assessed as valid.

4.6 Presentation of Final Plans and Costings

To conclude the process, the Architect is to finalise the preferred concept design as selected by Council, inclusive of any agreed modifications, with revised costings that will allow for the Council to move to a tender, and construction phase.

5.0 ADMINISTRATION

Unless otherwise agreed, the following shall apply:

5.1 Project Management

Regular liaison with the Shire Administration through the Executive Governance Officer.

5.2 Timeframe

The following is a projected timeframe for this project from the inception meeting date:

- Week 1 – Conduct inception meeting with Shire to discuss/clarify Design Options, methodology and expected outputs.
- Week 5 – Present draft concept plans and costings for each option to Shire for endorsement by Council to proceed to public consultation.
- Week 7 – Commence community consultation (min. 6 weeks).
- Week 14 – Commence review and schedule public submissions and form recommended changes for Council's consideration.
- Week 18 - Finalise changes/costings to selected Design Option and submit to the Shire.

Note: Submissions must acknowledge the abovementioned timeframe.

5.3 Selection Criteria and Weighting

All submissions will be evaluated against the following qualitative selection criteria:

Qualitative Selection Criteria	Weighting
Understanding – Clear appreciation of Project Brief illustrated throughout.	10%
Relevant Experience – Demonstrated experience in performing similar - must include minimum of three (3) other clients as business referees.	20%
Methodology and Timeframe – Acceptance of the methodology and timeframes.	20%
Price – Total price for consultation, literature review, drafting and art works, and disbursement costs – see Section 6.4.	50%

Note: Submissions must include a statement of declaration in relation to:

- *Any real or perceived conflict of interest and/or bias in relation to this project.*
- *Acceptance of intellectual property rights – see Section 5.6 of this Brief.*

5.4 Pricing

The pricing for preparing the various options shall be inclusive of:

- Good and Services Tax (GST).
- All disbursement costs accounting for travel and meal expenses, telephone, copying and other administration costs.

Of note, the Shire, at its cost will:

- Conduct all mail out, and public surveys (including electronic and hard copy media), and field direct enquiries from the community, as required.
- Cover all costs associated with copying, and mail out of material, and printing of documents pertinent to this project.
- Receive and schedule the submissions for review by the Architect.

5.5 Payment

Payment for this project is to be based on the following schedule:

Payment	Milestone	Percentage
1	Inception Meeting	20%
2	Preparation, submission and acceptance of draft plans for respective options	65%
3	Review of submissions and finalisation of plans and documents following community consultation	15%

5.6 Intellectual Property Rights

The Intellectual property rights to all original material, plans, or documents produced under this project, shall remain the property of the Shire of Brookton.

Such plans shall not be marked copyright, to preclude the Shire from using the concept plans, and associated costings, in progressing to construction, as a separate process, that may involve another architectural company / business.

5.7 Literature

The literature review should include, but not be limited to the following documents:

- RC Consulting Engineers - Brookton Railway Station Building – Structural Report (Ref No.: 269) - Structural Assessment of Timber Posts – August 2019
- RC Consulting Engineers - Brookton Railway Station Building – Addendum Letter (Ref No.: 269) – Structural Report Clarification – August 2019

Cr Macnab and Cr Watts returned to the meeting at 6.06pm.

7.05.21.02 PLANNING APPLICATION – EXISTING TRADE SUPPLIES USE

File No:	A2565
Date of Meeting:	20 May 2021
Location/Address:	Location 5971 Matthews Road Jelcobine
Name of Applicant:	Mr Justin Matthews
Name of Owner:	As above
Author/s:	Ian D'Arcy - CEO
Authorising Officer:	As above
Declaration of Interest:	The author does not have an interest in this item.
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

The Council is in receipt of a planning application seeking retrospective approval for a Trades Supplies use/business that involves commercial blending and packaging of agricultural crop oil sprays and wetter soil products being conducted on Location 5971 Matthews Road, Jelcobine.

A copy of the application is appended to this report as **Attachment 7.05.21.02A**.

The officer recommendation is for Council to grant retrospective planning approval for the existing use.

Description of Proposal:

As above

Background:

The subject property, located to west of Brookton, is a single title of a much larger farming unit as depicted in **Figure 1** below that also illustrates the existing production shed on the subject property.

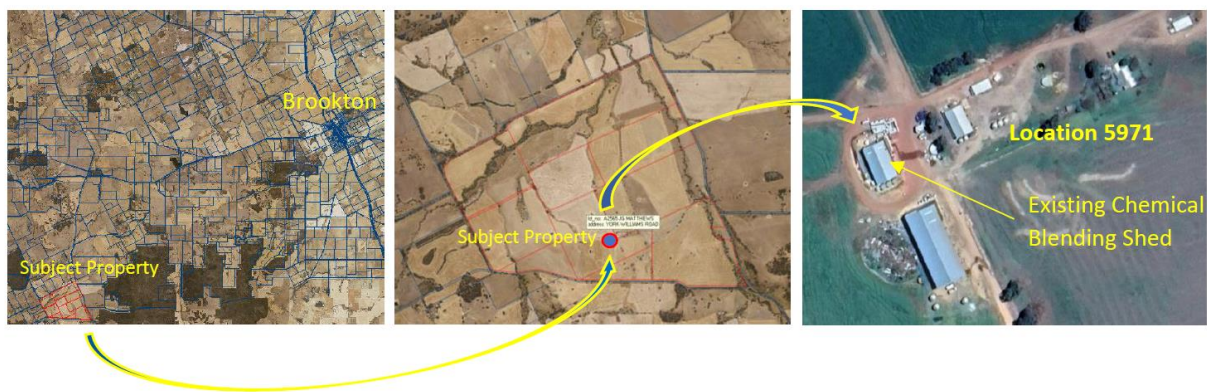


Figure 1 – Location/Site Plans (not to scale)

This building approved and erected in 2016 hay shed and workshop is some 64 metres in length, 26 metres in width, and 9 metres in wall height with a calculated floor area of 1,664 m².

A 3D sketch drawing of the approved building is provided in **Figure 2** below.

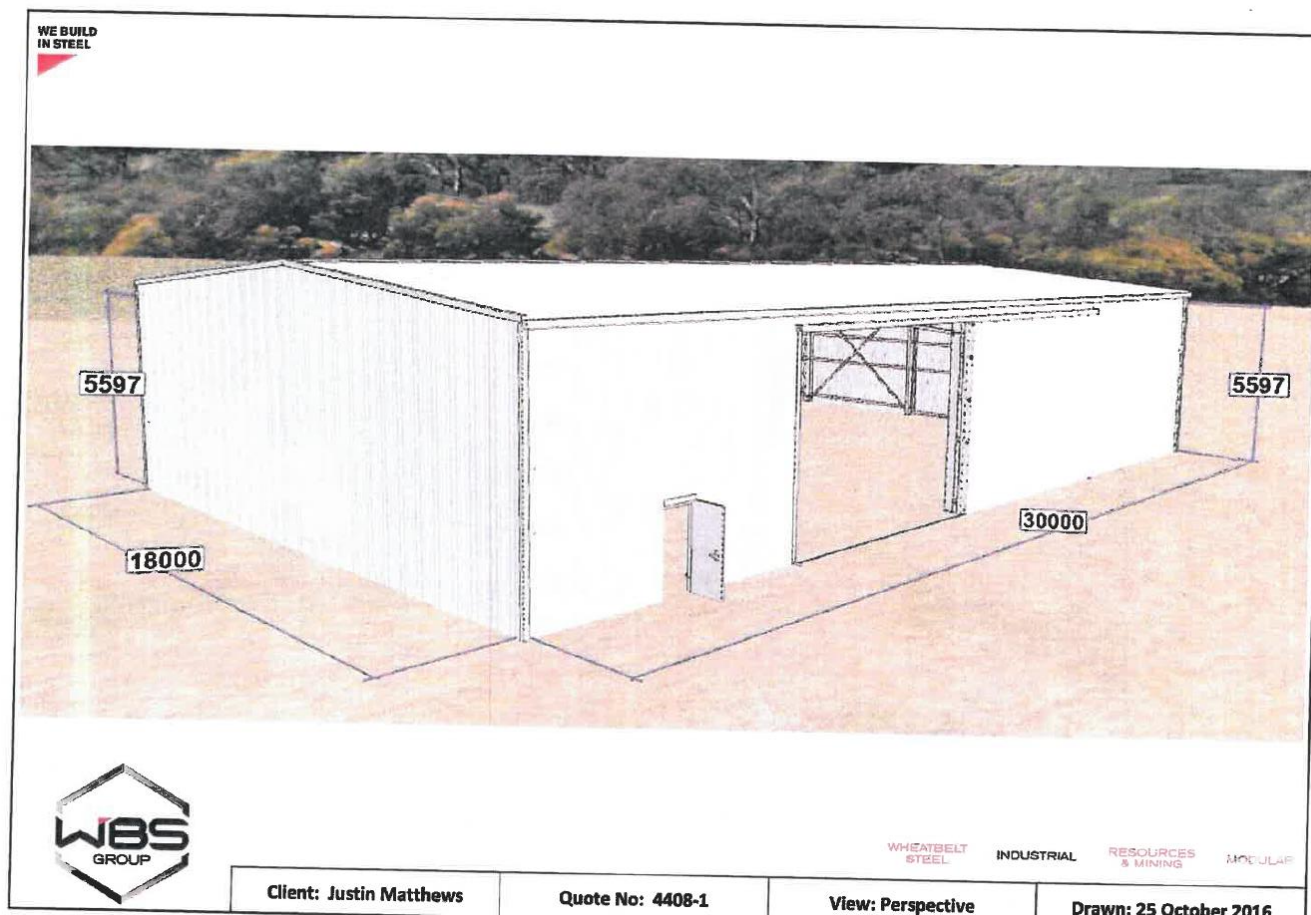


Figure 2 – Former Hay Shed/Workshop

Over the past few years the owner has reverted to using the building for blending and packaging of agricultural crop spray oils and soil wetters, with the planning application detailing that:

- The owner was of the initial understanding the current production activities were ‘agricultural’ and therefore exempt from requiring formal planning approval.
- All products are stored and handled in compliance with and according to workplace safety standards and regulations.
- No Dangerous Goods are used in production of the agricultural products.
- The business activity accords to the Environmental Protection Regulations, 1996 and the Prescribed Premises production capacity with the output in production below the limit of 5,000 Tonnes as *Schedule 1 - Prescribed Premises - Category 75* of the Regulations.
- The hours of operation consists of a standard working week of Monday – Friday 7.30am - 4.00pm and involves the employment of one full time employee and three part-time casual employees during peak periods of operation.
- There are a range of flammable chemicals used the blending processes as reflected in Storage Handling Manifest - **Figure 3** below.

SACOA PRODUCT STORAGE HANDLING MANIFEST

Company	SACOA PTY LTD
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Date	Jul-20
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Worksite	45 Matthews Road, JELCOBINE WA 6306
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Version	2
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Emergency Contacts	JUSTIN MATTHEWS	Managing Director	0427 522 726
	SCOTT MORTON	Site Manager	0427 891 179

Name of Substance	Supplier	Hazardous	GHS Classification				Hazard Label	AS1940 / Class	Dangerous Goods	Flash Point Range	Where Stored	Indoor/Outdoor	Average Quantity Held	Largest Quantity Held	Packaging vessel	Current SDS Date
			1	2	3	4										
Diethylene Glycol	Indorama	Yes		Y		Y	6	C2 - Combustible Liquid	No	>150°C	Storage Shed	Outdoor	5,000KG	10,000KG	IBC	Jan-16
Ecoteric T85	Indorama	No					N/A	C2 - Combustible Liquid	No	>150°C	Storage Shed	Outdoor	10,000 KG	20,000 KG	IBC	Jan-16
Solvent 200	Gandhar/ Recochem	Yes	Y	Y	Y		9	C2 - Combustible Liquid	No	>95°C	Storage Shed	Indoor	5,000KG	10,000KG	IBC	Feb-16
Teric 12A2N	Indorama/ Ortho	Yes	Y	Y	Y	Y	9	C2 - Combustible Liquid	No	>130° C	Storage Shed	Outdoor	2500 KG	4000 KG	IBC	Feb-19
Teric 12A3N	Indorama/ Ortho	Yes	Y	Y	Y	Y	9	C2 - Combustible Liquid	No	>150°C	Storage Shed	Outdoor	2500 KG	4000 KG	IBC	Feb-19
Teric 12A4	Indorama/ Ortho	Yes	Y	Y	Y	Y	9	C2 - Combustible Liquid	No	>150°C	Storage Shed	Outdoor	8,000KG	15,000KG	IBC	Feb-19
Teric N8	Indorama	Yes		Y		Y	9	N/A	No	>250°C	Storage Shed	Indoor	1,500 KG	3,000 KG	IBC	Jun-16
Teric PE64	Indorama	No					N/A	C2 - Combustible Liquid	No	>150°C	Storage Shed	Outdoor	75,000 KG	125,000 KG	IBC	Aug-12
Terwet 245	Indorama	No					N/A	C2 - Combustible Liquid	No	>150°C	Storage Shed	Outdoor	10,000 KG	20,000 KG	IBC	Aug-16
Trisol 218	Tri-Tech	No					N/A	C2 - Combustible Liquid	No	>150°C	Storage Shed	Outdoor	1,000 KG	2,000 KG	IBC	Oct-15
Group 2 70N Base Oil	Various	No					N/A	C2 - Combustible Liquid	No	>150°C	Bulk Tank 1,2,3	Outdoor	50,000L	100,000L	BULK TANKS	Current

Figure 3 – Existing Chemicals

- There is no liquid waste produced in the blending process. Raw materials are supplied in:
 - Steel drums - These steel drums are collected by a steel recycling company
 - 1000L IBCs – these IBCs are reused

There is some packaging such as cardboard and the like associated with incoming raw materials. This packaging is disposed of in a designated disposal pit on farm.

A layout of the operational production floor space is illustrated in **Figure 4** below.

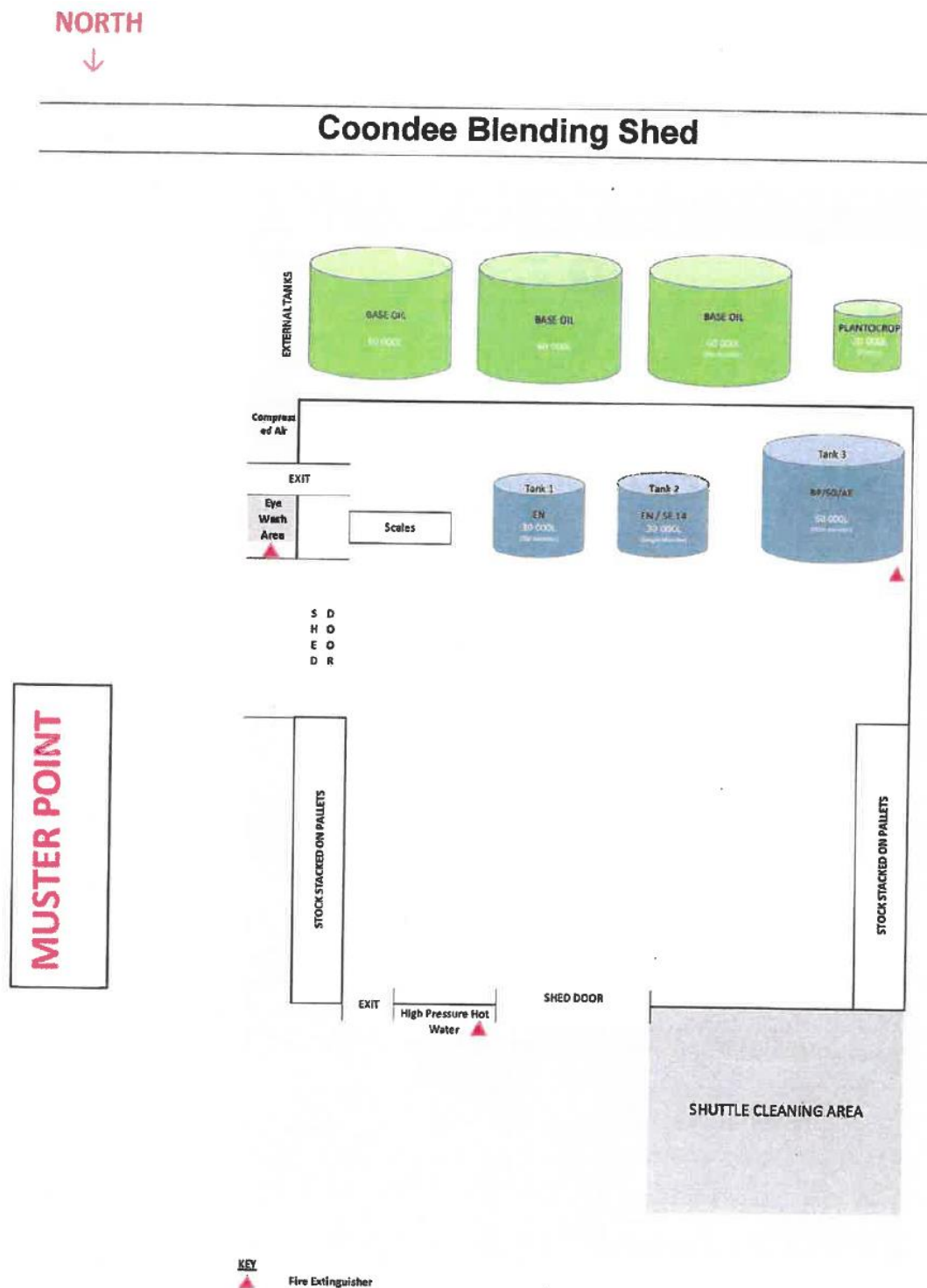


Figure 4 – Former Hay Shed/Workshop

The following photos as **Figures 5, 6** and **7** also provide an illustration of the existing production building.



Figure 5



Figure 6



Figure 7

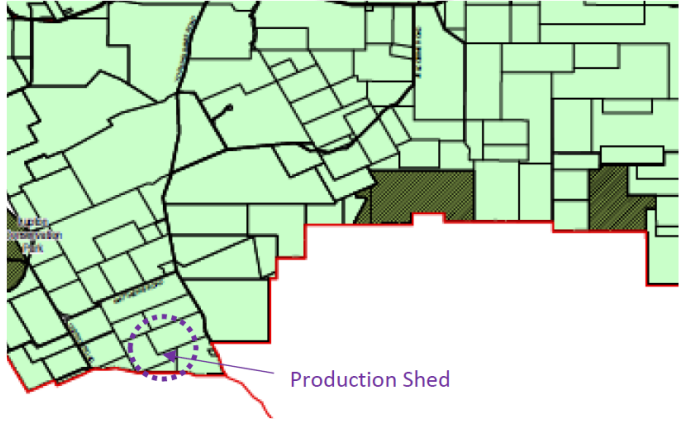
In review of the Shire's records there has not been any reported incidents or complaints in relation to the current production operations and access to the property via the sealed portions York-Williams Road and Matthews Road, with a formed gravel internal road network through the applicant farming properties is satisfactory.

Consultation:

There has not been any formal consultation on this proposal.

Statutory Environment:

As to the planning framework 'Trade Supplies' is assessed and determined under the provisions of the Shire of Brookton Local Planning Scheme No.4. Accordingly, the following table provides a summary of legal and other requirements in relation to this proposal:

Shire of Brookton Local Planning Scheme (LPS) No. 4 (Statutory instrument)	
Current Zoning	The subject property is zoned 'Rural' – See extract of Map below – property coloured green and circled.  Figure 8 – Extract of Zoning Map 4
Permissibility (Table 1 – Zoning Table)	Table 1 – Zoning Table of LPS 4 qualifies a Trade Supplies as an 'D' use. This means Council has discretion to approve the respective use with or without relevant planning conditions or refuse the proposal with valid planning reasons. Additionally, the Council may enact enforcement action for the relative non-compliance pursuant to Sections 214, 215, and 216 of the Planning and Development Act, 2005. It may also proceed to determine a planning application (including a retrospective application) in accordance with Regulation 67 and 68 of the Planning and Development (Local Planning Scheme) Regulations 2015 – see further comment below.
Definitions	The draft LPS 4 defines: Trade Supplies to mean premises used to sell by wholesale or retail, or to hire, assemble or manufacture any materials, tools, equipment, machinery or other goods used for the following purposes including goods which may be assembled or manufactured off the premises: • Automotive repairs and servicing; • Building including repair and maintenance; • Industry; • Landscape gardening; • Provision of medical services; • <u>Primary production</u> • Use by government departments, or agencies, including local government. The existing use is assessed as primary production.
Objectives	The Council's LPS 4 nominates the objectives of the Rural Zone to: • To provide for the maintenance or enhancement of specific local rural character. • To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries and secondary uses in circumstances where they demonstrate compatibility with the primary use. • To maintain and enhance the environmental qualities of the landscape,

	vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage. • To provide for the operation and development of existing, future, and potential rural land uses, by limiting the introduction on sensitive land uses in the Rural zone. • <u>To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.</u>
Development Standards	LPS No.4 stipulates under section 53: 53. Non-Rural uses in the Rural Zone (1) Table 3 (Zoning Table) of the Scheme provides for a range of non-rural uses in the Rural zone, in exercising its discretion to determine non-rural proposals, the local government, in addition to the requirements of the scheme, will have regard to: (a) management of anticipated traffic movement and volume, (b) impact on the environment including water resources, noise, amenity, and air quality. (c) the ability of the proposal to manage impacts within the property boundary, or otherwise to not affect nearby sensitive land uses; (d) visual impacts and effect on rural character; and (e) essential services being provided commensurate with the intended land use. There is no evidence the existing production activity/use generates concern in relation to social, amenity, or environmental impacts.

Planning and Development (Local Planning Scheme) Regulations 2015 <i>(Statutory instrument)</i>	
Schedule 2; Part 9; Clause 68(2)	<i>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration.</i>
Schedule 2; Part 9; Clause 76 (1) and (2)	<i>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use, and or development of the land.</i>

State Planning Policy 3.7 – Planning in Bushfire Prone Areas
(Statutory instrument – ties to Planning Regulations)

6.2 – Strategic planning proposals, subdivision, and development applications.

*The subject property is not located within an identified Bushfire Prone Area as coloured purple on the aerial photo presented as **Figure 9**. The yellow circle depicts the location of the production building.*

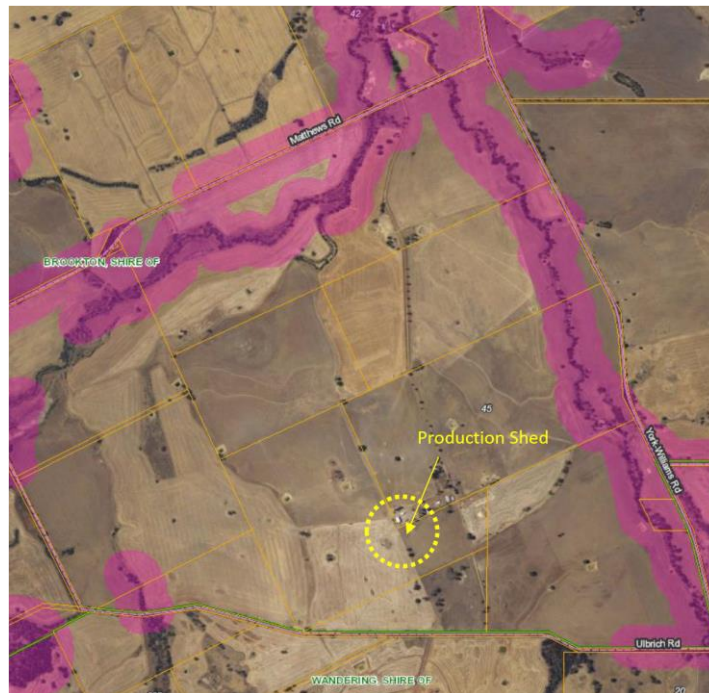


Figure 9 – Extract of Bushfire Zone Area Map - DFES

Environmental Protection Regulations 1987
(Statutory instrument)

C. Proposals of prescribed class (Act S 38)

This regulation states:

- a. *For the purposes of section 38(5)(b) and (5c)(b) of the Act, a proposal is of a prescribed class if it involves a significant discharge of waste into the environment.*
- b. *For the purposes of section 38(5)(b) and (5c)(b) of the Act, a proposal is of a prescribed class if it involves a significant emission of noise, odour, or electromagnetic radiation into the environment.*
- c. *For the purposes of section 38(5)(b) and (5c)(b) of the Act, a proposal is of a prescribed class if it involves a petroleum activity.*

5. Premises prescribed (Act Part V)

This regulation stated the premises specified in Schedule 1 of these Regulations, are prescribed premises for the purposes of Part V of the Act.

Schedule 1 of the Regs.

Schedule 1 defines a prescribed premise of this nature as Category 75, being chemical blending or mixing not causing discharge: premises on which chemicals or chemical products are mixed, blended or packaged in a manner that does not cause or is not likely to cause a discharge of waste into the environment - 5 000 tonnes or more per year.

The applicant has stated the production of this facility is below the 5,000 tonnes threshold per year and therefore does not a prescribed premise that requires registration/licencing with the Department of Water and Environmental Regulation (DWER).

Relevant Plans and Policy:

There are no specific Council plans, or policy documents that apply to this proposal. Consideration is only required to State Planning Policy 3.7, which is addressed in the Statutory Environment section of this report.

Financial Implications:

Other than receipt of the statutory planning application fee of \$640.00, the only other financial consideration could be a possible cost should an appeal be lodged by the applicant, with the State Administration Tribunal (SAT), if dis-satisfied with the Council decision. At this stage no such cost is known.

Risk Assessment:

The risk in relation to this matter is assessed as 'Low' as it largely centres on a right of appeal being lodged with the State Administration Tribunal (SAT) should the application be refused, or the applicant is not satisfied with a condition(s) imposed on a planning approval.

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

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

Community & Strategic Objectives:

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2024.

Specifically, the proposed Grain Receival and Storage Facility aligns to:

Function 2 – Land Use Planning

Action 2.3 – Process Development Applications

Comment

While Council has the ability to undertake enforcement action for the unlawful nature of the existing use it is suggested such action would be futile given:

- a) The production activity has been in operation for a number of years without any detrimental impact being evident or brought to the Shire attention in relation to environmental harm, social or visual amenity.
- b) The blending and packaging of agricultural products aligns to the following stated objective of the Rural zone:
“To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.”
- c) The applicant has acknowledged his oversight and has willingly lodged a planning application for formal approval from Council as required by the legislation.

Furthermore, it is acknowledged the production at this stage, does not warrant formal registration/licencing, under the environmental protection legislation, with having been confirmed by the DWER.

However, this does not negate the need for conditions to be applied should Council proceed to grant ‘retrospective’ planning approval for the existing ‘Trades Supplies’ use. It is recommended that in granting planning approval conditions be applied that requires:

- 1. The production to be capped at 5,000 tonnes per annum, with further approval being required, should there be a demand to expand the chemical blending activity. This will then allow Council to re-assess (in consultation with the DWER), the proposed increase in production and any impacts that may arise, including road access, environmental harm and social/visual amenity issues.
- 2. An upgrade of the existing production shed to ensure it accords to the Building Code of Australia (BCA) requirements and standards for a Class 8 building include the provision of adequate fire suppression. Under the original building permit the building is a Class 10a based on the initial use being an agricultural storage shed and workshop. Concern is raised that mixing/blending of chemicals that may be flammable in nature and therefore present the need for the building to comply to the required classification.
- 3. The waste continuing to be disposed of based on the current practices of the steel drums being collected by a recycling company, the 1000L IBCs storage containers being reused, and all the other packaging (such as cardboard and the like) associated with incoming raw materials being recycled or disposed of in a designated disposal pit on the property.

OFFICER RECOMMENDATION

That Council grant planning approval for the existing trade supplies activity/use (Blending and Packaging Agricultural Crop Spray Oils, and Soil Wetters) on Location 5971 Matthews Road, Jelcobine pursuant to Schedule 2 Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the following:

Conditions

1. The existing blending and packaging activities shall be:
 - a) Carried out in accordance with the terms of the application as approved herein, and the respective plans inclusive of site plan, floor plans and elevations that form part of this approval.
 - b) Capped at a production volume of 5,000 tonnes per annum with any proposed increase in production above this threshold being the subject of a further application to Council for planning approval.
2. The existing production building being upgraded to a Class 8 building as prescribed by the Building Code of Australia within 12 months from the date of this planning approval.
3. The disposal of steel and plastic waste containers shall be through re-use or recycling methods with cardboard and similar packaging being recycled or disposed of in a designated disposal pit on the property.

Advice Notes

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

- a. This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011; Health Act 2016 and Environmental Protection Act 1986 and all subsidiary legislation. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals in continuing the use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire's Building and Environmental Health Officer on mobile 0428376044.
- b. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- c. With reference to Condition 2 of this planning approval the applicant is advised a Building Permit is required for upgrade of the existing production building and recommended contact be made the Shire's Building and Environmental Health Officer on mobile 0428376044 to obtain advice on the preparation of a certified building application to be lodged with the Shire of Brookton for the Building Permit to be issued.
- d. Should the applicant be aggrieved by the conditions of this planning approval, a right of appeal exists to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website – www.sat.justice.wa.gov.au.

COUNCIL RESOLUTION

MOVED Cr Lilly SECONDED Cr Walker

That Council grant planning approval for the existing trade supplies activity/use (Blending and Packaging Agricultural Crop Spray Oils, and Soil Wetters) on Location 5971 Matthews Road, Jelcobine pursuant to Schedule 2 Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the following:

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- 1. The existing blending and packaging activities shall be:***
 - a) Carried out in accordance with the terms of the application as approved herein, and the respective plans inclusive of site plan, floor plans and elevations that form part of this approval.***
 - b) Capped at a production volume of 5,000 tonnes per annum with any proposed increase in production above this threshold being the subject of a further application to Council for planning approval.***
- 2. The existing production building being upgraded to a Class 8 building as prescribed by the Building Code of Australia within 12 months from the date of this planning approval.***
- 3. The disposal of steel and plastic waste containers shall be through re-use or recycling methods with cardboard and similar packaging being recycled or disposed of in a designated disposal pit on the property.***

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- b. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.***
- c. With reference to Condition 2 of this planning approval the applicant is advised a Building Permit is required for upgrade of the existing production building and recommended contact be made the Shire's Building and Environmental Health Officer on mobile 0428376044 to obtain advice on the preparation of a certified building application to be lodged with the Shire of Brookton for the Building Permit to be issued.***
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SCM 04.21-04

PROCEDURAL MOTION

MOVED Cr Hartl SECONDED Cr Fancote

That Council suspend standing orders at 6.08pm.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

SCM 04.21-05

PROCEDURAL MOTION

MOVED Cr Watts SECONDED Cr Lilly

That Council resume standing orders at 6.21pm.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

SCM 04.21-06

PROCEDURAL MOTION

MOVED Cr Hartl SECONDED Cr Watts

That Council defer this item until June 2021 pending further clarification to be obtained from the applicant by the Chief Executive Officer, in relation to the storage, and use of chemicals, with this agenda item to be presented back to Council at the June 2021 Ordinary Meeting of Council.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

Attachment

Attachment 7.05.21.02 – Copy of Application

25th April, 2021

Shire Planner
Shire of Brookton
14 White Street
BROOKTON WA 6306

Dear Shire Planner

This is a retrospective application due the initial understanding that the described activities were 'agricultural activities' and did not require planning approval.

Can you please accept this application for processing or alternatively provide clarification that the activities described, do fall within the permitted agricultural activities for land use.

After recently reading the Shire Of Brookton Local Planning Scheme No.4, I understand the activities may be classified as:

ZONE: RURAL

CLASS: INDUSTRIAL LIGHT

If you have any additional queries, or require any further information, please do not hesitate to contact me on email, jmatthews@sacoa.com.au or on mobile 0427 522 726.

Yours sincerely



Justin Matthews
0427 522 726

LOCATION

JG & RJ MATTHEWS – COONDEE FARM
45 Matthews Road
Jelcobine WA

ACTIVITIES

Blending and packaging agricultural crop spray oils and soil wetters.

All products are stored and handled in compliance with and according to workplace safety standards and regulations.

NO Dangerous Goods used in production

Environmental Protection Regulations Compliant

Prescribed Premises Production Capacity –

does NOT exceed limit of 5,000 Tonnes

(as per attached Schedule 1 - Prescribed Premises - Category 75)

HOURS OF OPERATION

Normal Hours of Operation: Monday – Friday 7.30am - 4.00pm

BUILDING APPROVAL

Shed

Previously Council approved in 2016

Building Permit # 16/17-14

Ref: Doc ID 4717

(See Attached for shed approval documentation)

EMPLOYEES

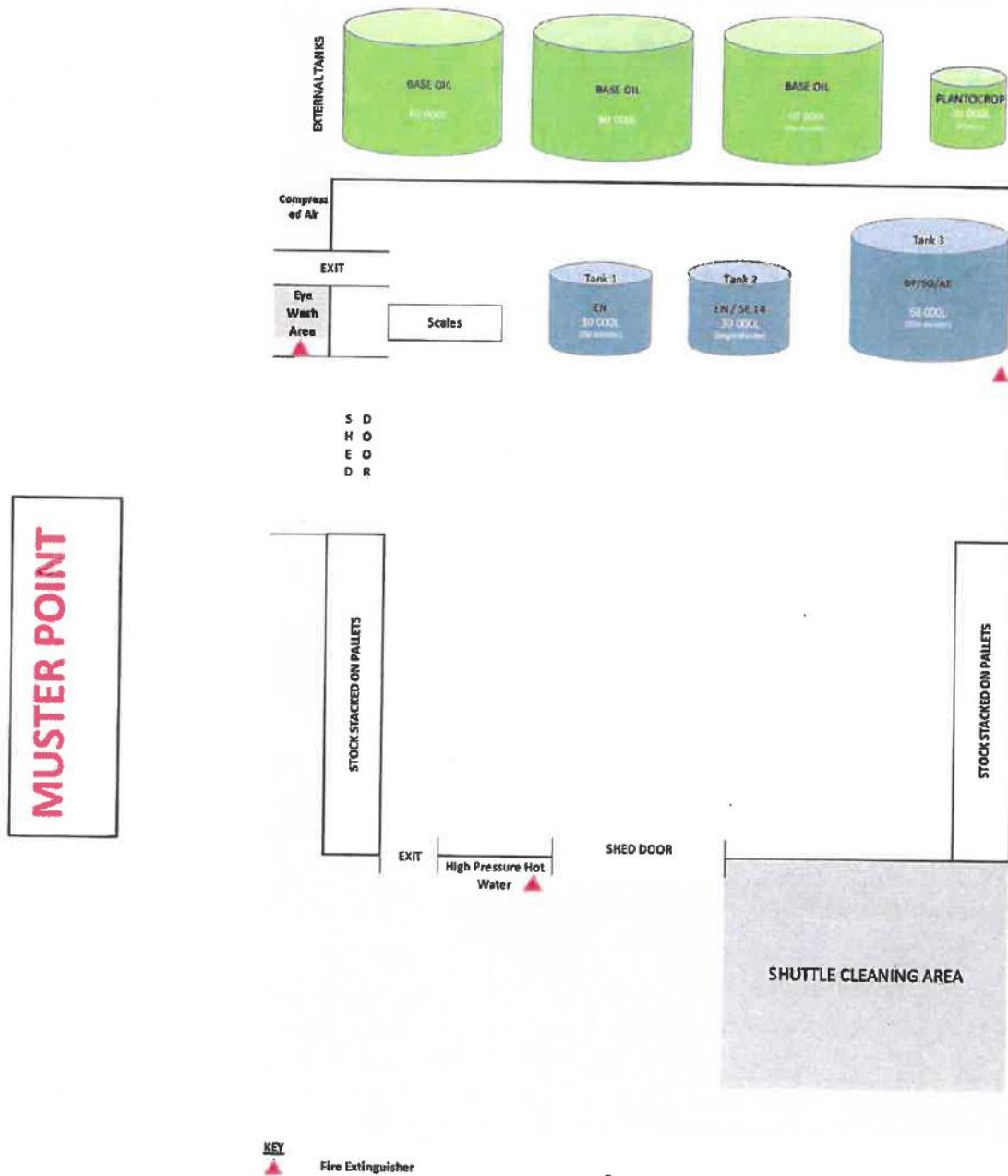
Full Time – 1

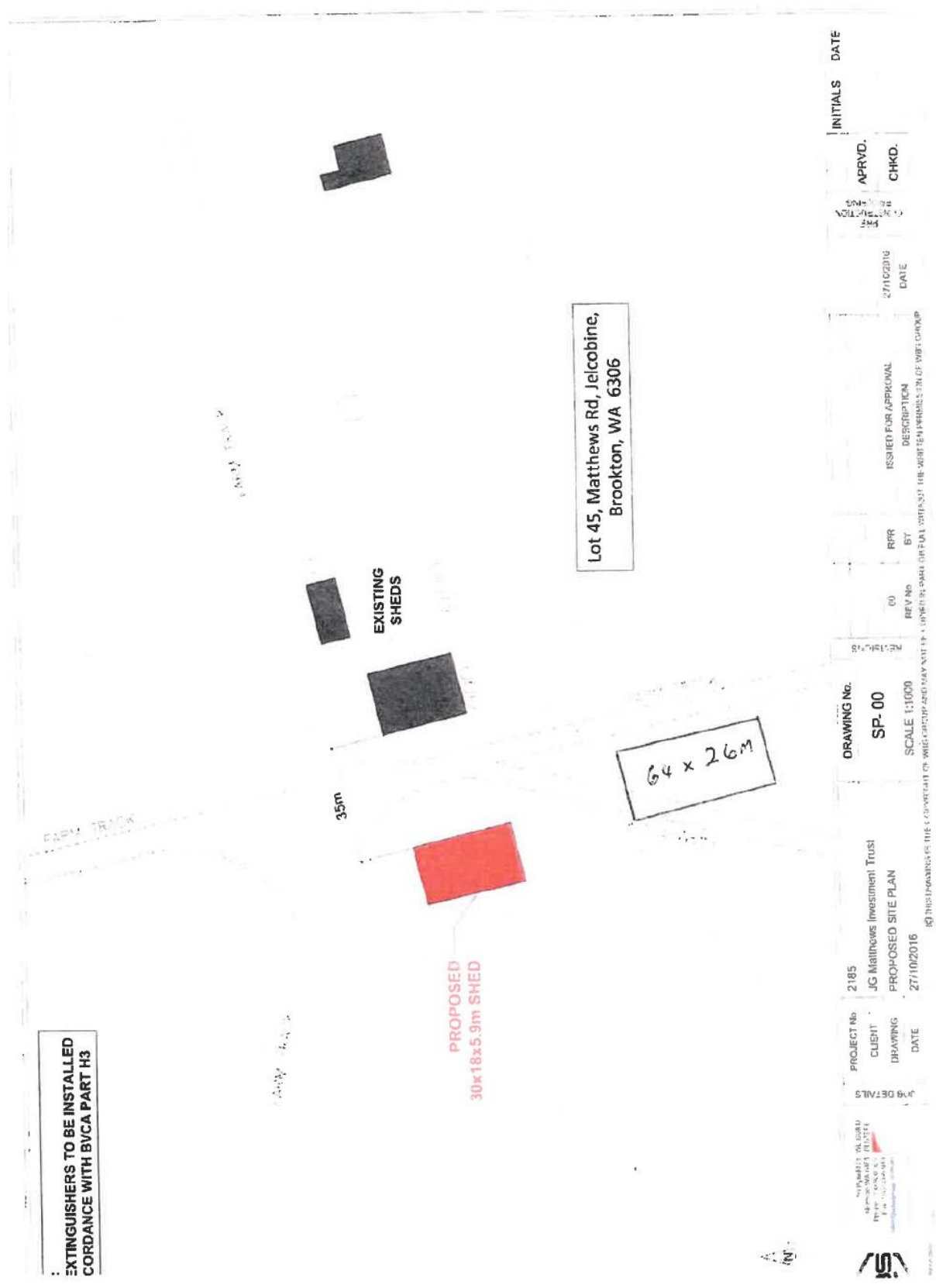
Casual Part time – 3 in peak periods

NORTH

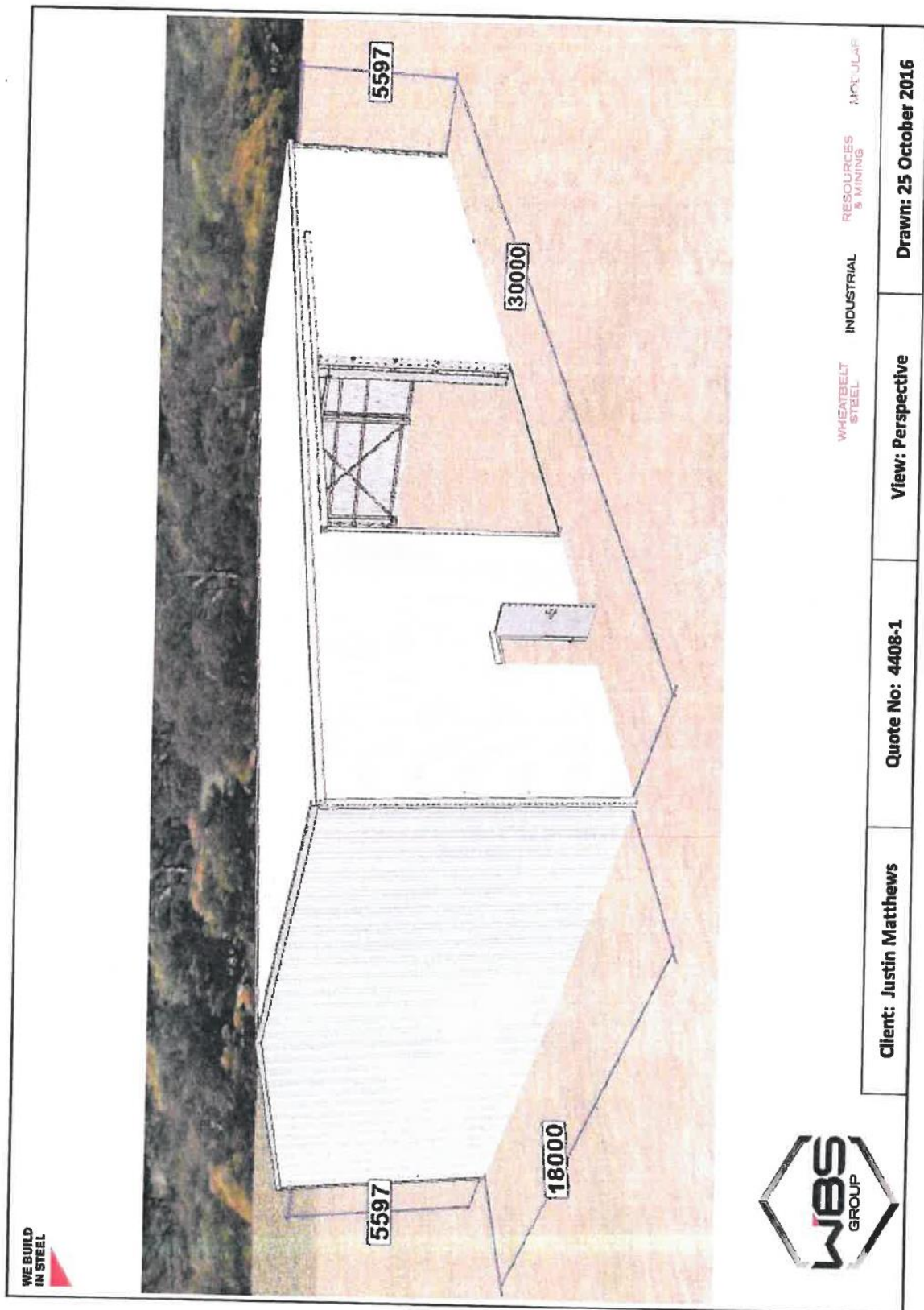


Coondée Blending Shed









7.05.21.03	2021/2022 PLANT REPLACEMENT PROGRAM – DISPOSAL OF 2018 HOLDEN COMMODORE
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File No:	ADM
Date of Meeting:	25 May 2021
Location/Address:	Shire of Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kellie Bartley – Manager Corporate and Community
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author does not have an interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

This item seeks Council to consider the disposal of the existing 2018 Holden Commodore Liftback in this current financial year.

Description of Proposal:

As above.

Background:

The Shire has maintained 10-year program that has arbitrarily followed the principles for the replacement of major and minor plant purchases for the Shire. One of the bigger considerations in developing the program has involved spreading costs across years to achieve affordability and maximise value in the change-over process.

Additionally, with the COVID-19 pandemic additional pressure has been placed on Local Government to assist in stimulating the economy by bring forward expenditure that was scheduled to be entertained at a later date. With this in mind, consideration must be taken into account of the possibility to be able to purchase vehicles due to the current market stock. However, the opportunity to capitalise on the current increase in market pricing is an option to consider.

Due to the recent changes to Council Policy – 2.30 Light Vehicles, the provisions for the vehicle changeover have been amended that all motor vehicles are to be changed over at five (5) years of age from date of purchase or prior to an odometer reading between 90,000 and 99,000 kms, whichever comes first.

Amendments with the Maximum value of purchase price has also been updated to the following, under this policy:

Group	Comments
Group A Vehicle	Chief Executive Officer Max. value of vehicle - \$50K (exc. GST)
Group B Vehicle	Authorised Managers/Supervisors Max. value of vehicle - \$45K (exc. GST)
Group C Vehicle	Authorised Officers Max. value of vehicle - \$40K (exc. GST)

Light Vehicles Administration and Operational

Consideration of the changeover of the Light Vehicles – Administration has been discussed through the Council Briefing Session at the 2021/22 Budget Workshops held on 20th May 2021, with discussions on the consideration to change this vehicle in the current financial year.

The Holden Commodore was scheduled to be changed over in the 2021/22 financial year, however due to an appreciated market, it was supported to send this vehicle to an auction house to test the market instead of doing the trade when the new replacement will be ordered following adoption of the coming budget.

Consultation:

Consultation has occurred with Council with a formal motion to bring forward the respective vehicle changes in the recent policy update for Council Policy – 2.30 – Light Vehicles. Further discussions were held with Senior Management and Elected Members at the Council Briefing Session held on the 20 May 2021.

Statutory Environment:

3.58. *Disposing of property*

- (1) In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local

government believes to be a true indication of the value at the time of the proposed disposition.

Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s. 3.58

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (3) A disposition of property other than land is an exempt disposition if —
 - (a) its market value is less than \$20 000; or
 - (b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.

Relevant Plans and Policy:

Revision of the 10 year Plant replacement program was identified in the Corporate Compendium that came out of the integrated planning process.

Financial Implications:

A recent trade value obtained for the Commodore is \$22,500 based on the purchase of a new Toyota RAV 4 hybrid medium size SUV. This is considered the wholesale market value.

The Redbook auto valuation guide suggests a slightly higher minimum trade value of \$25,200 and minimum retail value of \$29,200 – see **Figure 1** below. With this in mind it is suggested the Council could receive a sale price above \$22,500 should the vehicle be disposed of through an auction clearing house or a tender process conducted by the Shire.

Should an auction clearing house be preferred a commission fee of around 5% (plus GST) would typically apply.

The funds associated with the disposal of vehicle purchases are to be placed back into the Council's Plant and Vehicle Reserve and be reused in acquiring a replacement vehicle in the coming financial year.

2018 Holden Commodore RS-V ZB Auto AWD MY18

Select another model in this range



Red Book

- 5 Door Sedan
- 6 Cylinder, 3.6 Litre
- Sports Automatic, 4X4 On Demand
- Petrol - Unleaded ULP
- 8.9 L/100km



Image 4 of 18



Stock images - actual vehicle may differ

Share this



Features

Related Reviews

Related Models

Valuation Prices

*Private Price Guide	\$29,200 - \$32,100
*Trade In Price Guide	\$25,200 - \$28,100
*Average Km	45,000 - 75,000
Price When New	\$46,990 Price Guide (EGC)

Running Costs

Tyres

[For the best deal on tyres](#)



Shop Now >

Car Insurance - Get a Quote in 2 Minutes

Figure 1

Risk Assessment:

The risk for this disposal is minimal, and therefore it is assessed that the risk is 'Low' as reflected in the Matrix Table below.

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

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

Community & Strategic Objectives:

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

Specifically, this matter aligns with the following function and action under the Shire's Corporate Compendium:

- 9. *Asset Management*
 - 9.14 *Review of Plant Replacement Program*

Comment:

Given a vibrant second-hand vehicle market at present, mainly attributed to COVID-19, it is promoted that Council attempt to dispose of the 2018 Commodore liftback sedan through an open tender conducted by the Shire Administration to achieve the highest value.

OFFICER'S RECOMMENDATION

That Council pursuant to Section 3.58(2)(b) endorses the disposal of the 2018 Holden Commodore Liftback Sedan by public tender called by the local government in the 2020/21 financial year with the reserve set at \$22,500.

SCM 04.21-07

COUNCIL RESOLUTION

MOVED Cr Lilly SECONDED Cr Hartl

That Council pursuant to Section 3.58(2)(b) endorses the disposal of the 2018 Holden Commodore Liftback Sedan by public tender called by the local government in the 2020/21 financial year with the reserve set at \$22,500.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

8.05.21	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
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Nil.

9.05.21	CONFIDENTIAL REPORTS
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Nil.

10.05.21	NEXT MEETING & CLOSURE
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The next Ordinary meeting of the Council will be held on Thursday 17th June 2021 commencing at 6.00pm.

There being no further business the meeting was closed at 6.27pm.