



## SPECIAL MEETING OF COUNCIL

### MINUTES

03 DECEMBER 2020

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 17/12/20

Presiding Member:  Date: 17 December 2020

#### Disclaimer

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

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

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

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

**Shire of Brookton**  
**Special Meeting of Council held 03 December 2020**  
**Commenced at 5.30 pm**

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**1.12.20**      **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Shire President declared the meeting open at 5.30pm.

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.

**2.12.20**      **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   |                          | <i>Attended via videoconference</i> |
| Cr BK Watts   |                          | <i>Attended via videoconference</i> |
| Cr MG Macnab  |                          |                                     |

Staff (Non-Voting)

|                  |                                      |
|------------------|--------------------------------------|
| Ian D'Arcy       | Chief Executive Officer              |
| Mikel Haramborne | Manager Infrastructure and Emergency |
| Danni Chard      | Executive Governance Officer         |

Apologies

Leave of absence

Members of the Public

Mr. David Bond  
Mrs. Lyn Pech

Mrs. Jan Eva  
Mrs. Jo Lupton  
Mr. Eric Pech  
Mrs. Sue Pike  
Ms. Sharon Williams  
Mrs. Lyn Bassett

|                |                             |
|----------------|-----------------------------|
| <b>3.12.20</b> | <b>PUBLIC QUESTION TIME</b> |
|----------------|-----------------------------|

Nil.

|                |   |
|----------------|---|
| <b>4.12.20</b> | <b>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION</b> |
|----------------|---|

Nil.

|                |                                |
|----------------|--------------------------------|
| <b>5.12.20</b> | <b>DISCLOSURE OF INTERESTS</b> |
|----------------|--------------------------------|

***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.

| Item no. | Members/Officers | Type of Interest | Nature of Interest |
|----------|------------------|------------------|--------------------|
| Nil.     |                  |                  |                    |

**6.12.20 COMMUNITY HALL DESIGNS AND COSTINGS – CONSENT TO ADVERTISE**

|                                 |  |
|---------------------------------|--|
| <b>File No:</b>                 | FIN20B001B                               |
| <b>Date of Meeting:</b>         | 03 December 2020                         |
| <b>Location/Address:</b>        | N/A                                      |
| <b>Name of Applicant:</b>       | N/A                                      |
| <b>Name of Owner:</b>           | Shire of Brookton                        |
| <b>Author/s:</b>                | Ian D'Arcy – Chief Executive Officer     |
| <b>Authorising Officer:</b>     | As above                                 |
| <b>Declaration of Interest:</b> | The author has no interest in this item. |
| <b>Voting Requirements:</b>     | Simple Majority                          |
| <b>Previous Report:</b>         | N/A                                      |

**Summary of Item:**

This item relates to endorsement of a number of concept design options and associated costs for a rejuvenated or new Community Hall, and requests Council's consent to progress public advertising to obtain community input and comment on respective designs over an approximate eight week period.

A copy of the Memorial Hall background and respective concept hall designs prepared by Stephen Carrick Architects is presented as:

- **Attachment 06.12.20.01A – Brookton Memorial Hall Background**
- **Attachment 06.12.20.01B – Brookton Memorial Hall Conservation – Option 1**
- **Attachment 06.12.20.01C – Brookton Memorial Hall Adaption – Option 2**
- **Attachment 06.12.20.01D – Brookton New Multi-Use Hall – Option 3**

**Proposal:**

In summary the aim of this proposal is canvas the Brookton community on a number of concept design options for a Community Hall. This process is to primarily inform Council on preferred direction across one of the following options with opportunity to express preference and influence design through community suggestion and ideas:

- Option 1 – Memorial Hall Heritage Conservation
- Option 2 – Memorial Hall Adaption
- Option 3 – New Multi-Use Hall

**Background:**

Shire of Brookton is at the 'crossroads' of addressing community need with the existing Memorial (Town) Hall buildings which are presently underutilised and require structural rejuvenation and aesthetic enhancement. These buildings have traditionally been central to the community's social fabric for decades but are now aged, and through a lack of attentive maintenance, present as tied, outdated, and detracting from their meaningful purpose and earlier popularity.

In light of this the Council opted to canvas community sentiment through engagement of a suitably qualified and experienced architect to present a number of indicatively costed design options. The intent is to arrive at an informed position through stimulating broad community discussion, thought and input on the preferred location and design, taking into account the level of investment and need for a functional facility over the long term.

The process as reflected in the project brief for the architect is outlined in the table below:

| Time frame                      | KPI/ Action  |
|---------------------------------|--|
| 4 <sup>th</sup> Week - Oct      | Conduct inception meeting with Shire to validate design options and  |
| 3 <sup>rd</sup> Week - Nov      | Presentation and acceptance of draft concept plans for each option to Shire.   |
| 4 <sup>th</sup> Week - Nov      | Commence Community Consultation 30 <sup>th</sup> Nov 2020 (8 weeks) – Conclude 23 <sup>rd</sup>                                      |
| 1 <sup>st</sup> Week - Feb 2021 | Schedule submissions with changes/costings to concept plans for each option - present Schedule and recommended changes to the Shire. |
| 3 <sup>rd</sup> Week - Feb      | Council to consider and determine preferred design option.   |

Fundamentally, this program has been established as a guided to arrive at an informed and timely outcome.

#### **Consultation:**

For the most part consultation has been limited to the Shire Administration, the architect and Council. It is integral that Council now hear from the broader community through an eight (8) week public consultation process involving two (2) public presentations, one morning and one evening, by the Architect to explain the concept designs and receive questions from members of the community. It is suggested these presentations occur on Wednesday 16<sup>th</sup> December 2020 at the Memorial Hall commencing at 10.30am and again at 6.30pm. A further discussion with Councillors is also suggested at 4.00pm on the same day.

#### **Statutory Environment:**

There is no statutory framework in relation to this matter.

#### **Relevant Plans and Policy:**

Council's recently adopted Community Consultation Policy 2.41 designates a Shire wide consultation process is to be entertained for this proposal that involves a range of mediums including a mail drop, media release, email and e-news circulation, publication in the Telegraph newspaper and on the Shire website and Facebook page, and graphical display of the respective concept designs.

#### **Financial Implications:**

Engagement of architectural services for this process is already catered for in the 2020-21 Budget at a cost \$26,400, although further financial consideration on this matter will be needed by Council at the conclusion of the public consultation process and selection of a preferred design for a Community Hall.

Of note, the quantity surveyor in collaboration with the architect has costed each of the respective options.

| Option                                 | Building Construction Cost | Ancillary | Total Allocation |
|--|----------------------------|-----------|------------------|
| 1. Memorial Hall Heritage Conservation | \$1,090,950                | \$255,850 | \$1,346,800      |
| 2. Memorial Hall Adaption              | \$1,884,750                | \$233,400 | \$2,118,150      |
| 3. New Multi-Use Hall                  | \$2,689,050                | \$356,000 | \$3,045,050      |

However, these costs do not address the following:

- Building supervision fees, landscaping, carparking and street pavement modifications because for the most part these works can be performed using in-house resources and therefore will required separate costing.
- Recurrent maintenance and operational costs at this stage as these costs may depend on

building materials types and utility sourcing, such as incorporation of photovoltaic energy systems.

#### Risk Assessment:

The risk associated with this matter is assessed as 'High'. It is important the Council arrive at the best outcome for the provision of a fully functional Community Hall that addresses Community need over the long term – see further commentary in the Comment Section 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                                      |

#### Community & Strategic Objectives:

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

Specifically, the public consultation on the Community Hall designs and costings aligns to:

#### *Business Function 9 – Asset Management*

#### *Action – 9.5 Prepare Asset Management Plan – Memorial Town Hall*

#### Comment:

From an officer perspective the decision on a future Community Hall should be considerate of:

- Broad community sentiment and expectations across all demographics.
- A design that encompasses functionality, practicality, adaptability, durability, and longevity premised on accommodating variable use, both now and into the future.
- Long term affordability accounting for initial capital investment, ongoing maintenance, and recurrent operational costs.
- Visual appeal and amenity both internal and externally.

To adequately address these considerations and arrive at an informed decision it is important the Council first engage with, and receive input from, the broader Community on the respective concept design options and associated costings prepared by the architect. These options are intended to incite considerable thought, discussion, and suggestion from community members, including preference of location as well as design, whilst acknowledging these options are not 'fixed' but rather are open to

change and enhancement.

Therefore, in review of the concept drawings and supporting information (including costings prepared by a professional quantity surveyor) it is recommended the three designs and background information on the Memorial Hall be endorsed for public advertising in line with Council Policy 2.41.

### **OFFICER RECOMMENDATION**

That Council endorses advertising of the Community Hall Designs and Costings Options (presented as attachments to this report) seeking community input over a period of eight (8) weeks that involves:

- A mail drop, media release, email and e-news circulation, publication in the Telegraph newspaper, Shire website and Facebook page, and graphical display of the respective concept designs at the IGA supermarket subject to the owner's consent.
- Two public presentations to be conducted on Wednesday 16<sup>th</sup> December 2020 at the Memorial Hall with the first to commence at 10.30am and the second at 6.30pm.
- A separate discussion with Councillors on Wednesday 16<sup>th</sup> December 2020 convened in the Council Chambers at 2.00pm.

(Simple Majority Vote required)

### **SCM 12.20-01**

#### **COUNCIL RESOLUTION**

**MOVED Cr Lilly      SECONDED Cr Hartl**

*That Council endorses advertising of the Community Hall Designs and Costings Options (presented as attachments to this report) seeking community input over a period of eight (8) weeks that involves:*

- *A mail drop, media release, email and e-news circulation, publication in the Telegraph newspaper, Shire website and Facebook page, and graphical display of the respective concept designs at the IGA supermarket subject to the owner's consent.*
- *Two public presentations to be conducted on Wednesday 16<sup>th</sup> December 2020 at the Memorial Hall with the first to commence at 10.30am and the second at 6.30pm.*
- *A separate discussion with Councillors on Wednesday 16<sup>th</sup> December 2020 convened in the Council Chambers at 2.00pm.*

**CARRIED BY SIMPLE MAJORITY VOTE 7/0**

### **Attachments**

Attachment 06.12.20A – Brookton Memorial Hall Background

Attachment 06.12.20B – Brookton Memorial Hall Conservation – Option 1

Attachment 06.12.20C - Brookton Memorial Hall Adaption – Option 2

Attachment 06.12.20D – Brookton New Multi-Use Hall – Option 3

# BROOKTON MEMORIAL HALL BACKGROUND



## STAGES OF DEVELOPMENT

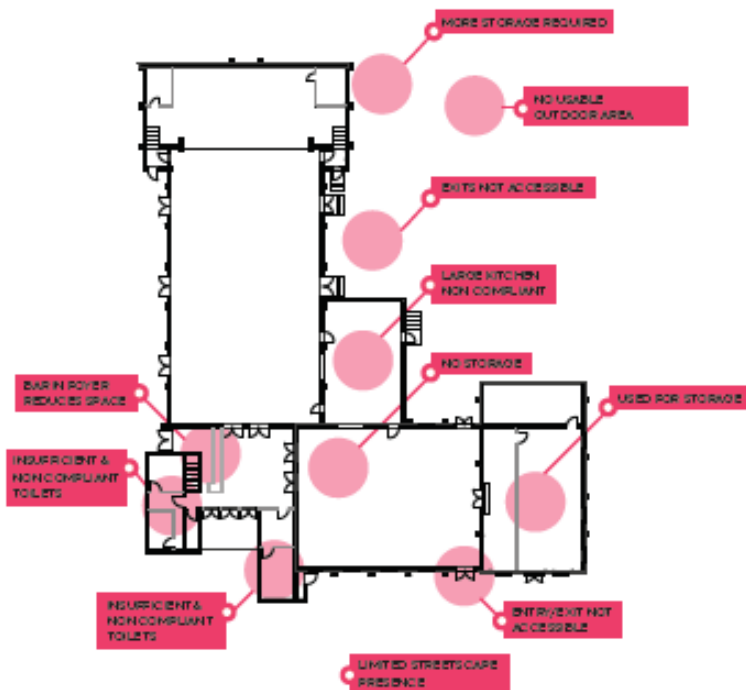


## STATEMENT OF SIGNIFICANCE





## CURRENT ISSUES



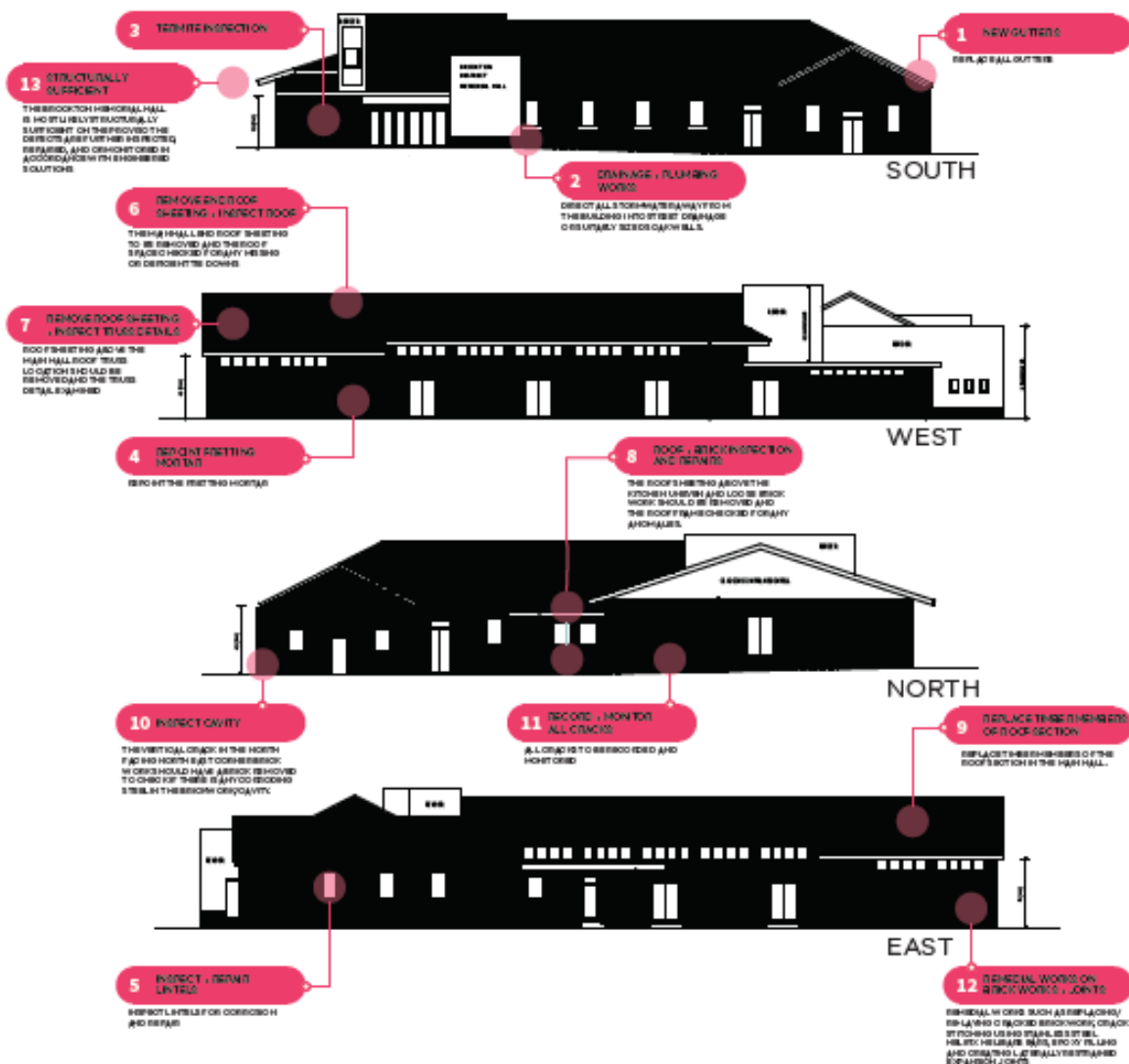
## SIGNIFICANCE ZONES



## DEVELOPMENT ZONES



## BUILDING ISSUES



# BROOKTON MEMORIAL HALL CONSERVATION OPTION 1

THE FOCUS FOR THIS OPTION IS THE CONSERVATION OF ALL STAGES OF THE BROOKTON MEMORIAL HALL, INTERNALLY AND EXTERNALLY. CONSERVATION IS GUIDED BY THE POLICIES IN THE CONSERVATION PLAN.

STRUCTURAL AND BUILDING WORKS WILL BE GUIDED BY THE STRUCTURAL REPORT AND THE CONSERVATION PLAN. EXISTING USER AGES REMAIN.

TOILETS ARE DESIGNED AND UPGRADDED TO MEET COMPLIANCE STANDARDS. THE KITCHEN IS REFINISHED TO MEET CURRENT COMPLIANCE STANDARDS.

WHITTINGTON STREET IS PROPOSED TO HAVE TRAFFIC CALMING TO INCREASE THE CONNECTIVITY BETWEEN BROOKTON MEMORIAL HALL TO HADFIELD ROAD AND THE CONNECTION WITH THE SHIRE ADMINISTRATION OFFICES IS REINFORCED THROUGH A FORMALIZED CROSSING AND TRAFFIC CALMING TO WHITE STREET.

LANDSCAPING TO THE STREET ELEVATION IS PROPOSED TO PROVIDE A MORE SYMMETRIC SETTING FOR THE MEMORIAL HALL.

## CONSERVATION POLICIES

### 1 NEW USES

NEW USES CAN BE INTRODUCED. ANY NEW USE SHOULD NOT RESULT IN HARMFUL ALTERATIONS TO THE BUILDING OR LOSS OF ITS HISTORICAL FABRIC.

### 2 RETAIN + CONSERVE

ALL THE BUILDING AND SITE FEATURES AS SEEN AS AN HISTORICAL ENVIRONMENT SHOULD BE RETAINED AND CONSERVED IN THEIR ORIGINAL STATE.

### 3 RESPECT ALL PHASES OF DEVELOPMENT

THEO HISTORICAL PHASES OF ALL PHASES TO THE PLACE MUST BE RESPECTED.

### 4 COMFORTABLE USE

COMFORTABLE USES HAVE ACCEPTABLE CAPACITY ROOMS, ORIGINALLY DESIGNED FOR SMALL BUSINESS, COMMERCIAL, OFFICE, LOTTING, HOUSE, LODGE, VEHICLES.

### 5 STRUCTURAL PRESERVATION

THE BUILDING PRESERVATION IS AN HISTORICAL ASPECT OF THE BUILDING. THE BUILDING SHOULD BE PRESERVED IN THE STREET SCENE.

### 6 VIEWS TO BUILD

VIEWS TO THE BUILDING SHOULD BE PRESERVED.

### 7 INTERPRETATION

INTERPRETATION INVOLVES THE WAY IN WHICH THE BUILDING IS USED. IT IS THE USER OF THE BUILDING WHO DETERMINES THE BUILDING'S HISTORY AND THE BUILDING'S HISTORY. THE HISTORY OF THE BUILDING IS THE HISTORY OF THE BUILDING AND THE HISTORY OF THE BUILDING IS THE HISTORY OF THE BUILDING.

### 8 CONSERVE FUNDAMENTAL COMPONENTS

BECAUSE THE CONSERVATION OF THE BUILDING THAT CONSERVES THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING.

### 9 ENCOURAGE COMMUNITY USE

PURPOSE CHANGES AND USES SHOULD BE USED. THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING.

### 10 ENCOURAGE PUBLIC USE

THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING.

### 11 RETAIN + CONSERVE THREE FLOOR CARDS

BECAUSE THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING.

### 12 RETAIN + CONSERVE ALTERNATIONS

BECAUSE THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING.

### 13 RETAIN + CONSERVE ALTERNATIONS

BECAUSE THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING.

### 14 RETAIN + CONSERVE REPLACE + STOVE

BECAUSE THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING.

### 15 ENCOURAGE PUBLIC USE OF AGRICULTURAL HALL

BECAUSE THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING.

### 16 INTERPRETATION ON HISTORY + SIGNIFICANCE

BECAUSE THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING.

### 17 CONSERVATION IS PART OF INTERPRETATION

BECAUSE THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING.

### 18 RETAIN DOORS + WINDOWS + VENTS

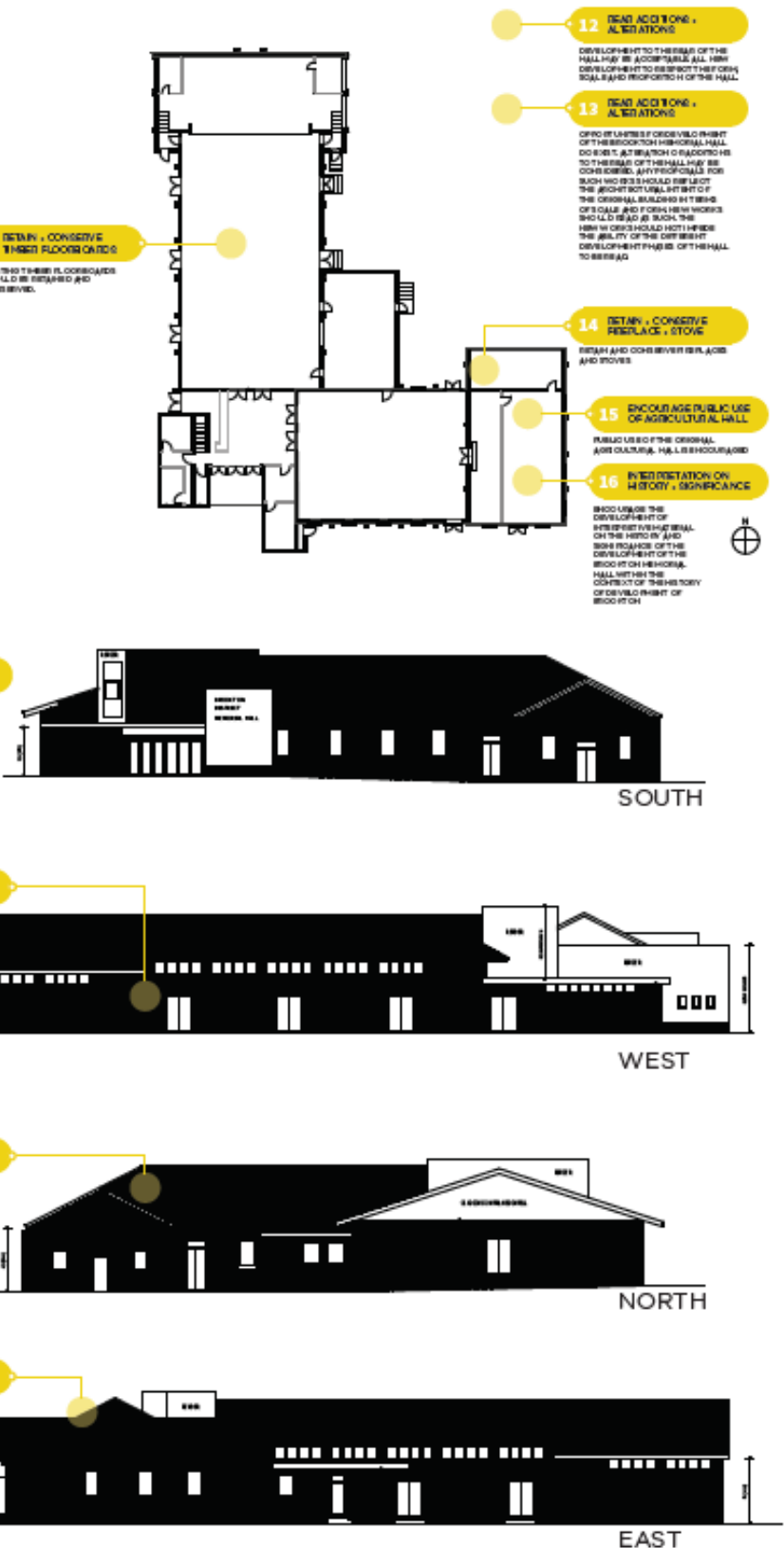
BECAUSE THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING.

### 19 CONSERVE CHIMNEY

BECAUSE THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING.

### 20 NEW ROOF

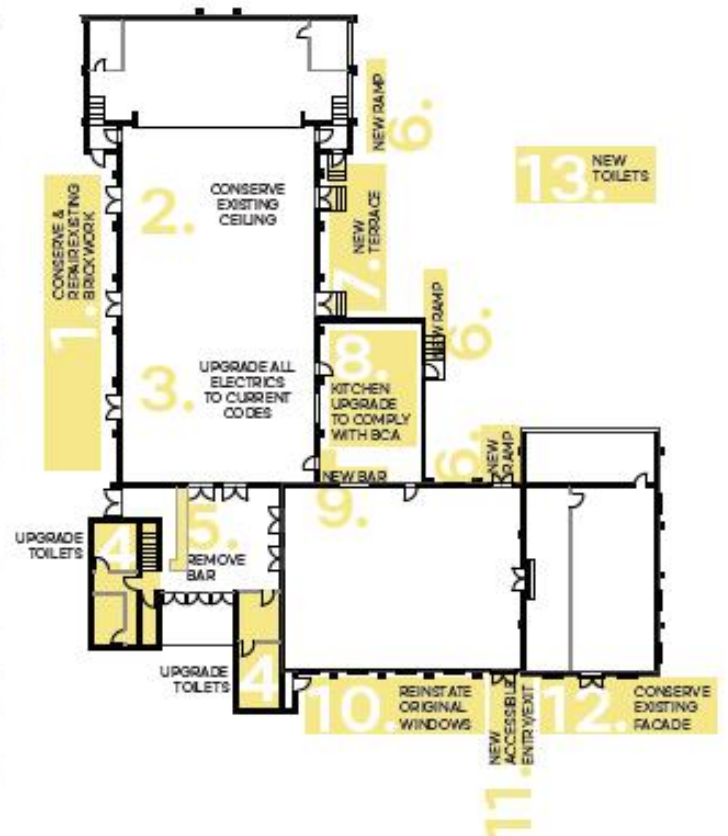
BECAUSE THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING. THE BUILDING IS THE BUILDING.



## CONSERVATION & COMPLIANCE



### INTERPRETATION



### LANDSCAPE PLAN





## OPTION 2. NEW COMMUNITY CENTRE







# BROOKTON MEMORIAL HALL NEW MULTI-USE HALL OPTION 3

OPTION 3 IS A NEW BUILDING THAT IS LOCATED ON A GREENFIELD SITE TO THE SOUTH OF THE EXISTING WREVA DAM BUILDING ON RESERVE STREET. IT IS SITED ADJACENT TO THE BROOKTON OVAL.

THE DESIGN IS A SIMPLE AND CONTEMPORARY FORM. THE USE OF STONE AND CORRUGATED STEEL PROVIDES A CONNECTION TO THE EXISTING WREVA DAM. A COST EFFECTIVE COMPOSITE ALUMINUM PANEL HAS ALSO BEEN USED AS A CLADDING MATERIAL. POLYCARBONATE HAS ALSO BEEN USED TO PROVIDE LIGHTING.

THE HALL IS EQUIVALENT TO THE BROOKTON MEMORIAL HALL IN PHYSICAL DIMENSIONS AND IS A MULTI-USE SPACE WITH A STAGE, ROOFTOP TERRACE AND CAN BE ADAPTED AS A CONFERENCE FACILITY.

THE HALL OPENS TO A VERANDAH WITH A GRASSY SPACE AND ALFRESCO SEATING LANDSCAPING FEATURES NATIVE PLANTINGS.



## CONCEPT DEVELOPMENT







|                |   |
|----------------|---|
| <b>7.12.20</b> | <b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING</b> |
|----------------|---|

|                |                                   |
|----------------|-----------------------------------|
| <b>8.12.20</b> | <b>NEXT MEETING &amp; CLOSURE</b> |
|----------------|-----------------------------------|

The next Ordinary meeting of the Council will be held on 17<sup>th</sup> December 2020 commencing at 6.00 pm.

There being no further business the meeting was closed at 5.31pm.