



Shire of Brookton

# ORDINARY COUNCIL MEETING

## MINUTES

Thursday 21 November 2013

These minutes were confirmed by Council as a true and correct record of the Ordinary Council meeting held on 17 October 2013.

**Presiding Member:**.....**Date:**.....

### Disclaimer

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

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

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

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

**Shire of Brookton**  
**Ordinary Meeting of Council held 21 November 2013**  
**Commencing at 12.30 pm.**

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## **1.11.13 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES**

The Presiding Member opened the meeting at 12.34pm and welcomed Councillors, staff and members of the public.

### **Attendance**

#### Elected Members

Cr KT Wilkinson – Shire President (Presiding Member)  
Cr KL Crute - Deputy Shire President  
Cr TM Eva  
Cr N Walker  
Cr R T Fancote  
Cr L Allington

#### Staff

Kevin O'Connor	Chief Executive Officer
Julie Oliver	Deputy Chief Executive Officer
Stefan de Beer	Shire Planner
Carina Whittington	Community Services Manager
Courtney Fulwood	Administration Officer

#### Members of the Public

Nil

#### Apologies

#### Leave of Absence

Cr KH Mills

## **2.11.13 ANNOUNCEMENT OF VISITORS**

## **3.11.13 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

## **4.11.13 PUBLIC QUESTION TIME**

Nil

## **5.11.13 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

## **6.11.13 PETITIONS/ DEPUTATIONS / PRESENTATION**

Nil

## 7.11.13 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### Council Resolution

7.11.13.01

Moved Cr Crute Seconded Cr Eva

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers on Thursday 17 October 2013 be confirmed as a true and correct record of proceedings.

**CARRIED 6-0**

### Council Resolution

7.11.13.02

Moved Cr Walker Seconded Cr Crute

That the minutes of the Special Council meeting held in the Shire of Brookton Council Chambers on Thursday 23 October 2013 be confirmed as a true and correct record of proceedings.

**CARRIED 6-0**

## 8.11.13 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

### Condolences

Norman Apthorpe

## 9.11.13 DECLARATIONS BY MEMBERS & OFFICERS

*Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer prior to the item.*

### Financial, Proximity and Impartiality Interests

Item no.	Councillor / Staff	Type of Interest	Nature of Interest
11.11.13.02	Cr Eva	Impartiality	WB Eva is his Grandfather.
10.11.13.01	Cr Crute	Impartiality	Treasurer of Old Time Motor Show.
16.11.13.01	Cr Crute	Impartiality	Mother & Daughter were nominated.

## 10.11.13.0 TECHNICAL & DEVELOPMENT SERVICES REPORT

Note – Councillor Crute had declared an Impartiality Interest in the following item.

### 10.11.13.01 DEVELOPMENT APPLICATION – SPECIAL EVENT – BROOKTON OLD TIME MOTOR SHOW – LOT 456 - RESERVE 43158

<b>FILE REFERENCE:</b>	P2685
<b>AUTHORS NAME AND POSITION:</b>	Stefan de Beer Shire Planner
<b>NAME OF APPLICANT/ RESPONDENT:</b>	Brookton Old Time Motor Show Committee
<b>DATE REPORT WRITTEN:</b>	8 November 2013
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	No previous meeting reference.

#### **SUMMARY:**

Council is requested to consider a Development Application for a Special Event, the Brookton Old Time Motor Show, scheduled for the 22 March 2014. It will be recommended the application be approved.

#### **Background:**

The Brookton Old Time Motor Show has been in operation since 1979. The next event is scheduled for the 22<sup>nd</sup> March 2014.

#### **Detail:**

The Shire of Brookton Town Planning Scheme No 3 (TPS 3), in Clause 2.3 states:

*'Where an application for planning approval is made with respect to land within a local reserve, the Council shall have regard to the ultimate purpose intended for the reserve and the Council shall in the case of land reserved for the purposes of a public authority confer with that authority before granting its approval.'*

Under Certificate of Crown Land Title, Reserve 43158 may be used for the purpose of **Recreation, Tourism, Health, Civic and Community Purposes**.

In their substantial submission to the Shire, the Old Time Motor Show Committee addresses a number of vital issues relevant to the management and logistical arrangements for the event on the day, inclusive of a Risk Assessment. Selected extracts of the submission are attached to this report. Should Councillors so wish, the full submission can be made available on request.

It is submitted that conditionally approving the event will enable the Shire to address any concerns that might be arising from the implementation of the Planning Approval.

#### **Statutory and Legal Considerations:**

The application may be approved at Council's discretion under the Shire of Brookton Town Planning Scheme No. 3.

#### **Policy Considerations:**

There are no Policy implications relative to this application.

**Financial Implications:**

There are no financial implications relative to this application.

**Strategic Community Plan (2013 – 2023):**

*Strategy- 1.4.1: Promote community and cultural events.*

**Corporate Business Plan (2013 – 2017):**

*Strategy- 1.4.1: Support and encourage events and festivals to be hosted within the Shire of Brookton.*

*Responsibility- Community Services: 2013-2017*

Local Planning Strategy:

- The application complies with the Shire of Brookton's Local Planning Strategy.

**Officers Comment:**

Events during previous years had been extremely well run and had been without any negative incident. There are no recorded objections in Council records regarding any past event.

It is submitted that the development proposal will benefit the image of Brookton in a positive way and will contribute to economic diversification as well as tourism development. The proposal fits in perfectly with the intent of the Reserve, and will be recommended for approval.

**Voting Requirements:**

Simple Majority

**Officer's Recommendation:**

That Council resolve to approve the Special Event (Brookton Old Time Motor) scheduled for the 22<sup>nd</sup> March 2014 on Lot 456 (Reserve 43158), subject to the following conditions and advice notes:

Conditions:

1. Development shall be carried out only in accordance with the terms of the application and submissions as approved herein and any approved plan.
2. This approval is for activities occurring on the 22 March 2014.
3. Food Stalls and Food preparation shall be carried out in accordance with the Shire of Brookton's Guidelines for temporary Food Stalls.
4. Toilet facilities shall be supplied and managed in accordance with the relevant Health Guidelines.
5. The selling of alcoholic beverages shall be done from the designated area at the WB Eva Pavilion only.
6. Recommendations as submitted by the Chief Fire Control Officer shall be adhered to.
7. Evidence of sufficient insurance shall be submitted to the Shire, no later than four week prior to the event.
8. Within 7 days of the conclusion of the event the site shall be returned to its original condition to the satisfaction of the Shire.

Advice Notes:

1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.

**Council Resolution**

**10.11.13.01**

**Moved Cr Walker Seconded Cr Fancote**

**That Council resolve to approve the Special Event (Brookton Old Time Motor) scheduled for the 22<sup>nd</sup> March 2014 on Lot 456 (Reserve 43158), subject to the following conditions and advice notes:**

**Conditions:**

- 1. Development shall be carried out only in accordance with the terms of the application and submissions as approved herein and any approved plan.**
- 2. This approval is for activities occurring on the 22 March 2014.**
- 3. Food Stalls and Food preparation shall be carried out in accordance with the Shire of Brookton's Guidelines for temporary Food Stalls.**
- 4. Toilet facilities shall be supplied and managed in accordance with the relevant Health Guidelines.**
- 5. The selling of alcoholic beverages shall be done from the designated area at the WB Eva Pavilion only.**
- 6. Recommendations as submitted by the Chief Fire Control Officer shall be adhered to.**
- 7. Evidence of sufficient insurance shall be submitted to the Shire, no later than four week prior to the event.**
- 8. Within 7 days of the conclusion of the event the site shall be returned to its original condition to the satisfaction of the Shire**

**Advice Notes:**

- 1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**

**CARRIED 6-0**

**ATTACHMENT 10.11.13.01**





PLANNING APPLICATION

22<sup>nd</sup> March 2014

The Brookton Old Time Motor Show is a volunteer run Community Show that has been in operation since 1979; it is a biannual show with the next show scheduled for 22nd March 2014.

We run the show from the Town Oval & WB Eva Pavilion whilst utilising the facilities at the Brookton Town Hall. We have some 186 volunteers work on the day and in the days & months leading up to the show; with 1085 hours paid out to local community organisations for the hours worked at the show at cost to the OTMS of \$20,000. In addition to this we contribute on average \$15000 in community donations after each show; this is through an application process by community groups seeking funding for projects and events. Interesting to note 20% our population get involved in this fantastic event; probably the largest participation rate of any volunteer organisation in the community.

We have on average 3,500 to 4,500 people visit the show; whether they be exhibitors, stall holders or visitors. Every person that comes through our gate spends on average \$20 just in supplies provided by OTMS; this does not take into account money they spend elsewhere in our community or money spent at local community stalls like the P&C showbag van or the Girl Guide Cake Stall. The total monetary benefit to our community could well be closer to \$80-\$100 per person.

The OTMS prides itself on being a well run organisation that is fully supported by the community.

We are seeking approval by council for the use of Council facilities for our 2014 show.

### **Food & Drink Outlets**

The OTMS will provide the shire 14 days prior to the event with a list of all stall holders preparing food as well as a list of food being prepared and sold by the OTMS.

All food stalls and food preparation will be carried out in accordance with the Shire of Brookton Guidelines for Temporary Food Stalls Associated with Special Events. All food stall holders will be provided with these guidelines upon registration with the OTMS committee.

The OTMS Stallholder Registrar will obtain a copy of any licences held by commercial food businesses that may register with the OTMS to attend the show.

### **Marquees and other temporary structures**

The OTMS contract Whitford Marquees to supply, install and remove all our marquees. Whitford Marquees can be contacted on: 08 9309 4359.

The OTMS have attached all relevant information as supplied to us by Whitfords. We also include in this application the Application to Construct a Public Building.

### **Stages and Seating**

There will be no construction of stages or spectator stands at the event

### **Electrical Safety**

A 'Form 5" will be completed on Friday March 23<sup>rd</sup> 2014 by a local licensed Electrician; at this stage that Electrician will be Wheatbelt Electrics – Mr. Sean Higgins.

### **Parking**

Our master plan indicates those areas designated for parking; regard has been taken to spectator & exhibitor parking. At this stage we have appointed David Bond & Matthew Coote as Head of Exhibitor Parking ; the position of Head of Public Parking remains unfilled at the moment, however we anticipate filling this position early in 2014 and will advise the shire once this appointment has been made.

### **Toilet Facilities**

We hire all our toilet facilities from Coates Hire in accordance with the Health Guidelines. In 2012 we hired 23 portable toilets and the 2014 show will be much the same. The master plan shows the location of these toilets.

### **Amusements Rides & Childrens Entertainment**

We have contracted Scitech & Airborn Amusements to supply the Amusement Rides and Childrens Entertainment. Please find attached their relevant documentation.

### **Liquor Licence**

We will be selling alcoholic beverages from a licenced area located at the WB Eva Pavilion. We will obtain a licence from the Department of Racing, Gaming and Liquor just prior to the event and we will comply with all their requirements. Our Bar Manager for the 2014 event is Mr. Phillip Crute; he has been the Bar Manager since 2010.

### **Security**

Security for the event is determined by the Department of Racing, Gaming & Liquor and we will contract this service to a licensed security firm should the Department determine that we need security.

The local Police regularly patrol the show throughout the day and well into the evening; they usually have extra police on duty for the weekend.

### **Lighting**

We will be using the lighting towers at the WB Eva pavilion and have generators onsite should the power fail during the evening events.

### **Noise Control**

We have not received any noise complaints at previous events and don't expect we will from the 2014 show. However it is anticipated that the band on Saturday night will be finished by 10pm, so noise should not be an issue.

### **Insurance**

Insurance for the event is provided by Countrywide Insurance Brokers; a certificate of currency will be provided to the shire 1 week prior to the event.

### **Fire Control**

The Chief Fire Control Officer Mr. Murray Hall has been in with contact with us and made the following recommendations:

- Have an evacuation point – The OTMS will be having two, one located on Mr Graeme Bassetts property to the west of the Town Oval and the other one will be the Old Bowling Green located to the east of the Town Oval. This will allow us in the unlikely event of an evacuation to move the large crowd in two directions.
- Notify neighbouring emergency service agencies – this will be down by a formal letter 6 weeks prior to the event
- No open flame barbecues – this will be communicated to all campers verbally as they enter the Town Oval and it will be written on flyers that are issued at the gate.

In addition to the CFO's recommendations we will have Fire blankets in the Food Tent that is located on the Town Oval; all other facilities are council owned and as such have fire extinguishers in the them.

### **Camping**

As per our master plan camping is allowed in designated areas; but only once the Brookton Caravan Park is full. We provide toilet facilities next to the camping that is located in the North East Corner of the town oval precinct.

Only gas BBQ's will be permitted at all during the event, this will be communicated clearly with all people wishing to camp on site.

### **Provision of First Aid**

As per our master plan St John Ambulance Brookton provide us with a First Aid post located on the Town Oval adjacent to the OTMS office. This is manned by St John Ambulance volunteers all day.

### **Driving Events**

Our master plan for this show includes two new parade areas, which will be used throughout the day. One will be used by the military vehicles, and one by the tractors and machinery.

These areas will be fully fenced off to the public with new Ringlock fencing and will use existing tracks in their respective areas. They will be strictly controlled at all times of use by elected, responsible, members of the respective clubs and organisations, and overseen by a member of the OTMS committee. Most of the items paraded in these areas will be located at all times in the fenced parade areas. If a machine is needed to be shifted to or from a parade area, it will be overseen and directed by the controllers of that group. As shown on the master plan, the tractors and machinery static display is located alongside their parade area, and likewise with the military vehicles. This will facilitate safe and practical movement of machines if needed.

Our usual Grand Parade will be conducted around the outside of the town oval. Gates & barrier fencing are erected to keep pedestrians off the track during the parade. The Pingelly Brookton Football Club has in the past been our Grand Parade marshals; although we have yet to decide if they will be the marshals for our 2014 show. We will have suitable marshals around the ground to ensure pedestrians are kept off the track.

The addition of special parade areas for the military vehicles and tractors and machinery will lessen the amount of items taking part in the Grand Parade thus reducing congestion and increasing safety.

We are very keen to preserve the aims of our show, which have always been to have more working displays as opposed to all static displays. This makes our show quite unique and helps to keep it continuing as a vibrant, attractive event for all to enjoy.

St. John Ambulance are on site for the entire day and they have qualified staff available to us should the need arise during the grand parade or other parades on the day.

We have a speed limit of approximately 4-5 km/hr on site at all times.

#### **Provision of Water**

As per our liquor license requirements water is available at the bar at all times, both free & purchased.

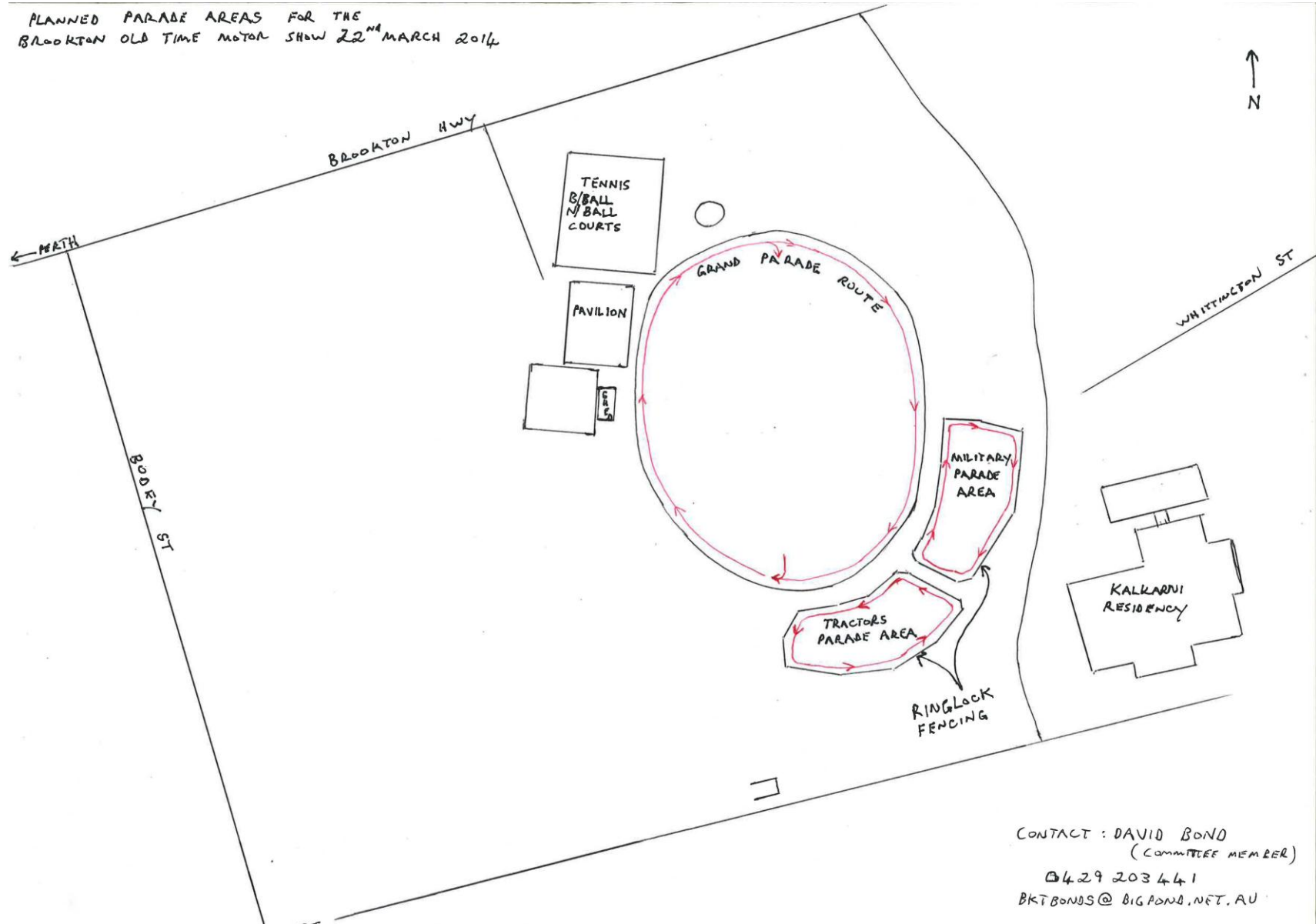
All drink outlets have water available for purchase & there are drink fountains at the WB Eva Pavilion that provide free drinking water to all patrons.

#### **Site Clean Up**

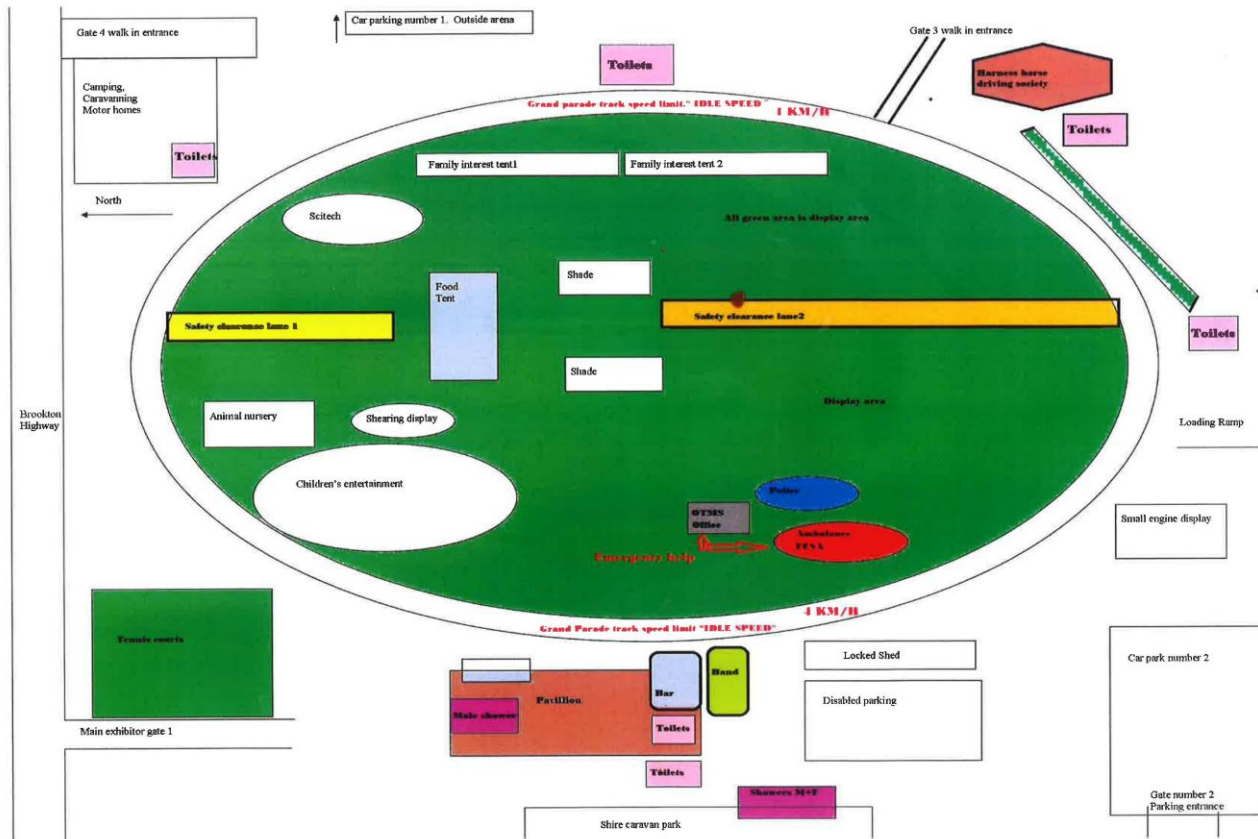
The site will be cleaned up on Sunday 25<sup>th</sup> March by our team of local volunteers; we do have access to Council's rubbish tip for the duration of the weekend Mr. Shane Bowron is our volunteer in charge of rubbish removal on the day. He works closely with Mr. Geoff Forward to ensure rubbish is kept to a minimum at all times.

# Event Layout

PLANNED PARADE AREAS FOR THE  
BROOKTON OLD TIME MOTOR SHOW 22<sup>ND</sup> MARCH 2014



Site Layout





# Risk Assessment



## Risk Assessment - Old Time Motor Show BROOKTON Saturday, 24th March 2012

No	Activity Description	Hazard	Risk	Assessment (before controls)			Controls	Assessment (after controls)		Risk Ranking After Control Measures
				Likelihood	Consequence	Risk		Likelihood	Consequence	
<b>A Gate Attendance</b>										
A 1	Ticket Sales Vehicle Entries	Person / Vehicle Contact Vehicle / Vehicle Contact		Possible	Major	High (18)	Designated Vehicle Entry Lanes , Speed signs Attendants Wearing Hi Vis Vests	Unlikely	Minor	Low (5)
A 2	Public Entry	Person / Vehicle Contact Vehicle / Vehicle Contact		Possible	Major	High (18)	Designated Walk Ways, Designated Gates	Unlikely	Minor	Low (5)
A 3	Public Car Parking	Person / Vehicle Contact Vehicle / Vehicle Contact		Possible	Major	High (18)	Designated Parking Areas ,Designated Parking Attendants, ,Speed Signs, Hy Vis For Parking Staff.	Unlikely	Minor	Low (5)
<b>B Vehicle Marshalling</b>										
B.1	Parking Vehicles on Oval	Person / Vehicle Contact Vehicle / Vehicle Contact		Possible	Major	High (18)	Speed Controllers Visual Marshalls Designated marked areas for individual clubs Marshalls in high vis vests at marked areas All Competing Vehicles To Be Isolated Until Grand Parades. Running Vehicles To Be Attended To At All Times.	Unlikely	Minor	Low (5)
B2	Vehicles Departing End Of Show	Person / Vehicle Contact Vehicle / Vehicle Contact		Possible	Major	High (18)	Time Frame - No vehicles to leave before designated time frame for the day. Speed Controllers Visual Marshalls Crowd Announcements Re Moving Vehicles	Unlikely	Minor	Low (5)
<b>C Grand Parades</b>										
C.1	Grand Parade of vehicles around the Oval	Person / Vehicle Contact Vehicle / Vehicle Contact		Possible	Major	High (18)	Crowd Announcements Re Moving Vehicles Visual Marshalls Speed Controllers Marshalls in High Visibility Vests at marked areas Police presence in Grade Parade	Unlikely	Minor	Low (5)
<b>D Rides and Entertainment</b>										
C.1	Persons participating in rides and entertainment	Personal Injury Slips trips and falls Person / Equipment Contact		Possible	Moderate	High (13)	All rides or entertainment facilities are to be attended at ALL times Barricading around rides/entertainment	Unlikely	Minor	Low (5)

<b>Assessment Team:</b> Robert Webber	<b>Reviewed By:</b> John Kennedy
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What is the Probability of an occurrence?	What would the CONSEQUENCE of an occurrence be?				
	Minimal	Minor	Moderate	Major	Catastrophic
Almost Certain	High (25)	High (15)	High (10)	High (5)	High (1)
Likely	Medium (15)	Medium (10)	Medium (5)	High (1)	High (1)
Possible	Low (10)	Low (5)	Medium (5)	High (1)	High (1)
Unlikely	Low (5)	Low (1)	Medium (1)	High (1)	High (1)
Rare	Low (1)	Low (1)	Medium (1)	High (1)	High (1)

**10.11.13.02 DEVELOPMENT APPLICATION – OUTBUILDING (FARM MACHINERY SHED) – 275 (LOT 6014) BOYAGARRA ROAD, BROOKTON**

**FILE REFERENCE:** P126

**AUTHORS NAME AND POSITION:** Stefan de Beer  
Shire Planner

**NAME OF APPLICANT/ RESPONDENT:** RJ & LJ Bassett

**DATE REPORT WRITTEN:** 12 November 2013

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** There is no previous meeting reference.

**SUMMARY:**

It is proposed to construct an Outbuilding (Farm Machinery Shed) at 275 (Lot 6014) Boyagarra Road, Brookton that will require a variation of the Table 2 - Development Standards of the Shire of Brookton Town Planning Scheme No. 3. It will be recommended the application be approved.

**Background:**

The subject site is 64.74 ha in extent, zoned *Farming* and contains a dwelling, outbuildings and agricultural related infrastructure. The proposal is to construct an additional Outbuilding (Farm Machinery Shed) with a reduced rear boundary setback. The Shire of Brookton Town Planning Scheme No. 3 (TPS 3) requires in *Table 2 – Development Standards /Requirements*, a minimum rear boundary setback of 10 meters, whereas the applicant proposes a setback of 3 meters. The proposed development complies in all other aspects with the relevant statutory instruments and policies.

**Details:**

The application is being referred to Council as the siting of the proposed development, as described above, is not within the parameters required by TPS 3.

**Statutory and Legal Considerations:**

The application may be approved at Council's discretion under the Shire of Brookton's Town Planning Scheme No. 3.

**Policy Considerations:**

A variation to TPS 3 - *Table 2 -Development Standards/Requirements* is required.

**Consultation:**

No consultation was deemed necessary.

**Financial Implications:**

There are no implications relative to this application.

**Strategic Community Plan (2013 – 2023):**

- There are no implications relative to this application.

**Corporate Business Plan (2013 – 2017):**

- There are no implications relative to this application.

**Local Planning Strategy:**

- The application complies with the Shire of Brookton's Local Planning Strategy.

**Officer's Comment:**

Clause 5.2 of TPS 3 states as follows:

*'Except for development in respect of which the Residential Design Codes apply under this Scheme, if a development the subject of an application for planning approval does not comply with a standard prescribed by the Scheme with respect to minimum lot sizes, building height, setback, site coverage, car parking, landscaping and related matters, the Council may, notwithstanding that non-compliance, approve the application unconditionally or subject to such conditions as the Council thinks fit. The power conferred by this clause may only be exercised if the Council is satisfied that:*

- (a) Approval of the proposed development would be consistent with the orderly and proper planning for the locality and the preservation of the amenities of the locality;*
- (b) The non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality.'*

A verbal submission from the applicant suggests that a reduced rear boundary setback is required to optimise the functional area available for farming purposes, and to retain the maximum area in the existing paddock for this purpose. The adjoining property is in the same tenure as the applicant's property.

Shire Staff submits that the approval of this application would indeed be consistent with the orderly and proper planning for the locality, and the preservation of the amenities of the locality, as stipulated by Clause 5.2 (a) of TPS 3, and further submits that the non-compliance is not deemed to have any adverse effect upon the occupiers or users of the development, or upon the likely future development of the locality, pursuant to Clause 5.2 (b) of TPS 3, and is therefore supported.

**Voting Requirements:**

Simple majority

**Officer's Recommendation:**

That Council grant Planning Approval for an Outbuilding (Farm Machinery Shed) at 275 (Lot 6014) Boyagarra Road, Brookton, subject to the following conditions and advice notes:

Conditions:

1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.
2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.
3. The outbuilding shall not be used for commercial or industrial activity or human habitation.

Advice Notes:

1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
2. The applicant is advised a building Permit is required prior to commencement of any building works.

**Council Resolution**

**10.11.13.02**

**Moved Cr EvaSeconded Cr Crute**

**That Council grant Planning Approval for an Outbuilding (Farm Machinery Shed) at 275 (Lot 6014) Boyagarra Road, Brookton, subject to the following conditions and advice notes:**

**Conditions:**

- 1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.**
- 2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.**
- 3. The outbuilding shall not be used for commercial or industrial activity or human habitation.**

**Advice Notes:**

- 1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**
- 2. The applicant is advised a building Permit is required prior to commencement of any building works.**

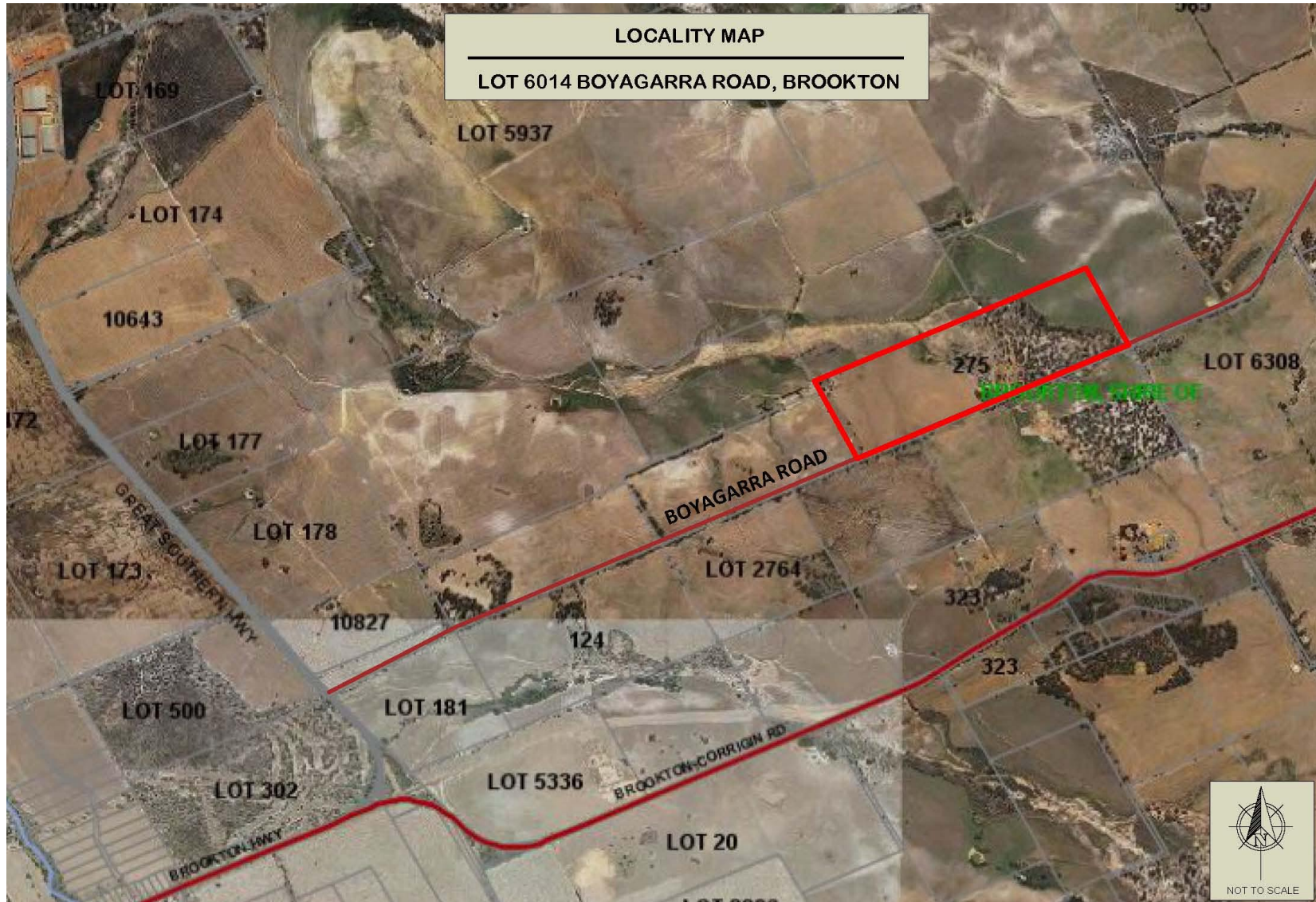
**CARRIED 6-0**

**ATTACHMENT 10.11.13.02A**

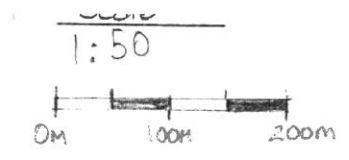


**ATTACHMENT 10.11.13.02A**

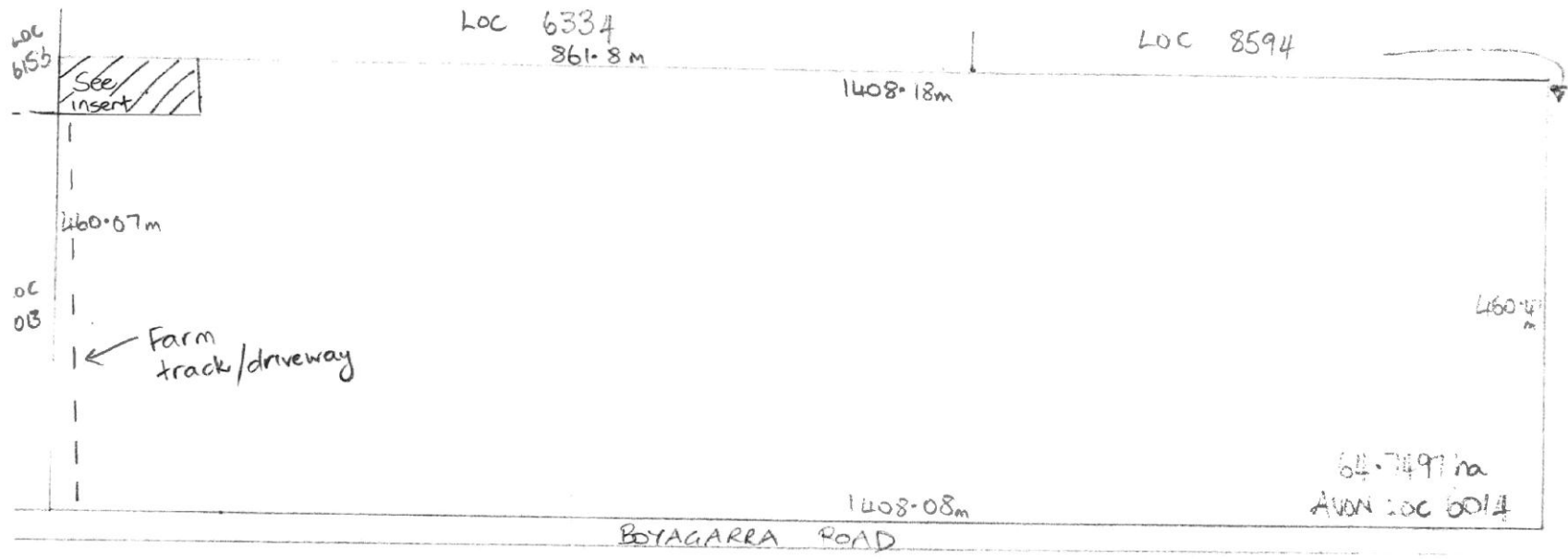
Locality Map



Site Plan 1

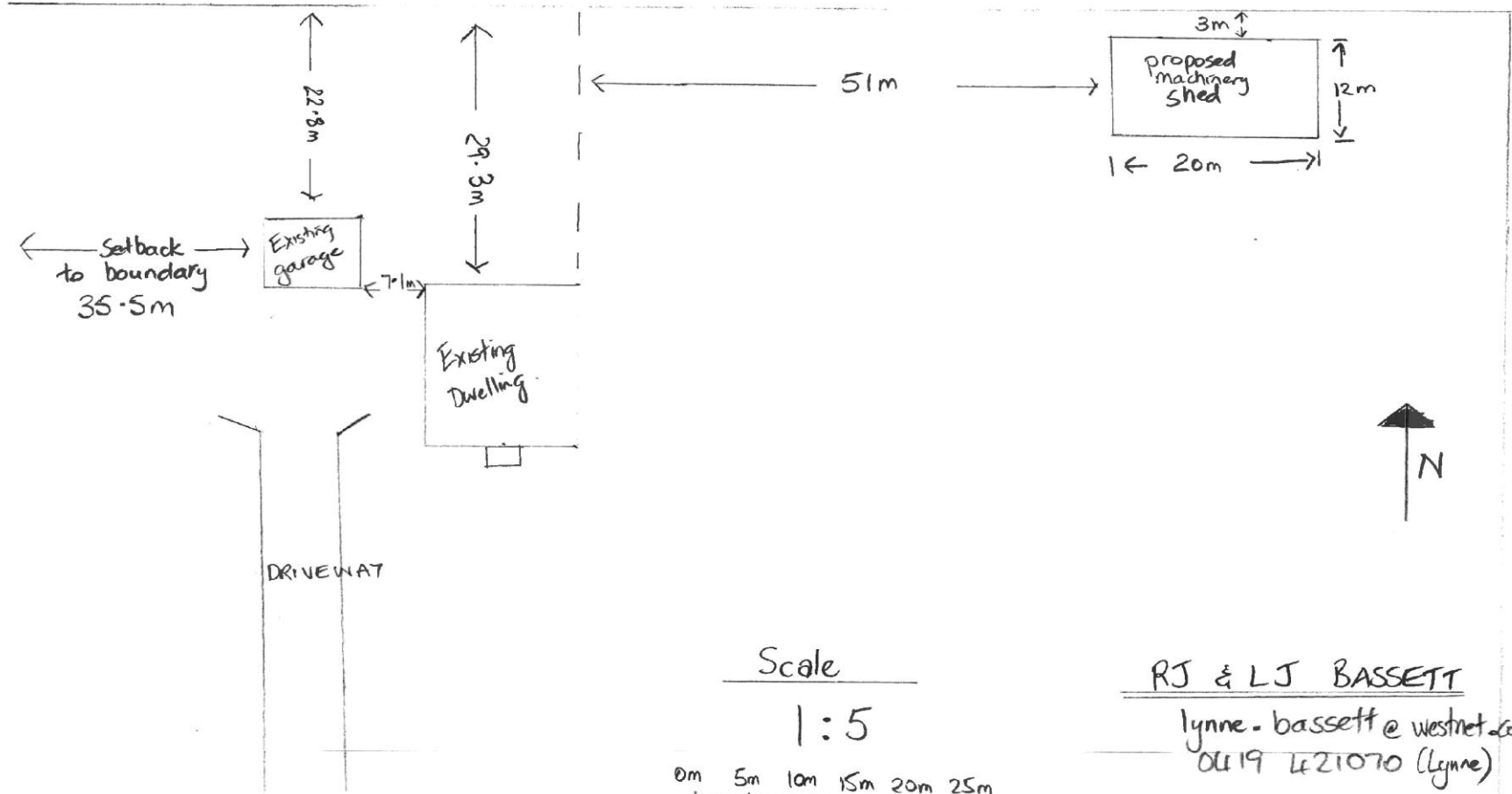


RJ & LJ BASSETT  
lynne.bassett@westnet.com.au  
0419 421070 (Lynne)  
"LYNLEE FARM"



275 BOYAGARRA RD

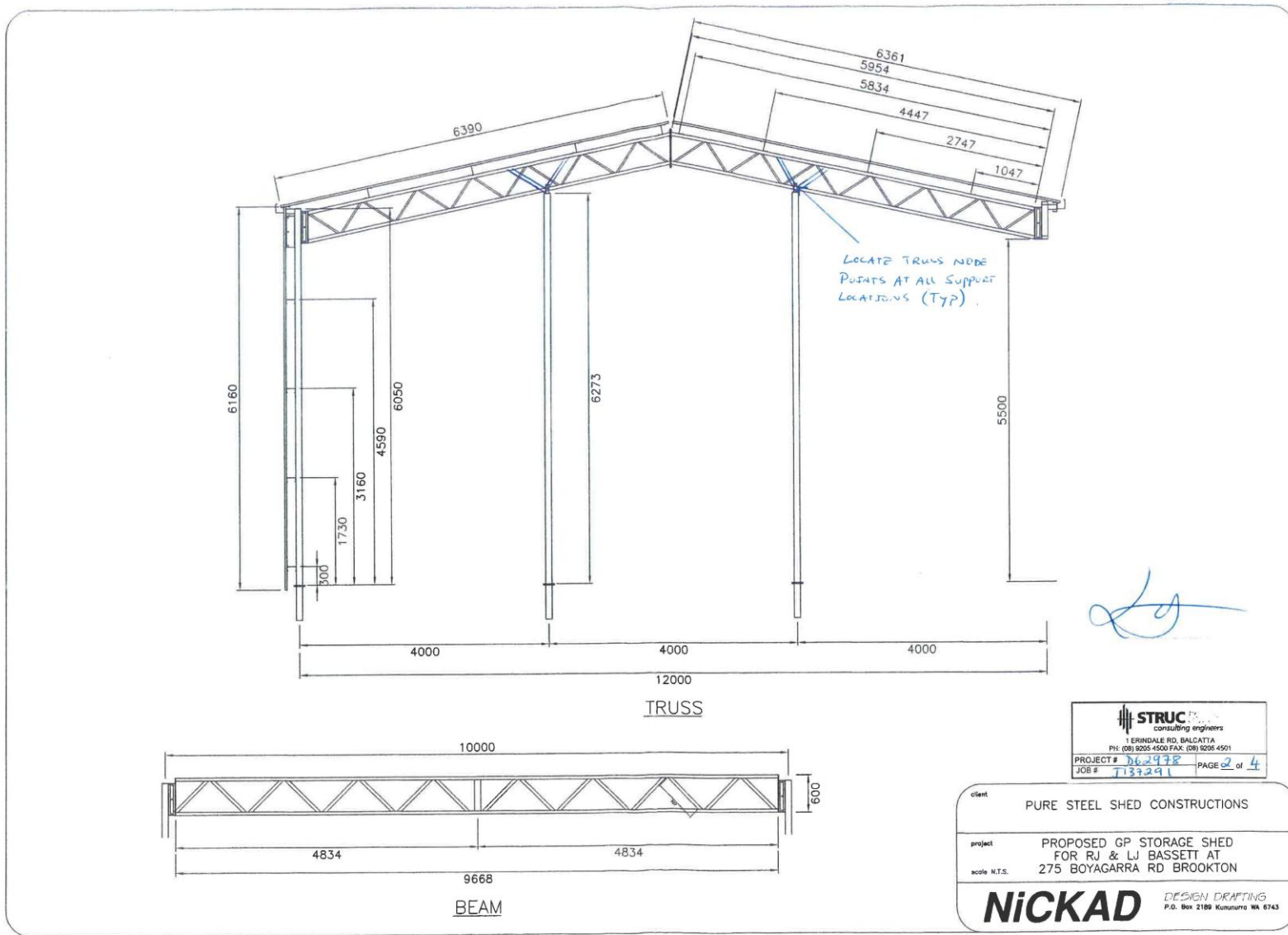
Site Plan 2



Scale  
1:5  
0m 5m 10m 15m 20m 25m

RJ & LJ BASSETT  
lynne.bassett@westnet.com.au  
0419 421070 (Lynne)  
"LYNLEE FARM"  
375 BOYAGARRA RD,

Shed Elevations





### 10.11.13.03 PLANT AND WORKS COMMITTEE- MEETING 17 OCTOBER 2013

**FILE REFERENCE:** ADM 0545

**AUTHORS NAME AND POSITION:** Kevin O'Connor  
Chief Executive Officer

**NAME OF APPLICANT/ RESPONDENT:** N/A

**DATE REPORT WRITTEN:** 13 November 2013

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** Nil

**SUMMARY:**

Council is requested to adopt the recommendations from the Plant and Works Committee Meeting held on 17 October 2013.

**Background:**

A Plant and Works Committee Meeting was held on 17 October 2013.

**Detail:**

The Committee considered the Water Harvesting and Refuse Facility Report, and inspected Milly Molly Mandy's Early Education Centre and the WB Eva Pavilion Project.

**Statutory and Legal Considerations:**

There are no Statutory or Legal Considerations relevant to this report.

**Policy Considerations:**

There are no Policy Considerations relevant to this report.

**Consultation:**

No consultation was deemed necessary.

**Financial Implications:**

The WB Eva Pavilion project funds are included in the 2013/14 budget.

**Strategic Community Plan (2013 – 2023):**

There are no specific implications relevant to this report.

**Corporate Business Plan (2013 – 2017):**

There are no specific implications relevant to this report.

**Officer's Comment:**

The following recommendation was carried by the Committee:

### 9.10.13.3 WB Eva Pavilion

**Recommendation:**

That the landscaping plan as presented be adopted with the following changes included:

- Additional lawn be planted at the playground end of the pavilion.
  
- Change the oval access pathway alignment at the southern end of the pavilion.
  
- A concrete pad with power and water services and a power outlet be installed for a barbeque area in the verandah extension at the playground end of the pavilion.

**Voting Requirements:**

Simple Majority

**Officer's Recommendation:**

That Committee Recommendation 9.10.13.3 contained in the Plant and Works Committee Minutes of 17 October 2013 be adopted by Council.

**Council Resolution**

**10.11.13.03**

**Moved Cr Eva Seconded Cr Crute**

**That Committee Recommendation 9.10.13.3 contained in the Plant and Works Committee Minutes of 17 October 2013 be adopted by Council.**

**CARRIED 6-0**

**ATTACHMENT 10.11.13.03A**



Shire of Brookton

## PLANT & WORKS COMMITTEE MEETING

### MINUTES

Thursday 17 October 2013

These minutes were confirmed as a true and correct record of the Plant & Works Committee meeting held on 17 October 2013

**Presiding Member:**.....**Date:**.....

**Shire of Brookton  
Plant & Works Committee Meeting  
held 17 October 2013**

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**1.10.13 DECLARATION OF OPENING / ATTENDANCE / APOLOGIES**

Councillor Coote (deputising for Cr Eva) opened the meeting at 10:08 am

**Attendance**

Elected Members

Cr TM Eva - Chairperson (10.30 am)  
Cr BJ Coote  
Cr N Walker  
Cr KT Wilkinson  
Cr KL Crute - Observer

Staff

Kevin O'Connor Chief Executive Officer  
Narelle Love Administration Officer - Technical  
Geoff Forward Principal Works Supervisor

Apologies

Nil

Leave of Absence

Nil

**2.10.13 ANNOUNCEMENT OF VISITORS**

Nil

**3.10.13 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**4.10.13 PETITIONS/ DEPUTATIONS / PRESENTATIONS**

Nil

**5.10.13 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Resolution:**

**5.10.13.01**

**Moved Cr Wilkinson**

**Seconded Cr Walker**

**That the minutes of the Plants and Works meeting held on Thursday 15 August 2013 be confirmed as a true and correct record of proceedings.**

**Carried 3/0**

**6.10.13 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**7.10.13 DECLARATIONS BY MEMBERS & OFFICERS**

Nil

**Financial, Proximity and Impartiality Interests**

Item no.	Councillor	Nature of Interest

**08.10.13 PLANT**

**8.10.13.1 Purchase of Skid Steer Bobcat**

Skid steer bobcat quotes have been received. Case will take the New Holland 80 hp tractor as a \$33,000 trade-in. Westrac/Cat will be looking at the tractor on 18 October to see if they will accept it as a trade-in.

*(Cr Eva arrived at 10.30 am and took over from Cr Coote as Presiding Member)*

**8.10.13.2 Grader**

The grader is showing discolouration in the hydraulic oil system. Geoff Forward thinks that the blade clutch was overloaded causing this problem. Re-testing to be done before damage starts.

**09.10.13 WORKS**

**REPORTS**

**9.10.13.1 Water Harvesting & Re-use Facilities Report**

- Wrong pumps (too big) causing pipes and fittings at the little dam to rupture. Going from 90 mm down to 75 mm is too much volume.

- Pump should be changed (keep the current one as a back-up for the oval).

- Waste water adds to the problem with intake. Currently on north east side but needs moving to the south east. Pump and power should be moved.

- The report states we need two (2) pumps, however, Geoff's opinion is that we only need one (1) and suggests that a bypass line is put in from the pump to the dam at the oval site to see if the second pump is required or not.

*(Councillors and observers left the meeting at 10.45 am for the following inspections and returned at 12.10 pm)*

**INSPECTIONS**

**9.10.13.2 Milly Molly Mandy's**

The CEO was asked to write a letter of thanks and "well done" to the Milly Molly Mandy committee and staff.

**9.10.13.3 WB Eva Pavilion**

**Recommendation:**

<b>Moved Cr Walker</b>	<b>Seconded Cr Coote</b>
That the landscaping plan as presented be adopted with the following changes included:	
- Additional lawn be planted at the playground end of the pavilion	
- Change the oval access pathway alignment at the southern end of the pavilion	
- A concrete pad with power and water services and a power outlet be installed for a barbeque area in the verandah extension at the playground end of the pavilion.	
<b>CARRIED 4/0</b>	

**10.10.13 FINANCIAL**  
Nil

**11.10.13 OTHER**  
Nil

**12.10.13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
Nil

**13.10.13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING – ELECTED MEMBERS, OFFICERS**  
Nil

**14.10.13 NEXT MEETING & CLOSURE**  
The next Committee meeting will be on Thursday, 19 December 2013. There being no further business the Presiding Member closed the meeting at 12.15 pm

## 11.11.13.0 COMMUNITY SERVICES REPORT

### 11.11.13.01 BUSH FIRE ADVISORY COMMITTEE MEETING – MINUTES 16 OCTOBER 2013

<b>FILE REFERENCE:</b>	ADM 0360
<b>AUTHORS NAME AND POSITION:</b>	Kevin O'Connor Chief Executive Officer
<b>NAME OF APPLICANT/ RESPONDENT:</b>	N/A
<b>DATE REPORT WRITTEN:</b>	13 November 2013
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	Nil

#### **SUMMARY:**

Council is requested to adopt the recommendations from the Bush Fire Advisory Committee Meeting held on 16 October 2013.

#### **Background:**

A Bush Fire Advisory Committee Meeting was held on 16 October 2013.

#### **Detail:**

The Committee considered a number of pre Bush Fire season issues as detailed in that attached minutes. There are two recommendations from the meeting for Council adoption.

#### **Statutory and Legal Considerations:**

There are no Statutory or Legal Considerations relevant to this report.

#### **Policy Considerations:**

There are no Policy Considerations relevant to this report.

#### **Consultation:**

Consultation was not deemed necessary.

#### **Financial Implications:**

There are no financial implications relevant to this report.

#### **Strategic Community Plan (2013 – 2023):**

There are no specific implications relevant to this report.

#### **Corporate Business Plan (2013 – 2017):**

There are no specific implications relevant to this report.



**Officer's Comment:**

The following recommendations were carried by the Committee:

**9.10.16.1 Purchase of WAERN Radio – East Brigade**

**Recommendation:**

That a WAERN radio is purchased through the ESL budget for the East Brigade.

**10.10.16.4 Extension to the Restricted Burning Period**

**Recommendation:**

That the Restricted Burning Period be extended to 14 November 2013, with the Prohibited Burning Period commencing on 15 November 2013 to 28 February 2014.

**Voting Requirements:**

Simple Majority

**Officer's Recommendation:**

That Committee Recommendation 9.10.16.1 and 10.10.16.4 contained in the Bush Fire Advisory Committee Minutes of 16 October 2013 be adopted by Council.

**Council Resolution**

**11.11.13.01**

**Moved Cr Walker Seconded Cr Crute**

**That Committee Recommendation 9.10.16.1 and 10.10.16.4 contained in the Bush Fire Advisory Committee Minutes of 16 October 2013 be adopted by Council.**

**CARRIED 6-0**

**ATTACHMENT 11.11.13.01A**



Shire of Brookton

## BUSH FIRE ADVISORY COMMITTEE (BFAC)

### MEETING MINUTES

Wednesday, 16 October 2013

These minutes were confirmed as a true and correct record of the Bush Fire Advisory Committee meeting held on 16 October 2013

Presiding Member:.....Date:.....

**SHIRE OF BROOKTON  
BUSHFIRE ADVISORY COMMITTEE (BFAC) MEETING  
Wednesday, 16 October 2013**

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- 5.10.16 CONFIRMATION OF MINUTES OF PREVIOUS MEETING: Bushfire Advisory Committee (BFAC) held on 24 July 2013
- 6.10.16 BUSINESS ARISING FROM MINUTES
- 7.10.16 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION
- 8.10.16 CORRESPONDENCE
- 9.10.16 GENERAL BUSINESS
- 10.10.16 NEW BUSINESS
- 11.10.16 NEXT MEETING
- 12.10.16 CLOSURE

#### 1.10.17 DECLARATION OF OPENING / ATTENDANCE

Murray Hall opened the meeting at 7.30 pm and thanked everyone for their attendance.

Murray Hall	Chairman, Chief Bush Fire Control Officer
Darrell Turner	Deputy Chief Bush Fire Control Officer
Travis Eva	East Brigade, Shire Councillor
Troy Bassett	Central Brigade
Rob Smith	Central Brigade
Rick Freebody	VFRS Central Brigade
Neville Messenger	VFRS Central Brigade (proxy)
Tim Evans	West Brigade
Len Simmons	West Brigade (proxy)
Bevan Walters	East Brigade

#### DFES Representative

Grant Hansen	DFESA Area Manager, Narrogin District
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#### Shire Representatives

Kevin O'Connor	Chief Executive Officer
Narelle Love	Administration Officer –Technical (minute taker)

#### 2.10.16 ANNOUNCEMENTS OF VISITORS

Murray Hall advised that he had invited three members of the Beverley Bushfire Brigade who would be attending later in the meeting.

#### 3.10.16 APPLICATIONS FOR LEAVE OF ABSENCE

##### Apologies

William Wilkinson	VFRS Central Brigade
Dennis Wilkinson	East Brigade
Norm Beecroft	West Brigade

#### 4.10.16 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

#### 5.10.16 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

**Moved: Rob Smith**

**Second: Travis Eva**

That the minutes of the meeting held on Wednesday, 24 July 2013, be confirmed as a true and accurate record.

**Carried 10/0**

**6.10.16 BUSINESS ARISING FROM MINUTES**

6.10.16.1 SP Hay – Murray had spoken to Dale Williams and they would not be applying for an exemption.

6.10.16.2 DOAC – Murray presented our two agenda items at the DOAC meeting and had received a DVD showing how to use the emission controls on the trucks. This DVD was shown to attendees at the training session held prior to this meeting at 6.00 pm

*At 7.40 pm the visitors from Beverley Bushfire Brigade arrived:  
Bruce Kilpatrick (Chief Bush Fire Control Officer)  
Rob Fisher (Deputy Chief Bush Fire Control Officer)  
Justin Corrigan (Community Emergency Services Manager shared with York Shire)*

*Murray thanked the Shire of Beverley for use of their No. 41 repeater.*

*Discussion took place on*

*the use of Waern radios,  
the need for the Shire of Brookton's grader, loader and water tanker to have stand alone VHF radios,  
the awareness needed of the Shire's works crew changing channel when there was congestion*

*It was noted that*

*Shire of Beverley have water filling capacity for air support (in addition to the collar tank at Shire of Wandering)*

*Air support was also available from Bunbury, Northam, Jandakot and Narrogin.*

*Justin Corrigan requested that Shire of Brookton's Fire Control Officer list be sent to him.*

*The Beverley visitors left and the meeting continued.*

**7.10.16 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

nil

**8.10.17 CORRESPONDENCE**

8.10.17.1 Balco – letter sent approving vehicle movements during Harvest Bans under conditions (sent 2-Aug-13)

8.10.17.2 Application for Firebreak Exemption from Andrew Pike (received 4-Sep-13 and on forwarded by email to Murray Hall on 4-Sep-13) Murray advised that there is a pre-existing plantation and therefore the application was not for exemption, but for a reduced width of firebreak.

8.10.17.3 DFES Safety Circular 09/2013 re Waern Radio – Freezing of GPS Position Display (received 4-Oct-13). Grant advised that if the radio defaults got to "lat/long".

## 9.10.16 GENERAL BUSINESS

### 9.10.16.1 Waern Radio for East Brigade

Recommendation:

**Moved: Murray Hall**

**Second: Rob Smith**

That a Waern Radio is purchased through the ESL budget for the East Brigade.

**Carried 10/0**

9.10.16.2 Communications by UHF – Radio checks to be made with the Shire's radios.

9.10.16.3 Properties for Fire Break Inspections chosen by random selection as follows:

#### 9.10.16.3.1 West Ward

A2566 Craig Stewart, Bartram Road, Jelcobine  
A37 Ross Evans, 236 Jelcobine Road, Jelcobine  
A2557 Denis Loakes, Lot 505 Buckingham Road, Brookton  
A2650 Skyflame Enterprises, 326 Buckingham Road, Brookton  
A2679 Murray Hall, 10625 Brookton Highway, Brookton

#### 9.10.16.3.2 East Ward

A2657 Glenn Vanzon, 2706 Brookton-Kweda Road, Brookton  
A2670 Allan Jefferson, 158 Mills Road, Brookton  
A2742 Fairlake Enterprises, Southern Branch Road, Brookton  
A2763 Eva Bros, Brookton-Kweda Road, Nalya  
A2723 Allan Ford, 628 Davis Road, Brookton

## 10.10.16 NEW BUSINESS

10.10.16.1 The new fire truck will be delivered to West Brigade within the next two weeks.

10.10.16.2 East Brigade's truck will be replaced 2014/15 and discussion took place as to what would suit – live drive or broadacre. BFAC members to discuss prior to next meeting which type to order.

10.10.16.3 All radios are to be checked before the season begins on 1 November. Arrange a time with the Shire office to check your radios are in good working order.

10.10.16.4 An extension to the restricted burning period was discussed.

Recommendation:

**Moved: Travis Eva**

**Seconded: Rick Freebody**

That the Restricted Burning Period be extended to 14 November 2013, with the Prohibited Burning Period commencing on 15 November 2013 to 28 February 2014.

**Carried 10/0**

10.10.16.5 Department of Parks & Wildlife: Len Simmons asked if there has been any progress with DPAW in regards to the forest reserves adjacent to West Ward. Murray Hall has had an email response but will follow this up.

10.10.16.6 Grant Hansen handed out information from DFES Directive 3.1 Emergency Management **SAP 3.1A – Bushfire Financial Assistance – Guidelines**. Grant also advised that if machinery is needed then the request is to go through the Shire, then DFES Narrogin (Grant) and DFES Albany. He re-iterated the importance of the machinery being in good condition and that it is insured.

10.10.16.7 Grant Hansen provided a handout brochure from the Bureau of Meteorology **MetEye – A Simple Guide to Using MetEye** and advised that MetEye provides more valuable details since this latest upgrade.

10.10.16.8 Travis Eva requested that due to the high fire fuel load this season that an advertisement be placed in the Brookton Telegraph asking land owners / occupiers to be very careful and aware and with the two weeks extension to the Restricted Burning Period (now to 14 November 2013) owner occupiers will still need to obtain a burning permit.

10.10.16.9 The current list of volunteer fire fighters has not been updated since 2007 and a hard copy of the list is to be mailed out to CBFCO, Deputy CBFCO, Captains and FCOs so that names of volunteers who have left the district or died can be removed and the list can be "current".

10.10.16.10 An advert is to be placed in the Brookton Telegraph informing people that they need to register as a volunteer prior to the commencement of the season for insurance purposes. Anyone not registered as a volunteer that turns up for a fire incident must report to the FCO controlling the incident.

10.10.16.11 Follow up to be done on the volume pumps ordered and a standpipe at Len Simmonds. Murray Hall and Tim Evans are to be copied into the emails.

*Minutes of the Brookton Bush Fire Advisory Committee Meeting – 16 October 2013*

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10.10.16.12 In June 2013 there were volume pumps and hose reels applied for through DFES by Eleesha Coote. Narelle Love to follow up the status of these.

10.10.16.13 West Brigade's "Hands On Refresher Training Course" is to be re-advertised in the Brookton Telegraph with the addition that there will be a repeat showing of the truck emissions DVD and that Heidi Evans will be demonstrating the new defibrillator to be permanently located at West Brigade.

10.10.16.14 Darrell Turner advised that there would be a protective burn around the Aldersyde CBH bin.

10.10.16.15 Rick Freebody advised that Central Brigade needs to have their volume pump and chainsaw serviced.

10.10.16.16 When the new truck arrives the water cannon and new hose reel will need to be returned to Central Brigade.

#### **11.10.16 NEXT MEETING**

The next committee meeting will be arranged at a later date for a meeting in April 2014.

#### **12.10.16 CLOSURE**

There being no further business the Chairman closed the meeting at 9.25 pm and thanked all for their attendance.



Note - Travis Eva left room at 12.48pm, due to an Impartiality Interest in the following item.

### 11.11.13.02 WB EVA PAVILION – CONSIDERATION OF NAME CHANGE

**FILE REFERENCE:** ADM 0149; ADM0434

**AUTHORS NAME AND POSITION:** Carina Whittington  
Community Services Manager

**NAME OF APPLICANT/ RESPONDENT:** Shire of Brookton

**DATE REPORT WRITTEN:** 13 November 2013

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** 19-07-1984 Recreation Ground Pavilion renamed WB Eva Pavilion

**SUMMARY:**

Council have requested that the name of the main sporting pavilion at the recreation ground at Lot 456 Brookton Highway - currently known as the WB Eva Pavilion - be formally re-considered.

It is recommended that no change be made.

**Background:**

The redevelopment of the WB Eva Pavilion and sporting precinct is nearing completion. This major project involved the demolition and construction of a new multi-purpose sporting pavilion at Lot 456 Brookton Highway, Brookton.

Council have requested that formal consideration of the name of the building be undertaken and presented for decision.

The pavilion was opened on 26 April 1969 and was subsequently referred to in Council Documents as the Recreation Ground Pavilion or Change-rooms, with some correspondence regarding bookings referring to it as the 'football pavilion' by community groups or residents.

In November 1983 Council passed a resolution to call a meeting to discuss improvements to the 'Recreation Ground Pavilion'. At the Council meeting on 19 July 1984 it was moved by Cr Clarke and seconded by Cr Mills *"that the recreation ground pavilion be named the WB Eva Pavilion"*. This item was not included in the agenda or correspondence so no background information on what initiated this resolution is available through Council documents.

It may be of note that the dinner for then retired Cr WB Eva was held on the 27 July a week after the resolution to rename the pavilion. Correspondence was tabled at the August meeting from WB Eva noting that *'Council's decision to extend the building...and name it after me left one temporarily speechless'*.

The local history book 'Kalkarni' notes that the pavilion was extended in June 1986 and named the WB Eva Pavilion.

**Detail:**

William Bennett Eva, is the only freeman of the Shire of Brookton, conferred in March 1982.

The Testimonial in part reads "William Bennett Eva has rendered outstanding service to the Municipality as Road Board Chairman and Member and as Shire President and Councillor for a continuous period of thirty four years and moreover, during his lifetime in Brookton, he has, by his

enthusiasm and outstanding service to the public welfare of the Communities won the respect of all. “

The Pavilion is currently the only Council facility named after an individual, although the recreation area entrance is also named after a person.

**Statutory and Legal Considerations:**

There are no legislative considerations to this issue.

**Policy Considerations:**

There is no Council Policy relative to this issue.

**Consultation:**

There has been no formal community consultation specifically relative to this matter, however there has been extensive engagement with the community groups using this facility, and broader community updates.

There has been no ‘groundswell’ or commentary suggesting or requesting a change of name. It did arise at a meeting of the project team, and opinions sought.

A letter was received from Sydney Cliff 30 January 2013 suggesting that the name be changed to The Brookton Sports Pavilion.

The Eva family have not been approached in the preparation of this report.

**Financial Implications:**

There are no financial implications relevant to this report. If a name change were resolved then some staff time and resources would be required in the change-over of approvals, permits, forms and the like.

**Strategic Community Plan (2013 – 2023)**

There is no reference to this matter in the Strategic Community Plan.

**Corporate Business Plan (2013-2017)**

There is no reference to this matter in the Corporate Business Plan.

**Officer’s Comment:**

It may be argued that there is an inconsistency in the WB Eva Pavilion being the only facility named after an individual when there have been other buildings built since that time where opportunity also existed to acknowledge the contribution of individuals.

It could also be said that there are other individuals or families who have contributed significantly to the development or enhancement of our community; however WB Eva is the only Freeman.

It is increasingly common for facilities, particularly sporting, to be named after a key sponsor rather than an individual or community - no ‘naming rights’ sponsors have been sought for this project.

If Council were of the opinion that a name change were required, then it would be appropriate to undertake broad community consultation to solicit a list of suggested names, and to subsequently give preference to those options put forward. It could be said that given there has not been pressure from the community or user groups to change the name that there is no mandate for the allocation of resources to this task.

**Voting Requirements:**

Simple Majority

**Officer's Recommendation:**

That the multi-purpose building constructed at Lot 456 Brookton Highway be continued to be known as the WB Eva Pavilion.

**Council Resolution**

**11.11.13.02**

**Moved Cr Fancote Seconded Cr Crute**

**That the multi-purpose building constructed at Lot 456 Brookton Highway be continued to be known as the WB Eva Pavilion.**

**CARRIED 5-0**

*Note – Cr Eva returned to the meeting at 12:49pm.*

## 12.11.13.0 FINANCE & ADMINISTRATION REPORT

### 12.11.13.01 LIST OF ACCOUNTS FOR PAYMENT

**FILE REFERENCE:** ADM 0323

**AUTHORS NAME AND POSITION:** Corinne Kemp  
Finance Officer

**NAME OF APPLICANT/ RESPONDENT:** Shire of Brookton

**DATE REPORT WRITTEN:** 13<sup>th</sup> November 2013

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** There is no previous meeting reference.

#### **SUMMARY:**

The List of Accounts for payment 31<sup>st</sup> October 2013 is presented to Council for inspection

#### **Background:**

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

#### **Detail:**

Totals of all payments from each of Council's bank accounts are listed below and detailed within Attachment 12.11.13.01A

#### ***Municipal Account***

Direct Debits	\$ 78,288.25
EFT	\$ 448,131.61
Cheques	\$ 29,141.47
<b><i>Trust Account</i></b>	<b>\$ 2,350.00</b>

#### **Statutory and Legal Considerations:**

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

#### **Policy Considerations:**

*Policy No. 4.4* of the Council Policy Manual states that the Chief Executive Officer is authorised to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved budget.

#### **Financial Implications:**

There are no financial implications relevant to this report.

#### **Strategic Community Plan (2013 – 2023):**

There are no specific implications relevant to this report.

#### **Corporate Business Plan (2013 – 2017):**

There are no specific implications relevant to this report.

**Voting Requirements:**

Simple Majority

**Officer's Recommendation:**

That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31 October 2013, per the summaries included in Attachment 12.11.13.01A in accordance with the Local Government (Financial Management) Regulations 1996:

*Municipal Account*

Direct Debits	\$	78,288.25
EFT	\$	448,131.61
Cheques	\$	29141.47
<i>Trust Account</i>	\$	2,350.00

**Council Resolution****12.11.13.01****Moved Cr Crute Seconded Cr Walker**

**That Council note the payments authorised under delegated authority and detailed below and in the List of Accounts to 31 October 2013, per the summaries included in Attachment 12.11.13.01A in accordance with the Local Government (Financial Management) Regulations 1996:**

*Municipal Account*

Direct Debits	\$	78,288.25
EFT	\$	448,131.61
Cheques	\$	29141.47
<i>Trust Account</i>	\$	2,350.00

**CARRIED 6-0****ATTACHMENT 12.11.13.01A**

**ATTACHMENT 12.11.13.01A**

**OCTOBER 2013 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 17th NOVEMBER  
2013  
12.11.13.01A**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
16963	10/10/2013	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BUILDING LEVY FOR WB EVA PAVILION & LEVY PAYMENT RECONCILIATION SEPTEMBER 2013	\$ 4,796.24
16964	10/10/2013	BUILDING COMMISSION	LEVY PAYMENT RECONCILIATION - SEPTEMBER 2013	\$ 2,223.02
16965	10/10/2013	C & B SOUTHERN RUN TRANSPORT	FREIGHT - CUTTING EDGES FOR G5 & G6	\$ 42.48
16966	10/10/2013	KWEDA GOLF CLUB	50% REIMBURSEMENT FOR REPAIRS & MAINTENANCE	\$ 411.25
16967	10/10/2013	SHIRE OF KALAMUNDA	HEALTH SERVICES 01/07/13 TO 30/07/13 & 01/08/13 TO 31/08/13. RANGER SERVICES AUGUST 2013	\$ 4,166.60
16968	10/10/2013	STATE LIBRARY OF WA	RECOVERY OF LOST & DAMAGED BOOKS - BROOKTON PUBLIC LIBRARY	\$ 57.20
16969	10/10/2013	WATER CORPORATION OF WA	WATER USE AND SERVICE CHARGES 01/09/13 TO 30/10/13 - SPORTS GROUND	\$ 314.42
16970	14/10/2013	CASH - SHIRE OF BROOKTON	2013 BROOKTON PHOTO & ART EXHIBITION 1ST & 2ND PRIZE FOR PEOPLE'S CHOICE AWARDS	\$ 300.00
16971	14/10/2013	SHIRE OF BROOKTON	CREDIT CARD PURCHASES SEPTEMBER 2013	\$ 2,609.34
16972	14/10/2013	DEPARTMENT OF TRANSPORT	RETAIN PLATE 1BO, CHANGE PLATES 1EFS827 TO BO1	\$ 48.00
16973	17/10/2013	ATO	GST PAYABLE ON SEPTEMBER 2013 BAS	\$ 6,630.00
16974	22/10/2013	DEPARTMENT OF TRANSPORT	NUMBER PLATE CHANGE 2013 PRADO 1EIG365 TO 1 BO	\$ 16.20
16975	24/10/2013	ALL SERVICES ROADS	TRAFFIC MANAGEMENT PLAN FOR BROOKTON OLD TIME MOTOR SHOW 2014	\$ 330.00
16976	24/10/2013	CASH - SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 24.00
16977	24/10/2013	LANDGATE	REVALUATIONS UV'S & MINING TENEMENTS	\$ 134.75
16978	24/10/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 103.50
16979	24/10/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 677.06
16980	24/10/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 103.50

Chq/EFT	Date	Name	Description	Amount
16981	24/10/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 172.00
16982	24/10/2013	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 412.91
16983	24/10/2013	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 120.00
16984	24/10/2013	SYNERGY	STREETLIGHT ELECTRICITY 25/08/13 TO 24/09/2013	\$ 2,704.00
16985	24/10/2013	TELSTRA CORPORATION	MOBILE PHONE & IPAD ACCOUNTS 02/09/13 TO 01/10/13	\$ 1,425.96
16986	24/10/2013	WATER CORPORATION OF WA	WATER USAGE 01/09/13 TO 24/10/13 - CARAVAN PARK	\$ 168.99
16987	24/10/2013	WILLIAM GEORGE STONE	RATES REFUND FOR ASSESSMENT A287	\$ 1,000.05
16988	31/10/2013	CASH - SHIRE OF BROOKTON	CASH FLOAT FOR SWIMMING POOL 2013/14 SEASON	\$ 150.00
			<b>CHEQUE TOTAL</b>	<b>\$ 29,141.47</b>

Chq/EFT	Date	Name	Description	Amount
EFT5252	10/10/2013	AUSTRALIA DAY COUNCIL OF WA	BRONZE ADCWA MEMBERSHIP 2013/14	\$ 200.00
EFT5253	10/10/2013	AUSTRALIAN SAFETY ENGINEERS	RAKE HOE 6 PRONG X 2	\$ 164.05
EFT5254	10/10/2013	BROOKTON COUNTRY CLUB	SHIRE CONTRIBUTION 2013/14	\$ 10,000.00
EFT5255	10/10/2013	BROOKTON TELEGRAPH	ADVERTISING - DRUM MUSTER, UHF CHANNELS	\$ 65.00
EFT5256	10/10/2013	COATES HIRE OPERATIONS PTY LIMITED	HIRE OF TOILET BLOCK FOR WB EVA PAVILION X 30 DAYS	\$ 476.21
EFT5257	10/10/2013	COURIER AUSTRALIA	FREIGHT - JASON SIGNS	\$ 9.20
EFT5258	10/10/2013	GILL RURAL TRADERS	HARDWARE PURCHASES OCTOBER 2013	\$ 2,950.58
EFT5259	10/10/2013	HILLROY FARMS PTY LTD	REIMBURSEMENT OF INSURANCE CLAIM #025949 - VEHICLE DAMAGED ON FIRE GROUND	\$ 1,165.85
EFT5260	10/10/2013	OFFICEWORKS BUSINESS DIRECT	CROSS CUT SHREDDER & ADMINISTRATION STATIONERY	\$ 184.50
EFT5261	10/10/2013	OIL TECH FUEL	1265 LITRES OF DIESEL	\$ 1,969.53
EFT5262	10/10/2013	STUMPY'S GATEWAY ROADHOUSE	PETROL	\$ 97.72
EFT5263	10/10/2013	SUNNY SIGN COMPANY PTY LTD	SIGNS - CARDBOARD ONLY PLEASE FLATTEN BOXES" X 6"	\$ 187.66

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT5264	10/10/2013	WA LOCAL GOVERNMENT ASSN	ADVERTISING - CALL FOR NOMINATIONS 29/08/13	\$ 809.28
EFT5265	14/10/2013	M & E WORTHINGTON	REFUND OF DOG KENNEL FEES 2013/14 - CHARGED TWICE	\$ 100.00
EFT5266	14/10/2013	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE - SALE OF LAND FOR UNPAID RATES ADVICE 29/08/13 TO 09/09/2013	\$ 2,164.84
EFT5267	17/10/2013	ADVANTAGE SETTLEMENTS	PURCHASE LAND AT YEO ROAD/BROOKTON KWEDA ROAD	\$ 25,500.00
EFT5268	24/10/2013	ABCO PRODUCTS	BACK PACK VACCUUM	\$ 384.42
EFT5269	24/10/2013	AQUASOL	MULTIFLOC M2600 & LIQUID CHLORINE	\$ 1,380.50
EFT5270	24/10/2013	ARM SECURITY	SECURITY MONITORING 01/10/13 TO 31/12/13	\$ 114.40
EFT5271	24/10/2013	AURELIA'S CATERING SERVICE	REFRESHMENTS	\$ 150.00
EFT5272	24/10/2013	B & N EYRE BROOKTON NEWSAGENCY	NEWSPAPERS PURCHASED 02/09/13 TO 29/09/13	\$ 51.60
EFT5273	24/10/2013	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES SEPTEMBER 2013 & PAVING OF COURTYARD	\$ 250,687.87
EFT5274	24/10/2013	BAREND STEPHANUS DE BEER	PARKING REIMBURSEMENT	\$ 10.00
EFT5275	24/10/2013	BROOKTON COUNTRY CLUB	HISTORICAL SOCIETY CENTENARY LUNCHEON & VENUE HIRE	\$ 3,000.00
EFT5276	24/10/2013	BROOKTON MEDICAL PRACTICE	MEDICAL PRACTICE SUPPORT 01/07/13 TO 30/06/14	\$ 24,304.00
EFT5277	24/10/2013	BROOKTON PLUMBING	LEACH DRAIN PIPING WB EVA PAVILION & WASTE PIPE REPAIR AT CARAVAN PARK	\$ 1,697.30
EFT5278	24/10/2013	BROOKTON ROADHOUSE	UNLEADED PETROL	\$ 14.95
EFT5279	24/10/2013	COATES HIRE OPERATIONS PTY LIMITED	LUNCH ROOM & TOILET BLOCK HIRE AT WB EVA PAVILION 25/08/13 TO 25/09/13	\$ 1,072.64
EFT5280	24/10/2013	COOTE MOTORS	T13 - SERVICE	\$ 165.75
EFT5281	24/10/2013	COURIER AUSTRALIA	FREIGHT - SUNNY SIGNS	\$ 35.93
EFT5282	24/10/2013	FESA	2013/14 EMERGENCY SERVICES LEVY	\$ 1,436.99
EFT5283	24/10/2013	G & K BASSETT	50M3 YELLOW SAND	\$ 165.00
EFT5284	24/10/2013	GREAT SOUTHERN WASTE DISPOSAL	BROOKTON TIP SITE & RUBBISH BIN COLLECTION 27/08/13 TO 24/09/13	\$ 9,930.98
EFT5285	24/10/2013	H RUSHTON & CO	TYRE FOR T10, SERVICE L6, DRAWBAR PIN & CLEVIN L6	\$ 2,572.35
EFT5286	24/10/2013	KALAMUNDA TOYOTA	PURCHASE PRADO 3.0L TURBO DIESEL 5 DOOR WAGON GXL AUTOMATIC ENGINE 1KD2321824	\$ 3,679.05



Chq/EFT	Date	Name	Description	Amount
EFT5287	24/10/2013	LG PEOPLE	SECOND PROGRESS PAYMENT FOR WORKFORCE PLANNING SERVICES	\$ 11,000.00
EFT5288	24/10/2013	LGIS INSURANCE BROKING	INSURANCE 30/06/13 TO 30/06/14, WORKERS COMPENSATION, PROPERTY INSURANCE, LIABILITY INSURANCE SECOND INSTALMENT	\$ 72,235.44
EFT5289	24/10/2013	LGIS RISK MANAGEMENT	AVON/CENTRAL MIDLANDS REGION RISK COORDINATION PROGRAMME PROJECT SERVICES TO 24/09/2013	\$ 6,594.50
EFT5290	24/10/2013	METAL ARTWORK CREATIONS	DESK NAME PLAQUE	\$ 47.08
EFT5291	24/10/2013	OFFICEWORKS BUSINESS DIRECT	STATIONERY PURCHASES	\$ 90.53
EFT5292	24/10/2013	OIL TECH FUEL	7000 LITRES OF DIESEL	\$ 10,282.58
EFT5293	24/10/2013	PIANO MAGIC	TUNE YAMAHA PIANO AT MEMORIAL HALL	\$ 330.00
EFT5294	24/10/2013	SUNNY SIGN COMPANY PTY LTD	SIGN FOR PUBLIC TOILETS	\$ 53.33
EFT5295	24/10/2013	WA LOCAL GOVERNMENT ASSN	COUNCIL CONNECT ADDITIONAL MODULES FOR SHIRE WEBSITE	\$ 600.00
<b>EFT TOTAL</b>				<b>\$ 448,131.61</b>
<b>MUNICIPAL ACCOUNT TOTAL</b>				<b>\$ 477,273.08</b>

Chq/EFT	Date	Name	Description	Amount
866	02/10/2013	BROOKTON PINGELLY FOOTBALL CLUB	REFUND BOND FOR HIRE OF MEMORIAL HALL 20/09/13	\$ 330.00
867	02/10/2013	CBH CORRIGIN	REFUND BOND FOR HIRE OF MEMORIAL HALL 29/08/13	\$ 110.00
868	02/10/2013	CEH PECH & SON PTY LTD	RATES INCENTIVE PRIZE 2013/14	\$ 200.00
869	02/10/2013	CENTRAL SOUTH LINE DANCERS	REFUND BOND FOR HIRE OF MEMORIAL HALL	\$ 100.00
870	02/10/2013	KIM MICHELE NIKOLA	REFUND BOND FOR HIRE OF MEMORIAL HALL 13/09/13	\$ 110.00
871	21/10/2013	ANNA BUTCHER	REFUND BOND FOR HIRE OF COMMUNITY BUS 23/09/13	\$ 330.00
872	21/10/2013	GILL RURAL TRADERS	REFUND BOND FOR HIRE OF COMMUNITY BUS 08/09/13	\$ 330.00
873	31/10/2013	BROOKTON MENSSHED	REFUND OF BOND FOR HIRE OF COMMUNITY BUS 12/10/13	\$ 330.00

Chq/EFT	Date	Name	Description	Amount
874	31/10/2013	CBH CORRIGIN	REFUND BOND FOR HIRE OF MEMORIAL HALL 23/10/13	\$ 110.00
875	31/10/2013	KATRINA CRUTE	REFUND OF SHIRE ELECTION CANDIDATE DEPOSIT	\$ 80.00
876	31/10/2013	KYM TERENCE WILKINSON	REFUND OF SHIRE ELECTION CANDIDATE DEPOSIT	\$ 80.00
877	31/10/2013	LOUISE SHEREE ALLINGTON	REFUND OF SHIRE ELECTION CANDIDATE DEPOSIT	\$ 80.00
878	31/10/2013	NEIL WALKER	REFUND OF SHIRE ELECTION CANDIDATE DEPOSIT	\$ 80.00
879	31/10/2013	THERESA FANCOTE	REFUND OF SHIRE ELECTION CANDIDATE DEPOSIT	\$ 80.00
			<b>TRUST ACCOUNT TOTAL</b>	<b>\$ 2,350.00</b>

DIRECT DEBITS FOR OCTOBER 2013	
SALARIES & WAGES	\$ 76,758.34
MERCHANT FEES	\$ 1,529.91
<b>TOTAL</b>	<b>\$ 78,288.25</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES Creditor Number: 96286		
DATE	PARTICULARS	AMOUNT
6/09/2013	WESTNET 05/09/13 to 05/10/13 - 10 MARSH AVE	\$59.95
	WESTNET 05/09/13 to 05/10/13 - DEPOT	\$49.95
	WESTNET 05/09/13 to 05/10/13 - ADMINISTRATION OFFICE	\$109.95
17/09/2013	RURAL HEALTH WEST - MEMBERSHIP	\$100.00
20/09/2013	CRITERION - ECONOMIC DEVELOPMENT CONFERENCE	\$2,198.80
	APPLE STORE - MOBILE PHONE COVERS	\$59.91
	CARD FEES	\$30.68
		<b>\$2,609.24</b>

**12.11.13.02 FINANCIAL STATEMENTS – STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2013**

**FILE REFERENCE:** ADM 0323

**AUTHORS NAME AND POSITION:** Julie Oliver  
Deputy Chief Executive Officer

**NAME OF APPLICANT/ RESPONDENT:** Shire of Brookton

**DATE REPORT WRITTEN:** 12 November 2013

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** There is no previous meeting reference.

**SUMMARY:**

The Statement of Financial Activity for the period ended 31 October 2013 is presented to council.

**Background:**

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

**Detail:**

Councillors have been provided with a completed Statement of Financial Activity for the period ended 31 October 2013. The comments on any significant budget variances are provided within Note 9 of the financial statements.

**Statutory and Legal Considerations:**

Section 6.4 of the *Local Government Act 1995*.

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

**Policy Considerations:**

There is no Council Policy relative to this issue.

**Consultation:**

There has been no consultation in this matter.

**Financial Implications:**

There are no financial implications relevant to this report.

**Strategic Community Plan (2013 – 2023)**

There are no specific implications relevant to this report.

**Corporate Business Plan (2013-2017)**

There are no specific implications relevant to this report.

**Voting Requirements:**

Simple Majority

**Officer's Recommendation:**

That Council receive the Statement of Financial Activity for the period ended 31 October 2013.

**Council Resolution**

**12.11.13.02**

**Moved Cr Walker Seconded Cr Allington**

**That Council receive the Statement of Financial Activity for the period ended 31 October 2013.**

**CARRIED 6-0**

**ATTACHMENT 12.11.13.02A**

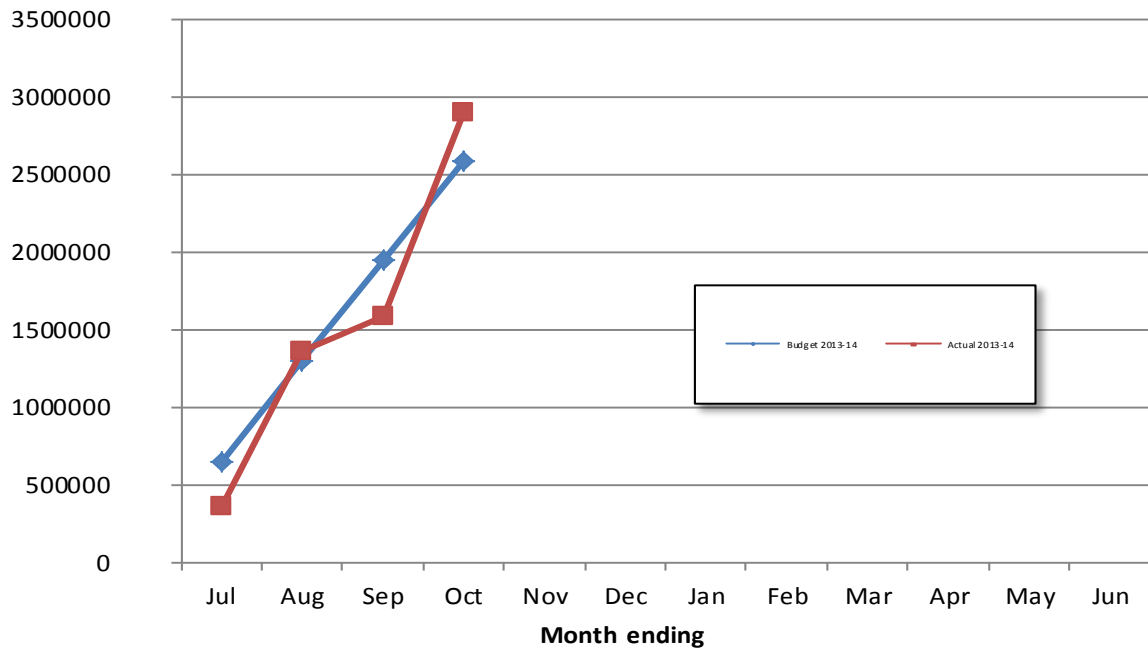
## ATTACHMENT 12.11.13.02A

Shire of Brookton								
STATEMENT OF FINANCIAL ACTIVITY								
(Statutory Reporting Program)								
For the Period Ended 31 October 2013								
		Current Annual Budget	Projected Year End Actual	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
	Note	3				9	9	
<b>Operating Revenues</b>		\$	\$	\$	\$	\$	%	
Governance		16,261	26,292	8,080	8,108	28	0.34%	
General Purpose Funding		1,558,791	1,560,004	481,133	442,597	(38,536)	(8.01%)	▼
Law, Order and Public Safety		41,810	41,088	19,669	19,596	(73)	(0.37%)	
Health		22,860	26,305	20,952	24,395	3,443	16.43%	▲
Education and Welfare		3,875,600	3,875,350	1,291,856	1,286,991	(4,865)	(0.38%)	
Housing		100,141	79,289	33,376	25,742	(7,634)	(22.87%)	▼
Community Amenities		405,516	403,880	301,182	274,888	(26,294)	(8.73%)	▼
Recreation and Culture		539,538	534,974	313,197	261,556	(51,641)	(16.49%)	▼
Transport		964,753	951,420	113,248	116,497	3,249	2.87%	
Economic Services		146,480	141,619	22,116	12,059	(10,057)	(45.47%)	▼
Other Property and Services		164,276	165,667	54,752	34,472	(20,280)	(37.04%)	▼
<b>Total (Excluding Rates)</b>		<b>7,836,026</b>	<b>7,805,887</b>	<b>2,659,561</b>	<b>2,506,901</b>	<b>(152,660)</b>	<b>(5.74%)</b>	<b>▼</b>
<b>Operating Expense</b>								
Governance		(583,587)	(591,929)	(213,424)	(223,722)	(10,298)	4.83%	▲
General Purpose Funding		(206,691)	(172,854)	(68,876)	(39,583)	29,293	(42.53%)	▼
Law, Order and Public Safety		(213,656)	(217,343)	(81,994)	(81,055)	939	(1.14%)	
Health		(84,151)	(82,350)	(28,028)	(29,348)	(1,320)	4.71%	
Education and Welfare		(3,976,444)	(4,002,522)	(1,336,082)	(1,474,954)	(138,872)	10.39%	▲
Housing		(147,203)	(141,178)	(48,964)	(47,116)	1,848	(3.77%)	
Community Amenities		(501,076)	(482,700)	(161,912)	(152,537)	9,375	(5.79%)	
Recreation and Culture		(753,801)	(710,770)	(249,068)	(228,383)	20,685	(8.30%)	▼
Transport		(1,117,060)	(1,138,010)	(372,316)	(494,640)	(122,324)	32.85%	▲
Economic Services		(112,208)	(103,634)	(33,700)	(32,042)	1,658	(4.92%)	
Other Property and Services		(59,579)	(86,923)	(89,764)	(93,470)	(3,706)	4.13%	
<b>Total</b>		<b>(7,755,457)</b>	<b>(7,730,214)</b>	<b>(2,684,128)</b>	<b>(2,896,851)</b>	<b>(212,724)</b>	<b>(7.93%)</b>	<b>▲</b>
<b>Funding Balance Adjustment</b>								
Add back Depreciation		1,269,885	1,270,096	398,240	388,469	(9,771)	(2.45%)	
Adjust (Profit)/Loss on Asset Disposal	6	(96,100)	(92,290)	(3,836)	3,810	7,646	(199.33%)	▼
<b>Net Operating (Ex. Rates)</b>		<b>1,254,354</b>	<b>1,253,479</b>	<b>369,837</b>	<b>2,329</b>	<b>(367,508)</b>	<b>(99.37%)</b>	
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	6	338,000	302,727	49,000	47,727	(1,273)	(2.60%)	
Self-Supporting Loan Principal		36,611	31,267	0	0	(0)	(100.00%)	
Transfer from Reserves	5	1,468,274	1,407,674	489,404	491,500	2,096	0.43%	
<b>Total</b>		<b>1,842,885</b>	<b>1,741,668</b>	<b>538,404</b>	<b>539,227</b>	<b>823</b>	<b>0.15%</b>	
<b>Capital Expenses</b>								
Land and Buildings	6	(2,471,023)	(2,437,912)	(950,617)	(948,864)	1,753	(0.18%)	
Plant and Equipment	6	(227,000)	(221,000)	(52,500)	(50,909)	1,591	(3.03%)	
Furniture and Equipment	6	(117,978)	(92,165)	(39,316)	(45,880)	(6,564)	16.70%	▲
Infrastructure Assets - Roads & Bridges	6	(1,118,300)	(1,106,878)	(50,000)	(46,828)	3,172	(6.34%)	
Infrastructure Assets - Sewerage	6	(94,400)	(94,400)	0	0	(0)	(100.00%)	
Repayment of Debentures	7	(101,003)	(101,003)	(44,550)	(44,550)	0	0.00%	
Transfer to Reserves	5	(652,567)	(623,319)	(32,492)	(16,447)	16,045	(49.38%)	▼
<b>Total</b>		<b>(4,782,271)</b>	<b>(4,676,677)</b>	<b>(1,169,475)</b>	<b>(1,153,479)</b>	<b>15,997</b>	<b>(1.37%)</b>	
<b>Net Capital</b>		<b>(2,939,386)</b>	<b>(2,935,009)</b>	<b>(631,071)</b>	<b>(614,251)</b>	<b>16,820</b>	<b>(2.67%)</b>	
<b>Total Net Operating + Capital</b>		<b>(1,685,033)</b>	<b>(1,681,530)</b>	<b>(261,234)</b>	<b>(611,923)</b>	<b>(350,688)</b>	<b>134.24%</b>	
Rate Revenue		1,564,658	1,562,356	1,565,726	1,562,892	(2,834)	(0.18%)	
Opening Funding Surplus(Deficit)		(33,470)	(35,289)	(33,470)	(35,289)	(1,819)	5.44%	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(153,845)</b>	<b>(154,463)</b>	<b>1,271,022</b>	<b>915,680</b>	<b>(355,342)</b>	<b>(27.96%)</b>	

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2013**

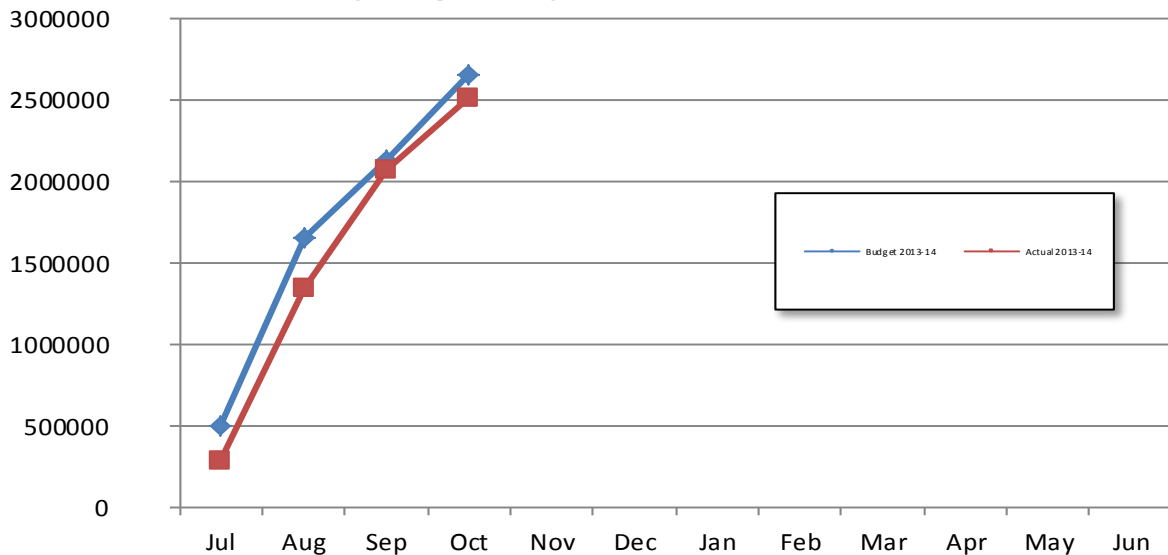
**Note 1 - Graphical Representation - Source Statement of Financial Activity**

**Budget Operating Expenses -v- YTD Actual**



**Comments/Notes - Operating Expenses**

**Budget Operating Revenues -v- Actual**



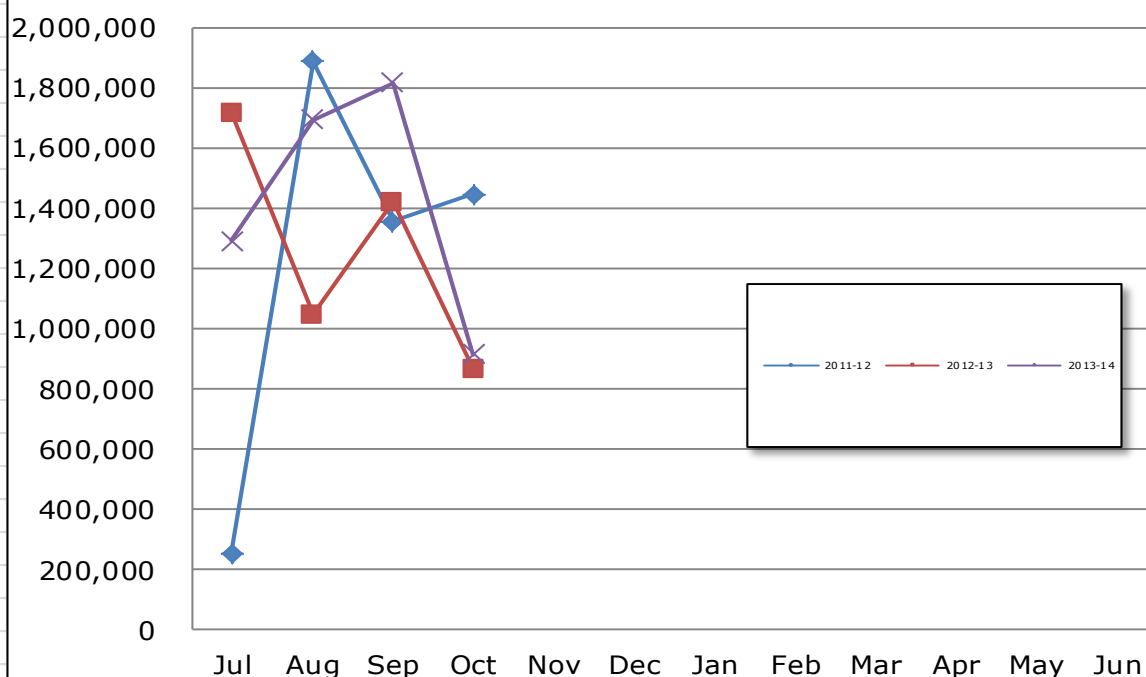
**Comments/Notes - Operating Revenues**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2013**

**Note 2: NET CURRENT FUNDING POSITION**

	Note	Positive=Surplus (Negative=Deficit)		
		2013-14		
		This Period	Same Period 2012/13	Same Period 2011/12
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		<b>1,337,207</b>	667,079	1,323,900
Cash Restricted		<b>2,339,020</b>	3,834,053	2,979,297
Receivables		<b>1,591,180</b>	1,334,499	1,181,574
Prepayments & Accruals		<b>0</b>	0	0
Inventories		<b>29,571</b>	33,590	32,102
		<b>5,296,979</b>	5,869,222	5,516,873
<b>Less: Current Liabilities</b>				
Payables and Provisions		<b>(2,042,278)</b>	(1,168,975)	(1,090,007)
		<b>(2,042,278)</b>	(1,168,975)	(1,090,007)
Less: Cash Restricted		<b>(2,339,020)</b>	(3,834,053)	(2,979,297)
<b>Net Current Funding Position</b>		<b>915,680</b>	<b>866,193</b>	<b>1,447,570</b>

**Note 2 - Liquidity Over the Year**



**Comments - Net Current Funding Position**





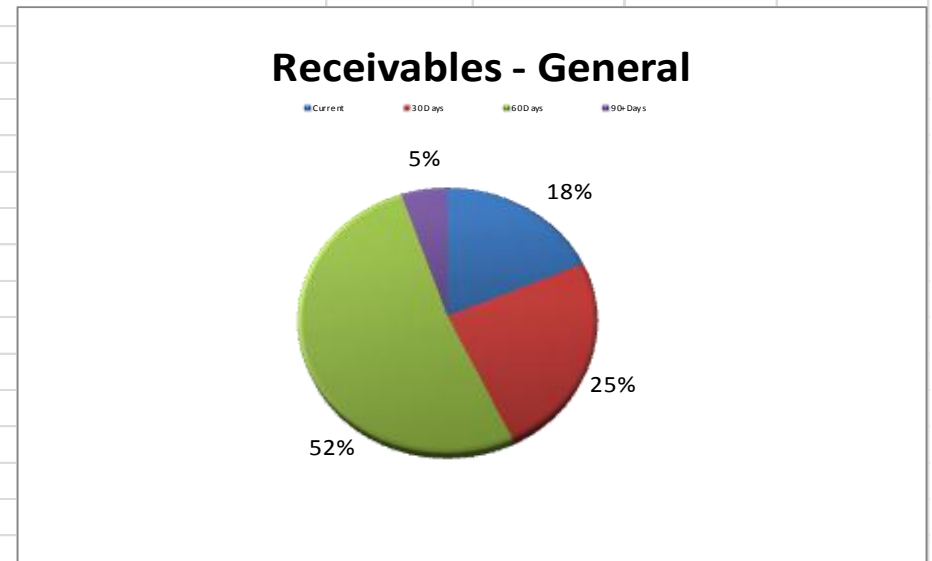
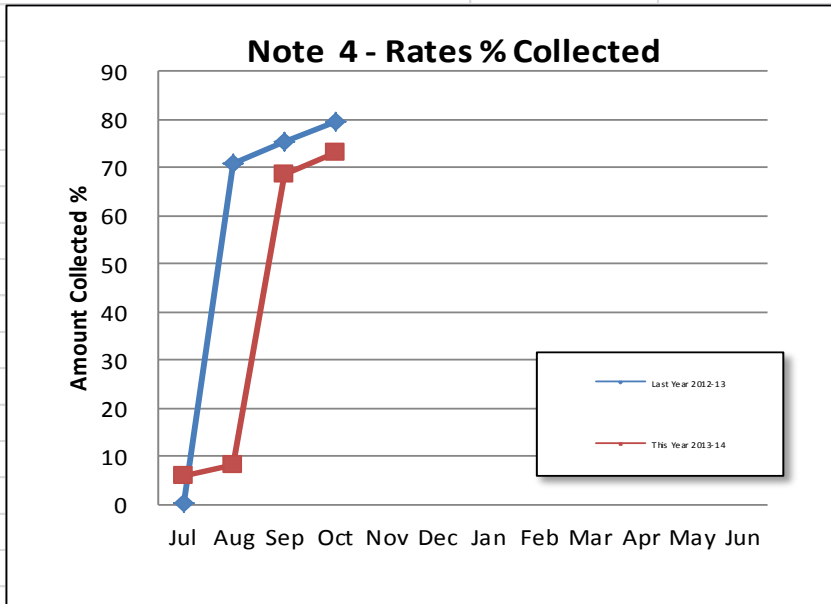
**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2013**

**Note 4: RECEIVABLES**

<b>Receivables - Rates, Sewerage and Rubbish</b>	<b>Current 2013-14</b>	<b>Previous 2012-13</b>
	\$	\$
Opening Arrears Previous Years	66,021	50,882
Rates, Sewerage & Rubbish Levied this year	1,812,165	1,681,534
Less Collections to date	<b>(1,376,409)</b>	<b>(1,381,106)</b>
Equals Current Outstanding	<b>501,777</b>	<b>351,310</b>
<b>Net Rates Collectable</b>	501,777	351,310
% Collected	73.28%	79.72%

<b>Receivables - General</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+Days</b>
	\$	\$	\$	\$
	13,672	18,113	38,267	3,827
<b>Total Outstanding</b>				<b>73,879</b>

**Amounts shown above include GST (where applicable)**



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2013**

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant Reserve	15,942	558	113	215,350	0	(45,000)	0	186,850	16,055
Housing Reserve	288,849	10,110	2,045	0	0	(183,500)	0	115,459	290,894
Office Equipment Reserve	38,785	1,357	275	0	0	(4,665)	0	35,477	39,060
Drainage Reserve	48,549	1,699	344	0	0	0	0	50,248	48,893
Municipal Buildings & Facilities Reserve	32,574	1,140	231	30,000	0	(30,260)	0	33,454	32,805
Townscape Reserve	229,553	8,034	1,626	0	0	0	0	237,587	231,179
Land Development Reserve	197,706	6,920	1,400	171,000	0	0	0	375,626	199,106
Sewerage Scheme Reserve	157,642	5,517	1,116	50,000	0	(94,400)	0	118,759	158,758
Road Infrastructure Reserve	28,270	989	200	10,000	0	0	0	39,259	28,470
Health & Aged Care Reserve	719,322	25,176	5,094	45,100	0	(465,190)	0	324,408	724,416
Community Bus Reserve	37,779	1,322	268	5,000	0	0	0	44,101	38,047
Bridge Construction Reserve	63,292	2,215	448	0	0	0	0	65,507	63,740
Staff Vehicle Reserve	19,673	689	139	9,000	0	(9,000)	0	20,362	19,812
Sport & Recreation Reserve	0	0	0	9,500	0	0	0	9,500	0
Rehabilitation & Refuse Reserve	27,376	958	194	0	0	0	0	28,334	27,570
Unspent Grants & Contributions	568,109	19,009	543	0	0	(544,044)	(491,500)	43,074	77,152
Saddleback Building Reserve	64,027	2,241	453	0	0	(25,900)	0	40,368	64,480
Saddleback Vehicle & Equipment Reserve	4,398	154	31	0	0	0	0	4,552	4,429
Caravan Park Reserve	52,676	1,844	373	2,500	0	0	0	57,020	53,049
Old Police Station Reserve	32,053	1,122	227	2,500	0	0	0	35,675	32,280
Kweda Hall Reserve	13,422	470	95	2,500	0	(600)	0	15,792	13,517
Aldersyde Hall Reserve	13,422	470	95	2,500	0	0	0	16,392	13,517
Railway Station Reserve	13,422	470	95	0	0	0	0	13,892	13,517
Madison Square Units Reserve	15,623	547	111	0	0	(5,715)	0	10,455	15,734
Cemetery Reserve	85,684	2,999	607	0	0	(60,000)	0	28,683	86,291
Water Harvesting Reserve	45,925	1,607	325	0	0	0	0	47,532	46,250
	<b>2,814,073</b>	<b>97,616</b>	<b>16,447</b>	<b>554,951</b>	<b>0</b>	<b>(1,468,274)</b>	<b>(491,500)</b>	<b>1,998,366</b>	<b>2,339,020</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2013**

**Note 6: CAPITAL DISPOSALS AND ACQUISITIONS**

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal		
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)
\$	\$	\$		\$	\$	\$
42,500	49,000	6,500	CEO Vehicle	51,537	47,727	(3,810)
32,000	34,000	2,000	DCEO Vehicle			0
28,000	29,000	1,000	SP Vehicle			0
45,450	72,000	26,550	Lot 101 Avonbank Cl,Koormong			0
45,450	99,000	53,550	Lot 102 Avonbank Cl,Koormong			0
28,500	25,000	(3,500)	PWS Vehicle			0
20,000	30,000	10,000	New Holland Tractor			0
<b>241,900</b>	<b>338,000</b>	<b>96,100</b>	<b>Totals</b>	<b>51,537</b>	<b>47,727</b>	<b>(3,810)</b>

**Comments - Capital Disposal**

	Summary Acquisitions	Current Budget		
		Budget	Actual	Variance
		\$	\$	\$
	<b>Property, Plant &amp; Equipment</b>			
	Land and Buildings	2,471,023	948,864	1,522,159
	Plant & Equipment	227,000	50,909	176,091
	Furniture & Equipment	117,978	45,880	72,098
				0
	<b>Infrastructure</b>			
	Roadworks & Bridge Works	1,118,300	46,828	1,071,472
	Sewerage	94,400	0	94,400
	<b>Totals</b>	<b>4,028,701</b>	<b>1,092,481</b>	<b>2,936,220</b>

**Comments - Capital Acquisitions**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 October 2013**

**Note 7: INFORMATION ON BORROWINGS**

Particulars	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-12 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
						Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Self Supporting Loans</b>											
*Loan 78 Senior Citizen's Homes	17/06/2024	15	6.74	164,089	-	-	10,478	164,089	153,611	-	11,675
*Loan 79 Multifunctional Family Centre	1/08/2020	15	5.82	60,594	-	3,279	6,654	57,315	53,940	1,793	3,861
*Loan 82 Country Club	15/11/2027	20	6.95	338,409	-	6,946	14,133	331,463	324,276	11,760	24,033
<b>Governance</b>											
Loan 75 Office Office Renovations	3/08/2026	25	6.46	71,490	-	1,699	3,453	69,791	68,037	2,337	4,831
<b>Education &amp; Welfare</b>											
Loan 80 Kalkarni Residency	1/02/2026	25	5.63	115,411	-	3,070	6,228	112,341	109,183	3,294	6,838
<b>Housing</b>											
Loan 80 Staff Housing	1/02/2026	25	5.63	190,428	-	5,066	10,274	185,362	180,154	5,435	11,283
<b>Community Amenities</b>											
Loan 80 Sewerage	1/02/2026	25	5.63	80,788	-	2,149	4,360	78,639	76,428	2,306	4,787
<b>Transport</b>											
Loan 80 Grader	1/02/2026	25	5.63	190,428	-	5,066	10,275	185,362	180,153	5,435	11,283
<b>Recreation and Culture</b>											
Loan 81 Sport & Recreation	1/11/2027	20	6.95	841,531	-	17,274	35,148	824,257	806,383	29,553	60,827
				2,053,168	0	44,550	101,003	2,008,618	1,952,165	61,913	139,418

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

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2013**

**Note 8: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
Municipal Cash at Bank - Operating Account	1.50%	399,505				399,505	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.50-4.0%	937,202				937,202	Bendigo	
Trust Cash at Bank	1.50%			34,389		34,389	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	3.80%		2,339,020			2,339,020	Bendigo	2/11/2013
Les McMullen Trust	4.00%			9,082		9,082	Bendigo	26/06/2014
(c) <b>Investments</b>								
Nil								
Nil								
<b>Total</b>		1,336,707	2,339,020	43,471	0	3,719,198		

Comments/Notes - Investments

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2013**

**Note 9: MAJOR VARIANCES**

**Comments/Reason for Variance**

**OPERATING REVENUE (EXCLUDING RATES)**

**Governance**

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

**General Purpose Funding**

Under budget due to timing of term deposit interest and lower than expected interest rates.

**Law, Order and Public Safety**

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

**Health**

Over budget due to increased reimbursement for NAPS records management-there will also be a related increase in expenditure.

**Education and Welfare**

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

**Housing**

Staff housing rental subsidies brought to account half yearly

**Community Amenities**

Project grant not received - flood plain mapping not yet commenced.

**Recreation and Culture**

Timing of DSR & Lotterywest grants -waiting on completion of pavilion

**Transport**

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

**Economic Services**

Caravan Park occupancy - less than expected activity.

**Other Property and Services**

Private works activity to date less than expected - corresponding under budget expenditure.

**OPERATING EXPENSES**

**Governance**

Some councillor training expenses to be reimbursed.

**General Purpose Funding**

Accrued interest on loans brought to account 30/06/13 will self correct.

**Law, Order and Public Safety**

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

**Health**

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

**Education and Welfare**

No budget for overpayment of Kalkarni fees for 2012-13 amendment required

**Housing**

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

**Community Amenities**

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

**Recreation and Culture**

Pavilion not yet operational and pre season accounts for pool not yet received.

**Transport**

Timing of road maintenance and construction program not matched to budget profile

**Economic Services**

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

**Other Property and Services**

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

## UNCONFIRMED

<b>CAPITAL REVENUE</b>
<b>Proceeds from Disposal of Assets</b>
Within variance threshold of \$10,000 or 10%
<b>Self-Supporting Loan Principal</b>
Within variance threshold of \$10,000 or 10%
<b>Transfer from Reserves</b>
Within variance threshold of \$10,000 or 10%
<b>CAPITAL EXPENSES</b>
<b>Land and Buildings</b>
Within variance threshold of \$10,000 or 10%
<b>Plant and Equipment</b>
Within variance threshold of \$10,000 or 10%
<b>Furniture and Equipment</b>
Capital expenditure for 2012-13 for Kalkarni carried over
<b>Infrastructure Assets - Roads &amp; Bridges</b>
Within variance threshold of \$10,000 or 10%
<b>Infrastructure Assets - Sewerage</b>
Within variance threshold of \$10,000 or 10%
<b>Repayment of Debentures</b>
Within variance threshold of \$10,000 or 10%
<b>Transfer to Reserves</b>
Transfers generally will occur at 30/06/14
<b>OTHER ITEMS</b>
<b>Rate Revenue</b>
Within variance threshold of \$10,000 or 10%
<b>Opening Funding Surplus(Deficit)</b>
Within variance threshold of \$10,000 or 10%
<b>OTHER ITEMS</b>
<b>Rate Revenue</b>
Within variance threshold of \$10,000 or 10%
<b>Opening Funding Surplus(Deficit)</b>
Within variance threshold of \$10,000 or 10%

**UNCONFIRMED**

<b>Shire of Brookton</b>				
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>				
<b>For the Period Ended 31 October 2013</b>				
<b>Note 10: TRUST FUND</b>				
Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:				
Description	Opening Balance For the Period Ended 31 October 2013	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 October 2013
	\$	\$	\$	\$
Housing Bonds	3,000	1,000	(3,000)	1,000
Other Bonds	4,380	3,920	(3,800)	4,500
Election Nomination Bonds	0	0	0	0
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	9,082	0	0	9,082
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	5,411	0	0	5,411
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	4,915	0	0	4,915
Unclaimed Money	430	0	0	430
Development Bonds	0	0	0	0
	<b>45,550</b>	<b>4,920</b>	<b>(7,000)</b>	<b>43,470</b>



## UNCONFIRMED

### 13.11.13.0 GOVERNANCE REPORT

#### 13.11.13.01 DATES FOR ORDINARY COUNCIL MEETINGS IN 2014

<b>FILE REFERENCE:</b>	ADM 0144
<b>AUTHORS NAME AND POSITION:</b>	Courtney McCallum Governance Officer
<b>NAME OF APPLICANT/ RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	6 November 2013
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter
<b>PREVIOUS MEETING REFERENCE:</b>	There is no previous meeting reference.

#### **SUMMARY:**

Council is requested to adopt the dates on which Ordinary Council meetings are to be held in 2014.

#### **Background:**

The Local Government (Administration) Regulations 1996 state in r. 12 (1) that:

*“At least once a year a local government is to give local public notice of the dates on which and the time and place at which –*

*(a) The ordinary council meetings;*

*(b) The committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,*

*are to be held in the next twelve months”.*

Council Policy 1.1 states that:

*“The ordinary meeting of Council shall be held the Third Thursday of each month. Standing committees and other meetings to be held at a time specified by Council”.*

#### **Detail.**

Officers advise that due to minimal staffing levels over January, it would be difficult to gain, produce and collate the necessary information to prepare an Agenda and run a Council Meeting. It is therefore recommended that no Council meeting be held in January 2014.

#### **Statutory and Legal Considerations:**

Local Government Act 1995 s. 5.3.

Local Government (Administration) regulations 1996 r. 12 (1).

#### **Policy Considerations:**

Shire of Brookton Council Policy 1.1: “Meetings – Scheduled Dates”.

#### **Consultation:**

Consultation was not deemed necessary.

## UNCONFIRMED

### **Financial Implications:**

There are no Financial Implications relative to this report.

### **Strategic Community Plan (2013 – 2023):**

There are no specific implications relative to this report.

### **Corporate Business Plan (2013 – 2017):**

There are no specific implications relative to this report.

### **Officer's Comment:**

The following recommendation and subsequent local public notice is required for compliance with the Local Government (Administrative) Regulations 1996.

### **Voting Requirements:**

Simple Majority

### **Officer's Recommendation:**

That Council adopt and advertise the following Ordinary Council Meeting dates for 2014, being the third Thursday of each month, except January 2014 when no Council meeting will be held:

20 February 2014

20 March 2014

17 April 2014

15 May 2014

19 June 2014

17 July 2014

21 August 2014

18 September 2014

16 October 2014

20 November 2014

18 December 2014

### **Council Resolution**

**13.11.13.01**

**Moved Cr Crute Seconded Cr Allington**

**That Council adopt and advertise the following Ordinary Council Meeting dates for 2014, being the third Thursday of each month, except January 2014 when no Council meeting will be held:**

**20 February 2014**

**20 March 2014**

**17 April 2014**

**15 May 2014**

**19 June 2014**

**17 July 2014**

**21 August 2014**

**18 September 2014**

**16 October 2014**

**20 November 2014**

**18 December 2014**

**CARRIED 6-0**

## UNCONFIRMED

### 13.11.13.02 ELECTION OF COUNCILLORS TO COMMITTEES OF COUNCIL AND EXTERNAL COMMITTEES

**FILE REFERENCE:** ADM 0564

**AUTHORS NAME AND POSITION:** Courtney McCallum  
Governance Officer

**NAME OF APPLICANT/ RESPONDENT:** Shire of Brookton

**DATE REPORT WRITTEN:** 11 November 2013

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** Ordinary Council Meeting 27 October 2011 – Item 13.10.11.04

**SUMMARY:**

Council is requested to make appointments to its Committees and Delegate positions on external Committees.

**Background:**

Following the Local Government elections on 19 October 2013 all previous committee member and Council delegate positions become vacant and nominations are now required for the these vacancies:

**Detail:**

The following Committees of the Council have been established in accordance with the Local government Act 1995:

***Audit (Finance) Committee:***

*The Audit (Finance) Committee is authorised to review accounts for payment and Council's financial position and make recommendations or representations to Council in respect of each year's current budget, forward planning (excluding road works & plant), Council Policy and Council's finances.*

*Some of the key duties of the Committee in respect of the audit are:*

- *meet with the auditor at least once a year*
- *examine the auditor's report and ensure appropriate action is taken*
- *prepare a report on actions taken in respect of any audit and forward them to the Minister.*

Whole of Council Committee, all seven councillors are members of this committee.

## UNCONFIRMED

### **Kalkarni Consultative Committee:**

*The role of the Kalkarni Consultative Committee is to provide advice and make recommendations to Council and the Manager in relation to the plans and the management of the aged care facility.*

### **Employment Committee:**

*The role of the Employment Committee is to recruit and review the performance and salary of the Chief Executive Officer and to assist the Chief Executive Officer in the selection of senior employees.*

### **Les McMullen Sporting Grants Committee:**

*The Les McMullen Sporting Grants Committee has delegated authority to award the annual sporting equipment grants to Brookton sporting clubs in accordance with the provisions of the Estate of the Late Mr Les McMullen.*

### **Community Housing Committee:**

*The Community Housing Committee has delegated authority to select suitable tenants when vacancies arise in the Madison Square units complex.*

### **Bush Fire Advisory Committee:**

*The role of the Bush Fire Advisory Committee is to advise Council on all matters relating to:*

- the prevention, controlling and extinguishing of bush fires;*
- prosecutions for breaches of the Bush Fires Act;*
- the formation of Bush Fire Brigades;*
- the co-ordination of the efforts and activities of the Bush Fire Brigades; and*
- any other matter relating to bush fire control.*

### **Plant and Works Committee:**

*To provide advice and assistance to Senior Staff and make recommendations to Council in relation to major plant acquisition and disposal and any major works that are planned to be undertaken.*

All previous Committee Members and Delegate positions are shown below.

## **1. COMMITTEES OF COUNCIL**

*(Members of these committees are entitled to sitting fees and travel expenses)*

### **AUDIT (Finance) Committee**

All seven Councillors

### **KALKARNI Consultative Committee**

Councillor Neil Walker

CEO Kevin O'Connor

Shire President - Deputy

### **EMPLOYMENT Committee**

Councillors Barry Coote (**Chairperson**)

Kym Wilkinson

## UNCONFIRMED

Timm Lange  
Katrina Crute

### **LES McMULLEN SPORTING GRANTS Committee**

Councillors Kym Wilkinson (**Chairperson**)

Barry Coote

Travis Eva

Neil Walker

Trustee Cliff Fishlock

Trustee Laurie Lupton

### **COMMUNITY HOUSING Committee**

Councillors Barry Coote (**Chairperson**)

Katrina Crute

Travis Eva

Kim Mills

### **Bush Fire Advisory Committee (BFAC)**

Councillor Travis Eva

Councillor Barry Coote – Deputy

### **Plant and Works Committee**

Councillors Barry Coote

Travis Eva (Chairperson)

Timm Lange

Neil Walker

Kym Wilkinson

## **2. EXTERNAL COMMITTEES**

*(Members of these committees are entitled to travel expenses only)*

### **WALGA Conference (Voting)**

Cr Coote and Cr Wilkinson

### **WALGA Zone**

Cr Coote and Cr Wilkinson

### **RTG Board**

Cr Coote and Cr Wilkinson

Proxy - Cr Lange

### **MRWA Wheatbelt South Regional Rd Group**

Cr Lange

### **Hotham/Dale Sub Group of the above**

Cr Lange

Proxy – Cr Eva

### **LCDC (Land Conservation)**

Cr Mills

Proxy – Cr Eva

### **Brookton Community Services**

Cr Walker

### **School Bus Runs**

Cr Wilkinson and Cr Walker

### **Tourism**

Cr Crute

### **Yenyenning Lakes**

Cr Wilkinson

### **Brookton School Council**

Cr Crute

### **Central AgCare**

Cr Mills

### **Old Time Motor Show**

Cr Crute

### **Worsley Community Liaison**

Cr Mills

### **Small Business Centre Eastern Wheatbelt**

Cr Mills

### **LEMC**

Cr Coote as the Shire President

## UNCONFIRMED

### **Statutory and Legal Considerations:**

*Local Government Act 1995 – Section 5. (8) (10).* Council may appoint 3 or more persons to a committee to assist the Council to exercise the duties of the local government that can be delegated members.

### **Policy Considerations:**

There are no Policy Implications relative to this report.

### **Financial implications:**

There are no Financial Implications relative to this report.

### **Strategic Community Plan 2013-2023:**

There are no Implications relative to this report.

### **Corporate Business Plan 2013-2017:**

There are no Implications relative to this report.

### **Voting Requirements:**

Absolute majority.

### **Officer's Recommendation:**

That Council approve the following appointments as listed:

#### **1. Committees of Council**

Audit (Finance Committee)	Cr Wilkinson
	Cr Crute
	Cr Mills
	Cr Walker
	Cr Eva
	Cr Allington
	Cr Fancote
Kalkarni Consultative Committee	1.
	2.
Employment Committee	1.
	2.
	3.
	4.
Les McMullen Sporting Grants Committee	1.
	2.
	3.
	4.
Community Housing Committee	1.
	2.
	3.
	4.
Bushfire & Advisory Committee	1.
	2Deputy.
Plant and Works Committee	1.
	2.
	3.
	4.
	5.

## UNCONFIRMED

### 2. External Committees:

WALGA AGM (Voting)	1.
	2.
WALGA Zone	1.
	2.
MRWA Wheatbelt South Regional Road Group & Hotham-Dale Subgroup	1.
School Bus Runs	1.
	2.
Tourism	1.
Yenyenning Lakes	1.
Brookton School Council	1.
Central AgCare	1.
Old Time Motor Show	1.
Worsley Community Liaison	1.
Small Business Centre Eastern Wheatbelt	1.
LEMC	Shire President

## UNCONFIRMED

Council Resolution  
13.11.12.02  
Moved Cr Allington Seconded Cr Crute

That Council approve the following appointments as listed:

1. Committees of Council

<b>Audit (Finance Committee)</b>	Cr Wilkinson
	Cr Crute
	Cr Mills
	Cr Walker
	Cr Eva
	Cr Allington
	Cr Fancote
<b>Kalkarni Consultative Committee</b>	1. Walker
	2. CEO
	3. Shire President - Deputy
<b>Employment Committee</b>	1. Cr Wilkinson
	2. Cr Crute
	3. Cr Eva
	4. Cr Walker
<b>Les McMullen Sporting Grants Committee</b>	1. Cr Eva
	2. Cr Allington
	3. Cr Mills
	4. Cr Wilkinson
<b>Community Housing Committee</b>	1. Cr Fancote
	2. Cr Mills
	3. Cr Allington
	4. Cr Crute
<b>Bushfire &amp; Advisory Committee</b>	1. Cr Eva
	2. Cr Wilkinson Deputy
<b>Plant and Works Committee</b>	1. Cr Walker
	2. Cr Eva
	3. Cr Crute
	4. Cr Mills
	5. Cr Wilkinson
	6. Cr Allington
	7. Cr Fancote

2. External Committees:

<b>WALGA AGM (Voting)</b>	1. Cr Crute
	2. Cr Wilkinson
<b>WALGA Zone</b>	1. Cr Crute
	2. Cr Wilkinson
<b>MRWA Wheatbelt South Regional Road Group &amp; Hotham-Dale Subgroup</b>	1. Cr Crute
	2. Cr Allington Deputy
<b>School Bus Runs</b>	1. Cr Walker
	2. Cr Wilkinson
<b>Tourism</b>	1. Cr Fanote
<b>Yenyenning Lakes</b>	1. Cr Wilkinson
<b>Brookton School Council</b>	1. Cr Crute
<b>Central Ag Care</b>	1. Cr Fancote



**UNCONFIRMED**

<b>Old Time Motor Show</b>	<b>1. Cr Allington</b>
<b>Worsley Community Liaison</b>	<b>1. Cr Mills</b>
<b>Small Business Centre Eastern Wheatbelt</b>	<b>1. Cr Fancote</b>
<b>LEMC</b>	<b>Shire President</b>
	<b>2. Cr Eva Deputy</b>

**CARRIED BY ABSOLUTE MAJORITY 6-0**

**UNCONFIRMED**

**14.11.13.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**15.11.13.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING – ELECTED MEMBERS, OFFICERS**

**Council Resolution**

**15.11.13.01**

**Moved Cr Crute Seconded Cr Allington**

**That Council Consider late items 15.11.13.01, 15.11.13.02, 15.11.13.03 and 15.11.13.04.**

**CARRIED 6-0**

## UNCONFIRMED

### 15.11.13.01 SHIRE BAN ON THE USE OF SLASHERS AND ROTARY MOWERS

**FILE REFERENCE:** ADM 0360

**AUTHORS NAME AND POSITION:** Kevin O'Connor  
Chief Executive Officer

**NAME OF APPLICANT/RESPONDENT:** Shire of Brookton

**DATE REPORT WRITTEN:** 19 November 2013

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**PREVIOUS MEETING REFERENCE:** 18 October 2012 – 11.10.12.01

**SUMMARY:**

Council is requested to review the imposition of this ban that was first imposed in 2012. This report recommends that council impose a ban on the use of slashers and rotary mowers from 1<sup>st</sup> December 2013 to 28 February 2014 and that this ban continues indefinitely during Prohibited Burning Periods unless revoked or amended by Council.

**Background:**

Following discussions by the Bush Fire Advisory Committee (BFAC) on the use of slashers and rotary mowers during the prohibited burning period (1 November to 28 February) and the associated fire hazard risk that results from such use, the BFAC formed a view that the use of slashers and rotary mowers should be banned during this high fire risk period.

**Detail:**

A commonly held view amongst BFAC members is that any ban on the use of slashers and rotary mowers should not apply to their use on reticulated/irrigated blocks (e.g. Lawn). The Department of Fire and Emergency Services (DFES) Narrogin based Operations Manager has been consulted extensively in regard to this issue. Under the *Bush Fires Act 1954* the shire must publicly advertise any restrictions on the use of certain machinery.

The following Resolution was carried at the October 2012 Council meeting:

## UNCONFIRMED

1. To impose a ban on the use of slashers and rotary mowers from 1 December 2012 to 28 February 2013 during the hours of 6:00am to 6:00pm and the day before a catastrophic fire danger warning;
2. That the ban not apply to the use of slashers and rotary mowers on properties that are reticulated or irrigated;
3. That the ban be reviewed by council in October of each year;
4. To advertise the ban as part of the Shire's Notes in the *Brookton Telegraph* during November, December, January and February; and
5. To advise the shire's Chief Bush Fire Control Officer of its decision to impose the ban.

### **Consultation:**

Bush Fire Advisory Committee  
Chief Bush Fire Control Officer  
DFES

### **Statutory and Legal Considerations:**

*Bush Fires Act 1954*

### **Policy Considerations:**

There is no Council Policy relative to this issue.

### **Financial Implications:**

There are no Financial Implications relative to this issue

### **Community Strategic Plan (2013-23):**

There are no Implications relative to this report.

### **Corporate Business Plan (2013-17):**

There are no Implications relative to this report

### **Officers Comment:**

There have been instances in recent years where the uses of slashers and rotary mowers have been responsible for causing the outbreak of fires during the prohibited burning period. The imposition of the ban last year seemed to be well accepted by the public and no adverse comments have been received.

The 2012 Council Resolution included that the ban be reviewed in October of each year, following discussions with our CBFCO, it was agreed that the ban should now remain in force indefinitely unless revoked or amended by Council.

### **Voting Requirements:**

Simple Majority.

## UNCONFIRMED

### Officers Recommendation:

That Council resolve:

1. To impose a ban on the use of slashers and rotary mowers from 15 December 2013 to 28 February 2014 during the hours of 6:00am to 6:00pm and the day before a catastrophic fire danger warning;
2. That the ban not apply to the use of slashers and rotary mowers on properties that are reticulated or irrigated;
3. That the impositions of this ban continue in force during future Prohibited Burning Periods unless revoked or amended by Council.
4. To advertise the ban as part of the Shire's Notes in the *Brookton Telegraph* during November, December, January and February.

### Council Resolution

15.11.13.02

Moved Cr Crute Seconded Cr Fancote

1. To impose a ban on the use of slashers and rotary mowers from 1st December 2013 to 28 February 2014 during the hours of 6:00am to 6:00pm and the day before a catastrophic fire danger warning;
2. That the ban not apply to the use of slashers and rotary mowers on properties that are reticulated or irrigated;
3. That the impositions of this ban continue in force during future Prohibited Burning Periods unless revoked or amended by Council.
4. To advertise the ban as part of the Shire's Notes in the *Brookton Telegraph* during November, December, January and February.

**CARRIED 6-0**

## UNCONFIRMED

### 15.11.13.02 BROOKTON ALL HOURS GYM – CONDITIONS OF USE POLICY

<b>FILE REFERENCE:</b>	ADM 0572
<b>AUTHORS NAME AND POSITION:</b>	Carina Whittington Community Services Manager
<b>NAME OF APPLICANT/ RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	13 November 2013
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	There is no previous meeting reference.

#### **SUMMARY:**

In preparation for the opening of the Brookton All Hours Gym, it is necessary as part of our risk mitigation to adopt a 'Conditions of Use' policy for all members.  
The draft policy included is recommended for adoption.

#### **Background:**

The Shire of Brookton Sport and Recreation Plan 2006-2015 first documented the need for a space for the use of fitness equipment, and identified the preferred location of the WB Eva Pavilion. In development of subsequent plans and further consultation, a dedicated all hours gym was identified as best meeting the needs of local residents and this was included in the adopted plans for the redeveloped WB Eva Pavilion.

The WB Eva Pavilion is now nearing completion and preparations are being made for opening the facility to the public.

#### **Detail:**

As with all Council owned and operated facilities, we must manage user expectations and standards, along with our obligations for risk management and liability exposure. As it is intended for the gym to operate as an unmanned, all hours access gym this presents some unique exposures for Council to manage.

Advice has been sought from Paul McBride, Senior Risk Consultant at LGIS, and he has highlighted several pertinent points:

- We have a duty to protect users of property from any defect or danger in the physical state and condition of the property – in some circumstances a duty to control others on the premises where there is a foreseeable risk of harm.
- The Shire needs to demonstrate that it has introduced reasonable measures to prevent the risk of injury occurring, this can be done by undertaking and documenting risk reduction activities.

To achieve this it is recommended that we:

- Display equipment use instructions
- Carry out member inductions including equipment use
- Regularly inspect the premises and equipment
- Implement a maintenance programme

## UNCONFIRMED

- Remove any unworkable or unsafe equipment
- Put in place procedures to report defects
- Document a gym use policy.

### **Statutory and Legal Considerations:**

Occupiers Liability Act 1985 (WA) Section 8  
Privacy Act 1988

### **Policy Considerations:**

There is no Council Policy relative to this issue.

### **Consultation:**

Staff have consulted with other Shire's who operate unmanned gym facilities in the area; local fitness instructors; as well as seeking advice from Risk Consultants at LGIS. (Local Government Insurance Scheme).

### **Financial Implications:**

There are no financial implications relevant to this report.

### **Strategic Community Plan (2013 – 2023)**

There is no reference to this matter in the Strategic Community Plan.

### **Corporate Business Plan (2013-2017)**

There is no reference to this matter in the Corporate Business Plan.

### **Officer's Comment:**

The attached policy has been drafted to accomplish two objectives – guide behaviour of members in regard to maintaining amenity of the facility for themselves and also the comfort of other users; and to mitigate some of the risk factors raised by LGIS.

### **Voting Requirements:**

Simple Majority

### **Officer's Recommendation:**

That Council adopt the draft Brookton All Hours Gym Conditions of Use Policy.

### **Council Resolution**

**15.11.13.03**

**Moved Cr Crute Seconded Cr Allington**

**That Council adopt the draft Brookton All Hours Gym Conditions of Use Policy.**

**CARRIED 6-0**

**ATTACHMENT 15.11.13.02A**

**DRAFT POLICY**

## UNCONFIRMED

ATTACHMENT 15.11.13.02A

# POLICY MANUAL

<b>Title:</b>	<b>All Hours Gym – Conditions of Use Policy</b>
<b>Previous No:</b>	
<b>File No:</b>	<b>ADM</b>
<b>Statutory Environment:</b>	<i>Local Government Act 1995</i>
<b>Minute No:</b>	
<b>Last Updated:</b>	<b>November 2013 (Adopted)</b>
<b>Review Date:</b>	

### Objective:

The objective of this policy is to:

- Provide the terms and conditions of being a member
- Provide standards of accepted behaviour for comfort of all members
- Provide guidance on minimising the risk of injury

### Policy:

#### **ABOUT THE BROOKTON ALL HOURS GYM**

The Brookton All Hours Gym was established after the community need for an area for fitness equipment was outlined in the Brookton Sport and Recreation Plan 2006-2015. The Gym is available to members only at any time and is an un-manned gym.

#### **REQUIREMENT FOR INDUCTION**

As an un-manned gym it is a requirement that all members obtain an induction from a qualified person that includes instruction on the safe use of the provided equipment.

Due to the requirement for an induction, there are no 'casual' or 'trial' memberships available.

#### **EVACUATION AND EMERGENCY CONTACTS**

In the case of emergency where evacuation is required, members should follow the emergency evacuation plan located on display in the gym. For group activities, there is a muster point located in the car-park near the courts.



## UNCONFIRMED

For other emergencies, please contact Shire Administration on 9642 1106 or after hours 0427 421 032.

### ACKNOWLEDGEMENT OF RISK

The Brookton All Hours Gym operates on an all day/night basis and is accessible by members. The Shire has made every effort to ensure that its Conditions of Use Policy has been prepared and implemented to promote safe and correct use of gym equipment to encourage a safe environment for all gym users.

Members accept and understand that there are obvious and inherent risks in the activities undertaken at the Shire of Brookton's All Hours Gym and acknowledge that the activities members undertake whilst at the gym may involve a risk of physical harm and that by participating in these activities voluntarily; you do so at your own risk.

The Shire of Brookton, its servants and agents, accept no liability for any loss or damage to property or death or personal injury however arising from members' use of the Brookton All Hours Gym.

All members are advised to seek medical consultation and clearance before commencing an exercise programme.

### DISCLOSING AND SHARING OF INFORMATION

The Shire of Brookton respects the privacy of your personal information. The information contained on membership forms is collected for the purpose of processing, managing and administering your membership. It will not be otherwise disclosed without your consent. If you wish to seek access to your personal information or have any questions regarding the handling of your personal information, contact the Shire.

### MEMBERSHIPS:

The following types of memberships will be available:

Adult Membership (18+)  
Student Membership (13-17)  
Senior Memberships (60+)

- 1 Memberships are not transferrable or refundable.
- 2 Memberships will run for a full calendar year, or half year from January to June, and July to December or part there-of.
- 3 Memberships can be cancelled or a member requested to leave if the member does not behave in a responsible manner, or does not adhere to the Conditions of Use Policy.
- 4 Facilities or equipment within the gym may be unavailable from time to time due to breakdown or other unforeseen reason. The Shire will not be held liable for such occurrences.

## UNCONFIRMED

### TERMS AND CONDITIONS

#### Member Access:

1. Access is only available to members. The taking of non-members to the gym, or sharing your key will void your membership immediately. A 12 month ban will be imposed on your usage and no refund will be given.
2. All members must sign in and out in the book provided.
3. Members to ensure the doors are locked when leaving.
4. All members are encouraged to attend the gym with another member to reduce the risk of injury and accidents.
5. Students from 13 to 17 years of age must be accompanied by an adult.
6. No children 12 years of age or under are permitted to enter the gymnasium.
7. No smoking, food or drinks other than water bottles are permitted in the gym.
8. The key must be returned upon expiry of membership.
9. If your key is lost or stolen it must be reported to the Shire as soon as possible. A fee will be charged for a replacement key.
10. If you are the last one to leave ensure the lights and air-conditioners are turned off.
11. I-pods/phones etc are to be made inaudible to other users unless by agreement of all those present at the time.
12. Members will not use the gym if there is a change to their medical condition that makes it unsafe to do so.
13. Any injuries sustained in the gym must be reported to Shire Administration and recorded in the book in the gym.

#### Dress Code:

1. You must be clean and dry when entering the gym.
2. Shirts/singlets or athletic crop tops to be worn at all times.
3. Covered athletic shoes are to be worn at all times.
4. Any jewellery that may cause injury is not to be worn.

#### Use of Equipment

1. Equipment only to be used as shown in displayed instructions or as advised during induction.
2. All equipment to be returned to its allocated position after use.
3. A towel must be used at all times, and equipment wiped after use.
4. Weights are not to be dropped.
5. Any faulty equipment must be reported in the book provided.
6. Any equipment that is unsuitable for continued use is to have an 'Out of Service' tag attached.
7. No member is to use equipment while under the influence of alcohol or recreational drugs.

## UNCONFIRMED

### 15.11.13.03 BROOKTON ALL HOURS GYM FEES & CHARGES

<b>FILE REFERENCE:</b>	ADM
<b>AUTHORS NAME AND POSITION:</b>	Carina Whittington Community Services Manager
<b>NAME OF APPLICANT/RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	13 November 2013
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter, although can be considered a potential member.
<b>PREVIOUS MEETING REFERENCE:</b>	12.06.13.04 – SCHEDULE OF FEES AND CHARGES FOR 2013-14

#### **SUMMARY:**

The new Brookton All Hours Gym is nearing completion, and the fees and charges for its operation are to be reviewed. It is recommended that Council adopted the included fee structure.

#### **Background:**

The WB Eva Pavilion, including the Brookton All Hours Gym is nearing completion and preparations are underway for opening to the public. As a new facility Council needs to determine appropriate fees and charges.

A nominal fee was included in the 2013-14 schedule adopted in June as staff were not prepared at the time to present an appropriate report.

#### **Detail:**

In October 2009 in consultation with local sporting and community groups, a facility management plan was adopted which included a method to derive fees and charges for recreation facilities.

The report includes 'Fitness Centre' memberships of \$250 annually, \$150 for half year and \$100 for a quarter. A key deposit of \$100 was recommended.

That report also includes a group hire fee structure with categories of incorporated club, school group, non-incorporated group and commercial hire.

There are varying levels of gym provision in the district, with many being 'community gyms' stocked with equipment provided by the WA Police, and some are purpose built centres. Varying levels of service provision and membership categories are found across the district an indicative sample is provided below.

## UNCONFIRMED

	York	Beverley	Narrogin	Pingelly
Adult 12 year membership	\$400	\$250	\$615	\$50
Seniors	\$200	\$125		\$25
Juniors/Students	\$200	\$125	\$520	\$35

The fee levied needs to take into account:

- External cost of having an induction by qualified instructor
- External cost of providing a master key
- Ongoing running costs of the facility, including annual inspection by external provider
- Sufficient funds to cover equipment replacement

### **Statutory and Legal Considerations:**

In accordance with Section 6.16 of the *Local Government Act 1995*, a Local Government may impose and recover a fee or charge for any goods or service it provides or proposes to provide. Fees and charges are to be imposed (generally) when adopting the budget and must be resolved by an absolute majority.

In determining the amount of a fee or charge for a service or goods a local government is required to take into account the following factors (s 6.17) –

- (a) The cost to the local government of providing the service or goods;
- (b) The importance of the service or goods to the community; and
- (c) The price at which the service or goods could be provided by an alternative provider.

Fees and charges can be imposed or amended during the year but only by an absolute majority decision of council.

Section 6.19 of the *Local Government Act 1995* requires public notice if fees and charges are amended or adopted after the budget has been adopted.

### **Policy Considerations:**

There is no Council Policy relative to this issue.

### **Consultation:**

The Fees and Charges of surrounding and comparable facilities have been reviewed. There has been no community consultation on this item.

### **Financial Implications:**

There are no financial implications relevant to this report.

### **Strategic Community Plan (2013 – 2023)**

There is no reference to this matter in the Strategic Community Plan.

## UNCONFIRMED

### Corporate Business Plan (2013-2017)

There is no reference to this matter in the Corporate Business Plan.

#### Officer's Comment:

Obviously with any service charge there is a need to balance a realistic fee for that service and market positioning. The Brookton All Hours gym is a purpose built facility with quality equipment in a dedicated area, so comparisons to 'community gyms' are perhaps not helpful.

The fee structure also needs to be simple to administer. Management of bonds for small amounts, for example a key bond, is not recommended due to the administrative overheads. It also not recommended adopting a quarterly fee as the effort with administering and the requirement for an induction are prohibitive for such short periods.

There has been some discussion about the hope that local sporting groups will make extensive use of the facility for their pre-season and match fitness and incorporate the facility into their programmes. There has also been some anecdotal discussion about declining membership numbers for some sports. It is therefore recommended that a discount be offered to residents who are also members of a local sporting club (or district club where no local club available).

It is also recommended that a senior category be offered rather than a pensioner category. Ongoing monitoring and changes to pensioner status would be a prohibitive burden and is perhaps why this structure seems to be most commonly adopted.

For group fee charges it is not recommended that unincorporated bodies be able to hire the facility due to liability issues, and that the categories are consistent with the fees and charges levied for other facilities.

#### Voting Requirements:

Absolute Majority.

#### Officer's Recommendation:

That Council

1. Amend or add the following to the adopted 2013-14 fees and charges schedule:

Adult Membership	Six month	\$150
	Full Year	\$250
Student Membership	Six month	\$75
	Full Year	\$125
Seniors Membership	Six month	\$75
	Full Year	\$125
Discount for member of a Brookton (or district) sporting club (Full year only)		\$50 adult/\$25 student/senior
Lost Key Charge:		\$30

Group Fees

## UNCONFIRMED

Commercial Activities	\$40 per session *
State Govt & other agencies	\$30 per session *
Community Groups	\$20 per session *

*\* Session is any period up to 1.5 hours, not more than one session allowed between 5.00pm and 9.00pm per day.*

2. That the availability of these amended fees and charges are advertised in the *Brookton Telegraph*.
3. That for the initial uptake of memberships the remainder of 2013 calendar year be included in the 2014 Memberships.

### **Council Resolution**

**15.11.13.04**

#### **Moved Cr Walker Seconded Cr Crute**

#### **That Council**

1. Amend or add the following to the adopted 2013-14 fees and charges schedule:

<b>Adult Membership</b>	<b>Six month</b>	<b>\$150</b>
	<b>Full Year</b>	<b>\$250</b>
<b>Student Membership</b>	<b>Six month</b>	<b>\$75</b>
	<b>Full Year</b>	<b>\$125</b>
<b>Seniors Membership</b>	<b>Six month</b>	<b>\$75</b>
	<b>Full Year</b>	<b>\$125</b>

<b>Discount for member of a Brookton (or district) sporting club (Full year only)</b>	<b>\$50 adult/\$25 student/senior</b>
<b>Lost Key Charge:</b>	<b>\$30</b>

#### **Group Fees**

Commercial Activities	\$40 per session *
State Govt & other agencies	\$30 per session *
Community Groups	\$20 per session *

*\* Session is any period up to 1.5 hours; run by a suitably qualified instruction; and not more than one session allowed between 5.00pm and 9.00pm per day.*

2. That the availability of these amended fees and charges are advertised in the *Brookton Telegraph*.
3. That for the initial uptake of memberships the remainder of 2013 calendar year be included in the 2014 Memberships.

**CARRIED BY ABSOLUTE MAJORITY 6-0**

## UNCONFIRMED

### 15.11.13.04 APPOINTMENT OF DUAL FIRE CONTROL OFFICERS

<b>FILE REFERENCE:</b>	ADM 0191
<b>AUTHORS NAME AND POSITION:</b>	Kevin O'Connor Chief Executive Officer
<b>NAME OF APPLICANT/ RESPONDENT:</b>	Shire of Corrigin
<b>DATE REPORT WRITTEN:</b>	20 November 2013
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	May 2013 – item 11.05.13.02.

**SUMMARY:**

Fire Control Officers who adjoin neighbouring Shires require approval from that Shire to act as Dual Fire Control Officers.

The Shire of Corrigin has requested the appointment of two Dual Fire Control Officers with the Shire of Brookton for 2013/14.

**Background:**

Council has accepted nominations from the Shires of Pingelly and Wandering for the 2013/2014 Fire Season.

**Detail;**

The Shire of Corrigin has requested the appointment of Ray Hathaway and Wes Baker as Dual Fire Control Officers.

**Statutory and Legal Considerations:**

Bushfires Act 1954

**Policy Considerations:**

There is no council policy relative to this issue.

**Consultation:**

Consultation was not deemed necessary.

**Financial Implications:**

There are no financial implications relevant to this report.

**Community Strategic Plan (2013-2023):**

There are no implications relevant to this report.

**Corporate Business Plan (2013-2017):**

There are no implications relevant to this report.

**Officers Comment:**

It is the officer's recommendation to endorse Ray Hathaway and Wes Baker as Dual Fire Control Officers for 2013/14.

## UNCONFIRMED

### **Voting Requirements:**

Simple Majority.

### **Officer's Recommendation:**

That Council accept the nominations of Ray Hathaway and Wes Baker as Dual Fire Control Officers with the Shire of Brookton for the 2013/2014 Fire Season and advise the Shire of Corrigin accordingly.

#### **Council Resolution**

**15.11.13.05**

**Moved Cr Eva Seconded Cr Crute**

**That Council accept the nominations of Ray Hathaway and Wes Baker as Dual Fire Control Officers with the Shire of Brookton for the 2013/2014 Fire Season and advise the Shire of Corrigin accordingly.**

**CARRIED 6-0**

### **16.11.13.0 CONFIDENTIAL REPORT**

#### **Council Resolution**

**16.11.13.01**

**Moved Cr Walker Seconded Cr Allington**

**That the meeting be closed to the public.**

**CARRIED 6-0**

#### **Council Resolution**

**16.11.13.03**

**Moved Cr Crute Seconded Cr Eva**

**That the meeting be re-opened to the public.**

**CARRIED 5-0**

*Note - Cr Fancote re-entered room 2.00pm*

### **17.11.13.0 NEXT MEETING**

The next Ordinary meeting of Council will be on Thursday 19 December 2013 at 12.30 pm.

### **18.11.13.0 CLOSURE**

There being no further business the Presiding Member closed the meeting at 2.01pm.