

**SHIRE OF BROOKTON**  
**ORDINARY COUNCIL MEETING**

**AGENDA**

**15 October 2015**



- 11.00 am ROBINSON ROAD UPGRADE PRESENTATION BY CIVIL ENGINEERS FROM LYCOPODIUM**
- 12.00 pm LUNCH**
- 12.30 pm COUNCIL MEETING**
- 3.00 pm AFTERNOON TEA**
- 3.30 pm COUNCIL BRIEFING FORUM**
- 6.00 pm DINNER**

**SHIRE OF BROOKTON**  
**ORDINARY COUNCIL MEETING**

Dear Councillor,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 15 October 2015 in the Council Chambers at the Shire Administration Centre commencing at 12.30 pm.

The business to be transacted is shown in the Agenda.

**Darren Friend**  
**CHIEF EXECUTIVE OFFICER**

15 October 2015

**DISCLAIMER**

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

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## 10.10.15 DISCLOSURE OF INTERESTS

### Disclosure of Financial & Proximity Interests

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

### Disclosure of Interest Affecting Impartiality

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

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**11.10.15 TECHNICAL & DEVELOPMENT SERVICES REPORTS  
NIL**

## 12.10.15 COMMUNITY SERVICES REPORTS

### 12.10.15.01 BAN ON THE USE OF SLASHERS AND ROTARY MOWERS- FIRE SEASON

<b>FILE REFERENCE:</b>	ADM 0135
<b>AUTHORS NAME AND POSITION:</b>	Eleesha Coote Planning and Project Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	N/A
<b>DATE REPORT WRITTEN:</b>	9 October 2015
<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 to confirm the Slasher and Rotary Mower ban for the upcoming fire season.

#### **Background:**

For the past two fire seasons the Shire has imposed a ban on the use of slashers and rotary mowers from the 1<sup>st</sup> December to the 28<sup>th</sup> February. This was a result of there being instances in the past where the uses of slashers and rotary mowers have been responsible for causing the outbreak of fires during the prohibited burning period.

The Council resolution from October 2014 read as follows:

That Council resolve:

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 from 6:00pm on the day of a Total Fire Ban is imposed. That the ban not apply to the use of slashers and rotary mowers on properties that are reticulated or irrigated;
2. That the ban be reviewed by council in October of each year;
3. To advertise the ban as part of the Shire's Notes in the Brookton Telegraph during November, December, January and February; and
4. To advise the shire's Chief Bush Fire Control Officer of its decision to impose the ban.

#### **Details:**

The DFES issue the notices for Total Fire Bans and issue State Wide warning for high risk fire danger periods, including Catastrophic Fire Danger periods.

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

*Bush Fires Act 1954*

#### **Policy Considerations:**

There is no Council Policy relevant to this report.

**Consultation:**

Bush Fire Advisory Committee  
DFES

**Financial Implications:**

There are no Financial Implications relevant to this report.

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

Outcome 1.5: A safer community

Strategy 1.5.2: Support the community in emergency and fire management planning and preparedness.

**Corporate Business Plan (2014-2018)**

There are no Corporate Business Plan activities/services relevant to this report

**Officer's Comment:**

To confirm the confirm the Slasher and Rotary Mower ban for the upcoming fire season

**Voting Requirements:**

Simple majority

**Officer's Recommendation:**

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

## 13.10.15 FINANCE & ADMINISTRATION REPORT

### 13.10.15.01 LIST OF ACCOUNTS FOR PAYMENT

#### FILE REFERENCE:

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

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

**DATE REPORT WRITTEN:** 7<sup>th</sup> October 2015

**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 to 30<sup>th</sup> September 2015 are 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 12.10.15.01A.

To 30<sup>th</sup> September 2015

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

Direct Debits \$ 152,614.54

EFT \$ 389,078.71

Cheques \$ 191,130.80

***Trust Account*** \$ 1,410.00

#### **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.

**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)**

No reference

**Corporate Business Plan (2015-2019)**

No reference

**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 30<sup>th</sup> September 2015, per the summaries included in Attachment 12.10.15.01A in accordance with the Local Government (Financial Management) Regulations 1996:

**To 30<sup>th</sup> September 2015:**

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***Municipal Account***

<b>Direct Debits</b>	<b>\$</b>	<b>152,614.54</b>
<b>EFT</b>	<b>\$</b>	<b>389,078.71</b>
<b>Cheques</b>	<b>\$</b>	<b>191,130.80</b>
<b><i>Trust Account</i></b>	<b>\$</b>	<b>1,410.00</b>



SEPTEMBER 2015 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 15TH OCTOBER 2015  
ATTACHMENT 12.10.15.01A

Chq/EFT	Date	Name	Description	Amount
957	03/09/2015	AVON VALLEY LADIES GOLF ASSOCIATION	BOND REFUND FOR HIRE OF COMMUNITY BUS	\$ 330.00
958	03/09/2015	BROOKTON NETBALL CLUB	BOND REFUND FOR HIRE OF PA SYSTEM	\$ 220.00
959	03/09/2015	COLIN & KAREN MILLS	BOND REFUND FOR HIRE OF COMMUNITY BUS	\$ 330.00
960	03/09/2015	KIM MILLS	BOND REFUND FOR HIRE OF MEMORIAL HALL	\$ 330.00
961	22/09/2015	CASH - SHIRE OF BROOKTON	FOOTY TIPPING 2015	\$ 200.00
			<b>TOTAL TRUST</b>	\$ 1,410.00

Chq/EFT	Date	Name	Description	Amount
EFT6727	03/09/2015	1 STOP RECORDS CONSULTING	RECORDS MANAGEMENT CONSULTING 24/08/15 TO 01/09/15	\$ 1,209.00
EFT6728	03/09/2015	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 395.32
EFT6729	03/09/2015	AUSTRAL MERCANTILE COLLECTIONS	RATES DEBT COLLECTION AUGUST 2015	\$ 678.78
EFT6730	03/09/2015	AVON PAPER SHRED	SHREDDING OF CONFIDENTIAL PAPERWORK	\$ 374.00
EFT6731	03/09/2015	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT WAGES	\$ 885.00
EFT6732	03/09/2015	COURIER AUSTRALIA	FRIEGHT	\$ 327.14
EFT6733	03/09/2015	GAIL PATRICIA LILLY	REIMBURSEMENT OF PARKING AND TRAVEL AT WALGA TRAINING & PURCHASE OF COFFEE MUGS	\$ 260.24
EFT6734	03/09/2015	GEORGE LINTON	REIMBURSEMENT FOR COST OF CARAVAN PARK LAUNDRY	\$ 34.00
EFT6735	03/09/2015	GREAT SOUTHERN WASTE DISPOSAL	BROOKTON TIP SITE, BULK RECYCLE & RUBBISH PIN COLLECTION - 30/06/15 TO 28/07/15	\$ 11,921.44
EFT6736	03/09/2015	HITACHI CONSTRUCTION MACHINERY	FLAT BELT FOR G5 GRADER	\$ 134.78
EFT6737	03/09/2015	LANDGATE (DOLA)	MINING TENEMENTS - CONSOLIDATED MINING TENEMENT ROLL	\$ 156.85
EFT6738	03/09/2015	MOORE STEPHENS	AUDIT CERTIFICATION - ROADS TO RECOVERY ANNUAL RETURN 2015 AND ROYALTIES FOR REGIONS FUNDING 2012- 13	\$ 2,420.00
EFT6739	03/09/2015	RIGA CRAFTS PTY LTD	55 PRESENTATION BOXES FOR SHIRE OF BROOKTON	\$ 141.90

EFT6740	09/09/2015	1 STOP RECORDS CONSULTING	RECORD MANAGEMENT CONSULTING 07/09/15 TO 08/09/15	\$ 624.00
EFT6741	09/09/2015	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGMENT FEES SEPTEMBER 2015 & YEAR END ADJUSTMENTS	\$ 123,847.48
EFT6742	09/09/2015	BORAL CONTRUCTION MATERIALS	PRE-MIX (WINTERMIX) 7MM	\$ 1,760.00
EFT6743	09/09/2015	COOTE MOTORS	SERVICE & REPAIRS FIRETENDERS & GRADER 6	\$ 4,684.75
EFT6744	09/09/2015	COURIER AUSTRALIA	FREIGHT	\$ 30.99
EFT6745	09/09/2015	GAIL PATRICIA LILLY	REIMBURSEMENT OF TRAVEL & PARKING AT PROPERTY MANAGERS COURSE & CLEANING PRODUCTS FOR CARAVAN PARK	\$ 356.65
EFT6746	09/09/2015	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & UNLEADED PETROL PURCHASES AUGUST 2015	\$ 5,921.37
EFT6747	09/09/2015	GREAT SOUTHERN WASTE DISPOSAL	BROOKTON TIP SITE, BULK RECYCLING & RUBBISH BIN COLLECTION 28/07/15 TO 25/08/15	\$ 11,173.44
EFT6748	09/09/2015	METAL ARTWORK CREATIONS	JARRAH DESK PLATE AND BASE	\$ 51.70
EFT6749	09/09/2015	NARROGIN CARPETS & CURTAINS	CURTAINS FOR UNITS 1 & 2, 2 MONTGOMERY STREET	\$ 8,954.00
EFT6750	09/09/2015	PINDAN	MONTGOMERY STREET HOUSES TO PRACTICAL COMPLETION WITH VARIATIONS	\$ 175,099.16
EFT6751	09/09/2015	SHIRE OF BROOKTON	CREDIT CARD PURCHASES AUGUST 2015	\$ 2,977.68
EFT6752	09/09/2015	SHIRE OF PINGELLY	SERVICE & REPAIRS - G6 & T7	\$ 858.00
EFT6753	09/09/2015	SIGNS PLUS	NAME BADGE - CEO	\$ 16.00
EFT6754	09/09/2015	STEVE DAVIS - BUILDER	REPLACE FLYWIRE IN SECURITY DOORS UNIT3 MADISON SQUARE	\$ 165.00
EFT6755	09/09/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES 10/08/15 TO 19/08/15	\$ 569.25
EFT6756	09/09/2015	WHEATBELT ELECTRICS	REPAIR SECURITY LIGHTS & BOLLARDS AT ADMINISTRATION BUILDING	\$ 1,178.11
EFT6757	24/09/2015	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 314.97
EFT6758	24/09/2015	ALLMARK & ASSOCIATES PTY LTD	BRASS PLAQUE	\$ 533.50
EFT6759	24/09/2015	AUSTRALIA POST	POSTAGE AUGUST 2015	\$ 529.80
EFT6760	24/09/2015	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY & PAPER PURCHASES AUGUST 2015	\$ 1,465.00

EFT6761	24/09/2015	BROOKTON DELI	CATERING FOR COUNCIL MEETING & GOOMALLING SHIRE VISIT	\$ 1,057.00
EFT6762	24/09/2015	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT OFFICER SUPPORT	\$ 557.50
EFT6763	24/09/2015	BROOKTON PLUMBING	REPLACE FAULTY REGULATOR VALVE - UNIT 6 28 WILLIAMS ST	\$ 170.00
EFT6764	24/09/2015	BROOKTON TELEGRAPH	ADVERTISING	\$ 235.00
EFT6765	24/09/2015	BURGESS RAWSON (WA) PTY LTD	RAILWAY STATION WATER USAGE 08/07/15 TO 08/09/15	\$ 259.55
EFT6766	24/09/2015	CENTRAL GARAGE	SERVICE BO 33 UTE & BO1 UTE	\$ 1,737.78
EFT6767	24/09/2015	DATAMARS	DOG AND CAT TAGS	\$ 63.62
EFT6768	24/09/2015	DFES	2015/16 EMERGENCY SERVICE LEVY - QUARTER 1	\$ 14,883.67
EFT6769	24/09/2015	ENERGY AND WATER OMBUDSMAN	ANNUAL LEVY 2015/2016	\$ 55.00
EFT6770	24/09/2015	LANDGATE (DOLA)	RURAL UV'S SCHEDULE:R2015/2 02/05/15 TO 07/08/15	\$ 118.50
EFT6771	24/09/2015	MICHAEL WILLIAMS CONTRACTING	CART GRAVEL TO CBH SITE IN BROOKTON FOR JOHN HOLLAND	\$ 5,500.00
EFT6772	24/09/2015	PINGELLY TIMES	ADVERTISING	\$ 30.00
EFT6773	24/09/2015	RADIOWEST BROADCASTERS	AROUND THE TOWNS INTERVIEW AUGUST 2015	\$ 55.00
EFT6774	24/09/2015	ROCLA PIPELINE PRODUCTS	900 X 1200 BOXES & 375 FLUSH JOINTS	\$ 1,774.57
EFT6775	24/09/2015	SERVICEWEST	SERVICE & TESTING CHARGES	\$ 264.00
EFT6776	24/09/2015	SHIRE OF BEVERLEY	MEALS FOR COUNCILORS AT WA LOCAL GOVERNMENT WEEK & CENTRAL COUNTRY ZONE GOLF DAY	\$ 1,121.70
EFT6777	24/09/2015	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL	\$ 168.26
EFT6778	24/09/2015	TOTALLY CONFIDENTIAL RECORDS	STORAGE & RETRIEVAL OF ARCHIVE BOXES AUGUST 2015	\$ 237.69
EFT6779	24/09/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES 24/08/15 TO 03/09/15	\$ 584.37
EFT6780	24/09/2015	WA LOCAL GOVERNMENT ASSN	2015 LOCAL GOVERNMENT WEEK	\$ 88.00
EFT6781	24/09/2015	WESFARMERS KLEENHEAT GAS PTY LTD	GAS BOTTLE SERVICE CHARGE 2016 - MONGOMERY STREET UNITS	\$ 68.20
				<b>\$ 389,078.71</b>

## **14.10.15 GOVERNANCE**

### **14.10.15.01 BROOKTON MEN'S SHED DRAFT LEASE**

**FILE REFERENCE:** ADM0378

**AUTHORS NAME AND POSITION:** Darren Friend  
Chief Executive Officer

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

**DATE REPORT WRITTEN:** 8 October 2015

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

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

#### **SUMMARY:**

**Council is requested to endorse the attached Lease document for the lease of the former Brookton Bowling Club premises by the Brookton Men's Shed.**

#### **Background:**

Discussions and negotiations have been underway for some time concerning a formal lease of the former Brookton Bowling Club premises – Part Reserve 43158 (Lot 456) Whittington Street Brookton by the Brookton Men's Shed.

Shown as an attachment to this report is a draft lease document that has been amended during these discussions and negotiations for Council consideration and approval.

#### **Details:**

The Shire of Brookton has a Management Order dated 7 December 2000 for Reserve 43158 which has the purpose of Recreation, Tourism, Health, Civic and Community with the power to lease all or part of the land for a period up to 21 years.

As shown on the attachment to the lease is an area delineated totalling 4,395 m<sup>2</sup> which is the portion of Reserve 43158 that is proposed to be leased to the Brookton Men's Shed for a period of ten (10) years in accordance with the terms and conditions contained within the lease document.

Council is requested to approve the lease, subject to any changes it may wish to make to the attached draft document.

## Statutory and Legal Considerations:

### *Local Government Act 1995*

#### **3.58. Disposing of property**

- (1) In this section —  
**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;  
**property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
  - (a) the highest bidder at public auction; or
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  - (a) it gives local public notice of the proposed disposition —
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
  - (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
  - (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or

- (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
- (d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

## **Local Government (Functions and General) Regulations 1996**

### **30. Dispositions of property excluded from Act s. 3.58**

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —
  - (a) the land is disposed of to an owner of adjoining land (in this paragraph called the **transferee**) and —
    - (i) its market value is less than \$5 000; and
    - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;

or
  - (b) the land is disposed of to a body, whether incorporated or not —
    - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
    - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

or
  - (c) the land is disposed of to —
    - (i) the Crown in right of the State or the Commonwealth; or
    - (ii) a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or
    - (iii) another local government or a regional local government;

or
  - (d) it is the leasing of land to an employee of the local government for use as the employee's residence; or
  - (e) it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or
  - (f) it is the leasing of land to a person registered under the *Health Practitioner Regulation National Law (Western Australia)* in the medical profession to be used for carrying on his or her medical practice; or
  - (g) it is the leasing of residential property to a person.
- (2a) A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been —
  - (a) put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or
  - (b) the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable; or

- (c) the subject of Statewide public notice under section 3.59(4) of the Act, and if the business plan referred to in that notice described the property concerned and gave details of the proposed disposition including —
  - (i) the names of all other parties concerned; and
  - (ii) the consideration to be received by the local government for the disposition; and
  - (iii) the market value of the disposition as ascertained by a valuation carried out not more than 12 months before the proposed disposition.
- (2b) Details (see section 3.58(4) of the Act) of a disposition of property under sub regulation (2a) must be made available for public inspection for at least 12 months from the initial auction or tender, as the case requires.
- (3) A disposition of property other than land is an exempt disposition if —
  - (a) its market value is less than \$20 000; or
  - (b) it is disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$50 000.

*[Regulation 30 amended in Gazette 25 Feb 2000 p. 974-5; 28 Apr 2000 p. 2041; 31 Mar 2005 p. 1055-6; 27 Sep 2011 p. 3846.]*

**Policy Considerations:**

Nil

**Consultation:**

Brookton Men's Shed

**Financial Implications:**

No significant Financial Budget impact or already contained in Budget.

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

Strategic Focus – Community - Quality of life for the aged and disabled

**Corporate Business Plan (2015-2019):**

**Outcome 1.4** – A vibrant and inclusive community.

**Strategy 1.4.2** – Promote and support community groups, volunteerism and increased participation

**Officer's Comment:**

Nil

**Voting Requirements:**

Absolute Majority

**Officer's Recommendation:**

**That Council;**

- 1. Agrees to lease (attachment 14.10.15.01) a 4,395 M2 portion of Reserve 43158 (Lot 456) Whittington Street Brookton, as shown as Annexure one of the attached draft lease document to the Brookton Men's Shed for a period of ten (10) years in accordance with the conditions contained within the lease; and**
- 2. Authorises the Shire President and Chief Executive Officer to execute the lease under Council's common seal.**



## 15.10.15.02 OFFICE CLOSURE OVER THE CHRISTMAS PERIOD

**FILE REFERENCE:** ADM 0320

**AUTHORS NAME AND POSITION:** Gail Lilly  
Executive Support and Administration Officer

**NAME OF APPLICANT/RESPONDENT:** Not Applicable

**DATE REPORT WRITTEN:** 8 October 2015

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

**PREVIOUS MEETING REFERENCE:** 13.10.14.02 – October 2014

### **SUMMARY:**

Council is asked to consider the closure of the administration office from 12.00pm Friday 19 December 2014 to 8:00am Tuesday 05 January 2016 including 3 ½ working days in addition to the public holidays.

An early decision will inform the community well in advance of the office closure and allow residents to make arrangements to meet their commitments.

### **Background:**

For the past ten years, the Administration Office has been closed over the Christmas / New Year period, and there is no record of this closure causing any inconvenience to the community.

### **Details:**

The closure of the office will allow staff to have an extended period of leave with the inclusion of the public holidays. Traditionally, the number of enquiries and transactions during this period has been low.

Works Staff generally take leave during this period. However, staff are rostered on to ensure that gardens are watered, bins are emptied and any minor maintenance can be attended to. Senior Staff will be on standby for emergencies.

The office closure dates are detailed below:

#### Office Closure

(Closing Time – For discussion) - Friday 24 December 2015

#### Christmas

Friday 25 and Monday 28 2015 (Public Holidays)

Office Closure

Tuesday 29 – Wednesday 30 - Thursday 31 - December 2015 (staff to take annual leave)

Local Government Recreation Day

Monday 4 January 2015

Office Re-Open

8:00am Tuesday 5 January 2016

**Statutory and Legal Considerations:**

There is no Statutory Environment relative to this issue.

**Policy Implications:**

There is no Council Policy relative to this issue.

**Consultation:**

No consultation has been undertaken in relation to this report.

**Financial Implications:**

There are no Financial Implications relative to this issue.

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

There are no Strategic Community Plan references relevant to this report

**Corporate Business Plan (2014-2018)**

There are no Corporate Business Plan activities/services relevant to this report

**Officer's Comment:**

The closure of the office will allow all staff to have an extended period of leave with the inclusion of the public holidays. Traditionally, the number of enquiries and transactions during this period has been low.

Works staff are rostered on to ensure that gardens are watered, bins are emptied and any minor maintenance can be attended to. Senior Staff will be on standby for emergencies.

**Voting Requirements:**

Simple Majority Required

**Recommendation:**

**That Council:**

1. Approve the closure of the Administration Office from 4:30pm Friday 24 December 2015 to reopen for business at 8:00am Tuesday 5 January 2016; and
2. Advertise the closure in the local paper and notice boards in the months leading up to Christmas.

#### **16.10.15.0 CONFIDENTIAL REPORT**

*Under the Local Government Act 1995, Part 5, and Section 5.23, states in part:*

**(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:**

- (a) a matter affecting an employee or employees;**
- (b) the personal affairs of any person;**
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;**
- (d) legal advice obtained, or which may be obtained by the local government and which relates to a matter to be discussed at the meeting;**
- (e) a matter that if disclosed, would reveal
  - (i) a trade secret**
  - (ii) information that has a commercial value to a person or**
  - (iii) information about the business, professional, commercial or financial affairs of a person,****

**Where the trade secret or information is held by, or is about, a person other than the local government.**

- (f) a matter that if disclosed, could be reasonably expected to:
  - (i) Impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;**
  - (ii) Endanger the security of the local government's property; or**
  - (iii) Prejudice the maintenance or enforcement of any lawful measure for protecting public safety;****
- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1981; and**
- (h) such other matters as may be prescribed.**

#### **17.10.15 NEXT MEETING**

The next Ordinary meeting of Council will be on Thursday 19 November 2015 at 12.30 pm.

#### **18.10.15 CLOSURE**

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