

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

**15 September 2016**



- 9.00 am    MARKETING STRATEGY WORKSHOP**
- 12.00 pm    LUNCH**
- 12.30 pm    COUNCIL MEETING**
- 3.30 pm    AFTERNOON TEA**
- 4.00 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 September 2016 in the Council Chambers at the Shire Administration Centre commencing at 12.30 pm.

The business to be transacted is shown in the Agenda.

**Dale Stewart**  
**ACTING CHIEF EXECUTIVE OFFICER**

15 September 2016

**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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- 15.09.16**      **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY  
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20 October 2016 at 12.30 pm.

## 10.09.16 TECHNICAL & DEVELOPMENT SERVICES REPORTS

### 10.09.16.01 INITIATION OF LOCAL PLANNING POLICY: STOCKING RATES

<b>FILE REFERENCE:</b>	ADM 0224
<b>AUTHORS NAME AND POSITION:</b>	Stefan de Beer Shire Planner
<b>NAME OF APPLICANT/RESPONDENT:</b>	Shire of Brookton
<b>DATE REPORT WRITTEN:</b>	26 August 2016
<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:**

It is proposed Council initiate a Local Planning Policy – ‘*Stocking Rates – Rural Townsite, Rural Residential and Rural Smallholding Zoned land*’.

#### **Background:**

Shire Planner had been requested by Council to investigate and compile a Stocking Rates Policy for land within the Brookton Townsite.

#### **Details:**

The self-explanatory draft *Stocking Rates Policy* is attached hereto for Council’s perusal and consideration. The purpose of this report is to obtain a resolution from Council in terms of *Schedule 2, Part 2, Division 2, Section 3* of the *Planning and Development (Local Planning Schemes) Regulations 2015*, to prepare the policy, and consent in terms of *Schedule 2, Part 2, Division 2, Section 4* of the *Planning and Development (Local Planning Schemes) Regulations 2015* to advertise the draft policy.

Comments received on the advertising will be presented to Council at a future meeting to obtain a final resolution before policy adoption, as per the above mentioned legislative mechanism.

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

Council has the power to prepare Local Planning Policies under *Schedule 2, Part 2, Division 2, Section 3(1)* of the *Planning and Development (Local Planning Schemes) Regulations 2015*, in respect of any matter related to the planning and development of the Scheme area.

**Policy Considerations:**

Conclusion of the process will result in a new Local Planning Policy - Stocking Rates.

**Consultation:**

Formal consultation will commence post this report's positive resolution.

**Financial Implications:**

Council will be required to pay the required advertising costs.

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

- No specific implication relative to this application.

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

- No specific implication relative to this application.

**Local Planning Strategy:**

- No specific implication relative to this application.

**Comment:**

As elaborated upon in the draft policy, the purpose of the policy is to provide a guide for the assessment and determination of applications for Planning Approval involving the keeping of livestock on properties zoned *Rural Townsite*, *Rural Residential* and *Rural Smallholding*, within the Shire of Brookton.

The objectives of the policy are to:

- Ensure that livestock keeping is undertaken in a sustainable manner;
- Ensure that the keeping of livestock does not have a significant negative impact on the natural environment;
- Ensure that the keeping of livestock does not impact detrimentally on the health and/or amenity of adjoining landowners.

**Voting Requirements:**

Simple Majority Required

**Recommendation:**

**That Council resolve to prepare a Local Planning Policy – Stocking Rates, and instruct the Shire Planner to commence advertising of the Draft Local Planning Policy pursuant to Schedule 2, Part 2, Division 2, Sections 3 & 4 of the Planning and Development (Local Planning Schemes) Regulations 2015.**

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<b>Town Planning Scheme Policy: STOCKING RATES – Rural Townsite, Rural Residential and Rural Smallholding Zone Land</b>
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## **PURPOSE**

The purpose of this policy is to provide a guide for the assessment and determination of applications for Planning Approval involving the keeping of livestock on properties zoned *Rural Townsite*, *Rural Residential* and *Rural Smallholding*, within the Shire of Brookton.

It is not intended that this policy be applied rigidly, but that each application be examined on its merits, with the objectives and intent of the policy the key for assessment.

## **OBJECTIVES**

The objectives of the policy are to:

- Ensure that livestock keeping is undertaken in a sustainable manner;
- Ensure that the keeping of livestock does not have a significant negative impact on the natural environment;
- Ensure that the keeping of livestock does not impact detrimentally on the health and/or amenity of adjoining landowners.

## **BACKGROUND**

As a result of their size, certain types of properties necessarily invite rural lifestyle and associated land uses inclusive of low key stabling and training of horses, rearing and agistment of animals, etc. An assessment of these types of land uses in the subject area meet the definition of a '*Rural Pursuit*' as per the Shire of Brookton Town Planning Scheme No. 3.

The Shire recognises that the majority of landowners manage their properties in a sustainable manner, however, the keeping of livestock on smaller properties requires a higher level of management than broad acre farming due to the higher density of animals and closer proximity of neighbouring landowners which results in a higher potential for both environmental and amenity impacts. The Shire recognises that unsustainable land management practices often lead to land degradation problems such as soil erosion, dust nuisance, odour, water pollution and damage to vegetation.

This *Stocking Rates Policy* endeavours to guide Council when considering applications for planning approval when livestock is going to be kept, as part of a *Rural Pursuit* Land Use, on properties in the specific zones. It also enables Council to appropriately condition planning approvals for '*Rural Pursuit*' land uses, so as to protect the amenity of the locality.

## **APPLICATION OF POLICY**

The policy is only applicable to land zoned *Rural Townsite*, *Rural Residential* and *Rural Smallholding* within the Shire of Brookton. In terms of the Shire of Brookton Town Planning Scheme No 3, a '*Rural Pursuit*' land use is not permitted on any *Residential Zoned* property.

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## **BASIS FOR POLICY**

The Stocking Rates Guidelines of the Department of Agriculture and Food of Western Australia (*Stocking Rate Guidelines for Rural Small Holdings, 2000*), have been used as the basis for this policy. These guidelines provide a scientifically sound and practical means by which the appropriate stocking rate for land within the subject area can be determined, and provide guidelines for the assessment of applications for the stocking of land.

## **STOCKING RATES**

### Definition of Stocking Rate:

*For the purposes of this Policy, stocking rates are defined and shown as Dry Sheep Equivalents (DSE) which is the number of adult sheep (wethers) that can be sustained on each hectare all year round.*

Stocking rates are the number of stock, e.g. sheep, cattle, horses, emus or other type of animal that can consistently be kept on a piece of pasture all year round with minor additional feed and without causing environmental degradation. Environmental degradation can include wind and water erosion, tree decline, increasing levels of nutrients in groundwater and waterways, the spread of weeds into adjoining bushland and soil structure decline.

Stocking rates are largely based on the amount of pasture that each particular type of animal will consume, but are also influenced by feeding patterns, animal weight, foot structure and activity.

## **BASE STOCKING RATE & ANIMAL EQUIVALENTS**

The base stocking rate is the number of DSE that would apply to a property with the lowest level of pasture management in an average year. The recommended base stocking rate should:

- Provide enough feed to maintain animals in good condition;
- Avoid soil erosion by providing enough pasture cover to protect the soil throughout the year (at least 30% ground cover – hay, sawdust, etc.);
- Be sustainable through average years.

In consultation with the *Department of Agriculture and Food of Western Australia*, a Base Stocking Rate for the Shire of Beverley (and by extension the Shire of Brookton), has been determined to be 5 DSE per hectare. This Base Stocking Rate has been determined taking due cognisance of amongst others the annual average rainfall and length of the growing season.



## ANIMAL EQUIVALENTS FOR THE CALCULATION OF STOCKING RATES

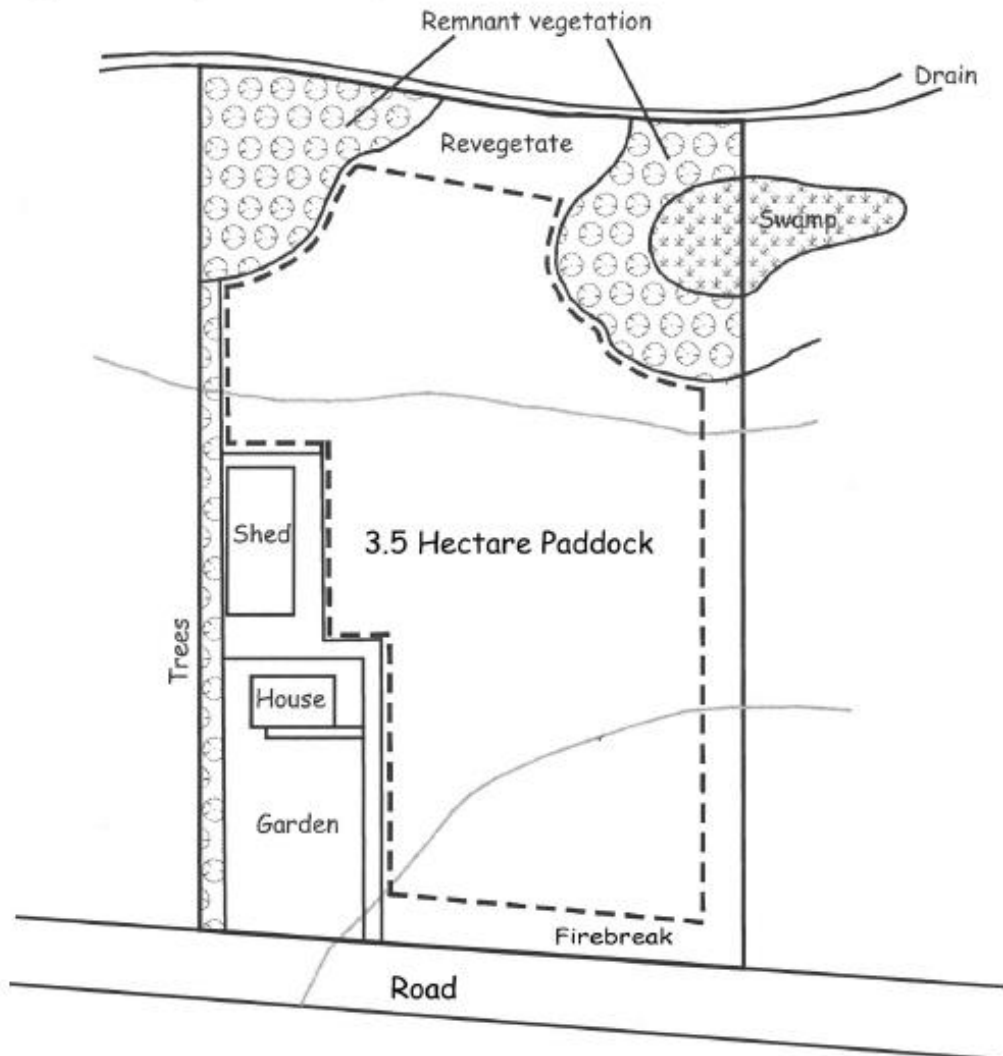
Type of livestock	Weight (kg) and animal type	Dry Sheep Equivalent (DSE)
<b>Sheep</b>	50 kg Wether, ewe	1.0
	40-45 kg Lambing ewe (ewe and lamb)	1.5
	75 kg Rams	1.5
<b>Cattle</b>	425 kg Milking cow	10.0
	425 kg Dry cows, yearling, steer or heifer	8.0
	300 kg Yearling, heifer	6.0
	200 kg Smaller cattle (Dexter, Lowline)	4.0
	750 kg Bull, cow with calf	15.0
	Cow with young calf	10.0
<b>Horses</b>	450 kg Light	10.0
	1000 kg Draught	20.0
	250 kg Pony	5.0
<b>Goats</b>	30-35 kg Dry Angora	0.7
	35-40 kg Cashmere goat	1.0
	50-60 kg Dry milk goat	1.5
	Milking goat	2.0
<b>Deer</b>	120 kg Red deer	2.2
	50 kg Fallow deer	1.0
<b>Other</b>	55-120 kg Ostrich average (assumes half introduced feed)	1.4
	55 kg Emu average (assumes half introduced feed)	0.7
	150-210 kg Llama	3.0
	60-70 kg Alpaca	0.8

*Note: Where a particular livestock is not mentioned in the table Council will determine the DSE*

## CALCULATION OF DSE FOR A PROPERTY

The following section describes how the DSE for a specific property can be calculated for the purposes of applying for Planning Approval for a 'Rural Pursuit' land use.

Figure 1. Example Site Plan (not to scale)



**Key Elements of example site plan – calculating the DSE for the above property:**

- Parent Lot = 4.5 ha;
- Fencing the remnant vegetation, including a small swamp;
- Revegetating a 30 metre buffer to a seasonally flowing stream;
- Exclusion of house, shed, tracks and garden area (inclusive of fire break for shed and house);
- Leaves 3.5 ha of useable paddocks.

**Calculated DSE:**

5 DSE (Base Stocking Rate) x 3.5 ha (available paddock area) = 17.5 DSE

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## FENCING

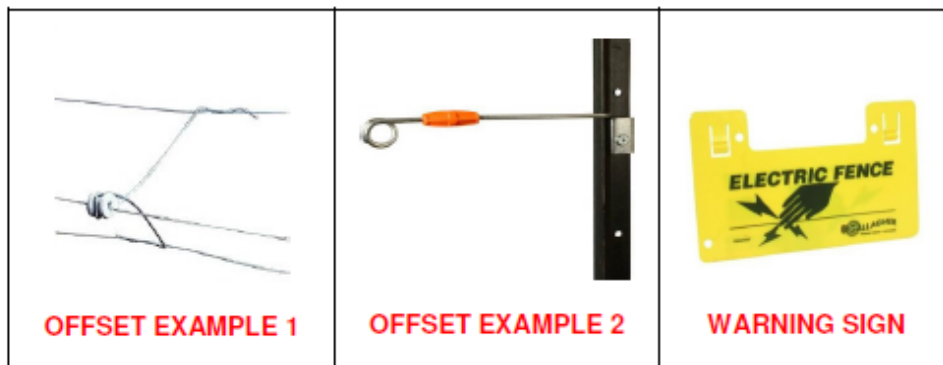
Appropriate fencing shall be made a Condition of Planning Approval for the keeping of livestock, with the following standards given as a guideline:

- SHEEP AND SMALL STOCK: 5 - 7 strand/line ring-lock, or similar;
- CATTLE: 7 strand/line with electric fence<sup>\*</sup>;
- HORSE: 7 strand/line ring-lock or similar with 'sighter' strands or electric<sup>\*</sup>;

<sup>\*</sup>*Non-lethal electric fencing systems shall be installed and operated as per the relevant Australian Standard (ASNZ 3014), and shall be installed so as to be on the inside of the subject property, and offset from the fence, with appropriately spaced warning signs, as shown in the samples in Figure 2:*

Figure 2.

### SAMPLE OFFSET ELECTRIC FENCE CONFIGURATION & WARNING SIGN



## MANAGING WIND EROSION RISK

Responsible grazing management is required, especially over summer, to maintain sufficient ground cover to reduce the risk of wind erosion. The ideal level of ground cover to minimize wind erosion is for about 50% of the soil surface to be covered by grass and pasture plant residues. At least 30% of the ground cover needs to be anchored to prevent soil being moved downwind during strong wind events. Grazing has to be managed so that it does not detach all of the pasture residues and the critical level of ground cover percentage is 30%. Once the amount of ground cover falls below 30% then wind erosion is likely to occur. Livestock should be removed from all paddocks once ground cover falls to 30%. In the case of horses, they should then be kept in a stable or small yard and hand fed to substitute for paddock feed. These paddocks should not be grazed again until new green pasture starts growing and ground cover is more than 30%.

## REQUIREMENT FOR A PROPERTY MANAGEMENT PLAN

Council will only consider applications for Planning Approval for a Rural Pursuit land use in excess of the Base Stocking Rate, where applicants submit a Property Management Plan which demonstrates that pasture improvement, nutrient and waste management methods are addressed.

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Where it is proposed to keep livestock in excess of the base stocking rate, the following measures should be incorporated into the property management plan (where applicable):

- Drainage management practices that prevent direct runoff to watercourses or dams;
- Yards or pens should be sheeted with compacted soil, sand or sawdust if located on clay soils and should be regularly cleaned;
- Adequately fenced vegetation belts capable of effectively separating environmental features such as watercourses, from areas of intensive stocking;
- Manure should be regularly collected;
  
- Supplementary feeding as a means of reducing grazing pressure;
- Areas of remnant vegetation, wetlands and watercourses should be fenced to exclude livestock;
- Where stables or other structures are proposed to be constructed for the housing of livestock, they must be located and managed so as not to detrimentally impact on the amenity of neighbouring residences;

Further to the above, the following information is required in the Property Management Plan:

Site plan of the property drawn to scale, indicating:

- Location of pasture areas, stables and yard areas/arenas;
- Fencing (including fencing of environmentally sensitive areas);
- Watercourses, wetlands, dams and areas prone to waterlogging;
- Existing vegetation;
- Manure Storage/composting area.

A written statement shall be provided that addresses the following (where applicable):

- The number and type of stock;
- Stabling practices;
- Collection, storage and disposal of manure, including fly management and odour control;
- Nutrient management plan;
- Pasture management techniques, including type and condition of pasture, rotation of pasture;
- Fertiliser application rates;
- Irrigation;
- Dust control;
- Weed control;
- Water availability and use;
- Soil type.

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## **CONCLUSION**

Where the keeping of animals results in challenges due to land degradation, nutrient enrichment/leaching, animal welfare or public nuisance, Council may require further reduction in the number of stock kept on a particular property. When Planning Approval is granted, the period of planning approval might be limited, at the Shire's discretion.

**10.09.16.02 DEVELOPMENT APPLICATION: FIXED WIRELESS NBN  
TELECOMMUNICATIONS FACILITY - 86 (LOT 21) RICHARDSON  
STREET, BROOKTON**

**FILE REFERENCE:** P927

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

**NAME OF APPLICANT/  
RESPONDENT:** Aurecon on behalf of NBN  
(Owner of subject land: Doug  
Windsor)

**DATE REPORT WRITTEN:** 26 August 2016

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

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

**SUMMARY:**

An application has been received to develop Telecommunications Infrastructure (a Fixed Wireless Facility - tower and ancillary components), as part of the National Broadband Network rollout, at 86 (Lot 21) Richardson Street, Brookton. It is recommended the application be approved.

**BACKGROUND**

**1. The proposal**

The National Broadband Network Company (NBN Co), through their Consultants, Aurecon Australasia Pty Ltd, proposes to install a new fixed wireless broadband facility at the subject site consisting of the following:

- A 45m high monopole;
- Five (5) panel antennas;
- Six (6) remote radio units
- Two (2) outdoor cabinets at ground level;
- 2.4m high chain-link security compound fencing, and;
- Ancillary equipment associated with the operation of the facility, including a 300mm wide cable tray, cabling, safe access methods, bird proofing, earthing, electrical works and air-conditioning equipment.

The proposed facility is necessary to provide NBN Co fixed wireless coverage to approximately 572 premises within the town site of Brookton and the surrounding area.

The NBN is a high speed broadband network that is intended to utilise a combination of optical fibre, fixed wireless and satellite technology to offer advanced broadband services to premises across Australia. As part of the progressive roll out, these

improvements to broadband services will ultimately deliver benefits to various areas such as business, education, entertainment and health.

In response to the fixed wireless component of this network, NBN Co requires a fixed wireless transmission site to provide fixed wireless internet coverage to the Brookton area.

Further details regarding the proposal are contained in the submission from Aurecon Australasia, attached hereto.

## **2. The subject site**

The subject site is located at No. 86 (Lot 21) Richardson Street, Brookton, is 3,996m<sup>2</sup> in extent, zoned '*Industrial*', and contains existing industrial related buildings.

An in-depth site selection process was undertaken in the area prior to confirming the subject site as the preferred location. In selecting this site, NBN has used industry best practice to assess potential candidate sites, taking into account technical and non-technical criteria including:

- Service objectives;
- Topographical constraints affecting network line of site;
- Potential co-locate at an existing telecommunications facility or building structure;
- Visual impact on the surrounding area;
- The need to obtain relevant planning approvals;
- The proximity to community-sensitive locations;
- The proximity to areas of environmental or heritage significance;
- The availability of secure tenure;
- The availability of public utilities, such as power;
- Construction issues (including structural and loading feasibility and access for maintenance purposes);
- Occupational health and safety; and
- Other cost factors.

The number, type and height of facilities required to complete the Fixed Wireless network are largely determined by the operational, geographical and other factors that influence final network design. These compounding factors often severely restrict the available search area within which a facility can be established to provide Fixed Wireless internet services to a local community.

The planning submission received elaborates in great detail the candidate sites that were investigated.

## **3. Public consultation**

Selected land owners considered to be affected by the proposed development were contacted by mail. In addition, an advertisement was placed in the Brookton

Telegraph and on the Shire's Website and Facebook page. A period of 42 days had been allowed for submissions to be made to the Shire.

A total of 8 submissions were received, comprising of 2 objections and 6 'No Objection'. The schedule of submissions and the Shire's response thereto are discussed further on. A copy of all submissions received is included as an attachment to this report.

#### **4. Planning context**

##### ***Shire of Brookton Town Planning Scheme No. 3***

The subject site is zoned 'Industrial' in the Shire of Brookton Town Planning Scheme No. 3 (TPS 3). The proposed use of 'Telecommunications Infrastructure' is not specifically mentioned in the Zoning Table 1 in TPS 3, and should thus be regarded as a 'use not listed'.

TPS states as follows:

*3.6.5*

*If the use of the land for a particular purpose is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the interpretation of one of the use categories the Council may:*

- (a) determine that the use is consistent with the objectives and purposes of the particular zone and is therefore permitted; or*
- (b) determine that the proposed use may be consistent with the objectives and purpose of the zone and thereafter follow the 'SA' procedures of Clause 7.2 in considering an application for planning approval; or*
- (c) determine that the use is not consistent with the objectives and purposes of the particular zone and is therefore not permitted.'*

##### ***Shire of Brookton Local Planning Strategy***

Section 8.1 of the Shire of Brookton Local Planning Strategy applies:

*'Aim*

*To ensure the sustainable provision of timely infrastructure to service the demands of growing communities and to facilitate planned growth.*

*Strategy*

*The Council's strategy is to:*

- ...*
- Ensure that essential infrastructure is appropriately maintained and expanded to accommodate timely growth and development;*
- ...*
- seek increased investment locally in high-speed communications infrastructure;*
- ...*

*Actions*

*The Council will:*

- ...*



- work with the State Government, Commonwealth Government and telecommunication providers to improve internet speeds and the mobile telephone service;'

### **Commonwealth Legislation – The Telecommunications Act, 1997**

Schedule 3 of the Telecommunications Act, 1997 empowers carriers to install low-impact facilities without participating in the planning approval process. The *Telecommunications (Low Impact Facilities) Determination 1997* defines which facilities are low-impact facilities.

The proposed facility is not regarded low-impact under the definitions contained in the Commonwealth legislation and therefore Development Approval is required.

### **State Planning Policy No. 5.2 – Telecommunications Infrastructure**

The revised State Planning Policy 5.2, prepared under Part Three of the *Planning and Development Act 2005*, was released in September 2015. The State Policy applies to all telecommunications infrastructure except that exempted by the *Telecommunications (Low Impact Facilities) Determination 1997*. The objectives of the policy are to:

- Facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs;
- Manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure;
- Ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons; and
- Promote a consistent approach in the preparation, assessment and determination of planning decisions for telecommunications infrastructure.

The State Policy provides directions that telecommunications infrastructure should not be prohibited in any zone in the zoning table and that, subject to guidance within a planning scheme, be designated as a permitted use in some zones. Furthermore the State Policy acknowledges that telecommunication carriers are required to comply with the Australian Radiation and Nuclear Protection Safety Agency (ARPANSA) Electromagnetic Radiation- Human Exposure Standard such that buffer zones and/or setback distances are not to be included in planning schemes or local planning policies.

### **COMMENT**

In assessing this application Council should consider, amongst others, the following matters:

#### ***The Shire of Brookton Town Planning Scheme No. 3:***

The subject site is located within the Industrial Zone and hence the following setbacks apply:

Front Setback: 20m

Rear Setback: 10m  
Side Setback: 5m

A minor departure from the above standards is requested, as per the below:  
Rear Setback: 1.65m  
Side Setback: 2.7m

The reduced setbacks are not regarded as being of major concern as a result of site specific considerations and are supported.

### ***Shire of Brookton Local Planning Strategy***

The proposal is deemed to be in pace with the directives of the Local Planning Strategy, where Council's actions are to "*work with the State Government, Commonwealth Government and telecommunication providers to improve internet speeds ...*".

### ***State Planning Policy No. 5.2 – Telecommunications Infrastructure***

In terms of the above, the applicant has submitted a response as part of their planning submission (page 23 of planning submission refers).

### **Public Consultation**

As mentioned earlier in the report, the Public Consultation process elicited 8 submissions which are presented, together with the Shire Planner's and Applicant's responses thereto, in the table below:

	<b>Respondent</b>	<b>Property</b>	<b>Comment</b>	<b>Shire Planner's / Applicant's Response</b>
<b>1</b>	Janelle Ricciardi Public Transport Authority (PTA)	Rail Reserve	In consultation with Brookfield Rail the PTA has no objection to the proposal, on the proviso that the construction methodology is submitted to Brookfield Rail for consideration of rail safety requirements during the erection of the tower.	<p><b><u>Shire Planner's Response:</u></b> Noted.</p> <p>Shire Planner recommends that this request be included as an Advice Note, should Council resolve to approve the application.</p> <p><b><u>Applicant's Response:</u></b> A file note has been added to Aurecon's system to ensure that at Building Licence stage of the proposal, the construction methodology is provided to Brookfield Rail/ PTA.</p>
<b>2</b>	Syd Cliff Brookton	PO Box 6 Brookton 6306	No Objection to Proposal.	Noted.
<b>3</b>	Lee Nilan Cooperative Bulk Handling Pty Ltd	GPO Box L886 Perth 6005	No Objection to Proposal.	Noted.
<b>4</b>	Neville Messenger PO Box 153 Brookton	72 Williams Street Brookton	Object to the Proposal. Put in front of your house or in the Shire office yard or works yard not in the middle of town!!	<p><b><u>Shire Planner's Response:</u></b> An in-depth site selection process was undertaken in the area prior to confirming the subject site as the preferred location. In selecting this site, NBN has used industry best practice to assess potential candidate sites, taking into account technical and non-technical criteria.</p> <p>Neither the Shire Planner's house, Shire Office or Shire Depot yard have been shortlisted as potential sites during this process.</p> <p><b><u>Applicant's Response:</u></b> NBN has undertaken a rigorous site selection process and submit that the selected location fully satisfies the planning policy framework. Eight</p>

				<p>candidate sites were investigated and the subject site was chosen on the basis that it was the most appropriate location in terms of separation from residential and other sensitive land uses, and the ability for the railway reserve to screen the ground level infrastructure from the north and west. In order to satisfy NBN's coverage objectives the monopole is required to be located within a reasonable proximity to the premises the facility intends to service, and on balance, is not considered to negatively impact on the amenity of the surrounding properties or land uses. The site is proposed on land zoned Industrial. We contend that the visual impact is acceptable given the broader benefit the infrastructure will provide to Brookton and the 570 premises that will be serviced by NBN.</p>
5	Lindsay Mannix 77 White Street Brookton	77 White Street Brookton	<p>Object to the proposal. (Please refer to the attachment to this report):</p> <ul style="list-style-type: none"> <li>- Proposed location of tower;</li> <li>- Visual pollution;</li> <li>- Other potential sites;</li> <li>- RF radiation and health effects</li> </ul>	<p><b><u>Shire Planner's Response:</u></b> An in-depth site selection process was undertaken in the area prior to confirming the subject site as the preferred location. In selecting this site, NBN has used industry best practice to assess potential candidate sites, taking into account technical and non-technical criteria.</p> <p><b><u>Applicant's Response:</u></b></p> <ol style="list-style-type: none"> <li>1. The candidate site was assessed in addition to seven alternative sites (page 13 of the DA submission to Council). The sites were assessed on a range of criteria and the chosen site at 86 Richardson Street was the most suitable in meeting radio frequency (RF) and transmission (TX) modelling. RF modelling relates to providing a service from the panel antennas to local premises and TX modelling relates to line of sight assessment from the parabolic (dish)</li> </ol>

				<p>antennas tower to tower. The Brookton facility is a Fibre Hub Site and therefore has no proposed connection to any other <b>NBN</b> Fixed Wireless facilities although there is the capability for the proposed structure to accommodate parabolic antennas to community to future terminal 'end' sites should this be required. This site connects to the fibre network.</p> <p>2. Whilst there may be alternative locations is not determinative of the matter. The <b>NBN</b> has undertaken a rigorous site selection process and submit that the selected location fully satisfies the planning policy framework. Eight candidate sites were investigated and the subject site was chosen on the basis that it was the most appropriate location in terms of separation from residential and other sensitive land uses, and the ability for the railway reserve to screen the ground level infrastructure from the north and west. In order to satisfy <b>NBN's</b> coverage objectives the monopole is required to be located within a reasonable proximity to the premises the facility intends to service, and on balance, does not negatively impact on the amenity of the surrounding properties or land uses. We contend that the visual impact is acceptable given the broader benefit the infrastructure will provide to Brookton and the 570 premises that will be serviced by <b>NBN</b>.</p> <p>3. The proposed <b>NBN</b> facility is required to be located in close proximity and central to the premises for which a fixed-wireless service is to be provided for the reasons outlined above. Locations investigated further towards the fringe of town did not satisfy the coverage objections due to the physical</p>
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				separation from the targeted premises.
6	Chere McCloy 108 Richardson Street Brookton	108 Richardson Street Brookton	No Objection to Proposal.	Noted.
7	Vincent D'Souza 1 Richardson Street Brookton	1 Richardson Street Brookton	No Objection to Proposal.	Noted.
8	Ken & Hazel Seaman	No address provided	Submission via Email to Shire Planner: Regarding the proposed NBN telecommunications facility can we ask why this particular location has been chosen as the preferred site?	<b><u>Shire Planner's Response:</u></b> An in-depth site selection process was undertaken in the area prior to confirming the subject site as the preferred location. In selecting this site, NBN has used industry best practice to assess potential candidate sites, taking into account technical and non-technical criteria.

## **CONCLUSION**

The proposal is recommended for approval on the grounds of the following:

- The proposal is deemed to be consistent with the relevant State Planning Policies, the Shire of Brookton Local Planning Strategy and the Shire of Brookton Town Planning Scheme No. 3;
- The proposal is not deemed to pose any health risks in terms of the envisaged EME levels;
- As a result of the design specific considerations and siting of the proposed facility (which is in many aspects informed by technical and broadband coverage objectives), the proposal is deemed to present minimal visual impact;
- The proposal will benefit the wider Brookton Townsite by the provision of a high speed internet service.

## **CONSULTATION**

Consultation was conducted as described earlier in the report.

## **STATUTORY ENVIRONMENT**

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

## **FINANCIAL IMPLICATIONS**

There are no financial implications relative to this application.

## **STRATEGIC IMPLICATIONS**

The Council's Strategic Community Goal 4 (Local Economy and Business – A strong and sustainable local economy) and Economic Outcomes; 4.1: A diverse and strong economic base and Outcome 4.2: Appropriate infrastructure that supports sustainable economic development relates.

Strategy 4.2.2: Advocate for improved telecommunications infrastructure and utility services across the region is supported by the development.

## **POLICY IMPLICATIONS**

There are no policy implications relative to this application.

## **VOTING REQUIREMENTS**

Simple majority required.

## **OFFICER'S RECOMMENDATION**

**That Council resolve that the proposed use is consistent with the objectives and purposes of the Industrial zone and is therefore permitted and to grant planning approval to develop Telecommunications Infrastructure (a Fixed Wireless Facility - tower and ancillary infrastructure) at 86 (Lot 21) Richardson Street, 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, prepared by the applicant and endorsed by Council's Shire Planner.

**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.
3. The applicant is advised to liaise with Brookfield Rail and the Public Transport Authority regarding the construction methodology for consideration of rail safety requirements during construction of the tower.

**Separate Attachments**

**10.09.16.02 A**

**10.09.16.02 B**

**10.09.16.03 C**



**11.09.16 COMMUNITY SERVICES REPORTS**  
NIL

## 12.09.16 FINANCE & ADMINISTRATION REPORT

### 12.09.16.01 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> September 2016

**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 31 August 2016 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 12.09.16.01A.

To 31 August 2016

#### **Municipal Account**

Direct Debits \$ 247,732.37

EFT \$ 352,759.28

Cheques \$ 14,952.32

**Trust Account** \$ 1,200.00

#### **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.

#### **Financial Implications:**

There are no financial implications relevant to this report.

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

No reference

**Corporate Business Plan (2016-2020)**

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 31 August 2016, per the summaries included in Attachment 12.08.16.01A in accordance with the Local Government (Financial Management) Regulations 1996:

**To 31 August 2016:**

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***Municipal Account***

Direct Debits	\$	247,732.37
EFT	\$	352,759.28
Cheques	\$	14,952.32
<b><i>Trust Account</i></b>	<b>\$</b>	<b>1,200.00</b>

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**AUGUST 2016 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 15 SEPTEMBER 2016**  
**ATTACHMENT 12.09.16.01A**

Chq/EFT	Date	Name	Description	Amount
1017	18/08/16	ANNE EVA	BOND REFUND FOR GYM KEY	\$ 30.00
1018	18/08/16	BROOKTON COMMUNITY RESOURCE CENTRE	BOND REFUND FOR HIRE OF WB EVA PAVILION	\$ 110.00
1019	18/08/16	FARMARAMA	BOND REFUND FOR HIRE OF WB EVA PAVILION	\$ 110.00
1020	31/08/16	CBH CORRIGIN	BOND REFUND FOR HIRE OF PAVILION	\$ 110.00
1021	31/08/16	DIRT HIGH PROMOTIONS	BOND REFUND FOR HIRE OF PAVILION & OVAL	\$ 400.00
1022	31/08/16	GLENN LEESON	BOND REFUND FOR HIRE OF OVAL & CHANGE ROOM	\$ 110.00
1023	31/08/16	PINGELLY LADIES NETBALL CLUB	BOND REFUND FOR CANCELLED HIRE OF	\$ 330.00
			<b>TOTAL TRUST</b>	<b>\$ 1,200.00</b>

Chq/EFT	Date	Name	Description	Amount
EFT7523	9/08/16	MERCURE HOTEL PERTH	ACCOMODATION FOR LOCAL GOVERNMENT WEEK	\$ 2,021.00
EFT7524	11/08/16	AMAZING 50'S CATERING	DINNER FOR COUNCIL MEETING 21/07/16	\$ 300.00
EFT7525	11/08/16	AUSTRALIA DAY COUNCIL OF WA	BRONZE MEMBERSHIP 20162017	\$ 220.00
EFT7526	11/08/16	B & N EYRE BROOKTON NEWSAGENCY	PAPERS & STATIONERY JULY 2016	\$ 400.40
EFT7527	11/08/16	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES AUGUST 2016	\$ 231,757.54
EFT7528	11/08/16	BAREND STEPHANUS DE BEER	REIMBURSEMENT FOR MEALS AT BUSHFIRE ATTACK LEVEL COURSE 18/07/16 TO 22/07/16	\$ 75.10
EFT7529	11/08/16	BROOKTON PLUMBING	REPAIRS & MAINTENANCE CARAVAN PARK, PUBLIC TOILETS, 10 MARSH AVE, ADMINISTRATION OFFICE & UNIT 6 / 28 WILLAIMS ST	\$ 3,015.10
EFT7530	11/08/16	BROOKTON SUPERMARKET	MILK, BISCUITS, COFFEE, WATER, SUGAR & TEA	\$ 331.98
EFT7531	11/08/16	BURGESS RAWSON (WA) PTY LTD	WATER USAGE RAILWAY STATION 18/05/16 TO 18/07/16	\$ 247.57
EFT7532	11/08/16	COURIER AUSTRALIA	FREIGHT	\$ 64.38
EFT7533	11/08/16	EVELYN ARNOLD	REIMBURSEMENT OF UTILITIES GAS BOTTLE	\$ 125.00
EFT7534	11/08/16	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & PETROL PURCHASES JULY 2016	\$ 8,194.33
EFT7535	11/08/16	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN PICK UP & BROOKTON TIP SITE 28/06/16 TO 26/07/16	\$ 11,899.56
EFT7536	11/08/16	JILL CAMERON AND ASSOCIATES	STAGE 2 A PROJECT TO DEVELOP A REGIONAL MODEL OF GOVERNANCE FOR WHEATBELT ECEC SERVICES	\$ 29,700.00
EFT7537	11/08/16	JR & A HERSEY PTY LTD	RED & WHITE DELINEATORS	\$ 966.62
EFT7538	11/08/16	KYM TERENCE WILKINSON	REIMBURSEMENT OF DINNER EXPENSES AT LOCAL GOVERNMENT WEEK 2016	\$ 354.50
EFT7539	11/08/16	LANDGATE (DOLA)	BUCKINGHAM ROAD CLOSURE	\$ 660.00
EFT7540	11/08/16	LHAAC	ANALYTICAL SERVICES 2016/17	\$ 495.00
EFT7541	11/08/16	LOCAL GOVERNMENT MANAGERS AUSTRALIA	20162017 MEMBERSHIP SUBSCRIPTION CSM	\$ 513.00
EFT7542	11/08/16	MAGIQ SOFTWARE LTD	MAGIQ DOCUMENTS SOFTWARE LICENSE FEE 01/09/16 TO 30/11/16	\$ 990.00
EFT7543	11/08/16	METRO COUNT	METRO COUNT BATTERY PACK	\$ 181.50
EFT7544	11/08/16	OFFICEWORKS BUSINESS DIRECT	KYRAPIDLINE ERGO BLACK OFFICE CHAIR	\$ 219.00

EFT7545	11/08/16	PINGELLY TIMES	ADVERTISING	\$ 30.00
EFT7546	11/08/16	SERVICEWEST	IT SUPPORT	\$ 528.00
EFT7547	11/08/16	SGS	WATER SAMPLE TESTING	\$ 176.00
EFT7548	11/08/16	SHIRE OF BROOKTON	MASTERCARD PURCHASES JULY 2016	\$ 787.58
EFT7549	11/08/16	SHIRE OF BROOKTON	MASTERCARD PURCHASES JULY 2016	\$ 603.40
EFT7550	11/08/16	SHIRE OF PINGELLY	BBP 1/3 OF SERVICES PROVIDED IN PREPARATION OF WDC BUSINESS CASE	\$ 238.33
EFT7551	19/08/16	DAVSON & WARD PTY LTD	INFORMATION BAY ROBINSON ROAD	\$ 550.00
EFT7552	19/08/16	GILL RURAL TRADERS	HARDWARE & RURAL SUPPLIES PURCHASED JULY 2016	\$ 3,719.11
EFT7553	19/08/16	HEALTHWAY	REFUND OF MONIES FOR CANCELLED PROJECT #31772	\$ 1,650.00
EFT7554	19/08/16	HITACHI CONSTRUCTION MACHINERY	4 X WEAR STRIPS	\$ 424.91
EFT7555	19/08/16	J MAC ENGINEERING PINGELLY	2MM PLATE FOR RURAL TANK	\$ 45.28
EFT7556	19/08/16	LYN KAY	CIRCUIT CLASSES AUGUST 2016	\$ 180.00
EFT7557	19/08/16	STUMPY'S GATEWAY ROADHOUSE	UNLEADED PETROL	\$ 113.83
EFT7558	19/08/16	WA CONTRACT RANGER SERVICES	RANGER SERVICES 14/07/16 TO 10/08/16	\$ 2,010.25
EFT7559	19/08/16	WESTRAC EQUIPMENT PTY LTD	HYDRO ADVANCE 10	\$ 209.44
EFT7560	31/08/16	AQUASOL	LIQUID CHLORINE & FLOCCULANT	\$ 1,826.00
EFT7561	31/08/16	BROOKTON COMMUNITY RESOURCE CENTRE	QUARTERLY LIBRARY CONTRIBUTIONS JULY TO SEPTEMBER 2016	\$ 6,875.00
EFT7562	31/08/16	CARINA WHITTINGTON	REIMBURSEMENT FOR MUD RUN ITEMS	\$ 149.79
EFT7563	31/08/16	COLIN DAY	WANGST TRAILER PLATE NUMBER 1TND460	\$ 3,960.00
EFT7564	31/08/16	H RUSHTON & CO	SERVICE & REPAIRS TO R8	\$ 1,608.05
EFT7565	31/08/16	IXOM	SERVICE FEE CHLORINE GAS	\$ 84.57
EFT7566	31/08/16	JASON SIGNMAKERS	STREET SIGNS & BRACKETS	\$ 156.86
EFT7567	31/08/16	JILL CAMERON AND ASSOCIATES	STAGE 2 A PROJECT TO DEVELOP A REGIONAL MODEL OF GOVERNANCE FOR WHEATBELT ECEC SERVICES	\$ 29,700.00
EFT7568	31/08/16	LYN KAY	CIRCUIT CLASSES BROOKTON ALL HOURS GYM	\$ 120.00
EFT7569	31/08/16	TOTALLY CONFIDENTIAL RECORDS	ARCHIVE BOX STORAGE	\$ 128.70
EFT7570	31/08/16	TUTT BRYANT EQUIPMENT	REPAIRS & MAINTENANCE TO PR8	\$ 1,991.89
EFT7571	31/08/16	WESTRAC EQUIPMENT PTY LTD	500 HOUR SERVICE ON LOADER 6	\$ 2,160.71
<b>TOTAL EFT</b>				<b>\$ 352,759.28</b>

Chq/EFT	Date	Name	Description	Amount
17873	11/08/16	BROOKTON MENSSHED	COUNCIL CONTRIBUTION 2016/17	\$ 3,000.00
17874	11/08/16	BUILDING & CONSTRUCTION INDUSTRY	BCITF LEVY PAYMENT JULY 2016	\$ 637.43
17875	11/08/16	BUILDING COMMISSION	BUILDING SERVICES LEVY JULY 2016	\$ 550.59
17876	11/08/16	DARLING RANGE PTY LTD	RATES REFUND FOR ASSESSMENT A2718	\$ 75.60
17877	11/08/16	SYNERGY	ELECTRICITY 25/06/16 TO 24/07/16 STREET LIGHTS, 10 MARSH AVE & SWIMMING POOL	\$ 4,662.60
17878	11/08/16	TELSTRA CORPORATION	MOBILE & IPAD ACCOUNTS	\$ 499.55
17879	11/08/16	WATER CORPORATION OF WA	WATER USAGE OVAL 22/06/16 TO 21/07/16	\$ 158.17
17880	19/08/16	BROOKTON DISTRICT HIGH SCHOOL	201617 ANNUAL BUDGETED DONATION	\$ 2,500.00
17881	19/08/16	RESOURCES SAFETY DEPT OF MINES & PETROLEUM	DANGEROUS GOODS SITE LICENCE	\$ 36.50
17882	19/08/16	STAR TRACK EXPRESS	FREIGHT	\$ 177.11

17883	19/08/16	SYNERGY	ELECTRICITY OVAL, PAVILION & CARAVAN PARK 13/07/16 TO 09/08/16	\$ 1,589.20
17884	19/08/16	TELSTRA CORPORATION	TELEPHONE ADMINISTRATION, DCEO RESIDENCE, DEPOT & SWIMMING POOL	\$ 573.50
17885	19/08/16	TRUCKLINE	BREAK BOOSTER PT10	\$ 492.07
			<b>TOTAL CHQ</b>	<b>\$ 14,952.32</b>
			<b>TOTAL MUNICIPAL</b>	<b>\$ 367,711.60</b>

DIRECT DEBITS FOR JULY 2016	
SALARIES & WAGES	\$ 206,829.29
MERCHANT FEES	\$ 184.95
SUPERANNUATION	\$ 40,718.13
<b>TOTAL</b>	<b>\$ 247,732.37</b>

TERM DEPOSIT TRANSFERS FOR JULY 2016	
RESERVES	NIL
TRUST	NIL
<b>TOTAL</b>	<b>NIL</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
2/7/16	VALLEY FORD - SERVICE AV3	\$ 415.50
2/7/16	SURVEY MONKEY	\$ 24.00
3/7/16	WESTNET - DEPOT	\$ 49.95
3/7/16	WESTNET - ADMINISTRATION	\$ 109.95
	CARD FEE	\$ 4.00
<b>TOTAL</b>		<b>\$ 603.40</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES DCEO Creditor Number: 96286		
DATE	DESCRIPTION	AMOUNT
26/7/16	METRO HOTEL - ACCOMODATION TP	\$ 783.58
	CARD FEE	\$ 4.00
<b>TOTAL</b>		<b>\$ 787.58</b>

## 12.09.16.02 STATUTORY POLICY AMENDMENT – SIGNIFICANT ACCOUNTING POLICIES

**FILE REFERENCE:** ADM0564

**AUTHORS NAME AND POSITION:** Deanne Sweeney  
Senior Finance Officer

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

**DATE REPORT WRITTEN:** 18 August 2016

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

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

### **SUMMARY:**

This report recommends that Council adopt the amendment to significant accounting policies.

### **Background:**

In the year ended 30 June 2016, Plant & Equipment assets were fair valued. In addition, this process requires a review of the depreciation rates, useful life and residual values.

### **Detail:**

It is recommended that the depreciation rates for plant & equipment are as follows;

<b>Asset Class</b>	<b>Current Depreciation</b>	<b>New Depreciation Range</b>
Plant and Equipment	5 to 15 years	2 to 60 years

The depreciation ranges reflect the estimated rate at which assets are utilised and the addition of the specific asset class as a result of the fair valuation review.

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

The Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

### **Policy Considerations:**

The Significant Accounting Policy section of Council Policies Manual updated to include the changes to this policy.

### **Consultation:**

Nil.

### **Financial Implications:**

Nil.

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

There are no Strategic Community Plan implications relevant to this report

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

There are no Corporate Business Plan implications relevant to this report

**Officer's Comment:**

The review of our plant & equipment assets has resulted in depreciation rates which better reflect the useful life of the asset.

**Voting Requirements:**

Simple Majority.

**Officer's Recommendation:**

That Council adopts the amendment to policy 4.1 Financial Reporting Accounting Policies in the Council Policy Manual for Plant & Equipment depreciation ranges as follows;

<b>Asset Class</b>	<b>Current Depreciation</b>	<b>New Depreciation Range</b>
Plant and Equipment	5 to 15 years	2 to 60 years



## 13.09.16 GOVERNANCE

### 13.09.16.01 OFFICE CLOSURE OVER THE CHRISTMAS PERIOD

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

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

**DATE REPORT WRITTEN:** 23 August 2016

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

**PREVIOUS MEETING REFERENCE:** 15.10.15.02 – October 2015

#### **SUMMARY:**

Council is asked to consider the closure of the administration office from 4.00pm Friday 23 December 2016 to 8:00am Wednesday 4 January 2017 including 2 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:**

Traditionally, the Administration Office has 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 crew generally take leave during this period. However skeleton 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:

Friday 23 December 2016	Normal operating hours
Monday 26 December 2016	Public holiday
Tuesday 27 December 2016	Public holiday
Wednesday 28 December 2016	Local Government Recreation Day
Thursday 29 December 2016	Staff to take annual leave
Friday 30 December 2016	Staff to take annual leave
Monday 2 January 2017	Public holiday
Tuesday 3 January 2017	Local Government Recreation Day
Wednesday 4 January 2017	Normal operating hours

**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:**

Staff have been consulted in relation to the designated public holidays and Local Government Recreation Days. Some consideration was given by staff to an early closing on the Friday prior to Christmas however felt that the Saturday allowed sufficient time for Christmas travel and preparations.

**Financial Implications:**

There are no Financial Implications relative to this issue.

**Strategic Community Plan (2015 – 2023)**

There are no Strategic Community Plan references relevant to this report.

**Corporate Business Plan (2016-2020)**

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 4:00pm Friday 23 December 2016 to reopen for business at 8:00am Wednesday 4 January 2017; and**
2. **Advertise the closure in the local paper and notice boards in the months leading up to Christmas.**
3. **Request the Acting Chief Executive Officer to ensure that Senior Staff are on standby in the event of an emergency.**

**13.09.16.02 LES MCMULLEN MEMORIAL RECREATION GRANTS COMMITTEE -  
POLICY AMENDMENT – COUNCIL COMMITTEES TERMS OF REFERENCE  
AND DELEGATIONS REGISTER AMENDMENT**

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

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

**DATE REPORT WRITTEN:** 06 September 2016

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

**PREVIOUS MEETING REFERENCE:** 11.05.16.01 Receipt of Les McMullen  
Memorial Recreation Grants  
Committee 2016 Minutes

**SUMMARY:**

The Les McMullen Memorial Recreation Grants Committee recommended to Council in May 2016 that a second round of grants be offered annually. It is recommended that the Council Committee Terms of Reference Policy and Delegations Register be amended to accommodate this recommendation.

**Background:**

The Les McMullen Memorial Recreation Grants Committee was established by Council in 1995 and has delegated authority to administer the bequest of the late Mr Leslie McMullen to the sporting community of Brookton.

This has been established under Council Policy 1.2 Council Committee's Terms of Reference as below:

**d) Les McMullen Memorial Recreation Grants Committee (CM 220/96 – May 1996)**

*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.*

The delegated authority appears in the Delegations Register as below:

**1.36 Committee – Les McMullen Memorial Recreation Grants**

**Date Adopted** - **May 1996**  
**Date Reviewed** - **June 2014**  
**Authority** - **Local Government Act 1995 S5.17**  
**References** - **Local Government Act 1995 S3.18**  
**Council Policy 1.2 Council Committees**

**Delegation**

Council delegates its authority and power to the Les McMullen Memorial Recreation Grants Committee to award annual grants to eligible sporting bodies in accordance with the provisions of the estate of the late Mr Les McMullen.

**Conditions**

Compliance with the provisions of the estate of the late Mr Les McMullen.

**Details:**

The Committee has been operating under these terms since establishment. In recent times the annual grant round has been opening usually in February, with applications closing in either April or May with the Committee meeting in May to consider applications.

The annual grant allocation has been fully subscribed once since establishment. In 2015 there were no applications received by closing date, with a late application considered in June.

**Statutory and Legal Considerations:**

*Local Government Act 1995 s. 5.8 to s. 5.25* details the establishment, composition and conduct of committees. The recommendation included in this report is consistent with the requirements of the Act and does not alter the conduct or composition of this Committee.

**Policy Implications:**

This report seeks to amend Council Policy.

**Consultation:**

Staff have consulted with local sporting club members informally as to possible reasons for lack of uptake of the Les McMullen Grants. It was suggested by several people that perhaps the clubs that are out of season when the grants are open are not in an active position to pursue grant opportunities.

**Financial Implications:**

There are no financial implications relative to this issue. It is considered that the additional time in administering a second round is not significant, being a minor and established programme.

**Strategic Community Plan (2015 – 2023)**

There are no Strategic Community Plan references relevant to this report.

**Corporate Business Plan (2016-2020)**

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

**Officer's Comment:**

At its May 2016 meeting, the Les McMullen Committee recommended that an additional round of grants be offered to optimise opportunity for local groups to apply. Some minor changes to policy and delegation are required to implement this change. It is also noted that the policy refers incorrectly to a Sporting Grants committee and the recommendation includes amendments for consistency.

**Voting Requirements:**

Absolute Majority Required

**Recommendation:****That Council:**

1. Amend the policy on Council Committee Terms of Reference part d) as follows:

***The Les McMullen Memorial Recreation 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.***

**2. Amend the Delegations register by deletion of the word 'annual' as follows:**

***Council delegates its authority and power to the Les McMullen Memorial Recreation Grants Committee to award ~~annual~~ grants to eligible sporting bodies in accordance with the provisions of the estate of the late Mr Les McMullen.***

### 13.09.16.03 DATES FOR ORDINARY COUNCIL MEETINGS IN 2017

**AUTHORS NAME AND POSITION:** Courtney Fulwood  
Acting Executive Support and  
Administration Officer

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

**DATE REPORT WRITTEN:** 1 September 2016

**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 adopt the dates on which Ordinary Council meetings are to be held in 2017.

#### **Background:**

Local Government regulations require that Council and committee meeting dates are advertised in advance. The Shire of Brookton has had a relatively fixed schedule of meetings in accordance with policy. Departures from policy have only occurred when there have been clashes with community events or public holidays.

#### **Details**

No further detail.

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

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”.*

#### **Policy Considerations:**

The recommendation is consistent with the Shire of Brookton Policy 1.1 Meetings – Scheduled Dates which reads as follows:

*The Ordinary meeting of Council shall be held the Third Thursday of each month except January when no Council meeting will be held.*

*Standing Committees and other meetings to be held at a time specified by Council.*

#### **Consultation:**

No specific consultation was undertaken in relation to this report.

**Financial Implications:**

There are no financial implications related to this report.

**Strategic Community Plan (2015 – 2023):**

There are no Strategic Community Plan references relevant to this report.

**Corporate Business Plan (2016-2020):**

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

**Officer's Comment:**

No additional comment in relation to this item.

**Voting Requirements:**

Simple Majority

**Officer's Recommendation:**

**That Council adopt and advertise the following Ordinary Council Meeting dates for 2017, being the third Thursday of each month, except January 2017 when no Council meeting will be held:**

**16 February 2017  
16 March 2017  
20 April 2017  
18 May 2017  
15 June 2017  
20 July 2017  
17 August 2017  
21 September 2017  
19 October 2017  
16 November 2017  
21 December 2017**

## 16.09.16.0 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.**

## 17.09.16 NEXT MEETING & CLOSURE

The next Ordinary meeting of Council will be on Thursday 20 October 2016 at 12.30 pm.

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