



ORDINARY COUNCIL MEETING

MINUTES

20 April 2017

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

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 20 April 2017
with a scheduled commencement at 12.30 pm

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1.04.17 DECLARATION OF OPENING/ATTENDANCE

Attendance

The Presiding Member opened the meeting at 12.31pm and welcomed Councillors and Staff.

Elected Members (Voting)

Cr KL Crute	Acting Shire President (Presiding Member)
Cr KT Wilkinson	
Cr TM Eva	
Cr NC Walker	
Cr KH Mills	
Cr L Allington	

Staff (Non Voting)

Ian D'Arcy	Chief Executive Officer
Carina Whittington	Community Services Manager
Courtney Fulwood	Executive Support

Public

Hannah Crute
Thomas Crute
Ellen Parrick
Corinne Kemp
Wendy Wilson

Apologies

Leave of Absence

Cr RT Fancote

2.04.17 ELECTION OF SHIRE PRESIDENT

Following the resignation of Cr Kym Wilkinson as the Shire President at the March 2017 Council Ordinary Meeting there is a need to elect a new Shire President (and if necessary a Deputy Shire President).

For the past month Cr Crute, as the current Deputy Shire President, has assumed the role of the Shire President in accordance with Section 5.34 of the *Local Government Act, 1995*.

In light of the above, nominations for the office of Shire President are now being called.

The process for determining the result of any election for the position of Shire President (in the event of there being more than one accepted nomination) needs to be in accordance with Schedule 2.3 of the *Local Government Act, 1995*.

Desirably, a nomination should be made in writing on the designated 'Nomination of Shire President Form', which can be submitted to the CEO at any time prior to the meeting or during the meeting up until the nominations are declared closed. It should also be noted that nominations can also be made orally to the CEO at the call for any other nominations during the meeting.

The Councillor nominated must advise the CEO, either orally (to be recorded in the minutes) or in writing by signing the nomination form that he or she is accepting of the nomination for the position.

Voting for the position is to be by secret ballot and all Councillors in attendance must vote.

The Councillor elected as the Shire President will be announced by the CEO and will then assume the role of Chair (being the Presiding Officer) upon being declared elected and having completed the Declaration of Office.

Should the need arise, a call for nomination of Deputy Shire President is to be conducted as the next order of business, and is to follow the nomination and election process as outlined above.

The Chief Executive Officer (CEO), Ian D'Arcy resumed the Chair at 12.32 pm and proceeded to conduct the election for the position of Shire President in accordance with the procedure prescribed under Section 4. Division 1 of Schedule 2.3 of the *Local Government Act, 1995*.

The CEO briefed the Council on the election process (as outlined above) and immediately announced receipt of the following nomination in writing before calling for other nominations.

Nominated By	Accepted	Number of Votes
Cr Wilkinson	Cr Crute	Unopposed

With there being only one nomination, the CEO, Ian D'Arcy declared Cr Katrina Crute as Shire President.

Procedurally, in accordance with section 2.29 of the *Local Government Act 1995* and Regulation 13 of the Local Government (Constitution) Regulations 1996, Cr Crute then proceeded to make a Declaration of Office in the presence of CEO, as an authorised person under the *Local Government Act, 1995*.

Cr Crute, as the newly elected Shire President, resumed the chair and immediately called for

nominations for the position of Deputy Shire President.

This resulted in one nomination being received, as follows:

Nominated By	Accepted	Number of Votes
Cr Allington	Cr Walker	Unopposed

With only one nominee, the Shire President declared Cr Walker as Deputy Shire President.

Cr Walker in the presence of the CEO proceeded to make the Declaration of Office of the Deputy Shire President.

Prior to proceeding with the meeting, Cr Crute presented the following personal speech:

“Firstly, thank you for giving me the opportunity to lead this wonderful organisation and fantastic community.

I wish to sincerely thank Kym, his leadership over the last 3 ½ years has been stable and inclusive; when Kym put his hand up to be President in 2013 he asked me to be his Deputy. He sold it to me by telling me we would be a leadership team, and he certainly carried through on his promise. We were a team, there weren't too many times Kym was involved in something as President that he didn't include me on. His analogy was “If I get hit by a bus tomorrow someone else needs to know what is going on”, thankfully the bus didn't come, but his inclusive style of leadership certainly meant through the difficult times those stresses were shared. So, thank you Kym, you have certainly equipped me better than I am sure any Deputy before me has been.

Whilst my election to President may be seen as “a first for Brookton” I don't wish for my gender to be used as anything significant. Female Presidents and Mayors in Local Government are certainly nothing new, Pingelly, Beverley, Corrigin, Wickepin, Lake Grace, Morawa.... there have been plenty of women before me. So please do not use my gender as a reason to celebrate. I look on my election as something quite different, I wasn't born here, I didn't grow up here, and I certainly didn't marry into the community. Phillip & I chose Brookton, we chose this community to raise our family in, we chose this community to build a house in, we chose this community to buy and grow a business in, and because we chose this community we chose to get involved and that involvement has lead me to here. So, whilst over the last few months I have struggled with the notion that I am somehow not worthy to hold the position of President because I wasn't born here, I have recently come to the conclusion that because we chose Brookton then perhaps I am as worthy of the role as someone who has lived here their whole lives.

Mia Davies recently said that she struggles with the idea that she isn't qualified or doesn't know enough to take on the roles she does, but at the end of the day we just have to put our hand up and say I will give it my best shot. That is what I intend to do, with the assistance of you my fellow Councillors, the wonderful administration and this fantastic community that we all choose to call home, I plan on giving it my best shot.

So, thank you, and I look forward to some wonderful times ahead.”

Hannah Crute, Thomas Crute, Ellen Parrick and Wendy Wilson left the meeting at 12.44pm.

3.04.17 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.04.17 PUBLIC QUESTION TIME

Nil

5.04.17 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6.04.17 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7.04.17 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OCM 1.04.17

The Council agreed to move Items 7.03.17.01, 7.03.17.02, 7.03.17.03, 7.03.17.04 and 7.03.17.05 on *en-bloc*.

Moved Cr Walker Seconded Cr Mills

7.03.17.01

AUDIT COMMITTEE MEETING MINUTES – 17 NOVEMBER 2016

That the minutes of the Audit Committee meeting held in the Shire of Brookton Council Chambers, on Tuesday 17 November 2016 be confirmed as true and correct record of proceedings.

7.03.17.02

AUDIT COMMITTEE MEETING MINUTES – 16 MARCH 2017

That the minutes of the Audit Committee meeting held in the Shire of Brookton Council Chambers, on Thursday 16 March 2017 be confirmed as a true and correct record of proceedings.

7.03.17.03

ORDINARY COUNCIL MEETING MINUTES – 16 MARCH 2017

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Thursday 16 March 2017, be confirmed as a true and correct record of the proceedings.

7.03.17.04

BUSH FIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING – 30 MARCH 2017

That the minutes of the Bush Fire Advisory Committee meeting held in the Shire of Brookton Council Chambers, on Thursday 30 March 2017 be received to Council as a record of proceedings.

7.03.17.05

BUSH FIRE ADVISORY COMMITTEE – 30 MARCH 2017

That the minutes of the Bush Fire Advisory Committee meeting held in the Shire of Brookton Council Chambers, on Thursday 30 March 2017 be received to Council as a record of proceedings.

CARRIED BY SIMPLE MAJORITY VOTE 6-0

8.04.17 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

(Includes Condolences)

Nil

9.04.17 DISCLOSURE OF INTERESTS

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

Disclosure of Financial & Proximity Interests

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

Disclosure of Interest Affecting Impartiality

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

Financial, Proximity and Impartiality Interests

Item no.	Members/Officers	Type of Interest	Nature of Interest
13.04.17.01	Cr Crute	Impartial	Treasurer of the Committee
10.04.17.01	Cr Wilkinson	Proximity	Adjoining land owner

10.04.17 TECHNICAL & DEVELOPMENT SERVICES REPORTS

Cr Wilkinson declared a proximity interest in Item 10.04.17.01 and left the meeting at 12.49 pm.

10.04.17.01 PROPOSED PURCHASE OF LOT 511 ON DEPOSITED PLAN 406799 WHITTINGTON STREET BROOKTON

File No:	A2371
Date of Meeting:	20 April 2017
Location/Address:	Lot 511 on Deposited Plan 406799 Whittington Street Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Department of Lands
Author/s:	Ian D'Arcy – Chief Executive Officer Kelly D'Arcy – Governance Officer
Authorising Officer	Ian D'Arcy – Chief Executive Officer
Declaration of Interest:	The author has no interest in this matter
Voting Requirements:	Absolute Majority
Previous Reports:	20 August 2015

Summary of Item:

This report relates to the proposed acquisition of Lot 511 Whittington Street, Brookton by the Shire, and a recent offer received from the Department of Lands in this regard for the Council's consideration.

Description of Proposal:

For Council to consider the purchase of approximately a 1.5 hectare parcel of land as a green (freehold) title, being Lot 511 that accommodates the Kalkarni Residential Aged Housing Facility and Saddleback Medical Centre.

A copy of the Department of Land's letter of offer is presented at **Attachment 10.04.17.01**

Background:

At the August 2015 ordinary meeting, the Council formally resolved to request the Department of Lands:

- a) Create a separate allotment in freehold tenure for the purpose of accommodating the existing Kalkarni Residency and Saddleback Medical Centre, with capacity for future expansion; and
- b) Grant Council first right of refusal in acquiring this land.

This request culminated in Lot 511 (at 1.429 hectares in area) being excised from the parent Lot 456 - Crown Reserve 43158 that also accommodates the Brookton recreational grounds, swimming pool complex, caravan park and Shire Administration Centre.

Figure 1 below affords an understanding of Reserve 43158 illustrating the configuration of:

- ✓ Lot 510 (balance Crown Reserve 43158) that encompasses the recreation grounds, caravan park, community pool Shire Administration Office, and Senior Citizen's Independent Living Units;
- ✓ Lot 511 that accommodates the existing aged housing and medical centre development;
- ✓ Lot 512 that extends the road access to Lot 511 and Lot 391;

- ✓ Lot 391 that accommodates existing Shire houses.

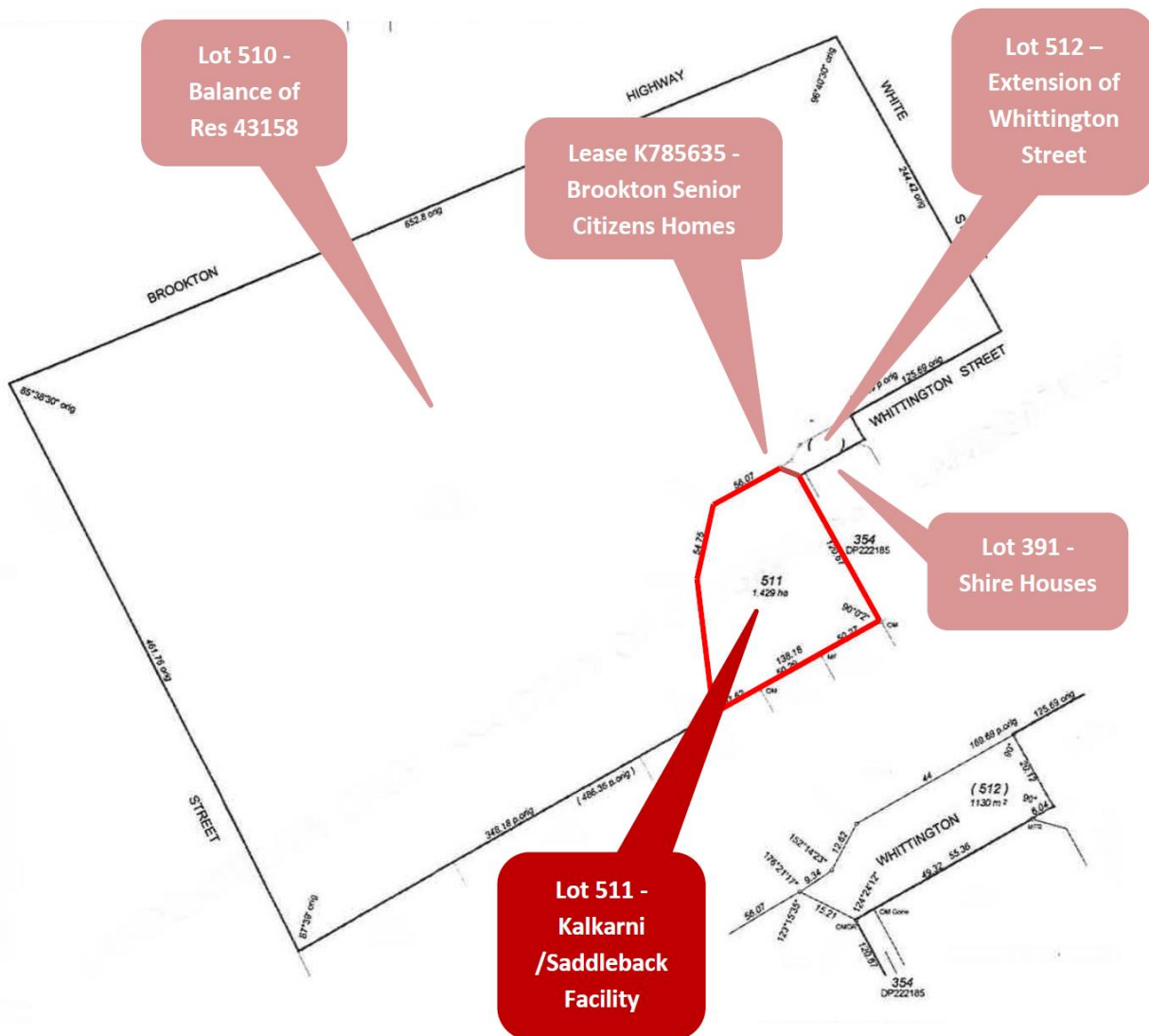


Figure 1 – Extract from DP 406799 Lot Configuration

Following the subdivision process and creation of Lot 511 as freehold land, a letter was subsequently received from the Department of Lands in October 2016, requesting the Council’s position on proceeding with the purchase Lot 511 for \$145,000 (excl. GST).

The letter also states the offer to purchase is conditional on:

- The offered price being valid for 12 months from October 2016;
- The partial surrender of lease K785635 in favour of the Brookton Senior Citizens Homes Inc. for the existing Independent Living Units;
- A statutory declaration from the Shire that details in relation to Lot 511 and Lot 512:
 - ✓ The respective interests that presently exists;
 - ✓ Any contamination that may exist.

Consultation:

As reflected above, consultation has been conducted with the Department of Lands and Elected Members at briefing sessions.

Statutory Environment:

This land transaction is supported by Section 86(c) of the *Land Administration Act 1997*, which states:

86. Sale etc. of Crown land by private treaty to Commonwealth etc.

The Minister may sell by private treaty the fee simple in, or lease, Crown land —

- (a) to the Commonwealth or to another State or to a Territory; and
- (b) to any instrumentality of the Commonwealth or of a State or Territory empowered to purchase land; and
- (c) subject to the Local Government Act 1995, to any local government.

Specifically, Section 3.59 the *Local Government Act 1995* prescribes the parameters upon which the Council can entertain land transactions. In this regard Section 3.59(1) affords the following definitions:

major land transaction means a land transaction other than an exempt land transaction if the total value of —

- (a) the consideration under the transaction; and
- (b) anything done by the local government for achieving the purpose of the transaction,

is more, or is worth more, than the amount prescribed for the purposes of this definition;

land transaction means an agreement, or several agreements for a common purpose, under which a local government is to —

- (a) acquire or dispose of an interest in land; or
- (b) develop land;

In consideration of the above, Regulation 8A(1) of the Local Government (Function and General) Regulations, 1996 defines a major land transaction for the Shire of Brookton as the lessor of \$2 million or 10% of the Shire's operating expenditure for the last financial year. Further, Regulation 8A(2) states:

8A. Amount prescribed for major land transactions; exempt land transactions prescribed (Act s. 3.59)

(2) A land transaction is an exempt land transaction for the purposes of section 3.59 of the Act if —

- (a) the total value of —
 - (i) the consideration under the transaction; and
 - (ii) anything done by the local government for achieving the purpose of the transaction,

is more, or is worth more, than the amount prescribed under subregulation (1); and

- (b) the Minister has, in writing, declared the transaction to be an exempt transaction because the Minister is satisfied that the amount by which the total value exceeds the amount prescribed under subregulation (1) is not significant taking into account —
 - (i) the total value of the transaction; or
 - (ii) variations throughout the State in the value of land.

In consideration of the above legislation this proposal is deemed a standard land transaction for the purchase of Lot 511, and does not require approval from the Minister for Local Government in order for Council to proceed with the acquisition. However, in on selling Lot 511 the Council may need to comply with the provisions of a Major Land transaction under Section 3.59 of the *Local Government Act, 1995* and Regulation 8 of the Local Government (Function and General) Regulations, 1996 below:

8. Exempt land transactions prescribed (Act s. 3.59)

- (1) *A land transaction is an exempt land transaction for the purposes of section 3.59 of the Act if the local government enters into it —*
 - (a) *without intending to produce profit to itself; and*
 - (b) *without intending that another person will be sold, or given joint or exclusive use of, all or any of the land involved in the transaction.*
- (2) *For the purposes of subregulation (1)(b) a person is given joint use of land if the land is to be jointly used for a common purpose by the local government and that person (whether or not other persons are also given joint use of the land).*

As the Council may on-sell Lot 511 (inclusive of improvements) that could yield a profit, and additionally afford exclusive use to the purchaser for the delivery of residential aged care and medical services, there is need to conform to Section 3.59. This includes the preparation of a business case to support the sale. It should be noted that this understanding has been confirmed verbally with the Shire's auditors.

Relevant Plans and Policy:

There are no relevant plans or policies that apply to this matter.

Financial Implications:

As mentioned, the State Government's offer to Council for the purchase Lot 511 is presented at \$145,000 (excl. GST). Under the current 206/17 budget an amount of \$50,000 has been allocated (COA E084510), which, based on the current offer, is insufficient for Council to progress the land purchase.

Therefore, should Council agree to the acquisition it will need to increase the allocation in the next financial year budget to cover the asking price, and other land acquisition/conveyancing costs. On projection it is suggest that this amount be \$155,000 (excl. GST).

Further, should Council desire to progress the on selling of Lot 511, an additional allocation of funds will be required in the coming budget to obtain another valuation (inclusive of land, buildings and infrastructure) and prepare a business case as required by the *Local Government Act, 1995*. It is suggested the allocation for disposal should therefore be \$25,000 (excl. GST).

Risk Assessment:

There is no identified risk that specifically applies to the purchase of Lot 511 per se.

However, as previously discussed with Council, there is an apparent risk with the Shire of Brookton being the licence holder for the Kalkarni residential aged care facility and the current management arrangement assigned to Baptistcare, being the operators of this facility. Residential high end aged care is not core business of Local Government, where specialised skills, understanding and knowledge is needed to ensure a quality standard of service.

In light of this, it is viewed the freehold tenure will provide Council with the opportunity to exit from being involved in the delivery of high end aged care, by potentially on selling the property

to a professional organisation (such as Baptistcare) that specialises in this form of business, thus removing all risk to the Shire.

Community & Strategic Objectives:

Broadly, this initiative aligns with the following outcome and strategies outlined the Council's Strategic Community Plan 2015:

Outcome 1.6: Quality of life for the aged and disabled.

Strategy 1.6.1: Provide ongoing support for aged care planning, facilities and services to meet our community needs.

Strategy 1.6.2: Support the development of Aged Friendly Communities.

Comment

It is viewed the purchase price of Lot 511 at \$145,000 (excl. GST) is fair and reasonable in consideration of the Shire being the asset owner of the existing infrastructure and buildings.

With this acknowledged, the Council could counter offer at a lower purchase price premised on the considerable social benefit and service provided by the Shire over the past 15 years in regards to the Kalkarni and Saddleback facilities. However, it is anticipated the State Government is unlikely to reduce the asking price below its current valuation, given the State Government's current financial position. In this regard the officer recommendation reflects acceptance of the asking price.

Further, it is promoted that Council continue to progress the acquisition of this land as a priority, as this will potentially:

- Pave the way for the property to be on-sold to an appropriate aged care service provider;
- Present an opportunity for Council to negate its current risk; and
- Yield a financial return, with use of these funds to benefit the Brookton community in other ways.

In regard to the partial surrender of Lease K785635, it is suggested this measure is required in light of Lot 512 being created that has changed the access arrangements, and generated the need to review the tenure arrangements for the existing Independent Living Units, presently owned by the Brookton Senior Citizens Homes Inc. Dialog has already commenced in this regard.

As for the provision of a statutory declaration in relation to Lot 511 and Lot 512, this is reasonably common in relation to this form of arrangement.

OFFICER'S RECOMMENDATION

That Council:

1. Pursuant to Section 3.59 the Local Government Act, 1995 proceed with the acquisition of Lot 511 Whittington Street Brookton from the State Government for \$145,000 (excl. GST) as offered by the Department of Lands, including:
 - a) Confirmation of the partial surrender of Lease K785635; and
 - b) A statutory declaration being prepared and executed by the CEO that details the respective interests, and there being no known contamination in relation to Lot 511 and Lot 512.
2. Acknowledge in on selling Lot 511 that it will need to comply with the provisions for a 'Major Land Transaction' as prescribed by Section 3.59 the Local Government Act, 1995 or conversely seek an exemption under Regulation 8A of the Local Government (Function and General) Regulations, 1996 from the Minister for Local Government for the

proposed land transaction, premised on the potential for:

- a) *The sale price to be within close range of the prescribe threshold for a Major Land Transaction under Regulation 8A(1) of the Local Government (Function and General) Regulations, 1996;*
 - b) *Lot 511 to be on-sold to an appropriate aged care service provider;*
 - c) *Council to negate its current risk in relation to the current aged care arrangement;*
 - d) *Council to yield a financial return, with future use of these funds to benefit the Brookton community.*
3. *Allocate for consideration as part of the 2017/18 budget deliberations \$155,000 (excl. GST) for the acquisition, and \$25,000 (excl. GST) for future disposal under COA E084510 for Lot 511 Whittington Street, Brookton.*

OCM 2.04.17

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved Cr Allington

Seconded Cr Mills

That Council:

1. ***Pursuant to Section 3.59 the Local Government Act, 1995 proceed with the acquisition of Lot 511 Whittington Street Brookton from the State Government for \$145,000 (excl. GST) as offered by the Department of Lands, including:***
 - c) ***Confirmation of the partial surrender of Lease K785635; and***
 - d) ***A statutory declaration being prepared and executed by the CEO that details the respective interests, and there being no known contamination in relation to Lot 511 and Lot 512.***
2. ***Acknowledge in on selling Lot 511 that it will need to comply with the provisions for a 'Major Land Transaction' as prescribed by Section 3.59 the Local Government Act, 1995 or conversely seek an exemption under Regulation 8A of the Local Government (Function and General) Regulations, 1996 from the Minister for Local Government for the proposed land transaction, premised on the potential for:***
 - e) ***The sale price to be within close range of the prescribe threshold for a Major Land Transaction under Regulation 8A(1) of the Local Government (Function and General) Regulations, 1996;***
 - f) ***Lot 511 to be on-sold to an appropriate aged care service provider;***
 - g) ***Council to negate its current risk in relation to the current aged care arrangement;***
 - h) ***Council to yield a financial return, with future use of these funds to benefit the Brookton community.***
3. ***Allocate for consideration as part of the 2017/18 budget deliberations \$155,000 (excl. GST) for the acquisition, and \$25,000 (excl. GST) for future disposal under COA E084510 for Lot 511 Whittington Street, Brookton.***

CARRIED BY ABSOLUTE MAJORITY VOTE 5-0

Cr Wilkinson re-entered the meeting at 12.57 pm.

File No: ADM 0360
Date of Meeting: 20/04/2017
Location/Address: N/A
Name of Applicant: N/A
Name of Owner: N/A
Author/s: Courtney Fulwood – Executive Officer
Authorising Officer: Ian D’Arcy – Chief Executive Officer
Declaration of Interest: If any
Voting Requirements: Simple
Previous Report: N/A

Summary of Item:

This item relates to;

1. Endorse the minutes of the Bush Fire Advisory Committee (BAFC) Annual General Meeting (AGM)
2. Notation of the appointed members to the BFAC in accordance with Shire of Brookton by-law relating to the establishment and equipment of Bush Fire Brigades 1993 (the Local Law).
3. Amending the ‘Terms of Reference’ for the BFAC to remove any ambiguity.

Description of Proposal:

Refer to summary above.

Background:

The Bush Fire Advisory Committee was formed at the 2013 April Meeting of Council to oversee the three (3) brigades in the Brookton District – being Central, East and West.

Each brigade appoints Fire Control Officers (FCO’s), Captain, Vice-Captain and Lieutenants. Fire Tender Drivers are also nominated during the course of the AGM in accordance with section 2.2 of the Local Law.

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

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

Furthermore, the BAFC is required to operate as a Committee of Council in line with the Local Law and Terms of Reference set by Council. It has been identified that the terms of reference for the BAFC is contradictory as it references different process under the Local Government Act 1995 and Bushfires Act 1954.

Consultation:

N/A

Statutory Environment:

This matter is addressed under section 5.8 of the Local Government Act 1995, Bushfires Act 1954 as amended and section 2.2 of the Local Law applicable to the BFAC.

Relevant Plans and Policy:

There is no Council Policy relative to this report.

Financial Implications:

There are no financial implications relative to this report.

Risk Assessment:

On assessment should council not endorse the nominated members of the BFAC at their AGM there is a risk that implications could arise from a legal and insurance perspective.

Community & Strategic Objectives:

This initiative aligns with the following outcome and strategy outlined the Council's Strategic Community Plan 2015:

Outcome 1.5: A safe community

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

Comment

It is recommended that Council endorse the minutes of the BFAC AGM on the 30th March 2017 and additionally note the nominated officers to the various Bush Fire Brigade Positions.

Also it is opportune for Council to review and amend the 'Terms of Reference' for the BFAC to ensure clarity in regards to the structure and function of the BFAC as an advisory committee of Council under the Local Government Act 1995. This is viewed as important as there has been some level of confusion over the statutory framework for this committee.

OFFICER'S RECOMMENDATION

That Council: -

1. *Endorse the minutes of the Bush Fire Advisory Committee Annual General Meeting provided in attachment 10.04.17.02a;*
2. *Note; pursuant to section 2.2 of the Shire of Brookton by-law relating to the establishment and equipment of Bush Fire Brigades 1993 the following Volunteer Bush Fire Brigade positions, members, fire tender drivers and dual bush fire control officers as provided in attachment 10.04.17.02b; and*
3. *Endorse the amended Terms of Reference for the Bush Fire Advisory Committee as provided in attachment 10.04.1702c to this report.*

OCM 3.04.17**OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION**

Moved Cr Eva Seconded Cr Wilkinson

That Council: -

1. ***Endorse the minutes of the Bush Fire Advisory Committee Annual General Meeting provided in attachment 10.04.17.02a;***
2. ***Note; pursuant to section 2.2 of the Shire of Brookton by-law relating to the establishment and equipment of Bush Fire Brigades 1993 the following Volunteer Bush Fire Brigade positions, members, fire tender drivers and dual bush fire control officers as provided in attachment 10.04.17.02b; and***
3. ***Endorse the amended Terms of Reference for the Bush Fire Advisory Committee as provided in attachment 10.04.1702c to this report.***

CARRIED BY SIMPLE MAJORITY VOTE 6-0

This item has been revised to accurately reflect recommended roads in the Secondary Freight Route Project for the Shire of Brookton, inclusive of Dangin-Mearns Road together with the Aldersyde - North Road, Aldersyde - Pingelly Road and York - Williams Road.

10.04.17.03 SECONDARY FREIGHT ROUTE PROJECT

File No: ADM 0219
Date of Meeting: 20 April 2017
Location/Address: Various Roads – Wheatbelt Regions North and South
Name of Applicant: Regional Development Australia - Wheatbelt
Name of Owner: Wheatbelt Regional Road Groups North and South
Author/s: Ian D'Arcy – Chief Executive Officer
Authorising Officer: Ian D'Arcy – Chief Executive Officer
Declaration of Interest: The author has no interest in this matter
Voting Requirements: Simple majority
Previous Reports: N/A

Summary of Item:

This proposal relates to progression of Phase 5 of the Secondary Freight Route Project that involves preparation of grant application under the Commonwealth Government 'Building Better Regions Fund' (BBRF). In order to prepare the grant application Regional Development Australia - Wheatbelt, responsible for preparing the application, is seeking contribution funding from respective Local Governments involved in this project, should other funding sources prove unsuccessful.

Description of Proposal:

Broadly, the Secondary Freight Network Project seeks to establish a common Restricted Access Vehicle (RAV) road standard across municipal boundaries to aid in the safe and efficient movement of freight. At this stage, respective Local Governments are being requested to confirm the local road(s) to be included in the project, and commit to 'last resort' co-contribution funding for preparation of a feasibility assessment and cost benefit analysis to support the BBRF grant application.

In total it is estimated that funding for this stage (Phase 5) of the project will amount to \$2,000,000. To this end, a copy of correspondence received from Regional Development Australia that affords a better understanding of the project and scope of works is included at **Attachment 10.04.17.03a**.

Background:

Through various Regional Road Group forums and Sub-Group meetings the idea of a Secondary Road Network was formed to move freight effectively and efficiently from farming properties to main arterial roads. It was quickly identified that this required a consistent Restricted Access Vehicle (RAV) standard of road classification to be applied across municipal boundaries within the Wheatbelt.

In light of this the Dangin - Mearns Road, Aldersyde - North Road, Aldersyde – Pingelly Road and York – Williams Road has been floated for this Local Government as a main collector roads of interest, with a need to upgrade these roads to an appropriate RAV 4 standard. If funded this would allow significant grain and stock traffic to move fluidly through to Brookton Highway in predominantly a north-south direction.

However, preliminary compilation of the broader road network has recently generated concerns by the Deputy Shire President. These concerns suggest the project has strayed from the initial

core focus and intent of achieving effective connectivity as a Secondary Freight Network to basically establishing a wish list of road upgrades for Local Governments. This culminated in these concerns being raised at the Hotham Dale Regional Sub-Group meeting, and subsequently being forwarded to the Wheatbelt South Regional Road Group for consideration at its most recent meeting on 4th April 2017.

A copy of the listed concerns is provided at **Attachment 10.04.17.03b** to this report.

Arising from the Regional Road Group meeting was acceptance of these concerns, with acknowledgement and commitment to refocus the project. This included clarification of selected roads by each Local Government, based on genuine need to achieve connectivity, and that contribution funding from each Local Government would only be sought if all other sources of funding, including Regional Roads funding, could not be secured.

Accordingly, this report now seeks Council endorsement for:

1. Inclusion of Dangin - Meares Road together with Aldersyde - North Road, Aldersyde – Pingelly Road and York – Williams Road as the Shire of Brookton’s selected collector roads in Secondary Freight Route Project; and
2. An allocation of \$20,000 contribution funding in the draft 2017/18 Budget for Phase 5 of the Secondary Freight Route Project.

Consultation:

This project to date has been widely discussed at:

- Various Wheatbelt Regional Road Group and Sub-Group meetings;
- Western Australian Local Government Association Country Zone meetings;
- Council Briefing Forums; and
- Other State Government meetings;

And;

- 42 Local Governments across the Wheatbelt North and South;
- Main Roads WA;
- Western Australian Local Government Association; and
- Regional Development Australia (Wheatbelt).

However, one of the concerns raised has been a lack of con-ordinated consultation and information flow. It is viewed that this has led to the focus and intent of the project becoming distorted.

Statutory Environment:

At this stage there is no statutory requirements applicable to this matter, other than forecasting an allocation of contribution funding in the draft 2017/18 budget.

Relevant Plans and Policy:

Whilst there are no known policy implications in relation to this item, identification of collector roads/routes in the Shire will enable Council to progress to the preparation of a policy along with a roads hierarchy upon completion of this stage of the project.

Financial Implications:

As stated, should Council support progression of Phase 5 it is possible that funding may need to be sourced directly from local government, as a last resort. In this regard, it would be appropriate for Council to consider inclusion of up to \$20,000 in the 2017/2018 Annual Budget as a contribution towards the preparation of a business case and cost benefit analysis for the

Secondary Freight Route Project.

Risk Assessment:

There is no identified level of risk at this stage.

However, the Council should be mindful of potential financial burden to Shire of Brookton ratepayers in upgrading local roads to a higher RAV standard to aid in the broader movement of freight across districts. This could result in the majority of benefit being received by constituents in other neighbouring Local Governments.

The risk in this situation is possible long term implications in relation to maintenance and financial impost that, whilst achieving connectivity in the efficient movement of freight, could also generate an inequity.

From this perspective it is desired that once the project is planned and costed, the 'ownership' of the Secondary Freight Network should transfer to Main Roads WA to maintain, either directly or contracted back to respective Local governments with committed funding support.

Community & Strategic Objectives:

This initiative aligns with the following outcome and strategy outlined the Council's Strategic Community Plan 2015:

Outcome 3.2: Safe and well maintained transport infrastructure.

Strategy 3.2.2: Collaborate with neighboring Shires to advocate funding for the development of the regional road network.

Comment

It is understood the Wheatbelt North Regional Road Group members at a meeting last month committed to make a co-contribution in the 2017/18 Annual Budget of up to \$20,000 in the absence of other funding sources.

Similarly, it is understood that many of the other Wheatbelt South Regional Road Group members have already committed to the same arrangement of funding. However, this was seen by this Local Government as premature until the various matters of concern could be discussed.

Therefore, following the Wheatbelt South Regional Road Group at its meeting on 4 April 2017, it is accepted many of the concerns raised by the Shire of Brookton has or is being addressed. To this end, it is reasonable for Council to support progression of Phase 5 of the Secondary Freight Route Project.

REVISED OFFICER'S RECOMMENDATION

That Council:

1. *Support Phase 5 of the Secondary Freight Route Project, including preparation of an application by Regional Development Australia (Wheatbelt) seeking funding through the Federal Government's 'Building Better Regions Fund'.*
2. *Endorse the inclusion of Dangin - Meares Road together with the Aldersyde - North Road, Aldersyde – Pingelly Road and York – Williams Road as the Shire of Brookton's selected collector roads in the Secondary Freight Route Project.*
3. *Endorse (as worst case scenario) an allocation of \$20,000 co-contribution funding in the draft 2017/18 Budget for Phase 5 of the Secondary Freight Route Project, should co-contributions for the project from Main Roads WA or any other funding source not prove successful.*

OCM 4.04.17

COUNCIL RESOLUTION

Moved Cr Mills Seconded Cr Eva

That Council suspend standing orders to facilitate discussion.

CARRIED BY SIMPLE MAJORITY VOTE 6-0

OCM 5.04.17

COUNCIL RESOLUTION

Moved Cr Walker Seconded Cr Allington

That Council resume standing orders.

CARRIED BY SIMPLE MAJORITY VOTE 6-0

OCM 6.04.17

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved Cr Wilkinson Seconded Cr Allington

That Council:

1. ***Support Phase 5 of the Secondary Freight Route Project, including preparation of an application by Regional Development Australia (Wheatbelt) seeking funding through the Federal Government's 'Building Better Regions Fund'.***
2. ***Endorse the inclusion of Dangin - Meares Road together with the Aldersyde - North Road, Aldersyde – Pingelly Road and York – Williams Road as the Shire of Brookton's selected collector roads in the Secondary Freight Route Project.***
3. ***Endorse (as worst case scenario) an allocation of \$20,000 co-contribution funding in the draft 2017/18 Budget for Phase 5 of the Secondary Freight Route Project, should co-contributions for the project from Main Roads WA or any other funding source not prove successful.***

11.04.17 COMMUNITY SERVICES REPORTS

Nil

12.04.17 FINANCE & ADMINISTRATION REPORT

12.04.17.01 LIST OF ACCOUNTS FOR PAYMENT

File No:	N/A
Date of Meeting:	20/04/2017
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Corinne Kemp – Finance Officer
Authorising Officer:	Ian D'Arcy – Chief Executive Officer
Declaration of Interest:	The author has no financial interest in this matter.
Voting Requirements:	Simple Majority
Previous Report:	16/03/2017

Summary of Item:

The list of accounts for payment to 31st March 2017 are presented to Council for inspection.

Description of Proposal:

N/A

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 the separate attachment.

Consultation:

N/A

Statutory Environment:

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

Relevant Plans and Policy:

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.

Risk Assessment:

No risk identified

Community & Strategic Objectives:

No reference

Comment

Totals of all payments from each of Council's bank accounts are listed below and detailed within Attachment 12.04.17.01A.

To 31st Mach 2017

Municipal Account

Direct Debits	\$89,265.72
EFT	\$354,313.36
Cheques	\$20,183.60
Trust Account	\$720.00

OFFICER'S RECOMMENDATION

That with respect to the list of accounts for payment, Council: note the payments authorised under delegated authority and detailed below and in the List of Accounts 31 March 2017, per the summaries included in Attachment 12.04.17.01.

To 31 March 2017

Municipal Account

Direct Debits	\$89,265.72
EFT	\$354,313.36
Cheques	\$20,183.60
Trust Account	\$720.00

OCM 7.04.17**OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION**

Moved Cr Wilkinson Seconded Cr Eva

That with respect to the list of accounts for payment, Council: note the payments authorised under delegated authority and detailed below and in the List of Accounts 31 March 2017, per the summaries included in Attachment 12.04.17.01.

To 31 March 2017

Municipal Account

Direct Debits	\$89,265.72
EFT	\$354,313.36
Cheques	\$20,183.60
Trust Account	\$720.00

CARRIED BY SIMPLE MAJORITY VOTE 6-0

12.03.17.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2017

File No:	N/A
Date of Meeting:	11 April 2017
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Deanne Sweeney – Senior Finance Officer
Authorising Officer:	Ian D'Arcy – Chief Executive Officer
Declaration of Interest:	The author has no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	There is no previous meeting reference

Summary of Item:

The Statement of Financial Activity for the period ended 31 March 2017 are presented to council.

Description of Proposal:

That Council receive the Statement of Financial Activity for the period ended 31 March 2017.

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.

Consultation:

Reporting officers receive monthly updates as to tracking of expenditure and income.

Statutory Environment:

Section 6.4 of the *Local Government Act 1995*.

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

Relevant Plans and Policy:

There is no Council Policy relative to this issue.

Financial Implications:

The Budget is regularly monitored on at least a monthly basis, by the CEO, Deputy CEO, Senior Finance Officer, with Responsible Officers also required to review their particular line items for anomalies each month, with a major review required by law, between 1 January and 31 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Risk Assessment:

No risk identified

Community & Strategic Objectives:

Responsible financial management is critical to deliver on the Strategic Community Plan.

The Corporate Business Plan determines the local government's resource allocations which form the construction of the Annual Budget. The financial statements thus measure performance against the Corporate Business Plan by providing comparatives against the Annual Budget.

Comment

The Monthly Financial Report has been prepared in accordance with statutory requirements. A Schedule of Budget Variations is not required for this month.

OFFICER'S RECOMMENDATION

That Council receive the Statement of Financial Activity for the period ending 31 March 2017.

OCM 8.04.17**OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION**

Moved Cr Walker Seconded Cr Mills

That Council receive the Statement of Financial Activity for the period ending 31 March 2017.

CARRIED BY SIMPLE MAJORITY VOTE 6-0

12.04.17.03 OVERVIEW OF BUDGET 2017/2018 PROCESS

File No:	N/A
Date of Meeting:	20 April 2017
Location/Address:	Shire of Brookton
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Vicki Morris – Deputy Chief Executive Officer
Authorising Officer	Ian D'Arcy – Chief Executive Officer
Declaration of Interest:	The author has no interest in this matter
Voting Requirements:	Simple majority
Previous Reports:	N/A

Summary of Item:

The Shire of Brookton is required under the *Local Government Act 1995* to adopt a budget by 31 August each year.

This report is to inform Council of the proposed timetable for the Annual Budget adoption including the consultation process undertaken to date.

Description of Proposal:

This report details the projected time table to prepare the 2017/18 Annual Budget.

Background:

All local governments are required to adopt an annual budget in accordance with Part 6, Division 2 of the *Local Government Act 1995*, Part 3 of the *Local Government (Financial Management) Regulations 1996*, the Australian Accounting Standards and the Australia Standards Board Interpretations.

Council staff have formed an internal budget team and commenced informal budget preparations for the budget 2017/2018 and associated documents. As part of the process the team has commenced discussions with Depot staff and Councillors by initially seeking input into key priorities for the 2017/2018 budget.

The budget team have already identified a number of key budget projects for the 2017/2018 Annual Budget and have viewed the requests for operational and capital items for the next financial year.

Council officers have also commenced data entry into the standard templates for the 2017/2018 year using the actual figures (from 31 March 2017) for the 2016/2017 year as the basis for review. The Long Term Financial Plan (LTFP) also informs the 2017/2018 Annual Budget and again, officers have commenced data entry into the worksheets with this information for comparison purposes.

It is anticipated that Council officers will be able to review an internal draft of the 2016/2017 Budget and the new 2017/2018 Annual Budget by the end of May 2017. It is also anticipated that the Council briefing session scheduled for 18 May will be taken up with a discussion about the 2017/2018 budget with Council and officers.

In many cases, the final figures that Council relies upon to assist with the final budget will not be available until early to late May 2017. This includes figures such as statutory building and planning fees which are determined by the State Government and Fair Value figures which, at

this stage, are not expected to be available until end of June 2017.

However, Council will be able to have some initial discussion about the financial aspects of the budget at the May 2017 briefing session and this will assist all staff and Council in understanding the issues and impacts on the 2017/2018 Annual Budget.

Rate modelling and other predictable figures will be finalized by mid to end of June 2017 and will inform the final draft budget for Council to consider at the June 2017 meeting of Council.

At this stage, the budget team are anticipating that Council would formally adopt the Annual Budget 2017/2018 at the July 2017 meeting of Council.

This timetable allows for consultation and communication for both Council and the general community, and allows staff the opportunity to ensure the Annual Budget is a well-considered and complete document.

Consultation:

To date the following people have been consulted:

- All Senior Staff (internal)
- Budget Team (internal)
- Councillors – with a request for “wish list” items not already identified

Statutory Environment:

Legislation covering the Annual Budget is included in the following:

- The *Local Government Act 1995* (Part 6, Division 2)
- The *Local Government (Financial Management) Regulations 1996* (Part 3)
- The Australian Accounting Standards
- The Australian Standards Board Interpretations & References across the Local Government legislation as contained in certain Acts and Regulations such as Dog regulation 2013 and so on. All of the legislation applicable to Local Government contains some financial aspects within it that must be considered as part of the Annual Budget.

Relevant Plans and Policy:

Not applicable.

Financial Implications:

There are no applicable financial implications in relation to the Annual Budget time table.

Risk Assessment:

As mentioned the Council is required to have the 2017/18 Annual Budget adopted by the 31 August 2017. In this regard the projected time table is to ensure the budget process accords with the statutory time frame for adoption. Therefore, at this stage the assessed risk is deemed low.

Community & Strategic Objectives:

Fundamental to delivery of community objectives and strategies is adoption of a balanced Annual Budget for each year.

Accordingly, the time table for the 2017/18 Annual Budget is predicated on consideration of the Integrated Planning Framework and an inclusive process with staff and elected members to ensure the community and strategic objectives are appropriately considered.

Comment

The Annual Budget for the preparation of the 2017/2018 financial year is a collaborative effort between staff and Council.

The consultation and communication for the 2017/2018 budget process has been more inclusive and collaborative. This is because staff identified that there were gaps in their knowledge about the budget process and in many cases many staff did not understand the way the budget was formulated and then collated.

In addition, the process for this year aims to ensure that the knowledge and information is spread across a number of staff and not just a few.

OFFICER'S RECOMMENDATION

That Council receives and notes the 2017/2018 budget timetable and the overview of the 2017/2018 budget process as outlined in the Background Section of this report, and presented in the timetable summary below:

Draft 2017/18 Budget Time Table (Summary)

Budget Milestone	Projected Date
1. Commence preparation – Budget team meets weekly	31 March 2017
2. Request budget submissions - Councillors/Staff (2 weeks for lodgment)	01 April 2017
3. Council discussion / bus tour (TBC)	18 May 2017
4. Finalise initial draft	31 May 2017
5. Council review - draft Budget – includes fee setting /rates modelling	15 June 2017
6. Council Adoption	20 July 2017

OCM 9.04.17

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved Cr Wilkinson Seconded Cr Eva

That Council receives and notes the 2017/2018 budget timetable and the overview of the 2017/2018 budget process as outlined in the Background Section of this report, and presented in the timetable summary below:

Draft 2017/18 Budget Time Table (Summary)

Budget Milestone	Projected Date
1. Commence preparation – Budget team meets weekly	31 March 2017
2. Request budget submissions - Councillors/Staff (2 weeks for lodgment)	01 April 2017
3. Council discussion / bus tour (TBC)	18 May 2017
4. Finalise initial draft	31 May 2017
5. Council review - draft Budget – includes fee setting /rates modelling	15 June 2017
6. Council Adoption	20 July 2017

CARRIED BY SIMPLE MAJORITY VOTE 6-0

13.04.17 GOVERNANCE

13.04.17.01 REQUESTS FROM BROOKTON & DISTRICTS HISTORICAL SOCIETY INC.

File No:	ADM 0017
Date of Meeting:	20 April 2017
Location/Address:	N/A
Name of Applicant:	Brookton & Districts Historical Society Inc.
Name of Owner:	Shire of Brookton
Author/s:	Ian D'Arcy – Chief Executive Officer
Authorising Officer	As above
Declaration of Interest:	The author has no interest in this matter
Voting Requirements:	Simple Majority
Previous Reports:	N/A

Summary of Item:

This report relates to correspondence received from the Brookton & Districts Historical Society Inc. seeking Council consideration to two requests, listed as follows:

1. Donation of the Honour Rolls from the Town/Lesser Hall including the hand painted Roll of Honour to the Historical Society for inclusion in the Collection of Brookton's heritage.
2. An additional plaque provided by the Shire with names of the men not included on the existing plaque who were killed in action in World War One.

The officer recommendation advocates conditional support for both requests.

Description of Proposal:

As outlined above.

Background:

The Council is in receipt a letter from Mrs Ellen Parrick, President and Curator of the Brookton & Districts Historical Society.

This letter details concern over the current condition of the various Brookton Honour Roles that lists the brave men from this district who enlisted to fight for Australia in World War One. Mrs Parrick respectfully highlights that these pieces have been hanging in the Brookton Lessor for many years with an apparent lack of attention, and mounting concern over varying degrees of deterioration. In light of this, the letter requests Council's consideration to donating the Honour Roles to the Brookton Historical Society for their conservation and safe keeping on behalf of the local community.

Further, the letter also details an oversight with an omission of names from the Shire's remembrance plaque that lists those men who lost their lives from this district in World War One. In this regard, Mrs Parrick on behalf of the Brookton Historical Society, is requesting assistance from Council to acquire a new bronze plaque with the names of those men inadvertently left off the existing plaque.

A copy of this letter is provided as **Attachment 13.04.17.01** to this report.

Consultation:

Mrs Parrick has discussed the respective requests as outlined above with the CEO prior to this letter being lodged.

Statutory Environment:

There is no specific legislation that applies to this matter.

Relevant Plans and Policy:

There is no specific plans or policies that applies to this matter.

Financial Implications:

It is understood the Historical Society is not seeking financial assistance with conservation works for the respective Honour Roles, but rather custodianship.

Regarding the new bronze plaque, financial assistance is being sought in an amount of \$1,000 - \$2,000 depending on size. However, these funds are not currently budgeted for this financial year, and therefore will require consideration in the coming 2017/18 Budget deliberations.

Ideally though, the securing of a grant funding application is preferred, with a preliminary enquiry already made with the Commonwealth Department of Veteran Affairs in relation to 'Saluting Their Service Commemorative Grants Program'.

Risk Assessment:

There is a high risk with failure to conserve the Honour Roles resulting in these items deteriorating significantly over a period of time.

Community & Strategic Objectives:

This initiative aligns with the following outcome and strategy outlined the Council's Strategic Community Plan 2015:

Outcome 3.4: Appropriate development which is diverse in nature and protects local heritage.

Strategy 3.4.2: Support the conservation and maintenance of heritage buildings, heritage items and places of interest

Comment

With the Shire lacking the resources and expertise to maintain the various Honour Roles, the Brookton Historical Society's request to transfer ownership to this community group (which holds particular interest in preserving the Shire's history) is considered logical.

Although, should Council give favour to this request, there is a need to ensure security of ownership of the respective Honour Roles in the broad interest of the local community, and descendants of those men who enlisted. It is suggested this can be done through a specific condition applied to a Council motion in support of transfer of ownership to, and written acceptance from, the Brookton Historical Society. It is suggested this condition be worded as follows:

"At any time should of the Brookton and Districts Historical Society Inc. cease to operate in an effective manner (ie maintain membership to operate as an incorporated body), the Historical Society must return the Role of Honour and Honour Roles to the Shire of Brookton at no cost."

With reference to the additional remembrance plaque in recognition of the local men who enlisted but did not return from World War One, it is considered appropriate for staff to attempt

to secure the funds through an external grant in the first instance, with Council allocating sufficient funds in the draft 2017/18 Budget in the event that a grant application does not prove successful.

OFFICER'S RECOMMENDATION

That Council, in relation to the letter of request received from the Brookton & Districts Historical Society Inc.;

1. *Entertain the request to transfer ownership of the hand printed Role of Honour and Honour Role Boards to the Historical Society for conservation and safe keeping, subject to written acceptance of the following condition:*

“At any time should of the Brookton & Districts Historical Society Inc. cease to operate in an effective manner (ie maintain membership to operate as an incorporated body), the Historical Society must return the ownership of Honour Roles to the Shire of Brookton at no cost.”

2. *Note that Shire staff are presently seeking grant funds for the purchase of an additional bronze remembrance plaque in recognition of the local men who enlisted, but did not return from World War One and are not listed on the current plaque;*
3. *Allocate an amount of \$2,000 in the draft 2017/18 Budget for consideration of purchasing the bronze remembrance plaque should the respective grant funding application(s) referred to in recommendation 2 above not prove successful.*

OCM 10.04.17

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved Cr Allington Seconded Cr Mills

That Council, in relation to the letter of request received from the Brookton & Districts Historical Society Inc.;

1. ***Entertain the request to transfer ownership of the hand printed Role of Honour and Honour Role Boards to the Historical Society for conservation and safe keeping, subject to written acceptance of the following condition:***

“At any time should of the Brookton & Districts Historical Society Inc. cease to operate in an effective manner (ie maintain membership to operate as an incorporated body), the Historical Society must return the ownership of Honour Roles to the Shire of Brookton at no cost.”

2. ***Note that Shire staff are presently seeking grant funds for the purchase of an additional bronze remembrance plaque in recognition of the local men who enlisted, but did not return from World War One and are not listed on the current plaque;***
3. ***Allocate an amount of \$2,000 in the draft 2017/18 Budget for consideration of purchasing the bronze remembrance plaque should the respective grant funding application(s) referred to in recommendation 2 above not prove successful.***

CARRIED BY SIMPLE MAJORITY VOTE 6-0

File No:	ADM0142
Date of Meeting:	20 April 2017
Location/Address:	Shire of Brookton
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Vicki Morris – Deputy Chief Executive Officer
Authorising Officer	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	The author has no interest in this matter
Voting Requirements:	Simple majority
Previous Reports:	N/A

Summary of Item:

The Shire of Brookton is seeking an extension of time from the Department of Local Government and Communities (the Department) to complete its major review of the Strategic Community Plan 2013-2023 (SCP). The Shire’s major review of the Strategic Community Plan 2013-2023 was scheduled to be completed and lodged with the State Government by 30 June 2017.

However, no financial allocation or plan has been developed or adopted to facilitate such a review. Given this, it is a requirement that Council seek and extension of time from the State Government in order to properly conduct such a major review of the key document for Council.

Further, in conducting a major review of the SCP, there is an expectation that additional resources and costs to cover consultation and communication is required. Accordingly, this report promotes an allocation be provided for in the 2016/2017 budget. The additional expenditure requested is to assist Council to complete this review.

Description of Proposal:

To undertake a major four year review of the Strategic Community Plan and Corporate Business Plan in line with legislative requirements and community expectations.

Background:

The Shire of Brookton developed its Strategic Community Plan 2013-2023 in April 2013 as part of the suite of documents that every Local Government authority across Western Australia were required to complete as part of the Integrated Planning and Reporting (IPR) framework.

The IPR was introduced to Local Government by the introduction of regulations under Section 5.56(2) of the *Local Government Act, 1995* and formed part of the State Government’s Local Government Reform Program. All Local Governments were required to have their first suite of IPR documents in place by 1 July 2013.

The minimum requirements to meet the intent of Section 5.56(2) is the development of a Strategic Community Plan and the Corporate Business Plan.

A further requirement of the IPR was that every two years, a local government authority would complete a minor review of the plan, and then every four years complete a major review of the plan.

A minor “desktop” review of the SCP for the Shire of Brookton was completed in May 2015, two years after the initial adoption of the SCP that was subsequently adopted by Council.

In accordance with the IPR timetable, the Shire of Brookton was scheduled to complete a major review of the Strategic Community Plan in the first half of 2017, and for this to be lodged with the Department of Local Government and Communities by 30 June 2017.

However, in the 2016/2017 budget, there appears to be no financial allocation for a major review of the Strategic Community Plan and no information or plan appears to have been developed to commence consultation or to project manage a major review process.

Consultation:

To date, no plans have been developed to commence consultation with the community, elected members or staff to review the SCP.

Ideally, a community communication plan would be endorsed by Council and would include consultation processes such as workshops and forums, perhaps even a survey, to identify the aspirations, issues and opportunities across the Shire.

In preparing this report, no consultation has taken place to commence the review of the SCP. This is the first communication and consultation with Council on this matter.

Statutory Environment:

The legislative requirement for IPR is contained in Section 5.56(1) of the *Local Government Act, 1995* and the regulations under Section 5.56 (2) of the Act. These sections also outline the minimum requirements required to achieve compliance with these sections.

There are also separate provisions regulating the Annual Budget and Annual Report in the *Local Government Act, 1995* under sections 6.2 and 5.53 respectively.

Relevant Plans and Policy:

Not applicable.

Financial Implications:

It is recommended that an amount of \$65,000.00 be allocated in the 2017/2018 Annual Budget to cover the cost of external expertise required to assist the Shire in conducting a major review of the SCP. This is a conservative and cautious estimated initial cost. Officers may request additional funding from Council as part of the mid-year budget review.

Risk Assessment:

In light of not progressing the Strategic Community Plan and the Corporate Business Plan reviews the Council is at risk of breaching the legislation. However, ministerial consent for an extension of time will negate this risk, and further, assist in aligning the process with the new incoming Council in October 2017.

Community & Strategic Objectives:

The Strategic Community Plan is a way of allocating and prioritising resources and activities that have been identified by the community. It ensures that resources are used effectively and the SCP guides the short and long term decisions of the Council. Sound strategic planning can create certainty about what the community can reasonably expect in the short – medium term based on the data and research known at the time of consultation.

The SCP also provides the platform on which all decisions made by elected members should be based and is the major key driving planning document for the Shire.

The SCP should have the following outcomes:

- Demonstrates long term planning,
- That strategies are based on relevant and current information and not fictitious information with no basis in fact,
- Takes into account elements such as demographics, industry trends, international, national and state and regional strategic issues that are facing the community,
- Presents a baseline figure on which to project the future financial position over a 10 year period,
- Includes a long term community vision and priority,
- Demonstrates Council's focus on achieving outcomes that are based on social, economic, environmental and good governance principles,
- Outline's the resources implications,
- Outline's the Council's strategic performance measures and
- Is used as the key driver for the development of place-based plans, issues-based strategies, corporate business planning, informing strategies and systematic operational planning.

Following the review of the SCP, Council will be able to better understand the community aspirations and views and will be able to plan for the next two to four years.

Comment

This would be the first major review of the Shire of Brookton Strategic Community Plan since its initial adoption by Council, and it is reasonably expected that there would be considerable community consultation and input by stakeholders within the community for such a review. Given this, there should have been some funds set aside for preparing community consultation and consideration of the Plan and a consultation plan developed for the review.

Importantly, the SCP provides Council with community direction as to where to allocate the Shires limited resources to make sure that the community is provided with the services it needs, while ensuring that the Shire is sustainable into the future. It also establishes the community's vision for the Shire of Brookton's future and helps to inform other key strategies and plans (such as the asset management plan, the workforce plan and other area/place/regional plans).

Similarly, the Corporate Business Plan is an internal business planning tool that translates Council priorities into operations within the resources available. This plan provides detail in delivering services, operations and projects of Council within a defined period accounting for associated costs.

The major review of the SCP is essential to ensure that the views of the community reflect the future for the Shire. It also guides elected members in understanding the intent and direction of the community views and assists in developing and informing the Shire's work over the next two years until the next review. The next review (scheduled for 2019) would be a minor or desktop review.

It is therefore pertinent that the Shire write to the Director of the Department of Local Government and Communities seeking an extension of time to complete the major review of the SCP as it is impossible for the Shire, within the current limited resources, to complete a review that would satisfy both the community at large and the Department.

In theory, the communication and consultation process for the community will take some time and additional resources. A project of this nature should have commenced the consultation process in November/December of the previous year (2016) and would have reviewed the results of any survey's, focus groups or any other forms of consultation in March/April of 2017 ready for the Council to consider the feedback. Such a timeframe would have enabled the Council to make the necessary amendments of the SCP and the other associated key strategic

documents in time for lodging with the State Government by 30 June 2017 in accordance with the legislative requirements.

However, as already mentioned, it appears that no plan or funds have been allocated to the 2016/2017 year to conduct a major SCP review and as a result, the Shire of Brookton will not be able to lodge the reviewed SCP as required by the legislation.

Conclusion

The SCP is the major long term key strategic planning document for the Shire. It is important that Council seek an extension of time from the Department in order to undertake good quality community consultation and to demonstrate to the Department that the Shire of Brookton believes that this process is important for the future of the community. Seeking additional time to consult with the community is an important aspect of the process and one that the Shire considers to be important not to rush.

In addition, allocating the financial resources for such a project is also important, and the allocation of \$65,000.00 in the 2017/2018 budget reflects Council's commitment to delivering a SCP and the Corporate Business Plan that reflects the aspirations and the needs of the community of Brookton.

OFFICER'S RECOMMENDATION

That Council:

- 1. Formally write to Director of the Department of Local Government and Communities seeking an extension of time until 31 December 2017 to complete the major review of the Shire of Brookton's Strategic Community Plan 2013-2023.*
- 2. Allocate an amount of \$65,000.00 for consideration in the 2017/2018 Budget to cover the cost of external consultants to assist the Shire to consult, communicate and review the Strategic Community Plan and Corporate Business Plan.*
- 3. Initiate the development of an Economic Development Strategic Plan in conjunction with the major review of the Strategic Community Plan as a key strategic document for 2017/2018 and accompanying Corporate Business Plan.*

OCM 11.04.17

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved Cr Allington Seconded Cr Eva

That Council:

- 1. Formally write to Director of the Department of Local Government and Communities seeking an extension of time until 31 December 2017 to complete the major review of the Shire of Brookton's Strategic Community Plan 2013-2023.***
- 2. Allocate an amount of \$40,000.00 for consideration in the 2017/2018 Budget to cover the cost of external consultants to assist the Shire to consult, communicate and review the Strategic Community Plan and Corporate Business Plan.***
- 3. Initiate the development of an Economic Development Strategic Plan in conjunction with the major review of the Strategic Community Plan as a key strategic document for 2017/2018 and accompanying Corporate Business Plan.***

CARRIED BY SIMPLE MAJORITY VOTE 6-0

14.04.17 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

15.04.17 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil

16.04.17 CONFIDENTIAL REPORTS

Nil

17.04.17 NEXT MEETING & CLOSURE

The next Ordinary Meeting of the Council will be on Thursday 18 May 2017, commencing at 12.30 pm.

There being no further business to discuss, the Presiding Member closed the meeting at 1.38 pm.