



ORDINARY MEETING OF COUNCIL AGENDA

20 July 2017

**14 White Street
Brookton, WA 6306**

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 20 July 2017 in the Council Chambers at the Shire Administration Centre commencing at 12.30 pm.

The business to be transacted is shown in the Agenda.

**Ian D'Arcy
CHIEF EXECUTIVE OFFICER**

14 July 2017

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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1.07.17	DECLARATION OF OPENING/ATTENDANCE
2.07.17	ANNOUNCEMENT OF VISITORS
3.07.17	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
	Nil
4.07.17	PUBLIC QUESTION TIME
5.07.17	APPLICATIONS FOR LEAVE OF ABSENCE
6.07.17	PETITIONS/DEPUTATIONS/PRESENTATIONS
7.07.17	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

ORDINARY COUNCIL MEETING MINUTES – 15 JUNE 2017

That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Thursday 15 June 2017, be confirmed as a true and correct record of the proceedings.

SIMPLE MAJORITY VOTE REQUIRED

EMPLOYMENT COMMITTEE MEETING MINUTES – 15 JUNE 2017

That the minutes of the Employment Committee meeting held in the Shire of Brookton Council Chambers, on Thursday 15 June 2017, be confirmed as a true and correct record of the proceedings.

SIMPLE MAJORITY VOTE REQUIRED

HOUSING COMMITTEE MEETING MINUTES – 15 JUNE 2017

That the minutes of the Housing Committee meeting held in the Shire of Brookton Council Chambers, on Thursday 15 June 2017, be confirmed as a true and correct record of the proceedings.

SIMPLE MAJORITY VOTE REQUIRED

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES – 27 JUNE 2017

That the minutes of the Local Emergency Management Committee meeting held on the 29 June 2017 be received and endorsed by Council.

SIMPLE MAJORITY VOTE REQUIRED

WB EVA PAVILION USER GROUP COMMITTEE MEETING MINUTES – 29 JUNE 2017

That the minutes of the WB Eva Pavilion User Group Committee meeting held on the 29 June 2017 be received and endorsed by Council.

SIMPLE MAJORITY VOTE REQUIRED

8.07.17 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

(Includes Condolences)

9.07.17 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

10.07.17 TECHNICAL & DEVELOPMENT SERVICES REPORTS

10.07.17.01 PROPOSED BED AND BREAKFAST/FARM STAY ACCOMMODATION

File No:	ADM 2814
Date of Meeting:	20/07/2017
Location/Address:	Lot 7685 Brookton Highway, Brookton
Name of Applicant:	Donna McLean
Name of Owner:	RDCJ Superannuation Fund
Author/s:	Ian D'Arcy - CEO
Authorising Officer:	Ian D'Arcy - CEO
Declaration of Interest:	The author has no an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

This report has been prepared in response to an application for planning consent seeking approval from Council to operate a Bed and Breakfast/Farm Stay use on Lot 7685 Brookton Highway, Brookton.

On assessment of the application and in consideration previous the approval granted by the former Shire Planner (under delegated authority) for a Single House, the Officer Recommendation is to support a proposed Bed and Breakfast use, subject to conditions.

Description of Proposal:

As mentioned, this planning application seeks to establish a low key Bed and Breakfast use on Lot 7685 Brookton Highway, Brookton.

This property, which is presently zoned 'Farming' under the Shire of Brookton Town Planning Scheme No. 3, is located just to the west the Brookton Townsite. In summary the application states:

1. The existing house (presently under construction) on the property will be used to house up to 4 guests for between 1 – 3 nights;
2. An on-site caretaker will be present at all times, particularly on weekends;
3. The activity will not have an adverse impact on the primary use of farming.

A copy of the proposal coupled with previously approved plans of the dwelling is offered at **Attachment 10.07.17.01**.

Figure 1 below also affords an understanding of the location of house on the subject property.



Figure 1 – Aerial Photo – Lot 7685

Background:

From a land-use perspective Lot 7685 is presently zoned ‘Farming’ under the Shire of Brookton Town Planning Scheme No. 3. Further, as illustrated in **Figure 1** above, Lot 7685 is located just to the west the Brookton Townsite.

On the property is a Single House in the form of a ‘Shed’ design, approved by the former Shire Planner (under delegated authority) in October 2017. The conditions imposed on the Planning Approval for the Single House includes:

- a) Connection to an approved effluent disposal system;
- b) Connection to an independent potable supply for domestic use; and
- c) An easement being placed on the certificate of title to formalise road access prior to commence of the development. However, this condition has been deferred.

Upon inspection of the property it is noted the dwelling is erected to lock-up (but not yet habitable, water appears to be sourced from a nearby dam and 5,000 litre rain water tank adjacent to a sea container storage unit with lean-to, and vehicle access to the property from Brookton Highway is constructed to ‘farm track’ gravel driveway standard that doubles as the boundary fire break for the neighbouring allotment, also owned by the applicant.

The following **Figure 2** below illustrates the existing development.



Figure 2 – Photos of partially constructed development

Consultation:

There has not been any consultation in relation to this proposal.

Statutory Environment:

This proposal needs to be considered under the Shire of Brookton Town Planning Scheme (TPS) 3.

In this context:

Bed and Breakfast/Farm Stay: means a building in which provision is made for lodging or boarding of not more than four persons exclusive of the family of the keeper, for hire or reward.

And, Objective 3.4.1(d) applicable to the ‘Farming’ Zone in the Town Planning Scheme states:

(d) to consider non-rural uses, such as low key tourism where they can be shown to be of benefit to the district and not detrimental to primary production activity, natural resources or the environment.

Additionally, Table 1 of the Town Planning Scheme also designates ‘Bed and Breakfast/ Farm Stay’ as an ‘AA’ use in the ‘Farming’ zone, which means the Council has discretion to approve or refuse the application.

Further, Council is empowered to determine the application pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations, 2015.

Relevant Plans and Policy:

There are no plans or policies applicable to this matter.

Financial Implications:

There is no impost on the Shire’s finances in relation to this matter.

Risk Assessment:

There is no considered risk in relation to this matter.

Community & Strategic Objectives:

This proposal generally aligns with the Shire of Brookton Strategic Community Plan 2013 – 2023 under:

Outcome 4.1: A diverse and strong economic base.

4.1.3: Support planning and design that encourages economic growth.

Comment

From a Planning perspective, it is accepted the proposed use aligns with the objectives of the 'Farming' zone, specifically Objective 3.4.1(d), and is unlikely to present any adverse impact or effect on the neighbouring land use. Therefore, it is recommended the Council approve the proposed use, subject to conditions being imposed that addresses the following:

- A limit of four guests at any one time;
- The use is not to commence until all construction works have been completed;
- A potable water supply being provided to minimum health and storage standards;
- The access driveway being maintained to a two wheel drive gravel standard.

OFFICER'S RECOMMENDATION

That Council grant planning approval for a Bed and Breakfast/Farm Stay use on Lot 7685 Brookton Highway, Brookton pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the following:

Conditions

- 1. The Bed and Breakfast/Farm Stay use shall not exceed four (4) paying guests at any one time.***
- 2. This approved Bed and Breakfast/Farm Stay use shall not commence until construction of the dwelling has been completed and a certificate of occupation has been granted by Shire's EHO/Building Surveyor.***
- 3. The Bed and Breakfast/Farm Stay use shall be serviced by:***
 - a) A potable water supply that accords to the Australian Drinking Water Guidelines and Standards;***
 - b) A minimum on-site storage capacity of 92,000 litres sourced from the dam or impervious roof catchment.***
- 4. The access driveway aligned along the inside boundary of the adjoining Lot 1 shall be maintained to a two wheel drive gravel standard to the satisfaction of the Local Government.***

Advice

- ***The applicant is advised in relation to Condition 3.a) that a copy and further information on the Australian Drinking Water Guidelines and Standards can be obtained from the Western Australian Department of Health at:***
http://ww2.health.wa.gov.au/Articles/A_E/Drinking-water-guidelines-and-standards

- *The applicant is advises that signage associated with the Bed and Breakfast/Farm Stay use is subject to a separate application to the Shire. Information on signage can be obtained from Council Policy 3.14 - Signage within Zoned and/or Reserved Land.*
- *Should the Bed and Breakfast/Farm Stay use have not commenced within a 2 year period, this approval will deemed to have lapsed with further application required and approval granted by Council.*

Attachments

Attachment 10.07.17.01 – Copy of Planning Application and Previously Approved Plans

9TH JUNE 2017

BROOKTON SHIRE

PROPOSAL FOR BED AND BREAKFAST / FARMSTAY

Dear Planning Division,

We are currently building a 1a dwelling at Lot 7685 Brookton Hwy, Brookton. All planning and building permit is successful and currently building is under way. Our proposal is to change the classification of the building to Bed and breakfast / farm stay. This would offer the opportunity for people to stay in the region working within the guidelines of the Brookton shire such as;

*Farmstay up to 4 persons short term accommodation 1 – 3 nights

*Available on weekends and long weekends (Caretaker provided onsite) to be arranged on availability with caretakers.

*Primary use of commercial farming be protected at all times.

*Provide key tourism for the region.

I have provided hopefully everything that you may need to consider this proposal. I apologise in advance if there is anything that has been missed. You will find all planning and building permit details there with you and please find attached all copies required for your consideration. If you have any problems please just give me a call on 0415417839 or email rltakarangi@hotmail.com

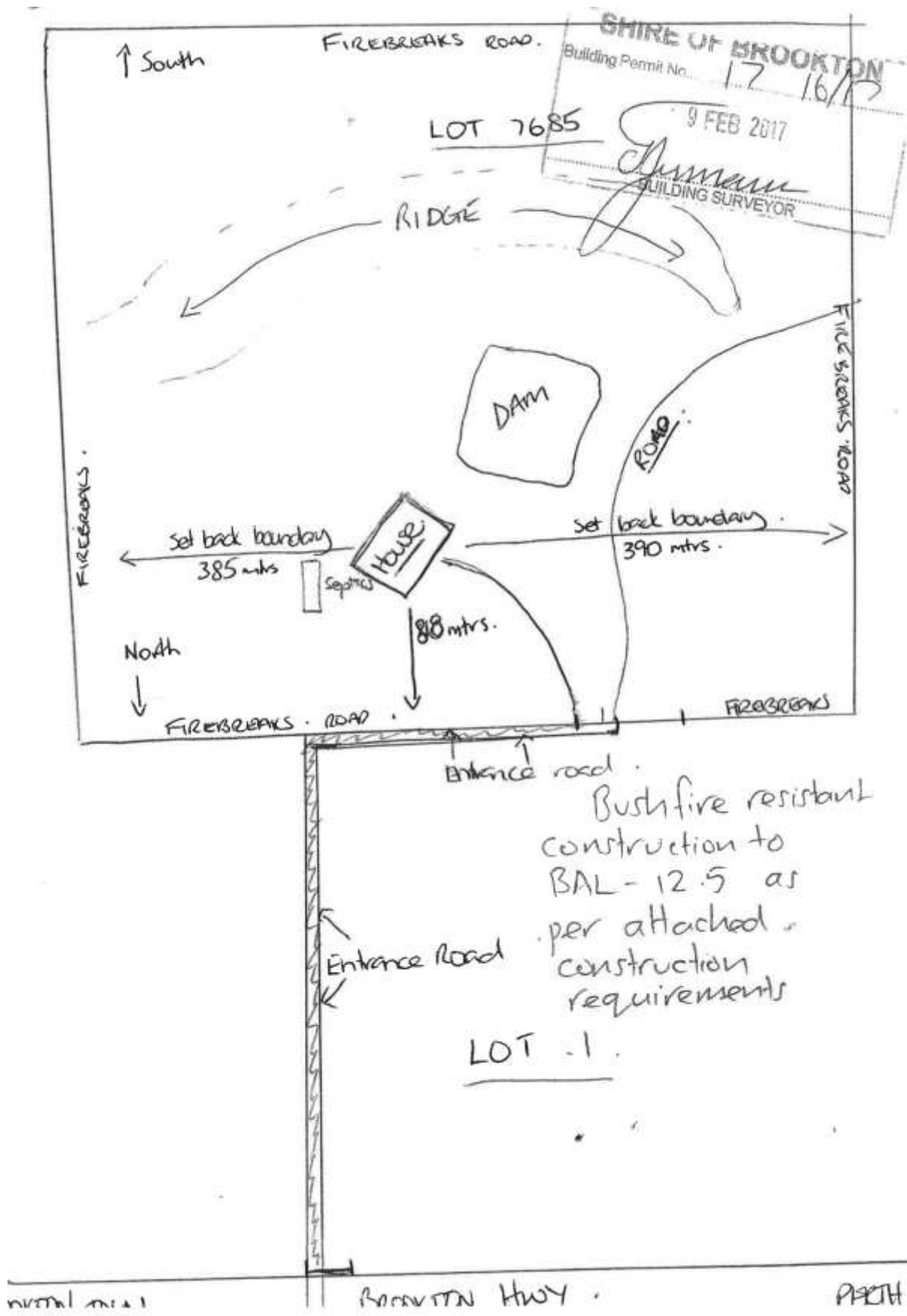
Thank you for your time.

Kind Regards,

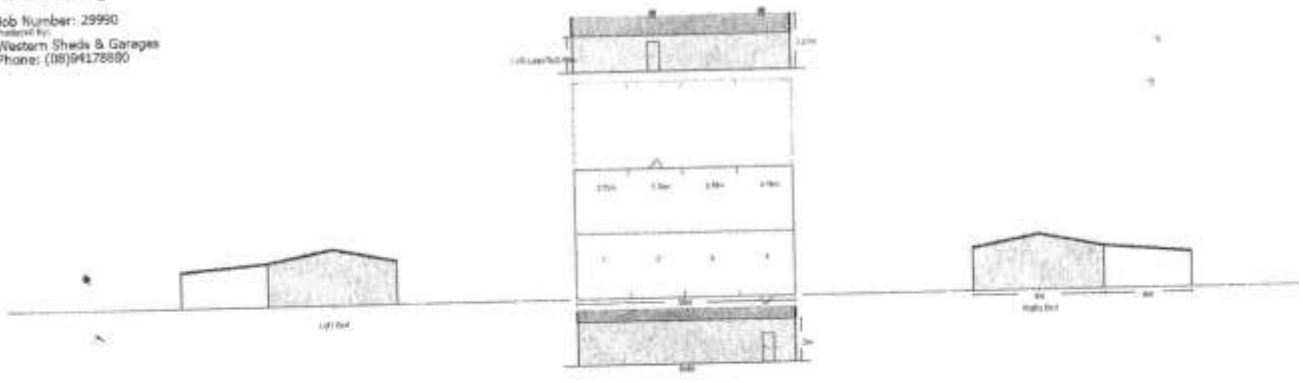


Donna mc lean

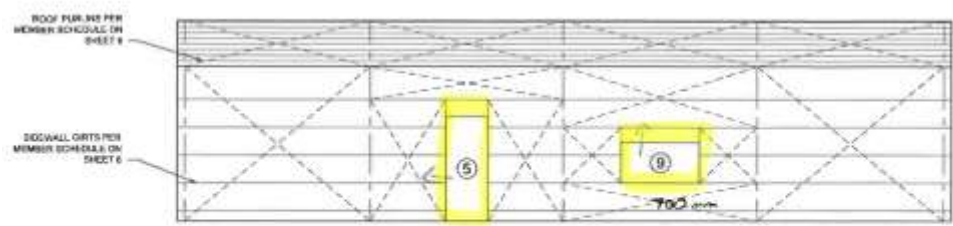
Director for RDC J superannuation fund



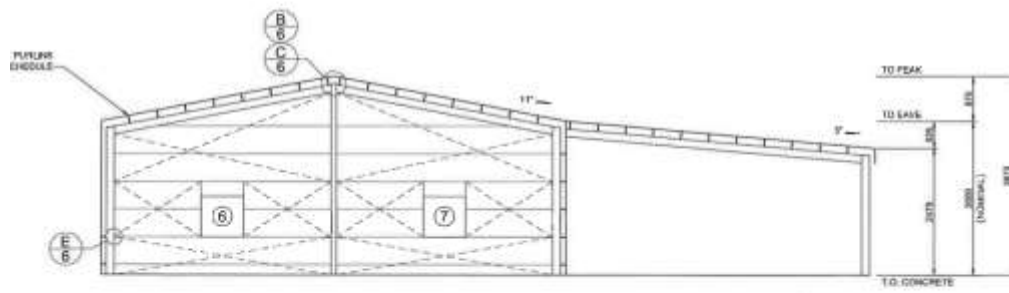
Building For:
 Richard Takerangi
 Job Number: 29950
 Project By:
 Western Sheds & Garages
 Phone: (09)94178890



SHIRE OF BROOKTON
PLANNING APPROVAL
 SHIRE PLANNER *[Signature]* DATE 14/10/16



1
 3 **SIDEWALL EXTERIOR ELEVATION**
 SCALE: 1:100



4
 3 **ENDWALL INTERIOR ELEVATION**
 SCALE: 1:100

11.07.17 COMMUNITY SERVICES REPORTS**11.07.17.01 LES MCMULLEN MEMORIAL RECREATION GRANT APPLICATION – BROOKTON COUNTRY CLUB**

File No:	ADM 0176
Date of Meeting:	20/07/2017
Location/Address:	N/A
Name of Applicant:	Brookton Country Club
Name of Owner:	N/A
Author/s:	Ian D’Arcy - CEO
Authorising Officer:	Ian D’Arcy - CEO
Declaration of Interest:	The author does not have an interest in this item.
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

Council is in receipt of a application from the Brookton Country Club seeking funding from the Les McMullen Memorial Recreation Grant for the purpose of hosting the 2017 WA Golf State Sand Green Championships in August of this year.

The matter is presented to Council due to the limited timeframe, with the Officer Recommendation to endorse the application.

Description of Proposal:

This application respectfully seeks the maximum funding allowed (\$1,000) under the Les McMullen Memorial Recreation Grant Scheme to assist with costs in hosting the 2017 WA Golf State Sand Green Championships between 10th and 13th August 2017.

Specifically, the funds will be used for the hire of equipment associated with event, including toilet facilities.

A copy of the application is provided at **Attachment 11.07.17.01**.

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. Applications were traditionally called from local recreation groups and organisations in February of each year, however, due to a poor response in recent years, the Council in June of this year resolved to vary the submission requirements allowing applications to be lodged at any time throughout the year.

As mentioned, applications would ordinarily be referred to the Les McMullen Memorial Recreation Grants Committee to be assessed and determined. However, due to time constraints with the 2017 WA Golf State Sand Green Championships occurring in mid-August 2017, this application is being referred to Council for endorsement so that the Brookton Country Club can progress with organising the event.

As the grant application reflects, the criteria set to receive funding includes a matching dollar for dollar contribution. Additionally, the funds are only allocated on:

- Purchase of sporting equipment
- Perpetual trophies
- Professional Coaching and training
- Sporting events of a significant nature
- Improvements to sporting facilities

Consultation:

There has been no consultation in relation to this matter.

Statutory Environment:

The Council is charged with the responsibility to administer the Les McMullen Memorial Recreation Grant program in accordance with the provisions of the Estate of the Late Les McMullen.

Section 5.16 and 5.17 of the *Local Government Act, 1995* affords Council the power to delegate its authority to a designated Committee of Council.

Relevant Plans and Policy:

There are no plans or policies applicable to this proposal.

Financial Implications:

There is no impost on the Shire's finances in relation to this matter, with the grant funding allocation held in Trust Account E990050 for this purpose.

Risk Assessment:

There is no perceived risk to the Shire in relation to this matter.

Community & Strategic Objectives:

This proposal generally aligns with the Shire of Brookton Strategic Community Plan 2013 – 2023 under:

Outcome 1.4: A vibrant and inclusive community.

Strategy 1.4.1: Promote community and cultural events.

Comment

It is apparent the application from the Brookton Country Club accords with a matching financial contribution and qualifies as a significant sporting event.

In regard Council determining the application, instead of the Les McMullen Memorial Recreation Grant Committee, it is suggested Sections 5.16 and 5.17 of the *Local Government Act, 1995* does not diminish the Council's authority to determine this application.

OFFICER'S RECOMMENDATION 1

That Council approve the Brookton Country Club application for \$1,000 (excl. GST) from the Les McMullen Memorial Recreation Grant Scheme (Trust Account E990050) to assist in hosting the 2017 WA Golf State Sand Green Championships between 10th and 13th August 2017, subject to:

- 1. The funds to be utilised for the hire of equipment for this event;***
- 2. Evidence being submitted to the Shire within 30 days following conclusion of the event demonstrating expenditure of the grant funds in accordance with Point 1 above.***



Brookton Country Club

Incorporating Bowls, Golf & Function Centre

PO Box 190, BROOKTON WA 6306

mail@brooktoncountryclub.com.au

ABN:23 705 669 833

26th June 2017

Shire Of Brookton
Les McMullen Grant Committee
PO Box 42
BROOKTON WA 6306

Dear Committee,

The Brookton Country Club would like to apply for funding from the Les McMullen Memorial Recreation Grant. Brookton is hosting the 2017 WA Golf State Sand Green Championships from the 10th to 13th August this year. This a major event on the WA Golf calendar and will see approximately 200 men playing golf in Brookton each of the 4 days.

To adequately cater for the event, we are going to be required to hire some additional equipment; like a cool room, toilets, cash register and possibly an additional electric warming oven.

We are asking the Committee to consider our request for \$1000 to go towards the additional costs that will be incurred.

The club is committed to where possible supporting local business first, then regional businesses. We will have number of participants staying in Brookton and surrounds for the entire 4 days which will inject considerable funds into our community.

This event cannot run without the significant support of the community and the only position that will be a paid role over the 4 days are the cleaners all other roles will be filled by volunteers from throughout our community not just members of the Club.

Should you require further information please do not hesitate to contact Katrina on 0439373282. Thank you for considering our application.

Kind regards,

Barry Coote
Chairperson
The Brookton Country Club

2017 LES MCMULLEN MEMORIAL RECREATION GRANTS
APPLICATION FORM



Name of Sporting Body BROOKTON COUNTRY CLUB
 Postal Address PO BOX 190 BROOKTON Post Code 6150
 Contact KATRINA CLUTE Position ADMINISTRATION OFFICER
 Phone 0439373382 Fax ---

BROOKTON COUNTRY CLUB 2017
 What have the membership numbers of your Club been over the past 3 years?

2014: 121 2015: 134 2016: 149

Is your club incorporated? Yes/No

Is your club affiliated with a state association? Yes/No

If yes, what is the name of your state association? GOLF WA & BONGINA

PROJECT DETAILS

Project name WA GOLF STATE SAND GREEN CHAMPIONSHIP

Project location (address) BROOKTON COUNTRY CLUB

Description of project (Please be specific & include additional pages if necessary)
Please see attached.

Who owns the land on which your project will be located?
SHIRE OF BROOKTON

Grant amount sought: \$ 1000

Total amount of project: \$ 3000 (JUSTIFICATION FEE)
TOTAL EVENT COSTS \$19,000

Place state how the balance of the project will be funded?
CORPORATE SPONSORSHIP, ENTRY FEES,
FOOD & BAR SALES, OTHER FUNDRAISING
AT THE EVENT.

SIGNED: _____
 (President, Secretary or Treasurer)

Please enclose a copy of your previous year's financial statements, a list of current members and all quotes relevant to your application. Applications submitted without these requirements will not be considered.

Event Quotation

Quote Number: HL2017052502
Date: 25th May 2017
Quoted By: Hayley Lynch
Company: Brookton Country Club
Attention: George Nelson
Phone: 0419 199 798
Email: gwn.nelson@mail.com
Event Location: Brookton Country Club, Brookton
Event Duration: Thursday 10th August 2017 to Monday 14th August 2017

Equipment Type	Qty	Hire Rate per week	Total Hire	Clean on Return	Damage Waiver	Erwiro Levy	Waste Removal	Transport		Base Total	GST	Total
								In	Out			
Portaloos - Fresh Water Flush - SITE	4	\$ 50.00	\$ 400.00	\$ 66.10	\$ 50.00	\$ 4.00		Thursday 10/08/2017	Monday 14/08/2017	\$ 820.10	\$ 82.01	\$ 902.11
6m x 3m Urinal Block - 2 toilet stalls + 2 urinals	1	\$ 450.00	\$ 450.00	-	\$ 56.75	\$ 4.50		\$ 350.00	\$ 350.00	\$ 1,210.75	\$ 121.08	\$ 1,331.83
6 Pan Toilet Block - 6 toilet stalls + 1 urinal trough	1	\$ 550.00	\$ 550.00	-	\$ 68.75	\$ 5.50		\$ 350.00	\$ 350.00	\$ 1,324.25	\$ 132.43	\$ 1,456.68
Water Tank 4500Lt (req for either toilet block)	1	\$ 50.00	\$ 50.00		\$ 6.25	\$ 0.50		\$ 150.00	\$ 150.00	\$ 356.75	\$ 35.68	\$ 392.43

All items are subject to availability at the time your order is placed
 All items are subject to Coates Hire Terms & Conditions
 For non Coates Hire account holders payment in full and a copy of a current drivers licence is required prior to delivery.

CUSTOMER RESPONSIBILITIES:

Area for toilet placement must be accessible by hiab truck. Toilets can only be placed approx 2.5 metres from truck.

COATES HIRE RESPONSIBILITIES

OSL

A

12.07.17 FINANCE & ADMINISTRATION REPORT

12.07.17.01 LIST OF ACCOUNTS FOR PAYMENT

File No:	N/A
Date of Meeting:	20/07/17
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:	15/06/17

Summary of Item:

The list of accounts for payment to 30th June 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 authorized 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 Councils bank accounts are listed below and detailed within Attachment 12.07.01A.

To 30th June 2017

Municipal Account

Direct Debits	\$106,400.31
EFT	\$551,942.43
Cheques	\$58,258.03
Trust Account	\$1,890.00

OFFICER'S RECOMMENDATION

That with respect to the list of accounts for payment, Council: note the payments authorized under delegated authority and detailed below and in the List of Accounts 30th June 2017, per the summaries included in Attachment 12.07.17.01.

To 30th June 2017

Municipal Account

Direct Debits –	\$106,400.31
EFT	\$551,942.43
Cheques	\$58,258.03
Trust Account	\$330.00

Attachments

Attachment 12.07.17.01

JUNE 2017 LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL 20 JULY 2017

ATTACHMENT 12.07.17.01A

Chq/EFT	Date	Name	Description	Amount
1061	28/06/2017	BROOKTON NETBALL CLUB	BOND REFUND HIRE OF PAVILION	\$ 400.00
1062	28/06/2017	COLIN & KAREN MILLS	BOND REFUND HIRE OF COMMUNITY BUS	\$ 330.00
1063	28/06/2017	LOAMHILL HOLDING PTY LTD	BOND REFUND HIRE OF PAVILION	\$ 400.00
1064	28/06/2017	MUZICAL DAZE	BOND REFUND HIRE OF PAVILION	\$ 400.00
1065	28/06/2017	NATALIA HALL	BOND REFUND HIRE OF COMMUNITY ROOM	\$ 110.00
1066	28/06/2017	ROWAN MCGUIRE	BOND REFUND HIRE OF MEMORIAL HALL	\$ 110.00
1067	28/06/2017	SEABROOK ABORIGINAL CORPORATION	BOND REFUND HIRE OF MEMORIAL HALL	\$ 110.00
1068	28/06/2017	WENDY MAREE GAULT	BOND REFUND GYM KEY	\$ 30.00
			TOTAL TRUST	\$ 1,890.00
	Date	Name	Description	Amount
EFT8213	07/06/2017	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 249.89
EFT8214	07/06/2017	ALLINGTON AGRI	2017 SUMMER COPPICE AND SUCKER SPRAYING WITHIN SHIRE NETWORK.	\$ 16,000.00
EFT8215	07/06/2017	AMAZING 50'S CATERING	DINNER FOR COUNCIL MEETING 15 JUNE 2017 - 3 STAFF	\$ 240.00
EFT8216	07/06/2017	BEVERLEY MENS SHED INC.	WROUGHT IRONWORK FOR RAILWAY STATION	\$ 6,000.00
EFT8217	07/06/2017	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT WAGES	\$ 84.86
EFT8218	07/06/2017	BROOKTON SUPERMARKET	GAS BOTTLES, TEA, COFFEE, MILK, COOL DRINKS ETC	\$ 450.24
EFT8219	07/06/2017	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 346.28
EFT8220	07/06/2017	COLAS	SUPPLY 95/5 CUTBACK HOT BITUMEN	\$ 7,253.75
EFT8221	07/06/2017	CONTRACT AQUATIC SERVICES	REPAIR & PAINT POOL BOWL, POOL CHEMICAL, OFF SEASON TURNOVERS	\$ 38,445.00
EFT8222	07/06/2017	CORINNE KEMP	REIMBURSEMENT OF EXPENSES FOR RISK MANAGEMENT COURSE	\$ 590.26
EFT8223	07/06/2017	DIGGA WEST & EARTHPARTS WA	ROCK CHAIN, DRIVE SPROCKET & SPROCKET COLLAR	\$ 1,314.50
EFT8224	07/06/2017	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN PICKUP & BROOKTON TIPSITE	\$ 12,207.56
EFT8225	07/06/2017	KELYN TRAINING SERVICES	OPERATE AND MAINTAIN CHAINSAWS AND POLE SAW COURSE	\$ 430.00
EFT8226	07/06/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY	\$ 660.00
EFT8227	07/06/2017	MOORE STEPHENS	INTERIM BILLING - AUDIT FOR THE FINANCIAL YEAR 2016/17	\$ 10,961.50
EFT8228	07/06/2017	NARROGIN PETALS & BLOOM FORIST	ANZAC WREATHS	\$ 260.00
EFT8229	07/06/2017	OFFICeworks BUSINESS DIRECT	WHITEBOARD	\$ 69.00
EFT8230	07/06/2017	SGS	WATER TESTING	\$ 743.60
EFT8231	07/06/2017	SHIRE OF PINGELLY	MOSQUITO MANAGEMENT COURSE - EHO	\$ 231.00
EFT8232	07/06/2017	VINIDEX	PIPE & COUPLINGS	\$ 18,022.69
EFT8233	07/06/2017	WA TREASURY CORPORATION	LOAN REPAYMENTS 78B & 78C	\$ 10,680.78
EFT8234	16/06/2017	APV VALUERS AND ASSET MANAGEMENT	FAIR VALUE LAND AND BUILDING	\$ 6,481.20
EFT8235	16/06/2017	AUSTRALIA POST	POSTAGE MAY 2017	\$ 154.47
EFT8236	16/06/2017	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY & PAPERS MAY 2017	\$ 381.25
EFT8237	16/06/2017	BAPTISTCARE	PAINTING OF NEW FIRE DOORS AT KALKARNI RESIDENCY	\$ 6,402.00
EFT8238	16/06/2017	BEVERLEY GAS & PLUMBING SERVICE	REPAIR BACKFLOW DEVICE ON STANDPIPE	\$ 291.50
EFT8239	16/06/2017	BROOKTON COMMUNITY RESOURCE CENTRE	REIMBURSEMENT OF TYRE EXPENSES FOR COMMUNITY BUS	\$ 251.00
EFT8240	16/06/2017	BROOKTON DELI	LUNCH & AFTERNOON TEAM FOR COUNCIL MEETING 15 JUNE 2017	\$ 252.50
EFT8241	16/06/2017	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT WAGES	\$ 84.86
EFT8242	16/06/2017	BROOKTON RURAL TRADERS	HARDWARE & RURAL SUPPLIES	\$ 6,976.22
EFT8243	16/06/2017	BROOKTON TYRE SERVICE	TYRES - PT11	\$ 305.69
EFT8244	16/06/2017	BROOKTON WOMEN'S HOCKEY CLUB INC	KIDSPORT VOUCHERS	\$ 160.00

EFT8245	16/06/2017	BURGESS RAWSON (WA) PTY LTD	WATER USAGE AT RAILWAY STATION 20/03/17 TO 19/05/17	\$ 302.75
EFT8246	16/06/2017	DFES	2016/17 EMERGENCY SERVICES LEVY QUARTER 4	\$ 5,234.71
EFT8247	16/06/2017	GREAT SOUTHERN WASTE DISPOSAL	RUBBSIH BIN PICKUP & BROOKTON TIP SITE	\$ 13,534.28
EFT8248	16/06/2017	IT VISION	SYNERGYSOFT ANNUAL LICENSE FEES 01/07/17 TO 30/06/18	\$ 23,768.80
EFT8249	16/06/2017	LGRCEU	PAYROLL DEDUCTIONS	\$ 82.00
EFT8250	16/06/2017	MCPEST PEST CONTROL	PEST CONTROL - TERMITES TREATMENT KALKARNI	\$ 550.00
EFT8251	16/06/2017	NARROGIN GLASS	REPLACE BROKEN WINDOW - BROOKTON CARAVAN PARK	\$ 179.54
EFT8252	16/06/2017	PH & KE GOW	FEATURE AND CONTOUR SURVEY OF 8 AVONBANK CLOSE	\$ 1,496.00
EFT8253	16/06/2017	SGS	WATER TESTING	\$ 176.00
EFT8254	16/06/2017	SHIRE OF BROOKTON	MASTERCARD PURCHASES MAY 2017	\$ 224.10
EFT8255	16/06/2017	SHIRE OF BROOKTON	MASTERCARD PURCHASES MAY 2017	\$ 410.85
EFT8256	16/06/2017	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 125.00
EFT8257	16/06/2017	SHIRE OF PINGELLY	MACHINERY REPAIRS & MAINTENANCE	\$ 22,478.69
EFT8258	16/06/2017	SOUTH REGIONAL TAFE	Y05244 - CERT III HORTICULTURE UNITS - J ANDERSON	\$ 381.60
EFT8259	16/06/2017	STUMPY'S GATEWAY ROADHOUSE	DIESEL & UNLEADED PETROL	\$ 203.19
EFT8260	16/06/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 08/05/17 TO 29/05/17	\$ 1,385.62
EFT8261	16/06/2017	WHEATBELT ELECTRICS	REPLACE FAN/LIGHT 25 WHITTINGTON ST	\$ 542.81
EFT8262	27/06/2017	ABLE SALES	GENERATOR DIESEL SILENT CUMMINS 110KVA 3 PHASE	\$ 26,400.00
EFT8263	27/06/2017	ACE FLAGPOLES	FLAG POLES FOR ADMINISTRATION BUILDING	\$ 3,588.70
EFT8264	27/06/2017	BAPTISTCARE	KALKARNI OPERATING & MANAGEMENT FEES JUNE 2017, FRIDGE, CURTAINS & CHAIRS	\$238,542.78
EFT8265	27/06/2017	BOC GASES	CONTAINER SERVICE CHARGE	\$ 30.35
EFT8266	27/06/2017	BROOKTON MULTIFUNCTIONAL FAMILY CENTRE	EXECUTIVE SUPPORT WAGES	\$ 84.86
EFT8267	27/06/2017	BROOKTON PLUMBING	REPAIR TOILET	\$ 176.00
EFT8268	27/06/2017	BROOKTON SUPERMARKET	MILK, COFFEE, BISCUITS & KEY CUTTING	\$ 377.49
EFT8269	27/06/2017	CARINA WHITTINGTON	REIMBURSE EXPENSES FOR FLAG RAISING DAY	\$ 25.45
EFT8270	27/06/2017	CENTRAL REGIONAL TAFE	ENROLMENTS FOR UNITS - J PAIN & C FULWOOD	\$ 1,101.10
EFT8271	27/06/2017	CJD EQUIPMENT	SERVICE & REPAIRS PG7	\$ 1,285.12
EFT8272	27/06/2017	COASTAL MACHINERY PTY LTD	NEW COASTMAC 4.5T PLANT TRAILER INCLUDING SPARE TYRE AND ELECTRIC WINCH. SHIRE OF BROOKTON WILL COLLECT.	\$ 10,970.00
EFT8273	27/06/2017	COOTE MOTORS	BOLT & NUT	\$ 2.18
EFT8274	27/06/2017	COUNTRY COPIERS	STANDING ORDER FOR MONTHLY PHOTOCOPY READINGS	\$ 671.36
EFT8275	27/06/2017	COURIER AUSTRALIA	FREIGHT	\$ 273.19
EFT8276	27/06/2017	DATATEL	REPLACE FAULTY SUB-MAINS AND CIRCUIT BREAKERS	\$ 18,607.26
EFT8277	27/06/2017	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & PETROL PURCHASES MAY 2017	\$ 5,114.21
EFT8278	27/06/2017	H RUSHTON & CO	MACHINERY REPAIRS & MAINTENANCE	\$ 2,772.30
EFT8279	27/06/2017	HANSON CONSTRUCTION MATERIALS PTY LTD	14MM WASHED GRANITE ALDERSYDE-PINGELLY ROAD	\$ 5,980.41
EFT8280	27/06/2017	IXOM	SERVICE FEE - CHLORINE GAS BOTTLES	\$ 84.57
EFT8281	27/06/2017	JIMS TREE & STUMP REMOVAL	TREE LOPPING	\$ 2,728.00
EFT8282	27/06/2017	LANDGATE	CERTIFICATE OF TITLE - A589	\$ 24.85
EFT8283	27/06/2017	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY 02/06/17	\$ 880.00
EFT8284	27/06/2017	LESLIE ROBERT EYRE	SHIRE OVAL CONTRACT MAY 2017	\$ 400.00
EFT8285	27/06/2017	LGNET	LG NET ONLINE ADVERTISING	\$ 181.50
EFT8286	27/06/2017	LYN KAY	CIRCUIT CLASSES AT BROOKTON ALL HOURS GYM	\$ 240.00
EFT8287	27/06/2017	MCPEST PEST CONTROL	TERMITES TREATMENT	\$ 1,265.00
EFT8288	27/06/2017	QUALITY TRANSPORT	FREIGHT	\$ 227.32
EFT8289	27/06/2017	SIGNS PLUS	COUNCILLOR & STAFF NAME BADGES	\$ 235.00
EFT8290	27/06/2017	THE POLISHED PLATE	INDIGENOUS THEMED MENU FOR RAISING OF THE FLAGS	\$ 525.00
EFT8291	27/06/2017	TUTT BRYANT EQUIPMENT	REPAIR MACHINE	\$ 7,762.59
EFT8292	27/06/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 07/06/17 TO 16/06/17	\$ 444.12
EFT8293	27/06/2017	WINDSOR D & J	HANGING OF HONOUR BOARDS & REPAIRS TO UNIT 2 MADISON SQUARE & UNIT 2/4 MATTHEWS ST	\$ 412.50
EFT8294	27/06/2017	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	DEGRADABLE DOG BAG ROLLS	\$ 320.00
EFT8295	30/06/2017	KIM MILLS	COUNCILLOR MEETING FEES	\$ 2,151.68
			TOTAL EFT	\$551,942.43

Chq/EFT	Date	Name	Description	Amount
18087	07/06/2017	BROOKTON MEDICAL PRACTICE	MEDICAL PRACTICE SUPPORT INCENTIVE 01/07/16 TO 30/06/17	\$ 26,576.63
18088	07/06/2017	BUILDING COMMISSION	BUILDING SERVICES LEVY MAY 2017	\$ 169.95
18089	07/06/2017	FIRE & SAFETY SCAVENGER	FIRE FIGHTING FOAM	\$ 831.60
18090	07/06/2017	SHARYN OLSEN	PAYROLL DEDUCTION FOR RENT OVERPAYMENT	\$ 370.00
18091	07/06/2017	SOLARGAIN PV PTY LTD	INSTALL 26.46KWP SYSTEM TO ADMINISTRATION BUILDING	\$ 9,220.50
18092	07/06/2017	SYNERGY	ELECTRICITY - SWIMMING POOL	\$ 705.00
18093	16/06/2017	BROOKTON PHARMACY	ASTHMA RELIEVER MEDICATION FOR ASTHMA KIT	\$ 10.50
18094	16/06/2017	ROWAN MCGUIRE	REFUND OF MEMORIAL HALL HIRE FEES DUE TO CANCELLATION BY ORGANISER	\$ 154.00
18095	16/06/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 160.00
18096	16/06/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 150.00
18097	16/06/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 160.00
18098	16/06/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 34.00
18099	16/06/2017	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 150.00
18100	16/06/2017	SYNERGY	ELECTRICITY - STREET LIGHTS, SALINITY PUMP, OVAL, CARAVAN PARK, PAVILION, MEMORIAL HALL, MEMORIAL PARK, RAILWAY STATION, MADISON SQUARE, SEWERAGE PUMP, ADMINISTRATION BUILDING, MENS SHED, U1/4 MATTHEWS & DEPOT	\$ 8,174.15
18101	16/06/2017	TELSTRA CORPORATION	TELEPHONE - ADMINISTRATION BUILDING, MOBILE TELEPHONES & IPADS	\$ 800.91
18102	16/06/2017	WATER CORPORATION OF WA	WATER USAGE KALKARNI, MADISON SQUARE, MEMORIAL HALL, ADMINISTRATION OFFICE, SWIMMING POOL MEMORIAL PARK, DEPOT, STANDPIPE, CARAVAN PARK, PAVILION & OVAL	\$ 6,598.45
18103	27/06/2017	DEPARTMENT OF TRANSPORT	LICENSING KM21736	\$ 53.40
18104	27/06/2017	KEWDALE HIRE	MULTI TYRE ROLLER - HIRE	\$ 1,144.00
18105	27/06/2017	NARROGIN TOYOTA	40,000KM SERVICE - 7BO	\$ 400.55
18106	27/06/2017	SYNERGY	ELECTRICITY CARAVAN PARK, OVAL & PAVILION	\$ 1,352.65
18107	27/06/2017	TELSTRA CORPORATION	TELEPHONE - ADMINISTRATION BUILDING MOBILE & IPADS, DEPOT & SWIMMING POOL	\$ 898.74
18108	27/06/2017	WILSONS SIGN SOLUTIONS	REPLACEMENT PANELS CHANGEROOM SIGNS	\$ 143.00
			TOTAL CHEQUE	\$ 58,258.03
			TOTAL MUNICIPAL	\$610,200.46

DIRECT DEBITS FOR JUNE 2017	
SALARIES & WAGES	\$ 91,592.73
MERCHANT FEES	\$ 94.61
SUPERANNUATION	\$ 14,712.97
TOTAL	\$ 106,400.31

TERM DEPOSIT TRANSFERS FOR JUNE 2017	
RESERVES TRANSFERS IN	NIL
RESERVES TRANSFERS OUT	NIL
RESERVES (INTEREST)	NIL
OPENING BALANCE TRUST	\$ 6,759.66
TRUST TRANSFER IN	\$ 275.00
TRUST TRANSFER OUT	\$ -
TRUST (INTEREST)	\$ 189.13
TOTAL	\$ 7,223.79

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO		
DATE	DESCRIPTION	AMOUNT
3/5/17	WESTNET - DEPOT	\$ 49.95
3/5/17	WESTNET - ADMINISTRATION	\$ 109.95
10/5/17	SAFETY CULTURE -AUDITOR SUBSCRIPTION	\$ 13.20
25/5/17	DEPARTMENT OF COMMERCE - HIGH RISK LICENSE RENEWAL	\$ 47.00
30/3/17	CARD FEES	\$ 4.00
	TOTAL	\$ 224.10

SHIRE OF BROOKTON CREDIT CARD PURCHASES DCEO		
DATE	DESCRIPTION	AMOUNT
6/05/17	BIG W - DIGITAL CAMERA	\$ 173.90
19/05/17	VISTAPRINT	\$ 232.95
29/04/17	CARD FEES	\$ 4.00
	TOTAL	\$ 410.85

12.07.17.02 SUNDRY DEBTOR WRITE-OFF

File No:	N/A
Date of Meeting:	20/07/17
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
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:	Absolute Majority
Previous Report:	N/A

Summary of Item:

Council is asked to write-off sundry debtor debts totaling \$694.38, for private works on assessment 2607 and 426

Description of Proposal:

A schedule of arrears to be written off is presented for Council’s approval:

Debtor Number	Date	Reason	Amount
46	20/04/2011	Private Works	\$354.38
230	19/04/2013	Private Works	\$340.00

Private works were completed for the above sundry debtors back in 2011 and 2013. Council has issued correspondence on several occasions requesting payment of outstanding debts, with no response to date. We anticipate that payment for the outstanding debt is unlikely.

Given these offences occurred more than three years ago a prosecution is costly and may not be cost recovered.

The above debts are well overdue and are considered to be unrecoverable.

Background:

N/A

Consultation:

Consultation with the Chief Executive Officer has occurred in regards to the write-off request.

Statutory Environment:

Section 6.12 (1) (c) of the *Local Government Act 1995* applies to sundry debtor write-offs. Section 6.8 of the *Local Government Act 1995* applies to Budget Variations.

Relevant Plans and Policy:

There are no Council policy implications relative to this issue.

Financial Implications:

Account E148010 Unclas Write-Offs Prior Years, has a budget of \$0.00. Should Council approve the
Shire of Brookton, Unconfirmed Minutes Ordinary Meeting of Council, 20 July 2017

write-offs, an additional budget variation of \$694.38 will be required, reducing the net current asset position (closing surplus).

Risk Assessment:

It is not recommended this item be added to the Shire's Risk Register, however it is to be noted that this may set a precedent for future decision making in relation to sundry debtor write-offs.

Community & Strategic Objectives:

There are no community or strategic plan implications.

Comment

The report for sundry debtor write-offs is presented to Council for consideration. Approval will conclude outstanding debts from 2011 and 2013 for private works.

OFFICER'S RECOMMENDATION

That with respect to Sundry Debtor Write-Off, Council:

- 1. Approves the sundry debtor write-off for debtor 46 and 230 totaling \$694.38***
- 2. Approve a budget variation of \$694.38 FOR 2017/2018 budget once adopted, increasing budget expenditure on account number E148010 Unclas Write-Offs Prior Years from \$0.00 to \$694.38***

(Absolute Majority Vote Required)

12.07.17.03 WRITE-OFF SMALL BALANCES – END OF YEAR RATES

File No:	N/A
Date of Meeting:	20/07/17
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
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:	Absolute Majority
Previous Report:	N/A

Summary of Item:

This report recommends a write-off of small balances totaling \$105.66 to be written off in accordance with section 6.12 (1) (c) of the *Local Government Act 1995*.

Description of Proposal:

As part of the Rates end of year process it is recommended to write-off small balances \$5.00 and under per rates assessment. Details of the small balance write offs are supplied in the attached schedule titled 12.07.17.04 – Small Balance Write-Off’s.

Background:

N/A

Consultation:

Consultation with the Chief Executive Officer has occurred in regards to the write-off request.

Statutory Environment:

Section 6.12 (1) (c) of the *Local Government Act 1995* applies to small balance write-offs.

Relevant Plans and Policy:

There are no Council policy implications relative to this issue.

Financial Implications:

The financial implications are minor and covered in a standard budget provision for write offs of this nature.

Risk Assessment:

It is not recommended this item be added to the Shire’s Risk Register.

Community & Strategic Objectives:

There are no community or strategic plan implications.

Comment

The report for write-off small balances is presented to Council for consideration.

OFFICER'S RECOMMENDATION

That with respect to Write-Off Small Balances, Council:

Approves the schedule of small balance write-off's totalling \$105.66 as per attachment 12.07.17.03 as part of Rates end of year processing.

(Absolute Majority Vote Required)

Attachments

Attachment 12.07.17.03

WRITE-OFF SMALL BALANCES – RATES END OF YEAR

Assess #	Property Address	Value
A1000	LOT 1 WHITE ROAD BROOKTON	\$ 1.75
A11	BUCKINGHAM ROAD BROOKTON	\$ 4.50
A110	LOT 90 BUTCHERS ROAD BROOKTON	\$ 0.41
A112	WHITE ROAD BROOKTON	\$ 4.42
A204	1696 MOORUMBINE ROAD BROOKTON	\$ 0.05
A213	3183 PINGELLY-ALDERSYDE ROAD ALDERSYDE	\$ 0.64
A2565	YORK-WILLIAMS ROAD BROOKTON	\$ 1.01
A2572	458 DAVIS ROAD BROOKTON	\$ 3.27
A2575	37 JOSE STREET BROOKTON	\$ 1.11
A2592	LOT 147 CORBERDING ROAD BROOKTON	\$ 0.22
A2595	3462 BROOKTON-CORRIGIN ROAD KWEDA	\$ 0.54
A2629	DAVIS ROAD BROOKTON	\$ 3.32
A2633	263 BUCKINGHAM ROAD BROOKTON	\$ 3.58
A264	25 GAYNOR STREET BROOKTON	\$ 4.59
A265	21 GAYNOR STREET BROOKTON	\$ 0.41
A2657	2706 BROOKTON-KWEDA ROAD BROOKTON	\$ 2.37
A266	14 MATTHEW STREET BROOKTON	\$ 3.70
A2742	SOUTHERN BRANCH ROAD BROOKTON	\$ 4.91
A2746	505 SMART ROAD BROOKTON	\$ 3.08
A2765	LOT 751 BARTRAM ROAD BROOKTON	\$ 2.46
A2785	LOT 314 AUSTIN ROAD BROOKTON	\$ 0.06
A2797	90 WILLIAMS STREET BROOKTON	\$ 0.18
A2834	554 RAMSAY ROAD BROOKTON	\$ 1.06
A294	L39 KING STREET BROOKTON	\$ 0.90
A297	36 KING STREET BROOKTON	\$ 0.51
A315	14 RICHARDSON STREET BROOKTON	\$ 0.15
A330	39 WHITE STREET BROOKTON	\$ 2.29
A333	47 WHITE STREET BROOKTON	\$ 1.62
A335	9 WITHALL STREET BROOKTON	\$ 1.67
A342	80 LEFROY STREET BROOKTON	\$ 0.74
A351	80 JOSE STREET BROOKTON	\$ 0.37
A405	29 WHITE STREET BROOKTON	\$ 4.24
A407	47 CUMMING STREET BROOKTON	\$ 0.23
A431	141 BODEY STREET BROOKTON	\$ 0.25
A437	40 WILLIAMS STREET BROOKTON	\$ 0.40
A441	9 GROSER STREET BROOKTON	\$ 3.97
A454	50 WHITE STREET BROOKTON	\$ 1.20
A47	AVON ROAD BROOKTON	\$ 0.11
A488	2 SEWELL STREET BROOKTON	\$ 0.56
A490	46 WHITE STREET BROOKTON	\$ 3.03
A510	133 ROBINSON ROAD BROOKTON	\$ 1.80
A512	49 RICHARDSON STREET BROOKTON	\$ 0.72
A559	57 WITHALL STREET BROOKTON	\$ 1.09
A56	STRANGE ROAD BROOKTON	\$ 0.24
A760	LOT 1 GREAT SOUTHERN HIGHWAY BROOKTON	\$ 1.77

A764	HILLCROFT ROAD BROOKTON	\$ 3.39
A826	BROOKTON-KWEDA ROAD ALDERSYDE	\$ 2.44
A829	ALDERSYDE-PINGELLY ROAD ALDERSYDE	\$ 2.43
A830	BROOKTON-KWEDA ROAD ALDERSYDE	\$ 0.77
A838	847 HILLCROFT ROAD BROOKTON	\$ 4.37
A856	10 TYRER ROAD BROOKTON	\$ 4.08
A859	130 TYRER ROAD BROOKTON	\$ 0.86
A868	1371 STRANGE ROAD BROOKTON	\$ 0.11
A885	40 REYNOLDS STREET BROOKTON	\$ 0.54
A887	35 RICHARDSON STREET BROOKTON	\$ 0.20
A890	BARTRAM ROAD BROOKTON	\$ 1.67
A891	LOT 115 STRANGE ROAD BROOKTON	\$ 2.55
A894	LOT 814 BROOKTON-CORRIGIN ROAD BROOKTON	\$ 4.90
A909	474 BARTRAM ROAD BROOKTON	\$ 1.66
A99	LOT 205 PAGES ROAD BROOKTON	\$ 0.19

13.07.17 GOVERNANCE

13.07.17.01 AUTHORISATION OF OFFICERS

File No:	ADM 0191
Date of Meeting:	20 July 2017
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Ian D'Arcy - CEO
Authorising Officer:	Ian D'Arcy - CEO
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

In accordance with legislative requirements the Council is required to formally appoint its Municipal Law Enforcement Officers (commonly referred to as Shire Rangers) and Bushfire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisation under various statutes to enforcing local and state laws, and fulfilling their primary duties.

Description of Proposal:

This report seeks Council's consideration to:

1. Appointing a new Shire Ranger from WA Contract Ranger Services to represent the Shire of Brookton in the performance of Ranger Services for the local community;
2. Appointing Dual Fire Control Officers from the Shire of Corrigin.

Background:

The Shire of Brookton presently uses WA Contract Ranger Services to perform many of its statutory obligations from a law enforcement perspective. As Council would be aware this includes, but is not limited to, a broad range of responsibilities and enforcement actions under the following legislation;

- *Dog Act 1976*
- *Cat Act 2011*
- *Litter Act 1979*
- *Control of Vehicles (Off Road Areas) Act 1978*
- *Bush Fires Act 1954*
- *Caravan Parks and Camping Grounds Act 1995*, among others.

Similarly, the Council has been requested by the Shire of Corrigin to also appoint Dual Fire Control Officers under the *Bush Fires Act, 1954* to empower these volunteers to act in their appointed roles across the municipal boundary.

A copy of this letter of request is provided at **Attachment 13.07.17.01**.

Importantly, the Council is obliged to appoint authorised officers acting of the Shire's behalf, including Shire Rangers and Fire Control Officers to ensure they are lawfully empowered and can be effective in the performance of their duties.

In acknowledging the above, WA Contract Ranger Services has appointed a new Ranger in Mr Shane Fewster, a former Ranger who worked for the Shire of York for a number of years.

Additionally, the Shire of Corrigin is seeking Council's appointment of Mr Ray Hathaway and Mr Braden Grylls in the capacity of Dual Fire Control Officer.

Consultation:

There has been no consultation in relation to this matter.

Statutory Environment:

The following legislation applies to the authorisation of a Shire Ranger:

- **Cat Act, 2011**- s. 42 to s. 48 and s. 50 to s. 52
- **Dog Act, 1976** – s. 3, s.10AA to s.17 ; s.28 to s.30A; and s.44
- **Control of Vehicles (Off Road Areas) Act 1978** - s.3; s.5 and s.38
- **Caravan Parks and Camping Grounds Act, 1995** – s. 5 and s.17
- **Litter Act, 1979** – s.5 and s.26
- **Local Government Act , 1995** – s.3.1; s.3.24 and s.5.46
- **Bush Fires Act, 1954** – s.38
- **Interpretation Act, 1984** – s.58 and s.59

Relevant Plans and Policy:

There are no plans or policies applicable to this proposal.

Financial Implications:

There is no impost on the Shire's finances in relation to this matter.

Risk Assessment:

Without the required authorisation from Council there is a perceived high level risk in relation to the duties performed by the newly appointed Ranger and Dual Fire Control Officers which could be deemed unlawful and potentially invalid should their actions be challenged through judicial process.

Community & Strategic Objectives:

This proposal generally aligns with the Shire of Brookton Strategic Community Plan 2013 – 2023 under:

Outcome 5.3: Effective and efficient corporate and administrative services.

Comment

Nil.

OFFICER'S RECOMMENDATION 1

That Council appoints Mr Shane Fewster from WA Contract Ranger Services as an authorised officer under the following legislation:

- **Cat Act, 2011**- s. 42 to s. 48 and s. 50 to s. 52
- **Dog Act, 1976** – s. 3, s.10AA to s.17 ; s.28 to s.30A; and s.44
- **Control of Vehicles (Off Road Areas) Act 1978** - s.3; s.5 and s.38
- **Caravan Parks and Camping Grounds Act, 1995** – s. 5 and s.17
- **Litter Act, 1979** – s.5 and s.26

- *Local Government Act , 1995 – s.3.1; s.3.24 and s.5.46*
- *Bush Fires Act, 1954 – s.38*
- *Interpretation Act, 1984 – s.58 and s.59*

OFFICER'S RECOMMENDATION 2

That Council appoints Mr Ray Hathaway and Mr Braden Grylls from the Shire of Corrigin as authorised officers in the capacity of Dual Fire Control Officer under Section 38 of the Bush Fires Act, 1954.

Attachments

Attachment 13.07.17.01



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Our Ref: ES 0001
Contact: Holly Auld
shire@corrigin.wa.gov.au

2017 JUL 3 10:10 AM
BY: ADM OVA

Dale Stewart
Acting Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Dear Dale

RE: DUAL FIRE CONTROL OFFICERS 2016/17

Council seeks the appointment of the following people as Dual Fire Control Officers with the Shire of Brookton for 2016/17:

Ray Hathaway and Braden Grylls

I look forward to notification of Council's decision.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'P.P.' followed by a stylized signature.

Rob Paul
Chief Executive Officer

23 June 2017

13.07.17.02 WALGA CENTRAL COUNTRY ZONE – ESTABLISHMENT OF WORKING GROUP/ADVISORY GROUP LOCAL GOVERNMENT ACT REVIEW

File No:	ADM 0294
Date of Meeting:	20/07/2017
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Ian D’Arcy - CEO
Authorising Officer:	Ian D’Arcy - CEO
Declaration of Interest:	The author has an interest as an employee directly affected by changes to the Local Government Act and Regulations
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

This report involves:

1. The establishment of an Advisory Group under the auspice of WALGA Central Country Zone Executive to consider and provide comment/recommendations on the proposed new Local Government Act to be drafted over the next 18 months; and
2. An invitation to Central Country Zone members to nominate Council representatives to be part of the Working/Advisory Group make-up.

In consideration of the above, it is recommended Council nominate representatives to participate on this Advisory Group on behalf of the Shire.

Description of Proposal:

This matter relates to a holistic review the Local Government Act, 1995 by the State Government and the opportunity for the Local Government sector to provide input.

Background:

At the WALGA Central Country Zone meeting in Pingelly on 23rd June 2017 one of the items presented for *consideration by delegates involved a pending review of the Local Government Act, 1995*. This review is to be conducted by the Department of Local Government, Sport and Cultural Industries.

The following is a summary of the matters to be considered as part of this legislative review process, with this information being extracted from the Zone Meeting agenda item on this matter:

“The State Council agenda item lists a number of issues that have previously been identified [to be considered as part of the review process] including the following:

- a) *Gifts*
- b) *Regional Subsidiaries*
- c) *Rating Exemptions:*
 - *Charitable Purposes provisions,*
 - *Rate Equivalency Payments of Government Trading entities.*

d) *Financial Management Issues:*

- *Borrowings,*
- *Investments*,*
- *Fees and Charges,*
- *Financial ratios*

(Noting that Regulation 19C(2)(b) of the Financial Management Regulations, permitting fixed term deposits to be invested for up to 3 years, was amended on 12 May 2017)*

e) *Administration:*

- *Electors' General Meetings to be optional,*
- *Designated Senior Officer section to be reviewed,*
- *Public Notices (modernisation of the Act to acknowledge electronic means).*

f) *Functions of Local Governments:*

- *Tender Thresholds,*
- *Establish Council Controlled Organisations (Local Government Enterprises),*
- *Regional Council provisions (review of compliance requirements).*

g) *Poll Provisions relating to amalgamations and boundary adjustments.*

- *The poll provisions contained in Schedule 2.1 of the Local Government Act should be extended to provide any community whose Local Government is undergoing a boundary change or amalgamation with the opportunity to demand a binding poll of with the opportunity to demand a binding poll of electors."*

In addition to the above, the matter of working relationships between Elected Members and Chief Executive Officers was raised, with it agreed this matter also needs to be addressed as part of the review process.

In light of this, the following motion was passed at the Zone meeting with the highlighted section most applicable to this matter:

RESOLUTION: Moved: Cr Blight Seconded: Cr Crute

That:

1. *the WALGA Recommendation be supported;*
2. *a working/advisory group be formed by the Central Country Zone Executive Committee to review in detail proposed changes applicable to (but not limited to) those issues listed in the Comment Section of the above Report, including the working relationships between CEO and Council, with recommendations being presented back to the Central Country Zone for its consideration;*
3. *the Central Country Zone Executive Committee be authorised, once the formal consultation schedule has been released, to call a Special Zone Meeting should that be the most appropriate way to ensure collective Zone input into the WALGA consultation process.*

CARRIED

The Council is now in receipt of a request from the Zone Executive Officer seeking representation from member Local Governments on the Advisory Group, with nomination to be submitted by 28th July 2017 to be considered by the Zone Executive.

Further information on this matter will also be tabled at the Council's July 2017 Corporate Briefing Forum (CBF) as part of the CEO report.

Consultation:

Consultation has occurred on this matter with between the Shire President and CEO.

Statutory Environment:

There is no statutory requirement to be represented on the Advisory Group.

Relevant Plans and Policy:

There are no plans or policies applicable to this matter.

Financial Implications:

There is no impost on the Shire's finances in relation to this matter.

Risk Assessment:

There is no considered risk in relation to this matter.

Community & Strategic Objectives:

This proposal generally aligns with the Shire of Brookton Strategic Community Plan 2013 – 2023 under:

Outcome 5.1: Effective leadership and governance.

Strategy 5.1.1: Represent and promote the Shire in Regional, State and National forums.

Comment

The request to participate on the Central Country Zone Advisory Group for review of the Local Government legislation is seen as a great opportunity to contribute to this process at the 'grass roots' level, and afford practical insight from Shire's experience and perspective in delivering services to a typical Wheatbelt rural community under the existing Local Government framework. Additionally, the Shire of Brookton can also be seen as being pro-active in offering advice and recommendations on where the legislation can be enhanced for the betterment of improved service delivery and accountability across the industry.

However, more significantly, it is viewed that direct participation on the Advisory Group by this Shire will provide insight into some of the short comings experienced regarding the recruitment, working relationship and management issues between the CEO and Council (or individual Elected Members), and the direct impact on the administration and operational functions of the organisation.

Therefore, it is viewed that Council give favourable consideration to nominating representatives from this organisation to participate on Advisory Group, with it suggested the existing Central Country Zones representative's names/positions be put forward for consideration by the Zone Executive.

OFFICER'S RECOMMENDATION

That Council endorse the nomination of the Shire President, Deputy Shire President and CEO as representatives from the Shire of Brookton to participate on the WALGA Central Country Zone Advisory Group to review and prepare draft recommendations on changes to the Local Government Act and Regulations for consideration by the WALGA Central Country Zone.

13.07.17.03 RECREATIONAL VEHICLE (RV) FRIENDLY TOWN DESIGNATION

File No:	A604
Date of Meeting:	20/07/2017
Location/Address:	Lot 35, Lennard St and Brookton Hwy, Brookton (Reserve 2762)
Name of Applicant:	N/A
Name of Owner:	Shire of Brookton
Author/s:	Courtney Fulwood – Executive Officer Ian D’Arcy – Chief Executive Officer
Authorising Officer:	Ian D’Arcy – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	16/02/2017

Summary of Item:

This report relates to the designation of a Recreational Vehicle (RV) friendly (RV Friendly™) site at Reserve 2762 (Lions Park) for periods up to 48 hours, free of charge as previously reported to Council at its February 2017 Ordinary Meeting.

The following **Figure 1** illustrates the location of the proposed camping site.

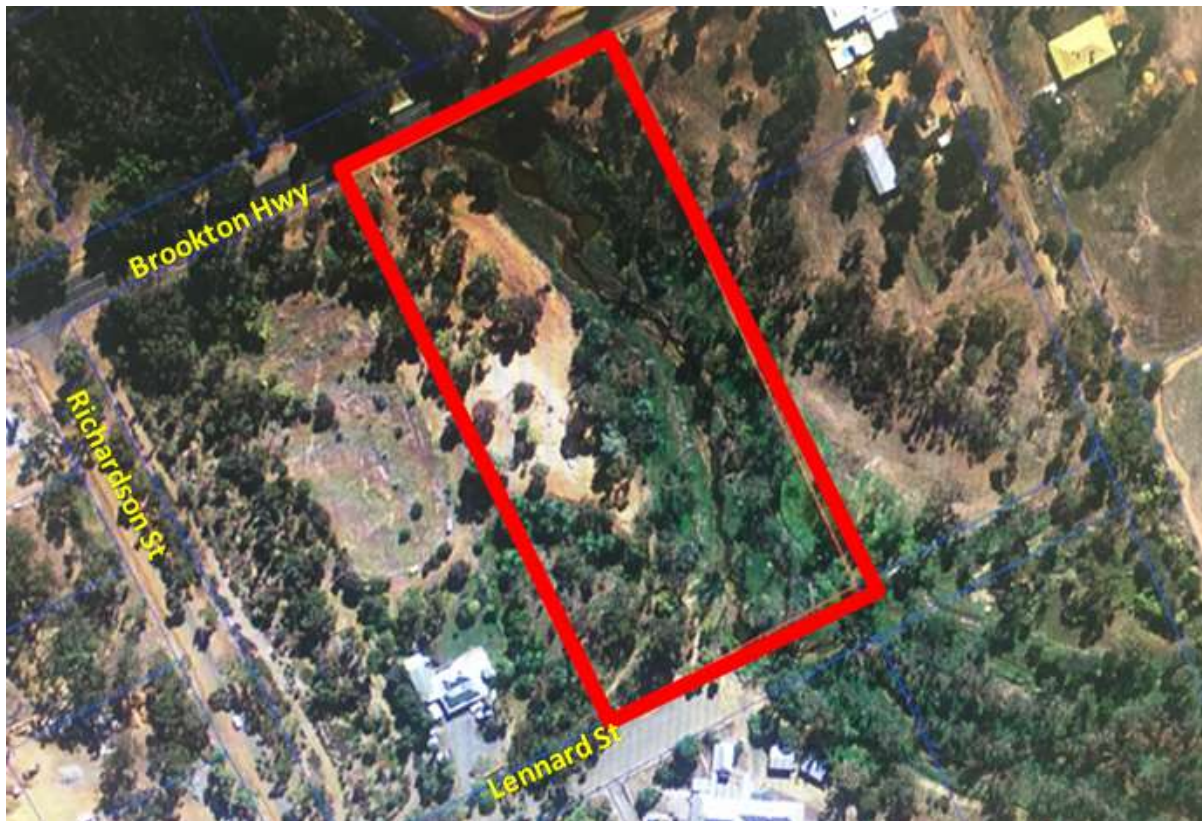


Figure 1 – Existing Lions Park/Proposed RV Camping Site

Description of Proposal:

This proposal involves;

1. Establishment of the existing Lions Park as a free camping site, mainly for caravans and

motorhomes; and

2. Accreditation of Brookton as a Recreational Vehicle Friendly Town (RV Friendly Town™) from the Campervan and Motorhome Club of Australia Limited (CMCA).

Background:

Council will recall this item was presented at the February 2017 Ordinary Meeting where it was resolved as follows:

MOVED CR CRUTE SECONDED CR EVA

That with respect to seeking for Brookton Townsite to be recognised as a Recreational Vehicle Friendly Town (RV Friendly Town™), the Council, prior to considering adoption of the below proposal, advertise the concept (and referencing the content of the informing report) for a minimum period of 30 days to the public in general and, specifically to the business community and adjoining and adjacent landowners, seeking their comments.

Proposal

That the Council;

1. ***Request accreditation and designation as a Recreational Vehicle Friendly Town (RV Friendly Town™), from the Campervan and Motorhome Club of Australia Limited (CMCA) and;***
2. ***Request provision of RV Friendly Town™ signs from CMCA for erection within the town entrances / precinct and;***
3. ***Note that the Town currently provides signed, dedicated and accessible long vehicle parking within the town centre, with close access to the general shopping area, for groceries and fresh produce and also the Saddleback Medical Centre and Brookton Pharmacy for health and medical needs and;***
4. ***Agrees to provide free access to the potable water supply for RVs and Caravans immediately adjacent to the Dump Point adjoining the Brookton Caravan Park and;***
5. ***Agrees to provide free access to the Dump Point adjoining the Brookton Caravan Park and;***
6. ***Note that long term parking (under three months) for self-contained RVs is encouraged and permissible at the Brookton Caravan Park, paying the scheduled fee and;***
7. ***Ensure that the proposed town map at the Rotunda on Robinson Rd and the existing one on the Northam Cranbrook Rd, opposite the Brookton Fire & Rescue and St Johns Ambulance, shows essential facilities, including the locations of short and long term parking areas, the RV Friendly™ site, the Dump Point and potable water and;***
8. ***Provide short term, low cost overnight parking (no longer than 48 hours) for self-contained RVs, within close proximity to the Brookton Town Centre (CBD) at Lions Park, on the Banks of the Avon River on Brookton Highway (the RV Friendly™ site) and;***
9. ***Review the activity and sites operations after 12 months and;***
10. ***Adopt a fee of \$Nil per night for the RV Friendly™ site for the remainder of the 2016/17 Financial Year, following publication (notification) of the fee in the Brookton Telegraph.***

In line with the above motion, the proposal was advertised (see Consultation Section below) and is again presented to Council for further consideration.

Consultation:

As mentioned, Council moved at its 6th February 2017 Ordinary meeting that the concept (and referencing the content of the informing report) be advertised for a minimum period of 30 days to the public in general and, specifically to the business community and adjoining and adjacent landowners, seeking their comments.

This advertising occurred through publication in the local telegraph and Shire of Brookton website for a period of 30 days, ending on the 2nd June 2017.

As a result, the comment received has amounted to seven (7) submissions, six (6) from the general public and one (1) from an adjoining landowner. All submitters have expressed support of the overnight camping proposal. Their respective comments are provided in **Attachment 13.07.02**, which includes reference to the provision of adequate signage and ablution facilities.

Statutory Environment:

Land Administration Act 1997

Reserve 2762, which comprises an area of 2.0234 ha, is vested with the Shire of Brookton for the purposes of recreation additionally the Shire's Local Planning Scheme also designates the zoning for this Reserve as 'recreation'.

The Local Government Act 1995

This legislation empowers Council to set fees and charges under Sections 6.16 and 6.17. Accordingly, Council is able to set a nil charge for camping through the current Budget process.

Caravan Park and Camping Grounds Act 1995

As the proposed camping area is not likely to be licenced the maximum length of stay will need to be capped at 72 hours, as prescribed under this legislation.

Relevant Plans and Policy:

There are no Policies or Plans relevant to this matter.

Financial Implications:

As provided in the previous report, the cost of creating an RV Friendly™ site will amount to approximately \$1,000 (for purchase and erection of signage and rubbish bins), with this expenditure to be drawn from COA 136090 once the 2017/18 Budget is adopted by Council.

In return, it is expected this small investment will encourage increased visitation and recognition of Brookton as an RV Friendly town.

The cost of the outlay can be included in the coming budget should Council support progression of this initiative.

Risk Assessment:

There is no risk identified in relation to this matter.

Community & Strategic Objectives:

This proposal generally aligns with the Shire of Brookton Strategic Community Plan 2013 – 2023 under:

Outcome 4.3: Viable businesses with opportunities for local employment

Strategy 4.3.1: Develop, maintain and strengthen relationships with local and regional businesses.

Strategy 4.3.2: Promote and encourage existing and new businesses and industries.

Comment

In light of the support received through the public consultation it is recommended the Council proceed with the RV Friendly campsite proposal at Lions Park with a review of the activity after 12 months.

OFFICER'S RECOMMENDATION

That Council proceed with its initial motion (as outlined in the Background Section of this Report) in becoming an RV Friendly Town™ that involves;

- 1. Establishment of a short term, low cost overnight parking (no longer than 48 hours) for self-contained RVs, on Reserve 2762 (Lions Park), with an allocation of \$1,000 for the provision of signage and two wheeled bins to be allocated from Charter of Account (COA) 136090 once the 2017/18 Budget has been adopted;***
- 2. Adoption of a \$Nil fee per night for the RV Friendly™ site for the 2017/18 Financial Year to be included in the 2017/18 Schedule of Fees as part of the municipal 2017/18 Budget;***
- 3. Requesting accreditation as a Recreational Vehicle Friendly Town from the Campervan and Motorhome Club of Australia Limited (CMCA);***
- 4. Requesting provision of RV Friendly Town™ signs from CMCA for erection within the town entrances / precinct;***
- 5. Providing free access to the potable water supply and Dump Point adjoining the Brookton Caravan Park for RVs and Caravans; and***
- 6. A review of the RV Friendly™ site after 12 months of operation.***

Attachments

Attachment 13.07.17.02

1. 28/04/2017
Good idea, may bring trade to town. Suggest signpost with what's available in town.
2. 28/04/2017
I think this is a really good idea but needs good signage or people will think we only have a caravan park. Will overnight caravans also be able to use this?, after all a caravan is just a towed RV & who will police it?.
3. 29/04/2017
Good to hear this.
4. 3/05/2017
[REDACTED] and I have done a lot of free camping throughout northern Western Australia and central Australia. While I think having a free camp in Brookton is in essence a great idea because it will tend to keep people in our town instead of just driving straight through, I have a major concern regarding campers 'toileting' arrangements. I see that they would be able to use the dump point at the caravan park BUT a large majority of free campers do not have ANY toileting facilities including a spade. Many/most free campsites and roadside stops have a disgusting amount of used toilet paper blowing around and exposed human faeces surrounding the campsites. I would hate to have to look at this every time I come into town and for travellers passing through to be 'welcomed' to our town by the waving of the white flags in the bush! I don't really know what the answer is as many free campers seem to expect towns to supply facilities but don't wish to part with any money for the use of them.
5. 5/05/2017
CEO.....Just adding my support to allowing RVs to make use of the Lions Park free of charge. Think it's a great idea and a long time coming. Possibly putting another smaller information sign showing places of interest, shops etc. may encourage them to stay longer. Thanks for the opportunity to comment.
6. 12/05/17
We think the idea of an overnight free park at the Lion's Park is a great idea. We had a drive around over the weekend and thought maybe if a couple of picnic tables were put there and a brick open fire place for winter so that the caravanners could have a camp fire in the correct time of the season.

Adjoining property owner response:

7. 4/05/2017
No objections.

14.07.17 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

16.07.17 CONFIDENTIAL REPORTS

16.07.17.01 BROOKTON SENIOR CITIZENS HOMES

17.07.17 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on Thursday 17 August 2017 commencing at 12.30 pm.