



## **ORDINARY MEETING OF COUNCIL AGENDA**

**14 December 2017**

**14 White Street  
Brookton, WA 6306**

### **Revised agenda to include the following items;**

- 2.12.17 Extraordinary Election – 9 December 2017
- 2.12.17.01 Swearing in of Councillors
- 2.12.17.02 Seating of Elected Members
- 2.12.17.03 Nomination of Committee representation – New Councillors
- 10.12.17.04 Proposed Building Extension - Aldersyde Hall
- 13.12.17.08 Returning Officer – Results Of Election Held 9 December 2017

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 14 December 2017 in the Council Chambers at the Shire Administration Centre commencing at 5.00 pm.

The business to be transacted is shown in the Agenda.

**Ian D’Arcy**  
**CHIEF EXECUTIVE OFFICER**  
8/12/2017

### **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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## **1.12.17 DECLARATION OF OPENING/ATTENDANCE**

## **2.12.17 EXTRAORDINARY ELECTION – 9 DECEMBER 2017**

### **2.12.17.01 SWEARING IN OF COUNCILLORS**

Council is advised that the Chief Executive Officer or a designated person pursuant to the *local Government Act, 1995* is to swear in the newly elected Councillors.

Each newly elected person is required to make a declaration before they can appropriately act in the capacity of an Elected Member under the legislation.

Accordingly, this item seek to facilitate a 'Swearing In' ceremony following Elected Members, listed in alphabetical order by surname first:

- EYRE Leslie
- HARTL Christopher

The formal 'Declaration of the Office' states that each Councillor will faithfully perform their duties and obey the Local Government (Rules of Conduct) Regulations, 2007.

It should be noted that the proceedings will involve the declaration to be announced verbally, followed by the document being signed in front of the duly authorised person, who will witness the signature of the Elected Member as prescribed by the *Oath, Affidavits and Statutory Declarations Act, 2005*.

It is proposed that a local JP (Justice of The Peace) be called upon by the Shire President will conduct the Swearing In Ceremony for Mr Eyre and Mr Hartl.

### **2.12.17.02 SEATING OF ELECTED MEMBERS**

In accordance with provision 8.1 of Council Policy 1.17 there is a need for seats to be allocated to Elected Members for two years until the next Ordinary Election in October 2019, or until another Extraordinary Election is called.

Specifically, provision 8.1 states:

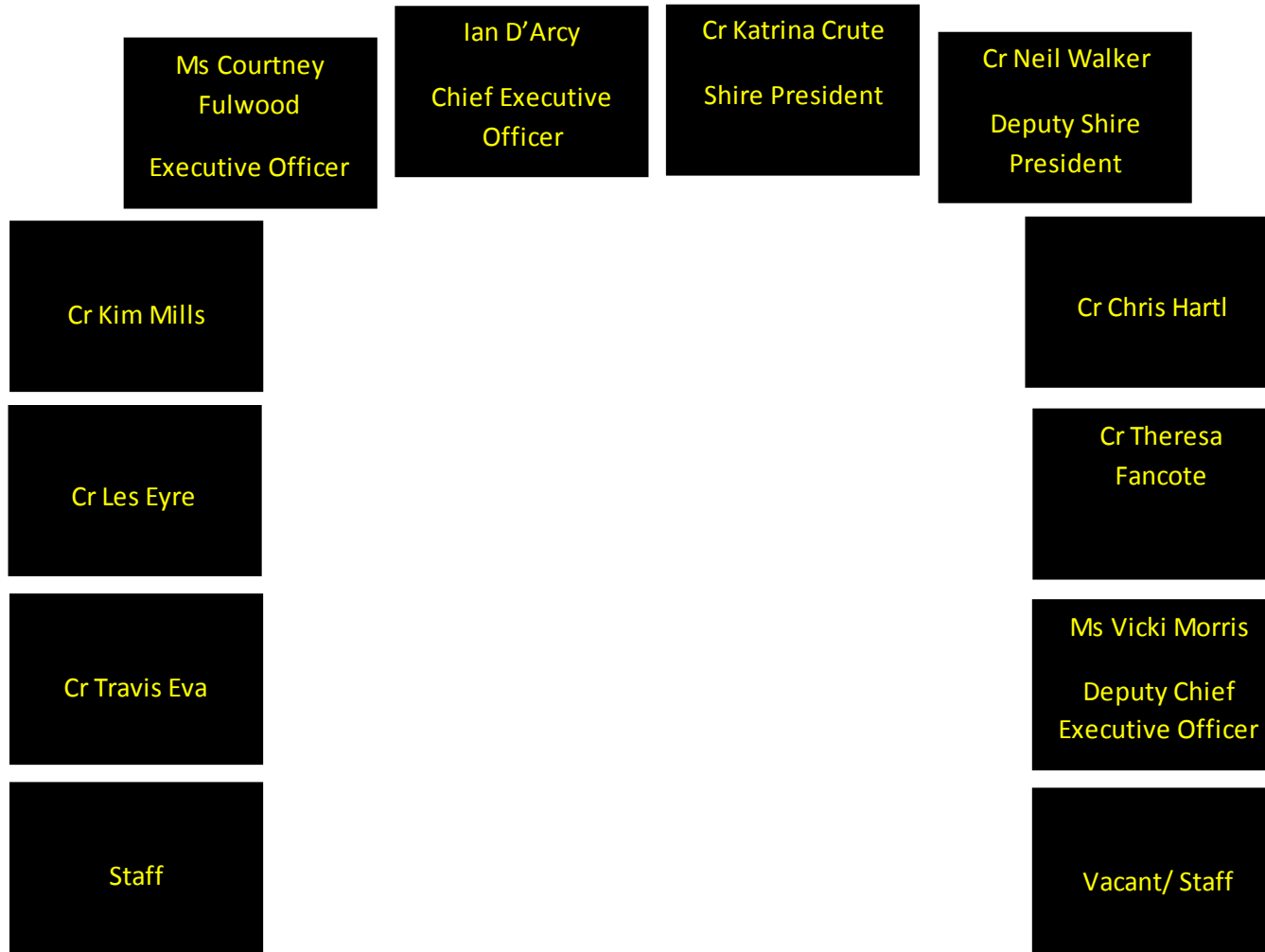
#### **8.1 *Members to be in their proper places***

- (1) At the first meeting held after each election day, the CEO is to allot, alphabetically by ward, a position at the Council table to each Member.*
- (2) Each Member is to occupy his or her allotted position at each Council meeting.*

However, notwithstanding the above policy statement (which is not binding) discussions have been entertained with the Shire President to formalize the seating of Councillors premised on functionality. Accordingly, the following seating arrangement is promoted:

# Shire Council Seating Plan

14 December 2017



## 2.12.17.03 NOMINATION OF COMMITTEE REPRESENTATION – NEW COUNCILLORS

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	30/10/2017
<b>Location/Address:</b>	14 White Street, Brookton WA 6306
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D’Arcy – Chief Executive Officer
<b>Authorising Officer:</b>	Ian D’Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Officer Recommendation 1 - Absolute Majority Officer Recommendation 2 – Simple Majority
<b>Previous Report:</b>	Nil

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### Summary of Item:

To establish and appoint newly elected members to a number of Committees of Council for the two year term of Council.

### Description of Proposal:

As above.

### Background:

Following the Local Government elections on 21<sup>st</sup> October 2017 all previous Committee member and Council delegate positions become vacant. Many of these positions were subsequently filled at the Ordinary Meeting on the 30<sup>th</sup> October 2017. With the extraordinary election now completed there is a requirement to revisit the representation of each Committee, as every Councillor is entitled to sit on at least one Council Committee.

Therefore an overview of the respective Committees is provided below:

a) Audit (Finance) Committee (OCM 278/06 May 2006)

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

Many of the key duties of the Committee are detailed in the Local Government (Audit) Regulations – regulation 16.

b) Employment Committee

The role of the Employment Committee is to:

- Recruit and review the performance and salary of the Chief Executive Officer; and
- Assist the Chief Executive Office in the selection of Senior Employees.

Council also has a policy for one of the members of this Committee (usually the Shire President) to participate in the performance review of Senior Employees, as nominated.

c) Community Housing Committee (OCM 13.06.08.03 June 2008)

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

d) Bush Fire Advisory Committee

The Bush Fire Advisory Committee advises Council on all matters relating to:

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

e) Local Emergency Management Committee

The purpose of this Committee is to advise and assist the local government in ensuring that local emergency management arrangements are established for the Shire, and to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, as well as carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or as prescribed by legislation and regulations.

The Local Emergency Management Committee is established in accordance with section 38 of the *Emergency Management Act 2005*, which obligates local government to establish this Committee. The operational requirements for the Local Emergency Management Committee is not prescribed within the legislation nor the requirements of the *Local Government Act, 1995* do not apply.

The Shire has therefore managed the operations of the Local Emergency Management Committee in general accordance with the following requirements:

- Meetings to be called and convened by the Shire of Brookton
- Quorum to be a minimum of 5 members
- Decisions to be made by simple majority
- Notice of meeting, agenda and minutes to be distributed in a timely manner to members. There is no requirement for publication in accordance with the *Local Government Act, 1995* s.5.25, Admin Regulations 13 and 14.
- Declaration of interest to accord with *Local Government Act, 1995* s.5.60 – s5.73.
- Council Code of Conduct shall apply
- The Local Emergency Management Committee has no decision making authority and may only make recommendations to Council.

f) Other Committees

The following Committees have been identified as no longer being required on the basis that their purpose has largely been fulfilled:

- Kalkarni Consultive Committee
- Les McMullen Memorial recreation Grants Committee
- Plant and Works Committee

g) Working/Advisory Groups

The Council in the past month has also endorsed the formation of an Integrated Planning and Reporting (IPR) Working Group to guide the review of its IPR Framework.

Furthermore, the Council also has representation of a number of external committees for other groups and organisations. These include:

- WALGA Central Country Zone - Wheatbelt
- WALGA AGM (Voting Delegate)
- WALGA Central Country Zone Local Government Act Working Group
- MRWA Wheatbelt South Regional Road Group & Hotham-Dale Subgroup (RRG)
- Brookton School Board
- Brookton Beverley Pingelly (BBP) Alliance

**Consultation:**

Nil.

**Statutory Environment:**

In accordance with Section 5.8 of the *Local Government Act 1995* Council may convene Committees of 3 or more persons, for the purposes of assisting the Council and to exercise the powers and discharge of the duties of the local government that can be delegated to Committees. In addition, Council may be compelled or may determine to convene a Committee for the purpose of fulfilling obligations prescribed by the other statutes relevant to the operations of a local government.

A Committee convened by the Council of the Shire of Brookton as a committee for the purpose of Section 5.8 of the Local Government Act 1995, is required to operate in accordance with the relevant requirements of:

- *Local Government Act 2005*;
- Local Government (Administration) Regulations 1996;
- Local Government (Rules of Conduct) Regulations 2007;
- Shire of Brookton Policy 1.17 - Standing Orders and Meeting Protocol Local Government (Council Meetings)
- Shire of Brookton Code of Conduct

**Relevant Plans and Policy:**

The following Policies apply the establishment and operation of Council Committees:

- Policy 1.13 Council Committees – Terms of Reference
- Policy 1.12 CEO Performance and Salary Review
- Shire of Brookton Policy 1.17 - Standing Orders and Meeting Protocol Local Government (Council Meetings)

**Financial Implications:**

Council is reminded that meeting sitting fees apply to Committee meetings, listed as follows:

- *Councillor Meeting Fees*                      \$200.00
- *Committee Meeting Fees*                      \$100.00
- *President's Meeting Fees*                      \$400.00

For external Committees a payment of \$50 per meeting applies with Travel only from within the Shire boundary calculated at 0.76 cents km.

These costs are accommodated in the 2017/18 municipal budget.



Further, Council resolved at the Ordinary Meeting of Council on 16<sup>th</sup> February 2017 item 14.02.17.01 as follows;

1. Note the resolution of 21 July 2016, to make payments to elected members for eligible mileage claims, meetings fees for attending Council Meetings and or Council Committee Meetings and;
2. Approve, pursuant to section 5.98 (2A) of the *Local Government Act 1995*, and regulation 30 (3A) of the Local Government (Administration) Regulations 1996, effective from the date of this resolution, to also make payments to Council appointed representatives or delegates, or in lieu of that elected member, the Council appointed proxy as follows;
  - a. WALGA Zone Meetings - \$150 per attendance.
  - b. Regional road Group - \$150 per attendance.
  - c. External (not Council controlled or established) Committees, Working Groups or similar meetings as long as they are minuted, which also confirms attendance - \$50 per attendance.

In addition, there may be minor financial implications in that travel costs may be incurred to attend various meetings held outside the Shire of Brookton.

**Risk Assessment:**

There is no risk to Council as this item refers to Council fulfilling its obligations to appoint representatives to its various statutory Committees.

**Community & Strategic Objectives:**

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

*Strategy 5.1.4: Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting their role.*

**Comment:**

The use of Council Committees to undertake Council functions and provide advice to Council is an important means of progressing projects and addressing issues without the need for full Council representation.

Additionally, Council representation on community and industry groups is an important link for the awareness of the Council on issues that may impact upon the community or Council business. As such it is essential the Council members commit their time (if available) to these various groups.

In the main, Council Committees are either Management or Advisory in nature, as is Council Working Groups with an advisory purpose only.

Importantly, it should be noted the Council may at any time exercise its authority to:

- change the composition of an existing Committee or Advisory Group;
- create a new Committee or Advisory Group; or
- delete an existing Committee or Advisory Group if there is no further purpose or need to attend.

Furthermore, Council is not bound to a minimum of three elected members for a Committee of Council, and may proceed to appoint more than three elected members should it choose.

For ease of reference the following table provides an understanding of the current representation endorsed by Council in late October 2017:

	<i>Council Committee</i>	<i>Purpose</i>	<i>Representation</i>	<i>Member</i>
1	<i>Audit (Finance) Committee (Advisory)</i>	<i>Review accounts for payment and Council's financial position and make recommendations or representations to Council in respect of each year's current budget, forward planning, Council Policy and Council's finances.</i>	<i>All Elected Members</i>	<i>Cr Crute Cr Walker Cr Eva Cr Fancote Cr Mills</i>
2	<i>Employment Committee (Advisory)</i>	<i>Recruit and review the performance and salary of the Chief Executive Officer; and assist the Chief Executive Office in the selection and review the performance of Senior Employees.</i>	<i>4 x Elected Members</i>	<i>Cr Fancote Cr Walker Cr Crute Cr Eva</i>
3	<i>Community Housing Committee (Delegated Authority)</i>	<i>The Community Housing Committee has delegated authority to select suitable tenants when vacancies arise in the Madison Square Units complex.</i>	<i>4 x Elected Members</i>	<i>Cr Walker Cr Fancote Cr Mills 1 x Vacant</i>
4	<i>Bushfire Advisory Committee (Advisory)</i>	<i>The prevention, controlling and extinguishing of bush fires; prosecutions for breaches of the Bush Fires Act; the formation of Bush Fire Brigades; the co-ordination of the efforts and activities of the Bush Fire Brigades; and any other matter relating to bush fire control.</i>	<i>1 x Elected Member 1 x Elected Member Proxy</i>	<i>Cr Eva Proxy Cr Crute</i>
5	<i>Local Emergency Management Committee (Advisory)</i>	<i>Acts in accordance with the Emergency Management Act 2005 to manage the community's bush fire prevention and emergency response.</i>	<i>1 x Elected Member 1 x Elected Member Proxy</i>	<i>Cr Crute Proxy Cr Fancote</i>
	<i>Council Advisory Group</i>	<i>Purpose</i>	<i>Representation</i>	<i>Member</i>
1	<i>Integrated Planning and Reporting (IPR) Working Group (Advisory)</i>	<i>To oversee and guide the review of its IPR Framework working with the Shire Project Management Team and appointed consultant</i>	<i>3 x Elected Members</i>	<i>Cr Crute Cr Walker Cr Fancote Cr</i>

Similarly, Council also endorsed the following representation on external groups and Committees:

	<i>Name of Group/Organisation</i>	<i>Purpose</i>	<i>Representation</i>	<i>Member</i>
1	<i>WALGA Central Country Zone</i>	<i>To represent the Council's interests at meetings of the WALGA Central Country Zone where recommendations are formed for consideration by the WALGA Executive Committee</i>	<i>2 x Elected Members</i>	<i>Cr Crute Cr Walker</i>
2	<i>WALGA AGM (Voting)</i>	<i>To vote on behalf of Council on formal recommendations being presented the WALGA Annual General Meeting held in August each year</i>	<i>Shire President and 1 x Elected Member</i>	<i>Cr Crute Cr Walker</i>
3	<i>WALGA Central Country Zone - Local Government Act Review Working Group</i>	<i>To assist in forming recommendations for consideration by the WALGA Central Country Zone on review of the Local Government Act and subsidiary legislation</i>	<i>2 x Elected Members</i>	<i>Cr Crute Cr Walker</i>
4	<i>MRWA Wheatbelt South Regional Road Group &amp; Hotham-Dale Subgroup</i>	<i>To represent the Council's interests on Regional Road matters</i>	<i>1 x Elected Member</i>	<i>Cr Crute</i>
5	<i>Brookton Beverley Pingelly (BBP) Alliance</i>	<i>To represent the Council's interests in exploring, in collaboration with the Shires of Beverley and Pingelly, various opportunities and matters of mutual benefit for the betterment of our local communities</i>	<i>2 x Elected Members</i>	<i>Cr Crute Cr Walker</i>
6	<i>Brookton School Board</i>	<i>To represent the Council's interests and perform a 'conduit' role for information flow between the School Board and Council</i>	<i>1 x Elected Member</i>	<i>Cr Crute</i>
7	<i>Joint Development Assessment Panel (JDAP)</i>	<i>To assess and determine development applications that exceeds \$3-7 million in value.</i>	<i>2 x Elected Member 2 x Proxy</i>	<i>Cr Crute Cr Walker Proxy Cr Eva Proxy Cr Mills</i>

## **OFFICER'S RECOMMENDATION 1**

***That Council, in accordance with Section 5.8 of the Local Government Act (1995), endorse the following 'make-up' of Committees and Advisory Group representation, as listed in the table below:***

	<b><i>Council Committee</i></b>	<b><i>Purpose</i></b>	<b><i>Representation</i></b>	<b><i>Member</i></b>
<b>1</b>	<b><i>Audit (Finance) Committee (Advisory)</i></b>	<b><i>Review accounts for payment and Council's financial position and make recommendations or representations to Council in respect of each year's current budget, forward planning, Council Policy and Council's finances.</i></b>	<b><i>All Elected Members</i></b>	<b><i>Cr Cr Cr Cr</i></b>
<b>2</b>	<b><i>Employment Committee (Advisory)</i></b>	<b><i>Recruit and review the performance and salary of the Chief Executive Officer; and assist the Chief Executive Office in the selection and review the performance of Senior Employees.</i></b>	<b><i>4 x Elected Members</i></b>	<b><i>Cr Cr Cr</i></b>
<b>3</b>	<b><i>Community Housing Committee (Delegated Authority)</i></b>	<b><i>The Community Housing Committee has delegated authority to select suitable tenants when vacancies arise in the Madison Square Units complex.</i></b>	<b><i>4 x Elected Members</i></b>	<b><i>Cr Cr Cr</i></b>
<b>4</b>	<b><i>Bushfire Advisory Committee (Advisory)</i></b>	<b><i>The prevention, controlling and extinguishing of bush fires; prosecutions for breaches of the Bush Fires Act; the formation of Bush Fire Brigades; the co-ordination of the efforts and activities of the Bush Fire Brigades; and any other matter relating to bush fire control.</i></b>	<b><i>1 x Elected Member 1 x Elected Member Proxy</i></b>	<b><i>Cr Proxy Cr</i></b>
<b>5</b>	<b><i>Local Emergency Management Committee (Advisory)</i></b>	<b><i>Acts in accordance with the Emergency Management Act 2005 to manage the community's bush fire prevention and emergency response.</i></b>	<b><i>1 x Elected Member 1 x Elected Member Proxy</i></b>	<b><i>Cr Proxy Cr</i></b>
	<b><i>Council Advisory Group</i></b>	<b><i>Purpose</i></b>	<b><i>Representation</i></b>	<b><i>Member</i></b>
<b>1</b>	<b><i>Integrated Planning and Reporting (IPR) Working Group (Advisory)</i></b>	<b><i>To oversee and guide the review of its IPR Framework working with the Shire Project Management Team and appointed consultant</i></b>	<b><i>3 x Elected Members</i></b>	<b><i>Cr Cr Cr</i></b>

(Absolute majority required)

## OFFICER'S RECOMMENDATION 2

***That Council, in accordance with Section 5.8 of the Local Government Act (1995), endorse participation in non-Council Committees and Groups, as listed in the table below, with elected members appointed as follows:***

	<b><i>Name of Group/Organisation</i></b>	<b><i>Purpose</i></b>	<b><i>Representation</i></b>	<b><i>Member</i></b>
<b>1</b>	<b><i>WALGA Central Country Zone</i></b>	<b><i>To represent the Council's interests at meetings of the WALGA Central Country Zone where recommendations are formed for consideration by the WALGA Executive Committee</i></b>	<b><i>2 x Elected Members</i></b>	<b><i>Cr Cr</i></b>
<b>2</b>	<b><i>WALGA AGM (Voting)</i></b>	<b><i>To vote on behalf of Council on formal recommendations being presented the WALGA Annual General Meeting held in August each year</i></b>	<b><i>Shire President and 1 x Elected Member</i></b>	<b><i>Cr Cr</i></b>
<b>3</b>	<b><i>WALGA Central Country Zone - Local Government Act Review Working Group</i></b>	<b><i>To assist in forming recommendations for consideration by the WALGA Central Country Zone on review of the Local Government Act and subsidiary legislation</i></b>	<b><i>2 x Elected Members</i></b>	<b><i>Cr Cr</i></b>
<b>4</b>	<b><i>MRWA Wheatbelt South Regional Road Group &amp; Hotham-Dale Subgroup</i></b>	<b><i>To represent the Council's interests on Regional Road matters</i></b>	<b><i>1 x Elected Member</i></b>	<b><i>Cr</i></b>
<b>5</b>	<b><i>Brookton Beverley Pingelly (BBP) Alliance</i></b>	<b><i>To represent the Council's interests in exploring, in collaboration with the Shires of Beverley and Pingelly, various opportunities and matters of mutual benefit for the betterment of our local communities</i></b>	<b><i>2 x Elected Members</i></b>	<b><i>Cr Cr</i></b>
<b>6</b>	<b><i>Brookton School Board</i></b>	<b><i>To represent the Council's interests and perform a 'conduit' role for information flow between the School Board and Council</i></b>	<b><i>1 x Elected Member</i></b>	<b><i>Cr</i></b>
<b>7</b>	<b><i>Joint Development Assessment Panel (JDAP)</i></b>	<b><i>To assess and determine development applications that exceeds \$3-7 million in value.</i></b>	<b><i>2 x Elected Member 2 x Proxy</i></b>	<b><i>Cr Cr Proxy Cr Proxy Cr</i></b>

(Simple Majority required)

**3.12.17      RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**4.12.17      PUBLIC QUESTION TIME**

**5.12.17      APPLICATIONS FOR LEAVE OF ABSENCE**

**6.12.17      PETITIONS/DEPUTATIONS/PRESENTATIONS**

**7.12.17      CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**7.12.17.01      ORDINARY COUNCIL MEETING MINUTES – 16 NOVEMBER 2017**

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

**7.12.17.02      SPECIAL MEETING OF COUNCIL MINUTES – 4 DECEMBER 2017**

*That the minutes of the Ordinary Council meeting held in the Shire of Brookton Council Chambers, on Monday 4 December 2017, be confirmed as a true and correct record of the proceedings.*

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

(Includes Condolences)

**9.12.17      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**

<b>Item no.</b>	<b>Members/Officers</b>	<b>Type of Interest</b>	<b>Nature of Interest</b>

**10.12.17 TECHNICAL & DEVELOPMENT SERVICES REPORTS**

**10.12.17.01 PROPOSED OVER SIZE FARM MAHINERY SHED – LOC. 692 BROOKTON HIGHWAY, BROOKTON AND MINOR AMENDMENT LOCAL PLANNING POLICY 3.6 – OUTBUILDINGS**

<b>File No:</b>	A2679
<b>Date of Meeting:</b>	14/12/2017
<b>Location/Address:</b>	Location 692 (Hn 10625) Brookton Highway Brookton
<b>Name of Applicant:</b>	Murray Hall
<b>Name of Owner:</b>	Hillroy Farms Pty Ltd
<b>Author/s:</b>	Ian D’Arcy – CEO
<b>Authorising Officer:</b>	Ian D’Arcy - CEO
<b>Declaration of Interest:</b>	The author has no interest in this matter
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

This report relates to an application seeking Planning Approval for an over-sized farm machinery shed on Location 692 Brookton Highway, Brookton, and recommends that Council amend it Local Planning Policy 3.6 – Outbuildings by removing the maximum allowable development standards for ‘Farming’ zoned land above 10 hectares in area outside of a gazetted town site.

**Description of Proposal:**

This application entails the erection of an open front farm machinery shed to accommodate large farm machinery on Location 692. This property adjoins the northern side of Brookton Highway, as shown in **Figure 1** below.



**Figure 1 – Location Plan**

More With regard to placement, the proposed building is to be located immediately west of the existing farm sheds and water tank on Location 692, and approximately 250 metres west of the Farm Homestead, as outlined in **Figure 2**:





**Figure 2 – Site Plan**

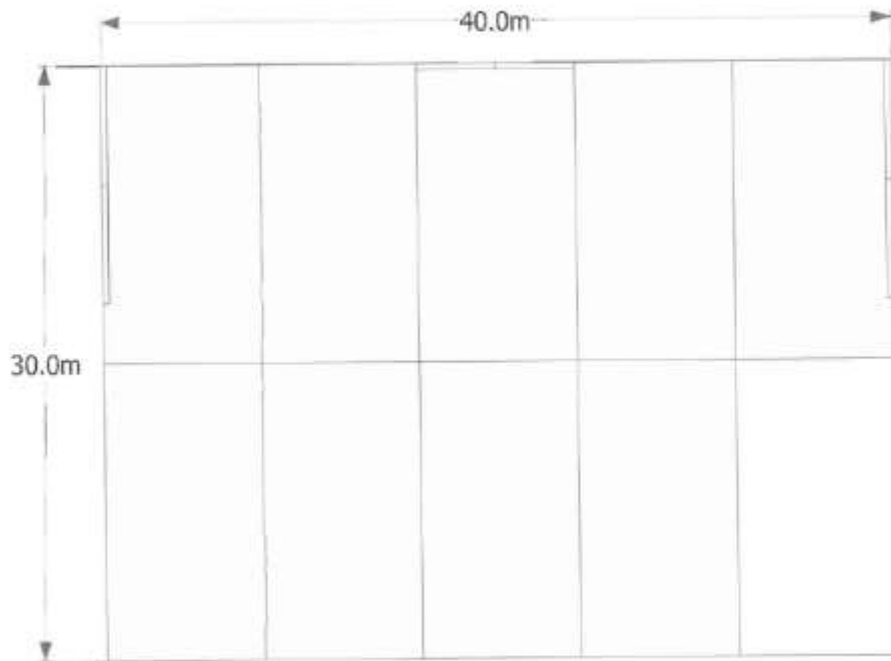
The proposed building is to measure 30 metres in width by 40 metres in depth with a total floor area of 1200 m<sup>2</sup>. The wall height dimension is 7.4 metres and the overall height is just under 8.0 metres. The front of the shed is open ended, while the other elevations incorporate sliding doors of varying dimensions.

Illustrative drawings of the proposed Farm Machinery Shed (3D Sketch, floor plan and elevations) are provided at **Figures 3 – 8** below.



**Figure 3 – 3D Sketch**

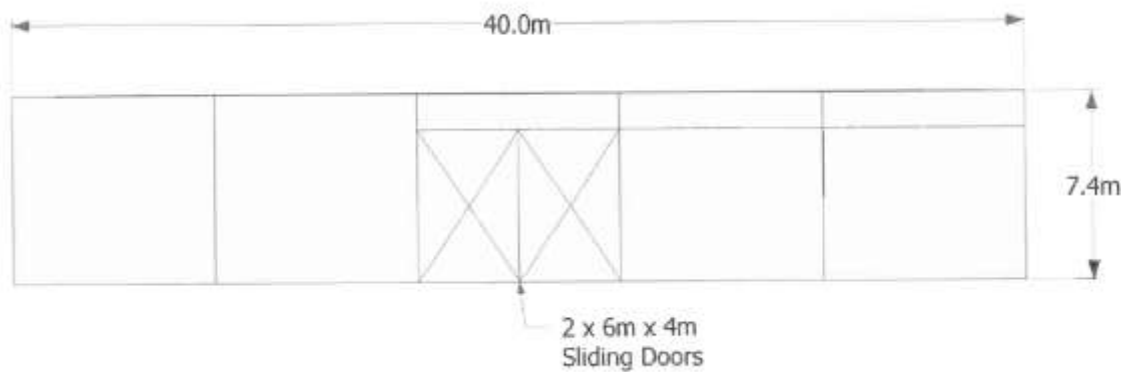




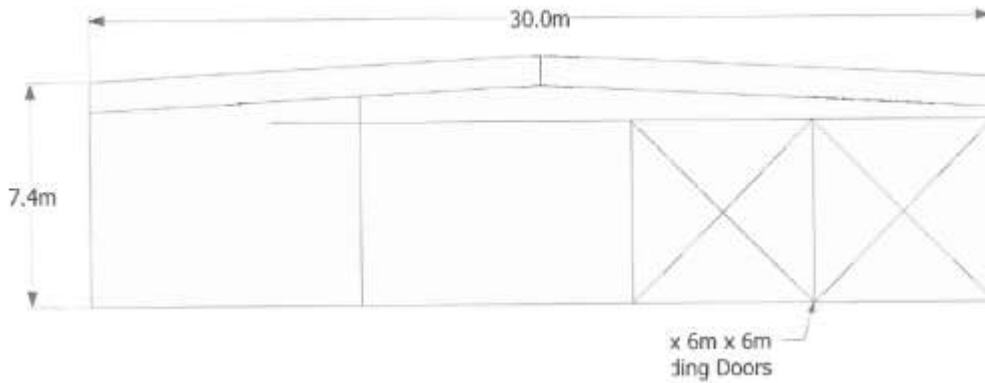
**Figure 4 – Floor Plan**



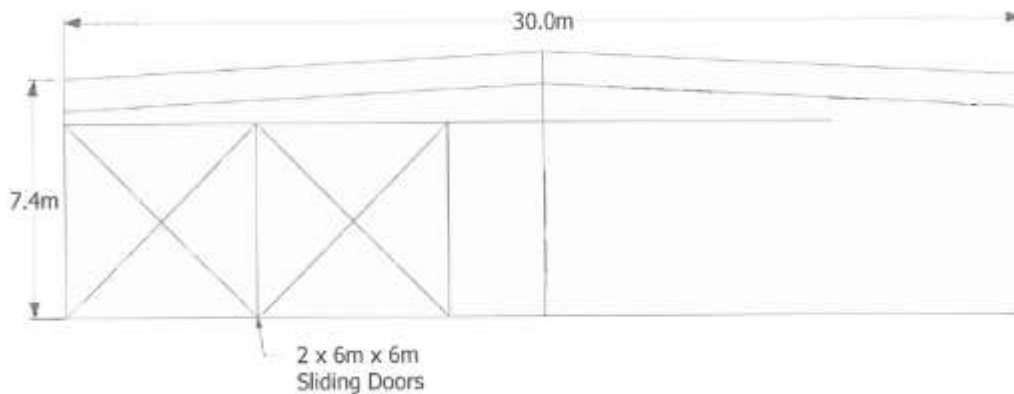
**Figure 5 – Front Elevation**



**Figure 6 - Rear Elevation**



**Figure 7 – Right End Elevation**



**Figure 8 – Left End Elevation**

It should also be noted the form of construction for the Farm Machinery Shed is engineered steel frame with a zincalume metal cladding finish.

**Background:**

This matter is presented to Council as the proposed Farm Machinery Shed exceeds the maximum allowable floor area of 1,000 m<sup>2</sup>, as prescribed for outbuildings located within the general ‘Farming’ zone under the Council’s Local Planning Policy 3.6 – Outbuildings.

Further, commentary on this matter is provided in the Policy Implications Section of this report.

**Consultation:**

This request has not been the subject of any consultation.

**Statutory Environment:**

From a legal point of view the Council is required to assess the proposed development in accordance with the provisions of the Shire of Brookton Town Planning Scheme (TPS) No.3. This includes assessment of the proposed development against land use zoning, prescribed minimum setbacks from all property boundaries and consideration of any amenity issues or concerns.

In this context, Location 692 is zoned ‘Farming’ which broadly supports broad acre agricultural production and ancillary farm buildings such as houses, sheds, and silos for example. Even though the ‘Agriculture’ land use classification is not specifically mentioned in the Zoning Table 1 of TPS No.3, which is viewed as an anomaly in TPS No.3 and is being addressed in the new Local Planning Scheme No.4, it is

viewed that Council can still determine this application, as 'Agriculture' as a land use is specifically referred to in the stated objectives for the 'Farming' zone. These objectives are outlined below:

### 3.4.1 OBJECTIVES

- (a) *to protect the potential of agricultural land for primary production and to preserve the landscape and character of the rural areas.*
- (b) *to provide for a range of rural pursuits such as broadacre and diversified farming which are compatible with the capability of the land and retain the rural character and amenity of the locality.*

With reference to boundary setbacks, *Table 2 – Development Standards/Requirements* prescribes the following minimum boundary setback distances for 'Farming' zoned land to be:

Front Boundary	- 35 metres
Rear Boundary	- 10 metres
Side Boundary	- 10 metres

As for general amenity of the locality, Section 5.3 of TPS No.3 states:

### 5.3 APPEARANCE OF BUILDING

- 5.3.1 *A person shall not without the approval of the Council erect or commence to erect a building which by virtue of colour or type of materials, architectural style, height, bulk or ornamental or general appearance has in the opinion of the Council an exterior design which is out of harmony with the exterior designs of existing buildings or is likely to injure the amenity of the locality.*

In consideration of the above and assessment of the application, Council may proceed to grant (or refuse) planning approval for the proposed over-sized machinery shed pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations, 2015.

Furthermore, Council also empowered to amend a Local Planning Policy in accordance with Part 2, Division 2 Clause 3(4) and Clause 5(2) of the Planning and Development (Local Planning Schemes) Regulations, 2015.

#### **Relevant Plans and Policy:**

In addition to the Shire's Town Planning Scheme No.3, this application also needs to be assessed against the standards prescribed by Local Planning Policy 3.6 – Outbuildings.

An extract of the relevant provisions of this policy is provided below:

- 3.2 *Outbuildings that do not comply with all of the criteria corresponding to the relevant zone in Table 1 of this Policy will be referred to Council. Such proposal is deemed an 'Oversize Outbuilding' for the purpose of lodging an application for planning approval.*

- 3.5 *Under this policy "Sheds" are defined as outbuildings with a floor area greater than 10m<sup>2</sup>. Outbuildings with a floor area of 10m<sup>2</sup> or less do not require Planning Approval or Building Permit.*

**TABLE 1** (extract)

<b>Criteria</b>					
<b>Zone</b>	<b>Maximum Total area of all outbuildings on the lot (m<sup>2</sup>)</b>	<b>Maximum individual area of proposed outbuilding (m<sup>2</sup>)</b>	<b>Maximum Wall height (m)</b>	<b>Maximum Roof height (m)</b>	<b>Design / Location</b>
<i>Farming above 10 hectares</i>	NA	1,000	8	9	<i>An Outbuilding may be approved incorporating an ablution facility to support on farm agricultural activities.</i>

It is assessed the application does not accord with the maximum individual area under this Policy. This has proven to be the trigger for this application to be referred to Council, given the proposed floor area is 200m<sup>2</sup> over the specified maximum allowable area under the policy.

**Financial Implications:**

There are no financial implications for the Shire, other than receipt of the planning application fee.

**Risk Assessment:**

It is assessed there is negligible to no risk in regard to this application providing the Council adheres to the legislative provisions under the *Planning and Development Act, 2005*, Planning and Development (Local Planning Scheme) Regulations 2015 and the Shire of Brookton Town Planning Scheme No.3.

However, should Council determine the application outside of the regulatory planning framework, there is a potential risk the Council may be challenged on appeal in the State Administrative Tribunal requiring it to defend its decision.

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

**Comment**

From a planning perspective it is assessed the application accords to the land-use zoning, complies with the minimum boundary setbacks as required by TPS No.3, and is sufficiently positioned on Location 692 to negate any amenity issues that relates to neighbouring properties or the Brookton Highway.

Therefore, the only issue that arises is the maximum floor area of 1,000 m<sup>2</sup> as detailed in the 'Outbuildings' policy.

In relation to this matter it is difficult to rationalise from a planning perspective as to why this requirement applies, when the 'Outbuildings' policy does not detail a maximum aggregate floor area, nor does it limit on the number of outbuildings that can be erected. Furthermore, it is acknowledged that industry rationalisation and technology is yielding bigger farming entities that require larger machines and more farming equipment and increased storage capacity.

Accordingly, under the present situation the applicant, not being able erect a 1,200 m<sup>2</sup> shed, could conceivably construct two (or more) sheds side by side under this same policy. This would result in the same (or greater) floor area together with the maximum wall and roof heights. Fundamentally, this is no different to constructing a single structure, other than increasing the cost that the proponent has to bare. To this end, it is therefore suggested Council

- a) Relax the standards of the 'Outbuilding' policy for this application and grant planning approval for the over-size machinery shed as submitted; and
- b) Undertake a minor amendment to the current Outbuildings Policy in accordance Part 2, Division 2 Clause 3(4) and Clause 5(2) of the Planning and Development (Local Planning Schemes) Regulations, 2015 by removing reference to maximum individual area; maximum wall height and maximum roof height from Table 1 of the policy, as these standards are not soundly based or justified on planning grounds pertinent to broad-acre/large scale farming.

### **OFFICER'S RECOMMENDATION**

**That Council:**

1. ***Grant Planning Approval for an Over Size Farm Machinery Shed on Location 692 Brookton Highway, Brookton pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations, 2015 and subject to the following conditions and advice notes:***

#### **Conditions**

- a) ***If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of two (2) years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.***
- b) ***The erection of the of the Farm Machinery Shed shall generally be carried out in accordance with the terms of the application as approved herein including all stamp approved plans that form part of this Planning Approval.***

#### **Advice Notes**

***The following advice notes are offered in addition to the notes provided in Form 4 of Clause 86 of the Deemed Provisions on the approval granted in condition(s) above:***

- i. ***This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Services Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Brookton Building section on (08) 9642 1106.***
- ii. ***Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.***
- iii. ***The applicant is advised a building Permit is required prior to commencement of any building works.***

*iv. The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website – [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).*

*2. In accordance with Part 2, Division 2 Clause 3(4) and Clause 5(2) of the Planning and Development (Local Planning Schemes) Regulations, 2015 undertake a minor amendment to Local Planning Policy 3.6 – Outbuildings by removing all prescribed standards (maximum individual area; maximum wall height and maximum roof height) from Table 1 of the policy for land in the ‘Farming’ zone in excess 10 hectares and outside of a gazetted town site.*

(Simple majority vote required)

**10.12.17.02 PROPOSED OVER SIZE HAY STORAGE SHED AND WORKSHOP – LOT 45 YORK WILLIAMS ROAD JELCOBINE**

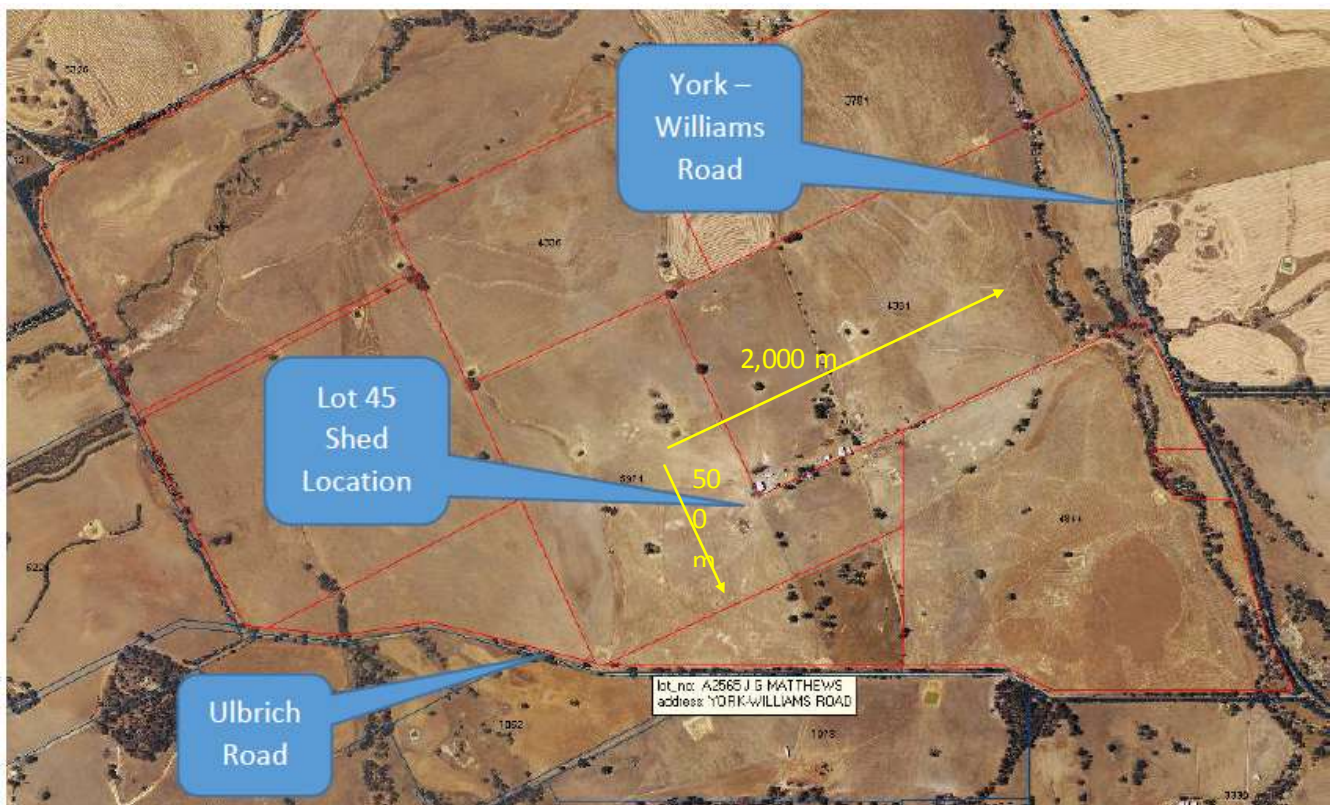
<b>File No:</b>	A2565
<b>Date of Meeting:</b>	14 December 2017
<b>Location/Address:</b>	Lot 45 York-Williams Road Jelcobine
<b>Name of Applicant:</b>	Lauren Fawkes – WBS Group
<b>Name of Owner:</b>	Justin Matthews
<b>Author/s:</b>	Ian D’Arcy – CEO
<b>Authorising Officer:</b>	Ian D’Arcy - CEO
<b>Declaration of Interest:</b>	The author has no interest in this matter
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

This report relates to an application seeking Planning Approval for an over-sized hay storage shed and workshop on Lot 45 York Williams Road Jelcobine, with it recommended planning consent be granted by Council.

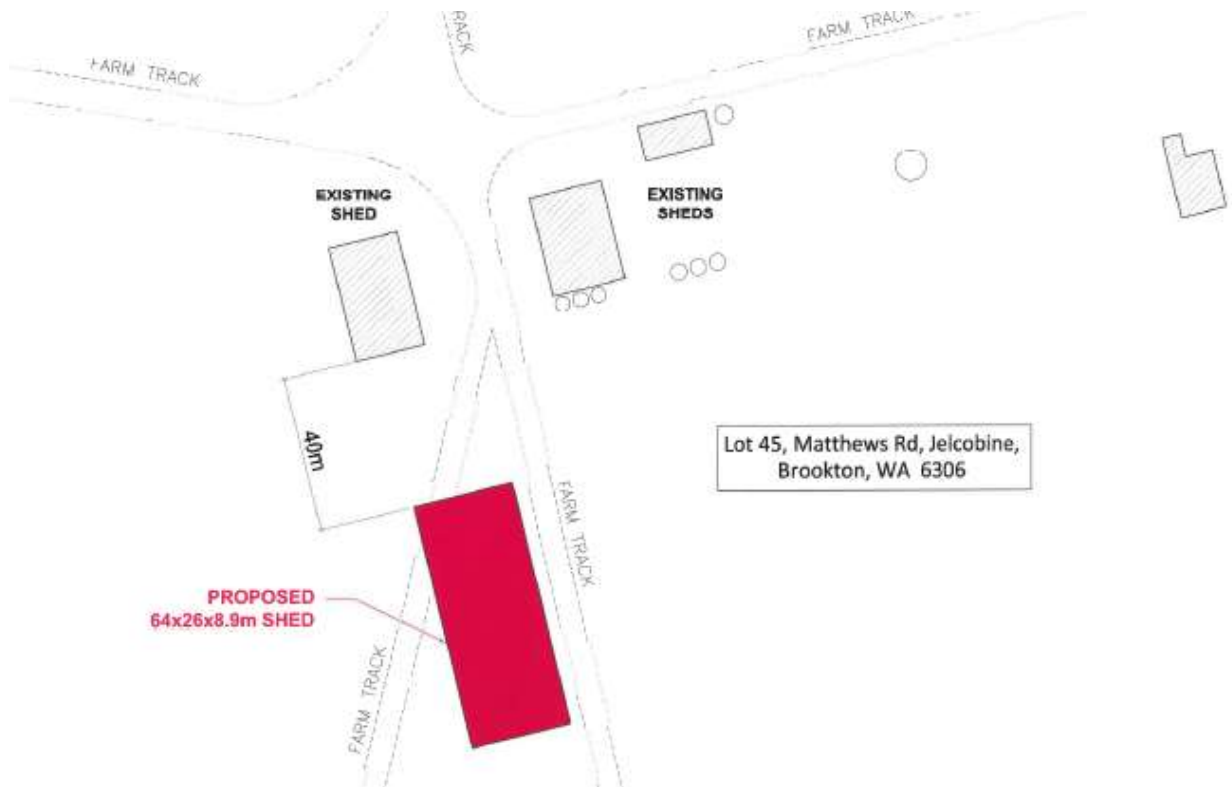
**Description of Proposal:**

This application entails the erection of an open front farm shed to be primarily used for the storage of hay bales and a workshop on Lot 45 York Williams Road, as shown in **Figure 1** below.



**Figure 1 – Location Plan**

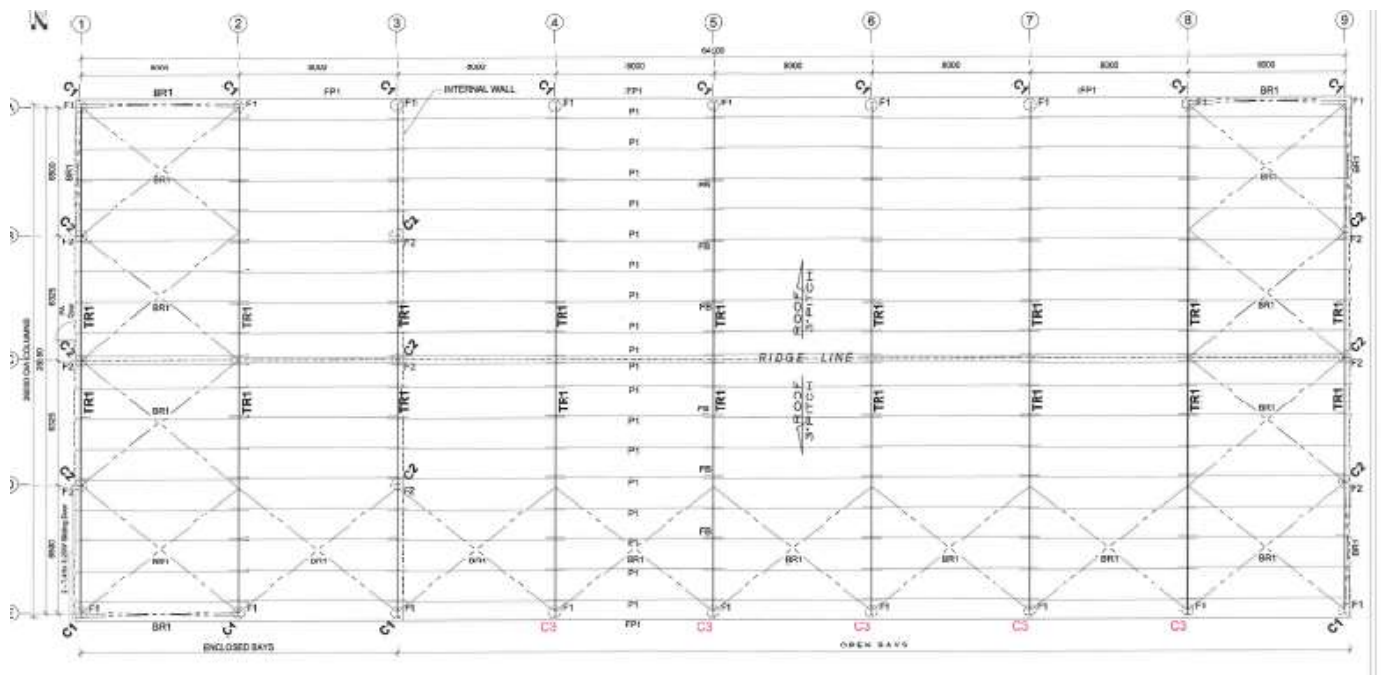
The proposed building is to be located some 2,000 metres to the west of York Williams Road and approximately 500 metres to the north of Ulbrich Road. Both roads are external boundaries for Lot 45. Also, the proposed shed is some 40 metres south of the existing farm buildings, as outlined in **Figure 2** below:



**Figure 2 – Site Plan**

Overall, the proposed building measures 64 metres in width and 26 metres in depth with a total floor area of 1,664 m<sup>2</sup>, and a wall height of 8.9 metres with a 3 degree roof pitch bringing the overall height to the apex of just under 9.5 metres. The proposed shed structure is predominantly open ended across the front of the building, and incorporates large sliding doors on one side.

An illustration of the proposed building (floor plan and elevations) is provided at **Figures 3 – 6** below.



**Figure 4 – Floor Plan**



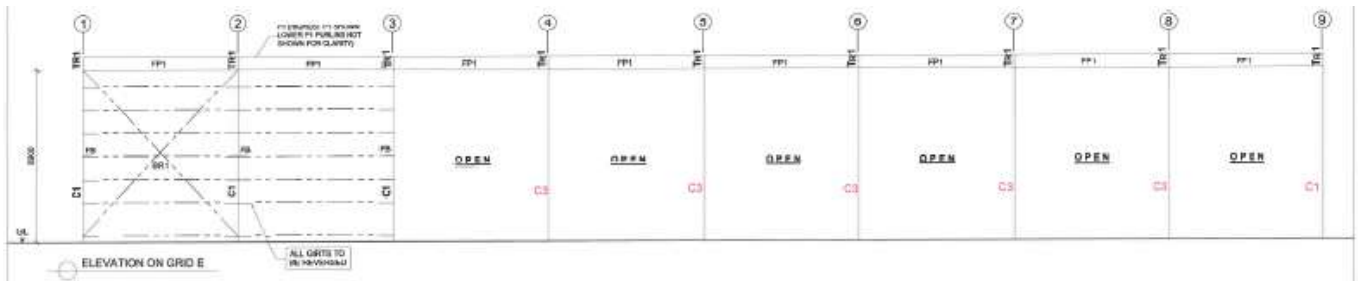


Figure 5 – Front Elevation

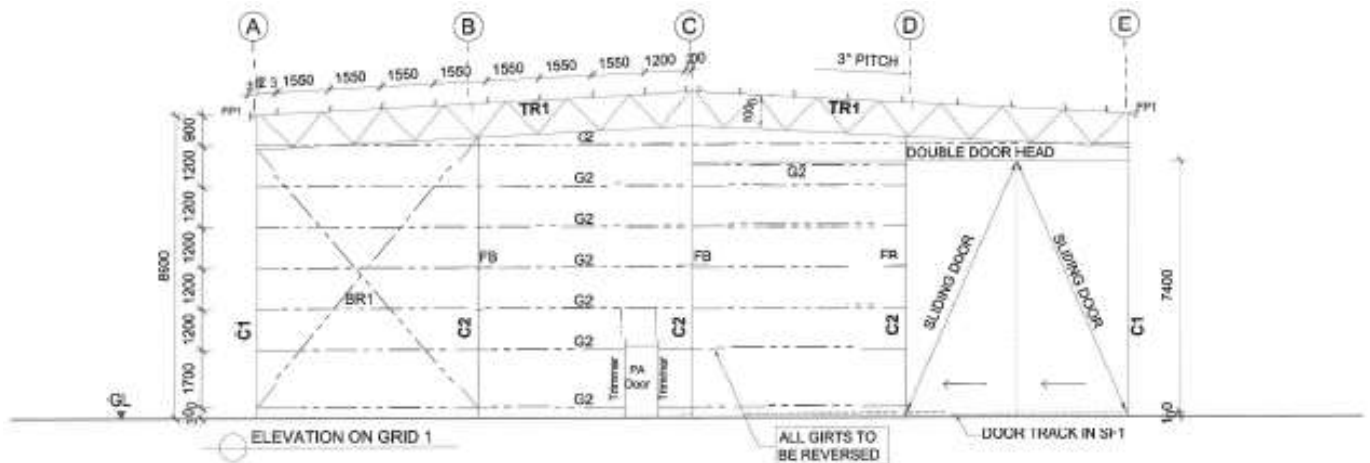


Figure 6 – Side Elevation

The form of construction for the hay storage shed is an engineered steel frame structure with a zincalume metal cladding finish.

**Background:**

This matter is presented to Council as the proposed storage shed exceeds the maximum allowable floor area of 1,000 m<sup>2</sup> and height (wall and apex roof) as prescribed by Local Planning Policy 3.6 – Outbuildings (refer to Policy Implications Section of this report).

**Consultation:**

This request has not been the subject of any consultation.

**Statutory Environment:**

Council is required to assess the proposed development in accordance with the provisions of the Shire of Brookton Town Planning Scheme No.3, including assessment of land use zoning, prescribed minimum boundary setbacks and consideration of amenity concerns.

Lot 45 is zoned ‘Farming’ that broadly supports broad acre agriculture and construction of ancillary farm buildings, even though the ‘Agriculture’ land use classification is not specifically mentioned in the Zoning Table 1 of TPS No.3. This is viewed as an anomaly that will be addressed in the new Local Planning Scheme No.4.

Notwithstanding, the agricultural use is reflected in the stated objectives for the ‘Farming’ zone. The relevant objectives are detailed in the extract from TPS No.3 below:

### 3.4.1 OBJECTIVES

- (a) *to protect the potential of agricultural land for primary production and to preserve the landscape and character of the rural areas.*
- (b) *to provide for a range of rural pursuits such as broadacre and diversified farming which are compatible with the capability of the land and retain the rural character and amenity of the locality.*

With reference to boundary setbacks, *Table 2 – Development Standards/Requirements* prescribes the following minimum boundary setback distances, also extracted from the TPS:

Front Boundary	- 35 metres
Rear Boundary	- 10 metres
Side Boundary	- 10 metres

As for amenity, Section 5.3 of TPS No.3 states:

#### 5.3 APPEARANCE OF BUILDING

- 5.3.1 *A person shall not without the approval of the Council erect or commence to erect a building which by virtue of colour or type of materials, architectural style, height, bulk or ornamental or general appearance has in the opinion of the Council an exterior design which is out of harmony with the exterior designs of existing buildings or is likely to injure the amenity of the locality.*

In consideration of the above and assessment of the application, the Council may grant (or refuse) planning approval for the proposed over-sized hay shed pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations, 2015.

#### **Relevant Plans and Policy:**

In addition to the Shire's Town Planning Scheme No.3, this application also needs to be assessed against the standards prescribed under Local Planning Policy 3.6 – Outbuildings.

An extract of the relevant portion of this policy is provided below:

- 3.3 *Outbuildings that do not comply with all of the criteria corresponding to the relevant zone in Table 1 of this Policy will be referred to Council. Such proposal is deemed an 'Oversize Outbuilding' for the purpose of lodging an application for planning approval.*
- 3.5 *Under this policy "Sheds" are defined as outbuildings with a floor area greater than 10m<sup>2</sup>. Outbuildings with a floor area of 10m<sup>2</sup> or less do not require Planning Approval or Building Permit.*

**TABLE 1 (extract)**

<b>Criteria</b>					
<b>Zone</b>	<b>Maximum Total area of all outbuildings on the lot (m<sup>2</sup>)</b>	<b>Maximum individual area of proposed outbuilding (m<sup>2</sup>)</b>	<b>Maximum Wall height (m)</b>	<b>Maximum Roof height (m)</b>	<b>Design / Location</b>
<i>Farming - above 10 hectares</i>	NA	1,000	8	9	<i>An Outbuilding may be approved incorporating an ablution facility to support on farm agricultural activities.</i>

It is assessed the application does not accord with the maximum individual floor area, nor does it comply with the specified height requirements under this Policy. Given the proposed floor area is 664m<sup>2</sup> over the specified maximum allowable floor area, and there is an increase in height that exceeds the policy standards, the matter is referred to Council for determination.

**Financial Implications:**

There are no financial implications for the Shire, other than receipt of the planning application fee.

**Risk Assessment:**

It is assessed there is negligible to no risk in regard to this application providing the Council adheres to the legislative provisions under the *Planning and Development Act, 2005*, Planning and Development (Local Planning Scheme) Regulations 2015 and the Shire of Brookton Town Planning Scheme No.3.

However, should Council determine the application outside of the regulatory planning framework, there is a potential risk the Council may be challenged on appeal in the State Administrative Tribunal requiring Council to defend its decision.

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

**Comment**

It is acknowledged that the proposed structure is a considerably large industrial structure. However, from a planning perspective it is assessed the application accords to the land-use zoning, complies with the minimum boundary setbacks as prescribed, and is sufficiently positioned on Lot 45 where no amenity issues are evident in relation to neighbouring properties and adjoining public roads.

Therefore, the only issue that arises is the lack of compliance with the specified standards of the Council’s ‘Outbuildings’ policy.

In relation to this matter of non-compliance, and as mentioned in another report, it is difficult to rationalise from a planning perspective as to why these standards exist, when the ‘Outbuildings’ policy does not detail a maximum aggregate floor area, nor limit the number of buildings that can be erected. Further, it is again acknowledged that industry rationalisation and technology is yielding bigger farming

units and entities that require larger machines, more farming equipment and increased storage and workshop capacity.

It should be noted that under the present situation the applicant, in not being able erect a 1,664 m<sup>2</sup> shed, could construct two (or more) sheds side by side under this same policy that could yield a similar (or greater) floor area together with the maximum wall and roof heights.

In reality this would be no different to erecting a single structure, other than increasing the cost burden for the proponent. Therefore, it is recommended Council relax the current development standards and grant planning consent for the proposed hay storage shed as submitted.

### **OFFICER'S RECOMMENDATION**

***That Council grant Planning Approval for an Over Size Hay Storage Shed and Workshop on Lot 45 York Williams Road Jelcobine pursuant to Schedule 2, Clause 68 of the a Planning and Development (Local Planning Schemes) Regulations, 2015 and subject to the following conditions and advice notes:***

#### **Conditions**

- a) If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of two (2) years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.***
- b) The erection of the of the Hay Storage Shed and Workshop shall generally be carried out in accordance with the terms of the application as approved herein including all stamp approved plans that form part of this Planning Approval.***

#### **Advice Notes**

***The following advice notes are offered in addition to the notes provided in Form 4 of Clause 86 of the Deemed Provisions on the approval granted in condition(s) above:***

- i. This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Services Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Brookton Building Section on (08) 9642 1106.***
- ii. Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.***
- iii. The applicant is advised a building Permit is required prior to commencement of any building works.***
- iv. The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website – [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).***

(Simple majority vote required)

**10.12.17.03 PROPOSED STORAGE SHED – EXTENSION TO EXISTING OLIVE PROCESSING PLANT – LOC.7707 DALE KOKEBY ROAD BROOKTON**

<b>File No:</b>	A2760
<b>Date of Meeting:</b>	14/12/2017
<b>Location/Address:</b>	Location 7707 Dale Kokeby Road, Brookton
<b>Name of Applicant:</b>	Bob Choong
<b>Name of Owner:</b>	Deaken and Associates Pty Ltd
<b>Author/s:</b>	Ian D’Arcy – CEO
<b>Authorising Officer:</b>	Ian D’Arcy - CEO
<b>Declaration of Interest:</b>	The author has no interest in this matter
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	N/A

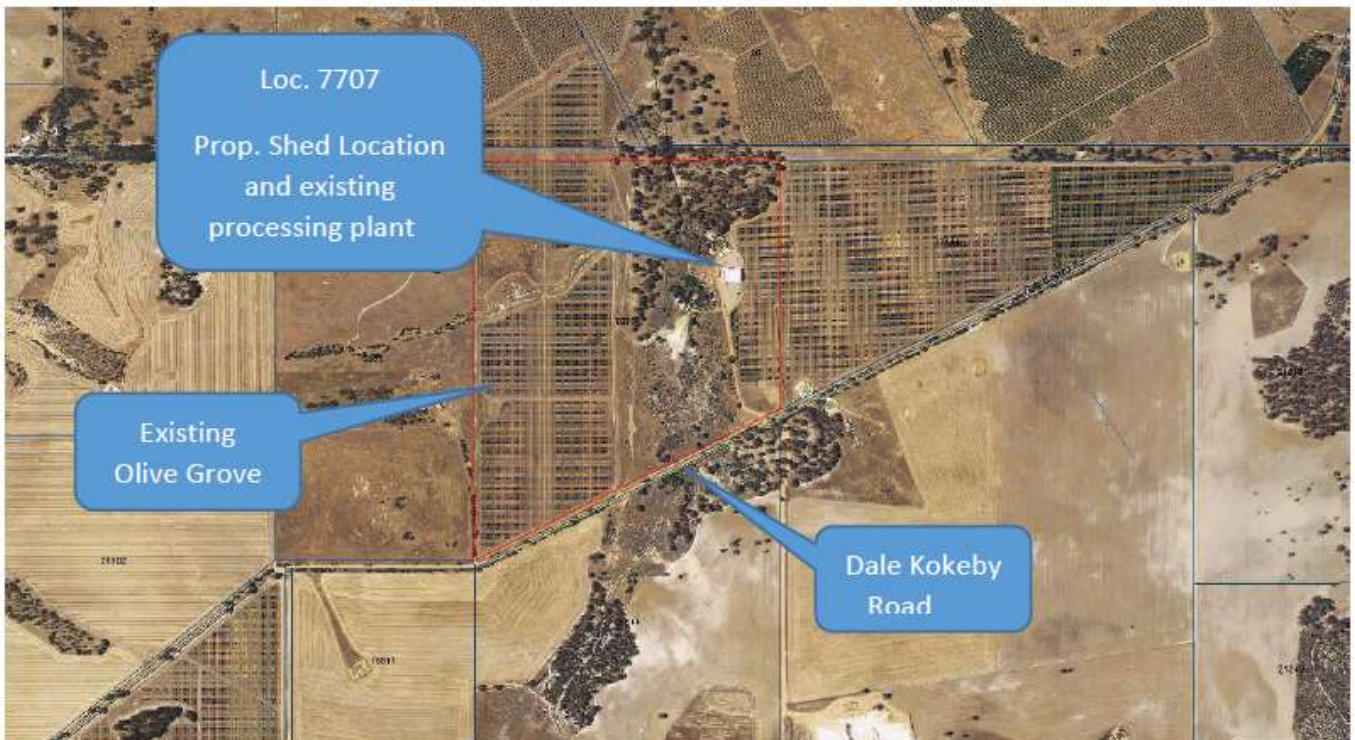
**Summary of Item:**

This report relates to an application seeking Planning Approval for an extension to the existing olive processing plant on Location 7707 Dale Kokeby Road Brookton, with it recommended planning consent be granted by Council.

**Description of Proposal:**

This application entails the erection of a new shed as an extension to the existing processing plant to house olive oil in a storage tank.

**Figure 1** below provides an understanding of the location of subject property:



**Figure 1 – Location Plan**



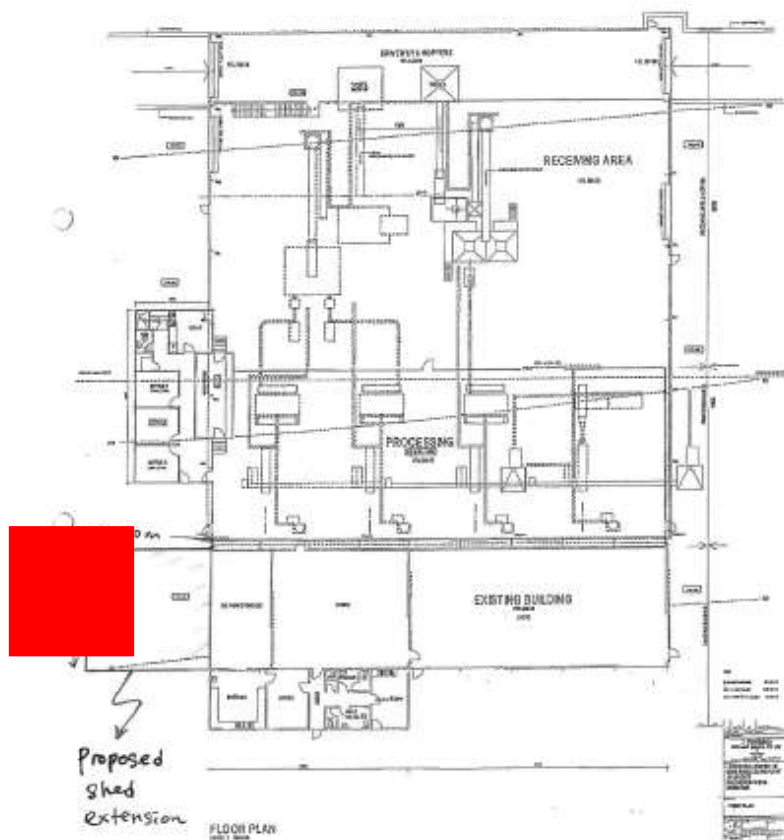
The proposed new building is to be located on the western side of the existing olive processing plant, some 470 metres from the Dale Kokeby Road, as shown in **Figure 2** below:



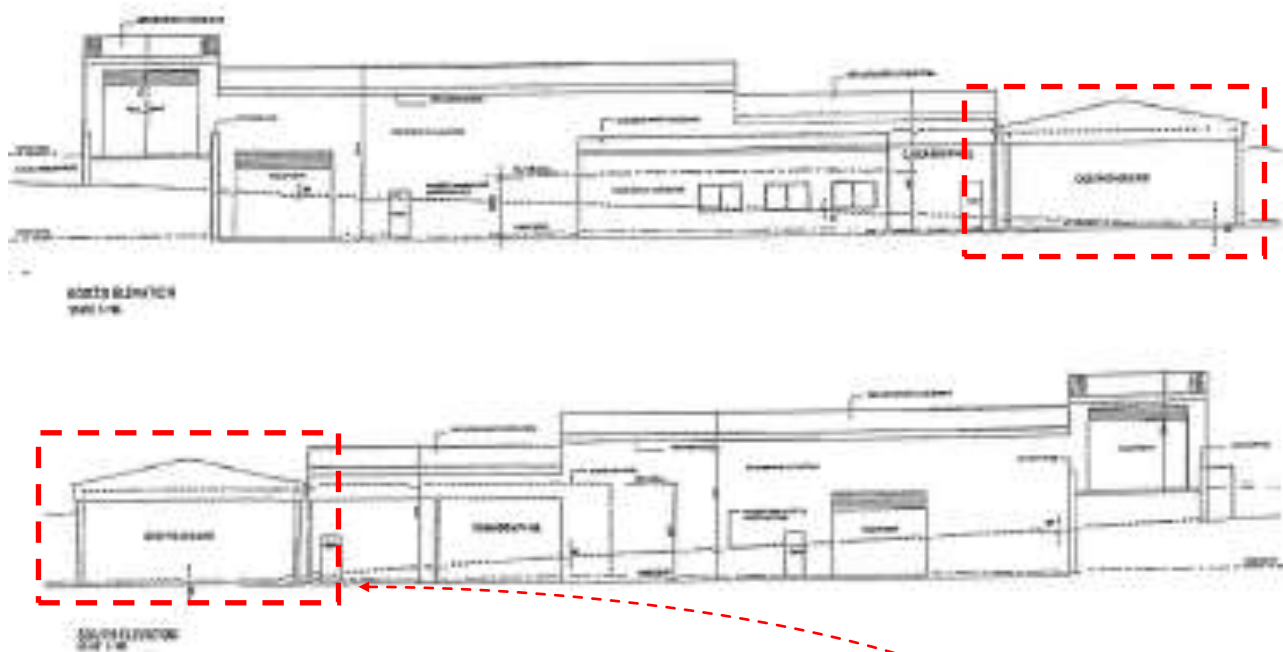
**Figure 2 – Site Plan**

Overall, the shed is proposed to measure 10 metres in width and 20 metres in depth with a total floor area of 200 m<sup>2</sup>, and a wall height of 8.9 metres with an approximate 3 degree roof pitch bringing the overall height to the apex of just under 9.5 metres. The proposed shed structure is enclosed with the exception of large double sliding doors to the western (front) elevation of the building.

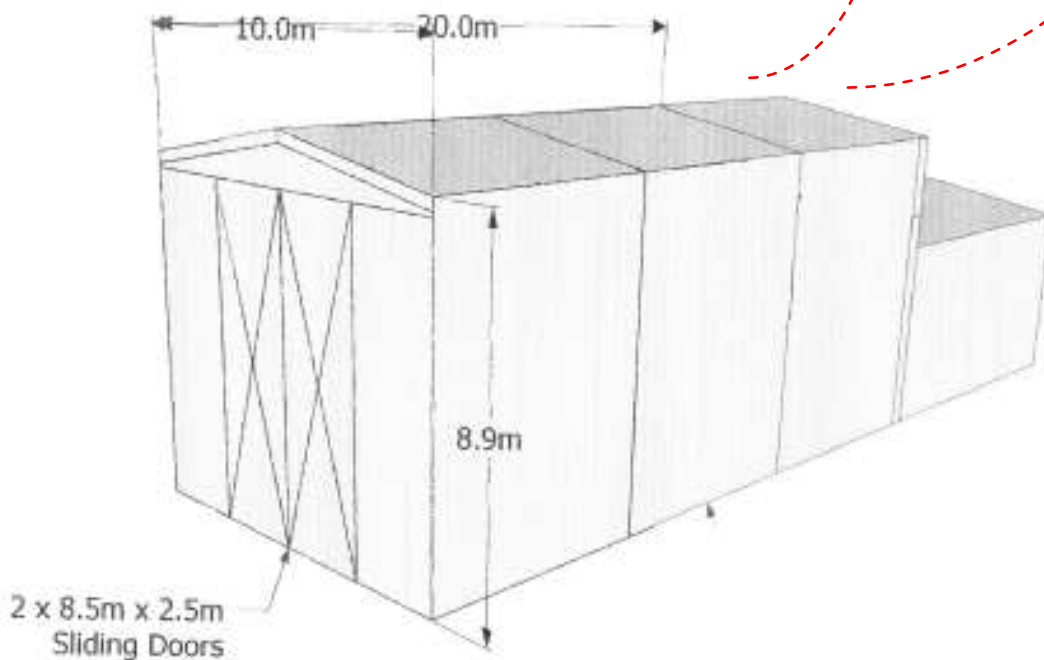
An illustration of the proposed building (floor plan and elevations) is provided at **Figures 3 – 6** below.



**Figure 4 – Floor Plan**



**Figure 5 – Elevations of the Processing Plant with Proposed Storage Shed**



**Figure 6 – 3D Perspective of Proposed Storage Shed**

The form of construction for the storage shed is an engineered steel frame structure with a zincalume metal cladding finish.

**Background:**

This matter is presented to Council as the proposed storage shed exceeds the maximum allowable height (wall and apex roof) as prescribed by Local Planning Policy 3.6 – Outbuildings (refer to Policy Implications Section of this report).

**Consultation:**

This request has not been the subject of any consultation.

**Statutory Environment:**

Council is required to assess the proposed development in accordance with the provisions of the Shire of Brookton Town Planning Scheme No.3, including assessment of land use zoning, prescribed minimum boundary setbacks and consideration of amenity concerns.

Location 7707 is zoned ‘Farming’ under TPS No.3 and accommodates at the discretion of Council (AA Use) the existing horticultural pursuit of an olive grove as an ‘Intensive Agriculture’ land use. By extension the TPS also specifies an ‘Ancillary Use’ to mean “a use (or development) which is incidental to the predominant use of the land and buildings.” In accordance with this definition the olive oil processing plant and associated buildings, including the additional shed, can be approved by Council.

With reference to boundary setbacks, *Table 2 – Development Standards/Requirements* prescribes the following minimum boundary setback distances, also extracted from the TPS:

Front Boundary	- 35 metres
Rear Boundary	- 10 metres
Side Boundary	- 10 metres

As for amenity, Section 5.3 of TPS No.3 states:

**5.3 APPEARANCE OF BUILDING**

*5.3.1 A person shall not without the approval of the Council erect or commence to erect a building which by virtue of colour or type of materials, architectural style, height, bulk or ornamental or general appearance has in the opinion of the Council an exterior design which is out of harmony with the exterior designs of existing buildings or is likely to injure the amenity of the locality.*

In consideration of the above and assessment of the application, the Council may grant (or refuse) planning approval for the proposed shed pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations, 2015.

**Relevant Plans and Policy:**

In addition to the Shire’s Town Planning Scheme No.3, this application also needs to be assessed against the standards prescribed under Local Planning Policy 3.6 – Outbuildings.

An extract of the relevant portion of this policy is provided below:

*3.4 Outbuildings that do not comply with all of the criteria corresponding to the relevant zone in Table 1 of this Policy will be referred to Council. Such proposal is deemed an ‘Oversize Outbuilding’ for the purpose of lodging an application for planning approval.*



3.5 Under this policy “Sheds” are defined as outbuildings with a floor area greater than 10m<sup>2</sup>. Outbuildings with a floor area of 10m<sup>2</sup> or less do not require Planning Approval or Building Permit.

**TABLE 1** (extract)

<b>Criteria</b>					
<b>Zone</b>	<b>Maximum Total area of all outbuildings on the lot (m<sup>2</sup>)</b>	<b>Maximum individual area of proposed outbuilding (m<sup>2</sup>)</b>	<b>Maximum Wall height (m)</b>	<b>Maximum Roof height (m)</b>	<b>Design / Location</b>
<i>Farming - above 10 hectares</i>	NA	1,000	8	9	<i>An Outbuilding may be approved incorporating an ablution facility to support on farm agricultural activities.</i>

It is assessed the application does not accord with the specified height requirements under this Policy, and is therefore referred to Council for determination.

**Financial Implications:**

There are no financial implications for the Shire, other than receipt of the planning application fee.

**Risk Assessment:**

It is assessed there is negligible to no risk in regard to this application providing the Council adheres to the legislative provisions under the *Planning and Development Act, 2005*, Planning and Development (Local Planning Scheme) Regulations 2015 and the Shire of Brookton Town Planning Scheme No.3.

However, should Council determine the application outside of the regulatory planning framework, there is a potential risk the Council may be challenged on appeal in the State Administrative Tribunal requiring Council to defend its decision.

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

**Comment**

It is assessed the application accords to the land-use zoning, complies with the minimum boundary setbacks as prescribed, and is sufficiently positioned on Location 7707 where no amenity issues are evident in relation to neighbouring properties and adjoining public road.

Therefore, the only issue that arises is the lack of compliance with the specified standards of the Council’s ‘Outbuildings’ policy.

In relation to this, and as mentioned in other reports, it is viewed that the increase shed height is not a strong planning consideration. In fact, the overall size of the proposed storage shed is in keeping, and slightly less than, with scale of the existing processing plant buildings.

Further, the scale and bulk of the existing processing plant buildings clearly demonstrates the 'Outbuilding' policy standards should not apply to this application, and a relaxation to the maximum height requirements should be supported in this instance.

#### **OFFICER'S RECOMMENDATION**

***That Council grant Planning Approval for an Storage Shed as an extension to the existing Olive Oil Processing Plant on Location 7707 Dale Kokeby Road Brookton pursuant to Schedule 2, Clause 68 of the a Planning and Development (Local Planning Schemes) Regulations, 2015 and subject to the following conditions and advice notes:***

#### **Conditions**

- a) If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of two (2) years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.***
- b) The erection of the of the Storage Shed shall generally be carried out in accordance with the terms of the application as approved herein including all stamp approved plans that form part of this Planning Approval.***

#### **Advice Notes**

***The following advice notes are offered in addition to the notes provided in Form 4 of Clause 86 of the Deemed Provisions on the approval granted in condition(s) above:***

- i. This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Services Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Brookton Building Section on (08) 9642 1106.***
- ii. Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.***
- iii. The applicant is advised a building Permit is required prior to commencement of any building works.***
- iv. The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website – [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).***

(Simple majority vote required)

#### 10.12.17.04 PROPOSED BUILDING EXTENSION - ALDERSYDE HALL

<b>File No:</b>	A658
<b>Date of Meeting:</b>	14/12/2017
<b>Location/Address:</b>	Lot 35 Railway Terrace Aldersyde
<b>Name of Applicant:</b>	Aldersyde Hall Committee
<b>Name of Owner:</b>	As above
<b>Author/s:</b>	Ian D'Arcy – CEO
<b>Authorising Officer:</b>	Ian D'Arcy - CEO
<b>Declaration of Interest:</b>	The author has no interest in this matter
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	N/A

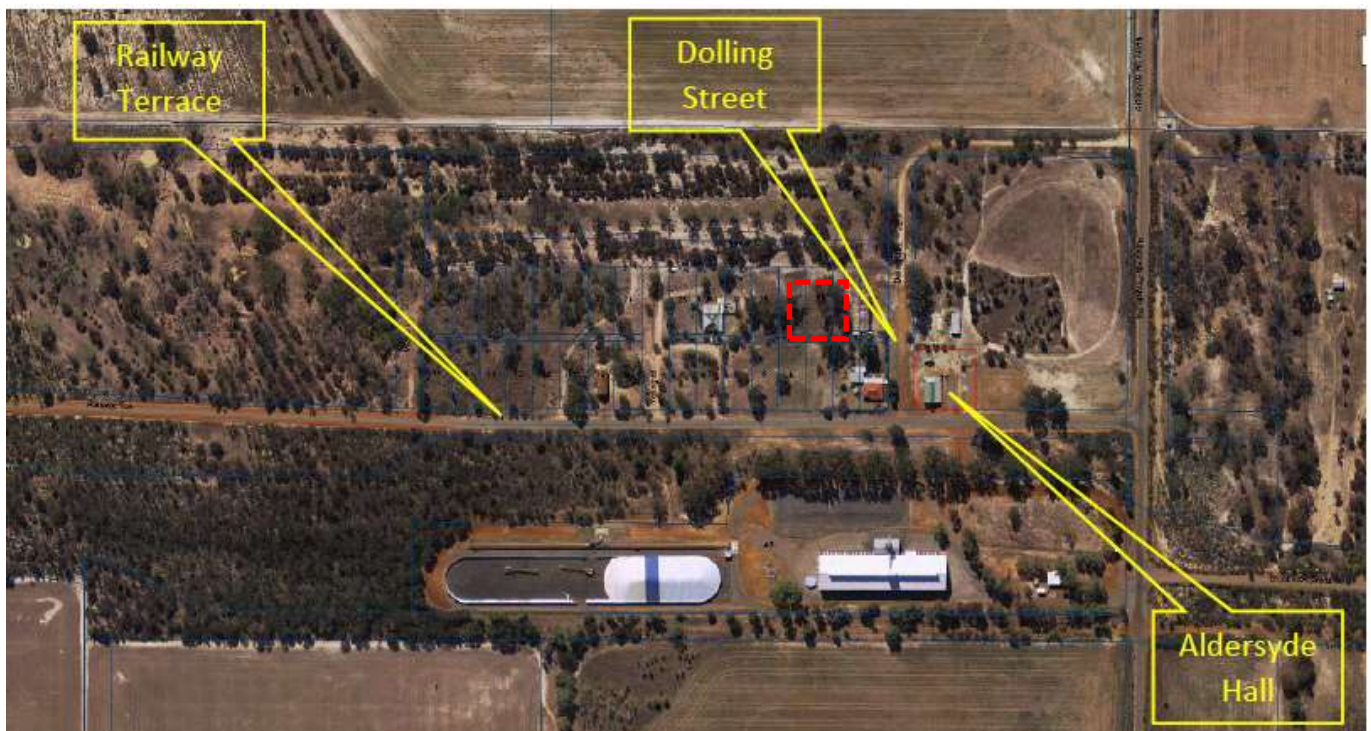
#### Summary of Item:

This report relates to an application seeking Planning Approval for a building extension to the rear of the existing Aldersyde Hall, with it recommended planning consent be granted by Council.

#### Description of Proposal:

The proposal is to demolish and replace the existing kitchen, add a new storeroom and meeting room, and extend the verandah to the Aldersyde Hall. Additionally, the application flags the construction of a new free standing ablution facility adjacent to the Hall, some 2 metres from the side/secondary front boundary to the lot, as reflected in the site plan – refer to **Figure 2**.

The other **Figures 1** and **3 – 6** below provide an understanding of the location of the Aldersyde Hall and illustration of the proposed redevelopment:



**Figure 1 – Location Plan**

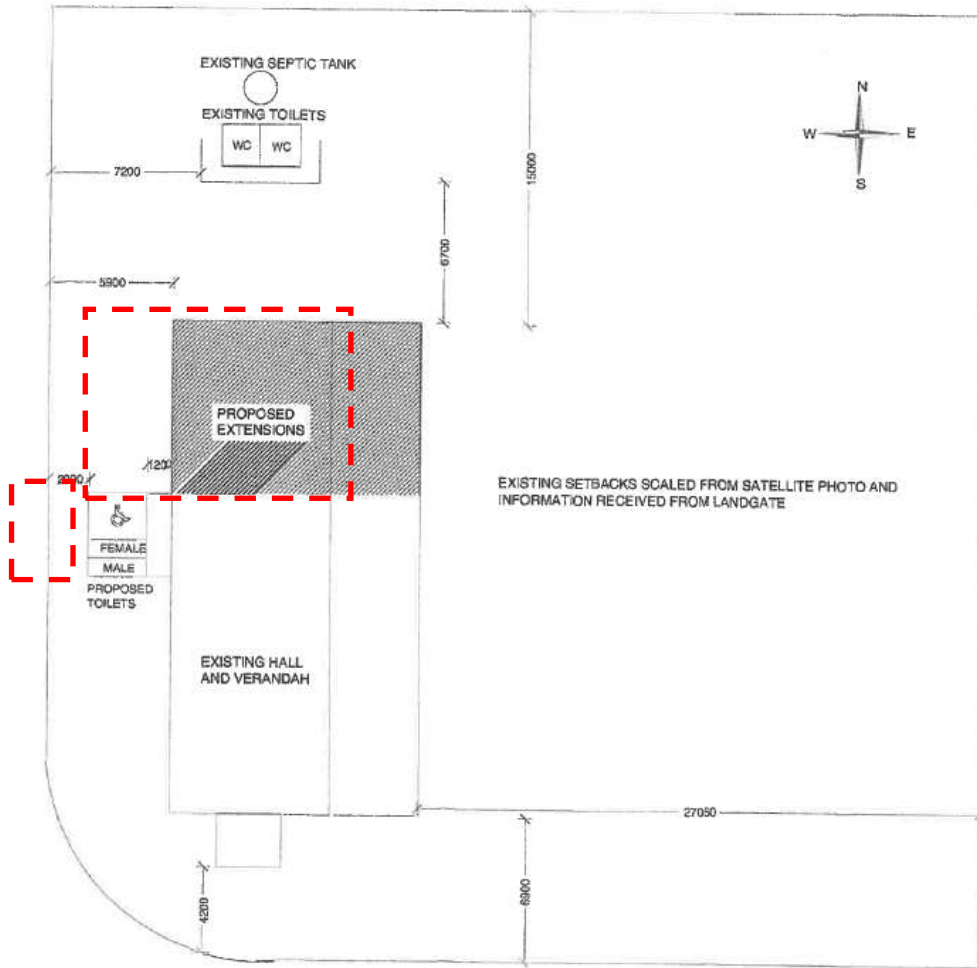


Figure 2 – Site Plan

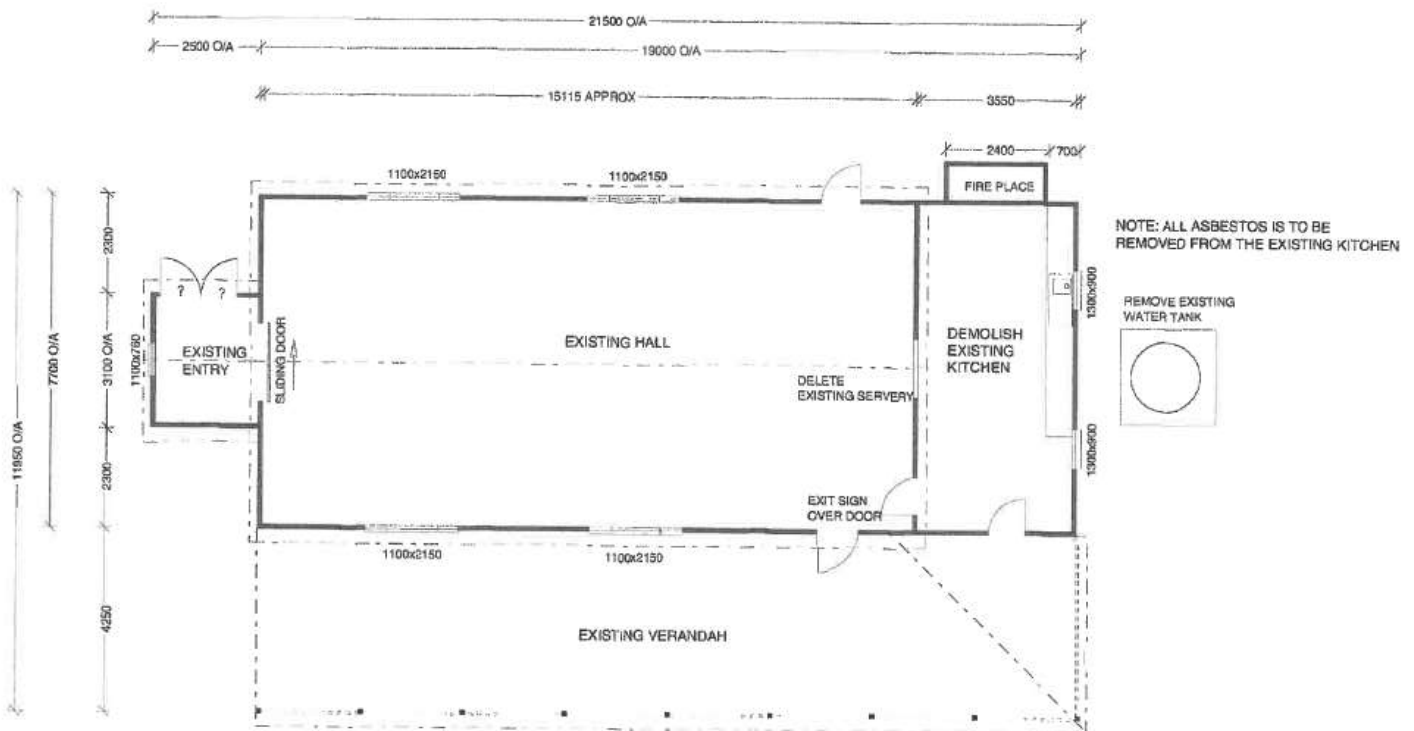
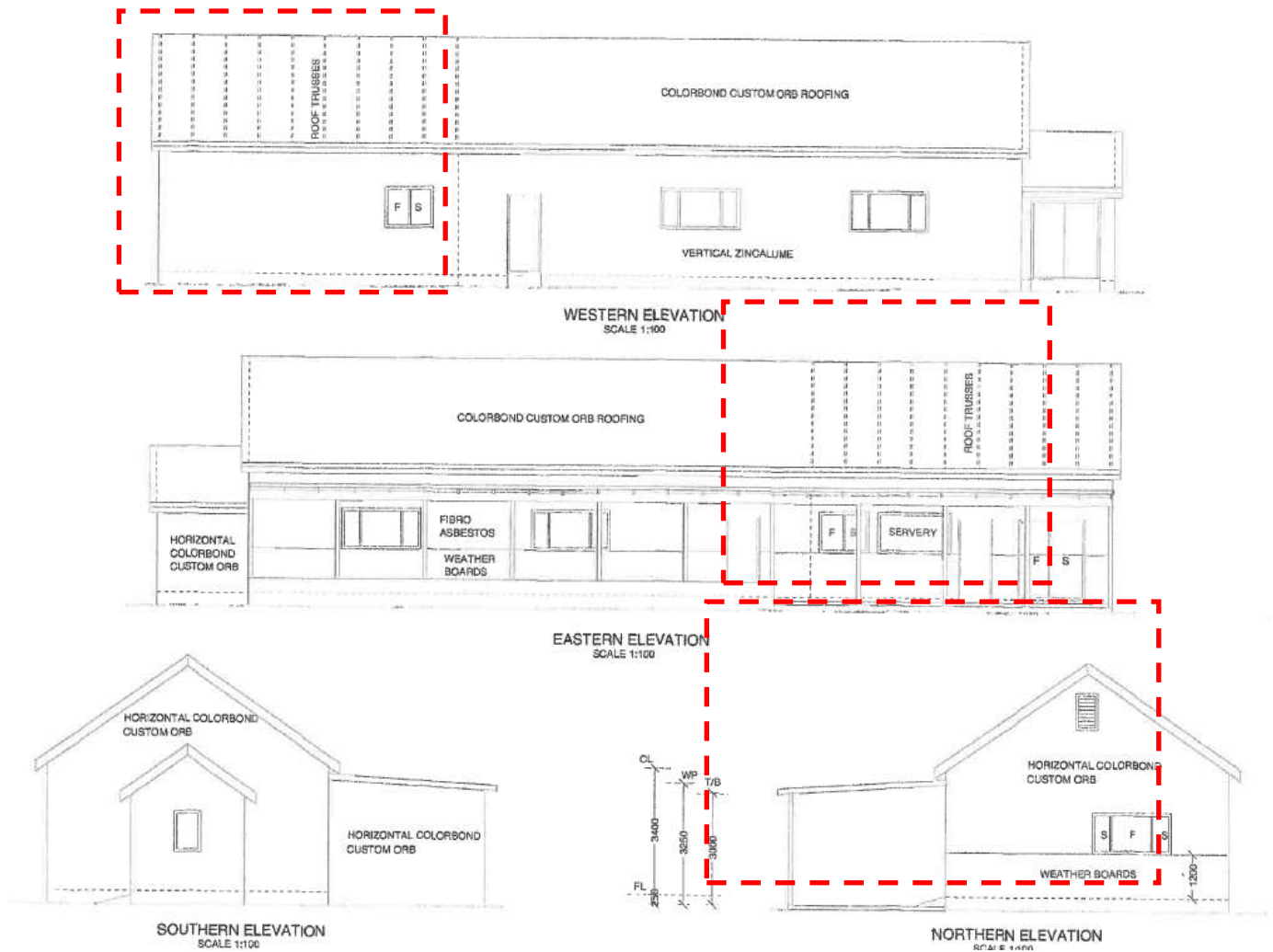


Figure 3 – Existing Floor Plan







**Figure 6 – Proposed Elevations**

With reference to **Figures 4 and 6** above, the building extension is to be timber framed construction, with the external cladding being:

- a colourbond custom orb finish to roof and walls (horizontally) above dado height; and
- weatherboard profiled fibro cladding below dado height.

The dimension of the proposed extension (inclusive of verandah) is 12 metres in width and 8 metres in length. This equates to a floor area of 96 m<sup>2</sup>, being some 60 m<sup>2</sup> larger than the existing Hall footprint.

**Background:**

The Aldersyde Hall is located on Crown Reserve land (Lot 35) that falls under the care and control of the Aldersyde Agricultural Hall Inc. Initially built in 1920, the Hall has and continues to be an integral part of the Aldersyde Community, used for various functions and events throughout the year.

In light the heritage significance, the Hall is listed in the Shire of Brookton Municipal Heritage Inventory (MHI). Further commentary on the heritage value on the Aldersyde Hall is provided in the Policy Implications Section below.

**Consultation:**

This request has not been the subject of any consultation.

## **Statutory Environment:**

Lot 35 Railway Terrace Aldersyde is zoned 'Farming' under Town Planning Scheme (TPS) No.3, with the prescribed minimum boundary setback distances in Table 2 of the TPS, being:

Front Boundary	- 35 metres
Rear Boundary	- 10 metres
Side Boundary	- 10 metres

Given the existing building and proposed extension is within these setback distances, the Council may relax the development standards pursuant to Clause 5.2 – Discretion to Modify Development Standards of the TPS. This section states:

### *5.2 DISCRETION TO MODIFY DEVELOPMENT STANDARDS*

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

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

In regards to the historical significance of the Aldersyde Hall, Council also needs to have regard to the stated provisions under Section 5.3 and Section 6.1 of TPS No.3. To this end, Section 5.3 states:

### *5.3 APPEARANCE OF BUILDING*

*5.3.1 A person shall not without the approval of the Council erect or commence to erect a building which by virtue of colour or type of materials, architectural style, height, bulk or ornamental or general appearance has in the opinion of the Council an exterior design which is out of harmony with the exterior designs of existing buildings or is likely to injure the amenity of the locality.*

Additionally, the relevant requirements of Section 6.1 are:

### *6.1 HERITAGE - PRECINCTS AND PLACES OF CULTURAL SIGNIFICANCE*

#### *6.1.1 Purpose and Intent*

*6.1.1.1 The purpose and intent of the heritage provisions are:*

- (a) to facilitate the conservation of places of heritage value;*
- (b) to ensure as far as possible that development occurs with due regard to heritage values.*

#### 6.1.4 Application for Planning Approval

6.1.4.4 For the purposes of sub-clause 5.1.1 of the Scheme the term 'development' shall have the meaning as set out in the Town Planning and Development Act (as amended) but shall also include, in relation to any place entered in the Heritage List or contained within a heritage precinct, any act or thing that is likely to significantly change the external character of the building, object, structure or place.

In consideration of the above, the Council may grant (or refuse) planning approval for the proposed building extension pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations, 2015.

#### Relevant Plans and Policy:

As referenced in the Background Section of this report, the Aldersyde Hall is listed in the Shire of Brookton Municipal Heritage Inventory with a Place Number 'R2', and a Significance Classification 'B', as described below:

LEVEL OF SIGNIFICANCE	DESCRIPTION	DESIRED OUTCOME
B. Considerable significance	Very important to the heritage of the locality. High degree of integrity/authenticity	Conservation of the place is highly desirable. Any alterations or extensions should reinforce the significance of the place.

In light of this classification, the Council is required to have due regard for the 'Desired Outcome' as stated above.

#### Financial Implications:

The Council has in Reserve an amount of \$25,657 for the Aldersyde Hall. This amount was set aside on the understanding the Aldersyde Hall was a Shire building.

To the contrary and in discussion with the Aldersyde Hall Committee to clarify ownership of the building as not the Shire's, it was agreed at an officer level, and subsequently reported to the Council through the 2017/18 budget deliberations, that the moneys held in Reserve for Hall would nonetheless be preserved for improvements to the Hall, as a donation from the Shire. It was also accepted that allocation of these funds would be used a 'leverage funding' to obtain other external grant funding for upgrade/renovation of the Community Hall. At this stage, the Council has not received a request from the Aldersyde Committee for any this funding to be paid, although it is expected a request will be forthcoming in the near future.

#### Risk Assessment:

It is assessed there is negligible to no risk in regard to this application providing the Council adheres to the legislative provisions under the *Planning and Development Act, 2005*, Planning and Development (Local Planning Scheme) Regulations 2015 and the Shire of Brookton Town Planning Scheme No.3.

However, should Council determine the application outside of the regulatory planning framework, there is a potential risk the Council may be challenged on appeal in the State Administrative Tribunal requiring Council to defend its decision.



## **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 1.4.2: Promote and support community groups, volunteerism and promote increased participation.*

*Strategy 1.4.3: Provide ongoing support for the provision of appropriate, accessible facilities to encourage artistic and cultural expression of the community*

*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**

In assessing this application, the primary consideration from a planning perspective relates to the heritage values of the Aldersyde Hall. In reviewing the proposed extensions it is clear from the prepared drawings (refer to **Figures 4** and **6** above) that the Aldersyde Committee is seeking to continue the same architectural theme and building lines, as well as use materials consistent with the existing building fabric. However, the application does not reference colours. Therefore, it would be appropriate for Council to impose a condition, should it proceed to grant planning approval that requires the building extension to be painted/finished in the same colour scheme as the existing Aldersyde Hall building.

As for car parking, a TPS would generally require formalised car parking for commercial and industrial development, and apply additional car parking requirements (calculated on gross floor area) if there is an increase in development area/size. By extension, the commercial standards can be (and often are) applied to civic or community type developments at the Council's discretion.

However, with typical town halls in 'remote' farming communities these standards are usually waived as formal parking is not warranted.

In review of the Aldersyde Hall it is identified that sufficient cleared area adjacent to the east side of the building is used for the car parking, with no evidence from a planning perspective that this is an issue. Also, it is acknowledged the proposed extension does not increase the patronage area. Rather, the proposed improvements are about ensuring a more compliant and functional kitchen area is available to the Hall patrons, and more adequate storage and a dedicated meeting room space is provided that does not warrant additional car parking.

In regard to the minimum boundary setbacks, it is accepted the Aldersyde Hall was constructed well before any TPS was introduced, and therefore cannot, and should not, be required to comply the 'Farming' zone setback standards. This should include any future building extensions to the existing Hall building. Therefore, it is reasonable that Council exercise discretion in accordance with Section 5.2 of the TPS to relax the setback distances in this instance.

## **OFFICER'S RECOMMENDATION**

***That Council grant Planning Approval for extension to the existing Aldersyde Hall on Lot 35 Railway Terrace Aldersyde pursuant to Schedule 2, Clause 68 of the a Planning and Development (Local Planning Schemes) Regulations, 2015 and subject to the following conditions and advice notes:***

## Conditions

- a) *If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of two (2) years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.*
- b) *The building extension shall generally be carried out in accordance with the terms of the application as approved herein including all stamp approved plans that form part of this Planning Approval.*
- c) *The building extension shall be clad, painted and finished to accord with existing Aldersyde Hall building fabric to the satisfaction of the Local Government.*

## Advice Notes

*The following advice notes are offered in addition to the notes provided in Form 4 of Clause 86 of the Deemed Provisions on the approval granted in condition(s) above:*

- i. *This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Services Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Brookton Building Section on (08) 9642 1106.*
- ii. *Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.*
- iii. *The applicant is advised a building Permit is required prior to commencement of any building works.*
- iv. *The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website – [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).*

(Simple majority vote required)

## 11.12.17 COMMUNITY SERVICES REPORTS

### 11.12.17.01 DRAFT DISABILITY ACCESS AND INCLUSION PLAN 2018-23 FOR PUBLIC COMMENT

<b>File No:</b>	ADM 0267
<b>Date of Meeting:</b>	14/12/2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Fleur Wilkinson, Economic Development Officer
<b>Authorising Officer:</b>	Vicki Morris, Deputy Chief Executive Officer
<b>Declaration of Interest:</b>	Neither the Officer nor Authorising Officer has any impartiality, financial or proximity interest that requires disclosure.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	11.07.13.01 Disability Access and Inclusion Plan 2013-2018 Adoption

#### Summary of Item:

Under the Disability Services Act 1993 local government authorities are required to develop and implement a Disability Access and Inclusion Plan (DAIP). The Shire of Brookton's previous plan covered 2013-2018 and a draft plan has been developed for 2018-2023.

It is recommended that Council adopt the draft plan for public comment purposes.

#### Description of Proposal:

As above.

#### Background:

The purpose of a Disability Access and Inclusion Plan (DAIP) is to ensure that people with disability can access services, facilities, buildings and information provided by the Shire. Once adopted a public authority 'must take all practicable measures to ensure that the plan is implemented by the public authority and its officers, employees, agents or contractors'.

There are seven specified outcomes that the plan must progress:

1. People with disability have the same opportunities as others to access the services of, and any events organised by, a public authority.
2. People with disability have the same opportunities as other people to access the buildings and facilities of a public authority.
3. People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.
5. People with disability have the same opportunities as other people to make complaints to a public authority.
6. People with disability have the same opportunities as other people to participate in any public consultation by a public authority.
7. People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Brookton.

Each Local Government is required to:

- develop and implement a DAIP
- ensure staff, officers, agents and contractors implement the plan
- undertake consultation as specified in the regulations when preparing, amending or reviewing a plan
- communicate the review or amended plan to its employees and the community through the methods specified in the Disability Services Regulations 2013
- lodge review reports, amended plans or new plans (after following consultative process required by legislation in relation to amended or new plans) with the Disability Services Commission
- report to the Commission progress in implementing the DAIP each year
- include in its annual report prepared under section 5.53 of the *Local Government Act 1995* a report about the implementation of the plan.

**Consultation:**

Disability Services Regulations 2004. Part 5. Procedure for public consultation by Council (s. 23)

(1) For the purposes of section 23(4) of the Act, the Council is to undertake consultation by calling for submissions on issues of concern to people with disabilities either specifically or generally —

- (a) by notice in a newspaper circulating throughout the State; or
- (b) on any website maintained by or on behalf of the Council.

(2) Nothing in sub-regulation (1) prevents the Council from also undertaking any other consultation.

In preparation of the draft plan, initially a desktop review of the previous plan and reported actions against the plan was undertaken at a staff level. Review of outstanding items from the previous DAIP completed and overlap items from the Age Friendly Communities Plan have been included.

A community survey was distributed to the community, stakeholders and service providers via SurveyMonkey and hard copies available at the Shire Administration Centre. The survey had 30 responses. This is consistent with or exceeds other authorities response rate.

- 17 community e-news link
- 6 service providers
- 5 facebook link
- 1 shire web-page link
- 1 Telegraph notice link

A workplace audit was undertaken utilising an audit tool developed through the Lighthouse Project to address Outcome 7.

A consultative committee of suitably qualified and experienced people may be formed to inform the Shire and its DAIP on the issues of disability facing people within the Shire. The DAIP survey indicated that there were 4 people interested in progressing this committee.

The purpose of this report is to adopt the draft DAIP for the purpose of seeking public comment, which is a continuation of the consultation process.

It is proposed that the availability of the draft plan be advertised in the Brookton Telegraph and on the Shire's website and facebook pages. In addition a copy of the draft plan will be sent to Disability Service Commission and key stakeholders for their review. It is proposed for this public comment period to be for a minimum of three weeks, with comments to be considered and the draft plan updated before final presentation to Council.

**Statutory Environment:**

The WA Disability Services Act 1993 (Amended 2004) requires local and state government authorities to develop and implement a Disability Access and Inclusion Plan. The Act makes these plans mandatory and prescribes their development, implementation and reporting.

**Relevant Plans and Policy:**

In July 2013 Council adopted a policy on Disability Access and Inclusion as incorporated in the DAIP 2013-18. The policy was reviewed and included in the Council Policy Manual in July 2015.

In August 2017 Council revoked this policy. It is included in the draft Disability Access and Inclusion Plan 2018-23, as provided in the attachments.

**Financial Implications:**

There are no financial implications relative to this report as this is to adopt for public comment. When the final report is adopted by Council any initiatives will need to be costed and integrated with the long term financial plan, and will be subject to annual budget approval processes.

**Risk Assessment:**

It is not recommended this item be added to the Shire's Risk Register, nor that a Risk Treatment Plan be required.

**Community & Strategic Objectives:**

The areas of the Strategic Community Plan that apply, relate to goal 1 of the SCP being "a vibrant, safe and inclusive community". The relevant outcomes within this area are as follows:

- Outcome 1.3 – Healthcare and family support services which support the needs of the community.
- Outcome 1.4 – A vibrant and inclusive community
- Outcome 1.6 – Quality of life for the aged and disabled

The Corporate Business Plan (2016-2020) includes Strategy 1.6.1 Implement the Disability Access and Inclusion Plan.

**Comment**

The draft Disability Access and Inclusion Plan has been developed to be a strategic guiding document for the Shire to address access and inclusion issues impacting on the community. It identifies the Disability Access and Inclusion Strategies and the approach the Shire will take to address these. An annual implementation plan that identifies initiatives to address the strategies under the seven outcomes in the Plan will be developed and monitored.

**OFFICER'S RECOMMENDATION****That Council:**

1. **Adopt the draft Disability Access and Inclusion Plan 2018-2023 for the purposes of public comment and;**
2. **Conclude the public comment on this plan by the end of January 2018 with the intent of presenting the Disability Access and Inclusion Plan to Council for formal adoption at its Ordinary Meeting of Council scheduled for February 16 2018.**

**Attachment Presented Under Separate Cover****Attachment 11.12.17.01 – Draft DAIP 2018-23**



**11.12.17.02 FEE WAIVER REQUEST - BROOKTON BANDICOOT GIRL GUIDES**

<b>File No:</b>	ADM 0048
<b>Date of Meeting:</b>	14/12/2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Brookton Bandicoote Girl Guides
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Courtney Fulwood – Executive Officer
<b>Authorising Officer:</b>	Ian D’Arcy - Chief Executive Officer
<b>Declaration of Interest:</b>	The author has no interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

The Brookton Bandicoot Girl Guides have requested a waiving of the venue hire fee for one day in January 2018 involving use of the WB Eva Pavilion for the purpose of sewing Boomerang Bags for use in the Brookton community as an alternative to plastic shopping bags.

**Description of Proposal:**

This proposal involves a request to waive the WB Eva hire fee for the Brookton Bandicoot Girl Guides in consideration of a community benefit.

**Background:**

As council may be aware, the State Government will be implementing a band on single use plastic shopping bags across Western Australia from the 1<sup>st</sup> July 2018, bringing the state into line with other jurisdictions.

In light of this, the Brookton Bandicoot Girl Guides, being a not for profit Community Group, is seeking to deliver a service project that will benefit Brookton community and the wider environment through the sewing of re-usable and environmental friendly shopping bags for use by people in the community.

It is understood the Brookton Bandicoot Girl Guides have sourced community donations for fabric and sort support from the local IGA to trial the shopping bags, and is now seeking Council’s support in waiving the hire fee for the pavilion.

Further details on the community group’s request is provided **Attachment 11.12.17.02**.

**Consultation:**

There has been no consultation on this matter.

**Statutory Environment:**

Section 6.12 (1)(b) of the *Local Government Act 1995* grants authority to Council to waive or grant concessions in relation to hire fees.

**Relevant Plans and Policy:**

No relevant plans or policy applicable to this matter.

**Financial Implications:**

The current adopted fee for the hire of the WB Eva Pavilion by a community group is \$58.00 per day (GST included).

**Risk Assessment:**

There is no perceived risk to the Shire, other than a marginal impact on the Shire's finances.

**Community & Strategic Objectives:**

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

Outcome 1.1: Community well-being through quality sports, recreation and leisure opportunities.

Strategy 1.1.2: Support and promote sporting and recreational activities in collaboration with clubs and groups to attract participants and increase the utilisation of facilities

**Comment**

With the initiative of the Brookton Bandicoot Girl Guides seen as pro-active and community minded, it is recommended Council waive the hire fee for the WB Eva Pavilion to accommodate the Girl Guides request.

**OFFICER'S RECOMMENDATION**

*That Council pursuant to Section 6.12 (1)(b) of the Local Government Act, 1995 honour the request of the Brookton Bandicoot Girl Guides to waive the venue hire fee of \$58.00 applicable to the WB Eva Pavilion for their one day sewing Boomerang Bags event in January 2018.*

Absolute Majority Vote Required

**Attachments**

**Attachment 11.12.17.02 – Fee waiver request, Brookton Bandicoot Girl Guides**



**From:** Ellen Walker  
**Date:** 27 November 2017 at 4:48:11 pm AWST  
**To:** Shire President <[sp@brookton.wa.gov.au](mailto:sp@brookton.wa.gov.au)>  
**Subject:** Boomerang Bag Sewing Bee

Hi Katrina,

As per our discussion last week. The Brookton Bandicoot Girl Guides are wondering if the Shire would waiver the hire fee of the Pavilion for a day during January to sew Boomerang Bags for use in our community as an alternative to plastic shopping bags. Boomerang Bags are a community driven initiative to make reusable shopping bags for use within the community. The idea is that the community makes the bags from fabric donated by the community. By making numerous bags locals can have their own bags plus extras for those who forget their bags to borrow and return. You can find out more about the program at:

<http://boomerangbags.org/>

We already have donations of fabric to make the bags and the support of the Brookton IGA to trial the bags in their store. The next part of the plan is to make the bags.

The Brookton Bandicoot Girl Guides feel this is a service project for us that will benefit our community and the wider environment and would love if the Brookton Shire would support us in this worthwhile endeavour.

We look forward to hearing you soon so we can advertise the sewing bee in the last telegraph of the year and in local businesses before the Christmas/New Year period so that as many locals as possible can come and help us make our bags.

Regards

Ellen Walker

Unit Leader

Brookton Bandicoot Girl Guides

## 12.12.17 FINANCE & ADMINISTRATION REPORT

### 12.12.17.01 LIST OF ACCOUNTS FOR PAYMENT

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	14/12/17
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Corinne Kemp – Finance Officer
<b>Authorising Officer:</b>	Ian D’Arcy– Chief Executive Officer
<b>Declaration of Interest:</b>	The author has no financial interest in this matter.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	16/11/17

#### **Summary of Item:**

The list of accounts for payment to 30th November 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 12.12.01A.

To 30<sup>th</sup> November 2017

*Shire of Brookton, Agenda Ordinary Meeting of Council, 14 December 2017.*

**Municipal Account**

Direct Debits	\$96,198.69
EFT	\$452,891.81
Cheques	\$15,057.64
<b>Trust Account</b>	<b>\$0.00</b>

**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 30<sup>th</sup> November 2017, per the summaries included in Attachment 12.12.17.01(A)*

*To 30<sup>th</sup> November 2017*

**Municipal Account**

<b>Direct Debits –</b>	<b>\$96,168.69</b>
<b>EFT</b>	<b>\$452,891.81</b>
<b>Cheques</b>	<b>\$15,057.64</b>
<b>Trust Account</b>	<b>\$0.00</b>

**Attachments**

**Attachment 12.12.17.01**

## NOVEMBER 2017 LIST OF ACCOUNTS DUE &amp; SUBMITTED TO COUNCIL 14TH DECEMBER 2017

## ATTACHMENT 12.12.17.01A

Chq/EFT	Date	Name	Description	Amount
EFT8586	10/11/17	BROOKTON PLUMBING	REPAIR HOT WATER AT UNIT 2/28 WILLIAMS STREET	\$ 265.00
EFT8587	10/11/17	BROOKTON SUPERMARKET	COFFEE, SUGAR, MILK, KEY CUTTING & CLEANING PRODUCTS	\$ 275.32
EFT8588	10/11/17	BROOKTON TYRE SERVICE	TYRE FITTING & REPAIRS	\$ 2,046.00
EFT8589	10/11/17	CIVIL CONTRACTORS FEDERATION - WA	TUITION FEES AUGUST 2017	\$ 639.33
EFT8590	10/11/17	COUNTRY COPIERS	MONTHLY COPIER READING SEPTEMBER 2017	\$ 520.42
EFT8591	10/11/17	DFES	2017/18 EMERGENCY SERVICES LEVY	\$ 2,090.50
EFT8592	10/11/17	GREAT SOUTHERN FUEL SUPPLIES	DIESEL & PETROL PURCHASES SEPTEMBER 2017	\$ 11,036.54
EFT8593	10/11/17	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH BIN PICKUP & BROOKTON TIPSITE 29/08/17 TO 27/09/17	\$ 9,963.58
EFT8594	10/11/17	J MAC ENGINEERING PINGELLY	REPAIR TRUCK FUEL TANK	\$ 137.50
EFT8595	10/11/17	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY 20/10/17	\$ 220.00
EFT8596	10/11/17	LGIS RISK MANAGEMENT	REGIONAL RISK COORDINATION PROGRAMME INSTALMENT 1 17/18	\$ 7,279.80
EFT8597	10/11/17	LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	REFUND OF UNEXPENDED CPRP GRANT MONIES - COMMUNITY POOL REVITALISATION PROGRAM 2016/1028	\$ 15,466.00
EFT8598	10/11/17	NARROGIN GLASS	FIT ONLY SIDE WINDOW TO TOYOTA COASTER BUS. LABOUR AND TRAVEL.	\$ 143.00
EFT8599	10/11/17	QUALITY TRANSPORT	SIGNS	\$ 22.00
EFT8600	10/11/17	RA-AN ENTERPRISES	HIRE OF DOZER - REMOVING TOP SOIL, STOCK PILING GRAVEL	\$ 7,106.00
EFT8601	10/11/17	SGS	WATER SAMPLE TESTING	\$ 176.00
EFT8602	10/11/17	SHIRE OF PINGELLY	PLANT SERVICING & REPAIRS	\$ 2,482.13
EFT8603	10/11/17	SOUTH REGIONAL TAFE	Y058244 ENROLMENT - N10329, N10331, N10332 - J ANDERSON	\$ 530.00
EFT8604	10/11/17	WA LOCAL GOVERNMENT ASSN	COUNCIL ELECTION	\$ 1,166.00
EFT8605	10/11/17	WA TREASURY CORPORATION	LOAN REPAYMENTS RECREATION PLAN & COUNTRY CLUB SSL	\$ 65,222.77
EFT8606	10/11/17	WETDECK POOLS	SUPPLY AND INSTALL NEW SUMP PUMP	\$ 275.00
EFT8607	10/11/17	WHEATBELT ELECTRICS	DIAGNOSE PUMP FAULTS & REPLACE PUMP. REPAIR DAMAGED POWER POLE	\$ 4,720.52
EFT8608	23/11/17	ABCO PRODUCTS	CLEANING PRODUCTS	\$ 686.65
EFT8609	23/11/17	ALLINGTON AGRI	ROADSIDE WINTER VERGE SPRAYING	\$ 17,000.00
EFT8610	23/11/17	AMAZING 50'S CATERING	CATERING FOR OCTOBER COUNCIL MEETING	\$ 184.00
EFT8611	23/11/17	AUSTRALIA POST	POSTAGE OCTOBER 2017	\$ 464.65
EFT8612	23/11/17	B & N EYRE BROOKTON NEWSAGENCY	PAPERS & STATIONARY OCTOBER 2017	\$ 444.40
EFT8613	23/11/17	BAPTISTCARE	KALKARNI RESIDENCY OPERATING & MANAGEMENT FEES NOVEMBER 2017	\$ 224,263.80
EFT8614	23/11/17	BRIAN WILLIAMS	HIRE OF SIDE TIPPER TO CART GRAVEL TO YORK WILLIAMS ROAD	\$ 5,412.00
EFT8615	23/11/17	BROOKTON DELI	MORNING TEA FOR NEXT GENERATION WORKSHOP	\$ 80.00
EFT8616	23/11/17	CHILD SUPPORT AGENCY EMPLOYER SERVICES (J ANDERSON)	PAYROLL DEDUCTIONS	\$ 337.66
EFT8617	23/11/17	COOTE MOTORS	FLOW JET PUMP	\$ 351.10
EFT8618	23/11/17	CORINNE KEMP	REIMBURSEMENT OF EXPENSES FOR WALGA RATES TRAINING 13/11/17 TO 14/11/17	\$ 332.04
EFT8619	23/11/17	COUNTRY COPIERS	MONTHLY COPIER READING OCTOBER 2017	\$ 933.75

EFT8620	23/11/17	COURIER AUSTRALIA	FREIGHT	\$ 38.16
EFT8621	23/11/17	GIRL GUIDES WA INC	KIDSPORT VOUCHER	\$ 200.00
EFT8622	23/11/17	GJ SEEBER PLUMBERS & GASFITTERS	BACKFLOW METER TESTING AT STANDPIPE AS PER WATER CORPORATION REQUEST	\$ 203.50
EFT8623	23/11/17	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH COLLECTION, RECYCLE COLLECTION & BROOKTON TIP SITE 26/09/17 TO 31/10/17	\$ 11,781.88
EFT8624	23/11/17	GREEN ELEVEN	FACILITATION AND FORMATION OF STRATEGIC COMMUNITY PLAN & CORPORATE PLAN - 1ST INSTALMENT	\$ 8,360.00
EFT8625	23/11/17	H RUSHTON & CO	VEHICLE REPAIRS & MAINTENANCE	\$ 1,325.50
EFT8626	23/11/17	HANSON CONSTRUCTION MATERIALS PTY LTD	WASHED GRANITE	\$ 7,200.79
EFT8627	23/11/17	IAN D'ARCY	REIMBURSEMENT OF ELECTRICITY 10 MARSH AVE AS PER EMPLOYMENT CONTRACT 13/05/17 TO 08/09/17	\$ 687.25
EFT8628	23/11/17	INSTANT WEIGHING	REPAIR SCALES	\$ 1,807.85
EFT8629	23/11/17	KATRINA LOUISE CRUTE	COUNCILLOR SITTING & TRAVEL FEES JULY 2017 TO SEPTEMBER 2017	\$ 3,537.80
EFT8630	23/11/17	KIM HILLSDON MILLS	COUNCILLOR SITTING & TRAVEL FEES JULY 2017 TO SEPTEMBER 2017	\$ 1,158.40
EFT8631	23/11/17	KYM TERENCE WILKINSON	COUNCILLOR SITTING FEES JULY TO SEPTEMBER 2017	\$ 1,178.00
EFT8632	23/11/17	LAURIES MOWING	GARDENING AT KALKARNI RESIDENCY 27/10/17 TO 09/11/17	\$ 660.00
EFT8633	23/11/17	LGIS INSURANCE	ACTUAL WAGES ADJUSTMENT FOR PERIOD 30/06/16 TO 30/06/17	\$ 6,404.13
EFT8634	23/11/17	LGRCEU	PAYROLL DEDUCTIONS	\$ 41.00
EFT8635	23/11/17	LM PAVING	REPAIR SUNKEN PAVERS BROOKTON AQUATIC CENTRE	\$ 770.00
EFT8636	23/11/17	LYN KAY	CIRCUIT CLASSES & GYM INDUCTIONS 26/10/17 TO 22/11/17	\$ 450.00
EFT8637	23/11/17	MARKETFORCE	LG NOTICE IN WEST AUSTRALIAN - EXTRAORDINARY ELECTIONS	\$ 1,203.76
EFT8638	23/11/17	MOORE STEPHENS	ROADS TO RECOVERY ANNUAL RETURN FOR YEAR ENDING 30 JUNE 2017	\$ 3,740.00
EFT8639	23/11/17	NARROGIN GASWORX	GAS BOTTLES FOR CARAVAN PARK	\$ 270.00
EFT8640	23/11/17	NEIL WALKER	COUNCILLOR SITTING & TRAVEL FEES JULY 2017 TO SEPTEMBER 2017	\$ 1,543.75
EFT8641	23/11/17	RA-AN ENTERPRISES	GRAVEL PUSHING - YORK WILLIAMS ROAD	\$ 9,042.00
EFT8642	23/11/17	SHIRE OF BROOKTON	MASTERCARD PURCHASES OCTOBER 2017	\$ 2,046.20
EFT8643	23/11/17	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 125.00
EFT8644	23/11/17	THERESA FANCOTE	COUNCILLOR SITTING & TRAVEL FEES JULY 2017 TO SEPTEMBER 2017	\$ 1,226.00
EFT8645	23/11/17	TRAVIS EVA	COUNCILLOR SITTING & TRAVEL FEES JULY 2017 TO SEPTEMBER 2017	\$ 1,332.40
EFT8646	23/11/17	WA CONTRACT RANGER SERVICES	RANGER SERVICES 19/10/17 TO 10/11/17	\$ 2,688.12
EFT8647	23/11/17	WHEATBELT ELECTRICS	ELECTRICAL CONNECTION FOR WATER INFRASTRUCTURE HAPPY VALLEY & DICONNECT AIR CONDITIONER AT MENS SHED	\$ 1,596.86
			<b>TOTAL EFT</b>	<b>\$ 452,891.81</b>

Chq/EFT	Date	Name	Description	Amount
18193	7/11/17	TIMOTHY GAVIN	REIMBURSEMENT OF CARAVAN PARK FEES OVERCHARGE 06/11/17	\$ 62.00
18194	10/11/17	AG ATKINS CARPENTER	SUPPLY CEMENT FOR YORK WILLIAMS ROAD	\$ 4,590.00
18195	10/11/17	BARRETT'S ARCHITECTURAL PRODUCTS AND URBAN LOCKSMITHING	KEYS	\$ 145.75
18196	10/11/17	SYNERGY	ELECTRICITY OVAL, CARAVAN PARK & PAVILION	\$ 889.85
18197	10/11/17	TELSTRA CORPORATION	MOBILE & IPAD ACCOUNTS	\$ 697.42
18198	10/11/17	WAYNE FRANK MEERES	RATES REFUND FOR ASSESSMENT A421	\$ 411.50
18199	23/11/17	BROOKTON COUNTRY CLUB	CATERING FOR NEXT GENERATION WORKSHOP AT COUNTRY CLUB	\$ 110.00
18200	23/11/17	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY OCTOBER 2017	\$ 351.75
18201	23/11/17	BUILDING COMMISSION	BUILDING SERVICES LEVY OCTOBER 2017	\$ 241.60
18202	23/11/17	LOUISE SHEREE ALLINGTON	COUNCILLOR SITTING & TRAVEL FEES JULY 2017 TO SEPTEMBER 2017	\$ 1,250.00
18203	23/11/17	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 200.00
18204	23/11/17	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 150.00
18205	23/11/17	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 200.00
18206	23/11/17	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 150.00
18207	23/11/17	SYNERGY	STREETLIGHTS, HAPPY VALLEY, CARAVAN PARK, OVAL & PAVILION	\$ 4,623.95
18208	23/11/17	TELSTRA CORPORATION	ADMINISTRATION OFFICE, IPHONE, IPAD, DEPOT & SWIMMING POOL	\$ 983.82
			<b>TOTAL CHQ</b>	<b>\$ 15,057.64</b>
			<b>TOTAL MUNICIPAL</b>	<b>\$ 467,949.45</b>

DIRECT DEBITS FOR NOVEMBER 2017	
SALARIES & WAGES	\$ 82,401.59
MERCHANT FEES	\$ 242.55
SUPERANNUATION	\$ 13,554.55
<b>TOTAL</b>	<b>\$ 96,198.69</b>

TERM DEPOSIT TRANSFERS FOR NOVEMBER 2017	
RESERVES OPENING BALANCE	\$ -
RESERVES TRANSFERS IN	\$ -
RESERVES TRANSFERS OUT	\$ -
RESERVES (INTEREST)	\$ -
<b>TOTAL</b>	<b>\$ -</b>

SHIRE OF BROOKTON CREDIT CARD PURCHASES CEO		
DATE	DESCRIPTION	AMOUNT
1/10/17	AUSTRALIAN LOCAL GOVERNMENT	\$ 890.00
1/10/17	WESTNET	\$ 159.90
6/10/17	SURVEY MONKEY	\$ 264.00
10/10/17	SAFETY CULTURE	\$ 13.20
18/10/17	PAYPAL - ABCD MASTERCLASS REGISTRATION	\$ 275.00
18/10/17	BOB COOPER - SNAKE HANDLING COURSES	\$ 350.00
30/9/17	CARD FEES	\$ 7.04
	<b>TOTAL</b>	<b>\$ 2,046.20</b>

**12.12.17.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2017**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	14/12/017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Deanne Sweeney – Senior Finance Officer Kelly D’Arcy – Governance Officer
<b>Authorising Officer:</b>	Vicki Morris – Deputy Chief Executive Officer
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	There is no previous meeting reference

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**Summary of Item:**

The Statement of Financial Activity for the period ended 30 November 2017 is presented to council. A Schedule of Budget Amendments is also presented to Council for consideration and adoption.

**Description of Proposal:**

That Council receive the Statement of Financial Activity for the period ended 30 November 2017 and the budget amendment as presented.

**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.

Section 6.8 of the *Local Government Act 1995*

**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 being presented to ensure that Budget integrity is maintained and expenditure is authorised.

## **OFFICER'S RECOMMENDATION**

***Recommendation to be bold italics –***

### ***That Council***

- 1. Receive the Monthly Statement of Financial Activity for the period ending 30 November 2017 as presented in Attachment 12.12.17.02A.***
- 2. Pursuant to section 6.8 of the Local Government Act 1995, authorise the schedule of variations to the 2017/18 Budget, as presented in Attachment 12.12.17.02B.***

## **Attachments**

**Attachment 12.12.17.02A**

**Attachment 12.12.17.02B**



# Shire of Brookton

## MONTHLY FINANCIAL REPORT

**For the Period Ended 30 November 2017**

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Note 16 - Capital Works Program

Note 17 - Grants Register

**Shire of Brookton  
Monthly Reporting Model  
Base Input Data**

**General User Input**

Local Government Name  
 Last Year (-2)  
 Last Year (-1)  
 Current Year  
 Current Reporting Period  
 Start of Current Financial Year  
 End of Financial Year

**Data to appear in the Report**

<b>Shire of Brookton</b>
<b>2015-16</b>
<b>2016-17</b>
<b>2017-18</b>
<b>For the Period Ended 30 November 2017</b>
<b>01-Jul-17</b>
<b>30-Jun-18</b>

**Material Threshold**

Material Amount Income  
 Material Amount Expenditure  
 Material Percentage Income  
 Material Percentage Expenditure

<b>\$10,000</b>
<b>\$10,000</b>
<b>10.00%</b>
<b>10.00%</b>

**Material Variances Symbol**

Above Budget Expectations  
 Below Budget Expectations

<b>▲</b>
<b>▼</b>

**Shire of Brookton  
Monthly Reporting Model  
Graph Input Data**

**Statement of Financial Activity**

Month	Operating Expenses		Operating Revenue		Capital Expenses		Capital Revenue	
	Budget 2017-18	Actual 2017-18	Budget 2017-18	Actual 2017-18	Budget 2017-18	Actual 2017-18	Budget 2017-18	Actual 2017-18
Jul	738,620	505,995	492,939	39,299	1,026,499	26,484	54,267	100
Aug	1,477,240	1,293,313	985,879	984,212	1,203,920	34,812	108,433	100
Sep	2,504,169	2,395,614	1,763,154	1,868,903	1,381,340	120,516	162,600	4,225
Oct	3,222,256	3,143,035	2,217,105	2,027,427	1,558,760	810,520	216,767	27,571
Nov	3,953,930	3,804,448	2,699,729	2,579,908	1,736,306	900,860	270,933	27,571
Dec								
Jan								
Feb								
Mar								
Apr								
May								
Jun								

**Shire of Brookton  
Monthly Reporting Model  
Graph Input Data (Cont.)**

**Note 3 - Net Funding Current Position**

Month	Actual 2015-16 \$('000s)	Actual 2016-17 \$('000s)	Actual 2017-18 \$('000s)
Jul	959,987	267,469	907,333
Aug	3,210,319	2,326,820	3,295,912
Sep	2,749,446	3,435,041	3,600,791
Oct	2,375,371	1,972,833	2,372,296
Nov	2,384,784	2,372,945	2,381,438
Dec			
Jan			
Feb			
Mar			
Apr			
May			
Jun			

**Shire of Brookton  
Monthly Reporting Model  
Graph Input Data (Cont.)**

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 November 2017**

	Note	Adopted Annual Budget	Amended Budget - Oct 17 OCM	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
<b>Operating Revenues</b>		\$		\$	\$	\$	%	
Governance		18,190	18,190	11,773	8,812	(2,961)	(25.15%)	
General Purpose Funding		615,274	615,274	283,121	261,969	(21,152)	(7.47%)	
Law, Order and Public Safety		37,730	37,730	20,090	20,967	877	4.37%	
Health		2,200	2,200	910	979	69	7.58%	
Education and Welfare		4,058,507	4,058,507	1,695,440	1,620,129	(75,311)	(4.44%)	
Housing		92,300	92,300	38,450	41,025	2,575	6.70%	
Community Amenities		349,954	349,954	344,623	351,730	7,107	2.06%	
Recreation and Culture		79,992	79,992	21,475	26,251	4,776	22.24%	
Transport		572,849	572,849	238,687	200,217	(38,470)	(16.12%)	▼
Economic Services		54,440	54,440	23,730	26,241	2,511	10.58%	
Other Property and Services		34,100	34,100	21,430	21,588	158	0.74%	
<b>Total (Excluding Rates)</b>		<b>5,915,536</b>	<b>5,915,536</b>	<b>2,699,729</b>	<b>2,579,908</b>	<b>(119,821)</b>	<b>(4.44%)</b>	
<b>Operating Expense</b>								
Governance		(771,621)	(824,051)	(344,994)	(276,647)	68,346	(19.81%)	▲
General Purpose Funding		(257,789)	(257,789)	(100,866)	(85,007)	15,859	(15.72%)	
Law, Order and Public Safety		(117,754)	(117,754)	(49,064)	(55,769)	(6,704)	13.66%	
Health		(54,452)	(54,452)	(15,858)	(24,654)	(8,796)	55.46%	
Education and Welfare		(3,731,832)	(3,731,832)	(1,559,691)	(1,506,424)	53,268	(3.42%)	
Housing		(175,784)	(175,784)	(81,495)	(60,644)	20,852	(25.59%)	
Community Amenities		(438,065)	(438,065)	(180,906)	(118,948)	61,958	(34.25%)	
Recreation and Culture		(897,458)	(1,117,562)	(599,254)	(533,575)	65,679	(10.96%)	
Transport		(2,119,467)	(2,119,467)	(886,984)	(979,328)	(92,344)	10.41%	
Economic Services		(179,293)	(179,293)	(78,390)	(45,416)	32,974	(42.06%)	
Other Property and Services		(132,947)	(132,947)	(56,428)	(118,036)	(61,608)	109.18%	▼
<b>Total</b>		<b>(8,876,462)</b>	<b>(9,148,997)</b>	<b>(3,953,930)</b>	<b>(3,804,448)</b>	<b>149,482</b>	<b>3.78%</b>	
<b>Funding Balance Adjustment</b>								
Add back Depreciation		1,936,295	1,936,295	806,790	878,062	71,273	8.83%	
Adjust (Profit)/Loss on Asset Disposal	6	12,817	293,797	122,415	280,880	158,465	129.45%	▲
Movement in Non Cash Provisions		0	0		36,512	36,512		
<b>Net Operating (Ex. Rates)</b>		<b>(1,011,814)</b>	<b>(1,003,369)</b>	<b>(324,996)</b>	<b>(29,086)</b>	<b>295,911</b>	<b>(91.05%)</b>	
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	6	48,978	48,978	100	100	0	0.00%	
Self-Supporting Loan Principal		0	0	0	4,125	4,125	0.00%	
Transfer from Reserves	5	650,000	700,454	270,833	23,346	(247,487)	0.00%	
<b>Total</b>		<b>698,978</b>	<b>749,432</b>	<b>270,933</b>	<b>27,571</b>	<b>(243,362)</b>		
<b>Capital Expenses</b>								
Land and Buildings	6	(709,000)	(715,300)	(298,042)	(46,874)	251,167	(84.27%)	
Plant and Equipment	6	(97,000)	(97,000)	(40,417)	0	40,417	(100.00%)	
Furniture and Equipment	6	(99,500)	(99,500)	(41,458)	0	41,458	(100.00%)	
Infrastructure Assets - Roads & Bridges	6	(1,028,414)	(1,028,414)	(428,506)	(222,835)	205,671	(48.00%)	
Infrastructure Assets - Sewerage	6	(65,000)	(65,000)	(27,083)	(2,706)	24,378	(90.01%)	
Infrastructure Assets - Parks	6	0	0	0	0	0	0.00%	
Repayment of Debentures	7	(130,130)	(130,130)	(54,221)	(64,034)	(9,813)	18.10%	
Transfer to Reserves	5	(846,579)	(846,579)	(846,579)	(564,411)	282,168	0.00%	
<b>Total</b>		<b>(2,975,623)</b>	<b>(2,981,923)</b>	<b>(1,736,306)</b>	<b>(900,860)</b>	<b>835,446</b>	<b>(48.12%)</b>	
<b>Net Capital</b>		<b>(2,276,645)</b>	<b>(2,232,491)</b>	<b>(1,465,372)</b>	<b>(873,288)</b>	<b>592,084</b>	<b>(40.41%)</b>	
<b>Total Net Operating + Capital</b>		<b>(3,288,459)</b>	<b>(3,235,860)</b>	<b>(1,790,369)</b>	<b>(902,374)</b>	<b>887,995</b>	<b>(49.60%)</b>	
Rate Revenue		2,037,402	2,037,402	2,037,402	2,061,605	24,203	1.19%	
Opening Funding Surplus(Deficit)		1,222,206	1,222,206	1,222,206	1,222,206	0	0.00%	
<b>Closing Funding Surplus(Deficit)</b>	2	<b>(28,851)</b>	<b>23,748</b>	<b>1,469,240</b>	<b>2,381,437</b>	<b>912,197</b>		

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Program by Nature and Type**  
**For the Period Ended 30 November 2017**

	NOTE	2017/18 Adopted Budget \$	2017/18 Amended Budget	2017/18 YTD Budget \$	2017/18 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>						
Rates		2,037,402	2,062,552	2,062,553	2,061,605	(948)
Operating Grants, Subsidies and Contributions		3,571,354	3,571,354	1,528,311	1,419,935	(108,376)
Fees and Charges		1,543,835	1,543,835	845,446	859,339	13,893
Interest Earnings		195,746	195,746	69,635	58,816	(10,819)
Other Revenue		117,169	97,794	52,740	36,763	(15,977)
		7,465,506	7,471,282	4,558,685	4,436,458	(122,227)
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>						
Employee Costs		(1,515,102)	(1,545,729)	(646,092)	(571,189)	74,903
Materials and Contracts		(4,942,246)	(4,914,581)	(1,971,989)	(1,828,078)	143,911
Utilities		(149,894)	(150,054)	(58,820)	(54,064)	4,756
Depreciation		(1,936,295)	(1,936,295)	(645,432)	(878,062)	(232,631)
Interest Expenses	7	(113,800)	(113,800)	(37,933)	(31,077)	6,857
Insurance		(180,181)	(180,181)	(180,181)	(160,602)	19,578
Other Expenditure		(10,629)	(10,629)	(4,805)	(1,057)	3,748
		(8,848,146)	(8,851,268)	(3,545,251.54)	(3,524,130)	21,122
		(1,382,639)	(1,379,987)	1,013,433	912,328	(101,105)
Non-Operating Grants, Subsidies & Contributions		487,432	487,432	203,090	205,217	2,127
Profit on Asset Disposals	6	-	500	500	500	-
Loss on Asset Disposals	6	(12,817)	(293,797)	(287,087)	(280,980)	6,107
<b>NET RESULT</b>		<b>(908,024)</b>	<b>(1,185,851)</b>	929,937	837,065	<b>(92,872)</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY (Excluding Kalkarni Residential Facility)**  
**Program by Nature and Type**  
**For the Period Ended 30 November 2017**

	2016/17	2016/17	2016/17	2016/17	Variance	Actuals
	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Budget vs	as % of
	\$	November OCM	\$	\$	YTD Actual	Total
	\$		\$	\$	\$	
<b>REVENUES FROM ORDINARY ACTIVITIES</b>						
Rates	2,037,402		2,062,553	2,061,605	(948)	70%
Operating Grants, Subsidies and Contributions	562,005		274,416	239,556	(34,859)	8%
Fees and Charges	798,775		535,004	548,899	13,895	19%
Interest Earnings	195,746		69,635	58,816	(10,819)	2%
Other Revenue	117,169		52,740	36,763	(15,977)	1%
	3,711,097		2,994,348	2,945,639	(48,709)	100%
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>						
Employee Costs	(1,515,102)		(646,092)	(571,189)	74,903	28%
Materials and Contracts	(1,441,534)		(513,359)	(391,202)	122,158	19%
Utilities	(149,894)		(58,820)	(54,064)	4,756	3%
Depreciation	(1,776,428)		(525,531)	(837,990)	(312,459)	41%
Interest Expenses	(108,347)		(33,844)	(30,651)	3,193	2%
Insurance	(165,681)		(151,181)	(146,149)	5,032	7%
Other Expenditure	(10,629)		(4,805)	(1,057)	3,748	0%
	(5,167,614)		(1,933,632)	(2,032,302)	(98,671)	100%
	(1,456,516)		1,060,716	913,337	(147,380)	
Non-Operating Grants, Subsidies & Contributions	487,432		203,090	205,217	2,127	
Profit on Asset Disposals	-		500	500	-	
Loss on Asset Disposals	(12,817)		(287,087)	(280,980)	6,107	
<b>NET RESULT</b>	(981,901)		977,219	838,073	(139,146)	

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 1: MAJOR VARIANCES**

**OPERATING REVENUE (EXCLUDING RATES)**

**Governance**

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

**General Purpose Funding**

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

**Law, Order and Public Safety**

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

**Health**

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

**Education and Welfare**

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

**Housing**

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

**Community Amenities**

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

**Recreation and Culture**

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

**Transport**

Grant Funding yet to be received.

**Economic Services**

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

**Other Property and Services**

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

**OPERATING EXPENSES**

**Governance**

There a number of factors that relate to this variance, but the main driver relates to employee salaries and wages for two vacant postions

**General Purpose Funding**

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

**Law, Order and Public Safety**

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

**Health**

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

**Education and Welfare**

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

**Housing**

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

**Community Amenities**

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

**Recreation and Culture**

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

**Transport**

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

**Economic Services**

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

**Other Property and Services**

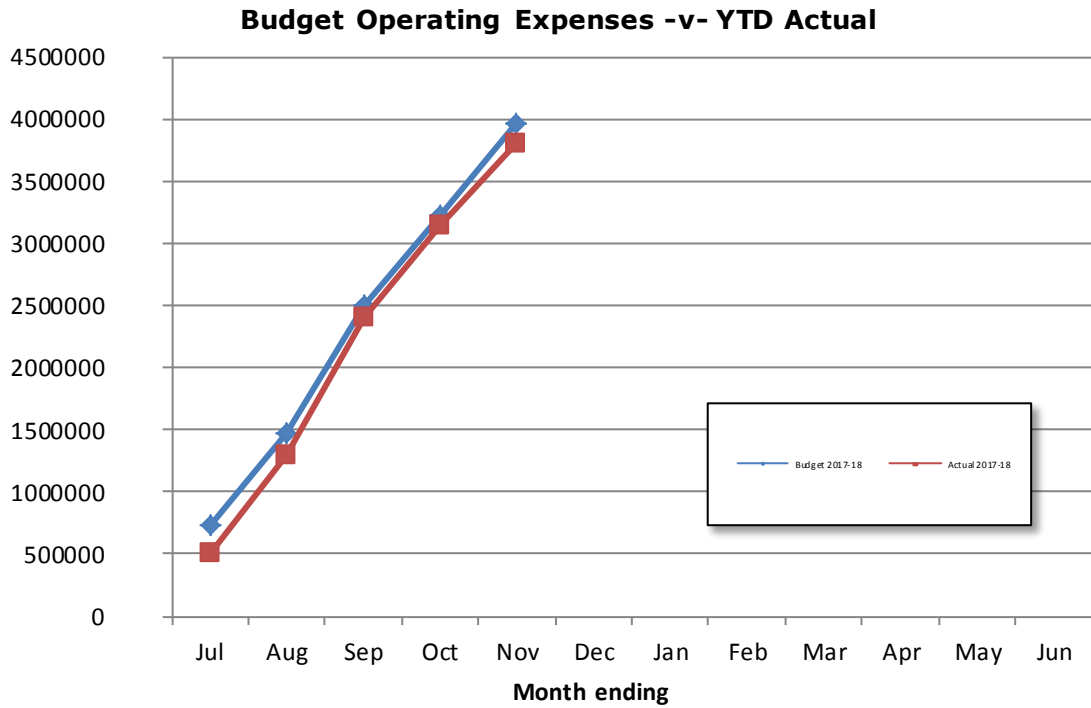
There a number of factors that relate to this variance, the main driver is the 17/18 insurance allocation 17/18 Budget Profiling - spread over 12 months will self correct



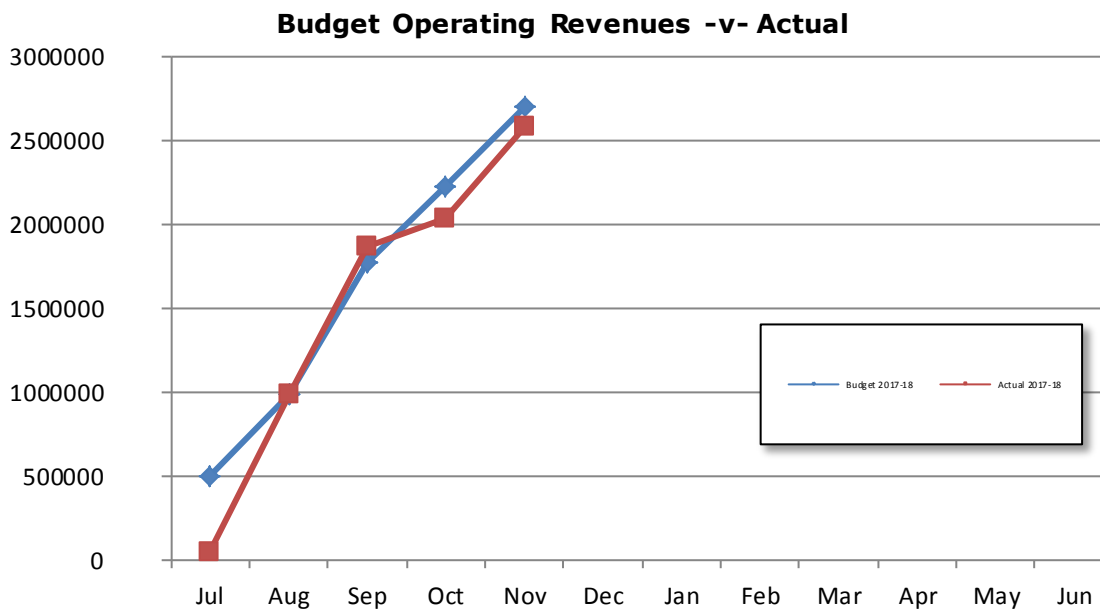


**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



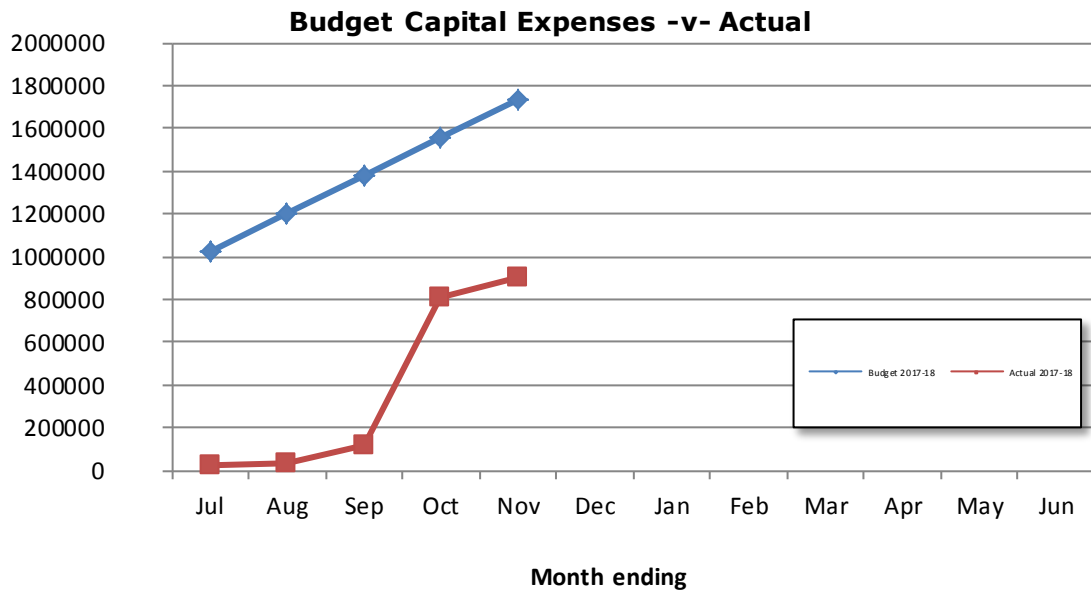
**Comments/Notes - Operating Expenses**



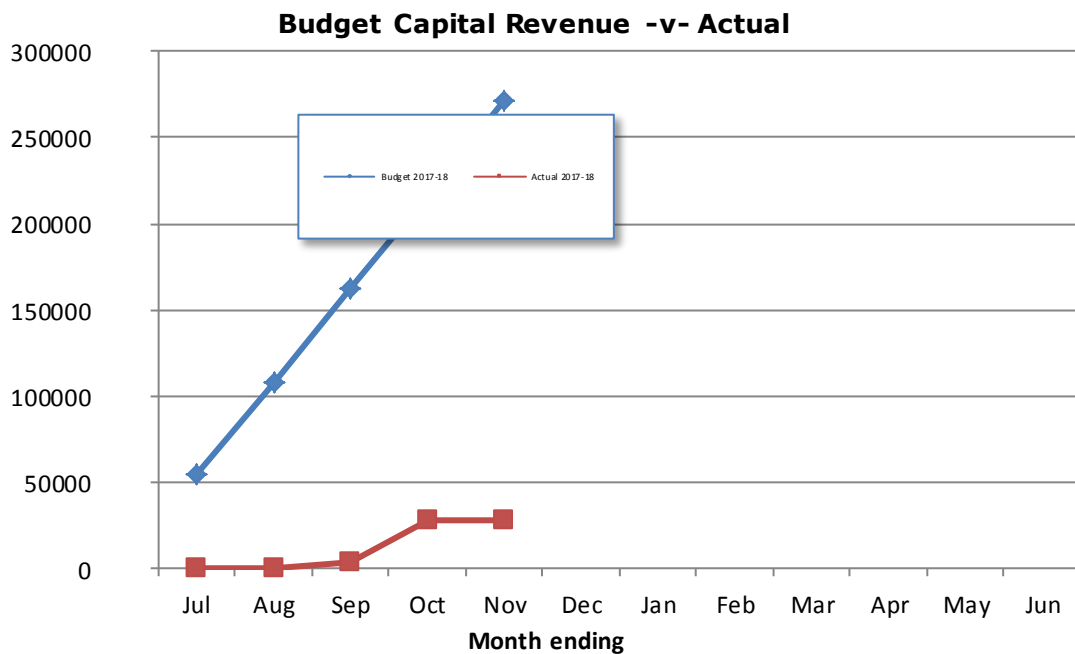
**Comments/Notes - Operating Revenues**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

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



**Comments/Notes - Capital Expenses**



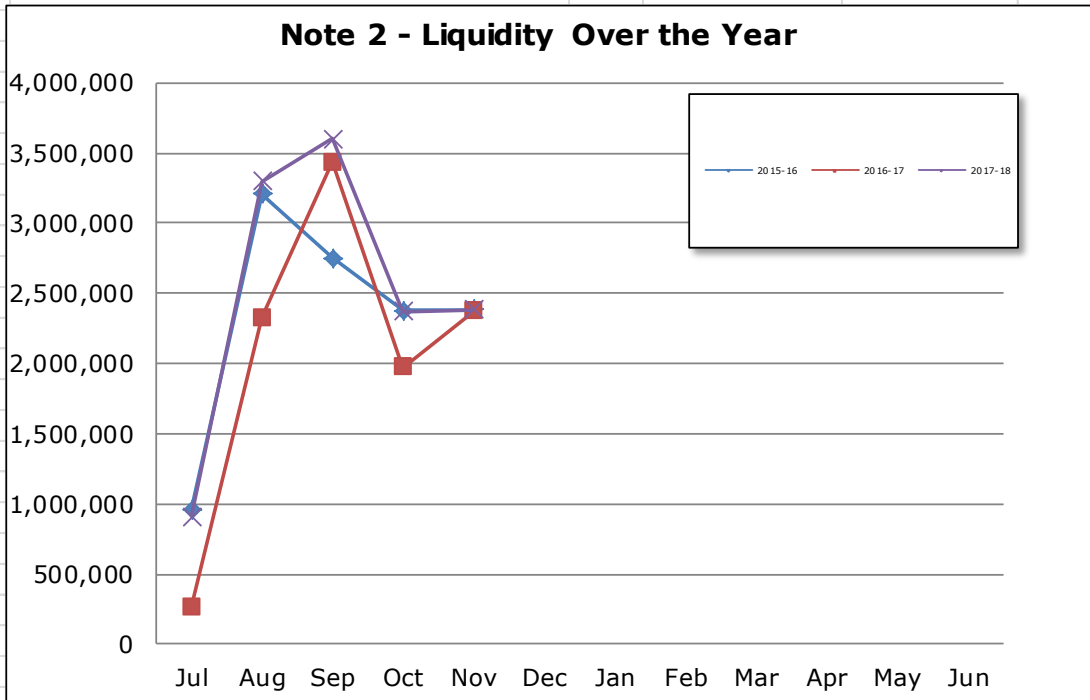
**Comments/Notes - Capital Revenues**

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 3: NET CURRENT FUNDING POSITION**

	Positive=Surplus (Negative=Deficit)				
	2017-18				
	Note	This Period	Same Period 2016/17	Same Period 2015/16	Surplus C/F 1 July 2017
		\$	\$	\$	\$
<b>Current Assets</b>					
Cash Unrestricted		2,175,285	2,221,366	2,188,968	1,624,466
Cash Restricted		4,045,830	3,244,209	2,559,953	3,504,765
Receivables		3,690,422	3,271,620	1,382,481	3,731,222
Prepayments & Accruals		0	0	0	0
Inventories		17,193	16,787	9,030	15,421
		<b>9,928,730</b>	<b>8,753,981</b>	<b>6,140,433</b>	<b>8,875,874</b>
<b>Less: Current Liabilities</b>					
Payables and Provisions		(3,501,462)	(3,136,828)	(1,195,696)	(4,148,903)
		<b>(3,501,462)</b>	<b>(3,136,828)</b>	<b>(1,195,696)</b>	<b>(4,148,903)</b>
Less: Cash Restricted		(4,045,830)	(3,244,209)	(2,559,953)	(3,504,765)
<b>Net Current Funding Position</b>		<b>2,381,438</b>	<b>2,372,945</b>	<b>2,384,784</b>	<b>1,222,206</b>

**Note 2 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

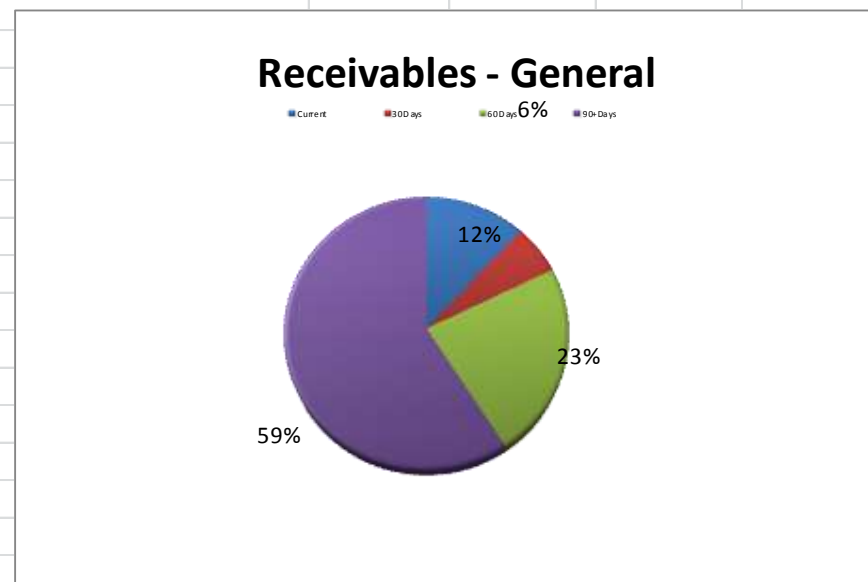
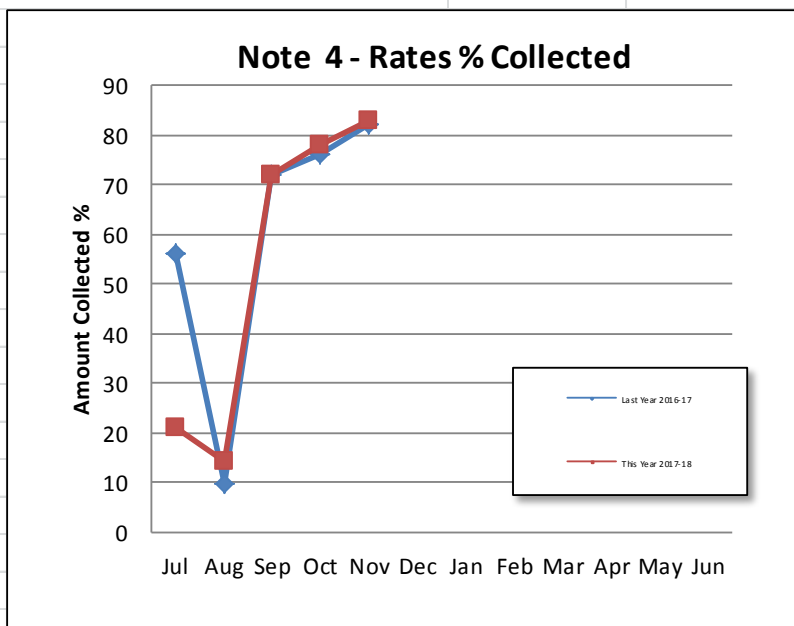
**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 4: RECEIVABLES**

Receivables - Rates, Sewerage and Rubbish	Current 2017-18	Previous 2016-17
	\$	\$
Opening Arrears Previous Years	30,159	12,339
Rates, Sewerage & Rubbish Levied this year	2,403,183	2,245,362
Less Collections to date	(2,019,725)	(1,855,836)
<b>Equals Current Outstanding</b>	<b>413,617</b>	<b>401,865</b>
<b>Net Rates Collectable</b>	413,617	401,865
% Collected	83.00%	82.20%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	2,095	1,040	4,081	10,436
<b>Total Outstanding</b>				<b>17,652</b>

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



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Comments/Notes - Receivables General

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Amended Budget Aug & Nov OCM Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$		\$	\$	\$
Aldersyde Hall Reserve (Not Shire Vested Property)	25,657	586	149	0	0	0	0	0	26,243	25,806
Bridge Construction Reserve	0	0	0	0	0	0	0	0	0	0
Brookton Heritage/Museum Reserve	37,773	862	219	3,200	3,200	0	0	0	41,835	41,192
Caravan Park Reserve	122,382	2,794	710	3,200	3,200	0	0	0	128,376	126,292
Cemetery Reserve	21,471	490	125	650	650	0	0	0	22,611	22,246
Community Bus Reserve	63,696	1,454	370	6,900	6,900	0	0	0	72,050	70,965
Drainage Reserve	0	0	0	0	0	0	0	0	0	0
Furniture and Equipment Reserve	64,855	1,480	376	12,000	12,000	0	0	0	78,336	77,232
Health & Aged Care Reserve	777,172	17,740	4,509	65,000	65,000	(180,000)	0	(23,346)	679,912	823,335
Housing Reserve	764,764	17,457	4,437	240,000	0	(450,000)	0	0	572,221	769,201
Kweda Hall Reserve	25,657	586	149	3,200	3,200	0	0	0	29,443	29,006
Land Development Reserve	129,369	2,953	751	4,000	4,000	0	0	0	136,322	134,120
Madison Square Units Reserve	17,689	404	103	600	600	0	0	0	18,693	18,392
Municipal Buildings & Facilities Reserve	201,167	4,592	1,167	36,500	36,500	0	(6,300)	0	235,959	238,834
Plant and Vehicle Reserve	540,015	12,326	3,133	110,000	110,000	0	0	0	662,341	653,148
Railway Station Reserve	25,657	586	149	3,200	3,200	0	0	0	29,443	29,006
Rehabilitation & Refuse Reserve	46,448	1,060	269	6,000	6,000	0	0	0	53,508	52,718
Road and Bridge Infrastructure Reserve	292,547	6,678	1,697	18,900	18,900	0	0	0	318,125	313,144
Saddleback Building Reserve	50,113	1,144	291	1,500	1,500	0	0	0	52,757	51,904
Saddleback Vehicle & Equipment Reserve	0	0	0	0	0	0	0	0	0	0
Sewerage & Drainage Infrastructure Reserve	194,032	4,429	1,126	65,000	0	(15,000)	0	0	248,461	195,157
Sport & Recreation Reserve	10,391	237	60	1,000	1,000	0	0	0	11,629	11,452
Staff Vehicle Reserve	0	0	0	(1,500)	0	0	0	0	(1,500)	0
Townscape and Footpath Reserve	49,063	1,120	285	1,500	1,500	0	0	0	51,683	50,847
Unspent Grants & Contributions	0	0	0	(1,000)	0	0	0	0	(1,000)	0
Developer Contribution - Roads	4,542	104	26	0	0	0	0	0	4,646	4,569
Water Harvesting Reserve	40,302	920	234	1,000	1,000	(5,000)	0	0	37,222	41,536
Brookton Aquatic Reserve	0	0	0	65,729	65,729	0	0	0	65,729	65,729
Cash Contingency Reserve	0	0	0	200,000	200,000	0	(44,154)	0	155,846	200,000
	<b>3,504,765</b>	<b>80,000</b>	<b>20,332</b>	<b>846,579</b>	<b>544,079</b>	<b>(650,000)</b>	<b>(50,454)</b>	<b>(23,346)</b>	<b>3,730,891</b>	<b>4,045,830</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 6: CAPITAL DISPOSALS AND ACQUISITIONS**

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value		Proceeds	Profit (Loss)
				\$		\$	\$
23,317	22,000	(1,317)	DCEO Vehicle				0
23,465	16,978	(6,487)	Works Supervisors Ute				0
15,013	10,000	(5,013)	Parks & Garden 4 x 2 - PU30				0
0	0	0	Sale of Suplus /Unwanted Equipment - Depot	0		100	100
0	0	0	16x Land & Building written out to Inventory List	0		0	0
0	0	0	F & F Asset # 7026 written out to Inventory List	27,331		0	(27,331)
0	0	0	Toilet Block Aldersyde Hall as per Council Res	23,846		0	(23,846)
0	0	0	Water Tank Aldersyde Hall as per Council Res	2,578		0	(2,578)
0	0	0	Aldersyde Hall	227,225		0	(227,225)
<b>61,795</b>	<b>48,978</b>	<b>(12,817)</b>	<b>Totals</b>	<b>280,980</b>		<b>100</b>	<b>(280,880)</b>

Comments - Capital Disposal

**Summary Acquisitions**

	Budget	Amended Budget	Actual	Variance
	\$		\$	\$
<b>Property, Plant &amp; Equipment</b>				
Land and Buildings	709,000	715,300	46,874	668,426
Plant & Equipment	97,000	97,000	0	97,000
Furniture & Equipment	99,500	99,500	0	99,500
<b>Infrastructure</b>				
Roadworks & Bridge Works & Footpaths	1,028,414	1,028,414	222,835	805,579
Parks & Gardens	0	0	0	0
Sewerage & Drainage	65,000	65,000	2,706	62,294
<b>Totals</b>	<b>1,998,914</b>	<b>2,005,214</b>	<b>272,415</b>	<b>1,732,799</b>

Comments - Capital Acquisitions

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 7: INFORMATION ON BORROWINGS**

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-17 \$	New Loans \$	Principal Repayments		Principal Outstanding		Interest Repayments	
							Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Self Supporting Loans</b>												
*Loan 78 Senior Citizen's Homes	Construction of Mokine Cottages	17/06/2024	15	6.74	117,669	-	6,716	13,659	110,953	104,010	3,618	8,504
*Loan 79 Multifunctional Family Centre	Purchase of the Building	1/08/2020	15	5.82	31,525	-	4,125	8,371	27,400	23,154	157	1,929
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	275,589	-	9,129	18,576	266,460	257,013	7,130	20,699
<b>Governance</b>												
Loan 75 Administration	Shire Office Renovations	3/08/2026	25	6.46	56,258	-	2,191	4,453	54,067	51,805	311	3,938
<b>Education &amp; Welfare</b>												
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63	88,287	-	3,834	7,776	84,453	80,511	426	5,452
<b>Housing</b>												
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	145,673	-	6,326	12,830	139,347	132,843	702	8,996
<b>Community Amenities</b>												
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	61,801	-	2,684	5,443	59,117	56,358	298	3,817
<b>Transport</b>												
Loan 80 Grader	New Grader	1/02/2026	25	5.63	145,673	-	6,326	12,830	139,347	132,843	702	8,996
<b>Recreation and Culture</b>												
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	685,315	-	22,702	46,193	662,613	639,122	17,732	51,468
					1,607,790	-	64,034	130,130	1,543,756	1,477,660	31,077	113,800

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

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 8: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
Municipal Cash at Bank - Operating Account	0.00%	211,938				211,938	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.70%	1,963,346				1,963,346	Bendigo	
Trust Cash at Bank	0.00%			37,247		37,247	Bendigo	
(b) <b>Term Deposits</b>								
Reserves	2.25%		4,045,830			4,045,830	Bendigo	02/01/2018
Les McMullen Trust	2.40%			7,224		7,224	Bendigo	26/06/2018
(c) <b>Investments</b>								
Bendigo Bank Shares					5,000	5,000		
<b>Total</b>		2,175,285	4,045,830	44,471	5,000	6,270,585		

**Comments/Notes - Investments**

**Investment Management Strategy for Kalkarni Bonds**

The total bond/RAD amounts (\$3,216,970.65) as at 31/10/17 are invested by Baptistcare with NAB for a term of 120 days at the rate of 2.44% with a maturity date of 8th November 2017.





**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 10: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance For the Period 1 July 2016	Amount Received	Amount Paid	Closing Balance For the Period Ended 30 November 2017
	\$	\$	\$	\$
Housing Bonds	0	0	0	0
Other Bonds	13,058	5,650	(3,938)	14,770
Rates Incentive Prize	200	0	(200)	0
Staff AFL Tipping	0	0	0	0
Les McMullen Sporting Grants	7,224	120	(3,000)	4,344
Gnulla Child Care Facility	3,073	0	0	3,073
Wildflower Show Funds	1,240	0	0	1,240
Kalkarni Resident's Accounts	0	0	0	0
Public Open Space Contributions	13,820	0	0	13,820
Developer Road Contributions	(1)	0	0	(1)
Unclaimed Money	0	0	0	0
	<b>38,615</b>	<b>5,770</b>	<b>(7,138)</b>	<b>37,247</b>

**1. Developer Road Contributions are:**

T129 Allington - Grosser Street -\$1.00 Rounding

Road Contributions are required to be transferred out of Trust into Reserve/Muni for designated purpose.

**2. Public Open Space Contribution:**

T148 - Paul Webb \$13,820

Contribution to be retained in Trust as required under the Planning and Development Act 2005.

It is to be investigated whether funds can be applied against POS projects such as the Robinson Street Development.

**3. Gnulla Child Care Facility**

This is an aged transaction. Consider transferring funds to Muni once a designated project has been identified.

**4. Housing Bond**

Bond is to either be refunded, expended or transferred to the Bonds Authority.

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Kalkarni Aged Care Facility**  
**For the Period Ended 30 November 2017**

**Note 11: Kalkarni Aged Care Facility**

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9	Var.
<b>Operating Revenue</b>		\$	\$	\$	\$	%	
Fees & Charges		745,060	310,442	310,440	(2)	(0.00%)	
Grants & Subsidies		3,009,349	1,253,895	1,180,379	(73,516)	(5.86%)	
<b>Total Revenue</b>		<b>3,754,409</b>	<b>1,564,337</b>	<b>1,490,819</b>	<b>(73,518)</b>	<b>(4.70%)</b>	
<b>Operating Expenses</b>							
Building Maintenance		0	0	0	0	0.00%	
Interest Expenses		(5,452)	(2,272)	(426)	1,846	(81.26%)	
Insurance Expenses		(14,500)	(14,500)	(14,454)	46	(0.32%)	
Building Maintenance		(24,830)	(10,346)	(5,475)	4,871	(47.08%)	
Loss on Sale of Asset		0	0	0	0	0.00%	
Depreciation		(159,868)	(66,612)	(40,072)	26,539	(39.84%)	▼
ABC Administration Expenses		(28,499)	(11,875)	(9,837)	2,037	(17.16%)	
Contract Expenses		(3,447,383)	(1,436,410)	(1,421,564)	14,846	(1.03%)	
<b>Total Expenses</b>		<b>(3,680,532)</b>	<b>(1,542,013)</b>	<b>(1,491,828)</b>	<b>50,186</b>	<b>3.25%</b>	
<b>Operating Surplus (Deficit)</b>		<b>73,877</b>	<b>22,324</b>	<b>(1,008)</b>	<b>(23,332)</b>	<b>105%</b>	▼
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		159,868	66,612	40,072	(26,539)	(39.84%)	▼
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0.00%	
<b>Net Operating Surplus (Deficit)</b>		<b>233,745</b>	<b>88,935</b>	<b>39,064</b>	<b>(49,872)</b>	<b>(56.08%)</b>	
<b>Capital Revenues</b>							
KBC Capital Income		304,098	126,708	126,710	3	0.00%	
Transfer from Reserves	5	450,000	0	0	0	0.00%	
<b>Total</b>		<b>754,098</b>	<b>126,708</b>	<b>126,710</b>	<b>3</b>	<b>0</b>	
<b>Capital Expenses</b>							
Land and Buildings	6	(259,000)	0	(37,846)	(37,846)	0.00%	
Plant and Equipment	6	0	0	0	0	0.00%	
Furniture and Equipment	6	(99,500)	0	0	0	0.00%	
Repayment of Debentures	7	(7,776)	(3,888)	(3,834)	54	0.00%	
Transfer to Reserves	5	(257,457)	0	(4,437)	(4,437)		
<b>Total</b>		<b>(623,732)</b>	<b>(3,888)</b>	<b>(46,117)</b>	<b>(42,229)</b>		
<b>Net Capital</b>		<b>130,366</b>	<b>122,820</b>	<b>80,593</b>	<b>(42,226)</b>	<b>(34.38%)</b>	
<b>Closing Funding Surplus(Deficit)</b>		<b>364,110</b>	<b>211,755</b>	<b>119,657</b>	<b>(92,098)</b>		

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**WB Eva Pavilion by Nature and Type**  
**For the Period Ended 30 November 2017**

**Note 12 WB Eva Pavilion Operating Statement**

	NOTE	2017/18	2017/18	2017/18	Variance
		Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs
		\$	\$	\$	YTD Actual
					\$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>					
Hire Fees - WB Eva Pavilion		3,180	1,325	353	(972)
Sporting Club Fees		4,770	1,988	1,965	(22)
Gymnasium Income		11,060	4,608	4,201	(407)
		19,010	7,921	6,520	(1,401)
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>					
Employee Costs		(12,550)	(5,229)	(5,227)	2
Materials and Contracts		(8,445)	(8,019)	(15,141)	(7,122)
Utilities		(4,210)	(1,754)	(914)	840
Interest Expenses		(51,468)	(21,445)	(17,732)	3,713
Insurance		(4,785)	(1,994)	(3,742)	(1,748)
General Operating Expenses		(12,820)	(5,342)	(4,905)	437
Gymnasium Operating		(11,980)	(4,985)	(1,289)	3,696
		(94,278)	(43,783)	(47,661)	(3,878)
		(75,268)	(35,862)	(41,141)	(5,279)
<b>NET RESULT</b>		<b>(75,268)</b>	<b>(35,862)</b>	<b>(41,141)</b>	<b>(5,279)</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Sewerage Programm by Nature and Type**  
**For the Period Ended 30 November 2017**

**Note 13 Sewerage Operating Statement**

NOTE	2017/18	2017/18	2017/18	Variance
	Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$	\$	\$	\$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Sewerage Connection Fees and Charges	1,590	1,590	-	(1,590)
Annual Sewerage Rates	160,990	160,990	162,804	1,814
	<u>162,580</u>	<u>162,580</u>	<u>162,804</u>	<u>224</u>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(1,200)	(500)	(404)	96
Materials and Contracts	(60,630)	(25,263)	(7,692)	17,571
Utilities	(5,950)	(2,479)	(3,577)	(1,098)
Depreciation	(45,146)	(18,811)	(23,057)	(4,246)
Interest Expenses	(3,817)	(1,590)	(298)	1,292
Insurance	(245)	(245)	(243)	2
General Operating Expenses	(1,330)	(554)	(512)	42
Allocation of Administration Expense	(16,485)	(10,990)	(2,629)	8,361
	<u>(134,802)</u>	<u>(60,432)</u>	<u>(38,412)</u>	<u>22,020</u>
	27,778	102,148	124,392	22,244
Add Back Depreciation	45,146	18,811	23,057	4,246
Non-Operating Grants, Subsidies & Contributions	-	-	-	-
Profit on Asset Disposals	-	-	-	-
Loss on Asset Disposals	-	-	-	-
Transfer to Sewerage and Drainage Reserve	(65,000)	-	-	-
Transfer from Sewerage and Drainage Reserve	15,000	-	-	-
<b>NET RESULT</b>	<b><u>22,924</u></b>	<b><u>120,959</u></b>	<b><u>147,449</u></b>	<b><u>26,490</u></b>

The Shire's Asset Management Plan (adopted at the 2016 August OCM) details required renewal expenditure of \$1.482m over the ten year period 2016 - 2027. The Shire's Long Term Financial Plan includes the following planned renewal expenditure:

2016/17 - 47,680	The Sewerage Scheme should be self funding, that is, the capital replacement cost should be amortised over the life of the infrastructure, and funded from the annual sewerage rates. Council should consider a charging model that provides for an annual transfer to the Sewer Reserve, which is equivalent to the required annual renewal expenditure i.e. \$148k per annum. As a minimum, revenue from the Scheme should cover all operating expenditure including depreciation, meaning a minimum transfer to Reserve of \$88k. At present, the budgeted surplus funds of \$23,924 being generated from the Scheme is being paid into the municipal fund.
2017/18 - 100,000	
2018/19 - 100,000	
2019/20 - 100,000	
2020/21 - 100,000	
2021/22 - 100,000	
2022/23 - 100,000	
2023/24 - 100,000	
2024/25 - 100,000	
2025/26 - 150,000	
2026/27 - 400,000	
<b>Total - 1,397,680 or approx. \$140k per annum</b>	

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Brookton Caravan Park and Brookton Acquatic Centre**  
**For the Period Ended 30 November 2017**

	Note	Adopted Annual Budget 2017/18	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
		\$		\$	\$	\$	%
<b>Note 14 (a): Brookton Caravan Park</b>							
<b>Operating Revenue</b>							
Caravan Park Fees		40,000	40,000	16,667	20,653	3,986	23.92%
<b>Total Revenue</b>		<b>40,000</b>	<b>40,000</b>	<b>16,667</b>	<b>20,653</b>	<b>3,986</b>	23.92%
<b>Operating Expenses</b>							
Brookton Caravan Park		(54,914)	(54,914)	(22,881)	(16,536)	6,345	0.00%
Caravan Park Depreciation		(766)	(766)	(319)	(437)	(118)	36.99%
Caravan Park Abc Administration Expenses		(14,808)	(14,808)	(6,170)	(5,112)	1,059	0.00%
<b>Total</b>		<b>(70,488)</b>	<b>(70,488)</b>	<b>(29,370)</b>	<b>(22,084)</b>	<b>7,286</b>	24.81%
<b>Operating Surplus (Deficit)</b>		<b>(30,488)</b>	<b>(30,488)</b>	<b>(12,703)</b>	<b>(1,431)</b>	<b>11,272</b>	<b>89%</b>
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		766	766	319	437	118	36.99%
<b>Net Operating Surplus (Deficit)</b>		<b>(29,722)</b>	<b>(29,722)</b>	<b>(12,384)</b>	<b>(994)</b>	<b>11,390</b>	<b>(91.97%)</b>
<b>Note 14 (b): Brookton Acquatic Centre</b>							
<b>Operating Revenue</b>							
POOL Fees & Charges		10,500	10,500	3,500	5,093	1,593	0.00%
POOL GRANTS & SUBSIDIES		32,000	0	13,333	0	(13,333)	0.00%
<b>Total Revenue</b>		<b>42,500</b>	<b>10,500</b>	<b>16,833</b>	<b>5,093</b>	<b>(11,741)</b>	<b>0</b>
<b>Operating Expenses</b>							
POOL Employee Costs		(515)	(515)	(215)	0	215	(100.00%)
POOL General Operating Expenses		(98,763)	(98,763)	(41,151)	(6,158)	34,993	(85.04%)
POOL Building Maintenance		(45,760)	(27,820)	(11,592)	(25,653)	(14,061)	121.30%
POOL Depreciation		(22,646)	(22,646)	(9,436)	(4,965)	4,470	(47.38%)
POOL Abc Administration Expenses		(44,704)	(44,704)	(18,627)	(15,431)	3,196	(17.16%)
<b>Total</b>		<b>(212,388)</b>	<b>(194,448)</b>	<b>(81,020)</b>	<b>(52,207)</b>	<b>28,813</b>	35.56%
<b>Operating Surplus (Deficit)</b>		<b>(169,888)</b>	<b>(183,948)</b>	<b>(64,186)</b>	<b>(47,115)</b>	<b>17,072</b>	<b>0%</b>
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		22,646	22,646	9,436	4,965	(4,470)	0.00%
<b>Net Operating Surplus (Deficit)</b>		<b>(147,242)</b>	<b>(161,302)</b>	<b>(54,751)</b>	<b>(42,149)</b>	<b>12,602</b>	<b>0%</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Road Program**  
**For the Period Ended 30 November 2017**

Note 15

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Federal Funding		State Funding			Own Source Funding			
					R2R	Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni
	\$	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	
Town Street Maintenance	204,998	204,998	70,560	34%					79,057				125,941
Rural Road Maintenance	440,455	440,455	176,987	40%						325,234			115,221
Bridge Maintenance	65,670	65,670	26,897	41%									65,670
<b>R2R Work Schedule</b>													
Brookton - Kweda Road	180,019	180,019	6,865	4%			180,019						
<b>Other Construction</b>													
Brookton - Kweda Road	19,861	19,861	0	0%									19,861
King Street	103,814	103,814	0	0%									103,814
Reynolds Street	9,280	9,280	0	0%									9,280
Whittington Street	255,280	255,280	0	0%									255,280
Montgomery Street	0	0	81									81	-81
<b>RRG Approved Projects</b>													
York - Williams Road	460,160	460,160	215,659	47%	460,160								0
Aldersyde-Pingelly Road	0	0	116									116	-116
Corberding Road	0	0	114									114	-114
	<b>1,739,537</b>	<b>1,739,537</b>	<b>497,279</b>	<b>29%</b>	<b>460,160</b>	<b>0</b>	<b>180,019</b>	<b>0</b>	<b>79,057</b>	<b>325,234</b>	<b>0</b>	<b>311</b>	<b>694,756</b>

<b>Shire of Brookton</b>									
<b>STATEMENT OF FINANCIAL ACTIVITY</b>									
<b>Capital Works Program</b>									
<b>For the Period Ended 30 November 2017</b>									
Description	Adopted Annual Budget	Amended Budget Aug OCM	YTD Actual	% Completed	Capital Funding				
					Muni	Grants	Reserves	Sale of Assets	Total Funding
	\$	\$	\$		\$	\$	\$	\$	\$
DCEO Vehicle	39,000	39,000		0%	39,000			22,000	39,000
Kalkami Residency Capital Provision	79,000	79,000	0	0%	79,000				79,000
Kalkami Backup Power Supply	30,000	30,000	23,346	16%			30,000		30,000
Kalkami Land Purchase	150,000	150,000	14,500	10%			150,000		150,000
Sewerage - Gravel Resheet Pond Batters	15,000	15,000	0	0%			15,000		15,000
Works Supervisor Vehicle	33,000	33,000		0%	33,000			17,000	33,000
Parks & Garden 4 x 2	25,000	25,000		0%	25,000			10,000	25,000
8 Avonbank Close Brookton - Residence	450,000	450,000	0	0%			450,000		450,000
Kalkami Residency Furniture and Equipment	99,500	99,500	0	0%	99,500				99,500
Brookton-Kweda Road - Construct & Prime 1km and Reseal 2km	180,019	180,019	6,865	4%		180,019			180,019
York-Williams Road - Gravel Sheet & Prime Road North	460,160	460,160	215,659	47%		460,160			460,160
Corberding Road - Fix Road Failures	0	0	114	#DIV/0!	114				114
Aldersyde-Pingelly Road -	0	0	116		116				116
Brookton-Kweda Road - Shire Funded Construction	19,861	19,861	0	0%	19,861				19,861
Montgomery - Fix Road Failures	0	0	81	#DIV/0!	72				72
King Street - Shire Funded Construction	103,814	103,814	0	0%	103,814				103,814
Reynolds Street - Shire Funded Construction	9,280	9,280	0	0%	9,280				9,280
Whittington Street - Shire Funded Construction	255,280	255,280	0	0%	255,280				255,280
Happy Valley Bore Field	50,000	50,000	2,706	5%	45,000		5,000		50,000
SOLAR PANELS - Admin Office	0	0	2,600	#DIV/0!	2,600				2,600
Roof Repair - Brookton Police Musuem	0	6,300	6,428	102%			6,300		6,300
	<b>1,998,914</b>	<b>2,005,214</b>	<b>272,415</b>	<b>14%</b>	<b>711,637</b>	<b>640,179</b>	<b>656,300</b>	<b>49,000</b>	<b>2,008,116</b>



Shire of Brookton								
STATEMENT OF FINANCIAL ACTIVITY								
Grants, Subsidies and Contributions Register								
For the Period Ended 30 November 2017								
Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget OCM	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
			\$	\$	\$	\$	\$	
Federal Government	KBC Grants & Subsidies	Subsidy	(3,009,349)	(3,009,349)	Recurrent	(3,009,349)	(1,180,379)	39%
Main Roads WA	Regional Road Group	Non Operating	(307,413)	(307,413)	(373,531)	(307,413)	(122,965)	40%
Federal Government	Roads to Recovery	Non Operating	(180,019)	(180,019)	(512,003)	(180,019)	(77,252)	43%
WA Grants Commission	GPG Grants Commission - General	Operating	(291,210)	(291,210)	Recurrent	(291,210)	(145,658)	50%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(158,158)	(158,158)	Recurrent	(158,158)	(76,980)	49%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(33,580)	(33,580)	Recurrent	(33,580)	(16,919)	50%
Main Roads WA	Direct Grant	Operating	(79,057)	(79,057)	Recurrent	(79,057)	-	0%
			<b>(4,058,786)</b>	<b>(4,058,786)</b>		<b>(4,058,786)</b>	<b>(1,620,152)</b>	<b>40%</b>

Budget Amendments			Original 17/18 Budget	Amended 17/18 Budget	Changes in Net Assets	Non-Cash Changes	inc/dec in available cash		
Job Codes	IE Code								
<b>Budget Amendments</b>									
E111050		379	HALLS Aldersyde Hall GEN	\$0.00	\$315.00	\$315.00		decrease	Playground inspection Aldersyde Hall
E116600		225	LOAN PAYMENT 81	\$0.00	\$46,193.02	\$46,193.02		decrease	Not included in 17/18 adopted budget
E042480	ADMIOP	327	ADMINISTRATION CENTRE	\$0.00	\$2,364.00	\$2,364.00		decrease	Increased budget due to Contractal Cleaning Services
E105010	RRTLOP	327	PUBLIC TOILETS ROBINSON ROAD	\$0.00	\$1,085.00	\$1,085.00		decrease	Increased budget due to Contractal Cleaning Services
E111010	MHALLOP	327	MEMORIAL HALL	\$0.00	\$455.00	\$455.00		decrease	Increased budget due to Contractal Cleaning Services
E111020	WBOP	327	WB EVA PAVILION	\$0.00	\$3,400.00	\$3,400.00		decrease	Increased budget due to Contractal Cleaning Services
E116020	GYMOP	327	GYMNASIUM OPERATING	\$0.00	\$304.00	\$304.00		decrease	Increased budget due to Contractal Cleaning Services
E132010	CARAOP	327	CARAVAN PARK	\$0.00	\$3,488.00	\$3,488.00		decrease	Increased budget due to Contractal Cleaning Services
E142480	DEPOOP	327	SHIRE DEPOT	\$0.00	\$304.00	\$304.00		decrease	Increased budget due to Contractal Cleaning Services
OL01961		230	TRANSFER TO MUNI FROM CASH CONTINGENCY RESERVE	\$43,153.71	\$104,671.48	(\$61,517.77)		increase	Transfer from Contingency Reserve to offset unfavourable budget movement
E042020		411	ADMIN GENERAL OPERATING EXPENSES	\$6,430.00	\$540.00	(\$5,890.00)		increase	No further expense expected for 17/18 (Ins less rebate \$6421.50-\$5885.12=\$536.38)
E104030		319	TPB GENERAL OPERATING EXPENSES	\$7,000.00	\$2,000.00	(\$5,000.00)		increase	adjustment due to under spend to offset unfavourable budget movement
E104030		327	TPB GENERAL OPERATING EXPENSES	\$10,000.00	\$5,000.00	(\$5,000.00)		increase	adjustment due to under spend to offset unfavourable budget movement
E104030		336	TPB GENERAL OPERATING EXPENSES	\$5,000.00	\$2,500.00	(\$2,500.00)		increase	adjustment due to under spend to offset unfavourable budget movement
I122010		150	INFRA MRWA Direct Grant GEN	(\$79,057.00)	(\$45,530.00)	\$33,527.00		decrease	Decreased as State Gov reduced Grant by 42.4%
I132010		114	TOUR FEES & CHARGES GEN	(\$40,000.00)	(\$43,000.00)	(\$3,000.00)		increase	Increase budget due to increase in patronage of Caravan Park
I106020		151	ENVIR GRANTS & SUBSIDIES GEN	\$0.00	(\$5,000.00)	(\$5,000.00)		increase	Happy Valley Bore final grant payment missed in adopted 17/18 budget
I101010		120	REFUSE FEES & CHARGES GEN	(\$200.00)	(\$2,600.00)	(\$2,400.00)		increase	Increase budget due to additional cardboard recycling bins collection fees
I031040		101	RATE Less: Rebate Allowed GEN	(\$1,172.75)	(\$2,300.00)	(\$1,127.25)		increase	Increase budget due to third property being contiguously rated
						\$0.00			
<b>Roads to Recovery Budget Amendment</b>									
E121560		504	ROADS TO RECOVERY GEN	\$199,880.00	\$330,026.00	\$130,146.00		decrease	increased expenditure allocation from R2R funding body
E121565	KINGSFC	504	OTHER ROAD CONSTRUCTION GEN (King Street Widen & Prime)	\$103,814.00	\$0.00	(\$103,814.00)		increase	budget allocation transferred to Reserve and expenditure deferred to 18/19 fin year
E121565	REYNSFC	504	OTHER ROAD CONSTRUCTION GEN (Reynold Street)	\$9,280.00	\$0.00	(\$9,280.00)		increase	budget allocation transferred to Reserve and expenditure deferred to 18/19 fin year
OL01702		520	Transfer to Road and Bridge Reserve	(\$18,900.00)	(\$131,994.00)	\$113,094.00		decrease	
I121560		151	INFRA Roads To Recovery GEN	(\$180,019.00)	(\$310,165.00)	(\$130,146.00)		increase	adjustment due to increase in R2R funding allocation 17/18 year
						\$0.00			

Budget Amendments			Original 17/18 Budget	Amended 17/18 Budget	Changes in Net Assets	Non-Cash Changes	inc/dec in available cash	
Job Codes	IE Code							
<b>Depreciation Corrections</b>								
E042500	450	ADMIN Depreciation	\$47,645.26	\$25,000.00		(\$22,645.26)		Asset # 6251 \$7389 & #6857 \$47204 per annum moved from admin to staff housing Depn
E042500	452	ADMIN Depreciation	\$3,833.41	\$10,000.00		\$6,166.59		PAV115 16/17 incorrectly posted to IE 451 corrected 17/18
E051500	455	FIRE DEPRECIATION	\$12,512.00	\$27,000.00		\$14,488.00		16/17 Actual \$25492
E084500	450	KALC Depreciation	\$152,183.71	\$92,000.00		(\$60,183.71)		16/17 Actual \$182,785.32 & FV has impacted on depn rates
E084500	451	KALC Depreciation	\$7,371.42	\$4,700.00		(\$2,671.42)		16/17 Actual \$3421.64
E084500	452	KALC Depreciation	\$312.53	\$350.00		\$37.47		16/17 Actual \$340.52
E091500	450	STAFFH Depreciation	\$27,122.00	\$19,000.00		(\$8,122.00)		16/17 Actual \$5711.24 includes asset # 6251 &6857
E092500	450	HOUSE Depreciation	\$9,234.00	\$1,500.00		(\$7,734.00)		16/17 Actual \$9424.18 included incorrect allocation for 8 Avonbank Close
E101500	450	REFUSE Depreciation	\$2,336.00	\$1,200.00		(\$1,136.00)		16/17 Actual \$2544.88 impact from FV
E102500	454	SEW Depreciation	\$45,146.00	\$56,000.00		\$10,854.00		16/17 Actual \$55606.76
E105500	450	AMEN Depreciation	\$4,021.00	\$1,900.00		(\$2,121.00)		16/17 Actual \$3156.94 impact from FV
E112500	450	POOL Depreciation	\$22,646.00	\$13,000.00		(\$9,646.00)		16/17 Actual \$24674.46 impact from FV
E113500	450	OTH-REC Depreciation	\$129,687.00	\$79,000.00		(\$50,687.00)		16/17 Actual \$135987.18 impact from FV
E113500	454	OTH-REC Depreciation	\$116.96	\$130.00		\$13.04		16/17 Actual \$127.44
E115500	450	OTH-CULT Depreciation	\$3,247.00	\$6,500.00		\$3,253.00		16/17 Actual \$2674.85 impact from FV
E116500	452	REC Depreciation	\$1,560.00	\$0.00		(\$1,560.00)		16/17 Actual \$1699.95 impact from FV
E122500	454	INFRA Depreciation	\$1,322,020.00	\$1,605,000.00		\$282,980.00		16/17 Actual \$1587855.37 16/17 additions
E132500	450	TOUR Depreciation	\$766.00	\$1,100.00		\$334.00		16/17 Actual \$911.95 impact from FV
E136500	450	ECON Depreciation	\$665.00	\$1,200.00		\$535.00		16/17 Actual \$724.92 impact frpm FV
E142500	450	PW-OH Depreciation	\$1,764.00	\$3,100.00		\$1,336.00		16/17 Actual \$ 2324.82 impact from FV
E143500	452	POC Depreciation	\$113,087.53	\$148,000.00		\$34,912.47		16/17 Actual \$128023.04
			<u>\$1,907,276.82</u>	<u>\$2,095,680.00</u>		<u>\$188,403.18</u>		

### 12.12.17.03 ANNUAL REPORT ADOPTION

<b>File No:</b>	ADM 0117
<b>Date of Meeting:</b>	14/12/2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Kelly D’Arcy – Governance Officer
<b>Authorising Officer:</b>	Vicki Morris – Deputy Chief Executive Office
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	Nil

#### Summary of Item:

The 2016/17 Annual Report outlines the Shire’s achievements against its Strategic Community Plan, financial performance and notes key activities contained within the Corporate Business Plan. This item seeks Council’s adoption of the 2016/17 Annual Report and set a date for the annual general meeting of electors. As presented in **Attachment 12.12.17.03(a)**

#### Description of Proposal:

Description or N/A

#### Background:

The Annual Report contains information as required under section 5.53 of the Local Government Act 1995 including (but not limited to) the following:

- A report from the President
- A report from the Chief Executive Officer
- An overview of the plan for the future of the Shire (in accordance with Section 5.56 of the *Local Government Act 1995*)
- The financial report for the financial year
- A report made under section 29 (2) of the *Disability Services Act 1993*
- Details of entries made under section 5.121, in the register of complaints
- The auditor’s report for the financial year

The on-site audit was conducted by Moore Stephens on the 17 and 18 October 2017 with the Annual Financial Report finalised and submitted to the Auditors on Friday 6 November 2017. Following post audit adjustments, the Auditor’s Report and Management Report was received on 7 December 2017.

Should the 2016/17 Annual Report be endorsed, it is intended that local public notice be published advising the availability of the 2016/17 Annual Report and of the Annual Electors Meeting.

The Finance Department reviewed the Significant Account Policy as part of the preparation of the Annual Report.

#### Consultation:

Consultation was undertaken with the Shire’s Auditor’s – Moore Stephens, the Chief Executive Officer, the Deputy Chief Executive Officer and the Finance Department.

#### Statutory Environment:

Section 5.53 of the *Local Government Act 1995* (the Act) outlines the minimum requirements of an Annual Report. Section 5.54 states that a local government must accept an annual report by 31

December of each year by absolute majority.

The annual financial report is prepared in accordance with Australian Accounting Standards, the Local Government Act 1995, and the Local Government (Financial Management) Regulations 1996.

Sections 5.27 and 5.29 of the Act outline the procedure for convening an electors meeting, including holding the meeting no more than 56 days from when the Annual Report was adopted.

**Relevant Plans and Policy:**

There are no Council Policy implications that are relevant to this item

**Financial Implications:**

The availability of the Annual Report and the date for the annual general meeting of electors will be advertised in the Brookton Telegraph Notes. There will be no cost associated with this.

A limited number of hard copy annual reports will be printed and funded under the existing stationery budget.

**Risk Assessment:**

There is a risk should the Annual Report not be adopted within the timeframes outlined, Council may be in breach of the *Local Government Act 1995* and relevant subsidiary legislation.

**Community & Strategic Objectives:**

Pursuant to the Strategic Community Plan, the Shire is to provide high quality corporate governance, accountability and compliance.

**Comment**

The independent audit report issued by Moore Stephens is an unqualified report. The implication of this is that in the auditor's opinion the Shire's financial report is in accordance with the *Local Government Act 1995* and the Local Government (Financial Management) Regulations 1996, and:

- a) gives a true and fair view of the Shire's financial position as at 30 June 2017 and of its financial performance and its cash flows for the year ended on that date; and
- b) complies with the Australian Accounting Standards.

In the Management Report, Moore Stephens have provided commentary on the Shire's Financial Ratios. The Summary of the Management Report is provided below:

**Summary**

*The Shire's ratio position appears reasonably consistent with prior years.*

*Notwithstanding this, as all the ratios except the current ratio are below the advanced industry benchmark and a number of the ratios are trending downwards over the longer term, moving forward, measures/strategies to reverse the downward trends and improve the overall level of the ratios should be considered.*

*We would also like to take this opportunity to stress one-off assessments of ratios at a particular point in time can only provide a snapshot of the financial position and operating situation of the Shire. As is the case with all ratios and indicators, their interpretation is much improved if they are calculated as an average over time with the relevant trends being considered.*

*We will continue to monitor the financial position and ratios in future financial years and suggest it is prudent for Council and management to do so also as they strive to manage the scarce resources of the Shire.*

**AUDIT COMMITTEE RECOMMENDATION**

***That Council:***

- 1. In accordance with Sections 5.53 and 5.54 of the Local Government Act 1995, accepts the Shire of Brookton Annual Report 2016/2017 for the 2016/17 financial year;***
- 2. Authorise the Chief Executive Officer to give public notice of the availability of the Annual Report in accordance with Section 5.55 of the Local Government Act 1995,***
- 3. Receive the Management Report from Moore Stephens for the Year Ended 30 June 2017 and***
- 4. Advertise the Annual General Meeting of Electors to be held on Wednesday 17 January 2017 commencing at 6.00pm, at the Shire Administration Office, 14 White Street Brookton in Council Chambers.***

*(Absolute Majority Vote Required)*

**Attachments Presented Under Separate Cover**

**Attachment 12.12.17.03(a) – 2016/2017 Annual Report**

**Attachment 12.12.17.03(b) – 2016/2017 Management Report**

**13.12.17 GOVERNANCE****13.12.17.01 SPECIAL EVENT – 2018 BROOKTON OLD TIME MOTOR SHOW**

<b>File No:</b>	ADM 0080
<b>Date of Meeting:</b>	14/12/2017
<b>Location/Address:</b>	Lot 456 (Reserve 43158) Brookton Highway Brookton
<b>Name of Applicant:</b>	Brookton Old Time Motor Show (OTMS) Committee
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Ian D’Arcy - CEO
<b>Authorising Officer:</b>	Ian D’Arcy - CEO
<b>Declaration of Interest:</b>	The author has no interest in this item, although a number of Shire Employees are members of the OTMS Committee
<b>Voting Requirements:</b>	Simple Majority – Officer Recommendation 1 Absolute Majority – Officer Recommendation 2
<b>Previous Report:</b>	19/11/2015

**Summary of Item:**

Council is in receipt of an application for the 2018 Brookton Old Time Motor Show (OTMS) to be held on the Saturday 24<sup>th</sup> March 2018 at the Brookton Town Oval and using the WB Eva Pavilion and Town Hall.

Whilst Planning Approval is no longer required for this type of public event (refer to Statutory Section below), Council as the Management Authority for the Brookton Oval Reserve is required to consent to the proposed use of the land, and may set any conditions it deems reasonable in ensuring the event is conducted in a professional and safe manner.

**Description of Proposal:**

This proposal involves the public display and demonstration of vintage motor vehicles and other associated activities to be held on Saturday 24<sup>th</sup> March 2018 at the Town Oval and WB Eva Pavilion.

A copy of the completed event application, including a layout site plan and risk management plan, is provided at **Attachment 13.11.17.01**

**Background:**

As stated in the application, the OTMS has been in operation since 1979 on a biennial basis, and has predominantly been staged at the WB Eva Pavilion and on the Brookton Town Oval, with use of other facilities at the Town Hall. In all, the event is conducted by approximately 180 volunteers, with its increased success largely attributed to a dedicated Committee and broad pool of volunteers. The event is also supported by generous corporate sponsorship coupled with significant contribution (cash and in kind) from Council.

Further, it is understood from the application that the OTMS over the years has grown in popularity with an average of 3,500 to 4,500 people (consisting of exhibitors, stallholders and visitors) visiting the show every two years. This in turn has equated to an estimated average expenditure of \$20 per person at the OTMS alone, and a projected monetary benefit through other businesses in Brookton to be between \$80 -\$100 per person.

Notably the application details an array of requirements that has been or is currently being addressed, listed as follows:

- Provision of food stalls in consideration of the Food Act 2008;
- Supply and use of temporary marquees and other structures that accord with the Public Building regulations;
- Compliance with the electrical safety standards by a licenced electrician;
- Provision of dedicated public and exhibitor parking areas and the need for parking attendants on the day;
- Supply and location of additional public (hired) ablution facilities strategically placed around the oval area;
- Inclusion of children rides and entertainment through Airborn Amusements;
- Supply and sale of alcohol from a licenced area at the WB Eva pavilion;
- Supply of additional lighting around the event area using loaned generators;
- Provision of the fire management measures, including evacuation plan and two evacuation muster points, fire blankets and fire extinguishers strategically placed around the event site, and restricted use to gas BBQ's associated with on-site camping (no open fires);
- Implementation of noise management with a curfew on event activities, such as the live entertainment concluding at 10.30pm;
- Adequate insurance cover with Countrywide Insurance Brokers to be provided to the Shire prior to the event;
- Provision of additional camping to the north-east corner of the event site;
- Provision of on-site first aid through the presence of St John Ambulance Brookton;
- Delineated vehicle parade areas using existing tracks, limited speed limits, parade marshals all within dedicated areas of the event site;
- Delineated static vehicle display areas strategically located to park up vehicles involved in parades, and easily accessible to members of the public;
- Provision of additional drinking water for public consumption during the event;
- Site clean-up on Sunday 25<sup>th</sup> March immediately following the event with assistance from the Shire.

An event layout plan and copy of relevant insurance cover is also included in the application.

**Consultation:**

There has been no consultation in relation to this matter.

**Statutory Environment:**

The previous OTMS event in 2016 was granted development approval by Council, however, with the introduction of the Planning and Development (Local Planning Schemes) Regulations 2015 events of less than 48 hours no longer require planning approval in accordance with Schedule 2, Part 7, cl. 61 (2) (d) of this legislation.

Although, with the Brookton Oval Reserve 43158 being fundamentally Crown Land vested in the Shire for the primary purpose of recreational pursuits and activities under the *Land Administration Act 1997*, Council is required pursuant to Section 46(7) of this legislation, together with the assigned Management Order for the Reserve, to determine the type of activities and set conditions should they sit outside of typical recreational use. It is for this reason the event application is presented to Council for consideration.



**Relevant Plans and Policy:**

There are no Policy implications relative to this application.

**Financial Implications:**

Council has traditionally supported this event with an allocation of \$23,200 in the 2017/18 budget (COA E115030) that is mainly set aside for supply of materials and labour provided by the Shire as a contribution to the event. Additionally, the Shire also provides administrative support being the point of contact for the broader community leading up to the event date.

Furthermore, a Memorandum of Understanding signed between the OTMS Committee and the Shire acknowledges and agrees to the in-kind admin support, as well as states the OTMS is required to pay the facility hire fees and bond moneys to the Shire, and \$500 for camping around the oval.

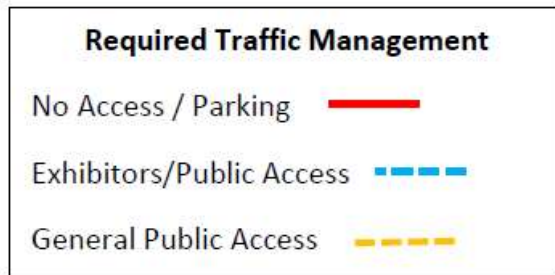
**Risk Assessment:**

On assessment there is negligible risk to Council on the basis the OTMS Committee has moved to undertake a fundamental risk management approach, appears well organised in its planning, carries the necessary insurance policies, and has analysed the previous event to address evident concerns.

One of the concerns involves vehicle access for the public attending to the event. In this regard previous events provided access from Brookton Highway through the main entrance to the WB Eva Pavilion and sports grounds, and Brookton Caravan Park. However, this resulted in a long queue of vehicles on Brookton Highway waiting to enter the event site, and effectively creating a 'blockage' for through traffic and a significant risk in relation to traffic management.

In light of this, and from a safety perspective, any approval granted for the OTMS event should be conditional on the traffic management requiring vehicle movement and access for exhibitors and the public to be directed away from Brookton Highway as reflected in **Figure 1** below. This will alleviate the 'blockage' effect on Brookton Highway and to some degree disperse the traffic and vehicle queueing along Brody Street that carries minimal traffic.

**Figure 1**



**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.*

*Strategy 1.4.2: Promote and support community groups, volunteerism and promote increased participation.*

**Comment**

It is understood the OTMS event in previous years has been well organised t and proven extremely successful without incident. On this basis there is no reason for Council to oppose the grant consent for the event to be again be conducted on the 24<sup>th</sup> March 2018.

However, it is recommended that such consent should be conditional upon the respective actions detailed in the OTMS application being fulfilled. This includes all of the actions underlined in the Background Section and in the Risk Assessment Sections of this report, and the event required to be 'laid out' in accordance with the submitted plan.

Additionally, it is promoted a debrief of the event be conducted with Council staff within 6 months following the event to further analyse what (if any) improvements can be achieved for the 2020 OTMS should the event continue.

#### **OFFICER'S RECOMMENDATION 1**

***That Council pursuant to Section 46(7) of the Land Administration Act, 1997 grant consent to the Brookton Old Time Motor Show Committee to use of the Brookton Oval Reserve 43158 (Lot 456 Brookton Highway) for the 2018 Old Time Motor Show (2018 OTMS) to be conducted on Saturday 24<sup>th</sup> March 2018, inclusive of overnight camping on the Brookton Oval for the Saturday night, subject to the following requirements being met:***

- 1. Letter being submitted prior to the 2018 OTMS event being conducted indemnifying the Shire of Brookton against all liability and any claim arising from the event;***
- 2. The relevant insurance policies applicable to the event being kept current up to, during and immediately following to cover clean-up activities;***
- 3. All measures and actions detailed in the 2018 OTMS application being adhered to and fulfilled. This includes, but is not limited to:***
  - a) The event being set up/laid out in accordance with the submitted event site layout plan as contained in the application and in consultation with the Shire of Brookton CEO (or delegate);***
  - b) The traffic management for the event being conducted in accordance with the plan presented as Figure 1 attached to this approval, and shall include temporary directional signage for guidance of patrons to the satisfaction of the Shire of Brookton CEO (or delegate);***
  - c) All food stalls shall conform to the provisions of the provisions of Food Act 2008;***
  - d) All external electrical works applicable to the event be performed by a licenced electrician, as required under the Health (Public Building) Regulations 1992;***
  - e) All temporary marquees and other structures being erected in accordance with the standards prescribed under the Building Code of Australia (BCA), if applicable;***
  - f) The dedicated alcohol area being licenced under the Liquor Licencing Act, 1988 and the designated area being clearly delineated by a coloured rope or similar;***
  - g) There being additional public (male/female) ablution facilities with adequate toilet paper, hand washing soaps and hand towels to serve a maximum of 4,500 visitors to be supplied and maintained by the event organizer for/during the event to the satisfaction of the Local Government;***
  - h) There being additional rubbish bin receptacles placed around the event site at the direction of the Shire of Brookton CEO (or delegate);***
  - i) There being no lighting of open fires during the period of the event, including overnight camping;***
  - j) There being suitable supervision and marshalling associated with set-up, vehicle parades, static displays and public parking;***
  - k) The live entertainment to conclude by 10.30pm on the night of the event;***
  - l) The clean-up and restoring the oval to initial condition, including responsibility for any repairs to the oval reticulation and grassed surface.***

(Simple majority required)

**OFFICER'S RECOMMENDATION 2**

***That Council in accordance with Section 6.2(b) of the Local Government Act, 1995 grant a financial concession to the overnight camping fee, from \$22.00 for an unpowered site to a fixed upfront payment of \$500 (incl. GST) for use of the Brookton Oval (including use of the Caravan Park and Pavilion shower and ablution facilities) up to 200 people calculated on \$5.00 per person, with such payment being made prior to the 2018 OTMS Event.***

(Absolute majority required)

**Attachments**

**Attachment 13.12.17.01**



10<sup>th</sup> October 2017

Shire of Brookton  
Attention: Mr. Ian D'arcy  
PO Box 42  
BROOKTON WA 6306

Dear Ian,

The Brookton Old Time Motor Show Inc. would like to apply to the Council for approval to hold our 2018 show at the WB Eva Pavilion and surrounding grounds on the weekend of March 24<sup>th</sup>.

Please find attached are planning documents, we have enclosed a map which shows us not using the "Main Gate" as the entrance for exhibitor vehicles, this will be used for Emergency Services and Committee Vehicles to move in and out of the grounds.

Should you have any queries with regards to the attached documents or the show itself please do not hesitate to contact either myself or Nick McCabe (Chairperson).

Kind regards,

Katrina Crute  
Treasurer  
Brookton OTMS  
0439 373 282  
[treasurer@otms.org.au](mailto:treasurer@otms.org.au)





EVENT APPLICATION ON COUNCIL LAND

24<sup>th</sup> March 2018

The Brookton Old Time Motor Show is a volunteer run Community Show that has been in operation since 1979; it is a biennial show with the next show scheduled for 24th March 2018.

We run the show from the Town Oval & WB Eva Pavilion whilst utilising the facilities at the Brookton Town Hall. We have some 182 volunteers work on the day and in the days & months leading up to the show; with 1898 hours paid out to local community organisations for the hours worked at the show at cost to the OTMS of \$28,470. Interesting to note 20% our population get involved in this fantastic event; probably the largest participation rate of any volunteer organisation in the community.

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

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

We are seeking approval by council for the use of Council facilities for our 2018 show.

### **Food & Drink Outlets**

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

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

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

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

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

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

### **Stages and Seating**

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

### **Electrical Safety**

A 'Form 5" (should it be required) will be completed on Friday March 23<sup>rd</sup> 2018 by a local licensed Electrician; at this stage that Electrician will be Wheatbelt Electrics – Mr. Sean Higgins.

### **Parking**

Our master plan indicates those areas designated for parking; regard has been taken to spectator & exhibitor parking. At this stage we have appointed Michael Sweeney & Lindsay Eva as Head of Exhibitor Parking ; the position of Head of Public Parking remains unfilled at the moment, however we anticipate filling this position early in 2018 and will advise the shire once this appointment has been made.

### **Toilet Facilities**

We hire all our toilet facilities from Coates Hire in accordance with the Health Guidelines. In 2016 we hired 23 portable toilets and the 2018 show will be much the same. The master plan shows the location of these toilets.

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

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



### **Liquor Licence**

We will be selling alcoholic beverages from a licenced area located at the WB Eva Pavilion. We will obtain a licence from the Department of Racing, Gaming and Liquor just prior to the event and we will comply with all their requirements. Our Bar Manager for the 2018 event is Mr. Phillip Crute; he has been the Bar Manager since 2010.

### **Security**

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

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

### **Lighting**

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

### **Noise Control**

We have not received any noise complaints at previous events and don't expect we will from the 2018 show. However it is anticipated that the band on Saturday night will be finished by 10.30pm, so noise should not be an issue.

### **Insurance**

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

### **Fire Control**

The Chief Fire Control Officer Mr. Murray Hall placed the following recommendations for the 2016 show and whilst we are still waiting on correspondence for the 2018 show we would presume that the same recommendations would still apply:

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

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

### **Camping**

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

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

### **Provision of First Aid**

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

### **Driving Events**

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

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

Our usual Grand Parade will be conducted around the outside of the town oval. Gates & barrier fencing are erected to keep pedestrians off the track during the parade. The Pingelly Brookton Football Club has in the past been our Grand Parade marshals; although we have yet to decide if they will be the marshals for our 2018 show. We will have suitable marshals around the ground to ensure pedestrians are kept off the track.

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

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

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

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

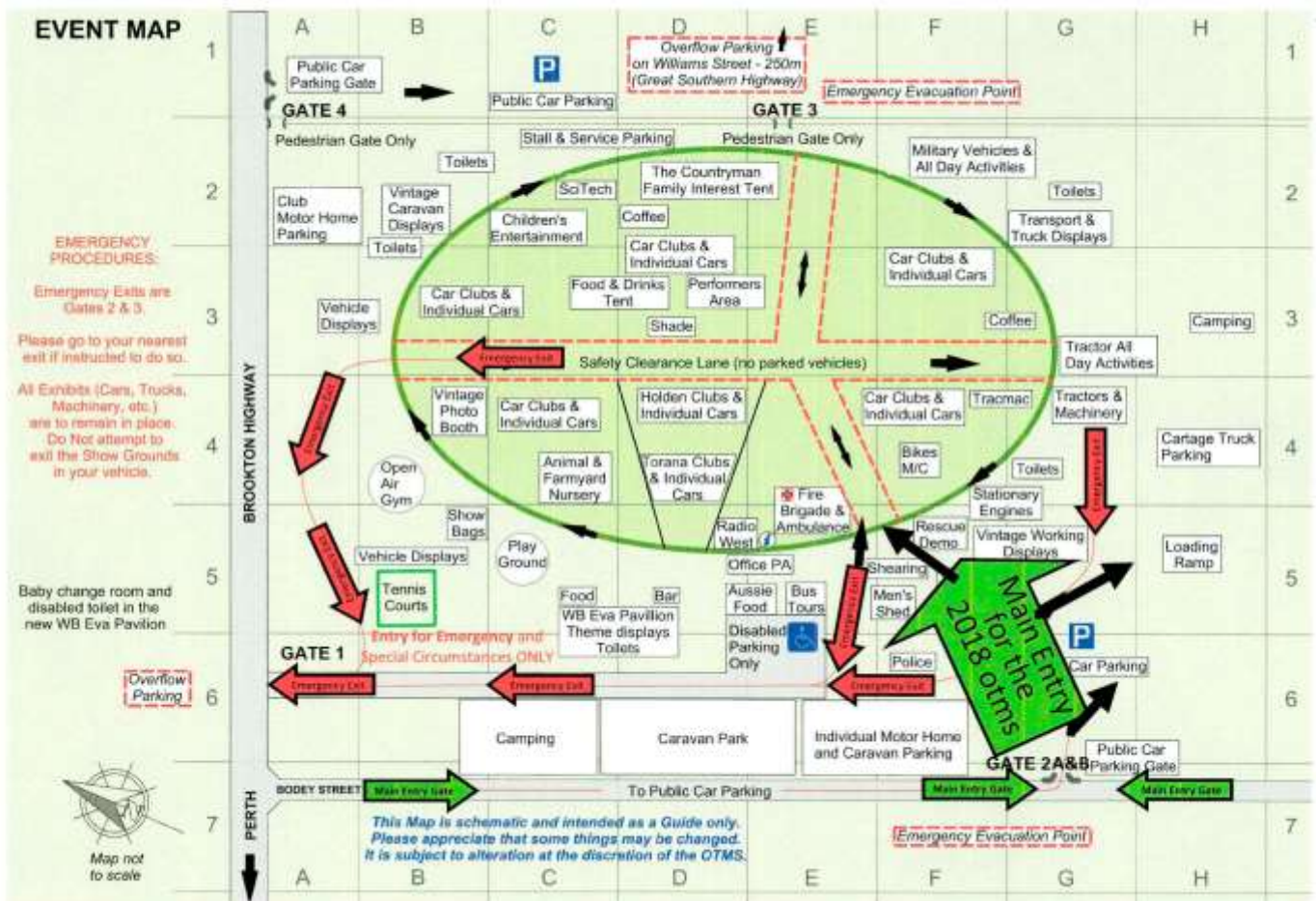
**Provision of Water**

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

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

**Site Clean Up**

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



## 13.12.17.02 APPOINTMENT OF AUTHORISED PERSON

<b>File No:</b>	ADM 0582
<b>Date of Meeting:</b>	14/12/2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D'Arcy - CEO
<b>Authorising Officer:</b>	Ian D'Arcy - CEO
<b>Declaration of Interest:</b>	The author has no interest in this matter other than being responsible for the contractual arrangement with WA Contract Ranger Services
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

### Summary of Item:

This Report addresses the need for an officer of WA Contract Ranger Services, Mr Kevan Sercombe, to be appointed as an Authorised Person under various legislation applicable to the function and jurisdiction of the Shire of Brookton.

Mr Sercombe has experience as a Municipal Ranger having worked for the City of Kwinana and City of Perth.

### Description of Proposal:

As above.

### Background:

It is a statutory requirement for the Shire's Contract Officers to be duly authorised to exercise powers in accordance with relevant legislation, and therefore need Council authorization and appointment to do so. Without an official appointment, the Council cannot enable its legislative functions (particularly in the area of Ranger Services) to be delivered in a lawful manner.

Accordingly, with the employment of a new Ranger by WA Contract Ranger Services there is a need for Council to consider this report and grant authorisation to Mr Sercombe.

### Consultation:

Consultation has not been entertained in relation to this matter.

### Statutory Environment:

The authorisations will enable Mt Secombe when working on behalf of the Shire to administer law enforcement under a range of legislation, including:

- Shire of Brookton Local laws (various)
- *Dog Act 1976*
- *Cat Act 2011*
- *Litter Act 1978*
- *Control of Vehicle (Off Road Areas) 1978*
- *Animal Welfare Act 2002*
- *Caravan and Camping Grounds Act 1995*
- Dogs (Restricted Breeds) Regulations 2002
- *Local Government Act (Miscellaneous Provisions) Act 1960*



- *Local Government Act 1995*
- *Road Traffic Act 1974*
- *Bushfires Act 1954*

.....and subsidiary legislation/regulations.

**Relevant Plans and Policy:**

Nil.

**Financial Implications:**

Nil.

**Risk Assessment:**

Without appropriate authorisation the Mr Secombe cannot effectively and lawfully perform his duties, placing the Local Government at risk of breaching its statutory responsibilities.

**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**

It is considered an imperative that authorizations be granted to enable the WA Contract Ranger Services Officers to administer law enforcement under the various pieces of legislation as listed in the Statutory Section of this report.

**OFFICER'S RECOMMENDATION**

***That Council:***

1. ***Endorse WA Contract Ranger Services employee Kevan Secombe as an authorised officer within the Shire of Brookton to effect the relevant provisions of the following legislation:***
  - ***Road Traffic Act 1974 (Road Traffic Code 2000) – Part 12***
  - ***Cat Act 2011 and Regulations***
  - ***Dog Act 1976 and Regulations***
  - ***Litter Act 1979 and Regulations***
  - ***Animal Welfare Act 2002***
  - ***Control of Vehicle (Off Road Areas) 1978 and Regulations***
  - ***Caravan and Camping Grounds Act 1995 and Regulations***
  - ***Dogs (Restricted Breeds) Regulations 2002***
  - ***Local Government Act 1995 and Regulations***
  - ***Local Government (Parking for Disabled Persons) Regulations 1988***
  - ***Local Government (Miscellaneous Portions) Act 1960***
  - ***Shire of Brookton Local Laws (various)***
  - ***Bushfires Act 1954***
2. ***Proceed to publish a notice in the local newspaper or Government Gazette (where required) for this authorisation to take effect from the 14<sup>th</sup> December 2017.***

**13.12.17.03 AWARD RFT 02/2017 - BULK HAULAGE TRUCK HIRE**

<b>File No:</b>	ADM 0636
<b>Date of Meeting:</b>	14 December 2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Kelly D’Arcy – Governance Officer
<b>Authorising Officer:</b>	Ian D’Arcy – Chief executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	17 August 2017

**Summary of Item:**

For Council to consider the tender submission and evaluation report for the contractual Bulk Haulage Truck Hire over a three year period involving the cartage of bulk materials associated with the Shire operations and activities.

**Description of Proposal:**

As above.

**Background:**

Initially the Council resolved to call for tenders for Truck Hire at its Ordinary Meeting on 15 June 2017. Following this decision the ‘Request for Tender 01/2017’ was advertised in the West Australian on Wednesday 28 June 2017, with a close date of Thursday 20 July 2017. Subsequently, the close date was extended by the CEO to Thursday 27 July 2017.

As a result two (2) submissions being received, evaluated by an internal tender assessment panel, and assessed as being non-compliant or under the acceptable industry standard of 60% for compliance. Accordingly, the Council at its August ordinary meeting proceeded to reject all tender submissions and proceed to initiate two new tender processes, being:

- RFT 02/2017 – Bulk Cartage Truck Hire
- RFT 03/2017 – Road Works Plant/Truck Hire

This report relates to RFT 02/2017, which was advertised in the West Australian Saturday 21 October 2017 and closed on Wednesday 15 November 2017 with one (1) submission being received.

This submission has since been evaluated by the tender assessment panel as compliant and of an acceptable standard.

A copy of the Bulk Haulage Truck Hire Evaluation Report is provided as **Attachment 13.12.17.03** to this report under separate cover.

**Consultation:**

Consultation has been limited to the evaluation panel members, the Principal Works Supervisor and the CEO.

**Statutory Environment:**

Council is required to conform to Section 3.57 of the *Local Government Act, 1995* (the Act) in relation to procurement of goods and services and Regulation 11(1) of the Local Government (Functions and

General) Regulations 1996. Regulation 11(1) states that goods or services exceeding \$150,000 in value must be awarded through a formal tender process. In calling for a public tender the Council is required to adhere to Regulation 14 of this legislation.

To date the Shire has conformed to these statutory requirements.

**Relevant Plans and Policy:**

Council has an adopted Policy with respect to procurement, which mirrors the legislation requiring a public tender process for the purchase of goods and services above the \$150,000 threshold. The Policy defaults to Council in selecting and approving the successful tenderer.

Again, this process has been conducted in accordance with this policy.

**Financial Implications:**

The cost for this procurement has been factored into the 2017/18 Budget under the roadworks area.

**Risk Assessment:**

Failure to award the Contract will leave the Shire exposed to a high level of risk in not conforming to the legislation – refer to Statutory Section above.

**Community & Strategic Objectives:**

Largely, the tender process aligns with the broad intent of the Shire of Brookton Strategic Community Plan 2013 -2023, in seeking to achieve:

- Value for money for the Brookton rate payers; and
- Statutory compliance by performing a fair and equitable process.

**Comment**

As previously stated only one (1) submission has been received for RFT02/2017 from Tianco Transport. Upon completion of the evaluation it is deemed that this submission is compliant.

Therefore, it is recommended that Council to award the Contract for the Bulk Cartage Truck Hire to GJ Lange Family Trust - ATF Tianco Pty Ltd, trading as Tianco Transport.

**OFFICER'S RECOMMENDATION**

***That Council pursuant to Regulation 11(2)(b) Local Government (Functions and General) Regulations, 1996:***

- 1. Accept the RFT 02/2017 Bulk Haulage Truck Hire Evaluation Report (including summaries of the respective tender submission) as presented in Attachment 13.12.17.03 (Confidential) to this report;***
- 2. Award a three (3) year contract to GJ Lange Family Trust - ATF Tianco Pty Ltd trading as Tianco Transport, for the Bulk Haulage Truck Hire in accordance with RFT 02/2017 and their corresponding submission dated 14 November 2017.***

**Attachments Presented Under Separate Cover**  
**Attachment 13.12.17.03 - Confidential Evaluation Report**

**13.12.17.04 AWARD RFT 03/20147 ROAD WORKS PLANT/TRUCK HIRE**

<b>File No:</b>	ADM 0637
<b>Date of Meeting:</b>	14 December 2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Kelly D’Arcy – Governance Officer
<b>Authorising Officer:</b>	Ian D’Arcy – Chief executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	17 August 2017

**Summary of Item:**

For Council to consider the tender submission and evaluation report for the contractual Day Works Plant/Truck Hire for a period of three (3) years, involving road building and earth works materials associated with the Shire operations and activities.

**Description of Proposal:**

As above.

**Background:**

Council initially resolved to call tenders for Truck Hire associated with its cartage and road works programs at its Ordinary Meeting on 15 June 2017. Following this decision by Council, the tender was advertised in the West Australian on Wednesday 28 June 2017 and closed some 4 weeks later, with two (2) tenders being received. Both submissions were evaluated by an internal assessment panel as non-compliant, or under the acceptable industry standard of 60% for compliance, with the assessment panel concluding that neither tender submission should be accepted.

Subsequently, the Council rejected all tenders and initiated two new tenders, being:

- RFT 02/2017 – Bulk Cartage Truck Hire
- RFT 03/2017 – Road Works Plant/Truck Hire

This report relates to RFT 03/2017 that was advertised in the West Australian Saturday 21 October 2017, and closed on Wednesday 15 November 2017. Upon close of the tender one (1) submission was received and evaluated by the tender assessment panel as compliant and of an acceptable standard.

A copy of the evaluation report in relation to the submission received is included at **Attachment 13.12.17.04** to this report under separate cover.

**Consultation:**

Consultation has been limited to the evaluation panel members, the Principal Works Supervisor and the CEO.

**Statutory Environment:**

Council is required to conform to Section 3.57 of the *Local Government Act, 1995* (the Act) in relation to procurement of goods and services and Regulation 11(1) of the Local Government (Functions and General) Regulations 1996. Regulation 11(1) states that goods or services exceeding \$150,000 in value must be awarded through a formal tender process. In calling for a public tender the Council is required to adhere to Regulation 14 of this legislation.



To date the Shire has conformed to these statutory requirements.

**Relevant Plans and Policy:**

Council has an adopted Policy with respect to procurement, which mirrors the legislation requiring a public tender process for the purchase of goods and services above the \$150,000 threshold. The Policy defaults to Council in selecting and approving the successful tenderer.

Again, this process has been conducted in accordance with this policy.

**Financial Implications:**

The cost for this procurement has been factored into the 2017/18 Budget under the roadworks area.

**Risk Assessment:**

Failure to award the Contract will leave the Shire exposed and the level of risk is assessed as high in not conforming to the legislation.

**Community & Strategic Objectives:**

Largely, the tender process aligns with the broad intent of the Shire of Brookton Strategic Community Plan 2013 -2023, in seeking to achieve:

- Value for money for the Brookton rate payers; and
- Statutory compliance by performing a fair and equitable process.

**Comment**

As previously stated only one (1) submission has been lodged for RFT03/2017 from AK Evans Earthmoving.

Upon completion of the evaluation process the panel has concluded the submission is compliant against the legislative requirements, with sufficient information being provided by the tenderer. Therefore, it is recommended the Council award a three (3) year contract to Ronlieeh Pty Ltd trading as AK Evans Earthmoving to supply the Shire's road works plant/truck hire.

**OFFICER'S RECOMMENDATION**

***That Council pursuant to Regulation 11(2)(b) Local Government (Functions and General) Regulations, 1996:***

- 1. Accept the RFT 03/2017 Day Works Plant/Truck Hire Evaluation Report (including summaries of the respective tender submission) as presented in Attachment 13.12.17.04 (Confidential) to this report;***
- 2. Award a three (3) year contract to Ronlieeh Pty Ltd trading as AK Evans Earthmoving, for Day Works Plant/Truck Hire in accordance with RFT 03/2017 and their corresponding submission dated 09 November 2017.***

**Attachments Presented Under Separate Cover**  
**Attachment 13.12.17.04 Confidential Evaluation Report**

**13.12.17.05 REQUEST FOR TENDER (RFT) 04/2017 – CONSTRUCTION OF SHIRE HOUSE**

<b>File No:</b>	ADM 0633
<b>Date of Meeting:</b>	14 December 2017
<b>Location/Address:</b>	Lot 104 (Hn. 8) Avonbank Close, Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Ian D’Arcy – Chief Executive Officer
<b>Authorising Officer:</b>	Ian D’Arcy – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

**Summary of Item:**

This report relates to the evaluation for the Request for Tender “RFT 04/2017 - Construction Staff House – Avonbank Close”.

**Description of Proposal:**

The proposal is to construct a new house that incorporates the principles of sustainable design on Lot 104 Avonbank Close, Brookton as shown in **Figures 1, 2, 3 and 4** below.



**Figure 1 – Location Plan**

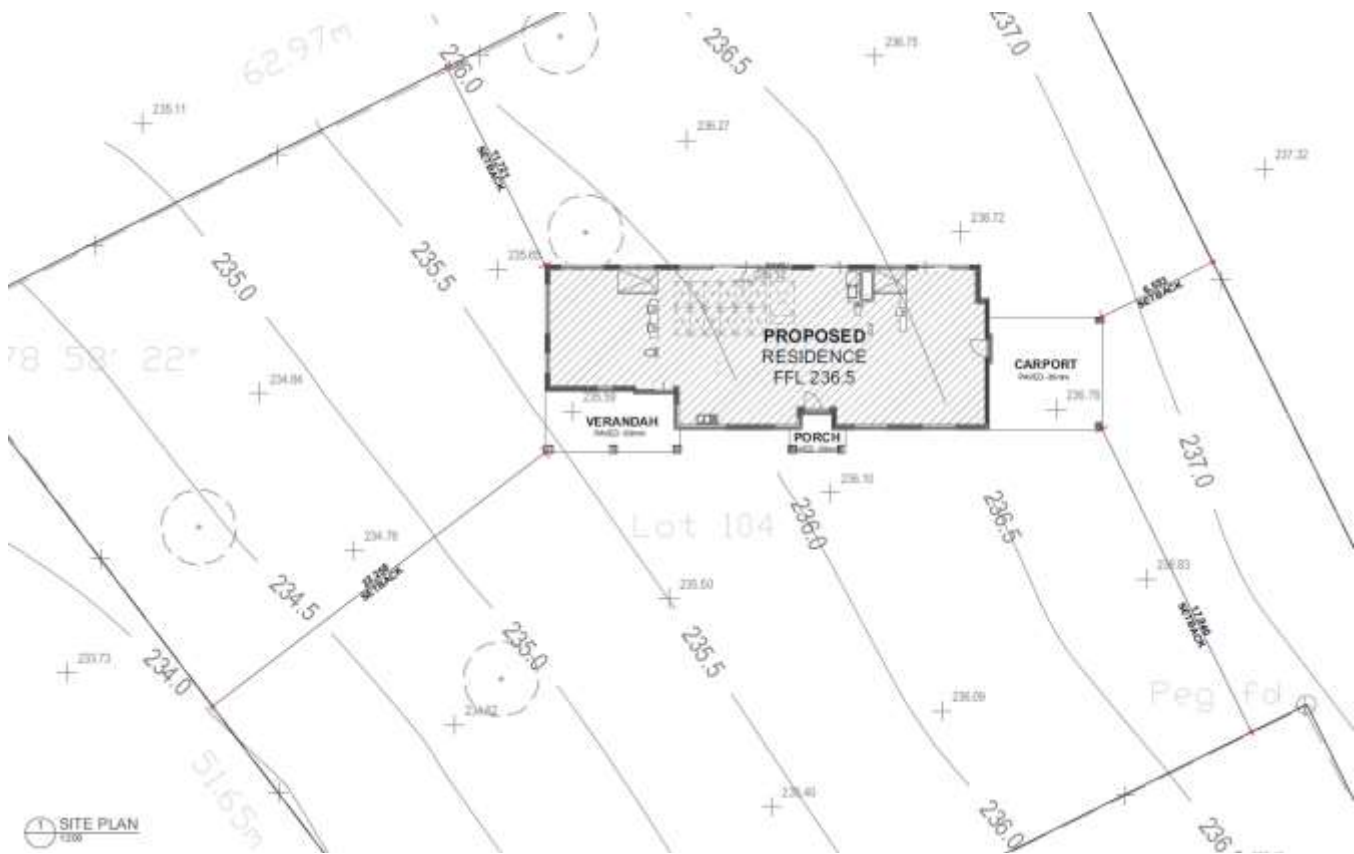
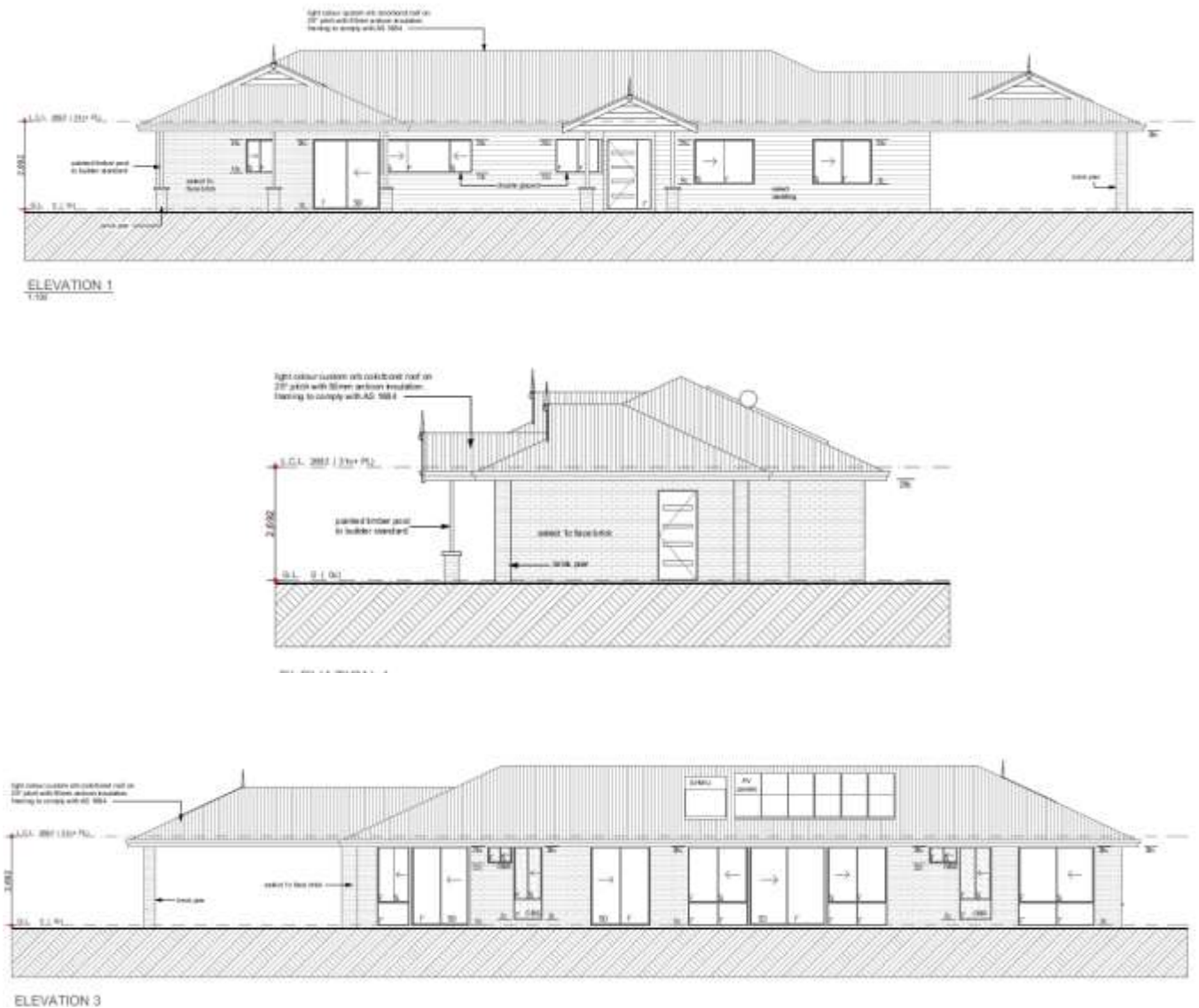


Figure 2 – Site Plan



Figure 3 – Floor Plan



**Figure 4 – Front, Side and Rear Elevations**

**Background:**

Council at its September 2017 Ordinary Meeting resolved to call tenders for construction of an eco-friendly/sustainable house on Lot 104 Avon Bank Close Brookton, based on a design prepared by Mr Griff Morris from Solar Dwellings, with the view to using the house for the first 12 months as a demonstration home.

In line with Council’s motion, tenders were called with a close set at 3.00pm on Wednesday 15 November 2017. Two submissions being received, one prior to the closure, from WBS Homes, and the other from Vera Builders on the day following the closure date and time. Immediately this second tender submission was disqualified as a ‘late tender’ under the Local Government (Functions and General) Regulations 1996 and therefore cannot be formally evaluated. Notwithstanding, the quoted price from this builder to construct the eco-friendly/sustainable house is \$528,277.50 (Excl. GST).

As for the first submission from WBS Homes, received within the required timeframe, this proposal has been evaluated and deemed compliant, with the exception of price with a stated construction cost of \$555,900.00 (Excl. GST). A second alternative price was also submitted for a ‘modular’ build at \$353,043.32, however detail supporting this price was not supplied and has proven difficult to obtain.

**Consultation:**

While the house design has involved consultation with Councillors, staff and architect-designer, the tender process has been limited to liaison between prospective building companies and Shire staff.

**Statutory Environment:**

The tender process has been conducted pursuant to Section 3.57 of the *Local Government Act 1995* and Regulations 14 - 18 of the Local Government (Functions and General) Regulations 1996, local governments.

Specifically, Regulation 18 states:

**18. Rejecting and accepting tenders:**

- (1) *A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.*
- (2) *A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.*
- (5) *The local government may decline to accept any tender.*

**Relevant Plans and Policy:**

This project generally aligns with Council's Housing Plan 2016 – 2031, albeit this project was scheduled to be constructed in the 2016/17 financial year, but due to change in staff resulted in delay and has roll over into the 2017/18 and 2018/19 financial years.

**Financial Implications:**

The following Table details the budgeted estimates/costs for this project, including construction costs, marketing and promotion costs and officer time:

<b>HOUSE CONSTRUCTION</b>	<b>\$ (excl. GST)</b>
Design (expended)	\$ 10,200
Construction of Home	\$ 360,000
In-kind project management (partly expended)	\$ 14,000
Siteworks	\$ 10,000
Engineering Costs	\$ 6,100
Drainage (Storm water)	\$ 5,000
Fence & Retaining	\$ 13,000
Painting	\$ 8,000
Landscaping & Other External Items	\$ 36,000
Utilities	\$ 11,000
Internal Fittings	\$ 30,000
Rainwater and Greywater	\$ 10,000
Solar Power	\$ 6,000
Smart wiring & Home automation	\$ 5,000
<b>Total House Construction</b>	<b>\$ 524,300</b>
<b>PROMOTION &amp; EDUCATION</b>	<b>\$ (excl. GST)</b>
In-kind officer time	\$ 14,000
Website	\$ 3,000
Videos	\$ 8,000

3D model	\$ 5,000
Metering & Monitoring Strategy & System	\$ 10,000
Communication and Engagement Plan	\$ 10,000
Environmental Sustainability Plan	\$ 10,000
Landscape Design	\$ 10,000
Education Workshops & Presentations	\$ 10,000
House Display Furniture	\$ 10,000
<b>Total Promotion &amp; Education</b>	<b>\$ 90,000</b>
<b>ESTIMATED TOTAL COST</b>	<b>\$ 614,300</b>

Additionally, the land value as listed for sale needs to be considered as part of the

<b>LAND PROVISION</b>	
Land (Market) Value	<b>\$ 80,000</b>

From an income/funding perspective it has been projected to be received:

<b>INCOME /FUNDING</b>	<b>\$ (excl. GST)</b>
Shire of Brookton – Cash (approved)	\$ 457,300.00
Sponsorship (pending)	\$ 70,000.00
Lotterywest (pending)	\$ 50,000.00
Wheatbelt NRM (approved)	\$ 20,000.00
<b>Total Funding</b>	<b>\$ 625,300.00</b>
<b>IN-KIND</b>	
Solar Dwellings Design work (donated)	\$ 11,000.00
<b>ESTIMATED TOTAL PROJECT INCOME</b>	<b>\$ 636,300.00</b>

It needs to be acknowledged these are estimated budget amounts for projected income and expenditure.

As for the basic house construction, the tendered price of \$555,900 from the WBS Group is well above the allocated amount of \$360,000 (excl. GST) in the budget. This means Council will need to secure, or draw, further income to cover the short fall of \$195,900 either from donations, or the Staff Housing Reserve. In doing so, the overall project cost will increase from \$614,000 (excl. GST) to a projected \$809,900 (excl. GST), plus land value at \$80,000.

#### **Risk Assessment:**

The risk at this stage applies to the tender process being conducted in accordance with the legislative requirements, which is presently assessed as low.

#### **Community & Strategic Objectives:**

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

*Outcome 4.4: Availability of land for housing and industrial development.*

*Strategy 4.4.3: Support housing development in the Shire to increase the affordability of housing and accommodation.*

## **Comment**

As previously presented to Council, the house design has been modelled on an eco-friendly sustainable concept to showcase the Shire of Brookton's commitment to protect the environment and focus on minimum usage of consumable energy. Additionally, the project is intended to seize opportunities in educating others to adopt a more sustainable approach to building design and construction, as well as simultaneously promoting the attributes of Brookton as a desirable place to live, work, play and invest.

However, this was premised on an understanding and expectation that the eco-friendly/sustainable design would not cost much more than a conventional house to build. With both submissions now indicating a \$500,000+ building/construction program, coupled with the additional costs of site works, driveway construction, landscaping, internal furnishings, and land value bringing the total cost to in excess \$800,000, and acknowledging many of the architectural features to the design has been removed in an attempt to reduce the cost, it is recommended that Council:

- a) not accept any tender; and
- b) forego the construction of a new house at this stage pending the outcome of the Integrated Planning and Reporting review process.

## **OFFICER'S RECOMMENDATION**

***That Council, pursuant to Section 3.57 of the Local Government Act 1995 and Regulation 18 of the Local Government (Functions and General) Regulations, 1996:***

- 1. Reject all tender submissions relating to Tender (RFT) 04/2017 for 'Construction of a Shire House' on Lot 104 Avonbank Close, Brookton due to the tendered prices for construction of the proposed sustainable house being well in excess of the Council's budget allocation for this project;***
- 2. Defer construction of a new staff house until the outcome of the Shire of Brookton Integrated Planning and Reporting review process has been finalised, upon which the Shire's Staff Housing Strategy and this project will be further considered.***



**13.12.17.06 AWARD RFT 05/2017 – SHIRE CLEANING SERVICES TENDER**

<b>File No:</b>	ADM 0630
<b>Date of Meeting:</b>	14 December 2017
<b>Location/Address:</b>	Various Civic Buildings and Shire Houses
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Kelly D’Arcy – Governance Officer
<b>Authorising Officer:</b>	Ian D’Arcy - CEO
<b>Declaration of Interest:</b>	The author does not have an interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	21 September 2017

**Summary of Item:**

This item seeks Council endorsement to award a contract, following the formal tender process, for the routine cleaning duties of Council’s civic buildings, and staff houses as required, over a three year contractual period with possible extension.

**Description of Proposal:**

As above.

**Background:**

Council resolved at the Ordinary Council Meeting 21 September 2017 to initiate a formal tender process calling for submissions from experienced persons to perform routine cleaning duties of Council’s buildings, and staff houses.

The tender was advertised in the West Australian newspaper, with the close date of Wednesday 15 November 2017. The Shire received seven requests for tender documents, which resulted in three tender submissions being received.

The three submissions were evaluated by an internal panel consisting of four Shire staff members, with one of the tender submissions deemed non-compliant for not conforming to qualitative criteria.

The other two submissions have been scored against the qualitative criteria with a preferred cleaning contractor recommended.

**Consultation:**

Consultation in regard to the tender process has been limited to the evaluation panel and CEO.

**Statutory Environment:**

Section 3.57 of the *Local Government Act, 1995* requires a local government to obtain quotes, or alternatively call for tenders, before it can enter into a contract for the supply of goods or services. This is detailed further under Regulation 11(1) of the Local Government (Functions and General) Regulations 1996, which states that goods or services exceeding \$150,000 in value must be awarded through a formal tender process. Further Regulation 18 applies to the rejection or acceptance of tender submissions.

**Relevant Plans and Policy:**

There are no plans or policies applicable to this proposal at present.



**Financial Implications:**

Presently the Shire incurs a cost of \$37,814.40 through the payment of wages (including on-costs) for its cleaning services annually, which is included in the 2017/2018 budget. This cost is based on 28 hours cleaning per week, and does not include one-off cleans that are required from time to time.

The tender submissions received ranged from a base price of \$44,600 to \$56,500 (excl. GST) acknowledging there has been an increase in cleaning hours for the WB Eva Pavilion based on its increased usage. If accepted, all of the tenders will exceed the budget allocation, thus creating the need for a budget amendment to cover the service.

In consideration of the preferred/recommended contractor, as identified through the evaluation process, the additional cost will be \$11,386 per annum resulting in the overall cost for the cleaning service being \$49,200 (excl. GST). These funds can be obtained from Council Salary and Wages allocations for cleaning of the various facilities and houses, and from various COA's in the 2017/18 budget as per budget amendment listed in the financial report.

Also worth noting from a financial perspective that a change to a contractual service will present an additional cost saving by reducing administrative staff time in managing multiple cleaning staff and an increased level of cleaning currently not being performed – refer to Comment Section of this report.

**Risk Assessment:**

It is important that all Shire facilities are maintained to acceptable standard of cleanliness in the interest of public health. However, at times there has been some issues in maintaining continuity of cleaning services and appropriate standards of cleanliness expected by the public, due to staffing difficulties. This has placed the Shire at risk that can be mitigated through a structured contractual cleaning arrangement.

**Community & Strategic Objectives:**

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

Outcome 3.3: Shire buildings and facilities that meet current and future community needs.

**Comment**

From an employee perspective it is considered appropriate that Council favourably consider contracting out its cleaning services for a minimum three year period as this will:

- a) Allow continuity in servicing our public buildings from a cleaning perspective;
- b) Be more cost effective and efficient in managing a single contract rather than the issues of coordinating casual cleaning staff;
- c) Present a more performance based approach to ensure an acceptable standard of cleaning is achieved.

Furthermore, it is viewed that a contract arrangement will deliver a number of improvements and efficiencies to the cleaning regime of the Shire's civic buildings and houses that includes:

- A redistribution of cleaning hours to deliver where most needed
- Increasing monthly cleaning of some buildings to include external pressure clean and cobweb removal.
- Increasing annual cleaning requirements to include steam cleaning of carpets, cleaning of exhausts, vents and light fittings etc.
- Cleaning of short term accommodation units after each use and after long term rental vacations.

**OFFICER'S RECOMMENDATION**

***That Council pursuant to Regulation 11(2)(b) Local Government (Functions and General) Regulations, 1996:***

- 1. Accept the RFT 05/2017 Shire Cleaning Services Evaluation Report (including summaries of the respective tender submissions) as presented in Attachment 13.12.17.06 (Confidential) to this report;***
- 2. Award a three (3) year contract for the Shire Cleaning Services to DMC Cleaning Services in accordance with RFT 05/2017 and their corresponding submission dated 15 November 2017.***

**Confidential Attachments Presented Under Separate Cover**  
**Attachment 13.12.17.06 Confidential Evaluation Report**

**13.12.17.07 RFQ 06/2017 – SUPPLY OF BITUMINOUS SEALING PRODUCTS/WORKS**

<b>File No:</b>	ADM 0632
<b>Date of Meeting:</b>	14/12/2017
<b>Location/Address:</b>	Shire of Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Sharyn Olsen – Infrastructure Officer
<b>Authorising Officer:</b>	Ian D’Arcy – CEO
<b>Declaration of Interest:</b>	The author does not have an interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	21/09/2017

**Summary of Item:**

This item seeks Council approval to engage a supplier as determined as best value for money through a Request for Quotation process (RFQ 06/20170 for the supply of bituminous sealing products and works.

**Description of Proposal:**

As reflected above, the Shire is in need of engaging through a competitive process a supply company for bituminous sealing products and works on an as needs basis.

**Background:**

Council resolved to call for tender submissions under a formal ‘Request for Tender (RFT)’ process for the annual supply of bituminous sealing products and works. This is required as the expenditure threshold of \$150,000 under the *Local Government Act, 1995* has been exceeded.

However, upon further review and given pressing time constraints with Council road works program and staffing levels, the RFT process was shifted to an RFQ process by the CEO utilising the pre-qualified Suppliers from the Western Australian Local Government Association’s (WALGA’s) vendor panel via the e-Quotes system. This system is better suited to the desired outcome for this financial year, with the intention of a RFT process be undertaken for future road works/resealing programs early next financial year.

In calling for quotes a total of five submissions have been received. The summary of each submission is outlined in the evaluation assessment sheet provided in **Attachment 13.12.17.07(a)**.

Council is being asked to endorse the preferred supplier, given the cost associated with the supply bituminous product, and the shift from an RFT to an RFQ process.

**Consultation:**

Consultation has been entertained through the process involving the CEO and other Shire staff and the respective suppliers who have submitted a quote.

**Statutory Environment:**

Section 3.57 of the Local Government Act, 1995 requires a local government to obtain quotes, or alternatively call for tenders, before it can enter into a contract for the supply of goods or services. This is detailed further under Regulation 11(1) of the Local Government (Functions and General) Regulations 1996, which states that goods or services exceeding \$150,000 in value must be awarded through a formal tender process. However, Regulation 11(2)(b) states that:

(2) *Tenders do not have to be publicly invited according to the requirements of this Division if –*

- (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
- (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.*

Accordingly, this report aligns with the above Regulation.

**Relevant Plans and Policy:**

There are no plans or policies applicable to this matter.

**Financial Implications:**

The supply of bituminous products and works is accommodated in Council's annual budget through the endorsed road works and resealing programs for the 2017/18 financial year.

**Risk Assessment:**

As the Shire has called for quotes from suitably qualified suppliers from WALGA pre-qualified list pursuant to Regulation 11(2)(b) of the Local Government (Functions and General) Regulations 1996 there is negligible risk in relation to this matter.

**Community & Strategic Objectives:**

Broadly this matter relates to the stated goal of 'good governance and an efficient organisation' as detailed in the Shire of Brookton Strategic Community Plan 2013 – 2023.

**Comment**

The RFQ process has been undertaken in the interest of ensuring a fair and equitable procurement process is performed, underpinned by the fundamental principle of 'value for money' for the Shire of Brookton rate payers.

Therefore, in consideration of this objective the evaluation reviewed compliance and pricing against the stated specification (as provided in **Attachment 13.12.17.07(b)** to this report) for the supply of bituminous product for road sealing.

In summary, the selected preferred supplier through the evaluation process is Colas Western Australia Pty Ltd having submitted the most competitive quotation for the current works program for sealing of the York-Williams Road and Brookton-Kweda Road.

However, it should be noted that the submitted price is subject to variation as rates may rise and fall with fluctuation to global oil pricing.

**OFFICER'S RECOMMENDATION**

***That Council in consideration of Regulation 11(2)(b) of the Local Government (Functions and General) Regulations 1996 approve the engagement of Colas Western Australia Pty Ltd to supply bituminous sealing products (supply and application) for the 2017/18 financial year in accordance with the specifications and stipulations listed in the RFQ 06/2017 Supply of Bituminous Sealing Products and Works submission.***

**Confidential Attachments Presented Under Separate Cover**

**Attachment 13.12.17.07(a) - RFQ 06/2017 Confidential Evaluation Report**

**Attachment 13.17.17.07(b) - RFQ 06/2017 Confidential Specification**

**13.12.17.08 RETURNING OFFICER – RESULTS OF ELECTION HELD 9 DECEMBER 2017**

<b>File No:</b>	ADM 0628
<b>Date of Meeting:</b>	14/12/2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Vicki Morris – Deputy Chief Executive Officer
<b>Authorising Officer:</b>	Ian D’Arcy – Chief Executive Officer/Returning Officer
<b>Declaration of Interest:</b>	None
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	N/A

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**Summary of Item:**

This item is to formally advise Council of the results of the 9 December 2017 Extraordinary Election result in accordance with the *Local Government Act, 1995* for the Shire of Brookton.

The Returning Officer is required to formally advise Council and inform the Department of Local Government and Communities through an on line lodgment of the results.

**Description of Proposal:**

Not applicable

**Background:**

Council elections were initially held on 21 October 2017. Unfortunately, the Shire of Brookton did not receive enough candidates to fill all five the vacancies that were available.

Subsequently, the three candidates (Councillors Crute, Mills and Fancote) that were successful in October 2107 all received four years terms, leaving the two, two year vacancies unfilled forcing the Shire to call an extraordinary election.

The Council resolved to run the extraordinary election on Saturday 9 December 2017 as an “in person” election, with all eligible voters required to attend in person at the Shire Administration Office on Saturday 9 December 2017 from 8am until 6pm to cast their vote.

In total there were four people who nominated for Council at the close of nomination day on the 2 November 2017. These were (in ballot paper order):

- Emilya Jazlyn Wood
- Christopher Edward Hartl
- Leslie Robert Eyre
- Cathryn Matheson Wood

Early, postal and absent voting opened on Wednesday 15 November 2017 and formally closed at 4.00pm, Friday 8 December 2017.

Four Shire staff were present on Election Day, including Mr. Ian D’Arcy (in his capacity as the Returning Officer), Ms. Vicki Morris (in her capacity as Deputy Returning Officer), Ms. Courtney Fulwood (Electoral Officer) and Ms. Sharyn Olsen (Electoral Officer). Ms. Jean Caldwell was also appointed as an Electoral Officer for early, postal and absent voting.

The voting on the day commenced at 8am and concluded at 6pm, with the counting of votes performed shortly after, on 9 December 2017.

The results of the election are as follows:

<b>Candidate</b>	<b>No. of Votes</b>
Emilya Jazlyn Wood	8
Christopher Edward Hartl	123
Leslie Robert Eyre	128
Cathryn Matheson Wood	26

The Returning Officer subsequently declared Mr. Christopher Edward Hartl and Mr. Leslie Robert Eyre duly elected as Councillors for the Shire of Brookton for a period of two years up until 19 October 2019, respectively.

For the Council's information, 162 ballot papers were issued overall (132 on the day and 30 early/absent votes) resulting in 11 being declared invalid ballot papers and excluded from the count.

**Consultation:**

Advertising of the election was undertaken across all Council mediums (Facebook, e-news, the telegraph) and appeared in the West Australian newspaper, as required under legislation.

**Statutory Environment:**

The extraordinary election was conducted under the *Local Government Act, 1995* and Local Government (Elections) Regulations, 1997.

**Relevant Plans and Policy:**

Not applicable as this is a statutory requirement.

**Financial Implications:**

Council allocated an amount of \$13,500.00 in the 2017/2018 Budget to conduct local government elections for the Shire. While the final cost has not been tallied, it is expected the majority of funds will have been expended through advertising costs, acquisition of election material and officer time.

**Risk Assessment:**

Not applicable

**Community & Strategic Objectives:**

Not applicable.

**Comment**

This report is to formally advise the Council and members of the public of the conduct and result of the 9 December 2017 Extraordinary election.

**OFFICER'S RECOMMENDATION**

***That Council receive and note the information contained in this report on the conduct of the Shire of Brookton 9 December 2017 extraordinary election.***

**14.12.17 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****15.12.17 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****16.12.17 CONFIDENTIAL REPORTS****RESOLUTION TO CLOSE MEETING**

*Council close the meeting to the public in accordance with Section 5.23 (2) (a) as this item relates to a matter that if disclosed would reveal information of a matter affecting an employee or employees.*

**16.12.17.01 REQUEST TO CONVERT EMPLOYEE GRATUITY TO DONATION**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	14/12/2017
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Ian D'Arcy - CEO
<b>Authorising Officer:</b>	Ian D'Arcy - CEO
<b>Declaration of Interest:</b>	The author has no interest in this matter
<b>Voting Requirements:</b>	Absolute majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

This report relates to a request from an employee to waive their gratuity payment as per Council Policy in lieu of a donation being made to the Brookton Branch of the Returned and Services League (RSL).

**17.12.17 NEXT MEETING & CLOSURE**

The next meeting will be held Thursday 15<sup>th</sup> February 2017.