

**SHIRE OF QUAIRADING**  
**MINUTES OF THE ORDINARY MEETING OF COUNCIL**  
**HELD ON THURSDAY 25<sup>TH</sup> JUNE 2015**  
**COMMENCING AT 2.00PM**

**ITEM 1 ATTENDANCE AND APOLOGIES**

Cr D C Richards	Shire President
Cr B K Caporn	Deputy Shire President
Cr R C Hawksley	
Cr J A Bavin	
Cr T C Andrews	
Cr WMF Davies	
Cr C M Cousins	
Cr G J McRae	
Mr G A Fardon	Chief Executive Officer
Mr A J Merillo	Deputy Chief Executive Officer
Mrs J L Clemens	Chief Executive Officer's Secretary (from 2.07pm)
Mr T J Newick	Manager of Works and Services (2.00pm to 2.47pm)
Mr R M Bleakley	Economic Development Project Officer (3.45pm to 5.37pm)
Mrs J N Haythornthwaite (Observer)	(from 2.02pm to 2.22pm and 2.27pm to 5.37pm)
Mrs D Ellison	Health Services Manager (2.05pm to 2.21pm)
Mrs C Robinson	Wheatbelt Business Network (4.26pm to 4.47pm)

**Apologies**

Nil

**2.02pm**

Mrs Jo Haythornthwaite entered the Meeting.

**ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT**

“Before we start our meeting, I would like to acknowledge that we are meeting on Noongar land and we pay respect to the original custodians...past, present and future and welcome you all here today for this meeting”.

Cr Richards welcomed Councillors, Staff and the Member of the Public to the June 2015 Ordinary Meeting of Council.

Councillors were advised that an Invitation has been accepted for the Community Resource Centre / Wheatbelt Business Network's End of Financial Year Sundowner. The Event will be held at the Community Resource Centre between 5.00pm and 7.30pm.

**ITEM 2.1 PUBLIC QUESTION TIME**

Mrs Haythornthwaite advised that she had no questions.

The Meeting proceeded to the next item of business.

## **ITEM 2.2 DEPUTATIONS**

Cr Richards advised that Health Services Manager, Mrs Diana Ellison, and Mrs Caroline Robinson of Wheatbelt Business Network would be making Presentations to Council at this Meeting.

## **ITEM 3 DECLARATIONS OF INTEREST**

Cr Bavin declared an interest in Finance and Audit Committee Items 4.12: 2015/2016 Draft Budget Request – Quairading Agricultural Society and 4.13: 2015/2016 Draft Budget Request – Quairading Community Resource Centre.

Cr McRae declared an Interest in Finance and Audit Committee Item 4.13: 2015/2016 Draft Budget Request – Quairading Community Resource Centre.

### **2.05pm**

Health Service Manager Mrs Diana Ellison entered the Council Meeting.

Mrs Ellison provided information on the forthcoming Redevelopment Project at the Quairading District Hospital to be funded under the Southern Inland Health Initiative.

### **2.07pm**

The Chief Executive Officer's Secretary entered the Meeting.

Mrs Ellison invited questions from Councillors and Staff.

Cr Davies queried the Project Cost. Mrs Ellison advised that she was not informed of the cost and that the first Design Meeting would be held next week.

Cr Davies queried whether the local Ambulance Service was able to keep up with the busyness of the Hospital? Mrs Ellison advised in the negative despite the great efforts of the local Sub Centre Volunteers.

Cr Davies commented on the St John Ambulance "Open Day / Display" which is being held with the aim to recruit more Volunteer Members.

Cr Richards asked whether Quairading was an unhealthy Town or whether residents utilised the facility more than other Towns. Mrs Ellison advised that the Quairading District Hospital was offering an improved service and this was driving Community acceptance and Use of the Service. The Meeting was advised that many other towns' people can choose other options. Quairading also has a big percentage of children attending Hospital for treatment.

Cr Richards enquired if the twin Doctor arrangement was successful? Mrs Ellison advised that the Hospital Staff were working well with both Doctors.

Cr McRae highlighted Quairading's large Aboriginal Population and if there were any Health / Cultural issues resulting from the larger Aboriginal demographic. Mrs Ellison reported on the very good relationship between Aboriginal Patients and Staff.

Cr Richards queried whether the flying of the Aboriginal Flag had made any difference. Mrs Ellison answered in the negative.

Cr Caporn commented on his disappointment at the size of the Emergency Room following previous Building Works and that there had been a perfectly good Operating Theatre that could have been used for Emergency / Outpatient attendances. Mrs Ellison advised that all rooms at the Hospital are “Multi Use” and Room 1 will be the designated Emergency Room during the Refurbishment Works.

Cr Davies congratulated Mrs Ellison on the operation of the Quairading District Hospital.

Cr Richards commented on the modern Country feel upon entering the Hospital and congratulated Mrs Ellison and all Hospital Staff.

Mrs Ellison advised that a Shed to house Gophers and Staff Cars was to be constructed at Parker House. The Chief Executive Officer advised Council would consider the Town Planning Application for this Shed later in the Meeting.

Cr Richards thanked Mrs Ellison for providing information to Council.

### **2.21pm**

Mrs Ellison left the Council Meeting.

### **ITEM 4.1 BUSINESS ARISING AND CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD ON 28<sup>TH</sup> MAY 2015**

#### **Business Arising**

Cr Richards foreshadowed that the Mitre Drain issue raised by Mr John Haythornthwaite would be discussed.

**217-14/15 MOVED Cr Caporn seconded Cr Bavin that the Council Meeting be Closed to the Public pursuant to Section 5.23 of the Local Government Act.**

**CARRIED 8/0**

### **2.22pm**

Mrs Haythornthwaite left the Council Chambers.

**218-14/15 MOVED Cr Andrews seconded Cr Bavin that Council be Open to the Public.**

**CARRIED 8/0**

### **2.27pm**

Mrs Haythornthwaite returned to the Council Meeting.

#### Chief Executive Officer’s Performance Review

Cr Richards commented that he had reported on both the Council Committee Structure and the Executive Committee Structure at the last Council Meeting.

### CBH Cells Artwork

Cr McRae reported that the Quairading Community Resource Centre Committee had approached CBH in regard to Artwork at the CBH Receiving Point and that a favourable response was not expected.

Council noted that Council correspondence on the proposal was yet to be prepared and sent to CBH.

### Council Meeting Attendance

Cr Davies advised that it was himself and not Cr McRae that had advised an invitation would be extended to Mr Peter West to attend this Council Meeting.

Cr Davies advised that Mr West is currently overseas.

### Pharmacy Entrance

Cr McRae queried progress on the steep entry ramp to the Quairading Pharmacy.

The Chief Executive Officer advised that a brief discussion had been had with the Manager of Health and Services.

Cr McRae commented that a Disability Grant may be able to be applied for.

The Chief Executive Officer undertook to follow up this issue and ascertain any External Funding Options.

### Acknowledgement to Country

Cr Richards advised that the "Acknowledgement to Country" had not been included in the Council Meeting Minutes.

### **Confirmation of Minutes**

**219-14/15 MOVED Cr Andrews seconded Cr McRae that the Minutes of the Ordinary Meeting of Council held on 28<sup>th</sup> May 2015 be confirmed as a true and correct record of that Meeting subject to the following alterations: -**

- **Page 1 – inclusion of "Acknowledgement to Country" at the commencement of the Meeting; and**
- **Page 113 – Cr Davies be recorded as inviting Mr West to the June Ordinary Meeting of Council.**

**CARRIED 8/0**

## **ITEM 4.2 MATTERS PENDING / ACTION SHEET**

### Item 3 Badjaling Reserve

The Chief Executive Officer reported on the Action Plan developed in liaison with the Department of Water for the Badjaling Drainage Investigation Project.

The Chief Executive Officer further confirmed that the “Water Grant” for \$50,000 had been received by Council.

Item 6 Strategic Planning Meeting

The Chief Executive Officer reported that it is planned that a firm Draft of the Strategic Community Plan would be presented to the July Ordinary Meeting of Council.

Item 7 Shire Newsletter

Cr McRae queried the advice that the June edition of the Shire Newsletter had been circulated. The Chief Executive Officer advised that this was a pre-empted statement at the time of preparing the Council Agenda and that the Newsletter is currently being prepared.

**220-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council remove the following Items from the Matters Pending / Action Sheet: -**

- **Item 1: Strategic Land Use Management (PLUM); and**
- **Item 6: Strategic Planning Meeting.**

**CARRIED 8/0**

**ITEM 5       WORKS**

**Item 5.1       Works Committee Meeting held on 16<sup>th</sup> June 2015**

Pink Lake (W24-14/15)

**221-14/15 MOVED Cr Hawksley seconded Cr McRae that Council adopt Works Committee recommendation W24-14/15 that Council write to Main Roads offering for Council to undertake the construction of a Layby at each side of “Pink Lake” subject to a Main Roads approved design.**

**CARRIED 8/0**

Saturday Opening of Waste and Recycling Centre (W26-14/15)

**222-14/15 MOVED Cr Hawksley seconded Cr Davies that Council adopt Works Committee recommendation W26-14/15 that following the completion of the 6 month trial, the half day opening of the Waste and Recycling Facility on a Saturday continue in the future.**

Cr Bavin requested that the sign on the Waste and Recycling Facility Gate be altered.

**CARRIED 7/1**

Refuse and Recyclable Collection and Waste Disposal (W27-14/15)

**223-14/15 MOVED Cr Hawksley seconded Cr Andrews that Council hold over consideration of this item to the July 2015 Meetings.**

**CARRIED 8/0**

Standpipes (W28-14/15)

**224-14/15 MOVED Cr Hawksley seconded Cr Davies that Council adopt Works Committee recommendation W28-14/15 that the following Standpipes be reconfigured by removing the overhead portion of the standpipe, creating a waist level pipe with a 2” cam lock fitting: -**

- **Standpipe no.1 located on York-Merredin Road near Pantapin North Road**
- **Standpipe no. 2 located on the corner of Kellerberrin-Yoting Road and Hayes East Road**
- **Standpipe no. 14 located on the corner of Old Beverley Road and Heal Road**
- **Standpipe no. 4 located on Badjaling North Road near Cubbine Road**
- **Standpipe no. 5 located on Cubbine Road between Wackett Road and Hayes Road**

**CARRIED 8/0**

Mobile Garbage Bin Surrounds (W29-14/15)

**225-14/15 MOVED Cr Hawksley seconded Cr Davies that Council adopt Works Committee recommendation W29-14/15 that Council seek a quotation from Exteria for six (6) Mobile Garbage Bin Surrounds featuring a “Q” logo on 2 sides and “No Wave” for inclusion in the 2015/2016 Budget.**

Cr McRae queried the “Wave”. The Meeting was advised that this was a specific cut out design on the Metal Mobile Garbage Bin Surround.

**CARRIED 8/0**

Fertiliser Depot at Quairading CBH Facility (W30-14/15)

**226-14/15 MOVED Cr Hawksley seconded Cr Caporn that Council adopt Works Committee recommendation W30-14/15 that Council write to CBH on the feasibility of a Fertiliser Depot being built at the Quairading CBH Facility.**

Council Discussion

Cr Andrews advised that he was happy to support the motion however felt that it may be premature.

Cr Richards reported that he had contacted Mr David Capper of CBH on the proposal and that Mr Capper had advised that Fertiliser Depots were only Port based at the moment.

This information was noted and it was felt that an Expression of Interest for a Future Fertiliser Depot at Quairading would be appropriate at this time.

**CARRIED 8/0**

**Item 5.2 Other Works Matters**

The Manager of Works and Services reported that it was a busy time of the year.

Council was advised of the following: -

- Caravan Park Demolition.
- Gates to be installed following Badjaling Road Closure.
- Materials have arrived for the Water Tank at the Airstrip.

- 4 Staff on Maintenance Grading.

The Manager of Works and Services thanked Council for another good year and its continuing support.

Cr Hawksley queried whether the Excavator had been delivered. The Manager of Works and Services reported that the Excavator was due for delivery in Mid July.

Cr Hawksley queried who was responsible should repairs to the current Excavator be needed. The Manager of Works and Services advised that he would make enquiries with the Machinery Dealer.

The Shire President thanked the Manager of Works and Services for his attendance at the Council Meeting.

## **2.47pm**

The Manager of Works and Services left the Council Meeting.

### Item 6.8 Quairading District High School – Request for Signage Funding

Cr Davies queried actioning of Signage at the Quairading District High School.

The Chief Executive Officer advised of concerns with Council placing signage on Department of Education land and risk management issues.

It was resolved to write back to the School Principal providing further direction.

### Item 6.7 Quairading Airstrip Pilot Activated Lighting (PAL)

Cr McRae queried whether Grant Funding could be investigated and enquired on the cost of the project.

The Chief Executive Officer advised that the amount of \$5,500 would be placed in the Draft Budget and that Council may be eligible for “Regional Airport Development Scheme” Funding.

### Hangars at the Airstrip

Cr McRae queried whether Council could progress the leasing of land for Private Hangars to be built at the Airstrip commenting that because of the closeness of the Airstrip to Town, there could be an advantage / benefit from Aviation based Tourism.

The Chief Executive Officer advised that the matter would be referred to Council’s Town Planner and placed on the Agenda for the Building and Town Planning Development Committee.

Cr Davies commented that this matter was worth progressing.

## **ITEM 6 INFORMATION SESSION / PERFORMANCE REVIEW**

### **Item 6.1 Shire of Quairading / City of Melville Partnership**

The Chief Executive Officer advised that there had been no response from the City of Melville to Council’s suggestion of visiting on Friday 25<sup>th</sup> September 2015.

Cr Richards advised that he would contact Mayor Aubrey regarding the proposal.

## **Item 6.2 Regional Cooperation**

The Chief Executive Officer reported that the Chief Executive Officers' Meeting held on 11<sup>th</sup> June 2015 had been very productive.

The Chief Executive Officer reported that the new Manager of Works and Services would soon be commencing at the Shire of Tammin.

Council was advised that a Joint Senior Staff Meeting would be held on Thursday 23<sup>rd</sup> July 2015 to discuss Resource Sharing opportunities.

## **Item 6.3 Chief Executive Officer's Performance Review**

Cr McRae queried the cost of replying to emailed correspondence by letter.

The Chief Executive Officer provided information and advised that both forms of correspondence are treated as Council Records.

Cr McRae reported that the Quairading Community Resource Centre Management Committee was scheduling a Training Courses on Email Management.

The Chief Executive Officer commented that everyone is struggling with managing the increased records created by Information Technology.

The Chief Executive Officer reported that it had been extremely hectic of late.

Council was advised that the Cashier / Receptionist Position had been filled and that Mrs Meryl Robertson would be commencing on Monday 13<sup>th</sup> July 2015.

The Chief Executive Officer reported that Mrs Bonny King had been employed on a Temporary Basis as Cashier / Receptionist.

## **ITEM 7 BUILDING AND TOWN PLANNING DEVELOPMENT**

### **Item 7.1 Building and Town Planning Development Committee Meeting held on 9<sup>th</sup> June 2015**

Industrial / Commercial Land (B27-14/15)

**227-14/15 MOVED** Cr Caporn seconded Cr Cousins that Council adopt Building and Town Planning Development Committee recommendation B27-14/15 that Council support the actions of the Town Planning Officer in: -

- 1. Liaising with the Economic Development Project Officer on the Regional Development Assistance Program and its suitability for the Saleyard Land; and**
- 2. Liaising with Main Roads on the latest design for the Corner Realignment Project and Land Requirements for Grain Truck Parking.**

**CARRIED 8/0**



Draft Sea Container Policy (B28-14/15)

**228-14/15 MOVED Cr Cousins seconded Cr Andrews that Council adopt Building and Town Planning Development Committee recommendation B28-14/15 that Council adopt the Draft Sea Container Policy with the inclusion of accurate measurements as raised by Mr and Mrs Haythornthwaite and a Safety Information Sheet provided to Applicants.**

**SHIRE OF QUAIRADING  
LOCAL PLANNING POLICY  
SEA CONTAINERS**

**BACKGROUND**

In recent years there has been an increased use of sea containers for storage purposes within the Shire of Quairading. Sea containers provide a cheap and secure way of storing goods, but have the potential to affect the amenity of an area, given their industrial design and often poor location and maintenance.

**PURPOSE**

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

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

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

**OBJECTIVES**

The objectives of this policy are as follows:

- a. To establish clear guidelines for the placement of sea containers used for storage purposes within the Shire;
- b. To ensure that any sea container does not detract from an existing (or reasonably desired) streetscape; and
- c. To achieve a balance between providing the legitimate need for sea containers as an affordable and secure storage option, and minimising any impact on neighbours, streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

**SCOPE**

Clause 8.8 of the Quairading Town Planning Scheme No. 2 provides for the preparation of local planning policies to apply generally or to a particular class or classes of matters and throughout the Scheme area or in one or more parts of the Scheme area.

This policy will apply to the use and installation of ‘sea containers’ and throughout the Scheme area, that is the whole of the Shire of Quairading. For the purposes of this Policy, a Sea Container is a large metal container originally manufactured to carry goods on a sea vessel.

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

This Policy when adopted will supersede any previous policies regulating sea containers in the Shire of Quairading in accordance with Clause 8.8.3 of the Quairading Town Planning Scheme No, 3.

## **POLICY PROVISIONS**

### **1. EXEMPTIONS FROM PLANNING APPROVAL**

- a. A single sea container does not require Planning Approval when located on a property zoned Industrial, Rural Residential, Farming or Agricultural Industrial by the Scheme, provided it meets with the General Requirements set out below.
- b. For properties zoned Farming the placement and use of two sea containers used in conjunction with farming activities does not require Planning Approval.
- c. Sea container(s) fully enclosed within a building do not require Planning Approval.
- d. Sea container(s) placed temporarily on the property for the purposes of furniture and/or goods removal or delivery do not require Planning Approval where they are located on a property for seven (7) days or less.
- e. Notwithstanding other requirements of this policy, a sea container may be placed on a lot for the temporary storage of building materials and/or equipment during construction works, where:
  - i. Building approval for the construction works has been issued and remains valid.
  - ii. The sea container is not placed on site more than two weeks prior to the commencement of construction or associated preparatory works.
  - iii. The sea container is removed from site within four weeks of the conclusion of construction works and prior to occupation of the building.
- f. Where a sea container is proposed to be modified for a dwelling, commercial or industrial building, it will be required to be assessed against the requirements of the Quairading Town Planning Scheme No. 2 and is to be modified to meet the requirements of the Building Act 2011 and any other relevant building and health legislation. Once a sea container is modified, it is no longer considered a sea container for the purposes of this policy.

### **2. GENERAL REQUIREMENTS**

- a. Sea container(s) are to comply with the criteria set out in Table 1 of this policy.
- b. Sea container(s) may not be placed on a road, verge, footpath or other public area.

- c. Sea container(s) are to be suitably screened and/or fenced from the road frontage, public space and neighbouring properties. Where a sea container has high visibility from a public space, the installation of screening to a minimum height equal to that of the sea container may be required.
- d. Sea container(s) shall not compromise or obstruct vehicle or pedestrian sight lines, thereby creating a public safety concern.
- e. Sea container(s) shall not be located over on-site effluent disposal infrastructure or other utilities and shall be located on a flat, compacted area.
- f. Sea container(s) shall be adequately ventilated, in good repair and painted a uniform colour to complement the building to which it is ancillary.
- g. Sea container(s) will not be permitted on vacant land in the Residential, Town Centre, and Rural Townsite zones unless for the purposes of storage for construction purposes as outlined in 1(d).

### 3. APPLICATION REQUIREMENTS

- a. A site plan to scale shall be submitted with the application indicating the proposed location of the sea container.
- b. Photographs of the sea container shall be submitted with the application showing that it is in good condition. If the container is in poor condition, the application may be approved with conditions requiring cladding, painting and/or screening.
- c. Details of the use of the sea container shall be submitted with the application.
- d. The application shall be accompanied by details of how it is proposed to comply with any applicable Special Requirements outlined in Table 1.

### 4. ADVISORY NOTE

All sea containers should be fitted with an internal emergency door release.

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TABLE 1 – SEA CONTAINER REQUIREMENTS

Zoning	Setback	Requirements	Special Requirements
Residential	<p>In accordance with the requirements of the R-Codes.</p> <p>Shall be located to the rear of the dwelling and shall not be visible from the street.</p>	<p>Only one standard 20 foot sea container is permitted per property.</p> <p>The sea container is considered part of the permitted maximum outbuilding floor area and shall not reduce open space requirements.</p> <p>The sea container to be used for domestic storage purposes only.</p> <p>The sea container shall not be located over septic tanks, leach drains or utilities.</p>	<p>The sea container shall be painted in a colour that is similar to or complementary to the colour of existing buildings on the property.</p> <p>The sea container shall be fitted with a pitched roof.</p> <p>Applicants shall obtain the written consent of surrounding neighbours.</p> <p>The sea container shall be screened from view of the street, including secondary streets and adjoining properties.</p>
Town Centre & Rural Townsite	<p>The sea container to be located in accordance with the provisions of the Quairading Town Planning Scheme No. 2 for the zone and any building envelope provisions.</p> <p>The sea container shall not be located in front of the building setback.</p>	<p>Only one standard 40 foot sea container is permitted per property.</p> <p>The sea container is to be used in association with the approved use of the property.</p>	<p>The sea container shall be painted in a colour that is similar to or complementary to the colour of existing buildings on the property.</p> <p>The sea container shall be screened from view of the street, including secondary streets and adjoining properties.</p> <p>Sea container(s) shall not compromise or obstruct vehicle access ways, vehicle truncations, access to parking areas or the parking bays provided on a site.</p>
Rural Residential	<p>The sea container to be located in accordance with the provisions of the Quairading Town Planning Scheme No. 2 for the zone and any building envelope provisions. The sea container shall not be located in front of the building setback.</p>	<p>Only one standard 20 foot sea container is permitted per property.</p> <p>The sea container to be used for domestic storage purposes only.</p>	<p>The sea container shall be painted in a colour that is similar to or complementary to the colour of existing buildings on the property.</p> <p>The sea container shall be screened from view of the street, including secondary streets and adjoining properties.</p>

Zoning	Setback	Requirements	Special Requirements
Industrial & Agricultural Industrial	<p>The sea container to be located in accordance with the provisions of the Quairading Town Planning Scheme No. 2 for the zone.</p> <p>The sea container shall not be located in front of the building setback.</p>	<p>Generally up to two sea containers are permitted per property. Where it is proposed to utilise multiple sea containers, the application will be considered on its merits.</p> <p>The sea container is to be used in association with the approved use of the property.</p>	<p>The temporary storage of containers associated with an approved transport or storage premises is exempt from the above requirements.</p> <p>Sea container(s) shall not compromise or obstruct vehicle access ways, vehicle truncations, access to parking areas or the parking bays provided on a site.</p>
Farming	<p>The sea container to be located in accordance with the provisions of the Quairading Town Planning Scheme No. 2 for the zone.</p> <p>The sea container shall not be located in front of the building setback.</p>	<p>Up to two sea containers are permitted per property.</p> <p>Where it is proposed to utilise more than 2 sea containers, the application will be considered on its merits.</p> <p>The sea container is to be used in association with the approved use of the property.</p>	<p>Where the sea container is visible from a public place or neighbouring property, it shall be screened or painted a colour complementary to its surroundings.</p>

**CARRIED 8/0**

Tree Cropping Policy (B29-14/15)

**229-14/15 MOVED Cr Caporn seconded Cr Cousins that Council adopt Building and Town Planning Development Committee recommendation B29-14/15: -**

- 1. That the Shire initiate a Scheme Amendment to the Quairading Town Planning Scheme No.2 to:**
  - a. Amend the Land Use Definitions to amend the definition of ‘agroforestry’ as per the Shire of Donnybrook-Balingup’s TPS 7 definition as follows:**
    - i. “Agroforestry” means in the Scheme “land used commercially for tree production and agriculture;**
      - (a) where trees are planted in blocks of more than one hectare; and**
      - (b) the proposed tree crop does not cover more than 10% of the total useable farm land of the lot or lots in which the application is proposed. Where more than one lot is proposed to be planted as part of an application for planning approval, the local government will seek confirmation that these lots are farmed as an integrated unit; and**
      - (c) where the land not used for tree cropping is used for other forms of commercial agriculture.”**
  - b. Amend the Land Use Zoning Table to include ‘agroforestry’ and ‘plantation’ as permissible land uses in the Farming zone only as an ‘A’ use (i.e. a use that requires advertising and for Council to use its discretionary powers in determining an application for planning approval).**
  - c. Incorporate provisions into Part IV – General Development Requirements, Clause 4.14 (Farming zone) of TPS2 to provide requirements for applications for ‘agroforestry’ or ‘plantations’ (similar to those of the Shire of Jerramungup’s) as follows:**

**4.14.4 Development of Agroforestry and Plantations**

- (a) Applications for the development of agroforestry and plantations are to be determined by the local government having regard to:**
  - (i) The *Code of Practice for Timber Plantations in Western Australia 1997* as amended from time to time (‘Code of Practice’).**
  - (ii) Submission of a plantation management plan in accordance with the protocol in the Code of Practice.**
  - (iii) The location of the land in relation to land zoned for residential, industrial, commercial uses.**
  - (iv) The suitability of the current and future road systems.**
  - (v) Separation distances between the plantation and any properties sensitive to the exposure of insecticides (mainly if any aerial spraying is proposed);**
  - (vi) Where harvesting is proposed, the suitability of the location in terms of the road network capabilities;**
  - (vii) The visual impact if the plantation has potential to interrupt scenic views (particularly along main tourist routes);**
  - (viii) Impact on any tourist and recreation uses on the subject or the adjoining land;**

- (ix) Proximity to any airstrips;
- (x) The need to encourage the commercial production of trees which is of significance to the national, regional, and local economy.
- (xi) The benefits of agroforestry and plantations in addressing land degradation including soil erosion and salinity.
- (xii) The role of agroforestry and plantations in protecting water quality and preventing adverse effects on groundwater recharge; and
- (xiii) The proximity of the plantation to any substantial areas of remnant endemic species and the potential impact on any existing 'Conservation' areas or remnant vegetation areas, and may seek comment from the relevant State Government authority in accordance with clause 2.2.

(b) In determining applications for agroforestry and plantations the local government may impose conditions relating to *inter alia*:

- (i) The application of fire management measures and the provision of internal and boundary fire breaks and water supplies in accordance with the *Guidelines for Plantation Fire Protection 1998* (Bush Fire Service of WA/FESA and CALM).
- (ii) Compliance with the Code of Practice.

**2. Adopt a Local Planning Policy for Agroforestry and Plantations based on the Shire of Jerramungup's LPP 10.**

**3. Undertake the advertising processes together to provide the community the whole picture of Council's intent in dealing with this issue.**

### **Council Discussion**

Cr Davies stated that Council should approach the Sandalwood Applicants to hear the Industry's perspective.

Cr Richards provided information from Mr Noel Stone in regard to Sandalwood Plantations.

Cr Richards suggested that Council request a Presentation from Mr Ron Mulder of WA Sandalwood Plantations.

Cr Hawksley queried whether the above Policy would be "set in stone". The Chief Executive Officer advised in the affirmative if these are the final words to be added to the Town Planning Scheme and the Amendment would require Tree Plantations to be the subject of Planning Approval Process.

Cr Caporn commented that a Policy can be amended once Council considers the Public Submissions.

Cr Caporn stated that food security starts in small Councils and that he felt there should be more wheat and sheep products grown not trees. Agroforestry does not sustain viable wealth in a Town or Community.





Caravan Park Concept Designs (B31-14/15)

**230-14/15 MOVED Cr Caporn seconded Cr Cousins that Council adopt Building and Town Planning Development Committee recommendation B31-14/15 that Council accept the Tender for the Caravan Park Ablutions Block from AUSCO at a cost of \$181,831 (inc GST).**

**Council Discussion**

The Chief Executive Officer advised that the Economic Development Project Officer is in receipt of an image showing the Lean-To.

Cr McRae requested that the Ablution Block not be Cream in colour but something a bit more modern.

Cr Andrews commented that darker colourbond fades.

The Chief Executive Officer undertook to consult with Councillors on the Colour Schemes available prior to Ordering the Ablution Building.

**CARRIED 8/0**

Audio Visual Upgrade – Shire Hall (B32-14/15)

**231-14/15 MOVED Cr Caporn seconded Cr Andrews that Council adopt Building and Town Planning Development Committee recommendation B33-14/15 that Council include the upgrade of the Computer / Sound System at the Shire Hall at a Provisional Cost of \$10,000 in the Draft Budget.**

**CARRIED 8/0**

Football Changerooms (B34-14/15)

Cr Andrews declared an interest in this Item as Treasurer of the Quairading Football Club.

**232-14/15 MOVED Cr Hawksley seconded Cr Davies that Cr Andrews remain in the Council Chambers but refrain from discussion and voting on this matter.**

**CARRIED 7/0**

**233-14/15 MOVED Cr Caporn seconded Cr Cousins that Council adopt Building and Town Planning Development Committee recommendation B34-14/15 that an amount of \$25,000 be provided in the Draft Budget to carry out repairs / refurbishment of the Home Football Changerooms with the inclusion of plumbing and tiling (if necessary) of the Visitor's Changerooms.**

**Council Discussion**

Cr Davies spoke for the motion commenting that the Building needs to be brought up to date.

Cr McRae advised that she felt Council was sending mixed messages to the Community and that no new building would be considered while improvements to older buildings were continuing.

Cr Richards stated that he had felt the same about the conversion of the Infant Health Clinic to become Overnight Accommodation however that Project had proven to be very successful.

Cr Richards commented on the Health and Safety Issues at the Changerooms.

Cr Caporn stated that the proposed Draft Budget amount was not a lot of money for the expected timeframe of the existing Changerooms.

**CARRIED 6/1**

**ITEM 8 FINANCE**

**3.45pm**

The Economic Development Project Officer entered the Council Meeting.

**Item 8.1 Finance and Audit Committee Meeting held 16<sup>th</sup> June 2015**

**234-14/15 MOVED Cr Bavin seconded Cr Andrews that Council adopt Finance and Audit Committee recommendations F55-14/15 to F58-14/15 and F70-14/15: -**

Accounts for Payment (F55-14/15)

- 1. That Schedule of Accounts covering Municipal Vouchers 22409 to 22456 & EFT2173 to EFT2242 & DD11432.1 to DD11432.13 totalling \$371,682.47 be received; The balance of all other outstanding Sundry Creditors to the 30/06/2015 total \$21,090.45; and**
- 2. That Police Licensing payments for the month of May 2015 totalling \$33,776.30 be received (Attachment 4.1.2) ; and**
- 3. That fund transfers to Corporate Credit Card for May 2015 totalling \$820.28 be received (Attachment 4.1.3); and.**
- 4. That Payroll payments for the month May 2015 totalling \$142,201.67 be received; and**
- 5. That fund transfers from Trust account to Municipal account for May 2015 totalling \$916.00 be received; and.**
- 6. That the WestNet payment for the month of May 2015 totalling \$69.95 be received.**

Fund Balances Report – May 2015 (F56-14/15)

**The Fund Balances for the period ending 31<sup>st</sup> May 2015, as presented to Council be adopted.**

<b><i>Account</i></b>	<b><i>Statement Balance</i></b>	<b><i>Reconciliation Balance</i></b>
Municipal A/c	\$ 341,825.54	<b>\$ 1,983,729.87</b>
At Call - Invest.	\$ 600,000.00	
Childcare Centre	\$ 19,207.64	
Medical A/c	\$ 31,458.06	
T/Deposit 4 Mth	\$ 450,000.00	
T/Deposit 3 Mth	\$ 300,000.00	
T/Deposit 3 Mth	\$ 250,000.00	
<b><i>Total Municipal</i></b>	<b><i>\$ 1,992,491.24</i></b>	
At Call - Reserve	\$ 279,793.75	
T/Deposit-Reserve	\$ 849,367.65	
T/Deposit-Reserve	\$ 650,741.62	

T/Deposit-Reserve \$	879,540.78	
T/Deposit-Reserve \$	1,184,305.87	
<b>Total Reserves</b>	<b>\$ 3,843,749.67</b>	<b>\$ 3,843,749.67</b>
Trust A/c	\$ 7,718.20	
Police Licensing	\$ 1,729.10	
<b>Total Trust</b>	<b>\$ 9,447.30</b>	<b>\$ 9,547.30</b>

Financial Information – Statements of Income and Expenditure for the Period Ending 31<sup>st</sup> May 2015 (F57-14/15)

**The Financial Statements for the period ending 31<sup>st</sup> May 2015, as presented to Council be adopted.**

Financial Statements – Variation to Budget by Percentage or Value – 31<sup>st</sup> May 2015 (F58-14/15)

**The Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 31<sup>st</sup> May 2015, be adopted.**

**CARRIED 8/0**

2015/2016 Draft Budget Request – Quairading Playgroup (F58A-14/15)

**235-14/15 MOVED Cr Bavin seconded Cr McRae that Council adopt Finance and Audit Committee recommendation F58A-14/15 that the Quairading Playgroup 2015/2016 Budget Request be declined.**

**CARRIED 8/0**

2015/2016 Draft Budget Request – Quairading Toy Library (F59-14/15)

**236-14/15 MOVED Cr Bavin seconded Cr McRae that Council adopt Finance and Audit Committee recommendation F59-14/15 that the Quairading Toy Library 2015/2016 Budget Request be declined.**

**CARRIED 8/0**

2015/2016 Draft Budget Request – Friends of Quairading Community Nature Reserve (F60-14/15)

**237-14/15 MOVED Cr Bavin seconded Cr Andrews that Council adopt Finance and Audit Committee recommendation F60-14/15 that the Friends of Quairading Community Nature Reserve 2015/2016 Budget Request be supported to a level of \$1,000.00 and included in the Draft Budget.**

**CARRIED 8/0**

2015/2016 Draft Budget Request – Quairading Parents & Citizens Association (F61-14/15)

**238-14/15 MOVED Cr Bavin seconded Cr McRae that Council adopt Finance and Audit Committee recommendation F61-14/15 that the Quairading Parents and Citizens Association 2015/2016 Budget Request be supported as “in kind” donation and request further information be provided in terms of the scope of work required of Council.**

**CARRIED 8/0**

2015/2016 Draft Budget Request – Quairading Tourist & Tidy Towns Committee: Railway Station Painting (F62-14/15)

**239-14/15 MOVED Cr Bavin seconded Cr Andrews that Council adopt Finance and Audit Committee recommendation F62-14/15 that the Quairading Tourist and Tidy Towns Committee 2015/2016 Budget Request to paint the interior of the Railway Station be deferred for a further year and a Formal Quote be obtained for the 2016/2017 Draft Budget.**

**Council Discussion**

Cr Richards expressed concern that the interior walls were of asbestos material.

The Chief Executive Officer advised that the risk issue (if any) and any proposed removal action would have to be raised with the Public Transport Authority as the Lessor.

Cr McRae commented that it was not a huge risk area due to the expected low level of usage of the Railway Station.

Cr Hawksley suggested the matter be referred to the Building and Town Planning Development Committee for further research and consideration.

**CARRIED 8/0**

2015/2016 Draft Budget Request – Quairading Tourist & Tidy Towns Committee: Signage Upgrade (F63-14/15)

**240-14/15 MOVED Cr Bavin seconded Cr Davies that Council adopt Finance and Audit Committee recommendation F63-14/15 that Council request more information from the Quairading Tourist and Tidy Towns Committee in regard to the 2015/2016 Budget Request for the upgrade to signage.**

**Council Discussion**

The Chief Executive Officer reported that this request is for General Town Signage which had been held over due to possible “Branding” that may have occurred if an Amalgamated Council had proceeded.

**CARRIED 8/0**

2015/2016 Draft Budget Request – Quairading Tourist & Tidy Towns Committee: Quairading Christmas Street Party December 2015 (F64-14/15)

**241-14/15 MOVED Cr Bavin seconded Cr McRae that Council adopt Finance and Audit Committee recommendation F64-14/15 that Council request the Lotterywest Acquittal and a Financial Statement for the Christmas Street Party from the Quairading Tourist and Tidy Towns Committee before the matter of a further Donation is considered.**

**CARRIED 8/0**

2015/2016 Draft Budget Request – Quairading Tourist & Tidy Towns Committee: Heritage Trails Quairading and Dangin (F65-14/15)

**242-14/15 MOVED Cr Bavin seconded Cr Andrews that Council adopt Finance and Audit Committee recommendation F65-14/15 that the 2015/2016 Budget Request from the Quairading Tourist and Tidy Towns Committee to upgrade the Heritage Trails be declined.**

**Council Discussion**

Cr Richards queried whether Grant Funding may be available.

Cr McRae suggested that the Quairading Tourist and Tidy Towns Committee work with the Community Development Officer to source Grant Funding for the Heritage Interpretative Signage.

**The Mover and Seconder agreed to amend the Motion to: - That the 2015/2016 Budget Request from the Quairading Tourist and Tidy Towns Committee to upgrade the Heritage Trails be further investigated.**

**CARRIED 8/0**

2015/2016 Draft Budget Request – Quairading Tourist & Tidy Towns Committee: New Flower Pots for the Main Street (F66-14/15)

**243-14/15 MOVED Cr Bavin seconded Cr Cousins that Council adopt Finance and Audit Committee recommendation F66-14/15 that Council request further information from the Quairading Tourist and Tidy Towns Committee and the submission be referred to the Works Committee.**

**Council Discussion**

Cr McRae commented that it was envisaged that the new flower pots would complement the new Bin Surrounds.

**CARRIED 8/0**

2015/2016 Draft Budget Request – Quairading Tourist & Tidy Towns Committee: Goods Shed Platform Scales (F67-14/15)

**244-14/15 MOVED Cr Bavin seconded Cr Andrews that Council adopt Finance and Audit Committee recommendation F67-14/15 that further information be obtained in regard to moving the Scales and the matter be referred to the Works Committee for scheduling an “In Kind” contribution.**

**CARRIED 8/0**

2015/2016 Draft Budget Request – Quairading Tourist & Tidy Towns Committee: Annual Grant (F68-14/15)

**245-14/15 MOVED Cr Bavin seconded Cr Cousins that Council adopt Finance and Audit Committee recommendation F68-14/15 that the Quairading Tourist and Tidy Towns Committee 2015/2016 Budget Request of an Annual Donation remain at \$3,000.00 for the 2015/2016 Draft Budget.**

### **Council Discussion**

Cr Hawksley commented that the Quairading Tourist and Tidy Towns Committee has achieved a lot for this Town and sees the Donation as money well spent.

**With the agreement of the Mover and Seconder the Motion was altered to: - that the Quairading Tourist and Tidy Towns Committee 2015/2016 Budget Request of an Annual Donation increase to \$4,000.00 for the 2015/2016 Draft Budget.**

**CARRIED 8/0**

#### 2015/2016 Draft Budget Request – Heartland E-News Website (F69-14/05)

**246-14/15 MOVED Cr Bavin seconded Cr Davies that Council adopt Finance and Audit Committee recommendation F69-14/15 that Council become a Member of Heartlands at the cost of \$330.00 for 2015/2016.**

**CARRIED 8/0**

Cr Bavin declared an interest in Draft Budget Request items for the Quairading Agricultural Society and Quairading Community Resource Centre.

#### 2015/2016 Draft Budget Request – Quairading Agricultural Society (F71-14/15)

**247-14/15 MOVED Cr Davies seconded Cr Andrews that Cr Bavin remain in the Council Chambers but refrain from discussion and voting on Items F71-14/15 and F72-14/15.**

**CARRIED 7/0**

**248-14/15 MOVED Cr Andrews seconded Cr Caporn that Council adopt Finance and Audit Committee recommendation F71-14/15 that Council support the Quairading Agricultural Society 2015/2016 Budget Request for additional Sponsorship of the Quick Shears Prize Money to the value of \$2,000.00 for the 95<sup>th</sup> Quairading Agricultural Show.**

### **Council Discussion**

Cr Caporn requested that the words “Prize Money” be included in the motion.

Cr McRae advised that she would vote against the motion as the Prize Money may go out of the District.

**CARRIED 6/1**

#### 2015/2016 Draft Budget Request – Quairading Community Resource Centre

Cr McRae declared an interest in this Item as a Member of the Quairading Community Resource Centre Management Committee.

**249-14/15 MOVED Cr Andrews seconded Cr Cousins that Cr McRae remain in the Council Chambers but refrain from discussion and voting on this item.**

**CARRIED 6/0**

**250-14/15 MOVED Cr Andrews seconded Cr Cousins that Council decline the 2015/2016 Draft Budget Request from the Quairading Community Resource Centre for \$250.00 towards the cost of refreshments to host a “Table Talk” Event.**

**CARRIED 6/0**

2015/2016 Draft Budget Request – Quairading Sportsman and Woman of the Year (F72-14/15)

**251-14/15 MOVED Cr Bavin seconded Cr Andrews that Council adopt Finance and Audit Committee recommendation F72-14/15 that the request for Council’s involvement of the Sports Biennial Function be supported in principle on the condition that Council recoups all costs and a Shire Nominated Representative sits on the Event Committee.**

### **Council Discussion**

Cr Davies advised that he supported the matter in principle and suggested that the Event be held biennially with the Citizen of the Year Award on Australia Day.

Cr Andrews reported that the Quairading and Districts Sport and Recreation Council had discussed this item.

Cr Davies commented that he felt the Citizen of the Year Event is waning in popularity.

Cr Richards advised of his support in principle but also stated that interest inevitably drops off and it becomes a Council organised event.

The Chief Executive Officer reported that all Sporting Clubs would be requested to provide feedback to the proposal pursuant to the discussions at the Quairading and Districts Sport and Recreation Council Meeting.

Cr Bavin commented that the Australia Day Event is a special event and should be left as is.

**CARRIED 8/0**

### UHY Haines Norton Amalgamation

Council noted that UHY Haines Norton have amalgamated with Moore Stephens and that Council will receive the same services as Council appoints the Individual Auditors and not the Company.

### Council Ratios

The Deputy Chief Executive Officer advised of the availability of Comparative Ratios for selected Local Governments provided by the Audit Firm.

The Meeting resolved to request Ratio Comparatives for all of the Neighbouring Councils.

Cr Caporn commented on the difficulty of getting a clear Financial Position when major Projects (and Funding Streams) are not completed in the Year.

### **Item 7.2 Economic Development Project Officer Status Report – June 2015**

The Meeting noted the Report from the Economic Development Project Officer.

**Item 7.3 Other Building Matters**

Nil

**4.06pm**

**252-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council suspend standing orders for Afternoon Tea.**

**CARRIED 8/0**

**4.26pm**

**253-14/15 MOVED Cr Cousins seconded Cr Andrews that standing orders resume.**

**CARRIED 8/0**

The Shire President welcomed Mrs Caroline Robinson of the Wheatbelt Business Network to the Council Meeting and invited Mrs Robinson to make a Presentation.

Mrs Robinson thanked Cr McRae and the Chief Executive Officer for extending an invitation in order to provide Council with information on the Organisation.

Mrs Robinson provided a PowerPoint and Verbal Presentation outlining the work of the Wheatbelt Business Network.

Council was advised that Mrs Robinson had held discussions with Mr Glenn Smith with an aim of the Wheatbelt Business Network assisting with the strengthening of the Quairading Chamber of Commerce.

Mrs Robinson advised that the Wheatbelt Business Network would be working with RSM Bird Cameron to deliver Small Business Enterprise within the Region.

Mrs Robinson provided information on a Feature on Businesses Relocating to the Wheatbelt in the "Business News" newspaper.

The Chief Executive Officer queried the cost of Membership of the Wheatbelt Business Network. Mrs Robinson advised that a Home Business Membership was \$82.50 and a bigger Business Membership was \$302.50 per Year.

Mrs Robinson provided information on "After Hours Business Meetings" and advised that she looked forward to seeing Councillors and Staff at the End of Financial Year Sundowner at the Quairading Community Resource Centre later this evening.

The Shire President thanked Mrs Robinson for her Presentation.

**4.47pm**

Mrs Robinson left the Council Chambers.



**ITEM 9 OTHER MEETINGS****Item 9.1 Local Emergency Management Committee Meeting held 4<sup>th</sup> June 2015**

Council noted that there were no recommendations coming from the Local Emergency Management Committee Meeting.

Cr McRae requested that “000” be advertised in the next Council e-Newsletter and to include Medical Emergencies.

**Item 9.2 Executive Committee Meeting held 12<sup>th</sup> June 2015**

Consideration of Executive Staff Salary Packages for the 2015/2016 Budget (EC7-14/15 and EC8-14/15)

**254-14/15 MOVED Cr Hawksley seconded Cr Bavin that the Executive Committee recommend to Council adopt Executive Committee recommendation EC7-14/15 that the Chief Executive Officer, Mr G A Fardon, be offered a Gross Annual Salary of \$158,310 (being Previous Salary of \$154,449 plus 2.5% increase which includes the Fair Pay Decision) from 1<sup>st</sup> July 2015. All other current terms and conditions of employment remain unaltered.**

**CARRIED 8/0**

**255-14/15 MOVED Cr Davies seconded Cr Caporn that the Executive Committee recommendation EC8-14/15 that the Deputy Chief Executive Officer, Mr A J Merillo, be offered a Gross Annual Salary of \$101,709 (being Previous Salary of \$99,229 plus 2.5% increase which includes the Fair Pay Decision) from 1<sup>st</sup> July 2015. All other current terms and conditions of employment remain unaltered.**

**CARRIED 8/0**

Manager of Works and Services (EC9-14/15)

**256-14/15 MOVED Cr Bavin seconded Cr Hawksley that Council adopt Executive Committee recommendation EC9-14/15 that the Manager of Works and Services, Mr T J Newick, be offered a Gross Annual Salary of \$100,968 (being Previous Salary of \$98,506 plus 2.5% increase which includes the Fair Pay Decision) from 15<sup>th</sup> October 2015. All other current terms and conditions of employment remain unaltered, upon Council’s endorsement of the Committee’s recommendation.**

**CARRIED 8/0**

Salaries and Wages to all Council Staff (EC10-14/15)

**257-14/15 MOVED Cr Hawksley seconded Cr McRae that Council adopt the Executive Committee recommendation EC10-14/15 that a 2.5% increase (which includes Fair Pay Decision) in Salaries and Wages to all Council Staff (excluding Executive Staff and Economic Development Project Officer) to be effective 1<sup>st</sup> July 2015.**

**CARRIED 8/0**

Economic Development Project Officer (EC11-14/15)

**258-14/15 MOVED Cr Caporn seconded Cr Bavin that Council adopt Executive Committee recommendation EC11-14/15 that the Economic Development Project Officer, Mr Richard Bleakley, be offered a Gross Annual Salary of \$81,205 (being Previous Salary of \$77,338 plus 5% increase which includes the Fair Pay Decision) from 1<sup>st</sup> July 2015. All other current terms and conditions of employment including Loyalty Scheme Payment remain unaltered.**

**CARRIED 8/0**

Conduct of the Next Annual Chief Executive Officer's Performance Review

**259-14/15 MOVED Cr McRae seconded Cr Davies that next Year's Meeting to conduct the Chief Executive Officer's Performance Review include all Councillors, not just the Executive Committee.**

**Council Discussion**

The Chief Executive Officer advised that the next Chief Executive Officer's Review would be at the Full Council Meeting and that the introduction of the Monthly Review Agenda Item had been by Mutual Agreement to this Process.

Cr Cousins commented that new Councillors should understand the Chief Executive Officer's role and that the Review could be handled at Committee level.

Cr Caporn stated that he preferred the Executive Committee process and then its recommendation to Full Council.

Cr McRae commented that she was surprised at the extent of discussion at the Executive Meeting and that she had learnt a lot. Cr McRae felt that all Councillors should be part of the process and that it should be a Full Council Meeting.

**MOTION LOST 2/6**

**Item 9.3 Quairading and Districts Sport and Recreation Council Meeting held 15<sup>th</sup> June 2015**

Cr Andrews reported that the Quairading and Districts Sport and Recreation Council Meeting held 15<sup>th</sup> June 2015 had been a reasonable Meeting.

Council was advised that the Sports Night Proposal had been discussed with general unspecified support of those present.

Cr Andrews commented that a User Group would be better to meet with Mr Kyle Stacey to plan a design for a Multi Purpose Facility rather than a Committee.

## ITEM 10      REPORTS

### 10.1          Chief Executive Officer's Report – June 2015

<h4>10.1.1      Proposed Storage Shed – Parker House Lodge</h4>
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#### REPORTING OFFICER

Jacky Jurmann – Planner

Date: 15<sup>th</sup> June 2015

#### SENIOR OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 19<sup>th</sup> June 2015

#### DISCLOSURE OF INTEREST:

- Chief Executive Officer – Secretary / Treasurer of the Quairading Frail Aged Lodge Committee
- Cr Caporn – Member of the Quairading Frail Aged Lodge Committee as Council's Delegate

OWNER/APPLICANT – Mrs D Edwards, Chairperson, Quairading Frail Aged Lodge Committee

MATTER FOR CONSIDERATION – An Application for Planning Approval has been submitted to obtain permission to construct a storage shed at the Parker House Lodge at Lot 2 Jennaberring Road, Quairading.

The proposed outbuilding will be 84m<sup>2</sup> in area and have a wall height of 2.4 metres consisting of two bays to be used by residents for storage of gophers and for 2 Staff vehicles.

It is recommended that the Application be Conditionally Approved.

APPLICANT'S SUBMISSION – The Applicant has indicated that the shed is needed to provide secure storage vehicles and for the storage of the ever increasing number of gophers owned by residents of the Parker House Lodge.

BACKGROUND – The site is located on the corner of Jennaberring Road and Loudon Street to the east of the main Quairading townsite and is managed by the Quairading Frail Aged Lodge Committee.

The Committee proposes to construct the shed on the Loudon Street frontage with vehicular access from the "Parker House" Carpark.

#### STATUTORY ENVIRONMENT

##### Shire of Quairading Town Planning Scheme No. 2 (TPS2)

The property is zoned Residential with a R10/20 coding. The proposed outbuilding will be ancillary to the existing use of the property and is therefore consistent with the Objectives of the zone.

Clause 4.9.3 of TPS2 enables conditional variation of the density code for dual coded land (such as the subject property), including advertising of the proposal. The application has not been advertised, and therefore has been assessed under the provisions applicable for the R10 coding.

Clause 7.2 of TPS2 provides for permitted development (i.e. development that does not require a planning application). The proposal does not meet the requirements of permitted development due to the variations of the provisions of the R-Codes relating to the maximum permitted floor area, and

therefore requires Council to consider the application on its merits through the planning application process.

### State Planning Policy 3.1 – Residential Design Codes (R-Codes)

The R-Codes applies to all land zoned Residential in WA. The subject land is zoned Residential and has a dual coding of R10/R20. As indicated above, in accordance with the provisions of TPS2, the application has been assessed applying the R10 coding.

Tables 1 and 2a of the R-Codes sets out the general site requirements as follows:

- Front primary street setback – 7.5m. Proposed – 10.0m. Complies – Yes.
- Rear boundary setback – 6.0m. Proposed – >6.0m. Complies – Yes.
- Side boundary setback – 1.0m. Proposed – >1.0m. Complies – Yes.
- Minimum open space – 60% or 1.1563 ha. Proposed - >60%. Complies – Yes.

Clause 5.4.3 applies to outbuildings. The proposal does not comply with the deemed-to-comply provisions of this clause for the following reason:

- The proposed floor area of the outbuilding exceeds 60m<sup>2</sup> (84m<sup>2</sup> proposed).

Therefore, the proposal must be consistent with the design principle for outbuildings of:

*“Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties”.*

The construction of the shed is in context with the use of the site and will not detract from the streetscape of Loudon Street or the visual amenity of the neighbouring properties, particularly as it will be located on an angle to the street that will reduce the perceived bulk and scale of the shed.

### Quairading Policy 10.3 – Outbuildings in the Quairading Townsite Residential Zone

Council’s current Policy regulating outbuildings advises applicants and landowners that Council will generally support the construction of outbuildings subject to:

- a) Maximum area of the garage 50m<sup>2</sup>  
Maximum area of store / home workshop 37m<sup>2</sup>  
Maximum area of garden sheds 9m<sup>2</sup>  
Only two such outbuildings to be approved in addition to fowl houses, aviaries and shade houses.
- b) The use of second hand materials will generally not be accepted by Council.
- c) Outbuildings in excess of 9m<sup>2</sup> in that part of Quairading south of Suburban Road should be constructed of brick or colourbond.
- d) A minimum requirement for outbuildings in excess of 37m<sup>2</sup> in that part of Quairading north of Suburban Road is that the building should be constructed in colourbond.

The proposed outbuilding, if considered as a combined garage and store/home workshop complies with Council’s policy for floor area that permits 87m<sup>2</sup> in total floor area. Although, if just considered as a garage, exceeds the permitted floor area by 22m<sup>2</sup>.

### POLICY IMPLICATIONS

Adverse policy implications can occur where planning approval is granted to a development that could set a precedent that others could use to also justify a variation to Policy.

In this case, the only variation of Council's Policy being sought is that of the floor area, which as previously reported, have been varied a number of times to meet the needs and expectations of the Shire's residents and has resulted in a review of the current Policy.

It is considered that the variations proposed will not have any adverse policy implications.

**FINANCIAL IMPLICATIONS** – There are no financial implications for the Shire associated with this proposal.

**STRATEGIC IMPLICATIONS** – There are no strategic implications for the Shire associated with this proposal for the construction of an outbuilding ancillary to the residential use of the property.

**COMMUNITY CONSULTATION** – Community consultation is required when it is considered that the proposed variations to the development standards could have an adverse impact on neighbouring landowners or occupiers. In this case, it was considered that due to the number of similar sheds in the locality that the approval of this shed was unlikely to result in any undesirable impacts on neighbouring landowners or occupiers.

**COMMENT** – Council's Policy for outbuildings is currently under review to ensure that it meets the community's needs and provides an appropriate regulatory framework. This review is particularly necessary due to the inconsistencies with the provisions of the R-Codes. This review is currently pending awaiting the outcome of the proposed amendments to the R-Codes that are expected to be introduced in the near the future.

## **OFFICER RECOMMENDATION**

**260-14/15 MOVED** Cr Caporn seconded Cr Hawksley that Council **APPROVE** the planning application to construct a storage shed for the use of the Residents and Staff at Parker House Lodge at Lot 2 Jennaberring Road, Quairading, subject to the following conditions of approval:

- 1. Development must be substantially commenced within two (2) years from the date of determination.**
- 2. Development must be in accordance with the stamped approved plans, subject to at least 1 metre separation between existing Garden Shed and the Proposed Structure.**
- 3. All stormwater shall be managed on site to the satisfaction of the local government.**
- 4. The outbuilding shall not be used for habitable, commercial or industrial purposes.**
- 5. Advice Notes:**
  - i. If the development the subject of this approval is not substantially commenced within a period of two (2) years, or such other period as specified in the approval after the date of the decision, the approval shall lapse and be of no further effect.**
  - ii. Where an approval has so lapse, no development shall be carried out without the further approval of the local government having first been sought and obtained.**
  - iii. If an applicant is aggrieved by this decision there is a right of appeal pursuant to the provisions of Part 14 of the *Planning and Development Act 2005*. An application for review must be lodged within 28 days from the date of determination.**
  - iv. Prior to the commencement of the development hereby permitted, a Building Permit and/or Demolition Permit may be required under the provisions of the *Building Act 2011*.**

- v. **An application for a crossover or any works on the footpath/verge will be required prior to carrying out any works. The applicant is advised to liaise with Shire's Manager of Works and Services.**

**CARRIED 8/0**

<b>10.1.2 Disability Access and Inclusion Plan 2015-2020 (DAIP)</b>
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REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer                      Date    19<sup>th</sup> June 2015

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Adoption of Disability Access and Inclusion Plan 2015-2020

APPLICANT'S SUBMISSION – DAIP attached to Report

**BACKGROUND** – The purpose of a DAIP is to ensure that people with disability can access services provided by public authorities in Western Australia, and to participate and be included in their community. The goal is to provide, as much as is reasonable, the same level of access as people without disability enjoy, and to ensure that people are not discriminated against on the basis of their disability.

When developing a DAIP, a local government must aim to achieve seven desired outcomes. These provide a framework for translating the principles and objectives of the Act into tangible and achievable results.

The seven desired outcomes are:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.
3. People with disability receive information from the relevant 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 the relevant public authority.
5. People with disability have the same opportunities as other people to make complaints to the relevant public authority.
6. People with disability have the same opportunities as other people to participate in any public consultation by the relevant public authority.
7. People with disability have the same opportunities as other people to obtain and maintain employment.

The Disability Services Act stipulates that each local government is required to:

- Develop and implement a DAIP;
- Ensure staff, officers, agents and contractors implement the plan;
- Consult and promote the plan;
- Review and lodge the plan at least every five years;
- Report to the Commission every time the DAIP is reviewed or amended;
- Report to the Commission progress in implementing the DAIP each year; and
- Describe the DAIP activities in the Shire's Annual Report.

Council's last DAIP was for the Period 2007–2010.

Council Staff have also been consulted during the process of reviewing the previous Plan and preparing this Draft Plan.

#### STATUTORY ENVIRONMENT – Disability Services Amendment Act 2004

The Disability Services Regulation 2004, Part 10 - Procedure for Public Consultation by Authorities, states:

- “(1) For the purposes of the Act, a public authority is to undertake consultation in relation to its disability access and inclusion plan by calling for submissions either generally or specifically -
- (a) by notice in a newspaper circulating throughout the State, or in the case of a local government, the district of that local government under the Local Government Act 1995; or
  - (b) on any website maintained by or on behalf of the public authority.
- (2) Nothing in sub regulation (1) prevents a public authority from also undertaking any other consultation.”

#### POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – Any Access Improvements are to be incorporated into Council's Corporate and Capital Plans, Specific Projects or Programs.

#### STRATEGIC IMPLICATIONS – Built Environment

Objectives: Improve Town Centre

Priorities: Develop access plans for buildings, roads, paths, including all users (disabled, gophers, prams).

COMMUNITY CONSULTATION – Consultation Period closed on Friday 12<sup>th</sup> June 2015.

COMMENT – I report to Council that no submissions were received by the Closing Date of the Consultation Period and Recommend the Adoption of the Draft DAIP without Amendment.

## OFFICER RECOMMENDATION

**261-14/15 MOVED Cr Davies seconded Cr McRae that Council adopt the Disability Access and Inclusion Plan 2015-2020.**

**CARRIED 8/0**

<b>10.1.3 Salaries and Allowances Tribunal – Elected Members Remuneration</b>
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### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer                      Date 22<sup>nd</sup> June 2015

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Salaries and Allowances Tribunal

MATTER FOR CONSIDERATION – Council to consider Remuneration for Councillors within the Prescribed Banding for the 2015/16 Year.

APPLICANT'S SUBMISSION – Copy of Salaries and Allowances Tribunal Determination attached to this Report.

BACKGROUND – The Salaries and Allowances Tribunal (SAT) has now completed its review of Fees, Allowances and Expenses for Elected Council Members for all Councils and effective for the 2015/16 Year.

The SAT determined a Series of Bands in 2013 to reflect the varied size and complexity of Local Governments across the State.

The Band Structure enables each Council to exercise the discretion of payment level within the Band parameters (Level / Band 4).

STATUTORY ENVIRONMENT – Local Government Act and Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Subject to Council Resolution, 2015/2016 Budget will need to reflect Meeting Fee Level determined by Council.

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – Nil

COMMENT – The Tribunal has determined that this Council remains a Band Level 4 and the General Tribunal Determination is that there be no Increase in Allowances and Meeting Fees for Elected Members.

Council Meeting Fees are to be within the Band of \$88 to \$232 per Councillor per Meeting and a Band of \$88 to \$477 for the Shire President.

Committee Meeting Fees are to be set within the Band of \$44 to \$116 per Meeting.



The Current Meeting Fees (2014/2015) are as follows: -

Council Meetings

Shire President	\$463
Councillors	\$225

Committee Meetings

All Councillors	\$80
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Council's Current Budget for Meeting Fees (and other Expenses Claimed) is \$38,000 per Annum.

Council has the Option to determine an Annual Attendance Fee in lieu of paying a Meeting Sitting Fee.

Band 4 Level for an Annual Fee is \$3,500 to \$9,270 for Councillors and \$3,500 to \$19,055 for the Shire President.

Annual President's Allowances can be within the Band of \$500 to \$19,570. Council's current Shire President has accepted the Annual Allowance of \$500.00 in the 2014/2015 Year.

SAT has determined that the Annual Allowance for the Deputy Shire President is 25% of that granted to the Shire President. Council has not previously supported an Allowance for the Deputy Shire President.

Other Expenses incurred by Councillors are to be reimbursed by Council upon documentary evidence or as pursuant to the Local Government Regulations.

Remuneration Levels for Elected Members are reviewed on an Annual basis.

**OFFICER RECOMMENDATION – Nil**

**Submitted for Council's determination of: -**

- 1. Meeting Fee or an Annual Allowance payable to Elected Members;**
- 2. Level of Remuneration within Band 4; and**
- 3. Shire President's Allowance.**

**for the 2015/2016 Year.**

**COUNCIL MOTION**

**262-14/15 MOVED Cr Davies seconded Cr Cousins that the Meeting Fees for Elected Members and Shire President's Allowance remain as follows: -**

**Council Meetings (per Meeting)**

<b>Shire President</b>	<b>\$463</b>
<b>Councillors</b>	<b>\$225</b>

**Committee Meetings (per Meeting)****All Councillors        \$80****Shire President's Allowance - \$500 per Financial Year****CARRIED BY ABSOLUTE MAJORITY 8/0**

Cr Davies queried whether an Annual Payment would be an easier payment method. The Chief Executive Officer advised that the current quarterly payments were preferred as Staff have to research Minutes to ascertain individual attendances at Meetings.

**10.1.4        Shire of Tammin – Resource Sharing of Chief Executive Officer****REPORTING OFFICER**

Graeme A Fardon – Chief Executive Officer        Date    22<sup>nd</sup> June 2015

**DISCLOSURE OF INTEREST** – Chief Executive Office, Graeme Fardon

**OWNER/APPLICANT** – Mr Brian Jones, Chief Executive Officer of the Shire of Tammin

**MATTER FOR CONSIDERATION** – Tammin Council seeking Expressions of Interest from its Neighbouring Councils on the Sharing of a Chief Executive Officer.

**APPLICANT'S SUBMISSION** – Copy of the Shire of Tammin's Correspondence and Council's Acknowledgement Letter attached for Members' Reference.

**BACKGROUND** – The Shire of Tammin has written to Council (along with the other three Neighbouring Shires) notifying that their current Chief Executive Officer ceases employment on the 31<sup>st</sup> August 2015 and inviting Expressions of Interest for a Sharing of their Chief Executive Officer Resources.

Following Council's withdrawal from SEAVROC, Council has worked in a collaborative grouping with the Shires of Cunderdin and Tammin.

**STATUTORY ENVIRONMENT** – Section 5.36 of the Local Government Act requires a Council to employ a person to be the Chief Executive Officer of the local government. Previous examples of Shared Chief Executive Officer Arrangement were the Shire of Tammin with the Shire of Kellerberrin. Second example was Shires of Tambellup and Broomehill which was the first step in the successful Amalgamation of the 2 Councils several years later.

**POLICY IMPLICATIONS** – N/A

**FINANCIAL IMPLICATIONS** – Shared cost of a Chief Executive Officer as Tammin Shire claim "it is too small to warrant the expense of a full time Chief Executive Officer".

**STRATEGIC IMPLICATIONS** – N/A

**COMMUNITY CONSULTATION** – Nil

**COMMENT** – The Shire of Tammin has written to the Shires of Cunderdin, Kellerberrin, Quairading and Wyalkatchem to ascertain each Council's Interest and Capacity to share the Chief Executive Officer.

Tammin Shire Council is seeking Council's views on the following: -

- *The views and actions of your Council in regards to responding to the State governments recent local government structural reform process.*
- *The current views of your Council in regards to structural reform.*
- *What arrangements if any that your Council has in place to resource share staff or other resources with other local governments.*
- *The qualifications, experience and capability of your CEO to undertake a resource sharing arrangement.*

Without pre-empting Consideration of the Above Issues by Full Council, the Writer tabled the Shire of Tammin's correspondence with the Executive Committee at its Meeting on the 12<sup>th</sup> June 2015.

The Matter was held over for Full Council to consider.

Issues to consider (not exhaustive) include: -

- Current Workload of the Chief Executive Officer as discussed with the Executive Committee.
- Future Major Projects to Deliver in the District.
- Resource Sharing Options across the 3 Councils.
- Impending large turnover of Elected Member in October 2015 Elections.
- Quairading Shire Council's strong intent to work collaboratively with the other 2 Councils to achieve sustainable, efficient and professional Service Delivery.
- "Best Fit" for Tammin Shire Council.

I report that the Shire of Cunderdin have considered the same Item at its Council Meeting on the 18<sup>th</sup> June 2015 and has resolved as follows: -

*"That Council:*

- 1. Informs the Shire of Tammin that it is prepared to work favourably with their proposal for a Resource Sharing Arrangement for the Chief Executive Officer position.*
- 2. Informs the Shire of Tammin that such support for the proposal will be subject to preparation of a Business Plan and Feasibility Study favouring the proposal and identifying significant benefits for both the Shires of Cunderdin and Tammin."*

The Writer considers it essential that the Shire of Tammin determine its own Long Term Reform position but recognising that the Shire of Tammin have identified that it is no longer able to afford a Full Time Chief Executive Officer, nor is the Organisation resourced adequately to comply with the ever increasing Statutory Compliance required of a local government.

Subject to Council's discussion, it is recommended that Council consider supporting the Expression of Interest submitted by the Shire of Cunderdin as this will strengthen the close working relationship Council has with the Shires of Cunderdin and Tammin.

## **OFFICER RECOMMENDATION**

**Submitted for Council consideration.**

**263-14/15 MOVED Cr Bavin seconded Cr Andrews that Council advise the Shire of Tammin that: -**

1. Council strongly supports the collaborative approach of Resource Sharing with the Shires of Cunderdin, Quairading and Tammin;
2. Council is unable to provide an Expression of Interest for Resource Sharing of a Chief Executive Officer; and
3. Council supports the Shire of Cunderdin's Expression of Interest for Resource Sharing of a Chief Executive Officer.

**CARRIED 8/0**

### **Council Discussion**

Cr Hawksley commented that the Shires of Cunderdin and Tammin could make up their minds with Quairading on the sidelines for a while.

Cr Davies advised that Council should make the Shire of Tammin aware that we can help out in other ways to strengthen collaboration.

Cr McRae commented that she was disappointed that the Shire of Tammin didn't consult their Community on this issue.

Cr Richards advised that he understood of the Shire of Tammin's leaning toward the Shire of Cunderdin and commented that he believed the Shire of Quairading did not have the resources to assist but strongly supported exploring all resource sharing opportunities.

Cr Caporn commented on the work / time burden on the Chief Executive Officer and that he was already too busy with Council's many Projects and ongoing Programs.

<b>10.1.5 Parker House – Request for In Kind Assistance</b>
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#### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer                      Date    22<sup>nd</sup> June 2015

#### DISCLOSURE OF INTEREST:

- Chief Executive Officer is Secretary / Treasurer of the Quairading Frail Aged Lodge Committee
- Cr Caporn is Council's Delegate on the Quairading Frail Aged Lodge Committee

OWNER/APPLICANT – Mrs Deidre Edwards, Chairperson of Quairading Frail Aged Lodge Committee Inc

MATTER FOR CONSIDERATION – Request seeking “In Kind Contribution” by way of Council's Works Staff and Plant for Minor Earthworks at Parker House.

APPLICANT'S SUBMISSION – Copy of the Frail Aged Lodge Committee's correspondence is attached.

BACKGROUND – The Frail Aged Lodge Committee have written to Council seeking “In Kind Assistance” with the removal of topsoil and the laying and compaction of a Yellow Sand Pad for the proposed “Combined Gopher Shed and Staff Vehicle Garage” to be located adjacent to the South Eastern side of “Parker House”.

The Committee will bear the full cost of the Supply and Erection of the Structure, Concrete Footings / Floor and Electrical Fit Out. The Total Estimated Cost of these works is \$35,000.

STATUTORY ENVIRONMENT – Work requested is on Freehold Land owned by Council.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Council does have an Annual Budget Allocation (GL 1772) for Minor Works Costs associated with Rose Pruning and Tree Pruning at “Parker House”.

STRATEGIC IMPLICATIONS – Improvement to a Community Owned Asset.

COMMUNITY CONSULTATION – Extensive Consultation within Quairading Frail Aged Lodge Committee, WA Country Health Management, Parker House Residents and Staff.

COMMENT – Council is requested to consider providing this “In Kind Contribution” to assist the Committee with this Project.

It is estimated by the Manager of Works and Services that the value of Council’s Labour and Plant for this work will be in the vicinity of \$3,200 excluding GST.

#### **OFFICER RECOMMENDATION**

**Nil – Given Chief Executive Officer’s Declaration of Interest on this Item.**

**Submitted for Council Considerations and (if supported) inclusion in the 2015/2016 Budget.**

**264-14/15 MOVED Cr Davies seconded Cr Andrews that Council support the Quairading Frail Aged Lodge Committee Inc by way of Council’s Works Staff and Plant for Minor Earthworks at Parker House.**

**CARRIED 8/0**

<b>10.1.6      Review of Council’s Corporate Business Plan</b>
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#### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer      Date    22<sup>nd</sup> June 2015

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – Adopt Officer’s Report on the Review of Corporate Business Plan.

APPLICANT’S SUBMISSION – Adopted Corporate Business Plan 2013/14 – 2017/18 attached for Members’ Reference.

BACKGROUND – The State Government legislated in 2011/2012 for the implementation of an Integrated Planning and Reporting Framework and Guidelines.

A Key Document in this Framework is the Corporate Business Plan with “activates the Strategic Community Plan”.

The Integrated Planning Guidelines indicate that the Corporate Business Plan should be reviewed Annually and reported upon prior to the commencement of the Annual Budget Process.

The Department of Local Government states that, “This enables the new Financial Year in the Corporate Business Plan to accurately inform the Annual Budget Process through a reprioritised Corporate Business Plan”.

STATUTORY ENVIRONMENT – Section 5.56 of the Local Government Action and Associated Regulations prescribe Council Strategic Plans.

**19DA. Corporate business plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil at this time, “In House” Officer Review of the Corporate Business Plan.

STRATEGIC IMPLICATIONS – Linkage to Council’s Strategic Community Plan.

COMMUNITY CONSULTATION – N/A

## COMMENT – Review of 2014-2017 Corporate Business Plan

- Council’s first Corporate Business Plan was adopted on 26<sup>th</sup> June 2014 covering the Period 2013/14 to 2017/18.
- Is to be reviewed Annually as part of Budget Process.
- To cover at least a 4 Year Planning Cycle and details the Services, Operations and Projects the Council intends to deliver towards achieving the Community’s Aspirations captured in the Strategic Community Plan.
- Council is currently reviewing its Strategic Community Plan (required every 2 years).
- Any Review / Amendments will directly need to be reflected in a revised Corporate Business Plan in the next 12 months.
- Since the Development and Adoption of the first Strategic Community Plan and Corporate Business Plan, the Funding Environment for Local Government has changed significantly with the tightening of some External Grant Monies and the total removal of the Royalties for Regions Country Local Government Fund.

The Royalties Funding has been rebadged and is the subject of a more Competitive Process and aligned to “Regional Blueprints”.

Further work needs to be undertaken by Council and its Staff to align projects with known Funding Streams.

Council’s supporting Long Term Financial Plan was based on the assumption that Country Local Government Fund (Individual and Regional Components) would be continuing over the 10 Year Period covered by the Long Term Financial Plan.

As this is not now the case, the Long Term Financial Plan will need to be significantly reviewed in the coming Year.

Further Supporting Documents include: -

- Workforce Plan
- Asset Management Plans
- Service Plans and Special Project Plans

It is commented that the Compliance burden of the whole Integrated Planning and Report Framework (IPRF) is onerous and small Councils including Quairading have extreme difficulty in resourcing the sustained effort to regularly review and update each of the Principal Planning Documents.

Projects and Programs in the Adopted Corporate Business Plan highlight that Revenue from Rates will need to grow faster than the Rate of the anticipated Consumer Price Index and based on Service Levels and Programs offered reflected a requirement for a 6.0% Rate Increase per Annum over the life of the Plan.

Council adopted a 6.0% Rate Increase in the 2014/2015 Adopted Budget.

In setting its Annual Budget, Council will need to be mindful of Service Levels offered and the Cost to deliver such Services.

In addition, Council needs to be mindful of the Various Asset Management Plans Council has in place reflecting a generally Ageing Asset Base and without significant effort, a widening Asset Funding Gap.

Section 1.5.2 of the Corporate Business Plan (Page 8) reflects the following Asset Funding Gaps:-

#### Buildings and Structures

Short Term (5 Years)	\$56,000 per Year
Medium Term (10 Years)	\$391,000 per Year

#### Roads

Short Tem (5 Years)	\$1,694,000 per Year
Medium Term (10 Years)	> \$2.0M per Year

These Estimates will be further finetuned as “Fair Values” are regularly calculated (on a rotational basis) for all of Council’s Asset Classes.

Also Council’s increased focus on Asset Renewal and redirection of Funding to Renewal will see a small but slow reduction in the Projected Asset Funding Shortfalls as Assets are improved / renewed.

Council must continue to be Strategic in its approach and adjust Plans and Programs according to each Year’s Economic Climate as well.

Council and its Staff must continue to research and seek out External Funding Options but also avenues for “Collaborative / Smart Work Practices” to ensure Service Levels Costings can be maintained at a reasonable level while trying to accommodate the Community’s every increasing Aspirations and Demands.

### 5.0 Organisational Structure

Variation to the Structure for the Adopted Corporate Business Plan:

- Community Development Officer increased from 0.8 to 1.0 Full Time Employee in a Job Share Arrangement late in the 2014/2015 Year.

Increased Resources were budgeted in 2014/2015 Year to reflect increasing demands on the Position and Council’s increased effort on Reconciliation Planning and Projects.

- Organisational Chart need to be amended for the inclusion of the Environment Project Officer which had accidentally been omitted from Council’s Organisational Chart in the first Corporate Business Plan.
- Inclusion of the “Community Emergency Services Manager” Position which was previously hosted by the Shire of Cunderdin and now with Council. Costs for the Position are recovered as follows: -

70% Department of Fire and Emergency Services  
15% Shire of Cunderdin



- An inclusion for the 2015/2016 Year is the Employment of a Qualified Electrician and one Apprentice to undertake Electrical Work on Major Council Projects and to provide Cost Recovery on Electrical Private Works in the District and Region.

It is considered that the relocation of the Employees from the Shire of Tammin is beneficial and Cost Effective for Council and the Community.

- Structure needs to be amended to reflect the movement of the GP Doctor from a Salaried Position to that as a Contractor.
- Structure to be amended to reflect the ongoing employment of a Part Time Practice Nurse at the Quairading Medical Practice. This was an omission from the Adopted Corporate Business Plan but was included in the Financial Calculations.
- Ranger Services are to be included as the Service was previously sourced from the Shire of York. Service now provided by a Private Contractor and their Staff.

### 6.0 Corporate Governance

Reviewed and no amendments recommended.

### 7.0 Strategic Vision and Focus Areas

Each Objective / Area will need to be reviewed in 2015/2016 Year as the Review of the Strategic Community Plan unfolds.

Recommend for the Current Review Process to keep this Section unaltered.

Individual Service Funding Estimates for the 2015/2016 Year amended accordingly in the Preparation of the 2015/2016 Draft Budget.

### 7.2 Natural Environment

- Water Management Plan carried over from 2014/2015 to 2015/2016 Year.
- Borefield – This area has had an existing Bore redeveloped in 2014/2015 and now a Water Point provided at the Airstrip and Loudon Street.

### Regional Recycling Centre

- Need to review Timing and Scope of Expansion to ensure local Ratepayers not subsidising a “Regional Service”.
- Access to External Waste Management Grants essential for any Capital Works which Increase the Facility’s Capacity.
- No recent appetite (nor Resources for) a Revised Regional Strategic Waste Management Plan. Previous Plan through SEAVROC and its timeframe has now expired.

### Objective 2.4 (Page 30)

2.4.4 Realign Project Budget for Caravan Park Redevelopment.

2.4.5 Note deferral of Caravan Park Cottages until the Redevelopment's Total Cost is known and also seek out External Funding opportunities.

### 7.3 Built Environment (Page 32)

- Road Inventory Data Take Up has occurred in 2014/2015. Last full take up was in 2011.
- Requirement to keep each Year's Roadwork Improvements up to date in the ROMAN System.
- Seeking out collaborate approach with Cunderdin and Tammin to secure Engineering Technical Skills.
- "Centenary Park" adjoining the Quairading Community Resource Centre has reached Concept Stage. Funding Options need to be researched.
- Footpaths and Bridges Inventory / Condition have be collected in 2014/2015.

### Objective 3.2 (Page 32)

- Recommend a Realistic Staged Approach to Improvements to the Main Street Precinct (ie Bins, Tree Guards and Water Fountain in 2015/2016).
- Ongoing Access improvement for Persons with Disability.

### Objective 3.4 (Page 37)

Area requires total Review following the review of the Strategic Community Plan.

### Object 4.1 (Page 39/40)

- Highlight further works need to be undertaken or future Policy on Incentives afforded by Council for New Businesses.
- Council is undertaking a review of the future use of the Ex Saleyards Land.
- Regional Economic Planning – liaison with Wheatbelt Development Commission to identify feasible opportunities for Light Industry / Agricultural Service Industries.

### Objective 4.2 (Page 41)

4.2.4 The Small Business Enterprise Centre Eastern Wheatbelt ceases at the 30<sup>th</sup> June with the Change in Service Delivery Model by the State Government. Recommend Annual Contribution of \$5,000 be utilised on local Small Business Development Initiatives.

### Objective 4.3 – Support Farming Viability

Query the ability / authority of Council to "Develop a Regional Strategy on providing support for local farmers".

Recommend that Strategic Community Plan be reviewed to reflect what Activities Council have Authority in and Resources to undertake.

### 7.5 Governance (Page 44)

Highlight the Business Plan Section specifying / recommending that the Workforce Plan, Long Terminal Financial Plan and Asset Management Plans each Year.

### Objective 5.3

Ongoing Strategy to Create and Foster Partnerships to improve Council's Efficiency and Effectiveness.

### 8.0 Services and Financial Costings

#### 8.5 Education and Welfare

8.5.2 (Page 54) Construction of Independent Living Units (\$500,000) Project on hold until Land Tenure finalised and Funding Streams are Identified and Secured.

### 8.6 Housing

8.6.2 Highlight that Lot 190 McLennan Street Improvements have already been completed in 2014/2015 Year.

### 8.8 Recreation and Culture

Council's Building Asset Management Plan had previously highlighted: -

- Replacement of Bowling Club Shed.
- Sports Oval Reticulation Renewal.
- Replace Oval Goal Posts

Noted any inclusions in 2015/2016 Budget are conditional upon Council's Financial Position and Competing Priorities.

### 7.9 Transport (Page 61)

Noting that the Federal Government's Road to Recovery Program Funding will be doubled for 2015/2016 Year only.

Annual Budget will need to reflect Works not yet undertaken on the Quairading – Cunderdin Road, but noting Pre Claimed Funding is quarantined as a Restricted Cash Asset.

Also noting that there is insufficient Grain Freight Funding to complete the realignment of both Wackett Road and Cubbine Road Bends.

## **OFFICER RECOMMENDATION**

**265-14/15 MOVED Cr Hawksley seconded Cr Andrews that Council accept the Chief Executive Officer's Report reviewing Council's Corporate Business Plan 2013/2014 to 2017/2018.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

### **Item 10.2 Building, Health and Environment Report**

Council noted the written Report prepared by the Manager of Health and Building Services.

**Item 10.3 Environment Officer's Report**

Council noted the Environment Officer's written Report.

**ITEM 11 INWARD CORRESPONDENCE**

Nil

**ITEM 12 LATE ITEMS**

**266-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council accept Late Items.**

**CARRIED 8/0**

**Item 12.1 Central Country Zone Meeting**

The Chief Executive Officer provided information in regard to the Health MOU Group being discussed at the Central Country Zone Meeting to be held in Wickepin on Friday 26<sup>th</sup> June 2015.

**Item 12.2 Shire of Tammin – Sale of Electrical Contractor Materials**

The Chief Executive Officer tabled information from the Shire of Tammin in regard to the Valuation / Estimated Cost of the Electrical Contractor Vehicle, Tools and Stock.

**267-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council purchase the Electrical Contractor's Vehicle, Tools and Stock from the Shire of Tammin for \$26,000 + GST subject to confirmation of Visa Entry Requirements for Mr John Greenwood.**

**CARRIED 8/0**

**ITEM 13 TABLED ITEMS**

Nil

**ITEM 14 COUNCILLORS' REPORTS / BUSINESS****Cr Hawksley**

Nil

**Cr Bavin**

Cr Bavin advised that Mr Haydn Richards is Quairading's Entrant in the Eastern Districts Rural Ambassador Competition this Weekend and that Cr Richards will be attending the Afternoon Tea.

**Cr Caporn**

Nil

**Cr Andrews**

Cr Andrews advised that Mr John Hards had queried whether Councillors would be interested in having Defibrillator Training.

It was resolved to conduct a Training Course during Afternoon Tea at the next Council Meeting.

**Cr Davies**

Nil

**Cr Cousins**

Nil

**Cr McRae**

**268-11/15 MOVED Cr McRae seconded Cr Davies that Council become a Member of the Wheatbelt Business Network for a cost of \$302.50 in 2015/2016.**

**CARRIED 8/0**

**Economic Development Project Officer**Swimming Pool Concept and Design Upgrade Plans

The Economic Development Project Officer raised Council's attention to Item 7.2.2 of his Report.

Milestones dates revised and signed contract forwarded to Department of Sports and Recreation on 18<sup>th</sup> June 2015.

The Economic Development Project Officer reported that he was seeking a Resolution from Council to call for tenders for the Swimming Pool Refurbishment Civil Works.

**269-14/15 MOVED Cr Hawksley seconded Cr Caporn that Council call for tenders for the Swimming Pool Refurbishment Civil Works.**

**CARRIED 8/0**

**Chief Executive Officer's Secretary**

The Chief Executive Officer's Secretary advised that she would like to get a Council Photograph taken at the next Meeting.

**Chief Executive Officer**

The Chief Executive Officer thanked Councillors for their support of all Staff in the past Financial Year.

**Mrs J Haythornthwaite**

Nil

**Cr Richards**

Cr Richards thanked Councillors and Staff for the manner in which today's Meeting was conducted.

**ITEM 15      NEXT ORDINARY MEETING**

Thursday 30<sup>th</sup> July 2015 commencing at 2.00pm.

**ITEM 16      CLOSURE**

There being no further business to discuss, the Chairman declared the Meeting closed at 5.37pm.

I certify the Minutes of the Ordinary Meeting of Council held on 25<sup>th</sup> June 2015 were confirmed on 30<sup>th</sup> July 2015 as recorded on resolution no \_\_\_\_\_

Confirmed.....30/7/15