

SHIRE OF QUAIRADING
MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 17TH DECEMBER 2015
COMMENCING AT 12.07PM

ITEM 1 ATTENDANCE AND APOLOGIES

| | |
|------------------------|--------------------------------------|
| Cr B K Caporn | Shire President |
| Cr W M F Davies | Deputy Shire President |
| Cr L R Brown | |
| Cr J N Haythornthwaite | |
| Cr B McGuinness | |
| Cr G J McRae | |
| Cr G B Taylor | |
| Mr G A Fardon | Chief Executive Officer |
| Mrs J L Clemens | Chief Executive Officer's Secretary |
| Mr R M Bleakley | Economic Development Project Officer |
| Mrs J Jurmann | Town Planner (12.07pm to 2.26pm) |

Apologies

| | |
|----------------|--------------------------------|
| Cr W E Shenton | |
| Mr T J Newick | Manager of Works and Services |
| Mr A J Merillo | Deputy Chief Executive Officer |

ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT

Shire President Cr Caporn welcomed Councillors and Staff to the December Ordinary Meeting of Council.

“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 Caporn advised that the Annual Christmas Function will commence at the Quairading Bowling Club at 5.00pm.

ITEM 2.1 PUBLIC QUESTION TIME

There being no members of the public present, the Meeting proceeded to the next item of business.

ITEM 2.2 DEPUTATIONS

Nil

ITEM 3 DECLARATIONS OF INTEREST

Cr McGuinness foreshadowed future Declarations of Interest due to his Appointment with the WA Country Health Service.

ITEM 4.1 BUSINESS ARISING AND CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD ON 26TH NOVEMBER 2015

City of Fremantle – Mayors for Peace

97-15/16 MOVED Cr McRae seconded Cr Haythornthwaite that Council take no action on the “Mayors for Peace” and remove this item from Matters Pending.

CARRIED 7/0

Syrian Refugees

The Chief Executive Officer reported that there had been no further information received from WALGA on the Syrian Refugee Program.

Pro Forma Template for Shire Facilities Users

The Chief Executive Officer advised that the Economic Development Project Officer has been drafting a Pro Forma Template for all Club/ Organisations that use Shire Facilities and that it would be circulated in the near future.

Sale of Administration Vehicle

The Chief Executive Officer reported that an excellent result had been achieved at the Auction of the Administration Vehicle.

Council was advised that information on the impending Auction had been circulated to Community Members via the eNewsletter system.

Retired Councillors Function

Council was advised that the presence of the Retired Councillors would be acknowledged at Council’s Christmas Function, however a stand alone Function would be held in the future (March / April 2016).

98-15/16 MOVED Cr Davies seconded Cr McGuinness that Council rescind Motion 88-15/16.

CARRIED 7/0

99-15/16 MOVED Cr Davies seconded Cr McRae that Council host a Stand Alone Retired Councillors’ Function in March / April 2016.

CARRIED 7/0

Quairading Tourist and Tidy Town Committee

Cr Haythornthwaite queried whether signage had been installed to show alternative Caravan Parking. Council was advised that signage had been attached to the fencing however it requires replacement and would be undertaken.

Citizen of the Year Awards

Cr McRae queried whether there had been any nominations received for the Citizen of the Year Award. The Chief Executive Officer’s Secretary advised that one (1) Nomination Form had been

provided at the Administration Centre and that Forms were also available from Council's Website however no Nominations have been received to date.

Cr Caporn raised the issue of the Selection Panel.

12.27pm

Cr McGuinness left the Council Chambers.

It was resolved that Cr Caporn, Cr Haythornthwaite and two (2) past Award Recipients sit on the Selection Panel.

100-15/16 MOVED Cr McRae seconded Cr Davies that the Minutes of the Ordinary Meeting of Council held on 26th November 2015 be confirmed as a true and correct record of that Meeting.

CARRIED 6/0

12.29pm

Cr McGuinness returned to the Council Chambers.

Cr Davies queried whether minor typographical errors could be forwarded to the Chief Executive Officer's Secretary prior to the confirmation of the Minutes. The Chief Executive Officer confirmed that this action is preferable to enable early corrections of the Minutes before the Meeting.

Cr McRae referred to the Action Sheet as used by the Shire of Bruce Rock as a good example that Council could adopt in the future.

12.23pm

Mrs Jurmann and Mr Bleakley left the Council Chambers.

ITEM 4.2 MATTERS PENDING / ACTION SHEET

Grain Freight and York – Merredin Road

The Chief Executive Officer reported that the planned Meeting with Main Roads Officers on Monday 14th December 2015 had been cancelled however subsequent Contact had been made with the Main Roads Officers.

12.35pm

Mrs Jurmann returned to the Council Chambers.

Pink Lake Layby

Cr McRae suggested that Council discuss with the adjoining landholder, WA Sandalwood Plantations in regard to providing parking for Tourists.

Cr Caporn commented that it would be quite easy to provide the Layby on the Road Reserve.

12.36pm

Mr Bleakley returned to the Council Chambers.

The Chief Executive Officer advised that the Manager of Works and Services and the RoadsWest Consultant were dealing with this issue.

ITEM 5 WORKS

Item 5.1 Works Committee Meeting held on 9th December 2015

Waste and Recycling Facility (W10-15/16)

101-15/16 MOVED Cr McGuinness seconded Cr Davies that Council adopt Works Committee Recommendation W10-15/16 that Council develop a Waste Management Plan for present and future operations including Upgrades / Development and future Business Modelling.

Council Discussion

Council discussion ensued in regard to the future Waste Disposal needs of the Metropolitan Area and the future of the Landfill Site.

CARRIED 7/0

Works Depot (W11-15/16)

102-15/16 MOVED Cr McGuinness seconded Cr Brown that Council adopt Works Committee Recommendation W11-15/16 that Council: -

- 1. Revisit the Upgrade of the Works Depot, in particular the Workshop Area.**
- 2. Reassess plans for the future Repair Work and Upgrade Proposal, including funding.**

Council Discussion

Discussion ensued in regard to making the Depot safe until the Upgrade is carried out.

The Chief Executive Officer advised that much of the Planning groundwork for the Upgrade has already been undertaken and should be utilised in any Review process.

CARRIED 7/0

Item 5.2 Other Works Matters

Cr McGuinness spoke to a written Report in regard to his Inspection of the Works Depot and Waste & Recycling Facility as Chairperson of the Works Committee.

The Chief Executive Officer advised that Mrs Bonny King and Mr David Griffiths had recently undergone Training in their roles as Occupational Health and Safety Representatives.

The Chief Executive Officer reported on the progress of the Caravan Park Redevelopment.

ITEM 6 INFORMATION SESSION / PERFORMANCE REVIEW**Item 6.1 Shire of Quairading / City of Melville Partnership**

The Shire President reported that the City of Melville Mayoral Dinner had been very enjoyable and was attended by the Chief Executive Officer and Mrs Fardon and by Cr Caporn and Mrs Caporn.

The Chief Executive Officer advised that there had been a strong degree of interest from some of the City's Councillors and Senior Staff to visit for the Quairading Show Day next year.

Council was advised that Mayor Aubrey, Dr Silcox and their Partners were unable to attend Council's Christmas Function.

Item 6.2 East Avon Regional Cooperation

The Chief Executive Officer reported that the Community Emergency Manager Services Business Plan had been signed off between the Department of Fire and Emergency Services, the Shire of Cunderdin and Shire of Quairading thereby securing the existing Funding Model.

Cr Caporn commended the Community Emergency Services Manager on his efforts throughout the Year.

Mrs Jurmann provided information in regard to the appointment of a Governance Officer commencing with the Shire of Cunderdin on 6th January 2016.

Item 6.3 Chief Executive Officer's Performance Review

The Chief Executive Officer reported that Council Staff were preparing for the end of the year.

Council was advised of Staff Leave arrangements.

The Chief Executive Officer reported that Mrs Jen Green had commenced Annual Leave prior to her Maternity Leave.

Cr Davies advised that the Presidents / Deputy Presidents Training had reinforced that "family should come first".

Cr Haythornthwaite thanked the Chief Executive Officer for the prompt provision of "Impartiality Interest" information as requested.

Cr Haythornthwaite requested a brief report on the Central Country Zone Meeting held on Friday 27th November 2015.

The Shire President commended the Chief Executive Officer on his continued work performance in recent times.

ITEM 7 BUILDING**Item 7.1 Building and Town Planning Development Committee Meeting held on 8th December 2015**Caravan Park (B7-15/16)

103-15/16 MOVED Cr McRae seconded Cr Davies that Council adopt Building and Town Planning Development Committee Recommendation B7-15/16 that a Management Plan for the Caravan Park Precinct be prepared.

CARRIED 7/0

Industrial / Commercial Land – Saleyards Area Redevelopment (B8-15/16)

104-15/16 MOVED Cr McRae seconded Cr McGuinness that Council adopt Building and Town Planning Committee recommendation B8-15/16 that Council:

- 1. Authorise the Chief Executive Officer to submit an application to the LandCorp Regional Development Assistance Program for the purposes of developing Lots 1 and 75 Winmar Road, Quairading for industrial lots.**
- 2. Authorise the Chief Executive Officer to correspond with Regional Development Australia (Wheatbelt) and the Wheatbelt Development Commission to request letters of support for the Shire’s RDAP application.**
- 3. Receive regular updates on the progression of the RDAP Application.**

CARRIED 7/0

Shire Hall – Audio Visual Upgrade (B9-15/16)

105-15/16 MOVED Cr McRae seconded Cr Davies that Council adopt Building and Town Planning Development Committee Recommendation B9-15/16 that the expected nature, type and frequency of the future use of the Shire Hall be considered prior to further upgrades.

CARRIED 7/0

Town Planning Scheme Amendment No 8

106-15/16 MOVED Cr Davies seconded Cr McGuinness: -

- 1. Pursuant to section 72 of the Planning and Development Act 2005, amend the Shire of Quairading’s Town Planning Scheme No. 2 by:

 - 1.1 Deleting the current definition of ‘agroforestry’ and ‘plantation’ and inserting the following definition of ‘tree farm’:
 ‘tree farm’ means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the *Carbon Rights Act 2003* section 5.**
 - 1.2 Amend the Land Use Zoning Table (Table 1) to insert ‘tree farms’ as an ‘A’ use in the Farming zone and an ‘X’ use in all other zones.**
 - 1.3 Renumber the Land Use Zoning Table as follows: 35. Tree Farms; 36. Veterinary Centre; 37. Warehouse; and 38. Workers Accommodation.****

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

- (a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
 - (b) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
 - (c) any other amendment that is not a complex or basic amendment.
2. Forward the required documentation to the Western Australian Planning Commission in accordance with Clause 53 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for consideration by the Minister.

CARRIED 7/0

107-15/16 MOVED Cr McRae seconded Cr McGuinness that Council amend the Local Planning Policy – Tree Farms to increase the proportion or percentage of the plantation area from 10% to no more than 40% of the Farm’s productive land area.

CARRIED 7/0

108-15/16 MOVED Cr McRae seconded Cr Haythornthwaite that pursuant to Regulation 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to adopt with minor modifications, required as a result of legislative changes, the Local Planning Policy – Tree Farms.

SHIRE OF QUAIRADING LOCAL PLANNING POLICY – TREE FARMS

1. BACKGROUND

Under the Shire of Quairading Town Planning Scheme No. 2 (‘the Scheme’) planning approval is required to use Farming zoned land as a tree farm.

This Policy has been developed as a guide for applicants and Council.

It should be noted that Council will have significant regard for the provisions of the Local Planning Policy however it is a guideline only.

2. POLICY BASIS

Regulation 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provide for local government to prepare Local Planning Policies. This Policy has been prepared in accordance with the provisions of the Regulations.

3. STATUTORY ENVIRONMENT

Council has the discretion under the Scheme to consider ‘tree farms’ within the ‘Farming’ zone.

Clause 4.14.4 of the Scheme lists specific issues that Council will have regard for in assessing ‘tree farms’. These are listed and discussed in Section 8 of this policy.

Clause 4.14.4(b) of the Scheme outlines conditions that Council may impose on applications relating to fire management measures and compliance with the Code of Practice.

Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines the general matters that local governments must consider when assessing any application.

It should be noted that the Regulations and Scheme contain statutory requirements, and this Policy expands on and complements these requirements. The Policy cannot override any aspect of the Regulations or Scheme.

4. POLICY STATEMENT

This Policy applies to all 'Farming' zoned land in the Shire of Quairading.

5. POLICY OBJECTIVES

1. To actively encourage the integration of tree farms with existing agricultural uses over the Shire as a ancillary and complementary use.
2. To facilitate retention of traditional agriculture as the predominant use on the land.
3. To support applications that actively integrate tree farms with broad-hectare farming activities in recognition of the economic, environmental and social benefits.
4. To encourage planting areas with linkages to existing remnant vegetation on the same lot or adjacent lots. Where appropriate encourage linkages with vegetation on adjacent reserves however consult with the relevant reserve authority or manager.
5. To protect and enhance native vegetation, wetlands and water courses and assist in the reduction of salinity, waterlogging and erosion.
6. To support continuing broad acre agriculture and production as the primary and priority land use in the Farming zone.
7. To generally discourage the use of whole farms for plantations (particularly where it contains a dwelling) unless the applicant has clearly demonstrated extenuating circumstances or provided significant justification warranting support for a variation to any aspect of the Policy.
8. To achieve plantation designs which do not compromise the fire safety of the local community or of biodiversity conservation and management of reserves.
9. To minimise the potential for any loss of population or agricultural land through the use of whole farms for plantations and encourage plantations that provide a supplementary income to farmers.
10. To achieve high quality fire management plans which are independent and self-sufficient unless the relevant authority managing land outside of the application has endorsed a FMP which relies on external fire management methods (such as major protective burning of adjacent reserves).
11. To encourage the selection of tree species that are complimentary to native remnant vegetation will assist in maintaining landscape function.

6. POLICY AIMS

1. To clearly outline the existing Scheme requirements, land use definitions and assist applicants by providing general guidelines.
2. To assist Council in determining applications for tree farms setting out matters Council will have regard for in assessing applications.
3. To streamline the planning process in the longer term for applications that propose integration of plantings with existing farms / agricultural uses and that comply with the Scheme and local planning policy.

7.0 PLANNING APPROVAL

7.1 Need for Planning Controls

There has been some concern raised by some community members that landowners should be able to pursue agroforestry and/or plantations on their land without interference by local governments as they would normally do for any cropping or revegetation for land rehabilitation.

Whilst 'Extensive' Agriculture' is a permitted use in the 'Farming' zone, there are planning controls over other Farming uses including and not limited to Intensive Agriculture, Abattoirs and Extractive Industries. This is appropriate so that the Shire can examine relevant planning considerations such as the objectives of the zone, land use compatibility, buffers, amenity and other relevant planning issues.

There are land use and community implications associated with tree farms uses that are controlled through the planning process such as impacts on local roads for harvesting plantations, fire management, visual impact on any scenic routes, social impacts and concern over potential loss of prime agricultural land.

With new emerging plantations for carbon sequestration there has been Council and community concern over the potential to develop significant areas or whole farms. Some applicants propose long term harvesting whilst other may not nominate to harvest at all (meaning the land may never revert back to agricultural uses.)

This policy aims to encourage an integrated approach of plantings with more traditional farming or agricultural uses.

7.2 Statutory Requirements

Under Clause 60 of the *Planning and Development (Local Planning Schemes) Regulations 2015* all development on zoned land requires prior approval of the local government, unless specifically exempted under Clause 61 of the Regulations.

A planning application is required to be lodged for any proposed planting of trees for commercial use exceeding a one hectare area and would be construed as a 'tree farm', regardless of whether the trees are proposed to be harvested or not.

This Policy proposes to process long-term plantations the same as the more traditional 'plantations', as both are almost identical, and the only difference is that some applicants may not propose harvesting, or may only propose harvesting in the longer term (so it may be a more permanent land use change).

Planning approval is not required for the planting of trees for land rehabilitation, salinity affected area, wind belts etc which are not proposed to be used for any commercial use, production or carbon sequestration.

An application checklist has been developed for all tree farm applications, and must be lodged with all application forms. Refer to Attachment 1 of this Policy.

8.0 DEFINITIONS

'Farm' means the lots comprising the farming operations in a single ownership in a single locality that are bounded by unrelated lots.

'Lot' has the same meaning as in the *Planning and Development Act 2005*.

'Tree farm' means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon rit is registered under the *Carbon Rights Act 2003* section 5.

Note: Tree farms are also commonly known as agroforestry and plantations. It is a generic term used to describe land uses that centre on the planting of trees to generate economic return and/or environmental benefits.

9.0 SCHEME PROVISIONS

Under the provisions of the Shire of Quairading's Town Planning Scheme No. 2, tree farms are an 'A' use in the Farming zone and are considered to be an ancillary use to broad-hectare agricultural activities in the Shire.

The provisions of the Scheme will be considered in conjunction with the provisions of this Policy.

10. POLICY REQUIREMENTS

In assessing any application for a tree farm Council will have regard for the following matters in addition to the provisions of the Scheme:

10.1 Continuing Agricultural Activities

Traditional agricultural activities such as cropping, grazing and food production should generally remain the predominant land use with the tree farm as an ancillary and complementary use.

This Policy does not attempt to introduce maximum planting areas by means of a percentage of the lot area, simply because some flexibility needs to be afforded. As a general rule the Shire will assess if a plantation area is 'ancillary' having regard for:

1. The area of each lot.
2. The proportion or percentage of the plantation area on a lot by lot basis. Generally the trees should cover no more than 40% of the farm's productive land area, although each application will be assessed on its merits on a 'case by case' basis.
3. The extent of existing remnant vegetation areas.
4. Whether a significant portion of each lot can continue to be used for agriculture.

Council will be able to clearly identify whether agriculture remains as the primary use, simply because detailed site plans are lodged for all applications and show the extent of planting areas.

This Policy aims to actively encourage the integration of tree planting with agricultural farms. Whilst there are other factors contributing towards reductions of farming population, the Shire wishes to ensure that new land uses do not exacerbate an existing ongoing problem.

Council will not generally support the planting of whole lots or farms for tree planting due to the potential for the displacement of agricultural pursuits and loss of agricultural land.

10.1.1 Variations

In dealing with this matter Council will have regard for any specific circumstances where a variation to this criteria 10.1 may be warranted, however in those cases the onus will be on the applicant to demonstrate the particular merits of a proposal or justification for an assessment on a 'whole farm' basis.

If an applicant seeks any variation or support for plantation areas on a 'whole farm' basis then the application should be accompanied by justification such as:

1. Land Capability Studies;
2. Farm Management Plan;
3. Soil or water test results demonstrating areas not suitable for agriculture;
4. Photographs showing shallow soils or rocky areas which visually demonstrate that the land is not suitable for agriculture; and
5. Demonstration that planting areas will have local environmental benefits for the specific location (refer 10.4). For example, larger planting areas may be warranted as block planting adjacent to a creek line, or for salinity prone areas. Note: More detailed information would be required to be submitted to justify such an application.

10.2 Location and Compatibility with Adjacent Land Uses

The larger scale plantations are encouraged to locate in Farming areas located away from any main townsites; areas with smaller lot sizes that have potential for dwellings; and Rural Residential / lifestyle lots. Plantations should avoid locations near areas earmarked for future residential or tourist development.

To reduce potential adverse impacts from inappropriate siting and development of tree farms, Council will consider the following matters:

1. The proximity to any land zoned or earmarked for residential development, Farming residential development or smaller lots with potential for dwelling development.
2. Separation distances between the proposed use and any commercial properties, or other areas such as public reserves, which may be sensitive to the exposure of pesticides (mainly if any aerial spraying is proposed).
3. Where harvesting is proposed, the suitability of the location in terms of the road network capabilities.
4. The visual impact if the plantation has potential to interrupt scenic views (particularly along main tourist routes). Scenic views should be protected, particularly along tourist routes or of specific landscape features, such as the ocean.
5. Any strategic plan contained in a planning strategy or townsite expansion strategy.
6. Impact on any tourist and recreation uses.
7. Proximity to conservation areas and reserves. Any plantation in close proximity to a reserve under the care and management of an authority (such as the Water Corporation, Department for Environment and Conservation or the like) will be referred to the relevant authority for comment. Council will have regard for the advice of the relevant authority.

10.3 Economic Benefits

Council will have regard for the economic benefits associated with tree farms. Most tree planting ventures are commercial propositions therefore the majority will result in some economic benefits.

It is often difficult to quantify the extent of any economic benefits or long term local economic impact. It is also impractical to assess in a balanced way the economic benefits of a large plantation versus the economic benefits of a continued agricultural/ farm use.

It is a complex issue due to the many influencing factors such as type of products produced, prices available for products, changing economic climate, demand, expenditure in the local area, extent or use of local persons for employment, how much employment is generated by a use, whether local suppliers are used, extent of employment (may be for short specific periods), transport etc.

Detailed business plans, clear measurable evidence of economic benefits or expert economic analysis are generally not provided to the Shire.

The Shire can only consider economic benefits in the broader sense and an integration of land uses will likely maximise potential for retention of farmers/population, diversification of farming land uses, assist agricultural productivity and often provide a secondary income to farmers.

10.4 Environmental Benefits

Council recognises that there are a variety of broad environmental benefits associated with tree planting that have the potential to contribute to the security and quality of water resources and salinity management.

Tree farms can benefit water resources by improving water quality in catchments affected by saline surface water, reversing dryland salinity and waterlogging by controlling groundwater levels and assisting in the control of soil erosion.

In considering and any variation to the Policy, Council will have positive regard for any specific environmental benefits to the development land and any application that:

1. Uses plantings on site to assist to mitigate salinity affected areas and demonstrates through soil analysis/mapping that there are salinity affected areas on the application land.
2. The use of native species is encouraged.

It is recognised that species that are native to Australia are often used (such as Mallees) for carbon sequestration, due to their growth rates, stock resistance, ability to survive in medium to low rainfall areas and minimal ongoing management needs.

Where feasible (taking into account continuing agricultural activities), the incorporation of some endemic local species plantings is encouraged particularly in areas such as:

- Along watercourses including natural drainage lines and creeks.
- For revegetation of areas that do not qualify as forest sinks.
- For rehabilitation of land unsuitable for agriculture, or to provide connections between existing remnant vegetation areas remaining on site.
- As a buffer or to expand / complement native vegetation corridors along Rivers.
- Along plantation edges adjoining conservation reserves or other Crown land.

The use of local native species is not compulsory however the Shire actively encourages applicants to investigate opportunities to introduce species endemic to the area, especially for rehabilitation of creek lines and watercourses. Where feasible, the introduction of some areas of local native vegetation is also encouraged as part of each application.

3. The use of planting areas to provide vegetation corridors, linkages to remnant vegetation or assist to protect remaining cropping/grazing areas on the same property from wind erosion.
4. The use of planting areas to protect or enhance water courses, reduce waterlogging in affected areas and improvements to an existing situation (such as fencing of watercourses from stock).
5. The identification and protection of any existing local native vegetation.
6. Where commercially possible a mixture of planting species is encouraged even if it is only for a portion of the overall planting area. For example, the predominant planting areas may be Sandalwood but a mixture of local native species may be used along a creek line, as a wind break or adjacent to conservation / reserves areas.

10.5 Code of Practice for Timber Plantations WA

In accordance with the Scheme Council will have regard for compliance with the Code of Practice for Timber Plantations in WA ('the Code') which sets out goals and guidelines for specific areas, including management plans, planning and design, plantation roads, weed and pest control, waterway protection, drainage, harvesting, fire prevention and control, research and development, safety and investment.

This Policy does not attempt to reiterate all of the requirements in the Code and therefore should be addressed by each applicant.

All plantation applications will be required to meet the minimum standards as outlined in the Code and will be assessed having regard for the Code's general principles.

10.6 Fire Management Plans

Fire Management is an important issue which needs to be addressed as part of any new proposal, and applicants need to recognise that the Shire has limited resources when dealing with strategic Fire Management.

In accordance with the Code of Practice for Timber Plantations WA, a Fire Management Plan will be required for all tree farm proposals.

As a minimum all Fire Management Plans shall be compiled by a suitable qualified or experienced fire consultant, and:

1. Address the requirements of *Bushfires Act*, the FESA Guidelines for Plantation Fire Protection and the local government firebreak notices.

2. Generally follow the format of the 'Model Fire Management Plan' contained in the FESA Guidelines, together with:
 - A bushfire hazard assessment using the methodology of 'Planning for Bushfire Protection' or detailed analysis of the risk of ignition.
 - A fire suppression response examining the ability of the local fire brigade to respond to a fire on the property, having regard for distance, existing available local equipment and the location of on-site water supply.
 - Outline the owners' responsibilities, neighbour responsibilities, applicant responsibilities and Shire responsibilities.
 - Where land is owned by an 'absentee owner', implementation of the fire management plan needs to be addressed.
 - Owners may need to consider providing on site water trucks for use in the event of a fire having regard for the property location, and realistic fire suppression response.
3. Include a location/ context plan examining the surrounding land uses and identifying:
 - Other existing or approved plantations within the immediate vicinity.
 - Any significant surrounding industries or land uses which may impact on fire management such as Farming Industry (hay storage), wood stockpiling, fuel storage etc.
 - Identify any residential, Farming residential or built up townsites located within 1 kilometre.
 - Identify nearby well vegetated areas or sources which may increase the risk of fire.
4. Include a site plan within the Fire Management Plan addressing the guidelines for 'fire prevention and suppression' contained in the Code and clearly show:
 - Compartments and compartment sizes.
 - Water supply / points
 - Location of any powerlines passing through planting areas or in close proximity to planting areas and / or proposed firebreaks.
 - Location of fire breaks. The site plan is to clearly distinguish between boundary firebreaks, strategic firebreaks, compartment breaks, fire breaks along public roads and fire breaks along powerlines using a colour coded legend.
 - Turnaround areas for emergency vehicles.
 - Location for emergency signage. All signage to be in accordance with the specifications / sizes outlined in 'Planning for Bushfire Protection' – AS 3.4.3(x).
 - Emergency access / egress points and internal accessways.
 - Existing or proposed gates where firebreaks/emergency accesses intersect with fencing that can accommodate a 3.4 fire appliance.
5. Identify the location of any existing structures and need for low fuel areas. FESA guidelines recommend:
 - A 50 metre distance between a planted area and any structure.
 - A further 50 metre pruned area and reduced ground fuel levels for 100 metres.
 - These are to be clearly shown in the Fire Management Plan or on the development site plan.
6. Comply with the minimum fire break standards outlined in the existing FESA 'Guidelines for Plantation Fire Protection' which are outlined below:
 - 15 metres on the boundary of plantations;
 - 6 metres between compartments of up to 30 hectares;
 - 10 metres for compartments over 30 hectares;
 - 15 metres for firebreaks adjoining public roads; and
 - Fire breaks adjacent to powerlines to meet Western Power specifications.
7. Involve consultation with the relevant authorities (such as Department of Environmental Regulation; Water Corporation, the Shire or the like) where the land is adjacent to a reserve, conservation area or crown land. Fire Management Plans should be independently managed unless there is a formal written agreement from an adjacent reserve owner over issues such as major burning of land outside of the application.

10.7 Water Quality and Buffers to Watercourses

Adequate buffers are required between any plantation and watercourses on private land where the end use is not for public water supply. Buffers play an important role in maintaining water quality, protecting ecological values of waterways and preventing erosion or sediment movement.

The Code of Practice for Timber Plantations WA recognises the need to protect water quality and cites that non planted buffers of 6 metres should be maintained from the edge of a watercourse. A 6 metre buffer is relatively minimal and is not considered adequate.

Council will have regard for the recommended buffers by Department of Water and may refer any applications for advice where deemed appropriate.

10.8 Plantation Management Plan

The Council requires the preparation of a Plantation Management Plan to accompany applications in accordance with the protocol of the Code of Practice for Timber Plantations WA.

Appendix 1 of the Code provides a detailed description of matters to be addressed so will not be replicated in this policy (e.g. establishment and maintenance plan, fire management plan, weed control, planting details, native vegetation management etc).

10.9 Suitability of the Current and Future Road Systems

Council needs to consider the adequacy of the existing road infrastructure to service any future harvest and will require the applicant to outline the preferred haulage routes to be used on public roads as part of the planning application.

In accordance to Appendix 3 of the Code of Practice for Timber Plantations WA, a Plantation Harvest Plan is generally produced in accordance with the haulage-management notification.

In considering adequacy of the existing road structure and harvest plan, Applicants and the Council shall have regard for any proposed use of local roads and any relevant policy relating to heavy transport. Roads currently not permitted for this type of vehicle may be required to be upgraded to conform to the relevant standards prior to access by this type of vehicle being permitted.

Council may also require a report on the general pre-condition of the main haulage roads as part of a Plantation Harvest Plan, and payment of a bond to cover any potential road damage.

Any application or Harvesting Plan that is considered to have potential impacts on the State road network will be referred to Main Roads WA for comment during the assessment process.

Attachment 1

| Shire of Quairading APPLICATION CHECKLIST FOR TREE FARM APPLICATIONS | |
|---|--|
| FORMS | |
| A formal application must be lodged and signed by: | |
| <input type="checkbox"/> The owner of the land as registered on the Certificate of Title. <input type="checkbox"/> If the land is owned by a company, then it needs a minimum of one Director's signature and company seal (if a sole Director); or a minimum of 2 Directors signatures. | |
| CERTIFICATE OF TITLE | |
| <input type="checkbox"/> If there are any encumbrances registered on the Certificate of Title, then a copy of the Certificate of Title must be lodged with the application. Encumbrances may include conservation covenants, easements, rights of carriageway, reciprocal rights of access, caveats and notifications. Titles can be obtained from Landgate. | |
| PLANNING APPLICATION FEES | |
| <input type="checkbox"/> Is the estimated cost of the development indicated? <input type="checkbox"/> Is the estimated cost of development based on whole life costs? <input type="checkbox"/> If the estimated cost of development exceeds \$10 million, then the application is a compulsory DAP application. Have the additional fees been paid? | |
| PLAN REQUIREMENTS | |
| Location / Context Plan | |
| Three (3) copies of a location plan which clearly shows: | |
| <input type="checkbox"/> The boundaries of all lots included in the application indicating the lot and plan numbers. <input type="checkbox"/> If the lot is part of a number of other lots as one farm operation, then the plan should outline the whole farm boundary and the written submission should list all farm lots. <input type="checkbox"/> All existing roads abutting the lot and the names of the roads. <input type="checkbox"/> A north point. <input type="checkbox"/> Identification of any major or nearby sensitive landuses such as Farming industries, residential, townsites within 1 kilometre, other plantations or any commercial landuses. | |
| Copies of Site Plan | |
| <input type="checkbox"/> Four (4) copies of a site plan drawn to scale. All plans to be a minimum of A3 size. <input type="checkbox"/> If the lot(s) contain any water features then the plan must include clear dimensions / setbacks between plantation areas and creek lines, swamps or watercourses. | |
| Site Plan Requirements – Details to be shown on the Site Plan | |
| The site plan is to show: | |
| <input type="checkbox"/> The boundaries of all lots included in the application indicating lot and plan numbers. <input type="checkbox"/> If the lot is used with other lots as one farm operation, then this should be reflected on the plan or explained in the written submission. <input type="checkbox"/> The dimension of each lot boundary to be clearly marked in metres. <input type="checkbox"/> The site plan to clearly show all existing roads abutting the lot and the names of the roads. <input type="checkbox"/> A north point. <input type="checkbox"/> Contours at such intervals to adequately depict the landform of the area overlaid on aerial photography. | |

| |
|--|
| <input type="checkbox"/> Existing physical features such as rock outcrops, watercourses etc. <input type="checkbox"/> All existing trees or groups of trees with a clear indication of retention or proposed clearing. <input type="checkbox"/> The location and type of all existing structures such as dwellings and sheds (and clearly marked 'existing' or 'to be removed'). <input type="checkbox"/> An indication of any existing agricultural pursuits operating on the land (e.g. existing grazing area to be retained – 500 cattle; existing olive tree plantation to be retained – 100 trees). If this cannot be shown on the plan it should be explained in the written information. <input type="checkbox"/> Existing and proposed driveway location and all proposed internal accessways (must show trafficable access to water points, turnaround bay for fire access and gates for firebreaks crossing any fencing). <input type="checkbox"/> Existing and proposed crossovers. <input type="checkbox"/> All proposed compartments/sections are to be clearly numbered on the plan with a legend listing the total planting area in each compartment. The plans to clearly show the form of planting (i.e. block or belts). <input type="checkbox"/> All existing dams, watercourses, main drainage lines and areas subject to inundation. |
| WRITTEN INFORMATION |
| Detailed Submission |
| <p>A detailed written submission or covering letter in support of the proposed application. The detailed submission should include information on:</p> <input type="checkbox"/> Description of existing agricultural activities conducted on the land, explanation of how the proposed planting areas have been selected and details on how the application complements continued agricultural activities. <input type="checkbox"/> Address the objectives and provisions of the Shire's Local Planning Scheme applicable to Farming zoned land. <input type="checkbox"/> Explanation of how the application complies with the Shire's Local Planning Policy and the Code of Practice for Timber Plantations in WA. If proposing any variation to the Policy, Code of Practice or FESA Guidelines, detail the proposed variation and explain why the Shire should support a variation (i.e. provide justification). <input type="checkbox"/> A detailed land capability report if it is proposed to develop a whole farm or substantial portion of the farm. OR <input type="checkbox"/> A report by a suitably qualified farm management consultant demonstrating why the land is preferred for plantation as opposed to ongoing agricultural uses. This should be accompanied by soil analysis / mapping. |
| Management & Harvest Plan |
| <input type="checkbox"/> A Plantation Management Plan that complies with Appendix 1 of the Code of Practice for Timber Plantations in WA (e.g. establishment and maintenance plan, fire management plan, weed control, planting details, native vegetation management etc). <input type="checkbox"/> A Plantation Harvest Plan including a clear map of the preferred haulage route. If harvesting is proposed as a long term option, then submission of a harvesting plan may be included as a condition at Councils discretion. |
| Photographs of the site (Preferred Requirement) |
| <input type="checkbox"/> General photographs of the existing agricultural areas, proposed planting areas, main access in and water sources for firefighting. Whilst photographs are optional they assist in the assessment of the application and provide a visual image of the property. Photographs also assist Councillors to gain a visual understanding of the property as site inspections to each lot are not feasible. |

Please lodge this checklist with your application. Applications lodged without a checklist may be returned to the applicant.

Name of person who completed checklist

Date

Outbuilding Policy (B11-15/16)

109-15/16 MOVED Cr McRae seconded Cr Davies that Council adopt Building and Town Planning Development Committee Recommendation B11-15/16 that Council: -

- 1. Proceed with the adoption of the Local Planning Policy – Outbuildings, with minor modifications resulting from legislative changes, in accordance with the provisions of Regulation 3(3)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- 2. Advertise the adoption of the Local Planning Policy – Outbuildings in accordance with the provisions of Regulation 3(4) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

SHIRE OF QUAIRADING LOCAL PLANNING POLICY – OUTBUILDINGS

BACKGROUND

Residents of the Shire of Quairading have different needs to those in metropolitan Perth, therefore this Policy recognises the need to vary the usual Residential Design Code recommendations by increasing outbuilding space (areas and heights) for garaging of vehicles, storage of boats, caravans and other items, domestic workshops, games rooms, studios, stables, etc. As a general rule people expect to be able to have larger outbuildings on larger lots.

Many local residents are downsizing and/or moving from farms and require larger and higher storage needs, as long as there are no adverse impacts on neighbours, the streetscape or amenity of the area, it is acceptable for Council to vary the provisions of the R-Codes that is a one-size fits all State-wide policy.

PURPOSE

- To provide a framework for the approval of outbuildings in the Shire of Quairading.
- To provide flexibility for outbuilding size, construction and materials to meet the needs of local residents.
- To ensure that outbuildings are constructed and located in such a way as to minimise their impact on the amenity of the locality.
- To provide direction and clarity on the application of the Performance Criteria with regard to Clause 6.10.1 – Outbuildings of the Residential Design Codes (R-Codes).

OBJECTIVE

To achieve a balance between providing for the various legitimate needs of residents for outbuildings and minimising any adverse impacts that such outbuildings may have on neighbours, a street, a neighbourhood, locality or the Shire as a whole.

SCOPE

Clause 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* 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 construction of outbuildings throughout the Scheme area (i.e. the whole of the Shire of Quairading) but does not apply to sea containers that are regulated separately.

Outbuildings for the purposes of this Policy are defined as any Class 10a building under the Building Code of Australia which is not substantially connected to a dwelling. It is important to note that outbuildings are 'ancillary' buildings and therefore must be constructed in conjunction with another permitted land use such as a house.

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.

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.

This Policy when adopted will supersede any previous policies regulating outbuildings in the Shire of Quairading in accordance with Clause 3(4) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

POLICY PROVISIONS

Exempt Development

The following development is exempt from this Policy and therefore does not require planning approval:

- (a) residential outbuildings that comply with the requirements of State Planning Policy 3.1 – Residential Design Codes and are an ancillary structure to an existing dwelling;
- (b) Pre-fabricated garden sheds, kennels and other animal enclosures (such as aviaries) less than 20m² in aggregate area and less than 2.4 metres in height are exempt from this policy.
- (c) garden structures (i.e. structures without a solid roof - pergolas with shade cloth and arbours) are considered exempt from the provisions of the policy; and
- (d) farm buildings used in conjunction with an approved use in the Farming Zone setback no less than 15 metres from the primary road frontage and 10 metres from side and rear boundaries.

Development Requirements

Outbuildings in the Residential & Townsite Zones

Objective

The objective of these development requirements is to achieve a balance between:

- providing for the legitimate garaging, storage and other domestic needs of people living in residential and townsite areas; and

- minimising the adverse impacts the use and appearance of outbuildings may have on the amenity and character of residential neighbourhoods, and on neighbours.

Residential Design Codes

The acceptable development criteria for outbuildings on R-Coded land are set out in Clause 6.10.1 as follows:

“Outbuildings that:

- i. are not attached to the dwelling;*
- ii. are non-habitable;*
- iii. collectively do not exceed 60 sq m in area or 10 per cent in aggregate of the site area, whichever is the lesser;*
- iv. do not exceed a wall height of 2.4 m;*
- v. do not exceed a ridge height of 4.2 m;*
- vi. are not within the primary street setback area;*
- vii. do not reduce the amount of open space required in table 1; and*
- viii. comply with the siting and design requirements for the dwelling, but do not need to meet rear setback requirements of table 1.”*

Where a proposed development for an outbuilding does not comply with the acceptable development criteria of the R-Codes, a development can be assessed against the performance criteria.

The Performance Criteria of Clause 6.10.1 for outbuildings states:

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

If the proposed outbuilding meets the following criteria, it is considered that the proposal meets the performance criteria of Clause 6.10.1 of the R-Codes and accordingly, does not require planning consent:

General Criteria

- Must be for legitimate residential purposes.
- Use of outbuildings for commercial/business uses is not permitted except where planning approval has been granted for a home based business.
- Use of outbuildings for human habitation is not permitted.

Setbacks

As per provisions of the State Planning Policy 3.1 – Residential Design Codes.

Size

- Maximum aggregate area of outbuilding(s) per lot:
 - 10% of site area where lot 1,000m² or less;
 - 100m² where lot is greater than 1,000m².
- Maximum wall height – 3.0 metres
- Maximum ridge height – 4.2 metres

Materials

- Second-hand materials will generally not be supported.
- Outbuildings in excess of 10m² in that part of Quairading south of Suburban Road should be constructed in brick or colourbond.
- Outbuildings in excess of 37m² in that part of Quairading north of Suburban Road should be constructed in colourbond.
- Materials of low-reflectivity should be used to ensure that the structure does not adversely impact on neighbours.

Outbuildings in the Rural Residential Zone

Objective

The objective of these development requirements is to achieve a balance between:

- Providing for the legitimate garaging, storage and other domestic needs of people living in rural residential areas; and
- Minimising the adverse impacts the use and appearance outbuildings may have on the amenity and character of the rural residential area.

If the proposed outbuilding meets the following criteria, planning approval is not required:

General Criteria

- Must be for legitimate residential purposes.
- Use of outbuildings for commercial/business uses is not permitted except where planning approval has been granted for a home based business.

Setbacks

As per Table 2 of the Quairading Town Planning Scheme No. 2, 15 metres from the primary street frontage and 10 metres from side and rear boundaries, unless special provisions apply in the Scheme.

Size

- Maximum aggregate area of outbuilding(s) per lot – 200m².
- Maximum wall height – 4.5 metres
- Maximum ridge height – 6.0 metres

Materials

- Second-hand materials will generally not be supported.
- Materials of low-reflectivity should be used to ensure that the structure does not adversely impact on neighbours.

CARRIED 7/0

Correspondence – Quairading Golf Club

The Chief Executive Officer advised that the correspondence from the Quairading Golf Club relating to repainting of a section of the Clubhouse was an administrative issue at this time and would be investigated for Budget Review purposes and recommendation to Council if out of Budget Expense is to be incurred.

Item 7.2 Economic Development Project Officer Status Report

Nil

2.26pm

110-15/16 MOVED Cr McRae seconded Cr Haythornthwaite that Council suspend standing orders for Afternoon Tea.

CARRIED 7/0

2.48pm

111-15/16 MOVED Cr Taylor seconded Cr McGuinness that Council resume standing orders.

CARRIED 7/0

The Town Planner was not in attendance.

Item 7.3 Other Building Matters

Caravan Park

The Economic Development Project Officer reported that the Caravan Park infrastructure was starting to take shape and outlined the Scheduled Works for December and January.

Community Gym

The Economic Development Project Officer reported that the Community Gym was having quite substantial use and provided usage data to the Meeting.

Hire of Chairs

The Chief Executive Officer reported that the Shire of Corrigin had foreshadowed a request to hire chairs from Council for a large Funeral to be held next week.

Council endorsed the hire of the chairs without Charge, should they be required.

ITEM 8 FINANCE

8.1.1 Accounts for Payment – November 2015

REPORTING OFFICER

Tony Merillo – Deputy Chief Executive Officer Date – 4 December 2015

DISCLOSURE OF INTEREST Nil

OWNER/APPLICANT Nil
MATTER FOR CONSIDERATION – Authorisation of accounts paid during the month.

APPLICANT'S SUBMISSION Nil

BACKGROUND – Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 (Reg 13 (1)) requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

POLICY IMPLICATIONS Nil

FINANCIAL IMPLICATIONS Payment from Council's Municipal Fund from 2015 / 2016 Budget Expenditure.

STRATEGIC IMPLICATIONS Nil

COMMUNITY CONSULTATION Nil

COMMENT Payments as per the attached schedules 4.1.1

STAFF RECOMMENDATION**112-15/16 MOVED Cr McRae seconded Cr Davies: -**

- 1. That Schedule of Accounts covering Municipal Vouchers 22686 to 22742 & EFT2643 to EFT2743 & DD11705.1 to DD11706.12 totalling \$538,549.64 be received; The balance of all other outstanding Sundry Creditors to the 30/11/2015 total \$96,526.35; and**
- 2. That Police Licensing payments for the month of November 2015 totalling \$35,272.80 be received (Attachment 4.1.2) ; and**
- 3. That fund transfers to Corporate Credit Card for November 2015 totalling \$345.01 be received (Attachment 4.1.3); and.**
- 4. That Payroll payments for the month November 2015 totalling \$156,432.07 be received; and**
- 5. That fund transfers from Trust account to Municipal account for November 2015 totalling \$4,017.95 be received; and.**
- 6. That the WestNet payment for the month of November 2015 totalling \$168.14 be received.**

CARRIED 7/0**8.1.2 Fund Balances Report – November 2015**

REPORTING OFFICER

Tony Merillo – Deputy Chief Executive Officer Date – 4th December 2015

DISCLOSURE OF INTEREST Nil

OWNER/APPLICANT Nil

MATTER FOR CONSIDERATION Financial Position as at 30 November 2015

APPLICANT'S SUBMISSION Nil

BACKGROUND - The Municipal, Cash Backed Reserves and Trust accounts shown here as at 30 November 2015, are provided to inform Council of its financial position as at that date.

| <i>Account</i> | <i>Statement Balance</i> | <i>Reconciliation Balance</i> |
|-------------------------------|---------------------------------|--------------------------------------|
| Municipal A/c | \$ 60,789.44 | \$ 2,808,039.21 |
| At Call - Invest. | \$ 250,000.00 | |
| Childcare Centre | \$ 8,633.09 | |
| Medical A/c | \$ 40,808.34 | |
| T/Deposit 4 Mth | \$ 200,000.00 | |
| T/Deposit 3 Mth | \$ 350,000.00 | |
| T/Deposit 2 Mth | \$ 300,000.00 | |
| T/Deposit 2 Mth | \$ 300,000.00 | |
| T/Deposit 4 Mth | \$ 300,000.00 | |
| T/Deposit 4 Mth | \$ 400,000.00 | |
| T/Deposit 4 Mth | \$ 350,000.00 | |
| T/Deposit 2 Mth | \$ 300,000.00 | |
| <i>Total Municipal</i> | <i>\$ 2,860,230.87</i> | |

| | | |
|-----------------------|------------------------|------------------------|
| At Call - Reserve | \$ 156,307.11 | |
| T/Deposit-Reserve | \$ 855,469.13 | |
| T/Deposit-Reserve | \$ 1,233,694.75 | |
| T/Deposit-Reserve | \$ 885,859.02 | |
| T/Deposit-Reserve | \$ 1,192,962.66 | |
| Total Reserves | \$ 4,324,292.67 | \$ 4,324,292.67 |
| Trust A/c | \$ 82,055.11 | |
| Police Licensing | \$ 856.50 | |
| Total Trust | \$ 82,911.61 | \$ 82,911.61 |

STATUTORY ENVIRONMENT Forms part of Financial Management Reg 34(2)(a)

POLICY IMPLICATIONS Nil

FINANCIAL IMPLICATIONS Nil

STRATEGIC IMPLICATIONS Nil

COMMUNITY CONSULTATION Nil

STAFF RECOMMENDATION

113-15/16 MOVED Cr McRae seconded Cr McGuinness that Council adopt the Fund Balances for the period ending 30 November 2015.

| <u>Account</u> | <u>Statement Balance</u> | <u>Reconciliation Balance</u> |
|------------------------|--------------------------|-------------------------------|
| Municipal A/c | \$ 60,789.44 | \$ 2,808,039.21 |
| At Call - Invest. | \$ 250,000.00 | |
| Childcare Centre | \$ 8,633.09 | |
| Medical A/c | \$ 40,808.34 | |
| T/Deposit 4 Mth | \$ 200,000.00 | |
| T/Deposit 3 Mth | \$ 350,000.00 | |
| T/Deposit 2 Mth | \$ 300,000.00 | |
| T/Deposit 2 Mth | \$ 300,000.00 | |
| T/Deposit 4 Mth | \$ 300,000.00 | |
| T/Deposit 4 Mth | \$ 400,000.00 | |
| T/Deposit 4 Mth | \$ 350,000.00 | |
| T/Deposit 2 Mth | \$ 300,000.00 | |
| Total Municipal | \$ 2,860,230.87 | |
| At Call - Reserve | \$ 156,307.11 | |
| T/Deposit-Reserve | \$ 855,469.13 | |
| T/Deposit-Reserve | \$ 1,233,694.75 | |
| T/Deposit-Reserve | \$ 885,859.02 | |
| T/Deposit-Reserve | \$ 1,192,962.66 | |
| Total Reserves | \$ 4,324,292.67 | \$ 4,324,292.67 |
| Trust A/c | \$ 82,055.11 | |
| Police Licensing | \$ 856.50 | |
| Total Trust | \$ 82,911.61 | \$ 82,911.61 |

CARRIED 7/0

8.1.3 Financial Information–Statements of Income and Expenditure for the Period Ending – 30 November 2015

REPORTING OFFICER:

Tony Merillo – Deputy Chief Executive Officer Date – 4 December 2015

DISCLOSURE OF INTEREST: Nil

OWNER/APPLICANT: Nil

MATTER FOR CONSIDERATION The adoption of the Monthly Financial Report and Statements of Financial Activity.

BACKGROUND: Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in this format.

STATUTORY ENVIRONMENT:

Amendments to the regulations, gazetted on the 31st March 2005 and effective from the 1st July 2005, have repealed the existing regulations (34 and 35) relating to monthly and quarterly / triannual financial reports.

They have been substituted with a new Regulation 34. This new regulation only requires Local Governments to report on a monthly basis, although it is much more prescriptive as to what is required and its intention is to establish a minimum standard across the industry.

The new regulations require Local Government to prepare each month a statement of financial activity as per attachment. This statement is intended to report on the sources and application of funds highlighting variances to budget for the month in question.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

COMMUNITY CONSULTATION: Nil

COMMENT:

Schedules in the normal format also accompany the required documentation to assist with the interpretation for fund movements and variations.

STAFF RECOMMENDATION

114-15/16 MOVED Cr Davies seconded Cr Haythornthwaite that Council adopt the Financial Statements for the period ending 30 November 2015.

CARRIED 7/0

Cr Haythornthwaite stated a preference that whole amounts be reported versus amounts to the cent.

The Chief Executive Officer reported that this was a Reporting Format issue as the Deputy Chief Executive Officer balances the Financials to the cent.

8.1.4 Financial Statements – Variation to Budget by Percentage or Value – 30 November 2015

REPORTING OFFICER:

Tony Merillo – Deputy Chief Executive Officer

Date 4th December 2015

DISCLOSURE OF INTEREST: Nil

OWNER/APPLICANT: Nil

MATTER FOR CONSIDERATION: To review all Financial Activity for material variances greater than both 10% and \$10,000.00 to budget.

BACKGROUND:

Under the requirements of regulation 34 Council is to each financial year adopt a percentage or value for reporting material variances.

At the Ordinary Meeting of Council held 27th August 2015 under resolution Budget Adoption - 15/16 it was moved to report on any material **“Variations of \$10,000.00 AND Greater than 10%”**. Council will continue to include in the Adopted Annual Budget the material variation limits to be reported on. The Finance and Audit Committee and Council are still able to request clarification of any variation they may have a concern with.

STATUTORY ENVIRONMENT: - Regulation 34 Financial Activity s. 6.4

(1) A Local Government is to prepare each month a statement of financial activity reporting on the sources and application of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail-

Item (5) covers the variances and states that each financial year; a Local Government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

COMMUNITY CONSULTATION: Nil

STAFF RECOMMENDATION

115-15/16 MOVED Cr McRae seconded Cr Haythornthwaite that Council adopt the Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 30 November 2015.

CARRIED 7/0

| |
|---|
| 8.1.5 Outstanding Sundry Debtors – 90009 & 90837 |
|---|

REPORTING OFFICER:

| | | |
|---|------|--------------------------------|
| Tony Merillo Deputy Chief Executive Officer | Date | 20 th November 2015 |
|---|------|--------------------------------|

DISCLOSURE OF INTEREST: Nil

OWNER/APPLICANT: Nil

MATTER FOR CONSIDERATION: Council consider continued Recovery Action against two outstanding Sundry Debtors. Full Sundry Debtor details to be provided under separate cover.

APPLICANT'S SUBMISSION: Nil

BACKGROUND:

Council has two Sundry Debtors that have had substantial balances outstanding for some time.

Both debts have been the result of delays in pursuing an Eviction Notice on the tenants once arrears were identified and as the debt was both rent and power costs it soon escalated.

STATUTORY ENVIRONMENT:

In accordance with the provisions of Section 6.12 of the Local Government Act 1995,

Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a Local Government may –
 - a. When adopting an annual budget, grant* a discount or other incentive for the early payment of money
 - b. Waive or grant concessions in relation to any amount of money; or
 - c. Write off any amount of money which is owed to the Local Government.

Absolute Majority required

- (2) Subsection (1) a. and b. Do not apply to any amount of money owing in respect of rates and service charges
- (3) The grant of a concession under subsection (1) b. May be subject to any conditions determined by the Local Government.
- (4) Regulations may prescribe circumstances in which a Local Government is not to exercise a power under subsection (1) or regulate the exercise of that power.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: As both Debtors are protected under the Residential Tenancy Act 1987 there will be an additional \$500.00 Solicitor's fee for the preparation of documents for each Plaintiff which is non recoverable. Lodgement of documents and attendance to Court Hearing/s will also require two trips to Northam. Travel time of approximately 4 hours over 400 kms together with an unknown time spent in the Courts.

STRATEGIC IMPLICATIONS: Nil

COMMUNITY CONSULTATION: Nil

COMMENT: Although the amounts outstanding are considerable this must be weighed up against an additional \$600.00 approximately in an Officer's time and use of vehicle to attend the Courts in Northam along with the initial \$1,000.00 spent to prepare the required documents.

This needs to be weighted up against writing off the debts and setting a precedence which would more than likely be conveyed to others.

OFFICER'S RECOMMENDATION

116-15/16 MOVED Cr Haythornthwaite seconded Cr Davies that recovery action be pursued to recover both outstanding Sundry Debtors 90009 for \$2,130.66 and 90837 for \$3,041.43.

CARRIED BY ABSOLUTE MAJORITY 7/0

| |
|--|
| 8.1.6 Roe Tourism Association (RTA) |
|--|

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 23rd November 2015

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Mrs Jenny Gmeiner, Roe Tourism Association

MATTER FOR CONSIDERATION – Additional Financial Contribution to the Regional Tourism Body

APPLICANT'S SUBMISSION – Copy of Roe Tourism Submission attached to this Report

BACKGROUND – The Roe Tourism Association has written to Council advising of the Group's intention to appoint a Paid Executive Officer in the future, to support the Volunteer Tourism Committee.

Duties planned to be undertaken by the Executive Officer include Secretary, Treasurer, Marketing and Advertising and Promotion.

Member Councils have been invited to consider an additional financial contribution to the RTA over the next two (2) years.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Council contributes \$2,500 per year towards Roe Tourism. Any additional amount in the 2015/2016 Year would be the subject of the Mid Year Budget Review.

STRATEGIC IMPLICATIONS – Strategic Community Plan

Outcome

ED 2 Tourism growth

Strategies

ED2.1 Support the development of eco-tourism and cultural tourism opportunities, businesses and supporting services.

COMMUNITY CONSULTATION – Quairading has previously been represented on the RTA by Mr Frank Burnett.

Council's Community Development Officer and Economic Development Project Officer have also attended RTA Meetings at various times.

COMMENT – The Proposal does have merit to improve the Secretariat and Promotions role of the Association which in the past has been largely undertaken by the Volunteer Committee Members and Member Councils' Staff.

The Association is seeking an additional Contribution of \$2,500 per Council per Year to assist funding this new Position.

The Association has respectfully requested that a Contribution in the 2015/2016 Year be considered as part of the formal Budget Review process undertaken in February / March 2016.

OFFICER RECOMMENDATION

It is recommended that this item be referred to the Finance and Audit Committee for Consideration over the coming months and to then make a Recommendation to Council.

Council Discussion

The Meeting resolved to support the Officer's Recommendation and that Council write to the Roe Tourism Association advising that the request would be considered over coming months as part of Council's Budget Review process.

Cr Davies commented that Council should support the Roe Tourism Association in this initiative and especially in light of the launching of Council's new Caravan Park and possible future funding opportunities that may arise.

ITEM 9 OTHER MEETINGS

Item 9.1 Local Emergency Management Committee Meeting held 10th December 2015

Council noted the Minutes of the Local Emergency Management Committee Meeting held on 10th December 2015.

ITEM 10 REPORTS

Item 10.1 Chief Executive Officer's Report – December 2015

| |
|---|
| 10.1.1 Annual Report for Year Ended 30th June 2015 |
|---|

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 4th December 2015

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Acceptance of Annual Report for the year ended 30th June 2015.

APPLICANT'S SUBMISSION – Annual Report to be circulated under separate cover.

BACKGROUND – Council is required to accept the Annual Report of Council.

STATUTORY ENVIRONMENT - Sections 5.53, 5.54 and 5.55 of the Local Government Act 1995 states as follows: -

- 5.53.** (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain –
- (a) a report from the mayor or president;
 - (b) a report from the CEO;
 - (c) a report of the principal activities commenced or continued during the financial year;
 - (d) an assessment of the local government's performance in relation to each principal activity;
 - (e) an overview of the principal activities that are proposed to commence or to continue in the next financial year;
 - (f) the financial report for the financial year;
 - (g) such information as may be prescribed in relation to the payments made to employees;
 - (h) the auditor's report for the financial year; and
 - (i) such other information as may be prescribed.

Acceptance of annual reports

- 5.54.** (1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.
1. If the auditor's report is not available in time for the annual report for the financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Notice of annual reports

5.55 The CEO is to give local public notice of the availability of the Annual Report as soon as is practicable after the report has been accepted by Council.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – Nil, to date

COMMENT – Once accepted, the Annual Report is to be presented to the Electors at the Annual Electors Meeting.

Council is required to hold the Annual Electors Meeting within 56 days of Council receiving the Annual Report. This means the Annual Electors Meeting must be held no later than Thursday 11th February 2016.

Council is also required to give at least 14 days Public Notice of the Annual Electors Meeting.

Council's known Meeting Dates in February 2016 are as follows: -

- Elected Member Training Finance either Thursday 4th or Friday 5th February 2016.
- Tuesday 9th – Building and Town Planning Development Committee at 5.00pm.
- Wednesday 10th – Works and Finance Committee at 5.00pm.

The Chief Executive Officer advises that he commences 1 Week's Annual Leave from Thursday 11th February 2016.

Possibility of the Annual Electors Meeting being held Wednesday 3rd, Thursday 4th February or following on from either of the Committee Meeting Nights.

The date will allow sufficient time to advertise to comply with the Statutory Public Notice Period.

OFFICER RECOMMENDATION

117-15/16 MOVED Cr Davies seconded Cr McRae that: -

- 1. Council accept the Annual Report for the Year Ended 30th June 2015; and**
- 2. Council set the Date / Time for the Annual Electors Meeting as Wednesday 10th February 2016 in the Lesser Hall, commencing at 7.30pm.**

CARRIED BY ABSOLUTE MAJORITY 7/0

Cr McRae requested that the format of the Annual Electors Meeting be more interactive and informative.

This matter is to be discussed in the future.

| |
|---|
| 10.1.2 Tender No 1-15/16: Redevelopment of the Quairading Memorial Swimming Pool |
|---|

REPORTING OFFICERS

Graeme A Fardon – Chief Executive Officer
 Richard Bleakley – Economic Development Project Officer

Date 14th December 2015

DISCLOSURE OF INTEREST – Nil**OWNER/APPLICANT – N/A**

MATTER FOR CONSIDERATION – Determination of Tender No 1-15/16: Construction Works at the Swimming Pool

APPLICANT’S SUBMISSION:

- Officers’ Tender Assessment
- Architect Donovan Payne – Tender Report
- Norman Disney Young – Pool Filtration Tender Review

BACKGROUND – Council invited Written Tenders for Construction Works associated with the Redevelopment of the Quairading Memorial Swimming Pool Complex.

The Statutory “Notice of Invitation to Tender” was published in the “West Australian” Newspaper on Wednesday 14th October 2015.

Tenders Closed at 3.00pm on Wednesday 11th November 2015.

STATUTORY ENVIRONMENT – Local Government Act 1995, Local Government (Functions and General) Regulations 1996

POLICY IMPLICATIONS – Council Purchasing Policy

FINANCIAL IMPLICATIONS – Council has received a CSRFF Grant from the Department of Sport and Recreation totalling \$800,000 over the 2015/16 and 2016/17 Year.

Council currently has \$2,264,538 in the Swimming Pool Reserve Fund.

Council budgeted for the Redevelopment Project to span both the 2015/16 and 2016/17 Financial Year. Total Funds available (without further Council Revenue) is \$3.06M.

The original Project Cost Estimate provided by the Quantity Surveyor was \$3.6M (exc GST).

STRATEGIC IMPLICATIONS:

- Council’s Building Asset Management Plan
- Community Strategic Plan

Our Vision

Our communities will come together for sport, recreational events and social interactions,

Objective

To build and support Quairading's community spirit

Outcome

S1 – Participative and Inclusive Community

Strategies

S1.1 – Deliver, and support a range of events and programs that bring the community together.

S1.2 – Provide support and promote sport (health and fitness) and recreational activities, facilities and clubs.

COMMUNITY CONSULTATION – Advertising Inviting Written Tenders in a Newspaper circulation Statewide.

COMMENT – At the Close of Tenders, two (2) Companies submitted Tenders: -

- Safeway Building and Renovations Pty Ltd, O'Connor

and

- ACorp Constructions Pty Ltd, Joondalup

Council, through the Economic Development Project Officer commissioned Council's Pool Architect Donovan Payne to assess the Tenders Received.

In addition, Engineering Consultants Norman Disney Young were also engaged to provide an "Independent Review Report on the Treatment Filtration Systems" offered by the Tenderers.

Copies of the Tender Assessment Matrix and Consultants' Review Documentation are attached to the Report for Members' Reference.

It is highlighted that extensive Reference Checks (of Local Governments) have been undertaken by the Economic Development Project Officer to verify the Experience, Skill and Resources claimed by each of the Tenderers.

Following Independent Assessment and Officers' Review, it is recommended that Council accept the "Sand Filter and Granular Chlorine" Option as the preferred Water Treatment System.

It is confirmed that both Tenderers addressed the full Scope of Works and Construction Work including the Overall Pool Design, Refurbishment and Upgrading of the existing Changerooms and the Construction of a Family / Person with Disability Changeroom within their Tender Prices.

OFFICER RECOMMENDATION

118-15/16 MOVED Cr McRae seconded Cr McGuinness: -

- 1. That Council accept the Tender from ACorp Construction Pty Ltd of Joondalup for the Total Sum of \$3,275,800 inc GST (\$2,978,000 exc GST).**
- 2. The Contract for Works to be in accordance with Council's Design and Scope of Works incorporated in Council's Tender Documentation with the variation supporting the "Sand Filter and Granular Chlorine Water Treatment and Filtration System" Option.**

3. **The Chief Executive Officer be authorised to proceed with the preparation and formalisation of the Contract Documents with the successful Tenderer.**

CARRIED 7/0

The Chief Executive Officer acknowledged the significant efforts of Economic Development Project Officer Mr Bleakley in the planning and conduct of the Swimming Pool Project to date.

Cr Caporn, on behalf of Council, thanked the Economic Development Project Officer for his work on this Project.

Item 10.2 Health and Building Report

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

Item 10.3 Environment Officer's Report

Council received the Environment Officer's Report.

Item 10.4 Community Emergency Services Manager's Report

Council noted the Community Emergency Services Manager's Report.

Item 10.5 Community Development Officer's Report

Council received the Report from the Community Development Officer.

Cr Caporn commented that he would be attending the Youth Centre in the near future to meet Ms Michelle Ninyette and Ms Marilyn Nundle.

ITEM 11 INWARD CORRESPONDENCE

Nil

ITEM 12 LATE ITEMS

119-15/16 MOVED Cr McRae seconded Cr Brown that Council accept Late Items.

CARRIED 7/0

| |
|---|
| <p>12.1 Appointment of a Relief Chief Executive Officer during Chief Executive Officer's Leave</p> |
|---|

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 16th December 2015

DISCLOSURE OF INTEREST – Chief Executive Officer, Mr Graeme Fardon, due to take Annual Leave for various periods in January and February 2016.

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – Appointment of Relief Chief Executive Officer

APPLICANT'S SUBMISSION – Copy of Mr Vaughan's CV was provided for Members' Information

BACKGROUND – The Chief Executive Officer reported that he is scheduled to take Annual Leave for approximately three (3) weeks during January and February 2016.

Proposed Dates of the Annual Leave are: -

Monday 11th January to Friday 15th January

Monday 18th January to Friday 22nd January

Thursday 11th February to Friday 19th February

The Writer has contacted experienced Local Government Officer (longstanding ex Chief Executive Officer of the Shire of Kalamunda) Mr David Vaughan as to his availability to cover during the Chief Executive Officer's Absence.

Mr Vaughan successfully fulfilled the Acting Chief Executive Officer's position for Council for a period of 6 weeks in August / September 2010.

I also report that Council's Deputy Chief Executive Officer Mr Merillo comes back from Leave on the 5th January but has requested that a Relief Chief Executive Officer be sourced to enable the Deputy Chief Executive Officer to concentrate on the financial management of Council during January 2016.

Mr Merillo also has Approved Leave for all of February 2016.

STATUTORY ENVIRONMENT – Local Government Act 1995 – Council to appoint a Person as Chief Executive Officer.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Additional Higher Duty Salary for Deputy Chief Executive Officer to relieve has been budgetted for 4 weeks a Year, however a total payment of a full time Relief Chief Executive Officer has not been budgetted for.

It is recommended there be an adjustment for the additional costs as part of the Mid Year Budget Review.

STRATEGIC IMPLICATIONS – Need to ensure Continuity of Council's Business and Good Governance.

COMMUNITY CONSULTATION – Nil

COMMENT – Mr Vaughan has indicated his interest and willingness to fulfil the Acting Chief Executive Officer Assignment.

Mr Vaughan has a preference to be on Council's Payroll rather than Council securing his Services through Recruitment / Labour Company "Logo Appointments".

Further details on Remuneration, Travel Expenses and Accommodation were detailed direct to the Council Meeting.

OFFICER RECOMMENDATION

120-15/16 MOVED Cr Davies seconded Cr McGuinness: -

- 1. That Council appoint Mr David Vaughan to the Position as Acting Chief Executive Officer for the Periods of Leave being taken by Chief Executive Officer Mr Fardon during January and February 2016.**
- 2. Additional Funding for the Relief Position to be considered by Council as part of the Mid Year Budget Review.**

CARRIED BY ABSOLUTE MAJORITY 7/0

ITEM 13 TABLED ITEMS

Nil

ITEM 14 COUNCILLORS' REPORTS / BUSINESS

Cr Taylor

Nil

Cr McRae

Mobile Phone Blackspots

Cr McRae sought information in regard to the reporting of Mobile Phone Blackspots.

The Chief Executive Officer confirmed that all previously reported Blackspots are identified on the Federal Government's Blackspot List.

The Website link showing Quairading Blackspots to be forwarded to all Councillors.

Community Resource Centre

Cr McRae reported that the Community Resource Centre has a Spider problem and Council requested that Council's Pest Controller be contacted to undertake spraying in the near future.

Invitations to Events

Cr McRae commented on Invitations to Council to attend Quairading District High School Functions and Events and requested that a Delegate represent Council if the original Invitee is unable to attend future Invitations.

Drinking Water Fountain / Dog Drink Bowl

Cr McRae sought clarification on the planned site for a Drinking Water Fountain / Dog Drink Bowl as proposed by the Quairading CWA.

The Chief Executive Officer provided details on the agreed location which is well clear of the Entry to the Shops and Main Footpath.

Pingelly Recreation Centre

Cr McRae commented on Stronger Communities Funding received for the Pingelly Recreation Centre.

Cr McGuinness

Nil

Cr DaviesFunding for Short Term Accommodation

Cr Davies reported on Funding received by the Shire of Dowerin for their Short Term Accommodation Project.

Shire Presidents and Deputy Shire Presidents Workshop

Cr Davies reported that the recent Shire Presidents and Deputy Shire Presidents Workshop had been well worth attending.

Cr HaythornthwaiteNew Councillor Seminar

Cr Haythornthwaite reported attending the New Councillor Seminar in Perth on Friday 4th December 2015.

Shire Hall

Cr Haythornthwaite reported that the Urn at the Shire Hall required replacing. It was resolved to purchase two (2) new Urns.

Cr Haythornthwaite reported that latches on the Toilet Doors in the Shire Hall required maintenance.

The Chief Executive Officer reminded Councillors of the facility for Councillors and Community Members to report Items direct to Council Administration at an early stage to expedite Repairs / Maintenance.

Cr BrownClosure of Quairading Hotel

Cr Brown raised concern that the Quairading Hotel had closed and commented that ongoing maintenance items may be an issue.

The Chief Executive Officer confirmed that the closure was not as a result of Building / Health Works Orders.

Cr CapornShire Presidents and Deputy Shire Presidents Workshop

Cr Caporn concurred with Cr Davies' comments in regard to the Workshop for Shire Presidents and Deputy Shire Presidents.

Mr Jack Wilson

Cr Caporn commented that Mr Jack Wilson will be turning 100 years of age in January 2016.

Cr Caporn queried whether a local artist could be commissioned to provide a Painting for Presentation by Council.

Matter left with Shire President and Chief Executive Officer to progress.

Chief Executive Officer

The Chief Executive Officer provided a brief report of the Central Country Zone Meeting held on Friday 27th November 2015 in Brookton.

Chief Executive Officer's Secretary

The Chief Executive Officer's Secretary reported that she had accepted Bush Fire Medals on behalf of her late Husband on Wednesday 16th December 2015.

Cr McRae suggested that future Medal Presentations be held in conjunction with the Australia Day Function. The suggestion was noted.

Economic Development Project Officer

The Economic Development Project Officer recognised the excellent work that the Works Team have undertaken at the Caravan Park.

The Economic Development Project Officer wished everybody a Merry Christmas.

ITEM 15 NEXT ORDINARY MEETING

Thursday 24th February 2016 commencing at 2.00pm.

ITEM 16 CLOSURE

There being no further business to discuss, the Chairman declared the Meeting closed at 4.46pm.

I certify the Minutes of the Ordinary Meeting of Council held on 17th December 2015 were confirmed on 24th February 2016 as recorded on resolution no _____

Confirmed.....24/2/16