



A Fortunate Place

Agenda

Ordinary Meeting of Council


Council Chambers, Wickepin

19 June 2019

Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 19 June 2019 at Council Chambers, Wickepin, commencing at 3.30pm.

Certification: I have perused this agenda and am aware of all recommendations made to Council and support each as presented.



Mark J Hook
Chief Executive Officer

12 June 2019

Time Table

12.00pm	Lunch
1.00pm	Forum Session
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

Disclaimer

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SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

The Shire of Wickepin welcomes community participation during public question time. The following is a summary of procedure and a guide to completion of the required form.

- a. The person asking the question is to give their name and address prior to asking the question.
- b. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
- c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
- d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
- e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.
- f. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).
- g. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.
- h. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
- i. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
- j. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
- k. To enable all members of the public a fair and equitable opportunity to participate in Public Question Time, each person shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
- l. Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
- m. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask a further two questions (with a two minute time limit) until the initial period for Public Question Time has expired.
- n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

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**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 19 June 2019**

The President declared the meeting open at pm.

1. Attendance, Apologies and Leave of Absence (Previously Approved)

President	Julie Russell
Vice President	Wes Astbury
Councillor	Nathan Astbury
Councillor	Allan Lansdell
Councillor	Sarah Hyde
Councillor	Steven Martin
Councillor	Gerri Hinkley
Councillor	Fran Allan
Chief Executive Officer	Mark Hook
Finance Manager	Erika Clement
Executive Services Officer	Rebecca Pauley

Leave of Absence (Previously Approved)

Councillor Fran Allan.

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

5. Declarations of Councillor's and Officer's Interest

6. Confirmation of Minutes

Ordinary Meeting of Council 15 May 2019.

7. Receival of Minutes

7.1 – Townscape and Cultural Planning Committee

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Rebecca Pauley, Executive Services Officer
File Reference:	CR.MEE.208
Author:	Rebecca Pauley, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	13 June 2019

Enclosure/Attachments:

Minutes of the Townscape and Cultural Planning Committee Meeting held on Wednesday 12 June 2019.

Summary:

Council is being requested to receive the Townscape and Cultural Planning Committee Meeting held on Wednesday 12 June 2019.

Background:

The Townscape and Cultural Planning Committee Meeting was held on Wednesday 12 June 2019.

Comments:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That the Minutes for the Townscape and Cultural Planning Committee Meeting held on Wednesday 12 June 2019 be received.

Voting Requirements:

Simple majority.

8. Status Report

Where a resolution is formal, procedural or lost it has not been recorded (e.g. confirmation of minutes, meeting behind closed doors, lapsed, etc.).

Item	Subject	Officer	Progress	Status	Action
985-150519-18	<u>WALGA Convention</u> Purchase Order number for costs of Councillors attending.	CEO, ESO	Convention registration and parking booked.	✓	12/06/2019
	Research hotels nearby for cost comparisons of King rooms: Parmelia, Hyatt etc.	ESO	Research undertaken Parmelia found to be the best.	✓	16/05/2019
	ESO to book accommodation.	ESO	Accommodation booked.	✓	12/06/2019
986-150519-19	Wheatbelt Secondary Freight Network Project request for re-allocation of \$6000 to be placed in to budget estimates for allocation only.	CEO	\$6000 placed in 19/20 Budget	✓	Placed in 19/20 Budget
			Letter sent to K Crute	✓	20/05/2019
987-150519-20	Letter to Mrs Mulvie Corke offering Wickepin Town Hall as a storage location for items of historical interest.	CEO	Letter sent to M Corke	✓	20/05/2019

If not noted, please insert numbers of items once attended to and return sheet to CEO.

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

TECHNICAL SERVICES

10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Manager Works & Services, Gary Rasmussen
File Reference:	CM.REP.1
Author:	Manager Works & Services, Gary Rasmussen
Disclosure of any Interest:	Nil
Date of Report:	13 June 2019

Enclosure/Attachments:

Nil.

Summary:

Monthly report submitted from the Manager of Works & Services, Gary Rasmussen.

Background:

Nil.

Comments:

Programmed Construction Works

- Kirk Rock Road completed.
- The construction team is moving into maintenance works now until next construction season.
- Pram ramps on the way and for the price we will get eight completed.
- Wickpin toilets are getting tiled and new lights are getting installed at the present time.

Maintenance Works

- Maintenance grader – has been working on cut off drains but with this rain will be going into full winter grade mode.
- Pot-hole patching is on-going will probably get a few with this rain.
- Signage maintenance is on-going.
- Yealering – power line pruning completed.

Occupational Health and Safety

- Lost time injury – 1 slip and fall.
- Incident report – 2. One for the above and one for foreign body in eye.

Workshop

- General servicing.

Parks and Gardens

- General mowing and whipper snipping on-going.
- Walk trail maintenance, on-going.
- General maintenance at Lake Yealering and Harrismith.
- Yealering tree – in the central playground a sugar gum stump still to be removed, the contactor has had problems with plant and will be there next week.
- Yealering traffic islands – we are at the present time doing a replant and installing new reticulation and mulching as it was looking old and untidy.

Plant and Equipment

- Bobcat, trailer and digger slasher was delivered on Tuesday.
- In regards to the 2019/2020 plant replacement, I am still working with Mark:
 - I am still looking at a new back hoe to replace the old one.
 - An 8-ton truck to replace the 3-ton rubbish truck to work in maintenance with things fitted to it (such as emulsion sprayer) and be able to pull the bob cat and trailer legally.
 - A second hand multipack roller.
 - Utes.

Other Information

- We have received the truck back from the panel beaters, it is back in the system and working.

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Not applicable.

Financial Implications:

Not applicable.

Strategic Implications:

Nil.

Recommendations:

That Council notes the report from the Manager of Works and Services dated 13 June 2019.

Voting Requirements:

Simple majority.

10.1.02 – Albert Facey Homestead Committee Meeting

Submission To:	Ordinary Council
Location/Address:	Sparks Road
Name of Applicant:	WA Kaolin Holdings Pty Ltd
File Reference:	ED.LIA.805
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 June 2019

Enclosure/Attachments:

Letter from WA Kaolin Holdings Pty Ltd – Road Maintenance Agreement Sparks Road.

Summary:

Council is being requested to agree to the following as outlined in the attached letter from WA Kaolin Holdings Pty Ltd.

1. The Shire will continue to conduct road maintenance works and activities on Sparks Road (which includes but is not limited to road realignment and resurfacing, grading and the construction of road infrastructure such as culverts and drainage channels) consistent with the road maintenance works and activities it currently undertakes in respect of Sparks Road (current Maintenance Works)
2. If the Shire determines, acting reasonably, that works and activities (above current maintenance works) are necessary or desirable to maintain or repair Sparks Road (Additional Maintenance Works), WAK agrees to contribute to the costs of the Additional Maintenance Works on the following basis:
 1. The Shire will advise WAK (in writing) of the works and activities comprising the additional maintenance works. The costs associated with such additional maintenance works, the time frame of completion of such additional maintenance works and the extent of disruption to WAK's activities associated with the additional maintenance works; and
 2. The Shire and WAK will negotiate in good faith and acting reasonably, taking into account WAK's proportional usage of Sparks Road compared to other road users, WAK's monetary contribution to the additional maintenance works (Contribution Amount) and the time for payment on the contribution amount
3. For the avoidance of doubt, WAK is not obliged to contribute to any costs associated with any upgrade of the infrastructure comprising Sparks Road or the subsequent maintenance and repair in respect of the upgraded road.

Background:

The CEO has been working with WA Kaolin Holdings Pty Ltd regarding the written agreement for the contribution to additional maintenance on council's road network due to the opening of the Kaolin Mine since January 2015.

The CEO received the following email from Alf Baker CEO W.A. Kaolin Holdings Pty. Ltd on the 22nd January 2015.

WA Kaolin Holdings Pty Ltd hereby agrees to enter into a legally binding document with the Shire of Wickepin with respect to:

1. *A transport route from the mine site/degritting plant and the WRS through the Shire to be determined and the plans for its upgrading be agreed to the Council's satisfaction;*
2. *That WA Kaolin PTY LTD will agree to pay a contribution (to be determined between WA kaolin and the Shire of Wickepin) for road upgrading/maintenance within the transport route, once the WA Kaolin mine is under construction*

Comments:

The CEO after all the discussions with WA Kaolin Holdings Pty Ltd regarding the road maintenance agreement has received the following email from Andrew Sorenson General Manager W.A. Kaolin Holdings Pty Ltd on the 28th May 2019.

Please see the attached letter outlining the road maintenance agreement between the Shire of Wickepin and WA Kaolin Holdings. I trust that I have captured the spirit and intent of our discussion about the maintenance of Sparks Rd. Please feel free to discuss the agreement with me at your convenience. If you are happy with the agreement, please sign it and return a countersigned copy to me for our records.

Letter is attached under separate cover.

The CEO is happy with the letter and believes Council is in a position to counter sign the letter as a formal agreement for the ongoing maintenance for Sparks Road in relation to the operation of the Kaolin mine and degritting plant situated on mining lease 70/1143

There has been a couple of minor blow outs on Sparks Road but not more than would be normally expected in any given year. The Road has had minor maintenance undertaken this year financial year in February and March with minor gravel sheeting and a grade in May 2019. The total Maintenance cost on Sparks road for the 218/2019 Financial year as at the 10th June was \$5186.53.

Statutory Environment:

Letter of agreement between WA Kaolin Holdings Pty Ltd and the Shire of Wickepin.

Policy Implications:

Nil.

Financial Implications:

Cost of additional maintenance for Sparks Road to be at the expense of WA Kaolin Holdings Pty Ltd.

Strategic Implications:

Fits within Goal six of the Shire of Wickepin Strategic Community Plan 2018/2028.

economy

GOAL 6: New businesses are attracted and existing businesses grow

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
<p>6.1 Improve our communication with local businesses</p> <p>6.2 Communicate with local businesses regarding our future procurement needs</p>	<p>6.3 Identify the knowledge and services gap in current business offering by holding a workshop with progress associations and key stakeholders</p> <p>6.4 Investigate a digital or physical incubation space</p> <p>6.5 Investigate worker accommodation needs for businesses</p>	<ul style="list-style-type: none"> - The number of local businesses who supply products and services to the Shire increases - Quality accommodation for workers increases over 10yrs 	<p>Our communication with businesses is in an organised format</p> <p>We have available land for commercial purposes that is zoned and rated accordingly</p>
<p>6.6 Review industrial land zoning in collaboration with business and the progress association</p> <p>6.7 Budget for future headworks</p> <p>6.8 Continue our close links to the Kaolin mine</p>	<p>6.9 Town Planning Scheme is reviewed</p> <p>6.10 Investigate for industrial land lots in the Town Planning Scheme</p> <p>6.11 Future land developments have a thorough cost benefit analysis</p>	<ul style="list-style-type: none"> - Town Planning Scheme is updated - Develop required lots - Reduction in 'out of town' expenditure for products and services 	<p>We are ready for future business growth and opportunities</p> <p>Our local economy is diversified</p>

Recommendations:

That the Shire President and the Chief Executive Officer sign the attached letter of agreement with WA Kaolin Holdings for any additional maintenance costs for Sparks Road being at the cost of WA Kaolin Holdings Pty Ltd.

Voting Requirements:

Simple majority.

GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.01 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement, Manager of Finance
File Reference:	FM.BA.1201
Author:	Dianne Barry – Finance Officer
Disclosure of Interest:	Nil
Date of Report:	10 June 2019

Enclosure/Attachments:

List of Accounts.

Summary:

List of Accounts remitted during the period from 1 May 2019 to 31 May 2019.

<u>Municipal Account</u>	<u>Vouchers</u>	<u>Amounts</u>
EFT	9374-9409, 9413-9477	\$ 311,607.65
Cheques	15601-15611	\$ 34,627.69
Payroll	May	\$ 70,412.00
Superannuation	May	\$ 12,345.46
Credit Card	May	\$ 364.83
Direct Deductions	May	\$ 1,460.78
Licensing	May	\$ 38,273.20
	MayTotal	\$ 469,091.61
Trust		
EFT	9410-9412	\$ 661.65
Cheques		
	May Total	\$ 661.65
	Total for May	\$469,753.26

Financial Management Regulation 13 (4) also requires that a listing of all other outstanding accounts be presented to Council at the meeting. This information will be provided on the day of the meeting for inclusion in the recommendation.

Certificate of Chief Executive Officer:

The schedule of accounts, covering vouchers as listed above, have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings and the amounts shown have been remitted.

Comments:

Detailed answers to queries can be obtained for presentation at council meeting.

Statutory Environment:

Local Government (Financial Management) Regulations 1996 – Regulations 13 (2), (3) & (4).

Policy Implications:

Policy 3.1.7 - Cheque Issue.

Strategic Implications:

Nil.

Recommendations:

That Council acknowledges that payments totalling \$469,753.26 for May 2019 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Voting Requirements:

Simple majority.

10.2.02 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	FM.FR.1212
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	1 June 2019

Enclosure/Attachments:

Nil.

Background:

In accordance with Section 6.4(2) of the Local Government Act 1995 and Regulation 35 of the Local Government (Financial Management) Regulations 1996, attached are the monthly financial reports.

- (1) Operating Statement by Function and Activity
- (2) Bank Balances and Investments
- (3) Outstanding Debtors.

Comments:

Council is required to prepare the Statement of Financial Activity as per Local Government (FM) Reg. 36, but can resolve to have supplementary information included as required.

Statutory Environment:

Section 6.4(2) of the *Local Government Act 1995*.

Local Government (Financial Management) Regulations 1996.

34. Financial reports to be prepared s. 6.4

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -
 - (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
 - (b) Budget estimates to the end of the month to which the statement relates;
 - (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) The net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing -
 - (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
 - (c) Such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
 - (a) According to nature and type classification;
 - (b) By program; or
 - (c) By business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -

(a) Presented to the council -

- (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
- (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and

(b) Recorded in the minutes of the meeting at which it is presented.

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.

Strategic Implications:

Nil.

Recommendations:

That the financial statements tabled for the period ending 30 May 2019 as presented be received.

Voting Requirements:

Simple majority

10.2.03 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker – Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker – Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	5 June 2019

Enclosure/Attachments:

Nil.

Summary:

Council is being requested to allocate the 2019/20 community grants.

Background:

Each year the Shire of Wickepin makes a budget provision of a maximum of 2.5% of the previous year's levied rates to distribute to community groups and sporting organisations. This equates to \$37,020 for the coming funding period. The objective of the funding is to establish or improve playing areas or buildings necessary for the conduct of sport or for community use, support for major sporting and community events, support for sporting or coaching clinics, to assist community groups in establishing a service, activity seen as a need for the betterment of and improvement to the enjoyment of life within the community, and increasing visitors to the region.

Details of the funding guidelines are provided in Policy Guidelines 3.1.6 – Sponsorship, Contributions and Donations to Sporting and Community Groups.

Council may endorse funding of \$37,020 being 2.5% of the 2018/2019 levied rates. \$3,000 per year will be allocated to a rolling fund for grants under \$500 with the CEO being given delegated authority to authorise the grants under \$500. Sponsorship of \$1,400 has already been placed in the 2019/2020 budget deliberations under General Ledger Account 4922 leaving an amount of **\$35,620** available for distribution.

Sponsorship breakdown under General Ledger Account 4922 in 2019/2020 Budget Estimates:

Sponsorship	4922
Tennis Clubs - Shire Tennis Day	\$200
Wickepin Bowling Club - Merino Fours	\$500
Wickepin Football Club - Silver Sponsorship	\$500
Golf Clubs - Shire Golf Day	\$200

The following table provides a summary of funding granted to community and sporting groups as part of the Shire of Wickepin Community Grants process, as well as donations, over the past 7 years. The Shire of Wickepin has supported and subsidised sporting and community groups in areas such as in-kind works, equipment hire, water for bowling greens, waiver of bonds, oval marking as well as transport and refreshments for students - but these have not all been included in the analysis.

Community Grants and Donations GL 14922		2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Total Funding
Community Resource Centre	Grants		\$2,000				\$1,938		\$3,938
	Sponsorship	\$2,000	\$500	\$1,000				Fees waived	\$3,500
Wickepin Golf Club	Grants							\$3,336	\$3,336
	Sponsorship	\$500	\$220			\$200	\$200	\$200	\$1,320
Wickepin Tennis Club	Sponsorship	\$200	\$200			\$200	\$200	\$200	\$1,000
Wickepin Bowling Club	Grants					\$1,250			\$1,250
	Sponsorship	\$500	\$550		\$2,134	\$500	\$500	\$500	\$4,684
Wickepin District Sports Club	Grants	\$2,810	\$2,165		\$923	\$6,010		\$3,626	\$15,534
	Sponsorship		\$400	\$680	\$500				\$1,580
Wickepin Playgroup			\$2,500					\$690	\$3,190
Wickepin Ladies Hockey Club									\$0
Wickepin P & C							\$2,121	\$7,200	\$9,321
Wickepin Netball Club									\$0
She Shed He Shed (formerly Men's Shed)								\$2,249	\$2,249
Wickepin Football Club	Grants					\$6,000			\$6,000
	Sponsorship		\$200	\$1,360		\$500	\$500	\$500	\$3,060
Wickepin Cricket Club					\$10,369				\$10,369
Albert Facey Homestead						\$1,920			\$1,920
Lake Yealering Progress Association		\$1,534					\$2,000	\$4,000	\$7,534
Yealering Bowling Club			\$6,000	\$770	\$295	\$7,310	\$6,860	\$1,265	\$22,500
Yealering Golf Club				\$13,450					\$13,450
Yealering Playgroup							\$3,207		\$3,207
Yealering Tennis Club					\$6,500				\$6,500
Harrismith Cricket Club			\$10,000						\$10,000
Harrismith Golf Club				\$890	\$3,745		\$3,740		\$8,375
Harrismith Community Committee			\$800						\$800
Toolibin Tennis Club		\$4,000		\$4,663			\$1,100		\$9,763
Wickepin History Group							\$429		\$429
Wickepin Art & Craft							\$769	\$609	\$1,378
		\$11,544	\$25,535	\$22,813	\$24,466	\$23,890	\$22,366	\$24,375	\$154,989

The Shire of Wickepin invited applications for the 2019/20 Community Grants in March 2019 after advertising the program from December 2018. Applications closed on Friday 24 May at 4.00pm. Applications were received from the following groups on the appropriate form and prior to the advertised deadline.

2019/20 Budget Requests	
Lake Yealering Bowling Club	\$1,952.00
Yealering Progress Association	\$2,000.00
Harrismith Golf Club	\$3,106.00
Wickepin Playgroup	\$1,264.00
Wickepin History Group	\$486.00
Wickepin District Sports Club	\$3,642.50
She Shed He Shed	\$700.00
Community Resource Centre	\$14,478.25
Yealering P&C	\$6,645.00
Total	\$34,273.75

Comments:

Application 1	Lake Yealering Bowling Club
Purpose of Organisation	Bowling club with 20 full members and 5 social members. The club regularly holds open days. 15 community members join in for night bowls and pot club events.
Incorporated	Yes AO 822713A
ABN	Yes 27 082 764 051
Registered for GST	No
Financial information attached:	Yes Balance at April 2018
Previous funding:	Yes 2019 \$1,264
Purpose of funding:	Replace wire boundary fence, on the eastern side bordering the Croquet Club, with Stratco steel panels.
Alternative funding sought:	No Club cash utilised
Support of members and general community eg letters of support or meeting minutes	Yes General club discussion. Yealering Progress also supports the project and will help remove the existing wire fence.
Total project cost:	\$2,602.00
Funding requested:	\$1,952.00
Project budget and quotes supplied:	Yes
Comments	The bowling club is run by volunteers. Social bowls is played on weekends and the club participates in the Upper Great Southern Bowls League and participates in their pennant, league and open days. The club also hosts corporate bowls. The replacement of the wire fence bordering the croquet club with steel panels will match in with the existing panel fence surrounding the club and greens. The new fence will help protect the greens from debris blowing in. The amount requested fits council's general philosophy of funding up to 75% of projects between \$2000 and \$5000.

Application 2	Yealering Progress Association
Purpose of Organisation	Progress is the voice between the Yealering public and the Shire of Wickepin. They are a passionate and proactive group of volunteers consisting of 7 committee members and approximately 30 paid members. They encourage progress in health, education, recreation and social standards in the community furthering the wellbeing and interest of the district. They raise, borrow or source support to improve the town and district and to encourage tourism to Yealering and surrounds.
Incorporated	Yes
ABN	Yes 14 281 229 215
Registered for GST	No
Previous funding:	Yes 2018/19 \$4000
Purpose of funding:	Portable projector, screen and roller blind for Yealering Hall
Alternative funding sought:	No
Support of members and general community eg letters of support or meeting minutes	Yes
Total project cost:	\$1,854 incl GST
Funding requested:	\$2,000 To cover an anticipated price adjustment from the original older quote.
Project budget and quotes supplied:	Yes
Comments	The CDO explored the possibility of installing a permanent screen and projector system for the Yealering Hall. Initial costs were quoted at \$27K. A basic system was requested and the cost for this was over \$17K. The needs of the community were not met by this system as it was only feasible in the main hall and not the foyer area where most of the exercise groups/meetings/funeral services are held. A quote was sought for the installation of a smaller fixed system in the foyer. The costing for this was over \$10K and would restrict the use of the bar area during functions ie funerals. The purchase of a portable screen and projector will give those using the hall the ability to set up the screen where it is most needed for that particular event. Installing the roller blind will help darken the foyer space for the use of the projector. The amount requested fits council's general philosophy of funding up to 100% of projects \$2000 or below.

Applicant 3	Harrismith Golf Club
Purpose of Organisation	Provide golf club facilities for members of the club and community
Incorporated	Yes A1010256Y
ABN	No
Registered for GST	No
Financial information attached:	Yes Balance at December 2018
Previous funding:	Yes 2018 \$3,740
Purpose of funding:	Lay artificial lawn to the front entrance of the Harrismith Club House
Alternative funding sought:	No
Support of members and general community eg letters of support or meeting minutes provided	Yes Minuted
Total project cost:	\$4,140.52 incl GST
Funding requested:	\$3,106.00
Project budget and quotes supplied:	Yes
Comments	<p>The Harrismith Golf Club services the districts of Harrismith, Tincurrin and Dudinin and is used for a broad range of functions and activities including meetings, workshops, exercise groups, social gatherings, funerals and playgroups. The club has around 30 members and is run by volunteers. The current pea gravel in front of the club house is a safety issue with both children and adults falling or slipping on the surface. The installation of artificial lawn will alleviate the problem and provide a low maintenance, attractive area for the club and those who use it. The amount requested fits council's general philosophy of funding 75% of projects between \$2000 and \$5000.</p>

Applicant 4	Wickepin Playgroup
Purpose of Organisation	Wickepin Playgroup provides a safe environment for children (0-kindly age) to develop social skills, engage in learning activities and grow together. In addition, it provides encouragement, support and a caring community for parents of young children.
Incorporated	No
ABN	Yes 21 472 434 239
Registered for GST	No
Financial information attached:	Yes Balance at October 2018
Previous funding:	Yes 2018 \$690
Purpose of funding:	Garden shed and shelving
Alternative funding sought:	No In-kind and volunteer time provided
Support of members and general community eg letters of support or meeting minutes	Yes, Minuted
Total project cost:	\$1,641.80 inc GST
Funding requested:	\$1,264.00
Project budget and quotes supplied:	Yes
Comments	<p>Wickepin Playgroup operates from the old pre-primary building in Campbell Street and pays rent to the Shire of Wickepin. They have 15 families with paid membership. Casual visitors are welcomed. Income is sourced from membership fees and fundraising. Wickepin Playgroup are the only provider of regular activities for the pre-school years and have members from Wickepin, East Wickepin, Cuballing, Tincurrin and Toolibin. All equipment and toys are utilised by Narrogin Mobile Day-care and are currently stored in an outdoor shed with gardening and sundries. Space is at a premium. Installing a garden shed will enable the playgroup equipment to be stored solely in the existing shed, with gardening supplies kept separately. There is an existing cement pad behind the building to accommodate a small garden shed. The amount requested fits council's general philosophy of funding up to 100% of projects \$2000 or below.</p>

Applicant 5	Wickepin History Group
Purpose of Organisation	The Wickepin History Group document Shire of Wickepin's agricultural, family and community development in both print and picture and assist with local history requests including tracing family history and/or community events and developments.
Incorporated	No
ABN	No
Registered for GST	No
Financial information attached:	No
Previous funding:	Yes 2017 \$397
Purpose of funding:	Paper and Ink for printing and a photographic display.
Alternative funding sought:	No In-kind and volunteer time provided
Support of members and general community eg letters of support or meeting minutes	Yes General informal discussions as no meeting are held nor minuted.
Total project cost:	\$486 incl GST
Funding requested:	\$486.00
Project budget and quotes supplied:	Budget attached. Verbal quotes for ink and paper.
Comments	<p>The Wickepin History Group regularly meet to record, archive and preserve images and documents that would otherwise be lost. Between the members they have produced 5 Wickepin history books and set up photographic displays for community events. Both the Shire and CRC call upon their services to provide historical information for people living outside the district researching their family connections. They volunteer hundreds of hours for this purpose. The History Group are in the process of scanning, printing and captioning all photos from 1911 to the present to a standard A4 size on photographic standard paper. They plan to have a display that can be set up for community events with the option to the community to purchase copies of the photos on display. The group will be using the Wickepin Community Resource Centre to re-ink the cartridges they use for printing and will be purchasing the photographic quality paper from Officeworks. The amount requested fits council's general philosophy of funding up to 100% of projects \$2000 or below.</p>

Applicant 6	Wickepin District Sports Club Inc.
Purpose of Organisation	Overarching body for the Wickepin Tennis Club, the Wickepin Bowling Club and the Wickepin Golf Club. The aim is to foster sporting activities and promote good fellowship amongst all members.
Incorporated	Yes
ABN	Yes 12 608 039 544
Registered for GST	Yes
Financial information attached:	Yes Treasurer Report 30 June 2018
Previous funding:	Yes 2018 \$3,642.50
Purpose of funding:	Replace the flooring behind the bar.
Alternative funding sought:	Own funds provided
Support of members and general community eg letters of support or meeting minutes	Yes, Minuted
Total project cost:	\$4,984 incl GST
Funding requested:	\$3,642.50
Project budget and quotes supplied:	Yes
Comments	<p>The Wickepin District Sports Club (WDSC) has approximately 90 members. It comprises of the Wickepin Golf, Bowling and Tennis Clubs. Non-members use the facilities for casual attendance in the club rooms and bar. The WDSC has been issued with a Work Order by the Director of Liquor Licensing to repair the bar floor that is lifting and unsafe or face a monetary fine of \$1000/day. The Work Order has to be completed by 8.10.2019. Volunteers from the Club will remove the existing floor covering. The WDSC is a social venue utilised by the greater community. Replacing the floor covering will create an area that complies with the Food Standards Code. The amount requested fits council's general philosophy of funding 75% of projects between \$2000 and \$5000.</p>

Applicant 7	She Shed He Shed
Purpose of Organisation	The Shed provides a safe and encouraging environment for people to come together and work on private and/or community projects increasing their skills and confidence. Those members who do not belong to a sporting club use the shed as their social outlet.
Incorporated	No
ABN	No
Registered for GST	Yes (the CRC manage the books)
Financial information attached:	Yes
Previous funding:	Yes 2018 \$2,249
Purpose of funding:	Purchase of new welder
Alternative funding sought:	No
Support of members and general community eg letters of support or meeting minutes	Yes, Minuted
Total project cost:	\$770.00 incl GST
Funding requested:	\$700.00
Project budget and quotes supplied:	Yes
Comments	The She Shed He Shed operates from the Recycling Centre in Richter Street, Wickepin. There are 27 registered members with numbers swelling with welding workshops. There is no eligibility to access the service, though children under the age of 14 need to be accompanied by an adult. Visitors are welcome. The group assists the community including the sporting groups and local school with building projects and maintenance tasks. The group assists the shire of Wickepin with advice and the general guardianship of Yarling Creek and the Heritage Walk Trail. Regular member attendance numbers sit around 15 and there is high demand for the use of the existing 2 operational welding machines. The amount requested fits council's general philosophy of funding up to 100% of projects \$2000 or below.

Applicant 8	Community Resource Centre (CRC)
Purpose of Organisation	The Wickepin Community Resource Centre works with and for the community by providing a professional, confidential and family friendly centre. It supports business, economic and social development within the Shire by providing access to up-to-date services, information, technology, events and training
Incorporated	Yes A1009730M
ABN	Yes 93 902 899 855
Registered For GST	Yes
Financial information attached:	Yes
Previous funding:	Yes 2017 \$1938
Purpose of funding:	Lake Yealering Regatta: event to be held 26 October 2019
Alternative funding sought:	Yes External grants sought for activities. Private Sponsorship
Support of members and general community eg letters of support or meeting minutes	Yes Letter of Support
Total project cost:	\$23,028.25
Funding requested:	\$14,478.25
Project budget and quotes supplied:	Yes
Comments	<p>The CRC operates with 3 part time paid employees, 8 voluntary committee members and volunteers at varied events. CRC has approximately 80 paid members. Their main funding comes through the Department of Primary Industries & Regional Development. The WSC provides funds to the CRC to manage the Library and supports in-kind by covering insurance, water, fire protection, maintenance and pest control per the lease agreement. The CRC supports the WSC in community development by organising, funding and hosting a number of smaller initiatives throughout the year which are essential for a healthy engaged community. Approximately 160 people per month use and benefit from the services, events or workshops held by the CRC. A successful regatta was hosted by the CRC in 2017. The regatta in 2019 is being co-coordinated by the Yealering Progress Committee and the CRC. Over 20 community members are part of the regatta planning committee and all clubs in Yealering are involved in the running of the day. The event will be a healthy fundraiser for the clubs. Plans are in place for a land regatta should Lake Yealering not fill due to lack of rain. Lake Yealering Regatta is a worthwhile event and engages the whole community while promoting the Shire to a wider audience. The amount requested is more than council's general philosophy of funding 50% of projects over \$5000. (50% of \$23,028.24 is \$11,514.25.) Considering the vast amount of volunteer hours and the scale of the event, including the goodwill and advertising the regatta will generate, funding the higher percentage (an added amount of \$2,964 equating to a 62% grant request) will be beneficial to the Shire.</p>

Applicant 9		Yealering Parents and Citizens Association
Purpose of Organisation	The Yealering P&C operates to support the families of the wider Yealering Community. Its main function is to assist the town's school which serves as the local hub of Yealering.	
Incorporated	No	
ABN	Yes 68 496 815 143	
Registered for GST:	No	
Financial information attached:	Yes As at 31/12/2018	
Previous funding:	No	
Purpose of funding:	Install a 58 640 litre water tank for garden reticulation	
Alternative funding sought:	Yes Own cash contribution and in-kind work.	
Support of members and general community egg letters of support or meeting minutes	Yes General committee meeting discussions and a letter of support from the Yealering Primary School Principal.	
Total project cost:	\$11,395.00	
Funding requested:	\$6,645	
Project budget and quotes supplied:	Yes	
Comments	<p>The Yealering P&C Association's main objectives include fundraising for the school, and advocacy and representation within the local community. Members donate their time and expertise to allow these objectives to be met. They currently have 15 members and an additional 15 volunteers swell their ranks when doing events. The installation of a water tank would benefit the school and create a more sustainable garden for the town and its children. The Department of Education's funding for water to the Yealering School is declining and the school children currently have no lawn to play on. The amount requested is slightly more than council's general philosophy of funding 50% of projects \$5000 or more. (50% would be \$5,698. An extra amount of \$947 equalling a 58% grant request.) This is Yealering P&C's first grant request. The amount requested is to cover the purchase of a tank and water fittings from Ewen Rural Supplies who has matched the price to a larger supplier to keep the business in town. The Yealering P&C will cover the costs of the cement pad, plumbing and installation. The Environmental Health Officer has stated that the installation meets guidelines. The Education Department has granted permission for the installation of the tank.</p>	

Statutory Environment:

Local Government Act.

Policy Implications:

Sponsorship, contributions and donations to sporting and community groups

OBJECTIVE: Provide guidelines for the provision of financial assistance to community and sporting clubs within the Shire of Wickepin.

A maximum of 2.5% of the previous year's levied rates may be provided for in Council's budget each year to distribute to community and sporting organisations upon application to the Council.

\$3,000 per year will be allocated to a rolling fund for grants under \$500 with the CEO being given delegated authority to authorise the grants under \$500.

Fund Objective

Funds from Council may be made available for the following:

- establishment or improvement of playing areas or buildings
- Support for major sporting and community events
- Support for general sporting clinics, including coaching clinics :and
- To assist community groups in establishing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.
- Increasing visitors to the region

Council may fund the following:

- 100% up to \$2000
- 75% between \$2,000 and \$5,000
- 50% \$5,000 and above

Voluntary labour and equipment may be included in the applicant's contribution at a value of \$25/hour.

Council employees or equipment may be used in lieu of a cash contribution from Council.

Council will favour applications that would not otherwise be funded through other government grants e.g. CSRFF.

Application Procedure

Applications for funding must be received at the Shire of Wickepin Office by close of business of the due date each year to be considered in the Council budget. Applications are to be made in writing on the Shire of Wickepin Community Grants form (attached).

Applications should only be made when an applicant group is confident that all cash the applicant proposes to contribute will be readily available if a grant is approved.

The value of work undertaken by volunteers can be included in the local contribution but this value may not exceed one third of the completed value of the project. The voluntary work should be described and valued at the rate of \$25.00 per hour.

Funds are not to be used for trophies, prizes or expenses (including loan repayments) incurred in the conduct of the sport or community activities.

Council reserves the right for the CEO or his/her delegate to carry out an inspection of the project at any time prior to and at completion of the project.

GUIDELINES

All applications must be completed on the Shire of Wickepin Community Grants form attached.

Applications should be supported by 2 written quotes for materials or other goods included in the funding submission if possible.

Applications will be acknowledged as received by Council.

Council reserves the right to request further information on demand.
Council reserves the right to consider and allocate funds without the right of appeal. Money will not be allocated for completed projects. Council reserves the right to set aside large projects as longer term budget items to be funded over more than one year.
No project requiring funding shall commence without the written consent of Council.
Money granted must be spent on the project allocated.
All monies allocated must be spent and claimed by 30 June in the financial year for which it was allocated and any unspent allocation will not be carried over to the next budget year.
Council reserves the right to inspect reserves and buildings without prior notification to the respective committee.
All funded projects are to acknowledge the Shire of Wickepin through project media, community engagement and event promotions. CDO can provide support regarding signage and approved use of the Shires Logo.
Ineligible Items: <ul style="list-style-type: none"> - Private or commercial ventures or activities - Retrospective Funding - Purchase of Land - Support for an individual pursuit - Events/activities/programs that already receive financial assistance from other source of funding - Events/activities/programs that are eligible under the CSRFF grants scheme
All successful applicants must provide Council with an acquittal of all grants on an acquittal form available from the Shire Administration Office.

RESOLUTION:	DATE OF REVIEW:
151008.10/11/12/13/14/15	15 October 2008
170615-12	17/06/2015
150317-11	15/03/2017

Financial Implications:

An amount of 2.5% of rates is budgeted every year for community grants. The amount requested is below the 2.5% of rates allocated.

Strategic Implications:

Aligns with Strategic Community Plan 2018 -2028.

Recommendations:

- 1) That Council place in the budget estimates the application from the Lake Yealering Bowling Club for funding of \$1,952 inclusive of GST for a steel panel fence to replace the current stretch of wire fence.
- 2) That Council place in the budget estimates the application from the Yealering Progress Association for funding of \$2000 inclusive of GST for a projector, screen and blinds for the Yealering Town Hall.
- 3) That Council place in the budget estimates the application from the Harrismith Golf Club for funding of \$3,106.00 inclusive of GST for artificial lawn for the Harrismith Community Centre.
- 4) That Council place in the budget estimates the application from the Wickepin Playgroup for funding of \$1,264.00 inclusive of GST for a garden shed.
- 5) That Council place in the budget estimates the application from the Wickepin History Group for funding of \$486.00 inclusive of GST for paper and ink for printing.

- 6) That Council place in the budget estimates the application from the Wickepin District Sports Club for funding of \$3,642.50 for flooring the bar area to a safe standard.
- 7) That Council place in the budget estimates the application from the She Shed He Shed for funding of \$700.00 for a new welder.
- 8) That Council place in the budget estimates the application from the Wickepin Community Resource Centre for funding of \$14,478.25 exc of GST for support of the Lake Yealering Regatta 2019.
- 9) That Council place in the budget estimates the application from the Yealering Primary School P&C for funding of \$6,645 inclusive of GST for the purchase of a water tank and fittings for reticulation.

Voting Requirements:

Simple majority.

10.2.04 – Development & Regulatory Services

Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: Mark Hook, Chief Executive Officer
File Reference: CM.REP.2203
Author: Eric Anderson, Planning Officer
Disclosure of Interest: Nil
Date of Report: 12 June 2019

Enclosure/Attachments:

Nil.

Summary:

The Shire of Narrogin's Department of Development and Regulatory Services as requested by the Shire of Wickepin has prepared the following report for the works undertaken in the month of May 2019, for council's consideration.

Background:

On 20 September 2017, the Shire of Wickepin resolved to accept the RFQ 1 2017/2018 from the Shire of Narrogin for the provision of Health, Building and Planning Services to the Shire of Wickepin for a period of Five Years.

A monthly report is to be presented to the Shire of Wickepin from the Shire of Narrogin's Planning, Building and Environmental Health Services of the works undertaken during the month of May 2019.

Comments:

Following are the reports provided for the Month of May 2019

Planning officers Report

Planning Approvals:

Outbuilding 20 Curlew Way, Wickepin. Item presented to the Ordinary Council Meeting (OCM) on 15 May 2019 for a side and rear setback variation. Council resolved to support the officer's recommendation and conditionally approve the proposal.

Upcoming Council Agenda for June 2019

Telecommunications infrastructure Lot 6309 Aileen Road, Wickepin.-Telecommunications infrastructure Lot 2007 Mutton Road, Wickepin.

- Telecommunications infrastructure Lot 8181 Malyalling Road, Wickepin

Referrals & Subdivision clearances

Nil

BUILDING SURVEYORS REPORT

Nil.

ENVIRONMENTAL HEALTH OFFICERS REPORT

- 1) DWER's request for a copy of an updated Asset Management Plan is currently under review. The previous Environmental Health Officer (EHO) has advised that he is not prepared to provide the information.
- 2) The unregistered food premise at the Yealering Emporium has been advised, in writing to obtain the proper Town Planning and Building approvals before opening. The proprietor has advised that he will remain closed till all necessary approvals have been issued.
- 3) Inspected the Wickepin hotel, which was compliant. Spoke to the new manager regarding children being behind the bar. Advised the manager that children cannot be behind the bar or in the kitchen due to cross contamination issues and not trained in food safety. The manager advised that they became aware of the situation after the event and has instructed that person not to repeat the activity and advised that it will not happen again.
- 4) No Water samples from the Wickepin swimming pool were collected in May 2019 due to winter closure.

Statutory Environment:

Shire of Wickepin Local Planning Scheme No. 4

National Construction Code,

Building Act 2011

Building Regulations 2012

Food Act 2008 and Food Regulations 2009

Health (Miscellaneous Provisions) Act 1911 and Regulations under the Act

Public Health Act 2016

Policy Implications:

Not applicable.

Financial Implications:

The fore mentioned services are provided at a cost to the Shire of Wickepin and has been allocated in the 2018/2019 budget.

Strategic Implications:

GOAL 10: Our organisation is well positioned and has capacity for the future.

Recommendations:

That Council receives the report from the Shire of Narrogin's Department of Development & Regulatory Services for the month of May 2019.

Voting Requirements:

Simple majority.

10.2.05 – COMMUNITY RESOURCE CENTRE 2019/2020 BUDGET

Submission To:	Ordinary Council
Location/Address:	Wickepin Community Resource Centre
Name of Applicant:	Wickepin Community Resource Centre
File Reference:	FM.BU.1208
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 June 2019

Enclosure/Attachments:

Letter received from CRC.

Summary:

Council is being requested to support the Wickepin Community Resource Centre by providing a monetary level of support for the 2019/2020 financial year.

Operation of Library	\$10,137.60
Salary Subsidy	\$5,000

TOTAL \$15,137.60

Background:

Council has received the attached letter of request from the Wickepin Community Resource Centre for the 2019/2020 Budget Allocations.

The letter is requesting the following monetary level of support for the running of the Shire of Wickepin Library services and salary subsidisation of the CRC Coordinator.

Operation of Library	\$10,137.60
Salary Subsidy	\$5,000

TOTAL \$15,137.60

Comments:

Council has supported the Wickepin Community Resource Centre in previous years and the CEO is working on an agreement to cover the operations of the Library and the salary subsidy. This Agenda item is to place an amount in the budget and the agreement will be brought to Council in the July agenda for formal adoption.

The Actual and Budgeted figures for the 2017/2018 financial year are as follows:

	Budget 2018/2019	ACTUALS	BUDGET
	OPERATING EXPENDITURE	6/06/2019	2018/2019
5142	Other Expenses - Community Resource Centre		
	Insurance	0.00	50
	Community Resource Centre Operation Subsidy	8,000	8,000

	Operation of Library Service	13,672	13,672
	Lost Library Books	542.62	300
	Freight Inter Library Loans	215.29	600
		22,429.91	22,622

The requested amount for 2019/2020 is \$6,534.40 less than the 2018/2019 budgeted amount for the running of the Library and the salary subsidy.

Cleaning and Minor Maintenance for the Community Resource Centre Building is part of the lease agreement and is paid for by the Wickepin Community Resource Centre.

Following is an extract from the lease agreement:

4.2 Maintenance, Repairs & Painting

The Lessee is to keep and maintain the premises (other than capital items i.e. carpet, painting where there is an instance of general wear and tear) in the condition presented to the Lessee. The Lessee is to maintain every part of the Premises and all additions to the Premises and all lighting and electrical installations and all drainage and all other fixtures and fittings in good repair to a standard acceptable to the Lessor and Lessee.

4.3 Cleaning

At the Lessee's own expense during the Term at all times to keep and maintain the Premises clean, drained, free from rubbish, refuse and disused material of any kind and in good and sanitary condition to a standard acceptable to the Lessor.

Statutory Environment:

Local Government Act 1995

6.2. Local government to prepare annual budget

- (4) The annual budget is to incorporate —
 - (a) particulars of the estimated expenditure proposed to be incurred by the local government;

Policy Implications:

Nil.

Financial Implications:

Budget Estimate of \$15,137.60 to the CRC for salaries and running Council's Library services. This amount is \$6,534.40 less than the 2018/2019 budgeted amount for the running of the Library and the salary subsidy.

Strategic Implications:

GOAL 9: Our communities are engaged, have a healthy lifestyle and are safe

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
<p>9.1 Facilitate a meeting in the Shire of Wickepin of the local and regional health, social and crime prevention agencies to raise drug and alcohol issues</p> <p>9.2 Meet with the Wickepin Community Resource Centre to identify common community priorities including but not limited to youth activities as well as forward plan events</p> <p>9.3 With the Wickepin Community Resource Centre target activities at early years, primary and secondary students particularly during the school holiday period</p>	<p>9.4 Advocate for the continuation of State Government support for the Wickepin Community Resource Centre</p> <p>9.5 With the Community Resource Centre, help to communicate and action progress association / organising committee priorities and projects</p>	<ul style="list-style-type: none"> - Wickepin Community Resource Centre is retained - Positive social behaviour in our communities - Improved offering and frequency of youth activities - Events across the Shire do not conflict with other local or regional events - Amount of formal communication with progress associations / organising committees across the Shire 	<p>Children and youth are retained and engaged</p> <p>Our community is safe</p> <p>Our community understands the impact of anti-social behaviour both personally and on the community</p>
<p>9.6 Continue to advocate and prepare for the Wheatbelt South Aged Housing Alliance (WSAHA) project</p>	<p>9.7 Seniors are encouraged and able to age in place</p>	<ul style="list-style-type: none"> - WSAHA aged housing project is delivered 	<p>The elderly can age in place</p>
<p>9.8 Continue to provide a high standard waste management service</p> <p>9.9 Continue to educate the community about recycling</p>		<ul style="list-style-type: none"> - Number of positive and negative comments about waste services - Recycling increases across the Shire (tonnes increase) 	<p>Waste management practices are best practice</p>

Recommendations:

That Council places the following items in the 2019/2020 budget allocation in the form of financial support to the Wickepin Community Centre for the 2019/2020 financial year.

- Operation of Library \$10,137.60
- Salary Subsidy \$5,000.00

TOTAL \$15,137.60

Voting Requirements:

Simple majority.

10.2.06 – APPOINTMENT DUAL FIRE CONTROL OFFICERS 19/20

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Shire of Narrogin and Shire of Kulin
File Reference:	ES.APN.901
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	24 May 2019

Enclosure/Attachments:

Nil.

Summary:

Council is being requested to appoint the following as dual fire control officer from the Shire of Narrogin, Shire of Corrigin and the Shire of Kulin for the 2019/2020 Bushfire Season.

1. Shire of Narrogin – Alastair McDougall and Tim Shepherd
2. Shire of Kulin - Clinton Mullan and David Lewis
3. Shire of Corrigin – Craig Jespersen and Greg Doyle

Background:

Council received a written request from the Shire of Narrogin on the 23rd May 2019 to appoint Alastair McDougall and Tim Shepherd as joint Fire Control Officer's with the Shire of Wickepin.

Council received a written request from the Shire of Corrigin on the 4th June 2019 to appoint Craig Jespersen and Greg Doyle as joint Fire Control Officer's with the Shire of Wickepin.

Comments:

Fire Control Officers who adjoin neighboring shires require the adjoining Shires approval to act as Dual Fire Control Officers. Following are the Dual Fire Control Officers appointed by Council in the 2018/2019 Bushfire Season

Resolution No: 200618-21

Moved Cr Allan Lansdell / Seconded Cr Fran Allan

That Council appoints the following FCO's as Dual Fire Control Officers with the Shire of Wickepin for the 2018/2019 fire season, subject to the Fire Control Officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

1. Shire of Corrigin - Craig Jespersen and Greg Doyle.
2. Shire of Kulin - John Spark, David Lewis and Brendon Sloggett
3. Shire of Pingelly - Rodney Leonard Shaddick, Robert Alexander Kirk, Victor Arthur Lee, Andrew Augustin Marshall and Sam MacNamara
4. Shire of Cuballing – Mike Burgess
5. Shire of Dumbleyung – Ken Wright

Statutory Environment:

Bushfires Act 1954

38. Local government may appoint bush fire control officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A (2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2A) the local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
- [(b) Deleted]*
- (2C) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
- (2D) Where a local government that has been served with a notice pursuant to subsection (2C) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person who is not a member of staff (as defined in the FESA Act) to the vacant office.
- (2E) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.
- (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
- (4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
 - (a) carrying out normal brigade activities;
 - [(b), (c) deleted]*
 - (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
 - (e) procuring the due observance by all persons of the provisions of Part III.
- (5A) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.
- (5B) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions issued under subsection (5A) carry out the directions but subject to the provisions of this Act.
- (5C) The provisions of subsections (5A) and (5B) are not in derogation of those of subsection (4).
- (6) In this section —

approved local government means a local government approved under subsection (7) by the Authority.
- (7) If it appears to the Authority that the standard of efficiency of a local government in fire prevention and control justifies the Authority doing so, the Authority, by notice published in the *Government Gazette* —
 - (a) may approve the local government as one to which subsections (6) to (18) apply; and

- (b) may from time to time cancel or vary any previous approval given under this subsection.
- (8) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.
- (9) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by subsection (17).
- (10) An approved local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.
- (11) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office under subsection (10) is, subject to subsection (12), entitled to act in the discharge of the duties of that office.
- (12) A deputy who is one of 2 or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined under subsection (10) is available and able to discharge those duties.
- (13) The local government shall give notice of an appointment made under subsection (8) or (10) to the Authority and cause notice of the appointment to be published at least once in a newspaper circulating in its district and the Authority shall cause notice of the appointment to be published once in the *Government Gazette*.
- (14) An approved local government may appoint a committee for the purpose of advising and assisting a fire weather officer or any deputy of a fire weather officer acting in the place of that officer under this subsections (6) to (18).
- (15) Where a committee is appointed, a fire weather officer, or, as the case may be, a deputy of a fire weather officer while acting in the place of that officer, may exercise the authority conferred on him by subsection (17), notwithstanding the advice and assistance tendered to him by the committee.
- (16) The provisions of subsections (6) to (18) are not in derogation of those of any other subsection of this section.
- (17) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is "catastrophic", "extreme", "severe" or "very high", and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.
- (18) Subsections (6) to (18) do not authorise the burning of bush —
- (i) during the prohibited burning times; or
 - (ii) during the period in which, and in the area of the State in respect of which, a total fire ban is declared under section 22A to have effect.

39. Special powers of bush fire control officers

- (1) Subject to the provisions of this Act a bush fire control officer appointed under this Act by a local government may, in the exercise of his functions and the performance of his duties under this Act, do all or any of the following things —
- (a) exercise any of the appropriate powers of the Director of Operations under the *Fire Brigades Act 1942*, in so far as the same may be necessary or expedient, for extinguishing a bush fire or for preventing the spread or extension of the fire;
 - (b) enter any land or building, whether private property or not;

- (c) pull down, cut, and remove fences on land, whether private property or not, if in his opinion it is necessary or expedient so to do for the purpose of taking effective measures for extinguishing a bush fire, or for preventing the spread or extension of the fire;
- (d) cause fire-breaks to be ploughed or cleared on land, whether private land or not, and take such other appropriate measures on the land as he may deem necessary for the purpose of controlling or extinguishing a bush fire or for preventing the spread or extension of the fire;
- (e) take and use water, other than that for use at a school or the domestic supply of an occupier contained in a tank at his dwelling-house, and other fire extinguishing material from any source whatever on land, whether private property or not;
- (f) take charge of and give directions to any bush fire brigade present at a bush fire with respect to its operations or activities in connection with the extinguishment or control of the bush fire, or the prevention of the spread or extension of the fire;
- (g) any other thing which in his opinion is incidental to the exercise of any of the foregoing powers;
- (h) employ a person or use the voluntary services of a person to assist him, subject to his directions in the exercise of any of the foregoing powers; and
- (i) either alone or with others under his command or direction enter a building which he believes to be on fire and take such steps as he considers necessary to extinguish the fire or prevent it from spreading, but except as arranged with or requested by an officer in charge of a fire brigade under the *Fire Brigades Act 1942*, this power shall not be exercised in a townsite in an area which has been declared a fire district under that Act or in a townsite in which there is a fire brigade or volunteer fire brigade formed under the provisions of that Act.

[(2) Deleted]

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

1. That Council appoints Alastair McDougall and Tim Shepherd from the Shire of Narrogin as Dual Fire Control Officers with the Shire of Wickepin for the 2019/2020 fire season, subject to the Fire Control Officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.
2. That Council appoints Clinton Mullan and David Lewis from the Shire of Kulin as Dual Fire Control Officers with the Shire of Wickepin for the 2019/2020 fire season, subject to the Fire Control Officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.
3. That Council appoints Craig Jespersen and Greg Doyle from the Shire of Corrigin as Dual Fire Control Officers with the Shire of Wickepin for the 2019/2020 fire season, subject to the Fire Control Officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

Voting Requirements:

Simple majority.

10.2.07 – FEES AND CHARGES ADOPTION 2019/2020

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	FM.BU.1208
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 June 2019

Enclosure/Attachments:

Proposed Schedule of Fees and Charges 2019/2020.

Summary:

Council is being requested to consider adopting the Schedule of Fees and Charges for the 2019/2020 year in advance of the 2019/2020 budget adoption.

Council may resolve:

1. To adopt the Officer's recommendation; or
2. Not resolve to accept the Officer's recommendation and review the Schedule of Fees and Charges as part of 2019/2020 budget deliberations.

Background:

In preparation for the 2019/2020 budget period the attached fees and charges are submitted for Council adoption. By adopting the fees and charges prior to the budget any applicable advertising can be undertaken and the new charges can be incorporated into the draft budget workings.

Council's fees and charges contain clauses that allow fees set by external bodies to override those advertised and published by Council.

Comments:

Revenue raised from fees and charges does not constitute a significant proportion of income for the Shire of Wickepin however it is important to review these charges in light of the costs of maintaining council properties and delivering services to residents of the Shire of Wickepin.

The 2019/2020 Schedule of Fees and Charges has been formulated using the 2018/2019 year as a basis and incorporating new charges (shown in Red) and input from external statutory bodies.

In the annual budget agenda item, Council will still set additional fees and charges such as refuse kerbside collections and rates for rural and Townsite properties.

Statutory Environment:

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* Absolute majority required.

- (2) A fee or charge may be imposed for the following —

- a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- b) supplying a service or carrying out work at the request of a person;
- c) subject to section 5.94, providing information from local government records;
- d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- e) supplying goods;
- f) such other service as may be prescribed.

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- a) imposed* during a financial year; and
 - b) amended* from time to time during a financial year.

*** Absolute majority required.**

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- a) its intention to do so; and
- b) the date from which it is proposed the fees or charges will be imposed.

Policy Implications:

Nil.

Financial Implications:

Revenue raised from fees and charges.

Strategic Implications:

Not applicable.

Recommendations:

That Council adopt the attached Schedule of Fees and Charges for the 2019/2020 financial year effective as of 1 July 2019.

Voting Requirements:

Absolute majority.

10.2.08 – POLICY MANUAL – TOWN PLANNING SCHEME

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CM.POL.403
Author:	Rebecca Pauley, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	10 June 2019

Enclosure/Attachments:

Nil.

Summary:

Council is being requested to adopt updates to the Town Planning Scheme policy.

Background:

It has been recognised that the Town Planning Scheme policy requires updating to meet the new Town Planning regulations.

Comments:

Council's previous policy is as follows and the recommendation shows the required amendments:

10.3 Town planning schemes

10.3.1 Town Centre Design and Townscape Guidelines

OBJECTIVE: Provide guidance to developers in the Town Centre Zone of the Scheme to ensure a high standard of presentation, function, safety and traffic circulation commensurate with a vibrant town centre while reinforcing the attractive features of the existing townscape, and to guide Council in determining the appropriateness and adequacy of development proposals in the town centre.

This Policy is Council's adopted Local Planning Policy – Town Centre Design and Townscape Guidelines referred to in Section 5.17.3 of Council's Town Planning Scheme. It applies to the Town Centre Zone of the Scheme.

Under section 5.9.1 of the Scheme, Council shall have due regard to the provisions of this Policy in determining an application for planning approval

10.3.1.1 Relevant Scheme Provisions

Where an application for planning approval incorporates development in the Town Centre Zone the following Scheme provisions apply.

Council may approve the following variations within the Town Centre and Rural Townsite Zones for non-residential development. (Section 5.17.1)

An increase in plot ratio of 20% may be granted where Council is satisfied that public open areas, courtyards or colonnades or other setbacks or preservation of heritage buildings warrants an increase.

Site coverage of up to 100% where Council is satisfied that adequate arrangements have been made in regard to access, car parking, circulation or traffic, safety, servicing, loading and unloading, stormwater drainage, effluent disposal and any other matter which Council deems necessary.

A zero building setback from the front boundary where landscape and paved pedestrian areas are to be provided adjacent to the front boundary and Council is satisfied that adequate arrangements have been made with regard to access, car parking, circulation of traffic, safety, servicing and loading and unloading.

Development shall not exceed 2 storeys in height except where Council is satisfied that the proposal is compatible with the objectives for the zone and:

- will not restrict light, sunshine and natural ventilation enjoyed by surrounding properties;
- will not intrude upon the privacy enjoyed by surrounding properties with overview;
- will not diminish views or outlook available from surrounding properties; and
- is sympathetic with townscape and character of the surrounding built environment.

For mixed use development comprising a combination of residential and non-residential uses, the provisions of Part 4.2 of the Residential Design Codes will apply to the residential component of the development (at R25 code), and the provisions of this Scheme to the non-residential component of the development. (Section 5.17.2)

In considering an application for planning approval for a proposed development (including additions and alterations to existing development) in the Town Centre Zone, Council shall have regard to the criteria and design guidelines contained in Council's Local Planning Policy – Town Centre Design and Townscape Guidelines. (Section 5.17.3)

Development proposals shall recognise the preservation of areas or buildings of architectural or historic interest and the development of land abutting the same. (Section 5.17.5)

Within the Town Centre and Rural Town Zones, Council at its discretion may vary the application of relevant development standards in respect of any development involving a change of land use of an existing building. (Section 5.17.6)

Council may prepare a Local Planning Policy and/or Plan for all or part of the Town Centre Zone where development and uses will accord with the Policy provisions and/or Plan in addition to relevant Scheme provisions. (Section 5.17.7)

Council will not support commercial or industrial uses in the Town Centre or Rural Townsite Zones where the predominant established use is for residential purposes unless their impacts can be adequately buffered. (Section 5.17.8)

10.3.1.2 Townscape and Design Policy Provisions

In considering an application for planning approval for a proposed development (including additions and alterations to existing development) in the Town Centre Zone, Council shall have regard to:

- The colour and texture of external building materials.
- Building size, height, bulk and roof pitch.
- Setback and location of the building on its lot.
- Architectural style and design details of the building.
- Function of the building.
- Relationship of the building to surrounding development.
- Landscaping.
- Layout of car parking.
- Other features considered by Council to be relevant.

Council will have regard for the need to conserve the turn of the century streetscape and ensure that all infill and new developments match the scale, form and physical character of the turn of the century buildings in the area.

Any reconstruction of original facades should only be to those elements which are considered to be essential to the streetscape, or where additions to the older buildings are contemplated.

Development should where possible adhere to the following design guidelines.

Scale and Form

- Scale of new buildings should be based on existing building elements.
- Height of any new buildings is limited to two stories.
- Verandahs should be located on road edges and include the reinstatement of timber or metal posts.
- Shop windows and doors should be of similar heights to the turn of the century type.

Materials

- Walls and parapets to be brick, either painted or Fairfax brickwork of appropriate colour. Roofs to buildings and verandahs should be corrugated iron.
- Verandah posts and framing should be either timber or steel in proportion to the original verandahs and include detailing and decoration where appropriate.
- Windows and doors to existing building may be either aluminium or a contemporary material as long as sections are similar in thickness to timber joinery.

Colours

It is important to recreate building tones and highlight areas and elements which enforce and enhance the original building's character. Each building should have its own colour scheme which relates to its particular architectural style. The colours of adjoining and newly constructed buildings should be in similar colours and tonings as the historic buildings.

- Building colours should preferably follow themes used at the turn of the century.
- Original materials such as brickwork and stucco should be highlighted, not painted over.
- Original colours can be found by scraping the site.
- Painting a group of individual buildings in one colour scheme should be discouraged.

Signs/Signwriting

- Old sign types should be encouraged and where possible, appropriate turn of the century lettering should be used. Signs painted over the whole facade should be prohibited. New signs should be positioned in appropriate places such as parapets, verandahs, on panels above shop windows, or as hanging signs under verandahs.
- Council discourages covering up of historic facade, construction of blank facades, use of modern materials (i.e. acrylic sheets) and construction of pseudo colonial verandahs with turned posts and lacework.

Landscaping

Landscaping shall complement the appearance of the proposed development and the town centre, and may include a paved area in the form of a courtyard, plaza, arcade, or walkway and shall contain such trees and other planting, seating and other furniture as determined by Council.

Car Parking

Layout of car parking shall have regard for traffic circulation in existing car parking areas and shall be integrated with any existing and adjoining car parks.

10.3.1.3 Heritage Policy Provisions

Within the town centre, Council has owns places, buildings and objects of heritage value and natural beauty considered worthy of conservation and preservation.

The purpose and intent of the heritage provisions of the scheme are to:

- Facilitate the conservation of places of heritage value.
- Ensure as far as possible that development occurs with due regard to heritage values.

A person shall not, without the written approval of the Council, permit, commence or carry out any development on, in, adjoining, or in relation to any place, building or object.

If the Council gives its planning approval referred to above this may be given notwithstanding that the development or work involved does not comply with provisions of the residential design codes.

In considering a proposed development which affects a place, building or object, Council may seek to designate the relevant place, object or building on its heritage list or within a designated heritage area.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017

10.3.2 Local Planning Policy design Guidelines for Residences in Rural Residential Zone

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
160915-12	Policy Rescinded on 16/09/2015

10.3.3 Transported and Relocated Dwellings

OBJECTIVE: Ensures that development involving the use of transported or relocated dwellings in the Shire of Wickepin occurs in a manner that maintains the amenity and appearance of the area in which the building will be situated. It defines guidelines by which the Council will assess proposals for the placement of transportable or relocated dwellings on land within the Shire of Wickepin. It will ensure that the amenity and appearance of the locality in which the transportable or relocated building will be situated is maintained.

10.3.3.1 Application Requirements

“Transported or Relocated Dwelling” means a residential dwelling which has previously been constructed and occupied (whether within the district or elsewhere) which is capable of being transferred and reconstructed for use as a residential dwelling.

Applications to develop a transported or relocated dwelling within the Shire of Wickepin shall be made to Council and include:

- An Application for Planning Approval and the payment of the required planning fees.
- Details of where the transported or relocated dwelling is to be removed from.
- Detailed plans of the building and comprehensive site plan indicating the proposed location of the building.
- Recent photographs of every external elevation of the proposed dwelling, clearly indicating its current design and condition.
- Certification from a Structural Engineer stating that the structure is suitable for relocation, appropriate for the conditions of the Shire of Wickepin and structurally sound.

- Detailed specifications on the works to be undertaken to the building to render it compliant with the Building Code of Australia.
- Specification on the works to be undertaken on the dwelling, including any modifications and additions to the dwelling and the materials and colours to be used.
- Details of how it is proposed to transport and re-erect the building.
- A detailed time frame for the relocation of the proposed dwelling and any proposed works.

10.3.3.2 Minimum Design Requirements

The approval of transported or relocated dwellings will only be considered if the following design standards may be achieved:

- The dwelling has a minimum floor area of <120m².
- The roof has a minimum pitch of 20 degrees.
- The exterior cladding and roof materials shall be in good condition and the proposal includes improvement works to the exterior of the building, including repainting, re-cladding as necessary and architectural detailing, such that the proposed dwelling will be aesthetically pleasing.
- The external finishes, bulk, scale and design of the house will not have a detrimental impact on the amenity of the area or landscape into which it is being relocated.

Where any material containing asbestos fibres remains in or on the dwelling, including cement asbestos roofing or cladding, roof insulation, such material shall be removed prior to the building being transported within or into the Shire of Wickepin.

10.3.3.3 Approvals and Bonds

As part of the planning approval of a transported or relocated dwelling, Council may require any works considered necessary to improve the appearance of the structure, including the addition of verandahs, painting, landscaping and the cover of stump areas.

The approval of an application for a transportable or relocated dwelling requires the lodgement of a cash bond to the value of \$20,000 prior to the issue of a building licence. This bond will be used to rectify or remove the dwelling in the event that the owner and/or builder default on the conditions of this policy, the Planning Approval or any conditions of the Building Licence.

A signed statutory declaration outlining a bond agreement is to be entered into by the owner/s prior to issue of a building license. The agreement is to outline a staged repayment of the performance bond, as follows:

10.3.3.3.1 STAGE ONE (RETURN OF 25% OF BOND)

Dwelling correctly positioned on site, as per approved site plan Planning Approval.

Dwelling is correctly stumped and site filled, drained and graded satisfactorily, to be structurally adequate in accordance with the engineers certification.

Dwelling is at lock-up stage (all external windows, doors and fittings/fixtures installed/repaired).

10.3.3.3.2 STAGE TWO (RETURN OF SECOND 25% OF BOND)

All gutters, fascia and downpipe work completed.

All roof end/roofing work is completed (flashings on ridge and gable ends installed).

All external surfaces to be painted to a tradesman like standard in accordance with the Planning & Building Approvals (including wall, doors, window surrounds, sills etc).

10.3.3.3.3 STAGE THREE (RETURN OF REMAINING 50% OF BOND)

Compliance with all conditions of planning approval.

Approved effluent disposal system installed, system inspected by the EHO and a permit to use has been issued.

Completion and certification of all electrical and plumbing work.

All wet area tiling completed in accordance with the Building Code of Australia.

Kitchen fit-out completed (cupboards/benches & stove/hotplate installed etc.)

Building has reached practical completion stage.

A building licence for a transported or relocated dwelling will only be issued for a period of twelve (12) months and will be licensed under the provisions of a 'Special Licence' under the Building Regulation 1989.

The agreement is to clearly state that should Stage One and Two completion not be reached within 90 days of the building's placement on site or Stage Three completion not reached within 12 months of issue of a building license, then the bond monies are to be forfeited to the Shire of Wickepin and the building removed from the site.

The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or such variation is warranted in the circumstances of the case.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017

10.3.4 Outbuildings

OBJECTIVE: Guide home owners in making arrangements for the development of outbuildings in accordance with Scheme provisions and Council policy. It is to guide Council in determining the appropriateness of outbuildings in the proposed location and of the type of proposed to ensure the retention of a high level of amenity for the area.

This policy is Council's adapted Local Planning – Outbuildings referred to in Sub-Clause 5.11.3 of Council's Town Planning Scheme. Under Sub-Clause 5.9 of the Scheme, Council shall have due regard to the provisions of this policy when determining an application for planning approval in addition to the relevant provisions of the Scheme. Under Sub-Clause 9.1.2 of the scheme an application for a planning approval issued under this policy shall be in the form of Schedule 7 to the Scheme.

10.3.4.1 Relevant Scheme Provisions

The construction of outbuildings falls within the definition of 'development' under the Town Planning and Development Act 1928 and requires planning approval in accordance with the procedures outlined in Part 9 of the Scheme except where it is considered 'permitted development'.

Under Clause 8.2 of the Scheme 'outbuildings' are considered 'permitted development' on a lot more than 2ha in area, provided that in rural residential zone it is within a defined building envelope which has been formally identified for the lot.

Outbuildings must be constructed in accordance with the provisions of the Building Code of Australia and this Local Planning Policy.

Clause 5.19 of the Scheme stipulates that:

- In addition to a building licence, all development, including a single house will require an application for planning approval to be made to Council, unless it is within a defined building envelope accepted by Council.
- Only one dwelling will be permitted on any lot in the Rural Residential zone.

- Council may permit ancillary accommodation providing it is located within the same building envelope or building clearance area as the first or primary dwelling, or otherwise complies with the Residential Design Codes.
- Outbuildings in excess of 65m² floor area will not be granted planning approval on any lot within the Rural Residential zone, unless a single dwelling exists on the lot, or is to be constructed as the first stage of the development proposal.
- The minimum setbacks for dwellings, outbuildings, or any other structure shall be in accordance with the Development Table - General (Table 2) or as varied by the provisions of this Scheme.
- In the case where a lot has more than one street frontage, Council may at its discretion permit the construction of buildings nearer to the secondary street frontage nominated by Council, but not nearer than 10m to that street or streets.
- For the purposes of guiding subdivision and development in specific rural residential zones, the provisions set out in Schedule 11 (where different to Scheme Provisions) shall apply to the specified zones. Future subdivision will be required to generally accord with an Outline Development Plan prepared for the specified area referred to in Schedule 11 and such a plan of subdivision shall form part of the Scheme.
- Proposals for Rural Residential zones shall have due regard to Council's Local Planning Policy - Rural Residential Development.
- Residential Development.

10.3.4.2 Policy Provisions

Within the Residential Zone of the Scheme Area, planning approval will be granted to outbuildings appurtenant to a dwelling provided the boundary setbacks and building construction requirements have been complied with, the building is of single storey construction and is located behind any dwelling on site.

Non-masonry construction – where the total non-masonry outbuilding area does not exceed 55 square metres and the total outbuilding area does not exceed 75 square metres.

Masonry construction – where the total outbuilding area has walls constructed of the same materials and appearance as the house does not exceed 75 square metres and no parapet wall is greater in length than 8.0 metres.

Wall height of any outbuilding must not exceed 3.0 metres or gable roof construction must not exceed 4.0 metres.

An applicant may not construct a parapet wall construction on any boundary, the applicant will present Council with written agreement to the same by any affected adjoining landowner.

An applicant must provide Council with a written undertaking that the outbuilding constructed will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Scheme.

Brick Construction – garages, patios, pergolas, sheds and all other outbuildings except carports

- If attached to a dwelling, the outbuilding must be 1.0 metre from side boundaries with eaves not closer than 0.5 metres to a side boundary, measured from the outer edge of the gutter. Setback to the rear boundary to be as specified for the appropriate dwelling in the Zoning and Development provisions of the Scheme.
- If detached from a dwelling, the outbuilding shall be at least 1.0 metres clear of the dwelling, 1.0 metre from a side boundary, 1.0 metres from the rear boundary, with eaves not closer than 0.5 of a metre to a side boundary, measured from the outer edge of the gutter.
- A detached outbuilding may be constructed on a side or rear boundary subject to the requirements of the Building Code of Australia 1990

Metal or wood framed construction – garages, patios, pergolas, sheds and all other outbuildings except carports

- Garages, sheds and all other outbuildings except patios and pergolas are to be detached from and at least 1.0 metres clear of the dwelling and 1.8 metres clear of any leech drains. Clearance to side and rear boundaries must be a minimum of 1.0 metres and at least 1.2 metres to any septic tanks.
- Patios and pergolas are to be setback at least 1.0metre from any lot boundary unless otherwise approved by Council.

Carports

- Columns of brick or steel may be erected on a boundary provided no more than four columns are used and roofing including guttering is at least 0.5 metres clear of the boundary.
- Beams shall be steel where within 0.5 metres of a boundary and a dividing fence forming a side wall of the carport shall not be higher than 1.8 metres.
- Timber framed carports shall be sited 1.2 metres clear of all boundaries.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017

10.3.5 Temporary Accommodation Camps

OBJECTIVE: Ensure that applications for the development of temporary accommodation camps are assessed in a consistent, fair, thorough and timely manner in consideration of a 'Temporary Accommodation Camp' being acknowledged as a use 'not listed' in the Shire of Wickepin Town Planning Scheme No.4, provide guidance to Councillors, employees, other government agencies, landowners, developers, consultants and the general public regarding the assessment of applications for temporary accommodation camps and to provide, where necessary, for the development of temporary accommodation camps in a way that maximises social benefits whilst minimising social costs.

"Temporary Accommodation Camp" means Development which remains in place on a temporary basis and provides accommodation for construction or construction-related workers and their dependents, and which consists of buildings or other structures which by virtue of their design, layout, density and/or location, is not specifically provided for within the Town Planning Scheme and can only be approved pursuant to the 'use-not-listed' provisions contained within the Scheme.

Planning consent must be given by Council for any consent of Temporary Accommodation Camps.

Applications **MUST** demonstrate that there is a need to develop a camp facility of the size and at the location proposed for the period of time for which approval is sought;

Within a gazetted town site of the Shire of Wickepin, Temporary Accommodation Camps must:

- Be strategically located within walking distance to a range of services including social, recreational, educational, commercial, retail and medical.
- Be accessible to bitumen sealed road (7.0 metre seal) and reticulated power, water and sewerage.
- In the opinion of the Council, not be located in an area of perceived environmental, social or visual sensitivity.
- Accord with the Shire of Wickepin's current planning instruments (i.e. Town Planning Scheme, Local Planning Strategy) in demonstrating a 'value added' benefit for possible re-use of some or the entire camp infrastructure beyond the life of the temporary accommodation camp use.

Within the Rural area of the Shire of Wickepin, a Temporary Accommodation Camp must:

- Be strategically located within reasonable commuting distance to the primary construction site and provide a range of services on-site including social, recreational, small retail and medical.
- Where possible have direct access to a bitumen seal road.
- In the opinion of the Council, not be located in an area of perceived environmental, social or visual sensitivity.
- Where possible demonstrate some level of 'value added' benefit for re-use of the camp infrastructure, either in part or in whole, beyond the life of the temporary accommodation camp use.

Applications must demonstrate compliance with relevant legislation as required by the Council.

Applications must demonstrate the camp will be effectively and appropriately managed, with management practices outlined in a Camp Management Plan to be submitted with the application for planning consent. The Camp Management Plan should address:

- Strategies ensuring that noise, dust, odour, light spill and litter are acceptably managed.
- Strategies resolving conflict with owners and/or occupiers of land within the vicinity of the site that may be affected by the operation of the camp.
- Transportation of workers to the site where construction is taking place.
- Strategies for managing the consumption of alcohol in the camp (if applicable).
- Strategies for preventing the consumption of illicit drugs in the camp.

Applications shall be accompanied by a Decommissioning Plan committed to by the applicant by means of a legal agreement that addresses the following issues:

- When the camp shall be decommissioned.
- Works that shall remain in place following decommissioning.
- The clean-up and rehabilitation of the site.
- The transfer of assets to public ownership where this has been committed too and agreed upon.

The following information is to be provided with an application for planning consent:

- A minimum of 3 sets of accurately scaled and dimensioned locality plans, site plans, floor plans, elevations (generally north, south, east and west elevations showing all buildings proposed for the site, rather than elevations of individual buildings, or as otherwise agreed by Council).
- An analysis of the physical characteristics of the site (on sloping sites topographic mapping may be required).
- Details regarding the maximum number of persons to be housed at the site, including numbers of single, married/de facto and dependents (if applicable).
- Details of how development is to be staged.
- Information regarding how essential services are to be provided to the site.
- Details of proposed/intended accommodation purchaser/s (i.e. whose workforce is the camp intended to house).
- An indication from the proposed/intended accommodation purchaser/s of the suitability of the proposal for their accommodation needs (i.e. in terms of size, location, layout, facilities and detailed design does it meet their requirements for accommodating their workforce).
- Details of any prior consultation with local communities and government agencies.
- Details of any ongoing community benefit from development of the camp that may or may not have been negotiated with Council prior to submitting an application.

- In urban or near-urban situations, details of landscaping, fencing, internal access roads and building materials and finishes.
- A Camp Management Plan.
- A Decommissioning Plan.

The following process is to be undertaken in assessment of an application for a temporary construction camp:

Step 1 – Preliminaries

The proposal should be discussed with Shire of Wickepin employees prior to an application being submitted and in some instances preliminaries, written advice will be provided.

Step 2 – Initial consideration by Council

Shire of Wickepin employees will present a report to Council detailing the application and addressing all aspects of the policy and any other relevant considerations, including details of a site inspection.

Step 3 – Referral & advertising

The application will be advertised for public comment and referred to relevant stakeholders for a minimum of 30 days including adverts in local newspapers, a signs erected on site and plans/documents detailing the application made available for inspection at the Council office.

Step 4 – Final consideration by Council

The application will be considered in light of any submissions received during the comment period. Shire of Wickepin employees will present a report to Council presenting relevant facts and discussion sufficient to enable Council to make an informed decision.

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10.3.6 Agro-Forestry/Tree Plantations

OBJECTIVE:

- Achieve a consistent, efficient and equitable system for assessing and approving tree crop applications.
- Actively encourage the establishment of tree crops in appropriate locations across the Shire of Wickepin.
- Actively encourage tree crops in areas subject to land degradation, including areas of high salinity, water logging and high levels of chemical contamination where there are clear natural resource management benefits.
- Consider impacts on local road infrastructure and fire risk/management issues.
- Consider the visual impact of tree crops in close proximity to town sites, roads of local and regional significance, and areas of scenic beauty.
- Encourage operators, managers, government and non-government agencies, investors, and land holders to work in partnership wherever possible.
- Encourage operators to abide by the Industry Code of Practice, relevant legislation and this policy when seeking to enter into tree crops venture.
- Outline matters to be addressed through the planning system and other legislation.

'Agro forestry' means land used commercially for tree production and agriculture where trees are planted in blocks of more than one hectare.

'Plantation' has the same meaning as in the *Code of Practice for Timber Plantations in Western Australia (2006)* published by the State Department of Conservation and Land Management and the Australian Forest Growers.

'Tree Crop' means trees planted under the management of an applicant with an aggregate area greater than 40 hectares and with the intent of producing commercial products. Commercial products include all wood and non-wood products that can be sold to a

third party. Wood products are produced when trees are harvested, such as woodchips or sawlogs, while non-wood products include products such as carbon and potentially environmental services.

This policy applies to all 'General Agricultural' zoned land in the Shire of Wickepin Town Planning Scheme No.4 (TPS4).

This Policy applies to agro-forestry/tree plantations, otherwise termed 'Tree Crops' for the purpose of this Policy, that has the potential to become a prominent land-use across the Shire of Wickepin where landholders and private investors seek to:

- Capitalise on emerging opportunities for farm forestry;
- Diversify income streams; and
- Gain on-farm environmental benefits that can be realised from integrated tree crops.

Council requires completion of an application for Planning Consent (Tree Crop Development Application Form) for all tree crop developments with an aggregate area greater than 40 hectares in size.

An application and planning consent must include:

- Title details of the subject land.
- Name of Landowner.
- Name of the Applicant.
- Address and contact details of the Applicant.
- Signature of the Applicant and the Landowner.
- Management Plan as per checklist based on the Code of Practice.
- Map showing location of trees, access roads, structures and buildings, natural features (including native vegetation and water courses) and other relevant information, such as hazards and significant features.
- Level of compliance with the specifications and guidelines in the *Code of Practice for Timber Plantations in Western Australia (2006)*.
- The preparation of a Fire Management Plan that details access, firebreaks, water supplies, separation distance between plantings and setbacks from off-site dwellings.
- A visual impact assessment for properties that adjoin townsite boundaries, front roads of regional or local significance, or areas deemed by the Council to have a high level of scenic value.
- A Water Management Strategy that includes an impact statement relating to water quantity and quality regarding the anticipated effects on adjacent land uses and downstream users – refer to Notes below.
- A future Harvest/Transport Plan that details estimated harvest times, expected transport routes and proposed machinery requirements.
- Planning application fee, as per the Shire of Wickepin Schedule of Fees.

10.3.6.1 Additional Approvals

Proposed new buildings and structures relating to a tree crop development may be subject to additional conditions and approvals of the Shire of Wickepin and other agencies.

10.3.6.2 Water Management

The Council may seek advice from the Department of Conservation and Environment and Department of Water to assist in determining the application, with specific reference to ground and surface water impacts.

10.3.6.3 Harvest and Transport

Where the Council considers the existing road infrastructure is not adequate to service the future harvest, the applicant/operator will be required to make suitable and safe access arrangements. If a suitable and safe arrangement cannot be identified and there is likelihood that this cannot be secured or improved, the Council may refuse the application.

In processing an application for tree crops the Council will;

- publicly advertise the proposal for a minimum of 30 days through writing to adjoining/nearby landowners as deemed appropriate by the Council; and
- seek comments, as determined by the Council, from relevant government agencies and other stakeholders or affected parties.

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10.3.7 Fencing of Light Industrial Lots

OBJECTIVE: Provide clear parameters in relation to Perimeter fencing of light industrial lots.

The minimum requirement for Fencing of Light Industrial Lots is link mesh fencing to the front of all Road Reserves to a minimum height of 1.2m.

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Statutory Environment:

Planning and Development Act 2005.

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Recommendations:

That Council adopt the updates to the Town Planning Schemes policy as follows.

10.3 Town planning scheme

10.3.1 Town Centre Design and Townscape Guidelines

OBJECTIVE: Provide guidance to developers in the Town Centre Zone of the Scheme to ensure a high standard of presentation, function, safety and traffic circulation commensurate with a vibrant town centre while reinforcing the attractive features of the existing townscape, and to guide Council in determining the appropriateness and adequacy of development proposals in the town centre.

This Policy is Council’s adopted Local Planning Policy – Town Centre Design and Townscape Guidelines referred to in Section 4.17.7 of Council’s Town Planning Scheme. It applies to the Town Centre Zone of the Scheme.

Under section 4.9 of the Scheme, Council shall have due regard to the provisions of this Policy in determining an application for planning approval

10.3.1.1 Relevant Scheme Provisions

Where an application for planning approval incorporates development in the Town Centre Zone the following Scheme provisions apply.

Council may approve the following variations within the Town Centre and Rural Townsite Zones for non-residential development. (Section 4.17.2)

An increase in plot ratio of 20% may be granted where Council is satisfied that public open areas, courtyards or colonnades or other setbacks or preservation of heritage buildings warrants an increase.

Site coverage of up to 100% where Council is satisfied that adequate arrangements have been made in regard to access, car parking, circulation or traffic, safety, servicing, loading and unloading, stormwater drainage, effluent disposal and any other matter which Council deems necessary.

A zero building setback from the front boundary where landscape and paved pedestrian areas are to be provided adjacent to the front boundary and Council is satisfied that adequate arrangements have been made with regard to access, car parking, circulation of traffic, safety, servicing and loading and unloading.

Development shall not exceed 2 storeys in height except where Council is satisfied that the proposal is compatible with the objectives for the zone and:

- will not restrict light, sunshine and natural ventilation enjoyed by surrounding properties;
- will not intrude upon the privacy enjoyed by surrounding properties with overview;
- will not diminish views or outlook available from surrounding properties; and
- is sympathetic with townscape and character of the surrounding built environment.

For mixed use development comprising a combination of residential and non-residential uses, the provisions of Part 4.2 of the Residential Design Codes will apply to the residential component of the development (at R25 code), and the provisions of this Scheme to the non-residential component of the development. (Section 4.17.3)

In considering an application for planning approval for a proposed development (including additions and alterations to existing development) in the Town Centre Zone, Council shall have regard to the criteria and design guidelines contained in Council's Local Planning Policy – Town Centre Design and Townscape Guidelines. (Section 4.17.4)

Development proposals shall recognise the preservation of areas or buildings or architectural or historic interest and the development of land abutting the same. (Section 4.17.5)

Within the Town Centre and Rural Town Zones, Council at its discretion may vary the application of relevant development standards in respect of any development involving a change of land use of an existing building. (Section 4.17.6)

Local Government may prepare a Local Planning Policy and/or Plan for all or part of the Town Centre Zone where development and uses will accord with the Policy provisions and/or Plan in addition to relevant Scheme provisions. (Section 4.17.7)

Local Government will not support commercial or industrial uses in the Town Centre or Rural Townsite Zones where the predominant established use is for residential purposes unless their impacts can be adequately buffered. (Section 4.17.8)

10.3.1.2 Townscape and Design Policy Provisions

In considering an application for planning approval for a proposed development (including additions and alterations to existing development) in the Town Centre Zone, Council shall have regard to:

- The colour and texture of external building materials.
- Building size, height, bulk and roof pitch.
- Setback and location of the building on its lot.
- Architectural style and design details of the building.
- Function of the building.
- Relationship of the building to surrounding development.
- Landscaping.
- Layout of car parking.
- Other features considered by Council to be relevant.

Council will have regard for the need to conserve the turn of the century streetscape and ensure that all infill and new developments complement the scale, form and physical character of the turn of the century buildings in the area.

Any reconstruction of original facades should only be to those elements which are considered to be essential to the streetscape, or where additions to the older buildings are contemplated.

Development should where possible adhere to the following design guidelines.

Scale and Form

- Scale of new buildings should be based on existing building elements.
- Height of any new buildings is limited to two stories.
- Verandahs should be located on road edges and include the reinstatement of timber or metal posts.
- Shop windows and doors should be of similar heights to the turn of the century type.

Materials

- Walls and parapets to be brick, either painted or Fairfax brickwork of appropriate colour. Roofs to buildings and verandahs should be corrugated iron.
- Verandah posts and framing should be either timber or steel in proportion to the original verandahs and include detailing and decoration where appropriate.
- Windows and doors to existing building may be either aluminium or a contemporary material as long as sections are similar in thickness to timber joinery.

Colours

It is important to recreate building tones and highlight areas and elements which enforce and enhance the original building's character. Each building should have its own colour scheme which relates to its particular architectural style. The colours of adjoining and newly constructed buildings should be in similar colours and tonings as the historic buildings.

- Building colours should preferably follow themes used at the turn of the century.
- Original materials such as brickwork and stucco should be highlighted, not painted over.
- Original colours can be found by scraping the site.
- Painting a group of individual buildings in one colour scheme should be discouraged.

Signs/Signwriting

- Old sign types should be encouraged and where possible, appropriate turn of the century lettering should be used. Signs painted over the whole facade should be prohibited. New signs should be positioned in appropriate places such as parapets, verandahs, on panels above shop windows, or as hanging signs under verandahs.
- Council discourages covering up of historic facade, construction of blank facades, use of modern materials (i.e. acrylic sheets) and construction of pseudo colonial verandahs with turned posts and lacework.

Landscaping

Landscaping shall complement the appearance of the proposed development and the town centre, and may include a paved area in the form of a courtyard, plaza, arcade, or walkway and shall contain such trees and other planting, seating and other furniture as determined by Council.

Car Parking

Layout of car parking shall have regard for traffic circulation in existing car parking areas and shall be integrated with any existing and adjoining car parks.

10.3.1.3 Heritage Policy Provisions

Within the town centre, Council has nominated places, buildings and objects of heritage value and natural beauty considered worthy of conservation and preservation.

The purpose and intent of the heritage provisions of the scheme are to:

- Facilitate the conservation of places of heritage value.
- Ensure as far as possible that development occurs with due regard to heritage values.

A person shall not, without the written approval of the Council, permit, commence or carry out any development on, in, adjoining, or in relation to any place, building or object.

If the Council gives its planning approval referred to above this may be given notwithstanding that the development or work involved does not comply with provisions of the residential design codes.

In considering a proposed development which affects a place, building or object, Council may seek to designate the relevant place, object or building on its heritage list or within a designated heritage area.

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10.3.2 Local Planning Policy design Guidelines for Residences in Rural Residential Zone

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
160915-12	Policy Rescinded on 16/09/2015

10.3.3 Transported and Relocated Dwellings

OBJECTIVE: Ensures that development involving the use of transported or relocated dwellings in the Shire of Wickepin occurs in a manner that maintains the amenity and appearance of the area in which the building will be situated. It defines guidelines by which the Council will assess proposals for the placement of transportable or relocated dwellings on land within the Shire of Wickepin. It will ensure that the amenity and appearance of the locality in which the transportable or relocated building will be situated is maintained.

10.3.1.4 Application Requirements

“Transported or Relocated Dwelling” means a residential dwelling which has previously been constructed and occupied (whether within the district or elsewhere) which is capable of being transferred and reconstructed for use as a residential dwelling.

Applications to develop a transported or relocated dwelling within the Shire of Wickepin shall be made to Council and include:

- An Application for Planning Approval and the payment of the required planning fees.
- Details of where the transported or relocated dwelling is to be removed from.
- Detailed plans of the building and comprehensive site plan indicating the proposed location of the building.
- Recent photographs of every external elevation of the proposed dwelling, clearly indicating its current design and condition.
- Certification from a Structural Engineer stating that the structure is suitable for relocation, appropriate for the conditions of the Shire of Wickepin and structurally sound.
- Detailed specifications on the works to be undertaken to the building to render it compliant with the Building Code of Australia.
- Specification on the works to be undertaken on the dwelling, including any modifications and additions to the dwelling and the materials and colours to be used.
- Details of how it is proposed to transport and re-erect the building.
- A detailed time frame for the relocation of the proposed dwelling and any proposed works.

10.3.1.5 Minimum Design Requirements

The approval of transported or relocated dwellings will only be considered if the following design standards may be achieved:

- The dwelling has a minimum floor area of 120m^2
- The roof has a minimum pitch of 20 degrees.
- The exterior cladding and roof materials shall be in good condition and the proposal includes improvement works to the exterior of the building, including repainting, re-cladding as necessary and architectural detailing, such that the proposed dwelling will be aesthetically pleasing.
- The external finishes, bulk, scale and design of the house will not have a detrimental impact on the amenity of the area or landscape into which it is being relocated.

Where any material containing asbestos fibres remains in or on the dwelling, including cement asbestos roofing or cladding, roof insulation, such material shall be removed prior to the building being transported within or into the Shire of Wickepin.

10.3.1.6 Approvals and Bonds

As part of the planning approval of a transported or relocated dwelling, Council may require any works considered necessary to improve the appearance of the structure, including the addition of verandahs, painting, landscaping and the cover of stump areas.

The approval of an application for a transportable or relocated dwelling requires the lodgement of a cash bond to the value of \$20,000 prior to the issue of a building licence. This bond will be used to rectify or remove the dwelling in the event that the owner and/or builder default on the conditions of this policy, the Planning Approval or any conditions of the Building Licence.

A signed statutory declaration outlining a bond agreement is to be entered into by the owner/s prior to issue of a building license. The agreement is to outline a staged repayment of the performance bond, as follows:

10.3.1.6.1 STAGE ONE (RETURN OF 25% OF BOND)

Dwelling correctly positioned on site, as per approved site plan Planning Approval.

Dwelling is correctly stumped and site filled, drained and graded satisfactorily, to be structurally adequate in accordance with the engineers certification.

Dwelling is at lock-up stage (all external windows, doors and fittings/fixtures installed/repaired).

10.3.1.6.2 STAGE TWO (RETURN OF SECOND 25% OF BOND)

All gutters, fascia and downpipe work completed.

All roof end/roofing work is completed (flashings on ridge and gable ends installed).

All external surfaces to be painted to a tradesman like standard in accordance with the Planning & Building Approvals (including wall, doors, window surrounds, sills etc).

10.3.1.6.3 STAGE THREE (RETURN OF REMAINING 50% OF BOND)

Compliance with all conditions of planning approval.

Approved effluent disposal system installed, system inspected by the EHO and a permit to use has been issued.

Completion and certification of all electrical and plumbing work.

All wet area tiling completed in accordance with the Building Code of Australia.

Kitchen fit-out completed (cupboards/benches & stove/hotplate installed etc.)

Building has reached practical completion stage.

A building licence for a transported or relocated dwelling will only be issued for a period of twelve (12) months and will be licensed under the provisions of a 'Special Licence' under the Building Regulation 1989.

The agreement is to clearly state that should Stage One and Two completion not be reached within 90 days of the building's placement on site or Stage Three completion not reached within 12 months of issue of a building license, then the bond monies are to be forfeited to the Shire of Wickepin and the building removed from the site.

The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or such variation is warranted in the circumstances of the case.

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10.3.4 Outbuildings

OBJECTIVE: Guide home owners in making arrangements for the development of outbuildings in accordance with Scheme provisions and Council policy. It is to guide Council in determining the appropriateness of outbuildings in the proposed location and of the type of proposed to ensure the retention of a high level of amenity for the area.

This policy is Council's adapted Local Planning – Outbuildings referred to in Sub-Clause 4.11.3 of Council's Town Planning Scheme. Under Sub-Clause 4.9 of the Scheme, Council shall have due regard to the provisions of this policy when determining an application for planning approval in addition to the relevant provisions of the Scheme.

10.3.1.7 Relevant Scheme Provisions

The construction of outbuildings falls within the definition of 'development' under the Planning and Development Act 2005 and requires planning approval in accordance with the procedures outlined in Part 8 Schedule 1 of the deemed provisions.

Under Clause 4.18 of the Scheme 'outbuildings' are considered 'permitted development' on a lot more than 2ha in area, provided that in rural residential zone it is within a defined building envelope which has been formally identified for the lot.

Outbuildings must be constructed in accordance with the provisions of the Building Code of Australia and this Local Planning Policy.

Clause 4.18 of the Scheme stipulates that:

- In addition to a building licence, all development, including a single house will require an application for planning approval to be made to Council, unless it is within a defined building envelope accepted by Council.
- Only one dwelling will be permitted on any lot in the Rural Residential zone.
- Council may permit ancillary accommodation providing it is located within the same building envelope or building clearance area as the first or primary dwelling, or otherwise complies with the Residential Design Codes.
- Outbuildings in excess of 65m² floor area will not be granted planning approval on any lot within the Rural Residential zone, unless a single dwelling exists on the lot, or is to be constructed as the first stage of the development proposal.
- The minimum setbacks for dwellings, outbuildings, or any other structure shall be in accordance with the Development Table - General (Table 2) or as varied by the provisions of this Scheme.
- In the case where a lot has more than one street frontage, Council may at its discretion permit the construction of buildings nearer to the secondary street frontage nominated by Council, but not nearer than 10m to that street or streets.
- For the purposes of guiding subdivision and development in specific rural residential zones, the provisions set out in Schedule 11 (where different to Scheme Provisions) shall apply to the specified zones. Future subdivision will be required to generally accord with an Outline Development Plan prepared for the specified area referred to in Schedule 11 and such a plan of subdivision shall form part of the Scheme.
- Proposals for Rural Residential zones shall have due regard to Council's Local Planning Policy - Rural Residential Development.
- Residential Development.

10.3.4.2 Policy Provisions

Within the Residential Zone of the Scheme Area, planning approval will be granted to outbuildings appurtenant to a dwelling provided the boundary setbacks and building construction requirements have been complied with, the building is of single storey construction and is located behind any dwelling on site.

Non-masonry construction – where the total non-masonry outbuilding area does not exceed 55 square metres and the total outbuilding area does not exceed 75 square metres.

Masonry construction – where the total outbuilding area has walls constructed of the same materials and appearance as the house does not exceed 75 square metres and no parapet wall is greater in length than 8.0 metres.

Wall height of any outbuilding must not exceed 3.0 metres or gable roof construction must not exceed 4.0 metres.

An applicant may not construct a parapet wall construction on any boundary, the applicant will present Council with written agreement to the same by any affected adjoining landowner.

An applicant must provide Council with a written undertaking that the outbuilding constructed will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Scheme.

Brick Construction – garages, patios, pergolas, sheds and all other outbuildings except carports

- If attached to a dwelling, the outbuilding must be 1.0 metre from side boundaries with eaves not closer than 0.5 metres to a side boundary, measured from the outer edge of the gutter. Setback to the rear boundary to be as specified for the appropriate dwelling in the Zoning and Development provisions of the Scheme.
- If detached from a dwelling, the outbuilding shall be at least 1.0 metres clear of the dwelling, 1.0 metre from a side boundary, 1.0 metres from the rear boundary, with eaves not closer than 0.5 of a metre to a side boundary, measured from the outer edge of the gutter.
- A detached outbuilding may be constructed on a side or rear boundary subject to the requirements of the Building Code of Australia 1990

Metal or wood framed construction – garages, patios, pergolas, sheds and all other outbuildings except carports

- Garages, sheds and all other outbuildings except patios and pergolas are to be detached from and at least 1.0 metres clear of the dwelling and 1.8 metres clear of any leech drains. Clearance to side and rear boundaries must be a minimum of 1.0 metres and at least 1.2 metres to any septic tanks.
- Patios and pergolas are to be setback at least 1.0metre from any lot boundary unless otherwise approved by Council.

Carports

- Columns of brick or steel may be erected on a boundary provided no more than four columns are used and roofing including guttering is at least 0.5 metres clear of the boundary.
- Beams shall be steel where within 0.5 metres of a boundary and a dividing fence forming a side wall of the carport shall not be higher than 1.8 metres.
- Timber framed carports shall be sited 1.2 metres clear of all boundaries.

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10.3.5 Temporary Accommodation Camps

OBJECTIVE: Ensure that applications for the development of temporary accommodation camps are assessed in a consistent, fair, thorough and timely manner in consideration of a ‘Temporary Accommodation Camp’ being acknowledged as a use ‘not listed’ in the Shire of Wickepin Town Planning Scheme No.4, provide guidance to Councillors, employees, other government agencies, landowners, developers, consultants and the general public regarding the assessment of applications for temporary accommodation camps and to provide, where necessary, for the development of temporary accommodation camps in a way that maximises social benefits whilst minimising social costs.

“Temporary Accommodation Camp” means Development which remains in place on a temporary basis and provides accommodation for construction or construction-related workers and their dependents, and which consists of buildings or other structures which by virtue of their design, layout, density and/or location, is not specifically provided for within the Town Planning Scheme and can only be approved pursuant to the ‘use-not-listed’ provisions contained within the Scheme.

Planning consent must be given by Council for any consent of Temporary Accommodation Camps.

Applications MUST demonstrate that there is a need to develop a camp facility of the size and at the location proposed for the period of time for which approval is sought;

Within a gazetted town site of the Shire of Wickepin, Temporary Accommodation Camps must:

- Be strategically located within walking distance to a range of services including social, recreational, educational, commercial, retail and medical.
- Be accessible to bitumen sealed road (7.0 metre seal) and reticulated power, water and sewerage.
- In the opinion of the Council, not be located in an area of perceived environmental, social or visual sensitivity.
- Accord with the Shire of Wickepin's current planning instruments (i.e. Town Planning Scheme, Local Planning Strategy) in demonstrating a 'value added' benefit for possible re-use of some or the entire camp infrastructure beyond the life of the temporary accommodation camp use.

Within the Rural area of the Shire of Wickepin, a Temporary Accommodation Camp must:

- Be strategically located within reasonable commuting distance to the primary construction site and provide a range of services on-site including social, recreational, small retail and medical.
- Where possible have direct access to a bitumen seal road.
- In the opinion of the Council, not be located in an area of perceived environmental, social or visual sensitivity.
- Where possible demonstrate some level of 'value added' benefit for re-use of the camp infrastructure, either in part or in whole, beyond the life of the temporary accommodation camp use.

Applications must demonstrate compliance with relevant legislation as required by the Council.

Applications must demonstrate the camp will be effectively and appropriately managed, with management practices outlined in a Camp Management Plan to be submitted with the application for planning consent. The Camp Management Plan should address:

- Strategies ensuring that noise, dust, odour, light spill and litter are acceptably managed.
- Strategies resolving conflict with owners and/or occupiers of land within the vicinity of the site that may be affected by the operation of the camp.
- Transportation of workers to the site where construction is taking place.
- Strategies for managing the consumption of alcohol in the camp (if applicable).
- Strategies for preventing the consumption of illicit drugs in the camp.

Applications shall be accompanied by a Decommissioning Plan committed to by the applicant by means of a legal agreement that addresses the following issues:

- When the camp shall be decommissioned.
- Works that shall remain in place following decommissioning.
- The clean-up and rehabilitation of the site.
- The transfer of assets to public ownership where this has been committed too and agreed upon.

The following information is to be provided with an application for planning consent:

- A minimum of 3 sets of accurately scaled and dimensioned locality plans, site plans, floor plans, elevations (generally north, south, east and west elevations showing all buildings proposed for the site, rather than elevations of individual buildings, or as otherwise agreed by Council).
- An analysis of the physical characteristics of the site (on sloping sites topographic mapping may be required).
- Details regarding the maximum number of persons to be housed at the site, including numbers of single, married/de facto and dependents (if applicable).
- Details of how development is to be staged.
- Information regarding how essential services are to be provided to the site.
- Details of proposed/intended accommodation purchaser/s (i.e. whose workforce is the camp intended to house).
- An indication from the proposed/intended accommodation purchaser/s of the suitability of the proposal for their accommodation needs (i.e. in terms of size, location, layout, facilities and detailed design does it meet their requirements for accommodating their workforce).
- Details of any prior consultation with local communities and government agencies.
- Details of any ongoing community benefit from development of the camp that may or may not have been negotiated with Council prior to submitting an application.
- In urban or near-urban situations, details of landscaping, fencing, internal access roads and building materials and finishes.
- A Camp Management Plan.
- A Decommissioning Plan.

The following process is to be undertaken in assessment of an application for a temporary construction camp:

Step 1 – Preliminaries

The proposal should be discussed with Shire of Wickepin employees prior to an application being submitted and in some instances preliminaries, written advice will be provided.

Step 2 – Initial consideration by Council

Shire of Wickepin employees will present a report to Council detailing the application and addressing all aspects of the policy and any other relevant considerations, including details of a site inspection.

Step 3 – Referral & advertising

The application will be advertised for public comment and referred to relevant stakeholders for a minimum of 30 days including adverts in local newspapers, a signs erected on site and plans/documents detailing the application made available for inspection at the Council office.

Step 4 – Final consideration by Council

The application will be considered in light of any submissions received during the comment period. Shire of Wickepin employees will present a report to Council presenting relevant facts and discussion sufficient to enable Council to make an informed decision.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017

10.3.6 Agro-Forestry/Tree Plantations

OBJECTIVE:

- Achieve a consistent, efficient and equitable system for assessing and approving tree crop applications.
- Actively encourage the establishment of tree crops in appropriate locations across the Shire of Wickepin.
- Actively encourage tree crops in areas subject to land degradation, including areas of high salinity, water logging and high levels of chemical contamination where there are clear natural resource management benefits.
- Consider impacts on local road infrastructure and fire risk/management issues.
- Consider the visual impact of tree crops in close proximity to town sites, roads of local and regional significance, and areas of scenic beauty.
- Encourage operators, managers, government and non-government agencies, investors, and land holders to work in partnership wherever possible.
- Encourage operators to abide by the Industry Code of Practice, relevant legislation and this policy when seeking to enter into tree crops venture.
- Outline matters to be addressed through the planning system and other legislation.

'Agro forestry' means land used commercially for tree production and agriculture where trees are planted in blocks of more than one hectare.

'Plantation' has the same meaning as in the *Code of Practice for Timber Plantations in Western Australia (2006)* published by the State Department of Conservation and Land Management and the Australian Forest Growers.

'Tree Crop' means trees planted under the management of an applicant with an aggregate area greater than 40 hectares and with the intent of producing commercial products. Commercial products include all wood and non-wood products that can be sold to a third party. Wood products are produced when trees are harvested, such as woodchips or sawlogs, while non-wood products include products such as carbon and potentially environmental services.

This policy applies to all 'General Agricultural' zoned land in the Shire of Wickepin Town Planning Scheme No.4 (TPS4).

This Policy applies to agro-forestry/tree plantations, otherwise termed 'Tree Crops' for the purpose of this Policy, that has the potential to become a prominent land-use across the Shire of Wickepin where landholders and private investors seek to:

- Capitalise on emerging opportunities for farm forestry;
- Diversify income streams; and
- Gain on-farm environmental benefits that can be realised from integrated tree crops.

Council requires completion of an application for Planning Consent (Tree Crop Development Application Form) for all tree crop developments with an aggregate area greater than 40 hectares in size.

An application and planning consent must include:

- Title details of the subject land.
- Name of Landowner.
- Name of the Applicant.
- Address and contact details of the Applicant.
- Signature of the Applicant and the Landowner.
- Management Plan as per checklist based on the Code of Practice.
- Map showing location of trees, access roads, structures and buildings, natural features (including native vegetation and water courses) and other relevant information, such as hazards and significant features.
- Level of compliance with the specifications and guidelines in the *Code of Practice for Timber Plantations in Western Australia (2006)*.

- The preparation of a Fire Management Plan that details access, firebreaks, water supplies, separation distance between plantings and setbacks from off-site dwellings.
- A visual impact assessment for properties that adjoin townsite boundaries, front roads of regional or local significance, or areas deemed by the Council to have a high level of scenic value.
- A Water Management Strategy that includes an impact statement relating to water quantity and quality regarding the anticipated effects on adjacent land uses and downstream users – refer to Notes below.
- A future Harvest/Transport Plan that details estimated harvest times, expected transport routes and proposed machinery requirements.
- Planning application fee, as per the Shire of Wickepin Schedule of Fees.

10.3.6.1 Additional Approvals

Proposed new buildings and structures relating to a tree crop development may be subject to additional conditions and approvals of the Shire of Wickepin and other agencies.

10.3.6.2 Water Management

The Council may seek advice from the Department of Conservation and Environment and Department of Water to assist in determining the application, with specific reference to ground and surface water impacts.

10.3.6.3 Harvest and Transport

Where the Council considers the existing road infrastructure is not adequate to service the future harvest, the applicant/operator will be required to make suitable and safe access arrangements. If a suitable and safe arrangement cannot be identified and there is likelihood that this cannot be secured or improved, the Council may refuse the application.

In processing an application for tree crops the Council will;

- publicly advertise the proposal for a minimum of 30 days through writing to adjoining/nearby landowners as deemed appropriate by the Council; and
- seek comments, as determined by the Council, from relevant government agencies and other stakeholders or affected parties.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017

10.3.7 Fencing of Light Industrial Lots

OBJECTIVE: Provide clear parameters in relation to Perimeter fencing of light industrial lots.

The minimum requirement for Fencing of Light Industrial Lots is link mesh fencing to the front of all Road Reserves to a minimum height of 1.2m.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017

Voting Requirements:

Simple majority.

10.2.09 – APPLICATION FOR PLANNING CONSENT TELECOMMUNICATIONS INFRASTRUCTURE LOT 6309 AILEEN ROAD WICKEPIN

Submission To:	Ordinary Council
Location/Address:	Lot 6309 Aileen Road Wickepin
Name of Applicant:	Pivotel Satellite
File Reference:	A6553
Author:	Eric Anderson Planning Officer
Disclosure of any Interest:	Nil
Date of Report:	11 June 2019

Enclosure/Attachments:

1. Pivotel Radio Telecommunication Site Selection and Design Process
2. Wickepin Information Sheet for Council
3. Grower Group
4. Application for Planning Approval Pivotel Satellite
5. Pivotel Application Cell 1 Map
6. Pivotel Application Cell 2 Map
7. Pivotel Application Cell 3 Map

Summary:

Council is requested to consider the application for planning consent for a proposed 20m guyed mast at Lot 6309 Aileen Road, Wickepin.

Background:

On the 29 January 2019 the Shire of Wickepin received an enquiry from a representative of Pivotel outlining the intent to erect two 20m guided mast towers and one 12m self-standing mast to improve internet and mobile coverage in the Wickepin Shire. Subsequent correspondence and consultation was had between planning staff at the Shire of Narrogin (on behalf of the Shire of Wickepin) and the applicant. The applicant was advised on 18 March that planning approvals relate to a specific parcel of land and as such three Applications for Planning Approval (Schedule 6) would need to be lodged (one for each proposed location). This agenda item relates to cell one (20m guided mast tower) at Lot 6309 Aileen Road, Wickepin.

The subject site is located approximately 5.6km south-east of the Wickepin town site (by road). The site is approximately 130m from the eastern lot boundary and 280m from the western lot boundary. The proposed site is located in a small pocket of vegetation. The proposed Pivotel infrastructure will replace the existing farm telecommunications infrastructure (old windmill converted to communications mast).

Comments:

Zoning

The proposal can be considered as 'Telecommunications Infrastructure' which is defined by the Shire of Wickepin Local Planning Scheme No. 4 (LPS) as:

"telecommunications infrastructure" – means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in or in connection with, a telecommunications network"

The subject property is zoned 'General Agriculture' under the Shire of Wickepin Local Planning Scheme No. 4. The key objectives of the 'General Agriculture' zone are;

- To protect areas of broadacre agricultural significance for sustainable production.
- To encourage processing and value adding industries to be located within the zone.
- To encourage intensive agriculture where it can be demonstrated that off-site impacts (if any) will not adversely affect existing agricultural activities.
- To protect and enhance rural landscapes.
- To protect the natural environment and biodiversity while ensuring appropriate development opportunities within the zone are realised.
- To promote the sustainable management of natural resources including energy, water, land, minerals and basic raw materials by preventing land degradation and integrating land and catchment management with land use planning.

The subject proposal is consistent with the first objective as agriculture is intended to remain the dominant land use as the proposed uses have been situated in an existing small pocket of natural vegetation so as to minimise the effect on the agricultural use of the land.

Under the zoning table of the previously mentioned Scheme the use of 'telecommunications infrastructure' is a "D" use meaning "that the use is not permitted unless the local government has exercised its discretion by granting development approval". Given that the use is discretionary it would normally be able to be assessed and approved by the Chief Executive Officer without being presented to Council. However the Shire of Wickepin Delegations Register states that

"The Chief Executive Officer is authorised to issue planning consent for development applications that fully comply with all requirements".

It is the Officer's view that the above refers exclusively to development applications for "Permitted" uses that meet all the development requirements. As such there is insufficient delegated authority to allow the proposed use to be determined under delegated authority. As discretion is required to be exercised adjoining land owners were notified of the proposal between 23 May 2019 and 6 June 2019. One response was received stating that the submitter had no objection to the proposal.

Setbacks

The minimum setbacks to lot boundaries in the 'general agricultural' zone are 20m from all lot boundaries and 50m if the proposed site fronts a major road. The proposed front setback is 500m, side (east) 130m, side (west) 280m and rear setback is 760m. As such the development proposed complies with all setback requirements. It is the officer's recommendation that conditional approval be granted.

State Planning Policy (SPP) 5.2

The following principles outlined in SPP 5.2 apply to the subject proposal:

"Telecommunications facilities should be sited and designed to minimise visual impact and wherever possible:

- a) Be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;*
- b) Be located to avoid detracting from a significant view of a heritage item or place, a landmark, streetscape, vista or a panorama, whether viewed from public or private land;*
- c) Not be located on sites where environmental cultural heritage, social and visual landscape values maybe compromised and;*
- d) Display design features, including scale, material, external colours and finishes that are sympathetic to the surrounding landscape."*

It is the officer's view that the subject proposal does not threaten views of scenic nature or pose a threat to any heritage place or landmarks. In regards to point d) above it is the officer's recommendation that a condition of approval be included to prohibit the use of highly reflective materials on the associated equipment shelters.

Statutory Environment:

Shire of Wickepin Local Planning Scheme No. 4.

Policy Implications:

Nil.

Financial Implications:

An application for planning approval fee to the value of \$147 for each property has been charged and paid to the Shire of Wickepin.

Strategic Implications:

Nil.

Recommendations:

That with respect to the Application for Planning Approval – Telecommunications infrastructure at Lot 6309 Aileen Road, Wickepin Council approve the application subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
2. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
3. The development approved shall be in accordance with the plans and specifications submitted with the application and there shall not be altered or modified without the prior written approval of Council.
4. All electromagnetic emissions are to comply and be carried out in accordance with Australian Communications and Media Authority requirements.
5. The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
6. The guided mast and equipment shelter is to be of a non-reflective finish and shall not cause a nuisance to the amenity of the locality by emission of glare.

Advice Notes

1. Should the application require the clearing of remnant vegetation the applicant should liaise with the Department of Water and Environmental Regulation.
2. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.
3. A completed building permit application must be submitted and approved by the Shire's building surveyor prior to the commencement of any construction on the land including any future proposed fit out work.

Voting Requirements:

Simple majority.

10.2.10 – APPLICATION FOR PLANNING CONSENT TELECOMMUNICATIONS INFRASTRUCTURE LOT 2007 MUTTON ROAD WICKEPIN

Submission To:	Ordinary Council
Location/Address:	Lot 2007 Mutton Road Wickepin
Name of Applicant:	Pivotel Satellite
File Reference:	A6499
Author:	Eric Anderson Planning Officer
Disclosure of any Interest:	Nil
Date of Report:	11 June 2019

Enclosure/Attachments:

1. Pivotel Radio Telecommunication Site Selection and Design Process
2. Wickepin Information Sheet for Council
3. Grower Group
4. Application for Planning Approval Pivotel Satellite
5. Pivotel Application Cell 1 Map
6. Pivotel Application Cell 2 Map
7. Pivotel Application Cell 3 Map

Summary:

Council is requested to consider the application for planning consent for a proposed 12m self-standing mast at Lot 2007 Mutton Road, Wickepin.

Background:

On the 29 January 2019 the Shire of Wickepin received an enquiry from a representative of Pivotel outlining the intent to erect two 20m guided mast towers and one 12m self-standing mast to improve internet and mobile coverage in the Wickepin Shire. Subsequent correspondence and consultation was had between planning staff at the Shire of Narrogin (on behalf of the Shire of Wickepin) and the applicant. The applicant was advised on 18 March that planning approvals relate to a specific parcel of land and as such three Applications for Planning Approval (Schedule 6) would need to be lodged (one for each proposed location). This agenda item relates to cell two (12m self-standing mast) at Lot 2007 Mutton Road, Wickepin.

The subject site is located approximately 15.4km north of the Wickepin town site (by road). The site is approximately 560m from the eastern lot boundary and 30m from the western lot boundary. The proposed site is located in a small pocket of vegetation on the second and smaller of two crests (as viewed from Mutton Road).

Comments:

Zoning

The proposal can be considered as 'Telecommunications Infrastructure' which is defined by the Shire of Wickepin Local Planning Scheme No. 4 (LPS) as:

"telecommunications infrastructure" – means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in or in connection with, a telecommunications network"

The subject property is zoned 'General Agriculture' under the Shire of Wickepin Local Planning Scheme No. 4. The key objectives of the 'General Agriculture' zone are;

- To protect areas of broadacre agricultural significance for sustainable production.

- To encourage processing and value adding industries to be located within the zone.
- To encourage intensive agriculture where it can be demonstrated that off-site impacts (if any) will not adversely affect existing agricultural activities.
- To protect and enhance rural landscapes.
- To protect the natural environment and biodiversity while ensuring appropriate development opportunities within the zone are realised.
- To promote the sustainable management of natural resources including energy, water, land, minerals and basic raw materials by preventing land degradation and integrating land and catchment management with land use planning.

The subject proposal is consistent with the first objective as agriculture is intended to remain the dominant land use as the proposed infrastructure is situated in an existing small pocket of natural vegetation so as to minimise the effect on the agricultural use of the land.

Under the zoning table of the Shire of Wickepin LPS No. 4 the use of 'telecommunications infrastructure' is a "D" use meaning "that the use is not permitted unless the local government has exercised its discretion by granting development approval". Given that the use is discretionary it would normally be able to be assessed and approved by the Chief Executive Officer without being presented to Council. However the Shire of Wickepin's Delegations Register states that

"The Chief Executive Officer is authorised to issue planning consent for development applications that fully comply will all requirements".

It is the Officer's view that the above refers exclusively to development applications for "Permitted" uses that meet all the development requirements. As such there is insufficient delegated authority to allow the proposed use to be determined under delegated authority. As discretion is required to be exercised adjoining land owners were notified of the proposal between 23 May 2019 and 6 June 2019. Upon the closure of the fore mentioned advertising no responses were received for the subject site (proposed cell 2).

Setbacks

The minimum setbacks to lot boundaries in the 'general agricultural' zone are 20m from all lot boundaries and 50m if the proposed site fronts a major road. The proposed front setback is 560m, side (north) 20m, side (south) 1180m and rear setback is 30m. As such the development proposed complies with all setback requirements. It is the officer's recommendation that conditional approval be granted.

State Planning Policy (SPP) 5.2

The following principles outlined in SPP 5.2 apply to the subject proposal:

"Telecommunications facilities should be sited and designed to minimise visual impact and wherever possible:

- e) Be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;*
- f) Be located to avoid detracting from a significant view of a heritage item or place, a landmark, streetscape, vista or a panorama, whether viewed from public or private land;*
- g) Not be located on sites where environmental cultural heritage, social and visual landscape values maybe compromised and;*
- h) Display design features, including scale, material, external colours and finishes that are sympathetic to the surrounding landscape."*

It is the officer's view that the subject proposal does not threaten views of scenic nature or pose a threat to any heritage place or landmarks. In regards to point d) above it is the officer's recommendation that a condition of approval be included to prohibit the use of highly reflective materials on the associated equipment shelters.

Statutory Environment:

Shire of Wickepin Local Planning Scheme No. 4.

Policy Implications:

Nil.

Financial Implications:

An application for planning approval fee to the value of \$147 for each property has been charged and paid to the Shire of Wickepin.

Strategic Implications:

Nil.

Recommendations:

That with respect to the Application for Planning Approval – Telecommunications infrastructure at Lot 2007 Mutton Road, Wickepin Council approve the application subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
2. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
3. The development approved shall be in accordance with the plans and specifications submitted with the application and there shall not be altered or modified without the prior written approval of Council.
4. All electromagnetic emissions are to comply and be carried out in accordance with Australian Communications and Media Authority requirements.
5. The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
6. The self-standing mast and equipment shelter is to be of a non-reflective finish and shall not cause a nuisance to the amenity of the locality by emission of glare.

Advice Notes

1. Should the application require the clearing of remnant vegetation the applicant should liaise with the Department of Water and Environmental Regulation.
2. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.
3. A completed building permit application must be submitted and approved by the Shire's building surveyor prior to the commencement of any construction on the land including any future proposed fit out work.

Voting Requirements:

Simple majority.

10.2.11 – APPLICATION FOR PLANNING CONSENT TELECOMMUNICATIONS INFRASTRUCTURE LOT 8181 MALYALLING ROAD MALYALLING

Submission To:	Ordinary Council
Location/Address:	8181 Malyalling Road Malyalling
Name of Applicant:	Pivotel Satellite
File Reference:	A6450
Author:	Eric Anderson
Disclosure of any Interest:	Nil
Date of Report:	11 June 2019

Enclosure/Attachments:

1. Pivotel Radio Telecommunication Site Selection and Design Process
2. Wickepin Information Sheet for Council
3. Grower Group
4. Application for Planning Approval Pivotel Satellite
5. Pivotel Application Cell 1 Map
6. Pivotel Application Cell 2 Map
7. Pivotel Application Cell 3 Map

Summary:

Council is requested to consider the application for planning consent for a proposed 20m guyed mast at Lot 8181 Malyalling Road, Malyalling.

Background:

On the 29 January 2019 the Shire of Wickepin received an enquiry from a representative of Pivotel outlining the intent to erect two 20m guided mast towers and one 12m self-standing mast to improve internet and mobile coverage in the Wickepin Shire. Subsequent correspondence and consultation was had between planning staff at the Shire of Narrogin (on behalf of the Shire of Wickepin) and the applicant. The applicant was advised on 18 March that planning approvals relate to a specific parcel of land and as such three Applications for Planning Approval (Schedule 6) would need to be lodged (one for each proposed location). This agenda item relates to cell three (20m guided mast tower) at Lot 8181 Malyalling Road, Malyalling.

The subject site is located approximately 19.38km north-east of the Wickepin town site (by road). The site is approximately 190m from the eastern lot boundary and 400m from the western lot boundary. The proposed site is located near a large rocky outcrop and significant monolith measuring in excess of 500m.

Comments:

Zoning

The proposal can be considered as 'Telecommunications Infrastructure' which is defined by the Shire of Wickepin Local Planning Scheme No. 4 (LPS) as:

"telecommunications infrastructure" – means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in or in connection with, a telecommunications network"

The subject property is zoned 'General Agriculture' under the Shire of Wickepin Local Planning Scheme No. 4. The key objectives of the 'General Agriculture' zone are;

- To protect areas of broadacre agricultural significance for sustainable production.

- To encourage processing and value adding industries to be located within the zone.
- To encourage intensive agriculture where it can be demonstrated that off-site impacts (if any) will not adversely affect existing agricultural activities.
- To protect and enhance rural landscapes.
- To protect the natural environment and biodiversity while ensuring appropriate development opportunities within the zone are realised.
- To promote the sustainable management of natural resources including energy, water, land, minerals and basic raw materials by preventing land degradation and integrating land and catchment management with land use planning.

Under the zoning table of the previously mentioned Scheme the use of 'telecommunications infrastructure' is a "D" use meaning "that the use is not permitted unless the local government has exercised its discretion by granting development approval". Given that the use is discretionary it would normally be able to be assessed and approved by the Chief Executive Officer without being presented to Council. However the Shire of Wickepin Delegations Register states that

"The Chief Executive Officer is authorised to issue planning consent for development applications that fully comply with all requirements".

It is the Officer's view that the above refers exclusively to development applications for "Permitted" uses that meet all the development requirements. As such there is insufficient delegated authority to allow the proposed use to be determined under delegated authority. As discretion is required to be exercised adjoining land owners were notified of the proposal between 23 May 2019 and 6 June 2019. Upon the closure of the fore mentioned advertising no responses were received for the subject site (proposed cell 3).

Setbacks

The minimum setbacks to lot boundaries in the 'general agricultural' zone are 20m from all lot boundaries and 50m if the proposed site fronts a major road. The proposed front setback is 160m, side (east) 190m, side (west) 400m and rear setback is 430m. As such the development proposed complies with all setback requirements. It is the officer's recommendation that conditional approval be granted.

State Planning Policy (SPP) 5.2

The following principles outlined in SPP 5.2 apply to the subject proposal:

"Telecommunications facilities should be sited and designed to minimise visual impact and wherever possible:

- a) Be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;*
- b) Be located to avoid detracting from a significant view of a heritage item or place, a landmark, streetscape, vista or a panorama, whether viewed from public or private land;*
- c) Not be located on sites where environmental cultural heritage, social and visual landscape values may be compromised and;*
- d) Display design features, including scale, material, external colours and finishes that are sympathetic to the surrounding landscape."*

It is the officer's view that the subject proposal does not threaten views of scenic nature or pose a threat to any heritage place or landmarks. In regards to point d) above it is the officer's recommendation that a condition of approval be included to prohibit the use of highly reflective materials on the associated equipment shelters.

Statutory Environment:

Shire of Wickepin Local Planning Scheme No. 4.

Policy Implications:

Nil.

Financial Implications:

An application for planning approval fee to the value of \$147 for each property has been charged and paid to the Shire of Wickepin.

Strategic Implications:

Nil.

Recommendations:

That with respect to the Application for Planning Approval – Telecommunications infrastructure at Lot 8181 Malyalling Road, Malyalling, Council approve the application subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
2. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
3. The development approved shall be in accordance with the plans and specifications submitted with the application and there shall not be altered or modified without the prior written approval of Council.
4. All electromagnetic emissions are to comply and be carried out in accordance with Australian Communications and Media Authority requirements.
5. The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
6. The guided mast and equipment shelter is to be of a non-reflective finish and shall not cause a nuisance to the amenity of the locality by emission of glare.

Advice Notes

1. Should the application require the clearing of remnant vegetation the applicant should liaise with the Department of Water and Environmental Regulation.
2. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.
3. A completed building permit application must be submitted and approved by the Shire's building surveyor prior to the commencement of any construction on the land including any future proposed fit out work.

Voting Requirements:

Simple majority.

11. President's Report June 2019

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Julie Russell, President
File Reference:	FM.FR.1211
Author:	Julie Russell, President
Disclosure of Interest:	Nil
Date of Report:	14 June 2019

Wheatbelt Natural Resource Management:

Exciting notification from the Wheatbelt Natural Resource Management team on May 29th tells us that the engineering works at Lake Yealering have been completed.

This saw the construction of bunds and control gates to manually manage water flows in and out of the lake to improve water quality and quantity. The long term aim to be that the asset of the natural lake will become better utilised for recreational and tourism purposes for much longer each season, providing a driver for economic development for the community of Yealering and the Shire of Wickepin.

Management of the control structures will be overseen by the Shire of Wickepin with local Yealering community groups and was funded by the Royalties for Regions Living Lakes Program.

With timely rainfall recently, we will be keen to see the outcome of this construction works.

Farewell Lee Parker:

Farewell, and thank you to Lee Parker for your five years of energetic accomplishments in your role as Community Development Officer for the Shire of Wickepin.

Wickepin Winter Weekend 21, 22 & 23 June:

I wish the Weekend Dancers all the best for their upcoming toe-tapping event in the Town Hall and congratulations to those who have organised this event for community enjoyment.

12. Chief Executive Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	FM.FR.1211
Author:	Mark Hook, Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	12 June 2019

Enclosure/Attachments:

Nil.

Staff

General Hand - The CEO has appointed Mr. Jayden Whibley of Wickepin to the position of General Hand, Jayden will start with the Shire of Wickepin in approximately three weeks.

Community Development Officer – Mrs. Lee Parker has tendered her resignation with the Shire of Wickepin and her last day with the Shire of Wickepin was Wednesday the 5th June 2019 and a small afternoon tea was held for Lee on that day.

The position of Community Development Officer has been advertised and closes on Friday 26th July 2019.

2019 Fair Work Commission Wage Increase

The Fair Work Commission has increased the award rate of pays by 3% to take effect from the 1st July 2019. This will affect all employees except the CEO and the Manager of Works who are on fixed performance based contracts.

Wheatbelt South Aged Housing Alliance Grant Application

The CEO phoned the Wheatbelt Development Commission on the 12th June 2019 to see where the WDC was at with the funding application for the aged units under the WSAHA as after writing letters to the Minister and various emails to Phillipa Kirby. The CEO spoke with Mr. Grant Arthur and he advised that they did not know what was happening with the grant application but he would speak to Mr. Gavin Robins CEO of the WDC straight away as they were having a board meeting in Merredin. To date nothing has been heard from the WDC.

Projects

The works staff have completed all the Regional Road Works projects and the Roads to Recovery Projects and are currently under taking Maintenance on Council Roads.

The Wickepin Public Toilets should have the tiling finished prior to the 30th June and the Harrismith Caravan Toilets have had the new Lino installed.

Wickepin Caravan Park

Mrs Daphne Tetlow has advised the CEO that she is no longer able to undertake the management of the Wickepin Caravan Park and the CEO has released Mrs Tetlow from the contract as per section 5.1.

The CEO has advertised the position of Manager of the Wickepin Caravan Park under the same arrangements of the previous contract for a period of two years for it to expire with the other caravan park contracts. The position closes on the 19th July 2019.

Plant

The new Bobcat and trailer has been delivered to the depot and the staff are very pleased with the new bobcat.



MEETINGS ATTENDED

May	
16 th	Building Inspections
21 st	Wickepin Primary School Council
22 nd	Audit Entrance Meeting with Auditors and Auditor General officer
27 th	Wickepin Police and RoadWise Officer Rodney Thornton
27 th	John and Sue Mearns
27 th	Department Of Transport
28 th	Wayne Rushton
30 th	Wheatbelt South LG Professionals - Narrogin
June	
4 th	LG Professionals President meeting – Perth
5 th	Lee Parker farewell morning tea
5 th	Kelly Steer Wickepin P&C
7 th	General hand Interviews
12 th	Townscape and Cultural Planning Committee Meeting
13 th	Craig Hanson WALGA Procurement meeting
14 th	Katrina Whibley Caravan Management meeting
18 th	Living Lakes Project Group – Phone Conference

Delegations to be inserted

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item 10.2.01 List of Accounts	01/05/2019-30/05/2019	CEO, FM
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO	Employment: General Hand/Plant Operator Jayden Whibley Resignation: Community Development Officer Lee Parker	July 2019 05/06/2019	Shire of Wickepin Shire of Wickepin
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on	CEO	Winter Weekend	13/06/2019	Community

	Shire Owned Property				
A13	Hire of Community Halls / Community Centre	CEO	Kym Smith Cancer Council Fundraiser, Wickepin Community Centre Amanda Heaney CRC Cuppa With a Cop, Wickepin Community Centre	23/05/2019 18/06/2019	Community Community
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			

13. [Notice of Motions for the Following Meeting](#)

14. [Reports and Information](#)

15. [Urgent Business](#)

16. [Closure](#)

There being no further business the Presiding Officer declared the meeting closed at pm.