



# Agenda

Ordinary Council Meeting  
Wednesday 19 February 2025

Date	Wednesday 19 February 2025
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 14 February 2025



## Notice of Meeting

Please be informed an Ordinary Council Meeting of the Council of the Shire of Wickepin will be held at 3:30pm on Wednesday 19 February 2025 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

A handwritten signature in black ink, appearing to read "K Bartley".

Kellie Bartley  
Chief Executive Officer

### Disclaimer

*No responsibility whatsoever is implied or accepted by the Shire of Wickepin for any act, omission or statement or intimation occurring during council / committee meetings or during formal / informal conversations with Shire of Wickepin employees or representatives. The Shire of Wickepin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during council / committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.*

*In particular, and without derogating in any way from the broad disclaimer above, in discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member, employee or representative of the Shire of Wickepin during the course of any meeting is not intended to be, and is not to be, taken as notice of approval from the Shire of Wickepin. The Shire of Wickepin warns anyone who has an application lodged with the Shire of Wickepin must obtain, and only should rely on, written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.*

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## 1 Declaration of Opening

The Presiding Member, (Presiding Member) declared the meeting open at (Time) and welcomed all in attendance.

## 2 Attendance

### 2.1 Present

#### Councillors

J Russell	Shire President (Chair)
F Allan	Councillor
J Mearns	Councillor
L Corke	Councillor
P Thompson	Councillor
T Miller	Councillor

#### Employees

K Bartley	Chief Executive Officer
E Clement	Deputy Chief Executive Officer
G Cross	Manager Works & Services
L Marchei	Governance Officer

#### Apologies

Wes Astbury	Deputy Shire President
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## 3 Public Question Time

[Public Question Time]

### 3.1 Responses to Previous Public Questions Taken On Notice

### 3.2 Public Question Time

## 4 Apologies and Leave of Absence

### 4.1 Apologies

### 4.2 Previously Approved Leave of Absence

Cr Wes Astbury has requested a leave of absence for the Ordinary Council Meeting 19 February 2025.

### 4.3 Requests for Leave of Absence

## 5 Petitions, Memorials and Deputations

### 5.1 Petitions

### 5.2 Memorials

### **5.3 Deputations**

## **6 Declarations of Councillors and Officers Interest**

A member or officer who has an impartiality, proximity or financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during, any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest have been disclosed –

## **7 Confirmation of Minutes of Previous Meetings**

### **7.1 Minutes of the Ordinary Council Meeting held Wednesday 11 December 2024**

#### **Officer Recommendation**

*That Council confirms the minutes of the Ordinary Council Meeting held on Wednesday 11 December 2024, as included in Attachment 7.1.1, as a true and accurate record.*

## 8 Status Report

### Key

○ = in progress    ✓ = completed    ✕ =superseded

Item	Subject	Council Decision	Status	Action
OCM-231213-04	Public Transport Authority – Draft Lease Template	That Council re-submit request to the Public Transport Authority to purchase railway reserve land south of the railway line.	○	Re-submitted and awaiting response. 09.07.2024 – current CEO to follow up on current PTA and the playground and skatepark. 05.09.2024 – CEO emailed PTA to follow up previous correspondence, nil response to date. Nov 24 – follow up email in progress with PTA and item. Feb 2025 – Lease agreement in final stages. Burgess Rawson will be looking into the request to purchase once the lease agreement is finalised. Details to be added to CEO handover notes however item can now be completed.
OCM-170424-10	Local Emergency Management Committee Review – Combined Shires Wickepin, Cuballing and Narrogin	Recommendation 1 That Council may resolve to seek a variation to separate from the combined LEMC with the Shire of Cuballing, seeking to stand alone and conduct the LEMC with the Shire of Wickepin only. Recommendation 2	○	In progress, meeting to be held Monday 13 May 2024 for next step. CEO has been in contact with DFES, DEMC for requirements and advised by

Item	Subject	Council Decision	Status	Action
		<p>That Council authorises the Shire President and Chief Executive Officer to proceed to engage and seek the opportunities to apply for a Community Emergency Services Manager for the Shire of Wickepin and surrounding local governments that may have interest.</p>		<p>CEO's of Narrogin and Cuballing of outcomes.            09.07.2024 – pending process with the LEMC processes and changes as required.            Sept 24 – CEO has sent relevant information and letter to SEMC for approval. Awaiting response. Shire has been approved for AWARE Grant to proceed with new process.            Oct 24 – No change pending grant agreement to be issued.            Nov 24 – Consultant review in Jan 25 with meeting to be held early 2025.            Feb 25 – SEMC approved the process and CEO with contract services in draft mode with new LEMA plans. To be presented in Mar 25 to LEMC.</p>
OCM-150524-12	Adoption – Shire of Wickepin Parking and Parking Facilities Local Law 2024	<p>That with respect to the proposed Shire of Wickepin Parking and Parking Facilities Local Law 2024, that Council:</p> <ol style="list-style-type: none"> <li>1. Makes the local law as detailed in Attachment 14.7.3, pursuant to section 3.12 (4) of the Local Government Act 1995;</li> <li>2. Notes the submissions received during the public advertising period required by the Local Government Act 1995 and the responses taken to the proposed Local Law.</li> </ol>	○	In progress.



Item	Subject	Council Decision	Status	Action
		<p>3. Authorises the Shire President and Chief Executive Officer to affix the common seal to the Shire of Wickepin Parking and Parking Facilities Local Law 2024 as contained in Attachment 14.7.3.</p> <p>4. Instructs the Chief Executive Officer to:</p> <ul style="list-style-type: none"> <li>a) Publish the local law in the Government Gazette in accordance with section 3.12(5) of the Local Government Act 1995;</li> <li>b) Provide a copy of this local law to the Minister of Local Government once published in the Government Gazette;</li> <li>c) Give local public notice pursuant to section 1.7 of the Local Government Act 1995 following publication in the Government Gazette, stating the title and purpose and effect of this local law, and that the local law is published on the Shire website and that copies may be inspected at, or obtained from the Shire’s administration officers; and</li> <li>d) Prepare and submit to the Joint Standing Committee on Delegated Legislation, a copy of this local law, an explanatory memorandum (jointly signed by the Shire President and Chief Executive Officer) along with the checklist and any other supporting information on the local law made.</li> </ul>		

Item	Subject	Council Decision	Status	Action
OCM-210824-13	Shire of Wickepin – Draft Local Planning Strategy	<p>That with respect to the proposed Shire of Wickepin Draft Local Planning Strategy, Council:</p> <ol style="list-style-type: none"> <li>1. Pursuant to Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the Shire of Wickepin Draft Local Planning Strategy, as detailed in Attachment 14.5.1, for the purposes of advertising.</li> <li>2. Forwards the Shire of Wickepin Draft Local Planning Strategy to the Western Australian Planning Commission for assessment and compliance with Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015.</li> <li>3. Upon receiving certification from the Western Australian Planning Commission, advertise the Shire of Wickepin Draft Local Planning Strategy in accordance with Regulation 13 of the Planning and Development (Local Planning Schemes) Regulations 2015, including an extended public comment period of 90 days.</li> <li>4. After the expiry of the period within which submissions may be made, review the Shire of Wickepin Draft Local Planning Strategy, considering any submissions received.</li> <li>5. After the completion of the review of Shire of Wickepin Draft Local Planning Strategy, submit to the Western Australian Planning Commission: <ol style="list-style-type: none"> <li>(a) a copy of the advertised Local Planning Strategy; and</li> <li>(b) a schedule of the submissions received; and</li> <li>(c) particulars of any modifications to the advertised local planning strategy proposed by the local government.</li> </ol> </li> </ol>	○	<p>Sept 24 – Awaiting DLPH to then advertise as required.</p> <p>Oct 24 – request sent to DLPH for advertising approval, pending approval.</p> <p>Nov 24 – DLPH yet to respond still pending approval for advertising to commence. Follow up has occurred, nil response to date.</p> <p>Feb 25 – TPS is progressing with DPLH and is awaiting next step to then advertise.</p>

Item	Subject	Council Decision	Status	Action
OCM-201124-09	RFT - 03-2024-2025 – Supply and Delivery of a 6 x 4 Two-Way Tip Truck	That Council, pursuant to section 3.57 of the Local Government Act 1995 and Regulation 11 of the Local Government (Functions and General) Regulations 1996, approves for the Chief Executive Officer to publicly invite tenders for RFT03- 2024-2025 for the Supply and Delivery of a 6 x 4 Two-Way Tip Truck.	○	To be advertised for tender process. New MWS will be completing this over the Dec/Jan period for Feb 25 agenda. Feb 25 – not yet commenced with tender process.
OCM-201124-10	Acceptance of Tender - RFT 02-2024-2025 - Supply & Lay of Asphalt – Stock Route Road	That Council, with respect to Tender RFT-02-2024-2025 Supply and Lay of Asphalt; 1. Authorises the Chief Executive Officer seeking a request for variation from Regional Road Group Lakes Subgroup with a variation of \$102,073 from Wickepin-Pingelly Road to Stock Route Road from projected savings; 2. Pursuant to Local Government (Functions and General) Regulations 1996 – Regulation 18 awards Tender RFT-02-2024-2025 to WCP Civil Pty Ltd for \$348,348.00 ex GST; and 3. Authorises the Chief Executive Officer to sign a contract on behalf of the Shire of Wickepin for Tender RFT-02-2024-2025 - Supply and Lay of Asphalt, in principle, pending variation approved by the Regional Road Group Lakes Subgroup	✓	Tender yet to proceed, email to Subgroup RRG has been submitted, final decision to be advised after COB 6.12.24. Feb 25 – contracts completed and signed off for the job to commence Feb 25.

Item	Subject	Council Decision	Status	Action
OCM-111224-07	Addition to Fees and Charges 2024 – Caravan Park Charge	That Council; 1. Adopts the new fee for Casual (non-resident) Shower use at \$5.00 per person daily 2. Adopts the new fee for use of the washing machine at \$5.00 per load; and 3. Authorise the Chief Executive Officer to publicly advertise the new fees and charges for the prescribed periods.	✓	Details completed, advertised and updated.
OCM-111224-08	Australia Day Awards 2024	That Council endorses the recipients (with names withheld) for the Australia Day Community Awards 2024 as reflected and listed below: Citizen of the Year - Name withheld until after event Senior Citizen of the Year - Name withheld until after event Community Group of the Year - Name withheld until after event Youth Citizen of the Year - No nomination received – Nil	✓	Awards presented and completed on Australia Day 2025
OCM-111224-09	Policy Review – Council Policy 2.1.4 Matters to be Discussed at Council  Council Policy 2.1.7 Use of Council Administration Facilities  Council Policy 2.1.21 Designation of Senior Employees	That Council; 1. Notes no changes to Council Policy 2.1.4 – Matters to be discussed at Council/Committee Meetings/Tabling of reports as contained in Attachment 14.5.1; 2. Adopts the revised Council Policy – 2.1.7 – Use of Council Administration Facilities with the relevant changes noted and contained in Attachment 14.5.3; and	✓	Details updated on Council Policy

Item	Subject	Council Decision	Status	Action
		3. Revokes Council Policy 2.1.21 – Designation of Senior Employees as contained in Attachment 14.5.4 effective 11 December 2024.		
OCM-111224-10	Policy Review – Council Policy – 2.1.2 – Retirement/Resignation of Elected Members	That Council adopts the revised Council Policy – 2.1.2 - Retirement/ Resignation of Elected Members with the relevant changes noted and as contained in amended Attachment 14.6.2.	✓	Details updated on Council Policy
OCM-111224-11	Policy Review – Council Policy – 2.1.19 – Payments to Employees in Addition to Contract or Award	That Council adopts the revised Council Policy – 2.1.9 - Payments to Employees in Addition to Contract or Award with the relevant changes noted and contained in amended Attachment 14.7.2.	✓	Details updated on Council Policy
OCM-111224-12	Shire of Wickepin – Adoption Local Heritage Survey	That, with respect to the proposed Shire of Wickepin Draft Local Heritage Survey, that Council endorses the final Local Heritage Survey and Heritage List contained in Attachments 14.8.1, 14.8.2 and 14.8.3.	○	Document finalised and details acquitted

Item	Subject	Council Decision	Status	Action
OCM-111224-13	Proposed Amalgamation – Lots 76 & 77 Railway Parade, Toolibin	<p>That Council supports the proposed amalgamation of Lots 76 &amp; 77 Railway Parade, Toolibin, subject to:</p> <ol style="list-style-type: none"> <li>1. The landowner installing suitable rural fencing around the property boundary;</li> <li>2. All buildings and effluent disposal systems (delete as applicable) having the necessary clearance from the new boundaries as required under the relevant legislation including the Local Planning Scheme, Building Act 2011 and National Construction Code Services/Building Code of Australia (as amended);</li> <li>3. Prior to the commencement of subdivisional works, measures being undertaken to identify any vegetation on the site worthy of retention, including any potential habitat or foraging trees for threatened fauna species, and protection measures implemented to ensure such vegetation is not impacted by subdivisional works;</li> <li>4. A plan is to be provided to identify areas of the proposed lot(s) that have been assessed as BAL-40 or BAL-Flame Zone.</li> </ol>	✓	Details forwarded to Shire of Narrogin and advice notes for final completion and advice to DLPH.

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

**9 Motions of Which Notice Has Been Given**

**10 Receipt of Committee Minutes or Reports and Consideration of Recommendations**

**11 President's Report**

To be tabled at the meeting.

**12 Report by the Chief Executive Officer**

To be tabled at the meeting.

**Delegations exercised –**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	<b>Cheque Signing and Account Authorisation</b>	CEO	Payment of Accounts Refer to FM report item. 14.1 List of Accounts		CEO, DCEO
A2	<b>Septic Tank Application Approvals</b>	EHO	Permit to use apparatus – Lot 7491 Williams-Kondinin Road, Wickepin 6370	10.01.2025	CEO, EHO
A3	<b>Building Approvals</b>	BO	Building Approval Certificate – 6 Wogolin Road, Wickepin 6370  Building Permit – 8 Central Avenue Wickepin, 6370	6.12.2024  19.12.2024	CEO, BO  ACEO
A4	<b>Roadside Advertising</b>	CEO			
A5	<b>Application for Planning Consent</b>	CEO	Development Approval – 8 Central Avenue, Wickepin 6370  Development Approval (retrospective) – 6 Wogolin Road, Wickepin 6370	10.12.2024  11.12.2024	CEO  CEO
A6	<b>Appointment and Termination of Staff</b>	CEO			
A7	<b>Rates Recovery – Instalment Payments</b>	CEO			
A8	<b>Issue of Orders</b>	CEO			
A9	<b>Legal Advice</b>	CEO			
A10	<b>Permits to Use Explosives</b>	CEO			
A11	<b>Street Stalls</b>	CEO			
A12	<b>Liquor Consumption on Shire Owned Property</b>	CEO	Alcohol Consumption Permission – Wickepin Community Centre 20 <sup>th</sup> December 2024, Funeral  Alcohol Consumption Permission – Yealering Town Hall, 29 <sup>th</sup> – 30 <sup>th</sup> May & 1 <sup>st</sup> June 2025 Caravan Club Rally AGM	12.12.2024  12.12.2024	CEO  CEO
A13	<b>Hire of Community Halls / Community Centre</b>	CEO	Fee Waiver Approval – Wickepin Community BBQ, Thank a Volunteer Event 8 February 2025	13.01.2025	CEO
A14	<b>The Food Act 2008 and the Food Regulations 2009</b>	CEO			
A15	<b>The Public Health Act 2016</b>	CEO			
A16	<b>Sponsorship, contributions and donations to sporting and community groups</b>	CEO	Waiver of bus hire fees: Bus trip to Kulin Aquatic Centre – Wickepin Primary School	3.12.2024	CEO

**13 Notices of Motions for the Following Meeting**



## 14 Reports and Information

### 14.1 Monthly Schedule of Accounts Paid – December 2024 & January 2025

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The author has no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	9 December 2024
<b>Attachment</b>	<b>14.1.1</b> – Monthly Schedule of Accounts Paid – December 2024 & January 2025

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#### Summary

Council is required to have a Schedule of Accounts Paid produced each month containing relevant information, as legislated.

The purpose of this report is to present the –

- Schedule of Creditor Accounts Paid, including Corporate Credit Card Reconciliations, for December 2024 & January 2025

Council is requested to confirm the Monthly Schedule of Accounts Paid, as included in the attachments.

#### Background

The *Local Government (Financial Management) Regulations 1996* requires Shire officers to, monthly and within a prescribed timeframe, prepare a schedule of payments made from the Municipal Fund and the Trust Fund and present this to Council for confirmation.

#### Comments

Shire officers have prepared the Monthly Schedule of Accounts Paid, in accordance with legislative requirements, and is contained in **Attachment 14.1.1**.

The schedule of accounts, covering vouchers as listed below, 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.

For the month under review the following summarised details are presented –

<b>Municipal Fund</b>	<b>Vouchers</b>	<b>Amounts</b>
Electronic Funds Transfer	EFT15058-15106, EFT15110-15146	\$ 224,348.71
Cheques	15972-15976	\$ 30,435.94
Direct Deductions	December 24	\$ 24,731.84
Superannuation	December 24	\$ 17,889.29
Credit Card	December 24	\$373.64
BPay Payments	December 24	\$ 2,198.92
Payroll	December 24	\$ 140,909.77
Licensing	December 24	\$ 26,533.70
<b>Municipal Fund Total</b>		<b>\$ 467,603.46</b>
<b>Trust Fund</b>		
Electronic Funds Transfer	EFT15107-- EFT15109	\$181.65
Cheques		\$0
<b>Trust Fund Total</b>		<b>\$181.65</b>
<b>Total</b>		<b>\$467,603.46</b>
<b>Municipal Fund</b>	<b>Vouchers</b>	<b>Amounts</b>
Electronic Funds Transfer	EFT15147-15181, EFT15184-15209	\$423,768.85
Cheques	15977 – 15982	\$38,256.43
Direct Deductions	January 25	\$ 1,333.05
Superannuation	January 25	\$15,515.01
Credit Card	January 25	\$ 3,119.94
BPay Payments	January 25	\$1,916.66
Payroll	January 25	\$ 120,650.30
Licensing	January 25	\$20,394.25
<b>Municipal Fund Total</b>		<b>\$624,954.49</b>
<b>Trust Fund</b>		
Electronic Funds Transfer	EFT15182 - EFT15183	\$184.95
Cheques		\$
<b>Trust Fund Total</b>		<b>\$184.95</b>
<b>Total</b>		<b>\$625,139.49</b>

### Statutory Environment

*Local Government (Financial Management) Regulations 1996 – Regulation 13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

Where the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the Chief Executive Officer is to be prepared each month showing details for each account paid.

This list is to be presented to the council at the next ordinary meeting of the council and recorded in the minutes.

### **Policy Implications**

*Council Policy 3.1.7 – EFT Payment and Cheque Issue*

Council has authorised the Chief Executive Officer to make payments from the municipal fund and the trust fund.

### **Financial Implications**

#### Current Financial Year

Payments included on the Schedule of Accounts Paid have been undertaken in accordance with appropriate processes and the Annual Budget.

#### Future Financial Years

Nil

### **Strategic Implications**

#### **Goal - Governance**

Objective:	11	We are proactive about collaboration and forward planning our future success
Strategy	11.2	Long Term Financial Plan is reviewed on a regular basis
	11.3	Ensure integrated planning documents remain current via regular reviews

### **Voting Requirement**

Simple majority

### **Officer Recommendation**

*That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$467,421.81 and Trust \$181.65 for December 2024 & Municipal Fund of \$624,954.49 and Trust \$184.95 for January 2025, as included in **Attachment 14.1.1**.*

## 14.2 Statement of Financial Activity – December 2024 & January 2025

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1212
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	The author has no financial, proximity or impartiality interests in this item.
<b>Report Written Date</b>	14 February 2025
<b>Attachment</b>	<b>14.2.1</b> - Statement of Financial Activity – December 2024 & January 2025

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### Summary

Council is required to have a Statement of Financial Activity produced each month containing relevant information, as legislated.

The purpose of this report is to present the Statement of Financial Activity for the period ended December 2024 & January 2025.

Council is requested to accept the Statement of Financial Activity.

### Background

The *Local Government (Financial Management) Regulations 1996* require Shire officers, monthly and within a prescribed timeframe, to prepare financial reports covering prescribed information and present these to Council.

### Comments

Shire officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislative requirements, and is contained in **Attachment 14.2.1**.

### Statutory Environment

*Local Government Act 1995 – Section 6.4 Financial report*

Local governments are required to prepare and present financial reports, on an annual basis and at any other time, and in any other format, as prescribed.

*Local Government (Financial Management) Regulations 1996 – Regulation 34 Financial activity statement required each month (Act s. 6.4)*

Shire officers are to prepare each month a statement of financial activity reporting on revenue and expenditure as set out in the annual budget. Each statement of financial activity is to be accompanied by information explaining the composition of net assets less committed and restricted assets, any material variances and any other supporting information considered relevant.

### Policy Implications

*Council Policy 3.1.14.2 – Monthly Financial Reporting*

The Chief Executive Officer shall ensure a monthly statement of financial activity complies with all aspects of the Act and *Local Government (Financial Management) Regulations 1996*.

## **Financial Implications**

### Current Financial Year

Commentary on the current financial position is outlined within the body of the attached reports.

### Future Financial Years

Nil

## **Strategic Implications**

### **Goal - Governance**

Objective:	11	We are proactive about collaboration and forward planning our future success
Strategy	11.2	Long Term Financial Plan is reviewed on a regular basis
	11.3	Ensure integrated planning documents remain current via regular reviews

## **Voting Requirement**

Simple Majority

## ***Officer Recommendation***

*That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for the period ending December 2024 & January 2025, as included in **Attachment 14.2.1**.*

### 14.3 Annual Report and Annual Financial Report 2023/2024

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	FM.FR.1211
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	14 February 2025
<b>Attachments</b>	Annual Report 2023/2024 to be provided prior to meeting

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#### Summary

Following receipt of the Independent Audit Report from the Office of the Auditor General, the Annual Report including the Annual Financial Statements has been prepared in accordance with Section 5.53 of the Local Government Act.

The Annual Report is being presented to Council via Council's Audit and Governance Committee which is meeting prior to the Council Meeting. This agenda item has been prepared on the assumption the Audit and Governance Committee will be recommending to Council the acceptance of the Annual Report.

Council is requested to receive the Annual Report for the 2023/2024 financial year and set a date for the Annual General Meeting of Electors.

#### Background

The Local Government Act requires a local government to prepare each financial year an Annual Report that includes the Annual Financial Statements.

The Shire President (representing the Audit and Governance Committee), Chief Executive Officer and Deputy Chief Executive Officer met by teams meeting with the auditor and representative from the Office of the Auditor General on 13 February 2025.

The annual report is to contain –

- A report from the Mayor or President,
- A report from the Chief Executive Officer,
- An overview of the plan for the future of the district, including major initiatives which are proposed to commence or to continue in the next financial year,
- The financial report for the financial year,
- Such information as may be prescribed in relation to the payments made to employees,
- The auditor's report for the financial year,
- A report on *Disability Services Act 1993* matters,
- Details on complaints made associated with minor breaches, and
- Other matters which may be prescribed.

The annual report, which is presented to council, contains the required information, as legislated.

## Comments

The final Audit Report was received on 14 February 2025. Section 5.54 of the Local Government Act requires a local government to accept the Auditor's report by 31 December with the exception being if the report is not available in time for that date to be met, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Assuming Council accepts the Auditor's Report and Annual Report it needs to determine a date for the Annual General Meeting of Electors. The CEO is required to provide sufficient public notice of the availability of the Auditor's Report and Annual Report, and the date of the Annual General Meeting of Electors.

Section 5.27 of the Local Government Act requires a general meeting to be held on a day selected by the local government not more than 56 days after the local government accepts the annual report for the previous financial year. Assuming Council accepts the annual report at its December meeting the latest date for the Annual General Meeting of Electors would be Tuesday 1<sup>st</sup> April 2025.

Taking into account the above and it is recommended that the Annual General Meeting of Electors be held at 5:30pm on Wednesday, 19 March 2025. Holding the meeting at a later time of 5.30pm may encourage greater attendance by electors.

The Chief Executive Officer is to convene the annual general meeting of electors by providing at least fourteen (14) days' local public notice of the date, time, place and purpose of the meeting.

It is intended to advertise the meeting date via –

- Narrogin Observer
- Social media
- Noticeboards, and
- Shire Website.

The audit of the Shire's 2024/2025 Financial Statements has been conducted in accordance with Australian Auditing Standards and the Auditor has determined that:

"In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of my report, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2024 and its financial position at the end of that period
- in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards."

The Basis for Qualified Opinion was:

*"My opinion in the prior year was qualified because infrastructure assets reported at the carrying value of \$92,213,435 as disclosed in Note 7(a) as at 30 June 2023, had not been revalued as required by the Regulations. The Shire was unable to correct these prior year figures in the current year. Consequently, my opinion on the current year financial report is modified because of the possible effects of this matter on the comparability of the current period's figures and the corresponding figures."*

## **Statutory Environment**

*Local Government Act 1995*

s.5.27(2) calling of Annual General Meeting of Electors

s.5.53 contents of Annual Report

s.5.54 acceptance of Annual Report

s.5.55 and s.5.55A for notice and publication of Annual Report

## **Policy Implications**

Nil

## **Financial Implications**

Expenses associated with advertising and hosting the annual meeting of electors, and producing the annual report, are considered minor and are included in the annual budget.

## **Strategic Implications**

Nil

## **Voting Requirement**

Absolute Majority

## **Officer Recommendation**

*That Council:*

- 1. Accepts the Annual Report including the Annual Financial Report and Audit Report for the 2023/2024 financial year and gives local public notice of its availability.*
- 2. Schedules the Annual General Meeting of Electors to be held on Wednesday 19 March 2025 in the Council Chambers, commencing at 5:30pm.*



## 14.4 Conduct of 2025 Local Government Ordinary Election

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<b>Submission To</b>	Ordinary Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	GO.ELE.1318
<b>Author</b>	E Clement – Deputy Chief Executive Officer
<b>Interest Disclosures</b>	-
<b>Report Written Date</b>	14 February 2025
<b>Attachments</b>	-

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### Summary

Council is requested to declare the Western Australian Electoral Commissioner (“the Commissioner”) to be responsible to conduct the 2025 Local Government Election, by postal method.

### Background

Council conducted the 2023 election as a full Postal Elections with the WA Electoral Commission appointed to undertake the election.

Previous elections held in the Shire of Wickepin have been conducted as an “in-person” election where electors are required to attend polling locations to vote.

The Minister has requested Council determines the conduct for the 2025 Local Government Election early in the calendar year to enable both the necessary training and software configuration for an “in-house” election or for the Commissioner to plan ahead to successfully conduct the election externally.

### Comments

Council has received a letter from the Western Australia Electoral Commission requesting Council consider appointing it under section 4.20(4) of the Local Government Act and also to declare the annual election as a Postal Election under section 4.61(2) of the Local Government Act.

Postal elections are convenient and independently run which is more appealing to electors as opposed to having to attend a polling booth in person on a set day.

Council should consider running the 2025 Ordinary Election as a full Postal Vote Election and appoint the WA Electoral Commissioner to undertake the 2025 Ordinary Election.

The WA Electoral Commission must conduct the Local Government Elections under a full cost recovery, and this is anticipated to be \$13,000 including GST. There is no increase from the 2023 election costs quote.

The estimated cost for the 2025 election has been based on the following assumptions –

- 500 electors
- Response rate of approximately 40%
- Four (4) vacancies
- Count to be conducted at the Shire of Wickepin Administration Centre
- Appointment of a Returning Officer relatively local to the area
- Regular Australia Post delivery service to apply for the lodgement of the election packages

## **Statutory Environment**

*Local Government Act 1995 – Section 4.20 CEO to be returning officer unless other arrangements made*

The Chief Executive Officer is the Returning Officer of a local government for each election unless, by an absolute majority decision and having first obtained the written agreement of the Commissioner, the Commissioner is declared to be responsible for the conduct of an election.

*Local Government Act 1995 – Section 4.61 Choice of methods of conducting election*

By an absolute majority decision, the local government may decide to conduct the election as a postal election.

## **Policy Implications**

Nil

## **Financial Implications**

### Current Financial Year

Nil

### Future Financial Years

The funds required to conduct the 2023 Local Government Election will be included in the 2025-2026 Annual Budget.

The estimate for the Commissioner to undertake the election is \$13,000, including GST.

Should Council not proceed to use the Commissioner to conduct the 2025 Local Government Election, the cost to run the election “in-house” is estimated to be marginally cheaper given the expenses to meet the additional requirements associated with the new voting method.

## **Strategic Implications**

Nil

## **Voting Requirement**

Absolute majority

## **Officer Recommendation**

*That Council,*

- 1. Pursuant to Section 4.20 of the Local Government Act 1995, declares the Western Australian Electoral Commissioner to be responsible for the conduct of the 2025 Local Government Election together with any other elections or polls which may be required, and*
- 2. Pursuant to Section 4.61 of the Local Government Act 1995, decides to conduct the 2025 Local Government Election as a postal election.*

## 14.5 Proposed Agroforestry – 1272 Malyalling Road, Malyalling

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<b>Submission to</b>	Ordinary Council Meeting
<b>Location / Address</b>	Whole Shire
<b>Name of Applicant</b>	INPEX New Energy Business Australia Pty Ltd
<b>File Reference</b>	A6563
<b>Author</b>	Executive Manager Development & Regulatory Services
<b>Interest Disclosures</b>	Nil
<b>Report Written Date</b>	5 February 2025
<b>Attachments</b>	<b>Attachment 14.5.1</b> – Application Documents <b>Attachment 14.5.2</b> – Schedule of Submissions

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### Summary

The Shire of Wickepin is requested to consider a development application for the proposed Agroforestry/Tree Farm Carbon Project at Wyoming Downs. This project aims to contribute to environmental sustainability and economic development through carbon offset and agroforestry practices. Approval of this application will align with the Shire's strategic objectives and provide long-term environmental and financial benefits to the region.

In accordance with the Shire's Policy 10.3.5 Agro-Forestry/Tree Plantations, the Shire requires the proposed development to be advertised for a minimum of 30 days, written notification to the adjoining/nearby properties and to seek comments from relevant government agencies and other stakeholders or affected properties

The proposal was advertised, with the submission period closing on 31 January 2025, and is now being presented to Council for consideration.

### Background:

Council has received an application from INPEX New Energy Business Australia Pty Ltd for a proposed Agroforestry to undertake an environmental planting project to extend native vegetation on the Wyoming Down property at the Wyoming Downs Property at 1272 Malyalling Road,

The key objectives of this proposed planting project are to:

1. Establish a native vegetation carbon project across approximately 450 ha (approximately 7.6 per cent inclusive of fire breaks) of the 6,000 ha property.
2. Register the project under the Federal government's Emissions Reduction Fund to allow the planting to deliver carbon abatement in the form of Australian Carbon Credit Units (ACCUs) over a minimum 25-year period.
3. Ensure the plantings are maintained for at least the permanence period of the registered project and achieve a minimum of 20% canopy cover and 2 m height at maturity.
4. Contribute towards achieving local and regional biodiversity objectives.
5. Protect and provide for the continuation of agricultural production on the remaining land through the provision of supplemental income from carbon farming.
6. Slow down/reduce the further salinisation of soils.
7. Allow for the reintroduction of livestock grazing to the planted areas, once the seedlings have reached sufficient maturity (approximately 3-4 years).

The proposal is to be developed across 18 parcels of land within Wyoming Downs, located along Malyalling Road, with Morgan Road to the west, Turner Road to the east, and Dalton Road to the north

The applicant has submitted a Bushfire Management Plan in support of the proposal to prevent and manage the risk of bushfire in the area.

## Comments

### Zoning

The subject lots are currently zoned 'General Agricultural' under the Shire of Wickepin Local Planning Scheme No. 4 (LPS 4).

4). The objectives of this 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.*

Clause 4.19 of the LPS 4, states the following provisions:

#### **4.19 DEVELOPMENT IN THE GENERAL AGRICULTURE ZONE**

**4.19.1** *In assessing applications for development and/or subdivision within the General Agriculture zone, local government will consider the following:*

- a) *The availability of services required to support the proposed development or subdivision and the economic impact of the provision of, extension or upgrading of those services that may be required;*
- b) *The adequacy of the roads, existing or proposed in the area which may be needed to support the amount of road traffic expected to be generated by the development or subdivision; and*
- c) *The need to enforce such conditions as local government deems appropriate in order to minimise any adverse effect the development or subdivision may have on the general environment of the area.*

**4.19.2.** *Local government may grant approval of up to two dwellings on any lot, provided the lot exceeds 40ha in area, where the land is managed for agricultural production, tourism, or education purposes and where the occupants are engaged in those specified predominant land uses or activities.*

**4.19.3** *Local government shall refuse an application for development approval where in its opinion the proposed development will adversely affect the rural landscape or will adversely impact upon the agricultural use of the land.*

4.19.4 An application for development approval for intensive agriculture in the General Agriculture zone shall be assessed by local government in accordance with local government's Local Planning Policy - Intensive Agriculture.

### Land Use

The proposed development is classified as "Agroforestry," which is defined as:

*"Land used commercially for tree production and agriculture, where trees are planted in blocks of more than one hectare."*

Under the Shire of Wickepin Local Planning Scheme No. 4, the proposed land use is designated as a "P" (Permitted) use within the "General Agriculture" zone.

The proposed Agroforestry/Tree Farm Carbon Project aligns with the Shire's commitment to environmental sustainability and rural economic diversification. The project will enhance biodiversity, reduce soil erosion, and contribute to the global effort to combat climate change through carbon sequestration. Additionally, it will provide employment opportunities and encourage the adoption of sustainable farming practices within the community.

### Local Planning Policy

The Shire of Wickepin has adopted a Local Planning Policy on Agro-Forestry/Tree Plantations (Policy 10.3.5 – Agro-Forestry/Tree Plantations), with the following objectives:

- *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*

### Consistent, Efficient, and Equitable Assessment Process

The proposed agroforestry development adheres to the Shire's established assessment framework for tree crop applications. The application includes necessary supporting information, including land suitability analysis, environmental impact assessments, and management plans, ensuring a transparent and systematic evaluation process.

### Encouragement of Tree Crops in Appropriate Locations

The selected site for agroforestry aligns with the Shire's objective of encouraging tree crop establishment in suitable areas. The land's characteristics, including soil quality, climate conditions, and existing agricultural uses, support the viability of tree crops without negatively impacting adjacent land uses.

#### Addressing Land Degradation Issues

The project contributes to land rehabilitation by targeting areas affected by salinity, waterlogging, and chemical contamination. The introduction of tree crops will aid in soil stabilisation, improve water retention, and enhance biodiversity, thereby providing clear natural resource management benefits.

#### Consideration of Local Road Infrastructure and Fire Risk Management

A traffic impact assessment has been conducted to evaluate potential effects on local roads and potential increased transport activities.

Traffic volumes will remain minimal, except for a short period during planting activities, which will involve a small number of deliveries for seedlings and access by planting teams. The majority of vehicles involved will be light vehicles, ensuring that traffic flow and road safety in the area remain unaffected.

Additionally, a fire management plan has been developed, outlining firebreak maintenance, emergency response measures, and collaboration with local fire services to minimise fire risks.

#### Visual Impact Considerations

The project site has been carefully selected to minimise visual impact on townsites, scenic areas, and major roads. Strategic tree planting and buffer zones are incorporated to maintain aesthetic values and minimize any potential adverse visual effects.

#### Encouraging Partnerships and Collaboration

The project is being developed in collaboration with local landholders, government agencies, and industry stakeholders. This cooperative approach ensures knowledge-sharing, resource optimisation, and alignment with broader regional planning objectives.

#### Compliance with Industry Standards and Legislation

The development adheres to the Industry Code of Practice and relevant legislation governing agroforestry. The proponent has committed to following best practices in tree crop management, environmental sustainability, and land use planning.

#### Matters Addressed Through the Planning System and Other Legislation

The proposal has been assessed against relevant statutory requirements, including environmental, land use, and infrastructure planning regulations. Compliance with these frameworks ensures the project's alignment with broader policy objectives and long-term sustainability.

The proposed agroforestry development aligns with the objectives of the Shire of Wickepin's LPS 4 and Local Planning Policy. It promotes sustainable land use, addresses environmental concerns, considers infrastructure impacts, and encourages collaboration among stakeholders. With appropriate management strategies in place, the project is expected to deliver economic, environmental, and social benefits while complying with planning and regulatory requirements.

#### Environmental Considerations:

The Wyoming Downs Carbon Project aims to establish a native vegetation carbon project across 450 hectares of land, contributing to carbon offset, biodiversity enhancement, and land rehabilitation. The project will:

- Restore previously cleared land with native vegetation, improving soil stability and reducing erosion.
- Enhance local biodiversity by providing habitat for native flora and fauna.
- Reduce further soil salinisation and water degradation through strategic reforestation.
- Maintain the continuation of existing agricultural activities by integrating sustainable land use practices.

The environmental planting method aligns with best practices for ecological restoration and complies with the Environmental Protection Act 1986. The project will have no adverse impact on native remnant vegetation, as all plantings will occur on previously cleared land.

### Bush Fire Prone Area

The project area is located within a designated Bushfire Prone Area. In accordance with State Planning Policy 3.7 – Planning in Bushfire Prone Areas, a Bushfire Management Plan (BMP) has been developed and included in the application (Appendix C). Key bushfire risk management measures include:

- Implementation of strategic firebreaks surrounding and within the plantation areas.
- Maintenance of vehicle access routes for emergency services.
- Fire suppression strategies, including controlled grazing to reduce fuel loads.
- Annual fire risk assessments and coordination with the local bushfire brigade.

These measures ensure the project adheres to local government fire safety requirements and mitigates potential fire hazards.

### Submissions

The following are the summary of the issues received during the public advertising period. The details of the submissions are attached in Attachment 2 of this report:

- **Species Selection and Diversity:**  
Some species selected are not native to the site but are native to the Wheatbelt and do not pose a weed risk. Concerns were raised about low biodiversity value due to a limited selection of species.
- **Growth Rates and Grazing Intent:**  
Concerns were raised about whether some species will reach a suitable height for grazing within 3-4 years and if they may be lost due to early grazing.
- **Native Fauna Grazing:**  
No mention of potential grazing from native species such as kangaroos, which could impact seedling survival.
- **Fire Response and Water Supply:**  
Stakeholders requested confirmation of secured water sources and firefighting responsibilities.

- **Firebreaks:**  
Compliance with firebreak guidelines was questioned, with requests for adherence to standard firebreak widths and clearances.
- **Firefighting Equipment and Training:**  
There were concerns about the availability of firefighting equipment on-site and whether personnel are adequately trained.
- **Rate Impact:**  
Queries were raised about potential loss of rates if the land is reclassified as non-arable.
- **Ongoing Land Management:**  
Concerns about long-term maintenance of the plantation and fire protection post-project.
- **Covenanted Areas:**  
Some proposed planting areas were flagged as encroaching on conservation covenants.
- **Use of Covenanted Land:**  
Agroforestry activities, such as land preparation and herbicide application, are inconsistent with conservation covenant requirements.
- **Native and Invasive Species Control:**  
Concerns about kangaroo grazing and weed/pest control post-establishment.
- **Post-Project Weed and Pest Management:**  
Stakeholders requested clarity on who will be responsible for ongoing pest and weed control after project completion.

The application has been assessed against relevant statutory and policy frameworks, with input from stakeholders, including state agencies and community members. The applicant has provided detailed plans and supporting documentation addressing environmental, operational, and financial considerations.

The Wyoming Downs Carbon Project represents a well-balanced initiative that aligns with environmental, statutory, and strategic planning objectives. The project is expected to contribute positively to biodiversity conservation, carbon offset, and sustainable land management while maintaining agricultural productivity.

Subject to the conditions outlined in the officers' recommendations, the project is considered suitable for approval as it provides environmental and economic benefits with minimal adverse impacts.

#### **Statutory Environment:**

- *Planning and Development Act 2005*
- *Shire of Wickepin Local Planning Scheme No. 4*
- *State Planning policy 2.5 – Rural Planning*
- *State Planning Policy 3.7 (Planning in Bushfire-Prone Areas)*

#### **Policy Implications:**

Shire of Wickepin Local Policy – 10.3.5 Agro-Forestry/Tree Plantations



The development supports the Shire's Environmental Sustainability Policy by helping to store carbon and use land in a sustainable way. It also matches regional and state policies that focus on tackling climate change and improving agriculture's ability to cope with challenges.

**Financial Implications:**

An Application for Planning fee of \$1,710.28 has been paid to the Shire of Wickepin.

The project is anticipated to have minimal direct financial implications for the Shire. However, it may generate indirect economic benefits through job creation, increased land value, and enhanced regional sustainability.

**Strategic Implications:**

Shire of Wickepin Strategic Community Plan 2023-2033

GOAL – Economy

Objective:5 We are an agricultural hub, that innovates and leverages opportunities

Objective 6. New businesses are attracted and existing businesses grow

The project aligns with the Shire's Strategic Community Plan by:

- Supporting environmentally sustainable development.
- Encouraging innovation in rural industries.
- Strengthening economic resilience within the region.

**Voting Requirements:**

Simple majority.

**Officer Recommendations:**

That Council, in respect of the proposed Agroforestry/Tree Farm Carbon Project at Wyoming Downs at 1272 Malyalling Road, grant planning approval , subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two (2) 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. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
3. Any use, additions to and further intensification of any part of the development or land that 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.
4. Compliance with all relevant provisions of the Shire of Wickepin Local Planning Scheme No. 4.
5. Implementation of the proposed environmental management and mitigation measures as outlined in the application.
6. Update the Bushfire Management Plan to include the following:
  - a) Proposed firebreaks meet or exceed the Shire of Wickepin Bush Fire requirements and to document any deviations and justifications;

- b) Include specific emergency contacts, available firefighting equipment, and response protocols, including training requirements for fire response personnel.
7. Ensure compliance with conservation covenants by maintaining separation between agroforestry activities and protected areas.
8. Note the submissions and recommended modifications as outlined in the 'Table of Submissions' included as Attachment 2.
9. The Chief Executive Officer shall notify all persons and organisations who lodged a submission of the Council's decision.

Advice Notes:

1. 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 a 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.
2. Nothing in the approval of these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.

## **15 Confidential Reports and Information**

## **16 Urgent Business**

## **17 Closure**

With no further business, the Presiding Member, (Presiding Member) declared the meeting closed at (Time).