



## **MINUTES**

For the Council Meeting held on

Thursday July 16, 2015

Commencing at 5.02 p.m.

In the Council Chambers, Ravensthorpe.

**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE**  
**ON 16 JULY 2015, COMMENCING AT 5.02PM**

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<b>CONTENTS</b>	<b>PAGE</b>
1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	3
2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE .....	3
3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE .....	3
4. PUBLIC QUESTION TIME .....	3
5. APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST ...	3
6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS.....	3
7. CONFIRMATION OF MINUTES.....	4
7.1 COUNCIL MEETING – 25 JUNE, 2015.....	4
8. SUSPENSION OF STANDING ORDERS.....	4
9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS.....	4
10. REPORTS OF OFFICERS.....	5
10.1 DEPUTY CHIEF EXECUTIVE OFFICER .....	5
10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – JUNE 2015 .....	5
10.1.2 MONTHLY FINANCIAL REPORT – 30 JUNE 2015.....	8
10.1.3 WRITE OFF OF RATES.....	11
10.2 MANAGER OF PLANNING AND DEVELOPMENT.....	13
10.2.1 PROPOSED HOLIDAY HOMES LOCAL PLANNING POLICY .....	13
10.3 MANAGER OF ENGINEERING SERVICES .....	18
10.4 CHIEF EXECUTIVE OFFICER .....	19
10.4.1 REVISED RECORD KEEPING PLAN 2015.....	19
10.4.2 OLD BANK BUILDING - RENTING .....	22
10.4.3 GOLDFIELDS VOLUNTARY REGIONAL ORGANISATION OF COUNCILS .....	25
10.4.4 CHIEF EXECUTIVE OFFICER – ANNUAL PERFORMANCE REVIEW.....	27
10.4.5 SPECIAL COUNCIL MEETING .....	30
10.4.6 VEHICLE POLICY - NEW .....	32
10.4.7 NEW HERBARIUM BUILDING.....	34
11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	37
12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....	37
12.1 ELECTED MEMBERS .....	37
12.2 OFFICERS .....	37
13. MATTERS BEHIND CLOSED DOORS .....	38
13.1 REVIEW OF ORGANISATION STRUCTURE REPORT.....	38
13.2 CHIEF EXECUTIVE OFFICER – ANNUAL PERFORMANCE REVIEW .....	41
14. CLOSURE OF MEETING – 7.35PM.....	44

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

5.02pm – the presiding person, Cr Dunlop, declared the meeting open.

**2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE**

MEMBERS: Cr Keith Dunlop (Shire President)  
Cr Andrew Duncan  
Cr Sharyn Gairen  
Cr Ian Goldfinch  
Cr Angela Kelton  
Cr Ken Norman

STAFF: Ian Fitzgerald (Chief Executive Officer)  
Keith White (Deputy Chief Executive Officer)  
Darryn Watkins (Manager Engineering Services)  
Portia Ridout (Executive Assistant)

APOLOGIES:

NIL

ON LEAVE OF ABSENCE:

Cr Julianne Belli (Deputy Shire President)

ABSENT:

NIL

**3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

NIL

**4. PUBLIC QUESTION TIME**

NIL

**5. APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST**

NIL

**6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS**

NIL

**7. CONFIRMATION OF MINUTES**

**7.1 COUNCIL MEETING – 25 JUNE, 2015**

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 7.1
Moved: Cr Goldfinch	Seconded: Cr Kelton
That the minutes of the meeting of council held on 25 June, 2015 be confirmed as a true and correct record of proceedings.	
Carried: 6/0	Res: 66/15

**8. SUSPENSION OF STANDING ORDERS**

NIL

**9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS**

NIL

**10. REPORTS OF OFFICERS****10.1 DEPUTY CHIEF EXECUTIVE OFFICER****10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – JUNE 2015****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 30<sup>th</sup> June, 2015**Author:** Stacey Addis – Senior Finance Officer**Authorising Officer:** Keith White – Deputy Chief Executive Officer**Attachments:** Schedule of Payments to 30<sup>th</sup> June, 2015  
Credit Card Transactions to 25<sup>th</sup> June, 2015**Summary:**

This item presents the schedule of payments for Council approval in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

**Background:****30<sup>th</sup> June 2015**

<b>FUND</b>	<b>PAYMENT</b>	<b>VOUCHERS</b>	<b>AMOUNTS</b>
<b>Municipal Account</b>	EFTs	EFT4307-EFT4407	<b>\$1,331,505.50</b>
		39610 – 39667	<b>\$62,276.89</b>
	Municipal Fund Cheques		
<b>Payroll</b>	Dates	10/06/2015 24/06/2015	<b>\$159,245.80</b>
<b>Bank Fees</b>			<b>\$291.41</b>
<b>Municipal Account Total</b>			<b>\$1,553,319.60</b>
<b>Shire Credit Card Facility</b>	Westpac VISA	26/04/2015- 25/05/2015	<b>\$9,962.78</b>
<b>Trust Account Payments</b>	EFTs	EFT4339,EFT4340, EFT4374,	<b>\$26,322.45</b>

	EFT4408-4413	
	Trust Cheques	1310-1329 <b>\$4,260.00</b>
<b>Grand Total</b>		<b>\$1,593,864.83</b>

**Comment:**

This schedule of accounts as presented, submitted to each member of the Council, has been checked and is 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 costing's and the amounts shown have been paid.

**Consultation:**

Not applicable.

**Statutory Obligations:****Local Government (Financial Management) Regulations 1996****13. Lists of accounts**

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared

—

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

- (a) for each account which requires council authorisation in that month —
  - (i) the payee's name;
  - (ii) the amount of the payment; and
  - (iii) sufficient information to identify the transaction; and
- (b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under subregulation (1) or (2) is to be —

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

This item address Council's expenditure from Trust and Municipal funds which have been paid under delegated authority.

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
There are no known significant economic considerations.
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.2
Moved: Cr Duncan	Seconded: Cr Gairen
That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of June 2015, be noted.	
Carried: 6/0	Res: 66/15

**10.1.2 MONTHLY FINANCIAL REPORT – 30 JUNE 2015****File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	3 July, 2015
<b>Author:</b>	Keith White – Deputy Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes – Monthly Financial Report – June 2015

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**Summary:**

This report presents the monthly financial reports for June 2015 to Council which is provided as an attachment to the agenda. The recommendation is to receive the June monthly financial reports.

**Background:**

As per the Financial Management Regulation 34 each 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 with the following detail

- The annual budget estimates,
- The operating revenue, operating income, and all other income and expenses,
- Any significant variations between year to date income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activities are not in accordance with budget estimates for the relevant reporting period,
- Provide likely financial projections to 30 June for those highlighted significant variations and their effect on the end of year result,
- Include an operating statement, and
- Any other required supporting notes.



**Comment:**

This report contains annual budget amounts, actual amounts of expenditure, revenue and income to the end of the month. It shows the material differences between the budget and actual amounts where they are not associated to timing differences for the purpose of keeping Council abreast of the current financial position.

The actual amounts contained in the report are subject to final audit and could possibly change following the audit being undertaken at end of September. The final accounts for 2014/2015 will be presented to a subsequent Council meeting.

**Consultation:**

Council Financial Records

**Statutory Obligations:**

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996 require that financial activity statement reports are provided each month reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month.

The report is to be presented at either the next ordinary meeting after the end of the month, or if not prepared in time to the next ordinary meeting after that meeting.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

As detailed within the attachments

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.2
Moved: Cr Goldfinch	Seconded: Cr Gairen
That Council receive the Monthly Financial Reports for the period ending 30 June 2015 in accordance with Section 6.4 of the Local Government Act 1995.	
Carried: 6/0	Res: 67/15

**10.1.3 WRITE OFF OF RATES**

<b>File Ref:</b>	A11620
<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	1 July, 2015
<b>Author:</b>	Leigha Mealey – Rates Officer
<b>Authorising Officer:</b>	Keith White – Deputy Chief Executive Officer
<b>Attachments:</b>	Certificate of Title

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**Summary:**

This report recommends the write off of rates outstanding on the Assessment A11620 – 102 Martin Street, Ravensthorpe.

**Background:**

This property only began being rated in the 2014/2015 rating period after it was picked up in a Landgate search. The Certificate of Title was registered January 1 0001 (see attachment), a local history search was also completed demonstrating that the subject was a prospector in the area in 1908/ 1909. After many failed attempts at trying to locate the debtor or relatives (skip trace completed with AMPAC) it is recommended that council write off \$1084.00 and the property become non- rateable.

**Comment:**

Given the nature of the land involved being 0.1 hectares of vacant bushland and the fact that we have exhausted legal options to locate the debtor in order to recover the debt, Officers are of the view that the cost to continue to pursue the outstanding debt would be greater than any benefit. It is recommended that the debt be written off in accordance with provisions of the Local Government Act.

**Consultation:**

Not Applicable.

**Statutory Obligations:**

Local Government Act 1995 – section 6.12 allows Council write –off any amount of money.

**Policy Implications:**

Nil.

**Budget / Financial Implications:**

Write off of \$1084.00.

**Strategic Implications:**

Nil

**Sustainability implications:**

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

**Voting Requirements**

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

ITEM 10.1.3

Moved: Cr Kelton

Seconded: Cr Duncan

That Council write off the balance outstanding rates and interest owing on A11620 in accordance with Section 6.14 of the Local Government Act 1995 as the debtor cannot be located.

Carried by absolute majority: 6/0

Res: 68/15

## 10.2 MANAGER OF PLANNING AND DEVELOPMENT

### 10.2.1 PROPOSED HOLIDAY HOMES LOCAL PLANNING POLICY

<b>File Ref:</b>	<b>LU.PL.24</b>
<b>Applicant:</b>	Not applicable
<b>Location:</b>	Whole of Shire
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	3 July 2015
<b>Author:</b>	Craig Pursey, Planning Officer
<b>Authorising Officer:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Attachments:</b>	A. Draft Local Planning Policy 14 – Holiday Homes, with modifications in red B. Submissions received

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#### Summary:

Council initiated a local planning policy governing Holiday Homes at their meeting in May 2015. The policy has been advertised for public comment, receiving 2 submissions.

This policy recommends adopting a modified policy including the following changes:

1. Remove requirement to provide exit lighting;
2. Adjust maximum accommodation numbers and the manner parking bays are determined; and
3. Remove the requirement for advertising a property managers details in the window of the holiday home.

#### Background:

Holiday homes are private residential dwellings that are leased out for short term accommodation for a period not exceeding three (3) months. Holiday homes are a small but growing aspect of the tourism industry in the Shire of Ravensthorpe and have long been an important part of local and Western Australian lifestyle and culture.

The informal development of this section of the tourist accommodation market has meant that holiday homes have so far operated with minimal regulation, resulting in an uncertain legal & insurance environment, issues of inequity with other service providers and increased potential

for land use conflict. The issue of impact on neighbouring residential amenity has potential to cause particular concern in the community.

The Western Australian Planning Commission (WAPC) has prepared Planning Bulletin 99 - 'Holiday Homes Guidelines' that sets out the WAPC's position in relation to the planning and regulation of holiday homes in Western Australia. The bulletin provides guidance to local governments when dealing with issues associated with holiday homes in the local government planning framework. This policy is consistent with the recommendations of this Bulletin.

### ***Building Code Requirements***

#### **Building Code of Australia (BCA)**

Contrary to advice provided in May 2015, the conversion of a Single House to a Holiday Home does not change the class of the building under the BCA from a Class 1A to a class 1B. Therefore evacuation lights are not required in the paths of exit.

#### **Consultation:**

The draft policy was advertised for a period of 21 days where two submissions were received:

1. Range 2 Reef Realty who operate a holiday home management service; and
2. Jenny & Rick Schaeffer, owners of 51 Wilkinson Street, Hopetoun who have been operating this property as a holiday home for 12 months.

Issues raised include:

1. There have been no reported issues from holiday accommodation operating in Hopetoun to date;
2. The limit of 6 people per holiday home is too limiting. 51 Wilkinson Street currently sleeps eight people with no parking or management issues to date. It's all about how the property is managed.
3. Holiday Homes are required to allow home owners a chance to rent their property when the local rental market doesn't provide the necessary demand. Particularly for those that bought their properties in the post BHP boom.
4. People have found holiday homes to be a cheaper, attractive, laid back alternative.

5. Reef 2 Range Realty has already got property management agreements in place with the 6 houses they have on their books. They have made checks on hard wired smoke alarms and generally only rent to families and not allow large group bookings.
6. Encourage Council to allow holiday homes as an alternative accommodation service in Hopetoun as another choice for travellers and a positive for the local economy.

**Comment:**

Limit on number of tenants

The advertising draft of the policy limited the number of people to be accommodated in a holiday home to 6. It is agreed that the limit of 6 people for holiday accommodation is overly constraining for the following reasons:

- Most new houses have at least 4 bedrooms and it is argued that all of these should be available as part of a holiday home rental;
- The Building Code of Australia (BCA) identifies a 'cut-off' of no more than 12 people before a 'house' becomes a 'hostel' and
- Holiday Accommodation is often rented to families and the number of children in a site would be included in any limit to numbers of tenants. Children do not give rise to an increase in parking or large off-site impacts.

Therefore, provided parking is adequately catered for on-site it is suggested that the definition of a Holiday Home be amended to read:

***Holiday home** means a single house, which might also be used for short stay accommodation for no more than twelve people (but does not include a bed and breakfast, guesthouse, chalet and short stay accommodation unit).*

To accommodate this increase it is recommended that the parking requirements be adjusted as follows:

- c. Car parking bays are to be provided on-site at a rate of one bay per two adults accommodated.

Finally, also require the maximum number of adults to be accommodated to be stipulated in the Property Management Plan.

Advertising of managers details on the property.

The policy currently requires that the 24 hour contact details of the manager of the holiday home to be visible on the property from the nearest street frontage.

This clause is seen as unnecessary given that the property management plan will be given to neighbouring properties.

**Statutory Obligations:**

Part 2 of the Scheme deals with Local Planning Policies; the pertinent clauses of this part of the Scheme include:

*2.2 The local government may prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area so as to apply -*

- a) generally or for a particular class or classes of matters; and*
- b) throughout the Scheme area or in one or more parts of the Scheme area, and may amend or add to or rescind a Policy so prepared.*

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

*2.4.2 After the expiry of the period in which submissions may be made, the local government is to –*

- a) Review the proposed Policy in light of any submissions made; and*
- b) Resolve to adopt the Policy with or without modification, or not to proceed with the Policy.*

**Policy Implications:**

Explained in the body of this report.

**Budget / Financial Implications:**

The cost of advertising and referral of the draft policy are met within the existing budget.

**Strategic Implications:**

The Policy will act as a tool to guide future development.



**Sustainability Implications:**

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.2.1
Moved: Cr Kelton	Seconded: Cr Gairen
That Council,	
<ol style="list-style-type: none"><li>1. Adopt the Shire of Ravensthorpe Local Planning Policy 14 – Holiday Homes for final approval subject to the modifications highlighted in red at Attachment A.</li><li>2. Publish a public notice in an official newspaper circulating in the area to notify the public that Council has adopted a revised Local Planning Policy No 14 (in accordance with Clause 2.4.3 (a) of the Shire of Ravensthorpe Town Planning Scheme No 5).</li><li>3. Offers retrospective approval to existing holiday homes that can prove that they have operated without complaint on lodgement of a planning application in accordance with Local Planning Policy 14 within 3 months of the final adoption of this Policy.</li></ol>	
Carried: 6/0	Res:69/15

**10.3      MANAGER OF ENGINEERING SERVICES**  
NIL

## 10.4 CHIEF EXECUTIVE OFFICER

### 10.4.1 REVISED RECORD KEEPING PLAN 2015

**File Ref:****Applicant:**

Not applicable

**Location:**

Not applicable

**Disclosure of Officer Interest:**

None

**Date:**

01 July, 2015

**Author:**

Kathleen Saunders – Records Officer

**Authorising Officer:**

Ian Fitzgerald – Chief Executive Officer

**Attachments:**

Record Keeping Plan 2015

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**Summary:**

Under the State Records Office, it is a compulsory requirement to hold a current Record Keeping Plan within the Shire.

The purpose of the review is to enable government to comply with section 28 of the Act and to ensure that their recordkeeping systems are continually evaluated and improved in order to meet compliance requirements and continuing business needs.

The objectives of the Shire of Ravensthorpe RKP are to ensure:

- Compliance with Section 19 of the *State Records Act 2000*;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

In accordance with Section 17 of the Act, the Shire of Ravensthorpe and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all of the Shire of Ravensthorpe:

- Employees;

- Contractors;
- Organizations performing outsourced services on behalf of the Shire of Ravensthorpe and
- Elected members.

**Background:**

Section 28 of the State Records Act 2000 (the Act) requires that – no more than 5 years is to elapse between approval of a government organisations record keeping plan and a review of it or between on review and another. A report of this review must be submitted to the State Records Commission.

This Recordkeeping Plan supersedes RKP 2009033 and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

**Comment:**

An extensive review of the 2009 Recordkeeping Plan was conducted 19<sup>th</sup> November 2014, a re-write of the RKP was required due to the new appointments of the Chief Executive Officer, Deputy Chief Executive Officer and recent staff changes.

An electronic document management system Tr@cer was introduced in July 2008 and hard copy records were scanned and classified to the system. The Shire of Ravensthorpe then introduced an automated records management system – Records Registration Module of SynergySoft 26<sup>th</sup> September 2012 replacing Tr@cer.  
2009.

The Shire of Ravensthorpe has an Achieves and Records Management Agreement with the Goldfields Voluntary Regional Organisation of Councils (GVROC). Achieved records are to be transferred and stored at the Goldfields Records Storage.

**Consultation:**

Nil

**Statutory Obligations:**

The Recordkeeping Plan shall comprise one or more documents which, when assessed as a whole, will provide an accurate reflection of the recordkeeping program within the Shire of

Ravensthorpe. More specifically, documentation regarding the Shire of Ravensthorpe recordkeeping system/s, disposal arrangements, policies, practices and processes will be the essential components of the Recordkeeping Plan. The inclusion of such documentation will constitute evidence of compliance.

**Policy Implications:**

Records Management Policy was adopted by Council 19<sup>th</sup> February 2015

**Budget / Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.1
Moved: Cr Gairen	Seconded: Cr Duncan
That Council adopt the Record keeping Plan 2015 as presented and submit to the State Records Office.	
Carried: 6/0	Res: 70/15

**10.4.2 OLD BANK BUILDING - RENTING****File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	7 July, 2015
<b>Author:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Nil

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**Summary:**

This item recommends that approval be given to the Ravensthorpe Regional Arts Council Inc to rent the old banks building for a trial period of 6 months at a nominal rental.

**Background:**

The old bank building has been empty for some time now following the closure of the business that had been there.

There has only been one previous enquiry but nothing eventuated from that.

**Comment:**

The Ravensthorpe Regional Arts Council Inc is looking for an area they can use as a dedicated office for 10 – 15 hours per week. The proposal is that they would lease the building on a trial basis for 6 months and assess their position at the end of that period. They have offered to pay \$50.00 per week plus utilities – remembering they are a not-for profit organisation.

The RRAC have been successful in obtaining a small grant which will help them engage part – time staff to help them seek grants and co-ordinate the many activities they are involved in.

The advantage to Council, and the community, would be to have the building occupied rather than an empty space in the main street.

**Consultation:**

Nil

**Statutory Obligations:**

Nil

**Policy Implications:**

Nil

**Budget / Financial Implications:**

There would be a minimal amount of income received through the proposed rental.

**Strategic Implications:**

Council already supports the RRAC with an annual grant and they help co-ordinate a range of activities for the community.

Strategic Community Plan items

1.2.1 Town centres are vibrant and attractive places

1.2.2 Regular cultural and recreational activities

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
There are no known significant economic considerations.
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION

ITEM 10.4.2

That Council enter into a rental agreement with the Ravensthorpe Regional Arts Council Inc for the old bank building in Morgans Street Ravensthorpe for a 6 month trial period with a weekly rental of \$50 plus utilities.

## OFFICER RECOMMENDATION

ITEM 10.4.2

Moved: Cr Norman

Seconded: Cr Kelton

That Council enter into a rental agreement with the Ravensthorpe Regional Arts Council Inc for the old bank building in Morgans Street Ravensthorpe for a 6 month trial period with a weekly rental of \$50 plus utilities.

**Amendment**

That Council enter into a 2 month rolling rental agreement with the Ravensthorpe Regional Arts Council Inc for the old bank building in Morgans Street Ravensthorpe with a weekly rental of \$50 plus utilities.

Moved: Cr Goldfinch

Seconded: Cr Dunlop

The amendment was put to the vote and lost : 1/5

## COUNCIL RECOMMENDATION

ITEM 10.4.2

Moved: Cr Norman

Seconded:

That Council enter into a rental agreement with the Ravensthorpe Regional Arts Council Inc for the old bank building in Morgans Street Ravensthorpe for a 6 month trial period with a weekly rental of \$0 plus utilities.

Motion lapsed due to no seconder

## COUNCIL DECISION

ITEM 10.4.2

Moved: Cr Norman

Seconded: Cr Kelton

That Council enter into a rental agreement with the Ravensthorpe Regional Arts Council Inc for the old bank building in Morgans Street Ravensthorpe for a 6 month trial period with a weekly rental of \$50 plus utilities.

**Amendment**

That Council enter into a rental agreement with the Ravensthorpe Regional Arts Council Inc for the old bank building in Morgans Street Ravensthorpe for a 6 month trial period with a weekly rental of \$50 plus utilities, and then the option for a two month rolling rental agreement with a weekly rental of \$50 plus utilities.

Moved: Cr Kelton

Seconded: Cr Goldfinch

The amendment was put and the vote tied: 3/3

The Presiding Person, Cr Dunlop, exercised his right to a second vote and voted in favour of the amendment therefore the amendment was **carried 4/3**

The Amendment became part of the motion, the motion was put to the vote and **carried: 6/0**

Res: 71/15

*Reason for change: Council felt that the building may be a potential space for a commercial business to rent in the future. By having a two month rental contract rollover after the initial 6 months, the Shire and the RRAC can assess the agreement on a more frequent basis.*



**10.4.3 GOLDFIELDS VOLUNTARY REGIONAL ORGANISATION OF COUNCILS****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 7 July, 2015**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Nil

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**Summary:**

Council is requested to include the Shire President as a delegate to the Goldfields Voluntary Regional Organisation of Councils (GVROC).

**Background:**

The current delegates are Councillors Goldfinch and Norman with Councillor Duncan as proxy – all appointed by name and not position.

**Comment:**

There has been several occasions where it was necessary for official documents to be signed by the Shire President – who is not currently a delegate to GVROC. This was not an issue when Councillor Goldfinch was Shire President but now he has stepped down it has become an issue.

It is not proposed that any current nominee be withdrawn – simply to add Shire President (by position title) to the list of appointed delegates to GVROC. Most member Councils of GVROC are represented by their Shire President or Mayor.

All nomination of Council delegates will be reviewed following the local government elections in October 2015.

**Consultation:**

Nil

**Statutory Obligations:**

Nil

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
There are no known significant economic considerations.
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.3
Moved: Cr Duncan	Seconded: Cr Kelton
That Council include the Shire President as a delegate to the Goldfields Voluntary Regional Organisation of Councils.	
Carried: 6/0	Res: 72/15

**COUNCIL DECISION**

Moved: Cr Norman

ITEM 10.4.4

Seconded: Cr Kelton

That Council discuss Item 10.4.4 behind closed doors in Item 13.

Carried: 6/0

Res: 73/15

**10.4.4 CHIEF EXECUTIVE OFFICER – ANNUAL PERFORMANCE REVIEW****File Ref:****Applicant:**

Not applicable

**Location:**

Not applicable

**Disclosure of Officer Interest:**

None

**Date:**

7 July, 2015

**Author:**

Ian Fitzgerald – Chief Executive Officer

**Authorising Officer:**

Not applicable

**Attachments:**

Supplied under separate cover

**Summary:**

The Local Government Act 1995 (section 5.38) and the Chief Executive Officer Employment Contract (section 5) require Council to conduct an annual performance review. Council is proposing to conduct the review as a part of the July Council meeting.

**Background:**

The Chief Executive Officer commenced with the Shire of Ravensthorpe on the 7<sup>th</sup> July 2014 and it is appropriate the first annual performance review be conducted. A review was conducted at the completion of the initial probationary period at which time the appointment was confirmed.

**Comment:**

It is necessary to consider the Key Result Areas outlined in the contract of employment together with any specific Key Performance Indicators when conducting the performance review.

The Key Result Areas in the contract are:

Leadership

Councillor Relations

External Relations including customers and stakeholders

Organisation Management

Planning

Financial Management

The Specific Key Performance Indicators included:

Resource Sharing with the Shires of Jerramungup and Lake Grace

Asset Management Plan for the airport

Hopetoun Community Centre

Asset Management Plan review

These areas have been addressed in the report sent under separate cover to all Councillors.

Council and the Chief Executive Officer will also need to agree on Key Performance Indicators for the next 12 months which may include:

Progress on development of a civic centre precinct concept plan

Progress on development of improved asset management plans

Review of Strategic Community Plan

Production of regular shire newsletters

Any adjustment to the annual remuneration package is to be discussed and agreed as a part of the annual performance review process.

**Consultation:**

Shire President

**Statutory Obligations:**

Local Government Act 1995 – section 5.38

Contract of Employment

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Any adjustment to the remuneration package will be factored into the 2015/16 Annual Budget.

**Strategic Implications:**

Council can use the annual performance review process to determine Key Performance Indicators that tie in with the strategic direction Council wishes to take.

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
There are no known significant economic considerations.
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Absolute majority

OFFICER RECOMMENDATION	ITEM 10.4.4
That Council:	
a) Note that the annual performance review of the Chief Executive Officer has been completed	
b) Sets the following Key Performance Indicators for the next 12 months	
•	
•	
•	
•	
c) Adjusts the annual remuneration package by .....	

**10.4.5 SPECIAL COUNCIL MEETING****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 8 July, 2015**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** N/A

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**Summary:**

Council is requested to set a date for a Special Council meeting in October following the bi-ennial local government elections to elect a new Shire President, Deputy President and appoint committee delegates for 2015/17.

**Background:**

Nil

**Comment:**

The October Council meeting is scheduled for Thursday 15<sup>th</sup> October and the bi-ennial local government election for Saturday 17<sup>th</sup> October and therefore with the November meeting not scheduled until 19<sup>th</sup> November there would be a considerable gap without an elected President.

In addition, by setting the date for a Special Council meeting early candidates for the election can be advised so they may plan to attend should they be elected.

It is proposed Council Monday 19<sup>th</sup> October as the date for the Special Council meeting.

**Consultation:**

Nil

**Statutory Obligations:**

Local Government Act 1995

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Nil

**Strategic Implications:**

It is important that a Shire President is elected as soon as possible following the election to fulfil any statutory obligations and as spokesperson for the Council and community.

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
There are no known significant economic considerations.
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.5
Moved: Cr Duncan	Seconded: Cr Norman
That Council call a special meeting for Monday 19 <sup>th</sup> October to elect a Shire President, Deputy President and appoint Council delegate to external communities.	
Carried: 6/0	Res: 74/15

COUNCIL DECISION	ITEM 10.4.6
Moved: Cr Goldfinch	Seconded: Cr Duncan
That all Standing Orders be suspended to enable open discussion on this Item.	
Carried: 6/0	Res: 75/15

COUNCIL DECISION	ITEM 10.4.6
Moved: Cr Duncan	Seconded: Cr Dunlop
That all Standing Orders be resumed.	
Carried: 6/0	Res: 76/15

#### 10.4.6 VEHICLE POLICY - NEW

**File Ref:**

**Applicant:** Not applicable  
**Location:** Not applicable  
**Disclosure of Officer Interest:** None  
**Date:** 8 July, 2015  
**Author:** Ian Fitzgerald – Chief Executive Officer  
**Authorising Officer:** Not applicable  
**Attachments:** New Policy

**Summary:**

A new vehicle policy is presented for Council's consideration and adoption.

**Background:**

The draft policy has previously been presented to Council at a budget workshop.

**Comment:**

The purchase of Council vehicles has been somewhat ad-hoc in the past. There was a long term plant replacement schedule but even this was not always followed.

In conjunction with the Manager of Engineering Services a draft Vehicle Policy has been developed together with a new 10 year plant replacement program.

The new policy will help inform future plant purchases as well as provide some consistency of vehicle changeover periods and equipment fit-out.



**Consultation:**

Council

Manager of Engineering Services

**Statutory Obligations:**

N/A

**Policy Implications:**

Proposed new Vehicle Policy

**Budget / Financial Implications:**

The policy together with the 10 year plant replacement program will help inform the annual budget. Efforts are being made to build the Plant Replacement Reserve to help fund future purchases, especially of larger pieces of machinery.

**Strategic Implications:**

The policy and plant replacement schedule will help guide the management of our plant and equipment and assist in insuring we have appropriate equipment to deliver the required level of service.

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
There are no known significant economic considerations.
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.6
Moved: Cr Kelton	Seconded: Cr Dunlop
That Council adopt the Vehicle Policy as presented.	
Carried: 3/3	
The Presiding Person, Cr Dunlop, exercised his right to a second vote and voted in favour of the motion therefore the amendment was <b>carried 4/3</b> .	
Res: 77/15	

**10.4.7 NEW HERBARIUM BUILDING****File Ref:**

<b>Applicant:</b>	Ravensthorpe Wildflower Show
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	13 July, 2015
<b>Author:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Nil

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**Summary:**

Council has previously endorsed in principle the construction of an annex onto the Ravensthorpe Town Hall. After discussions with Lotterywest the Ravensthorpe Wildflower Show are now requesting it is Council that lodges the grant application.

**Background:**

As Council would be aware the current herbarium located within the Seniors Building no longer meets the needs of the Ravensthorpe Wildflower Show due to the amount of specimens held and the work that is done each year.

**Comment:**

The Ravensthorpe Wildflower Show successfully applied to the Future Fund for a grant of \$30,000 for the construction of an annex on the east side of the Ravensthorpe Town Hall that would house the herbarium plus provide office, work and storage areas.

It was intended they would apply to Lotterywest for the balance of the funds required for the project. Members of the Ravensthorpe Wildflower Show Committee met with representatives from Lotterywest in Esperance recently to discuss the project.

The recommendation from Lotterywest is that it is Council that lodges the grant application for the construction of the new facility. The Ravensthorpe Wildflower Show Committee will then lodge a subsequent application for the fit-out of the new building – again supported by Lotterywest. The fact the new facility will be attached to an existing Shire building also supports Council lodging the application. The Committee would provide the majority of the information for the grant application including quotes and letters of support. Shire staff will

then put this information into the relevant sections of the grant application form and submit it to Lotterywest.

The added advantage of Council submitting the grant application is that any GST paid can be claimed back whereas the Wildflower Show Committee is not registered for GST.

**Consultation:**

Nil

**Statutory Obligations:**

N/A

**Policy Implications:**

N/A

**Budget / Financial Implications:**

There will be some staff time required to prepare and lodge the grant application but no direct cash input has been requested.

**Strategic Implications:**

Extracts from the Ravensthorpe Strategic Plan (2010-2015) include:

- 107, "Support.. the tourism industry and (its) development to broaden the economic base of the Shire"; the Wildflower Show and the herbarium are visitor draw cards.
- 301, "Tourism Planning Strategy (2010)" which recommends that marketing of the region stress the uniqueness of the Shire's flora and natural attributes. No better way to do that than by collecting, identifying and displaying the Shire's flora.
- 401 "Promotion for a University place of learning" its in with the Wildflower Show committee's intention to invite University students of Botany and natural Resource Management to visit the area during the show; they will use the herbarium and help with identification.

**Sustainability Implications:**

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

**Voting Requirements:**

Simple majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION****ITEM 10.4.7**

Moved: Cr Goldfinch

Seconded: Cr Kelton

That Council agree to request from the Ravensthorpe Wildflower Show Committee for the application to Lotterywest for the construction of a new herbarium building attached to the Ravensthorpe Town Hall be lodged in the name of the Shire of Ravensthorpe.

Carried: 6/0

Res: 78/15

**11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN  
NIL**

**12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**12.1 ELECTED MEMBERS  
NIL**

**12.2 OFFICERS  
NIL**

<b>COUNCIL DECISION</b>	Item 13.1
Moved: Cr Duncan	Seconded: Cr Kelton
That Council sit behind closed doors to discuss Item 13.1 and 13.2 which involves Shire staff.	
Carried: 6/0	Res: 79/15

6.15pm *DCEO Keith White, MES Darryn Watkins and EA Portia Ridout left the meeting and did not return to the meeting.*

### 13. MATTERS BEHIND CLOSED DOORS

#### CONFIDENTIAL ITEM

#### 13.1 REVIEW OF ORGANISATION STRUCTURE REPORT

**File Ref:**

**Applicant:** Not applicable

**Location:** Not applicable

**Disclosure of Officer Interest:** None

**Date:** 8 July, 2015

**Author:** Ian Fitzgerald – Chief Executive Officer

**Authorising Officer:** Not applicable

**Attachments:** Report provided under separate cover

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**Summary:**

The report prepared by BHW Consulting following the organisation review is presented for Council to adopt.

**Background:**

The Chief Executive Officer engaged BHW Consulting to conduct an independent review of our organisation and report any recommended changes / improvements.

**Comment:**

The consultants met with all managers and a number of other staff during a site visit in March 2015. They also met with Council at the 19<sup>th</sup> March Council meeting.

A copy of the interview questions asked of those staff spoken to is attached as Appendix 1 to the report.

The Chief Executive Officer has met with the consultants following the site visit to discuss the review and to provide additional information. It is believed some staff also took the opportunity to speak to the consultants following the site visit.

The final report has now been received and makes a number of recommendations in relation to position titles, roles, reporting structures and staff training.

The Chief Executive Officer supports the recommendations outlined in the report and after some initial resistance believes the changes will be of benefit to the organisation.

**Consultation:**

BHW Consulting  
Council

**Statutory Obligations:**

N/A

**Policy Implications:**

N/A

**Budget / Financial Implications:**

The review was funded from consultancy funds on the 2014/15 and 2015/16 budgets.

**Strategic Implications:**

The aim of the review was to ensure the best organisation structure was in place for the most effective and efficient operation of the Shire of Ravensthorpe going forward.

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
  
- **Economic:**  
There are no known significant economic considerations.
  
- **Social:**

There are no known significant social considerations.

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 13.1
Moved: Cr Duncan	Seconded: Cr Kelton
That Council	
a) Receive the report from BHW consulting on their review of the organisation structure of the Shire of Ravensthorpe.	
b) Direct the Chief Executive Officer to begin to implement the recommendations outlined in the report over the next 6 months as he feels appropriate.	
Carried: 6/0	Res: 80/15



7.15pm CEO Ian Fitzgerald left the meeting

### 13.2 CHIEF EXECUTIVE OFFICER – ANNUAL PERFORMANCE REVIEW

**File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	7 July, 2015
<b>Author:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Supplied under separate cover

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**Summary:**

The Local Government Act 1995 (section 5.38) and the Chief Executive Officer Employment Contract (section 5) require Council to conduct an annual performance review. Council is proposing to conduct the review as a part of the July Council meeting.

**Background:**

The Chief Executive Officer commenced with the Shire of Ravensthorpe on the 7<sup>th</sup> July 2014 and it is appropriate the first annual performance review be conducted. A review was conducted at the completion of the initial probationary period at which time the appointment was confirmed.

**Comment:**

It is necessary to consider the Key Result Areas outlined in the contract of employment together with any specific Key Performance Indicators when conducting the performance review.

The Key Result Areas in the contract are:

Leadership

Councillor Relations

External Relations including customers and stakeholders

Organisation Management

Planning

Financial Management

The Specific Key Performance Indicators included:

Resource Sharing with the Shires of Jerramungup and Lake Grace

Asset Management Plan for the airport

Hopetoun Community Centre

Asset Management Plan review

These areas have been addressed in the report sent under separate cover to all Councillors.

Council and the Chief Executive Officer will also need to agree on Key Performance Indicators for the next 12 months which may include:

Progress on development of a civic centre precinct concept plan

Progress on development of improved asset management plans

Review of Strategic Community Plan

Production of regular shire newsletters

Any adjustment to the annual remuneration package is to be discussed and agreed as a part of the annual performance review process.

**Consultation:**

Shire President

**Statutory Obligations:**

Local Government Act 1995 – section 5.38

Contract of Employment

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Any adjustment to the remuneration package will be factored into the 2015/16 Annual Budget.

**Strategic Implications:**

Council can use the annual performance review process to determine Key Performance Indicators that tie in with the strategic direction Council wishes to take.

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
There are no known significant economic considerations.
- **Social:**  
There are no known significant social considerations.

7.25pm      *CEO Ian Fitzgerald returned to the meeting.*

**Voting Requirements:**

Absolute majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 13.2
Moved: Cr Gairen	Seconded: Cr Duncan
That Council:	
<ul style="list-style-type: none"> <li>a) Note that the annual performance review of the Chief Executive Officer has been completed</li> <li>b) Sets the following Key Performance Indicators for the next 12 months <ul style="list-style-type: none"> <li>• Main street redevelopment plan finalised in first 6 months</li> <li>• Definitive civic centre precinct plan completed</li> <li>• Road and Buildings asset management plans completed</li> <li>• Updated Community Strategic Plan completed</li> <li>• Bi-ennial community survey conducted</li> <li>• Develop an email database for regular shire newsletters / articles</li> <li>• Maintain and continue to build relationships with all aspects of health services providers within our shire</li> <li>• Resolution as to whether or not we can get an ATM in Ravensthorpe within first 6 months</li> </ul> </li> <li>c) Adjusts the annual remuneration package by 4% plus an additional weeks leave per year.</li> </ul>	
Carried by absolute majority: 6/0	Res: 81/15

COUNCIL DECISION	Item 13.2
Moved: Cr Kelton	Seconded: Cr Gairen
That Council come out from behind closed doors.	
Carried: 6/0	Res: 82/15

**14. CLOSURE OF MEETING – 7.35PM**

These minutes were confirmed at the meeting of the \_\_\_\_\_

Signed: \_\_\_\_\_  
(Presiding Person at the meeting of which the minutes were confirmed.)

Date: \_\_\_\_\_