



## **MINUTES**

For the Council Meeting held on

Thursday 17 August 2017

Commenced at 5:00pm

In the Council Chambers, Ravensthorpe.

**ORDINARY MEETING OF COUNCIL  
HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE ON THURSDAY  
17 AUGUST 2017, COMMENCED AT 5:00PM**

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

5.00pm – The presiding person, Cr K Dunlop, declared the meeting open.

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

MEMBERS: Cr Keith Dunlop (Shire President)  
 Cr Peter Smith (Deputy Shire President)  
 Cr Kerry Dickinson  
 Cr Sharyn Gairen  
 Cr Ken Norman  
 Cr Graham Richardson  
 Cr I Goldfinch

STAFF: Ian Fitzgerald (Chief Executive Officer)  
 Jenny Goodbourn (Manager of Corporate and Community Services)  
 Darryn Watkins (Manager Engineering Services)  
 Hanneke Coetzee (Executive Assistant)

APOLOGIES:

ON LEAVE OF ABSENCE:

ABSENT:

**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****5.1 DISCLOSURE OF INTEREST**

Councillor/Officer:	Cr Ken Norman
Item:	10.1.3
Nature of Interest:	Impartiality Pursuant
Extent of Interest:	Secretary of Ravensthorpe Bowling Club

Councillor/Officer:	Cr Ken Norman
Item:	10.2.1
Nature of Interest:	Impartiality Pursuant
Extent of Interest:	Friendship

Councillor/Officer:	Cr Ian Goldfinch
Item:	10.2.1
Nature of Interest:	Impartiality Pursuant
Extent of Interest:	Friendship

## 6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

Nil

## 7. CONFIRMATION OF MINUTES

### 7.1 COUNCIL MEETING: 20 JULY 2017

OFFICER RECOMMENDATION	ITEM 7.1
Moved: Cr P Smith	Seconded: Cr G Richardson
That the minutes of the meeting of council held on 20 July 2017 be confirmed as a true and correct record of proceedings.	
Carried: 7/0	Res:83/17

## 8. SUSPENSION OF STANDING ORDERS

Nil

## 9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

Nil

**10. REPORTS OF OFFICERS****10.1 MANAGER OF CORPORATE AND COMMUNITY SERVICES****10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – JULY 2017****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 31 July, 2017**Author:** Eimear Guidera – Payroll/Creditors Officer**Authorising Officer:** Stacey Howard – Senior Finance Officer**Attachments:** 10.1.1a Schedule of Payments to 31 July, 2017

10.1.1b Credit Card Transactions to 01 August, 2017

**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:****31 July 2017**

<b>FUND</b>	<b>PAYMENT</b>	<b>VOUCHERS</b>	<b>AMOUNTS</b>
<b>Municipal Account</b>	EFTs	EFT7301-EFT7415	<b>\$693,920.97</b>
		Direct Debit	<b>\$7,486.89</b>
	Municipal Fund	0000139 – 000155	<b>\$37,315.63</b>
	Cheques		
<b>Payroll</b>	Dates	05/07/2017 19/07/2017	<b>\$175,958.12</b>
<b>Superannuation</b>		Direct Debit	<b>\$24,736.70</b>
<b>Bank Fees</b>			<b>\$307.57</b>
<b>Municipal Account Total</b>			<b>\$939,725.88</b>

<b>Shire Credit Card Facility</b>	Westpac VISA	04/07/2017- 01/08/2017	<b>\$1,914.65</b>
<b>Trust Account Payments</b>	EFTs	EFT7224 – EFT7300	<b>\$17,776.30</b>
	Cheques	000025-000025	<b>\$20.00</b>
<b>Grand Total</b>			<b>\$959,436.83</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:**

N/A

**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:**

N/A

**Budget / Financial Implications:**

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

**Strategic Implications:**

N/A

**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 10.1.1
Moved: Cr S Gairen	Seconded: Cr I Goldfinch
That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of July 2017, be noted.	
Carried: 7/0	Res: 84/17

**10.1.2 MONTHLY FINANCIAL REPORT - JULY 2017**

<b>File Ref:</b>	
<b>Applicant:</b>	
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	4 <sup>th</sup> August 2017
<b>Author:</b>	Jenny Goodbourn – Manager of Corporate & Community Services
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	10.1.2 Monthly Financial Reports for July 2017

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**Summary:**

This report presents the monthly financial reports for July 2017 to Council which is provided as an attachment to the agenda. The recommendation is to receive the July 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:**

As council has not yet adopted the 2017/2018 budget there are no budget figures uploaded into the accounting system. To provide financial information to the Council this report is presented to show actual expenditure for the month of July. The report contains the, actual amounts of expenditure, revenue and income to the end of the month. As soon as the budget is adopted the figures will be uploaded into the system and provide a year to date comparison.



The actual opening figures contained in the report are subject to final audit and could possibly change following the annual audit which will be undertaken by the end of September. The final accounts will be confirmed by the auditors and presented to council as part of the annual financial report for 2016/2017.

**Consultation:**

Council Financial Records  
Senior Finance Officer

**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 S Gairen	Seconded: Cr P Smith
That Council receive the Monthly Financial Reports for the period ending 31 <sup>st</sup> July 2017 in accordance with Section 6.4 of the Local Government Act 1995.	
Carried: 7/0	Res: 85/17

5.05pm - Prior to any consideration of Item 10.1.3 Cr Ken Norman made the following declaration:

*I am the Secretary of the Ravensthorpe Bowling Club and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will vote on the merit of the proposal.*

### 10.1.3 RAVENSTHORPE BOWLS CLUB – RINK LIGHTING

**File Ref:****Applicant:** Ravensthorpe Golf & Bowls Club**Location:** Reserve 7369**Disclosure of Officer Interest:** None**Date:** 4<sup>th</sup> August 2017**Author:** Jenny Goodbourn - M CCS**Authorising Officer:** Not applicable**Attachments:** 10.1.3 Email

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**Summary:**

Request form the Ravensthorpe Bowls Club for 'in principal' support from the Shire of Ravensthorpe for an application to Department of Sport and Recreation for grant funding under the Community Sporting and Recreation Facilities Fund (CSRFF). Grant being applied for to facilitate an upgrade of the exterior lighting around the bowls rink.

**Background:**

The Manager of Community & Recreation Development met with members of the Ravensthorpe Bowls club to discuss their ideas for the purchase and installation of 4 break back lighting towers at the Ravensthorpe bowling green. They are looking to apply to the Department of Sport and Recreation for grant funding under the CSRFF round. All applications under the CSRFF funding need the approval of the local government. The current round closes on the 31<sup>st</sup> August 2017.

**Comment:**

For some time the club has identified a need to upgrade the rink lighting. Currently the lights they have are on two poles in the centre of the rink outfield, these were erected in 1987 and

are no longer fit for purpose. There is a third mobile lighting tower which has been loaned through the generosity of a local business to improve the situation. The proposal is to upgrade the lighting to a more normal arrangement of 4 poles, one on each corner, and these to be of a break-back design so that they can be lowered for maintenance, change of globes etc.

Two quotes have been obtained, with that by a local company coming in at \$37,203 + GST for the complete supply and installation of poles and lighting to give a coverage of 200 lux. The club would be looking to apply to CSRFF for 33% of the project cost, provide 33% themselves and source remaining funding from other sources such as the Shire of Ravensthorpe or Ravensthorpe Hopetoun Future Fund. Requests for financial assistance have also been made to the local mines.

Currently the bowls club runs Corporate Bowls during February which is well supported and it is hoped that improved lighting will allow more evening sessions to be run, encouraging those who cannot make the weekend competitions or would prefer to attend in the evenings rather than in the heat of the day.

The club has obtained letters of support from surrounding clubs and Bowls WA and discussed the project with the Department of Sport and Recreation.

**Consultation:**

Ravensthorpe Golf & Bowls Club

**Statutory Obligations:**

N/A

**Policy Implications:**

N/A

**Budget / Financial Implications:**

The request at this time is for support in principle for their proposal and support for the application for a CSRFF grant.

**Strategic Implications:**

The ability for any club to host events that not only benefit the residents of the shire but attract visitors and competitors from across the region gives opportunity for the promotion of

shire. It provides additional tourism and learning chances and fits with the strategic plan vision of growing our 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 10.1.3
Moved: Cr K Dickinson	Seconded: Cr S Gairen
That Council give in-principle support to the proposal submitted by the Ravensthorpe Golf & Bowls Club and approve and support their application for grant funding to DSR under the CSRFF funding round for 2017/2018	
Carried: 7/0	Res:86/17

**10.1.4 ADOPTION OF THE 2017/2018 BUDGET****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 5<sup>th</sup> August 2018**Author:** Jenny Goodbourn –MCCS**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:**  
10.1.4a Draft Budget 2017/18 Statutory  
10.1.4b Draft Budget 2017/2018 – Schedules  
10.1.4c Draft Fees & Charges 2017/2018  
10.1.4d Capital Purchases  
10.1.4e Disposals  
10.1.4f P&E Assets

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**Summary:**

The 2017/2018 draft budget has been prepared in accordance with Local Government Accounting requirements and programs and directions set by Council.

**Background:**

A budget workshop was held on Thursday 6<sup>th</sup> July to allow council to work through and develop the budget for 2017/2018.

**Comment:**

The budget as presented reflects a 2% increase in rate charges giving additional revenue of \$102,744 resulting in total rate revenue of \$4,114,845

Kerbside domestic waste collection annual charges have remained the same as last year at \$297.50.

The fortnightly recycling service remains at an annual charge of \$105.30.

**Loan Funds/ Debt Servicing**

No new lending has been included in the 2017/2018 budget.

**Salaries and Wages**

The budget includes total salaries and wages of \$3,314,587 this is an overall increase of \$173,031 on the 2016/2017 budget. This figure includes provision for a directly employed mechanic, wages to cover 5 days opening at the Cub House (recoverable) and an annual cpi rise for staff.

### **Elected Members Meeting Fees and Allowances**

Elected member allowances have been kept the same as last year. The meeting fees for Councillor's are \$13,000 and the President's meeting fee is \$19,500.

### **Reserves**

To reserves:-

\$200,000 to Plant & Vehicle reserve, \$50,000 to airport reserve, \$70,000 to State Barrier Fence reserve and \$25,000 to Leave reserve.

From reserve:-

\$341,275 from Airport reserve for RAU runway re-sealing project.

A provision of \$1,200,000 into and out of building reserve has been included to assist with cash flow during WANDRRA reinstatement works.

This will allow Council to utilise some of the reserve funds held to provide working capital whilst undertaking WANDRRA funded projects. This will mean that council doesn't need to extend its' municipal overdraft facilities, thereby reducing financing costs while waiting for completed works to be reimbursed by Main Roads.

### **Community Development Fund Applications**

An amount of \$44,132 has been set aside to fund the 2017/2018 Community Development Fund applications.

### **Funding for Community Groups and Organisations**

The budget includes:

- 1) Australia Day Breakfast - \$2,000
- 2) Seniors Christmas Party - \$3,500
- 3) Xmas Street Decorations - \$15,000
- 4) Contribution towards the Fitzgerald Coast Tourism Association - \$20,000
- 5) Contribution towards the official launch of the Fitzgerald Biosphere - \$5,000
- 6) Contribution towards the Hopetoun CRC Tourism Services - \$10,000
- 7) Contribution towards the Hopetoun Progress Association - \$30,000
- 8) Contribution towards the Ravensthorpe and Districts Arts Council - \$20,000
- 9) Contribution towards the Ravensthorpe Community Centre - \$5,000
- 10) Contribution towards Ravensthorpe CRC – Spring Festival opening - \$6,000

In addition to the above the following projects, over and above normal operating expenditure, should be noted:

1. Update of Council's Asset Management Plan -\$10,000
2. Updating BAL Contour plans - \$4,800
3. Bushfire Risk Management Plan - \$30,000
4. Fruit Fly control - \$7,500
5. Southern Biosecurity Group - \$15,000
6. Rural Industries R&D Project - \$10,000
7. Demolition of 59-61 Morgans Street - \$50,000

**Fees and Charges 2017/2018**

The 2017/2018 schedule of fees and charges was adopted by council at the June meeting as part of the budget setting process.

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.4
Moved: Cr K Norman	Seconded: Cr G Richardson
That council adopt the attached schedule of Fees and Charges for the 2017/18 financial year	
Carried: 4/0	Res 60/17

**Ministerial Approval for Differential Rating:**

In accordance with section 6.33(3) of the Local Government Act 1995 Ministerial approval has to be obtained if a council wishes to impose a differential rate that is more than double the lowest rate in that category.

Ministerial approval was granted on the 22<sup>nd</sup> June 2017 for our application for differential rating of 30.1308c in the dollar for both the GRV Transient Workforce Accommodation and GRV Short Stay Accommodation categories.

**Consultation:**

The draft budget was prepared by senior shire staff and with input from Councillors via a budget workshop.

Due consideration has been given to the Shire of Ravensthorpe Strategic Planning documents.

**Statutory Obligations:**

Sections 6.2 & 6.47 of the Local Government Act 1995  
(*Preparation of annual budget & Concessions*)

Sections 6.16 and 6.17 of the Local Government Act 1995  
(*Imposition of fees and charges and Setting the level of fees and charges*)

Clauses 24 & 25 of the Local Government (Financial Management) Regulations 1996  
(*Service charges & fees and charges*)

Section 67 of the Waste Avoidance and Resource Recovery Act 2007  
(*Receptacle Charges for Waste Collections*)

Clause 34(5) of the Local Government (Financial Management) Regulations 1996



**Policy Implications:**

Nil

**Budget / Financial Implications:**

Budget Expenditures and Revenues as detailed in the budget.

**Strategic Implications:**

Adoption of the budget will enable Council to provide the necessary services and facilities to ratepayers and residents.

**Sustainability Implications:**

- **Environmental:**  
Council hope to finalise the Munglinup and Hopetoun Transfer stations and Ravensthorpe regional landfill project within the 2017/2018 financial year.
- **Economic:**  
There are no specific economic development initiatives however expenditure on capital building works and area promotion will achieve economic stimulus.
- **Social:**  
Maintenance of existing facilities, including roads, playing fields and recreation areas together with new capital works will ensure adequate facilities and services are maintained for the community.

**Voting Requirements:**

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.4
Moved: Cr S Gairen	Seconded: Cr G Richardson
1. <u>Adoption of 2017/2018 Municipal Fund Budget – Section 6.2 Local Government Act 1995</u>	
That Council:	
a) Adopt the budget for the financial year ending 30 June 2018 which has been prepared in accordance with the Local Government Act 1995 and associated Financial Management Regulations 1997; and	
b) Endorse the Rate Setting Statement detailing the amount to be made up from rates for the financial year ending 30 June 2018 being \$4,114,845.33.	

## 2. Setting of Rates – Section 6.32 Local Government Act, 1995

That Council:

### a) General Rates:

Impose the following differential rates in dollar and minimum rates for properties within the Shire of Ravensthorpe to generate a 2% yield increase in total rates.

GRV Residential:	10.8901 cents in the dollar
GRV Commercial:	12.2287 cents in the dollar
GRV Industrial:	14.4197 cents in the dollar
GRV Transient Workforce Accommodation:	30.1308 cents in the dollar
GRV Short Stay Accommodation:	30.1308 cents in the dollar

UV Mining	01.0889 cents in the dollar
UV Other	00.9620 cents in the dollar

GRV Residential:	\$938.40 minimum rate
GRV Commercial:	\$938.40 minimum rate
GRV Industrial :	\$938.40 minimum rate
GRV Transient Workforce Accommodation:	\$938.40 minimum rate
GRV Short Stay Accommodation:	\$938.40 minimum rate

UV Mining	\$938.40 minimum rate
UV Other	\$938.40 minimum rate

### b) Interest – Section 6.51 Local Government Act 1995

Apply an interest rate of 11% per annum to rates and charges and any costs of proceedings to recover any such charge that remains unpaid after becoming due and payable.

### c) Rates Instalment Payment Options

Offer the following rates instalment options:

#### Option 1

To pay the total amount of rates and charges included on the rate notice in full by the 10<sup>th</sup> October 2016 or the 35<sup>th</sup> day after the date of issue, whichever is the latter.

OR

Option 2

To pay by four instalments as detailed on the rates notices with the following anticipated dates:

- First instalment due by 2<sup>nd</sup> October 2017
- Second instalment due by 4<sup>th</sup> December 2017
- Third instalment due by 5<sup>th</sup> February 2018
- Fourth instalment due by 5<sup>th</sup> April 2018

d) Administration Charge – Section 6.45(3) Local Government Act 1995

Impose an administration charge of \$10 per instalment and 5.5% simple interest to the amount on the rate notice where payment of a rate is made via the instalment option.

e) Rubbish Collection Charges

Residential Properties – 240L Bin

- i) \$297.50 per annum per occupied Lot for one 240L general rubbish bin serviced weekly.
- ii) \$297.50 per annum per additional 240L rubbish bin (GST inclusive)

f) Effluent Rates

a) That Council impose the following rates in dollar for GRV properties within the town sites of Munglinup and Ravensthorpe under Section 41 of the Health Act 1911 for the management and maintenance of community effluent systems.

GRV Munglinup:	2.5286c in the dollar
GRV Ravensthorpe:	2.2134c in the dollar

b) That Council impose the following minimum rates for GRV properties within the town sites of Munglinup and Ravensthorpe under Section 6.35 (3) of Local Government Act 1995 for the management and maintenance of community effluent systems.

GRV: \$188.00            minimum rate

Non Rateable Properties: \$188.00 First Fixture & \$123.00 per additional fixture.

Non rateable Commercial Volume Sewerage (Co-Operative Bulk Handling Sites)  
Fee: \$1,416.00

g) Recycling

Fortnightly recycling service to all properties currently serviced by residential waste pickup

- i) \$105.30 per annum per occupied Lot for 240L recycling bin serviced fortnightly.

3. Members Meeting Attendance Fees – Section 5.99 Local Government Act 1995

That Council set the annual meeting attendance fee of \$13,000.00 for Council Members and \$19,500.00 for the Shire President.

4. Shire President Allowance – Section 5.98 and 5.98A Local Government Act 1995

That Council set the Shire President's allowance of \$13,000.00 and set the Deputy Shire President's allowance of \$3,250.00

5. Telecommunications Allowance – Section 5.99A Local Government Act, 1995

That Council set a telecommunication allowance of \$1,084.00 for elected members.

6. Reserve Fund

- a) That Council in accordance with Section 6.11 of the Local Government Act 1995 allocate funds to and from the Reserve Funds for the financial year ending June 30, 2018 as specified in the 2017/2018 budget document.

7. Trust Fund Budget

That Council adopt the Trust Fund Budget for the financial year ending June 30, 2018 as per the budget document.

8. Fees and Charges

That Council adopt the attached schedule of Fees and Charges for the 2017/2018 financial year.

9. Adoption of Material Variance for Monthly Reports – Financial Management Regulation 34

That Council adopt a material variance level of 10% with a minimum \$10,000.00 variance for the 2017/2018 financial year for monthly reporting purposes.

**10. Statutory Compliance**

That Council confirms that it is satisfied that the services and facilities it provides:

- (a) Integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- (b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and
- (c) are managed efficiently and effectively.

In accordance with Section 3.18(3) of the Local Government Act 1995.

Carried : 6/1

Res:87/17

**Absolute Majority**

## 10.2 MANAGER OF PLANNING AND DEVELOPMENT

5.10pm - Prior to any consideration of Item 10.2.1 Cr Ken Norman made the following declaration:

*I am part time involved with Dr Lochner as our family Doctor and friends with him and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will vote on the merit of the proposal.*

5.11pm - Prior to any consideration of Item 10.2.1 Cr I Goldfinch made the following declaration:

*I am part time involved with Dr Lochner, being friends for many years, occasional social activities and travelled with him overseas and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will vote on the merit of the proposal.*

### 10.2.1 PROPOSED CONSULTING ROOM IN A RUAL CONSERVATION AREA

<b>File Ref:</b>	P17-015
<b>Applicant:</b>	Alison Bell on behalf of Hermanus Jacobus Gert Lochner
<b>Location:</b>	Lot 971 (49) Banksia Road Hopetoun
<b>Date:</b>	12 June 2017
<b>Author:</b>	Peter Wilks
<b>Authorising Officer:</b>	Richard Hindley
<b>Attachments:</b>	10.2.1 Application form with Attachments

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#### Summary:

For Council to consider an application for the use of Lot 971 (49) Banksia Road, Hopetoun for the purposes of a Home Based Business (Consulting Room).

#### Recommendation:

That Council refuse development application P17-015 for the use of Lot 971 (49) Banksia Road, Hopetoun for the purposes of a Home Based Business (Consulting Room).

#### Background:

##### **Site Description**

Lot 971 (49) Banksia Road, Hopetoun (Lot 971) is 10.2034 ha in area and developed with a single house and a number of small Outbuildings (sheds). The property possesses a substantial amount of vegetation, including native vegetation, gardens and orchards/vineyard.

### **Zoning and Scheme Requirements**

Lot 971 is zoned 'Rural Residential' by the Shire's Local Planning Scheme No. 6.

The objectives of the zone are as follows:

- i. To provide for lot sizes in the range of 1 ha to 4 ha.*
- ii. To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.*
- iii. To set aside areas for the retention of vegetation and landform or other features which distinguish the land.*

There are two possible Land Uses available under Local Planning Scheme No. 6 for consideration of the proposal:

- Consulting Rooms, which is an 'X' or Not Permitted land use under the zoning table and which is defined as *premises used by no more than 2 health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care.*
- Home Business, which is a 'D' or Discretionary land use under the zoning table and which is defined as *a dwelling or on land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession –*
  - a) Does not employ more than 2 people not members of the occupiers' household; and*
  - b) Will not cause injury to or adversely affect the amenity of the neighbourhood; and*
  - c) Does not occupy an area greater than 50m<sup>2</sup>; and*
  - d) Does not involve the retail sale, display or hire of goods unless the sale, display or hire is done only by means of the internet; and*
  - e) Does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and*
  - f) Does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and*
  - g) Does not involve the use of an essential service of greater capacity than normally required in the zone in which the dwelling is located.*

Based on the description of the development provided by the applicant, the development falls under the 'Consulting Rooms' definition due to the use of the land by a health practitioner.

As part of the application, the proposal was subject to advertising due to the mandatory advertising requirements for Consulting Rooms under Town Planning Scheme No. 5 and sixty three letters of objection (attachment B) and twenty five letters of support (attachment C) were

received. Had the application been received after the gazettal of Local Planning Scheme No. 6 the application would have been refused outright for being a non-permitted use in the zone.

**Comment:**

Consideration has to be given to the two primary issues regarding the proposal.

- 1) Most applicable land use.

When the application was originally discussed with previous Town Planning Officer, Craig Pursey, the proposal could be considered under the Consulting Rooms definition which at the time was listed as an 'A' use as per Town Planning Scheme No. 5. However in the period of time since the Application has been made, Local Planning Scheme No. 6 has come into effect with Town Planning Scheme No. 5 being rescinded.

There are two possible Land Uses available under Local Planning Scheme No. 6 for consideration of the proposal:

- Consulting Rooms, which is an 'X' or Not Permitted land use under the zoning table and which is defined as *premises used by no more than 2 health practioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care.*
- Home Business, which is a 'D' or Discretionary land use under the zoning table and which is defined as *a dwelling or on land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession fi the carrying out of the business, service or profession –*
  - a) *Does not employ more than 2 people not members of the occupiers' household; and*
  - b) *Will not cause injury to or adversely affect the amenity of the neighbourhood; and*
  - c) *Does not occupy an area greater than 50m<sup>2</sup>; and*
  - d) *Does not involve the retail sale, display or hire of goods unless the sale, display or hire is done only by means of the internet; and*
  - e) *Does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and*
  - f) *Does not involve the presence, sue or calling of a vehicle of more than 4.5 tonnes tare weight; and*
  - g) *Does not involve the use of an essential service of greater capacity than normally required in the zone in which the dwelling is located.*



Based on the description of the development provided by the applicant, the development is best described as falling under the Consulting Rooms land use.

2) Potential benefit/impact on medical provision in the Shire of Ravensthorpe.

- Outside of services provided at the Hospital, the Shire of Ravensthorpe only has the Livingston Medical Centre to provide medical services to residents otherwise those seeking medical care must venture outside the Shire in search of medical services.
  - Officer's Comment: Provision of additional medical services in the Shire of Ravensthorpe should, on paper at least, provide some degree of benefit to local residents through freedom of choice and reducing the need to travel to Esperance or other locations outside of the Shire. In this case, Dr Lochner has indicated that the service is to provide only for his current patients. No indication is provided as to whether this means long-term patients, or allowance for new patients from his existing practice in Esperance. Thus there is some benefit to be had from the proposed practice, though it is a lesser benefit if it only services Dr Lochner's current patients and also due to the restricted time frame (9am-12am Saturday).
- The Livingston Medical Centre receives a number of grants, incentives and subsidies as the only general practitioner in the Shire of Ravensthorpe. The creation of a new medical practice in the Shire of Ravensthorpe may lead to the loss of these subsidies and render the Medical Centre unviable.
  - Officer's Comment: The Shire of Ravensthorpe has no desire to push full-time medical services out of the Shire, and it is a priority for a small rural centre such as Ravensthorpe to retain full-time medical services if at all possible. Unfortunately information pertaining to these grants is not available to Planning Officers.

The proposed land use is defined as 'Consulting Room' which is an 'X' use under the Scheme. An 'X' use is not permitted by the Scheme and there is no discretion available to Council to approve the development.

**Consultation:**

The application was advertised between 19 June and 12 July 2017. Sixty three letters of objection (Attachment B) and twenty five letter of support (Attachment C) were received during the referral period.

The matters referred to in the submissions are summarized as follows. Please note that some submissions covered multiple points.

<b>No of Submission on the following grounds</b>	<b>Submission Comments (Verbatim)</b>	<b>Planning Services Comments and Recommendation</b>
<b>Objections</b>		
9	Loss of funding and incentives paid by the government to the existing medical practice in the Shire of Ravensthorpe.	It is acknowledged that the commencement of another medical practice in the Shire of Ravensthorpe is likely to result in the loss of health subsidies.
27	Creation of problems for or potential loss of existing medical service in the Shire of Ravensthorpe due to lack of financial viability and/or competition from other operations.	1) Loss of medical services represents a significant impact on the population of the Shire of Ravensthorpe and should be avoided if at all possible. 2) The Shire of Ravensthorpe cannot be seen to encourage anti-competitive behaviour.
19	Community members indicating a desire to retain or simply general support for Dr Livingstone as the local medical practitioner over a second medical practitioner (such as Dr Lochner).	The Shire of Ravensthorpe cannot be seen to encourage anti-competitive behaviour.
9	General Letters of Support for Dr Livingston	No comment provided by Planning Officers
5	Fear of losing a full-time doctor in favour of a part-time doctor, or long term loss of medical services and the potential impacts thereof	It is acknowledged by Planning Officers that the retention of a full-time medical practitioner is preferable over the possible loss of the full-time practitioner in favour of a part-time practitioner, and is highly preferred over the option of having no medical services of this type in the Shire.
1	The property is not zoned for the purpose of Consulting Rooms.	The land use 'Consulting Rooms' is not a permitted land use in the Rural Residential zone under LPS 6, however should Council wish to consider the application consideration can be given to the land use of Home Based Business.
1	Letter simply indicating that the individual objects.	Objections must also include the grounds for objection. As such objections that simply read 'I object' or that are along those lines can be disregarded.

1	Operation of a commercial business in the Rural Conservation (now Rural Residential zone) is contrary to the purpose of the zone	Operation of a commercial business is against the objectives of the zone, however there is provision for consideration of Home Business applications.
<b>Letters of Support</b>		
1	Letter of support for a medical practitioner close to Hopetoun.	
6	Benefit to the community from the provision of more medical services.	
5	Provision of weekend medical services.	
5	Freedom of choice for medical services.	
9	Saving people the trip to Esperance to see Dr Lochner	
7	Supporting the proposal on the basis that it does not result in the loss of business by the existing medical practice as it will only accommodate Dr Lochners existing patients.	
1	Request for a doctor to be able to work from home	

**Statutory Obligations:**

Local Planning Scheme No. 6

The applicant has a right of review to the State Administrative Tribunal if aggrieved by any planning decision. It should be noted that the only grounds for appeal would be appealing the classification of the land use as 'Consulting Rooms' as there is no discretion exercised in refusing the development.

It should also be noted that pursuant to Section 211(1) of the *Planning and Development Act 2005*, a person aggrieved by the failure of a local government to enforce or implement effectively the observance of a local planning scheme may make representation to the Minister. If the Minister considers it appropriate to do so, representation may be referred to the State Administrative Tribunal for its report and recommendation. Following subsequent actions and recommendation by the SAT the Minister may order the local government to do all things considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme.

**Policy Implications:**

None

**Budget / Financial Implications:**

None for Council

**Strategic Implications:**

The proposal is to do with the following theme of the Strategic Community Plan:

Theme 1:

A healthy, strong and connected community that is actively engaged and involved;

Outcome 1.2 “Vibrant & attractive town site”.

**Sustainability Implications:**

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are potential impacts and benefits from the proposal, specifically:

- Impact on the existing medical services provided by the Livingston Medical Centre from:
  - Potential loss of grants, incentives and subsidies; and
  - Increased competition.
- Potential benefit from the provision of additional medical services in the Shire of Ravensthorpe.
  - Provision of additional medical services;
  - Reduced need for local residents to travel to Esperance to visit Dr Lochner;
  - Increased availability of medical services outside of the hours of the Livingston Medical Centre.

**ALTERNATIVE MOTION SUBMITTED:**

	ITEM 10.2.1
Moved: Cr K Dickinson	Cr: K Norman
That Council approve development application P17-015 at lot 791, 49 Banksia Street, Hopetoun, subject to the applicant agreeing to change the land use from "Consulting Rooms" to "Home Based Business".	
Lost: 2/5	Res 88/17

**Department of Local Government Advice:**

There appears to be no doubt that this matter would present an impartiality interest for the council members that have a close friendship with the doctor. Given the circumstances, they should give serious consideration to disclosing an impartiality interest. Should any of the council members move a motion along the lines you have indicated, then this could very well constitute a minor breach of Regulation 7 of the Local Government (Rules of Conduct) Regulations 2007.

If that breach is believed to have occurred then a person would be entitled to lodge a formal complaint with the Shire's Complaints Officer in accordance with Part 5, Division 9 of the *Local Government Act 1995*.

**Stuart Fraser**

Principal Advisory Officer – Local Government

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.2.1
Moved: Cr P Smith	Seconded: Cr G Richardson
That Council resolve to refuse Development Application P17-015 for a Consulting Rooms land use at Lot 791 (49) Banksia Road, Hopetoun on the following grounds:	
1) Consulting Rooms is not a permitted land use in the Rural Residential zone.	
Carried: 6/1	Res: 89/17

**10.2.2 BUILDING ENVELOPE MODIFICATION AND PROPOSAL FOR OVERSIZED SHED**

<b>File Ref:</b>	P17-020
<b>Applicant:</b>	Todd Wilson
<b>Location:</b>	Lot 248 (23) Boronia Street, Hopetoun
<b>Date:</b>	14 July 2017
<b>Author:</b>	Peter Wilks
<b>Authorising Officer:</b>	Richard Hindley
<b>Attachments:</b>	10.2.2a Plans of Building Envelope and Outbuilding 10.2.2b Plans of Verandah

**Summary:**

- Council is to consider an application for an oversized outbuilding, verandah addition to the existing Dwelling and a Building Envelope modification on Lot 248 (23) Boronia Street Hopetoun.
- The application was referred to the adjacent landowners; no objections were received at the time of writing this report.
- The application involves a variation to the maximum wall height and roof height under Local Planning Policy 3 - Outbuildings.
- It is recommended that the application be approved subject to conditions restricting the size and use of the shed.

**Background:****Site Description**

Lot 248 (23) Boronia Street, Hopetoun (Lot 248) is 1.06 ha in area and developed with a single house and a small Outbuilding (shed). The property is largely cleared.

**Zoning and Scheme Requirements**

Lot 248 is zoned 'Rural Residential' by the Shire's Local Planning Scheme No. 6.

The objectives of the zone are as follows:

- iv. *To provide for lot sizes in the range of 1 ha to 4 ha.*
- v. *To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.*
- vi. *To set aside areas for the retention of vegetation and landform or other features which distinguish the land.*

Outbuilding applications are guided by Local Planning Policy 3 – 'Outbuildings'.

The objectives of the Outbuildings policy are as follows:

*To provide clear guidelines for the development of outbuildings in the Residential, Town Centre, Rural Small Holdings, Rural Conservation and General Agriculture zones; and*

*To achieve a balance between providing for the various legitimate needs for outbuildings, and minimizing any adverse impacts outbuildings have on the neighbours, the streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.*

Local Planning Policy 3 – ‘Outbuildings’ applies and recommends the following limitations on outbuildings in the ‘Rural Residential’ zone for lots under 2 ha in area:

- Wall height of 3.8m; and
- Roof height of 4.5m.

#### **Comment:**

#### **Proposal**

An application was lodged with Shire of Ravensthorpe on 14 July 2017 for an Oversized Outbuilding (Shed), Verandah Addition to Dwelling and a modification to the Building Envelope to accommodate the Outbuilding.

The proposed Outbuilding is 120sqm in size, with a wall height of 4.2 metres and a roof height of 5.26 metres. The Outbuilding is located in the proposed Building Envelope, but only partially in the existing Building Envelope.

A copy of the plans is attached to this report.

#### **Assessment**

The proposed verandah addition to the existing Dwelling and the proposed Building Envelope modification are both in accordance with Local Planning Scheme No. 6 and could be approved under delegated authority by the Shire CEO, however the addition of the oversized Outbuilding triggers a requirement for Council Consent.

The proposed Outbuilding proposes a wall height of 4.2 metres and a wall height of 5.26 metres, exceeding the provisions of Local Planning Policy 3 – ‘Outbuildings’ which limit Outbuildings on Rural Residential properties with a lot size of 2 ha or less to a wall height of 3.8 metres and to a roof height of 4.5 metres.

The maximum floor area (aggregate) for all Outbuildings on the property is 150 square metres. Combined with the existing 34.5 square metre Outbuilding, the proposal will result in 154 square metres of Outbuildings on the property.

The applicant has indicated that the proposed Outbuilding is to accommodate a Boat and Motor Home, which complies with the provisions of the Policy.

#### **Conclusion**

The aggregate site area and proposed heights of the Outbuilding are greater than the recommended maximums on the Shire’s Policy. The variation to site area is negligible, particularly given that the existing Outbuilding is located behind the Dwelling on the property and will be reasonably concealed. The height of the proposed outbuilding will be mitigated from the street due to the distance between the street boundary and the shed. The proposed

height of the Outbuilding can be seen to be of a scale with the adjacent house and its impact could be softened with additional landscaping.

The proposed use of the Outbuilding for the purposes of storage of goods and recreational vehicles is in accordance with the Policy.

**Consultation:**

The application was referred to all adjoining landowner with no submissions received at the time of writing this report.

**Statutory Obligations:**

The applicant has a right of review to the State Administrative Tribunal if aggrieved by any decision made by the WAPC.

**Policy Implications:**

Local Planning Policy 3 – Outbuildings

**Budget / Financial Implications:**

None for Council

**Strategic Implications:**

The proposal is to do with the following theme of the Strategic Community Plan:

Theme 1:

A healthy, strong and connected community that is actively engaged and involved;  
Outcome 1.2 “Vibrant & attractive townsite”.

**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 10.2.2

Moved: Cr G Richardson

Seconded: Cr P Smith

THAT Council resolve to approval development application P17-020 for an oversized Outbuilding (Shed), Verandah addition to the existing Dwelling and Building Envelope modification subject to the following conditions:

1. Development shall be carried out and fully implemented in accordance with the details indicated on the stamped approved plan(s) unless otherwise required or agreed in writing by the Shire of Ravensthorpe (Planning Services).
2. During construction stage, adjoining lots are not to be disturbed without the prior written consent of the affected owner(s).
3. The approved outbuilding(s) shall be used for purposes incidental and ancillary to the enjoyment of the dwelling on the land only, and shall not be used for human habitation, commercial or industrial uses.
4. All stormwater and drainage run off from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Ravensthorpe.
5. The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Ravensthorpe.
6. The development hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, noise, vibration, odour, vapour, dust, waste water, waste products or other pollutants.
7. The development shall be constructed of materials which blend with the natural landscape. Please note that unpainted zincalume, white and off white colours are not permitted.

And the following Advice Notes:

1. **THIS IS NOT A BUILDING PERMIT.** An application for a building permit is required to be submitted and approved by the Shire of Ravensthorpe prior to any works commencing on-site.
2. The development is to comply with the *Building Code of Australia, Building Act 2011, Building Regulations 2012* and the *Local Government Act 1995*.
3. It is the responsibility of the developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.
4. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Ravensthorpe will take no responsibility for incorrectly located buildings.

Carried: 7/0

Res: 90/17

### 10.3 MANAGER OF ENGINEERING SERVICES

#### 10.3.1 MRWA TRUCK PARKING BAYS- SOUTH COAST HIGHWAY, FITZGERALD

**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 2<sup>nd</sup> August 2018**Author:** Darryn Watkins – Manager Engineering Services**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** 10.3.1 MRWA correspondence

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**Summary:**

To inform Council of the request from Main Roads Western Australia for comment and offer in principle support to the proposed construction of a truck parking bays, South Coast Highway, Fitzgerald.

**Background:**

Not applicable

**Comment:**

The Shire of Ravensthorpe Chief Executive Officer received correspondence from Main Roads Western Australia dated the 28<sup>th</sup> July 2017 detailing the proposal to construct two fit for purpose long haul truck parking bays on South Coast Hwy, Fitzgerald.

The proposed site for these bays is on the both sides of South Coast Highway. It is a upgrade of existing informal unsealed roadside parking bays. To facilitate this Main Roads will need to acquire 1.0468 hectares of UCL from the State of Western Australia as the proposed site is outside of the highway road reserve.

The scope of works for the project will include parking bays for both light and heavy vehicles on sealed surfaces, provision of shelters and toilet facilities at the location.

The parking bays as shown in the attached images.

South Coast Highway Fitzgerald (North Side)



South Coast Highway Fitzgerald (South side)



**Consultation:**

Chief Executive Officer  
Main Roads Western Australia

**Statutory Obligations:**

Nil

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
There are no known sustainability 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 10.3.1
Moved: Cr S Gairen	Seconded: Cr P Smith
That Council offer “in-principle” support to the proposed construction of road widening and truck parking bays on South Coast Highway, Fitzgerald.	
Carried: 7/0	Res:91/17

## 10.4 CHIEF EXECUTIVE OFFICER

### 10.4.1 ANNUAL ART EXHIBITION – ACQUISITIVE PRIZES

**File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	8 August 2017
<b>Author:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	None

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**Summary:**

Dunnart Centre and Windspray Arts have entered into an arrangement where, whilst they will retain their autonomy, will work more collaboratively on art and craft projects within the Shire.

They both run art exhibitions during the year and the Shire has previously provided an acquisitive prize of \$500.00 for each exhibition (Windspray in 2016 was the first year)

The groups have requested the prize be increased to \$1,000.00 each for 2017/2018.

**Background:**

For a number of years Council has supported an acquisitive prize for the art exhibition run by the Dunnart Centre each year during the Wildflower Festival. There are several paintings and photographs on display in the Council Office that have been acquired via this event. The amount provided has been \$500.00.

In 2016/2017 Windspray Arts, a newly formed art and craft group in Hopetoun, held an art exhibition and Council provided an acquisitive prize of \$500.00 with the selected painting on display in the Hopetoun Community Centre.

**Comment:**

With the support of Ravensthorpe Regional Arts Council, Dunnart Centre and Windspray Arts have entered into an agreement to work more collaboratively to support and promote art and craft throughout the Shire.

Windspray Arts currently manage the display of artwork at the Hopetoun Community Centre on behalf of the Shire at no charge.

The groups have written to Council requesting the annual acquisitive prize money be increased to \$1,000.00 each for 2017/2018. The budget currently allows \$500.00 each, but the additional funds can be covered from the donations account, if Council resolves to support the increase.

It is pleasing the two groups are working more closely together and that they have the support of the Ravensthorpe Regional Arts Council.

Art and craft are very important to sections of our community and the annual exhibitions are always well supported with quality items presented for display. The exhibitions are well supported by visitors and local residents when open to the public.

**Consultation:**

Nil

**Statutory Obligations:**

Local Government Act 1995

**Policy Implications:**

Council currently provides support to the Ravensthorpe Regional Arts Council, Dunnart Centre and Windspray Arts.

**Budget / Financial Implications:**

The 2017/2018 Budget, whilst not yet formally adopted, provides for \$500.00 towards an acquisitive prize for each group. The additional funds can be sourced from the donations account, if Council resolves to support the recommendation.

As the request has only recently been received and the budget already framed, Council may consider a staged increase – 50% in 2017/2018 and 50% in 2018/2019

**Strategic Implications:**

- Community engagement
- Supportive volunteers

**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 – Budget allows for \$500.00 for each acquisitive prize

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.1
Moved: Cr K Dickinson	Seconded: Cr G Richardson
That Council:	
a) Congratulate Dunnart Centre and Windspray Arts on entering into a collaborative arrangement to work and support each other.	
b) Provide a \$750.00 acquisitive prize for Dunnart Centre and Windspray Arts for annual art exhibitions in 2017/2018	
c) Consider increasing the prize to \$1,000.00 for each group as part of the 2018/2019 budget process.	
Carried: 7/0	Res:92/17

**10.4.2 RAVENSTHORPE MUSEUM - EXTENSIONS****File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	8 August 2017
<b>Author:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	10.4.2 Draft concept plans

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**Summary:**

The Ravensthorpe Historical Society is looking at options to extend the building at the Ravensthorpe Museum to help house the ever increasing number of exhibits.

They seek Councils “in-principle” support to allow them to continue planning the project including sourcing funding for any extensions.

**Background:**

The buildings contained within the Museum complex are all listed on Councils asset register and are included in our insurance schedule.

**Comment:**

The Ravensthorpe Historical Society do a wonderful job looking after the museum and the wide range of exhibits. The museum is visited by many of the tourists coming to our area and receives very positive comments.

Recently the Fitzgerald Coast Tourism Association (FCTA) established a presence within the museum adding more pressure to the available space. Whilst causing some space issues, it is a positive that FCTA and the museum (Historical Society) are working closely together, as the museum acts as a very important tourist information centre.

The Ravensthorpe Hopetoun Future Fund provided funding to allow initial concept plans to be drafted. A copy of the concept plans have been provided for Councils information.

The Ravensthorpe Historical Society acknowledges this project is going to take considerable time and effort to develop and see through to completion. There will be the need for more detailed plans to be developed and cost estimates calculated to allow funding applications to be prepared.

At this point in time, the Ravensthorpe Historical Society is seeking Councils “in-principle” support for the proposed extensions project.



**Consultation:**

Ravensthorpe Historical Society

**Statutory Obligations:**

Local Government Act 1995

**Policy Implications:**

Nil

**Budget / Financial Implications:**

No cash contributions have been requested from Council at this stage.

Administration staff will provide support for the development of the project as and if requested.

**Strategic Implications:**

- Supportive Volunteers
- Development of Tourism
- Provision and maintenance of recreation and community resources.

**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 10.4.2
Moved: Cr S Gairen	Seconded: Cr P Smith
That Council Provide "in-principle" support to the Ravensthorpe Historical Society for their project investigating the potential extension to the museum building.	
Carried: 7/0	Res:93/17

**10.4.3 PROPOSED REVOCATION OF WESTPLAN DAMBREAK****File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	9 August 2017
<b>Author:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	None

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**Summary:**

Council has received advice from the State Emergency Management Committee (SEMC) that it intends to revoke Westplan Dambreak. SEMC seeks Councils endorsement for the revocation to proceed.

**Background:**

Westplan Dambreak was established under Policy Statement No. 7 prior to the introduction of the Emergency Management Act in 2005 and as such has no legislative basis.

Responsibility for the management of dambreak was assigned to the Water Corporation – only in respect of public dams managed by the Water Corporation.

There are no dams within the Shire of Ravensthorpe listed in Westplan Dambreak.

**Comment:**

Following the introduction of the EM Act, hazards identified as posing a significant risk to the State were defined as a “*hazard*” and a Hazard Management Agency (HMA) was prescribed by regulations for emergency management for that hazard. As the Water Corporation designs, constructs and manages its dams in accordance with nationally accepted best practice in dam safety management, they did not support the inclusion of dambreak as a hazard or the organisation being prescribed as a HMA in EM legislation. As such, Westplan Dambreak exists as a narrowly focused legacy document outside the current EM legislative and planning framework.

State EM Preparedness Procedure 3 – *Revocation of an EM Plan, including Hazard Specific Plans (Westplans)* requires endorsement from relevant stakeholders such as Local Government, and that a risk assessment and gap analysis be undertaken prior to a revocation report being submitted to SEMC for approval.

In 2015, the SEMC undertook an assessment of Dambreak to ascertain the risk to the State. Six credible dambreak scenarios were used to undertake the risk assessment. These were

divided into two groups, namely 'regulated' (self-regulated), such as public and tailing dams aligning with the ANCOLD Guidelines and "non-regulated", for example private dams.

The resultant report, available on the Office of Emergency Management (OEM) website, assessed that there are no 'intolerable' or 'extreme' risks related to dambreak at a State level. This report informed the SEMC's position that there is no longer a need for Westplan Dambreak.

As a result of the investigations and findings, SEMC Seeks endorsement of the proposal to revoke Westplan Dambreak.

**Consultation:**

Nil

**Statutory Obligations:**

Local Government Act 1995  
Emergency Management Act 2005

**Policy Implications:**

N/A

**Budget / Financial Implications:**

N/A

**Strategic Implications:**

N/A

**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
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Moved: Cr S Gairen

Seconded: Cr G Richardson

That Council advise the State Emergency Management Committee that it endorses the proposal to revoke Westplan Dambreak.

Carried: 7/0

Res:94/17

**10.4.4 RV FRIENDLY SITES****File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	9 August 2017
<b>Author:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	None

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**Summary:**

Council has requested that an item be prepared for the August Council meeting in relation to the on-going status of RV Friendly Sites for Ravensthorpe and Hopetoun.

**Background:**

To become recognised as RV Friendly, a town or Council needs to apply to CMCA (Campervan and Motorhome Club of Australia).

The towns of Ravensthorpe and Hopetoun have previously been accepted as meeting the criteria and RV Friendly status was granted.

**Comment:**

In order to be appointed to the RV Friendly program, certain guidelines need to be met:

## Essential Criteria:

- Provision of appropriate parking within the town centre, with access to a general shopping area for groceries and fresh produce.
- Provision of short term, low cost overnight parking (24/48 hours) for self-contained recreational vehicles, as close as possible to the CBD.
- Access to potable water
- Access to a free dump point at an appropriate location

## Desirable Criteria:

- Provision of long term parking for self-contained recreational vehicles.
- Access to medical facilities or an appropriate emergency service.
- Access to a pharmacy or a procedure to obtain pharmaceutical products.
- Visitor Information Centre (VIC) with appropriate parking facilities.
- VIC to provide a town map showing essential facilities, such as short and long term parking area, dump point and potable water.
- RV Friendly Town signs to be erected within the town precinct.

They also look at the general attitude of the Council and the business people. After all, it is called the RV “Friendly” Town program. These programs offer town business owners the opportunity to be innovative in meeting the needs of RV tourists, while at the same time growing their business.

The RV Friendly status of a town is promoted by the CMCA and it is generally accepted that vehicles using sites should be self-contained with waste waters collected and disposed of at appropriate dump points.

With the CMCA website available to everyone and through tourist forums, such as WIKI-camps, travellers easily find the location of RV Friendly towns and they become a very sought after stop-over point.

The sites in Ravensthorpe and Hopetoun are both very popular and well used with positive feedback received from travellers. The idea of the RV Friendly sites in towns, is to help the travellers save on accommodation costs – money they are then encouraged to spend in local businesses during their stop-over.

The Ravensthorpe and Hopetoun sites were initially designated as 24 hour stops, but recently increased to 48 hour following discussions at a Council Forum meeting.

Issues that have arisen recently, revolve mainly around the type of vehicles using the sites with not all being fully self-contained. It has also been suggested consideration should be given to re-locating the Ravensthorpe site to Dunn Street adjacent to the dump point.

The existing sites meet the RV Friendly Town essential criteria and there have been no indication from users that the sites are not in an acceptable location or cause difficulties in using them.

The “policing” of the type of vehicles using the sites, is an area that could, and probably should, be looked at. Following the February floods and restrictions on areas that could be accessed by tourists, a more lenient approach was adopted to encourage visitors to come and stay. With access to the Fitzgerald River National Park from Hopetoun to be available again in the near future and as roads to other locations are improved, it is probably timely that a stricter approach is taken. In addition, with there to be 2 rangers available once one returns from sick leave, it will be possible to conduct more frequent checks on the sites, but due to rostering and cost restrictions, it is not possible to have regular evening patrols of the sites.

It has been suggested a system of collecting information on amounts spend by users of RV Friendly sites, whilst in town be established – possibly a place for receipts to be left - so the benefit to local businesses can at least in part be measured. This with improved signage and monitoring of the sites, may be seen as positive steps taken by Council noting that there has been more positive rather than negative comments received from either visitors or local residents.

**Consultation:**

Council

**Statutory Obligations:**

Local Government Act 1995

Caravan Parks and Camping Grounds Act 1995

**Policy Implications:**

N/A

**Budget / Financial Implications:**

There has been minimal financial cost to Council. The cost of new signage would be minor in nature.

The benefit to local businesses has not been determined.

**Strategic Implications:**

- Vibrant and attractive town site
- Development of tourism

**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

AMENDMENT	ITEM 10.4.4
Moved: Cr I Goldfinch	Seconded: Cr P Smith
That Council:	
a) Move the existing RV Friendly site in Ravensthorpe to the location at the dump point and Hopetoun (where is)	
b) Look to establish a system of collecting information as to the financial benefit to local businesses of having the sites	
c) Improve the signage to outline conditions for use	
d) Increase monitoring of the sites to help ensure use only by appropriate vehicles.	
Lost: 2/5	Res 95/17

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.4
Moved: Cr K Dickinson	Seconded: Cr P Smith
That Council:	
a) Retain the existing RV Friendly sites in Ravensthorpe and Hopetoun	
b) Look to establish a system of collecting information as to the financial benefit to local businesses of having the sites	
c) Improve the signage to outline conditions for use	
d) Increase monitoring of the sites to help ensure use only by appropriate vehicles.	
e) Conduct a review of use and compliance of the conditions of use of the RV Friendly sites in February 2018.	
Carried: 7/0	Res: 96/17



**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

**13. MATTERS BEHIND CLOSED DOORS**

Nil

**14. CLOSURE OF MEETING**

Meeting closed at 5:50pm

These minutes were confirmed at the meeting of the *Ordinary Meeting of Council*

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

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