



## **MINUTES**

For the Council Meeting to be held on

Thursday 19 July, 2018

Commencing at 5 p.m.

In the Hopetoun Community Centre.



## SHIRE OF RAVENSTHORPE

### DISCLAIMER

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

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A handwritten signature in blue ink, appearing to read "Ian Fitzgerald".

**Ian Fitzgerald**  
**Chief Executive Officer**

10/7/2018



**Shire of Ravensthorpe  
Notice of Ordinary Council Meetings**

In accordance with the Local Government Act 1995 and Administration Regulation 12 (I) it, is hereby notified that as from January 2018 to December 2018, Ordinary Council meetings of the Shire of Ravensthorpe will be held as follows:

January 2018	No meetings scheduled	
12 February 2018	Ravensthorpe Council Chambers- Forum	1 pm
<b>15 February 2018</b>	<b>Ravensthorpe Council Chambers</b>	<b>5 pm</b>
12 March 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>15 March 2018</b>	<b>Hopetoun Community Centre</b>	<b>5 pm</b>
16 April 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>19 April 2018</b>	<b>Ravensthorpe Council Chambers</b>	<b>5 pm</b>
14 May 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>17 May 2018</b>	<b>Hopetoun Community Centre</b>	<b>5 pm</b>
18 June 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>21 June 2018</b>	<b>Ravensthorpe Council Chambers</b>	<b>5 pm</b>
16 July 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>19 July 2018</b>	<b>Hopetoun Community Centre</b>	<b>5 pm</b>
13 August 2018	Ravensthorpe Council Chambers- Forum	1 pm
<b>16 August 2018</b>	<b>Munglinup Recreation Centre</b>	<b>5 pm</b>
17 September 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>20 September 2018</b>	<b>Ravensthorpe Council Chambers</b>	<b>5 pm</b>
15 October 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>18 October 2018</b>	<b>Ravensthorpe Council Chambers</b>	<b>5 pm</b>
12 November 2018	Ravensthorpe Council Chambers - Forum	1 pm
<b>15 November 2018</b>	<b>Hopetoun Community Centre</b>	<b>5 pm</b>
17 December 2018	Ravensthorpe Council Chambers- Forum	1 pm
<b>20 December 2018</b>	<b>Ravensthorpe Council Chambers</b>	<b>5 pm</b>

**Ratepayers and residents are welcome to attend the council meetings and participate in the Public Question time session which are held at the beginning of each Council Meeting.**

**Ian Fitzgerald  
Chief Executive Officer**

**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE HOPETOUN COMMUNITY CENTRE, HOPETOUN**  
**ON 19 JULY 2018, COMMENCING AT 5PM**

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS****2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE**

MEMBERS: Cr Keith Dunlop (Shire President)  
Cr Julianne Belli (Deputy Shire President)  
Cr Kerry Dickinson  
Cr Ian Goldfinch  
Cr Thomas Major  
Cr Peter Smith

STAFF: Ian Fitzgerald (Chief Executive Officer)  
Darren Kennedy (Manager of Corporate and Community Services)  
Darryn Watkins (Manager Engineering Services)  
Helen Coleman (Personal Assistant)

APOLOGIES:  
Cr Graham Richardson

ON LEAVE OF ABSENCE:

ABSENT:

**3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE****4. PUBLIC QUESTION TIME****5. APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST****5.1 LEAVE OF ABSENCE –**

COUNCIL DECISION	ITEM 5.1
Moved: Cr Major	Seconded: Cr Belli
Cr I Goldfinch and Cr P Smith be granted leave for the Ordinary Council Meeting on 16 August 2018	
Carried: 6/0	Res: 81/18

**5.2 DECLARATION OF INTEREST –**

<b>Councillor/Officer</b>	<b>Item</b>	<b>Nature of Interest</b>	<b>Extent of Interest</b>
Darren Kennedy	10.4.2	Impartiality	Nominated officer for CEO relief
Ian Fitzgerald	13.1	Financial	Annual performance and remuneration review

**6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS****7. CONFIRMATION OF MINUTES****7.1 COUNCIL MEETING – 21 JUNE, 2018**

COUNCIL DECISION	ITEM 7.1
Moved: Cr Dickinson	Seconded: Cr Smith
That the minutes of the meeting of council held on 21 June, 2018 be confirmed as a true and correct record of proceedings.	
Carried: 6/0	Res:82 /18

**8. SUSPENSION OF STANDING ORDERS****9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS**

**10. REPORTS OF OFFICERS****10.1 MANAGER OF CORPORATE AND COMMUNITY SERVICES****10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – JUNE 2018****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 30 June, 2018**Author:** Eimear Guidera – Creditors/Payroll Officer**Authorising Officer:** Stacey Howard – Senior Finance Officer**Attachments:** 10.1.1.A Credit Card Transactions to 01 June 2018  
10.1.1. B Schedule of Payments to 30 June 2018**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 June 2018****2017/18**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Payroll	Trust	Total Payments
Jul	37,315.63	693,920.97	7,794.46	1,914.65	200,694.82	17,796.30	959,436.83
Aug	10,517.76	418,977.10	3,585.31	13,281.22	304,458.69	39,358.05	790,178.13
Sep	39,483.76	1,085,067.72	16,084.74	1,941.35	192,831.32	42,668.10	1,378,076.99
Oct	24,464.11	617,064.01	6,884.19	6,093.86	223,189.24	29,618.30	907,313.71
Nov	36,325.38	1,296,598.61	4,290.18	6,093.86	202,697.02	30,975.98	1,576,981.03
Dec	17,116.66	1,573,742.04	4,477.64	8,479.76	209,705.97	15,181.75	1,828,703.82
Jan	43,339.68	1,842,094.30	0.00	4,933.82	288,703.98	37,283.67	2,216,355.45
Feb	29,956.49	1,870,135.68	478.72	2,374.06	198,812.82	61,295.45	2,163,053.22
Mar	22,517.76	2,708,533.94	1,609.00	4,897.72	193,132.22	36,202.30	2,966,892.94
Apr	35,726.80	638,776.93	91,103.10	4,130.19	187,665.95	3,764.05	961,167.02
May	10,061.00	3,410,673.02	38,938.02	2,772.42	196,983.23	2,724.59	3,662,152.28
Jun	21,080.28	2,351,819.24	34,341.37	8,096.85	202,407.88	576.65	2,618,322.27
<b>Total</b>	<b>327,905.31</b>	<b>18,507,403.56</b>	<b>209,586.73</b>	<b>65,009.76</b>	<b>2,601,283.14</b>	<b>317,445.19</b>	<b>22,028,633.69</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 sub regulation (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:**

Theme 4 – Civic Leadership 4.2: Corporate Governance and Accountability

4.2.1 High quality corporate governance, accountability and compliance.

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept COUNCIL DECISION

**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

COUNCIL DECISION

ITEM 10.1.1

Moved: Cr Belli

Seconded: Cr Major

That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of June 2018, be noted.

Carried: 6/0

Res:83 /18

**10.1.2 DIFFERENTIAL RATES 18/19 – REVISED OBJECTS AND REASONS**

<b>File Ref:</b>	<b>RV.RC.001</b>
<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	7 May, 2018
<b>Author:</b>	Kirra Hasleby- Rates Officer
<b>Authorising Officer:</b>	Darren Kennedy – Manager of Corporate and Community Services
<b>Attachments:</b>	10.1.2.A Attachment 1 - Revised Objects and Reasons

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**Summary:**

The Shire of Ravensthorpe has received feedback regarding the Differential Objects and Reasons submitted to the Department of Local Government, Sports and Cultural Industries (DLGSCI) as part of the application for Differential General Rates 2018/19.

Feedback received has been incorporated into the revised Differential Objects and Reasons (attached) and is submitted to Council for approval.

**Background:**

Council adopted the draft Objects and Reasons at the Ordinary Council Meeting held on 19<sup>th</sup> April 2018, prior to advertising the Notice of Intention to Impose Differential Rates.

The DLGSCI recommended some changes to more clearly define the services provided and costs associated with each of the differential categories. Subject to the changes being acceptable to Council, the DLGSCI have indicated that the 2018/19 Differential Rates as submitted would be recommended to the Minister for approval.

**Comment:**

The changes recommended by DLGSCI are part of an industry wide focus to improve the Differential Rating Objects and Reasons definitions in accordance with Local Government Act 1995 requirements.

**Consultation:**

Claire Ware – Manager Licensing and Industry Services, DLGSCI

**Statutory Obligations:**

Section 6.33, 6.35 and 6.36 of Local Government Act 1995.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

The Minister's approval to raise differential rates is required prior to Council formally adopting the 2018/19 Annual Budget. Without the required approval the raising of the required revenue will be severely impacted.

**Strategic Implications:**

Strategic Community Plan 2014 – 2024

Theme 4 – Civic Leadership: 4.1 Financial Sustainability.

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Unlikely (2)	Major (2)	Low (4)	Failure to meet Statutory, Regulatory or Compliance Requirements plus reduction in revenue	Accept COUNCIL DECISION

**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

COUNCIL DECISION	ITEM 10.1.2
Moved: Cr Goldfinch	Seconded: Cr Smith
That Council adopt the revised Objects and Reasons for the Proposed Differential Rates for the 2018/19 financial year.	
Carried: 6/0	Res:84 /18

**10.1.3 MONTHLY FINANCIAL REPORT – 30 JUNE 2018**

<b>File Ref:</b>	
<b>Applicant:</b>	Internal
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	13 July 2018
<b>Author:</b>	Darren Kennedy Manager Corporate & Community Services
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	10.1.2.A – Monthly Financial Reports for June 2018

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**Summary:**

In accordance with the *Local Government Financial Management Regulations (1996)*, Regulation 34, a local government is to prepare a monthly Statement of Financial Activity for approval by Council.

**Background:**

Council is requested to review the June 2018 Monthly Financial Reports.

**Comment:**

The June 2018 Monthly Financial Reports are presented for review.

**Consultation:**

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 apply

**Policy Implications:**

Nil

**Budget / Financial Implications:**

All expenditure has been approved via adoption of the 2017/18 Annual Budget, or resulting from a Council Motion for a budget amendment.

**Strategic Implications:**

Strategic Community Plan 2014 – 2024

Theme 4 – Civic Leadership: 4.2 High quality corporate governance, accountability & compliance.

### Risk

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept COUNCIL DECISION

### Sustainability Implications:

- **Environmental**  
Not applicable to this specific recurring report
- **Economic**  
Not applicable to this specific recurring report
- **Social**  
Not applicable to this specific recurring report.

### Voting Requirements:

Simple majority

COUNCIL DECISION	ITEM 10.1.3
Moved: Cr Dickinson	Seconded: Cr Smith
That Council:	
Receive the June 2018 Monthly Financial Reports as presented.	
Carried: 6/0	Res:85 /18

## 10.2 MANAGER OF PLANNING AND DEVELOPMENT

### 10.2.1 OVERSIZE BUILDING – LOT 21 WEST STREET HOPETOUN

<b>File Ref:</b>	P18-016
<b>Applicant:</b>	R McDonald and P Blake
<b>Location:</b>	Lot 21 (6) West Street, Hopetoun
<b>Date:</b>	9 July 2018
<b>Author:</b>	Peter Wilks
<b>Authorising Officer:</b>	Richard Hindley
<b>Attachments:</b>	Attachment A - Plans and Information

#### **Summary:**

For Council to consider an application for an Oversize Outbuilding at Lot 21 (6) West Street, Hopetoun.

#### **Background:**

##### ***Site Description***

Lot 21 (6) West Street, Hopetoun is 1012 square metres in area and until recently has been a vacant site. Plans have been provided to the Shire of Ravensthorpe for construction of a Single Dwelling on the property which were exempt from Planning Approval due to compliance with the provisions of the *Residential Design Codes*.

##### ***Zoning and Scheme Requirements***

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

The objectives of the zone are as follows:

- i. To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
- ii. To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- iii. To provide for a range of non-residential uses, which are compatible with and complementary to residential development.*

As the Outbuilding (Shed) is to be ancillary to the Dwelling proposed for the property and is to be located behind the location of the proposed Dwelling, the Outbuilding (Shed) can be seen as compliant with the objectives of the Residential zone

The relevant provisions of Local Planning Policy: Outbuildings are as follows:

<b>Zoning</b>	<b>Maximum Wall Height</b>	<b>Maximum Ridge Height</b>	<b>Maximum floor area (aggregate)</b>	<b>Special Requirements</b>
Residential	3.0metres 2.4m (where wall is < 1.0m from boundary)	4.5metres 3.9m (where wall is < 1.0m from boundary)	60 sq metres	Setbacks are to be in accordance with the Residential Design Codes of WA. Any setback variation will be assessed on its individual merit and Council may consult with adjacent landowners. Floor area is not to reduce the amount of open space required by Table 1 of the R-Codes. Council will not support the construction of outbuilding/s in front of the main building line.

The proposed Outbuilding (Shed) calls for two variations to the provisions of Local Planning Policy: Outbuildings and the Residential Design Codes. These variations are as follows:

- 1) The proposed Outbuilding (Shed) is to be 84 square metres in size, which exceeds to the maximum 60 square metres dictated by Local Planning Policy: Outbuildings.
- 2) The proposed Outbuilding (Shed) is to be located one (1) metre from the side boundary. Under the Residential Design Codes, a wall of 12 metres in length and less than 3.5 metres in height should be located a minimum of 1.5 metres from the boundary in question.

**Comment:**

The proposed variations to Local Planning Policy: Outbuildings and the Residential Design Codes are relatively minor with only a 24 square metre variation in size and a 0.5 metre reduction in side setback.

The larger size of the Outbuilding is requested due to the applicant needing to store 2 cars, a caravan and a boat as there is no garage or carport proposed as part of the Dwelling. This justification is acceptable to Planning Officers.

The reduced setback is a logical step for anyone seeking to maximise the usable area on a property, given that the standard 1.5 metre setback for an Outbuilding to a property boundary often leads to an area of wasted or heavily constrained space in the setback area.

**Consultation:**

The application was advertised between 21 June and 5 July 2018. No comments or objections were received.

**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:**

Local Planning Policy: Outbuildings

**Budget / Financial Implications:**

None for Council

**Strategic Implications:**

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.

**Risk**

Risk	Risk Likelihood (based on history existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept COUNCIL DECISION



**Voting Requirements:**

Simple majority

**COUNCIL DECISION**

Item 10.2.1

Moved: Cr Smith

Seconded: Cr Goldfinch

That Council resolve to approve Development Application P18-016 for an Oversize Outbuilding at Lot 21 (6) West Street, Hopetoun, subject to the following conditions:

1. Development shall be carried out in full and fully implemented in accordance with the approved plans and details submitted with the planning application.
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 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 without the express written permission of the Shire of Ravensthorpe.
4. The driveway/access way shall be constructed and maintained to an all-weather standard (e.g. gravel, crushed rock) to facilitate access to the development by 2 wheel drive vehicles.
5. 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.
6. The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Ravensthorpe is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and manner directed by the Shire of Ravensthorpe (Environmental Health Services).
7. 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.
8. 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.

And the following advice notes:

- (i) **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.
- (ii) The development is to comply with the *Building Code of Australia, Building Act 2011, Building Regulations 2012* and the *Local Government Act 1995*.
- (iii) 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.
- (iv) 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.

Carried: 6/0

Res:86 /18

**10.3 MANAGER OF ENGINEERING SERVICES**

Nil

**10.4 CHIEF EXECUTIVE OFFICER****10.4.1 ASSET MANAGEMENT STRATEGY****File Ref:****Applicant:** Not Applicable**Location:** Not Applicable**Disclosure of Officer Interest:** Nil**Date:** 10<sup>th</sup> July 2018**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not Applicable**Attachments:** 10.4.1.A - Draft Asset Management Strategy

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**Summary:**

The purpose of this item is to present to Council a proposed Asset Management Strategy to support the recently adopted Asset Management Plan and Asset Management Policy for consideration and adoption.

**Background:**

Staff have been working with members of the Goldfields Voluntary Regional Organisation of Councils (GVROC) and a consultant to develop asset management plans based on a common platform. Council has recently adopted a revised asset management plan and a new asset management policy.

**Comment:**

GVROC was successful in obtaining a grant to assist members develop asset management plans and train staff in the use of the platform chosen. The NAMS platform was selected as it provides a good style of asset management plan that can be developed in-house by staff with minimal external assistance. This framework has been developed by the Institute of Public Engineers, is particularly suited to smaller local governments including Ravensthorpe, and is supported by a range of technical expertise.

To finalise the project a NAMS consultant was engaged to finalise the development of an updated Asset Management Plan (AMP) and a supporting Asset Management Policy. To support these documents and to help ensure the objectives are achieved an Asset Management Strategy has been developed and is presented to Council for consideration.

This asset management strategy is prepared to assist council in improving the way it delivers services from infrastructure assets. These include roads, footpaths, stormwater drainage, parks and recreation, buildings. Infrastructure assets for the Shire of Ravensthorpe have an estimated current replacement value at the end of the 16/17 financial year of \$148.3m (after allowing for flood damage write-downs).

The asset management strategy is to enable Council to show:

- a) how its asset portfolio will meet the service delivery needs of its community into the future,
- b) enable Council's asset management policies to be achieved, and
- c) ensure the integration of Council's asset management with its long term strategic plan.

Adopting this asset management strategy will assist council in meeting the requirements of national sustainability frameworks, the Integrated Planning and Reporting Frameworks and providing services needed by the community in a financially sustainable manner.

The asset management strategy is prepared following a review of the council's service delivery practices, financial sustainability indicators, asset management maturity and fit with council's vision for the future outlined in the Strategic Community Plan 2016 . The strategy outlines an asset management improvement plan detailing a program of tasks to be completed and resources required to bring council to a minimum 'core' level of asset maturity and competence.

### **Strategy Outlook**

1. The organisation is able to maintain current service levels for the next five years at current funding levels.
2. The organisation is able to fund current infrastructure life cycle cost at current levels of service and available revenue. There are some improvements needed in Current replacement cost and valuations and the way asset related expenses are reported and assigned to asset classes.
3. The organisation's current asset management maturity is below 'core' level and investment is needed to improve information management, lifecycle management, service management and accountability and direction.

### **Consultation:**

GVROC member councils

NAMS specialist consultant

## Statutory Obligations

The Integrated Planning Framework requires local governments to develop and maintain asset management plans and a dedicated strategy will assist in this process.

## Policy Implications:

A new Asset Management Strategy is presented for Council's consideration and adoption.

## Budget / Financial Implications:

The asset management strategy will work with the adopted plan and policy to help guide and inform the process of maintaining the shire's asset base and appropriate budget provision each year as well as in the Long Term Financial Plan.

## Strategic Implications:

Theme 3 – Adequate services and infrastructure to cater for the community

3.1.2 Transport networks. Level of implementation of Asset Management Plans

Theme 4 - Civic Leadership

Corporate Governance and Accountability

4.2.1 High quality corporate governance, accountability and compliance.

## Risk:

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance and/or Maintaining assets	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept COUNCIL DECISION

## 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

COUNCIL DECISION	ITEM 10.4.1
Moved: Cr Smith	Seconded: Cr Dickinson
That Council adopts the Asset Management Strategy as presented.	
Carried: 6/0	Res:87 /18

**10.4.2 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER**

<b>File Ref:</b>	Personnel Files
<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	10 <sup>th</sup> July, 2018
<b>Author:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	None

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**Summary:**

As Council is aware the Chief Executive Officer has an overseas holiday and study tour arrangement during August – September 2018.

Council is therefore required to appoint an Acting Chief Executive Officer for the period 16<sup>th</sup> August to 19<sup>th</sup> September 2018 inclusive.

**Background:**

Nil

**Comment:**

The Chief Executive Officer will be on leave for the period 16<sup>th</sup> August to 19<sup>th</sup> September and Council is required to appoint an Acting Chief Executive Officer for this period.

The Manager of Corporate and Community Services has not previously acted as a Chief Executive Officer but has experience in a senior role both with the Shire of Ravensthorpe and previously with the Shire of Esperance and is familiar with the shire's operations.

The author believes the Manager of Corporate and Community Services will be able to meet the requirements of the role during the period of absence. The author will be contactable as required whilst on leave and during the study leave period.

**Consultation:**

Not applicable.

**Statutory Obligations:**

Section 5.36 (1) (2) 23(2)(e) Local Government Act 1995 relates to the appointment of a Chief Executive Officer.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Funding has been included in the current budget for the appointment of and Acting Chief Executive Officer.

**Strategic Implications:**

Nil

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Minor (2)	Low (2)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept COUNCIL DECISION

**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

COUNCIL DECISION	ITEM 10.4.2
Moved: Cr Belli	Seconded: Cr Major
That Council appoint Mr. Darren Kennedy as Acting Chief Executive Officer for the period 16 <sup>th</sup> August to 19 <sup>th</sup> September 2018 inclusive with a cash salary equivalent to 85% of the Chief Executive Officer's cash salary.	
Carried: 6/0	Res:88 /18

**10.4.3 RAVENSTHORPE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**

<b>File Ref:</b>	
<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	11 July, 2018
<b>Author:</b>	Ashley Peczka – Community Emergency Services Officer
<b>Authorising Officer:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Attachments:</b>	1.4.3.A Minutes

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**Summary:**

The minutes of the Shire of Ravensthorpe Local Emergency Management Committee meeting held on 13<sup>th</sup> June 2018 are presented for the information of Councillors. There are no recommendations for Council to consider.

**Background:**

Nil.

**Comment:**

The Local Emergency Management Committee made no recommendations for Council to consider at this meeting. The Minutes are presented to Council to be received.

**Consultation:**

Nil

**Statutory Obligations:**

Emergency Management Act, 2005

**Policy Implications:**

Shire of Ravensthorpe Local Emergency Management Committee operational guidelines.

**Budget / Financial Implications:**

Nil

**Strategic Implications:**

Nil



**Risk**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Unlikely (2)	Minor (2)	Unlikely(2)	Failure to meet Statutory, or Compliance Requirements	Accept COUNCIL DECISION

**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

COUNCIL DECISION	ITEM 10.4.3
Moved: Cr Major	Seconded: Cr Smith
That the Minutes of the Shire of Ravensthorpe Local Emergency Management Committee meeting held on 13 <sup>th</sup> June, 2018 be received.	
Carried: 6/0	Res: 89/18

**10.4.4 HAWK'S NEST TRAIL DEVELOPMENT PLAN****File Ref:**

<b>Applicant:</b>	Ravensthorpe Historical Society
<b>Location:</b>	Hawk's Nest and Rangeview Park
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	11 <sup>th</sup> July, 2018
<b>Author:</b>	Ian Fitzgerald – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	10.4.4.A - Trail development plan

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**Summary:**

Council has been provided with a copy of the trail development plan for Hawk's Nest and requested to provide any comments they may have.

The plan was copied and made available to all Councillors earlier in the month – a copy is also provided with this agenda item.

**Background:**

Nil

**Comment:**

Hawk's Nest plays a significant part in the history of Ravensthorpe and the proposal would see the area more appropriately recognised and promoted as a part of our history. The Ravensthorpe Historical Society has been working with Galaxy Resources on preserving and developing the area given its close proximity to their mine. Galaxy Resources are keen supporters of the project and are looking to provide some funding to see the project proceed as outlined in the development plan.

Any development would be done in conjunction with both Galaxy Resources and the Shire of Ravensthorpe and would provide another attraction in the area to either encourage people to visit or to stay a bit longer. The proposed production of brochures that could be used at other museums and visitor centres as well as advertising on appropriate websites would add to the support and encouragement of tourism. The proposed story-boards would tell the story of the area and significance to our history, not unlike the project funded by the Ravensthorpe Hopetoun Future Fund for the old railway station area.

The second part of the proposed plan would be to develop an area within Rangeview Park to establish a replica prospector's camp to again promote and demonstrate our early history

and relationship with mining. As Council would be aware there are plans to redevelop Rangeview Park which allow an area for sculptures and story-boards. The project has been carried over from last financial year because of the unavailability of suitable contractors with priority given to flood recovery works.

The idea of a prospector's camp within Rangeview Park is supported but probably not to the scale outlined in the trail development plan. The redevelopment of Rangeview Park is to provide an attractive and peaceful area for our many visitors to stop and enjoy a break in our town. The design allows for off-road parking, shaded areas, better access to the public toilets and a grassed picnic area complete with b-b-q. A scaled down version of the prospector's camp proposed would further enhance the attraction of the park and help encourage visitors to go to the museum and other attractions in or near town during their visit. The funding source for this project (\$50,000 is the indicative project cost) has not been identified and would need investigation prior to the project proceeding.

**Consultation:**

Ravensthorpe Historical Society

Ravensthorpe Progress Association

**Statutory Obligations:**

Local Government Act 1995

**Policy Implications:**

Nil

**Budget / Financial Implications:**

The funding sources for the Hawk's Nest Funding and the Prospector's Camp have not been identified but Galaxy Mining are supporters of the project. The shire has not directly been requested to provide funding or in-kind support.

**Strategic Implications:**

Theme 1 – A vibrant, supportive and socially connected community

1.2.1 Town centres are vibrant and attractive places.

Theme 2 – A thriving business and industry including tourism

2.3.1 Development of Tourism - Promotion and development of the natural assets as a business opportunity.

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting identified strategic goals	Rare (1)	Minor (2)	Low (2)	Failure to meet Statutory, or community expectations	Accept COUNCIL DECISION

**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

COUNCIL DECISION	ITEM 10.4.4
Moved: Cr Goldfinch	Seconded: Cr Smith
That Council advises the Ravensthorpe Historical Society that;	
<ul style="list-style-type: none"> <li>a) It supports the proposed development of the Hawk's Nest site as outlined in the Trail Development Plan</li> <li>b) It supports in-principle the inclusion of a Prospectors Camp display within a redeveloped Rangeview Park but to a lesser scale than as outlined in the Trail Development Plan</li> <li>c) It will provide support where possible and as resources and budget allow for the project to proceed</li> </ul>	
Carried: 6/0	Res:90 /18

**10.4.5 SHIRE OF RAVENSTHORPE STANDING ORDERS LOCAL LAW 2018****File Ref:****Applicant:** Shire of Ravensthorpe**Location:** Shire of Ravensthorpe**Disclosure of Officer Interest:** Nil**Date:** 11<sup>th</sup> July 2018**Author:** Ian Fitzgerald, Chief Executive Officer**Authorising Officer:** N/A**Attachments:** Nil

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**Summary**

This item seeks Council to confirm their intention to adopt a new local law (Shire of Ravensthorpe Standing Orders Local Law 2018) under and in accordance with the provisions of the Local Government Act 1995 and repeal the 2010 Standing Orders Local Law after the advertising process resulted in no submissions being received.

**Background**

Council requested that the current Standing Orders local law be reviewed and updated. At the March 2018 meeting Council resolved as per the extract of the minutes copied below:

## COUNCIL DECISION AND COUNCIL DECISION

ITEM 10.4.1

Moved: Cr Richardson

Seconded: Cr Goldfinch

That Council by Absolute Majority:

1. approves for the making of the proposed Shire of Ravensthorpe Standing Orders Local Law 2018, as detailed in the attachment, in accordance with section 3.12 of the Local Government Act 1995;
2. approves for the proposed local law to be advertised in accordance with section 1.8 of the Local Government Act 1995; and,
  - a) to make copies of the proposed local law available to the general public with a submission period being open for a minimum of 6 weeks;
  - b) to send copies of the proposed law to the Minister for Local Government, and Minister for Standing Orders,
3. Notes the purpose of the proposed Shire of Ravensthorpe Standing Orders Local Law 2018 is to provide rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors,
4. Notes the effect of the proposed Shire of Ravensthorpe Standing Orders Local Law 2018 is that these Standing Orders will result in –
  - a) better decision making by the Council and its committees;
  - b) the orderly conduct of meetings dealing with Council business
  - c) the more efficient and effective use of time at meetings

Carried by absolute majority: 6/0

Res: 23/18

**Comment:**

The intention of Council to adopt a new local law - Standing Orders Local Law 2018 has been advertised inviting comment or submissions. The timetable below outlines the process and indicates the elements completed to date.

Council is now required to determine whether to make the local law and if so repeal the existing local law of the same purpose.

<b>Task</b>	<b>LGA Section</b>	<b>Effective Date</b>	
<b>Report to Council</b> for approval to advertise proposed new Local Law	3.12(2)	March 2018	COMPLETED
<b>Give Statewide and local public notice</b> and make copies available to the general public	3.12(3) & 3(a)	March 2018	COMPLETED
<b>Provide a copy of the proposed local law and the notice to the Minister</b> for Standing Orders and the <b>Minister</b> for Local Government	3.12(3)(b)	March 2018	COMPLETED
<b>Closing date for submissions</b> to be received (not less than 6 weeks)	3.12(4)	May 2018	COMPLETED
<b>Consider submissions and report back to Council</b> to determine whether to make a Local Law (absolute majority required) – repeal existing local law at this time.	3.12(4)	May 2018	
<b>Publish Local Law in Government Gazette</b> and <b>forward a copy to the Minister</b> for Standing Orders and the <b>Minister</b> for Local Government	3.12(5)	August/ September 2018	
<b>Give Statewide and local public notice</b> advising that the new law has been made, the title, the purpose and effect and make copies available to the general public	3.12(6)	August/ September 2018	
<i>Note: Dates a guide only</i>			

**Consultation:**

Councillors

**Statutory Obligations:**

Section 3.12 of the Local Government Act 1995 refers to the procedure for making local laws.

Council may make local laws in accordance with Part 3 of the Local Government Act 1995 and in so doing, all local laws are then to be reviewed within eight years of their commencement date.

The process of adopting or amending a local law is set out in s3.12 of the Local Government Act 1995.

**Policy Implications:**

Nil

**Budget / Financial Implication**

The process will require expenditure on advertising and once approved gazetted with an overall cost estimated at \$3,000 which is provided for in the 2018/19 budget.

**Strategic Implications:**

Theme 4. Civic Leadership - provision of responsible, accountable, representative and efficient governance.

a) Corporate Governance and Accountability - 4.2.1 High quality corporate governance, accountability and compliance.

b) Responsible and responsive leadership - 4.3.1 Quality, effective and responsive representation.

**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

COUNCIL DECISION

ITEM 10.4.5

Moved: Cr Dickinson

Seconded: Cr Goldfinch

That Council by Absolute Majority:

1. determines to make the Shire of Ravensthorpe Standing Orders Local Law 2018 in accordance with section 3.12 of the Local Government Act 1995 noting that following the required advertising no submissions were received
2. determines to repeal Standing Orders Local Law 2010,
3. forward a copy of the Standing Orders Local Law 2018 to the Minister for Local Government
4. publish the Standing Orders Local Law 2018 in the Government Gazette
5. give state-wide and local public notice of the making of the new law

Carried: 6/0

Res: 91/18

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

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

**12.1 ELECTED MEMBERS**

**12.2 OFFICERS**

**13. MATTERS BEHIND CLOSED DOORS**

**13.1 CHIEF EXECUTIVE OFFICER – ANNUAL PERFORMANCE REVIEW**

COUNCIL DECISION

ITEM 13

Moved: Cr Dickinson

Seconded: Cr Smith

That Council close the meeting to the public to allow discussion on a matter affecting and employee – section 5.23(2)(a) refers.

Carried: 6/0

Res: 92/18

5.20PM *All staff left the meeting.*

## COUNCIL DECISION

ITEM 13.1

Moved: Cr Smith

Seconded: Cr Belli

That Council:

1. Consider this confidential report and note the satisfactory nature of the CEO performance review outcome;
2. Resolve to adopt the report and note that the CEO's performance review for the 2017/2018-year period resulted in a level of satisfactory performance that exceeded the job requirement;
3. Resolve to increase the cash remuneration by 3.5% in accordance with clause 6.11 of the employment contract and in- line with the national wage decision;
4. Enter into discussions regarding any possible contract extension with the CEO in December 2018 with a view to completing those discussions by the February 2019 Council meeting.
5. Develop, in consultation with the Chief Executive Officer, the key performance indicators that will apply for the next annual review which will be due to be conducted in July 2019.

Carried: 4/2

Res:94 /18

## COUNCIL DECISION

ITEM 13

Moved: Cr Dickinson

Seconded: Cr Smith

That Council re-open the meeting to the public.

Carried: 6/0

Res: 95/18

5.36PM *Council meeting re-opened to the public.*

**14. CLOSURE OF MEETING – 5.36PM**

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

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

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