

AGENDA

For the Council Meeting to be held on

Thursday 20 December, 2018

Commencing at 5 p.m.

In the Council Chambers, Ravensthorpe.



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.

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

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

Ian Fitzgerald
Chief Executive Officer

8/12/2018

65 Morgans Street Ravensthorpe WA 6346
Tel (08) 9839000; Fax (08) 98381282
E-mail: - shire@ravensthorpe.wa.gov.au



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

I, (1) _____ wish to declare an interest in the following item to be considered by council at its meeting to be held on (2)

Agenda item (3) _____

The type of interest I wish to declare is (4)

- Financial pursuant to Sections 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

The nature of my interest is (5)

The extent of my interest is (6)

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

Signature Date

RECEIVED BY: _____
Chief Executive Officer Date

- (1) Insert you name.
- (2) Insert the date of the Council Meeting at which the item it to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box to indicate the type of interest.
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act)

Financial pursuant to Sections 5.60A of the Local Government Act 1995**5.60A – Financial Interest**

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local government Act 1995**5.60B – Proximity Interest**

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.
- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995**5.61 – Indirect financial interest**

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007**11 – Disclosure of interest**

- (1). In this regulation –
Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.

- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest –
 - (a). in a written notice given to the CEO before the meeting;
or
 - (b). at the meeting immediately before the matter is discussed.
- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
 - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
 - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
 - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

Describe the extent of your interest (If seeking to participate in the matter under the s.5.68 of the act)

5.68 – Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.

- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.



**SHIRE OF RAVENSTHORPE
WORKS REQUEST FORM**

Name: _____

Date: ____ / ____ /2018 Urgency: Low / Medium / High / Strategic

Road / Public Building / Area: _____

Request: _____

Description:

OFFICE USE ONLY:

Action Taken:

Comment:

Completed: ____/____/2018 Signature: _____

Inspected and/or authorised:

Chief Executive Officer



Application for Leave of Absence

(Pursuant to Section 2.25 of the Local Government Act 1995 (as amended))

- (1) A council may, by resolution, grant leave of absence to a member.
- (2) Leave is not to be granted to a member in respect to more than 6 consecutive ordinary meetings of the Council without the approval of the Minister.
- (3) The granting of the leave is to be recorded in the minutes of the meeting.
- (4) A member who is absent without first obtaining leave of the Council throughout 3 consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the Council does not constitute absence from an ordinary meeting of Council –
 - (a) if no meeting of the Council at which a quorum is present is actually held on that day; or
 - (b) if the non-attendance occurs while –
 - (i) the member has ceased to act as a member after which written notice has been given to the member under Section 2.27 (3) and before written notice has been given to the member under Section 2.27 (5);
 - (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or
 - (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.

I,, hereby apply for Leave of Absence from the Ravensthorpe Shire Council from..... to for the purpose of

Signed:..... Date:.....



**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
15 February 2018	Ravensthorpe Council Chambers	5 pm
12 March 2018	Ravensthorpe Council Chambers - Forum	1 pm
15 March 2018	Hopetoun Community Centre	5 pm
16 April 2018	Ravensthorpe Council Chambers - Forum	1 pm
19 April 2018	Ravensthorpe Council Chambers	5 pm
14 May 2018	Ravensthorpe Council Chambers - Forum	1 pm
17 May 2018	Hopetoun Community Centre	5 pm
18 June 2018	Ravensthorpe Council Chambers - Forum	1 pm
21 June 2018	Ravensthorpe Council Chambers	5 pm
16 July 2018	Ravensthorpe Council Chambers - Forum	1 pm
19 July 2018	Hopetoun Community Centre	5 pm
13 August 2018	Ravensthorpe Council Chambers – Forum	1pm
16 August 2018	Ravensthorpe Council Chambers	5pm
17 September 2018	Ravensthorpe Council Chambers – Forum	1pm
20 September 2018	Ravensthorpe Council Chambers	5pm
15 October 2018	Ravensthorpe Council Chambers - Forum	1 pm
18 October 2018	Ravensthorpe Council Chambers	5 pm
12 November 2018	Ravensthorpe Council Chambers - Forum	1 pm
15 November 2018	Hopetoun Community Centre	5 pm
17 December 2018	Ravensthorpe Council Chambers- Forum	1 pm
20 December 2018	Ravensthorpe Council Chambers	5 pm

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
 TO BE HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE
 ON 20 DECEMBER 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 Graham Richardson
 Cr Peter Smith

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

APOLOGIES:

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

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

7. CONFIRMATION OF MINUTES

7.1 COUNCIL MEETING – 15 NOVEMBER, 2018

OFFICER RECOMMENDATION	ITEM 7.1
That the minutes of the meeting of council held on 15 November, 2018 be confirmed as a true and correct record of proceedings.	

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 – NOVEMBER 2018****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 7 November, 2018**Author:** Wendy Spaans – Admin/Creditors Officer**Authorising Officer:** Darren Kennedy – Manager of Corporate and Community Services**Attachments:** 10.1.1.1 Schedule of Payments to 30 November 2018
10.1.1.2 Credit Card Transactions to 31 October 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:

Period 1/7/2018 – 30/11/2018

2018/19

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	1,367	2,442,344	90,290	12,115	950	2,547,065	174,327
Aug	37,082	2,032,888	225,672	5,618	688	2,301,948	212,428
Sep	10,479	887,060	53,711	5,559	2,617	959,426	173,926
Oct	10,076	1,922,570	115,844	8,636	2,049	2,059,175	123,007
Nov	13,107	1,535,900	76,461	6,003	1,815	1,633,285	161,814
Dec						0	
Jan						0	
Feb						0	
Mar						0	
Apr						0	
May						0	
Jun						0	
Total	72,112	8,820,761	561,978	37,931	8,119	9,500,900	845,502
17/18	327,905	18,507,404	209,587	65,010	317,445	19,427,351	2,601,283

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:

Regulation 13 (1) – (3) of the ***Local Government (Financial Management) Regulations 1996***

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

ITEM 10.1.1

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

Date: 13/12/2018
Time: 12:56:35PM

Shire of Ravensthorpe
Creditors report november 2018

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
334	02/11/2018	Telstra	SMS Desktop 25 Oct to 24 Nov 2018	1		565.13
335	09/11/2018	Shire of Ravensthorpe	Payroll deductions	1		400.00
336	09/11/2018	Ravensthorpe Quarry Services	Rip Rap	1		2,608.76
337	22/11/2018	Shire of Ravensthorpe	Payroll deductions	1		665.80
338	22/11/2018	Synergy	Account for Ravy Museum 11/9/18 to 7/11/18	1		307.35
339	30/11/2018	Synergy	Account closure 59 Morgans St	1		323.92
340	30/11/2018	Telstra	Account charges for 11 Oct to 10 Nov 2018	1		8,236.00
EFT9265	02/11/2018	Assa Abloy Australia Pty Limited	S/Rail closer adjustable, Lock backset, Square end plates	1		3,171.20
EFT9266	02/11/2018	Bunnings Group Ltd	Door seal, Screws, Pine, Dar prime, Moulding bullnose, Toilet seat P/O 19275	1		881.77
EFT9267	02/11/2018	Community Spirit Newspaper Inc	Advertisement Camp host, Advertisement Community citizen of the year awards	1		514.00
EFT9268	02/11/2018	GP & DR Belli	Gravel Sales	1		3,647.60
EFT9269	02/11/2018	Ian Fitzgerald	Secondhand treadmill, TV	1		225.00
EFT9270	02/11/2018	Jerramungup Electrical Service	Connection to new Rinnai HWS	1		190.41
EFT9271	02/11/2018	Jtagz	Dog and Cat tags 2021	1		213.40
EFT9272	02/11/2018	Koster's Outdoor	Automatic Roller Door	1		4,451.00
EFT9273	02/11/2018	MG & JL Williams	Labour to assist with portico construction	1		880.00
EFT9274	02/11/2018	MedTech Healthcare	Monthly site support - November 2018	1		82.50
EFT9275	02/11/2018	Ravensthorpe Bulk Haulage	Grader and Excavator Hire, Supply and deliver rock 50mm	1		36,793.48

ATTACHMENT 10.1.1.1

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9276	02/11/2018	Rodney Clarence Daw	Telstra reimbursements to 10/10/2018	1		185.51
EFT9277	02/11/2018	Roselea Trading	Hopetoun Gym Rent	1		638.45
EFT9279	02/11/2018	South Coast Foodservice	Paper hand towel	1		590.79
EFT9281	02/11/2018	Wicked Welding & Fabrications Pty Ltd	Weld gussets to aluminium rack	1		50.00
EFT9282	02/11/2018	Aerodrome Management Services Pty Ltd (AMS)	Provision of technical specialist to perform the Annual ElectricalTechnical Inspection	1		10,097.89
EFT9283	02/11/2018	Shire of Coolgardie	GVROC Dinner - Adelphi Grill Perth 31 July 20418	1		669.18
EFT9284	02/11/2018	WSP Australia Pty Limited	WSP - consultant engineering support 15 August 2018 to 21 September 2018	1		11,880.00
EFT9285	09/11/2018	4 Rivers Plumbing & Gas	Septic pump out of Jerdacuttup rest stop toilet	1		888.80
EFT9286	09/11/2018	Aerodrome Management Services Pty Ltd (AMS)	Provision of compliance assistance with aerodrome documentation and manual	1		2,750.00
EFT9287	09/11/2018	Andimaps	South Coast Road Guide	1		490.00
EFT9288	09/11/2018	Australian Institute of Management (AIM)	Professional membership 1/12/18 - 30/11/19	1		248.00
EFT9289	09/11/2018	BOC Limited	Bottle rental 29/8/18 - 27/9/18	1		32.38
EFT9290	09/11/2018	Boya Equipment	Strut P/O19236	1		160.60
EFT9291	09/11/2018	Bruce Pittard	Engineering detail and certification for tennis hit up wall.	1		440.00
EFT9292	09/11/2018	CJD Equipment	Hinges, Door check, Fitted bolt P/O19334	1		524.14
EFT9293	09/11/2018	Caltex Australia Starcard	Account for October 2018	1		264.30
EFT9294	09/11/2018	Caltex Energy WA	Diesel 22,076L	1		33,486.42
EFT9295	09/11/2018	Community Spirit Newspaper Inc	1/4/ page advertisement	1		90.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9296	09/11/2018	Connect Technology Australia	System rental 16/11 to 15/12/18	1		431.74
EFT9297	09/11/2018	Courier Australia	Freight charges - Daimler, Westate hose	1		158.95
EFT9298	09/11/2018	Duraquip	Installation of spray control box, Repair electrical power supply P/O 17332	1		4,297.70
EFT9299	09/11/2018	Farmers Center Pty Ltd	20T Jack	1		892.72
EFT9300	09/11/2018	Freight Lines Group	Freight charge - Sigma chemicals	1		962.97
EFT9301	09/11/2018	Hopetoun Men In Sheds Incorporated	Manning of Hopetoun Transfer Station.	1		800.00
EFT9302	09/11/2018	Jason Signmakers	Sign	1		139.88
EFT9303	09/11/2018	Kleenheat Gas	Yearly facility fees	1		1,256.75
EFT9304	09/11/2018	Komatsu Australia PTY LTD	Supply lights P/O19230	1		826.80
EFT9305	09/11/2018	Lincolns	Audit of the acquittal for Roads to Recovery for the year ended 30/6/18	1		990.00
EFT9306	09/11/2018	Lindsay Freegard T/as Southern Mulching Services & Chipmonks Treelopping	Road Verge Slashing - Krystal Park, Whale Bay, Seaview, Lakes Entrance, Dunn Swamp.	1		14,590.00
EFT9307	09/11/2018	Mammoth Equipment & Exhausts	Ecoblue 800L P/O19330	1		528.00
EFT9308	09/11/2018	PK Print Pty Ltd	Event specific tear drop flags	1		2,970.00
EFT9309	09/11/2018	Perfect Computer Solutions	Set up Cub house email, Crystal reports for synergy server, Cub house access machine and setup exchange profile, Uninstall Mawarebytes	1		552.50
EFT9310	09/11/2018	R and R Heavy Diesel Services	Annual servicing of West River 2.4B	1		2,612.43
EFT9311	09/11/2018	Ravensthorpe Agencies	October account 2018	1		5,760.67
EFT9312	09/11/2018	Ravensthorpe Cellars	Refreshments council chambers	1		127.96

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9313	09/11/2018	Ravensthorpe Community Bus	Bus hire 7/10/18 for Airport exercise	1		70.00
EFT9314	09/11/2018	Ravensthorpe Community Christmas Tree	Sponsorship for Ravensthorpe Christmas tree 2018	1		200.00
EFT9315	09/11/2018	Ravensthorpe Mechanical Services	3x Tyres, 3x Tyre disposal	1		1,691.93
EFT9316	09/11/2018	Ray White Rural South Coast WA	November 18 Rental on 165 Banksia Road	1		1,213.33
EFT9317	09/11/2018	Shire Of Esperance	Town Planning services	1		2,860.00
EFT9318	09/11/2018	Shire of Ravensthorpe Social Club	Payroll deductions	1		85.00
EFT9319	09/11/2018	Sigma Chemicals	Liquid chlorine, Drum poly, Hydrochloric acid, Pallet P/O19335	1		1,530.67
EFT9320	09/11/2018	State Law Publisher	Advertisement - Gazettal notice Local Planning Scheme 6 amendment 1	1		1,827.48
EFT9321	09/11/2018	T-Quip	Patriol herringb, Broom side	1		798.93
EFT9322	09/11/2018	WesTrac	Cat primemover repair and parts P/O19341	1		7,596.19
EFT9323	09/11/2018	Workwear	Uniform Hanneke - Fluted top, Blouse, Sleeve top, Pant, Ruffle tops	1		498.81
EFT9324	15/11/2018	Brenda Corkery	GYM KEY BOND REFUND	2		40.00
EFT9325	15/11/2018	Building Commision, Department of Mines, Industry Regulation and Safety	BSL RETURN OCTOBER 2018	2		358.47
EFT9326	15/11/2018	Building and Construction Industry Training Fund	OCTOBER 2018 REFUND BCITF	2		365.50
EFT9327	15/11/2018	John & Ailsa Foulds	REFUND OF OVERPAYMENT	2		1,010.79
EFT9328	15/11/2018	Khiara Daw	POOL KEY BOND REFUND	2		20.00
EFT9329	15/11/2018	Lynn Le	GYM KEY BOND REFUND	2		20.00
EFT9330	16/11/2018	ACH Contractors	WANDRRA AGRN 743 Contract 3/2018 Package 24	1		273,158.42

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9331	16/11/2018	Australia Post	Total supply Period ending 31/10/2018	1		582.47
EFT9332	16/11/2018	BCP Contractors Pty Ltd	WANDRRA 2017 AGRN 743- Package 15, Claim 6	1		68,287.02
EFT9333	16/11/2018	BOC Limited	Bottle rental 28/9/18 to 28/10/18	1		23.34
EFT9334	16/11/2018	BP Australia Pty Ltd	Fuel account for October 2018	1		2,408.89
EFT9335	16/11/2018	Bunnings Group Ltd	Screws, Paint brushes, Drill bits, Saw blades, Exterior paint P/O19276	1		1,203.97
EFT9337	16/11/2018	Cleanaway Pty Ltd	Collections for October 2018	1		21,488.01
EFT9338	16/11/2018	Day and Nite Maintenance	Strip lower seal on Cir Gear, Replace Oil 8/10/18	1		11,810.70
EFT9339	16/11/2018	Department of Water and Environment Regulation	Ravensthorpe Waste Disposal Site - Licence renewal annual fee	1		6,496.00
EFT9340	16/11/2018	FE Daw & Sons	Account charges for October 2018	1		409.93
EFT9341	16/11/2018	Fitzgerald Strategies	Review email and Prepare draft letter	1		183.48
EFT9342	16/11/2018	Fulcher Contractors	WANDRRA 2017 AGRN 743,Cert 2, Package 19&21- Contract 01/2018	1		308,257.49
EFT9343	16/11/2018	Hopetoun Everett Country Golf Club	Repair front door	1		622.00
EFT9344	16/11/2018	JG Wakeman & MH Cooper	Rates refund for assessment A13222 44 WILKINSON STREET HOPE TOUN 6348	1		3,030.11
EFT9345	16/11/2018	Jason Signmakers	Various signs	1		2,970.78
EFT9346	16/11/2018	Jerramungup Electrical Service	Supply and install protective circuit system	1		2,192.96
EFT9347	16/11/2018	Landgate	Land enquiry x45 for month of October 2018	1		240.90
EFT9348	16/11/2018	Landmark	BAIF Brilliance granulated 20kg x 50	1		3,103.36
EFT9349	16/11/2018	PA & NJ Crane	Pool inductions Ravensthorpe	1		900.00

ATTACHMENT 10.1.1.1

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Shire of Ravensthorpe
Creditors report november 2018

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9351	16/11/2018	R and R Heavy Diesel Services	Supply and Weld, Travel	1		620.87
EFT9352	16/11/2018	Ravensthorpe Bulk Haulage	Grader hire P/O19319	1		25,245.00
EFT9353	16/11/2018	Recharge-IT	Printer Toners	1		99.80
EFT9354	16/11/2018	South Coast Foodservice	Pump 25L, Hand towels	1		950.07
EFT9355	16/11/2018	South Coastal Agencies	71 Sprayer	1		110.00
EFT9356	16/11/2018	The Perth Mint Australia	2019 citizenship coins x 10	1		69.30
EFT9357	16/11/2018	Tyrepower Esperance	4 x new tyres for Registration 0 RA	1		1,320.00
EFT9358	16/11/2018	WINC Australia Pty Ltd	Diary,Batteries,Highlighters	1		90.90
EFT9360	22/11/2018	4 Rivers Plumbing & Gas	Paving from Dunn Art Studio	1		5,275.60
EFT9361	22/11/2018	Best Office Systems	Monthly Copier readings for Konica Minolta Copiers x 2	1		1,592.47
EFT9362	22/11/2018	CJD Equipment	Oil Cooler engine, Gasket set P/O19344	1		3,247.62
EFT9363	22/11/2018	Caltex Energy WA	Diesel 13,672L P/O19342	1		20,043.84
EFT9364	22/11/2018	Freight Lines Group	Freight charges - Sigma Chemicals	1		402.30
EFT9365	22/11/2018	McLeods Barristers & Solicitors	Preparation of audit information	1		176.00
EFT9366	22/11/2018	Perfect Computer Solutions	Free up space on rates computer, Check and confirm emailing from Synergy is working	1		170.00
EFT9367	22/11/2018	Phoenix Civil & Earthmoving	WANDRRA AGRN 743 - Contact 02/2018 payment no 3	1		212,616.48
EFT9368	22/11/2018	Shire of Ravensthorpe Social Club	Payroll deductions	1		85.00
EFT9369	22/11/2018	The DANatural Way	Spray bottles x2	1		9.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9370	22/11/2018	WSP Australia Pty Limited	WANDRRA 2017 AGRN 743 Assistance - Services provided through to 2 November 2018	1		280,364.15
EFT9371	22/11/2018	Workwear	Staff uniform - Pant - Hanneke Coetzee	1		147.35
EFT9372	22/11/2018	4 Rivers Plumbing & Gas	Clean out storm water sumps on Esplanade Road	1		3,410.00
EFT9373	22/11/2018	City of Albany	Building and resource sharing	1		187.00
EFT9374	22/11/2018	Community Spirit Newspaper Inc	1/4/ page advertisement - Caterers	1		90.00
EFT9375	22/11/2018	Department of Fire and Emergency Services (Previously FESA)	ESLB 2nd quarter contribution 2018/2019	1		42,010.40
EFT9376	22/11/2018	Esperance Fire Services	Jack pump monthly inspection and testing - November 2018	1		324.50
EFT9377	22/11/2018	Esperance Motor Group trading as Esperance Toyota	60 months service 100,000km	1		230.43
EFT9378	22/11/2018	Foundation Electrical	Davey Pool Pump	1		1,077.09
EFT9379	22/11/2018	IT Vision Australia	SynergySoft Email Debtors Invoices/Statements functionality	1		1,210.00
EFT9380	22/11/2018	Meridian Agencies	Account 24/10/18 - 12/11/18	1		274.69
EFT9381	30/11/2018	Aerodrome Management Services Pty Ltd (AMS)	Aerodrome Reporting / Work Safety Officer Training	1		8,697.90
EFT9382	30/11/2018	Airport Security Pty Ltd	Aviation Security Identification Card, Auscheck - Duncan Smith	1		220.00
EFT9383	30/11/2018	Albany Mapping & Surveying Services	Field work ASCON, Travel, Drafting calculations, accomodation and meals	1		7,588.90
EFT9384	30/11/2018	Bunnings Group Ltd	Paint	1		1,560.96
EFT9385	30/11/2018	Eddies Pest & Weed Control	Spider treatment and termite inspection	1		8,784.60
EFT9386	30/11/2018	Esperance Fire Services	Replace pressure cylinder on the Jacking Pump	1		252.50
EFT9387	30/11/2018	Hopetoun Painting Service	Outside painting	1		7,084.00

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Creditors report november 2018

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9388	30/11/2018	JR & A Hersey Pty Ltd	Staff Uniform CEO - Shirt, Jacket, Pants	1		412.20
EFT9389	30/11/2018	Kleenwest Distributors	Paper hand towels, Toilet rolls, Urinal blocks, Bin liners	1		2,573.40
EFT9390	30/11/2018	Munglinup Roadhouse	Toilet cleaning and water 29 Hours October 2018	1		2,431.00
EFT9391	30/11/2018	Perfect Computer Solutions	Crystal reports	1		795.00
EFT9392	30/11/2018	Ravensthorpe Roadhouse	5 savoury platters for Ravensthorpe Progress Association meeting scheduled 13.11.2018	1		500.00
EFT9393	30/11/2018	Ravensthorpe Youth Club Inc	Shire funding Quarter 2 2018/19	1		1,250.00
EFT9394	30/11/2018	Rodney Clarence Daw	Telstra reimbursement to 10 Nov 2018	1		146.24
EFT9395	30/11/2018	The Roast N Grill Cafe	Catering for Austswim Course Ravensthorpe	1		1,325.00
EFT9396	30/11/2018	WSP Australia Pty Limited	WSP - consultant engineering support 22 Sep to 23 Nov 2018	1		12,617.00
EFT9397	30/11/2018	Wren Oil	Admin & Compliance fees	1		33.00
1017	01/11/2018	1 - BANK FEES	OBB RECORD FEE	1		29.45
1017	01/11/2018	1 - BANK FEES	MAINTENANCE FEE	1		60.00
1017	01/11/2018	1 - BANK FEES	ELECTRONIC TRANSACTION FEE	1		4.00
1017	01/11/2018	1 - BANK FEES	BPAY CREDIT CARD MERCHANT FEE	1		211.57
1017	01/11/2018	1 - BANK FEES	BPAY TRANSACTION FEE	1		436.50
1017	05/11/2018	1 - BANK FEES	CBA MERCHANT FEE	1		86.06
1017	05/11/2018	1 - BANK FEES	CBA MERCHANT FEE	1		785.41
DD4385.1	07/11/2018	Lloyd D.G. & Sandra Collins Superfund	Superannuation contributions	1		90.57

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD4385.2	07/11/2018	FirstChoice Personal Super	Superannuation contributions	1		112.30
DD4385.3	07/11/2018	SuperWrap Personal Super Plan	Payroll deductions	1		970.32
DD4385.4	07/11/2018	MTAA Superannuation Fund	Superannuation contributions	1		141.19
DD4385.5	07/11/2018	WA Local Government Super Plan	Payroll deductions	1		6,888.58
DD4385.6	07/11/2018	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1		2,815.67
DD4385.7	07/11/2018	Colonial First State	Superannuation contributions	1		389.14
DD4385.8	07/11/2018	BT Super For Life	Superannuation contributions	1		194.63
DD4385.9	07/11/2018	MLC Superannuation	Superannuation contributions	1		48.42
DD4399.1	14/11/2018	BANKWEST Corporate Mastercard	October 2018 Statement - I Fitzgerald	1		6,003.21
DD4412.1	21/11/2018	Loyd D.G. & Sandra Collins Superfund	Superannuation contributions	1		106.14
DD4412.2	21/11/2018	FirstChoice Personal Super	Superannuation contributions	1		110.49
DD4412.3	21/11/2018	SuperWrap Personal Super Plan	Payroll deductions	1		970.32
DD4412.4	21/11/2018	MTAA Superannuation Fund	Superannuation contributions	1		139.42
DD4412.5	21/11/2018	WA Local Government Super Plan	Payroll deductions	1		7,207.28
DD4412.6	21/11/2018	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1		2,850.53
DD4412.7	21/11/2018	Colonial First State	Superannuation contributions	1		389.14
DD4412.8	21/11/2018	BT Super For Life	Superannuation contributions	1		194.64
DD4412.9	21/11/2018	MLC Superannuation	Superannuation contributions	1		48.42
DD4419.1	29/11/2018	Department of Transport (Shire Licensing)	Plate remake 0RA	1		118.05

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Creditors report november 2018

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD4420.1	27/11/2018	Department of Transport (Shire Licensing)	Plate swap from RA106 to 1GNE746	1		26.85
DD4438.1	30/11/2018	Department of Transport (Shire Licensing)	DoT PAYMENT BY AUTHORITY NOVEMBER 2018	1		21,980.05
DD4438.2	30/11/2018	Horizon Power	ACCOUNT PAYMENT BY AUTHORITY NOVEMBER 2018	1		2,869.14
DD4438.3	30/11/2018	Water Corporation	ACCOUNT PAYMENT BY AUTHORITY NOVEMBER 2018	1		10,242.80
DD4438.4	15/11/2018	SG Fleet	LEASE RENTALS NOVEMBER 2018	1		13,509.04
DD4438.5	01/11/2018	Westnet Pty Ltd	ACCOUNT PAYMENT BY AUTHORITY NOVEMBER 2018	1		715.01
DD4448.1	30/11/2018	Synergy	ACCOUNT PAYMENT BY AUTHORITY NOVEMBER 2018	1		7,467.15
DD4385.10	07/11/2018	AMP Super	Superannuation contributions	1		63.64
DD4385.11	07/11/2018	BT Super for Life	Superannuation contributions	1		662.86
DD4385.12	07/11/2018	Care Super Pty Ltd	Superannuation contributions	1		138.11
DD4412.10	21/11/2018	AMP Super	Superannuation contributions	1		63.64
DD4412.11	21/11/2018	BT Super for Life	Superannuation contributions	1		662.86
DD4412.12	21/11/2018	Care Super Pty Ltd	Superannuation contributions	1		128.51

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Municipal Bank Account	1,638,937.69
2	Trust Bank Account	1,814.76
TOTAL		1,640,752.45

**01 October 2018 - 31 October 2018
Business Credit Card - Ian Fitzgerald Bankwest**

Date	Payment to	Description	Amount	GST
29/09/2018	Spotlight - Bussleton	2x Anti Bac strapd protector	33.00	3.00
30/09/2018	Bunnings - Bussleton	Sprinkler, Water filter	93.05	8.46
1/10/2018	Awards Australia - Bayswater	WA regional Achievement and Community Awards Gala Dinner	240.00	21.82
3/10/2018	Petal Networks - Armadale	Flowers for Stacey Howard for birth of son Andrew	123.90	11.26
12/10/2018	Rydges - Kalgoorlie	CEO meeting Accomodation	181.94	16.54
15/10/2018	Coppenclan Nominees - Corrigin	Dinner on the way to Perth after Council	11.50	1.05
17/10/2018	Crown Promenade - Perth	CEO & Cr Smith Accomodation for WALGA Roads Forum	1346.42	122.40
18/10/2018	The Roast n Grill Café - Ravensthorpe	Council meeting dinner	264.00	24.00
18/10/2018	Quantas Group Hotels - Mascot	CEO Accomodation - Acievement Awards	171.00	15.55
18/10/2018	Jadco Time P/L - Mount Macedon	Clock with guard for Pool	220.00	20.00
22/10/2018	N&L Small Nominees	Safety rescue poles for Pool	240.76	21.25
23/10/2018	Bakers food & Fuel - King River	Lunch DMIRS Meeting	21.50	1.95
26/10/2018	The Christmas Warehouse NSW	Christmas decorations	311.44	28.31
26/10/2018	Crazy Sales	Christmas decorations	232.63	21.15
26/10/2018		Christmas decorations	114.00	10.36

Total Purchases for I. Fitzgerald	3,605.14	327.10
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Business Credit Card - Ashley Peczka Bankwest

Date	Payment to	Description	Amount	GST
4/10/2018	Woolworths - Albany	Fuel	66.07	6.01
22/10/2018	Bremer Bay Resort	Accomodation	140.00	12.73

	206.07	18.74
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Business Credit Card - Darren Kennedy Bankwest

Date	Payment to	Description	Amount	GST
12/10/2018	Eagle Roadhouse - Ravensthorpe	Fuel	147.00	13.36
12/10/2018	Moore Stevens - Perth	Finance Coures - Eimear Guidera	1595.00	145.00
22/10/2018	Blue Pod Coffee - Mulgrave	Coffe pods for Admin	450.00	

	2192.00	158.36
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ATTACHMENT 10.1.1.2

Total	\$ 6,003.21	\$ 504.20
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10.1.2 MONTHLY FINANCIAL REPORT – 30 NOVEMBER 2018

File Ref:	
Applicant:	Internal
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	8 November 2018
Author:	Darren Kennedy Manager Corporate & Community Services
Authorising Officer:	Not applicable
Attachments:	10.1.2.1 – Monthly Financial Report for November 2018

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 November 2018 Monthly Financial Report.

Comment:

The November 2018 Monthly Financial Report is presented for review.

Consultation:

Chief Executive 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 Officer Recommendation

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

OFFICER RECOMMENDATION	ITEM 10.1.2
That Council receive the November 2018 Monthly Financial Report as presented.	

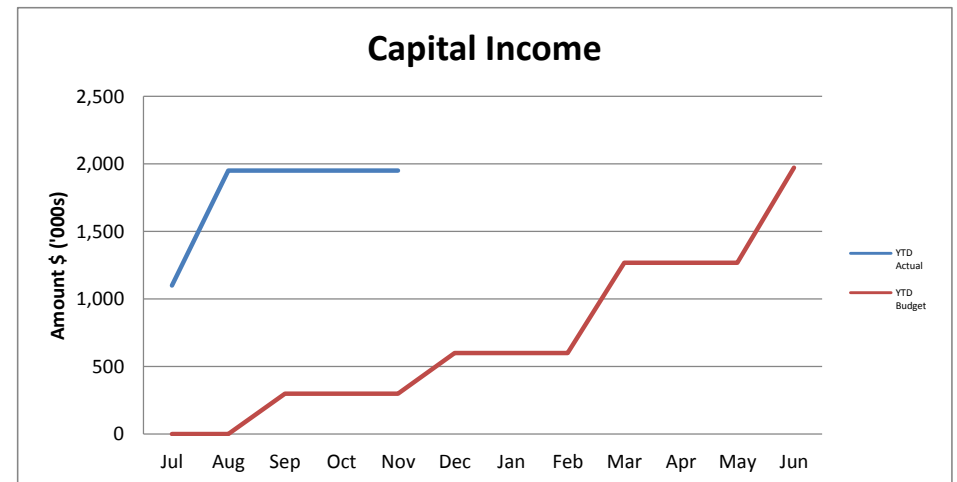
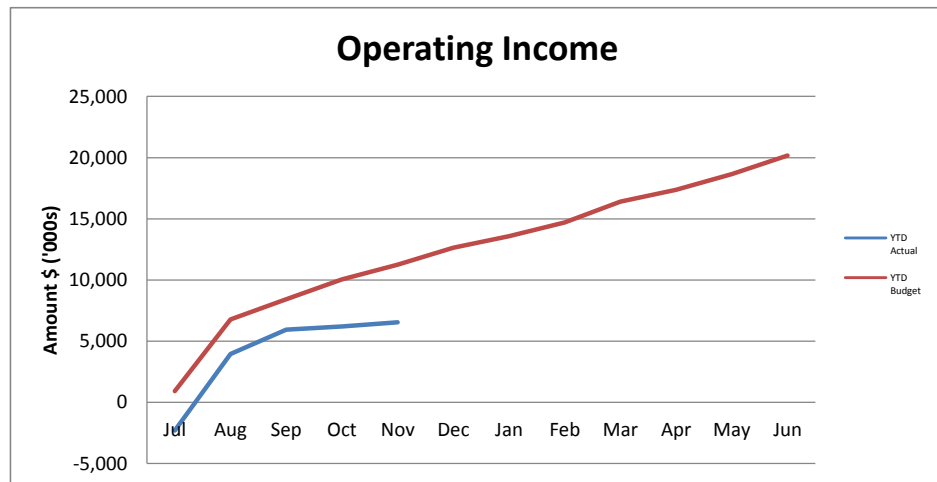
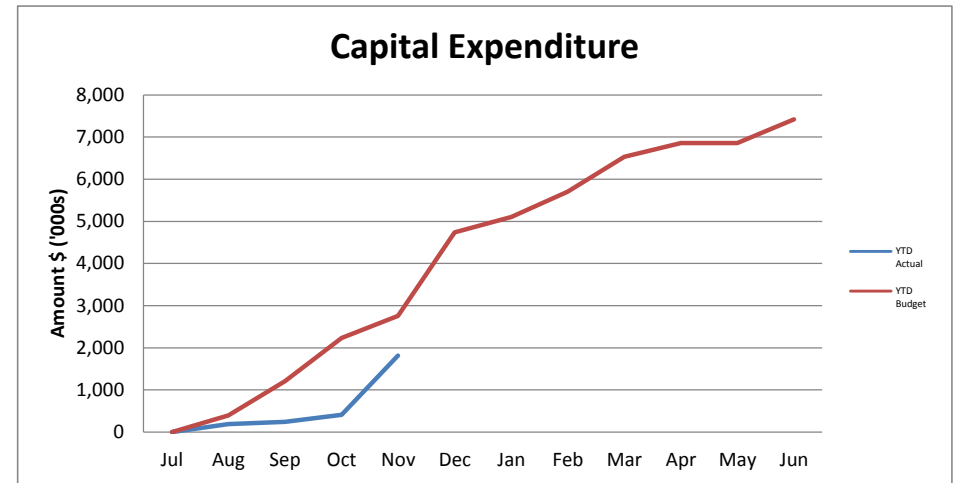
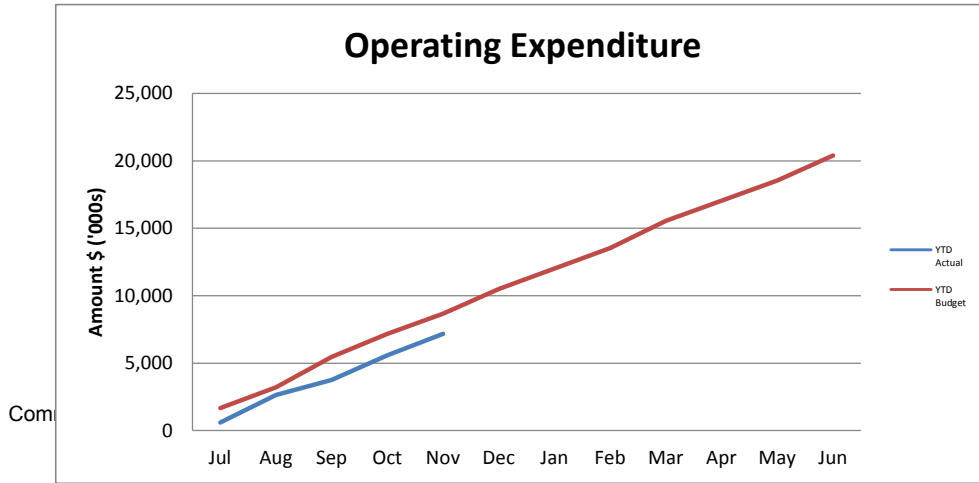


SHIRE OF RAVENSTHORPE
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

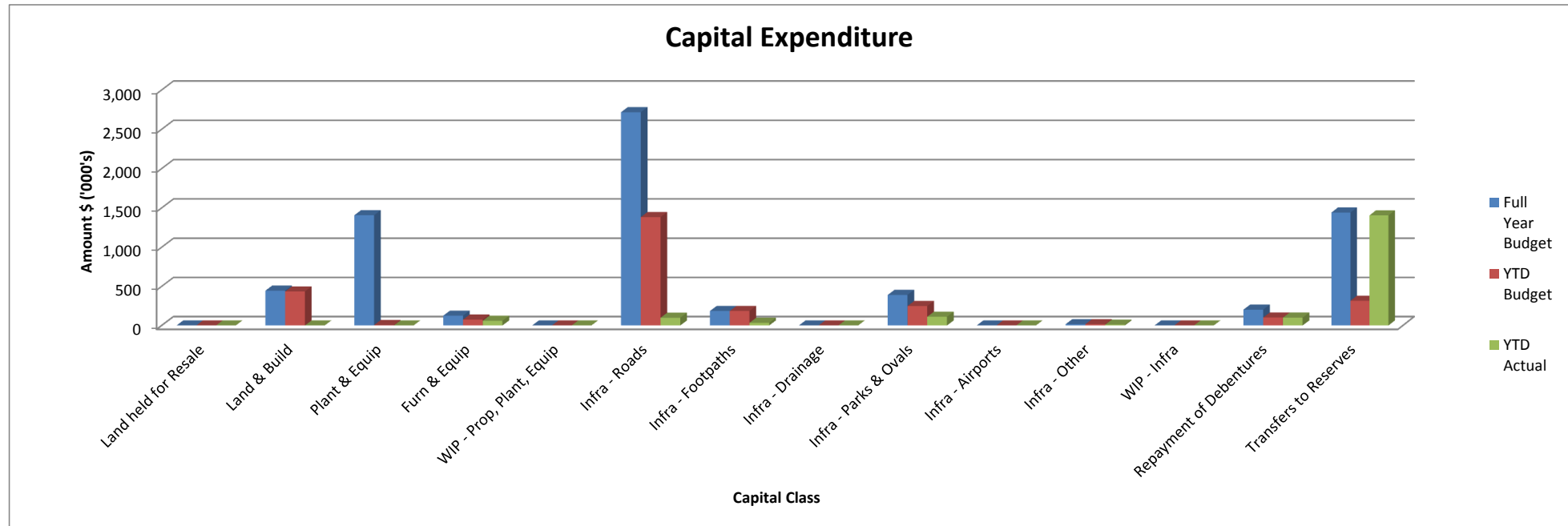
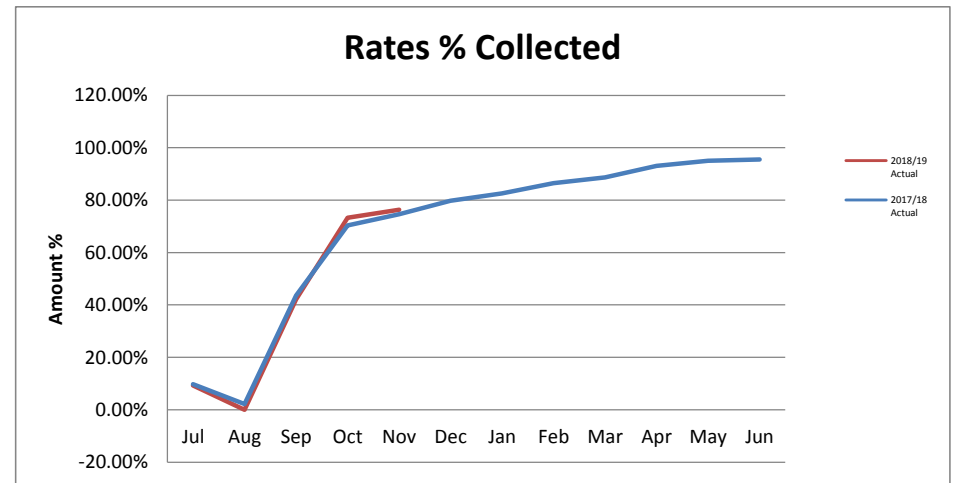
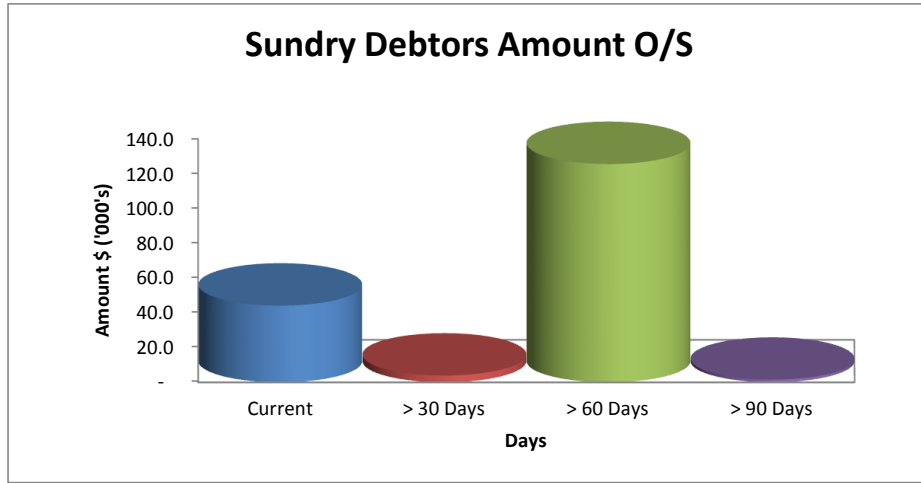
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Income and Expenditure Graphs to 30 November 2018



Other Graphs to 30 November 2018



Purpose

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. a grants were budgeted for but was not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

The Materiality variance adopted by Council is:

Actual Variance exceeding 10% of YTD Budget or \$100,000 whichever is the lesser.

REPORTABLE OPERATING REVENUE VARIATIONS

Transport - Revenue under YTD budget

TIMING: Flood damage claims to be lodged.

REPORTABLE OPERATING EXPENSE VARIATIONS

Law, Order, Public Safety - Expenditure under YTD Budget

TIMING: Depreciation not run until after audit

Communtiy Amenities - Expenditure under YTD Budget

TIMING: Depreciation not run until after audit and Waste Mgmt expenses under budget

Recreation & Culture - Expenditure under YTD Budget

TIMING: Depreciation not run until after audit

Transport - Expenditure under YTD Budget

TIMING: Depreciation not run until after audit

REPORTABLE NON-CASH VARIATIONS

(Profit)/Loss on Asset Disposals

Depreciation on Assets - Expenditure under YTD budget

TIMING: Monthly depreciation not run until after end of year audit completed

REPORTABLE CAPITAL EXPENSE VARIATIONS

Purchase of Infrastructure Assets Roads - Expenditure under YTD budget

TIMING: Majority of capital upgrades to occur in 2019

Purchase of Infrastructure Assets Footpaths - Expenditure under YTD budget

TIMIING: Majority of capital upgrades to occur in 2019

Purchase of Infrastructure Parks & Assets - Expenditure under YTD budget

TIMING: Majority of capital upgrades to occur in 2019

**SHIRE OF RAVENSTHORPE
FOR THE PERIOD ENDED 30 NOVEMBER 2018**

BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Account# Job#	Description	Council Res	Net Change	Amended Budget Running Balance
	2018/19 Budget Estimated Surplus /(Deficit)			-\$597
1701000	Accumulated Surplus - CubHouse Income 16/17		\$25,609	\$25,012
12201.184	Lot 177, Lot 318 & Lot 36 Floater Road - Gifted Income By Galaxy	105/18	\$434,000	\$459,012
AL613.520	Lot 177, Lot 318 & Lot 36 Floater Road - (New Asset)	105/18	-\$434,000	\$25,012
I141.118	Private Works Income - Stage 1 Temporary Road - Galaxy	105/18	\$287,500	\$312,512
PW9	Galaxy - Stage 1 Temporary Road Construction	105/18	-\$250,000	\$62,512
Amended Budget as per Council Resolution (1)				\$62,512

(1) Budget Surplus / (Deficit) position as per the Statement of Financial Activity

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2018

	2018/19 Adopted Budget \$	2018/19 Revised Budget \$	2018/19 YTD Budget \$	NOVEMBER 2018 Actual \$
1. ACQUISITION OF ASSETS				
The following assets have been acquired during the period under review:				
<u>By Program</u>				
Law, Order & Public Safety				
<i>Fire Prevention & Control</i>				
Water Tank 80,000Ltr - Jerdacuttup Bfb	11,020	11,020	0	0.00
Health				
<i>Doctors & Other Health</i>				
TIMINGEdge li Ultrasound	60,000	60,000	60,000	59,628.35
Community Amenities				
<i>Sanitation - Household Refuse</i>				
Ravensthorpe Regional Landfill	16,000	16,000	16,000	10,196.82
Recreation and Culture				
<i>Other Recreation & Sport</i>				
New Gym Equipment	30,000	30,000	15,000	0.00
Hopetoun Tennis Courts Resurface	30,024	30,024	30,024	30,024.00
Rangeview Park Upgrade	160,000	160,000	79,998	0.00
Ravensthorpe Cricket Pitch	7,000	7,000	0	0.00
Ravensthorpe Tennis Courts	43,870	43,870	43,870	43,870.00
Ravensthorpe Bowls Club - Lighting	39,000	39,000	39,000	37,203.00
Playground Renewal - Ravensthorpe Rec	110,000	110,000	55,000	0.00
Transport				
<i>Construction - Roads, Bridges, Depots</i>				
Roads Construction Council				
Four Mile Carpark - Construct New Parking	30,000	30,000	30,000	0.00
Queen Street - Infill Stormwater Drain Adjacent	45,000	45,000	45,000	0.00
Phillips River Rd Canoe Trail	28,517	28,517	0	0.00
Streetscape Morgan Street Stage 2	25,000	25,000	25,000	93,225.25
Floodway Sealing Repairs	50,310	50,310	0	0.00
Veal Street - Carpark Expansion	0	0	0	0.00
Gravel Pit Reinstatement	75,000	75,000	18,749	3,220.00
Gravel Pit Development	55,000	55,000	13,749	0.00
Roads Mrwa V Of G Constr				
Jerdacuttup Road - Stabilise Pavement &	275,000	275,000	0	0.00
Springdale Road - Bitumen Reseal (Rrg)	135,000	135,000	0	0.00
Hammersley Drive Bitumen Reseal (Rrg)	135,000	135,000	0	0.00
Mrwa Project Construction				
Fitzgerald Rd - Gravel Re-Sheet Slk 43.3 -	548,050	548,050	548,048	0.00
Koornong Rd - Gravel Re-Sheet Slk 6.12 -	752,348	752,348	601,874	0.00

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2018

1. ACQUISITION OF ASSETS (Continued)	2018/19 Adopted Budget \$	2018/19 Revised Budget \$	2018/19 YTD Budget \$	NOVEMBER 2018 Actual \$
The following assets have been acquired during the period under review:				
<u>By Program (Continued)</u>				
<u>Transport (Continued)</u>				
Roads To Recovery Construction				
Ravensthorpe Streets	462,491	462,491	0	2,065.30
Bridges Construction				
Springdale Road Bridge	100,000	100,000	100,000	0.00
Footpath Construction				
Chittick St/Gibson Way/Forrest Way -	117,500	117,500	117,500	0.00
Crc/Dunnart - Laneway Paving & Landscaping	39,940	39,940	39,940	32,870.17
Hosking Street - Concrete Footpath	27,105	27,105	27,105	842.16
<u>Road Plant Purchases</u>				
Maintenance Grader Replacement	330,000	330,000	0	0.00
Multi Tyre Roller	185,000	185,000	0	0.00
Skid Steer Loader	100,000	100,000	0	0.00
Construction Loader	310,000	310,000	0	0.00
Light Truck - P&G Ravensthorpe	60,000	60,000	0	0.00
Side Tipper	105,000	105,000	0	0.00
Mechanical Workshop Fitout	50,000	50,000	0	0.00
Street Sweeper Trailer	10,000	10,000	0	0.00
Zero Turn Mower	7,000	7,000	0	0.00
Sundry Plant And Equipment Purchases (Less	21,500	21,500	5,375	0.00
<u>Aerodromes</u>				
Runway Reseal	492,000	492,000	0	0.00
Other Property & Services				
<u>Administration</u>				
Computer Upgrades	35,000	35,000	0	0.00
Toyota Landcruiser/Prado - Ceo	75,000	75,000	0	0.00
Toyota Hilux Dual Cab - Mes	60,000	60,000	0	0.00
Toyota Fortuner - Mccs	48,000	48,000	0	0.00
Toyota Hilux Dual Cab (Pool Car)	45,000	45,000	0	0.00
	<u>5,341,675</u>	<u>5,341,675</u>	<u>1,911,232</u>	<u>313,145.05</u>
<u>By Class</u>				
Buildings	11,020	11,020	0	0.00
Furniture & Equipment	125,000	125,000	75,000	59,628.35
Plant & Equipment	1,406,500	1,406,500	5,375	0.00
Work in Progress - PPE	0	0	0	0.00
Infrastructure - Roads	2,716,716	2,716,716	1,382,420	98,510.55
Infrastructure - Footpaths	184,545	184,545	184,545	33,712.33
Infrastructure - Drainage	0	0	0	0.00
Infrastructure - Parks & Ovals	389,894	389,894	247,892	111,097.00
Infrastructure - Airports	492,000	492,000	0	0.00
Infrastructure - Other	16,000	16,000	16,000	10,196.82
Work in Progress - INFRA	0	0	0	0.00
	<u>5,341,675</u>	<u>5,341,675</u>	<u>1,911,232</u>	<u>313,145.05</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2018

2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2018/19 Adopted Budget \$	2018/19 YTD Actual \$	2018/19 Adopted Budget \$	2018/19 YTD Actual \$	2018/19 Adopted Budget \$	2018/19 YTD Actual \$
Transport						
John Deere 670G 2012 Grader	133,000.00		80,000.00		(53,000.00)	0.00
Ammann AP240 Multi Tyre Roller	25,000.00		25,000.00		0.00	0.00
Bobcat & Attachments	37,000.00		20,000.00		(17,000.00)	0.00
John Deere 624K Z Bar Loader	98,000.00		80,000.00		(18,000.00)	0.00
Mitsubishi Triton	10,000.00		8,000.00		(2,000.00)	0.00
Mitsubishi Triton GLX	24,000.00		16,000.00		(8,000.00)	0.00
Duraquip Side Tipper	35,000.00		10,000.00		(25,000.00)	0.00
Other Property & Services						
Toyota Prado (CEO)	52,000.00		50,000.00		(2,000.00)	0.00
Toyota Hilux D/C (MES)	46,000.00		40,000.00		(6,000.00)	0.00
Toyota Kluger (MCCS)	21,000.00		21,000.00		0.00	0.00
	481,000.00	0.00	350,000.00	0.00	(131,000.00)	0.00

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2018/19 Adopted Budget \$	2018/19 YTD Actual \$	2018/19 Adopted Budget \$	2018/19 YTD Actual \$	2018/19 Adopted Budget \$	2018/19 YTD Actual \$
Plant & Equipment						
John Deere 670G 2012 Grader	133,000.00	0.00	80,000.00	0.00	(53,000.00)	0.00
Ammann AP240 Multi Tyre Roller	25,000.00	0.00	25,000.00	0.00	0.00	0.00
Bobcat & Attachments	37,000.00	0.00	20,000.00	0.00	(17,000.00)	0.00
John Deere 624K Z Bar Loader	98,000.00	0.00	80,000.00	0.00	(18,000.00)	0.00
Mitsubishi Triton	10,000.00	0.00	8,000.00	0.00	(2,000.00)	0.00
Mitsubishi Triton GLX	24,000.00	0.00	16,000.00	0.00	(8,000.00)	0.00
Duraquip Side Tipper	35,000.00	0.00	10,000.00	0.00	(25,000.00)	0.00
Toyota Prado (CEO)	52,000.00	0.00	50,000.00	0.00	(2,000.00)	0.00
Toyota Hilux D/C (MES)	46,000.00	0.00	40,000.00	0.00	(6,000.00)	0.00
Toyota Kluger (MCCS)	21,000.00	0.00	21,000.00	0.00	0.00	0.00
	481,000.00	0.00	350,000.00	0.00	(131,000)	0.00

Summary

Profit on Asset Disposals	0.00	0.00
Loss on Asset Disposals	(131,000.00)	0.00
	<u>(131,000.00)</u>	<u>0.00</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2018

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	Principal Repayments		Principal Outstanding		Interest Repayments	
		2018/19 Adopted Budget \$	2018/19 YTD Actual \$	2018/19 Adopted Budget \$	2018/19 YTD Actual \$	2018/19 Adopted Budget \$	2018/19 YTD Actual \$
Housing							
Loan 145 Satff Housing	258,870	33,907	16,833	224,964	242,037	8,779	736
Loan 147 Other Housing	254,711	15,919	7,893	238,792	246,818	10,153	2,116
Recreation and Culture							
Loan 146 Hopetoun Community Centre	325,114	13,123	6,503	311,991	318,611	13,772	1,225
Transport							
Loan 138D Town Street	318,113	26,801	13,181	291,312	304,932	22,889	2,598
Loan 144 Town Street	205,645	47,682	23,548	157,962	182,097	11,005	2,546
Loan 143B Refinance	231,832	30,365	15,075	201,467	216,757	7,862	659
Loan 138E Refinance	301,765	33,884	16,815	267,881	284,950	10,820	957
	1,896,049	201,680	99,848	1,694,368	1,796,201	85,280	10,837

(*) Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2018

	2018/19 Adopted Budget \$	2018/19 YTD Actual \$
4. RESERVES		
Cash Backed Reserves		
(a) Plant Reserve		
Opening Balance	430,959	430,959
Amount Set Aside / Transfer to Reserve	6,801	512
Amount Used / Transfer from Reserve	0	0
	<u>437,760</u>	<u>431,471</u>
(b) Emergency Farm Water Reserve		
Opening Balance	26,734	26,734
Amount Set Aside / Transfer to Reserve	422	32
Amount Used / Transfer from Reserve	0	0
	<u>27,156</u>	<u>26,766</u>
(c) Building Reserve		
Opening Balance	1,519,294	1,519,294
Amount Set Aside / Transfer to Reserve	1,223,977	1,401,804
Amount Used / Transfer from Reserve	(1,200,000)	(1,950,000)
	<u>1,543,271</u>	<u>971,098</u>
(d) Road & Footpath Reserve		
Opening Balance	422,867	422,867
Amount Set Aside / Transfer to Reserve	6,673	394
Amount Used / Transfer from Reserve	0	0
	<u>429,540</u>	<u>423,261</u>
(e) Swimming Pool Upgrade Reserve		
Opening Balance	44,031	44,031
Amount Set Aside / Transfer to Reserve	695	161
Amount Used / Transfer from Reserve	0	0
	<u>44,726</u>	<u>44,192</u>
(f) UHF Repeater Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
(g) Airport Reserve		
Opening Balance	751,528	751,528
Amount Set Aside / Transfer to Reserve	61,860	893
Amount Used / Transfer from Reserve	(369,303)	0
	<u>444,085</u>	<u>752,421</u>
(h) Waste & Sewerage Reserve		
Opening Balance	298,032	298,032
Amount Set Aside / Transfer to Reserve	39,703	354
Amount Used / Transfer from Reserve	0	0
	<u>337,735</u>	<u>298,386</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2018

	2018/19 Adopted Budget \$	2018/19 YTD Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
(i) State Barrier Fence Reserve		
Opening Balance	214,099	214,099
Amount Set Aside / Transfer to Reserve	73,379	254
Amount Used / Transfer from Reserve	0	0
	<u>287,478</u>	<u>214,353</u>
(j) Leave Reserve		
Opening Balance	94,483	94,483
Amount Set Aside / Transfer to Reserve	26,491	112
Amount Used / Transfer from Reserve	(53,000)	0
	<u>67,974</u>	<u>94,595</u>
Total Cash Backed Reserves	<u><u>3,619,725</u></u>	<u><u>3,256,543</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

**Summary of Transfers
To Cash Backed Reserves**

Transfers to Reserves

Plant Reserve	6,801	512
Emergency Farm Water Reserve	422	32
Building Reserve	1,223,977	1,401,804
Road & Footpath Reserve	6,673	394
Swimming Pool Upgrade Reserve	695	161
UHF Repeater Reserve	0	0
Airport Reserve	61,860	893
Waste & Sewerage Reserve	39,703	354
State Barrier Fence Reserve	73,379	254
Leave Reserve	26,491	112
	<u>1,440,001</u>	<u>1,404,516</u>

Transfers from Reserves

Plant Reserve	0	0
Emergency Farm Water Reserve	0	0
Building Reserve	(1,200,000)	(1,950,000)
Road & Footpath Reserve	0	0
Swimming Pool Upgrade Reserve	0	0
UHF Repeater Reserve	0	0
Airport Reserve	(369,303)	0
Waste & Sewerage Reserve	0	0
State Barrier Fence Reserve	0	0
Leave Reserve	(53,000)	0
	<u>(1,622,303)</u>	<u>(1,950,000)</u>
Total Transfer to/(from) Reserves	<u><u>(182,302)</u></u>	<u><u>(545,484)</u></u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2018

4. RESERVES (Continued)

Cash Backed Reserves (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Plant Reserve

To be used to assist in the purchasing of major plant and machinery.

Emergency Farm Water Reserve

To be used for the repair and/or construction of emergency farm water supplies in the Shire of Ravensthorpe

Building Reserve

To be used for the construction, refurbishment, modification or renovation of all buildings in the Shire of Ravensthorpe

Road and Footpath Reserve

To be used for the construction, renewal, resealing or repair of the road and footpath network.

Swimming Pool Upgrade Reserve

To be used towards any major repairs or improvements for the Ravensthorpe swimming pool.

UHF Repeater Reserve

Used in 2016/17 for upgrdded diplexer on UHF Radio Repeaters in Hopetoun and Munglinup.

Airport Reserve

To be used for the construction, reconstruction, repairs or modification of facilities including buildings, tarmac, airstrip and associated infrastructure at the Ravensthorpe Airport

Waste and Sewerage Reserve

To be used for the repair and/or construction of waste and sewerage facilities in the Shire of Ravensthorpe.

State Barrier Fence Reserve

To be used for the extension of the State Barrier Fence from Ravensthorpe to Esperance

Leave Reserve

To be used to fund long service leave and non-current annual leave requirements

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2018

	2017/18 B/Fwd Per 2018/19 Budget \$	2017/18 B/Fwd Per Financial Report \$	NOVEMBER 2018 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	(294,724)	(1,138,613)	202,147
Cash - Restricted Unspent Grants	0	866,807	220,000
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	3,802,027	3,802,028	3,256,544
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	189,049	187,637	1,142,093
Sundry Debtors	58,758	58,759	176,334
Provision for Doubtful Debts	0	0	0
Gst Receivable	328,810	328,810	137,234
Accrued Income/Payments In Advance	4,369,362	4,369,362	0
Loans - Clubs/Institutions	0	0	0
Inventories	16,247	16,247	34,468
	<u>8,469,529</u>	<u>8,491,037</u>	<u>5,168,820</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(1,897,231)	(1,897,231)	(67,552)
Accrued Interest On Loans	(26,421)	(26,421)	0
Accrued Salaries & Wages	(28,464)	(28,464)	0
Income In Advance	0	0	0
Gst Payable	(66,980)	(12,767)	10,166
Payroll Creditors	0	(54,213)	(52,332)
Accrued Expenses	(330,595)	(379,105)	(51,200)
PAYG Liability	0	0	0
Other Payables	0	0	(243)
Current Employee Benefits Provision	(445,306)	(528,986)	(510,150)
Current Loan Liability	(201,680)	(201,680)	(101,833)
	<u>(2,996,677)</u>	<u>(3,128,867)</u>	<u>(773,144)</u>
NET CURRENT ASSET POSITION	5,472,852	5,362,170	4,395,676
Less: Cash - Reserves - Restricted	(3,802,027)	(3,802,028)	(3,256,544)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	445,306	528,986	510,150
Add Back : Current Loan Liability	201,680	201,680	101,833
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>2,317,811</u>	<u>2,290,808</u>	<u>1,751,115</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2018

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2018/19 Rate Revenue \$	2018/19 Interim Rates \$	2018/19 Back Rates \$	2018/19 Total Revenue \$	2018/19 Budget \$
General Rate								
GRV Residential	0.112985	775	10,913,894	1,233,106			1,233,106	1,235,814
GRV Commercial	0.126873	34	1,404,972	178,253			178,253	178,253
GRV Industrial	0.148920	35	512,772	76,362			76,362	76,362
GRV Transient Workforce Accom	0.301308	1	780,000	235,020			235,020	235,020
GRV Short Stay Accommodation	0.301308	1	72,800	21,935			21,935	21,935
UV - Mining	0.080000	64	2,164,211	173,137			173,137	173,137
UV - Rural	0.009428	340	205,000,000	1,932,740			1,932,740	1,929,007
Non-Rateable								
Sub-Totals		1,250	220,848,649	3,850,553	0	0	3,850,553	3,849,528
Minimum Rates	Minimum \$							
GRV Residential	850	379	1,106,364	322,150		0	322,150	323,850
GRV Commercial	850	9	44,740	7,650		0	7,650	7,650
GRV Industrial	850	12	45,268	10,200		0	10,200	10,200
UV - Mining	300	54	73,322	16,200		0	15,600	16,500
UV - Rural	850	91	4,746,640	77,350		0	76,506	76,500
Sub-Totals		545	6,016,334	433,550	0	0	432,106	434,700
Total Rates							4,282,659	4,284,228

All land except exempt land in the Shire of Ravensthorpe is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2018/19 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2018

7. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-18 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Builders Construction Industry Training Func	(25)	2,243	(2,243)	(25)
Bitumen Tender Document Bond	487	0	0	487
Building Registration Board Levy	0	11,842	(1,785)	10,057
Gym Swipe Card Bond	10,062	1,980	(440)	11,602
Hall Hire and Key Bonds	5,393	2,750	(2,450)	5,693
Hopetoun Tennis Club	9,072	0	0	9,072
Police Licensing Receipts	2,717	0	(2,690)	27
Candidate Nominations	0	0	0	0
Pavillion Hire Bonds	1,233	0	0	1,233
Ravensthorpe Cemetery Group	76	0	0	76
Rehabilitation Bond - Barmingo	6,866	0	0	6,866
Shire Staff Housing Bond	0	0	0	0
Rural Subdivisions Shed Bonds	33,494	10,000	0	43,494
Standpipe Swipe Card Bond	2,800	100	(50)	2,850
Subdivision Maintenance Bonds	14,375	0	0	14,375
Sundry Overpayments	5,393	1,011	(1,011)	5,393
Swimming Pool Key Deposits	3,740	700	(140)	4,300
Unknown Rates Payments	1,719	266	0	1,985
Flood Damage Donations	400	0	0	400
	97,802	30,892	(10,809)	117,885

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2018

8. OPERATING STATEMENT BY PROGRAM

	NOVEMBER 2018 Actual \$	2018/19 Adopted Budget \$	2017/18 Actual \$
OPERATING REVENUES			
Governance	291	3,000	3,000
General Purpose Funding	4,785,720	5,364,428	5,974,936
Law, Order, Public Safety	172,401	225,190	273,528
Health	5,164	3,000	3,486
Education and Welfare	54,090	205,500	343,507
Housing	10,960	24,900	12,860
Community Amenities	438,320	699,097	758,411
Recreation and Culture	100,626	206,370	473,463
Transport	505,974	12,462,039	14,192,934
Economic Services	39,103	141,000	177,619
Other Property and Services	414,778	115,000	166,078
TOTAL OPERATING REVENUE	6,527,427	19,449,524	22,379,823
OPERATING EXPENSES			
Governance	(229,198)	(641,955)	(512,935)
General Purpose Funding	(63,628)	(222,492)	(138,716)
Law, Order, Public Safety	(220,722)	(774,051)	(751,432)
Health	(109,800)	(278,922)	(311,402)
Education and Welfare	(105,630)	(372,723)	(474,312)
Housing	(52,259)	(258,313)	(178,558)
Community Amenities	(388,954)	(1,431,629)	(1,133,178)
Recreation & Culture	(379,770)	(1,800,572)	(1,792,353)
Transport	(5,092,110)	(13,665,430)	(15,757,850)
Economic Services	(87,664)	(349,466)	(334,656)
Other Property and Services	(451,043)	(341,600)	(661,713)
TOTAL OPERATING EXPENSE	(7,180,778)	(20,137,152)	(22,047,105)
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>(653,351)</u>	<u>(687,628)</u>	<u>332,717</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2018

8. OPERATING STATEMENT BY NATURE & TYPE

	NOVEMBER 2018 Actual \$	2018/19 Adopted Budget \$	2017/18 Actual \$
OPERATING REVENUES			
Rates	4,281,754	4,279,228	3,996,775
Operating Grants, Subsidies and Contributions	(306,299)	11,240,622	15,606,969
Non-Operating Grants, Subsidies and Contributions	338,241	2,320,177	1,137,032
Fees and Charges	632,792	1,170,497	1,138,369
Service Charges	0	0	0
Interest Earnings	37,680	115,000	113,476
Profit on Asset Disposals	0	0	38,774
Proceeds on Disposal of Assets	0	350,000	296,008
Realisation on Disposal of Assets	0	(350,000)	(296,008)
Other Revenue	1,543,262	324,000	348,431
TOTAL OPERATING REVENUE	6,527,430	19,449,524	22,379,826
OPERATING EXPENSES			
Employee Costs	(1,368,526)	(3,268,469)	(3,535,400)
Materials and Contracts	(5,336,261)	(12,616,007)	(14,999,278)
Utility Charges	(80,604)	(179,750)	(160,194)
Depreciation on Non-Current Assets	0	(3,302,576)	(2,699,709)
Interest Expenses	(10,838)	(85,280)	(91,389)
Insurance Expenses	(291,857)	(303,732)	(277,276)
Loss on Asset Disposals	0	(131,000)	(18,328)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(92,690)	(250,338)	(265,531)
TOTAL OPERATING EXPENSE	(7,180,776)	(20,137,152)	(22,047,105)
CHANGE IN NET ASSETS			
RESULTING FROM OPERATIONS	<u>(653,346)</u>	<u>(687,628)</u>	<u>332,721</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2018

9. STATEMENT OF FINANCIAL POSITION

	NOVEMBER 2018 Actual \$	2017/18 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	3,678,691	3,530,222
Trade and Other Receivables	1,455,660	4,944,568
Inventories	34,468	16,247
TOTAL CURRENT ASSETS	5,168,819	8,491,037
NON-CURRENT ASSETS		
Other Receivables	24,618	24,618
Inventories	0	0
Property, Plant and Equipment	33,156,636	33,097,008
Infrastructure	155,688,532	155,435,014
TOTAL NON-CURRENT ASSETS	188,869,786	188,556,640
TOTAL ASSETS	194,038,605	197,047,677
CURRENT LIABILITIES		
Trade and Other Payables	161,161	2,398,202
Long Term Borrowings	101,833	201,680
Provisions	510,150	528,986
TOTAL CURRENT LIABILITIES	773,144	3,128,868
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	1,694,368	1,694,368
Provisions	54,319	54,319
TOTAL NON-CURRENT LIABILITIES	1,748,687	1,748,687
TOTAL LIABILITIES	2,521,831	4,877,555
NET ASSETS	191,516,774	192,170,122
EQUITY		
Trust Imbalance	0	0
Retained Surplus	38,336,539	38,470,011
Reserves - Cash Backed	3,256,544	3,802,028
Revaluation Surplus	149,923,692	149,923,692
TOTAL EQUITY	191,516,776	192,195,731

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2018

10. FINANCIAL RATIOS

	2019 YTD	2018	2017	2016
Current Ratio	6.44	1.47	3.01	1.64
Operating Surplus Ratio	2.07	7.84	3.29	(0.24)

The above ratios are calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
Operating Surplus Ratio	$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$

SHIRE OF RAVENSTHORPE

WORKS BUILDING MAINTENANCE BUDGET 2018/2019

JOB	Description	Budget	Actuals	Comments
BM810	Cub House		3,451.91	
BM401	Admin Building		1,546.06	
BM001	Jubilee Park Toilets		648.23	
BM002	Rangeview Park Toilets		198.36	
BM003	Munglinup Park Toilets		60.00	
BM004	Hopetoun Foreshore Toilets		60.00	
BM005	Kundip Walk Toilets		199.50	
BM006	Two Mile Beach Toilets		0.00	
BM007	Twelve Mile Beach Toilet		0.00	
BM008	Mason Bay Toilets		209.83	
BM009	Starvation Bay Main Toilets		279.01	
BM010	Starvation Bay Sub Toilets		0.00	
BM011	West Beach Toilets		164.92	
BM012	Hamersley Inlet Main Toilets		0.00	
BM012A	Hamersley Inlet Toilets - Day Use		0.00	
BM013	Lee Creek Toilets		102.19	
BM014	Mcculloch Park Toilets		101.50	
BM015	Starvation Bay Toilets - Fishermans Camp		0.00	
BM016	Jerdacuttup Parking Bay Toilets		0.00	
BM017	Starvation Bay Toilets - Main Carpark At Boat Ramp		0.00	
BM018	Mason Bay Toilets - Western End Of Camp Ground		0.00	
BM101	Ravensthorpe Tennis Club Pavilion		1,621.43	
BM102	Ravensthorpe Golf & Bowling Club		0.00	
BM103	Ravensthorpe Hand Gun Club		46.00	
BM104	Hopetoun Recreation Pavilion		1,124.62	
BM105	Hopetoun Golf Club		0.00	
BM106	Munglinup Recreation Pavilion		450.00	
BM107	Munglinup Golf Club		0.00	
BM108	Munglinup Equestrian Club		0.00	
BM115	Swimming Pool		876.70	
BM121	Fitzgerald Hall		341.26	
BM122	Jerdacuttup Hall		242.12	
BM123	North Ravensthorpe Hall		340.64	
BM124	Ravensthorpe Hall		12,557.77	New Portico to Hall entry
BM125	Hopetoun Community Centre		4,614.83	
BM150	Ravensthorpe Museum		69.52	
BM154	Ravensthorpe Recreation Centre		21,994.22	LED Light Replacement program completed \$7K
BM170	Ravensthorpe Crc		2,898.29	
BM175	Dunnart Art Building		2,243.74	
BM201	Ravensthorpe Works Depot		673.13	
BM202	Hopetoun Works Depot		1,597.57	
BM205	Airport Terminal Buildings		682.46	
BM402	63 Morgan Street (Youth Group)		1,213.13	
BM403	59-61 Morgans Street		0.00	
BM703	Hopetoun Drs Surgery		1,334.93	
BM704	Ravensthorpe Drs Surgery		1,251.42	
BM801	Ravensthorpe Senior Citizens Centre		0.00	
BM802	Hopetoun Senior Citizens Centre		879.38	
BM803	Ravensthorpe Aged Accomodation Units		0.00	
BM804	Hopetoun Aged Accomodation Units		0.00	
BM811	Little Barrens		619.78	

SHIRE OF RAVENSTHORPE				
WORKS BUILDING MAINTENANCE BUDGET 2018/2019				
JOB	Description	Budget	Actuals	Comments
BM901	4 Daw Street		340.00	
BM903	18 Carlisle Street - Ceo		242.00	
BM904	41 Kingsmill Street		277.36	
BM905	30 Kingsmill Street		340.00	
BM910	88 Martin Street		340.00	
BM914	93 Spence Street		8,557.16	External Painting
BM916	Lot 79 Esplanade		340.00	
BM917	66 Queen Street		220.00	
BM918	27A Carlisle Street		180.00	
BM919	27B Carlisle Street		180.00	
BM920	27C Carlisle Street		1,730.41	
BM925	5 Daw Street - Doctors House		0.00	
TOTAL BUILDING MAINTENANCE BUDGET		601,100.00	77,441.38	13%

10.2 MANAGER OF PLANNING AND DEVELOPMENT

10.2.1 AMENDED LOCAL PLANNING POLICY MANUAL

File Ref:	NA
Applicant:	Internal
Location:	Shire of Ravensthorpe
Date:	13 November 2018
Author:	Richard Hindley
Authorising Officer:	Ian Fitzgerald
Attachments:	Amended Local Planning Policy Manual

Summary:

For Council to consider proceeding with a review of Local Planning Policies as a result of the Gazettal of Amendment 1 to Local Planning Scheme No. 6.

Background:

With the recent gazettal of Amendment 1 to Local Planning Scheme No. 6 it is now appropriate to commence a review of the Local Planning Policies to ensure that they are fit for purpose.

Site Description

Shire of Ravensthorpe

Zoning and Scheme Requirements

Were the policies are only the subject of a minor amendment they need not be advertised in accordance with Clause 5(2) of the Deemed Provisions (set out in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*). The Policy is required to be advertised under Clause 4(4) of the Deemed Provisions and will not have effect until a notice of adoption it published in a newspaper circulating in the Scheme area.

Where a policy is revoked notification occurs by the publication of a notice of revocation in a newspaper circulating in the Scheme area in accordance with Clause 6.

Where the policies are the subject of a major amendment they are required to be advertised in accordance with Clause 4 of the deemed provisions.

Comment:

The proposed modifications and the required action are outlined for each Local Planning Policy.

Proposal

Sportsfields Advertising Signs

The modification to this policy is minor in nature changing planning approval to development approval.

It is considered that the proposed amendment to the policy is a minor amendment and as such need not be advertised for comment in accordance with Clause 5(2) of the Deemed Provisions.

Advertising Signs

The modifications to this policy are minor in nature changing planning approval to development approval and correction of a spelling error. The largest change is the deletion of the exemption provisions of the policy which are now incorporated into Local Planning Scheme No. 6.

It is considered that the proposed amendment to the policy is a minor amendment and as such need not be advertised for comment in accordance with Clause 5(2) of the Deemed Provisions.

Outbuildings

The modifications to this policy are minor in nature changing planning approval to development approval, correcting zone names and adding the Rural Smallholdings zone that was inserted into the Scheme by Amendment No. 1

It is considered that the proposed amendment to the policy is a minor amendment and as such need not be advertised for comment in accordance with Clause 5(2) of the Deemed Provisions.

Housing

There are a range of modifications proposed to this policy. Modifications relate to changing planning approval to development approval. Incorporating the Rural Smallholdings zone that was inserted into the Scheme by Amendment No. 1.

In addition to the exemptions provision is removed because it is duplicated by the Deemed Provisions of the Scheme specifically Clause 61(1)(k).

The density for which connection to a reticulated sewerage system is proposed to be amended to be consistent with the requirement of the government sewerage policy.

The repurposed dwelling clause is proposed to be deleted as it is covered by Clause 4.27.2 of Local Planning Scheme No. 6.

The table is also amended remove the references to 'Front fence' and 'Side & Rear' fence as these are covered by the Shires Fencing Local Law.

This policy will need to be advertised in accordance with Clause 4 of the deemed provisions.

Second-hand Dwellings

This policy is proposed to be revoked as it is now covered by Clause 4.27 of Local Planning Scheme No. 6.

Shipping Containers

This policy is proposed to be revoked as it is now covered by Clause 4.38 and Schedule A Cl 61(1)(o) of Local Planning Scheme No. 6.

Industrial Design Guidelines

There are a range of modifications proposed to this policy. An overlap of similar provision is addressed, the Exemptions provision is removed, planning approval is changed to development approval and the development standards table is removed as it is covered by Schedule 2 of Local Planning Scheme No. 6.

The reference to Australian Standard 2890.1 Off-Street Parking is removed as it is duplicated in Clause 4.18.1 of Local Planning Scheme No. 6.

The fencing section of the policy is removed because it is inconsistent with the Fencing Local Law.

It is considered that the proposed amendment to the policy is a minor amendment due to the majority of the changes being retained in the form of other controls and as such need not be advertised for comment in accordance with Clause 5(2) of the Deemed Provisions.

Extractive Industry

The modifications to this policy are minor in nature changing planning approval to development approval and the removal of a footnote reference that is not related to a footnote.

It is considered that the proposed amendment to the policy is a minor amendment and as such need not be advertised for comment in accordance with Clause 5(2) of the Deemed Provisions.

Public Open Space – 3-5 Lot Subdivision

No changes are proposed to this policy.

Alfresco Dining & Trading in Public Places

The modifications to this policy are minor in nature changing planning approval to development approval.

It is considered that the proposed amendment to the policy is a minor amendment and as such need not be advertised for comment in accordance with Clause 5(2) of the Deemed Provisions.

Farm Forestry

The modifications to this policy are minor in nature changing planning approval to development approval and correcting zone names.

It is considered that the proposed amendment to the policy is a minor amendment and as such need not be advertised for comment in accordance with Clause 5(2) of the Deemed Provisions.

Holiday Homes

The modifications to this policy are minor in nature changing planning approval to development approval.

It is considered that the proposed amendment to the policy is a minor amendment and as such need not be advertised for comment in accordance with Clause 5(2) of the Deemed Provisions.

Development in Bushfire Prone Areas

The modifications to this policy are minor in nature changing planning approval to development approval and correcting zone names.

It is considered that the proposed amendment to the policy is a minor amendment and as such need not be advertised for comment in accordance with Clause 5(2) of the Deemed Provisions.

Assessment

The following table summarised what section of the Regulations the proposed policy amendment falls under including a summation of the action involved.

Policy	Section of Regulations	Action
<ul style="list-style-type: none"> Housing 	Clause 4 of the Deemed Provisions	<ul style="list-style-type: none"> Advertise for comment for not less than 21 days. Council review in light of any submissions. Policy applies from advert advising of adoption.
<ul style="list-style-type: none"> Sportsfields Advertising Signs Advertising Signs Outbuildings Industrial Design Guidelines Extractive Industry Alfresco Dining & Trading in Public Places Farm Forestry Holiday Homes Development in Bushfire Prone Areas 	Clause 4 and 5 (2) of the Deemed Provisions	<ul style="list-style-type: none"> Policy applies from advert advising of adoption.
<ul style="list-style-type: none"> Second-hand dwellings Shipping Containers 	Clause 6(b) of the Deemed Provisions	<ul style="list-style-type: none"> Policy revoked from advert advising of revocation of policy.
<ul style="list-style-type: none"> Public Open Space – 3-5 Lot Subdivision 	N/A – no changes proposed	N/A

Conclusion

Due to the recent Gazettal of Amendment No. 1 to Local Planning Scheme No. 6 a number of modifications are required to the Local Planning Policies. This item commences the review process.

Consultation:

As these policies are being amended under Clause 4 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 they will need to be advertised not less than 21 days.

Were the policies are only the subject of a minor amendment they need not be advertised in accordance with Clause 5(2) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule.

Where a policy is revoked notification occurs by the publication of a notice of revocation in a newspaper circulating in the Scheme area.

Statutory Obligations:

Division 2 of Part 2 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2)

Planning and Development Act 2005

Policy Implications:

This item relates to policy development.

Local Planning Policies are guidelines used to assist the local government in making decisions under the Local Planning Scheme and may address land use as well as development requirements. Although Local Planning Policies are not part of the Local Planning Scheme they must be consistent with, and cannot vary, the intent of the Local Planning Scheme provisions. In considering an application for Planning Approval, the local government must have due regard to a Local Planning Policy as required under Clauses 3(5) and 67 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2.

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.

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 Officer Recommendation

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.2.1

That Council:

1. In accordance with Clause 4 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) amend the following Local Planning Policies:
 - a. Housing
2. In accordance with Clause 4 and 5 (2) of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) amend the following Local Planning Policies:
 - a. Sportsfields Advertising Signs
 - b. Advertising Signs
 - c. Outbuildings
 - d. Industrial Design Guidelines
 - e. Extractive Industry
 - f. Alfresco Dining & Trading in Public Places
 - g. Farm Forestry
 - h. Holiday Homes
 - i. Development in Bushfire Prone Areas
3. In accordance with Clause 6(b) of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) revoke the following Local Planning Policy:
 - a. Second-hand dwellings
 - b. Shipping Containers

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LOCAL PLANNING SCHEME NO.6
LOCAL PLANNING POLICY MANUAL

Document Control

Control Version	DATE	Officer	Distribution	of	Comment
A	14/04/14	CTP	Shire Ravensthorpe	of	First Draft for Comment
B	04/06/14	CTP	Council		Modified version for Council consideration
C	27/06/14	CTP	Shire Ravensthorpe	of	Adopted by Council for final approval 26/6/14
D	14/07/15	CTP	Shire Ravensthorpe	of	Advertising Signs policy revised and adopted for final approval by Council June 2015
E	24/11/16	CTP	Shire Ravensthorpe	of	Sea container policy revised and gained final approval at Council Nov 2016
F	24 /11/16	CTP	Shire Ravensthorpe	of	Draft "Developing in Bushfire Prone Areas" adopted for advertising
G	3/5/17	CTP	Shire Ravensthorpe	of	Final adoption of LPP15 "Developing in Bushfire Prone Areas"
H	21/9/17	RMH	Shire Ravensthorpe	of	Final adoption of: <ul style="list-style-type: none"> • Sportsfields Advertising Signs • Second-hand Dwellings • Extractive Industry • Public Open Space – 3-5 Lot Subdivision • Alfresco Dining & Trading in Public Places • Farm Forestry • Holiday Homes
I	16/1/17	RMH	Shire Ravensthorpe	of	Final Adoption of: <ul style="list-style-type: none"> • Advertising Signs • Outbuildings • Housing • Shipping Containers • Industrial Design Guidelines

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SHIRE OF RAVENSTHORPE LOCAL PLANNING POLICY MANUAL

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SHIRE OF RAVENSTHORPE LOCAL PLANNING POLICY MANUAL

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INTRODUCTION

Background

Clause 4 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) gives the local government the ability to “prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area so as to apply –

- a) generally or for a particular class or classes of matters; and
- b) throughout the Scheme Area or in one or more parts of the Scheme area.”

A Local Planning Policy does not bind Council or the Shire of Ravensthorpe in its decision making. However, the Shire of Ravensthorpe shall have due regard to the provisions of an applicable policy and the objectives which the policy is designed to achieve before making its determination on a planning matter.

The policies included in this Local Planning Policy Manual shall be read in conjunction with the requirements of the Shire of Ravensthorpe Local Planning Scheme No.6 and the Shire of Ravensthorpe Local Planning Strategy.

Objective

This Local Planning Policy Manual has been prepared to guide applicants and staff in preparing and assessing subdivision and development proposals. It aims to consistently apply the objectives of the Shire of Ravensthorpe Local Planning Scheme No.6 in the assessment of all development proposals.

Approval Requirements

Unless stated otherwise within this Policy Manual, all matters are subject to the exercise of discretion by Council in granting ~~Planning-Development~~ Approval. In considering an Application for ~~Planning-Development~~ Approval for each of the policy areas, Council shall have due regard to the specific Scheme clauses, clause 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) and the objectives and requirements of the relevant policy.

Variations

Any variations to a policy will require the applicant to demonstrate exceptional circumstances as to why the policy should be relaxed with the proposal being presented to an Ordinary Meeting of Council for determination. Assessment of the application will require consultation with adjoining and affected landowners.

Council will have regards to any matters set out in Clause 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) and the objective of the specific policy when a proposal seeks to vary the provisions of the Local Planning Policy Manual.

Definitions and Interpretations

The below list outlines the definitions and interpretations used within this Policy Manual. Where a definition or interpretation is not listed, refer to the Shire of Ravensthorpe Local Planning Scheme No.6, Residential Design Codes of WA or ~~the Clause 37 of the Deemed Provisions (set out in the Planning and Development Act 2005. (Local Planning Schemes) Regulations 2015 Schedule 2).~~

“Outbuilding” means;

- a) An enclosed non habitable structure that is detached from any dwelling (as defined under the Residential Design Codes); or
- b) Any Class 10A building under the Building Code of Australia (1996) Volume 2, which is not substantially connected to a dwelling.
An open sided carport is not considered to be an outbuilding.

“Height” – is to be measured vertically from the natural ground level, as per the measuring criteria stipulated in the Residential Design Codes.

“Main building line” – means the distance from the front boundary of the property to existing buildings on the property, measured at a 90 degree angle from the closest point of the front boundary.

“Reflective materials” – means any material with the potential to cause glare , reflection or mirroring and shall include factory applied finishes such as zincalume and light colourbond colours such as white and off-white.

‘Rural Uses’ – means those land uses listed in the last section of the Local Planning Scheme No.6 Zoning Table & Use Classes and includes (but is not limited to) the use classes Agriculture Intensive, Animal Establishment, Rural Pursuit, Wayside Stall and Winery.

“Second Hand Dwelling” – means a building which has been used as a residential dwelling at any place other than on the lot upon which it is to be erected.

“Transportable Building” – means a prefabricated building that has been designed to be moved between sites, either being of a permanent or temporary nature.

“Visually Permeable” in reference to a **wall**, gate, door or fence that the vertical surface has:

- continuous vertical or horizontal gaps of 50mm or greater width occupying not less than one third of the total surface area;
- continuous vertical or horizontal gaps less than 50mm in width, occupying at least one half of the total surface area in aggregate; or
- a surface offering equal or lesser obstruction to view;

as viewed directly from the street.

Advertising and Sign Interpretations

Definitions for Advertising and Signs are listed separately at Local Planning Policy 2.

Farm Forestry Interpretations

Definitions for Farm Forestry policy are listed separately at Local Planning Policy 13

LOCAL PLANNING POLICY NO.1 – Sportsfields – Advertising Signs

Background

The Shire of Ravensthorpe Council adopted a policy on controlling advertisements in reserves to allow for advertisements in reserves to help offset the cost of maintaining reserves and to clarify what advertisements are acceptable.

Objectives

To allow some forms of advertising signs on reserves.

LOCAL PLANNING POLICY NO.1 - Requirements

1. Exemptions from Planning-Development Approval

In addition to the works and development specified in Schedule 2, cl. 61 of Planning and Development (Local Planning Schemes) Regulations 2015 development approval of the local government is not required for the following works:

- a. All signs at showgrounds, racecourses, major racing tracks, sports stadia, major sporting grounds and complexes provided that, in each case, the advertisement is not visible from outside the complex or facility concerned either from other private land or from public places and streets.
- b. Advertisement signs (illuminated and non-illuminated) relating to the functions of government a public authority or council of local government excluding those of a promotional nature constructed or exhibited by, or on behalf of any such body, and
- c. Advertisement signs (illuminated and non-illuminated) required for the management or control of traffic on any public road, car park, cycleway, railway or waterway where such advertisement has been constructed or exhibited by or at the direction of a Government department, public authority or the council of a local government, and
- d. Advertisement signs (illuminated and non-illuminated) required to be exhibited by or pursuant to any statute or regulation or the like made pursuant to powers contained within a Statute provided that any such advertisement is constructed and/or exhibited strictly in accordance with the requirements specified therein

2. General Requirements

In order to offset costs of maintaining reserves, Council shall, subject to the conditions hereunder, be receptive to proposals for corporate sponsorship for selective advertising on reserves:

- a. Advertisements relating to, or promoting, tobacco/alcohol products shall not be permitted.
- b. Clubs obtaining sponsorship for club activities shall be requested to obtain approval from Council before signs relating to such club sponsorship can be erected on sports fields, change rooms or other such structures including

fences on sports fields. Signage, if approved, must face towards the playing surfaces only, of the sports fields.

LOCAL PLANNING POLICY NO.2 – Advertising Signs

Background

Control of signage is in two parts; advertising signs on private land and directional signs on public land (road reserves & reserves). This policy addresses the signage requirements as they apply to private land.

Schedule 2, cl. 80 of *Planning and Development (Local Planning Schemes) Regulations 2015* allows Council to issue a notice pursuant to the Scheme requiring the advertiser to remove, repair, adapt, restore or otherwise adapt the advertisement if the advertisement is "in conflict with the aims of this Scheme".

Signage will be determined at Council's discretion in accordance with this Policy.

Objectives

To guide the design, materials and siting of advertising structures and signs in the Shire of Ravensthorpe and to provide a clear direction in respect to all sign types.

Definitions

In this Policy, unless the context otherwise requires:

"advertisement" has the same meaning as "sign";

"advertising device" means any object on which words or numbers or figures are written, printed, affixed, illustrated or painted for the purpose of advertising any business, function, operation, event or undertaking or any product or thing and includes any vehicle or trailer or other similar stationery object placed or located so as to serve the purpose of advertising any business, function, event or undertaking or any product or thing;

"bill" means any material on which words, numbers or figures are written, placed, printed, illustrated or painted;

"business" includes the conduct of a profession, trade or occupation;

"depth" unless otherwise specifically stated, refers to the height of a sign, and not a three dimensional measurement. The word "depth" is used to differentiate between the lateral width of a sign and the height of the sign above the ground.

"development sign" means a sign erected on an area of land which has been approved for subdivision into a number of smaller lots, advertising the lots for sale but upon which no building development has taken place at the time of the approval of the sign;

"electoral sign" means a sign containing an advertisement relating to an election or to a referendum;

"exempt sign" means a sign referred to in Section 1 of the 'Requirements' section of this Policy;

"fascia sign" means a sign erected or displayed on the fascia of a building or the fascia of a verandah;

"fly posting" means advertising by means of posters placed on fences, walls, trees and like structures;

“freestanding sign” means any sign not attached to a structure or permanently fixed to the ground or pavement and includes “A frame” or “Sandwich Board” signs consisting of two sign boards attached to each other at the top or elsewhere by hinges or other means;

“illuminated sign” means a sign which can be lighted either from within or without the sign by artificial light provided, or mainly provided for that purpose and which does not emit a flashing light;

“institutional sign” means a sign erected or placed on any land or building used for or in conjunction with a surgery, clinic, hospital, rest home, home for the aged or other institution or place of a similar nature;

“Panel / Fence Sign” – means an advertisement sign which is affixed to a panel or fence, but does not include a Pylon Sign, or any sign attached to a wall.

“planning consent” means the approval granted by Shire for the erection or display of a sign pursuant to the Town Planning Scheme;

“premises” means land and, unless the context otherwise requires, the buildings upon that land;

“projecting sign” means a sign the extends at right angles from a wall of a building;

“pylon sign” means a sign supported by one or more piers and not attached to a building and includes a detached sign framework supported by one or more piers to which sign infills may be added;

“remote sign” means a sign that is not located within or immediately adjacent to the business to which the sign relates, but does not include a portable sign.

“reserve” includes land vested in, or under the care, control and management of the Shire;

“roof sign” means a sign erected on or above the roof of a building;

“rural producer sign” means a sign erected on land zoned ‘General Agriculture’ under a Town Planning Scheme indicating the products grown, reared or produced on the property;

“sign” includes any advertising device or other sign type defined in this Local Planning Policy;

“sign infill” means a panel which can be fitted into a pylon sign framework;

“tourism sign” means a traffic sign with white letters and/or symbols on a brown background used to guide travellers to: natural features and approved heritage sites of interest to tourists; and tourist establishments.

“verandah sign” an advertisement above, on or under a verandah, cantilever awning, cantilever verandah and balcony whether over a public thoroughfare or private land;

LOCAL PLANNING POLICY NO.2 - Requirements

1. Exemptions from Planning Approval:

~~In addition to the works and development specified in Schedule 2, cl. 61 of Planning and Development (Local Planning Schemes) Regulations 2015 development approval of the local government is not required for the following works:~~

Land use and/or development	Exempted Signs	Maximum Size

Dwellings	One professional name plate as appropriate	0.2m ²
Home Occupation	One advertisement describing the nature of the home occupation.	0.2m ²
Places of Worship, Meeting Halls and Places of Public Assembly	One advertisement detailing the function and/or the activities of the institution concerned.	2.0m ²
Shops, Showrooms and other uses appropriate to a Shopping Area	All advertisements affixed to the building below the top of the awning or, in the absence of an awning, below a line measured at 5 metres from the ground floor level of the building	Not Applicable
Industrial and Warehouse Premises	A maximum of four advertisements applied to or affixed to the walls of the building but not including signs which project above the eaves or the ridge of the roof of the building, and excluding signs projecting from a building and excluding signs which are connected to a pole, wall, or other building.	Total area of such advertisements is not to exceed 15m ² or 20% of the elevation of the building whichever is the lesser.
	A maximum of two freestanding advertisement signs not exceeding 5 metres in height above ground level.	Maximum permissible total area is not to exceed 10m ² and individual advertisement signs are not to exceed 6m ² .
Showroom, racecourses, major racing tracks, sports stadia, major sporting grounds and complexes	All signs provided that, in each case, the advertisement is not designed to be visible from outside the complex or facility concerned either from adjacent private land or from public places and streets.	Not Applicable
Public Places and Reserves	Signs (illuminated and non illuminated) relating to the functions of Government, a responsible authority or the local government including those of a promotional nature constructed or exhibited by, or on behalf of any such body, and	Not Applicable
	Signs (illuminated and non illuminated) required for the management or control of traffic on any public road, car park, cycleway, railway or waterway where such signs have been constructed or exhibited by or at the direction of Government, a responsible authority or the local government, and	Not Applicable

	Signs (illuminated and non-illuminated) required to be exhibited by or pursuant to any statute or regulation or the like made pursuant to powers contained within a statute provided that any such advertisement is constructed and/or exhibited strictly in accordance with the requirements specified therein.	Not Applicable
Advertisements within Buildings	All advertisements placed or displayed within buildings, which cannot ordinarily be seen by a person outside of those buildings.	Not Applicable
All classes of buildings other than single family dwelling	One advertising sign containing the name, number and address of the building, the purpose for which the building is used or the name and address if the managing agent thereof.	0.2m²
Temporary Signs		
Temporary Signs	Exempted Signs	Maximum Size
Building Construction Sites (signs displayed only for the duration of the construction) as follows:		
Dwellings	One sign per street frontage containing details of the project and the contractors undertaking the construction work.	2m²
Multiple dwellings, shops, commercial and industrial properties	One sign as for (a) above which may also include site security information.	5m²
Property transactions – Advertisement signs displayed for the duration of the period over which property transactions are offered and negotiated as follows:		
Dwellings	One sign per street frontage for each property relating to the sale, leasing or impending auction of the property at or upon which the sign is or the signs are displayed.	Each sign is not to exceed an area of 2m²
All other properties	One sign as for (b) above.	Each sign is not to exceed an area of 4m²

- ~~a. any sign which is the subject of an existing approval made prior to the date of effect of this Policy;~~
- ~~b. any advertisement affixed to or painted on a shop window by the occupier of the shop and relating to the business carried on in the shop;~~
- ~~c. any sign within a building;~~

- ~~d. any building name sign on residential flats or home units which has a single line of letters not exceeding 300mm in height, fixed to the facade of the building;~~
- ~~e. any newspaper poster;~~
- ~~f. 1 freestanding sign (per building or business). The sign is to be placed or erected only to direct attention to a place, activity or event during the hours of that activity or event.~~
- ~~g. One (1) 'rural producer sign' displaying the name, street number and owners of the farm that does not exceed 4m² in area.~~
- ~~h. All electoral signs erected up to four weeks before an election or referendum.~~
- ~~i. Temporary signage approved by the local government to advertise events or provide information of community interest.~~

2.1. General Requirements

All signs and advertisements shall comply with the requirements set out in Table 1 of this policy and shall:

- a. All sign applications shall stipulate the content of the sign with the application.
- b. Not pose a threat to public safety or health and shall not have any sharp or pointed projections where it is less than 2.75m above natural ground level.
- c. Be structurally sound and capable of withstanding any forces to which it would be reasonably subjected to without collapsing, deforming or moving.
- d. Not extend beyond any property boundary of a lot, overhang or encroach onto any reserve, Council verge or road reserve.
- e. Not be erected on land within a townsite unless it has a direct relationship with the business operated from the property or relevance to the premises on which they are located.
- f. Not be in any position where it obstructs the view from a street or site lines for vehicles entering and departing the subject lot on which the sign is placed;
- g. If illuminated:
 - i. use a low level of illumination and not cause a nuisance, by way of light spillage, to abutting sites;
 - ii. not comprise of flashing, pulsating, chasing or running lights;
 - iii. not interfere with or be likely to be confused with traffic control signals;
 - iv. have a minimum clearance of 2.75 metres from ground level.
- h. Not undermine or conflict with the objective of this Policy;
- i. Council reserves the right to refuse any sign in which the content of the advertisement:
 - i. could harm or cause detriment to the State;
 - ii. make reference to a product which is unsafe, or is otherwise unsuitable to be referred to in the advertisement;
 - iii. contains confusing, misleading, political, offensive or objectionable information; and

- iv. would breach any provision of the Trade Practices Act or any other State or Commonwealth legislation.

Table 1 – Sign Specifications

Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Remote Sign			4.5m ²		3.0m				<p>i. The remote sign is to be associated with a business or community organisation based in the Shire of Ravensthorpe;</p> <p>ii. It is erected within private property;</p> <p>iii. The owner or owners of the property in which the remote sign is to be erected sign the Application for <u>Planning-Development</u> Approval form;</p> <p>iv. The sign is located not less than:</p> <ul style="list-style-type: none"> • 140m of another remote sign where the speed limit of the adjacent road is 110km/h; • 100m where the speed limit of the adjacent road is 90km/h or less; <p>v. It is to face the direction of approaching traffic.</p> <p>vi. It is located within 5km of a townsite, or as otherwise determined by the local government taking into account the business location and the importance of the sign to providing information to the travelling public;</p> <p>vii. It is not located within a gazetted townsite;</p> <p>viii. No more than two (2) remote signs per business will be permitted; and</p> <p>ix. <u>Planning-Development</u> approval for a 'remote sign' is valid for five (5) years after which time a new application is required. Council may require the sign to be renewed at this time.</p> <p><i>Note: all remote signs capable of being seen from highways also require separate approval of Main Roads WA in accordance with Main Roads WA own 'Roadside Advertising' policy.</i></p>

Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Roof Sign	-	-	-	2.75m	-	-	-	-	<ul style="list-style-type: none"> i. General presumption against mounted roof signs, unless where the applicant can demonstrate: <ul style="list-style-type: none"> a. The sign can be incorporated within the architectural design; and b. The form of advertising is determined to be necessary for the business.
Verandah Sign	0.6m	-	-	2.75m	-	-	Nil	-	<ul style="list-style-type: none"> i. One sign per tenancy/business; ii. 3m minimum separation to another verandah sign; iii. Be at right angles to the front street boundary, except where located on a corner; iv. Verandah Signs attached to the faciafascia of a verandah or the like shall not project beyond the outer frame or surround of the faciafascia.
Projecting Sign	-	-	4m ²	2.75m	-	1.0m	-	2.0m	<ul style="list-style-type: none"> i. One sign per tenancy/business; ii. Do not project above the top of the wall to which they are attached.

Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Pylon Sign	6.0m		4m ²	2.75m ** (see iv)	6.0m	-	-	2.0m	i. Exemptions: <ol style="list-style-type: none"> a. Where pylon signs are to be erected on a lot on which a factory tenement building or small shops are erected or are to be erected the Shire may require all pylon signs to be incorporated into one sign in which case: <ul style="list-style-type: none"> • all of the constituent or infill signs are of an equal size; and • one constituent or infill sign is provided for each business, shop or unit on the lot ii. One sign per tenancy/business; iii. be supported on one or more piers or columns of brick, stone, concrete, timber or steel of sufficient size and strength to support the sign under all conditions iv. May be permitted at less than 2.75m above NGL where located in a landscaping strip or similar
Hoarding Sign	-	-	-	-	-	-	-	-	Hoardings are not permitted within the Shire of Ravensthorpe.

Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Free-standing sign	1.0m	1.0m	1m ²	-	1.0m	-	-	-	<p>i. Maximum of one sign per business;</p> <p>ii. The sign shall only be displayed during business hours;</p> <p>iii. Once placed, does not have any moving parts;</p> <p>iv. Shall only be used to advertise products and services available from the lot.</p> <p>v. The sign is to generally be located wholly within the boundaries of the lot. However Freestanding signs may be displayed within the verge area of a road reserve subject to the following:</p> <ul style="list-style-type: none"> • Written evidence being provided has public liability insurance cover to an amount not less than \$10 million. The Certificate must note that the cover extends to any sign that is located in a road reserve. • The sign is to be displayed adjacent to and between the business frontage and the nearest kerb. The display location of the freestanding sign is to be approved by the Shire of Ravensthorpe. • No part of the sign is to be less than 600 mm from the face of the nearest kerb or, if no kerb, from the edge of the nearest road surface (or car parking bay) • The effective width of a footpath, pedestrian access way or the like not being reduced to less than 2 metres effective width.

Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Panel/Fence Sign	-	-	5m ²		6.0m	-	-	-	i. Affixed to an existing panel or fence; ii. Are not erected between the existing building and the front boundary of the lot; iii. Are not within 10m of an existing sign on a lot.
Development Sign			32m ²	-	-	-	-	-	i. A development sign shall be removed from the site within 2 years from the date of the approval or when 80% of the lots in the subdivision (or stage of subdivision) have been sold, whichever is the sooner. ii. Be displayed at the entrance to the subdivision and not remote from the lots being sold.
Rural Producer Sign			4m ²		3.0m				i. Maximum of one sign per property; ii. A rural business sign shall – <ul style="list-style-type: none"> • not indicate or display any matter other than for the purpose of advertising the sale of produce grown or made available on the land on which the sign is erected; • be erected within the boundaries on the land on which the produce offered for sale was grown or made or alternatively on the adjoining road verge if in the opinion of Council, existing vegetation would otherwise obscure the sign
Flags	-	-	4m ²	2.75m	6.0m	-	-	-	i. Maximum of two flags permitted per business/tenancy; ii. The pole to which a flag is affixed is to be of sufficient size and strength to support a flag; iii. No flag shall be permitted within 5m of another sign.

LOCAL PLANNING POLICY NO.3 – Outbuildings

Background

Outbuildings are Class 10a buildings under the Building Code of Australia (1996) which are not substantially connected to a dwelling.

Residents of the Shire of Ravensthorpe have different needs to those in metropolitan Perth, therefore this Policy recognises the need to vary the usual Residential Design Code recommendations by increasing outbuilding space (areas and heights) for garaging of vehicles, storage of boats, caravans and other items, domestic workshops, games rooms, studios, stables, etc. As a general rule people expect to be able to have larger outbuildings on larger lots.

It is important to note that outbuildings are 'ancillary' buildings and therefore must be constructed in conjunction with another permitted land use such as a house or a rural use such as a 'rural pursuit', animal establishment or intensive agriculture..

The Shire is also aware that in some instances outbuildings may result in problems including:

- Use of outbuildings for unapproved commercial or industrial purposes, which may result in adverse noise, traffic, and visual impacts for neighbours and the locality. With the exception of those used for commercial farming purposes on rural lots, or approved home businesses, outbuildings may only be used for domestic purposes.
- Illegal use of outbuildings as residences, which often incorporate inadequate health and building standards for human habitation.
- Unlike most dwellings, outbuildings are usually very bland metal clad structures devoid of architectural features such as windows, verandas, etc. Construction of large and/or high sheds may have adverse impacts on visual character of streets and neighbourhoods, neighbours and scenic rural or coastal landscapes.
- When outbuildings incorporate reflective materials such as zincalume and are sited in visually prominent locations there is greater potential for adverse impacts on the landscape, and in some instances reflection can cause a serious nuisance for surrounding/nearby residents. The Town Planning Scheme specifically has regard to all development *"using 'materials and colours ... on the exterior surfaces of all buildings with the objective of buildings blending with the surrounding landscape and environment."*

As in many rural local governments there is often a desire to occupy a shed whilst building a house, particularly in the rural residential zones. This is not permitted by the Building Codes of Australia as an outbuilding is 'non-habitable' by definition. However, the Caravan and Camping Regulations 1997 allow for someone to camp on their property with the approval of the local government for up to 3 months and up to 12 months with approval from the Minister for Local Government.

Camping in this fashion should be in a caravan and is only likely to be supported in the Rural zone.

Objectives

The objectives of the policy are as follows:

- a) To provide clear guidelines for the development of outbuildings in the Residential, Rural Townsite, Mixed Use, Rural Residential and Rural zones; and
- b) 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 NO.3 - Requirements

1. Exemptions from Planning-Development Approval

In addition to the works and development specified in Schedule 2, cl. 61 of Planning and Development (Local Planning Schemes) Regulations 2015 development approval of the local government is not required for the following works:

- a. Where a proposed outbuilding complies with the requirements specified in sections 2, and Table 1 of this policy, Planning-Development Approval is not required.
- b. Pre-fabricated garden sheds and animal enclosures (such as kennels and aviaries) less than 9m² in aggregate area and less than 2.4 metres in height are exempt from the requirements of this policy.

2. General Requirements

- a. Outbuildings are required to comply with the requirements of the Residential Design Codes of WA or as varied by the criteria set out in Table 1 below.
- b. Outbuildings proposed for vacant Residential, ~~Town-Centre~~Rural Townsite, Rural Small-Holdings, Rural ~~Conservation-Residential~~ and ~~General Agriculture~~Rural zoned land require Council approval and will generally not be supported unless:
 - i) A Building Permit has been issued for a Single House;
 - ii) The outbuilding is associated with an approved 'Rural Use';
 - iii) In the Rural Residential zone a written undertaking is provided to build a house within 2 years of the outbuilding building permit being issued together with a bond of \$5000. The bond is fully refundable upon substantial commencement of the house on the same property
- c. Council will not permit residential habitation of a building approved as an outbuilding or shed on any land in the Shire of Ravensthorpe.
- d. In the Residential, Mixed Use and Rural Residential zones, the use of non-reflective materials is required.
- e. Ablutions are only permitted in an outbuilding where a house exists or has been substantially commenced on the same site.
- f. Use of outbuildings for commercial or industrial purposes is not permitted. Use of an outbuilding for a home occupation or cottage industry is to be in accordance with Council's Home Occupation, Home Business and Cottage Industry requirements.

Table 1 – Outbuilding Requirements

Zoning	Maximum Wall Height	Maximum Ridge Height	Maximum floor area (aggregate)	Special Requirements
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.
Rural Townsite and Mixed Use	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	As per Residential requirements where the Rural Townsite or Mixed Use zoned property is used for residential purposes and constructed with an approved Single Dwelling or Grouped Dwelling.
Rural	N/A	N/A	N/A	Outbuildings are required to be setback in accordance with the following: <ul style="list-style-type: none"> i. Front/Rear – 20metres ii. Side – 10metres <u>Planning Development</u> approval is not required for outbuildings on General AgricultureRural zoned land unless: <ul style="list-style-type: none"> i. The proposed outbuilding does not comply with the setback requirements listed above; and/or ii. The lot does not have frontage to a constructed public road; and/or iii. The lot, area or closely associated building/s are listed on the Municipal Inventory or State Register of Heritage Places.

Rural Residential and Rural Smallholdings				
Lot Size	Maximum Wall Height	Maximum Ridge Height	Maximum floor area (aggregate)	Special Requirements
< 2ha	4.5metres	5.5metres	200 sq metres	Outbuildings proposed in the Rural Residential zone is to be in accordance

2ha – 5ha	4.5metres	6metres	250 metres	sq	with the requirements set out in Clause 4.15 and Schedule 2 of the Scheme.
< 5ha	4.5metres	6metres	250 metres	sq	<u>Outbuildings proposed in the Rural Smallholdings zone is to be in accordance with the requirements set out in Clause 4.16 and Schedule 2 of the Scheme.</u>

Variations to the Policy

Any variations to the policy will require the applicant to demonstrate exceptional circumstances as to why the policy should be relaxed with the proposal being presented to an Ordinary Meeting of Council for determination. Assessment of the application will require consultation with adjoining and affected landowners.

Council will have regard for matters such as;

1. The visibility of the proposed outbuilding(s) as viewed from a street, public space or neighbouring property;
2. The need for removal of any native vegetation or major trees;
3. Comments from affected neighbours/landowners;
4. Preservation of useable on site open space areas;
5. The ability for the outbuilding(s) to be screened by existing or proposed landscaping;
6. Whether support for the application will set an undesirable precedent for similar sized surrounding lots;
7. The impact of the development on streetscape and the character of the area;
9. The objectives of the zone;
10. All relevant general matters as set out in Clause 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2); and
11. Any other matter considered relevant by the Council.

LOCAL PLANNING POLICY NO.4 –Housing

Background

The Shire of Ravensthorpe has had separate policies in the past for governing the development of houses in the Hopetoun Residential Development Area (also known as Maryanne Waters), the Rural Small holding and Rural Conservation zones and a separate policy on the 'Appearance of Dwellings' There was considerable repetition in these policies, this policy unifies and replaces these previous policies.

Development of Single Houses is to comply with the requirements of Local Planning Scheme No.6 and in the 'Residential' zone, the Residential Design Codes of WA (R-Codes).

This Policy compliments the existing Scheme provisions and varies the 'deemed-to-comply' provisions of the R-Codes to the extent stated in this Policy as a 'regional variation' as permitted by clause 7.3 of the R-Codes.

This policy refers to the development of 'Single Houses', 'Grouped Dwellings' and 'Multiple Dwellings' in the Residential, Rural Townsite, Mixed Use, Rural Residential, Rural Smallholdings and Rural zones.

Objectives

The objectives of the policy are as follows:

- a) To provide clear design guidelines for the development of housing in the Residential, Rural Townsite, Mixed Use, Rural Residential and Rural that complement the requirements of the Scheme and where applicable the R-Codes and
- b) To provide design guidelines for housing in the Shire that establishes the standards expected of all residential development.

LOCAL PLANNING POLICY NO.4 - Requirements

~~1. Exemptions from Planning Approval~~

- ~~a. Where a proposed Single House (including any extension) complies with the requirements of the Residential Design Codes of Western Australia and the requirements specified in this policy, Planning Approval is not required. (Note: This exemption is provided by Clause 61.(c) and (d) of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015)~~

Commented [r1]: Duplication dealt with by the Regulations and Schedule A Cl 61(1)(k)

2.1. General Requirements

- a. Single Houses, Grouped Dwellings and Multiple Dwellings are required to comply with the requirements of the Residential Design Codes of WA (Where they apply) or as varied by the criteria set out in the clauses and Table 1 "Housing Requirements" below.
- b. Split-coded areas
 - i) With the exception of the minimum lot size, all the requirements of the higher density coding shall apply to development on land zoned R10/20, R10/25 and R10/30.
 - ii) All development above the ~~R10~~ R5 density is required to connect to the reticulated sewerage system

~~e. Sheds and temporary accommodation units such as dongas are not permitted for use as dwellings unless specifically approved as a 'Repurposed Dwelling'.~~

Commented [r2]: Covered by Clause 4.27.2 in LPS6

~~e.c.~~ All houses are to provide verandahs, porticos, porches or other architectural relief on the elevations that are viewed from the street with a minimum length of 25% of the front façade of the house.

~~e.d.~~ Rural Residential and Rural Smallholdings zone specific requirements

- i) Where a building envelope is shown on a Subdivision Guide Plan it may be varied on application to the Council and the new building envelope location assessed against:
 - The objective of the zone;
 - Protection of landscape values;
 - Impact on views from neighbouring properties; and
 - Fire management requirements impacting remnant vegetation.
- ii) Fencing around yards:
 - Solid panel fencing permitted around private areas of house and immediate yard but within the building envelope.
 - Fence between house and street is to be visually permeable.

~~f.e.~~ Ancillary Accommodation requirements

- i) Ancillary accommodation is to meet the following criteria (within the Residential, Rural Townsite and Mixed use zones):
 - The ancillary accommodation can be attached or independent from a single dwelling located on the same lot;
 - The ancillary dwelling is a maximum of 80m² in floor area, excluding verandahs, patios, carports and similar non-enclosed areas; and
 - Materials and colours used on external walls and roof complement the main dwelling.
- ii) Ancillary accommodation is to meet the following criteria (within Rural Residential, Rural Smallholdings and Rural zones):
 - The ancillary dwelling is a maximum of 80m² in floor area, excluding verandahs, patios, carports and similar non-enclosed areas; and
 - At least one parking bay is to be provided.
 - Where an 'Ancillary Accommodation' unit exceeds the floor area stated in the first dot point of Clause ~~Fe~~.ii), a variation of up to 25% may be permitted subject to the advertising requirements of Clause 64 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

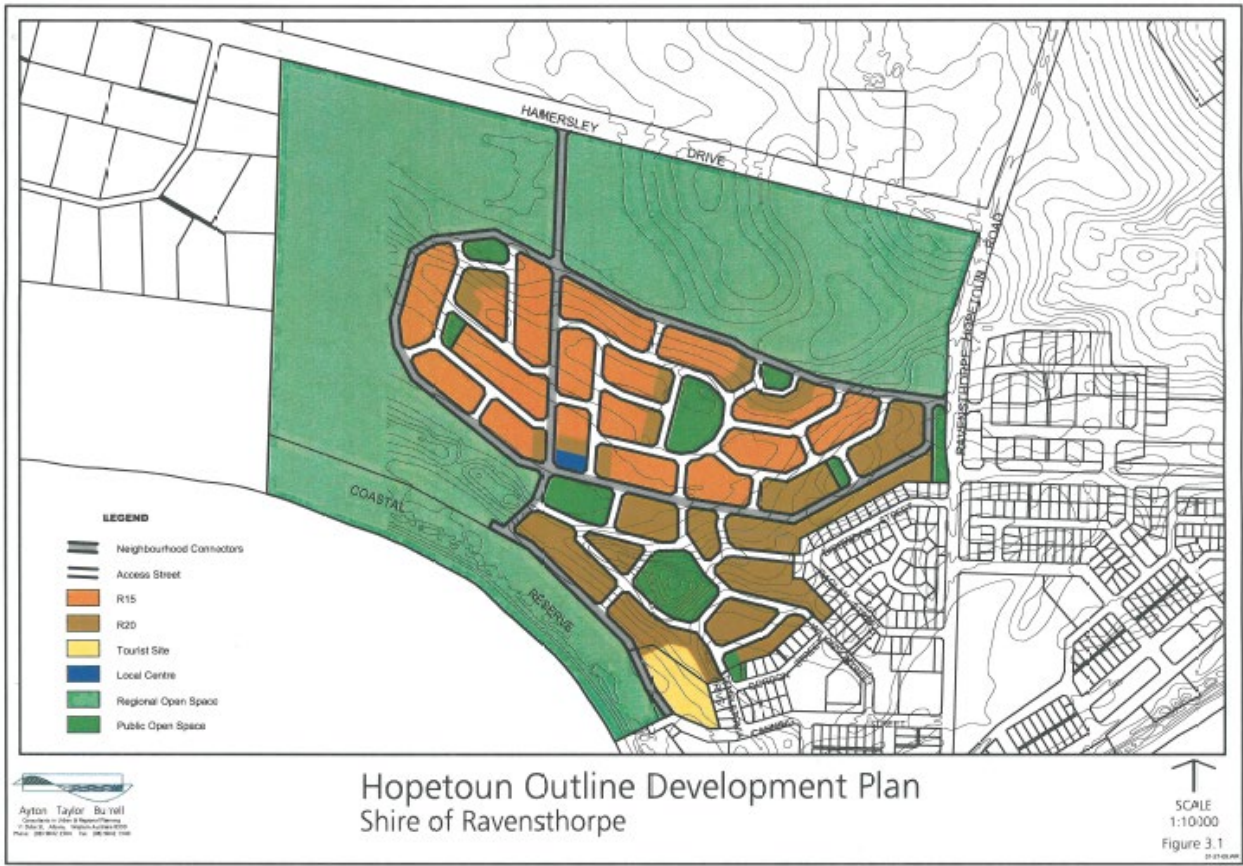
Table 1 Housing Requirements

Policy Requirement	Residential zone	Hopetoun Residential Development Area**	Rural Townsite and Mixed Use zones	Rural Residential <u>and Rural Smallholdings zones</u>	Rural zone
Location of Housing	As per R-Codes	As per R-Codes	As caretakers accommodation above or to the rear of commercial development that fronts the primary street. Refer clause 4.25 of the Scheme	As per specific zone requirements, either setback from boundaries or located within a building envelope.	Front/Rear setback – 20metres Side setback – 10metres
Reflective materials	Roof only; at discretion of Local Government; Care must be taken to avoid glare nuisance to neighbouring residences and passing traffic.	Roof only; at discretion of Local Government; Care must be taken to avoid glare nuisance to neighbouring residences and passing traffic.	Roof only; at discretion of Local Government; Care must be taken to avoid glare nuisance to neighbouring residences and passing traffic.	Not permitted	Permitted
Minimum internal floor area	-	140m ²	-	-	-
Front fence	As per R-Codes	Front fencing discouraged, use of hedges and landscaping acceptable; Maximum height of 1.2m in front of building line and must be visually permeable; and Fibro cement fencing is not permitted	Front fencing discouraged, where provided a maximum height of 1.2m in front of building line and the fence must be visually permeable.	Where permitted by the Scheme 5-strand 'ring-lock' type fencing. Barbed wire not permitted Solid panel fencing not permitted	'Standard fence' is post and strand fence.
Side & Rear	'Standard fence' is 1.8m high	'Standard fence' is 1.8m high No fibro cement fences, colourbond minimum standard	'Standard fence' is 1.8m high	Where permitted by the Scheme 5-strand 'ringlock' type fencing. Barbed wire not permitted Solid panel fencing not permitted	'Standard fence' is post and strand fence.
Carparking, Garages and Carports	As per R-Codes	Garages & carports to be constructed of same materials and under the same roof as main residence. Discretion applies to carports which may be located as close as possible to the dwelling and express architectural sympathy with main dwelling. Garages to be setback behind front building line of the dwelling.	As per R-Codes	Gravel hardstand area required for the house. Garages and carports attached to the house are to be constructed of same materials.	-
Driveways & carparking	As per R-Codes	Driveways to be completed concurrently with the dwelling. Maximum 1 driveway per dwelling.	As per R-Codes & Scheme requirements	Minimum width 3.0m Maximum width 5.0m Maximum 1 driveway per dwelling. Located to minimise noise and dust on neighbouring properties	-
Landscaping	As per R-Codes	Retention of existing vegetation on the site is to be included as part of any landscaping requirement.	As per R-Codes	House and driveway location is to minimise the removal of existing remnant vegetation	-

Commented [r3]: Covered by Fencing Local Law

Commented [r4]: Covered by Fencing Local Law

** Plan of the Hopetoun Residential Development Area is appended to this Policy.



LOCAL PLANNING POLICY NO.5 – Second-hand Dwellings

Background

The Shire of Ravensthorpe Local Planning Scheme No.6 lists a second hand dwelling as a discretionary land use in the Residential, Rural Townsite, Mixed Use, Rural and Rural Residential.

The Residential Design Codes of Western Australia outline provisions relating to the appearance of a retained dwelling, but do not specifically outline provisions relating to a second hand dwelling being used as a new building on a property.

The Shire is aware that although the use of second hand dwellings is sometimes a more cost effective option, the use of second hand dwellings can sometimes cause an undesired impact on the streetscape and amenity where that dwelling is not of an appropriate standard or not updated appropriately to blend in with the property and the surrounding context.

Objectives

The objectives of the policy are as follows:

- a) To provide clear guidelines for the use of second hand dwellings in the Residential, Rural Residential and Rural Residential zones; and
- b) To achieve a balance between providing for the various legitimate needs of residents to utilise second hand dwellings as a cost effective housing solution, whilst minimizing any negative impacts on the neighbours, the streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

LOCAL PLANNING POLICY NO.5 – Requirements

1. Exemptions from Planning Approval

- a. Where a transportable building is new (from factory) it is exempt from the requirements of this policy and is to be processed as a single dwelling in accordance with the requirements of the Scheme.
- b. Shipping containers which are addressed through a separate policy of Council.

2. General Requirements

- a. Planning approval is required for a second hand dwelling on a property within the Shire of Ravensthorpe.
- b. Upon receiving an application for Planning Approval, Council may seek the views of adjacent neighbours.
- c. Compliance with Clause 4.27 of Local Planning Scheme No. 6
- d. Where a second hand dwelling is approved, a \$10,000 bond is to be lodged with the Shire of Ravensthorpe as a condition of Planning Approval. The bond will be held until such time as all conditions of the Planning Approval and Building Permit have been complied with.

- e. Council needs to be satisfied that the external appearance of a second hand building is equivalent to that of a new dwelling or that its appearance is not discernible from existing development in the street.
- f. Where a second hand dwelling contains asbestos it is to be removed prior to transportation
- g. The following Minimum Dwelling Standard applies:
- i) A minimum gross floor area of 50m²;
 - ii) At least one (1) bedroom separate from the other rooms in the dwelling;
 - iii) A lounge, meals and kitchen area (may be open plan); and
 - iv) A separate bathroom and laundry.
- h. Temporary accommodation units such as 'Dongas' are not permitted to be used as dwellings unless approved as a 'Repurposed Dwelling'.
- i. In determining applications, Council will have regard for:
- i) The age of the building and whether the external appearance shows obvious signs of aging or disrepair (e.g. rust, faded paintwork or damage);
 - ii) The street appeal of the front façade and any architectural features (e.g. verandahs, windows with surveillance to the street);
 - iii) Site improvements which have potential to result in street appeal through:
 - Construction of quality front fencing such as pickets or brick piers with open infill.
 - Landscaping and replacing substandard boundary fencing.
 - Provision of coloured concrete or brick paved driveways.
- j. Council will require all works for the re-erection of the second hand dwelling on a property to be completed within six (6) months of Planning Approval being issued. Those works include:
- i. The house being transported and stumped, joined, all walls, doors and openings being in working order and all external surfaces repainted, re-clad or rendered to the satisfaction of the Shire of Ravensthorpe;
 - ii. Replacing or professionally recoating roof sheeting;
 - iii. Replacing/repairing and painting gutters and downpipes;
 - iv. Concealing or removal of plumbing fittings, meter boxes and other utilities visible from a street or public place;
 - v. Modifying, upgrading or replacing older steel or wood framed windows
 - vi. All septic tanks, drains and plumbing being completed;
 - vii. The site being cleared of any debris associated with the improvement of the second hand dwelling;
 - viii. Landscaping of the area between the street and building;
 - ix. Providing a verandah, portico, porch or other architectural relief on the elevations that are viewed from the street; and
 - x. The second hand dwelling complying with the requirements of the Building Code of Australia 1996 Volume 2.
- k. Where a second hand dwelling is stumped, Council may require the installation of a verandah, porch, decking or similar to improve the look of permanence of a second hand dwelling.

Special Application Requirements

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~~i. All applications for Planning Approval and the issue of a Building Permit for a second hand dwelling require the following details to be submitted to the Shire of Ravensthorpe:~~

- ~~i. Photographs showing each elevation of the second hand dwelling in situ prior to removal to the proposed location;~~
- ~~ii. Floor plans, elevations, cross section, site plan and specifications; and~~
- ~~iii. A practicing structural engineer's certificate stating the design of the dwelling is suitable for transportation and re-erection.~~

~~Where these details are not provided, the Shire of Ravensthorpe may refuse to process an application for Planning Approval or the issue of a Building Permit.~~

Commented [r5]: Delete policy now covered by CI 4.27 of LPS 6

LOCAL PLANNING POLICY NO.6 — Shipping Containers

Background

In recent years there has been an increased use of shipping containers for storage purposes within the Shire of Ravensthorpe. Shipping containers provide a cheap and secure way of storing goods, but have the potential to affect the amenity of an area, given their industrial design and often poor location and maintenance.

Objectives

The objectives of this policy are as follows:

- a) To establish clear guidelines for the placement of sea containers used for storage purposes within the Shire;
- b) To ensure that any shipping container does not detract from an existing (or reasonably desired) streetscape; and
- c) To achieve a balance between providing the legitimate need for shipping containers as an affordable and secure storage option, and minimizing any impact on neighbours, streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

LOCAL PLANNING POLICY NO.6 — Requirements

1. Exemptions from Planning Approval

In addition to the works and development specified in Schedule 2, cl. 61 of Planning and Development (Local Planning Schemes) Regulations 2015 development approval of the local government is not required for the following works:

- a. A single shipping container does not require Planning Approval when located on a property zoned Light Industry or General Industry by the Scheme, provided it meets with the General Requirements set out below.
- b. Shipping containers directly associated with an approved transport or storage premises in the General Industry zone
- c. Up to three (3) shipping containers does not require Planning Approval when located on a property zoned 'Rural' by the Scheme, provided they meet with the General Requirements set out below.
- d. Shipping container/s fully enclosed within a building does not require Planning Approval.
- e. Shipping container/s placed temporarily on the property for the purposes of furniture and/or goods removal or delivery do not require Planning Approval where they are located on a property for twenty eight (28) days or less.
- f. In all zones a shipping container may be placed on a property temporarily, for a period of up to 12 months, for the storage of materials used to construct an approved dwelling or building.
- g. Where a shipping container is proposed to be modified for a dwelling or commercial building, it will be required to be assessed against the requirements of Local Planning Policy No.3 and is to be modified to meet the requirements of the Building Codes of Australia (1996) Volume 2. Once a sea container is modified, it is no longer considered a sea container for the purposes of this policy.

2. General Requirements

- a. Shipping container/s are to comply with the criteria set out in Table 1 of this policy.
- b. Shipping container/s are to be suitably screened and/or fenced from the road frontage, public space and neighbouring properties. Where a shipping container has high visibility from a public space, the installation of screening to a minimum height equal to that of the shipping container may be required.
- c. Shipping container/s shall not be located over on-site effluent disposal infrastructure or other utilities and shall be located on a flat, compacted area with adequate foundations in accordance with the Building Code of Australia.
- d. Shipping container/s shall be adequately ventilated, in good repair and painted a uniform colour to complement the building to which it is ancillary.
- e. In all zones a shipping container will not be permitted on vacant land unless for the purposes of storage for construction purposes as outlined in 1d.

3. Special Application Requirements

- a. Where it is proposed to use a shipping container, Council will require the applicant to submit photographs of the shipping container showing that it is in good condition.

Commented [r6]: Delete policy now covered by CI 4.38 and Schedule A CI 61(1)(o)

Table 1 – Sea Container Requirements

Zoning	Setback Requirements	Special Requirements
Residential		No sea containers permitted.
Rural Townsite and Mixed-Use	The Shipping Container shall not be located in front of the building setback and shall be screened from view of the street, including secondary streets and adjoining properties	A maximum of one (1) Shipping Container up to 12m in length per property. The Shipping Container is to be used in association with the approved commercial enterprise on the property. Shipping Containers for domestic storage associated with a residential use is not permitted. The Shipping Container shall be painted in a colour that is similar to or complementary to the colour of existing buildings on the property.
Rural Residential	The Shipping Container to be located in accordance with the boundary setback and building envelope provisions for outbuildings for the particular property. The Shipping Container shall not be located in front of the building setback and shall be screened from view of the street, including secondary streets and adjoining properties. Council will not support the placement of a sea container in front of the main building line.	Only one shipping container, up to 6m in length is permitted per property. The shipping container is considered part of the permitted outbuilding floor space detailed in Local Planning Policy No.2 – Outbuildings. The shipping Container shall be painted in a colour that is similar to or complementary to the colour of existing buildings on the property. The shipping Container to be used for domestic storage purposes only.
Light Industry and General Industry zones	Shipping Containers are to be located behind the main building or in the case of a property without a main building, they are to be located towards the rear of the property	Where it is proposed to utilise multiple shipping containers, Planning Approval will be required.
Rural	On land zoned Rural, the setbacks are as follows: Front/rear 20metres; Side 10metres.	Where more than three shipping containers are proposed, Planning Approval will be required.

LOCAL PLANNING POLICY NO.7—5 —Industrial Design Guidelines

Background

Local Planning Scheme No.6 (the Scheme) has two zones which are intended to accommodate industrial development; 'Light Industry' and 'General Industry'. The objectives of these zones are as follows:

Light Industry

- *To provide for a range of industrial uses and service industries generally compatible with urban areas, that cannot be located in rural townsite and mixed use zones.*
- *To ensure that where any development adjoins zoned or developed residential properties, the development is suitably set back, screened or otherwise treated so as not to detract from the residential amenity.*

General Industry

- *To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses.*
- *To accommodate industry that would not otherwise comply with the performance standards of light industry.*
- *Seek to manage impacts such as noise, dust and odour within the zone.*

~~The Scheme sets standards for industrial development at 'Schedule 2 'Additional Site and Development Requirements' and Schedule 4 'Car Parking Standards'.~~

The scheme lists specific development requirements for the land uses and zones in 'Schedule 2 - Additional Site and Development Requirements' and 'Schedule 4 – Car Parking Requirements'.

It is important that the Shire's industrial areas maintain a reasonable level amenity and that a level playing field is maintained for all landowners in these areas. Providing adequate parking for customers and staff within the lot boundaries to a consistent standard as well as a reasonable standard of landscaping in these zones is considered essential.

The development requirements need to be balanced with the need to encourage new business activity and what can be reasonably expected of and maintained by an industrial business operator.

The standard of development particularly within the front setback area of a development sets the standard for how an industrial area presents to the general public. This policy stipulates the minimum standards of development that the Shire of Ravensthorpe will accept for all new development in the Light Industry and General Industry zones.

Objectives

The objectives of this Policy are to:

- a) Ensure the orderly and appropriate development of industrial areas in the Shire; and
- b) Provide acceptable development standards for industrial areas in the Shire.

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LOCAL PLANNING POLICY NO.7-5 - Requirements

~~1. Exemptions from Planning Approval~~

- ~~a. There are no exemptions; all development in the Light Industry and General Industry zones requires Planning Approval.~~

2.1. General Requirements

- a. This Policy applies to applications for development in the Light Industry and General Industry zones.
- ~~b. Unless stipulated otherwise in the Scheme, the development standards set out in Table 1 are the minimum standards:~~

Commented [r7]: Covered by Schedule 2 of LPS 6

	Minimum Requirement
Parking	As per Schedule 4 of LPS 6
Landscaping	10% of lot area
Plot Ratio	0.6
Setbacks	As per Schedule 2 of LPS 6

3.2. Use of Front Setback area

- i) The front setback area is the area in front of the 'main building line' and shall generally be used only for the purposes of landscaping, car parking, access or an approved 'trade display'.
- ii) No materials or product are to be stored in the front setback area (with the exception of an approved trade display).
- iii) No loading and unloading of goods and materials is take place in the front setback area.
- iv) An open storage area that is visible from a public place or street is to be screened to the satisfaction of the Shire.

4.3. Building Facades

- i) The facade of the building that addresses the primary street shall be either a purpose built office or constructed of brick, stone, concrete or glass or a combination of one or more of these materials.
- ii) Other materials of a type and to a design approved by the Council may be permitted on a facade provided that the materials to be used are structurally and aesthetically acceptable to the Council. Zinalume cladding is not acceptable.

5.4. Building Materials

- i) The use of un-painted 'Zinalume' is not permitted on any building in the Light Industry Zone.
- iii) The use of 'Zinalume' on buildings greater than 150m² is not permitted in the General Industry Zone.

6.5. Carparking & Trafficable Areas

- i) All car parking bays and maneuvering areas, including the driveway access in the front setback area, being properly drained, kerbed and sealed. All parking spaces are to be line-marked and maintained in good repair thereafter.
- ii) A minimum of a 2 coat bitumen seal is requirement for car parking and maneuvering for visitors and staff in front setback area.

~~iii) The dimensions of parking bays and maneuvering areas are to comply with Australian Standard 2890.1 Off-street parking.~~

Commented [r8]: Duplicated in CI 4.18.1 of LPS 6

~~iv)iii) All other parking, truck turnarounds, storage and hardstand areas may be of gravel construction; constructed to ensure that dust does not cause a nuisance.~~

7-6. Landscaping

- i) Landscaping areas are to generally located in the front setback and down the side boundaries.
- ii) A landscaping plan is to accompany any application for ~~planning-development~~ approval, and landscaping is to complement the appearance of the proposed development.
- iii) Landscaping shall generally consist of lawns, gardens or the planting of trees and shrubs. The use of native and water efficient plants is encouraged.
- iv) Landscaping is to be established within 3 months of the completion of the building.
- v) Landscaped areas are to be reticulated and maintained at all times.
- vi) With the approval of the Shire fifty (50) per cent of the landscaping requirement identified in the Scheme Text and this Policy may be met by landscaping the verge area, providing that reticulation is installed and on-going maintenance of the total road verge bordering the subject lot is undertaken. For corner lots, this credit will be eighty (80) per cent of the landscaping requirement identified in the Scheme Text where the whole of the verge is treated.

8-7. Stormwater

- i) Stormwater is to be contained on site before discharged to road or district system.
- ii) The development may require oil separators or nutrient stripping infrastructure (such as retention basins) at the discretion of the Shire.
- iii) The use of rainwater tanks for storage and reuse on site is encouraged.

9. Fencing

- ~~i) Boundary fencing is permitted to a maximum of 2.1m.~~
- ~~ii) Fencing along the primary street frontage is to be visually permeable.~~
- ~~iii) The use of barbed wire is not permitted.~~

Commented [r9]: Contrary to Fencing Local Law

10-8. Use of Transportable Buildings

- i) The use of transportable buildings (including second-hand buildings), such as offices and ablutions is permitted only with Council ~~Planning-Development~~ Approval.
- ii) Transportable buildings are to be painted and/or clad to complement other buildings on the property.

- iii) Council may require modification of the roof line to ensure the building is made visually acceptable in the streetscape.

LOCAL PLANNING POLICY NO.8—6 – Extractive Industry

Background

The Shire of Ravensthorpe Local Planning Scheme No.6 defines an extractive industry as follows:

“industry – extractive” means premises, other than premises used for mining operations, that are used for the extraction of basic raw materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes –

- (a) the processing of raw materials including crushing, screening, washing, blending or grading;*
- (b) activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration;*

Extractive industries are **an** Adverting land use in the 'Rural' zone and *not permitted* in any other zone. Council may require that they be referred to neighbouring landowners for comment.

Extractive industries can have a high impact on the surrounding road infrastructure, existing vegetation and amenity of surrounding landowners and will therefore be referred to the relevant government agencies during the assessment period for comment. These may include Main Roads WA, Department of Biodiversity Conservation and Attractions, Department of Water and Environmental Regulation, Department of Mines, Industry Regulation and Safety and Department of Primary Industries and Regional Development depending upon the nature of the application.

Where existing remnant vegetation is proposed to be cleared the applicant may need to seek a Vegetation Clearing Permit from the Department of Water and Environmental Regulation in accordance with the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

Larger extractive industries may require registration or a license as a 'prescribed premise' from the Department of Water and Environmental Regulation under Part V of the Environmental Protection Act 1986 (Environmental Protection Regulations, 1987, Schedule 1)

Finally, the Department of Mines, Industry Regulation and Safety (DMIRS) have a separate role under the *Mine Safety & Inspection Act 1994 to ensure the safety of extractive industries throughout the Shire. A separate approval and process is required with the DMIRS* including preparing a 'Project Management Plan'. More information is available at <http://www.dmp.wa.gov.au/Safety/Submitting-a-project-management-9184.aspx>.

Objectives

The objectives of this policy are as follows:

- a) To assist Council in determining applications for extractive industries by providing general guidelines and outlining matters Council will have regard for in assessing applications.

- b) To protect and maintain the existing landscape character, native vegetation, productive agricultural uses and general amenity of the Shire.
- c) To set out standard conditions that will be considered by Council in their assessment of extractive industry applications.
- d) To provide for appropriate 'buffers' between extractive industries and sensitive land uses.

LOCAL PLANNING POLICY No.8-6 – Requirements

1. Exemptions from Planning-Development Approval

- a. No exemptions are applicable to this policy.

2. General Requirements

- a. The following setbacks will generally be applied to excavation areas/ pits;
 - i) A minimum of 75 metres to any road or thoroughfare;
 - ii) A minimum of 50 metres to any property boundary in a different ownership;
 - iii) A minimum of 50 metres to any water course or stand of remnant vegetation.
- b. Excavation areas/ pits are to be separated from the closest 'sensitive land use' on a different lot (usually a house) by the recommended generic buffer distance listed in Table 1 unless a site specific technical study is prepared.
- c. Where an extractive industry proposes direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by Council), the Council may require crossover and vehicle access areas within 50 metres of the road to be constructed with a stable, impervious surface.
- d. Those portions of public roads as are affected by the activities related to an extractive industry shall be maintained to a 'pre-development' standard acceptable to Council at the applicants cost. A road maintenance contribution and / or bond may be payable to Council prior to commencement of works to ensure roads are maintained to satisfactory standards. The contribution may be applied at the discretion of Council. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.
- e. An **Environmental Management Plan** is to be submitted addressing dieback controls, spread of noxious weeds, dust and noise is to be compiled in consultation with the Department of Biodiversity Conservation and Attractions and submitted to the Shire for separate written endorsement prior to commencement of any site work or an alternative time period agreed to in writing by the Shire.
- f. A **Rehabilitation Plan** is to be submitted and approved by the Shire in writing. This plan is to address (but not be limited to) the following issues:
 - i) Restrict the area of open pit to 2 hectares. Larger pits may be considered for gravel extraction where the applicant can demonstrate that it will not have any detrimental impact on the environment or amenity of the area (by lodging a detailed environmental management plan).

- ii) How the portions of land subject to extraction are to be rehabilitated (following each stage of extraction) to allow for future rural use and shall include;
- Flattening the land;
 - Spreading of stockpiled topsoil (capable of supporting seed and plant re-growth);
 - Forming stable battered banks not to be steeper than 1 in 5; and/or
 - And revegetation using native trees, shrubs and groundcovers/ undergrowth.
- g. An extractive industry licence is valid for twelve (12) months from issue of the ~~Planning-Development~~ Approval starting from the 1st July. It is renewable annually by the Shire subject to no complaints being received by the Shire.
- h. Should Council be informed by the Permit Holder that renewal of the Approval is not required; Council will formally revoke the Approval. The operator is to ensure that the excavation is properly rehabilitated.

Table 1 – Generic buffers to sensitive land uses

Industry	Description of Industry	Buffer distance in meters
Clay extraction or processing	Mining, extraction or processing of clay	500-1000 depending on size.
Extractive Industry – hard rock	quarrying (including blasting), crushing and screening	1000
sand and limestone extraction	no grinding or milling works	300-500 depending on size

3. Special Application Requirements

- a. Where a new extractive industry is proposed, or an existing industry is to be increased in size over what was originally approved, ~~planning-development~~ approval is required prior to the industry commencing or extending. Applicants need to lodge;
- A completed planning application form to be signed by the owner of the land.
 - A detailed written submission explaining the application, and addressing the matters to be considered at part 3b of this policy (as per below).
 - Detailed, accurate and scaled plans.
- b. In considering any application, Council will have regard for the following matters;
- i) It is important that each application be examined on its individual merit having regard for the existing land uses, topography of the land, and its specific location.
- ii) Whether the site is in a visually significant location such as on a ridge, adjacent to the coast or an estuary, close to a national park or nature

reserve, visible from a major road, tourist destination, scenic route or tourist route*†.

- iii) Compatibility with adjoining land uses.
 - iv) Noise, dust and vibration abatement measures.
 - v) Proximity and buffers to wetlands and water courses.
 - vi) Whether the proposal includes clearing of significant remnant vegetation and the quality of vegetation.
 - vii) Drainage implications including surface and ground water impacts.
 - viii) Rehabilitation measures.
 - ix) Intended end use of the land and future planning for the area.
 - x) Prevention of spread of dieback or other disease.
 - xi) Environmental management and measures proposed to be undertaken by the proponent to address environmental issues.
 - xii) Whether the access roads proposed are suitable for the volume of traffic and type of heavy vehicles proposed.
 - xiii) Whether the site has access to major roads, and whether the existing roads to be used by trucks are in good condition.
 - xiv) The proposed road haulage route and whether the use of any state controlled roads are proposed.
 - xv) Size of trucks and number of truck movements.
 - xvi) Existence of other extractive industry or heavy haulage-associated use in the vicinity.
 - xvii) Details of the storage of fuel and flammable materials on the site;
 - xviii) The material to be excavated, including maximum depth of excavation, area to be open at any one time and expected pit life;
- c. Council has discretion to advertise any application for extractive industry through letters to adjacent and nearby landowners, letters to relevant authorities, newspaper advertising and / or a sign on site.

Whilst the need for advertising can be determined on a 'case by case' basis, this Policy recommends that all 'extractive industry' applications be advertised due to potential impact on amenity and application of buffers.

Advertising will be for a minimum of 14 days in accordance with Clause 64 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The application may also be referred to relevant authorities in accordance with Clause 66 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The types of authorities that Council may liaise with include (but are not limited to);

- Environmental Protection Authority (EPA)
- Department of Biodiversity Conservation and Attractions (DBCA)
Water Corporation (WC)
- Department of Water and Environmental Regulation (DWER)
Department of Mines, Industry Regulation and Safety

(DMIRS)Department of Primary Industries and Regional Development
(DPIRD)

- Main Roads (MRWA)
- Western Power (WP)
- Department of Planning, Lands and Heritage (DPLH).
- Tourism WA
- Any other authority Council considers relevant.

LOCAL PLANNING POLICY No.9-7 – Public Open Space – 3-5 Lot Subdivision

Background

Section 153 of the *Planning and Development Act 2005* (as amended) establishes that Public Open Space cannot be requested from a subdivision that creates less than 3 lots.

Where a subdivision proposes to create in excess of 5 lots, it has been the consistent approach of the Western Australian Planning Commission to require the ceding of 10 percent of the land as Public Open Space (POS).

Since the gazettal of the Planning and Development Act in 2005 it is now possible to require POS to be ceded where 3-5 lots are created.

The Western Australian Planning Commission's Development Control Policy No.2.3 specifies that:

"3.1.6 The Commission may impose an open space condition where an application would create five lots or less where:

- The imposition of the condition would yield an area of land which the Commission and Council agree is adequate and suitable for public open space purposes; or*
- The local government has identified an existing or potential deficiency of public open space and has an adopted strategy to improve or provide open space by land acquisition in the locality of the subdivision; or*
- Similar proposals containing five lots or less would be likely to eventuate in the locality. "*

The Ravensthorpe, Hopetoun and Munglinup townsites have historically been developed at a low density, with the majority of subdivision occurring prior to the requirement for the contribution to or establishment of Public Open Space. With the exception of their recreation complexes, this has resulted in a large deficiency in useable and quality Public Open Space areas.

Whilst the Shire of Ravensthorpe would be asked to comment on any subdivision within the Shire boundaries, it is important to note that the final decision on any proposed subdivision lies with the Western Australian Planning Commission and that Council can only recommend a Public Open Space contribution condition to the Western Australian Planning Commission during the referral period.

Objectives

The objectives of this policy are as follows:

- a) To ensure that there is adequate provisions of Public Open Space within the townsites of the Shire of Ravensthorpe.
- b) To ensure that Public Open Space owned and maintained by the Shire of Ravensthorpe is of a high quality for use; and
- c) To provide suitable guidelines to Council where it should request a land or cash-in-lieu contribution to Public Open Space for subdivisions creating between 3 – 5 lots.

LOCAL PLANNING POLICY No.9-7 – Requirements

1. Exemptions from Public Open Space contribution:

- a. This policy only applies to subdivision which creates 3-5 lots zoned 'Residential' by the Shire of Ravensthorpe Local Planning Scheme No.6.

2. General Requirements:

- a. The following contribution of land or cash-in-lieu shall be applied:
 - i. 5 percent where a proposal creates three (3) 'Residential' zoned lots;
 - ii. 7.5 percent where a proposal creates four (4) 'Residential' zoned lots; and
 - iii. 10 percent where a proposal creates five (5) 'Residential' zoned lots.
- b. The Shire of Ravensthorpe shall determine if a land or cash-in-lieu contribution to Public Open Space is appropriate. In making this decision, Council shall consider:
 - i. The proximity of the proposed subdivision to any nearby reserves;
 - ii. If the proposed subdivision immediately adjoins a reserve for recreation and whether a land contribution could be amalgamated with that reserve;
 - iii. If funding from a cash-in-lieu contribution for Public Open Space would be able to be used to improve nearby existing reserves that would be used by the proposed subdivision; and
 - iv. If the proposed subdivision contains land which the Shire of Ravensthorpe wishes to secure for Public Open Space purposes.

LOCAL PLANNING POLICY NO.10—8 – Alfresco Dining & Trading in Public Places

Background

Alfresco dining in appropriate locations within the Shire's townsites can contribute to its ambience by adding colour, vibrancy and interest to the streetscapes. Alfresco dining is encouraged in all town centres, and especially in locations closely associated with retailing, entertainment and tourism.

The Shire of Ravensthorpe supports and encourages the establishment of alfresco dining areas which:

- i) Enhance the amenity, vitality and ambience of the town's retail, commercial, entertainment and tourism areas;
- ii) Contribute to the activation of streets or laneways on which they are located;
- iii) Provide innovative, unique and creative alfresco street furniture;
- iv) Do not interfere with the safe and reasonable movement of pedestrians, people with prams and motorised wheelchairs; and
- v) Are located so that they do not cause danger or unnecessary distraction to motorists, pedestrians or other road users.

In the interests of encouraging alfresco dining and street activity the additional floor space will not attract a requirement to provide additional parking.

Objectives

The objectives of this Policy are:

- a) To enhance the functions, appearance and character of the commercial areas by permitting alfresco dining associated with existing food establishments on Council controlled land such as road reserves;
- b) To allow for the operation of trading activities in public places in such a manner and location that they do not conflict with, or act prejudicially towards the Shire's retail and service base, or any other function of the town centre.

LOCAL PLANNING POLICY NO.40-8 - Requirements

1. Exemptions from Planning-Development Approval

- a. There are no exemptions from Planning-Development Approval.

Commented [r10]: Can be deleted as no exemptions.

2. General Requirements

This Policy applies to applications seeking approval to use public land for alfresco dining and trading in public places activities whether on a permanent or temporary basis. Council will have regard to the policy statements below in assessing and considering all applications.

- a. The proposed dining area or display is to be attractively integrated with, and enhance the character of the immediate locality and overall streetscape
- b. Council will not approve dining and/or display activities where, in its opinion, approval would conflict with or inconvenience other existing businesses. Council in its consideration of the impacts may consult with the owners/occupiers of other nearby premises
- c. Generally, dining and/or displays will be approved only where they are directly associated with an existing adjacent business. Activities that are not directly associated with an adjacent business may be considered in special circumstances but only where they meet a demand for goods and services that are not available already
- d. All objects for dining and/or display placed within the footpath area must not obstruct pedestrian movement or access to and from kerbside parking bays and a minimum clear footpath width of 2m shall be maintained in all cases.
- e. All objects and furniture located as part of the dining and/or display area are to be readily removable. However, where it is demonstrated to the satisfaction of Council there are positive benefits to the public, more permanent features may be permitted providing all costs associated with removal and restoration are borne by the applicant and Council is satisfied with the form, construction and appearance of those more permanent features
- f. Objects placed on the footpath within the road reserve must not obstruct sight lines for either vehicles or pedestrians, either at road junctions and crossovers.
- g. The applicant is responsible for attending the dining and/or display area and ensuring it is maintained in a good condition and clean and tidy state at all times.
- h. If a dining area and/or display are not maintained in a good condition and clean and tidy state and/or the conditions of Council's approval are not adhered to, Council may withdraw the approval and all associated materials and objects associated with the approved use must be removed.
- i. The applicant shall be solely responsible for all and any associated costs with the removal, alteration, repair, reinstatement or reconstruction to Council's satisfaction of the street carriageway, footpath or any part thereof arising from the use of the approved area. If an applicant does not complete the necessary works, Council may recoup such costs from the applicant.

- j. The installation of transparent, roll-down blinds to provide weather protection for an alfresco area is supported in principle but they must be taken down each night at the close of business.
- k. An Alfresco Dining and Trade Display permit is valid for twelve (12) months from issue of the ~~Planning-Development~~ Approval starting from the 1 July. It is renewable annually by the Shire subject to no complaints being received by the Shire

3. Special Application Requirements

- (i) The applicant is required to show evidence of appropriate comprehensive public liability insurance covering any activity, object or provision within the approved public place and indemnify Council against any claim from its use by them and/or patrons.
- (ii) In addition to normal ~~planning-development~~ application requirements, applications for Alfresco Dining Areas or Street Displays must be accompanied by plans, drawn to scale, which clearly indicate the proposed location of tables, chairs and any other object(s) and shows their relationship to existing features such as the building, kerb line, street furniture, landscaping and adjoining buildings
- (iii) Applications must contain a written submission and must specify proposed days and hours of trading in the public area.

LOCAL PLANNING POLICY NO.11—9— - Farm Forestry

Background

There is potential for commercial timber and associated products in the Shire, but the choice of species is restricted to well defined ranges due to soil type and rainfall. Another emerging plantation industry is the establishment of carbon plantations to create carbon offsets through the establishment and management of plantations dedicated to that purpose.

These carbon plantations are not subject to harvesting and may be left in place for 70 years. The accumulated carbon dioxide in these plantations is 'traded' with entities that have an obligation to reduce their greenhouse gas emissions profile (such as vehicle manufactures and petroleum companies). Carbon dioxide sequestered by these plantations needs to be certified under the National Carbon Offset Standard of the Commonwealth Government Department of Environment and Energy.-

The environmental benefits of such plantations include lowering of water tables (and salinity levels), improved biodiversity (including habitat linkages), improved soil conservation and reduced sediment loads in waterways. Also from a local government perspective, additional road construction and maintenance is not required as the plantation may never be harvested.

However, carbon plantations do generate areas of concern particularly from a local government perspective. After the initial planting and other than annual firebreak maintenance, nothing is returned to the local community. There is essentially no production of food from the land which once was carrying livestock and/or being used for cropping. There is the real potential that extensive areas planted to carbon plantations exacerbate population drift and rural re-population.

However, at this stage the Shire has not taken a position in regard to limiting or controlling carbon plantations as a land use, this policy governs plantations that are harvested such as Blue Gum and pine plantations.

The active management of plantations is critical to ensure that fire, weed and vermin issues are kept to a manageable level. These matters (and others) are addressed by the *Code of Practice for Timber Plantations in Western Australia*.

Farm Forestry and Agroforestry operations are defined as 'Tree Farm' by the Scheme. A 'Tree Farm' is a permitted land use in the "Rural" zone. The Scheme requires **Planning Development** Approval to be granted by the Local Government prior to the establishment of a plantation.

Objectives

The objectives of this Policy are to:

- a) To facilitate a more consistent, efficient and effective planning process for tree farms.
- b) To facilitate the establishment, management and harvesting of plantations consistent with the *Code of Practice for Timber Plantations in Western Australia*, as amended.
- c) To support and encourage the development of Agroforestry in the Shire for its combined economic, environmental and social benefits and its greater contribution to sustainability in rural areas.

SHIRE OF RAVENSTHORPE LOCAL PLANNING POLICY MANUAL

Definitions

For the purposes of this Policy, the following definitions apply:

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

Farm Forestry - Any commercial tree production on farmland.

Plantation - A stand of trees of 10 hectares, or larger, that has been established by sowing or planting of either native or exotic tree species selected and managed intensively for their commercial and environmental value. A plantation includes roads, tracks, firebreaks and small areas of native vegetation surrounded by plantations. Implicit in this definition is the recognition that plantations will be harvested.

Plantation Management Plan - A plan that details the establishment and tending procedures for a plantation in a manner consistent with Part A of Appendix 1 of the *Code of Practice for Timber Plantations in Western Australia; Protocols for management Plans*.

Transport Strategy - A plan and/or agreement outlining the transport arrangements related to the subject property and the surrounding local and district road system for transporting harvested or processed product from the site of production prepared in a manner consistent with Part B of Appendix 1 and Appendix 2 of the *Code of Practice for Timber Plantations in Western Australia; Plantation Timber Haulage Notification to Local Governments*.

LOCAL PLANNING POLICY NO.44-9 - Requirements

1. Exemptions from Planning-Development Approval

There are no exemptions from planning-development approval.

2. General Requirements

- a. In assessing an Application for Planning-Development Approval that proposes a Plantation, Council is to have regard to the Development Control Provisions of this Policy and the following criteria as appropriate:
 - i) the provisions of the *Code of Practice for Timber Plantations in Western Australia*, as amended;
 - ii) the need to encourage farm forestry in locations where it is significant to the State, regional and local economies;
 - iii) the benefits of farm forestry in addressing land degradation, including soil erosion, water logging and salinity;
 - iv) the role of farm forestry in protecting water quality and preventing adverse effects on groundwater recharge;
 - v) Any loss of high quality, productive agricultural land;
 - vi) the impact on the natural environment and on visual amenity; and
 - vii) the compatibility of farm forestry with adjacent land uses.
- b. Compliance with the Code of Practice for Timber Plantations in Western Australia (as amended) is required. The Code of Practice for Timber Plantations in WA (the

Code') which sets out goals and guidelines for specific areas, including management plans, planning and design, plantation roads, weed and pest control, waterway protection, drainage, harvesting, fire prevention and control, research and development, safety and investment.

All plantation applications will be required to meet the minimum standards as outlined in the Code of Practice. All applications will be assessed having regard for the general principles of the Code.

- c. The preparation and submission of a **Plantation Management Plan** to accompany applications in accordance with the protocol of the *Code of Practice for Timber Plantations in Western Australia (as amended)* (Code of Practice).

Appendix 1 of the Code of Practice provides a detailed description of matters to be addressed so will not be replicated in this policy (e.g.. establishment and maintenance plan, fire management plan, weed control, vermin and insect control, planting details, native vegetation management etc).

- d. The preparation and submission of a **Transport Strategy** as part of the Application for ~~Planning-Development~~ Approval. The Transport Strategy is to include the following information:

- i) Area of land to be planted to trees and subsequently to be harvested;
- ii) Anticipated season/s and year/s of harvest;
- iii) Anticipated tonnage of product at harvest;
- iv) Whether trucked product is likely to be in the form of logs or chips or other;
- v) Anticipated haul routes on local and district roads;
- vi) Proposed destination of haulage; and
- vii) Proposals for upgrading/rehabilitation or making financial contribution towards the upgrading/ rehabilitation of the local and district road system.

The Transport Strategy is to be updated and presented to the Local Government for final approval a minimum of eighteen (18) months prior to harvesting commencing.

- e. The Local Government may require a report on the general pre-condition of the main haulage roads and payment of a bond to cover any potential road damage.
- f. The Local Government will require the preparation and submission of a **Fire Management Plan** as part of the Application for Development Approval. The Fire Management Plan is to be prepared by an experienced fire professional in accordance with the Guidelines for Plantation Fire Protection, as amended.
- g. In order to reduce the potential for conflict between farm forestry practices and areas of sensitive land uses, Council will not approve the development of Tree Farms within:
- i) 500m of the Townsites of Hopetoun, Munglinup and Ravensthorpe.
 - ii) 250m of the Townsite of Jerdacuttup.
 - iii) 500m of areas zoned 'Rural ~~Conservation~~ Residential'.
 - iv) 250m of areas zoned 'Rural Small-~~h~~ Holding'.

Notwithstanding the separation distances stated above, Council may consider reducing the separation distance where it can be demonstrated that the planting of trees closer to sensitive land uses will address pre-existing environmental damage, such as salinity. The proponent is to demonstrate in this case that the plantation can

be operated without adverse impact on the amenity of residents in the adjoining areas.

h. All plantations shall be setback:

- i) 50 metres for permanent water or greater ephemeral streams (intermittent);
- ii) 30 metres for ephemeral streams and margins of water supply

Variation to these setbacks can be considered following referral to the department of Water for advice.

i. Agency referrals

- i) Where a property subject to an Application for the establishment of a Tree Farm adjoins land managed by the Department of Biodiversity Conservation and Attractions as part of a designated Nature Reserve, Conservation Area or National Park, the Application is to be referred for comment to the Department.
- ii) Applications that use Main Roads WA controlled highways for access will be referred to Main Roads for comment.
- iii) Applications in close proximity to waterways will be referred to the Department of Water and Environmental Regulation for comment prior to determination.

LOCAL PLANNING POLICY NO.12—10 – Holiday Houses

Background

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

The informal development of this section of the tourist accommodation market has meant that holiday homes have so far operated with minimal regulation, resulting in an uncertain legal & insurance environment, issues of inequity with other service providers and increased potential for land use conflict. Community concerns about holiday homes often relate to the behaviour of tenants, rather than being associated with the use per se. In addition there has been concern that some holiday homes are not maintained to a satisfactory standard, which in turn reflects negatively on the Shire's tourism industry.

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

The Shire of Ravensthorpe Local Planning Scheme No.6 (the Scheme) lists 'holiday home' as an 'A' use in the 'Residential', 'Rural Townsite', 'Mixed Use', 'Rural' and 'Rural Residential' zones..

Objectives

The objectives of this Policy are:

- To establish clear guidelines for the short stay use of holiday houses for tourism accommodation.
- To ensure that the predominant residential nature and character of neighbourhoods is retained.
- To minimise negative impacts of holiday homes on the amenity of adjoining residents.
- To encourage the provision of good quality, well managed holiday houses.

Definitions

'holiday house' means a single dwelling on one lot used to provide short term accommodation but does not include a bed and breakfast;

'short term accommodation' means temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12 month period.

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

Short stay means that no person is to stay for more than three months in any 12 month period.

Property Manager means a person or company responsible for the day to day administration of the holiday home and may be the landowner.

LOCAL PLANNING POLICY NO.102 - Requirements

4. Exemptions from Planning-Development Approval

- a. This policy does not apply to houses used by absentee landowners for their own holidays but only to houses rented out for commercial gain.

5. General Requirements

- a. Holiday homes are generally considered an acceptable land use where permitted in Clause 3.2 of the Scheme, subject to appropriate management measures being put in place.
- b. The holiday home may only be rented for a maximum period of three (3) months to any one person in any twelve (12) month period.
- c. Car parking bays are to be provided on-site at a rate of one bay per two adults accommodated.
- d. The applicant is to provide a copy of the approved Property Management Plan to adjoining landowners/occupiers as identified by the Shire.
- e. On-site holiday home signage is not permitted with the exception of a 0.2m² nameplate (i.e. identifies the name of holiday home if relevant).
- f. Business Directional Signs are not permitted for holiday homes.
- g. The use of grouped or multiple dwellings will generally not be supported for holiday home accommodation given the potential impacts on adjoining residents, unless all owners/strata owners or the body corporate are in agreement.

6. Special Application Requirements

- a. A Property Management Plan is required to be submitted and approved by the Shire. Matters that need to be addressed in the Property Management Plan include:
 - (i) Details of the appointed property manager;
 - (ii) Details of the maximum number of adults to be accommodated at any one time.
 - (iii) Details of how bookings are to be made;
 - (iv) Duties of the property manager;
 - (v) In relation to the appointment of a Property Manager, the following is applicable:
 - is a person/company that will have day-to-day management of the holiday home; and
 - will specifically respond to complaints pertaining to guest behaviour made before 1am within a two hour timeframe; and
 - in relation to any other complaints will respond, within a reasonable timeframe but in any event within 24 hours.
 - (vi) Fire and emergency plan arrangements (i.e. location of smoke alarms, fire blankets, exit lighting, fire extinguishers, external taps/garden hoses, a fire

evacuation route leading to the nearest main road and emergency information details); and

(vii) A Code of Conduct for guests based on the template provided in this policy.

To ensure consistency in Property Management Plan details, a proforma Property Management Plan is attached to this Policy.

7. Renewal & Approval Period

- a. All initial ~~planning-development~~ approvals for holiday homes shall be granted for a one year period unless the local government determines otherwise.
- b. In determining an application for renewal, the Shire will consider the nature of any comments made regarding the operation of the activity and any other information available relating to the adverse impact of the activity on the amenity of neighbours and surrounding area.
- c. Where complaints have been made, issues relating to impact on amenity have been verified or other non-compliance with the ~~planning-development~~ approval has occurred, approval of the renewal application is unlikely to be granted.
- d. Where the Shire is satisfied that the holiday home has been appropriately managed an approval of the renewal application for a period of up to three years may be granted.

Note:

Property Managers are fully responsible for the holiday home and to ensure there is minimal impact on the amenity of neighbouring properties. This provides a degree of certainty to operators, while also enabling the Shire flexibility to terminate approval of non-compliant operators, particularly where valid complaints are received, conditions of approval are not being complied with and/or there are concerns relating to the holiday home operations.

HOLIDAY HOME PROPERTY MANAGEMENT PLAN



PROPERTY ADDRESS:

PROPERTY MANAGER DETAILS:

Name: _____

Address: _____

Telephone Number:

Email:

Details of where bookings are made:

Internet (please specify):

Property Manager:

Other (please specify):

NOTE: In relation to the nominated Property Manager, the following is applicable:

- Is a person/company that will have day-to-day management of the holiday home; and
- Will specifically respond to complaints pertaining to guest behavior made before 1am within a two hour timeframe; and
- In relation to any other complaints will respond, within a reasonable timeframe but in any event within 24 hours.

DUTIES OF PROPERTY MANAGER

General Information: The Property Manager will supply readily visible in the kitchen or living area of the home the Code of Conduct, the Property Management Plan and the Fire and Emergency Plan (including the Fire Evacuation Route). Other duties include:

- Liaise with tenants for the occupancy and vacation of the premises;
- Ensure the correct maximum number of people is staying overnight in accordance with ~~planning-development~~ approval conditions;
- Ensure the premise is registered with the Shire of Ravensthorpe as a Holiday Home provider;
- Ensure guests are aware of the Code of Conduct;
- Ensure guests are aware of the Fire and Emergency Plan;
- Maintain a register of all people who utilise the premise, available for inspection by the Shire of Ravensthorpe upon request;
- Ensure the premise is clean and maintained to a high standard;
- Ensure rubbish and recycling bins are put out and collected as required.

DATE:

**HOLIDAY HOME
FIRE AND EMERGENCY PLAN**

PROPERTY ADDRESS:

FIRE SAFETY INFORMATION:

The following floor plan of premises clearly identifies the location of:

- Hardwired smoke alarms;
- Fire blanket (in kitchen);
- Fire Extinguishers; and
- External Taps/Garden Hose Locations; and
- A fire evacuation route leading to the nearest main road; and

Please attach a floor plan for each level of the premise with the above clearly located and identified.

The above information is to be clearly displayed in accordance with the Property Management Plan.

EMERGENCY CONTACT DETAILS:

FOR ALL EMERGENCIES DIAL 000

Property Manager:	
Ravensthorpe Police:	9838 1004
Hopetoun Police:	9838 3724
Shire of Ravensthorpe:	9839 0000
Ravensthorpe Hospital:	9838 2211

EMERGENCY PROCEDURE:

In the event of a fire or emergency, evacuation information may be broadcast or available from the following sources:

<u>ABC Radio:</u>	558AM
<u>DFES:</u>	http://www.dfes.wa.gov.au/alerts/Pages/default.aspx 1300 657 209
<u>Shire of Ravensthorpe:</u>	www.ravensthorpe.wa.gov.au

HOLIDAY HOME **CODE OF CONDUCT**

PROPERTY ADDRESS:

The following Code of Conduct governs tenant behavior and use of the property. The tenant agrees to follow the guidelines below, for themselves and any visitors they allow at the property:

TENANTS: A responsible adult (over 18 years of age) shall be on site at all times when children are present. No unauthorised people are permitted to stay overnight.

NOISE AND NUISANCE: The tenants agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behavior. Noise should generally cease after 9pm Sunday through Thursday and 10pm Friday and Saturday.

VEHICLE PARKING: The tenants agree to use the parking spaces provided and not to park on lawn or garden areas on the property, or on the street verge or street itself outside the property. The guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.

SHIRE REGULATIONS: The tenants agree to all Shire regulations, including noise and fire limitations.

FIRES: The tenants agree not to allow any candles, open fires or similar burn unsupervised within the premise. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.

RUBBISH DISPOSAL: The guests agree to contain all their rubbish in the bins provided. Tenants are responsible for the putting out and collection of the bins where your stay coincides with collection days.

TERMINATION OF ACCOMMODATION: If tenants are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued. If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours notice at the Property Managers discretion. No refunds will be made.

FIRE EVACUATION ROUTE

*Map of Locality
(Insert).*

The map of the property is to clearly show (or detail) the nearest Emergency Evacuation Point.

The primary route used to evacuate the locality in the event of an Emergency which must lead to a main road.

PROPERTY ADDRESS:

LEGEND

Subject Property

Roads to be used in the first instance for Emergency Evacuation

FLOOR PLANS OF PREMISE

PROPERTY ADDRESS:

*UPPER FLOOR PLANS
(Insert).*

*LOWER FLOOR PLANS
(Insert).*

LEGEND

Hardwired smoke alarms Fire blanket (in kitchen)

Fire Extinguishers

You are here.

LOCAL PLANNING POLICY NO.113 –Development in Bushfire Prone Areas

Background

Large areas of the Shire of Ravensthorpe are prone to bushfires due to topography, vegetation and climate. In 2015 the state government released a suite of reforms in response to the Keelty Report 2011 that apply across the state and elevate bush fire issues to the highest level of planning policy.

The Department of Fire and Emergency Services (DFES), Building Commission and Western Australian Planning Commission (WAPC) collectively released a ***Bushfire Policy Framework*** which includes:

- State Planning Policy 3.7 'Planning in Bushfire Prone Areas';
- Amendments to Planning Regulations;
- Amendments to Building Regulations;
- An order by the Fire & Emergency Services Commissioner designating bushfire prone areas;
- Published the Map of Bushfire Prone areas; and
- Published the Guidelines for Planning in Bushfire Prone Areas

The intention of this policy framework is to *"implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure."*

The recent release of this policy framework has increased the level of complexity when lodging development applications. The majority of landowners and developers in the Shire of Ravensthorpe are 'owner builders' or reasonably unfamiliar with the development process and requirements.

Additionally, the townships are remote to professional services, any service usually comes with considerable travel costs added. Large areas of the townships are required to prepare a BAL Assessment being identified as 'bushfire prone' by the recently released State-wide Bushfire Prone mapping.

This policy seeks to aid applicants in preparing information for lodging development applications by providing a BAL Contour Plan over Ravensthorpe and Hopetoun Townships and a template for lodging Bushfire Management Plans.

Purpose of the Policy

The purpose of this Policy is to:

- c) Adopt and apply BAL Contour Plans for the townsites Ravensthorpe and Hopetoun in order to assign a Bushfire Attack Level (BAL) rating to the residential areas within these townsites.
- d) Clarify and streamline the development process for residential development in bushfire prone areas zoned General Agriculture, Rural Conservation and Rural Small Holdings by providing a Bushfire Management Statement template.

Scheme Requirements

Regulation 10A of the Planning Regulations 'Deemed Provisions' require **planning development** approval for all development within a designated bushfire prone area; except lots less than 1100m².

The Scheme then requires that Council have 'due regard' for State Planning Policy 3.7 and the Guidelines for Planning in Bushfire Prone Area when determining planning applications in bushfire prone areas.

Therefore, this policy is to be read in conjunction with:

- the Deemed Provisions contained in the Planning and Development (Local Planning Schemes) Amendment Regulations 2015, which form part of every local planning scheme;
- Where relevant, any supplementary provisions of a scheme;
- State Planning Policy 3.7 and the supporting Guidelines; and
- Australian Standard 3959: Construction of buildings in bushfire-prone areas.

Importantly, this policy compliments the above requirements only and does not supersede any other requirement of this policy framework. It seeks to streamline, add clarity and consistency to the requirements of the abovementioned documents when applied in the Shire of Ravensthorpe.

Definitions

These definitions are largely from State Planning Policy 3.7 and apply in the context of SPP 3.7, the Guidelines and this policy.

AS 3959: Australian Standard 3959 Construction of Buildings in Bushfire-Prone Areas.

BAL: Bushfire Attack Level (BAL) as set out in the *Australian Standard 3959 Construction of Buildings in Bushfire-Prone Areas* (AS 3959), as referenced in the Building Code of Australia (as amended).

BAL assessment: An assessment prepared in a manner and form set out in AS 3959 to determine a BAL. It is required that BAL assessments are prepared by accredited Level 1 BAL Assessors.

BAL Contour Map: A BAL Contour Map is a scale map of the subject lot/s illustrating the potential radiant heat impacts and associated indicative BAL ratings in reference to any classified vegetation remaining within 100 metres of the assessment area after the development is complete. The intent of the BAL Contour Map is to identify land suitable for development based on the indicative BAL rating.

Bushfire Policy Framework: The collective term for the package of requirements released in December 2015 that guide development in bushfire prone areas. These documents include:

- State Planning Policy 3.7 'Planning in Bushfire Prone Areas';
- Amendments to Planning Regulations;
- Amendments to Building Regulations;
- An order by the Fire & Emergency Services Commissioner designating bushfire prone areas;
- Published the Map of Bushfire Prone areas; and
- Published the Guidelines for Planning in Bushfire Prone Areas

Bushfire Protection Criteria: means Appendix Four of the Planning for Bushfire Risk Management Guidelines (2015).

Bushfire Management Plan: means a plan which sets out the proposed fire mitigation measures for land. It is normally required to comply with the Bushfire Protection Criteria (Appendix 4 & 5 of the Bushfire Risk Management Guidelines). A bushfire management plan or bushfire management plan is to be prepared by a person with expertise in fire management planning who is preferably accredited under the national BPAD scheme.

Bushfire Management Statement: means a statement prepared by an experienced person or BAL Assessor that demonstrates how a development proposal complies with the 'acceptable solutions' listed in Appendix 4 of the Bushfire Risk Management Guidelines and this Policy. A template and list of requirements for a Bushfire Management Statement are attached to this Policy.

LOCAL PLANNING POLICY NO.113 - Requirements

41.9. Exemptions from ~~Planning~~ Development Approval

- 1a. There are no exemptions; all development in bushfire prone areas require assessment against the Bushfire Policy Framework, including this policy.

42.10. BAL Contour Plan

- 2a. The Shire of Ravensthorpe has prepared a BAL Contour Plan for the townships of Ravensthorpe and Hopetoun (2 Townships BAL Contour Plans). This Plan and report apply a BAL rating to all properties capable of residential development.
It is to be applied in the context of the WAPC's 'Bushfire Policy Framework'.
- 2b. The BAL Contour Plan applies BAL ratings to those areas designated bushfire prone.
- 2c. An applicant can choose to prepare their own BAL Assessment should they choose to not accept the BAL Contour Plan recommended BAL rating. This must be prepared by a suitably accredited fire consultant.
- 2d. The BAL Contour Plans will be reviewed annually in order to respond to any township mitigation actions completed in the previous year.
- 2e. The BAL Contour Plans are not applicable to strategic planning proposals and subdivisions.

43.11. Bushfire Management Statement

That planning applications on land zoned '~~General Agriculture Rural~~', 'Rural ~~Conservation Residential~~' or 'Rural Small Holdings' in the Study Area are to be accompanied by:

- A. A BAL Assessment prepared by an accredited person.
- B. A Bushfire Management Statement prepared by an experienced bushfire practitioner that addresses the matters listed in the template provided at Appendix 1 of this policy. These measures include:

"Essential":

- i) Define the proposed Building Envelope (where applicable)
- ii) Incorporate findings of BAL Assessment including:
 - House constructed to AS3959 - "Construction of Buildings in Bushfire Prone Areas"
 - Distance to classified vegetation
 - Attach a copy of BAL Assessment as an appendix
- iii) Asset Protection Zone (APZ) - minimum of 20m wide managed to the standard described at Element 2, Appendix 1 of the Guidelines for Planning in Bushfire Prone Areas (attached).
- iv) Council may consider a lesser width APZ where there are environmental, topographical, visual amenity or erosion issues. In all cases the minimum width of the APZ must allow the house to achieve a BAL-29 rating.
- v) Driveway maintained at a trafficable standard at all times. The driveway is to have a minimum trafficable surface of 4m, horizontal clearance of 6m, vertical clearance of 4.5m and maximum grade of 1 in 10.
- vi) An emergency services vehicle turnaround within 50m of the dwelling (three point or circular)

- vii) Dedicated water supply of 10,000L accessible from the driveway or turnaround and provided with a 50mm male camlock fitting
- viii) Fire Breaks (as appropriate).
- ix) Sheds located at least 6m from the house or assessed as part of the house and a BAL rating applied as appropriate
- x) Fences and sheds within the APZ are constructed of non-combustible materials; and
- xi) Avoid areas of Kwongkan Shrubland

“Desirable/Complimentary”:

- Use a simple house design to reduce wind turbulence around house
- Method for managing vegetation on balance of property;
- Secondary access points through neighbouring property, developed in conjunction with neighbouring landowner;
- Sprinkler Systems; and
- Fire Bunkers.

*This list is a collection of the ‘acceptable solutions’ listed at Appendix 4 of the Guidelines for Planning in Bushfire Prone Areas and responses specific to the topographic and environmental conditions around Hopetoun; **see attached template.***

- C. Where any ‘essential’ element of the Bushfire Management Statement cannot be complied with a full Bushfire Management Plan shall be prepared by an appropriately accredited fire consultant.



BUSHFIRE MANAGEMENT STATEMENT

The Shire of Ravensthorpe may accept a Bushfire Management Statement as described in the template below for development proposed in the General Agriculture, Rural Conservation and Rural Small Holdings zones. This statement must be prepared by an experienced person or the BAL Assessor.

The elements of the Bushfire Management Statement are to comply with the "acceptable solutions" set out in Appendix 4 of the "Guidelines for Planning in Bushfire Prone Areas". Where it is not possible to comply with the listed 'acceptable solutions' a full Bushfire Management Plan is to be prepared by an accredited Bushfire Planning Practitioner.

Bushfire Management Statement

1. Property this statement relates to					
Property Street Address	Street no	Lot no	Street name		
	Suburb		State	Postcode	
	Diagram or Plan No	Certificate of Title No	Folio		
	Title Encumbrances (e.g. easements, restrictive covenants)				
4. Proposed Development					
Type of Development					
2. Owner details					
Owner's name					
Postal address	PO Box or street address		Suburb	State	Postcode
Email address					
Phone/fax	Phone	Fax	Mobile		
Owner's signature					Date
3. Fire Consultant details					
Fire Consultant's name					
Postal address	PO Box or street address		Suburb	State	Postcode
Email address					
Phone/fax	Phone	Fax	Mobile		
Fire Consultant's signature					Date



BUSHFIRE MANAGEMENT STATEMENT



Bushfire Management Statement	Yes	N/A
Essential		
1. Define the proposed Building Envelope (as appropriate)		
2. Incorporate findings of BAL Assessment including: <ul style="list-style-type: none"> • House constructed to AS3959 - "Construction of Buildings in Bushfire Prone Areas" • Distance to classified vegetation • Attach copy of BAL Assessment as an appendix 		
3. Asset Protection Zone (APZ) -minimum of 20m wide managed to the standard described at Element 2, Appendix 1 of the Guidelines for Planning in Bushfire Probe Areas (attached). Council may consider a lesser width APZ where there are environmental, topographical, visual amenity or erosion issues. In all cases the minimum width of the APZ must allow the house to achieve a BAL-29 rating.		
4. Driveway maintained at a trafficable standard at all times. The driveway is to have a minimum trafficable surface of 4m, horizontal clearance of 6m, vertical clearance of 4.5m and maximum grade of 1 in 10.		
5. An emergency services vehicle turnaround within 50m of the dwelling (three point or circular)		
6. Dedicated water supply of 10,000L accessible from the driveway or turnaround and provided with a 50mm male camlock fitting		
7. Fire Breaks (as appropriate)		
8. Sheds located at least 6m from the house or assessed as part of the house and a BAL rating applied as appropriate		
9. Fences and sheds within the APZ are constructed of non-combustible materials		
10. Avoid areas of Kwongkan Shrubland		
Desirable/Complimentary		
A. Use a simple house design to reduce wind turbulence around house		
B. Secondary access through neighbouring property.		
C. Method for managing vegetation on balance of property;		
D. Sprinkler Systems;		
E. Fire Bunkers.		

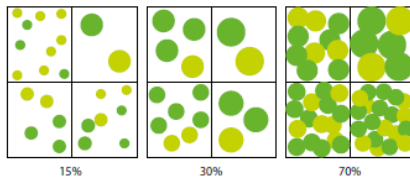


ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

- **Fences:** within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.
- **Objects:** within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.
- **Fine Fuel load:** combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.
- **Trees (> 5 metres in height):** trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.

Figure 16: Tree canopy cover – ranging from 15 to 70 per cent at maturity



- **Shrubs (0.5 metres to 5 metres in height):** should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m² in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees.
- **Ground covers (<0.5 metres in height):** can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.
- **Grass:** should be managed to maintain a height of 100 millimetres or less.

10.3 MANAGER OF ENGINEERING SERVICES

Nil

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10.4 CHIEF EXECUTIVE OFFICER

10.4.1 COUNCIL MEETING DATES - 2019
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File Ref:

Applicant:

Location: Not applicable

Disclosure of Officer Interest: None

Date: 10th December 2018

Author: Ian Fitzgerald – Chief Executive Officer

Authorising Officer: Not applicable

Attachments: Not applicable

Summary:

Council is required to determine meeting dates for 2019.

Background:

In accordance with the Local Government Act 1995, Council is required to advertise Council meeting dates at least once per annum.

Comment:

A recommended 2019 schedule of Agenda Setting Forums and Council meetings is as follows including the date for the Special Council Meeting to be held following the biennial local government elections where the newly elected councillors will be sworn in and the President, Deputy President and Councillor Delegate' positions will be voted upon:

DATE		LOCATION	TIME
January 2019	No meetings Scheduled		
18 February 2019	Council Forum	Ravensthorpe Council Chambers	1pm
21 February 2019	Council Meeting	Ravensthorpe Council Chambers	5pm
18 March 2019	Council Forum	Ravensthorpe Council Chambers	1pm
21 March 2019	Council Meeting	Munglinup Community Centre	5pm
15 April 2019	Council Forum	Ravensthorpe Council Chambers	1pm
18 April 2019	Council Meeting	Hopetoun Community Centre	5pm
13 May 2019	Council Forum	Ravensthorpe Council Chambers	1pm
16 May 2019	Council Meeting	Ravensthorpe Council Chambers	5pm
17 June 2019	Council Forum	Ravensthorpe Council Chambers	1pm
20 June 2019	Council Meeting	Hopetoun Community Centre	5pm
15 July 2019	Council Forum	Ravensthorpe Council Chambers	1pm
18 July 2019	Council Meeting	Ravensthorpe Council Chambers	5pm
12 August 2019	Council Forum	Ravensthorpe Council Chambers	1pm
15 August 2019	Council Meeting	Hopetoun Community Centre	5pm
16 September 2019	Council Forum	Ravensthorpe Council Chambers	1pm
19 September 2019	Council Meeting	Ravensthorpe Council Chambers	5pm
14 October 2019	Council Forum	Ravensthorpe Council Chambers	1pm
17 October 2019	Council Meeting	Hopetoun Community Centre	5pm
21 October 2019	Special Council Meeting – Elections	Ravensthorpe Council Chambers	5pm
18 November 2019	Council Forum	Ravensthorpe Council Chambers	1pm
21 November 2019	Council Meeting	Hopetoun Community Centre	5pm
16 December 2019	Council Forum	Ravensthorpe Council Chambers	1pm
19 December 2019	Council Meeting	Ravensthorpe Council Chambers	5pm

All Monday Council Forums are scheduled to be held in Ravensthorpe Council Chambers.

Consultation:

Meeting dates will be advertised in the Community Spirit, Community Resource Centres, Council notice board and the Esperance Express.

Statutory Obligations:

The Local Government Act 1995, Local Government (Administration Regulations, require that the meetings for the year be advertised for public information).

Policy Implications:

Nil

Budget / Financial Implications:

Nil

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 compliance requirements	Accept Officer Recommendation

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.4.1

That the dates for Council Meetings in 2019 be set as:

January 2019	No meetings Scheduled		
18 February 2019	Council Forum	Ravensthorpe Council Chambers	1pm
21 February 2019	Council Meeting	Ravensthorpe Council Chambers	5pm
18 March 2019	Council Forum	Ravensthorpe Council Chambers	1pm
21 March 2019	Council Meeting	Munglinup Community Centre	5pm
15 April 2019	Council Forum	Ravensthorpe Council Chambers	1pm
18 April 2019	Council Meeting	Hopetoun Community Centre	5pm
13 May 2019	Council Forum	Ravensthorpe Council Chambers	1pm
16 May 2019	Council Meeting	Ravensthorpe Council Chambers	5pm
17 June 2019	Council Forum	Ravensthorpe Council Chambers	1pm
20 June 2019	Council Meeting	Hopetoun Community Centre	5pm
15 July 2019	Council Forum	Ravensthorpe Council Chambers	1pm
18 July 2019	Council Meeting	Ravensthorpe Council Chambers	5pm
12 August 2019	Council Forum	Ravensthorpe Council Chambers	1pm
15 August 2019	Council Meeting	Hopetoun Community Centre	5pm
16 September 2019	Council Forum	Ravensthorpe Council Chambers	1pm
19 September 2019	Council Meeting	Ravensthorpe Council Chambers	5pm
14 October 2019	Council Forum	Ravensthorpe Council Chambers	1pm
17 October 2019	Council Meeting	Hopetoun Community Centre	5pm
21 October 2019	Special Council Meeting – Elections	Ravensthorpe Council Chambers	5pm
18 November 2019	Council Forum	Ravensthorpe Council Chambers	1pm
21 November 2019	Council Meeting	Hopetoun Community Centre	5pm
16 December 2019	Council Forum	Ravensthorpe Council Chambers	1pm
19 December 2019	Council Meeting	Ravensthorpe Council Chambers	5pm



**Shire of Ravensthorpe
Notice of Ordinary Council Meetings - 2019**

In accordance with the Local Government Act 1995 and Administration Regulation 12 (I) it, is hereby notified that as from January 2019 to December 2019, Ordinary Council meetings of the Shire of Ravensthorpe will be held as follows:

January 2019	No meetings Scheduled		
18 February 2019	Council Forum	Ravensthorpe Council Chambers	1pm
21 February 2019	Council Meeting	Ravensthorpe Council Chambers	5pm
18 March 2019	Council Forum	Ravensthorpe Council Chambers	1pm
21 March 2019	Council Meeting	Munglinup Community Centre	5pm
15 April 2019	Council Forum	Ravensthorpe Council Chambers	1pm
18 April 2019	Council Meeting	Hopetoun Community Centre	5pm
13 May 2019	Council Forum	Ravensthorpe Council Chambers	1pm
16 May 2019	Council Meeting	Ravensthorpe Council Chambers	5pm
17 June 2019	Council Forum	Ravensthorpe Council Chambers	1pm
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17 October 2019	Council Meeting	Hopetoun Community Centre	5pm
21 October 2019	Special Council Meeting – Elections	Ravensthorpe Council Chambers	5pm
18 November 2019	Council Forum	Ravensthorpe Council Chambers	1pm
21 November 2019	Council Meeting	Hopetoun Community Centre	5pm
16 December 2019	Council Forum	Ravensthorpe Council Chambers	1pm
19 December 2019	Council Meeting	Ravensthorpe Council Chambers	5pm

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

Ian Fitzgerald
Chief Executive Officer

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10.4.2 POLICY – G 20 PREVENTION OF DISTURBANCE**File Ref:**

Applicant:	Internal
Location:	Shire of Ravensthorpe
Disclosure of Officer Interest:	None
Date:	13 th December 2018
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	N/A
Attachments:	G 20 Prevention of Disturbance Policy

Summary:

Council has discussed adopting a policy in relation to use of mobile phones in Chambers during meetings and a draft was presented to the November Forum Meeting.

The policy is now presented for Council's consideration and adoption.

Background:

The use of mobile phones in Chambers was raised as a concern by some and the development of a policy was recommended.

Comment:

The administration presented Council with a draft policy at the November Forum meeting that is based around a similar section in the Standing Orders.

The policy is now presented for Councils formal adoption.

Consultation:

Nil

Statutory Obligations:

Local Government Act (1995)

Policy Implications:

The Prevention of a Disturbance Policy is a new Council Policy.

Budget / Financial Implications:

Nil

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 acceptable meeting standards	Rare (1)	Moderate (3)	Low (1-4)	Disturbance to other members in attendance at the meeting.	Accept Officer Recommendation

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION ITEM 10.4.2

That Council adopts the Prevention of Disturbance Policy.

G 20: PREVENTION OF DISTURBANCE - POLICY

The objective of this policy is to assist in the prevention of disturbance during meetings and to show respect and courtesy to those present:

- (1) A reference in this policy to a person is to a person including an elected member, staff member or a visitor.
- (2) A person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the Presiding Member.
- (3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council.
- (5) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code. (PART 5 – PUBLIC Participation)

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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

13.1.1 APPOINTMENT OF MANAGER ENGINEERING SERVICES

14. CLOSURE OF MEETING