

MINUTES

For the Council Meeting held on

Thursday July 21, 2016

Commencing at 5 p.m.

In the Council Chambers, Ravensthorpe.

**ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE
ON 21 JULY 2016, COMMENCING AT 5PM**

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE

MEMBERS: Cr Keith Dunlop (Shire President)
Cr Kerry Dickinson
Cr Ian Goldfinch
Cr Ken Norman
Cr Graham Richardson
Cr Peter Smith

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

APOLOGIES:

ON LEAVE OF ABSENCE:
Cr Sharyn Gairen

ABSENT:

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

NIL

4. PUBLIC QUESTION TIME

NIL

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

5.1 APPLICATION FOR LEAVE OF ABSENCE - Cr Richardson has requested leave for the Ordinary Council meetings on 18 August and September 15, 2016.

COUNCIL DECISION	ITEM 5.1
Moved: Cr Smith	Seconded: Cr Dickinson
That the leave of absence be granted to Cr Richardson for the Ordinary Council meetings to be held on 18 August and September 15, 2016.	
Carried: 6/0	Res: 69/16

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS
NIL**7. CONFIRMATION OF MINUTES****7.1 COUNCIL MEETING – 16 JUNE, 2016**

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 7.1
Moved: Cr Goldfinch	Seconded: Cr Smith
That the minutes of the meeting of council held on 16 June, 2016 be confirmed as a true and correct record of proceedings.	
Carried: 6/0	Res: 70/16

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

10. REPORTS OF OFFICERS

10.1 ACTING MANAGER OF CORPORATE AND COMMUNITY SERVICES

10.1.1 MONTHLY FINANCIAL REPORT – 30TH JUNE 2016

File Ref:

Applicant:

Location: Not applicable

Disclosure of Officer Interest: None

Date: 6 July, 2016

Author: Jenny Goodbourn – Acting Manager of Corporate & Community Services

Authorising Officer: Not applicable

Attachments: Yes – Monthly Financial Reports for June 2016

Summary:

This report presents the monthly financial reports for June 2016 to Council which is provided as an attachment to the agenda. The recommendation is to receive the June monthly financial reports.

Background:

As per the Financial Management Regulation 34 each Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month with the following detail

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

Comment:

To provide timely financial information to the Council this report is based on the 2015/2016 Budget adopted by Council on 19 May 2016 which replaced the original budget adopted by council on 20 August 2015. The report contains the budget amounts, actual amounts of expenditure, revenue and income to the end of the month. It shows the material differences between the budget and actual amounts where they are not associated to timing differences for the purpose of keeping Council abreast of the current financial position.

The actual amounts contained in the report are subject to final audit and could possibly change following the annual audit which will be undertaken by the end of September. The final accounts will be confirmed by the auditors and presented to council as part of the annual financial report for 2015/2016.

Consultation:

Council Financial Records

Senior Finance Officer

Statutory Obligations:

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

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

Policy Implications:

Nil

Budget / Financial Implications:

As detailed within the attachments

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.1
Moved: Cr Dickinson	Seconded: Cr Goldfinch
That Council receive the Monthly Financial Reports for the period ending 30 th June 2016 in accordance with Section 6.4 of the Local Government Act 1995.	
Carried: 6/0	Res: 71/16

10.1.2 REVIEW OF RESERVE TRANSFERS

File Ref:**Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 6 July, 2016**Author:** Jenny Goodbourn – Acting Manager of Corporate & Community Services**Authorising Officer:** Not applicable**Attachments:****Summary:**

As part of the end of year process we complete transfers to and from reserves as per the budget. The amounts required from reserve and scheduled to be used from reserve were reviewed and some adjustments made. This item is to advise council of the revised amounts.

Background:

Per the Local Government (Financial Management) Regulations the budget notes have to refer to each reserve account held by council and include:-

- a) The opening balance brought forward on 1 July;
- b) The amount to be set aside during the financial year;
- c) The amount to be used during the financial year; and
- d) The closing balance at 30 June.

Per note 6 of the budget this was:-

			2015/16 Budget
			\$
6.	RESERVES		
(a)	Plant Reserve		
	Opening Balance		71,527
	Amount Set Aside / Transfer to Reserve		51,096
	Amount Used / Transfer from Reserve		0
			122,623

(b)	Emergency Farm Water Reserve		
	Opening Balance		25,158
	Amount Set Aside / Transfer to Reserve		385
	Amount Used / Transfer from Reserve		0
			25,543
(c)	Building Reserve		
	Opening Balance		1,478,701
	Amount Set Aside / Transfer to Reserve		22,651
	Amount Used / Transfer from Reserve		(150,000)
			1,351,352
(d)	Road & Footpath Reserve		
	Opening Balance		495,857
	Amount Set Aside / Transfer to Reserve		7,596
	Amount Used / Transfer from Reserve		(200,000)
			303,453
(e)	Swimming Pool Upgrade Reserve		
	Opening Balance		56,490
	Amount Set Aside / Transfer to Reserve		865
	Amount Used / Transfer from Reserve		(15,375)
			41,980
(f)	UHF Repeater Reserve		
	Opening Balance		9,021
	Amount Set Aside / Transfer to Reserve		138
	Amount Used / Transfer from Reserve		(4,891)
			4,268
(g)	Airport Reserve		
	Opening Balance		471,124
	Amount Set Aside / Transfer to Reserve		57,217
	Amount Used / Transfer from Reserve		0
			528,341
(h)	Water & Sewerage Reserve		
	Opening Balance		280,623
	Amount Set Aside / Transfer to Reserve		4,299

	Amount Used / Transfer from Reserve		0
			284,922
(i)	Hopetoun Community Centre Reserve		
	Opening Balance		1,028,407
	Amount Set Aside / Transfer to Reserve		15,753
	Amount Used / Transfer from Reserve		(1,044,160)
			0
(j)	State Barrier Fence Reserve		
	Opening Balance		0
	Amount Set Aside / Transfer to Reserve		70,000
	Amount Used / Transfer from Reserve		0
			70,000
(k)	Leave Reserve		
	Opening Balance		36,919
	Amount Set Aside / Transfer to Reserve		10,000
	Amount Used / Transfer from Reserve		0
			46,919
	Total Reserves		2,779,401

Comment:

Due to timing of cash flow and monies received we have found ourselves with more money in the municipal account than had been anticipated at the end of the year. Therefore it will not be necessary to utilize all transfers from reserve budgeted from the building reserve and road and footpath reserve and we are also able to transfer more into the plant & vehicle reserve. This will assist us with budgeting for 2016/2017 and still provides sufficient cash in the municipal account to cover all expenditure for 2015/2016.

The long service leave reserve has an increase of \$9,230.35 being transferred into it to reflect monies received from the Shire of Murchison for Mrs. Goodbourn – being their contribution for LSL accrued whilst she was working there.

A list of the original and amended transfers to/from reserve is as below, alterations are highlighted in yellow:-

		2015/16	2015/16
		Budget	Revised Budget
		\$	
6.	RESERVES		
(a)	Plant Reserve		
	Opening Balance	71,527	71,527
	Amount Set Aside / Transfer to Reserve	51,096	101,096
	Amount Used / Transfer from Reserve	0	0
		122,623	172,623
(b)	Emergency Farm Water Reserve		
	Opening Balance	25,158	25,158
	Amount Set Aside / Transfer to Reserve	385	385
	Amount Used / Transfer from Reserve	0	0
		25,543	25,543
(c)	Building Reserve		
	Opening Balance	1,478,701	1,478,701
	Amount Set Aside / Transfer to Reserve	22,651	22,651
	Amount Used / Transfer from Reserve	(150,000)	(50,000)
		1,351,352	1,451,352
(d)	Road & Footpath Reserve		
	Opening Balance	495,857	495,857
	Amount Set Aside / Transfer to Reserve	7,596	7,596
	Amount Used / Transfer from Reserve	(200,000)	(100,000)
		303,453	403,453
(e)	Swimming Pool Upgrade Reserve		
	Opening Balance	56,490	56,490
	Amount Set Aside / Transfer to Reserve	865	865
	Amount Used / Transfer from Reserve	(15,375)	(15,375)
		41,980	41,980

(f)	UHF Repeater Reserve		
	Opening Balance	9,021	9,021
	Amount Set Aside / Transfer to Reserve	138	138
	Amount Used / Transfer from Reserve	(4,891)	(4,891)
		4,268	4,268
(g)	Airport Reserve		
	Opening Balance	471,124	471,124
	Amount Set Aside / Transfer to Reserve	57,217	57,217
	Amount Used / Transfer from Reserve	0	0
		528,341	528,341
(h)	Water & Sewerage Reserve		
	Opening Balance	280,623	280,623
	Amount Set Aside / Transfer to Reserve	4,299	4,299
	Amount Used / Transfer from Reserve	0	0
		284,922	284,922
(i)	Hopetoun Community Centre Reserve		
	Opening Balance	1,028,407	1,028,407
	Amount Set Aside / Transfer to Reserve	15,753	15,753
	Amount Used / Transfer from Reserve	(1,044,160)	(1,044,160)
		0	0
(j)	State Barrier Fence Reserve		
	Opening Balance	0	0
	Amount Set Aside / Transfer to Reserve	70,000	70,000
	Amount Used / Transfer from Reserve	0	0
		70,000	70,000
(k)	Leave Reserve		
	Opening Balance	36,919	36,919
	Amount Set Aside / Transfer to Reserve	10,000	19,290
	Amount Used / Transfer from Reserve	0	0
		46,919	56,209
	Total Reserves	2,779,401	3,038,692

All transfers were completed on the 30th June as part of the year end process.

Consultation:

Council Financial Records
Chief Executive Officer
Senior Finance Officer

Statutory Obligations:

Regulation 27 (g) of the Local Government (Financial Management) Regulations 1996.

Policy Implications:

Nil

Budget / Financial Implications:

As detailed above – increase in reserve holdings of \$259,290.

Strategic Implications:

Nil

Sustainability Implications:

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

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

- **Social:**
There are no known significant social considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.2
Moved: Cr Goldfinch	Seconded: Cr Dickinson
That Council receive the report of the officer and endorse the adjustments made to the reserve transfers.	
Carried: 6/0	Res: 72/16

10.1.3 REVIEW OF FEES AND CHARGES FOR 2016/2017

File Ref:	
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	7 TH July 2016
Author:	Jenny Goodbourn – Acting Manager of Corporate & Community Services
Authorising Officer:	
Attachments:	Yes – Draft Fees & Charges 2016/17

Summary:

As part of the budget preparation process council needs to review the fees and charges which it wishes to set for the coming financial year.

Background:

A review of the fees and charges to be imposed is carried out annually as part of the budget process.

Comment:

The 2016/2017 schedule of fees and charges has been formulated using the 2015/2016 year as a basis. As there was a major review undertaken last year many of the fees have not been altered and remain the same. There have been a couple of items added – and the schedule has been reviewed by the relevant officers for their input into any alterations or additions to the individual business units.

Items in the attachment highlighted in yellow identify those fees and charges with changes proposed.

Consultation:

Chief Executive Officer
Manager of Engineering Services
Manager Airport & compliance
Health & Building inspector
Planning Officer

Statutory Obligations:

Sections 6.16 and 6.17 of the Local Government Act 1995

(Imposition of fees and charges and Setting the level of fees and charges)

Clauses 24 & 25 of the Local Government (Financial Management) Regulations

1996 *(Service charges & fees and charges)*

Policy Implications:

Nil

Budget / Financial Implications:

Setting of fees and charges is an integral part of the budget preparation.

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.3
Moved: Cr Richardson	Seconded: Cr Smith
That council adopt the attached schedule of Fees and Charges for the 2016/17 financial year.	
Carried: 6/0	Res: 73/16

10.1.4 SCHEDULE OF ACCOUNT PAYMENTS – JUNE 2016

File Ref:	
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	30 June, 2016
Author:	Ashleigh Stade – Senior Finance Officer
Authorising Officer:	Jenny Goodbourn – Manager of Corporate and Community Services
Attachments:	Schedule of Payments to 30 June, 2016 Credit Card Transactions to 30 June, 2016

Summary:

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

Background:

30 June 2016

FUND	PAYMENT	VOUCHERS	AMOUNTS
Municipal Account	EFTs	EFT5786-EFT5932	\$380,705.63
		40238 – 40258	\$43,957.36
	Municipal Fund Cheques		
Payroll	Dates	08/06/2016 22/06/2016	\$153,852.23
Superannuation		Direct Debit	\$23,151.64
Bank Fees			\$281.11
Municipal Account Total			\$601,947.97
Shire Credit Card Facility	Westpac VISA	26/05/2016- 26/06/2016	\$6,567.29
Trust Account Payments	EFTs	EFT5784 – EFT5933	\$21,812.50
	Cheques	1371 – 1375	\$130.00
Grand Total			\$630,457.76

Comment:

This schedule of accounts as presented, submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costing's and the amounts shown have been paid.

Consultation:

N/A

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

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

—

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

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

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

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

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

Policy Implications:

N/A

Budget / Financial Implications:

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

Strategic Implications:

N/A

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.4
Moved: Cr Dickinson	Seconded: Cr Smith
That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of June 2016, be noted.	
Carried: 6/0	Res: 74/16

10.2 MANAGER OF PLANNING AND DEVELOPMENT

10.2.1 PROPOSED HOUSE, GARAGE, CARPORT AND HOME BUSINESS

File Ref:	A14002
Applicant:	Mr Scott Lawry
Location:	Lot 693 Platypus Road, Hopetoun
Disclosure of Officer Interest:	None
Date:	6 July, 2016
Author:	Craig Pursey, Planning Officer
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Planning application

Summary:

Council is required to determine an application for a house, garage, carport and home business at Lot 693 Platypus Road, Hopetoun (Steeredale Meadows).

There is an existing shed, office and 'house' previously approved on the property.

The current proposal adds 242m² of outbuildings to the property. The largest of which slightly exceed the floor area, wall and roof heights recommended in Council's Outbuildings policy.

The application was referred to neighbouring landowners for comment with no objections being raised at the time of writing this report.

Conditional planning approval is recommended.

Background:

Site Description

Lot 693 Platypus Road, Hopetoun (Lot 693) is 2.15ha in area and developed with a 'house', workshop and storage all in a single building.

Substantial planting has occurred around the perimeter of the property and much of the interior has been recently sowed with grass.

Lot 693 is surrounded by other similar sized properties with varying degrees of development having been completed. To the north is the large 106ha lot that is the remnant, unsubdivided portion of Steeredale Meadows estate.

There are a number of unapproved structures on the site including:

- A large 'garden' shed (26m²) housing a tractor, mower and wood storage; and
- A 216m² outbuilding with the frame constructed only at this stage.

Zoning and Scheme Requirements

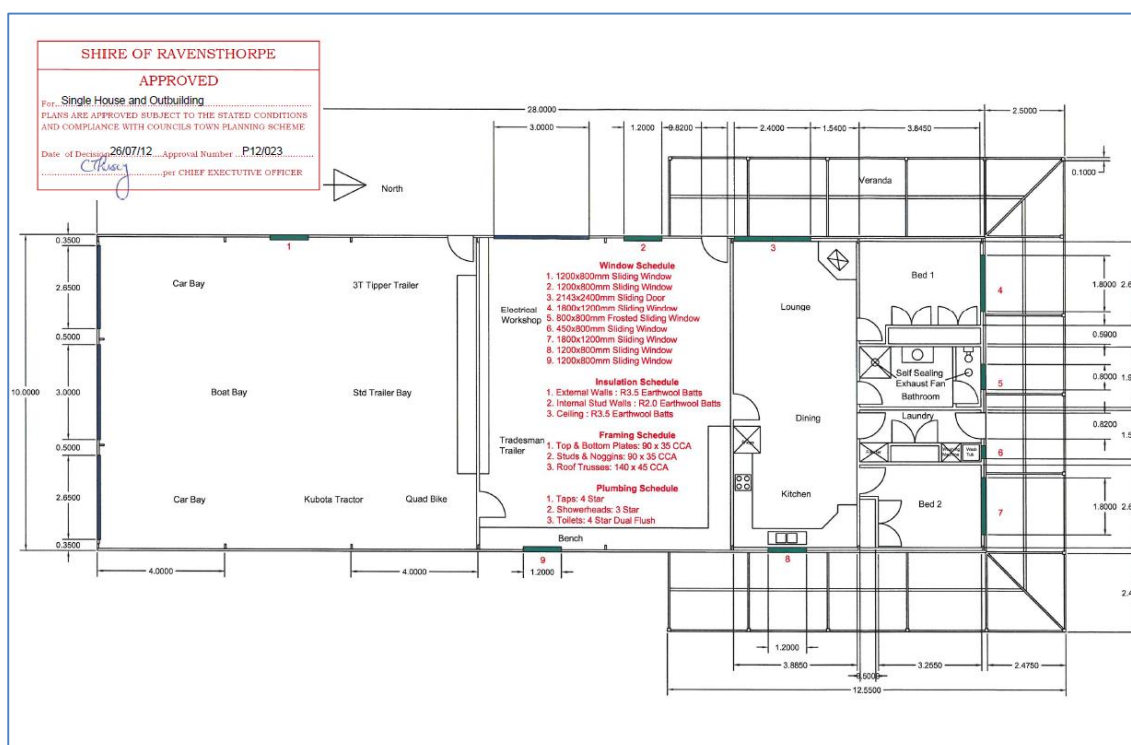
Lot 693 is zoned Rural Small Holdings Zone No. 4 under the Shire of Ravensthorpe Town Planning Scheme No.5 (the Scheme). The objective for the Rural Small Holding Zone is:

This zone is for rural lots used for residential purposes in conjunction with a rural pursuit such as hobby farming or keeping animals.

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

Previous Approvals

A planning approval was issued under delegation on the 26th July 2012 for a 'single house and outbuilding'. The approved structure was all in a single colourbond building with the 'house' located at the northern end of the building with large verandahs surrounding the house portion of the building. The remainder of the building consists of a workshop and storage.



Approved floor plan from 2012 – 'living area at the right hand side of the page.'

Comment:**Proposal**

The landowner, Scott Lawry, has applied for additional buildings on the site including:

1. A 216m² garage (construction already commenced) with a maximum wall height of 4.0m and roof pitch of 4.73m;
2. Retrospective approval for a 'garden shed' 26m² in area;
3. An additional 28m² carport to be added to the existing building to shelter a small truck;
4. Conversion of the living area at the northern end of the existing building to 'ancillary accommodation';
5. A new substantial single storey house; and
6. A Home Business being 'Lawry's Electrical Solutions', effectively already operating from this location.

The applicant has described and justified the proposal as follows:

*Description of **proposed** development and/or use:*

- *Install Freestanding Garage (or attached to house if needed) a 216m² Garage to store our 3 Cars + 1 light Truck (Meets the subdivision requirements as it is within the GVM requirements) + 5 other various trailers under cover and keep the aesthetics of the block in check with the rural small holding policy. Once the garage is approved & completed we will be purchasing a large full height caravan which require a clearance height of 3.3m. Plus the Boat requires a clearance of 3.45m so therefore the garage height needs to be 4m wall height which is around 200mm higher than allowed under the town planning scheme. (Exemption required) Roller doors consume 500-600mm out of the wall height & sliding doors consume about 400mm out of the wall height so the 4m wall height will allow a clear opening height of 3.5m H x 3m W for roller doors & 3.6m H x 4m W for the sliding doors*

The existing workshop / storage shed is required to be free of vehicles in order to conduct work without the need for moving vehicles outside.

The storage end of the shed is full of the larger items i.e. 6.6m boat, (8.5m x 2.7m on Trailer) Enclosed Car trailer (8m x 2.5m overall)

We would like to store our vehicles / property undercover as they do not all fit in our storage shed as it is full of camping equipment, building & electrical materials as nearest wholesaler is 200+ km away. So the garage has become a priority for getting our vehicles under cover and out of the elements (Sun, Rain + Sea Air)

We are proposing a full colourbond garage with 2 Roller Doors on the left for car access + 2 Sliding doors on right for the larger items i.e. Caravan, Boat & Car Trailer etc.

The block already has substance landscaping / development with 800 perimeter trees, Fencing including small paddocks, 110m set back from the road, blue metal road base driveway, verandas & landscaping around the Granny Flat etc.

- *Install Wide Span Home House as per attached drawings + elevations (We will not be installing the colour bond cladding on the house, it will be either brick or Hardi sheet. The sewer drainage pipework, water, power & phone services have already been installed in the ground and are ready for the house to be commenced.*

Please Note: We are going to use the eastern portion of the veranda for outdoor entertaining until the house is built and will not be pursuing a pergola near the Granny Flat any longer as we will install the small alfresco over at the homestead instead

- *Install a 8.5m Long x 3m Wide x 2.4m High full colour bond garden shed beside our existing 200KL water tank to store our small acreage tractor (Kubota BX25) & 61" Zero turn ride mower along with garden hand tools*

The applicant has described the use of the proposed and existing buildings as follows:

Garage

4 bays wide (16m) x 2 cars deep (13.5m) = 216m² (Personal vehicles only)

- *6.6m Boat on Trailer (Approx. 8m on trailer) (32m² on it's own)*
- *6.5m Caravan (Approx. 8m on trailer) - To be purchased once secured lockable shed is on premises (32m² on its own)*
- *Kelsey's White / Good Car (22m² on its own)*
- *Kelsey's Black / Work Car (22m² on its own)*
- *Scott's Green Ute (22m² on its own)*
- *7 x 5 Box top Garden / utility Trailer (9m² on its own)*
- *7 x 5 firefighting trailer (9m² on its own)*
- *ATV Quad Bike*

Workshop Space (60m² useable)(

- *Mobile workbench*
- *Work bench*
- *Storage of electrical materials (Conduit, cable, tray etc.)*
- *General workshop tooling & equipment (Welders, cut off saws etc.)*

Storage Space (Work related equipment + some personal items - 120m²)

To be used to store the following items

- *Tandem Trailer for transporting 3T scissor lift & 3T excavator (approx. 7m x 2.5m overall) (20m² on its own)*
- *Tandem Tipper Trailer for transporting of sand & materials for mini earthwork jobs (approx. 6.5m x 2.5m overall) (18m² on its own)*
- *Storage of Excavator (8m² on its own)*
- *Storage of Scissor Lift (4m² on its own)*
- *Storage of Compact EWP (Self-propelled + Trailer Mounted) (14m² on its own)*
- *Plus the remaining house hold furniture until the main house is built*
- *Plus our personal belonging (Camping gear, sporting equipment etc.)*

Small acreage - Garden Shed (26m²)

To be used to store the following items

- *Storage of small acreage compact tractor (Kubota BX25)*
- *Storage of large Ride on mower (Ferris 61" Zero turn)*

Assessment

The proposed development generally complies with the scheme provisions relating to setbacks from boundaries, colours, materials and fire management. However, the proposal includes many land uses and structures on a Rural Small Holdings property and these all require assessment against the relevant policies and specific scheme requirements.

The proposal has a number of elements which are assessed individually below.

Conversion of previously approved 'house' to ancillary accommodation

A new house is proposed as part of this application. There is already an existing self-contained living area in the northern end of the existing building with a floor area of 75m². This is proposed to be converted to ancillary accommodation.

Ancillary Accommodation is a 'discretionary' land use in the Rural Small Holding zone. Councils 'Housing' policy states the following regarding ancillary accommodation in the Rural Small Holdings zone:

- i) *Ancillary accommodation is to meet the following criteria:*
- *The ancillary accommodation can be attached or independent from a single dwelling located on the same lot;*
 - *The sole occupant or occupants of the ancillary accommodation are to be members of the family of the occupiers of the main dwelling;*
 - *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.*

The proposal appears to comply with the policy requirements and support is recommended subject to a condition limiting its occupation to members of the family of the occupiers of the main dwelling.

Home Business

The applicant currently operates his electrician business from Lot 693. This business has a number of trailers and vehicles plus requirements for storage and a workshop and is proposed to occupy the southern end of the existing building on the property. The workshop & store is 70m² in area and the vehicle parking area is approximately 120m².

The applicant wishes to store the trailers (x3) machinery and equipment out of sight and in a secure location out of the weather.

A Home Business is a discretionary land use in the 'Rural Small Holdings' zone. A Home Business is defined as:

“home business” means a business, service or profession carried out in a dwelling or on land around a dwelling which:

- a) *does not employ more than two people not members of the occupier's household;*
- b) *will not cause injury to or adversely affect the amenity of the neighbourhood;*
- c) *does not occupy an area greater than 50 m², except that for land in the General Agriculture Zone the local government may permit an area up to 200 m²;*
- d) *does not entail the retail sale, display or hire of goods of any nature;*

- e) *in relation to vehicles and parking, will not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight, except that for land in the General Agriculture Zone the local government may permit the presence and use of up to 3 vehicles of more than 3.5 tonnes tare weight; and*
- f) *does not involve the use of an essential service of greater capacity than normally required in the zone.*

If materials and vehicles related to the business are kept inside or out of view of the street and surrounding properties then the proposed home business generally complies with the requirements of the Scheme except in regard to floor area occupied. Council can relax this requirement of the Scheme if they desire.

Many trades' people operate their business from their home, with a home office, minimal storage and a single vehicle and trailer. In a residential area they are hard to pick from another residence and are an acceptable land use.

The applicant is a sole operator but has stated that they need additional equipment to operate as there is no longer a hire business in the locality. In this case the local business occupies greater floor area but on a property of a greater scale. The Scheme allows for greater floor area for a home business in the General Agricultural zone. This is not the General Agricultural zone but is larger than a residential lot.

The neighbouring properties are further away from the business, there is landscaping being established, the building presents its narrow end to the street and there is no advertising. Lastly, there Council may wish to consider the issue of supporting locally based trades and business.

The home business is supported on the basis that whilst the scale of the business exceeds the Scheme requirements, it is located on a large lot, has screening landscaping being established and it has operated in this location without complaint for some time.

Proposed Outbuildings

There is an existing building on the site containing living space, workshop and storage. Technically this existing building has a living area and so therefore does not qualify as an 'outbuilding'. An outbuilding is defined as “

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.

There is an existing unapproved 'garden shed which is 26m² in area and contains a tractor and machinery required for the maintenance of the property.

The main outbuilding labelled as a 'garage' in the application is proposed to store a large boat, trailers, a future caravan, cars and camping equipment, etc. This has a floor area of 216m² a maximum wall height of 4.0m and roof pitch of 4.73m. Construction has already begun.

Retrospective approval is being sought.

Outbuilding Policy

Local Planning Policy 3 – Outbuildings is used to assess outbuilding applications. The objectives of this policy are:

- a) *To provide clear guidelines for the development of outbuildings in the Residential, Town Centre, Rural Small Holdings, Rural Conservation and General Agriculture 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.*

The table below shows the applicable specific requirements.

	Maximum Wall Height (metres)	Maximum Ridge Height (metres)	Maximum floor area (aggregate)
Requirements for Rural Residential 2-5ha lot size	3.8	4.5	200m ²
Proposed	4.0	4.76m	242m ² (including 'garden shed')

The proposed outbuilding seeks a variation on the maximum floor area, wall height and roof height.

The Policy outlines matters to be taken into consideration by Council in considering Policy variations 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 adjacent 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 10.2 of the Scheme; and*
11. *Any other matter considered relevant by the Council.*

Whilst there is a question of precedent whenever Council makes a decision to vary a Policy, it is important that Council recognises that the Policy is a guideline only and each application still needs to be based on its individual merit. The main considerations in examining the proposed outbuilding are visual impact, need, amenity and streetscape.

The applicant has shown that they have a need for the additional floor space and minor relaxations in height. The size and number of vehicles, boat, caravan and equipment require greater height and floor area.

The view from the street will be softened once the permitter plantings already established grow, as will the view of the buildings from neighbouring properties. The applicant appear to have made every effort to keep the height of the buildings down; the height relaxations are minor – only 200mm.

There were no objections to the proposal from neighbouring landowners at this time of writing this report.

Proposed House

The proposed house is reasonably substantial in size and will assist in moderating the effect of the number and size of colourbond buildings on the site.

The applicant has stated that they will use brick or hardi-plank on the exterior; this should be a condition of any approval to assist with that differentiation.

Retrospectivity

The Planning and Development Act 2005 and associated Regulations allows for retrospective approval of development and land use, subject to a tripling of the application fee as a penalty. Additionally, structural certification of the existing structures will be required by a Structural Engineer and private certification by a private building surveyor required for the Building Permit.

The application needs to be assessed on its merit as if it was not there. If refused it will be required to be demolished or modified.

Options

Council has the option to approve, modify or refuse the proposed development.

This report recommends conditional approval. However, the applicant is requesting a number of relaxations of policy and Scheme requirements. If Council is uncomfortable with the scale of building or proposed business activity then it clearly possible to refuse the application.

Conclusion

There is no doubt that Lot 693 is being substantially developed beyond what may be considered the 'norm' for this zone. There is a risk that the property may begin to look industrial in character with large colourbond outbuildings covering more than is usual. The objective for the zone is *for rural lots used for residential purposes in conjunction with a rural pursuit such as hobby farming or keeping animals*.

However, there are a number of commercial type land uses that are considered acceptable in residential areas; including home business. The existing perimeter plantings, proportionately larger house, and proposed further landscaping and other improvements on the site will assist in ensuring that the property is developed to a good standard with little impact on the neighbouring landowners or streetscape.

The applicant appears to have a need for the storage proposed with both personal and business machinery/equipment needing to be kept out of the weather and out of sight. Lastly, at this stage there appears to be a shortage of properties available for small businesses such as Lawry's Electrical Solutions, working from home for trades people may need to be supported to encourage local business.

Consultation:

Public consultation was undertaken involving letters to adjoining landowners. This closed on the 19 July 2016 with no submissions received at the time of writing this report.

Statutory Obligations:

The proposed outbuilding, house, ancillary accommodation and car port are considered 'development' under Town Planning Scheme No.5 and require planning approval and a building permit.

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

Policy Implications:

Discussed in the body of this report.

Budget / Financial Implications:

None for Council.

Strategic Implications:

The proposal aligns with a variety of the themes and desired outcomes of the Strategic Community Plan including:

2.1.1 *The Shire of Ravensthorpe is economically sustainable with a stable or growing population.*

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

ITEM 10.2.1

Moved: Cr Dickinson

Seconded: Cr Smith

That Council;

1. Approve the application for a house, outbuildings, carport and home business on Lot 693 Platypus Road, Hopetoun subject to the following conditions:

- a) Development shall be carried out in full and fully implemented in accordance with the approved plans and details submitted with the planning application.
- b) The ancillary accommodation shall only be occupied by direct family members of the occupiers of the main dwelling.
- c) All stormwater from roofed and paved areas shall be collected and disposed of on-site to the satisfaction of Council.
- d) The development shall be constructed of materials which blend with the natural landscape. Please note that unpainted zincalume, white and off white colours are not permitted.

House

- e) A written undertaking that the approved house will be built a residence within 2 years of the issue of a building permit for the outbuilding is required.
- f) If the house is not built immediately, prior to issue of a Building Permit, a \$5,000 bond being paid in accordance with section 2(b)(iii) of Shire of Ravensthorpe Local Planning Policy No.3 - 'Outbuildings'. This bond is fully refundable upon approval of the building application for a residence on the same property.

- g) The dwelling to be connected to an on-site effluent disposal system to the satisfaction of the Environmental Health Officer.
- h) The house is to be setback from boundaries by at least 20m to ensure that the Asset Protection Zone is contained within the property boundaries.
- i) A turn around area is to be provided within 50m of the house that is designed to accommodate 3.4 fire appliances and enable them to turn around safely.
- j) The house is not to be clad in colourbond.
- k) An Asset Protection Zone being maintained around the dwelling consisting of a parkland cleared area a minimum of 20m in width.

Home Business

- l) There being no employment of any more than 2 persons who are not members of the occupier's household.
- m) There being no retail sale, display or hire of goods of any nature on lot.
- n) No presence, parking or garaging of a vehicle of more than 3.5 tonnes tare weight on the approved site.
- o) The home business not occupying an area greater than 200 square metres.
- p) No equipment, machinery, tools of trade or materials connected with the home business being stored, either temporarily or permanently, on any part of the lot other than within a building.
- q) All land indicated as landscaped area on the approved plan being developed prior to, or concurrently with the practical completion of the building(s) to the satisfaction of the Shire. Landscaping areas shall contain at least one tree capable of growing to a height of 3 metres or more for every 10m² of area. All landscaped areas are to be maintained in good condition thereafter.
- r) No advertising signage is permitted on the property.
- s) Council reserves the right to rescind the home business approval where conditions of the Planning Consent are contravened subject to 21 days' notice in writing to the applicant.

2. Advise the applicant that;

- i) Planning approval should not be construed as an approval to commence works as a separate building permit is also required.

Carried: 6/0

Res: 75/16

10.2.2 PROPOSED 17 LOT SUBDIVISION

File Ref:	LU.SU.35
Applicant:	Ayton Baesjou Planning
Location:	Lot 9001 Rosea Way, Hopetoun
Disclosure of Officer Interest:	None
Date:	6 July 2016
Author:	Craig Pursey – Planning Officer
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Subdivision Proposal, including extracts from BAL Contour Plan Subdivision Guide Plan

Summary:

Council has been asked to provide advice on a seventeen (17) lot subdivision proposal of Lot 9001 Rosea Way, Hopetoun. Council has considered the proposal three times before, supporting it each time.

This latest application is presented to Council as it is outside of the current decision making delegations to staff.

The proposal accounts for the recent changes in the bushfire policy framework, conditional support is recommended.

Background:***Site Description***

Lot 9001 Rosea Way, Hopetoun (Lot 9001) is 21.054ha in area and is largely unmanaged land with grasses and shrubs on sandy soils. Lot 9001 is the last stage of the Krystal Park

subdivision located between existing lots in Banksia Road and Rosea Way and the Hopetoun Golf Course.

Previous Considerations

Council first considered this application in 2008, supporting the proposal subject to conditions including:

Construction of roads, notifications on titles acknowledging the ground water protection area, drainage and implementation of a previously prepared and approved bushfire management plan.

The applicant reapplied in 2012 before the approval issued in 2008 expired. As no land use planning controls had changed since the subdivision was supported in 2008, the 2012 application was supported under delegation in 2012 subject to the same conditions.

The current application has been lodged in order to keep the subdivision approval current should market conditions change.



Subject site in red, the last undeveloped stage of Krystal Park

Zoning

Lot 9001 is zoned 'Rural Conservation Zone 5' under the Shire's Town Planning Scheme No.5 (the Scheme). There is a subdivision guide plan adopted when the land was zoned in

2003 that supports the current proposed lot layout. A copy of this guide plan is attached to this report with the subject site highlighted.

The subdivision proposal is consistent with the zoning provisions detailed at Schedule 9 of the Scheme. Relevant Scheme clauses include:

1. Subdivision

- a) *Subdivision of Rural Conservation Zone No. 5 shall be generally in accordance with the Subdivision Guide Plan as signed by the Chief Executive Officer.*
- b) *No lot shall be less than 1 hectare in size.*
- 4f) *Council may request a condition at the time of subdivision requiring the construction of battle-axe legs.*

5. Fire Safety

- a) *Council may request the Commission to impose a condition at the time of subdivision for the construction of Strategic Fire Breaks as shown on the Subdivision Guide Plan. Strategic Fire Breaks shall be constructed to a standard suitable for all year access by heavy duty fire appliances and two wheel drive vehicles.*

Bushfire Planning Framework

Since this subdivision was last applied for the Western Australian Planning Commission has adopted a bushfire policy framework including the new State Planning Policy 3.7 and "Guidelines for Planning in Bushfire Prone Areas". All subdivision applications are now required to plan for bushfire implications. In this case part of the site is declared 'bushfire prone' and the applicant is required to prepare a BAL Contour Plan as part of the subdivision application.

A portion of the subject site is designated 'bushfire prone' due to the proximity of the vegetation in the golf course to the south and the vegetation immediately to the east & west which is unlikely to be cleared. As such, the WAPC require that a BAL Contour Plan be prepared and lodged with any subdivision application (see Attachment B).

The applicant's BAL Contour Plan identifies two important factors:

- The proposed lots are not in an extreme bushfire area (i.e. not BAL-40 or BAL-Fz); and
- It shows that the house sites proposed would be generally rated between BAL-19 and BAL-12.5.

State Planning Policy 3.7 recommends the adoption of a Bushfire Management Plan for subdivisions located within designated Bushfire Prone Areas to address not only the standard of house construction but fuel loads, access/egress, water and siting of housing.

Although there is a previously prepared fire management plan for this site, it is recommended that a bushfire management plan be prepared and implemented to meet that latest requirements and to ensure that the assumptions within the BAL Contour Plan are realised.

Comment:

Proposal

Council has received a subdivision proposal from the WAPC proposing a 17 lot subdivision of the southern portion of Krystal Park (Lot 9001 Rosea Way, Hopetoun). The application has been prepared by Ayton Baesjou Planning on behalf of the landowners - Silverjen Pty Ltd.

The applicant has justified the proposal as follows:

BACKGROUND

The subdivision is based on extensive background including both the Scheme Provisions, Western Australian Planning Commission Subdivision 145676.

This application is lodged to ensure an approval remains current. Completing this final stage of development within the life of WAPC 145676 has not been possible given local conditions.

PURPOSE

The purpose of this application is to allow the development project to continue seamlessly to the south and allow this area to be developed responding to the improving local conditions.

SERVICING

Lots will be provided with reticulated water supply, underground power and telecommunications connections. Survey and detailed engineering design for the land has been completed and has been approved by both Council and other Service Authorities under previous approvals 125580 and 137214.

Road connections and alignments mirror the approved survey and detailed engineering designs already approved. Offsite road upgrade requirements have already been satisfied in previous stages and as such no additional requirements apply.

PLANNING

The plan completes the loop roads required by the Subdivision Guide Plan.

Lot sizes meet with the parameters contained within the Subdivision Guide Plan and the P3 Water Reserve Priority Code.

Along with infrastructure servicing, the subdivided lots will be provided with strategic fire access as shown. In addition, the plan finalises a legible and logical road layout.

A copy of the application is attached to this report and it includes a subdivision plan, BAL Contour Plan and justification.

Assessment

The subdivision is a logical extension of the existing subdivision area. The land has been zoned and serviced for many years. The current application is simply a re-application to keep the approval current should market conditions change.

The Local Planning Strategy does state that there is enough rural residential land and that no more land is required. However, this is referring to guiding future zoning proposals not limit the subdivision potential of existing zoned land.

What has changed since 2012 when this was last approved is the WAPC adoption of the bushfire policy framework, including State Planning Policy 3.7 and associated Guidelines. The subject site has been declared 'bushfire prone' and the subdivision needs to respond to this designation.

The BAL Contour Plan lodged with the subdivision application shows that the sites are capable of developing to a BAL 29 or less. However, this Plan makes a number of assumptions about clearing of internal and adjacent landholdings. It is recommended that a new Bushfire Management Plan be prepared and implemented to ensure that the necessary

clearing occurs and is maintained in perpetuity and that the fire management measures proposed originally meet today's standards.

Consultation:

The WAPC has referred the application to the Shire for comment along with other authorities including Western Power and the Water Corporation.

There is no requirement for the Shire to seek public comment on this proposal.

Statutory Obligations:

N/A

Policy Implications:

N/A

Budget / Financial Implications:

Council will be responsible in the long term for maintenance of any infrastructure created as part of this proposal.

Strategic Implications:

The proposal aligns with a variety of the themes and desired outcomes of the Strategic Community Plan including:

2.1.1 The Shire of Ravensthorpe is economically sustainable with a stable or growing population.

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION**ITEM 10.2.3**

Moved: Cr Dickinson

Seconded: Cr Goldfinch

- a) Those lots not fronting an existing road being provided with frontage to a constructed subdivisional road connected by a constructed subdivisional road(s) to the local road system and such subdivisional road(s) being constructed and drained at the subdivider's cost.
- b) Engineering drawings and specifications are to be submitted and approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications to ensure that:
- street lighting is installed on all new subdivisional roads to the standards of the relevant licensed service provider; and
 - roads that have been designed to connect with existing or proposed roads abutting the subject land are coordinated so the road reserve location and width connect seamlessly.
- c) The subdivider making arrangements satisfactory to the Western Australian Planning Commission to ensure that prospective purchasers of the lots created will be advised of those provisions of the Local Government's Town Planning Scheme which relate to the use and management of the land.
- d) A Restrictive Covenant, pursuant to section 129BA of the Transfer of Land Act 1893 (as amended) is to be placed on the Certificates of Title of the proposed lot(s) advising of the existence of a restriction on the use of the land. Notice of this restriction to be included on the Deposited Plan. The restrictive covenant is to state as follows:

- The land falls within a Public Drinking Water Supply Area (PDWSA) and restrictions apply to the use of the land.
 - Reticulated sewer is not available to the land and an approved on-site effluent disposal system to the satisfaction of Council and the Department of Health will be required to service any new development on each lot. This is likely to require the use of Alternative Treatment Units as effluent disposal system, with these systems located so the separation distance between the base of the ATU and the highest known water table is greater than 2 metres.
- e) Suitable arrangements being made for connection of the land to the comprehensive district drainage system at the applicant/owner's cost.
- f) The battleaxe accessway(s) being constructed and drained at the applicant/owner's cost to the specifications of the local government.
- g) The Bushfire Management Plan prepared as part of previous subdivision stages be reviewed and implemented as appropriate, in light of the recently revised *Guidelines for Planning in Bushfire Prone Areas* and the assumptions in the BAL Contour Plan provided with the subdivision application. This should include (but not be limited to) the following:
- Construction of strategic firebreaks;
 - Fuel reduction measures and suitable arrangements for the maintenance of these measures in perpetuity; and
 - the location and capacity of fire emergency infrastructure
- h) A notification, pursuant to Section 165 of the Planning and Development Act 2005, is to be placed on the certificate(s) of title of the proposed lot(s) with a Bushfire Attack Level (BAL) rating of 12.5 or above, advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:
- ‘This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and may be subject to a Bushfire Management Plan.’

Footnotes:

i) The Shire of Ravensthorpe have provided the following advice in relation to Condition (a):

- The unsealed section of Banksia Road and all internal roads are to be two-coat sealed and constructed with curbing where required, as per Council's standard, in conjunction with the first stage of the development.
- Any damage to the existing road network is to be repaired at the developer's expense.

Carried: 6/0

Res: 76/16

10.3 MANAGER OF ENGINEERING SERVICES

10.3.1 REGIONAL ROAD GROUP – 2017/2018 ROAD PROJECT GRANTS

File Ref:

Applicant: Not Applicable

Location: Not applicable

Disclosure of Officer Interest: None

Date: 30th June 2016

Author: Darryn Watkins – Manager Engineering Services

Authorising Officer: Ian Fitzgerald – Chief Executive Officer

Attachments: None

Summary:

Council to approve the proposed project preference ranking for the 2017-2018 Road Project Grant submissions to the MRWA Great Southern Regional Road Group.

Background:

Since 2013-2014 Council has received Road Project Grant funding each year from MRWA in the vicinity of \$100,000 per annum for preservation works on Jerdacuttup Road, providing the funding is matched on a 2/3rd state funds, 1/3rd local government funds contribution.

These combined funds of \$150,000 per year have facilitated stabilisation and resealing of pavement failure remedial works on Jerdacuttup Road over the last three years. During the MRWA audit process for the 2016 / 2017 round of funding it was a drawn out bitterly fought argument with the MRWA Auditor to secure funding due to the good condition rating of the pavement on Jerdacuttup Road. It is the opinion of the officer that the funding application for

the 2017/2018 round of Road Project Grants will be not be supported by MRWA for the Jerdacuttup Road project submission.

The Shire has also been successful in securing \$60,000 Road Project Grant funding for preservation works on Hamersley Drive for works to be carried out in 2016/2017. With the 1/3rd council contribution the total funds for the Hamersley Drive works will be \$90,678 for 2016/2017. Once these works have been completed it is unlikely any further funding submissions for the road will be supported as the road pavement will be in very good condition. The officer will put forward a project submission to MRWA for the Shire to construct an asphalt seal upgrade to intersection of Ravensthorpe – Hopetoun Road and Hamersley Drive. This project has the in principle support of MRWA.

Comment:

Part of the grant submission process for Road Project Grants is for the nominating Council to rank the project submissions in order of priority to Council. With the planned capital expenditure of \$150,000 on Jerdacuttup Road in 2016/2017, the condition assessment of pavement after these works would be expected to be of a very good rating and therefore not be supported by MRWA for further funding whilst in that condition.

The same situation would also apply to Hamersley Drive as stated in the background comments.

Council now has the opportunity to change the ranking of road project grant submissions that meet the eligibility criteria for Road Project Grant funding.

The roads detailed below are eligible for nomination by Council and have sufficient supporting documentation for consideration by MRWA and the Technical Working Group.

- Jerdacuttup Road
- Springdale Road
- Hamersley Drive

Over time there has been an increasing traffic volume on Springdale Road which has resulted in the increase of expenditure through re-sheeting and maintenance activities.

Average Traffic Volumes (Peak Periods)

- Jerdacuttup Road 162 vehicles per day

- Springdale Road 129 vehicles per day
- Hamersley Drive 306 vehicles per day

Springdale Road is classified as a regional distributor on the rural roads hierarchy, listed on the Great Southern Roads 2030 strategy and therefore meets the eligibility criteria for consideration of Road Project Grant funding.

It is proposed by the officer to submit a Road Project Grant funding application to MRWA for an ongoing program to extend the bitumen pavement seal on Springdale Road. The proposed continuing scope of works is to construct and bitumen seal 3 kilometres of pavement each year should the project be funded.

Although this would be classified as improvement works and not preservation works, the officer believes the project would rank highly and request Council to rank the Springdale Road project as their highest priority.

<u>Project Name</u>	<u>Project Submission Score</u>
Jerdacuttup Road	75.72
Springdale Road	75.27
Hamersley Drive	66.47

Consultation:

Chief Executive Officer

Statutory Obligations:

N/A

Policy Implications:

N/A

Budget / Financial Implications:

N/A

Strategic Implications:

N/A

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.3.1
Moved: Cr Norman	Seconded: Cr Richardson
That council prioritise the 2017/2018 Road Project Grant submissions in the following order from highest to lowest:	
1. 1.Springdale Road	
2. 2.Jerdacuttup Road	
3. Hamersley Drive	
Carried: 6/0	Res: 77/16

* Cr Goldfinch declared a proximity interest with Springdale and Jerdacuttup Road.

10.4 CHIEF EXECUTIVE OFFICER

10.4.1 ELECTION OF DELEGATES

File Ref:**Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 5 July 2016**Author:** Portia Chambers – Executive Assistant**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** None

Summary:

Council appoints delegates to local groups and organisations every two years (election year) and this was completed at the October 2015 Special Council meeting.

Delegations were reviewed when Cr Angela Kelton resigned from Council in February 2016. They will now need to be revised again to include Cr Graham Richardson who was appointed as Angela's replacement in June 2016.

Background:

Council re - elected delegates for the 2016 – 2017 period in February 2016 to accommodate the community groups Angela was a delegate for.

Comment:

With the recent extraordinary election and the appointment of Cr Graham Richardson, Council needs to appoint new delegates to the following roles.

Community Group	Delegate
1. Hopetoun Progress Association	Cr Richardson and Cr Goldfinch
2. Ravensthorpe Progress Association	Cr Gairen
3. Fitzgerald Coast Tourism Association	Cr Dickinson
4. Ravensthorpe Regional Chamber of Commerce	Cr Smith
5. Munglinup Community Group	Cr Norman
6. Community Liaison Committee	Shire President & Deputy President Proxy
7. GVROC	Shire President & Cr Goldfinch
8. Fitzgerald River National Park	Cr Richardson & Cr Gairen (Proxy)
9. South Coast Management Group	Cr Richardson & Cr Gairen
10. Great Southern Regional road Group	Cr Smith and Cr Gairen (Proxy)
11. Ravensthorpe Agricultural Initiative Network	Cr Goldfinch
12. LEMAC	Shire President
13. Ravensthorpe Community Resource Centre	Cr Dickinson
14. Hopetoun Community Resource Centre	Cr Dunlop
15. Ravensthorpe Community Child Care	Cr Dickinson
16. Goldfields Esperance Collaborative Group	Cr Goldfinch
17. Development Assessment Panel	Cr Gairen & Cr Dickinson Cr Smith & Cr Dunlop
18. South Coast NRM WALGA Zone	Cr Dunlop
19. DIAP (Disability Access Inclusion Plan)	Cr Gairen & Cr Norman
20. Fitzgerald Biosphere Implementation Group	Cr Richardson

- | | | |
|-----|--------------------------------------|--------------------------|
| 21. | Hopetoun Recreation Management | Cr Dunlop & Cr Goldfinch |
| 22. | Little Barrens Early Learning Centre | Cr Dunlop |
| 23. | Ravensthorpe Historical Society | Cr Dickinson |

Note: Councillors are required to determine delegates and adopt same with one resolution. The OFFICER RECOMMENDATION AND COUNCIL DECISION will relate to any changes made at the meeting.

Consultation:

Not applicable.

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

Nil

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	10.4.1
Moved: Cr Norman	Seconded: Cr Smith
That delegates to Committee Groups and Organisations, as listed in this report be adopted.	
Carried: 6/0	Res: 78/16

10.4.2 ELECTION OF COMMITTEES AND WORKING GROUPS

File Ref:

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	6 October, 2015
Author:	Portia Chambers – Executive Assistant
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	None

Summary:

Council currently has three Committees:

- Bush Fire Advisory
- Audit

and one Working Group:

- Ravensthorpe Streetscape Steering Group

Background:

The Committees and Working Groups were established a number of years ago and are reaffirmed every two years (election year).

Councillor appointments to the Committees and Groups are also made every two years.

Because we have had a councillor resign and new councillor instated in June Councillor appointments should be relooked at to incorporate the new Councillor Graham Richardson.

Comment:

Details of the Committees are as follows:

BUSH FIRE ADVISORY COMMITTEE

(1 Councillor + 1 proxy)

Cr Kerry Dickinson + Cr Peter Smith

This Committee is established under the Bush Fires Act.

The Committee structure and operational guidelines are as follows:**1. Name**

Shire of Ravensthorpe Bush Fire Advisory Committee.

2. Governing Legislation

The committee is established under the section 67 of the Bush Fires Act, 1954.

3. Membership

Membership of the committee will comprise of 15 voting members and 18 non-voting attendees.

Voting Members

Chief Bush Fire Control Officer
Deputy Chief Bush Fire Control Officer x 2
All Brigade Fire Control Officers
Two Bush Fire Control Officers (Permits)
One Fire Weather Officer

Non-Voting Attendees

- Community Emergency Services Manager / Secretary
- Council Representative
- DFES District Manager
- DPWA Fire Co-ordinator

4. Vision

To promote, encourage volunteerism and to make the Shire of Ravensthorpe a safe community by managing fire risk.

5. Terms of Reference

- Continue to review current fire-fighting practices to improve operational effectiveness.
- Ensure that all fire-fighting appliances are in a state of operational readiness.
- Improve communication and co-ordination in fire-fighting activities.
- Promote fire safety to the community through public education and involvement.
- Continue to review and upgrade plans and other key documents.
- Continue to improve the command and control of incidents.
- Continue to support and encourage volunteer participation.
- Continue to work in partnership with other organisations.
- Support and promote the safety and health of volunteers.
- Develop and implement training structures, systems and procedures in conjunction with FESA to support the community.
- Provide support and guidance to Bush Fire Brigades in the Shire of Ravensthorpe.

6. Meetings

- **Annual General Meeting:**

The Annual general Meeting is to be held in April. Elections for nomination to Council of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers and one of their numbers to be chairperson to be held at the AGM.

Note: The chairperson shall not be the CBFCO or the DCBFCO.

- **Committee meetings:**

The committee shall meet as often as its chairperson and/or the Council decides, but no less than two times per year, once in September and once in April, not including the AGM.

- **Quorum:**

The quorum at any meeting shall be seven members of the committee.

- **Voting:**

Shall be in accordance with the Local Government Act, Section 5.21 with all voting members of the Committee entitled and required to vote (subject to interest provisions of the LGA).

- **Minutes:**

Shall be in accordance with the Local Government Act, Section 5.22.

- **Meetings:**

Meetings shall be generally open to the public.

- **Members Interest to be Disclosed:**

Members of the Committee are bound by the provisions of the Local Government Act, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

- **Secretariat:**

A Shire Staff Officer appointed by the CEO will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

- **Chairperson:**

The Chairperson and Deputy Chairperson are to be elected annually at the Annual General Meeting of the Bush Fire Advisory Committee.

- **Ex-Officio members:**

The Committee is authorized to co-opt standing ex-office members as non-voting members.

- **Meeting Attendance Fees:**

Nil

- **Delegated Authority:**

Nil

AUDIT COMMITTEE

Requirements

Committee must be of three or more persons (Section 7.1A(1));

- **Members**

- are to be appointment by an absolute majority decision of Council;
- can include non elected members; and
- must include at least three Council members and Council members must comprise the majority of the Committee.

(Section 7.1A(2))

- **The CEO is prevented from**

- being a member; and
- nominating a person/representative to be a member.

(Section 7.1A(3))

- Employees are also prevented from being members (Section 7.1A(4))
- Decisions by the audit committee only require to be made by a simple majority (Section 7.1C)
- Any appointment of an auditor is to be made on a recommendation if the audit committee – appointment still needs to be done by an absolute majority of full Council (Section 7.3(1))

RAVENSTHORPE STREETScape STEERING GROUP

Current representatives - Ian Goldfinch (Shire Councillor)
Kerry Dickinson (Shire Councillor)
Ian Fitzgerald (CEO)
Jenny Goodbourn
Christine Rowe
Shirl Sutherland
Graeme Sutherland

Consultation:

Not applicable.

Statutory Obligations:

Local Government Act, 1995

Bush Fires Act, 1954

Policy Implications:

Nil

Budget / Financial Implications:

Nil

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority for OFFICER RECOMMENDATION AND COUNCIL DECISION 1 and 2

Absolute majority for OFFICER RECOMMENDATION AND COUNCIL DECISION 3

OFFICER RECOMMENDATION (1)	ITEM 10.4.2
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That Councillors Dickinson and Smith be appointed Council's representative and proxy, respectively, to the Bushfire Advisory Committee.

OFFICER RECOMMENDATION (2)	ITEM 10.4.2
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That Councillors Goldfinch, Dickinson and Norman be appointed to the Ravensthorpe Streetscape Steering Group.

OFFICER RECOMMENDATION (3)	ITEM 10.4.2
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That an Audit Committee be established comprising a membership of all Councillors.

COUNCIL DECISION	ITEM 10.4.2
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Moved: Cr Dickinson

Seconded: Cr Smith

That the Officer Recommendations 1, 2 and 3 be adopted enbloc.

Carried by absolute majority 6/0

Res: 79/16

10.4.3 RESOURCE 2 RISK – SHIRE OF RAVENSTHORPE**File Ref:****Applicant:**

Not applicable

Location:

Not applicable

Disclosure of Officer Interest:

None

Date:

5 July, 2016

Author:Ashley Peczka – Community Emergency Services
Officer**Authorising Officer:**

Ian Fitzgerald – Chief Executive Officer

Attachments:

Yes – Resource to Risk

Summary:

Council as previously accepted this document back in May 2014 which was fairly generic and lacked the required information to highlight specific risks within the Shire.

Background:

The purpose of the Resource to Risk document is to highlight the risk present within the shire, by brigade response area and the resources likely required to appropriately managed/control those risks. This document becomes the basis point that gets referred to for when applying for capital/operational grants through the Local Government Grant Scheme (LGGS) which manages the distribution in ESL funding.

Comment:

Currently the Shire of Ravensthorpe is significantly under resourced to handle a major incident similar to 2015 Esperance Complex Fires and many brigades are still without a building to house their appliance and to base their operations/training needs from.

The Esperance Complex Fires destroyed approx. 309,000ha, and claimed the life of 3 victims. Ravensthorpe had the exact same storm system with dry lightning strikes as well as same temperature and wind conditions observed prior to and during the Esperance Complex Fires.

To help rectify shortages in resources the Shire is proposing the following solutions;

- North Ravensthorpe BFB requiring a permanent appliance of a 4.4 Broadacre + Light Tanker.
- Bandalup BFB requiring an actual appliance of a 1.4 Rural + Light Tanker.
- An additional 2.4 Broadacre to Jerdacuttup BFB to help provide adequate response coverage to the district.
- An additional Light Tanker to Hopetoun Rural BFB to assist in the response capabilities to the Hopetoun Urban/Rural Zone and to the National Park.
- Majority brigades requiring a Fire Shed to house appliances, base operations/training from and assist with recruitment and retention of volunteers.
- Mt Short, Cocanarup, Munglinup and West River BFB's current 2.4 appliances be upgraded to 4.4 Broadacre appliances.

Consultation:

Rod Daw – Chief Bush Fire Control Officer

Ashley Peczka – Community Emergency Services Officer

Gavin Wornes – DFES Area Officer

General conversation with brigade FCO's

Statutory Obligations:

Bushfires Act 1954

Fire & Emergency Services Act 1998

Local Government Act 1995

Policy Implications:

N/A

Budget / Financial Implications:

N/A

Strategic Implications:

To provide a safe workplace for our volunteers, whilst ensuring adequate resources are available to combat and contain large scale fires within the municipality and to assist neighbouring Local Governments.

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.3
Moved: Cr Dickinson	Seconded: Cr Richardson
That Council adopt the Resource to Risk document as presented and forward a copy to the Department of Fire and Emergency Services.	
Carried: 6/0	Res:80/16

10.4.4 COUNCIL MEETING DATES – 2016**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 6 July, 2016**Author:** Portia Chambers – Executive Assistant**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** None

Summary:

Council is required to determine meeting dates for 2016.

Background:

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

Comment:

At the June Agenda setting forum it was decided that the remaining Agenda Setting Forums which are all held in Ravensthorpe are now to be held at the town in which the Council meeting is held on the Thursday. A new recommended 2016 schedule of Agenda Setting Forums and Council meetings is as follows:

DATE	VENUE	START TIME
January 2016	Nil	Nil
15 February 2016	Ravensthorpe Council Chambers	10 am
18 February 2016	Hopetoun Community Centre	5 pm
14 March 2016	Ravensthorpe Council Chambers	10 am
17 March 2016	Ravensthorpe Council Chambers	5 pm
18 April 2016	Ravensthorpe Council Chambers	10 am
21 April 2016	Hopetoun Community Centre	5 pm
16 May 2016	Ravensthorpe Council Chambers	10 am
19 May 2016	Ravensthorpe Council Chambers	5 pm
13 June 2016	Ravensthorpe Council Chambers	10 am
16 June 2016	Hopetoun Community Centre	5 pm
18 July 2016	Ravensthorpe Council Chambers	1 pm
21 July 2016	Ravensthorpe Council Chambers	5 pm
15 August 2016	Hopetoun Community Centre	1 pm
18 August 2016	Hopetoun Community Centre	5 pm
12 September 2016	Munglinup Recreation Centre	1 pm

15 September 2016	Munglinup Recreation Centre	5 pm
17 October 2016	Hopetoun Community Centre	1 pm
20 October 2016	Hopetoun Community Centre	5 pm
21 November 2016	Ravensthorpe Council Chambers	1 pm
24 November 2016	Ravensthorpe Council Chambers	5 pm
15 December 2016	Ravensthorpe Council Chambers	5 pm

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:

Nil

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION

ITEM 10.4.4

Moved: Cr Dickinson

Seconded: Cr Richardson

That the following amended Agenda Setting Forum venues be adopted for the remainder of 2016 and be advertised for public information, in accordance with the Local Government Act 1995.

DATE	VENUE	START TIME
January 2016	Nil	Nil
15 February 2016	Ravensthorpe Council Chambers	10 am
18 February 2016	Hopetoun Community Centre	5 pm
14 March 2016	Ravensthorpe Council Chambers	10 am
17 March 2016	Ravensthorpe Council Chambers	5 pm
18 April 2016	Ravensthorpe Council Chambers	10 am
21 April 2016	Hopetoun Community Centre	5 pm
16 May 2016	Ravensthorpe Council Chambers	10 am
19 May 2016	Ravensthorpe Council Chambers	5 pm
13 June 2016	Ravensthorpe Council Chambers	10 am
16 June 2016	Hopetoun Community Centre	5 pm
18 July 2016	Ravensthorpe Council Chambers	1 pm
21 July 2016	Ravensthorpe Council Chambers	5 pm
15 August 2016	Hopetoun Community Centre	1 pm
18 August 2016	Hopetoun Community Centre	5 pm
12 September 2016	Munglinup Recreation Centre	1 pm
15 September 2016	Munglinup Recreation Centre	5 pm
17 October 2016	Hopetoun Community Centre	1 pm
20 October 2016	Hopetoun Community Centre	5 pm
21 November 2016	Ravensthorpe Council Chambers	1 pm
24 November 2016	Ravensthorpe Council Chambers	5 pm
15 December 2016	Ravensthorpe Council Chambers	5 pm

Carried: 6/0

Res: 81/16

10.4.5 REVIEW OF STRATEGIC COMMUNITY PLAN

File Ref:

Applicant: Not applicable

Location: Not applicable

Disclosure of Officer Interest:	None
Date:	03 July 2016
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	Strategic Community Plan (Draft Modifications) Community Survey Report

Summary:

The Local Government (Administration) Regulations 1996 outline the specific requirements in terms of developing and reviewing Strategic Community Plans.

Although the Regulations stipulate that the Strategic Community Plan should be reviewed every four years, the Advisory Standard recommends a desk-top review should be undertaken every two years.

In line with the Regulations and Advisory Standard, the Shire has conducted a community survey that assisted in informing the desk top review.

This item seeks acceptance of the community survey findings and adoption of the amended Strategic Community Plan to be advertised for public comment.

Background:

In August 2010, the Minister for Local Government introduced regulations that established new requirements in terms of planning for the future. Under these regulations, all local governments in Western Australia were required to have developed and adopted two key documents by 30 June 2013:

1. Strategic Community Plan; and
2. Corporate Business Plan

In an effort to comply with the amendments, the Shire of Ravensthorpe adopted the Strategic Community Plan in May 2014. The plan has been utilised by the Shire since being adopted.

The Guideline and Advisory Standard that supports the legislation requires the Strategic Community Plan to be reviewed at regular intervals. After two years, the Plan is subject to a minor strategic review and a full review is required after four years from when the plan is adopted.

The 2016 review was undertaken as a part of the 2016 Service Delivery and Community Planning Survey. The survey was designed to gather information on the community's satisfaction in relation to the services delivered and applicability of the infrastructure

managed by the Shire of Ravensthorpe. Additional questions were added in terms of emerging trends and forecast areas of importance over the coming four years.

The survey was open for 2 weeks from 25 May until 8 June 2016. Respondents could either complete the survey online or complete a hard copy survey that was returned to the Shire of Ravensthorpe.

Channel Consulting was commissioned by the Shire of Ravensthorpe to conduct the community survey and minor review of the Strategic Community Plan

The survey responses were assessed and analysed. The information received during the survey process has assisted in completing the minor review of the Community Strategic Plan.

Comment:

Community Survey

A majority of responses suggests that the community are generally satisfied with the level of service and infrastructure provided by the Shire of Ravensthorpe. From the Shire's perspective, the feedback and survey responses should be received positively. In saying this, the survey did highlight some areas for improvement. Suggestions for these areas of improvement have been summarised below;

1. Consider introducing a Customer Service Charter and Complaints Handling Policy.
2. Consider introducing an Integrated Communication Strategy, applying new communication techniques and remodelling the Shire's website.
3. Consider introducing a road maintenance hierarchy to help manage customer expectations.
4. Consider introducing a footpath and trail strategy as an opportunity to plan for new paths and trails, manage expectations, gain funding and set some construction standards e.g. asphalt, concrete, dual use v single use.
5. Include a more comprehensive rating methodology explanation on the Shire's website including information on all income sources and expenditure.
6. Undertake a review of tip opening times and undertake further education on the recycling process.
7. Consider the construction of a skate/bmx facility in Ravensthorpe.
8. Consider undertaking a review of the existing tourism strategy to include roles and responsibilities from a promotion and marketing perspective.
9. Undertake an analysis of the Emergency Services function, including further promotion of emergency evacuation and recovery plans.

10. Consider introducing a ranger community education program and school visits.
11. Consider a policy review or strategic focus area moving forward with regard to environmental management and climate change.
12. Consider distributing further information on the bulk billing process and the Shire's role in delivering medical services.
13. Consider undertaking a review of the quality and quantity of tourist accommodation.

All feedback received will be reviewed by the Shire staff and Councillors. The implementation of new initiatives will be subject to resourcing and funding constraints.

Strategic Community Plan

In undertaking the 2016 Community Survey, a number of key themes emerged during the data analysis. The areas of medical services, tourism, youth and environment evoked the strongest responses from the community.

Each of the emerging areas was then assessed/tested against the key themes within the existing plan to ensure that they were adequately addressed.

Medical services

The community feedback from this perspective was very strong in terms of retaining the General Practitioner into the future and maintaining the level of service currently available within the Shire. In reviewing the Strategic Community Plan, this area was not adequately represented. In response, a new outcome 'Medical Services' has been added to Theme 1 - A healthy, strong and connected community that is actively engaged and involved.

Tourism

The community feedback from a tourism growth and development perspective was strongly received. The current format of the Strategic Community Plan adequately addresses this area under Theme 2 - A strong, diversified economic tourist and industrial base that provides varied employment opportunities for all ages.

Youth

The community feedback from a youth services and infrastructure perspective was strongly received. The current format of the Strategic Community Plan adequately addresses this area under Theme 1 - A healthy, strong and connected community that is actively engaged and involved.

Environment

The community feedback from this perspective was very strong in terms of the Shire's environmental assets and leveraging these assets to further diversify the Shire's economy. In reviewing the Strategic Community Plan, this area and land use planning were not adequately represented. In response, a new outcome 'Conservation and protection of natural resources' has been added to Theme 3 - Sustainable infrastructure that allows for effective travel and service delivery within the local government and to other rural and metropolitan areas with minimal impact on the environment.

To accommodate this inclusion, the description of Theme 3 was also amended to include "with minimal impact on the environment" as environmental outcomes were not mentioned/highlighted anywhere in the current plan.

Consultation:

In completing the review, the Shire of Ravensthorpe distributed 380 surveys, with the survey period being open for 2 weeks from 25 May until 8 June. Respondents could either complete the survey online or complete a hard copy survey that was returned to the Shire of Ravensthorpe.

Upon closing, 26 electronic surveys were received and 48 hard copy surveys were received. The completed surveys suggest a response rate of 12.63%.

If Council receives the amended Strategic Community Plan, the plan will be distributed for community input and feedback. Once the community consultation period has expired, the administration will consider the feedback received with further modifications potentially considered. Once all of the feedback has been considered and consolidated, the final Strategic Community Plan will be presented to Council. The Council will be required to adopt the amended Plan by absolute majority.

Statutory Obligations:

Section 5.56 of the Local Government Act 1995 requires all local governments to plan for the future of the district. All plans developed under this section must be made in accordance with any regulations made about planning for the future of the district.

The Local Government (Administration) Regulations 1996 outline the specific requirements in terms of developing and reviewing Strategic Community Plans.

Although the Regulations stipulate that the Strategic Community Plan should be reviewed every four years, the Advisory Standard recommends a desk-top review should be undertaken every two years. The aim of this review cycle is to give each council (after an election) the opportunity to review the strategic direction of the local government and incorporate changes, should these be required.

Local Government (Administration) Regulations 1996**19C. Planning for the future: strategic community plans — s. 5.56**

6. Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
7. A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications. *Absolute majority required.
8. If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
9. A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
10. A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

Policy Implications:

Nil

Budget / Financial Implications:

The Shire commissioned Channel Consulting to undertake the community survey and Strategic Community Plan review. The consultancy was undertaken in line with the 2015/16 statutory budget.

Strategic Implications:

The review of the Strategic Community Plan provides the opportunity to review the strategic direction of the local government and incorporate changes, should these be required.

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.5
Moved: Cr Dickinson	Seconded: Cr Goldfinch
That Council;	
In accordance with section 19C of the Local Government (Administration) Regulations 1996;	
1. Receive the 2016 Service Delivery and Community Planning Survey Report.	
2. Receive the Strategic Community Plan containing the draft modifications.	
3. Advertise the Strategic Community Plan containing the draft modifications for a period of four weeks.	
Carried: 6/0	Res: 82/16

10.4.6 MERIDIAN CLOCK PROJECT – RAVENSTHORPE DISTRICT ART GROUP

File Ref:

Applicant:**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 17 August 2016**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:**

Summary:

The Ravensthorpe District Art Group are seeking approval from Council to take the lead role in developing a project that would see the design and construction of a 4 metre high structure to become a feature of the town centre and act as a major tourist attraction.

Background:

A (geographical) meridian (or line of longitude) is the half of an imaginary great circle of the earth's surface – terminated by the North Pole and the South Pole – connecting points of equal longitude.

Council would be aware that a meridian is located in a rest area just to the west of the Ravensthorpe townsite and is a popular tourist stopping point.

Comment:

The Ravensthorpe District Art Group (RDAG) would like to involve all creative members of the community in the design of the new structure – envisaged to be over 4 meters high.

RDAG plan to begin developing ideas after the 2016 Wildflower Show and to begin the project to the attention of the community.

The proposal is to have the new structure erected within the proposed redesigned cultural precinct and would become a major tourist attraction for Ravensthorpe.

After attending the Regional Corporation and Development Forum in Canberra which in part focused on tourism the author believes a structure such as this would provide that point of difference which would help promote tourism to our area.

Council has been requested to also provide financial assistance to the project especially in the construction and installation stages. An amount has yet to be determined as planning is at a very early stage.

If Council is supportive of the project being investigated the consultants preparing the cultural precinct concept plans will be made aware of the project so it may be factored into the work they are doing.



Consultation:

Ravensthorpe District Art Group
Council

Statutory Obligations:

Local Government Act 1995

Policy Implications:

N/A

Budget / Financial Implications:

A budget for the project has yet to be determined as it is in the very early stages of planning. An allowance could be made in the 2016/17 budget to assist in developing and designing the project with construction provided for in later budgets once the cost is determined.

Strategic Implications:

Strategic Community Plan –

1.21 Town Centres are vibrant and attractive places

2.3 Development of Tourism

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.6
Moved: Cr Dickinson	Seconded: Cr Smith
That Council advise the Ravensthorpe District Art Group of their support for the Meridian Clock and will consider financial assistance once costs have been determined.	
Carried: 6/0	Res: 83/16

10.4.7 AWARD OF TENDER T02-15/16 – HOPETOUN COMMUNITY RESOURCE CENTRE 57KW ROOF MOUNT SOLAR PV**File Ref:****Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 15 July, 2016**Author:** Ryan Wilson – Sustainability Officer, City of Kalgoorlie-Boulder**Authorising Officer:** Ian Fitzgerald – Chief Executive Officer**Attachments:** Evaluation Workbook RFT T02-15/16 – PM
Evaluation Workbook RFT T02-15/16 – RW
Ravensthorpe Tender Assessment Notes – Enigin WA

Summary:

The purpose of this report is to recommend to Council the acceptance of the tender submitted by Solar Balance in response to Request for Tender T02-15/16 (Hopetoun Community Resource Centre 57kw Roof Mount Solar PV).

Background:

The Goldfields Voluntary Regional Organisation of Councils (GVROC) is pursuing a regional solar photovoltaic (PV) installation project to align with the Goldfields-Esperance Region 2011-2021 Strategic Plan. The Shires of Esperance, Dundas, Ravensthorpe, Leonora, Laverton, Menzies and Coolgardie are scheduled to have a number of significant solar PV systems installed in the 2015/16 and 2016/17 financial years. Funding was awarded to GVROC from the WA Country Local Government Fund to complete these installations. This project will save the Shires a considerable amount in electricity costs each year, reduce consumption of electricity from the grid and consequently, significantly reduce CO2 emissions currently generated.

Modelling was completed on the Hopetoun Community Resource Centre and it was recommended a 57kW solar PV system with generation management equipment be installed on site.

Comment:

By close of tender four (4) tenders had been received from the following four (4) tenderers:

- WA Alternative Energy
- Energy Made Clean
- Solar Balance
- AICA Engineering

The bids were evaluated by the City of Kalgoorlie-Boulder's Sustainability Officer and the consultant hired for project management for the GVROC Solar PV project from Enigin Consultants. The results of the average aggregate score of the tender panel are shown below in no particular order:-

	%	A	B	C	D
Relevant Experience	30%	28.75%	25.5%	16.5%	22.5%
Key Personnel	20%	19%	17%	12%	13%
Tenderer's Resources	10%	7%	7%	6%	7%
Demonstrated Understanding	25%	12.5%	20%	15%	18.75%
Pricing	15%	3.7%	8.1%	9.9%	8.2%
Total weighted score	100%	70.95%	77.6%	59.4%	69.45%

All tenders received fully complied with the qualitative criteria of the request for tender document.

Tenderer B was considered to be the most advantageous to GVROC and the Shire of Ravensthorpe, scoring high in all weighted criteria, particularly 'Demonstrated Understanding'. Tenderer B received the highest weighted score from the tender evaluation panel with 77.6% and was unanimously found to be the top ranking tenderer by the tender evaluation panel.

It is therefore recommended that tender number T02-15/16 Hopetoun Community Resource Centre 57kW Roof Mount Solar PV be awarded to Tenderer B (Solar Balance) for a price of \$172,308 plus GST.

Consultation:

No community consultation was considered necessary in relation to the recommendations of the report.

Statutory Obligations:

N/A

Policy Implications:

N/A

Budget / Financial Implications:

An overall budget of **\$1,412,182** has been allocated for the solar PV component of the GVROC Alternative Energy Project. The **\$172,308** price for the 57kW system for the Hopetoun Community Resource Centre falls within the expected price range for this project.

Strategic Implications:

N/A

Sustainability Implications:

- **Environmental:**

This system will offset 90MWh of electricity consumption on site and within the greater Hopetoun grid. This equates to approximately 77 tonnes of CO₂ emissions per year.

- **Economic:**

This system is expected to save the Shire of Ravensthorpe \$27,495/year in a combined reduction in electricity consumption and export revenue.

- **Social:**

There are no known significant social considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.7
Moved: Cr Dunlop	Seconded: Cr Richardson
That Council	
<ol style="list-style-type: none">1. Authorise the Chief Executive Officer to award Tender T02-15/16 for the construction of a 57kW roof mount photovoltaic (PV) System to Solar Balance for the sum of one hundred and thirty nine thousand, four hundred and thirty four dollars (\$172,308) plus GST2. Authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal in accordance with part 19.1(2) of the Standing Orders Local Law to any required documentation.	
Carried: 6/0	Res: 84/16

10.4.8 HOPETOUN COMMUNITY RESOURCE CENTRE - NAMING**File Ref:****Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 17 August 2016**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** None

Summary:

Council has received a suggestion from a community member that the Hopetoun Community Resource Centre and Doctors Surgery be named the Meadows Bennett Building after two long term residents who also served as matron of the Ravensthorpe Hospital.

Background:

The advice is that when the new hospital was built in 2003, part of the old hospital was moved to the corner of Veal Street and Alan Rose Drive where it became the RTC Centre, doctor's surgery, Council meeting room and office space for the Hopetoun Progress Association.

Comment:

Pat Meadows was matron of the Ravensthorpe Hospital from 1963-1965 and again from 1973-1977 and is a long term stalwart of the Ravensthorpe and Hopetoun Communities.

Merle Bennett was matron of the Ravensthorpe Hospital from 1980-1990 and has worked tirelessly for the local community.

The request is for Pat Meadows and Merle Bennett to be recognised by naming the refurbished Hopetoun Community Resource Centre (part of the Hopetoun Community Centre) and the Hopetoun Doctors Surgery as the Meadows Bennett Building.

At this stage there is no indication whether the Hopetoun Community Resource Centre who have a licence to occupy part of the new Hopetoun Community Centre have been invited to comment.

The author cannot find any reference in the shire records where a building or park has been named after a resident of the community. Council may remember that in discussing road names recently the advice from the Geographe Names Committee is that usual precedent is not to name a road after a living resident/ ex resident. Council may wish to use this as a point of reference but at some time noting the naming of a building as recommended would be recognition of the contribution made to the district by people still living and working for the community.

The naming of a building or park in such a way as recommended may create precedent.

Consultation:

Nil

Statutory Obligations:

Local Government Act 1995

Policy Implications:

N/A

Budget / Financial Implications:

If Council were to proceed with the request there would be the cost of signage and catering for a small dedication ceremony.

Strategic Implications:

Nil

Sustainability Implications:

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

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

- **Social:**
There are no known significant social considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.8
Moved: Cr Dickinson	Seconded: Cr Richardson
The naming of the Hopetoun Community Resource Centre and Hopetoun Doctors Surgery as the Meadows Bennet Building be considered by council.	
Carried: 6/0	Res: 85/16

10.4.9 BANKING FACILITIES - BANKWEST**File Ref:****Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 20 July 2016**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Extract from Policy F1
Extract from 2014/15 Annual Report
Extract from the 2015/16 Annual Budget

Summary:

As we progress the installation of the new ATM staff are gradually making arrangements for BankWest to be our main bank for all of our operating accounts. As a part of this process we are setting up a new credit card facility – as per policy FI – but with BankWest rather than Westpac.

Council currently has an overdraft facility of up to \$500,000 in place and even though it has not been used for a number of years it is recommended the facility be maintained but with a lesser limit.

This report recommends the establishment of a credit card facility and an overdraft allowance with BankWest.

Background:

Council Policy F1 outlines the allocation of credit cards and the facility limit which was reviewed in February 2016.

Comment:

The policy states:

“Corporate credit cards shall only be used for:

Purchasing goods and services on behalf of the local government;

Where Council has approved the purchase of fuel and oil for an officer’s private use of a Council provided vehicle;

Personal expenditure is prohibited;

A credit card shall not be used for cash withdrawals;

Maximum credit limits shall be based on the cardholder’s need with Council holding a \$22,000 maximum credit card facility.

Current card limits are;

\$10,000 for the Chief Executive Officer

\$ 5,000 for the Manager of Corporate and Community Services

\$ 5,000 for the Manager Engineering Services

\$ 2,000 for the Community Emergency Services Officer

Purchases by facsimile, telephone or over the internet need to be accompanied by a tax invoice / receipt of goods purchased.

It is recommended that these limits be maintained with the new BankWest credit facility.

The overdraft facility was put in place in 2009 with a limit of \$500,000. I am advised by staff that the facility has not been used for a number of years but is held in place as a safety net should it be required. It is expected that the overdraft facility will not be called upon in the early stages of 2016/17 year and with careful cash flow management it is not anticipated to be required later in the year.

As a safety net it is recommended that an overdraft facility be established with Bankwest but with a limit of \$250,000.

Consultation:

Manager of Corporate & Community Services
Senior Finance Officer

Statutory Obligations:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy Implications:

Policy F1 refers.

Budget / Financial Implications:

Expenditure made on the credit facility relates to items provided for in the budget and is supported by receipts and a report is provided to Council monthly.

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:

Absolute majority

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.4.9
Moved: Cr Norman	Seconded: Cr Smith
That Council:	
a) agree to the establishment of a credit card facility with BankWest with a facility limit of \$22,000 and individual card limits as per Council Policy F1	
b) authorise the establishment of an overdraft facility with BankWest with a facility limit of \$250,000.	
Carried by absolute majority: 6/0	Res: 86/16

10.4.10 DIFFERENTIAL RATES 2016/17

File Ref:

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	20 th July, 2016
Author:	Jenny Goodbourn – A/MCCS
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Differential rates submission

Summary:

This report is to consider any submissions received in connection with the proposal to impose differential rating for the 2016/2017 financial year.

Background:

At the June meeting council resolved:-

*OFFICER RECOMMENDATION AND COUNCIL DECISION AND COUNCIL DECISION
ITEM 10.4.6*

Moved: Cr Dickinson

Seconded: Cr Smith

That Council

1) *Endorse the following differential rates across all categories to form the basis of the proposed rate setting for the 2016/17 budget.*

	<i>Cost in \$</i>	<i>Minimum</i>
<i>GRV Residential</i>	<i>0.106766</i>	<i>\$920</i>
<i>GRV Commercial</i>	<i>0.119890</i>	<i>\$920</i>
<i>GRV Industrial</i>	<i>0.141370</i>	<i>\$920</i>
<i>GRV – Transient Workforce Accommodation</i>	<i>0.295400</i>	<i>\$920</i>
<i>GRV - Short Stay Accommodation</i>	<i>0.295400</i>	<i>\$920</i>
<i>UV</i>	<i>0.010676</i>	<i>\$920</i>

- 2) *Adopt the Objectives and Reasons for the Proposed Differential rates for 2016/17*
- 3) *Authorise the Chief Executive Officer to advertise the differential rates and call for submissions in accordance with the Local Government Act 1995 – Section 6.36 – for a minimum of 21 days*
- 4) *Authorise the Chief Executive Officer to seek Ministerial approval under Section 6.33 of the Local Government Act 1995 to impose the differential rates at the end of the advertising period, subject to no submissions being received.*

Carried: 7/0

Res: 67/16

The intention to impose differential rating was advertised on the 29th June with a closing date for submissions of 4.00pm on Wednesday the 20th July.

Comment:

Section 6.36 of the Local Government Act 1995 allows Council to implement a system of differential rating subject to adoption by Council, public advertising, and approval from the Minister for Local Government and Communities before being applied.

One submission has been received from McMahon Mining Title Services who have written on behalf of companies that have exploration and prospecting tenements within our shire.

They are supportive of the low rate of 1.0676c in the dollar, but are asking council to consider a lower minimum rate than \$920 for prospecting and exploration tenements.

Council has 37 exploration tenements on the minimum rate and 10 prospecting tenements on the minimum rate out of a total of 671 rateable properties. The proposed minimum on these assessments would raise a total of \$43,240 of the total rates proposed of \$3.9m.

Whilst the minimum rate may be higher than some other shires the rate in the dollar is much lower. The minimum imposed last year was \$900. The proposed increase to \$920 is only an increase of 2.22%. A comparison table is provided below to show a sample of the range of various rates in the dollar and minimums imposed by some other shires:-

Shire	Rate in the \$	Minimum
Jerramungup 15/16	0.01103	\$760
Lake Grace 15/16	0.08613	\$400
Dundas 16/17 Mining & Exploration	0.1359	\$342
Dundas 16/17 Prospecting	0.1359	\$284
Kalgoorlie 15/16 Mining	0.1737	\$860
Kalgoorlie 15/16 Exploration & prospecting	0.1737	\$267
Mount Magnet 15/16	0.300826	\$450

The above shows a wide spread of minimums from \$284 to \$860 and a range in the rate in the \$ charged from 1.103c to 30.0826c.

In setting the rates this year council imposed a 5.5% increase on all other categories but made a conscious decision to keep minimum rates down by only applying a 2.22% (\$20) increase.

It is recommended that the submission from McMahon's be acknowledged but no alteration to the proposed rate in the dollar be made and that approval for the differential rating now be sought from the Minister.

Consultation:

Notice of intention to impose differential rates has been advertised as required under section 6.36 of the Local Government Act 1995.

The Minister for Local Government will need to ratify any differential rating to be applied.

Statutory Obligations:

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

Policy Implications:

Nil

Budget / Financial Implications:

It is estimated the overall rate yield, based on the proposed rates in the dollar, in 2016/17 will be \$3.9 million.

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION AND COUNCIL DECISION		ITEM 10.4.10
Moved: Cr Smith		Seconded: Cr Dickinson
That Council		
1) Endorse the following differential rates across all categories to form the basis of the proposed rate setting for the 2016/17 budget.		
	Cost in \$	Minimum
GRV Residential	0.106766	\$920
GRV Commercial	0.119890	\$920
GRV Industrial	0.141370	\$920
GRV – Transient Workforce Accommodation	0.295400	\$920
GRV - Short Stay Accommodation	0.295400	\$920
UV	0.010676	\$920
2) Authorise the Chief Executive Officer to seek Ministerial approval under Section 6.33 of the Local Government Act 1995 to impose the differential rates.		
Carried: 6/0		Res: 87/16

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****12.2.1 CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW**

(CONFIDENTIAL ITEM – PROVIDED UNDER SEPARATE COVER)

COUNCIL DECISION Moved: Cr Dickinson	ITEM 12.2.1 Seconded: Cr Smith
<ol style="list-style-type: none">1. That the Council acknowledges the satisfactory review results achieved by the CEO in his Performance Review and congratulates the CEO on his positive outcome.2. That Council authorises that the CEO's Remuneration Package be increased by 1.9% effective from the first pay period commencing on or after 1 July 2016.3. That Council approves the draft KPIs as listed below for the CEO for the coming 12 months review period:<ol style="list-style-type: none">a) Maintain strong relationship with all health services providersb) Ravensthorpe streetscape project completedc) Asset management plan renewal completedd) Long Term Financial Plan reviewede) Civic centre precinct concept plans and costing completedf) Complete an organisation reviewg) Complete a review of standing ordersh) Complete preparations for the installation of a 24hr ATM at the Shire Administration Office in Ravensthorpe.i) Investigate the possibility of a similar ATM or banking service in Hopetoun and provide a report to council.	
Carried: 6/0	Res: 88/16

13. MATTERS BEHIND CLOSED DOORS

14. CLOSURE OF MEETING -5.22PM

These minutes were confirmed at the meeting of the _____

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

Date: _____