



AGENDA

For the Council Meeting to be held on

Thursday 15 June 2017

Commencing at 5:00pm

In the Council Chambers, Ravensthorpe.



SHIRE OF RAVENSTHORPE

DISCLAIMER

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A handwritten signature in blue ink, appearing to read "Ian Fitzgerald", is written over a horizontal line.

Ian Fitzgerald
Chief Executive Officer

8 June 2017

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



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

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

Agenda item (3) _____

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

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

The nature of my interest is (5)

The extent of my interest is (6)

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

Signature

Date

RECEIVED BY:

Chief Executive Officer

Date

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

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

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

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

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

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

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

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

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

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

- (1). In this regulation –
Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.
- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest –
 - (a). in a written notice given to the CEO before the meeting;
or at the meeting immediately before the matter is discussed.
- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.

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

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

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

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

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.



**SHIRE OF RAVENSTHORPE
WORKS REQUEST FORM**

Name: _____

Date: ____/____/2017 Urgency: Low / Medium / High / Strategic

Road / Public Building / Area: _____

Request: _____

Description:

OFFICE USE ONLY:

Action Taken:

Comment:

Completed: ____/____/2017 Signature: _____

Inspected and/or authorised: _____
Chief Executive Officer



APPLICATION FOR LEAVE OF ABSENCE

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

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

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

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

ORDINARY MEETING OF COUNCIL
TO BE HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE
ON 15 JUNE 2017, COMMENCING AT 5:00PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE

MEMBERS: Cr Keith Dunlop (Shire President)
 Cr Graham Richardson
 Cr Ken Norman
 Cr Ian Goldfinch

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

APOLOGIES: Cr Pete Smith (Deputy Shire President)

ON LEAVE OF ABSENCE:

Cr Sharyn Gairen
 Cr Kerry Dickinson

ABSENT:

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

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

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

7. CONFIRMATION OF MINUTES

7.1 COUNCIL MEETING: 19 MAY 2017

OFFICER RECOMMENDATION	ITEM 7.1
<p>That the minutes of the meeting of council held on 19 May 2017 be confirmed as a true and correct record of proceedings.</p>	

8. SUSPENSION OF STANDING ORDERS

9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

10. REPORTS OF OFFICERS**10.1 MANAGER OF CORPORATE AND COMMUNITY SERVICES****10.1.1 SCHEDULE OF ACCOUNT PAYMENTS – MAY 2017****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 31 May, 2017**Author:** Eimear Guidera – Payroll/Creditors Officer**Authorising Officer:** Stacey Howard – Senior Finance Officer**Attachments:** Schedule of Payments to 31 May, 2017
Credit Card Transactions to 01 June, 2017**Summary:**

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

Background:**31 May 2017**

FUND	PAYMENT	VOUCHERS	AMOUNTS
Municipal Account	EFTs	EFT7078-EFT7151	\$298,273.53
	Municipal Fund Cheques	000093 – 000102	\$14,976.69
Payroll	Dates	10/05/2017 24/05/2017	\$171,424.11
Superannuation		Direct Debit	\$25,359.47
Bank Fees			\$668.61
Municipal Account Total			\$510,702.41
Shire Credit Card Facility	Westpac	02/05/2017-	\$7,947.25

	VISA	01/06/2017	
Trust Account Payments	EFTs	EFT7080 – EFT7197	\$16,926.95
	Cheques	000013 - 000019	\$140.00
Grand Total			\$535,716.61

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

ITEM 10.1.1

That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of May 2017, be noted.

10.1.2 MONTHLY FINANCIAL REPORT – 31 MAY 2017**File Ref:**

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	6 June 2017
Author:	Jenny Goodbourn - MCCS
Authorising Officer:	Not applicable
Attachments:	Yes – Monthly Financial Report– May 2017

Summary:

This report presents the monthly financial reports for May 2017 to Council which is provided as an attachment to the agenda. The recommendation is to receive the May 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 2016/2017 Budget adopted by Council on 18 August 2016. 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 adopted budget and actual amounts for the purpose of keeping Council abreast of the current financial position and the variances are explained on page 4 of the report. As the annual budget review was carried out at the March ordinary meeting of council the revised budget figures are shown under the Forecast 2016/17 Actual column of the report.

Consultation:

Council Financial Records

Statutory Obligations:

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

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

Policy Implications:

Nil

Budget / Financial Implications:

As detailed within the attachments

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.1.2

That Council receive the Monthly Financial Report for the period ending 31st May 2017 in accordance with Section 6.4 of the Local Government Act 1995.

10.1.3 WRITE-OFF OF RATES

File Ref:	A14105
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	24/05/17
Author:	Danni Morache – Rates Officer
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	

Summary:

The Prospecting Tenement P74/00345 is now non-rateable with rates and interest owing of \$2047.64 (as at 24/05/17).

Background:

Ian Geoffrey Burton had a prospecting lease P74/00345. The lease was forfeited in 2015 and the assessment is non-rateable. \$2047.64 of rates and interest remains outstanding at the time of writing this report. No payment has ever been made on this assessment which was granted in June 2014 and surrendered in November 2015. We have a mailing address only for the client but have received returned mail. Multiple skip traces have been completed and AMPAC have been unable to locate Mr Burton. He also has a history of taking out tenements with the shire and not paying the rates. As we have been unable to recover the rates so far and have no further avenues to explore it is suggested that the outstanding amount be written off.

Comment:

Given the nature of the debt and the fact that the cost of pursuing the outstanding debt would be greater than any benefit it is recommended that the debt be written off in accordance with provisions of the Local Government Act.

Consultation:**Statutory Obligations:**

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

Policy Implications:

Nil

Budget / Financial Implications:

Write off of \$2047.64. There is a budget allocation of \$5,000 of which \$4,252.08 has been used so far this year. This write-off will see an over budget expenditure of \$1,299.72 which will not have a material effect on the overall budget of the shire.

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Absolute majority

OFFICER RECOMMENDATION

ITEM 10.1.3

That Council write-off the balance of \$2,047.64 outstanding rates and interest owing on A14105 in accordance with Section 6.14 of the Local Government Act 1995 as the mining lease is forfeit now expired and no longer rateable and recovery actions have been unable achieve a result.

10.1.4 REVIEW OF FEES AND CHARGES FOR 2017/2018
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File Ref:

Applicant: Not applicable
Location: Not applicable
Disclosure of Officer Interest: None
Date: 6th June 2017
Author: Jenny Goodbourn – Manager Corporate & Community Services

Authorising Officer:

Attachments: Yes – Draft Fees & Charges 2017/18

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. At the May meeting of council a proposed list of fees and charges was deliberated and it was resolved:

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 10.1.4
Moved: Cr K Norman	Seconded: Cr G Richardson
That Council adopt the attached amended schedule of Fees and Charges for the 2017/18 financial year.	
Carried: 4/0	Res:47/17

Comment:

Since the May meeting of Council the MCCS and Rates Officer have met with AMPAC Debt Recovery to review the process of rates collection and the revised fee structure they are offering. AMPAC have been working with WALGA to develop and implement a results based debt recovery service for local governments. The new scope of services includes use of digital engagement strategies (emails, text, direct payment options etc.) and aims to establish contact and a payment plan without the need to enter into legal action wherever possible.

For this initial contact and negotiation there will be two new administration fees, one for contact that results in full payment of the debt and one for contact that results in a payment plan being arranged and monitored.

Under the Local Government Act it states that:-

6.56. Rates or service charges recoverable in court

(1) If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.

These new administration fees are not strictly the costs of proceedings in a court so if council wishes to pass these fees onto the rate debtor they will need to add them to their proposed fees and charges.

A revised draft schedule of fees and charges is attached for council's consideration. The only difference to the one presented to council at the May meeting is the addition of the rate charges on page 1 of the attached document, highlighted in yellow.

Consultation:

Chief Executive Officer

Rates 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)*

Section 6.56 of the Local Government Act 1995

(Rates or service charges recoverable in court)

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	ITEM 10.1.4
That council adopt the attached schedule of Fees and Charges for the 2017/18 financial year.	

10.1.5 RAVENSTHORPE YOUTH CLUB**File Ref:****Applicant:** Ravensthorpe Youth Club**Location:** None**Disclosure of Officer Interest:** None**Date:** 6th June 2017**Author:** Jenny Goodbourn - MCCS**Authorising Officer:** Not applicable**Attachments:** Yes – Letter

Summary:

Request form the Ravensthorpe Youth Club for support from the Shire of Ravensthorpe to help them with the set-up of a venue and operating costs.

Background

Previous attempts to establish a youth network have had varying degrees of success but recent meetings have received good support from a number of parents and a proposal has been received as outlined in the attached letter.

The group is looking for a location to meet within the CBD of the town – the shire had previously looked at offering the ‘hand gun’ room at the REC for the group to use but has been advised that parents would rather have a building in the centre of town and not have to use the REC which is somewhat out of town. The shire has no available buildings within this area so the group has had discussions with local business owners and Yummylicious have offered the use of the shed/garage to the rear of their premises.

A separate item in the agenda is addressing the approval of the change of usage to the building in question and health requirements for it to be used as a meeting place.

Comment:

The Club has a list of proposed activities which it wishes to commence in June and is asking the shire for support with the costs involved with these and for assistance with earthworks/tidying up of the land around the current building. I have asked the engineer to have a look at the scope of works required and what it would likely cost in time machinery and labour—further details will be available at the meeting.

Initially the group is asking for \$500 to assist with planned activities in June and July but council may also wish to consider giving some further support for ongoing projects during 2017/2018 financial year.

The club is hoping to provide monthly reports to council but it would be necessary to set a budget allocation towards the group if council wishes to consider future requests for assistance with activities.

Consultation:

Ravensthorpe Youth Group Representatives

Statutory Obligations:

N/A

Policy Implications:

N/A

Budget / Financial Implications:

\$500 from the 2016/17 budget.

Additional amount TBA from the 17/18 budget.

Strategic Implications:

The development of a youth club fits in with the one of the main strategic objectives highlighted in the Shire of Ravensthorpe's Strategic Community Plan:-

A vibrant, supportive and socially connected community

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

Sustainability Implications:

- **Environmental:**

There are no known significant environmental considerations.

- **Economic:**

There are no known significant economic considerations.

- **Social:**

There are no known significant social considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION**ITEM 10.1.5**

That Council give in-principle support to the proposal submitted by the Ravensthorpe Youth Club and

1. provide a donation of \$500 to support initial proposed projects.
2. include an amount of \$_____ for ongoing support to be included in the draft budget for 2017/18.

10.2 MANAGER OF PLANNING AND DEVELOPMENT**10.2.1 RAVENSTHORPE YOUTH CLUB**

File Ref:	A648
Applicant:	Ravensthorpe Youth Club
Location:	Lot 806 (#89) Morgans Street, Ravensthorpe
Disclosure of Officer Interest:	None
Date:	6 June 2017
Author:	Craig Pursey, Planning Officer
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Covering letter from applicant

Summary:

Council is requested to consider a planning application to convert the shed at the rear of Lot 806 Morgans Street to a 'Youth Club'. The 'Youth Club' is considered to be a 'club premises' by Town Planning Scheme No.5 and is a discretionary land use in the Town Centre zone.

Planning approval is recommended.

Background:***Site Description***

Lot 806 (#89) Morgans Street, Ravensthorpe is 1012m² in area and developed with a lolly shop at the front and an underutilised shed at the rear.

There is residential development immediately to the north, veterinary clinic to the west and office to the east.



Lot 806 Morgans Street, shed at rear of the property is the subject of this application

Zoning and Scheme Requirements

Lot 806 is zoned Town Centre by Town Planning Scheme No.5 (the Scheme).

A Youth Club would be considered to be a 'club premises' which the Scheme defines as:

“club premises” means premises used by a legally constituted club or association or other body of persons united by a common interest.”

The Scheme is silent on specific development requirements with car parking "to be determined by the local government as a case by case basis".

Comment:

Proposal

Council has received a planning application to convert the existing storage shed at the rear of Lot 806 Morgans Street, Ravensthorpe to a club premises (Youth Club).

The proposal includes minor works to upgrade the existing building but is essentially an application for a change of land use.

The Youth Club would be a club that has youth activities and a drop in centre with two responsible adults in attendance at any one time.

A copy of the development proposal is attached to this report.

The development proposal includes discussion of a portable toilet and kitchen building. No plans have been provided and it is not considered to be part of the current application.

Assessment

The application for a club premise is at the discretion of Council. The only part of the Scheme that explicitly relates to club premises is a requirement for Council to determine the parking requirement.

However, the Scheme has general 'matters to be considered' called up through clause 67 of the Planning and Development (Local Planning Scheme) Regulations 2015 that include matters such as amenity, social impacts and traffic and parking.

Amenity

The shed at Lot 806 is located toward the rear of Lot 806 and is reasonably close to the residential properties immediately to the north of Lot 806. The application has not been referred to neighbouring land owners for comment (although it remains an option available to Council). If the club premises is adequately managed then any potential noise issues or anti-social behaviour can be controlled.

Parking

The Scheme leaves parking at the discretion of Council, with no minimum number of bays stipulated.

In this case the Youth Club would be centrally located and allow those attending to make their own way or be dropped off by parents easily using the on-street parking in Morgans Street.

There is adequate area in the site and access to the rear of the property for additional parking as required without formalising a requirement for additional parking bays.

Lastly, formalising and providing additional parking would be a cost that is highly likely to prevent the development of the Youth Club to detriment of the social fabric of town.

Building Approval

This report addresses the planning application only. A Building Permit will also be required for a change of building class. This will attract requirements to provide disabled toilets, parking and access but is handled separately to the application currently before Council.

Consultation:

There is no statutory requirement to refer the application to neighbouring landowners for comment.

However, as stated elsewhere in this report, Council has the option of placing the application on hold and referring the application to neighbouring landowners if desired.

Statutory Obligations:

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

Policy Implications:

N/A

Budget / Financial Implications:

None for Council

Strategic Implications:

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

Theme 1:

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

Goal/Strategy 1.1.2 Youth are retained in the community;

Goal/Strategy 1.2.2 Regular cultural and recreational activities

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION**ITEM 10.2.1**

THAT Council,

1. Approve the planning application for a 'club premises (Youth Club) at Lot 806 (#89) Morgans Street, Ravensthorpe subject to the following conditions:
 - a) Development shall be carried out in full and fully implemented in accordance with the details submitted with the planning application.
 - b) Appropriate management measures being put in place to the satisfaction of the Shire of Ravensthorpe.
 - c) If in the opinion of Council, the club premises is causing a nuisance or annoyance to owners or occupiers of land in the locality, Council may rescind the approval.

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.
- ii) Ongoing compliance with the Environmental Protection (Noise) Regulations 1997 is required.

10.2.2 PROPOSED MOTEL AT LOT 54 HOPETOUN-RAVENSTHORPE ROAD, HOPETOUN

File Ref:	A1229
Applicant:	Venn's Design Group
Location:	Lot 54 (279) Hopetoun-Ravensthorpe Road, Hopetoun
Disclosure of Officer Interest:	None
Date:	6 June 2017
Author:	Craig Pursey, Planning Officer
Authorising Officer:	Ian Fitzgerald – Chief Executive Officer
Attachments:	Supporting letter & Plans

Summary:

Council has received a planning application for 32 motel units to be developed at Lot 54 (279) Hopetoun-Ravensthorpe Road, Hopetoun.

The proposed land use is enabled by the new Local Planning Scheme No.6 (yet to be gazetted) which zones Lot 54 'Tourism'. Planning approval is recommended, subject to conditions including the gazettal of Local Planning Scheme No.6 prior to the issue of a Building Permit.

Background:***Site Description***

Lot 54 (279) Hopetoun-Ravensthorpe Road, Hopetoun (Lot 54) is 4.6803ha in area and developed with a Tavern, Park Home Park, office/administration block, recreational areas, storage area, and caravan/camping area.



Aerial photo of Lot 54 showing variety of existing land uses (2016)

Zoning and Scheme Requirements

Lot 54 is currently zoned 'Special Use Site No. 11' with land uses restricted to Park Home Park, caravan park, convenience store, restaurant, fast food outlet, reception centre and tavern.

At their meeting in December 2016 Council resolved to support the change of zoning on this site to 'Tourism' in response to a submission from the landowner.

The Western Australian Planning Commission (WAPC) has assessed the new Scheme and has supported it, including the change of zoning to 'Tourism' for Lot 54. All that is required for the new Local Planning Scheme No.6 (LPS6) to be finalised is the sign off from the Minister for Planning. It is reasonable to expect that it is highly unlikely that the Minister would overturn this one small aspect of the new Scheme at this late stage.

Therefore, this proposal has been assessed using the provisions from LPS6 and assuming a change in zoning to Tourism. The first condition of approval recommended is the gazettal of Local Planning Scheme No.6 prior to the issue a building permit.

Comment:

Proposal

Council is requested to determine a planning application for 32 motel units on Lot 54 (279) Hopetoun-Ravensthorpe Road, Hopetoun at the rear of the existing Wavecrest Tavern.

The motel units would replace a portion of the site developed as a caravan park and consists of:

- 32 'twin key units' under a single roof with a central driveway;
- 32 parking bays, one for each unit;
- Each unit would be a single bedroom unit with a small kitchenette, lounge and be 'twin keyed' to allow extended families to use 2 adjoining units as required.

The intention for the development is to provide accommodation for seasonal bus traffic and short term contractor accommodation. A supporting letter and plans are attached to this report.

Assessment

The following assessment is undertaken using the requirements of the new Local Planning Scheme No.6 (LPS6) that has progressed to the point of providing Council as satisfactory level of surety that the clauses and requirements will remain constant from this point forward. However, it is important that a condition be applied to any approval requiring gazettal of LPS6 prior to issuing a Building Permit and advice to the application that in the unlikely event that clauses relating to Lot 54 are altered by the Minister for Planning that there may be implications for the current application.

LPS6

Lot 54 is zoned 'Tourism' by LPS6. The objective for the 'Tourism' zone is:

- To promote and provide for tourism opportunities.*
- To provide for a variety of holiday accommodation styles and associated uses, including retail and service facilities where those facilities are provided in support of the tourist accommodation and are of an appropriate scale where they will not impact detrimentally on the surrounding or wider area.*
- To allow limited residential uses where appropriate.*
- To encourage the location of tourist facilities so that they may benefit from existing road services, physical service infrastructure, other tourist attractions, natural features and urban facilities.*

A 'Motel' is a discretionary land use in LPS6 and is defined as:

" **motel** means premises, which may be licensed under the Liquor Licensing Act 1988 –
(a) used to accommodate guests in a manner similar to a hotel; and
(b) with specific provision for the accommodation of guests with motor vehicles;"

LPS6 lists the following specific requirements for the development of motel units in the Tourism zone, assessed in the table below:

Scheme Requirement	Complies/Comment
Up to 75% site coverage	Complies Less than 50% of the site would be considered to be 'developed'.
6m front setback, 5 side setback.	Complies Is more than 6m from the boundaries of the site.
10% landscaping	Does not comply More detail on how the units address surrounding streets and a condition requiring a landscaping plan showing 10% landscaping should be required.
Parking at: 1 space per unit plus 1 additional space for every 4 units for visitor parking.	Complies.

In addition to the specific matters raised above, LPS6 calls up general matters for consideration including amenity, social impact, access, traffic and 'any Policy of the WAPC'.

Parking

Whilst one bay has been provided per unit and there are other parking bays elsewhere in the complex, those parking bays have been provided as conditions of previous approvals.

Additional visitor parking bays are required to service the proposed motel units in order to comply with the LPS6 requirements.

Amenity

In order for a mixed development with both residential (Park Home Park) and tourist components to work well clear separation of the two land uses is required. Both parties have differing expectations of a space with holiday makers often less mindful of keeping a quiet residential feeling to an area. Whilst permanent residential areas often present differently, making holiday makers feel they are trespassing.

Therefore details on how the two uses are to be physically separated need to be provided and how this will be managed over time.

The other potential amenity issues include the storage area at the rear needing screening from the motel units and the large single roof over allowing for natural light and ventilation.

The quality of the tourist experience, of which accommodation forms a part, reflects on the wider area and it is important that these amenity concerns are addressed.

Conclusion

Whilst there are matters that require addressing including parking and amenity the proposed land use is consistent with the new Scheme and should work well providing another tourist

product for the wider Hopetoun area. The tavern and restaurant offer a high level of service and the new units should work well to add to and improve the tourist experience.

Consultation:

None required.

Statutory Obligations:

The Council can choose to take a stance that they are not prepared to entertain the proposal until such time as Local Planning Scheme No.6 is formally gazetted by the Minister for Planning.

The approach proposed by this report is to assess the development proposal against the new Scheme, apply conditions but make it clear that it is not possible to advance the development until such time as the new Scheme is gazetted.

Policy Implications:

No local planning policies specifically apply.

The WAPC Planning Bulletin 83 - Planning for Tourism highlights the strategic importance of planning for tourism and amongst other matters offers recommendations on treating tourist development with a residential component.

Budget / Financial Implications:

None for Council.

Strategic Implications:

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

Theme 2 - A thriving business and industry including tourism.

"A strong and diversified economic tourist and industrial base that provides varied employment opportunities for all ages."

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

Goal/Strategy 3.6.1 *An environmentally astute and growing community that embraces well designed and sustainable development where human needs are met while conserving the natural and built environment.*

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.2.2

THAT Council,

1. Approve the planning application for a thirty two (32) unit motel development at Lot 54 (279) Hopetoun-Ravensthorpe Road, Hopetoun subject to the following conditions:
 - a) Development shall be carried out in full and fully implemented in accordance with the details submitted with the planning application.
 - b) The development hereby approved, or any works required to implement the development, shall not commence until Local Planning Scheme No.6 has been gazetted. The terms of this approval only apply should the current version of the Scheme, as it applies to the subject site, not significantly differ from the current adopted version.
 - c) The development hereby approved, or any works required to implement the development, shall not commence until the following plans or details have been submitted to the Shire (generally in the building permit application) and have been approved in writing:
 - Detailed plans and specifications of the proposed method of stormwater disposal being submitted for approval by the Shire prior to the issue of a building permit. Such plans should identify invert levels, cover levels and pipe size and grade;
 - Landscape plans, showing at least 10% of the site as landscaped and providing details on size, species, location and reticulation of trees and shrubs to be planted or retained, being submitted to the Shire for approval prior to the issue of a building permit.
 - Details of how the new motel units will be physically separated from the remainder of the Park Home Park;
 - Details of the screening to the storage area; and
 - Fire and emergency plan arrangements.
 - d) Vehicular parking, manoeuvring and circulation areas indicated on the approved plan being constructed, properly drained and sealed to the satisfaction of the Shire. All parking spaces being marked out and maintained in good repair thereafter.
 - e) A minimum number of accessible (disabled) parking bays shall be provided on site in accordance with Australian Standard 2890-6.
 - f) All runoff from impervious surfaces being contained within the property and disposed of to the Shire's satisfaction.
 - g) The motel units are to be used for short stay accommodation only, with a maximum stay of three months occupancy per annum by any single tenant.
 - h) Landscaping and reticulation shall be implemented in accordance with the approved Landscape Plan and shall thereafter be maintained to the satisfaction of the Shire. Unless otherwise first agreed in writing, any trees or plants which, within a period of five years from first planting, are removed, die or, as assessed by the Shire as being seriously damaged, shall be replaced within the next available planting season with others of the same species, size and number as originally approved.

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.
- ii) The applicant should be aware that if the Minister for Planning makes significant changes to Local Planning Scheme No.6 that the current
- iii) Provision being made for disabled access and facilities in accordance with the provisions contained in the Building Code of Australia and Australian Standard 1428.

10.3 MANAGER OF ENGINEERING SERVICES

NIL

10.4 CHIEF EXECUTIVE OFFICER**10.4.1 COMMUNITY DEVELOPMENT FUND 2017/18****File Ref:****Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 7th June 2017**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Community Development Fund Applications

Summary:

Each year before the budget adoption the Shire of Ravensthorpe opens a local community group grant scheme called the Community Development Fund. This enables groups to apply for a grant of up to \$5000.

Background:

Minor Community Grants may be used for any purpose, including minor building construction, maintenance or repair, equipment purchase or hire, events or functions, operating expenses, relief from Council fees and charges etc.

Comment:

The Community Development Fund will be allocated from within Council's general revenue budget each year with applications closing in June for funding after adoption of the budget.

The following applications have been received for 2017/2018:

ORGANISATION	PROJECT	\$
Fitzgerald Coast Tourism Association	Website Upgrade	\$5,000.00
Hopetoun Community Child Care Inc	Funding of Bookkeeper/Paid Treasurer and assisting in utility fees for LBELC	\$5,000.00
Hopetoun Community Resource Centre	Fun Run: Live Entertainment	\$3,000.00
Hopetoun Dance Group	Travel Costs of Dancing Teacher Term 3&4 of 2017	\$2,600.00
Hopetoun Primary School P&C	New Playground Equipment	\$5,000.00
Hopetoun Progress Association	Upgrade of Office Equipment	\$4,444.00
Hopetoun Volunteer Marine Rescue Group	Sat Phone Bundle	\$1,945.00
Jerdacuttup Community Association	Defray of electricity and insurance costs	\$4,646.00
Ravensthorpe & District Senior Citizens Centre	TV, DVD player & VAST free to air TV Platform	\$3,402.62
Ravensthorpe Historical Society	Subsidy for electricity and insurance, maintenance of web- & facebook page	\$3,500.00
Ravensthorpe Progress Association	Promotional Info, Maintenance materials for Streetscape Seat-Art	\$1,594.70
Ravensthorpe Wildflower Show	Defray insurance costs and 2 x Workshop days	\$4,000.00
TOTAL:		\$44,132.32

Consultation:

N/A

Statutory Obligations:

N/A

Policy Implications:

Council Policy G5 (Community Development Fund) provides for up to 1% of rate revenue to be allocated to the funding of approved Community Development Fund applications each financial year. In 2017/18 it is anticipated 1% of rate revenue would equate to approximately \$40,000. Note: 2016/17 allocation was \$22,578.

Budget / Financial Implications:

Any application approved by Council will be listed for funding in the 2017/18 budget.

Strategic Implications:

Council Policy G5 – Community Development Fund states the objectives of the fund to be:

- a) To provide financial assistance for organisations and/or projects, which benefit the community.
- b) To assist community based (not for profit) organisations to develop and maintain facilities.
- c) To provide community based (not for profit) organisations with relief from Council imposed fees and charges.

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION		ITEM 10.4.1
That Council resolve to fund the following 2017/2018 Community Development Fund applications received:		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
	TOTAL	\$

10.4.2 CHIEF EXECUTIVE OFFICER – ANNUAL PERFORMANCE REVIEW

File Ref:	
Applicant:	
Location:	Not applicable
Disclosure of Officer Interest:	The author is the employee subject to the review.
Date:	6 th June 2017
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	Nil

Summary:

Last year Council engaged an independent consultant to work with Council and the Chief Executive Officer to conduct the required annual performance review. Councillor Norman raised using a consultant again for this year's review during discussions at the May Council Forum. The Chief Executive Officer has approached 2 consultants for a quote and outline as to how they propose the process would be conducted. The information is presented to Council for their consideration.

Background:

Clause 5 of the Chief Executive Officers Contract of Employment states:

5. PERFORMANCE DEVELOPMENT AND REVIEW**5.1 Adherence to Key Result Areas**

The Chief Executive Officer agrees with the Local Government that the Chief Executive Officer must, in performing the Chief Executive Officer's obligations under this Contract, use every reasonable endeavour to achieve the agreed Key Result Areas ("KRAs").

5.2 Performance Reviews

5.2.1 The Chief Executive Officer's performance pursuant to this Contract shall be reviewed by the Council annually during the Term and more frequently if the Council or the Chief Executive Officer perceives that there is a need to do so.

5.2.2 The Council shall give the Chief Executive Officer reasonable notice in writing that a performance review is to be conducted to enable the Chief Executive Officer sufficient time to prepare.

5.3 Conduct of Performance Review

5.3.1 *Any performance review will be conducted on behalf of the Council by the nominated persons or person to whom the Council delegates that task. The Council shall use an independent party to facilitate the performance review.*

5.3.2 *The facilitator of the performance review will be required to act in a fair and reasonable manner at all times in the conduct and analysis of the performance review.*

5.3.3 *In the event that the Chief Executive Officer has not satisfied any or some of the requirements of the Position Description (Requirements) and/or the KRAs, the facilitator and the Chief Executive Officer must establish a plan with a timetable for the Chief Executive Officer to achieve the relevant Requirements and/or KRAs, such plan to include counselling, advice, assistance and additional reviews as are considered necessary by the facilitator to achieve the Requirements and/or KRAs. The Chief Executive Officer agrees to use his best endeavours to achieve the Requirements and/or KRAs in accordance with the plan.*

5.4 Procedure

Any performance review conducted shall be broadly based on the following Key Areas having regard to the Position Description and the specific Indicators agreed to by the parties at the end of each performance review:

5.4.1 *Leadership*

5.4.2 *Councillor Relations*

5.4.3 *External Relations, including customers and stakeholders*

5.4.4 *Organisation Management*

5.4.5 *Planning*

5.4.6 *Financial Management.*

Comment:

Two consultants have been approached who have had experience in performing local government Chief Executive Officer's performance reviews whilst adopting slightly different methodologies. Both consultants have provided a quote.

A quote of \$3,300 has been received from FitzGerald Strategies (no relation to the Chief Executive Officer) who conducted the review in 2016. The process that is proposed is:

We propose to conduct an emailed/electronic survey of Councillors using the CEO's self-assessment document formatted in such a way to allow each Councillor to comment on and score the CEO's performance measured against each of the agreed performance criteria relative to the period under review. Once we have all Councillors' responses we would collate their commentary and scoring into a "discussion paper" to be used as the basis for a review meeting between the Council and the CEO so that the parties may discuss the overall review and flesh out any details required.

During the course of the process, we would facilitate an exchange of views between the CEO and the Council that would produce a set of performance criteria for the next twelve months review period.

A personal visit to Ravensthorpe by our consultant to assist the Council in the review process.

Following the review meeting, we would prepare a formal review report to be presented to the Council at its next ordinary meeting, when the Council may accept, reject or amend the report as the Council sees fit.

Mr Gary Martin, who is currently doing some work with the Shire of Esperance, was provided with a copy of last years' process to enable a quote to be submitted for consideration. Mr Martin has made the following observations as part of his quote:

It is my belief that a CEO Performance Review should be conducted mainly on the basis of the statutory role set out by s5.41 of the Local Government Act 1995. For example, information and advice, implementing Council decisions, financial management, staff management etc. Probity should be a prime factor. The KPI's set out above seem to have come from the employment contract?

I have some difficulty with the "personal" characteristics, and relations with others is very much a two-way street. I can understand the reason for highlighting negative comments, but the Act requires that the COUNCIL determine the review outcome, which is the majority view. That only needs to be middle of the road, satisfactory, with above the standard being a positive. My survey form provides for a ranking of 1 to 5 with 3 being satisfactory. It is only when there are several scores below satisfactory from multiple councillors that a concern arises.

I also have problems with the agreed objectives. I note that they are "agreed" but in my view, these project type KPI's are problematic in that the achievement of such outcomes is often subject to a range of external factors outside the CEO's control. These can be Council decisions, grant funding, government decisions, weather, contractors etc. In my view these should be clearly identified as Council priority projects to give the CEO some direction in what are the Councils priorities above all other projects, activities and functions. These should be subject to periodical status reporting so that any delay or problem is disclosed during the year and not wait until the review itself.

Based on that broad process and on one trip to Ravensthorpe to meet with the Council (1000km/return) I estimate the cost at \$5000. Should there be additional work or need for more than one visit that would be at \$100/hr and travel/accommodation costs. An extra visit before the review could be beneficial, or perhaps that it is conducted over a two-day period in which I was available to meet one on one with the elected members (say \$6000 for the review).

Consultation:

Independent consultants

Statutory Obligations:

Local Government Act 1995 - s5.38. Annual review of certain employees' performances:

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

Policy Implications:

N/A

Budget / Financial Implications:

As the review will be conducted in the 2017/18 financial year the appropriate provision will be made in that year's annual budget.

Strategic Implications:

N/A

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION	ITEM 10.4.2
That Council appoint _____ to assist in the process of performing the Chief Executive Officer's 2017 annual performance review.	

10.4.3 COUNCILLOR SITTING FEES

File Ref:**Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** N/A**Date:** 6th June 2017**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Nil**Summary:**

Earlier in the financial year Councillor Dickinson raised the option of Councillor Sitting/Meeting payments being made on a per meeting basis rather than on annual basis as is currently the practice.

The 2 options for the payment of sitting fees are outlined in this report for Council's consideration to enable the appropriate provision to be made in the 2017/18 budget.

Background:

Council has previously adopted the per annum method of payment for Councillor Sitting Fees.

The current payments are:

President:	\$ 19,500	
Councillor:	\$ 13,000	
President's Allowance:	\$ 13,000	
Deputy Presidents Allowance:	\$ 3,250	(25% of Presidents allowance)
Communications Allowance:	\$ 1,084	

In addition travel allowance is paid for those Councillors who submit travel claims at a rate of \$0.78c per km.

At present payments are made to Councillors on a quarterly basis.

The 2016/17 Budget provides for a total expenditure of over \$136,000 on these payments with travel costs subject to claims from Councillors.

Comment:

Payment bands for Councillors are set each year by the WA Salaries and Allowances Tribunal with the latest range of fees detailed below.

The Shire of Ravensthorpe is classified as a Band 3 Council and the allowable payment range is highlighted in yellow.

Table 4: Council meeting fees per meeting – local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$609	\$785	\$609	\$1,177
2	\$369	\$576	\$369	\$772
3	\$191	\$406	\$191	\$628
4	\$90	\$236	\$90	\$485

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$305	\$392
2	\$184	\$288
3	\$96	\$203
4	\$45	\$118

NOTE: In the case of the Shire of Ravensthorpe Committee meetings would include attendance at meetings such as Regional Road Group, Progress associations, GVROC, and CRC's.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$24,360	\$31,364	\$24,360	\$47,046
2	\$14,718	\$23,000	\$14,718	\$30,841
3	\$7,612	\$16,205	\$7,612	\$25,091
4	\$3,553	\$9,410	\$3,553	\$19,341

Table 10: Annual allowance for a mayor or president of a local government

For a mayor or president		
Band	Minimum	Maximum
1	\$50,750	\$88,864
2	\$15,225	\$62,727
3	\$1,015	\$36,591
4	\$508	\$19,864

To give Council an idea of what other Councils allocate for councilor payments a number of neighbouring shires were contacted and the information below was obtained.

	Ravensthorpe	Lake Grace	Kent	Jerramungup	Esperance
President	19,500	360 / meeting	7,000 pa	10,000 pa	22,000 pa
Councillor	13,000	180 / meeting	7,000 pa	7,000 pa	18,000 pa
Committee Meetings		90 / meeting	N/A	N/A	N/A
Presidents Allowance	13,000	19,864	7,000	10,000	34,500
Communications/ICT Allowance	1,084	2,000	1,000	1,000	2,000
TOTAL BUDGET (estimated)	121,338 7 Members	71,830 9 members	71,000 8 members	71,500 7 members	227,125 9 members

NOTE: Esperance is a Band 2 Council and Lake Grace, Jerramungup & Kent are Band 4

If Council were to move to a per meeting method of payment and using a figure of \$500 for the President, \$325 for Councillors and a Committee Meeting fee of \$160 (these figures are based on approximately 80% of the maximum fee payable which is what the current annual payments equate to) so as to provide Council with an estimated budget for meeting fees the amount would be in the order of \$44,250 plus the current amounts for President, Deputy President and Communications Allowances would bring the estimated annual budget to \$62,788.

Consultation:

Salaries and Allowances Tribunal
 Neighbouring local governments

Statutory Obligations:

Local Government Act 1995 - s5.98 1b and 2A b
 Salaries and Allowances Act 1975 – s7B 2

Policy Implications:

N/A

Budget / Financial Implications:

Any new payment structure will be included in the 2017/18 annual budget.

Strategic Implications:

N/A

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION	ITEM 10.4.3
That Council:	
a) Determine whether to adopt an annual fee structure or per meeting structure	
b) set the following sitting fees and allowances for 2017/18:	
President:	\$
Councillors	\$
Committee Meetings	\$
President Allowance	\$
Communications Allowance	\$

10.4.4 PROVISION OF TOWN PLANNING SERVICES**File Ref:****Applicant:****Location:** Not applicable**Disclosure of Officer Interest:** Not applicable**Date:** 7th June 2017**Author:** Ian Fitzgerald – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Nil**Summary:**

Council has an agreement with the Shire of Jerramungup to share a planning officer with the agreement due to expire on 30th June 2017. The Shire of Jerramungup has decided to employ the planning officer full-time as from 1 July and therefore no new agreement has been offered.

Discussions have been held with the Shire of Esperance with a view to them supplying planning services to the Shire of Ravensthorpe as from 1 July 2017. This item seeks Council's endorsement for the Chief Executive Officer to continue negotiations with the Shire of Esperance and enter into an appropriate service level agreement.

Background:

The current 3 year shared services agreement for planning services with the Shire of Jerramungup will cease as of 30 June 2017.

Comment:

The Chief Executive Officer has commenced discussions with the Shire of Esperance in relation to the provision of town planning services after finding out the current agreement with the Shire of Jerramungup was not going to be extended.

The option of engaging an external town planning consultancy was briefly investigated but a resource sharing arrangement with the Shire of Esperance is the option being recommended to Council. The Shire of Esperance has 2 planners who will be able to assist the shire with one of the planners having previously worked with our current shared planner and shares similar philosophies in relation to planning requirements in areas such as ours.

The proposed service agreement would see a similar level of service provided to the Shire of Ravensthorpe as to the existing service other than there may not be the same level of

attendance at meetings unless items on the agenda are such that warrants attendance to address questions from Council. The new service agreement would be based on an hourly rate for services provided plus travel expenses when attending the area for meetings.

Consultation:

Shire of Esperance
Planning Officer – Craig Pursey

Statutory Obligations:

Local Government Act 1995
Planning and Development Act 2005

Policy Implications:

N/A

Budget / Financial Implications:

The current service agreement with the Shire of Jerramungup is estimated to have cost \$106,900 in the forthcoming 2017/18 financial year. The proposed service agreement with the Shire of Esperance is estimated to cost \$60,000 in 2017/18 plus a one-off cost of \$5,000 to allow capture of our data in a compatible GIS format. There will be time taken early in the change-over to adjust to templates and procedures currently in place which may impact on the overall cost for the year. The annual cost will also be largely determined by the level of enquiry that is received.

Strategic Implications:

N/A

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.4.4

That Council authorise the Chief Executive Officer to continue negotiations with the Shire of Esperance for the provision of planning services and to enter into an appropriate service level agreement.

10.4.5 SHIRE OF RAVENSTHORPE BUSHFIRE RISK MANAGEMENT PLAN

File Ref:	
Applicant:	
Location:	Shire of Ravensthorpe
Disclosure of Officer Interest:	None
Date:	15 June 2017
Author:	Melanie Haymont Bushfire Risk Planning Coordinator, Vivienne Gardiner, Bushfire Risk Management Officer
Authorising Officer:	Not applicable
Attachments:	Shire of Ravensthorpe Bushfire Risk Management Plan

Summary:

The Shire of Ravensthorpe Bushfire Risk Management Plan (BRMP) is a strategic document that identifies assets at risk from bushfire and their priority for treatment. It is a 5 year plan.

The aim of the BRM Plan is to document a coordinated and efficient approach toward the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Ravensthorpe. The objective of the BRM Plan is to effectively manage bushfire risk within the Shire of Ravensthorpe in order to protect people, assets and other things of local value.

Local government are the custodians of the BRMP and coordinate its development and ongoing review. The Department for Fire and Emergency Services, Department of Parks and Wildlife (P&W), other agencies and landowners are required to participate in, and contribute to, the locally-developed plan.

Local Government are required as a land manager to implement treatment strategies to address risk on their land.

Government agencies and other land managers responsible for implementing treatments within the Shire have participated in the development of this Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

The report has been approved by the Office of Bushfire Risk Management (OBRM).

Background:

Under the State Hazard Plan for Fire (Westplan Fire) an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for the Shire of Ravensthorpe in accordance with the requirements of Westplan Fire and the Guidelines for Preparing a Bushfire Risk Management Plan (Guidelines). The risk management processes used to develop this BRM Plan are aligned to the key principles of AS/NZS ISO 31000:2009 Risk management – Principles and guidelines (AS/NZS ISO 31000:2009).

The Department of Fire and Emergency Services received funding to assist 16 Priority Local Governments that have high bushfire risk but low capacity to prepare Bushfire Risk Management Plans. The Shire of Ravensthorpe nominated to be part of this program. A dedicated Bushfire Risk Management Officer and Bushfire Risk Planning Officer have been working with both the Shire of Ravensthorpe and the Shire of Jerramungup to prepare Bushfire Risk Management Plans for the two Local Governments.

Comment:

The Bushfire Risk Management Plan being tabled contains the written documentation for the plan. The asset schedule and treatment plan are not being tabled. The asset schedule lists all the assets within the Shire that have been assessed for their exposure to bushfire risk. They are categorised under the following; human settlement, economic, environmental and cultural assets. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan.

Consultation:

The project includes a Communication Strategy at Appendix 1. Consultation was facilitated through this plan. Consultation is critical to the development of the BRMP particularly because it is tenure blind and looks at risk across all tenures.

Broadly speaking the following the communication objectives underpin the Plan for the development, implementation and review of the BRM Plan for the Shire of Ravensthorpe:

1. Key stakeholders understand the purpose of the BRM Plan and their role in the bushfire risk management planning process.
2. Stakeholders who are essential to the bushfire risk management planning process, or can supply required information, are identified and engaged in a timely and effective manner.
3. Relevant stakeholders are involved in decisions regarding risk acceptability and treatment.

4. Key stakeholders engage in the review of the BRM Plan as per the schedule in place for the local government area.
5. The community and other stakeholders engage with the bushfire risk management planning process and as a result are better informed about bushfire risk and understand their responsibilities to address bushfire risk on their own land.
6. Strengthen Shire of Ravensthorpe Strategic Community Plan Objectives: 1.3 Community Engagement & 3.6 Conservation and Protection of Natural Resources.

Statutory Obligations:

Under the State Hazard Plan for Fire (Westplan Fire) an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk

The endorsement of the BRM Plan by Shire of Ravensthorpe Council satisfies their endorsement obligations under section 2.3.1 of the State Hazard Plan for Fire (Westplan Fire).

Policy Implications:

N/A

Budget / Financial Implications:

The Shire of Ravensthorpe is responsible for the coordination, development and ongoing review of the plan. Currently this is being facilitated by the dedicated Bushfire Risk Management Officer and Bushfire Risk Planning Officer. The Bushfire Risk Management Project is currently only funded until 30 June 2017, if further funding is not secured ongoing responsibility for the Plan will need to be delegated within the Shire.

Implementation of treatment options will be the responsibility of individual agencies and/or land owners/managers. The Shire as a land manager may be responsible for undertaking risk treatment strategies as they are identified in the process.

Endorsed Bushfire Risk Management Plans will support requests for future mitigation funding from both State and Federal Government.

Note: In approving the BRM Plan, the local government council is acknowledging the assets that have been identified and the risk ratings and treatment priorities assigned. Approval of the plan is a commitment by local government to work with land owners and managers to address unacceptable risk within their community. It is not the local government committing to a program of treatment works to be implemented by others

or an acceptance of responsibility for risk occurring on land that is not owned or managed by the local government¹.

Strategic Implications:

The BRM Plan addresses several of the key strategic themes within the Shire of Ravensthorpe Corporate Business Plan 2014 – 2018, in particular:

Theme 1: A vibrant, supportive and socially connected community, and the associated Law, Order and Public Safety Program and

Theme 4 – Civic Leadership, in which the Shire recognises the importance of responsible, accountable, transparent, representative and efficient government.

Sustainability Implications:

The risk management process applied by the BRMP identifies assets at risk from bushfire using a set of asset criteria including the following: human settlement, economic, environmental and cultural and places priority on these categories. The BRMP also applies risk acceptability criteria across these categories. In most circumstances risk acceptability and treatment will be determined by the land owner, in collaboration with local government and fire agencies

- **Environmental:**

Using available biological information and fire history data, environmental assets with a known minimum fire threshold were assessed to determine if they were at risk from bushfire, within the five year life of the BRM Plan. Refer to the Plan for further information on the environmental implications of the project.

- **Economic:**

The BRMP methodology applies risk criteria to economic assets to assess the risk to bushfire. Refer to the Plan for further information on the social implications of the project.

- **Social:**

The BRMP methodology applies risk criteria to human settlement and cultural assets to assess the risk to bushfire. Refer to the Plan for further information on the social implications of the project.

¹ Government of Western Australia Office of Bushfire Risk Management (2015), *Guidelines for Preparing a Bushfire Risk Management Plan*, pp. 79

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.4.5

That Council:

- a) Adopt the Shire of Ravensthorpe Bushfire Risk Management Plan
- b) Make provision in each annual budget for mitigation works

10.4.6 COMMUNITY PARAMEDIC – COUNCIL SUPPORT

File Ref:

Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	13 June 2017
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not applicable
Attachments:	None

Summary:

Council is requested to confirm the level of on-going support (in-kind) they will provide for the community paramedic based in Ravensthorpe.

Background:

At the Special Council meeting held on 9th November Council passed the following resolution:

<i>OFFICER RECOMMENDATION AND COUNCIL DECISION</i>	<i>ITEM 5.1.2</i>
<i>Moved: Cr Dickinson</i>	<i>Seconded: Cr Gairen</i>
<i>That Council make available rent free unit housing or a rental subsidy for family style housing to the new community paramedic as an added incentive for them to move to Ravensthorpe.</i>	
<i>Carried by absolute majority: 7/0</i>	<i>Res: 122/15</i>

Comment:

The item presented to Council, nor the Council resolution, included any reference to the timeframe on which any support would be provided.

Council, whilst acknowledging the value of the position to the community, has requested the matter of housing assistance be brought back to them for their consideration and endorsement.

At present Council has provided a 3 bedroom unit in Carlisle Street for the use of the community paramedic rent free but with power and gas expenses recouped.

Consultation:

Council

St John Ambulance

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Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

Nil.

Strategic Implications:

The community paramedic provides assistance to our St Johns volunteers in attendance at serious incidents and provides a recruitment and training function for St Johns Ambulance.

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION	ITEM 10.4.6
<p>That Council continue to make available, rent free, unit 27C Carlisle Street Ravensthorpe for use by the community paramedic with the matter to be reviewed in July 2019.</p>	

10.4.7 FEBRUARY 2017 FLOOD EVENT – WANDRRA – AGRN 743**File Ref:**

Applicant:	Not Applicable
Location:	Not Applicable
Disclosure of Officer Interest:	None
Date:	13 June 2017
Author:	Ian Fitzgerald – Chief Executive Officer
Authorising Officer:	Not Applicable
Attachments:	None

Summary:

As the Shire and community continue to work through the recovery process following the devastating flood event of February 2017, Council is required to confirm support for a range of actions by staff to progress temporary accesses and reinstatement works as required.

Background:

Over the period of 8-12 February 2017, the region received significant rainfall as a result of a tropical low off the west coast of Western Australia in the Indian Ocean. This significant rainfall event led to isolated flooding across the region which has damaged state and local roads and drainage systems and private property across the Shire. The event has been declared a natural disaster under the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) and has been allocated the Australian Government Reference Number (AGRN 743).

There is extensive damage to the Shire's Roads network and the Shire needs to ensure that it is well documented in order to justify any claim. This is particularly important as the Shire may either not have a claim approved, if work is found to be ineligible or may have to refund money if it has been paid and found to be ineligible as a result of audit. This represents a significant financial risk to the Shire, therefore it is important to undertake a thorough assessment. Undertaking a thorough assessment of all damage over the Shire's entire road network has taken considerable time, but is now complete and is in the process of being submitted for approval to allow re-instatement works to commence. Due to the scale of the damage the assessments have been done in sections e.g. north-west section, south west section etc.

Comment:

The extent of the damage is such that over 2,100 areas of damage have been identified, recorded, photographed and a cost estimate applied to each repair task. If there are 10 sections of damage on a road, each has to be individually assessed and recorded.

OPUS was appointed to carry out the assessment process on behalf of the Shire and liaise with Main Roads WA on the submission of our initial cost estimates in an appropriate format. There appears that different interpretations are being placed on what is an appropriate format for the submission and for some reason our claim was forwarded to Main Roads Perth, without the Regional Manager being aware. All this process has done is slow down and potentially duplicate the work required to get the approval we need to start restoration works. It appears that the Shire of Ravensthorpe may be treated differently to other Shires as Lake Grace, whilst in a separate road group, have received their approval to proceed with repairs.

This matter is now being taken up with the Regional Manager – Main Roads Great Southern as a matter of urgency.

To date approximately \$420,000.00 has been incurred in opening up costs and a claim is currently being prepared for submission to Main Roads to recoup all eligible components of this expenditure.

Once approval to proceed with reinstatement works is received, it is intended to use a combination of contractor and Shire resources to have these works completed as soon as possible. All works will need to be completed and paid for by the Shire and then a recoup submitted to Main Roads. This is not an ideal process and may cause cash-flow issues if recoup claims are not acted upon promptly.

One of the most expensive repairs that will need to be complete is the construction of a new access road into Fitzgerald River National Park. The area that was previously crossed by a causeway is now substantially larger and will involve a major design and construct project – initial estimates to re-instate the previous style causeway are in the order of \$2.8m.

As this process will take considerable time, it is proposed to open up access to the park by way of the construction of a temporary road using suitable material in-situ and limestone that will need to be imported to the site. The Department of Parks and Wildlife are aware of the proposal and have raised no objections. This will be a major construction project that will take up to 6 weeks, subject to weather and subsoil conditions, and has been provisionally costed at \$450,000 – Regional Manager Main Roads has confirmed these costs are coverable as eligible opening up costs under the WANDRRA AGRN 743 event.

The scale of the event was such that it has been declared a Category C disaster impacting on primary producers. There are 2 levels of criteria under Category C –

- a) Standard - which applies where more than 15% of primary producers are affected and incurred losses of more than 10% and risk of disruption of production goes beyond current season - \$10,000.00 (max)
- b) Exceptional – where more than 33% of primary producers are affected, loss of more than 20% and risk of disruption to production goes beyond current season - \$25,000.00 (max)

Our primary producers have been made eligible for the \$10,000.00 grant, but the level of damage incurred is such that the \$25,000.00 grant may be more appropriate especially as it has been offered to the Shire of Swan and this could be argued with the Office of Emergency Management.

There has been publicity recently suggesting that Federal Cabinet may be visiting Western Australia to hold meeting and meet with community groups. It would be appropriate for Council to invite Minister Michael Keenan, Justice Minister (responsible for emergency management) to visit Ravensthorpe and inspect some of the flood damage and meet with those impacted by the floods. A timeframe has not been confirmed for the visit, but August has been mentioned.

Consultation:

Council
Senior Staff

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

Nil

Strategic Implications:

Good governance of the district.

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION**ITEM 10.4.7**

That Council:

- a) Invite Minister Keenan to visit Ravensthorpe during the proposed Federal Cabinet visit to Western Australia.
- b) Support the construction of a temporary access road into the Fitzgerald River National Park with costs incurred recoverable as opening up costs as part of WANDRRA AGRN 743
- c) Support the administration in pursuing a prompt approval for the Shire of Ravensthorpe to commence reinstatement works of the flood damaged infrastructure.
- d) Submit a request to the Office of Emergency Management for primary producers within the Shire of Ravensthorpe to be eligible for Exceptional Circumstances Category C grant funding of up to \$25,000.00

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

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

12.1 ELECTED MEMBERS

12.2 OFFICERS

13. MATTERS BEHIND CLOSED DOORS

14. CLOSURE OF MEETING