

## **MINUTES**

of the Council Meeting held on

Monday 19 November 2012  
commencing at 5 p.m.

in the Council Chambers, Ravensthorpe.

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**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE**  
**ON 19 NOVEMBER 2012, COMMENCING AT 5PM**

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<b>CONTENTS</b>	<b>PAGE NO</b>
1 DECLARATION OF OPENING /ANNOUNCEMENTS OF VISITORS	3
2 RECORD OF ATTENDANCE	3
3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4 PUBLIC QUESTION TIME	3
5 APPLICATIONS, FOR AND PREVIOUSLY APPROVED LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST	3
6 PETITIONS/DEPUTATIONS/ PRESENTATIONS	3
7 CONFIRMATION OF MINUTES	3
7.1 COUNCIL MEETING 18 OCTOBER 2012	3
8 SUSPENSION OF STANDING ORDERS	4
9 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSIONS	4
10 REPORTS OF OFFICERS	4
<b>10.1 DEPUTY CHIEF EXECUTIVE OFFICER</b>	4
10.1.1 MONTHLY FINANCIAL REPORT – 31 OCTOBER 2012	4
10.1.2 SCHEDULE OF ACCOUNT PAYMENTS – OCTOBER 2012	6
10.1.3 REQUEST TO TRANSFER OUTSTANDING TOURISM FUNDING TO FITZGERALD COAST TOURISM ASSOCIATION	8
10.1.4 TENDER NO. 3/2012 PROVISION OF CONSULTANCY SERVICES, RAVENSTHORPE REFUSE SITE	10
<b>10.2 MANAGER OF PLANNING &amp; DEVELOPMENT</b>	14
10.2.1 FINAL ADOPTION OF SIGNS POLICY	14
10.2.2 PROPOSED NATURE BASED RV PARK	17
<b>10.3 MANAGER OF ENGINEERING SERVICES</b>	24
NIL	24
<b>10.4 CHIEF EXECUTIVE OFFICER</b>	24
10.4.1 DRAFT INTEGRATED PLANNING DOCUMENTATION	24
10.4.2 RAVENSTHORPE HOPETOUN FUTURE FUND TRUST DEED AMENDMENTS	28
10.4.3 ANNUAL GENERAL MEETING OF ELECTORS – 12 November 2012	30
11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	31
12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	31
13 MATTERS BEHIND CLOSED DOORS	32
14 CLOSURE OF MEETING	32

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

5.07pm – The Presiding Person, Cr Ian Goldfinch, opened the meeting.

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

MEMBERS: Cr Goldfinch (Shire President)  
Cr Julianne Townsend  
Cr Ken Norman  
Cr Jan Field  
Cr Don Lansdown  
Cr Andrew Duncan

STAFF: Pascoe Durtanovich (Chief Executive Officer)  
Brent Bailey (Deputy Chief Executive Officer)  
Craig Pursey (Manager of Planning)  
Darryn Watkins (Manager Engineering Services)  
Jenny Rutter (Executive Assistant)

APOLOGIES:  
Cr Keith Dunlop (Deputy Shire President)

ON LEAVE OF ABSENCE:

ABSENT:

## 3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

## 4. PUBLIC QUESTION TIME

Mr and Mrs Pearson attended the meeting but did not address Council during public question time. With the approval of the Chair, Mrs Pearson made brief comment on their application when Item 10.2.2 was considered by Council.

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

Cr Field	Impartiality	Item 10.1.3
Cr Goldfinch	Impartiality	Item 10.1.3
Cr Goldfinch	Impartiality	Item 10.4.2
Mr P Durtanovich	Impartiality	Item 10.1.3
Mr P Durtanovich	Impartiality	Item 10.4.2

## 6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

Nil

## 7. CONFIRMATION OF MINUTES

### 7.1 Council Meeting – 18 October, 2012

OFFICER RECOMMENDATION	ITEM 7.1
Moved: Cr Lansdown	Seconded: Cr Field
That the minutes of the meeting of Council held on 18 October, 2012 be confirmed as a true and correct record of proceedings.	
Carried: 6/0	Res: 208/12

## 8. SUSPENSION OF STANDING ORDERS

OFFICER RECOMMENDATION	ITEM 8
Moved: Cr Field	Seconded: Cr Lansdown
That all Standing Orders be suspended for the remainder of the agenda items to enable detailed discussion, Councillors' questions and briefing by staff on the agenda items in accordance with Council's policy that the meeting on the third Monday of each month is a briefing/discussion meeting only and no decisions will be made on agenda items at this meeting. Decisions on the agenda items listed will be made at the meeting on the following Thursday.	
Carried: 6/0	Res: 209/12

## 9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

## 10. REPORTS OF OFFICERS

### 10.1 Deputy Chief Executive Officer

#### 10.1.1 MONTHLY FINANCIAL STATEMENTS – 31<sup>ST</sup> OCTOBER 2012

**File Ref:**

**Applicant:** Not applicable

**Location:** Not applicable

**Disclosure of Officer Interest:** Nil

**Date:** 5<sup>th</sup> November 2012

**Author:** Brent Bailey – Deputy Chief Executive Officer

**Authorising Officer:** Not applicable

**Attachments:** Monthly Financial Report

**Summary:**

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

**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:**

This report contains annual budget estimates, 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.

**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 10.1.1
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That Council receive the Monthly Financial Report for the period ending 30<sup>th</sup> September 2012 in accordance with Section 6.4 of the Local Government Act 1995.

*Discussion*

<b>10.1.2 SCHEDULE OF ACCOUNT PAYMENTS – OCTOBER 2012</b>
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**File Ref:**

**Applicant:** Not applicable

**Location:** Not applicable

**Disclosure of Officer Interest:** None

**Date:** 31 October 2012

**Author:** Tahnee Gairen- Accounts Payable

**Authorising Officer:** Brent Bailey – Deputy Chief Executive Officer

**Attachments:** Schedule of Payments to 31st October 2012

**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:**

<b>FUND</b>	<b>PAYMENT</b>	<b>VOUCHERS</b>	<b>AMOUNTS</b>
<b>Municipal Account</b>			
	EFT and	EFT794-EFT938	\$494,443.78
	Cheques	37568-37628	\$230,686.34
<b>Municipal Account Total</b>			<b>\$725,130.12</b>
	Trust EFT	EFT 823-825 EFT 886-887 EFT 938-938	\$28,420.65
	Trust Cheques	1147-1149	\$100.00
<b>Trust Account Payments</b>			<b>\$28,520.65</b>
			<b><u>\$753,650.77</u></b>

**Comment:**

This schedule of accounts as presented, submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith

and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costing's and the amounts shown have been paid.

**Consultation:**

Not applicable.

**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:**

Nil

**Budget / Financial Implications:**

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

**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 pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of October 2012, be noted.

*Discussion*
**10.1.3 REQUEST TO TRANSFER OUTSTANDING TOURISM FUNDING TO FITZGERALD COAST TOURISM ASSOCIATION**
**File Ref:**

<b>Applicant:</b>	Fitzgerald Coast Tourism Association
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Nil
<b>Date:</b>	5 <sup>th</sup> November 2012
<b>Author:</b>	Brent Bailey – Deputy Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Letter from Fitzgerald Coast Tourism Association

*Prior to any consideration of Item 10.1.3 Cr Field and Cr Goldfinch made the following declarations:*

*I am a member of Fitzgerald Coast Tourism Committee and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merit and vote accordingly.*

*Prior to any consideration of Item 10.1.3 Mr Pascoe Durtanovich made the following declarations:*

*I am a member of Fitzgerald Coast Tourism Committee and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merit.*

**Summary:**

This item addresses a request from the Fitzgerald Coast Tourism Association for the transfer of remaining funds from the original contribution provided by the State Government towards the development of tourism within the Shire. The recommendation is for Council to remain the custodian of the tourism funding as per current arrangements for this financial year and handover the funds at June 30<sup>th</sup> 2013.

**Background:**

In 2009-2010 Council received \$345,000 towards the development and implementation of a tourism strategy for the Shire of Ravensthorpe. These funds have been applied to tourism



initiatives and the operations of the Fitzgerald Coast Tourism Association. Currently the Shire of Ravensthorpe provides payroll, some administration costs and vehicle expenses of the Tourism Development Officer, these expenses are recouped against the pool of funds held.

Council has also contributed \$20,000 in funding towards the Fitzgerald Coast Tourism Association's marketing operations this financial year. At the end of the 2011/2012 financial year there was \$184,718 in funds remaining from the initial State Government contribution.

The Fitzgerald Coast Tourism Association has requested that Council consider transferring the balance of funds unspent to the association to manage on behalf of the Shire.

**Comment:**

There are a number of issues associated with this request to consider before supporting the request from Fitzgerald Coast Tourism Association:

- 1) The Shire of Ravensthorpe was the original receiver of the State Government contribution and thus has an obligation to control and oversee the diligent application of the funds.
- 2) The employment of the Tourism Development Officer by the Shire achieves some cost efficiencies for the association including insurance, HR, payroll processing and enables the vehicle insured by the Council to be driven by the officer as a designated employee. Some of these expenses such as insurance have already been paid for this financial year by the shire. The association would be required to take on these expenses when/if they become responsible for the funding pool and employed staff members.
- 3) The establishment of these systems and effective handover of other responsibilities and assets such as the vehicle to the association will take a number of months to complete.

In light of these considerations above it is recommended that if Council support the transfer of funds to the Fitzgerald Coast Tourism Association at June 30<sup>th</sup> 2013.

**Consultation:**

Fitzgerald Coast Tourism Association

**Statutory Obligations:**

If Council supports the request an out of budget expenditure will need to be authorised in accordance with Section 6.8 of the Local Government Act 1995.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

To October 31<sup>st</sup> 2012 there has been approximately \$14,000 spent on staff costs and activities directly associated with the tourism development strategy.

If the recommendation is supported there is nil net impact on Council's position – expenses associated with the tourism development strategy are offset by the funds held.

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
The successful implementation of the Tourism Strategy will improve tourism prospects and businesses within the Shire.
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Absolute Majority

OFFICER RECOMMENDATION	ITEM 10.1.3
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That Council;

1. Support the transfer of the remaining tourism strategy development funds to the Fitzgerald Coast Tourism Association at 30<sup>th</sup> June 2013 through an out of budget expense authorisation.
2. Commence the process for the transfer of ownership of the Holden Captiva to the Fitzgerald Coast Tourism Association in accordance with Section 3.58 of the Local Government Act 1995.

*Discussion*

<b>10.1.4</b>	<b>TENDER NO. 3/2012 PROVISION OF CONSULTANCY SERVICES, RAVENSTHORPE REFUSE SITE</b>
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<b>File Ref:</b>	Tender Register
<b>Applicant:</b>	Not applicable
<b>Location:</b>	Shire of Ravensthorpe
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	1 November 2012
<b>Author:</b>	Brent Bailey – Deputy Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	None

**Summary:**

Following calling of tenders for the Provision of Consultancy Services, Ravensthorpe Refuse Site, seven tenders were received.

This report recommends that Council accept the tender submitted by Opus International.

**Background:**

As part of the Royalties for Regions Regional project to upgrade waste management systems and facilities across the Shires of Ravensthorpe, Jerramungup, Kent, Gnowangerup

and Katanning, tenders for Consultancy Services were called for the progressing of the Ravensthorpe Regional Landfill Site.

The advertisement for the tender was placed in the West Australian newspaper on 18 August 2012.

The anticipated scope of works included:

- Development of an overall landfill and associated infrastructure site concept plan for approval by the Shire
- Based on the approved site concept plan, undertake the detailed design and documentation of the site infrastructure
- Obtain Works Approval
- Construction tender
- Closure Plan for areas of previous landfilling
  
- The tender requested that respondent's provide an offer of service to include the following works:
  - Development of an overall landfill and associated infrastructure site concept plan for approval by the Shire; having regards to the future needs and operation of the site. The concept plan is to typically include as a minimum:
    - Site office, including workers' amenity (crib room with sink, toilets and shower).
    - Waste transfer and recycling station.
    - "Tip shop" facility (provisional item).
    - Weighbridge (provisional item).
    - Proposed future Class II landfill cells for a minimum of 20 year's landfilling based on an anticipated annual airspace consumption of 10,000 tonnes of waste.
    - Order in which the landfill cells would be filled.
    - Leachate management infrastructure location.
    - Proposed future Class I landfill cell for a minimum of 5 year's landfilling based on an anticipated annual airspace consumption of 3,000 tonnes of waste.
    - Surface water management system.
    - Based on the approved site concept plan, undertake the full detailed design and documentation of the necessary infrastructure in preparation for construction.
    - The first two landfill cells for Class II waste acceptance (total of two to three year's airspace capacity).
    - Leachate management infrastructure, as a minimum, to cater for the first two landfill cells, with space allocated for future leachate infrastructure.
    - The first landfill cell for Class I waste acceptance for a total of two year's airspace capacity (provisional item).
    - Groundwater monitoring bores. These may need to be installed before the Works Approval will be issued. In this event, the Consultant will provide the locations and bore designs for the Shire to install.
- Obtain Works Approval. Typical activities include:
  - Develop Works Approval application documentation.
  - Submit Works Approval application (application fees paid by the Shire).
  - Liaise with the DEC throughout the Works Approval process.

- Review draft Works Approval conditions and make recommendation to the Shire on the acceptability of the draft conditions.
- Negotiate preferred Works Approval conditions if necessary.
- Construction tender. Typical activities include:
  - Develop tender documentation; including full construction drawings and design certification.
  - Undertake a mandatory site inspection. Any further site visits will be paid for based on hourly rates and applicable travel distance.
  - Respond to tender queries.
  - Issue tender Addenda as required.
  - Assist Shire in tender review.
  - Provide a tender recommendation report.
- Closure Plan for areas of previous landfilling. Typically activities include:
  - Identification of areas to be closed.
  - Landfill cap design.
  - Capping material potential sources.
  - Landfill cap rehabilitation.
  - Closure site monitoring.

**Comment:**

At the conclusion of the tender open period the following tenders were received.

1. Opus International	\$89,900
2. Tonkin Consulting	\$121,000
3. Talis Consulting	\$140,000
4. Golder & Associates	\$139,900
5. Bowman & Associates	\$147,777
6. GHD	\$106,747
7. Worley Parsons	\$243,306

The tenders received were assessed against the evaluation criteria specified in the tender documents. In addition to price, qualitative criteria were included for the assessment. The qualitative criteria were allocated a weighting as follows:

- Demonstrated understanding of the required tasks 35%
- Capacity 35%
- Demonstrated experience in completing similar requirements 30%

Two Executive Officers reviewed the tender submissions and the following table represents the comparative scores.

Consultancy Company	Weighted Score 1	Weighted Score 2	Average	Ranking
Opus International	94	97	95.5	1
Tonkin Consulting	90	88	89.0	3
Talis Consulting	82	86	84.0	6
Golder & Associates	83	89	86.0	5
Bowman & Associates	85	88	86.5	4
GHD	91	95	93.0	2
Worley Parsons	81	82	81.5	7

A number of the tender submissions chose to itemise the weighbridge, tip shop and site office as items to be provisional sums meaning they would use pre-existing plans of suppliers for drop in construction rather than redevelop detailed design specific for the Ravensthorpe site. There were also some exclusions relating to designing the Liquid Waste Pond which some tenderers advised could be provided at additional cost rather than including in the submitted price. These considerations were factored into the assessment of each of the tenders.

In summary the tender submitted from Opus International has been determined to present the best value option for Council and the Regional Group of Councils participating in the project. Opus International was successful in attaining the consultancy contract for the Shire of Katanning facility and there will be efficiencies and knowledge advantages of utilising the same consultancy company to complete the Ravensthorpe detailed design and planning phase.

**Consultation:**

Tender Documentation provided by respondents

Shire of Jerramungup – Chief Executive Officer and Project Manager for Regional Waste Project

**Statutory Obligations:**

Local Government Act 1995 and Local Government (Tender) Regulations.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

This project is being financed by Royalties for Regions and any expenses incurred by the Shire of Ravensthorpe will be reimbursed by the Shire of Jerramungup who is carrying the grant funding.

**Strategic Implications:**

This project has been documented in the Shire of Ravensthorpe draft integrated planning documentation.

**Sustainability Implications:**

- **Environmental:**  
Effectively managing Council's waste management systems and processes will have a substantial impact on improving environmental conditions associated with the facilities. The Department of Environment and Conservation will be involved in the approvals process for the development of the tipsite and will be consulted through the design phase.
- **Economic:**  
The regional waste management project is likely to result in local employment opportunities and the capacity to raise revenue / offset expenses through contributions from neighbouring Shires utilising the service.
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Simple Majority

**OFFICER RECOMMENDATION**

ITEM 10.1.4

That Council accept the tender of \$89,900 from Opus International for the provision of consultancy services as detailed in tender 3/2012 documentation.

*Discussion***10.2 Manager of Planning and Development****10.2.1 FINAL ADOPTION OF SIGNS POLICY**

<b>File Ref:</b>	<b>14.4.5</b>
<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	8 November 2012
<b>Author:</b>	Craig Pursey, Planning Officer
<b>Authorising Officer:</b>	Brent Bailey – Deputy Chief Executive Officer
<b>Attachments:</b>	
	A. Draft Revised Local Planning Policy No 21
	B. Draft Service and Tourist Signs Guidelines

**Summary:**

Council adopted a draft Advertising Signs policy and Service and Tourist Signs Guidelines in August 2012 for the purpose of seeking public comment.

The draft documents were advertised for public comment closing on the 21<sup>st</sup> September 2012 during which time one submission was received.

Support for the final approval of both the local planning policy and sign guidelines is recommended.

**Background:**

Council adopted Draft Local Planning Policy No 21 – ‘Advertising Signs’ to guide the assessment of sign applications on private land and Service and Tourist Signs Guidelines for assessing applications on public property in August 2012 (refer Item 10.2.3 – 23 August 2012). At this meeting Council resolved as follows:

“*That Council,*

- 1. In accordance with Clause 2.4.1 of Town Planning Scheme No. 5 adopts the draft revised Local Planning Scheme Policy ‘Advertising Signs’ and advertises the draft in the local newspaper for a period of 21 days for public inspection and comment.*
- 2. Council adopts the Service and Tourist Signs Guidelines and advertises the draft in the local newspaper for a period of 21 days for public inspection and comment.”*

**Consultation:**

The Policy and Guidelines were advertised in accordance with Clause 2.4.1 of the Shire of Ravensthorpe Local Planning Scheme No 5 ('the Scheme') closing on the 21<sup>st</sup> September 2012.

During the advertising period one submission was received from Mr Pat Chadwick, owner of the Ravensthorpe Caravan Park. The table below reproduces the main issues in the submission and offers a response to the issues raised. A full copy of the submission is available to Councillors on request.

<b>Submission</b>	<b>Comment</b>
<p>"draft advertising signs &amp; service and tourist signs guidelines"</p> <p>We get at least 10% of our customers complaining about the signs in the town that lead them up to the hospital.</p> <p>There is concern that existing signage may be confusing and causing travellers to not stop in town.</p>	<p>This is a comment on the standard and effectiveness of existing signage and will be followed up separately.</p> <p>A review of the existing signage at the approach to town, in town and at the Shire's boundaries would be beneficial.</p>
<p>Advertising signs – Do you intend to limit where we can place signs on private property? We need signs to survive, and when the truck deviation road is put in – signs will be even more important. Most travellers are lazy and do not call into information bays to see if the town has a caravan park, they rely on seeing a sign in time for them to make a decision and call in or move on. That is why we need signs:</p> <ul style="list-style-type: none"> <li>• 5km out of town, replacing the existing damaged sign;</li> <li>• At our entrance; plus</li> <li>• Another sign at our second entrance for the people travelling to fast down the hill to see and pull up to turn in.</li> </ul>	<p>The Town Planning Scheme has always required approval for signage from Council. The proposed policy only clarifies the Council requirements.</p> <p>If existing signs have approval or pre-date the town planning schemes in Ravensthorpe then they have a right to be retained.</p> <p>Signs that have been erected without approval in the past will need to comply with the terms of the Policy or seek approval from Council as an exemption.</p> <p>Under the draft guideline and policy the signs out of town would need to be replaced with generic Australian Standard signs showing the caravan park symbol 5km out for the townsite.</p> <p>The Guidelines seek to prohibit individual business advertising on the approaches to Ravensthorpe and Hopetoun to prevent signage clutter on the approaches to town.</p>
<p>With our ever increasing costs especially government imposed raises in Electricity, Water and rates we do not need more imposts such as licences to put out advertising signs. I will be happy to submit to council for approval any advertising sign I want to put up as long as I can get an answer in an acceptable time not weeks or months later.</p>	<p>As stated above there has always been a requirement to gain approval from the Council for advertising signs.</p> <p>If signage complies with the proposed Policy then it will be processed under delegated authority and is likely to be processed in 10-14 days.</p>

**Comment:**

The intention of the Local Planning Policy 21 – Advertising Signs is to enable businesses and community groups to effectively advertise in a way that safeguards the visual amenity of the district.

Only one submission was received regarding the draft Policy and Guidelines and the issues raised in this submission may be addressed with that individual. The caravan park is a large site and it's important that this is easily located by the traveling public. The main change that would occur to the caravan park's current advertising is the removal of unapproved signage at the edge of town and its replacement with generic, Australian Standard caravan park symbols 5km from the townsite.

The proposed Policy and Guidelines add clarity to the Scheme requirements and provide guidance to staff, Council and the general public. It is recommended that they be adopted without amendment.

**Statutory Obligations:**

Part 2 of the Scheme provides for the preparation of Local Planning Policies.

Clause 2.4.1 requires all Local Planning Policies to be advertised for a period of 21 days, and specifies methods available for advertising.

**Policy Implications:**

If adopted by Council the Policy will become an adopted Local Planning Policy under Town Planning Scheme No.5 and will apply to proposals for advertising signs on private property and will guide what signs are acceptable in public places such as road reserves.

**Budget / Financial Implications:**

The cost of advertising and referral of the draft policy were met within the existing budget.

**Strategic Implications:**

The Policy will act as a tool to guide future development.

**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. Adopt Local Planning Policy No 21 – ‘Advertising Signs’ for final approval, pursuant to Clause 2.2 of the Shire of Ravensthorpe Town Planning Scheme No 5 and the Service and Tourist Signs Guidelines as a policy of Council.
2. Publish a public notice in an official newspaper circulating in the area to notify the public that Council has adopted Local Planning Policy No 21 in accordance with Clause 2.4.3 of the Shire of Ravensthorpe Town Planning Scheme No 5.

*Discussion*

**10.2.2 PROPOSED NATURE BASED RV PARK**

<b>File Ref:</b>	A696
<b>Applicant:</b>	Alan & Kay Pearson
<b>Location:</b>	Lot 4 South Coast Highway, Ravensthorpe
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	12 November 2012
<b>Author:</b>	Craig Pursey, Planning Officer
<b>Authorising Officer:</b>	Pascoe Durtanovich, Chief Executive Officer
<b>Attachment:</b>	A. Planning Application B. Schedule of submissions and responses from applicant.

**Summary:**

Council received an application for a Nature Based RV Park intended to accommodate self-contained caravans, campervans and recreational vehicles (RV's) at Lot 4 South Coast Highway, Ravensthorpe on the 26th July 2012.

The application was placed on hold until the Minister for Local Government signed an exemption from Regulation 49 under the Caravan and Camping Regulations 1997 that restricts the location of new transit and nature based parks to outside of 50km from a townsite.

The application was advertised for public comment as a 'Use Not Listed' under the Scheme during which time 2 submissions were received.

This report recommends issuing a conditional approval for the proposal including restricting occupation of the site to self-contained vehicles only and reserving the right to rescind the planning approval should there be a consistent failure to comply with planning approval conditions.

## Background:

### Site Description

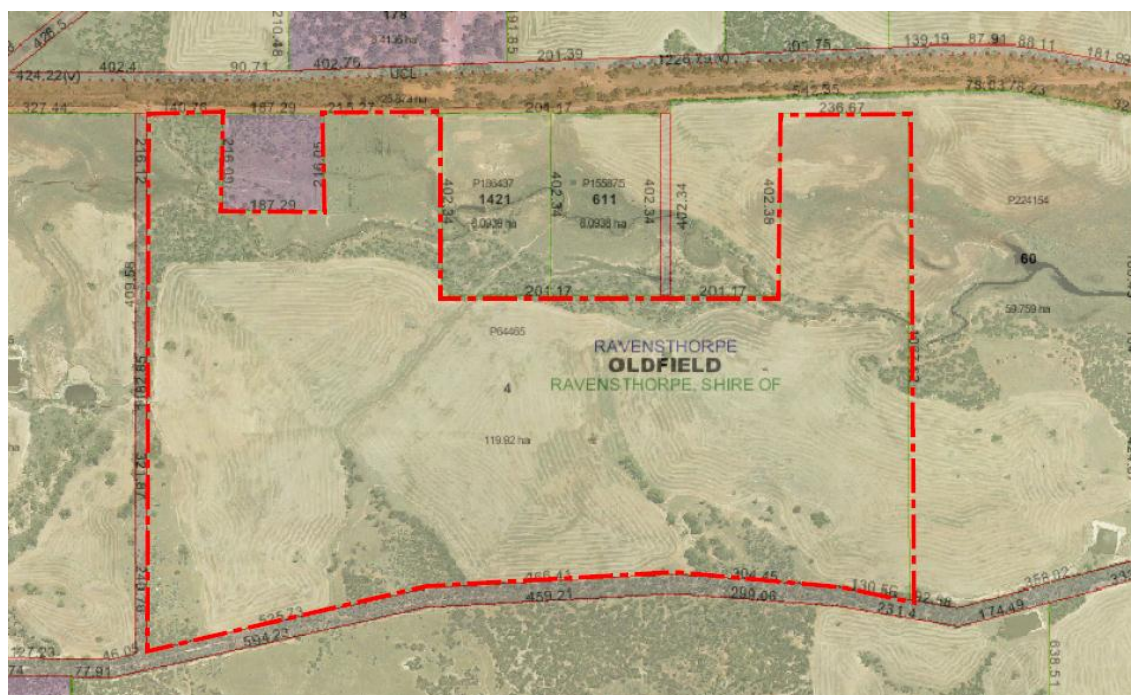
Lot 4 South Coast Highway, Ravensthorpe is 119.9ha in area and located approximately 3.5km to the east of Ravensthorpe townsite. The property is no longer used for general agriculture and is intended to be returned to its natural state over time.

Lot 4 has a driveway to South Coast Highway along its western edge shared with the owner of Lot 5 immediately to the west. A secondary access point is an informal track from the road reserve adjoining the southern boundary.

Lot 4 has large areas that were previously cropped and some areas of remnant, natural vegetation. Two small intermittent creeks traverse the site from south to north, connecting to a common creek that runs east-west through the northern part of the property.

Adjoining properties are a combination of broad hectare farming and hobby farms.

Lot 4 is zoned 'General Agriculture' under the Shire of Ravensthorpe Town Planning scheme No.5.



Lot 4 fronts South Coast Highway(LandGate 2007)

## Comment:

### The Proposal

An application was received by Council on the 26<sup>th</sup> July 2012 for a Nature Based RV Park (Copperstone nature park) intended to cater for self-contained caravans, campervans and Recreational Vehicles (RV's).

It is proposed to manage the Park from the existing house. People would enter from South Coast Highway, move past the house and camp on the eastern side of the property named 'The Plateau' and near to the self-named 'Salmon Creek'.

No power or ablutions are proposed, it is strictly a nature based park intended to accommodate those people who may normally occupy pull in bays or similar.

It is intended that patrons would book in at the office and choose a place on 'The Plateau' or by 'Salmon Creek' and camp. Some interpretive information would be provided and a guide as to where to park but the applicant wishes to keep the arrangement as informal as possible. All visitors would be entirely self-contained and therefore not require facilities such as power, water or even ablutions. The proposal is effectively seeking to facilitate more formalised bush camping.

The applicant has provided more detail and background to their application including statistics and background information from the Campervan Motorhome Club of Australia.

A full copy of the application is provided at Attachment A.

### ***Town Planning Scheme No5.***

The Shire of Ravensthorpe Town Planning Scheme No.5 (the Scheme) lists a Caravan park' as an 'X' use in the General Agriculture' zone.

The Scheme defines a Caravan Park (by reference through the Caravan and Camping Act 1995) as "*means an area of land on which caravans, or caravans and camps, are situated for habitation;*"

However, the Scheme also lists holiday accommodation as a discretionary land use in the 'General Agriculture' zone.

Nature Based Parks are treated by the Caravan and Camping Regulations as a specific land use and are treated quite differently from 'Caravan Parks'. Nature- Based Parks have lesser requirements and are intended to provide minimal infrastructure in a natural setting.

In fact the Regulations do not set any absolute minimum standards for infrastructure provision in nature based parks; everything appears to be at the discretion of Council.

Staff have assessed the proposed land use as a 'Use Not Listed' and advertised it for public comment as the proposal varies substantially from a standard caravan park. This decision was made to expedite the proposal as it appears to be a low-key, minimum impact land use. If was to be assessed as a 'caravan park' under the Scheme then a full rezoning of the site would be necessary.

If Council disagree with the classifying of the proposal as a 'Use Not Listed' and deem it to be a 'caravan park' then the proposal is not permitted and must be refused.

### ***Assessment***

The proposal needs to be assessed against clause 10.2 of the Scheme - "matters to be considered by a local government". This section requires assessment of the proposal against such matters as:

- (a) *The aims and provisions of the Scheme (including the objective of the zone);*
- (b) *The Local Planning Strategy*
- (j) *the compatibility of the use with its setting;*
- (k) *any social issues that have an effect on the amenity of the locality;*
- (m) *the likely effect of the proposal on the natural environment and any means that are proposed to protect to mitigate impacts on the natural environment;*
- (o) *The preservation of the amenity of the locality;*

- (p) *the relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the proposal; and*
- (z) *And relevant submissions received on the application;*

### Objective of the Zone

Lot 4 is zoned 'General Agriculture' by the Scheme, the objective of this zone is: "*to provide for a range of rural pursuits which are compatible with the capability of the land and retain the rural character and amenity of the locality.*"

The proposed Nature Based Park will be located well away from the South Coast Highway. Whilst there may be some potential for impacts on adjoining landowners farming land use, these may be managed through the application of conditions controlling the location and use of the sites in the Park.

### Local Planning Strategy

The current Local Planning Strategy is the 20year land use plan for the Shire. Adopted in 2008 it has the following relevant sections in regard to Tourism and recreation:

#### *"Aims*

*To encourage further development of a significant and sustainable tourism industry that promotes the unique natural environment of the Shire....*

#### *Policy Statements*

- ...Increased opportunities for tourism, eco-tourism and recreation within the natural areas of the Shire is considered a priority;...*
- Tourism development within rural and agricultural areas will be encouraged to compliment tourism development within townsites and coastal nodes...*
- Tourism development will be sited and designed to minimise adverse environmental and amenity impacts."*

The Strategy encourages rural based and environmental tourism proposals provided that environmental and amenity concerns are managed.

The proposed land use is reasonably low-key with a focus on user's enjoyment of the natural environment and the rural views from the site. The proposal facilitates the rehabilitation of the site and in particular the creeks that run through the property.

The relationship of the proposal to nearby housing will need to be managed so as not affect the amenity of nearby residents.

### Amenity

An adjoining landowner (who wishes to have their details withheld) has raised concerns with the proposed park in regard to the effect on their amenity and enjoyment of the rural property. This includes the potential for patrons of the Park wandering through their property, bringing dogs that may impact on their livestock and overlooking of existing residences from campsites.

These issues do need controlling and can be managed. These issues are addressed in the 'consultation' part of this report.

## Conclusion

Should Council agree that the proposed Nature Based Park may be considered to be a 'Use Not Listed' under the Scheme then the proposal appears to meet the requirements of the Scheme.

The level of infrastructure required is entirely at Council's discretion. In this case the intent of the proposal is to facilitate controlled bush camping by self-contained caravans, campervans and RV's. Therefore little in the way of infrastructure is proposed or required.

Approval is recommended subject to conditions that include:

- The preparation and implementation of a Fire Management Plan;
- That the Park is used by self-contained campers only;
- That dogs are to be kept on leads when visiting the Park;
- That the camping area is delineated on site and allows for buffers of vegetation to prevent overlooking of nearby residences;
- That signs and information are placed around the site describing the site's controls and expectations of campers;
- That rubbish bins are provided throughout;
- A management plan is prepared and implemented for the creek lines that traverse the property and the plan should include stabilisation of banks and planting of riparian vegetation; and
- That Council reserves the right to rescind the planning approval should the Council determine that the ongoing conditions of planning approval have failed to have been met.

## **Consultation:**

The application was advertised for public comment closing on the 13 November 2012. At the time of writing this report two (2) submissions were received. A full copy of their correspondence is available on request subject to privacy provisions.

A summary of the issues raised in the submissions was forwarded to the applicant for comment prior to the preparation of this report. The applicant has provided some response to the issues raised and a full copy of this is attached to this report.

The main issues raised and some officer comment are provided below.

Issue raised	Applicant Comment	Officer Comment
The proposed park is ~1km from the office; if issues arise it will be difficult to manage these from that far away.	The camping area was chosen as it is flat, sheltered and out of sight of neighbouring properties. Fires will not be permitted and dogs must be kept on leads. RV's must stick to tracks. Provided and access to the east of the lot will be prevented. The camp will be regularly visited by management; the applicant does not want their property harmed. Campers not complying will be asked to	Planning conditions requiring clear delineation of the extent of the camping area, no fires (as part of a fire management plan) and that dogs are to be kept on leads should meet these concerns. As the office and caretakers is a kilometre away from the camping area it seems reasonable to apply a condition that consistent failure to comply with conditions of

	leave.	approval may result in the rescission of the planning approval.
Strange dogs may affect neighbouring sheep	Dogs will be permitted into the park at the Manager's discretion. The majority of dogs that travel with their owners in vans are often small lap dogs	Clearly defining areas for camping and areas where patrons may walk will limit potential for harming of sheep. Dogs are to be kept on leashes.
There is little boundary fencing in the area and nothing to prevent campers and their pets straying into adjacent properties	The camping area is well distant to boundaries of the property. Tracks and all camping areas will be well signposted. No go zones will be well marked.	This may be controlled through planning conditions.
The application did not supply much detailed information on how the camp would be operated and located. Information on such things as; emergency medical procedures, prohibited generator running times, maintenance of neighbourly noise levels, keeping within the boundaries (as they exist) of the park, control of pets, proper disposal of rubbish,	A muster point will be located in the middle of the camping areas. A new track will be installed to run down the middle of the property to the exit in case of a fire. Fire extinguishers will be located in camping zones. As far as medical emergencies are concerned, we will be available to assist and will have our contact number on the brochure we hand out when a van checks in. Generators may be used up until 9.30pm. There is a waste water dump point about 2kms from the property. If we are required to install a dump point within the park we will install ablution facilities as well.	Preparation and implementation of a Fire Management Plan is recommended.  Signage and information brochures should be required that set out the rules of the park for patrons and the implications for failing to comply.  There is an existing dump point 2km away that should be sufficient for patrons.
We are concerned that another Caravan Park in our town will make the existing park unviable as the new business out on rural land will not have the same overheads we have.	Any new business will compete with an existing business. However our target market is those who are already parking on the side of the highway, in neighbouring driveways, gravel rest areas and the cemetery car park. This market is not utilising the existing caravan park. We do not want to provide a lot of facilities for campers as that will ensure we are competing with the existing business and we wish to stay as a nature park. People should be offered the choice and we want to provide an alternative.	The Minister for Local Government has signed an exemption of the proposed Nature Based Park to be located within 50km of the Ravensthorpe townsite.  Planning decisions may not be made strictly on the basis of anti-competition.
If this business is approved to go ahead then I suggest from experience that you stipulate that a dump point be installed as they will dump their tanks wherever they can get away with it	There is a waste water dump point about 2kms from the property. If we are required to install a dump point within the park we will install toilet facilities as well.	The proposal is likely to reduce the amount of free camping in pull in bays which is completely unmanaged. The proposed Park can manage the dumping of waste and provide information to patrons.
Also of great concern would be if they provided permanent sites for long term parking of caravans and / or permanent dwellings for visitors or long term	For us to cater for long-term or permanent dwellings the property would need to be rezoned. We are only catering for overnight, self-contained RVs looking for a natural setting.	The applicant has been informed that any further intensification of the proposed land use would result a requirement to apply to rezone the land.

residents.		
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In the main the issues raised in the submissions can be addressed through the application and enforcement of planning conditions.

**Statutory Obligations:**

The Shire of Ravensthorpe Town Planning Scheme No.5 is an operative local planning scheme under the Planning and Development Act 2005.

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

**Policy Implications:**

Nil

**Budget / Financial Implications:**

None for Council.

**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 10.2.2
That Council approve the application for a Nature Based Park (Use Not Listed) at Lot 4 South Coast Highway, Ravensthorpe subject to the following conditions:	
(a) The preparation and implementation of a Fire Management Plan to the satisfaction of the Shire of Ravensthorpe. These plans should include the provision of fire extinguishers, mustering points, access tracks and control of camp fires ;	
(b) The Nature Based park is to be used by self-contained campers only with their own toilets and cooking facilities;	
(c) That dogs are to be kept on leads when in the facility;	

- (d) That a plan be prepared and implemented that shows the detailed extent of the camping areas to the satisfaction of the Chief Executive Officer. The camping areas shall be delineated on site through the use of signage and bollards (or similar). The camping area is to allow for buffers of vegetation to prevent overlooking of nearby residences;
- (e) That signs and information are placed around the site describing the site's controls and expectations of campers to the satisfaction of the Shire of Ravensthorpe;
- (f) That one rubbish bins with a sealed lid is to be provided to each registered site;
- (g) A management plan is prepared and implemented for the creek lines that traverse the property and the plan should include stabilisation of banks and planting of riparian vegetation;
- (h) All access roads are to be constructed and drained to the satisfaction of the Shire of Ravensthorpe;
- (i) The Nature Based Park is to be used for short stay accommodation only, with a maximum stay of three months occupancy per annum by any single tenant;
- (j) Council reserves the right to rescind the Planning Approval where conditions of the Planning Approval are deemed to be regularly contravened subject to 21 days notice in writing to the applicant.

Footnote:

A Licence issued under the Caravan and Camping Regulations 1997 for a Nature Based park is required prior to commencement of operations.

#### *Discussion*

### **10.3 Manager of Engineering Services**

Nil

### **10.4 Chief Executive Officer**

#### **10.4.1 DRAFT INTEGRATED PLANNING DOCUMENTATION**

**File Ref:**

**Applicant:** Not applicable

**Location:** Not applicable

**Disclosure of Officer Interest:** None

**Date:** 12 November 2012

**Author:** Pascoe Durtanovich – Chief Executive Officer

**Authorising Officer:** Not applicable

**Attachments:** Yes – Integrated Planning Documentation tabled  
- Regional Business Plan

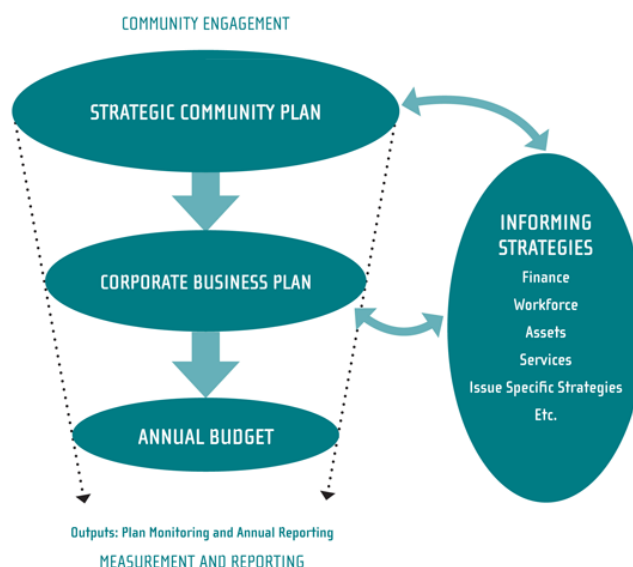


**Summary:**

Council is required to acknowledge receipt of the draft Asset Management Plans, Long Term Financial Plans, Strategic Community Plans; and Workforce Plans presented by KPMG.

**Background:**

Integrated planning and reporting gives local governments a framework for establishing local priorities and to link this information to Shire operational functions. The framework is presented in the diagram below created by the Department of Local Government and demonstrates the ideology behind the process which has been developed through the local government reform process.



Through the local government reform process Council resolved that the Shire of Ravensthorpe would form part of the Goldfields Esperance Regional Collaborative Group (GERCG). The GERCG consists of ten local governments in the Goldfields Esperance region. One of the fundamental objectives of the collaborative group was to coordinate a project that would develop the suite of integrated planning documents required by June 30 2013 as specified by the amended Local Government Act Regulations. The State Government has provided approximately \$1.3 million to assist with the integrated planning requirements and the Shire of Ravensthorpe has contributed an extra \$45,000 towards the completion of an asset management plan as part of the process.

KPMG was appointed to coordinate the development of the plans required including:

- 1) Strategic Community Plan
- 2) Corporate Business Plan
- 3) Asset Management Plan
- 4) Workforce Plan; and
- 5) A Long Term Financial Plan

In addition the GERCG appointed KPMG to develop high end business cases to consider and develop potential savings and resource efficiencies through regional collaboration. These are also provided within the attachments.

The following background shows the timeline of the process for the development of the integrated planning documents.

At the GERCG Board Meeting held on Friday 25 November 2011 the GERCG Board resolved as follows:

*That the:*

1. *GERCG Board endorse the appointment of KPMG as the preferred consultant to undertake the following work for the Goldfields Esperance Regional Collaborative Group;*
  - a. *The preparation of a Regional Business Plan that will identify core functions and services that could be delivered more efficiently through shared service arrangements at a regional level at a cost of \$460,325 (inc GST and Exp) in accordance with the submitted proposal and addendums; and*
  - b. *The preparation of corporate documentation for each Member Council as per the scope of works on pages 4 and 5 of KPMG's Revised Expression of Interest proposal, subject to the recognition that individual Member Councils are at different levels of advancement in the Integrated Strategic Planning process. KPMG is therefore to take account of the work completed by individual Member Councils and is to ensure that equivalent resources are allocated to each Member Council. This may see some Member Councils being able to advance their Integrated Strategic Planning further without needing to contribute additional funding into the GERCG funding pool for this project.*

In accordance with this resolution KPMG commenced work on the GERCG project.

At the GERCG Board Meeting held on Friday 19 October 2012 KPMG provided each GERCG Member Council with a flash drive containing documents, spreadsheets and business plans to complete the final deliverables for their involvement in the project.

The Board passed the following resolutions at this meeting:

***RESOLUTION 1:***

***That the GERCG Board request that GERCG Member Councils receive and consider each of their individual Asset Management Plans, Long Term Financial Plans, Strategic Community Plans; and Workforce Plans, with comments to the Executive Officer for inclusion in an agenda item for the GVROC Technical Officers Working Group Meeting scheduled for Friday 23 November 2012.***

***RESOLUTION 2:***

***That the GERCG Board receive and endorse in principle the Final Draft of the Goldfields Esperance Regional Collaborative Group Regional Business Plan as presented by KPMG.***

***RESOLUTION 3:***

***That the GERCG Board provide a copy of the endorsed Final Draft of the Goldfields Esperance Regional Collaborative Group Regional Business Plan to the Department of Local Government for comment, as per Clause 6.3 of the Goldfields Esperance Regional Collaborative Group Agreement.***

***RESOLUTION 4:***

***That the GERCG Board requests all Member Councils to consider the Final Draft of the Goldfields Esperance Regional Collaborative Group Regional Business Plan,***

***including the 5 business cases, at their next Ordinary Council Meeting with a view to adopting the Final Draft subject to any changes required. Any decisions that may arise from discussion of the Final Draft of the Goldfields Esperance Regional Collaborative Group Regional Business Plan should be with the Executive Officer in time for inclusion in an agenda item for the GVROC Technical Officers Working Group Meeting scheduled for Friday 23 November 2012.***

**RESOLUTION 5:**

***That the Final Goldfields Esperance Regional Collaborative Group Regional Business Plan be presented for adoption at the GVROC/GERCG meeting to be held on Friday 30 November 2012.***

**RESOLUTION 6:**

***That the Executive Officer seeks input from all GERCG Member Councils to assist in preparing the final acquittal report for the project due on 1 February 2013.***

**Comment:**

The Regional Business Plan can be endorsed by Council although the value for money can be questioned and the direct benefit to the Shire of Ravensthorpe is unknown.

The individual planning documents require considerable review and amendment / enhancement therefore should not be adopted at this stage. Senior management will review the documents for consideration at a Councillors workshop sometime in February/March, 2013.

The purpose of receiving the documents is to enable acquittal of the state government grant funding to be progressed.

**Consultation:**

GERCG Board  
KPMG

Community Consultation was undertaken in the preparation of the original Strategic Plan which was updated by KPMG to create the Community Strategic Plan

**Statutory Obligations:**

All local governments are required to produce a plan for the future under S5.56 (1) of the *Local Government Act 1995*. Regulations will be made under S5.56(2) of the Act to briefly outline the minimum requirements which are shown in the above diagram.

**Policy Implications:**

Strategic directions established from the integrated planning documents will shape policy development into the future.

**Budget / Financial Implications:**

These documents will guide budgets and resource allocation into the future.

**Strategic Implications:**

These documents form the cornerstone strategic direction for the Shire of Ravensthorpe.

**Sustainability Implications:**

- **Environmental:**

There are environmental considerations detailed within the integrated planning documentation.

- **Economic:**  
Economic considerations are detailed within the documentation.
- **Social:**  
The Strategic Plan and delivery of its objectives and projects will meet social demands of the community.

**Voting Requirements:**

Simple Majority

OFFICER RECOMMENDATION (1)	ITEM 10.4.1
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That Council acknowledge receipt of the draft of the Asset Management Plan, Long Term Financial Plan and Workforce Plan and that the Chief Executive Officer advise GVROC that the draft documents will be reviewed, amended and enhanced, as required by Council with a view to adopting the Plans in February/March, 2013, for submission to the Department of Local Government.

OFFICER RECOMMENDATION (2)	ITEM 10.4.1
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That the final draft of the Goldfields Esperance Regional Collaborative Group Regional Business Plan be adopted.

*Discussion*

<b>10.4.2 RAVENSTHORPE HOPETOUN FUTURE FUND TRUST DEED AMENDMENTS</b>
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**File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	Chief Executive Officer
<b>Date:</b>	13 November, 2012
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes – Trust Deed with proposed amendments

*Prior to any consideration of Item 10.4.2 Cr Goldfinch made the following declarations:*

*I am a member of the Future Fund Board and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merit and vote accordingly.*

*Prior to any consideration of Item 10.4.2 Mr Pascoe Durtanovich made the following declaration:*

*I am a member of the Future Fund Board and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merit.*

**Summary:**

The Board of the Ravensthorpe Hopetoun Future Fund has requested a number of amendments to the fund Trust Deed. This report recommends the amendments be approved.

**Background:**

After two years of operation the Board of the Ravensthorpe Hopetoun Future Fund has undertaken a review of the Funds Trust Deeds and has identified a number of amendments required to make compliance with the Deed simpler and more appropriate to current circumstances.

As the Future Fund Trustee Council is required to approve the amendments Council considered this matter in June, 2012 and resolved as follows:

*That Item 10.4.2 to be laid on the table until discussions with First Quantum and the Board of the Future Fund are completed.*

A meeting has since been held with First Quantum representatives, the Chairman of the Future Fund Board and the Shire Chief Executive Officer.

**Comment:**

A copy of the Trust Deed with the changes identified is attached.

The amendments requested refer to:

- Meeting Quorum
- Material personal interest provisions.
- Payment of stipend and expenses.
- Requirement for 80% distribution of annual income.

The Future Fund Board originally requested changes to the Trust Deed to accommodate Local Government Boundary Amendments however this request has since been withdrawn.

**Consultation:**

Not applicable

**Statutory Obligations:**

The requested amendments to the Trust Deed have been prepared by Mcleods Solicitors.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

There are no financial implications to the Shire of Ravensthorpe, legal advice costs and any expenditure resulting from changes will be met by the Future Fund.

**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 10.4.2
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That the Ravensthorpe Hopetoun Future Fund Deed be amended as proposed in the attached Trust Deed document (attachment 10.4.2)
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*Discussion***10.4.3 ANNUAL GENERAL MEETING OF ELECTORS – 12 November 2012**

<b>File Ref:</b>	
<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	12 November 2012
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes – Copy of the meeting minutes

**Summary:**

The purpose of this report is to consider the Minutes of the Annual General Meeting of Electors held on 12 November 2012.

**Background:**

The Annual General Meeting was held in accordance with the Local Government Act 1995 to receive the Annual Report for 2011/2012 and to give electors the opportunity to raise issues pertinent to the Local Government and Shire.

**Comment:**

Council is required to consider resolutions arising from the meeting and indicate how those matters will be addressed.

Whilst there were a number of matters raised there were no motions passed and therefore no action is required by Council.

Comments made on the review of Wards and Representation will be considered through the review process.

**Consultation:**

Not applicable.

**Statutory Obligations:**

Sections 5.27 of the Local Government Act 1995, a General Meeting of the Electors of a district is to be held once every financial year.

Further, pursuant to Section 5.32 of the Act, copies of the minutes are to be made available for inspection by members of the public before the Council meeting at which decisions made at the electors meeting are first considered.

Further, pursuant to Section 5.33 of the Act all decisions made at an electors meeting are to be considered at the next ordinary meeting of the Council where practicable.

**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.

COUNCIL DECISION AND OFFICER RECOMENDATION	ITEM 10.4.3
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That the minutes of the Annual General Meeting of Electors held on 12 November 2012, be received.
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*Discussion*

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

Nil

**12 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****12.1 Elected Members**

Nil

**12.2 Officers**  
Nil

**13 MATTERS BEHIND CLOSED DOORS**  
Nil

**14. CLOSURE OF MEETING – 7.55PM**

<p>These minutes were confirmed at the meeting of the _____</p> <p>Signed: _____ (Presiding Person at the meeting of which the minutes were confirmed.)</p> <p>Date: _____</p>
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