

MINUTES

for the Council Meeting held on

Monday 20 August 2012
commencing at 5 p.m.

in the Recreation Centre, Munglinup.

ORDINARY MEETING OF COUNCIL
HELD IN THE RECREATION CENTRE, MUNGLINUP
ON 20 AUGUST 2012, COMMENCING AT 5PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE

MEMBERS: Cr Goldfinch (Shire President)
Cr Keith Dunlop (Deputy Shire President)
Cr Don Lansdown
Cr Jan Field
Cr Julianne Townsend

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

APOLOGIES:

ON LEAVE OF ABSENCE:

Cr Ken Norman
Cr Andrew Duncan

ABSENT:

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

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

Cr Townsend	Financial	Item 10.2.1
Cr Lansdown	Impartiality	Item 10.2.2
Cr Townsend	Impartiality	Item 10.4.1
Cr Goldfinch	Impartiality	Item 10.4.1
Pascoe Durtanovich	Impartiality	Item 10.4.1

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

Nil

7. CONFIRMATION OF MINUTES**7.1 Council Meeting – 19 July, 2012**

COUNCIL DECISION AND OFFICER RECOMMENDATION	ITEM 7.1
Moved: Cr Dunlop	Seconded: Cr Townsend
That the minutes of the meeting of Council held on 19 July, 2012 be confirmed as a true and correct record of proceedings.	
Carried: 5/0	Res: 151/12

7.2 Special Meeting of Council – 30 July, 2012

COUNCIL DECISION AND OFFICER RECOMMENDATION	ITEM 7.2
Moved: Cr Field	Seconded: Cr Dunlop
That the minutes of the special meeting of Council held on 30 July, 2012 be confirmed as a true and correct record of proceedings.	
Carried: 5/0	Res: 152/12

8. SUSPENSION OF STANDING ORDERS

COUNCIL DECISION AND OFFICER RECOMMENDATION	ITEM 8
Moved: Cr Townsend	Seconded: Cr Dunlop
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: 5/0	Res: 153/12

9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

Nil

10. REPORTS OF OFFICERS

10.1 Deputy Chief Executive Officer

10.1.1 MONTHLY FINANCIAL REPORT – 31ST JULY 2012

File Ref:

Applicant: Not applicable

Location: Not applicable

Disclosure of Officer Interest: None

Date: 6th August 2012

Author: Brent Bailey – Deputy Chief Executive Officer

Authorising Officer: Not applicable

Attachments: Monthly Financial Statements – 31st July 2012

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

That Council receive the Monthly Financial Report for the period ending 31st July 2012 in accordance with Section 6.4 of the Local Government Act 1995.

10.1.2 SCHEDULE OF ACCOUNT PAYMENTS – JULY 2012**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 31/07/2012**Author:** Tahnee Gairen- Accounts Payable**Authorising Officer:** Brent Bailey – Deputy Chief Executive Officer**Attachments:** Schedule of Payments to 31st July 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:

FUND	PAYMENT	VOUCHERS	AMOUNTS
Municipal Account			
	EFT and	EFT503-EFT643	\$668,723.52
	Cheque	37437-37513	\$343,511.69
Municipal Account Total			\$1,012,135.21
	Trust EFT	EFT649	\$67,684.10
	Trust Cheque	1137-1143	\$2,455.37
Trust Account Payments			\$70,139.47
			<u>\$1,082,274.68</u>

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 July 2012, be noted.

10.1.3 COMMUNITY CONSULTATION SUMMARY – HOPETOUN COMMUNITY CENTRE CONCEPT PLANS**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 6th August 2012**Author:** Brent Bailey– Deputy Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Copies of Submissions provided under separate cover

Summary:

This item provides an overview of the submissions that were received during the first stage of public consultation on the concept plans for the Hopetoun Community Centre. The submission period closed on 31st of August 2012 and six formal submissions and a community petition were received. There are a number of ways forward for the progressing of this project which are discussed in the body of this report.

Background:

Council has proposed to construct a Community Centre in Hopetoun in its long term financial planning and Forward Capital Works Plan. To date there has been a number of workshops and the matter was also discussed with the community at the Annual Electors Meeting. Historical plans for the Community Centre have been researched and it has been determined that the plans need to be updated to meet the current community's needs and provide a better floor plan for the long term sustainability of the centre.

Council endorsed the formal appointment of H&H Architects to provide concept plans for community consultation in 2011 and the preliminary concepts attached were developed to provide a starting point for community consultation on the project. Council endorsed the concept floor plans in May and resolved to undertake a period of public consultation to gain community feedback and allow the community to suggest additions, modifications or alternate ideas which could be taken into account in the formal detailed design phase of the project. The intent of releasing the concept plan was to stimulate discussion on the project

and provide an initial plan which the Council and community could together mould into a desired final outcome to take back to the architects for the more detailed stages of design.

Council has allocated \$621,524 in the 2012/2013 budget which is Council's Royalties for Regions allocations for 2011/2012 and 2012/2013. These funds will be supplemented by grants, loans, reserves and other funds for the development of this project once a detailed business plan is formulated at the end of the design phase.

Comment:

The following table provides a summary of the public consultation submissions and presents an officer's response for each of the items raised. Some comments have been paraphrased for grammar and context, full reading of submissions is available in the meeting attachments.

Respondent	Matter Raised	Officer's Response
Community Petition -117 Signatures	1.1 Do not agree with any proposed changes to current hall until public discussion has taken place and the concept plans have been thoroughly debated by the ratepayers and residents concerned.	The process to date has been directed at attaining public comment on a draft plan as opposed to starting with a blank canvas approach. This aimed to providing a starting point for interested persons to make submissions on areas supported and not supported to move forward with a combined design based on community submissions. To address this request from 117 residents/ratepayers Council may elect to host an information night where a facilitator can guide a community engagement and brainstorming process.
WI Campbell	2.1 The existing hall with all its faults is used throughout the week	Noted. If the current location of the hall is the most appropriate site for redevelopment then there will be a temporary period of interruption where alternative venues such as the Hopetoun Pavilion, Golf Club or Senior Citizens centre may have to be used for activities currently undertaken in the hall.

	<p>2.2 With the 2006 census showing Hopetoun population as 1500 and the new figures becoming available for 2012 – what is the hurry</p>	<p>This project has been identified in Council's Forward Capital Works Plan and has been successfully allocated \$621,524 in funds from Council's Royalties for Regions CLGF allocation. This funding is not guaranteed for future years. It is likely that there will be a shortfall in funding if the project is deferred which will need to be refinanced through loans or other funds if the project goes ahead in future years.</p>
	<p>2.3 At this point in time Hopetoun does not need an office block</p>	<p>The proposed offices are designed for flexible use. It is anticipated that in the short term the offices would be used by the Hopetoun Progress Association, DEC and potentially a private party and in the future when the demand is warranted a Council presence in the building. There are also economies of scale benefits in constructing the offices at the time of the Hall redevelopment. Alternatively and depending on total funds available, the office section of the redevelopment can be a second stage for future construction when demand is sufficient to require a Council presence in the building. Nevertheless it is important to factor in the office section of the building in the planning phase to document how the total</p>

		development will fit on the site.
	2.4 With the school numbers showing 200+ it is obvious we need a hall that can cater for 4-500 people, anything less is a waste of money	The current scope of the design would be licensed to accommodate 266 persons based on floor area and amenities. The current census data for Hopetoun indicates that in 2011 there were 1398 persons in the Hopetoun Census suburb. The current planned size of the hall is approximately 16m wide by 20m long and in floor area would be approximately 68m ² larger than the Ravensthorpe main floor area (12m x 21m). This has been designed in accordance with the scope directed by Council and would require significant reworking of the plans and financial parameters if an increase in floor area and capacity is the desired outcome.
	2.5 I should hope to attend a public meeting to discuss this further, such meeting to be held in November when population numbers are more stable	Future public consultation will occur as the planning phase continues.
	2.6 I do not believe that there is no other site on which to build a sizeable hall	The current site has been selected due to a number of benefits and longer term sustainability factors including: <ul style="list-style-type: none"> 1) Parking availability 2) Compliance with town planning and management order of the land. 3) A better integration of community business activities leading to a more sustainable, utilised

		<p>and surveillance facility.</p> <p>4) Provides integration with the current main street area providing an enhanced streetscape and potential for activities at the centre providing economic benefits to nearby businesses.</p>
A Campbell	3.1 Would like a similar design to the Ravensthorpe Hall – but larger and able to seat at least 400 people	<p>Noted. The current design of the hall area is similar to the Ravensthorpe Hall with further detail to be added to the stage area through the detailed design process. The proposed hall is larger and more versatile in use through the ability to break the area down with temporary walls. This increases the opportunities for use in smaller activities. Size request is covered in response to matter 2.4 above.</p>
	3.2 Existing hall needs to remain while new hall is being built therefore a new site needs to be considered (suggests block of land between Maitland St and France St)	<p>Noted. Refer to response to 2.1 and 2.6 above.</p>
	3.3 A new location for the hall enables plenty of room for extensions to the Hopetoun Progress Association and future Shire offices.	<p>Noted. Refer to response to 2.6 above.</p>
	3.4 I am definitely not in favour of the present plan for the hall.	<p>Noted.</p>
P Meadows	4.1 Great to have concept plans out for public comment, they look good	<p>Noted.</p>

	and should serve our town well into the future.	
	4.2 Is the kitchen big enough to accommodate both catering and bar facilities?	The kitchen design will have further detail added through the detailed design process. The bar area can be located within the kitchen serving area or in the foyer area depending on the size of the event.
	4.3 Will there be adequate natural light in the hall so artificial light won't be required during the day time?	This detail will be added through the detailed design phase of the project but has already been included in the consultants brief.
	4.4 Could change areas be provided on both sides of the stage or at least a change room with an exit from the stage on the Dawn Street side of the hall.	Noted. Currently changing facilities are catered for through temporary walls in the meeting room. This is designed for flexibility and to get a higher utilisation of floor area within the building as opposed to having dedicated change room facilities which are infrequently used. Further detail on access from the stage will be developed through detailed design.
Hopetoun Progress Association	5.1 Request adequate office space for Hopetoun Progress Association administrative staff	Noted. Currently office space for HPA will be provided in Office 2 and utilisation of the reception and licensing area in the absence of a short term Council utilisation of the building. Additional space may be available depending on demand including the use of Office 3 and the storeroom.
	5.2 Access to separate meeting area to preserve confidentiality while dealing with community housing matters	There are a number of meeting room facilities proposed which tenants of the building would have access to including Meeting 2 and the large

		meeting room at the southern end of the building. Alternatively the hall area can be divided in two for larger meetings.
	5.3 Adequate storage area for Hopetoun Progress Association	Store 4 is available for the office area. The store in the hall area can also be used for larger equipment associated with the Hall use.
	5.4 External access for stage area for delivery	Noted. Layout of the stage area to be further developed through detailed design.
	5.5 Believe that the floor area proposed is inadequate given current population statistics.	Noted. Refer to response to 2.4 above.
	5.6 Requested incorporated outdoor paved area from Hall.	Noted. Landscaping to be addressed in detailed design. Request for Southern outdoor area has already been raised with architects.
	5.7 Will there be consultation regarding kitchen equipment?	Yes. Through detailed design phase.
	5.8 Coolroom and bar service area	Currently incorporated in design with further detail to come through detailed design phase.
	5.9 External access to kitchen and bar for deliveries	Currently provided for in plans through store area.
	5.10 Change rooms on either side of the stage, both male and female	Refer to response to 4.4 above.
	5.11 What provisions have been made for acoustics, lighting, public address and sound systems	This will be developed in detailed design phase however the architects are experienced in dealing with these items in public buildings and a contemporary approach will be taken.
	5.12 External access to	Noted. More detail will be

	stage for loading and setup	added to stage area in detailed design phase including means of accessing for larger productions.
	5.13 Disappointed they have not been consulted to the same level as Community Resource Centre. Request direct engagement with the architects.	Noted. Discussions with the CRC have centred around library layout and CRC specific issues as opposed to the hall and office area which are applicable to the HPA. Given Council's direct interest in the library it was important to negotiate on a mutually agreed library area and functionality. Council's CEO has met directly with the HPA to discuss the plans and their accommodation within. Direct engagement with the architect was not deemed necessary due to the needs list of the HPA.
	5.14 Whilst it is my understanding that there will be no further public consultation, I would like to ask if Council would consider an opportunity for the community to comment on the detailed design once complete.	Further public consultation has always been planned for undertaking during the detailed design phase. Opportunities are also available at monthly Council meetings for public questions and presentations.
Hopetoun Community Resource Centre	6.1 Submission presented as markup to floor plans. Focused on amendments to design of Community Resource Centre area layout.	Detailed discussion has been undertaken and matters have been noted for amendments to names and minor changes within Community Resource Centre area.
Ravensthorpe Regional Arts Council	7.1 Dressing Rooms - Male and Female on either side of the stage. To make the new hall suitable for touring shows. Provision of Changerooms with Toilets	Noted. Refer to response to 4.4 above. Shower areas will be discussed with architects.

	and if possible Showers. Allowing access from either side of the stage. This is important in the viability of the stage, a setup like Ravensthorpe Town Hall would be the ideal, the idea of using the community and Staff area adjacent as changerooms is not practical.	
	7.2 Size and Dimensions of Stage area needs to be suitable for staging performances. Allowing space for Backdrops and access. The same size stage as Ravensthorpe TH would be suitable	Noted. Refer to response to 5.4 above.
	7.3 Rear access/Loading Doors for Stage	Noted. Refer to response to 5.4 above.
	7.4 Double Door Access from Hall to outside, with provisions for linked paved outdoor area. Needed for when we have workshops that are a bit messy, BBQ cooking, smoking area, letting sunlight and air into space. Useful for overflow are for big events.	Noted. Refer to response to 5.6 above. Access to outdoor area to be discussed with architects.
	7.5 Size of Floor area in Hall – if we are planning for the future is the size of the floor space big enough?	Noted. Refer to response to 2.4 above
	7.6 Storeroom Doors Size and Height – Storage for moveable Walls large pieces	This will be addressed through the detailed planning phase of the project.
	7.7 Are there any windows in the hall space and will they be up high to make the most of the wall space for hanging?	This will be addressed through the detailed planning phase of the project.
	7.8 Acoustics for Hall	Noted refer to 5.11 response above.
	7.9 Provisions for Sound	Noted refer to 5.11

	Systems?	response above.
	7.10 Lighting Plan for Hall space and Stage	Noted refer to 5.11 response above.
	7.11 Coolroom – You need a Bar Area with an opening in to Hall space.	Noted. Further details to be addressed in detailed design with architects.
	7.12 Kitchen – Does the design allow for Serving straight into the hall? Soundproof Closure between Hall and Kitchen. What considerations are being made for the design of the kitchen, will there be enough oven space, provisions for dishwasher, fridges, and mice proof storage areas, taps high enough to fill urns under. Etc. Who will be consulted on design of kitchen?	Yes option to serve direct to hall or via serving in foyer area. Detailed items to be addressed in detailed design with consultation with primary users of facility.
	7.13 Rainwater provisions, tanks for collecting.	To be addressed in detailed design based on available areas.
	7.14 Vehicle access to kitchen/Bar area for delivery of food and drinks to Kitchen area.	Access through store area.
	7.15 Box Office – what is the space in the Foyer? The foyer is a large area is there provisions for closing off the area? If this area is to be used for a pre show gathering area will facilities be put in for use e.g. under fridge areas, benches, box office etc.	Box office area and pre-event functions are designed to be carried out in foyer area with counter available in northern side of foyer. Other options can be sourced through temporary furniture and utilities as needed.
	7.16 What percentage of office space has been earmarked for the Shire?	No specific percentages have been designated as yet and will be subject to demand and Council decisions on staffing levels in the building at a later date.
	7.17 Are there any	Noted. Refer to response

	provisions for the Hopetoun Progress Association? Is so where? You have allocated space for Telecentre and Library on the plans, I presume with their consultation. Has the same consultation process been afforded to the HPA?	to 5.1 above.
	7.18 Is there really any need for 2 meeting areas?	The main meeting room is designed as a flexible space and provides the building with future location for office space growth. It also serves as the changing area for productions through temporary walls.
	7.19 What do you envision the community and staff area being used for? This is a large area, would it be more practical to have a moveable wall or large closeable opening between this room and the meeting room so this area could be multi use?	The detailed design of this area will provide further detail but preliminary outlook is that this area is also a flexible space, community and staff lounge is simply a title for the area at present. It also offers a second kitchen area which allows two events to be on at the same time in the hall providing the possibility for conference style events to be held at the hall. Access between the meeting room and the lounge will be evaluated through detailed design.
	7.20 In the information package it says submission made during the public consultation phase will be addressed through council and endorsed suggestions will be referred to the architects for inclusions in the detailed design phase.	Refer to response to 5.14 above.

	Does that mean there will be no other opportunities for comment? Will the community get an opportunity to discuss plans at a forum with the architects?	
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Summary of Community Responses

In summary there are many submissions that refer to more detailed components of the construction which will form part of the next phase of planning for the building. An additional phase of public consultation will be undertaken at this point to allow input from the community on the more detailed components of the building. The major items raised which require immediate response and direction from Council is the community feedback associated with the size of the building and request for public meeting and debate.

The current proposed size of the building has been determined based on previous designs, public consultation, and Council workshops and has been accommodated within the current available land space. The proposed hall will accommodate a maximum seated 266 persons (1 person per 1.2m²). Council direction is required to progress this planning stage as to whether the current size is suitable or whether alternative maximum capacity is required. The architect has provided details on other venues with a larger capacity including Albany Town Hall – 300 seated person capacity and Albany Entertainment Centre 650 seated capacity. The Esperance auditorium seats 520 persons.

Should the size increase significantly then a number of factors of the planning to date need to be revisited including:

- 1) Project budget
- 2) Project site
- 3) Project scope (incorporation of offices etc into plans, capacity of the hall to accommodate smaller activities).

Alternatively direction can be given to the architects to provide in the plans for a future expansion of the hall to the southern or eastern side. This may require amendment to other building and parking arrangements in the future for the medical centre but may allow for a larger hall facility on the site's available land.

Council also needs to address the community petition of 117 signatures requesting that the concept plans be discussed in a public forum and debate. To address this Council may commission the architects to host an information session and facilitate a direct public input process through a community workshop.

Consultation:

This item discusses the current community consultation to date on this project. As noted in the officer comments additional community consultation will be undertaken as the project

progresses. A copy of this agenda report will be provided to the architects for them to consider design requests well.

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

This project has been included in Council's 2012/2013 budget. The full financial impact of the project will be analysed through a detailed business plan at the end of the design phase of the project.

Strategic Implications:

This project is identified in Council's Strategic and Forward Capital Works Plan.

Sustainability Implications:

- **Environmental:**
Environmental planning and building practices will be incorporated into the detailed design phase of this project.
- **Economic:**
The construction of this building is a significant economic activity for Council. The buildings construction, location and development timeframe will have an impact on the local economy.
- **Social:**
This building is a key piece of social infrastructure within the Shire.

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION (1)**ITEM 10.1.3**

That the community submissions received on the concept floor plan for the Hopetoun Community Centre be noted and the detailed design phase of the project, based on the current size, location and scope parameters contained in the concept plans, be continued with.

OFFICER RECOMMENDATION (2)**ITEM 10.1.3**

That the Deputy Chief Executive Officer forward details of the community submissions relevant to internal design, kitchen layout and storage facilities to the architects for addressing in the next design phase.

*Discussion***10.1.4 REVIEW OF FEES AND CHARGES EXTRACTIVE INDUSTRIES****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 13 August 2012**Author:** Brent Bailey – Deputy Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Nil**Summary:**

This report recommends that Council adopt an amended fee and charge for extractive industry renewal fee which was overlooked in the original schedule of fees and charges for 2012/2013.

Background:

The license renewal fee for extractive industries covers businesses that have applied and received a license for the extraction of natural resources in a previous financial year and are renewing their license for continued operations.

Comment:

This line item was overlooked in the new schedule of fees and charges and is submitted for adoption before administration can send out the renewal licenses.

Consultation:

Not applicable.

Statutory Obligations:

The Local Government Act 1995 allows for the imposition of fees and charges as outlined in section 6.16. It reads:

6.16. IMPOSITION OF FEES AND CHARGES

1. A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

2. A fee or charge may be imposed for the following —
 - 2.1 providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - 2.2 supplying a service or carrying out work at the request of a person;
 - 2.3 subject to section 5.94, providing information from local government records;
 - 2.4 receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
 - 2.5 supplying goods;
 - 2.6 such other service as may be prescribed.
3. Fees and charges are to be imposed when adopting the annual budget but may be —
 - 3.1 imposed* during a financial year; and
 - 3.2 amended* from time to time during a financial year.

6.17. SETTING THE LEVEL OF FEES AND CHARGES

1. In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —
 - 1.1 the cost to the local government of providing the service or goods;
 - 1.2 the importance of the service or goods to the community; and
 - 1.3 the price at which the service or goods could be provided by an alternative provider.
2. A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
3. The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
 - 3.1 under section 5.96;
 - 3.2 under section 6.16(2)(d); or
 - 3.3 prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
4. Regulations may —
 - 4.1 prohibit the imposition of a fee or charge in prescribed circumstances; or
 - 4.2 limit the amount of a fee or charge in prescribed circumstances.

Policy Implications:

Nil

Budget / Financial Implications:

Council collected approximately \$1,400 in license renewal fees in 2011/2012. A similar amount is forecast under the proposed fee structure.

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 following fee for renewal of an extractive industry license.	
Extractive Industry License Renewal	\$69.00

*Discussion***10.2 Manager of Planning and Development****10.2.1 RAVENSTHORPE AIRPORT – DISPOSAL OF EXCESS LAND**

File Ref:	9.3.14
Applicant:	Not applicable
Location:	Ravensthorpe Airport Land – Lots 759 Hopetoun-Ravensthorpe Road and Lot 82 Jerdacuttup Road, Hopetoun
Disclosure of Officer Interest:	Nil
Date:	14 August 2012
Author:	Craig Pursey, Planning Officer
Authorising Officer:	Pascoe Durtanovich – Chief Executive Officer
Attachments:	Preliminary subdivision proposal

Prior to any consideration of Item 10.2.1 Cr Townsend declared a financial interest on the basis that she is the leaseholder of the land being discussed .

5.28pm Cr Townsend left the meeting and did not participate in discussions.

Summary:

Council resolved to investigate the sale of the excess land around the Ravensthorpe airport in 2008. This report offers a number of options for the subdivision and sale of the Airport land.

It is recommended that:

- Neighbouring landowners be contacted seeking expressions of interest in portions of the Airport land;
- FQM Australia Nickel Pty Ltd be contacted to discuss the possibility of lifting the existing caveat from the Title; and
- That a draft subdivision application be prepared dividing the airport land into at least four lots for formal Council consideration at a later meeting.

Background:

The land surrounding Ravensthorpe airport was gifted to the Shire by BHP Billiton at the same time as the agreement was put in place for BHP Billiton to fund the operational costs of the airport.

Council considered the sale of airport land at their meeting of August 2008 where it was resolved:

“Council approves:

- *the CEO to take the preparatory steps to begin the sale of the land surrounding the airport working in accordance with all the statutory requirements.”*

Subject Site

The subject site consists of Lot 759 Hopetoun-Ravensthorpe Road, Hopetoun and Lot 82 Jerdacuttup Road, Hopetoun.

Lot 759 is 150.79ha in area and is used for grazing. There is a planning approval for the Clay Target Club to develop a club house and facilities on the southern portion of the lot.

Lot 82 is 819.58ha in area, used for grazing and is developed with the Ravensthorpe Airport.

The boundary between Lot 759 and 82 follows the alignment of the former tramway.

There is a current lease over a portion of Lot 759 and Lot 82 in favour of Blue Hill Grazing for the purposes of growing crops and grazing cattle. This expires on the 1 February 2013.

Both lots are zoned ‘General Agriculture’ under the Shire’s Town Planning Scheme No.5.

Caveat

A Caveat is on both Titles created as part of the ‘Funding and Construction Agreement 2004’ for the development and continuing operation of the Ravensthorpe Airport.

The original agreement was signed between Ravensthorpe Nickel Operations Pty Ltd (RNO) and the Shire of Ravensthorpe. The details of the agreement have passed to the new owners FQM Australia Nickel Pty Ltd.

The Caveat ensures that the terms of this agreement run with the land. The Agreement basically ensures that the Ravensthorpe Airport will be run by the Shire and available to the mine. It also facilitated the hand over of the subject site to Shire ownership.

Consultation:

The CEO has had preliminary discussions with FQM regarding the current investigations into the potential sale of excess land at the airport site..

As the land was given to the Shire as part of an Agreement with RNO it is recommended that the Shire discuss any selling of the land with the current landowners as part of any preparations for the sale of a part of the subject site.

This report recommends contacting neighbouring landowners as part of the potential disposal of land that is not required to operate the airport.

Should the Council seek to sell the land there may be advertising requirements under the Local Government Act 1995 as part of the process.

Comment:

Only a portion of the subject site is required to run the airport; there is excess land that is not required by the Shire of Ravensthorpe. As sale of the entire site is impractical, it is likely to have to subdivide the property in order to realise the sale of the excess land.

Subdivision

If the site is to be subdivided then it should be borne in mind that subdivision is administered by the Department of Planning and determined by the Western Australian Planning Commission (WAPC). Development Control Policy 3.4 Subdivision of Rural Land (DC3.4) is the relevant policy that needs to be complied with.

DC3.4 has a presumption against the subdivision of rural land; with a number of 'exemptions'. Exemptions of relevance to the potential to subdivide the subject site include:

- Public utilities and ancillary uses
- Boundary realignments
- Farm rationalisation

DC3.4 is likely to permit:

- a) Subdivision of the airport from the remainder of Lot 82 as a 'public utility';
- b) Shifting of the existing boundary between Lot 82 & 759 in a 'farm rationalisation'. That is, no additional Title is created;
- c) Subdivision and amalgamation of a portion of the subject site with a neighbouring lot in a 'boundary realignment'.
- d) *Possible* creation of an additional title for community purposes (ie for the Clay Target Club) ideally once the Clay Target Club has been fully developed.

Subdivision options that do not involve the creation of additional Titles generally stand the best chance of success with the WAPC.

Caveat

As discussed above, there is an existing caveat on both Titles. Legal advice has been sought and initial advice indicates that it is likely the FQM Australia Nickel Pty Ltd will need

to be in agreement with any move to sell a portion of the subject site as they need to agree to the lifting of the Caveat. Legal advice has been sought, confirmation will be provided prior to the Council meeting.

Leases

The lease in favour of Blue Hill Grazing expires on the 1 February 2013. Therefore, in fairness to the current leasee, it is impractical to sell any portion of the land until the lease has expired.

At their meeting of August 2011 Council resolved to issue a lease the Hopetoun Clay Target Club over the southern portion of Lot 759. This lease is being drafted and may need to be respected in any future subdivision of the subject site.

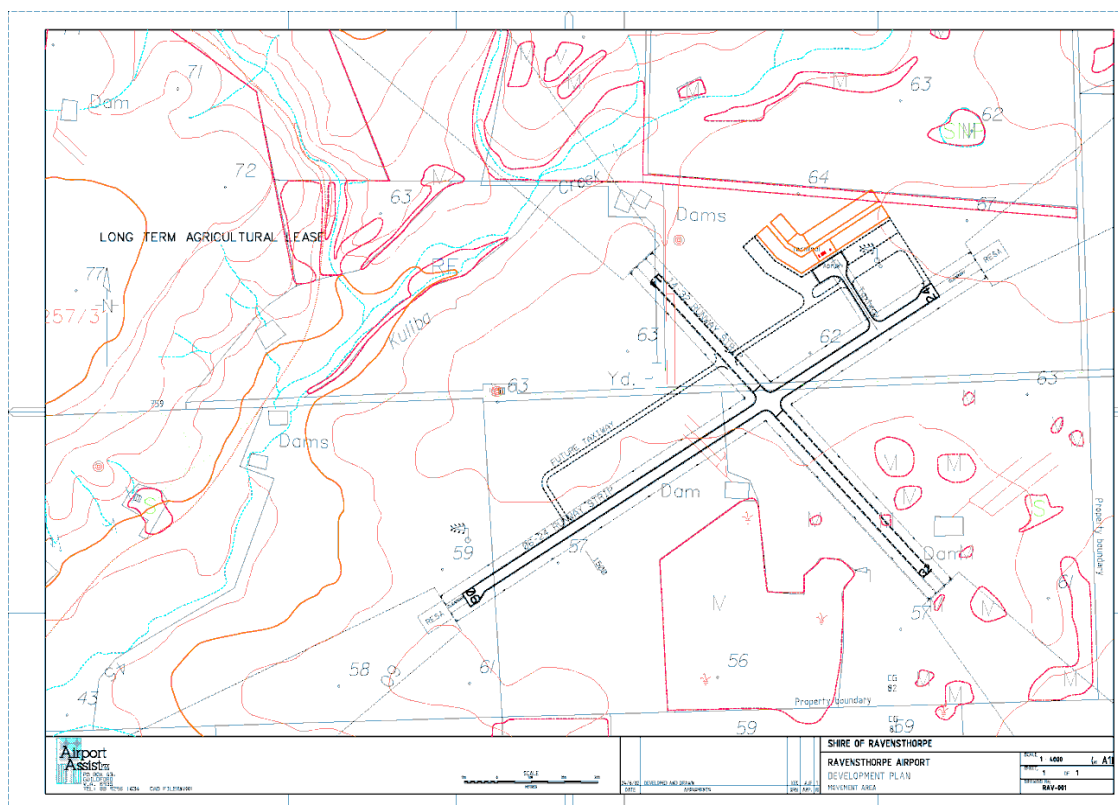
Sale Price

Elders Real Estate has been contacted for preliminary advice on the subdivision and a ball park figure on the value of the land.

A draft subdivision plan showing a large 470ha lot along the northern boundary was forwarded to Elders in late July. Elders response regarding the potential sale price will be provided separately to Councillors prior to the meeting.

Airport Land

A portion of Lot 82 is required to be retained in Shire ownership to enable the functioning of the Ravensthorpe Airport. The Ravensthorpe Aerodrome Manual 2010 identifies the runways, taxiways, parking areas, administration buildings and space to grow the airport into hangars and/or service yards. This space should be the minimum space retained as part of any future subdivision of land.



Ravensthorpe Aerodrome Manual 2010 extract

The access road from Jerdacuttup Road may be retained as a battle-axe leg to the future airport lot or an access easement created over it to secure long term access to the airport through a future lot. Any subdivision option would need to retain a lot frontage to a constructed road.

At some time in the future both the main and cross runways may need extending to accommodate larger aircraft. Airport professionals should be consulted as part of the investigations into this issue to ensure that enough land is retained to satisfy any anticipated future needs.

Options

Council has a number of options in the subdivision and sale of the airport land. The plan at Attachment A shows a number of options available at this time. These include:

Retaining existing Titles

Make no changes and sell Lot 759 as a separate lot.

Boundary realignment

Shift the boundary between Lots 759 and 82 to place the Clay Target Club and airport on a single Title and the remainder of the lot (being approximately 470ha) in a separate Title fronting Jerdacuttup Road.

Farm Rationalisation

The neighbouring landowners may be interested in acquiring additional grazing land for amalgamation into their existing Titles. This could be explored in conjunction with the options above.

Maximum lot yield

Look at creating a separate lot for the Clay Target Club, the airport, investigate sale of a portion to a neighbouring landowner and create an additional freehold lot on the northern portion of the subject site. Creating additional lots may also increase the infrastructure requirements on the Shire and should be carefully considered.

Conclusion

Council has resolved in the past to further investigate the sale of the excess land around the Ravensthorpe Airport.

The land is zoned 'General Agriculture' and approval for its subdivision is assessed and granted by the WAPC in accordance with Development Control Policy 3.4 – Subdivision of Rural Land. This policy allows for a number subdivision options.

Prior to being able prepare a definitive plan of subdivision for the site a number of unknowns need resolving.

This report recommends firstly holding further discussion with FQM Australia Nickel to discuss the possibility of lifting the caveat over a portion of the subject site then the neighbouring landowners seeking expressions of interest in acquiring portions of the subject site.

If agreement can be reached with FQM, then staff will prepare a plan of subdivision for Council's consideration showing a subdivision pattern that will provide for maximum profit.

Statutory Obligations:

Nil at this stage.

Policy Implications:

Nil

Budget / Financial Implications:

There will be costs in preparing any subdivision application including application costs, land surveying, administering new Titles, solicitors costs in lifting and renewing caveats, etc. These are unknown at this time.

Should this project move forward proceeds from the sale of land could be allocated to the Airport Reserve Fund.

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:**
There are no known significant environmental considerations.
- **Economic:**
If the land is sold the revenue allows future Council funding of projects within its Strategic Plan, for maintenance of the airport into the future or exceptional projects as authorised by Council.
- **Social:**
There are no known significant social considerations.

Voting Requirements:

Absolute Majority

OFFICER RECOMMENDATION**ITEM 10.2.1**

That Council,

- a) Liaise with FQM Australia Nickel Pty Ltd regarding the potential sale of a portion of Lot 82 and Lot 759 and in particular the possibility of lifting the existing caveat on the Titles;
- b) Delegate the Chief Executive Officer to negotiate with the neighbouring landowners seeking expressions of interest in purchasing portions of the airport land;
- c) Seek further advice from airport professionals regarding the potential long term land requirements of the airport; and
- d) Direct staff to prepare a plan of subdivision for Council's consideration by the October 2012 Council meeting.

Discussion

5.34pm – Cr Townsend returned to the meeting.

10.2.2 PET CEMETERY LOCATION

File Ref:	9.1.0.0
Applicant:	
Owners:	Crown Land
Disclosure of Officer Interest:	None
Date:	6 August 2012
Author:	Craig Pursey, Planning Officer
Authorising Officer:	Pascoe Durtanovich – Chief Executive Officer
Attachments:	Location Plans

Prior to any consideration of Item 10.2.2 Cr Lansdown made the following declaration:

I have a dog buried at site option C 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.

Summary

In October 2010 Council investigated an appropriate location for a pet cemetery in Ravensthorpe and Hopetoun. Council resolved to locate the Ravensthorpe pet cemetery on the north-west corner of the Waste reserve, Moir Road and deferred the decision on the location of the Hopetoun pet cemetery.

In November 2010 Council received correspondence from the owner of Lot 117 Hopetoun-Ravensthorpe Road, Ravensthorpe proposing to locate the Ravensthorpe pet cemetery on her privately held land.

Locating a pet cemetery on privately held land will involve subdivision and possibly rezoning of land.

This report recommends offers a number of options to Council if they wish to progress this matter and recommends using existing Council reserves to develop pet cemeteries.

Background

At its meeting of 21st October 2010 Council considered where to locate pet cemeteries in the Shire and resolved as follows:

“That Council:

- 1) Create two (2) pet cemeteries, one in Ravensthorpe and one in Hopetoun;*
- 2) Locate the Ravensthorpe pet cemetery on North West corner of the Waste Reserve, Moir Road; and*
- 3) The location for the Hopetoun cemetery be determined at a later stage.”*

On 18th November 2010 Council received email correspondence from the owner of Lot 177 Hopetoun Ravensthorpe Road and the location of the Eremia Camel Treks with an offer to locate the Ravensthorpe pet cemetery on a portion of Lot 117 that had already been used to bury pets in the past.

Comment

Pet Cemeteries are not administered under the Cemeteries Act 1986. Pet cemeteries are technically considered ‘land fill’ and Council only needs to find or declare a site as an “approved disposal site” in order for it to be used as a pet cemetery. Therefore the Council can chose any location without known environmental issues such as contamination or a ground water protection area.

The costs and works involved in establishing pet cemeteries include some minor fencing works, clearing, installation of hard stand areas and access roads depending on the location. The land area could be as small as between 500-1000m². However, it is intended to carry out as little disturbance as possible to maintain the amenity of the locations. Therefore costs are expected to be relatively minor.

The ongoing administration of the cemeteries can be handled by the Shire or by an interested community group (as is the case in Wyalkatchem where Rotary operate the site).

Council has indicated in the past that they wish to have pet cemeteries for both Hopetoun and Ravensthorpe. Council has a number of options regarding the location of pet cemeteries, they are explored separately below.

Ravensthorpe

Three options are presented for Council's consideration, plans of the sites are included as an attachment to this report at Attachment A. If Council consider that none are appropriate further research may be conducted.

Option A – Reserve 7380 “Sanitary Depot”

Council resolved to use the North-western corner of the refuse site on Moir Road in October 2010. The site is reserved as a Sanitary Depot in the management orders for the site. The Town Planning Scheme identifies the site as a Reserve for Public Purposes “Water Supply” (as is the existing refuse site).

The benefits of this site include the fact that it is still relatively close to town, has good access, utilises appropriately reserved land and has reasonable amenity being separated from the active pit by a good distance.

The downside includes the fact that the reserve is an active refuse site and this may be seen as undesirable by users of the facility.

Option B – Reserve 17515 “Sanitary Site”

This site is located on the South Coast Highway on the road to Esperance, opposite the Ravensthorpe cemetery.

The benefits of this site include the fact that it is still relatively close to town, has good access, utilises appropriately reserved land and has reasonable amenity. This reserve is located opposite the people cemetery and may be a more respectful site than the active refuse site at Option A. Although the site is reserved for Sanitary Disposal, the same as the Ravensthorpe Refuse Site, it has not been used for many years.

The downside includes that the site will require some clean up, clearing of vegetation and access may need to be negotiated with Main Roads WA from South Coast Highway.

Option C – Part of Lot 117 Hopetoun-Ravensthorpe Road, Ravensthorpe

Lot 117 is zoned Rural Small Holdings under the Shore of Ravensthorpe Town Planning Scheme 5 and has a subdivision guide plan adopted over the land to guide development and subdivision that shows the site divided into three lots.

The land is currently used as for a 'camel trekking business'. The landowner has buried pets on the site in the past for a nominal fee and has indicated a willingness to operate the facility in a sensitive manner.

The benefits of this site include that it has a willing landowner, a site that has been used before that has some relationship to animals and animal care, good access and is in close proximity to the townsite.

However, the site is zoned 'Rural Small Holdings' with an adopted subdivision guide plan showing the site subdivided into 3 lots. Whilst Council could consider the proposal on its own merit, it may result in a relatively costly subdivision and requirement to purchase the land. It would also require the redesign and processing of an amended subdivision guide plan for the site to accommodate the pet cemetery and the proposed three lot subdivision.

The pet cemetery should be located on public land to ensure ongoing access in perpetuity. If located on privately held land there is the potential in the future for the public to be refused access to the site should future landowners have different priorities.

Hopetoun

As noted in October 2010 there are fewer options in Hopetoun for appropriately reserved land. Council deferred deciding on a location in Hopetoun until a later date, this report presumes therefore that neither the Reserve north of Industrial area or the Waste Reserve, Hopetoun presented in October 2010 are suitable.

One other location is proposed for Council's consideration. Council has management of Reserve 7853 as a 'Common'. This is a large reserve to the east of the Hopetoun-Ravensthorpe Road that surrounds the cemetery, rubbish disposal site and extends as far south as Southern Ocean Road. A plan of the reserve is attached to this report.

The reserve is unencumbered by known environmental restraints, is close to the townsite and has access from either Hopetoun-Ravensthorpe Road, Dunn Swamp Road or Southern Ocean Road.

A site that utilises Dunn Swamp Road is proposed to save on infrastructure costs, with reasonable distance to town and good separation to the refuse site and Wavecrest Village.

Statutory Obligation

Nil

Policy Implications

Nil

Budget /Financial Implications

Costs depend on the scope of works and the final locations however costs for various works to establish the cemeteries may be in the order of \$5,000 - \$8,000 in total plus some ongoing maintenance costs each year. Some of this expense will be offset should fees be imposed.

Strategic Implications

Nil

Sustainability implications

- **Environmental**

There are no known significant environmental considerations.

- **Economic**

The Shire of Corrigin's pet cemetery is somewhat of an icon which most likely is a factor in attracting visitors. It is possible that this status may be achieved by a similar installation in the Shire of Ravensthorpe.

- **Social**

Pets are often a significant presence in people's lives and the establishment of a cemetery dedicated to them can have a positive social impact.

Voting Requirements

Simple Majority.

OFFICER RECOMMENDATION

ITEM 10.2.2

That Council,

1. Locate the Ravensthorpe pet cemetery on Reserve 17515;
2. Locate the Hopetoun pet cemetery on a portion of Reserve 7853;
and
3. Delegate to the Chief Executive Officer the authority to design and develop the pet cemeteries.

Discussion

10.2.3 Sign Policies

File Ref:	14.4.5
Applicant:	Not applicable
Location:	Not applicable
Disclosure of Officer Interest:	None
Date:	8 August 2012
Authors:	Craig Pursey, Planning Officer Les Hower, Consulting Engineer
Authorising Officer:	P Durtanovich (Chief Executive Officer)
Attachments:	Draft Revised Local Planning Policy No 21 Draft Service and Tourist Signs Guidelines

Summary:

Council previously adopted local planning policy TP19 Advertising Structures and Signs at their June 2010 meeting. This was advertised for public comment and concerns were raised by local business and community that the policy was too prescriptive and overly complex.

The objective of a signs policy is to enable businesses and community groups to effectively advertise in a way that safeguards the visual amenity of the district.

In order to achieve this objective there needs to be a certain level of complexity and a sign policy usually addresses issues including:

- Sets limitations on the size and number of signs on a property;
- Has a position on 'remote' or 'third party signage';
- Portable signage; and
- Directional signage.

This report proposes a simplified local planning policy on advertising signs on private property and a separate Council policy on signs in road reserves.

If the policies are generally supported by Council, they will be advertised concurrently for public comment.

On the close of advertising, a further report will be referred to Council to consider final adoption of the policies.

Background:

At the meeting of 24th June 2010 Council considered a draft local planning policy and resolved as follows:

"That Council prepare Local Planning Policy No. TP 19 'Control of Advertising Structures and Signs' for the purpose of advertising for public comment under clause 2.4.1 of Shire of Ravensthorpe Town Planning Scheme No.5."

The policy was largely based on the Shire of Denmark policy and proposed detailed signage guidelines.

The policy was advertised for public comment during which time the business community and many Councillors provided informal feedback that the Policy was too prescriptive.

Comment:

Signage can be divided into two broad types:

1. Signs on privately owned land that are administered through Town Planning Scheme No.5; and
2. Signs on reserves, including road reserves, which are administered by the Shire acting in their role a manager of these reserves.

Two separate policies have been drafted for Council's consideration that addresses each of these broad types of signage.

Service and Tourist Signs Guidelines

The Shire's consulting Engineer, Mr Les Hewer, has drafted the 'Service and Tourist Signs Guidelines' to guide the development of signs within road reserves.

These guidelines are proposed to be administered by the Shire and apply to all road reserve signage throughout the Shire, with the exception of highways outside of townsites that are controlled by Main Roads WA. The main principles of the guidelines are:

"The concept of road signs on road reserves is to direct the motorist to their chosen destination. The guidelines set out the definitions of these signs, the type/style used for different categories and the location to inform commercial and not-for-profit organisations what is acceptable."

The guidelines identify four different sorts of signs:

- 1) **Street Names Signs** – (white b/ground with red lettering or as nominated by Council)
- 2) **Directional Signs** – (green background with white lettering)
Are used at intersections to inform and advise road users about direction and distance to destinations on the route they are following.
- 3) **Tourist Signs** – (brown background with white lettering)
Guide travellers to recognised tourist attractions and approved tourist establishments.
- 4) **Service Signs** – (blue background with white lettering)
Provide information to travellers of the location of roadside services and facilities available. Symbolic signs are to be used in accordance with AS1742.6

The guidelines propose to restrict the use of these signs to where they are absolutely required and not extend their use to the advertising of individual business. The guidelines also use Australian Standard images and format.

The benefits of taking this approach include:

- Sets a level playing field for all signage in road reserves; and

- Prevents unnecessary proliferation of signage in the road reserves. Fewer signs result in more clarity for road users. Multiple signs are difficult to read and numerous signs in a single location often results in all signs being useless.

It should be noted that some other Shire's have chosen a more flexible approach to the use of blue and white service signs in particular and allow individual business to use them in the town sites.

Draft Town Planning Policy 21 – Advertising Signs

A new local planning policy has been drafted for Council's consideration in response to informal feedback received during the advertising of draft planning policy TP 19. The feedback on the previous policy included the fact that the policy was too restrictive and overly complex. The current draft attempts to simplify the policy whilst still addressing the major issues.

A copy of the policy is provided at Attachment A.

A Signage policy needs to set limitations on the number and types of signs on a property whilst allowing for the legitimate needs of business and community to advertise.

The draft policy seeks to achieve this through the following measures:

- Establish standard requirements for all signs;
- Setting limitations on the size, number and type of signs on a private property;
- Prohibit remote or third party signs (i.e. signs located on other properties, away from the site of the business);
- Set controls on the use of freestanding or portable signs; and
- Establish the circumstances where Council may consider relaxing the policy provisions.

A Signs Policy sets the set ground rules for all signs, establishing a level playing field.

Council has the option of relaxing or tightening the controls proposed in the attached policy. For example, some Shire's allow a certain amount of remote signage. This has been prohibited in the draft policy to prevent signage clutter on the approaches to the Shire's townsites.

The proposed policy seeks to find a balance where the number and size of signs are limited whilst still allowing for adequate signage per business or community activity.

There is no ability for the Shire to remove existing approved signs that do not comply with the proposed policy unless they are in a poor state of repair or no longer advertise an existing business.

Consultation:

If supported, the policies will be released for public comment for a period of 21 days prior to bringing back to Council for final adoption.

Statutory Obligations:

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

Part 2 'Local Planning Policy Framework' of the Scheme controls local planning policies.

Clause 2.4.1 requires upon adoption of a draft policy, Council is required to:

- a) Publish a notice of the proposed Policy for 2 consecutive weeks in a local newspaper giving details of the policy and inviting submissions for a minimum of 21 days; and
- b) May publish the notice in other manners and consult with others.
Council is then required to consider any submissions received from the advertising of the draft policy and resolve to modify or not proceed with the policy.

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 all planning applications for signs on private land.

The road reserve signage guidelines will be adopted as a policy of Council under the Works and Services department.

Budget / Financial Implications:

The cost of advertising and referral of the draft policy will be 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 10.2.3

That Council,

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.

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.

*Discussion***10.3 Manager of Engineering Services****10.3.1 ROADS 2025 GREAT SOUTHERN DEVELOPMENT STRATEGY****File Ref:**

Applicant: Not applicable

Location: Not applicable

Disclosure of Officer Interest: None

Date: 13th August 2012

Author: Leslie Hewer – Engineering Consultant

Authorising Officer: Pascoe Durtanovich – Chief Executive Officer

Attachments: None

Summary:

Council to approve requesting the inclusion of Jerdacuttup Road and Southern Ocean Road in the Regional Road Group Roads2025 Great Southern Development Strategy

Background:

Recently a workshop was held with Councillors to discuss future requirements for the rural road network in the Shire of Ravensthorpe. One of the outcomes was to re-evaluate the road hierarchy and determine if any roads were suitable to be included in the Roads 2025 Great Southern Development Strategy.

Comment:

The two roads that are considered to be a significant asset to the Council that are not included in the 2025 Strategy are Jerdacuttup and Southern Ocean roads.

Jerdacuttup Road is significant as it has recently been sealed and now provides reliable/safe direct access to the South Coast Hwy from Hopetoun. Inclusion in the Roads 2025 may provide future funding to ensure a good level of service is maintained on this road.

Southern Ocean Road was considered significant as it is the main access to beaches east of Hopetoun in particular Mason Bay and Starvation Bay. This road is sealed for part of the way however the remainder is unsealed and subject to damage by road users storms and requires substantial maintenance on the road surface to maintain reasonable access. Inclusion in the 2025 could provide the opportunity to upgrade more of this in following years.

Consultation:

Not applicable.

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

Nil

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:**
There are no known significant environmental considerations.
- **Economic:**
Inclusion of these roads could provide future funds for maintenance and upgrade.
- **Social:**
There are no known significant social considerations.

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION**ITEM 10.3.1**

That the Chief Executive Officer write to the Regional Road Group Great Southern requesting that the entire length of Jerdacuttup Road and Southern Ocean Road be included in the Roads 2025 Great Southern Development Strategy.

Discussion

10.3.2 RAVENSTHORPE TOWN CENTRE STREETSCAPE

File Ref:**Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 13th August 2012**Author:** Leslie Hewer – Engineering Consultant**Authorising Officer:** Pascoe Durtanovich – Chief Executive Officer**Attachments:** Yes – Streetscape Plan**Summary:**

Council is asked to consider endorsing the streetscape concept plan to upgrade the intersection of Morgan and Carlisle Streets, Ravensthorpe.

Background:

As part of the new IGA building development on the south east corner of Morgan and Carlisle Street the existing building were demolished to make way for a new on-site car park. The intersection is now looking unsightly as there has only been a low level of maintenance to the area whilst waiting for approval from State Government to construct a heavy haulage route around the town. To date there has been no definitive date given to when this will happen. As a consequence the intersection is now in need of improvement.

Comment:

With the demolition of the old IGA buildings it was evident that the intersection needed treatment to enhance the town appearance and at the same time this work will contribute towards a more detailed streetscape strategy once the heavy haulage route has been constructed.

A request was made to Sally Malone Designs of Albany to draw up a concept plan of the intersection taking only into consideration the existing infrastructure/road layout. The brief was for a low key design to enhance the verge treatment areas of the new IGA Development, the Post Office, Palace Hotel and Shire Offices.

The concept has proposed 8 improvements to achieve a suitable enhancement of the intersection and surrounds.

No	Improvement Concept Description	Comments
1	Planting trees in nibs on existing car park in front of Shire offices.	This can be included in the project now, or introduced at a later date depending on attitude and costs
2	Planting in front of Shire Office	Work has commenced on this area as part of the Shire Work's team routine maintenance though final planting designs are to be included in this project.
3	Opportunity for public artwork in front of Shire Office	This concept can be incorporated in the project or delayed to a later date.
4	New parking area in front of Post Office	This area is in need of upgrade. Suggestion is to discuss with the property owners with intention to look

		at cost sharing.
5	Landscaping to all 4 intersection corners.	The concept will enhance this area and assist with the improved management of traffic flow (support reduced speed) on the main street. The low rock walls are to provide some seating.
6	Intersection enhancements to include business signage.	This concept could assist with some funding and at the same time create uniform signage in the town centre.
7	New IGA Signage (Poppet Head)	Concept only after brief discussion with IGA staff. IGA to still make application for final design and approval.
8	New formalised RV parking in front IGA	Not supported at this time. All street parking will need to be endorsed by Council and Main Roads WA

Consultation:

No consultation has taken place on this item.

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

Costs for this project are included in the 2012-2013 budget. Part of the project is to be funded by the Royalties for Regions.

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 10.3.2
That Council adopt the draft Ravensthorpe Town Centre Streetscape concept in accord to the comments as outlined in this item and with the deletion of the Concept 8 – RV parking in Carlisle Street.	

10. 3.3 WASTE MANAGEMENT - LANDFILL SITES OPERATIONS**File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 13th August, 2012**Author:** Darryn Watkins – Manager Engineering Services
Leslie Hewer – Engineering Consultant**Authorising Officer:** Pascoe Durtanovich – Chief Executive Officer**Attachments:** Ravensthorpe Landfill Site Usage

Summary:

Council be informed on the first month of operation for the new opening hours of the Ravensthorpe Landfill Site, and endorse the construction of a similar operation at the Hopetoun Transfer Station site.

Background:

In February 2012 Council approved changing of the operation hours for the Landfill site to be opened four (4) hours a day for six (6) days a week. At the same time approval was given for the construction of an office/gatehouse. The site also was to be permanently staffed as of May 2012.

A review of the daily operations for the first month was carried out to determine the effectiveness of the reduced hours and the service to the community in respect to the new operations. All waste including quantity/type of waste dumped and associated fees charged were recorded daily by the gatekeeper. See attached table.

Comment:

When reviewing the operations of the landfill site it was noted that on several days there were only one or two customers using the facility. This was anticipated when the new procedure was implemented though it was not known what days were busy. Though it is difficult to determine the busiest days it is suggested that Wednesday and Sunday were two of the busiest times.

Cost recovery of the operations is down due to the low number of customers compared to opening hours and relative staffing costs. For the period of 2 months the amount received for fees and charges was only 50% of the cost of staffing for that time. This is early stages and it is anticipated that this will improve over time however a reduction on staffing hours would assist with this gap.

As a result of the review it is recommended that the opening hours should be reduced down to 3 days a week. It is believed that with these changes the current level of service can be maintained without any need to increase fee charges or Council having to incur losses.

In addition to the above Council has allocated funds in the 2012/2013 for the construction of a gate house at the transfer station in Hopetoun. This operation could operate in a similar fashion to the Ravensthorpe landfill site and be open 3 days a week. It is suggested that

these days be on alternative days to Ravensthorpe. In this way the same person can be utilised to staff both sites.

The operation hours suggested are:

Ravensthorpe Landfill Site

Monday	-	Morning
Wednesday	-	Morning
Sunday	-	Afternoon

Hopetoun Transfer Station

Tuesday	-	Morning
Thursday	-	Afternoon
Saturday	-	Afternoon

With the introduction of a manned site at Hopetoun and the revised operational hours at Ravensthorpe it will be necessary to advertise appropriate opening times.

Consultation:

If approved it is proposed to implement the new operations procedure immediately the infrastructure is complete.

Appropriate advice will be advertised in the local paper and on the web-site for an extended period prior to implementation.

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

The amount of \$20,000 has been allocated in the 2012/2013 budget for the construction of the new office facility at Hopetoun. It is anticipated with the introduction of new staffing operation hours there will be no change to staff costs.

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:**
The development of a manned office will lead to improved environmental facilities.
- **Economic:**
There are no known significant economic considerations.
- **Social:**
There are no known significant social considerations.

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION**ITEM 10.3.3**

That the Ravensthorpe landfill facility be manned and opened for reduced hours of four per day, Monday AM, Wednesday AM, and Sunday PM.
and
That the Hopetoun Transfer station be manned and opened for four hours per day, Tuesday AM, Thursday PM and Saturday PM.

*Discussion***10.4 Chief Executive Officer****10.4.1 TOURISM SIGNAGE PLAN****File Ref:****Applicant:** Fitzgerald Coast Tourism Association**Location:** Various**Disclosure of Officer Interest:** None**Date:** 12 August, 2012**Author:** Pascoe Durtanovich – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Yes – Signage Plan

Prior to any consideration of Item 10.4.1 Cr Field and Cr Goldfinch made the following declaration:

I am a member of the Fitzgerald Coast Tourism Association 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 10.4.1 Pascoe Durtanovich made the following declaration:

I am a member of the Fitzgerald Coast Tourism Association 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:

Council is requested to give in principal support for a tourism signage plan submitted by the Fitzgerald Coast Tourism Association.

Background:

A sub-committee of the Fitzgerald Coast Tourism Association has developed a signage plan, predominantly focused on directional signage. There are three main aspects; regional entry statements, destination signs and visitor centre signs.

Comment:

All signs apart from the visitor centre signs require Main Roads WA approval, particularly in respect to location on the highway. Council is required to give support to the signage plan prior to submission to MRWA for approval.

Consultation:

Not applicable.

Statutory Obligations:

MRWA approval is required for signs on Highways and the Ravensthorpe Hopetoun Road.

Policy Implications:

Council does not have a signs policy although a draft policy is being considered.

Budget / Financial Implications:

The purchase and erection of the signs has been funded by the Shire through the Community Development Fund.

Strategic Implications:

The need for adequate directional signage and the promotion of the Fitzgerald Coast as a tourist destination is highlighted in the Shire of Ravensthorpe Tourism Strategy.

Sustainability Implications:

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

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION**ITEM 10.4.1**

That the Fitzgerald Coast Tourism Association Signage Plan Phase 1, identified as attachment 10.4.1, be supported and the Chief Executive Officer forward the plan to Main Roads WA for approval.

Discussion

10.4.2 EXTRACTIVE INDUSTRY LICENCE RENEWALS
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File Ref:**Applicant:** Various**Location:** Various**Disclosure of Officer Interest:** None**Date:** 12 August, 2012**Author:** Pascoe Durtanovich – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Yes – List of licences**Summary:**

This report provides information on extractive industry licences in the Shire of Ravensthorpe and recommends renewal of the licences without further conditions.

Background:

Current licences are as follows:

PROPERTY DETAILS**MATERIAL**

Lot 8, Part of Oldfield Location 851	Gravel
Oldfield Loc 348 King Rd	Gravel
Oldfield Loc 459 Mt Short Road	Gravel
Oldfield Loc 49	Sand & Gravel
Oldfield Loc 170	Sand & Gravel
Oldfield Loc 635	Sand & Gravel
Oldfield Loc 331	Laterite Base Gravel
Lot 250 Hamersley Drive	Sand
Oldfield Loc 638	Sand, Limestone & Gravel
Oldfield Loc 835	Limestone
Oldfield Loc 635	Granite
Oldfield Loc 776	Limestone
Oldfield Loc 778	Limestone
Oldfield Loc 1269 (G1)	Limestone
Oldfield Loc 1269 (G2)	Limestone
Oldfield Loc 777	Limestone

Oldfield Loc 777	Limestone
Oldfield Loc 777	Limestone
Oldfield Loc 777	Limestone
Oldfield Loc 778	Limestone
Oldfield Loc 762	River Sand Pit
Oldfield Loc 335 Springdale Rd	Fine Sand
Oldfield Loc 1433	Gravel

The licences are renewed annually under delegated authority. Each of the Extractive Industry Operations were inspected prior to the 2011/2012 renewal and found to be satisfactorily managed in respect to licence conditions.

Comment:

Prior to the renewing the licences for 2012/2013 the matter is raised to give Council the opportunity to consider imposition of additional licence conditions.

Councillors have previously discussed the impact transport of the extracted material may have on the Shire road network.

Quantities extracted, excluding Ravensthorpe Nickel limestone supplies which are subject to separate road maintenance contribution arrangements, vary from 2,000 to 20,000 tonne per annum.

Given the limited quantities it is recommended that additional conditions not be imposed at this stage.

Consultation:

Not applicable

Statutory Obligations:

Shire of Ravensthorpe Town Planning Scheme and Policy TP7.

Policy Implications:

Policy TP7.

Budget / Financial Implications:

The annual licence fee applicable is \$69 (subject to Council approval)

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

That Extractive Industry Licences as Attachment 10.4.2 be renewed for the 2012/2013 year with no additional conditions.

10.4.3 COUNTRY ARTS WA MANIFESTO FOR REGIONAL ARTS IN WA.
File Ref:

Applicant: Not applicable

Location: Not applicable

Disclosure of Officer Interest: None

Date: 11 August, 2012

Author: Pascoe Durtanovich – Chief Executive Officer

Authorising Officer: Not applicable

Attachments: None

Summary:

The Shire of Ravensthorpe has been requested to support the Country Arts WA Manifesto for Regional Arts in WA. This report recommends that Council support the manifesto.

Background:

The Manifesto 2020 grew out of the WA Regional Arts 2011 Geraldton Conference “Open your Eyes”, which was attended by members of the Ravensthorpe Regional Arts Council.

Western Australia is the only state without a regional arts policy and is the only state which does not have a funded regional arts development officer network. The Manifesto is a blueprint for nine concrete steps which will transform and revitalise the character and liveability of country towns and regions.

Council is requested to lobby the State Government to take note of the nine steps outlined and use the steps as a basis for development of a regional arts policy.

Comment:

The nine concrete steps are listed below:

1. **Policy** - Create and implement Regional Arts Policy and Arts and Cultural Strategies in the nine regions.
2. **People** - Human infrastructure for Arts and Culture in the nine regions.
3. **Promote** - Regional Arts and Culture in a mainstream media campaign.
4. **Understanding** - Aboriginal and multicultural Arts and Culture exchange opportunities.

5. **Governance** - Database of artists and arts workers.
6. **Planning** - Embed Infrastructure for Art and Culture in planning and development for all regional communities.
7. **Partnerships** - Incorporate regional arts in policy development of all government departments.
8. **Showcase** - Regional Arts showcase in the Perth city.
9. **Legacy** - Regional Arts Legacy Foundation

Consultation:

Local consultation has been with the Ravensthorpe Regional Arts Council.

Statutory Obligations:

Nil

Policy Implications:

Council does not have an Arts policy.

Budget / Financial Implications:

There are no budget/financial implications.

Strategic Implications:

Arts and culture plays a key role in promoting the liveability of the regions towns and in attracting and retaining population.

Sustainability Implications:

- **Environmental:**
There are no known significant environmental considerations.
- **Economic:**
There are no known significant economic considerations.
- **Social:**
Arts and culture contributes significantly to a range of public value areas including community well-being, cultural identity and education.

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION**ITEM 10.4.3**

That Council support the nine steps towards Regional Arts and Cultural Development contained in the WA Country Arts manifesto highlighted in this report and lobby local parliamentarians to urge the State Government to note the steps as a basis for the development of a regional arts policy.

Discussion

10.4.4 FITZGERALD BIOSPHERE RENOMINATION**File Ref:****Applicant:** South Coast NRM**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 14 August, 2012**Author:** Pascoe Durtanovich – Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Yes – draft renomination document

Summary:

Council is requested to support the renomination of the Fitzgerald River Biosphere Reserve to UNESCO.

This report recommends that Council support the renomination and authorize the Chief Executive Officer and the Shire President to sign the renomination document.

Background:

As background to this issue the draft renomination document states that the Fitzgerald River Biosphere Reserve was originally listed by UNESCO in 1978 following consultation with the Australian and Western Australian Authorities (CALM 1991a). However, it has not been formally recognised by UNESCO as a fully functional Biosphere Reserve (UNESCO 2003, Fry 2010) according to the Seville Criteria (UNESCO 1996). As a result, this re-nomination has been undertaken with the funding assistance of the Australian and Western Australian Governments through South Coast Natural Resource Management Inc.

In addition the 2003 UNESCO MAB Bureau Review (UNESCO 2003), in considering that Fitzgerald River Biosphere Reserve did not function as a post Seville Biosphere Reserve, recommended that to fulfil the functions, the Australian authorities should:

- 1. Formally recognise a buffer zone and transition area in the areas where the local landcare group of farmers and landowners were currently working in cooperation with the National Park administration.*
- 2. Consider extending the marine component, so that the whole Biosphere Reserve could serve to illustrate the Ecosystem Approach (CBD 2010) for the entire Fitzgerald River catchment basin.*
- 3. Provide more information on the process of measures to rehabilitate degraded lands in the areas corresponding to the potential future transition area.*

The questions relating to these issues have been answered in the renomination document.

Comment:

Biosphere Reserves are areas of terrestrial and coastal/marine ecosystems, or a combination thereof, which are internationally recognized within the framework of UNESCO's Programme on Man and the Biosphere (MAB) They are established to promote and demonstrate a balanced relationship between humans and the biosphere. Biosphere Reserves are designated by the International Coordinating Council of the MAB Programme

at the request of the State concerned. Individual Biosphere Reserves remain under the sovereign jurisdiction of the State where they are situated. Collectively, all biosphere reserves form a World Network in which participation by States is voluntary.

The World Network is governed by the Statutory Framework adopted by the UNESCO General Conference in 1995, which presents the definition, objectives, criteria and the designation procedure for biosphere reserves. The actions recommended for the development of biosphere reserves are set out in the "Seville Strategy".

A map showing the proposed boundary of the Fitzgerald Biosphere is attached, the area is boarded red. A copy of the draft renomination document is also attached.

Consultation:

Given this is a renomination, consultation is not required.

Statutory Obligations:

Nil

Policy Implications:

Council does not have a policy on the Fitzgerald Biosphere.

Budget / Financial Implications:

Nil

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:**
As noted in the renomination document, in world terms the natural environment of Fitzgerald River Biosphere Reserve is considered to be one of the richest places on earth for botanical diversity.
- **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 continue to support the Fitzgerald River Biosphere Reserve project and authorize the Chief Executive Officer and Shire President to execute the Renomination of the Fitzgerald River Biosphere Reserve document.

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 - 6.27PM

These minutes were confirmed at the meeting of the _____

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

Date: _____