



## **MINUTES**

For the Council Meeting held on

Tuesday April 22, 2014

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 22 APRIL 2014, COMMENCING AT 5PM**

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

5.00pm – The Presiding person, Cr Goldfinch, declared the meeting open.

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

MEMBERS: Cr Ian Goldfinch (Shire President)  
Cr Keith Dunlop (Deputy Shire President)  
Cr Ken Norman  
Cr Andrew Duncan  
Cr Julianne Belli  
Cr Angela Kelton  
Cr Sharyn Gairen

STAFF: Pascoe Durtanovich (Chief Executive Officer)  
Brent Bailey (Deputy Chief Executive Officer)  
Portia Ridout (Executive Assistant)

APOLOGIES:  
NIL

ON LEAVE OF ABSENCE:  
NIL

ABSENT:  
NIL

**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**

NIL

**6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS**

NIL

**7. CONFIRMATION OF MINUTES****7.1 COUNCIL MEETING – 20 MARCH, 2014**

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 7.1
Moved: Cr Dunlop	Seconded: Cr Kelton
That the minutes of the meeting of council held on 20 March, 2014 be confirmed as a true and correct record of proceedings.	
Carried: 7/0	Res:57/14

**7.2 SPECIAL COUNCIL MEETING – 27 MARCH, 2014**

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 7.2
Moved: Cr Duncan	Seconded: Cr Kelton
That the minutes of the meeting of council held on 27 March, 2014 be confirmed as a true and correct record of proceedings.	
Carried: 7/0	Res: 58/14

**8. SUSPENSION OF STANDING ORDERS**

OFFICER RECOMMENDATION AND COUNCIL DECISION	ITEM 8
Moved: Cr Dunlop	Seconded: Cr Norman
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: 7/0	Res: 59/14

**9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS**

NIL

**10. REPORTS OF OFFICERS****10.1 DEPUTY CHIEF EXECUTIVE OFFICER****10.1.1 MONTHLY FINANCIAL REPORT – 31 MARCH 2014****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 7 March, 2014**Author:** Brent Bailey – Deputy Chief Executive Officer**Authorising Officer:** Not applicable**Attachments:** Yes – 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

That Council receive the Monthly Financial Report for the period ending 31 March, 2014 in accordance with Section 6.4 of the Local Government Act 1995.

*Discussion***10.1.2 RATES EXEMPTION – WATER CORPORATION**

<b>File Ref:</b>	A25
<b>Applicant:</b>	Water Corporation
<b>Location:</b>	912 Springdale Road, Jerdacuttup
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	11 April, 2014
<b>Author:</b>	Brent Bailey – Deputy Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	None

**Summary:**

This item requests Council to formally recognise a non-rateable property being 912 Springdale Road as it has now been acquired by the Water Corporation for a borefield protection area and future water source.

**Background:**

The Water Corporation purchased this land on 31<sup>st</sup> July 2013 for the protection of the Hopetoun Town Water Supply being the Springdale Bore fields. This is part of the Department of Water's Drinking Water Source Protection Plan for the Hopetoun Water Reserve restricting the activities on the land surrounding the bores. The water quality of the bore fields are directly impacted by the land use of the surface of this property.

The original owners of the land remained on the property for a period of time after the sale under a short term lease arrangement and vacated the property on 29/11/2012 and removed their cattle by 20/01/2013. The outgoing owners were granted this lease to finalise their activities on the site.

As a result, the property is now vacant and the Water Corporation has now secured the site for its intended purpose when purchased of Drinking Water Source Protection.

The Corporations current decision is to maintain the land and not lease it out and revegetate it with native species. The Corporation is negotiating with a local group in the South Coast to revegetate a portion of it but are unlikely to revegetate the full 800 ha.

In the future there is some potential for part of the land may be leased out if a suitable proposal is received that meets water source protection principles. Currently there have not been any suitable proposals for farming the land. Should the land be leased out (subject to

the restrictions on land use that support source protection) a “dual” use would emerge and the corporation would have the potential to be levied local government rates.

**Comment:**

Based on the background provided by the Water Corporation and interpretation of the Water Corporation Act 1995 the recommendation is to approve the change to a non-rateable property from the financial year 2013/2014.

**Consultation:**

WALGA – Governance Advisors  
Water Corporation

**Statutory Obligations:**

The Water Corporation is exempt from paying local government rates in accordance with Section 75 of the Water Corporation Act 1995.

**75. Exemption from rates**

No local government rate or charge is to be imposed or levied on any land vested in, or under the management and control of, a corporation that is used or reserved exclusively for the purpose of providing works, undertakings or facilities necessary to the performance of the functions of the corporation.

*[Section 75 amended by No. 25 of 2012 s. 190.]*

**6.12. Power to defer, grant discounts, waive or write off debts**

- (1) Subject to subsection (2) and any other written law, a local government may —
  - (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money, which is owed to the local government.

*\* Absolute majority required.*

**Policy Implications:**

Nil

**Budget / Financial Implications:**

The change in rateability will result in a \$3409 reduction in rates income plus \$108 in interest accrued this financial year.

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
The effective management of future and current water sources is important to the longer term environmental goals of the Shire.
- **Economic:**  
There are no known significant economic considerations.
- **Social:**  
There are no known significant social considerations.

**Voting Requirements:**

Absolute majority for recommendation 2

**OFFICER RECOMMENDATION** **ITEM 10.1.2**

- 1) That Council recognise that under the Water Corporations ownership, 912 Springdale Road is a non-rateable property from July 1, 2013.
- 2) That Council write off all amounts charged on the property during the 2013/2014 financial year.

*Discussion***10.1.3 SCHEDULE OF ACCOUNT PAYMENTS – MARCH 2014****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 31 March, 2014**Author:** Tahnee Gairen- Accounts Payable**Authorising Officer:** Brent Bailey – Deputy Chief Executive Officer**Attachments:** Yes - Schedule of Payments to 31 March, 2014**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	EFT2661-EFT2745	\$428,826.57
	Cheques	38676-38731	\$69,247.52
<b>Reserve Bank Fee</b>	961		\$361.97
<b>Payroll</b>	Dates	05/03/2014- 19/03/2014	\$151,437.78
<b>Municipal Account Total</b>			<b>\$649,873.84</b>
	Trust	EFT2761-EFT2736	\$46,814.52
	Trust	1243-1244	\$40.00
	Cheques		
<b>Trust Account Payments</b>			<b>\$46,854.50</b>
			<b>\$696,728.34</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 10.1.3

That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, the payment of accounts for the month of March 2014, be noted.

*Discussion***10.2 MANAGER OF PLANNING AND DEVELOPMENT****10.2.1. PARKING IN HOPETOUN****File Ref:****Applicant:**

Not applicable

**Location:**

Hopetoun Town Centre

**Disclosure of Officer Interest:**

None

**Date:**

10 April, 2014

**Author:**

Craig Pursey, Planning officer

**Authorising Officer:**

Pascoe Durtanovich – Chief Executive Officer

**Attachments:**

Yes - Plan of Town Centre

Hopetoun Mainstreet Strategy extract

**Summary:**

Hopetoun town centre has a limited number of parking bays available, particularly in the peak holiday season.

Council has some cash in lieu money being paid as part of a development approval (Hopetoun IGA redevelopment) and this should be spent in reasonable proximity to the development site.

There are opportunities in Clarke Street and in Reserves 50715 & 36006 at the rear of Veal Street to explore additional parking to service the town centre into the future.

This report recommends prioritising and securing Reserves 50715 & 36006 for development as a future car park to service the Hopetoun town centre.

**Background:**

Veal Street has ~68 on street parking bays servicing the commercial and civic land uses in town. Most parking for these businesses occurs in the road reserve.

Hopetoun town centre can get very busy during peak holiday periods and during market days. There is insufficient parking to accommodate everyone in Veal Street during these times and parking spills out into the adjoining streets and into nearby undeveloped reserves.

The Hopetoun Mainstreet Strategy was adopted by Council and is awaiting funding opportunities to be implemented. This Strategy identified there is a short fall for parking for touring traffic and recommends the introduction of:

- A small roundabout at the southern end of Veal Street to assist in traffic circulation;
- Introduction of a median island to slow traffic and make the space more pedestrian friendly;
- Reconfiguration of parking on the western side of Veal Street outside Toun Beach café to include 45 degree bays; and
- 10 additional 90 degree bays in Clarke Street.

The plan from the Strategy is attached to this report. This project has not progressed due to difficulties in attracting funding.

### ***IGA Hopetoun Planning Approval***

Council approved the redevelopment of 84 Veal Street, Hopetoun as a supermarket in 2009. A condition of this approval requires the payment of cash in lieu for the shortfall of 3 parking bays.

This redevelopment is nearing completion and the cash in lieu money will be received shortly. Ideally money received as cash in lieu is used in the near proximity of the development that it was received. It may be used to purchase land and/or develop car parking.

#### **Comment:**

An additional public parking area would:

- Service the peak times;
- Allow for growth of the town centre into the future;
- Cater for existing staff parking freeing up Veal Street bays for customers;
- Provide a space for RV and large vehicle parking;
- Provide for the possibility of individual business to more fully develop their own sites with floor space subject to providing contributions toward consolidated parking areas.

Any additional parking areas need to be within close proximity to Veal Street and the core business area, easily seen by the travelling public and simply/inexpensively implemented.

### ***Options***

There are two clear options for Council in providing additional parking bays in Hopetoun town centre, these are explored briefly below.

#### **Implement Hopetoun Mainstreet project recommendations**

This would result in approximately 10 additional parking bays, all located in Clarke Street. The parking on the western side of Veal Street would be rearranged but not result in a net gain.

In order to implement this detailed civil engineering drawings would be required, footpaths re-routed and a sealed, drained and kerbed standard established immediately.

The parking bays would be highly visible to passing traffic and have good access to the core business area in the town centre, south of Alan Rose Drive.

There would be implications on the adjoining landowners if they moved to redevelop their sites.

If funding for the Hopetoun Mainstreet Strategy became available then these parking bays would be implemented through this funding.

### Reserves 50715 & 36006

These reserves are located to the east and behind Veal Street fronting the Esplanade and a public Right of Way. They are a vacant, grassed area that is used as an overflow parking area. The reserves are zoned 'Town Centre' by the Scheme.

- Reserve 50715 (Lot 93 Esplanade) is 1329m<sup>2</sup> in area, triangular in shape and is a reserve managed by the Department of Regional Development and Lands for the purpose of 'car park'.
- Reserve 36006 (Lot 94 Esplanade) is 1012m<sup>2</sup> in area and is a reserve managed by the Department for Planning and Infrastructure for the purpose of 'government requirements'.

The development of these reserves for parking may result in the addition of 70-80 bays plus room for RV and trailer parking. This would also be a logical place for staff of existing business' to park to save them from occupying Veal Street parking spaces and denying customers the space as appears to be the current practice.

However, the reserves are less visible from Veal Street and more signage would be needed to overcome this. Being zoned 'Town Centre' and converting all of the land to car park may be seen as a loss of potential commercial land for long term redevelopment.

On the other hand gaining management of these reserves would provide the Council the ability to develop a car park in the near future and allow for its later conversion to commercial uses (in part or whole) should the opportunity arise.

### *Staging*

If Reserves 50715 & 36006 were chosen as the preferred option for an additional parking area its development could be staged with a simple gravel hardstand area established in the first instance for immediate impact.

The first step is to gain management of the reserves from the two departments who current hold the vesting and change the purpose of reserve 36006 to the 'Use and Requirements of the Shire of Ravensthorpe'.

### **Conclusion**

The development of Reserves 50715 & 36006 would yield more parking, in a more flexible manner with capacity to support RV and trailer parking and it is suggested that this area be prioritised for development as a public parking area and cash in lieu money from developments becomes available.

Parking in Clarke Street road reserve should not be discounted, should be included in any Parking Plan prepared for Hopetoun and will be developed should funding become available for the implementation of the Hopetoun Mainstreet Strategy.

### **Consultation:**

None undertaken.

**Statutory Obligations:**

The Shire's Local Law 'Parking and Parking Facilities 2011' requires the preparation of a Parking Plan for both Ravensthorpe and Hopetoun detailing the parking available, duration of parking, metered parking options, disabled bays, loading bays etc. Recognising additional parking options in Hopetoun will assist in facilitating the development of these plans.

**Policy Implications:**

Additional public parking areas will allow for more flexibility when dealing with the development of private landholdings. If cash in lieu payments are made for development rather than providing the bays on land that could otherwise be used as floor space it may facilitate more development in town without compromising the parking situation.

**Budget / Financial Implications:**

Paying for the development of the car parking areas could be a budgeted item into the future if Council prioritises the development of a public parking area or could be developed over time with payments from business for cash in lieu of providing their own parking bays.

**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. Identify Reserves 50715 & 36006 as a future public car park and the priority area for developing a public car park in Hopetoun;	
2. Approach the Department of Lands in order to:	
• Seek management of Reserves 50715 & 36006 by the Shire of Ravensthorpe; and	
• Change the purpose of reserve 36006 to 'Use and Requirements of the Shire of Ravensthorpe'.	

*Discussion*

**10.3 MANAGER OF ENGINEERING SERVICES****10.3.1 REVIEW OF INFRASTRUCTURE CONSTRUCTION PROGRAM****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 11 April, 2014**Author:** Darryn Watkins – Manager Engineering Services**Authorising Officer:** Pascoe Durtanovich – Chief Executive Officer**Attachments:** None**Summary:**

Council is requested to approve changes to the 2013/2014 Infrastructure Construction Program.

**Background:**

The 2013/2014 Infrastructure Construction Program as per the adopted 2013 / 2014 Budget is as follows:

***2013/2014 Infrastructure Construction Program Status:***

Fitzgerald Road	Form, drain and sheet	Completed
Springdale Road	Form, drain and sheet	Completed
Esplanade Pathway	Repair and upgrade	Completed
Hopetoun – Ravensthorpe Road Pathway	New construction	Completed
Hopetoun Transfer Station Fencing	Clearing and fencing	Completed
Hopetoun Men in Sheds Carpark	Gravel sheet	Completed
Aerodrome Road	Form, drain and sheet	Est completion May
West River Rd	Realignment	Est completion June
Floater Road	Form, drain and sheet	In Progress
Ravensthorpe Laneways	Sealing works	Est completion May
Munglinup Drought Relief Dam	Expansion of catchment	TBA Subject to approval by Water Corp / DER

Koorng Road	Form, drain and sheet	will not be completed 2013/14
Melaleuca Road	Resheet	will not be completed 2013/14
Depot Upgrade	Install road base	will not be completed 2013/14
Tubada Street Carpark	Earthworks / sealing	will not be completed 2013/14

**Comment:**

Due to a number of rain events through late July 2013 till mid-October 2013 impacting the road network in the south east region of the shire, the progress towards the completion of the 2013/2014 Infrastructure Construction Program has been severely hampered.

Due to damage incurred to the road network by these rain events all road construction activities were ceased and all assets were deployed to the area to repair damage to the road network. These repairs were ongoing over a 10 week period.

The road construction team was also called upon to carry out the demolition, site preparation and bulk earthworks for the Hopetoun Skate Park project. These works were carried out over a 3 week period.

Through mid-October till the end of December all available resources of the road construction team were deployed maintaining the road network during the harvest period. No road construction took place in this period. The road construction team has lost approximately 13 weeks over the course of the 2013 / 2014 financial year excluding the harvest period.

Of the outstanding works it is recommended that the Koorng Road works be deferred to 2014 / 2015 as the works will form part of the new funding for sealing works on this road.

This leaves only Melaleuca Road as uncompleted road works and will be carried forward to 2014 /2015.

**Consultation:**

Not applicable.

**Statutory Obligations:**

Nil

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Sustainability Implications:**

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

**Voting Requirements:**

Simple Majority

**OFFICER RECOMMENDATION**

ITEM 10.3.1

That Council approve the following projects from the Infrastructure Construction Program be deferred and considered for inclusion in the 2014 / 2015 budget.

- 1) Koornong Road – form, drain and sheet
- 2) Melaleuca Road – re-sheeting of formation
- 3) Depot Upgrade – installation of road base
- 4) Tubada Street Carpark – earthworks and sealing

*Discussion***10.3.2 PROVISION OF WASTE COLLECTION SERVICES****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 15 April, 2014**Author:** Darryn Watkins – Manager Engineering Services**Authorising Officer:** Pascoe Durtanovich – Chief Executive Officer**Attachments:** None**Summary:**

Council to consider accepting the quotation for the provision of waste collection services by a suitably qualified contractor for the Shire of Ravensthorpe.

**Background:**

Council at the meeting on 18 July 2013 resolved the following:

*That:-*

1. *A specification be developed for a contracted commercial waste service.*
2. *660lt bins be phased out of the system.*
3. *The current waste truck is sold and waste staff be redeployed to other duties if a contractor is appointed to undertake the service.*
4. *All commercial operators be advised of the designated pick up day for commercial waste and that commercial bins will not be picked up outside this time.*
5. *A specification be developed for the Shires' residential kerbside waste pick up.*



6. *The domestic waste pick up service be extended to residents on the Ravensthorpe Hopetoun Road, subject to Main Roads WA agreement.*
7. *The charge per 240 litre bin left for collection by commercial operators in the municipality be the same as the municipal waste charge for residents, and*
8. *Commercial operators be advised that*
  - a. *They can make their own arrangements for waste disposal, and*
  - b. *A contractor may start at a date to be determined, and*
  - c. *Bins will no longer be moved by the truck driver and should be placed accordingly.*
9. *The Chief Executive Officer facilitate discussions with the proprietor of IGA Ravensthorpe outlining the impact the changes to the commercial waste system will have on current arrangements.*
10. *The charge for commercial waste at Wavecrest village be based on 40 residential pickups charged through the sundry debtor system.*
11. *The charge for the FQM mine remain the same.*
12. *The term of any contract for the provision of waste services be for a two year period with a one year option, and*
13. *Quotes for the provision of the services as outlined in this report be requested from selected contractors on WALGA's preferred supplier list.*
14. *The Hospital, Schools, Police Stations and School Housing be levied the annual collection fee.*

The Shire currently provides an in house waste collection service to commercial premises once per week with the exception of IGA Ravensthorpe which is serviced daily and the Ravensthorpe Hotel which is serviced twice a week. The domestic kerbside collection is provided by Warren Blackwood Waste which is carried out weekly on Thursdays in Ravensthorpe and Fridays in the Hopetoun / Munglinup area.

Warren Blackwood Waste has been providing the domestic kerbside service since February 2011.

The Shire of Ravensthorpe issued a Request for Quotation for the provision of waste collection services to two WALGA preferred suppliers with only one response being received by the specified closing date of 4.00pm Thursday 27<sup>th</sup> March 2014.

The service providers contacted were required to make their submission to the Shire of Ravensthorpe by the required date addressing the following:

- Evaluation Criteria
- Insurances
- Price – Schedule of Rates
- Any other information relevant to the scope of works.

**Comment:**

The one submission received was from the current supplier being Warren Blackwood Waste. Cleanaway was invited to respond to the request for quotation however no response was received.

Warren Blackwood Waste is a privately owned Western Australian Company that was established in 1985 providing waste collection and waste management services to 18 local governments throughout the South West and Great Southern region of Western Australia.

Warren Blackwood Waste is a WALGA preferred supplier Contract No C002/11 for waste collection goods and services and also has attained quality assurance certification AS/NZS ISO 9001:2000.

The proposed period of contract for the provision of this service is for 2 years commencing on the 1st July 2014 through to 30th June 2016. There is a provision for two, one year mutually agreed options thereafter. It is anticipated by the time the proposed contract expires the Ravensthorpe Regional Landfill site will be operational and as such it would be an opportune time to review waste collection / disposal services in the region.

### **Warren Blackwood Waste Domestic Kerbside Service**

The pricing / schedule of rates advised by Warren Blackwood Waste are detailed below:

<b>Location</b>	<b>Quantity</b>	<b>Price Per Lift Annum</b>	<b>Total Per Annum</b>
Ravensthorpe	240	\$1.85 ex gst	\$23,088.00 ex gst
Hopetoun	440	\$1.85 ex gst	\$43,328.00 ex gst
Hopetoun additional Summer bins	110	\$1.85 ex gst	\$1628.00 ex gst
Munglinup	35	\$1.85 ex gst	\$3367.00 ex gst
Roadside	30	\$1.85 ex gst	\$2886.00 ex gst
		<b>Total</b>	<b>\$73,297 ex gst</b>

Note: The additional summer bins in Hopetoun is for a period from 1<sup>st</sup> December to the 30<sup>th</sup> January – 8 weekly collections.

The total cost of domestic waste kerbside collection for the 2012 – 2013 period was \$85,563.64 excluding gst.

Expenditure for the domestic waste kerbside collection for July 2013 – February 2014 inclusive is \$59,091 excluding gst.

Warren Blackwood Waste has proposed to keep the same collection days as per the current arrangements for the domestic kerbside collection.

### **Warren Blackwood Waste Commercial Service**

The shire currently provides an in house commercial waste collection service collecting both 240litre and 660litre mobile garbage bins. It is estimated that the current cost of this service provided by the Shire of Ravensthorpe is \$60,000pa.

It is proposed that Warren Blackwood Waste provide this service to commercial premises within the shire. Discussions with the contractor indicate that charges for this service will be in line with what is currently being charged by the shire providing this service.

**Warren Blackwood Waste Weekly Commercial Collection Service 240lt MGB**

<b>Service</b>	<b>Qty</b>	<b>Price Per Lift</b>	<b>Total Per Annum</b>
Commercial	114	\$4.50 ex gst	\$26,676.00 ex gst
Mine	90	\$4.50 ex gst	\$21,060.00 ex gst
Shire/Community	122	\$1.85 ex gst*	\$10,774.00 ex gst
<b>Total</b>	<b>326</b>		<b>\$58,510.00 ex gst</b>

\*Shire/Community rate applies as no associated landfill fees charged.

The use of 660lt MGB's would be no longer be permitted and would not be picked up by the contractor. It is proposed that the Shire of Ravensthorpe will write to all commercial premises advising them of the changes to commercial waste collection and request that they contact Warren Blackwood Waste directly to facilitate their own waste disposal requirements. Warren Blackwood Waste has advised that steel front lift bins ranging in capacity from 1.5m<sup>3</sup> to 4.5m<sup>3</sup> would be provided free of charge to premises currently utilising 660lt MGB's. Warren Blackwood Waste would retain ownership of any bins provided. A commencement date of the 1<sup>st</sup> July 2014 for the provision of the commercial waste collection service has been suggested by the contractor.

**Shire provided collection service**

The Shire of Ravensthorpe currently provides a commercial waste collection service on Tuesday of each week utilising a 2005 Iveco Acco truck with a rear loading compactor body. This vehicle currently has 200,000kms on the odometer. The MacDonald Johnson rear loading compactor is showing significant wear and tear and will require replacement in the future. The design of the rear loading compactor is now quite outdated and represents a number of safety issues for the operator. The rear loading compactor is designated as a 2 person operation.

Should council elect to have the shire continue to provide a commercial waste collection service and or a domestic kerbside service then a suitable waste disposal truck with a side loading compactor would need to be purchased.

The current cost to purchase such vehicle would be in the region of \$400,000 plus gst.

A side loading vehicle would require a single person to operate however it still does not alleviate the issue of the 660 litre bins currently in service.

**Consultation:**

Changes to the delivery of commercial kerbside pickup services will be communicated to prospective clients by both Shire and Warren Blackwood Waste Services.

**Statutory Obligations:**

Nil

**Policy Implications:**

Nil

**Budget / Financial Implications:**

A budget allocation of \$85,000 for this purpose to be included on the 2014 / 2015 budget.

**Strategic Implications:**

Nil

**Sustainability Implications:**

- **Environmental:**  
The use of a specialist contractor for this service will ensure best practice environmental management
- **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			
1. The submission from Warren Blackwood Waste for the provision of domestic kerbside waste collection services, for a two year period commencing 1 July, 2014 and concluding 30 June, 2016, at the rates and charges listed below, be accepted.			
<i>Location</i>	<i>Quantity</i>	<i>Price Per Lift Annum</i>	<i>Total Per Annum</i>
Ravensthorpe	240	\$1.85 ex gst	\$23,088.00 ex gst
Hopetoun	440	\$1.85 ex gst	\$43,328.00 ex gst
Hopetoun additional Summer bins	110	\$1.85 ex gst	\$1628.00 ex gst
Munglinup	35	\$1.85 ex gst	\$3367.00 ex gst
Roadside	30	\$1.85 ex gst	\$2886.00 ex gst
		<b>Total</b>	<b>\$73,297 ex gst</b>
<i>Service</i>	<i>Quantity</i>	<i>Price Per Lift</i>	<i>Total Per Annum</i>
Commercial	114	\$4.50 ex gst	\$26,676.00 ex gst
Mine	90	\$4.50 ex gst	\$21,060.00 ex gst
Shire/Community	122	\$1.85 ex gst*	\$10,774.00 ex gst
<b>Total</b>	<b>326</b>		<b>\$58,510.00 ex gst</b>
2. The in house commercial Kerbside waste collection service provided by the Shire of Ravensthorpe be discontinued effective from 30 June, 2014.			
3. The proposal for Warren Blackwood Waste to provide a Commercial Kerbside Waste Collection Service in the Shire of Ravensthorpe be supported and commercial premises owners be advised accordingly.			
4. The Shire owned 2005 Iveco compactor vehicle be retained for a period of 6 months to evaluate the contractor provided commercial waste collection service, after this period subject to satisfactory contractor performance, the vehicle be offered for sale.			

Discussion

## 10.4 CHIEF EXECUTIVE OFFICER

### 10.4.1 REVIEW OF COUNCIL POLICIES

**File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	14 April, 2014
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes – Draft Policy Manual provided to Councillors previously and Town Planning Policy Manual

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**Summary:**

The purpose of this item is to review current policies and introduce new policies if required.

**Background:**

Policies are reviewed annually. Policies adopted or amended since the last review have been included in the Policy Manual (previously provided to Councillors) with the exception of the Financial Hardship Policy adopted on 20 February, 2014.

**Comment:**

Administration has reviewed policies with amendments recommended to the Town Planning Policies. The Manager Planning and Development has completed a comprehensive review of the Town Planning policies, the review summary is as follows:-

**POLICY REVIEW APRIL 2014****Reasons for review:**

Current policies have the following shortcomings:

- Repetition of Scheme references unnecessary at the start to each Policy, adding 2 pages of words to every policy;
- Some inconsistency with Scheme requirements; this is not permitted;
- There is repetition and some small inconsistencies between policies;
- Some clauses are confusing and difficult to administer;
- Many policy provisions are repeated Scheme clauses which is unnecessary; and
- Many clauses are not enforceable and 'recommendations only'. These belong in information packs and not in the body of a Policy.

**Summary of changes:**

Policy Booklet format used to put all administrative clauses in a single place at the front end of the Booklet and save repetition of this through each policy to improve useability.

Reformatting of all policies into a standard format with background, objective, requirements and exemptions.

Use of tables and shorter clauses wherever possible for clarity.

### ***Signage***

- Policy simplified with introduction of table of requirements.
- Directional signage requirements simplified

### ***Outbuildings***

- Two separate outbuildings policies brought into a single policy that covers all zones.
- All use of reflective materials prohibited; in a manner consistent with the Scheme.
- Increase of bond to ensure construction of a house.

### ***Housing***

- Consolidate four separate policies: Residential Design Guidelines for Hopetoun Residential Area, Residential Design Guidelines for the Rural Small Holding and Rural Conservation zones, Application of Residential design Codes – Dual Density Code Areas and Variations to Minimum lot size, and Appearance of Dwellings.
- Removed restrictions on applying a 5% discretion to minimum lot size as this is governed by WAPC policy.
- Simplified application of split coding.
- Unified design guidelines into a single table covering all zones.
- Restricted reflective materials to roof only where no risk of glare to neighbouring houses exists.
- Recommendations for energy efficiency and water efficiency removed as they are covered by BCA 6 star energy rating requirements and R-Code requirements. To be removed to an information pack.
- Referral to setbacks removed as they are covered in Scheme and R-Codes;.
- Maximum ancillary accommodation floor area increased due to larger lots in the rural residential zones.

### ***Second Hand Dwellings***

- Change of format;
- Increasing requirements to clarify extent of works required to bring a house up to standard.

### ***Sea Containers***

Reformatting only

### ***Industrial Design Guidelines***

- Adjusted and simplified where zincalume may be used.
- Focus controls on front setback area as this is what presents to the public.
- Clarifying that the minimum standard for carparking is 2 coat bitumen seal.
- Introduce permission to landscape verge area up to the equivalent 50% of landscaping requirement.

**Extractive Industry**

Setbacks reduced slightly

**Fire Management Plans**

Formally adopt the WAPC Planning for Bushfire Protection as the guiding document for the preparation and assessment of fire management plans.

**Alfresco Dining**

Reformatting only

**Use of Rights of Way**

- Clarify that ROW's are to be extended from the property boundary back to the constructed street.
- Remove clause that allows Council to require existing business to contribute to a ROW as this is unlawful and not possible.

**Farm Forestry**

- Background added with issues.
- Intentions retained, However policy due for a complete overhaul in light of 'new' land use - Carbon Plantations;
- References to supporting documentation updated and referral to the *Code of Practice for Timber Plantations in Western Australia* included which addresses most information and assessment requirements.
- Some consideration added to protecting good quality agricultural land
- Clause added requiring applicant to provide details and commitments to weed and vermin control.
- Clause added requiring a report on the pre-condition of the main haulage roads and payment of a bond to cover any potential road damage

**Future Policy actions:**

1. Review **Farm Forestry Policy** to take a revised position on carbon plantations.
2. Prepare **Town Centre design guidelines** to guide future built form, encourage development and investigate ability to vary parking requirements.
3. Prepare **Tourism land use policy** to guide and encourage the development of holiday accommodation and other tourist land uses in the Shire.

A copy of the Policy Booklet is attached.

**Consultation:**

Consultation is not required for the policy review unless Town Planning policies are amended or new planning policies are introduced. The amended Town Policies will be advertised for public information, in accordance with Town Planning Scheme N<sup>o</sup>5.

**Statutory Obligations:**

Adopted policies are not legally binding, they are in place to assist / guide Councillors and staff when determining particular issues,

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Sustainability Implications:**

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

**Voting Requirements:**

Simple majority

**OFFICER RECOMMENDATION**

ITEM 10.4.1

1. That the attached Town Planning Policy Manual and policies therein be adopted and advertised for public information as required
2. That the policies contained in the 2013 Policy Manual be adopted.

*Discussion***10.4.2 HAMERSLEY INLET MANAGEMENT PLAN****File Ref:****Applicant:**

Shire of Ravensthorpe

**Location:**

Reserve 17544

**Disclosure of Officer Interest:**

None

**Date:**

14 April, 2014

**Author:**

Pascoe Durtanovich – Chief Executive Officer

**Authorising Officer:**

Not applicable

**Attachments:**

Yes – Copy of submission received  
provided to Councillors under separate cover

**Summary:**

The Shire of Ravensthorpe is required to have a management plan in place of Reserve 17544, Hamersley inlet.



This report recommends Landscape Ecologist (Nathan McQuoid) be engaged to prepare the plan.

**Background:**

With the completion of the recreation facilities at Hamersley Inlet, Reserve 17544 and the need for the Management Order to be amended to give Council power to lease, the Shire of Ravensthorpe is required to have in place a Reserve Management Plan.

The type of facilities and the extent of activities on the site have been determined during the Fitzgerald National Park Upgrade Project. This was done in consultation with Department of Parks and Wildlife and Noongar representatives.

The management plan will give due consideration to previous decision and will also address the following:-

1. Management philosophy and directions for the reserve, reserve tenure and purpose. Relationship to other Shire management plans, expectations and desires.
2. Recreation site management: Camping, camp and day use site management, infrastructure maintenance, coastal walk trailhead and beach access.
3. Recreation activities: land and water based, access, fishing, boating and canoes, conservation of nature interface, cultural site management.
4. Nature Conservation management: State and Federal legislation, rare and priority flora, TEC's and PEC's, fauna, vegetation ecology, landscape amenity and conservation consideration.
5. Fire management: risk assessment, hazard assessment and management, visitor management and safety, vegetation ecology, landscape amenity conservation consideration.
6. Hamersley Inlet water body tenure, access and activities: Boating, houseboat lease management, appropriate activities, inappropriate activities, jet skis and skiing.
7. Lease and tour operations: Land and water based.
8. National Park interface: DPaW relationship with the Noongar community, protection of cultural sites, customary activities, and cultural conservation.
9. Noongar people: management of the relationship with the Noongar community, protection of cultural sites, customary activities, and cultural conservation.
10. Commercial and recreational fishing: Responsibilities under Fisheries Act, access for commercial fishers, recreational fishery, fish cleaning.
11. Fitzgerald Biosphere context, Action Plan for Fitzgerald Biosphere.
12. Communication, interpretation and education.
13. Opportunities and the future.

**Comment:**

In accordance with policy F7 Local Government Purchasing and Tender Guide Model Purchasing Policy, quotes for the project were requested from Landscape Ecologist (Nathan McQuoid) and South Coast NRM. Only one quote was received, that being from the Landscape Ecologist - \$35,800 + GST.

It should be noted that the quote received does not include Noongar Consultation, this cost is the Shire's responsibility.

**Consultation:**

Consultation will occur with Stakeholders, as required through the development of the Plan.

**Statutory Obligations:**

There is no statutory requirement as to the type and detail of a management plan however a plan is required before power of lease can be considered by the Department of Lands. It is also good practice to have a plan in place for current and future management and activities.

**Policy Implications:**

Nil

**Budget / Financial Implications:**

As per quote \$35,800 + GST plus consultation with Noongar representatives as required. As specific allocation has not been made in the current budget for this purpose therefore Council is required to authorise unbudgeted expenditure.

**Strategic Implications:**

Shire of Ravensthorpe Tourism Strategy in regard to the Development of Hamersley Inlet.

**Sustainability Implications:**

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

**Voting Requirements:**

Absolute majority

OFFICER RECOMMENDATION

ITEM 10.4.2

That unbudgeted expenditure of up to \$35,800 + GST be authorised for the preparation of a management plan for Reserve 17544 Hamersley Inlet and Landscape Ecologist (Nathan McQuoid) be engaged to prepare the plan.

*Discussion*

<b>10.4.3 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT</b>
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**File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Canberra
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	14 April, 2014
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes – Assembly Program

**Summary:**

To consider representation at the National General Assembly of Local Government, Canberra 15-18 June, 2014.

This report recommends that two Councillors attend.

**Background:**

The National General Assembly of Local Government is held annually in Canberra. It is a premier local government event which provides an opportunity for local government personnel, elected and appointed, to influence the local government agenda into the future. It is a forum for developing policy and networking local government initiatives and provides an avenue for political debate.

**Comment:**

A provisional program is attached. It is recommended that two Councillors represent the Shire of Ravensthorpe.

**Consultation:**

Not applicable.

**Statutory Obligations:**

Nil

**Policy Implications:**

Policy G3 – Members and Staff Conferences, Seminars and Training Courses.

**Budget / Financial Implications:**

The cost per delegate, including registration, airfare and accommodation is approximately \$2,500.

Funds are available in the current budget.

**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 10.4.3

That Cr \_\_\_\_\_ and Cr \_\_\_\_\_ represent the Shire of Ravensthorpe at the 2014 National General Assembly in Canberra and all associated costs be paid in accordance with Council Policy.

*Discussion*

**10.4.4 BUSH FIRE ADVISORY COMMITTEE MEETING 8 APRIL, 2014****File Ref:**

<b>Applicant:</b>	Not applicable
<b>Location:</b>	Not applicable
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	16 April, 2014
<b>Author:</b>	Pascoe Durtanovich – Chief Executive Officer
<b>Authorising Officer:</b>	Not applicable
<b>Attachments:</b>	Yes – Copy of Minutes

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**Summary:**

Considerations of recommendations from the Shire of Ravensthorpe Bush Fire Advisory AGM and Committee meetings held on the 8 April, 2014.

**Background:**

Nil

**Comment:**

The Bush Fire Advisory Committee recommendations are in the main procedural matters and should be supported. The Committee recommendation on burning on public holidays is a Council policy issue, however, should be supported.

**Consultation:**

Not applicable.

**Statutory Obligations:**

Bushfires Act 1954.

Shire of Ravensthorpe Bushfire Brigades Local Law 2010.

**Policy Implications:**

1. Shire of Ravensthorpe Bush Fire Advisory Committee operational guidelines.
2. Policy LO3 – Burning on Sundays will be amended to include public holidays if the Advisory Committee Recommendation is adopted.

**Budget / Financial Implications**

Nil

**Strategic Implications:**

Nil

**Sustainability Implications:**

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

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

**Voting Requirements:**

Simple majority

OFFICER RECOMMENDATION

ITEM 10.4.4

That the Minutes of the Shire of Ravensthorpe Bush Fire Advisory AGM and Committee Meeting held on 8 April, 2014 be received and the recommendation therein be adopted.

*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 – 6.40PM**