



MINUTES

For the Council Meeting held on

Monday May 19, 2014

Commencing at 5.04 p.m.

In the Council Chambers, Ravensthorpe.

ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE
ON 19 MAY 2014, COMMENCING AT 5.04PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

5.04pm – The Presiding Person, Cr Ian Goldfinch, opened the meeting.

2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE

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

STAFF: Pascoe Durtanovich (Chief Executive Officer)
Keith White (Deputy Chief Executive Officer)
Brent Bailey (Projects Officer)
Darryn Watkins (Manager Engineering Services)
Craig Pursey (Planning Officer)
Portia Ridout (Executive Assistant)

APOLOGIES:

ON LEAVE OF ABSENCE:
Cr Keith Dunlop (Deputy Shire President)

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

NIL

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

NIL

7. CONFIRMATION OF MINUTES**7.1 COUNCIL MEETING – 24 APRIL, 2014**

| | |
|---|---------------------|
| OFFICER RECOMMENDATION AND COUNCIL DECISION | ITEM 7.1 |
| Moved: Cr Gairen | Seconded: Cr Duncan |
| That the minutes of the meeting of council held on 24 April, 2014 be confirmed as a true and correct record of proceedings. | |
| Carried: 6/0 | Res:75/14 |

8. SUSPENSION OF STANDING ORDERS

| | |
|---|--------------------|
| OFFICER RECOMMENDATION AND COUNCIL DECISION | ITEM 8 |
| Moved: Cr Kelton | Seconded: Cr Belli |
| That all Standing Orders be suspended for the remainder of the agenda items to enable detailed discussion, Councillors' questions and briefing by staff on the agenda items in accordance with Council's policy that the meeting on the third Monday of each month is a briefing/discussion meeting only and no decisions will be made on agenda items at this meeting. Decisions on the agenda items listed will be made at the meeting on the following Thursday. | |
| Carried: 6/0 | Res: 76/14 |

9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

NIL

10. REPORTS OF OFFICERS

10.1 DEPUTY CHIEF EXECUTIVE OFFICER

10.1.1 RATES WRITE-OFF – DECEASED MINING TENEMENT

| | |
|--|---|
| File Ref: | A737 |
| Applicant: | N/A |
| Location: | Mining Tenement E74/00193 |
| Disclosure of Officer Interest: | None |
| Date: | 2 May, 2014 |
| Author: | Brent Bailey – Deputy Chief Executive Officer |
| Authorising Officer: | Not applicable |
| Attachments: | None |

Summary:

This item requests Council to write off outstanding rates, interest and legal fees associated with a mining tenement which has been deceased and is non-current since 2002.

Background:

During a review of Council's current rate book this mining tenement has been researched and the outstanding rates have been deemed as unrecoverable. The tenement was handed back to the Department of Mines and Petroleum and had outstanding rates at the time. Since this time Council has changed software systems twice and recovery actions through solicitors and debt collection agencies have failed to locate the previous holder of the tenement. The mining tenement was located in the northern sector of the Shire and straddled boundaries with the Shire of Lake Grace. We are aware that the Shire of Lake Grace is also in a similar situation in regards to outstanding rates associated with the tenement.

Comment:

Over the past three years Council's rates officer has been attempting to locate and resolve the outstanding rates with the former tenement holder however these efforts have been to no

avail. As this assessment is a deceased mining tenement there are no options for seizure of land or property to recover funds outstanding. Further investment of time and financial resources is unlikely to yield any result and as such it is recommended that the rates on the property be written off.

Consultation:

Department of Mines and Petroleum

Statutory Obligations:

Local Government Act 1995

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 write off of rates amounts to \$2,886.43 which is made up as follows:

Description

| | |
|---------------|-------------------|
| Rates | \$1,102.07 |
| Interest | \$1,359.01 |
| Legal Charges | \$ 425.35 |
| | <hr/> |
| Total | <u>\$2,886.43</u> |

Strategic Implications:

Nil

Sustainability Implications:

Environmental:

- There are no known significant economic considerations.

• **Economic:**

There are no known significant economic considerations.

• **Social:**

There are no known significant social considerations.

Voting Requirements:

Absolute majority

OFFICER RECOMMENDATION

ITEM 10.1.1

That the outstanding rates, interest and legal fees associated with the non-current mining tenement A737 be written off.

Discussion

10.1.2 MONTHLY FINANCIAL REPORT – 30 APRIL 2014**File Ref:**

| | |
|--|---|
| Applicant: | Not applicable |
| Location: | Not applicable |
| Disclosure of Officer Interest: | None |
| Date: | 5 May, 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 10.1.2

That Council receive the Monthly Financial Report for the period ending 30 April, 2014 in accordance with Section 6.4 of the Local Government Act 1995.

*Discussion***10.1.3. REQUEST FOR CONTRIBUTION TO LIBRARY SERVER****File Ref:****Applicant:**

Not applicable

Location:

Ravensthorpe Public Library

Disclosure of Officer Interest:

None

Date:

7 May, 2014

Author:

Brent Bailey – Deputy Chief Executive Officer

Authorising Officer:

Not applicable

Attachments:

None

Summary:

This item requests Council to consider providing a contribution towards the Ravensthorpe Community Resource Centre's new server computer which houses the public library database and loans management system.

Background:

The Shire of Ravensthorpe's public library in Ravensthorpe is operated and managed by the Community Resource Centre (CRC). The library catalogue, database and loans system is managed by software called AMLIB which was previously installed on a former Shire server. The IT administration of this server was until recently carried out by Council's provider Perfect Computer Solutions. Earlier this year the server along with the CRC's server computer system suffered significant failure leading to the requirement to purchase a new server computer system to house both the Public Library system and the CRC's own server network.

To date the CRC have replaced this system using their own funds and are asking Council to contribute 1/3 towards the cost being the estimated usage of the library service.

Comment:

Currently there are no funds identified within the Shire budget for this purpose however the need for the replacement computer was urgent and warranted immediate action. The request for \$5,000 towards the server system is reasonable and would equate to approximately \$625 per annum with a servers useful life being approximately 8 years. In addition the CRC are now taking on the responsibility for managing their own IT requirements which will reduce the resources required from Council's provider.

In carrying out this project, steps have also been taken to provide Hopetoun with their own local AMLIB software to avoid interruption to service which often occurred when issues were experienced in Ravensthorpe.

It is recommended that Council provide funds in the 2014/2015 draft budget to accommodate the CRC's request.

Consultation:

Ravensthorpe Community Resource Centre

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

The request for funding is for \$5,000 being approximately 1/3 of the total cost of the server replacement (\$15,000) and the recommendation supports allocating these funds in the 2014/2015 budget given the lack of suitable budget allocations this financial year.

Strategic Implications:

Nil

Sustainability Implications:**Environmental:**

- There are no known significant economic 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 \$5,000 be allocated in the in the 2014/2015 Shire of Ravensthorpe draft budget, towards the cost of the Ravensthorpe Community Resource Centre's server network.

*Discussion***10.1.4 SCHEDULE OF ACCOUNT PAYMENTS – APRIL 2014****File Ref:**

| | |
|--|---|
| Applicant: | Not applicable |
| Location: | Not applicable |
| Disclosure of Officer Interest: | None |
| Date: | 30 April, 2014 |
| Author: | Brent Bailey – Deputy Chief Executive Officer |
| Authorising Officer: | N/A |
| Attachments: | Schedule of Payments to 30 April, 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:

| FUND | PAYMENT | VOUCHERS | AMOUNTS |
|--------------------------|------------------------|--|---------------------|
| Municipal Account | EFTs | EFT2746-EFT2808 EFT2814-EFT2831 EFT2834-EFT2865 EFT2867-EFT2873 | \$292,235.99 |
| | Municipal Fund Cheques | 38732-38813 | \$98,086.76 |
| | Bank Fees | | \$476.28 |
| Payroll | Dates | 02/04/2014- 16/04/2014- 30/04/2014 | \$223,254.82 |

| | |
|--------------------------------|---------------------|
| Municipal Account Total | \$614,053.85 |
|--------------------------------|---------------------|

| | | | |
|-------------------------------|------|--|--------------------|
| Trust Account Payments | EFTs | EFT2809-2813 EFT2832-2833 EFT2866, EFT2887 | \$47,316.45 |
|-------------------------------|------|--|--------------------|

| | | | |
|--|------------------|-----------|----------------|
| | Trust Cheques | 1246-1247 | \$40.00 |
|--|------------------|-----------|----------------|

| | |
|--------------------|---------------------|
| Grand Total | \$661,410.30 |
|--------------------|---------------------|

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 10.1.4

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

*Discussion***10.2 MANAGER OF PLANNING AND DEVELOPMENT****10.2.1 ACCESS TO IGA – MORGANS STREET - AMENDED PLANS**

| | |
|--|--|
| File Ref: | A623 |
| Applicant: | FE Daw and Sons, |
| Location: | Lot 77 to 80 Morgans Street, Ravensthorpe |
| Disclosure of Officer Interest: | None |
| Date: | 6 May, 2014 |
| Author: | Craig Pursey, Planning Officer |
| Authorising Officer: | Pascoe Durtanovich – Chief Executive Officer |
| Attachments: | None |

Summary:

The redevelopment of the IGA supermarket site has been ongoing since the issuing of planning approval in 2004. The building and the car parking area are now virtually complete with the exception of the exit ramp to Morgans Street.

Council issued a planning approval at their meeting in November 2013 for all the remaining works in the road reserve including the vehicle exit ramp to Morgans Street.

Ongoing negotiations between the Shire officers, landowner and Main Roads WA have resulted in a proposal to close the exit ramp and have both access and egress to the car park from Carlisle Street.

Background:

Planning approval was issued for a proposed Shopping Centre in December 2004. The approval included conditions including the construction and marking of the car parking, drainage and the lodging of a "traffic flow plan".

Recent negotiations with the applicant resulted in:

1. A one way system with entry from Carlisle Street and exit only to Morgans Street;
2. The need for a separate pedestrian access at a grade to allow for disabled access; and
3. Separate approval from Main Roads WA for all development in the Morgans Street road reserve.

Council issued a planning approval for the vehicle and pedestrian access to the existing car park at their meeting in November 2014 subject to conditions including (but not limited to):

1. *Compliance with Australian Standard 2890.1.*
2. *A maximum gradient of 14% for all vehicle access ramps.*
3. *A 2.1m wide footpath being reinstated in Carlisle and Morgans Street to the satisfaction of the Chief Executive Officer, entirely at the applicant/owners cost;*
4. *All public infrastructure, including kerbing, footpaths and landscaping being reinstated to the satisfaction of the Chief Executive Officer, entirely at the applicant/owners cost;*
5. *The pedestrian access having hand rails to both sides and being clearly line marked and separated from car parking areas to the Chief Executive Officer's satisfaction.*
6. *Provision being made for disabled access and facilities in accordance with the provisions contained in the Building Code of Australia and Australian Standard 1428.*
7. *Separate approval from Main Roads WA is required for all access to Morgans Street.*

The entry ramp from Carlisle Street and pedestrian ramp from Morgans Street are complete. The reinstatement of kerbing and footpaths and the Morgans Street exit ramp remain outstanding.

Comment:

Following Council's planning approval in November 2014 the landowner has been in discussions with Main Roads WA regarding their requirements for the exit ramp to Morgans Street. During discussions, Main Roads advised that they required areas with a 2% gradient at either end of the exit ramp which increased the length of the ramp and increased the amount of ramp extending out into the road reserve.

Shire staff discussions with the landowner have resulted in a suggestion to close the exit and retain the ramp to Carlisle Street as the sole entry and exit.

The ramp to Carlisle Street meets the requirements of the Australian Standard for parking area with less than 14degree gradient and is wide enough to accommodate two cars.

The ramifications of closing the Morgans Street ramp include:

- Whilst the carpark dimensions meet the requirements of the relevant Australian Standard (AS 2890.1) and cars will be able to manoeuvre adequately to enter and leave the site in a forward gear; larger vehicles and those towing trailers will struggle.
- The Morgans Street ramp was built into the retaining wall many years ago. It will need to be blocked to traffic for safety and ideally reinstated to improve the appearance of the site when viewed from Morgans Street.
- The ramp to Carlisle Street does not have a transition area and lower profile cars can occasionally 'bottom out' but can still leave the site.
- At very busy times cars may stack back into the carpark area whilst waiting to exit the intersection at Carlisle and Morgans Street.

If the closure of the exit to Morgans Street is to be supported it is recommended that this be subject to conditions including (but not limited to):

- i. Clear signage should be required to prevent large vehicles entering the car park.
- ii. The reinstatement of the exit ramp area; and
- iii. The closure of the exit ramp to traffic immediately.

Consultation:

Main Roads WA have been contacted, they have advised that if the ramp to Morgans Street is to be discarded then they have no more input into the development.

Statutory Obligations: The applicant has the right to appeal any decision of Council to the State Administrative Tribunal.

Policy Implications:

Nil

Budget / Financial Implications:

All costs incurred by the proposed development should be borne by the developer.

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION**ITEM 10.2.1**

That Council approve the closure of the exit ramp to Morgans Street for the existing car park at Lot 77 to 80 Morgans Street, Ravensthorpe subject to the following conditions:

1. Appropriate signage being installed at the Carlisle Street entry to prevent large vehicles and trailers entering the site to the satisfaction of the Chief Executive Officer.
2. The existing ramp to Morgans Street being closed and made good to the satisfaction of the Chief Executive Officer.
3. Any existing crossovers not included as part of the proposed development on the approved plan being closed and the kerb, retaining wall, footpath and the verge reinstated.
4. The carpark complying with the requirements of Australian Standard 2890.1.
5. All public infrastructure, including kerbing, footpaths and landscaping being reinstated to the satisfaction of the Chief Executive Officer, entirely at the applicant/owners cost.
6. The pedestrian access being clearly line marked and separated from car parking areas to the Chief Executive Officer's satisfaction.

*Discussion***10.2.2 DEDICATION OF THE HEAVY HAULAGE ROUTE ROAD RESERVE**

| | |
|--|--|
| File Ref: | RD.DC.4 |
| Applicant: | Main Roads WA |
| Location: | North of Ravensthorpe town site |
| Disclosure of Officer Interest: | None |
| Date: | 9 May, 2014 |
| Author: | Craig Pursey, Planning Officer |
| Authorising Officer: | Pascoe Durtanovich – Chief Executive Officer |
| Attachments: | Yes- Amended Heavy Haulage Route plan |

Summary:

Council resolved to dedicate the land required for the heavy haulage route at their meeting in November 2013 subject to the Floater Road link being removed.

Unfortunately one plan number was listed incorrectly in the Council resolution; Council is requested rectify this past error to allow the dedication to proceed.

Additionally Main Roads WA has now provided revised drawings that remove link between the Ravensthorpe Heavy Haulage Route and Queen Street and this should be formally adopted.

Background:

A Heavy Haulage Route (HHR) has been negotiated with Main Roads WA and the community for some time. The planning and design work has progressed to the point where Main Roads WA has requested that the alignment become a dedicated road reserve.

At their meeting in November 2013 Council resolved as follows:

That Council,

1. *In pursuance of section 56 of the Land Administration Act 1997, support the dedication of the land required for the Ravensthorpe heavy haulage route as a road, as shown on the following Main Roads' Drawings:*
 - a) *201301-532 to 201301-538 inclusive*
 - b) *Part plan 201301-540; and*
 - c) *201301-341 to 201301-544 inclusive.*
2. *That Council not support the dedication of the land required for the linkage between the Ravensthorpe Heavy Haulage Route and Queen Street as shown on the following Main Roads' Drawings:*
 - d) *Part plan 201301-540; and*
 - e) *201301-539*

1 (c) should have read 201301-541 rather than 341.

Comment:

Main Roads WA has provided a revised drawing removing the link between the Ravensthorpe Heavy Haulage Route and Queen Street as required by Council in November 2013 (201301-540-1 as attached).

Additionally the Council resolution from this time needs adjusting as a plan number was incorrectly quoted.

Consultation:

Main Roads WA and the Shire have consulted widely with the broader community and affected landowners to reach this point.

Statutory Obligations:

The dedication of roads takes place under Section 56 of the land Administration Act 1997.

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 10.2.2

That Council,

1. In pursuance of section 56 of the Land Administration Act 1997, support the dedication of the land required for the Ravensthorpe heavy haulage route as a road, as shaded on Main Roads' Drawings:
 - a) 201301-532 to 201301-538 inclusive
 - b) 201301-540-1; and
 - c) 201301-541 to 201301-544 inclusive.
2. That a copy of these minutes be provided to State Land Services in support of the road dedication.

Discussion

| | |
|---------------|--|
| 10.2.3 | DEDICATION OF UNALLOCATED CROWN LAND AS PART OF SOUTH COAST HIGHWAY |
|---------------|--|

| | |
|--|--|
| File Ref: | A1356 |
| Applicant: | Not Applicable |
| Location: | South Coast Highway east of Ravensthorpe townsite |
| Disclosure of Officer Interest: | None |
| Date: | 9 May 2014 |
| Author: | Craig Pursey, Planning Officer |
| Authorising Officer: | Pascoe Durtanovich – Chief Executive Officer |
| Attachments: | Yes- Attachment A - Plan of Unallocated Crown Land |

Summary:

Ongoing negotiations regarding providing access to lot 1418 South Coast Highway have resulted in the necessity to combine a former railway reserve that runs adjacent to the South Coast highway into the South Coast highway reserve.

Main Roads have indicated that they are willing to take management of the former railway reserve but require Council support.

This report recommends supporting the amalgamation of the two reserves and dedicating them under the Land Administration Act appropriately.

Background:Access to Lot 1418

Council and staff have been seeking to make the necessary arrangement to provide an access easement to Lot 1418 South Coast Highway from the highway since at least 2011.

Whilst Lot 1418 has legal road frontage to the south via an unconstructed road reserve, it is impractical to utilise this for access.

There is an existing track that runs through an adjoining property and links to South Coast highway that would serve as a suitable access track.

Agreement has been reached with adjoining landowners, Main Roads and the Department of lands to create the easement and permit access to the Highway at this point.

Former Railway Reserve

However, discussions with the Department of Lands have shown that the access track will have to traverse a portion of Unallocated Crown Land (UCL) that is a former railway reserve running parallel to South Coast Highway (see attached plan for details).

Comment:

Main Roads agreed to the dedication of the UCL in October 2013, but the process has not progressed. At the Shire's prompting, Main Roads have now informed the Council that Council resolution supporting the amalgamation of the UCL into the South Coast Highway is required.

The amalgamation of the UCL (former railway reserve) into the South Coast Highway road reserve will not only assist in solving the access arrangements into Lot 1418 but also assist in preventing access issues for any other landowner fronting the southern side of the South Coast Highway in this location.

Support for the dedication of this UCL as part of South Coast Highway is recommended.

Consultation:

None required

Statutory Obligations:

The dedication of roads takes place under Section 56 of the land Administration Act 1997.

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 10.2.3

That Council, in pursuance of section 56 of the Land Administration Act 1997, support the dedication of the portion of unallocated crown land shown at Attachment A as a road and amalgamated with the South Coast Highway road reserve.

*Discussion***10.2.4 PROPOSED HOLIDAY ACCOMMODATION**

| | |
|--|--|
| File Ref: | A1076 |
| Applicant: | Christopher and Carole Rainsford |
| Location: | Lot 1 (#25) Veal Street, Hopetoun |
| Disclosure of Officer Interest: | None |
| Date: | 9 May, 2014 |
| Author: | Craig Pursey – Planning Officer |
| Authorising Officer: | Pascoe Durtanovich – Chief Executive Officer |
| Attachments: | Yes- Development Plans |

Summary:

Council has received a planning application for five holiday accommodation units at Lot 1 (#25) Veal Street, Hopetoun.

The holiday accommodation generally complies with the requirements of Town Planning Scheme No.5 and approval is recommended.

Background:Subject Site

Lot 1 (#25) Veal Street, Hopetoun is 896m², developed with a 'shop' named 'The Deck'. And zoned 'Town Centre' under the Shire's Town Planning Scheme No.5 (the Scheme).

The Deck has approximately 80m² of lettable area and has a parking area on the western side of the lot. Large portions of the site remain vacant and a retaining wall runs down the western boundary of the site creating a level area at 6.0m AHD within the site; lower than the adjoining property to the west.

Comment:Proposal

Council is requested to consider a planning application for five holiday accommodation units located along the western boundary of the site.

Four units are located on a second storey with parking beneath with a single unit located at the ground level with disabled access and infrastructure.

The units are proposed to be located on the western boundary, just inside an existing retaining wall and are proposed to be colourbond clad and fire rated.

Five parking bays are provided to service the holiday accommodation units. An additional four new parking bays are proposed in front of the existing shop. The applicant has described the proposal as follows:

“This new development would represent a valuable new addition to services and facilities in Hopetoun, where short stay and holiday accommodation is often in short supply, both at peak and off peak times. The intention of this new facility is to enhance the experience of both local and regional visitors as well as those from further afield. This accommodation would be well appointed in nature offering an excellent quality of accommodation, which would mix well with the existing shop and light refreshment business offered from the front building.

The accommodation is ideally situated and would be accessed via Clarke Street. The new development would add to the ambience of the area, and has the potential to benefit other businesses in town.

The short term accommodation would be supported by existing facilities and personnel in the current development (The Deck).

Plans supporting the proposal are attached to this report.

Scheme Requirements

Lot 1 is zoned ‘Town Centre’ by the Scheme and holiday accommodation is a ‘discretionary’ land use in this zone.

The Scheme has very few development requirements that clearly apply to the development of holiday accommodation in this zone except the parking requirements at Schedule 13, as follows:

| Land use | Scheme requirement | Proposed/compliance |
|-----------------------|--|--|
| Holiday Accommodation | 1 bay per unit | 5 bays are proposed which complies with the Scheme requirements. |
| Shop | 1 bay per 20m ² net lettable area | 4 proposed - complies. |

Holiday accommodation is not residential in nature but is considered to be a commercial land use. Therefore similar standards of development are expected as for a shop, office or similar development.

The Scheme contains general ‘matters to be considered’ when determining a planning application as an assessment against the relevant clauses follows:

| Clause | Comment/compliance |
|---|--|
| (j) the compatibility of a use or development with its setting; | The development presents mostly a blank wall to Clarke Street but has some landscaping, staircase and windows to improve the appearance of the building from the street. The building primarily addresses the existing shop and Veal Street beyond which seems to be appropriate in this context. Additional landscaping and windows that allow for surveillance of the street would improve the manner in which the building addresses the street and fits within its setting. |
| (o) the preservation of the amenity of the locality; | |
| (p) the relationship of the proposal to development on adjoining land | The adjacent lot to the west is vacant and zoned Residential. This lot will be presented with a blank wall at a nil setback. |

| | |
|---|--|
| or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the proposal; | This look is softened a little by the development being lower than the adjoining lot and a boundary fence along the top of the existing retaining wall would assist. However, it is usual for development in the Town Centre zone to have nil setbacks to all boundaries and it may be appropriate to encourage the maximisation of available commercial land. |
| (q) whether the proposed means of access to and egress from the site are adequate and whether adequate provision has been made for the loading, unloading, maneuvering and parking of vehicles; | Lot 1 is accessed from Clarke Street from a single crossover of suitable width and distance to the Veal Street intersection. |
| (v) whether adequate provision has been made for access by disabled persons; | A disabled parking bay and unit have been provided. |

The proposal appears to comply with what development requirements the Scheme has and with the intentions for the Town Centre zone.

Additional landscaping and larger windows in the Clarke Street frontage should be required as a condition of planning approval.

Consultation:

None required.

Statutory Obligations:

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

Policy Implications:

This application does highlight the need for design guidelines for the Town Centre zone to provide some more guidance to development within this one.

Budget / Financial Implications:

None for Council.

Strategic Implications:

The proposal aligns with a variety of the theme of the Strategic Community Plan:

Theme 2 – A Thriving business and tourism industry

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 10.2.4**

That Council,

1. Approve the application for five holiday accommodation units at Lot 1 (#25) Veal Street, Hopetoun subject to the following conditions:
 - i) Development shall be carried out in full and fully implemented in accordance with the approved plans and details submitted with the planning application.
 - ii) The façade of the first floor facing Clarke Street is to provide larger windows and address the street with some architectural variation as part of plans lodged for a building permit to the satisfaction of the Chief Executive Officer.
 - iii) The new crossover being constructed to Council's specifications, levels and satisfaction. A permit from Council is required prior to any work being carried out within the road reserve.
 - iv) Vehicular parking, manoeuvring and circulation areas indicated on the approved plan being constructed, properly drained and sealed to the satisfaction of the Shire. All parking spaces being marked out and maintained in good repair thereafter.
 - v) All runoff from impervious surfaces being contained within the property and disposed of to the Shire's satisfaction.
 - vi) Detailed plans and specifications of the proposed method of stormwater disposal being submitted for approval by Council prior to the issue of a building permit. Such plans should identify invert levels, cover levels and pipe size and grade.
 - vii) The external walls and roof of the holiday accommodation are to be constructed out of non-reflective materials to the satisfaction of the Chief Executive Officer
 - viii) The holiday accommodation is to be used for short stay accommodation only, with a maximum stay of three months occupancy per annum by any single tenant.
 - ix) Landscape plans, showing size, species, location and reticulation of trees and shrubs to be planted or retained, being submitted to Council for approval prior to the issue of a building permit. These plans should show additional landscaping to the Clarke Street frontage.
 - x) All land indicated as landscaped area on the approved plan being developed prior to, or concurrently with the practical completion of the building(s) to the satisfaction of the Shire. Landscaping areas shall contain at least one tree capable of growing to a height of 3 metres or more for every 10m² of area. All landscaped areas are to be maintained in good condition thereafter.

Advise the applicant in footnotes on the planning approval that:

- a) Planning approval should not be construed as an approval to commence works as a separate building permit is also required
- b) Provision being made for disabled access and facilities in accordance with the provisions contained in the Building Code of Australia and Australian Standard 1428.
- c) Parking areas are to be constructed with a minimum standard of two-coat bitumen seal.

Discussion

10.2.5 DRAINAGE AT HOPETOUN IGA

| | |
|--|--|
| File Ref: | A1086 |
| Applicant: | Russell & Astrid Stephen, |
| Location: | Lot 84 Veal Street, Hopetoun |
| Disclosure of Officer Interest: | None |
| Date: | 9 May, 2014 |
| Author: | Craig Pursey, Planning Officer |
| Authorising Officer: | Pascoe Durtanovich – Chief Executive Officer |
| Attachments: | Yes - Development Plans |

Summary:

The development of the IGA supermarket site in Hopetoun has been an ongoing project since planning approval was issued in March 2009 for the re-development of the existing building at Lot 84 Veal Street.

The building has effectively been reconstructed and is close to completion. A number of planning conditions remain outstanding and will be required to be complied with prior to opening of the business.

The car park at the front of the building was recently constructed in concrete. An inspection by staff has shown that the car park has not been designed to drain appropriately. Options have been explored to rectify this; this report asks Council to consider approving an alternative drainage solution within the adjacent footpath area.

Background:

Council issued the original planning approval on the 15th March 2009 for the redevelopment of the existing building at lot 84 Veal Street, Hopetoun as a shopping centre. The approval included the following relevant conditions of approval:

- *The storm water shall be discharged in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the Shire.*
- *Prior to commencement of development, satisfactory arrangements being made with the Shire regarding the future use of the Right of Way at the rear of the property.*
- *Prior to commencement of development, satisfactory arrangements being made with the Shire regarding the construction of the Right of Way at the rear of the property at the Applicants' cost in accordance with Shire of Ravensthorpe Local Planning Policy No.4 'Use of Rights of Way'.*
- *Prior to occupation of the development, the car parking areas, and vehicle access and circulation areas shown on the approved site plan to be constructed, drained, and line marked to the satisfaction of the Shire.*
- *All car parking areas, and vehicle access and circulation areas are to be maintained and available for car parking, and vehicle access and circulation on an ongoing basis to the satisfaction of the Shire.*
- *A cash-in-lieu payment shall be made for the equivalent of three (3) parking bays in accordance with Clause 5.10 of Shire of Ravensthorpe Town Planning Scheme No.5.*

A building permit was issued on the 21 January 2013 and construction is virtually complete.

Staff have been in contact with the applicant regarding complying with the cash in lieu for parking bays and sealing of the right of way at the rear and have made it clear to the applicant that these matters need to be resolved prior to the business opening.

Car park

The landowner has recently had the car park at the front of the shopping centre completed by local contractors; entirely in concrete. This was done without consultation with Shire staff.

The approved plans show this area paved with "Blokpave Permeable pavers" which allow stormwater to pass through directly into the sand beneath. Construction in concrete is a variation to the approved plans.

The new concrete parking area extends right to the front boundary of the site and is at a slightly higher level than the adjacent footpath (~50mm) which makes it difficult to blend into the footpath at the level with no trip hazard.

An inspection of the recently completed car park at the front of the shopping centre was conducted on Tuesday 6th May 2014 by Council's Planning Officer and Manager of Engineering Services. It became apparent that the car park will drain stormwater straight across the footpath. All development should be developed in a manner that retains stormwater onsite in the first instance before being directed into soaks or in a concentrated fashion into the district system.

Comment:

Proposal

The landowner has provided a plan and written proposal to rectify the current situation. They propose to add a 500mm landscaping strip along the front of the car park (within the footpath area) and a grated channel drain along the frontage of the site. This would soften the look if the shopping centre from the street and assist in controlling access to the centre.

The landowner has provided the following justification in support of the proposal attached to this report:

We have incorporated your idea of a 500mm wide garden bed with our preferred option of trafficable grated box channel across the front of the block, with stormwater collected from the box channel discharged via a 100mm stormwater pipe onto Veal Street.

The presence of the landscaped garden bed across a portion of the front of the block allows for some of the collected stormwater to drain freely into the subsoil whilst the grated box channel allows for the passage of pedestrians into the site, keeping them from the vehicular crossover.

I have noticed from my observations of landscaped areas in other shopping precincts that unless the landscaping is fenced or otherwise inaccessible to pedestrians, it eventually becomes trampled and begins to look untidy, it also seems to become a place for rubbish to collect.

Our thoughts are that if we provide pedestrians with a direct paved area for accessing the store they are far less likely to trample the landscaped area.

Noting your concerns, we will ensure there is no trip hazard to the public when installing the box channel and do undertake to maintain the box channel and landscaped areas ongoing.

The car park should not drain straight across the footpath as it may create a hazard in a rain event. As there is no infrastructure in the road reserve, the stormwater needs to be collected, concentrated and directed to the kerbside beneath the footpath.

Shire staff have assessed the situation and advise that there are a number of options to rectify the current drainage situation:

1. Place a 500mm wide landscaping strip with subsoil drainage along the edge of the footpath (within the road reserve) to capture drainage, direct it to a pipe beneath the footpath to Veal Street.

This has the benefit of beautifying the entrance, controlling access to the shopping centre, controlling drainage and allowing the car park and the footpath to be tied in well. On the other hand it narrows the footpath marginally, can be trampled by people accessing the shop through it regularly and places the landscaping and drainage infrastructure on Shire property.

2. Place a grated channel drain along the frontage of the car park area within the road reserve that is piped beneath the footpath and into Veal Street.

This has the benefit of controlling drainage but does not assist with controlling pedestrian access and may become the responsibility of the Shire to maintain over time.

3. Require the landowner to cut the concrete apron they have constructed and place suitable drainage infrastructure within their property or pull up the concrete car park and replace with the approved Blok-pave Permeable pavers at a suitable gradient that allow for onsite drainage and tie in with the adjacent footpath.

This places the drainage infrastructure within the property boundaries which is the usual requirement but will be a substantial expense to the landowner.

Conclusion

Alternative measures are only being considered in order to prevent the need to pull up or cut the existing concrete parking area already constructed and support this local business.

On balance this report recommends supporting the local business and allowing the construction of a landscaping strip with sub-soil drainage and grated channel drain (as proposed by the landowner) along the frontage of the site subject to the landowner committing to maintaining the landscaping strip in perpetuity to the satisfaction of the Shire. Council approval is being sought for this action as it is beyond the delegations issued at this time.

Consultation:

None required.

Statutory Obligations:

The applicant has a number of statutory responsibilities related to the requirement to comply with the terms of the current planning approval. Outstanding conditions include a cash in lieu payment for 3 parking bays and sealing of the Right of Way at the rear of the site.

Policy Implications:

Nil

Budget / Financial Implications:

All costs incurred by the proposed development should be borne by the developer.

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

| | |
|--|-------------|
| OFFICER RECOMMENDATION | ITEM 10.2.5 |
| <p>That Council,</p> <ol style="list-style-type: none">1. Approve a variation to the current planning and building approval and permit the construction of the car park at the front of the proposed shopping centre in concrete and a 500mm wide landscaping strip and grated channel drain along the frontage of the car park within the Veal Street road reserve at Lot 84 Veal Street, Hopetoun subject to the following conditions:<ol style="list-style-type: none">i) A landscaping and drainage plan showing plant species, drainage infrastructure and capacity being lodged to the satisfaction of the Chief Executive Officer prior to the commencement of works.ii) The landowner being responsible for the ongoing maintenance of the landscaping strip and drainage infrastructure in perpetuity and that the landowner lodge written acceptance of this prior to occupation of the development.iii) The width of the adjacent footpath being retained at no less than 2.1m.iv) All public infrastructure, including kerbing and footpaths being reinstated to the satisfaction of the Chief Executive Officer, entirely at the applicant/owners cost.2. Advise the applicant that the conditions of planning approval dated 12 October 2012 remain valid and occupancy of the approved shopping centre will not be granted until such time as the conditions of approval are met in full. | |

Discussion

10.2.6 DRAFT LOCAL PLANNING STRATEGY

| | |
|--|--|
| File Ref: | LU.PL.7 |
| Applicant: | Not applicable |
| Location: | Not applicable |
| Disclosure of Officer Interest: | None |
| Date: | 13 May, 2014 |
| Author: | Pascoe Durtanovich – Chief Executive Officer |
| Authorising Officer: | Craig Pursey, Planning Officer |
| Authorising Officer: | Pascoe Durtanovich – Chief Executive Officer |
| Attachments: | Yes- A. Schedule of Submissions B. Strategy Plans extract |

Summary:

Council is to consider adopting the review of the Local Planning Strategy for final approval.

The Council adopted a draft review of the Local Planning Strategy in March 2013, the strategy was advertised for public comment and a number of submissions have been received.

This report recommends adopting the revised Local Planning Strategy for final approval subject to a number of modifications and that it be forwarded to the WAPC for final endorsement.

Background:***The Shire of Ravensthorpe Local Planning Strategy (July 2003)***

The current Local Planning Strategy (the Strategy) was formally endorsed by the Western Australian Planning Commission (WAPC) on the 11 July 2003 and was the first Local Planning Strategy endorsed in WA.

The Strategy is a guiding document that sets out the long-term planning direction for the Shire of Ravensthorpe, applies state and regional policies, and provides the rationale for the zones and other provisions of the Scheme.

The underlying objective for the Local Planning Strategy is to provide for existing and anticipated land uses, to enable new land requirements to be appropriately accommodated as they arise, and to ensure that natural resources are protected and managed for the present and future needs of the community.

The Review

Council first resolved to review the Strategy in 2007. Since 2007 the draft Strategy was been redrafted four times in response to the opening, closure and reopening of the Nickel Mine.

The Council adopted a revised Local Planning Strategy at their meeting of April 2010 where it was resolved as follows:

“That Council adopt the Draft Shire of Ravensthorpe Local Planning Strategy and refer it to the Western Australian Planning Commission for its approval to advertise for public comment for a period of forty two (42) days.”

This was subsequently referred to the Department of Planning but was held up with that Department for some time. After a considerable delay, feedback was received from the Department that the Strategy required a number of amendments before they would be prepared to permit advertising of the Strategy.

In response, Land Insights have now produced a simplified document that complies with the latest WAPC guidelines for Council’s consideration.

Council considered the current draft Local Planning Strategy at their meeting of 21st March 2013 where it was resolved as follows:

That Council adopt the draft Shire of Ravensthorpe Local Planning Strategy and refer it to the Western Australian Planning Commission for its approval to advertise for public comment for a period of forty two (42) days subject to the inclusion of the proposed heavy haulage route in Figure 4.2.

A copy of the draft Local Planning Strategy will be circulated to Councillors prior to the Council meeting.

Consultation:

The Western Australian Planning Commission granted consent to advertise on the 24th September 2013.

The heavy haulage route plans were added and the Strategy was advertised for a period of 42 days in the following manner:

- Adverts in the local papers;
- Individual letters to government agencies, community groups regular developers in the Shire and planning and surveying consultancies that operate regularly in the Shire; and
- Public notices on all community notice boards throughout the Shire.

The Strategy was advertised for 42 days closing on the 28th February 2014. Ten (10) submissions were received during the advertising period; 7 from government agencies, 1 community group and 2 local landowners. These are summarised in a Table of Submissions – Attachment A.

Copies of individual submissions will be made available on request.

Comment:

The submissions received are summarised in the Schedule of Submissions at Attachment A along with an assessment of the submission and recommendations as to how the submission should be addressed.

The Schedule of Submissions makes recommendations as to whether submissions should be noted or upheld and makes recommendations for changes to the document accordingly.

The majority of the issues raised have not resulted in sweeping changes to the Strategy document. The Departments of Water, Parks and Wildlife, Minerals and Petroleum & the EPA have provided a great deal of detail much of which acceptance is recommended.

Many of the comments raised in the submissions were of a nature that needs to be addressed by other processes such as the Shire of Ravensthorpe's Tourism Plan that will accommodate specific projects and tourism issues.

The Strategy document should provide the broad, strategic land use planning direction for the Shire rather than acknowledge too many individual projects. The recommendations for the three town sites in the Shire are summarised in plan form and are attached to this report.

Modifications

The Schedule of Submissions recommends 'upholding' 30 modifications; most of which are minor, some with more serious implications for the Strategy. The Schedule of Submissions is at Attachment A and forms part of this report. The major modifications recommended by this report are presented in more detail below, two of which are not found in the Schedule of Submissions.

Department of Parks and Wildlife (DPAW)

The submission from DPAW recommends many minor fixes and referencing of additional environmental legislation. It does note that the Federal Department of Environment has recently listed 'Proteaceae dominated Kwongan Shrublands of Southeast Coastal Floristic Province of WA' as endangered.

This vegetation community is basically health land with banksia and its listing as 'endangered' may affect development the development potential of area of the Shire currently acknowledged as having some potential for rezoning. It is proposed to only acknowledge this endangered vegetation community at this stage.

DPAW also requested that further emphasis on fire management be included in the Strategy. This is addressed by other legislation and will become a requirement of the recently formed Office of Bushfire Risk Management. The WAPC have just released a draft State Planning Policy 3.7 "Planning for Bushfire Risk Management" with requirements for Local Planning Strategies to map bushfire prone areas (amongst other requirements). Acknowledging this requirement at this late stage in the processing of the Strategy will delay the progress of the Strategy by a further year at least and it is recommended that this be undertaken at a later stage on the State Planning Policy has been adopted.

State Heritage Office

This office recommended another section be added to the Strategy discussing the Shire's heritage assets, including comment on the importance of heritage and making recommendations. This would also mean the adoption of a heritage list in the Scheme and drafting of local planning policies to guide assessment of development proposals on heritage listed properties.

This is consistent with State Planning Policy 3.5 and is recommended for inclusion.

Heavy Haulage Route and Mineralisation

The Department of Minerals and Petroleum (DMP) was requested by staff to reconsider the extent of the area demarcated as affected by mineralisation following a meeting with the DMP's executive team in March 2014. The Heavy Haulage Route (HHR) is seen as a natural boundary to the expansion of the Ravensthorpe townsite. As yet no formal response has been received.

The area within the HHR is unlikely to be mined for the following reasons;

- Proximity to the Ravensthorpe townsite with its residential area being considered a 'sensitive land use' for the purposes of assessment against the relevant policies of the Western Australian Planning Commission and the Environmental Protection Authority;
- The new HHR makes a logical boundary for the Ravensthorpe townsite and it is desirable that this land be available for industrial activity to capitalise on the HHR and residential to link with the town centre;
- The heavy haulage route road reserve itself will serve as a buffer to activity outside of the HHR; and
- The land immediately north of town is desirable development land with good aspect to the surrounding ranges and cost effective options for extensions of services.

If Council support a modification of the Strategy to include the area within the HHR for urban purposes then this will go to the Western Australian Planning Commission for assessment and further negotiations with the DMP. It may be one way to bring the DMP to the table to discuss this area from a land use planning point of view rather than only the potential minerals.

Wavecrest Village

The owner of Wavecrest has requested that Wavecrest be acknowledged as more than a tourism site in the Strategy. Wavecrest Village has a combination of permanent residential, tourism and commercial activity. The current Scheme requires all commercial development to be 'ancillary' to the tourism use on the site.

This requirement appears to have affected the commercial viability of the Wavecrest site over time. Wavecrest has been developed with commercial land uses and the linkages and relationship to the adjacent caravan park are nominal.

It is not ideal that a substantial commercial land use has been permitted to develop away from the Town Centre. However it is acknowledged that the context of the development of this site was that it occurred in response to pressure from the population boom experienced in the development and opening of the Nickel Mine. Whilst the commercial land uses have synergies with the adjacent caravan and park home park, now that demand has levelled out and the development exists, there appears to be little advantage in continuing to link the commercial aspects of the site to the adjacent tourism site.

It is recommend that the Strategy identify both the tourism and commercial uses for the Wavecrest Village site but restrict the continuing expansion of the commercial activity on this site as it would act to the detriment of the viability of the town centre. Floor space and land uses should be limited in any new local planning scheme with this objective in mind.

Conclusion

This report recommends making 30 modifications to the Strategy. However, the majority of submissions received raised minor issues, identified more recent data for inclusion or raised issues that are not of the appropriate scale for addressing in a Local Planning Strategy.

The main issues for consideration are the dropping of the mineralisation from within the Heavy Haulage Route and the redesignation of the Wavecrest Village site.

Statutory Obligations:

The process to revise a Local Planning Strategy is shown below as described in the WAPC's interim Local Planning Manual (March 2010) includes the following steps:

1. preliminary consultation and collection of relevant information from a range of sources;

2. analysis of relevant information and identification of key issues;
3. preparation of draft strategy;
4. consideration of draft strategy by local government;
5. consultation on draft strategy (optional);
6. adoption of strategy by local government;
7. submission of strategy to WA Planning Commission;
8. assessment of strategy by Commission against state and regional policy (for consent to advertise);
9. modification of strategy (if necessary) as required by Commission;
10. certification of strategy by the Commission;
11. advertisement of strategy for public comment and referral to agencies;
12. consideration of submissions by local government, modification (if necessary) and adoption;
13. submission of modified strategy to Commission for final endorsement;
14. assessment of modifications (if any) by Commission; and
15. endorsement of final strategy by Commission.

We are currently at task 12 of this process.

Policy Implications:

The Local Planning Strategy provides direction for all strategic planning in the Shire. Future policies are to be developed in a manner that do not contradict the Strategy.

Budget / Financial Implications:

The Shire has employed Land Insights land use planners to prepare the Strategy and review the submissions lodged.

Strategic Implications:

The Local Planning Strategy is the guiding planning document at the local government level. It guides land use and zoning decisions and needs to be kept up to date with major developments within the Shire. Failure to do so may result in difficulties or a failure to be able to capitalise on opportunities.

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 10.1.6

That Council;

1. Adopt the of the draft Shire of Ravensthorpe Local Planning Strategy subject to:
 - i) The recommended modifications outlined at Attachment A – Schedule of Submissions; and
 - ii) The area within the proposed Heavy Haulage Route being identified for the expansion of the Ravensthorpe townsite.
2. Forward the Strategy document and Schedule of Submissions to the Western Australian Planning Commission for final endorsement.
3. Write to all people who lodged a submission, and advise them of the Council's decision.

*Discussion***10.3 MANAGER OF ENGINEERING SERVICES**

NIL

10.4 CHIEF EXECUTIVE OFFICER**10.4.1 'CUB HOUSE' COMMUNITY CHILD CARE – CONTRIBUTION 2014/15****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 5 May, 2014**Author:** Matthew Hunt – Manager Recreation and Community Services**Authorising Officer:** Pascoe Durtanovich – Chief Executive Officer**Attachments:** None**Summary:**

This item recommends that Council allocates contributory funds towards 50% of the Ravensthorpe Community Child Care Centre's 'Qualified Coordinator', for a period of 12 months commencing in 2014/15. This amount is equal to \$27,047.13.

Background:

Over 6 years ago the local community campaigned to develop a not-for-profit community Child Care facility within the town with demand from working, stay home & farming mothers. It took years of research, business planning, fundraising, community consultation, site preparations & Council support to open the Centre operationally around three years ago.

The Centre was and still is licensed for 19 places per day, designed to suit hours of Mining and other activity. The Centre ran at a profit in the first year however since the Galaxy mine shutdown and the opening of the Hopetoun Childcare Centre the numbers have declined. In addition to this the natural cycle of children moving from care to schooling (including Kindy) has impacted significantly upon the operational viability of the Centre. As a result of the above the immediate continuation of the Centre is in doubt.

From both a viability and sustainability point of view the Committee have already reduced hours and days of operation from its inception in an attempt to reduce costs and allow this continued community service provision. A large amount of time and resource has also been driven into the service by both the Council and community in recent months including fundraising, loans, sponsorship and marketing strategies including events and open days. This has indeed kept the service online in the short term.

Comment:

Community Child Care Centres' are a valuable community and economic resource to small rural towns like Ravensthorpe. Child Care services allow new and existing families to gain and maintain employment within the community, which can enhance the town's population and ensures small business can continue to operate. The provision of Community Child Care is a key attraction to encourage new families to the region. Further to this, it is common for families to utilise this service for respite and mental health support strategies.

The loss of the Community Child Care service will negatively impact upon not only the image of the Town as place to live but also the potential economic, health and community benefits of such provision. At one stage, which is quite cyclical in nature, the service itself was supportive of the Town's Post Office owner, both the IGA supermarket owners, the Community Resource Centre Manager, Roadhouse owners, quality School Teachers and Recreation Manager. Some in fact came to Ravensthorpe because child care was available.

As far as external support strategies go, the Centre's Committee has applied for many grants but most are for Centre Staff training, resources and equipment, not for operational expenses. The Centre is also currently working on an application to FQM for a supportive financial contribution. The Centre is very frugal with expenses but staff costs remain the biggest expense due to legal requirements for regulatory ratio and qualification provisions. The Centre currently receives Sustainability Funding from the Federal Government which without it could not operate. At an approximate envisaged loss of \$28,000 to \$30,000 for the 2014/15 financial year, based upon current averaged enrolments, the Centre requires further financial support to maintain this essential Community service

It is recommended that the Council support an extension to this service provision by way of a salary contribution equivalent to 50% of the Qualified Coordinator salary, for a period of 12 months. This support will enhance the services ability to remain open for a further twelve months, whereby the Shire and Committee can review and assess growth, demand and the future sustainability of the service provision.

The Council's support through financial contribution will be monitored by increased Shire staff involvement and require on-going activity and financial statement review. The Committee with Council support will essentially have a further twelve months to increase their intake by

approximately 12 enrolments per week to break even. It is hoped that with a small growth in the economic and demographic capacity of the region, this will be met.

It is envisaged that the Centre has the capacity to see out the end of this financial year but beyond that time in the current situation they may need to cease service provision.

Consultation:

This has occurred with the Cub House Committee and Shire of Ravensthorpe Executive.

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

As per the financial data and relevant Child Care Award provided by the Centre, 50% of the Coordinators salary is equal to \$27,047.13. This amount would be required for the 2014/15 budget for use in that financial year.

Council has already contributed Shire funds of \$10,000, this is unlikely to be returned in the short term.

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 economic considerations.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.4.1

That Council allocates contributory funds towards 50% of the Ravensthorpe Community Child Care Centre's 'Qualified Coordinator', for a period of 12 months commencing in 2014/15. This amount is equal to \$27,047.13.

Discussion

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| 10.4.2 EMERGENCY MANAGEMENT PLANS |
|--|

File Ref:

| | |
|--|--|
| Applicant: | Not applicable |
| Location: | Not applicable |
| Disclosure of Officer Interest: | None |
| Date: | 12 May, 2013 |
| Author: | Steve McGuire – Manager Airport & Compliance |
| Authorising Officer: | Pascoe Durtanovich – Chief Executive Officer |
| Attachments: | Yes - Local Emergency Management Arrangements - Evacuation Plan - Local Recovery Management Plan - Local Recovery Management Plan Resource Book |

Summary:

In accordance with the requirements of the *Emergency Management Act, 2005* the Shire is required to develop and maintain documents to form the Shire of Ravensthorpe Local Emergency Management Arrangements.

This report recommends adoption of the documents.

Background:

The documents individually form the basis of a plan to deal with varying levels of emergent situations, and as a whole, provide the framework to manage those situations.

These documents are inclusive of:

- Local Emergency Management Arrangements 2010 (Revised 2014)
- Evacuation Plan
- Local Recovery Management Plan Resource Book
- Local Recovery Management Plan

Comment:

The **Local Emergency Management Arrangements** document was drafted in 2009 and adopted by council on 10 March, 2010. It has now been revised and documents the management process of planning, response and recovery to incidents within and surrounding the Shire of Ravensthorpe. The required outcome is to facilitate a coordinated and consistent approach for the effective and efficient utilisation of both physical and financial resources.

The **Evacuation Plan** provides any agency planning an evacuation within the Shire of Ravensthorpe with the tools and information that may be required to effect an evacuation.

The **Local Recovery Management Plan Resource Book** provides information on the roles of various personnel and agencies and their responsibilities in ensuring effective delivery of services in the recovery phase of an operation.

The **Local Recovery Management Plan** details the recovery management arrangements for the local government to assist with the timely and effective coordination of reconstruction and restoration of activities to improve the quality of life in an affected community, so that they can continue to function as part of the wider community.

Consultation:

These arrangements have been prepared by the Shire of Ravensthorpe Local Emergency Management Committee (LEMC) in accordance with s. 41(1) of the Emergency Management Act 2005 and endorsed by the District Emergency Management Committee and Local Emergency Management Committee

The LEMC members represent: Police, Shire, St John Ambulance, State Emergency Service, Bush Fire Brigades, Volunteer Fire and Rescue Service; Department of Parks and Wildlife, Department for Child Protection and Family Support, Department of Health, Volunteer Emergency Services and Ravensthorpe Nickel Operation.

Statutory Obligations:

Emergency Management Act 2005

Policy Implications:

Nil

Budget / Financial Implications:

Nil

Strategic Implications:

The Shire is required in accordance with the Emergency Management Act, 2005 to ensure adequate plans are in place to meet any major emergency situation.

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 the following documents be adopted:

- Shire of Ravensthorpe Local Emergency Management Arrangements 2010 (Revised 2014)
- Shire of Ravensthorpe Evacuation Plan
- Shire of Ravensthorpe Local Recovery Management Plan Resource Book
- Shire of Ravensthorpe Local Recovery Management Plan

Discussion

| |
|---|
| 10.4.3 BUSHFIRE CONTROL RESOURCE TO RISK |
|---|

File Ref:**Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 12 May, 2014**Author:** Steve McGuire – Manager, Airport & Compliance**Authorising Officer:** Pascoe Durtanovich – Chief Executive Officer**Attachments:** Yes- Resource to Risk – Business Case August 2013**Summary:**

This item addresses the business case for new fire appliances for the Shire of Ravensthorpe. The additional appliances will provide an adequate level of resourcing to meet expected response times within the rural/broad acre category.

Background:

The Shire of Ravensthorpe is required to ensure adequate resources are available to deal with wildfire situations in this region.

The request for additional resources follows on from a request made in 2005 and is now more critical due to low number of fuel reduction fires in the area, increased fuel levels and limited prescribed burning over the past 10 years. At present the Shire is reliant upon utilising private, non-dedicated small capacity firefighting units operated by personnel with sometimes limited firefighting training. Other agencies in the area such as DPaW provide assistance with equipment and personnel as and where possible; however this assistance cannot always be relied upon due to DPaW operational requirements within the national park.

Comment:

Due to factors outlined above the risk has increased exponentially and it is now critical that we seek the additional resources in order to manage the risk at acceptable levels.

Currently, the Bandalup Brigade, which has an active membership, has no appliance and the acquisition of appliances (as requested) would greatly enhance their ability to provide protection for properties in the rugged, range country.

The current and proposed appliance list for each Brigade is shown in the following tables:

| BRIGADE | APPLIANCE | CURRENT | PROPOSED (NEW) | TIMING | COMMENT |
|----------------|---------------|---------|----------------|--------|---------|
| Bandalup | 2.4 Broadacre | 0 | 1 | 2014 | |
| Bandalup | Light Tanker | 0 | 1 | 2014 | |
| Cocanarup | 2.4 Broadacre | 1 | | 2021 | |
| Cocanarup | Light Tanker | 0 | 1 | 2020 | |
| Hopetoun Rural | 2.4 Broadacre | | | | |
| Hopetoun Rural | Light Tanker | | 1 | 2020 | |
| Jerdacuttup | 2.4 Broadacre | 1 | | | |

| | | | | | |
|--------------------|------------------------------|---|---|------|---------------------------------|
| Jerdacuttup | Light Tanker (BHP sponsored) | 1 | 1 | 2015 | Replacement |
| Mt Short | 2.4 Broadacre | | | | |
| Mt Short | Light Tanker | 0 | 1 | 2020 | |
| Munglinup | 2.4 Broadacre | 1 | | | |
| Munglinup | 4.4 Broadacre | | 1 | 2017 | Upgrade from 2.4 |
| North Ravensthorpe | 2.4 Urban Tanker | 1 | | | <i>On Loan – to be returned</i> |
| North Ravensthorpe | 4.4 Broadacre | | 1 | 2014 | |
| West River | 2.4 Broadacre | 1 | 1 | 2019 | |
| | | | | | |

Consultation:

Persons and groups consulted in the production of the document included:

CBFCO – Rod Daw

CESM – Peter Thurkle

Acting Area Officer, DFES – Donna Virgo

Area Officer, DFES – Gavin Wornes

Brigade FCOs

The document has been assessed and supported by DFES at a regional level.

Statutory Obligations:

Bush Fires Act, 1954

Policy Implications:

Nil

Budget / Financial Implications:

Nil

Strategic Implications:

The Shire is required to ensure adequate resources are available to combat large scale and wildfire situations within this region.

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 the Resource to Risk Business Case dated August, 2013 and identified as attachment 10.4.3 be adopted.

*Discussion***10.4.4 REVIEW OF EMERGENCY MANAGEMENT ACTS****File Ref:****Applicant:**

State Government

Location:

Western Australia

Disclosure of Officer Interest:

None

Date:

10 May, 2014

Author:

Pascoe Durtanovich – Chief Executive Officer

Authorising Officer:

Not applicable

Attachments:

Yes – Review of Emergency Services Acts Report

Summary:

The Department of Fire and Emergency Services (DFES) has undertaken a review of the *Fire Brigades Act 1942* (Fire Brigades Act), the *Bush Fires Act 1954* (Bush Fires Act) and the *Fire and Emergency Services Act 1998* (Fire and Emergency Services Act), with a view of merging them into one emergency services Act.

The Concept Paper: Review of the Emergency Services Acts (the Concept Paper) examines the high-level concepts for how emergency services can be better delivered to Western Australians under a single combined Act.

DFES has released the Concept Paper to get feedback on the proposed options from stakeholders.

This report analyses the document and identifies any areas of concern to be forwarded to the Department

Background:

The paper has been drafted following widespread consultation undertaken since November 2012 with key stakeholder groups across the State including but not limited to:

- Volunteer Associations;
- Career DFES Staff;
- United Firefighters Union;
- State Government Agencies;
- Local Government Representatives;
- Industry Trade Groups; and
- Non-Government Organisations.

Council considered the initial review at its meeting of 10 June 2013, and made a submission to DFES. The Council's view from that meeting can be summarised as follows

- Retain its role as the default agency for bush fire coordination, administration, the prescribing of Local Laws and the appointment of Fire Officers.
- Ensure Fire fighters and equipment are covered by insurance and officers are indemnified from prosecution resulting from the lawful execution of their duties, including non-fire emergencies.
- Ensure that agriculture landowners are not unduly hindered in their ability to use fire as tool for fuel reduction and disease/weed control
- See the culture of volunteerism in the industry continue

The current review period closes on 31 July 2014

Comment:

The concept paper runs to 198 pages and has developed preferred options on a comprehensive range of issues under the following headings.

1. Emergency Services Levy;
2. Administration and Miscellaneous Provisions;
3. Risk Mitigation;
4. Volunteer Brigades, Groups and Units;
5. Response, Command and Control;
6. Emergency Services in the Built Environment;
7. Offences and Enforcement;
8. Protection from Liability; and
9. Fire and Rescue Service Operational Staff.

A review of the Concept Paper has been developed and is attached to this report

Not all issues are relevant to the Shire and some are minor. Sections 6 and 7 are not referenced in the attached report as the matters are felt to be minor or not applicable to the Shire.

The consolidation of the Acts makes good sense and should result in simpler and streamlined legislation.

The proposed changes will see the Shire of Ravensthorpe continue to have responsibility for Brigades, Groups and Units (BGUs). There is a mechanism in the legislation that allows Shires to hand responsibility to DFES if it wishes to do so.

Overall the preferred options of the Concept Paper are supported with the following exceptions

Asset Protection Zones

Asset Protection Zones can be issued by the FES Commissioner as well as the local authority. It is considered that the current fire break notices and the powers conferred to the Shire under the current Bush Fires Act are sufficient to protect assets.

The inclusion of these zones is not seen to add any more value to current practices and will add another level of bureaucracy and cost to Council operations.

Provide a set of administrative requirements that apply to all BGUs

This option would provide for minimum requirements whilst providing a level of flexibility

to BGUs to address their individual needs and circumstances. Having a level of uniformity across Volunteer BGUs would make it easier to work with multiple services at once as each would have similar structures, reporting requirements and rules.

There is an underlying concern that the requirements may be onerous, brigades do not want additional paperwork and bureaucracy. It would be appropriate for the Shire to have more detail on what the administrative requirements are.

Legislation sets out that the FES Commissioner has the power to set training standards and those standards are set out in policy

This option would allow for a legislative basis for setting training requirements for all BGUs while at the same time providing flexibility to respond to changing operational needs and expectations over time. In addition it would allow for the differentiation of standards for the various BGUs. Training standards for all BGUs would foster better interoperability, increase the collective skills of the State's valuable volunteer resources and align with the community expectations of all emergency services

A key consideration is balancing the time commitments of individuals with the need for a safe and skilled volunteer service. There is a need for volunteer training, but it must not be a simple replication of the career Fire and Rescue Service training program. The training developed would also need to be, wherever possible, specific to the needs of each volunteer service. The training should also recognise prior learning.

Onerous training would see some volunteers reassess their level of involvement and may make it harder to recruit new volunteers. The training will come at a financial cost and volunteers should not have to pay for it. The training may require additional days off work for volunteers

Before giving support to this option we should have more detail on the proposed training.

The FES Commissioner may establish or disband a Bushfire Brigade

Providing this ability to the FES Commissioner would enable him to act in circumstances where an unmet need was identified. In addition, the FES Commissioner would be able to ensure communities continued to be provided with vital services.

The municipality needs to be consulted and have a right of appeal, this option is supported with the addition of consultation and a right of appeal.

Prescription of Ranks

The current position is not uniform in its approach. Stakeholders have suggested that the issue of ranks should be legislated but that it is best set out in the regulations. The preferred option is therefore to provide the Minister for Emergency Services with the power in the new emergency services Act to be able to prescribe the ranks for all BGUs in the regulations.

This option would provide for uniformity in the way that rank is dealt with in the legislation. It may also provide additional recognition to the various BGUs. It is important that there is no perceived “demotion” in this process

This option is supported with the consideration of a process where there is no perceived “demotion” of specific officers.

Additional Issues

Further information is requested for the following issues which have not been covered in the Concept Paper and highlighted in the Council Report of 10 June 2013

- Timing of implementation
- Insurance of equipment
- Protection in non-fire situations

The Burden of Administration

There is an overall concern with the level of administrative burden being placed on the Shire and the Brigades themselves.

Experience has shown that a centrally controlled process will have a high degree of compliance and Brigade constitutions, policies and procedures will have to be changed.

This will place a large workload on Council officers and Brigade members.

The Department should be made aware that it has a role to play in making this process as simple and streamlined as possible.

Consultation:

The initial consultation included the following groups over a 16 month period

- Volunteer Associations;
- Career DFES Staff;
- United Firefighters Union;
- State Government Agencies;
- Local Government Representatives;
- Industry Trade Groups; and
- Non-Government Organisations.

The Shire has not undertaken any further consultation. The Concept Paper is a public document and public submissions can be made.

Statutory Obligations:

There is no statutory obligation to comment on the review.

Policy Implications:

The Shire has a number of policies which have been developed under current emergency services legislation. Policies L01, L03, L04 and L05 refer

Budget / Financial Implications:

There may be costs involved in implementing any legislative changes, however until the legislation is developed the level of cost is unclear.

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 a submission be made to the Department of Fire and Emergency Services as outlined in this report and the *Review of Emergency Services Acts* report attached and identified as attachment 10.4.4.

*Discussion***10.4.5 INTERGRATED STRATEGIC PLANNING FRAMEWORK – PLAN REVIEWS****File Ref:****Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 12 May, 2014**Author:** Pascoe Durtanovich – Chief Executive Officer**Authorising Officer:** Not applicable

Attachments: Yes – Corporate Business Plan, Workforce Plan,
Asset Management Plan,
Long Term Financial Plan

Summary:

As part of the Integrated Strategic Planning Framework applicable to Local Government the Shire of Ravensthorpe is required to have a number of strategic documents in place, specifically a Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan. It is also a requirement to review these plans. The review has been completed and the Plans are submitted for adoption by Council.

Background:

The Shire's integrated planning framework comprises the following plans.

Strategic Community Plan – identifies the community’s main aspirations and priorities for the future and outlines strategies for achieving these goals

Corporate Plan – describes the activities that will be undertaken over the next four years to achieve the agreed short and long term goals and outcomes.

Long Term Financial Plan – details the financial resources needed to enact the corporate plan in the first four years and potential revenues and expenses for the next six years of the plan. This plan serves to inform and resource all aspects of the integrated planning activities as appropriate.

Asset Management – This plan identifies and records the asset register, service level, activities and strategies to ensure the physical assets and infrastructure of the Shire are appropriately managed and maintained over their lifecycle, and appropriately dispose of or replace at the end of that lifecycle.

The 4 Year Corporate Business Plan (CBP) activates the community aspirations that have been identified in the 10 Year Strategic Community Plan (SCP). It sets the strategic priorities that will drive the operation of the local government over the short to medium term, taking consideration of the human resources, assets and financial capacity of the local government. The SCP and CBP are inter-related, as changes in the SCP can impact and require review and adjustment in the CBP.

The CBP ensures the integration of the following informing strategies:

- Long Term Financial Plan;
- Workforce Plan;
- Asset Management Plan;
- Service Plans; and
- Issue Specifics Plans.

The CBP is a living document that is reviewed annually and adjusted according to the minor and major review cycles of the SCP, as well as a result of any performance and internal or external issues that will have an impact in the near future.

Comment:

In reviewing the planning documents Council will be compliant with the requirements of the Local Government Act, 1995 and relevant regulations however it must be understood that the process is ongoing. Whilst the Strategic Community Plan is a ten year plan it has to be reviewed at least once every four years.

The Corporate Business Plan and the informing strategies, LTFP, WP and AMP are to be reviewed annually. In particular the Asset Management Plan will have to be further developed to achieve the highest industry standard, this will be an ongoing process through 2014/2015.

Consultation:

The planning documents were reviewed in consultation and with the assistance of consultants HY Haines Norton (CBP, LTFP) and Professor Fiona McKenzie (SCP)

Statutory Obligations:

Section 5.56 of the Local Government Act 1995 specifies that a local government is to prepare a plan for the future of the district.

Local Government (Administration) Regulations 1996 include:-

DIVISION 3 — PLANNING FOR THE FUTURE

19C. Strategic community plans, (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

[Regulation 19C inserted in Gazette 26 Aug 2011 p. 3483-4.]

19DA. Corporate business plans, (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Policy Implications:

Nil

Budget / Financial Implications:

The review of the Integrated Strategic Planning plans involved considerable staff time. HY Haines Norton assisted with the review of the CBP and LTFP as a cost of \$17,000 and Dr Fiona McKenzie facilitated the review of the SCP, at a cost of \$23,000. The SCP, CBP and LTFP have been developed to an extent that future reviews can be under taken in house.

Strategic Implications:

The Corporate Business Plan and informing documents will guide delivery of the key strategic themes identified in the Strategic Community Plan.

Sustainability Implications:

- **Environmental:**

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

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

The Integrated Strategic Planning and Reporting Framework will improve the sustainability of local governments and will facilitate greater engagement with the community in service delivery.

Voting Requirements:

Absolute majority

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|---|-------------|
| COUNCIL DECISION AND OFFICER RECOMMENDATION | ITEM 10.4.5 |
|---|-------------|

That the Shire of Ravensthorpe draft Strategic Community Plan, Long Term Financial Plan and Long Term Financial Plan, as reviewed, be adopted.

Discussion

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|---|
| 10.4.6 JUNE ORDINARY COUNCIL MEETING DATE CHANGE |
|---|

File Ref:**Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 13 May, 2014**Author:** Portia Ridout – Executive Assistant**Authorising Officer:** Pascoe Durtanovich – Chief Executive Officer**Attachments:** None**Summary:**

Council is required consider a change to the June, 2014 Ordinary Council Meeting schedule.

Background:

At the April, 2014 Ordinary Council Meeting, leave was approved to Cr Gairen and Cr Dunlop during June, 2014. Cr Goldfinch and Cr Norman were also nominated to represent the Shire of Ravensthorpe at the National General Assembly of Local Government, in Canberra between 15-19 June, 2014. The June Ordinary Council Meetings are scheduled to be held on Monday 16 June, 2014 and Thursday 19 June, 2014. There will only be three Councillors available to attend these meetings a quorum will not be achieved.

Comment:

When Council meeting dates were confirmed at the November Council Meeting, 2013, the National General Assembly of Local Governments had not yet been advertised and leave of absence had not been requested. It is recommended that Council change the scheduled Monday and Thursday Ordinary Council meetings to Monday 23 June, 2014 and Thursday 26 June, 2014.

Consultation:

The new meeting date will be advertised in the Community Spirit, Community Resource Centres, Council notice board and the Esperance Express.

Statutory Obligations:

The Local Government Act 1995, Local Government (Administration) Regulations, require that the meetings be advertised for public information.

Policy Implications:

Nil

Budget / Financial Implications:

Nil

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.4.6

That the Ordinary Meetings of Council scheduled for Monday 16 June, 2014 and Thursday 19 June, 2014 be rescheduled to Monday 23 June, 2014 and the Thursday 26 June, 2014.

*Discussion***10.4.7 WASTE MANAGEMENT AGREEMENT****File Ref:****Applicant:**

Not applicable

Location:

Reserve 7380, Moir Road, Ravensthorpe

Disclosure of Officer Interest:

None

Date:

13 May, 2014

Author:

Pascoe Durtanovich – Chief Executive Officer

Authorising Officer:

Not applicable

Attachments:

Yes – Draft Agreement

Summary:

Council is requested to review and adopt the draft Waste Management Agreement that has been prepared for the joint operation of the Ravensthorpe Landfill site, with the Shire of Jerramungup.

Background:

At the ordinary meeting of Council held Thursday 20 February, 2014 Council considered the issue of joint vesting of Reserve 7380, Moir Road, Ravensthorpe, with the Shire of Jerramungup, for the purpose of regional waste management. At that meeting it was resolved as follows:-

1. *That joint vesting of Reserve 7380, Moir Road, Ravensthorpe with the Shire of Jerramungup be supported and the Chief Executive Officer apply to the Department of Lands accordingly.*
2. *That the Chief Executive officer prepare, for Council consideration at the April, 2014 ordinary Council meeting, a service level agreement that will govern the operations of the regional landfill facility.*

A draft Waste Management Agreement has been prepared, by McLeods Barristers and Solicitors and is attached.

Comment:

The draft agreement governs the operation of the waste facility, specifically covering operating and capital cost responsibilities of the two Shires, setting of fees and charges, record keeping etc.

The agreement is for a term of 10 years after commencement date or such other date that may be agreed in writing between the parties.

Works approval application has been submitted to the Department of Environment Regulation, it is expected that approval will be received within six months.

Construction of the facility is likely to commence in mid 2015 with completion late 2015 early 2016, therefore the management agreement will not be implemented until closer to the construction period however it needs to be finalised and executed in order for the Department of Lands to progress the joint vesting of the reserve.

Consultation:

The draft management agreement was prepared in consultation with the Shire of Jerramungup.

Statutory Obligations:

Land Administration Act 1997 on respect to joint vesting of reserves. A waste management agreement is required before the joint vesting application can proceed.

Policy Implications:

Nil

Budget / Financial Implications:

The solicitors costs for the preparation of the draft agreement is approximately \$700 and will be funded from the project budget.

Strategic Implications:

The establishment of a Regional Landfill site has been identified in the Shire of Ravensthorpe Forward Capital Works Plan.

Sustainability Implications:

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

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.4.7

That the draft Waste Management Agreement for the operation of the Regional Waste facility at Reserve 7380, Moir Road, Ravensthorpe, identified as attachment 10.4.7 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 – 7.15PM**

These minutes were confirmed at the meeting of the _____

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

Date: _____