



MINUTES

For the Council Meeting held on

Monday June 23, 2014

Commencing at 5 p.m.

In the Hopetoun Rural Transaction Centre

ORDINARY MEETING OF COUNCIL
HELD IN THE RURAL TRANSACTION CENTRE, HOPETOUN
ON 23 JUNE 2014, COMMENCING AT 5PM

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE

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

STAFF: Pascoe Durtanovich (Acting Chief Executive Officer)
Keith White (Deputy Chief Executive Officer)
Darryn Watkins (Manager Engineering Services)
Portia Ridout (Executive Assistant)

APOLOGIES:

ON LEAVE OF ABSENCE:

Cr Keith Dunlop (Deputy Shire President)
Cr Sharyn Gairen

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 – 22 MAY, 2014**

| | |
|---|---------------------|
| OFFICER RECOMMENDATION AND COUNCIL DECISION | ITEM 7.1 |
| Moved: Cr Kelton | Seconded: Cr Duncan |
| That the minutes of the meeting of council held on 22 May, 2014 be confirmed as a true and correct record of proceedings. | |
| Carried: 5/0 | Res: 97/14 |

8. SUSPENSION OF STANDING ORDERS

| | |
|---|---------------------|
| OFFICER RECOMMENDATION AND COUNCIL DECISION | ITEM 8 |
| Moved: Cr Duncan | Seconded: Cr Kelton |
| That all Standing Orders be suspended for the remainder of the agenda items to enable detailed discussion, Councillors' questions and briefing by staff on the agenda items in accordance with Council's policy that the meeting on the third Monday of each month is a briefing/discussion meeting only and no decisions will be made on agenda items at this meeting. Decisions on the agenda items listed will be made at the meeting on the following Thursday. | |
| Carried: 5/0 | Res: 98/14 |

9. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

NIL

10. REPORTS OF OFFICERS**10.1 DEPUTY CHIEF EXECUTIVE OFFICER****10.1.1 MONTHLY FINANCIAL REPORT – 31 MAY 2014****File Ref:**

| | |
|--|---|
| Applicant: | Not applicable |
| Location: | Not applicable |
| Disclosure of Officer Interest: | None |
| Date: | 5 June, 2014 |
| Author: | Brent Bailey – Deputy Chief Executive Officer |
| Authorising Officer: | Not applicable |
| Attachments: | Yes - Monthly Financial Report |

Summary:

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

Background:

As per the Financial Management Regulation 34 each Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month with the following detail

- The annual budget estimates,
- The operating revenue, operating income, and all other income and expenses,
- Any significant variations between year to date income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activities are not in accordance with budget estimates for the relevant reporting period,

- Provide likely financial projections to 30 June for those highlighted significant variations and their effect on the end of year result,
- Include an operating statement, and
- Any other required supporting notes.

Comment:

This report contains annual budget estimates, actual amounts of expenditure, revenue and income to the end of the month. It shows the material differences between the budget and actual amounts where they are not associated to timing differences for the purpose of keeping Council abreast of the current financial position.

Consultation:

Council Financial Records

Statutory Obligations:

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

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

Policy Implications:

Nil

Budget / Financial Implications:

As detailed within the attachments

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.1.1

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

Discussion

10.1.2 REVIEW OF COUNCIL POLICY – G2

| | |
|--|--|
| File Ref: | Policy Manual |
| Applicant: | Not applicable |
| Location: | Not applicable |
| Disclosure of Officer Interest: | None |
| Date: | 12 June, 2014 |
| Author: | Keith White – Deputy Chief Executive Officer |
| Authorising Officer: | Pascoe Durtanovich – Chief Executive Officer |
| Attachments: | None |

Summary:

The purpose of this item is to update Policy G2 – Members- Reimbursement of Expenses Incurred.

Background:

The current policy is as follows

G 2 *Members – Reimbursement of Expenses Incurred*

Policy Objective: *To reimburse Members' out of pocket expenses.*

Policy: *Members will be reimbursed the expenses necessarily incurred by them in respect of the following:*

1) Telecommunication Allowance

Pursuant to Section 5.98 of the Local Government Act 1995 and Regulation 34 of the Local Government (Administration) Regulations 1999, Council Members are to be paid an annual amount to offset telephone expenses incurred whilst conducting Council business. The allowance is to be paid quarterly in arrears, with pro-rata payments applicable in circumstances of retirement or resignation.

2) Travel Expenses

Members shall only claim travelling to the destination from their normal place of employment and/or residence and return in respect to the following journeys:

- a) To attend a Council Meeting, a Civic function, Citizenship Ceremony or workshops/briefings called by the Council and/or the Chief Executive Officer;*
- b) To attend a meeting or function of an organisation to which a Member has been appointed by Council as a delegate/deputy/proxy delegate;*

- c) *In response to an official invitation to Council to attend any commercial, industrial, charitable, educational or welfare premises;*
- d) *President and Deputy President, or Members deputising for them when visiting adjoining Local Governments in an official capacity;*

The rate per kilometre applicable to be as prescribed from time to time in the Local Government Award.

In the event that a Member does not have a private vehicle in working order for a journey referred to, the Member may use the services of Public Transport and where such services are not available, a taxi may be used. The Member to be reimbursed actual expenditure incurred.

Claim forms as deemed appropriate by the Chief Executive Officer be provided to Members for completion and forwarding to the Manager Finance and Administration for processing and disbursement of `expenses.

3) Child Care

Members be reimbursed actual cost per hour or \$10.00 per hour, whichever is the lesser amount.

Policies are reviewed annually however some policies will be reviewed when circumstances change.

Comment:

Administration has reviewed the Members – Reimbursement of Expenses policy with an amendment recommended to the level of Child Care fees to be reimbursed. The increase in the rate better reflects the cost of Child Care within the Shire. It is recommend that the policy change as follows

3) Child Care

Members be reimbursed the actual cost per hour or \$25.00 per hour, whichever is the lesser amount.

Consultation:

Consultation is not required for the policy review.

Statutory Obligations:

The change to the policy will also bring the policy in line with the June 2013 Determination of Salaries and Allowance Tribunal on Local Government Elected Council Members Pursuant to Part 7B of the *Salaries and Allowances Act* June 2013 where it is stated in Part 4.2 (2) that:

(6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$25 per hour, whichever is the lesser amount.

Policy Implications:

Nil

Budget / Financial Implications:

Minimal impact as budget allows for reimbursement of Councillor expenses.

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 |
| <p>1. That the Policy G2 be amended to reflect the change to Child Care reimbursement as follows:</p> <p><i>“Members be reimbursed the actual cost per hour or \$25.00 per hour, whichever is the lesser amount.”</i></p> | |

Discussion

| |
|---|
| 10.1.3 SCHEDULE OF ACCOUNT PAYMENTS – MAY 2014 |
|---|

File Ref:

| | |
|--|--|
| Applicant: | Not applicable |
| Location: | Not applicable |
| Disclosure of Officer Interest: | None |
| Date: | 16 June, 2014 |
| Author: | Stacey Addis – Senior Finance Officer |
| Authorising Officer: | Keith White – Deputy Chief Executive Officer |
| Attachments: | Yes - Schedule of Payments to 31 May, 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 | EFT2874-EFT2886 EFT2888-EFT2901 EFT2903-EFT2923 EFT2925-EFT2942 EFT2946-EFT2950 EFT2952-EFT2981 | \$456,378.00 |
| | Municipal Fund Cheques | 38814-38880 | \$78,865.05 |
| | Bank Fees | | \$326.58 |
| Payroll | Dates | 01/05/2014 - 14/05/2014 - 28/05/2014 | \$153,444.34 |
| Municipal Account Total | | | \$689,013.97 |
| Trust Account Payments | EFTs | EFT1248 EFT2943-EFT2945 EFT3030 | \$48,996.12 |
| | Trust Cheques | 1248-1252 | \$100.00 |
| Grand Total | | | \$738,110.09 |

Comment:

This schedule of accounts as presented, submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costing's and the amounts shown have been paid.

Consultation:

Not applicable.

Statutory Obligations:**Local Government (Financial Management) Regulations 1996****13. Lists of accounts**

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared

- (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
- (a) for each account which requires council authorisation in that month —
 - (i) the payee's name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Policy Implications:

Nil

Budget / Financial Implications:

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

Strategic Implications:

Nil

Sustainability Implications:

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

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION

ITEM 10.1.3

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

Discussion

10.1.4 FEES AND CHARGES 2014-2015**File Ref:**

| | |
|--|---|
| Applicant: | Not applicable |
| Location: | Not applicable |
| Disclosure of Officer Interest: | None |
| Date: | 6 th June 2014 |
| Author: | Brent Bailey – Deputy Chief Executive Officer |
| Authorising Officer: | Not applicable |
| Attachments: | Yes - Schedule of Proposed Fees and Charges |

Summary:

This item addresses setting Council's fees and charges for the 2014/2015 financial year. The proposed fees and charges are provided as an attachment and the recommendation seeks to adopt the fees and charges for advertising.

Background:

In preparation for the 2014/2015 budget period the attached fees and charges are submitted for Council adoption. By adopting the fees and charges prior to the budget any applicable advertising can be undertaken and the new charges can be incorporated into the draft budget workings.

Comment:

The 2014/2015 schedule of fees and charges has been formulated using the 2013/2014 year as a basis and incorporating new charges, CPI increases and input from external statutory bodies that Council collects fees on behalf of. The schedule of fees and charges has been reviewed by other officers for input into their particular business units. For example the Manger of Recreation and Youth services has undertaken a significant review and restructure of the fees and charges for the swimming pool to simplify and clarify the fees in accordance with current management arrangements.

Where fees are set by external bodies or other State Government legislation Council's schedule nominates that the fees and charges will revert to the externally set fee or charge to the extent of any variance. This accommodates any changes which may occur throughout the financial year predominantly in legislation relating to Dogs, Cats, Town Planning or Building.

In the annual budget item, Council will still set additional fees and charges for kerbside collections and rates for rural and townsite properties. Items in the attachment highlighted in yellow identify those fees and charges with changes proposed for next financial year.

Regular review of fees and charges for the airport in particular will be undertaken throughout the year to ensure the business is run in a commercially viable nature.

Consultation:

Fees and Charges as set by external statutory bodies

Statutory Obligations:**Local Government Act 1995****Subdivision 2 — Fees and charges****6.16. Imposition of fees and charges**

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed. * *Absolute majority required.*
- (2) A fee or charge may be imposed for the following —
 - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
 - (e) supplying goods;
 - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
 - (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year. * *Absolute majority required.*

6.17. Setting the level of fees and charges

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

6.18. Effect of other written laws

(1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —

- (a) determine an amount that is inconsistent with the amount determined under the other written law; or
- (b) charge a fee or charge in addition to the amount determined by or under the other written law.

(2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

Policy Implications:

Nil

Budget / Financial Implications:

Fees and Charges make up approximately \$1.8M of annual income of which a significant portion is generated by the Airport business unit.

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:**
There are no known significant environmental considerations.
- **Economic:**
The setting of Local Government fees and charges is a fundamental income stream and effective fees and charges generally seek to develop a user pays system for services delivered to the community.
- **Social:**
There are no known significant social considerations.

Voting Requirements:

Absolute majority

OFFICER RECOMMENDATION

ITEM 10.1.4

That Council adopt, and advertise the availability of the attached schedule of fees and charges for the 2014/2015 financial year effective, as of 1 July, 2014.

Discussion

10.2 MANAGER OF PLANNING AND DEVELOPMENT

10.2.1 REVIEW OF LOCAL PLANNING POLICIES

File Ref:**Applicant:** Not applicable**Location:** Not applicable**Disclosure of Officer Interest:** None**Date:** 17 June, 2014**Author:** Craig Pursey, Planning Officer**Authorising Officer:** Pascoe Durtanovich – Chief Executive Officer**Attachments:** Yes - Revised Local Town Planning Policy Manual with proposed modifications in red

Summary:

Council adopted a revised set of local planning policies for the purposes of advertising for public comment at their meeting in April 2014.

The policies have been advertised for public comment with two submissions received.

This report recommends adopting the local planning policies for final approval with some minor modifications.

Background:

Local Planning Policies are a document that provides further guidance on particular issues. Importantly, these policies may not contradict the requirements of the Local Planning Scheme, they do not bind the Council but the Council is to have “due regard” to their content.

Policies are prepared for the benefit of property owners, developers and the Council, to ensure a consistent approach is taken in regard to a specific issue and to maintain a high quality of development within the Shire.

Adoption of a policy involves the following process:

1. Draft document prepared
2. Draft adopted by Council for public advertising purposes
3. Public consultation (advertising for 21 days)
4. Submissions considered and final adoption by Council
5. Adopted policy advertised

Local Planning Scheme Policies are an essential supplement to the Shire’s Local Planning Scheme and they are brought into effect by the provisions of the Scheme.

The Shire has been operating with 22 local planning policies for some time, they were reviewed 'in block' at the April 2014 Council meeting and placed into a single manual with a view to fixing the following shortcomings:

- Repetition of Scheme references;
- Removing any inconsistency and repetition with Scheme requirements and between policies;
- Ensuring all clauses are enforceable and relevant and not just recommendations which belong in information packs and not in the body of a Policy.

The policies have been advertised for public comment with two submissions lodged.

Comment:

The Council's role at this stage of the preparation of the local planning policies is to review any submissions received. One submission was received regarding the proposed Farm Forestry Policy. The issue raised is recorded in the table below:

| Submission – | Response |
|--|---|
| <i>I'm a little perplexed that the Shire would want to encourage people to invest in tree farms if this industry has basically collapsed, especially in this region.</i> | The current farm forestry policy only tweaks the existing policy, it is intended to draft a specific carbon plantation policy in the near future. Any future carbon plantation policy application will require planning approval and Council consideration. |

Additionally a verbal submission was received which raised a number of issues, sought clarification and made a number of suggestions regarding the policy manual. These issues are summarised in the table below with officer recommendations.

| Submission – | Response/Modification |
|---|---|
| A definition for visually permeable is required for clarification of fencing requirements in the 'Housing' policy | Insert a definition for 'visually permeable' from the Residential Design Codes of WA in to the definitions section of the policy manual as follows: Visually permeable: <i>In reference to a wall, gate, door or fence that the vertical surface has:</i> <ul style="list-style-type: none"> • continuous vertical or horizontal gaps of 50mm or greater width occupying not less than one third of the total surface area; • continuous vertical or horizontal gaps less than 50mm in width, occupying at least one half of the total surface area in aggregate; or • a surface offering equal or lesser obstruction to view; <i>as viewed directly from the street.</i> |
| Advertising, Service and Tourist Signs policy | |
| The policy is confusing as it mixes private signage requirements and directional signage requirements. | In conversation with John it became very clear that mixing signage controls in the same policy was confusing. Recommend separating the policies into advertising and directional signage policies. |
| 2m ² is overly restrictive for a farm gate sign and farm gate sign is not defined in the policy | The term 'farm gate sign' and 'rural producer sign' are used interchangeably in the policy and this leads to confusion. Need to modify the policy to ensure that only 'rural producer signs' are referred to. |
| Panel and fence signs should be allowed less than 1.2m from natural ground level. | Agreed, modification recommended |

| | |
|--|---|
| Electoral signs are not covered in the policy | Electoral signs are defined but not addressed by the policy. Separate legislation exempts |
| Freestanding signs only refer to businesses, they are often used for events as well and more than 1 may be needed for an event. | Event signage would generally be located in road reserves and may be assessed independently of the policy structures. |
| The size limitations on the size of horizontal signs are overly restrictive. | Horizontal signs are signs that are affixed to a building and are exempt from requiring approval by the Scheme. Reference to horizontal signs should be removed from the policy. |
| Stacks of signs should not be limited to a maximum of 5 signs. Twin stacks should be used where there is too much signage demand at a particular intersection. | The policy currently generally limits the number of directional signs in a stack to 5 plus the street sign. Once demand exceeds this figure more generic signage is proposed (ie Industrial Area) Too much signage at an intersection does not allow a driver to absorb all of the signs, has potential to cause confusion and all signage becomes less effective. It is recommended to retain the clause as written. |
| <i>Outbuildings policy</i> | |
| People should be permitted to live in a shed whilst constructing their house. Ablutions should therefore be permitted in sheds from the start of construction. | A shed is a class 10 building under the Building Code of Australia and it is non-habitable by definition. It is not legal to live in a shed, allowing ablutions in a shed encourage illegal occupation. However, it is possible to camp on a property within certain limitations up to 3 months with the approval of the local government and up to 12 months with the approval of the Minister. This information may be added to the background section of this policy for clarity and/or an information pack separate to the policy. |
| The written undertaking and bond to secure the building of a house after the shed is excessive and other options such as penalties should be explored. | The Ravensthorpe Council has historically applied a bond of \$2,000 with the intention of this being security for someone to build a house within 2 years of building an outbuilding. This has been carried forward into the revised policy and increased to \$5,000. However, what is not clear is what happens if someone does not build within two years. There is little come back on the landowner who refuses to build a house. Increasing to \$5,000 makes it more likely a landowner will not be willing to walk away from the bond. Living in a shed can be policed separately to the outbuilding approval process. |
| <i>Housing policy</i> | |
| Ancillary accommodation should not be restricted to members of the family of the occupiers of the main dwelling in the Rural Small Holding and Rural Conservation zones. | Whilst this requirement has been dropped state-wide for the Residential zone through a change to the Residential Design Codes of WA (the Codes) it is still at the discretion of each local government how this should be applied in other zones where the Codes do not apply. Occupation restrictions on ancillary accommodation in residential areas were lifted in an attempt to |

| | |
|---|---|
| | <p>provide more affordable housing. This works in residential areas where people are close to services and there is an expectation of higher density living (even moderate).</p> <p>However, in the Rural Small Holding and Rural Conservation zones people expect low density living and certain levels of privacy. Ancillary accommodation without these restrictions is essentially allowing for a doubling of the resident population which is contrary to the objectives of these zones.</p> |
| Ancillary accommodation should not be made to share the same driveway and effluent disposal system. | If ancillary accommodation is occupied by family then the need to closely link the ancillary accommodation to the main house is reduced and it is recommended that this clause be removed. |
| <i>Second-hand Dwellings policy</i> | |
| Questioned if a \$10,000 bond is too high and shouldn't it be \$5,000; the same as a bond required as security to build a house. | \$10,000 is the current figure applied and a suitable substantial figure like this is required to ensure compliance. |
| Six months is too little time to complete all the work required when re-erecting a second hand dwelling on a lot and this should be increased to 12 months. | Six months is usually enough time for builder to complete any upgrades required. |
| The requirement to provide structural certification from an engineer stating that a second hand building is suitable for relocation should not be required of 2 nd hand purpose built transportable houses as they are designed to be moved. | Agreed, the policy should be amended to reflect this. |
| <i>Industrial Design Guidelines policy</i> | |
| The clauses regarding building facades are unclear and overly restrict good design | The clauses appear to offer a range of materials and design options and clearly state that zincalume is no acceptable. No change is proposed to the draft policy. |
| Three months after the completion of a development is not enough time to complete landscaping requirements. | It is acknowledged that operators of industrial development are not landscapers and have other things that their resources need to be spent on than landscaping. However, landscaping to a reasonable standard is of benefit to the wider community and delaying its completion until three months after completion of the buildings is considered reasonable; it is usual in some Shire's to require it before occupation of a building. |
| The requirement to two-coat bitumen seal parking areas in the industrial zone is onerous, the Council should be encouraging development. | Only the parking in the front setback area is required to be sealed being the area that presents to the public realm. This policy serves to alert prospective developers to Council's expectations early in the process. No change is recommended. |

Lastly, the draft local planning policy manual has been reviewed by staff whilst on advertising and a number of minor modifications are recommended as a result, as follows:

| Policy No. | Modification |
|-------------------|---|
| LPP4 Housing | A clear statement is required that the Council does not support sheds being converted to houses. It is proposed to modify 2c so it reads: |

| | |
|-------------------------------|---|
| | <i>Sheds and temporary accommodation units such as dongas are not permitted for use as dwellings.</i> |
| LPP5 2nd Hand Dwellings | Clarify application requirements by modifying 3ai to read: "Photographs showing each elevation of the second hand dwelling in situ prior to removal to the proposed location" |
| LPP 6 Sea Containers | Delete the line ' <i>A sea container is regarded as a building by the Building Code of Australia (1996) Volume 2 and therefore a building permit is required prior to the placement of a sea container on site.</i> As there is some conjecture on whether a sea container requires a building permit. |

Future Policy actions:

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

A copy of the Policy Manual with recommended changes highlighted in red is attached to this report.

Consultation:

The Local Planning Policies were advertised for 21 days through an advert in local papers, on notice boards and links on the Shire's website. Copies were available at the front counter.

One written and one verbal submission were received.

Statutory Obligations:

Part 2 of the Scheme deals with Local Planning Policies; the pertinent clauses of this part of the Scheme include:

2.2 The local government may prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area so as to apply -

- a) generally or for a particular class or classes of matters; and*
- b) throughout the Scheme area or in one or more parts of the Scheme area, and may amend or add to or rescind a Policy so prepared.*

2.3.2 A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

2.4.2 After the expiry of the period in which submissions may be made, the local government is to –

- a) Review the proposed Policy in light of Any submissions made; and*
- b) Resolve the adopt the Policy with or without modification, or not to proceed with the Policy.*

Where policies modify or alter the requirements of the Residential Design Codes of WA (the Codes) clause 7.3.2 of the Codes requires that the Western Australian Planning Commission (WAPC) approve these as a regional variation. The variations must be consistent with the objectives of the Codes and respond to a proven local need.

Policy Implications:

The Council is being asked to revoke the existing 22 local planning policies and replace them with the 13 policies in the attached manual.

Budget / Financial Implications:

Nil

Strategic Implications:

The drafting of local planning policies aligns with Theme 4 "Civic Leadership" of the Strategic Community 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 10.2.1**

That Council,

- a) Revoke the following Local Planning Policies pursuant to Clause 2.5 of Town Planning Scheme No.5:
 - 1 Sportsfields – Advertising Signs on Reserves
 - 5 Outbuildings in the Rural Conservation and Rural Small Holding Zones
 - 6 Residential Design Guidelines for the Hopetoun Residential Development Area
 - 7 Extractive Industry
 - 8 Application of the Residential Design Codes – Dual Density Code Areas and Variations to Minimum Lot Size
 - 9 Residential Design Guidelines for the Rural Conservation and Rural Holding Zones
 - 10 Relocation and Use of Second-hand Dwellings
 - 12 Industrial Design Guidelines
 - 13 Appearance of Dwellings
 - 14 Outbuildings in the Residential and Town Centre Zones
 - 16 Sea Containers
 - 17 Farm Forestry
 - 18 Use of Rights of Way
 - 19 Public Open Space for Subdivision of 3 – 5 Lots
 - 20 Alfresco Dining & Trading in Public Places
 - 21 Advertising, Service and Tourist Signs
 - 22 Rezoning and Subdivision Applications – Fire Management Process
- b) Adopt the Shire of Ravensthorpe Local Planning Policy Manual pursuant to Clause 2.4.3 of the Shire of Ravensthorpe Town Planning Scheme No 5 subject to the modifications highlighted in red at Attachment 10.2.1
- c) Refer the Shire of Ravensthorpe Local Planning Policies relevant to residential development to the Western Australian Planning Commission for assessment and approval against the requirements of Part 7 of the Residential Design Codes of WA.

Discussion

10.2.2 EXTRACTIVE INDUSTRIES - ROAD MAINTENANCE CONTRIBUTION

| | |
|--|--|
| File Ref: | ED.ID.2 |
| Applicant: | Not applicable |
| Location: | Not applicable |
| Disclosure of Officer Interest: | None |
| Date: | 17 June, 2014 |
| Author: | Craig Pursey, Planning Officer |
| Authorising Officer: | Pascoe Durtanovich – Chief Executive Officer |
| Attachments: | None |

Summary:

Extractive Industries have the potential to add considerable numbers of heavy traffic to specific roads within the Shire causing additional maintenance of these roads over and above the standard.

The Shire's draft Extractive Industry Local Planning Policy and the Road Traffic Act 1974 allow for the Shire to recoup maintenance and repair costs that clearly result from a specific user.

This report discusses whether to require an extractive industry operator to pay a contribution or not and seeks guidance on whether a policy should be drafted addressing this issue.

Background:

The Shire has 21 approved extractive industries operating that are extracting granite, sand, gravel and limestone. These operations are required to renew their approval annually (on the 1st July) through a condition of planning approval.

Most extractive industries are small scale servicing their own needs and a small clientele, however, there are a number of operators who are of a scale that generate high numbers of heavy vehicle movements during concentrated periods.

Ravensthorpe Nickel Operations have nine separate extractive industry licences and operate under an agreement that has them contributing 80% of the maintenance costs for Jerdacuttup Road and Tamarine Road.

The Shire has a road maintenance and construction programme that anticipates the works for the year. Roads are classified and ideally a certain number of grades and maintenance activities are scheduled for the year depending upon the classification of the road. However, where a specific land use such as an extractive industry clearly increases the use of a stretch of road (particularly with heavy vehicles) this can substantially increase the maintenance required, number of repairs and reduce the lifespan of the road itself.

Draft Local Planning Policy 8 - Extractive Industry

Council is considering a review of their extractive industry policy elsewhere in this agenda. Clause d of the general requirements states:

- d. Those portions of public roads as are affected by the activities related to an extractive industry shall be maintained to a 'pre-development' standard acceptable to Council at*

the applicants cost. A road maintenance contribution and / or bond may be payable to Council prior to commencement of works to ensure roads are maintained to satisfactory standards. The contribution may be applied at the discretion of Council. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.

This will be more easily applied where a new extractive industry is proposed. Where the industry exists legal advice has been sought and it appears that a requirement to provide a contribution may be applied at the time of the approval renewal.

Road Traffic Act 1974

Section 85 of the Road Traffic Act 1974 allows the Shire to recover expenses towards the maintenance and repair of roads due to heavy and/or extraordinary traffic in a court of law.

Comment:

Most extractive industries in the Shire are small scale and do not result in significant additional heavy vehicles use. However, the Lime Pit at Location 835 Springdale Road does cause an intensive, significant amount of additional traffic to use Springdale Road between the pit and Lakes Entrance for up to 4 months of the year. It is well documented that after harvest this portion of Springdale Road is in a constant state of disrepair due to the heavy vehicles accessing the lime pit.

Staff have calculated that approximately \$26,000 is spent maintaining and repairing this road annually, over and above the normal schedule. This calculation was based on the Manager of Engineering Services experience over the last two years and can be broken down as follows:

- Five additional grades at \$3,000 each over the year;
- One week of patching and fixing blow outs (\$11,000)

This portion of Springdale Road is a 'regional distributor' and the standards indicate that it should be graded three times a year. The Shire statistics show that it was graded eight times last year.

This calculation does not include the longer term damage to the road base and the resultant reduction in the lifespan of the road.

Using the lime pit at Location 835 as an example, the Council has a number of options in dealing with this issue:

1. Retain the status quo

This approach acknowledges that the extractive industries in the Shire service and support other industries (building and farming) and that their impact upon the road infrastructure and the additional costs involved are appropriately borne by the wider community.

It also acknowledges that there may be inequities with charging extractive industry and not harvest traffic that also has a concentrated impact on the road system for a certain portion of the year.

2. Pursue cost recovery in the courts

This would be a fairly blunt approach that would recapture the road costs but may have the potential to affect the viability of the extractive industry and would incur legal fees.

3. Negotiate a contribution with the operator

It is common for local government extractive industry policies to require a contribution from an extractive industry operator with the methodology of calculating the contribution figure varying between local governments. It would be important to strike a balance between recouping costs and not affecting the viability of the industry.

One way is to require a road maintenance contribution based on the estimated tonnage of material to be transported to and from the extractive industry site. A sliding scale with no contribution required from small operators and a larger contribution from larger operators may be reasonable.

The contribution would be made annually for the lifetime of the facility, the conclusion of which will be marked by the completion of all rehabilitation works.

If this was to be pursued a specific local planning policy should be drafted setting out how the contributions would be made and in what circumstances.

Consultation:

All operators have been requested to provide their estimated tonnage for the next financial year as part of their extractive industry licence renewal this year.

No other consultation has taken place to date.

If a local planning policy was to be drafted then consultation with the industry and general public would be undertaken.

Statutory Obligations:

Sections 84 and 85 of the Road Traffic Act 1974 allows for a local government to recoup costs from a party who has damaged a road.

Local planning policies are adopted under Part 2 of Town Planning Scheme No.5.

Legal advice sought on this matter confirms that it is an acceptable practice to require a contribution toward the maintenance of a road through either a condition of planning approval or through the courts.

Policy Implications:

A local planning policy on road contributions for extractive industries would establish the ground rules for applying any contribution.

Budget / Financial Implications:

The Shire of Ravensthorpe currently spends up to an extra \$26,000 per annum on a portion Springdale Road alone; a portion of this would be saved if a contribution was required. There would be some administration costs in running this system.

If a contribution is required, there would costs to the operator of the extractive industry and it is uncertain if this would affect the viability of these operations in the Shire.

Strategic Implications:

The current issue has a relationship to the following themes in the Strategic Community Plan:

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

Theme 4 - Civic Leadership

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:-

1. The Chief Executive Officer prepare a local planning policy detailing the methodology for calculating a road maintenance contribution from the operators of extractive industry throughout the Shire of Ravensthorpe.
2. If adopted the policy be applied for the 2015/2016 financial year.

Discussion

10.3 MANAGER OF ENGINEERING SERVICES

10.4 CHIEF EXECUTIVE OFFICER

**10.4.1 RAVENSTHORPE ENTERTAINMENT CENTRE MANAGMENT
COMMITTEE (RECMC)**

File Ref:

Applicant: Not applicable

Location: Not applicable

Disclosure of Officer Interest: None

Date: 10 June, 2014

Author: Matthew Hunt – Manager Recreation and Community Services

Authorising Officer: Pascoe Durtanovich – Chief Executive Officer

Attachments: Yes - RECMC Minutes - 27 May, 2014
RECMC Secretary Report - 27 May, 2014

Summary:

This item seeks the consideration and approval of four (4) Committee recommendations, resultant from the last meeting of the Ravensthorpe Entertainment Centre Management Committee (RECMC), held on Tuesday 27 May 2014.

Background:

The Ravensthorpe Entertainment Centre Management Committee Incorporated is not a Committee of Council and has no decision making authority. The RECMC is governed by its constitution and a Heads of Agreement document, signed by both the Council and the RECMC.

The RECMC is currently working to update and renew its vision, purpose, objectives and Heads of Agreement document, following a Special General Meeting of this Committee held in July of 2013. The Committee aim to meet regularly to accomplish this and the general responsibilities of the Committee through their Incorporation. Further to this, the RECMC strives to achieve a number of objectives outlined in the Committee Plan (2010) and meet regularly to accomplish this responsibility. The minutes of its last meeting are attached to reference the below noted correspondence and progression of the REC MC.

Comment:

The below comments are referenced in numerical order to the Officer Recommendations at the close of this report.

1. As a mechanism to attract and retain greater usage of the REC facilities, the RECMC have discussed and recommended that an EFTPOS terminal be installed within the Tavern area at the REC Bar. This facility will allow greater access to meal and beverage purchases as well cash funds over the bar (ancillary to a meal or group beverage purchase). This facility will also assist in future affiliated club membership payments and or individual REC Memberships for non-club members.

The set up and ongoing costs for installation are to be covered under the REC Authorised Expenditure line item, of which funds are available, as facility and user improvements. An approximate cost of (including phone line set up costs) \$900.00 for the first year and \$600 for subsequent years is applicable.

2. Due to the recent resignation of 'Zest Kitchen' as the commercial meal provider (Hirer) of the REC Kitchen facility, the RECMC advertised for a replacement caterer to operate this service in conjunction with the REC Tavern facility for the Friday Night Entertainment program. However, due to no interest in this provision the RECMC have considered numerous other options to ensure the continuation of the program and ongoing usage of this high level entertainment facility.

The RECMC recommended option which has been endorsed at a Shire Executive level is for; Not-for-Profit Community Groups to volunteer to prepare and serve meals during entertainment and selected sporting evenings, from the Ravensthorpe Entertainment Centre Kitchen. Through written proposal (attached to the RECMC May Meeting Minutes) the successful applicants will prepare salads and serve pre-purchased (Shire) café quality meals and snacks from the REC kitchen to community members, visitors and patrons of the venue on a predetermined date (irregular roster or one off basis) and time period. A negotiated financial donation of up to \$250.00 per function will be made to the selected Volunteer Community Groups post function, although not as a Fee for Service. The donation from the RECMC will be covered under the REC Authorised Expenditure line item, of which funds are available, as facility and user improvements.

A program of this nature is operating and has been successful in other small Shire facilities within the state, for example the Merredin Regional Community and Leisure Centre. It is hoped that the program will grow, pending facilitator group interest to allow a multiple functions calendar, supporting both the REC and selected community groups. Revenue from meals and bar takings will offset donation expenditure and continue to raise income for the RECMC to deliver through Council improvements back into the REC facility.

3. Although underspent in 2013/14 the RECMC recommend to progress the Live Entertainment program at the REC for the local and wider community. The RECMC recommend to Council that the same allocation from 2013/14 be made available to the group for 2014/15, \$5,000.00.

Consultation:

With the Ravensthorpe Entertainment Centre Management Committee Incorporated (RECMC).

Statutory Obligations:

Nil

Policy Implications:

Nil

Budget / Financial Implications:

- Council is required to endorse or reject all proposed expenditure recommended by the RECMC.
- Adequate funds are available from RECMC Bar and Membership profits.

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 (1)

ITEM 10.4.1

That the installation of a fixed Westpac EFTPOS terminal within the Function / Tavern area of the Ravensthorpe Entertainment Centre be approved and the installation costs and on-going fees and charges associated with the EFTPOS terminal be funded from the Ravensthorpe Entertainment Centre bar profits.

OFFICER RECOMMENDATION (2)

ITEM 10.4.1

That the expression of interest for Community Groups to prepare and serve meals for the Ravensthorpe Entertainment Centre from the Ravensthorpe Entertainment Centre function space / kitchen be progressed.

OFFICER RECOMMENDATION (3)

ITEM 10.4.1

That consideration be given to the allocation of \$5,000 in the 2015/2016 Shire budget for the provision of live entertainment in the Ravensthorpe Entertainment Centre.

*Discussion***10.4.2 SERVICE AGREEMENT – MEDICAL SERVICES**

| | |
|--|---|
| File Ref: | Legal Documents |
| Applicant: | Dr Lochner |
| Location: | Not applicable |
| Disclosure of Officer Interest: | None |
| Date: | 16 June, 2014 |
| Author: | Pascoe Durtanovich – Chief Executive Officer |
| Authorising Officer: | Not applicable |
| Attachments: | None – a copy of the proposed agreement has been provided to Councillors under separate cover |

Summary:

The current medical services agreement between the Shire of Ravensthorpe and Doctor Lochner concludes 30 June, 2014. This report recommends the agreement be renewed for a further term of up to five years.

Background:

The current agreement was put in place following the withdrawal of Gemini Medical Services.

Commitments by the shire include:-

- 1) Licence the Medical Practitioner to use the Premises for no charge at all times during the Term;
- 2) Pay all Outgoings during the Term;
- 3) Clean the Ravensthorpe Premises at regular intervals, as agreed by the Parties;

- 4) Complete all repairs and maintenance of the Premises, where that repair and maintenance is not due to the negligent act or omission of the Medical Practitioner or Locum;
- 5) At the cost of the Shire, employ a receptionist:
 - I. For the Hopetoun Premises during that portion of the Working Week during which the Medical Practitioner provides services from the Hopetoun Premises; and
 - II. For the Ravensthorpe Premises during that portion of the Working Week during which the Medical Practitioner provides services from the Ravensthorpe Premises;
- 6) Provide the Vehicle for use by the Medical Practitioner, including private use by the Medical Practitioner and a driver designated by the Medical Practitioner;
- 7) Regularly maintain the Vehicle
- 8) Provide a computer workstation for the Medical Practitioner, either:
 - I. By providing a desktop computer at each of the Hopetoun and Ravensthorpe Premises; or
 - II. By providing a portable, laptop computer, that workstation being determined at the discretion of the Shire; and
- 9) Provide any additional computer hardware reasonably required by the Medical Practitioner for the provision of medical service pursuant to this Deed;
- 10) Provide computer software for the provision of medical services by the Medical Practitioner, the particulars of that software being determined by agreement between the Medical Practitioner and the Shire, including the purchase of additional software (if necessary) at the cost of the Shire;
- 11) Annually review all computer software used by the Medical Practitioner, and replace or upgrade any existing software, at the cost of the Shire, and
- 12) Provide office furniture at the Premises as is reasonably required by Medical Practitioner to facilitate the provision of medical services pursuant to this Deed, that office furniture being:
 - I. First, any office furniture already situated at the Premises; and
 - II. Second, any additional office furniture reasonably required by the Medical Practitioner, that furniture being purchased at the cost of the Shire.
- 13) The Shire must, at its cost, provide, supply and maintain to and for the Medical Practitioner, administrative services, clerical and professional staff, facilities, plant and equipment as are in the option of the Shire necessary for the Medical Practitioner to provide medical services from the Shire. The services and facilities provided by the Shire may vary from time to time.
- 14) The services and facilities provided by the Shire pursuant to this **clause 4** above are to assist the Medical Practitioner to render medical services from the Premises and Medical Practitioner must not use them for his private or other purposes, except that the Medical Practitioner may use the Vehicle for private and/or personal travel.

Comment:

It is recommended that the conditions of the new agreement be similar to those currently existing with the exception of those clauses that have been finalised and no longer relevant.

Under normal circumstances, tenders are to be publicly invited before a local government enters into a contract for another person to supply goods of services if the consideration

under the contract is, or is expected to be, more, or worth more, than \$100,000. A combination of the incentives offered to the Doctor is expected to be, more, or worth more, than \$100,000.

In some circumstances, tenders do not have to be publically invited.

Given that it is unlikely that there is more than one potential supplier, under the terms and conditions offered, this item seeks to declare that tenders do not have to be publicly invited.

Consultation:

Renewal of the agreement has been discussed with Dr Lochner. Dr Lochner is willing to renew the agreement for a further five year term.

Statutory Obligations:

Section 3.57 of the Local Government Act 1995 specifies that a local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services.

The regulations made under this section outlines certain circumstances whereby tenders do not have to be publicly invited.

11. When tenders have to be publicly invited

(2) Tenders do not have to be publicly invited according to the requirements of this Division if –

(f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.

Policy Implications:

Nil

Budget / Financial Implications:

That annual cost for the medical service is approximately \$140,000, including building depreciation. This cost is budgeted annually.

Strategic Implications:

The Shire of Ravensthorpe Strategic Community Plan Theme 1 Goal/ Strategy 1.1.1 applies.

Sustainability Implications:

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

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

- **Social:**
The continuation of medical services/family doctors in the Shire is vital for the community wellbeing.

Voting Requirements:

Simple majority

OFFICER RECOMMENDATION**ITEM 10.4.2**

That;

- 1) In Accordance with section 11(2) (f) of the *Local Government (Functions and General) Regulations 1996*, Council declares that tenders do not have to be publicly invited for the provision of all aspects of general practice services and management to the Hopetoun and Ravensthorpe Medical Centres given that it is unlikely that there is more than one potential supplier, under the terms and conditions applicable.
- 2) That the draft medical services service agreement between the Shire of Ravensthorpe and Dr Hermanus Jacobus Gert Lochner, identified as attachment 10.4.2 be adopted.

*Discussion***11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
NIL**12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****12.1 ELECTED MEMBERS**
NIL**12.2 OFFICERS**
NIL**13. MATTERS BEHIND CLOSED DOORS**
NIL**14. CLOSURE OF MEETING – 6.04PM**

These minutes were confirmed at the meeting of the _____

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

Date: _____